CITY OF BUELLTON

CITY COUNCIL AGENDA
Regular Meeting of June 11, 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 28, 2020 Regular City Council Meeting

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

3. Resolution No. 20-18 – "A Resolution of the City Council of the City of Buellton, California, Acknowledging the Receipt of and Ordering the Filing of the Annual Statement of Investment Policy for Fiscal Year 2020-21 with the City Council"

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

4. Contract Extension with Kosmont Companies for Economic Development Services

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

5. Biennial Review of Conflict of Interest Code

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

6. Approval of Bond Release for Flying Flags

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

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

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

PRESENTATIONS

PUBLIC HEARINGS (POSSIBLE ACTION)

8. Resolution No. 20-12 – "A Resolution of the City Council of the City of Buellton, California, Regarding the Commitments and Publishing the Report Required by Central Coast Water Authority Resolution Nos. 92-02 and 92-11"

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

COUNCIL MEMBER COMMENTS/ITEMS

WRITTEN COMMUNICATIONS

COMMITTEE REPORTS

BUSINESS ITEMS (POSSIBLE ACTION)

9. Approval of Arts and Culture Project Application: Nature Inspired Hubcap Public Art Project

- *(Staff Contact: Recreation Supervisor Kyle Abello)*

10. Discussion and Direction Regarding Rebranded Landscape Rebate Program: "Buellton Beautiful"

- *(Staff Contact: Contract City Planner Irma Tucker)*

11. Discussion and Direction Regarding Community Cleanup Program

- *(Staff Contact: Contract City Planner Irma Tucker)*

12. Consideration of Costs for the Reconstruction of the Flagpole on Median 2

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

13. Resolution No. 20-16 – "A Resolution of the City Council of the City of Buellton, California, for the Purpose of Mid-Cycle Budget Amendments Related to Fiscal Year 2020-21"

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

CITY MANAGER'S REPORT

CLOSED SESSION ITEMS (POSSIBLE ACTION)

14. 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 25, 2020 at 6:00 p.m.

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

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of May 28, 2020
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

Mayor Sierra called the meeting to order at 6:10 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), and Planning Director Andrea Keefer (via Zoom)

REORDERING OF AGENDA

None

PUBLIC COMMENTS

Pam Gnekow, Executive Director of the Buellton Senior Center joined the meeting via Zoom and thanked the City Council for their funding support for Meals on Wheels that has helped many residents get through the Pandemic.

CONSENT CALENDAR

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

5. 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"

MOTION:
Motion by Council Member Andrisek, seconded by Council Member King, 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

None

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Council Member Andrisek thanked Caltrans for cutting the weeds around town. City Manager Wolfe stated that the City's Code Enforcement Officer is currently enforcing weed abatement throughout the city.

Council Member Sanchez requested that Median 1 on the Avenue of Flags be watered during construction on Median 2.

Vice Mayor Mercado thanked Pam Gnekow and the Buellton Senior Center employees for feeding the community during the Pandemic.

Mayor Sierra stated the Buellton Senior Center has a new 35 year operational lease.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Council Member Andrisek announced that he attended the Sustainable Groundwater Management Committee board meeting and provided an oral report regarding the meeting.

Council Member Sanchez announced that he attended the Arts and Culture Committee board meeting and provided an oral report regarding the meeting.

Mayor Sierra announced that she attended board meetings for Santa Barbara County Association of Governments (SBCAG) and Air Pollution Control District (APCD) and provided oral reports regarding the meetings.

BUSINESS ITEMS

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

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

STAFF REPORT:
Finance Director Zamora presented the staff report.

SPEAKERS/DISCUSSION:
Shelby Sim, CEO of VisitSYV, provided a presentation via Zoom and answered questions from the City Council regarding VisitSYV's economic recovery strategy moving forward.

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

DIRECTION:
The City Council agreed by consensus to receive and file the 2019 annual report from VisitSYV.

7. Presentation by Monterey Bay Community Power CCA

RECOMMENDATION:
That the City Council receive a presentation from the Monterey Bay Community Power representative and direct staff on how to proceed.

STAFF REPORT:
City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:
J.R. Killigrew, representing Monterey Bay Community Power provided a presentation via Zoom, which included costs, benefits, and processes involved with joining the Community Choice Aggregation.

The City Council discussed the following issues:

- Whether windmills would be used to generate electricity and how they would detract from the aesthetics of the Valley
- Costs involved with setting up a new power service
- How the new power service would affect homeowners with solar panels
- Whether the per resident cost would be affected if some residents opt out of the new power service
- Allowing residents to choose where they get their electricity

Correspondence supporting Monterey Bay Community Power was received and read into the record from City of Goleta Mayor Paula Perotte and Rosemary Verheyen and Larry Bishop of Buellton.

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

DIRECTION:
The City Council agreed by consensus to direct staff to develop a plan to potentially join the Monterey Bay Community Power Community Choice Aggregation.

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

RECOMMENDATION:
That the City Council discuss this item and direct staff to return to the City Council with a single-year contract incorporating changes provided by the City Council.

STAFF REPORT:
City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:
Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau answered questions from the City Council.

The City Council discussed the following issues:

- Creating a smooth transition if the Visitors Bureau's contract is reassigned
- Photos and marketing images will be shared between the Visitors Bureau and the City of Buellton

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

DIRECTION:
The City Council agreed by consensus to direct staff to return to the City Council with a single-year contract between the City of Buellton and the Visitors Bureau in the amount of $390,000.

9. Discussion and Possible Award of Contract Regarding Engineering Services

RECOMMENDATION:
That the City Council discuss the panel's recommendations for engineering services and provide staff with direction on how to proceed.

STAFF REPORT:
Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:
Leroy Cadena, Santa Barbara County Engineering Manager joined the meeting via Zoom. Mr. Cadena sat on the outside advisory panel that studied both firms' qualifications and provided the panel's recommendation for engineering services.

Jason Fussel, representing Tetra Tech and Jeff Edwards, representing MNS Engineers, joined the meeting via Zoom and responded to questions from the City Council.

The City Council discussed the following issues:

- Cost and timeline associated with transitioning the engineering contract
- Cost of current engineering fees

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

MOTION:
Motion by Council Member King, seconded by Council Member Andrisek directing staff to prepare a contract with Tetra Tech for the City's engineering services for a 3-year term, with two 1-year option to extend the term, and allowing MNS Engineers to complete all existing contracts currently in place.

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

RECOMMENDATION:
That the City Council discuss the Fiscal Year 2020-21 proposed adjustments to the adopted City budget and direct staff regarding any budget adjustments.

STAFF REPORT:
Finance Director Zamora presented the staff report and went through the entire Fiscal Year 2020-21 proposed adjustments to the adopted City budget and the City Council provided suggested budget amendments.

SPEAKERS/DISCUSSION:
The City Council requested that staff review the list of capital improvement projects (CIP) and determine where changes can be made to lessen or postpone the CIP expenditures.

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

DIRECTION:
The City Council agreed by consensus to make adjustments to the Fiscal Year 2020-21 adopted City budget and requested that staff bring back a resolution solidifying the requested budget amendments.

CITY MANAGER'S REPORT

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

CLOSED SESSION ITEMS

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

The City Council did not meet in closed session to discuss Item 11.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 10:57 p.m. The next regular meeting of the City Council will be held on Thursday, June 11, 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.: 2

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: June 11, 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 05/20/2020 through 06/02/2020 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.

Please note that Contract Labor has been broken down to give more information on payments to individual contracts, in response to requests for greater transparency in contract costs.

The total amount of checks, 05/20/2020 through 06/02/2020, and electronic fund transfers issued for the period of 05/20/2020 through 06/02/2020 was $544,861.23.

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 05/20/2020 through 06/02/2020.

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 20, 2020 through June 2, 2020** for ratification by the City Council at the **June 11, 2020** City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT01283	10,152.94
A/P Packet #APPKT01280	436,822.01
Total A/P Packets:	$446,974.95 (6 pages)

Utility Packet #UBPKT02131	150.54 (1 page)
Total of checks issued:	$447,125.49

EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	$46,109.82

Payroll processed

Staff Payroll	5/22/2020	49,296.09
CC Payroll	5/28/2020	2,329.83
	Total Payroll:	$51,625.92

TOTAL AMOUNT OF CLAIMS:	**$544,861.23**

EXHIBIT B

Payments via Electronic Fund Transfer (EFT):
From 05/20/2020 through 06/02/2020

Bank Fees	5/22/2020	30.00
Payroll Tax - IRS	5/26/2020	8,187.99
CalPERS - Classic	5/26/2020	5,795.43
CalPERS - PEPRA	5/26/2020	4,320.61
Payroll Tax - EDD	5/26/2020	3,015.48
CalPERS - Classic	5/29/2020	157.24
CalPERS - PEPRA	5/29/2020	63.02
Payroll Tax - IRS	6/1/2020	70.48
CalPERS - Medical	6/2/2020	24,469.57
Total		**46,109.82**

Check Disbursements - City Council June 11, 2020

City of Buellton, CA

By Payment Number

Payment Dates 05/20/2020 - 06/02/2020

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
39613	5/26/2020	000839	A-OK POWER EQUIPMENT INC.			25.84
	516588	5/15/2020 - EQUIPMENT SERVICING		005-701-61140		12.92
	516588	5/15/2020 - EQUIPMENT SERVICING		020-601-61140		12.92
39614	5/26/2020	000718	AUTOSYS, INC.			3,617.50
	2642	MAR 2020 - WTP - IT/PROGRAMMING		020-601-60800		3,617.50
39615	5/26/2020	001214	AVAYA Financial Services			384.38
	35370032	MAY 2020 - CH - PHONE SYSTEM LEASE		001-410-60310		384.38
39616	5/26/2020	000121	BUELLTON VISITORS BUREAU			37,500.00
	INV0011991	MAY 2020 - VB - PAYMENT PER CONTRACT		001-410-67790		37,500.00
39617	5/26/2020	000076	CAL-COAST IRRIGATION, INC.			60.01
	2005-577110	5/15/2020 - MISC MAINT/REPAIR ITEMS		020-601-60250		60.01
39618	5/26/2020	001316	CalPortland Construction			271,122.19
	94547617	MARCH 2020 - BILLING#2 - AOF MEDIAN 2 IMPRVMNTS		092-215-74100	09221574100	118,851.65
	94575851	APRIL 2020 - BILLING#2 - AOF MEDIAN 2 IMPRVMNTS		092-215-74100	09221574100	152,270.54
39619	5/26/2020	000112	CLARK PEST CONTROL			159.00
	25878964	5/19/2020 - PD/LIB - PEST CONTROL		001-558-60800		159.00
39620	5/26/2020	000115	CLINICAL LAB OF SAN BERNARDINO Inc.			65.00
	974633	4/25/2020 - WWTP - Total Suspended Solids - BOD		005-701-61111		65.00
39621	5/26/2020	000118	COASTAL COPY, INC.			41.68
	907120	5/16-6/15/2020 - HR - Copier Overages		001-410-61130		41.68
39622	5/26/2020	000176	EXCLUSIVE ALARMS INC			435.00
	09472	5/13/2020 - CH - SERVICE CALL - MOTOR DET		001-558-60250		435.00
39623	5/26/2020	000187	FARM SUPPLY COMPANY			25.40
	44639	5/15/2020 - MISC CHEMICALS		020-601-61111		25.40
39624	5/26/2020	000649	FLUID RESOURCE MANAGEMENT, INC.			9,812.33
	T17773	April 2020 - WWTP - Operations Manager Services		005-701-60800		5,407.04
	W18610-2	4/17/2020 - WWTP - PROJ MGR/MECH LABORER		092-706-74100	09270674100	4,405.29
39625	5/26/2020	000813	HOME DEPOT CREDIT SERVICES			274.90
	INV0011988	APRIL 2020 - MISC MAINT/REPAIR ITEMS		001-552-60258		274.90
39626	5/26/2020	000252	JIM VREELAND FORD			74.44
	33982 CIT	5/19/2020 - VEHICLE MAINTENANCE		001-558-60270		74.44
39627	5/26/2020	001355	JOSEPH VELASQUEZ			245.10
	INV0011987	5/20/2020 - REIMBURSEMENT - EDUCATION WWTP		005-701-60710		245.10
39628	5/26/2020	001494	JULIA PRITCHARD			30.00
	INV0011989	5/20/2020 - REIMBURSEMENT - LIVE SCAN FEES		001-403-60022		30.00
39629	5/26/2020	000881	KIMBERLY A. LeCLAIRE dba			72.00
	103146	5/14/2020 - RANDOM DRUG TEST		001-403-67370		72.00
39630	5/26/2020	000812	KOSMONT & ASSOCIATES, INC.			1,193.40
	1907-5-006	4/1-30-2020 - ED Services 2019-2020		001-565-60800		1,193.40
39631	5/26/2020	000835	METRO VENTURES LTD			6,925.50
	2020-0504-buel	April 2020 - Plng - Prof Services - City Planner		001-22416	90057-070	810.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	2020-0504-buel	April 2020 - Plng - Prof Services - City Planner		001-565-60800		6,115.50
39632	5/26/2020	000342	NIELSEN BUILDING MATERIALS,INC			19.47
	775806	5/12/2020 - RVP - MISC MAINT/REPAIR ITEMS		001-552-60258		3.70
	776419	5/14/2020 - MISC SUPPLIES		001-552-60258		15.77
39633	5/26/2020	000669	O'CONNOR & SONS dba			105.00
	30259380	5/1/2020 - USPO - PEST CONTROL		001-558-60800		105.00
39634	5/26/2020	000352	P G & E			23,593.43
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		001-410-61241		806.48
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		001-501-61241		412.41
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		001-510-61241		92.79
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		001-550-61241		4,603.73
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		001-552-61241		350.21
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		001-556-61241		119.26
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		001-565-61241		209.56
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		005-701-61241		7,944.56
	INV0011990	4/6-5/5/2020 - Electrical Utility Service		020-601-61241		9,054.43
39635	5/26/2020	000365	PEOPLE HELPING PEOPLE			140.00
	INV0011994	6/21/2020 - REFUND RVP SECURITY DEPOSIT(COVID-19)		001-22510		100.00
	INV0011994	6/21/2020 - REFUND RVP SECURITY DEPOSIT(COVID-19)		001-44020		40.00
39636	5/26/2020	000380	PRAXAIR DISTRIBUTION, INC.			50.02
	95629481	2/20-3/20/2020 - WWTP - CYLINDER RENTAL		005-701-61111		50.02
39637	5/26/2020	000390	QUINN COMPANY			2,879.32
	WO030046069	05/14/2020 - VEHICLE REPAIR		001-558-60270		959.78
	WO030046069	05/14/2020 - VEHICLE REPAIR		005-701-60270		959.77
	WO030046069	05/14/2020 - VEHICLE REPAIR		020-601-60270		959.77
39638	5/26/2020	000763	RIO VISTA CHEVROLET, INC.			476.20
	98701	5/15/2020 - VEHICLE MAINT		001-558-60270		476.20
39639	5/26/2020	000429	SAFETY-KLEEN CORP.			178.12
	83157826	5/11/2020 - PARTS WASHER - AQUEOUS		005-701-61111		178.12
39640	5/26/2020	000894	Santa Ynez Valley Hotel Assn., Inc. dba			6,022.10
	CM0000179	APRIL 2020 - SYVTBID - FEES COLLECTED		001-44250		(122.90)
	INV0011992	APRIL 2020 - SYVTBID - FEES COLLECTED		001-22160		6,145.00
39641	5/26/2020	001116	SANTA YNEZ VALLEY STAR			128.00
	5560	MAY 2020 - A ISSUE ADVERTISEMENT		001-511-60510		128.00
39642	5/26/2020	000448	SB CO FIRE DEPARTMENT			53,817.00
	M20-050	2020-April, May & June- Firefighter/Paramedic Srvc		001-501-60810		53,817.00
39643	5/26/2020	000833	SYV BOTANIC GARDEN FOUNDATION, INC			15,000.00
	INV0011993	5/18/2020 - MOSAIC PILLARS PROJECT		001-511-67141		15,000.00
39644	5/26/2020	001168	The DocuTeam			30.00
	0184118	4/1-30/2020 - CH - SHREDDING SERVICES		001-410-60900		30.00
39645	5/26/2020	000521	TODD PIPE & SUPPLY			415.53
	INV0011986	APRIL 2020 - MISC MAINT/REPAIR ITEMS		005-701-60250		384.38
	INV0011986	APRIL 2020 - MISC MAINT/REPAIR ITEMS		020-601-60250		15.26
	INV0011986	APRIL 2020 - MISC MAINT/REPAIR ITEMS		020-601-61140		15.89
39646	5/26/2020	000529	TRANSFIRST HEALTH & GOVERNMENT SVCS			23.97
	ARINV110382	APRIL 2020 - REC - MERCHANT SERVICES		001-511-60900		23.97
39647	5/26/2020	000556	VERIZON WIRELESS			640.55
	9854145321	5/9-6/8/2020 - WIRELESS PHONE SERVICES		001-410-60014		0.96
	9854145321	5/9-6/8/2020 - WIRELESS PHONE SERVICES		001-410-67705		73.88

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	9854145321	5/9-6/8/2020 - WIRELESS PHONE SERVICES		001-511-61290		45.93
	9854145321	5/9-6/8/2020 - WIRELESS PHONE SERVICES		001-558-67705		140.19
	9854145321	5/9-6/8/2020 - WIRELESS PHONE SERVICES		005-701-67705		145.41
	9854145321	5/9-6/8/2020 - WIRELESS PHONE SERVICES		020-601-61127		27.12
	9854145321	5/9-6/8/2020 - WIRELESS PHONE SERVICES		020-601-67705		207.06
39648	5/26/2020	001207	WAGEWORKS INC.			148.00
	INV2098532	APRIL 2020 - FSA ADMIN FEES		001-401-50400		14.69
	INV2098532	APRIL 2020 - FSA ADMIN FEES		001-402-50400		10.85
	INV2098532	APRIL 2020 - FSA ADMIN FEES		001-403-50400		10.85
	INV2098532	APRIL 2020 - FSA ADMIN FEES		001-420-50400		22.02
	INV2098532	APRIL 2020 - FSA ADMIN FEES		001-511-50400		20.65
	INV2098532	APRIL 2020 - FSA ADMIN FEES		001-558-50400		17.35
	INV2098532	APRIL 2020 - FSA ADMIN FEES		001-565-50400		15.05
	INV2098532	APRIL 2020 - FSA ADMIN FEES		005-701-50400		18.27
	INV2098532	APRIL 2020 - FSA ADMIN FEES		020-601-50400		18.27
39649	5/26/2020	000768	WEX BANK			1,091.63
	65234332	APRIL 2020 - FUEL CHARGES		001-558-61280		363.87
	65234332	APRIL 2020 - FUEL CHARGES		005-701-61280		363.88
	65234332	APRIL 2020 - FUEL CHARGES		020-601-61280		363.88
39650	6/2/2020	001497	AARON LIGGETT			50.00
	INV0012012	5/21/2020 - PLANNING COMMISSION MEETING		001-565-50010		50.00
39651	6/2/2020	001496	ANDY HOLLAND			450.00
	INV0012008	5/27/2020 - REFUND - C&D DEPOSIT		075-22415		450.00
39652	6/2/2020	001214	AVAYA Financial Services			384.38
	35559985	JUNE 2020 - CH - TELEPHONE SYSTEM LEASE		001-410-60310		384.38
39653	6/2/2020	000105	CITY OF BUELLTON			1,262.34
	INV0012010	4/25-5/25/2020 - IRRIGATION - 595 2ND/OAK VLY		001-552-61211		1,262.34
39654	6/2/2020	000655	COAST NETWORX, INC.			2,107.50
	21652	4/28/2020 - CH - IT SUPPORT/SEC CAMERAS		001-410-60210		375.00
	21662	6/14/2020-6/13/2021 - ANNUAL SUBSCRIPTION RENEWAL		001-401-60210		125.00
	21662	6/14/2020-6/13/2021 - ANNUAL SUBSCRIPTION RENEWAL		001-410-60210		812.50
	MSP-4003558	JUNE 2020 - MNTHLY SRVC AGRMNT - GUARDIAN MSP		001-410-60210		795.00
39655	6/2/2020	000122	COMCAST CABLE			208.66
	INV0012017	5/25-6/24/2020 - REC - INTERNET/TELEPHONE SRVC		001-511-61290		208.66
39656	6/2/2020	000122	COMCAST CABLE			157.29
	INV0012018	5/18-6/17/2020 - CC Chamber - INTERNET SERVICE		001-410-61292		157.29
39657	6/2/2020	000140	DAN HEEDY			50.00
	INV0012014	5/21/2020 - PLANNING COMMISSION MEETING		001-565-50010		50.00
39658	6/2/2020	001040	FRONTIER COMMUNICATIONS			2,035.90
	INV0012019	5/19-6/18/2020 - TELEPHONE SERVICE		001-410-67705		378.06
	INV0012019	5/19-6/18/2020 - TELEPHONE SERVICE		001-565-67705		453.54
	INV0012019	5/19-6/18/2020 - TELEPHONE SERVICE		005-701-67705		637.21
	INV0012019	5/19-6/18/2020 - TELEPHONE SERVICE		020-601-67705		567.09
39659	6/2/2020	001225	MARCILO SARQUILLA			50.00
	INV0012015	5/21/2020 - PLANNING COMMISSION MEETING		001-565-50010		50.00
39660	6/2/2020	001187	PATTY J HAMMEL			50.00
	INV0012013	5/21/2020 - PLANNING COMMISSION MEETING		001-565-50010		50.00
39661	6/2/2020	000379	POSTMASTER			520.00
	INV0012009	JUNE 2020 - UB - POSTAGE		005-701-61131		260.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	INV0012009	JUNE 2020 - UB - POSTAGE		020-601-61131		260.00
39662	6/2/2020	001327	ROBERT PAUL BLOKDYK			50.00
	INV0012011	5/21/2020 - PLANNING COMMISSION MEETING		001-565-50010		50.00
39663	6/2/2020	000432	SANTA BARBARA NEWS-PRESS			233.25
	INV0012006	6/14/2020-6/13/2021 - ANNUAL SUBSCRIPTION RENEWAL		001-410-60650		233.25
39664	6/2/2020	000507	SoCalGas			14.30
	INV0012004	4-/22-5/21/2020 - LIB/CCC - GAS UTILITIES		001-410-61230		14.30
39665	6/2/2020	000507	SoCalGas			17.62
	INV0012005	4/22-5/21/2020 - CH - GAS UTILITIES		001-410-61230		17.62
39666	6/2/2020	000978	Staples Credit Plan			317.15
	INV0012007	4/16-5/15/2020 - MISC OFFICE SUPPLIES		001-410-61130		162.56
	INV0012007	4/16-5/15/2020 - MISC OFFICE SUPPLIES		001-420-61130		88.89
	INV0012007	4/16-5/15/2020 - MISC OFFICE SUPPLIES		001-558-61130		32.85
	INV0012007	4/16-5/15/2020 - MISC OFFICE SUPPLIES		020-601-61130		32.85
39667	6/2/2020	001495	THE PHASE ONE GROUP			1,900.00
	20-027	2020/05/20 - ESA REPORT - 202 DAIRYLAND RD		001-558-71100		1,900.00
39668	6/2/2020	000521	TODD PIPE & SUPPLY			6.75
	INV0012016	MAY 2020 - MISC MAINT/REPAIR ITEMS		020-601-60250		6.75
39669	6/2/2020	001388	VINTAGE WALK OWNERS ASSOCIATION			148.80
	INV970899-062020	JUNE 2020 - VB - HOA FEES - 597 AOF #101		001-410-60900		148.80
39670	6/2/2020	001063	Wells Fargo Vendor Fin Serv			139.00
	5010472262	6/5-7/4/2020 - REC - COPIER LEASE		001-511-60310		139.00
					Payment Total:	446,974.95

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	139,081.59
005 - Sewer Fund	16,671.68
020 - Water Fund	15,244.20
075 - Trust & Agency Fund	450.00
092 - Capital Improvement Proj Fund	275,527.48
Grand Total:	**446,974.95**

Account Summary

Account Number	Account Name	Payment Amount
001-22160	SYVTBID Payable	6,145.00
001-22416	Developer Deposit	810.00
001-22510	Park/Damage Charge	100.00
001-401-50400	Medical Benefit	14.69
001-401-60210	Computer Maintenance &Software	125.00
001-402-50400	Medical Benefit	10.85
001-403-50400	Medical Benefit	10.85
001-403-60022	Recruitment Expense	30.00
001-403-67370	H/R Expense	72.00
001-410-60014	Emergency Operations	0.96
001-410-60210	Computer Maintenance &Software	1,982.50
001-410-60310	Equipment Rental	768.76
001-410-60650	Membership & Publications	233.25
001-410-60900	Miscellaneous	178.80
001-410-61130	Office Supplies	204.24
001-410-61230	Utilities - Gas	31.92
001-410-61241	Utilities - Electric	806.48
001-410-61292	Internet Access/ Website Maint	157.29
001-410-67705	Telephone	451.94
001-410-67790	Visitors Bureau	37,500.00
001-420-50400	Medical Benefit	22.02
001-420-61130	Office Supplies	88.89
001-44020	Park Reservation Fees	40.00
001-44250	Miscellaneous	(122.90)
001-501-60810	Contract Services - Fire Dept	53,817.00
001-501-61241	Utilities - Electric	412.41
001-510-61241	Utilities - Electric	92.79
001-511-50400	Medical Benefit	20.65
001-511-60310	Equipment Rental	139.00
001-511-60510	Advertising	128.00
001-511-60900	Miscellaneous	23.97
001-511-61290	Telephone/Internet	254.59
001-511-67141	Arts and Culture	15,000.00
001-550-61241	Utilities - Electric	4,603.73
001-552-60258	Maintenance/Repair-River View	294.37
001-552-61211	Utilities - Water	1,262.34
001-552-61241	Utilities - Electric	350.21
001-556-61241	Utilities - Electric	119.26
001-558-50400	Medical Benefit	17.35
001-558-60250	Maintenance / Repair	435.00
001-558-60270	Maintenance - Vehicles	1,510.42
001-558-60800	Contract Services	264.00
001-558-61130	Office Supplies	32.85
001-558-61280	Fuel - Vehicles	363.87
001-558-67705	Telephone	140.19
001-558-71100	Property Acquisition	1,900.00
001-565-50010	Planning Commission Salaries	250.00
001-565-50400	Medical Benefit	15.05

Account Summary

Account Number	Account Name	Payment Amount
001-565-60800	Contract Services	7,308.90
001-565-61241	Utilities - Electric	209.56
001-565-67705	Telephone	453.54
005-701-50400	Medical Benefit	18.27
005-701-60250	Maintenance / Repair	384.38
005-701-60270	Maintenance - Vehicles	959.77
005-701-60710	Travel & Training	245.10
005-701-60800	Contract Services	5,407.04
005-701-61111	Chemicals / Analysis	293.14
005-701-61131	Postage	260.00
005-701-61140	Operational Supplies	12.92
005-701-61241	Utilities - Electric	7,944.56
005-701-61280	Fuel - Vehicles	363.88
005-701-67705	Telephone	782.62
020-601-50400	Medical Benefit	18.27
020-601-60250	Maintenance / Repair	82.02
020-601-60270	Maintenance - Vehicles	959.77
020-601-60800	Contract Services	3,617.50
020-601-61111	Chemicals / Analysis	25.40
020-601-61127	Tools	27.12
020-601-61130	Office Supplies	32.85
020-601-61131	Postage	260.00
020-601-61140	Operational Supplies	28.81
020-601-61241	Utilities - Electric	9,054.43
020-601-61280	Fuel - Vehicles	363.88
020-601-67705	Telephone	774.15
075-22415	Const &Demo Material Mgmt Dep	450.00
092-215-74100	Construction and Improvements	271,122.19
092-706-74100	Construction and Improvements	4,405.29
	Grand Total:	**446,974.95**

Project Account Summary

Project Account Key		Payment Amount
None		170,637.47
092-215-74100	Avenue of Flags Median 2 Improvements	271,122.19
092-706-74100	WWTP Facilities Improvements	4,405.29
90057-070	480 Ave of Flags - Creekside	810.00
	Grand Total:	**446,974.95**

Contract Labor Detail per Account Summary

Account Number				Payment Amount
001-565-60800				7,308.90
	Kosmont & Associates, Inc	***Check# 39630***	*1,193.40*	
	Metro Ventures	***Check# 39631***	*6,115.50*	
005-701-60800				5,407.04
	Fluid Resource Management	***Check# 39624***	*5,407.04*	
020-601-60800				3,617.50
	AutoSys, Inc.	***Check# 39614***	*3,617.50*	

City of Buellton, CA

Refund Check Register

Refund Check Detail

UBPKT02133 - Refunds 01 UBPKT02131 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-20900-008	GRILL, JOHN AND DEBRA	5/26/2020	39611	63.73			63.73	Generated From Billing
10-04500-004	PARRA, ROGELIO	5/26/2020	39612	86.81			86.81	Generated From Billing
Total Refunds: 2			**Total Refunded Amount:**	150.54				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	150.54
Revenue Total:	150.54

General Ledger Distribution

Posting Date: 05/26/2020

	Account Number	Account Name	Posting Amount	IFT
Fund: 020 - WATER FUND				
	020-10000	Claim On Pooled Cash	-150.54	Yes
	020-22420	Unapplied Credits	150.54	
		020 Total:	0.00	
Fund: 999 - POOLED CASH				
	999-10001	Pooled Cash - General Checking	-150.54	
	999-27000	Due To Other Funds	150.54	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

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: June 11, 2020

Subject: Resolution No. 20-18 – "A Resolution of the City Council of the City of Buellton, California, Acknowledging the Receipt of and Ordering the Filing of the Annual Statement of Investment Policy for Fiscal Year 2020-21 with the City Council"

BACKGROUND

California Government Code section 53646(a)(2) previously required the annual filing of a Statement of Investment Policy with the State Controller's Office. The law has now been revised to state that the policy "may" be filed annually.

The City of Buellton Investment Policy is attached for filing under Resolution No. 20-18 and Exhibit A. The basic premise underlying the City's Investment Policy is to insure that money is always safe and available when needed. The objective of this Policy is to accurately monitor and forecast expenditures and revenues through daily projected cash flow analysis to enable investment of funds to the fullest extent possible. The City's Investment Portfolio as of May 2020 is shown in the following table:

	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)						
T CT T Federal Credit Union	1.19%	2.05%	1 yr.	7/23/2020	120,000.00	120,354.00
Wells Fargo Bank	2.46%	2.25%	5 yrs.	8/16/2022	249,000.00	259,878.81
Sallie Mae Bank	0.99%	3.20%	5 yrs.	5/9/2023	100,000.00	108,246.00
First Technology Bank Fed Cr Union	1.02%	3.60%	5 yrs.	12/26/2023	103,000.00	114,420.64
First Technology Bank Fed Cr Union	0.99%	3.35%	5 yrs.	2/6/2024	100,000.00	110,458.00
Comenity Cap Bank	1.58%	2.80%	5 yrs.	4/15/2024	160,000.00	174,059.20
Morgan Stanley Bank	0.99%	2.75%	5 yrs.	5/2/2024	100,000.00	108,683.00
Capital One Bank	0.99%	2.00%	5 yrs.	8/21/2024	100,000.00	105,687.00
Morgan Stanley Bank	0.99%	1.90%	5 yrs	1/23/2025	100,000.00	104,844.00
State Bk India	1.98%	1.60%	5 yrs	4/29/2025	200,000.00	206,130.00
Multi-Securities Bank - Cash in Holding						32,832.49
Money Market (Held with Rabobank)	2.05%	0.20%		n/a	206,747.48	206,747.48
Total City Investments	100.00%				$ 10,107,832.96	$ 10,221,426.10

FISCAL IMPACT

The filing of the agenda item will not have any fiscal impact on the City.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 20-18 - "A Resolution of the City Council of the City of Buellton, California, Acknowledging the Receipt of and Ordering the Filing of the Annual Statement of Investment Policy for Fiscal Year 2020-21 with the City Council"

ATTACHMENTS

Resolution No. 20-18 (Exhibit A)

RESOLUTION NO. 20-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ACKNOWLEDGING THE RECEIPT OF AND ORDERING THE FILING OF THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2020-21 WITH THE CITY COUNCIL

WHEREAS, Section 53646(a)(2) of the California Government Code states that an annual Statement of Investment Policy may be filed by local agencies; and

WHEREAS, the Finance Director of the City of Buellton declares the annual Statement of Investment Policy to be as set forth in Exhibit "A" attached hereto; and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this Resolution.

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

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

SECTION 2. The annual Statement of Investment Policy for the City of Buellton has been prepared and filed by the City Finance Director and presented to the City Council for the Fiscal Year 2020-21 in compliance with Section 53646(a)(2) of the California Government Code.

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

PASSED, APPROVED and ADOPTED this 11th day of June, 2020.

_____

Holly Sierra
Mayor

ATTEST:

_____

Linda Reid
City Clerk

EXHIBIT "A"

CITY OF BUELLTON

STATEMENT OF INVESTMENT POLICY

PURPOSE

This Statement is intended to provide guidelines for the prudent investment of the City's temporary idle cash, and outlines the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.

OBJECTIVE

The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity. Yield shall become a consideration only after the basic requirements of safety and liquidity have been met.

POLICY

The City of Buellton operates its temporary pooled idle cash investments under the "Prudent Investor Standard" (Government Code Section 53600.3). The Prudent Investor Standard states, in essence, that in investing or managing property for the benefit of another, a trustee shall exercise the judgment and care, under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency. This affords the City a broad spectrum of investment opportunities as long as the investment is deemed prudent and permissible under applicable law including Government Code Section 53600 et seq.

Investments may be made in the following media:

- Securities of the United States Government, or its agencies
- Certificate of Deposit (or time deposits) placed with commercial banks and/or savings and loan companies
- Negotiable Certificates of Deposit
- Commercial Paper
- Money Market funds rated "AAAm" or AAAm-G" or better by Standard & Poor's Corporation
- Local Agency Investment Fund (State Pool) Demand and Deposits
- Repurchase Agreements (Repos)

Criteria for selecting investments and the order of priority are:

1. Safety: The safety and risk associated with an investment refer to the potential loss of principal, interest or a combination of these amounts. The City only operates in those investments that are considered very safe.

2. Liquidity: This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the unexpected need for funds occurs.

3. Yield: Yield is the potential dollar earnings an investment can provide, and sometimes is described as the rate of return.

SAFEKEEPING

Securities purchased from brokers/dealers will be held in third party safekeeping by the trust department of Mechanics Bank or other designated third party trust, in the name of the City of Buellton.

INVESTMENT OBJECTIVE

The cash management system of the City of Buellton is designed to accurately monitor and forecast expenditures and revenues, thus insuring the investment of monies to the fullest extent possible. Attempts are made to obtain the highest interest yields possible as long as investments meet the criteria required for safety and liquidity.

MONTHLY REPORTS

The City Finance Director, as the investment officer, is to submit monthly reports to the local governing body to demonstrate that sufficient cash flow liquidity is available to meet the succeeding month's estimated expenditures. In addition, a monthly report of investments with a maturity greater than one year from the date of purchase will be submitted to the local governing body.

CITY CONSTRAINTS

Buellton strives to maintain the level of investment of all idle funds, as near 100 percent as possible, through daily and projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the City Finance Director. The basic premise underlying the City's investment philosophy is, and will continue to be, to insure that money is always safe and available when needed.

DEPOSITORIES

The Finance Director will establish selection criteria for pre-approval of institutions with which to do business. To qualify for selection, an institution must have an office in California. A written listing of approved institutions will be maintained by the Finance Director.

BROKER/DEALERS

To provide for the optimum yield in the investment of the City's funds, the City's investment procedures shall be designed to encourage competitive bidding on transactions from approved brokers/dealers. In order to be approved by the City, the dealer must be a primary dealer reporting to the New York Federal Reserve, unless a comprehensive credit and capitalization analysis reveals that the firm is adequately financed to conduct public business; the dealer must be experienced in institutional trading practices and familiar with the California Government Code as related to investments; and other criteria as may be established in the investment procedures.

The Finance Director will periodically conduct a credit analysis of each financial institution and securities broker/dealer to determine the financial condition of such agency and reduce the risk of default.

LIMIT ON TERM TO MATURITY

The City Finance Director or his/her representative is not to invest any City monies in investments allowed under this policy that have a term remaining to maturity in excess of five years from the date of investment, unless the City Council has granted express authority to make such investment. The City Finance Director must request authority from the legislative body three months prior to the date of investment.

SAFEKEEPING AND CUSTODY

To protect against potential fraud and embezzlement, the assets of the City shall be secured through third-party custody and safekeeping procedures. The Finance Director shall be bonded to protect the public against possible embezzlement and malfeasance. Safekeeping procedures shall be reviewed annually by the independent auditor and any irregularities noted should be reported promptly to the City Manager and the City Council.

PERFORMANCE EVALUATION AND OPERATIONS AUDIT

The monthly investment reports submitted to the City Council shall contain sufficient information to permit an independent organization to evaluate the performance of the investment program.

ETHICS

All persons authorized to place or approve investments shall report annually on Form 700 of the Fair Political Practices Commission all required economic interests for that year.

ANNUAL REVIEW

This Statement of Investment Policy is to be submitted to the City Council annually for review and approval. It is to continue to serve as the basis for the responsibilities and actions taken by the City Finance Director relative to the investment of the City's idle funds.

(End)

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:	Scott Wolfe, City Manager
Meeting Date:	June 11, 2020
Subject:	Contract Extension with Kosmont Companies for Economic Development Services

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BACKGROUND

Kosmont Companies' (Kosmont) contract expires on June 30, 2020. Staff would like to extend the contract for Fiscal Year 2020-21 and has included for the City Council's consideration a Seventh Amendment to the City's existing Agreement with Kosmont Companies as Attachment 1.

During the current fiscal year, the budget for Kosmont was $20,000, which was supplemented by an additional amount to cover work done to facilitate decisions regarding potential City property acquisitions.

Exhibit A to Attachment 1 is Kosmont's work plan and budget for Fiscal Year 2020-21. As you will note, staff is recommending that the contract extension remain at $20,000. While it is conceivable that there could be a greater amount necessary, staff is projecting an overall reduction in City revenues due to the COVID-19 pandemic. Staff anticipates that we will see a delay in economic recovery, and therefore a likely delay in need for Kosmont's services until the recovery begins in earnest. Should the recovery be more vigorous than expected, or should an unexpected need for additional services from Kosmont arise, staff will return to the City Council with a request for additional funding and timely justification for such request.

The primary goals in Fiscal Year 2020-21 are the following tasks:

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

- Developer negotiations, financial sources-and-uses analysis, public-private transaction structuring
- Assistance with formulation and implementation of City-owned asset strategies
- Pursuit and execution of potential economic incentives, funding sources, and/or financing structures in the context of potential public-private transactions, such as D.O.R.™, special districts (e.g., parking districts, business improvement districts, enhanced infrastructure financing districts), site specific tax revenue pledges, and/or other tools
- Presentations to City Council, Planning Commission, and/or other bodies as appropriate
- Other economic development tasks as needed.

Staff believes the relationship with Kosmont has been beneficial to the City, the local development community, and the Chamber/Visitors Bureau and would recommend extension of the contract.

FISCAL IMPACTS

If approved, $20,000 for Fiscal Year 2020-21 would remain in the draft budget for the services outlined in Exhibit A to Attachment 1.

RECOMMENDATION

That the City Council direct the City Manager to approve the Seventh Amendment to the Kosmont Companies contract (Attachment 1) for $20,000 for Fiscal Year 2020-21.

ATTACHMENTS

Attachment 1 – Seventh Amendment to Agreement with Exhibit A (June 4, 2020, Work Plan)

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

This **SEVENTH AMENDMENT TO AGREEMENT** (the "Amendment") is made and entered into this 11th day of May 2020, by and between the City of Buellton, a Municipal corporation ("City"), and Kosmont & Associates, Inc., a California Corporation, DBA Kosmont Companies ("Consultant").

1. RECITALS

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

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

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

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

E. On April 27, 2017, the City and Consultant entered into a Fourth Amendment to the Agreement (Fourth Amendment) to provide economic development services to the City from July 1, 2017, to June 30, 2018; and

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

G. On May 9, 2020, the City and Consultant entered into a Sixth Amendment to the Agreement (Sixth Amendment) to provide economic development services to the City from July 1, 2019, to June 30, 2020; and

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

2. AMENDMENT

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

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

"SECTION 1. TERM OF AGREEMENT.

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period of July 1, 2020 to June 30, 2021. Such term may be extended upon written agreement of both parties to this AGREEMENT.

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

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

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

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

KOSMONT & ASSOCIATES, INC, DBA KOSMONT COMPANIES

By: _____

Title: _____

By: _____

Title: _____

CITY OF BUELLTON

_____
Scott Wolfe, City Manager

Approve as to Form

_____
Gregory M. Murphy, City Attorney

Attest:

_____
Linda Reid, City Clerk

Exhibit A – June 4, 2020 Work Plan

Memorandum

To: Scott Wolfe, AICP, City Manager, City of Buellton
Andrea Keefer, Planning Director, City of Buellton

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

Date: June 4, 2020

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

I. BACKGROUND

Kosmont Companies ("Kosmont") has provided ongoing economic development advisory services to the City of Buellton ("City") for several years, including the preparation of an Economic Development Strategy and Implementation Plan ("E.D. Plan"). Kosmont has assisted with implementation of the E.D. Plan and preparation of the Avenue of Flags Specific Plan ("Specific Plan") including the Development Opportunity Reserve (D.O.R.)™ incentive program, adopted in October 2017. Kosmont has additionally provided various economic analyses on an as-needed basis as directed by the City and has most recently been providing the City with public-private project advisory, including project feasibility evaluation, initial public-private transaction structuring, financial sources-and-uses analysis, and asset strategy formulation.

The City has expressed interest in retaining Kosmont for continued economic development advisory and implementation services into the next fiscal year (through June 30, 2021), and Kosmont is pleased to propose the following Work Plan accordingly.

II. WORK PLAN OUTLINE

<u>Task 1: Economic Development Services</u>
At the City's request, Kosmont will be available to perform economic development services, including, but not limited to:

a) Continued implementation of the E.D. Plan via marketing / outreach to retailers, businesses, developers, hotels, and private investment for potential opportunity sites

b) Developer request for qualifications / proposals (RFQ/P) preparation / distribution as may be appropriate

c) Pro forma evaluation / financial feasibility analysis for potential projects

d) Project fiscal impact and economic benefit analysis

e) Developer negotiations, financial sources-and-uses analysis, public-private transaction structuring

f) Assistance with formulation and implementation of City-owned asset strategies

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

h) Presentations to City Council, Planning Commission, and/or other bodies as appropriate

i) Other economic development tasks as needed.

III. BUDGET AUTHORIZATION

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

IV. ACCEPTANCE AND AUTHORIZATION

Read, understood, and agreed to this

____ Day of _____ 20__

City of Buellton

By**:** _____
(Signature)

Name:_____
(Print Name)

Its: _____
(Title)

Kosmont & Associates, Inc.
doing business as "Kosmont Companies"

By: _____
(Signature)

Name: Ken K. Hira

Its: President

ATTACHMENT A

Kosmont Companies
2020 Public Agency Fee Schedule

Professional Services

Chairman & CEO	$375.00/hour
President	$345.00/hour
Senior Vice President/Senior Advisor	$305.00/hour
Vice President	$210.00/hour
Senior Project Analyst	$195.00/hour
Project Analyst/Project Research	$165.00/hour
Assistant Project Analyst/Assistant Project Manager	$125.00/hour
GIS Mapping/Graphics Service	$ 95.00/hour
Clerical Support	$ 60.00/hour

- **Additional Expenses**

  In addition to professional services (labor fees):

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

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

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

Rates shall remain in effect until December 31, 2020.

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:	June 11, 2020
Subject:	Biennial Review of Conflict of Interest Code

BACKGROUND

The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 1 of even-numbered years.

The City Council is the code reviewing body for City agencies. Therefore, the City Council must notify each City agency to review its code and submit a notice to the City Council that either amendments are required or that no amendments are necessary. Notices must be submitted to the City Council by October 1, 2020.

To facilitate this process, I have prepared the attached memorandum to the affected City agencies indicating the requirement for the review.

FISCAL IMPACT

This agenda item in itself will not have any fiscal impact on the City.

RECOMMENDATION

That the City Council direct the City Manager on its behalf to notify each City agency of the requirement to review its Conflict of Interest Code and submit the 2020 Local Agency Biennial Notice to the City Council that either amendments are required or that no amendments are necessary.

ATTACHMENT

Attachment 1 - Memorandum dated June 11, 2020 to Affected Agencies

ATTACHMENT 1

CITY OF BUELLTON

MEMORANDUM

To: City Agencies

From: Scott Wolfe, City Manager

Date: June 11, 2020

RE: Conflict of Interest Code – Local Agency Biennial Report

In accordance with requirements of the Political Reform Act, please perform a biennial review of the Conflict of Interest Code for your respective agency and submit your review to the City Council no later than October 1, 2020, a notice that either amendments are required or that no amendments are necessary.

c: City Attorney

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: Rose Hess, Public Works Director

Meeting Date: June 11, 2020

Subject: Approval of Bond Release for Flying Flags

BACKGROUND

In November 2016, the first permit for construction was issued for the Flying Flags RV Resort Phase 3 Expansion at 180 Avenue of Flags. As a condition of approval for the development of the site, improvement bonds associated with the development were posted with the City prior to construction. The improvements requiring bonding include grading and site improvements, including on-site public water line extension, and recordation of public easements for water and trails.

The grading, utility work and recordation of all easements are now 100% complete, with the physical improvements completed in 2018. The developer has requested a release of the bond posted. There were no warranty issues and the bond may be released in its entirety.

Bond No.	Purpose of Bond	Original Amount	Proposed Amount
1103319	Grading and Improvements	$714,600.00	$0

FISCAL IMPACT

Approval of the release of bond for Flying Flags will not cause any fiscal impact to the City.

RECOMMENDATION

That the City Council authorize the release of Bond Number 1103319 in the amount of $714,600.00 for site improvements at Flying Flags located at 180 Avenue of Flags.

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:	Rose Hess, Public Works Director/City Engineer
Meeting Date:	June 11, 2020
Subject:	Acceptance of the Highway 246 & Sycamore Drive Pedestrian Improvements Project

---

BACKGROUND

At the June 27th, 2019 Council Meeting, the City Council awarded R. Burke Corporation a contract in the amount of $457,115.00 for certain defined pedestrian improvements at the intersection of Highway 246 and Sycamore Drive. The work proposed by the contract and now completed by R. Burke Corporation includes construction of curb bulb outs, high visibility crosswalk, tapered roadway and installation of rectangular rapid flashing beacon crossing system on light standards at the subject intersection.

After substantial completion of the work, the Contractor was directed to confirm consistency of operation under repeated use. In addition, the contractor was directed to extend the duration of the flashing lights and to install larger warning signs on the push button pedestals cautioning pedestrians that vehicles may not stop.

Staff has inspected the construction and is satisfied that the project plans and specifications have been met.

FISCAL IMPACT

The final construction cost of the project, including change orders, was $473,281.03. Funding for the construction of the project will be completely reimbursed via the Cycle 3 ATP grant funds.

RECOMMENDATION

That the City Council accept the Highway 246 & Sycamore Drive Pedestrian Improvements Project and instruct the City Engineer to file the attached Notice of Completion.

ATTACHMENTS

Attachment 1 - Notice of Completion

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is the owner or corporate officer of the interest or estate hereinafter described:

2. The full name of the owner is: City of Buellton

3. The full address of the owner is: 107 West Highway 246
P.O. Box 1819
Buellton, California 93427

4. The nature of the interest or estate of the owner is "in fee"

5. A work of improvement on the property hereinafter was completed on May 31, 2020. The work done includes construction of curb bulb outs, high visibility crosswalk, tapered roadway and installation of rectangular rapid flashing beacon crossing system on light standards at Highway 246 and Sycamore Drive. All improvements are within the City limits of the City of Buellton.

6. The name of the contractor, if any, for such work of improvement was R. Burke Corporation.

7. The property on which said work of improvement was completed is in the City of Buellton, County of Santa Barbara, State of California, and is described as various streets within the City limits of the City of Buellton.

Dated: _____ _____

Linda Reid, City Clerk

VERIFICATION

I, the undersigned, declare that I am the City Engineer of the declarant of the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof and the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on June 11, 2020, at Buellton, California.

_____

Rose M. Hess, Public Works Director/City Engineer

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: Rose Hess, Public Works Director

Meeting Date: June 11, 2020

Subject: Resolution No. 20-12 – "A Resolution of the City Council of the City of Buellton, California, Regarding the Commitments and Publishing the Report Required by Central Coast Water Authority Resolution Nos. 92-02 and 92-11"

BACKGROUND

On January 23, 1992, the Central Coast Water Authority (CCWA) Board of Directors approved CCWA Resolution No. 92-2, which formally approved construction of the Mission Hills and Santa Ynez Extensions and associated facilities. Resolution No. 92-2 included the following:

"CCWA adopts the following conditions of approval for the project. With the adoption of these conditions, CCWA finds that the environmental impacts of the project associated with the potential for growth inducement are insignificant:

1. The Santa Ynez Extension and Mission Hills Extension Mitigation Monitoring Program shall be implemented and enforced throughout the project construction and operation, unless modified after appropriate California Environmental Quality Act (CEQA) review and approval by CCWA.

2. The Santa Maria Valley Water Treatment Plant Mitigation Monitoring Program shall be implemented and enforced through the project construction and operation, unless modified after appropriate CEQA review and approval by CCWA.

3. CCWA shall require each Water Supply Agreement contractor to commit, prior to the contractor's use of project water, that the water supplied to the contractor by the project will be used first to offset the contractor's proportionate share of groundwater basin overdraft, if any, and to improve water quality for its customers, if appropriate, before being made available for other purposes. Such a commitment can be manifested in a number of different ways, including but not limited to adoption of an ordinance or resolution or adoption of a water management plan or program which brings groundwater supply and demand into balance."

On February 27, 1992, the CCWA Board of Directors adopted Resolution No. 92-11, which complied with the terms of a Settlement Agreement between CCWA and two local organizations, which had threatened to institute litigation concerning the CCWA's compliance with CEQA in connection with the project. Resolution No. 92-11 added a new Condition #4 to the above-stated three conditions of approval:

4. "Each contractor shall commit to prepare and shall publish a report on its annual and long term water supply, beginning in the year that State Water Project (SWP) water first is delivered and annually thereafter for so long as the contractor continues to receive SWP water. This report shall include a calculation which quantifies, over the time period of the contractor's water management plan or the report, whichever is longer: (1) the obligation to offset groundwater overdraft and improve water quality, if any, set forth in the prior condition; and (2) reasonable estimates of total supplies available to the contractor, including but not limited to local supplies and the contractor's prediction regarding SWP urban delivery capacity, determined from State Department of Water Resources (DWR) operations studies. The report shall also include a calculation of the available water supply for the ensuing year and the amount of SWP water necessary to fulfill the contractor's obligations as set forth in Condition 3. The report shall contain sufficient information to monitor compliance with Condition No. 3 above. This report shall be presented for adoption to the contractor's Board of Directors at a public hearing. The report shall be distributed at local libraries and at each contractor's office and shall be available for public review at least 30 days prior to the Board hearing".

Condition No. 3 requires that a commitment be made with regard to use of SWP water. Condition No. 4 requires that annual reports be prepared concerning certain matters relating to water supply and demand, beginning with the year that SWP water first is delivered and thereafter for so long as SWP water is received.

In view of the above requirements, we have prepared the appropriate Resolution, which complies with the requirements of said Condition Nos. 3 and No. 4. Resolution No. 20-12 adopts the annual report, attached to Resolution No. 20-12 as Exhibit "A", regarding the City's long term water supply.

FISCAL IMPACT

The fiscal impact to the City will be the publication costs of the annual report and the staff time required to prepare said report.

RECOMMENDATION

That the City Council consider the adoption of Resolution No. 20-12 - "A Resolution of the City Council of the City of Buellton, California, Regarding the Commitments and Publishing the Report Required by Central Coast Water Authority Resolution Nos. 92-02 and 92-11"

ATTACHMENTS

Resolution No. 20-12 (with Exhibit A - Water Supply Report 2020)

RESOLUTION NO. 20-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, REGARDING THE COMMITMENTS AND PUBLISHING THE REPORT REQUIRED BY CENTRAL COAST WATER AUTHORITY RESOLUTION NOS. 92-02 AND 92-11

I. THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY FIND AND DETERMINE AS FOLLOWS:

A. The City of Buellton ("City") has a Water Supply Agreement with the Central Coast Water Authority ("Authority"); and

B. One of the conditions of approval of the Santa Ynez and Mission Hills Extensions to the Coastal Branch Phase II of the State Water Project as found in Central Coast Water Authority Resolutions 92-2 and 92-11 requires the following commitments:

1. Prior to the City's use of State Water Project water, the City will commit that the use of that water will be used first to offset the contractor's proportionate share of groundwater basin overdraft, if any, and to improve water quality for its customers, if appropriate, before being made available for other purposes.

2. Beginning in the year that State Water Project water is first delivered and annually thereafter, the City will commit to prepare and publish an annual report on its long-term water supply. This report shall include a calculation which quantifies:

(a) the obligation to offset groundwater overdraft and improve water quality, if any, set forth in the prior condition; and

(b) reasonable estimates of total supplies available to the City, including but not limited to local supplies and the contractor's prediction regarding State Water Project urban delivery capacity, determined from State Department of Water Resources (DWR) operations studies; and

(c) the available water supply for the ensuing year and the amount of State Water Project water necessary to fulfill the contractor's obligations; and

(d) sufficient information to monitor compliance; and

C. This resolution has been presented for adoption to the City Council of the City of Buellton at a public hearing and the Annual Long-Term Water Supply Report ("Report") attached as Exhibit "A" to this Resolution has been distributed to local libraries and City Hall for public review for a period of time in excess of 30 days prior to the hearing.

II. NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY RESOLVE AS FOLLOWS:

A. The City Council of the City of Buellton ("City") hereby commits to using State Water Project water, which it receives to first offset the City's proportionate share of groundwater basin overdraft, if any, and to improve water quality for its consumers, if appropriate, before making such water available for other purposes.

B. The City Council of the City hereby adopts the Annual Long-Term Water Supply Report ("Report") attached as Exhibit "A" to this Resolution.

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

PASSED, APPROVED, and ADOPTED this 11th day of June 2020.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

EXHIBIT A

ANNUAL WATER SUPPLY REPORT

June 2020

Prepared by:
Rose Hess

1.0 Introduction

The City of Buellton's water is supplied by Groundwater and supplemented by State Water Project. The Groundwater is supplied from the Buellton Uplands Groundwater Basin and the Santa Ynez River Underflow. The groundwater sources are shown in Figure 1 (identified as Zone D and Zone A).

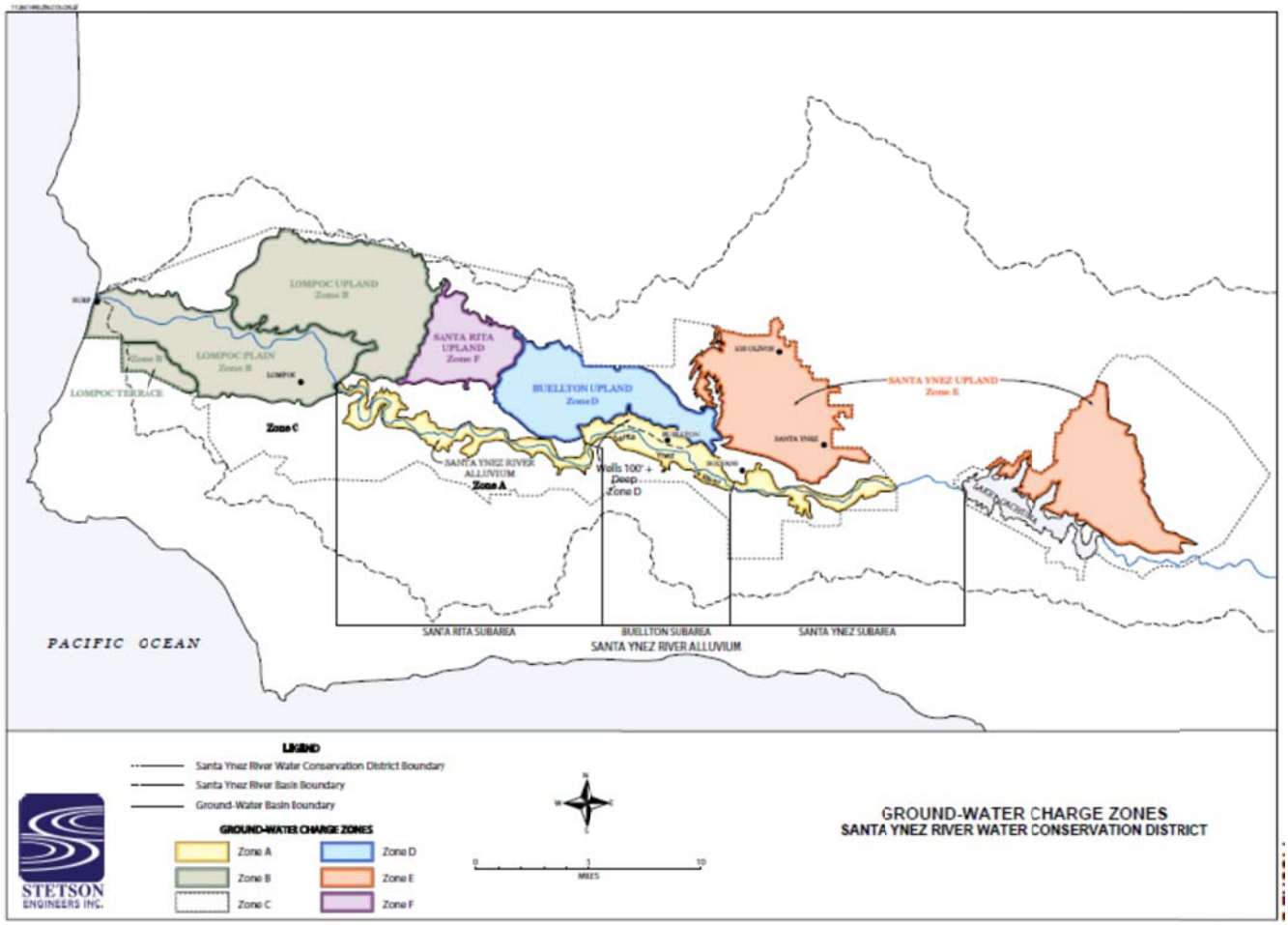

Figure 1. Groundwater Basins

The City currently has four (4) wells as part of the water supply system: three (3) shallow wells in the Santa Ynez Underflow and one (1) in the Buellton Uplands. The City also has a 5th well, located in the Santa Ynez Underflow. However, this well is used solely for irrigation purposes for the Zaca Creek Golf Course.

The City is also a participant of the State Water Project through the Central Coast Water Authority (CCWA). CCWA owns and operates water treatment facilities and pipeline that delivers water from the State Water Project to the project participants in Santa Barbara and San Luis Obispo Counties. Buellton has one (1) turn-out from the CCWA pipeline that delivers water directly to the City's distribution system. Figure 2 provides a general exhibit of the State Water line.

Figure 2. State Water Project

2.0 Production

The City has two water treatment facilities. The McMurray Water Treatment Plant treats water pumped from the three wells in the Santa Ynez River Underflow. The City's permit to draw from the Santa Ynez River Underflow is currently 1385 acre-feet per year. The City's 246 Water Treatment Plant treats water pumped from one well in the Buellton Uplands. There are currently no permit restrictions on pumping from the Buellton Uplands. During normal and wet years, the primary wells utilized are in the Santa Ynez River Underflow. During dry/drought years, the primary well utilized is in the Buellton Uplands. Table 1 shows the total production for each source by month.

The City's State Water Project allocation is 578 acre-feet. In February 2019, the Department of Water Resources (DWR) notified its contractors that the deliveries would be only 35% of the allocations. In March 2019, the allocation increased to 70%, and in June 2019, the final allocation raise was to 75%. Any Table A allocations unused by the City is carried over into the next calendar year.

In 2019, the City produced 878.8 acre-feet of water (approximately 286,364,000 gallons) from its groundwater supply. Total water supply produced/received in 2019 (groundwater plus State Water Project) was 1174.8 acre-feet (approximately 382,809,688 gallons).

With the 2019 population of 5453, the water produced on an average daily basis was 192 gallons/day/capita. It is important to note that this figure reflects total water use/production and cannot be reasonably compared to other agencies daily per capita rates. The City of Buellton has unique conditions where the actual residential vs commercial/industrial water use is approximately 50-50.

Table 1. Water Production 2019

	Buellton Uplands	Santa Ynez River Underflow	State Water Project	Total 2018
Production Amounts (AF)	**314.3**	**564.5**	**296.0**	**1174.8**

3.0 Supply

The City of Buellton's water is supplied by Groundwater and supplemented by State Water Project. The City's groundwater basins are informally managed by the Santa Ynez River Water Conservation District. Formed in 1939 for the primary purpose of protecting water rights on the lower Santa Ynez River, the District has overseen the groundwater basins from Santa Ynez to Lompoc (as shown in Figure 1, page 1). The District provides an annual report summarizing the groundwater production and charges and a status of groundwater and surface water supplies.

In April 2020, the Santa Ynez River Water Conservation District published its 42nd Engineering and Survey Report on Water Supply Conditions. This report summarizes the conditions of supply and basin storage, particularly during Spring which provides the best direct indication of the groundwater conditions during the past year. The 2 monitoring wells within the City of Buellton reflecting the Buellton Upland basin showed a slight decrease of water level in the past year. Under normal water supply conditions, the Santa Ynez River Alluvium (Santa Ynez River Underflow) is replenished yearly. During extended drought periods, some shortages may occur, particularly in the Lompoc Basin area. During these times, a water rights release may occur from Lake Cachuma to provide replenishment. In 2019, there were no releases necessary. In the past year, the City did not experience any issues with shortages from its supply in the Santa Ynez River Underflow.

During normal conditions, both groundwater supply sources are in good condition and for planning purposes are equally utilized for production of water. Table 2 provides a summary of water supply reasonably available to the City during the Fiscal Year 2020 and for a cumulative long term period (5 years). Operationally, the City utilizes one of the two groundwater sources as the primary resource based on needs and efficiency. Due to permitting rights, the primary wells the City utilizes are in the Santa Ynez River Underflow during normal and wet years. However, during dry/drought years, the primary well utilized is in the Buellton Uplands.

Table 2. Water Supply Availability

	Buellton Uplands	Santa Ynez River Underflow	State Water Project	Total 2020
FY 2020 (AF)	**1,000**	**1,385**	**578**	**2,963**
Cumulative Long Term Projection (AF)	**5,000**	**6,925**	**2,890**	**14,815**

The following Table 3 is an estimate of the water demand anticipated during Fiscal Year 2020 and over the long term (5 year) period. These estimates are well within the Supply Available in Table 2.

Table 3. Water Demand Forecast – 5 Years

	Buellton Uplands	Santa Ynez River Underflow	Total 2020
FY 2020 (AF)	**750**	**750**	**1,400**
Cumulative Long Term Projection (AF)	**3,750**	**3,750**	**7,000**

The City also utilizes State Water Project as part of its water supply. Buellton's State Water Project allocation is 578 acre-feet, but is subject to availability by the State. The City may utilize State Water Project water in lieu of (or in addition to) pumping from the Santa Ynez River Underflow or the Buellton Uplands. At this time, State Project Water is used to supplement the City's peak water demands or if any of the City's water facilities is under repair.

4.0 Groundwater Management

On November 10, 2016, the City Approved Resolution No. 16-26, deciding to become a Groundwater Sustainability Agency with the Santa Ynez River Water Conservation District to pursuant to the Sustainable Groundwater Management Act (SGMA). This provides the organization of the Central Management Area and begins our SGMA compliance and formal groundwater management, further protecting the long term sustainability of the City's groundwater basin supply. The Central Management Area is shown in Figure 3. During 2018, the formation of the Central Management Area was finalized. Under the lead of the Santa Ynez River Water Conservation District, a Request for Proposals was published, and subsequently consulting contract awarded to Stetson Engineers, for the groundwork for the SGMA compliance. Grant Agreement was also finalized with the Department of Water Resources under Prop 1b to assist in funding these early SGMA studies required for completion.

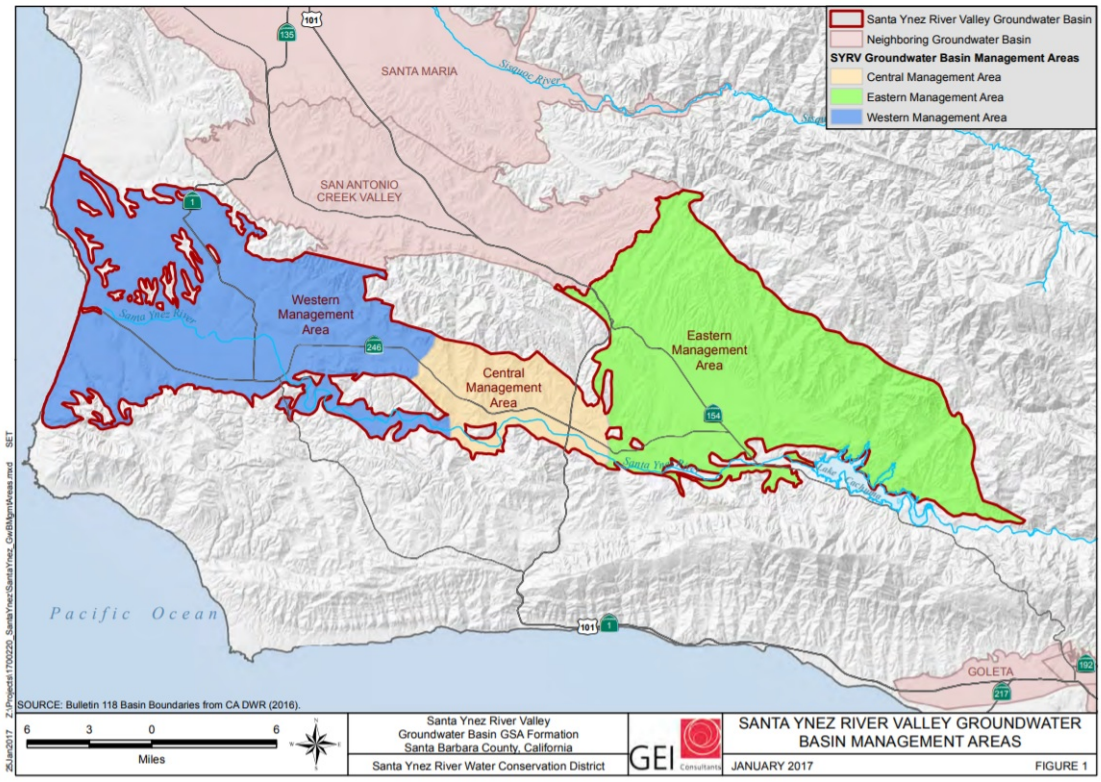

Figure 3. SGMA Basins

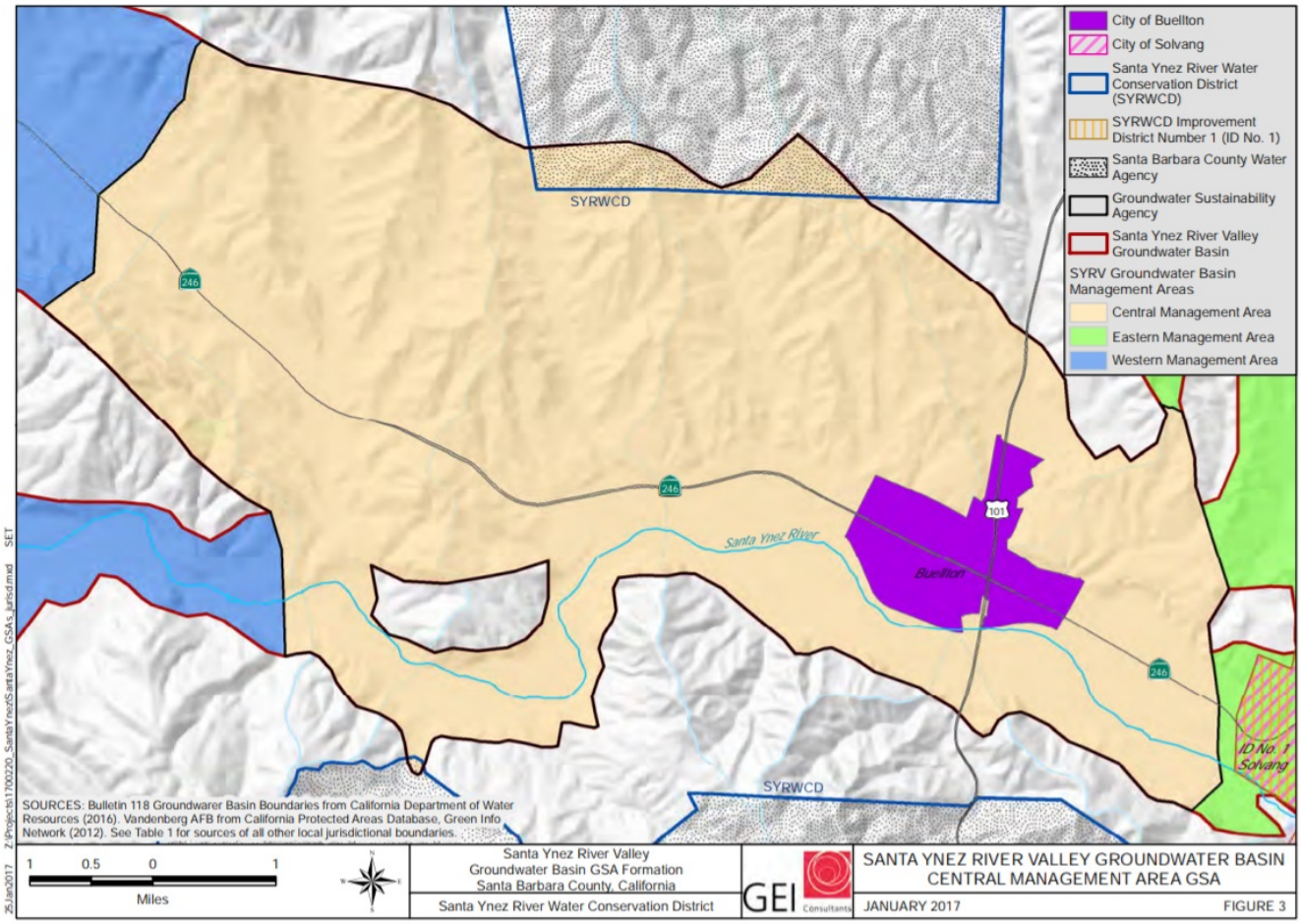

Figure 4. Central Management Area

Local organization of the Central Management Area continued in 2019 with the following general milestones:

- Finalizing the Intra-Management Area Administrative Agreement amongst the three GSA's,
- Establishment of a Citizen Advisory Group (CAG) for the Central Management Area, and
- Commencement of work by Stetson Engineers, which includes:
    - Development of the Data Management Plan,
    - Development of the Stakeholder Engagement Plan, and
    - Development of the Hydrogeologic Conceptual Model and Groundwater Conditions

Work in 2020 will continue the work by Stetson Engineers as listed above.

5.0 Groundwater Replenishment/Recycled Water

The City of Buellton's does contribute to the replenishment of the groundwater systems. The City's wastewater treatment plant currently discharges approximately 507,000 gallons of secondary treated effluent per day (2019 average daily flows) into infiltration basins. Specific studies on the extent of actual replenishment have not been conducted.

A Recycled Water Feasibility evaluation has been conducted by staff. At this time, the cost-benefit to construct the necessary plant improvements and city-wide infrastructure to treat, produce and deliver tertiary treated, Title 22 compliant effluent cannot be met due to the limited amount of potential users that could utilize the reclaimed water. While this option is not currently feasible, it will remain an option to review periodically as grant funding becomes available or if alternative opportunities surface.

6.0 Conservation

In 2014, the City of Buellton adopted Resolution 14-19, declaring a Stage Two Water Conservation Requirement. This is pursuant to the State Water Resource Control Board's regulations declaring a State of Emergency due to severe drought conditions. Residents and businesses are required to reduce water consumption and limit outdoor irrigation in order to meet these requirements.

In an effort to advocate water conservation, the City has implemented outreach programs in conjunction with Santa Barbara County and other local jurisdictions. This outreach can be recognized as:

Let's Save Together
water wise
City of Buellton

Currently, the City provides water conservation "Cash-4-Grass" rebate programs to residents and businesses. The City is currently revamping this program to allow more residents and businesses to make the most of this benefit.

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:	Kyle Abello, Recreation Supervisor
Meeting date:	June 11, 2020
Subject:	Approval of Arts and Culture Project Application: Nature Inspired Hubcap Public Art Project

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BACKGROUND

The purpose of this Project is to create a fun and colorful public art project that turns used hubcaps, normally trashed in landfills, into nature-inspired artworks that can be displayed throughout Buellton and the Santa Ynez Valley. The applicant, The Wildling Museum of Art and Nature, is partnering with local artists Stacey Thompson, Kiana Beckman, and Carolyn Dorwin to lead the effort to recruit community "artists" young and old and provide them with hubcaps along with suggestions for how to decorate them. They will also collaborate with the Buellton Chamber of Commerce and Visitor's Bureau to seek out local businesses that may want to display the finished art and to encourage visitors to explore the various displays. The Wildling Museum is contributing a $500 equivalence of in-kind staff time and advertising/promotion costs. The complete application is included as Attachment 1.

The Project request for $3,000 will pay for the hubcaps, varnish, installation materials and all preliminary work by the artists to gather materials, recruit community members, hubcap prepping, varnishing final hubcaps, and installation. Any unspent funds are required to be returned to the City.

The Arts & Culture Committee discussed the Project at length and recommended approval to the City Council.

FISCAL IMPACT

The fiscal impact of this item is $3,000. Arts and Culture Project funding is included in the City's Budget with $27,750 remaining in this fiscal year.

RECOMMENDATION

That the City Council consider approval of $3,000 to fund the Nature Inspired Hubcap Public Art Project.

ATTACHMENTS

Attachment 1: Nature Inspired Hubcap Public Art Project Application

BUELLTON ARTS & CULTURE COMMITTEE

PROJECT FUNDING REQUEST FORM

DATE: May 26, 2020

NAME OF PROJECT: Nature Inspired Hubcap Public Art Project

PROJECT DATE(S): June 15 – Oct 31, 2020

SPONSORING ORGANIZATION: Wildling Museum of Art and- Nature

KEY ORGANIZER: Stacey Thompson and Stacey Otte--Demangate

CONTACT INFORMATION: Stacey@wildlingmuseum.org, 805-686-8216

thompsonarttherapy@gmail.com 415-606-7756

TYPE OF PROGRAM: [x] ARTS PROGRAM [ ] CULTURE PROGRAM [ ] BOTH TOTAL

PROJECT BUDGET: $3,500

AMOUNT OF FUNDING REQUESTED: $3,000

HAS APPLICANT RECEIVED FUNDING FROM THE BUELLTON ARTS & CULTURE PROGRAM PERVIOUSLY? IF SO, WHEN WAS THE LAST TIME?

YES NO X YEAR: _____

HOW DID YOU HEAR ABOUT THE CITY OF BUELLTON ARTS & CULTURE GRANT PROGRAM:

Was involved in initial efforts to create grants committee, no longer on the committee due to other obligations

IF APPLICANT DOES NOT RECEIVE THE FULL AMOUNT OF FUNDING REQUESTED, WILL THE PROPOSED PROJECT STILL MOVE FORWARD:

YES NO X Maybe

DESCRIPTION OF EVENT — Include goals, objectives, key organizer's vitae / relevant previous experience, and a list of other project partners/collaborators:

See next page

BUELLTON ARTS & CULTURE COMMITTEE

PROJECT FUNDING REQUEST FORM

DESCRIPTION OF EVENT – Include goals, objectives, key organizer's vitae / relevant previous experience, and a list of other project partners/collaborators:

The Wildling Museum of Art and Nature is partnering with artists Stacey Thompson, Kiana Beckmen and Carolyn Dorwin to create a fun and colorful public art project that turns used hubcaps, normally trashed in landfills, into nature-inspired artworks that can be displayed (with permission, of course) throughout Buellton and the Santa Ynez Valley.

Our goal is to help the community create and display these "upcycled" artworks as a healthy distraction from the stress of the past several months of stay-at-home orders. The display itself will be a cheerful public art project that visitors and community members can both enjoy, and a great public image story that the Buellton CVB can share, encouraging visitors to explore the various displays. Our goal also is to encourage upcycling of trash into art and bring attention to the issue of needless waste.

The Wildling has recruited Stacey Thompson to help lead the project, and she in turn will be working with other local artists Kiana Beckmen and Carolyn Dorwin. We will put out a public call to the Buellton and overall Valley community for "artists" young and old and then supply them with hubcaps (aka wheel covers), along with suggestions for how to decorate.

Stacey Thompson has done other community projects, including a Day of the Dead project at the Valley Botanical Garden last fall. The Wildling Museum has hosted many local art community projects at the Wildling, but never out of the four walls of the museum. Given that we may not be able to open until July, and then for limited hours as we move through a careful reopening process as mandated by the County, it would be exciting to have a community wide effort that can be seen throughout the Valley by anyone at any time.

The team will identify at least 3 installation sites that will host 30-60 hubcaps. The program will be launched as soon as funded with the first installation available up by July 4th and the third up by September 4th. Sites the team is considering and will reach out to if grant is received: Santa Ynez Valley Botanic Garden, Santa Ynez High School fence by the bike path, River View Park, Hans Christian Andersen Park, Nojoqui Falls Park.

BUELLTON ARTS & CULTURE COMMITTEE

PROJECT FUNDING REQUEST FORM

DESCRIPTION OF EVENT – cont.

BUELLTON ARTS & CULTURE COMMITTEE

PROJECT FUNDING REQUEST FORM

PROJECT BUDGET DETAIL:

PROJECT FUNDING (list anticipated funding sources and amounts) — must equal Total Project Budget

SOURCE OF REVENUE		AMOUNT
City of Buellton		$3,000
Wildling Museum	in kind for salaries and promotion	$ 500
TOTAL		**$ 3,500**

PROJECT EXPENSES (promotional materials; space rental; artist honoraria; advertising; etc.) —must equal Total Project Budget

EXPENSE CATEGORY	AMOUNT
Artist Organizers: gathering materials, recruiting community, prep of hubcaps, varnishing final hubcaps, installation of hubcaps	$750 x 3 artistis = $2,250
Supplies: hubcaps, varnish, installation materials	$750
Wildling Museum Staff Time for promotion and oversight:	$500
TOTAL	**$**3,500

BUELLTON ARTS & CULTURE COMMITTEE

PROJECT FUNDING REQUEST FORM

CHECKLIST OF ITEMS TO SUBMIT:

- ☐ Completed application
- ☐ If art, craft or other objets d'arte are to be exhibited or otherwise displayed, either links to artists/artisans websites, 4-6 digitized images (minimum 300dpi).
- ☐ If music, dance or other types of performance work is to be presented, either links to the artists' websites or digitized video of their work.
- ☐ If your project or event will be held on public property (streets, sidewalks, parks), submit a completed ***Special Event Permit Application.***
- ☐ If your project or event includes temporary sales and the like on private property, submit a completed ***Temporary Use Permit Application***. Consult the ***Quick Reference Guide*** for links to the application form and general information.

Example of upcycled hubcap by Stacey Thompson

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:	Irma Tucker, Contract City Planner
Meeting Date:	June 11, 2020
Subject:	Discussion and Direction Regarding Rebranded Landscape Rebate Program: "Buellton Beautiful"

BACKGROUND

In November 2014, the Buellton City Council authorized implementation of a landscape rebate program, which was originally seeded in part by a WaterSMART water efficiency grant. The grant period was for a period of two years, through October 2016. Subsequently, after the grant expired, City Council committed $25,000 per year to continue funding its local "Cash for Grass" rebate program in order to increase water efficiency and encourage drought tolerant landscaping. The program has been offering eligible applicants $1.00 per square foot of rebate with a maximum rebate amount of $750 for eligible residential properties.

This past year, in an effort to maintain continued community interest and promote increased participation in the program, staff is proposing to expand and re-brand the "Cash for Grass" program into the "Buellton Beautiful" program. While still maintaining basic requirements for water efficiency, the re-branded program would shift to a beautification focus. With rebate funds available on a first-come, first-served basis, the program would be open to owners of both residential and business properties who wish to make their outdoor landscaping more attractive and environmentally friendly. The program covers landscape and hardscape improvements for front yard and setback areas that are within public view, visible from the street.

In addition to the beautification focus and the inclusion of commercial properties, other key changes include:

- increasing the maximum rebate to $1,000 per property (previously $750)
- allowing $2.00 per square foot for materials and labor costs (previously $1.00/sq. ft. for materials only)
- encouraging the planting of a new tree where appropriate
- requiring environmentally friendly removal of existing lawns, weeds and debris

It is anticipated that the Buellton Beautiful program, with its expanded eligibility and rebate per property, would result in increased community participation and utilization of the program budget.

The Green Team has reviewed the re-branded "Buellton Beautiful" program at several recent meetings, and the attached application form reflects comments received from Green Team members. While acknowledging that program applicants must be current Buellton water customers, the application form does reflect a temporary relaxation of rebate qualification requirements, whereby water customers (who have otherwise been in good standing for the past 12 months) would not be disqualified for having missed or made late payments as a result of the COVID-19 outbreak.

FISCAL IMPACT

The City has committed $25,000 per year in its budget for a landscape rebate program; these funds would be utilized for the rebranded "Buellton Beautiful" program.

RECOMMENDATION

That the City Council provide direction to staff for proceeding with the "Buellton Beautiful" landscape rebate program.

ATTACHMENTS

Attachment 1 - "Buellton Beautiful" Landscape Rebate Program Request Form

BUELLTON BEAUTIFUL

Landscape Rebate Program Request Form

DRAFT

RESIDENTIAL - COMMERCIAL

Name: _____
(As you would like it to appear on the check; please print clearly.)

Address: _____ Phone # (_____) _____- _____
(Mailing Address)

City: _____ State: _____ Zip: _____
(Mailing Address)

Water Account Number: _____ Service Address: _____

Buellton's beautification program Buellton Beautiful is funded by the City Council, allocating $25,000 a year on a first come, first served basis. The program is open to residential and business owners who wish to make their outdoor landscaping more attractive and environmentally friendly. The program covers landscape and hardscape improvements for residential and commercial properties for front yard and setback areas that are within public view, visible from the street.

Requirements for the Rebate

- An eligible applicant can receive $2.00 per square foot for actual material and labor costs incurred in replacing a front lawn or landscaping, including setback areas visible from the street, with water efficient plants along with: mulch, gravel, or synthetic turf. The maximum amount of the rebate is $1,000 for eligible residential or commercial properties.
- Applicants must ~~be current~~be current Buellton water customers in good standing for the past 12 months. (Note: applicants who have otherwise been water customers in good standing would not be disqualified for missed or late payments as a result ~~of COVID~~of COVID-19.)
- The existing front yard does not need to have living green lawn however existing low water use landscapes (such as dirt stone or gravel, etc.) are not eligible.
- Applicants must submit a site plan showing proposed changes.
- Projects must be approved in advance of landscape changes. The program is not retroactive.
- Landscapes for new home or building construction are not eligible.
- Sales receipts and/or contractor invoices (for material or labor costs) are required for all rebates.
- No more than 50% of the new landscape may be covered with gravel. At least 50~~% shall~~% shall be landscaped with drought tolerant plants. Some lawn may be allowed.
- If suitable for the property tree planting is strongly suggested *(must be those on the City's Approved Tree Planting List)*.
- Removal and clean-up of existing lawns, plants, weeds and debris must be done in an environmentally friendly manner (i.e. no use of Round-up or other toxic methods).

Project Description

~~Describe proposed~~Describe proposed changes to the landscaping (please provide a Site Plan showing proposed changes):

_____

_____

_____
_____
_____
_____

How Do I Participate?

Step 1: Make an appointment for a "**Pre-Qualification Inspection"** site visit by calling 805-688-7474. City staff will visit the site and take photos and measurements.
Step 2: The purchase and installation of all plants and ~~other materials~~other materials must take place within **120 days** of the date of the Pre-Qualification Inspection.
Step 4: Call for a final "**Post-Installation Inspection**" appointment within **120 days. City staff will visit the site and take photos.**
Step 5: Submit receipts and/or invoices which are required for all rebates.
Step 6: Rebate check will be issued within 30 days of final inspection.

TERMS & CONDITIONS

1. The **Applicant** applying for the rebate(s) **must be a City of Buellton water customer**.
2. The Project Description as detailed on this application is **valid for 120 days** from the **Pre-Qualification Inspection** date.
3. Applicant must provide a legible copy of the valid, dated sales receipts to qualify.
4. Rebates shall be on a one-time basis per address or customer.
5. **A Pre-Qualification** Inspection is required and a **Post-Installation Inspection** of the property is also required to verify installation within 120 days of the date of the Pre-Qualification Inspection. Before and after photos will be taken by City staff.

Note: **Rebate amounts are subject to change without prior notice and based upon availability of funds.**
For more information call (805) 688-7474 or visit www.cityofbuellton.com

By signing below, you indicate that you agree to the "**Terms and Conditions**" of the Buellton Beautiful Program as detailed on this form. All applicable rebates are only valid for a period of 120 days following the date of the **Pre-Qualification Inspection**. It is the **applicant's responsibility to arrange a Post Installation Inspection** within the 120 day period following the **Pre-Qualification Inspection.** Failure to comply with these terms and conditions are automatic grounds for disqualification from the program. Call (805) 688-7474 to schedule a Post Installation Inspection.

The applicant, on behalf of itself and any agent or employee, authorizes the City of Buellton, or anyone authorized by the City of Buellton, to use and reproduce in any format including, but not limited to, print or electronic, any visual representation, photograph or video footage taken of me and/or my home and/or landscaping for any purpose, without compensation or limitation. All rights to any and all such video and images, together with the prints, are owned by the City of Buellton.

Signature of Applicant: _____

Signature of Property Owner: _____

Date: _____ **Email:** _____

OFFICIAL USE ONLY
Date of Pre-Qualification Inspection: _____ Estimated Rebate: Amount $ _____
POST-INSTALLATION INSPECTION:
Date of Post-inspection: _____
Date of Receipt: _____ Approved By: _____ Total Rebate Amount: $_____
Rejected By: _____ Reason: _____

CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Irma Tucker, Contract City Planner

Meeting Date: June 11, 2020

Subject: Discussion and Direction Regarding Community Cleanup Program

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BACKGROUND

One of the goals adopted as part of the 2012 Buellton Vision Plan was "Goal 7 - Be a leader in environmental sustainability and stewardship". Environmental sustainability is often folded into a larger concept of sustainability that strives for positive economic and social outcomes as well. As reflected in the Vision Plan, relationships can be seen between Goal 7 and other goals such as: Goal 4 – Promote Desired Change through Planning and Design; Goal 6 – Maintain a Strong Sense of Community; and Goal 8 – Foster Economic Development that Supports the Community Vision.

During recent discussions about revising and re-branding the Cash-For Grass landscape rebate program, the Green team discussed a number of potential program ideas related to community-wide resource conservation and neighborhood beautification. One idea that gained traction was to implement a Community Cleanup program utilizing local volunteers.

A potential Community Cleanup Program would be directly relevant to the following Vision Plan measures:

- Goal 4 (Planning and Design):
  - Objective 4.2. Promote attractive, well-maintained neighborhoods and districts.
    - Action 4.2.6 Create a neighborhood enhancement program to organize neighborhood and district cleanup efforts by volunteer community members.
- Goal 6 (Strong Sense of Community):
  - Objective 6.1. Foster community events and programs that promote social interaction between diverse residents of all ages.
    - Action 6.1.3 Promote community involvement in volunteer efforts.

In addition, attractive residential, commercial and industrial neighborhoods play an integral role in enhanced economic development, including business viability and tourism.

Options discussed at the May 14, 2020, Green Team were to organize Community Cleanup Days that may include such activities as:

- neighborhood by neighborhood cleanup and beautification efforts, including potential tree planting;
- identification and cleanup of specific areas needing attention, such as freeway off-ramps, sidewalks, curbs/gutters, etc.); and
- yard clean-up assistance for property owners that are physically impaired or are considered "vulnerable" members of the community.

Specifically, the Green Team's general consensus was to bring an action item before City Council to authorize the Community Cleanup program that would include:

- scheduling Community Cleanup efforts in July and August (potentially one or two Saturdays each);
- conducting a community survey to solicit cleanup project recommendations and to enlist volunteers and project leaders;
- organizing a volunteer appreciation event whereby participating volunteers would receive "reward" vouchers to a local food truck/restaurant (TBD) for redemption on Labor Day weekend September 7 (tentative); details of this event would depend on the ability to meet then-applicable State guidelines regarding social distancing; and
- allocating a nominal budget for volunteer reward vouchers, tool and supplies.

FISCAL IMPACT

Staff, on the Green Team's recommendation, recommends that City Council consider allocating $2,500 to implement the proposed Community Cleanup program in Summer 2020.

If the 2020 Community Cleanup program is successful and well-received by the community, future Cleanup days may be scheduled. At that time, Staff would return to City Council for additional budget considerations, as needed.

RECOMMENDATION

That the City Council provide comments and direction to Staff for implementing the Community Cleanup program and allocate $2,500 for the initial program to take place in Summer 2020.

CITY OF BUELLTON

City Council Agenda Staff Report

City Manager Review: SW
Council Agenda Item No.: 12

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: June 11, 2020

Subject: Consideration of Costs for the Reconstruction of the Flagpole on Median 2

BACKGROUND

On May 14, 2020 the City Council discussed their desire to re-install the original 50' flagpole at Median 2 on Ave of Flags and directed staff to investigate the costs involved to investigate, design, weld and structurally certify the original flagpole.

The following costs and scope of work will be required:

STRUCTURAL DESIGN/INSPECTION/CERTIFICATION:

SSG Structural Engineers – SLO, Michael Parolini, PE, SE

Scope and cost estimate:

SEOR – Structural Engineer of Record
GEOR – Geotechnical Engineer of Record
CWI – Certified Welding Inspector
MTL – Materials Testing Laboratory

Item	Description	Purpose	Who?	Estimated Cost Range
1	Visit Existing Pole pieces in Contractors Yard.	See overall condition of the pole, visually assess the type of material, its suitability for re-use and weldability, check for signs of excessive deterioration	CWI, SEOR	$1,000 - $1,500
2	Take Material Samples –	Material will be taken to	MTL	$3,000 -

	Approximately 18-24" of Pipe	MTL, cut in samples for chemical analysis to determine material strengths, stiffness, makeup and welding properties, Machining of samples to specific ASTM Standards for Tension and Bend Tests to determine mechanical properties		$5,000
3	Geotechnical Investigation at Installation Site	Verify Soil properties, including presence of water, collapse potential of drilled holes, mechanical properties of soil for design of embedded footings.	GEOR, MTL	$3,500 - $4,500
4	Structural Design of Pole Reconstruction & Installation	With given data gathered from Item 1, 2, 3, structural analysis of flag pole for demand loads, for repair and final installation	SEOR	$4,000 - $5,000
5	Inspection Services for Field Welding of Pole Repair	Estimate of time in field for fit up, welding activities to repair pole	CWI	$3,000 - $4,000
6	Inspection Services for Field Installation of Pole Footing	Drilling operations, concrete placement, testing and associated reporting	GEOR, MTL	$2,500 - $3,500
			Totals	**$17,000 – $23,500**

These are estimates based on discussion of services required. The structural engineer has not completed any investigation of the flagpole. Should the council elect to proceed, the initial cost just to evaluate the structural viability is ~ $11,500 (items 1, 2, 4 highlighted above). Costs can be reduced as well if the structural engineer can utilize an existing soils report. The flagpole will require structural design/inspection/certification of the flagpole to reduce the City's liability.

STRUCTURAL WELDER:

LAHR Industrial Welding – Santa Maria, Andrew Mehlschau

Scope and cost estimate:

They are able to do structural welds pursuant to plans as provided by a Structural Engineer. They cannot certify the structural integrity of the welds/pole.

They will need design first. Cost is T&M – prevailing wage is $105/hr. – **estimate 4 hours - $420**.

TRANSPORT:

Steve Soares Trucking – Santa Maria

Scope and cost estimate:

Two trips total. Transport flagpole from CalPortland Yard in Santa Maria to City WWTP Yard. Transport finished flagpole from Yard to project site.

$800.

BID / CONTRACT REQUIREMENTS.

Should Council want to pursue the flagpole reconstruction, staff plans to procure the required services through the City's Engineering consultant. The City's consultant will then bill the City for the costs of these services. This process is desirable given the fact that the flagpole project will become a critical path item within the larger Median 2 construction project.

Arranging these services without going through the Engineering consultant will mean that there will be contract and procurement procedures that will need to be addressed. These procedures will necessitate either the use of formal written requests for proposals for certain aspects of the work (which is likely to delay the completion of the process), or a formal City Council action to exempt the affected project components from the normal process.

FISCAL IMPACT

The cost estimate for the entire scope ranges from $18,220 to $24,720, though costs may be reduced if the entire scope is not required. This amount is not allocated in the 19/20-20/21 FY Budget and would require a budget amendment.

RECOMMENDATION

That the City Council discuss the costs to reconstruct the flagpole and provide direction to staff.

CITY OF BUELLTON

City Council Agenda Staff Report

City Manager Review: SW
Council Agenda Item No.: 13

To:	The Honorable Mayor and City Council
From:	Shannel Zamora, Finance Director
Meeting Date:	June 11, 2020
Subject:	Resolution No. 20-16– "A Resolution of the City Council of the City of Buellton, California, for the Purpose of Mid-Cycle Budget Amendments Related to Fiscal Year 2020-21"

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 Fiscal Year 2020-21 totaled $15,888,620 of which $9,416,999 was adopted for the General Fund. The proposed amended budget for Fiscal Year 2020-21 totals $17,240,904 of which $10,030,111 is proposed for the General Fund.

After the Mid-Cycle Budget Session on May 28, 2020, staff made changes based on direction from the City Council and further staff review. The final amended budget for FY 2020/21, which includes the Operating Budget and Capital Improvement Projects (CIP) for the City of Buellton, is submitted for adoption. Additions, changes and deletions may still be made at this meeting and will be reflected in the final printed budget.

The following are recommended changes to the General Fund from the previous meeting:

- 001-401-60710 Travel & Training: decrease appropriation by $200 for a total appropriation of $10,000.
- 001-401-72300 Computer Equipment: decrease appropriations by $2,000 for a total appropriation of $3,000.
- 001-403-40710 Travel & Training: decrease appropriation by $121 for a total of $3,000.
- 001-410-60800 Contract Services: decrease appropriations by $19,200 for a total of appropriation of $3,670.
- 001-410-67790 Visitor Bureau: decrease appropriations by $60,000 for a total appropriation of $390,000 to reflect new adjusted contract amount.

- 001-410-77000 Transfer for CIPs: decrease appropriations by $2,615,113 for a total appropriation of $2,588,660 reflect reduction in the CIP budget.
- 001-420-60710 Travel & Training: decrease appropriations by $1,000 for a total appropriation of $4,000.
- 001-510-60800 Contract Services: increase appropriations by $16,031 for a total of $215,000 to reflect the estimated cost of library services for FY 2020/21.
- 001-551-60650 Membership & Publications: decrease appropriations by $3 for a total of $670.

The total decrease in the previously proposed General Fund appropriations is $2,721,706

The following are recommended changes to the proposed Wastewater:

- 005-701-60650 Membership & Publications: decrease appropriations by $500 for a total of $1,500.

The following are recommended changes to the proposed Water and Water Capital Fund:

- 020-601-60710 Travel & Training: decrease appropriations by $3,000 for a total of $9,000.
- 021-602-69100 Transfer for CIP: decrease appropriation by $50,000 for a total of $350,000.

The following are recommended changes to the proposed Gas Tax Fund:

- 025-554-77000 Transfer for CIP: decrease appropriation by $64,555 for a total of $536,120.

The following are recommended changes to the proposed Measure A Fund:

- 031-560-77000 Transfer for CIP: decrease appropriation by $101,232 for a total of $514,593.

The overall decrease in appropriations for the CIP Budget is $2,860,900. The decrease was attributed to removal and deferment of Capital Projects. Details can be found on Attachment 2.

FISCAL IMPACTS

The final fiscal impact reflects all funds have sufficient revenue or reserves to meet budgeted expenditures. The General Fund is expected to have an operating surplus of $289,429.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 20-16 - "A Resolution of the City Council of the City of Buellton, California, for the Purpose of Mid-Cycle Budget Amendments Related to Fiscal Year 2020-21"

ATTACHMENTS

Resolution No. 20-16
Attachment 1 – Proposed Fiscal Year 2020-21 City Budget Amendments
Attachment 2 – Proposed Capital Improvement Budget FY 2020-21 Amendments

RESOLUTION NO. 20-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, FOR THE PURPOSE OF MID-CYCLE BUDGET AMENDMENTS RELATED TO FISCAL YEAR 2020-21

WHEREAS, the City Council adopted the Biennial Fiscal Year 2019-20 and 2020-21 Budget on May 23, 2019; and

WHEREAS, it is necessary to make amendments to the Biennial Fiscal Year 2020-21 Budget as part of the Mid-Cycle Review; and

WHEREAS, the City Council on May 28, 2020 has reviewed and studied the Proposed Fiscal Year 2020-21 Budget amendments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY RESOLVE AS FOLLOWS:

A. The City Council hereby adopts the final Fiscal Year 2020-21 Budget for the City of Buellton in those amounts which are hereby appropriated for the purposes as described therein.

B. That a true and correct copy of the revised Biennial Fiscal Year 2019-20 and 2020-21 Budget will be on file in the Office of the City Clerk.

C. That the City Manager can approve budget transfers within funds, providing it has no impact on fund balance and the Council can amend this Budget at any time. In addition, the City Council will review the Budget quarterly.

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

PASSED, APPROVED and ADOPTED this 11th day of June, 2020.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

ATTACHMENT 1

CITY OF BUELLTON
MID-CYCLE BUDGET AMENDMENTS
FISCAL YEAR 2020/21

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	$ 6,788,700	7,735,880	(7,446,451)	-	(2,583,660)	2,583,660	$ 4,494,469	(2,294,231)	-33.79%
005 - Sewer Fund	$ 2,890,756	1,213,930	(1,346,751)	-	(560,720)	694,041	$ 2,197,215	(693,541)	-23.99%
006 - Wastewater Capital	$ 208,941	280	(36,000)	560,720	(550,000)	25,000	$ 183,941	(25,000)	-11.97%
020 - Water Fund	$ 5,891,687	2,484,536	(2,544,079)	-	(371,530)	434,073	$ 5,460,614	(431,073)	-7.32%
021 - Water Capital	$ 65,874	470	(37,000)	321,530	(350,000)	65,000	$ 874	(65,000)	-98.67%
023 - Housing Fees	$ 488,461	1,200	(3,000)	-	-	-	$ 486,661	(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)	-	(536,120)	347,675	$ 77,613	(347,675)	-81.75%
027 - Local Transportation Fund	$ 134,773	5,083	(106,500)	74,500	(23,000)	49,917	$ 84,856	(49,917)	-37.04%
029 - Transportation Planning Fund	$ (97,060)	35,050	(45,000)	9,950	-	-	$ (97,060)	-	0.00%
031 - Measure A	$ 317,206	356,768	-	-	(589,093)	232,325	$ 84,881	(232,325)	-73.24%
092 - Capital Improvement Proj Fund	$ -		4,567,373	(4,567,373)			$ -	-	
TOTAL FUND BALANCE	**$ 17,150,471**	**$ 12,133,732**	**$ (7,109,408)**	**$ (3,600,673)**	**$ (5,564,123)**	**$ 4,431,691**	**$ 13,009,998**	**(4,140,472)**	**-24.14%**
"ESTIMATED AVAILABLE BALANCE"									

Revenue and Expenditure by Fund Type

	General Fund	Enterprise Funds	Special Revenue Funds	Total Appropriated Funds
Starting Fund Balance	*$ 6,788,700*	*$ 9,057,259*	*$ 1,304,512*	*$ 17,150,471*
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	$ -	$ 882,250	$ 84,450	$ 966,700
Transfer from Reserves	$ 2,583,660	$ 1,218,114	$ 629,917	$ 4,431,691
Total Other Financing	**$ 2,583,660**	**$ 2,100,364**	**$ 714,367**	**$ 5,398,391**
Total Revenue	**$ 10,319,540**	**$ 5,799,580**	**$ 1,413,003**	**$ 17,532,123**
Operating Expenditures:				
Employee Services	$ 2,026,306	$ 764,032	$ -	$ 2,790,338
Operating & Maintenance	$ 5,353,695	$ 3,164,798	$ 246,500	$ 8,764,993
Minor Capital	$ 46,500	$ 35,000	$ -	$ 81,500
Total Operating Expenditures	**$ 7,426,501**	**$ 3,963,830**	**$ 246,500**	**$ 11,636,831**
Other Expenditures:				
Capital Expenditures	$ 2,583,660	$ 900,000	$ 1,083,713	$ 4,567,373
Transfer to Other Funds	$ 19,950	$ 932,250	$ 84,500	$ 1,036,700
Total Other Expenditures	**$ 2,603,610**	**$ 1,832,250**	**$ 1,168,213**	$ 5,604,073
Total Expenditures	**$ 10,030,111**	**$ 5,796,080**	**$ 1,414,713**	**$ 17,240,904**
Net Revenue & Expenditures	**$289,429**	**$3,500**	**-$1,710**	**$291,219**
Ending Fund Balance	*$ 4,494,469*	*$ 7,842,645*	*$ 672,885*	*$ 13,009,998*

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%	2,583,660	154%
Adjusted revenue after reserve transfer	**$ 7,826,702**	**$ 8,632,268**	**$ 9,698,069**	**$ 9,416,999**	-3%	**$ 10,319,540**	10%
Expenditures							
City Council	$ 124,020	$ 127,450	$ 125,289	$ 142,691	13.9%	$ 141,997	-0.5%
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%	135,705	4.0%
City Attorney	148,916	174,207	180,728	195,000	7.9%	195,000	0.0%
Non-Departmental	964,781	1,153,198	1,677,646	1,072,619	-36.1%	987,268	-8.0%
Finance	178,228	181,875	187,492	203,099	8.3%	204,719	0.8%
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%	221,820	7.0%
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%	336,870	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**	**$ 9,167,069**	**$ 7,121,999**	-22.3%	**$ 7,446,451**	4.6%
Transfer for CIP	470,679	194,695	1,691,000	2,295,000	35.7%	2,583,660	12.6%
GF Total Expenditures	**$ 6,364,066**	**$ 6,658,448**	**$ 10,858,069**	**$ 9,416,999**	-13.3%	**$ 10,030,111**	6.5%
Projected Fund Balance							
Balance, beginning of FY	$ 6,965,277	$ 8,427,913	$ 10,401,733	$ 6,788,700	-34.7%	$ 6,788,700	0.0%
Prior Year-Adjustment	$ -	$ -	$ -	$ -	0.0%	$ -	0.0%
Net Change in Fund Balance	1,462,636	1,973,820	$ (1,160,000)	$ 0	-100%	289,429	61580478.9%
Ending Fund Balance	**$ 8,427,913**	**$ 10,401,733**	**$ 9,241,732**	**$ 6,788,701**	-27%	**$ 7,078,129**	4.3%
Less: Transfer from Reserves	*$ -*	*$ -*	*$ (2,453,032)*	*$ (1,016,068)*	*-58.6%*	*$ (2,583,660)*	154.3%
Final Ending Fund Balance	**$ 8,427,913**	**$ 10,401,733**	**$ 6,788,700**	**$ 5,772,633**	**-15.0%**	**$ 4,494,469**	-22.1%

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%	939,735	-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%	**$ 1,346,751**	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%**	**$ 1,907,471**	**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	1,904,061	2,148,970	12.9%	2,152,063	0.1%
Minor Capital	1,656	0	2,621	0	0.0%	10,000	0.0%
Total Expenditures	**$ 1,990,115**	**$ 2,155,374**	**$ 2,237,320**	**$ 2,510,670**	12.2%	**$ 2,544,079**	1.3%
Transfers to 021 - Capital	-	-	376,200	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%**	**$ 2,915,609**	**5.1%**
Projected Fund Balance							
Balance, beginning of FY	$ 5,457,863	$ 5,959,610	$ 6,400,081	$ 5,891,687	-7.9%	$ 5,891,687	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**	**$ 5,891,687**	**-6.0%**	**$ 5,891,687**	**0.0%**
Less: Transfers from Reserves	*$ -*	*$ -*	*$ (376,200)*	*$ (266,805)*	*0.0%*	*$ (434,073)*	*0.0%*
Final Ending Fund Balance	**$ 5,959,610**	**$ 6,400,081**	**$ 5,891,687**	**$ 5,624,882**	**-4.5%**	**$ 5,457,614**	**-3.0%**

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%	321,530	22.3%
Total Revenue plus Transfers	**$ 184,115**	**$ 80,203**	**$ 1,369**	**$ 437,000**	**31821.1%**	**$ 387,000**	**-11.4%**
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%	350,000	-12.5%
Total Expenditures plus Transfers	**$ 1,383**	**$ 1,887**	**$ 339,000**	**$ 437,000**	0.0%	**$ 387,000**	-11.4%
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	$ -
Operating Expenditures Total:	**$ 2,000**	**$ 1,000**	**$ -**	**$ 3,000**	**$ 3,000**	**$ 3,000**	**0.0%**
Operating income(loss)	**$ 2,575**	**$ 5,403**	**$ 3,946**	**$ 1,800**	**-54.4%**	**$ (1,800)**	**-200.0%**
Projected Fund Balance							
Balance, beginning of FY	$ 476,537	$ 479,112	$ 484,515	$ 488,461	0.8%	$ 488,461	0.0%
Net Change in Fund Balance	**$ 2,575**	**$ 5,403**	**$ 3,946**	**$ 1,800**	-54.4%	**$ (1,800)**	-200.0%
Ending Fund Balance	**$ 479,112**	**$ 484,515**	**$ 488,461**	**$ 490,261**	0.4%	**$ 486,661**	-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%	347,675	597.7%
Total Revenue after Transfers	**$ 143,924**	**$ 284,878**	**$ 300,746**	**$ 352,253**	**17.1%**	**648,120**	**84.0%**
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%	536,120	125.2%
Operating Expenditures and Transfers Total:	**$ 365,952**	**$ 241,232**	**$ 183,240**	**$ 352,253**	**92.2%**	**$ 648,120**	84.0%
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%	$ (347,675)	597.7%
Final Ending Fund Balance	**$ 264,136**	**$ 307,782**	**$ 425,288**	**$ 375,455**	-11.7%	**$ 77,613**	-79.3%

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	-	-	117,000	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**	**$ 223,500**	**$ 127,800**	**-42.8%**	**$ 129,500**	**1.3%**
Projected Fund Balance							
Balance, beginning of FY	$ 53,413	$ 175,557	$ 323,881	$ 181,590	-43.93%	$ 134,773	-25.78%
Net Change in Fund Balance	$ 122,144	$ 148,324	$ (142,291)	$ -	-100.00%	$ -	0.00%
Ending Fund Balance	**$ 175,557**	**$ 323,881**	**$ 181,590**	**$ 181,590**	0.00%	**$ 134,773**	-25.78%
Less: Transfers from Reserves	*$ -*	*$ -*	*$ -*	*$ (46,817)*	*0.00%*	*$ (49,917)*	*6.62%*
Final Ending Fund Balance	**$ 175,557**	**$ 323,881**	**$ 181,590**	**$ 134,773**	-25.78%	**$ 84,856**	-37.04%

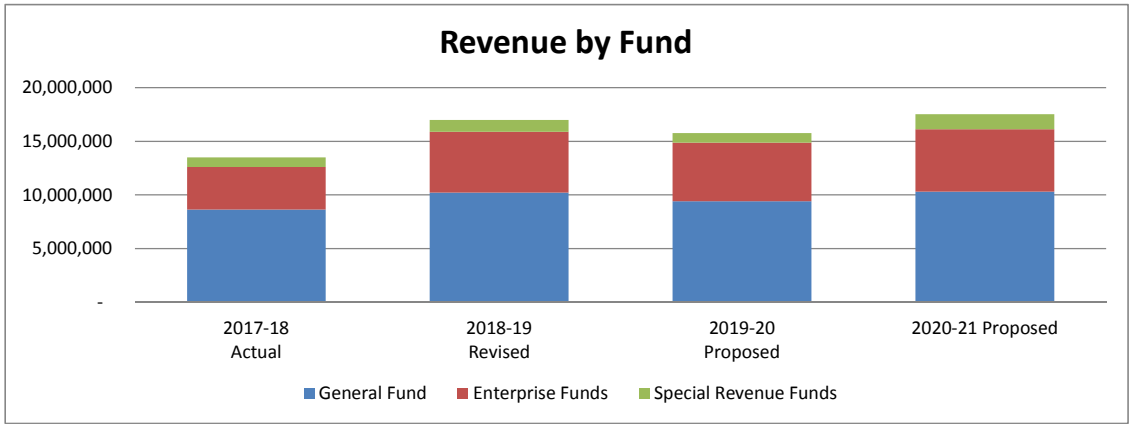
029 - Transportation Planning Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2021-21 Original Budget	% Change from 19-20 Estimate to 20-21 Budget	2020-21 Proposed	% Change from 20-21 Original
Revenues							
Use of Money and Property	$ 150	$ 475	$ 195	$ 200	2.56%	50	-75.00%
Revenue from Other Agencies	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	38,667	45,000	16.38%	45,000	0.00%
Operating Expenditures Total:	**$ 40,415**	**$ 32,965**	**$ 38,667**	**$ 45,000**	**16.38%**	**$ 45,000**	**0.00%**
Projected Fund Balance							
Balance, beginning of FY	$ (132,106)	$ (129,427)	$ (103,452)	$ (97,060)	-6.18%	$ (97,060)	0.00%
Net Change in Fund Balance	**$ 2,679**	**$ 25,975**	**$ 6,392**	**$ -**	-100.00%	**$ -**	0.00%
Ending Fund Balance	**$ (129,427)**	**$ (103,452)**	**$ (97,060)**	**$ (97,060)**	0.00%	**$ (97,060)**	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	-	-	-	-		232,325	
Total Revenue after Transfers	**$ 354,657**	**$ 374,469**	**$ 361,340**	**$ 361,280**	**-0.02%**	**589,093**	**-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%	524,593	121.36%
Total Expenditures:	**$ 497,846**	**$ 218,800**	**$ 537,833**	**$ 301,487**	**-43.94%**	**$ 589,093**	**95.40%**
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%*	*$ (232,325)*	*#DIV/0!*
Final Ending Fund Balance	**$ 338,030**	**$ 493,699**	**$ 317,206**	**$ 376,999**	18.85%	**$ 84,881**	-77.49%

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%	10,319,540	9.6%
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%	387,000	-11.4%
Total Enterprise Funds:	3,895,409	3,962,410	5,636,731	5,440,584	-3.5%	5,799,580	6.6%
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%	648,120	84.0%
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%	589,093	63.1%
Total Special Revenue:	732,495	905,669	1,123,350	891,283	-20.7%	1,413,003	58.5%
Grand Total:	**$ 12,454,606**	**$ 13,500,347**	**$ 16,991,669**	**$ 15,748,869**	**-7.3%**	**$ 17,532,123**	11.3%



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	2,583,660
OPERATING REVENUE PLUS TRANSFERS:		**7,826,702**	**8,632,268**	**10,231,588**	**9,698,069**	**9,417,002**	**10,319,540**

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	321,530
	ADJUSTED REVENUE PLUS TRANSFERS:	**184,115**	**80,203**	**624,000**	**1,369**	**437,000**	**387,000**
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	347,675
	GAS TAX REVENUE AFTER TRANSFER:	**143,924**	**284,878**	**349,575**	**300,746**	**352,253**	**648,120**
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

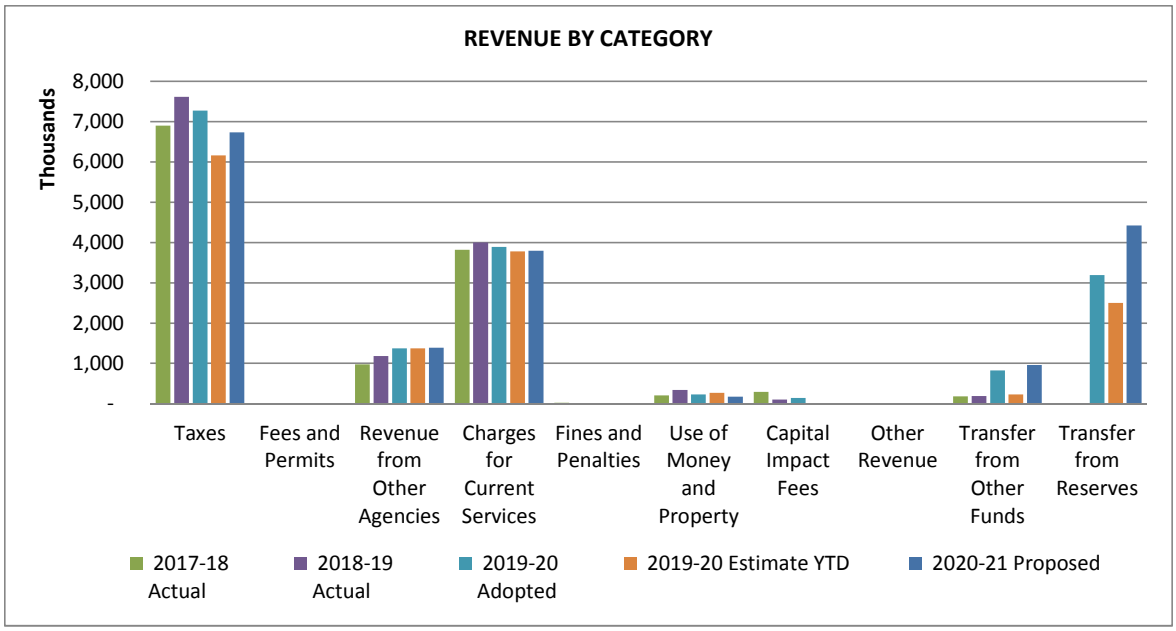
		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Estimate YTD	2020-21 Adopted	2020-21 Proposed
OPERATING REVENUE TOTAL:		**354,657**	**374,469**	**363,613**	**361,340**	**361,280**	**356,768**
TRANSFERS FROM RESERVES							
031-49736	Transfer from Reserves	-	-	183,312	-	-	232,325
REVENUE AFTER RESERVE TRANSFER:		**354,657**	**374,469**	**546,925**	**361,340**	**361,280**	**589,093**

REVENUE SUMMARY

TOTAL GENERAL FUND REVENUES	7,826,702	8,632,268	10,231,588	9,698,069	9,417,002	10,319,540
TOTAL ENTERPRISE REVENUES	3,895,409	3,962,410	5,636,731	3,874,984	5,440,584	5,799,580
TOTAL SPECIAL REVENUES	732,495	905,669	1,123,350	792,576	891,283	1,413,003
GRAND TOTAL	**12,454,606**	**13,500,347**	**16,991,669**	**14,365,629**	**15,748,869**	**17,532,123**

REVENUE BY CATEGORY - ALL FUNDS

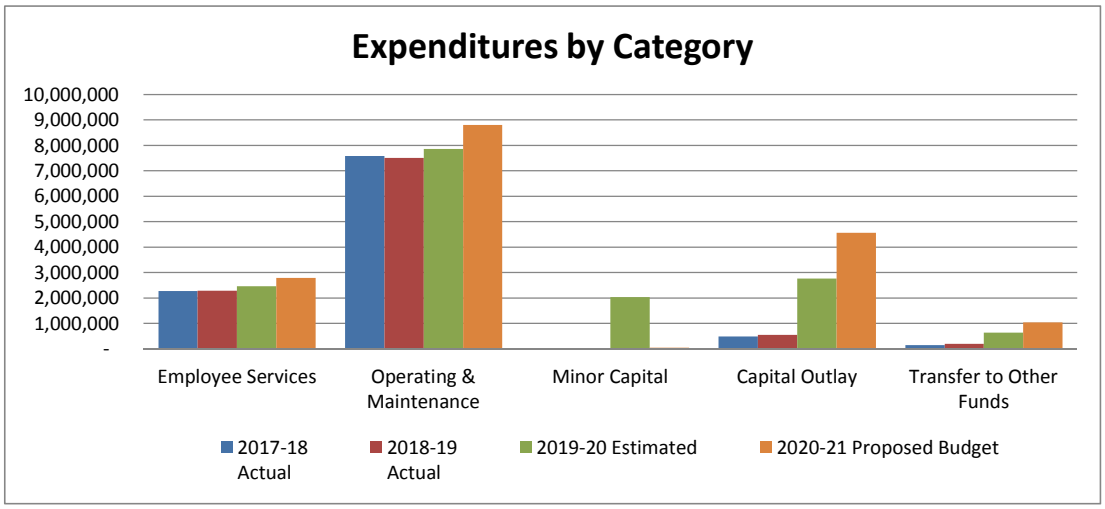
Category	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Estimate YTD	2020-21 Adopted	2020-21 Proposed
Taxes	6,907,807	7,622,368	7,277,808	6,165,878	7,353,672	6,738,802
Fees and Permits	8,975	10,575	10,575	9,720	10,654	9,540
Revenue from Other Agencies	977,593	1,187,604	1,378,461	1,377,127	1,305,244	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	966,700
Transfer from Reserves	-	-	3,198,155	2,503,032	1,990,756	4,431,691
Total:	**$ 12,454,606**	**$ 13,500,347**	**$ 16,991,669**	**$ 14,365,629**	**$ 15,748,869**	**$ 17,532,123**



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%	8,802,683	2.4%
Minor Capital	25,157	16,641	2,030,388	43,810	-97.8%	43,810	0.0%
Capital Outlay	479,559	542,909	2,768,000	3,640,000	31.5%	4,567,373	20.3%
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**	**15,745,444**	**15,687,121**	**-0.4%**	**17,240,904**	**9.0%**



EXPENDITURE SUMMARY ALL - FUNDS

BIENNIAL BUDGET 2019-20 AND 2020-21

GENERAL FUND								
Fund	Description	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2020-21 Original Budget	% Change from 19/20 Estimate	2020-21 Proposed	% Change from 20/21 Original
001	401 - CITY COUNCIL	124,020	127,450	125,289	142,691	13.9%	141,997	-0.5%
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%	135,705	4.0%
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	2,768,646	3,327,619	20.2%	3,570,928	7.3%
001	420 - FINANCE	178,228	181,875	187,492	203,099	8.3%	204,719	0.8%
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%	221,820	7.0%
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%	336,870	-10.6%
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**	**10,298,067**	**9,416,999**	**-8.6%**	**10,030,111**	6.5%

FOOTNOTES:

GENERAL FUND OPERATING EXPENDITURE ANALYSIS:

[1] 001	LESS: Reserve Transfer for CIP	(198,854)	(470,679)	(1,691,000)	(2,295,000)	35.7%	(2,583,660)	12.6%
	General Fund Operating Expenditures:	**6,165,210**	**6,187,769**	**8,607,067**	**7,121,999**	**-17.3%**	**7,446,451**	**4.6%**

ENTERPRISE FUNDS								
Fund	Description	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2020-21 Original Budget	% Change from 19/20 Estimate	2020-21 Proposed	% Change from 20/21 Original
005	701 - WASTEWATER OPERATING	1,192,153	1,205,947	1,338,701	1,744,062	30.3%	1,907,471	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%	2,915,609	5.1%
021	602 - WATER CAPITAL [3]	1,383	1,887	339,000	437,000	28.9%	387,000	-11.4%
	ENTERPRISE FUNDS TOTAL:	**3,184,145**	**3,363,994**	**4,464,137**	**5,440,583**	21.9%	**5,796,080**	**6.5%**

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%**	**(13,000)**	**-135%**

SPECIAL REVENUE FUNDS								
Fund	Description	2017-18 Actual	2018-19 Actual	2019-20 Estimate	2020-21 Original Budget	% Change from 19/20 Estimate	2020-21 Proposed	% Change from 20/21 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%	648,120	84.0%
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%	589,093	95.4%
	SPECIAL REVENUE FUNDS TOTAL:	**952,834**	**521,213**	**983,240**	**829,540**	**-15.6%**	**1,414,713**	70.5%

FOOTNOTES:

SPECIAL REVENUE FUNDS OPERATING EXPENDITURE ANALYSIS:

[4] 025	LESS: Reserve Transfer for CIP	(282,844)	(161,811)	(114,667)	(238,013)	107.6%	(536,120)	125.2%
	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%	(524,593)	121.4%
	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**	**15,745,444**	**15,687,121**	**-0.4%**	**17,240,904**	9.9%

Five Year Forecast

General Fund Balance

Mid-Cycle Review Analysis

	2020-21 Proposed	% Change	Projected	% Change	Projected	% Change	Projected	% Change	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	5,259,228	4.4%	5,334,034	1.4%	5,515,203	3.4%	5,703,721	3.4%	5,899,919	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	46,500	-0.8%	44,060	-5.2%	44,121	0.1%	44,184	0.1%	44,247	0.1%
General Fund Expendiure Total	**7,441,451**	**8.2%**	**7,667,479**	**-13.6%**	**7,900,838**	**-4.3%**	**8,137,566**	**5.0%**	**8,393,004**	**1.0%**
Net Revenue over Expenditures	**$ 294,429**		**$ 210,642**		**$ 85,321**		**$ (36,706)**		**$ (169,843)**	
Other Financing Sources (Uses)										
Transfers for Capital Projects	(2,588,660)	19.9%	(1,000,000)		(390,000)		(565,000)		(400,000)	
Other Financing Sources Total	**(2,588,660)**	**19.9%**	**(1,000,000)**	**-**	**(390,000)**	**-**	**(565,000)**	**-**	**(400,000)**	**-**
Net change in Fund Balance	**(2,294,231)**	**19.9%**	**(789,358)**	**0.0%**	**(304,679)**	**0.0%**	**(601,706)**	**0.0%**	**(569,843)**	**0.0%**
Fund Blance, July 1	**$ 6,788,700**		**$ 4,494,469**		**$ 3,705,111**		**$ 3,400,432**		**$ 2,798,726**	
Ending Fund Balance, June 30	**$ 4,494,469**		**$ 3,705,111**		**$ 3,400,432**		**$ 2,798,726**		**$ 2,228,884**	

Five Year Forecast of Revenues

General Fund

		Proposed	% Change	Projected	% Change	Projected	% Change	Projected	% Change	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		1,000,000		390,000		565,000		400,000	
OPERATING REVENUE PLUS TRANSFERS:		**12,974,653**		**8,878,121**		**8,376,159**		**8,665,860**		**8,623,161**	

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%	390,000	0.0%	565,000	0.0%	400,000	0.0%
General Fund Revenue Total	**12,974,653**	**57.6%**	**7,878,121**	**-39.3%**	**8,376,159**	**6.3%**	**8,665,860**	**3.5%**	**8,623,161**	**-0.5%**

Five Year Forecast of Expenditures

General Fund

Department Category	Proposed	% Change	Projected	% Change	Projected	% Change	Projected	% Change	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	20,702	28.6%	21,116	2.0%	21,538	2.0%	21,969	2.0%	22,409	2.0%
Minor Capital	3,000	-20.0%	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247	2.0%
City Council Total	**141,997**	**10.3%**	**144,476**	**5.7%**	**146,604**	**5.4%**	**148,459**	**5.1%**	**150,340**	**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	17,712	-9.0%	18,066	2.0%	18,428	2.0%	18,796	2.0%	19,172	2.0%
Minor Capital		-100.0%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
City Clerk/Human Resources Total	**135,705**	**(1)**	**132,227**	**#DIV/0!**	**135,083**	**#DIV/0!**	**137,520**	**#DIV/0!**	**139,994**	**#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	747,991	-10.4%	762,951	2.0%	778,210	2.0%	793,774	2.0%	809,650	2.0%
Transfers for Capital Projects	2,588,660	19.9%	1,000,000	-61.4%	390,000	-61.0%	565,000	44.9%	400,000	-29.2%
Minor Capital	-	#DIV/0!	1,000	#DIV/0!	1,000	0.0%	1,000	0.0%	1,000	0.0%
Non-Departmental Total	**3,570,928**	**#DIV/0!**	**2,113,477**	**#DIV/0!**	**1,519,445**	**(1)**	**1,711,203**	**0**	**1,563,726**	**(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	28,686	-4.5%	29,260	2.0%	29,845	2.0%	30,442	2.0%	31,051	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	**204,719**	**22.2%**	**208,253**	**-12.9%**	**211,938**	**3.7%**	**215,707**	**3.8%**	**219,537**	**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	221,820	9.1%	226,256	2.0%	230,782	2.0%	235,397	2.0%	240,105	2.0%
Minor Capital	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
Library Total	**221,820**	**#DIV/0!**	**226,256**	**#DIV/0!**	**230,782**	**#DIV/0!**	**235,397**	**#DIV/0!**	**240,105**	**#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	336,870	-9.1%	343,607	2.0%	350,480	2.0%	357,489	2.0%	364,639	2.0%
Storm Water (Water Shed) Total	**336,870**	**-9.1%**	**343,607**	**2.0%**	**350,480**	**2.0%**	**357,489**	**2.0%**	**364,639**	**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	**10,030,111**	**8.2%**	**8,684,594**	**-13.4%**	**8,296,527**	**-4.5%**	**8,696,877**	**4.8%**	**8,775,889**	**0.9%**
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	5,259,228	4.4%	5,334,034	1.4%	5,515,203	3.4%	5,703,721	3.4%	5,899,919	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	2,588,660	19.9%	1,000,000	-61.4%	390,000	-61.0%	565,000	44.9%	400,000	-29.2%
Minor Capital	46,500	-0.8%	44,060	-5.2%	44,121	0.1%	44,184	0.1%	44,247	0.1%
General Fund Expendiure Total	**10,030,111**	**8.2%**	**8,667,479**	**-13.6%**	**8,290,838**	**-4.3%**	**8,702,566**	**5.0%**	**8,793,004**	**1.0%**

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	$ 20,702
Minor Capital	$ -	$ 2,783	$ 3,750	$ -	$ 3,750	$ 3,000
Department Total	**$ 124,020**	**$ 127,450**	**$ 136,153**	**$ 125,289**	**$ 142,691**	**$ 141,997**

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	10,000
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**	**20,702**
MINOR CAPITAL							
72200	Office Furniture		-	-	-	-	
72300	Computer Equipment		2,783	3,750	-	3,750	3,000
	MINOR CAPITAL SUBTOTAL:	**-**	**2,783**	**3,750**	**-**	**3,750**	**3,000**
	401 - CITY COUNCIL TOTAL:	**124,020**	**127,450**	**136,153**	**125,289**	**142,691**	**141,997**

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	$ 10,000
	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	$ 3,000
	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	$ 17,712
Minor Capital	$ -	$ -	$ 1,000	$ 1,169	$ -	$ -
Department Total	**$ 111,041**	**$ 113,050**	**$ 128,796**	**$ 117,732**	**$ 130,520**	**$ 135,705**

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 [1]	-	-	-	-	-	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	-	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	3,000
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**	**17,712**
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**	**135,705**

[1] New account for FY 20/21. $5,000 was allocated to hire a part-time employee to assist in scanning ordinances, resolutions, etc.

[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.			
50300	Hourly Employee	$ -	$ -	$ 5,000
	Includes hiring a part-time employee to scan, ordinances, resolutions, etc.			
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.			

		Budget 2019-20	Adopted 2020-21	Proposed 2020-21
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.			
60710	Travel & Training	$ 3,060	$ 3,121	$ 3,000
	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	$ 2,650,321	$ 3,232,636	$ 3,446,068
Minor Capital	$ 8,934	$ 1,205	$ -	$ 4,638	$ -	$ -
Department Total	**$ 1,435,460**	**$ 1,322,750**	**$ 4,174,025**	**$ 2,768,646**	**$ 3,327,619**	**$ 3,570,928**

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	16,300
60710	Travel & Training	-	-	-	-	-	-
60800	Contract Services	3,164	3,652	4,000	2,379	4,080	3,670
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	390,000
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	1,691,000	2,255,000	2,583,660
	OPERATING & MAINTENANCE SUBTOTAL:	**1,369,000**	**1,252,039**	**4,068,905**	**2,650,321**	**3,232,636**	**3,446,068**
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**	**2,768,646**	**3,327,619**	**3,570,928**

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	$ 16,300
	Includes dues for League of California Cities, miscellaneous dues and publications.			
60800	Contract Services	$ 4,000	$ 4,080	$ 3,670
	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	$ 390,000
	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	$ 2,685,330
	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*	*$ -*
	Transfer to CIP Project #215 (Avenue of Flags Specific Plan Implementation)	*$ 250,000*	*$ 200,000*	*$ 1,539,943*
	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*	*$ -*
	Transfer to CIP Project #307 McMurray Road Widening / TS Improvement	*$ -*	*$ 125,000*	*$ 20,000*
	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*	*$ 150,000*

	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*	*$ 100,600*
Transfer to CIP Project #319 (Road Maintenance Project - 20/21); MOE	*$ -*	*$ -*	*$ 247,287*
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	$ 28,686
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**	**$ 204,719**

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.

Finance

DEPARTMENT EXPENDITURES

Account: 001-420

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	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	4,000
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**	**28,686**
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**	**204,719**

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	$ 4,000
	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	$ 221,820
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 148,540**	**$ 161,468**	**$ 203,321**	**$ 200,322**	**$ 207,388**	**$ 221,820**

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	215,000
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**	**221,820**
	510 - LIBRARY TOTAL:		**148,540**	**161,468**	**203,321**	**200,322**	**207,388**	**221,820**

[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	$ 215,000
	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	$ 336,870
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 158,258**	**$ 328,324**	**$ 370,660**	**$ 275,696**	**$ 376,873**	**$ 336,870**

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	670
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	-
	OPERATING & MAINTENANCE SUBTOTAL:	**158,258**	**328,324**	**370,660**	**275,696**	**376,873**	**336,870**
	551 - Storm Water (Water Shed) TOTAL:	**158,258**	**328,324**	**370,660**	**275,696**	**376,873**	**336,870**

[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	$ 670
	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	$ -
	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

Public Works - Parks

DEPARTMENT EXPENDITURES

Account: 001-552

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								
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	$ 1,500,455
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**	**$ 1,907,471**

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	1,500
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**	**1,500,455**

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**	**1,907,471**

[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	$ 1,500
	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)* *Includes transfers from reserves for CIP. See Wastewater Capital Fund for details.*	$ 537,803	$ 404,000	$ 560,720
MINOR CAPITAL				
72300	Computer Equipment *Reflects systems upgrade to Windows 10.*	$ -	$ -	$ -
73100	Vehicles *Reflects cost of vehicle replacement.*	$ -	$ -	$ -
73500	Equipment *Reflects acquisition of Wastewater Treatment Plant equipment.*	$ 25,000	$ -	$ 25,000
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**

FUND 006-
WASTEWATER CAPITAL

DEPARTMENT: 702/WASTEWATER CAPITAL

EXPENDITURE DETAIL NARRATIVE

Proposed Revisions for FY 2020-21

		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	$ 2,523,593
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**	**$ 2,915,609**

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.

DEPARTMENT EXPENDITURES

Account: 020-601

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	240,530	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	9,000
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**	**2,523,593**

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**	**2,915,609**

[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	$ 9,000
	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.*	$ -	$ -	$ -

0

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	$ 387,000
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 1,383**	**$ 1,887**	**$ 624,000**	**$ 339,000**	**$ 437,000**	**$ 387,000**

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	350,000
	OPERATING & MAINTENANCE SUBTOTAL:	**1,383**	**1,887**	**624,000**	**339,000**	**437,000**	**387,000**
MINOR CAPITAL							
74100	Improvements	-	-	-	-	-	-
	MINOR CAPITAL SUBTOTAL:	**-**	**-**	**-**	**-**	**-**	**-**
	021-602 WATER CAPITAL TOTAL:	**1,383**	**1,887**	**624,000**	**339,000**	**437,000**	**387,000**

[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.

FUND 021- WATER CAPITAL

DEPARTMENT: 602/WATER CAPITAL

EXPENDITURE DETAIL NARRATIVE

Proposed Revisions for FY 2020-21

		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	$ 350,000
	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.			

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	$ 648,120
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 365,952**	**$ 241,232**	**$ 349,575**	**$ 183,240**	**$ 352,253**	**$ 648,120**

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

Gas Tax

DEPARTMENT EXPENDITURES

Account: 025-55X

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		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	536,120
	OPERATING & MAINTENANCE SUBTOTAL:		**365,952**	**241,232**	**349,575**	**183,240**	**352,253**	**648,120**
	025 -GAS TAX TOTAL:		**365,952**	**241,232**	**349,575**	**183,240**	**352,253**	**648,120**

[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	$ 536,120
	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	$ 589,093
Minor Capital	$ -	$ -	$ -	$ -	$ -	$ -
Department Total	**$ 497,846**	**$ 218,800**	**$ 646,925**	**$ 537,833**	**$ 301,487**	**$ 589,093**

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.

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 and sidewalk improvement projects.

OBJECTIVE

A. Complete the following Capital Improvement Projects:
- 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	524,593
	OPERATING & MAINTENANCE SUBTOTAL:	**497,846**	**218,800**	**646,925**	**537,833**	**301,487**	**589,093**
	031 -MEASURE A TOTAL:	**497,846**	**218,800**	**646,925**	**537,833**	**301,487**	**589,093**

[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	$ 524,593
	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	**-**	-	-	-	-	-	-
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	-	**-**	-	-	-	-	-	-
092-215	Ave of Flags Specific Plan Implementation	1,277,773	539,943	1,000,000	**1,438,273**	1,438,273	-	-	-	-	-
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	-	carryovers	**-**	-	-	-	-	-	-
092-307	McMurray Road Widening / TS Improvements	200,000	175,000	600,000	**170,000**	20,000	150,000	-	-	-	-
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	**150,000**	150,000	-	-	-	-	-
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	**418,600**	100,600	85,675	-	232,325	-	-
092-319	2020-2021 Road Maintenace Project	-	-	475,000	**840,000**	247,287	300,445	-	292,268	-	-
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	**-**	-	-	-	-	-	-
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**	**1,820,443**	**3,640,000**	**4,567,373**	**2,583,660**	**536,120**	**23,000**	**524,593**	**350,000**	**550,000**

[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 6/30/2 6

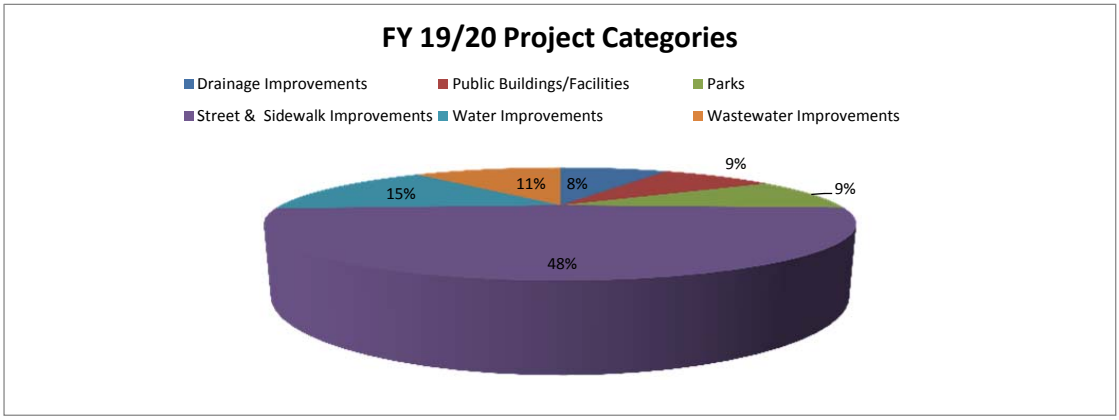
Project Number	Project Description	FY 2019-20 Budget	FY 2020-21 Proposed	FY 2021-22 Projected	FY 2022-23 Projected	FY 2023-24 Projected	FY 2024-25 Projected	Total Project Cost (includes prior year actuals & future budgets)	Start Date	End Date	Improvement Type
092-102	Storm Drain Outfall Repairs and Re-Establishment	40,000	-	40,000	40,000	40,000	-	120,000	Jul-21	Jun-24	Drainage
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	50,000	75,000	100,000	325,000	Jul-17	Jun-25	Streets and Sidewalk
092-211	Village Park Improvements (Combine funding with Developer) - (1)	216,000	-	-	-	-	-	216,000	Jul-17	Jun-20	Parks
092-212	The Avenue Improvements - Median 1	-	-	-	-	-	-	-	Future		Public Buildings/Facilities
092-214	City Hall Emergency Generator/Electrical Improvements	40,000	-	40,000	-	-		40,000	Jul-17	Jun-22	Public Buildings/Facilities
092-215	Ave of Flags Specific Plan - Median 2	1,277,773	1,438,273	-	-	-		2,277,773	Mar-20	Sep-20	Public Buildings/Facilities
092-217	RVP Basketball Court Resurfacing	80,000	80,000	-	-	-		80,000	Jul-19	Jun-21	Parks
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	-	-	-	-		831,628	Jul-14	Jun-20	Streets and Sidewalk
092-307	McMurray Road Widening / TS	200,000	170,000	600,000	-	-		1,443,672	Jul-14	Jun-23	Streets and Sidewalk
092-308	No. Ave of the Flags Park and Ride	50,000	3,000	250,000	-	-		325,000	Jul-14	Jun-22	Public Buildings/Facilities
092-311	Industrial Way Street Lights (General Fund)	82,500	467,500	-	-	-		508,478	Jul-16	Jun-22	Streets and Sidewalk
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	150,000	150,000	-	-		450,000	Jul-19	Jun-22	Drainage
092-317	2018-19 Road Maintenance Project	570,000	-	-	-	-		570,000	Jul-18	Dec-19	Streets and Sidewalk
092-318	2019-20 Road Maintenance Project	475,000	418,600	-	-	-		475,000	Jul-19	Jul-20	Streets and Sidewalk
092-319	2020-21 Road Maintenance Project	-	840,000	1,160,000	-	-		2,000,000	Nov-20	Aug-21	Streets and Sidewalk
092-320	2021-2022 Road Maintenance Project	-	-	-	750,000	-		750,000	Nov-21	Aug-22	Streets and Sidewalk
092-321	2022-2023 Road Maintenance Project	-	-	-	-	750,000		750,000	Nov-22	Aug-23	Streets and Sidewalk
092-322	2023-2024 Road Maintenance Project	-	-	-	-	-	750,000	750,000	Nov-23	Aug-24	Streets and Sidewalk
092-401	Misceallenous River View Park Improvements	50,000	50,000	-	-	-	-	100,000	Jul-19	Jun-21	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	Jul-18	Jun-20	Water
092-609	Supplemental Well/WTP Feasibility	50,000	-	50,000	50,000	-	-	100,000	Jul-21	Jun-23	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	-	775,000	Jul-14	Jun-24	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	Jul-21	Jun-22	Wastewater
	TOTAL CAPITAL IMPROVEMENT PROGRAM:	5,176,273	4,567,373	3,240,000	1,540,000	1,415,000	850,000	16,833,886			

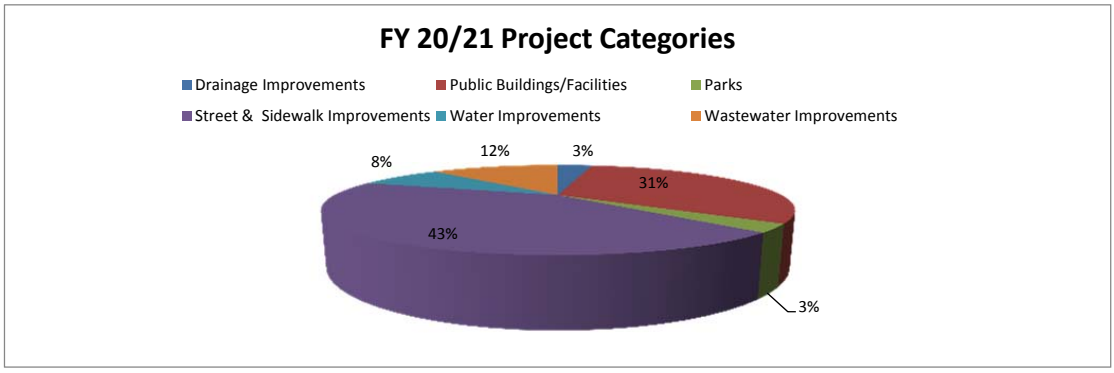
(1) Total Project Cost is $303,138; Developer is required to contribute

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	$ 150,000
Public Buildings/Facilities	$ 340,000	$ 1,000,000	$ 1,441,273
Parks	$ 371,000	$ 75,000	$ 130,000
Street & Sidewalk Improvements	$ 1,947,500	$ 1,525,000	$ 1,946,100
Water Improvements	$ 600,000	$ 400,000	$ 350,000
Wastewater Improvements	$ 450,000	$ 450,000	$ 550,000
Total CIP Expenditures:	**$ 4,038,500**	**$ 3,640,000**	**$ 4,567,373**





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	-
092-314	Storm Drain Inlet & Catch Basin Retrofit Improvements	150,000	150,000	150,000
092-315	Ave of Flags Pedestrian/Drainage Improvements	140,000	-	-
	Drainage Improvements:	**330,000**	**190,000**	**150,000**

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	-	-
092-215	Ave of Flags Specific Plan - Median 2	200,000	1,000,000	1,438,273
092-308	No. Ave of Flags Park & Ride	50,000	-	3,000
	Public Buildings/Facilities Total:	**340,000**	**1,000,000**	**1,441,273**

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	-	-
092-307	McMurray Road Widening/TS Improvement	200,000	600,000	170,000
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	-	418,600
092-319	Road Maintenance (FY 20/21)	-	475,000	840,000
	Streets and Sidewalks Total:	**1,947,500**	**1,525,000**	**1,946,100**

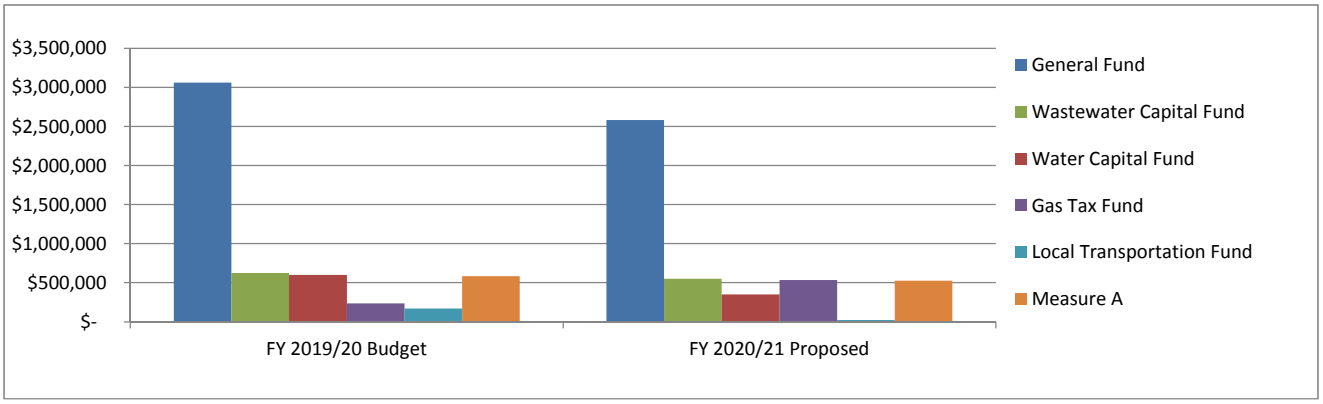
Water Improvements

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	-
092-610	Water Distribution System Improvements	100,000	100,000	100,000
	Water Improvements Total:	**600,000**	**400,000**	**350,000**

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	$ 2,583,660
092-49729	006- Wastewater Capital Fund	$ 625,000	$ 450,000	$ 550,000
092-49732	021- Water Capital Fund	$ 600,000	$ 400,000	$ 350,000
092-49726	025- Gas Tax Fund	$ 237,575	$ 238,013	$ 536,110
092-49733	027- Local Transportation Fund	$ 170,000	$ 20,000	$ 23,000
092-49728	031- Measure A	$ 582,425	$ 236,987	$ 524,593
	Total Funding:	**$ 5,276,273**	**$ 3,640,000**	**$ 4,567,363**

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	$ -
Project: 102 - Storm Drain Outfall Repairs & Re-Establishment		**$ 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: Jul-21

End Date: Jun-24

Total Project Cost (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 will be pushed back to FY 2021/22.

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: Ongoing
End Date:
Total Project Cost (All Years): $ -

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: Jul-17
End Date: Jun-25
Total Project Cost (All Years): **$ 325,000**

Project Description:

Multi-purpose trail along the Santa Ynez River as recommended in the Bicycle and Pedestrian Master Plan. Project will be rolled over to FY 2020/21 and pushed back one year.

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: Jul-17
Priority Requirement: Developer Requirement
End Date: Jun-20
Priority Level: 3 - High
Total Project Cost (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	$ -	$ -
Project: 214 - City Hall Emergency Generator		**$ 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	$ -	$ -
	Total Funding:	**$ 40,000**	**$ -**	**$ -**

Origination: Staff
Start Date: 1st Qtr 2017
Priority Requirement: Safety/Emergency Support
End Date: 4th Qtr 2022
Priority Level: 1 - Critical
Total Project Cost (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 will be pushed back until FY 2021/22.

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	$ 150,000
092-215- 74100	Construction/Improvements	$ 937,773	$ 900,000	$ 1,288,273
Project: 215 - Avenue of Flags Specific Plan Implementation		**$ 1,277,773**	**$ 1,000,000**	**$ 1,438,273**

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	$ 1,438,273
	Total Funding:	**$ 1,277,773**	**$ 1,000,000**	**$ 1,438,273**

Origination: City Council
Start Date: Mar-20
Priority Requirement: Avenue of Flags Specific Plan
End Date: Sep-20
Priority Level: 3 - High
Total Project Cost (All Years): **$ 2,277,773**
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: Jul-19
Priority Requirement: Maintenance
End Date: Jun-21
Priority Level: 3 - High
Total Project Cost (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
Start Date: Ongoing
Priority Requirement: Maintenance
End Date:
Priority Level: 3 - High
Total Project Cost (All Years): $ -
Project Category: Parks

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	$ -
092-306- 74100	Construction/Improvements	$ 580,000	carryover	$ -
Project: 306 - Phase III Hwy 246/Sycamore Ped Xing		**$ 670,000**	**$ -**	**$ -**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 670,000	carryover	$ -
	Total Funding:	**$ 670,000**	**carryover**	**$ -**

Origination: Staff/City Council
Start Date: Jul-14
Priority Requirement: Safety/Master Plan
End Date: Jun-20
Priority Level: 1 - Critical
Total Project Cost (All Years): **$ 831,628**
Project Category: Streets and Sidewalk

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 expected to be completed by June 2020.

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	$ -	$ 20,000
092-307- 71200	Right of Way Acquisition	$ 150,000	$ -	$ 150,000
092-307- 71500	Project Management and Inspections	$ -	$ 100,000	$ -
092-307- 74100	Construction/Improvements	$ -	$ 500,000	$ -
Project: 307 - McMurray Road Widening/TS		**$ 200,000**	**$ 600,000**	**$ 170,000**

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	$ 20,000
025	Gas Tax Fund	$ 75,000	$ 150,000	$ 150,000
	Total Funding:	**$ 200,000**	**$ 600,000**	**$ 170,000**

Origination: Staff
Start Date: Jul-14
Priority Requirement: Safety/General Plan
End Date: Jun-23
Priority Level: 2 - Urgent
Total Project Cost (All Years): **$ 1,443,672**
Project Category: Streets and Sidewalk

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 and project was pushed back one year.

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
Start Date: Jul-14
Priority Requirement: Historical Ridership need
End Date: Jun-22
Priority Level: 3 - High
Total Project Cost (All Years): **$ 325,140**
Project Category: Public Buildings/Facilities

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: Jul-16
Priority Requirement: Safety
End Date: Jun-22
Priority Level: 3 - High
Total Project Cost (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	$ 150,000
Project: 314 - SD Inlet/Catch Basin Retro Fit Imp.		**$ 150,000**	**$ 150,000**	**$ 150,000**

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	$ 150,000
	Total Funding:	**$ 150,000**	**$ 150,000**	**$ 150,000**

Origination: Staff
Start Date: Jul-19
Priority Requirement: Safety/Regulatory
End Date: Jun-22
Priority Level: 3 - High
Total Project Cost (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 and will begin July 2020.

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
Start Date: Mar-20
Priority Requirement: Safety
End Date: Sep-20
Priority Level: 3 - High
Total Project Cost (All Years): **$ -**
Project Category: Drainage

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
Start Date: Jun-19
Priority Requirement: Safety/Maintenance - Pavement
End Date: Dec-20
Priority Level: 3 - High
Total Project Cost (All Years): **$ 646,615**
Project Category: Streets and Sidewalk

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	$ -	$ -
092-318 71200	Right of Way Acquisition	$ -	$ -	$ -
092-318 71500	Project Management and Inspections	$ 75,000	$ -	$ 93,600
092-318 74100	Construction/Improvements	$ 325,000	$ -	$ 325,000
Project: 318- Road Maintenance Project (19/20)		**$ 475,000**	**$ -**	**$ 418,600**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ 150,000	carryover	$ 100,600
025	Gas Tax Fund	$ 87,575		$ 85,675
031	Measure A Fund	$ 237,425		$ 232,325
	Total Funding:	**$ 475,000**	**carryover**	**$ 418,600**

Origination: Staff
Priority Requirement: Safety/Maintenance - Pavement
Priority Level: 3 - High
Project Category: Streets and Sidewalk

Start Date: Jul-19
End Date: Aug-20
Total Project Cost (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	$ 20,000
092-319 74100	Construction/Improvements	$ -	$ 325,000	$ 700,000
Project: 319- Road Maintenance Project (20/21)		**$ -**	**$ 475,000**	**$ 840,000**

FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations	FY 20/21 Proposed
001	General Fund	$ -	$ 150,000	$ 247,287
025	Gas Tax Fund	$ -	$ 88,013	$ 300,445
031	Measure A Fund	$ -	$ 236,987	$ 292,268
	Total Funding:	**$ -**	**$ 475,000**	**$ 840,000**

Origination: Staff
Priority Requirement: Safety/Maintenance - Pavement
Priority Level: 3 - High
Project Category: Streets and Sidewalk

Start Date: Nov-20
End Date: Aug-21
Total Project Cost (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 will be split between FY 2020/21 and FY 2021/22.

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	$ 50,000
Project: 401- River View Park Misc. Improvement Total:		**$ 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	$ 50,000	$ 50,000	$ 50,000
	Total Funding:	**$ 50,000**	**$ 50,000**	**$ 50,000**

Origination: City Council
Priority Requirement: Safety/Maintenance - Pavement
Priority Level: 4 - Other
Project Category: Parks

Start Date: Jul-19
End Date: Jun-21
Total Project Cost (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 Project Cost (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 Project Cost (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: Jul-18
End Date: Jun-20
Total Project Cost (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	$ -	$ -
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**	**$ -**

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	$ -
	Total Funding:	**$ 50,000**	**$ 50,000**	**$ -**

Origination: Staff
Start Date: Jul-21
Priority Requirement: Safety/Regulatory
End Date: Jun-23
Priority Level: 3 - High
Total Project Cost (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. Project will be pushed back to FY 2021/22.

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 Project Cost (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: Jul-14
Priority Requirement: Maintenance
End Date: Jun-24
Priority Level: 2 - Urgent
Total Project Cost (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 Project Cost (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