



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of June 25, 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 June 11, 2020 Regular City Council Meeting**
2. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20**
3. **Monthly Treasurer’s Report – May 31, 2020**
❖ (Staff Contact: Finance Director Shannel Zamora)
4. **Resolution No. 20-19 – “A Resolution of the City Council of the City of Buellton, California, Establishing an Appropriation Limit for Fiscal Year 2020-21”**
❖ (Staff Contact: Finance Director Shannel Zamora)
5. **Approval of Bond Reduction for Crossroads Development**
❖ (Staff Contact: Public Works Director Rose Hess)
6. **Approval of Bond Reduction for Village Townhomes**
❖ (Staff Contact: Public Works Director Rose Hess)

PRESENTATIONS**PUBLIC HEARINGS****(POSSIBLE ACTION)**

7. **Ordinance No. 20-05 – “An Ordinance of the City Council of the City of Buellton, California, Considering Revisions to Title 19 (Zoning) of the Buellton Municipal Code (20-ZOA-02) Relating to Electric Vehicle Charging Station Permit Expediting, Amending Sections 19.02.030 and 19.12.020, and Adding Section 19.06.280” (Introduction and First Reading)**
❖ (Staff Contact: Planning Director Andrea Keefer)

COUNCIL MEMBER COMMENTS/ITEMS**WRITTEN COMMUNICATIONS****COMMITTEE REPORTS**

BUSINESS ITEMS**(POSSIBLE ACTION)****8. Consideration of Request to Join Monterey Bay Community Power (MBCP)/Central Coast Community Energy (CCCE)**❖ *(Staff Contact: City Manager Scott Wolfe)*

Resolution No. 20-20 – “A Resolution of the City Council of the City of Buellton, California, Requesting Membership in the Monterey Bay Community Power Joint Powers Authority (MBCPA) and Authorizing the Mayor to Execute the Joint Powers Authority Agreement as Amended with MBCPA”

Ordinance No. 20-06 – “An Ordinance of the City Council of the City of Buellton, California, Authorizing the Implementation of a Community Choice Aggregation Program by Participating in Monterey Bay Community Power's Community Choice Aggregation Program” (Introduction and First Reading)

9. Extension of Contract with Buellton Business Association/Chamber of Commerce for Operation of a Visitors Bureau❖ *(Staff Contact: City Manager Scott Wolfe)***10. Update on Progress Toward 2020 City Council Priorities**❖ *(Staff Contact: City Manager Scott Wolfe)***11. 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)***12. Approval of Contract with MNS Engineers, Inc. for Completion of Projects**❖ *(Staff Contact: Public Works Director Rose Hess)***CITY MANAGER’S REPORT****CLOSED SESSION ITEMS****(POSSIBLE ACTION)****13. Closed Session - California Government Code Section 54957 regarding: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: City Manager

ADJOURNMENT

The next regular meeting of the City Council will be held on Thursday, July 9, 2020 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of June 11, 2020

City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

REORDERING OF AGENDA

None

PUBLIC COMMENTS

Mayor Sierra read public comment into the record from Mark Preston, Buellton, regarding political sign regulations.

Mayor Sierra read public comment into the record from Larry Bishop, Buellton, Amy Wolfslau, Buellton, James Vollaro, Buellton, and Kelly Gray, Los Olivos, all supporting the City of Buellton joining Central Coast Community Power.

CONSENT CALENDAR

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”**
4. **Contract Extension with Kosmont Companies for Economic Development Services**
5. **Biennial Review of Conflict of Interest Code**
6. **Approval of Bond Release for Flying Flags**
7. **Acceptance of the Highway 246 & Sycamore Drive Pedestrian Improvements Project**

Mayor Sierra requested and the City Council agreed by consensus to pull Items 5 and 7 for further discussion.

MOTION:

Motion by Council Member Sanchez, seconded by Vice Mayor Mercado, approving Consent Calendar Items 1, 2, 3, 4 and 6 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

SPEAKERS/DISCUSSION:

Mayor Sierra read public comment into the record from Len Fleckenstein, Buellton, regarding Item 7.

Mayor Sierra questioned the agencies involved with the Conflict of Interest Code changes. City Clerk Reid stated that the agencies involved with the Conflict of Interest Code are the City Council and Planning Commission.

Mayor Sierra confirmed that the City is accepting the Notice of Completion on the Sycamore Drive and Highway 246 lighted crosswalk project.

MOTION:

Motion by Mayor Sierra, seconded by Council Member Andrisek, approving Consent Calendar Items 5 through 7 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

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”**

RECOMMENDATION:

That the City Council consider approval of Resolution No. 20-12.

STAFF REPORT:

Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:

Mayor Sierra opened the public hearing at 6:18 p.m.

Mayor Sierra read public comment into the record from Len Fleckenstein, Buellton, regarding Item 8.

Mayor Sierra closed the Public Hearing at 6:21 p.m.

The City Council discussed publication and accessibility of the water report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member Andrisek, seconded by Vice Mayor Mercado adopting 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”

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

COUNCIL MEMBER COMMENTS/ITEMS

Council Member Andrisek thanked Finance Director Zamora for her work in preparing and presenting the Mid-Cycle Budget at the May 28th Council meeting.

Council Member Sanchez thanked Public Works Director Hess for preparing the Annual Water Supply Report and questioned whether the City could use the well located on the newly acquired Willemsen property. City Manager Wolfe stated that staff will look into whether the newly acquired well would be suitable for City usage.

Mayor Sierra requested that staff look into having the candidate remove the political sign on McMurray Road or that staff remove the sign.

Mayor Sierra requested that staff arrange for the City Council to receive a presentation regarding the draft SYV Traffic Circulation and Safety Study.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Vice Mayor Mercado provided an update from the Buellton Chamber of Commerce and Visitors Bureau regarding the Phase 3 reopening in Santa Barbara County.

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

BUSINESS ITEMS**9. Approval of Arts and Culture Project Application:
Nature Inspired Hubcap Public Art Project****RECOMMENDATION:**

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

STAFF REPORT:

Recreation Supervisor Abello presented the staff report.

SPEAKERS/DISCUSSION:

Mayor Sierra read public comment into the record from Kiana Beckmen, Buellton and Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau, supporting Item 9.

Stacey Thompson, joined the discussion via Zoom and spoke about the proposed project and answered questions from the Council.

The City Council discussed the following issues:

- Funding Arts and Culture projects that originate in Buellton
- Supporting art projects during the current Pandemic
- Displaying the majority of finished hubcaps in Buellton but inviting local artists throughout Santa Barbara County to help paint the hubcaps

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Mayor Sierra, seconded by Council Member King, approving \$3,000 to fund the Nature Inspired Hubcap Public Art Project, while keeping the majority of the finished hubcaps for display in Buellton, with some of the art displayed at the Wildling Museum and at Santa Ynez High School.

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. Discussion and Direction Regarding Rebranded Landscape Rebate Program: “Buellton Beautiful”

RECOMMENDATION:

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

STAFF REPORT:

Contract City Planner Tucker presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- How the landscape rebate process would work to promote drought tolerant landscaping
- Advertising the landscape rebate program so residents know funding is available
- Planning Department oversight of residential re-landscape proposals
- Adding yard signs that advertise City issued rebates assisted in the re-landscape process

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Vice Mayor Mercado, seconded by Council Member King, approving rebranding the landscape rebate program: “Buellton Beautiful”.

VOTE:

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

Council Member Andrisek – Yes

Council Member King – Yes

Council Member Sanchez - Yes

Vice Mayor Mercado – Yes

Mayor Sierra – Yes

11. Discussion and Direction Regarding Community Cleanup Program**RECOMMENDATION:**

That the City Council provide direction to staff for implementing the community cleanup program and allocate \$2,500 for the initial program to begin in summer 2020.

STAFF REPORT:

Contract City Planner Tucker presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed asking MarBorg Industries and the Chumash Casino Resort to donate resources and supplies for the Community Cleanup Program

MOTION:

Motion by Council Member King, seconded by Vice Mayor Mercado, approving implementation of the community cleanup program and allocate \$2,500 for the initial program to begin in summer 2020.

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

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

That the City Council discuss the costs associated with reconstructing the flagpole on Median 2 and direct staff accordingly.

STAFF REPORT:

City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- Negotiating a flagpole currently located on Industrial Way to be installed on Median 2, which was built at the same time as the other flagpoles on the Avenue of Flags
- Delivery of the original Median 2 flagpole for usage elsewhere in the City
- Adding a flagpole at the newly acquired Willemsen property

DIRECTION:

The City Council agreed by consensus to bring back additional estimates and options on how to move forward with replacing the flagpole on Median 2.

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”**RECOMMENDATION:**

That the City Council consider the adoption of Resolution No. 20-16.

STAFF REPORT:

Finance Director Zamora presented the staff report and provided an updated Fund Balance Summary for the General Fund, which was provided to the City Council and added to the record.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- Changes to the Mid-Cycle Budget, specifically Capital Improvement Projects
- Forwarding this item to the Council meeting of June 25 for further review

DIRECTION:

The City Council agreed by consensus to bring back Resolution No. 20-16 for further discussion at the June 25 Council meeting.

CITY MANAGER’S REPORT

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

CLOSED SESSION ITEMS

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

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

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 9:05 p.m. The next regular meeting of the City Council will be held on Thursday, June 25, 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 25, 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 06/03/2020 through 06/16/2020 has been prepared in accordance to Government Code section 37202 and Buellton Municipal Code section 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 06/03/2020 through 06/16/2020, and electronic fund transfers issued for the period of 06/03/2020 through 06/16/2020 was \$536,414.75.

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 06/03/2020 through 06/16/2020.

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 **June 3, 2020 through June 16, 2020** for ratification by the City Council at the **June 25, 2020** City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT01296	192,903.87
A/P Packet #APPKT01295	55,077.25
A/P Packet #APPKT01290	199,555.14
A/P Packet #APPKT01289	4,149.32
A/P Packet #APPKT01288	1,942.28
Total A/P Packets:	<u>\$453,627.86</u> (7 pages)

Total of checks issued:	<u>\$453,627.86</u>
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EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	<u>\$34,110.11</u>
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Payroll processed

Staff Payroll	6/5/2020	48,676.78
Total Payroll:		<u>\$48,676.78</u>

TOTAL AMOUNT OF CLAIMS:	<u>\$536,414.75</u>
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EXHIBIT B

Payments via Electronic Fund Transfer (EFT):
From 06/03/2020 through 06/16/2020

DCP-AUL	6/3/2020	10,937.74
The Hartford	6/3/2020	411.58
Payroll Tax - IRS	6/8/2020	8,737.13
CalPERS - Classic	6/8/2020	5,795.43
CalPERS - PEPRA	6/8/2020	4,250.71
Payroll Tax - EDD	6/8/2020	3,114.15
AFLAC	6/10/2020	422.37
Bank Fees	6/12/2020	141.00
Hassler - Postage	6/15/2020	300.00

Total

34,110.11



City of Buellton, CA

Check Disbursements - City Council - June 25, 2020

By Payment Number

Payment Dates 06/03/2020 - 06/16/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39671	6/9/2020	001111	TETRA TECH, INC.			4,149.32
	51584945	EngSrvcs->4/24/2020 - Encroachment Permit Services		025-557-60800		517.60
	51584946	EngSrvcs->4/24/2020 - Crossroads		001-22416	90010-070	1,574.64
	51584947	EngSrvcs->4-24-2020 - Townhomes		001-22416	90021-070	1,220.58
	51584948	EngSrvcs->4/24/2020 - 73 IndusWay/Figueroa		001-22416	90037-070	529.17
	51584949	EngSrvcs->4/24/2020 - NghbrhdPrk/OpenSpace@Vllg		001-22416	90017-070	128.75
	51584951	EngSrvcs->4/24/2020 - Water Fund Proj/Gen Support		020-601-60830		64.38
	51584952	EngSrvcs->4/24/2020 - 410 CentralAveHomes/PlnChk		001-22416	90049-070	114.20
39672	6/9/2020	000444	ALFREDO J. BELLO dba			21.28
	11182	5/25/2020 - PLNG - Name Badge & Plate		001-565-60900		21.28
39673	6/9/2020	000718	AUTOSYS, INC.			3,513.64
	2656	5/9&13/2020 - WWTP - In Field Technical Service		005-701-60800		2,128.92
	2657	5/6&8/2020 - WWTP - IT Programming/SCADA Srvr		005-701-60800		450.00
	2658	5/6/2020 - WTP - Design/ProjMgmt Service		020-601-60800		934.72
39674	6/9/2020	000047	BETSY ROSS FLAG GIRLS, INC.			1,880.00
	851955-C	5/28/2020 - PW - Flags		001-558-60250		1,880.00
39675	6/9/2020	001372	BRENNTAG PACIFIC, INC.			1,588.53
	BPI52412	5/29/2020 - WTP - Chemicals		020-601-61111		931.03
	BPI52413	5/29/2020 - WTP - Chemicals		020-601-61111		657.50
39676	6/9/2020	000076	CAL-COAST IRRIGATION, INC.			32.84
	2005-578121	APRIL-JUNE2020 - WWTP - QTRLY MAINT SERVICES		020-601-60250		32.84
39677	6/9/2020	001316	CalPortland Construction			140,827.29
	94619945	Srvs->5/31/2020 - Bldg#3 - AOF Median 2 Imprvmnts		092-215-74100	09221574100	140,827.29
39678	6/9/2020	000091	CENTRAL COAST WATER AUTHORITY			2,779.98
	INV0012052	10/1-12/31/2020 - CCWA Variable Costs		020-15000		145.08
	INV0012052	10/1-12/31/2020 - DWR Costs		020-15000		2,634.90
39679	6/9/2020	001499	CHEYANNE CASH			140.00
	INV0012047	6/7/2020 - REFUND - RVP Security Deposit & Fees		001-22510		100.00
	INV0012047	6/7/2020 - REFUND - RVP Security Deposit & Fees		001-44020		40.00
39680	6/9/2020	000107	CITY OF LOMPOC			1,666.66
	3178	JUNE 2020 - MONTHLY TRANSIT SERVICES		027-559-67445		1,666.66
39681	6/9/2020	000112	CLARK PEST CONTROL			282.00
	25720073	4/13/2020 - CH - Pest Control		001-558-60800		123.00
	25720103	4/29/2020 - PD/LIB - PEST CONTROL		001-558-60800		159.00
39682	6/9/2020	000655	COAST NETWORKX, INC.			250.00
	21682	5/6&20/2020 - Computer set-up & troubleshooting		001-558-60210		125.00
	21682	5/6&20/2020 - Computer set-up & troubleshooting		020-601-60210		125.00
39683	6/9/2020	000118	COASTAL COPY, INC.			526.58
	908270	4/29-5/28/2020 - REC - Copier Overages		001-511-61130		17.09
	908451	4/18-5/17/2020 - AR/FD/CH - Copier Overages		001-410-61130		509.49
39684	6/9/2020	000122	COMCAST CABLE			236.01
	INV0012049	5/29-6/28/2020 - WWTP - Internet Services		005-701-60210		236.01

Check Disbursements - City Council - June 25, 2020

Payment Dates: 06/03/2020 - 06/16/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39685	6/9/2020 INV0012048	000122 5/26-6/15/2020 - CH - Internet Services	COMCAST CABLE	001-410-61292		286.01 286.01
39686	6/9/2020 INV0012051 INV0012051 INV0012051	000172 06/2020 - Message Service 06/2020 - Message Service 06/2020 - Message Service	ECHO COMMUNICATIONS	001-558-60800 005-701-60800 020-601-60800		119.00 39.66 39.67 39.67
39687	6/9/2020 S100029309-001	001364 5/21/2020 - WTP - MISC MAINT/REPAIR ITEMS	FAMCON PIPE & SUPPLY-SM	092-603-74100	09260374100	1,065.11 1,065.11
39688	6/9/2020 44894 44914	000187 6/1/2020 - Uniforms 6/1/2020 - CH - Misc Maint/Repair Items	FARM SUPPLY COMPANY	020-601-60131 001-558-60250		147.42 91.48 55.94
39689	6/9/2020 F19493	000649 APRIL-JUNE 2020 - WWTP - QTRLY MAINT SERVICES	FLUID RESOURCE MANAGEMENT, INC.	005-701-60800		870.40 870.40
39690	6/9/2020 INV0012046 INV0012046 INV0012046 INV0012046 INV0012046	000280 5/26/2020 - REC - #158227-1 - Summer Camp 5/22/2020 - REC - #158087-1 - Online Ad-Smmr Camp 5/19/2020 - REC - #158052-1 - Summer Camp 5/14/2020 - REC - #157853-1 - Mark Twain 5/5/2020 - REC #157635 - Mark Twain	LEE CENTRAL COAST NEWSPAPERS	001-511-60510 001-511-60510 001-511-60510 001-511-60510 001-511-60510		389.00 23.00 297.00 23.00 23.00
39691	6/9/2020 325611737-2020	000875 7/10/2020-7/10/2021 - CITY OFFICIAL-BOND RENEWAL	LIBERTY MUTUAL GROUP INC	001-402-60900		350.00 350.00
39692	6/9/2020 INV0012050 INV0012050	000142 June 2020 - CH - Monthly Janitorial Service June 2020 - CH - Monthly Janitorial Service	LOGAN R. FITZGERALD dba	001-552-60800 001-558-60800		2,325.00 1,035.00 1,290.00
39693	6/9/2020 4906939	000310 5/1/2020 - WWTP - Exchange 11 yd Roll-Off	MARBORG INDUSTRIES	092-706-74100	09270674100	381.90 381.90
39694	6/9/2020 2020-0602-buel	000835 May 2020 - PLNG - Prof Srvc - City Planner	METRO VENTURES LTD	001-565-60800		7,816.50 7,816.50
39695	6/9/2020 4205 4214	000353 5/30/2020 - COB - Monthly Website Maintenance 6/6/2020 - REC /Arts&Culture - Website Pg Admin&Pg	MICHAEL J. BOGGESS dba	001-410-61292 001-511-67141		500.00 100.00 400.00
39696	6/9/2020 96731355	000380 4/20-5/20/2020 - WWTP - CYLINDAR RENTAL	PRAXAIR DISTRIBUTION, INC.	005-701-61111		51.35 51.35
39697	6/9/2020 1420-533V	000848 ProfSrvc->4/30/2020 - COB Arch Dsgn Rvw Srvc	RAVATT, ALBRECHT & ASSOC, INC.	001-22416	90062-070	1,180.00 1,180.00
39698	6/9/2020 10E0029022381	000032 4/27-5/26/2020 - LIB - Drinking Water Service	READY REFRESH BY NESTLE	001-410-60800		7.53 7.53
39699	6/9/2020 3458	001500 4/1-2/2020 - WTP - ELECTRICAL REPAIRS/IMPRVMNTS	RIVA ELECTRIC, INC.	092-603-74100	09260374100	1,320.00 1,320.00
39700	6/9/2020 5671	001116 June 2020 - Issue A - REC Advertising	SANTA YNEZ VALLEY STAR	001-511-60510		128.00 128.00
39701	6/9/2020 0012044	001498 5/14/2020 - Bike Skills Course Grant	SANTA YNEZ VALLEY YOUTH RECREATION	001-410-67200		6,000.00 6,000.00
39702	6/9/2020 115918	000706 Srvc->5/31/2020 - Iridium SIM Card - GSA Plan	SATCOM GLOBAL, INC.	001-410-60014		51.13 51.13
39703	6/9/2020 94177348	000832 6/1/2020-5/31/2020 - GEOSCADA - Annual Support	SCHNEIDER ELECTRIC SYSTEMS USA, INC.	005-15000		2,715.30 1,244.52

Check Disbursements - City Council - June 25, 2020

Payment Dates: 06/03/2020 - 06/16/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	94177348	61/2020-5/31/2020 - GEOSCADA - Annual Support		005-701-60210		113.13
	94177348	61/2020-5/31/2020 - GEOSCADA - Annual Support		020-15000		1,244.52
	94177348	61/2020-5/31/2020 - GEOSCADA - Annual Support		020-601-60210		113.13
39704	6/9/2020 INV0012043	001390 June 2020 - Med Expense Rmbrsmnt per contract	SCOTT WOLFE	001-402-50400		750.00 750.00
39705	6/9/2020 520200072 520200072	000535 May 2020 - New Tkt Charges/Mnthly DB Maint Fee May 2020 - New Tkt Charges/Mnthly DB Maint Fee	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		29.80 14.90 14.90
39706	6/9/2020 415328988	000904 5/20-6/20/2020 - PLNG - Copier Lease	US BANK EQUIPMENT FINANCE	001-565-60310		482.32 482.32
39707	6/9/2020 50924	000677 ProfSrvcs->4/30/2020-COB Reg Compl Srvcs 2019-2020	WALLACE GROUP	005-701-60800		17,886.25 17,886.25
39708	6/9/2020 INV0012045 INV0012045 INV0012045	000768 MAY 2020 - AUTO FUEL CHARGES MAY 2020 - AUTO FUEL CHARGES MAY 2020 - AUTO FUEL CHARGES	WEX BANK	001-558-61280 005-701-61280 020-601-61280		958.31 319.43 319.44 319.44
39709	6/16/2020 75289 75290 75291 75292 75293 75294 75295 75296 75297	000326 5/1-31/2020 - City Engineer/Public Works 5/1-31/2020 - City Transportation Planning 5/1-31/2020 - City/Sewer Network 5/1-31/2020 - City Storm Water Management Plan 5/1-31/2020 - City/Update Water 5/1-31/2020 - Ped Imprvmnts-Hwy246/SycDrive 5/1-31/2020 - Backflow Prevention Program 5/1-31/2020 - Median 2 Parking Lot 5/1-31/2020 - 2019/20 Rd Maint&Citywide RepairProj	MNS ENGINEERS, INC.	025-554-60800 029-557-60800 005-701-60830 001-551-60800 020-601-60830 092-306-71500 020-601-60830 092-215-71500 092-318-70005	09230671500 09221571500 09231870005	55,077.25 4,222.50 1,093.75 1,860.00 8,147.50 1,847.50 3,066.00 3,500.00 14,658.00 16,682.00
39710	6/16/2020 INV0012057	001184 MAY 2020 - MISC SUPPLIES	ALBERTSONS/SAFEWAY	001-410-61130		43.17 43.17
39711	6/16/2020 852226-C	000047 6/2/2020 - PW - FLAGS	BETSY ROSS FLAG GIRLS, INC.	001-558-60250		400.00 400.00
39712	6/16/2020 INV20-00072	000063 2020-06-12 - REC CNTR - JNT USE MAINT/REPAIR	BUELLTON UNION SCHOOL DISTRICT	001-511-60252		397.62 397.62
39713	6/16/2020 12020-0614	001340 6/8/2020 - MISC MAINT/REPAIR ITEMS	D&H Water Systems Inc.	092-603-74100	09260374100	390.23 390.23
39714	6/16/2020 05X00165	000598 MAY 2020 - WWTP - BIO SOLID - WASTE HANDLING	ENGEL & GRAY, INC.	005-701-60800		4,069.57 4,069.57
39715	6/16/2020 09500 09501 09631	000176 JULY-SEPT2020 - CH - SECURITY SYSTEM SERVICES JULY-SEPT 2020 - PLNG - SECURITY SYSTEM JULY-SEPT2020 - USPS - SECURITY SYSTEM SERVICES	EXCLUSIVE ALARMS INC	001-558-60800 001-558-60800 001-558-60800		636.00 120.00 102.00 414.00
39716	6/16/2020 S100030268-001 S100030495-001	001364 6/4/2020 - WTP - MISC MAINT/REPAIR ITEMS 6/9/2020 - WTP - MISC MAINT/REPAIR ITEMS	FAMCON PIPE & SUPPLY-SM	092-603-74100 092-603-74100	09260374100 09260374100	9,409.27 9,143.67 265.60
39717	6/16/2020 1744709858 1744709858	001473 MAY 2020 - CONFERENCE CALL SERVICE MAY 2020 - CONFERENCE CALL SERVICE	INTRADO ENTERPRISE COLLABORATION, INC.	001-401-60900 001-565-60900		734.64 56.86 677.78
39718	6/16/2020 173992	000249 2020-06-05 - WTP - UNIFORMS	JEDLICKA'S SADDLERY, INC.	020-601-60131		204.64 204.64

Check Disbursements - City Council - June 25, 2020

Payment Dates: 06/03/2020 - 06/16/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39719	6/16/2020 INV0012059	001502 6/9/2020 - REIMBURSEMENT - LIVE SCAN	JENELLE RODRIGUEZ	001-403-60022		30.00 30.00
39720	6/16/2020 34225	000252 6/5/2020 - VEHICLE MAINTENANCE	JIM VREELAND FORD	001-558-60270		2,399.60 2,399.60
39721	6/16/2020 1471	000395 JUNE 2020 - RVP/OVP - MONTHLY JANITORIAL SRVC	JOSE RAFAEL RUIZ dba	001-552-60800		1,650.00 1,650.00
39722	6/16/2020 INV0012055	001433 3/11/2020 - REC - TINY TOTS JAMBOREE	JULIE EVERETT	001-511-67140		70.00 70.00
39723	6/16/2020 INV0012053	011300 3/6-3/12/2020 - REC - KUNDALINI YOGA	KAREN PALMER	001-511-67140		10.50 10.50
39724	6/16/2020 INV0012054	011308 3/6-12/2020 - REC - BAND	KAY D. DOMINGUEZ	001-511-67140		200.00 200.00
39725	6/16/2020 004924862	000310 5/31/2020 - WWTP - ROLL OFF RENTAL	MARBORG INDUSTRIES	092-706-74100	09270674100	100.75 100.75
39726	6/16/2020 10E0029022365	000032 4/27-5/25/2020 - CH - DRINKING WATER SERVICE	READY REFRESH BY NESTLE	001-410-60800		257.63 257.63
39727	6/16/2020 INV0012058	000438 MAY 2020 - MISC MAINT/REPAIR ITEMS	SANTA YNEZ VALLEY HARDWARE	005-701-60250		202.81 202.81
39728	6/16/2020 19-5123 19-5124	000450 JUNE 2020 - LAW ENFORCEMENT SERVICES MAY 2020 - MOTOR DEPUTY SERVICES/CONTRACT	SB CO SHERIFF'S DEPARTMENT	001-501-60800 001-501-60800		167,826.91 150,227.25 17,599.66
39729	6/16/2020 453550	000161 MAY 2020 - HR - FINGERPRINT APPS	STATE OF CALIFORNIA - DOJ	001-403-60022		64.00 64.00
39730	6/16/2020 79145	001188 3/19/2020 - REC - BUSINESS CARDS	The Hankering Corporation	001-511-61130		68.69 68.69
39731	6/16/2020 INV0012056	011491 1/5-2/6/2020 - REC - ARCHERY	THOMAS CHAMBERLAIN	001-511-67140		105.00 105.00
39732	6/16/2020 ARINV110537	000529 MAY 2020 - REC - MERCHANT SERVICES	TRANSFIRST HEALTH & GOVERNMENT SVCS	001-511-60900		272.03 272.03
39733	6/16/2020 43011	000765 6/1/2020 - PW - VEHICLE REPAIR	VICTOR RODRIGUEZ dba	001-558-60270		20.00 20.00
39734	6/16/2020 5010724476	001063 6/24-7/23/2020 - CH - COPIER LEASE	Wells Fargo Vendor Fin Serv	001-410-60310		340.81 340.81
39735	6/16/2020 INV0012060	000899 6/12/2020 - REC - HUBCAP ARTS & CULTURE PROJECT	WILDLING MUSEUM	001-511-67141		3,000.00 3,000.00
0005788308	6/10/2020 INV0012037 INV0012038 INV0012040 INV0012041 INV0012041 INV0012041 INV0012042 INV0012042 INV0012042 INV0012042	000193 K ABELLO - CC through 5/18/2020 A Keefer - CC through 5/18/2020 P Smith - CC through 5/18/2020 K Thomser - CC through 5/18/2020 K Thomser - CC through 5/18/2020 K Thomser - CC through 5/18/2020 S Wolfe - CC through 5/18/2020	FIRST NATIONAL BANK OF OMAHA	001-511-60800 001-565-60210 001-511-67140 001-511-60250 001-511-60252 001-511-60800 001-402-60710 001-410-60014 001-410-61130 001-558-71100		1,942.28 79.95 407.88 19.46 74.05 69.94 90.00 125.00 28.00 168.00 880.00
Payment Total:						453,627.86

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	215,839.10
005 - Sewer Fund	29,486.97
020 - Water Fund	12,900.73
025 - Gas Tax Fund	4,740.10
027 - Local Transportation Fund	1,666.66
029 - Transportation Planning	1,093.75
092 - Capital Improvement Proj Fund	187,900.55
Grand Total:	453,627.86

Account Summary

Account Number	Account Name	Payment Amount
001-22416	Developer Deposit	4,747.34
001-22510	Park/Damage Charge	100.00
001-401-60900	Miscellaneous	56.86
001-402-50400	Medical Benefit	750.00
001-402-60710	Travel & Training	125.00
001-402-60900	Miscellaneous	350.00
001-403-60022	Recruitment Expense	94.00
001-410-60014	Emergency Operations	79.13
001-410-60310	Equipment Rental	340.81
001-410-60800	Contract Services	265.16
001-410-61130	Office Supplies	720.66
001-410-61292	Internet Access/ Website Maint	386.01
001-410-67200	Community Organization Support	6,000.00
001-44020	Park Reservation Fees	40.00
001-501-60800	Contract Services	167,826.91
001-511-60250	Maintenance/Repair	74.05
001-511-60252	Maintenance/Repair-Joint Use	467.56
001-511-60510	Advertising	517.00
001-511-60800	Contract Services	169.95
001-511-60900	Miscellaneous	272.03
001-511-61130	Office Supplies	85.78
001-511-67140	Buelltton Recreation Program	404.96
001-511-67141	Arts and Culture	3,400.00
001-551-60800	Contract Services	8,147.50
001-552-60800	Contract Services	2,685.00
001-558-60210	Computer Maintenance &Software	125.00
001-558-60250	Maintenance / Repair	2,335.94
001-558-60270	Maintenance - Vehicles	2,419.60
001-558-60800	Contract Services	2,247.66
001-558-61280	Fuel - Vehicles	319.43
001-558-71100	Property Acquisition	880.00
001-565-60210	Computer Maintenance &Software	407.88
001-565-60310	Equipment Rental	482.32
001-565-60800	Contract Services	7,816.50
001-565-60900	Miscellaneous	699.06
005-15000	Pre-Paid Expense	1,244.52
005-701-60210	Computer Maintenance &Software	349.14
005-701-60250	Maintenance / Repair	202.81
005-701-60800	Contract Services	25,459.71
005-701-60830	Contract Services-Engineering	1,860.00
005-701-61111	Chemicals / Analysis	51.35
005-701-61280	Fuel - Vehicles	319.44
020-15000	Pre-Paid Expense	4,024.50
020-601-60131	Laundry / Uniforms	296.12
020-601-60210	Computer Maintenance &Software	238.13
020-601-60250	Maintenance / Repair	32.84

Account Summary

Account Number	Account Name	Payment Amount
020-601-60800	Contract Services	989.29
020-601-60830	Contract Services-Engineering	5,411.88
020-601-61110	Chemicals / Analysis	1,588.53
020-601-61280	Fuel - Vehicles	319.44
025-554-60800	Contract Services	4,222.50
025-557-60800	Contract Services	517.60
027-559-67445	Lompoc- Wine Country Express	1,666.66
029-557-60800	Contract Services	1,093.75
092-215-71500	Project Management and Inspections	14,658.00
092-215-74100	Construction and Improvements	140,827.29
092-306-71500	Project Management and Inspections	3,066.00
092-318-70005	Design and Permitting	16,682.00
092-603-74100	Construction and Improvements	12,184.61
092-706-74100	Construction and Improvements	482.65
Grand Total:		453,627.86

Project Account Summary

Project Account: Key		Payment Amount
None		260,979.97
09221571500	Avenue of Flags Median 2 Improvements	14,658.00
09221574100	Avenue of Flags Median 2 Improvements	140,827.29
09230671500	Phase III Hwy 246/Sycamore Ped Xing	3,066.00
09231870005	Road Maintenance Project (19/20)	16,682.00
09260374100	WTP Facilities Improvement	12,184.61
09270674100	WWTP Facilities Improvements	482.65
90010-070	Crossroads Ctr at The Village	1,574.64
90017-070	Village Park	128.75
90021-070	Village Capital Pacific Townhomes	1,220.58
90037-070	Fig Mountain Brewing	529.17
90049-070	410 Central Homes	114.20
90062-070	Village Senior Apartments	1,180.00
Grand Total:		453,627.86

Contract Labor Detail per Account Summary

Account Number		Check#	Payment Amount
001-501-60800			167,826.91
	<i>SB CO SHEFFIFF'S DEPARTME.</i>	<i>Check# 39728</i>	<i>167,826.91</i>
001-551-60800			8,147.50
	<i>MNS Engineers, Inc.</i>	<i>Check# 39709</i>	<i>8,147.50</i>
001-552-60800			2,685.00
	<i>Logan R. Fitzgerald dba</i>	<i>Check# 39692</i>	<i>1,035.00</i>
	<i>Jose Rafael Ruiz dba</i>	<i>Check# 39721</i>	<i>1,650.00</i>
001-558-60800			2,247.66
	<i>Clark Pest Control</i>	<i>Check# 39681</i>	<i>282.00</i>
	<i>Echo Communications</i>	<i>Check# 39686</i>	<i>39.66</i>
	<i>Logan R. Fitzgerald dba</i>	<i>Check# 39692</i>	<i>1,290.00</i>
	<i>Exclusive Alarms Inc</i>	<i>Check# 39715</i>	<i>636.00</i>
001-565-60800			7,816.50
	<i>Metro Ventures Ltd</i>	<i>Check# 39694</i>	<i>7,816.50</i>
005-701-60800			25,459.71
	<i>Autosys, inc.</i>	<i>Check# 39673</i>	<i>2,578.92</i>
	<i>Echo Communications</i>	<i>Check# 39686</i>	<i>39.67</i>
	<i>Fluid Resource Management</i>	<i>Check# 39689</i>	<i>870.40</i>
	<i>Underground Service Alert</i>	<i>Check# 39705</i>	<i>14.90</i>

<i>Wallace Group</i>	<i>Check# 39707</i>	17,886.25	
<i>ENGEL & GRAY, Inc.</i>	<i>Check# 39714</i>	4,069.57	
005-701-6083(i)			1,860.00
<i>MNS Engineers, Inc.</i>	<i>Check# 39709</i>	1,860.00	
020-601-6083(i)			5,411.88
<i>Tetra Tech, Inc.</i>	<i>Check# 39671</i>	64.38	
<i>MNS Engineers, Inc.</i>	<i>Check# 39709</i>	5,347.50	
025-554-6080C			4,222.50
<i>MNS Engineers, Inc.</i>	<i>Check# 39709</i>	4,222.50	
029-557-6080C			1,093.75
<i>MNS Engineers, Inc.</i>	<i>Check# 39709</i>	1,093.75	

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 25, 2020
Subject: Monthly Treasurer’s Report – May 31, 2020

BACKGROUND

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

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

This Treasurer’s Report is for May 31, 2020. Treasurer’s Reports are presented on a monthly basis.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receive and file the Treasurer’s Report for the month ending May 31, 2020.

ATTACHMENTS

Attachment 1 – Monthly Treasurer’s Report – May 31, 2020



City of Buellton

City of Buellton

Monthly Treasurer's Report

For the month ending in May 31, 2020

June 25, 2020

This report presents the City's cash activity and investment portfolio as of May 31, 2020. The report includes:

- 1) Cash and investments at May 31, 2020 compared to the prior month;
- 2) A reconciliation of cash and investments to City ledger balances;
- 3) All investments managed by the City on its own behalf;
- 4) Beginning of year fund balance, revenues, expenditures and ending fund balance for each fund at May 31, 2020

The following schedule is a summary of the City's cash and investments based on recorded value as of May 31, 2020 compared with the prior month.

	May 31,2020	April 30, 2020	\$ Change
Cash	\$ 4,750,104.68	\$ 7,709,135.66	\$ (2,959,030.98)
Investments held by the City	10,221,426.10	10,198,968.20	\$ 22,457.90
TOTAL CASH AND INVESTMENTS	\$ 14,971,530.78	\$ 17,908,103.86	\$ (2,936,573.08)

Summary of activity for the Month and Future Liquidity: The majority of the difference in the recorded value for cash and investments held by the City from last month is as a result of the property acquisition of 202 Dairyland Rd, annual payment to the Central Coast Water Authority (CCWA) and construction cost of Avenue of Flags Median 2 improvement. The value of investments increased due to the receipt of interest earning from Certificate of Deposits (CDs) and Local Agency Investment Fund (LAIF). The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.

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



Bank Reconciliation - May 2020

City of Buellton, CA
For the Period Ending 5/31/2020

ACCOUNT #	ACCOUNT NAME	04/30/2020 BALANCE	CURRENT ACTIVITY	05/31/2020 BALANCE
CLAIM ON CASH				
001-10000	Claim On Pooled Cash	10,173,680.25	(2,428,049.05)	7,745,631.20
005-10000	Claim On Pooled Cash	1,828,280.62	(4,037.95)	1,824,242.67
006-10000	Claim on Pooled Cash	117,685.91	-	117,685.91
020-10000	Claim On Pooled Cash	3,731,296.99	(633,780.05)	3,097,516.94
021-10000	Claim on Pooled Cash	193,832.92	-	193,832.92
023-10000	Claim On Pooled Cash	488,657.23	-	488,657.23
024-10000	Claim On Pooled Cash	35,871.30	-	35,871.30
025-10000	Claim On Pooled Cash	448,230.28	(17,668.81)	430,561.47
027-10000	Claim On Pooled Cash	214,238.53	(1,350.39)	212,888.14
029-10000	Claim On Pooled Cash	6,302.08	(9,823.75)	(3,521.67)
031-10000	Claim On Pooled Cash	440,564.89	25,322.12	465,887.01
075-10000	Claim On Pooled Cash	218,683.36	-	218,683.36
090-10000	Claim On Pooled Cash	-	-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	10,779.50	132,814.80	143,594.30
TOTAL CLAIM ON CASH		<u>17,908,103.86</u>	<u>(2,936,573.08)</u>	<u>14,971,530.78</u>
CASH IN BANK				
Cash in Bank				
999-10001	Pooled Cash - General Checking	7,696,009.54	(2,959,448.35)	4,736,561.19
999-10002	Pooled Cash - Money Market	206,712.37	35.11	206,747.48
999-10003	Pooled Cash - FSA	13,126.12	417.37	13,543.49
999-10004	Pooled Cash - Brokerage	1,423,170.35	22,422.79	1,445,593.14
999-10005	Pooled Cash - LAIF	8,569,085.48	-	8,569,085.48
TOTAL: Cash in Bank		<u>17,908,103.86</u>	<u>(2,936,573.08)</u>	<u>14,971,530.78</u>

Per Statements:	5/31/2020
Rabobank General Checking	5,318,619.62
Rabobank Money Market	206,747.48
Rabobank FSA	13,543.49
Local Agency Investment Fund	8,569,085.48
Multi-Securites Bank	1,445,593.14
Total Cash per Statements:	15,553,589.21

Claim on Cash vs. Total Cash Per Statements:	(582,058.43)
Outstanding items per System Reconciliation:	(582,058.43)
Difference:	(0.00)

City of Buellton
Investment Summary
May 31, 2020

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
Local Agency Investment Fund - LAIF	84.78%	2.45%	n/a	n/a	\$ 8,569,085.48	\$ 8,569,085.48
Certificates of Deposits (Held with Multi-Securities Bank)						
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	<u>100.00%</u>				<u>\$ 10,107,832.96</u>	<u>\$ 10,221,426.10</u>

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

The following is a fund balance schedule showing beginning fund balance at July 1, 2019 plus revenues minus expenditures for the period, resulting in ending fund balance at May 31, 2020. Fund balance includes total assets and liabilities of the City.



City of Buellton, CA

Fund Balance Report

As Of 5/31/2020

Fund	July 1, 2019 Balance	Total Revenues	Total Expenses	May 31, 2020 Balance
001 - General Fund	10,401,733.46	7,038,482.86	9,661,808.43	7,778,407.89
005 - Sewer Fund	3,188,079.16	1,122,325.78	946,821.05	3,363,583.89
006 - Wastewater Capital	230,946.11	997.56	-	231,943.67
020 - Water Fund	6,400,079.38	2,369,643.85	2,130,358.77	6,639,364.46
021 - Water Capital	403,504.96	1,643.02	-	405,147.98
023 - Housing Fees	484,515.12	4,142.11	-	488,657.23
024 - Traffic Mitigation Fund	35,567.23	304.07	-	35,871.30
025 - Gas Tax Fund	307,781.68	272,074.56	142,464.90	437,391.34
027 - Local Transportation Fund	323,882.03	6,144.37	117,138.26	212,888.14
029 - Transportation Planning	(103,452.73)	197.53	36,907.50	(140,162.70)
031 - Measure A	493,699.39	352,704.30	358,557.34	487,846.35
075 - Trust & Agency Fund	7,347.21	1,890.64	-	9,237.85
090 - Long-Term Debt	(2,609,593.50)	-	-	(2,609,593.50)
091 - General Fixed Assets	20,191,788.24	-	-	20,191,788.24
092 - Capital Improvement Proj Fund	-	2,447,646.02	2,447,646.02	-
	39,755,877.74	13,618,196.67	15,841,702.27	37,532,372.14

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

Shannel Zamora

Shannel Zamora
Finance Director

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: June 25, 2020

Subject: Resolution No. 20-19 – “A Resolution of the City Council of the City of Buellton, California, Establishing an Appropriation Limit for Fiscal Year 2020-21”

BACKGROUND

In 1979, the voters of the State of California passed Proposition 4, the “Gann Initiative”, which added Article XIII-B to the State Constitution. This Article provides that the City’s annual appropriations be subject to certain State limitations based upon budgeted appropriations for Fiscal Year 1978-79 and adjusted annually for changes in population and cost of living or personal income. New legislation under Proposition 98 and 111 modified the original provisions of the law, allowing exemptions for qualified capital projects and adjustment factor changes.

The limitation for Fiscal Year 2020-21 is \$13,423,386. The Gann spending limitation is calculated by taking the prior year’s limitation of \$12,806,233 and adjusting it by the growth factor in the California Per Capita Personal Income and the change in the population within the City of Buellton. The appropriations subject to the limit is \$5,619,928 which is under than the appropriation limit by \$7,803,458.

Therefore, the City of Buellton is in compliance with Article XIII-B of the California Constitution for Fiscal Year 2020-21. The Article XIII-B is not a restricting factor for the City of Buellton due to the combination of modest population growth and continued General Fund spending on qualified capital projects. These factors will continue to be monitored annually and if the use of alternative growth factors as authorized by Proposition 111 would result in a more advantageous appropriation limit, staff will revise the appropriations limit.

Under Government Code section 7910, documentation used in the determination of the appropriations limit is available to the public upon request.

FISCAL IMPACT

There will be no fiscal impact to the City because appropriations are below the limit.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 20-19 – “A Resolution of the City Council of the City of Buellton, California, Establishing an Appropriation Limit for Fiscal Year 2020-21”

ATTACHMENTS

Resolution No. 20-19 (Exhibit A)
Attachment 1 - Letter dated May 2020 from California Department of Finance

RESOLUTION NO. 20-19

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BUELLTON, CALIFORNIA,
ESTABLISHING AN APPROPRIATION LIMIT
FOR FISCAL YEAR 2020-21**

WHEREAS, Article XIII-B of the California Constitution provides that the total annual appropriations limit of this City shall not exceed the appropriations limit for the prior year, except as adjusted for changes in the cost of living or personal income and population, or as otherwise provided for in said Article XIII-B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII-B of said California Constitution, the City is required to set its appropriation limit for each fiscal year, and has made available to the public the documentation used in the determination of said appropriation limit; and

WHEREAS, in 1990, the voters of California adopted Proposition 111 which amended Article XIII-B of the California Constitution; and

WHEREAS, among the changes implemented by Proposition 111 are adjustments to the growth factors used to calculate the annual appropriation limit; and

WHEREAS, Proposition 111 established Fiscal Year 1986-87 as the base year for calculating the annual Appropriation Limit and permits the City to re-establish the annual Appropriation Limit for all succeeding years based upon the new growth factors; and

WHEREAS, a resolution establishing the annual appropriations limit is to be adopted at a regularly scheduled meeting of the City Council; 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 Council of the City of Buellton elects to use the change in California per capita income as the cost of living adjustment factor and the annual population change for the City of Buellton as the population adjustment.

SECTION 3. The appropriation limit is amended for Fiscal Year 2020-21 and is hereby set forth as Exhibit "A" in the amount of \$13,423,386.

SECTION 4. The City reserves the right to adjust or amend the appropriations limit based upon the use of alternative growth factors as authorized by Proposition 111 if such changes or revisions would result in a more advantageous appropriation limit, now or in the future.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 25th day of June, 2020.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

EXHIBIT "A"

CITY OF BUELLTON
Calculation Using Per Capita Personal Income and Population Change
Annual Appropriations Subject to Gann Limit
Fiscal Year 2020-21

Appropriations Subject to Limitation

Fiscal year 2020-21 adopted revenues	\$10,319,540
Less:	
Non-proceeds of tax	(3,261,339)
Qualified Capital Outlay*	(1,438,273)
Plus:	
User-fees in excess of costs	-
	<hr/>
Total Appropriations Subject to limitation	<u>\$5,619,928</u>

Appropriations Limit

Fiscal year 2019-20 appropriation limit, adopted	\$ 12,806,233
A. California per Capita adjustment	1.0373
B. Population adjustment	<u>1.0105</u>
Change factor (A X B)	1.0482
Increase in appropriation limit	<u>\$ 617,153</u>
Fiscal year 2020-21 appropriation limit	<u>\$13,423,386</u>

**Qualified Capital Outlay: Appropriation for a fixed asset with a useful life of 10 years or more and a value which equals or exceeds \$100,000.*



DEPARTMENT OF
FINANCE
OFFICE OF THE DIRECTOR

GAVIN NEWSOM ■ GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
 Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2019-2020	1-1-19	1-1-20	1-1-2020
Santa Barbara				
				
Carpinteria	-0.23	13,366	13,335	13,335
Goleta	0.95	31,920	32,223	32,223
Guadalupe	4.02	7,769	8,081	8,081
Lompoc	-0.28	40,959	40,843	43,786
Santa Barbara	0.43	93,088	93,491	93,511
Santa Maria	0.41	106,969	107,407	107,407
Solvang	-0.23	5,575	5,562	5,562
Unincorporated	-0.14	140,239	140,040	142,471
County Total	0.26	445,292	446,446	451,840

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020

County	<u>Percent Change</u> 2019-20	<u>--- Population Minus Exclusions ---</u>	
		1-1-19	1-1-20
San Diego			
Incorporated	0.21	2,803,014	2,808,931
County Total	0.27	3,268,625	3,277,312
<hr/>			
San Francisco			
Incorporated	0.76	890,773	897,564
County Total	0.76	890,773	897,564
<hr/>			
San Joaquin			
Incorporated	0.99	608,540	614,593
County Total	1.06	760,150	768,218
<hr/>			
San Luis Obispo			
Incorporated	-0.42	155,940	155,284
County Total	-0.42	273,503	272,362
<hr/>			
San Mateo			
Incorporated	-0.08	707,613	707,025
County Total	-0.13	774,096	773,108
<hr/>			
Santa Barbara			
Incorporated	0.44	305,053	306,406
County Total	0.26	445,292	446,446
<hr/>			
Santa Clara			
Incorporated	0.44	1,866,824	1,874,960
County Total	0.37	1,953,727	1,960,995
<hr/>			
Santa Cruz			
Incorporated	-0.68	138,689	137,740
County Total	-0.46	272,404	271,151
<hr/>			
Shasta			
Incorporated	0.11	112,808	112,931
County Total	0.10	177,641	177,821
<hr/>			

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

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: Rose Hess, Public Works Director

Meeting Date: June 25, 2020

Subject: Approval of Bond Reduction for Crossroads Development

BACKGROUND

In 2015, the first permit for construction was issued for the Crossroads Development Project located at the northeast section of McMurray Road and Highway 246. The project consists of grading, storm drain, sewer, water and development of a commercial center on-site. In addition, off-site improvements were required for improvements for South McMurray Road and Highway 246 frontage (pavement, curb and gutter, sidewalk, storm drain, water and sewer, etc.) and for North McMurray Road and Valley Vineyard Circle (pavement, curb and gutter, sidewalks, storm drain, water and sewer, street lighting, etc.).

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. In June 2018, the City Council reduced the off-site improvements bond to \$518,603.36.

The grading and onsite improvements, and off-site improvements are now 100% complete. The developer has requested a release of the bond posted. The improvement bonds may be reduced to 5%, which shall be retained for 1 year for a warranty period and may then be released in its entirety should no issues arise).

Bond No.	Purpose of Bond	Original Amount	Proposed Amount
390324S	Off-Site Improvements	\$518,603.36	\$25,930.17

FISCAL IMPACT

Approval of the reduction and release of bond for Crossroads Development will not cause any fiscal impact to the City.

RECOMMENDATION

That the City Council authorize the reduction of Bond Number 390324S in the amount of \$518,603.36 to \$25,930.17 for Off-Site Improvements, with subsequent release of the remaining amount after a successful 1 year warranty period.

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 25, 2020

Subject: Approval of Bond Reduction for Village Townhomes

BACKGROUND

In August of 2015, the first permit for construction was issued for the Village Townhomes Project at Valley Vineyard Circle. 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 monumentation.

The grading and onsite improvements, public water lines and public improvements and monumentation are now 100% complete. The developer has requested a release of the bond posted. There improvement bonds may be able to be reduced to 5% (retention for 1 year for a warranty period and the bond then may be released in its entirety should no issues arise) and monumentation to 0% as noted below.

Bond No.	Purpose of Bond	Original Amount	Proposed Amount
1137855	Public Improvements and On-site PIP Improvements	\$3,415,000.00	\$170,750.00
1121618	Mass Improvements	\$631,000.00	\$31,550.00
1137796	Monumentenation	\$10,000.00	\$0

FISCAL IMPACT

Approval of the reduction and release of bond for Village Townhomes will not cause any fiscal impact to the City.

RECOMMENDATION

That the City Council authorize the reduction of Bond Number 1137855 in the amount of \$3,415,000.00 to \$170,750.00 for Public Improvements, reduction of Bond Number 1121618 in the amount of \$631,000.00 to \$31,550.00 for Mass Improvements, with subsequent release of the remaining amounts after a successful 1 year warranty period; and release of Bond Number 1137796 in the amount of \$10,000.00 for monumentation at Village Townhomes.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Chair and Commission Members

From: Andrea Keefer, Planning Director

Meeting Date: June 25, 2020

Subject: Ordinance No. 20-05 – “An Ordinance of the City Council of the City of Buellton, California, Considering Revisions to Title 19 (Zoning) of the Buellton Municipal Code (20-ZOA-02) Relating to Electric Vehicle Charging Station Permit Expediting, Amending Sections 19.02.030 and 19.12.020, and Adding Section 19.06.280” (Introduction and First Reading)

BACKGROUND

In 2015, the State of California adopted Assembly Bill 1236 (Chiu, Codified as Government Code Section 65850.7), which requires local jurisdictions with a population less than 200,000 residents to adopt an ordinance to create an expedited, streamlined permitting process for electric vehicle charging stations.

An electric vehicle charging station is any level of electric vehicle supply equipment station which delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle. As Electric Vehicle (EV) sales continue to rise, comprising approximately 8% of total car sales in 2018¹, so will the need for charging infrastructure. Starting January 1, 2020, CALGreen requires that new construction of nonresidential buildings include EV infrastructure in at least 6% of parking spaces and 10% for multifamily dwellings. In new single-family construction, infrastructure must be provided to support future installation of charging stations.

The law requires an administrative review process for charging stations, limiting the standards that may be applied to those related to health and safety. Charging stations will be exempt from land use permit requirements unless there is a specific, adverse impact identified. In this case, a Zoning Clearance will be required and permit conditions may be placed on the approval to mitigate for those impacts. The permit approval may not be subject to approval by an association, such as a homeowner’s association.

¹ California Governor’s Office of Business and Economic Development. Electric Vehicle Charging Station Permitting Guidebook. July 2019.

The law requires that the ordinance include a statement that the City shall accept electronic applications and signatures. While this will only apply to electric vehicle charging station applications at this time, staff will use this ordinance as a pilot project to consider accepting all permit applications electronically in the future.

The law further requires a checklist listing all permitting requirements to be posted on the City's website. The County of Santa Barbara Building and Safety Division has published such a checklist, which will be incorporated into the City's checklist for this purpose.

At the May 21, 2020 Planning Commission Public Hearing, the Planning Commission adopted Resolution No. 20-02 (Attachment 1), recommending that the City Council authorize revisions to Title 19 of Buellton Municipal Code (20-ZOA-02) pertaining to electric vehicle charging stations.

The proposed Zoning Ordinance amendments are attached as Exhibit A to Ordinance No. 20-05.

ENVIRONMENTAL REVIEW

This project is exempt from the California Environmental Quality Act ("CEQA") because the amendments implement the provisions of California Government Code Section 65850.7 and is therefore exempt pursuant to Public Resources Code Section 21080(b)(1) and CEQA Guidelines Section 15268 pertaining to Ministerial Projects.

RECOMMENDATION

That the City Council consider the introduction and first reading of Ordinance No. 20-05 – "An Ordinance of the City Council of the City of Buellton, California, Considering Revisions to Title 19 (Zoning) of the Buellton Municipal Code (20-ZOA-02) Relating to Electric Vehicle Charging Station Permit Expediting, Amending Sections 19.02.030 and 19.12.020, and Adding Section 19.06.280" by title only and waive further reading.

ATTACHMENTS

Ordinance No. 20-05 (Exhibit A)
Attachment 1 – Planning Commission Resolution No. 20-02

ORDINANCE NO. 20-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, CONSIDERING REVISIONS TO TITLE 19 (ZONING) OF THE BUELLTON MUNICIPAL CODE (20-ZOA-02) RELATING TO ELECTRIC VEHICLE CHARGING STATION PERMIT EXPEDITING, AMENDING SECTIONS 19.02.030 AND 19.12.020, AND ADDING SECTION 19.06.280

WHEREAS, in 2015, the State of California adopted Assembly Bill 1236 (Codified as Government Code Section 65850.7), requiring local jurisdictions with a population less than 200,000 residents to adopt an ordinance to create an expedited, streamlined permitting process for electric vehicle charging stations. Government Code Section 65850.7 delegates limited review authority to cities when processing applications for electric vehicle charging stations; and

WHEREAS, adoption of the zoning ordinance amendments set forth in Exhibit A (“Amendments”) is consistent with the requirements of Government Code Section 65850.7, governing the expedited, streamlined approval of electric vehicle charging stations; and

WHEREAS, On May 21, 2020, the City Planning Commission of the City of Buellton held a public hearing to consider Resolution No. 20-02, at which time all persons interested in the Resolution had the opportunity to address the Planning Commission on the subject matter. Following receipt of public testimony, the Planning Commission closed the public hearing and adopted Resolution No. 20-02; and

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

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

SECTION 1: All proceedings having been duly taken as required by law, and upon review of the information provided in the staff report, consideration of the testimony given at the public hearing, as well as other pertinent information, the City Council finds the following:

A. Record. Prior to rendering a decision on any aspect of the proposed zoning ordinance amendments, the City Council considered the following:

1. All public testimony, both written and oral, received in conjunction with the public hearings conducted by the Planning Commission on May 21, 2020 (“Planning Commission Public Hearing”).
2. All oral, written and visual materials presented by City staff in conjunction with the Planning Commission Public Hearing.
3. All public testimony, both written and oral, received in conjunction with that certain public hearing conducted by the City Council on June 25, 2020 (“City Council Public Hearing”).

4. All oral, written and visual materials presented by City staff in conjunction with the City Council Public Hearing.
5. The following informational documents which, by this reference, are incorporated herein.
 - a. The staff report submitted to the City Council dated June 25, 2020 (the “Staff Report”).
 - b. The recommendation of the Planning Commission approved on May 21, 2020, and set forth in Resolution No. 20-02.

B. Public Review. On the basis of evidence hereinafter listed, all administrative procedures and public participation requirements prescribed in the Buellton Zoning Ordinance have been lawfully satisfied:

1. A notice was published in a legal section of a newspaper on June 11, 2020 (the “Public Notice”), a minimum of ten (10) days in advance of the City Council Public Hearing conducted on June 25, 2020.
2. The Public Notice and Agenda for the Public Hearing was posted in two conspicuous public places on June 11, 2020, a minimum of 10 days before the June 25, 2020, Public Hearing.

C. Environmental Clearance. Adoption of the zoning ordinance amendments is exempt from the California Environmental Quality Act (“CEQA”) because the amendments implement the provisions of California Government Code Section 65850.7 and is therefore exempt pursuant to Public Resources Code Section 21080(b)(1) and CEQA Guidelines Section 15268 pertaining to Ministerial Projects.

D. Consistency Declarations. Based on (i) the evidence presented in the Staff Report (incorporated herein by reference), (ii) consultations with affected City Departments, and (iii) testimony and comments received in connection with the public hearing, the City Council does hereby declare as follows:

1. Zoning Ordinance Amendments.

a. Findings:

- i. The Amendments are in the interests of the general community welfare due to their consistency with the requirements of Government Code Section 65850.7.
- ii. The Amendments are consistent with the General Plan, the requirements of state planning and *zoning* laws, and Title 19 of the Zoning Ordinance.
- iii. The Amendments are consistent with good zoning and planning practices.

SECTION 2: In accordance with the changes set forth in Exhibit A to this Ordinance, Title 19 (Zoning) of the Buellton Municipal Code is hereby amended.

SECTION 3: If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance irrespective of the fact that any one or more sections, subsections, subdivision, sentences, clauses, phrases or portions thereof be declared invalid or unconstitutional.

SECTION 4: The City Clerk: (i) shall certify as to the passage of this Ordinance and shall cause the same to be published as required by law; (ii) is hereby authorized and directed to make typographical, grammatical and similar corrections in the final text of the Ordinance so long as such corrections do not constitute substantive changes in context; and (iii) cause the Buellton Municipal Code to be reprinted by adding the language contained within Section 2 of this Ordinance.

PASSED, APPROVED, AND ADOPTED this ____ day of July, 2020.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

Exhibit A – Draft Amendments to Title 19 (Zoning) Related to (Electric Vehicle Charging Stations)

EXHIBIT A
DRAFT AMENDMENTS TO TITLE 19 (ZONING ORDINANCE)
RELATED TO
ELECTRIC VEHICLE CHARGING STATIONS

Chapter 19.02 ZONING DISTRICTS AND ALLOWABLE LAND USES

19.02.030 Allowable land uses and permit requirements.

[Changes consist of adding electric vehicle charging stations as an Exemption from Land Use Permit Requirements as follows:]

B. Exemptions from Land Use Permit Requirements. The land use permit requirements of this title do not apply to the following activities, uses of land and structures, provided that activities which are exempt from land use permit requirements shall comply with all other applicable regulations of this title including, but not limited to, use, setback, and height, except as otherwise specified.

14. Electric Vehicle Charging Stations. As specified in Section 19.06.280. Includes readiness measures taken for the future installation of charging stations such as the installation of a raceway and panel capacity. Regulations applied shall be limited to health and safety standards.

Chapter 19.06 SPECIFIC USE REQUIREMENTS

[Changes consist of adding the following new Section 19.06.280 to this Chapter.]

19.06.280 Electric vehicle charging stations

- A. Purpose. The purpose of this section is to provide an expedited, streamlined electric vehicle charging station permitting process that complies with California Government Code Section 65850.7.
- B. Definitions. The terms, phrases, and words used in this section shall be construed in compliance with the definitions set forth by California Government Code Section 65850.7, including the following:
1. "Specific, adverse impact" means a significant, quantifiable, direct, or unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.
- C. Applicability.
1. This section applies to the permitting of all electric vehicle charging stations in the City.
 2. All electric vehicle charging stations legally established or permitted prior to the effective date of this ordinance shall not require a permit issued under this section unless physical modifications or alterations are undertaken that materially change the size, type, or components of an electric vehicle charging station.
 3. Routine operations and maintenance or like-kind replacements of the components of an electric vehicle charging state shall not be subject to permitting.
- D. Application Process.

1. All documents required for submission of an electric vehicle charging station application shall be made available on the City's website.
 2. The City shall provide a checklist of all requirements with which electric vehicle charging stations shall comply in order to be eligible for expedited review.
 3. Electronic submittals by utilization of email, the internet or facsimile and electronic signatures shall be accepted on all forms, applications, and other documents submitted.
 4. An application that satisfies the information requirements in the checklist, as determined by the City, shall be deemed complete and administratively approved.
 5. Upon receipt of an incomplete application, a written correction notice shall be issued detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.
 6. An application for a charging station shall not be denied unless written findings are made based upon substantial evidence in the record that the proposed installation would have a specific, adverse impact upon the public health or safety, and there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact. The findings shall include the basis for the rejection of potential feasible alternatives for preventing the adverse impact.
- E. Exemption. Charging stations shall be exempt from Land Use Permit requirements, as set forth in Section 19.02.030 of this title, unless a Zoning Clearance is required per this section.
- F. Zoning Clearance.
1. A Zoning Clearance shall be required if, based on substantial evidence, a finding is made that the charging station would have a specific, adverse impact upon the public health and safety.
 2. Any conditions on a Zoning Clearance approval shall be solely imposed in order to mitigate the specific, adverse impact upon the public health or safety and shall do so at the lowest cost possible.
- G. The approval for any electric vehicle charging station application or permit shall not be conditioned on the approval of such a system by an association, as defined by Civil Code Section 4080.
- H. Requirements.
1. Regulations applied shall be limited to applicable local, State and Federal health and safety requirements necessary to ensure the proposed installation will not have a specific, adverse impact on public health or safety, including, but not limited to the following:
 - a. Applicant shall verify the electric vehicle charging station meets all applicable safety and performance standards established by the California Electrical Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability, and the Americans with Disabilities Act.
 - b. Setbacks. No installation shall conflict with required setbacks as set forth in Section 19.04.160 of this title.
 - c. Signs. All signs proposed as part of the project shall require separate sign approval through the provisions set forth in this title.
 - d. Noise. If there is substantial evidence that the installation would have an adverse impact to noise levels, the applicant must verify compliance with adopted noise regulations of the City of Buellton, in Section 8.04.030(G) of this title.
 - e. Easements. No installation shall conflict with existing or proposed easements.

Chapter 19.12 DEFINITIONS

19.12.020 Definitions of specialized terms and phrases.

[Changes consist of adding a definition for electric vehicle charging stations as follows:]

“Electric vehicle charging station” means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

Planning Commission Resolution No. 20-02

Resolution No. 20-02 – “A Resolution of the Planning Commission of the City of Buellton, California, Considering Recommendations to the City Council on Revisions to Title 19 (Zoning) of the Buellton Municipal Code (20-ZOA-01) Relating to Electric Vehicle Charging Station Permit Expediting, Amending Sections 19.02.030 and 19.12.020, Adding Section 19.06.280, and Making Findings in Support Thereof”

WHEREAS, the City of Buellton (“City”) is committed to promoting and encouraged the use of fuel-efficient electric vehicles; and

WHEREAS, the State of California recently adopted Assembly Bill 1236, which requires local agencies to adopt an ordinance that creates an expedited and streamlined permitting process for electric vehicle charging systems; and

WHEREAS, the creation of an expedited, streamlined permitting process for electric vehicle charging stations would facilitate convenient charging of electric vehicles and help reduce the City’s reliance on fossil fuels.

NOW, THEREFORE, THE PLANNING COMMISSION DOES RESOLVE, DECLARE, DETERMINE, AND REQUEST AS FOLLOWS:

SECTION 1: All proceedings having been duly taken as required by law, and upon review of the information provided in the staff report, consideration of the testimony given at the public hearing, as well as other pertinent information, the Planning Commission finds the following:

A. Record. Prior to rendering a decision on any aspect of the proposed zoning ordinance amendments, the Planning Commission considered the following:

1. All public testimony, both written and oral, received in conjunction with that certain public hearing conducted by the Planning Commission on May 21, 2020 (“Public Hearing”).
2. All oral, written and visual materials presented by City staff in conjunction with the Public Hearing.
3. The following informational documents which, by this reference, are incorporated herein.
 - a. That staff report submitted by the Planning Department dated May 21, 2020 (the “Staff Report”).

B. Public Review. On the basis of evidence hereinafter listed, all administrative procedures and public participation requirements prescribed in the Buellton Zoning Ordinance have been lawfully satisfied:

1. A notice was published in a newspaper on May 7, 2020 (the “Public Notice”), a minimum of ten (10) days in advance of the May 21, 2020 Public Hearing.
2. The Public Notice and Agenda for the Public Hearing was posted in three conspicuous public places on May 7, 2020, a minimum of 10 days before the May 21, 2020 Public Hearing.

C. Environmental Clearance. Adoption of the zoning ordinance amendments is exempt from the California Environmental Quality Act (“CEQA”) because the amendments implement the provisions of California Government Code Section 65850.7 and is therefore exempt pursuant to Public Resources Code Section 21080(b)(1) and CEQA Guidelines Section 15268 pertaining to Ministerial Projects.

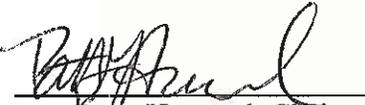
D. Consistency Declarations. Based on (i) the evidence presented in the Staff Report (incorporated herein by reference), (ii) consultations with affected City Departments, and (iii) testimony and comments received in connection with the public hearing, the Planning Commission does hereby declare as follows:

1. **Zoning Ordinance Amendments.**
 - a. **Findings:**
 - i. The Amendments are in the interests of the general community welfare as it provides for a streamlined process for electric vehicle infrastructure, encouraging the use of electric vehicles and potentially lessening the impacts of fossil fuels.
 - ii. The Amendments are consistent with the General Plan, the requirements of state planning and zoning laws, and Title 19 of the Zoning Ordinance, as they as they implement the provisions of Assembly Bill 1236.
 - iii. The Amendments are consistent with good zoning and planning practices.

SECTION 2. The Planning Commission hereby recommends that the City Council adopt an ordinance to amend Title 19 (Zoning) of the Buellton Municipal Code in accordance with the changes set forth in Exhibit A to this Resolution.

SECTION 3. The Planning Commission Secretary shall certify as to the adoption of this Resolution and shall cause the same to be transmitted to the City Clerk for consideration by the City Council.

PASSED, APPROVED, AND ADOPTED this 21st day of May 2020.



Patty Hammel, Chair

ATTEST:



Clare Barcelona, Planning Commission Secretary

Exhibit A – Draft Amendments to Title 19 (Zoning Ordinance) Related to Electric Vehicle Charging Stations

EXHIBIT A

DRAFT AMENDMENTS TO TITLE 19 (ZONING ORDINANCE) RELATED TO ELECTRIC VEHICLE CHARGING STATIONS

Chapter 19.02 ZONING DISTRICTS AND ALLOWABLE LAND USES

19.02.030 Allowable land uses and permit requirements.

[Changes consist of adding electric vehicle charging stations as an Exemption from Land Use Permit Requirements as follows:]

B. Exemptions from Land Use Permit Requirements. The land use permit requirements of this title do not apply to the following activities, uses of land and structures, provided that activities which are exempt from land use permit requirements shall comply with all other applicable regulations of this title including, but not limited to, use, setback, and height, except as otherwise specified.

14. Electric Vehicle Charging Stations. As specified in Section 19.06.280. Includes readiness measures taken for the future installation of charging stations such as the installation of a raceway and panel capacity. Regulations applied shall be limited to health and safety standards.

Chapter 19.06 SPECIFIC USE REQUIREMENTS

[Changes consist of adding the following new Section 19.06.280 to this Chapter.]

19.06.280 Electric vehicle charging stations

- A. Purpose. The purpose of this section is to provide an expedited, streamlined electric vehicle charging station permitting process that complies with California Government Code Section 65850.7.
- B. Definitions. The terms, phrases, and words used in this section shall be construed in compliance with the definitions set forth by California Government Code Section 65850.7, including the following:
 - 1. "Specific, adverse impact" means a significant, quantifiable, direct, or unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.
- C. Applicability.
 - 1. This section applies to the permitting of all electric vehicle charging stations in the City.
 - 2. All electric vehicle charging stations legally established or permitted prior to the effective date of this ordinance shall not require a permit issued under this section unless physical modifications or alterations are undertaken that materially change the size, type, or components of an electric vehicle charging station.
 - 3. Routine operations and maintenance or like-kind replacements of the components of an electric vehicle charging state shall not be subject to permitting.
- D. Application Process.

1. All documents required for submission of an electric vehicle charging station application shall be made available on the City's website.
 2. The City shall provide a checklist of all requirements with which electric vehicle charging stations shall comply in order to be eligible for expedited review.
 3. Electronic submittals by utilization of email, the internet or facsimile and electronic signatures shall be accepted on all forms, applications, and other documents submitted.
 4. An application that satisfies the information requirements in the checklist, as determined by the City, shall be deemed complete and administratively approved.
 5. Upon receipt of an incomplete application, a written correction notice shall be issued detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.
 6. An application for a charging station shall not be denied unless written findings are made based upon substantial evidence in the record that the proposed installation would have a specific, adverse impact upon the public health or safety, and there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact. The findings shall include the basis for the rejection of potential feasible alternatives for preventing the adverse impact.
- E. Exemption. Charging stations shall be exempt from Land Use Permit requirements, as set forth in Section 19.02.030 of this title, unless a Zoning Clearance is required per this section.
- F. Zoning Clearance.
1. A Zoning Clearance shall be required if, based on substantial evidence, a finding is made that the charging station would have a specific, adverse impact upon the public health and safety.
 2. Any conditions on a Zoning Clearance approval shall be solely imposed in order to mitigate the specific, adverse impact upon the public health or safety and shall do so at the lowest cost possible.
- G. The approval for any electric vehicle charging station application or permit shall not be conditioned on the approval of such a system by an association, as defined by Civil Code Section 4080.
- H. Requirements.
1. Regulations applied shall be limited to applicable local, State and Federal health and safety requirements necessary to ensure the proposed installation will not have a specific, adverse impact on public health or safety, including, but not limited to the following:
 - a. Applicant shall verify the electric vehicle charging station meets all applicable safety and performance standards established by the California Electrical Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability, and the Americans with Disabilities Act.
 - b. Setbacks. No installation shall conflict with required setbacks as set forth in Section 19.04.160 of this title.
 - c. Signs. All signs proposed as part of the project shall require separate sign approval through the provisions set forth in this title.
 - d. Noise. If there is substantial evidence that the installation would have an adverse impact to noise levels, the applicant must verify compliance with adopted noise regulations of the City of Buellton, in Section 8.04.030(G) of this title.
 - e. Easements. No installation shall conflict with existing or proposed easements.

Chapter 19.12 DEFINITIONS

19.12.020 Definitions of specialized terms and phrases.

[Changes consist of adding a definition for electric vehicle charging stations as follows:]

“Electric vehicle charging station” means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: June 25, 2020

Subject: Consideration of Request to Join Monterey Bay Community Power (MBCP)/Central Coast Community Energy (CCCE)

Resolution No. 20-20 – “A Resolution of the City Council of the City of Buellton, California, Requesting Membership in the Monterey Bay Community Power Joint Powers Authority (MBCPA) and Authorizing the Mayor to Execute the Joint Powers Authority Agreement as Amended with MBCPA”

Ordinance No. 20-06 – “An Ordinance of the City Council of the City of Buellton, California, Authorizing the Implementation of a Community Choice Aggregation Program by Participating in Monterey Bay Community Power's Community Choice Aggregation Program” (Introduction and First Reading)

BACKGROUND

On May 28, 2020, following a presentation by the Monterey Bay Community Power (MBCP) Community Choice Energy authority, the City Council directed staff to return with documents for the City Council to consider joining MBCP. Staff has returned with the documents necessary to facilitate membership in the MBCP, if that is the City Council’s desire.

Also, for the City Council’s consideration, MBCP has provided the following information on its program:

Community Choice Energy (CCE), authorized by Assembly Bill 117, is a state law that allows cities, counties and other authorized entities to aggregate electricity demand within their jurisdictions to purchase and/or generate electricity supplies for residents and businesses within their jurisdiction, while maintaining the existing electricity provider for physical transmission and distribution services.

CCEs are typically created to provide a higher percentage of renewable or carbon-free electricity, such as wind and solar power, at competitive and potentially cheaper rates than existing investor owned utilities, while giving consumers local choice in electric generation services, while promoting the development of renewable power sources and local economic development.

Currently, there are 21 operational CCE agencies across the State of California serving over 170 towns, cities and counties with over 10 million customers and dozens of communities are either engaged in or currently considering the CCE model. California CCE agencies have signed over 3,600 MW of new clean energy power purchase agreements are leading the way to the state's goal of 100% renewable energy by 2045. As of February 2019, there are 12 CCE agencies serving customers in PG&E's territory. Average CCE customer participation in the State of California is 93% and the average customer participation in Monterey Bay Community Power is 98% representing 97% of all energy load.

Jurisdictions may form their own CCE or join an existing CCE by submitting an Implementation Plan to the California Public Utilities Commission (CPUC). The CPUC requires jurisdictions or existing CCEs to submit their Implementation Plan by December 31st of every year. CPUC approval typically takes 90 days. Upon approval, the jurisdiction or existing CCE must wait until the following year before transitioning customers' electric generation service from the incumbent utility to the new or existing CCE.

The CCE model was established by the legislature as an opt-out program. All eligible customers of the incumbent utility become part of the CCE upon the commencement of service within Buellton. Customer electric generation service is transitioned from the incumbent utility to the CCE during the service enrollment period. CCEs are required by law to send out customer notices 60 days pre-enrollment, 30 days pre-enrollment, 30 days post-enrollment and 60 days post-enrollment to inform each customer about the switch in electric service provider. Customers who are now part of the CCE have the choice to return to the incumbent utility at no cost during the enrollment period. After the enrollment period, MBCP charges residential customers a \$5.00 administrative fee to return to PG&E; commercial customers are charged \$25.00 and all customers returned to PG&E must wait one year before they may return to MBCP service upon their request.

Monterey Bay Community Power

Monterey Bay Community Power (MBCP) Authority was established in May 2017 with the goal of reducing greenhouse gas emissions, providing electric power and other forms of energy to customers at affordable rates, stimulating and sustaining the local economy by lowering electric generation charges and creating local jobs, and promoting long-term electric rate stability, energy security and reliability through the local control of generation resources.

MBCP formed as an aggregation of the counties of Santa Cruz, San Benito and Monterey along with 16 local incorporated cities. MBCP was the first tri-county community choice energy program to form in California with over 274,000 residential and commercial customers. Commercial service began in March 2018 and residential service enrollment began in July 2018. In September of 2018, the cities of San Luis Obispo and Morro Bay joined MBCP and customer service began in January 2020. MBCP currently serves a combined total of 307,000 residential, commercial, industrial, agricultural and municipal accounts over 5,000 square miles with an estimated 3,200 GWh of annual electricity usage.

In 2019, MBCP expanded its territory with the inclusion of 11 jurisdictions including the cities of El Paso de Robles, Pismo Beach, Grover Beach, Arroyo Grande, Guadalupe, Santa Maria, Solvang, Goleta, Carpinteria, Del Rey Oaks, and the County of Santa Barbara. These jurisdictions encompass two investor-owned utility territories (PG&E and SCE). MBCP will enroll customers in these jurisdictions in January 2021. This expansion will increase MBCP's customer base to over 500,000 residential and commercial accounts across 8,000 square miles and an estimated 5,400 GWh of annual electricity usage supporting 32 jurisdictions.

Considerations for joining may include the following issues:

1. **Rate Structure:** During the first two years of service, MBCP's initial rate structure was based upon matching PG&E's retail generation rates on a monthly basis, adding the Power Charge Indifference Adjustment (PCIA) and Franchise Fee and then providing customers with a rebate as a bill credit. In 2018 and 2019 bill credits were delivered to residential customers in December or January; non-residential customer rebates were delivered biannually or quarterly depending on energy usage. In 2020, savings is realized monthly through a lower electric rate than PG&E. Since its inception, MBCP's affordable electric rates returned an estimated \$18.4 million in cost savings to customers.

In 2020, MBCP will be developing its own rate structure based on the combined costs of energy procurement, operations and program delivery. This "cost-plus" model will allow MBCP to simplify its rate structure and provide additional customer savings. MBCP currently provides customers with two electric generation service offerings. MBchoice is the default service comprised of 34% eligible renewable energy from geothermal, solar, wind, biomass & biowaste sources and 66% carbon-free energy from large hydro-electric generation. MBprime is a 100% renewable energy service offering composed of 50% solar and 50% wind generation from California and costs \$0.08 cents more per KWh.

2. **Billing and Customer Service:** From a customer perspective, all billing and payments to PG&E stay the same. MBCP now assumes the role of electric generation supplier and replaces the electricity supply charges from PG&E at lower cost. Customers will see a new line item on the front page of their bill for "*Monterey Bay Community Power Electric Generation Charges.*" Most importantly, customers will see a "*Generation Credit*" on the PG&E's electric delivery page which credits customers back for the cost of electricity from PG&E. There will be a new page for *Monterey Bay Community Power*

Electric Generation Charges which are replacement charges, not duplicative or additional charges. Customers can contact Monterey Bay Community Power's call center to discuss all aspects of their bill as well as learn about electrification programs. Customers may also call PG&E to discuss their bill.

3. **Governance and Representation:** MBCP's governance structure is comprised of a Policy Board, Operations Board and Community Advisory Council.

The Policy Board is seated by elected officials from participating local member agencies and provides guidance/approval in the areas of strategic planning and goal setting, passage of the Authority's budget, customer rates and large capital expenditures outside the typical power procurement required to provide electrical generation service. The Policy Board meets four times a year inclusive of the annual joint board/council meeting.

The Operations Board is seated with senior executive/County Administrative Officers and senior executive/City Managers. The Operations Board provides oversight and support to the Chief Executive Officer on matters pertaining to the provision of electrical service to customers in the region and other routine operational matters of the Authority. The Operations Board meets eight times a year plus the annual joint board/council meeting.

The Community Advisory Council ("CAC") CAC is appointed at large by the Policy Board and is comprised of up to 15 members appointed from each constituent county (Santa Cruz, San Benito, Monterey, San Luis Obispo, and Santa Barbara), and is representative of the board diversity of stakeholder interests and customer classes in MBCP's service area. The CAC is formed to ensure that all parties, including private citizens, organizations, government agencies and industry have a local community group to provide in-depth review and feedback on MBCP proposals and policies and provide recommendations to the Boards. The CAC assists with legislative advocacy and is tasked to assist with community engagement to ensure that MBCP's programs and outreach align with MBCP's core mission. The CAC meets 7 times a year including the annual meeting.

Of the 32 jurisdictions in MBCP's service area, all participating county jurisdictions receive a full seat on both the Policy Board and Operations Board. City jurisdictions with populations over 50,000 also receive a full seat on both boards. Cities with populations under 50,000 are allocated shared seats by groupings of multiple jurisdictions based on geography. The current board seating is comprised of eight full seats and nine shared seats. Shared seats rotate every two years within the representatives of those shared communities. Jurisdictions who share a seat have a Memorandum of Understanding (MOU) that outlines their roles, responsibilities and common interests in JPA participation.

Based on initial discussions with MBCP management, should the city or county wish to join, the City of Buellton would likely share a new Board seat with the Cities of Solvang and Guadalupe. The City of Buellton would share a seat in each of the three bodies; this would require additional discussion between the neighboring cities about how to fairly share these seats in order to adequately represent the interests of these communities.

4. **Energy Programs and Local Economic Benefits:** MBCP re-invests 4% of its gross revenue into local energy programs focused on transportation electrification, building electrification and distributed energy resources. MBCP evaluates and deploys a suite of energy programs each year with considerable input from business and agricultural stakeholders, community members and MBCP's two boards and CAC.

In 2018, MBCP implemented Project Sunshine which provided no-cost solar for 24 income qualified homeowners and allocated \$1MM for EV incentives. In 2019, MBCP allocated \$5.3MM for a variety of pilot programs including EV infrastructure, zero emissions school buses, residential in-home EV charging, MUD building electrification grants, electric appliance rebates, back-up power supply to low-income homes in high fire risk areas and agricultural electrification to replace diesel-powered generators.

An additional \$25MM in funding was allocated to financing mechanisms to develop backup power supply for customers at critical facilities in response to PG&E's Public Safety Power Shut-offs (PSPS). MBCP also allocated \$100,000 to assist MBCP member agencies who are exploring or in the process of creating reach codes as part of Title 24 2020-2033 code cycle, and \$100,000 to contract with AMBAG to conduct annual community-level GHG emission inventories for all MBCP member agencies.

5. **Financial Health:** Due to good fiscal and operational management, efficient staffing and sound energy procurement, MBCP has carefully managed its financial position, fully paid off over \$6.2MM of debt incurred prior to and during the launch and has accumulated \$130MM in rate stabilization reserves as of March FY 2019/20. The reserves allow MBCP greater flexibility on rates, programs as well as the potential of receiving a credit rating.

MBCP is the one of the strongest financial CCEs in California and proved that Community Choice Energy agencies can provide clean energy, offer generous programs and lower rates while maintaining a very strong financial position. The benefits of joining a large operational and financially sound community choice energy program are compelling. As mentioned above, an existing program has established governance, staff, vendors and operations, credit and reserves, and has already covered initial startup costs. Joining MBCP provides the lowest cost, lowest risk path forward. Additionally, the size of MBCP allows it to be more resilient to fluctuations in the regulatory and market environments.

Should the City Council choose to join MBCP, the following steps would need to be accomplished:

1. Adopt a CCE ordinance authorizing the implementation of a community choice aggregation program by participating in Monterey Bay Community Power Authority's community choice aggregation program, adopt a resolution joining MBCP and adopting its JPA Agreement.
2. The City council would need to conduct a second reading of the ordinance.
3. Staff will identify required funds to support amending the MBCP Implementation Plan.
4. Identify a process for the Cities of Buellton, Solvang, and Guadalupe to share a seat on MBCP's Policy Board, Operations Board and Community Advisory Council to adequately and fairly represent the interests of the shared seat communities.

CCE Implementing Ordinance and Joint Powers Agreement

Section 366.2(c)(12)(B) of the Public Utilities Code expressly contemplates the creation of a JPA so that counties and cities can "participate as a group in a community choice aggregation program." California cities and counties can exercise this option by doing two things: 1) entering into a Joint Powers Agreement forming a JPA under Section 6500, *et seq.* of the Government Code; and 2) adopting an Ordinance electing to implement a community choice program within its jurisdiction as required by Section 366.2(c)(12)(A).

Implementing Ordinance

An Ordinance authorizing the implementation of a community choice aggregation program by participating in Monterey Bay Community Power Authority's community choice aggregation program and complies with the requirements of Section 366.2(c)(12)(B). If approved and introduced, staff will present the Ordinance for a second reading at the July 9, 2020 meeting.

JPA Agreement

The amended MBCP JPA Agreement and supporting resolution to join the JPA are provided as Attachment C and Attachment D.

Share Seat Coordination and Next Steps

Should the City of Buellton proceed with joining MBCP, the City will share a seat on MBCP's Policy Board and Operations Board. To adequately represent the interests of their community, the City will negotiate a Memorandum of Understanding, prior to the submittal of the revised Implementation Plan to the CPUC, to memorialize a process to share the seat with the City of Solvang and the City of Guadalupe so as fairly represent their community and the mutual interests of these Santa Barbara County jurisdictions. Representation on the Community Advisory Council will be part of MBCP's at large CAC solicitation process and appointed by the Policy Board.

Project Schedule

The following is an outline of the project schedule through 2021:

Action Item	Date
MBCP Introduction - City Council Presentation	May 28, 2020
Introduce and pass Resolution of Intent to join MBCP; Conduct first reading of the CCE Ordinance	June 25, 2020
Conduct Public Hearing; Pass second reading of the CCE Ordinance	July 9, 2020
Submit required documents to MBCP	August 3, 2020
MBCP Policy Board Meeting to consider adding the City of Buellton to the MBCP JPA	September 3, 2020
Work with local MBCP Member Agency to prepare Memorandum of Understanding for governance participation	November 2, 2020
MBCP Policy Board Meeting to approve submittal of the Revised Implementation Plan to the CPUC	December 2, 2020
MBCP submits Revised Implementation Plan to CPUC	December 31, 2020
Service Preparation	April – August 2021
Service Pre-Enrollment Begins	November 2021
Begin MBCP Service	January 2022

ENVIRONMENTAL REVIEW

The establishment of a CCE is exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to the CEQA Guidelines, as it is not a “project” as it has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment because energy will be transported through existing infrastructure (14 Cal. Code Regs. § 15378(a)). Further, establishing a CCE is exempt from CEQA as there is no possibility that this it would have a significant effect on the environment (14 Cal. Code Regs. § 15061(b)(3)). Further, the establishment of a CCE is also categorically exempt because it is an action taken by a regulatory agency to assume the maintenance, restoration, enhancement or protection of the environment (14 Cal. Code Regs. § 15308).

FISCAL IMPACT

There are minimal financial obligations to join MBCP. Currently, MBCP estimates \$7,500 to update the Implementation Plan as well as the JPA document, but if more jurisdictions join MBCP this year, the shared cost would decrease each individual jurisdiction’s commitment.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 20-20 – “Resolution of the City Council of the City of Buellton, California, Requesting Membership in the Monterey Bay Community Power Joint Powers Authority (MBCPA) and Authorizing the Mayor to Execute the Joint Powers Authority Agreement as Amended with MBCPA”

That the City Council consider the introduction and first reading of Ordinance No. 20-06 – “An Ordinance of the City Council of the City of Buellton, California, Authorizing the Implementation of a Community Choice Aggregation Program by Participating in Monterey Bay Community Power's Community Choice Aggregation Program” by title only and waiver further reading.

ATTACHMENTS

Resolution No. 20-20
Ordinance No. 20-06

RESOLUTION NO. 20-20

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, REQUESTING MEMBERSHIP IN THE MONTEREY BAY COMMUNITY POWER JOINT POWERS AUTHORITY (MBCPA) AND AUTHORIZING THE MAYOR TO EXECUTE THE JOINT POWERS AUTHORITY AGREEMENT AS AMENDED WITH MBCPA

WHEREAS, AB 117, adopted as California state law in 2002, permits cities, counties, or Joint Power Authorities comprised of cities and counties to aggregate residential, commercial, industrial, municipal and institutional electric loads through Community Choice Aggregation (CCA); and

WHEREAS, pursuant to Section 366.2 of the Public Utilities Code, two or more entities authorized to be a community choice aggregator may participate as a group in a community choice aggregation program through a joint powers agency established pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code, if each entity adopts the aforementioned ordinance; and

WHEREAS, in March 2017, MBCPA was established as a joint powers agency pursuant to a joint powers agreement; and

WHEREAS, the purpose of MBCPA is to address climate change by providing locally controlled carbon-free electricity at affordable rates; and

WHEREAS, the City Council supports the mission of MBCPA and its intent to promote the development and use of a wide range of carbon free and renewable energy sources and energy efficiency programs, including solar and wind energy production at competitive rates for customers; and

WHEREAS, in order for the City of Buellton (City) to become a member of MBCPA, the MBCPA Joint Powers Agreement (JPA) must be amended to permit the City join as a party; and

WHEREAS, MBCPA also has requested the City adopt a resolution requesting membership in MBCPA and authorizing its Mayor or City Manager to execute the JPA as amended, as well as an ordinance authorizing Community Choice Aggregation (CCA) within its jurisdiction; and

WHEREAS, the City wishes to be a community choice aggregator pursuant to the JPA and has introduced the Ordinance required by Public Utilities Code Section 366.2 in order to do so; and

WHEREAS, under Public Utilities Code section 366.2, customers have the right to opt- out of the CCE program and continue to receive service from the incumbent utility.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Buellton:

SECTION 1. The City Council requests the Board of Directors of MBCPA approve the City as a member of MBCPA.

SECTION 2. The Mayor is hereby authorized and directed to execute the JPA on behalf of the City after the JPA is amended, which will establish the City's membership in MBCPA.

SECTION 3. This Resolution and the subsequent joining of MBCPA is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines, as it is not a "project" since this action involves organizational and administrative activities of government that will not result in direct or indirect physical changes in the environment. (14 Cal. Code Regs. § 15378(b)(5).) Further, the ordinance is exempt from CEQA as there is no possibility that the ordinance or its implementation would have a significant negative effect on the environment. (14 Cal. Code Regs. § 15061(b)(3)). A Notice of Exemption shall be filed as authorized by CEQA and the State CEQA guidelines.

SECTION 4. This resolution shall be effective immediately upon passage and adoption.

PASSED, APPROVED and ADOPTED this 25th day of June, 2020.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

ORDINANCE NO. 20-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, AUTHORIZING THE IMPLEMENTATION OF A COMMUNITY CHOICE AGGREGATION PROGRAM BY PARTICIPATING IN MONTEREY BAY COMMUNITY POWER'S COMMUNITY CHOICE AGGREGATION PROGRAM

WHEREAS, the City Council has previously directed staff to investigate the feasibility and formation of a Community Choice Aggregation (CCA) program under the provisions of the Public Utilities Code section 366.2 in order to provide electric service to customers within the City of Buellton (City) with the intent of achieving reduced greenhouse gas emissions, local renewable power development, competitive electric rates and the implementation of energy conservation and other energy programs; and

WHEREAS, Monterey Bay Community Power Authority (MBCPA) is an established CCA program capable of providing the desired financial and environmental benefits; and

WHEREAS, MBCPA will enter into agreements with electric power suppliers and other service providers and, based upon those agreements, MBCPA will be able to provide power to residents and businesses at rates that are competitive with those of the incumbent utility ("PG&E"). Once the California Public Utilities Commission certifies the amended Implementation Plan adopted by MBCPA, MBCPA will be able to provide service to customers within the City; and

WHEREAS, under Public Utilities Code section 366.2, customers have the right to opt-out of a CCA program and continue to receive service from the incumbent utility. Customers who wish to receive service from the incumbent utility will be able to do so; and

WHEREAS, on June 25, 2020, and July 9, 2020, the City Council held public meetings on the manner in which the City will participate in a CCA program at which time interested persons had an opportunity to testify either in support of or opposition to the implementation of a CCA program serving the City through MBCPA; and

WHEREAS, this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines, as it is not a "project" as it has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment. (14 Cal. Code Regs. § 15378(a)). Further, the ordinance is exempt from CEQA as there is no possibility that the ordinance or its implementation would have a significant effect on the environment. (14 Cal. Code Regs. § 15061(b)(3)). The ordinance is also categorically exempt because it is an action taken by a regulatory agency to assume the maintenance, restoration, enhancement or protection of the environment. (14 Cal. Code Regs. § 15308).

NOW, THEREFORE, the City Council of the City of Buellton does ordain as follows:

SECTION 1. The above recitations are true and correct and material to this Ordinance.

SECTION 2. Based upon the forgoing, and in order to provide businesses and residents within the City with a choice of power providers and with the benefits described above, the City Council hereby elects to implement a community choice aggregation program within the jurisdiction of the City by participating as a group in the Community Choice Aggregation Program of MBCPA, as generally described in its Joint Powers Agreement.

SECTION 3. This Ordinance shall take effect 30 days after its adoption. The City Clerk, or the duly appointed deputy, shall attest to the adoption of this Ordinance and shall cause this Ordinance to be published and posted in the manner required by law.

PASSED, APPROVED, AND ADOPTED this ____ day of July, 2020.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: June 25, 2020

Subject: Extension of Contract with Buellton Business Association/Chamber of Commerce for Operation of a Visitors Bureau

BACKGROUND

On June 30, 2020, the contract between the City and the Buellton Business Association/Chamber of Commerce (Chamber) for operation of the Visitors Bureau will expire following its most recent two year period.

On May 25, 2020, the City Council directed staff to return with a 1-year contract extension for the operation of the Visitor Bureau (Attachment 1). This extension was to reduce the requested funding amount (\$450,000.00) for Fiscal Year 2020-21 by the amount of funding paid to the Visitors Bureau but not expended in FY 2019-20. The estimate of these unexpended funds is \$60,000.00. Therefore, the amount of the FY 2020-21 contract will be \$390,000.00. Staff will work with the Visitors Bureau to obtain a final accounting and reconciliation of unexpended funds from FY 2019-20, if necessary, in the months following the end of the fiscal year.

FISCAL IMPACT

This single year contract will result in an expenditure of \$390,000.00 for the coming fiscal year. These funds are expended in support of programs intended to boost tourism revenues, which if realized will largely offset the expenditure.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute the attached “Second Amendment to Service Contract between City of Buellton and Buellton Business Association/Chamber of Commerce for Operation of a Visitors Bureau.”

ATTACHMENTS

Attachment 1 - Second Amendment to Service Contract between City of Buellton and Buellton Business Association/Chamber of Commerce for Operation of a Visitors Bureau

SECOND AMENDMENT TO SERVICE CONTRACT
between
CITY OF BUELLTON
and
BUELLTON BUSINESS ASSOCIATION/CHAMBER OF COMMERCE FOR
OPERATION OF A VISITORS BUREAU

This **SECOND AMENDMENT TO SERVICE CONTRACT** (the “Amendment”) is made and entered into this 25th day of June 2020, by and between the City of Buellton, a Municipal corporation (“City”), and Buellton Business Association/Chamber of Commerce (“BBA/COC”).

1. RECITALS

A. On November 10, 2016, the City and BBA/COC entered into that Service Contract to provide Visitors Bureau services to the City from October 27, 2016, to June 30, 2020 (the “Contract”); and

B. In March 2020, the COVID-19 pandemic and related public health orders caused a substantial disruption in the Visitors Bureau services that continued from March through June 2020 and is only beginning to abate; and

C. The City and BBA/COC desire to amend the Contract to provide an additional year of service with a more limited scope of funding for Fiscal Year 2020-2021 in light of said disruption and to allow the parties time to negotiate the terms of a new contract for ongoing services.

2. AMENDMENT

In consideration of the mutual covenants and recitals contained in the Contract and this Amendment, which are incorporated herein, City and BBA/COC agree as follows:

1. Section 2.1 of the Contract is hereby amended to read in whole as follows:

“2.1 Term of this Contract. This CONTRACT shall become effective as of October 27, 2016, and shall be in effect until June 30, 2021.”

2. Section 3 of the Contract is hereby amended to read in part as follows:

“SECTION 3. CONSIDERATION TO BE PAID FOR SERVICES OF BBA/COC’S OPERATION OF BUREAU.

For Fiscal Year 2020-21 only, the City will provide a sum of \$390,000 to the BBA/COC in monthly installments of \$32,500 per month, in consideration of the fact that the BBA/COC did not expend all of the funds advanced to it during Fiscal Year 2019-20 due to the COVID-19 epidemic and related public health orders.”

All other provisions of this Section remain as worded.

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

3. Except as expressly modified by this Amendment, all terms and provisions of the Contract (as amended by the First Amendment) shall remain in full force and effect.

IN WITNESS WHEREOF, the City and BBA/COC have executed the First Amendment as of the day and year first noted above.

Buellton Business Association/Chamber of Commerce

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

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: Scott Wolfe, City Manager

Meeting Date: June 25, 2020

Subject: Update on Progress toward 2020 City Council Priorities

BACKGROUND

On February 13, 2020, the City Council established a list of priorities as a means to direct staff's work over the coming calendar year. The purpose of this agenda item is to give the City Council an update on progress toward the achievement of these priorities. This list of priorities, with updates from the responsible City Department, accompanies this report as Attachment 1.

This is an informational item, and no action is required or requested of the City Council at this time. However, if the City Council has questions on any of the items, or would like to amend the priority list, this item provides an opportunity for such.

FISCAL IMPACT

As this is an informational report, there is no action required. Therefore, no fiscal impact is anticipated.

RECOMMENDATION

Staff recommends that the City Council review the accompanying list of priorities and updates, and direct staff as deemed appropriate.

ATTACHMENTS

Attachment 1 - List of City Council Priorities for 2020, with updates on progress.

**Adopted
2020 City Council Priorities**

June 2020 Update on Progress

(Completed priorities are shown as **underlined**)

- 1. Investigate the possibility of acquiring property (including portions of the Willemsen property) for future use by the City. (*City Manager*)**

STATUS: On-going

- February 27, 2020 – City Council discussed properties for possible acquisition in closed session.
- May 28, 2020 – Escrow closed on Willemsen Property (23.69 acres)

- 2. Investigate new adult fitness equipment for installation at various parks (and possibly other City-owned properties) within the City. (*Recreation*)**

STATUS: On-going

- Staff has been researching a variety of different outdoor fitness equipment with a particular emphasis on durability and ease of maintenance. Locations being considered at this time are River View Park, Village Park, and possible future River Trail sites. Next steps are to arrange site visits to investigate examples of outdoor fitness equipment in other jurisdictions and gather information on the actual reliability and manufacturer maintenance support from the agency perspective, and to get cost estimates on recommended brands/models.

- 3. Perform an audit of City Engineering responsibilities; establish that the City is getting the highest and most cost effective service through an RFP process.(Public Works)**

STATUS: Complete

- Feb. 27, 2020 – City Council approved the release of the RFP for engineering services. Proposals Due by April 16, 2020.
- May 28, 2020 – City Engineering contract awarded (Complete)

4. Pursue Solar Lighting installation on Industrial Way. (*Public Works*)**STATUS: On-going**

- Feb. 27, 2020 - City Council directed staff to release RFP for equipment purchase for solar lighting, using a mixture of pedestrian height and street height lights.
- RFP for materials needs to be started. However, we are investigating another mechanism for funding of the project. We will discuss with the City Council and then prioritize this project as soon as funding options are known.

5. Evaluate City's sewer infrastructure to determine potential repair needs before issues arise, particularly including analysis of the potential damage to the sewer/water main along Hwy 246 across from Hitching Post II restaurant and the preparation of a plan to prevent such damage, or to respond to a line failure due to such damage. (*Public Works*)**STATUS: On-going**

- All cctv videos have been reviewed and prioritized. First phase of improvements have been drafted, under Rose's review to prepare for bidding. Please note that the area across the Hitching Post was reviewed and while there was root intrusion (which was subsequently treated with ROOTX), the pipe itself is in decent condition and did not rank a higher priority for repair. As for plans to respond to line failure if damage occurs – staff will reiterate and document communications to Caltrans staff regarding our concerns with the roots and potential damage to our facilities and requesting they remove the trees and putting them on notice regarding the liability for repairs to our water and sewer facilities in addition to liability for SSO resulting from their damages. As for a plan of action should damage occur – staff is trained on proper SSO procedures to contain and stop the flow (which can be done by above ground jumping of the sewer line via adjacent manholes on either side). As for the water line potential rupture, staff has already lined up additional valve placements on either side of the lines that would allow staff to shut-off and isolate that area while still providing water to the rest of the neighborhoods, limiting loss of water impacts. This work has already been approved through Caltrans and we are awaiting the double permit for Lash Construction and scheduling to complete the work within the next couple of months.

- 6. Create a community get-together event, possibly at Buellton Rec center. It may center around emergency preparedness, meeting City staff, or some other topic. (City Manager/Recreation)**

STATUS: On-going

- At this point, bans on large gatherings make planning a community get-together event a little difficult. We are considering a fall event, provided large gatherings are allowed at that time, which would incorporate the Egg Hunt and some kids activities that we weren't able to have at Easter. We are branding it as "Reopening Rockout" with Saturday TBA, 10am at River View Park. We could include staff introductions and/or emergency preparedness or health info into this event if Council wants to hit all the bases mentioned in the priority or we could keep it simple and focus on the community fun part.

- 7. Have City's landscaping contractor evaluate all City irrigation systems (particularly in the Parks) to ensure proper operation and adjust as necessary to ensure that landscaping is adequately watered. (Public Works)**

STATUS: On-going

- Will be working with JC (Velazquez, Parks Foreman) to do an audit and help create a CIP plan for replacements. For now, JC does manage the landscape contract for Valley Gardener and oversees their work.

- 8. Investigate need for supplemental Asphalt Crack Sealing or other necessary repairs in Meadow Ridge sub-division. (Public Works)**

STATUS: On-going

- Information provided by Councilman Andrisek is not for crack sealing and would not address the issues in this neighborhood. While there are visible cracks, the nature of the cracks does not create a concern or liability for the City. The City has a systematic pavement management plan that ensure we routinely maintain each area of the City. And in each year's project, if there are areas throughout the city that is in such condition that requires immediate attention, we add the localized R&R to the current annual road job. The Meadow Ridge neighborhood is slated for its maintenance during FY 21/22. Staff can get a cost estimate do some early crack-sealing in that neighborhood as part of the 20/21 road maintenance project, however that project budget is already a large fiscal impact. In addition, there will not be a cracksealing line item in the scope of the 20/21 road maintenance project. General estimate for obtaining cracksealing as a standalone project is approximately \$30-50k. Due to our budget status, I

recommend maintaining the 21/22 schedule of the neighborhood road maintenance project.

9. Produce for public distribution a periodic Avenue of Flags Development Update. (Planning)

STATUS: On-going

- A publicly-distributed update on Avenue of Flags development occurred in March 2019. Staff anticipates providing updates on average once or twice per year, or more frequently if there are sufficient items to include in an update. Given recent activities on the Avenue, it is anticipated that a publicly-distributed update will be provided in the coming weeks.

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: Shannel Zamora, Finance Director

Meeting Date: June 25, 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 the current Fiscal Year totaled \$15,888,620 of which \$9,416,999 was adopted for the General Fund. The proposed revised budget for Fiscal Year 2020-21 totals \$17,178,263.

On May 28, 2020, a preliminary FY 2020-21 budget was presented to City Council. Council directed staff to decrease the Capital Budget, find savings in travel and training, memberships and to look for other budget savings in the budget.

On June 11, 2020, a revised preliminary budget was presented to City Council that included changes based in City Council direction and further staff review. City Council directed staff to best estimate FY 2019/20 projections to have a better estimated beginning Fund Balance starting July 1, 2020. The presented 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.

Since the June 11th meeting,, General Fund appropriations decreased by \$12,271 and Water Fund appropriations decreased by \$50,000. The following information has been changed since the June 11, 2020 meeting:

- 1) City Manager Department (001-402-50400 Medical Benefit) – increased by \$9,000 to reflect an oversight in the preliminary budget of the \$750 monthly medical reimbursement towards the City Manager’s health premium per contract agreement. The total Medical Benefit is \$ 20,929.

- 2) Library Department (001-510-60800 Contract Services) – decrease appropriation by \$21,271 for a total of \$193,729 to reflect the actual annual contribution to the City of Goleta for library services for FY 2020/21. The City of Goleta received a one-time contribution from the County of Santa Barbara that allowed them to fund the projected deficit instead of the City of Buellton paying for it.

- 3) Water Fund (020-601-69100 Transfer to Other Funds) – decrease appropriation by \$50,000 for a total of \$321,530. The decrease reflects the deferral of Project #092-609 Supplemental Well and Water Treatment Plant Feasibility. The removal of the project was not removed from this expenditure budget item.

- 4) Fund Balance Changes:

General Fund

<u>Meeting Date</u>	<u>Beg. Fund Balance</u>	
6/11/2020	\$ 7,348,700	
6/25/2020	\$ 7,240,819	
Increase (Decrease):	\$ (107,881)	
6/25/2020 Changes	\$ (3,000)	> increase in estimate for Park contract services
	\$ (104,881)	> increase in estimate for Capital Improvement
	\$ (107,881)	Projects through the end of June based on most current expenditures.

Sewer Fund

<u>Meeting Date</u>	<u>Beg. Fund Balance</u>	
6/11/2020	\$ 2,890,756	
6/25/2020	\$ 3,079,360	
Increase (Decrease):	\$ 188,604	
6/25/2020 Changes	\$ (150,000)	> capital project expenditure was double counted
	\$ (38,604)	> decrease in capital project expenditure estimate
	\$ (188,604)	

Sewer Capital Fund

<u>Meeting Date</u>	<u>Beg. Fund Balance</u>	
6/11/2020	\$ 208,941	
6/25/2020	\$ 180,947	
Increase (Decrease):	\$ (27,994)	
6/25/2020 Changes	\$ (38,604)	decrease in transfers from the Sewer Fund
	\$ 10,610	decrease in estimate for capital project
	\$ (27,994)	

Water Fund

<u>Meeting Date</u>	<u>Beg. Fund Balance</u>	
6/11/2020	\$ 5,891,687	
6/25/2020	\$ 6,413,359	
Increase (Decrease):	\$ 521,672	
6/25/2020 Changes	\$ 376,200	transfer from reserve is not needed
	\$ 145,472	decrease in estimate for capital project transfers
	\$ 521,672	

Water Fund Capital

Meeting Date	<u>Beg. Fund Balance</u>	
6/11/2020	\$ 65,874	
6/25/2020	<u>\$ 253,505</u>	
Increase (Decrease):	\$ 187,631	
6/25/2020 Changes	\$ 230,728	reflects transfers from reserves for CIP
	<u>\$ (43,097)</u>	increase in estimate for capital project expenditure
	\$ 187,631	

Gas Tax Fund

Meeting Date	<u>Beg. Fund Balance</u>	
6/11/2020	\$ 425,288	
6/25/2020	<u>\$ 435,628</u>	
Increase (Decrease):	\$ 10,340	
6/25/2020 Changes	\$ 10,340	reflects decrease in estimated capital project expenditure

Measure A Fund

Meeting Date	<u>Beg. Fund Balance</u>	
6/11/2020	\$ 317,206	
6/25/2020	<u>\$ 417,528</u>	
Increase (Decrease):	\$ 100,322	
6/25/2020 Changes	\$ 100,322	reflects decrease in estimated capital project expenditure

In addition, the Introduction Section, Capital Budget Improvement Message, Appendices and Glossary were added.

FISCAL IMPACT

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 \$301,700. Council will be updated quarterly on changes in fiscal impacts.

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 – Amended Biennial Operating and Capital Budget for Fiscal Year 2020-21

RESOLUTION NO. 20-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, FOR THE PURPOSE OF MID-CYCLE 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; and

WHEREAS, the City Council on June 11, 2020 has further 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 25th day of June, 2020.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk



**ADDENDUM TO THE BIENNIAL OPERATING
AND CAPITAL BUDGET
JULY 1, 2019 THROUGH JUNE 30, 2021**



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CITY OF BUELLTON

BIENNIAL OPERATING BUDGET

JULY 1, 2019 – JUNE 30, 2021

Amendment to FY 2020-21 Adopted June 25, 2020

City Council

Holly Sierra, Mayor
Art Mercado, Vice-Mayor
Ed Andrisek, Council Member
Dave King, Council Member
John Sanchez, Council Member

City Department Heads

Scott Wolfe, City Manager
Linda Reid, City Clerk/Human Resource
Director
Shannel Zamora, Finance Director
Andrea Keefer, Planning Director
Rose Hess, Public Works Director/City Engineer
Kyle Abello, Recreation Supervisor

CITY HALL

107 WEST HIGHWAY 246

BUELLTON, CA 93427

805-686-0137

www.cityofbuellton.com

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Introduction



CITY COUNCIL MEMBERS AND CITY MANAGER

FISCAL YEARS 2019-20 AND 2020-21

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

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

Council Member: David King
Elected: November 6, 2018
Term Expires: 2022

Council Member: Art Mercado
Elected: November 6, 2018
Term Expires: 2020

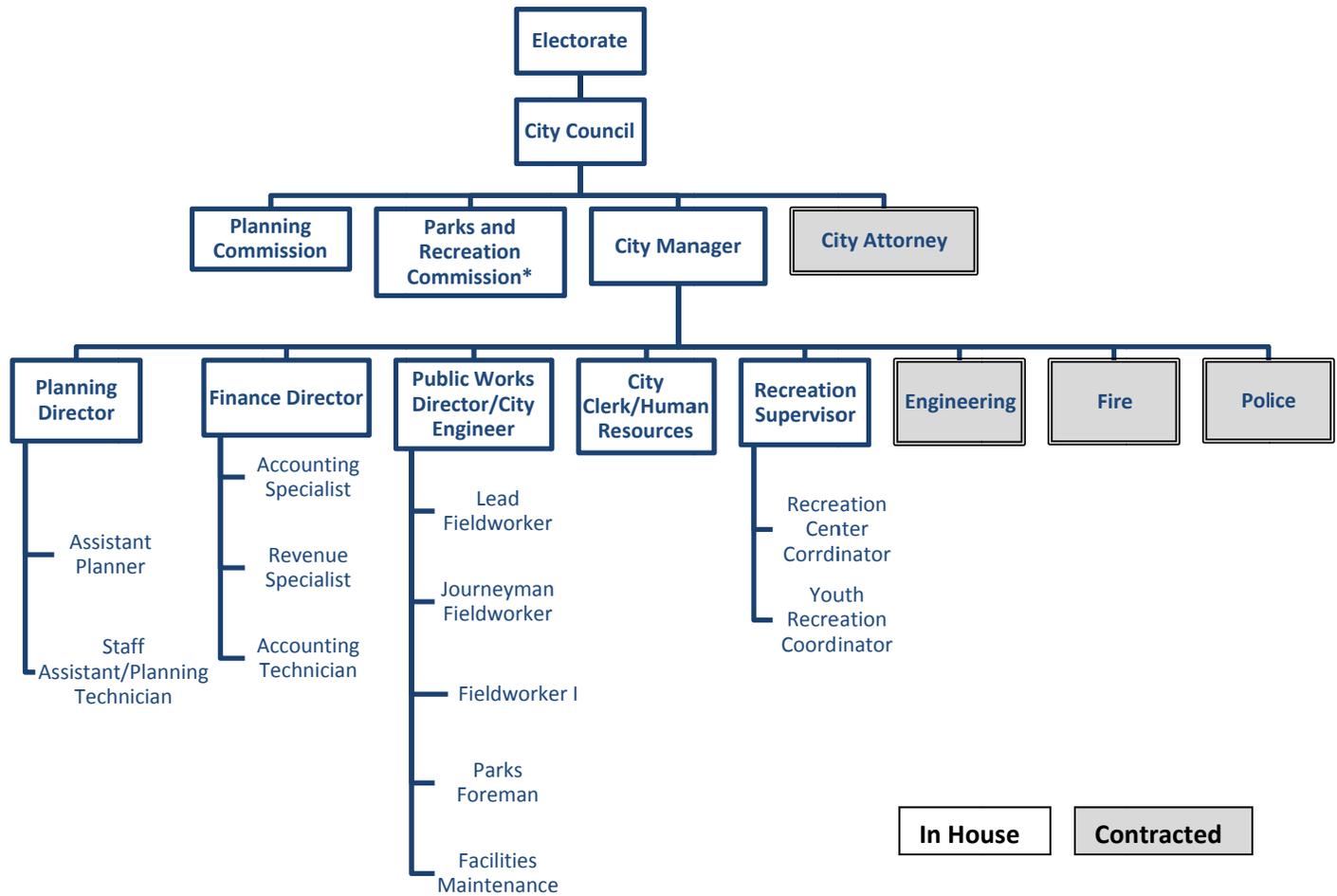
Council Member: John Sanchez
Elected: November 6, 2018
Term Expires: 2020

City Manager: Gilbert Scott Wolfe
Start Date: July 1, 2019



ORGANIZATIONAL CHART

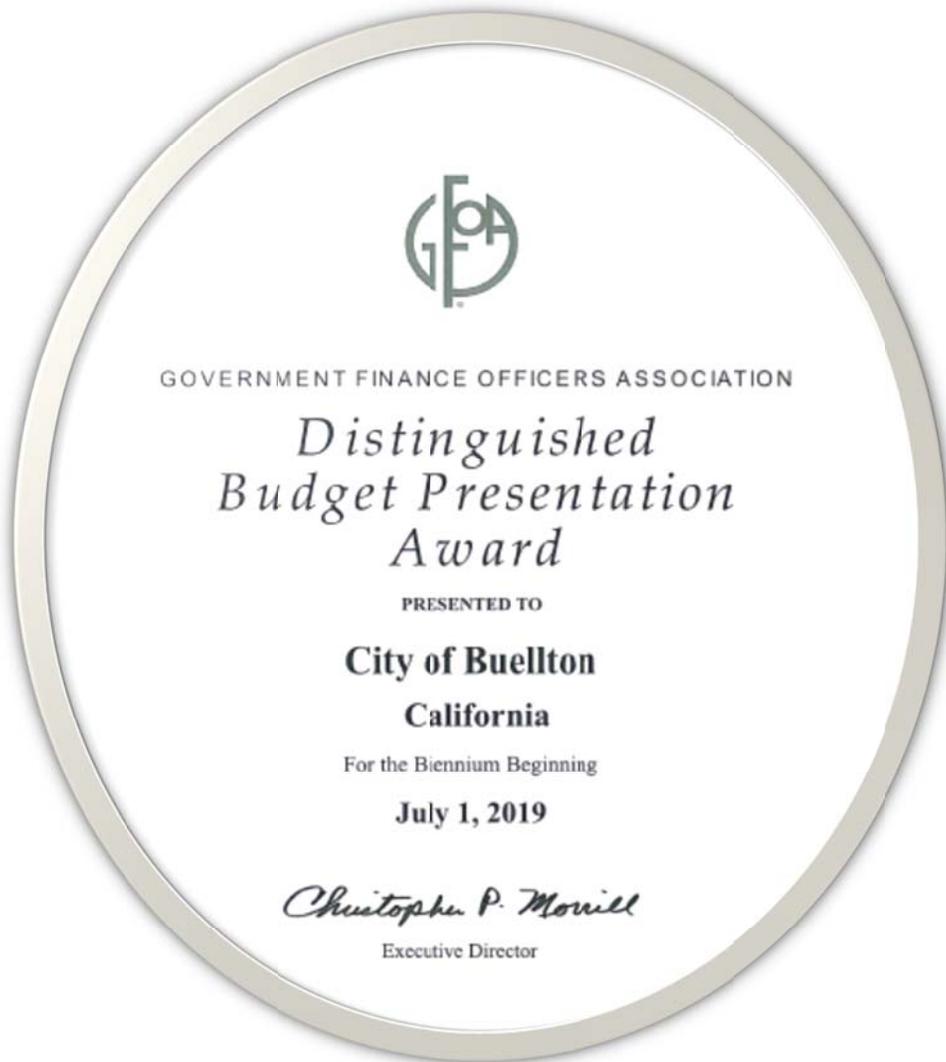
CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



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

* Dissolved in 2016

DISTINGUISHED BUDGET PRESENTATION AWARD
GOVERNMENT FINANCE OFFICERS ASSOCIATION



The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Distinguished Budget Presentation Award to the City of Buellton for its biennial budget for the biennium beginning July 1, 2019. In order to receive this prestigious national award a government must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The Distinguished Budget Presentation Award is valid for a period of two years. We believe that our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



STRATEGIC PLAN

MISSION, VISION AND CITYWIDE GOALS

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

VISION PLAN

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

CITYWIDE GOALS

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



LINKING CITY GOALS TO IMPLEMENTING DEPARTMENTS

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

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



CITY OF BUELLTON

CITY MANAGER'S BUDGET MESSAGE

June 25, 2020

To: Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Subject: Amendment to FY 2020-21 to Biennial Budget for Fiscal Years 2019-20 and 2020-21

Introduction

I am pleased to present the Mid-Cycle update to the City of Buellton's Biennial Budget for Fiscal Year (FY) 2019-20 and FY 2020-21. The updated Budget guides the City in planning budget priorities, capital improvements and, most importantly, operational objectives during the upcoming fiscal year. More specifically, this budget identifies changes to City operations and improvements in response to the current economic conditions that have been heavily influenced by the COVID-19 Pandemic. The budget highlights a financial plan that enables the City to move forward during the current economic uncertainty, maintaining strategic investment practices, and ensuring future fiscal stability.

As the City approaches the end of FY 2019-20, many of the departments in the General Fund are expected to meet or end below expected expenditure levels. Unfortunately, General Fund revenue is projected to end the FY 2019-20 below budgeted revenue projection due to revenue loss due to restrictions imposed to limit the spread of COVID-19. General Fund revenues mostly affected are Transient Occupancy Tax and Sales Tax with projected losses of \$709,800 and \$433,130, respectively.

The current adopted budget estimates the General Fund Operating Revenue at \$7,735,880 (a decrease of 13.7 percent compared the prior year budgeted amount) and Operating Expenditures at \$7,434,180 (an increase of 4.4 percent compared to the prior year budgeted amount). Fortunately, an operating surplus of \$301,700 exists which will be used for Capital Improvement Projects (CIPs) before using reserves to fund CIPs.

Budget Overview

The revised FY 2020-21 budget focuses on the following:

- 1) Delivering essential services using consistent resources available on an ongoing basis while recognizing and encouraging economic growth;
- 2) Targeting Capital Improvement investments to maintain, rehabilitate and rejuvenate a wide array of public infrastructure and significant upgrades to major projects;
- 3) Striving to maintain General Fund and other operating fund balances within policy reserve levels, while recognizing that the purpose of these reserves is to enable the City to weather economic downturns without significant decreases in public services;

- 4) Prioritizing programs such as Recreation, Library Services, Arts and Culture and other enhanced "Quality of Life" aspects that are important to the community;
- 5) An awareness of the City Council's vision and goals for the City of Buellton and a refinement of actions to carry out this vision for the future.

The City's budget is aligned to meet or exceed the considerations from several sources. Sources include City Council Members, input from the community, and information from City staff. It carries out the City Council's objectives and includes departmental prior year accomplishments, current goals and objectives and performance measures. The adopted budget continues to move the City forward in an economically sound manner by providing active and thoughtful stewardship of public funds to both provide a level of service in keeping with the expectations of Buellton's residents, and maintain the City's financial stability now and in the future.

COVID-19 Financial Impacts

Governor Gavin Newsom declared a "Stay at Home" order on March 19, 2020 to prevent the spread of the COVID-19 Pandemic. The Governor declared only "essential" business to remain open and "non-essential" business to close. As of result, millions of Americans were forced to file for unemployment. According to the latest figures from the US Labor Department, 36.5 million American citizens have filed unemployment claims over the past couple of months since the coronavirus crisis effectively forced the shutdown of businesses.

The severity of the impact of COVID-19 on the City of Buellton's budget will depend upon the length of time the "Stay at Home" order is in effect. Santa Barbara County is currently in Stage 2 of the four stages in the Governor's Roadmap to reopening. As the state and the county prepare to move to stage 3, COVID-19 cases continue to increase as the testing capacity increase. Increased cases in the County can stall progress towards Stage 4 of reopening.

The impacts from COVID-19 could come in waves over the next six months to a year or more. Given the uncertainty of the length of time the COVID-19 pandemic will last and how long the "Stay at Home" order will be in effect, it is difficult to predict how human behavior will change after restrictions. With the increased number of unemployed individuals, consumer spending and leisure travel may decrease as a result of loss of income or fear of going out during the pandemic. Crime rates may increase as a result of the economic decline, as well. For local governments, these factors can result in loss of sales tax, transient occupancy tax, user fees and charges, and gas tax, even as the need for public safety and other services increase. In addition, the stock market has plunged and interest rates are at historic lows, contributing to a decrease in earnings from investments. Low interests rates will negatively affect CalPERS end of year earnings, which will drive up future pension costs.

2020-21 Changes to General Fund Revenue Assumptions

The City heavily relies on sales tax revenue and transient occupancy taxes (TOT). According to HdL and assuming a stay at home order through the end of May 2020, sales tax revenue is projected to experience a 14.5% loss in revenue for FY 19/20 compared to the previous fiscal year and a 4.0% loss in

revenue compared to FY 20/21 projections. Table 1 on the following page shows the expected percentage revenue loss in the City’s top 5 sales tax industry groups. Losses are expected to be short-term and are expected to increase in FY 2021/22. Small Businesses reporting under \$1 million in sales were automatically enrolled in a 12-month sales tax deferral program for sales taxes due for the 2020 First Quarter. Assuming eligible businesses take advantage of this program, the City may experience a delay in sales tax receipts which will impact cash flows. Any potential sales tax revenue that would have been received during FY 2019/20, may be received during FY 2020/21.

Industry Group	FY 2019-20 Est. Percentage Change	FY 2020/21 Est. Percentage Change	FY 2021/22 Est. Percentage Change
1. Fuel & Service Stations	-18.1%	-13.0%	9.0%
2. Autos & Transportation	-24.1%	1.2%	10.0%
3. Restaurants & Hotels	-20.3%	-9.3%	7.0%
4. Business & Industry	-18.3%	-8.3%	4.0%
5. State & County Pools	17.0%	6.4%	6.0%
All Industries	-14.5%	-4.0%	6.2%

Table 1

The Hotel Industry in the City of Buellton has experienced a 29% loss in occupancy in the month of March and over 50% loss in April and May 2020 as travel is at a standstill. The occupancy rate in June is dependent upon how long the “Stay at Home” order is in place, and how soon the public feels comfortable traveling, but early indications from the recent opening of hotels to leisure travel give reason to be optimistic. The City is expected to receive \$2,265,000 in TOT revenue which is 23.5% less than projected revenue for FY 2019/20. Uncertainty in future TOT revenue exists as hotels and motels struggle to rebuild their occupancy. For FY 2020/21 projections, staff assumed the shelter in place order would be in effect through the end of May 2020 and that hotels will slowly recover revenue losses once the order was lifted. TOT revenue and occupancy rate will continue to be evaluated monthly.

In addition, COVID-19 forced closures of park and recreation facilities. Any park reservations, recreation facility rentals, youth camps, and recreation programs scheduled during the “Stay at Home” order have been cancelled and refunded. Cancellations have resulted in a loss of about \$104,000, or 61% loss. FY 20/21 revenue projections for Buellton Recreation program revenues and park reservation fees assume that revenue-generating recreation programs, most of which resumed in mid-June, will be able to continue uninterrupted by another health order through 2020.

Potential impacts on property tax revenue remains limited. Due to the nature of property tax, FY 2020/21 property tax revenues have already been determined and are based on property values on the tax rolls as of January 1, 2020. The potential effect on the City budget is more of a cash flow impact. Property tax revenue is received from the County of Santa Barbara in two installments, December and April. Future growth in property values will mostly likely be slowed but the City may continue to expect an increase in property tax revenue as the recently completed Vineyard Village Townhomes are added to the tax roll. It is uncertain if future development project proposals will emerge in the short-term as businesses recover from COVID-19.

Table 2 below compares FY 2019/20 General Fund budget revenue and transfers compared to FY 2019/20 revenue estimates, as well as FY 2020/21 original budget revenue and transfers compared to FY 2020/21 proposed budget adjustments.

001 - General Fund Revenues	FY 2019/20 Current Budget	FY 2019/20 Est.	\$ Change	FY 2020/21 Original Budget	FY 2020/21 Proposed	\$ Change
Property Tax	\$ 1,546,008	\$ 1,546,008	\$ -	\$ 1,576,925	\$ 1,714,274	\$ 137,349
Sales Tax	\$ 2,507,000	\$ 2,073,870	\$ (433,130)	\$ 2,532,070	\$ 2,216,000	\$ (316,070)
Franchise Fees	\$ 250,000	\$ 281,000	\$ 31,000	\$ 255,000	\$ 260,000	\$ 5,000
Transient Occupancy Tax	\$ 2,974,800	\$ 2,265,000	\$ (709,800)	\$ 2,989,674	\$ 2,548,528	\$ (441,146)
Fees and Permits	\$ 10,575	\$ 9,720	\$ (855)	\$ 10,654	\$ 9,540	\$ (1,114)
Fines & Penalties	\$ 20,700	\$ 15,600	\$ (5,100)	\$ 21,514	\$ 10,300	\$ (11,214)
Use of Money & Property	\$ 175,000	\$ 203,211	\$ 28,211	\$ 178,500	\$ 162,907	\$ (15,593)
Revenue from Other Agencies	\$ 680,611	\$ 682,638	\$ 2,027	\$ 608,326	\$ 700,731	\$ 92,405
Charges for Current Services	\$ 223,914	\$ 167,990	\$ (55,924)	\$ 228,268	\$ 113,600	\$ (114,668)
Total Operating Revenue	\$ 8,388,608	\$ 7,245,037	\$ (1,143,571)	\$ 8,400,931	\$ 7,735,880	\$ (665,051)
Transfers in from Reserves	\$ 1,842,980	\$ 1,795,883	\$ (47,097)	\$ 1,016,068	\$ 2,583,660	\$ 1,567,592
Total source of funding:	\$ 10,231,588	\$ 9,040,920	\$ (1,190,668)	\$ 9,416,999	\$ 10,319,540	\$ 902,541

Table 2

FY 2020/21 General Fund Expenditure Assumptions

Due to the drastic revenue loss, the City of Buellton's primary goal is to preserve reserves. In addition, the City will maintain its current level of service and focus on the important services to the community. Staff and City Council have evaluated all Capital Projects and non-urgent projects have been deferred. Most importantly, all departments have evaluated their budgets and cut expenses where possible, but with a focus on maintaining current levels of services and keeping the City staff workforce intact.

Table 3 below illustrates the amended FY 2020/21 General Fund appropriations compared to the originally adopted budget FY 2020/21 appropriations. Significant changes over five percent within a department will be discussed further.

Department	FY 2020/21 Adopted Budget	FY 202021 Amended	\$ Change	% Change
401 - City Council	\$ 142,691	\$ 141,997	\$ (694)	-0.49%
402 - City Manager	\$ 246,453	\$ 280,327	\$ 33,874	13.74%
403 - City Clerk/Human Resources	\$ 130,520	\$ 135,705	\$ 5,185	3.97%
404 - City Attorney	\$ 195,000	\$ 195,000	\$ -	0.00%
410 - Non-Departmental	\$ 3,327,620	\$ 3,570,928	\$ 243,308	7.31%
420 - Finance	\$ 203,099	\$ 204,719	\$ 1,620	0.80%
501 - Public Safety	\$ 2,206,168	\$ 2,364,720	\$ 158,552	7.19%
510 - Library	\$ 207,388	\$ 200,549	\$ (6,839)	-3.30%
511 - Recreation	\$ 582,922	\$ 614,730	\$ 31,808	5.46%
550 - Public Works Street Lights	\$ 66,300	\$ 65,000	\$ (1,300)	-1.96%
551 - Storm Water (Water Shed)	\$ 376,873	\$ 336,870	\$ (40,003)	-10.61%
552 - Public Works - Parks	\$ 395,405	\$ 446,735	\$ 51,330	12.98%
556 - Landscape Maintenance	\$ 112,404	\$ 110,200	\$ (2,204)	-1.96%
558 - Public Works - General	\$ 695,477	\$ 717,814	\$ 22,337	3.21%
565 - Planning	\$ 528,679	\$ 632,546	\$ 103,867	19.65%
General Fund Total:	\$ 9,416,999	\$ 10,017,840	\$ 600,841	6.38%

The FY 2020/21 proposed expenditures reflect a 3.0% cost-of-living adjustment for all full-time employees effective July 1, 2020 approved by City Council on March 26, 2020. The fiscal impact to the General Fund is about \$100,000.

The 13.74% increase in the City Manager department reflects the salary and benefits received per the City Manager contract. When the original budget was adopted, the terms of the new City Manager contract were being negotiated, thus the actual amounts were not reflected in the budget.

The 7.31% increase in Non-Departmental expenditures reflects appropriations for Capital Improvement Project carryovers from FY 2019/20. Any projects that were not completed in FY 2019/20 have been carried over to FY 2020/21.

The 7.19% increase in the Public Safety Department reflects the cost of the Santa Barbara County Sheriff's contract approved by City Council on May 14, 2020. The cost of the motor deputy increased about 40% while the overall law enforcement contract increased 3%.

The Recreation Department increased 5.46% due to the funding of the Arts and Culture Committee. The City Council has allocated \$50,000 to the Arts and Culture Committee to bring art and cultural events to the community. The Recreation Department was able to partially offset the increase with budget savings.

The Storm Water Department decreased appropriations by 10.61% due to the deferment of Capital Project #092-102 Storm Drain Cleaning, a projected cost of \$40,000.

The Parks Department will experience a 12.98% increase in expenditures due to the acquisition of Village Park. When the original budget was adopted, Village Park was under construction. Village Park was completed in October 2019. The increase in expenditures was due to the increase to the maintenance and landscaping contract to include Village, as well as water costs for irrigation.

The Planning Department will experience a 19.65% increase due to the carryover costs from the Land Use and Circulation element update. On May 14, 2020, City council approved a contract with two firms to assist in the preparation of the Land Use and Circulation Element Update. The cost of the study and preparation will be rolled over to the new fiscal year. This cost is a one-time expense.

Capital Improvement Plan

The Capital Improvement Plan (CIP) includes completion of current projects, new investments and important reinvestments in critical infrastructure projects. Funds allocated for capital projects will be spent or will be rolled forward for specific projects in the future years. The total CIP budget for FY 2020-21 is \$4,567,373. The CIP Budget includes line item details explaining expenditures, funding source and summarizes projects by category and funding source.

General Fund	\$2,583,660
Sewer Capital	\$550,000
Water Capital	\$350,000
Gas Tax	\$536,120
Local Transportation Fund (LTF)	\$23,000
Measure A	\$524,593
Total CIP in 2020-21:	\$4,567,373

General Fund

Funding is through a General Fund operating surplus of \$301,700 and the use of reserves. It covers Public Works, City Hall, Storm Water and Parks. Costs are recorded under Budget Unit “Non-Departmental” for all CIPs except Storm Water, which is recorded in Budget Unit, “Storm Water.” Projects for the upcoming fiscal year include: Santa Ynez River Trail, various River View Park Improvements, Avenue of Flags Median 2 Improvements, McMurray Road Widening, Road Maintenance Projects, and Industrial Way Streetlights. (\$2,583,660)

Enterprise Funds (Water and Wastewater—Capital)

Funding is provided by Enterprise Funds’ Connection Fees and use of reserves. Reserve transfers from the Sewer and Water Operating and Capital funds are required in the amounts of \$550,000 (Wastewater) and \$350,000 (Water). The Sewer and Water projects include: Sewer Line Replacement, Wastewater Treatment Plant Facilities Improvement, Water Treatment Plant Facilities Improvements, Water Meter Upgrades, and Water Distribution System Improvements. (Water: \$350,000 and Wastewater: \$550,000).

Gas Tax

Funding is from the State of California from Gas Tax and includes: McMurray Road Widening and Road Maintenance at various locations. (\$536,120)

Local Transportation Fund (LTF) - Transportation Development Act (TDA)

Funding is from the State of California and includes Santa Ynez River Trail Conceptual Plan and Feasibility Study, and North Avenue of Flags Park and Ride. Funding allocations come from SBCAG and the General Fund. (\$23,000)

Measure A

Funding is from the State of California and includes various Road Maintenance Projects. Funding allocations come from Santa Barbara County Association of Governments (SBCAG) and the General Fund. (\$524,593)

Enterprise Funds

The Enterprise Funds are self-sufficient and currently utilize reserves for operations and CIPs. The Water and Sewer Funds enacted rate increases in three separate phases with the first rate increase in November 2016, second rate increase in November 2017, and the third rate increase effective July 1, 2018. The rate increases have slowed down the rate in which the fund balance has been diminishing.

Planning efforts provide a prioritized approach to infrastructure improvements and expansion while maintaining sufficient operating revenue to cover costs.

Sewer Fund Reserves

Current sewer fund cash reserves are about \$1.5 Million. CIP expenditures and Connection fees are recorded separately in a Capital Projects Fund (006- Sewer Capital). Connection fee revenue is not sufficient to cover 2020-21 CIPs and will require a transfer from reserves of \$50,000 and a \$362,803 Sewer Operating fund transfer to Capital Projects.

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

	<u>FY 2020-21</u>
Operating Revenue	\$1,213,930
Operating Expense	<u>\$1,346,751</u>
Deficit:	(\$132,821)
Transfer to Sewer Capital-006	(\$560,720)
Total Use of Reserves	<u>(\$693,541)</u> *

*See Sewer Fund Revenue Item: "Transfer from Reserves"

The goal of making the Sewer Enterprise funds (Operating and Capital) self-sufficient required a series of rate increases, effective November 2016, July 2017 and July 2018. The funds have not absorbed the many years of deficit in the two years following the rate increase. This will be evaluated to determine what further actions may be necessary to avoid future fund insufficiency.

Water Fund Reserves

Current water fund cash reserves are about \$3.0 Million. CIP expenditures and Connection fees are recorded separately in a Capital Projects Fund (021- Water Capital). Connection fee revenue is not sufficient to cover 2020-21 CIPs and will require a transfer from reserves of \$150,000 and a \$380,680 Water Operating fund transfer to Capital Projects.

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

	<u>FY 2020-21</u>
Operating Revenue	\$2,484,536
Operating Expense	<u>\$2,544,079</u>
Deficit:	(\$59,543)
Transfer to Sewer Capital-006	<u>(\$321,530)</u>
Total Use of Reserves	<u><u>(\$381,073)</u></u> *

*See Water Fund Revenue Item: "Transfer from Reserves"

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

Special Revenue Funds

Special Revenue Funds have restrictions associated with the use of the revenue received. Special Revenue is received by the State of California and County of Santa Barbara. CIPs are the major category for expenditures. Special Funds include Housing, Traffic Mitigation, Gas Tax, Local Transportation (Transportation Development Act), Transportation Planning and Measure A.

Transportation Development Act (TDA) operating expenditures include transit operations throughout the City. For example, Lompoc Wine Country Express, Santa Ynez Valley Dial-a-Ride and the Breeze 200 Pilot. The General Fund and Measure A will execute interfund transfers to the TDA Fund to cover these operating costs. The revenue received from TDA is redirected to the City of Solvang for transit except for a portion which amounts to almost \$4,000 per year. Revenue directed to Bikes and Pedestrian purposes continue to be reserved to assist with the future Santa Ynez River Trail (Reference CIP Budget). The General Fund will fund the Transportation Planning Fund to pay for transit planning and coordination with Caltrans.

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

	FY 2020-21
LTF CIPs	\$23,000
LTF Operations	\$106,500
Transportation Planning Operations	\$45,000
Total Expenditures	\$174,500
Transfer from Measure A	\$64,500
Transfer from General Fund	\$19,950
LTF Revenues	\$5,083
LTF Reserves	\$49,917
Transportation Planning Revenue	\$35,050
Total Revenue	\$174,500

City-Wide Budget Highlights

The chart below compares the 2020-21 City-wide and CIP Budgets for all funds against prior year totals. It reflects a City-wide operating budget of \$12,611,260, an increase of \$307,989 from the previous year. The increase in operating expenditures is largely due to salaries and benefits, state water expenses, regulatory compliance and increases for Public Safety.

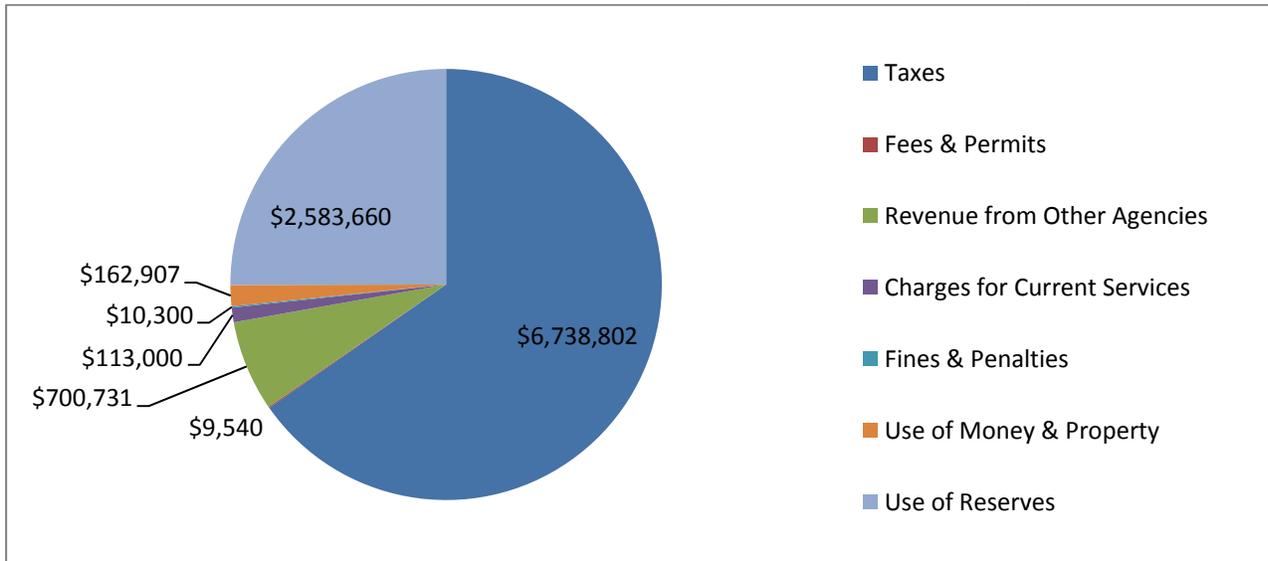
Capital Improvement projects are \$659,171 less than the previous fiscal year. Decrease in funding was due to project completions during FY 2019/20.

Description	Fiscal Year 2020-21	Fiscal Year 2019-20	Increase/ (Decrease)
City Wide Budget <i>(Total Expenditures net of CIP)</i>	\$ 12,611,260	\$ 12,303,271	\$ 307,989
Capital Improvement Budget	\$ 4,567,373	\$ 5,226,544	\$ (659,171)
Total Expenditures:	\$ 17,178,633	\$ 17,529,815	\$ (351,182)

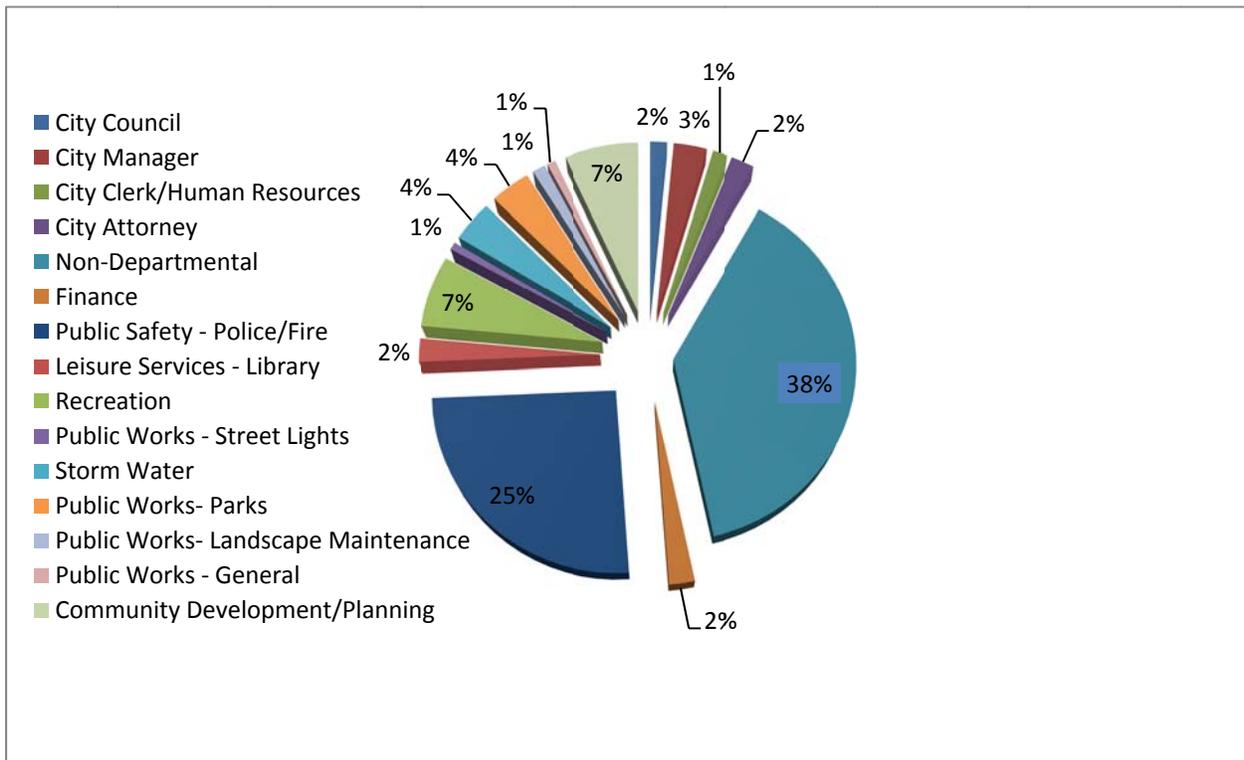
Conclusion

The following charts show the City revenues in relation to spending patterns in the General Fund during fiscal year 2020-21. Although the City normally operates in an economic environment with strong TOT and Sales Tax Revenue, the next few years will be rife with uncertainty. The goal each year is to maintain long-term and short-term fiscal health through conservative and prudent spending decisions. This is a strategy intended to be undertaken while planning current and future revenues against expenditures. This will require constant monitoring and the agility needed to make adjustments rapidly in response to potentially volatile economic conditions. The City, as always, operates within the budget’s constraints and will continue to stay on a course of action that reflects watchful and considered fiscal action now and in the future.

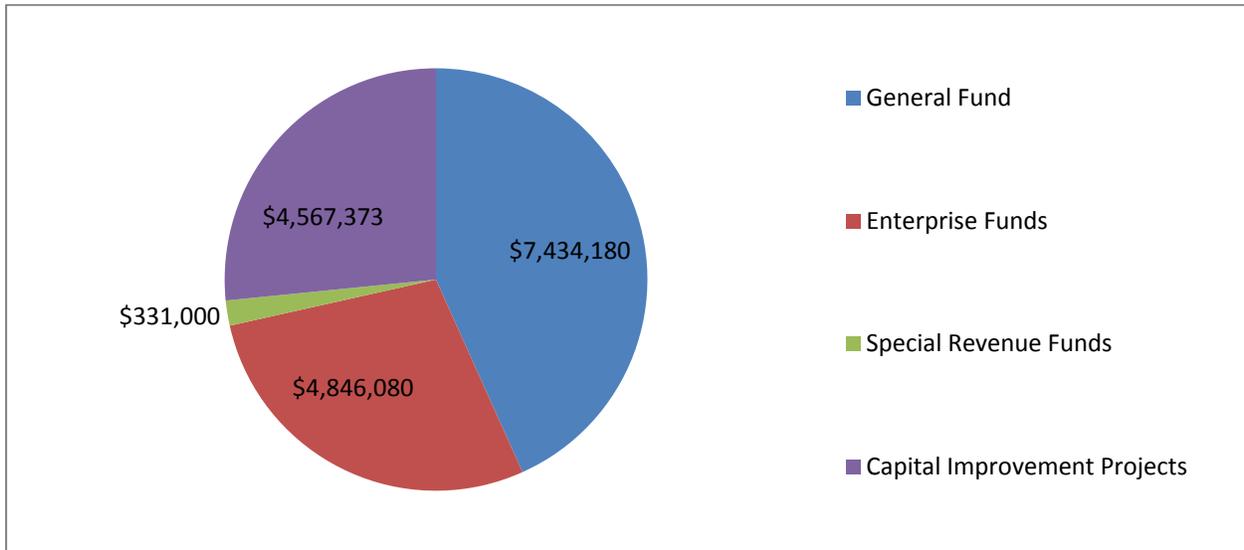
Total Revenues – General Fund



Total Expenditures – General Fund



All Funds by Category – 2020-21 Revised Budget



Acknowledgments

The preparation of the revised FY 2019/20 and FY 2020/21 Biennial Operating and Capital Budget represents the culmination of a concerted effort by the entire City of Buellton Staff, City Council and public input. The members of the Finance Department, and particularly our Finance Director, Shannel Zamora, demonstrated both technical expertise and commendable dedication in the production of this document. Our Public Works Director, Rose Hess, should also be commended for her extraordinary efforts to re-evaluate and prioritize the Capital Improvement Program budgets to accommodate the realities of the impacts on City revenues due to COVID-19. Additionally, all City departments should be recognized for their roles in the preparation of the budget and their willingness to consider new approaches to trim costs while maintaining service levels. The operation of a City truly requires a team approach and the City of Buellton is fortunate to have a capable, efficient, and highly team-oriented staff in support of its mission.

Respectfully Submitted,

Scott Wolfe

City Manager



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Budget Summaries

FUND BALANCE



Fund Balance Report

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

Fund	Estimated beginning Fund balance	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	\$ Change	% Change
	7/1/2020						6/30/2021		
001 - General Fund	\$ 7,240,819	7,735,880	(7,434,180)	-	(2,583,660)	2,583,660	\$ 4,958,858	(2,281,960)	-31.52%
005 - Sewer Fund	\$ 3,079,360	1,213,930	(1,346,751)	-	(560,720)	693,541	\$ 2,385,819	(693,541)	-22.52%
006 - Wastewater Capital	\$ 180,947	280	(36,000)	560,720	(550,000)	25,000	\$ 155,947	(25,000)	-13.82%
020 - Water Fund	\$ 6,413,359	2,484,536	(2,544,079)	-	(321,530)	381,073	\$ 6,032,286	(381,073)	-5.94%
021 - Water Capital	\$ 253,505	470	(37,000)	321,530	(350,000)	65,000	\$ 188,505	(65,000)	-25.64%
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	\$ 435,628	300,445	(112,000)	-	(536,120)	347,675	\$ 87,953	(347,675)	-79.81%
027 - Local Transportation Fund	\$ 152,773	5,083	(106,500)	74,500	(23,000)	49,917	\$ 102,856	(49,917)	-32.67%
029 - Transportation Planning Fund	\$ (97,060)	35,050	(45,000)	9,950	-	-	\$ (97,060)	-	0.00%
031 - Measure A	\$ 417,528	356,768	-	-	(589,093)	232,325	\$ 185,203	(232,325)	-55.64%
092 - Capital Improvement Proj Fund	\$ -	-	4,567,373	(4,567,373)	-	-	\$ -	-	-
TOTAL FUND BALANCE	\$ 18,601,163	\$ 12,133,732	\$ (7,097,137)	\$ (3,600,673)	\$ (5,514,123)	\$ 4,378,191	\$ 14,522,962	(4,078,201)	-21.92%
<i>"ESTIMATED AVAILABLE BALANCE"</i>									

Revenue and Expenditure by Fund Type

	General Fund	Enterprise Funds	Special Revenue Funds	Total Appropriated Funds
<i>Starting Fund Balance</i>	\$ 7,240,819	\$ 9,927,171	\$ 1,433,173	\$ 18,601,163
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	\$ 1,164,614	\$ 629,917	\$ 4,378,191
Total Other Financing	\$ 2,583,660	\$ 2,046,864	\$ 714,367	\$ 5,344,891
Total Revenue	\$ 10,319,540	\$ 5,746,080	\$ 1,413,003	\$ 17,478,623
Operating Expenditures:				
Employee Services	\$ 2,035,306	\$ 764,032	\$ -	\$ 2,799,338
Operating & Maintenance	\$ 5,332,424	\$ 3,164,798	\$ 246,500	\$ 8,743,722
Minor Capital	\$ 46,500	\$ 35,000	\$ -	\$ 81,500
Total Operating Expenditures	\$ 7,414,230	\$ 3,963,830	\$ 246,500	\$ 11,624,560
Other Expenditures:				
Capital Expenditures	\$ 2,583,660	\$ 900,000	\$ 1,083,713	\$ 4,567,373
Transfer to Other Funds	\$ 19,950	\$ 882,250	\$ 84,500	\$ 986,700
Total Other Expenditures	\$ 2,603,610	\$ 1,782,250	\$ 1,168,213	\$ 5,554,073
Total Expenditures	\$ 10,017,840	\$ 5,746,080	\$ 1,414,713	\$ 17,178,633
Net Revenue & Expenditures	\$301,700	\$0	-\$1,710	\$299,990
<i>Ending Fund Balance</i>	\$ 4,958,858	\$ 8,762,557	\$ 801,546	\$ 14,522,962



General Fund Summary with Fund Balance Analysis

001 - General Fund	2017-18	2018-19	2019-20	2020-21	% Change	2020-21	% Change
	Actual	Actual	Estimate	Original Budget	from 19-20 Estimate to 20-21 Budget	Amended	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)	-	-	1,795,883	1,016,068	-43.4%	2,583,660	154.3%
Adjusted revenue after reserve transfer	\$ 7,826,702	\$ 8,632,268	\$ 9,040,920	\$ 9,416,999	4.2%	\$ 10,319,540	9.6%
Expenditures							
City Council	\$ 124,020	\$ 127,450	\$ 125,289	\$ 142,691	13.9%	\$ 141,997	-0.5%
City Manager	228,944	252,577	273,437	246,453	-9.9%	280,327	13.7%
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	1,077,646	1,072,619	-0.5%	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%	200,549	-3.3%
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	275,696	336,873	22.2%	336,870	0.0%
Public Works- Parks	342,596	369,246	343,103	395,405	15.2%	446,735	13.0%
Public Works- Landscape Maintenance	101,426	113,554	100,688	112,404	11.6%	110,200	-2.0%
Public Works - General	531,196	565,936	2,549,295	695,477	-72.7%	717,814	3.2%
Community Development/Planning	330,000	347,286	412,920	528,679	28.0%	632,546	19.6%
GF Operating Expenditures	\$ 5,893,388	\$ 6,463,753	\$ 8,610,067	\$ 7,121,999	-17.3%	\$ 7,434,180	4.4%
Transfer for CIP	470,679	194,695	1,795,883	2,295,000	27.8%	2,583,660	12.6%
GF Total Expenditures	\$ 6,364,066	\$ 6,658,448	\$ 10,405,950	\$ 9,416,999	-9.5%	\$ 10,017,840	6.4%
Projected Fund Balance							
Balance, beginning of FY	\$ 6,965,277	\$ 8,427,913	\$ 10,401,733	\$ 7,240,819	-30.4%	\$ 7,240,819	0.0%
Prior Year-Adjustment	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.0%
Net Change in Fund Balance	1,462,636	1,973,820	(1,365,030)	0	-100.00%	301,700	64191330.0%
Ending Fund Balance	\$ 8,427,913	\$ 10,401,733	\$ 9,036,702	\$ 7,240,819	-19.87%	\$ 7,542,518	4.2%
<i>Less: Transfer from Reserves (CIP)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (1,795,883)</i>	<i>\$ (1,016,068)</i>	<i>-43.4%</i>	<i>\$ (2,583,660)</i>	<i>154.3%</i>
Final Ending Fund Balance	\$ 8,427,913	\$ 10,401,733	\$ 7,240,819	\$ 6,224,751	-14.0%	\$ 4,958,858	-20.3%



	2017-18	2018-19	2019-20	2021-21	% Change from 19-20 Estimate to 20-21 Budget	2020-21	% Change from 20-21 Original
005 -Sewer Fund	Actual	Actual	Estimate	Original Budget		Amended	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%	693,541	33.1%
Total Revenue plus Transfer from Reserve	\$ 1,104,636	\$ 1,250,847	\$ 1,191,378	\$ 1,744,063	46.4%	1,907,471	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	851,020	978,362	15.0%	939,735	-3.9%
Minor Capital	2,998	7,409	7,043	0	-100.0%	25,000	0.0%
Total Operating Expenditures	\$ 1,192,153	\$ 1,205,947	\$ 1,188,701	\$ 1,340,062	12.7%	\$ 1,346,751	0.5%
Transfer to 006 -Capital	-	-	111,396	404,000	262.7%	560,720	38.8%
Total Sewer Expenditures	\$ 1,192,153	\$ 1,205,947	\$ 1,300,097	\$ 1,744,062	34.1%	\$ 1,907,471	9.4%
Projected Fund Balance							
Balance, beginning of FY	\$ 3,230,696	\$ 3,143,179	\$ 3,188,079	\$ 3,079,360	-3.4%	\$ 3,079,360	0.0%
Prior-Year Adjustment	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Net Change in Fund Balance	\$ (87,517)	\$ 44,900	\$ (108,719)	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 3,143,179	\$ 3,188,079	\$ 3,079,360	\$ 3,079,360	0.0%	\$ 3,079,360	0.0%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ -	\$ (521,233)	0.0%	\$ (693,541)	33.1%
Final Ending Fund Balance	\$ 3,143,179	\$ 3,188,079	\$ 3,079,360	\$ 2,558,127	-16.9%	\$ 2,385,819	-6.7%

	2017-18	2018-19	2019-20	2020-21	% Change from 19-20 Estimate to 20-21 Budget	2020-21	% Change from 20-21 Original
006 -Sewer Capital Fund	Actual	Actual	Estimate	Original Budget		Amended	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	0.0%	0	-100.0%
Total Revenue	\$ 114,796	\$ 35,515	\$ 910	\$ 57,000	6163.7%	\$ 280	-99.5%
Transfer from Reserves	\$ -	\$ -	\$ 50,000	\$ 25,000	-50.0%	\$ 25,000	0.0%
Transfer from Fund 005- Sewer	-	-	111,396	404,000	262.7%	560,720	38.8%
Total Revenue plus Transfer from Reserve	\$ 114,796	\$ 35,515	\$ 162,306	\$ 486,000	199.4%	\$ 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	-	-	139,390	450,000	222.8%	550,000	22.2%
Total Expenditures plus Transfer	\$ 494	\$ 786	\$ 162,306	\$ 486,000	199.4%	\$ 586,000	20.6%
Projected Fund Balance							
Balance, beginning of FY	\$ 81,916	\$ 196,218	\$ 230,947	\$ 180,947	-21.7%	\$ 180,947	0.0%
Net Change in Fund Balance	\$ 114,302	\$ 34,729	\$ (0)	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 196,218	\$ 230,947	\$ 230,947	\$ 180,947	-21.7%	\$ 180,947	0.0%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ (50,000)	\$ (25,000)	-50.0%	\$ (25,000)	0.0%
Final Ending Fund Balance	\$ 196,218	\$ 230,947	\$ 180,947	\$ 155,947	-13.8%	\$ 155,947	0.0%



	2017-18	2018-19	2019-20	2021-21	% Change	2020-21	% Change
020 -Water Fund	Actual	Actual	Estimate	Original Budget	from 19-20 Estimate to 20-21 Budget	Amended	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%	\$ 381,073	42.8%
Total Revenue plus Transfer from Reserve	\$ 2,491,862	\$ 2,595,845	\$ 2,481,327	\$ 2,773,521	11.8%	2,865,609	3.3%
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	-100.0%	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	-	-	230,728	262,850	13.9%	321,530	22.3%
Water Operating Expenditures	\$ 1,990,115	\$ 2,155,374	\$ 2,468,048	\$ 2,773,520	12.4%	\$ 2,865,609	3.3%
Projected Fund Balance							
Balance, beginning of FY	\$ 5,457,863	\$ 5,959,610	\$ 6,400,081	\$ 6,413,359	0.2%	\$ 6,413,359	0.0%
Prior-Year Adjustment	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Net Change in Fund Balance	\$ 501,747	\$ 440,471	\$ 13,279	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 5,959,610	\$ 6,400,081	\$ 6,413,359	\$ 6,413,359	0.0%	\$ 6,413,359	0.0%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ -	\$ (266,805)	0.0%	\$ (381,073)	42.8%
Final Ending Fund Balance	\$ 5,959,610	\$ 6,400,081	\$ 6,413,359	\$ 6,146,554	-4.2%	\$ 6,032,286	-1.9%

	2017-18	2018-19	2019-20	2021-21	% Change	2020-21	% Change
021 -Water Capital Fund	Actual	Actual	Estimate	Original Budget	from 19-20 Estimate to 20-21 Budget	Amended	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	-	-	150,000	65,000	0.0%	65,000	0.0%
Transfers from Fund 020- Water	-	-	230,728	262,850	0.0%	321,530	22.3%
Total Revenue plus Transfers	\$ 184,115	\$ 80,203	\$ 382,097	\$ 437,000	14.4%	\$ 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	-	-	358,097	400,000	11.7%	350,000	-12.5%
Total Expenditures plus Transfers	\$ 1,383	\$ 1,887	\$ 382,097	\$ 437,000	0.0%	\$ 387,000	-11.4%
Projected Fund Balance							
Balance, beginning of FY	\$ 142,457	\$ 325,189	\$ 403,505	\$ 253,505	-37.2%	\$ 253,505	0.0%
Net Change in Fund Balance	\$ 182,732	\$ 78,316	\$ -	\$ -	0.0%	\$ -	0.0%
Ending Fund Balance	\$ 325,189	\$ 403,505	\$ 403,505	\$ 253,505	-37.2%	\$ 253,505	0.0%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ (150,000)	\$ (65,000)	0.0%	\$ (65,000)	0.0%
Final Ending Fund Balance	\$ 325,189	\$ 403,505	\$ 253,505	\$ 188,505	-25.6%	\$ 188,505	0.0%



	2017-18	2018-19	2019-20	2021-21	% Change	2020-21	% Change
023 - Housing Fund	Actual	Actual	Estimate	Original Budget	from 19-20 Estimate to 20-21 Budget	Amended	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	0.0%	\$ 3,000	0.0%
Operating Expenditures Total:	\$ 2,000	\$ 1,000	\$ -	\$ 3,000	0.0%	\$ 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%

	2017-18	2018-19	2019-20	2021-21	% Change	2020-21	% Change
024 - Traffic Mitigation Fund	Actual	Actual	Estimate	Original Budget	from 19-20 Estimate to 20-21 Budget	Amended	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%

	2017-18	2018-19	2019-20	2021-21	% Change	2020-21	% Change
025 - Gas Tax Fund	Actual	Actual	Estimate	Original Budget	from 19-20 Estimate to 20-21 Budget	Amended	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	\$ 104,327	\$ 238,013	128.1%	536,120	125.2%
Operating Expenditures and Transfers Total:	\$ 365,952	\$ 241,232	\$ 172,900	\$ 352,253	103.7%	\$ 648,120	84.0%
Projected Fund Balance							
Balance, beginning of FY	\$ 486,164	\$ 264,136	\$ 307,782	\$ 435,628	41.5%	\$ 435,628	0.0%
Net Change in Fund Balance	\$ (222,028)	\$ 43,646	\$ 127,846	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 264,136	\$ 307,782	\$ 435,628	\$ 435,628	0.0%	\$ 435,628	0.0%
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (49,833)</i>	<i>0.0%</i>	<i>\$ (347,675)</i>	<i>597.7%</i>
Final Ending Fund Balance	\$ 264,136	\$ 307,782	\$ 435,628	\$ 385,795	-11.4%	\$ 87,953	-77.2%



	2017-18	2018-19	2019-20	2021-21	% Change from 19-20 Estimate to 20-21 Budget	2020-21	% Change from 20-21 Original
027 - Local Transportation Fund	Actual	Actual	Estimate	Original Budget		Amended	
Revenues							
Use of Money and Property	\$ 744	\$ 3,867	\$ 1,837	\$ 2,000	8.9%	\$ 600	-70.0%
Revenue from Other Agencies	3,922	4,173	4,872	4,483	-8.0%	4,483	0.0%
Other Revenue	0	-	-	-	0.0%	-	0.0%
Total Operating Revenue	\$ 4,666	\$ 8,040	\$ 6,709	\$ 6,483	-3.4%	\$ 5,083	-21.6%
Transfer from Other Funds	\$ 164,100	\$ 167,500	\$ 74,500	\$ 74,500	0.0%	\$ 74,500	0.0%
Transfer from Reserves	-	-	-	46,817	0.0%	49,917	0.0%
Total Revenue after Transfers	\$ 168,766	\$ 175,540	\$ 81,209	\$ 127,800	-3.4%	\$ 129,500	-21.6%
Expenditures							
Operating & Maintenance	46,622	27,216	86,500	87,800	1.5%	86,500	-1.5%
Transfers to CIP	-	-	99,000	20,000	0.0%	23,000	15.0%
Transfer to Reserve	-	-	20,000	20,000	0.0%	20,000	0.0%
Operating Expenditures plus Transfers Total:	\$ 46,622	\$ 27,216	\$ 205,500	\$ 127,800	-37.8%	\$ 129,500	1.3%
Projected Fund Balance							
Balance, beginning of FY	\$ 53,413	\$ 175,557	\$ 323,881	\$ 199,590	-38.4%	\$ 152,773	-23.5%
Net Change in Fund Balance	\$ 122,144	\$ 148,324	\$ (124,291)	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 175,557	\$ 323,881	\$ 199,590	\$ 199,590	0.0%	\$ 152,773	-23.5%
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (46,817)</i>	<i>0.0%</i>	<i>\$ (49,917)</i>	<i>6.6%</i>
Final Ending Fund Balance	\$ 175,557	\$ 323,881	\$ 199,590	\$ 152,773	-23.5%	\$ 102,856	-32.7%

	2017-18	2018-19	2019-20	2021-21	% Change from 19-20 Estimate to 20-21 Budget	2020-21	% Change from 20-21 Original
029 - Transportation Planning Fund	Actual	Actual	Estimate	Original Budget		Amended	
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%



	2017-18	2018-19	2019-20	2021-21	% Change	2020-21	% Change
031 - Measure A Fund	Actual	Actual	Estimate	Original Budget	from 19-20 Estimate to 20-21 Budget	Amended	from 20-21 Original
Revenues							
Use of Money and Property	\$ 5,233	\$ 7,690	\$ 5,340	\$ 3,600	-32.6%	900	-75.0%
Revenue from Other Agencies	349,424	366,779	356,000	357,680	0.5%	355,868	-0.5%
Other Revenue	0	-	-	-	0.0%	-	0.0%
Total Operating Revenue	\$ 354,657	\$ 374,469	\$ 361,340	\$ 361,280	0.0%	356,768	-1.2%
Transfer from Reserves	-	-	-	-	0.0%	232,325	0.0%
Total Revenue after Transfers	\$ 354,657	\$ 374,469	\$ 361,340	\$ 361,280	0.0%	589,093	-1.2%
Expenditures							
Transfer to Other Funds - Operating	39,100	40,000	64,500	64,500	0.0%	64,500	0.0%
Transfer for CIP	458,746	178,800	373,011	236,987	-36.5%	524,593	121.4%
Total Expenditures:	\$ 497,846	\$ 218,800	\$ 437,511	\$ 301,487	-31.1%	\$ 589,093	95.4%
Projected Fund Balance							
Balance, beginning of FY	\$ 481,219	\$ 338,030	\$ 493,699	\$ 417,528	-15.4%	\$ 417,528	0.0%
Net Change in Fund Balance	\$ (143,189)	\$ 155,669	\$ (76,171)	\$ 59,793	-178.5%	\$ -	-100.0%
Ending Fund Balance	\$ 338,030	\$ 493,699	\$ 417,528	\$ 477,321	14.3%	\$ 417,528	-12.5%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ -	\$ -	0.0%	\$ (232,325)	0.0%
Final Ending Fund Balance	\$ 338,030	\$ 493,699	\$ 417,528	\$ 477,321	14.3%	\$ 185,203	-61.2%

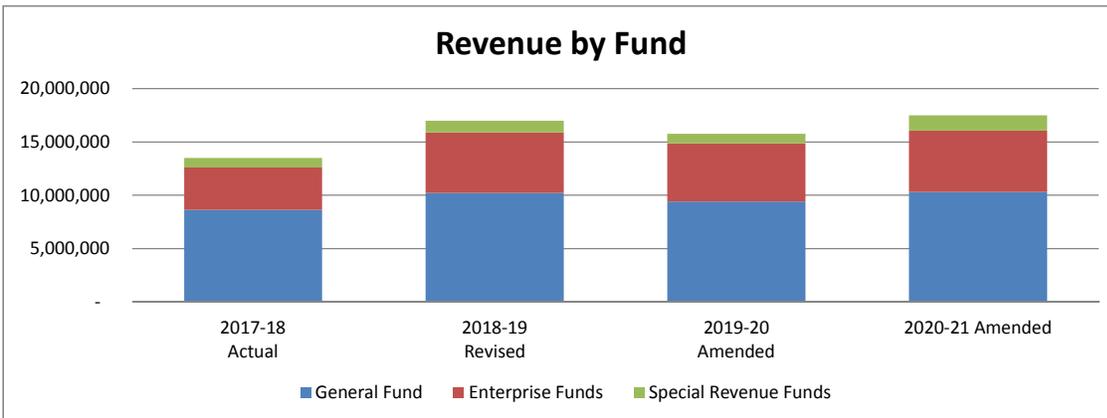
REVENUE PROJECTIONS



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 Amended	% 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%	1,907,471	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%	2,865,609	3.3%
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%	5,746,080	5.6%
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%	\$ 17,478,623	11.0%





SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21 with FY 20-21 Revisions

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21
		Actual	Actual	Budget	Estimate YTD	Original	Amended
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	1,795,883	1,016,068	2,583,660
	REVENUE TOTAL PLUS TRANSFERS:	7,826,702	8,632,268	10,231,588	9,040,920	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	2018-19	2019-20	2019-20	2020-21	2020-21
		Actual	Actual	Budget	Estimate YTD	Original	Amended
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	693,541
REVENUE TOTAL PLUS TRANSFERS:		1,104,636	1,250,847	1,693,269	1,191,378	1,744,063	1,907,471
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	111,396	404,000	560,720
REVENUE TOTAL PLUS TRANSFERS:		114,796	35,515	472,916	162,306	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
TRANSFERS FROM RESERVES							
020-49661	Transfer from Reserves	-	-	352,971	-	266,805	381,073
REVENUE TOTAL PLUS TRANSFERS:		2,491,862	2,595,845	2,846,546	2,481,327	2,773,521	2,865,609



SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21
		Actual	Actual	Budget	Estimate YTD	Original	Amended
Fund: 021 - WATER CAPITAL FUND							
USE OF MONEY AND PROPERTY							
<u>021-44105</u>	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							
<u>021-44115</u>	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							
<u>021-49652</u>	Transfer in from Reserves	-	-	150,000	150,000	65,000	65,000
TRANSFERS FROM OTHER FUNDS							
<u>021-49732</u>	Transfer in from Water Fund	-	-	380,680	230,728	262,850	321,530
REVENUE TOTAL PLUS TRANSFERS:		184,115	80,203	624,000	382,097	437,000	387,000
SPECIAL REVENUE FUNDS							
Fund: 023 - HOUSING FUND							
USE OF MONEY AND PROPERTY							
<u>023-44105</u>	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							
<u>023-44310</u>	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							
<u>024-44105</u>	Interest	243	435	350	276	150	90
Use of Money and Property Total:		243	435	350	276	150	90
OTHER REVENUE							
<u>024-47010</u>	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							
<u>025-44105</u>	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							
<u>025-47110</u>	Surface Transportation Program	-	73,511	70,000	74,379	70,000	70,000
<u>025-47115</u>	Traffic Congestion Relief	5,831	5,967	5,967	6,130	5,967	5,967
<u>025-47116</u>	SB1 - Local Streets & Roads	30,054	97,027	87,575	88,344	88,013	88,013
<u>025-47120</u>	Gas Tax 2105	27,833	29,030	29,435	29,700	29,582	29,582
<u>025-47125</u>	Gas Tax 2106	19,234	19,892	19,888	19,800	19,987	19,987
<u>025-47130</u>	Gas Tax 2107	36,223	36,508	38,652	36,000	38,845	38,845
<u>025-47135</u>	Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,010	2,000
<u>025-47140</u>	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
OTHER REVENUE							
<u>025-44035</u>	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							
<u>025-44040</u>	Transfer in from Reserves	-	-	48,068	-	49,833	347,675
REVENUE TOTAL PLUS TRANSFERS:		143,924	284,878	349,575	300,746	352,253	648,120



SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21
		Actual	Actual	Budget	Estimate YTD	Original	Amended
Fund: 027 - LOCAL TRANSPORTATION FUND							
USE OF MONEY AND PROPERTY							
<u>027-44105</u>	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							
<u>027-47310</u>	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							
<u>027-44250</u>	Miscellaneous	-	-	-	-	-	-
Other Revenue Total:		-	-	-	-	-	-
LTF OPERATING REVENUE TOTAL:		4,666	8,040	6,595	6,709	6,483	5,083
TRANSFERS FROM RESERVES							
<u>027-47311</u>	Transfer from Reserves	-	-	95,405	-	46,817	49,917
TRANSFERS FROM OTHER FUNDS							
<u>027-47415</u>	Transfer from General Fund	125,000	127,500	10,000	10,000	10,000	10,000
<u>027-49690</u>	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
REVENUE TOTAL PLUS TRANSFERS:		168,766	175,540	176,500	81,209	127,800	129,500
Fund: 029 - TRANSPORTATION PLANNING FUND							
USE OF MONEY AND PROPERTY							
<u>029-44105</u>	Interest	150	475	400	195	200	50
Use of Money and Property Total:		150	475	400	195	200	50
REVENUE FROM OTHER AGENCIES							
<u>029-47410</u>	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							
<u>029-47415</u>	Transfer from General Fund	25,000	25,500	9,600	9,600	9,800	9,950
REVENUE TOTAL PLUS TRANSFERS:		43,094	58,940	45,000	45,059	45,000	45,000
Fund: 031 - MEASURE A FUND							
USE OF MONEY AND PROPERTY							
<u>031-44105</u>	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							
<u>031-47510</u>	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							
<u>031-44035</u>	Cost Reimbursement	-	-	-	-	-	-
Other Revenue Total:		-	-	-	-	-	-
OPERATING REVENUE TOTAL:		354,657	374,469	363,613	361,340	361,280	356,768
TRANSFERS FROM RESERVES							
<u>031-49736</u>	Transfer from Reserves	-	-	183,312	-	-	232,325
REVENUE TOTAL PLUS TRANSFERS:		354,657	374,469	546,925	361,340	361,280	589,093



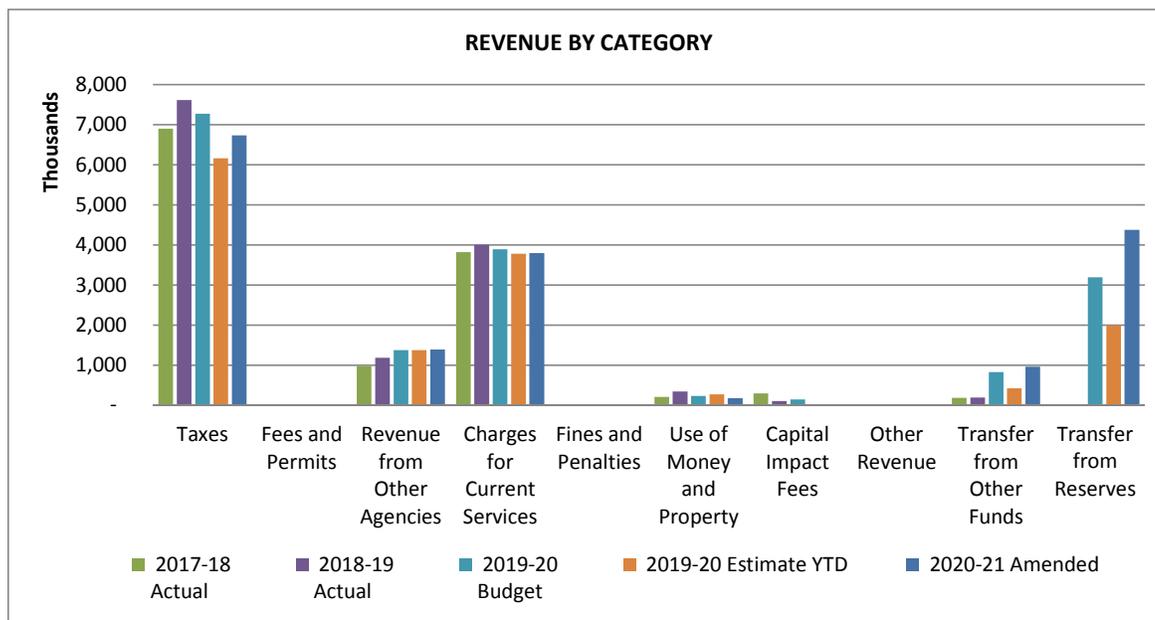
SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate YTD	2020-21 Original	2020-21 Amended
REVENUE SUMMARY						
TOTAL GENERAL FUND REVENUES	7,826,702	8,632,268	10,231,588	9,040,920	9,417,002	10,319,540
TOTAL ENTERPRISE REVENUES	3,895,409	3,962,410	5,636,731	4,217,108	5,440,584	5,746,080
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	14,050,604	15,748,869	17,478,623

REVENUE BY CATEGORY - ALL FUNDS

Category	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Estimate YTD	2020-21 Original	2020-21 Amended
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	426,224	751,150	966,700
Transfer from Reserves	-	-	3,198,155	1,995,883	1,990,756	4,378,191
Total:	\$ 12,454,606	\$ 13,500,347	\$ 16,991,669	\$ 14,050,604	\$ 15,748,869	\$ 17,478,623



EXPENDITURE PROJECTIONS



EXPENDITURE SUMMARY ALL - FUNDS

BIENNIAL BUDGET 2019-20 AND 2020-21

Fund	Description	2017-18	2018-19	2019-20	2020-21	% Change	2020-21	% Change
		Actual	Actual	Estimate	Original Budget	from 19/20 Estimate	Amended	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%	280,327	13.7%
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	2,873,530	3,327,619	15.8%	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%	200,549	-3.3%
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	343,103	395,405	15.2%	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	10,405,950	9,416,999	-9.5%	10,017,840	6.4%

FOOTNOTES:

GENERAL FUND OPERATING EXPENDITURE ANALYSIS:

[1] 001	LESS: Reserve Transfer for CIP	(198,854)	(470,679)	(1,795,883)	(2,295,000)	27.8%	(2,583,660)	12.6%
General Fund Operating Expenditures:		6,165,210	6,187,769	8,610,067	7,121,999	-17.3%	7,434,180	4.4%

Fund	Description	2017-18	2018-19	2019-20	2020-21	% Change	2020-21	% Change
		Actual	Actual	Estimate	Original Budget	from 19/20 Estimate	Amended	from 20/21 Original
005	701 - WASTEWATER OPERATING	1,192,153	1,205,947	1,300,097	1,744,062	34.1%	1,907,471	9.4%
006	701 - WASTEWATER CAPITAL [2]	494	786	162,306	486,000	199.4%	586,000	20.6%
020	601 - WATER	1,990,115	2,155,374	2,468,048	2,773,520	12.4%	2,865,609	3.3%
021	602 - WATER CAPITAL [3]	1,383	1,887	382,097	437,000	14.4%	387,000	-11.4%
ENTERPRISE FUNDS TOTAL:		3,184,145	3,363,994	4,312,549	5,440,583	26.2%	5,746,080	5.6%

FOOTNOTES:

ENTERPRISE FUNDS OPERATING EXPENDITURE ANALYSIS:

[2] 006	LESS: Reserve Transfer for CIP	-	-	(139,390)	(450,000)	222.8%	(550,000)	22.2%
Sewer Fund Operating Expenditures:		494	786	22,916	36,000	57.1%	36,000	0%

[3] 021	LESS: Reserve Transfer for CIP	-	-	(358,097)	(400,000)	11.7%	(350,000)	-12.5%
Water Fund Operating Expenditures:		1,383	1,887	24,000	37,000	54.2%	37,000	0%

Fund	Description	2017-18	2018-19	2019-20	2020-21	% Change	2020-21	% Change
		Actual	Actual	Estimate	Original Budget	from 19/20 Estimate	Amended	from 20/21 Original
023	580 - HOUSING	2,000	1,000	-	3,000	0.0%	3,000	0.0%
025	553 - 557 GAS TAX [4]	365,952	241,232	172,900	352,253	103.7%	648,120	84.0%
027	559 - LOCAL TRANSPORTATION FUND [5]	46,622	27,216	205,500	127,800	-37.8%	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	437,511	301,487	-31.1%	589,093	95.4%
SPECIAL REVENUE FUNDS TOTAL:		952,834	521,213	854,578	829,540	-2.9%	1,414,713	70.5%

FOOTNOTES:

SPECIAL REVENUE FUNDS OPERATING EXPENDITURE ANALYSIS:

[4] 025	LESS: Reserve Transfer for CIP	(282,844)	(161,811)	(104,327)	(238,013)	128.1%	(536,120)	125.2%
Gas Tax Fund Operating Expenditures:		83,108	79,421	68,573	114,240	66.6%	112,000	-2.0%

[5] 027	LESS: Reserve Transfer for CIP	-	-	(99,000)	(20,000)	-79.8%	(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)	(373,011)	(236,987)	-36.5%	(524,593)	121.4%
Measure A Fund Operating Expenditures:		39,100	40,000	64,500	64,500	0.0%	64,500	0.0%

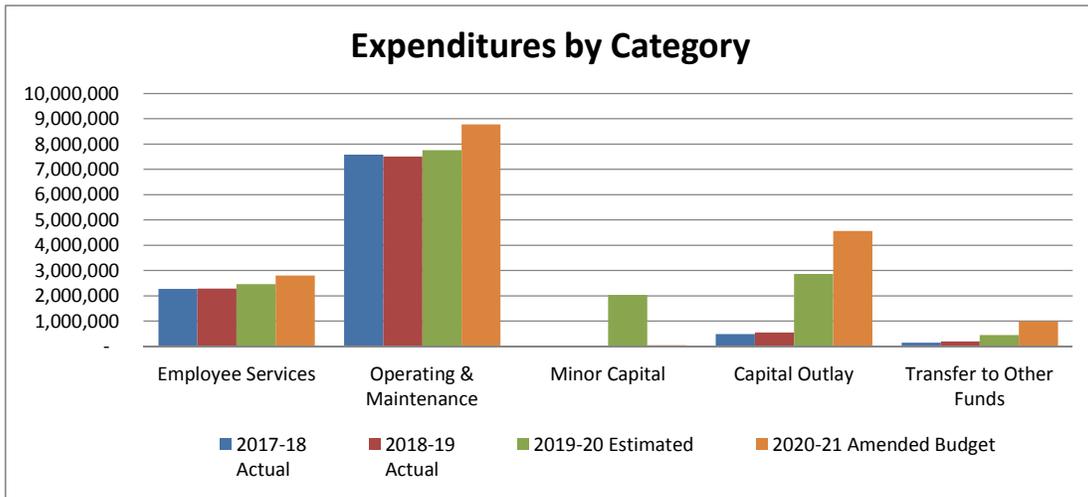
ALL FUNDS TOTAL		10,501,044	10,543,654	15,573,077	15,687,121	0.7%	17,178,633	9.5%
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Expenditures by Category (All Funds)

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 Amended Budget	% change from FY 2020- 21 Original
Employee Services	2,268,332	2,281,995	2,461,677	2,640,409	7.3%	2,799,338	6.0%
Operating & Maintenance	7,577,997	7,510,009	7,765,079	8,591,752	10.6%	8,781,412	2.2%
Minor Capital	25,157	16,641	2,030,388	43,810	-97.8%	43,810	0.0%
Capital Outlay	479,559	542,909	2,869,709	3,640,000	26.8%	4,567,373	25.5%
Transfer to Other Funds	150,000	192,100	446,224	771,150	72.8%	986,700	28.0%
Grand Total:	10,501,045	10,543,654	15,573,077	15,687,121	0.7%	17,178,633	9.5%



General Fund Five Year Forecast

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- Five Year General Fund Forecast Summary
 - Five Year Schedule of Revenue Forecast
 - Five Year Expenditure Forecast
-



Five Year Forecast General Fund Balance

Mid-Cycle Analysis FY 2020/21

	2020-21 Amended	% Change	2021-2 Projected	% Change	2022-23 Projected	% Change	2023-24 Projected	% Change	2024-25 Projected	% Change
<u>Operating Revenue Summary</u>										
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	-1.9%	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%	659,939	480.9%	114,500	-82.6%	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%	8,423,560	8.9%	7,986,159	-5.2%	8,100,860	1.4%	8,223,161	1.5%
<u>Operating Expenditure Summary</u>										
Employee Services	2,035,306	7.7%	2,097,077	3.0%	2,143,625	2.2%	2,186,085	2.0%	2,239,415	2.4%
Operating and Maintenance	5,242,957	4.1%	5,317,438	1.4%	5,498,275	3.4%	5,686,454	3.4%	5,882,307	3.4%
CalPERS Unfunded Accrued Liability	109,417	-20.7%	218,423	99.6%	212,577	-2.7%	206,888	-2.7%	201,308	-2.7%
Minor Capital	46,500	-0.8%	44,060	-5.2%	44,121	0.1%	44,184	0.1%	44,247	0.1%
General Fund Expenditure Total	7,434,180	8.1%	7,676,998	-13.4%	7,898,599	-4.5%	8,123,610	4.8%	8,367,277	0.9%
Net Operating Revenue over Expenditures	\$ 301,700		\$ 746,562		\$ 87,560		\$ (22,750)		\$ (144,116)	
<u>Other Financing Sources (Uses)</u>										
Transfers for Capital Projects	(2,583,660)	19.7%	(1,000,000)	-61.3%	(390,000)	-61.0%	(565,000)	44.9%	(400,000)	-29.2%
Other Financing Sources Total	(2,583,660)	19.7%	(1,000,000)	-61.3%	(390,000)	-61.0%	(565,000)	44.9%	(400,000)	-29.2%
Net change in Fund Balance	(2,281,960)	19.7%	(253,438)	-61.3%	(302,440)	-61.0%	(587,750)	44.9%	(544,116)	-29.2%
Fund Balance, July 1	\$ 7,240,819		\$ 4,958,858		\$ 4,705,420		\$ 4,402,981		\$ 3,815,231	
Ending Fund Balance, June 30	\$ 4,958,858		\$ 4,705,420		\$ 4,402,981		\$ 3,815,231		\$ 3,271,115	



Five Year Forecast of Revenues

General Fund

Mid-Cycle Analysis FY 2020/21

		2020-21		2021-22		2022-23		2023-24		2024-25	
		Amended	% Change	Projected	% Change	Projected	% Change	Projected	% Change	Projected	% Change
TAXES											
<u>001-41005</u>	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%
<u>001-41010</u>	Property Taxes - Unsecured	66,458	11.6%	68,476	3.0%	70,262	2.6%	72,265	2.9%	74,520	3.1%
<u>001-41015</u>	Homeowners Exemptions	7,110	2.0%	7,252	2.0%	7,397	2.0%	7,545	2.0%	7,696	2.0%
<u>001-41020</u>	Franchise Fees	260,000	4.0%	260,100	0.0%	265,302	2.0%	270,608	2.0%	276,020	2.0%
<u>001-41025</u>	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%
<u>001-41035</u>	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%
<u>001-41040</u>	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											
<u>001-42010</u>	Zoning Clearance	540	-25.0%	540	0.0%	540	0.0%	540	0.0%	540	0.0%
<u>001-42015</u>	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	-1.9%	9,540	0.0%	9,540	-	9,540	-	9,540	-
REVENUE FROM OTHER AGENCIES											
<u>001-43005</u>	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%
<u>001-43010</u>	MV License Fee Compensation	537,396	3.9%	548,144	2.0%	559,107	2.0%	570,289	2.0%	581,695	2.0%
<u>001-43015</u>	COPS grant	156,000	0.0%	156,000	0.0%	156,000	0.0%	156,000	0.0%	156,000	0.0%
<u>001-43040</u>	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											
<u>001-44005</u>	Buellton Recreation Program	85,000	30.8%	85,000	0.0%	85,000	0.0%	85,000	0.0%	85,000	0.0%
<u>001-44010</u>	Recreation Program 50/50	-	-100.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
<u>001-44015</u>	Buellton Rec Program Trips	15,000	25.1%	15,000	0.0%	15,000	0.0%	15,000	0.0%	15,000	0.0%
<u>001-44020</u>	Park Reservation Fees	4,050	33.7%	5,000	23.5%	5,000	0.0%	5,000	0.0%	5,000	0.0%
<u>001-44025</u>	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%
<u>001-44035</u>	Cost Reimbursement	-	-100.0%	545,439	0.0%	-	0.0%	-	0.0%	-	0.0%
<u>001-44250</u>	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%	659,939	480.9%	114,500	-82.6%	114,500	0.0%	114,500	0.0%
FINES AND PENALTIES											
<u>001-45005</u>	Criminal Fines & Penalties	300	-9.6%	300	0.0%	300	0.0%	300	0.0%	300	0.0%
<u>001-45010</u>	Fines & Fees	10,000	-34.5%	10,000	0.0%	10,000	0.0%	10,000	0.0%	10,000	0.0%
<u>001-49532</u>	Code Enforcement Fines	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
	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											
<u>001-44105</u>	Interest	76,207	-34.1%	70,000	-8.1%	70,000	0.0%	70,000	0.0%	70,000	0.0%
<u>001-49010</u>	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%	8,423,560	8.9%	7,986,159	-5.2%	8,100,860	1.4%	8,223,161	1.5%
TRANSFERS FROM RESERVES											
<u>001-44040</u>	Transfer from Reserves (CIP)	2,583,660	5.3%	1,000,000	-61.3%	390,000	-61.0%	565,000	44.9%	400,000	-29.2%
OPERATING REVENUE PLUS TRANSFERS:											
		10,319,540	5.3%	9,423,560	-8.7%	8,376,159	-11.1%	8,665,860	3.5%	8,623,161	-0.5%
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	-1.9%	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%	659,939	480.9%	114,500	-82.6%	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	2,583,660	5.3%	1,000,000	-61.3%	390,000	-61.0%	565,000	44.9%	400,000	-29.2%
	General Fund Revenue Total	10,319,540	5.3%	9,423,560	-8.7%	8,376,159	-11.1%	8,665,860	3.5%	8,623,161	-0.5%



Five Year Forecast of Expenditures

General Fund

Mid-Cycle Analysis FY 2020/21

Department	Category	2020-21		2021-22		2022-23		2023-24		2024-25	
		Amended	% 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	4.3%	144,476	1.7%	146,604	1.5%	148,459	1.3%	150,340	1.3%
001-402 City Manager											
	Employee Services	272,337	3.6%	268,064	-1.6%	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	0.0%	-	-100.0%	-	0.0%	-	0.0%	-	0.0%
	City Manager Total	280,327	11.0%	274,429	-2.1%	279,422	1.82%	284,530	1.8%	290,486	2.1%
001-403 City Clerk/Human Resources											
	Employee Services	117,993	8.9%	123,161	4.4%	125,655	2.0%	127,724	1.6%	129,822	1.6%
	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	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
	City Clerk/Human Resources Total	135,705	5.4%	141,227	4.1%	144,083	2.0%	146,520	1.7%	148,994	1.7%
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	752,991	-9.8%	768,051	2.0%	783,412	2.0%	799,080	2.0%	815,062	2.0%
	Transfers for Capital Projects	2,583,660	19.7%	1,000,000	-61.3%	390,000	-61.0%	565,000	44.9%	400,000	-29.2%
	Minor Capital	-	0.0%	1,000	0.0%	1,000	0.0%	1,000	0.0%	1,000	0.0%
	Non-Departmental Total	3,570,928	10.3%	2,118,577	-40.7%	1,524,647	-28.0%	1,716,509	12.6%	1,569,138	-8.6%
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	5.1%	208,253	1.7%	211,938	1.8%	215,707	1.8%	219,537	1.8%
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%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
	Public Safety Total	2,364,720	17.0%	2,482,956	5.0%	2,607,104	5.0%	2,737,459	5.0%	2,874,332	5.0%
001-510 Library Services											
	Operating and Maintenance	200,549	-1.4%	204,560	2.0%	208,651	2.0%	212,824	2.0%	217,081	2.0%
	Minor Capital	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
	Library Total	200,549	-1.4%	204,560	2.0%	208,651	2.0%	212,824	2.0%	217,081	2.0%
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	0.2%	637,485	3.7%	654,416	2.7%	667,854	2.1%	684,779	2.5%
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	6.1%	732,130	2.0%	745,257	1.8%	758,006	1.7%	774,173	2.1%
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	0.2%	556,124	-12.1%	566,261	1.8%	576,621	1.8%	589,912	2.3%
Total General Fund Expenditures		10,017,840	8.1%	8,676,998	-13.4%	8,288,599	-4.5%	8,688,610	4.8%	8,767,277	0.9%
General Fund Expenditure Summary											
	Employee Services	2,035,306	7.7%	2,097,077	3.0%	2,143,625	2.2%	2,186,085	2.0%	2,239,415	2.4%
	Operating and Maintenance	5,242,957	4.1%	5,317,438	1.4%	5,498,275	3.4%	5,686,454	3.4%	5,882,307	3.4%
	CalPERS Unfunded Accrued Liability	109,417	-20.7%	218,423	99.6%	212,577	-2.7%	206,888	-2.7%	201,308	-2.7%
	Transfers for Capital Projects	2,583,660	19.7%	1,000,000	-61.3%	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 Expenditure Total	10,017,840	8.1%	8,676,998	-13.4%	8,288,599	-4.5%	8,688,610	4.8%	8,767,277	0.9%



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General Fund Departmental Summaries



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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 the Arts and Culture Committee and funded several arts and culture projects.

CITY-WIDE GOALS

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

OBJECTIVES

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



DEPARTMENT EXPENDITURES

City Council

Account: 001-401

Amended Revisions for FY 2020-21

2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>		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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		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
<u>MINOR CAPITAL SUBTOTAL:</u>		-	2,783	3,750	-	3,750	3,000

401 - CITY COUNCIL TOTAL:	124,020	127,450	136,153	125,289	142,691	141,997
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FUND 001- GENERAL

DEPARTMENT: 401/CITY COUNCIL

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>EMPLOYEE SERVICES</u>		<u>Budget 2019-20</u>	<u>Original 2020-21</u>	<u>Amended 2020-21</u>
Council Members (5)		5.00	5.00	5.00
City Clerk		0.40	0.40	0.40
Total:		5.40	5.40	5.40
50000	Staff Salaries <i>Includes 40 percent of City Clerk Salary.</i>	\$ 52,898	\$ 53,918	\$ 54,431
50020	Council Salaries <i>Includes individual stipends totaling \$440 per month per City Council member.</i>	\$ 26,400	\$ 26,400	\$ 26,400
50025	Council Car Allowance <i>Includes individual councilmember car allowance totaling \$75 per month.</i>	\$ 4,500	\$ 4,500	\$ 4,500
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 1,271	\$ 1,286	\$ 1,228
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the five council members and City Clerk.</i>	\$ 1,378	\$ 1,378	\$ 1,195
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 11,919	\$ 12,608	\$ 12,407
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 2,414	\$ 2,366	\$ 2,546
50400	Medical Benefit <i>Includes dental/vision insurance and health insurance paid per month by the City for the positions in this department.</i>	\$ 12,366	\$ 12,366	\$ 12,340
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for the City Clerk.</i>	\$ 3,114	\$ 3,174	\$ 3,205
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 43	\$ 43	\$ 43

OPERATING AND MAINTENANCE

60013	Election Expense <i>Reflects anticipated costs related to the City election to be held in November 2020.</i>	\$ 1,000	\$ 5,500	\$ 5,500
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 3,060	\$ 3,121	\$ 3,121

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 401/CITY COUNCIL

		Budget 2019-20	Original 2020-21	Amended 2020-21
60710	Travel & Training <i>Reflects attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, Council of Government meetings and miscellaneous seminars for the Mayor and Council Members.</i>	\$ 10,000	\$ 10,200	\$ 10,000
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 1,530	\$ 1,561	\$ 1,561
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 510	\$ 520	\$ 520
<u>MINOR CAPITAL</u>				
72200	Office Furniture <i>Reflects acquisition of furniture for the City Council.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop for the City Council.</i>	\$ 3,750.00	\$ 3,750	\$ 3,000



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ 227,779	\$ 250,477	\$ 262,963	\$ 258,508	\$ 241,710	\$ 272,337
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	\$ 280,327

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.

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 legislation 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.



DEPARTMENT EXPENDITURES

City Manager

Account: 001-402

Amended Revisions for FY 2020-21

2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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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	20,929
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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	227,779	250,477	262,963	258,508	241,710	272,337

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	-
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	1,163	2,098	14,650	14,929	4,743	6,240

MINOR CAPITAL

72200 Office Furniture		-	-	-	-	-
72300 Computer Equipment		-	-	-	-	1,750
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	-	-	-	1,750

402 - CITY MANAGER TOTAL:	228,942	252,575	277,613	273,437	246,453	280,327
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FUND 001- GENERAL

DEPARTMENT: 402/CITY MANAGER

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>EMPLOYEE SERVICES</u>		<u>Budget 2019-20</u>	<u>Original 2020-21</u>	<u>Amended 2020-21</u>
	City Manager	1.00	1.00	1.00
50000	Staff Salaries <i>Includes City Manager Salary.</i>	\$ 183,750	\$ 175,096	\$ 189,263
50025	Car Allowance <i>Includes car allowance for City Manager.</i>	\$ 4,800	\$ 3,600	\$ 4,800
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 2,734	\$ 2,592	\$ 2,814
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the City Manager.</i>	\$ 286	\$ 286	\$ 286
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 33,690	\$ 33,237	\$ 36,380
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 5,356	\$ 4,984	\$ 6,112
50400	Medical Benefit <i>Includes dental/vision insurance and medical insurance paid per month by the City for the City Manager.</i>	\$ 20,926	\$ 11,085	\$ 20,929
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program.</i>	\$ 11,313	\$ 10,722	\$ 11,645
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 108	\$ 108	\$ 108
<u>OPERATING AND MAINTENANCE</u>				
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 100	\$ 102	\$ 100
60650	Membership & Publication <i>Includes membership to California City Management Foundation, CA Association for Local Economic Development and subscription to Pacific Coast Business Times.</i>	\$ 1,000	\$ 1,020	\$ 2,640
60710	Travel & Training <i>Reflects attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, City Manager's Luncheons and miscellaneous meetings and training seminars for the City Manager.</i>	\$ 13,000	\$ 3,060	\$ 3,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 402/CITY MANAGER

		Budget 2019-20	Original 2020-21	Amended 2020-21
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 500	\$ 510	\$ 500
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 50	\$ 51	\$ -
<u>MINOR CAPITAL</u>				
72200	Office Furniture <i>Reflects acquisition of furniture for the City Manager.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop or computer for the City Manager.</i>	\$ -	\$ -	\$ 1,750.00



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>EMPLOYEE SERVICES</u>						
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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	104,530	105,887	108,336	107,754	110,797	117,993
<u>OPERATING & MAINTENANCE</u>						
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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	6,511	7,163	19,460	8,809	19,723	17,712
<u>MINOR CAPITAL</u>						
72200 Office Furniture	-	-	1,000	-	-	-
72300 Computer Equipment	-	-	-	1,169	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	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.



FUND 001- GENERAL

DEPARTMENT: 403/CITY CLERK & HR

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>EMPLOYEE SERVICES</u>		<u>Budget 2019-20</u>	<u>Original 2020-21</u>	<u>Amended 2020-21</u>
	City Clerk	0.60	0.60	0.60
50000	Staff Salaries <i>Includes 60 percent of salaries involving the City Clerk.</i>	\$ 79,347	\$ 80,877	\$ 81,647
50300	Hourly Employee <i>Includes hiring a part-time employee to scan ordinances, resolutions, etc.</i>	\$ -	\$ -	\$ 5,000
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 1,234	\$ 1,256	\$ 1,935
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the City Clerk.</i>	\$ 172	\$ 172	\$ 297
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 13,910	\$ 14,759	\$ 15,017
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 2,286	\$ 2,256	\$ 2,572
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the position in this department.</i>	\$ 6,651	\$ 6,651	\$ 6,653
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program.</i>	\$ 4,671	\$ 4,761	\$ 4,807
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 65	\$ 65	\$ 65
<u>OPERATING AND MAINTENANCE</u>				
60012	Code Updates <i>Includes Buellton Municipal Code and Santa Barbara County Code updates.</i>	\$ 3,060	\$ 3,121	\$ 3,121
60022	Recruitment Expense <i>Reflects expenses related to new employee recruitment.</i>	\$ 5,000	\$ 5,000	\$ 5,000
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 1,020	\$ 1,040	\$ 250
60520	Advertising - Legal <i>Includes publications for on-going City codes, public hearing, council meetings etc.</i>	\$ 3,570	\$ 3,641	\$ 3,641

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 403/CITY CLERK & HR

		Budget 2019-20	Original 2020-21	Amended 2020-21
60650	Membership & Publication <i>Includes dues for the City Clerk for the International Institute of Municipal Clerks Association; California City Clerks Association dues; miscellaneous books and publications.</i>	\$ 1,020	\$ 1,040	\$ 480
60710	Travel & Training <i>Reflects attendance at conferences, seminars, courses and relation training programs including books and training material.</i>	\$ 3,060	\$ 3,121	\$ 3,000
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 510	\$ 520	\$ 520
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,020	\$ 1,040	\$ 500
67370	H/R Expense <i>Reflects costs associated with current employee random testing.</i>	\$ 1,200	\$ 1,200	\$ 1,200

MINOR CAPITAL

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



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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.



DEPARTMENT EXPENDITURES

City Attorney

Account: 001-404

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
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	-	-	-	-	-	-
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	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.



FUND 001- GENERAL

DEPARTMENT: 404/CITY ATTORNEY

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>EMPLOYEE SERVICES</u>		Budget 2019-20	Original 2020-21	Amended 2020-21
City Attorney		-	-	-
<u>OPERATING AND MAINTENANCE</u>				
60840	Contract Services - Legal Fees	\$ 175,000	\$ 195,000	\$ 195,000
<i>Covers cost for general legal services and City Attorney attendance at City Council meetings. The City contracts with the firm of Burke, Williams & Sorensen.</i>				



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ 57,525	\$ 69,506	\$ 105,120	\$ 113,687	\$ 94,983	\$ 124,860
Operating & Maintenance	\$ 1,369,000	\$ 1,252,039	\$ 3,913,905	\$ 2,755,205	\$ 3,232,636	\$ 3,446,068
Minor Capital	\$ 8,934	\$ 1,205	\$ -	\$ 4,638	\$ -	\$ -
Department Total	\$ 1,435,460	\$ 1,322,750	\$ 4,019,025	\$ 2,873,530	\$ 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 support for Non-Profit 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.



DEPARTMENT EXPENDITURES

Non-Departmental

Account: 001-410

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>EMPLOYEE SERVICES</u>						
50400 Medical Benefit [1]	57,525	69,506	105,120	113,687	94,983	124,860
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	57,525	69,506	105,120	113,687	94,983	124,860
<u>OPERATING & MAINTENANCE</u>						
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	2,941,273	1,795,883	2,255,000	2,583,660
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	1,369,000	1,252,039	3,913,905	2,755,205	3,232,636	3,446,068
<u>MINOR CAPITAL</u>						
72100 Office Equipment	1,520	1,205	-	-	-	-
72200 Office Furniture	-	-	-	-	-	-
72300 Computer Equipment	7,414	-	-	4,638	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	8,934	1,205	-	4,638	-	-
410 - NON-DEPARTMENTAL:	1,435,460	1,322,750	4,019,025	2,873,530	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.



FUND 001- GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>EMPLOYEE SERVICES</u>		<u>Budget 2019-20</u>	<u>Original 2020- 21</u>	<u>Amended 2020-21</u>
<i>Benefits:</i>				
50400	Medical Benefit <i>Includes medical benefit for retired employees. The City contributes up to \$800/month for health insurance per retiree.</i>	\$ 105,120	\$ 94,983	\$ 124,860
<u>OPERATING AND MAINTENANCE</u>				
50600	Insurance - Liability <i>Includes 80 percent of the City's liability insurance; 10 percent is charged to the Wastewater (\$7,500) and Water Funds (\$7,500).</i>	\$ 80,000	\$ 81,600	\$ 60,000
50610	Insurance - Property <i>Includes 33 percent of the total City's insurance cost associated with property damage, earthquake, flood, mechanical breakdown and other vehicle physical damage. 33 percent is charged to the Wastewater (\$7,803) and Water (\$7,803).</i>	\$ 8,897	\$ 9,075	\$ 9,075
60014	Emergency Operations <i>Includes CERT Training costs.</i>	\$ 10,000	\$ 10,000	\$ 10,000
60015	Animal Control <i>Reflects contract services with Santa Barbara County Animal Control.</i>	\$ 40,549	\$ 41,157	\$ 41,554
60022	Recruitment Expense <i>Reflects expenses related to new employee recruitment.</i>	\$ -	\$ -	\$ -
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 30,000	\$ 30,600	\$ 30,000
60310	Equipment Rental <i>Reflects lease cost of copiers, phone system, and postage meter machine.</i>	\$ 12,605	\$ 12,857	\$ 12,860
60650	Membership & Publications <i>Includes dues for League of California Cities, miscellaneous dues and publications.</i>	\$ 15,000	\$ 15,300	\$ 16,300
60800	Contract Services <i>Includes dues for drinking water and Chargepoint electric charging station.</i>	\$ 4,000	\$ 4,080	\$ 3,670
60900	Miscellaneous <i>Reflects cost for banking and drinking services, Green Business Program, misc. purchases.</i>	\$ 11,500	\$ 11,730	\$ 10,160
60905	CalPERS Unfunded Accrued Liability <i>Includes CalPERS Unfunded Liability (split with Water and Wastewater). General Fund's CalPERS liability is 70 percent of total cost (\$156,312). 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 (\$23,450 each).</i>	\$ 137,916	\$ 141,985	\$ 109,417

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 410/NON-DEPARTMENTAL

		Budget 2019-20	Original 2020-21	Amended 2020-21
60910	Misc. Recognition Items <i>Includes miscellaneous award items for various organizations and employee recognition programs.</i>	\$ 1,000	\$ 1,020	\$ 1,000
61130	Office Supplies <i>Includes copier expenses for all departments.</i>	\$ 10,000	\$ 10,200	\$ 10,200
61131	Postage <i>Includes charges for on-going postage meter charges, bulk mailing permit costs, and miscellaneous delivery charges.</i>	\$ 1,115	\$ 1,138	\$ 1,138
61210	Utilities - Sewer <i>Reflects costs for sewer at City Hall, Planning, Library, Sheriff and Post Office.</i>	\$ 2,915	\$ 2,915	\$ 2,915
61211	Utilities - Water <i>Reflects costs for water at City Hall, Post Office, Planning, Sheriff, and Irrigation at Ave of Flags and Twin Oaks.</i>	\$ 3,850	\$ 3,927	\$ 3,927
61230	Utilities - Gas <i>Reflects costs for gas service.</i>	\$ 1,000	\$ 1,020	\$ 1,020
61241	Utilities - Electric <i>Reflects costs for electric services.</i>	\$ 9,000	\$ 9,180	\$ 9,180
61292	Internet Access/Website Maintenance <i>Reflects costs for annual website maintenance.</i>	\$ 7,650	\$ 7,803	\$ 7,803
61410	Newsletter <i>Reflects costs for printing newsletter.</i>	\$ 500	\$ 510	\$ 500
67200	Community Organization Support <i>Includes contributions to People Helping People (\$8,772), Food Bank of Santa Barbara County (\$5,508), SYV Fruit and Vegetable Rescue (\$4,692), Nature Track (\$1,122), Zaca Center Preschool (\$6,222) and California Organization for Public Safety, Inc. (\$4,284).</i>	\$ 36,000	\$ 30,600	\$ 30,600
67205	Senior Center Support <i>Reflects contribution to the Senior Center. This is a new budget line item.</i>	\$ 65,000	\$ 66,300	\$ 66,300
67430	LAFCO Contribution <i>Reflects City's share of LAFCO's operating costs.</i>	\$ 2,570	\$ 2,620	\$ 2,620
67620	SB CO Mental Health Mbl Crisis Svc <i>Reflects contract service cost for Santa Barbara County Mental Health Assessment (MHAT) services.</i>	\$ 2,965	\$ 3,039	\$ 3,039
67705	Telephone <i>Reflects cost of telephone services for City Hall.</i>	\$ 5,000	\$ 5,100	\$ 5,100
67790	Visitors Bureau <i>Reflects annual contract of \$390,000 to Visitor's Bureau.</i>	\$ 450,000	\$ 450,000	\$ 390,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 410/NON-DEPARTMENTAL

		Budget 2019-20	Original 2020-21	Amended 2020-21
69100	Transfer to Other Funds <i>Includes the following operating transfers:</i>	\$ 19,600	\$ 19,800	\$ 19,950
	Fund 027 -Local Transportation Fund	\$ 10,000	\$ 10,000	\$ 10,000
	Fund 029 - Transportation Planning	\$ 9,600	\$ 9,800	\$ 9,950
69600	Undesignated Misc. Support <i>Reflects donation to Buellton Historical Society, Central Coast Collaborative on Homelessness; Buellton Union School District Jog-A-thon.</i>	\$ 4,000	\$ 4,080	\$ 4,080
77000	Transfer to Other Funds for CIP <i>Includes the following transfers for Capital Improvement Projects (CIP):</i>	\$ 2,941,273	\$ 2,255,000	\$ 2,583,660

<i>Transfer to CIP Project #201 (Facilities Maintenance and Painting Project)</i>	\$ -	\$ -	\$ -
<i>Transfer to CIP Project #207 (Santa Ynez River Trail Conceptual)</i>	\$ 30,000	\$ 30,000	\$ 30,000
<i>Transfer to CIP Project #211 (Village Park Improvements)</i>	\$ 216,000	\$ -	\$ -
<i>Transfer to CIP Project #214 (City Hall Emergency Generator & Electrical)</i>	\$ 40,000	\$ -	\$ -
<i>Transfer to CIP Project #215 (Avenue of Flags Specific Plan Implementation)</i>	\$ 1,277,773	\$ 1,000,000	\$ 1,438,273
<i>Transfer to CIP Project #216 (City Hall Storage Shed)</i>	\$ -	\$ -	\$ -
<i>Transfer to CIP Project #217 (River View Park Basketball Court Resurfacing)</i>	\$ -	\$ -	\$ 80,000
<i>Transfer to CIP Project #218 (River View Park and Oak Park Facilities Painting)</i>	\$ -	\$ 25,000	\$ -
<i>Transfer to CIP Project #306 (Phase III Hwy 246 and Sycamore Xing)</i>	\$ 670,000	\$ -	\$ -
<i>Transfer to CIP Project #307 McMurray Road Widening / TS Improvement</i>	\$ 125,000	\$ 450,000	\$ 20,000
<i>Transfer to CIP Project #311 (Industrial Way Street lights)</i>	\$ 82,500	\$ 400,000	\$ 467,500
<i>Transfer to CIP Project #314 (SD Inlet/Catch Basin Retrofit Improvement)</i>	\$ 150,000	\$ 150,000	\$ 150,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 410/NON-DEPARTMENTAL

	Budget 2019-20	Original 2020-21	Amended 2020-21
<i>Transfer to CIP Project #315 (Ave of Flags Pedestrian/Drainage Improvements)</i>	\$ -	\$ -	\$ -
<i>Transfer to CIP Project #317 (Road Maintenance Project - 18/19); MOE</i>	\$ 150,000	\$ -	\$ -
<i>Transfer to CIP Project #318 (Road Maintenance Project - 19/20); MOE</i>	\$ 150,000	\$ -	\$ 100,600
<i>Transfer to CIP Project #319 (Road Maintenance Project - 20/21); MOE</i>	\$ -	\$ 150,000	\$ 247,287
<i>Transfer to CIP Project #401 (Miscellaneous River View Park Improvements)</i>	\$ 50,000	\$ 50,000	\$ 50,000

MINOR CAPITAL

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



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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.



DEPARTMENT EXPENDITURES

Finance

Account: 001-420

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	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
<u>MINOR CAPITAL SUBTOTAL:</u>	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
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FUND 001- GENERAL

DEPARTMENT: 420/FINANCE

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>EMPLOYEE SERVICES</u>		<u>Budget</u> <u>2019-20</u>	<u>Original</u> <u>2020-21</u>	<u>Amended</u> <u>2020-21</u>
Finance Director		0.50	0.50	0.50
Accounting Specialist (1)		0.50	0.50	0.50
Revenue Specialist (1)		0.20	0.20	0.20
Accounting Technician (1)		0.20	0.20	0.20
Total:		1.40	1.40	1.40
50000	Staff Salaries <i>Includes salaries involving the Accounting Specialist, Revenue Specialist, Accounting Technician, and Finance Director.</i>	\$ 125,532	\$ 131,729	\$ 133,741
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 1,856	\$ 1,946	\$ 1,976
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 401	\$ 401	\$ 401
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost. Normal cost for FY 19/20 and FY 20/21 are 7.072% and 7.6% respectively.</i>	\$ 8,781	\$ 9,902	\$ 10,416
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 3,617	\$ 3,674	\$ 4,213
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 15,993	\$ 15,993	\$ 15,997
50410	Employer Paid DCP <i>Reflects the City's 6% contribution towards the employee's deferred compensation program.</i>	\$ 7,450	\$ 7,817	\$ 7,937
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 151	\$ 151	\$ 152
<u>OPERATING AND MAINTENANCE</u>				
60021	Audit <i>Reflects a 33 percent cost of the annual audit. Costs are split between the General, Wastewater, and Water Fund.</i>	\$ 9,500	\$ 9,690	\$ 9,690
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 500	\$ 500	\$ 500

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 420/FINANCE

		Budget 2019-20	Original 2020-21	Amended 2020-21
60650	Membership & Publication <i>Includes dues for the California Society of Municipal Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications.</i>	\$ 1,250	\$ 1,250	\$ 1,250
60710	Travel & Training <i>Reflects attendance at conferences, seminars, courses and relation training programs.</i>	\$ 5,000	\$ 5,000	\$ 4,000
60800	Contract Services <i>Includes contract with Hinderliter De Llamas (HDL) for sales tax and property tax services.</i>	\$ 12,300	\$ 12,546	\$ 12,546
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 400	\$ 400	\$ 200
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,100	\$ 1,100	\$ 500
<u>MINOR CAPITAL</u>				
72100	Office Equipment <i>Reflects acquisition of equipment.</i>	\$ -	\$ -	\$ -
72200	Office Furniture <i>Reflects acquisition of furniture.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects systems upgrades to Windows 10.</i>	\$ 1,000	\$ 1,000	\$ 1,200



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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.



DEPARTMENT EXPENDITURES

Public Safety

Account: 001-501

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	1,919,642	1,996,689	2,019,440	2,239,096	2,206,169	2,364,720
<u>MINOR CAPITAL</u>						
73500 Equipment	-	-	2,136	2,307	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	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 Sheriff's Department
 FY 2020/21 Budgeted amount includes 8,948 hours purchased and cost of the Motor Deputy.



FUND 001- GENERAL

DEPARTMENT: 501/PUBLIC SAFETY - POLICE/FIRE

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>OPERATING & MAINTENANCE</u>		<u>Budget 2019-20</u>	<u>Original 2020-21</u>	<u>Amended 2020-21</u>
60800	Contract Services <i>Reflects contract with the County of Santa Barbara Sheriff's Department for public safety services.</i>	\$1,802,727	\$ 1,983,000	\$ 2,138,269
60810	Contract Services - Fire <i>Reflects contract with the County of Santa Barbara's Fire Department for thirty three percent of the salary for a Firefighter/Paramedic.</i>	\$ 212,081	\$ 218,444	\$ 221,726
61241	Utilities - Electric <i>Reflects electricity cost at Police Station.</i>	\$ 4,632	\$ 4,725	\$ 4,725



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 148,540	\$ 161,468	\$ 203,321	\$ 200,322	\$ 207,388	\$ 200,549
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 148,540	\$ 161,468	\$ 203,321	\$ 200,322	\$ 207,388	\$ 200,549

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.



DEPARTMENT EXPENDITURES

Leisure Services - Library

Account: 001-510

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
60800 Contract Services [1]	141,641	155,025	195,068	193,729	198,969	193,729
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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	148,540	161,468	203,321	200,322	207,388	200,549
510 - LIBRARY TOTAL:	148,540	161,468	203,321	200,322	207,388	200,549

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



FUND 001- GENERAL

DEPARTMENT: 510/LEISURE SERVICES - LIBRARY

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>OPERATING & MAINTENANCE</u>		Budget 2019-20	Original 2020-21	Amended 2020-21
60800	Contract Services <i>Reflects contract with the City of Goleta Library System to manage the Buellton Library.</i>	\$ 195,068	\$ 198,969	\$ 193,729
61211	Utilities - Water <i>Reflects costs associated with water usage at the library.</i>	\$ 4,000	\$ 4,080	\$ 3,200
61230	Utilities - Gas <i>Reflects gas cost at library.</i>	\$ 422	\$ 431	\$ 620
61241	Utilities - Electric <i>Reflects electricity cost at library.</i>	\$ 3,831	\$ 3,908	\$ 3,000



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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 Roberts'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.



DEPARTMENT EXPENDITURES

Recreation

Account: 001-511

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>EMPLOYEE SERVICES</u>						
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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	365,047	367,926	389,785	344,376	405,747	412,330
<u>OPERATING & MAINTENANCE</u>						
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	-
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	175,496	174,125	220,700	127,475	174,115	200,400
<u>MINOR CAPITAL</u>						
72100 Office Equipment	-	-	-	-	-	-
72200 Office Furniture	-	-	-	-	-	-
73500 Equipment	2,869	1,923	3,000	2,255	3,060	2,000
<u>MINOR CAPITAL TOTAL:</u>	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.



FUND 001- GENERAL

DEPARTMENT: 511/RECREATION

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

EMPLOYEE SERVICES		Budget 2019-20	Original 2020-21	Amended 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 <i>Includes salaries involving all full-time positions in the Recreation Department.</i>	\$ 217,756	\$ 225,851	\$ 228,403
50030	Hourly employees <i>Includes five part-time employees and seasonal employees.</i>	\$ 65,694	\$ 70,439	\$ 70,000
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 8,324	\$ 8,804	\$ 9,390
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 2,839	\$ 2,899	\$ 2,765
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 37,776	\$ 40,788	\$ 41,573
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 8,166	\$ 7,265	\$ 9,496
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 36,199	\$ 36,199	\$ 37,050
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for all employees in this department.</i>	\$ 12,685	\$ 13,157	\$ 13,307
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 346	\$ 346	\$ 346
OPERATING AND MAINTENANCE				
60210	Computer Maintenance & Software <i>Reflects computer maintenance costs.</i>	\$ 500	\$ 510	\$ 2,400
60250	Maintenance/Repair <i>Includes charges for repairs and maintenance at the Buellton Rec Office and the Zone.</i>	\$ 4,500	\$ 4,590	\$ 4,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 511/RECREATION

		Budget 2019-20	Original 2020-21	Amended 2020-21
60252	Maintenance/Repair - Joint Use <i>Reflects joint facility repairs such as the gym, kitchen, weight room, restroom, and courtyard. The amount is 1/3 of facility rental fees collected.</i>	\$ 4,000	\$ 4,080	\$ 4,000
60270	Maintenance - Vehicles <i>Reflects maintenance of passenger bus.</i>	\$ 4,000	\$ 4,080	\$ 4,000
60310	Equipment Rental <i>Reflects lease for printer and for event equipment.</i>	\$ 1,700	\$ 1,734	\$ 1,700
60510	Advertising <i>Includes cost of printing and advertising recreation programs.</i>	\$ 6,500	\$ 6,631	\$ 7,000
60800	Contract Services <i>Reflects quarterly payment of \$8,750 to Buellton Union School District for custodial services. The school district increased the janitorial service contract starting FY 19/20.</i>	\$ 35,000	\$ 35,700	\$ 35,000
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc. and for credit card merchant fees.</i>	\$ 3,500	\$ 3,570	\$ 3,800
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 3,000	\$ 3,060	\$ 3,000
61280	Fuel - Vehicles <i>Reflects fuel for passenger bus.</i>	\$ 9,000	\$ 9,180	\$ 7,000
61290	Telephone/Internet <i>Reflects service for Comcast internet service and Verizon for cell phone service.</i>	\$ 3,000	\$ 3,060	\$ 3,500
67135	Buellton Rec Program Trips <i>Reflects trips organized for children and adults through Buellton Recreation.</i>	\$ 30,000	\$ 30,600	\$ 15,000
67140	Buellton Recreation Program <i>Includes Oak Valley afterschool program, supplies, flyers, and equipment.</i>	\$ 60,000	\$ 61,200	\$ 60,000
67141	Arts and Culture <i>Funds the Arts and Culture Committee to bring artistic and cultural experiences to the community.</i>	\$ 50,000	\$ -	\$ 50,000
67570	Recreation Program 50/50 <i>Reflects cost for joint events with the City of Solvang.</i>	\$ 6,000	\$ 6,120	\$ -

MINOR CAPITAL

72100	Office Equipment <i>Reflects acquisition of equipment.</i>	\$ -	\$ -	\$ -
72200	Office Furniture <i>Reflects acquisition of furniture.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Reflects acquisition of treadmill replacement.</i>	\$ 3,000	\$ 3,060	\$ 2,000



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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.



DEPARTMENT EXPENDITURES

Public Works - Street Lights

Account: 001-550

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
61241 Utilities - Electric	62,389	60,064	65,000	50,211	66,300	65,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	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



FUND 001- GENERAL

DEPARTMENT: 550/PUBLIC WORKS - STREET LIGHTS

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>OPERATING & MAINTENANCE</u>		<u>Budget 2019-20</u>	<u>Original 2020-21</u>	<u>Amended 2020-21</u>
61241	Utilities - Electric <i>Reflects electricity cost at various locations throughout the City.</i>	\$ 65,000	\$ 66,300	\$ 65,000



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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 Improvements (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.



DEPARTMENT EXPENDITURES

Storm Water (Water Shed)

Account: 001-551

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
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	-
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	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.



FUND 001- GENERAL

DEPARTMENT: 551 - STORM WATER (WATER SHED)

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>OPERATING & MAINTENANCE</u>		Budget 2019-20	Original 2020-21	Amended 2020-21
60250	Maintenance and Repair <i>Reflects annual cost of routine storm drain cleaning.</i>	\$ 20,000	\$ 20,000	\$ 20,000
60650	Memberships & Publications <i>Reflects membership dues to Association of State Floodplain Managers (ASFPM) and California Stormwater Quality Association (CASQA).</i>	\$ 660	\$ 673	\$ 670
60800	Contract Services <i>Includes engineering work related to FEMA mapping and regulatory issues, Storm Water Management Plan (SWMP) permitting and implementation, and storm drain system evaluations.</i>	\$ 160,000	\$ 163,200	\$ 163,200
67575	Regulatory Compliance <i>Includes charges for water testing, and annual permit fees to the State Water Resource Control Board (SWRCB).</i>	\$ 150,000	\$ 153,000	\$ 153,000
77000	Transfer to Other Funds for CIP <i>Includes charges for the following Capital Improvement Projects (CIP)</i>	\$ 40,000	\$ 40,000	\$ -
	<i>Project #101: Storm Drain Cleaning & Retrofit</i>	\$ 20,000	\$ -	\$ -
	<i>Project #102: Outfall Repairs and Re-establishment</i>	\$ 20,000	\$ 40,000	\$ -



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 342,596	\$ 369,246	\$ 423,435	\$ 342,620	\$ 390,405	\$ 441,735
Minor Capital	\$ -	\$ -	\$ 5,000	\$ 483	\$ 5,000	\$ 5,000
Department Total	\$ 342,596	\$ 369,246	\$ 428,435	\$ 343,103	\$ 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.
- Completion of Village 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



DEPARTMENT EXPENDITURES

Public Works - Parks

Account: 001-552

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
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	16,793	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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	342,596	369,246	423,435	342,620	390,405	441,735
<u>MINOR CAPITAL</u>						
73500 Equipment	-	-	5,000	483	5,000	5,000
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	5,000	483	5,000	5,000
552 PUBLIC WORKS - PARKS TOTAL:	342,596	369,246	428,435	343,103	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.



FUND 001- GENERAL

DEPARTMENT: 552 - PUBLIC WORKS - PARKS

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

<u>OPERATING & MAINTENANCE</u>		<u>Budget 2019-20</u>	<u>Original 2020-21</u>	<u>Amended 2020-21</u>
60059	Maintenance & Repair - Village Park <i>Covers miscellaneous maintenance and repairs.</i>	\$ 5,000	\$ 5,100	\$ 5,100
60254	Maintenance & Repair - A of F Medians <i>Covers miscellaneous maintenance and repairs at the medians located on Avenue of Flags.</i>	\$ 10,000	\$ 10,200	\$ 10,000
60255	Maintenance & Repair - Golf Course <i>Covers water conservation, building repairs and roof repairs.</i>	\$ 20,000	\$ 20,400	\$ 20,000
60256	Maintenance & Repair - Oak Park <i>Covers repairs to playground equipment, restroom, picnic area, etc.</i>	\$ 10,000	\$ 10,200	\$ 10,200
60257	Maintenance & Repair - Paws Park <i>Includes grant contribution for PAWS Park of \$18,000 for park maintenance.</i>	\$ 20,000	\$ 20,400	\$ 20,400
60258	Maintenance & Repair - River View Park <i>Covers maintenance cost for sidewalk, plants, restrooms, buildings, playground equipment, etc.</i>	\$ 54,000	\$ 55,080	\$ 55,000
60259	Maintenance & Repair - Botanic Gardens <i>Reflects grant contribution for maintenance of the Botanic Gardens.</i>	\$ 14,000	\$ 14,280	\$ 16,000
60310	Equipment Rental <i>Covers cost of renting equipment needed for maintenance.</i>	\$ 500	\$ 510	\$ -
60800	Contract Services <i>Reflects contract services with Rafael Ruiz and Valley Gardener for cleaning and maintenance of City Parks.</i>	\$ 215,685	\$ 178,500	\$ 215,685
61110	Chemicals <i>Covers costs for pesticides, herbicides, and graffiti remover.</i>	\$ 250	\$ 255	\$ 250
61125	Small Equipment <i>Covers cost of equipment and tools needed for maintenance.</i>	\$ 500	\$ 510	\$ 510
61140	Operational Supplies <i>Covers cost of trash bags, dog bags, soaps, toilet paper, cleaning supplies, etc.</i>	\$ 4,500	\$ 4,590	\$ 4,590
61211	Utilities - Water <i>Reflects costs associated with water usage at the City Parks.</i>	\$ 60,000	\$ 61,200	\$ 75,000
61230	Utilities - Electricity <i>Reflects electricity cost at City Parks.</i>	\$ 9,000	\$ 9,180	\$ 9,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 552/PUBLIC WORKS - PARKS

		Budget 2019-20	Original 2020-21	Amended 2020-21
<u>MINOR CAPITAL</u>				
73500	Equipment <i>Reflects acquisition of park equipment.</i>	\$ 5,000	\$ 5,000	\$ 5,000
74100	Improvements <i>Includes costs for miscellaneous park development costs.</i>	\$ -	\$ -	\$ -



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	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



FUND 001- GENERAL

DEPARTMENT: 556 - LANDSCAPE MAINTENANCE

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

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



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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



DEPARTMENT EXPENDITURES

Public Works - General

Account: 001-558

Amended Revisions for FY 2020-21

2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	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
<u>MINOR CAPITAL SUBTOTAL:</u>	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
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FUND 001- GENERAL

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

EMPLOYEE SERVICES		Budget 2019-20	Original 2020-21	Amended 2020-21
	Public Works Director	0.40	0.40	0.40
	Facilities Maintenance Worker	0.40	0.40	0.40
	Parks Foreman	1.00	1.00	1.00
	Maintenance & Utility Fieldworker I (1)	0.40	0.40	0.40
	Journeyman Maintenance & Utility Fieldworker (2)	0.80	0.80	0.80
	Lead Maintenance & Utility Fieldworker (2)	0.80	0.80	0.80
	Accounting Technician (split with Finance, Planning, W & WW)	0.25	0.25	0.25
	Total:	4.05	4.05	4.05
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 299,331	\$ 309,225	\$ 324,680
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 4,472	\$ 4,615	\$ 4,840
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,160	\$ 1,160	\$ 1,160
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 41,089	\$ 44,258	\$ 49,006
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 8,623	\$ 8,625	\$ 10,226
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 46,769	\$ 46,769	\$ 47,290
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 16,310	\$ 17,675	\$ 17,425
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 437	\$ 437	\$ 437
OPERATING AND MAINTENANCE				
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Public Works employees; 100% of groundskeeper uniform.</i>	\$ 1,000	\$ 1,020	\$ 1,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

		Budget 2019-20	Original 2020-21	Amended 2020-21
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support.</i>	\$ 2,000	\$ 2,040	\$ 2,000
60250	Maintenance and Repair <i>Includes charges for City building, facilities, infrastructure and equipment maintenance and repair.</i>	\$ 70,000	\$ 71,400	\$ 71,400
60270	Maintenance - Vehicles <i>Reflects cost of City vehicle maintenance.</i>	\$ 10,000	\$ 10,200	\$ 10,200
60560	Signs <i>Includes sign replacement and upgrade of signs throughout the City caused by damage, missing, reflectivity, etc.</i>	\$ 8,000	\$ 8,160	\$ 8,000
60650	Membership & Publications <i>Includes dues to Association of State Floodplain Managers (ASFPM), American Society of Civil Engineers (ASCE), and Water Environment Federation (WEF).</i>	\$ 1,000	\$ 1,020	\$ 1,000
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 1,500	\$ 1,530	\$ 3,000
60800	Contract Services <i>Includes contract services for answering service (33 percent of cost), janitorial services, security systems for City Hall, and pest control services at City Hall, Post Office, Library, and Sheriff's Office.</i>	\$ 75,000	\$ 76,500	\$ 75,000
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 500	\$ 510	\$ 500
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 2,000	\$ 2,040	\$ 2,000
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,200	\$ 1,224	\$ 1,200
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 5,000	\$ 5,100	\$ 5,000
61211	Utilities - Water <i>Reflects costs associated with water usage for irrigation and potable water at City Hall and Council Chambers.</i>	\$ 35,000	\$ 35,700	\$ 35,000
61230	Utilities - Electricity <i>Reflects cost of electricity at City Hall and Council Chambers.</i>	\$ 950	\$ 969	\$ 950
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 8,000	\$ 8,160	\$ 8,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

		Budget 2019-20	Original 2020-21	Amended 2020-21
67575	Regulatory Compliance <i>Includes annual emission fee paid to Santa Barbara County.</i>	\$ 2,500	\$ 2,550	\$ 2,500
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 1,500	\$ 1,530	\$ 1,500
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 3,000	\$ 3,060	\$ 3,000

MINOR CAPITAL

71100	Property Acquisition <i>Reflects cost of acquiring property.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects systems upgrade to Windows 10.</i>	\$ -	\$ -	\$ 1,500
73100	Vehicle Replacement <i>Reflects cost of vehicle replacement.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Reflects acquisition of miscellaneous equipment.</i>	\$ 5,000	\$ 5,000	\$ 5,000
74100	Improvements <i>Includes Cash 4 Grass Rebate Program.</i>	\$ 25,000	\$ 25,000	\$ 25,000



DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>EMPLOYEE SERVICES</u>						
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
50120 Employer SS/MC [1]	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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	171,114	217,983	325,494	287,289	341,356	359,594
<u>OPERATING & MAINTENANCE</u>						
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 [1]	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
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	149,085	128,595	329,656	123,467	186,323	270,902
<u>MINOR CAPITAL</u>						
72100 Office Equipment	-	-	-	-	-	-
72200 Office Furniture	9,801	708	1,000	623	1,000	250
72300 Computer Equipment	-	-	-	1,541	-	1,800
<u>MINOR CAPITAL SUBTOTAL:</u>	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] 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. 25%/75% split between budget year FY 19/20 and FY 20/21 (\$50,000 and \$150,000, respectively). FY 20/21 budget amount reflects prior year carry over
 Economic Development Consultant - Kosmont Companies: \$20,000.
 Contract Planner - Metroventures: \$64,881



FUND 001- GENERAL

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

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

EMPLOYEE SERVICES		Budget 2019-20	Original 2020-21	Amended 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 <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 238,066	\$ 250,598	\$ 265,860
50010	Planning Commission Salaries <i>Includes monthly payment of \$100 per month per planning commissioner.</i>	\$ 6,000	\$ 6,000	\$ 5,000
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 3,473	\$ 3,655	\$ 3,880
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 873	\$ 873	\$ 875
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 21,762	\$ 24,036	\$ 26,055
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 6,858	\$ 6,990	\$ 8,373
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 34,047	\$ 34,047	\$ 33,482
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 14,085	\$ 14,827	\$ 15,740
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 329	\$ 329	\$ 329

DEPARTMENT: 565/COMMUNITY DEVELOPMENT -

EXPENDITURE NARRATIVE (continued)

PLANNING

		Budget 2019-20	Original 2020-21	Amended 2020-21
<u>OPERATING AND MAINTENANCE</u>				
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support.</i>	\$ 2,040	\$ 2,081	\$ 2,025
60250	Maintenance/Repair <i>Includes charges for copier and miscellaneous maintenance and repairs.</i>	\$ 510	\$ 520	\$ 520
60310	Equipment Rental <i>Reflects monthly lease expense for copier.</i>	\$ 6,120	\$ 6,242	\$ 8,000
60520	Advertising - Legal <i>Includes cost to publish public hearing notices, meeting announcements, etc. in the local newspaper.</i>	\$ 2,000	\$ 2,040	\$ 2,000
60650	Membership & Publications <i>Includes dues to California Association of Code Enforcement Offices (CACEO), Subscription to local newspaper, and misc. publications.</i>	\$ 816	\$ 832	\$ 1,850
60710	Travel & Training <i>Reflects costs for attendance at conferences and seminars for Planning Commission and Staff.</i>	\$ 5,100	\$ 5,202	\$ 5,200
60800	Contract Services <i>Includes contract services for Economic Development consultation with Kosmont Companies (\$20,000), Contract Planner with Metroventures (\$64,881) and Land Use/Circulation Element Update (\$50,000 for FY 19/20 and \$150,000 for FY 20/21 for a total cost of \$200,000).</i>	\$ 296,240	\$ 152,240	\$ 234,881
60830	Contract Services - Engineering <i>Includes contract services for GIS, CADD and mapping services.</i>	\$ 6,120	\$ 6,242	\$ 5,800
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 1,020	\$ 1,040	\$ 800
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 2,040	\$ 2,081	\$ 2,000
61131	Postage <i>Reflects costs associated with electricity cost at 331B Park Street, Planning Office.</i>	\$ -	\$ -	\$ 25
61241	Utilities - Electric <i>Reflects costs associated with electricity cost at 331B Park Street, Planning Office.</i>	\$ 2,550	\$ 2,601	\$ 2,601
67705	Telephone <i>Reflects cost of phone service at planning office and cell phone service for planning staff.</i>	\$ 5,100	\$ 5,202	\$ 5,200
<u>MINOR CAPITAL</u>				
72200	Office Furniture <i>Reflects cost for purchasing office equipment for Green Business Certification maintenance.</i>	\$ 1,000	\$ 1,000	\$ 250
72300	Computer Equipment <i>Reflects systems upgrade to Windows 10.</i>	\$ -	\$ -	\$ 1,800



Enterprise Funds



FUND 005 - WASTEWATER

DEPARTMENT: 701/WASTEWATER

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ 346,443	\$ 318,871	\$ 346,563	\$ 330,638	\$ 361,700	\$ 382,016
Operating & Maintenance	\$ 842,712	\$ 879,667	\$ 1,496,707	\$ 962,416	\$ 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	\$ 1,300,097	\$ 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 treatment 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.



DEPARTMENT EXPENDITURES

Wastewater (Sewer)

Account: 005-701

Amended Revisions for FY 2020-21

2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	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	111,396	404,000	560,720
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	842,712	879,667	1,496,707	962,416	1,382,362	1,500,455



DEPARTMENT EXPENDITURES (continued)

Wastewater (Sewer)

Account: 005-701

Amended Revisions for FY 2020-21

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

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>MINOR CAPITAL</u>						
72300 Computer Equipment	-	1,211	-	7,043	-	-
73100 Vehicle Replacement	-	-	-	-	-	-
73500 Equipment	2,998	6,198	25,000	-	-	25,000
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	2,998	7,409	25,000	7,043	-	25,000
701 - WASTEWATER TOTAL:	1,192,153	1,205,947	1,868,269	1,300,097	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.



FUND 005- WASTEWATER

DEPARTMENT: 701/WASTEWATER

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

EMPLOYEE SERVICES		Budget 2019-20	Original 2020-21	Amended 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 <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 254,943	\$ 265,979	\$ 280,720
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>		#	
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 3,849	\$ 4,009	\$ 4,223
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 902	\$ 902	\$ 902
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 28,213	\$ 30,840	\$ 35,021
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 7,344	\$ 7,419	\$ 8,842
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 36,892	\$ 36,892	\$ 36,650
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 14,080	\$ 15,319	\$ 15,317
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 340	\$ 340	\$ 341

EXPENDITURE NARRATIVE (continued)
FUND 005

DEPARTMENT: 701/WASTEWATER

		Budget 2019-20	Original 2020-21	Amended 2020-21
<u>OPERATING AND MAINTENANCE</u>				
50600	Insurance - Liability <i>Includes 10 percent of City's liability insurance. 80 percent of cost is charged to the General Fund, and the remaining 10 percent to the Water Fund.</i>	\$ 10,000	\$ 10,200	\$ 7,500
50610	Insurance - Property <i>Includes 40 percent of City's fire insurance. 20 percent of cost is charged to the General Fund, and the remaining 40 percent to the Water Fund. This cost also includes earthquake and flood insurance on City property.</i>	\$ 7,650	\$ 7,803	\$ 7,803
60021	Audit <i>Reflects a 33 percent cost of the annual financial audit. Costs are split between the General, Wastewater, and Water Funds.</i>	\$ 9,500	\$ 9,690	\$ 9,690
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Wastewater Plant operators.</i>	\$ 1,100	\$ 1,122	\$ 1,100
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support which includes SCADA and Tyler Accounting Software</i>	\$ 12,500	\$ 12,750	\$ 12,750
60211	Data Processing Contract Maintenance <i>Includes cost for support for Utility Billing Software.</i>	\$ -	\$ -	\$ -
60250	Maintenance/Repair <i>Includes charges for Wastewater Treatment Plant maintenance and repair.</i>	\$ 100,000	\$ 102,000	\$ 75,000
60270	Maintenance - Vehicles <i>Reflects cost of city vehicle maintenance.</i>	\$ 6,000	\$ 6,120	\$ 8,000
60650	Membership & Publications <i>Includes dues to Water Reuse Association, California Water Environment Association, and to the State Water Resource Board.</i>	\$ 800	\$ 816	\$ 1,500
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 4,000	\$ 4,080	\$ 4,000
60800	Contract Services <i>Includes contract services with Autosys, Wallace Group, Fluid Resource Management, answering service, water sample delivery, bio solid waste handling, safety equipment servicing and laundry service.</i>	\$ 250,000	\$ 255,000	\$ 250,000
60830	Contract Services - Engineering <i>Includes contract engineering services for work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades, and Regional Water Quality Control Board (RQQCB) compliance and permitting, sewer network model and inflow/infiltration study upgrade.</i>	\$ 50,000	\$ 51,000	\$ 50,000

EXPENDITURE NARRATIVE (continued)
FUND 005

DEPARTMENT: 701/WASTEWATER

		Budget 2019-20	Original 2020-21	Amended 2020-21
60900	Miscellaneous <i>Other costs are due to various small WWTP related purchases.</i>	\$ 5,600	\$ 5,712	\$ 8,600
61131	CalPERS Unfunded Accrual Liability <i>Includes CalPERS Unfunded Liability (split with Water and General Fund). The Wastewater's CalPERS liability is 15 percent of the total cost (\$156,312). This is a new account effective 7/1/19 for better transparency related to pension costs. Allocation to Water fund is 15 percent and allocation to General Fund is 70 percent.</i>	\$ 29,554	\$ 30,425	\$ 23,450
61211	Chemical/Analysis <i>Reflects costs associated with wastewater testing.</i>	\$ 35,000	\$ 35,700	\$ 35,000
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 2,000	\$ 2,040	\$ 2,000 \$ -
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 2,000	\$ 2,040	\$ 2,000
61131	Postage <i>Reflects postage costs for utility bills.</i>	\$ 5,100	\$ 5,202	\$ 5,100
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 4,500	\$ 4,590	\$ 4,500
61211	Utilities - Water <i>Reflects cost of water service at Wastewater Treatment Plant.</i>	\$ 6,000	\$ 6,120	\$ 6,000
61230	Utilities - Electricity <i>Reflects cost of electricity at Wastewater Treatment Plant.</i>	\$ 102,000	\$ 104,040	\$ 104,040
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 5,100	\$ 5,202	\$ 5,202
67575	Regulatory Compliance <i>Includes annual compliance fees and permits with various regulatory agencies including: Air Pollution Board, Regional Water Quality Control Board, and County of Santa Barbara.</i>	\$ 25,000	\$ 25,500	\$ 25,500
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 2,000	\$ 2,040	\$ 2,000
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 8,500	\$ 8,670	\$ 8,500
68110	Depreciation <i>Includes the depreciation of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.</i>	\$ 275,000	\$ 280,500	\$ 280,500

EXPENDITURE NARRATIVE (continued)
FUND 005

DEPARTMENT: 701/WASTEWATER

		Budget 2019-20	Original 2020-21	Amended 2020-21
69100	Transfer to Other Funds (WW Capital) <i>Includes transfers from reserves for CIP. See Wastewater Capital Fund for details.</i>	\$ 537,803	\$ 404,000	\$ 560,720

MINOR CAPITAL

72300	Computer Equipment <i>Reflects systems upgrade to Windows 10.</i>	\$ -	\$ -	\$ -
73100	Vehicles <i>Reflects cost of vehicle replacement.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Reflects acquisition of Wastewater Treatment Plant equipment.</i>	\$ 25,000	\$ -	\$ 25,000
74100	Improvements <i>Includes improvements for Wastewater Treatment Plan.</i>	\$ -	\$ -	\$ -



FUND 006 - WASTEWATER CAPITAL

DEPARTMENT: 702/WASTEWATER CAPITAL

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 494	\$ 786	\$ 647,916	\$ 162,306	\$ 486,000	\$ 586,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 494	\$ 786	\$ 647,916	\$ 162,306	\$ 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.



DEPARTMENT EXPENDITURES

Wastewater Capital

Account: 006-702

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
68110 Depreciation	494	786	22,916	22,916	36,000	36,000
69100 Transfer to Other Funds for CIPs	-	-	625,000	139,390	450,000	550,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	494	786	647,916	162,306	486,000	586,000
<u>MINOR CAPITAL</u>						
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL</u>	-	-	-	-	-	-
006-702 WASTEWATER CAPITAL TOTAL:	494	786	647,916	162,306	486,000	586,000



**FUND 006-
WASTEWATER CAPITAL**

DEPARTMENT: 702/WASTEWATER CAPITAL

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

		Budget 2019-20	Original 2020-21	Amended 2020-21
<u>OPERATING AND MAINTENANCE</u>				
68110	Depreciation <i>Estimated depreciation. Includes the depreciation of utility plant, buildings, underground lines, vehicles, etc. Excludes land.</i>	\$ 22,916	\$ 36,000	\$ 36,000
69100	Transfer to Other Funds <i>Includes charges for the following Capital Improvement Projects (CIP) Fund 092:</i>	\$ 625,000	\$ 450,000	\$ 550,000
	<i>Project #702: Sewer Collections System Clean CCTV</i>	\$ -	\$ -	\$ -
	<i>Project #703: WWTP and Lift Station security and reliability project</i>	\$ -	\$ -	\$ -
	<i>Project #704: Sewer Line Replacement</i>	\$ 325,000	\$ 150,000	\$ 250,000
	<i>Project #706: WWTP Facilities Maintenance</i>	\$ 300,000	\$ 300,000	\$ 300,000



FUND 020 - WATER

DEPARTMENT: 601/WATER

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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	\$ 2,134,789	\$ 2,411,820	\$ 2,473,593
Minor Capital	\$ 1,656	\$ -	\$ 10,000	\$ 2,621	\$ -	\$ 10,000
Department Total	\$ 1,990,115	\$ 2,155,374	\$ 2,846,546	\$ 2,468,048	\$ 2,773,520	\$ 2,865,609

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

Water

Account: 020-601

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>EMPLOYEE SERVICES</u>						
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
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	347,134	320,896	346,563	330,638	361,700	382,016
<u>OPERATING & MAINTENANCE</u>						
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	230,728	262,850	321,530
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	1,641,326	1,834,478	2,489,984	2,134,789	2,411,820	2,473,593



DEPARTMENT EXPENDITURES (continued)

Water

Account: 020-601

Amended Revisions for FY 2020-21

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

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>MINOR CAPITAL</u>						
72300 Computer Equipment	-	-	-	3,940	-	-
73100 Vehicle Replacement	-	-	-	-	-	-
73500 Equipment	1,656	-	10,000	2,621	-	10,000
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	1,656	-	10,000	2,621	-	10,000
601 - WATER TOTAL:	1,990,115	2,155,374	2,846,546	2,468,048	2,773,520	2,865,609

- [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.



FUND 020- WATER

DEPARTMENT: 601/WATER

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

EMPLOYEE SERVICES		Budget 2019-20	Original 2020-21	Amended 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 <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 254,943	\$ 265,979	\$ 280,720
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 3,849	\$ 4,009	\$ 4,223
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 902	\$ 902	\$ 902
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 28,213	\$ 30,840	\$ 35,021
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 7,344	\$ 7,419	\$ 8,842
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 36,892	\$ 36,892	\$ 36,650
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 14,080	\$ 15,319	\$ 15,317
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 340	\$ 340	\$ 341

EXPENDITURE NARRATIVE (continued)
FUND 020

DEPARTMENT: 601/WATER

		Budget 2019-20	Original 2020-21	Amended 2020-21
<u>OPERATING AND MAINTENANCE</u>				
50600	Insurance - Liability <i>Includes 10 percent of City's liability insurance. 80 percent of cost is charged to the General Fund, and the remaining 10 percent to the Wastewater Fund.</i>	\$ 10,000	\$ 10,200	\$ 7,500
50610	Insurance - Property <i>Includes 40 percent of City's fire insurance. 20 percent of cost is charged to the General Fund, and the remaining 40 percent to the Wastewater Fund. This cost also includes earthquake and flood insurance on City property.</i>	\$ 7,650	\$ 7,803	\$ 7,803
60021	Audit <i>Reflects a 33 percent cost of the annual financial audit. Costs are split between the General, Wastewater, and Water Funds.</i>	\$ 9,500	\$ 9,690	\$ 9,690
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Water Department employees.</i>	\$ 1,000	\$ 1,020	\$ 1,000
			#	
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support which includes SCADA and Tyler Accounting Software.</i>	\$ 15,000	\$ 15,300	\$ 15,000
60211	Data Processing Contract Maintenance <i>Includes cost for support for Utility Billing Software.</i>	\$ -	\$ -	\$ -
60250	Maintenance/Repair <i>Includes charges for Water Plant maintenance and repair.</i>	\$ 50,000	\$ 51,000	\$ 65,000
60270	Maintenance - Vehicles <i>Reflects cost of city vehicle maintenance.</i>	\$ 6,000	\$ 6,120	\$ 6,120
60550	Printing <i>Reflects cost for printing billing statements.</i>	\$ -	\$ -	\$ -
60650	Membership & Publications <i>Includes membership dues for the American Works Association (AEEA), Cross Connection, Santa Barbara Purveyors Association, Underground Service Alert (USA), etc.</i>	\$ 3,000	\$ 3,060	\$ 3,000
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 12,000	\$ 12,240	\$ 9,000
60800	Contract Services <i>Includes contract services for 33 percent of answering service, Backflow program management, SCADA maintenance program, courier, and rate study.</i>	\$ 85,000	\$ 86,700	\$ 85,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 601/WATER

FUND 020

		Budget 2019-20	Original 2020-21	Amended 2020-21
60830	Contract Services - Engineering <i>Includes services for water system modeling and Atlas mapping.</i>	\$ 75,000	\$ 76,500	\$ 75,000
60900	Miscellaneous <i>Other costs are due to various small water treatment plan related purchases.</i>	\$ 5,500	\$ 5,610	\$ 9,000
61131	CalPERS Unfunded Accrued Liability <i>Includes CalPERS Unfunded Liability (split with Wastewater and General Fund). The Water Fund's CalPERS liability is 15 percent of the cost (\$156,312).</i>	\$ 29,554	\$ 30,425	\$ 23,450
61211	Chemical/Analysis <i>Reflects costs associated with water testing.</i>	\$ 40,000	\$ 40,800	\$ 40,000
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 3,000	\$ 3,060	\$ 3,000
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 2,000	\$ 2,040	\$ 2,000
61131	Postage <i>Reflects postage costs for utility bills.</i>	\$ 5,100	\$ 5,202	\$ 5,100
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 1,500	\$ 1,530	\$ 1,500
61240	Meter Expense <i>Reflects cost for new and replacement meters. New meter expense is offset by meter installation revenue.</i>	\$ 25,000	\$ 25,500	\$ 25,000
61230	Utilities - Electricity <i>Reflects cost of electricity at Water Treatment Plant.</i>	\$ 140,000	\$ 140,000	\$ 140,000
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 6,000	\$ 6,120	\$ 6,000
67575	Regulatory Compliance <i>Includes annual compliance fees and permits with various regulatory agencies including: State Water Resources Control Board (SWRCB) and County of Santa Barbara.</i>	\$ 21,000	\$ 21,420	\$ 21,000
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 1,500	\$ 1,530	\$ 1,500
67610	Santa Ynez River Appropriation <i>Reflects annual groundwater charges.</i>	\$ 25,000	\$ 25,500	\$ 30,000

EXPENDITURE NARRATIVE (continued)
FUND 020

DEPARTMENT: 601/WATER

		Budget 2019-20	Original 2020-21	Amended 2020-21
67635	State Water Project <i>Reflects charges to Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.</i>	\$ 1,300,000	\$ 1,326,000	\$ 1,326,000
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 10,000	\$ 10,200	\$ 10,000
68110	Depreciation <i>Includes the depreciation of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.</i>	\$ 220,000	\$ 224,400	\$ 224,400
69100	Transfer to Other Funds (Water Capital) <i>Includes transfers from reserves for CIP. See Water Capital Fund for details.</i>	\$ 380,680	\$ 262,850	\$ 321,530

MINOR CAPITAL

72300	Computer Equipment <i>Reflects systems upgrade to Windows 10.</i>	\$ -	\$ -	\$ -
73100	Vehicles <i>Reflects cost of vehicle replacement.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Includes sampling, sounding, and generators.</i>	\$ 10,000	\$ -	\$ 10,000
74100	Improvements <i>Includes improvements for Water Treatment Plant improvements, buildings, filters, booster stations, and ClearSCADA software.</i>	\$ -	\$ -	\$ -



FUND 021 - WATER CAPITAL

DEPARTMENT: 602/WATER CAPITAL

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 1,383	\$ 1,887	\$ 624,000	\$ 382,097	\$ 437,000	\$ 387,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,383	\$ 1,887	\$ 624,000	\$ 382,097	\$ 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.

2019-2020 ACCOMPLISHMENTS

- Reference Fund 020 Water.

DEPARTMENTAL GOALS

- Reference Fund 020 Water.

OBJECTIVES

- Reference Fund 020 Water.



DEPARTMENT EXPENDITURES

Water Capital

Account: 021-602

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
68110 Depreciation	1,383	1,887	24,000	24,000	37,000	37,000
69100 Transfer to Other Funds for CIPs [1]	-	-	600,000	358,097	400,000	350,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	1,383	1,887	624,000	382,097	437,000	387,000
<u>MINOR CAPITAL</u>						
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	-	-	-	-
021-602 WATER CAPITAL TOTAL:	1,383	1,887	624,000	382,097	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

Amended Revisions for FY 2020-21

		Budget 2019-20	Original 2020-21	Amended 2020-21
<u>OPERATING AND MAINTENANCE</u>				
68110	Depreciation <i>Estimated depreciation. Includes the depreciation of utility plant, buildings, underground lines, etc. Excludes land.</i>	\$ 24,000	\$ 37,000	\$ 37,000
69100	Transfer to Other Funds <i>Includes charges for the following Capital Improvement Projects (CIP) Fund 092.</i>	\$ 600,000	\$ 400,000	\$ 350,000
	<i>Project #603: WTP Facilities Improvement</i>	\$ 150,000	\$ 150,000	\$ 150,000
	<i>Project #607: Water Meter Upgrades</i>	\$ 100,000	\$ 100,000	\$ 100,000
	<i>Project#608: WTP/Booster Power Reliability</i>	\$ 200,000	\$ -	\$ -
	<i>Project#609: Supplemental Well/WTP Feasibility</i>	\$ 50,000	\$ 50,000	
	<i>Project#610: Water Distribution System Improvement</i>	\$ 100,000	\$ 100,000	\$ 100,000
	<i>Project#611: Recycled Water Concept/Feasibility - Joint Project</i>	\$ -	\$ -	\$ -



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Special Revenue Funds



FUND 023 - HOUSING

DEPARTMENT: 580/HOUSING

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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.

2019-2020 ACCOMPLISHMENTS

- Provided assistance to low-income residents in the City.

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.



DEPARTMENT EXPENDITURES

Housing

Account: 023-580

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
60800 Contract Services	-	-	-	-	-	-
67385 Housing Assistance	-	-	-	-	-	-
67470 Mobile Home Repair	2,000	1,000	3,000	-	3,000	3,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	2,000	1,000	3,000	-	3,000	3,000
<u>MINOR CAPITAL</u>						
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	-	-	-	-
023 -HOUSING TOTAL:	2,000	1,000	3,000	-	3,000	3,000



FUND 023-HOUSING

DEPARTMENT: 580/HOUSING

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

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



FUND 025 - GAS TAX

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

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 365,952	\$ 241,232	\$ 349,575	\$ 172,900	\$ 352,253	\$ 648,120
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 365,952	\$ 241,232	\$ 349,575	\$ 172,900	\$ 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 #092-318: 2019-20 Road Maintenance Project
 - CIP Project #092-319: 2020-21 Road Maintenance Project



DEPARTMENT EXPENDITURES

Gas Tax

Account: 025-55X

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
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	104,327	238,013	536,120
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	365,952	241,232	349,575	172,900	352,253	648,120
025 -GAS TAX TOTAL:	365,952	241,232	349,575	172,900	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.



FUND 025-GAS TAX

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

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

		Budget 2019-20	Original 2020-21	Amended 2020-21
<u>OPERATING AND MAINTENANCE</u>				
60800	Contract Services <i>Reflects general engineering costs as required by the City and cost for engineering services for street operational improvements.</i>	\$ 85,000	\$ 86,700	\$ 85,000
60830	Contract Services - Engineering <i>Reflects costs related to traffic safety studies.</i>	\$ 15,000	\$ 15,300	\$ 15,000
67265	Encroachment Permit Processing <i>Reflects costs associated with encroachment permits processing.</i>	\$ 10,000	\$ 10,200	\$ 10,000
67695	Annual Street Report <i>Reflects General Engineering cost as requested by the City.</i>	\$ 2,000	\$ 2,040	\$ 2,000
77000	Transfer to Other Funds (for CIPs) <i>Includes charges for the following Capital Improvement Projects (CIP). <u>Reference Fund 092.</u></i>	\$ 237,575	\$ 238,013	\$ 536,120
	<i>Project #307 - McMurray Road Widening/TS Improvement</i>	\$ 75,000	\$ 150,000	\$ 150,000
	<i>Project#317 - Road Maintenance 18/19</i>	\$ 75,000	\$ -	\$ -
	<i>Project #318 - Road Maintenance 19/20</i>	\$ 87,575	\$ -	\$ 85,675
	<i>Project #319 - Road Maintenance 20/21</i>	\$ -	\$ 88,013	\$ 300,445



FUND 027 - LOCAL TRANSPORTATION FUND

DEPARTMENT: 559/TDA GRANT

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 46,622	\$ 27,216	\$ 226,500	\$ 205,500	\$ 127,800	\$ 129,500
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 46,622	\$ 27,216	\$ 226,500	\$ 205,500	\$ 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.



DEPARTMENT EXPENDITURES

Local Transportation

Account: 027-559

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
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	99,000	20,000	23,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	46,622	27,216	226,500	205,500	127,800	129,500
027 - LOCAL TRANSPORTATION TOTAL:	46,622	27,216	226,500	205,500	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

Amended Revisions for FY 2020-21

		Budget 2019-20	Original 2020-21	Amended 2020-21
OPERATING AND MAINTENANCE				
67115	Breeze Extension Pilot <i>Reflects annual operating cost of Breeze 200 transit service.</i>	\$ 65,000	\$ 66,300	\$ 65,000
67445	Lompoc - Wine Country Express <i>Reflects cost of Wine Country Express transit service.</i>	\$ 20,000	\$ 20,000	\$ 20,000
67685	SYVT Dial-A-Ride Subsidy <i>Reflects annual cost of SYV Dial-A-Ride Subsidy.</i>	\$ 1,500	\$ 1,500	\$ 1,500
69400	Bikes and Trails transfer to Reserves <i>Reflects amount set-aside to fund future bike and trail projects.</i>	\$ 20,000	\$ 20,000	\$ 20,000
77000	Transfer to Other Funds (for CIPs) <i>Includes charges for the following Capital Improvement Projects (CIP). <u>Reference Fund 092.</u></i>	\$ 120,000	\$ 20,000	\$ 23,000
	<i>Project #207 - Santa Ynez River Trail Conceptual Plan and Feasibility Study</i>	\$ 20,000	\$ 20,000	\$ 20,000
	<i>Project #308 - North Avenue of Flags Park and Ride</i>	\$ 100,000	\$ -	\$ 3,000



FUND 029 -TRANSPORTATION PLANNING

DEPARTMENT: 557/ENGINEERING

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
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.



DEPARTMENT EXPENDITURES

Transportation Planning

Account: 029-557

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
60800 Contract Services	40,415	32,965	45,000	38,667	45,000	45,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	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



**FUND 029 - TRANSPORTATION
PLANNING**

DEPARTMENT: 557/ENGINEERING

EXPENDITURE DETAIL NARRATIVE

Amended Revisions for FY 2020-21

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



FUND 031 - MEASURE A

DEPARTMENT: 560/MEASURE A

Amended Revisions for FY 2020-21

DEPARTMENT SUMMARY	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 497,846	\$ 218,800	\$ 646,925	\$ 437,511	\$ 301,487	\$ 589,093
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 497,846	\$ 218,800	\$ 646,925	\$ 437,511	\$ 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



DEPARTMENT EXPENDITURES

Measure A

Account: 031-560

Amended Revisions for FY 2020-21

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Est. YTD	2020-21 Original	2020-21 Amended
<u>OPERATING & MAINTENANCE</u>						
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	373,011	236,987	524,593
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	497,846	218,800	646,925	437,511	301,487	589,093
031 -MEASURE A TOTAL:	497,846	218,800	646,925	437,511	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

Amended Revisions for FY 2020-21

		Budget 2019-20	Original 2020-21	Amended 2020-21
<u>OPERATING AND MAINTENANCE</u>				
69100	Transfer to Other Funds <i>Includes transfer to Fund 027 (LTF) for transit operating costs (\$54,500) and allocation for Multi-Purpose Trail reserve (\$10,000).</i>	\$ 64,500	\$ 64,500	\$ 64,500
77000	Transfer to Other Funds for CIP <i>Includes charges for the following Capital Improvement Projects (CIP). Reference Fund 092.</i>	\$ 582,425	\$ 236,987	\$ 524,593
	<i>Project #317 - Road Maintenance Project 18/19</i>	\$ 345,000	\$ -	\$ -
	<i>Project #318 - Road Maintenance Project 19/20</i>	\$ 237,425	\$ -	\$ 232,325
	<i>Project #319 - Road Maintenance Project 20/21</i>	\$ -	\$ 236,987	\$ 292,268



Capital Improvement Plan (CIP Budget)

2020 through 2025

CAPITAL IMPROVEMENT PROGRAM

MID-CYCLE UPDATE RELATED TO FY 2020-21

Capital Improvement Program Summary

The Capital Improvement Plan (CIP) includes completion of current projects, new investments and important reinvestments in critical infrastructure projects. Funds allocated for capital projects will be spent during the first fiscal year of the biennial budget or will be rolled forward to future years if not expended in the first fiscal year. The CIP Plan includes line item details explaining expenditures, funding source and summarizes projects by category and funding source.

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

100's – Storm Drain Projects

200's – Facilities/Public Buildings

300's – Street Projects

400's – Parks

500's – Unassigned

600's – Water Projects

700's – Sewer Projects

A capital project is usually a one-time expenditure, but may be funded over several years. In some cases, some capital projects are ongoing through cycles and phases and budgeted every year. The City CIP program serves as a tool for long-term capital planning efforts. The City adopts a five-year CIP budget to provide budget forecasting for capital projects according to priority and available funding. The total five-year CIP budget for fiscal year beginning 7/1/2020 and ending 6/30/2025 is \$16,910,641.

Capital Projects are funded through the General Fund, Water Capital Fund, Wastewater Capital Fund and Special Revenue Funds. Revenue from Gas Tax, Local Transportation, and Measure A are used for street and traffic related improvements. Revenue from these sources must meet a "minimum of effort" (MOE) requirement to ensure that funds do not supplant existing levels of general revenue spending on streets and roads. The total amount allocated for Capital Projects for FY 2020/21 is \$4,567,373. The following is the Capital Project allocation per fund:

- 001- General Fund: \$2,583,660
- 006 – Wastewater Capital Fund: \$ 550,000
- 021 – Water Capital Fund: \$ 350,000
- 025- Gas Tax Fund: \$536,120
- 027 – Local Transportation Fund: \$23,000
- 031- Measure A Fund: \$524,593

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

1. *Critical: Need arising from safety issues and concerns, assessed need nearing critical failure.*
2. *Urgent: Need approaching critical failure, regulatory requirement, and scheduled maintenance/repair.*
3. *High: Scheduled repair, repair/replacement that has exceeded useful life, identified planned projects for future*
4. *Other: Does not meet any of the other criteria dimensions.*

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

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

Impact on Operating Budget Maintenance of road, drainage and facility improvements is an ongoing obligation that is a normal part of the City’s operating budget. Many of the road and drainage projects included in the CIP are improvements to existing infrastructure. Each individual project description sheet that follows summarizes the anticipated impact of the project on the operating budget. In addition, a summary of the estimated impact of the entire CIP by year on the operating budget from 2020 – 2025 is included in this section of the budget document. Operating impacts are ongoing costs associated with the approval of a capital project. Examples of operating impacts are personnel costs, utility costs or operating supplies. The cumulative impact of all of the CIP projects, as detailed in the summary table, will be taken into consideration as the City creates future year operating budgets.

Changes to the originally adopted budget

On the CIP Budget adopted on May 23, 2019, the amount appropriated by each funding source was only budgeted for fiscal year 2019/20. The funding source allocation for fiscal year 2020-21 was estimated for planning purposes. On the revised CIP Budget adopted June 25, 2020 for fiscal year 2020/21, new appropriations were allocated and funding sources were identified.

The total estimated capital expenditures for FY 2019/20 are \$2,869,708. The amount adopted for FY 2019/20 is \$5,226,273. The revised total CIP budget for FY 2020/21 shows an increase of \$927,373 compared to the originally adopted budget. The increase is due to the carryover amounts from FY 2019/20 and other adjustments. Table 1 on the following page illustrates \$1,399,119 of unspent capital expenditures will be carried over to FY 2020/21.

TABLE 1

Project No.	Project Description	FY 2019/20 Budget	FY 2019/20 Estimates	FY 2019/20 Budget Remaining	Carryover to FY 2020/21
092-215	Avenue of Flags Median 2	\$ 1,277,773	\$ 732,358	\$ 545,415	\$ 438,273
092-217	River View Park Court Resurfacing	\$ 80,000	\$ -	\$ 80,000	\$ 80,000
092-307	McMurray Road Widening	\$ 200,000	\$ 55,000	\$ 145,000	\$ 145,000
092-308	North Park and Ride	\$ 100,000	\$ 97,000	\$ 3,000	\$ 3,000
092-311	Industrial Way Street Lights	\$ 82,500	\$ 15,000	\$ 67,500	\$ 67,500
092-318	Road Maintenance Project FY 2019/20	\$ 475,000	\$ 56,000	\$ 419,000	\$ 418,600
092-704	Sewer Line Replacement	\$ 325,000	\$ 78,254	\$ 246,746	\$ 246,746
Total Carryover:				\$ 1,506,661	\$ 1,399,119

Project No.	Project Description	FY 2020/2021 Originally Adopted	Carryover from FY 2020/21	Adjustments	FY 2020/21 Revised Budget
092-102	Storm Drain Outfall Repairs & Re-Establishment	\$ 40,000	\$ -	\$ (40,000)	\$ -
092-207	Santa Ynez River Trail	\$ 50,000	\$ -	\$ -	\$ 50,000
092-215	Avenue of Flags Median 2	\$ 1,000,000	\$ 438,273	\$ -	\$ 1,438,273
092-217	River View Park Court Resurfacing	\$ -	\$ 80,000	\$ -	\$ 80,000
092-218	RVP/Oak Park Facilities Painting	\$ 25,000	\$ -	\$ (25,000)	\$ -
092-307	McMurray Road Widening	\$ 600,000	\$ 145,000	\$ (575,000)	\$ 170,000
092-308	North Park and Ride	\$ -	\$ 3,000	\$ -	\$ 3,000
092-311	Industrial Way Street Lights	\$ 400,000	\$ 67,500	\$ -	\$ 467,500
092-314	SD Inlet/Catch Basin Retrofit	\$ 150,000	\$ -	\$ -	\$ 150,000
092-318	Road Maintenance Project FY 2019/20	\$ -	\$ 418,600	\$ -	\$ 418,600
092-319	Road Maintenance Project FY 2020/21	\$ 475,000	\$ -	\$ 365,000	\$ 840,000
092-401	River View Park Misc. Improvements	\$ 50,000	\$ -	\$ -	\$ 50,000
092-603	Water Treatment Plant Improvements	\$ 150,000	\$ -	\$ -	\$ 150,000
092-607	Water Meter Upgrades	\$ 100,000	\$ -	\$ -	\$ 100,000
092-609	Supplemental Well/WTP Feasibility	\$ 50,000	\$ -	\$ (50,000)	\$ -
092-610	Water Distribution System Improvements	\$ 100,000	\$ -	\$ -	\$ 100,000
092-704	Sewer Line Replacement	\$ 150,000	\$ 246,746	\$ (146,746)	\$ 250,000
092-706	Wastewater Treatment Plant Improvements	\$ 300,000	\$ -	\$ -	\$ 300,000
Total:		\$ 3,640,000	\$ 1,399,119	\$ (471,746)	\$ 4,567,373

After the first preliminary budget review presented to City Council on May 28, 2020, staff further analyzed all proposed Capital Budgets. The proposed capital expenditures at that time totaled \$7,428,273 compared to the newly allocated amount of \$4,567,373 for FY 2020/21. The proposed amount included all originally adopted FY 2020/21 allocations in addition to estimated carryovers and an increase in estimated construction cost for Project #092-319 Road Maintenance Project. The decrease for FY 2020/21 Revised Budget was achieved by deferring certain capital projects to future fiscal years and more accurately estimating the FY 2019/20 capital expenditures. The total impact to the FY 2019/20 estimated amounts, from the preliminary budget review to current, have increased about \$1,000,000. In other words, \$1,000,000 of the previously proposed FY 2020/21 capital expenditures will be paid out before the end of FY 2019/20, reducing the budget in FY 2020/21.

The following Capital Projects were deferred to future years: Project #092-102 Storm Drain Repairs, Project #092-307 McMurray Road widening, and 092-609 Supplemental Well/Water Treatment Plant Improvements. Project#092-319 Road Maintenance Project FY 2020/21 was split into FY 2020/21 and FY 2021/22 instead of expending the total cost of the project into one fiscal year. All other road maintenance projects were deferred one year. The deferment of projects allowed a \$1,865,000 decrease in projected FY 2020/21 capital expenditures.



City of Buellton
Capital Improvement Project (CIP) Funding by fund
For Fiscal Year: 2019-20

Project Number	PROJECT DESCRIPTION	2019-20 Fund Allocation - Estimates						FY 19-20 Budget	FY 19-20 YTD Est*
		General Fund	Gas Tax	LTF	MA	Water	WW		
092-102	Storm Drain Outfall Repairs & Re-Establishment	-	-	-	-	-	-	40,000	-
092-201	Facilities Maintenance and Painting	-	-	-	-	-	-	-	-
092-207	Santa Ynez River Trail	3,000	-	2,000	-	-	-	50,000	5,000
092-211	Village Park Improvements	157,455	-	-	-	-	-	216,000	157,455
092-214	City Hall Emergency Generator/Electrical Replacement	-	-	-	-	-	-	40,000	-
092-215	Ave of Flags Specific Plan Implementation *	732,358	-	-	-	-	-	1,277,773	732,358
092-217	RVP Basketball Court Resurfacing *	-	-	-	-	-	-	80,000	-
092-218	RVP/Oak Park Facilities Painting	-	-	-	-	-	-	-	-
092-306	Phase III Hwy 246/Sycamore Ped Xing	527,911	-	-	-	-	-	670,000	527,911
092-307	McMurray Road Widening / TS Improvements *	33,000	22,000	-	-	-	-	200,000	55,000
092-308	North Avenue of Flags Park and Ride *	-	-	97,000	-	-	-	100,000	97,000
092-311	Industrial Way Street Lights *	15,000	-	-	-	-	-	82,500	15,000
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	-	-	-	-	-	150,000	150,000
092-315	Ave of Flags Pedestrian/Drainage Improvements	-	-	-	-	-	-	-	-
092-317	2018-19 Road Maintenance Project	144,323	72,161	-	345,014	-	-	570,000	561,498
092-318	2019-20 Road Maintenance Project *	17,837	10,166	-	27,997	-	-	475,000	56,000
092-319	2020-2021 Road Maintenance Project	-	-	-	-	-	-	-	-
092-401	Miscellaneous River View Park Improvements	15,000	-	-	-	-	-	50,000	15,000
092-603	WTP Facilities Improvement	-	-	-	-	33,663	-	150,000	33,663
092-607	Water Meter Upgrades	-	-	-	-	79,434	-	100,000	79,434
092-608	WTP/Booster Power Reliability	-	-	-	-	170,000	-	200,000	170,000
092-609	Supplemental Well/WTP Feasibility	-	-	-	-	-	-	50,000	-
092-610	Water Distribution System Improvements	-	-	-	-	75,000	-	100,000	75,000
092-704	Sewer Line Replacement *	-	-	-	-	-	78,254	325,000	78,254
092-706	WWTP Facilities Improvements	-	-	-	-	-	61,136	300,000	61,136
		1,795,883	104,327	99,000	373,011	358,097	139,390	5,226,273	2,869,708

* Carryover allocations to specific funds will be done at mid-year for fiscal year 2020-21



City of Buellton
Capital Improvement Project (CIP) Funding by fund
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 Amended	2020-21 Fund Allocation *					
						General Fund	Gas Tax	LTF	Measure A	Water	WW
092-102	Storm Drain Outfall Repairs & Re-Establishment	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	-	-	-	-	-	-	-	-	-
092-215	Ave of Flags Specific Plan Implementation	1,277,773	438,273	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	145,000	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	-	-	-	-	-
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	418,600	carryover	418,600	100,600	85,675	-	232,325	-	-
092-319	2020-2021 Road Maintenance 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	-	-	-	-	-	-	-
092-610	Water Distribution System Improvements	100,000	-	100,000	100,000	-	-	-	-	100,000	-
092-704	Sewer Line Replacement	325,000	246,746	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	1,399,119	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 6/30/25

Project Number	Project Description	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total Project Cost	Start Date	End Date	Improvement Type
		Budget	Amended	Projected	Projected	Projected	Projected	(includes prior year actuals & future budgets)			
092-102	Storm Drain Outfall Repairs and Re-Establishment	40,000	-	40,000	40,000	40,000	-	120,000	Jul-21		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	100,000	3,000	250,000	-	-	-	325,140	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	-	-	-	-	-	646,615	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	Miscellaneous 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:		5,226,273	4,567,373	3,240,000	1,540,000	1,415,000	850,000	16,910,641			

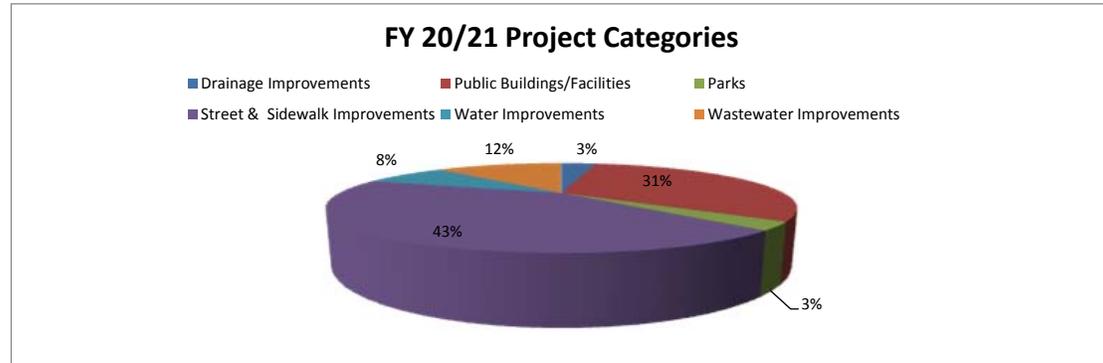
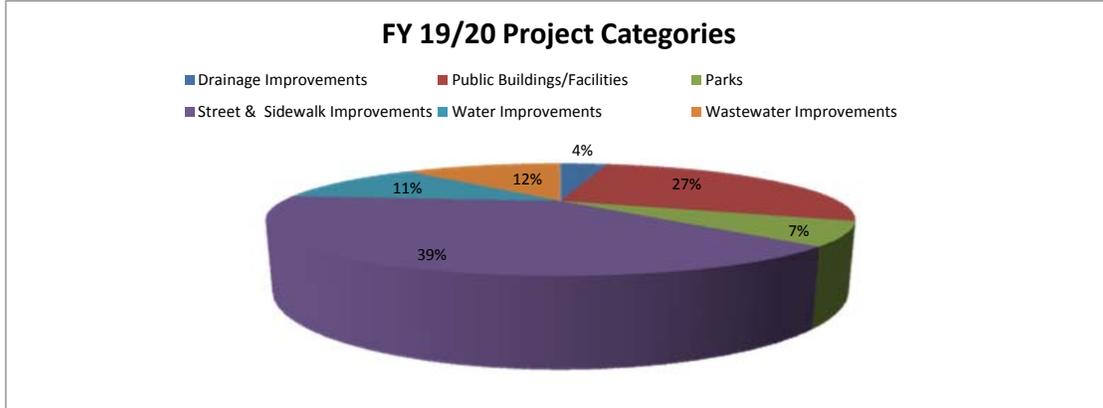
(1) Total Project Cost is \$303,138; Developer is required to contribute



Listing of CIP for FY 2019/20 and FY 2020/21 by Category

Summary of Capital Improvement Program Expenditures

Project Category	FY 19/20 Current Budget	FY 20/21 Original Budget	FY 20/21 Amended Budget
Drainage Improvements	\$ 190,000	\$ 190,000	\$ 150,000
Public Buildings/Facilities	\$ 1,417,773	\$ 1,000,000	\$ 1,441,273
Parks	\$ 346,000	\$ 75,000	\$ 130,000
Street & Sidewalk Improvements	\$ 2,047,500	\$ 1,525,000	\$ 1,946,100
Water Improvements	\$ 600,000	\$ 400,000	\$ 350,000
Wastewater Improvements	\$ 625,000	\$ 450,000	\$ 550,000
Total CIP Expenditures:	\$ 5,226,273	\$ 3,640,000	\$ 4,567,373



Drainage Improvements

Project No.	Description	FY 19/20 Allocation Current Budget	FY 20/21 Allocation Original Budget	FY 20/21 Allocation Amended Budget
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	-	-	-
Drainage Improvements:		190,000	190,000	150,000

Public Buildings/Facilities

Project No.	Description	FY 19/20 Allocation Current Budget	FY 20/21 Allocation Original Budget	FY 20/21 Allocation Amended Budget
092-201	Facilities Maintenance and Painting	-	-	-
092-214	City Hall Emergency Generator/Electrical Replacement	40,000	-	-
092-215	Ave of Flags Specific Plan - Median 2	1,277,773	1,000,000	1,438,273
092-308	No. Ave of Flags Park & Ride	100,000	-	3,000
Public Buildings/Facilities Total:		1,417,773	1,000,000	1,441,273



Listing of CIP for FY 2019/20 and FY 2020/21 by Category

Parks

Project No.	Description	FY 19/20 Allocation Current Budget	FY 20/21 Allocation Original Budget	FY 20/21 Allocation Amended Budget
092-211	Village Park Improvements	216,000	216,000	-
092-217	RVP Basketball Court Resurfacing	80,000	-	80,000
092-218	RVP and Oak Park Facilities Painting	-	25,000	-
092-401	Miscellaneous River View Park Improvements	50,000	50,000	50,000
Parks Total:		346,000	291,000	130,000

Streets and Sidewalks

Project No.	Description	FY 19/20 Allocation Current Budget	FY 20/21 Allocation Original Budget	FY 20/21 Allocation Amended Budget
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)	570,000	-	-
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:		2,047,500	1,525,000	1,946,100

Water Improvements

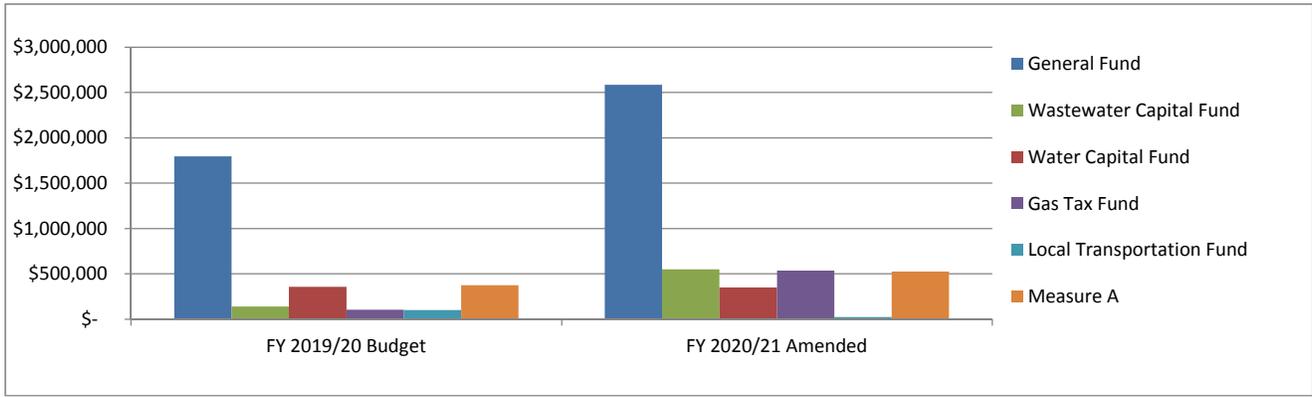
Project No.	Description	FY 19/20 Allocation Current Budget	FY 20/21 Allocation Original Budget	FY 20/21 Allocation Amended Budget
092-603	WTP Facilities Improvement	150,000	150,000	150,000
092-607	Water Meter Upgrades	100,000	100,000	100,000
092-608	WTP/Booster Power Reliability	200,000	-	-
092-609	Supplemental 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 Current Budget	FY 20/21 Allocation Original Budget	FY 20/21 Allocation Amended Budget
092-704	Sewer Line Replacement	325,000	150,000	250,000
092-706	WWTP Facilities Improvement	300,000	300,000	300,000
Wastewater Improvements Total:		625,000	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 Estimate	FY 2020/21 Original	FY 2020/21 Amended
092-49727	001- General Fund	\$ 1,795,883	\$ 2,295,000	\$ 2,583,660
092-49729	006- Wastewater Capital Fund	\$ 139,390	\$ 450,000	\$ 550,000
092-49732	021- Water Capital Fund	\$ 358,097	\$ 400,000	\$ 350,000
092-49726	025- Gas Tax Fund	\$ 104,327	\$ 238,013	\$ 536,120
092-49733	027- Local Transportation Fund	\$ 99,000	\$ 20,000	\$ 23,000
092-49728	031- Measure A	\$ 373,011	\$ 236,987	\$ 524,593
Total Funding:		\$ 2,869,709	\$ 3,640,000	\$ 4,567,373

Project: 102 - Storm Drain Outfall Repairs & Re-Establishment		FY 19/20 Budget	FY 2020/21 Original	FY 2020/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
001	General Fund	\$ 40,000	\$ 40,000	\$ -
Total Funding:		\$ 40,000	\$ 40,000	\$ -
Origination: Staff		Start Date: Jul-21		
Priority Requirement: Maintenance/Safety		End Date: Jun-24		
Priority Level: 1 - Critical		Total Project Cost (All Years): \$		120,000
Project Category: Drainage				
Project Description:				
Repair of various storm drain outfalls with rip-rap, or other structures to repair erosion and re-establish proper energy dissipation due to vegetation overgrowth, damage and wear. Project will be pushed back to FY 2021/22.				



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

Fund 092

Project: 201 - Facilities Maintenance & Painting		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
001	General Fund	\$ 50,000	\$ -	\$ -
Total Funding:		\$ 50,000	\$ -	\$ -
Origination: Staff		Start Date:		Ongoing
Priority Requirement: Maintenance		End Date:		
Priority Level: 2 - Urgent		Total Project Cost (All Years):		\$ -
Project Category: Public Buildings/Facilities				
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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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		Start Date:		Jul-17
Priority Requirement: Master Plan Implementation		End Date:		Jun-25
Priority Level: 3 - High		Total Project Cost (All Years):		\$ 325,000
Project Category: Streets and Sidewalk				
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.				



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

Fund 092

Project: 211 - Village Park Improvements		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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.				



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

Fund 092

Project: 215 - Avenue of Flags Specific Plan Implementation		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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.				



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

Fund 092

Project: 218 - RVP/Oak Park Facilities Painting		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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.				



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

Fund 092

Project: 307 - McMurray Road Widening/TS		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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 Amended
EXPENDITURES				
092-308- 70000	Conceptual Plan and Feasibility	\$ -	\$ -	
092-308- 70005	Design and Permitting	\$ 100,000	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		\$ 100,000	\$ -	\$ 3,000
FUNDING SOURCE ALLOCATION				
Fund	Fund Description	FY 19/20 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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.				



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

Fund 092

Project: 311 - Industrial Way Street Lights		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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 appurtenant 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.				



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

Fund 092

Project: 315 - Ave of Flags Pedestrian/Drainage Improvement		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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 Inspection 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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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. Project was completed in September 2019.				



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

Fund 092

Project: 318- Road Maintenance Project (19/20)		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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		Start Date: Jul-19		
Priority Requirement: Safety/Maintenance - Pavement		End Date: Aug-20		
Priority Level: 3 - High		Total Project Cost (All Years): \$		475,000
Project Category: Streets and Sidewalk				
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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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		Start Date: Nov-20		
Priority Requirement: Safety/Maintenance - Pavement		End Date: Aug-21		
Priority Level: 3 - High		Total Project Cost (All Years): \$		2,000,000
Project Category: Streets and Sidewalk				
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.				



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

Fund 092

Project: 401- River View Park Miscellaneous Improvements		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
001	General Fund	\$ 50,000	\$ 50,000	\$ 50,000
Total Funding:		\$ 50,000	\$ 50,000	\$ 50,000
Origination: City Council		Start Date: Jul-19		
Priority Requirement: Safety/Maintenance - Pavement		End Date: Jun-21		
Priority Level: 4 - Other		Total Project Cost (All Years): \$		100,000
Project Category: Parks				
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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
021	Water Capital Fund	\$ 150,000	\$ 150,000	\$ 150,000
Total Funding:		\$ 150,000	\$ 150,000	\$ 150,000
Origination: Staff		Start Date: Ongoing		
Priority Requirement: Maintenance		End Date:		
Priority Level: 1 - Critical		Total Project Cost (All Years): \$		1,125,851
Project Category: Water				
Project Description:				
Various repairs and replacement of water treatment plant facilities, including source pumps and production, storage and treatment. Work is ongoing.				



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

Fund 092

Project: 607 - Water Meter Upgrades		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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: 3 - High		Total Project Cost (All Years): \$		400,000
Project Category: Water				
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 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
021	Water Capital Fund	\$ 200,000	\$ -	\$ -
Total Funding:		\$ 200,000	\$ -	\$ -
Origination: Staff		Start Date:		Jul-18
Priority Requirement: Safety/Emergency Support		End Date:		Jun-20
Priority Level: 2 - Urgent		Total Project Cost (All Years): \$		200,000
Project Category: Water				
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.				



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

Fund 092

Project: 609 - Supplemental Well/WTP Feasibility		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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 to FY 2021/22.				

Project: 610 - Water Distribution System Improvements		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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.				



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

Fund 092

Project: 704 - Sewer Line Replacement		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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): \$		775,000
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 will be pushed back one year.				

Project: 706 - WWTP Facilities Improvement		FY 19/20 Budget	FY 2020/21 Original	FY 20/21 Amended
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 Budget Allocations	FY 20/21 Original Budget Allocations	FY 20/21 Amended Budget Allocations
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.				

Appendices

-
- A – Resolutions
 - B – Category Listings
 - C - Glossary
-

Appendix A: Resolutions

RESOLUTION NO. 20-16

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

I. **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;

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

WHEREAS, the City Council on June 11, 2020 has further 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 25th day of June, 2020.

Holly ierra S
Mayor

ATTEST:

Linda Reid
City Clerk

I, Linda L. Reid, City Clerk of the City of Buellton, do hereby certify that the foregoing Resolution No. 20-16 was duly adopted by the City Council of the City of Buellton at a regular meeting held on the 25th day of June, 2020 by the following vote of the Council:

AYES: 0

NOES: 0

ABSENT: 0

ABSTAIN: 0

Linda Reid
City Clerk

RESOLUTION NO. 20-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ESTABLISHING AN APPROPRIATION LIMIT FOR FISCAL YEAR 2020-21

WHEREAS, Article XIII-B of the California Constitution provides that the total annual appropriations limit of this City shall not exceed the appropriations limit for the prior year, except as adjusted for changes in the cost of living or personal income and population, or as otherwise provided for in said Article XIII-B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII-B of said California Constitution, the City is required to set its appropriation limit for each fiscal year, and has made available to the public the documentation used in the determination of said appropriation limit; and

WHEREAS, in 1990, the voters of California adopted Proposition 111 which amended Article XIII-B of the California Constitution; and

WHEREAS, among the changes implemented by Proposition 111 are adjustments to the growth factors used to calculate the annual appropriation limit; and

WHEREAS, Proposition 111 established Fiscal Year 1986-87 as the base year for calculating the annual Appropriation Limit and permits the City to re-establish the annual Appropriation Limit for all succeeding years based upon the new growth factors; and

WHEREAS, a resolution establishing the annual appropriations limit is to be adopted at a regularly scheduled meeting of the City Council; 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 Council of the City of Buellton elects to use the change in California per capita income as the cost of living adjustment factor and the annual population change for the City of Buellton as the population adjustment.

SECTION 3. The appropriation limit is amended for Fiscal Year 2020-21 and is hereby set forth as Exhibit "A" in the amount of \$13,423,386.

SECTION 4. The City reserves the right to adjust or amend the appropriations limit based upon the use of alternative growth factors as authorized by Proposition 111 if such changes or revisions would result in a more advantageous appropriation limit, now or in the future.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 25th day of June, 2020.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

EXHIBIT "A"

CITY OF BUELLTON
Calculation Using Per Capita Personal Income and Population Change
Annual Appropriations Subject to Gann Limit
Fiscal Year 2020-21

Appropriations Subject to Limitation

Fiscal year 2020-21 adopted revenues	\$10,319,540
Less:	
Non-proceeds of tax	(3,261,339)
Qualified Capital Outlay*	(1,438,273)
Plus:	
User-fees in excess of costs	-
	<hr/>
Total Appropriations Subject to limitation	<u>\$5,619,928</u>

Appropriations Limit

Fiscal year 2019-20 appropriation limit, adopted	\$ 12,806,233
A. California per Capita adjustment	1.0373
B. Population adjustment	<u>1.0105</u>
Change factor (A X B)	1.0482
Increase in appropriation limit	<u>\$ 617,153</u>
Fiscal year 2020-21 appropriation limit	<u>\$13,423,386</u>

**Qualified Capital Outlay: Appropriation for a fixed asset with a useful life of 10 years or more and a value which equals or exceeds \$100,000.*

Appendix B – Category Listings

Appendix B - Category Listings

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
61110	Chemicals
61111	Chemicals and Analysis
61125	Small Equipment

NEW

Appendix B - Category Listings

Category	Description
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

Appendix C – Glossary & Acronyms

GLOSSARY OF TERMS

Accounting System	The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.
Accrual Accounting	Basis of accounting used in proprietary fund types (enterprise and Internal Service funds) and in government-wide financial statements; statements include all economic resources of fund, including capital assets and long-term debt.
Adoption	Formal action by the City Council, which sets the spending plan for the fiscal year.
Appropriation	A legal authorization granted by the City Council to expend monies, and incur obligations for specific purposes.
Assessed Property Value	The dollar value set upon real estate or other property by the County Assessor.
Audit	A view of the City's accounts by internal audit staff or an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.
Balanced Budget	A budget with no budget deficits, but could possibly have a budget surplus.
Bonds	A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.
Budget	An annual financial plan that identifies estimated revenues, specific types and levels of services to be provided, and establishes the amount of money which can be spent.
Budgetary Control	The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.
Capital Improvement Plan (CIP)	Annual appropriations in the City's budget for capital improvement projects such as street or park improvements, building construction, and various kinds of major facility maintenance. Capital improvement projects are supported by a five-year expenditure plan, which details funding sources and expenditure amounts. They are often multi-year projects which require funding beyond the one-year period of the annual budget.

Appendix C – GLOSSARY

Consumer Price Index (CPI)	A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.
Contingency	A budgetary reserve set aside for emergency or unanticipated expenditures, revenue shortfalls and/or unknown expenditures; also referred to as appropriated reserves.
Debt Service	The payment of principal and interest on borrowed fund, such as bonds.
Deficit	An excess of expenditures or expenses over revenues.
Departments/Divisions/Activities	The budget organizes departmental expenditures into functional budget/organizational units called divisions. Each division contains an "activity summary" which describes the major services being provided and the personnel/financial resources required to provide the service.
Enterprise Fund	A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These programs are entirely or predominantly self-supporting. The City enterprise funds are the water and sewer funds.
Expenditure	The actual payment for goods and services.
Franchise Fee	A regulatory fee charged to utility companies for the privilege of doing business in the City of Buellton. For example, Comcast, Marborg, PG&E and SoCal Gas.
Fiscal Year	The period designated by the City for the beginning and ending of financial transactions. The City of Buellton's fiscal year begins July 1 and ends June 30 of each year.
Fringe Benefits	These include employee retirement, health, dental and vision insurance, workers compensation, uniforms and deferred compensation plans.
Full-time Equivalence (FTE)	The hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day x 5 work days per week.
Fund	An accounting entity with a set of self-balancing revenue and expenditure accounts used to record the financial affairs of a governmental organization.
Fund Balance	The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed

Appendix C – GLOSSARY

to) of a particular fund. Accumulated surplus of revenue over expenditures (equity) in the governmental funds.

General Fund

The fund used to account for all financial resources except those required to be accounted for in another fund (e.g., enterprise or grant funds). Usually, the General Fund is the largest fund in a municipality.

Grants

Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.

Infrastructure

Facilities on which the continuance and growth of a community depend, such as roads, water lines, sewers, public buildings, parks and so forth.

Interfund Transfer

Money transferred into another fund to finance operations or capital projects.

Lease-Purchase Agreement

Contractual agreements which are termed leases, but whose lease amount is applied to the purchase.

Levy

(verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) The total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.

Long-Term Debt

Debt with a maturity of more than one year after the date of issue.

Maintenance of Effort (MOE)

The required amount of discretionary expenditures to maintain city streets and roads.

Modified Accrual

Basis of accounting used in governmental funds which focuses on current, available resources or a “working capital” approach; fund statements exclude long-term capital assets and debt.

Municipal Code

City Council approved ordinances currently in effect.

Objective

Desired output oriented accomplishments which can be measured and achieved within a given time frame.

Objects of Expenditure

The individual expenditure accounts used to record each type of expenditure City operations may incur. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major categories of expenditure. The principal objects of expenditure used in the budget are:

- Employee Services - Salaries and fringe benefits paid to City employees. Includes items such as vision, health, dental insurance, retirement and deferred compensation.

Appendix C – GLOSSARY

- Operating and Maintenance Charges - Supplies and other materials and services used in the normal operations of City departments. Includes items such as books, chemicals and construction materials, consultant contracts and internal service fund charges, advertising, travel and utilities.
- Minor Capital Outlay - A budget category which budgets all equipment having a unit cost of more than \$500 and an estimated useful life of more than one year. This includes furniture, automobiles, machinery, equipment and other relatively minor fixed assets.

Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.
Operating Expenditures	Expenditures for salaries, material and supplies, services which are ordinary through its normal operations.
Operating Revenue	Annual income received by the City through sources such as taxes, fines, fees, grants, charges for current services or other revenues that can be used to finance operations or capital assets.
Ordinance	A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.
Performance Measure	Achievement of the objective/advances the organization has towards a corresponding goal.
Reserve	An account used to record a portion of the fund balance as legally segregated for a specific use.
Resolution	A special or temporary order of a legislative body requiring less formality than an ordinance.
Special Revenue Funds	Revenues are restricted/committed for specific purposes (other than debt or capital). Ex. Gas Tax and Measure A.
Taxes	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include charges for services rendered only to those paying for such charges as sewer or water service.
Transfers In/Out	Payments from one fund to another fund, primarily for work or services provided.

ACRONYMS

CAFR	Comprehensive Annual Financial Report
CalPERS	California Public Employees' Retirement System
CERT	Community Emergency Response Team
CIP	Capital Improvement Plan
CJPIA	California Joint Powers Insurance Authority
COLA	Cost of Living Adjustment
COPS	Citizens' Option for Public Safety
DCP	Deferred Compensation Plan
FEMA	Federal Emergency Management Agency
FOG	Fats, Oils and Grease
FTE	Full-time Equivalence
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association of the United States and Canada
HSC	Healthy and Safety Code
IWD	Industrial Waste Discharge
LAFCO	Local Agency Formation Commission
LAIF	Local Agency Investment Fund
LTF	Local Transportation Fund
MC	Medicare
MOE	Maintenance of Effort
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post Employment Benefits
RDA	Redevelopment Agency

Appendix C – GLOSSARY

RMRA	Road Maintenance and Rehabilitation Account
SB1	Senate Bill No. 1: Road Repair and Accountability Act of 2017
SBCAG	Santa Barbara County Association of Governments
SCADA	Supervisory Control and Data Acquisition
SEMP	Socio-Economic Mitigation Program
SGMA	Sustainable Groundwater Management Act
SS	Social Security
STA	State Transit Assistance
TDA	Transportation Development Act
TOT	Transient Occupancy Tax
UAL	Unfunded Accrued Liability
VLF	Vehicle License Fee
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant

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: Rose Hess, Director of Public Works

Meeting Date: June 25, 2020

Subject: Approval of Contract with MNS Engineers, Inc. for Completion of Projects

BACKGROUND

On May 28, 2020, the City Council awarded a new contract for the City’s Engineering services to Tetra Tech and provided for the completion of ongoing projects by the current Engineering consultant, MNS Engineers, Inc. Pursuant to Council’s direction staff reviewed current projects by MNS that would require continued efforts to reach completion. As discussed by both Tetra Tech and MNS, and as understood by City staff and the City Council, allowing this work to be completed by MNS will be more efficient and cost effective than having Tetra Tech be required to catch up on the history and background of the projects in order to attempt to complete the individual projects.

In order to facilitate the completion of the current projects at issue, the City and MNS need to execute a contract detailing the specific scope of work (see Attachment 1). The list of current projects is provided in Exhibit A of Attachment 1.

In addition, to allow for clarifications and support upon request of the City Manager as needed to aid Tetra Tech in assuming the role of City Engineering consultant, staff has included item #14 on the list: “On-Call Services”. Staff has discussed both the 13-item list of projects and this option for assistance with Tetra Tech and they agree that it would be the most prudent approach to the transition of services. This would allow the City Manager to consult with MNS staff as needed and for MNS to be a resource for Tetra Tech should they request it.

FISCAL IMPACT

Engineering services for these projects are funded through the General Fund, Enterprise Funds (Water and Sewer), Measure A, Gas Tax, and Grant Funds, as appropriate by project. All items in the scope of work have allocations in the approved budget for Fiscal Year 2020/2021.

RECOMMENDATION

Staff recommends that the City Council approve the accompanying contract with MNS Engineers, Inc with the scope of work to complete current projects as provided in Exhibit A of the contract.

ATTACHMENTS

Attachment 1 – MNS Engineers Contract

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
THE CITY OF BUELLTON
AND
MNS ENGINEERS**

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**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
THE CITY OF BUELLTON
AND
MNS ENGINEERS**

This AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF BUELLTON AND MNS ("AGREEMENT"), is made and entered into this 1st day of July 2020, by and among the City of BUELLTON a municipal corporation ("CITY") and MNS ENGINEERS, INC. a California corporation (MNS).

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

SECTION 1. TERM OF AGREEMENT.

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period of one (1) year from the date of execution of this AGREEMENT, as first shown above or until the services identified in Section 2 are completed, whichever is sooner.

SECTION 2. SCOPE OF SERVICES.

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

SECTION 3. ADDITIONAL SERVICES.

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

SECTION 4. COMPENSATION AND METHOD OF PAYMENT.

(a) Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay MNS the hourly rates specified in EXHIBIT "A" and made a part of this AGREEMENT.

(b) Each month MNS shall furnish to CITY an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel (not applicable for this contract), materials, equipment, supplies, sub-MNS contracts and miscellaneous expenses. CITY shall independently review each invoice submitted by the MNS to determine whether the work performed and expenses incurred are in compliance with the provisions of this AGREEMENT. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event CITY disputes any charges or

expenses, the original invoice shall be returned by CITY to MNS for correction and resubmission.

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

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

SECTION 5. INSPECTION AND FINAL ACCEPTANCE.

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

SECTION 6. OWNERSHIP OF DOCUMENTS.

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

SECTION 7. MNS BOOKS AND RECORDS.

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

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

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

SECTION 8. STATUS OF MNS.

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

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

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

SECTION 9. STANDARD OF PERFORMANCE.

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

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

MNS shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this AGREEMENT. MNS shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this AGREEMENT. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall be liable, at law or in equity, as a result of any failure of MNS to comply with this section.

SECTION 11. NONDISCRIMINATION.

Basic Provisions. In performing the Work, MNS agrees as follows:

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

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

SECTION 12. UNAUTHORIZED ALIENS.

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

SECTION 13. CONFLICTS OF INTEREST.

(a) MNS covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of CITY or which would in any way hinder MNS's performance of services under this AGREEMENT. MNS further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Manager. MNS agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY in the performance of this AGREEMENT.

(b) CITY understands and acknowledges that MNS is, as of the date of execution of this AGREEMENT, independently involved in the performance of non-related services for other governmental agencies and private parties. MNS is unaware of any stated position of

CITY relative to such projects. Any future position of CITY on such projects shall not be considered a conflict of interest for purposes of this section.

SECTION 14. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.

(a) All information gained or work product produced by MNS in performance of this AGREEMENT shall be considered confidential, unless such information is in the public domain or already known to MNS. MNS shall not release or disclose any such information or work product to persons or entities other than CITY without prior written authorization from the City Manager, except as may be required by law. "The public domain" shall include any information that would not be exempt from disclosure pursuant to a request under the Public Records Act (Gov. Code 6250 et seq.).

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

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

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

SECTION 15. INDEMNIFICATION.

INDEMNITY FOR PROFESSIONAL LIABILITY: When the law establishes a professional standard of care for MNS's services, to the fullest extent permitted by law, MNS shall indemnify, defend and hold harmless CITY and any and all of its boards, officials, employees ("Indemnified Parties") from and against all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of MNS, its officers, agents, employees or subcontractors (or any entity or individual for which MNS shall bear legal liability) in the performance of professional services under this agreement.

INDEMNITY FOR OTHER THAN PROFESSIONAL LIABILITY: Other than in the performance of professional services and to the full extent permitted by law, MNS shall indemnify, defend and hold harmless CITY, and any and all of its boards, employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of

any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this AGREEMENT by MNS or by any individual or entity for which MNS is legally liable, including but not limited to officers, agents, employees or subcontractors of MNS.

SECTION 16. INSURANCE.

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

SECTION 17. ASSIGNMENT.

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

SECTION 18. CONTINUITY OF PERSONNEL.

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

SECTION 19. TERMINATION OF AGREEMENT.

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

(b) MNS may terminate this AGREEMENT at any time by giving thirty (30) days written notice of termination to CITY.

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

(d) Upon termination of this AGREEMENT by either MNS or CITY, all property belonging exclusively to CITY, which is in MNS's possession, shall be returned to CITY within ten (10) days of MNS's receipt of payment from CITY of any and all outstanding fees owned to MNS. MNS shall furnish to CITY a final invoice for work performed and expenses incurred by

MNS prepared as set forth in SECTION 4 of this AGREEMENT. This final invoice shall be reviewed and paid in the same manner as set forth in SECTION 4 of this AGREEMENT.

SECTION 20. DEFAULT.

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

SECTION 21. EXCUSABLE DELAYS.

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

SECTION 22. COOPERATION BY CITY.

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

SECTION 23. NOTICES.

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

To CITY:	City of Buellton Attn: Rose Hess P.O. Box 1819 107 W. Highway 246 Buellton, CA 93427
To:	MNS Engineers, Inc Attn: Jeff Edwards 201 N. Calle Cesar Chavez, Suite 300 Santa Barbara, CA 93103

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

SECTION 24. AUTHORITY TO EXECUTE.

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

SECTION 25. BINDING EFFECT.

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

SECTION 26. MODIFICATION OF AGREEMENT.

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

SECTION 27. WAIVER.

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

SECTION 28. LAW TO GOVERN; VENUE.

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

SECTION 29. ATTORNEYS FEES, COSTS AND EXPENSES.

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

SECTION 30. ENTIRE AGREEMENT.

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

SECTION 31. SEVERABILITY.

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

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

By: _____

By: _____

Title: _____

Title: _____

CITY OF BUELLTON

APPROVED AS TO FORM:

By: _____
Scott Wolf, City Manager

Greg Murphy, City Attorney

EXHIBIT "A"

SCOPE OF SERVICES/PROPOSAL

[NOTE: Scope of Services as outlined below at rate schedule attached hereto and incorporated herein by this reference.]

Projects currently in progress until their completion:

- 1. 19/20 Road Maintenance Project***
- 2. 20/21 Road Maintenance Project***
- 3. Flood Control NOV – Commerce and Zaca***
- 4. RWQCB NOV – Williams Farm***
- 5. 19/20 SWMP Annual Report***
- 6. McMurray/246 Traffic Signal Improvements and Widening***
- 7. Sycamore/Hwy 246 Pedestrian Improvements***
- 8. Industrial Way Street Lighting***
- 9. Ave of Flags Median 2***
- 10. North Park and Ride***
- 11. Phase 1 SD Retrofit***
- 12. Phase 2 SD Retrofit***
- 13. CalSMART reporting (SB1/Local Street and Roads for Road Maintenance Projects above)***
- 14. On-Call Services as requested by the City Manager***



Section G. Cost Proposal

STANDARD SCHEDULE OF FEES

PROJECT MANAGEMENT

Principal-in-Charge	(230)	\$250
Principal Project Manager	(215)	225
Project Manager	(185)	215
Project Coordinator		125



Because of MNS long history with the City and workload, this fee schedule is proprietary to the City of Buellton only and shall not apply to any other jurisdiction.* The prices shown in () are the job titles currently in use for the City on a regular basis with their associated discounted fees. These reductions are shown next to the standard fee schedule rate and are made part of this scope. Any future non-scope project will be charged at the full rate.

ENGINEERING

Principal Engineer	(215)	\$225
Principal Structural Engineer	(200)	240
Lead Engineer	(195)	215
Supervising Engineer	(185)	205
Senior Structural Engineer		220
Senior Project Engineer	(175)	185
Structural Engineer		180
Project Engineer	(155)	170
Associate Engineer	(140)	155
Assistant Engineer	(115)	130
Engineering Intern		95

SURVEYING

Principal Surveyor	(215)	\$225
Supervising Surveyor	(185)	200
Senior Project Surveyor	(170)	180
Project Surveyor	(160)	170
Senior Land Title Analyst	(140)	155
Assistant Project Surveyor		130
Party Chief (PW)	(148)	155
Chainperson (PW)	(135)	140
One-Person Survey Crew (PW)	(180)	190

CONSTRUCTION MANAGEMENT**

Principal Construction Manager		\$250
Senior Construction Manager		235
Resident Engineer		210
Structure Representative		190
Construction Manager		185
Assistant Resident Engineer		165
Construction Inspector (PW)		152
Office Engineer		105

TECHNICAL SUPPORT

CADD Manager	(140)	\$160
Senior GIS Analyst	(125)	135
GIS Analyst		125
Supervising CADD/Engineering/GIS Technician	(130)	150
Senior CADD/Engineering/GIS Technician		110
CADD/Engineering/GIS Technician		100

ADMINISTRATIVE SUPPORT

Administrative Analyst		\$110
IT Technician		105
Graphics/Visualization Specialist		95
Administrative Assistant		70

GOVERNMENT SERVICES

City Engineer	(190)	\$200
Deputy City Engineer	(180)	195
Assistant City Engineer	(170)	185
Plan Check Engineer	(155)	170
Permit Engineer	(135)	150
Senior City Inspector	(125)	140
Senior City Inspector (PW)	(142)	152
Principal Program Manager		200
Senior Program Manager		175
Program Manager		150
Principal Stormwater Specialist		150
Senior Stormwater Specialist	(130)	140
Stormwater Specialist	(110)	125
Stormwater Technician		115
Principal Environmental Specialist		150
Senior Environmental Specialist	(125)	135
Environmental Specialist		115
Environmental Technician		95
Building Official		175
Senior Building Inspector		148
Building Inspector		135
Planning Director		185
Senior City Planner		160
Assistant Planner		145
Senior Grant Writer		160
Grant Writer		135

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate and will include all time for research, deposition, court appearance and expert testimony.

PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law.



EXHIBIT "B"

INSURANCE

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

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

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

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

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

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

2. Minimum Limits of Insurance. MNS shall maintain limits of insurance no less than:

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

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

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

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

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

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

2. General Liability Accident -- Mobile Liability Rates.

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

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

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

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

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

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

1. MNS shall furnish certificates and endorsements from each subcontractor identical to those MNS provides.

2. Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY or its respective elected or

appointed officers, officials, employees and volunteers or the MNS shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

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