CITY OF BUELLTON

CITY COUNCIL AGENDA
Regular Meeting of May 28, 2020 – 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California

Copies of staff reports or other written documentation relating to each item of business referred to on this Agenda are on file in the office of the City Clerk and are available for public inspection

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders N-25-20 and N-29-20 from the Executive Department of the State of California and a Declaration of Local Health Emergency from the County of Santa Barbara, City Council meetings will not be physically open to the public and one or more (or even all) City Council Members may be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting through the City's website, via City TV Live Stream at: http://www.cityofbuellton.com/government/cityTV.php and may provide public comment by sending comments via email to council@cityofbuellton.com (reference subject matter or agenda item in the subject line of email). Please include name and address in contents of message. Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Mayor's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations can contact the City Clerk at (805) 688-5177 and best efforts will be made to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City of Buellton's procedure for resolving reasonable accommodation requests.

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR (ACTION)

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

1. Minutes of May 21, 2020 Special City Council Meeting

2. Minutes of May 14, 2020 Regular City Council Meeting

3. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20

4. Monthly Treasurer's Report – April 30, 2020

- *(Staff Contact: Finance Director Shannel Zamora)*

5. Resolutions Pertaining to General Municipal Election to be Held November 3, 2020

- *(Staff Contact: City Clerk Linda Reid)*

Resolution No. 20-13 – "A Resolution of the City Council of the City of Buellton, California, Calling and Giving Notice of the Holding of a General Municipal Election to be Held on Tuesday, November 3, 2020 for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities"

Resolution No. 20-14 – "A Resolution of the City Council of the City of Buellton, California, Requesting the Board of Supervisors of the County of Santa Barbara to Consolidate a General Municipal Election to be Held on Tuesday, November 3, 2020 with the General Election Pursuant to Section 10403 of the Elections Code"

Resolution No. 20-15 – "A Resolution of the City Council of the City of Buellton, California, Adopting Regulations for Candidates for Elective Office Pertaining to Candidate's Statements, Materials Submitted to the Electorate, and the Cost Thereof, Submitted to the Voters at an Election to be Held on Tuesday, November 3, 2020"

PRESENTATIONS

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS/ITEMS

WRITTEN COMMUNICATIONS

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

COMMITTEE REPORTS

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

BUSINESS ITEMS (POSSIBLE ACTION)

6. Annual Report for January 1, 2019 through December 31, 2019 from Visit Santa Ynez Valley (VisitSYV)

❖ *(Staff Contact: Finance Director Shannel Zamora)*

7. Presentation by Monterey Bay Community Power CCA

❖ (*Staff Contact: City Manager Scott Wolfe)*

8. Consideration of Extension of Contract with Buellton Business Association/Chamber of Commerce for Operation of a Visitors Bureau

❖ (*Staff Contact: City Manager Scott Wolfe)*

9. Discussion and Possible Award of Contract Regarding Engineering Services

❖ *(Staff Contact: Public Works Director Rose Hess)*

10. Mid-Cycle Budget Study Session Related to Fiscal Year 2020-21 and Estimated COVID-19 Financial Impacts

❖ *(Staff Contact: Finance Director Shannel Zamora)*

CITY MANAGER'S REPORT

CLOSED SESSION ITEMS (POSSIBLE ACTION)

11. Closed Session Pursuant to Government Code Section 54956.9(d)(4) Potential Initiation of Litigation

ADJOURNMENT

The next regular meeting of the City Council will be held on Thursday, June 11, 2020 at 6:00 p.m.

City Manager Review: SW
Council Agenda Item No.: 1

CITY OF BUELLTON

CITY COUNCIL SPECIAL MEETING MINUTES
Special Meeting of May 21, 2020
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff: City Manager Scott Wolfe, Public Works Director Rose Hess, City Attorney Greg Murphy (via Zoom), and City Clerk Linda Reid

PUBLIC COMMENTS

None

BUSINESS ITEMS

1. Resolution No. 20-17 – "A Resolution of the City Council of the City of Buellton, California, Authorizing the City Manager to Work with the County of Santa Barbara, the County Sheriff's Department, and the County Fire Department to Ease Restrictions on Businesses Reopening from Covid-19 Related Restrictions"

RECOMMENDATION:
That the City Council consider adoption of Resolution No. 20-17.

STAFF REPORT:
City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:
The City Council discussed the following issues:

- Inquiries from local restaurants to open up
- Wineries can open if they are associated with food service

- Proposed resolution allows the City Manager temporary authority to provide direction to local restaurants on how to open safely with seating along sidewalks/parking areas

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Vice Mayor Mercado, seconded by Council Member King adopting Resolution No. 20-17 – "A Resolution of the City Council of the City of Buellton, California, Authorizing the City Manager to Work with the County of Santa Barbara, the County Sheriff's Department, and the County Fire Department to Ease Restrictions on Businesses Reopening from Covid-19 Related Restrictions"

VOTE:
Motion passed by a roll call vote of 5-0.
Council Member Andrisek – Yes
Council Member King – Yes
Council Member Sanchez – Yes
Vice Mayor Mercado – Yes
Mayor Sierra – Yes

ADJOURNMENT

Mayor Sierra adjourned the special meeting at 5:10 p.m. The next regular meeting of the City Council will be held on Thursday, May 28, 2020 at 6:00 p.m.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

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

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of May 14, 2020
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff: City Manager Scott Wolfe, Public Works Director Rose Hess, City Clerk Linda Reid, City Attorney Greg Murphy (via Zoom), Finance Director Shannel Zamora (via Zoom), Recreation Supervisor Kyle Abello (via Zoom), Planning Director Andrea Keefer (via Zoom), Contract Planner Irma Tucker (via Zoom), and Youth Recreation Coordinator Paul Smith (via Zoom)

REORDERING OF AGENDA

The City Council agreed by consensus to reorder the agenda to move Item 6 after Item 11.

PUBLIC COMMENTS

Public Comments were received and read into the record from the following Buellton residents:

Guy Ewen, submitted comments regarding speeding and reckless driving on River View Drive.

Rachael Cardoza, submitted comments regarding reducing the speed limit on Highway 246 from Industrial Way to River View Drive.

Blake Cardoza, submitted comments regarding reducing the speed limit on Highway 246 and adding speed bumps in residential areas.

CONSENT CALENDAR

1. Minutes of April 27, 2020 Special City Council Meeting

2. Minutes of April 23, 2020 Regular City Council Meeting

3. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20

4. Financial Report for the Third Quarter Ending March 31, 2020

5. Approval of Inter-Regional Transit Service – Breeze Route 200

MOTION:
Motion by Council Member King, seconded by Council Member Sanchez, approving Consent Calendar Items 1 through 5 as listed.

VOTE:
Motion passed by a roll call vote of 5-0.
Council Member Andrisek – Yes
Council Member King - Yes
Council Member Sanchez - Yes
Vice Mayor Mercado – Yes
Mayor Sierra – Yes

PRESENTATIONS

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

Mayor Sierra requested that the scholarship recipients read their essays via Zoom and she and the Council congratulated Jasmine Enciso and Davis Reinhart, recipients of the Norman and Gale Williams Buellton Education Scholarships for the 2020-2021 academic year. Gale Williams also joined the meeting via Zoom and congratulated the scholarship recipients and wished them well in their academic endeavors.

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Mayor Sierra requested and the Council agreed by consensus to have staff provide a presentation to Council regarding the financial impact of the COVID-19 Pandemic on the City of Buellton.

Council Member Andrisek thanked Caltrans for cutting the weeds near the Highway 101 on-ramps and off-ramps.

Mayor Sierra requested and the Council agreed by consensus to have an arborist survey the oak trees on Highway 246 for insect infestation.

Mayor Sierra thanked the musicians who provided the Bach and Bluegrass Stroll along the streets of Buellton and stated that it was fantastic.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Mayor Sierra announced that she attended the Santa Barbara County Association of Governments North County Sub-Regional Committee meeting and provided an oral report for the record.

Mayor Sierra announced that the Green Team met via Zoom today and provided an oral report for the record regarding upcoming events.

BUSINESS ITEMS

8. Approval of Bike Skills Course Design and Volunteer Led Project Funding

RECOMMENDATION:
That the City Council consider approval of the Bike Skills Course design and funding of $6,000 for this volunteer led project.

STAFF REPORT:
Recreation Supervisor Abello presented the staff report.

SPEAKERS/DISCUSSION:
Public comments were received and read into the record supporting the Bike Skills Course from the following individuals:

- Cindy Douglas
- Kent Yankee
- Mike Hecker
- Christine Bourgeois
- Kirk Nordgren
- Shawn Knight
- Drew Hunter
- Zachary Ulrick
- Nathan Giacinto
- Christopher Rydman

The City Council expressed their support for the bike skills course.

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Council Member King, seconded by Vice Mayor Mercado approving the Bike Skills Course design and funding of $6,000 for this volunteer led project.

VOTE:
Motion passed by a roll call vote of 5-0.
Council Member Andrisek – Yes
Council Member King – Yes
Council Member Sanchez– Yes
Vice Mayor Mercado – Yes
Mayor Sierra – Yes

9. Approval of Arts & Culture Project Applications:
A. Mosaic Pillars and Main Entry Sign at Botanic Garden
B. SYV Teen Arts Workshop

RECOMMENDATION:
That the City Council consider approving $15,000 to fund the Mosaic Pillars and Entry Sign at Botanic Garden Project and $2,500 to fund the SYV Teen Arts Workshop Project.

STAFF REPORT:
Recreation Supervisor Abello presented the staff report.

SPEAKERS/DISCUSSION:
A. Mosaic Pillars and Main Entry Sign at Botanic Garden
Puck Erickson, representing the Santa Ynez Valley Botanic Garden, discussed the mosaic pillars and main entry sign at the Botanic Garden and announced that the contractors are all local craftsmen.

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Vice Mayor Mercado, seconded by Council Member King, approving $15,000 to fund the Mosaic Pillars and Entry Sign at Botanic Garden Project.

VOTE:
Motion passed by a roll call vote of 5-0.
Council Member Andrisek – Yes
Council Member King – Yes
Council Member Sanchez - Yes
Vice Mayor Mercado – Yes
Mayor Sierra – Yes

SPEAKERS/DISCUSSION:
B. SYV Teen Arts Workshop
Shana Deleon, representing SYV Teen Arts Workshop, discussed the Teen Arts Workshop.

MOTION:
Motion by Council Member Andrisek, seconded by Council Member King, approving $2,500 to fund the SYV Teen Arts Workshop Project.

VOTE:
Motion passed by a roll call vote of 5-0.
Council Member Andrisek – Yes
Council Member King – Yes
Council Member Sanchez - Yes
Vice Mayor Mercado – Yes
Mayor Sierra – Yes

10. Contract for Law Enforcement Services between the County of Santa Barbara and the City of Buellton for Fiscal Year 2020-21

RECOMMENDATION:
That the City Council receive and file the Contract Cost Summary for Sheriff's Department services for Fiscal Year 2020-21 and direct staff to appropriate these costs in the upcoming budget adjustment for the coming fiscal year.

STAFF REPORT:
City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:
Lt. Jason Grossini, Lt. Brad Welch, and Kristie Velasco joined the meeting via Zoom and addressed the City Council regarding the law enforcement services contract for Fiscal Year 2020-21.

The City Council discussed the following issues:

- Assigning the same deputies to the Buellton station rather than rotating them so that the community can get to know the deputies
- Increased costs for the motor deputy

The City Council thanked the Santa Barbara County Sheriff's Department for their continued service to the City of Buellton.

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Council Member Sanchez, seconded by Council Member King receiving and filing the Contract Cost Summary for Sheriff's Department services for Fiscal Year 2020-21 and directing staff to appropriate these costs in the upcoming budget adjustment for the coming fiscal year.

VOTE:
Motion passed by a roll call vote of 5-0.
Council Member Andrisek – Yes
Council Member King – Yes
Council Member Sanchez - Yes
Vice Mayor Mercado – Yes
Mayor Sierra – Yes

11. 2025 Buellton General Plan - Land Use & Circulation Element Update; Consideration of Professional Services Agreements

RECOMMENDATION:
That the City Council authorize updating the Land Use & Circulation Element of the 2025 Buellton General Plan and direct the City Manager to enter into an agreement with Rincon Consultants, Inc., for services outlined in Attachment 1, at a cost not to exceed $138,050 and direct the City Manager to enter into an agreement with KOA Corporation for services outlined in Attachment 2, at a cost not to exceed $61,950.

STAFF REPORT:
Contract City Planner Tucker presented the staff report.

SPEAKERS/DISCUSSION:
Public comments were received and read into the record supporting public safety needs in Buellton from the following Buellton residents:

- Kady Fleckenstein
- Len Fleckenstein

Joel Falter, representing KOA Corporation, discussed Buellton's long-term planning needs and what type of circulation improvements can be made in Buellton.

The City Council discussed the following issues:

- The Lan Use & Circulation Element update would start next week, with estimated completion in 15-18 months
- Concern that current study results could be skewed due to the COVID-19 Pandemic
- That a speed survey can potentially raise speed limits rather than lower them
- Safety issues associated with reduced lanes on the Avenue of Flags

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Vice Mayor Mercado, seconded by Mayor Sierra authorizing updating the Land Use & Circulation Element of the 2025 Buellton General Plan and direct the City Manager to enter into an agreement with Rincon Consultants, Inc., for services outlined in Attachment 1, at a cost not to exceed $138,050 and direct the City Manager to enter into an agreement with KOA Corporation for services outlined in Attachment 2, at a cost not to exceed $61,950.

VOTE:
Motion passed by a roll call vote of 4-1, with Council Member Sanchez voting no.
Council Member Andrisek – Yes
Council Member King – Yes
Council Member Sanchez - No
Vice Mayor Mercado – Yes
Mayor Sierra – Yes

6. Acceptance of the Highway 246 & Sycamore Drive Pedestrian Improvements Project

STAFF REPORT:
Public Works Director Hess announced that this item will be brought back for Council approval at a later date.

Public comments were received and read into the record addressing safety concerns on Highway 246 and Sycamore Drive, from the following Buellton residents:

- Jonathan Roylance
- Kady Fleckenstein
- Len Fleckenstein
- Lenne Grant
- Ted Hansen
- Marge Ewen

12. Discussion Regarding Flag Pole on Median 2

RECOMMENDATION:
That the City Council discuss the removal and replacement of the flag pole on Median 2 and direct staff accordingly.

STAFF REPORT:
City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:
A letter of support for the flag poles on the Avenue of Flags was received and read into the record from Hans Duus.

The City Council discussed the following issues:

- Rewelding the original flag pole and checking it for structural integrity before it could be reinstalled on Median 2 of the Avenue of Flags
- Maintaining the original eight flag poles on the Avenue of Flags
- Safety and potential liability of reinstalling the original flag pole on Median 2 of the Avenue of Flags

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Council Member King, seconded by Vice Mayor Mercado directing staff to get cost estimates to reweld the original flag pole and have the pole inspected for structural integrity and bring the cost estimates back for Council consideration at a future meeting within 30 days.

VOTE:
Motion passed by a roll call vote of 5-0.
Council Member Andrisek – Yes
Council Member King – Yes
Council Member Sanchez - Yes
Vice Mayor Mercado – Yes
Mayor Sierra – Yes

13. Reconsideration of City Participation in Community Choice Aggregation for Electrical Service

RECOMMENDATION:
That the City Council consider the City's participation in Community Choice Aggregation for Electrical Services.

STAFF REPORT:
City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:
The City Council discussed the following issues:

- Representation in the Community Choice Aggregation and which cities currently participate in the group
- Reliability of receiving electricity from the Community Choice Aggregation

DOCUMENTS:
Staff report with attachments as listed in the staff report.

DIRECTION:
The City Council agreed by consensus to seek additional information regarding Community Choice Aggregation and bring this item back for further discussion at a future Council meeting.

CITY MANAGER'S REPORT

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

CLOSED SESSION ITEMS

14. Closed Session Pursuant to Government Code Section 54956.8
Conference with Real Property Negotiator
Property: 264 La Lata Drive, Buellton, CA (APN: 099-450-012)
Agency Negotiator: Scott Wolfe, City Manager
Negotiating Party: ECCUMENICAL III, LLC, Property Owner
Under Negotiation: Price and Terms of Payment

15. Closed Session Pursuant to Government Code Section 54956.9(d)(4)
Potential Initiation of Litigation

The City Council met in closed session to discuss Items 14 and 15. No reportable action was taken.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 9:37 p.m. The next regular meeting of the City Council will be held on Thursday, May 28, 2020 at 6:00 p.m.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Shannel Zamora, Finance Director
Meeting Date:	May 28, 2020
Subject:	List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20

BACKGROUND

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

The check register for the period 04/15/2020 through 05/05/2020 has been prepared in accordance to Government Code section 37202 and Buellton Municipal Code section 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 05/06/2020 through 05/19/2020, and electronic fund transfers issued for the period of 05/06/2020 through 05/19/2020 was $446,817.43.

FISCAL IMPACT

Payments made to the various vendors were consistent with the approved City's Budget for FY 2019/20. Cash is available for the payment disbursements of the above liabilities.

RECOMMENDATION

That the City Council review and accept the check register for the period 05/06/2020 through 05/19/2020.

ATTACHMENTS

Attachment 1 – Claims

CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims for the period of **May 6, 2020 through May 19, 2020** for ratification by the City Council at the **May 28, 2020** City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT01277	201,054.93	
A/P Packet #APPKT01276	101,635.25	
A/P Packet #APPKT01273	10,275.64	
A/P Packet #APPKT01272	24,747.86	
A/P Packet #APPKT01271	2,278.70	
Total A/P Packets:	$339,992.38	(6 pages)

Total of checks issued:	$339,992.38

EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:		$58,212.31

Payroll processed

Staff Payroll	5/8/2020	48,612.74
	Total Payroll:	$48,612.74

TOTAL AMOUNT OF CLAIMS:	**$446,817.43**

EXHIBIT B

Payments via Electronic Fund Transfer (EFT):
From 05/06/2020 through 05/19/2020

CalPERS - Medical	5/7/2020	24,469.57
Payroll Tax - IRS	5/11/2020	8,598.64
CalPERS - Classic	5/11/2020	5,795.43
CalPERS - PEPRA	5/11/2020	4,201.53
Hassler - Postage	5/11/2020	300.00
The Hartford	5/11/2020	411.58
Payroll Tax - EDD	5/12/2020	3,063.45
DCP-AUL	5/12/2020	10,937.74
AFLAC	5/12/2020	422.37
Bank Fees	5/14/2020	12.00
Total		**58,212.31**

Check Disbursements - City Council - May 28, 2020

City of Buellton, CA

By Payment Number

Payment Dates 05/06/2020 - 05/19/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39574	5/12/2020	000005	ABALONE COAST ANALYTICAL, INC.			2,538.10
	4940	April 2020 - WWTP - Chemicals/Analysis		005-701-61111		1,490.80
	4944	April 2020 - DWTP - Chemicals/Analysis		020-601-61111		1,047.30
39575	5/12/2020	000820	ACWA/JPIA			3,538.83
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		001-401-50400		613.06
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		001-402-50400		185.30
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		001-403-50400		69.15
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		001-410-50400		225.34
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		001-420-50400		200.79
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		001-511-50400		502.68
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		001-558-50400		590.78
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		001-565-50400		249.94
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		005-701-50400		450.89
	0646641	JUNE 2020 - DENTAL/VISION/EAP PREMIUM		020-601-50400		450.90
39576	5/12/2020	000718	AUTOSYS, INC.			870.00
	2650	4/22&30/2020 - WTP - SCADA IT PROGRAMMING		020-601-60800		870.00
39577	5/12/2020	000176	EXCLUSIVE ALARMS INC			6,468.50
	123703	4/12/2020 - CH/PLNG - CCTV - CAMERA SYS INSTALL		001-410-72100		4,487.50
	123704	4/12/2020 - LIB - CCTV CAMERA SYSTEM INSTALLATION		001-410-72100		1,981.00
39578	5/12/2020	001364	FAMCON PIPE & SUPPLY-SM			506.43
	S100026667-001	4/27/2020 - WTP - MISC MAINT/REPAIR ITEMS		092-603-74100	09260374100	506.43
39579	5/12/2020	001473	INTRADO ENTERPRISE COLLABORATION, INC.			787.15
	1744706509	APRIL 2020 - CONFERENCE CALLS		001-410-60900		787.15
39580	5/12/2020	000280	LEE CENTRAL COAST NEWSPAPERS			204.00
	INV0011958	4/30/2020 - REC - #157141-1 - DIGITAL CONNECT		001-511-60510		89.00
	INV0011958	4/9/2020 - REC - #156947-1 - SUMMER CAMP		001-511-60510		46.00
	INV0011958	4/28/2020 - REC - #157770-1 - MARK TWAIN		001-511-60510		23.00
	INV0011958	4/21/2020 - REC - #1575/5-1 - MARK TWAIN		001-511-60510		23.00
	INV0011958	4/2/2020 - REC - #156749-1 - SUMMER CAMP		001-511-60510		23.00
39581	5/12/2020	011343	MARIANNE MADSEN			120.00
	INV0011957	3/7-3/14/2020 - REC - YOGA CLASS		001-511-67140		120.00
39582	5/12/2020	000851	R. BURKE CORPORATION			9,690.00
	012585A	APRIL 2020 - HWY246 & SYCAMORE PED XING		092-306-74100	09230674100	9,690.00
39583	5/12/2020	000535	UNDERGROUND SERVICE ALERT			24.85
	420200070	April 2020 - PW - NewTcktChrgs/MnthlyDBMaintFee		005-701-60800		12.42
	420200070	April 2020 - PW - NewTcktChrgs/MnthlyDBMaintFee		020-601-60800		12.43
39584	5/12/2020	001111	TETRA TECH, INC.			10,275.64
	51575545	EngSrvcs->3/27/2020 - Encroachment Permit Services		025-557-60800		701.69
	51575546	EngSrvcs->3/27/2020 - Crossroads		001-22416	90010-070	3,238.11
	51575547	EngSrvcs->3/27/2020 - Townhomes		001-22416	90021-070	2,325.24
	51575548	EngSrvcs->3/27/2020 - 73 Ind Way/Figueroa		001-22416	90037-070	733.88
	51575549	EngSrvcs->3/27/2020 - 5-Acre Bldng @ Industrial Wy		001-22416	90044-070	318.03
	51575550	EngSrvcs->3/27/2020 - WTP-Project General Spprt		020-601-60830		1,130.43
	51575551	EngSrvcs->3/27/2020 - Waypoint		001-22416	90039-070	193.13
	51575552	EngSrvcs->3/27/2020 - 410 Central Ave Homes		001-22416	90049-070	1,635.13

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
39585	5/19/2020	000326	MNS ENGINEERS, INC.			101,635.25
	74876	3/1-31/2020 - Backflow Prevention Program		020-601-60830		4,062.50
	74915	3/1-31/2020 - City Engineer/Public Works		025-554-60800		10,132.50
	74916	3/1-31/2020 - City Engineer/Public Works		029-557-60800		6,312.50
	74917	3/1-31/2020 - City Storm Water Mgmnt Plan		001-551-60800		6,657.50
	74918	3/1-31/2020 - City/Update Water		020-601-60830		262.50
	74919	3/1-31/2020 - City/McMurray Rd Signal Upgrade		092-307-70005	09230770005	1,982.50
	74920	3/1-31/2020 - Ped Sfty Imprvmnts - Hwy 246/Syc		092-306-71500	09230671500	1,991.50
	74921	3/1-31/2020 - Median 2 Parking Lot		092-215-71500		11,945.00
	74922	3/1-31/2020 - 2019/20 RdMaint&CitywideCncrtRprProj		092-318-71500	09231871500	3,445.00
	75090	4/1-31/2020 - City Engineer/Public Works		025-554-60800		8,797.50
	75091	4/1-30/2020 - City/Transportation Planning		029-557-60800		3,511.25
	75092	4/1-30/2020 - City/Sewer Network		005-701-60830		355.00
	75093	4/1-30/2020 - Watershed/SD/SWMP		001-551-60800		10,137.50
	75094	4/1-30/2020 - City/Update Water		020-601-60830		907.50
	75095	4/1-30/2020 - City/McMurray Rd Signal Upgrade		092-307-70005	09230770005	262.50
	75096	4/1-30/2020 - Ped Sfty Imprvmnts - Hwy246/SycDr		092-306-71500	09230671500	2,275.00
	75097	4/1-30/2020 - Backflow Prevention Program		020-601-60830		4,250.00
	75098	4/1-30/2020 - Median 2 Parking Lot		092-215-71500		20,385.00
	75099	4/1-30/2020 - 2019/20RdMaint&CitywideCncrteRprProj		092-318-70005	09231870005	3,962.50
39587	5/19/2020	000509	ALAN NEEDHAM dba			23,669.86
	27894	3/18/2020 - Mow/Weed Eat/Lot Clean-up		001-556-60800		125.00
	27899	4/2/2020 - Tree Trimming		001-556-60800		162.50
	27921	4/8/2020 - RVP - Irrigation Repair		001-552-60258		421.40
	27922	4/8/2020 - AOF Median - Irrigation Repair		001-552-60800		505.96
	27933	4/20/2020-Arborist Consultation-Water Mtrs&Lines		092-607-74100	09260774100	2,750.00
	27942	April 2020 - Landscape Maintenance		001-552-60800		11,200.00
	27942	April 2020 - Landscape Maintenance		001-556-60800		3,960.00
	27943	April 2020 - VVP-Landscape Maint/Trash Can Service		001-552-60800		3,220.00
	28012	4/28/2020-Vacant Lot - Mow/Weed Eat & Clean-up		001-556-60800		125.00
	28023	5/1/2020 - RVP - East Drainage Channel		001-552-60800		1,200.00
39588	5/19/2020	000028	ARAMARK UNIFORM SERVICES INC			473.12
	INV0011966	April 2020 - Mats/Towels Service		001-558-60800		378.50
	INV0011966	April 2020 - Mats/Towels Service		005-701-60800		94.62
39589	5/19/2020	001372	BRENNTAG PACIFIC, INC.			903.67
	BPI46230	4/30/2020 - WTP - Chemicals		020-601-61111		903.67
39590	5/19/2020	000058	BUELLFLAT ROCK CO. Inc.			353.20
	99671	5/4/2020 - WTP - Rock Maint/Repair		020-601-60250		353.20
39591	5/19/2020	000062	BUELLTON MEDICAL CENTER			185.00
	INV0011964	4/13/2020 - Pre-employ - Drug Testing		001-403-60022		185.00
39592	5/19/2020	000076	CAL-COAST IRRIGATION, INC.			10.34
	2005-575790	5/5/2020 - WWTP - Misc Maint/Repair Items		005-701-60250		10.34
39593	5/19/2020	001255	DELIVER-IT			165.00
	134099	April 2020 - Sample Deliveries to Abalone		005-701-60800		82.50
	134099	April 2020 - Sample Deliveries to Abalone		020-601-60800		82.50
39594	5/19/2020	000598	ENGEL & GRAY, INC.			3,604.05
	04X00002	April 2020 - WWTP - Waste Handling Bio Solids		005-701-60800		3,604.05
39595	5/19/2020	000241	J B DEWAR, INC.			50.24
	105814	5/1/2020 - WWTP - Misc Mat'ls/Supplies		005-701-61140		50.24
39596	5/19/2020	001379	JANET HILL			140.00
	INV0011963	6/6/2020 - REFUND - RVP Security Deposit(Covid-19)		001-22510		100.00
	INV0011963	6/6/2020 - REFUND - RVP Security Deposit(Covid-19)		001-44020		40.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
39597	5/19/2020	000395	JOSE RAFAEL RUIZ dba			1,650.00
	1462	April 2020 - RVP & OVP - Monthly Janitorial Servic		001-552-60800		1,650.00
39598	5/19/2020	000280	LEE CENTRAL COAST NEWSPAPERS			137.67
	157406	5/7/2020 - CC - NtcOfPblcHrng - ResNo 20-12		001-403-60520		137.67
39599	5/19/2020	000280	LEE CENTRAL COAST NEWSPAPERS			162.28
	157740	5/7/2020 - Plng - Resolution No. 20-03		001-565-60520		162.28
39600	5/19/2020	000280	LEE CENTRAL COAST NEWSPAPERS			184.20
	157743	5/7/2020 - Plng - Resolution No 20-02		001-565-60520		184.20
39601	5/19/2020	000310	MARBORG INDUSTRIES			97.50
	4897988	4/30/2020 - WWTP - Roll off Rental		092-706-74100	09270674100	97.50
39602	5/19/2020	000059	MOTOR PRODUCTS INC. dba			23.88
	INV0011965	March 2020 - Misc Maint/Repair Items		001-558-60270		23.88
39603	5/19/2020	000342	NIELSEN BUILDING MATERIALS,INC			45.62
	773951	5/5/2020 - WWTP - Misc Repair/Maint Items		005-701-60250		45.62
39604	5/19/2020	000801	O'REILLY AUTOMOTIVE STORES, INC.			57.07
	4372-133568	5/4/2020 - WTP - Misc Maint/Repair Items		020-601-60250		20.46
	4372-134242	5/7/2020 - WWTP - Misc Maint/Repair Items		005-701-60250		4.00
	4372-134242	5/7/2020 - WWTP - Misc Maint/Repair Items		005-701-60270		32.61
39605	5/19/2020	000438	SANTA YNEZ VALLEY HARDWARE			577.96
	INV0011967	March 2020 - Misc Supplies		001-410-60900		17.42
	INV0011967	March 2020 - Misc Supplies		001-558-60250		56.37
	INV0011967	March 2020 - Misc Supplies		005-701-60250		3.23
	INV0011967	March 2020 - Misc Chemicals		005-701-61111		196.03
	INV0011967	March 2020 - Misc Supplies		020-601-61140		10.76
	INV0011968	April 2020 - Misc Supplies		005-701-60250		168.48
	INV0011968	April 2020 - Misc Supplies		005-701-61140		98.24
	INV0011968	April 2020 - Misc Supplies		020-601-60250		27.43
39606	5/19/2020	000450	SB CO SHERIFF'S DEPARTMENT			164,337.62
	19-5116	May 2020 - Law Enforcement Services per Contract		001-501-60800		150,227.25
	19-5117	April 2020 - Motor Deputy Services		001-501-60800		14,110.37
39607	5/19/2020	001045	Scott O'Brien Fire & Safety Co. Inc.			1,048.24
	6716205	4/7/2020 - PW - Annual Maintenance Extringuishers		001-558-60250		349.42
	6716205	4/7/2020 - PW - Annual Maintenance Extringuishers		005-701-60250		349.41
	6716205	4/7/2020 - PW - Annual Maintenance Extringuishers		020-601-60250		349.41
39608	5/19/2020	000465	SP MAINTENANCE SERVICES, INC.			2,516.50
	75025	April 2020 - Street Sweeping Services		001-558-60800		2,516.50
39609	5/19/2020	001492	VANGARDE CAPITAL CORPORATION			321.10
	PPEM00001	5/13/2020 - KN95 Masks (Covid-19)		001-558-67600		107.04
	PPEM00001	5/13/2020 - KN95 Masks (Covid-19)		005-701-67600		107.03
	PPEM00001	5/13/2020 - KN95 Masks (Covid-19)		020-601-67600		107.03
39610	5/19/2020	001063	Wells Fargo Vendor Fin Serv			340.81
	5010355619	5/24-6/23/2020 - CH - Copier Lease		001-410-60310		340.81
0005737421	5/13/2020	000193	FIRST NATIONAL BANK OF OMAHA			2,278.70
	INV0011959	K Abello - CC Charges->4/16/2020		001-511-60800		79.95
	INV0011960	R Hess- CC Charges->4/16/2020		001-558-60270		7.91
	INV0011960	R Hess- CC Charges->4/16/2020		001-558-67600		279.19
	INV0011960	R Hess- CC Charges->4/16/2020		005-701-60270		7.91
	INV0011960	R Hess- CC Charges->4/16/2020		005-701-67600		93.33
	INV0011960	R Hess- CC Charges->4/16/2020		020-601-60270		7.91
	INV0011960	R Hess- CC Charges->4/16/2020		020-601-67600		93.33

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	INV0011963	K Thomsen - CC Charges->4/16/2020		001-511-60250		10.05
	INV0011963	K Thomsen - CC Charges->4/16/2020		001-511-60800		90.00
	INV0011963	K Thomsen - CC Charges->4/16/2020		001-511-67140		38.75
	INV0011964	S Zamora - CC Charges->4/16/2020		001-558-61130		32.27
	INV0011964	S Zamora - CC Charges->4/16/2020 Translation		020-601-60800		1,538.10
					Payment Total:	339,992.38

Report Summary

Fund Summary

Fund		Payment Amount
001 - General Fund		227,499.90
005 - Sewer Fund		7,256.75
020 - Water Fund		16,487.36
025 - Gas Tax Fund		19,631.69
029 - Transportation Planning		9,823.75
092 - Capital Improvement Proj Fund		59,292.93
	Grand Total:	**339,992.38**

Account Summary

Account Number	Account Name	Payment Amount
001-22416	Developer Deposit	8,443.52
001-22510	Park/Damage Charge	100.00
001-401-50400	Medical Benefit	613.06
001-402-50400	Medical Benefit	185.30
001-403-50400	Medical Benefit	69.15
001-403-60022	Recruitment Expense	185.00
001-403-60520	Advertising - Legal	137.67
001-410-50400	Medical Benefit	225.34
001-410-60310	Equipment Rental	340.81
001-410-60900	Miscellaneous	804.57
001-410-72100	Office Equipment	6,468.50
001-420-50400	Medical Benefit	200.79
001-44020	Park Reservation Fees	40.00
001-501-60800	Contract Services	164,337.62
001-511-50400	Medical Benefit	502.68
001-511-60250	Maintenance/Repair	10.05
001-511-60510	Advertising	204.00
001-511-60800	Contract Services	169.95
001-511-67140	Buellton Recreation Program	158.75
001-551-60800	Contract Services	16,795.00
001-552-60258	Maintenance/Repair-River View	421.40
001-552-60800	Contract Services	17,775.96
001-556-60800	Contract Services	4,372.50
001-558-50400	Medical Benefit	590.78
001-558-60250	Maintenance / Repair	405.79
001-558-60270	Maintenance - Vehicles	31.79
001-558-60800	Contract Services	2,895.00
001-558-61130	Office Supplies	32.27
001-558-67600	Safety Equipment	386.23
001-565-50400	Medical Benefit	249.94
001-565-60520	Advertising - Legal	346.48
005-701-50400	Medical Benefit	450.89
005-701-60250	Maintenance / Repair	581.08
005-701-60270	Maintenance - Vehicles	40.52
005-701-60800	Contract Services	3,793.59
005-701-60830	Contract Services-Engineering	355.00
005-701-61111	Chemicals / Analysis	1,686.83
005-701-61140	Operational Supplies	148.48
005-701-67600	Safety Equipment	200.36
020-601-50400	Medical Benefit	450.90
020-601-60250	Maintenance / Repair	750.50
020-601-60270	Maintenance - Vehicles	7.91
020-601-60800	Contract Services	2,503.03
020-601-60830	Contract Services-Engineering	10,612.93
020-601-61111	Chemicals / Analysis	1,950.97
020-601-61140	Operational Supplies	10.76
020-601-67600	Safety Equipment	200.36

Account Summary

Account Number	Account Name	Payment Amount
025-554-60800	Contract Services	18,930.00
025-557-60800	Contract Services	701.69
029-557-60800	Contract Services	9,823.75
092-215-71500	Project Management and Inspections	32,330.00
092-306-71500	Project Management and Inspections	4,266.50
092-306-74100	Construction and Improvements	9,690.00
092-307-70005	Design and Permitting	2,245.00
092-318-70005	Design and Permitting	3,962.50
092-318-71500	Project Management and Inspections	3,445.00
092-603-74100	Construction and Improvements	506.43
092-607-74100	Construction and Improvements	2,750.00
092-706-74100	Construction and Improvements	97.50
	Grand Total:	**339,992.38**

Project Account Summary

Project Account Key		Payment Amount
None		304,585.93
09230671500	Phase III Hwy 246/Sycamore Ped Xing	4,266.50
09230674100	Phase III Hwy 246/Sycamore Ped Xing	9,690.00
09230770005	McMurray Road Wideninng/TS	2,245.00
09231870005	Road Maintenance Project	3,962.50
09231871500	Road Maintenance Project	3,445.00
09260374100	WTP Facilities Improvement	506.43
09260774100	Water Meter Upgrades	2,750.00
09270674100	WWTP Facilities Improvements	97.50
90010-070	Crossroads Ctr at The Village	3,238.11
90021-070	Village Capital Pacific Townhomes	2,325.24
90037-070	Fig Mountain Brewing	733.88
90039-070	Waypoint	193.13
90044-070	The Industrial Network	318.03
90049-070	410 Central Homes	1,635.13
	Grand Total:	**339,992.38**

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Shannel Zamora, Finance Director
Meeting Date:	May 28, 2020
Subject:	Monthly Treasurer's Report – April 30, 2020

BACKGROUND

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

On June 13, 2019, Council adopted the current Investment Policy per Resolution 19-15 which states the City Finance Director, as the investment officer, must submit monthly reports to City Council to demonstrate that sufficient cash flow liquidity is available to meet the succeeding month's estimated expenditures.

This Treasurer's Report is for April 30, 2020. Treasurer's Reports are presented on a monthly basis.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receives and files the Treasurer's Report for the month ending April 30, 2020.

ATTACHMENTS

Attachment 1 – Monthly Treasurer's Report – April 30, 2020

City of Buellton

City of Buellton
Monthly Treasurer's Report
For the month ending in April 30, 2020

May 28, 2020

This report presents the City's cash activity and investment portfolio as of April 30, 2020. The report includes:

1) Cash and investments at April 30, 2020 compared to the prior month;

2) A reconciliation of cash and investments to City ledger balances;

3) All investments managed by the City on its own behalf;

4) Beginning of year fund balance, revenues, expenditures and ending fund balance for each fund at April 30, 2020

The following schedule is a summary of the City's cash and investments based on recorded value as of April 30, 2020 compared with the prior month.

	April 30,2020	March 31, 2020	$ Change
Cash	$ 7,709,135.66	$ 7,359,798.20	$ 349,337.46
Investments held by the City	10,198,968.20	10,131,496.72	$ 67,471.48
TOTAL CASH AND INVESTMENTS	**$ 17,908,103.86**	**$ 17,491,294.92**	$ 416,808.94

Summary of activity for the Month and Future Liquidity*: The majority of the difference in the recorded value for cash and investments held by the City from last month is as a result of the receipt of secured and unsecured property taxes offset with the cost of sheriff services for the month of March and April. The value of investments increased due to the receipt of interest earning from Certificate of Deposits (CDs) and Local Agency Investment Fund (LAIF). The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.*

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

Bank Reconciliation - April 2020

City of Buellton, CA

For the Period Ending 4/30/2020

ACCOUNT #	ACCOUNT NAME	03/31/2020 BALANCE	CURRENT ACTIVITY	04/30/2020 BALANCE
CLAIM ON CASH				
001-10000	Claim On Pooled Cash	9,941,268.01	314,243.09	10,255,511.10
005-10000	Claim On Pooled Cash	1,823,507.18	5,756.16	1,829,263.34
006-10000	Claim on Pooled Cash	117,397.90	288.01	117,685.91
020-10000	Claim On Pooled Cash	3,599,092.81	132,991.41	3,732,084.22
021-10000	Claim on Pooled Cash	193,358.56	474.36	193,832.92
023-10000	Claim On Pooled Cash	487,461.35	1,195.88	488,657.23
024-10000	Claim On Pooled Cash	35,783.51	87.79	35,871.30
025-10000	Claim On Pooled Cash	417,248.07	30,982.21	448,230.28
027-10000	Claim On Pooled Cash	213,395.47	843.06	214,238.53
029-10000	Claim On Pooled Cash	6,286.66	15.42	6,302.08
031-10000	Claim On Pooled Cash	411,553.87	29,011.02	440,564.89
075-10000	Claim On Pooled Cash	218,148.18	535.18	218,683.36
090-10000	Claim On Pooled Cash		-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	26,793.35	(99,614.65)	(72,821.30)
TOTAL CLAIM ON CASH		17,491,294.92	416,808.94	17,908,103.86
CASH IN BANK				
Cash in Bank				
999-10001	Pooled Cash - General Checking	7,347,462.44	348,547.10	7,696,009.54
999-10002	Pooled Cash - Money Market	206,678.39	33.98	206,712.37
999-10003	Pooled Cash - FSA	12,335.76	790.36	13,126.12
999-10004	Pooled Cash - Brokerage	1,398,643.75	24,526.60	1,423,170.35
999-10005	Pooled Cash - LAIF	8,526,174.58	42,910.90	8,569,085.48
TOTAL: Cash in Bank		17,491,294.92	416,808.94	17,908,103.86

Per Statements:	**4/30/2020**
Rabobank General Checking	8,037,344.82
Rabobank Money Market	206,712.37
Rabobank FSA	13,126.12
Local Agency Investment Fund	8,569,085.48
Multi-Securites Bank	1,423,170.35
Total Cash per Statements:	**18,249,439.14**

Claim on Cash vs. Total Cash Per Statements:	(341,335.28)
Outstanding items per System Reconciliation	(341,335.28)
Difference:	(0.00)

City of Buellton
Investment Summary
April 30, 2020

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
Local Agency Investment Fund - LAIF	84.78%	2.45%	n/a	n/a	$ 8,569,085.48	$ 8,569,085.48
Certificates of Deposits (Held with Multi-Securities Bank)						
Goldman Sachs Bank	1.98%	2.75%	2 yrs.	5/11/2020	200,000.00	200,146.00
T CT T Federal Credit Union	1.19%	2.05%	1 yr.	7/23/2020	120,000.00	120,470.40
Wells Fargo Bank	2.46%	2.25%	5 yrs.	8/16/2022	249,000.00	257,610.42
Sallie Mae Bank	0.99%	3.20%	5 yrs.	5/9/2023	100,000.00	107,159.00
First Technology Bank Fed Cr Union	1.02%	3.60%	5 yrs.	12/26/2023	103,000.00	113,386.52
First Technology Bank Fed Cr Union	0.99%	3.35%	5 yrs.	2/6/2024	100,000.00	109,459.00
Comenity Cap Bank	1.58%	2.80%	5 yrs.	4/15/2024	160,000.00	172,464.00
Morgan Stanley Bank	0.99%	2.75%	5 yrs.	5/2/2024	100,000.00	107,667.00
Capital One Bank	0.99%	2.00%	5 yrs.	8/21/2024	100,000.00	104,809.00
Morgan Stanley Bank	0.99%	1.90%	5 yrs	1/23/2025	100,000.00	104,403.00
Multi-Securities Bank - Cash in Holding						25,596.01
Money Market (Held with Rabobank)	2.05%	0.20%		n/a	206,712.37	206,712.37
Total City Investments	100.00%				$ 10,107,797.85	$ 10,198,968.20

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

The following is a fund balance schedule showing beginning fund balance at July 1, 2019 plus revenues minus expenditures for the period, resulting in ending fund balance at April 30, 2020. Fund balance includes total assets and liabilities of the City.

Fund Balance Report

City of Buellton, CA

As Of 4/30/2020

Fund	July 1, 2019 Balance	Total Revenues	Total Expenses	April 30, 2020 Balance
001 - General Fund	10,401,733.46	6,629,489.62	6,767,880.43	10,263,342.65
005 - Sewer Fund	3,188,079.16	1,039,041.82	872,610.89	3,354,510.09
006 - Wastewater Capital	230,946.11	997.56	-	231,943.67
020 - Water Fund	6,400,079.38	2,155,292.04	1,975,826.81	6,579,544.61
021 - Water Capital	403,504.96	1,643.02	-	405,147.98
023 - Housing Fees	484,515.12	4,142.11	-	488,657.23
024 - Traffic Mitigation Fund	35,567.23	304.07	-	35,871.30
025 - Gas Tax Fund	307,781.68	260,532.86	120,785.95	447,528.59
027 - Local Transportation Fund	323,882.03	5,828.10	115,471.60	214,238.53
029 - Transportation Planning	(103,452.73)	197.53	27,083.75	(130,338.95)
031 - Measure A	493,699.39	301,719.09	354,853.59	440,564.89
075 - Trust & Agency Fund	7,347.21	1,890.64	-	9,237.85
090 - Long-Term Debt	(2,609,593.50)	-	-	(2,609,593.50)
091 - General Fixed Assets	20,191,788.24	-	-	20,191,788.24
092 - Capital Improvement Proj Fund	-	1,979,427.74	1,979,427.74	-
	39,755,877.74	**12,380,506.20**	**12,213,940.76**	**39,922,443.18**

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

Shannel Zamora

Shannel Zamora
Finance Director

CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, City Clerk

Meeting Date: May 28, 2020

Subject: Resolutions Pertaining to General Municipal Election to be Held November 3, 2020

Resolution No. 20-13 – "A Resolution of the City Council of the City of Buellton, California, Calling and Giving Notice of the Holding of a General Municipal Election to be Held on Tuesday, November 3, 2020 for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities"

Resolution No. 20-14 – "A Resolution of the City Council of the City of Buellton, California, Requesting the Board of Supervisors of the County of Santa Barbara to Consolidate a General Municipal Election to be Held on Tuesday, November 3, 2020 with the General Election Pursuant to Section 10403 of the Elections Code"

Resolution No. 20-15 – "A Resolution of the City Council of the City of Buellton, California, Adopting Regulations for Candidates for Elective Office Pertaining to Candidate's Statements, Materials Submitted to the Electorate, and the Cost Thereof, Submitted to the Voters at an Election to be Held on Tuesday, November 3, 2020"

BACKGROUND

In the past, the City has requested that the Board of Supervisors of the County of Santa Barbara consolidate the City of Buellton's Municipal Election with the General Election. This consolidation has been shown to be an economic and efficient method to conduct the election. The election in Buellton is for the purpose of electing two (2) Members of the City Council, for the full terms of four-years and one (1) Mayoral seat for the full term of two years.

In order to consolidate the election and to implement the election process, several procedural resolutions need to be adopted and approved by the City Council. These resolutions will request the County Board of Supervisors to consolidate the City's election with other elections conducted by the County, will officially give notice of the election for the City Council seats, and will set regulations pertaining to candidates' statements. Attached herewith for your review and consideration are the necessary resolutions to initiate the election process:

Resolution No. 20-13 officially gives notice of the municipal election and the purpose thereof. The official title is Resolution No. 20-13 – "A Resolution of the City Council of the City of Buellton, California, Calling and Giving Notice of the Holding of a General Municipal Election to be Held on Tuesday, November 3, 2020 for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities"

Resolution No. 20-14 requests the County Board of Supervisors consolidate the City's general election with other State, County, School District and Special District elections. The official title is Resolution No. 20-14 – "A Resolution of the City Council of the City of Buellton, California, Requesting the Board of Supervisors of the County of Santa Barbara to Consolidate a General Municipal Election to be Held on November 3, 2020 with the General Election Pursuant to Section 10403 of the Elections Code"

Resolution No. 20-15 adopts regulations pertaining to candidates' statements submitted to the voters. The official title is Resolution No. 20-15 – "A Resolution of the City Council of the City of Buellton, California, Adopting Regulations for Candidates for Elective Office Pertaining to Candidates' Statements Submitted to the Voters at an Election to be Held on Tuesday, November 3, 2020"

FISCAL IMPACT

Included in the 2020-21 Fiscal Year Budget is an appropriation of $5,500 to cover the expenses of the General Municipal Election. As the final cost accounting of the City's share of the election expenses will not be determined until after the election date, it may be necessary to appropriate an additional amount at that time.

RECOMMENDATION

That the City Council consider adoption of Resolution Nos. 20-13, 20-14, 20-15, all pertaining to the General Municipal Election scheduled for November 3, 2020.

ATTACHMENTS

Resolution No. 20-13
Resolution No. 20-14
Resolution No. 20-15

RESOLUTION NO. 20-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a General Election shall be held on November 3, 2020 for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, DECLARE, DETERMINE, AND REQUEST AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Buellton, California, on Tuesday, November 3, 2020, a General Municipal Election for the purpose of electing two (2) Members of the City Council, for the full terms of four-years and one (1) Mayoral seat for the full term of two years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the polls or in-person voting for the election shall be open at 7:00 a.m. of the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls or in-person voting shall be closed, except as provided in Section 14401 of the Elections Code of the State of California.

SECTION 4. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 5. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form, and manner as required by law.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED, and ADOPTED this 28th day of May 2020.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

RESOLUTION NO. 20-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020 WITH THE GENERAL ELECTION PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a General Municipal Election shall be held on November 3, 2020 for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, DECLARE, DETERMINE, AND REQUEST AS FOLLOWS:

SECTION 1. That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Santa Barbara is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 3, 2020 for the purpose of electing two (2) Members of the City Council, for the full terms of four-years and one (1) Mayoral seat for the full term of two years.

SECTION 2. That pursuant to the requirements of the laws of the State of California relating to General Law Cities there is called and ordered to be held in the City of Buellton, California, on Tuesday, November 3, 2020, a General Municipal Election for the purposes of electing two (2) Members of the City Council, for the full terms of four-years and one (1) Mayoral seat for the full term of two years.

SECTION 3. That the Board of Supervisors is requested to direct the County Elections Division to take any and all steps necessary for the conducting of the consolidated election.

SECTION 4. That the City Council recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees pursuant to Section 10002 of the Elections Code to reimburse the County in full for the cost of services performed upon presentation of a bill.

SECTION 5. That the City will be providing the following services:

(a) Notice of election will be published, in time, form and manner required by law.

(b) Accept and process official candidate nomination papers, which include verification as to whether candidate statements and ballot designations meet all legal requirements.

(c) Upon certification by the County Elections Division, issue certificates of election.

(d) Take any other action necessary that is not the responsibility of the County Elections Official.

SECTION 6. That the City Council recognizes that the County Elections Official will be providing the following services:

(a) Verify nomination petitions as requested.

(b) Designate polling places or in-person voting and provide supplies and equipment.

(c) Appoint and train election officers.

(d) Furnish any and all official ballots, sample ballots, notices, and printed material.

(e) Provide and process absentee voter requests.

(f) Provide polling places or in-person voting for the election, which shall be open at 7:00 a.m. of the day of the election and shall remain open continuously until 8:00 p.m. of the same day when the polls or in-person voting shall be closed, except as provided in Section 14401 of the Elections Code.

(g) Ensure that the ballots used at the election are in the proper form and content required by law.

(h) Count ballots and canvass the returns.

(i) Declare results and certify election.

(j) Take any other action necessary in order to properly and lawfully conduct the election.

(k) Prepare and mail all invoices regarding election costs.

SECTION 7. The City acknowledges that the consolidated election will be held and conducted in the manner prescribed in Election Code Section 10418.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED, and ADOPTED this 28th day of May 2020.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

RESOLUTION NO. 20-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES' STATEMENTS, MATERIALS SUBMITTED TO THE ELECTORATE AND THE COST THEREOF, REGARDING AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020

WHEREAS, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, DECLARE, DETERMINE, AND REQUEST AS FOLLOWS:

SECTION 1. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an election to be held in the City of Buellton on November 3, 2020 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. That the candidate shall be required to pay for the cost of printing the candidate's statement in English and any other language requested by the candidate.

SECTION 3. That the City Clerk shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

SECTION 4. That all previous resolutions establishing council policy of payment for candidate's statements are repealed.

SECTION 5. That this resolution shall apply only to the election to be held on November 3, 2020 and shall then be repealed.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED, and ADOPTED this 28th day of May 2020.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Shannel Zamora, Finance Director
Meeting Date:	May 28, 2020
Subject:	Annual Report for January 1, 2019 through December 31, 2019 from Visit Santa Ynez Valley (VisitSYV)

BACKGROUND

Attached is the 2019 annual report for the period beginning January 1, 2019 through December 31, 2019 from Visit Santa Ynez Valley. This report is submitted to the City of Buellton in accordance with the fulfillment of the provisions of the Santa Ynez Valley Tourism Business Improvement District (SYVTBID). Shelby Sim will be present at the City Council meeting to present the annual report.

FISCAL IMPACT

None

RECOMMENDATION

That the City Council receive and file the 2019 annual report from VisitSYV.

ATTACHMENTS

Attachment 1 – Annual Report – 1/1/19 – 12/31/19 from Visit Santa Ynez Valley
Attachment 2 – City of Buellton VisitSYV 2019 Annual Report Presentation

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Annual report for 2019 of the Santa Ynez Valley Hotel Association (dba Visit the Santa Ynez Valley) – Submitted 4/23/20

VisitSYV is reporting activity for the entire year of 2019. This report is submitted to the City of Solvang, the City of Buellton and the Santa Barbara County Board of Supervisors, in accordance with the fulfillment of the provisions of the SYV TBID.

Financial

Beginning balance on January 1, 2019: $278,905

2019 Income

TBID Funding received 1/1/19 through 12/31/19: $947,405

Membership income:	$31,250
County marketing grant:	$6,942
TasteSYV:	$32,034
Solvang Grape Stomp:	$50,000 (investment by City of Solvang)
Total Income received 2019:	**$1,067,631**

Expenses

Advertising/Marketing:	$451,172
Grants/Special Projects:	$68,075
Travel & Conventions:	$54,484
Personnel Costs:	$249,295
Contract Services:	$56,749
Facilities/Equipment:	$12,118
Operations:	$26,502
Other Types of Expenses:	$5,689
Solvang Grape Stomp:	$50,000 (All revenue ($42,058) returned to City of Solvang)
Total expenses 2019:	**$974,084**

Operating balance as of December 31, 2019: $372,452

Membership

We receive TBID funding from 33 lodging properties and currently have **235 members** that pay a basic membership fee of $250, a nonprofit fee of $125, and trade members where services are traded for membership such as wine, catering, photography. We held 2 networking receptions that were well attended throughout the year.

Annual Meeting

We held our Annual Meeting on June 13, 2019 at Hotel Corque, with over 100 Santa Ynez Valley residents, hospitality professionals, and media in attendance. Shelby Sim presented 2018 in review, introduced the 2019-2021 term Board of Directors, and along with the board, recognized 3 hospitality professionals who exhibited outstanding customer service and spirit, going above and beyond to brand the Santa Ynez Valley as an all-welcoming destination. Spirit of the Valley recipients included Giorgio Curti, Amaranto Catering, Chef "Pink" DeLongpre, Root 246, and Marcy Payne, Alisal Guest Ranch and Resort.

Marketing (January 1, 2019 – December 31, 2019)

Santa Ynez Valley 2019 Marketing Campaign

The 2019 VisitSYV Marketing Campaign consisted of VisitSYV as the sole stakeholder with $200k invested. DVA Advertising & PR Agency has been contracted for public relations and marketing, after ad testing was initially completed by Oniracom in Q1. The new digital campaign utilized findings from the Actionable Intelligence Report developed in Q1, targeting and identifying a new aspirational audience and target demographic. VisitSYV is pleased to report on the metrics supporting the benefits of the marketing program. 2020 marketing results are detailed below.

Actionable Intelligence Report

To better understand the Santa Ynez Valley's existing consumer audience, and identify emerging audiences, VisitSYV contracted with Oniracom to develop an in-depth Actionable Intelligence Report. This 40+ page document includes the following:

- Current consumer demographics (sex, race, wealth, marital status, age) and Psychographics (affinities, brands, media, content). This data was mined via consumer listening through conversations, comments, and posts mentioning 'Santa Ynez' across social marketing platforms, from Twitter to Instagram, Reddit, and blogs, all mined from conversations held over the last 24 months. Data was also pulled from conversations around the remaining Santa Ynez Valley towns of Ballard, Buellton, Solvang, Los Olivos, and Los Alamos.

- Newly identified/aspirational audience demographics (sex, race, wealth, marital status, age) and Psychographics (affinities, brands, media, content).
- Current and target consumer profiles were enriched using online and offline data sources, including but not limited to Acxiom, Experian, and Criteo. This data grants deep insight into the individuals and aggregate groups, delivering information around demographic, sociographic, and spending information. With this information, an understanding is built around consumer affinities, goals, what is spent on particular products, amongst many other insights.
- These detailed looks at conversation data, personas, and surveys of specific audiences enabled us to create actionable strategies and tactics to elevate our marketing and sales communications, thereby increasing our existing audiences while nurturing a new, aspirational audience with visitation and spending power.

Creative

VisitSYV's 2019 marketing program showcased new campaign creative developed by DVA Advertising, targeting the personas identified in the aforementioned Actionable Intelligence Report. The "*World of*" campaign played off the diverse offerings to be found within the six communities of the Santa Ynez Valley.

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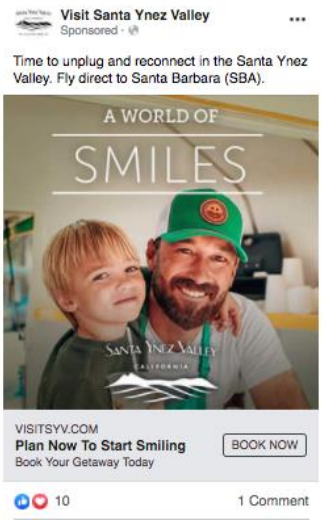
Digital

In 2019, VisitSYV focused on the best performing digital channels and eliminated print. We utilized still, lightweight motion and video content, optimizing toward clicks to book, and pivoted from Display to Search advertising to drive brand awareness and conversions.

See the metrics below for digital advertising in 2019:

Google Search
Impressions: 63,015
Clicks: 1,582
CTR: 1.98%

Facebook Network (includes Instagram and Retargeting)
Impressions: 4,049,818
Clicks: 32,771
CTR: 0.85%



Public Relations

Public relations efforts for 2019 focused on outreach to major regional and national media outlets, drive markets including Los Angeles, San Diego, and San Francisco, and expanded outreach targeting Santa Barbara airport direct flight markets (Dallas, Denver, Phoenix, Portland, Seattle). Following is an overview of year-end circulation and values, a list of media visits coordinated, and a list of media invitations and press releases distributed. A complete recap of 2019 clippings can be found here.

- Total value of public relations media coverage for 2019 = **$5,263,199***
- Total circulation of editorial coverage for 2019 = 43,315,319
- Total unique visitors/month of editorial coverage for 2019 = 1,273,540,107

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

Media coordination, and completed media visits in 2019 included:

- Houston-based fashion, food, and travel influencer **Alice Kerley** (66.5k followers on IG) – Jan. 7-9 media visit
- Travel & food blogger/influencer **Courtney O'Dell** (65k followers on IG) – Jan. 9-10 visit in conjunction with Visit California
- **Sean Wolf Galuszka** from The FIGHT LGBTQ website and magazine – Jan. 26-28 visit
- **June Naylor** from 360 West Magazine – April 15 visit
- **Anthea Gerrie** from Trip Reporter (UK) – Feb. 1-2 visit
- Influencer **Ania Boniecka** (116k IG followers) – Feb. 10-13 visit
- Travel, fitness, and fashion influencer **Juli Bauer** (336k followers on IG) – March 8-10 visit, focused on romance and couples travel
- Information and recommendations to **James Innes-Smith** for lodging and activities in the Santa Ynez Valley related to his early March visit on assignment for the Daily Mail (UK)
- Influencer **Melanee Shale** (183k IG followers) – May 19-21 visit
- Outreach to **Jacqueline Gifford**, travel director at Departures, re: fall California themed issue
- Discussions with **Lauren Mowery** regarding a visit for Wine Enthusiast, in response to spring media invitation
- Response and quotes provided to **Danielle Centoni** regarding sparkling rose story for Alaska Beyond magazine
- **Julie Tremaine** for a Forbes.com story about the wines and wineries of the Happy Canyon AVA – May 17-18 media visit
- Influencer and former Bachelor contestant **Tenley Molzahn** (270k followers) – May 17-19 visit
- Influencer **Travis DesLaurier** (960k followers) – April 29-May 1 visit
- Respond to query from **Tanvi Chheda** re: what's new in the Santa Ynez Valley for a pitch to Endless Vacation editors
- Researched, compiled, drafted SYV entry for Best Wine Town in the **2019 Sunset Travel Awards** competition.
- **Jim Farber**, Creators Syndicate – Sept. 19-22 visit to explore the Santa Ynez Valley with a film/movies and history angle
- **Sara Samson**, senior editor, and **Steve Collins**, photographer & creative director at WestJet inflight magazine – May 12-15 visit for food/wine focused feature
- Initial outreach and planning for **Jillian Murray** and a group of lifestyle influencers (combined 5mm+ followers) for a visit

- AZ-based family travel writer **Nadine Bubeck**, June 3-6 visit
- Outreach to, and communication with **Valerie Chen**, Senior Editor at TravelAge West, re: planning an October visit for editorial coverage.
- **Dora Finaczy** & **Robert Lang**, Travelo (Hungarian) magazine, June 13-15 visit
- **Elaine Schoch**, Carpe Travel – Aug. 6-9 visit
- **Marina Vidigal Brandileone**, Ideias Na Mala, LA-based Brazilian family travel writer – November 1-3 visit
- **Ella Buchan**, Love Exploring (UK), Oct. 19-20 media visit and coordinating return visit planned while she is in California
- **Anthea Gerrie**, Trip Reporter UK – follow-up Oct. 21-22 visit to supplement original story
- **Barbara Arciero**, California Bountiful, coordinated recipe and chef feature in December issue of magazine featuring S.Y. Kitchen.
- **Deborah Kirk**, Diablo Magazine editor, planning for feature in 2020 issue.
- **Dan Johnson**, Smart Meetings, compiled image library for inclusion in upcoming California Central Coast feature along with Shelby Sim interview
- **Priscilla Felton**, Wine & Spirits, coordinated Sideways 15th anniversary feature story resulting from press release
- **Meredith Rosenberg**, Travel Channel, respond to query regarding the country's top small towns for food
- Shelby Sim's appearance on the weekly "**What's Cookin' on Wine**" radio show – aired Nov. 4

Press releases were drafted and distributed on the following topics:

- The region's rebound/recovery from wildfire and drought
- The 15th anniversary of Sideways
- Springtime events in the Santa Ynez Valley
- Spring media invitation
- Multi-Generational Travel to the Santa Ynez Valley
- Fall/Winter media invitation
- The Inaugural Taste of the Santa Ynez Valley Celebration
- Holiday Events and Activities for December

2019 Santa Ynez Valley Destination Guide

VisitSYV worked with Griffin Publishing to create the 2019 destination guide, with over 90 pages covering the Santa Ynez Valley. **95,000** copies were printed, with distribution taking place via

trade shows, California festivals, the Solvang Visitors Center, the Buellton Visitors Center, the Santa Barbara Visitors Center, and direct mailings to **18,339** homes in Santa Barbara, the Santa Ynez Valley, Laguna and Newport Beach. The guides are also distributed on a monthly basis to our hotels, museums, and popular restaurants and retailers. The guides are also being distributed to the 35 cruise ships that enter the region through Santa Barbara.

Website

From January 1, 2019 – December 31, 2019, VisitSYV.com received **386,043** pageviews from **161,437** unique users. The site has also garnered **15,621** clicks to our members' individual websites, and **4,029*** clicks to book for VisitSYV hotels. The most popular pages on the site are as follows: (1) **Homepage**; (2) **Restaurant Weeks**; (3) **Wine Tasting**.

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

Utrip

In February 2019, we added Utrip, an itinerary-building, trip-planning software to the website. The data-driven travel personalization platform optimized travel experiences around a user's preferences, budget, and other relevant factors. Utrip's technology enabled visitors to the Santa Ynez Valley to create unique, personalized itineraries for their trips to the region.

JackRabbit Systems

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

VisitSYV Promotions

Santa Ynez Valley Restaurant Weeks (January 27- February 10, 2019) is an annual VisitSYV promotion which ties in with Visit California's Restaurant Month promotion. For the first time ever, we expanded the weeklong promotion into two weeks. DineSYV.com received **33,801 pageviews** with over **4,811** users from San Francisco and **3,596** users from Los Angeles; most remaining users came from the Central Coast, however developing audiences included San Diego, Denver, and Phoenix. VisitSYV's Restaurant Week advertising campaign reached consumers via Facebook advertising (**148,988** impressions, **104,051** reach, and **2,191** clicks to

DineSYV.com), 3 issues of The Independent (**40,000** printed), the Santa Ynez Valley Star, the Santa Ynez Valley News, and printed poster (**70** printed) and postcard distribution (**2,000** printed). Restaurant Week presents an opportunity for increased engagement and visitation for our website, and acts as a great opportunity to showcase our members and show appreciation. A total of 34 VisitSYV restaurants participated, 11 hoteliers offered packages and discounts, and an added 6 wineries and tasting rooms participated as a pairing feature. Please see analytic reports below.

DineSYV.com
Total Page views for DineSYV.com: **33,801**
Avg Time Spent on page: **00:04:37 (12.72% YOY increase)**
Top Traffic Sources
Google: **18,116**
Direct: **8,692*** *direct traffic can be attributed to print advertising, posters & postcards*
Facebook: **4,300+**

Taste of the Santa Ynez Valley
October 17 – 20th, we executed **Taste of the Santa Ynez Valley** (TasteSYV), a four-day food, wine and experiential festival, as well as **Solvang STOMP**, the pinnacle event taking place on Saturday, October 19th. Running over the course of four days, TasteSYV began in Los Alamos on Thursday afternoon, continued in Santa Ynez on Friday, in Solvang, Ballard, and Los Olivos on Saturday, and ended in Buellton on Sunday. The inaugural event included curated experiences, wine and beer events, and dinners, showcasing what each of our unique communities has to offer. The goal was to provide a "taste" so that attendees would return to spend more time. A comprehensive marketing campaign and accompanying assets were developed. See below for metrics.

<u>TasteSYV Advertising</u>
We executed a robust marketing campaign utilizing DVA Advertising, En Fuego Events, Stiletto Marketing, and media partnerships. Ad buys included Facebook Network, Wine Enthusiast, KEYT & KKFX, Santa Barbara Independent, Santa Ynez Valley Star, City of Solvang banner placements, and posters.

Wine Enthusiast Partnership

VisitSYV secured a barter agreement and media sponsorship with Wine Enthusiast (WE). Leveraging the brand's 300,000 email subscribers, we sent 3 e-blasts, garnering 78,934 impressions and 5,601 clicks to the ticketing page. Sponsored social media posts resulted in 29,700 impressions and run-of-site banners on winemag.com garnered 142,794 impressions, 196 clicks, and a 0.14% CTR. Total WE campaign impressions were 251,428.

TasteSYV Social Advertising

Facebook Network (Upper Funnel)
Impressions: 394,635
Clicks: 1,906
CTR: 0.48%

Facebook Network (Retargeting)
Impressions: 95,096
Clicks: 818
CTR: 0.86%

STOMP Social Advertising

Facebook Network (Upper Funnel)
Impressions: 296,604
Clicks: 4,364
CTR: 1.47%

Facebook Network (Retargeting)
Impressions: 53,205
Clicks: 754
CTR: 1.42%

TasteSYV and Stomp Public Relations:

A multi-touch approach was used for PR for Taste of the Santa Ynez Valley and STOMP, with both DVA Advertising and Stiletto Marketing distributing press releases and media invitations to their respective media contacts. A complete recap of 2019 clippings can be found here.

TasteSYV and Stomp PR Media value:

- Total value of TasteSYV & Stomp public relations media coverage = **$114,150***
- Total circulation of editorial coverage = 1,672,648
- Total unique visitors/month of editorial coverage = 81,677,146

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

@VisitSYV Social Media Stats

- **Facebook** audience has increased to **17,290** likes (a 4.7% YOY increase)
- **Twitter** has increased to **4,203** followers (a 2.4% YOY increase)
- **Instagram** has increased to **7,732** followers (a 37% YOY increase)

Big Picture Takeaways

Overall clicks to book on VisitSYV.com were up year-over-year in 2019.

Other wins for FY2019 over FY2018 include:

- Organic traffic up 11%
- Direct traffic up 18%
- Mobile referral traffic from Facebook up 74%
- Sessions for both desktop (14%) and mobile (7%) were up
- Sessions for major markets outside of Santa Barbara County were up
    - San Francisco - 2.6%
    - San Diego - 26%
    - Irvine - 53%
    - New York - 27%
    - Phoenix - 82%
- PR ad equivalency value up 224%

Additional Print Advertising

2019 California Visitors Guide & Central Coast Insert
VisitSYV partnered with the California Central Coast Tourism Council (CCTC) for an insert listing and a directory listing in the Official 2019 California Visitors Guide (**500,000 copies printed**). Distribution takes place via newsstand copies, Visit California and Sunset events, direct mailings to qualified consumers, and targeted distribution via auto clubs, rental car agencies, visitor centers, and more. The co-op partnership allowed for both a featured listing in the insert, and a featured listing in the guide's directory, doubling VisitSYV's coverage within the guide.

2019 Central Coast Tourism Council (CCTC) Map
VisitSYV purchased a listing in the annual CCTC map, with 200,000 full color maps printed and distributed annually via California Welcome Centers, Central Coast visitor centers, airports and additional locations across the state of California, internationally, and through worldwide tradeshows and media events.

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

Westways: Discover March/April 2019
VisitSYV partnered with the Buellton Chamber & Visitors Bureau & Solvang Conference & Visitors Bureau for a 2-page advertorial co-op spread in *Westways*' Discover March/April edition. This special insert went to **500,000** *Westways* households in California with household incomes of +$75,000. This was our fifth annual *Westways* co-op with the Buellton Chamber & Visitors Bureau, and the fourth time bringing on the Solvang Conference & Visitors Bureau as a *Westways* partner.

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

Additional Display

Santa Barbara International Film Festival

VisitSYV was a proud on-screen sponsor at the Santa Barbara International Film Festival, January 30 – February 9, 2019. Our full screen ad was played before over 300 screenings during the festival. Our goal was to increase VisitSYV's presence within Santa Barbara County and inspire the 90,000 festival attendees from around the globe to spend a few days with us here in the SYV.

New Video Content produced by VisitSYV

In Q1, we released two new videos showcasing the Santa Ynez Valley, this time touting how much you can do in 48 hours in the SYV. These videos along with stills from the shoot will be used for a Spring campaign across digital platforms, targeting drive and fly markets along with return website visitors. The newly released long form video can be found here, and the short-form, 30 second video can be found here.

Airport Digital Display Ad Buy

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

KEYT Commercials

VisitSYV aired 30 second commercials on KEYT and KKFX encouraging winter shopping and visitation. From November 23 – December 31, 2019, VisitSYV had a total of 120 thirty-second commercials featuring the Santa Ynez Valley air on KEYT and KKFX.

Onsite Activations

Visit California Headquarters

VisitSYV had the great fortune of presenting at Visit California's headquarters to approximately 90 attendees in Sacramento as part of their monthly "Third Thursday" series on Thursday, May 23, 2019. Shelby Sim and Danielle Laudon Ruse created and executed a presentation which educated their entire staff, along with representatives from 20 different California Welcome Centers from across the state. We shared our region's unique geography and what makes our six distinct communities so special, while also providing a taste of our local wine with Sonja Magdevski of Casa Dumetz in the house. Read Visit California's own recap from our presentation here.

Sip & Savor Pasadena

VisitSYV participated in a three-day pop-up held in Pasadena, December 28-30, 2019. Drawing on the 20,000 attendees who travel to see the Rose Parade floats being built, the event was an opportunity to pour Santa Ynez Valley wines for an affluent target market.

Trade Shows

Denver Travel & Adventure 2019

VisitSYV had a booth at the Denver Travel & Adventure Show, February 23-24, 2019. Vice President of Marketing, Danielle Laudon Ruse engaged with consumers over the course of the 2-day show and distributed SYV Destination Guides. The Denver Travel & Adventure Show serves as an excellent way to gain engagement and brand awareness in an emerging direct

flight market for the Santa Ynez Valley. The show had over 15,200 attendees; 1,299 travel trade; 274 travel agents; and 63 press. **49.7%** of show attendees have a household income of over $150,000, demonstrating a valuable consumer audience.

Dallas Travel & Adventure 2019

VisitSYV had a booth at the Dallas Travel & Adventure Show, March 30-31, 2019. President & CEO, Shelby Sim, and Vice President of Marketing, Danielle Laudon Ruse, engaged with consumers over the course of the 2-day show, and distributed SYV Destination Guides. The 2019 Dallas Travel & Adventure Show was another excellent show for increased engagement and brand awareness in Dallas, another emerging direct flight market for the Santa Ynez Valley. The show had over 15,300 attendees; 1,332 travel trade; 330 travel agents; and 49 press. **47.2%** of show attendees have a household income of over $150,000, also demonstrating a valuable consumer audience.

IPW

VisitSYV partnered with the Solvang Conference & Visitors Bureau, Buellton Visitors Bureau, Alisal Guest Ranch & Resort, Santa Ynez Valley Marriott, and Hotel Corque for 3 days of intensive travel buyer & media appointments at IPW in Anaheim, June 1-6, 2019. IPW is the travel industry's premier international marketplace and the largest generator of travel to the U.S. In just three days of pre-scheduled business appointments, more than 6,000 delegates representing U.S. travel organizations from every region of the USA and international and domestic buyers and media from 70+ countries meet face-to-face to conduct future travel business to the USA. Buyers & media received flash drives with Santa Ynez Valley lodging options, press releases, itineraries, story ideas and photography for their catalogues. For this year's IPW held in Anaheim, VisitSYV expanded its presence by partnering with our visitor bureau partners and hotels in a newly designed booth. The booth held 47 appointments on the showroom floor while Shelby and Danielle took an additional 20 appointments on Monday in the media marketplace, meeting with travel journalists from around the globe. This year's show was a resounding success, and we look forward to bringing a large presence to IPW in Las Vegas in 2020.

Staff, Board and Member Development

Visit California Travel Outlook

Shelby Sim and Danielle Laudon Ruse attended the Visit California Travel Outlook in Rancho Palos Verdes February 11 – 13, 2019. VisitSYV staff was able to network with Visit California's international representatives and fostered both new and existing relationships. Staff also learned about current travel trends and strategies.

DMA West Tech Summit

Danielle Laudon Ruse attended DMA West's three-day tech conference in Albuquerque, New Mexico, March 20-22, 2019, which included expert-led general sessions, labs and workshops. Laudon Ruse learned about DMO marketplace changes and how to evolve and adapt VisitSYV's current marketing and engagement strategies. Topics included how DMO's can better leverage consumer data collection via pixel tracking to create lookalike audiences, how to analyze and implement new strategy via Google Analytics and Google DMO partnerships, and how to use affordable video strategies to effectively market your destination.

Destinations International

VisitSYV President & CEO, Shelby Sim, attended Destinations International, July 23-25 in St. Louis, Missouri. Tourism and destination marketers from 13+ countries attended to discuss tourism trends including the intersection of localhood and tourism, and holistic digital strategies.

DMA West CEO Summit

VisitSYV President & CEO, Shelby Sim, attended the DMA West CEO Summit, July 29-31, in Pismo Beach, California. The summit is a Western states peer-to-peer destination marketing conference where idea-sharing and networking are key values. The summit dives deep into tourism trends and shares insights on new and rising vendors.

ESTO

VisitSYV Vice President of Marketing, Danielle Laudon Ruse, attended ESTO (Educational Seminar for Tourism Organizations), August 17-20, in Austin, Texas. The 4-day tourism conference is the premier annual learning and knowledge-sharing forum produced by the U.S. Travel Association for destination marketing organizations. Sessions included interactive learning labs on content development, data-driven creative strategies, and visual storytelling,

as well as insights and research presented by U.S. Travel, Expedia, Miles Partnership and Destination Analysts among others.

2019 Board Retreat

VisitSYV held a Board retreat on Monday, November 19th at PICO. Items discussed were the history of the organization, immediate goals (including promoting VisitSYV amongst the community, new website updates, 2020 creative strategy, direct flight markets, and 2021 renewal strategy) and long-term goals (visitation from feeder markets and business retreat strategy for midweek visitation).

Grants and Special Projects

The purpose of our grants program continues to be to assist with publicity and outreach for valley events which encourage overnight stays. Primary consideration goes to events which occur mid-week (Sunday to Thursday) and/or in off-season. Special projects include charitable donations and community improvement.

These funds in 2019 were awarded to the following:

- Taste of Solvang, produced by Solvang Conference & Visitors Bureau: **$3,750**
- Wine & Chili Festival, produced by the Buellton Visitors Bureau: **$3,750**
- NatureTrack Film Festival, produced by NatureTrack: **$5,000**
- Scotty McCreery Concert, produced by Solvang Festival Theater: **$2,500**
- Bike Tourism Summit Colloquium, produced by Santa Barbara Cycling Coalition: **$1,000**
- Garagiste Festival, produced by Garagiste Events, Inc.: **$3,250**
- Summer Jazz & Beyond Concert Series, produced by Solvang Festival Theater: **$1,500**
- Polo Classic, produced by People Helping People: **$2,750**
- Los Olivos Jazz & Olive Festival, produced by Los Olivos Rotary: **$2,000**
- 4th of July Fireworks Celebration, produced by SYV Rotary: **$3,500**
- 4th of July Waterfront Fireworks, produced by PARC: **$500**
- Vintners 5 Miler, produced by Santa Barbara Vintners Foundation: **$1,500**
- Wildling Museum of Art & Nature fundraiser: **$1,000**
- Film Screening, produced by Central Coast Film Society: **$325**
- LO + CAL Field Feast, produced by Los Olivos School Foundation: **$500**
- Danish Days, produced by Danish Days Foundation: **$5,000**
- Los Alamos Old Days, produced by Los Alamos Valley Men's Club: **$3,500**
- Vaquero Show & Sale, produced by the SYV Historical Museum: **$1,000**
- Clint Black Concert, produced by Solvang Festival Theater: **$2,500**

- Figueroa Mountain Gran Fondo, produced by CTS Productions: **$5,000**
- Santa Ynez Halloween Faire, produced by Santa Ynez Chamber: **$500**
- Santa Ynez Christmas Tree Lighting, produced by Santa Ynez Chamber: **$500**
- Day in the Country, produced by Los Olivos Chamber: **$3,250**
- Solvang Christmas Tree Project, produced by City of Solvang**: $5,000**
- Julefest Drone Show, produced by City of Solvang: **$5,000**
- SYV Wine Country Rodeo, produced by SYV Western Heritage Foundation: **$1,000**
- Olde Fashioned Christmas, produced by Los Olivos Chamber: **$3,250**

For a total of $68,325

California Hotel & Lodging Association

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

Collaborations with Santa Barbara County DMOs and other organizations

VisitSYV collaborates actively with other county destination marketing organizations, City of Solvang, Buellton Visitor Bureau, the Santa Barbara Vintners Association, the Buellton, Solvang, Los Olivos, and Santa Ynez Chambers as well as the Los Alamos Business Association, the Chumash Foundation, Visit Santa Barbara, Go Goleta, Explore Lompoc, Santa Maria Valley, and the Santa Barbra County Association of Governments.

Public comment

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

Organization (When employment changes another person is appointed until the election)
January - Jamie Farlow, Director of Marketing for the Fess Parker Wine Country Inn stepped down from the board and was replaced by Nedra Johnson, General Manager for The Alamo (Los Alamos).
April - Nedra Johnson, General Manager for The Alamo stepped down from the board and was replaced by John Richardson, General Manager for the Santa Ynez Inn.
May - Luca Crestanelli, Owner/Executive Chef, S.Y. Kitchen stepped down and was replaced with Will Henry, Owner PICO Restaurant.
June – We have board and officer elections every year in June. Linda Johansen was voted in as Chairman, Andrew Economon as Vice Chairman, Sherrie FitzGerald as Secretary, and John Richardson, as Treasurer. The board positions are a staggered two-year term. Directors must hold a position of Owner, Director, or General Manager with their perspective business. Bryan Maroun, General Manager, Sunstone Winery stepped down from the board and was replaced by Louise Smith of Louise's Kitchen Table by election.
November - John Richardson, General Manager, Santa Ynez Inn, stepped down from the board and was replaced by Kimberly Walker, Owner, Skyview, Los Alamos. Jonathan Rosenson, Owner, Mirabelle Inn, Solvang, became Treasurer, filling the vacant officer position left by John Richardson's departure. Also, in November, staff member Marisa Yott (Digital Coordinator) left the organization for other opportunities. We have no immediate plans to refill that position.

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

Staff & Board of Directors

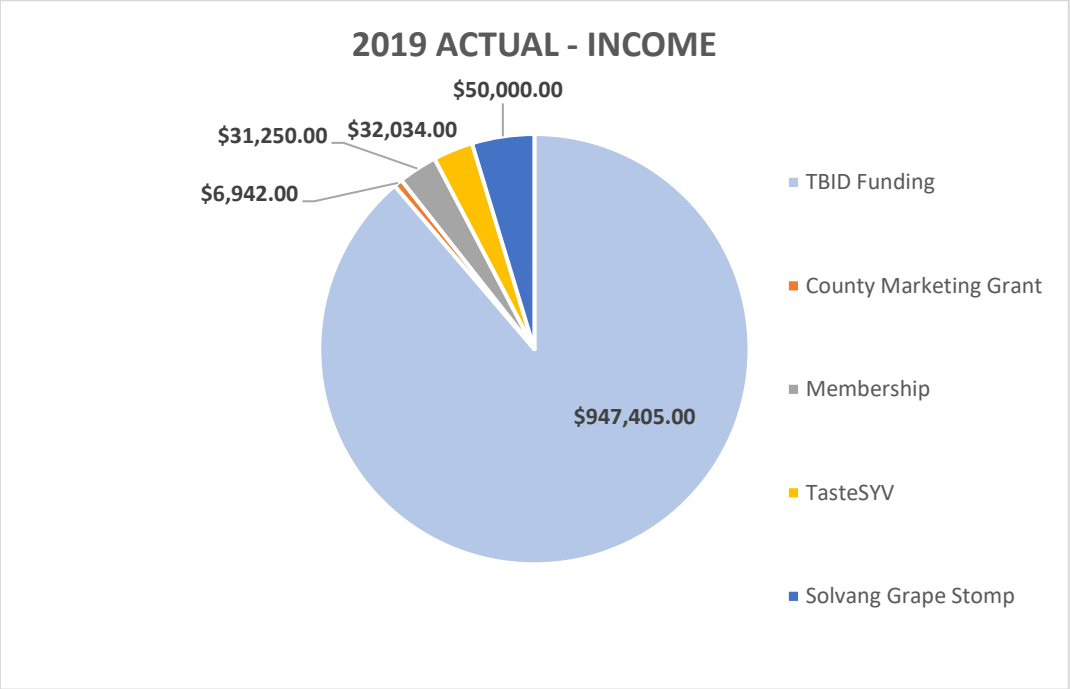
President & CEO - Shelby Sim
Vice President of Marketing - Danielle Laudon Ruse
The board members are:
Chairman – Linda Johansen, Owner, Pea Soup Andersen's Inn, Buellton
Vice Chairman – Andrew Economon, Executive Director of Hospitality,
Chumash Enterprises, including Hotel Corque and Hadsten House
Secretary – Sherrie FitzGerald, Director of Marketing, Alisal Guest Ranch and Resort, Solvang
Treasurer – Jonathan Rosenson, Owner, Mirabelle Inn, Solvang
Budi Kazali, Owner, Ballard Inn, Ballard
Karla Azahar, General Manager, Santa Ynez Valley Marriott, Buellton
Kimberly Walker, Owner, Skyview, Los Alamos
Louise Smith, Owner, Louise's Kitchen, Solvang
Will Henry, Owner, PICO Restaurant, Los Alamos

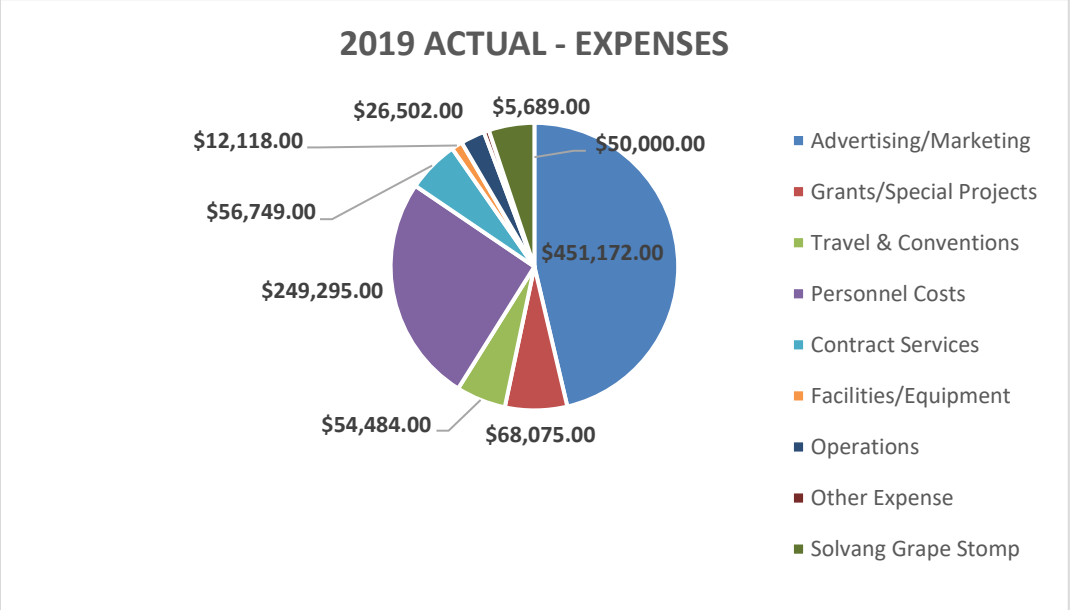
Respectfully submitted by:
Shelby Sim, President & CEO
Santa Ynez Valley Hotel Association, dba Visit the Santa Ynez Valley
Shelby@VisitSYV.com
PO Box 633, Solvang, CA 93464
www.visitsyv.com, 805-451-6038

Please see next two pages for 2019 (actual) and 2020 budget information

SANTA YNEZ VALLEY
CALIFORNIA
VISITSYV.COM

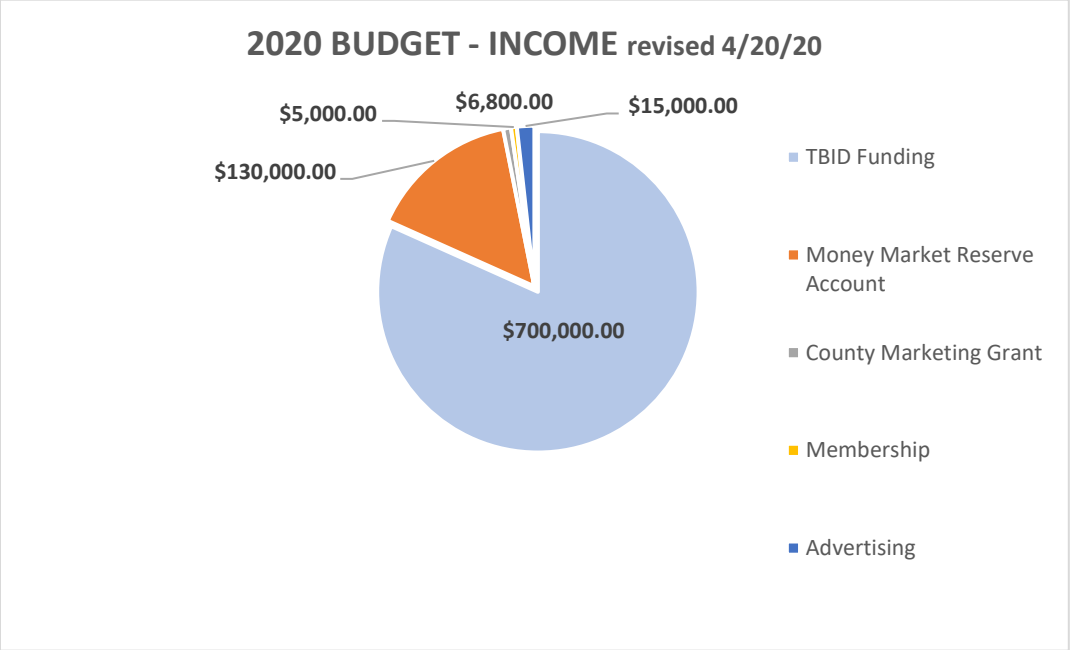
2019 Budget information

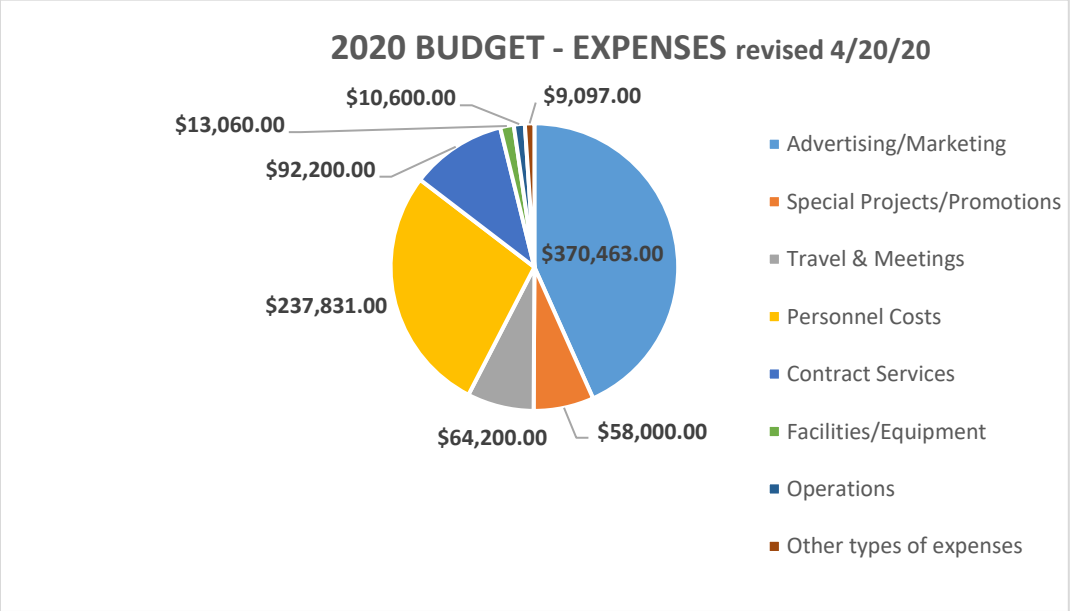




SANTA YNEZ VALLEY
CALIFORNIA
VISITSYV.COM

2020 Budget information – revised 4/20/20





SPIRIT OF THE SANTA YNEZ VALLEY

A WORLD OF
TASTES
PLAN YOUR VISIT TODAY
SANTA YNEZ VALLEY
CALIFORNIA

A WORLD OF
EXPERIENCES
PLAN YOUR VISIT TODAY
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CALIFORNIA

Visit Santa Ynez Valley
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Time to unplug and reconnect in the Santa Ynez Valley. Fly direct to Santa Barbara (SBA).

VISITSYV.COM
Plan Now To Start Smiling
Book Your Getaway Today
BOOK NOW

10 1 Comment

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It's time to chase the rays to the Santa Ynez Valley. Fly direct to Santa Barbara (SBA).

VISITSYV.COM
Start Planning For Sunshine
Book Your Getaway Today
BOOK NOW

11

Public Relations

Public relations efforts for 2019 focused on outreach to major regional and national media outlets, drive markets including Los Angeles, San Diego, and San Francisco, and expanded outreach targeting Santa Barbara airport direct flight markets (Dallas, Denver, Phoenix, Portland, Seattle).

- **Total value of public relations media coverage for 2019 = $5,263,199***
- **Total circulation of editorial coverage for 2019 = 43,315,319**
- **Total unique visitors/month of editorial coverage for 2019 = 1,273,540,107**

PR ad equivalency value up 224%

SANTA YNEZ VALLEY
CALIFORNIA

SOLVANG | BALLARD | BUELLTON | LOS ALAMOS | LOS OLIVOS | SANTA YNEZ

FARM TO FORK
THE LAND OF PLENTY DELIVERS

Luxury
VALLEY STYLE

Stay • See • Shop • Eat • Sip
The Best To-Dos
in *THE SYV*

SYV DESTINATION GUIDE
2019 VOL. IIII

SANTA YNEZ VALLEY
RESTAURANT WEEKS
JAN 27 - FEB 10
3 COURSES $20.19
FOR RESTAURANT MENUS, VISIT
DINESYV.COM
Brought to you by Visit the Santa Ynez Valley
#DINESYV

TASTE OF THE SANTA YNEZ VALLEY

SOLVANG STOMP

BIG PICTURE TAKEAWAYS

Overall clicks to book on VisitSYV.com were up year-over-year in 2019.

Other wins for FY2019 over FY2018 include:

- **Organic traffic up 11%**
- **Direct traffic up 18%**
- **Mobile referral traffic from Facebook up 74%**
- **Sessions for both desktop (14%) and mobile (7%) were up**
- **Sessions for major markets outside of Santa Barbara County were up**

o San Francisco - 2.6%
o San Diego - 26%
o Irvine - 53%
o New York - 27%
o Phoenix - 82%

- **PR ad equivalency value up 224%**

Visit California Headquarters

VisitSYV presented at Visit California's headquarters to approximately 90 attendees in Sacramento as part of their monthly "Third Thursday" series on Thursday, May 23, 2019.

Grants and Special Projects

The purpose of our grants program continues to be to assist with publicity and outreach for valley events which encourage overnight stays. Primary consideration goes to events which occur mid-week (Sunday to Thursday) and/or in off-season. Special projects include charitable donations and community improvement.

Total Grants & Special Projects: $68,325

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Scott Wolfe, City Manager
Meeting Date:	May 28, 2020
Subject:	Presentation by Monterey Bay Community Power CCA

BACKGROUND

At its May 14, 2020 City Council meeting, staff was directed to invite Monterey Bay Community Power (MBCP) to make a presentation to the City Council. MBCP is a Community Choice Aggregation (CCA) program which would provide an alternative source from which residents may purchase electricity. Power would still be delivered by PG&E, but would be purchased on behalf of the power users of Buellton by MBCP. Potential benefits of CCA membership include more competitive rates for power, a higher proportion of power delivered from renewable sources, and some degree of local control over the setting of rates through involvement by the City in the governance of the CCA. Staff has invited J.R. Killigrew from MBCP to discuss the costs, benefits, and processes involved in joining.

Mr. Killigrew (or another MBCP representative) will answer questions that the City Council may have with regard to service, cost, administration, and other aspects of the organization's operation

FISCAL IMPACT

No fiscal impact is associated with this presentation.

RECOMMENDATION

Staff recommends that the City Council receive the presentation, discuss this matter and gather information from the MBCP representative, and direct staff to take action deemed appropriate by the City Council.

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Scott Wolfe, City Manager
Meeting Date:	May 28, 2020
Subject:	Consideration of Extension of Contract with Buellton Business Association/Chamber of Commerce for Operation of a Visitors Bureau

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BACKGROUND

On June 31, 2020, the contract between the City and the Buellton Business Association/Chamber of Commerce (Chamber) for operation of the Visitors Bureau will expire following its most recent two year period. Discussions have been underway to bring to the City Council a revised contract which is a bit more comprehensive in its scope, potentially allow for growth of Visitors Bureau budget if additional hotel rooms are added within the City, and combine the operation of the Visitors Bureau with the agreement for the rental of the Visitors Bureau offices from the City. However, as with so many other aspects of City operations, the impacts associated with the COVID-19 pandemic have repercussions with this agreement.

The health order restrictions associated with COVID-19 have resulted in an inability for the Visitors Bureau to expend the entirety of the funds paid by the City for the current year. The Chamber has approached the City with a request to retain the unexpended amount and to concurrently reduce the amount of the coming year's budget by the amount which has not been expended in the current year (currently estimated to be between $60,000 and $80,000). This would result in a reduction in anticipated City expenditures for Visitors Bureau services for the next fiscal year, but it would allow the Bureau to have a larger amount with which to begin the fiscal year, enabling them to act quickly to respond to easing of health order restrictions to bring tourism back to Buellton as rapidly as possible.

As this is not a standard approach and is one which will hopefully be temporary in nature, staff is suggesting that the City Council consider the approval of a one-year contract for Visitor's Bureau services, and re-visit the matter next year to discuss a longer-term arrangement with more comprehensive updates.

One matter which was requested be addressed by the Chamber in the current contract was to come to an agreement as to a transitional period and distribution of assets in the event that the City should pre-maturely terminate its agreement for Visitors Bureau services with the Chamber. It has been suggested that a 6-month period be established from the termination date during which Chamber staff would be employed to on-board a new organization and to assist with the transfer of assets and financial accounts to the new entity. The Chamber would also like to retain rights to use all images and photos associated with past Visitors Bureau activities for its use in the future.

FISCAL IMPACT

A single year contract as discussed above would reduce the financial impact on the City by approximately $60,000 to $80,000 from what has already been budgeted for Visitors Bureau services in the City's current two year budget.

RECOMMENDATION

Staff recommends that the City Council discuss this matter and direct staff to return to the City Council with a single-year contract incorporating provisions deemed appropriate by the City Council.

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Rose Hess, Director of Public Works
Meeting Date:	May 28, 2020
Subject:	Discussion and Possible Award of Contract Regarding Engineering Services

---

BACKGROUND

On February 27, 2020, the City Council approved the Request for Proposals (RFP) for Engineering Services. The City posted the RFP on the City's webpage and directly contacted nine engineering firms in Southern California that perform municipal engineering services.

On April 16, 2020 the City received two proposals, from MNS Engineers and Tetra Tech.

Currently, the city has contracts with MNS Engineers and Tetra Tech. MNS Engineers provides general engineering support services which includes Transportation, Watershed and Stormwater, Mapping, associated Capital Improvement Projects and Tetra Tech manages private development review/inspection services, all utility and encroachment permits and Water and Sewer support and associated Capital Improvement Projects.

Staff has provided the recommendations from an outside panel to assist the City Council in their decision-making process. The City Council may take the recommendation of one firm pursuant to the panel recommendation or retain both firms with their current scope of services.

The outside advisory panel, consisting of SBCAG Director of Programming Sarkes Khachek, County of Santa Barbara Engineering Manager Leroy Cadena, and Goleta Sanitary District General Manager Steve Wagner, reviewed and ranked the proposals. The panel members, who volunteered their time and expertise for this task, discussed the City's current public works/engineering structure, workload and staffing, relative to the engineering services and scope of work requested in the RFP.

The panel discussed their assessments of each proposal and reviewed the firms' experience, qualifications, and expertise. The panel discussed how both firms would approach the scope of services in the RFP, particularly on the basis of limited City staff resources. Overall, the panel ranked MNS Engineers slightly higher than Tetra Tech. The panel noted that MNS Engineers has the historical knowledge and insight regarding the

City. They also noted that accessibility for City staff to directly discuss projects with the appropriate contract staff would be more manageable through MNS instead of having to go through a project manager at the onset of each task through Tetra Tech. The panel noted that the hourly rates were comparable but MNS's rates are locked in for at least 2 years while Tetra Tech would increase annually.

The term of the agreement noted in the RFP is two years, with an option of three additional one-year extensions. Rates will be fixed unless otherwise approved by the City Council.

We have requested that both firms attend the May 28th meeting to address any additional questions or clarifications that the Council may have. Each proposal is provided as an attachment.

FISCAL IMPACT

The City's Engineering services are funded through the General Fund, Enterprise Funds (Water and Sewer), Measure A, Gas Tax, and Grant Funds. The City appropriates project funding based on Council priorities. Staff assigns projects and tasks based on these priorities and anticipated workload.

RECOMMENDATION

Staff recommends that Council discuss the panel's recommendations for Engineering Services and provide comments and direction. The Council may choose from a variety of options, including, but not limited to:

1. Follow the recommendations of the panel and direct the City Attorney to prepare a contract with MNS Engineers.

2. Disregard the recommendations of the panel and direct the City Attorney to prepare a contract with Tetra Tech.

3. Continue to contract with both MNS Engineers and Tetra Tech with their existing scope and work on a new contract.

4. Direct the Public Works Director and City Attorney to prepare contracts with MNS and Tetra Tech reflecting a new division of work as determined by the City Council.

ATTACHMENTS

Attachment 1- RFP for Engineering Services
Attachment 2- MNS Engineers Inc. Proposal
Attachment 3- Tetra Tech Proposal

REQUEST FOR PROPOSALS

FOR

CITY ENGINEERING SERVICES

February 2020

SUBMITTAL:

One original and six copies must be received on or before ***5:00pm: April 16, 2020***

ADDRESSED TO:

City of Buellton
Attn: Rose Hess, Director of Public Works/City Engineer
107 West Highway 246
P.O. Box 1819
Buellton, CA 93427

MARK ENVELOPE:

"PROPOSAL – CITY ENGINEERING SERVICES"

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE RETURNED UNOPENED TO THE SENDER

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SECTION A - GENERAL INFORMATION

SECTION A1 - CITY CONTACT

All questions regarding this Request for Proposals ("RFP") are to be submitted in writing via U.S. mail or e-mail to:

CITY OF BUELLTON

Attn: Rose Hess, Director of Public Works /City Engineer

SUBJECT: PROPOSAL FOR ENGINEERING SERVICES

107 West Highway 246
P.O. Box 1819
Buellton, California 93427

Email: roseh@cityofbuellton.com

All contacts during the proposal process shall be in writing and submitted to Rose Hess. Attempts by the Respondent to contact other department representatives regarding this RFP may result in disqualification of the Respondent from the proposal process.

SECTION A2 – RFP Schedule

Event Date

RFP issued	March 2, 2020
Written Questions Due	April 9, 2020
Proposal Due	April 16, 2020
Tentative Award Date	May 28, 2020
Tentative Contract Start Date	July 1, 2020

Award and start dates are tentative and approximate. It is the responsibility of each Respondent to be familiar with all of the specifications, Contract terms and conditions. The Respondent agrees and acknowledges all RFP specifications, terms, and conditions and confirms the Respondent's ability to perform by submitting a proposal. By submitting a proposal, the Respondent certifies that, if awarded a contract, it will make no claim against the City based upon ignorance of conditions or misunderstanding of the specifications.

SECTION A3 - DEFINITIONS

Agreement:	The standard form of agreement contained in Appendix A.
Authorized Representative:	The person designated by the City as having the authority and responsibility for administering the Project.
City:	City of Buellton, California.
Contract Documents:	The Agreement, together with the terms and conditions set forth in Section E of the RFP.
Consultant:	The successful Respondent to the RFP to whom contract is awarded.
City Engineer:	City Public Works Director or appointed representative.
Project:	The Statement of Work described in Section B of the RFP.
Proposer/Respondent:	The party or parties who submit a proposal in response to the RFP.
RFP:	Request for Proposals for the Project.
Work:	All work and assignments related to the engineering services that are provided by the Consultant.

SECTION B - STATEMENT OF WORK

SECTION B1 – SUMMARY OF SERVICES

B1.1 Overview.

The City of Buellton is a small city located in Santa Barbara County, approximately 40 miles north of Santa Barbara. The City has a population of approximately 5,453 residents within 1.6 square miles. Infill projects are the primary project type, as most of the City is already built-out.

B1.2 City Services Description.

The City of Buellton (City) is soliciting proposals from qualified consultants to provide complete engineering services and to work in conjunction with City staff. Currently, there are 18 full-time City staff members. The City has five departments; Finance, Planning, Recreation, Public Works/Engineering and Administration. The City provides Building services through a contract with the Santa Barbara County Department of Building and Safety, and Police services through a contract with the Santa Barbara County Sheriff's Department. Fire services are provided by the Santa Barbara County Fire Department. Consultant would act as the primary provider of all engineering services for the City and would work closely with all City departments under the direction of the Public Works Director/City Engineer. The City is currently under contract with MNS Engineers and TetraTech Inc for Engineering Services.

B1.3 Scope of Services.

The City is requesting proposals for a consultant to provide complete engineering services for the City. The selected Consultant must have the expertise, experience, and resources available to perform the work and services described in this RFP. These services include, but are not limited to, the following;

A. Serve as Engineering Division staff under the direction of the Public Works Director/City Engineer and provides support as requested.

B. Perform Development Review Services: Review development proposals as needed and serve as the City's project engineer for private development and/or public improvement projects. Consultant shall provide all services and work required for plan check and the review and approval of development plans, permit applications, and associated studies. Development review services include, but are not limited to, plan check, map check, permit issuance, construction inspection, traffic studies for CEQA review, and city engineering and surveying services. Consultant shall have dedicated staff members with appropriate licenses, including but not limited to civil engineering licenses, surveyor's licenses, traffic engineering licenses, and stormwater licenses. Consultant's staff members must be qualified to sign and/or approve plans and permits on the City's behalf.

C. Capital Improvement Projects: Under the direction of the Public Works Director/City Engineer, Consultant shall oversee capital project designs, surveying (as needed), bid

processing, contract management, construction, and project inspection. This shall include permit processing through applicable agencies, including Caltrans, the Regional Water Quality Control Board, and Department of Fish and Wildlife, among others. The City reserves the right to solicit for engineering services for any individual capital or other city engineering project.

D. Transportation Services: Work with Caltrans and SBCAG to resolve transit issues, regional transportation work, local transportation planning work and prepare special traffic studies as needed. This shall also include serving as an alternate on the Technical Transportation Advisory Committee (TTAC) and represent the City on Transit issues and committees as needed.

E. Stormwater Management Services: Consultant shall monitor compliance with and implementation of state and federal stormwater regulations. Consultant shall conduct and coordinate inspections of project sites, address public complaints and issues noted and prepare reports to demonstrate compliance with applicable regulations. All staff training that deals with current permit requirements and regulations will be provided by the Consultant to city staff, Council, Commissions and all other city consultants as applicable. Consultant shall coordinate with other local agencies and represent the City in Santa Barbara County Association of MS4 Managers (SBCAMM) and other regional groups. Consultant is responsible for advocating for the City with all regulators and regulatory agencies.

F. Permitting and Administration: Review all permit applications for Encroachment Permits for compliance with the Buellton Municipal Code, and compatibility with existing and pending private improvements and public utilities (ie, PGE, SoCal Gas and others) etc., and provide inspection of site/improvement work. Coordinate with Planning Department and the City Engineer for review of encroachment permit projects under technical engineering plan check, permits and inspection services.

G. GIS and Mapping: Create, maintain, and update all GIS and mapping data, as needed, for all city projects, including maintenance of CAD files as back-up. Consultant shall also maintain city atlases for all public improvements, including but not limited to water pipes and related facilities, sewers, storm drains, parks, public facilities, and street lights.

H. Surveying and Title/Easement/Deed Work. Consultant shall perform surveying services that include, but are not limited to, topographic surveying and mapping, boundary line surveying, and review and certification of parcel maps, final maps, lot line adjustments and other documents submitted to the City for technical correctness under the Subdivision Map Act. In addition, work to support construction design for roadwork and other CIP project as necessary. A valid Surveying License must be maintained at all times in order to sign/stamp city plans/deeds.

I. Water Distribution, Storm Water and Wastewater Collection Systems: Consultant shall provide all services and work required to complete studies, designs, plans,

specifications, and estimates for City water projects in order to maintain continued operation of the City water distribution, storm and sanitary sewer systems, and to meet public demand and ensure compliance with state and federal mandates. Consultant shall also maintain the city's water model.

J. Streets and Roads: Assist City staff in identifying and prioritizing pavement preservation projects. Consultant shall also design and prepare plans, specifications and estimates for pavement projects with scope as outlined in CIP's.

K. General Compliance: Assist the City in consultation and coordination with state and federal agencies to ensure general compliance with various state and federal regulations. The City has established outstanding relationships with agencies such as the Regional Water Quality Control Board, Department of Health and Water Resources Control Board. It is expected that these relationships continue in an exemplary manner.

L. Backflow Management: Maintain and manage the City's cross-connection control program. In this capacity, Consultant will send inspection notices, respond to questions, coordinate with property owners, provide application for unpermitted backflow devices and coordinate with backflow certifiers.

M. Utility Coordination: with PG&E, Gas Co, Verizon, Comcast, etc. for permitting and Utility Design Standards for the City, including updating old details and coordinating with the Public Works Department staff on preferences.

N. Watershed and Flood Protection Services: Review of private studies to ensure flood protection, review/update city policies to ensure flood protection for public facilities, and coordinate with agencies such as FEMA and Santa Barbara County regarding mapping and river/stream maintenance. Conducts special studies as requested for drainage master planning and FIRM updates.

O. Other: Perform additional engineering functions and special projects as requested by the City.

B1.4 Miscellaneous Services.

The above list is not intended to be an all-inclusive list of duties and assignments. Periodically, the City has the need for assistance with special engineering studies and projects or general staff assistance. The consultant must be able to provide assistance on these types of assignments on an as-needed basis through this contract to provide necessary services.

B 1.5 Quality Control/ Quality Assurance.

Quality Control/ Quality Assurance: Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans and related work are independently checked, corrected and back checked, and all project-related correspondence and memoranda are

dated and received by the Project Manager and bound in appropriate project files.

All work shall be performed in conformance with the State of California's and/or City of Buellton's policies, procedures and standards. Consultant shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

The Consultant has total responsibility for the accuracy and completeness of the work performed, and shall check all such materials accordingly. The work performed and associated materials shall be of acceptable quality. The material produced and work performed shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and shall identify the maker and checker.

SECTION B2 – EXPECTATIONS OF THE CONSULTANT

B2.1 GENERAL

Consultant is expected to perform and provide the following

A. For Development Plan Check purposes: Timely turn-around when reviewing projects, following a 3-2-1 week timeframe on plan/map check. (First plan check is a 3 week turn-around, second plan check is a 2 week turn-around, and third plan check is a 1 week turn-around.)

B. Responsiveness and availability to the public (residents and businesses) and project applicants.Response and/or acknowledge within 24 hours to inquiries.

C. Be available as needed to City staff for information and as a resource. Meet and confer with staff as regularly throughout any design or inspection projects and while administering any programs for the City.

D. Think creatively, unconventionally, and/or from new perspectives.

E. Provide cost-efficient services to the City, public and developers.

F. Represent the City in a positive and professional manner and ensure the City's best interest is always met in group/regional discussions as well as internal interactions with city staff.

G. Supplement City staff as needed and requested.

H. Consultant selected for these services shall not perform any work for the private sector within the city limits. In addition, the consultant shall not perform any work for the private sector outside the city limits in which the work/contract may have potential for a conflict of interest.

I. Invoices should be submitted in a timely fashion and with sufficient detail and back-up documentation for work performed. When invoicing on development projects or private encroachment permit work, they shall be submitted within 2 weeks of the end of the month so that they can be processed to the applicant.

J. All work assigned by the City and performed by Consultant shall be assigned to and completed by Consultant personnel at the appropriate discipline and staffing level to be the most economically beneficial to the City.

K. Consultant understands and agrees that it will do the work assigned to it by City and that City will often undertake work utilizing its own staff where economically beneficial to City. Consultant will not dispute City's allocation of work as between City staff and Consultant's personnel.

SECTION C - SUBMISSION OF PROPOSALS

SECTION C1 – GENERAL PROPOSAL REQUIREMENTS

C1.1 General.

Each individual or firm submitting a proposal shall meet all of the terms and conditions specified in this Request for Proposal (RFP). By submitting a proposal, the individual or firm acknowledges agreement with the acceptance of all provisions in the RFP.

A. The proposal shall not be more than fifty single-sided pages in length including single page resumes of the persons to be assigned to the project. Page limitations shall include all items described under Section C2.

B. Other materials may be attached as deemed appropriate, including a form/forms of proof of engineering services performed by the responder that most closely fit the scope of work outlined above. These materials will not be included in the page count and should be an appendix.

C. One original and six copies of the proposal are to be provided.

D. The City is not liable for any costs incurred by the Proposer before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the City.

SECTION C2 – PROPOSAL CONTENTS

C2.1 Proposal Contents.

The content and sequence of the proposals shall be as follows:

A. **Cover Letter**. A one-page cover letter and introduction including the company name and address of the Respondent and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the Respondent. Whether the Respondent is an individual, partnership or corporation shall also be stated. It must be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the Respondent. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.

B. **Approach**. Describe your approach to providing these services outlined in Section B. Include a discussion on the various disciplines your firm can provide locally and specialty services. Include any special ideas, techniques or suggestions that you think

might make the process of providing these services proceed smoothly. Include a discussion on how transition will be made to ensure that services will be seamless to the public.

C. **Experience and Qualifications**. Describe the experience of the firm and its members with related contracts of a similar nature of providing municipal engineering services. Describe your staff's unique qualifications and training for this type of work. To ensure efficient services, it is critical that the consultant have past municipal engineering experience. The team's overall experience with providing full engineering services for other municipalities will be considered during the review process. Provide at least five current references.

D. **Organizational Chart.** Proposer shall include an organizational chart that includes titles, names, licenses, and contact information for key staff members, including each individual who would be assigned to provide services under this proposal. The organizational chart shall include the role of each individual for this project. This chart should be provided as an attachment to the proposal.

After contract execution, Consultant shall not substitute key personnel or sub-consultants without prior written approval from the City of Buellton. Consultant shall provide justification and obtain written approval from the City for the substitution prior to using a different sub-consultant on the contract. The qualifications of the sub-consultant must be at the same level or higher as the original, and the cost must be the same or lower. The team must provide applicable licenses for the work outlined in Section B.

E. **Addenda**. Each proposal shall include specific acknowledgment that the Respondent has received all addenda (if any) issued during the proposal period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

F. **Agreement**. A copy of the City's standard agreement is provided in the attachments, including the required insurance requirements. Any issues to the standard agreement must be brought forward as part of the proposal documents or should be noted as accepted as-is.

G. **Cost Proposal**. Provide an Hourly Rates schedule for all staff and services. This should be included as an attachment to the proposal. Please note it is expected that the hourly rates include overhead to cover costs for transportation, travel time, copies, printing, reprographics etc. Such charges will not be reimbursed if submitted on invoices.

H. **Ability to Provide Local Access**. The Respondent shall discuss how it plans to address local needs and how it will make its team available to the City staff and to the public. It is critical that services are efficient, convenient and accessible.

SECTION C3 – DEADLINE FOR SUBMISSION

C3.1 Question and Comments

The City will accept pre-submittal questions in the interest of clarity and complete responses to the RFP. Respondents are encouraged to cover all questions in one request so that the City staff can provide timely and effective responses.

Pre-submittal questions will only be accepted by email through April 9, 2020. Responses to all questions will be emailed to all RFP participants and posted on the City's web page. RFP questions are to be submitted to Rose Hess at roseh@cityofbuellton.com. As the City may be unaware of all prospective firms, it is the responsibility of each interested firm to review all documents and information available.

C3.2 Submittals

All proposals shall be submitted no later than 5:00pm on Thursday, April 16, 2020 and shall be addressed to:

CITY OF BUELLTON
Attn: Rose Hess, Director of Public Works/City Engineer

SUBJECT: PROPOSAL - CITY ENGINEERING SERVICES

107 West Highway 246
P.O. Box 1819
Buellton, California 93427

Email: roseh@cityofbuellton.com

C3.3 Proposal Modifications

Any Respondent who wishes to make modifications to a proposal already received by the City must withdraw his proposal in order to make modifications. All modifications must be made in ink, properly initialed by the Respondent's authorized representative, executed, and submitted in accordance with the terms of this solicitation. It is the responsibility of the Respondent to ensure that modified or withdrawn proposals are resubmitted before the submittal deadline of April 16, 2020.

C3.4 Proposal Withdrawal

A Respondent may withdraw a proposal, without prejudice to submitting a new or revised proposal prior to the April 16, 2020 submittal deadline, by submitting a written request to Rose Hess, Director of Public Works, to withdraw, in which event the proposal will be returned to the Respondent unopened.

SECTION D - AWARD OF CONTRACT

SECTION D1 - REVIEW OF PROPOSALS

D1.1 General.

A committee made up of City staff will evaluate the proposals. The proposal will be evaluated on the basis of experience, qualifications, your approach to providing the services, and any other criteria related to the ability of the Proposer to provide the services and meet the expectations as outlined in Section B of the RFP.

Final selection will be based on the evaluation of proposals and subsequent interviews that will be conducted with consultants seen as possessing the highest qualifications necessary to complete the work described in the proposal. The consultant determined best qualified to perform the work will be recommended to the City Council for contract award.

All proposals, irrespective of irregularities or informalities, will be opened after the date of submittal deadline stipulated in this RFP. This is not a public opening. A tally of names will be performed and may be released upon request. **NO OTHER INFORMATION WILL BE RELEASED**.

The City reserves the right to postpone the April 16, 2020 submittal deadline and opening of proposals any time before the date announced in the RFP or subsequent addenda.

D1.2 Disqualification of Respondent.

If there is reason to believe that collusion exists among the Respondents, none of the proposals of the participants in such collusion will be considered.

D1.3 Rejection of Proposals.

The City reserves the right to reject any and all proposals for any reasons deemed appropriate by the City, including but not limited to any proposals which are incomplete, obscure or irregular, any proposal which omits one or more items specified in Section C2.

D1.4 Waivers and Deviations.

The City reserves the right to waive any informalities or irregularities and any technical or clerical errors in any proposal as the City may deem appropriate. The City further reserves the right to negotiate deviations from the prescribed terms, conditions and requirements of the selected Respondent.

D1.5 Award of Contract.

The City will review the proposals and within 45 calendar days after the due date for proposals, the City will act either to accept a proposal or to reject all proposals. Award shall be made based on the standards set forth in Section D1.1. The acceptance of a proposal will be evidenced by a notice of award of contract in writing, delivered by mail to the Respondent whose proposal is accepted. No other act of the City shall constitute acceptance of a proposal. The City Council may award the contract in parts and to several consultants. The award of contract(s) shall obligate the Respondent(s) whose proposal is

accepted to furnish evidence of insurance and execute the agreement set forth herein. Award is contingent upon the successful negotiation of final agreement terms. Negotiations shall be confidential and not subject to disclosure to competing proposers unless an agreement is reached. If negotiations cannot be concluded successfully, the City in its sole discretion may negotiate an agreement with another proposer or withdraw the RFP.

D1.6 Execution of Contract.

The Agreement shall be executed in duplicate by the successful Respondent(s) and returned, together with the evidence of insurance, within 10 calendar days after the Notice of Award in Section D1.5. After execution by the City, one original contract shall be returned to the Consultant.

SECTION E - CONTRACT PROVISIONS

SECTION E1- CONTRACT DOCUMENTS

E1.1 Form of Agreement.

The standard form of agreement used by the City is set forth in Appendix C. In addition, the City reserves the right to further modify the standard form of agreement to incorporate such terms and conditions that are mutually acceptable to the City and Contractor and with provisions as outlined in this specific RFP. In the event of conflict between the provisions of the Agreement (Appendix C) and the contract provisions set forth herein, the City, at its sole discretion, shall elect which provisions governs.

E1.2 Term of Contract.

The initial term of the Agreement shall be for a period of two (2) years with an option of three (3) additional one (1) year agreement extensions available; subject to satisfactory performance and terms acceptable to the City. If the City elects to send out an RFP at the end of any portion of the term, the contract will automatically become month-to-month.

E1.3 Payment.

Subject to the terms and conditions set forth in the Agreement, Consultant shall be compensated by the City for actual time and materials expended in the performance of the Work, including compensation for approved reimbursable expenses, utilizing the approved hourly rates provided in this Agreement. It is expected that the hourly rates approved with the contract are to be maintained at a minimum of 2 years coinciding with contract term. Consultant shall furnish to the City an original invoice for all Work performed and expenses incurred during the preceding month. The invoice shall match hourly rates in the cost proposal. Hourly rates established shall be set for the term of the contract including extensions unless approved by Council.

SECTION E2 – INSURANCE

E3.1 General Provisions.

Prior to the beginning of and throughout the duration of the Work, Consultant shall maintain insurance in conformance with the requirements set forth in the Agreement. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, it will be amended to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in Agreement constitute the minimum amount of coverage required.

SECTION E3 - WORK EXECUTION

E3.1 Notice of Award.

A written Notice of Award will be provided after the City Council meeting at which the contract is awarded.

E3.2 Kick-Off Meeting.

Within five days of issuance of the Notice of Award, the City may initiate a Kick-Off meeting between staff and consultant team to discuss the commencement of services by the Consultant and the transition requirements.

APPENDIX A - - STANDARD AGREEMENT and INSURANCE

AGREEMENT FOR PROFESSIONAL CONTRACT SERVICES
BETWEEN
THE CITY OF BUELLTON
AND
CONSULTANT

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AGREEMENT FOR PROFESSIONAL CONTRACT SERVICES
BETWEEN
THE CITY OF BUELLTON
AND
CONSULTANT

This AGREEMENT FOR **PROFESSIONAL CONTRACT** SERVICES BETWEEN THE CITY OF BUELLTON AND **CONSULTANT** ("AGREEMENT"), is made and entered into this XXth day of XX 20XX, by and among the City of BUELLTON a municipal corporation ("CITY") and **CONSULTANT.** (*"CONTRACTOR").*

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

SECTION 1. TERM OF AGREEMENT.

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period of XtwoX (X) year from the date of execution of this AGREEMENT, as first shown above. Such term may be extended upon written agreement of both parties to this AGREEMENT.

SECTION 2. SCOPE OF SERVICES.

(*CONTRACTOR*) agrees to perform the services set forth in EXHIBIT "A", "SCOPE OF SERVICES/PROPOSAL" and made a part of this AGREEMENT.

SECTION 3. ADDITIONAL SERVICES.

(*CONTRACTOR*) shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to or outside of those set forth in this AGREEMENT or listed in EXHIBIT "A" unless such additional services are authorized in advance and in writing by the City Council or City Manager of CITY. (*CONTRACTOR*) shall be compensated for any such additional services in the amounts and in the manner agreed to by the City Council or City Manager.

SECTION 4. COMPENSATION AND METHOD OF PAYMENT.

(a) Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay (*CONTRACTOR*) the amounts specified in EXHIBIT "A" and made a part of this AGREEMENT. The total compensation, including reimbursement for actual expenses, shall not exceed ___XXX_____ DOLLARS ($_XXXX__), unless additional compensation is approved in writing by the City Manager.

(b) Each month (*CONTRACTOR*) shall furnish to CITY an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, sub-consultant contracts and miscellaneous expenses. CITY shall independently review each invoice submitted by the (*CONTRACTOR*) to determine whether the work performed and expenses incurred are in compliance with the provisions of this AGREEMENT. In the event that no charges or expenses are disputed, the invoice shall be approved and paid

according to the terms set forth in subsection (c). In the event CITY disputes any charges or expenses, the original invoice shall be returned by CITY to (*CONTRACTOR*) for correction and resubmission.

(c) Except as to any charges for work performed or expenses incurred by (*CONTRACTOR*) which are disputed by CITY, CITY will use its best efforts to cause (*CONTRACTOR*) to be paid within thirty (30) days of receipt of (*CONTRACTOR*) invoice.

(d) Payment to (*CONTRACTOR*) for work performed pursuant to this AGREEMENT shall not he deemed to waive any defects in work performed by (*CONTRACTOR*).

SECTION 5. INSPECTION AND FINAL ACCEPTANCE.

CITY may inspect and accept or reject any of (*CONTRACTOR*)'s work under this AGREEMENT, either during performance or when completed. CITY shall reject or finally accept (*CONTRACTOR*)'s work within sixty (60) days after submitted to CITY. CITY shall reject work by a timely written explanation, otherwise (*CONTRACTOR*)'s work shall be deemed to have been accepted. CITY's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of (*CONTRACTOR*)'s work by CITY shall not constitute a waiver of any of the provisions of this AGREEMENT including, but not limited to, sections 15 and 16, pertaining to indemnification and insurance, respectively.

SECTION 6. OWNERSHIP OF DOCUMENTS.

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by (*CONTRACTOR*) in the course of providing any services pursuant to this AGREEMENT shall become the sole property of CITY and may be used, reused or otherwise disposed of by CITY without the permission of the (*CONTRACTOR*). Upon completion, expiration or termination of this AGREEMENT, (*CONTRACTOR*) shall turn over to CITY all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

SECTION 7. CONSULTANTS BOOKS AND RECORDS.

(a) (*CONTRACTOR*) shall maintain any and all documents and records demonstrating or relating to (*CONTRACTOR*) 's performance of services pursuant to this AGREEMENT. (*CONTRACTOR*) shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to CITY pursuant to this AGREEMENT. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by (*CONTRACTOR*) pursuant to this AGREEMENT. Any and all such documents or records shall be maintained for three years from the date of execution of this AGREEMENT and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular

business hours, upon written request by CITY or its designated representative. Copies of such documents or records shall be provided directly to the CITY for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at (*CONTRACTOR*) 's address indicated for receipt of notices in this AGREEMENT.

(c) Where CITY has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of (*CONTRACTOR*)'s business, CITY may, by written request, require that custody of such documents or records be given to the requesting party and that such documents and records be maintained by the requesting party. Access to such documents and records shall be granted to CITY, as well as to its successors-in-interest and authorized representatives.

SECTION 8. STATUS OF CONSULTANT.

(a) CONSULTANT is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of CITY. (*CONTRACTOR*) shall have no authority to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against CITY; whether by contract or otherwise, unless such authority is expressly conferred under this AGREEMENT or is otherwise expressly conferred in writing by CITY.

(b) The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under (*CONTRACTOR*)'s exclusive direction and control. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall have control over the conduct of (*CONTRACTOR*) or any of (*CONTRACTOR*)'s officers, employees or agents, except as set forth in this AGREEMENT. (*CONTRACTOR*) shall not at any time or in any manner represent that (*CONTRACTOR*) or any of (*CONTRACTOR*)'s officers, employees or agents are in any manner officials, officers, employees or agents of CITY.

(c) Neither (*CONTRACTOR*), nor any of (*CONTRACTOR*) 's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to CITY's employees. (*CONTRACTOR*) expressly waives any claim (*CONTRACTOR*) may have to any such rights.

SECTION 9. STANDARD OF PERFORMANCE.

(*CONTRACTOR*) represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this AGREEMENT in a thorough, competent and professional manner. (*CONTRACTOR*) shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this AGREEMENT, (*CONTRACTOR*) shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of (*CONTRACTOR*) under this AGREEMENT.

SECTION 10. COMPLIANCE WITH APPLICABLE LAWS, PERMITS AND LICENSES.

(*CONTRACTOR*) shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during

the term of this AGREEMENT. (*CONTRACTOR*) shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this AGREEMENT. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall be liable, at law or in equity, as a result of any failure of (*CONTRACTOR*) to comply with this section.

SECTION 11. NONDISCRIMINATION.

Basic Provisions. In performing the Work, *(CONTRACTOR*) agrees as follows:

(1) *(CONTRACTOR*) will not discriminate against any employee or applicant from employment because of race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act—Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification. *(CONTRACTOR*) will take positive action or ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act—Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification. Such action shall include but not be limited to the following: Employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. *(CONTRACTOR*) agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by CITY setting forth the provisions of this nondiscrimination clause.

(2) *(CONTRACTOR*) will, in all solicitations or advertisements for employees placed by or on behalf of *(CONTRACTOR*), state that all qualified applicants will receive consideration for employment without regard to race creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act—Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.

SECTION 12. UNAUTHORIZED ALIENS.

(*CONTRACTOR*) hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §1101, *et seq.* as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should (*CONTRACTOR*) so employ such unauthorized aliens for the performance of work and/or services covered by this AGREEMENT, and should any liability or sanctions be imposed against CITY for such use of unauthorized aliens, (*CONTRACTOR*) hereby agrees to and shall reimburse CITY for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by CITY.

SECTION 13. CONFLICTS OF INTEREST.

(a) (*CONTRACTOR*) covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of CITY or which would in any way hinder (*CONTRACTOR*) 's performance of

services under this AGREEMENT. (*CONTRACTOR*) further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Manager. (*CONTRACTOR*) agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY in the performance of this AGREEMENT.

(b) CITY understands and acknowledges that (*CONTRACTOR*) is, as of the date of execution of this AGREEMENT, independently involved in the performance of non-related services for other governmental agencies and private parties. (*CONTRACTOR*) is unaware of any stated position of CITY relative to such projects. Any future position of CITY on such projects shall not be considered a conflict of interest for purposes of this section.

SECTION 14. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.

(a) All information gained or work product produced by (*CONTRACTOR*) in performance of this AGREEMENT shall be considered confidential, unless such information is in the public domain or already known to (*CONTRACTOR*). (*CONTRACTOR*) shall not release or disclose any such information or work product to persons or entities other than CITY without prior written authorization from the City Manager, except as may be required by law.

(b) (*CONTRACTOR*), its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of CITY, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this AGREEMENT. Response to a subpoena or court order shall not be considered "voluntary" provided (*CONTRACTOR*) gives CITY notice of such court order or subpoena.

(c) If (*CONTRACTOR*), or any officer, employee, agent or subcontractor of (*CONTRACTOR*), provides any information or work product in violation of this AGREEMENT, then CITY shall have the right to reimbursement and indemnity from (*CONTRACTOR*) for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of (*CONTRACTOR*)'s conduct.

(d) (*CONTRACTOR*) shall promptly notify CITY should (*CONTRACTOR*), its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this AGREEMENT and the work performed thereunder. CITY retains the right, but has no obligation, to represent (*CONTRACTOR*) or be present at any deposition, hearing or similar proceeding. (*CONTRACTOR*) agrees to cooperate fully with CITY and to provide CITY with the opportunity to review any response to discovery requests provided by (*CONTRACTOR*). However, this right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

SECTION 15. INDEMNIFICATION.

INDEMNITY FOR PROFESSIONAL LIABILITY: When the law establishes a professional standard of care for (*CONTRACTOR*)'s services, to the fullest extent permitted by law, (*CONTRACTOR*) shall indemnify, defend and hold harmless CITY and any and all of it's boards, officials, employees, and agents ("Indemnified Parties") from and against all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same

are caused in whole or in part by any negligent or wrongful act, error or omission of (*CONTRACTOR*), its officers, agents, employees or subconsultants (or any entity or individual for which (*CONTRACTOR*) shall bear legal liability) in the performance of professional services under this agreement.

INDEMNITY FOR OTHER THAN PROFESSIONAL LIABILITY: Other than in the performance of professional services and to the full extent permitted by law, (*CONTRACTOR*) shall indemnify, defend and hold harmless CITY, and any and all of its boards, employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this AGREEMENT by (*CONTRACTOR*) or by any individual or entity for which (*CONTRACTOR*) is legally liable, including but not limited to officers, agents, employees or subcontractors of (*CONTRACTOR*).

SECTION 16. INSURANCE.

(*CONTRACTOR*) agrees to obtain and maintain in full force and effect during the term of this AGREEMENT the insurance policies set forth in EXHIBIT “B" "INSURANCE" and made a part of this AGREEMENT. All insurance policies shall be subject to approval by CITY as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Manager. (*CONTRACTOR*) agrees to provide CITY with copies of required policies upon request.

SECTION 17. ASSIGNMENT.

The expertise and experience of (*CONTRACTOR*) are material considerations for this AGREEMENT. CITY has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon (*CONTRACTOR*) under this AGREEMENT. In recognition of that interest, CONSULTANT shall not assign or transfer this Agreement or any portion of this AGREEMENT or the performance of any of (*CONTRACTOR*)'s duties or obligations under this AGREEMENT without the prior written consent of the City Council. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this AGREEMENT entitling CITY to any and all remedies at law or in equity, including summary termination of this AGREEMENT. CITY acknowledges, however, that (*CONTRACTOR*), in the performance of its duties pursuant to this AGREEMENT, may utilize subcontractors.

SECTION 18. CONTINUITY OF PERSONNEL.

(*CONTRACTOR*) shall make every reasonable effort to maintain the stability and continuity of (*CONTRACTOR*)'s staff assigned to perform the services required under this AGREEMENT. (*CONTRACTOR*) shall notify CITY of any changes in (*CONTRACTOR*)'s staff assigned to perform the services required under this AGREEMENT, prior to any such performance.

SECTION 19. TERMINATION OF AGREEMENT.

(a) CITY may terminate this AGREEMENT, with or without cause, at any time by giving thirty (30) days written notice of termination to (*CONTRACTOR*). In the event such notice is given, (*CONTRACTOR*) shall cease immediately all work in progress.

(b) (*CONTRACTOR*) may terminate this AGREEMENT at any time upon thirty-(30) days written notice of termination to CITY.

(c) If either (*CONTRACTOR*) or CITY fail to perform any material obligation under this AGREEMENT, then, in addition to any other remedies, either (*CONTRACTOR*), or CITY may terminate this AGREEMENT immediately upon written notice.

(d) Upon termination of this AGREEMENT by either (*CONTRACTOR*) or CITY, all property belonging exclusively to CITY, which is in *(CONTRACTOR*)'s possession, shall be returned to CITY. *(CONTRACTOR*) shall furnish to CITY a final invoice for work performed and expenses incurred by *(CONTRACTOR*), prepared as set forth in SECTION 4 of this AGREEMENT. This final invoice shall be reviewed and paid in the same manner as set forth in SECTION 4 of this AGREEMENT.

SECTION 20. DEFAULT.

In the event that *(CONTRACTOR*) is in default under the terms of this AGREEMENT, the CITY shall not have any obligation or duty to continue compensating *(CONTRACTOR*) for any work performed after the date of default and may terminate this AGREEMENT immediately by written notice to the *(CONTRACTOR*).

SECTION 21. EXCUSABLE DELAYS.

(CONTRACTOR) shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of *(CONTRACTOR*). Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of CITY, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this AGREEMENT shall be equitably adjusted for any delays due to such causes.

SECTION 22. COOPERATION BY CITY.

All public information, data, reports, records, and maps as are existing and available to CITY as public records, and which are necessary for carrying out the work as outlined in the EXHIBIT "A" "SCOPE OF SERVICES/PROPOSAL", shall be furnished to *(CONTRACTOR*) in every reasonable way to facilitate, without undue delay, the work to be performed under this AGREEMENT.

SECTION 23. NOTICES.

All notices required or permitted to be given under this AGREEMENT shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

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

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

SECTION 24. AUTHORITY TO EXECUTE.

The person or persons executing this AGREEMENT on behalf of *(CONTRACTOR*) represents and warrants that he/she/they has/have the authority to so execute this AGREEMENT and to bind *(CONTRACTOR*) to the performance of its obligations hereunder.

SECTION 25. BINDING EFFECT.

This AGREEMENT shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

SECTION 26. MODIFICATION OF AGREEMENT.

No amendment to or modification of this AGREEMENT shall be valid unless made in writing and approved by the *(CONTRACTOR*) and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void. In the event of any conflict between the terms and conditions of this AGREEMENT and attached Exhibit “A”, the terms and conditions of this AGREEMENT shall control. In the event of any conflict between the terms and conditions of this AGREEMENT and any attached exhibits, the terms and conditions of this AGREEMENT will control.

SECTION 27. WAIVER.

Waiver by any party to this AGREEMENT of any term, condition, or covenant of this AGREEMENT shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this AGREEMENT shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this AGREEMENT. Acceptance by CITY of any work or services by (*CONTRACTOR*) shall not constitute a waiver of any of the provisions of this AGREEMENT.

SECTION 28. LAW TO GOVERN; VENUE.

This AGREEMENT shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Santa Barbara. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in Los Angeles.

SECTION 29. ATTORNEYS FEES, COSTS AND EXPENSES.

In the event litigation or other proceeding is required to enforce or interpret any provision of this AGREEMENT, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may he entitled.

SECTION 30. ENTIRE AGREEMENT.

This AGREEMENT, including the attached EXHIBITS "A" and “B", is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between *(CONTRACTOR*) and CITY prior to the execution of this AGREEMENT. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding. No amendment to this AGREEMENT shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 31. SEVERABILITY.

If a term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

CONSULTANT

By: _____ By: _____

Title: _____ Title: _____

CITY OF BUELLTON APRROVED AS TO FORM:

By: _____ _____

Scott Wolf, City Manager Greg Murphy, City Attorney

EXHIBIT "A"

SCOPE OF SERVICES/PROPOSAL

[NOTE: Scope of Services and (CONTRACTOR) Compensation is set forth in the proposal from ___xxx___- dated __xxxx____, attached hereto and incorporated herein by this reference. Total compensation shall not exceed $_xxx_.]

EXHIBIT "B"

INSURANCE

A. Insurance Requirements. *(CONTRACTOR*) shall provide and maintain insurance, acceptable to the City Manager or City Council, in full force and effect throughout the term of this AGREEMENT, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by *(CONTRACTOR*), its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII. *(CONTRACTOR*) shall provide the following scope and limits of insurance:

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001).

(2) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or equivalent forms subject to the written approval of the City.

(3) Workers' Compensation insurance as required by the Labor Code of State of California and Employer's Liability insurance and covering all persons providing services on behalf of the *(CONTRACTOR*) and all risks to such persons under this AGREEMENT.

(4) Errors and omissions liability insurance appropriate to the *(CONTRACTOR*)'s profession.

2. Minimum Limits of Insurance. *(CONTRACTOR*) shall maintain limits of insurance no less than:

(1) General Liability: $1,000,000 general aggregate for bodily injury, personal injury and property damage.

(2) Automobile Liability: $1,000,000 per accident for bodily injury and property damage.

(3) Workers' Compensation and Employer's Liability: Workers' Compensation as required by the Labor Code of the State of California and Employers Liability limits of $1,000,000 per accident.

(4) Errors and omissions Liability: $1,000,000 per occurrence.

B. Other Provisions. Insurance policies required by this AGREEMENT shall contain the following provisions:

1. All Policies. Each insurance policy required by this paragraph 5 shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either party to this AGREEMENT, reduced in coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to the CITY FINANCE DIRECTOR.

2. General Liability Accident -- Mobile Liability Rates.

(1) CITY and its respective elected and appointed officers, officials, and employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities *(CONTRACTOR*) performs; products and completed operations of *(CONTRACTOR*); premises owned, occupied or used by CONSULTANT; or automobiles owned, leased, hired or borrowed by *(CONTRACTOR*). The coverage shall contain no special limitations on the scope of protection afforded to CITY, and their respective elected and appointed officers, officials, or employees.

(2) *(CONTRACTOR*)'s insurance coverage shall be primary insurance with respect to CITY, and its respective elected and appointed, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by CITY, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, *(CONTRACTOR*) 's insurance.

(3) *(CONTRACTOR*)'s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CITY, and its respective elected and appointed officers, officials, employees or volunteers.

3. Workers' Compensation and Employer's Liability Coverage. Unless the City Manager otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against CITY, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by *(CONTRACTOR*).

C. Other Requirements. *(CONTRACTOR*) agrees to deposit with CITY, at or before the effective date of this contract, certificates of insurance necessary to satisfy CITY that the insurance provisions of this contract have been complied with. The City Attorney may require that *(CONTRACTOR*) furnish CITY with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. CITY reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. *(CONTRACTOR*) shall furnish certificates and endorsements from each subcontractor identical to those CONSULTANT provides.

2. Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY or its respective elected or appointed officers, officials, employees and volunteers or the *(CONTRACTOR*) shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit *(CONTRACTOR*)'s liability hereunder nor to fulfill the indemnification provisions and requirements of this AGREEMENT.

REQUEST FOR ADDITIONAL INFORMATION:
CITY ENGINEERING SERVICES RFP
ADDENDUM NO. 1
April 9, 2020

The following changes, additions and clarifications are hereby made part of the contract documents for the above referenced project and shall be taken into account in the preparation of all proposals and execution of all work. Work shall conform to the requirements of the original contract documents and addenda wherever they apply. All respondents shall acknowledge receipt of this addendum in their proposals. Failure to include this Addendum in the proposal may void the proposal.

Miscellaneous clarifications as a result of received questions:

1. Are hard copies still required?

- Yes, hard copies of the proposal will still be required.

2. Can you clarify if the 50 singled sided page maximum is a preference for single sided proposal or can the 50 page count be 25 double-sided pages?

- 25 double-sided pages will be accepted, with each side counting as one page for a total of 50 pages maximum for the items required in Section C-2.

3. Notice from City of Buellton – Due to the COVID-19 situation, the City reserves the right to extend its review period and award of contract timeline from the tentative schedule provided in the RFP.

Respondent Acknowledgement:

_____
DATE

_____
SIGNATURE (print and sign)

_____
TITLE

_____
COMPANY

MNS ENGINEERS INC

CITY OF BUELLTON

PROPOSAL TO PROVIDE
CITY ENGINEERING SERVICES

CIBUE.200123

MNS ENGINEERS, INC. | 201 Industrial Way, Suite A | Buellton, CA 93427 | 805.688.5200 Office | mnsengineers.com

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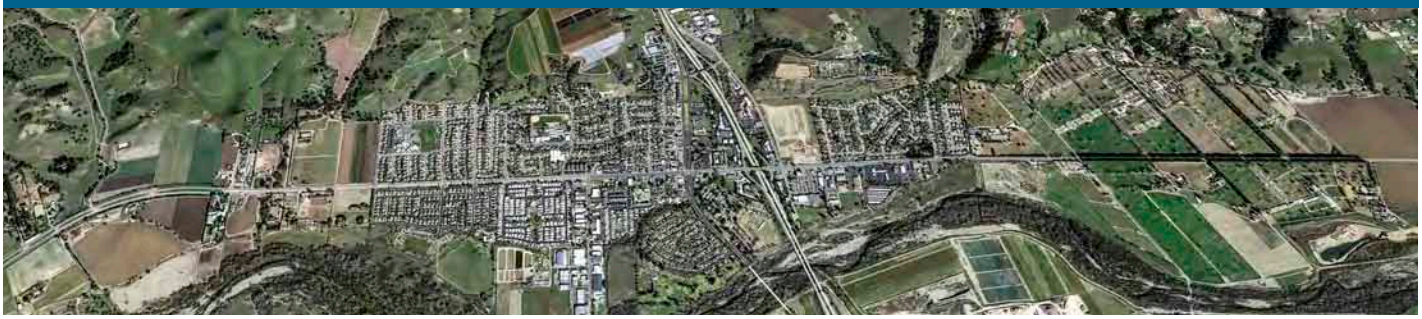

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MNS ENGINEERS INC

201 Industrial Way, Suite A
Buellton, CA 93427
Ph 805.688.5200 F 805.686.5418

April 16, 2020

City of Buellton
Attention: Rose Hess, PE, Director of Public Works/City Engineer
107 West Highway 246
PO Box 1819
Buellton, CA 93427

RE: Proposal for City Engineering Services

Dear Ms. Hess:

Thank you for the opportunity to submit this proposal to provide City Engineering services for the City of Buellton (City). As City Engineer/City Surveyor to a number of agencies, MNS Engineers, Inc. (MNS) has a unique understanding comprised of both the engineering and the municipality perspectives. Our first-hand knowledge and experience with municipal engineering allows us to maintain long-term clients like Buellton. Since the City's incorporation in 1992, MNS has provided the highest quality engineering services. Year after year, we have proven the safety, health, and welfare of the citizens of Buellton is our top priority, while always maintaining fiscal responsibility. MNS presents our team to provide these key advantages:

- **Professional and Qualified Team.** Leading the MNS team is **Kent Yankee, PE, QSD/QSP, Deputy City Engineer**. Since the start of his career, Kent has worked for the City and understands the processes and procedures. He will be responsible for working directly with the City's staff to ensure the MNS staff possesses the expertise specific to the task or project at hand, resulting in providing the City with the best results.
- **Local Office. MNS maintains an office approximately 0.2 miles away from City Hall**; our team is available 24/7 for any type of emergency need. We have never charged overtime for City projects.
- **Regulatory Agency Experience.** MNS has developed positive and proactive relationships with regulatory agencies such as the Regional Water Quality Control Board to ensure compliance and confidence in the City's representation to keep any enforcement actions from being made on the City.
- **Fiscal Responsibility.** MNS has provided the City with active quality controls systems resulting in a reduced fee schedule thus saving the City monies each and every year. MNS has **zero** requests for any increase in funds from the City's approved budget and has worked at or below each year's budget set by the City Council for 28 years. **We have and continue to save the City between $150K-$250K annually.**
- **Diversified Experience.** Our firm's experience, coupled with our knowledge of municipalities, makes MNS an easy addition to provide professional services. We draw from our highly qualified staff with expertise and resources to always and precisely find the right skillset and personality fit for the job.
- **Best of Both Worlds.** As an accredited California business, we are a full-service firm delivering superior quality and offering a depth of resources. Our ability to tackle large-scale endeavors without driving up costs or sacrificing personalized service makes us stand out as a client favorite.

Please feel to contact me at 805.331.4848 or jedwards@mnsengineers.com with any questions regarding this proposal. We look forward to our continued relationship providing City Engineering services to the City of Buellton for many years to come.

Sincerely,
MNS Engineers, Inc.

Jeff Edwards
Vice President
Government Services Division

MNS Details

Firm Legal Name
MNS Engineers, Inc.

Firm Ownership Type
C-Corporation

Year Firm Established
1962

DIR Number
1000003564

Corporate Office
201 N. Calle Cesar Chavez,
Suite 300
Santa Barbara, CA 93103

805.692.6921 Ph
805.692.6931 Fx
www.mnsengineers.com

Local Office
201 Industrial Way, Suite A
Buellton, CA 93427
805.688.5200 Ph

Contractual/ Negotiation Authority
Jeff Edwards
Vice President
805.331.4848 Mobile Ph
jedwards@mnsengineers.com

Project Contact
Kent Yankee, PE, QSD/QSP
Deputy City Engineer
805.697.1409 Office
805.722.4305 Mobile Ph
kyankee@mnsengineers.com

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Section B. Approach

B

Approach

In the over 50 years that MNS has been providing City/District Engineer services, we have developed methodical, effective procedures for delivering our services in a cost-effective and professional manner. These services can be as comprehensive as the City desires, and can fulfill many or all of a City engineering/ public works division's responsibilities, or only select functions depending on the City's desire and staff needs.

The key to organizational success is well thought-out processes and well documented, quality communications.

Implementation Plan

Our process for overall organization will be adapted and customized to the City's needs and includes the following major components:

- **Initial Organizational Approach.** There will be a **zero** learning curve for our support staff and no adaptation curve for City staff after working closely together for many years.
- **Professional and Constant Communication.** As communication is the key, our designated Deputy City Engineer will generally function as a single point-of-contact as needed and desired by the City. All MNS support staff will be available to any City employee, but will communicate with the Deputy City Engineer to keep current. The Deputy City Engineer and all MNS support staff will strive to meet the expectation for timely, accurate, and professional communications.
- **Quality Control/Quality Assurance.** Quality control, quality assurance and project review is pertinent to a successful project. Our quality assurance procedures are intended to utilize past project knowledge, technical experts and field experience to produce a quality project. Our multi-stage quality assurance program is applied on internal production as well as work generated by subconsultants. Each subconsultant's project manager is responsible for implementing their own quality assurance program which will remain consistent with MNS procedures, as outlined in the scope of work as described herein.

  Purpose: The purpose of the plan is to provide consistent and uniform QC/QA procedures to all team members for use in performing the work. QC/QA requirements are needed at each stage of the project to receive input from senior technical staff with significant expertise in the appropriate fields of technology pertaining to the various project elements and to provide high quality work products.

  QC/QA Responsibilities:

  - MNS Deputy City Engineer: Direct City interaction and overall coordination and monitoring of progress and quality of work.
  - Senior Engineer: Provides quality assurance checking prior to 35%, 65%, 95% and final submittals.
  - Paul Greenway, G7, Inc.: Provides an independent, expert review, a "fresh set of eyes," thus eliminating any perceived conflicts from within the organization.

- **Land Development Engineering Functions.** In regard to our Land Development and California Subdivision Map Act Functions, we have developed process flow charts, checklists for site development plan review, checklists for survey mapping review, checklists for permitting, and checklists for everything we do. If the City has similar tools, we will adapt or incorporate them into our own as desired. Our firm has authored a number of Land Development and Engineering Design and Construction Guidelines, as well as Standard Details for Public Works Construction. We currently assist numerous cities in enhancing their engineering and public works function and organization in many ways, as desired. As development is currently minimal, we will assist the City in focusing only on the level of effort needed.
  - In regard to Public Works permitting, we will work with the City Project Manager to determine the level of desired involvement. We are able to fully run that function—from accepting, logging, and processing applications to determining appropriate fees, insurance and bonding requirements (if applicable), inspection, and permit close-out. We have recommended processes for this function or can adapt to your existing processes.
  - The citizen's health, safety, and welfare will always be considered with each project, with elements within the public right-of-way being held to professional standards for safety, access, and maintenance.
  - Land development review function and plan check services will meet or exceed the timing expectations, as set by the City. Any unusual or exceptional circumstances will be well communicated.

- **Survey Support.** The MNS survey staff is competent and capable to perform any survey function that may arise. We can provide surveys as needed for capital improvement project designs, as well as perform land development and subdivision Map Act Plan Checks. We are particularly accomplished at understanding and resolving challenging issues that sometimes arise in the map check process. We will identify any issues that need further communication and understanding by the decision-makers. We are adept at right-of-way work and easement preparation as necessary to support capital improvement projects or as needed in the review of land development projects.
- **City Engineer Communications.** An effective Deputy City Engineer must be a strong communicator. All project stakeholders must feel valued and respected. Our designated Deputy City Engineer will work to develop a relationship of trust with staff and Council by:
  - Continue a regular and reliable responsiveness to requests and needs, putting all time present to good use.
  - Continue communicating project progress and issues with the City Project Manager, clients, and project stakeholders.
  - Continue preparing quality reports and presenting to the City with concise clarity.
  - Continue to anticipate concerns and issues, mitigating them in advance. This includes pre-emptive and extra communications made to avoid misunderstandings.
  - Continue timely correspondence and responses to citizens and staff.
  - Continue to professionally represent the City at regional Association of Government meetings or other regional meetings. We understand this requires advance preparation and close coordination with City staff.
  - Continue preparing and attending staff meetings, Development Review Committee meetings, Council meetings, Planning Commission meetings, project meetings, etc., as required.
- **Department and Program Management**
  - MNS will continue to review all matters pertaining to engineering to ensure undertakings proposed and implemented by the City and others are done in a manner to protect the City's interests, while keeping with City goals specifications and practices as well as with local, state, and federal laws.
  - MNS will continue to assist in planning, coordinating, supervising, and evaluating programs, plans, services, equipment and infrastructure.
  - MNS will continue developing and recommending policies and procedures for effective operation of the City consistent with City policies and relevant laws, rules and regulations, and ensures Council actions are implemented.
  - MNS will continue to evaluate the City's needs and formulate short and long range plans to meet needs in all areas of Public Works improvements, including streets, water, sewer, storm drainage, street lights, parks, and building facilities.
- **Other Services.** At a moment's notice, MNS will continue to provide all the services the City may need including, but not limited to:
  - Encroachment permit support services including issuing of permits, establishing fees, inspection, and acceptance.
  - GIS support services.
  - Transportation planning, pavement management, pedestrian and traffic master planning, and all other transportation related services.
  - Water and wastewater system management collection systems, modeling.
  - Drainage analysis and drainage master planning, including watershed and flood protection.
  - Compliance with Federal and State funded projects.
  - Environmental compliance support.
  - Backflow prevention management and support.
  - Stormwater management services, Stormwater Pollution Prevention Plan (SWPPP) review, construction inspection, MS4 annual reporting.
  - Engineering studies; assessment; engineering project study report; fee schedule(s), as an example.
  - Grant writing; water (Proposition SB1); transportation (ATP, HSIP, etc.)
- **Public Works Inspection.** MNS approaches inspection with the understanding that we act as an extension of the City and represent the community to ensure the contractor provides a product that meets the plans, specifications, and quality level set forth by the City.

  The MNS Deputy City Engineer is accessible at all times to better respond to any emergency needs as well as regular project staffing needs the City may require. Employing an experienced and trained staff familiar with a wide array of public works projects allows added flexibility in meeting the City's inspection needs.

MNS Construction Inspectors will notify the City's Project Manager if something is inconsistent, keeping the Project Manager informed about the daily progress and safety of the project, and documenting conversations with the contractor. They will review all contract drawings and the existing conditions to help anticipate any construction conflicts or issues that may delay or impact the work.

Traffic control is a critical element to any project. Our Construction Inspectors are knowledgeable and familiar with traffic control requirements (MUCTD) for public works projects; we monitor the contractor's traffic control on a daily basis to ensure it is in accordance with the approved traffic control plan. It is also important that the Construction Inspector is able to work with the public and communicate to the businesses and residents affected by a project.

Seamless Transition

MNS has a long-standing relationship with the City. To ensure a seamless transition, it is the City's best interest to keep the MNS team intact to provide City Engineering services. Both time and cost savings will be recognized; there will be no learning curve as the MNS team knows the City's processes and procedures like clockwork. We will continue to provide the City with the highest quality engineering services as we have for the past 28 years.

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Section C. Experience and Qualifications

Firm Qualifications

About MNS Engineers, Inc. (MNS)

Established in 1962, MNS is a C-Corporation that provides quality infrastructure consulting services to the transportation, water resources, and government service markets throughout California. **Specializing in the core services of civil engineering, construction management, and land surveying, MNS' reputation has been built on clear and direct communication and quality services.** We completely understand the technical, environmental, and regulatory aspects that may be required for any project. We are experienced and knowledgeable with utility and multi-agency coordination.

ONE OF MNS' CORE VALUES

MNS works with cities, counties, state, and federal organizations as a core value. We do not work in the private development sector, thus eliminating any conflicts of interest.

Headquartered in Santa Barbara, California, MNS has additional branch offices in **Buellton**, Long Beach, Oakland, Ontario, Salinas, San Jose, San Luis Obispo, and Westlake Village. **Our Buellton office is located 0.2 miles away from City Hall.**

On-Call and Public Agency Experience

MNS provides on-call professional services for numerous public agencies throughout California. This invaluable experience provides us with a unique project understanding and involvement from conception through completion. MNS is familiar with federal, state, and local funding sources and grants, permitting, design, bidding, public coordination, contract administration, construction support, site inspection, and land surveying. Our first-hand knowledge, coupled with a commitment to quality work, will benefit the City.

YOU CAN COUNT ON MNS!

A depth of staff resources and a reputation for successful project delivery and agency coordination are just some of the reasons that agencies count on MNS for pre-qualified consulting services year after year.

As a testament of our client relationships and quality of work, we have provided pre-qualified engineering services to a sample of the following agencies:

- Cities of Arroyo Grande, **Buellton**, Carpinteria, Culver City, Goleta, Gonzales, Gilroy, Greenfield, King City, Lompoc, Malibu, Monterey, Newark, Pasadena, Paso Robles, Pittsburg, Salinas, San Jose, San Luis Obispo, San Mateo, Santa Barbara, Santa Clarita, Santa Monica, Seaside, Simi Valley, Solvang, and Ventura
- Counties of Contra Costa, Monterey, Riverside, San Benito, San Bernardino, San Luis Obispo, Santa Barbara, Tulare, and Ventura
- Vandenberg Air Force Base, Edwards Air Force Base, and Fort Irwin
- Santa Barbara County Association of Governments, Santa Maria Valley Water Conservation District, Cachuma Operation and Maintenance Board, Los Olivos Community Services District

Firm Expertise

Municipal Services

MNS offers assistance to cities, counties, and districts that require review of private development projects, special engineering expertise, or to supplement full-time or part-time staff members during periods of heavy workload. We have an extensive background in community service district projects. A small sample of our municipal services include:

Public Works Administration Functions

- Preparation of staff reports, attending/presenting at Council meetings
- Public works permit administration: plan review, fee collection, and permit inspection

Development Review

- Environmental review
- Environmental impact report (EIR) and specific plan review
- Preliminary review/Plan check review
- Development project condition preparation
- Permit issuance and inspection
- Traffic control plans
- Compliance with approved plans and specifications
- Bonding review and cost analysis

Stormwater Compliance

- Wastewater management plans
- Stormwater quality management plans
- Stormwater pollution control plans
- Stormwater pollution prevention plans

Public Works Inspection

- Construction inspection
- Scheduling and critical path method (CPM) review
- Claims avoidance
- Construction phase surveying and staking
- Contract administration
- Constructability review
- SWPPP compliance
- Code compliance
- Multi-party and contractor coordination
- Utility relocation and coordination
- Regulatory agency coordination
- Environmental compliance and restricted work windows
- Funding administration: local, state, and federal

City Surveyor

- Right-of-way engineering
- Plan and map check
- Easement and right-of-way research
- Tentative and final map review and sign-off

Civil Engineering

Our experienced licensed civil engineers and technical support staff are available for your project needs. Our engineers utilize the latest computer-aided design (CAD) equipment and technologies to prepare plans, specifications, and estimates (PS&Es).

Our engineering and technical teams stay current with material and construction method developments, and public agency specification and code requirements. We offer in-depth project experience and a high level of engineering design skill. We cover design services for all project phases:

- Preliminary engineering studies
- Preparation of contract documents—plans, specifications, and estimates
- Plan check and peer review
- Coordination with project stakeholders and utilities
- SWPPP preparation
- Pre-bid and bid phase assistance
- Permitting with the counties, cities, Caltrans, and other regulatory agencies
- Environmental regulations and permitting
- Requirements for funding from federal, state, and local resources
- Construction administration
- Construction cost estimates
- Report preparation

Construction Management and Inspection

A leader in construction management (CM) and inspection services, MNS offers the City a depth of staff resources and a reputation for success to meet budget and schedule goals. We have provided a qualified construction management team to ensure the most experienced team members are available for the duration of the project. Our expertise includes:

- Complete construction management
- Construction inspection
- Scheduling and CPM review
- Caltrans Local Assistance Procedures Manual (LAPM)
- Contract administration
- Constructability review
- SWPPP compliance
- Multi-party and contractor coordination
- Utility and regulatory agency coordination
- Funding administration: local, state, and federal

Land Surveying

Our Land Surveying department is comprised of three components:

- **Municipal services.** Our Municipal division consists of a substantial amount of development review, providing map checking and document review services for tract maps, parcel maps, lot line adjustments, mergers, and Certificates of Compliance. In addition, we provide roadway vacation services including research and resolution preparation along with the supporting legal descriptions and exhibits, as well as other assistance in preparing legal descriptions, grant deeds, quitclaim deeds, and easement deeds to support cities in the acquisition and disposition of properties, roadways, and easements.
- **Right-of-Way (R/W) Engineering services.** Our R/W Engineering division provides base maps for the design and real estate acquisition for capital improvement projects. In addition to boundary, R/W and easement retracements, and topographic mapping, we provide underground utility locating

services using remote sensing equipment including radio frequency pipe and cable locators, ground penetrating radar, and pipe videotaping.

- **Construction Surveying services.** Our Construction Surveying division has significant experience in providing construction surveying for roads, highways, bridges, retaining walls, pipelines, and multiple story buildings. We provide stability monitoring for projects requiring excavation near adjacent structures.

Permitting and Coordination

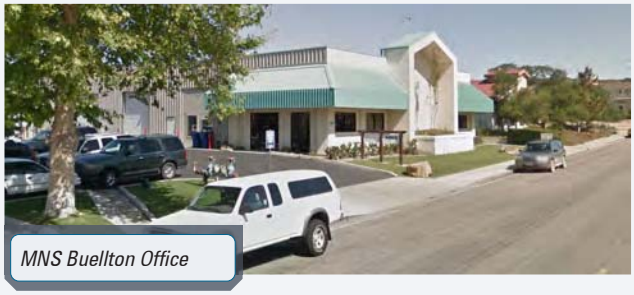
Most of our projects require extensive coordination with permitting agencies. We have proven and recognized experience in coordinating projects that involve communication with multiple agencies, utilities, and permitting for environmental protection. Many of our projects are constructed within waterways and environmentally sensitive areas.

Contract/Federal Administration

MNS has successfully delivered numerous public works projects that involve state and federal funding. We understand the importance of having detailed and accurate contract administration in order for the agency to receive 100% reimbursement of the state or federal funding allocated to the project.

Our firm has expert-level knowledge of local agency and Caltrans guidelines. On average, approximately 75% of our projects are funded on the state or federal level. Consequently, we model our procedures, contract administration, and financial database system in accordance with the LAPM to meet all state or federal funding and administration requirements. In the last decade, we have administered over $800M in programmable money.

Why MNS?



MNS Buellton Office

Since the City's incorporation in 1992, MNS has provided the highest quality engineering services from the start. Year after year, we have proven the health, safety, and welfare of the citizens of Buellton is our top priority, while maintaining fiscal responsibilities.

Why MNS? Here are some of the highlights in our 28-year relationship with the City:

- MNS maintains an office approximately 0.2 miles away from City Hall; **each employee is available 24/7 for any type of emergency need**.
- MNS has provided proactive project and construction management services for **over 200+ City construction contracts resulting in ZERO construction claims against the City**.
- MNS has kept an **active program in maintaining the City's street and sidewalk inventory, resulting in ZERO trip and fall claims against the City**.
- MNS has developed **positive and proactive relationships with regulatory agencies** and City departments to ensure compliance and confidence in the City's representation to keep any enforcement actions from being made on the City.
- MNS has always submitted required documents to the federal, state, local, and regional entities with a **100% on-time record**.
- MNS has provided the City with active quality controls systems resulting in a **reduced fee schedule thus saving the City monies each and every year**.
- MNS has **zero requests for any increase in funds from the City's approved budget** and has worked at, or below each year's budget set by the City Council for 28 years.
- MNS has **never charged overtime** for any of its employees for City projects.
- MNS **does not and will not markup any type of reimbursable(s) or specialty subconsultants** to the City.
- **MNS has and continues to save the City between $100K-$200K on an annual basis.**

MNS Projects and References

On-Call Engineering Services

Client	City of Buellton
Contact	Rose Hess, PE, Director of Public Works 805.688.5177 | roseh@cityofbuellton.com
Date	1992-present

Incorporated in 1992, the City turned to MNS for staffing support in all engineering functions. As a new and growing city, Buellton was thus able to utilize top-level engineers. As Buellton grew and its support needs changed, we were able to draw from our highly qualified staff with various extensive expertise and resources in the areas engineering, surveying and construction management, always finding precisely the right skillset and personality fit for the job.

Since 1992, we have provided staff to fulfill a variety of needs, including development review, permit engineering, permit inspection, land surveying, capital project management, and funding coordination—vital roles within a growing City. Because MNS was able to fill these roles on a contract basis, the City was able to efficiently provide the community with professional engineering resources as needed without the cost and limitations of permanent City staff.

The depth of MNS staff's expertise has helped to deliver a breadth of key projects during this time, including annual road maintenance and transportation improvement projects; streetscape and median improvements; park design and construction; and building plan check/inspection and code enforcement.

On-Call Engineering Services

Client	City of Goleta
Contact	Charles Ebeling, PE, TE, Director of Public Works 805.961.7569 | cebeling@cityofgoleta.org
Date	2008-present

MNS has provided numerous staff members to address the various needs of the City from water, wastewater, surveying, civil/traffic engineers and construction management/inspection personnel. MNS has provided services to the City since 2008. Sample services include:

- Traffic count data collection, pavement striping/signing, and construction traffic control designs.
- Additional full service plan check, drainage report review, Stormwater Pollution Prevention Plan (SWPPP) review, encroachment permit, and land development review (impact evaluation, report evaluation, conditions of approval, etc.
- Field inspection of permitted public works and private land development projects.
- As City Surveyor, MNS provides services such as reviewing and signing of all parcel maps, tract maps, lot line adjustments, certificates of compliance, and mergers. Additionally, we have provided various standardized procedures and document formats and support them with acquisitions, relinquishments, and roadway vacations.

IDIQ Title II Inspection Services

Client	Vandenberg Air Force Base
Contact	Richard Cote, PE, 30th CES Deputy Base Civil Engineer 805.588.9348 | richard.cote@us.af.mil
Date	1997-present

Since 1997, MNS has administered Vandenberg Air Force Base's (VAFB) IDIQ Title II efforts. The MNS construction managers have overseen over $200M of construction projects on base (over 160

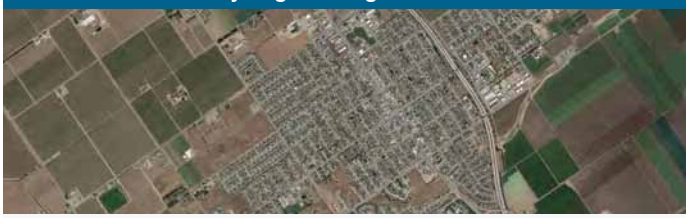
projects in total), meeting all mission needs of Team Vandenberg without a single construction claim. MNS provided our services to the 30th Civil Engineering Group and 30th Contracting Group; all projects were completed with an average change order rate of only 2%.

MNS construction representatives actively work with the contractor in identifying any problems that can arise long before they become an issue. This hands-on approach has not only saved a considerable amount of time, but has also proven to be fiscally responsible. All projects we have been evaluated on in the ACASS system have been satisfactory and above.

We have established an in-house QA/QC programmer to oversee all projects, which has proven to be a highly successful approach, offering an all-inclusive technical support service for project managers and contract specialists while not presenting any additional financial burden to the government. Sample projects include:

- 14th Air Force Headquarters remodel
- AAFES Gas Station and Minimart
- Lompoc Gate Anti-Terrorism Force Protection Security upgrades
- Pillar Point generator replacement
- San Antonio Creek restoration

City Engineering Services



Client	City of Greenfield
Contact	Paul Wood, Interim City Manager 831.674.5591 | pwood@ci.greenfield.ca.us
Date	2014-present

Since 2014, MNS has provided City Engineering, facilities support, Special Assessment District Engineering services, and Building Department services, including staff augmentation. We fulfill a variety of needs, including development review, permit engineering, permit inspection, land surveying, capital project design and management, and funding coordination—vital roles within a growing City. Because MNS was able to fill these roles on a contract basis, the City was able to efficiently provide the community with a broad variety of professional engineering resources as needed without the cost and limitations of permanent City staff.

The depth of MNS staff's expertise has helped to deliver a number of diverse, key projects during this time (some currently under construction), including development of a new regional park; significant wastewater treatment plant (WWTP) improvements; annual road maintenance and transportation improvement projects; streetscape and median improvements; facility improvements at local parks and within the new Civic Center; and building plan check/inspection and code enforcement. MNS staff has also completed several specialized projects that include extensive public education and outreach, including a concept streetscape plan and community input on amenities for the regional park.

On-Call Professional Engineering Services

Client	City of Newark
Contact	Diana Cangco, PE, Associate Engineer 510.578.4225 | diana.cangco@newark.org
Date	2016-present

MNS was recently selected to provide on-call professional engineering services for a two year period. Sample on-call services include:

- **Plan Checking.** Reviewing development plans/permit applications and associated studies such as major building permit site plans and subdivision improvement plans. Projects include street improvements, Americans with Disabilities Act (ADA) requirements, grading and drainage, erosion and sediment control, joint utility plans, and C3 stormwater treatment compliance.
- **Surveying**. Performing ground topographic survey and mapping, and boundary line survey; preparing legal descriptions; reviewing parcel maps, final maps, lot line adjustments, abandonment documents, and records of survey; and field surveying.
- **Public Works Inspection**. Performing inspection of asphalt concrete paving, utility installations, trench backfill and compaction, storm drain system and stormwater treatment system improvements, installing other infrastructures for public and private street improvements; as well as grade checking, material sampling and compaction testing, Underground Service Alert (USA) field markings, and erosion and sediment control inspection.

Staff Augmentation

Client	City of Santa Clarita
Contact	Robert Newman, PE, PLS, Director of Public Works 661.259.2489 | rnewman@santa-clarita.com
Date	2004-present

Since 2004, MNS has provided the City of Santa Clarita with a wide variety of specialized contract staff members. During peak but temporary workload periods, the City asked us to provide highly skilled staff for a variety of temporary positions. Using our staff augmentation services gave the City the flexibility to utilize top-quality technical staff with extensive experience for shorter-term projects, and saved the time usually required for recruiting permanent staff with comparable skills. MNS staff allowed the City to complete numerous key projects in both the private and public sectors.

City Surveyor Services

Client	City of Malibu
Contact	Rob Duboux, PE, Assistant Director of Public Works 310.456.2489 | rduboux@malibucity.org
Date	2012-present

For the past four years, MNS has and currently provides development review services for the City. Tasks include review and sign-off of subdivision maps, lot line adjustments, mergers, and Certificates of Compliance. We work directly with the staff in the Planning and Development department and in the Public Works department.

As a part of our on-call City Surveyor services, we recently assisted with the Trancas Canyon project. We performed intensive research into historic records to locate property owners who had the right to convey utility easements to the public agency. We prepared the chains of documents establishing those rights and working closely with the City Attorney, we prepared deeds, license agreements, legal descriptions, and exhibits to use for the conveyances. This effort reduced the potential cost and timing for acquisition ten-fold or more.

The level of professional services we provide, in close collaboration with City staff, has been received with gratitude from several of the staff. The project outcomes have been very good since we began working with the City.

Various Street Rehabilitation and Concrete Repair Projects

Client	City of Buellton
Contact	Rose Hess, PE, Director of Public Works 805.688.5177 | roseh@cityofbuellton.com
Date	1992-present

MNS has provided engineering design and construction management/inspection, and construction surveying for nearly all of the City's pavement rehabilitation and concrete repair projects, including overlays, reconstructions, asphalt rubber hot mix (ARHM) sealcoats and chip seals, Types 1-3 slurry seals, road widenings, new roadway designs, repairs to sidewalks, driveways, curbs and gutters, handicap ramps, cross gutters, and spandrels throughout the City. Projects involved coordinating with Caltrans and federal and state funding administration. Sample projects include:

- Avenue of the Flags Class II Bicycle Buffer Lane
- Sidewalk Repairs—Vintage Walk and Pea Soup Anderson's
- Pavement Maintenance Program—First Street grind and overlay, and Central Avenue alley reconstruction
- Pavement Maintenance Program—Industrial Way, McMurray Road, Avenue of the Flags, and Ballard Canyon
- Pavement Maintenance Program—South Avenue of the Flags rehabilitation
- Citywide Pavement Rehabilitation and Striping
- Redevelopment Agency (RDA) Streetscape Improvement Project
- Annual City Overlay Programs

Pedestrian Safety and Intersection Improvements

Client	City of Buellton
Contact	Rose Hess, PE, Director of Public Works 805.688.5177 | roseh@cityofbuellton.com
Date	2013-present

MNS is providing civil engineering services for various pedestrian safety intersection improvements for the City. This project supports the nearby residential schools by providing safe routes for children who walk or bike to the Oak Valley Elementary School and Jonata Middle School for the Buellton Union School District. The various traffic safety techniques are based on the following Caltrans documents: Complete Streets Implementation Action Plan (March 2010) and the Complete Intersections: A Guide to Reconstructing Intersections and Interchanges for Bicyclist and Pedestrians, and ITE Traffic Engineering Guidelines. These projects are state and federally funded.

- **Sycamore Drive at State Route 246 (SR-246).** This project provides pedestrian and bicycle safety intersection improvements on Sycamore Drive at SR-246. The premise of the project is to reduce the two-way left turn lane from 21 feet to 12 feet, and provide non-standard five-foot shoulders for a Class II bike lane. Additional project improvements include in-road warning lights; high visibility crosswalk signs (LED blinker signs); roadway and sidewalk improvements including reductions in the shoulder and left turn lanes; restriping; curb and gutter; sidewalks, and bi-directional Americans with Disabilities Act (ADA) ramps with closure of one crosswalk to centralize crossing SR-246.
- **Oak Valley School.** This project provides a feasibility study of pedestrian school safety techniques at intersections along Via Corona, neighboring school zones, and Tamarind Circle. Through public meetings and Parent Teacher Association (PTA) safety committee project improvements include crosswalks treatments, advanced signage, and various traffic calming measures.

Hollister Avenue Class I Bike Path and Pedestrian Improvements

Client	City of Goleta
Contact	Charles Ebeling, Director of Public Works 805.961.7563 | cebeling@cityofgoleta.org
Date	2015-2017

This $5M project constructed a Class I bike/multipurpose path along the south side of Hollister Avenue from Pacific Oaks Road to Ellwood Elementary School to provide a higher level of comfort and safety to the bicyclists and pedestrians, especially school children, living in the area.

This project consisted of over a mile of complete street improvements such as pavement rehabilitation, multimodal path construction, replacement of over a dozen curb ramps, drainage improvements, signaled intersection upgrades, parkway and median planter construction, and curb and gutter replacement. The pavement rehabilitation entailed removal and replacement of failing pavement sections, pavement leveling courses, pavement overlays, and micro surfacing placement. The project also incorporated a detailed landscape and recycled water irrigation plan, which enhanced the bikeway and pedestrian path. The construction team maintained access to adjacent businesses and provided safe pedestrian and bicycle passage through the project site. Proactive daily traffic control monitoring and coordination with the public also contributed to the success of the project.

> Winner of the 2019 APWA Central Coast Chapter Project of the Year Award (Projects under $5M), the 2018 National Engineers Week Project of the Year Award (Santa Barbara County), the 2018 ASCE Ventura County Chapter Project of the Year Award, and the 2018 ASCE Los Angeles Section, Project of the Year Award.

Westlake Boulevard (State Route 23) Sidewalk and Bicycle Lane Improvements	
Client	City of Thousand Oaks
Contact	Mike Tohidian, Senior Engineer 805.449.2516 | mtohidian@toaks.org
Date	2015-2018

The City of Thousand Oaks received grant funding from the Federal Highway Safety Improvement Program (HSIP) to improve pedestrian and bicycle safety on Westlake Boulevard (State Route 23) from Triunfo Canyon Road to the northbound US 101 ramps (approximately 1.1 miles). An arborist investigation and tree report were performed to mitigate impacts to the mature trees along the corridor. The project also required a significant public outreach program. Westlake Boulevard south of US 101 is State Route 23; therefore, a Caltrans Encroachment Permit process was followed. Safety improvements included new sidewalks and curb ramps, curb ramp modifications, rectangular rapid flashing beacons warrant analysis, traffic signal modifications, and pedestrian and enhanced bicycle lane signing, striping, and marking. The project also featured retaining walls, separate decomposed granite (DG) path, sitting areas, tree report, bus shelter and turnout, landscape and aesthetic improvements, Caltrans Encroachment Permit, utility coordination, right-of-way services, and environmental support. MNS provided engineering design and land surveying.

Winner of the 2018 APWA Project of the Year.

Donlon Road Realignment	
Client	County of Ventura
Contact	Chris Hooke, Deputy Director-Transportation Division 805.654.2048 | chris.hooke@ventura.org
Date	2012-2016

This $3M project moved Donlon Road 200 feet to the west to align with the existing traffic signal at the intersection of State Route 118 and Somis Road. The intersection became a standard four-way intersection with Donlon Road extending to the north; the old intersection of Donlon Road and State Route 118 was closed. The new Donlon Road crosses over Coyote Canyon Creek where it joins the original Donlon Road. The project added longer left-turn lanes in both directions on State Route 118 and upgraded the highway intersection to Caltrans standards. A new 30-foot by 12-foot concrete arch culvert (bridge) was constructed where Donlon Road crossed the barranca. Additional project elements involved highway widening, new roadway, new traffic signal, stage construction, reinforced concrete box culverts, utility relocation coordination, traffic control, Stormwater Pollution Prevention Plan (SWPPP) and National Pollutant Discharge Elimination System (NPDES) compliance, and driveway and curb ramp improvements.

MNS provided preliminary and final design engineering services and a constructability review. During the design phase, MNS assisted in completing Design Exception Fact Sheets and coordinating the Caltrans Encroachment permit and environmental permit (401, 404, and 1601) process.

Winner of the 2017 APWA/ASCE Project of the Year.

Westside Pedestrian and Bicycle Facility Improvements	
Client	City of Ventura
Contact	Jeff Hereford, Principal Transportation Engineer 805.654.7744 | jhereford@cityofventuraca.gov
Date	2015-2018

This improvements project is located in the heart of the Westside neighborhood of the City of Ventura, which has a very active community of pedestrian and bicycle commuters. The project focused on improving the safety and operations of the existing transportation infrastructure for pedestrian and bicycles at critical study intersections. The goal of the project was to increase the walking and biking experience by dramatically improving parking, sidewalks, bicycle lanes, and Americans with Disabilities Act (ADA) ramps for families, workers, commuters by walking and biking to schools, neighborhoods, and businesses in the Downtown Ventura area.

Decision Point Documents for South Coast 101 High Occupancy Vehicle Lanes and Rehabilitation

Client	Santa Barbara County Association of Governments
Contact	Fred Luna, Program Manager 805.961.8926 | fluna@sbcag.org
Date	2015-present

This project provides highway, roadway, structural engineering, and design services to develop 35% plans for the northern segment of the South Coast 101 High Occupancy Vehicle (HOV) Lanes project and South Coast 101 Rehabilitation project in southern Santa Barbara County. This segment of the US 101 begins north of the Padaro Lane interchange in Summerland, and extends south of Sycamore Creek in the City of Santa Barbara. Overall, the US 101 HOV Lane Widening project will add two lanes to US 101. The collaboration between Santa Barbara County Association of Governments (SBCAG) and Caltrans to develop a comprehensive strategy to efficiently rehabilitate the existing four lanes is crucial in the overall widening project. MNS is providing engineering services for two miles of freeway geometric design; overall roadway drainage design; and overall utility coordination.

Various Roadway and Drainage Projects

Client	City of Goleta / Goleta, CA
Contact	Charles Ebeling, Director of Public Works 805.961.7569 | cebeling@cityofgoleta.org
Date	2008-current

As part of an on-call construction inspection contract, MNS has provided construction inspection to various local roadway and drainage projects. Projects included:

- **Patterson Avenue Widening.** This roadway project improved and widened Patterson Avenue from Debbie Lane to Hollister Avenue and included improved driveway access to commercial, and professional businesses. Construction elements included widening the existing roadways; grading; new curbs, gutters, and sidewalks; subgrade remediation; hot mix asphalt (HMA) paving; and traffic control.
- **Los Carneros Road/Hollister Avenue Street Improvements.** This roadway project improved and widened two main arterials that accesses UC Santa Barbara, City Hall, and commercial, industrial, and professional businesses. Construction elements included widening the existing roadways; grading; curbs, gutters, and sidewalks; drainage improvements; subgrade remediation; HMA paving; and daily traffic control. Construction was within the City's right-of-way.
- **Fairview Avenue Widening.** Construction elements included drainage improvements, reinforced concrete pipes, and new sidewalks, and curbs and gutters. This project required coordination with the City of Goleta, City of Santa Barbara, and the Santa Barbara Metropolitan Transportation District.
- **Sumida Gardens Roadway Construction.** Construction elements included subgrading; grading; sewer, water, electric, and gas utility lines; storm drainage; sidewalks; and asphalt paving.
- **Calle Real Grinding and Overlay.** Construction elements included removing excess asphalt and repaving to facilitate overflow water conditions at San Pedro Creek.
- **Las Vegas and San Pedro Creeks Box Culvert Repairs.** Construction for this emergency repair project included removing and reconstructing the middle stem wall of existing box culverts; concrete saw cutting; concrete removal; doweling; bar reinforcement; and placement of structural concrete.

Harvard Boulevard Improvements

Client	City of Santa Paula / Santa Paula, CA
Contact	Tai Chau, Assistant Public Works Director 805.933.4212 x307 | tchau@spcity.org
Date	2016-current

This project involves improvements to the Harvard Boulevard area between Peck Road and Elizabeth Court, and encompasses wastewater and water and improvements, as well as paving and curb ramp replacements. Over 10,000 linear feet of potable water and gravity wastewater pipeline will be installed including 36-inch wastewater pipelines along Harvard Boulevard and Acacia Road and 8- to 12-inch potable water pipelines along Harvard Boulevard, Santa Cruz Street, Laurie Street, Lucada Street, Dartmouth Road, and Acacia Road. Upon completion of the potable water and sewer construction, improvements will be

made to the pavement and curb ramps on Harvard Boulevard and the adjoining streets for complete rehabilitation along this high profile corridor.

MNS civil engineering services involve: preliminary and final design services; complete design plans, specifications, and estimates for the pipeline, curb ramp, street paving, and associated construction activities; SWPPP preparation; bid support prior to construction; and engineering support during construction. MNS land surveying services include topographic and boundary survey. In addition to design services, MNS is also working with the City of Santa Paula to apply for $20M in project funding to construct the designed improvements, as well as other infrastructure improvements for the City of Santa Paula.

Fjord Lift Station Overflow Vault	
Client	City of Solvang
Contact	Matt van der Linden, Director of Public Works/ City Engineer 805.688.5575 x222 | mattv@cityofsolvang.com
Date	2017

The Fjord Lift Station was initially constructed in 1979 and conveys all wastewater from the City of Solvang and the Santa Ynez Community Services District under the Santa Ynez River to the Solvang Wastewater Treatment Plant. The Lift Station consists of a wet well with piping connecting to a dry well with pumping equipment. The dry well (pump room) contains three pumps discharging to a common header on a force main. The existing wet well is undersized for the current flow and has limited detention time; this makes routine repairs difficult and limits response time in the event of a major pump station failure or emergency.

MNS developed alternative conceptual designs and a planning document to evaluate construction of a corrosion resistant overflow vault integrated into the existing lift station. The overflow vault will have the dual function of emergency overflow vault and alternate wet well during routine maintenance, and repairs to the existing wet well and pump station.

At this time, the project is on hold pending proposed improvements at the wastewater treatment plant and the potential for major upgrades at the Fjord Lift Station if the City decides to accept wastewater from the community of Los Olivos. Construction has not yet started.

Various Sewer Force Main Improvements and Renewals	

Client	City of Santa Barbara
Contact	Lisa Arroyo, PE, Supervising Engineer 805.564.5486 | LArroyo@santabarbaraca.gov
Date	2013-present

The goal of this project is to provide redundant force mains at four of the City's facilities. The project includes the following components, as well as miscellaneous other mechanical improvements:

- **La Colina Lift Station**. A new 8-inch, approximately 3,200 linear-foot force main replaces the existing corroded 8-inch ductile iron force main.
- **Via Lucero Lift Station**. A new 6-inch redundant force main, is supplementing the existing 6-inch, 182-linear foot cast iron force main.
- **El Camino de la Luz Lift Station**. Two new 4-inch parallel force mains, are replacing the existing 4-inch, 100-linear foot ductile iron force main.
- **Braemar Lift Station Force Main**. Replace the existing abandoned, approximately 3,100 linear-foot ductile iron force main, using a combination of open trench and trenchless installation methods, for use as a redundant force main.

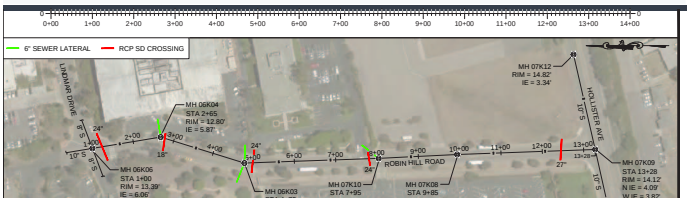
MNS is preparing a Basis of Design Report for this project, which acts as a tool for reviewing project alternatives, coordinating with project stakeholders and the City, and establishing the design criteria which is being used during the detailed design phase.

Robin Hill Road Sewer Main Replacement

Client Goleta Sanitary District / Goleta, CA

Contact Steve Wagner, General Manager/District Engineer
805.968.2617 | swagner@goletasanitary.org

Date 2019-current



This project provides planning and design services for the replacement of 1,250 linear feet of 10-inch-diameter vitrified clay sewer pipe located in Robin Hill Road in the City of Goleta, CA. Construction for the project will include ground dewatering and sewer bypassing. The preliminary design effort included field survey, sewer flow monitoring, desktop review of geotechnical studies within the project area, and preparation of a Basis of Design report for sewer replacement. Our field survey determined the sewer includes a vertical sag in the profile resulting in loss of hydraulic capacity. Based on findings, final design for replacement sewer is ongoing. Final design includes additional geotechnical investigations and preparation of final contract documents for construction including traffic control plans. MNS will lead the effort to obtain encroachment permits from the Cities of Goleta and Santa Barbara for project construction.

Village at Los Carneros, Phase 2

Client Goleta Water District

Contact Kevin Winkler, Associate Engineer
805.879.4654 | kwinkler@goletawater.com

Date 2016-present

The Village at Los Carneros provides more workforce housing in Goleta, including a mix of single-family homes, duplexes, triplexes, fourplexes, town homes, condominium flats and apartments—70 of which are reserved as affordable housing. The project utilizes both ductile iron and C900 polyvinyl chloride pipe and includes the construction of over 3,400 linear feet of 10-inch diameter pipe water mains; 1,300 linear feet of 8-inch diameter pipe water mains; 6-inch diameter fire service connections with 15 fire hydrants; and over 1,000 linear feet of 4-inch and 2-inch irrigation and building service connections, backflow preventers, and other associated water main appurtenances.

MNS is providing construction inspection for the District to ensure the installation of all waterlines and associated appurtenances within this development are being performed in accordance with District standards and requirements.

Los Osos Valley Road Interchange at US 101

Client City of San Luis Obispo

Contact Kyle Rowland, Project Manager
805.783.7717 | krowland@slocity.org

Date 2014-present

This $17M project constructs a new four-span, 370-foot-long, post-tensioned box girder bridge on Los Osos Valley Road (LOVR) over US 101; widens a three-span, 112-foot-long multi-plate bridge over San Luis Obispo Creek; and upgrades all four on/off-ramps at the US 101 interchange. The project is needed to respond to the increases in regional and local traffic demands on the State and local roadway systems at the US 101/LOVR interchange. The new interchange will provide two additional eastbound lanes for traffic relief, sidewalks, and bike lanes on this busy roadway.

The project is the largest transportation project undertaken by the City and is being constructed at one of the busiest interchanges in the City. The area surrounding the project has auto dealerships, restaurants, retail shopping centers, light industrial, agriculture, residential, and highway services such as gas stations and hotels. Extensive public relations and outreach keep this active community informed. In order to minimize the impact to the community, the project is being constructed in seven different stages including a 58-hour closure of the southbound on-ramp in order to construct a critical intersection. The project also requires extensive field engineering to adjust for existing grade discrepancies as well as to better facilitate the flow of traffic through the various stages. The project, constructed within City and Caltrans right-of-way, is being performed in accordance with applicable City and Caltrans standards, methods, and procedures.

This project involved cast-in-place (CIP) box girder bridges, retaining walls, soil nail walls, unique architectural features, hot mix asphalt (HMA) paving and Americans with Disabilities Act (ADA) ramps, significant earthwork and drainage, stage construction (seven stages), traffic control and temporary signalization, extensive public outreach, sensitive permit requirements, coordination with Caltrans, lighting, ramp metering, and electrical.

Water System Master Plan

Client	City of Buellton
Contact	Rose Hess, PE, Director of Public Works 805.688.5177 | roseh@cityofbuellton.com
Date	2014-2015

MNS developed a comprehensive Water Master Plan for the City's potable water system with the primary goal of capital improvement planning. Historic demands and long term supply reliability were considered in the study.

The project included the development of a computerized hydraulic model of the existing water system using WaterCAD. The hydraulic model was calibrated using fire hydrant flow tests. The hydraulic model was used to identify areas of reduced operating pressures, recommendations on operating strategies, and an analysis of the system's ability to meet fire flow and emergency water supplies for existing and future City development. The master plan also included a condition assessment of the existing facilities including three reservoirs, a booster pump station, five wells, two treatment facilities, and various other appurtenances. Based on the results of the hydraulic model and the condition assessment, MNS developed a detailed capital improvement plan to repair known issues and upgrade to the system to meet current design standards and California Division of Drinking Water Standards. The capital improvement plan projected projects over a 10-year period, including anticipated administrative and capital budgets.

16-inch Waterline Replacement

Client	City of San Luis Obispo
Contact	Manuel Guzman, PE, Project Manager Ph 805.781.7200 | mguzman@slocity.org
Date	2013-present

San Luis Obispo is working proactively to replace aging water mains in the City, within a water distribution system that delivers potable water to approximately 14,700 metered customers. The major goals of this proactive replacement scheme are to provide uninterrupted water flow at adequate pressures, to meet all fire and domestic flow requirements, and to minimize system water loss due to leakage. The first phase of the project includes the replacement of approximately 3,670 feet of 16-inch diameter cast iron water main on California Boulevard. The second phase of the project includes the replacement of approximately 2,460 feet of 16-inch diameter cast iron water main on Johnson Boulevard. Phase 2 also includes the replacement of approximately 600 feet of 12-inch diameter cast iron main from the Bishop Street/ Johnson Boulevard intersection to the Bishop Street Pump Station. The design for this portion of the work was designed, but not constructed due to changes in the City's operational strategy. The project was phased in order to accommodate the City's fiscal budget and to avoid major traffic disruption since construction will be performed on major and minor arterials, especially in front of San Luis Obispo High School.

Firm References

MNS References	
County of Monterey **Enrique Saavedra, PE,** Senior Civil Engineer 831.755.8970 saavedraem@co.monterey.ca.us	**City of Goleta** **Charles Ebeling,** Director of Public Works 805.961.7569 cebeling@cityofgoleta.org
Caltrans **Mike Giuliano**, Construction Engineer 805.549.3072 mike.giuliano@dot.ca.gov	**City of Santa Clarita** **Robert Newman, PE, PLS**, Director of Public Works 661.259.2489 rnewman@santa-clarita.com
Vandenberg Air Force Base **Richard Cote,** PE, 30th CES Deputy Base Civil Engineer 805.588.9348 richard.cote@us.af.mil	**Santa Barbara County Association of Governments** **Fred Luna**, Program Manager 805.961.8926 fluna@sbcag.org

Section D. Organizational Chart

Team Organization

Key staff resumes (**bold**) are provided. Brief support staff summaries conclude this section.

MNS understands that key staff and subconsultants cannot be substituted without prior written approval from the City.

CITY OF BUELLTON
Director of Public Works/ City Engineer

MNS ENGINEERS, INC.
Principal-in-Charge/ City Project Historian
Jeff Edwards

MNS ENGINEERS, INC.
Deputy City Engineer
Kent Yankee, PE, QSD/QSP

G7
Quality Control/ Quality Assurance
Paul Greenway, PE, QSD

ENGINEERING DIVISION STAFF
Kent Yankee, PE, QSD/QSP
Hoon Hahn, PE
Bill Callaghan, PE, QSD/QSP
Doug Pike, PE
Dale Lipp, PE
Nick Panofsky, PE, QSD
Tyler Hunt, PE, QSD
Steve Richey
Craig Snell, QSD/QSP, CPESC
Phil Lemmon

CAPITAL IMPROVEMENT
Kent Yankee, PE, QSD/QSP
Bill Callaghan, PE, QSD/QSP
Doug Pike, PE

TRANSPORTATION
Shawn Kowalewski, PE
Michael Ip, PE
Martha Dadala, PE
Francisco Zinkewich, PE

STREETS AND ROADS
Kent Yankee, PE, QSD/QSP

WATER DISTRIBUTION/ STORMWATER/WASTEWATER COLLECTION SYSTEMS
Tyler Hunt, PE, QSD
Nick Panofsky, PE, QSD

STORMWATER MANAGEMENT
Tyler Hunt, PE, QSD/QSP
Nick Panofsky, PE, QSD
Craig Snell, QSD/QSP, CPESC
Mary Zepeda

WATERSHED/ FLOOD PROTECTION
Kurt Shellhause, PE

ENGINEERING STUDIES/ SPECIAL PROJECTS
Greg Jaquez, PE
Doug Pike, PE
Kent Yankee, PE, QSD/QSP

SURVEYING AND TITLE/ EASEMENT/DEED WORK
Mark Reinhardt, PLS
Shane Sobecki, PLS, EIT
Richard Sleeman III
Masa Ueoka

GIS AND MAPPING
Mark Reinhardt, PLS
Robert Starr

UTILITY COORDINATION
Kent Yankee, PE, QSD/QSP
Doug Pike, PE

GRANT WRITING
Greg Jaquez, PE
Linda Palmquist, PE
Monica Killen, PhD

DEVELOPMENT REVIEW
Hoon Hahn, PE
Dale Lipp, PE
Craig Snell, QSD/QSP, CPESC

PERMITTING AND ADMINISTRATION
Doug Pike, PE
Dale Lipp, PE
Craig Snell, QSD/QSP, CPESC

COMPLIANCE REGULATIONS
Paul Greenway, PE
Greg Jaquez, PE
Doug Pike, PE
Kent Yankee, PE, QSD/QSP

BACKFLOW MANAGEMENT
Sheri Lubin, CPESC-IT

Professional and Qualified Team

MNS understands the key to successful project delivery lies within our team. We have chosen this professional and experienced team to provide the City with quality results. Our team works with the following key objectives in mind:

- Quality service and projects
- Schedule and budget efficiency
- Adherence to Quality Assurance/Quality Control (QA/QC) standards
- Constant communication
- Application of technical and practical expertise

Team Information

	Name	Title	License	Contact (Office 805.688.5200)
		Key Staff		
MUNICIPAL	Kent Yankee, PE, QSD/QSP	Deputy City Engineer	PE, CA No. 74570	kyankee@mnsengineers.com
MUNICIPAL	Hoon Hahn, PE	City Engineer	PE, CA No. 60003	hhahn@mnsengineers.com
MUNICIPAL	Greg Jaquez, PE	Project Manager/Senior Grant Writer	PE, CA No. 68182	gjaquez@mnsengineers.com
MUNICIPAL	Doug Pike, PE	Principal Engineer	PE, CA No. 43330	dpike@mnsengineers.com
MUNICIPAL	Bill Callaghan, PE, QSD/QSP	Senior Program Manager	PE, CA No. 64285	bcallaghan@mnsengineers.com
MUNICIPAL	Sheri Lubin, CPESC-IT	Senior Environmental Specialist		slubin@mnsengineers.com
MUNICIPAL	Dale Lipp, PE	Senior Plan Check Engineer	PE, CA No. 36789	dlipp@mnsengineers.com
MUNICIPAL	Craig Snell, QSD/QSP, CPESC	Permit Engineer/Stormwater Specialist		csnell@mnsengineers.com
ENGINEERING (TRANSPORTATION)	Shawn Kowalewski, PE	Principal Engineer	PE, CA No. 59539	skowalewski@mnsengineers.com
ENGINEERING (TRANSPORTATION)	Michael Ip, PE	Principal Engineer	PE, CA No. 43671	mip@mnsengineers.com
ENGINEERING (TRANSPORTATION)	Martha Dadala, PE	Principal Engineer	PE, CA No. 66275	mdadala@mnsengineers.com
ENGINEERING (TRANSPORTATION)	Francisco Zinkewich, PE	Associate Engineer	PE, CA No. 84228	fzinkewich@mnsengineers.com
ENGINEERING (WATER)	Tyler Hunt, PE, QSD	Lead Engineer	PE, CA No. 74580	thunt@mnsengineers.com
ENGINEERING (WATER)	Nick Panofsky, PE, QSD	Lead Engineer	PE, CA No. 75006	npanofsky@mnsengineers.com
ENGINEERING (WATER)	Kurt Shellhause, PE	Senior Project Engineer	PE, CA No. 85922	kshellhause@mnsengineers.com
SURVEY	Mark Reinhardt, PLS	Principal Land Surveyor	PLS, CA No. 6392	mreinhardt@mnsengineers.com
SURVEY	Shane Sobecki, PLS, EIT	Lead Surveyor	PLS, CA No. 9041 EIT, CA No. 141294	ssobecki@mnsengineers.com
QC/QA	Paul Greenway, PE, QSD	Independent Quality Assurance/ Quality Control	PE, CA No. 52314	paul@g7ei.com
		Support Staff		
	Phil Lemmon	Senior City Inspector		
	Steve Richey, RCI	Senior Construction Inspector	RCI, No. 5744, ACIA	
	Mary Zepeda	Senior Stormwater Specialist		
	Masa Ueoka	Senior Land Title Analyst		
	Linda Palmquist, PE	Senior Grant Writer	PE, CA No. 49535	
	Monica Killen, PhD	Senior Grant Writer		
	Robert Starr	CADD Manager		
	Richard Sleeman III	Associate Project Surveyor		

Kent Yankee, PE, QSD/QSP

Deputy City Engineer

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Grading and drainage
- Hydrology and hydraulic
- Street improvement projects
- Infrastructure design

Years of Experience
- 18

Licensing
- Professional Civil Engineer, CA No. 74570

Certifications
- Nuclear gauge safety certification
- Qualified SWPPP Developer/ Practitioner, CA No. 20837
- Residential/ commercial AdvanTex design for septic systems

Education
- BS, Architectural Engineering, California Polytechnic State University, San Luis Obispo, CA

Affiliation
- American Society of Civil Engineers

Award
- 2010 Young Professional of the Year Award, APWA Central Coast Chapter

Mr. Yankee is a proficient design engineer with a high level of skill in creating site and grading plans, construction plan sets, project specifications, and structural calculations. Kent offers exceptional skills in AutoCAD. He is also competent in all aspects of field work including construction observation and materials testing, concrete sampling, soil logging, and laboratory soils testing. His experience includes:

Municipal Engineering Services, City of Buellton, CA. *Project Engineer.* Kent has been involved in various aspects of work for the City such as designing traffic control and construction plans for street improvements and preparing cost estimates for multiple projects. Using his knowledge from field work and design, Kent has assisted in updating the City's Standard Details. He is also intimately involved with mapping City easements and collecting and mapping data regarding the City's stormwater, septic, and water systems. Moreover, his involvement in the City's infrastructure has him involved in preparing the citywide Stormwater Management Plan and updating to FHWA designated routing.

Master Plan Visioning Project, City of Buellton, CA. *Project Engineer.* This project created options for the City Council as well as citizens to comment on desires and wishes of the direction the downtown area. Aesthetics, traffic and pedestrian control, functionality, and flow into the downtown area were all taken into consideration. Kent took those conceptual ideas and created exhibits to meet local stands for roundabouts, street widths, turn radii, and parking to create a feasible layout of the downtown area. In addition, Kent prepared construction cost estimates for the options for presentation to the City.

Stormwater Management Plan, City of Buellton, CA. *Project Engineer.* Responsibilities included creating a map showing areas of drainage and their outlets through the City of Buellton. Extent of overland flow and drainage areas used to determine drainage study information of water that flows through the City during rain events.

Bikeway and Trails Master Plan, City of Buellton, CA. *Project Engineer.* Kent took an active role in researching the many options for the City to incorporate a pedestrian and bicycle friendly environment. He gathered information to present the best alternatives to the City Engineer. The information was gathered from other cities current plans as well as bicycle advocacy companies. Kent compiled the information to be presented for future implementation.

Citywide Roadway and Concrete Repair Program, City of Buellton, CA. *Project Engineer.* The project repaired to sidewalks, driveways, curbs and gutters, handicap ramps, cross gutters, and spandrels throughout the City with the goal of fixing drainage problems and tripping hazards developed over time. Repair locations required sawcutting, removing, and replacing in a timely manner to minimize negative impacts on pedestrian, residential, and vehicular use. Some repair locations were within Caltrans right-of-way. The project also applied slurry to a portion of the City roads and replaced striping of all City-owned traffic striping and markings within the City limits. Along with the improvements, Americans with Disabilities Act (ADA) standards were met as applicable. Responsibilities included playing a key role in developing plans and specifications showing areas throughout the City in need of improvement, assisting to identify trouble areas, and preparing solutions for improvements.

Branch Hotel Project, City of Arroyo Grande, CA. *Senior Plan Check Engineer.* This high-profile commercial project is located in a densely developed portion of downtown Arroyo Grande. Kent was responsible for reviewing the retaining wall plan including structural design and calculations, grading plan, and public improvement plan.

Elkhorn Road Emergency Storm Damage Repair, County of Monterey, CA. *Project Engineer.* As a result of heavy rain during the 2016-2017 storm season, portions of Elkhorn Road near Castroville were severely damaged from erosion and landslides. The County of Monterey selected MNS to provide overall project management, design, construction management, and construction inspection for this important project. Responsibilities include coordination with the environmental subconsultant to obtain all necessary permits from several agencies and with the geotechnical subconsultant for the Geotechnical Report, laboratory testing, earthwork observation, and testing.

River View Park, City of Buellton, CA. *Project Engineer.* The project constructed a new park with playground facilities, restrooms, parking areas, and a bridge over an existing creek. Responsibilities included designing and calculating structural elements for the pedestrian bridge crossing the existing creek; preparing the grading and drainage plans for continuing the ADA-compliant pedestrian path through the west end of the project area; performing compaction testing using a nuclear density gauge for compliance; asphalt placement inspection; concrete foundation sampling and testing; and compaction testing for base material.

Hoon Hahn, PE

City Engineer

Firm
- MNS Engineers

Areas of Expertise
- Public works management
- Project management
- Capital improvement projects
- Development review

Years of Experience
- 25

Licensing
- Professional Civil Engineer, CA No. 60003

Education
- BS, Civil Engineering, University of California, Los Angeles, CA, 1993

Affiliations
- Past Director, High Desert Chapter, American Public Works Association

Mr. Hahn has over 25 years of experience in the civil engineering industry working for municipalities. Hoon's well-rounded experience has given him the opportunity to work closely with the City Manager, City Council, Department of Public Works, and Traffic Commission as well as with consultants and contractors. Prior to MNS, Hoon focused on managing the Capital Improvement Program (CIP) projects for the last 14 years. He served as City Engineer for the Cities of Oxnard and La Cañada Flintridge. He spent most of his career with the City of Santa Clarita where he served as Senior Engineer for the Department of Public Works' CIP. He is also well-versed with development review services where he was responsible for managing the plan check process, writing conditions for the City's entitlement process, and training plan checkers. Hoon is known for his demonstrated leadership, project management especially for high-profile projects, effective interdepartmental and outside agency communication, and ability to maintain a strong team environment. He has been acknowledged as a creative staff member, engineer, and supervisor. His experience includes:

Department of Public Works, City of Oxnard, CA. *City Engineer.* Responsibilities included managing the inspection, design, and construction groups; training, mentoring, and developing the project management team; and successfully addressing follow-up questions from citizens and Council members. Notable accomplishments and projects included: creating the first Department of Public Works Agenda Forecast list; initiating the development of the first Capital Improvement Program (CIP) list; and serving as one of the team members to complete the 2019-2024 CIP. Hoon also supervised the following projects: Rice Avenue and 5th Street Grade Separation; City's street resurfacing program; City's wastewater treatment facility upgrade design and construction projects; Hueneme Road Recycle Water Line, Phase II; and Seawall Project.

Department of Public Works, City of La Cañada Flintridge, CA. *City Engineer.* Responsibilities included creating a long-term plan for the Department of Public Works; managing the day-to-day operations; updating City Council about Capital Improvement Program (CIP) projects during City Council meetings; attending the Planning Commission Meetings to support City Planning staff; preparing and presenting agenda items to the City Council and the Public Works and Traffic Commission; facilitating the Public Works and Traffic Commission meetings; managing the National Pollutant Discharge Elimination System (NPDES) program which included the annul permit report, Enhanced Watershed Management Program (EWMP) and representing the City in the Upper Los Angeles River (ULAR) Enhanced Watershed Management Group; and serving as a member of the City Hall Renovation Committee.

Notable projects where Hoon served as Project Manager included: Foothill Boulevard Link Bikeway and Pedestrian Greenbelt project and Sound Wall Phase II at Interstate 210.

City of Santa Clarita, CA. *Various Roles.* Hoon's 21-year career at the City provided the foundation to develop and hone his management and civil engineering expertise. He worked for the Capital Improvement Program and Development Services Departments:

Senior Engineer, Capital Improvement Program. Hoon served as a senior staff member in this department where served as Project Manager responsible for writing Requests for Proposals (RFPs) and Council Agenda Reports; hiring consultants for environmental clearance and plans, specifications, and estimates (PS&Es); preparing projects for bid and award process; and managing construction contracts. Notable projects where Hoon served as Project Manager included: $50M New Sheriff Station, $15M Newhall Parking Structure (Bridging document), $30M Golden Valley Road Bridge over the Santa Clara River, $11M McBean Parkway Bridge Widening, $250K Brighton Lane Street Rehabilitation; $275K 8th Street Rehabilitation; and $1.2M Activity Center Tenant Improvements.

Senior Engineer, Development Services. At the time, Santa Clarita was the fastest growing area in Los Angeles County which enabled Hoon to gain extensive experience in the Transportation and Engineering Services Department. Responsibilities included supervising the City's grading and infrastructure plan check and permitting process; supervising, mentoring, training, and developing Development Services plan check staff; negotiating key elements of major development projects; representing Development Services in the City's Development Review Committee (Entitlement Process) and at Planning Commission meetings; and training the Planning Division on understanding grading plans.

Notable projects included: Robinson Ranch Golf Course, Woodlands Community, Gate King Development, Creekside/Bridgeport.

Greg Jaquez, PE

Project Manager/Senior Grant Writer

Firm
- MNS Engineers

Areas of Expertise
- Transportation projects
- Water resources projects
- Project management
- Flood control
- Stormwater management planning
- Water resources policy
- Grants management
- Federal advocacy

Years of Experience
- 33

Licensing
- Professional Civil Engineer, CA No. 68182

Education
- BS, Civil Engineering, University of California, Berkeley, CA

Professional Development
- Stormwater Pollution Prevention Plan (SWPPP) training

Mr. Jaquez specializes in grant writing and infrastructure project management. Greg's additional experience includes transportation planning, bikeway and pedestrian facility planning and project management, public infrastructure coordination with railroads, traffic engineering and community traffic calming, stormwater management planning, water resources policy, legislative management, grants management, and federal advocacy. He is also the founder of the Los Angeles County Flood Control District's first ever study on climate change effects in partnership with the Bureau of Reclamation, the Los Angeles Basin Stormwater Conservation Study. His experience includes:

HSIP Cycle 9 Grant Application, School Crosswalks Safety Enhancement Project, City of Soledad, CA. *Project Manager*. MNS is an on-call grant writing services provider to the City. Greg prepared a HSIP Cycle 9 grant application including preliminary engineering and scoping. The City was awarded a grant of $250K.

As-Needed Technical Grant Writing, City of Los Angeles Department of Water and Power (LADWP), Los Angeles, CA. *Project Manager*. MNS was recently selected to provide grant writing and management services to LADWP. The MNS team has prepared a Title XVI Feasibility Study for the Downtown Los Angeles Recycled Water Project. MNS recently completed two Proposition 1 Groundwater Sustainability Program applications for two sub-elements of the San Fernando Basin Remediation Project. The team also assisted LADWP in organizing a water conservation loan program funded by a Proposition 1 CalConserve loan.

As-Needed Water Resource Engineering, County of Los Angeles, Alhambra, CA. *Project Manager*. As a subconsultant to Geosyntec, MNS was selected to provide grant writing and management services to the Los Angeles County Department of Public Works – Water Resources Branch.

Santa Monica Mountains Conservancy Proposition 68 – Grant Writing, City of La Canada Flintridge, CA. *Project Manager*. MNS prepared a Propositions 68 grant application for the Flint Canyon Wash Trail Restoration Project. The City was awarded $300K which will be used to prepare final design plans and environmental documentation.

Future Communities Pilot Program – Project Scoping and Grant Writing, Southern California Association of Governments, Monrovia, CA. *Project Manager*. MNS prepared the scope of work for a proposed study that sought to optimize operation of the subsidized Lyft rideshare component of the City of Monrovia's GoMonrovia! Program. MNS also prepared the grant application and the City was awarded $500K.

California Resources Agency Urban Greening Grant Program – Project Scoping Support and Grant Writing, City of Tehachapi, CA. *Project Manager*. Responsibilities included providing the project scoping support and preparing the grant application for the 2018 round of Urban Greening. The City was awarded a grant in the amount of $889,300.

Yvonne Brathwaite-Burke Sports Complex Drainage and Stormwater Capture Project, City of Ladera Heights, CA. *Deputy Project Manager/Grant Writer*. MNS teamed with landscape architect, Glen Dake, to successfully secure a $1.5M Proposition 1 grant from the Baldwin Hills Conservancy on behalf of the California Conservation Corps Foundation. Greg is the engineering manager on the project which will address nuisance drainage while capturing run-off for irrigation reuse.

CMAQ/TDA Call for Projects – Grant Writing, Ventura County Transportation Commission, Santa Paula, CA. *Project Manager*. Greg prepared a successful grant application which secured $266K for the Santa Paula High School Neighborhood Traffic Safety Improvement Project.

HSIP Cycle 9 Grant Application, School Crosswalks Safety Enhancement Project, City of Glendora, CA. *Project Manager*. MNS is an on-call civil engineering services provider to the City. Greg prepared a HSIP Cycle 9 grant application including preliminary engineering and scoping. The City was awarded a grant of $250K.

CalOES/FEMA Hazard Mitigation Grant, City of Rolling Hills, CA. *Project Manager*. MNS prepared three grant sub-applications and provided preliminary engineering and scoping support. Grant award is pending.

US Department of Commerce Economic Development Assistance Grant, Employment Resource Center, City of South Gate, CA. *Project Manager*. The MNS team was recently contracted by the City to secure an Economic Development Assistance grant from the US Department of Commerce for the renovation/ transformation of a former courthouse to an Employment Resource Center (ERC). The City cancelled the grant pursuit due their inability to secure a partnership with the County of Los Angeles.

Doug Pike, PE

Principal Engineer/Senior Plan Check Engineer

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Project management
- Street improvement projects
- Water and wastewater systems
- Infrastructure site development

Years of Experience
- 37

Licensing
- Professional Civil Engineer, CA No. 43330

Certification
- California Emergency Management Agency (OES) Safety Assessment Program

Education
- MS, Construction Engineering Management/ Business Administration, Oregon State University, OR
- BS, Civil Engineering, University of California, Berkeley, CA

Affiliations
- American Council of Engineering Companies, San Luis Obispo Chapter
- American Public Works Association, Channel Islands Chapter Vice President
- American Society of Civil Engineers
- UC Santa Barbara Economic Forecast Project, Board President

Mr. Pike brings an impressive career experience in the areas of public works project management, engineering management, water resources, and transportation engineering. Previously, Doug contracted as City Engineer for the City of Solvang, and Assistant City Engineer for the City of Buellton. As interim Public Works Director for Solvang, he supervised $3.5M in capital improvement projects. Doug also spent nine years with the City of Santa Barbara where he managed over 60 capital improvement projects for a total construction cost of over $25M. His experience includes:

City Engineer and Municipal Engineering Services, City of Greenfield, CA. *City Engineer.* Doug has designed, advertised, and directed or performed construction management services for multiple infrastructure projects for the City. Additional responsibilities have included consulting on water and wastewater operational and capital improvement issues.

District Engineering Services, Santa Maria Valley Water Conservation District, CA. *District Engineer.* MNS currently provides engineering support services to the Santa Maria Valley Water Conservation District, which maintains Twitchell Dam and Reservoir, including ancillary structures, roads, and facilities. Projects have included sedimentation studies, aerial mapping/capacity studies for the reservoir, equipment evaluation, maintenance recommendations, and facility repair plans and specifications. Services include capital project design, construction management, project management, budgeting, grant management, estimates, studies, report preparation, and map and exhibit preparation. Responsibilities include attending board meetings and assist in policy and decision making. A sample list follows:

- **Outlet Tunnel Repairs and Rehabilitation**
- **Sediment Dredge Pump Acquisition.** Recommended operational use of a District-purchased sediment removal pump, including material dewatering and stock-piling. The pump is able to move 80% solids through a 6-inch delivery system to drying beds for final grading and handling prior to re-vegetation of the stockpile areas.
- **Emergency Environmental Permitting for Sediment Removal at Twitchell Dam and Downstream River Channel.** The emergency permitting effort was completed in one month and included the US Army Corps of Engineers, US Fish and Wildlife, Department of Fish and Wildlife, and the Water Resources Quality Control Board. This project was performed with appropriate environmental protection and mitigation measures and the follow up permit was completed within six months with a “No Impact Determination” by all agencies.
- **Construction management and inspection for Outlet Works Sediment Removal and Trash Rack Rehabilitation Project**
- **Twitchell Dam Downstream Hydraulic Analysis and Capacity Study**
- **Twitchell Reservoir Outlet Works Rehabilitation and Sedimentation Removal Study**

Union Valley Parkway Extension at State Route 135, City of Santa Maria, CA. *QA/QC Engineer.* This $2.5M project designed an extension of Union Valley Parkway, a four-lane secondary arterial. Project elements included a signalized intersection, roadway lighting, landscape architecture, realigned frontage road, roadway median, drainage facilities that regulated storm flows to pre-project levels and promoted maintenance of existing wetlands, and pedestrian and bicycle facilities. This project required extensive utility coordination and County and Caltrans encroachment permit applications.

Pedestrian Improvements and City Hall Bioswale, City of Arroyo Grande, CA. *Project Manager.* This project featured sidewalk improvements and in-fill at various locations in the City to complete Safe Routes to School and general pedestrian safety. Additionally, this project designed the associated drainage improvements and a bioswale.

Cook Street/Orange Street Trunk Sewer Improvements, City of Santa Maria, CA. *Project Manager.* This $4.5M project provided design and construction support for a parallel open-cut replacement of 4,222 feet of existing 12-inch trunk line with new 15-inch polyvinyl chloride (PVC) sewerline, including manhole installation, lateral reconnection, and abandonment of replaced line. Effective traffic control and project staging were critical to minimize impacts to local businesses for this high profile project.

New West Main Trunk Sewer, City of Santa Maria, CA. *Project Manager.* Completed in four weeks, this project designed 4,075 linear feet of 30-inch sewer main in conjunction/parallel to new 60-inch high-density polyethylene (HDPE) County storm drain. Project elements involved supplemental surveying, reviewing County West Green Canyon Storm Drain Plans, using County Flood Control Improvement Plans, and preparing specifications and cost estimates.

Bill Callaghan, PE, QSD/QSP

Senior Program Manager

Firm
- MNS Engineers

Areas of Expertise
- Project management
- Pavement rehabilitation
- Construction management and inspection
- Roadways and bridges
- Water and wastewater systems
- Public agency coordination

Years of Experience
- 30

Licensing
- Professional Civil Engineer, CA No. 64285

Certifications
- Qualified SWPPP Developer/Practitioner, CA No. 22772
- Nuclear Testing Gauge Operator No. 011158
- 10-hour Construction Safety, Cal/OSHA
- Confined Space Awareness

Education
- BS, Civil Engineering, Stevens Institute of Technology, NJ

Professional Development
- Caltrans Resident Engineer Academy
- Primavera P6 Scheduling training

Mr. Callaghan has a depth of experience in a variety of engineering and construction management projects, including highways, interchanges, pavement rehabilitation, street beautification, drainage, water and sewer pipelines, park facilities, and private development plan review. Bill understands the administration of projects that have multiple funding sources, such as federal, state, and local funds. Bill brings a practical approach to supervision of complex projects. He has also been involved in the review and approval of Water Pollution Control Plans and Storm Water Pollution Prevention Plans for various projects. His experience includes:

US 101/Palo Comado Canyon Road Interchange, City of Agoura Hills, Agoura Hills, CA. *Project Manager/Resident Engineer.* This $12M Interchange Improvement project is being constructed in several stages and includes widening Palo Comado Canyon Road and the Overcrossing over US Route 101 with one lane in each direction and a left-turn lane for the northbound on-ramp. The project widens the shoulders to accommodate Class II bike lanes and sidewalks on both sides of Palo Comado Canyon Road. The northbound on and off ramps are being widened including construction of a new traffic signal at the intersection with Palo Comado Canyon Road, new street and bridge lighting, architectural features, signs and striping, and new irrigation and landscaping. Responsibilities included managing the construction inspection and contract administration; RFI and submittal review; change orders negotiation, Stormwater and BMP management, weekly project meetings, coordination with the contractor, City, and Caltrans. Project administered in accordance with Caltrans LAPM requirements.

Various Street Rehabilitation Projects, City of Buellton, CA. *Resident/Project Engineer.* Bill assisted the City Engineer in the design of nearly all of their pavement rehabilitation projects over the past 15 years, including overlays, reconstructions, ARHM sealcoats, Types 1-3 slurry seals, road widening, and new roadways. Furthermore, Bill served as Resident Engineer and provided construction management this annual rehabilitation program. Tasks included preparing and oversight of the plans and specifications as well as bidding assistance. He also prepared contract change orders, reviewed submittals, checked contract item pay quantities and processed pay estimates. Sample projects included:

- Citywide Pavement Rehabilitation and Citywide Striping
- First Street City Alley Rehabilitation and Construction
- RDA Streetscape Improvement Project

Avenue of Flags Streetscape Improvement, City of Buellton, CA. *Resident Engineer.* This $1.9M project constructed sidewalks, installed street and pedestrian lighting as well as landscaping, irrigation and landscape features. Additionally, the project installed resin paving material for a pedestrian pathway. Responsible for the grading and drainage design and the project specifications, including bidding assistance; he also provided construction management services. Tasks included overall project administration including document control, coordination, file submittal review and approval, quality control on site, quantity calculations for payment, and change order preparation. This project required Caltrans permitting and coordination as a portion of the work was in the State right-of-way.

Citywide Concrete Repair Improvements, City of Buellton, CA. *Resident Engineer/Project Manager.* Bill was Resident Engineer/Project Manager for this project, which consisted of repairs to sidewalks, driveway, curb and gutter, handicap ramps, cross gutters, and spandrels throughout the City of Buellton. MNS provided field measurements, design services, and construction management. The goal of this project was to fix drainage problems and tripping hazards that had developed over time. Repair locations required sawcutting, removal, and replacement in a timely manner to prevent adverse effects on pedestrian, residential, and vehicular use. Some locations of repair were within Caltrans right of way. The project also involved a slurry application to a portion of the City of Buellton roads and the replacement striping within the City limits.

State Route 246 Streetscape Improvements, City of Buellton, CA. *Project Manager.* This $400K project removed and replaced sidewalks, driveways, handicap ramps, and crosswalk sections throughout a portion of State Route 246 within the City of Buellton and Caltrans right-of-way. The project consisted of bringing pedestrian improvements up to City and Caltrans standards and contributed to the beautification plan leading into the main downtown area. Along with new sidewalk, new light standards, tree wells, and decorative paving were installed. This project included adding a landscaped median to help control and calm traffic in and out of local businesses and provide turning pockets for vehicles.

Sheri Lubin, CPESC-IT

Senior Environmental Specialist

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Environmental project management
- Contract and contractor management/ training
- Environmental site evaluations
- Biological consulting
- SWPPP/Inspections

Years of Experience
- 23

Certifications
- 40-hr EM 385-1 Hazard Recognition Certification, Cal/OSHA
- Arc GIS/Arc Map 9.1 and 10 (training and certificate), ESRI
- Construction Quality Management for Contractors, No. 784, US Army Corps of Engineers
- Qualified SWPPP Developer/ Practitioner (training and certificate)

Education
- MS, Conservation Biology, San Jose State University, CA
- BS, Environmental Studies, Botany, The Evergreen State College, CA

Professional Development
- Mapping Rare Plants and Invasive Weeds, Burton Mesa Ecological Preserve. Lompoc, CA March 2013
- CNPS Field-Based Rare Vegetation Releve and Rapid Assessment Sampling/Mapping Workshop, Carpinteria, CA March 2013
- Cal-IPC Weed Management Workshops

Ms. Lubin is a skilled Environmental Scientist with a broad range of experience in environmental project management, environmental site evaluations, and biological consulting. With over 20 years of experience, Sheri has coordinated, implemented, and guided environmental and natural resource related initiatives and programs including collaborating with local, State, and Federal agencies, homeowners, and municipalities on a variety of environmental projects such as endangered species and biological surveys, habitat restoration, drought tolerant landscaping, LEED landscape design, environmental compliance, construction site monitoring, stormwater pollution prevention, watershed stewardship, and environmental sustainability topics. As a program manager, she is an accomplished grant, project proposal, and technical report writer and has managed large budgets of over $1M. She has overseen and managed senior-level, mid-level and entry-level staff, volunteers, and interns. At MNS, Sheri serves as a Senior Environmental Specialist responsible for supporting our municipal agencies. Her experience includes:

Backflow Prevention Device Program City of Buellton, CA. *Program Manager.* Responsibilities included maintaining the BPMS database, sending annual backflow prevention testing letters to customers, repair letters, and code enforcement. Sheri also ensured all backflow testers have current licenses and equipment calibration test reports annually. Some of her other responsibilities were to create map(s) of all backflow prevention devices which includes adding new devices to the program and testing requirements. Sheri supervised two interns to GPS every backflow prevention device for the City's Water and Utilities Map.

Construction Monitoring, Environmental and Permit Compliance (Natural Resources), Vandenberg Air Force Base, CA. *Senior Environmental Specialist.* Sheri provides onsite monitoring of biological and natural resources and trained contractors and other staff to work safely around sensitive plant and animal species. Responsibilities included conducting vegetation surveys, habitat restoration planning and implementation, biological reporting, writing environmental protection plans, and ensuring projects adhere to all requirements set forth by federal, state and city laws, regulations, codes and policies. She has written Erosion and Sediment Control Plans and ensures that all SWPPP BMPs and regulations and are complied with. Sheri has recently conducted species of special concern and plant surveys, construction monitoring, SWPPP monitoring, and environmental safety training for three overhead powerline replacement projects located at Vandenberg Air Force Base.

Stormwater Program, City of Buellton, CA. *Senior Environmental Specialist.* Sheri ensured client agency compliance with federal, state and city laws, regulations, codes and policies. She also wrote reports for construction monitoring and stormwater system monitoring to implement various construction and post-construction aspects of the Stormwater Program including plan review, field monitoring, review of submitted documents for all projects, review of SWPPP, and/or other Stormwater Management Plans/documents required for Capital Improvement Projects. Sheri supervised two interns to GPS storm drain systems for the City's Storm Drain Map.

Schedule of Fees Study for Engineering and Construction Management, City of Greenfield, CA. *Senior Environmental Specialist.* Responsibilities included updating the City's Schedule of Fees for Engineering and Construction Management. She wrote the City Council Resolutions and Staff Reports to vote on the Fee Schedule changes. Additionally, she wrote a City Council Resolution and Staff Report for the Proposition 84 Labor Compliance Program application and manual.

Natural Resources Manager, University of California Santa Barbara NRS Sedgwick Reserve, CA. *Natural Resources Manager*. Sheri provided biological and environmental consulting services. She conducted plant surveys in a variety of habitats, collecting data on native and non-native invasive plants, their range and populations in marked study sites as well as mapping new sites and populations. Sheri was also tasked with developing management practices to guide water conservation as well as habitat restoration, drought-tolerant farming practices, invasive non-native species control, sustainable agricultural use, and environmental research to conserve native habitat, and protect biologically sensitive species and habitats. She wrote best management practices to guide habitat restoration, invasive non-native species control, and environmental research in portions of the Reserve to maximize conservation of native habitat, protection of biological sensitive species and habitats which included GIS mapping and data basing of vegetation, fauna, soils, geology, hydrology and residual dry matter.

Dale Lipp, PE

Senior Plan Check Engineer

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Plan check and review
- Construction inspection
- Public works projects
- Land development

Years of Experience
- 40

Licensing
- Professional Civil Engineer, CA No. 36789

Education
- BS, Engineering Design, Brigham Young University, UT

Affiliations
- American Society of Civil Engineers
- American Public Works Association
- National Society of Professional Engineers

Mr. Lipp is a seasoned civil engineer with experience in planning, designing and managing a wide variety of projects. During his career, Dale has performed work for many area agencies including the Cities of Buellton, Calabasas, Carpinteria, Seaside, Solvang, and Ventura; County of Santa Barbara; and UC Santa Barbara. Plan review has been a major part of his work, including both subdivision plan check and review and comment on plans for public works projects. This experience has provided Dale with the opportunity to develop a solid understanding of the issues of real concern in the condition of approval and plan review process. His experience includes:

Cities of Buellton, Solvang, and Carpinteria, CA. *Plan Check Engineer.* Responsibilities included coordinating project designs, disaster recovery response work and plan checking for several agencies from small subdivisions (50 lots) to large subdivisions (175 lots). Additional tasks included coordination and management of land development projects by performing plan and map checking, issuance of grading, excavation and street construction permits, assisting with the preparation of conditions of approval for tentative maps, and inspection of infrastructure improvements within the public right-of-way and erosion control. Dale has recently performed plan and map checking for various size tracts in the City of Buellton. This included preparation of grading, street construction, and excavation permits with respect to implementing of best management practices (BMPs) for erosion control per National Pollutant Discharge Elimination System (NPDES) requirements, and directing acquisition of permits from the various environmental, federal, state, and county jurisdictions.

City of Seaside, CA. *Plan Check Engineer.* This project involved providing plan checks for a 380-lot Seaside Highland tract. Responsibilities included plan checking of the grading, storm drain, street, structural improvement plans with respect to conformance of the 72 conditions of approval, the environmental impact report (EIR), and the vesting tentative map; coordinating and addressing all concerns related to plan and map checking with the public works and community development department, Marina Coast Water District, City contract environmental support staff, the developer and his project engineer; managing the map checking; preparing construction permits; and providing ongoing supplemental inspection support during the construction phase.

City of Calabasas, CA. *City Engineer.* Responsible for supervising two public works inspectors, one assistant civil engineer, four private contract civil engineers and four private contractors. As a member of the City's Development Review Committee, Dale coordinated and prepared conditions of approval for tentative tract and parcel maps. This included implementing of public works infrastructure and environmental conditions required by environmental impact reports (EIRs) and negative declaration reports. Dale also managed and coordinated plan and map checking, and public works inspection of large subdivisions (200-500 lots) including phasing within each subdivision. He also prepared and presented agenda reports to the City Council and advised the City Manager and City Council on technical issues regarding engineering and public works matters.

City of San Buenaventura, CA. *Project Manager.* In this capacity, Dale designed and prepared plans, specifications, and cost estimates for sanitary sewer systems, storm drains, streets, reclaimed water lines and other public works projects. His duties also included plan checking of improvement plans and parcel/tract maps prepared by private engineers and developers to ensure compliance with City standards, local ordinances, approved conditions and the State Map Act. Dale also coordinated and managed two Clean Water Grants through planning and design, totaling $12.7M worth of construction.

Winter Storm Recovery, Goleta Water District, CA. *Project Manager.* The District's facilities sustained widespread damage including District access roads, water line, and culvert/bridge crossings of major creeks, drainage structures, and distribution mains, which included a 42-inch transmission line. Dale was immediately involved in preparing and coordinating the District's Exhibit "B", conducting DSR team visits with Federal Emergency Management Agency (FEMA) and Office of Emergency Services (OES), and managing all phases of construction including interfacing of environmental emergency and permanent repair permits and inspections with the US Army Corps of Engineers, Regional Water Quality Control Board, California Department of Fish and Wildlife, Santa Barbara County Planning and Development Department, California Environmental Quality Act (CEQA), National Pollutant Discharge Elimination System (NPDES), and National Environmental Protection Agency (NEPA).

Craig Snell, QSD/QSP, CPESC

Permit Engineer/Senior Stormwater Specialist

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Construction management and inspection
- Roadway and bridge experience
- Grading and civil plan review
- Water and wastewater systems
- Public agency/utility coordination

Years of Experience
- 29

Certifications
- Qualified SWPPP Developer/ Practitioner, CA No. 23794
- Certified Professional in Erosion and Sediment Control, CA No. 7008

Education
- BA, Geography, University of California, Los Angeles, CA

Mr. Snell has considerable career experience in plan review of commercial and residential projects and construction inspection for roadway improvement and roadway maintenance projects, storm water, erosion control, drainage, grading, and utility coordination. During his career he has performed work for many local City and County agencies on the Central Coast. Craig has also been involved with permitting of private and public projects and has developed a positive working relationship with local, state and federal regulatory agencies. Craig has developed a solid understanding of issues of concern during the construction and plan review process. His project experience includes:

Staff Augmentation, City of Arroyo Grande, CA. *Plan Check Engineer.* MNS provides Staff Augmentation services for this City; Craig's responsibilities include the review of grading and improvement plans, hydrology reports, stormwater post construction design calculations, geotechnical reports, and meeting with the Developer's design team to review plan check comments. He attends Community Development Department staff meetings, Engineering Division weekly staff meetings, and coordinates the project reviews directly with City Engineer, GIS staff, construction inspectors, case planners, Public Works staff, and Building and Safety staff. He has developed a solid line of communication with all City staff and departments.

Stormwater Inspection Services, City of Salinas, CA. *Qualified SWPPP Developer/Practitioner and Public Works Construction Inspector.* MNS is providing stormwater inspection services on an as-needed basis. Responsibilities include preparing inspection reports in compliance with City; implementing the City's "Enforcement Response Action Plan", when determined appropriate; overview of interpretation/implementation of project Stormwater Pollution Prevention Plan (SWPPP); overview of project's onsite SWPPP binder to verify Qualified SWPPP Developer (QSP) reports and updates are in place; overview of project construction documents for grading/erosion and sediment control requirements; coordinating directly with the project's legally responsible person (LRP) and/or QSP for enforcement/inspection items and scheduling of inspections; coordinating directly with project superintendents for inspection and corrective action items; preparing photo log for each inspection; and performing research, review, and response to requests for information (RFIs) regarding stormwater-related items.

Various Projects, City of Buellton, CA. *Public Works Construction Inspector/Plan Check Engineer.* Several housing tracts and a condominium project required expertise in roadway construction, utility construction and installation, rough and finish grading, drainage, electrical, stormwater control, and plan review. Responsibilities included providing inspection of public works construction projects and private development projects to ensure compliance to applicable standards. Responsibilities included inspecting roadway construction and reconstruction, asphalt concrete (AC) paving, placing curb, gutter and sidewalk; installing sewerlines, storm drain improvements, and waterlines; and plan review of commercial, industrial, and residential developments.

Glassbay and Bridgeway Projects, City of Newark, CA. *Plan Check Engineer*. This project reviews the large-scale residential developments (over 500 units) for the City. Responsibilities include Stormwater Pollution Prevention Plan (SWPPP), Stormwater Control Plan (SWCP), stormwater, drainage, grading, road construction, infrastructure improvements, biofiltration system, and proposed dewatering operations.

Greenfield Organix and Dollar General Projects, City of Greenfield, CA. *Plan Check Engineer*. Responsibilities include performing review of commercial/industrial developments such as grading, public improvements, utility plans, erosion and sediment control plans, and construction best management practices (BMPs).

The Woodlands, County of San Luis Obispo, CA. *Plan Check Engineer/Construction Inspection Oversight.* A 957-acre mixed-use development in Nipomo, The Woodlands is planned for over 1,000 residential units; nearly 100 acres of commercial development; three golf courses; a wastewater treatment facility; a water storage facility; and over 500 acres of open/recreation space. Responsibilities include performing plan review for the first two phases (of four) of rough grading, drainage, and erosion control plans; plan review for the first six phases (of 10) of public improvement plans; reviewing of construction cost estimates; periodic construction oversight inspections; punch list inspections; and finish grading and drainage inspections at residential lots prior to issuance of Certificate of Occupancy.

Shawn Kowalewski, PE

Principal Engineer

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Project management
- Roadway and bridge design
- Geometrics
- Caltrans
- Waterlines and sewerlines

Years of Experience
- 24

Licensing
- Professional Civil Engineer, CA No. 59539

Certifications
- California Emergency Management Agency (OES) Safety Assessment Program
- Caltrans Resident Engineer Academy

Education
- BS, Civil Engineering, Syracuse University, NY

Affiliations
- American Public Works Association
- American Society for Testing and Materials, Technical Committees: A01-Steel, Stainless Steel and Related Alloys; D07-Wood; F17-Plastic Piping Systems
- American Society of Civil Engineers
- American Water Works Association

Mr. Kowalewski is a multi-skilled Principal Engineer with a broad range of experience in engineering analysis and design as well as construction management and inspection of a variety of public infrastructure projects. At MNS, Shawn's responsibilities include civil engineering project management, quality assurance/quality control, structural design and analysis, contract administration, cost estimating and tracking, plan and specification review, and report preparation. His experience includes:

Union Valley Parkway Extension, City of Santa Maria, CA. *Project Manager.* This $2.5M project designed an extension of Union Valley Parkway, a four-lane secondary arterial. Project elements included a signalized intersection, roadway lighting, landscape architecture, realigned frontage road, roadway median, drainage facilities regulating storm flows to pre-project levels and promoting maintenance of existing wetlands, and pedestrian and bicycle facilities. This project required extensive utility coordination and County and Caltrans encroachment permits. Close coordination was required for all aspects of the project to meet stringent requirements from the City of Santa Maria, County of Santa Barbara, and Caltrans.

Ekwill Street and Fowler Road Extensions and Roundabouts, City of Goleta, CA. *Project Manager.* This $16.7M project designs two new roadway corridors and two new roundabouts to improve traffic flow within the City between State Route 217 and the Santa Barbara Municipal Airport. This project also includes two new roundabouts at the Hollister Avenue and State Route 217 interchange. MNS transportation and traffic engineering services include complete roadway, traffic signal, and roundabout design for the Ekwill Street extension; plans, specifications, and construction cost estimates; drainage analysis and stormwater quality design; and utility coordination. Responsibilities include team coordination, schedule and budget management, and overall quality control.

Environmental and Preliminary Engineering for Santa Claus Lane Class I Bike Path, Santa Barbara County Associated Governments (SBCAG), CA. *Principal Engineer.* This project provides a crucial link in the Coastal Trail by designing a 4,000-foot Class I bike path. This bike path also serves as a requirement for the US 101 high occupancy vehicle project severely constrained by US 101 and Union Pacific Railroad right-of-way. Wetlands in the project limits are also impacted by this bike path. Wetlands protection is a priority of both the City of Carpinteria's and the County of Santa Barbara's Local Coastal Plans. Unique, environmentally-sensitive design alternatives are required. Responsibilities include providing design direction and project management.

Carpinteria Ash Avenue Conceptual Plan and Estimate, City of Carpinteria, CA. *Principal Engineer/Project Manager.* MNS provided engineering services for reconfiguring the existing vehicle parking area along the western edge of Ash Avenue; relocating the existing informal pedestrian path along the edge of Ash Avenue, connecting to the existing sidewalk south of Third Street; reconstructing two main existing mobile home park driveway access locations; relocating private driveway access at southerly mobile home park residence; and reconstructing public road pavement/structural section. Responsibilities included working with City staff to develop a concept for the public street improvements; managing final design effort including plans, specifications and estimates; working with City staff to reduce the scope and costs to make the project more competitive for local grant funding source; signed and stamped drawings for the revised project.

Avenue of the Flags Park and Ride Facility, City of Buellton, CA. *Project Manager/Principal Engineer.* This $730K project constructed a new Park and Ride facility along State Route 246 complete with lighting, landscaping, and a pedestrian shelter structure. Construction elements involved bus shelter, benches, concrete improvements, drainage facilities, and roadway work. This project involved state funds which required to be administered in accordance with the Caltrans Local Assistance Procedures Manual. Responsibilities included managing and leading the design of this park and ride facility, including the design of a custom bus shelter that incorporated aesthetic cues as developed by the City.

Las Flores Creek Park Pedestrian Bridge, City of Malibu, CA. *Principal Engineer.* This project designed a 100-foot, pre-fabricated pedestrian bridge spanning an environmentally sensitive creek located in the Coastal Development Zone in Malibu, CA. MNS obtained an exemption from the US Army Corps of Engineers jurisdiction by selecting construction methods that were not intrusive to the creek environment. MNS also created a 3D simulation of the bridge to assist the City in explaining the visual impact of the bridge to the Coastal Development Commission, City Planning Commission, and the public. Responsible for design oversight. APWA Southern California Chapter BEST Award, in the Under 50,000 Population division of the Traffic, Mobility, and Beautification category, Las Flores Canyon Creek Pedestrian Bridge and Park Improvements.

Michael Ip, PE

Principal Engineer

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Roadway, highway, and interchange design
- Transportation planning
- Traffic engineering
- Drainage and flood control facilities
- Construction and project management
- Caltrans

Years of Experience
- 25

Licensing
- Professional Civil Engineer, CA No. 43671

Education
- MS, Construction Management, University of California, Berkeley, CA
- BS, Civil Engineering, University of California, Irvine, CA

Affiliations
- American Council of Engineering Companies
- American Public Works Association
- American Society of Civil Engineers

Mr. Ip is a Principal Engineer with over 25 years of experience specializing in the design and management of transportation facilities and capital improvement projects. Michael's technical experience includes all project phases, including project reports, planning, design, and construction management. His management experience includes oversight and direction of technical professionals, client liaison, quality control, subconsultant coordination, public outreach and resources allocation to ensure the timely delivery of project deliverables. At MNS, Michael serves as Project Manager and Principal Engineer specializing in transportation projects. His experience includes:

Ekwill Street and Fowler Road Extensions and Roundabouts, City of Goleta, CA. *Principal Engineer.* This $16.7M project designs two new roadway corridors and two new roundabouts to improve traffic flow within the City between State Route 217 and the Santa Barbara Municipal Airport. This project also includes two new roundabouts at the Hollister Avenue/State Route 217 interchange. MNS transportation and traffic engineering services include complete roadway, traffic signal, and roundabout design for the Ekwill Street extension; plans, specifications, and construction cost estimates; drainage analysis and stormwater quality design; and utility coordination for the entire project. Responsibilities include transportation engineering and drainage study and design.

Diamond Bar Boulevard Streetscape, City of Diamond Bar, CA. *Project Manager/Engineer.* To enhance its entry gateway, the City of Diamond Bar is embarking on a new streetscape improvement project. Designed to attract and retain sustainable business development growth, the project supports construction of streetscape and roadway improvements on Diamond Bar Boulevard between the State Route 60 East Bound Freeway Ramps and Golden Springs Drive. Proposed road enhancements include: roadway rehabilitation and/or reconstruction; aesthetic hardscape and landscape treatments; traffic signal improvements; green streets and low-impact development measures, modifications to Los Angeles County Public Works storm drain system and crosswalk upgrades. The team is exploring alternatives such as modifications to the 12-foot-wide parkways to add streetscape and green street elements as well as widening the bike lane in combination with the sidewalk to create a multiuse path. For all users to safely share the road, the project plans to develop streetscape and roadway improvements that will encourage pedestrian and bicycle traffic to support multi-modal means of transportation.

Donlon Road Realignment, County of Ventura, CA. *Project Manager.* This $2.5M project realigned Donlon Road to become the north leg of State Route 118 and State Route 34 intersection. Project elements included highway widening, new roadway, new traffic signal, stage construction, reinforced concrete box culverts, 30-foot by 11-foot pre-cast arch culver creek crossing, and utility relocation. Responsibilities included final design and Design Exception Fact Sheets, and coordinating the Caltrans Encroachment Permit and Environmental Permits (401, 404, and 1601).

Westlake Boulevard Sidewalk Improvements, City of Thousand Oaks, CA. *Project Manager.* The City received grant funding from the Federal Highway Safety Improvement Program (HSIP) for pedestrian and bike safety improvements on Westlake Boulevard (State Route 23) from Triunfo Canyon Road to the northbound US 101 ramps (approximately 1.1 miles). Safety improvements include new sidewalks and curb ramps; curb ramp modifications as well as pedestrian and bike lane signing; striping; and marking. Seeing many mature trees will be impacted along the corridor, this project includes an arborist investigation, a tree report with mitigations, and a public information and outreach program. The pedestrian and bicycle improvements will be designed in accordance with the California Manual on Uniform Traffic Control Devices (MUTCD), Caltrans Design Bulletin 82-05, Chapter 11 "Design Standards" of Caltrans Local Assistance Procedure Manual (LAPM) and the latest Americans with Disabilities Act (ADA) standards. Westlake Boulevard south of US 101 is State Route 23; therefore, a Caltrans Encroachment Permit process will be followed. Responsibilities include preliminary engineering and final project specifications and estimates.

State Route 34 (Lewis Road) Widening State Segment, County of Ventura, CA. *Project Manager.* This highway widening project was designed over Union Pacific Railroad overhead. Project elements included intersection improvements, three traffic signals, pavement rehabilitation, mechanically stabilized earth (MSE) retaining walls, flood control box culvert, lightweight fill, drainage improvements, stormwater treatment/National Pollutant Discharge Elimination System (NPDES), and waterline relocation. Responsibilities included Environmental Impact Report (EIR)/Environmental Assessment (EA), project report, design exceptions, and final design. APWA Project of the Year, Winner.

Martha Dadala, PE

Principal Engineer

Firm
- MNS Engineers

Areas of Expertise
- Project management
- Highway design
- Interchange design
- Complete Streets design
- Stormwater management
- Utility coordination
- Right-of-way engineering
- Value engineering
- Cost estimating
- Construction support

Years of Experience
- 27

Education
- MS, Geotechnical Engineering, National Institute of Technology, Warangal, India
- BS, Civil Engineer, National Institute of Technology, Warangal, India

Ms. Dadala has over 27 years of experience in the design, coordination, and construction management of major civil engineering projects in the following areas: highway planning, geometric design of highways, and interchanges; infrastructure development; drainage design; pavement design; complete streets design; and at-grade intersections and roundabouts. Martha has extensive technical experience in highway project development planning, project implementation, design management, construction management, and public involvement. She has managed the preparation of project development documents and design packages for freeway and local street design projects. She is experienced at building consensus with multidisciplinary team input into a constructible and approvable concept, and is experienced at preparing feasibility studies, preliminary design reports, project study reports, project reports, bid documents, technical reports, constructability evaluation, and other engineering documents. Her experience includes:

Intersection Improvements in Monterey County, County of Monterey, CA. *Project Manager.* This project consisted of street widening, adding lanes, and constructing a new traffic signal at four intersections to improve safety, traffic capacity, and level of service. Responsibilities included overseeing the preparation of final design plans, specifications, and estimates.

Pavement Assessment and Design of Roadways within San Jose Wastewater Treatment Facility, City of San Jose, CA. *Project Manager.* This project conducted conditions assessment of the nearly 15.2 miles of roadway located within the plant and developed long-term and short-term implementation plans for rehabilitation and/or replacement segments. Responsibilities included developing a conditions assessment report based on ASTM standards; and preparing the prioritization matrix for several roadway improvement projects based on the pavement condition, traffic patterns, roadway usage, and considering the timing and extent of other major capital improvement program (CIP) projects such as yard piping and utility improvements.

Miracle Mile (Pacific Avenue) Beautification Project, City of Stockton, CA. *Design Manager.* This project consisted of street improvements, pavement rehabilitation, and road diet to encourage pedestrian use and to improve safety. The roadway improvements included effective measures to enable the local businesses and property owners to remain open during construction. The enhancements to the 31-block roadway involved intersection/signal design, pedestrian/bike facilities, drainage system improvements, and Americans with Disabilities Act (ADA) compliant on-street parking facilities. Responsibilities included overseeing the preparation of final design plans, specifications, and estimates.

Sperry Road Project, City of Stockton, CA. *Project Manager.* This $30M fast-track project involved the final design of one mile of a new four-lane principal arterial in south Stockton. These improvements relieved congestion on French Camp Road and Charter Way in south Stockton. The improvements included new elevated roadway between Interstate 5 and Performance Drive, which completed a new southern east-west access to Stockton Airport and the Arch Road /State Route 99 interchange. Additional design features consisted of four bridges, including three grade separations over the Union Pacific Railroad (UPRR). Sperry Road was completed and opened to traffic in April 2014.

McKinley Avenue Interchange at State Route 120, City of Manteca, CA. *Project Manager.* This $46M project designed a new interchange on State Route 120 between the Yosemite Avenue/State Route 120 and Airport Way/State Route 120 interchanges. This project achieved Project Approval and Environmental Documentation (PA&ED) as the Project Report was approved in November 2014. Responsibilities included preparing the final design documents (plans, specifications, and estimate [PS&E]) and Project Report. Additional related document reports consisted of right-of-way engineering; Project Report; Stormwater Data Reports; Right-of-Way Data Sheets and Preliminary Drainage Report; Design Exception Factsheets and DIB 77 for Interchange Justification; cost estimates; and Traffic Management Plan checklists.

Eleventh Street Interchange at Interstate 205, City of Tracy, CA. *Project Manager.* This $70M project designed a new interchange which replaced the existing isolated ramps at Eleventh Street with a partial cloverleaf interchange. The 95% plans, specifications, and estimates (PS&E) submittal was completed in December 2014. Responsibilities included preparing the Project Study Report, Project Report, and PS&Es. Additional related document reports consisted of the Draft Project Report, FHWA Concept Approval Report (for modified access), Traffic Operations Reports (PID), Stormwater Data Reports (PID, PA&ED, and PS&E), Right-of-Way Data Sheets (PID and PA&ED), Preliminary Drainage Report (PID and PA&ED), Design Exception Factsheets (PSR and PA&ED), Preliminary Cost Estimates (PID, PA&ED and PS&E), and Traffic Management Plan checklists (PID and PA&ED).

Francisco Zinkewich, PE

Senior Project Engineer

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Design engineering
- Roadway improvements—paving, grading, striping
- Drainage improvements
- Stormwater management
- Construction management

Years of Experience
- 7

Licensing
- Professional Civil Engineer, CA No. 84228

Education
- BS, Civil Engineering, Loyola Marymount University, CA

Mr. Zinkewich brings over four years of civil engineering design experience in the transportation industry. Francisco's expertise includes new design and improvements for roadways, paving, grading, striping, and drainage. He is also experienced with stormwater management and construction management. Prior to MNS, Francisco worked for the Port of Los Angeles where he focused on roadway and site improvements; he familiarized himself with the local agencies and permit processes. His experience includes:

Greenfield Prop 84 Park Design, City of Greenfield, CA. *Associate Engineer*. This project designed a new community park on the corner of Apple Avenue and 3rd Street. The three-acre community park included a full-size tennis court, half-court basketball court, turf play area, play area with playground equipment, water fountain, gazebo, picnic areas, boulder garden, bermed earth with vegetation screen and wind barrier trees, walking/jogging trail following the perimeter of the project site, and parking lot with four parking spaces. The park also retained and rehabilitated an existing residential structure for use as a restroom facility, demolished and removed the existing shed and barn, and improved the aesthetics to accommodate active and passive recreational activities. Responsibilities included designing park improvements, grading, and drainage for the park.

Ekwill Street and Fowler Road Extensions and Roundabouts, City of Goleta, CA. *Associate Engineer*. This $16.7M project provided design for two new roadway corridors and two new roundabouts to improve traffic flow within the City of Goleta between State Route 217 and the Santa Barbara Municipal Airport. This project also included two new roundabouts at the Hollister Avenue and State Route 217 interchange. In total, the four roundabouts and 1.7 miles of combined length of corridor improvements will enhance and improve Old Town Goleta. MNS transportation and traffic engineering services included complete roadway, traffic signal, and roundabout design for the Ekwill Street extension; plans, specifications, and construction cost estimates; drainage analysis and stormwater quality design; and utility coordination.

Cate School Modernization Program, Cate School, CA. *Project Manager.* This campus modernization program enhances student serving campus facilities and provides additional onsite housing faculty housing. MNS provided conceptual and preliminary civil engineering services for grading, drainage, and site plan for the proposed campus development. The prepared documents supported applications to the County of Santa Barbara in 2013 for Conditional Use Permit revisions. Drainage design involved a combination of bioretention swales and subsurface detention chambers located within the development site, downslope pipes, and larger detention structures such as basins, subsurface chambers, and tanks remotely located from the development areas and intended to support capture of stormwater runoff for orchard irrigation. Additional tasks involved preparing a hydrology and hydraulics report, fire protection and access exhibit, slope map exhibit, limit of disturbance exhibits, site area statistics tabulation and mapping, earthwork estimates, parking summary, and permit submittal narratives. Services currently in progress include support for permitting processes involving site grading and drainage plans, obtaining clearance from Flood Control, submitting a Stormwater Quality Program Report, and coordinating with the architect and owner to obtain LEED points for site development. Responsibilities include project management, client relations, and site grading design.

Railroad Avenue Bike Trail, City of Santa Clarita, CA. *Associate Engineer*. This project designed conceptual plans for a two-mile bike trail between the Southern California Regional Railroad Authority (SCRRA) railroad tracks and Railroad Avenue. Located within the railroad right-of-way, this project spanned two bridges over creeks and required coordination with Los Angeles County Metropolitan Transportation Authority (METRO), SCRRA, and Los Angeles County Flood Control District (LACFCD). Responsibilities included designing the proposed bike trail (plan and profile) and American with Disabilities Act (ADA) facilities; and coordinating with the railroad agency.

22nd Street Park Improvements, Port of Los Angeles, CA. *Project Manager/Design Engineer*. This $180K project improved an 18-acre park on the site of a former tank farm in San Pedro. This park offered walking and biking trails, shade trees, a bocce ball court, restrooms, ample parking and more than four-acres of flat grassy area for recreation. Responsibilities included designing the drainage and grading plans.

Tyler Hunt, PE, QSD

Lead Engineer

Firm
- MNS Engineers

Areas of Expertise
- Project management
- Municipal infrastructure
- Wastewater treatment
- Wastewater reclamation
- Site improvements
- Irrigation and water delivery design
- Low-impact development
- Stormwater Pollution Prevention Plans
- Water system considation

Years of Experience
- 19

Licensing
- Professional Civil Engineer, CA No. 74580

Certification
- Qualified SWPPP Developer, CA No. 00822

Education
- BS, Agricultural Systems Management, California Polytechnic State University, San Luis Obispo, CA

Affiliations
- American Public Works Association, Executive Committee
- American Society of Civil Engineers

Mr. Hunt has over 19 years of experience in the water resources/wastewater industry. Tyler's expertise includes project management, site improvements, wastewater treatment, wastewater reclamation, irrigation and water delivery, stormwater pollution prevention, low-impact development (LID), water system consolidation, and municipal infrastructure projects. In addition to engineering design, he is experienced with providing construction management and inspection services such as public utility coordination, inspection, estimating, and client support. His experience includes:

North Road Pump Station and Force Main Rehabilitation Project Constructability Review, City of Belmont, CA. *Constructability Reviewer.* MNS was asked by the City to perform a constructability review on the 95% plans and specifications provided by another consultant for the North Road Pump Station and Force Main Rehabilitation Project in the City of Belmont. The project consists of the replacement of a sanitary sewer lift station at the intersection of North Road and El Camino Real as well as the replacement of approximately 3,000 LF of 12-inch force main in El Camino Real. The project was reviewed for conformance with generally accepted design standards and to identify potential contractor change orders.

Maywood No. 3 Water System Improvements, Water Replenishment District of Southern California, CA. *Project Manager*. Planning and design for the replacement of multiple water mains, fire hydrants, and valves as well as the repair and recoating of a welded steel storage reservoir for the Maywood Mutual Water Company No. 3. Project includes the design and permitting of a pipeline crossing beneath the Union Pacific Railroad tracks.

Vista del Mar Drive Water Main Replacement, City of Santa Barbara, CA. *QA/QC Engineer.* This project was created to replace approximately 1,800 linear feet of existing 6- and 8-inch asbestos concrete (AC) water main in Vista Del Mar Drive and Alan Road. A recent failure of the water main in this area resulted in damage to the road surface. The roadway repair is on hold until the water main is replaced. This is a high priority project and the City desires to have the water line replaced by fall of 2019. The existing AC pipeline, constructed in the 1950s, may be located in private property outside of the public right-of-way. The existing pipeline will be abandoned in place and new 8-inch polyvinyl chloride (PVC) C900 DR14 pipe will be installed within the public right-of-way. The project includes preparation of complete design documents suitable for soliciting public bids for construction. The design documents will include 60 percent, 90 percent, and final design plans, specifications, and cost opinions. Plans will be prepared in AutoCAD utilizing a horizontal scale of 1 inch = 20 feet and an exaggerated vertical scale on pipeline profiles. The plans and specifications will be prepared using the City's standard templates and front-end contract documents. MNS will perform the topographic field surveying, preparation of the base map, and the complete design documents, including 60 percent, 90 percent, and final plans, specifications, and cost opinions. Responsibilities include providing quality assurance/quality control reviews.

Water and Power Campus Stormwater Improvement Project, City of Burbank Water and Power, CA. *Project Manager*. Planning and design for stormwater improvements at the City's Water and Power Campus to comply with NPDES requirements. Project included a Feasibility Study to evaluate bypass and treatment alternatives to improve the quality of the stormwater discharges from the site to the Burbank Western Channel. A topographic survey was conducted, and the selected project was advanced to the 35% design level. The design was used to provide a basis for the project's environmental document.

Joshua Road Pump Station Reservoir, Nipomo Community Services District, CA. *Project Manager.* This project provided design and construction document preparation and construction phase services of a partially buried 0.5-million-gallon (MG) pre-stressed concrete water storage tank. This tank was part of the Supplemental Water Project which provided a connection between the City of Santa Maria water system and the Nipomo Community Services District water system.

Calle Joaquin Lift Station, City of San Luis Obispo, CA. *Project Manager.* This project designed a 739-gallon-per-minute (GPM) sanitary sewer lift station, force main, inverted siphon, and gravity line for the City of San Luis Obispo Utilities Department. Project challenges included crossings under San Luis Obispo Creek and US 101, as well as helping the City reduce odor concerns associated with the current lift station.

Nacimiento Water Treatment Facility, City of El Paso de Robles, CA. *Project Engineer.* This project involved design and construction document preparation of a drinking water treatment facility. Responsibilities included site grading, access road design, stormwater system, and raw water conveyance.

Nick Panofsky, PE, QSD

Lead Engineer

Firm
- MNS Engineers

Areas of Expertise
- Water/wastewater infrastructure rehabilitation and improvements
- Stormwater Management Plans
- Water resources planning
- Project management

Years of Experience
- 13

Licensing
- Professional Civil Engineer, CA No. 75006

Certification
- Qualified SWPPP Developer, CA No. 75006
- Confined Space Awareness

Education
- MBA, Shidler College of Business, University of Hawaii, HI
- BS, Environmental Engineering, California Polytechnic State University, San Luis Obispo, CA

Affiliations
- American Public Works Association
- American Society of Civil Engineers
- American Water Works Association
- Water Environment Federation

Mr. Panofsky has over 13 years of professional consulting experience in the water resources industry. Nick has advanced his expertise through a variety of municipal infrastructure design projects including potable water, recycled water, wastewater, and stormwater. He has been involved in every stage of the design process, including planning, analysis, design, construction management, and operational assistance. He actively manages projects to meet both technical and financial goals. His experience includes:

Pescadero Road Sewer Replacement, Carmel Area Wastewater District, CA. *Lead Project Engineer*. The project involved planning services for the replacement of approximately 2,250 linear feet of gravity sanitary sewer main. The existing sewer main was recommended to be replaced along the existing alignment, which included steep unimproved terrain. The existing sewer was failing as a result of earth movement and several trees which fell, impacting the grade of the sewer. Development of the multi-phase planning process involved public outreach, tree removal surveys, and coordination with multiple agencies and private property owners.

Quail Lodge Sewer Main Extension, Carmel Area Wastewater District, CA. *Lead Project Engineer*. This project involved planning services associated with construction of approximately 12,000 linear feet of gravity sewer mains and force mains, two wastewater lift stations, and various other improvements to provide sanitary sewer service to approximately 200 residences and several commercial properties. The planning process included developing a hydraulic model of proposed sewers based on LIDAR data of the area, and preparation of a preliminary engineering report.

Hatton Canyon Sewer Replacement, Carmel Area Wastewater District, CA. *Project Manager*. Hatton Canyon State Park is poorly maintained, and stormwater often overflows its natural drainage path into the maintenance roadway running parallel to the sewer alignment and natural drainage path. Due to these issues, 5,520 feet of existing 8-inch vitrified clay pipe (VCP) gravity sewer main must be replaced. The sewer pipeline is located along an environmentally sensitive corridor used as a public hiking trail and access road. MNS prepared a Preliminary Engineering Report (PER) to evaluate alternative sewer pipeline alignments and construction methods, which included open trench construction and the pipe bursting (trenchless) method. The PER summarized all findings from the engineering, environmental, and geotechnical analysis; developed a preliminary sewer pipeline design; recommended manhole sealing products; documented bypassing, right-of-way, permitting, and traffic control requirements; and developed project cost estimates. The 60 percent plans were used to prepare an Initial Study and Mitigated Negative Declaration (IS/MND) for compliance with the California Environmental Quality Act (CEQA). Upon completion of the final design documents, MNS will provide support for obtaining encroachment permits for construction and construction management and inspection.

Bicycle/Pedestrian Path and Railroad Crossing Sewer Force Main Relocation, Castroville Community Services District, CA. *Technical Lead.* This project rerouted an existing 6-inch wastewater force main as part of a larger project to construct a bike and pedestrian bridge. The proposed bridge crosses the Union Pacific Railroad, and the existing force main was an obstruction to the proposed bridge footings and pilings. Two segments of force main were relocated. The project included coordination with the bridge design consultant, and the District. Bypassing was also required as part of the project.

Springfield Water System Improvements, Pajaro/Sunny Mesa Community Services District, CA. *Senior Project Engineer*. This project involves planning and designing upgrades to the Springfield Water System to deliver a high-quality water source and long-term water supply reliability for the community. The existing Springfield Water System, fed by a single shallow well, has documented water quality problems for a number of contaminants such as nitrates, salinity, and sulfate. The proposed system includes a new water supply from a well or adjacent system, water treatment, water storage tank, booster pump station, back-up generator, and water transmission mains. In addition, this project replaces water service laterals from the existing distribution mains to each residence currently receiving water from the system. Individual water meters will be installed for each service connection as individual service connections are currently unmetered. MNS provides civil engineering services, including an engineering planning study and complete engineered construction plans.

Critical Water Supply Improvements for Pajaro, Pajaro/Sunny Mesa Community Services District, CA. *Senior Project Engineer*. This project involved planning, design, and construction management services for the construction of water storage improvements for a disadvantaged community in northern Monterey County. The project included a new 600,000-gallon bolted steel potable water storage tank, system integration, controls, and a variety of site improvements to transform a greenfield site to a municipal facility. Responsibilities included leading the planning and design effort.

Kurt Shellhause, PE, CFM, QSD

Senior Project Engineer

Firm
- MNS Engineers

Areas of Expertise
- Water resources planning
- Hydrologic and hydraulic modeling
- Green infrastructure
- Stream restoration
- GIS

Years of Experience
- 11

Licensing
- Professional Civil Engineer, CA No. 85922

Certifications
- Certified Floodplain Manager
- Qualified SWPPP Developer, CA No. 85922

Education
- BS, Civil Engineering, University of Dayton, OH

Professional Development
- Slope Stabilization training
- Los Angeles County Watershed Management Modeling System (WMMS) Training, 2016
- Stormwater Pollution Plan Prevention (SWPPP) training

Affiliation
- American Public Works Association

Mr. Shellhause has over 11 years of experience in the water resources engineering industry.Kurt is a certified flood plain manager with the Association of State Floodplain Managers (ASFPM) and his work experience includes water resources planning, hydrologic and hydraulic modeling, floodplain delineation and mapping, green infrastructure, and sewer design He is proficient in hydraulic, hydrologic, GIS, and CAD applications, including HEC-RAS, HEC-HMS, EPANET, SWMM (PC and EPA), FLO-2D, ArcGIS/ArcINFO, AutoCAD, and AutoCAD Civil 3D. His experience includes:

Springfield Water System Improvements, Pajaro/Sunny Mesa Community Services District, CA. *Project Engineer.* This project involves planning and designing upgrades to the Springfield Water System to provide a high-quality water source and long-term water supply reliability for the community. The existing Springfield system was fed by a single shallow well, which has documented water quality problems for a number of contaminants including nitrates, salinity, and sulfate. This report explores several alternative methods of supplying water to the area. The proposed system will include a new water supply from a well or adjacent system, water treatment, water storage tank, booster pump station, back-up generator, and water transmission mains. In addition, this project will replace water service laterals from the existing distribution mains to each residence currently receiving water from the system. Individual water meters will be provided for each service connection as individual service connections are unmetered. MNS is providing civil engineering services, including an engineering planning study and developing complete engineered construction plans. Responsibilities include developing a water distribution model to evaluate water supply options. The model was used to size water distribution mains and well pump performance to support cost estimations for each alternative.

Water Model, City of Buellton, CA. *Project Engineer.* MNS developed a comprehensive Water Master Plan for the City's potable water system with the primary goal of capital improvement planning. Historic demands and long-term supply reliability were considered in the study. The project included the development of a computerized hydraulic model of the existing water system using WaterCAD. The hydraulic model was calibrated using fire hydrant flow tests. The hydraulic model was used to identify areas of reduced operating pressures, recommendations on operating strategies, and an analysis of the system's ability to meet fire flow and emergency water supplies for existing and future City development. The master plan also included a condition assessment of the existing facilities including three reservoirs, a booster pump station, five wells, two treatment facilities, and various other appurtenances. Based on the results of the hydraulic model and the condition assessment, MNS developed a detailed capital improvement plan to repair known issues and upgrade to the system to meet current design standards and California Division of Drinking Water Standards. The capital improvement plan projected projects over a 10-year period, including anticipated administrative and capital budgets. Responsibilities included the development and calibration of the hydraulic model. He also assisted in preparing the master plan.

Collection System and Wastewater Treatment Master Plan, City of Atascadero, CA. *Project Engineer.* MNS updated the City's Collection System and Wastewater Treatment Master Plan to deliver a comprehensive GIS update and model on an initial "fast track" phase of a Short-Term CIP Update for the FY 2013/2014 budget cycle. With information from the revised GIS system, and City records, MNS prepared a hydraulic model of the entire wastewater collection system, including all of the City's pump stations, force mains, and gravity sewer mains. The master plan included a hydraulic analysis and on-site condition assessment of the City's 12 active lift stations, as well as a hydraulic and condition assessment of the City's collection system including manhole, gravity sewer mains, and force mains. Responsibilities included quality control of the hydraulic model.

Owner's Agent/Owner's Engineer Services for GRIP Program, Water Replenishment District of Southern California, CA. *Project Engineer.* The Water Replenishment District of Southern California (WRD) established the Groundwater Reliability Improvement Program (GRIP) to find alternative sources of water to offset the imported water used for replenishment in the Montebello Forebay. As part of the GRIP, an advanced water treatment facility (AWTF) is being designed and constructed to treat 10,000 acre feet per year of tertiary recycled water. Responsibilities included the development of a waste management plan for the demolition of three existing site facilities with an 80% reuse target for waste materials, preparation of the demolition and utility termination plans, and the Stormwater Pollution Prevention Plan (SWPPP).

Mark Reinhardt, PLS

Principal Surveyor

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Land surveying project management
- Municipal survey services
- Right-of-way services and documents
- Caltrans standards

Years of Experience
- 34

Licensing
- Professional Land Surveyor, CA No. 6392

Education
- BA, Geology, University of Montana, Missoula, MT
- AS, Land Surveying, Flathead Valley Community College, Kalispell, MT

Affiliations
- American Congress on Surveying and Mapping
- American Council of Engineering Companies
- California Land Surveyors Association
- International Right of Way Association
- Rotary International

Mr. Reinhardt has significant career experience in land surveying and oversees all of the firm's surveying activities. Mark has extensive expertise in right-of-way (R/W) engineering and has prepared design surveys, right-of-way maps, appraisal maps, deeds, and legal descriptions for many State Highway projects using Caltrans standards. Mark has provided R/W engineering services and documents for several bridge and roadway projects for the County of Santa Barbara, County of Ventura, Cities of Malibu, Calabasas, Simi Valley, Santa Clarita, Oxnard, Ventura, Santa Barbara, Buellton, San Luis Obispo, and Atascadero.

Mark has been the contract City Surveyor for the Cities of Buellton and Carpinteria for over 24 years and has provided City Surveyor services on call for several cities in Monterey, San Luis Obispo, Ventura and Los Angeles Counties. This experience gives him an in-depth understanding of the needs of public agencies for the guidance of private development projects. He is very knowledgeable of the variety of processes different agencies have developed to achieve the same end result. The current cities Mark provides these services to include; City of Greenfield, Arroyo Grande, Buellton, Goleta, Carpinteria, Malibu, and Pasadena. His experience includes:

Municipal Surveying Services—Various Agencies. *Project Manager.* MNS has provided Municipal Surveying Services to many public agencies; some examples follow:

- **City of Buellton, CA.** Mark has served as City Surveyor since their incorporation in 1992. On an as-needed basis, responsibilities include performing and conducting all the typical duties of City Surveyor, including reviewing and/or preparing all legal descriptions, reviewing applications for lot line adjustments, voluntary mergers, annexations, certificates of compliance, etc.; producing base maps and right-of-way maps; and construction surveying for most of the City's capital improvement projects. Mark has reviewed and approved dozens of Tract and Parcel Maps on behalf of the City.
  In the first four years of incorporation, Mark compiled a very accurate, electronic parcel base map for the City, which is in use today and has been a premier planning tool to aid in city planning and engineering. This parcel data was also incorporated into the County of Santa Barbara's GIS base map and is the parcel basis for Buellton's GIS.
- **City of Carpinteria**. We have been designated as City Surveyor for over two decades. We provide the City with reviewing and signing of all parcel maps, tract maps, lot line adjustments, certificates of compliance, and mergers. We have provided them with various standardized procedures and document formats and support them with acquisitions, relinquishments, and roadway vacations.
- **City of Goleta**. The City of Goleta incorporated in 2002. MNS has provided private development review for them since that time. Typical projects include parcel maps and tract maps. Because MNS works almost exclusively for public agencies, we do not typically experience conflicts of interest with private developers.
- **City of Malibu**. Mark has served the City of Malibu since 2012 as contract City Surveyor. He routinely manages the map checking, certificate of compliance reviews, lot line adjustments, etc. along with supporting the Public Works and Planning staff with special projects such as review of right-of-way locations on development plans for accuracy and preparing legal descriptions for acquisitions.
- **City of Pasadena**. MNS was selected in 2015 to provide City Surveyor services to the City of Pasadena. As with other City clients, we have a spreadsheet that tracks each project as they are submitted. The spreadsheet indicates the date received, sets a target response date 10 days following receipt, and receives entries of the actual response date. This has worked successfully to provide prompt service to these development review projects and kept them well within the State-mandated 20-day response time. It has actually worked to shorten the response time, often within a couple of days.
- **City of Santa Clarita**. The City experienced an intense growth period in the first decade of the 21st century. MNS was selected to assist in processing numerous tract maps. On average, the maps were 15-20 sheets with the largest one consisting of over 45 sheets. One tract had six phases already in various states of review. Our procedure was to first learn the City's system of review and the special dedications and acceptance wordings; in some cases, they were unique to that City. We also coordinated between two surveying firms to ensure their separate but adjacent tracts had identical centerline locations for the same roadways to traverse through both tracts.

Shane Sobecki, PLS, EIT

Lead Surveyor

Firm
- MNS Engineers, Inc.

Areas of Expertise
- Land surveying
- Topographic survey and mapping
- Boundary surveys
- ALTA/ACSM surveys
- Right-of-way engineering
- Legal descriptions
- Easements

Years of Experience
- 17

Certifications
- Professional Land Surveyor PLS No. 9041
- Engineer-in-Training No. 141294

Education
- BS, Civil Engineering, California State University, Chico, CA

Mr. Sobecki has over 17 years of significant experience in land surveying. As Lead Surveyor, Shane plays a substantial role in assisting the Survey Project Managers to prepare and complete the firm's survey projects. He has over a decade of experience in private and public sector projects in the southern California area. His land surveying background includes tentative subdivision mapping, final maps, site plans, easements, legal descriptions, annexation exhibits, topographic mapping, records of survey, boundary surveys and right-of-way (R/W) retracements. Shane has proficient knowledge in the use of AutoCAD and other surveying software. His experience includes:

Eleventh Street Interchange at Interstate 205, City of Tracy, CA. *Senior Project Surveyor.* This project designed a new interchange in the City of Tracy, San Joaquin County, CA. It is designed under contract with the City; Caltrans District 10 is provided design oversight. The interchange provides access to and from I-205 and Von Sosten Road lying 2,000 feet to the north and Eleventh Street lying 2,000 feet to the south. MNS is provided right-of-way (R/W) engineering services, including preparation of a four-sheet appraisal map identifying existing R/W, easements, and adjacent parcels. The maps identified 24 parcels for acquisition, a relinquishment parcel from Caltrans, and an excess lands parcel. MNS prepared final appraisal maps along with the support documents of legal descriptions, plats, resolutions of necessity, and general acquisition support. MNS provided final R/W maps for filing with Caltrans, and documents to transfer highway rights from the City to Caltrans following construction. Shane was responsible for preparing appraisal maps, closure calculations, legal descriptions, and plats.

Active Transportation Project (ATP) Grant Sidewalk Improvement and Bike Lane, City of Greenfield, CA. *Supervising Project Surveyor*. This sidewalk and bike lane improvement project constructed new curb, gutter, and sidewalks; traffic calming islands; bike lane improvements; and enhanced pedestrian crosswalks to support safe access to two schools and a park. The project connected the west end of the City of Greenfield to the downtown area and involved significant coordination with schools, utility companies, and the public. Unique features included 8-foot-diameter school thermoplastic school pride medallion mascot logos applied to intersections in front of the schools. Funding came from local and special grant sources and was administered per Caltrans Local Assistance Procedure Manual (LAPM).

West Broadway Urban Village Improvements, City of Seaside, CA. *Supervising Project Surveyor*. This $6.5M project completely reconstructed a half-mile roadway section. The work excavated the roadway and installs new drainage systems, a stormwater collection system, a 12-inch sanitary sewer, electrical systems for ornamental pedestrian and street lighting, sidewalks, Americans with Disabilities Act (ADA) compliant handicap ramps, pedestrian amenities, parking areas, landscaping, and irrigation facilities. The new roadway section consisted of a Class 2 aggregate base and 6-inch hot mix asphalt (HMA) paved surface. New traffic control devices included signalized intersections, signage, and thermoplastic striping and marking.

Ekwill Street and Fowler Road Extensions and Roundabouts, City of Goleta, CA. *Project Surveyor.* This $16.7M project designs two new roadway corridors to improve traffic flow within the City of Goleta between State Route 217 and the Santa Barbara Municipal Airport. This project also involves two new roundabouts at the Hollister Avenue/State Route 217 interchange and a new bridge over San Jose Creek. Shane managed the ground based survey and monument recovery to assist in the right-of-way engineering for the project. He also assisted in the retracement of 41 parcels, 10 roadway and highway segments, and numerous easements along with the preparation of approximately 45 legal descriptions and plats for acquisition. In addition, Shane prepared three records of survey to be used as references for the various legal descriptions and easements along the new roadways. The combined length of corridor improvements is 1.7 miles.

Cabrillo Boulevard Bridge Replacement, City of Santa Barbara, CA. *Project Surveyor.* The City contracted MNS to provide R/W engineering for the parcels affected by the Cabrillo Boulevard Bridge Replacement over Mission Creek. Shane assisted in the preparation of the appraisal map showing all six of the properties within the project limits. He also helped prepare 12 legal descriptions which included easements for road purposes, flood control and temporary construction. He worked with a local engineering firm and the City of Santa Barbara to complete the right-of-way engineering portion of the project.

Paul Greenway, PE

Quality Assurance/Quality Control

Areas of Expertise
- Transportation projects
- Sewer and water projects
- Land development
- Project management
- Construction management and administration

Years of Experience
- 27

Licensing
- Professional Civil Engineer, CA No. 52314
- Real Estate Broker, CA No. 01384794

Education
- BS, Civil Engineering, University of Michigan, MI
- BA, Economics, University of Michigan, MI

Affiliations
- American Public Works Association
- South Central Coast County Engineers (former Director)

Paul has over 28 years of civil engineering experience in public infrastructure projects including roads, bridges, buildings, storm drains, water systems, and land development entitlement processing. Prior to G7, Paul worked for a MNS Engineers Inc., providing project management and staff augmentation services to agencies. Paul also served 20 years for the County of Monterey Department of Public Works. His roles included Acting Director of Public Works, Assistant Director, Road Commissioner, Deputy Director, Senior Engineer Design, Senior Engineer Construction, and Civil Engineer. His responsibilities in executive management included managing teams of staff and consultants to prepare engineering reports, cost estimates, plans, specifications, and construction administration and management. During his tenure with the County of Monterey, Paul worked on capital projects with a combined value of $300M and land development projects valued over $1B.

Paul acted as the Public Works Manager responsible for ensuring the following land development projects were implemented and consistent with general plans, specific plans, municipal codes, California Environmental Quality Act (CEQA) engineering standards, and the appropriate conditions and mitigation measures. His experience includes:

-Prior Experience with MNS Engineers Inc. 2015-2018

Staff Augmentation- Construction Inspection Services for City of Newark, CA. *Project Manager.* The City of Newark 2,500-unit Specific Plans is rapidly developing. Rather than add additional City staff, the City turned to staff augmentation services. This project management service involved managing the construction inspection services for the City of Newark, CA.

Staff Augmentation- Plan Checking Services for Union Sanitary District, Union City, CA. *Project Manager.* The Union Sanitary District experienced a staff shortage and Paul stepped up placing a plan checker with 30 years of plan check experience to help the District through shortage of staffing.

Staff Augmentation- Stormwater Compliance for City of Salinas, CA. *Project Manager.* The City of Salinas requested additional staffing to assist with compliance of National Pollution Discharge Elimination System requirements. Paul managed the Stormwater Compliance inspection staff.

Staff Augmentation- Stormwater Compliance for City of Monterey, CA. *Project Manager.* The City of Monterey requested assistance with staffing for Stormwater Compliance. Paul managed the Stormwater Compliance inspection staff.

Elkhorn Road Storm Damage Repair Project, County of Monterey, CA. *Project Manager.* Winter storms battered the Central Coast in January and February 2017 causing catastrophic damage to Elkhorn Road in the County of Monterey. The County contacted Paul who led the team to delivery of an engineering solution for repairing the road. The project is a National American Public Works Association (APWA) award winner.

Mudslides of 2018, City of Carpinteria, CA. *Emergency Management Expert.* Following the fires of 2017 the City of Carpinteria experienced mudslides in the winter of 2018. Paul led the team with an action plan to address the cleanup efforts.

Mar Vista Storm Damage Repair, City of Monterey, CA. *Project Manager.* Mar Vista was severely damaged by the storms of January 2017. Paul led the team of engineering experts to deliver a fast solution to return the road back to normal conditions.

West Leland Road Safety Improvements, City of Pittsburg, CA, *Project Manager.* This heavily traveled corridor had numerous accidents. Paul let the team to prepare grant application materials to obtain $1.2M in Federal Funds to make improvements to the corridor.

Stoneman Avenue Safety Improvements, City of Pittsburg, CA, *Project Manager.* This City street had fatal collisions between vehicles and pedestrians. Paul led the team to prepare grant application materials to obtain $800K in federal funds to make improvements to the corridor.

Support Team Summaries

Phil Lemmon—Senior City Inspector

Yrs Exp: 47

AA, Allan Hancock College, CA

Mr. Lemmon brings an impressive career of experience in construction project management, pavement construction inspection, and detailed knowledge of all aspects of public works construction. Phil has extensive experience in providing field support for engineering in addition to construction inspection. He has worked on numerous projects, including pavement, grading, curb and gutter, traffic control, trenching, boring, micro-tunneling, and blasting. A majority of this project experience has included Caltrans specifications, methods, and procedures.

Relevant Experience

- Various Pavement Rehabilitation Projects, Cities of Buellton and Solvang, CA
- Avenue of the Flags Revitalization and Pedestrian Improvements, City of Buellton, CA
- Various Land Development Projects, City of Buellton, CA

Steve Richey, RCI—Senior City Inspector

Yrs Exp: 31

Registered Construction Inspector, No. 5744, ACIA

BS, Construction Management, California State University, Hayward, CA, 2002
Certificate, Public Works Engineering Inspection, Chabot College, CA, 1998

Mr. Richey has over 31 years of experience in construction management and inspection of capital improvement program and public works projects. Steve's expertise includes roadway improvements, pavement rehabilitation, and water and wastewater facility construction and improvements, and utilities. Prior to MNS, he worked as a Senior/Public Works Inspector for various Northern California municipalities such as the Cities of Antioch, Hayward, San Ramon, and Sunnyvale; and the San Francisco Public Utilities Commission where he inspected numerous projects ranging from roadway improvements to pipeline construction and rehabilitation

Relevant Experience

- Various On-Call Projects, Cities of Newark, CA
- Builders Protection Group, Hawthorne, CA, Construction Inspector
- TRC Companies, Emeryville, CA, Construction Inspector

Mary Zepeda—Senior Stormwater Specialist

Yrs Exp: 21

BS, Environmental Science, University of California, Riverside, CA

Ms. Zepeda is a skilled Stormwater Program Coordinator with a broad range of experience in polychlorinated biphenyls (PCB) management, hazardous materials and waste management, training, and hazardous materials regulatory compliance. Mary ensures client agency compliance with federal, state and city laws, regulations, codes and policies. She strives to improve the program continuously by evaluating and updating client agency ordinances and policies as needed. Prior to MNS, Mary has developed a proven track record for performing Environmental and Safety Site Assessments/Inspections achieving higher compliance. As a result, annual notice of violations from regulatory agencies decreased 95-100%.

Relevant Experience

- Stormwater Management Plan, Cities of Buellton and Solvang, CA
- Stormwater Compliance Review, City of Seaside, CA
- Design Services for Stormwater Management Plan, Goleta West Sanitary District, CA

Masa Ueoka—Senior Title Land Analyst

Yrs Exp: 35

BA, Economics, Komazawa University, Tokyo, Japan

Mr. Ueoka has over 35 years of experience as a title searcher-examiner for major title companies and over eight years with MNS supporting survey projects. As one of the top specialists in Santa Barbara County, Masa's experience includes complex title searches, chains of title preparation, deed research, patent to date searches, and easement searches. Masa has a very keen understanding of the various documents that are found in the public record and provides sound advice and clarity to many complex title chains. Since joining MNS, Masa has provided land title analyst services for several public agency and private sector clients.

Relevant Experience

- Private Development Review, Various Municipal Agencies, CA
- Ekwill Street and Fowler Road Extensions and Roundabouts, City of Goleta, CA
- State Route 154 Operational and Safety Improvements, Santa Barbara County Association of Governments, CA

Linda Palmquist, PE—Senior Grant Writer

Yrs Exp: 26

Professional Civil Engineer, CA No. 49535

BS, Civil Engineering, University of Minnesota, MN

Ms. Palmquist has over 26 years of experience with water/wastewater infrastructure projects. Linda has served as project manager/engineer and construction manager for a variety of potable water, recycled water, and wastewater projects. In addition to providing engineering services, Linda is a grant writer. Understanding first-hand the engineering projects allows her to write effective grant proposals.

Relevant Experience

- West Basin Desalter Project, West Basin Municipal Water District, CA
- Groundwater Monitoring Plan for West Coast Basin Barrier Project, West Basin Municipal Water District, CA
- Rio Hondo Recycled Water Project, Central Basin Municipal Water District, CA

Monica Killen, PhD—Senior Grant Writer

Yrs Exp: 16

PhD, Education, Chapman University, CA
MA, Mexican-American Studies, California State University, Los Angeles, CA
BS, Human Services, California State University, Fullerton, CA

Dr. Killen has worked in the public sector for over 16 years with experience in the areas of grant writing, outreach, project management, park and recreation management, legislative staffer, and higher education. Dr. Killen's expertise in grant writing stems from years of experience writing grant applications and legislative proposals. Dr. Killen is also a skilled public speaker with experience speaking at conferences, community gatherings, schools and colleges, chamber meetings, educational presentations, and resident advisory groups. Fluent in English and Spanish, Dr. Killen is skilled writer and can communicate effectively to establish immediate rapport with community members and leaders.

Relevant Experience

- City of Greenfield, CA, Proposition 68 Statewide Parks Program grant application
- Tehachapi Valley Recreation and Parks District, CA, Proposition 68 Statewide Parks Program grant application
- City of Santa Paula, CA, USDOT BUILD grant application

Robert Starr—CADD Manager

Yrs Exp: 28

BS, Geography with emphasis in GIS, University of California, Santa Barbara, CA

Mr. Starr has over 28 years of experience in land surveying, including six years as a party chief working in Santa Barbara, Ventura, Los Angeles and San Luis Obispo counties. Robert's range of land surveying experience includes boundary and right-of-way (R/W) retracements, topographic maps, R/W engineering mapping and calculations, and construction survey field preparation and verification. He has worked for the private and public sectors including work on US Air Force and US Naval bases. During the past 10 years, Robert has dedicated his time to computerized mapping and geographic information systems (GIS), and their applications within the land surveying and civil engineering fields. He helps in the development of the firm's GIS capabilities and increases the capacity for producing high quality computerized land surveying and civil engineering maps. Robert has provided all of the construction layout pre-calculations for roads, bridges, four-story hospital buildings; he processes all topographic and as-staked field data.

Relevant Experience

- Various Surveying Projects, Cities of Buellton, Goleta, Santa Barbara, Carpinteria, Malibu, and Pasadena, CA
- Ekwill Street and Fowler Road Extensions and Roundabouts, City of Goleta, CA
- Willow Road Interchanges and Bridges, County of San Luis Obispo, CA

Richard Sleeman III—Assistant Project Surveyor

Yrs Exp: 10

Coursework, Cal Lutheran University, CA

Mr. Sleeman has a broad range of land surveying experience spanning over ten years. Richard has participated in projects involving American Land Title Association (ALTA), architectural/topographic, construction layout, and boundary surveys. He has a strong drafting background and is able to interpret legal descriptions and easements from deed or title.

Relevant Experience

- Various Final Map Reviews, Various Municipal Clients, CA
- Annexation Mapping, Santa Ynez Community Services District, CA
- Seabridge Shopping Center, City of Oxnard, CA

Section E. Addenda

REQUEST FOR ADDITIONAL INFORMATION:
CITY ENGINEERING SERVICES RFP
ADDENDUM NO. 1
April 9, 2020

The following changes, additions and clarifications are hereby made part of the contract documents for the above referenced project and shall be taken into account in the preparation of all proposals and execution of all work. Work shall conform to the requirements of the original contract documents and addenda wherever they apply. All respondents shall acknowledge receipt of this addendum in their proposals. Failure to include this Addendum in the proposal may void the proposal.

Miscellaneous clarifications as a result of received questions:

1. Are hard copies still required?

- Yes, hard copies of the proposal will still be required.

2. Can you clarify if the 50 singled sided page maximum is a preference for single sided proposal or can the 50 page count be 25 double-sided pages?

- 25 double-sided pages will be accepted, with each side counting as one page for a total of 50 pages maximum for the items required in Section C-2.

3. Notice from City of Buellton – Due to the COVID-19 situation, the City reserves the right to extend its review period and award of contract timeline from the tentative schedule provided in the RFP.

Respondent Acknowledgement:

April 16, 2020
DATE

SIGNATURE (print and sign)

Vice President
TITLE

MNS Engineers, Inc.
COMPANY

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Section F. Agreement

Suggested Contract Changes

MNS has reviewed the RFP and the City's standard agreement. We request our suggestions as marked in this appendix be considered by the City. Only pages with exceptions have been included. Please contact us with any questions or concerns in regard to these changes. We are certain we can come to an acceptable agreement with the City.

SECTION 10. COMPLIANCE WITH APPLICABLE LAWS, PERMITS AND LICENSES.

(*CONTRACTOR*) shall at all times exercise standard of care to ~~keep itself informed of and~~ comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during

Page 3

SECTION 15. INDEMNIFICATION.

INDEMNITY FOR PROFESSIONAL LIABILITY: When the law establishes a professional standard of care for (*CONTRACTOR*)'s services, to the fullest extent permitted by law, (*CONTRACTOR*) agrees to ~~shall~~ indemnify, ~~defend~~ and hold harmless CITY and any and all of it's boards, officials, employees, ~~and agents~~ ("Indemnified Parties") from and against all losses, liabilities, damages, costs and expenses, including reasonable attorney's fees and costs to the extent same

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are caused in whole or in part by any negligent or wrongful act, error or omission of (*CONTRACTOR*), its officers, agents, employees or subconsultants (or any entity or individual for which (*CONTRACTOR*) shall bear legal liability) in the performance of professional services under this agreement. as per final adjudication by a court of competent jurisdiction.

INDEMNITY FOR OTHER THAN PROFESSIONAL LIABILITY: Other than in the performance of professional services and to the full extent permitted by law, (*CONTRACTOR*) shall indemnify, defend and hold harmless CITY, and any and all of its boards, employees, officials ~~and agents~~ from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this AGREEMENT by (*CONTRACTOR*) or by any individual or entity for which (*CONTRACTOR*) is legally liable, including but not limited to officers, agents, employees or subcontractors of (*CONTRACTOR*).

EXHIBIT "B"

INSURANCE

1. All Policies. Each insurance policy required by this paragraph 5 shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either party to this AGREEMENT, reduced in coverage ~~or in limits~~ except after 30 days' prior written notice by ~~Certified~~ First Class US mail, ~~return receipt requested~~, has been given to the CITY FINANCE DIRECTOR. except 10-day notice of cancellation for non-payment of premium.

2. General Liability Accident – Mobile Liability Rates.

(1) CITY and its respective elected and appointed officers, officials, and employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities *(CONTRACTOR)* performs; products and completed operations of *(CONTRACTOR)*; premises owned, occupied or used by CONSULTANT; or automobiles owned, leased, hired or borrowed by *(CONTRACTOR)*. The coverage shall contain no special limitations on the scope of protection afforded to CITY, and their respective elected and appointed officers, officials, or employees.

(2) *(CONTRACTOR)*'s insurance coverage shall be primary insurance with respect to CITY, and its respective elected and appointed, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by CITY, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, *(CONTRACTOR)* 's insurance.

(3) *(CONTRACTOR)*'s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CITY, and its respective elected and appointed officers, officials, employees or volunteers.

3. Workers' Compensation and Employer's Liability Coverage. Unless the City Manager otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against CITY, and its respective elected and appointed officers, officials, employees ~~and agents~~ for losses arising from work performed by *(CONTRACTOR)*.

Section G. Cost Proposal

STANDARD SCHEDULE OF FEES

Because of MNS long history with the City and workload, this fee schedule is proprietary to the City of Buellton only and shall not apply to any other jurisdiction.* The prices shown in ( ) are the job titles currently in use for the City on a regular basis with their associated discounted fees. These reductions are shown next to the standard fee schedule rate and are made part of this proposal. In the case where no ( ) is shown, it is either because that service is not utilized or prevailing wage is in effect. Roles in red used daily.

PROJECT MANAGEMENT

Principal-in-Charge	(230)	$250
Principal Project Manager	(215)	225
Project Manager	(185)	215
Project Coordinator		125

ENGINEERING

Principal Engineer	(215)	$225
Principal Structural Engineer	(200)	240
Lead Engineer	(195)	215
Supervising Engineer	(185)	205
Senior Structural Engineer		220
Senior Project Engineer	(175)	185
Structural Engineer		180
Project Engineer	(155)	170
Associate Engineer	(140)	155
Assistant Engineer	(115)	130
Engineering Intern		95

SURVEYING

Principal Surveyor	(215)	$225
Supervising Surveyor	(185)	200
Senior Project Surveyor	(170)	180
Project Surveyor	(160)	170
Senior Land Title Analyst	(140)	155
Assistant Project Surveyor		130
Party Chief (PW)	(148)	155
Chainperson (PW)	(135)	140
One-Person Survey Crew (PW)	(180)	190

CONSTRUCTION MANAGEMENT**

Principal Construction Manager		$250
Senior Construction Manager		235
Resident Engineer		210
Structure Representative		190
Construction Manager		185
Assistant Resident Engineer		165
Construction Inspector (PW)		152
Office Engineer		105

TECHNICAL SUPPORT

CADD Manager	(140)	$160
Senior GIS Analyst	(125)	135
GIS Analyst		125
Supervising CADD/Engineering/GIS Technician	(130)	150
Senior CADD/Engineering/GIS Technician		110
CADD/Engineering/GIS Technician		100

ADMINISTRATIVE SUPPORT

Administrative Analyst	$110
IT Technician	105
Graphics/Visualization Specialist	95
Administrative Assistant	70

GOVERNMENT SERVICES

City Engineer	(190)	$200
Deputy City Engineer	(180)	195
Assistant City Engineer	(170)	185
Plan Check Engineer	(155)	170
Permit Engineer	(135)	150
Senior City Inspector	(125)	140
Senior City Inspector (PW)	(142)	152
Principal Program Manager		200
Senior Program Manager		175
Program Manager		150
Principal Stormwater Specialist		150
Senior Stormwater Specialist	(130)	140
Stormwater Specialist	(110)	125
Stormwater Technician		115
Principal Environmental Specialist		150
Senior Environmental Specialist	(125)	135
Environmental Specialist		115
Environmental Technician		95
Building Official		175
Senior Building Inspector		148
Building Inspector		135
Planning Director		185
Senior City Planner		160
Assistant Planner		145
Senior Grant Writer		160
Grant Writer		135

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%), but is not a part of this proposal and **will not be charged**. Mileage will be charged at the current federal mileage reimbursement rate, but **no charges pertaining to mileage are part of this proposal**. Expert Witness services will be charged at three (3) times listed rate and will include all time for research, deposition, court appearance and expert testimony, but are not charged as part of this proposal.

**The discounted rates are provided only if selected for the 2020-2022 contract. If not selected, the current non-discounted fee schedule is in effect.*

***Construction Management is not a service provided to the City of Buellton nor applicable to this proposal.*

PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law.

G7ei Inc.

FEE SCHEDULE

QUALITY ASSURANCE/QUALITY CONTROL

Principal-In-Charge..... (185*) $250
Project/Program Manager .. (175*) 225

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate and will include all time for research, deposition, court appearance and expert testimony.

**Discounted rate only for the City of Buellton's 2020-2022 On-Call contract.*

Section H. Ability to Provide Local Access

Addressing Local Needs

MNS understands the importance of providing efficient, convenient, and accessible services to the City. The MNS Buellton office is located 0.2 miles from City Hall. Our office is open from 8am to 5pm.

Our office's close proximity is an added convenience to the general public. We are readily accessible to provide encroachment permits, drop off/pick up plan check submittal packages, for example.

We understand issues may occur outside of the service time frame. For this reason, our team is available 24/7 for any type of emergency need. We will provide the City with the contact information (mobile and email) to ensure we tend to any issues immediately.

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Appendix 1. Additional Information

1

Sample Forms

This section includes a sampling of forms that MNS developed in conjunction with the City Engineer and are currently being used by the City. We maintain and update these forms as required.

Name	Page
Grading & Improvement Plans Preparation Checklist	A-2
Grading & Improvement Plans Submittal Checklist	A-20
Erosion and Sediment Control Plan Review Checklist	A-21
Stormwater Control Plan Review Checklist	A-25
Permit Issuance (Internal Use) Checklist	A-29
Construction Site Stormwater Compliance Inspection Form	A-30
Stormwater Management Plan E.11 Pollution Prevention/Good Housekeeping for Permittee Operations Program	A-32
Storm Drain System Inspection Report Form	A-33
Stormwater Incident Report Form	A-35
Backflow Prevention Testing - Sample Cover Letter	A-36
Test and Maintenance Report - Backflow Prevention Assembly	A-37
Encroachment Permit Form	A-38
Permit Issuance and Security Release and Project Closure Checklist	A-39
Additions to Infrastructure	A-40
Notice Inviting Sealed Bids Template	A-41
Notice of Award	A-42
Notification Contacts	A-43
Inspector's Daily Report	A-44
Inspector's Daily Inspection Report Form	A-46
City-Owned Lights Location Map	A-47
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Grading & Improvement Plans Preparation Checklist

City of Buellton

PLAN CHECKLIST

SAMPLE

PREPARATION CHECKLIST FOR GRADING & IMPROVEMENT PLANS

PROJECT NAME: _____

PROJECT NUMBER: _____

LOCATION: _____

OWNER: _____

ENGINEER OF RECORD: _____

REVIEWER: _____

SUBMITTAL DATE: _____

REVIEW COMPLETED DATE: _____

Design Reference Documents:

a. City of Buellton Stormwater Quality Management and Discharge Control Ordinance
b. City of Buellton Storm Water Technical Guide for Low Impact Development
c. City of Buellton Water Conservation Standard
d. City of Buellton Water Efficient Landscaping Standard
e. City of Buellton Standard Construction Details
f. County of Santa Barbara Standard Design
g. Standard Plans for Public Works Construction "Green Book"
h. Standard Specifications for Public Works Construction
i. CALTRANS Design Standards
j. California State Water Resources Control Board (SWRCB) Certified Full Capture System List of Trash Treatment Control Devices

Legend:

√	*Completed or Satisfactory*	N/A	*Not Applicable*
O	*Incomplete, revisions required*	FYI	*For Your Information*

THE FOLLOWING ARE MINIMUM DESIGN AND PLAN FORMAT GUIDELINES AND ARE NOT ALL INCLUSIVE.

Note: RETURN THIS CHECKLIST WITH EACH PLAN SUBMITTAL

GENERAL (ALL SHEETS)

Description:	*1st*	*2nd*	*3rd*	*F*
1. 24" x 36" x 3-MIL MYLAR DRAFTED IN INK OR PHOTO MYLAR WITH NO "STICKY-BACKS", ZIP-A-TONE, ETC.				
a. ½" Border top, bottom and right side				
b. 1-1/2" border left side				
2. LETTERING SIZE MINIMUMS				
a. CAD - 1/10 inch				
b. Hand lettered – 1/8 inch				
3. TITLE BLOCK				
a. Project description, i.e. Tract No.; LD No.; PD No.; etc.				
b. Description of improvements				
4. CITY STANDARD SIGNATURE BLOCKS (SEE STD. DETAIL)				
a. City Engineer				
5. PREPARING ENGINEER'S SIGNATURE BLOCK (Digital OK, Final Wet Signature)				
a. Name, address, phone number				
b. Registration # and exp. date				
c. Signature and date				
d. Engineer's seal				
6. REVISION BLOCK				
a. Revision #				
b. Description				
c. Approved by and date				
7. CITY PROJECT NUMBERS (lower right-hand corner)				
8. SHEET NUMBERS (lower right hand-corner)				
9. NORTH ARROW – pointing to top or right				
10. SCALES: 1" = 40' or larger (locate w/ north arrow)				
a. Numeric				
b. Graphic				
11. OTHERS:				

SAMPLE

ALL COVER SHEETS

Description:	*1st*	*2nd*	*3rd*	*F*
1. APPROVED AND SIGNED PROJECT CONDITIONS				
2. VICINITY MAP				
a. Adjacent Streets				
b. Major streets and highways within one mile of project				
3. GENERAL NOTES				
4. PERMIT NUMBERS (as applicable)				
a. Grading / Excavation / Street Construction / Onsite Underground Improvements / Blanket / Encroachment				
b. CALTRANS				
c. Others				
5. BENCHMARK, HORIZONTAL, AND VERTICAL DATUM DATA (City Approved)				
6. LIST OF ALL CITY STANDARD CONSTRUCTION DETAILS AND OTHER STANDARD CONSTRUCTION DETAILS				
7. SHEET INDEX				
8. INDEX MAP				
9. LEGEND, ABBREVIATIONS, SYMBOLS				
10. EARTHWORK QUANTITIES				
11. SOILS ENGINEER / GEOLOGIST SIGNATURE BLOCKS				
a. Names				
b. Registration # and expiration dates				
c. Signatures (original)				
d. Seals (original)				
e. List of soils reports with dates				
12. OTHERS:				

SAMPLE

GRADING & DRAINAGE PLANS

PLANS

Description:	*1st*	*2nd*	*3rd*	*F*
1. TRACT / PROJECT BOUNDARY				
a. Found survey monuments with description, to be protected in place				
b. Bearings & lengths of lines				
c. Curve data				
d. City boundary				
e. Adjacent land uses and identification				
2. PARCEL INFORMATION				
a. Lot lines				
b. Dimensions				
c. Lot numbers or assessors' parcel number (APN)				
d. Easements (with record reference noted)				
3. ADJACENT STREETS (existing and/or proposed)				
a. Centerline				
b. Right-of-way				
c. Curb and gutter				
d. Street names				
e. Dimensions				
f. Street longitudinal gradient in % with directional arrow				
g. Right-of-way and centerline elevations				
h. Reference drawing numbers for exist. improvements (as applicable)				
i. Radius noted for curves				
j. Direction of flow arrows				
4. PERIMETER / RETAINING WALLS AND FENCES				
a. Perimeter walls and fences, locations and heights shown				
b. Retaining walls, top of wall and adjacent grade elevations				
c. Profile retaining walls (as necessary or directed by the City)				
d. Drainage swale behind retaining walls				
e. Subdrains behind retaining walls				
f. Subdrains outlet locations				
g. Wall sections				
h. Details				
i. Grading bond for retaining walls				
5. TOPOGRAPHY				
a. Existing contours extended 50 feet beyond limits of construction				
b. Proposed contours shown				
(1) 2:1 or steeper - 10-foot interval				
(2) 5:1 to 2:1 - 5-foot interval				
(3) Less than 5:1 - 1-foot interval				
c. Finished surface / finished grade elevations				
d. Cut / fill lines				
e. Daylight lines				
f. Pad Elevations (must conform with approved tentative map or site plan)				
g. Pad drainage 2% minimum				
h. Over-excavation limits as per Soils Report recommendation				

SAMPLE

Description:	1st	2nd	3rd	F
6. SLOPES				
a. Fill slopes, 2:1 Maximum				
b. Cut slopes, 2:1 Maximum				
c. Label slope ratio (H:V)				
d. Slope direction indicated, point in the direction of flow				
e. Finished slopes clearly identified				
f. Berms at top of slopes				
g. Benching details				
h. Buttress details				
i. Setbacks from buildings				
j. Setbacks from adjacent properties				
7. DRAINAGE				
a. Existing storm drains with drawing references (as applicable)				
b. Proposed storm drains i.e. storm drain conveyance systems, surface basins, subsurface wells / fluid distribution systems, and/or infiltration trenches with cross reference to storm drain plans				
c. Subdrains with details				
d. Top of slope drains				
e. Drainage terraces				
f. Overflow path for sump inlets				
g. Flood hazard areas; Flood Zone				
h. Provide invert elevations				
i. Point of connections elevations tie to site elevations				
8. NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)				
a. See Stormwater Control Plan Review Checklist				
b. See Erosion and Sediment Control Plan Review Checklist				
9. LANDSCAPE PLAN				
a. Consistent with the Grading Plan				
b. Consistent with the Stormwater Improvements				
c. Consistent with Stormwater Control Plan				
d. Irrigation system is consistent with the State drought mandate requirements for new construction.				
10. MISCELLANEOUS				
c. Grading requirements per City Grading Ordinance				
d. Tree removals noted				
e. Remaining trees protected				
f. Sheet cross references				
g. Borrow or disposal site must be permitted if within city				
h. Haul route must be approved by City Engineer				
i. Offsite grading approval must be obtained in writing				
j. Grading / Slope / Construction Easements / Agreements				
k. Sections along property lines				
l. Detail joins to existing improvements				
11. OTHERS:				

SAMPLE

STORM DRAIN PLANS

PLAN VIEW

Description:	*1st*	*2nd*	*3rd*	*F*
1. EXISTING IMPROVEMENTS SHOWN (w/ disposition noted)				
a. Underground utilities / pipelines with size, type, and material				
b. Pavement limits				
c. Curbs and berms				
d. County & State highways noted				
e. City Drawing Project Number references for existing improvements				
f. Interfering structures				
g. Manholes				
2. PROPOSED STORM DRAINS (drop inlet, catch basin or area drain)				
a. Location (w/ street stationing)				
b. Type				
c. Size				
d. Trash Treatment Control Devices (refer to Design Document Reference J)				
3. PROPOSED STORM DRAIN CONVEYANCE SYSTEM (pipe or box culvert)				
a. Location				
b. Size (minimum for public storm drain is 18 inches)				
c. Type				
d. Material (i.e. HDPE and reinforced concrete within public R/W, w/ 1350-D load)				
e. Horizontal alignment data				
(1) Station / offset from street centerline, etc.				
(2) Centerline curve data (delta, radius, length, tangent)				
(3) Bearing				
f. Slope				
g. Trash Treatment Control Devices (*Refer to Design Document Reference J*)				
4. PROPOSED SURFACE BASIN (Retention Basin □ Lined □ Unlined; Detention Basin □ Lined □ Unlined)				
a. Location (w/ station offset if available)				
b. Capacity				
c. Inlet structure (refer to item 7 of this section)				
d. Outlet structure (refer to item 7 of this section)				
e. Vertical grade height (depth)				
f. Surface Dimensions				
g. Depth to overflow point				
h. Overflow path				
i. Unlined Retention/Detention Basin - Statement from Engineer of Record – EPA Injection Well Registration is or is not required and rationale				
5. PROPOSED SUBSURFACE WELLS/FLUID DISTRIBUTION SYSTEMS (dry / bored / drilled / driven shaft wells, infiltration system/galleries consisting of manufactured chambers such as ADS, Stormtech or Contech and/or infiltration trenches)				
a. Location(w/ station offset if available)				
b. Type				
c. Pre-treatment devices				
d. Access Ports				
e. Setback				
f. Overflow Path				
g. Vertical grade height (depth)				

SAMPLE

h. Surface Dimensions				
i. Statement from Engineer of Record – EPA Injection Well Registration is or is not required and rationale				
6. PROPOSED LOW IMPACT DEVELOPMENT (vegetative areas/swales, permeable pavement, cisterns/rain barrels, bioretention or planter box)				
a. Location (w/ station offset if available)				
b. Type				
c. Dimensions (as applicable)				
7. PROPOSED INLET / OUTLET STRUCTURES				
a. Location (w/ station offset if available)				
b. Size				
c. Type				
d. Details				
e. Grading				
f. Headwall details				
g. Energy dissipater				
8. OTHER PROPOSED IMPROVEMENTS				
a. Street centerline				
b. Street right-of-way				
c. Curb & gutter				
d. Pavement limits				
e. Street names				
f. Street dimensions				
g. Lot lines adjacent to R/W				
h. Lot numbers or APNs				
i. Sewer main lines w/ size & distance from storm drain (adequate clearance required)				
j. Sewer manhole inverts				
k. Sewer laterals				
l. Water main lines w/ size & distance from storm drain (adequate clearance per State of California, Department of Health Services memo dated 10/16/03)				

SAMPLE

Description:	1st	2nd	3rd	F
9. MANHOLES				
a. Location				
(1) Junctions				
(2) Bends				
(3) Standard intervals				
b. Type				
c. Size				
d. Deep manhole > 15', 5' diameter				
e. Drop manhole				
10. TRANSITION / JUNCTION STRUCTURES				
a. Location				
b. Type				
c. Size				
d. Details				
11. COLLARS				
12. SUMP OVERFLOW PATH AND LIMITS				
13. EASEMENTS				
a. 20-foot-wide minimum and storm drain in the middle.				
b. All on one side of lot line				
c. Record reference noted on as-builts				
14. STATIONING				
a. Increase from left to right across sheet (if possible)				
b. Beginning of improvement				
c. End of improvement				
d. Match lines				
e. Begin Curve (BC)and Begin Vertical Curve (BVC)				
f. End Curve (EC)and End Vertical Curve (VC)				
g. Intersections				
h. Structures				
i. Changes of direction				
j. Equations				
15. CROSS REFERENCE SHEET NUMBERS				
a. Other storm drain sheets				
b. Grading plans				
c. Street plans				
d. Sewer plans				
e. Water plans				
16. CONSTRUCTION NOTES				
17. OTHERS:				

SAMPLE

PROFILE VIEW

Description:	*1st*	*2nd*	*3rd*	*F*
18. SCALES				
19. Horizontal scale: 1" = 40' (or larger)				
20. Vertical scale 1" = 4' (1" = 8' on prior approval only)				
21. Double vertical scale, noted boldly when approved				
22. DATUM ELEVATIONS AT EACH END OF PROFILE				
23. PROPOSED STORM DRAIN CONVEYANCE				
a. Existing ground over centerline of storm drain (for storm drain out of proposed streets)				
b. Proposed finished surface over centerline of storm drain				
c. Invert				
d. Soffit				
e. Adequate cover over storm drain				
f. Grade / slope of pipe				
g. Type (i.e. pipe or box)				
h. Size				
i. Length				
j. Material (i.e. reinforced concrete)				
k. Class / D-load and bedding load factor				
l. Hydraulic grade line (HGL) delineated				
m. Design flows (i.e. Q_{25} and Q_{100})				
n. Velocity				
o. Manholes				
p. Structures				
q. Utility crossings {top of pipe (TOP), bottom of pipe (BOP) labeled}				
24. STATIONING AND INVERT ELEVATIONS				
a. Stations along bottom edge of profile at every 100 feet				
b. Beginning of improvement				
c. End of improvement				
d. Match lines				
e. Manholes				
f. Structures				
g. Centerline of intersecting streets				
h. Grade breaks				
i. P.I.				
j. Vertical curves				
25. PIPE ANCHORS / BACKFILL STABILIZERS				
26. INLET STRUCTURES				
a. Top of curb / top of headwall elevation				
b. Invert elevation				
27. VELOCITY DESSIPATOR				
28. OTHERS:				

SAMPLE

SEWER PLANS

PLAN VIEW

Description:	*1st*	*2nd*	*3rd*	*F*
1. EXISTING (with disposition noted)				
a. Underground utilities pipelines with size, type and material				
b. Pavement limits				
c. Curbs and berms				
d. State & county highways noted				
e. City Drawing Project Number references for existing improvements				
f. Interfering structures				
g. Manholes				
2. PROPOSED SEWER MAIN				
a. Size - Minimum for public sewer is 8-inch				
b. Material (PVC SDR-35)				
c. Horizontal alignment data				
(1) Offset from street centerline, etc.				
(2) Centerline curve data (delta, radius, length, tangent)				
(3) Bearing (when needed)				
d. Slope – Minimum is 1%				
3. PROPOSED SEWER LATERALS				
a. Size – Min. 4" for SFR's and 6" for Multi-units				
b. Material (PVC SDR-35)				
c. Horizontal alignment data				
(1) Stations along centerline				
(2) Ties to lot lines at R/W				
(3) Bearing (when needed)				
d. Overflow / backflow devices				
e. Gradient - 2% Minimum				
4. OTHER PROPOSED IMPROVEMENTS				
a. Street centerline				
b. Street right-of-way				
c. Curb and gutter				
d. Pavement limits				
e. Street names				
f. Dimensions				
g. Lot lines adjacent to R/W				
h. Lot numbers or APN				
i. Lowest floor elevation containing plumbing fixtures				
j. Water main lines and distance from sewer (adequate clearance per State of California, Department of Health Services memo dated 10/16/03)				
k. Water services				
l. Storm drain main lines and distance from sewer (adequate clearance required)				
m. Storm drain laterals				

SAMPLE

Description:	*1st*	*2nd*	*3rd*	*F*
5. MANHOLES				
a. Location				
(1) Junctions				
(2) Bends				
(3) Standard intervals (300-foot maximum)				
(4) At all terminal points				
b. Type				
c. Size				
d. Drop manholes				
e. Deep manhole > 15', *5'* diameter				
f. Coated with T-Lock				
6. CLEANOUTS				
a. Location (not allowed at the end of mains)				
b. Type				
c. Size				
d. Details				
7. EASEMENTS				
a. 20-foot wide minimum w/ pipe in middle of easement				
b. All on one side of lot line				
c. Record reference noted on as-builts				
8. STATIONING				
a. Increase from left to right across sheet (it possible)				
b. Beginning of improvement				
c. End of improvement				
d. Match lines				
e. Begin Curve (BC)and Begin Vertical Curve (BVC)				
f. End Curve (EC)and End Vertical Curve (EVC)				
g. Intersections				
h. Manholes				
i. Cleanouts				
j. Changes of direction				
k. Equations				
9. CROSS REFERENCE SHEET NUMBERS				
a. Other sewer sheets				
b. Grading plans				
c. Street plans				
d. Water plans				
e. Storm drain plans				
10. FORCE MAINS AND LIFT STATIONS				
a. Santa Barbara County Standards				
11. CONSTRUCTION NOTES				
12. OTHERS:				

SAMPLE

PROFILE

Description:	*1st*	*2nd*	*3rd*	*F*
13. SCALES				
a. Horizontal scale: 1” = 40’ (or larger)				
b. Vertical scale 1” = 4’ (1” = 8’ on prior approval only)				
c. Double vertical scale noted boldly when approved				
14. DATUM ELEVATIONS AT EACH END OF PROFILE				
15. PROPOSED SEWER PROFILE				
a. Existing ground over centerline of sewer (for sewer outside of proposed streets)				
b. Proposed finished surface over centerline of sewer				
c. Invert				
d. Soffit				
e. Adequate cover over pipe				
f. Grade / slope of pipe				
g. Size				
h. Length				
i. Material				
j. Class / strength / load factor				
k. Manholes				
l. Cleanouts				
m. Utility crossings				
16. STATIONING AND INVERT ELEVATIONS				
a. Stations along bottom edge of profile at every 100 feet				
b. Beginning of improvement				
c. End of improvement				
d. Match lines				
e. Manholes - Centerline				
f. Cleanouts				
g. Centerline of intersecting streets				
h. Grade breaks				
i. P.I.				
j. Vertical curves				
17. PIPE ANCHORS / BACKFILL STABILIZERS				
18. OTHERS:				

SAMPLE

WATER PLAN

PLAN VIEW

Description:	*1st*	*2nd*	*3rd*	*F*
1. EXISTING (With Disposition Noted)				
a. Underground utilities / pipelines with size, type, and material				
b. Pavement limits				
c. Curbs and berms				
d. State and county highways noted				
e. City Drawing Project Number references for existing improvements				
f. Interfering structures				
g. Fire hydrants (Locations approved by Fire Department)				
2. PROPOSED WATER MAINLINE				
a. Size (8" minimum for public waterline)				
b. Material – PVC C-900, Class 150 (200 for high pressure zones)				
c. Horizontal alignment data				
(1) Offset from street centerline				
(2) Centerline curve data (delta, radius, length, tangent)				
(3) Bearing and distances (when needed)				
d. Pressure zone				
e. Bedding noted and Backfill				
f. Water mainline looped				
g. Minimum cover – 36"				
3. PROPOSED WATER SERVICES				
a. Size – 1" or 2"				
b. Material – Schedule 80 with compression fittings				
c. Horizontal alignment data				
(1) Stations along centerline				
(2) Ties to lot lines at R/W				
(3) Bearing				
d. Domestic water meters with size				
e. Landscape and Irrigation water meters with size				
f. Backflow prevention device				
g. Pressure reducing valves				
4. OTHER PROPOSED IMPROVEMENTS				
a. Street centerline				
b. Street right-of-way				
c. Curb and gutter				
d. Pavement limits				
e. Street names				
f. Street dimensions				
g. Lot Lines adjacent to R/W				
h. Lot numbers				
i. Sewer main lines				
(1) Size				
(2) Adequate distance from waterline per State of California, Department of Health Services memo dated 10/16/03 (TOP & BOP)				
j. Sewer laterals				

SAMPLE

Description:	1st	2nd	3rd	F
k. Storm drain main lines				
(1) Size				
(2) Adequate distance from waterline per State of California, Department of Health Services memo dated 10/16/03 (TOP & BOP)				
l. Storm drain laterals				
5. MISCELLANEOUS				
a. Fire hydrants and Fire Services (Locations approved by Fire Department)				
b. Fire lines				
c. Crosses with size				
d. Tees with size				
e. Thrust blocks shown & noted per City Std. Construction Detail				
f. Line valves with type and size				
g. Vacuum and air release valves				
h. Blow-offs				
6. EASEMENTS				
a. 20 ft wide minimum				
b. All on one side of lot line				
c. Record reference noted on as-builts				
7. STATIONING				
a. Increase from left to right across sheet (if possible)				
b. Beginning of improvement				
c. End of improvement				
d. Match lines				
e. Begin Curve (BC)				
f. End Curve (EC)				
g. Intersections				
h. Fire hydrants				
i. Services meters				
j. Blow-offs				
k. Vacuum and air release valves				
l. Equations				
8. CROSS REFERENCE SHEET NUMBERS				
a. Other water sheets				
b. Grading plans				
c. Street plans				
d. Sewer plans				
e. Storm drain plans				
9. CONSTRUCTION NOTES				
10. OTHERS:				

PROFILE

Description:	1st	2nd	3rd	F
11. SCALES				
a. Horizontal scale: 1” = 40’				
b. Vertical scale 1” = 4’				
c. Double vertical scale noted boldly if approved				
12. DATUM ELEVATIONS AT EACH END OF PROFILE				
13. ALL CROSSING REQUIRING OFFSETS SHOWN				
14. OTHERS:				

SAMPLE

STREETS PLAN

PLAN VIEW

Description:	*1st*	*2nd*	*3rd*	*E*
1. EXISTING (with disposition noted)				
a. Right-of-Way				
b. Centerline				
c. Easements				
d. Utilities				
e. Trees				
f. Pavement (with elev.)				
g. Curbs and berms (with elev.)				
h. Signs, markers and pavement delineation/markings				
i. Fences and walls				
j. Barricades and markers				
k. Street lights				
l. Traffic signals and appurtenances				
m. Pipelines				
n. State & county highways noted				
o. Pole lines				
p. Manholes				
q. Storm drain inlets or structures				
r. Street grades 100' beyond end of proposed improvements				
2. PROPOSED				
a. Centerline (labeled)				
b. Right-of-way (labeled and Dimensioned)				
c. Street names				
d. Lot lines				
e. Lot numbers or APN				
f. Lot frontage dimensions				
g. Tract / City boundary				
h. Easements				
i. Curve data on centerlines, right-of-way lines, curbs, (delta, radius, length and tangent)				
j. Reference to city standard construction details				
k. Other improvements in half tone				
3. STATIONING				
a. Increase from left to right across sheet (if possible)				
b. Beginning of construction				
c. End of construction				
d. Match lines				
e. Tract boundary				
f. Begin Curve (BC)				
g. End Curve (EC)				
h. Begin Curb Return (BCR)				
i. End Curb Return (ECR)				
j. Centerline intersections				
k. Centerline of Driveways				

SAMPLE

Description:	1st	2nd	3rd	F
l. Centerline of drainage devices				
m. Transitions				
n. Ends of local depressions				
o. Street lights, signs, traffic control devices, etc.				
4. TYPICAL STREET SECTIONS				
a. Traffic index				
b. Curb and gutter type				
c. Centerline				
d. Right-of-way width				
e. Pavement width				
f. Sidewalk width				
g. Median width				
h. Reference to City Standard Construction Details				
i. Cross slope				
j. Preliminary Structural Sections (min: 4" A.C. on 6" A.B.) State that actual structural section to be determined by soils analysis				
5. CONCRETE STRUCTURES				
a. Curb and gutter (type, flow line elev. and height))				
b. Median islands				
c. Cross gutters (when approved)				
d. Sidewalk				
e. ADA ramps				
f. Station for Begin Curb Return (BCR) and End Curb Return (ECR)				
g. Transitions				
h. Storm drain structures				
i. Local depressions				
j. Curb drains				
k. Driveways (with width)				
l. Joins (with elev.)				
6. ASPHALT PAVEMENT				
a. Limits				
b. Overlay (indicate area by shading or other means)				
c. Cold planning – limits and depth shown or noted				
d. Transitions				
e. Sawcut (min 18" from edge of gutter or 36" from face of curb)				
f. Joins (with elev.)				
g. Berms				
7. INTERSECTIONS				
a. Curb return data (delta, radius, length and tangent)				
b. Maximum. grade through intersections and 100' beyond is 3%				
c. Angle not less than 75 degrees nor greater than 105 degrees (90 degrees preferred)				
d. Profile through intersection				
8. FIRE HYDRANTS				
a. In conformance with Fire Department and Fire Services approval				
b. Detail where in sidewalk (4' min clear walk width)				
9. PARKWAY TREES (CONTACT PLANNING DEPARTMENT)				
10. WALLS / FENCES				
a. Retaining walls				
b. Fences				

SAMPLE

Description:	1st	2nd	3rd	F
11. DESIGN CONSIDERATIONS				
a. Horizontal and vertical curve design and stopping sight distance shall be per City standards and State Highway Design Manual				
b. Conformance with approved tentative map and conditions of approval				
c. No undrained depressions				
d. Modification of standards requires complete detail on plans				
e. Future street extension shows design feasibility for 100' beyond end of proposed improvements				
12. CONSTRUCTION NOTES				
13. CROSS REFERENCE SHEET NUMBERS				
a. 0ther street sheets				
b. Grading plans				
c. Sewer plans				
d. Water plans				
e. Storm drain plans				
14. OTHERS:				

PROFILE

Description:	1st	2nd	3rd	F
1. SCALES				
a. Horizontal scale: 1" = 40'				
b. Vertical scale: 1" = 4'				
c. Double vertical scale noted boldly if approved				
2. DATUM ELEVATIONS AT EACH END OF PROFILE				
a. Centerline				
b. Top of curb left and right				
3. EXISTING GROUND AT CENTERLINE				
4. PROPOSED CENTERLINE PROFILE				
5. TOP OF CURB BOTH LEFT AND RIGHT OF CENTERLINE				
6. CURB RETURNS				
a. Begin Curb Return (BCR)				
b. End Curb Return (ECR)				
c. ¼ Points on curb returns				
d. Length of Curb returns				
7. LABELS				
a. Existing ground lines				
b. Proposed profiles				
c. % of grade – Maximum 15%				
d. Vertical curves				
8. STATIONING AND ELEVATIONS				
a. 100-foot stations along bottom edge of profile				
b. Beginning of Improvement				
c. End of Improvement				
d. P.I.				
e. Vertical curves				
f. Grade Breaks – Maximum 10% with vertical curves				
g. Equations of curved streets				
h. Match lines				
9. JOINS TO EXISTING IMPROVEMENTS				
a. Beyond end of improvement a minimum of 100' for existing and/or future improvements				
b. Existing elevations				
10. DRAINAGE (Show graded or improved drainage facilities)				
11. OTHERS:				

SAMPLE

STREET LIGHTING, SIGNING AND STRIPING PLAN

Description:	*1st*	*2nd*	*3rd*	*F*
1. STREET NAME SIGNS				
a. Location				
b. Reference to city standards				
2. REGULATORY SIGNS				
a. Type				
b. Reference to MUTCD				
c. Size				
d. Location				
3. STREET LIGHTS				
a. Type				
b. Size				
c. Location				
4. STRIPING AND PAVEMENT MARKERS				
a. Location				
b. Type				
c. Details				
5. BARRICADE				
a. At dead end streets				
6. OTHERS:				

SAMPLE

Note: RETURN THIS CHECKLIST WITH EACH PLAN SUBMITTAL

Grading and Improvement Plans Submittal Checklist

City of Buellton

SUBMITTAL CHECKLIST FOR GRADING & IMPROVEMENT PLANS

(Please call 805-542-9052 for a submittal appointment)

DATE:		**PROJECT NUMBER:**	
PROJECT NAME:			
APN:		**ADDRESS:**	
CUT:	**CY**	**FILL:**	**CY**

IF ANY OF THE ITEMS LISTED BELOW ARE MISSING, SUBMITTAL PACKAGE WILL BE RETURNED.

Applicant		City		Quantity	Submittal Description
Initials	Submit Date	Required	Submit Date		
				1 each	Approved Tentative Map, Planned Development and/or Conditional Use Permit Site Plan
				1 each	Signed Project's Conditions of Approval
				1 each	Developer's acknowledgement that submittal w/o approved conditions is at their own risk
				1 each	Current Preliminary Title Report (w/in last 12 months) and copies of existing easement documents
				2 sets	Construction plans, including:
					-Rough Grading Plans;
					-Finish Grading Plans;
					-Landscape Plans including hardscape, irrigation, planting (public and private);
					-Retaining wall plan, profile, section & calculations;
					-Street plan & profile drawings;
					-Street widening plan & profile drawings and cross sections;
					-Traffic plans: striping, signing & signals (same scale as street plans);
					-Street Lighting Plans;
					-Storm Drain and Drainage plan & profile drawings and calculations;
					-Sewer plan & profile drawings and calculations;
					-Water plans & profile drawings and calculations;
					-Master utility plan (water, sewer, storm drain, gas, electric, telephone, TV cable,
					and street lightings including under grounding of existing overhead utilities);
				1 each	Approved Fire Hydrant Location Exhibit from Fire Department
				2 each	Estimated Cost of Construction
				2 each	Final Soil / Geology Report
				2 each	Final Drainage Report
				2 each	Final Flood Study
				1 each	Property Owner's acknowledgement of construction within 100 year flood zone
				2 each	Stormwater Control Plan (SWCP)
				2 each	Operation & Maintenance Plan-Structural Control Measures (SCM), if not within the SWCP
				2 each	Stormwater Pollution Prevention Plan OR Erosion & Sediment Control Plan
				1 each	Draft Deeds, Sketch, Desc. and Calcs. of Prop. Right-of-way/Easement Dedication
				1 each	Draft Deeds, Sketch, Desc. & Calcs. of Prop. Utility Easement Dedication
				1 each	Draft Deeds, Sketch, Desc. & Calcs. of Prop. Trails, Open Space, Public Access, Easement Dedication, etc.
				1 each	Final/Parcel Map (Follow submittal checklist for final/Parcel maps)
				1 each	Plan Check Deposit of 5% of estimated cost + $50.00 Processing Fee: $

Rev. January 2020

SAMPLE

Erosion and Sediment Control Plan Review Checklist

Erosion and Sediment Control Plan Review Checklist

SAMPLE

Project Information					
Project Name & Number:					
Plan Preparer's Name:					
Plan Preparer's Contact Information:					
Plan Preparer's Certification:	☐ P.E. ☐ QSD/QSP ☐ CPESC ☐ Other:				
Reviewer's Name:					
Review Date:					
Project Area [SF]					
Area Disturbed [SF]*			Flood Zone Area:	☐ Yes ☐ No	
Percent of Site Imperviousness (including rooftops)	Before Construction [%]:			After Construction [%]:	
Anticipated Construction Start Date:			Anticipated Construction Completion Date:		
Nearest Water Bodies and Distance from Project: ☐ Santa Ynez River:_____ ☐ Thumbelina Creek:_____ ☐ Zaca Creek:_____ ☐ Peterson Creek:_____					

*If disturbed area is greater than 1 acre, a Notice of Intent (NOI) must been filed with the State Water Resources Control Board (SWRCB). A SWPPP developed pursuant to the Construction General Permit may substitute for the Erosion & Sediment Control Plan for projects where a SWPPP is developed.

Document Submission (check all that apply)
Storm Water Pollution Prevention Plan: ☐ Yes ☐ No ☐ N/A
Erosion & Sediment Control Plan: ☐ Yes-Individual Plan ☐ Yes-SWPPP ☐ No
Civil/Grading Plans: ☐ Yes ☐ No
Final Drainage Calculations/Report: ☐ Yes ☐ No
Final Landscaping Plan-Approved by Planning Department ☐ Yes ☐ No
Other Applicable Permits (check all that apply)
☐ Construction General Permit: SWPPP Submitted ☐ Yes ☐ No NOI Submitted ☐ Yes ☐ No NOI#: _____ WDID#: _____
☐ 401 Water Quality Certification ☐ US Army Corps 404 ☐ CA Fish & Wildlife Agreement

Yes	No	N/A	Site Plan	Plan Check (Initial and Date)			
				Review 1	Review 2	Review 3	Final
☐	☐	☐	Show Erosion Control Plan heading and standard notes				
☐	☐	☐	Major roadways, geographic features or landmarks				
☐	☐	☐	Site perimeter				
☐	☐	☐	North arrow and scale				
☐	☐	☐	Indicate the name of adjacent streets or roadway				
☐	☐	☐	Show existing contours				
☐	☐	☐	Show proposed contours				
☐	☐	☐	Location of existing drainage ways, channels, swales, creeks, streams on or near the site				
☐	☐	☐	Location of existing storm drain inlets, outlets, catch basins (on-site and within 100 feet of site)				
☐	☐	☐	Location of proposed storm drain inlets, outlets, catch basins (on-site and within 100 feet of site)				
☐	☐	☐	Location of existing buildings and paved areas				
☐	☐	☐	Location of proposed buildings and paved areas				
☐	☐	☐	Show and label existing and proposed improvements (streets, sidewalks, curb/gutter, utilities, etc.)				
☐	☐	☐	Approximate gradient and direction of slopes before grading operations				
☐	☐	☐	Approximate gradient and direction of slopes after final grading operations				
☐	☐	☐	Disturbed area outlined and labeled. All sediment control devices must be shown within the disturbed limits				
☐	☐	☐	Show overland runoff (sheet flow) coming onto the site from adjacent areas				
☐	☐	☐	Delineation of pre and post development drainage areas, number of acres, and the direction of flow for each drainage area before and after development must be shown.				

SAMPLE

Yes	No	N/A	Erosion and Sediment Control Practices	Plan Check (Initial and Date)			
				Review 1	Review 2	Review 3	Final
☐	☐	☐	Create table on title sheet indicating proposed site-specific Best Management Practices (BMPs) and the current CASQA Construction Handbook Reference Number to be implemented during the construction project phase. *If necessary, provide the rationale used for selecting BMPs including supporting drainage and soil loss calculations.				
☐	☐	☐	Detail and locate soil stockpiles and how they will be protected against erosion				
☐	☐	☐	Wind erosion/ dust control practices to be used				
☐	☐	☐	Location of gravel and/or rumble rack access drive(s). Note gravel shall be crushed aggregate 3" diameter minimum and 6" diameter maximum.				
☐	☐	☐	Location of sediment controls (filter fabric fence, fiber rolls, straw bale fence or 10-foot wide vegetative strips) that will prevent eroded soil from leaving the site.				
☐	☐	☐	Location and type of sediment barriers around on-site storm drain inlet				
☐	☐	☐	Location of diversions				
☐	☐	☐	Location of practices that will be applied to control erosion on steep slopes that have been disturbed at any time by clearing, grading, or landscaping - slopes more than five feet in height, more than two hundred fifty square feet in total area, and steeper than three to one (run-to-rise)				
☐	☐	☐	Label all sediment control devices				
☐	☐	☐	Show Standard details for sediment control devices (No sediment control devices are to be located where water will damage building foundations)				
☐	☐	☐	Temporary stabilization of disturbed areas				
☐	☐	☐	Permanent stabilization of site by re-vegetation or other means				
☐	☐	☐	Use of downspouts and/or sump pump outlet extensions to direct runoff away from structures and onto sod, gravel areas, or temporarily onto pavement until vegetation is stable. Downspouts shall be permanently directed to grass areas.				
☐	☐	☐	Location of other planned practices not already noted (Material Storage, concrete washout, sanitary waste, etc.)				
☐	☐	☐	Detail drawings and specifications for structural practices – any structural practices used must be illustrated with detailed drawings containing all dimensions and specifications				

SAMPLE

Yes	No	N/A	Materials and Waste Management	Plan Check (Initial & Date)			
				Review 1	Review 2	Review 3	Final
☐	☐	☐	Location of waste material dumpster and method of protection from rain				
☐	☐	☐	Location of onsite storage area for paint and other building materials including hazardous materials				
☐	☐	☐	Detailed description of daily management and how the site is to be maintained and kept clean each day				

Maintenance of Erosion Control Practices during Construction			
Name:		Title:	
Office #:		Cell #:	

Priority Construction Site ☐ Yes or ☐ No Is this project a Threat to Water Quality? (If any of the items listed below are Checked ✓, then Mark "Yes" that this site is considered a Priority Construction Site.)	
☐ Soil Erosion Potential ☐ Site Slope ☐ Project Size and Type ☐ Sensitivity to receiving water bodies ☐ Proximity to water bodies	☐ Non-stormwater Discharges ☐ Projects >1 acre that are not subject to the CGP (sites that have obtained an Erosivity Waiver) ☐ Past records of non-compliance the operator of the construction site
Receiving Water Risk ☐ Yes or ☐ No (If any of the items listed below are Checked ✓, then Mark "Yes" that this site is considered a Receiving Water Risk)	
☐ 303(d) listed for waterbodies impaired by sediment ☐ USEPA-approved Total Maximum Daily Load implementation plan for sediment ☐ Beneficial Uses of COLD, SPAWN, and MIGRATORY	

Review 1 Comments
Reviewer's Name: Review Date:
Review 2 Comments
Reviewer's Name: Review Date:
Review 3 Comments
Reviewer's Name: Review Date:
Final Comments
Reviewer's Name: Review Date:

SAMPLE

Stormwater Control Plan Review Checklist

Stormwater Control Plan Review Checklist

Project Information	
Project Name & Number:	
Plan Preparer's Name:	
Plan Preparer's Contact Information:	
Plan Type: New Impervious Surface (SF)_____ Replaced Impervious Surface (SF)_____	☐ Tier 1 Projects, including single-family homes that are not part of a larger plan of development (SFHs), that create or replace 2,500 square feet or more of impervious surface.
	☐ Tier 2 Projects, other than SFHs, that create or replace 5,000 SF or more net impervious surface*. SFHs that create or replace 15,000 SF of or more net impervious surface*.
	☐ Tier 3 Projects, other than SFHs, that create or replace 15,000 SF or more of impervious surface. SFHs that create or replace 15,000 SF or more net impervious surface.*
	☐ Tier 4 Projects that create or replace 22,500 square feet of impervious surface.
	* Net impervious equals new and replaced impervious areas minus the total pre-project-to-post-project reduction in impervious areas (if any)
Reviewer's Name:	
Review Date:	

Yes	No	N/A	Contents of Exhibit	Plan Check (Initial & Date)			
				Review 1	Review 2	Review 3	Final
☐	☐	☐	Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources.				
☐	☐	☐	Proposed design features and surface treatments used to minimize imperviousness and reduce runoff.				
☐	☐	☐	Existing and proposed site drainage network and connections to drainage off-site.				
☐	☐	☐	Entire site divided into separate Drainage Management Areas (DMAs). Each DMA has a unique identifier and is characterized as self-retaining (zero-discharge), self-treating, or draining to a LID facility.				
☐	☐	☐	Proposed locations and footprints of LID facilities.				
☐	☐	☐	Potential pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing, equipment washing, etc. listed in Appendix A.				

SAMPLE

Yes	No	N/A	Contents of Report	Plan Check (Initial & Date)			
				Review 1	Review 2	Review 3	Final
☐	☐	☐	Project information including project name; application number; location; parcel numbers; applicant contact information; land use information; site area; existing, new, and replaced impervious area, and applicable PCR requirements and exceptions.				
☐	☐	☐	Narrative analysis or description of site features and conditions, and opportunities and constraints for stormwater control.				
☐	☐	☐	Narrative description of site design characteristics that protect natural resources including endangered species habitat, protected vegetation, and archaeological resources, and preserve natural drainage features, minimize imperviousness, and disperse runoff from impervious areas.				
☐	☐	☐	Tabulation of proposed pervious and impervious DMAs, showing self-treating areas, self-retaining areas, areas draining to self-retaining areas, and areas tributary to each LID facility.				
☐	☐	☐	Proposed sizes, including supporting calculations, for each LID facility.				
☐	☐	☐	Narrative description of each DMA and explanation of how runoff is routed from each impervious DMA to a self-retaining DMA or LID facility.				
☐	☐	☐	Description of site activities and potential sources of pollutants.				
☐	☐	☐	Table of pollutant sources identified from the list in Appendix A and for each source, the source control measure(s) used to reduce pollutants to the maximum extent practicable.				
☐	☐	☐	Description of signage for bioretention facilities. (SWCP/O&M Plan)				
☐	☐	☐	General maintenance requirements for bioretention facilities and site design features. (SWCP/O&M Plan)				
☐	☐	☐	Means by which facility maintenance will be financed and implemented in perpetuity. (SWCP/O&M Plan)				
☐	☐	☐	Statement accepting responsibility for interim operation & maintenance of facilities. (SWCP/&M Plan)				
☐	☐	☐	Stormwater Construction Checklist				
☐	☐	☐	Certification by a professional civil engineer, architect, or landscape architect. (SWCP/O&M Plan)				

SAMPLE

Document Submission					
Stormwater Control Plan: ☐ Yes ☐ No	Post Construction Requirement (PCR) Design Review By:		PCR Review Date:		
	PCR Design Final Review By:		PCR Final Review Date:		
Drainage Calculations/Report: ☐ Yes ☐ No					
Operation and Maintenance Plan: ☐ Yes ☐ No					

Low Impact Development (LID) Measures (Check all that apply)
☐ RRM1: Disperse runoff from roofs or pavement to vegetated area (i.e. Bioswale, etc.) ☐ RRM2: Permeable Pavement ☐ RRM3: Cisterns or Rain Barrels ☐ RRM4: Bioretention Facility or Planter Box
Key: RRM = Runoff Reduction Measures

Structural Stormwater Control Measure (SCM) Type (Check all that apply)
☐ SDRR1: Direct roof runoff into cisterns or rain barrels for reuse ☐ SDRR2: Direct roof runoff onto vegetation areas ☐ SDRR3: Direct runoff from sidewalks, walkways and/or patios onto vegetated areas ☐ SDRR4: Direct runoff from driveways and/or uncovered parking lots, onto vegetated areas ☐ SDRR5: Construct bike lanes, driveways, uncovered parking lots, sidewalks, walkways and patios with permeable surfaces ☐ WQT1: LID Treatment System - Harvesting and Use, Infiltration and Evapotranspiration SCM w/Hydraulic Sizing Criteria (Retain Stormwater Runoff- 85 percentile 24-hour storm event based on local rainfall data) ☐ WQT2: Biofiltration Treatment System (Treat Storm Water Runoff - 0.2 inches/hour intensity or 2 X's 85 percentile hourly rainfall for the applicable area, based on historical records of hourly rainfall depth) ☐ WQT3a: Non-Retention Treatment Systems w/Hydraulic Sizing Criteria - Volume Hydraulic Design Basis (Treat Stormwater Runoff - 85 percentile 24-hour storm event, based on local rainfall data) ☐ WQT3b: Non-Retention Treatment Systems w/Hydraulic Sizing Criteria - Flow Hydraulic Design Basis (Treat Storm Water Runoff - 0.2 inches/hour intensity or 2 X's 85 percentile hourly rainfall for the applicable area, based on historical records of hourly rainfall depth) ☐ RR1: Retain 95th Percentile Rainfall Event - Optimizing Infiltration via Storage ☐ RR2: Retain 95th Percentile Rainfall Event - Optimizing Infiltration via Rainfall Harvesting ☐ RR3: Retain 95th Percentile Rainfall Event - Optimizing Infiltration via Evapotranspiration ☐ RR4: LID - Site Assessment Measures ☐ RR5: LID - Site Design Measures ☐ RR6: LID - Delineation of discrete Drainage Management Areas ☐ RR7: LID - Undisturbed and Natural Landscape Areas ☐ RR8: LID: Structural Stormwater Control Measures ☐ RR9: Hydrologic Analysis and Structural Control Measuring Sizing ☐ PM1: Post-development peak flows, discharge from the site, shall not exceed pre-project peak flows for the 2-10-year storm events.
Key: SDRR=Site Design and Runoff Reduction; WQT=Water Quality Treatment; RR=Runoff Retention; PM=Peak Management

Maintenance of Structural Stormwater Control Measures after Construction			
Name:		Title:	
Office Phone No.:		Cell Phone No.:	

SAMPLE

Review 1 Comments
Reviewer's Name: **Review Date:**
Review 2 Comments
Reviewer's Name: **Review Date:**
Review 3 Comments
Reviewer's Name: **Review Date:**
Final Comments
Reviewer's Name: **Review Date:**

SAMPLE

Permit Issuance Checklist (Internal Use)

City of Buellton

DATE:	**PROJECT NUMBER:**
PROJECT NAME:	
APN:	**ADDRESS:**

CHECKLIST FOR PERMIT ISSUANCE (INTERNAL USE)

IF ANY OF THE ITEMS LISTED BELOW ARE MISSING, PERMIT SHALL NOT BE ISSUED.

Completed & Received	Quantity	Submittal Description
	1 Set	Signed and Stamped mylars
	1	Final updated Estimated Cost of Construction w/Engineer of Record Signature & Stamp (hard copy or electronic)
	All	Permit Fees
	1	Updated Title Report
	2 Each	Securities: Faithful Performance & Materials and Labor - each in the amount of 100% of Engineer's Estimate. Securities can be in the form of: Bond, letter of credit, cash deposit, cashiers check, or certified check
	2 Each *	Approved Stormwater Control Plan (SWCP), w/QSD's Signature & Stamp
	2 Each *	Approved O & M Plan-Structural Control Measures (SCM), if not within the SWCP, w/QSD's Signature & Stamp
	2 Each *	Approved Stormwater Pollution Prevention Plan OR Erosion & Sediment Control Plan, w/QSD's Signature & Stamp
	All	List of Special and Permit Conditions (to be attached to Permit)
	All	Review of Project Conditions of Approval

* Two hard copies and one electronic file.

CHECKLIST FOR SECURITY RELEASE AND PROJECT CLOSURE (INTERNAL USE)

ONCE ALL THE ITEMS BELOW ARE SUBMITTED, THE SECURITY RELEASE WILL BE SCHEDULED FOR CITY COUNCIL MEETING APPROVAL.

Completed & Received	Quantity	Submittal Description
	1	Written Request for Security Release - Letter or e-mail
	All	Payment of all Outstanding Fees
	All	Approval and Sign off from Project Inspector
	1 Set	Submittal and City Approval/Acceptance of As-Built Project Drawings **
	1	Hard and electronic copies of all Recorded Easements

** One set of prints and an electronic file for review. Once reviewed/approved, then one set of signed & Stamped mylars and one electronic file.

Rev. May 2016

107 W. Highway 246 • P.O. Box 1819 • Buellton, CA 93427 • t: 805.688.5177 • f: 805.686.0086 • www.cityofbuellton.com

SAMPLE

Construction Site Stormwater Compliance Inspection Form

Project Name: _____

STORMWATER MANAGEMENT PROGRAM'S
CONSTRUCTION SITE INSPECTION CHECKLIST

1. Inspection Date:____/____/____ Inspection Time: __: __ (Military) Inspector: _____

2. Inspection Type/Status of Construction:

❑ Pre-Land Disturbance (during the rainy season) ❑ Active Construction (at minimum monthly) ❑ Following Active Construction	❑ Complaint ❑ Agency Referral ❑ Follow-up

3. Site Conditions:

Weather:	Precipitation:	Wind:	Rainfall since last inspection:
❑ Clear ❑ Foggy ❑ Partly Cloudy ❑ Cloudy	❑ None ❑ Rain ❑ Mist ❑ Heavy Rain ❑ Light Rain ❑ Hail	❑ None ❑ Less than 5 mph ❑ Greater than 5 mph	❑ Yes ❑ No

4. Verification of Coverage under the Statewide Construction Activity NPDES Permit:

Does the project disturb 1 acre of land, or more? ❑ Yes ❑ No
If No, Is the project part of a common plan of development? ❑ Yes ❑ No
NOI filed? ❑ Yes ❑ No SWPPP dated: ____/____/____ WDID #: _____ NOT filed? ❑ Yes ❑ No
SWPPP: Onsite? ❑ Yes ❑ No Signed? ❑ Yes ❑ No Update Required? ❑ Yes ❑ No
CGP: Onsite? ❑ Yes ❑ No Hard Copy? ❑ Yes ❑ No Electronic Copy? ❑ Yes ❑ No

Qualified SWPPP Developer: _____ Qualified SWPPP Practitioner: _____

Best Management Practices (BMPs) Categories		Adequate	Non-Compliant	Comments/Date for Correction
5.	**Erosion Control BMPs**			
❑	Scheduling	❑	❑	
❑	Jute Netting / Blankets	❑	❑	
❑	Mulch (hydraulic, straw, wood, gavel)	❑	❑	
❑	Hydroseed / Soil Binders	❑	❑	
❑	Mark Areas of Vegetation to be Preserved / Tree Protection Fencing / Riparian Area Barrier	❑	❑	
❑	Rock Slope Protection (large rock or riprap)	❑	❑	
❑	Velocity Dissipation Devices (energy dissipaters)	❑	❑	
❑	Soil Preparation / Roughing (track walking, crimping or punching type roller)	❑	❑	
6.	**Sediment Control BMPs**			
❑	Fiber Rolls / Compost Socks	❑	❑	
❑	Silt Fences / Compost Berms	❑	❑	
❑	Check Dams	❑	❑	
❑	Gravel Bag Berms	❑	❑	
❑	Street Sweeping (street sweeper or manual)	❑	❑	
❑	Sedimentation Basin	❑	❑	
❑	Storm Drain Inlet Protection (gravel bag berms, filter fabric, and/or fiber rolls in good condition)	❑	❑	

SAMPLE

7. Tracking Control BMPs		Adequate	Non-Compliant	Comments/Date for Correction
❑	Stabilized Construction Entrance / Exit (rumble plates and/or rock base in place; No off-site tracking)	❑	❑	
❑	Stabilized Construction Roadway	❑	❑	
❑	Entrance / Outlet Tire Wash	❑	❑	
8.	**Run-on and Run-off Control BMPs**			
❑	Earth Dikes / Drainage Swales	❑	❑	
9.	**Good Site Management BMPs**			
❑	Material Delivery & Storage (wood, cement, oil, fuel, paints solvents, etc.)	❑	❑	
❑	Concrete / Paint / Drywall / Plaster / Stucco Washout Area (bin or box)	❑	❑	
❑	Solid Waste (trash bins / dumpsters / roll-offs covered at end of day and/or prior to rain; and emptied regularly; construction site free of trash)	❑	❑	
❑	Sanitary-Septic Systems (porta potties with secondary containment)	❑	❑	
❑	Soil / Loose / Landscaping Material Stockpiles	❑	❑	
10.	**Non-Stormwater Management**			
❑	Potable Water / Irrigation (no excessive water irrigation / water line discharge)	❑	❑	
❑	Vehicle and Equipment Cleaning / Fueling / Maintenance (designated area, drip pans, spill kits)	❑	❑	
11.	**Disturbed Areas Stabilized**			
❑	Hydroseeding / Soil Binders / Sod	❑	❑	
❑	Wet Suppression (water truck, water hose)	❑	❑	
❑	Permanent / Existing Vegetation	❑	❑	
❑	Asphalt / Concrete / Chip & Seal	❑	❑	

12. Is there any evidence of a non-stormwater discharge (Illicit discharge) on-site, and/or to receiving water? ❑ Yes ❑ No
If Yes, list the discharge observed and impacts: _____

13. Following project conclusion and stabilization of disturbed areas, have a Temporary Erosion and Sediment Control Measures and BMPs have been removed? ❑ Yes ❑ No ❑ N/A (Active Construction)

14. Enforcement/Follow-Up:

Inspection Findings: Follow-up Inspection Date: ___/___/___
❑ Enforcement Actions: ❑ None/In compliance ❑ Verbal Warning ❑ Written Notice ❑ NOV / LTC
❑ Escalated Enforcement Measures (Refer to Enforcement Response Plan): ❑ Yes ❑ No

Resolution: ❑ Problem fixed ❑ Need more time (provide rationale)

Comments:

15. Inspector's Name (Print Name):_____ Date:_____

Inspector's Signature:_____

16. Site Superintendent/Representative (Print Name):_____ Date:_____

Site Superintendent/Representative Signature:_____

❑ No Site Superintendent/Representative on-site during inspection

SAMPLE

Stormwater Management Plan
E.11 Pollution Prevention/Good Housekeeping for Permittee Operations Program

CITY OF BUELLTON
STORM WATER MANAGEMENT PLAN
E.11 POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR PERMITTEE OPERATIONS PROGRAM
E.11.j Chemical Usage in Landscape Maintenance
Reporting Year 2014-2015

SAMPLE

	CHEMICAL USAGE TYPE (Check "X" for all that apply)			CHEMICAL		QUANTITY	
OPERATOR	Pesticide	Herbicide	Fertilizer	Product	EPA Reg No.	Used	Units (Teaspoons, Ounces, Gallons, Pounds)

Storm Drain System Inspection Report Form

Storm Drain System Inspection Report Form

SAMPLE

General Information						
Inspection Company:	☐ Storm Drain System Maintenance Contractor ☐ City Inspector					
Inspector's Name:						
Inspection Date:		Time:	: AM / PM	Weather:	° Temp	Wind: ☐ Yes ☐ No
Location:						

Storm Drain System Type					
Structure Type ID: (If None, Mark "NA")		Structure Condition:	☐ Excellent ☐ Good ☐ Poor	Digital Photographs:	☐ Yes ☐ No
Storm Drain System Type:	☐ Drop Inlet ☐ Catch Basin ☐ Area Drain ☐ Pipe Infrastructure ☐ Above-ground Conveyance: ☐ River View Park-East ☐ River View Park-West ☐ Valley Dairy Inlet Structure ☐ Other: _____				
Storm Drain System Filter Type:	Filter: ☐ Yes ☐ No ☐ N/A		Filter Type:		
Storm Drain System Marked "Only Rain Down the Storm Drain"	☐ Yes ☐ No ☐ N/A				
Storm Drain System Dimensions:	_____ Length _____ Width _____ Depth				
Curb Opening:	☐ Yes ☐ No ☐ N/A	_____ Length _____ Height _____ Diameter		Curb Guards:	☐ Yes ☐ No ☐ N/A

Visual Observations Check ☑ all that apply:	Debris / Pollution		Odor	Water Clarity
	☐ None	☐ Sheen/Film - Bacterial (sheen will separate and appear blocky)	☐ None/Natural	☐ None
	☐ Foam – Brown	☐ Sludge	☐ Musty	☐ Clear
	☐ Foam – White	☐ Trash and Debris	☐ Sewage / Septic	☐ Cloudy
	☐ Organic Material (plant debris, dead animals)	☐ Waste - Bulky Non-Hazardous	☐ Other: _____	☐ Opaque
	☐ Scum – Green	☐ Waste - Hazardous Materials/Waste		☐ Other: _____
	☐ Sediment/Sand/Dirt/Rocks	☐ Other:_____		
	☐ Sewage Material			
	☐ Sheen/Film - Oil (rainbow, sheen intact/move in swirl pattern)			
	☐ Sheen/Film - Bacterial (sheen will separate and appear blocky)			

Required Maintenance / Problems (Check ☑ all that Apply)	
Pre-Maintenance (Actions REQUIRED)	**Post-Maintenance (Actions TAKEN)**
☐ Tree: ☐ Cutback ☐ Removal	☐ Tree: ☐ Cutback ☐ Removal
☐ Vegetation: ☐ Cutback ☐ Removal	☐ Vegetation: ☐ Cutback ☐ Removal
☐ Sediment Buildup Depth: ☐ Less Than (<) 1/3 Full - Required Removal ☐ Greater Than (≥) 1/3 Full - Required Removal	☐ Sediment Buildup Depth: ☐ Less Than (<) 1/3 Full - Removal ☐ Greater Than (≥) 1/3 Full - Removal
☐ Trash/Debris Inside Structure: ☐ None ☐ Yes – Manual Removal ☐ Yes – Vactor Truck Required	☐ Trash/Debris Inside Structure: ☐ None ☐ Manual Removal ☐ Vactor Truck Removal
☐ Trash/Debris Outside Structure: ☐ None ☐ Yes – Manual Removal ☐ Yes – Street Sweeper Required	☐ Trash/Debris Outside Structure: ☐ None ☐ Manual Removal ☐ Street Swept
☐ Grate: ☐ Repair Required ☐ Need Concrete Repair ☐ New Grate Required	☐ Grate: ☐ Repaired ☐ Concrete Repaired ☐ Installed New Grate
☐ Pipe Infrastructure: ☐ Damaged ☐ Corroded	☐ Pipe Infrastructure: ☐ Repaired ☐ Replaced
☐ Structure Undermined/Bypassed: ☐ Erosion: ☐Rill ☐ Channel	☐ Structure Undermined/Bypassed: ☐ Erosion and Sediment Controls Installed
☐ Structure Access: ☐ Cannot Open Lid ☐ Cannot Open Manhole ☐ Cannot Open Grate	☐ Structure Access: ☐ Opened Lid ☐ Opened Manhole ☐ Opened Grate
☐ Storm Drain Curb Marker: ☐ Damaged ☐ Missing	☐ Storm Drain Curb Marker: ☐ Replaced

Atypical Conditions/Problems :			
Nearby Activities that could impact Storm Drain System / Receiving Waterbody:	☐ Yes ☐ No ☐ N/A	Activity Type:	Waterbody Name:

Additional Notes and Comments:

Number of Buckets Removed:			
Trash/Debris:	Leaves:	Sediment:	Other:

Follow-up:
City Staff Follow-up Inspection Required: ☐ Yes ☐ No

SAMPLE

Stormwater Incident Report Form

STORMWATER INCIDENT REPORT FORM

Date: _____ **Time:** _____ **Reported to:** _____

Incident: Date: _____ Time: _____ Weather Conditions: _____

Report Type: ☐ In Person ☐ Phone ☐ Email

Notification Type: ☐ Public ☐City staff: _____

Reporting Person: ☐ Anonymous ☐ Name: _____ Phone #: _____

Incident Location: _____

Incident Type: ☐ Spill ☐ Discharge ☐ Illicit Connection

Material Type: ☐ Hazardous Material: _____ ☐ Sewage ☐ Unknown ☐ Other: _____

Impact: ☐ Air ☐ Soil ☐ Water: ☐ Storm Drain ☐ Creek/River: _____ Impact Duration: _____

Responsible Party (RP): ☐ Name _____ ☐ Unknown

Comments:

Investigation: By: _____ Date: _____ Time: _____ Weather Conditions: _____

Field Sampling ☐ Yes ☐ No: _____ Documentation: ☐ Photos ☐ Field Sketch

Responsible Party (RP): ☐ RP Notified: Date: _____ Time: _____ ☐ Unknown

Notification: ☐ Internal: _____ ☐ External Agencies: _____

Corrective Actions: ☐ Stormwater BMPs: _____ ☐ Source Elimination ☐ Other: _____

RP must complete corrective actions within 72 hours

Cleanup and Abatement: ☐ RP ☐ RP Contractor ☐ City ☐ City Contractor:

Description:

If investigation will take more than 72 hours, the investigator shall record actions taken to identify and locate the source of the spill/discharge or illicit connection.

Actions:

Follow-up Inspection: By: _____ Date: _____ Time: _____ Weather Conditions: _____

Field Sampling ☐Yes ☐No: _____ Documentation: ☐Photos ☐Field Sketch

Verification of Cleanup and Abatement:

RP/City Contractor Cleanup Completion Notification: Date: _____ Time: _____

City Investigator Verified Cleanup Completion: Date: _____ Time: _____

SAMPLE

Backflow Prevention Testing - Sample Cover Letter

City of Buellton

April 16, 2020

Christina Arnold
Sideways Inn
114 E. Highway 246
Buellton, CA 93427

RE: Backflow Prevention Testing
Our records indicate the following backflow prevention assemblies installed in your water supply system are due for annual testing.

Sideways Inn
114 E. Highway 246, Buellton

MAKE	MODEL	SERIAL NO	SIZE	LOCATION
Febco	825Y	AE0970	2"	114 E Highway 246 (Under brown wooden box next check-in)

If tests have been completed, please forward the test information to the address below. The City of Buellton requires backflow assemblies to be tested annually by a state certified backflow assembly tester. Please contact a licensed certified tester in order to ensure the test(s) will be completed before the due date. The City of Buellton will not accept failed or illegible test reports. If an assembly fails its test, please conduct the necessary repairs.

Please provide this letter and the Test and Maintenance Report(s) to the certified tester. (Please do not throw out the test report forms.) Upon completion of a satisfactory test, fill in the enclosed Test and Maintenance Report and return it to Sheri Lubin, Backflow Prevention Program Coordinator, on behalf of the City of Buellton, by **July 21, 2016**. Thank you for your attention in this matter.

Tester: Fill out all the information in the fire service, detector, and meter information boxes on the test form.

Please also supply me with the correct mailing address and building owner's name if it's incorrect on this letter. If you have any questions regarding this matter, please contact me at 805-697-1413.

Sincerely,

Sheri Lubin

Sheri Lubin
Backflow Prevention Program Coordinator
MNS Engineers, Inc.
201 Industrial Way, Ste. A
Buellton, CA 93427
Office: 805-697-1413
Fax: 805-686-5418
slubin@mnsengineers.com

SAMPLE

Test and Maintenance Report - Backflow Prevention Assembly

TEST AND MAINTENANCE REPORT – BACKFLOW PREVENTION ASSEMBLY

Please correct or complete information below: (Serial # to be completed each test) _____. *** Please also note any meter reading, when applicable.**

Location:

Serial#

Equipment:

Return to:

Sheri Lubin
MNS Engineers, Inc.
201 Industrial Way, Ste. A
Buellton, CA 93427
Date Notice Mailed:

RETURN COMPLETED REPORT BY:
(Note: test reports are to be mailed within 48 hours of completion)

Fire Service/ Meter	**Fire Service Yes ☐ No ☐**		**Detector Yes ☐ No ☐**	***Meter Reading:** _____	
Type of Use	**Domestic ☐ Fire ☐ Irrigation ☐ Commercial/Industrial ☐ Recycled ☐**				
Assembly	**Reduced Pressure Principle Assembly**			**Pressure Vacuum Breaker**	
	Double Check Valve Assembly		**Diff. Pres Relief Valve** Differential (2 PSID Min)	**Air Inlet**	**Check Valve**
	Check Valve #1	**Check Valve #2**		Opened at: _____ PSID	Held at: _____ PSID
Initial Test	Held at:_____PSID Leaked ☐	Held at: _____ PSID Closed Tight ☐ Leaked _____ ☐	Opened _____PSID Did not open ☐	Did not open ☐	Leaked ☐
Repairs and Materials Used	Cleaned ☐ Replaced: Disc ☐ Spring ☐ ☐ Diaphragm ☐ Guide ☐ Pin.Ret ☐ Hinge Pin ☐ Seat ☐ Other ☐ Shut-off Valve ☐	Cleaned ☐ Replaced: Disc ☐ Spring ☐ ☐ Diaphragm ☐ Guide ☐ Pin.Ret ☐ Hinge Pin ☐ Seat ☐ Other ☐ Shut-off Valve ☐	Cleaned ☐ Replaced: Disc: Upper ☐ Lower ☐ Spring ☐ Diaphragm ☐ Large-Upper ☐ Lower ☐ Small ☐ Seat: Upper ☐ Lower ☐ Spacer ☐	Cleaned ☐ Replaced: Disc ☐	Cleaned ☐ Replaced Disc ☐ Spring ☐ Diaphragm ☐ Float ☐ Seat ☐ Other ☐ Shut-off Valve ☐
Test After Repair	_____ PSID	_____ PSID Closed Tight ☐	Opened at: _____ PSID	Opened at: _____ PSID	Held at: _____ PSID

COMMENTS: _____

INITIAL TEST
Date: _____ Certified Tester No.: _____ Passed ☐ Failed ☐

Test by (Signature) _____ Print Name _____

REPAIR / REPLACE / FINAL TEST (Please circle action performed)
Date: _____ Certified Tester No.: _____ Passed ☐ Failed ☐

Repaired by (Signature) _____ Print Name _____

Testers Business Name_____ Acknowledged _____
Owner/Occupant

SAMPLE

Encroachment Permit Form

CITY OF BUELLTON —PERMIT FORM

ENCROACHMENT

Permit No. ____-__
City Project No. BP010
Engineer File No. BP010

Form Revised: 3/00

Date: _____ Location of Work: _____

Owner: _____
(Name) (Address) (Phone No.)

Contractor: _____
(Name) (Address) (Phone No.)

Contractors License # _____ Expiration _____

Description of Work _____

PERMIT ACCOUNTING

		Receipt Numbers
1. Required Bond Amount	None Required	
2. Minimum Deposit		

THE UNDERSIGNED HEREBY MAKES APPLICATION TO PERFORM THE WORK DESCRIBED AT THE DESIGNATED LOCATIONS, SUBJECT TO THE PROVISIONS REQUIRED BY THE LATEST REVISIONS OF THE CITY OF BUELLTON MUNICIPAL CODE AND ANY SPECIAL PROVISIONS INDICATED HEREON OR ATTACHED.

IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, IT IS AGREED BY THE UNDERSIGNED PERMITTEE, THAT THE CITY OF BUELLTON, ITS OFFICIALS, EMPLOYEES, VOLUNTEERS, AGENTS AND MNS ENGINEERS, INC. AND ITS EMPLOYEES AS INDIVIDUALS, SHALL BE PROTECTED, DEFENDED, INDEMNIFIED, AND HELD HARMLESS BY THE UNDERSIGNED APPLICANT FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS OR DAMAGE TO PERSONS OR PROPERTY, HAPPENING OR OCCURRING AS THE PROXIMATE RESULT OF ANY OF THE WORK UNDERTAKEN UNDER THE TERMS OF THIS APPLICATION AND THE PERMIT OR PERMITS WHICH MAY BE GRANTED IN RESPONSE THERETO, AND THAT ALL OF SAID LIABILITIES ARE HEREBY ASSUMED BY PERMITTEE.

CONTRACTOR SHALL BE RESPONSIBLE FOR PUBLIC SAFETY IN ACCORDANCE WITH SECTION 7-10 OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, AND TRAFFIC CONTROL AS SET FORTH IN THE WORK AREA TRAFFIC CONTROL HANDBOOK (WATCH), LATEST EDITIONS.

ALL IMPROVEMENTS CONSTRUCTED UNDER THIS PERMIT SHALL BE GUARANTEED FOR A PERIOD OF ONE (1) YEAR FROM THE PERMIT CLEARANCE DATE.

CONTRACTOR SHALL CONTACT UNDERGROUND SERVICES ALERT AT 1-800-422-4133, FORTY-EIGHT (48) HOURS PRIOR TO ANY EXCAVATION.

CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL SURVEY MONUMENTS IN PLACE AND RESETTING OF ANY DISTURBED SURVEY MONUMENTS BY A LICENSED LAND SURVEYOR AS REQUIRED BY STATE LAW.

AN EXCAVATION PERMIT ONLY ALLOWS PERMISSION TO EXCAVATE IN CITY RIGHT-OF-WAY. INSTALLATION AND CONNECTION TO UNDERGROUND FACILITIES REQUIRES SEPARATE PERMIT FROM APPROPRIATE UTILITY COMPANIES. EXCAVATION OVER FIVE (5) FEET DEEP REQUIRES CAL-OSHA PERMIT.

CONTACT CITY INSPECTOR AT 686-0137 OR 688-5200, TWENTY-FOUR (24) HOURS PRIOR TO START OF CONSTRUCTION.

THIS PERMIT IS VOID IF WORK NOT STARTED IN NINETY (90) DAYS AND CONTINUED TO COMPLETION.

Signature of Permittee _____
Name Title Date

Permit Issued by _____
Name Permit Engineer Date

Permit Cleared by _____
Name Title Date

SAMPLE

Permit Issuance and Security Release and Project Closure Checklist

City of Buellton

FOR INTERNAL USE ONLY

DATE:	**PROJECT NUMBER:**
PROJECT NAME:	
APN:	**ADDRESS:**

CHECKLIST FOR PERMIT ISSUANCE

IF ANY OF THE ITEMS LISTED BELOW ARE MISSING, PERMIT SHALL NOT BE ISSUED.

Completed & Received	Quantity	Submittal Description
	1 Set	Signed and Stamped mylars
	1	Final updated Estimated Cost of Construction w/Engineer of Record Signature & Stamp (hard copy or electronic)
	All	Permit Fees
	1	Updated Title Report
	2 Each	Securities: Faithful Performance & Materials and Labor - each in the amount of 100% of Engineer's Estimate. Securities can be in the form of: Bond, letter of credit, cash deposit, cashiers check, or certified check
	2 Each *	Approved Stormwater Control Plan (SWCP), w/QSD's Signature & Stamp
	2 Each *	Approved O & M Plan-Structural Control Measures (SCM), if not within the SWCP, w/QSD's Signature & Stamp
	2 Each *	Approved Stormwater Pollution Prevention Plan OR Erosion & Sediment Control Plan, w/QSD's Signature & Stamp
	1	List of Special and Permit Conditions (to be attached to Permit)
	All	Project Conditions of Approval
	1	Statement from Engineer of Record – EPA Injection Well Registration is or is not required and rationale (if applicable)

* Two hard copies and one electronic file.

CHECKLIST FOR SECURITY RELEASE AND PROJECT CLOSURE

ONCE ALL THE ITEMS BELOW ARE SUBMITTED, THE SECURITY RELEASE WILL BE SCHEDULED FOR CITY COUNCIL MEETING APPROVAL.

Completed & Received	Quantity	Submittal Description
	1	Written Request for Security Release - Letter or e-mail
	All	Payment of all Outstanding Fees
	1	Approval and Sign off from Project Inspector
	1 Set	Submittal and City Approval/Acceptance of As-Built Project Drawings **
	1	Hard and electronic copies of all Recorded Easements

** One set of prints and an electronic file for review. Once reviewed/approved, then one set of signed & Stamped mylars and one electronic file.

Rev. January 2020

107 W. Highway 246 • P.O. Box 1819 • Buellton, CA 93427 • t: 805.688.5177 • f: 805.686.0086 • www.cityofbuellton.com

SAMPLE

Additions to Infrastructure

City of Buellton - Additions to Infrastructure FY 2017/18

UTILITIES	Unit Price	Unit	Total Qty	Total $
Water System				
8" Water Main	$90	LF	269	$24,210
6" Water Main	$85	LF	20	$1,700
4" Water Main	$70	LF	40	$2,800
Fire Hydrants	$3,300	EA	1	$3,300
2" Water Meter	$5,000	EA	2	$10,000
Sewer System				
10" Sewer Main	$95	LF	0	$0
8" Sewer Main	$70	LF	0	$0
6" Sewer Main	$65	LF	0	$0
Manholes	$3,000	EA	0	$0
RCP Storm Drain				
54" Storm Drain	$250	LF	0	$0
36" Storm Drain	$180	LF	0	$0
24" Storm Drain	$130	LF	0	$0
18" Storm Drain	$90	LF	0	$0
Drop Inlet	$2,000	EA	0	$0
Curb Inlet	$2,700	EA	0	$0
48" Manholes	$4,000	EA	0	$0
Junction Structure	$5,000	EA	0	$0
TOTAL UTILITIES				**$42,010**

OTHER	Unit Price	Unit	Total Qty	Total $
Removals				
Remove Swk	-$5	SF	0	$0
Remove Dwy	-$8	SF	0	$0
Remove Curb	-$10	LF	0	$0
Remove C&G	-$12	LF	0	$0
Remove AC Dike	-$15	LF	816	($12,240)
Remove Terrewalks	-$10	LF	0	$0
Sidewalks and Paths				
Concrete Sidewalk	$15	SF	4,127	$61,905
Driveway	$18	SF	765	$13,770
HDCP Ramps	$3,500	EA	3	$10,500
Truncated Domes	$50.00	SF	48	$2,400
Sidewalk Drains (steel)	$1,000	EA	0	$0
Ribbon Gutter	$20	SF	0	$0
Shale/DG Path	$30	SF	0	$0
Terrewalks	$15	SF	0	$0
AC Path	$15	SF	0	$0
Misc (Benches, Bike Racks, etc.)				
Trash Receptacles	$300	EA	0	$0
Bench	$400	EA	0	$0
Irrigation System	$0	EA	0	$0
Walls				
Retaining Wall	$300	LF	0	$0
Fencing and Railing				
6' Post Rail Fence	$100	LF	0	$0
4' Post Rail Fence	$75	LF	0	$0
Chain Link Fence	$50	LF	0	$0
5' Wrought Iron Fence	$60	LF	0	$0
Curb and Gutter				
Curb	$30	LF	0	$0
Curb and Gutter	$35	LF	801	$28,035
Signs				
Signs and posts	$300	EA	0	$0
Bus Shelters				
Structure	$6,600	EA	0	$0
Park Facility				
Patio Trellis	$20,000	EA	0	$0
Roadway				
AC/AB Structural Section	$15.00	SF	11,285	$169,275
TOTAL OTHER ITEMS				**$273,645**

SAMPLE

Notice Inviting Sealed Bid Template

NOTICE INVITING SEALED BIDS

PROJECT TITLE: AVENUE OF FLAGS MEDIAN 2 IMPROVEMENTS

PUBLIC NOTICE IS HEREBY GIVEN that the City of Buellton as CITY, invites sealed bids for the **AVENUE OF FLAGS MEDIAN 2 IMPROVEMENTS** and will receive such bids in the office of the City Clerk, City Hall, 107 West Highway 246, Buellton, California, 93427 up to the hour of 2:00 p.m., Tuesday, January 28, 2020, when the bids will be publicly opened and read at the Buellton City Hall. Note the City's mailing address is P.O. Box 1819, Buellton, CA 93427.

Electronic copies of the Plans, Specifications, and Contract Documents are available at no cost from the City of Buellton, 107 West Highway 246, Buellton, California, 93427. Contact the City of Buellton Planning Department at 688-7474 for electronic copies or additional information.

Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, gender, religion, sexual orientation, political affiliation or beliefs, physical or medical condition, age, marital status or pregnancy, except where such discrimination is based on a bona fide occupational qualification, will also be required as fully set forth in these specifications.

Bidders are hereby notified that pursuant to provisions of Sections 1770, et seq., of the California Labor Code, the Contractor shall pay its employees the general prevailing rate of wages as determined by the Director of the Department of Industrial Relations. A copy of the latest prevailing wage rates is available for inspection at City Hall. In addition, the Contractor shall be responsible for compliance with requirements of Section 1777.5 of the California Labor Code relating to apprentices of public works contracts. No contractor or subcontractor may be listed on a bid proposal or awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5 [with limited exception from this requirement for bid purposes only under Labor Code section 1771.1(a)]. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations pursuant to Labor Code Section 1771.4.

The CITY hereby affirmatively ensures that all business enterprises will be afforded full opportunity to submit bids in response to this Notice and will not be discriminated in any consideration leading to the award of contract.

Bids must be prepared on the approved Proposal forms in conformance with **A2–INFORMATION FOR BIDDERS** and submitted in envelopes, sealed and plainly marked on the outside, **"SEALED BID FOR AVENUE OF FLAGS MEDIAN 2 IMPROVEMENTS; DO NOT OPEN WITH REGULAR MAIL"**. The bid must be accompanied by a bid guarantee in the form of a certified or cashier's check or bidder's bond, made payable to the CITY OF BUELLTON for an amount no less than ten percent (10%) of the total bid amount of Schedule A.

The CITY will deduct a five percent (5%) retention from all progress payments as specified in **C7–MEASUREMENT & PAYMENT**.

The contract will not be awarded to a Contractor who does not hold a valid Class "A" or "B" license in accordance with the provisions of the Business and Professions Code.

The CITY reserves the right to reject any or all bids, to waive any irregularity, and to take all bids under advisement for a period of forty-five (45) days.

For questions regarding this project, contact the City's Contract Project Manager, Kent Yankee, MNS Engineers, Inc. (805) 688-5200, or E-Mail kyankee@mnsengineers.com

SAMPLE

Notice of Award

City of Buellton

March 27, 2020

E-MAIL DELIVERY

Jesse Bishop
CalPortland Construction
PO Box 1280
Santa Maria, CA 93456

NOTICE OF AWARD
CITY OF BUELLTON – STORM DRAIN RETROFIT PROJECT – PHASE 1

Mr. Bishop:

At the March 26th, 2020 Council Meeting, the City Council awarded CalPortland Construction the subject project for a total project award in the amount of $96,835.00.

Therefore, the City requests that CalPortland Construction prepare the contract documents found in the B Section of the project specifications, including bonds and insurance, to be submitted within ten (10) days of the award date of March 26th, 2020.

Please submit the following documents to the Buellton office of MNS Engineers, Inc. for further processing:

- B Section of the Project Specifications – Contract Information and Documents
- Insurance Requirements
- W-9

We would like to begin planning a pre-construction meeting with CalPortland Construction at your earliest convenience. There we can discuss the construction schedule and determine a date to issue the Notice to Proceed and official start date for construction. Please review Section C6-3 Time of Completion of the project specifications.

We look forward to working with you and your team to provide the City of Buellton a quality project. If you have any questions regarding the above information, please contact me at your convenience.

Respectfully,
On behalf of the City Engineer, CITY OF BUELLTON

Kent Yankee

Kent Yankee, P.E.
Deputy City Engineer
MNS Engineers, Inc.

cc: Rose Hess, Public Works Director/City Engineer

SAMPLE
AWARD

Notification Contacts

City of Buellton Notification Contacts

When work is scheduled within the City and may have an impact on roads in any fashion

Checklist	Contact	Name	Telephone	Email	Address
	Law Enforcement				
	Buellton Police Dispatcher's office	Lt. Jeff Greene	686-8150	jdg2891@sbsheriff.org	140 W. Highway 246, Buellton, CA 93427
Contact first	Buellton Police Dispatcher's office	Tina Diaz	686-8150	fmd2925@sbsheriff.org	141 W. Highway 246, Buellton, CA 93427
	CHP Dispatcher's office (Hand Deliver Notification)		688-5551		166 Industrial Way, Buellton, CA 93427
	Emergency Response Services				
	Fire Department Dispatcher's office	Glenn Fidler	686-5062	glenn.fidler@sbcfire.com	Fire Station 31, 168 W Hwy 246, Buellton, CA 93427
	American Medical Response (AMR)	Maureen Irwin	688-6550	maureen.irwin@amr.net	240 E Hwy 246, Buellton, CA 93427
		Dave Schierman		Dave.Schierman@amr.net	
	Post Office				
	Postmaster	Alejandra Perez	688-1608	alejandra.s.perez@usps.gov	
	Waste Services				
	Marborg Industries		1-800-798-1852		P.O. Box 4127 Santa Barbara, CA 93140
	Street Sweeper	Mary		mary@spmaintenance.com	
		Jesse		jesse@spmaintenance.com	
	Transportation Services				
	Amtrak	Andrew Felden	408-592-0617	feldena@amtrak.com	
	Silverado Stages	Christian Pereira	545-8400 ext 201	cpereira@silveradostages.com	241 Prado Rd. San Luis Obispo, CA 93401
	Central Coast Shuttle		805-928-1977	cclax@cclax.com	9249 Terminal Dr, Santa Maria, CA 93455
	Roadrunner Shuttle Service		1-800-247-7919		
	Clean Air Express		692-1902	tori@americanstarinc.net	
	COLT		805-736-7666	r_fernbaugh@ci.lompoc.ca.us	1300 W Laurel Ave, Lompoc, CA 93436
	Buellton Unified School District	Elysia Lewis	688-6487/x3560	elewis@syvuhsd.org	
		Scott Cory	6886487/x3200	scory@syvuhsd.org	595 2nd St, Buellton, CA 93427
		Laura Cypert		lcypert@syvuhsd.org	595 2nd St, Buellton, CA 93427
		Dr. Haggard (Superintendent)	686-2767 ext. 1	rhaggard@buellitonusd.org	595 2nd St, Buellton, CA 93427
		Rebecca Holmes	686-2767	rholmes@buelltonusd.org	596 2nd St, Buellton, CA 93427
		Nicole Evenson		Nevenso@syvuhsd.org	595 2nd St, Buellton, CA 93427
		Andi Leonard		aleonard@ridesta.com	595 2nd St, Buellton, CA 93427
	Chumash Casino	Mark Cheli	805-325-1303	Mark.Cheli@chumashcasino.com	3400 CA-246, Santa Ynez, CA 93460
	SYVT	Kelly or John or Joe	688-5452	kelly@rrshuttle.com joe@rrshuttle.com john@rrshuttle.com	431 2nd St Suite 9, Solvang, CA 93463
		Matt Van Der Linden	688-5575	mattv@cityofsolvang.com	431 2nd St Suite 9, Solvang, CA 93463
		Jose Perez		jose@moore-associates.net	431 2nd St Suite 9, Solvang, CA 93463
	Public Works				
	Public Works Director	Rose Hess	688-5177 ext. 2	roseh@cityofbuellton.com	P.O. Box 1819, Buellton, CA 93427
	City Clerk	Linda Reid	688-5177	lindar@cityofbuellton.com	P.O. Box 1819, Buellton, CA 93428
	Public Works Inspector		688-5200		201 Industrial Way, Suite A, Buellton, CA 93427
	Private Development Inspector		542-8615		
	Utilities				
	City of Buellton Water Dept.		686-0137		
	City of Buellton Sewer Dept.		686-0137		
	General Telephone(Frontier Communications)		683-2465		
	Pacific Gas & Electric Co.		(800) 743-5000		
	Southern California Gas Co.		681-8024		
	Comcast Cable TV		345-3916	Angela_Hiyama@cable.comcast.com	Angela Hiyama, Fresno 559-455-4415
	Underground Service Alert		(800) 227-2600		
	Caltrans				
	Inspector(unless stated otherwise)	Romano Verlengia	760-333-7661	romano.verlengia@dot.ca.gov	

DRAFT

Inspector's Daily Inspection Report Form

MNS ENGINEERS INC

Avenue of Flags Median 2 Improvements
City of Buellton
Proj No.
CIBUE.180531

Report No: 1
Date: 03/12/20
Day: Thursday
Shift Hours: Start 0800
Stop 1630

- [ ] Material Source Inspection
- [ ] Material Inspected and Released on Job
- [x] No Quality Documents Required
- [ ] Certificate Of Compliance
- [ ] Acceptance Test (IA)
- [ ] Quality Documents Submitted
- [ ] Employee Interview
- [x] Photos
- [ ] Tentative Agreement

ASSISTANT RESIDENT ENGINEER'S DAILY INSPECTION REPORT Page 1 of 2

HOURS - ITEM No. or CO No.

CP=CalPortland Construction
CT= Central Coast Traffic Safety
SC=Stewart Concrete Cutting

WEATHER
AM 46°F +/-
PM 64°F +/-
Overcast

PRECIP
none

Con	NO.	EQUIPMENT / MAKE	Project Safety & Traffic Control	Remove Traffic Signs and Post	Remove Asphalt Pavement					Elsewhere / Idle	LABOR - TRADE / NAME
			2	4	8						
CP					8						Dave VanMuyden - Project Manager
CP				1	7						Chad Marsalek - Foreman
CP		Ford F250 Tool Truck 18298								8	
CT			8								Edd Negrete - Foreman
CT			8								Kevin Kubasiewicz - Laborer
CT		Chv 3500HD Tool Truck 03	8								
SC					8						Josh Stewart - Foreman
SC		Ford F550 Tool Truck 01								8	
SC		Golding Sawcutting Machine			8						

I arived on the site around 8:27 AM. At that time I met with Dave and discussed the activities being conducted on the site. Today sawcutting of the AC pavement is to be performed by Josh Stewart and Edd and Chad will be putting in perimeter signage around the site for public safety and notification. I left the site around 8:31 AM and at that time they had started doing both sawcutting and perimeter signage. I returned to the site at 11:45 AM and the sawcutting was almost three quarters of the way complete. Dave was not present. I photographed the work and then left the site at 11:50 AM. CalPortland remove one sign post.

Today's Qtys (approx.)

1 Traffic Sign and Post

Matthew Haefele, EIT
Inspector

SAMPLE

MNS ENGINEERS INC	Avenue of Flags Median 2 Improvements City of Buellton Proj No. CIBUE.180531	Report No: **1** Date: **03/12/20** Day: **Thursday** Shift Hours: Start **0800** Stop **1630**

ASSISTANT RESIDENT ENGINEER'S DAILY INSPECTION REPORT: **Page 2 of 2**

PHOTOS

Josh Stewart is using the sawcutting machine to cut the asphalt.

CCTS has begun putting in the perimeter signage.

Stewart continues to sawcut.

Sawcutting post vacuming.

Sawcutting.

Removed traffic sign and pole.

Matthew Haefele, EIT
Inspector

SAMPLE

City-Owned Lights Location Map

SAMPLE

Resident Complaint Form and Checklist

City of Buellton Resident Complaint Form and Checklist

City Staff or Representative

Name: _____

Date: _____

Performed (circle all that apply): Phone Call Email Site Visit

Complainant & Other Parties Involved

Name: _____

Address: _____

Phone: _____

Email: _____

Type of Concern (circle all that apply):

Air Quality	Landscaping/Irrigation	Vehicle/Bicycle Safety
Debris/Trash	Parking Concerns	View Obstructions
Illegal Signs	Pedestrian Safety	Water Use/Leaks
Junk Vehicle	Traffic/Road Concerns	Other Concern

Specify Concern: _____

Location of Occurrence

Address: _____

Description: _____

Residential Commercial (circle one)

SAMPLE

When is Occurrence

Dates/Days of Week:

Times:

Events:

Information of individual(s) causing concern

Names:

Address:

Vehicle:

Additional Notes:

SAMPLE

PROPOSAL FOR

City Engineering Services

Submitted to:

CITY OF BUELLTON

Submitted by:

TETRA TECH

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April 16, 2020

City of Buellton
Ms. Rose Hess
Director of Public Works/City Engineer
107 West Highway 246, P.O. Box 1819
Buellton, CA 93427

REFERENCE: Request for Proposals for City Engineering Services

Dear Ms. Hess:

Tetra Tech is pleased to submit our proposal to continue to provide City Engineering Services for the City of Buellton (City). Tetra Tech's presence in Santa Barbara County goes back to 1993, when we opened our office in Santa Barbara, followed by our Santa Maria and Buellton offices. Combined with our San Luis Obispo office, there are now more than 80 professionals in our Central Coast offices to support the requested scope of services covering projects that span all facets of civil engineering expertise. The efficient execution of this contract requires a talented team that is balanced with technical expertise and effective leadership, which is exactly what Tetra Tech offers. We will provide the most cost-effective solutions to the City based on the following reasons:

Experienced Leadership. Our Principal-In-Charge and Project Manager, Mr. Jason Fussel is currently serving as Project Manager in charge of overseeing complete engineering services for the current City of Buellton City Engineering Services Contract. He is well versed in the City's policies and procedures and is familiar with the future goals and planning for the City. Mr. Fussel has been a resident of the Santa Ynez Valley for more than ten years, and served as a Planning Commissioner for five years for the City of Buellton.

Local Resources. Our services will be provided from our Buellton, Santa Barbara, and San Luis Obispo offices. Although we can draw from a large pool of nationwide resources, we have assembled a local team of professionals that will provide you with the exemplary level of service that we have shown on all our current and past City of Buellton projects. We are proud to be embedded with the local fabric of a community in which we live, work, and play.

We look forward to continuing our work in conjunction with City staff on your upcoming project assignments. The attached response represents the wide array of services that Tetra Tech can provide to the City and details the staff that would be available to support the various engineering services.

Sincerely,

Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP
Vice President

Listed below is Tetra Tech's authorized representative, proposed Principal-In-Charge and Project Manager, Mr. Jason Fussel. Mr. Fussel will serve as the single point of contact throughout the course of the proposal selection process and this contract. He is committed to the success of each project assignment, and the overall success of the City of Buellton.

Authorized Representative, Point of Contact, Address, Email and Telephone

Mr. Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP
Vice President

290 Valley Station Drive
Suite 102
Buellton, CA 93427

Jason.Fussel@tetratech.com
Tel: 805.542.8630

Tetra Tech is a Delaware Corporation, headquartered in Pasadena, with a local presence in Santa Barbara County dating back to 1993.

Tetra Tech consistently ranks among the top engineering firms annually according to Engineering News-Record. In 2019, Tetra Tech was ranked No. 5 among the "Top 500" consulting firms nationwide.

B. APPROACH

Tetra Tech has been providing the City of Buellton (City) engineering services for the past three years under our current Engineering Services Contract. During this time, our team has developed a comprehensive understanding of the City's needs, expectations, and interdepartmental municipal processes within the City's five departments (Finance, Planning, Recreation, Public Works/Engineering and Administration). We have developed solid working relationships with key City staff while focusing our efforts on providing sound, reliable engineering services and keeping costs at, or below budgets. Tetra Tech will continue to provide the City with the best possible combination of services, commitment, and cost.

Approach

Our approach focuses on open communication and responsiveness while providing fiscally responsible engineering services and solutions to the City and community members of Buellton. Tetra Tech has assembled a specialized team of dedicated professionals and local experts to best serve the City's complete engineering needs, while providing comprehensive coverage, support, and management of the City's various department programs and tasks.

Tetra Tech is local and responsive. Tetra Tech's Buellton office is located directly across the street from City Hall, and our Project Manager and Technical Services Manager are available 24 hours a day, seven days a week, should the need arise. In addition to our local expertise, Tetra Tech brings an unparalleled amount of specialized engineering and management experience. With more than 20,000 employees worldwide, Tetra Tech not only provides local, immediate engineering support, but also has the ability to draw upon a deep bench of discipline leaders and experts throughout the world, allowing Tetra Tech the ability to bring "world solutions to local challenges".

In our long history of providing municipal engineering support, we believe the key to our success and that of our valued clients, such as the City of Buellton, has been:

- Understanding the City's unique needs,
- Matching the appropriate staff to the appropriate task.

Understanding the City's needs. Our management personnel will utilize our long and successful working relationship with the City to ease the integration process as we become the City's primary provider of all engineering services. We will continue to communicate clearly and frequently with City personnel during the initial start-up phase and throughout the duration of the contract regarding project/program requirements and timelines.

Understanding the City's objectives is key to offering viable solutions and establishing a shared vision on the path to success. This process is equally critical whether we are providing one-off engineering support to address issues that arise on a daily basis or fully managing a City program/division role.

Once a shared vision and clear lines of communication are established between the City and the discipline task leads, Tetra Tech will provide highly responsive service in addressing each project's/program's requirements. We are committed to providing these services efficiently and effectively.

Matching the appropriate staff to the appropriate task. Tetra Tech offers the City a unique and truly robust bench of engineering expertise across all disciplines. As a "one stop shop", Tetra Tech is capable of providing all of the City's engineering support roles under a single roof[1]. Having a broad set of sub-discipline expertise provides the City with many benefits, the least of which is that Tetra Tech can provide continued cost savings over other consultants by not having subconsultant cost markups. Additionally, our discipline task leaders are managed by a single Project Manager, requiring fewer meetings and no additional subconsultant administration costs. Most of the selected team members have a long history of working together on various projects.

Most importantly, Tetra Tech provides a single comprehensive team of experts that are uniquely qualified for the specific technical service roles they have been assigned.

Our efficiencies are achieved by matching the appropriate staff to the appropriate task, resulting in less expense to the City, clearer initial direction from work conception, less rework and most importantly, reduced City expenses.

1. Tetra Tech has elected to supplement our experienced team of transportation specialists with a local, specialized traffic studies and transportation firm. Tetra Tech commits to zero markups on our single subconsultant's invoices.

Providing the necessary bandwidth. Our proposed project team has the management and technical expertise to successfully staff and perform multiple task order assignments concurrently in all required services areas. Tetra Tech intends to meet deadlines by using our established management process (described below) coupled with the efficient use of the City's systems and procedures. We will also use adequate and appropriate resources to provide high-quality, as-needed civil engineering project management, and staff augmentation services.

The City will have a single point of responsibility and a primary point of contact throughout the duration of this contract. Mr. Jason Fussel, our proposed Principal-in-Charge and Project Manager will serve in this role. Our Technical Services Manager, Mr. Aaron Yonker will oversee and direct each of the discipline task leads, introduced in the Experience and Qualifications section, and will provide day-to-day coordination with the City, as required.

Task Order Approach

Every project has unique challenges and concerns regardless of how similar it may be to previous projects. To ensure the timely and efficient completion of work, it is imperative to identify all project specific issues during the development of the project scope and project implementation stages so that each issue can receive proper attention at the appropriate point in the process. The intent is to resolve each issue while quantifying its impact on project costs, schedule, and risks.

After receiving a request for a Task Order from the City, our Technical Services Manager will review the requested scope of work, and identify the Task Order Manager best suited to lead the project. The Task Order Manager will select the project team in consultation with design discipline leads, to address project requirements using our in-house experts to "assign the appropriate staff to the appropriate task".

Our proposed **Management Process** for each Task Order will consist of the seven components listed below, but specifically tailored to suit the type and size of each assignment. Additional, discussion of each of these components follows the list.

1. Task Order Initiation: Receive request from the City; receive and review available information and discuss with the City staff by phone.

2. Data Research: Obtain and review documents that are pertinent to the Task Order.

3. City Coordination: Meet at the City office or at project site, if advantageous, and obtain any additional data; meet with end-user(s).

4. Draft Proposal: The Project Manager, Task Manager and selected team will prepare a draft proposal for internal team review.

5. Final Proposal and Work Plan: Based upon team input on draft proposal documents and a pricing review, the final proposal will be prepared.

6. Task Order Authorization: Schedule a project kick-off; update the Quality Control Plan as necessary; prepare a Health and Safety Plan (HASP).

7. Project Execution: In accordance with our contract scope of services: prepare plans, reports, estimates, specifications; and other items, as required in the scope of services.

The following is a description of these services, which we will tailor to the City's needs.

SERVE AS ENGINEERING DIVISION STAFF

Tetra Tech is committed to providing open communication and responsiveness while providing fiscally responsible engineering services and solutions to the City and community members of Buellton. Under the direction of the Public Works Director/City Engineer, Tetra Tech will serve uniquely as Engineering Division staff to the City. It is our expectation to make the City feel entirely as though we are extensions of City staff. Our key dedicated staff members hold appropriate licenses and certifications within the State of California to fulfill the roles of City Divisional Staff, including but limited to civil, electrical, mechanical, traffic and structural engineering licenses, surveying licenses/certificates, stormwater compliance certification(s), and Construction Management Resident Engineering certification. As such, our staff is qualified to sign and/or approve plans and permits on the City's behalf.

DEVELOPMENT REVIEW SERVICES

Tetra Tech is currently providing development review and construction and stormwater inspection services for the City under our existing in-place contract. In this capacity we will continue to assist the City by providing plan check and map check services, construction inspections, stormwater inspection, review and approval of private development plans, encroachment and grading permit applications, as well as other development review services.

In our new role Tetra Tech will serve as the City's project engineer for all services and work required for plan check and private and/or public improvement projects throughout the duration of the contract. In this capacity we will provide the following development review services to the City:

- Utilize existing City of Buellton checklists for design review, and where necessary, Tetra Tech will further develop the existing checklist.
- Review, check and provide written recommendation on land use applications to the Director of Public Works or City Engineer.
- Review tentative maps and other proposed development submittals and provide recommendations as to public works, municipal/civil engineering matters.
- Check all improvement plans for public works and municipal/civil engineering improvements under the jurisdiction of the City.
- Establish performance, labor and material bond amounts, when required, and require the posting of such securities and other development fees within the proper time sequence of development review.
- Review Development and Improvement Plans for compliance with City, County and State standards and support the City in issuance of applicable permits.
- Provide field observation as a City Agent during the construction of such improvements by private developers and at the proper time, recommend notices of completion and acceptance of the work.
- As needed, traffic studies will be prepared for The California Environmental Quality Act (CEQA) initial study process.
- Provide necessary and related functions as are the normal practice of the City in the review of private developments. Plan check services will consist of review of the submitted documents consisting of, technical drawings, specifications, water quality improvement plans, geotechnical reports, storm water pollution prevention plans (SWPPP), designer QA/QC documentation, engineer's cost estimates and any other submittals as directed by the City (e.g., if the City requests the final submittals to be back checked to ensure comments have been incorporated before publication).

CAPITAL IMPROVEMENT PROJECTS

The Tetra Tech team has extensive experience working on a wide range of public works projects for various agencies throughout California. We have the technical skills to work with the City to establish basic goals, philosophy, priority, and direction for the City's future projects. Tetra Tech will provide direct support to the City for all Capital Improvement Projects (CIP).

Under the direction of the Public Works Director/City Engineer, Tetra Tech will oversee capital project designs, contract management, construction, and project inspection. This will include permit processing through applicable agencies, including Caltrans, the Regional Water Quality Control Board, and Department of Fish and Game, among others. Tetra Tech reserves the right to

solicit for engineering services for any individual capital or other city engineering project.

TRANSPORTATION SERVICES

Our team has extensive Traffic Engineering and Transportation Planning Services experience in Central California and is currently providing on-call services to the City of San Luis Obispo, City of Paso Robles, County of San Luis Obispo, and the San Luis Obispo Council of Governments. These services have included circulation element updates, Safe Routes to School projects, traffic signal designs, traffic studies, safety studies, stop sign and signal warrant analyses, VMT evaluations, and a variety of other transportation-related services.

In addition to working with Caltrans and SBCAG to resolve transit issues, regional transportation work, local transportation planning work and preparing special traffic studies as needed, Tetra Tech will support the City and serve as an alternate on the Technical Transportation Advisory Committee (TTAC) and represent the City on transit issues and committees as needed. The following subsections describe the additional services that we can offer.

Traffic Impact Analysis

A Traffic Impact Analysis (TIA) report may be required to provide appropriate transportation impact/mitigation information for the purposes of fulfilling the requirements of various environmental documents or to note the impacts of a proposed project. In preparing the TIA, Tetra Tech would review previous reports and studies to build in-depth background data and to gather necessary information to conduct the traffic study. By collecting data such as roadway geometrics, accident history, traffic control types, and posted speed limits, our team is able to establish an "existing conditions" database. Using traffic forecast information developed in the demand model, Tetra Tech can conduct a level of service (LOS) analysis for the current year and the target year. Based on the results, mitigation measures can be proposed to enhance network performance.

Traffic System Operation Analysis

Tetra Tech has conducted several projects covering the traffic system operation analysis using the latest network operation analysis software such as SYNCHRO and HCS 2010. Tetra Tech can perform network circulation/operation analysis in accordance with Caltrans and the Highway Capacity Manual.

Traffic Safety Analysis

With a strong background in comprehensive statistical analysis, Tetra Tech can develop a safety analysis by identifying roadway geometrics, accident data, and engineering studies. Based on the analysis, we can develop countermeasures for factors affecting safety and hazardous conditions. This type of review is predominantly needed in conjunction with the preparation of a traffic study report.

Traffic Counts and Data Collection

Prior to conducting network analysis, peak periods should be defined for further traffic operation study and traffic signal design. Tetra Tech can provide comprehensive traffic data collection using the latest traffic detectors augmented by manual traffic counts. With the use of tube detectors, traffic data over long-term periods can be accumulated at critical roadway segments. The collected information will include traffic volume, speed profile, and vehicle classification. Tetra Tech is able to implement all aspects of the project from detector installation to traffic information generation, and final review to determine accurate AM and PM peak periods.

Our team can also perform manual traffic counts and has done so for numerous projects. During the manual data collection, vehicles will be divided into different categories to capture

dynamic traffic components as well as to represent current roadway conditions. Video recording can be used to ensure the accuracy of this process.

Signing and Striping

Often with geometric or operational changes, revisions are needed to properly adjust the current signage and striping delineation. Tetra Tech has proven experience in the preparation of signing and striping plans and gives special attention to evaluating traffic and pedestrian safety. All plans and specifications would conform to agency standards including MUTCD, APWA, AASHTO.

Traffic Control Design

Tetra Tech is also proficient in the development, design, review, and approval of Traffic Control layouts that conform to MUTCD standards. Our design and review divides control requirements into three general levels: Minor, Intermediate, and Major. Minor traffic control utilizes one (1) to two (2) stages to complete work in a specific location or can be done by designing a typical traffic control plan that can be used in multiple locations. An example of a minor traffic control design would be a small diameter water line which is continuous in one lane and requires only a one (1) lane closure. Intermediate traffic control utilizes three (3) to five (5) stages to complete work in a specific location. An example of an intermediate traffic control design would be a water main which crosses the street several times and requires specific and overlapping traffic control to complete the work. Major traffic control utilizes over five (5) stages to complete work in a specific area, requires major roadway detouring, temporary signal design, traffic management plans, and/or special permitting. An example of a major traffic control plan would be a large main water line which requires a half to full roadway closure that may pass through signalized intersections or Caltrans ROW.

STORMWATER MANAGEMENT SERVICES

Tetra Tech is fully qualified to support the City with stormwater management services, implementing the requirements of the Small MS4 General Permit, the City's Guidance Document, the Industrial General Permit, the Construction General Permit, and any other applicable stormwater regulations. Specific local stormwater expertise includes technical support to the Central Coast Water Board for the Central Coast Joint Effort for Hydromodification Control; technical assistance to Vandenberg Air Force Base, the City of Santa Maria, the County of Santa Barbara, and the University of California Santa Barbara, with development and implementation of their Municipal Storm Water Programs; and assistance to local industry such as Space Exploration Technologies, Halsell Builders, Shell Oil, and Aera Energy with Industrial General Permit and/or Construction General Permit compliance.

Our experience on the Central Coast has allowed us to establish a strong professional relationship with both the Central Coast Water Board and State Water Resources Control Board (SWRCB) staff. Our goal is to provide the City with the required services in a professional and cooperative manner, resulting in a high level of service to the City and all stakeholders. The Tetra Tech team is committed to open communication, joint problem solving, partnering, and teamwork to accomplish the City's goals.

Tetra Tech will develop complete, accurate, and consistent reports on time. Professional and intuitive charts, figures, and graphics will be included as needed to clearly communicate information. Prior to submittal, all documents will undergo extensive quality control including peer review, technical editing, and final review by a senior professional who is knowledgeable of the subject matter. For annual and ad hoc reporting, it is assumed the City will link Tetra Tech Data Submitters to the City's accounts for completing reports in the SWRCB's Storm Water Multiple Application and Report Tracking System (SMARTS). Tetra Tech has managed all aspects

of SMARTS, other than certification and other Legally Responsible Person (LRP) tasks, for 30 construction projects, five industrial sites, and one MS4.

Tetra Tech will coordinate with other local agencies and represent the City in SBCAMM and other regional groups. Tetra Tech understands the value of stakeholder participation and the need for effective communication with other municipalities and various agencies. Tetra Tech regularly plans for and facilitates stakeholder meetings and work groups, particularly in Southern California where Tetra Tech is currently supporting multiple municipalities and agencies with stormwater planning, conceptual design, and engineering. Tetra Tech has good working relationship with the Central Coast Water Board and other local agencies. Tetra Tech will represent the City at SBCAMM meetings, a forum which Tetra Tech has regularly participated in since 2003. Tetra Tech is familiar with the organization and intent of SBCAMM, and has a good working relationship with all of its attendees. Tetra Tech will be a voice for the City in the SBCAMM and other regional groups, representing its interests and concerns.

Additionally, Tetra Tech is a leader in Low Impact Development (LID), Green Infrastructure (GI) and Sustainable Design. Our team will provide support in meeting current and future regulatory requirements, as well as guide the City in both city and private LID and GI designs to ensure they are designed and constructed for long term benefits.

PERMITTING AND ADMINISTRATION

Tetra Tech will review and approve over-the-counter applications for Encroachment Permits for compliance with the Buellton Municipal Code, private improvements, etc., and Tetra Tech will also provide site/improvement inspection of work.

GIS AND MAPPING

Tetra Tech GIS analysts routinely perform more traditional data conversion techniques to develop spatial data. Examples include digital scanning of archival map documents, georectifying historic maps, and heads-up digitizing of georeferenced imagery. In addition, Tetra Tech has extensive experience in performing data migration from various environments such as legacy CAD and GIS environments for many Department of Defense (DoD) clients. Data migration consists of the two distinct processes of legacy data conversion to new data formats and integration of these converted legacy data sets into improved, enterprise data models. In these cases, automated, rule-based attribute-checking tools are used to perform QA/QC procedures.

The primary software package that Tetra Tech uses in our GIS work is the ESRI suite of software tools. Our additional support staff is well-versed in the use of ArcMap and the associated tools to create professional maps for reports, as well as ArcCatalog, which is a great tool to help manage data. To support our daily tasks of generating maps for reports, the group utilizes a SQL Server Relational Database to work interactively with spatial and analytical data. Our staff is also experienced with setting up ArcIMS projects and using ArcSDE instances to manage data. Tetra Tech possesses a license for Lizard Tech's GeoExpress software which is a robust tool for processing imagery such as compressing imagery into an MrSID format, reprojecting imagery, cropping imagery, and creating seamless image mosaics.

Tetra Tech will maintain new and currently existing GIS data to conform to the City of Buellton's policies, procedures, and standards. All products will be ESRI ArcGIS unless otherwise stated. For existing GIS data, Tetra Tech will follow the data model currently set forth by the City of Buellton and its consultant. When implementing or importing new data, the Local Government Schema developed by ESRI in conjunction with selected municipalities will be observed. Tetra Tech's experience with data models includes maintaining water and wastewater data for Ventura Regional Sanitation District under the ESRI Water Data Model and the Local Government Schema and maintaining geological data

and field results for the Department of Defense under the DoD SDSFIE data model. Sources for new data are typically the following: approved final As-builts submitted in CAD format, field data collected using mapping-grade GPS units, or survey-grade GPS data provided by licensed surveyors.

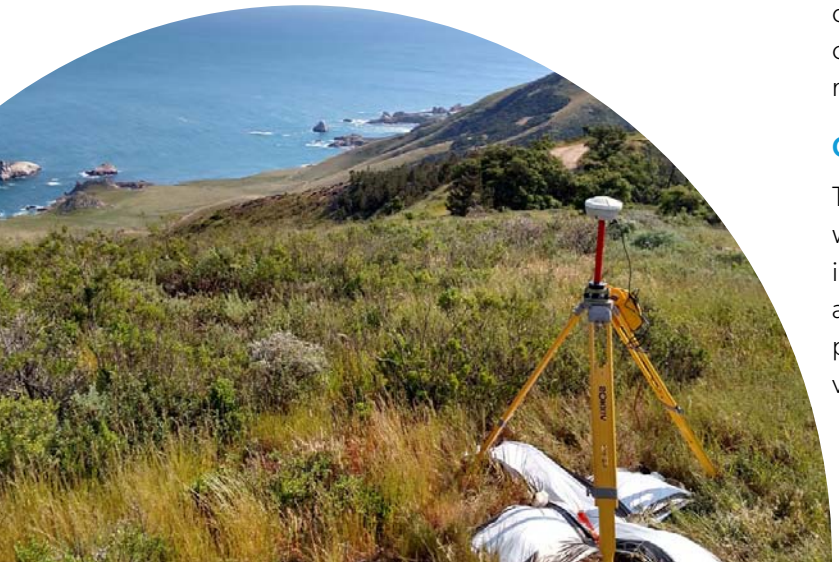
Tetra Tech will provide mapping products to the City of Buellton in various static formats: pdf, tif and jpg are some examples. In addition, Tetra Tech can deploy ArcGIS Server or ArcGIS Online when dynamic mapping is desired. These dynamic web-based maps can be public-facing or internal to City of Buellton only.

Tetra Tech will provide GIS data as file geodatabase, personal geodatabase, or shapefile. File geodatabase is generally preferred, although the other formats may be preferable as circumstances dictate. Atlases will be maintained and created in ArcMap using data-driven pages. Tetra Tech has provided atlases for multiple clients, including creating a stormwater utility atlas for Vandenberg Air Force Base. CAD files for back-up purposes will be exported from GIS, or updated in CAD, whichever is most appropriate.

SURVEYING AND TITLE, EASEMENT, DEED WORK

We have two licensed surveyors located in our Buellton and San Luis Obispo offices, including our proposed Project Manager for this contract, that can assist the City with all surveying and mapping needs, including the following:

- Topographic Surveying
- Boundary Surveying
- GPS Surveys
- GIS Base Mapping
- Right-of-Way Mapping
- ALTA Surveying



- Construction Staking
- Review and Certification of Parcel Maps, Final Maps, Lot Line Adjustments under the Subdivision Map Act
- Easement review and preparation

For projects in the State right-of-way, we can obtain an encroachment permit from Caltrans, and our survey crew can occupy Caltrans control monuments to create a GPS control network. Mapping would be completed in accordance with traditional Caltrans photogrammetric mapping guidelines and with the A-B-C oversight materials and procedures. Tetra Tech will also provide support for review of Parcel Maps, Final Maps and Lot Line Adjustments as well as deed and easement research and review.

WATER DISTRIBUTION, STORMWATER AND WASTEWATER COLLECTION SYSTEMS

Tetra Tech provides complete water and wastewater facilities planning, design and construction management services. ***Tetra Tech has been ranked No. 1 in Water by Engineering News-Record for 16 years in a row. Our firm also holds a No. 1 ranking in Treatment/ Desalination and in Solid Waste.***

Our experience includes master planning; facility design and construction manuals; design of distribution and transmission mains, trunk lines and collection systems, pumping facilities and lift stations, storage reservoirs, wells and flow control structures, treatment facilities for industrial and domestic wastes, automated supervisory controls; and the establishment of assessment districts to finance these facilities.

Our staff make extensive use of proprietary and state-of-the-art computer programs for the inventory, analysis, design and financial reporting of water and wastewater system facilities, as well as in-house resource and construction management functions. We are fully capable of reviewing, updating, and maintaining the City's water model.

Conveyance Pipelines

Tetra Tech has designed water, wastewater, and recycled water conveyance pipelines of all sizes and materials, including steel, ductile iron (with a variety of linings and coatings), polyvinyl chloride (PVC), high density polyethylene (HDPE), reinforced concrete pipe (RCP), and vitrified clay pipe (VCP).

Tetra Tech has recently reviewed closed-circuit television videos (CCTV) of the City City's entire sanitary sewer collection system and has documented and prioritized systemwide defects consistent with the RWQCB 2006 Waste Discharge Requirements (WDR) Order requirements. A Phase-1 Plans, Specification, and Estimate (PS&E) package has been prepared and submitted to the City for bidding purposes.

Design issues typically include such items as material selection, utility research and coordination, environmental concerns and sensitive habitats, identification of potential traffic impacts and mitigation measures, hydraulic design and surge impacts, and pipeline corrosion issues. We also design projects with bid alternate materials, i.e., steel versus ductile iron, to reduce construction costs.

Tetra Tech has also performed extensive sewer rehabilitation work. We are experienced in many types of sewer rehabilitation methods and techniques, including slip lining as well as deformed/reformed, cured-in-place, and structural liners. Our Technical Services Manager, Mr. Aaron Yonker, is NASSCO certified in the design and inspection of Cured-in place pipe.

Pipeline design projects have occasionally required specialized loading designs for shallow applications with high traffic loading or other unique circumstances, such as above-ground river or bridge crossings. The Miramar Road pipeline project designed for the City of San Diego, which includes five miles of 36-inch welded steel pipe, is one such project that included bridge and railway crossings.

Pump Stations

Our vast experience with a variety of pump stations (enclosed, exposed, vertical turbine, submersible, horizontal split case, constant speed, variable speed, automated controls, back-up generator, etc.) places us in good position to understand all aspects of pump station design.

Sound/Noise Levels

Sound levels are often a concern for pump stations. Depending on the sensitivity, we can provide general, solid good sound reducing strategies, or employ an acoustical engineer. We can employ baffles on the ventilation system when desired to provide good sound attenuation.

Correct Hydraulics

It can be critical that an accurate envelope of hydraulic conditions be determined so that a pumping system that operates under all of those conditions can be designed.

Tetra Tech is careful not to fall into the trap of being conservative and overestimating pressure requirements. This trap can lead to inefficient operation, vibration, noise, and/or shortened pump life.

The Net Positive Suction Head and the entire suction piping system must be designed conservatively. High velocities or high head loss in the suction system is something that must be looked at carefully and completely avoided.

Reservoirs

Through our extensive experience with a wide variety of tank types (steel, concrete, circular, rectangular, irregular shaped, hopper bottom, various roofs, domestic, recycled water, etc.) the Tetra Tech team has a thorough understanding of all aspects of tank design.

Water Quality

Reservoir storage has the potential to decrease water quality due to detention time. With ever increasing importance placed on water quality, Tetra Tech understands the importance of designing an inlet/outlet system that not only complies with California Department of Public Health (CA DPH) requirements, but often goes further in ensuring mixing and reduced retention times.

Permitting

The California Department of Public Health (CA DPH) has ever increasing requirements to be met. Developing a preliminary design/layout that takes these requirements into account greatly facilitates final design. Some of those requirements include air gaps, valving, screening, sampling taps, separation requirements, and materials of construction. Tetra Tech believes it is imperative that the engineer understand all of these requirements early in the design process.

Seismic Impacts

In addition to the structural design of the tank, the appurtenances must take seismic movement into account. Flexibility between the tank and all piping and conduits must be maintained. Real thought must be put into thrust restraint of the inlet/outlet piping while allowing for flexibility. There are many projects constructed with a double ball and expansion joint that include pipe supports that prevent desired movements. There have also been many projects constructed that didn't account for thrust and damaged new construction by allowing undesired movement during pressure testing. Tetra Tech's designs take all of these issues into account.

Treatment Facilities

Tetra Tech has extensive experience in the planning, design, and construction management of water, wastewater and recycled water treatment plants utilizing a variety of conventional treatment processes, such as flash-mixing/flocculation, clarification, filtration, chemical systems, and disinfection. We also designed numerous treatment facilities employing advanced membrane technologies, such as micro- and ultrafiltration systems, nanofiltration and reverse osmosis. Over the years we have developed close working relationships with numerous manufacturers and specialists familiar with the rapidly changing, state-of-the-art treatment technologies. Thus, we offer highly skilled treatment experts with extensive knowledge in the design and upgrade of water, wastewater, and recycled water treatment facilities and components that will meet local, state and federal standards.

Recent assignments include the completion of a Design-Build Wells 21/22 Reverse Osmosis Treatment Plant in Tustin, CA for which Tetra Tech provided all design engineering, permitting, regulatory approvals, quality assurance, start-up and commissioning for an initial plant capacity of 6.3 MGD with a future expansion planned to 11.4 MGD.

Our treatment experts have extensive experience designing membrane treatment facilities throughout the United States. We have experience designing expansions to existing membrane treatment facilities, as well as, designing new membrane treatment facilities at green field sites and/or at the site of existing water utility infrastructure.

Tetra Tech has significant expertise in the areas of water supply, distribution, treatment, storage and other miscellaneous water utility related services. We have designed a combined 300 MGD of constructed and installed membrane capacity and constructed and installed over 100 MGD of brackish RO processes at water treatment facilities within the last 15 years. We provide planning, permitting, design, bidding assistance, construction administration assistance, and start-up and testing at all of these treatment facilities. Our treatment

experts are also well-versed in hydraulic and water quality modeling for evaluation of distribution system blending, and transmission pipeline design. Tetra Tech also has significant pilot testing experience for assessing treatability.

Storm Drain Design

It is imperative in designing storm drain systems to correctly analyze the existing hydrology conditions and hydraulic requirements in the project area. For years, Tetra Tech has set the standard with knowledge of the integration of surface-water hydrology and multi-dimensional hydraulic analysis. Our team will bring value to the project and confidently develop the best plan to properly convey stormwater.

STREETS AND ROADS

Tetra Tech understands the importance of road design and its effects on a planned community development. Tetra Tech has ample experience in developing road networks. Our engineers employ bulbouts and similar traffic calming devices to promote safe pedestrian travel through the community. Design elements such as entry statements, signage, and structures would be prepared in a consistent manner to promote the community as a unified development.

Tetra Tech offers complete road section engineering to incorporate Low Impact Design for parking, pathways, landscape, and drainage. LID road design includes narrow street sections, intermittent street parking with pervious pavement, and blending existing landscape with new landscape to handle the conveyance and discharge of stormwater runoff. Applying these features into the site design not only satisfies State and Regional stormwater quality requirements but also reduces the amount of infrastructure associated with typical curb, gutter, and sidewalk road sections. Tetra Tech has extensive experience implementing LID strategies to road sections and delivering a practical as well as functional design approach.

Tetra Tech offers roadway design and engineering services for Plans, Specifications, and Estimates (PS&E) packages to companies, cities, counties, and Caltrans. Tetra Tech has completed various roadway geometric design plans at different scales ranging from bike path and parking lot design to interchange and major corridor design.

Tetra Tech will develop the preliminary design into PS&E for the City to advertise the construction contract. Tetra Tech is experienced and knowledgeable with the codes and design criteria that will govern the concept and final design for the project. The PS&E will be prepared to satisfy the requirements of the City, County, RWQCB, AASHTO, Manual on Uniform Traffic Control Devices (MUTCD), California Building Code (CBC), and the Standard Specifications for Public Works Construction (SSPWC).

Our planners and engineers are experienced in integrating environmental, regulatory, and community requirements to provide functional and efficient infrastructure improvements.

GENERAL COMPLIANCE WITH STATE AND FEDERAL REGULATIONS

Tetra Tech understands the regulatory framework and relationships from similar assignments which have required coordination with Federal, State, and Local Agencies representatives, as well as a thorough knowledge of associated regulations and guidelines related to legal requirements, environmental compliance, permitting, and local codes, and ordinances.

Our General Compliance Division Lead, Ms. Ann Simpson, has more than 13 years of experience at Tetra Tech as Environmental Scientist, Project Manager, Qualified

Industrial Stormwater Practitioner (QISP), and Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer/Practitioner (QSD/P) and has established outstanding relationships with agencies such as the Regional Water Quality Control Board, Department of Health and Water Resources Control Board.

Our staff has the capabilities necessary to successfully move a project through the PA/ED phase. This consists of the preparation and approval of the Draft Project Report (DPR) (project approval), the environmental document (environmental clearance) and updating the Final Project Report (PR) (addressing any technical changes from the ED). The DPR further defines and develops the project over the PSR. The environmental document could be one of three types: a Categorical Exemption/Categorical Exclusion, an Initial Study leading to a Negative Declaration/Environmental Assessment leading to a Finding of No Significant Impact, or an Environmental Impact Report/Environmental Impact Statement. In any case, a PR would be prepared as the transmittal document to the ED.

Tetra Tech is familiar with and has successfully completed projects within areas under jurisdiction of the US Army Corps of Engineers (ACOE), Regional Water Quality Control Board (RWQCB), and California Department of Fish and Game (CDFG) 1602. Projects that would involve work within these agencies may require a 404 Permit from the ACOE, 401 Water Quality Certification from the RWQCB.

Our biological staff will coordinate with the project engineers to obtain detailed project information and will prepare the notification/permit application package. We will submit the application package to the City for review, and then will submit the application package to the permitting agencies, as appropriate. We will act as a liaison between the City and the permitting agencies, providing additional information and attending sites visits and meetings, if required, in order to obtain the necessary permits.

BACKFLOW MANAGEMENT

Backflow devices are an integral part of the City's Cross Connection Control Program (CCCP). Although the backflow devices are not owned by the City, they are tightly regulated by the State under the requirements of California Code of Regulations Title 17 and further through the Santa Barbara County Code to ensure that the health of the City's public drinking supply is maintained. The City's CCCP ensures that proper annual testing is performed throughout the life of the assemblies, monitors corrective actions, and maintains documentation as necessary for each assembly in accordance with applicable codes.

Tetra Tech will provide the following key services to manage the City's cross-connection control program.

- Verifying assembly testing at initial service and sending timely notices for scheduled annual testing and retesting of backflow prevention assemblies (BPAs);
- Verifying testing is completed by a person holding a current California State Backflow Assembly Tester certificate;
- Responding to questions (from customers, plumbers, general contractors, and regulators) regarding proper installation;
- Selection and testing/inspecting of BPAs and back flow prevention devices and methods;
- Coordinating with property owners to use approved backflow prevention practices;
- Ensuring backflow prevention tester's certifications and test kit calibration certification is compliant with required standards and regulation;
- Ensuring only certified BPAs and approved backflow methods are employed; and ensuring defensible records are created and properly maintained.

Tetra Tech personnel possess cross-connection control specialist and BPA tester certification from the American Water Works Association (AWWA) and training from the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research. Specific expertise includes supporting Vandenberg Air Force Base with all elements of a cross-connection program; preparing annual or as needed activity reports to summarize BPA installation/decommission updates, BPA types, testing status, fail/pass status, level of hazard; developing and implementing testing and cross-connection survey schedules; preparing cross-connection survey annual reports pursuant to Federal, State, and Air Force requirements; and presenting monthly program status reports to Air Force leadership.

To ease our transition into this role, Tetra Tech has reviewed the City's current Test and Maintenance Reporting Forms for Backflow Prevention Assemblies.

Tetra Tech will tailor the City's existing notice content and format as required to establish a notification process for due and past due BPA testing and/or inspection that provides the City with defensible recordation. Tetra Tech will coordinate with the City and provide recommendations to define escalation language and time intervals for notices associated with past due testing/inspection. Tetra Tech will use the City's existing record keeping procedures or will coordinate with the City to implement enhanced record keeping procedures to file notices and responses in an effort to reduce liability for the City associated with potential cross-connections and/or backflow events. Tetra Tech provides the best possible management services for the City's Cross-Connection Control Program and will use our knowledge of regulatory guidance, professional judgment, expertise, and proven and approved techniques to address cross-connection and backflow issues on behalf of the City. We will respond to questions associated with backflow prevention and cross-connection concerns such as BPA selection, installation requirements, testing, shut-off, removal, repair and testing requirements.

Tetra Tech will document and file responses for future reference to minimize cross-connection and/or backflow event liability to the City and its stakeholders. As requested by the City, Tetra Tech will prepare educational flyers to be distributed to the City's business community and residents to raise awareness about the importance of protecting drinking water from potential backflow of undesired substances capable of causing odd taste in the drinking water and or the spread of disease. Education is a critical component of the success of this program, particularly during these unusual times resulting from the Covid19 virus.

Tetra Tech will coordinate with property owners to ensure all applications for BPAs, devices, and or methods meet standard practice requirements for backflow prevention and to ultimately prevent impairment of the City's drinking water within the distribution system. Tetra Tech will coordinate with property owners to help them choose the best approved method that will work for their end-use application and that ultimately will protect the City's drinking water from potential undesired pollutants and contaminants. Tetra Tech will also coordinate with City staff to develop or improve and implement a BPA testing schedule. Tetra Tech will coordinate with BPA testers to ensure tester certifications are up to date at time of BPA testing and that test kit calibration records are updated and traceable to the National Institute of Standards and Technology. Tetra Tech will monitor and keep copies of tester and associated test kit calibration certifications using the City's existing database or, in its absence, a Tetra Tech derived system.

Tetra Tech will prepare an annual cross-connection control program summary report. The report will summarize BPA activity including, but not limited to BPA total installed units, types, total tested, pass/fail results, and level of hazard. The report will also address compliance with applicable Federal, State, and City regulations. Internal program/project management status and technical direction and interchange meetings will be held at regular intervals and on an as-needed basis to review status; exchange information, findings, and conclusions; and report progress.

UTILITY COORDINATION

In addition to identifying and mapping utilities to develop construction drawings, the primary goal of Utility Coordination is to identify difficult potential relocations, determine who has prior rights for the effected utilities, and relocation time frames to avoid unnecessary City expense and/or project delays. The impacts associated with potential utility relocations is often underestimated. Tetra Tech will utilize our extensive Utility Coordination expertise and our superb working relationships with numerous utility purveyors to reduce and/or eliminate unnecessary costs to the City while ensuring timely relocations take place within anticipated project and funding schedules.

We understand the importance of starting the utility coordination effort early in the project development to eliminate subsequent redesigns and/or construction delays associated with relocations.

Our utility process includes:

- Requesting and obtaining existing utility information and maps from the utility owners.
- Preparing a composite utility relocation plan that identifies the limits of utility work, horizontal and vertical alignments, and any new facilities required.
- Coordination and meetings with the City, other utility agencies, and utility companies as needed to verify existing utilities and conflicts and coordinating

placement of future utilities to minimize their overall impact to the project and the new facility.

- Drafting and issuing Relocation Claim Letters and Notice to Owner and Utility Agreements in order to coordinate with utility companies for adjustment and/or relocation of interfering utilities
- Considering existing and future utilities as identified by the utility owners during the design phase and/or plan check process.
- Including utility work and potential utility relocations in the construction schedule.
- Coordinating design of new utility facilities, including water, sewer, gas, telephone, power and oil lines, and other utility owners.

Tetra Tech will coordinate directly with PG&E, The Gas Company, Verizon, Comcast, Plains All American Pipeline and other purveyors for new construction and maintenance work. When applicable, old plans and details will be updated and coordinated to meet the City's preferences.

WATERSHED AND FLOOD PROTECTION SERVICES

Our approach for flood engineering projects is drawn from over five decades of experience providing engineering, planning, design, and watershed and flood protection services. A few of our local clients include Santa Barbara County and Ventura County Watershed Protection District, Orange County Flood Control District, Los Angeles County Department of Public Works (Public Works), the US Army Corps of Engineers (Corps), and other agencies throughout Southern California.

Our goal is to ensure public safety to the maximum extent possible through local and state flood protection compliance. Whether it be review of private drainage/flood studies submitted to the City or the review and updating City flood protection policies and ordinances, our efforts are focused on providing the greatest possible public benefit while reducing liability and expense to the City. We find multipurpose solutions that incorporate flood control, habitat, water quality and sediment control, and recreational elements for watersheds, rivers, wetlands, and associated facilities.

Our Watershed and Flood Protection Services team is a highly specialized, fully integrated group of key professional staff, offering the City a multifaceted, proven approach to watershed and flood protection management.

Tetra Tech maintains a comprehensive suite of complex modeling programs that are tailored specifically for one-dimensional and two-dimensional modeling of surface water hydrology and hydraulics, sediment transport, fluvial geomorphology, hydraulic design, geotechnical analysis, and reservoir operations and management.

Tetra Tech will provide the City with accurate and sophisticated modeling of hydrologic, hydraulic, and sediment transport conditions as may be necessary for studying drainage conditions within the City of Buellton's jurisdiction. We will also provide the City with unparalleled services through our Development Review services in conjunction with private development and public improvement project plan check review. With other related qualifications in water quality modeling, GIS, economics, and feasibility screening tools, we can ensure that hydraulic and sediment control features, vegetated areas, and appurtenant structures will be evaluated and designed to optimize the City's investment.

Watershed Studies

Our team has proven knowledge and experience in developing hydrologic analyses that provide a solid foundation for the analysis and design of flood control projects. Our experience includes water resource and flood damage assessment, flood risk management design (including channels, levees, dams, detention basins and bank protection), hydraulic structure designs, erosion/sedimentation studies, stream restoration and wetland design projects, dam and levee safety evaluations, reservoir operation/optimization studies, development of flood warning systems, dam break flood studies and contingency planning.

Our approach to performing hydrologic studies is to work with the City and other authorities having jurisdiction to identify the best method of hydrologic analysis based on the specific watershed characteristics and boundaries, available historic information, intended use, desired outputs, and the overall conditions that are to be evaluated. The following subsections provide detail on relevant analyses and projects that demonstrates our understanding, expertise, and approach to hydrologic studies.

Rainfall-Runoff Modeling

Tetra Tech uses all specialized rainfall and runoff methods used by County, City, State, and Federal jurisdictions, including the required MODRAT, HEC-1, HEC-HMS, and HSPF models as well as HEC-DSS, HEC-HMS, HEC-GeoHMS, HEC-FFA, HEC-SSP, HEC-IFH, HEC-WMS, UNET, and rational method programs (AES), the latter of which was partially developed by one of our full-time staff members, Dr. Chung-Cheng Yen.

We are experienced in calibrating and verifying rainfall-runoff models using gage data, discharge and volume frequency analyses, USGS regional equations, and local regional equations; and in the development and evaluation of greater-than-design events for flood control projects. We are also experienced in calculating the Probable Maximum Flood (PMF), using published data (e.g., HMR 49) and site specific PMP studies for use in design and evaluation of detention basins and jurisdictional dams.

Discharge and Volume Frequency Analysis

We are experienced in performing hydrological statistical analyses of precipitation, streamflow, and snowpack/snowmelt records to support river, stream, and flood control projects. We have developed discharge-frequency and volume-frequency relationships for calibration and verification of rainfall-runoff models; flow duration curves and seasonal flow relations for use in restoration, water quality and sediment transport studies; and balanced hydrographs for use in design of flood control and restoration facilities. We are well versed in the methods and procedures outlined in the United States Geological Survey Bulletin 17b and have experience with HEC-FFA and HEC-SSP. Our recent studies of the San Gabriel River, Big Tujunga Creek, and Pacoima Wash involved frequency evaluations of flows in these water courses and estimates of the associated sediment transport.

Flood Hydrograph Analysis

Tetra Tech is experienced in development, analysis, and modification of flood hydrographs including unit hydrograph (S-graph) and balanced hydrograph procedures used in developing inflow design hydrographs for dams, detention basins, and other flood control projects. This experience is significant when considering the flood regime in central and southern California, which is often dominated by short, intense rainfall events that lead to hydrographs with very high peak discharges in relation to the overall storm volume. Tetra Tech has designed a number of in-line and offline detention structures in Arizona and southern California (e.g., Tucson Drainage Area, San Timoteo Creek) to reduce flood peaks and their impacts on existing infrastructure. We have also developed specialized hydrographs for "what if" scenarios in conducting climate change studies and identifying the Probable Maximum Flood (PMF) for greater-than-design analysis of flood control projects and for the design of auxiliary spillways for dams.

Floodway Studies

Our team has applied extensive specialized experience in hydraulic analysis, design, and preparation of documents for the Corps of Engineers, FEMA, DWR, NRCS, Reclamation, and other southern California counties and municipalities for capital improvement projects, evaluation of existing flood control facilities, feasibility studies, and flood insurance studies. Our staff has expert-level experience in the application of all required one- and two-dimensional models:

- HEC-RAS
- FLO-2D
- XP-SWMM/WSPG
- AdH
- XP-SWMM
- SRH-2D
- XP2D
- MIKE-21

Our modeling library also includes the HEC series of models including HEC-RAS, UNET, HEC-DSS, HEC-FFA, HEC-FDA, HEC-FIA. Tetra Tech has performed dam-break

analyses using DAMBRK and DWOPER, TABS-2, FLO-2D, USGS's DHM, and the FHWA's FESWMS-2DH. We recently used the HEC-RAS model to evaluate the hydraulics and sediment transport and erosion and deposition associated with historic sluicing from Pacoima Reservoir. Tetra Tech worked with HEC to modify some of the routines in HEC-RAS to accommodate unique features of the sluicing process.

Our staff has expertise acquired through performing numerous hydraulic studies since 1966 (the year our firm was established) that gives us a solid understanding of the value and limitations of each model identified above. In performing hydraulic studies our staff can assist the City in selecting the best approach for the hydraulic analysis based on the available data and the physical parameters (e.g. the flow regime or the type of the system).

Flood Insurance Studies

Tetra Tech's experience preparing flood insurance studies dates back more than thirty years to when Tetra Tech developed the storm surge model that FEMA adopted for use in all coastal flood studies. Tetra Tech also developed the methodology that was adopted by FEMA for evaluating flooding from tsunamis. Flood hazard mitigation combines basic hydraulic design science with policy and jurisdictional issues. We therefore approach projects by considering which technical procedures (for example, County, FEMA, Corps, etc.) may be most appropriate depending on the City's preference and the specific project application. We also develop mitigation measures by considering policy and economic issues. These issues could include trade-offs between high capital costs versus high operations and maintenance costs, for example, or consideration of the intended purpose of available funding sources. Projects range from the more rural areas of California (Napa County, northeastern San Bernardino County) to urban systems with concrete channels and asphalt-covered levees in Los Angeles County.

Our demonstrated professional expertise is applicable to the City's program by committing a proven team that has completed comparable floodplain programs and is knowledgeable about potential funding sources/grant programs. The City can be assured that Tetra Tech's professional excellence has been clearly demonstrated in flood plain analysis, flood hazard mitigation analysis, and floodplain mapping services for municipalities, FEMA and the Corps of Engineers for more than 30 years, including efforts on the NFIP Community Rating System for Public Works, levee certification studies for several southern California counties, Periodic Levee Inspections for Federal Levees for the Corps of Engineers, and the Non-Federal Flood Control Works Inspection Program for the Corps of Engineers.

We have successfully completed hundreds of directly relevant projects that include:

- Accurate analyses of channels, levees, and other hydraulic systems;
- Dam breach analyses on behalf of the Corps and the Natural Resources Conservation Services (NRCS) with similarities to levee breaches using similar theoretical and empirical equations;
- Hydraulic studies along levee breaches based on current FEMA NFIP (44 CFR 65.10) regulations;
- Hydraulic investigations that range from localized near-field studies of velocity, scour patterns, and modeling of local water surface profiles to large-scale, multi-dimensional flood modeling and floodplain mapping;
- FEMA certifications for over 150 miles of levees in at least 10 different flood control districts;
- Development and modernization of NFIP DFIRM maps and their associated adoption/production practices.

Flood Control and Drainage Engineering

Field Inspections and Assessments

A key aspect of successful flood control engineering program is to have a thorough understanding of the field condition of all elements of the drainage system. Tetra Tech personnel have recently performed numerous detailed inspections of flood channels and levees throughout California. Tetra Tech was contracted by the U.S. Army Corps of Engineers, Los Angeles District to prepare Initial Eligibility Reports for Flood Control Works associated with the USACE Rehabilitation and Inspection Program (RIP). Throughout the project, Tetra Tech reviewed and inspected a total of 215 facilities throughout San Diego, Los Angeles and Ventura counties. In addition, Tetra Tech has been contracted by the USACE Los Angeles District to perform levee safety Periodic Inspection (PI) on 33 levee systems in San Bernardino and Riverside County.

These inspections typically involve verification of proper operation and maintenance, evaluation of operational

adequacy and structural stability, review of design criteria to identify changes in current design standards, identification of features to monitor over time, review of the local sponsor's maintenance and inspection program, flood history review and creation of a GIS Data base to incorporate all of the project information.

Analysis and Design of Channel, Levee, and Associated Facilities

Tetra Tech has a long history in the hydraulic design of structures in support of planning studies and designs for flood control structures. Most all projects are multi-disciplinary water resource projects that include disciplines of hydrology, hydraulics, geotechnical, structural, and water quality. Project experiences include channel and floodplain and flood mitigation design, stormwater detention and flood control features, several types of hydraulic control and protection structures, design of structural and bioengineered bank protection and stabilization features, stream and floodplain restoration features, fish passage facilities, dam spillway and outlet works structures, irrigation diversions and canals, and navigation facilities. Designs including quantity determination are performed in CADD software such as AutoCAD Civil3D or Microstation InRoads where 3-dimensional surfaces and horizontal and vertical alignments are prepared. Construction drawings and project specifications and special provisions are prepared in accordance with Standard Plans, specifications library and "boiler plates", requirements and design guidelines of various local, state, and federal agencies. Cost estimates are prepared in the USACE's MCACES software, spreadsheet calculations, and/or hand-calculations. During bid advertisement and construction phases of the projects, Tetra Tech provides engineering, review, and coordination required by the projects.

Tetra Tech is experienced with using the Green Book Standard Specifications for Public Works Construction and utilizing Caltrans Standard Plans. With our extensive experience with the USACE we know their Engineering Manuals, Engineering Regulations, Engineering Circulars and Engineering Technical Letters, which provide vast design criteria, used in flood control projects.

Our experience with multi-disciplinary projects has provided our staff with knowledge regarding civil, architectural, geotechnical, structural, electrical, mechanical, and irrigation design, which not only satisfies various hydraulic design standards and requirements but takes into consideration operation and maintenance requirements, which otherwise, may result in additional reviews and revisions or sometimes redesign of flood control projects.

In one recent example – the Tucson Drainage Area Project – Tetra Tech provided hydraulic (and civil) design for an interconnected detention basin and channel system that included arch-culverts, drop structures, a side weir, side inlets, concrete and natural channels, long concrete box culverts with underground junctions, and auxiliary spillways for four jurisdictional embankments. This experience requires a thorough understanding and utilization of hydraulic procedures and engineering standards.

MISCELLANEOUS AND OTHER SERVICES

Tetra Tech understands that the City will periodically require assistance with special engineering studies and projects or general staff assistance. With more than 20,000 employees working from 450 offices worldwide, our capacity encompasses more than 80 disciplines with sufficient engineers, scientists, and support staff to fulfill a contract in any of its five service areas: water, infrastructure, the environment, energy, and natural resources. Tetra Tech has significant professional resources available to provide the City assistance with any assignments necessary on an as-needed basis. In the event that there is a task that is outside Tetra Tech's wheelhouse, Tetra Tech will solicit proposals to outside consultants for City review and approval.

Quality Assurance/Quality Control

Tetra Tech's Quality Assurance (QA)/Quality Control (QC) program and procedures grow from a business culture in which they are part of every component of program and project work. This is the result of two conditions: 1) a clear and unequivocal emphasis on proactive quality management from its corporate leadership; and 2) the use of proven project-specific quality planning, assurance, and control techniques. We recently updated our Quality Control Manual to incorporate new ideas, techniques, and procedures further solidifying our commitment to Quality Control for our project teams. It is important to our firm, that our staff have the state-of-the-practice guidelines available as Quality Management is a priority on every project.

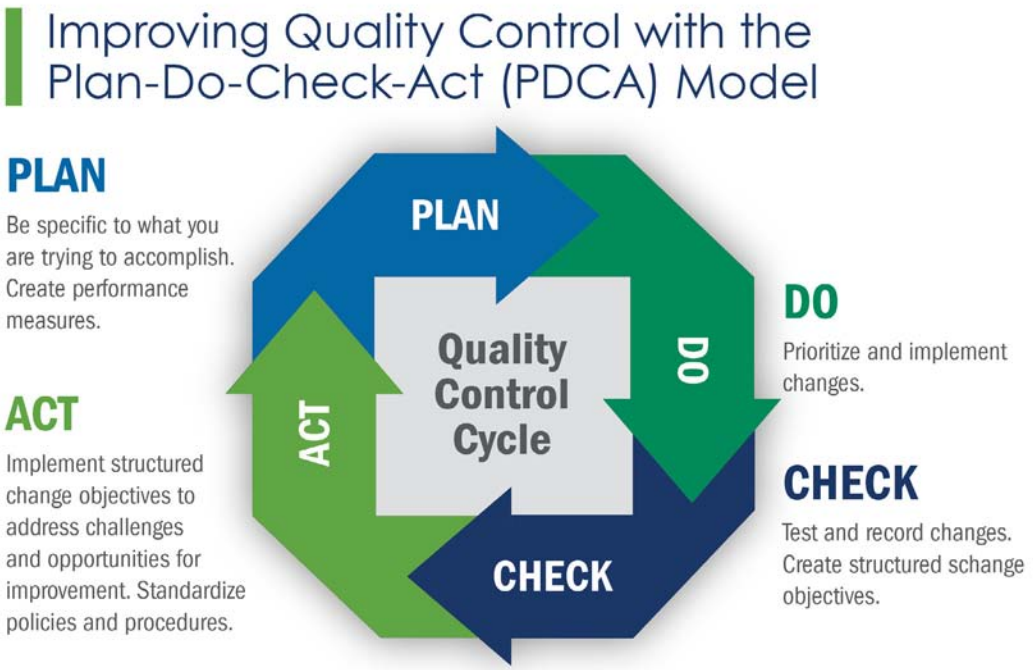
Project-Specific Applications of QA/QC Techniques: A project-specific QA/QC effort must ensure that expectations for controlling costs, schedule, and quality of work are met.

Cost: Controlling project cost starts with good planning and management. Tetra Tech's cost control and reporting system starts during project planning with work breakdown structures (WBS) for establishing budgets. The WBS then is used to accumulate and report costs internally and to the client. Finally, an earned value management approach to assessing costs and technical completion is used to monitor budget compliance and to identify and address unanticipated costs early in the project.

Schedule: Managing a project schedule efficiently starts with a detailed baseline schedule established during project planning. The schedule follows the WBS and reports the progress of cost and schedule as planned. Deviations from the schedule are highlighted during monthly reporting; changes threatening its adherence are discussed with the client and corrective action is agreed upon, if necessary.

Technical Services and Reports: QA techniques start during the planning phase, including defining the performance standards with the client (specifications, guidance, SOPs, testing methods, etc.) and identifying specific QA techniques to be used (storyboards, interim deliverables, review sessions, and value engineering reviews). Before a technical deliverable is released, a QC review is conducted. It involves the following: 1) an editorial review to ensure clarity and readability; 2) a technical review to ensure recommendations are supported by facts; and 3) a final quality review to ensure all agreed upon performance standards were met and the QC reviews were completed appropriately.

Continuous Improvement: Our project teams are Tetra Tech's frontline for ensuring excellent quality performance. They apply these QA/QC actions to all current projects and apply lessons learned to all future projects. All Tetra Tech personnel play a vital role in achieving these goals.



C. EXPERIENCE AND QUALIFICATIONS

Tetra Tech

As one of the largest engineering consulting firms in the United States, Tetra Tech has built a reputation in the industry as a leader in developing effective solutions to constantly changing and challenging engineering issues. Tetra Tech is a full-service, multi-disciplinary engineering consulting firm, specializing in planning, design and construction management. Tetra Tech has served over 5,000 different clients since 1966, successfully solving design and construction challenges through our innovative approaches to "real world" design and construction activities. Our clients include a diverse base of municipalities, public, and private sector transportation and transit agencies, as well as residential, commercial, and industrial developers located in the U.S. and internationally. Tetra Tech's reputation as a leader in consulting engineering is validated by Top 10 ratings annually by Engineering-News Record. ***In 2019, Tetra Tech was rated #1 in Water for the 16th year in a row, and #5 Design Firm among the top 500 Design Firms nationwide.***

Tetra Tech has extensive experience in preliminary analysis, preparation of plans, specifications, and estimates (PS&E), project management, construction observation, and construction management for various types of public works related projects including, but not limited to, site development, street improvements, grading, drainage, bridge and structural design, traffic analysis and design, transportation engineering and planning, mapping and survey services, CADD and GIS, water quality, and construction management services.

Tetra Tech provides the City of Buellton with the unique combination of technical ability, demonstrated experience, and professional resources to successfully address all scope of work areas for the qualification categories. The projects shown in this section are examples of our relevant experience, and highlight our proficiency on multiple types of projects. These featured projects have been successfully completed on time and within budget or are currently in progress.

Tetra Tech's presence in Santa Barbara County goes back to 1993, when we opened our office in Santa Barbara, followed by our Santa Maria and Buellton offices. Combined with our San Luis Obispo office, there are now more than 80 professionals in our Central Coast offices to support the requested scope of services covering projects that span all facets of civil engineering expertise. The efficient execution of this contract requires a talented team that is balanced with technical expertise and effective leadership, which is exactly what Tetra Tech offers. We will provide the most cost-effective solutions to the City based on the following reasons:

Our services will be provided from our Buellton, Santa Barbara, and San Luis Obispo offices. Although we can draw from a large pool of nationwide resources, we have assembled a local team of professionals that will provide you with the exemplary level of service that we have shown on all our current and past City of Buellton projects.

We are proud of our association with the City and look forward to continuing our work in conjunction with City staff on your upcoming project assignments. The relevant project experience included in this section represents the wide array of services that Tetra Tech can provide to the City and details the staff that would be available to support the various engineering services.

Central Coast Transportation Consulting (CCTC)

Central Coast Transportation Consulting (CCTC) provides professional traffic engineering and transportation planning services in Central California with a focus on responsive, personal service. CCTC has successfully provided on-call services to numerous agencies, acting as an extension of agency staff to provide technical expertise and help balance unpredictable workloads. They currently provide on-call services to the City of San Luis Obispo, City of Paso Robles, County of San Luis Obispo, and the San Luis Obispo Council of Governments. These services have included circulation element updates, Safe Routes to School projects, traffic signal designs, traffic studies, safety studies, stop sign and signal warrant analyses, VMT evaluations, and a variety of other transportation-related services. CCTC was founded in San Luis Obispo County in 2011 and is a Certified Disadvantaged Business Enterprise (DBE) in California. CCTC takes pride in their work and enjoys improving transportation in our communities..

RELEVANT PROJECT EXPERIENCE

Merced Avenue Greenway

South El Monte, CA

Tetra Tech is providing detailed design services for a multi-benefit stormwater runoff management and street retrofit project of the Merced Avenue corridor in the City of South El Monte. Improvements to the 1.1-mile section of Merced Avenue will include the reconfiguration of existing traffic lanes to accommodate water quality improvements and LID/BMP infrastructure retrofits, native revegetation, and planned active transportation components to increase pedestrian safety and mobility throughout the corridor.

The primary goal of the project is to manage stormwater runoff at its source in order to meet regulatory compliance by improving water quality and enhancing watershed health. A key component of this project is to demonstrate how stormwater BMP's can be incorporated into existing residential and industrial infrastructure. Upon completion, the project will serve as a model for future LID/BMP retrofit techniques and development throughout Los Angeles County. Additional project benefits will include creating new safe bike and pedestrian connections, reducing the urban heat island effect and its carbon footprint, enhancing public health and beautifying the neighborhood.

CLIENT:

Council of Watershed Health for City of South El Monte

PROJECT HIGHLIGHTS:

- Plans, Specifications and Estimate (PS&Es)
- Bike and Pedestrian Amenities
- LID/BMP Green Infrastructure
- Landscaped Medians
- Hydrology/Hydraulic Modeling
- Stormwater Management
- Traffic/Signalization
- Active Transportation
- Streets/Roadway
- GIS/Mapping/Survey
- Community Outreach

CLIENT:

City of Pismo Beach

PROJECT HIGHLIGHTS:

- Arterial Roadway PS&E
- Complete Streets
- Class I Bikeway
- Pedestrian Enhancements
- Pedestrian Lighting
- ADA Compliant Curb Ramps
- Wayfinding
- Utilities
- Low Impact Development
- Caltrans Coordination
- Survey
- Geotechnical
- State Grant/Federal Funding Requirements

Shell Beach Road Streetscape

Shell Beach, CA

Tetra Tech designed a Complete Street project in Pismo Beach, that encompasses 18 blocks of Shell Beach Road. The project elements include a new Class I Bikeway adjacent to the existing Caltrans right-of-way (Highway 101). The design incorporates wider sidewalks to improve the pedestrian experience and opportunities for outdoor cafes, street furniture and improved safety. The streets are redesigned by reducing the lane width to slow down vehicle traffic, adding striped crosswalks at key crossing locations for pedestrian safety, new way-finding and streetscape enhancements including: pavement enhancements at crosswalks and intersections, full ADA compliance, street furniture and landscape improvements that will provide a softening of the views, create a shaded pedestrian and bike lane corridor while decreasing the heat island effect.

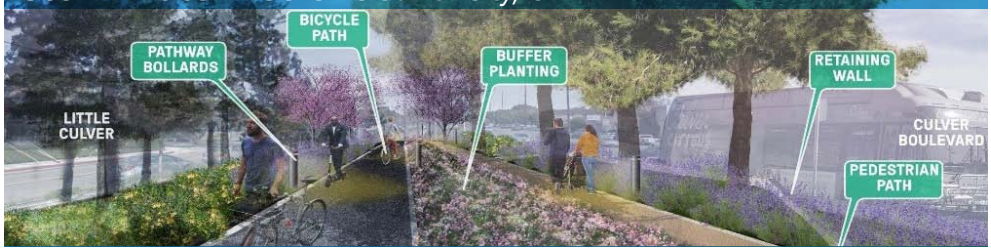
Concurrently, the project includes the addition of a new 12-inch water line, new 12-inch reclaimed water line, the undergrounding of power and communication lines to reduce the visual clutter and new storm drain improvements.

The overall goals of updating the corridor with underground utilities and providing a safe and more enjoyable experience along Shell Beach Road is being accomplished while preserving the unique aspect of the Shell Beach Neighborhood.

This project is currently in the construction phase.

RELEVANT PROJECT EXPERIENCE

Culver Boulevard Corridor Realignment and Stormwater Retrofit *Culver City, CA*



Tetra Tech was contracted by the City of Culver City to design two separate projects along Culver Boulevard, a median realignment project and a regional stormwater capture project. The primary goal of the median realignment project was to improve pedestrian/vehicular safety and mobility while mitigating traffic noise and nuisance impacts to nearby residents. The primary goal of the regional stormwater capture project was to meet water quality improvement priorities and objectives established in the MS4 Permit and the Ballona Creek Enhanced Water Management Plan.

To reach a consensus with the residents for both projects, Tetra Tech prepared a comprehensive Outreach Community Engagement Plan, coordinated with the Citizens Advisory Committee, and participated in community outreach meetings to encourage full and early community/stakeholder participation in the project.

Tetra Tech has completed the final design (PS&E) for these projects and will continue to provide engineering support during construction. Construction is anticipated to be completed by the end of 2020.

CLIENT:

City of Culver City

PROJECT HIGHLIGHTS:

- Plans, Specifications and Estimate (PS&Es)
- Design Support During Construction
- Green Infrastructure
- Traffic/Signalization/Street Lights
- Streets/Roadway
- Grading/Drainage
- Stormwater capture and reuse
- Structural Engineering
- Utilities
- GIS/Mapping/Survey
- Community Outreach

Active Transportation Project (ATP) 2 and 3 *Los Angeles, CA*

Tetra Tech is providing design services and support during construction for two active transportation projects: the Boyle Heights Linkage Project Description (ATP 2) and the Arts District Pedestrian/Cyclist Improvement Project (ATP 3).

The ATP 2 Project focuses on pedestrian transportation improvements which includes sidewalk enhancements, ADA ramps, new and enhanced crosswalks, and safety features that include curb pedestrian signals and new pedestrian lighting along all new/improved walkways. The project will provide nearly 4,000 linear feet of new, replaced, and reconstructed sidewalk. The sidewalk improvements will include new and reconstructed ADA ramps and crosswalks, providing connectivity to various key community features and adjacent neighboring locations. Vehicle traffic calming improvements will consist of installing a new traffic signal at the intersection of 4th Street and Clarence Street.

The ATP 3 Project will provide pedestrian and cyclist improvements including new cycle tracks, bike lanes, bike routes, new and widened sidewalks with curb extensions, new traffic controlled intersections, a new shared street connecting to the new Sixth Street Viaduct Arts Plaza, as well as green street elements.

CLIENT:

City of Los Angeles

PROJECT HIGHLIGHTS:

- Sidewalk Replacement/ Repair
- ADA Compliant Curb Ramps
- Continental Crosswalks
- Pedestrian Lighting
- Shared Street Curb Extensions
- Class 4 – Cycletrack
- New Intersection Signals
- New Pedestrian Push Button Crosswalks
- New Green Alley

RELEVANT PROJECT EXPERIENCE

Buellton Construction Inspections and Plan Check

Buellton, CA

Tetra Tech is providing plan checking, permitting and inspection services to the City of Buellton. Some of the associated projects include a residential townhome complex consisting of 25 buildings with more than 150 dwelling units, a brewery expansion featuring a subsurface stormwater infiltration system, a new commercial building development with multiple offsite improvements, and a parking lot expansion which included stormwater retention features.

Plan check services included the review of Storm Water Quality Control Plans (SWQCP). Plan checks ensured projects achieved post construction requirements (PCRs) set forth by the Central Coast Regional Water Quality Control Board. The reviews included the evaluation of hydraulic and hydrologic calculations to confirm compliance with regional water quality standards. Services also included assistance in the recordation of agreements for the perpetual maintenance of project Best Management Practices (BMPs). Projects approved for construction were also inspected intermittently and at project closeout to confirm BMPs were constructed per plan and protected from construction activities.

CLIENT:

City of Buellton

PROJECT HIGHLIGHTS:

- **Sewer Line Inspections**
- **Waterline Inspections**
- **Storm Drain Inspections**
- **Stormwater Infiltration Chamber Inspections**
- **Grading Inspections**
- **Concrete Inspections**
- **Construction Site Stormwater Management Inspections**
- **Encroachment Permit Coordination and Support**

CLIENT:

County of San Luis Obispo

PROJECT HIGHLIGHTS:

- **Provide Annual Training RWQCG PCR Requirements in both Classroom and Real-World Field Settings**
- **Provide Detailed Plan and Document Check Comments for Consistency with SLO County SWCP and LID Handbook**
- **Provide Onsite Inspections and Initial Pre-construction Conference during the Installation of Structural Control Measures and Final Acceptance of Work**
- **Provide Ongoing Recommendations for Improving SLO County's Stormwater Program**

San Luis Obispo Stormwater Plan Check

San Luis Obispo, CA

Tetra Tech currently holds an On-Call Contract with the County of San Luis Obispo to provide plan checking and inspection services for stormwater compliance on public and private development projects.

Services include review and approval of Stormwater Control Plans (SWCP's) for County jurisdictional development projects required to comply with post-construction requirements (PCRs) for stormwater. Projects are reviewed for compliance with the Central Coast Regional Water Quality Control Board (RWQCB) requirements set forth in Resolution No. R3-2013-0032. During each review Tetra Tech completes records and check list to assist the County in tracking project permitting.

Tetra Tech also remains on-call to perform onsite inspections of structural control measures (SCM's). Inspections occur during and/or after construction to confirm the approved project SCMs were constructed according the approved plans. This level of review ensures the project complies with the RWQCB Post Construction Requirements.

RELEVANT PROJECT EXPERIENCE

Solvang Stormwater Master Plan

Solvang, CA

Tetra Tech developed a Stormwater System Master Plan for the City of Solvang. Solvang is drained by eight separate watershed basins, all of which ultimately flow to the Santa Ynez River. Tetra Tech assisted the City with the development of its first Stormwater System Master Plan (Master Plan), that generated a fully articulated stormdrain network, high resolution drainage areas and characteristics, assessed flood risk potential, and identified project opportunities that can meet multiple objectives. High-powered analytical tools were used to assess the input data and rapidly generate representative PCSWMM H&H models for both the existing condition and proposed configurations. Characterization of project opportunities were dynamically assessed to determine the optimal configuration that meets both performance criteria and minimizes costs. Additionally, consideration was given to development of projects that will qualify for grant funding opportunities (e.g., climate resiliency, integrated planning, etc.) to further the City's objectives. The Stormwater System Master Plan accounts for prioritization criteria that ensures capital planning is consistent with the expectations and priorities of the City, its citizens, and governing regulations.

CLIENT:

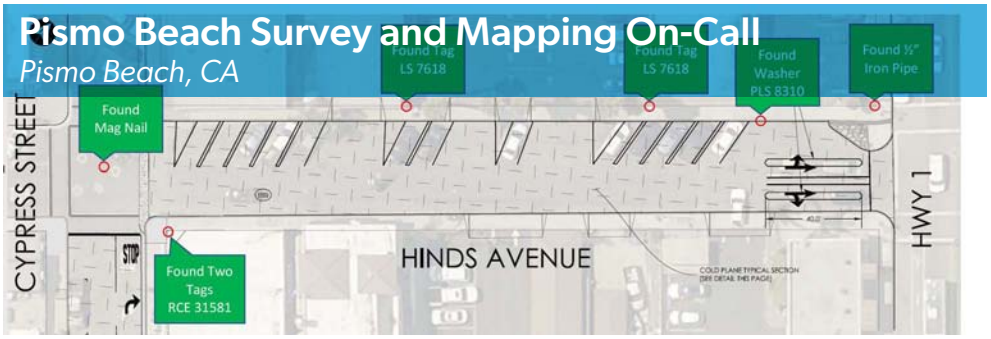
City of Solvang

PROJECT HIGHLIGHTS:

- Comprehensive Data Collection and Storm Drain Inventory
- Hydraulic and Hydrologic (H&H) Modeling
- Multi-benefit Project Development

Pismo Beach Survey and Mapping On-Call

Pismo Beach, CA



Under a Surveying Services On-Call Contract, Tetra Tech is providing map checking and certification services, topographic and control surveys and help with monument preservation to the City of Pismo Beach.

Our survey team is responsible for checking Parcel Maps, Tract Maps, Lot Line Adjustments and easement submittals for the City, and redlining submitted check prints in order to address necessary changes and/or omissions based upon the requirements of The Subdivision Map Act, the PLS ACT and local City Ordinances.

Tetra Tech has also provided office research and field verification for the monument preservation requirements that the City has included in the bids for the Capital Improvement Projects and other City projects were survey monuments might be in danger. Topographic Surveys were also performed, on City owned property, for the City to use in design.

CLIENT:

City of Pismo Beach

PROJECT HIGHLIGHTS:

- Topographic Survey
- Control Survey
- Mapping
- Monument Preservation

RELEVANT PROJECT EXPERIENCE

Diablo Canyon Power Plant Boundary and Title Survey

Avila Beach, CA

Pacific Gas and Electric Company (PG&E) contracted Tetra Tech through an existing Master Services Agreement to perform a Land Title Survey of the property holdings associated with the Diablo Canyon Power Plant (DCPP). PG&E announced in 2016 that it intends to close DCPP by 2025. As part of the process, Tetra Tech was contracted to determine the location and use of PG&E's landholdings at DCPP.

PG&E's landholdings include approximately 34 parcels covering 12,000 acres of land between Avila Beach and Montana de Oro State Park, California. In order to fully understand the current status of these landholdings Tetra Tech performed an aerial topographic survey, boundary survey, and a Land Title Records study. Final deliverables included CAD drawings and exhibits showing the property boundaries, the topographic features and physical encumbrances to the properties, and any other records of title or interest that affected the surveyed properties. Tetra Tech also set boundary monuments on many of the corners and filed a Record of Survey with San Luis Obispo County to show the set monuments and document the boundary resolution.

CLIENT:

Pacific Gas and Electric (PG&E)

PROJECT HIGHLIGHTS:

- **Topographic Survey**
- **Control Survey**
- **Aerial Survey**
- **Mapping**
- **Monument Preservation**

Cross Connection Program Support

Vandenberg Air Force Base, CA

Tetra Tech has been supporting the Vandenberg AFB Cross-Connection Control and Backflow Prevention Program since 2004. More than 600 facilities including are connected to the drinking water distribution system with nearly 850 backflow prevention assemblies (BPAs). Tetra Tech AWWA certified cross-connection control staff helps Vandenberg AFB meet federal, state and Air Force compliance requirements with technical support that includes but is not limited to:

1) ensuring BPAs are profiled in the Tetra Tech developed Cross-Connection Management System (CCMS) and tested according to an established schedule;

2) ensuring BPA test records are filed, maintained, and easily queried to support compliance requirements;

3) maintaining open and timely communication with all stakeholders in order to schedule testing, installation, abatement, and demolition;

4) planning, scheduling, and implement-ing cross-connection control surveys;

5) compiling survey results, assigning level of hazard for identified cross-connections, and preparing a summary report;

6) providing technical expertise in advance of Air Force and State Water Resources Control Board inspections (i.e., sanitary surveys); and inspecting construction sites and other projects requiring use of drinking water to identify and eliminate potential cross-connections.

CLIENT:

30 CES/CEO, Vandenberg AFB

PROJECT HIGHLIGHTS:

- **Backflow Preventer Test Scheduling, Tracking, and Preparation of Summary Compliance Reports**
- **Stakeholder Coordination with Air Force Staff, Aerospace Contractors, Housing Contractor, Facility Managers, Certified Testers, and General Contractors**
- **Support Air Force and State Inspections**
- **Cross-Connection Survey Planning, Scheduling, Implementation, Documentation**

RELEVANT PROJECT EXPERIENCE

Implementation of the City and County of San Francisco MS4 Phase II Permit *San Francisco, CA*

Tetra Tech is providing technical support with the San Francisco Public Utility Commission (SFPUC) Regulatory Compliance Division over a 5-year period by developing program components for compliance with each element of the 2013 Small Municipal Separate Storm Sewer System (MS4) General Permit (Phase II Permit). Tetra Tech is streamlining program management and meeting required milestones through a combination of program evaluation and planning, establishment of program priorities, development of standard operating procedures (SOPs), development of outreach and training materials, creation or revisions to tracking systems and databases, and other activities to improve the efficiency and effectiveness of the MS4 program.

Tetra Tech has applied our in-depth understanding of NPDES permit requirements to guide SFPUC through the Phase II Permit compliance process, including assisting SFPUC in meeting compliance schedules, coordinating with multiple agency staff to develop inventories, developing technical standards and SOPs that meet permit requirements and, where possible, enhancing the efficiency of agency operations.

CLIENT:

San Francisco Public Utilities Commission

PROJECT HIGHLIGHTS:

- Permit Implementation and Compliance
- Program Integration
- SOP Development
- Outreach and Training
- Tool Development

Programmatic Stormwater Compliance for Civil Engineering Squadron (CES) *Vandenberg Air Force Base, CA*

CLIENT:

US Air Force, Vandenberg AFB

PROJECT HIGHLIGHTS:

- Areas of Special Biological Significance (ASBS) Discharge Compliance
- Compliance and Water Program Technical Support
- Stormwater Pollution Prevention Training
- Public Outreach

Tetra Tech has served Vandenberg AFB Civil Engineering Squadron with consecutive annual stormwater compliance and technical support indefinite quantity, indefinite delivery contracts without interruption from 1995 to present. Projects under this contract have included the following.

Areas of Special Biological Significance discharge compliance at Pillar Point AFS included discharge and receiving water monitoring, biological surveys, runoff modelling, assessment of discharge diversion alternatives, low impact development retrofits, automated sampling, stakeholder and agency meetings, and general compliance planning and coordination.

Compliance and Water Program Technical Support at Vandenberg AFB addressed multiple permits including the Small MS4 General Permit, Industrial Storm Water General Permit, and Construction General Permit. Tetra Tech has supported the implementation, tracking and assessment of more than 60 municipal storm water BMPs; performed all compliance monitoring and reporting for seven permitted industrial facilities; and aided the CES with inspection of active and inactive construction sites.

Stormwater Pollution Prevention Training included training for Contractors; CES leadership, engineers, and environmental professionals; and industrial facility managers. Stormwater training topics have ranged permit review and updates, to BMP selection, implementation and maintenance, to low impact development and post-construction hydromodification management.

RELEVANT PROJECT EXPERIENCE

Utility Inventory, Condition Assessment, and Mapping

Multiple Locations Nationwide

CLIENT:

United States Coast Guard

PROJECT HIGHLIGHTS:

- **GIS**
- **Utility Inventory**
- **Inventory, Condition Assessment, and Mapping (ICAM) Initiative**

Tetra Tech was selected by the US Coast Guard to provide technical engineering, GIS, and data collection support to develop and implement a new, enterprise-wide utility system Utility Inventory, Condition Assessment, and Mapping (ICAM) initiative. The goals of this ICAM project were to:

(1) gain visibility of existing utility system assets through a comprehensive inventory and mapping effort;

(2) assess the condition of existing utility system components to estimate remaining useful life;

(3) develop repair and rehabilitation recommendations based on condition assessment results;

(4) develop a repeatable Plant Replacement Value model (PRV) and update the PRV for each utility system; and

(5) provide a web-based GIS platform to visualize, utilize, and maintain ICAM data in the future. The Utilities included in the program were sanitary sewer, storm sewer, potable and fire water, electrical, natural gas, steam, and compressed air.

CLIENT:

Suburban Water Systems

PROJECT HIGHLIGHTS:

- **Preliminary Engineering Studies**
- **224 Reservoir Design**
- **Watermain Construction Observation**
- **Permitting Assistance**

On Call Services for Suburban Water Systems

Southern California

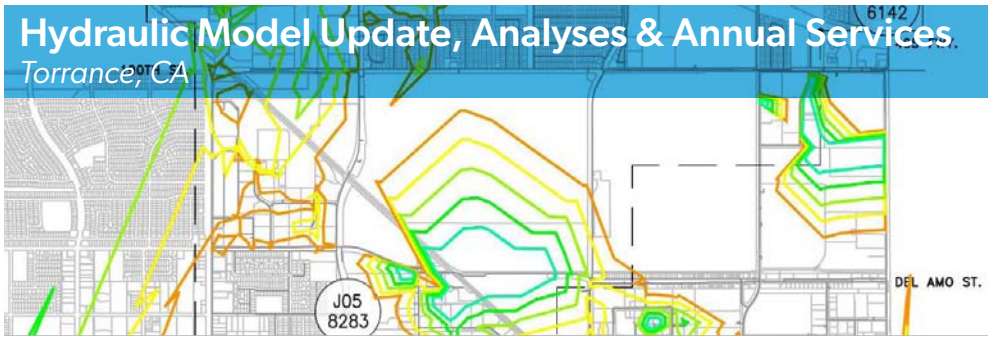
Tetra Tech has been providing on-call services to Suburban Water Systems since 2010. The services generally include engineering studies, final design, assistance obtaining approvals from the Public Utilities Commission, construction management, construction assistance, and construction observation. Many of the projects were associated with an old existing tank site which was updated with a new site layout, new tanks, and a pump station. Many other projects were associated with construction inspection of watermains located throughout the Whittier/La Mirada area and the West Covina/La Puente area.

Specific work tasks included assistance with grading, 30' high retaining walls, steel tank footing design, peer review of Suburban's steel tank specifications, low impact development (LID) site improvements, and watermain design including bore and jack type of construction. Tetra Tech also provided assistance with the design of a pump station including the housing and HVAC system. In addition, Tetra Tech helped represent Suburban Water Systems at City Council meetings and other permitting agencies, and provided assistance with CEQA permitting.

RELEVANT PROJECT EXPERIENCE

Hydraulic Model Update, Analyses & Annual Services

Torrance, CA



The City's H2ONET hydraulic model of their domestic water distribution system was improved and updated by correcting model disconnections; reallocating water demands; inputting pipeline projects that have occurred over the last seven years; inputting new development demands; and removing demands that are now part of the recycled water system. Twelve field hydrant tests were conducted and SCADA data collected in order to calibrate the model. Hydraulic and water age analyses were then run with the updated and recalibrated model to evaluate a proposed groundwater supply system; system performance with a major transmission main out of service; and the sizing for new water mains. The updated and calibrated model was used to analyze various specific scenarios. For example, a water quality assessment was performed which predicted TDS concentrations based on a new source of supply from the proposed North Torrance Well Field. Various improvements were also modeled to identify their impacts on the TDS concentrations. Other scenarios were modeled to determine the practical limit for quantity of water that the North Torrance Well Field could produce, impacts on other sources, and improvements required to support the new source.

CLIENT:

City of Torrance

PROJECT HIGHLIGHTS:

- Hydraulic Modeling
- Water Quality Assessment

CLIENT:

Los Angeles County

PROJECT HIGHLIGHTS:

- FEMA Guidelines and Regulations including LAMP
- Coincident Flow Analysis at Confluence
- Hydraulic Analysis
- 2-Dimensional Hydraulic Analysis
- Floodplain Mapping
- FEMA Coordination

Compton Creek Interior Drainage Study

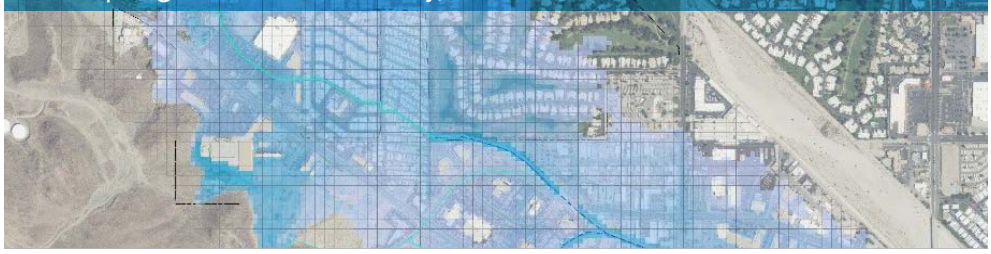
Los Angeles, CA

Tetra Tech is performing this study to prepare the preliminary Digital Flood Insurance Rate Map (DFIRM) along the Compton Creek levee system, located just above the confluence with the Los Angeles River. This study is being performed in accordance with the FEMA's Levee Analysis and Mapping Procedures (LAMP) guidelines. Per the LAMP guidelines, the 100-year floodplain mapping is generated by combining Special Flood Hazard Areas (SFHAs) resulting from both the levee reach procedure and interior drainage analysis. This study also includes an extensive analysis in coincident flow condition at the LA River confluence. The interior drainage analysis includes developing inventory of the existing storm drains and pump stations connected to the levee system and coordinating with FEMA to determine which drainage structures or systems need to be analyzed.

Once a list of storm drain structures is finalized, the study requires performing the interior drainage analysis, based on the joint probability of interior and exterior flooding, and delineating of areas landward of the levee where interior runoff may pond. A FLO-2D model, a 2-dimensional hydraulic model, is selected to model interior areas storm drain hydraulics, based on the creek stages, storm drain geometry, interior drainage topography, and other pertinent information. A FLO-2D model is also selected to develop a floodplain mapping of the interior drainage because flooding on the interior side of the levee is likely to propagate through a network of streets with curbs that would convey the flow over the floodplain and likely to interact between a number of storm drain inlets.

RELEVANT PROJECT EXPERIENCE

Eagle Canyon Dam Breach Inundation Study
Palm Springs and Cathedral City, CA



Tetra Tech performed a dam breach analysis and prepared downstream inundation mapping for Eagle Canyon Dam. A hydrologic analyses was performed to estimate the storm water inflow to the detention basin for a general 72-hour storm probable maximum precipitation (PMP), and a local 6-hour storm PMP. The PMP values were used to develop the probable maximum flood (PMF). Hydrologic routing models were developed using the Hydrologic Modeling System (HEC-HMS) to route the storm events from the watershed into the dam. The BREACH model developed by the National Weather Service (NWS) was used to determine the breach parameters for piping failures as well as overtopping failures of the dam. Inundation maps were prepared to represent the best estimate of where water would flow based on dam failure. The dam is currently under construction and a CLOMR submittal was prepared to show the impacts of the dam on the FEMA 100-year floodplain. The FLO-2D model was used to model the floodplain. The 100-year flow from the dam is located completely in the underground storm drain system until the confluence with North Cathedral Channel. The CLOMR mapping focused on the residual flooding west originating north and west of the dam flow.

CLIENT:

Riverside County Flood Control and Water Conservation District

PROJECT HIGHLIGHTS:

- Hydrologic Analyses
- Breach Modeling
- FLDWAV Model
- Flo-2D Modeling
- Inundation Mapping
- Assisting with FEMA LOMR Application

CLIENT:

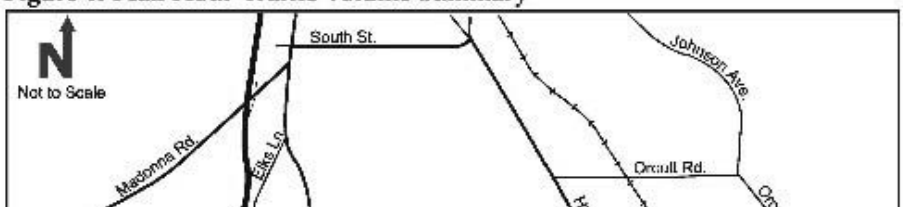
City of San Luis Obispo

PROJECT HIGHLIGHTS:

- Transportation Studies
- Travel Demand Modeling
- Alternatives Testing and Sensitivity Analysis
- Public Outreach
- Parking Studies
- Multi-modal Level of Service (LOS) Calculations
- Neighborhood Traffic Management (NTM) Program Assistance
- Signal Modification Design

City of San Luis Obispo On-Call Transportation Services *San Luis Obispo, CA*

Figure 1: Peak Hour Traffic Volume Summary



Central Coast Transportation Consulting (CCTC) has conducted numerous projects in the City of San Luis Obispo, many under an on-call contract we have held since 2012. CCTC staff has managed the transportation studies for the Avila Ranch EIR, San Luis Ranch SEIR, Orcutt Area Specific Plan EIR, Chevron Tank Farm EIR, and Chinatown Mixed-Use Project EIR projects. CCTC provided extensive support services to assist the consultant team and City staff in delivering the updated Land Use and Circulation Elements within tight scheduling constraints. Tasks included travel demand modeling support, including alternatives testing and sensitivity analyses; mode split adjustments to the model; operational tests using the City's Synchro network; public meeting facilitation; and document review. In addition, we have also assisted for a variety of other projects, including updating the City's speed surveys, developing an Access Management policy, peer review of studies prepared by others, assisting with the Bike Plan update, completing parking studies and performing multi-modal level of service (LOS) calculations, and Neighborhood Traffic Management (NTM) program assistance, among others. CCTC staff has designed new signals or signal modifications at eight intersections in the City.

CLIENT REFERENCES

CLIENT	CONTACT INFORMATION
City of Los Angeles Bureau of Engineering	Mr. Bryan Powell (213) 485-5908, ryan.powell@lacity.org
City of Lakewood	Ms. Lisa Rapp (562) 866-9771, LRapp@lakewoodcity.org
City of Carson	Mr. Julio Gonzalez (310) 830-7600 x1822, JGonzalez@carson.ca.us
County of San Luis Obispo	Ms. Elizabeth Kavanaugh (805) 781-4089, ekavanaugh@co.slo.ca.us
County of San Luis Obispo	Ms. Ann Gillespie (805) 781-5259, agillespie@co.slo.ca.us
Pacific Gas & Electric	Mr. Christopher Chu (415) 973-7894, c1cq@pge.com
U.S. Army Corps of Engineers	Mr. Timothy W. Jackson, PWS (213) 452-3419, Timothy.W.Jackson@usace.army.mil

"The project team from Tetra Tech has been a delight to work with. They have been on time, delivered on their promises, they have done everything we have asked them to do. I'd have to say that Tetra Tech is one of the best consultants that I've worked with in recent memory."

- Lisa Rapp,
City of Lakewood, CA

Key Staff Experience

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the specific individuals assigned to the Tetra Tech team. A successful planning and technical program involves finding a team with diverse capabilities. We have learned that a "past, future and present" approach works best. For example, one must study and completely understand what the drivers are for a particular planning and technical need.

Successful projects involve leveraging specific expertize towards the overall goal or objective. This would be analogous to what the military terms "strategy." The incremental steps needed to achieve the "strategy" are commonly known as "tactics." Having resources (both quantity and quality) are critical to a project's success – too little of either results in project delays and/or poor execution. Tetra Tech will leverage our experience and knowledge to quickly resolve technical issues and challenges. ***Tetra Tech has expertise and resources to meet your needs.***

Each member of our team has been selected to add strength in their unique area of expertise. The team organization chart on the following page presents our team members and indicates the elements of the project where each firm either has a lead or support role and responsibility.

We have carefully analyzed the City's RFP and have developed a cohesive team with experienced staff in all disciplines needed to ensure successful execution and completion of your future projects. This team has been specifically identified and committed to leverage their technical and management knowledge for the City's Capital Improvement Program. The following presents the key project team members and the responsibilities of each.

Management Team

Principal in Charge/Project Manager, Jason Fussel, PE, PLS, LEED AP, QSD/P, ENV SP has a successful working relationship with the City of Buellton through his role as Principal in Charge and Project Manager overseeing our current Engineering Services Contract with the City, having served on the Planning Commission for five years, and as a resident of Buellton for nearly 13 years. Mr. Fussel will serve as the single point of contact for the contract and will ultimately be responsible for assuring the City's satisfaction with the Tetra Tech team's work. He will be responsible for the direction of the design effort, staffing to meet the City's needs, and dedicating the resources necessary to see that the design objectives,

schedule, and budget goals are met. Mr. Fussel has practiced on the Central Coast his entire career and has a broad knowledge of civil engineering stemming from his involvement in a variety of residential, educational and federal projects. His experience includes work on both public and private sector jobs of varying size including hydrology and hydraulic studies in support of transportation projects and bridge designs, street and storm drain improvements and grading activities varying from mass grading to final precise grading plans. Mr. Fussel's strengths include stormwater analysis, studies, design, preparation of specifications, bid documents, cost estimates, and construction support services. Mr. Fussel's experience also includes conducting topographic surveys, utility surveys, Record of Surveys, ALTA surveys, and coordination of aerial topography.

Technical Services Manager, Aaron Yonker, PE, QSD/P - Mr. Yonker will be responsible for coordination and management of the Discipline Task Leaders and their design efforts for this contract, in addition to serving as the Capital Improvement Projects and Transportation Services technical lead. Mr. Yonker has been providing local professional engineering support services within San Luis Obispo County for the past 12 of his 16-year professional career. In this capacity Mr. Yonker has provided a full range of Municipal Engineering and District Engineering services, including stormwater, water and wastewater system analysis and design, Capital improvement budget preparation, technical specification development, hydrology and hydraulic analysis modeling and design, drainage analysis modeling and design, construction administration and management, and municipal stormwater and wastewater regulatory compliance support. During this time, he has developed strong relationships with many of the local municipal agencies. Recent involvement with local municipal agencies includes, but is not limited to, pavement rehabilitation projects for the City of Goleta, Recycled Water Master Plan development for the City of San Luis Obispo, Local Agency Management Plan development for the County of Monterey, District Engineering services for the Avila Beach Community Services District, hydraulic assessment and preliminary design for the Nacimiento-Salinas-California Men's Colony Water Pipe Inter-Tie Project for the County of San Luis Obispo, and LID/BMP parking improvements for the City of Paso Robles. As DOT Resident Engineer for the Massachusetts Department of Transportation during the early part of his career, Mr. Yonker gained extensive construction inspection, administration, and management experience.

QA/QC Manager, Molly Mell, PE will lead the QA/QC review team and strictly monitor each project's engineering and construction components. As the QA/QC Manager, it will be her responsibility to assign and oversee the QA/QC team for each phase of a project. Molly Mell draws on her 27 years of design and management experience in her role as QA/QC Manager. She has overseen and coordinated interdisciplinary technical reviews for Southern California and for the Tetra Tech Infrastructure Group nationwide. Her approach is to assign senior staff with relevant technical experience independent of the project team. Each of these reviews is thoroughly documented and coordinated between disciplines. As QA/QC Manager Ms. Mell confirms that comments are addressed, the deliverables meet the City's standards, and that outstanding risks are mitigated. Her oversight provides an additional layer of fortification for the City and project team.

Discipline Task Leaders

Construction and Project Inspection; Permitting Services and Administration; Utility Coordination, Nick LaRash, PE, QSD/P - Mr. LaRash's relevant experience includes his current role as a City Inspector and Project Engineer for the City of Buellton City Engineering Services contract. He is experienced in ensuring the proper construction of work and is familiar with various underground utilities including communication, water, sewer and storm drain. His experience includes civil grading and excavating activities and he has overseen the proper installation of multiple subsurface stormwater detention/infiltration systems that reduce runoff from sites during storm events and help recharge groundwater resources. Mr. LaRash is experienced in overseeing construction projects from start to finish, coordinating with jobsite superintendents and foremen, and reviewing redlined plans for accuracy and inspecting work for final acceptance.

Perform Development Review Services, Craig Ziel, PE, QSD/P - Mr. Ziel's experience involves planning, analysis, design and cost estimates for municipal, residential, and commercial projects. His proficiency includes design and preparation of construction documents for sewer, water, and stormdrains, as well

as improvement plans for geometric design of roads, highways, bike paths and parking areas. Mr. Ziel provides cost estimating founded on knowledge of the design and the construction industry. He also brings significant experience preparing grading and drainage plans for roads, mass grading, finish grading, and grading for LID projects.

Streets and Roads, Joe Conroy, PE - Mr. Conroy has more than 11 years of experience on a wide variety of transportation engineering and design projects, including roadway design, traffic management, traffic analysis, and GIS mapping. His roadway design work includes concept designs, horizontal and vertical alignments, traffic signal plans, pavement marking and sign plans, cost estimating, and utility installation. His design work also includes extensive work with traffic management plans for all roadway classifications. His traffic analysis includes data collection, trip generation and distribution, capacity analysis, SYNCHRO modeling, traffic signal warrant analysis, and the preparation of graphics for reports and presentations.

GIS and Mapping, Nick Kopcyzk, GISP - Mr. Nicholas Kopczyk, has 14 years of experience as a GIS Analyst at Tetra Tech and has been a key member of several project teams working on municipal and federal utility mapping, data management, and electronic data collection. Mr. Kopczyk software experience includes ESRI ArcGIS ArcMap Info/Advanced, ArcGIS Online, ArcSDE/ArcServer 10.x, ArcGIS Collector App, AutoCAD AutoCAD MAP, Bentley Microstation XM, ProjectWise, Luctiy, CityWorks, Python, Leica GeoOffice 8.x, Visual Basic for Applications, QGIS, PostGIS (OpenGeo Suite), Erdas Imagine, ENVI, Microsoft Office Suite including Access and Crystal Reporting.

General Compliance with State and Federal Regulations, Anne Simpson, CPESC, CPSWQ, QSD/P, QISP - Ms. Simpson, has more than 13 years of experience at Tetra Tech as Environmental Scientist, Project Manager, Qualified Industrial Stormwater Practitioner (QISP), and Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer/ Practitioner (QSD/P) and has established outstanding relationships with agencies such as the Regional Water Quality Control Board, Department of Health and Water Resources Control Board. Ms. Simpson has performed all requirements of the Industrial and Construction General Permits, including developing Storm Water Pollution Prevention Plans (SWPPPs); performing inspections and best management practice (BMP) assessments; conducting training; monitoring storm water; managing data and uploading to SMARTS, the State Resources Control Board's online tracking system; developing Numeric Action Limit (NAL) Exceedance Response Actions (ERAs) and reports; and preparing Rain Event Action Plans and Annual Reports. Ms. Simpson has served as a Phase I auditor for the U.S. EPA and has performed ambient water quality monitoring, hydrologic unit assessments, wetland delineations and jurisdictional determinations, plant surveys, and vegetation assessments/re-establishment recommendations.

Transportation Services, Michelle Matson, PE, TE - Ms. Matson is a licensed transportation engineer (TE) with more than 15 years of engineering experience. She is experienced in transportation planning, traffic engineering, project management, design, grant writing, and contract preparation. Ms. Matson served as the County of San Luis Obispo traffic engineer until December 2018, when she joined CCTC. Ms. Matson has worked with County staff and elected officials on multiple County area plans.

Surveying and Title, Easement, Deed Work, Dan Helt, PE, PLS - Mr. Helt is a professional land surveyor experienced in both civil engineering and land surveying aspects of construction and land development projects. Mr. Helt's experience includes preparation of hydrologic and hydraulic calculations and reports, and the detailed design of storm water treatment, detention and conveyance systems. As a surveyor, Mr. Helt's areas of expertise include field boundary and topographic surveys, construction staking, certification and monitoring, and ALTA/ACSM surveys. Additional experience consists of boundary research, chain of title information, and preparation of legal descriptions.

Backflow Management, Victor Velazquez - Mr. Velazquez is a Senior Environmental Engineer and Project Manager with 21 years of experience assisting public and private entities to develop, implement, and manage a variety of environmental compliance and pollution prevention programs. Mr. Velazquez's areas of expertise include cross-connection control and backflow prevention. Mr. Velazquez's strengths include assisting clients with planning, monitoring, and reporting associated with regulatory compliance; frequent and clear

communication with clients; identifying and adhering to a project's critical path while leveraging creativity and technology to more efficiently complete a project; and identifying technology resources necessary to get the job done right the first time and within budget.

Stormwater Management Services, NPDES RWQCB/Regulatory Liaison, Tim Tringali, CPESC, QSD/P, QISP - Mr. Tringali has more than 16 years of experience assisting federal, state, and local entities develop, implement and manage a variety of water resource programs. Much of his experience includes management of multi-disciplined teams complete storm water compliance projects for the U.S. Air Force, municipalities, and private industry. Mr. Tringali has a strong understanding of the Clean Water Act, as well the California municipal, industrial, and construction storm water permits. Mr. Tringali's experience includes assisting clients identify waters protected under the CWA; interpret water quality standards; and apply for and comply with National Pollutant Discharge Elimination System permits. Mr. Tringali previously served as a U.S. EPA contract inspector for California-Wide Phase I Municipal and Industrial Storm Water Audits and has a good working relationship with Water Board staff.

Stormwater Management Services, LID Implementation, Chris Jansen, PE - Mr. Jansen is a civil engineer whose work primarily consists of stormwater-related projects. His design experience includes utility research, post-construction stormwater Best Management Practices, storm drain improvements and pump station design, hydraulic and hydrologic modeling and design, stormwater capture and use water quality compliance in Los Angeles County, roadway geometrics, construction plan set production, preparation of project specifications, cost estimating, and technical memorandum and report writing. His experience with construction support includes responding to RFIs, reviewing shop drawings, and attending construction meetings.

Water Distribution, Stormwater and Wastewater Collection Systems, Ken Berard, PE -Mr. Ken Berard, has 30 years of experience at Tetra Tech. In this capacity, Mr. Berard has prepared numerous bid documents for sewers lines and lift stations, water reservoirs, pump stations, wells, pipelines, chlorination facilities, and pressure reducing facilities. Mr. Berard also has extensive experience in hydraulic modeling, utilizing essentially all current pressure pipe software packages in addition to open channel flow software. Rounding out Mr. Berard's experience is his extensive knowledge in inspection, construction administration, shop drawing review, plan checking, and peer review/value engineering.

Watershed and Flood Protection Services, Jung Suh, PE - Mr. Suh has 20 years of experience in the field of surface water hydrology and hydraulic analysis of natural rivers and streams, flood control channels, and alluvial fan flood flows. Mr. Suh has design experience in open-channel flow, closed-channel conduit, debris/detention basins, and local storm drains and catch basins. His design experience also includes computer-aided design using AutoCAD and Civil 3D software, Bentley MicroStation and InRoads systems, and design technical specifications.

Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP

Mr. Fussel has a successful working relationship through Tetra Tech's current contract with the City of Buellton, having served on the Planning Commission for 5 years and as a resident of Buellton for nearly 13 years. Mr. Fussel's strengths include stormwater analysis, studies, design, preparation of specifications, bid documents, cost estimates, and construction support services. Mr. Fussel's experience also includes conducting topographic surveys, utility surveys, Record of Surveys, ALTA surveys, and coordination of aerial topography.

TETRA TECH

PROJECT ROLE

Principal in Charge, Project Manager

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2003

REGISTRATIONS

Registered Civil Engineer: CA, No. 70879

Professional Land Surveyor: CA, No. 15600

Qualified SWPPP Developer (QSD) and Practitioner (QSP), No. 20231

Envision™ Sustainability Professional

LEED® Accredited Professional

YEARS OF EXPERIENCE

17

EXPERIENCE

Buellton Construction Inspections and Plan Check, Buellton, CA. Principal-In-Charge, Project Manager. Mr. Fussel is overseeing plan checking, permitting and inspection services to the City of Buellton. Plan check services included the review of Storm Water Quality Control Plans (SWQCP). Plan checks ensured projects achieved post construction requirements (PCRs) set forth by the Central Coast Regional Water Quality Control Board. The reviews included the evaluation of hydraulic and hydrologic calculations to confirm compliance with regional water quality standards. Services also included assistance in the recordation of agreements for the perpetual maintenance of project Best Management Practices (BMPs). Projects approved for construction were also inspected intermittently and at project closeout to confirm BMPs were constructed per plan and protected from construction activities.

Shell Beach Road Streetscape, Pismo Beach, CA. Principal-In-Charge. Mr. Fussel is currently overseeing the construction of a "total street" reconstruction of 18 blocks of Shell Beach Road in the City of Pismo Beach. The project entails incorporating a new Class 1 bikeway along an existing Caltrans right-of-way (Highway 101). In addition, the project aims to replace aging utilities, including: a new 12" water line, new 12" reclaimed water line, undergrounding power and communication lines, and new storm drain improvements. The project will incorporate new way-finding and streetscape enhancements including: pavement enhancements at crosswalks and intersections, full ADA compliance, street furniture and landscape improvements (incorporating Low Impact Development techniques).

Solvang Stormwater System Master Plan, City of Solvang, CA. Project Manager. Mr. Fussel oversaw development of the Stormwater System Master Plan for the City of Solvang. Solvang is drained by eight separate watershed basins, all of which ultimately flow to the Santa Ynez River. Tetra Tech assisted the City with the development of its first Stormwater System Master Plan (Master Plan), that generated a fully articulated storm drain network, high resolution drainage areas and characteristics, assessed flood risk potential, and identified project opportunities that can meet multiple objectives.

Templeton to Atascadero Connector, County of San Luis Obispo, Templeton, CA. Principal-In-Charge. Mr. Fussel is responsible for overseeing design services for a multi-use pathway including completing the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) processes, right-of-way acquisition, permits, construction documents and grant administration. The ultimate goal of the pathway network is to provide connectivity between Templeton and Atascadero, facilitating safe and attractive transportation between these two towns and encouraging alternative transportation modes.

Stormwater Plan Check, County of San Luis Obispo, CA. Principal-In-Charge. Mr. Fussel is responsible for overseeing the On-Call Contract with the County to provide plan checking and inspection services for stormwater compliance on public and private development projects, as well as onsite inspections of structural control measures (SCMs).

Aaron Yonker, PE, QSD/P

Mr. Yonker has been providing civil engineering services within Santa Barbara and San Luis Obispo Counties for the past 12 years, and has developed strong relationships with local municipal agencies. His civil engineering experience includes work within stormwater, water/wastewater system analysis and design, plan check, technical specification development, hydrology and hydraulic analysis modeling/design, drainage analysis modeling/design, construction management, and municipal stormwater and wastewater regulatory compliance support.

EXPERIENCE

Shell Beach Road Streetscape, Pismo Beach, CA. Project Engineer. Mr. Yonker is providing construction engineering support for a "total street" reconstruction of 18 blocks of Shell Beach Road in the City of Pismo Beach. The project entails incorporating a new Class 1 bikeway. In addition, the project aims to replace aging utilities, including: a new 12" water line, new 12" reclaimed water line, undergrounding power and communication lines, and new storm drain improvements. The project will incorporate new way-finding and streetscape enhancements including: pavement enhancements at crosswalks and intersections, full ADA compliance, street furniture and landscape improvements (incorporating Low Impact Development techniques).

Merced Avenue Greenway, City of South El Monte, CA. Project Engineer. Mr. Yonker is currently providing planning and design services for a stormwater retrofit project along the Merced Avenue corridor in South El Monte. The scope of services includes assessing existing conditions on Merced Avenue, consulting with agencies on regulations for planning and design, evaluating pre-design monitoring data and analyzing urban heat island mitigation strategies, providing a preliminary design report, presenting at community design workshops and meetings in collaboration with various stakeholders to create designs for the retrofit. Tetra Tech will also be providing final permitting, construction drawings, cost estimates, and a bid package.

Stormwater Plan Check, County of San Luis Obispo, CA. Project Manager. Mr Yonker is responsible for overseeing the On-Call Contract with the County to provide plan checking and inspection services for stormwater compliance on public and private development projects, as well as onsite inspections of structural control measures (SCMs).

Recycled Water Master Plan Update, CA. Project Engineer Mr. Yonker was Project Engineer on the City's recycled water master plan update. He was responsible for reconciling record drawing information with field hydrant test data to further refine the calibration of the hydraulic model. Once calibrated, provided evaluation for existing recycled water demands, plant flows, customer trends, and developed final engineering charts and graphs for the updated report. Extended the existing recycled within GIS water model to future proposed recycled water customers and utilized a concept level construction costing to prioritize and propose recommended CIP's to the City.

TETRA TECH

PROJECT ROLE

Technical Services Manager
Transportation Services

EDUCATION

BS, Civil Engineering, University of Massachusetts, Lowell, MA, 2003

REGISTRATIONS

Registered Civil Engineer:
CA, No. 77914

Qualified SWPPP Developer (QSD) and Practitioner (QSP), No. 77914

NASSCO ITC Program
Program Inspector for Cured in Place Pipe

YEARS OF EXPERIENCE

16

Culver Boulevard Realignment, City of Culver City, CA. Project Manager Mr. Yonker is overseeing preparation of PS&E documents for the realignment of Culver Boulevard between Sepulveda Boulevard and Elenda Street. The new road will include a 58-foot wide raised landscape median, complete with buffered bicycle and pedestrian paths. Street improvements include the reconfiguration of existing traffic lanes, new and reconstructed landscape medians, traffic signal additions and modifications, bus stops, signal interconnects, new lighting, utility adjustments, relocation of existing catch basins, and the design of a parking lane with innovative buffer treatment to separate it from the eastbound high-speed travel lanes on Culver Boulevard. Tetra Tech also led a series of outreach meetings with the Community Advisory Committee and the residents to obtain input and consensus in the design process.

Molly Mell, PE

Ms. Mell has a diverse base of knowledge of the elements necessary to successfully execute small and large scale multi-disciplinary projects. She has extensive experience providing management, coordination and detailed design on a broad range of project types. As a project manager, she has pulled together successful teams to complete these projects on schedule and on budget. Ms. Mell has strong leadership capabilities in team development, communication within the team, and builds strong client relationships through communication.

TETRA TECH

PROJECT ROLE

QA/QC Manager

EDUCATION

BS, Civil Engineering, University of Redlands, 1992

REGISTRATIONS

Registered Civil Engineer: CA, No. C59104

Envision™ Sustainability Accredited Professional

Emtelle Fiberflow, Design and Engineering Certification

YEARS OF EXPERIENCE

27

EXPERIENCE

Los Angeles Avenue Raised Median and Landscaping Project, City of Moorpark, CA. Project Manager. Ms. Mell was responsible for project management, QA/QC, Caltrans Standards design review, encroachment permit, preparation of mandatory and advisory fact sheets, traffic analysis and traffic signal modification plans, utility coordination, and 100% plans, specifications, and estimates (PS&E). Tetra Tech prepared the PS&E and the Environmental Document to construct landscaped Raised Median on Los Angeles Avenue (SR-118) within the City of Moorpark. SR-118 from State Route 23 (SR-23) west to Butter Creek Road serves as a major east-west arterial through the City of Moorpark. Average Annual Daily Traffic (AADT) through this section of Los Angeles Avenue varies from 22,000 to 40,000 vehicles per day.

Taylor Yard Bikeway/Pedestrian Bridge, Studio Pali Fekete Architects, City of Los Angeles, CA. Project Manager. Ms. Mell oversaw the lighting design, pavement design, DWP recycled water lines design, storm water pollution prevention plan (SWPPP), bikeway plans, traffic striping/signage and signal plans, on-grade railroad crossing, hydraulic analysis, 408 permit, right-of-way mapping, construction support, 100% Plans, Specifications, and Estimate (PS&E), and QA/QC. Tetra Tech was contracted to build a modern, aesthetically distinctive, concrete bridge with a 17 foot clear bikeway/pedestrian lane as part of the Los Angeles River Revitalization Master Plan (LARRMP) to bring residents back to the River.

Pavement Resurfacing of Beach Parking Lot, City of Huntington Beach, CA. Project Manager. Ms. Mell oversaw the rehabilitation of a beach parking lot encompassing two different structural elevation sections. Tetra Tech prepared base maps, design survey and data collection, survey verification during construction, and utility surveys. The Team also provided final plan set improvement plans, signing and striping plans, and PS&E.

Safety and Use Review for the Coastal Treatment Plant Access Road, South Orange County Wastewater Authority, CA. Project Manager. Ms. Mell oversaw preparation of a removal plan for existing signage and gates which restricted weekday use of the access road by the public in the Aliso and Wood Canyons Wilderness Park. A technical memorandum was prepared providing recommendations for improvements regarding visibility and trail access points.

Golden Valley Road Bike Trail Connection, City of Santa Clarita, CA. Project Manager. Tetra Tech was contracted to complete a connection between the existing bike path along Golden Valley Road and the bike ramp at the Santa Clara River Bridge in the City of Santa Clairta. Ms. Mell oversaw the Tetra Tech team to conduct site inspection and survey reviews of the area of the proposed work as well as an area 10'-25' beyond the area to understand how the proposed improvements tie into the existing site. Survey data was also collected for sidewalks, curb and gutter, cross slope, trees greater than 4-inches in diameter, surface features of underground utilities and location of above ground utilities. Additional tasks included: site preparation plan, 100% PS&E, and bid phase support.

Craig Ziel, PE, QSD/P

Mr. Ziel's experience involves the planning, analysis, and design for residential, commercial, and municipal development projects. His proficiency includes the design and preparation of construction documents for sewer, water, and storm drains, as well as improvement plans for the geometric design of roads, highways, bike paths and parking areas. He also has sufficient experience preparing grading and drainage plans for roads, mass grading, finish grading, and grading for Low Impact Development (LID) projects.

TETRA TECH

PROJECT ROLE

Development Review Services

EDUCATION

BS, BioResource and Agricultural Engineering, California Polytechnic State University, San Luis Obispo, 2006

REGISTRATIONS

Registered Civil Engineer: CA, No. 70879

Qualified SWPPP Developer (QSD) and Practitioner (QSP), No. 23344

YEARS OF EXPERIENCE

13

EXPERIENCE

Buellton Construction Inspections and Plan Check, Buellton, CA. Project Engineer. Tetra Tech is contracted to provide plan checking, permitting and inspection services for the City of Buellton. Services include reviewing and approving plans through multiple comment iterations, issuing permits for construction of work or encroachment purposes, inspecting work to ensure the following of proper specifications or standards, and providing final inspection and acceptance of work. Some of the associated projects include a residential townhome complex consisting of 25 buildings with more than 150 dwelling units, a brewery expansion featuring a subsurface stormwater infiltration system, a new commercial building development with multiple offsite improvements, and a parking lot expansion which included stormwater retention features.

Shell Beach Road Streetscape, City of Pismo Beach, CA. Project Engineer. Responsible for preparing utility and site layout exhibits for the design of a "total street" reconstruction of 18 blocks of Shell Beach Road in the City of Pismo Beach. The project entails incorporating a new Class 1 bikeway along Highway 101. In addition, the project aims to replace aging utilities, including: a new 12-inch water line, new 12-inch reclaimed water line, undergrounding power and communication lines, and new storm drain improvements. The project will incorporate new way-finding and streetscape enhancements including: pavement enhancements at crosswalks and intersections, full ADA compliance, street furniture and LID landscape improvements.

Kompogas Digester Plan, Hitachi Zosen Inova, San Luis Obispo, CA. Project Engineer. Responsible for providing project entitlement and final engineering design services for a 40,000-square foot building that served a new 850-kilowatt green waste digester. Preliminary engineering services were provided to obtain a Conditional Use Permit (CUP). These services included preliminary grading and drainage plans as well as preparing a detailed Stormwater Control Plan (SWCP). Project services also included the preparation of detailed design plans for construction as well as construction support.

SpaceX Deluge Water Disposal System Space Launch Complex 4, Vandenberg Air Force Base, CA. Project Engineer. Oversaw the design of a spray field used to dispose of deluge water generated during rocket landings. Plans included a hydraulic and hydrologic calculations to determine spray field and pump size. Plans included special considerations for extreme heat, vibration, and fire conditions during a landing. Project deliverables included irrigation plans, material and equipment list, as well as support calculations.

Final Engineering Services for Margarita Tract 2428, Midland Pacific Homes, San Luis Obispo, CA. Project Engineer. Responsible for providing final engineering design services for this 180-lot residential development. The improvement plans include the design of roads, sewer, water, and storm drain facilities. Hydrology/hydraulic studies were performed to support the on-site improvements. AutoCAD Civil 3D's Hydraflow Hydrographs was used to determine on- and off-site runoff flow rates and Hydroflow Storm Sewers was used to analyze the storm drain network. 100-year water surface elevations were determined for the existing drainage courses using HEC-RAS to verify that pads are set well above the flood elevation. Survey services provided involved the preparation of the final map, property corner monumentation and record drawings.

Nick LaRash, PE, QSD/P

Mr. LaRash's relevant experience includes his current role as a City Inspector and Project Engineer for the City of Buellton City Engineering Services contract. He is experienced in ensuring the proper construction of work and is familiar with various underground utilities including communication, water, sewer and storm drain. Mr. LaRash is experienced in overseeing construction projects from start to finish, coordinating with jobsite superintendents and foremen, and reviewing redlined plans for accuracy and inspecting work for final acceptance.

TETRA TECH

PROJECT ROLE

Development Review Services
Construction/Project Inspection
Permitting Services & Administration
Utility Coordination

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2009

REGISTRATIONS

Registered Civil Engineer:
CA, No. 83263

Qualified SWPPP Developer (QSD) and Practitioner (QSP), No. 27049

YEARS OF EXPERIENCE

3

EXPERIENCE

Buellton Construction Inspections and Plan Check, Buellton, CA. City Inspector and Project Engineer. Responsible for construction inspection services, issuing permits, and plan checking. Tetra Tech is contracted to provide plan checking, permitting and inspection services for the City of Buellton. Services include reviewing and approving plans through multiple comment iterations, issuing permits for construction of work or encroachment purposes, inspecting work to ensure the following of proper specifications or standards, and providing final inspection and acceptance of work. Some of the associated projects include a residential townhome complex consisting of 25 buildings with more than 150 dwelling units, a brewery expansion featuring a subsurface stormwater infiltration system, a new commercial building development with multiple offsite improvements, and a parking lot expansion which included stormwater retention features.

Templeton to Atascadero Connector, County of San Luis Obispo, Templeton, CA. Project Engineer. Engineering design for the development of 30% design plans. Tetra Tech duties include design services for a multi-use pathway including completing the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) processes, right-of-way acquisition, permits, construction documents and grant administration. The ultimate goal of the pathway network is to provide connectivity between Templeton and Atascadero, facilitating safe and attractive transportation between these two towns and encouraging alternative transportation modes.

Camp Roberts Perimeter Road, California Army National Guard, San Miguel, CA. Design Engineer. Prepared the initial rough cost estimate. Tetra Tech was responsible for conducting a pavement condition assessment, topographic survey services (traditional ground and mobile LiDAR), and preparing conceptual and detailed design plans, specifications, and calculations to allow the Government to assemble a bid package for repair of the perimeter range roads. Significant portions of the perimeter range roads were in a state of disrepair and were well beyond their service life. The existing pavement had numerous potholes, cracks and surface deterioration that had developed over the years due to extreme weather conditions and the need to operate heavy military vehicles. The goal of the project was to bring the roadways up to modern asphalt standards, provide a safe, reliable and usable environment for soldier training and improve operability and maintainability of roadways.

Mayfair Park Stormwater and Runoff Capture Project, City of Lakewood, Lakewood, CA. Design Engineer. Responsible for preparation of plans, permitting, and construction support. The project consisted of an air-inflated rubber dam diversion system to redirect all urban and stormwater runoff in the channel through a pre-treatment system to remove trash, debris, and sediment. A drainage pipeline conveys the water into a large, buried multi-chambered storage and filtration facility. The stormwater collected in the underground reservoir will be treated and used to irrigate the park's landscaped areas. The goal of the project was to not only help the City comply with the metals Total Maximum Daily Loads (TMDLs), as presented in the Los Cerritos Channel Watershed Management Program, but also provide additional benefits, such as revitalized park infrastructure and augmentation of local water supplies.

Joe Conroy, PE

Mr. Conroy has more than 11 years of experience on a wide variety of transportation engineering and design projects, including roadway design, traffic management, traffic analysis, and GIS mapping. His work includes concept designs, horizontal and vertical alignments, traffic signal plans, pavement marking and sign plans, cost estimating, and utility installation. His design work also includes extensive work with traffic management plans for all roadway classifications. His traffic analysis includes data collection, trip generation and distribution, capacity analysis, SYNCHRO modeling, traffic signal warrant analysis, and the preparation of graphics for reports and presentations.

TETRA TECH

PROJECT ROLE

Streets and Roads

EDUCATION

BS, Civil Engineering, Northeastern University, 2009

REGISTRATIONS

Registered Civil Engineer: CA, No. 82944

YEARS OF EXPERIENCE

7

EXPERIENCE

Boyle Heights Pedestrian Linkages Active Transportation Project (ATP 2), City of Los Angeles, CA. Project Manager responsible for overseeing the preparation of the Pre-Design Report, community outreach, design services, and construction support for this active transportation project. The project focuses on pedestrian transportation improvements including sidewalk enhancements, ADA ramps, new and enhanced crosswalks, and safety features that include curb pedestrian signals and new pedestrian lighting along all new/improved walkways. The project will provide nearly 4,000 linear feet of new, replaced, and reconstructed sidewalk. The sidewalk improvements will include new and reconstructed ADA ramps and crosswalks, providing connectivity to various key community features and adjacent neighboring locations. Vehicle traffic calming improvements will consist of installing a new traffic signal at the intersection of 4th Street and Clarence Street.

DTLA Arts District Pedestrian and Cyclist Safety Active Transportation Project (ATP 3), City of Los Angeles, CA. Project Manager responsible for overseeing the preparation of the Pre-Design Report, community outreach, design services, and construction support for this active transportation project. The project improvements will provide pedestrian and cyclist improvements including new cycle tracks, bike lanes, bike routes, new and widened sidewalks with curb extensions, new traffic-controlled intersections, a new shared street connecting to the new Sixth Street Viaduct Arts Plaza, as well as green street elements. The goal of this project is to increase the mobility and safety for non-motorized users to achieve the regional agency's greenhouse gas reduction goals, and aid in the enhancement of the public's health.

Sixth Street Park, Arts, River and Connectivity (PARC) Project, City of Los Angeles, CA. Project Engineer responsible for providing schematic and final design, environmental documentation and permitting, public presentations, construction support services, and post-construction services for nearly 12 acres of recreational and open spaces beneath and around the new bridge. The project includes approximately ½ mile of improvements within the Los Angeles River. These improvements will include bike trails, pedestrian access, and softening of the existing concrete lined channel. These improvements were originally envisioned in the Los Angeles River Revitalization Master Plan that Tetra Tech completed. The City's goal is to make the landscape component under the new bridge a world class public space that will include an Arts Plaza, several performance stages, synthetic sports fields, river terracing, and bicycle and pedestrian pathways.

Second Street Bridge, City of San Bernardino, San Bernardino, CA. Project Manager. Mr. Conroy is responsible for overseeing the design of the roadway, parking lot, and erosion control of this federally funded project to replace existing structurally deficient bridge in the City of San Bernardino. Through the design, Tetra Tech will improve the longevity of the bridge, reduce maintenance, improve seismic performance, and bring the design into compliance with AASHTO standards. The purposed bridge replacement will be designed to conform to the alignment, profile, and cross section of the existing bridge, except that the sidewalks would be six feet wide and bridge barrier railings conforming to AASHTO standards would be included.

Jung Suh, PE

Mr. Suh has 20 years of experience in the field of surface water hydrology and hydraulic analysis of natural rivers and streams, flood control channels, and alluvial fan flood flows. Mr. Suh has design experience in open-channel flow, closed-channel conduit, debris/detention basins, and local storm drains and catch basins. His design experience also includes computer-aided design using AutoCAD and Civil 3D software, Bentley MicroStation and InRoads systems, and design technical specifications.

TETRA TECH

PROJECT ROLE

Watershed and Flood Protection Services

EDUCATION

MS, Civil and Environmental Engineering, University of Michigan (1999)

BS, Civil Engineering, University of Michigan (1998)

REGISTRATIONS

Registered Civil Engineer: CA, No. 62252

YEARS OF EXPERIENCE

20

EXPERIENCE

Compton Creek Interior Drainage Analysis; Los Angeles County; Compton, CA. Project Manager. The Compton Creek levee system is currently designated as a non-accredited levee by FEMA and located along Compton Creek immediately upstream of the confluence with the Los Angeles River. Floodplain mapping is prepared based on the levee reach procedure and interior drainage analysis in accordance with FEMA Levee Analysis and Mapping Procedures (LAMP) guidelines. A FLO-2D model, 2-dimensional hydraulic model, is used to model storm drains and pump stations in the interior (landward side) of the levee and floodplains associated with them. A coincident flow analysis at the confluence is included as the Compton Creek water surface profile is greatly influenced by the hydraulic conditions of the Los Angeles River. Coordination with FEMA to determine which drainage structures or systems to be analyzed in the interior drainage analysis is included.

FEMA LOMR Study for Eagle Canyon Dam; Riverside County; Palm Springs, CA. Project Engineer. Performed a dam breach analysis for the Eagle Canyon Dam in Palm Springs, CA, as part of FEMA LOMR package preparation, for Riverside County Flood Control & Water Conservation District. Dam breach parameters were determined for sunny-day piping and event-based overtopping breach failure scenarios by developing the National Weather service (NWS) BREACH model and comparing them to the empirical equations developed from documented case studies. Then, a FLDWAV model was developed using the selected ranges of breach parameters to develop a breach hydrograph to be used in FEMA floodplain delineation.

Arroyo Simi Appeal; City of Moorpark, CA. Project Engineer. Performed hydraulic modeling, analysis, and mapping of floodplain and floodway for the City in its efforts to appeal preliminary FEMA DFIRMs. Preliminary maps were issued based on a 1-dimensional hydraulic model for the City of Moorpark by FEMA in 2006, and the City questioned the floodplain and floodway analysis along Arroyo Simi. It was decided that a 2-dimensional model of the area was more appropriate than the existing HEC-RAS modeling. The flooding sources included breakouts from undersized bridge openings and inadequate levees. A FLO-2D model was prepared for the appeal area and has been accepted by FEMA to be used in updating the Preliminary FIRM.

Levee Certification for SLFPA-East 40 Arpent and Maxent Levee; Saint Bernard and Orleans Parish, LA. Project Engineer for a multi-disciplined team to respond to the certification needs. Challenges in this project included the required analysis for a system that serves as a secondary line of defense (back levee to the Hurricane System), application of risk and uncertainty (USACE standards) to a non-riverine situation (i.e. the Central Wetlands controlled by IHNC), and discrepancy in geotechnical requirements (USACE Headquarters, USACE New Orleans District). Performed civil design to improve levee deficiencies using Civil 3D software to meet the levee certification requirements and provided engineering during services reviewing and responding to contractor's RFI and submittals.

Nick Kopczyk, GISP

Mr. Kopczyk has 14 years of experience as a GIS Analyst at Tetra Tech and has been a key member of several project teams working on municipal and federal utility mapping, data management, and electronic data collection. Mr. Kopczyk has developed successful and efficient utility system assessment and inventory approaches that support enterprise GIS management, as well as enterprise work order management systems.

TETRA TECH

PROJECT ROLE

GIS and Mapping

EDUCATION

BS, Geography, Central Michigan University, 2006

REGISTRATIONS

GISCI, GISP

YEARS OF EXPERIENCE

14

EXPERIENCE

US Coast Guard Inventory Condition Assessment and Mapping: Phases 1, 2, 3, 3.5 (2017-2020), CEU Providence, Rhode Island. GIS Manager and Technical Lead. Designed GIS Data Model. Collected and condition assessed asset information for Stormwater, Wastewater, Potable/ Fire water, Electrical, Natural Gas, Propane, Steam, Compressed air, and Weld gas across 9 bases for the US Coast Guard. Developed approach, to comply with government required deliverables including: Asset inventory, condition assessment, high-precision GPS location, CAD As-Built plans, and a plant replacement value model all based in an enterprise FedRAMP certified Cloud-based GIS database. Performed first sanctioned UAS flight over any US Coast Guard Installation. Tools used included ArcGIS for server, ArcGIS online, ESRI Collector app, sub-cm GPS, IBAK manhole scanner, and FLIR infrared camera.

Sewer Index Maps, City of Lansing, Michigan. Converted design CAD drawings to GIS environment. Created System-wide index Atlas Map. Interpreted original paper maps to correct sewer placement. Digitized maps in GIS to conform to construction records and link scans for availability on the web. Participated in the new storm sewer geodatabase design and construction.

Sewer Index Maps, Sault Ste. Marie, Michigan. Converted design CAD drawings to GIS environment. Interpreted original paper maps to correct sewer placement. Digitized maps in GIS to conform to construction records and link scans for availability on the web. Participated in the new storm and sanitary sewer geodatabase design and construction.

University of Michigan Dearborn Utility Map Consolidation. Assisted in geodatabase design. Setup template for GIS website for viewing of data online. Updated and input utility plans to central GIS for creation of all-in-one utility plan set. Georeferenced and incorporated as-built drawings in GIS.

Grand Rapids Capital Improvement Plan Software Rollout (Roads, Sanitary, Water, Storm, Signs), Grand Rapids, MI. Gathered information from existing Utilities (stormwater, sanitary, water, roads, signs) GIS and other data sources (Roadsoft) to be aggregated by Woolpert IO tool for combined Capital Improvement Planning. Developed factors for calculating depreciation rates and input costing information for existing assets. Developed workflow for different departments to work together to combine and use the output of the IO tool to overlap project costs. Produced methodology to identify an acceptable "level of service" across all systems. Developed method to produce "heat maps" identifying areas of concern across all utility systems for grouped budgeting and planning. Provided training to Grand Rapids staff in tool usage.

Virginia Port Authority – Portsmouth Marine Terminal (PMT), Norfolk International Terminal (NIT), Newport News Marine Terminal (NNMT), Richmond Marine Terminal (RMT), Inventory Condition Assessment and Mapping, Portsmouth, VA. GIS Administrator. Developed and deployed field data collection templates and workflows to include condition assessment of asset information for Stormwater, Wastewater, Potable/Fire water, Electrical, Pavements, and Buildings for the Virginia Port Authority. Gathered and managed data to comply with VPA standards including: Asset inventory, condition assessment, high-precision GPS location, and a plant replacement value model all based in an enterprise GIS database. Tools used included ArcGIS Pro, ArcGIS online, ESRI Collector app, ESRI Survey123, sub-cm GPS, custom-built wireless pole cameras, and FLIR infrared camera. Data was used to feed capital improvements and planning on the site.

Dan Helt, PE, PLS

Mr. Helt is a professional land surveyor experienced in both civil engineering and land surveying aspects of construction and land development projects. Mr. Helt's experience includes preparation of hydrologic and hydraulic calculations and reports, and the detailed design of storm water treatment, detention and conveyance systems. As a surveyor, Mr. Helt's areas of expertise include field boundary and topographic surveys, construction staking, certification and monitoring, and ALTA/ACSM surveys. Additional experience consists of boundary research, chain of title information, and preparation of legal descriptions.

TETRA TECH

PROJECT ROLE

Surveying and Title, Easement, Deed Work

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2003

REGISTRATIONS

Registered Civil Engineer:
CA, No. C69347

Professional Land Surveyor:
CA, No. 8925

YEARS OF EXPERIENCE

9

EXPERIENCE

Shell Beach Road Streetscape Project, City of Pismo Beach, Pismo Beach, CA. Project Surveyor. Mr. Helt provided survey services in support of the design of a "total street" reconstruction of 18 blocks of Shell Beach Road. The project entails incorporating a new Class 1 bikeway. In addition, the project aims to replace aging utilities, including: a new 12" water line, new 12" reclaimed water line, undergrounding power and communication lines, and new storm drain improvements. The project will incorporate new way-finding and streetscape enhancements including pavement enhancements at crosswalks and intersections, full ADA compliance, street furniture and LID landscape improvements.

Templeton to Atascadero Connector, County of San Luis Obispo, Templeton, CA. Survey Manager. Mr. Helt was responsible for overseeing topographic and right-of-way survey services, and for coordinating with Union Pacific Railroad (UPRR) for survey site access. Tetra Tech is currently providing design services for a multi-use pathway including completing the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) processes, right-of-way acquisition, permits, construction documents and grant administration. The ultimate goal of the pathway network is to provide connectivity between Templeton and Atascadero, facilitating safe and attractive transportation between these two towns and encouraging alternative transportation modes.

Pismo Beach Survey and Mapping On-Call, City of Pismo Beach, CA. Contract City Surveyor. Mr. Helt is responsible for providing map checking and certification services to the City of Pismo Beach. Responsibilities include plan checking parcel maps, tract maps, Certificates of Compliance and easement submittals for the City, and redlining submitted check prints in order to address necessary changes and/or omissions based upon the requirements of The Subdivision Map Act and local City ordinances.

Boyle Heights Pedestrian Linkages Active Transportation Project (ATP 2), City of Los Angeles, CA. Survey Manager responsible for overseeing field and office survey services in support of this active transportation project. The project focuses on pedestrian transportation improvements which includes sidewalk enhancements, ADA ramps, new and enhanced crosswalks, and safety features that include curb pedestrian signals and new pedestrian lighting along all new/improved walkways. The project will provide nearly 4,000 linear feet of new, replaced, and reconstructed sidewalk. The sidewalk improvements will include new and reconstructed ADA ramps and crosswalks, providing connectivity to various key community features and adjacent neighboring locations.

DTLA Arts District Pedestrian and Cyclist Safety Active Transportation Project (ATP 3), City of Los Angeles, CA. Survey Manager responsible for overseeing field and office survey services in support of this active transportation project. The project improvements will provide pedestrian and cyclist improvements including new cycle tracks, bike lanes, bike routes, new and widened sidewalks with curb extensions, new traffic-controlled intersections, a new shared street connecting to the new Sixth Street Viaduct Arts Plaza, as well as green street elements. The goal is to increase the mobility and safety for non-motorized users to achieve the regional agency's greenhouse gas reduction goals, and aid in the enhancement of the public's health.

Michelle Matson, PE, TE

Mrs. Matson has over 15 years of engineering experience in transportation planning, traffic engineering, project management, design, grant writing and contract preparation. She has prepared traffic impact studies, roadway safety analysis, bikeways plans, traffic signal plans, traffic control plans and roadside sign and striping plans. As a Registered Civil Engineer and Registered Traffic Engineer she has extensive experience addressing traffic issues in a wide variety of contexts throughout the Central Coast.

EXPERIENCE

Senior Transportation Engineer, Central Coast Transportation Consulting.

- Manages projects, leads design projects, prepares reports, assists with proposals, and provides QA/QC for technical work.

Engineer I-III, San Luis Obispo County Department of Public Works

- Acted as County Traffic Engineer and managed County Traffic Regulation, Codes, collision database, roadway safety plan, signal timing, speed limits, sign reflectivity, and data collection programs.
- Developed major updates to the County Bikeways Plan and served as the secretary to the Bicycle Advisory Committee.
- Prepared and presented items for the County Board of Supervisors and local advisory committees.
- Worked toward state and federal mandates including county-wide curve warning signs, sign reflectivity, and signal timing upgrades.
- Successfully developed and prepared grant applications for multiple programs including HSIP and SSARP.
- Prepared county development and traffic procedures including procedures for American Public Works Association accreditation.
- Managed and designed operational, capacity, and safety projects from project initiation through construction and operation.
- Prepared minor road design plans, traffic signal design plans, traffic control plans, and roadside sign and striping plans.
- Developed corridor studies, completed operation studies, prepared grants, assisted with GIS integration, calculated road impact fees, and traffic indexes

Analyst, Kimley Horn

- Completed travel demand model forecasts, prepared traffic impact analyses, prepared scope, schedule, and budget for planning projects. Completed field studies for parking, development, and signal timing projects.

Publications

ITE Context Sensitive Design for Major Urban Thoroughfares

TETRA TECH

PROJECT ROLE

Transportation Services

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2004

MS, Civil and Environmental Engineering, California Polytechnic State University, San Luis Obispo, 2010

REGISTRATIONS

Registered Civil Engineer: CA, No. 70879

Professional Land Surveyor: CA, No. 15600

YEARS OF EXPERIENCE

15

Anne Simpson, CPESC, CPSWQ, QSD/P, QISP

Ms. Simpson has 15 years of experience in a variety of water quality-related projects, with a specialty in erosion control and vegetation management. She has performed all requirements of the Industrial and Construction General Permits, including developing Storm Water Pollution Prevention Plans (SWPPPs), performing inspections and best management practice (BMP) assessments, conducting training, monitoring stormwater, managing data and uploading to SMARTS, the State Resources Control Board's online tracking system, developing Numeric Action Limit (NAL) Exceedance Response Actions (ERAs) and reports; and preparing Rain Event Action Plans and Annual Reports. Ms. Simpson has served as a Phase I auditor for the US EPA and has performed ambient water quality monitoring, hydrologic unit assessments, wetland delineations and jurisdictional determinations, plant surveys, and vegetation assessments/re-establishment recommendations.

EXPERIENCE

County of San Luis Obispo, Department of Public Works, San Luis Obispo, CA. Ms. Simpson recently assisted with the review and update of the of the San Luis Obispo Creek Pathogen TMDL Wasteload Attainment Demonstration, which was approved by the Regional Water Board. She is also currently managing a separate project to support BMP implementation at an operations yard for the MS4 Program.

Industrial and Small MS4 Storm Water Support, Vandenberg Air Force Base, CA. Ms. Simpson has been the Project Manager for the U.S. Air Force's Industrial and Small MS4 Storm Water Programs at Vandenberg AFB, CA. Ms. Simpson oversaw implementation of BMPs for the programs. For the Industrial Storm Water Program, Ms. Simpson performed facility assessments, oversaw and performed storm water sampling and non-storm water discharge monitoring, updated the industrial SWPPP updates (including a complete revision to comply with the 2015 General Permit), recommended BMPs, performed Annual Comprehensive Site Compliance Evaluations (ACSCEs), performed annual training, uploaded sample results to SMARTS, and developed the Annual Report. She has assessed all historic sampling data to determine if any outfalls are likely to have Numeric Action Limit (NAL) exceedances and recommended BMPs to prevent this. She also assisted the Air Force with coordinating with the Regional Water Quality Control Board o remove two facilities from permit coverage.

Resource Recovery & Waste Management, County of Santa Barbara, Los Olivos, CA. Ms. Simpson is currently supporting the County with developing Level 2 ERAs, ERA Action Plan, and Technical Report, for the Santa Ynez Valley Recycling and Transfer Station. Tasks include a full review of all past monitoring data and BMPs implemented at the site; conducting a site investigation and survey request (County to conduct surveying); soil testing; infiltration BMP siting; and report development. Tetra Tech is working closely with the County to design BMPs that meet the Level 2 requirements and also consider the County's ability to construct and maintain the BMPs within their budget. Tetra Tech designed innovative structural passive treatment BMPs to target the Level 2 pollutants, which will consist of two in-ground engineered media systems.

U.S. Army Corps Regulatory Permit Compliance, Corps of Engineers Los Angeles District, CA. Tetra Tech reviewed and conducted field investigations for a total of over 200 U.S. Army Corps permits (Section 10 of the Rivers and Harbors Act of 1899 and/or Section 404 of the Clean Water Act) issued to various holders for projects within the boundaries of the Corps of Engineers Los Angeles District. Each project was evaluated for compliance with the Corps permit terms and conditions. For each project, the permit file was reviewed, the Permit Compliance Inspection Plan was developed, the project site was inspected, and the project inspection report was prepared.

TETRA TECH

PROJECT ROLE

General Compliance with State and Federal Regulations

EDUCATION

MS, Agriculture California Polytechnic State University, San Luis Obispo 2006

BS, Environmental Horticultural Science California Polytechnic State University, San Luis Obispo 2003

REGISTRATIONS

Certified Professional in Erosion and Sediment Control (CPESC) No. 3615

Certified Professional in Storm Water Quality (CPSWQ) No. 642

California QSD/ QSP No. 517

California QISP No. 339

Wetlands Delineation Certificate Elkhorn Slough Coastal Training Program

YEARS OF EXPERIENCE

13

Ken Berard, PE

Mr. Berard has extensive experience in many facets of water/wastewater engineering. Mr. Berard has performed numerous studies ranging from complete water master plans to efficiency studies. His design experience includes preparing bid documents for sewers lines and lift stations, water reservoirs, pump stations, wells, pipelines, chlorination facilities, and pressure reducing facilities. Mr. Berard also has extensive experience in hydraulic modeling. He has used and is familiar with more than six software packages in addition to open channel flow software. Rounding out Mr. Berard's experience is work he has done in inspection, construction administration, shop drawing review, plan checking, and peer review/value engineering.

TETRA TECH

PROJECT ROLE

Water Distribution, Stormwater and Wastewater Collection Systems

EDUCATION

BS, Civil Engineering, California Polytechnic State University, Pomona, 1986

REGISTRATIONS

Registered Civil Engineer:
CA, No. 45499

YEARS OF EXPERIENCE

30

EXPERIENCE

Various Studies and Reports. Key author in seven water master plans and two sewer master plans. Author of a variety of reports and studies including serving water/sewer to developments, Water Supply Assessments, acquisition study, Insurance Services Office Report for 12 systems, reservoir storage, water main replacement studies, forensic failure evaluations, chlorination, sewer infiltration, operations manuals, seismic evaluations of tanks, and water system efficiency studies.

Various Water Pipeline Projects. Worked on 29 projects and over 56 miles of design and management experience on pipelines ranging in size from 8- to 42-inch. Materials include PVC, ductile iron, steel, HDPE, and CCP. Majority of pipelines were located in congested urban streets. Some pipelines were located in cross-country terrain including steep slopes. Crossing of bridges, creeks, channels, etc. done by jack and bore, directional drilling, hanging pipe, and placing pipe in bridge cells.

Various Wastewater Pipeline Projects. Worked on the design of 9,000 feet of 8- to 18-inch sewer, two inverted siphons, and over 10,000 feet of 6- and 8-inch sewer rehabilitation. Materials include VCP and plastic. Rehabilitation methods include cured-in-place pipe, plastic lining, and pipe bursting.

Various Reservoir Projects. Worked on the design of 9 concrete reservoirs totaling more than 60 million gallons, and 14 steel tanks totaling more than 22 million gallons. Sites include hillside as well as tight urban sites. Aesthetic improvements include burying, and partial burying, landscape screening, berm screening, and architectural features ranging from specialized painting to facades hung on the reservoir to stand-alone facades.

Various Water Pump Station Projects – Worked on the design of seven pump stations with a total of 15 pumps and a combined capacity of over 45,000 gpm. Types of pumps include constant speed, variable speed, vertical turbine, submersible and axial flow low head propeller.

Various Storm Water and Waste Water Lift Station Projects. Worked on the design of three storm water lift stations with a total of 70 CFS capacity. Worked on the design of three waste water lift stations with a combined capacity of more than 3.5 MGD.

Various Well Projects. Worked on the design of 24 wells totaling over 18,000 gpm including potable, non-potable, ASR, and design/build wells. Wells ranged in depth from 200 feet to over 1200 feet. Capacities ranged from 10 gpm to more than 3,500 gpm.

Various Non-Potable Water Projects. Worked on the design of three separate projects which included 30,000 feet of 6- through the 16-inch water mains, reservoir conversion, construction of two reservoirs, three pump stations totaling 5,100 gpm, and 60 acres of turf irrigation.

Victor Velazquez

Mr. Velazquez is a Senior Environmental Engineer and Project Manager with 21 years of experience assisting public and private entities to develop, implement, and manage a variety of environmental compliance and pollution prevention programs. Mr. Velazquez's areas of expertise include cross-connection control and backflow prevention. Mr. Velazquez's strengths include assisting clients with planning, monitoring, and reporting associated with regulatory compliance; frequent and clear communication with clients; identifying and adhering to a project's critical path while leveraging creativity and technology to more efficiently complete a project; and identifying technology resources necessary to get the job done right the first time and within budget.

EXPERIENCE

Cross-Connection Survey, Joint Base Lewis McCord, WA. In 2019 Mr. Velazquez conducted a cross-connection survey (Survey) at 6 central heating plants, and during the 2016-2017 period, Mr. Velazquez survey at 258 facilities within JBLM (e.g., warehouses, vehicle maintenance shops, schools, dining facilities, medical facilities, fire stations, hangars, and reclaimed water connections). For both surveys Mr. Velazquez prepared CC reports to provide CC abatement recommendations. Mr. Velazquez prepared state compliance forms and a repair prioritization matrix. Mr. Velazquez also designed and developed a CCMS database to track BPA test records on a daily basis.

Cross-Connection Survey, Spangdahlem Air Base, Germany. Mr. Velazquez lead a team that surveyed over 350 facilities (e.g., centralized heating plants, wastewater processing facilities, vehicle maintenance shops, grocery stores, schools, dining facilities, medical facilities, housing complexes, and an airport). Mr. Velazquez prepared a report to document CCs abatement recommendations and repair prioritization matrix.

Cross-Connection Abatement through Capital Improvement, Vandenberg AFB, CA. Mr. Velazquez was the project manager responsible for overseeing engineering design efforts and providing preconstruction planning documentation support for the construction of two water infrastructure projects (VTS and SLC 3 8-inch water line installations) aimed at separating drinking water from fire prevention water mains.

Cross-Connection Control and Backflow Prevention, Vandenberg AFB, CA. Mr. Velazquez provided technical services to support the implementation of the CC Control and Backflow Prevention Program at Vandenberg AFB (over 600 facilities). Mr. Velazquez responsibilities included planning, scheduling, and conducting CC surveys; tracking BPA testing; state compliance reporting. Mr. Velazquez also developed CCMS database to track BPA test record on a daily basis.

Installation of Backflow Prevention Assemblies for Fire Suppression Systems, Vandenberg AFB, CA. Conducted hydraulic analysis for over 100 fire sprinkler systems for BPA installation.

TETRA TECH

PROJECT ROLE

Backflow Management

EDUCATION

BS, Chemical Engineering, University of California Santa Barbara,1995

REGISTRATIONS

AWWA CC Specialist. Cert. No. 02066

AWWA BPA Tester. Cert. No. 13068

Washington DOH CC Specialist. Cert No. 014066

OSHA 40-Hour HAZWOPER

YEARS OF EXPERIENCE

21

Tim Tringali, CPESC, QSD/P, QISP

Mr. Tringali has more than 16 years of experience assisting federal, state, and local entities develop, implement and manage a variety of water resource programs. Much of his experience includes management of multi-disciplined teams complete storm water compliance projects for the U.S. Air Force, municipalities, and private industry. Mr. Tringali has a strong understanding of the Clean Water Act, as well the California municipal, industrial, and construction storm water permits. Mr. Tringali's experience includes assisting clients identify waters protected under the CWA; interpret water quality standards; and apply for and comply with National Pollutant Discharge Elimination System permits. Mr. Tringali previously served as a U.S. EPA contract inspector for California-Wide Phase I Municipal and Industrial Storm Water Audits and has a good working relationship with Water Board staff.

EXPERIENCE

County of San Luis Obispo TMDL Technical Assistance. Mr. Tringali assisted the County with its response to a Notice of Violation and associated 13267-13383 Technical Report Order pertaining to the San Luis Obispo Creek Pathogen TMDL. The response included assistance with preparation of the San Luis Obispo Creek Pathogen Wasteload Allocation Attainment Demonstration report which ultimately led to the Water Board deeming the County in compliance with requirements to sufficiently reduce the discharge of pollutants to San Luis Obispo Creek.

City of Santa Maria Pathogen TMDL Monitoring. Mr. Tringali is managing recurring wet and dry weather bacteria sampling and outfall observations pursuant ot the Santa Maria River Pathogen TMDL. Field and lab results are reported to the City for compilation within an Annual Report.

Vandenberg AFB Trash Assessment and Implementation Plan. Mr. Tringali managed a team of storm water professionals complete dry and wet season OVTAs and prepare a Trash Implementation Plan. The Plan summarizes findings of the OVTAs and the annual baseline trash load, and provides rationale for a combination of trash controls that are recommended for achieving full capture system equivalency.

Small MS4 Permit Technical Support for the San Francisco Public Utility Commission. Pursuant to the Small MS4 Permit, Mr. Tringali managed municipal facility P2 inspections; prepared annual reports; and developed SWPPPs for high-priority municipal facilities.

Clean Water Action Section 404 Permit Compliance Assessments for US Army Corps of Engineers, Los Angeles District, California and Arizona. Mr. Tringali managed permit review and field investigations for over 350 permits on behalf of the USACE Los Angeles District. Mr. Tringali also performed day-to-day coordination with the ACOE Los Angeles District.

TETRA TECH

PROJECT ROLE

Stormwater Management Services

EDUCATION

BS, Ecology and Systematic Biology, California Polytechnic State University, 2001

REGISTRATIONS

Certified Professional in Erosion and Sediment Control (#5929)

CA Qualified SWPPP Developer/ Practitioner (QSD/P)

CA Qualified Industrial SWPPP Practitioner (QISP)

YEARS OF EXPERIENCE

15

Municipal Storm Water Management Program, Vandenberg AFB, California. Mr. Tringali aided the US Air Force with day-to-day coordination and implementation of its MS4 Program at Vandenberg AFB, including BMP implementation, Guidance Document updates, stakeholder coordination, etc.

D. ORGANIZATIONAL CHART

** Resume Provided*

Offices	Address
Buellton	290 Valley Station Drive, Suite 102, Buellton, CA 93427
San Luis Obispo	711 Tank Farm Road, Suite 110, San Luis Obispo, CA 93401
Irvine	17885 Von Karman Avenue, Suite 500, Irvine, CA 92614
Santa Maria	3201 Airpark Drive, Suite 108, Santa Maria, CA 93455
Santa Barbara	5383 Hollister Avenue, Suite 130, Santa Barbara, CA 93111
Los Angeles	707 Wilshire Boulevard, 23rd Floor, Los Angeles, CA 90017

Contact Information for Staff Members

TEAM MEMBER	ROLE	BILLING TITLE	CONTACT INFORMATION
Jason Fussel, PE, PLS, QSD/P, LEED AP, ENV SP	Principal-In-Charge; Project Manager	Principal-In-Charge	Buellton, (805) 542.8630 Jason.Fussel@tetratech.com
Aaron Yonker, PE, QSD/P	Technical Services Manager; Capital Improvement Projects; Transportation	Project Manager	San Luis Obispo, (805) 542.9052 Aaron.Yonker@tetratech.com
Molly Mell, PE	QA/QC Manager	QA/QC Manager	Irvine, (949) 809.5205 Molly.Mell@tetratech.com
Craig Ziel, PE, QSD/P	Development Review Services	Project Engineer 1	San Luis Obispo, (805) 542.8606 Craig.Ziel@tetratech.com
Nick LaRash, PE	Development Review Services; Construction & Project Inspection; Permitting Services & Administration; Utility Coordination	Engineer 3/ Assistant Construction Manager	Buellton, (805) 542.8629 Nick.LaRash@tetratech.com
Cory Smith	Construction & Project Inspection	Construction Inspector 2	Irvine, (949) 809.5000 Cory.Smith@tetratech.com
Octavio Ferreira, EIT	Permitting Services & Administration	Engineer 1/ Construction Inspector 1	Buellton, (805) 542.8615 Octavio.Ferreira@tetratech.com
Joe Conroy, PE	Streets & Roads	Project Engineer 3	Los Angeles, (213) 279-3290 Joe.Conroy@tetratech.com
Devin Newton, PE	Streets & Roads	Sr. Engineer 1	San Luis Obispo, (805) 542.8607 Devin.Newton@tetratech.com
Elva Pangilinan, PE, ENV SP, CDT	Capital Improvement Projects	Project Engineer 2	San Luis Obispo, (805) 542.8635 Elva.Pangilinan@tetratech.com
Austin McCollum, PE, QSD/P	Capital Improvement Projects	Engineer 1	Buellton, (805) 542.8603 Austin.McCollum@tetratech.com
Nick Kopczyk, GISP	GIS & Mapping	Sr. GIS Analyst	Santa Maria, (810) 225.8426 Nick.Kopczyk@tetratech.com
Mark Lawler	GIS & Mapping	Sr. GIS Analyst/ Survey Specialist	San Luis Obispo, (805) 542.8605 Mark.Lawler@tetratech.com
Anne Simpson, CPESC, CPSWQ, QSD/P, QISP	Compliance with State & Federal Regulations	Scientist 3	Santa Maria, (805) 739.2650 Anne.Simpson@tetratech.com
Amy Noddings	Compliance with State & Federal Regulations	Senior Scientist	Santa Barbara, (805) 681.3235 Amy.Noddings@tetratech.com
Michelle Matson, PE, TE	Transportation Services (CCTC)	Sr. Engineer 1	San Luis Obispo, (805) 316.0101 Michelle@transportationcc.com
Dan Helt, PE, PLS	Surveying & Title/Easement/Deed Work	Sr. Licensed Land Surveyor	San Luis Obispo, (805) 542.8626 Dan.Helt@tetratech.com
Kyle Streeter, LSIT	Surveying & Title/Easement/Deed Work	Survey Tech 2	San Luis Obispo, (805) 542.8619 Kyle.Streeter@tetratech.com
Victor Velasquez	Backflow Management	Project Engineer 1	Santa Maria, (805) 739.2602 Victor.Velazquez@tetratech.com
Tim Tringali, CPESC, QSD/P, QISP	Stormwater Management Services	QA/QC Manager	Santa Maria, (805) 739.2659 Tim.Tringali@tetratech.com
Chris Jansen, PE	Stormwater Management Services	Engineer 3	Irvine, (949) 809.5096 Chris.Jansen@tetratech.com
Jaime Sayre, PhD, PE	Stormwater Management Services	Sr. Engineer 1	Santa Maria, (626) 470.2303 Jaime.Sayre@tetratech.com
Ken Berard, PE	Water Distribution, Stormwater & Wastewater Collection Systems	Principal Engineer	Irvine, (949) 305.2939 Ken.Berard@tetratech.com
Aric Torreyson, PE	Water Distribution, Stormwater & Wastewater Collection Systems	Principal Engineer	Irvine, (949) 809.5109 Aric.Torreyson@tetratech.com
Jung Suh, PE	Watershed & Flood Protection Services	Sr. Engineer 1	Irvine, (949) 809.5107 Jung.Suh@tetratech.com
Nate Schreiner, PE, QSD	Watershed & Flood Protection Services	Sr. Engineer 1	Irvine, (949) 809.5177 Nate.Schreiner@tetratech.com

E. ADDENDA

We wish to acknowledge receipt of Addendum No. 1, dated April 9, 2020. We have included a signed and dated copy as an attachment to this proposal.

F. AGREEMENT

Tetra Tech has reviewed and understands the proposed terms and conditions described in the City's standard agreement and insurance requirements and believes the agreement is generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the work for which this proposal is submitted. As such, Tetra Tech would be willing to execute the City's Agreement for Professional Contract Services, upon receipt of a notice to proceed. However, Tetra Tech further acknowledges that we take exception to the following language contained in the sample contract, and we would like the opportunity to discuss the below items for clarification, if Tetra Tech is the selected consultant. The comments below should not be considered requirements; they will only serve to commence discussions for final contract language with the City. We are confident that we can arrive at a mutually agreeable contract.

With this in mind, we have the following comments:

- In Section 15, please delete the word "defend", "defense costs", and "in whole and in part" throughout.

G. COST PROPOSAL

As requested by the RFP, on the following page we have included our billing rate schedule inclusive of base salary and overhead components and profit for representative salaries within a variety of classifications. The schedule of hourly rates includes direct salary, engineering overhead, general and administrative overhead, associated project cost recovery, and profit. There will be no markup on subconsultants invoices.

H. ABILITY TO PROVIDE LOCAL ACCESS

Our services will be provided from our Buellton office, with support from our Santa Barbara and San Luis Obispo offices. Although we can draw from a large pool of nationwide resources, we have assembled a local team of professionals that will provide you with the exemplary level of service that we have shown on all our current and past City of Buellton projects. We are proud to be embedded with the local fabric of a community in which we live, work, and play. Our Project Manager and Technical Services Manager are available 24 hours a day, seven days a week, should the need arise.

EXHIBIT A
City of Buellton (April 2020)
HOURLY CHARGE RATE AND EXPENSE REIMBURSEMENT SCHEDULE

Project Management	
Project Manager 1	$170.00
Project Manager 2	$190.00
QA/QC Manager	$200.00
Principal in Charge	$230.00
Engineers	
Engineering Technician	$90.00
Engineer 1	$110.00
Engineer 2	$120.00
Engineer 3	$130.00
Project Engineer 1	$140.00
Project Engineer 2	$150.00
Project Engineer 3	$160.00
Sr Engineer 1	$200.00
Sr Engineer 2	$220.00
Sr Engineer 3	$250.00
Principal Engineer	$270.00
Scientists / SWPPP Inspectors	
Scientist 1	$85.00
Scientist 2	$105.00
Scientist 3	$140.00
Sr Scientist	$165.00
Designers & Technicians	
CAD Designer 1	$95.00
CAD Designer 2	$110.00
Sr CAD Designer	$135.00
GIS Analyst 1	$100.00
GIS Analyst 2	$120.00
Sr GIS Analyst	$145.00

Construction	
Construction Technician	$100.00
Assistant Construction Manager	$140.00
Senior Construction Manager	$180.00
Construction Inspector 1	$105.00
Construction Inspector 2	$125.00
Construction Inspector 3	$145.00
Senior Construction Inspector	$185.00
General & Administrative	
Project Assistant	$105.00
Graphic Artist	$125.00
Technical Writer	$110.00
Surveyors	
Survey Tech 1	$100.00
Survey Tech 2	$120.00
Survey Specialist	$130.00
Party Chief	$130.00
Licensed Land Surveyor	$135.00
Sr. Licensed Land Surveyor	$210.00
Survey Crew (Non-Prevailing)	
1-Person Survey Crew	$165.00
2-Person Survey Crew	$240.00
3-Person Survey Crew	$315.00
Survey Crew (Prevailing)	
1-Person Survey Crew	$195.00
2-Person Survey Crew	$310.00
3-Person Survey Crew	$405.00

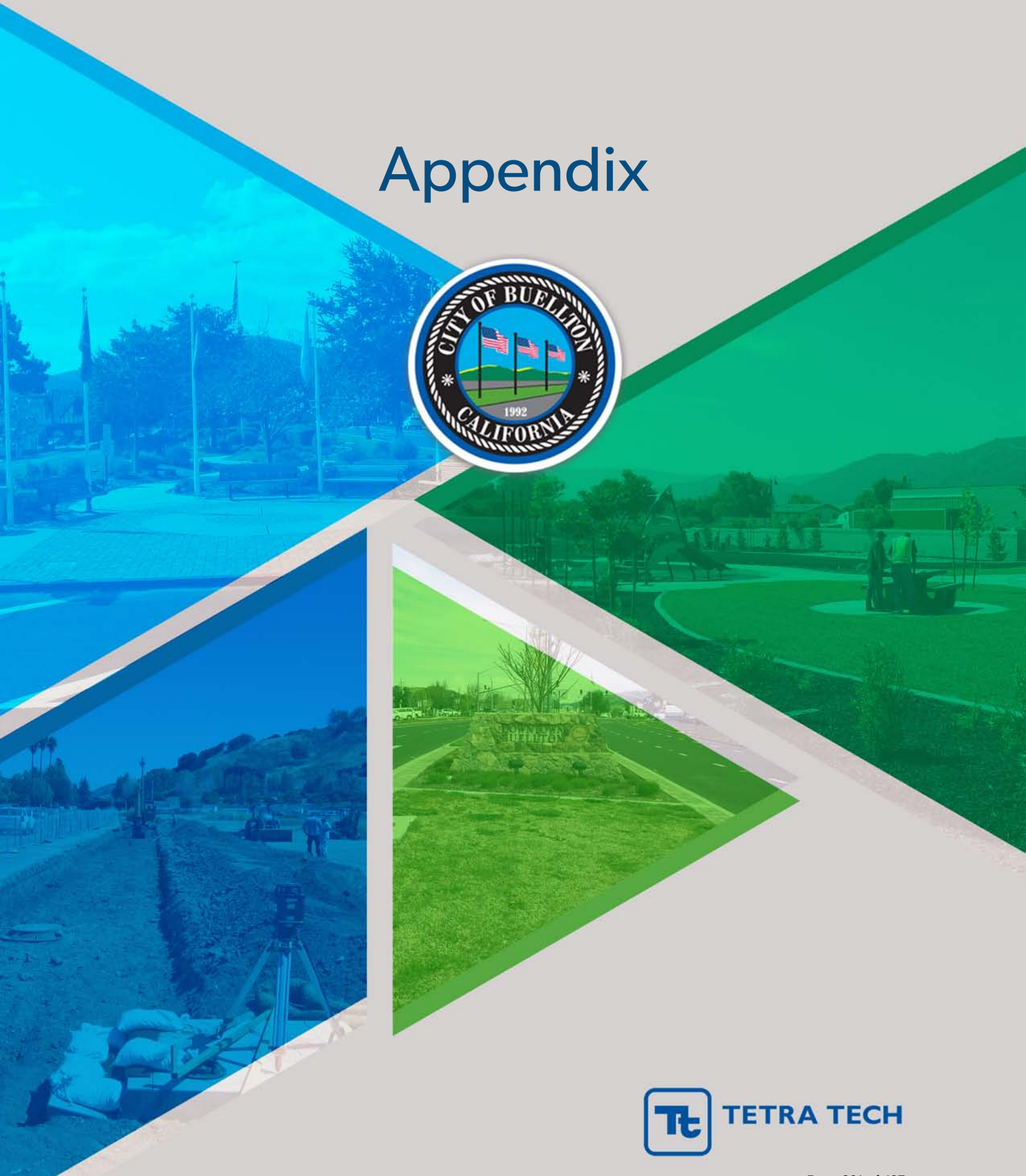
Engineering Review / Permit / Inspection Fees:
Fees for engineering review, permit, and inspection fees will be based on "Time and Materials" utilizing the rates provided above, and will depend on the size of the development. To offer the best possible cost savings to the City, work will be performed by qualified and competent junior level staff with final quality control and signatures provided by senior staff/divisional leads. The costs shown below represent minimum estimates for each type of work.

Encroachment Permits	
Blanket Permits	$250.00
Storage/Trash Bins	$250.00
Driveway Improvements - Residential Widening	$500.00
Driveway Improvements - Residential New Driveway	$1,000.00
Driveway Improvements - Commercial	$250.00
Sidewalk/Drainage (simple scope)	10% of construction cost
Sidewalk/Drainage (large area, complex scope)	10% of construction cost, $200 min.
Underground Utilities (private sewer repairs, etc)	T&M
Major Underground Utilities	10% of construction cost, $500 min.
Walls	No Fee
Newspaper Racks/Mailboxes	$100.00

Development Review: Fees for review and inspection will be based on "Time and Materials" and will depend on the size of the development.

NOTE: Rates subject to change annually.

Appendix



TETRA TECH

REQUEST FOR ADDITIONAL INFORMATION:
CITY ENGINEERING SERVICES RFP
ADDENDUM NO. 1
April 9, 2020

The following changes, additions and clarifications are hereby made part of the contract documents for the above referenced project and shall be taken into account in the preparation of all proposals and execution of all work. Work shall conform to the requirements of the original contract documents and addenda wherever they apply. All respondents shall acknowledge receipt of this addendum in their proposals. Failure to include this Addendum in the proposal may void the proposal.

Miscellaneous clarifications as a result of received questions:

1. Are hard copies still required?

- Yes, hard copies of the proposal will still be required.

2. Can you clarify if the 50 singled sided page maximum is a preference for single sided proposal or can the 50 page count be 25 double-sided pages?

- 25 double-sided pages will be accepted, with each side counting as one page for a total of 50 pages maximum for the items required in Section C-2.

3. Notice from City of Buellton – Due to the COVID-19 situation, the City reserves the right to extend its review period and award of contract timeline from the tentative schedule provided in the RFP.

Respondent Acknowledgement:

April 16, 2020
DATE

Jason Fussel
SIGNATURE (print and sign)

Vice President
TITLE

Tetra Tech
COMPANY

PROPOSAL FOR

City Engineering Services

TETRA TECH

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Shannel Zamora, Finance Director
Meeting Date:	May 28, 2020
Subject:	Mid-Cycle Budget Study Session related to Fiscal Year 2020-21 and Estimated COVID-19 Financial Impacts

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BACKGROUND

On May 23, 2019, the City Council adopted a Two-Year Operating and Capital budget for Fiscal Year 2019-20 and Fiscal Year 2020-21. The adopted budget for all funds for Fiscal Year 2019-20 totaled $15,888,620 and for Fiscal Year 2020-21 totaled $15,687,125.

This report provides an update on estimated revenues and expenditures for the second year of the biennial budget ending June 30, 2021. This update provides City Council and staff with the opportunity to make adjustments based on current economic conditions, more specifically, adjustments related to the financial impacts and economic uncertainty caused by the COVID-19 Pandemic.

In addition, as part of the City's budget process, each department reviewed current budget amounts to determine the adjustments needed. Additionally, during the mid-cycle review, City Council can analyze goal progress and re-evaluate goals and recommend new goals and priorities as a response to COVID-19.

COVID-19 Financial Impacts

Governor Gavin Newson declared a "Stay at Home" order on March 19, 2020 to prevent the spread of the COVID-19 Pandemic. The Governor declared only "essential" business to remain open and "non-essential" business to close. As of result, millions of Americans were forced to file for unemployment. According to the latest figures from the US Labor Department, 36.5 million American citizens have filed unemployment claims over the past eight weeks since the coronavirus crisis effectively forced the shutdown of businesses.

The impacts from COVID-19 could come in waves over the next six months to a year or more. Given the uncertainty of the length of time the COVID-19 Pandemic will last and how long the "Stay at Home" order will be in effect, it is difficult to predict how human behavior will change after restrictions. With the increased number of unemployed individuals, consumer spending may decrease and leisure travel may decrease as a result of loss of income or fear of going out during the Pandemic. For local governments, this can result in loss of sales tax, transient occupancy tax, user fees and charges, and gas tax. In addition, the stock market has plunged and interest rates are at historic lows contributing to a decrease in earnings from investments. Furthermore, low interests rates will negatively affect CalPERS end of year earnings which will drive up future pension costs.

COVID-19 Revenue Impacts and Projections

The severity of the impact of COVID-19 on the City of Buellton's budget will rely on the length of time the "Stay at Home" order is in effect. The City heavily relies on sales tax revenue and transient occupancy taxes (TOT). According to HDL, assuming a stay at home order through the end of May 2020, sales tax revenue is projected to experience a 14.5% decrease for FY 19/20 compared to the previous fiscal year and a 4.0% loss compared to FY 19/20 projections. Table 1 below shows the expected percentage revenue loss in the City's top 5 sales tax industry groups. Losses are expected to be short-term and are expected to increase in FY 2021/22.

Industry Group	FY 2019-20 Est. Percentage Change	FY 2020/21 Est. Percentage Change	FY 2021/22 Est. Percentage Change
1. Fuel & Service Stations	-18.1%	-13.0%	9.0%
2. Autos & Transportation	-24.1%	1.2%	10.0%
3. Restaurants & Hotels	-20.3%	-9.3%	7.0%
4. Business & Industry	-18.3%	-8.3%	4.0%
5. State & County Pools	17.0%	6.4%	6.0%
All Industries	-14.5%	-4.0%	6.2%

Table 1

The Hotel Industry in the City of Buellton has experienced a 29% loss in occupancy in the month of March and over 50% loss in April and May 2020 as travel is at a standstill. The occupancy rate in June is depended on how long the "Stay at Home" order is in place, and how soon the public feels comfortable traveling. The City is expected to receive $2,265,000 in TOT revenue for FY 2019/20 which is 23.5% less than projected revenue. Uncertainty in future TOT revenue exists as hotels and motels struggle to survive. For FY 2020/21 projections, staff is assuming the shelter in place will be in effect through the end of May 2020 and that hotels will slowly recover revenue losses. TOT revenue and occupancy rate will continue to be evaluated monthly.

In addition, COVID-19 forced park closures and recreation facilities. Any park reservations, recreation facility rentals, youth camps, and recreation programs scheduled during the "Stay at Home" order have been cancelled and refunded. Cancellations have resulted in a loss of about $104,000, or 61% loss. FY 20/21 revenue projections for Buellton Recreation program revenues and park reservation fees assume programs will be able to resume by July 2020.

Potential impacts on property tax revenue remains limited. Due to the nature of property tax, FY 2020/21 property tax revenues have already been determined and based on property values on the tax roles as of January 1, 2020. The potential effect on the City budget is more of a cash flow impact. Property tax revenue is received from the County of Santa Barbara in two installments in December and April. Future growth in property values will mostly likely be slowed, but the City may continue to expect an increase in property tax revenue as the recently completed homes in the Vineyard Village Townhomes are added to the tax roll. It is uncertain if future development projects will move forward in the short-term as business recover from COVID-19.

Table 2 below compares FY 2019/20 General Fund budget revenue and transfers compared to FY 2019/20 revenue Estimates and FY 2020/21 budget revenue and transfers compared to FY 2020/21 proposed budget adjustments.

001 - General Fund Revenues	FY 2019/20 Current Budget	FY 2019/20 Est.	$ Change	FY 2020/21 Original Budget	FY 2020/21 Proposed	$ Change
Property Tax	$ 1,546,008	$ 1,546,008	$ -	$ 1,576,925	$ 1,714,274	$ 137,349
Sales Tax	$ 2,507,000	$ 2,073,870	$ (433,130)	$ 2,532,070	$ 2,216,000	$ (316,070)
Franchise Fees	$ 250,000	$ 281,000	$ 31,000	$ 255,000	$ 260,000	$ 5,000
Transient Occupancy Tax	$ 2,974,800	$ 2,265,000	$ (709,800)	$ 2,989,674	$ 2,548,528	$ (441,146)
Fees and Permits	$ 10,575	$ 9,720	$ (855)	$ 10,654	$ 9,540	$ (1,114)
Fines & Penalties	$ 20,700	$ 15,600	$ (5,100)	$ 21,514	$ 10,300	$ (11,214)
Use of Money & Property	$ 175,000	$ 203,211	$ 28,211	$ 178,500	$ 162,907	$ (15,593)
Revenue from Other Agencies	$ 680,611	$ 682,638	$ 2,027	$ 608,326	$ 700,731	$ 92,405
Charges for Current Services	$ 223,914	$ 167,990	$ (55,924)	$ 228,268	$ 113,600	$ (114,668)
Total Operating Revenue	**$ 8,388,608**	**$ 7,245,037**	**$ (1,143,571)**	**$ 8,400,931**	**$ 7,735,880**	**$ (665,051)**
Transfers in from Reserves	$ 1,842,980	$ 2,453,032	$ 610,052	$ 1,016,068	$ 5,238,773	$ 4,222,705
Total source of funding:	**$ 10,231,588**	**$ 9,698,069**	**$ (533,519)**	**$ 9,416,999**	**$ 12,974,653**	**$ 3,557,654**

Table 2

FY 2020/21 Expenditure Assumptions

Due the drastic revenue loss, the City of Buellton primary focus should be to preserve reserves. In addition, the City should maintain its current level of service and during the budget session focus on what services are important to the community. In the event of further revenue loss, the City should be prepared to reduce service levels if needed and should determine essential services versus non-essential services. In addition, Capital Projects should also be evaluated and non-urgent projects are recommended to be deferred. Most importantly, all departments have looked across departments for savings to maintain current levels of services and keep the workforce intact.

Table 3 below illustrates the proposed FY 2019/20 General Fund expenditures versus the adopted FY 2019/20 General Fund expenditures. Significant changes of 5% or more within each department will be discussed below.

Department	FY 2020/21 Adopted Budget	FY 202021 Proposed Amendment	$ Change	% Change
401 - City Council	$ 142,691	$ 144,197	$ 1,506	1.06%
402 - City Manager	$ 246,453	$ 271,327	$ 24,874	10.09%
403 - City Clerk/Human Resources	$ 130,520	$ 135,826	$ 5,306	4.07%
404 - City Attorney	$ 195,000	$ 195,000	$ -	0.00%
410 - Non-Departmental	$ 3,327,620	$ 6,363,191	$ 3,035,571	91.22%
420 - Finance	$ 203,099	$ 205,719	$ 2,620	1.29%
501 - Public Safety	$ 2,206,168	$ 2,364,720	$ 158,552	7.19%
510 - Library	$ 207,388	$ 205,789	$ (1,599)	-0.77%
511 - Recreation	$ 582,922	$ 614,730	$ 31,808	5.46%
550 - Public Works Street Lights	$ 66,300	$ 65,000	$ (1,300)	-1.96%
551 - Storm Water (Water Shed)	$ 376,873	$ 376,873	$ -	0.00%
552 - Public Works - Parks	$ 395,405	$ 446,735	$ 51,330	12.98%
556 - Landscape Maintenance	$ 112,404	$ 110,200	$ (2,204)	-1.96%
558 - Public Works - General	$ 695,477	$ 717,814	$ 22,337	3.21%
565 - Planning	$ 528,679	$ 632,546	$ 103,867	19.65%
General Fund Total:	**$ 9,416,999**	**$ 12,849,667**	**$ 3,432,668**	**151.52%**

Table 3

The FY 2020/21 proposed expenditures reflect a 3.0% cost-of-living adjustment for all full-time employees effective July 1, 2020 approved by City Council on March 26, 2020. The fiscal impact to the General Fund is about $100,000.

The 10.09% increase in the City Manager department reflects the salary and benefits received per the City Manager contract. When the original budget was adopted, the terms of the new City Manager contract was in negotiations, thus the actual amounts have not been reflected in the budget.

The 4.07% increase in the City Clerk/Human Resources department reflects a new budget line item for an addition of an hourly employee to scan ordinances and resolutions.

The 91.22% increase in the Non-Departmental Fund reflects Capital Improvement Project carryovers from FY 2019/20. Any projects that were not completed in FY 2019/20 have been carried over to FY 2020/21. City Council can decide if any of those project should be deferred another year to maximize savings for the upcoming fiscal year.

The 7.19% increase in the Public Safety Department reflects the cost of the Santa Barbara County Sheriff's contract approved by City Council on May 14, 2020. The cost of the motor deputy increased about 40% while the overall law enforcement contract increased 3%.

The Recreation Department increased 5.46% due to the funding of the Arts and Culture Committee. The City Council has allocated $50,000 to the Arts and Culture Committee to bring art and cultural events to the community. The Recreation department was able to offset the increase with budget savings.

The Parks Department will experience a 12.98% increase in expenditures due to the acquisition of the Village Park. When the original budget was adopted, Village Park was under construction. Village Park was completed in October 2019. The increase in expenditures was due to the increase to the maintenance and landscaping contract to include Village, as well as water costs for irrigation.

The Planning Department will experience a 19.65% increase due to the carryover costs from the Land Use and Circulation element update. On May 14, 2020, City council approved a contract with two firms to assist in the preparation of the Land Use and Circulation Element Update. The cost of the study and preparation will be rolled over to the new fiscal year. This cost is a one-time expense.

Fund Balance

- **General Fund Reserves**

  Current General Fund revenue is sufficient to cover operating expenditures. Cash reserves are about $7.95 Million. Reserves are available to cover CIPs totaling $5,336,773:

Operating Revenue:	$7,735,880
Operating Expenditures:	$7,513,044
Surplus:	$ 222,836 (Apply to Reserves)

- **Sewer Fund Reserves**

  Current sewer fund cash reserves are about $1.3 Million. CIP expenditures and Connection fees are recorded separately in a Capital Projects Fund (006- Sewer Capital). Connection fee revenue is not sufficient to cover 2020-21 CIPs and will require a transfer from reserves of $50,000 and a $560,720 Sewer Operating fund transfer to Capital Projects.

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

Operating Revenue:	$1,213,930
Operating Expense:	$1,347,251
Deficit:	$ - 133,321
Transfer to Sewer Capital:	$ - 560,720
Total Use of Reserves:	$ - 648,041 (See Sewer Fund Revenue line item: "Transfer from Reserves – Operating Costs)

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

- **Water Fund Reserves**

Current water fund cash reserves are about $3.0 Million. CIP expenditures and Connection fees are recorded separately in a Capital Projects Fund (021- Water Capital). Connection fee revenue is not sufficient to cover 2020-21 CIPs and will require a transfer from reserves of $150,000 and a $380,680 Water Operating fund transfer to Capital Projects.

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

Operating Revenue:	$2,484,536
Operating Expense:	$2,547,079
Deficit:	$ -62,543
Transfer to Water Capital:	$ - 371,530
Total Use of Reserves:	$ - 434,073 (See Water Fund Revenue line item: "Transfer from Reserves – Operating Costs)

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

- **Special Fund Reserves**

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

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

LTF CIPs:	$ 23,000
LTF Operations:	106,500
Transportation Planning Operations:	45,000
Total Expenditures:	$174,500

Transfer from Measure A:	$ 64,500
Transfer from General Fund:	19,950
LTF Revenue	5,083
LTF Reserves	49,917
Transportation Planning Revenue:	35,050
Total Revenue:	$174,500

Capital Improvement Projects (Attachment 2)

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

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

- **Transportation Development Act (TDA)**
  Funding is the State of California and includes Santa Ynez River Trail Conceptual Plan and Feasibility Study and North Avenue of Flags Park and Ride. Allocations come from SBCAG and General Fund.

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

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

FISCAL IMPACT

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

RECOMMENDATION

That the City Council review the Fiscal Year 2020-21 proposed adjustments to the adopted City Budget and make any revisions deemed appropriate.

ATTACHMENTS

Attachment 1 – Proposed Fiscal Year 2020-21 Preliminary City Budget Revisions
Attachment 2 – Proposed Capital Improvement Budget FY 2020-21 Revisions

Budget Summaries

Fund Balance Report

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

Fund	Estimated beginning Fund balance 7/1/2020	FY 2020-21 Total Revenues	FY 2020-21 Total Expenditures	FY 2020-21 Transfers In	FY 2020-21 Transfers Out	FY 2020-21 Use of Reserves	Estimated Ending Fund Balance 6/30/2021	$ Change	% Change
001 - General Fund	$ 7,948,700	7,735,880	(7,513,044)	-	(5,238,773)	5,238,773	$ 2,932,763	(5,015,937)	-63.10%
005 - Sewer Fund	$ 2,890,756	1,213,930	(1,347,251)	-	(560,720)	694,041	$ 2,196,715	(694,041)	-24.01%
006 - Wastewater Capital	$ 208,941	280	(36,000)	560,720	(550,000)	25,000	$ 183,941	(25,000)	-11.97%
020 - Water Fund	$ 6,267,887	2,484,536	(2,547,079)	-	(371,530)	434,073	$ 5,833,814	(434,073)	-6.93%
021 - Water Capital	$ 65,874	470	(37,000)	371,530	(400,000)	65,000	$ 874	(65,000)	-98.67%
023 - Housing Fees	$ 485,461	1,200	(3,000)	-	-	-	$ 483,661	(1,800)	-0.37%
024 - Traffic Mitigation Fund	$ 35,843	90	-	-	-	-	$ 35,933	90	0.25%
025 - Gas Tax Fund	$ 425,288	300,445	(112,000)	-	(600,675)	412,230	$ 13,058	(412,230)	-96.93%
027 - Local Transportation Fund	$ 251,773	5,083	(106,500)	74,500	(23,000)	46,817	$ 201,856	(49,917)	-19.83%
029 - Transportation Planning Fund	$ (103,393)	35,050	(45,000)	9,950	-	-	$ (103,393)	-	0.00%
031 - Measure A	$ 317,206	356,768	-	-	(680,325)	323,557	$ (6,351)	(323,557)	-102.00%
092 - Capital Improvement Proj Fund	$ -		7,428,273	(7,428,273)			$ -	-	
TOTAL FUND BALANCE	**$ 18,794,338**	**$ 12,133,732**	**$ (4,318,601)**	**$ (6,411,573)**	**$ (8,425,023)**	**$ 7,239,491**	**$ 11,772,872**	**(7,021,465)**	**-37.36%**
"ESTIMATED AVAILABLE BALANCE"									

Revenue and Expenditure by Fund Type

	General Fund	Enterprise Funds	Special Revenue Funds	Total Appropriated Funds
Starting Fund Balance	*$ 7,948,700*	*$ 9,433,459*	*$ 1,412,179*	*$ 18,794,338*
Operating Revenue:				
Taxes	$ 6,738,802	$ -	$ -	*$ 6,738,802*
Fees and Permits	$ 9,540	$ -	$ -	*$ 9,540*
Revenue From Other Agencies	$ 700,731	$ -	$ 695,096	*$ 1,395,827*
Charges for Current Services	$ 113,600	$ 3,683,166	$ -	*$ 3,796,766*
Fines and Penalties	$ 10,300	$ -	$ -	*$ 10,300*
Use of Money & Property	$ 162,907	$ 13,050	$ 3,540	*$ 179,497*
Other Revenue	$ -	$ 3,000	$ -	*$ 3,000*
Total Operating Revenue	**$ 7,735,880**	**$ 3,699,216**	**$ 698,636**	**$ 12,133,732**
Other Financing Sources				
Capital Impact Fees	$ -	$ -	$ -	$ -
Transfer from Other Funds	$ -	$ 932,250	$ 84,450	$ 1,016,700
Transfer from Reserves	$ 5,238,773	$ 1,218,114	$ 785,704	$ 7,242,591
Total Other Financing	**$ 5,238,773**	**$ 2,150,364**	**$ 870,154**	**$ 8,259,291**
Total Revenue	**$ 12,974,653**	**$ 5,849,580**	**$ 1,568,790**	**$ 20,393,023**
Operating Expenditures:				
Employee Services	$ 2,026,306	$ 764,032	$ -	$ 2,790,338
Operating & Maintenance	$ 5,418,288	$ 3,168,298	$ 246,500	$ 8,833,086
Minor Capital	$ 48,500	$ 35,000	$ -	$ 83,500
Total Operating Expenditures	**$ 7,493,094**	**$ 3,967,330**	**$ 246,500**	**$ 11,706,924**
Other Expenditures:				
Capital Expenditures	$ 5,238,773	$ 950,000	$ 1,239,500	$ 7,428,273
Transfer to Other Funds	$ 19,950	$ 932,250	$ 84,500	$ 1,036,700
Total Other Expenditures	**$ 5,258,723**	**$ 1,882,250**	**$ 1,324,000**	$ 8,464,973
Total Expenditures	**$ 12,751,817**	**$ 5,849,580**	**$ 1,570,500**	**$ 20,171,897**
Net Revenue & Expenditures	**$222,836**	**$0**	**-$1,710**	**$221,126**
Ending Fund Balance	*$ 2,932,763*	*$ 8,215,345*	*$ 624,765*	*$ 11,772,872*

General Fund Summary with Fund Balance Analysis

001 - General Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2020-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Property Taxes	$ 1,483,270	$ 1,546,653	$ 1,546,008	$ 1,576,925	2.0%	1,714,274	8.7%
Sales Taxes	2,342,222	2,700,680	2,073,870	2,532,070	22.1%	2,216,000	-12.5%
Franchise Taxes	250,259	260,841	281,000	255,000	-9.3%	260,000	2.0%
Transient Occupancy Tax	2,832,056	3,114,194	2,265,000	2,989,674	32.0%	2,548,528	-14.8%
Fees and Permits	8,975	10,575	9,720	10,654	9.6%	9,540	-10.5%
Fines and Penalties	23,097	18,562	15,600	21,514	37.9%	10,300	-52.1%
Use of Money and Property	155,388	256,794	203,211	178,500	-12.2%	162,907	-8.7%
Revenue from Other Agencies	465,154	502,076	682,638	608,326	-10.9%	700,731	15.2%
Charges for Current Services	266,281	221,893	167,990	228,268	35.9%	113,600	-50.2%
Total Operating Revenue	**$ 7,826,702**	**$ 8,632,268**	**$ 7,245,037**	**$ 8,400,931**	16.0%	**$ 7,735,880**	-7.9%
Transfers In- Reserves (CIP)	-	-	2,453,032	1,016,068	0.0%	5,238,773	416%
Adjusted revenue after reserve transfer	**$ 7,826,702**	**$ 8,632,268**	**$ 9,698,069**	**$ 9,416,999**	-3%	**$ 12,974,653**	38%
Expenditures							
City Council	$ 124,020	$ 127,450	$ 125,289	$ 142,691	13.9%	$ 144,197	1.1%
City Manager	228,944	252,577	273,439	246,453	-9.9%	271,327	10.1%
City Clerk/Human Resources	111,041	113,050	117,732	130,520	10.9%	135,826	4.1%
City Attorney	148,916	174,207	180,728	195,000	7.9%	195,000	0.0%
Non-Departmental	964,781	1,153,198	1,077,646	1,072,619	-0.5%	1,066,568	-0.6%
Finance	178,228	181,875	187,492	203,099	8.3%	205,719	1.3%
Public Safety - Police/Fire	1,919,642	1,996,689	2,241,403	2,206,169	-1.6%	2,364,720	7.2%
Leisure Services - Library	148,540	161,468	200,322	207,388	3.5%	205,789	-0.8%
Recreation	543,411	543,974	474,106	582,922	23.0%	614,730	5.5%
Public Works - Street Lights	62,389	60,064	50,211	66,300	32.0%	65,000	-2.0%
Storm Water	158,258	303,179	235,696	336,873	42.9%	336,873	0.0%
Public Works- Parks	342,596	369,246	340,103	395,405	16.3%	446,735	13.0%
Public Works- Landscape Maintenance	101,426	113,554	100,688	112,404	11.6%	110,200	-2.0%
Public Works - General	531,196	565,936	2,549,295	695,477	-72.7%	717,814	3.2%
Community Development/Planning	330,000	347,286	412,920	528,679	28.0%	632,546	19.6%
GF Operating Expenditures	**$ 5,893,388**	**$ 6,463,753**	**$ 8,567,069**	**$ 7,121,999**	-16.9%	**$ 7,513,044**	5.5%
Transfer for CIP	470,679	194,695	1,131,000	2,295,000	102.9%	5,238,773	128.3%
GF Total Expenditures	**$ 6,364,066**	**$ 6,658,448**	**$ 9,698,069**	**$ 9,416,999**	-2.9%	**$ 12,751,817**	35.4%
Projected Fund Balance							
Balance, beginning of FY	$ 6,965,277	$ 8,427,913	$ 10,401,733	$ 7,948,700	-23.6%	$ 7,948,700	0.0%
Prior Year-Adjustment	$ -	$ -	$ -	$ -	0.0%	$ -	0.0%
Net Change in Fund Balance	1,462,636	1,973,820	$ (0)	$ 0	-231%	222,836	47411755.4%
Ending Fund Balance	**$ 8,427,913**	**$ 10,401,733**	**$ 10,401,732**	**$ 7,948,701**	-24%	**$ 8,171,536**	2.8%
Less: Transfer from Reserves	*$ -*	*$ -*	*$ (2,453,032)*	*$ (1,016,068)*	*-58.6%*	*$ (5,238,773)*	415.6%
Final Ending Fund Balance	**$ 8,427,913**	**$ 10,401,733**	**$ 7,948,700**	**$ 6,932,633**	**-12.8%**	**$ 2,932,763**	-57.7%

005 -Sewer Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Charges for Services	$ 1,091,370	$ 1,231,024	$ 1,174,328	$ 1,210,830	3.1%	$ 1,209,930	-0.1%
Use of Money and Property	13,266	19,823	17,050	12,000	-29.6%	4,000	-66.7%
Other Revenue	-	-	-	-	0.0%	-	0.0%
Total Operating Revenue	**$ 1,104,636**	**$ 1,250,847**	**$ 1,191,378**	**$ 1,222,830**	**2.6%**	**$ 1,213,930**	**-0.7%**
Transfer from Reserves	-	-	-	521,233	0.0%	694,041	33.2%
Total Revenue plus Transfer from Reserve	**$ 1,104,636**	**$ 1,250,847**	**$ 1,191,378**	**$ 1,744,063**	**46.4%**	**1,907,971**	**9.4%**
Expenditures							
Employee Services	$ 346,443	$ 318,871	$ 330,638	$ 361,700	9.4%	$ 382,016	5.6%
Operating & Maintenance	842,712	879,667	1,001,020	978,362	-2.3%	940,235	-3.9%
Minor Capital	2,998	7,409	7,043	0	0.0%	25,000	0.0%
Total Operating Expenditures	**$ 1,192,153**	**$ 1,205,947**	**$ 1,338,701**	**$ 1,340,062**	0.1%	**$ 1,347,251**	0.5%
Transfer to 006 -Capital	-	-	150,000	404,000	169.3%	560,720	38.8%
Total Sewer Expenditures	**$ 1,192,153**	**$ 1,205,947**	**$ 1,488,701**	**$ 1,744,062**	**17.2%**	**$ 1,907,971**	**9.4%**
Projected Fund Balance							
Balance, beginning of FY	$ 3,230,696	$ 3,143,179	$ 3,188,079	$ 2,890,756	-9.3%	$ 2,890,756	0.0%
Prior-Year Adjustment	$ -	$ -	$ -	$ -	0.0%	$ -	0.0%
Net Change in Fund Balance	$ (87,517)	$ 44,900	$ (297,323)	$ -	-100.0%	$ -	0.0%
Ending Fund Balance	**$ 3,143,179**	**$ 3,188,079**	**$ 2,890,756**	**$ 2,890,756**	**0.0%**	**$ 2,890,756**	**0.0%**
Less: Transfers from Reserves	*$ -*	*$ -*	*$ -*	*$ (521,233)*	*0.0%*	*$ (694,041)*	*33.2%*
Final Ending Fund Balance	**$ 3,143,179**	**$ 3,188,079**	**$ 2,890,756**	**$ 2,369,523**	-18.0%	**$ 2,196,715**	-7.3%

006 -Sewer Capital Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2020-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 1,444	$ 2,654	$ 910	$ 2,000	119.8%	$ 280	-86.0%
Capital Impact Fees	113,352	32,861	0	55,000	#DIV/0!	0	-100.0%
Total Revenue	**$ 114,796**	**$ 35,515**	**$ 910**	**$ 57,000**	**6163.7%**	**$ 280**	**-99.5%**
Transfer from Reserves	**$ -**	**$ -**	**$ 50,000**	**$ 25,000**	**0.0%**	**$ 25,000**	**0.0%**
Transfer from Fund 005- Sewer	-	-	150,000	404,000	0.0%	560,720	38.8%
Total Revenue plus Transfer from Reserve	**$ 114,796**	**$ 35,515**	**$ 200,910**	**$ 486,000**	**141.9%**	**$ 586,000**	**20.6%**
Expenditures							
Depreciation	494	786	22,916	36,000	57.1%	36,000	0.0%
Total Expenditures	**$ 494**	**$ 786**	**$ 22,916**	**$ 36,000**	**57.1%**	**$ 36,000**	**0.0%**
Transfer to CIP	-	-	150,000	450,000	200.0%	550,000	22.2%
Total Expenditures plus Transfer	**$ 494**	**$ 786**	**$ 172,916**	**$ 486,000**	181.1%	**$ 586,000**	20.6%
Projected Fund Balance							
Balance, beginning of FY	$ 81,916	$ 196,218	$ 230,947	$ 208,941	-9.5%	$ 208,941	0.0%
Net Change in Fund Balance	$ 114,302	$ 34,729	$ 27,994	$ -	-100.0%	$ -	0.0%
Ending Fund Balance	**$ 196,218**	**$ 230,947**	**$ 258,941**	**$ 208,941**	**-19.3%**	**$ 208,941**	**0.0%**
Less: Transfers from Reserves	*$ -*	*$ -*	*$ (50,000)*	*$ (25,000)*	*0.0%*	*$ (25,000)*	*0.0%*
Final Ending Fund Balance	**$ 196,218**	**$ 230,947**	**$ 208,941**	**$ 183,941**	-12.0%	**$ 183,941**	0.0%

020 -Water Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Charges for Services	$ 2,465,612	$ 2,553,337	$ 2,445,216	$ 2,481,716	1.5%	$ 2,473,236	-0.3%
Use of Money and Property	21,336	37,967	33,000	22,000	-33.3%	8,300	-62.3%
Other Revenue	4,914	4,541	3,111	3,000	-3.6%	3,000	0.0%
Total Operating Revenue	**2,491,862**	**2,595,845**	**2,481,327**	**2,506,716**	**1.0%**	**2,484,536**	**-0.9%**
Transfer from Reserves	$ -	$ -	$ -	$ 266,805	0.0%	$ 434,073	62.7%
Total Revenue plus Transfer from Reserve	**$ 2,491,862**	**$ 2,595,845**	**$ 2,481,327**	**$ 2,773,521**	**11.8%**	**2,918,609**	**5.2%**
Expenditures							
Employee Services	$ 347,134	$ 320,896	$ 330,638	$ 361,700	9.4%	$ 382,016	5.6%
Operating & Maintenance	1,641,326	1,834,478	2,280,261	2,148,970	-5.8%	2,155,063	0.3%
Minor Capital	1,656	0	2,621	0	0.0%	10,000	0.0%
Total Expenditures	**$ 1,990,115**	**$ 2,155,374**	**$ 2,613,520**	**$ 2,510,670**	-3.9%	**$ 2,547,079**	1.5%
Transfers to 021 - Capital	-	-	-	262,850	0.0%	371,530	41.3%
Water Operating Expenditures	**$ 1,990,115**	**$ 2,155,374**	**$ 2,613,520**	**$ 2,773,520**	**6.1%**	**$ 2,918,609**	**5.2%**
Projected Fund Balance							
Balance, beginning of FY	$ 5,457,863	$ 5,959,610	$ 6,400,081	$ 6,267,887	-2.1%	$ 6,267,887	0.0%
Prior-Year Adjustment	$ -	$ -	$ -	$ -	0.0%	$ -	0.0%
Net Change in Fund Balance	**$ 501,747**	**$ 440,471**	**$ (132,193)**	**$ -**	-100.0%	**$ -**	0.0%
Ending Fund Balance	**$ 5,959,610**	**$ 6,400,081**	**$ 6,267,887**	**$ 6,267,887**	**0.0%**	**$ 6,267,887**	**0.0%**
Less: Transfers from Reserves	*$ -*	*$ -*	*$ -*	*$ (266,805)*	*0.0%*	*$ (434,073)*	*0.0%*
Final Ending Fund Balance	**$ 5,959,610**	**$ 6,400,081**	**$ 6,267,887**	**$ 6,001,082**	**-4.3%**	**$ 5,833,814**	**-2.8%**

021 -Water Capital Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 2,270	$ 4,253	$ 1,369	$ 3,150	130.1%	470	-85.1%
Capital Impact Fees	181,845	75,950	0	106,000	0.0%	0	-100.0%
Total Revenue	**$ 184,115**	**$ 80,203**	**$ 1,369**	**$ 109,150**	**7873.0%**	**$ 470**	**-99.6%**
Transfers from Reserves	-	-	-	65,000	0.0%	65,000	0.0%
Transfers from Fund 020- Water	-	-	-	262,850	0.0%	371,530	41.3%
Total Revenue plus Transfers	**$ 184,115**	**$ 80,203**	**$ 1,369**	**$ 437,000**	**31821.1%**	**$ 437,000**	**0.0%**
Expenditures							
Depreciation	1,383	1,887	24,000	37,000	0.0%	37,000	0.0%
Total Expenditures	**$ 1,383**	**$ 1,887**	**$ 24,000**	**$ 37,000**	**0.0%**	**$ 37,000**	**0.0%**
Transfer out to CIP	-	-	315,000	400,000	27.0%	400,000	0.0%
Total Expenditures plus Transfers	**$ 1,383**	**$ 1,887**	**$ 339,000**	**$ 437,000**	0.0%	**$ 437,000**	0.0%
Projected Fund Balance							
Balance, beginning of FY	$ 142,457	$ 325,189	$ 403,505	$ 65,874	-83.7%	$ 65,874	0.0%
Net Change in Fund Balance	$ 182,732	$ 78,316	$ (337,631)	$ -	-100.0%	$ -	0.0%
Ending Fund Balance	**$ 325,189**	**$ 403,505**	**$ 65,874**	**$ 65,874**	**0.0%**	**$ 65,874**	**0.0%**
Less: Transfers from Reserves	*$ -*	*$ -*	*$ -*	*$ (65,000)*	*0.0%*	*$ (65,000)*	*0.0%*
Final Ending Fund Balance	**$ 325,189**	**$ 403,505**	**$ 65,874**	**$ 874**	**-98.7%**	**$ 874**	**0.0%**

023 - Housing Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 4,575	$ 6,403	$ 3,946	$ 4,800	21.6%	1,200	-75.0%
Other Revenue	-	-	-	-	0.0%	-	0.0%
Total Operating Revenue	**$ 4,575**	**$ 6,403**	**$ 3,946**	**$ 4,800**	**21.6%**	**1,200**	**-75.0%**
Expenditures							
Operating & Maintenance	$ 2,000	$ 1,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ -
Operating Expenditures Total:	**$ 2,000**	**$ 1,000**	**$ 3,000**	**$ 3,000**	**0.0%**	**$ 3,000**	**0.0%**
Operating income(loss)	**$ 2,575**	**$ 5,403**	**$ 946**	**$ 1,800**	**90.3%**	**$ (1,800)**	**-200.0%**
Projected Fund Balance							
Balance, beginning of FY	$ 476,537	$ 479,112	$ 484,515	$ 485,461	0.2%	$ 485,461	0.0%
Net Change in Fund Balance	**$ 2,575**	**$ 5,403**	**$ 946**	**$ 1,800**	90.3%	**$ (1,800)**	-200.0%
Ending Fund Balance	**$ 479,112**	**$ 484,515**	**$ 485,461**	**$ 487,261**	0.4%	**$ 483,661**	-0.7%

024 - Traffic Mitigation Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 243	$ 435	$ 276	$ 150	-45.7%	$ 90	-40.0%
Other Revenue	17,236	5,004	-	-	0.0%	-	0.0%
Total Operating Revenue	**$ 17,479**	**$ 5,439**	**$ 276**	**$ 150**	**-45.7%**	**$ 90**	**-40.0%**
Projected Fund Balance							
Balance, beginning of FY	$ 12,649	$ 30,128	$ 35,567	$ 35,843	0.8%	$ 35,843	0.0%
Net Change in Fund Balance	$ 17,479	$ 5,439	$ 276	$ 150	-45.7%	$ 90	**-40.0%**
Ending Fund Balance	**$ 30,128**	**$ 35,567**	**$ 35,843**	**$ 35,993**	0.4%	**$ 35,933**	-0.2%

025 - Gas Tax Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 2,775	$ 3,267	$ 2,393	$ 2,665	11.4%	700	-73.7%
Revenue from Other Agencies	141,149	281,611	298,353	299,755	0.5%	299,745	0.0%
Other Revenue	-	-	-	-	0.0%	-	0.0%
Total Operating Revenue	**$ 143,924**	**$ 284,878**	**$ 300,746**	**$ 302,420**	**0.6%**	**300,445**	**-0.7%**
Transfer from Reserves	-	-	-	49,833	0.0%	412,230	727.2%
Total Revenue after Transfers	**$ 143,924**	**$ 284,878**	**$ 300,746**	**$ 352,253**	**17.1%**	**712,675**	**102.3%**
Expenditures							
Operating & Maintenance	$ 83,108	$ 79,421	$ 68,573	$ 114,240	66.6%	112,000	-2.0%
Transfers to for CIP	$ 282,844	$ 161,811	$ 114,667	$ 238,013	107.6%	600,675	152.4%
Operating Expenditures and Transfers Total:	**$ 365,952**	**$ 241,232**	**$ 183,240**	**$ 352,253**	**92.2%**	**$ 712,675**	102.3%
Projected Fund Balance							
Balance, beginning of FY	$ 486,164	$ 264,136	$ 307,782	$ 425,288	38.2%	$ 425,288	0.0%
Net Change in Fund Balance	$ (222,028)	$ 43,646	$ 117,506	$ -	-100.0%	$ -	0.0%
Ending Fund Balance	**$ 264,136**	**$ 307,782**	**$ 425,288**	**$ 425,288**	0.0%	**$ 425,288**	0.0%
Less: Transfers from Reserves	$ -	$ -	$ -	$ (49,833)	0.0%	$ (412,230)	727.2%
Final Ending Fund Balance	**$ 264,136**	**$ 307,782**	**$ 425,288**	**$ 375,455**	-11.7%	**$ 13,058**	-96.5%

027 - Local Transportation Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 744	$ 3,867	$ 1,837	$ 2,000	8.87%	$ 600	-70.00%
Revenue from Other Agencies	3,922	4,173	4,872	4,483	-7.98%	4,483	0.00%
Other Revenue	0	-	-	-	0.00%	-	0.00%
Total Operating Revenue	**$ 4,666**	**$ 8,040**	**$ 6,709**	**$ 6,483**	**-3.37%**	**$ 5,083**	**-21.59%**
Transfer from Other Funds	$ 164,100	$ 167,500	$ 74,500	$ 74,500	0.00%	$ 74,500	0.00%
Transfer from Reserves	-	-	-	46,817	0.00%	49,917	0.00%
Total Revenue after Transfers	**$ 168,766**	**$ 175,540**	**$ 81,209**	**$ 127,800**	**-3.37%**	**$ 129,500**	**-21.59%**
Expenditures							
Operating & Maintenance	46,622	27,216	86,500	87,800	1.50%	86,500	-1.48%
Transfers to CIP	-	-	-	20,000	0.00%	23,000	15.00%
Transfer to Reserve	-	-	20,000	20,000	0.00%	20,000	0.00%
Operating Expenditures plus Transfers Total:	**$ 46,622**	**$ 27,216**	**$ 106,500**	**$ 127,800**	**20.0%**	**$ 129,500**	**1.3%**
Projected Fund Balance							
Balance, beginning of FY	$ 53,413	$ 175,557	$ 323,881	$ 298,590	-7.81%	$ 251,773	-15.68%
Net Change in Fund Balance	$ 122,144	$ 148,324	$ (25,291)	$ -	-100.00%	$ -	0.00%
Ending Fund Balance	**$ 175,557**	**$ 323,881**	**$ 298,590**	**$ 298,590**	0.00%	**$ 251,773**	-15.68%
Less: Transfers from Reserves	*$ -*	*$ -*	*$ -*	*$ (46,817)*	*0.00%*	*$ (49,917)*	*6.62%*
Final Ending Fund Balance	**$ 175,557**	**$ 323,881**	**$ 298,590**	**$ 251,773**	-15.68%	**$ 201,856**	-19.83%

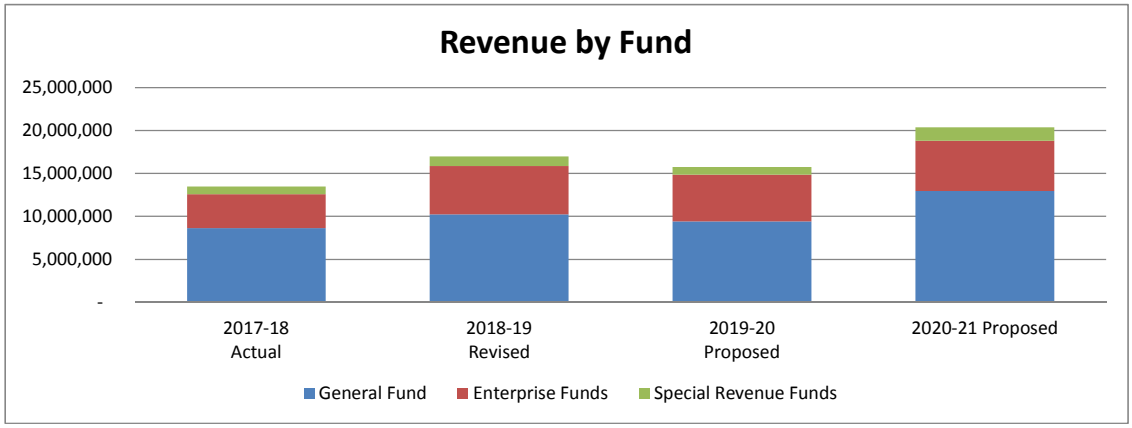
029 - Transportation Planning Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 150	$ 475	$ 195	$ 200	2.56%	50	-75.00%
Revenue from Other Agencies	17,944	32,965	35,264	35,000	-0.75%	35,000	0.00%
Total Operating Revenue	**$ 18,094**	**$ 33,440**	**$ 35,459**	**$ 35,200**	**-0.73%**	**35,050**	**-0.43%**
Transfers from Other Funds	25,000	25,500	9,600	9,800	2.08%	9,950	1.53%
Total Revenue plus Transfers	**$ 43,094**	**$ 58,940**	**$ 45,059**	**$ 45,000**	**-0.13%**	**$ 45,000**	**0.00%**
Expenditures							
Operating & Maintenance	40,415	32,965	45,000	45,000	0.00%	45,000	0.00%
Operating Expenditures Total:	**$ 40,415**	**$ 32,965**	**$ 45,000**	**$ 45,000**	**0.00%**	**$ 45,000**	**0.00%**
Projected Fund Balance							
Balance, beginning of FY	$ (132,106)	$ (129,427)	$ (103,452)	$ (103,393)	-0.06%	$ (103,393)	0.00%
Net Change in Fund Balance	**$ 2,679**	**$ 25,975**	**$ 59**	**$ -**	-100.00%	**$ -**	0.00%
Ending Fund Balance	**$ (129,427)**	**$ (103,452)**	**$ (103,393)**	**$ (103,393)**	0.00%	**$ (103,393)**	0.00%

031 - Measure A Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 5,233	$ 7,690	$ 5,340	$ 3,600	-32.58%	900	-75.00%
Revenue from Other Agencies	349,424	366,779	356,000	357,680	0.47%	355,868	-0.51%
Other Revenue	0	-	-	-	0.00%	-	0.00%
Total Operating Revenue	**$ 354,657**	**$ 374,469**	**$ 361,340**	**$ 361,280**	**-0.02%**	**356,768**	**-1.25%**
Transfer from Reserves	-	-	-	-		323,557	
Total Revenue after Transfers	**$ 354,657**	**$ 374,469**	**$ 361,340**	**$ 361,280**	**-0.02%**	**680,325**	**-1.25%**
Expenditures							
Transfer to Other Funds - Operating	39,100	40,000	64,500	64,500	0.00%	64,500	0.00%
Transfer for CIP	458,746	178,800	473,333	236,987	-49.93%	615,825	159.86%
Total Expenditures:	**$ 497,846**	**$ 218,800**	**$ 537,833**	**$ 301,487**	**-43.94%**	**$ 680,325**	**125.66%**
Projected Fund Balance							
Balance, beginning of FY	$ 481,219	$ 338,030	$ 493,699	$ 317,206	-35.75%	$ 317,206	0.00%
Net Change in Fund Balance	**$ (143,189)**	**$ 155,669**	**$ (176,493)**	**$ 59,793**	-133.88%	**$ -**	0.00%
Ending Fund Balance	**$ 338,030**	**$ 493,699**	**$ 317,206**	**$ 376,999**	18.85%	**$ 317,206**	-15.86%
Less: Transfers from Reserves	*$ -*	*$ -*	*$ -*	*$ -*	*0.00%*	*$ (323,557)*	*#DIV/0!*
Final Ending Fund Balance	**$ 338,030**	**$ 493,699**	**$ 317,206**	**$ 376,999**	18.85%	**$ (6,351)**	-101.68%

REVENUE BY FUND

Fiscal Years 2019-20 and 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Current Budget	2020-21 Original Budget	% change from 19/20	2020-21 Proposed	% change from 20/21 Original
General Fund	7,826,702	8,632,268	10,231,588	9,417,002	-8.0%	12,974,653	37.8%
Enterprise Funds:							
005 Wastewater Fund	1,104,636	1,250,847	1,693,269	1,744,063	3.0%	1,907,971	9.4%
006 Wastewater Capital Fund	114,796	35,515	472,916	486,000	2.8%	586,000	20.6%
020 Water Fund	2,491,862	2,595,845	2,846,546	2,773,521	-2.6%	2,918,609	5.2%
021 Water Capital Fund	184,115	80,203	624,000	437,000	-30.0%	437,000	0.0%
Total Enterprise Funds:	3,895,409	3,962,410	5,636,731	5,440,584	-3.5%	5,849,580	7.5%
Special Revenue Funds:							
023 Housing Fund	4,575	6,403	5,000	4,800	-4.0%	1,200	-75.0%
024 Traffic Mitigation Fund	17,479	5,439	350	150	-57.1%	90	-40.0%
025 Gas Tax Fund	143,924	284,878	349,575	352,253	0.8%	712,675	102.3%
027 Local Transportation Fund	168,766	175,540	176,500	127,800	-27.6%	129,500	1.3%
029 Transportation Planning	43,094	58,940	45,000	45,000	0.0%	45,000	0.0%
031 Measure A	354,657	374,469	546,925	361,280	-33.9%	680,325	88.3%
Total Special Revenue:	732,495	905,669	1,123,350	891,283	-20.7%	1,568,790	76.0%
Grand Total:	**$ 12,454,606**	**$ 13,500,347**	**$ 16,991,669**	**$ 15,748,869**	**-7.3%**	**$ 20,393,023**	29.5%



SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21 with FY 20-21 Revisions

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Estimate YTD	2020-21 Adopted	2020-21 Proposed
Fund: 001 - GENERAL FUND							
TAXES							
001-41005	Property Taxes - Secured	1,354,624	1,448,553	1,434,677	1,434,677	1,463,371	1,594,983
001-41010	Property Taxes - Unsecured	88,835	53,328	59,533	59,533	60,724	66,458
001-41015	Homeowners Exemptions	6,953	7,015	6,971	6,971	7,110	7,110
001-41020	Franchise Fees	250,259	260,841	250,000	281,000	255,000	260,000
001-41025	Sales Tax	2,342,222	2,700,680	2,507,000	2,073,870	2,532,070	2,216,000
001-41035	Transient Occupancy Tax	2,832,056	3,114,194	2,974,800	2,265,000	2,989,674	2,548,528
001-41040	Property Transfer Tax	32,858	37,757	44,827	44,827	45,723	45,723
	Taxes Total:	**6,907,807**	**7,622,368**	**7,277,808**	**6,165,878**	**7,353,672**	**6,738,802**
FEES AND PERMITS							
001-42010	Zoning Clearance	1,800	1,575	1,575	720	1,654	540
001-42015	Small Permits	7,175	9,000	9,000	9,000	9,000	9,000
	Fees and Permits Total:	**8,975**	**10,575**	**10,575**	**9,720**	**10,654**	**9,540**
REVENUE FROM OTHER AGENCIES							
001-43005	Motor Vehicle in Lieu Tax	2,700	2,540	2,289	4,316	2,335	2,335
001-43010	MV License Fee Compensation	457,454	489,536	517,374	517,374	500,991	537,396
001-43015	COPS grant	-	-	155,948	155,948	100,000	156,000
001-43040	Beverage Container Grant	5,000	10,000	5,000	5,000	5,000	5,000
	Revenue from Other Agencies Total:	**465,154**	**502,076**	**680,611**	**682,638**	**608,326**	**700,731**
CHARGES FOR CURRENT SERVICES							
001-44005	Buellton Recreation Program	180,260	135,363	165,000	63,285	168,300	85,000
001-44010	Recreation Program 50/50	16,076	13,626	10,000	10,467	10,200	-
001-44015	Buellton Rec Program Trips	33,625	35,137	33,000	11,991	33,660	15,000
001-44020	Park Reservation Fees	5,150	7,450	5,386	2,950	5,493	4,050
001-44025	Special Event Fee/Temp Use	1,440	2,005	1,550	1,030	1,550	1,550
001-44035	Cost Reimbursement	-	7,273	-	70,000	-	-
001-44250	Miscellaneous	29,730	21,039	8,978	8,267	9,065	8,000
	Charges for Current Services Total:	**266,281**	**221,893**	**223,914**	**167,990**	**228,268**	**113,600**
FINES AND PENALTIES							
001-45005	Criminal Fines & Penalties	980	1,133	700	332	714	300
001-45010	Fines & Fees	21,617	12,565	20,000	15,268	20,800	10,000
001-49532	Code Enforcement Fines	500	4,864	-	-	-	-
	Fines and Penalties Total:	**23,097**	**18,562**	**20,700**	**15,600**	**21,514**	**10,300**
USE OF MONEY AND PROPERTY							
001-44105	Interest	60,614	162,344	90,000	115,628	91,800	76,207
001-49010	Rent	94,774	94,450	85,000	87,583	86,700	86,700
	Use of Money and Property Total:	**155,388**	**256,794**	**175,000**	**203,211**	**178,500**	**162,907**
GENERAL FUND OPERATING REVENUE:		**7,826,702**	**8,632,268**	**8,388,608**	**7,245,037**	**8,400,934**	**7,735,880**
TRANSFERS FROM RESERVES							
001-44040	Transfer from Reserves (CIP)	-		1,842,980	2,453,032	1,016,068	5,238,773
OPERATING REVENUE PLUS TRANSFERS:		**7,826,702**	**8,632,268**	**10,231,588**	**9,698,069**	**9,417,002**	**12,974,653**

SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21 with FY 20-21 Revisions

ENTERPRISE FUNDS

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Estimate YTD	2020-21 Adopted	2020-21 Proposed
Fund: 005 - WASTEWATER FUND							
CHARGES FOR SERVICES							
005-44110	Sales	1,080,372	1,219,527	1,195,950	1,165,928	1,201,930	1,201,930
005-44120	Set-Up Fees	1,380	1,245	500	900	500	500
005-44125	Late Charges	9,618	10,252	8,400	7,500	8,400	7,500
	Charges for Services Total :	**1,091,370**	**1,231,024**	**1,204,850**	**1,174,328**	**1,210,830**	**1,209,930**
USE OF MONEY AND PROPERTY							
005-44105	Interest	13,266	19,823	13,000	17,050	12,000	4,000
	Use of Money and Property Total :	**13,266**	**19,823**	**13,000**	**17,050**	**12,000**	**4,000**
	WASTEWATER OPERATING REVENUE:	**1,104,636**	**1,250,847**	**1,217,850**	**1,191,378**	**1,222,830**	**1,213,930**
TRANSFERS FROM RESERVES							
005-49652	Transfer from Reserves	-	-	475,419		521,233	694,041
	ADJUSTED REVENUE PLUS TRANSFERS:	**1,104,636**	**1,250,847**	**1,693,269**	**1,191,378**	**1,744,063**	**1,907,971**
Fund: 006 - WASTEWATER CAPITAL FUND							
USE OF MONEY AND PROPERTY							
006-44105	Interest	1,444	2,654	2,113	910	2,000	280
	Use of Money and Property Total :	**1,444**	**2,654**	**2,113**	**910**	**2,000**	**280**
CAPITAL IMPACT FEES							
006-44115	Connection Fees	113,352	32,861	58,000	-	55,000	-
	Capital Impact Fees Total :	**113,352**	**32,861**	**58,000**	**-**	**55,000**	**-**
WASTEWATER CAPITAL REVENUE:		**114,796**	**35,515**	**60,113**	**910**	**57,000**	**280**
TRANSFERS FROM RESERVES							
006-49652	Transfer in from Reserves	-	-	50,000	50,000	25,000	25,000
TRANSFERS IN FROM OTHER FUNDS							
006-49729	Transfer from Sewer Fund	-	-	362,803	150,000	404,000	560,720
	ADJUSTED REVENUE PLUS TRANSFERS:	**114,796**	**35,515**	**472,916**	**200,910**	**486,000**	**586,000**
Fund: 020 - WATER FUND							
CHARGES FOR SERVICES							
020-44120	Set-Up Fees	1,380	1,245	500	900	500	500
020-44125	Late Charges	18,601	17,265	12,000	11,375	12,000	12,000
020-44210	Bulk Water	42,727	26,421	20,000	11,165	20,000	20,000
020-44215	Sales	2,373,313	2,497,352	2,428,115	2,421,190	2,440,256	2,440,256
020-44220	Meter Service Installation	28,140	9,975	5,000	-	8,000	-
020-44240	Service Reinstatement Fee	1,451	1,079	960	586	960	480
	Charges for Services Total :	**2,465,612**	**2,553,337**	**2,466,575**	**2,445,216**	**2,481,716**	**2,473,236**
USE OF MONEY AND PROPERTY							
020-44105	Interest	21,336	37,967	24,000	33,000	22,000	8,300
	Use of Money and Property Total :	**21,336**	**37,967**	**24,000**	**33,000**	**22,000**	**8,300**
OTHER REVENUE							
020-44250	Miscellaneous	364	1,041	-	261	-	-
020-49656	Hydrant Permits	4,550	3,500	3,000	2,850	3,000	3,000
	Other Revenue Total:	**4,914**	**4,541**	**3,000**	**3,111**	**3,000**	**3,000**
WATER OPERATING REVENUE:		**2,491,862**	**2,595,845**	**2,493,575**	**2,481,327**	**2,506,716**	**2,484,536**

SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Estimate YTD	2020-21 Adopted	2020-21 Proposed
TRANSFERS FROM RESERVES							
020-49661	Transfer from Reserves	-	-	352,971	-	266,805	434,073
	WATER REVENUE AFTER RESERVE TRANSFER:	**2,491,862**	**2,595,845**	**2,846,546**	**2,481,327**	**2,773,521**	**2,918,609**
Fund: 021 - WATER CAPITAL FUND							
USE OF MONEY AND PROPERTY							
021-44105	Interest	2,270	4,253	3,320	1,369	3,150	470
	Use of Money and Property Total:	**2,270**	**4,253**	**3,320**	**1,369**	**3,150**	**470**
CAPITAL IMPACT FEES							
021-44115	Connection Fees	181,845	75,950	90,000	-	106,000	-
	Capital Impact Fees Total:	**181,845**	**75,950**	**90,000**	**-**	**106,000**	**-**
WATER CAPITAL REVENUE:		**184,115**	**80,203**	**93,320**	**1,369**	**109,150**	**470**
TRANSFERS FROM RESERVES							
021-49652	Transfer in from Reserves	-	-	150,000	-	65,000	65,000
TRANSFERS FROM OTHER FUNDS							
021-49732	Transfer in from Water Fund	-	-	380,680	-	262,850	371,530
	ADJUSTED REVENUE PLUS TRANSFERS:	**184,115**	**80,203**	**624,000**	**1,369**	**437,000**	**437,000**
SPECIAL REVENUE FUNDS							
Fund: 023 - HOUSING FUND							
USE OF MONEY AND PROPERTY							
023-44105	Interest	4,575	6,403	5,000	3,946	4,800	1,200
	Use of Money and Property Total:	**4,575**	**6,403**	**5,000**	**3,946**	**4,800**	**1,200**
OTHER REVENUE							
023-44310	Housing Fees	-	-	-	-	-	-
	Other Revenue Total:	**-**	**-**	**-**		**-**	**-**
	HOUSING REVENUE TOTAL:	**4,575**	**6,403**	**5,000**	**3,946**	**4,800**	**1,200**
Fund: 024 - TRAFFIC MITIGATION FUND							
USE OF MONEY AND PROPERTY							
024-44105	Interest	243	435	350	276	150	90
	Use of Money and Property Total:	**243**	**435**	**350**	**276**	**150**	**90**
OTHER REVENUE							
024-47010	Traffic Mitigation Fees	17,236	5,004	-	-	-	-
	Other Revenue Total:	**17,236**	**5,004**	**-**	**-**	**-**	**-**
	TRAFFIC MITIGATION REVENUE TOTAL:	**17,479**	**5,439**	**350**	**276**	**150**	**90**
Fund: 025 - GAS TAX FUND							
USE OF MONEY AND PROPERTY							
025-44105	Interest	2,775	3,267	2,865	2,393	2,665	700
	Use of Money and Property Total:	**2,775**	**3,267**	**2,865**	**2,393**	**2,665**	**700**
REVENUE FROM OTHER AGENCIES							
025-47110	Surface Transportation Program	-	73,511	70,000	74,379	70,000	70,000
025-47115	Traffic Congestion Relief	5,831	5,967	5,967	6,130	5,967	5,967
025-47116	SB1 - Local Streets & Roads	30,054	97,027	87,575	88,344	88,013	88,013
025-47120	Gas Tax 2105	27,833	29,030	29,435	29,700	29,582	29,582
025-47125	Gas Tax 2106	19,234	19,892	19,888	19,800	19,987	19,987
025-47130	Gas Tax 2107	36,223	36,508	38,652	36,000	38,845	38,845
025-47135	Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,010	2,000
025-47140	Gas Tax 2103/R & T 7360	19,974	17,676	45,125	42,000	45,351	45,351
	Revenue from Other Agencies Total:	**141,149**	**281,611**	**298,642**	**298,353**	**299,755**	**299,745**

SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Estimate YTD	2020-21 Adopted	2020-21 Proposed
OTHER REVENUE							
025-44035	Cost Reimbursement	-	-	-	-	-	-
	Other Revenue Total:	**-**	**-**	**-**	**-**	**-**	**-**
GAS TAX OPERATING REVENUE TOTAL:		**143,924**	**284,878**	**301,507**	**300,746**	**302,420**	**300,445**
TRANSFERS FROM RESERVES		**-**	**-**	**-**			
025-44040	Transfer in from Reserves	-	-	48,068	-	49,833	412,230
	GAS TAX REVENUE AFTER TRANSFER:	**143,924**	**284,878**	**349,575**	**300,746**	**352,253**	**712,675**
Fund: 027 - LOCAL TRANSPORTATION FUND							
USE OF MONEY AND PROPERTY							
027-44105	Interest	744	3,867	2,200	1,837	2,000	600
	Use of Money and Property Total:	**744**	**3,867**	**2,200**	**1,837**	**2,000**	**600**
REVENUE FROM OTHER AGENCIES							
027-47310	LTF - Bikeways	3,922	4,173	4,395	4,872	4,483	4,483
	Revenue from Other Agencies Total:	**3,922**	**4,173**	**4,395**	**4,872**	**4,483**	**4,483**
OTHER REVENUE							
027-44250	Miscellaneous	-	-	-	-	-	-
	Other Revenue Total:	**-**	**-**	**-**	**-**	**-**	**-**
LTF OPERATING REVENUE TOTAL:		**4,666**	**8,040**	**6,595**	**6,709**	**6,483**	**5,083**
TRANSFERS FROM RESERVES							
027-47311	Transfer from Reserves	-	-	95,405	-	46,817	49,917
TRANSFERS FROM OTHER FUNDS							
027-47415	Transfer from General Fund	125,000	127,500	10,000	10,000	10,000	10,000
027-49690	Transfer from Measure A	39,100	40,000	64,500	64,500	64,500	64,500
	Transfers Total :	**164,100**	**167,500**	**74,500**	**74,500**	**74,500**	**74,500**
LTF REVENUE AFTER RESERVE TRANSFER:		**168,766**	**175,540**	**176,500**	**81,209**	**127,800**	**129,500**
Fund: 029 - TRANSPORTATION PLANNING FUND							
USE OF MONEY AND PROPERTY							
029-44105	Interest	150	475	400	195	200	50
	Use of Money and Property Total:	**150**	**475**	**400**	**195**	**200**	**50**
REVENUE FROM OTHER AGENCIES							
029-47410	STA Funding	17,944	32,965	35,000	35,264	35,000	35,000
	Revenue from Other Agencies Total:	**17,944**	**32,965**	**35,000**	**35,264**	**35,000**	**35,000**
OPERATING REVENUE TOTAL:		**18,094**	**33,440**	**35,400**	**35,459**	**35,200**	**35,050**
TRANSFERS FROM OTHER FUNDS							
029-47415	Transfer from General Fund	25,000	25,500	9,600	9,600	9,800	9,950
	REVENUE TOTAL PLUS TRANFERS:	**43,094**	**58,940**	**45,000**	**45,059**	**45,000**	**45,000**
Fund: 031 - MEASURE A FUND							
USE OF MONEY AND PROPERTY							
031-44105	Interest	5,233	7,690	3,800	5,340	3,600	900
	Use of Money and Property Total:	**5,233**	**7,690**	**3,800**	**5,340**	**3,600**	**900**
REVENUE FROM OTHER AGENCIES							
031-47510	Measure A	349,424	366,779	359,813	356,000	357,680	355,868
	Revenue from Other Agencies Total:	**349,424**	**366,779**	**359,813**	**356,000**	**357,680**	**355,868**
OTHER REVENUE							
031-44035	Cost Reimbursement	-	-	-	-	-	-
	Other Revenue Total:	**-**	**-**	**-**	**-**	**-**	**-**

SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

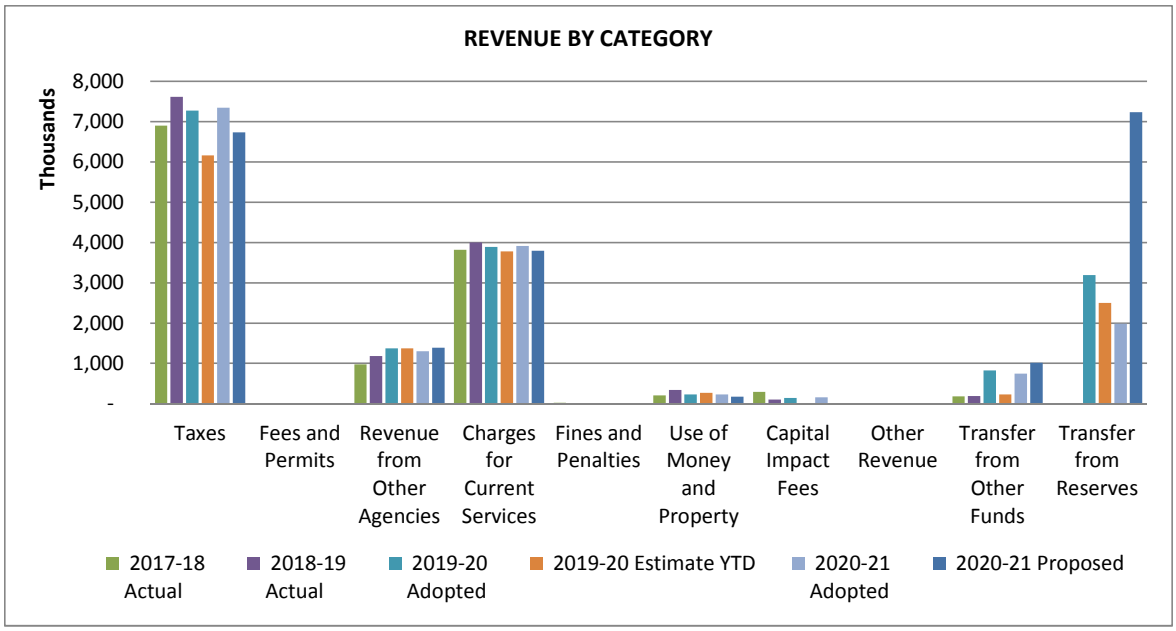
		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Estimate YTD	2020-21 Adopted	2020-21 Proposed
OPERATING REVENUE TOTAL:		**354,657**	**374,469**	**363,613**	**361,340**	**361,280**	**356,768**
TRANSFERS FROM RESERVES							
031-49736	Transfer from Reserves	-	-	183,312	-	-	323,557
REVENUE AFTER RESERVE TRANSFER:		**354,657**	**374,469**	**546,925**	**361,340**	**361,280**	**680,325**

REVENUE SUMMARY

TOTAL GENERAL FUND REVENUES	7,826,702	8,632,268	10,231,588	9,698,069	9,417,002	12,974,653
TOTAL ENTERPRISE REVENUES	3,895,409	3,962,410	5,636,731	3,874,984	5,440,584	5,849,580
TOTAL SPECIAL REVENUES	732,495	905,669	1,123,350	792,576	891,283	1,568,790
GRAND TOTAL	**12,454,606**	**13,500,347**	**16,991,669**	**14,365,629**	**15,748,869**	**20,393,023**

REVENUE BY CATEGORY - ALL FUNDS

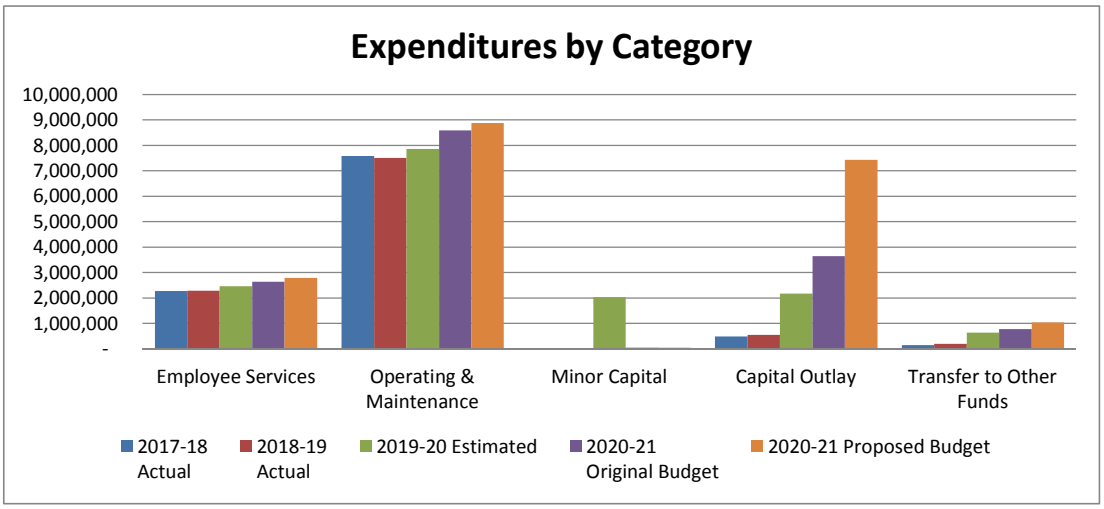
Category	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Estimate YTD	2020-21 Adopted	2020-21 Proposed
Taxes	6,907,807	7,622,368	7,277,808	6,165,878	7,353,672	6,738,802
Fees and Permits	8,975	10,575	10,575	9,720	10,654	9,540
Revenue from Other Agencies	977,593	1,187,604	1,378,461	1,377,127	1,305,244	1,395,827
Charges for Current Services	3,823,263	4,006,254	3,895,339	3,787,534	3,920,814	3,796,766
Fines and Penalties	23,097	18,562	20,700	15,600	21,514	10,300
Use of Money and Property	207,424	343,628	232,048	269,527	231,065	179,497
Capital Impact Fees	295,197	108,811	148,000	-	161,000	-
Other Revenue	22,150	9,545	3,000	3,111	3,000	3,000
Transfer from Other Funds	189,100	193,000	827,583	234,100	751,150	1,016,700
Transfer from Reserves	-	-	3,198,155	2,503,032	1,990,756	7,242,591
Total:	**$ 12,454,606**	**$ 13,500,347**	**$ 16,991,669**	**$ 14,365,629**	**$ 15,748,869**	**$ 20,393,023**



Expenditures by Category (All Funds)

FY 2020-21 Revisions

	2017-18 Actual	2018-19 Actual	2019-20 Estimated	2020-21 Original Budget	% change from FY 2019-20 Est.	2020-21 Proposed Budget	% change from FY 2020-21 Original
Employee Services	2,268,332	2,281,995	2,461,677	2,640,409	7.3%	2,790,338	5.4%
Operating & Maintenance	7,577,997	7,510,009	7,855,079	8,591,752	9.4%	8,872,776	3.2%
Minor Capital	25,157	16,641	2,030,388	43,810	-97.8%	43,810	0.0%
Capital Outlay	479,559	542,909	2,168,000	3,640,000	67.9%	7,428,273	51.0%
Transfer to Other Funds	150,000	192,100	630,300	771,150	22.3%	1,036,700	25.6%
Grand Total:	**10,501,045**	**10,543,654**	**15,145,444**	**15,687,121**	**3.6%**	**20,171,897**	**22.2%**



EXPENDITURE SUMMARY ALL - FUNDS

BIENNIAL BUDGET 2019-20 AND 2020-21

GENERAL FUND					2020-21	% Change		% Change
Fund	Description	2017-18	2018-19	2019-20	Original	from 19/20	2020-21	from 20/21
		Actual	Actual	Estimate	Budget	Estimate	Proposed	Original
001	401 - CITY COUNCIL	124,020	127,450	125,289	142,691	13.9%	144,197	1.1%
001	402 - CITY MANAGER	228,942	252,575	273,437	246,453	-9.9%	271,327	10.1%
001	403 - CITY CLERK/HUMAN RESOURCES	111,041	113,050	117,732	130,520	10.9%	135,826	4.1%
001	404 - CITY ATTORNEY	148,916	174,207	180,728	195,000	7.9%	195,000	0.0%
001	410 - NON-DEPARTMENTAL [1]	1,435,460	1,322,750	2,168,646	3,327,619	53.4%	6,265,341	88.3%
001	420 - FINANCE	178,228	181,875	187,492	203,099	8.3%	205,719	1.3%
001	501 - PUBLIC SAFETY - POLICE/FIRE	1,919,642	1,996,689	2,241,403	2,206,169	-1.6%	2,364,720	7.2%
001	510 - LEISURE SERVICES - LIBRARY	148,540	161,468	200,322	207,388	3.5%	205,789	-0.8%
001	511 - RECREATION	543,411	543,974	474,106	582,922	23.0%	614,730	5.5%
001	550 - PW - STREET LIGHTS	62,389	60,064	50,211	66,300	32.0%	65,000	-2.0%
001	551 - STORM WATER [1]	158,258	328,324	275,696	376,873	36.7%	376,873	0.0%
001	552 - PW - PARKS	342,596	369,246	340,103	395,405	16.3%	446,735	13.0%
001	556 - PW - LANDSCAPE MAINTENANCE	101,426	113,554	100,688	112,404	11.6%	110,200	-2.0%
001	557 - PW - ENGINEERING	-	-	-	-	0.0%	-	0.0%
001	558 - PW - GENERAL	531,196	565,936	2,549,295	695,477	-72.7%	717,814	3.2%
001	565 - PLANNING	330,000	347,286	412,920	528,679	28.0%	632,546	19.6%
	GENERAL FUND TOTAL:	**6,364,064**	**6,658,448**	**9,698,067**	**9,416,999**	**-2.9%**	**12,751,817**	35.4%

FOOTNOTES:

GENERAL FUND OPERATING EXPENDITURE ANALYSIS:

[1] 001	LESS: Reserve Transfer for CIP	(198,854)	(470,679)	(1,131,000)	(2,295,000)	102.9%	(5,238,773)	128.3%
	General Fund Operating Expenditures:	**6,165,210**	**6,187,769**	**8,567,067**	**7,121,999**	**-16.9%**	**7,513,044**	**5.5%**

ENTERPRISE FUNDS					2020-21	% Change		% Change
Fund	Description	2017-18	2018-19	2019-20	Original	from 19/20	2020-21	from 20/21
		Actual	Actual	Estimate	Budget	Estimate	Proposed	Original
005	701 - WASTEWATER OPERATING	1,192,153	1,205,947	1,338,701	1,744,062	30.3%	1,907,971	9.4%
006	701 - WASTEWATER CAPITAL [2]	494	786	172,916	486,000	181.1%	586,000	20.6%
020	601 - WATER	1,990,115	2,155,374	2,613,520	2,773,520	6.1%	2,918,609	5.2%
021	602 - WATER CAPITAL [3]	1,383	1,887	339,000	437,000	28.9%	437,000	0.0%
	ENTERPRISE FUNDS TOTAL:	**3,184,145**	**3,363,994**	**4,464,137**	**5,440,583**	21.9%	**5,849,580**	**7.5%**

FOOTNOTES:

ENTERPRISE FUNDS OPERATING EXPENDITURE ANALYSIS:

[2] 006	LESS: Reserve Transfer for CIP	-	-	(150,000)	(450,000)	200.0%	(550,000)	22.2%
	Sewer Fund Operating Expenditures:	**494**	**786**	**22,916**	**36,000**	**0.0%**	**36,000**	**0%**
[3] 021	LESS: Reserve Transfer for CIP	-	-	(315,000)	(400,000)	27.0%	(400,000)	0.0%
	Water Fund Operating Expenditures:	**1,383**	**1,887**	**24,000**	**37,000**	**0.0%**	**37,000**	**0%**

SPECIAL REVENUE FUNDS					2020-21	% Change		% Change
Fund	Description	2017-18	2018-19	2019-20	Original	from 19/20	2020-21	from 20/21
		Actual	Actual	Estimate	Budget	Estimate	Proposed	Original
023	580 - HOUSING	2,000	1,000	-	3,000	#DIV/0!	3,000	0.0%
025	553 - 557 GAS TAX [4]	365,952	241,232	183,240	352,253	92.2%	712,675	102.3%
027	559 - LOCAL TRANSPORTATION FUND [5]	46,622	27,216	223,500	127,800	-42.8%	129,500	1.3%
029	557 - TRANSPORTATION PLANNING	40,415	32,965	38,667	45,000	16.4%	45,000	0.0%
031	560 - MEASURE A [6]	497,846	218,800	537,833	301,487	-43.9%	680,325	125.7%
	SPECIAL REVENUE FUNDS TOTAL:	**952,834**	**521,213**	**983,240**	**829,540**	**-15.6%**	**1,570,500**	89.3%

FOOTNOTES:

SPECIAL REVENUE FUNDS OPERATING EXPENDITURE ANALYSIS:

[4] 025	LESS: Reserve Transfer for CIP	(282,844)	(161,811)	(114,667)	(238,013)	107.6%	(600,675)	152.4%
	Gas Tax Fund Operating Expenditures:	**83,108**	**79,421**	**68,573**	**114,240**	**67%**	**112,000**	-2.0%
[5] 027	LESS: Reserve Transfer for CIP	-	-	(117,000)	(20,000)	-82.9%	(23,000)	15.0%
	LTF Fund Operating Expenditures:	**46,622**	**27,216**	**106,500**	**107,800**	**1.2%**	**106,500**	-1.2%
[6] 031	LESS: Reserve Transfer for CIP	(458,746)	(178,800)	(473,333)	(236,987)	-49.9%	(615,825)	159.9%
	Measure A Fund Operating Expenditures:	**39,100**	**40,000**	**64,500**	**64,500**	**0.0%**	**64,500**	0.0%
	ALL FUNDS TOTAL	**10,501,044**	**10,543,654**	**15,145,444**	**15,687,121**	**3.6%**	**20,171,897**	28.6%

Five Year Forecast

General Fund Balance

Mid-Cycle Review Analysis

	2020-21 Proposed	% Change	2021-22 Projected	% Change	2022-23 Projected	% Change	2023-24 Projected	% Change	2024-25 Projected	% Change
Operating Revenue Summary										
Taxes	6,738,802	7.5%	6,877,337	2.1%	6,974,412	1.4%	7,077,931	1.5%	7,188,826	1.6%
Fees and Permits	9,540	-25.0%	9,540	0.0%	9,540	0.0%	9,540	0.0%	9,540	0.0%
Revenue from Other Agencies	700,731	2.7%	711,444	1.5%	722,407	1.5%	733,589	1.5%	744,995	1.6%
Charges for Current Services	113,600	-32.9%	114,500	0.8%	114,500	0.0%	114,500	0.0%	114,500	0.0%
Fines and Penalties	10,300	-34.0%	10,300	0.0%	10,300	0.0%	10,300	0.0%	10,300	0.0%
Use of Money and Property	162,907	-19.8%	155,000	-4.9%	155,000	0.0%	155,000	0.0%	155,000	0.0%
General Fund Revenue Total	**7,735,880**	**5.2%**	**7,878,121**	**1.8%**	**7,986,159**	**1.4%**	**8,100,860**	**1.4%**	**8,223,161**	**1.5%**
Operating Expenditure Summary										
Employee Services	2,026,306	7.2%	2,088,077	3.0%	2,134,625	2.2%	2,177,085	2.0%	2,230,415	2.4%
Operating and Maintenance	5,328,821	5.8%	5,405,019	1.4%	5,587,608	3.4%	5,777,573	3.4%	5,975,249	3.4%
CalPERS Unfunded Accrued Liability	109,417	-20.7%	201,308	84.0%	206,888	2.8%	212,577	2.7%	218,423	2.8%
Minor Capital	48,500	3.4%	46,100	-4.9%	46,202	0.2%	46,306	0.2%	46,412	0.2%
General Fund Expendiure Total	**7,513,044**	**37.6%**	**7,740,504**	**-32.7%**	**7,975,323**	**-3.3%**	**8,213,541**	**3.2%**	**8,470,498**	**1.8%**
Net Revenue over Expenditures	**222,836**		**137,617**		**10,836**		**(112,681)**		**(247,337)**	
Other Financing Sources (Uses)										
Transfers for Capital Projects	(5,238,773)	142.7%	(840,000)		(325,000)		(350,000)		(250,000)	
Other Financing Sources Total	**(5,238,773)**	**142.7%**	**(840,000)**	**-**	**(325,000)**	**-**	**(350,000)**	**-**	**(250,000)**	**-**
Net change in Fund Balance	**(5,015,937)**	**142.7%**	**(702,383)**	**0.0%**	**(314,164)**	**0.0%**	**(462,681)**	**0.0%**	**(497,337)**	**0.0%**
Fund Blance, July 1	**7,948,700**		**2,932,763**		**2,230,380**		**1,916,216**		**1,453,535**	
Ending Fund Balance, June 30	**2,932,763**		**2,230,380**		**1,916,216**		**1,453,535**		**956,198**	

Five Year Forecast of Revenues

General Fund

		2020-21 Proposed	% Change	2021-22 Projected	% Change	2022-23 Projected	% Change	2023-24 Projected	% Change	2024-25 Projected	% Change
TAXES											
001-41005	Property Taxes - Secured	1,594,983	11.2%	1,643,420	3.0%	1,686,300	2.6%	1,734,359	2.8%	1,788,473	3.1%
001-41010	Property Taxes - Unsecured	66,458	11.6%	68,476	3.0%	70,262	2.6%	72,265	2.9%	74,520	3.1%
001-41015	Homeowners Exemptions	7,110	2.0%	7,252	2.0%	7,397	2.0%	7,545	2.0%	7,696	2.0%
001-41020	Franchise Fees	260,000	4.0%	260,100	0.0%	265,302	2.0%	270,608	2.0%	276,020	2.0%
001-41025	Sales Tax	2,216,000	-2.6%	2,353,089	6.2%	2,400,151	2.0%	2,448,154	2.0%	2,497,117	2.0%
001-41035	Transient Occupancy Tax	2,548,528	15.8%	2,500,000	-1.9%	2,500,000	0.0%	2,500,000	0.0%	2,500,000	0.0%
001-41040	Property Transfer Tax	45,723	2.0%	45,000	-1.6%	45,000	0.0%	45,000	0.0%	45,000	0.0%
	Taxes Total:	**6,738,802**	**7.5%**	**6,877,337**	**2.1%**	**6,974,412**	**1.4%**	**7,077,931**	**1.5%**	**7,188,826**	**1.6%**
FEES AND PERMITS											
001-42010	Zoning Clearance	540	-25.0%	540	0.0%	540	0.0%	540	0.0%	540	0.0%
001-42015	Small Permits	9,000	0.0%	9,000	0.0%	9,000	0.0%	9,000	0.0%	9,000	0.0%
	Fees and Permits Total:	**9,540**	**-25.0%**	**9,540**	**0.0%**	**9,540**	**-**	**9,540**	**-**	**9,540**	**-**
REVENUE FROM OTHER AGENCIES											
001-43005	Motor Vehicle in Lieu Tax	2,335	-45.9%	2,300	-1.5%	2,300	0.0%	2,300	0.0%	2,300	0.0%
001-43010	MV License Fee Compensation	537,396	3.9%	548,144	2.0%	559,107	2.0%	570,289	2.0%	581,695	2.0%
001-43015	COPS grant	156,000	0.0%	156,000	0.0%	156,000	0.0%	156,000	0.0%	156,000	0.0%
001-43040	Beverage Container Grant	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%
	Revenue from Other Agencies Total:	**700,731**	**2.7%**	**711,444**	**1.5%**	**722,407**	**1.5%**	**733,589**	**1.5%**	**744,995**	**1.6%**
CHARGES FOR CURRENT SERVICES											
001-44005	Buellton Recreation Program	85,000	30.8%	85,000	0.0%	85,000	0.0%	85,000	0.0%	85,000	0.0%
001-44010	Recreation Program 50/50	-	-100.0%	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
001-44015	Buellton Rec Program Trips	15,000	25.1%	15,000	0.0%	15,000	0.0%	15,000	0.0%	15,000	0.0%
001-44020	Park Reservation Fees	4,050	33.7%	5,000	23.5%	5,000	0.0%	5,000	0.0%	5,000	0.0%
001-44025	Special Event Fee/Temp Use	1,550	210.0%	1,500	-3.2%	1,500	0.0%	1,500	0.0%	1,500	0.0%
001-44035	Cost Reimbursement	-	-100.0%	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
001-44250	Miscellaneous	8,000	-3.2%	8,000	0.0%	8,000	0.0%	8,000	0.0%	8,000	0.0%
	Charges for Current Services Total:	**113,600**	**-32.9%**	**114,500**	**0.8%**	**114,500**	**0.0%**	**114,500**	**0.0%**	**114,500**	**0.0%**
FINES AND PENALTIES											
001-45005	Criminal Fines & Penalties	300	-9.6%	300	0.0%	300	0.0%	300	0.0%	300	0.0%
001-45010	Fines & Fees	10,000	-34.5%	10,000	0.0%	10,000	0.0%	10,000	0.0%	10,000	0.0%
001-49532	Code Enforcement Fines	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
	Fines and Penalties Total:	**10,300**	**-34.0%**	**10,300**	**0.0%**	**10,300**	**0.0%**	**10,300**	**0.0%**	**10,300**	**0.0%**
USE OF MONEY AND PROPERTY											
001-44105	Interest	76,207	-34.1%	70,000	-8.1%	70,000	0.0%	70,000	0.0%	70,000	0.0%
001-49010	Rent	86,700	-1.0%	85,000	-2.0%	85,000	0.0%	85,000	0.0%	85,000	0.0%
	Use of Money and Property Total:	**162,907**	**-19.8%**	**155,000**	**-4.9%**	**155,000**	**0.0%**	**155,000**	**0.0%**	**155,000**	**0.0%**
GENERAL FUND OPERATING REVENUE:		**7,735,880**	**5.2%**	**7,878,121**	**1.8%**	**7,986,159**	**1.4%**	**8,100,860**	**1.4%**	**8,223,161**	**1.5%**
TRANSFERS FROM RESERVES											
001-44040	Transfer from Reserves (CIP)	5,238,773		840,000		325,000		350,000		250,000	
OPERATING REVENUE PLUS TRANSFERS:		**12,974,653**		**8,718,121**		**8,311,159**		**8,450,860**		**8,473,161**	

General Fund Revenue Summary										
Taxes	6,738,802	7.5%	6,877,337	2.1%	6,974,412	1.4%	7,077,931	1.5%	7,188,826	1.6%
Fees and Permits	9,540	-25.0%	9,540	0.0%	9,540	0.0%	9,540	0.0%	9,540	0.0%
Revenue from Other Agencies	700,731	2.7%	711,444	1.5%	722,407	1.5%	733,589	1.5%	744,995	1.6%
Charges for Current Services	113,600	-32.9%	114,500	0.8%	114,500	0.0%	114,500	0.0%	114,500	0.0%
Fines and Penalties	10,300	-34.0%	10,300	0.0%	10,300	0.0%	10,300	0.0%	10,300	0.0%
Use of Money and Property	162,907	-19.8%	155,000	-4.9%	155,000	0.0%	155,000	0.0%	155,000	0.0%
Transfer from Reserves	5,238,773	0.0%		0.0%	325,000	0.0%	350,000	0.0%	250,000	0.0%
General Fund Revenue Total	**12,974,653**	**57.6%**	**7,878,121**	**-39.3%**	**8,311,159**	**5.5%**	**8,450,860**	**1.7%**	**8,473,161**	**0.3%**

Five Year Forecast of Expenditures

General Fund

Department Category	2020-21 Proposed	% Change	2021-22 Projected	% Change	2022-23 Projected	% Change	2023-24 Projected	% Change	2024-25 Projected	% Change
001-401 City Council										
Employee Services	118,295	1.7%	120,300	1.7%	121,944	1.4%	123,306	1.1%	124,685	1.1%
Operating and Maintenance	20,902	29.8%	21,320	2.0%	21,746	2.0%	22,181	2.0%	22,625	2.0%
Minor Capital	5,000	33.3%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412	2.0%
City Council Total	**144,197**	**64.9%**	**146,720**	**5.7%**	**148,892**	**5.4%**	**150,793**	**5.1%**	**152,722**	**5.1%**
001-402 City Manager										
Employee Services	263,337	0.1%	268,064	1.8%	272,930	1.8%	277,908	1.8%	283,732	2.1%
Operating and Maintenance	6,240	-57.4%	6,365	2.0%	6,492	2.0%	6,622	2.0%	6,754	2.0%
Minor Capital	1,750	#DIV/0!	-	-100.0%	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
City Manager Total	**271,327**	**#DIV/0!**	**274,429**	**(1)**	**279,422**	**#DIV/0!**	**284,530**	**#DIV/0!**	**290,486**	**#DIV/0!**
001-403 City Clerk/Human Resources										
Employee Services	117,993	8.9%	114,161	-3.2%	116,655	2.2%	118,724	1.8%	120,822	1.8%
Operating and Maintenance	17,833	-8.4%	18,190	2.0%	18,553	2.0%	18,925	2.0%	19,303	2.0%
Minor Capital		-100.0%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
City Clerk/Human Resources Total	**135,826**	**(1)**	**132,351**	**#DIV/0!**	**135,208**	**#DIV/0!**	**137,649**	**#DIV/0!**	**140,125**	**#DIV/0!**
001-404 City Attorney										
Operating and Maintenance	195,000	11.4%	198,900	2.0%	202,878	2.0%	206,936	2.0%	211,074	2.0%
City Attorney Total	**195,000**	**11.4%**	**198,900**	**2.0%**	**202,878**	**2.0%**	**206,936**	**2.0%**	**211,074**	**2.0%**
001-410 Non-Departmental										
Employee Services	124,860	18.8%	131,103	5.0%	137,658	5.0%	144,541	5.0%	151,768	5.0%
CalPERS Unfunded Accrued Liability	109,417	-20.7%	218,423	99.6%	212,577	-2.7%	206,888	-2.7%	201,308	-2.7%
Operating and Maintenance	792,291	-5.1%	808,137	2.0%	824,300	2.0%	840,786	2.0%	857,601	2.0%
Transfers for Capital Projects	5,238,773	142.7%	840,000	-84.0%	325,000	-61.3%	350,000	7.7%	250,000	-28.6%
Minor Capital	-	#DIV/0!	1,000	#DIV/0!	1,000	0.0%	1,000	0.0%	1,000	0.0%
Non-Departmental Total	**6,265,341**	**#DIV/0!**	**1,998,663**	**#DIV/0!**	**1,500,535**	**(1)**	**1,543,214**	**0**	**1,461,677**	**(0)**
001-420 Finance										
Employee Services	174,833	6.7%	177,993	1.8%	181,093	1.7%	184,265	1.8%	187,486	1.7%
Operating and Maintenance	29,686	-1.2%	30,280	2.0%	30,885	2.0%	31,503	2.0%	32,133	2.0%
Minor Capital	1,200	20.0%	1,000	-16.7%	1,000	0.0%	1,000	0.0%	1,000	0.0%
Finance Total	**205,719**	**25.5%**	**209,273**	**-12.9%**	**212,978**	**3.7%**	**216,768**	**3.8%**	**220,619**	**3.7%**
001-501 Public Safety - Police/Fire										
Operating and Maintenance	2,364,720	17.1%	2,482,956	5.0%	2,607,104	5.0%	2,737,459	5.0%	2,874,332	5.0%
Minor Capital	-	-100.0%	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
Public Safety Total	**2,364,720**	**(1)**	**2,482,956**	**#DIV/0!**	**2,607,104**	**#DIV/0!**	**2,737,459**	**#DIV/0!**	**2,874,332**	**#DIV/0!**
001-510 Library Services										
Operating and Maintenance	205,789	1.2%	209,905	2.0%	214,103	2.0%	218,385	2.0%	222,753	2.0%
Minor Capital	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
Library Total	**205,789**	**#DIV/0!**	**209,905**	**#DIV/0!**	**214,103**	**#DIV/0!**	**218,385**	**#DIV/0!**	**222,753**	**#DIV/0!**
001-511 Recreation										
Employee Services	412,330	5.8%	430,077	4.3%	442,920	3.0%	452,188	2.1%	464,860	2.8%
Operating and Maintenance	200,400	-9.2%	204,408	2.0%	208,496	2.0%	212,666	2.0%	216,919	2.0%
Minor Capital	2,000	-33.3%	3,000	50.0%	3,000	0.0%	3,000	0.0%	3,000	0.0%
Recreation Total	**614,730**	**-36.7%**	**637,485**	**56.3%**	**654,416**	**5.0%**	**667,854**	**4.1%**	**684,779**	**4.8%**
001-550 Public Works - Street Lights										
Operating and Maintenance	65,000	0.0%	66,300	2.0%	67,626	2.0%	68,979	2.0%	70,358	2.0%
Public Works - Street Lights Total	**65,000**	**0.0%**	**66,300**	**2.0%**	**67,626**	**2.0%**	**68,979**	**2.0%**	**70,358**	**2.0%**
001-551 Storm Water (Water Shed)										
Operating and Maintenance	376,873	1.7%	384,410	2.0%	392,099	2.0%	399,941	2.0%	407,939	2.0%
Storm Water (Water Shed) Total	**376,873**	**1.7%**	**384,410**	**2.0%**	**392,099**	**2.0%**	**399,941**	**2.0%**	**407,939**	**2.0%**
001-552 Public Works - Parks										
Operating and Maintenance	441,735	4.3%	450,570	2.0%	459,581	2.0%	468,773	2.0%	478,148	2.0%
Minor Capital	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%
Public Works - Parks Total	**446,735**	**4.3%**	**455,570**	**2.0%**	**464,581**	**2.0%**	**473,773**	**2.0%**	**483,148**	**2.0%**
001-556 Public Works - Landscape Maintenance										
Operating and Maintenance	110,200	0.0%	112,404	2.0%	114,652	2.0%	116,945	2.0%	119,284	2.0%
Public Works - Landscape Maintenance Total	**110,200**	**0.0%**	**112,404**	**2.0%**	**114,652**	**2.0%**	**116,945**	**2.0%**	**119,284**	**2.0%**
001-558 Public Works - General										
Employee Services	455,064	8.8%	466,255	2.5%	474,664	1.8%	482,602	1.7%	493,861	2.3%
Operating and Maintenance	231,250	1.4%	235,875	2.0%	240,593	2.0%	245,404	2.0%	250,312	2.0%
Minor Capital	31,500	5.0%	30,000	-4.8%	30,000	0.0%	30,000	0.0%	30,000	0.0%
Public Works - General Total	**717,814**	**15.2%**	**732,130**	**-0.3%**	**745,257**	**3.8%**	**758,006**	**3.7%**	**774,173**	**4.3%**
001-565 Planning										
Employee Services	359,594	10.5%	380,124	5.7%	386,761	1.7%	393,551	1.8%	403,201	2.5%
Operating and Maintenance	270,902	-11.1%	175,000	-35.4%	178,500	2.0%	182,070	2.0%	185,711	2.0%
Minor Capital	2,050	105.0%	1,000	-51.2%	1,000	0.0%	1,000	0.0%	1,000	0.0%
Planning Total	**632,546**	**104.4%**	**556,124**	**-80.9%**	**566,261**	**3.7%**	**576,621**	**3.8%**	**589,912**	**4.5%**
Total General Fund Expenditures	**12,751,817**	**37.6%**	**8,597,619**	**-32.6%**	**8,306,013**	**-3.4%**	**8,557,852**	**3.0%**	**8,703,383**	**1.7%**
General Fund Expenditure Summary										
Employee Services	2,026,306	7.2%	2,088,077	3.0%	2,134,625	2.2%	2,177,085	2.0%	2,230,415	2.4%
Operating and Maintenance	5,328,821	5.8%	5,405,019	1.4%	5,587,608	3.4%	5,777,573	3.4%	5,975,249	3.4%
CalPERS Unfunded Accrued Liability	109,417	-20.7%	201,308	84.0%	206,888	2.8%	212,577	2.7%	218,423	2.8%
Transfers for Capital Projects	5,238,773	142.7%	840,000	-84.0%	325,000	-61.3%	350,000	7.7%	250,000	-28.6%
Minor Capital	48,500	3.4%	46,100	-4.9%	46,202	0.2%	46,306	0.2%	46,412	0.2%
General Fund Expendiure Total	**12,751,817**	**37.6%**	**8,580,504**	**-32.7%**	**8,300,323**	**-3.3%**	**8,563,541**	**3.2%**	**8,720,498**	**1.8%**

General Fund Departmental Summaries

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 110,638	$ 108,621	$ 116,303	$ 113,757	$ 118,039	$ 118,295
Operating & Maintenance	$ 13,381	$ 16,046	$ 16,100	$ 11,532	$ 20,902	$ 20,902
Minor Capital	$ -	$ 2,783	$ 3,750	$ -	$ 3,750	$ 5,000
Department Total	**$ 124,020**	**$ 127,450**	**$ 136,153**	**$ 125,289**	**$ 142,691**	**$ 144,197**

DEPARTMENT DESCRIPTION

Function: General Government

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

2019-2020 ACCOMPLISHMENTS

- Adopted structurally balanced budget
- Adopted ordinances and resolutions
- Construction on Median 2 on Avenue of Flags began.
- Created and Arts and Culture Commitee and funded several arts and culture projects.

CITY-WIDE GOALS

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

OBJECTIVES

A. End fiscal year 2019/20 and 20/21 within budget.

B. Continue to allocate money to the bike trail reserve.

C. Complete Median 2 on Avenue of Flags.

D. Update Circulation Element.

E. Improve Highway 246 Safety.

F. Adopt a complete streets plan.

G. Acquire a generator for City Hall.

H. Continue to provide CERT classes.

I. Research emergency lights and generators.

J. Provide lighting on Industrial Way and Central Avenue.

K. Maintain the landscape rebate program.

L. Review drought tolerant landscape standards.

M. Create an arts and culture committee.

City Council

DEPARTMENT EXPENDITURES

Account: 001-401

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	50,814	51,268	52,898	52,095	53,918	54,431
50020	Council Salaries	24,200	24,200	26,400	26,400	26,400	26,400
50025	Council Car Allowance	4,125	4,125	4,500	4,500	4,500	4,500
50120	Employer SS/MC	1,263	1,169	1,271	1,216	1,286	1,228
50130	UI & Employee Training Tax	1,460	1,065	1,378	69	1,378	1,195
50200	PERS Retirement	10,704	10,692	11,919	11,414	12,608	12,407
50300	Workers Compensation	3,107	2,012	2,414	2,414	2,366	2,546
50400	Medical Benefit	11,918	11,194	12,366	12,541	12,366	12,340
50410	Employer Paid DCP	3,006	2,858	3,114	3,070	3,174	3,205
50500	Group Life Ins Benefit	41	38	43	39	43	43
	EMPLOYEE SERVICES SUBTOTAL:	**110,638**	**108,621**	**116,303**	**113,757**	**118,039**	**118,295**
OPERATING & MAINTENANCE							
60013	Election Expense	853	3,072	1,000	2,168	5,500	5,500
60210	Computer Maintenance & Software	387	79	3,060	125	3,121	3,121
60710	Travel & Training	9,779	11,427	10,000	8,858	10,200	10,200
60900	Miscellaneous	1,797	1,113	1,530	293	1,561	1,561
61130	Office Supplies	565	355	510	88	520	520
	OPERATING & MAINTENANCE SUBTOTAL:	**13,381**	**16,046**	**16,100**	**11,532**	**20,902**	**20,902**
MINOR CAPITAL							
72200	Office Furniture		-	-	-	-	
72300	Computer Equipment		2,783	3,750	-	3,750	5,000
	MINOR CAPITAL SUBTOTAL:	**-**	**2,783**	**3,750**	**-**	**3,750**	**5,000**
	401 - CITY COUNCIL TOTAL:	**124,020**	**127,450**	**136,153**	**125,289**	**142,691**	**144,197**

EMPLOYEE SERVICES	**Budget 2019-20**	**Adopted 2020-21**	**Proposed 2020-21**
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 *Includes 40 percent of City Clerk Salary.*	$ 52,898	$ 53,918	$ 54,431
50020	Council Salaries *Includes individual stipends totaling $440 per month per City Council member.*	$ 26,400	$ 26,400	$ 26,400
50025	Council Car Allowance *Includes individual councilmember car allowance totaling $75 per month.*	$ 4,500	$ 4,500	$ 4,500
Benefits:				
50120	Employer SS/MC *Federal law requires Medicare payments paid by both the City and employee.*	$ 1,271	$ 1,286	$ 1,228
50130	UI & Employee Training Tax *Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the five council members and City Clerk.*	$ 1,378	$ 1,378	$ 1,195
50200	PERS Retirement *Represents the allocation of Public Employees Retirement System (PERS) employer cost.*	$ 11,919	$ 12,608	$ 12,407
50300	Workers Compensation *Reflects cost to provide worker's compensation coverage.*	$ 2,414	$ 2,366	$ 2,546
50400	Medical Benefit *Includes dental/vision insurance and health insurance paid per month by the City for the positions in this department.*	$ 12,366	$ 12,366	$ 12,340
50410	Employer Paid DCP *Reflects the City's contribution towards the employee's deferred compensation program for the City Clerk.*	$ 3,114	$ 3,174	$ 3,205
50500	Group Life Insurance Benefit *Reflects annual life insurance cost as employee benefits.*	$ 43	$ 43	$ 43

OPERATING AND MAINTENANCE

60013	Election Expense *Reflects anticipated costs related to the City election to be held in November 2020.*	$ 1,000	$ 5,500	$ 5,500
60210	Computer Maintenance & Software *Reflects annual computer maintenance costs.*	$ 3,060	$ 3,121	$ 3,121

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60710	Travel & Training	$ 10,000	$ 10,200	$ 10,200
	Reflects attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, Council of Government meetings and miscellaneous seminars for the Mayor and Council Members.			
60900	Miscellaneous	$ 1,530	$ 1,561	$ 1,561
	Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.			
61130	Office Supplies	$ 510	$ 520	$ 520
	Reflects costs for department office supplies.			
MINOR CAPITAL				
72200	Office Furniture	$ -	$ -	$ -
	Reflects acquisition of furniture for the City Council.			
72300	Computer Equipment	$ 3,750.00	$ 3,750	$ 5,000
	Reflects acquisition of laptop for the City Council.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 227,779	$ 250,477	$ 262,963	$ 258,508	$ 241,710	$ 263,337
Operating & Maintenance	$ 1,163	$ 2,098	$ 14,650	$ 14,929	$ 4,743	$ 6,240
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ 1,750
Department Total	**$ 228,942**	**$ 252,575**	**$ 277,613**	**$ 273,437**	**$ 246,453**	**$ 271,327**

DEPARTMENT DESCRIPTION

Function: General Government

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

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

2019-2020 ACCOMPLISHMENTS

- Presented and adopted a balanced budget for FY 2018/19 and FY 2019/20 and received the Government Finance Officers Association (GFOA) Budget Award and received its sixth consecutive Certificate of Excellence in Financial Reporting Award.
- Transition of Buellton Library from Santa Barbara to Goleta.
- Adoption of Regulations to Prohibit Commercial Cannabis.

DEPARTMENTAL GOALS

1. Provide accurate and timely information and recommendations to the City Council in order to make informed decisions.

2. Implement policies and programs approved by the City Council.

3. Manage the daily operations of City services.

OBJECTIVES

A. Maintain a "structurally balanced" budget for the general fund and enterprise funds.

B. Finance for ongoing capital improvement projects for the replacement and extension of the City's infrastructure and capital improvements as necessary.

C. Maintain adequate reserves for emergencies and financing for future years.

D. Continue economic development efforts to attract business and light industry to the community.

E. Provide residents with accurate and timely information on issues that affect them and encourage utilization of City services.

F. Maintain a well-trained and competent workforce to deliver City services in touch with the needs of the community in a responsive, efficient and effective manner.

G. Review proposed and pending federal and state legislations and offer policy advice on matters affecting the interest of the City.

H. Manage contracts for sheriff, fire, library, solid waste, golf course, street sweeping, Visitor's Bureau, animal control and building services.

I. As Emergency Manager, ensure that the City is able to respond to emergencies and is responsible for the maintenance of the Emergency Operations Plan and Hazard Mitigation Plan.

See Appendices for Performance Measures and Indicators.

City Manager

DEPARTMENT EXPENDITURES

Account: 001-402

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	164,506	189,786	183,750	183,586	175,096	189,263
50025	Car Allowance	3,600	3,600	4,800	4,800	3,600	4,800
50120	Employer SS/MC	2,671	2,950	2,734	2,748	2,592	2,814
50130	UI & Employee Training Tax	278	224	286	399	286	286
50200	PERS Retirement	28,316	28,644	33,690	31,191	33,237	36,380
50300	Workers Compensation	6,591	4,456	5,356	5,048	4,984	6,112
50400	Medical Benefit	11,475	10,710	20,926	19,901	11,085	11,929
50410	Employer Paid DCP	10,236	10,020	11,313	10,743	10,722	11,645
50500	Group Life Ins Benefit	106	88	108	92	108	108
	EMPLOYEE SERVICES SUBTOTAL:	**227,779**	**250,477**	**262,963**	**258,508**	**241,710**	**263,337**
OPERATING & MAINTENANCE							
60210	Computer Maintenance & Software	-	-	100	-	102	100
60650	Membership & Publication	395	395	1,000	1,845	1,020	2,640
60710	Travel & Training	211	1,242	13,000	12,398	3,060	3,000
60900	Miscellaneous	530	461	500	596	510	500
61130	Office Supplies	27		50	90	51	-
	OPERATING & MAINTENANCE SUBTOTAL:	**1,163**	**2,098**	**14,650**	**14,929**	**4,743**	**6,240**
MINOR CAPITAL							
72200	Office Furniture		-	-	-	-	-
72300	Computer Equipment		-	-	-	-	1,750
	MINOR CAPITAL SUBTOTAL:	**-**	**-**	**-**	**-**	**-**	**1,750**
	402 - CITY MANAGER TOTAL:	**228,942**	**252,575**	**277,613**	**273,437**	**246,453**	**271,327**

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
EMPLOYEE SERVICES				
City Manager		1.00	1.00	1.00
50000	Staff Salaries *Includes City Manager Salary.*	$ 183,750	$ 175,096	$ 189,263
50025	Car Allowance *Includes car allowance for City Manager.*	$ 4,800	$ 3,600	$ 4,800
Benefits:				
50120	Employer SS/MC *Federal law requires Medicare payments paid by both the City and employee.*	$ 2,734	$ 2,592	$ 2,814
50130	UI & Employee Training Tax *Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the City Manager.*	$ 286	$ 286	$ 286
50200	PERS Retirement *Represents the allocation of Public Employees Retirement System (PERS) employer cost.*	$ 33,690	$ 33,237	$ 36,380
50300	Workers Compensation *Reflects cost to provide worker's compensation coverage.*	$ 5,356	$ 4,984	$ 6,112
50400	Medical Benefit *Includes dental/vision insurance and $800 medical insurance paid per month by the City for the City Manager.*	$ 20,926	$ 11,085	$ 11,929
50410	Employer Paid DCP *Reflects the City's contribution towards the employee's deferred compensation program.*	$ 11,313	$ 10,722	$ 11,645
50500	Group Life Insurance Benefit *Reflects annual life insurance cost as employee benefits.*	$ 108	$ 108	$ 108
OPERATING AND MAINTENANCE				
60210	Computer Maintenance & Software *Reflects annual computer maintenance costs.*	$ 100	$ 102	$ 100
60650	Membership & Publication *Includes membership to California City Management Foundation, CA Association for Local Economic Development and subscription to Pacific Coast Business Times.*	$ 1,000	$ 1,020	$ 2,640
60710	Travel & Training *Reflects attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, City Manager's Luncheons and miscellaneous meetings and training seminars for the City Manager.*	$ 13,000	$ 3,060	$ 3,000

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60900	Miscellaneous	$ 500	$ 510	$ 500
	Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.			
61130	Office Supplies	$ 50	$ 51	$ -
	Reflects costs for department office supplies.			
MINOR CAPITAL				
72200	Office Furniture	$ -	$ -	$ -
	Reflects acquisition of furniture for the City Manager.			
72300	Computer Equipment	$ -	$ -	$ 1,750.00
	Reflects acquisition of laptop or computer for the City Manager.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 104,530	$ 105,887	$ 108,336	$ 107,754	$ 110,797	$ 117,993
Operating & Maintenance	$ 6,511	$ 7,163	$ 19,460	$ 8,809	$ 19,723	$ 17,833
Minor Capital	$ -	$ -	$ 1,000	$ 1,169	$ -	$ -
Department Total	**$ 111,041**	**$ 113,050**	**$ 128,796**	**$ 117,732**	**$ 130,520**	**$ 135,826**

DEPARTMENT DESCRIPTION

Function: General Government

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

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

2019-2020 ACCOMPLISHMENTS

- Administered all City Clerk functions timely and accurately.
- Revised and adopted new Personnel Rules.
- Prepared and carried out succession planning for key positions (Finance, Planning, Water/Wastewater).

DEPARTMENTAL GOALS

1. Maintain a complete and accurate record of City Council proceedings and official City files, and fulfill legal requirements established by Municipal Code.

2. Attract and retain well-qualified City employees who can consistently provide efficient services through skill, innovation and creativity through effective recruitment and selection process.

3. Implement appropriate Risk Management strategies to reduce claims against the city and provide best quality coverage.

OBJECTIVES

A. Perform all City Clerk functions including preparing Council Agendas, minutes and packets, codification of City Ordinances, process resolutions, ordinances, policies and contracts, conduct municipal elections related to Council seats and measures, ensure compliance with the California Political Reform Act.

B. Perform human resource functions and personnel tasks, conduct recruitments and administer benefits.

C. Perform risk management duties, administer all workers' compensation claims and other claims against the City; conduct all insurance underwriting and act as emergency coordinator for the City.

City Clerk/Human Resources

DEPARTMENT EXPENDITURES

Account: 001-403

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	76,221	78,702	79,347	78,428	80,877	81,647
50030	Hourly Employee	-	-	-	-	-	5,000
50120	Employer SS/MC	1,279	1,242	1,234	1,300	1,256	1,935
50130	UI & Employee Training Tax	161	136	172	172	172	297
50200	PERS Retirement	12,472	13,032	13,910	14,054	14,759	15,017
50300	Workers Compensation	2,888	1,856	2,286	2,285	2,256	2,572
50400	Medical Benefit	6,937	6,478	6,651	6,731	6,651	6,653
50410	Employer Paid DCP	4,509	4,383	4,671	4,720	4,761	4,807
50500	Group Life Ins Benefit	64	58	65	64	65	65
	EMPLOYEE SERVICES SUBTOTAL:	**104,530**	**105,887**	**108,336**	**107,754**	**110,797**	**117,993**
OPERATING & MAINTENANCE							
60012	Code Updates	1,420	1,582	3,060	-	3,121	3,121
60022	Recruitment Expense [1]	-	538	5,000	2,274	5,000	5,000
60210	Computer Maintenance & Software	-	-	1,020	-	1,040	250
60520	Advertising - Legal	2,762	1,564	3,570	2,046	3,641	3,641
60650	Membership & Publication	459	459	1,020	404	1,040	480
60710	Travel & Training	1,699	2,559	3,060	2,635	3,121	3,121
60900	Miscellaneous	55	121	510	77	520	520
61130	Office Supplies	116	340	1,020	305	1,040	500
67370	H/R Expense [2]	-		1,200	1,068	1,200	1,200
	OPERATING & MAINTENANCE SUBTOTAL:	**6,511**	**7,163**	**19,460**	**8,809**	**19,723**	**17,833**
MINOR CAPITAL							
72200	Office Furniture	-	-	1,000	-	-	-
72300	Computer Equipment	-	-		1,169	-	-
	MINOR CAPITAL SUBTOTAL:	**-**	**-**	**1,000**	**1,169**	**-**	**-**
	403 - CITY CLERK/HUMAN RESOURCES TOTAL:	**111,041**	**113,050**	**128,796**	**117,732**	**130,520**	**135,826**

[1] New account for FY 19/20. Expenditure line item was moved from Department: 410 Non-Departmental to reflect recruitment expenditures into the appropriate department.

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

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
EMPLOYEE SERVICES				
City Clerk		0.60	0.60	0.60
50000	Staff Salaries	$ 79,347	$ 80,877	$ 81,647
	Includes 60 percent of salaries involving the City Clerk.			
Benefits:				
50120	Employer SS/MC	$ 1,234	$ 1,256	$ 1,935
	Federal law requires Medicare payments paid by both the City and employee.			
50130	UI & Employee Training Tax	$ 172	$ 172	$ 297
	Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the City Clerk.			
50200	PERS Retirement	$ 13,910	$ 14,759	$ 15,017
	Represents the allocation of Public Employees Retirement System (PERS) employer cost.			
50300	Workers Compensation	$ 2,286	$ 2,256	$ 2,572
	Reflects cost to provide worker's compensation coverage.			
50400	Medical Benefit	$ 6,651	$ 6,651	$ 6,653
	Includes dental/vision insurance and $800 medical insurance paid per month by the City for the position in this department.			
50410	Employer Paid DCP	$ 4,671	$ 4,761	$ 4,807
	Reflects the City's contribution towards the employee's deferred compensation program.			
50500	Group Life Insurance Benefit	$ 65	$ 65	$ 65
	Reflects annual life insurance cost as employee benefits.			
OPERATING AND MAINTENANCE				
60012	Code Updates	$ 3,060	$ 3,121	$ 3,121
	Includes Buellton Municipal Code and Santa Barbara County Code updates.			
60022	Recruitment Expense	$ 5,000	$ 5,000	$ 5,000
	Reflects expenses related to new employee recruitment.			
60210	Computer Maintenance & Software	$ 1,020	$ 1,040	$ 250
	Reflects annual computer maintenance costs.			
60520	Advertising - Legal	$ 3,570	$ 3,641	$ 3,641
	Includes publications for on-going City codes, public hearing, council meetings etc.			
60650	Membership & Publication	$ 1,020	$ 1,040	$ 480
	Includes dues for the City Clerk for the International Institute of Municipal Clerks Association; California City Clerks Association dues; miscellaneous books and publications.			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60710	Travel & Training	$ 3,060	$ 3,121	$ 3,121
	Reflects attendance at conferences, seminars, courses and relation training programs including books and training material.			
60900	Miscellaneous	$ 510	$ 520	$ 520
	Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.			
61130	Office Supplies	$ 1,020	$ 1,040	$ 500
	Reflects costs for department office supplies.			
67370	H/R Expense	$ 1,200	$ 1,200	$ 1,200
	Reflects costs associated with current employee random testing.			
MINOR CAPITAL				
72200	Office Furniture	$ 1,000	$ -	$ -
	Reflects acquisition of furniture for the City Clerk.			
72300	Computer Equipment	$ -	$ -	$ -
	Reflects acquisition of laptop or computer for the City Clerk.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 148,916	$ 174,207	$ 175,000	$ 180,728	$ 195,000	$ 195,000
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 148,916**	**$ 174,207**	**$ 175,000**	**$ 180,728**	**$ 195,000**	**$ 195,000**

DEPARTMENT DESCRIPTION

Function: General Government

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

2019-2020 ACCOMPLISHMENTS

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

DEPARTMENTAL GOALS

1. Provide quality professional legal services to the City Council, Planning Commission, and staff in an efficient and cost effective manner.

2. Offer advice that is reliable, timely and useful and effective in representing the City in litigation.

OBJECTIVES

A. Continue to provide cost-effective legal services to City Council, Planning Commission and staff.

B. Continue to keep the City updated with changes in California employment laws and planning and zoning laws and to help the City incorporate changes.

City Attorney

DEPARTMENT EXPENDITURES

Account: 001-404

Proposed Revisions for FY 2020-21

			2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE								
60210	Computer Maintenance & Software		-	-	-	-	-	-
60520	Advertising - Legal		-	-	-	-	-	-
60650	Membership & Publication		-	-	-	-	-	-
60710	Travel & Training		-	-	-	-	-	-
60840	Contract Services - Legal Fees	[1]	148,916	174,207	175,000	180,728	195,000	195,000
60900	Miscellaneous		-	-	-	-	-	-
61130	Office Supplies		-	-	-	-	-	-
	OPERATING & MAINTENANCE SUBTOTAL:		**148,916**	**174,207**	**175,000**	**180,728**	**195,000**	**195,000**
	404 - CITY ATTORNEY TOTAL:		**148,916**	**174,207**	**175,000**	**180,728**	**195,000**	**195,000**

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

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
EMPLOYEE SERVICES				
City Attorney		-	-	-
OPERATING AND MAINTENANCE				
60840	Contract Services - Legal Fees	$ 175,000	$ 195,000	$ 195,000

Covers cost for general legal services and City Attorney attendance at City Council meetings. The City contracts with the firm of Burke, Williams & Sorensen.

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 57,525	$ 69,506	$ 105,120	$ 113,687	$ 94,983	$ 124,860
Operating & Maintenance	$ 1,369,000	$ 1,252,039	$ 4,068,905	$ 2,050,321	$ 3,232,636	$ 6,140,481
Minor Capital	$ 8,934	$ 1,205	$ -	$ 4,638	$ -	$ -
Department Total	**$ 1,435,460**	**$ 1,322,750**	**$ 4,174,025**	**$ 2,168,646**	**$ 3,327,619**	**$ 6,265,341**

DEPARTMENT DESCRIPTION

Function: General Government

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

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

2019-20 ACCOMPLISHMENTS

- Increased community suport for Non-Proft organizations.
- Contributed to the Buellton Senior Center for the expansion of the Meals on Wheels Program due to COVID-19
- Made a greater payment than the FY 19/20 required UAL contribution to CalPERS to help save interest over time.
- Funded and completed Road Maintenance Project FY 18/19 - #092-317.
- Funded various Capital Improvement Projects.
- Began construction for Ave of Flags Median 2 improvements .

DEPARTMENTAL GOALS

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

OBJECTIVES

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

Non-Departmental

DEPARTMENT EXPENDITURES

Account: 001-410

Proposed Revisions for FY 2020-21

			2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES								
50400	Medical Benefit	[1]	57,525	69,506	105,120	113,687	94,983	124,860
	EMPLOYEE SERVICES SUBTOTAL:		**57,525**	**69,506**	**105,120**	**113,687**	**94,983**	**124,860**
OPERATING & MAINTENANCE								
50600	Insurance - Liability		91,422	68,793	80,000	53,181	81,600	60,000
50610	Insurance - Property		5,158	8,625	8,897	8,545	9,075	9,075
60014	Emergency Operations		2,298	870	10,000	22,026	10,000	10,000
60015	Animal Control		39,349	39,939	40,549	40,540	41,157	41,554
60022	Recruitment Expense	[2]	2,384	32,316	-	-	-	-
60210	Computer Maintenance & Software		18,027	25,586	30,000	24,155	30,600	30,000
60310	Equipment Rental		12,335	12,639	12,605	12,604	12,857	12,860
60650	Membership & Publication		13,088	14,495	15,000	15,500	15,300	16,400
60710	Travel & Training		-	-	-	-	-	-
60800	Contract Services		3,164	3,652	4,000	2,379	4,080	22,870
60900	Miscellaneous	[3]	14,807	18,388	11,500	14,815	11,730	10,160
60905	CalPERS Unfunded Accrued Liability	[4]	66,683	119,648	137,916	137,918	141,985	109,417
60910	Misc. Recognition Items		1,037	730	1,000	600	1,020	1,000
61130	Office Supplies		9,106	10,325	10,000	10,320	10,200	10,200
61131	Postage		1,621	1,256	1,115	1,135	1,138	1,138
61210	Utilities - Sewer		2,623	2,915	2,915	2,915	2,915	2,915
61211	Utilities - Water		3,664	3,634	3,850	3,564	3,927	3,927
61230	Utilities - Gas		126	831	1,000	1,175	1,020	1,020
61241	Utilities - Electric		7,947	7,925	9,000	9,000	9,180	9,180
61292	Internet Access/Website Maintenance		6,335	6,788	7,650	7,540	7,803	7,803
61410	Newsletter		-	-	500	-	510	500
67200	Community Organization Support		86,820	88,639	36,000	41,000	30,600	30,600
67205	Senior Center Support	[5]	-	-	65,000	65,000	66,300	66,300
67430	LAFCO Contribution		2,052	2,512	2,570	1,457	2,620	2,620
67620	SB County Mental Health Mobile Crisis Service		2,822	2,893	2,965	2,965	3,039	3,039
67705	Telephone		4,723	4,861	5,000	4,713	5,100	5,100
67790	Visitor Bureau		400,000	450,000	450,000	450,000	450,000	450,000
69100	Transfer to Other Funds		97,700	153,000	19,600	19,600	19,800	19,950
69600	Undesignated Misc. Support		3,030	1,228	4,000	6,675	4,080	4,080
77000	Transfer to Other Funds for CIPs	[6]	470,679	169,550	3,096,273	1,091,000	2,255,000	5,198,773
	OPERATING & MAINTENANCE SUBTOTAL:		**1,369,000**	**1,252,039**	**4,068,905**	**2,050,321**	**3,232,636**	**6,140,481**
MINOR CAPITAL								
72100	Office Equipment		1,520	1,205	-	.	-	-
72200	Office Furniture		-	-	-	-	-	-
72300	Computer Equipment		7,414	-	-	4,638	-	-
	MINOR CAPITAL SUBTOTAL:		**8,934**	**1,205**	**-**	**4,638**	**-**	**-**
	410 - NON-DEPARTMENTAL:		**1,435,460**	**1,322,750**	**4,174,025**	**2,168,646**	**3,327,619**	**6,265,341**

Account: 001-410 Non-Departmental

[1] The increase in retiree medical benefits is due to the retirement of four employees during FY 18/19.

[2] Beginning FY 19/20, expenditure line item was moved from 410 Non-Departmental to 403 City Clerk and HR to reflect recruitment expenditures into the appropriate department.

[3] This budget line item no longer includes CalPERS Unfunded Liability. A new budget line item was created starting FY 19/20. Charges associated with credit card processing for the Recreation Center are now being recorded under 511-Recreation Center.

[4] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.

[5] New account for FY 19/20. City Council authorized the Senior Center to be its own budget line item instead of being part of the Community Support funding.

[6] New account for FY 19/20. Budget line item created to differentiate transfers for capital improvement projects and operational transfers to other funds. Prior year amounts were used as reference.

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
EMPLOYEE SERVICES				
Benefits:				
50400	Medical Benefit	$ 105,120	$ 94,983	$ 124,860
	Includes medical benefit for retired employees. The City contributes up to $800/month for health insurance per retiree.			
OPERATING AND MAINTENANCE				
50600	Insurance - Liability	$ 80,000	$ 81,600	$ 60,000
	Includes 80 percent of the City's liability insurance; 10 percent is charged to the Wastewater ($10,000) and Water Funds ($10,000).			
50610	Insurance - Property	$ 8,897	$ 9,075	$ 9,075
	Includes 33 percent of the total City's insurance cost associated with property damage, earthquake, flood, mechanical breakdown and other vehicle physical damage. 33 percent is charged to the Wastewater ($7,650) and Water ($7,650).			
60014	Emergency Operations	$ 10,000	$ 10,000	$ 10,000
	Includes CERT Training costs.			
60015	Animal Control	$ 40,549	$ 41,157	$ 41,554
	Reflects contract services with Santa Barbara County Animal Control.			
60022	Recruitment Expense	$ -	$ -	$ -
	Reflects expenses related to new employee recruitment.			
60210	Computer Maintenance & Software	$ 30,000	$ 30,600	$ 30,000
	Reflects annual computer maintenance costs.			
60310	Equipment Rental	$ 12,605	$ 12,857	$ 12,860
	Reflects lease cost of copiers, phone system, and postage meter machine.			
60650	Membership & Publications	$ 15,000	$ 15,300	$ 16,400
	Includes dues for League of California Cities, miscellaneous dues and publications.			
60800	Contract Services	$ 4,000	$ 4,080	$ 22,870
	Includes dues for drinking water and Chargepoint electric charging station.			
60900	Miscellaneous	$ 11,500	$ 11,730	$ 10,160
	Reflects cost for banking and drinking services, Green Business Program, misc. purchases.			
60905	CalPERS Unfunded Accrued Liability	$ 137,916	$ 141,985	$ 109,417
	Includes CalPERS Unfunded Liability (split with Water and Wastewater). General Fund's CalPERS liability is 70 percent of total cost ($197,024).This is a new account effective 7/1/19 for better transparency related to pension costs. Wastewater and Water allocation are both 15 percent per fund ($29,554 each).			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60910	Misc. Recognition Items	$ 1,000	$ 1,020	$ 1,000
	Includes miscellaneous award items for various organizations and employee recognition programs.			
61130	Office Supplies	$ 10,000	$ 10,200	$ 10,200
	Includes copier expenses for all departments.			
61131	Postage	$ 1,115	$ 1,138	$ 1,138
	Includes charges for on-going postage meter charges, bulk mailing permit costs, and miscellaneous delivery charges.			
61210	Utilities - Sewer	$ 2,915	$ 2,915	$ 2,915
	Reflects costs for sewer at City Hall, Planning, Library, Sheriff and Post Office.			
61211	Utilities - Water	$ 3,850	$ 3,927	$ 3,927
	Reflects costs for water at City Hall, Post Office, Planning, Sheriff, and Irrigation at Ave of Flags and Twin Oaks.			
61230	Utilities - Gas	$ 1,000	$ 1,020	$ 1,020
	Reflects costs for gas service.			
61241	Utilities - Electric	$ 9,000	$ 9,180	$ 9,180
	Reflects costs for electric services.			
61292	Internet Access/Website Maintenance	$ 7,650	$ 7,803	$ 7,803
	Reflects costs for annual website maintenance.			
61410	Newsletter	$ 500	$ 510	$ 500
	Reflects costs for printing newsletter.			
67200	Community Organization Support	$ 36,000	$ 30,600	$ 30,600
	Includes contributions to People Helping People ($8,600), Food Bank of Santa Barbara County ($5,400), SYV Fruit and Vegetable Rescue ($4,600), Nature Track ($1,100), Zaca Center Preschool ($6,100) and California Organization for Public Safety, Inc. ($4,200).			
67205	Senior Center Support	$ 65,000	$ 66,300	$ 66,300
	Reflects contribution to the Senior Center. This is a new budget line item.			
67430	LAFCO Contribution	$ 2,570	$ 2,620	$ 2,620
	Reflects City's share of LAFCO's operating costs.			
67620	SB CO Mental Health Mbl Crisis Svc	$ 2,965	$ 3,039	$ 3,039
	Reflects contract service cost for Santa Barbara County Mental Health Assessment (MHAT) services.			
67705	Telephone	$ 5,000	$ 5,100	$ 5,100
	Reflects cost of telephone services for City Hall.			
67790	Visitors Bureau	$ 450,000	$ 450,000	$ 450,000
	Reflects annual contract of $450,000 to Visitor's Bureau.			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
69100	Transfer to Other Funds	$ 19,600	$ 19,800	$ 19,950
	Includes the following operating transfers:			
	Fund 027 -Local Transportation Fund	*$ 127,500*	*$ 10,000*	*$ 10,000*
	Fund 029 - Transportation Planning	*$ 25,500*	*$ 9,600*	*$ 9,950*
69600	Undesignated Misc. Support	$ 4,000	$ 4,080	$ 4,080
	Reflects donation to Buellton Historical Society, Central Coast Collaborative on Homelessness; Buellton Union School District Jog-A-thon.			
77000	Transfer to Other Funds for CIP	$ 1,280,570	$ 2,158,500	$ 5,198,773
	Includes the following transfers for Capital Improvement Projects (CIP):			
	Transfer to CIP Project #201 (Facilities Maintenance and Painting Project)	*$ 25,000*	*$ 50,000*	*$ -*
	Transfer to CIP Project #207 (Santa Ynez River Trail Conceptual)	*$ 20,000*	*$ 30,000*	*$ 30,000*
	Transfer to CIP Project #211 (Village Park Improvements)	*$ 216,000*	*$ 216,000*	*$ -*
	Transfer to CIP Project #214 (City Hall Emergency Generator & Electrical)	*$ 40,000*	*$ 40,000*	*$ 40,000*
	Transfer to CIP Project #215 (Avenue of Flags Specific Plan Implementation)	*$ 250,000*	*$ 200,000*	*$ 2,057,773*
	Transfer to CIP Project #216 (City Hall Storage Shed)	*$ 27,400*	*$ -*	*$ -*
	Transfer to CIP Project #217 (River View Park Basketball Court Resurfacing)	*$ -*	*$ 80,000*	*$ 80,000*
	Transfer to CIP Project #218 (River View Park and Oak Park Facilities Painting)	*$ -*	*$ 25,000*	*$ -*
	Transfer to CIP Project #306 (Phase III Hwy 246 and Sycamore Xing)	*$ -*	*$ 670,000*	*$ 150,000*
	Transfer to CIP Project #307 McMurray Road Widening / TS Improvement	*$ -*	*$ 125,000*	*$ 560,000*
	Transfer to CIP Project #311 (Industrial Way Street lights)	*$ 212,170*	*$ 82,500*	*$ 467,500*
	Transfer to CIP Project #314 (SD Inlet/Catch Basin Retrofit Improvement)	*$ 150,000*	*$ 150,000*	*$ 300,000*

	Budget 2019-20	Adopted 2020-21	Proposed 2020-21
Transfer to CIP Project #315 (Ave of Flags Pedestrian/Drainage Improvements)	*$ 140,000*	*$ 140,000*	*$ -*
Transfer to CIP Project #316 (Road Maintenance Project - 17/18); MOE	*$ 100,000*	*$ -*	*$ -*
Transfer to CIP Project #317 (Road Maintenance Project - 18/19); MOE	*$ 100,000*	*$ 150,000*	*$ -*
Transfer to CIP Project #318 (Road Maintenance Project - 19/20); MOE	*$ -*	*$ 150,000*	*$ 147,000*
Transfer to CIP Project #319 (Road Maintenance Project - 20/21); MOE	*$ -*	*$ -*	*$ 1,316,500*
Transfer to CIP Project #401 (Miscellaneous River View Park Improvements)	*$ -*	*$ 50,000*	*$ 50,000*

MINOR CAPITAL

72200	Office Furniture *Reflects acquisition of furniture.*	$ -	$ -	$ -
72300	Computer Equipment *Reflects acquisition of laptop or computer.*	$ -	$ -	$ -

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 148,541	$ 147,858	$ 163,781	$ 156,838	$ 171,613	$ 174,833
Operating & Maintenance	$ 25,565	$ 33,596	$ 30,050	$ 25,981	$ 30,486	$ 29,686
Minor Capital	$ 4,122	$ 421	$ 1,000	$ 4,673	$ 1,000	$ 1,200
Department Total	**$ 178,228**	**$ 181,875**	**$ 194,831**	**$ 187,492**	**$ 203,099**	**$ 205,719**

DEPARTMENT DESCRIPTION

Function: General Government

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

2019-2020 ACCOMPLISHMENTS

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

DEPARTMENTAL GOALS

1. Provide timely financial and budget information to the City Council, staff and the community .

2. Maintain adequate reserves in all City Funds.

3. Efficiently manage the City's financial operations and maintain fiscal policies.

OBJECTIVES

A. Continue to ensure that the City's finances are open and transparent.

B. Monitor daily cash balances in order to maximize the amount of funds that may be invested in safe and liquid investments.

C. Monitor internal controls for handling funds received and disbursed.

D. Ensure efficient accounts payable processing and time management.

E. Ensure efficient accounts receivable and Utility Billing processing.

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	110,501	115,073	125,532	119,370	131,729	133,741
50030	Hourly Employees	6,195	-	-	-	-	-
50120	Employer SS/MC	2,009	1,705	1,856	1,880	1,946	1,976
50130	UI & Employee Training Tax	402	314	401	308	401	401
50200	PERS Retirement	7,852	8,466	8,781	8,328	9,902	10,416
50300	Workers Compensation	3,996	3,715	3,617	3,615	3,674	4,213
50400	Medical Benefit	14,397	15,395	15,993	15,787	15,993	15,997
50410	Employer Paid DCP	3,044	3,055	7,450	7,409	7,817	7,937
50500	Group Life Ins Benefit	144	135	151	141	151	152
	EMPLOYEE SERVICES SUBTOTAL:	**148,541**	**147,858**	**163,781**	**156,838**	**171,613**	**174,833**
OPERATING & MAINTENANCE							
60021	Audit	9,167	8,742	9,500	9,024	9,690	9,690
60210	Computer Maintenance & Software	-	368	500	-	500	500
60650	Membership & Publication	1,250	995	1,250	1,250	1,250	1,250
60710	Travel & Training	1,524	1,829	5,000	2,594	5,000	5,000
60800	Contract Services	12,123	21,210	12,300	12,568	12,546	12,546
60900	Miscellaneous	378	-	400	50	400	200
61130	Office Supplies	1,122	452	1,100	495	1,100	500
	OPERATING & MAINTENANCE SUBTOTAL:	**25,565**	**33,596**	**30,050**	**25,981**	**30,486**	**29,686**
MINOR CAPITAL							
72100	Office Equipment	259	-	-		-	-
72200	Office Furniture	3,864	421	-		-	-
72300	Computer Equipment	-		1,000	4,673	1,000	1,200
	MINOR CAPITAL SUBTOTAL:	**4,122**	**421**	**1,000**	**4,673**	**1,000**	**1,200**
	420 - FINANCE TOTAL:	**178,228**	**181,875**	**194,831**	**187,492**	**203,099**	**205,719**

EMPLOYEE SERVICES	**Budget 2019-20**	**Adopted 2020-21**	**Proposed 2020-21**
Finance Director	0.50	0.50	0.50
Accounting Specialist (1)	0.50	0.50	0.50
Revenue Specialist (1)	0.20	0.20	0.20
Accounting Technician (1)	0.20	0.20	0.20
Total:	1.40	1.40	1.40

50000	Staff Salaries	$ 125,532	$ 131,729	$ 133,741
	Includes salaries involving the Accounting Specialist, Revenue Specialist, Accounting Technician, and Finance Director.			
50030	Hourly employees	$ -	$ -	$ -
	Includes part-time employee.			
Benefits:				
50120	Employer SS/MC	$ 1,856	$ 1,946	$ 1,976
	Federal law requires Medicare payments paid by both the City and employee.			
50130	UI & Employee Training Tax	$ 401	$ 401	$ 401
	Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.			
50200	PERS Retirement	$ 8,781	$ 9,902	$ 10,416
	Represents the allocation of Public Employees Retirement System (PERS) employer cost. Normal cost for FY 19/20 and FY 20/21 are 7.072% and 7.6% respectively.			
50300	Workers Compensation	$ 3,617	$ 3,674	$ 4,213
	Reflects cost to provide worker's compensation coverage.			
50400	Medical Benefit	$ 15,993	$ 15,993	$ 15,997
	Includes dental/vision insurance and $800 medical insurance paid per month by the City for the positions in this department.			
50410	Employer Paid DCP	$ 7,450	$ 7,817	$ 7,937
	Reflects the City's 6% contribution towards the employee's deferred compensation program.			
50500	Group Life Insurance Benefit	$ 151	$ 151	$ 152
	Reflects annual life insurance cost as employee benefits.			

OPERATING AND MAINTENANCE

60021	Audit	$ 9,500	$ 9,690	$ 9,690
	Reflects a 33 percent cost of the annual audit. Costs are split between the General, Wastewater, and Water Fund.			
60210	Computer Maintenance & Software	$ 500	$ 500	$ 500
	Reflects annual computer maintenance costs.			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60650	Membership & Publication	$ 1,250	$ 1,250	$ 1,250
	Includes dues for the California Society of Municipal Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications.			
60710	Travel & Training	$ 5,000	$ 5,000	$ 5,000
	Reflects attendance at conferences, seminars, courses and relation training programs.			
60800	Contract Services	$ 12,300	$ 12,546	$ 12,546
	Includes contract with Hinderliter De Llamas (HDL) for sales tax and property tax services.			
60900	Miscellaneous	$ 400	$ 400	$ 200
	Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.			
61130	Office Supplies	$ 1,100	$ 1,100	$ 500
	Reflects costs for department office supplies.			
MINOR CAPITAL				
72100	Office Equipment	$ -	$ -	$ -
	Reflects acquisition of equipment.			
72200	Office Furniture	$ -	$ -	$ -
	Reflects acquisition of furniture.			
72300	Computer Equipment	$ 1,000	$ 1,000	$ 1,200
	Reflects systems upgrades to Windows 10.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 1,919,642	$ 1,996,689	$ 2,019,440	$ 2,239,096	$ 2,206,169	$ 2,364,720
Minor Capital	$ -	$ -	$ 2,136	$ 2,307	$ -	$ -
Department Total	**$ 1,919,642**	**$ 1,996,689**	**$ 2,021,576**	**$ 2,241,403**	**$ 2,206,169**	**$ 2,364,720**

DEPARTMENT DESCRIPTION

Function: Public Safety

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

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

2019-2020 ACCOMPLISHMENTS

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

DEPARTMENTAL GOALS

Sheriff

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

Fire

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

OBJECTIVES

Sheriff

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

Fire

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

See Appendices for Performance Measures and Indicators.

DEPARTMENT EXPENDITURES

Account: 001-501

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
60800	Contract Services [1]	1,713,579	1,786,205	1,802,727	2,019,227	1,983,000	2,138,269
60810	Contract Services - Fire Dept.	202,152	205,904	212,081	215,268	218,444	221,726
61241	Utilities - Electric	3,911	4,580	4,632	4,601	4,725	4,725
	OPERATING & MAINTENANCE SUBTOTAL:	**1,919,642**	**1,996,689**	**2,019,440**	**2,239,096**	**2,206,169**	**2,364,720**
MINOR CAPITAL							
73500	Equipment	-	-	2,136	2,307	-	-
	MINOR CAPITAL SUBTOTAL:	**-**	**-**	**2,136**	**2,307**	**-**	**-**
	501 - PUBLIC SAFETY TOTAL:	**1,919,642**	**1,996,689**	**2,021,576**	**2,241,403**	**2,206,169**	**2,364,720**

[1] The City of Buellton contracts with the Santa Barbara County Sherriff's Department
FY 2020/21 Budgeted amount includes 8,948 hours purchased and cost of the Motor Deputy.

OPERATING & MAINTENANCE		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60800	Contract Services	$1,802,727	$ 1,983,000	$ 2,138,269
	Reflects contract with the County of Santa Barbara Sheriff's Department for public safety services.			
60810	Contract Services - Fire	$ 212,081	$ 218,444	$ 221,726
	Reflects contract with the County of Santa Barbara's Fire Department for thirty three percent of the salary for a Firefighter/Paramedic.			
61241	Utilities - Electric	$ 4,632	$ 4,725	$ 4,725
	Reflects electricity cost at Police Station.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 148,540	$ 161,468	$ 203,321	$ 200,322	$ 207,388	$ 205,789
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 148,540**	**$ 161,468**	**$ 203,321**	**$ 200,322**	**$ 207,388**	**$ 205,789**

DEPARTMENT DESCRIPTION

Function: Culture and Leisure

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

2019-2020 ACCOMPLISHMENTS

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

DEPARTMENTAL GOALS

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

OBJECTIVES

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

See Appendices for Performance Measures and Indicators.

Leisure Services - Library

DEPARTMENT EXPENDITURES

Account: 001-510

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
60800	Contract Services [1]	141,641	155,025	195,068	193,729	198,969	198,969
61211	Utilities - Water	3,242	3,169	4,000	3,175	4,080	3,200
61230	Utilities - Gas	994	440	422	605	431	620
61241	Utilities - Electric	2,663	2,834	3,831	2,813	3,908	3,000
	OPERATING & MAINTENANCE SUBTOTAL:	**148,540**	**161,468**	**203,321**	**200,322**	**207,388**	**205,789**
	510 - LIBRARY TOTAL:	**148,540**	**161,468**	**203,321**	**200,322**	**207,388**	**205,789**

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

OPERATING & MAINTENANCE		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60800	Contract Services	$ 195,068	$ 198,969	$ 198,969
	Reflects contract with the City of Goleta Library System to manage the Buellton Library.			
61211	Utilities - Water	$ 4,000	$ 4,080	$ 3,200
	Reflects costs associated with water usage at the library.			
61230	Utilities - Gas	$ 422	$ 431	$ 620
	Reflects gas cost at library.			
61241	Utilities - Electric	$ 3,831	$ 3,908	$ 3,000
	Reflects electricity cost at library.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 365,047	$ 367,926	$ 389,785	$ 344,376	$ 405,747	$ 412,330
Operating & Maintenance	$ 175,496	$ 174,125	$ 220,700	$ 127,475	$ 174,115	$ 200,400
Minor Capital	$ 2,869	$ 1,923	$ 3,000	$ 2,255	$ 3,060	$ 2,000
Department Total	**$ 543,411**	**$ 543,974**	**$ 613,485**	**$ 474,106**	**$ 582,922**	**$ 614,730**

DEPARTMENT DESCRIPTION

Function: Culture and Leisure

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

2019-2020 ACCOMPLISHMENTS

- Implemented new end-of-day weight room protocols.
- Established several new Teen Camp offerings to add to the Summer calendar of programs.
- Partnered with Monty Robert's Join Up International campaign to engage "at-risk" youth with horsemanship.
- Partnered with the Buellton Senior Center to create "Lunch Buddies" excursions to promote socialization and senior quality of life.

DEPARTMENTAL GOALS

1. Provide a full spectrum of recreation programs and activities for all age groups in the community.

2. Create and facilitate an Arts & Culture Committee to coordinate public art and cultural events in the community.

OBJECTIVES

A. Maintain a variety of recreational classes and instructors.

B. Foster partnerships and collaboration with local school districts, governmental agencies, non-profit organizations and service groups to increase recreational opportunities. Bike Skills course partner with SYV Youth Rec, participation with SYV HEAL group and Jonata and High School Wellness Committees. Cooperation with Linda Johansen to facilitate Collette travel opportunities. Discussion with SB Airbus on possible efficiencies for day and overnight trips.

C. Increase overall program participation.

Recreation

DEPARTMENT EXPENDITURES

Account: 001-511

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	201,029	210,476	217,756	205,452	225,851	228,403
50030	Hourly Employees	63,059	60,914	65,694	46,695	70,439	70,000
50120	Employer SS/MC	8,345	6,652	8,324	8,044	8,804	9,390
50130	UI & Employee Training Tax	3,656	2,326	2,839	2,540	2,899	2,765
50200	PERS Retirement	33,188	35,221	37,776	29,582	40,788	41,573
50300	Workers Compensation	9,349	6,900	8,166	8,165	7,265	9,496
50400	Medical Benefit	37,227	36,553	36,199	34,743	36,199	37,050
50410	Employer Paid DCP	8,855	8,585	12,685	8,840	13,157	13,307
50500	Group Life Ins Benefit	340	299	346	316	346	346
	EMPLOYEE SERVICES SUBTOTAL:	**365,047**	**367,926**	**389,785**	**344,376**	**405,747**	**412,330**
OPERATING & MAINTENANCE							
60210	Computer Maintenance & Software	549	1,151	500	4,161	510	2,400
60250	Maintenance and Repair	3,535	5,415	4,500	3,980	4,590	4,000
60252	Joint Use- Maintenance and Repair	1,221	3,188	4,000	515	4,080	4,000
60270	Maintenance - Vehicles	4,644	7,861	4,000	5,441	4,080	4,000
60310	Equipment Rental [1]	1,833	2,668	1,700	1,735	1,734	1,700
60510	Advertising	8,957	8,614	6,500	4,916	6,631	7,000
60800	Contract Services [2]	32,463	31,803	35,000	33,491	35,700	35,000
60900	Miscellaneous [3]	500	1,696	3,500	6,960	3,570	3,800
61130	Office Supplies	2,915	2,760	3,000	1,834	3,060	3,000
61280	Fuel - Vehicles	8,351	9,443	9,000	4,439	9,180	7,000
61290	Telephone and Internet	2,796	2,398	3,000	4,481	3,060	3,500
67135	Buellton Rec. Program - Trips	28,493	33,308	30,000	8,222	30,600	15,000
67140	Buellton Recreation Program	71,300	59,693	60,000	42,670	61,200	60,000
67141	Arts and Culture	-	-	50,000	2,500	-	50,000
67570	Recreation 50/50	7,937	4,127	6,000	2,130	6,120	-
	OPERATING & MAINTENANCE SUBTOTAL:	**175,496**	**174,125**	**220,700**	**127,475**	**174,115**	**200,400**
MINOR CAPITAL							
72100	Office Equipment	-	-	-		-	-
72200	Office Furniture	-	-	-		-	-
73500	Equipment	2,869	1,923	3,000	2,255	3,060	2,000
	MINOR CAPITAL TOTAL:	**2,869**	**1,923**	**3,000**	**2,255**	**3,060**	**2,000**
	511 - RECREATION TOTAL:	**543,411**	**543,974**	**613,485**	**474,106**	**582,922**	**614,730**

[1] Equipment rental consists of printer lease at the Recreation Center and event equipment (lights, poles, Cambros, etc.) for the Haunted House and other events.

[2] The Buellton School District increased the janitorial service contract for FY 19/20.

[3] Account includes merchant fees beginning fiscal year 2019-20. Merchant fees associated with the Recreation Center were previously recorded in 410 - Non-Departmental.

EMPLOYEE SERVICES	**Budget 2019-20**	**Adopted 2020-21**	**Proposed 2020-21**
Recreation Coordinator	1.00	-	-
Recreation Supervisor	-	1.00	1.00
Staff Assistant/Planning Technician	0.20	0.20	0.20
Recreation Center Coordinator	1.00	1.00	1.00
Youth Recreation Coordinator	1.00	1.00	1.00
Total:	3.20	3.20	3.20

50000	Staff Salaries	$ 217,756	$ 225,851	$ 228,403
	Includes salaries involving all full-time positions in the Recreation Department.			
50030	Hourly employees	$ 65,694	$ 70,439	$ 70,000
	Includes five part-time employees and seasonal employees.			
Benefits:				
50120	Employer SS/MC	$ 8,324	$ 8,804	$ 9,390
	Federal law requires Medicare payments paid by both the City and employee.			
50130	UI & Employee Training Tax	$ 2,839	$ 2,899	$ 2,765
	Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.			
50200	PERS Retirement	$ 37,776	$ 40,788	$ 41,573
	Represents the allocation of Public Employees Retirement System (PERS) employer cost.			
50300	Workers Compensation	$ 8,166	$ 7,265	$ 9,496
	Reflects cost to provide worker's compensation coverage.			
50400	Medical Benefit	$ 36,199	$ 36,199	$ 37,050
	Includes dental/vision insurance and $800 medical insurance paid per month by the City for the positions in this department.			
50410	Employer Paid DCP	$ 12,685	$ 13,157	$ 13,307
	Reflects the City's contribution towards the employee's deferred compensation program for all employees in this department.			
50500	Group Life Insurance Benefit	$ 346	$ 346	$ 346
	Reflects annual life insurance cost as employee benefits.			

OPERATING AND MAINTENANCE

60210	Computer Maintenance & Software	$ 500	$ 510	$ 2,400
	Reflects computer maintenance costs.			
60250	Maintenance/Repair	$ 4,500	$ 4,590	$ 4,000
	Includes charges for repairs and maintenance at the Buellton Rec Office and the Zone.			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60252	Maintenance/Repair - Joint Use	$ 4,000	$ 4,080	$ 4,000
	Reflects joint facility repairs such as the gym, kitchen, weight room, restroom, and courtyard. The amount is 1/3 of facility rental fees collected.			
60270	Maintenance - Vehicles	$ 4,000	$ 4,080	$ 4,000
	Reflects maintenance of passenger bus.			
60310	Equipment Rental	$ 1,700	$ 1,734	$ 1,700
	Reflects lease for printer and for event equipment.			
60510	Advertising	$ 6,500	$ 6,631	$ 7,000
	Includes cost of printing and advertising recreation programs.			
60800	Contract Services	$ 35,000	$ 35,700	$ 35,000
	Reflects quarterly payment of $8,750 to Buellton Union School District for custodial services. The school district increased the janitorial service contract starting FY 19/20.			
60900	Miscellaneous	$ 3,500	$ 3,570	$ 3,800
	Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc. and for credit card merchant fees.			
61130	Office Supplies	$ 3,000	$ 3,060	$ 3,000
	Reflects costs for department office supplies.			
61280	Fuel - Vehicles	$ 9,000	$ 9,180	$ 7,000
	Reflects fuel for passenger bus.			
61290	Telephone/Internet	$ 3,000	$ 3,060	$ 3,500
	Reflects service for Comcast internet service and Verizon for cell phone service.			
67135	Buellton Rec Program Trips	$ 30,000	$ 30,600	$ 15,000
	Reflects trips organized for children and adults through Buellton Recreation.			
67140	Buellton Recreation Program	$ 60,000	$ 61,200	$ 60,000
	Includes Oak Valley afterschool program, supplies, flyers, and equipment.			
67141	Arts and Culture	$ 50,000	$ -	$ 50,000
	Funds the Arts and Culture Committee to bring artistic and cultural experiences to the community.			
67570	Recreation Program 50/50	$ 6,000	$ 6,120	$ -
	Reflects cost for joint events with the City of Solvang.			
MINOR CAPITAL				
72100	Office Equipment	$ -	$ -	$ -
	Reflects acquisition of equipment.			
72200	Office Furniture	$ -	$ -	$ -
	Reflects acquisition of furniture.			
73500	Equipment	$ 3,000	$ 3,060	$ 2,000
	Reflects acquisition of treadmill replacement.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 62,389	$ 60,064	$ 65,000	$ 50,211	$ 66,300	$ 65,000
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 62,389**	**$ 60,064**	**$ 65,000**	**$ 50,211**	**$ 66,300**	**$ 65,000**

DEPARTMENT DESCRIPTION

Function: Public Works

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

2019-20 ACCOMPLISHMENTS

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

DEPARTMENTAL GOAL

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

OBJECTIVES

A. Provide lighting in commercial and residential areas.

B. Lighting to be energy efficient, night-sky friendly, and to provide safety for the community.

Public Works - Street Lights

DEPARTMENT EXPENDITURES

Account: 001-550

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
61241	Utilities - Electric	62,389	60,064	65,000	50,211	66,300	65,000
	OPERATING & MAINTENANCE SUBTOTAL:	**62,389**	**60,064**	**65,000**	**50,211**	**66,300**	**65,000**
	550 - PW STREET LIGHTS TOTAL:	**62,389**	**60,064**	**65,000**	**50,211**	**66,300**	**65,000**

OPERATING & MAINTENANCE		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
61241	Utilities - Electric	$ 65,000	$ 66,300	$ 65,000
	Reflects electricity cost at various locations throughout the City.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 158,258	$ 328,324	$ 370,660	$ 275,696	$ 376,873	$ 376,873
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 158,258**	**$ 328,324**	**$ 370,660**	**$ 275,696**	**$ 376,873**	**$ 376,873**

DEPARTMENT DESCRIPTION

Function: Public Works

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

2019-2020 ACCOMPLISHMENTS

- Completed CIP# 092-314 Storm Drain Inlet/Catch Basin Retrofit Imiprovements (Phase 1).
- Completed cleaning of storm drain outfalls (east and west) at River View Park.
- Completed another fiscal year of NPDES compliance activities and reporting with no permit compliance violations.

DEPARTMENTAL GOALS

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

OBJECTIVES

A. Complete Capital Improvement Project #092-102 Storm Drain Outfall Repairs and Re-Establishment and #092-314 SD Inlet/Catch Basin Retrofit (Phase 2).
B. Continue annual storm drain maintenance activities.
C. Continue annual NPDES compliance activities and reporting.

Storm Water (Water Shed)

DEPARTMENT EXPENDITURES

Account: 001-551

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
60250	Maintenance and Repair [1]	-	20,460	20,000	-	20,000	20,000
60650	Membership & Publication	655	660	660	670	673	673
60800	Contract Services	130,656	142,712	160,000	132,816	163,200	163,200
67575	Regulatory Compliance [2]	18,067	139,347	150,000	142,210	153,000	153,000
77000	Transfer to Other Funds for CIPs	8,880	25,145	40,000	-	40,000	40,000
	OPERATING & MAINTENANCE SUBTOTAL:	**158,258**	**328,324**	**370,660**	**275,696**	**376,873**	**376,873**
	551 - Storm Water (Water Shed) TOTAL:	**158,258**	**328,324**	**370,660**	**275,696**	**376,873**	**376,873**

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

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

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

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 342,596	$ 369,246	$ 423,435	$ 339,620	$ 390,405	$ 441,735
Minor Capital	$ -	$ -	$ 5,000	$ 483	$ 5,000	$ 5,000
Department Total	**$ 342,596**	**$ 369,246**	**$ 428,435**	**$ 340,103**	**$ 395,405**	**$ 446,735**

DEPARTMENT DESCRIPTION

Function: Public Works

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

2019-2020 ACCOMPLISHMENTS

- Continued to provide clean, maintained and safe parks for the community.
- Completed Facilities Painting at River View Park.
- Grant funded PAWS Park support for maintenance activities.
- Grant funded Botanic Garden support for maintenance activities.
- Commenced design for Bike Skills Course at River View Park.

DEPARTMENTAL GOALS

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

OBJECTIVES

A. Continue to provide grant to support PAWS Park for maintenance activities.

B. Continue to provide grant to support the Botanic Garden for maintenance activities.

C. Complete the following Capital Improvement Projects (CIP):
- CIP#092-217: River View Park Basketball Court Resurfacing
- CIP#092-401: Misc River View Park Improvements

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
60059	Maintenance & Repair - Village Park	-	-	5,000	4,340	5,100	5,100
60254	Maintenance & Repair - Ave of Flags Medians	4,351	8,887	10,000	650	10,200	10,000
60255	Maintenance & Repair - Golf Course	17,773	50,226	20,000	6,500	20,400	20,000
60256	Maintenance & Repair - Oak Park	5,743	11,759	10,000	4,727	10,200	10,200
60257	Maintenance & Repair - Paws Park	21,711	16,332	20,000	18,075	20,400	20,400
60258	Maintenance & Repair - River View Park [1]	59,253	38,931	54,000	13,793	55,080	55,000
60259	Maintenance & Repair - Botanic Garden [2]	-	-	14,000	16,640	14,280	16,000
60310	Equipment Rental	-	745	500	-	510	-
60800	Contract Services	166,353	158,560	215,685	178,764	178,500	215,685
61111	Chemicals	-	-	250	-	255	250
61125	Small Equipment	-	40	500	902	510	510
61140	Operational Supplies	3,823	4,254	4,500	9,031	4,590	4,590
61211	Utilities - Water	57,417	73,994	60,000	82,015	61,200	75,000
61241	Utilities - Electric	6,173	5,518	9,000	4,183	9,180	9,000
	OPERATING & MAINTENANCE SUBTOTAL:	**342,596**	**369,246**	**423,435**	**339,620**	**390,405**	**441,735**
MINOR CAPITAL							
73500	Equipment	-	-	5,000	483	5,000	5,000
74100	Improvements	-	-	-	-	-	-
	MINOR CAPITAL SUBTOTAL:	**-**	**-**	**5,000**	**483**	**5,000**	**5,000**
	552 PUBLIC WORKS - PARKS TOTAL:	**342,596**	**369,246**	**428,435**	**340,103**	**395,405**	**446,735**

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

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

OPERATING & MAINTENANCE		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60059	Maintenance & Repair - Village Park *Covers miscellaneous maintenance and repairs.*	$ 5,000	$ 5,100	$ 5,100
60254	Maintenance & Repair - A of F Medians *Covers miscellaneous maintenance and repairs at the medians located on Avenue of Flags.*	$ 10,000	$ 10,200	$ 10,000
60255	Maintenance & Repair - Golf Course *Covers water conservation, building repairs and roof repairs.*	$ 20,000	$ 20,400	$ 20,000
60256	Maintenance & Repair - Oak Park *Covers repairs to playground equipment, restroom, picnic area, etc.*	$ 10,000	$ 10,200	$ 10,200
60257	Maintenance & Repair - Paws Park *Includes grant contribution for PAWS Park of $18,000 for park maintenance.*	$ 20,000	$ 20,400	$ 20,400
60258	Maintenance & Repair - River View Park *Covers maintenance cost for sidewalk, plants, restrooms, buildings, playground equipment, etc.*	$ 54,000	$ 55,080	$ 55,000
60259	Maintenance & Repair - Botanic Gardens *Reflects grant contribution of $14,000 for the Botanic Gardens.*	$ 14,000	$ 14,280	$ 16,000
60310	Equipment Rental *Covers cost of renting equipment needed for maintenance.*	$ 500	$ 510	$ -
60800	Contract Services *Reflects contract services with Rafael Ruiz and Valley Gardener for cleaning and maintenance of City Parks.*	$ 215,685	$ 178,500	$ 215,685
61110	Chemicals *Covers costs for pesticides, herbicides, and graffiti remover.*	$ 250	$ 255	$ 250
61125	Small Equipment *Covers cost of equipment and tools needed for maintenance.*	$ 500	$ 510	$ 510
61140	Operational Supplies *Covers cost of trash bags, dog bags, soaps, toilet paper, cleaning supplies, etc.*	$ 4,500	$ 4,590	$ 4,590
61211	Utilities - Water *Reflects costs associated with water usage at the City Parks.*	$ 60,000	$ 61,200	$ 75,000
61230	Utilities - Electricity *Reflects electricity cost at City Parks.*	$ 9,000	$ 9,180	$ 9,000

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
MINOR CAPITAL				
73500	Equipment *Reflects acquisition of park equipment.*	$ 5,000	$ 5,000	$ 5,000
74100	Improvements *Includes costs for miscellaneous park development costs.*	$ -	$ -	$ -

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 101,426	$ 113,554	$ 110,200	$ 100,688	$ 112,404	$ 110,200
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 101,426**	**$ 113,554**	**$ 110,200**	**$ 100,688**	**$ 112,404**	**$ 110,200**

DEPARTMENT DESCRIPTION

Function: Public Works

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

2019-2020 ACCOMPLISHMENTS

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

DEPARTMENTAL GOALS

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

OBJECTIVES

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

Public Works - Landscape Maintenance

DEPARTMENT EXPENDITURES

Account: 001-556

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
60250	Maintenance and Repair	15,294	8,215	5,000	620	5,100	5,000
60800	Contract Services	52,566	71,051	70,000	63,127	71,400	70,000
61211	Utilities - Water	32,555	33,256	34,000	36,039	34,680	34,000
61241	Utilities - Electric	1,011	1,032	1,200	903	1,224	1,200
	OPERATING & MAINTENANCE SUBTOTAL:	**101,426**	**113,554**	**110,200**	**100,688**	**112,404**	**110,200**
	556 - LANDSCAPE MAINTENANCE TOTAL:	**101,426**	**113,554**	**110,200**	**100,688**	**112,404**	**110,200**

OPERATING & MAINTENANCE		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60250	Maintenance and Repair *Covers miscellaneous maintenance and repairs.*	$ 5,000	$ 5,100	$ 5,000
60800	Contract Services *Reflects contract services with Valley Gardener for common landscaped areas of the City and portion of Highway 246.*	$ 70,000	$ 71,400	$ 70,000
61211	Utilities - Water *Reflects costs associated with water usage for irrigation.*	$ 34,000	$ 34,680	$ 34,000
61230	Utilities - Electricity *Reflects electricity cost.*	$ 1,200	$ 1,224	$ 1,200

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 389,582	$ 373,970	$ 418,192	$ 371,396	$ 432,764	$ 455,064
Operating & Maintenance	$ 137,652	$ 189,774	$ 228,150	$ 172,557	$ 232,713	$ 231,250
Minor Capital	$ 3,962	$ 2,192	$ 30,000	$ 2,005,342	$ 30,000	$ 31,500
Department Total	**$ 531,196**	**$ 565,936**	**$ 676,342**	**$ 2,549,295**	**$ 695,477**	**$ 717,814**

DEPARTMENT DESCRIPTION

Function: Public Works

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

2019-2020 ACCOMPLISHMENTS

- Completed regular and routine street sweeping activities city-wide.
- Completed regular and routine maintenance of facilities including janitorial services.
- Completed various repairs at Sheriff Station, City Hall, Planning Building, Library and Post Office.
- Commenced #092-215 Ave of Flags Specific Plan - Median 2.

DEPARTMENTAL GOALS

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

OBJECTIVES

A. Continue to maintain and repair public facilities.

B. Complete the following Capital Improvement Projects (CIP):
- CIP #092-215: Ave of Flags Specific Plan - Median 2
- CIP #092-214: Provide Emergency Generator at City Hall
- CIP #092-308: No. Ave of Flags Park & Ride

Public Works - General

DEPARTMENT EXPENDITURES

Account: 001-558

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	273,530	275,821	299,331	275,685	309,225	324,680
50030	Hourly Employees	-	-	-	-	-	-
50120	Employer SS/MC	3,969	3,863	4,472	4,700	4,615	4,840
50130	UI & Employee Training Tax	1,106	751	1,160	1,073	1,160	1,160
50200	PERS Retirement	39,623	35,986	41,089	31,632	44,258	49,006
50300	Workers Compensation	10,803	6,886	8,623	8,621	8,625	10,226
50400	Medical Benefit	47,089	40,341	46,769	38,307	46,769	47,290
50410	Employer Paid DCP	13,082	10,034	16,310	11,060	17,675	17,425
50500	Group Life Ins Benefit	380	288	437	320	437	437
	EMPLOYEE SERVICES SUBTOTAL:	**389,582**	**373,970**	**418,192**	**371,396**	**432,764**	**455,064**
OPERATING & MAINTENANCE							
60131	Laundry - Uniform	523	326	1,000	810	1,020	1,000
60210	Computer Maintenance & Software	163	179	2,000	276	2,040	2,000
60250	Maintenance and Repair	11,634	59,932	70,000	59,987	71,400	71,400
60270	Maintenance - Vehicles	6,154	5,688	10,000	7,777	10,200	10,200
60560	Signs	7,570	4,507	8,000	2,702	8,160	8,000
60650	Membership & Publication	779	743	1,000	395	1,020	1,000
60710	Travel & Training	1,275	3,465	1,500	3,008	1,530	3,000
60800	Contract Services	59,948	66,404	75,000	49,761	76,500	75,000
60900	Miscellaneous	54	1,073	500	290	510	500
61127	Tools	1,510	677	2,000	595	2,040	2,000
61130	Office Supplies	360	213	1,200	286	1,224	1,200
61131	Postage	25	-	-	-	-	-
61140	Operational Supplies	3,361	1,975	5,000	3,917	5,100	5,000
61211	Utilities - Water	34,675	34,907	35,000	32,827	35,700	35,000
61241	Utilities - Electric	-	-	950	-	969	950
61280	Fuel - Vehicles	5,874	6,060	8,000	6,156	8,160	8,000
67575	Regulatory Compliance	1,158	443	2,500	1,108	2,550	2,500
67600	Safety Equipment	458	1,627	1,500	975	1,530	1,500
67705	Telephone	2,132	1,555	3,000	1,687	3,060	3,000
	OPERATING & MAINTENANCE SUBTOTAL:	**137,652**	**189,774**	**228,150**	**172,557**	**232,713**	**231,250**
MINOR CAPITAL							
71100	Property Acquisition	-	-	-	2,000,000	-	-
72300	Computer Equipment	-	-	-	1,242	-	1,500
73100	Vehicle Replacement	-	-	-	-	-	-
73500	Equipment	-	196	5,000	4,100	5,000	5,000
74100	Improvements	3,962	1,996	25,000	-	25,000	25,000
	MINOR CAPITAL SUBTOTAL:	**3,962**	**2,192**	**30,000**	**2,005,342**	**30,000**	**31,500**
	558 -PUBLIC WORKS GENERAL TOTAL:	**531,196**	**565,936**	**676,342**	**2,549,295**	**695,477**	**717,814**

EMPLOYEE SERVICES	Budget 2019-20	Adopted 2020-21	Proposed 2020-21
Public Works Director	0.40	0.40	0.40
Facilities Maintenance Worker	0.40	0.40	0.40
Parks Foreman	1.00	1.00	1.00
Maintenance & Utility Fieldworker I (1)	0.40	0.40	0.40
Journeyman Maintenance & Utility Fieldworker (2)	0.80	0.80	0.80
Lead Maintenance & Utility Fieldworker (2)	0.80	0.80	0.80
Accounting Technician (split with Finance, Planning, W & WW)	0.25	0.25	0.25
Total:	4.05	4.05	4.05

50000	Staff Salaries *Includes salaries involving the allocation percentage for each position in this department.*	$ 299,331	$ 309,225	$ 324,680
50030	Hourly employees *Includes part-time employee.*	$ -	$ -	$ -
Benefits:				
50120	Employer SS/MC *Federal law requires Medicare payments paid by both the City and employee.*	$ 4,472	$ 4,615	$ 4,840
50130	UI & Employee Training Tax *Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.*	$ 1,160	$ 1,160	$ 1,160
50200	PERS Retirement *Represents the allocation of Public Employees Retirement System (PERS) employer cost.*	$ 41,089	$ 44,258	$ 49,006
50300	Workers Compensation *Reflects cost to provide worker's compensation coverage.*	$ 8,623	$ 8,625	$ 10,226
50400	Medical Benefit *Includes dental/vision insurance and $800 medical insurance paid per month by the City for the positions in this department.*	$ 46,769	$ 46,769	$ 47,290
50410	Employer Paid DCP *Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.*	$ 16,310	$ 17,675	$ 17,425
50500	Group Life Insurance Benefit *Reflects annual life insurance cost as employee benefits.*	$ 437	$ 437	$ 437

OPERATING AND MAINTENANCE

60131	Laundry - Uniforms *Reflects a 33 percent cost of laundry and uniform service for Public Works employees; 100% of groundskeeper uniform.*	$ 1,000	$ 1,020	$ 1,000

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60210	Computer Maintenance & Software *Reflects annual costs for license and support.*	$ 2,000	$ 2,040	$ 2,000
60250	Maintenance and Repair *Includes charges for City building, facilities, infrastructure and equipment maintenance and repair.*	$ 70,000	$ 71,400	$ 71,400
60270	Maintenance - Vehicles *Reflects cost of City vehicle maintenance.*	$ 10,000	$ 10,200	$ 10,200
60560	Signs *Includes sign replacement and upgrade of signs throughout the City caused by damage, missing, reflectivity, etc.*	$ 8,000	$ 8,160	$ 8,000
60650	Membership & Publications *Includes dues to Association of State Floodplain Managers (ASFPM), American Society of Civil Engineers (ASCE), and Water Environment Federation (WEF).*	$ 1,000	$ 1,020	$ 1,000
60710	Travel & Training *Reflects costs for employee training/seminars, license testing.*	$ 1,500	$ 1,530	$ 3,000
60800	Contract Services *Includes contract services for answering service (33 percent of cost), janitorial services, security systems for City Hall, and pest control services at City Hall, Post Office, Library, and Sheriff's Office.*	$ 75,000	$ 76,500	$ 75,000
60900	Miscellaneous *Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.*	$ 500	$ 510	$ 500
61127	Tools *Reflects costs for tools needed for repair and maintenance.*	$ 2,000	$ 2,040	$ 2,000
61130	Office Supplies *Reflects costs for department office supplies.*	$ 1,200	$ 1,224	$ 1,200
61140	Operational Supplies *Reflects costs for department operations supplies.*	$ 5,000	$ 5,100	$ 5,000
61211	Utilities - Water *Reflects costs associated with water usage for irrigation and potable water at City Hall and Council Chambers.*	$ 35,000	$ 35,700	$ 35,000
61230	Utilities - Electricity *Reflects cost of electricity at City Hall and Council Chambers.*	$ 950	$ 969	$ 950
61280	Fuel - Vehicles *Reflects fuel cost for City trucks.*	$ 8,000	$ 8,160	$ 8,000

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
67575	Regulatory Compliance *Includes annual emission fee paid to Santa Barbara County.*	$ 2,500	$ 2,550	$ 2,500
67600	Safety Equipment *Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.*	$ 1,500	$ 1,530	$ 1,500
67705	Telephone *Includes a portion of cell phone charges for the employees in this department.*	$ 3,000	$ 3,060	$ 3,000
MINOR CAPITAL				
71100	Property Acquisition *Reflects cost of acquiring property.*	$ -	$ -	$ -
72300	Computer Equipment *Reflects systems upgrade to Windows 10.*	$ -	$ -	$ 1,500
73100	Vehicle Replacement *Reflects cost of vehicle replacement.*	$ -	$ -	$ -
73500	Equipment *Reflects acquisition of miscellaneous equipment.*	$ 5,000	$ 5,000	$ 5,000
74100	Improvements *Includes Cash 4 Grass Rebate Program.*	$ 25,000	$ 25,000	$ 25,000

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 171,114	$ 217,983	$ 325,494	$ 287,289	$ 341,356	$ 359,594
Operating & Maintenance	$ 149,085	$ 128,595	$ 329,656	$ 123,467	$ 186,323	$ 270,902
Minor Capital	$ 9,801	$ 708	$ 1,000	$ 2,164	$ 1,000	$ 2,050
Department Total	**$ 330,000**	**$ 347,286**	**$ 656,150**	**$ 412,920**	**$ 528,679**	**$ 632,546**

DEPARTMENT DESCRIPTION

Function: Community Development

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

2019-2020 ACCOMPLISHMENTS

- The Vineyard Village Townhomes project has completed construction on all 155 townhome units after a five year process.
- Consultant contracts have been entered into and work has begun on the Land Use and Circulation Element update of the Buellton General Plan.
- Four development projects are in various stages of the development review process within the Avenue of Flags Specific Plan area under the new guidelines. This includes three mixed use projects and a gas station proposal.
- A new Assistant Planner was hired in September 2019.

DEPARTMENTAL GOALS

1. Effectively administer the General Plan, Zoning Ordinance and Subdivision Ordinance.

2. Provide effective and efficient delivery of planning services to the public.

3. Goal of code enforcement is to ensure a clean and safe community in compliance with the Municipal Code.

OBJECTIVES

A. Complete a comprehensive update to the Circulation and Land Use elements of the Buellton General Plan.

B. Update City's Community Design Guidelines.

C. Ensure provisions set forth in zoning code and subdivision ordinance are kept up-to-date.

D. Continue to implement economic development policies and programs with a focus on the City's downtown area.

E. Maintain an effective and efficient code enforcement program.

F. Provide residents and other members of the public with timely and accurate information on upcoming projects and events in the City.

Community Development - Planning

DEPARTMENT EXPENDITURES

Account: 001-565

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	121,345	160,176	238,066	213,433	250,598	265,860
50010	Planning Commission Salaries	2,650	3,000	6,000	2,150	6,000	5,000
50030	Hourly Employees [1]	-	-	-	-	-	-
50120	Employer SS/MC	2,037	2,412	3,473	3,385	3,655	3,880
50130	UI & Employee Training Tax	559	459	873	858	873	875
50200	PERS Retirement	13,913	16,323	21,762	19,936	24,036	26,055
50300	Workers Compensation	5,057	5,853	6,858	6,857	6,990	8,373
50400	Medical Benefit	22,524	21,150	34,047	29,816	34,047	33,482
50410	Employer Paid DCP	2,805	8,413	14,085	10,541	14,827	15,740
50500	Group Life Ins Benefit	223	197	329	313	329	329
	EMPLOYEE SERVICES SUBTOTAL:	**171,114**	**217,983**	**325,494**	**287,289**	**341,356**	**359,594**
OPERATING & MAINTENANCE							
60210	Computer Maintenance & Software	5,963	1,385	2,040	2,050	2,081	2,025
60250	Maintenance and Repair	144	-	510	17	520	520
60310	Equipment Rental	5,832	5,788	6,120	5,793	6,242	8,000
60520	Advertising - Legal	2,059	737	2,000	1,328	2,040	2,000
60650	Membership & Publication	853	1,177	816	476	832	1,850
60710	Travel & Training	6,048	9,068	5,100	3,216	5,202	5,200
60800	Contract Services [2]	108,435	94,585	296,240	97,940	152,240	234,881
60830	Contract Services - Engineering	5,764	4,978	6,120	2,507	6,242	5,800
60900	Miscellaneous	3,051	257	1,020	892	1,040	800
61130	Office Supplies	3,363	3,007	2,040	882	2,081	2,000
61131	Postage	27	-	-	10	-	25
61241	Utilities - Electric	2,609	2,629	2,550	2,823	2,601	2,601
67705	Telephone	4,936	4,984	5,100	5,533	5,202	5,200
	OPERATING & MAINTENANCE SUBTOTAL:	**149,085**	**128,595**	**329,656**	**123,467**	**186,323**	**270,902**
MINOR CAPITAL							
72100	Office Equipment	-	-	-	-	-	-
72200	Office Furniture	9,801	708	1,000	623	1,000	250
72300	Computer Equipment	-	-	-	1,541		1,800
	MINOR CAPITAL SUBTOTAL:	**9,801**	**708**	**1,000**	**2,164**	**1,000**	**2,050**
	565 - PLANING TOTAL:	**330,000**	**347,286**	**656,150**	**412,920**	**528,679**	**632,546**

[1] The budget was adopted with the assumption that City Council will approve a temporary position for a part-time mentor.
On May 23, 2019, City Council did not authorize the temporary position, therefore the budgeted item needs to be amended.

[2] Increase in FY 19/20 Includes cost for Land Use/Circulation Element Update.
Total cost of $200,000 including $65,000 budget for Traffic Study. 75%/25% split between budget year FY 19/20 and FY 20/21
($150,000 and $50,000, respectively). FY 20/21 budget amount reflects prior year carry over
Economic Development Consultant - Kosmont Companies: $20,000.
Contract Planner - Metroventures: $84,240

EMPLOYEE SERVICES	Budget 2019-20	Adopted 2020-21	Proposed 2020-21
Planning Director	1.00	1.00	1.00
Planning Commissioners (5)	5.00	5.00	5.00
Assistant Planner	1.00	1.00	1.00
Staff Assistant/Planning Tech	0.80	0.80	0.80
Accounting Technician (split with Finance, Planning, W & WW)	0.25	0.25	0.25
Total:	8.05	8.05	8.05

50000	Staff Salaries	$ 238,066	$ 250,598	$ 265,860
	Includes salaries involving the allocation percentage for each position in this department.			
50010	Planning Commission Salaries	$ 6,000	$ 6,000	$ 5,000
	Includes monthly payment of $100 per month per planning commissioner.			
50030	Hourly Employee	$ -	$ -	$ -
	Includes the cost of 500 billable hours for the Planning Mentor.			
Benefits:				
50120	Employer SS/MC	$ 3,473	$ 3,655	$ 3,880
	Federal law requires Medicare payments paid by both the City and employee.			
50130	UI & Employee Training Tax	$ 873	$ 873	$ 875
	Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.			
50200	PERS Retirement	$ 21,762	$ 24,036	$ 26,055
	Represents the allocation of Public Employees Retirement System (PERS) employer cost.			
50300	Workers Compensation	$ 6,858	$ 6,990	$ 8,373
	Reflects cost to provide worker's compensation coverage.			
50400	Medical Benefit	$ 34,047	$ 34,047	$ 33,482
	Includes dental/vision insurance and $800 medical insurance paid per month by the City for the positions in this department.			
50410	Employer Paid DCP	$ 14,085	$ 14,827	$ 15,740
	Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.			
50500	Group Life Insurance Benefit	$ 329	$ 329	$ 329
	Reflects annual life insurance cost as employee benefits.			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
60210	Computer Maintenance & Software	$ 2,040	$ 2,081	$ 2,025
	Reflects annual costs for license and support.			
60250	Maintenance/Repair	$ 510	$ 520	$ 520
	Includes charges for copier and miscellaneous maintenance and repairs.			
60310	Equipment Rental	$ 6,120	$ 6,242	$ 8,000
	Reflects monthly lease expense for copier.			
60520	Advertising - Legal	$ 2,000	$ 2,040	$ 2,000
	Includes cost to publish public hearing notices, meeting announcements, etc. in the local newspaper.			
60650	Membership & Publications	$ 816	$ 832	$ 1,850
	Includes dues to California Association of Code Enforcement Offices (CACEO), Subscription to local newspaper, and misc. publications.			
60710	Travel & Training	$ 5,100	$ 5,202	$ 5,200
	Reflects costs for attendance at conferences and seminars for Planning Commission and Staff.			
60800	Contract Services	$ 296,240	$ 152,240	$ 234,881
	Includes contract services for Economic Development consultation with Kosmont Companies ($20,000), Contract Planner with Metroventures ($82,240) and Land Use/Circulation Element Update ($150,000 for FY 19/20 and $50,000 for FY 20/21 for a total cost of $200,000).			
60830	Contract Services - Engineering	$ 6,120	$ 6,242	$ 5,800
	Includes contract services for GIS, CADD and mapping services.			
60900	Miscellaneous	$ 1,020	$ 1,040	$ 800
	Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.			
61130	Office Supplies	$ 2,040	$ 2,081	$ 2,000
	Reflects costs for department office supplies.			
61131	Postage	$ -	$ -	$ 25
	Reflects costs associated with electricity cost at 331B Park Street, Planning Office.			
61241	Utilities - Electric	$ 2,550	$ 2,601	$ 2,601
	Reflects costs associated with electricity cost at 331B Park Street, Planning Office.			
67705	Telephone	$ 5,100	$ 5,202	$ 5,200
	Reflects cost of phone service at planning office and cell phone service for planning staff.			
MINOR CAPITAL				
72200	Office Furniture	$ 1,000	$ 1,000	$ 250
	Reflects cost for purchasing office equipment for Green Business Certification maintenance.			
72300	Computer Equipment	$ -	$ -	$ 1,800
	Reflects systems upgrade to Windows 10.			

Enterprise Funds

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 346,443	$ 318,871	$ 346,563	$ 330,638	$ 361,700	$ 382,016
Operating & Maintenance	$ 842,712	$ 879,667	$ 1,496,707	$ 1,001,020	$ 1,382,362	$ 1,500,955
Minor Capital	$ 2,998	$ 7,409	$ 25,000	$ 7,043	$ -	$ 25,000
Department Total	**$ 1,192,153**	**$ 1,205,947**	**$ 1,868,269**	**$ 1,338,701**	**$ 1,744,062**	**$ 1,907,971**

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.

2019-2020 ACCOMPLISHMENTS

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

DEPARTMENTAL GOALS

1. To provide FOG and Industrial Waste Discharge (IWD) Programs in the community to assist in the capacity and operations of the public sewer conveyance and treatment systems.

2. To provide sewer conveyance and treatment service and maintain efficiency in operations, system and plant activities, and to improve plant capacity.

OBJECTIVES

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

B. Continue to provide FOG and IWD Programs.

Wastewater (Sewer)

DEPARTMENT EXPENDITURES

Account: 005-701

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	240,257	226,594	254,943	248,112	265,979	280,720
50030	Hourly Employees	-	-	-	-	-	-
50120	Employer SS/MC	3,770	3,265	3,849	4,116	4,009	4,223
50130	UI & Employee Training Tax	860	588	902	658	902	902
50200	PERS Retirement	25,330	39,151	28,213	26,508	30,840	35,021
50300	Workers Compensation	8,850	5,447	7,344	7,343	7,419	8,842
50400	Medical Benefit	58,235	36,981	36,892	31,773	36,892	36,650
50410	Employer Paid DCP	8,812	6,582	14,080	11,857	15,319	15,317
50500	Group Life Ins Benefit	328	263	340	271	340	341
	EMPLOYEE SERVICES SUBTOTAL:	**346,443**	**318,871**	**346,563**	**330,638**	**361,700**	**382,016**
OPERATING & MAINTENANCE							
50600	Insurance - Liability	11,647	8,818	10,000	6,866	10,200	7,500
50610	Insurance - Property	6,769	7,402	7,650	7,323	7,803	7,803
60021	Audit	9,167	8,742	9,500	8,892	9,690	9,690
60131	Laundry - Uniform	909	996	1,100	1,366	1,122	1,100
60210	Computer Maintenance & Software	13,508	12,129	12,500	12,481	12,750	12,750
60211	Data Processing Contract Maintenance	-	-	-	-	-	-
60250	Maintenance and Repair [1]	84,912	48,133	100,000	48,000	102,000	75,000
60270	Maintenance - Vehicles	6,763	4,782	6,000	9,996	6,120	8,000
60650	Membership & Publication	812	722	800	1,780	816	2,000
60710	Travel & Training	1,525	951	4,000	1,013	4,080	4,000
60800	Contract Services	230,348	277,525	250,000	250,105	255,000	250,000
60830	Contract Services - Engineering	6,338	45,764	50,000	2,000	51,000	50,000
60900	Miscellaneous	3,444	5,829	5,600	8,760	5,712	8,600
60905	CalPERS Unfunded Accrued Liability [2]	14,289	25,639	29,554	29,553	30,425	23,450
61111	Chemicals and Analysis	36,961	32,724	35,000	36,462	35,700	35,000
61127	Tools	1,982	1,030	2,000	1,349	2,040	2,000
61130	Office Supplies	2,305	3,230	2,000	1,026	2,040	2,000
61131	Postage	5,020	4,525	5,100	4,848	5,202	5,100
61140	Operational Supplies	4,804	2,039	4,500	4,407	4,590	4,500
61211	Utilities - Water	4,644	5,515	6,000	4,886	6,120	6,000
61241	Utilities - Electric	98,614	105,192	102,000	97,333	104,040	104,040
61280	Fuel - Vehicles	5,785	6,010	5,100	5,755	5,202	5,202
67575	Regulatory Compliance	16,527	18,170	25,000	22,610	25,500	25,500
67600	Safety Equipment	1,014	4,948	2,000	950	2,040	2,000
67705	Telephone	8,311	8,916	8,500	8,257	8,670	8,500
68110	Depreciation	266,312	239,936	275,000	275,000	280,500	280,500
69100	Transfer to Other Funds	-	-	537,803	150,000	404,000	560,720
	OPERATING & MAINTENANCE SUBTOTAL:	**842,712**	**879,667**	**1,496,707**	**1,001,020**	**1,382,362**	**1,500,955**

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

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
MINOR CAPITAL							
72300	Computer Equipment	-	1,211	-	7,043	-	-
73100	Vehicle Replacement	-	-	-	-	-	-
73500	Equipment	2,998	6,198	25,000	-	-	25,000
74100	Improvements	-		-	-	-	-
	MINOR CAPITAL SUBTOTAL:	**2,998**	**7,409**	**25,000**	**7,043**	**-**	**25,000**
	701 - WASTEWATER TOTAL:	**1,192,153**	**1,205,947**	**1,868,269**	**1,338,701**	**1,744,062**	**1,907,971**

[1] $50,000 is allocated to Sewer Collections System Cleaning (CCTV). It was formerly a part of CIP #092-702. CCTV is routine cleaning and does not enhance capacity.

[2] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.

EMPLOYEE SERVICES	**Budget 2019-20**	**Adopted 2020-21**	**Proposed 2020-21**
Public Works Director	0.30	0.30	0.30
Facilities Maintenance	0.30	0.30	0.30
Maintenance & Utility Fieldworker I (1)	0.30	0.30	0.30
Journeyman Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
Lead Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
Finance Director	0.25	0.25	0.25
Accounting Specialist	0.25	0.25	0.25
Revenue Specialist	0.40	0.40	0.40
Accounting Technician (split with Finance, Planning, W & WW)	0.15	0.15	0.15
Total:	3.15	3.15	3.15

50000	Staff Salaries *Includes salaries involving the allocation percentage for each position in this department.*	$ 254,943	$ 265,979	$ 280,720
50030	Hourly employees *Includes part-time employee.*	$ -	$ -	$ -
Benefits:			#	
50120	Employer SS/MC *Federal law requires Medicare payments paid by both the City and employee.*	$ 3,849	$ 4,009	$ 4,223
			0	
50130	UI & Employee Training Tax *Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.*	$ 902	$ 902	$ 902
50200	PERS Retirement *Represents the allocation of Public Employees Retirement System (PERS) employer cost.*	$ 28,213	$ 30,840	$ 35,021
50300	Workers Compensation *Reflects cost to provide worker's compensation coverage.*	$ 7,344	$ 7,419	$ 8,842
50400	Medical Benefit *Includes dental/vision insurance and $800 medical insurance paid per month by the City for the positions in this department.*	$ 36,892	$ 36,892	$ 36,650
50410	Employer Paid DCP *Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.*	$ 14,080	$ 15,319	$ 15,317
50500	Group Life Insurance Benefit *Reflects annual life insurance cost as employee benefits.*	$ 340	$ 340	$ 341

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
50600	Insurance - Liability	$ 10,000	$ 10,200	$ 7,500
	Includes 10 percent of City's liability insurance. 80 percent of cost is charged to the General Fund, and the remaining 10 percent to the Water Fund.			
50610	Insurance - Property	$ 7,650	$ 7,803	$ 7,803
	Includes 40 percent of City's fire insurance. 20 percent of cost is charged to the General Fund, and the remaining 40 percent to the Water Fund. This cost also includes earthquake and flood insurance on City property.			
60021	Audit	$ 9,500	$ 9,690	$ 9,690
	Reflects a 33 percent cost of the annual financial audit. Costs are split between the General, Wastewater, and Water Funds.			
60131	Laundry - Uniforms	$ 1,100	$ 1,122	$ 1,100
	Reflects a 33 percent cost of laundry and uniform service for Wastewater Plant operators.			
60210	Computer Maintenance & Software	$ 12,500	$ 12,750	$ 12,750
	Reflects annual costs for license and support which includes SCADA and Tyler Accounting Software			
60211	Data Processing Contract Maintenance	$ -	$ -	$ -
	Includes cost for support for Utility Billing Software.			
60250	Maintenance/Repair	$ 100,000	$ 102,000	$ 75,000
	Includes charges for Wastewater Treatment Plant maintenance and repair.			
60270	Maintenance - Vehicles	$ 6,000	$ 6,120	$ 8,000
	Reflects cost of city vehicle maintenance.			
60650	Membership & Publications	$ 800	$ 816	$ 2,000
	Includes dues to Water Reuse Association, California Water Environment Association, and to the State Water Resource Board.			
60710	Travel & Training	$ 4,000	$ 4,080	$ 4,000
	Reflects costs for employee training/seminars, license testing.			
60800	Contract Services	$ 250,000	$ 255,000	$ 250,000
	Includes contract services with Autosys, Wallace Group, Fluid Resource Management, answering service, water sample delivery, bio solid waste handling, safety equipment servicing and laundry service.			
60830	Contract Services - Engineering	$ 50,000	$ 51,000	$ 50,000
	Includes contract engineering services for work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades, and Regional Water Quality Control Board (RQQCB) compliance and permitting, sewer network model and inflow/infiltration study upgrade.			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60900	Miscellaneous	$ 5,600	$ 5,712	$ 8,600
	Other costs are due to various small WWTP related purchases.			
61131	CalPERS Unfunded Accrual Liability	$ 29,554	$ 30,425	$ 23,450
	Includes CalPERS Unfunded Liability (split with Water and General Fund). The Wastewater's CalPERS liability is 15 percent of the total cost ($197,024). This is a new account effective 7/1/19 for better transparency related to pension costs. Allocation to Water fund is 15 percent and allocation to General Fund is 70 percent.			
61211	Chemical/Analysis	$ 35,000	$ 35,700	$ 35,000
	Reflects costs associated with wastewater testing.			
61127	Tools	$ 2,000	$ 2,040	$ 2,000
	Reflects costs for tools needed for repair and maintenance.			
61130	Office Supplies	$ 2,000	$ 2,040	$ 2,000
	Reflects costs for department office supplies.			
61131	Postage	$ 5,100	$ 5,202	$ 5,100
	Reflects postage costs for utility bills.			
61140	Operational Supplies	$ 4,500	$ 4,590	$ 4,500
	Reflects costs for department operations supplies.			
61211	Utilities - Water	$ 6,000	$ 6,120	$ 6,000
	Reflects cost of water service at Wastewater Treatment Plant.			
61230	Utilities - Electricity	$ 102,000	$ 104,040	$ 104,040
	Reflects cost of electricity at Wastewater Treatment Plant.			
61280	Fuel - Vehicles	$ 5,100	$ 5,202	$ 5,100
	Reflects fuel cost for City trucks.			
67575	Regulatory Compliance	$ 25,000	$ 25,500	$ 25,500
	Includes annual compliance fees and permits with various regulatory agencies including: Air Pollution Board, Regional Water Quality Control Board, and County of Santa Barbara.			
67600	Safety Equipment	$ 2,000	$ 2,040	$ 2,000
	Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.			
67705	Telephone	$ 8,500	$ 8,670	$ 8,500
	Includes a portion of cell phone charges for the employees in this department.			
68110	*Depreciation*	$ 275,000	$ 280,500	$ 280,500
	Includes the depreciation of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
69100	*Transfer to Other Funds (WW Capital)*	$ 537,803	$ 404,000	$ 560,720
	Includes transfers from reserves for CIP. See Wastewater Capital Fund for details.			
MINOR CAPITAL				
72300	Computer Equipment	$ -	$ -	$ -
	Reflects systems upgrade to Windows 10.			
73100	Vehicles	$ -	$ -	$ -
	Reflects cost of vehicle replacement.			
73500	Equipment	$ 25,000	$ -	$ 25,000
	Reflects acquisition of Wastewater Treatment Plant equipment.			
74100	Improvements	$ -	$ -	$ -
	Includes improvements for Wastewater Treatment Plan.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 494	$ 786	$ 647,916	$ 172,916	$ 486,000	$ 586,000
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 494**	**$ 786**	**$ 647,916**	**$ 172,916**	**$ 486,000**	**$ 586,000**

DEPARTMENT DESCRIPTION

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

2019-2020 ACCOMPLISHMENTS

- Reference Fund 005-Sewer.

DEPARTMENTAL GOALS

- Reference Fund 005-Sewer.

OBJECTIVES

- Reference Fund 005-Sewer.

Wastewater Capital

DEPARTMENT EXPENDITURES

Account: 006-702

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
68110	Depreciation	494	786	22,916	22,916	36,000	36,000
69100	Transfer to Other Funds for CIPs	-	-	625,000	150,000	450,000	550,000
	OPERATING & MAINTENANCE SUBTOTAL:	**494**	**786**	**647,916**	**172,916**	**486,000**	**586,000**
MINOR CAPITAL							
74100	Improvements	-	-	-	-	-	-
	MINOR CAPITAL	**-**	**-**	**-**	**-**	**-**	**-**
	006-702 WASTEWATER CAPITAL TOTAL:	**494**	**786**	**647,916**	**172,916**	**486,000**	**586,000**

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
68110	Depreciation	$ 22,916	$ 36,000	$ 36,000
	Estimated depreciation. Includes the depreciation of utility plant, buildings, underground lines, vehicles,etc. Excludes land.			
69100	Transfer to Other Funds	$ 450,000	$ 450,000	$ 550,000
	Includes charges for the following Capital Improvement Projects (CIP) Fund 092:			
	Project #702: Sewer Collections System Clean CCTV	$ -	$ -	$ -
	Project #703: WWTP and Lift Station security and reliability project	$ -	$ -	$ -
	Project #704: Sewer Line Replacement	$ 150,000	$ 150,000	$ 250,000
	Project #706: WWTP Facilities Maintenance	$ 300,000	$ 300,000	$ 300,000

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ 347,134	$ 320,896	$ 346,563	$ 330,638	$ 361,700	$ 382,016
Operating & Maintenance	$ 1,641,326	$ 1,834,478	$ 2,489,984	$ 2,280,261	$ 2,411,820	$ 2,526,593
Minor Capital	$ 1,656	$ -	$ 10,000	$ 2,621	$ -	$ 10,000
Department Total	**$ 1,990,115**	**$ 2,155,374**	**$ 2,846,546**	**$ 2,613,520**	**$ 2,773,520**	**$ 2,918,609**

DEPARTMENT DESCRIPTION

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

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

2019-2020 ACCOMPLISHMENTS

- Continued to meet compliance requirement and supply the community with potable water.
- Completed fire hydrant replacement at various locations throughout the City.
- Completed water main and supply line valve repairs at various locations throughout the City.
- Replaced broken water meters at various locations throughout the City.
- Completed Power Reliability Projects at 246 WTP and Booster.

DEPARTMENTAL GOALS

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

OBJECTIVES

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

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
EMPLOYEE SERVICES							
50000	Salaries	240,530	226,592	254,943	248,112	265,979	280,720
50030	Hourly Employees	-	-	-	-	-	-
50120	Employer SS/MC	3,760	3,265	3,849	4,116	4,009	4,223
50130	UI & Employee Training Tax	860	588	902	658	902	902
50200	PERS Retirement	25,273	41,489	28,213	26,508	30,840	35,021
50300	Workers Compensation	9,428	5,447	7,344	7,343	7,419	8,842
50400	Medical Benefit	58,172	36,672	36,892	31,773	36,892	36,650
50410	Employer Paid DCP	8,792	6,581	14,080	11,857	15,319	15,317
50500	Group Life Ins Benefit	320	262	340	271	340	341
	EMPLOYEE SERVICES SUBTOTAL:	**347,134**	**320,896**	**346,563**	**330,638**	**361,700**	**382,016**
OPERATING & MAINTENANCE							
50600	Insurance - Liability	11,647	8,818	10,000	6,866	10,200	7,500
50610	Insurance - Property	6,769	7,402	7,650	7,323	7,803	7,803
60021	Audit	9,167	8,742	9,500	8,892	9,690	9,690
60131	Laundry - Uniform	563	748	1,000	940	1,020	1,000
60210	Computer Maintenance & Software	14,155	12,766	15,000	14,625	15,300	15,000
60211	Data Processing Contract Maintenance	-	-	-	-	-	-
60250	Maintenance and Repair	74,741	44,201	50,000	71,400	51,000	65,000
60270	Maintenance - Vehicles	5,055	10,161	6,000	7,704	6,120	6,120
60550	Printing	-	-	-		-	-
60650	Membership & Publication	1,965	1,160	3,000	1,122	3,060	3,000
60710	Travel & Training [1]	1,503	154	12,000	4,834	12,240	12,000
60800	Contract Services	14,720	44,778	85,000	45,333	86,700	85,000
60830	Contract Services - Engineering	78,981	75,646	75,000	62,667	76,500	75,000
60900	Miscellaneous	4,148	7,623	5,500	8,694	5,610	9,000
60905	CalPERS Unfunded Accrued Liability [2]	14,289	25,639	29,554	29,553	30,425	23,450
61111	Chemicals and Analysis	35,126	34,691	40,000	38,667	40,800	40,000
61127	Tools	2,640	1,008	3,000	1,440	3,060	3,000
61130	Office Supplies	1,619	1,996	2,000	1,080	2,040	2,000
61131	Postage	5,020	4,500	5,100	4,407	5,202	5,100
61140	Operational Supplies	510	1,660	1,500	1,448	1,530	1,500
61240	Meter Expense	10,696	34,057	25,000	15,240	25,500	25,000
61241	Utilities - Electric	134,443	138,591	140,000	134,000	140,000	140,000
61280	Fuel - Vehicles	5,785	6,010	6,000	5,464	6,120	6,000
67575	Regulatory Compliance	19,582	17,755	21,000	22,800	21,420	21,000
67600	Safety Equipment	360	963	1,500	1,108	1,530	1,500
67610	Santa Ynez River Appropriation	18,265	25,059	25,000	25,500	25,500	30,000
67635	State Water Project	952,817	1,104,637	1,300,000	1,154,602	1,326,000	1,326,000
67705	Telephone	8,174	7,667	10,000	8,352	10,200	10,000
68110	Depreciation	208,584	208,046	220,000	220,000	224,400	224,400
69100	Transfer to Other Funds	-	-	380,680	376,200	262,850	371,530
	OPERATING & MAINTENANCE SUBTOTAL:	**1,641,326**	**1,834,478**	**2,489,984**	**2,280,261**	**2,411,820**	**2,526,593**

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

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
MINOR CAPITAL							
72300	Computer Equipment	-	-	-	3,940	-	-
73100	Vehicle Replacement	-	-	-	-	-	
73500	Equipment	1,656	-	10,000	2,621	-	10,000
74100	Improvements	-	-	-	-	-	
	MINOR CAPITAL SUBTOTAL:	**1,656**	**-**	**10,000**	**2,621**	**-**	**10,000**
	601 - WATER TOTAL:	**1,990,115**	**2,155,374**	**2,846,546**	**2,613,520**	**2,773,520**	**2,918,609**

[1] Appropriation increase for additional training for employees.

[2] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.

EMPLOYEE SERVICES	**Budget 2019-20**	**Adopted 2020-21**	**Proposed 2020-21**
Public Works Director	0.30	0.30	0.30
Facilities Maintenance	0.30	0.30	0.30
Maintenance & Utility Fieldworker I (1)	0.30	0.30	0.30
Journeyman Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
Lead Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
Finance Director	0.25	0.25	0.25
Accounting Specialist	0.25	0.25	0.25
Revenue Specialist	0.40	0.40	0.40
Accounting Technician (split with Finance, Planning, W & WW)	0.15	0.15	0.15
Total:	3.15	3.15	3.15

50000	Staff Salaries *Includes salaries involving the allocation percentage for each position in this department.*	$ 254,943	$ 265,979	$ 280,720
50030	Hourly employees *Includes part-time employee.*	$ -	$ -	$ -
Benefits:			#	
50120	Employer SS/MC *Federal law requires Medicare payments paid by both the City and employee.*	$ 3,849	$ 4,009	$ 4,223
			0	
50130	UI & Employee Training Tax *Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.*	$ 902	$ 902	$ 902
50200	PERS Retirement *Represents the allocation of Public Employees Retirement System (PERS) employer cost.*	$ 28,213	$ 30,840	$ 35,021
50300	Workers Compensation *Reflects cost to provide worker's compensation coverage.*	$ 7,344	$ 7,419	$ 8,842
50400	Medical Benefit *Includes dental/vision insurance and $800 medical insurance paid per month by the City for the positions in this department.*	$ 36,892	$ 36,892	$ 36,650
50410	Employer Paid DCP *Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.*	$ 14,080	$ 15,319	$ 15,317
50500	Group Life Insurance Benefit *Reflects annual life insurance cost as employee benefits.*	$ 340	$ 340	$ 341

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
50600	Insurance - Liability	$ 10,000	$ 10,200	$ 7,500
	Includes 10 percent of City's liability insurance. 80 percent of cost is charged to the General Fund, and the remaining 10 percent to the Wastewater Fund.			
50610	Insurance - Property	$ 7,650	$ 7,803	$ 7,803
	Includes 40 percent of City's fire insurance. 20 percent of cost is charged to the General Fund, and the remaining 40 percent to the Wastewater Fund. This cost also includes earthquake and flood insurance on City property.			
60021	Audit	$ 9,500	$ 9,690	$ 9,690
	Reflects a 33 percent cost of the annual financial audit. Costs are split between the General, Wastewater, and Water Funds.			
				#
60131	Laundry - Uniforms	$ 1,000	$ 1,020	$ 1,000
	Reflects a 33 percent cost of laundry and uniform service for Water Department employees.			
60210	Computer Maintenance & Software	$ 15,000	$ 15,300	$ 15,000
	Reflects annual costs for license and support which includes SCADA and Tyler Accounting Software.			
60211	Data Processing Contract Maintenance	$ -	$ -	$ -
	Includes cost for support for Utility Billing Software.			
60250	Maintenance/Repair	$ 50,000	$ 51,000	$ 65,000
	Includes charges for Water Plant maintenance and repair.			
60270	Maintenance - Vehicles	$ 6,000	$ 6,120	$ 6,120
	Reflects cost of city vehicle maintenance.			
60550	Printing	$ -	$ -	$ -
	Reflects cost for printing billing statements.			
60650	Membership & Publications	$ 3,000	$ 3,060	$ 3,000
	Includes membership dues for the American Works Association (AEEA), Cross Connection, Santa Barbara Purveyors Association, Underground Service Alert (USA), etc.			
60710	Travel & Training	$ 12,000	$ 12,240	$ 12,000
	Reflects costs for employee training/seminars, license testing.			
60800	Contract Services	$ 85,000	$ 86,700	$ 85,000
	Includes contract services for 33 percent of answering service, Backflow program management, SCADA maintenance program, courier, and rate study.			

EXPENDITURE NARRATIVE (continued)

FUND 020

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
60830	Contract Services - Engineering *Includes services for water system modeling and Atlas mapping.*	$ 75,000	$ 76,500	$ 75,000
60900	Miscellaneous *Other costs are due to various small water treatment plan related purchases.*	$ 5,500	$ 5,610	$ 9,000
61131	CalPERS Unfunded Accrued Liability *Includes CalPERS Unfunded Liability (split with Wastewater and General Fund). The Water Fund's CalPERS liability is 15 percent of the cost ($197,024).*	$ 29,554	$ 30,425	$ 23,450
61211	Chemical/Analysis *Reflects costs associated with water testing.*	$ 40,000	$ 40,800	$ 40,000
61127	Tools *Reflects costs for tools needed for repair and maintenance.*	$ 3,000	$ 3,060	$ 3,000
61130	Office Supplies *Reflects costs for department office supplies.*	$ 2,000	$ 2,040	$ 2,000
61131	Postage *Reflects postage costs for utility bills.*	$ 5,100	$ 5,202	$ 5,100
61140	Operational Supplies *Reflects costs for department operations supplies.*	$ 1,500	$ 1,530	$ 1,500
61240	Meter Expense *Reflects cost for new and replacement meters. New meter expense is offset by meter installation revenue.*	$ 25,000	$ 25,500	$ 25,000
61230	Utilities - Electricity *Reflects cost of electricity at Water Treatment Plant.*	$ 140,000	$ 140,000	$ 140,000
61280	Fuel - Vehicles *Reflects fuel cost for City trucks.*	$ 6,000	$ 6,120	$ 6,000
67575	Regulatory Compliance *Includes annual compliance fees and permits with various regulatory agencies including: State Water Resources Control Board (SWRCB) and County of Santa Barbara.*	$ 21,000	$ 21,420	$ 21,000
67600	Safety Equipment *Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.*	$ 1,500	$ 1,530	$ 1,500
67610	Santa Ynez River Appropriation *Reflects annual groundwater charges.*	$ 25,000	$ 25,500	$ 30,000

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
67635	State Water Project *Reflects charges to Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.*	$ 1,300,000	$ 1,326,000	$ 1,326,000
67705	Telephone *Includes a portion of cell phone charges for the employees in this department.*	$ 10,000	$ 10,200	$ 10,000
68110	*Depreciation* *Includes the depreciation of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.*	$ 220,000	$ 224,400	$ 224,400
69100	*Transfer to Other Funds (Water Capital)* *Includes transfers from reserves for CIP. See Water Capital Fund for details.*	$ 380,680	$ 262,850	$ 371,530

MINOR CAPITAL

72300	Computer Equipment *Reflects systems upgrade to Windows 10.*	$ -	$ -	$ -
73100	Vehicles *Reflects cost of vehicle replacement.*	$ -	$ -	$ -
73500	Equipment *Includes sampling, sounding, and generators.*	$ 10,000	$ -	$ 10,000
74100	Improvements *Includes improvements for Water Treatment Plant improvements, buildings, filters, booster stations, and ClearSCADA software.*	$ -	$ -	$ -

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DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 1,383	$ 1,887	$ 624,000	$ 339,000	$ 437,000	$ 437,000
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 1,383**	**$ 1,887**	**$ 624,000**	**$ 339,000**	**$ 437,000**	**$ 437,000**

DEPARTMENT DESCRIPTION

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

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

2017-2019 ACCOMPLISHMENTS

- Reference Fund 020 Water.

DEPARTMENTAL GOALS

- Reference Fund 020 Water.

OBJECTIVES

- Reference Fund 020 Water.

Water Capital

DEPARTMENT EXPENDITURES

Account: 021-602

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
68110	Depreciation	1,383	1,887	24,000	24,000	37,000	37,000
69100	Transfer to Other Funds for CIPs [1]	-	-	600,000	315,000	400,000	400,000
	OPERATING & MAINTENANCE SUBTOTAL:	**1,383**	**1,887**	**624,000**	**339,000**	**437,000**	**437,000**
MINOR CAPITAL							
74100	Improvements	-	-	-	-	-	-
	MINOR CAPITAL SUBTOTAL:	**-**	**-**	**-**	**-**	**-**	**-**
	021-602 WATER CAPITAL TOTAL:	**1,383**	**1,887**	**624,000**	**339,000**	**437,000**	**437,000**

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

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
68110	Depreciation	$ 24,000	$ 37,000	$ 37,000
	Estimated depreciation. Includes the depreciation of utility plant, buildings, underground lines,etc. Excludes land.			
69100	Transfer to Other Funds	$ 600,000	$ 400,000	$ 400,000
	Includes charges for the following Capital Improvement Projects (CIP) Fund 092.			
	Project #603: WTP Facilities Improvement	*$ 150,000*	*$ 150,000*	*$ 150,000*
	Project #607: Water Meter Upgrades	*$ 100,000*	*$ 100,000*	*$ 100,000*
	Project#608: WTP/Booster Power Reliability	*$ 200,000*	*$ 200,000*	*$ -*
	Project#609: Supplemental Well/WTP Feasibility	*$ 50,000*	*$ 50,000*	*$ 50,000*
	Project#610: Water Distribution System Improvement	*$ 100,000*	*$ 100,000*	*$ 100,000*
	Project#611: Recycled Water Concept/Feasibility - Joint Project	*$ -*	*$ -*	*$ -*

Special Revenue Funds

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 2,000	$ 1,000	$ 3,000	$ -	$ 3,000	$ 3,000
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 2,000**	**$ 1,000**	**$ 3,000**	**$ -**	**$ 3,000**	**$ 3,000**

DEPARTMENT DESCRIPTION

Function: Community Development

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

2017-2019 ACCOMPLISHMENTS

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

DEPARTMENTAL GOAL

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

OBJECTIVES

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

Housing

DEPARTMENT EXPENDITURES

Account: 023-580

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
60800	Contract Services	-	-	-	-	-	-
67385	Housing Assistance	-	-	-	-	-	-
67470	Mobile Home Repair	2,000	1,000	3,000	-	3,000	3,000
	OPERATING & MAINTENANCE SUBTOTAL:	**2,000**	**1,000**	**3,000**	**-**	**3,000**	**3,000**
MINOR CAPITAL							
74100	Improvements	-	-	-	-	-	-
	MINOR CAPITAL SUBTOTAL:	**-**	**-**	**-**	**-**	**-**	**-**
	023 -HOUSING TOTAL:	**2,000**	**1,000**	**3,000**	**-**	**3,000**	**3,000**

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
60800	Contract Services	$ -	$ -	$ -
	Charges under this budget item not currently expected.			
67385	Housing Assistance	$ -	$ -	$ -
	Reflects cost of housing assistance subsidy, or other related charges.			
67470	Mobile Home Repair	$ 3,000	$ 3,000	$ 3,000
	Includes mobile home repairs through the Buellton Senior Center.			

FUND 025 - GAS TAX

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

Proposed Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 365,952	$ 241,232	$ 349,575	$ 183,240	$ 352,253	$ 712,675
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 365,952**	**$ 241,232**	**$ 349,575**	**$ 183,240**	**$ 352,253**	**$ 712,675**

DEPARTMENT DESCRIPTION

Function: Public Works

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

2019-2020 ACCOMPLISHMENTS

- Completed Road Maintenance Project 18/19 - CIP# 092-317
- Contract has been awarded for Road Maintenance Project 19/20 - CIP#092-318

DEPARTMENTAL GOAL

1. Continue to fund street improvements and maintenance projects.

OBJECTIVES

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

			2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE								
60800	Contract Services		82,573	68,741	85,000	62,500	86,700	85,000
60830	Contract Services - Engineering		360	-	15,000	-	15,300	15,000
67265	Encroachment Permit Processing	[1]	175	10,680	10,000	4,073	10,200	10,000
67695	Annual Street Report		-	-	2,000	2,000	2,040	2,000
69100	Transfer to Other Funds		282,844	161,811	-	-	-	-
77000	Transfer to Other Funds for CIPs	[2]	-		237,575	114,667	238,013	600,675
	OPERATING & MAINTENANCE SUBTOTAL:		**365,952**	**241,232**	**349,575**	**183,240**	**352,253**	**712,675**
	025 -GAS TAX TOTAL:		**365,952**	**241,232**	**349,575**	**183,240**	**352,253**	**712,675**

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

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

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
60800	Contract Services	$ 85,000	$ 86,700	$ 85,000
	Reflects general engineering costs as required by the City and cost for engineering services for street operational improvements.			
60830	Contract Services - Engineering	$ 15,000	$ 15,300	$ 15,000
	Reflects costs related to traffic safety studies.			
67265	Encroachment Permit Processing	$ 10,000	$ 10,200	$ 10,000
	Reflects costs associated with encroachment permits processing.			
67695	Annual Street Report	$ 2,000	$ 2,040	$ 2,000
	Reflects General Engineering cost as requested by the City.			
77000	Transfer to Other Funds (for CIPs)	$ 237,575	$ 238,013	$ 600,675
	Includes charges for the following Capital Improvement Projects (CIP). Reference Fund 092.			
	Project #307 - McMurray Road Widening/TS Improvement	*$ 75,000*	*$ 150,000*	*$ 215,000*
	Project #316 - Road Maintenance Project 17/18	*$ -*	*$ -*	
	Project#317 - Road Maintenance 18/19	*$ 75,000*	*$ -*	*$ -*
	Project #318 - Road Maintenance 19/20	*$ 87,575*	*$ -*	*$ 85,675*
	Project #319 - Road Maintenance 20/21	*$ -*	*$ 88,013*	*$ 300,000*

FUND 027 - LOCAL TRANSPORTATION FUND

DEPARTMENT: 559/TDA GRANT

Proposed Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 46,622	$ 27,216	$ 226,500	$ 223,500	$ 127,800	$ 129,500
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 46,622**	**$ 27,216**	**$ 226,500**	**$ 223,500**	**$ 127,800**	**$ 129,500**

DEPARTMENT DESCRIPTION

Function: Public Works

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

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

2019-2020 ACCOMPLISHMENTS

- The City of Buellton continues to contract with the SYV Transit, the Breeze and Lompoc-Wine Country Express.
- Reserve funds have been set-aside for future bike and pedestrian trails.

DEPARTMENTAL GOALS

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

2. To construct bike and pedestrian paths in the City.

OBJECTIVES

A. Continue to provide Buellton residents with alternative transportation options such as bus routes with the Breeze, Lompoc Wine Country Express and Santa Ynez Valley Transit Dial-a-Ride.

B. Continue to allocate funds to the Bike and Pedestrian Reserve to accumulate enough funds to begin conceptual planning and design.

Local Transportation

DEPARTMENT EXPENDITURES

Account: 027-559

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
67115	Breeze Extension Pilot	25,122	-	65,000	65,000	66,300	65,000
67445	Lompoc - Wine Country Express	20,000	20,000	20,000	20,000	20,000	20,000
67685	SYVT Dial-A-Ride Subsidy	1,500	1,500	1,500	1,500	1,500	1,500
69100	Transfer to Other Funds	-	5,716	-	-	-	-
69400	Transfer to Bikes and Trails Reserve	-	-	20,000	20,000	20,000	20,000
77000	Transfer to Other Funds for CIPs [1]	-	-	120,000	117,000	20,000	23,000
	OPERATING & MAINTENANCE SUBTOTAL:	**46,622**	**27,216**	**226,500**	**223,500**	**127,800**	**129,500**
	027 - LOCAL TRANSPORTATION TOTAL:	**46,622**	**27,216**	**226,500**	**223,500**	**127,800**	**129,500**

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

FUND 027 - LOCAL TRANSPORTATION

EXPENDITURE DETAIL NARRATIVE

DEPARTMENT: 559/TDA GRANT

Proposed Revisions for FY 2020-21

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
67115	Breeze Extension Pilot	$ 65,000	$ 66,300	$ 65,000
	Reflects annual operating cost of Breeze 200 transit service.			
67445	Lompoc - Wine Country Express	$ 20,000	$ 20,000	$ 20,000
	Reflects cost of Wine Country Express transit service.			
67685	SYVT Dial-A-Ride Subsidy	$ 1,500	$ 1,500	$ 1,500
	Reflects annual cost of SYV Dial-A-Ride Subsidy.			
69400	Bikes and Trails transfer to Reserves	$ 20,000	$ 20,000	$ 20,000
	Reflects amount set-aside to fund future bike and trail projects.			
77000	Transfer to Other Funds (for CIPs)	$ 120,000	$ 20,000	$ 23,000
	Includes charges for the following Capital Improvement Projects (CIP). Reference Fund 092.			
	Project #207 - Santa Ynez River Trail Conceptual Plan and Feasibility Study	$ -	$ 20,000	$ 20,000
	Project #308 - North Avenue of Flags Park and Ride	$ 600,000	$ 50,000	$ 3,000

FUND 029 -TRANSPORTATION PLANNING

DEPARTMENT: 557/ENGINEERING

Proposed Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 40,415	$ 32,965	$ 45,000	$ 38,667	$ 45,000	$ 45,000
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 40,415**	**$ 32,965**	**$ 45,000**	**$ 38,667**	**$ 45,000**	**$ 45,000**

DEPARTMENT DESCRIPTION

Function: Public Works

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

2019-2020 ACCOMPLISHMENTS

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

DEPARTMENTAL GOAL

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

OBJECTIVES

A. Continue to work with MNS Engineers, Inc. and Caltrans to coordinate and plan transportation and transit services.

B. Contribute $5,000 as local share to SBCAG for SYR Multi-Purpose Trail alternative transportation planning study.

Transportation Planning

DEPARTMENT EXPENDITURES

Account: 029-557

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
60800	Contract Services	40,415	32,965	45,000	38,667	45,000	45,000
	OPERATING & MAINTENANCE SUBTOTAL:	**40,415**	**32,965**	**45,000**	**38,667**	**45,000**	**45,000**
	029 - TRANSPORTATION PLANNING TOTAL:	**40,415**	**32,965**	**45,000**	**38,667**	**45,000**	**45,000**

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
60800	Contract Services	$ 45,000	$ 45,000	$ 45,000
	Includes costs for transportation and transit coordination, planning, and Caltrans charges.			

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
Employee Services	$ -	$ -	$ -	$ -	$ -	$ -
Operating & Maintenance	$ 497,846	$ 218,800	$ 646,925	$ 537,833	$ 301,487	$ 680,325
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 497,846**	**$ 218,800**	**$ 646,925**	**$ 537,833**	**$ 301,487**	**$ 680,325**

DEPARTMENT DESCRIPTION

Function: Public Works

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

2017-2019 ACCOMPLISHMENTS

- Completed Road Maintenance Project 18/189 - CIP #092-317
- Contract has been awarded for Road Maintenance Project 19/20 - CIP#092-318

DEPARTMENTAL GOAL

1. Continue to fund street and sidewalk improvement projects.

OBJECTIVE

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

Measure A

DEPARTMENT EXPENDITURES

Account: 031-560

Proposed Revisions for FY 2020-21

		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Est. YTD	2020-21 Adopted	2020-21 Proposed
OPERATING & MAINTENANCE							
69100	Transfer to Other Funds	39,100	40,000	64,500	64,500	64,500	64,500
77000	Transfer to Other Funds for CIPs [1]	458,746	178,800	582,425	473,333	236,987	615,825
	OPERATING & MAINTENANCE SUBTOTAL:	**497,846**	**218,800**	**646,925**	**537,833**	**301,487**	**680,325**
	031 -MEASURE A TOTAL:	**497,846**	**218,800**	**646,925**	**537,833**	**301,487**	**680,325**

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

FUND 031 - MEASURE A

DEPARTMENT: 560/MEASURE A

EXPENDITURE DETAIL NARRATIVE

Proposed Revisions for FY 2020-21

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
OPERATING AND MAINTENANCE				
69100	Transfer to Other Funds	$ 64,500	$ 64,500	$ 64,500
	Includes transfer to Fund 027 (LTF) for transit operating costs ($54,500) and allocation for Multi-Purpose Trail reserve ($10,000).			
77000	Transfer to Other Funds for CIP	$ 582,425	$ 236,987	$ 615,825
	Includes charges for the following Capital Improvement Projects (CIP). Reference Fund 092.			
	Project #306 - Highway 246/Sycamore Pedestrian Crossing	*$ 70,000*	*$ -*	*$ -*
	Project #307 - McMurray Road Widening	*$ 150,000*	*$ -*	*$ -*
	Project #316 - Road Maintenance Project 17/18	*$ 150,000*	*$ -*	*$ -*
	Project #317 - Road Maintenance Project 18/19	*$ 250,000*	*$ 245,000*	*$ -*
	Project #318 - Road Maintenance Project 19/20	*$ -*	*$ 237,425*	*$ 232,325*
	Project #319 - Road Maintenance Project 20/21	*$ -*	*$ -*	*$ 383,500*

Category	Description	
50000	Salaries	
50010	Planning Commission Salaries	
50020	Council Salaries	
50025	Car Allowance	
50030	Hourly Employees	
50120	Employer SS/MC	
50130	UI & Employee Training Tax	
50200	PERS Retirement	
50300	Workers Compensation	
50400	Medical Benefit	
50410	Employer Paid DCP	
50500	Group Life Insurance Benefit	
50600	Insurance - Liability	
50610	Insurance - Property	
60011	Code Enforcement Expenses	
60012	Code Updates	
60013	Election Expense	
60014	Emergency Operations	
60015	Animal Control	
60021	Audit	
60022	Recruitment Expense	
60059	Maintenance & Repair - Village Park	
60131	Laundry - Uniform	
60210	Computer Maintenance & Software	
60211	Data Processing Contract Maintenance	
60250	Maintenance and Repair	
60252	Joint Use- Maintenance and Repair	
60254	Maintenance & Repair - Ave of Flags Medians	
60255	Maintenance & Repair - Golf Course	
60256	Maintenance & Repair - Oak Park	
60257	Maintenance & Repair - Paws Park	
60258	Maintenance & Repair - River View Park	
60259	Maintenance & Repair - Botanic Garden	
60270	Maintenance - Vehicles	
60310	Equipment Rental	
60510	Advertising	
60520	Advertising - Legal	
60550	Printing	
60560	Signs	
60650	Membership & Publication	
60710	Travel & Training	
60800	Contract Services	
60805	Maintenance & Repair - River View Park	
60810	Contract Services - Fire Dept.	
60830	Contract Services - Engineering	
60840	Contract Services - Legal Fees	
60900	Miscellaneous	
60910	Misc. Recognition Items	
60905	CalPERS Unfunded Accrued Liability	NEW
61110	Chemicals	
61111	Chemicals and Analysis	
61125	Small Equipment	
61127	Tools	

61130 Office Supplies
61131 Postage
61140 Operational Supplies
61210 Utilities - Sewer
61211 Utilities - Water
61230 Utilities - Gas
61240 Meter Expense
61241 Utilities - Electric
61280 Fuel - Vehicles
61290 Telephone and Internet
61292 Internet Access/Website Maintenance
61410 Newsletter
67115 Breeze Extension Pilot
67135 Buellton Rec. Program - Trips
67140 Buellton Recreation Program
67141 Arts and Culture
67265 Encroachment Permit Processing
67385 Housing Assistance
67200 Community Organization Support
67205 Senior Center Support
67370 H/R Expense
67430 LAFCO Contribution
67445 Lompoc - Wine Country Express
67470 Mobile Home Repair
67550 Prior-Year Adjustment
67620 SB County Mental Health Mobile Crisis Service
67570 Recreation 50/50
67575 Regulatory Compliance
67600 Safety Equipment
67610 Santa Ynez River Appropriation
67635 State Water Project
67685 SYVT Dial-A-Ride Subsidy
67695 Annual Street Report
67705 Telephone
69100 Transfer to Other Funds
69400 Transfer to Bikes and Trails Reserve
69600 Undesignated Misc. Support
67790 Visitor Bureau
68110 Depreciation
71100 Property Acquisition
72100 Office Equipment
72200 Office Furniture
72300 Computer Equipment
73100 Vehicle Replacement
73500 Equipment
74100 Improvements
77000 Transfer to Other Funds for CIPs NEW

ATTACHMENT 2

City of Buellton
Capital Improvement Project (CIP) Funding by fund
Current Fiscal Year Budget: 2019-20 and 2020-21

2020-21 Mid-Year Allocations

Project Number	PROJECT DESCRIPTION	FY 19-20 Budget	Carryovers from FY 19-20	FY 20-21 Original	FY 20-21 Revised*	2020-21 Fund Allocation *					
						General Fund	Gas Tax	LTF	Measure A	Water	WW
092-102	Storm Drain Outfall Repairs & Re-Establishment	40,000	-	40,000	**40,000**	40,000	-	-	-	-	-
092-201	Facilities Maintenance and Painting	-	-	-	**-**	-	-	-	-	-	-
092-207	Santa Ynez River Trail	50,000	-	50,000	**50,000**	30,000	-	20,000	-	-	-
092-211	Village Park Improvements	216,000	-	216,000	**-**	-	-	-	-	-	-
092-214	City Hall Emergency Generator/Electrical Replacement	40,000	40,000	-	**40,000**	40,000	-	-	-	-	-
092-215	Ave of Flags Specific Plan Implementation	1,277,773	1,057,773	1,000,000	**2,057,773**	2,057,773	-	-	-	-	-
092-217	RVP Basketball Court Resurfacing	80,000	80,000	-	**80,000**	80,000	-	-	-	-	-
092-218	RVP/Oak Park Facilities Painting [1]	-	-	25,000	**-**	-	-	-	-	-	-
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	150,000	carryovers	**150,000**	150,000	-	-	-	-	-
092-307	McMurray Road Widening / TS Improvements	200,000	175,000	600,000	**775,000**	560,000	215,000	-	-	-	-
092-308	North Avenue of Flags Park and Ride	100,000	3,000	carryovers	**3,000**	-	-	3,000	-	-	-
092-311	Industrial Way Street Lights	82,500	67,500	400,000	**467,500**	467,500	-	-	-	-	-
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	150,000	150,000	**300,000**	300,000	-	-	-	-	-
092-315	Ave of Flags Pedestrian/Drainage Improvements	-	-	-	**-**	-	-	-	-	-	-
092-317	2018-19 Road Maintenance Project	570,000	-	-	**-**	-	-	-	-	-	-
092-318	2019-20 Road Maintenance Project	475,000	465,000	carryover	**465,000**	147,000	85,675	-	232,325	-	-
092-319	2020-2021 Road Maintenace Project	-	-	475,000	**2,000,000**	1,316,500	300,000	-	383,500	-	-
092-401	Miscellaneous River View Park Improvements	50,000	-	50,000	**50,000**	50,000	-	-	-	-	-
092-603	WTP Facilities Improvement	150,000	-	150,000	**150,000**	-	-	-	-	150,000	-
092-607	Water Meter Upgrades	100,000	-	100,000	**100,000**	-	-	-	-	100,000	-
092-608	WTP/Booster Power Reliability	200,000	-	-	**-**	-	-	-	-	-	-
092-609	Supplemental Well/WTP Feasibility	50,000	50,000	50,000	**50,000**	-	-	-	-	50,000	-
092-610	Water Distribution System Improvements	100,000	-	100,000	**100,000**	-	-	-	-	100,000	-
092-704	Sewer Line Replacement	325,000	250,000	150,000	**250,000**	-	-	-	-	-	250,000
092-706	WWTP Facilities Improvements	300,000	-	300,000	**300,000**	-	-	-	-	-	300,000
	Transfer to CIP fund 92:	**5,226,273**	**2,488,273**	**3,640,000**	**7,428,273**	**5,238,773**	**600,675**	**23,000**	**615,825**	**400,000**	**550,000**

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

[1] Project was removed and can be completed as part of the operating budget.

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

	Project Number	Project Description	FY 2019-20 Budget	FY 2020-21 Proposed	FY 2021-22 Projected	FY 2022-23 Projected	FY 2023-24 Projected	Total Budget (All Years) plus actual prior to FY 2019-20	Start Date	End Date	Improvement Type
	092-102	Storm Drain Outfall Repairs and Re-Establishment	40,000	40,000	40,000	-	-	120,000	1st Qtr 2018	4th Qtr 2022	Drainage
REMOVED	092-201	Facilities Maintenance and Painting (See 001-410)	-	-	-	-	-	15,768	1st Qtr 2014	4th Qtr 2020	Public Buildings/Facilities
	092-205	City Hall Repairs (Roof, Restrooms)	-	-	50,000	-	-	50,000	Future		Public Buildings/Facilities
	092-207	Santa Ynez River Trail Conceptual Plan and Feasibility Study	50,000	50,000	50,000	75,000	100,000	365,000	1st Qtr 2017	4th Qtr 2024	Streets and Sidewalk
	092-211	Village Park Improvements (Combine funding with Developer) - (1)	216,000	-	-	-	-	216,000	1st Qtr 2017	4th Qtr 2020	Parks
	092-212	The Avenue Improvements - Median 1	-	-	-	-	-	-	Future		Public Buildings/Facilities
	092-214	City Hall Emergency Generator/Electrical Improvements	40,000	40,000	-	-	-	80,000	1st Qtr 2017	4th Qtr 2020	Public Buildings/Facilities
	092-215	Ave of Flags Specific Plan - Median 2	1,277,773	2,057,773	-	-	-	3,385,546	Ongoing		Public Buildings/Facilities
	092-217	RVP Basketball Court Resurfacing	80,000	80,000	-	-	-	160,000	1st Qtr 2019	4th Qtr 2020	Parks
REMOVED	092-218	RVP/Oak Park Facilities Painting	-	-	-	-	-	-	1st Qtr 2019	4th Qtr 2022	Parks
	092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	150,000	-	-	-	981,628	1st Qtr 2014	4th Qtr 2022	Streets and Sidewalk
	092-307	McMurray Road Widening / TS	200,000	775,000	400,000	-	-	1,618,672	1st Qtr 2014	4th Qtr 2022	Streets and Sidewalk
	092-308	No. Ave of the Flags Park and Ride	100,000	3,000	250,000	-	-	378,140	1st Qtr 2014	4th Qtr 2022	Public Buildings/Facilities
	092-311	Industrial Way Street Lights (General Fund)	82,500	467,500	-	-	-	575,975	1st Qtr 2016	4th Qtr 2022	Streets and Sidewalk
	092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	300,000	150,000	-	-	600,000	Ongoing		Drainage
	092-315	Avenue of the Flags Pedestrian/Drainage Improvements	-	-	-	-	-	-	1st Qtr 2018	4th Qtr 2020	Drainage
	092-317	2018-19 Road Maintenance Project	570,000	-	-	-	-	570,000	1st Qtr 2019	4th Qtr 2020	Streets and Sidewalk
	092-318	2019-20 Road Maintenance Project	475,000	465,000	-	-	-	940,000	1st Qtr 2019	4th Qtr 2020	Streets and Sidewalk
	092-319	2020-21 Road Maintenance Project	-	2,000,000	-	-	-	2,000,000	1st Qtr 2020	4th Qtr 2023	Streets and Sidewalk
	092-320	2021-22 Road Maintenance Project	-	-	750,000	-	-	750,000	1st Qtr 2021	4th Qtr 2023	Streets and Sidewalk
	092-321	2022-2023 Road Maintenance Project	-	-	-	750,000	-	750,000	1st Qtr 2022	4th Qtr 2024	Streets and Sidewalk
	092-322	2023-2024 Road Maintenance Project	-	-	-	-	750,000	750,000	1st Qtr 2023	4th Qtr 2025	Streets and Sidewalk
	092-401	Miscellenous River View Park Improvements	50,000	50,000				100,000	1st Qtr 2019	4th Qtr 2021	Parks
	092-603	WTP Facilities Improvement	150,000	150,000	150,000	150,000	150,000	1,125,851	Ongoing		Water
	092-605	WTP Backwash Reclamation Improvement Project	-	-	-	-	-	-	Future		Water
	092-607	Water Meter Upgrades	100,000	100,000	100,000	100,000	-	400,000	Ongoing		Water
	092-608	WTP/Booster Power Reliability	200,000	-	-	-	-	200,000	1st Qtr 2018	4th Qtr 2020	Water
	092-609	Supplemental Well/WTP Feasibility	50,000	50,000	-	-	-	100,000	1st Qtr 2019	4th Qtr 2021	Water
	092-610	Water Distribution System Improvements	100,000	100,000	100,000	100,000	100,000	500,000	Ongoing		Water
	092-703	WWTP and Lift Station Security and Reliability Project	-	-	100,000	-	-	100,000	See Project 092-706 - we actually kept this # and		Wastewater
	092-704	Sewer Line Replacement	325,000	250,000	150,000	150,000	150,000	1,025,000	1st Qtr 2014	4th Qtr 2024	Wastewater
	092-706	WWTP Facilities Improvements	300,000	300,000	150,000	150,000	150,000	1,470,484	Ongoing		Wastewater
	092-710	WWTP Lift Station and Plant Power Reliability	-	-	100,000	-	-	100,000	1st Qtr 2021	4th Qtr 2022	Wastewater
		TOTAL CAPITAL IMPROVEMENT PROGRAM:	5,226,273	7,428,273	2,540,000	1,475,000	1,400,000	19,428,064			

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

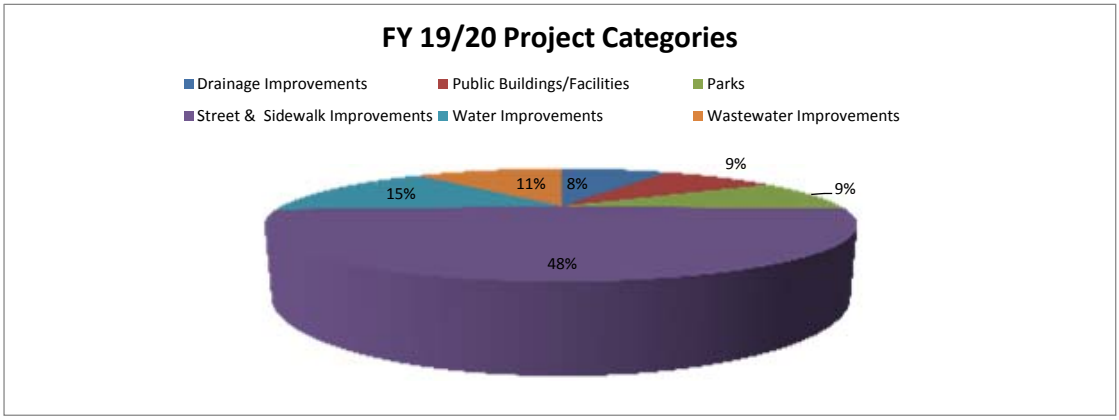
FUND BALANCE ANALYSIS - CAPITAL IMPROVEMENT PROJECT (CIP) FUNDING SOURCES (2019-20)

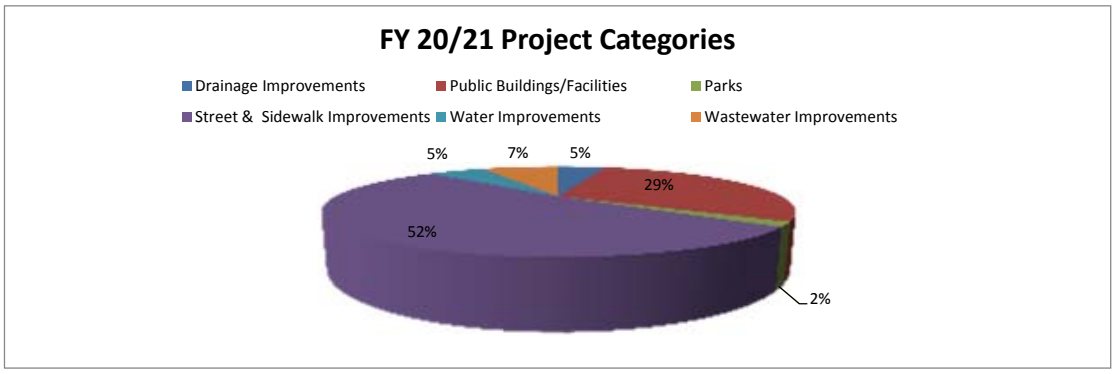
Fund Number		Est. 6/30/19 Fund Equity	FY 2019-20 Operating Revenue	FY 2019-20 Operating Expenditures	FY 2019-20 CIP Funding	Est. 6/30/20 Fund Equity
001	Transfer In from General Fund	10,281,687	8,304,821	6,932,388	3,061,273	8,592,847
006	Transfer In from Wastewater	104,216	522,916	22,916	625,000	(20,784)
021	Transfer In from Water Capital Fund	281,072	474,000	24,000	600,000	131,072
025	Transfer In from Gas Tax Fund	250,512	301,507	112,000	237,575	202,444
027	Transfer In from Local Transportation Fund	292,632	81,095	106,500	170,000	97,227
031	Transfer In from Measure A	469,248	363,613	64,500	582,425	185,936
	TOTAL TRANSFERS IN FUNDING FROM ALL FUNDS	11,679,367	10,047,952	7,262,304	5,276,273	9,188,742

Listing of CIP for FY 2019/20 by Category

Summary of Capital Improvement Program Expenditures

Project Category	FY 19/20 Current Budget	FY 20/21 Original Budget	FY 20/21 Proposed Budget
Drainage Improvements	$ 330,000	$ 190,000	$ 340,000
Public Buildings/Facilities	$ 340,000	$ 1,000,000	$ 2,195,773
Parks	$ 371,000	$ 75,000	$ 130,000
Street & Sidewalk Improvements	$ 1,947,500	$ 1,525,000	$ 3,917,500
Water Improvements	$ 600,000	$ 400,000	$ 400,000
Wastewater Improvements	$ 450,000	$ 450,000	$ 550,000
Total CIP Expenditures:	**$ 4,038,500**	**$ 3,640,000**	**$ 7,533,273**





Drainage Improvements

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation	FY 20/21 Allocation
091-102	Storm Drain Outfall & Repairs & Re-Establishment	40,000	40,000	40,000
092-314	Storm Drain Inlet & Catch Basin Retrofit Improvements	150,000	150,000	300,000
092-315	Ave of Flags Pedestrian/Drainage Improvements	140,000	-	-
	Drainage Improvements:	**330,000**	**190,000**	**340,000**

Public Buildings/Facilities

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation	FY 20/21 Allocation
092-201	Facilities Maintenance and Painting	50,000	-	-
092-214	City Hall Emergency Generator/Electrical Replacement	40,000	-	40,000
092-215	Ave of Flags Specific Plan - Median 2	200,000	1,000,000	2,152,773
092-308	No. Ave of Flags Park & Ride	50,000	-	3,000
	Public Buildings/Facilities Total:	**340,000**	**1,000,000**	**2,195,773**

Parks

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation	FY 20/21 Allocation
092-211	Village Park Improvements	216,000	-	-
092-217	RVP Basketball Court Resurfacing	80,000	-	80,000
092-218	RVP and Oak Park Facilities Painting	25,000	25,000	-
092-401	Miscellaneous River View Park Improvements	50,000	50,000	50,000

Listing of CIP for FY 2019/20 by Category

	Parks Total:	**371,000**	**75,000**	**130,000**

Streets and Sidewalks

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation	FY 20/21 Allocation
092-207	Santa Ynez River Trail	50,000	50,000	50,000
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	-	150,000
092-307	McMurray Road Widening/TS Improvement	200,000	600,000	775,000
092-311	Industrial Way Street Lights	82,500	400,000	467,500
092-317	Road Maintenance (FY 18/19)	470,000	-	-
092-318	Road Maintenance (FY 19/20)	475,000	-	475,000
092-319	Road Maintenance (FY 20/21)	-	475,000	2,000,000
	Streets and Sidewalks Total:	**1,947,500**	**1,525,000**	**3,917,500**

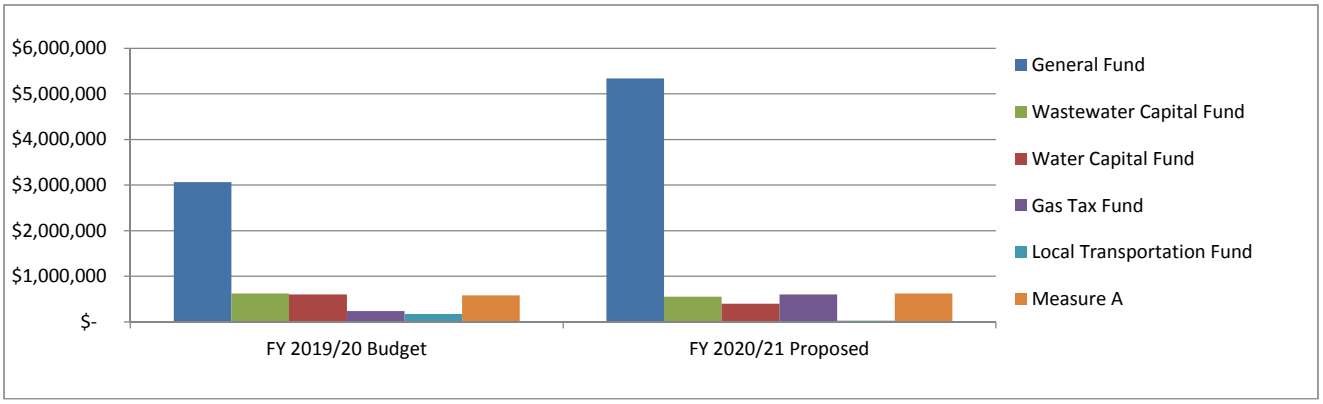
Water Improvements

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

Wastewater Improvements

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation	FY 20/21 Allocation
092-704	Sewer Line Replacement	150,000	150,000	250,000
092-706	WWTP Facilities Improvement	300,000	300,000	300,000
	Wastewater Improvements Total:	**450,000**	**450,000**	**550,000**

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



Fund: 092 - Capital Improvement Project Fund

Funding Source Summary		FY 2019/20 Budget	FY 2020/21 Original	FY 2020/21 Proposed
092-49727	001- General Fund	$ 3,061,273	$ 2,295,000	$ 5,336,773
092-49729	006- Wastewater Capital Fund	$ 625,000	$ 450,000	$ 550,000
092-49732	021- Water Capital Fund	$ 600,000	$ 400,000	$ 400,000
092-49726	025- Gas Tax Fund	$ 237,575	$ 238,013	$ 602,575
092-49733	027- Local Transportation Fund	$ 170,000	$ 20,000	$ 23,000
092-49728	031- Measure A	$ 582,425	$ 236,987	$ 620,925
	Total Funding:	**$ 5,276,273**	**$ 3,640,000**	**$ 7,533,273**

Project: 102 - Storm Drain Outfall Repairs & Re-Establishment		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-102- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-102- 70005	Design and Permitting	$ -	$ -	$ -
092-102- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-102- 71500	Project Management and Inspections	$ -	$ -	$ -
092-102- 74100	Construction/Improvements	$ 40,000	$ 40,000	$ 40,000
Project: 102 - Storm Drain Outfall Repairs & Re-Establishment		**$ 40,000**	**$ 40,000**	**$ 40,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 40,000	$ 40,000	$ -
	Total Funding:	**$ 40,000**	**$ 40,000**	**$ -**

Origination: Staff
Priority Requirement: Maintenance/Safety
Priority Level: 1 - Critical
Project Category: Drainage

Start Date: 1st Qtr 2018
End Date: 4th Qtr 2022
Total Budget (All Years): **$ 120,000**

Project Description:

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

Project: 201 - Facilities Maintenance & Painting		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-201- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-201- 70005	Design and Permitting	$ -	$ -	$ -
092-201- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-201- 71500	Project Management and Inspections	$ -	$ -	$ -
092-201- 74100	Construction/Improvements	$ 50,000	$ -	$ -
Project: 201 - Facilities Maintenance & Painting:		**$ 50,000**	**$ -**	**$ -**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 50,000	$ -	$ -
	Total Funding:	**$ 50,000**	**$ -**	**$ -**

Origination: Staff
Priority Requirement: Maintenance
Priority Level: 2 - Urgent
Project Category: Public Buildings/Facilities

Start Date: 1st Qtr 2014
End Date: 4th Qtr 2020
Total Budget (All Years): **$ 65,768**

Project Description:

Repair of dry-rot and fascia, as well as repairing various City buildings including Post Office, Library, Council Chambers and Sheriff Sub-Station. Project was removed in FY 2019/20. Repairs and maintenance can be performed under the operating repair and maintenance budget.

Project: 207 - Santa Ynez River Trail		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-207- 70000	Conceptual Plan and Feasibility	$ 50,000	$ 50,000	$ 50,000
092-207- 70005	Design and Permitting	$ -	$ -	$ -
092-207- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-207- 71500	Project Management and Inspections	$ -	$ -	$ -
092-207- 74100	Construction/Improvements	$ -	$ -	$ -
Project: 207 - Santa Ynez River Trail:		**$ 50,000**	**$ 50,000**	**$ 50,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 30,000	$ 30,000	$ 30,000
027	Local Transportation Fund	$ 20,000	$ 20,000	$ 20,000
	Total Funding:	**$ 50,000**	**$ 50,000**	**$ 50,000**

Origination: City Council
Priority Requirement: Master Plan Implementation
Priority Level: 3 - High
Project Category: Streets and Sidewalk

Start Date: 1st Qtr 2017
End Date: 4th Qtr 2024
Total Budget (All Years): **$ 305,000**

Project Description:

Multi-purpose trail along the Santa Ynez River as recommended in the Bicycle and Pedestrian Master Plan.

Project: 211 - Village Park Improvements		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-211- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-211- 70005	Design and Permitting	$ -	$ -	$ -
092-211- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-211- 71500	Project Management and Inspections	$ -	$ -	$ -
092-211- 74100	Construction/Improvements	$ 216,000	$ -	$ -
Project: 211 - Village Park Improvements		**$ 216,000**	**$ -**	**$ -**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 216,000	carryover	$ -
	Total Funding:	**$ 216,000**	**carryover**	**$ -**

Origination: City Council
Start Date: 1st Qtr 2017
Priority Requirement: Developer Requirement
End Date: 4th Qtr 2020
Priority Level: 3 - High
Total Budget (All Years): **$ 216,000**
Project Category: Parks

Project Description:

Construction of accessory structures (playgrounds, gazebo, restrooms, etc.) for new Village Park. Total project cost is $303,138. The Developer is required to contribute their share of project costs. Project was completed in FY 2019/20.

Project: 214 - City Hall Emergency Generator		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-214- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-214- 70005	Design and Permitting	$ -	$ -	$ -
092-214- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-214- 71500	Project Management and Inspections	$ -	$ -	$ -
092-214- 74100	Construction/Improvements	$ 40,000	$ -	$ 40,000
Project: 214 - City Hall Emergency Generator		**$ 40,000**	**$ -**	**$ 40,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 40,000	$ -	$ 40,000
	Total Funding:	**$ 40,000**	**$ -**	**$ 40,000**

Origination: Staff
Start Date: 1st Qtr 2017
Priority Requirement: Safety/Emergency Support
End Date: 4th Qtr 2020
Priority Level: 1 - Critical
Total Budget (All Years): **$ 40,000**
Project Category: Public Buildings/Facilities

Project Description:

Replacement of generator at City Hall and repair of electrical services to ensure entire facility is operating during power outages. Staff is working on applying for a grant to fund this project. Project is a roll-over from FY 2019/20.

Project: 215 - Avenue of Flags Specific Plan Implementation		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-215- 70000	Conceptual Plan and Feasibility	$ -	**carryover**	
092-215- 70005	Design and Permitting	$ 125,000	**carryover**	
092-215- 71200	Right of Way Acquisition	$ -	$ -	
092-215- 71500	Project Management and Inspections	$ 215,000	$ 100,000	$ 270,000
092-215- 74100	Construction/Improvements	$ 937,773	$ 900,000	$ 1,787,773
Project: 215 - Avenue of Flags Specific Plan Implementation		**$ 1,277,773**	**$ 1,000,000**	**$ 2,057,773**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 1,277,773	$ 1,000,000	$ 2,057,773
	Total Funding:	**$ 1,277,773**	**$ 1,000,000**	**$ 2,057,773**

Origination: City Council
Start Date: 3rd Quarter 2020
Priority Requirement: Avenue of Flags Specific Plan
End Date: 1st Quarter 2021
Priority Level: 3 - High
Total Budget (All Years): **$ 2,152,773**
Project Category: Public Buildings/Facilities

Project Description:

Begin initial phases for the design of Median 2 on the Avenue of Flags. Construction began in FY 2019/20 and budgeted amount was carried over to FY 2020/21.

Project: 217 - RVP Basketball Court Resurfacing		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-217- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-217- 70005	Design and Permitting	$ -	$ -	$ -
092-217- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-217- 71500	Project Management and Inspections	$ -	$ -	$ -
092-217- 74100	Construction/Improvements	$ 80,000	$ -	$ 80,000
Project: 217 - RVP Basketball Court Resurfacing		**$ 80,000**	**$ -**	**$ 80,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 80,000	$ -	$ 80,000
	Total Funding:	**$ 80,000**	**$ -**	**$ 80,000**

Origination: Staff
Start Date: 1st Qtr 2019
Priority Requirement: Maintenance
End Date: 4th Qtr 2021
Priority Level: 3 - High
Total Budget (All Years): **$ 80,000**
Project Category: Parks

Project Description:

River View Park's basketball court has cracks and raveling of the surface. It needs to be filled and resurfaced to extend life of court foundation. Rolled-over from FY 2019/20.

Project: 218 - RVP/Oak Park Facilities Painting		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-218- 70000	Conceptual Plan and Feasibility	$ -	$ -	
092-218- 70005	Design and Permitting	$ -	$ -	
092-218- 71200	Right of Way Acquisition	$ -	$ -	
092-218- 71500	Project Management and Inspections	$ -	$ -	
092-218- 74100	Construction/Improvements	$ 25,000	$ 25,000	$ -
Project: 218 - RVP/Oak Park Facilities Painting		**$ 25,000**	**$ 25,000**	**$ -**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 25,000	$ 25,000	
	Total Funding:	**$ 25,000**	**$ 25,000**	**$ -**

Origination: Staff
Priority Requirement: Maintenance
Priority Level: 3 - High
Project Category: Parks

Start Date: 1st Qtr 2019
End Date: 4th Qtr 2022
Total Budget (All Years): **$ 75,000**

Project Description:

Repair and maintenance of Park buildings and structures. Project will be removed from Capital Budget and be part of the Operating Budget.

Project: 306 - Phase III Hwy 246/Sycamore Ped Xing		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-306- 70000	Conceptual Plan and Feasibility	$ -		
092-306- 70005	Design and Permitting	$ -		
092-306- 71200	Right of Way Acquisition	$ -		
092-306- 71500	Project Management and Inspections	$ 90,000	carryover	$ 20,000
092-306- 74100	Construction/Improvements	$ 580,000	carryover	$ 130,000
Project: 306 - Phase III Hwy 246/Sycamore Ped Xing		**$ 670,000**	**$ -**	**$ 150,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 670,000	carryover	$ 150,000
	Total Funding:	**$ 670,000**	**carryover**	**$ 150,000**

Origination: Staff/City Council
Priority Requirement: Safety/Master Plan
Priority Level: 1 - Critical
Project Category: Streets and Sidewalk

Start Date: 1st Qtr 2014
End Date: 4th Qtr 2022
Total Budget (All Years): **$ 831,628**

Project Description:

Pedestrian crossing improvements to reduce street width and install flashing warning lights as recommended in the Bicycle and Pedestrian Master Plan and Safe Routes to School Plan. Design commenced during FY 17/18, and survey for base map has been completed. Project is ongoing and remaining FY 2019/20 budget was carried over to FY 2020/21.

Project: 307 - McMurray Road Widening/TS		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-307- 70000	Conceptual Plan and Feasibility	$ -	$ -	
092-307- 70005	Design and Permitting	$ 50,000	$ -	$ 25,000
092-307- 71200	Right of Way Acquisition	$ 150,000	$ -	$ 150,000
092-307- 71500	Project Management and Inspections	$ -	$ 100,000	$ 100,000
092-307- 74100	Construction/Improvements	$ -	$ 500,000	$ 500,000
Project: 307 - McMurray Road Widening/TS		**$ 200,000**	**$ 600,000**	**$ 775,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 125,000	$ 450,000	$ 560,000
025	Gas Tax Fund	$ 75,000	$ 150,000	$ 215,000
	Total Funding:	**$ 200,000**	**$ 600,000**	**$ 775,000**

Origination: Staff
Priority Requirement: Safety/General Plan
Priority Level: 2 - Urgent
Project Category: Streets and Sidewalk

Start Date: 1st Qtr 2014
End Date: 4th Qtr 2022
Total Budget (All Years): **$ 1,443,672**

Project Description:

Widening of the North leg of McMurray Road to allow for proper truck turning movements, relocating traffic signal frequency hit. *Note: Additional costs regarding Right of Way Acquisition and mitigating improvements are not included. Project is ongoing and remaining FY 2019/20 budget was carried over to FY 2020/21.

Project: 308 - No. Ave of Flags Park and Ride		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-308- 70000	Conceptual Plan and Feasibility	$ -	$ -	
092-308- 70005	Design and Permitting	$ 50,000	carryover	$ 3,000
092-308- 71200	Right of Way Acquisition	$ -	$ -	
092-308- 71500	Project Management and Inspections	$ -	$ -	
092-308- 74100	Construction/Improvements	$ -	$ -	
Project: 308 - No. Ave of Flags Park and Ride		**$ 50,000**	**$ -**	**$ 3,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
027	Local Transportation Fund	$ 50,000	carryover	$ 3,000
	Total Funding:	**$ 50,000**	**carryover**	**$ 3,000**

Origination: City Council
Priority Requirement: Historical Ridership need
Priority Level: 3 - High
Project Category: Public Buildings/Facilities

Start Date: 1st Qtr 2014
End Date: 4th Qtr 2022
Total Budget (All Years): **$ 325,140**

Project Description:

Second park and ride facility at the North-end of Avenue of Flags due to overflow of existing park and ride at South-end of Ave of Flags. Remaining FY 2019/20 budget was carried over FY 2020/21.

Project: 311 - Industrial Way Street Lights		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-311- 70000	Conceptual Plan and Feasibility	$ -	$ -	
092-311- 70005	Design and Permitting	$ 82,500	$ -	$ 67,500
092-311- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-311- 71500	Project Management and Inspections	$ -	$ 50,000	$ 50,000
092-311- 74100	Construction/Improvements	$ -	$ 350,000	$ 350,000
Project: 311 - Industrial Way Street Lights		**$ 82,500**	**$ 400,000**	**$ 467,500**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 82,500	$ 400,000	$ 467,500
	Total Funding:	**$ 82,500**	**$ 400,000**	**$ 467,500**

Origination: City Council
Start Date: 1st Qtr 2016
Priority Requirement: Safety
End Date: 4th Qtr 2022
Priority Level: 3 - High
Total Budget (All Years): **$ 508,478**
Project Category: Streets and Sidewalk

Project Description:

Installation of street lights on Industrial Way. There are currently no street lights on Industrial way. Industrial Way is used at night due to growth of new commercial businesses. City Council has provided direction on fixture type. Staff is coordinating with PG&E and with an electrical engineer on additional design information. Remaining FY 2019/20 Budget will be rolled over to FY 2020/21.

Project: 314 - SD Inlet/Catch Basin Retrofit Imp.		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-314- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-314- 70005	Design and Permitting	$ -	$ -	$ -
092-314- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-314- 71500	Project Management and Inspections	$ -	$ -	$ -
092-314- 74100	Construction/Improvements	$ 150,000	$ 150,000	$ 300,000
Project: 314 - SD Inlet/Catch Basin Retro Fit Imp.		**$ 150,000**	**$ 150,000**	**$ 300,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 150,000	$ 150,000	$ 300,000
	Total Funding:	**$ 150,000**	**$ 150,000**	**$ 300,000**

Origination: Staff
Start Date: Ongoing
Priority Requirement: Safety/Regulatory
End Date:
Priority Level: 3 - High
Total Budget (All Years): **$ 450,000**
Project Category: Drainage

Project Description:

Retrofit of the CIty's storm drain inlets with curb guard grates and appurteanat repairs such as curb painting, grouting, and replacement of lids and covers. The project will be separated into two phases. Contract was awarded on March 26, 2020. Phase 1 was awarded to CalPortland and Phase 2 was awarded to Taylor Jane Construction. Remaining FY 2019/20 Budget will be rolled

Project: 315 - Ave of Flags Pedestrian/Drainage Improvement		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-315- 70000	Conceptual Plan and Feasibility	$ -	$ -	
092-315- 70005	Design and Permitting	$ -	$ -	
092-315- 71200	Right of Way Acquisition	$ -	$ -	
092-315- 71500	Project Management and Inspections	$ -	$ -	
092-315- 74100	Construction/Improvements	$ 140,000	carryover	$ -
Project: 315 - Ave of Flags Pedestrian/Drainage Improvement		**$ 140,000**	**$ -**	**$ -**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 140,000		
	Total Funding:	**$ 140,000**	**$ -**	**$ -**

Origination: Staff/City Council
Priority Requirement: Safety
Priority Level: 3 - High
Project Category: Drainage

Start Date: 2nd Qtr 2020
End Date: 1st Qtr 2021
Total Budget (All Years): **$ 140,000**

Project Description:

Sidewalk and drainage improvements (potential phase of Avenue of Flags specific plan implementation). FY 2019/20 budgeted amount was moved to Project #092-215 for Project Management and Inpection costs and remaining budget amount will be carried over to FY 2020/21.

Project: 317- Road Maintenance Project (18/19)		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-317- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-317- 70005	Design and Permitting	$ -	$ -	$ -
092-317- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-317- 71500	Project Management and Inspections	$ 70,000	$ -	$ -
092-317- 74100	Construction/Improvements	$ 500,000	$ -	$ -
Project: 317- Road Maintenance Project (18/19)		**$ 570,000**	**$ -**	**$ -**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 150,000	$ -	$ -
025	Gas Tax Fund	$ 75,000	$ -	$ -
031	Measure A Fund	$ 345,000	$ -	$ -
	Total Funding:	**$ 570,000**	**$ -**	**$ -**

Origination: Staff
Priority Requirement: Safety/Maintenance - Pavement
Priority Level: 3 - High
Project Category: Streets and Sidewalk

Start Date: 1st Qtr 2019
End Date: 4th Qtr 2020
Total Budget (All Years): **$ 470,000**

Project Description:

Annual road maintenance per pavement management plan. Poject was completed on September 2019.

Project: 318- Road Maintenance Project (19/20)		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-318 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-318 70005	Design and Permitting	$ 75,000	$ -	$ 70,000
092-318 71200	Right of Way Acquisition	$ -	$ -	$ -
092-318 71500	Project Management and Inspections	$ 75,000	$ -	$ 70,000
092-318 74100	Construction/Improvements	$ 325,000	$ -	$ 325,000
Project: 318- Road Maintenance Project (19/20)		**$ 475,000**	**$ -**	**$ 465,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 150,000	carryover	$ 147,000
025	Gas Tax Fund	$ 87,575		$ 85,675
031	Measure A Fund	$ 237,425		$ 232,325
	Total Funding:	**$ 475,000**	**carryover**	**$ 465,000**

Origination: Staff
Priority Requirement: Safety/Maintenance - Pavement
Priority Level: 3 - High
Project Category: Streets and Sidewalk

Start Date: 1st Qtr 2020
End Date: 4th Qtr 2021
Total Budget (All Years): **$ 475,000**

Project Description:

Annual road maintenance per pavement management plan. Project will be rolled over from FY 2019/20.

Project: 319- Road Maintenance Project (20/21)		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-319 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-319 70005	Design and Permitting	$ -	$ 75,000	$ 120,000
092-319 71200	Right of Way Acquisition	$ -	$ -	
092-319 71500	Project Management and Inspections	$ -	$ 75,000	$ 180,000
092-319 74100	Construction/Improvements	$ -	$ 325,000	$ 1,700,000
Project: 319- Road Maintenance Project (20/21)		**$ -**	**$ 475,000**	**$ 2,000,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ -	$ 150,000	$ 1,407,287
025	Gas Tax Fund	$ -	$ 88,013	$ 300,445
031	Measure A Fund	$ -	$ 236,987	$ 292,268
	Total Funding:	**$ -**	**$ 475,000**	**$ 2,000,000**

Origination: Staff
Priority Requirement: Safety/Maintenance - Pavement
Priority Level: 3 - High
Project Category: Streets and Sidewalk

Start Date: 1st Qtr 2020
End Date: 4th Qtr 2023
Total Budget (All Years): **$ 2,000,000**

Project Description:

Annual road maintenance per pavement management plan. Streets included are all of McMurray Road and Industrial Way.

Project: 401- River View Park Miscellaneous Improvements		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-401 70000	Conceptual Plan and Feasibility	$ -	$ -	
092-401 70005	Design and Permitting	$ -	$ -	
092-401 71200	Right of Way Acquisition	$ -	$ -	
092-401 71500	Project Management and Inspections	$ -	$ -	
092-401 74100	Construction/Improvements	$ 50,000	$ 50,000	
Project: 401- River View Park Misc. Improvement Total:		**$ 50,000**	**$ 50,000**	**$ -**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 50,000	$ 50,000	
	Total Funding:	**$ 50,000**	**$ 50,000**	**$ -**

Origination: City Council
Priority Requirement: Safety/Maintenance - Pavement
Priority Level: 4 - Other
Project Category: Parks

Start Date: 1st Qtr 2019
End Date: 4th Qtr 2021
Total Budget (All Years): **$ 100,000**

Project Description:

Funds allocated are to support installation of Electric Vehicle Charging Station(s) (~$15,000), Bocce Ball Courts and appurtenant facilities (~$10,000), Bicycle Pump Tracks (~$15,000) and Sustainable Water feature (~$10,000) at River View Park. Funds identified here shall be used as the City's local match to pursue grant funding for implementation.

Project: 603 - WTP Facilities Improvement		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-603 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-603 70005	Design and Permitting	$ -	$ -	$ -
092-603 71200	Right of Way Acquisition	$ -	$ -	$ -
092-603 71500	Project Management and Inspections	$ -	$ -	$ -
092-603 74100	Construction/Improvements	$ 150,000	$ 150,000	$ 150,000
Project: 603 - WTP Facilities Improvement		**$ 150,000**	**$ 150,000**	**$ 150,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
021	Water Capital Fund	$ 150,000	$ 150,000	$ 150,000
	Total Funding:	**$ 150,000**	**$ 150,000**	**$ 150,000**

Origination: Staff
Priority Requirement: Maintenance
Priority Level: 1 - Critical
Project Category: Water

Start Date: Ongoing
End Date:
Total Budget (All Years): **$ 1,125,851**

Project Description:

Various repairs and replacement of water treatment plant facilities, including source pumps and production, storage and treatment. Work is ongoing.

Project: 607 - Water Meter Upgrades		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-607 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-607 70005	Design and Permitting	$ -	$ -	$ -
092-607 71200	Right of Way Acquisition	$ -	$ -	$ -
092-607 71500	Project Management and Inspections	$ -	$ -	$ -
092-607 74100	Construction/Improvements	$ 100,000	$ 100,000	$ 100,000
Project: 607 - Water Meter Upgrades		**$ 100,000**	**$ 100,000**	**$ 100,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
021	Water Capital Fund	$ 100,000	$ 100,000	$ 100,000
	Total Funding:	**$ 100,000**	**$ 100,000**	**$ 100,000**

Origination: Staff
Priority Requirement: Maintenance
Priority Level: 3 - High
Project Category: Water

Start Date: ongoing
End Date:
Total Budget (All Years): **$ 400,000**

Project Description:

Replacement of water meters throughout the City. Meters have not been changed since original installation. New meters are able to store short-term data and are also outfitted with radios capable to connect to future fixed base meter systems.

Project: 608 - WTP/Booster Power Reliability		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-608- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-608- 70005	Design and Permitting	$ -	$ -	$ -
092-608- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-608- 71500	Project Management and Inspections	$ -	$ -	$ -
092-608- 74100	Construction/Improvements	$ 200,000	$ -	$ -
Project: 608 - WTP/Booster Power Reliability		**$ 200,000**	**$ -**	**$ -**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
021	Water Capital Fund	$ 200,000		
	Total Funding:	**$ 200,000**	**$ -**	**$ -**

Origination: Staff
Priority Requirement: Safety/Emergency Support
Priority Level: 2 - Urgent
Project Category: Water

Start Date: 1st Qtr 2018
End Date: 4th Qtr 2020
Total Budget (All Years): **$ 200,000**

Project Description:

Installation and upgrade of power generator for one Water Treatment Plant and booster system to ensure water treatment and production during power outages. Project completed FY 2019/20.

Project: 609 - Supplemental Well/WTP Feasibility		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-609 70000	Conceptual Plan and Feasibility	$ 50,000	$ -	$ 50,000
092-609 70005	Design and Permitting	$ -	$ 50,000	$ -
092-609 71200	Right of Way Acquisition	$ -	$ -	$ -
092-609 71500	Project Management and Inspections	$ -	$ -	$ -
092-609 74100	Construction/Improvements	$ -	$ -	$ -
Project: 609 - Supplemental Well/WTP Feasibility		**$ 50,000**	**$ 50,000**	**$ 50,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
021	Water Capital Fund	$ 50,000	$ 50,000	$ 50,000
	Total Funding:	**$ 50,000**	**$ 50,000**	**$ 50,000**

Origination: Staff
Start Date: 1st Qtr 2020
Priority Requirement: Safety/Regulatory
End Date: 4th Qtr 2022
Priority Level: 3 - High
Total Budget (All Years): **$ 100,000**
Project Category: Water

Project Description:

Review of potential groundwater well sites and water treatment plant facilities as capacity for existing facilities is being reached. Project will be pushed back one year. FY 2019/20 budgeted amount will be carried forward.

Project: 610 - Water Distribution System Improvements		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-610- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-610- 70005	Design and Permitting	$ -	$ -	$ -
092-610- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-610- 71500	Project Management and Inspections	$ -	$ -	$ -
092-610- 74100	Construction/Improvements	$ 100,000	$ 100,000	$ 100,000
Project: 610 - Water Distribution System Improvements		**$ 100,000**	**$ 100,000**	**$ 100,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
021	Water Capital Fund	$ 100,000	$ 100,000	$ 100,000
	Total Funding:	**$ 100,000**	**$ 100,000**	**$ 100,000**

Origination: Staff
Start Date: Ongoing
Priority Requirement: Maintenance
End Date:
Priority Level: 1 - Critical
Total Budget (All Years): **$ 500,000**
Project Category: Water

Project Description:

Various repairs and replacement of water distribution systems, including distribution lines, valves, pumps, booster station, SCADA, hydrants, etc.

Project: 704 - Sewer Line Replacement		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-704- 70000	Conceptual Plan and Feasibility	$ 75,000	$ -	$ -
092-704- 70005	Design and Permitting	$ -	$ -	$ -
092-704- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-704- 71500	Project Management and Inspections	$ 50,000	$ -	$ 50,000
092-704- 74100	Construction/Improvements	$ 200,000	$ 150,000	$ 200,000
Project: 704 - Sewer Line Replacement		**$ 325,000**	**$ 150,000**	**$ 250,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
006	Wastewater Capital Fund	$ 325,000	$ 150,000	$ 250,000
	Total Funding:	**$ 325,000**	**$ 150,000**	**$ 250,000**

Origination: Staff
Start Date: 1st Qtr 2014
Priority Requirement: Maintenance
End Date: 4th Qtr 2024
Priority Level: 2 - Urgent
Total Budget (All Years): **$ 750,000**
Project Category: Wastewater

Project Description:

Repair of damaged, bellied, cracked lines, within the City sewer collection system as identified from the prior annual inspection. Ongoing Project. Remaining FY 2019/20 budget amount will be carried over to FY 2020/21 and currently budgeted FY 2020/21 amount wil be pushed back one year.

Project: 706 - WWTP Facilities Improvement		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Proposed
EXPENDITURES				
092-706- 70000	Conceptual Plan and Feasibility	$ -	$ -	$ -
092-706- 70005	Design and Permitting	$ -	$ -	$ -
092-706- 71200	Right of Way Acquisition	$ -	$ -	$ -
092-706- 71500	Project Management and Inspections	$ -	$ -	$ -
092-706- 74100	Construction/Improvements	$ 300,000	$ 300,000	$ 300,000
Project: 706 - WWTP Facilities Improvement		**$ 300,000**	**$ 300,000**	**$ 300,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
006	Wastewater Capital Fund	$ 300,000	$ 300,000	$ 300,000
	Total Funding:	**$ 300,000**	**$ 300,000**	**$ 300,000**

Origination: Staff
Start Date: Ongoing
Priority Requirement: Maintenance
End Date:
Priority Level: 1 - Critical
Total Budget (All Years): **$ 1,470,484**
Project Category: Wastewater

Project Description:

Various repairs and replacement of Wastewater Treatment Plant Facilities, including lift stations, SCADA, pumps, blowers, etc. Project is ongoing.

List for Improvement Type

Public Buildings/Facilities
Drainage
Streets and Sidewalk
Traffic (Streetlights)
Parks
Miscellaneous
Equipment
Water
Wastewater

Priority Level

1 - Critical
2 - Urgent
4 - Other
3 - High

Priority Requirement List

Maintenance
Maintenance/Safety
Master Plan Implementation
Developer Requirement
Safety/Emergency Support
Avenue of Flags Specific Plan
Safety/Master Plan
Safety/General Plan
Historical Ridership need
Safety
Safety/Maintenance - Pavement Management Plan
Safety/Regulatory
Resource Conservation/Sustainability

Origination

Staff
City Council
Staff/City Council