



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of July 13, 2017 – 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

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

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

Council Members Dave King, Art Mercado, Foster Reif, Vice Mayor Ed Andrisek, and Mayor Holly Sierra

### **REORDERING OF AGENDA**

### **PUBLIC COMMENTS**

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

### **CONSENT CALENDAR**

**(ACTION)**

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of June 22, 2017 Regular City Council Meeting**
- 2. Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2016-17**
- 3. Designation of Voting Delegate and Alternate for 2017 League of California Cities Annual Conference Business Meeting**  
❖ (Staff Contact: City Clerk Linda Reid)

### **PRESENTATIONS**

**PUBLIC HEARINGS**

**COUNCIL MEMBER COMMENTS/ITEMS**

**WRITTEN COMMUNICATIONS**

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

**COMMITTEE REPORTS**

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

**BUSINESS ITEMS**

**(POSSIBLE ACTION)**

- 4. Receive and File Private Project Agreed Upon Procedure Findings**
  - ❖ (Staff Contact: Finance Director Shannel Zamora)

**CITY MANAGER’S REPORT**

**ADJOURNMENT**

The next regular meeting of the City Council will be held on Thursday, July 27, 2017 at 6:00 p.m.

# CITY OF BUELLTON

## CITY COUNCIL MEETING MINUTES

Regular Meeting of June 22, 2017

City Council Chambers, 140 West Highway 246  
Buellton, California

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

### ROLL CALL

**Present:** Council Members John Connolly, Dave King and Foster Reif, Vice Mayor Ed Andrisek, and Mayor Holly Sierra

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

### PUBLIC COMMENTS

Charles Anderson, Buellton, discussed reevaluating the RV parking ordinance.

Mary Conway, representing the Santa Ynez Valley Youth Coalition, spoke about a pilot program in the Valley to increase the visibility of healthy foods in retail stores and provided a handout for the record.

### CONSENT CALENDAR

Mayor Sierra requested and the Council agreed by consensus to pull Item 2 for discussion.

1. **Minutes of June 8, 2017 Regular City Council Meeting**
3. **Revenue and Expenditure Reports through May 31, 2017**
4. **Quarterly Report for January 1, 2017 through March 31, 2017 from Visit Santa Ynez Valley (VisitSYV)**

**5. Resolution No. 17-12 – “A Resolution of the City Council of the City of Buellton, California, Deferring Additional Increases to the Monthly Water Meter Service Fees and Monthly Wastewater Service Fees in the City of Buellton until November 2017”**

**MOTION:**

Motion by Vice Mayor Andrisek, seconded by Council Member Connolly approving Consent Calendar Items 1, 3, 4 and 5 as listed.

**VOTE:**

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

Council Member Connolly – Yes

Council Member King – Yes

Council Member Reif – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

**2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2016-17**

Mayor Sierra stated that she spoke with Jeff Edwards of MNS Engineers regarding timely submittal of invoices and referenced the April invoices being paid in June. Staff will coordinate timely billings with MNS Engineers.

**MOTION:**

Motion by Mayor Sierra, seconded by Council Member Connolly approving Consent Calendar Item 2 as listed.

**VOTE:**

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

Council Member Connolly – Yes

Council Member King – Yes

Council Member Reif – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

**PRESENTATIONS**

None

**PUBLIC HEARINGS**

None

## **COUNCIL MEMBER COMMENTS/ITEMS**

Vice Mayor Andrisek announced that he and Mayor Sierra attended the Change of Command ceremony at Vandenberg Air Force Base and stated there is a launch scheduled for Sunday afternoon.

Council Member King requested that staff look into adding a crosswalk at Damassa and Avenue of Flags.

Mayor Sierra requested that residents support the small grocery stores in Buellton who have made a difference by adding healthy options in their stores.

Mayor Sierra stated she met with Mary Zepeda of MNS Engineers regarding stormwater compliance and monitoring.

Mayor Sierra requested that staff look into adding a community garden on the newly acquired City property on the corner of Second Street and Central Avenue.

### **6. Recognizing Council Member John Connolly for his Dedicated Service to the City of Buellton**

Mayor Sierra presented Council Member Connolly with a plaque and thanked him for his service on the City Council.

Council Member Connolly thanked the Council and staff for their support during his tenure on the Council and left the dais at 6:20 p.m.

## **WRITTEN COMMUNICATIONS**

None

## **COMMITTEE REPORTS**

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

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

Mayor Sierra also announced she attended the Library Advisory Committee and provided an oral report for the record.

**BUSINESS ITEMS****7. Interview and Possible Appointment to Fill City Council Seat****RECOMMENDATION:**

That the City Council conduct applicant interviews and consider appointment to the City Council with the term of office expiring December 13, 2018.

**STAFF REPORT:**

City Clerk Reid presented the staff report.

**SPEAKERS/DISCUSSION:**

The City Council interviewed the three applicants as to why they would be most suitable for the vacant City Council seat.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**NOMINATION:**

Vice Mayor Andrisek nominated Art Mercado to fill the vacant City Council seat.

**VOTE:**

Nomination passed by a roll call vote of 3-0-1, with Council Member King abstaining.

Council Member King – Abstain

Council Member Reif – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

**CITY MANAGER'S REPORT****8. Recognizing Finance Director Carolyn Galloway-Cooper for her Dedicated Service to the City of Buellton**

City Manager Bierdzinski honored Finance Director Carolyn Galloway-Cooper for her service to the City of Buellton and thanked her for staying on and training her replacement, Shannel Zamora.

Mayor Sierra called a 15 minute break to celebrate John Connolly and Carolyn Galloway-Cooper.

**CLOSED SESSION ITEMS****9. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9, subdivision (d)(4) (two cases)**

The City Council met in Closed Session to discuss anticipated litigation. No reportable action was taken.

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 7:40 p.m. The next regular meeting of the City Council will be held on Thursday, July 13, 2017 at 6:00 p.m.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the  
**July 13, 2017** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00526	71,241.13 (3 pages)
	A/P Packet #APPKT00522	89,413.25 (8 pages)
	A/P Packet #APPKT00520	56,566.66 (11 pages)
	Utility Packet #UBPKT00690	276.91 (1 page)

Total Packets:	\$217,497.95
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EXHIBIT B	\$65,670.61
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CC Payroll	6/22/2017	1,922.93
Staff Payroll	6/23/2017	46,160.04
Special Payroll	6/30/2017	4,652.31

Total Payroll:	\$52,735.28
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<b>TOTAL AMOUNT OF CLAIMS:</b>	<b>\$335,903.84</b>
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\* The A/P Packets above will be approved on Council Agenda date of 07/13/2017  
 Checks to be signed on 07/13/17 tie to A/P Packet #APPKT0526  
 Checks previously signed by staff to avoid late fees relate to:  
 A/P Packets # APPKT00520 and APPKT00522  
 Utility Packet #UBPKT00690

Payments via Electronic Fund Transfer (EFT):  
From 06/15/2017 through 07/05/2017

Payroll Tax - IRS	6/23/2017	96.42
Payroll Tax - EDD	6/23/2017	23.20
Payroll Tax - IRS	6/26/2017	9,725.73
Payroll Tax - EDD	6/26/2017	2,505.86
CalPERS - Classic	6/29/2017	13,733.58
CalPERS - PEPPRA	6/29/2017	3,781.77
Hassler - Postage	6/29/2017	900.00
Bank Fee	6/30/2017	65.00
Bank Fee	6/30/2017	43.20
CalPERS - Medical	6/30/2017	22,236.81
DCP-AUL	6/30/2017	12,544.04
Bank Fee	6/30/2017	15.00

**Total**

65,670.61



City of Buellton, CA

# Detailed Check Register

Packet: APPKT00526 - 2017-07-13 CITY COUNCIL - PAYMENTS

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: ASSOC TRANSPORTATION ENGINEERS Fund: 001 - General Fund ASSOC TRANSPORTATION E 34789	34789	07/06/2017	17026.00-00000004	5/16-6/15/2017 Prof Svcs -	001-565-60830		994.00 994.00
Fund 001 - General Fund Total:							994.00
Vendor: CALIF MUNICIPAL TREASURER'S ASSOC. Fund: 001 - General Fund CALIF MUNICIPAL TREASUR 34790	34790	07/06/2017	2017-029	FY2017-18 CMTA Members	001-420-60650	Vendor ASSOC TRANSPORTATION ENGINEERS Total:	994.00 994.00
Fund 001 - General Fund Total:							994.00
Vendor: CENTRAL COAST COLLABORATIVE ON Fund: 001 - General Fund CENTRAL COAST COLLABOR 34791	34791	07/06/2017	INV0007488	FY2017-2018 COB share of t	001-410-67200	Vendor CALIF MUNICIPAL TREASURER'S ASSOC. Total:	155.00 155.00
Fund 001 - General Fund Total:							155.00
Vendor: POSTMASTER Fund: 005 - Sewer Fund POSTMASTER 34792	34792	07/06/2017	INV0007486	July 2017 Postage - Water/S	005-701-61131	Vendor CENTRAL COAST COLLABORATIVE ON Total:	605.00 605.00
Fund 001 - General Fund Total:							605.00
Fund 005 - Sewer Fund Total:							605.00
Vendor: POSTMASTER Fund: 020 - Water Fund POSTMASTER 34792	34792	07/06/2017	INV0007486	July 2017 Postage - Water/S	020-601-61131	Vendor POSTMASTER Total:	275.00 275.00
Fund 020 - Water Fund Total:							275.00
Vendor POSTMASTER Total:							275.00

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: SB CO PUBLIC WORKS DEPARTMENT Fund: 001 - General Fund	34793	07/06/2017	INV0007483	FY2017-18 Contribution - G	001-410-60900		652.00
SB CO PUBLIC WORKS DEPA							652.00
Fund 001 - General Fund Total:							652.00
Vendor SB CO PUBLIC WORKS DEPARTMENT Total:							652.00
Vendor: SB CO SHERIFF'S DEPARTMENT Fund: 001 - General Fund	34794	07/06/2017	17-334	June 2017 - Motorcycle (Ve	001-501-60800		1,085.13
SB CO SHERIFF'S DEPARTM							1,085.13
Fund 001 - General Fund Total:							1,085.13
Vendor SB CO SHERIFF'S DEPARTMENT Total:							1,085.13
Vendor: SUE EISAGUIRRE dba Fund: 001 - General Fund	34795	07/06/2017	INV0007489	FY2017-2018 Non-Profit Fu	001-410-67200		1,800.00
SUE EISAGUIRRE dba							1,800.00
Fund 001 - General Fund Total:							1,800.00
Vendor SUE EISAGUIRRE dba Total:							1,800.00
Vendor: SYV FRUIT & VEGETABLE RESCUE Fund: 001 - General Fund	34796	07/06/2017	INV0007490	FY2017-2018 Non-Profit Fu	001-410-67200		5,800.00
SYV FRUIT & VEGETABLE RE							5,800.00
Fund 001 - General Fund Total:							5,800.00
Vendor SYV FRUIT & VEGETABLE RESCUE Total:							5,800.00
Vendor: SYV SENIOR CITIZENS FOUNDATION Fund: 001 - General Fund	34797	07/06/2017	INV0007485	FY2017-2018 Non-Profit Fu	001-410-67200		59,600.00
SYV SENIOR CITIZENS FOUN							59,600.00
Fund 001 - General Fund Total:							59,600.00
Vendor SYV SENIOR CITIZENS FOUNDATION Total:							59,600.00
Grand Total:							71,241.13

**Fund Summary**

Fund	Expense Amount
001 - General Fund	70,691.13
005 - Sewer Fund	275.00
020 - Water Fund	275.00
<b>Grand Total:</b>	<b>71,241.13</b>

**Account Summary**

Account Number	Account Name	Expense Amount
001-410-60900	Miscellaneous	652.00
001-410-67200	Community Organizatio	67,805.00
001-420-60650	Membership & Publicati	155.00
001-501-60800	Contract Services	1,085.13
001-565-60830	Contract Services-Engine	994.00
005-701-61131	Postage	275.00
020-601-61131	Postage	275.00
	<b>Grand Total:</b>	<b>71,241.13</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	71,241.13
	<b>Grand Total:</b>
	<b>71,241.13</b>



City of Buellton, CA

# Detailed Check Register

Packet: APPKT00522 - 2017-06-28 SPECIAL RUN - PAYMENTS

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
<b>Vendor: CARR'S BOOT SHOP, INC. dba</b>							
Fund: 001 - General Fund							
CARR'S BOOT SHOP, INC. db	34768	06/28/2017	00095241	6/20/2017 Laundry/Unifor	001-558-60131		121.13
CARR'S BOOT SHOP, INC. db	34768	06/28/2017	00095241	6/20/2017 Laundry/Unifor	001-558-67600		198.71
							<u>319.84</u>
Fund 001 - General Fund Total:							319.84
<b>Vendor: CITY OF LOMPOC</b>							
Fund: 027 - Local Transportation Fund							
AccountCode: 15000 - Pre-Paid Expense							
CITY OF LOMPOC	34769	06/28/2017	98019	July 2017 Monthly Transit B	027-15000		1,666.66
AccountCode 15000 - Pre-Paid Expense Total:							1,666.66
<b>Vendor: COC/BBA/VISITORS INFORMATION</b>							
Fund: 001 - General Fund							
COC/BBA/VISITORS INFOR	34770	06/28/2017	INV0007403	June 2017 - TOT Allocation	001-410-67790		33,333.33
Vendor CITY OF LOMPOC Total:							1,666.66
<b>Vendor: Dessie Reed</b>							
Fund: 001 - General Fund							
AccountCode: 22416 - Developer Deposit							
Dessie Reed	34771	06/28/2017	INV0007417	6/28/17 REFUND - PP#9005	001-22416	90050-001	3,000.00
AccountCode 22416 - Developer Deposit Total:							3,000.00
<b>Vendor: FIRST NATIONAL BANK OF OMAHA</b>							
Fund: 001 - General Fund							
FIRST NATIONAL BANK OF	34772	06/28/2017	INV0007409	Kabello - CC thru 6/17/201	001-511-60250		37.00
FIRST NATIONAL BANK OF	34772	06/28/2017	INV0007409	Kabello - CC thru 6/17/201	001-511-60800		50.95
FIRST NATIONAL BANK OF	34772	06/28/2017	INV0007409	Kabello - CC thru 6/17/201	001-511-67140		567.52
FIRST NATIONAL BANK OF	34772	06/28/2017	INV0007410	MBierdzinski - CC thru 6/16	001-410-60014		419.18
FIRST NATIONAL BANK OF	34772	06/28/2017	INV0007410	MBierdzinski - CC thru 6/16	001-420-60650		435.00
Vendor Dessie Reed Total:							3,000.00



Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: JOE MEEHAN							
Fund: 001 - General Fund	34775	06/28/2017	INV0007398	6/22/2017 - Reimbursemen	001-558-60131		89.80
JOE MEEHAN							89.80
						Fund 001 - General Fund Total:	89.80
Fund: 005 - Sewer Fund	34775	06/28/2017	INV0007398	6/22/2017 - Reimbursemen	005-701-60131		89.79
JOE MEEHAN							89.79
						Fund 005 - Sewer Fund Total:	89.79
Fund: 020 - Water Fund	34775	06/28/2017	INV0007398	6/22/2017 - Reimbursemen	020-601-60131		89.79
JOE MEEHAN							89.79
						Fund 020 - Water Fund Total:	89.79
						Vendor JOE MEEHAN Total:	269.38
Vendor: KUI-XIANG LI							
Fund: 001 - General Fund							
AccountCode: 22416 - Developer Deposit							
KUI-XIANG LI	34776	06/28/2017	INV0007397	6/15/2017 Bach Hotel Prjct(	001-22416	90003070	-1,320.00
KUI-XIANG LI	34776	06/28/2017	INV0007397	6/15/2017 Bach Hotel Prjct(	001-22416	90014001	3,988.75
KUI-XIANG LI	34776	06/28/2017	INV0007397	6/15/2017 Bach Hotel Prjct(	001-22416	1001	15,837.50
						AccountCode 22416 - Developer Deposit Total:	18,506.25
						Fund 001 - General Fund Total:	18,506.25
						Vendor KUI-XIANG LI Total:	18,506.25
Vendor: KYLE ABELLO							
Fund: 001 - General Fund	34777	06/28/2017	INV0007394	6/23/2017 - Camp snacks &	001-511-67140		238.95
KYLE ABELLO							238.95
						Fund 001 - General Fund Total:	238.95
						Vendor KYLE ABELLO Total:	238.95
Vendor: ROBERT COVARRUBIAS							
Fund: 001 - General Fund	34778	06/28/2017	INV0007425	6/26/2017 Uniform Reimbu	001-558-60131		86.16
ROBERT COVARRUBIAS							86.16
						Fund 001 - General Fund Total:	86.16
						Vendor ROBERT COVARRUBIAS Total:	86.16

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: Shannel Zamora							
Fund: 001 - General Fund	34779	06/28/2017	INV0007421	6/21-24/2017 Kerhill Super	001-420-60710		274.25
Shannel Zamora							274.25
						Fund 001 - General Fund Total:	274.25
Vendor: Staples Credit Plan							
Fund: 001 - General Fund							
Staples Credit Plan	34780	06/28/2017	INV0007423	5/13-6/12/2017 Misc Office	001-410-60014		143.41
Staples Credit Plan	34780	06/28/2017	INV0007423	5/13-6/12/2017 Misc Office	001-410-61130		349.05
Staples Credit Plan	34780	06/28/2017	INV0007423	5/13-6/12/2017 Misc Office	001-420-61130		51.83
Staples Credit Plan	34780	06/28/2017	INV0007423	5/13-6/12/2017 Misc Office	001-511-61130		83.59
Staples Credit Plan	34780	06/28/2017	INV0007423	5/13-6/12/2017 Misc Office	001-558-61140		51.35
Staples Credit Plan	34780	06/28/2017	INV0007423	5/13-6/12/2017 Misc Office	001-565-61130		63.85
						Fund 001 - General Fund Total:	743.08
Fund: 020 - Water Fund	34780	06/28/2017	INV0007423	5/13-6/12/2017 Misc Office	020-601-61140		60.30
Staples Credit Plan							60.30
						Fund 020 - Water Fund Total:	60.30
Vendor: STATEWIDE SAFETY & SIGNS, INC.							
Fund: 001 - General Fund							
STATEWIDE SAFETY & SIGN	34781	06/28/2017	03007015	6/21/2017 Signs - CalTrans	001-558-60560		43.99
							43.99
						Fund 001 - General Fund Total:	43.99
Vendor: THE GAS COMPANY							
Fund: 001 - General Fund	34782	06/28/2017	INV0007404	4/25-5/9/2017 CH Gas Servi	001-410-61230		12.59
THE GAS COMPANY							12.59
						Fund 001 - General Fund Total:	12.59
Vendor: VERIZON WIRELESS							
Fund: 001 - General Fund							
VERIZON WIRELESS	34783	06/28/2017	9787122365	6/9-7/8/2017 PW/CM Wirel	001-410-67705		66.42
VERIZON WIRELESS	34783	06/28/2017	9787122365	6/9-7/8/2017 PW/CM Wirel	001-511-61290		38.65
VERIZON WIRELESS	34783	06/28/2017	9787122365	6/9-7/8/2017 PW/CM Wirel	001-558-60210		151.01
						Fund 001 - General Fund Total:	256.08
						Vendor THE GAS COMPANY Total:	12.59

Detailed Check Register

Packet: APPKT00522 - 2017-06-28 SPECIAL RUN - PAYMENTS

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
VERIZON WIRELESS	34783	06/28/2017	9787122365	6/9-7/8/2017 PW/CM Wirel	001-558-67705		121.53
							377.61
Fund: 005 - Sewer Fund							377.61
VERIZON WIRELESS	34783	06/28/2017	9787122365	6/9-7/8/2017 PW/CM Wirel	005-701-67705		124.94
							124.94
Fund: 020 - Water Fund							124.94
VERIZON WIRELESS	34783	06/28/2017	9787122365	6/9-7/8/2017 PW/CM Wirel	020-601-67705		184.28
							184.28
Fund: 020 - Water Fund Total:							184.28
Vendor VERIZON WIRELESS Total:							686.83
Vendor: VISITSYV							
Fund: 001 - General Fund	34784	06/28/2017	CM0000048	May 2017 SYVTBID - Admin	001-44250		-513.20
VISITSYV							-513.20
AccountCode: 22160 - SYVTBID Payable							
VISITSYV	34784	06/28/2017	INV0007401	May 2017 SYVTBID Fees	001-22160		25,660.00
AccountCode: 22160 - SYVTBID Payable Total:							25,660.00
Fund: 001 - General Fund Total:							25,146.80
Vendor VISITSYV Total:							25,146.80
Vendor: WAGE WORKS							
Fund: 001 - General Fund							
WAGE WORKS	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	001-401-50400		21.69
WAGE WORKS	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	001-402-50400		10.85
WAGE WORKS	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	001-403-50400		10.85
WAGE WORKS	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	001-420-50400		18.52
WAGE WORKS	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	001-511-50400		12.25
WAGE WORKS	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	001-558-50400		17.35
WAGE WORKS	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	001-565-50400		9.45
Fund: 005 - Sewer Fund							100.96
WAGE WORKS	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	005-701-50400		16.52
Fund: 005 - Sewer Fund Total:							16.52

Packet: APPKT00522 - 2017-06-28 SPECIAL RUN - PAYMENTS									
Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount		
Fund: 020 - Water Fund	34785	06/28/2017	INV18251	May 2017 FSA/AFLAC Admi	020-601-50400		16.52		
WAGE WORKS							<u>16.52</u>		
						Fund 020 - Water Fund Total:	16.52		
						Vendor WAGE WORKS Total:	134.00		
Vendor: WATER ENVIRONMENT FEDERATION									
Fund: 005 - Sewer Fund	34786	06/28/2017	INV0007395	6/22/2017 Membership Re	005-701-60650		312.00		
WATER ENVIRONMENT FED							<u>312.00</u>		
						Fund 005 - Sewer Fund Total:	312.00		
						Vendor WATER ENVIRONMENT FEDERATION Total:	312.00		
Vendor: Wells Fargo Vendor Fin Serv									
Fund: 001 - General Fund	34787	06/28/2017	67159243	8/1-8/31/2017 REC Copier L	001-511-60310		149.77		
Wells Fargo Vendor Fin Ser							<u>149.77</u>		
						Fund 001 - General Fund Total:	149.77		
						Vendor Wells Fargo Vendor Fin Serv Total:	149.77		
						Grand Total:	<u>89,413.25</u>		

**Fund Summary**

Fund	Expense Amount
001 - General Fund	86,301.51
005 - Sewer Fund	818.72
020 - Water Fund	626.36
027 - Local Transportation Fund	1,666.66
	<u>89,413.25</u>
<b>Grand Total:</b>	

**Account Summary**

Account Number	Account Name	Expense Amount
001-22160	SYTBID Payable	25,660.00
001-22416	Developer Deposit	21,506.25
001-401-50400	Medical Benefit	21.69
001-401-60900	Miscellaneous	112.09
001-401-61130	Office Supplies	28.49
001-402-50400	Medical Benefit	10.85
001-403-50400	Medical Benefit	10.85
001-403-60710	Travel & Training	350.00
001-403-61130	Office Supplies	34.47
001-410-60014	Emergency Operations	562.59
001-410-60900	Miscellaneous	416.13
001-410-61130	Office Supplies	352.27
001-410-61230	Utilities - Gas	12.59
001-410-67705	Telephone	66.42
001-410-67790	Visitors Bureau	33,333.33
001-420-50400	Medical Benefit	18.52
001-420-60650	Membership & Publicati	435.00
001-420-60710	Travel & Training	349.25
001-420-61130	Office Supplies	51.83
001-44250	Miscellaneous	-513.20
001-511-50400	Medical Benefit	12.25
001-511-60250	Maintenance/Repair	630.77
001-511-60310	Equipment Rental	149.77
001-511-60800	Contract Services	378.95
001-511-61130	Office Supplies	83.59
001-511-61280	Fuel-Vehicles	288.04
001-511-61290	Telephone/Internet	38.65
001-511-67135	Buellton Rec Program Tr	-1,808.71
001-511-67140	Buellton Recreation Pro	2,527.05
001-552-61140	Operational Supplies	107.74
001-558-50400	Medical Benefit	17.35
001-558-60131	Laundry / Uniforms	297.09
001-558-60210	Computer Maintenance	151.01
001-558-60560	Signs	43.99

**Account Summary**

Account Number	Account Name	Expense Amount
001-558-61140	Operational Supplies	159.10
001-558-67600	Safety Equipment	198.71
001-558-67705	Telephone	121.53
001-565-50400	Medical Benefit	9.45
001-565-61130	Office Supplies	63.85
001-565-61131	Postage	11.91
005-701-50400	Medical Benefit	16.52
005-701-60131	Laundry / Uniforms	89.79
005-701-60650	Membership & Publicati	508.82
005-701-67705	Telephone	124.94
005-701-73500	Equipment	78.65
020-601-50400	Medical Benefit	16.52
020-601-60131	Laundry / Uniforms	89.79
020-601-60650	Membership & Publicati	196.82
020-601-61140	Operational Supplies	60.30
020-601-67705	Telephone	184.28
020-601-73500	Equipment	78.65
027-15000	Pre-Paid Expense	1,666.66
	<b>Grand Total:</b>	<b>89,413.25</b>

**Project Account Summary**

Project Account Key	Expense Amount	
**None**	67,907.00	
1001	15,837.50	
90003070	-1,320.00	
90014001	3,988.75	
90050-001	3,000.00	
	<b>Grand Total:</b>	<b>89,413.25</b>



City of Buellton, CA

# Detailed Check Register

Packet: APPKT00520 - 2017-06-22 SPECIAL RUN - PAYMENTS

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
<b>Vendor: ABALONE COAST ANALYTICAL, INC.</b>							
<b>Fund: 005 - Sewer Fund</b>							
ABALONE COAST ANALYTIC	34718	06/22/2017	3160	May 2017 - WWTP Chemica	005-701-61111		578.40
							<b>578.40</b>
<b>Fund: 020 - Water Fund</b>							
ABALONE COAST ANALYTIC	34718	06/22/2017	3160	May 2017 - WWTP Chemica	020-601-61111		16.00
ABALONE COAST ANALYTIC	34718	06/22/2017	3166	May 2017 DWTP Chemical	020-601-61111		199.00
							<b>215.00</b>
<b>Fund 005 - Sewer Fund Total:</b>							<b>578.40</b>
<b>Fund 020 - Water Fund Total:</b>							<b>215.00</b>
<b>Vendor: ABALONE COAST ANALYTICAL, INC. Total:</b>							<b>793.40</b>
<b>Vendor: ACWA/JPIA</b>							
<b>Fund: 001 - General Fund</b>							
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	001-401-50400		779.49
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	001-402-50400		90.00
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	001-403-50400		54.00
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	001-420-50400		158.44
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	001-511-50400		337.47
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	001-558-50400		441.64
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	001-565-50400		144.63
							<b>2,005.67</b>
<b>Fund 005 - Sewer Fund</b>							<b>2,005.67</b>
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	005-701-50400		349.97
							<b>349.97</b>
<b>Fund 020 - Water Fund</b>							<b>349.97</b>
ACWA/JPIA	34719	06/22/2017	0488012	July 2017 Dental Vision & E	020-601-50400		349.97
							<b>349.97</b>
<b>Fund 020 - Water Fund Total:</b>							<b>349.97</b>
<b>Vendor ACWA/JPIA Total:</b>							<b>2,705.61</b>

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: A-OK POWER EQUIPMENT INC. dba Fund: 001 - General Fund A-OK POWER EQUIPMENT I 34720	34720	06/22/2017	273486	6/9/2017 Tanaka blower re	001-552-60258		37.50 37.50
Fund 001 - General Fund Total:							37.50
Vendor: ART MERCADO Fund: 001 - General Fund ART MERCADO 34721	34721	06/22/2017	INV0007373	6/1&15/2017 Planning Com	001-565-50010	Vendor A-OK POWER EQUIPMENT INC. dba Total:	100.00 100.00
Fund 001 - General Fund Total:							100.00
Vendor ART MERCADO Total:							100.00
Vendor: BC PUMP SALES & SERVICE Inc. Fund: 005 - Sewer Fund BC PUMP SALES & SERVICE 34722	34722	06/22/2017	31776	6/14/2017 Pump Replacem	005-701-60250		1,617.80 1,617.80
Fund 005 - Sewer Fund Total:							1,617.80
Vendor BC PUMP SALES & SERVICE Inc. Total:							1,617.80
Vendor: BRIAN DUNSTAN Fund: 001 - General Fund BRIAN DUNSTAN 34723	34723	06/22/2017	INV0007371	6/1&15/2017 Planning Com	001-565-50010		100.00 100.00
Fund 001 - General Fund Total:							100.00
Vendor BRIAN DUNSTAN Total:							100.00
Vendor: BROTHERS' GLASS COMPANY INC Fund: 001 - General Fund BROTHERS' GLASS COMPAN 34724 BROTHERS' GLASS COMPAN 34724	34724	06/22/2017 06/22/2017	1578 1578	6/8/2017 - Mirror replacem 6/8/2017 - Mirror replacem	001-552-60256 001-552-60258		714.69 476.46 1,191.15
Fund 001 - General Fund Total:							1,191.15
Vendor BROTHERS' GLASS COMPANY INC Total:							1,191.15
Vendor: BURKE, WILLIAMS & SORENSEN, LLP Fund: 001 - General Fund BURKE, WILLIAMS & SOREN 34725 BURKE, WILLIAMS & SOREN 34725	34725	06/22/2017 06/22/2017	214548 214549	May 2017 Legal Services - R May 2017 - Legal Services -	001-404-60840 001-404-60840		10,346.30 1,490.60 11,836.90
Fund 001 - General Fund Total:							11,836.90
Vendor BURKE, WILLIAMS & SORENSEN, LLP Total:							11,836.90

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: CalPERS LONG-TERM CARE PROGRAM Fund: 001 - General Fund							
AccountCode: 22166 - Long-Term Care Deduction							
CalPERS LONG-TERM CARE	34726	06/22/2017	INV0007303	6/16-6/30/2017 - Long Ter	001-22166		84.25
AccountCode 22166 - Long-Term Care Deduction Total:							84.25
Fund 001 - General Fund Total:							84.25
Vendor CalPERS LONG-TERM CARE PROGRAM Total:							84.25
Vendor: Central Coast Health and Safety, LLC							
Fund: 001 - General Fund							
Central Coast Health and Sa	34727	06/22/2017	12467	6/10/2017 - REC Cntr - RED	001-511-67140		183.60
Fund 001 - General Fund Total:							183.60
Vendor Central Coast Health and Safety, LLC Total:							183.60
Vendor: COAST NETWORKX, INC.							
Fund: 001 - General Fund							
COAST NETWORKX, INC.	34728	06/22/2017	19283	7/2017 Barracuda back-up	001-410-60210		449.00
Fund 001 - General Fund Total:							449.00
Vendor COAST NETWORKX, INC. Total:							449.00
Vendor: COASTAL COPY, INC.							
Fund: 001 - General Fund							
COASTAL COPY, INC.	34729	06/22/2017	735334	5/16-6/15/2017 CH Overag	001-410-61130		21.28
COASTAL COPY, INC.	34729	06/22/2017	735729	5/18-6/17/2017CH-rev Ove	001-410-61130		446.98
Fund 001 - General Fund Total:							468.26
Vendor COASTAL COPY, INC. Total:							468.26
Vendor: COMCAST CABLE							
Fund: 001 - General Fund							
COMCAST CABLE	34730	06/22/2017	INV0007353	6/18-7/17/2017 CC Chamb	001-410-61292		129.37
Fund 001 - General Fund Total:							129.37
Vendor COMCAST CABLE Total:							129.37
Vendor: DAN HEEDY							
Fund: 001 - General Fund							
DAN HEEDY	34731	06/22/2017	INV0007372	6/1&15/2017 Planning Com	001-565-50010		100.00
Fund 001 - General Fund Total:							100.00
Vendor DAN HEEDY Total:							100.00

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: DIANE BYINGTON dba Fund: 001 - General Fund DIANE BYINGTON dba	34732	06/22/2017	INV0007382	4/12-6/13/2017 Music Tog	001-511-67140		1,001.00 <u>1,001.00</u>
Fund 001 - General Fund Total:							1,001.00
Vendor DIANE BYINGTON dba Total:							1,001.00
Vendor: ENGEL & GRAY, INC. Fund: 005 - Sewer Fund ENGEL & GRAY, INC.	34733	06/22/2017	0000019263	5/1-5/31/2017 Bio Solids C	005-701-60800		5,241.00 <u>5,241.00</u>
Fund 005 - Sewer Fund Total:							5,241.00
Vendor ENGEL & GRAY, INC. Total:							5,241.00
Vendor: FARM SUPPLY COMPANY Fund: 005 - Sewer Fund FARM SUPPLY COMPANY	34734	06/22/2017	25226	6/13/2017 WWTP Misc Mai	005-701-61111		384.60 <u>384.60</u>
Fund 005 - Sewer Fund Total:							384.60
Vendor FARM SUPPLY COMPANY Total:							384.60
Vendor: GARY BROWN dba Fund: 001 - General Fund GARY BROWN dba	34735	06/22/2017	7311	5/16/2017 CH Heater Repai	001-558-60250		681.71 <u>681.71</u>
Fund 001 - General Fund Total:							681.71
Vendor GARY BROWN dba Total:							681.71
Vendor: GINA SIGMAN Fund: 001 - General Fund GINA SIGMAN	34736	06/22/2017	INV0007377	4/12-6/13/2017 Flow Yo-Yo	001-511-67140		54.00 <u>54.00</u>
Fund 001 - General Fund Total:							54.00
Vendor GINA SIGMAN Total:							54.00
Vendor: HERMILA SANCHEZ Fund: 001 - General Fund HERMILA SANCHEZ	34737	06/22/2017	INV0007383	5/11-6/13/2017 Zumba Cla	001-511-67140		28.00 <u>28.00</u>
Fund 001 - General Fund Total:							28.00
Vendor HERMILA SANCHEZ Total:							28.00

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
<b>Detailed Check Register</b>							
Vendor: JCI JONES CHEMICALS, INC.							
Fund: 020 - Water Fund							
JCI JONES CHEMICALS, INC.	34738	06/22/2017	723336	6/6/2017 BOL#530985 Che	020-601-61111		3,718.10
							<u>3,718.10</u>
						Fund 020 - Water Fund Total:	3,718.10
Vendor: JOE MEEHAN						Vendor JCI JONES CHEMICALS, INC. Total:	3,718.10
Fund: 020 - Water Fund							
JOE MEEHAN	34739	06/22/2017	INV0007368	6/5-6/8/2017 Public Works	020-601-60710		322.49
							<u>322.49</u>
						Fund 020 - Water Fund Total:	322.49
						Vendor JOE MEEHAN Total:	322.49
Vendor: JOE PADILLA							
Fund: 001 - General Fund							
JOE PADILLA	34740	06/22/2017	INV0007374	6/1&15/2017 Planning Com	001-565-50010		100.00
							<u>100.00</u>
						Fund 001 - General Fund Total:	100.00
						Vendor JOE PADILLA Total:	100.00
Vendor: John Fitzpatrick							
Fund: 001 - General Fund							
John Fitzpatrick	34741	06/22/2017	INV0007384	5/11-6/13/2017 Street Socc	001-511-67140		585.00
							<u>585.00</u>
						Fund 001 - General Fund Total:	585.00
						Vendor John Fitzpatrick Total:	585.00
Vendor: JOSE RAFAEL RUIZ dba							
Fund: 001 - General Fund							
JOSE RAFAEL RUIZ dba	34742	06/22/2017	1011	June 2017 Monthly Janitori	001-552-60800		1,650.00
							<u>1,650.00</u>
						Fund 001 - General Fund Total:	1,650.00
						Vendor JOSE RAFAEL RUIZ dba Total:	1,650.00
Vendor: JOSEPH GRAUER							
Fund: 020 - Water Fund							
JOSEPH GRAUER	34743	06/22/2017	INV0007366	6/5-6/8/2017 JPIA Academ	020-601-60710		385.56
							<u>385.56</u>
						Fund 020 - Water Fund Total:	385.56
						Vendor JOSEPH GRAUER Total:	385.56

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: KAREN PALMER							
Fund: 001 - General Fund	34744	06/22/2017	INV0007378	5/11-6/13/2017 Kundalini Y	001-511-67140		35.00
KAREN PALMER							35.00
Fund 001 - General Fund Total:							35.00
Vendor KAREN PALMER Total:							35.00
Vendor: KARLIN LADERA							
Fund: 001 - General Fund	34745	06/22/2017	INV0007381	4/12-6/13/2017 Karlin's Soc	001-511-67140		189.00
KARLIN LADERA							189.00
Fund 001 - General Fund Total:							189.00
Vendor KARLIN LADERA Total:							189.00
Vendor: KYLE ABELLO							
Fund: 001 - General Fund	34746	06/22/2017	INV0007370	6/19/2017 REC LMPC AQUA	001-511-67140		150.00
KYLE ABELLO							150.00
Fund 001 - General Fund Total:							150.00
Vendor KYLE ABELLO Total:							150.00
Vendor: LAURA GARCIA dba							
Fund: 001 - General Fund	34747	06/22/2017	INV0007379	5/11-6/13/2017 Flamenco	001-511-67140		210.00
LAURA GARCIA dba							210.00
Fund 001 - General Fund Total:							210.00
Vendor LAURA GARCIA dba Total:							210.00
Vendor: MAILE INEMAN							
Fund: 001 - General Fund	34748	06/22/2017	INV0007380	5/11-6/13/2017 Pilates	001-511-67140		153.60
MAILE INEMAN							153.60
Fund 001 - General Fund Total:							153.60
Vendor MAILE INEMAN Total:							153.60
Vendor: Maria De Los Rios							
Fund: 001 - General Fund	34749	06/22/2017	INV0007390	6/10/2017 - REFUND - RVP	001-22510	AccountCode 22510 - Park/Damage Charge	100.00
Maria De Los Rios							100.00
Fund 001 - General Fund Total:							100.00
Vendor Maria De Los Rios Total:							100.00

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: MARIANNE MADSEN							
Fund: 001 - General Fund	34750	06/22/2017	INV0007375	5/11-6/13/2017 Yoga Class	001-511-67140		324.00
MARIANNE MADSEN							324.00
						Fund 001 - General Fund Total:	324.00
						Vendor MARIANNE MADSEN Total:	324.00
Vendor: Martena Wilson							
Fund: 001 - General Fund	34751	06/22/2017	INV0007386	5/11-6/13/2017 Aerial Yoga	001-511-67140		73.50
Martena Wilson							73.50
						Fund 001 - General Fund Total:	73.50
						Vendor Martena Wilson Total:	73.50
Vendor: MICHAEL J. GREEN							
Fund: 001 - General Fund	34752	06/22/2017	INV0007369	6/20/2017 Uniform Reimbu	001-558-60131		140.56
MICHAEL J. GREEN							140.56
						Fund 001 - General Fund Total:	140.56
Fund: 020 - Water Fund	34752	06/22/2017	INV0007369	6/20/2017 Uniform Reimbu	020-601-60131		140.56
MICHAEL J. GREEN							140.56
						Fund 020 - Water Fund Total:	140.56
						Vendor MICHAEL J. GREEN Total:	281.12
Vendor: MIKE'S TRI-COUNTY LOCKSMITHS							
Fund: 001 - General Fund	34753	06/22/2017	050429	6/16/2017 Keys/Cut & Sta	001-511-60250		126.34
MIKE'S TRI-COUNTY LOCKS							126.34
						Fund 001 - General Fund Total:	126.34
						Vendor MIKE'S TRI-COUNTY LOCKSMITHS Total:	126.34
Vendor: O'CONNOR & SONS dba							
Fund: 001 - General Fund	34754	06/22/2017	30167293	6/11/2017 PO Monthly Pest	001-558-60800		105.00
O'CONNOR & SONS dba							105.00
						Fund 001 - General Fund Total:	105.00
						Vendor O'CONNOR & SONS dba Total:	105.00

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: RIO VISTA CHEVROLET, INC. Fund: 001 - General Fund RIO VISTA CHEVROLET, INC. 34755	34755	06/22/2017	73525	6/14/2017 - Vehicle Maint -	001-558-60270		67.90 67.90
Vendor: SAFETY-KLEEN CORP. Fund: 005 - Sewer Fund SAFETY-KLEEN CORP. 34756	34756	06/22/2017	73932967	6/12/2017 WWTP 30G Part	005-701-61111	Fund 001 - General Fund Total: Vendor RIO VISTA CHEVROLET, INC. Total:	356.24 356.24 356.24 356.24
Vendor: SANDEE KESSLER Fund: 001 - General Fund SANDEE KESSLER 34757	34757	06/22/2017	INV0007385	5/11-6/13/2017 Mommy &	001-511-67140		112.00 112.00 112.00
Vendor: The DocuTeam Fund: 001 - General Fund The DocuTeam 34758	34758	06/22/2017	0126099	5/1-5/31/2017 Shredding S	001-410-60900	Fund 001 - General Fund Total: Vendor SANDEE KESSLER Total:	30.00 30.00 30.00 30.00
Vendor: THOMAS CHAMBERLAIN Fund: 001 - General Fund THOMAS CHAMBERLAIN 34759	34759	06/22/2017	INV0007376	5/11-6/13/2017 Archery	001-511-67140	Fund 001 - General Fund Total: Vendor THOMAS CHAMBERLAIN Total:	210.00 210.00 210.00 210.00
Vendor: TRANSFIRST HEALTH & GOVERNMENT SVCS Fund: 001 - General Fund TRANSFIRST HEALTH & GOV 34760	34760	06/22/2017	ARINV102056	MAY 2017 Monthly Mercha	001-410-60900	Fund 001 - General Fund Total: Vendor TRANSFIRST HEALTH & GOVERNMENT SVCS Total:	520.30 520.30 520.30 520.30

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
<b>Vendor: TYLER TECHNOLOGIES, INC.</b>							
Fund: 001 - General Fund							
TYLER TECHNOLOGIES, INC.	34761	06/22/2017	025-193129	08/1/2017-7/31/2018 Inco	001-410-60210		446.60
TYLER TECHNOLOGIES, INC.	34761	06/22/2017	025-193129	08/1/2017-7/31/2018 Inco	001-410-60210		5,921.53
TYLER TECHNOLOGIES, INC.	34761	06/22/2017	025-193129	08/1/2017-7/31/2018 Inco	001-410-60210		1,212.75
TYLER TECHNOLOGIES, INC.	34761	06/22/2017	025-193129	08/1/2017-7/31/2018 Inco	001-410-60210		3,873.08
TYLER TECHNOLOGIES, INC.	34761	06/22/2017	025-193129	08/1/2017-7/31/2018 Inco	001-410-60210		3,349.40
TYLER TECHNOLOGIES, INC.	34761	06/22/2017	025-193129	08/1/2017-7/31/2018 Inco	001-410-60210		450.00
							<b>15,253.36</b>
Fund 001 - General Fund Total:							<b>15,253.36</b>
<b>Vendor: TYLER TECHNOLOGIES, INC. Total:</b>							
							<b>15,253.36</b>
<b>Vendor: VALLEY TOOL RENTALS</b>							
Fund: 020 - Water Fund							
VALLEY TOOL RENTALS	34762	06/22/2017	11794.1.2	6/6/2017 WTP - Dolly Renta	020-601-61140		16.50
							<b>16.50</b>
Fund 020 - Water Fund Total:							<b>16.50</b>
<b>Vendor VALLEY TOOL RENTALS Total:</b>							
							<b>16.50</b>
<b>Vendor: WALLACE GROUP</b>							
Fund: 005 - Sewer Fund							
WALLACE GROUP	34763	06/22/2017	43876	-> 5/31/2017 Services FY16-	005-701-60800		4,304.50
							<b>4,304.50</b>
Fund 005 - Sewer Fund Total:							<b>4,304.50</b>
<b>Vendor WALLACE GROUP Total:</b>							
							<b>4,304.50</b>
<b>Grand Total:</b>							<b>56,566.66</b>

**Fund Summary**

Fund	Expense Amount
001 - General Fund	38,585.97
005 - Sewer Fund	12,832.51
020 - Water Fund	5,148.18
<b>Grand Total:</b>	<b>56,566.66</b>

**Account Summary**

Account Number	Account Name	Expense Amount
001-22166	Long-Term Care Deducti	84.25
001-22510	Park/Damage Charge	100.00
001-401-50400	Medical Benefit	779.49
001-402-50400	Medical Benefit	90.00
001-403-50400	Medical Benefit	54.00
001-404-60840	Contract Services-Legal	11,836.90
001-410-60210	Computer Maintenance	15,702.36
001-410-60900	Miscellaneous	550.30
001-410-61130	Office Supplies	468.26
001-410-61292	Internet Access/ Websit	129.37
001-420-50400	Medical Benefit	158.44
001-511-50400	Medical Benefit	337.47
001-511-60250	Maintenance/Repair	126.34
001-511-67140	Buellton Recreation Pro	3,308.70
001-552-60256	Maintenance/Repair-Oa	714.69
001-552-60258	Maintenance/Repair-Riv	513.96
001-552-60800	Contract Services	1,650.00
001-558-50400	Medical Benefit	441.64
001-558-60131	Laundry / Uniforms	140.56
001-558-60250	Maintenance / Repair	681.71
001-558-60270	Maintenance - Vehicles	67.90
001-558-60800	Contract Services	105.00
001-565-50010	Planning Commission Sal	400.00
001-565-50400	Medical Benefit	144.63
005-701-50400	Medical Benefit	349.97
005-701-60250	Maintenance / Repair	1,617.80
005-701-60800	Contract Services	9,545.50
005-701-61111	Chemicals / Analysis	1,319.24
020-601-50400	Medical Benefit	349.97
020-601-60131	Laundry / Uniforms	140.56
020-601-60710	Travel & Training	708.05
020-601-61111	Chemicals / Analysis	3,933.10
020-601-61140	Operational Supplies	16.50
<b>Grand Total:</b>	<b>Grand Total:</b>	<b>56,566.66</b>

Project Account Summary

Project Account Key	Expense Amount
**None**	56,566.66
<b>Grand Total:</b>	<b>56,566.66</b>



# Refund Check Register Refund Check Detail

UBPKT00690 - Refunds 01 UBPKT00689 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
03-02500-011	DMH	6/28/2017	34764	56.76			56.76	Deposit
04-14100-000	PACIFICA PROPERTY MANAGEMENT COM	6/28/2017	34765	55.53			55.53	Generated From Billing
06-10000-004	JAN, MITCH	6/28/2017	34766	89.45			89.45	Deposit
10-00800-000	CAPITAL PACIFIC DEVELOPMENT GROUP	6/28/2017	34767	75.17			75.17	Generated From Billing
<b>Total Refunds: 4</b>				<b>Total Refunded Amount:</b>			<b>276.91</b>	

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	276.91
<b>Revenue Total:</b>	<b>276.91</b>

## General Ledger Distribution

Posting Date: 06/28/2017

Fund	Account Number	Account Name	Posting Amount	IFT
020 - WATER FUND	020-10000	Claim On Pooled Cash	-276.91	Yes
	020-22420	Unapplied Credits	276.91	
<b>020 Total:</b>			<b>0.00</b>	
999 - POOLED CASH	999-10001	Pooled Cash - General Checking	-276.91	
	999-27000	Due To Other Funds	276.91	Yes
<b>999 Total:</b>			<b>0.00</b>	
<b>Distribution Total:</b>			<b>0.00</b>	

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

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

To: The Honorable Mayor and City Council

From: Linda Reid, City Clerk

Meeting Date: July 13, 2017

Subject: Designation of Voting Delegate and Alternate for 2017 League of California Cities Annual Conference Business Meeting

---

**BACKGROUND**

The League of California Cities Annual Conference is scheduled for September 13 through 15, 2017 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting, scheduled for Friday, September 15, at 12:00 p.m., at which time the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and alternate voting delegate. Designation of the voting delegate and alternate must be done by City Council action and cannot be accomplished by simply notifying the League office of the City's representatives to the Annual Business Meeting.

Typically, the Mayor and the Vice Mayor are designated as the City's representatives to the Annual Business Meeting. Upon the decision of the City Council as to the voting delegate and the alternate voting delegate, the City Clerk will submit the required designation form with affirmation by the City Clerk of the City Council's action.

**FISCAL IMPACT**

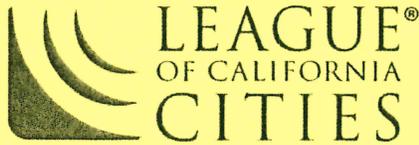
This item in itself will not cause any fiscal impact to the City.

**RECOMMENDATION**

That the City Council designate the Mayor as the City's voting delegate and the Vice Mayor as the alternate voting delegate to the League of California Cities Annual Business Meeting.

**ATTACHMENT**

Attachment 1 - 2017 Annual Conference Voting Delegate/Alternate Form



CITY: Buellton

2017 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 1, 2017. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: Holly Sierra

Title: Mayor

2. VOTING DELEGATE - ALTERNATE

Name: Ed Andrisek

Title: Vice Mayor

3. VOTING DELEGATE - ALTERNATE

Name:

Title:

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: Linda Reid E-mail: lindar@cityofbuellton.com

Mayor or City Clerk Phone: 805-686-7424

(circle one) (signature)

Date: 7/14/17

Please complete and return by Friday, September 1, 2017

League of California Cities
ATTN: Carly Shelby
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: cshelby@cacities.org
(916) 658-8279

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

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: July 13, 2017

Subject: Receive and File Private Project Agreed Upon Procedure Findings

---

**BACKGROUND**

On March 9, 2017, a Request for Proposal (RFP) was issued and posted to the City’s website inviting Certified Public Accounting firms to submit a proposal for professional auditing services to perform Agreed-Upon Procedures (AUP) for the City of Buellton (Attachment 1). The Proposal requested firms to perform Agreed-Upon Procedures on the City’s Private Developer Projects (Private Projects) for the past 14 years (FY 2004 – FY 2017). The City received two proposals, which were opened and reviewed by the City Manager and the Finance Director on March 29, 2017. On April 13, 2017, City Council approved the contract with Glen Burdette for the performance of the Agreed Upon Procedures.

Prior to field work, Glen Burdette met with Finance Staff to gain an understanding of the Private Projects, the history of the changes in project tracking, the current system used to track Private Projects, and to gain an understanding of the Private Project billing procedures. Attachment 2 is the Agreed Upon Engagement Letter from Glenn Burdette which gives an overview of the Scope of Work Performed on June 19, 2017. Attachment 3 explains the procedures performed and presents the results of the AUP.

**FISCAL IMPACT**

There is no fiscal impact to the City.

**RECOMMENDATION**

That the City Council review and file the attached report (Attachment 3).

**ATTACHMENTS**

- Attachment 1: Request for Proposal for Agree-Upon Producers Auditing Services
- Attachment 2: Agreed Upon Procedures Engagement Letter
- Attachment 3: Independent Accountant’s Report on Applying Agreed-Upon Procedures

**CITY OF BUELLTON  
REQUEST FOR PROPOSAL  
FOR  
AGREED-UPON PROCEDURES AUDITING SERVICES**



**Carolyn Galloway-Cooper, C.P.A.  
Finance Director  
City of Buellton  
P.O. Box 1819  
Buellton, CA 93427**

## TABLE OF CONTENTS

### I. INTRODUCTION

A. General Information .....	4
B. Term of Engagement .....	4

### II. NATURE OF SERVICE REQUIRED

A. General .....	5
B. Scope of Work to be Performed .....	5
C. Auditing Standards to be Followed .....	5
D. Reports to be Issued .....	5
E. Special Considerations .....	5
F. Working Paper Retention and Access to Working Papers.....	5

### III. DESCRIPTION OF THE GOVERNMENT

A. Location of the City’s Offices.....	6
B. Background Information .....	6
C. Computer Systems .....	6
D. Availability of Prior Audit Reports and Working Papers .....	6

### IV. TIME REQUIREMENTS

A. Proposal Calendar .....	6
B. Date Agreed-Upon Procedures May Commence.....	7
C. Schedule for Agreed-Upon Procedures .....	7
D. Final Report.....	7

### V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance.....	7
B. Work Area, Telephones, Photocopying and Fax Machines.....	7
C. Report Preparation .....	8

### VI. PROPOSAL REQUIREMENTS

A. General Requirements.....	7
B. Technical Proposal .....	9
C. Sealed Dollar Cost Bid.....	12

VII. EVALUATION OF PROPOSALS

A. Review of Proposals..... 13  
B. Evaluation Criteria ..... 13  
C. Oral Presentations ..... 14  
D. Final Selection..... 14  
E. Right to Reject Proposals..... 14

VIII. ATTACHMENTS

A. Total Maximum Price ..... 15  
B. Audit Services Planning Calendar..... 16

**CITY OF BUELLTON  
REQUEST FOR PROPOSALS  
PROFESSIONAL AUDITING SERVICES**

**I. INTRODUCTION**

**A. General Information**

The City of Buellton (“City”) is requesting proposals from qualified firms of certified public accountants to perform agreed-upon procedures on the Private Developer Projects (Private Projects) for the past fourteen (14) years (FY2004 - FY2017). The proposal should include a review of activity related to all deposits, revenue and expenditures for Private Projects. These agreed-upon procedures are to be performed in accordance with Attestation Standards of the American Institute of Certified Public Accountants (AICPA). Standards set forth in Statement on Attestation Engagements, AT Section 201 and AT-C Section 215 (SSAE No. 10; SSAE No. 11; SSAE No 18.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received by Carolyn Galloway-Cooper, Finance Director, at City of Buellton, P.O. Box 1819, Buellton, California 93427 by 3:00 p.m. on March 27, 2017. The City reserves the right to reject any or all proposals submitted.

During the evaluation process, the City reserves the right to request additional information or clarification from Proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in writing by the firm in the proposal submitted and confirmed in the contract between the City and the selected firm.

It is anticipated that a recommendation on a firm will be made by the end of March 2017. Following notification of the selected firm and it is expected a contract will be executed between both parties by at the April 13, 2017, City Council meeting.

**B. Term of Engagement**

It is the intent of the City to contract for the services presented herein for a single engagement to analyze the City’s Private Project accounts and determine the accuracy of the current balance reflected in each account. The City of Buellton and the auditor will establish a timeline to perform agreed upon procedures and issue a report of findings.

## **II. NATURE OF SERVICE REQUIRED**

### **A. General**

The City is soliciting the services of qualified firms of certified public accountants to perform agreed upon procedures of the Private Projects to determine if the balance is correct. The review will begin with fiscal year 2003-04 through March 31, 2017. The procedures are to be performed in accordance with the provisions contained in this Request for Proposals.

### **B. Scope of Work to be Performed**

The City desires a review of revenue, expenditures and deposits related to Private Projects. Initial deposits are based on several sources: (1) planning fee deposits; (2) deposits for special studies; and (3) deposits for plan checks, map checks, and inspection services through Public Works/Engineering. Subsequent deposits are based on expenditure reimbursements that prior deposits do not cover. The City replaced its financial accounting system in September 2015. The replacement system utilizes a Private Project module that tracts all project activity by individual project. The legacy system dates back to July 1, 2003. The period July 1, 2003 through June 30, 2013 utilized revenue and expenditure accounts to record individual project activity. Beginning July 1, 2013, the Finance staff created a Developer Deposit liability account that accumulated the revenue (deposits) and expenditures. The new system continues to utilize the Developer Deposit liability account but also tracks each individual project within the Private Project module, which functions as a subsidiary account separate from the General Ledger. The engagement is to be performed by an independent auditor and be fully compliant with the AICPA guidelines for Agreed-Upon Procedures Engagements. A report will be issued and findings reported regarding the results of applying the Agreed-Upon Procedures upon the Private Developer Project Account balances.

### **C. Auditing Standards to be Followed**

To meet the requirements of this Request for Proposals, the engagement shall be performed in accordance with AICPA guidelines for Agreed-Upon Procedures.

### **D. Reports to be Issued**

Following the completion of the Agreed-Upon Procedures, the auditor shall issue:

- a) A report explaining the procedures performed and the findings related to the Private Project balances to both the City Manager and the Finance Director.
- b) Present to the City Council.

### **E. Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the City.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### **III. DESCRIPTION OF THE GOVERNMENT**

#### **A. Location of the City's Offices**

The City of Buellton is located in the Santa Ynez Valley of Santa Barbara County, approximately 40 miles northwest of the City of Santa Barbara. The City's offices are located at 107 W. Highway 246, Buellton, California 93427. Phone Number: 805-688-5177. The auditor's principal contact with the City will be Carolyn Galloway-Cooper, Finance Director, or a designated representative, who will coordinate services with the auditor.

#### **B. Background Information**

The City of Buellton was incorporated on February 1, 1992 as a general law city of the State of California. The voters approved the incorporation in November of 1991. On July 1, 1992 the City took over all the assets and liabilities of the Buellton Community Services District. The City's fiscal year begins on July 1 and ends on June 30 each year. The City serves an area of 1.6 square miles with a population of 4,957.

#### **C. Computer Systems**

The City's computerized systems are run utilizing a Windows Terminal Server (WTS) environment. The accounting functions are computerized using Tyler software. The applications operating on this system are General Ledger, Accounts Payable, Bank Reconciliation, Cashiering, Fixed Assets, Project Accounting, Purchasing, Utility Billing and Payroll/Personnel Management.

#### **D. Availability of Prior Audit Reports and Working Papers**

Interested Proposers who wish to review prior years' audit reports and management letters should contact Carolyn Galloway-Cooper, P.O. Box 1819, Buellton, California 93427, (805)-686-7422.

The City will also endeavor to make prior audit reports and supporting working papers available to Proposers upon request.

### **IV. TIME REQUIREMENTS**

#### **A. Proposal Calendar**

The following is a list of key dates, including the date proposals are to be submitted:

<u>Date</u>	<u>Activity</u>
March 9, 2017	Request for Proposal issued

March 27, 2017

April 13, 2017

May 31, 2017

Due date for Proposals (due by 3:00 p.m.)

Contract awarded by City Council

Report completed (Tentative)

## **B. Date Agreed Upon Procedures May Commence**

The City intends to have all records ready and all management personnel available to meet with the firm's personnel by April 17, 2017.

## **C. Schedule for the Agreed-Upon Procedures**

The auditor and the City will agree to a schedule for:

1. Field Work
2. Draft Reports

## **D. Final Report**

- Three (3) signed copies of the Report of Findings are to be delivered to Carolyn Galloway-Cooper, Finance Director at the City at P.O. Box 1819, Buellton, California 93427.

## **A. Work Area, Telephones, Photocopying and Fax Machines**

The City will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to a telephone, photocopying and fax machines. The auditor can be provided inquiry access to the City's finance system to expedite their auditing procedures.

## **B. Report Preparation**

Report preparation, editing, printing and binding shall be the responsibility of the auditor.

# **V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

## **A. Finance Department and Clerical Assistance**

The Finance Department staff and responsible management personnel will be available during the Agreed-Upon Procedures engagement to assist the firm by providing information, documentation and explanations.

## **B. Work Area, Telephones, Photocopying and Fax Machines**

The City will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to a telephone, photocopying and fax machines. The auditor can be provided inquiry access to the City's finance system to expedite their auditing procedures.

### C. Report Preparation

Report preparation, editing, printing and binding shall be the responsibility of the auditor.

1. Issue a written report that describes the procedures applied and the findings (three copies).

## VI. PROPOSAL REQUIREMENTS

### A. General Requirements

#### 1. Inquiries

Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Carolyn Galloway-Cooper, Finance Director  
City of Buellton  
P.O. Box 1819  
Buellton, CA 93427  
(805) 686-7422  
[carolync@cityofbuellton.com](mailto:carolync@cityofbuellton.com)

**CONTACT WITH PERSONNEL OF THE CITY OTHER THAN THE ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

#### 2. Submission of Proposal

The following material must be received **by 3:00 p.m. on March 27, 2017** for a proposal firm to be considered:

A master copy marked "Proposal" and two (2) copies to include the following:

- a) Title Page showing the Request for Proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
  - b) Signed Transmittal Letter briefly stating the Proposer's understanding of the work to be done; the commitment to perform the work within the time period; the name(s) of the person(s) authorized to represent the Proposer, title, address and telephone number; and a statement that the proposal is a firm and irrevocable offer for sixty (60) days.
  - c) Detailed Proposal following the order set forth in Section VI (b) of this Request for Proposals.
3. The Proposer shall submit an original and two (2) copies of a Sealed Dollar Cost Bid in a separate sealed envelope marked as follows:

**SEALED DOLLAR COST BID PROPOSAL  
CITY OF BUELLTON  
FOR  
AGREED-UPON PROCEDURES  
[DATE]**

4. Proposers should send the completed proposal including the two separate envelopes to the following address:

Carolyn Galloway-Cooper, Finance Director  
City of Buellton  
P.O. Box 1819  
Buellton, CA 93427

**B. Technical Proposal**

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of the City in conformity with the requirements of this Request for Proposals. As such, the substance of the proposal will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposals requirements.

**THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.**

The Technical Proposal should address all points outlined in the Request for Proposals (excluding any cost information which should only be included in the Sealed Dollar Cost Bid). The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the Request for Proposals.

2. License to Practice in California

An affirmative statement should be included verifying that the firm and all assigned key professional staff are properly licensed to practice in the State of California.

3. Independence

The firm should provide an affirmative statement that it is independent of the City as defined by auditing standards generally accepted in the United States of America and the General Accounting Office's *Government Auditing Standards* (1994).

The firm should also list and describe the firm's professional relationships involving the City for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City written notice of any professional relationships entered into during the period of this agreement.

#### 4. Firm Qualifications and Experience

The Proposer should state the size of the firm and its governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The Proposer is also required to submit a copy of the report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements (required by Government Audit Standards (1994)).

The Proposer shall also provide information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years. In addition, the Proposer shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with State regulatory bodies or professional organizations, as well as any pending or settled litigation within the past three (3) years.

#### 5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement. Include resumes, indicating whether each such person is registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five (5) years that are similar to the engagement described in this Request for Proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

Please provide a list of not less than five client references for whom services similar to those outlined in the RFP are currently being provided. For each reference listed provide the name of the organization, dates for which the services are being provided and the name, address and telephone number of the responsible person within the reference's organization. The City reserves the right to contact any or all of the listed references regarding the audit services performed by the Proposer.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this Request for Proposals. In developing the work plan, reference should be made to such sources of information as the City of Buellton's budget and related materials, organizational charts, manuals, programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a) Proposed segmentation of the engagement;
- b) Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- c) Sample size and the extent to which statistical sampling is to be used in this engagement;
- d) Extent of use of electronic data processing (EDP) software in this engagement;
- e) Type and extent of analytical procedures to be used in this engagement;
- f) Approach to be taken to gain and document an understanding of the City's internal control structure;
- g) Approach to be taken in determining laws and regulations that will be subject to audit test work; and
- h) Approach to be taken in drawing audit samples for purposes of tests of compliance.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

**NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.**

**C. Sealed Dollar Cost Bid**

1. Total All-Inclusive Maximum Price

The Sealed Dollar Cost Bid should contain all pricing information relative to performing the City audit engagement as described in this Request for Proposals. The cost bid should be submitted in a format consistent with Attachment A.

The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the Sealed Dollar Cost Bid. Such costs should not be included in the proposal.

The first page of the Sealed Dollar Cost Bid should include the following information:

- a) Name of firm
- b) Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.
- c) A total all-inclusive maximum price for the Agreed-Upon Procedures.

2. Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price and Reimbursement Rates

The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses for firm personnel (e.g., travel, lodging and meals).

The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

3. Rates for Additional Professional Services

If it should become necessary for the City to request the firm to render any additional services to either supplement the services requested in the RFP or to perform additional

work as a result of the specified recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Sealed Dollar Cost Bid.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports. Final payment will be made within fifteen (15) days of acceptance of agreed-upon procedure service or report as complete by the City.

**VII. EVALUATION OF PROPOSALS**

**A. Review of Proposals**

Proposals submitted will be evaluated by City Staff, consisting of the City Manager and Finance Director.

The City reserves the right to retain all proposals submitted and use any idea(s) in a proposal regardless of whether that proposal is selected.

**B. Evaluation Criteria**

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements
  - a) The audit firm is independent and licensed to practice in California.
  - b) The firm has no conflict of interest with regard to any of the work performed by the firm for the City.
  - c) The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.
  - d) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
2. Technical Quality
  - a) Expertise and Experience

- (1) The firm's past experience and performance on comparable government engagements.
- (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

b) Agreed-Upon Procedure Approach

- (1) Adequacy of proposed staffing plan for various segments of the engagement.
- (2) Thoroughness of approach to conducting the engagement of the City and demonstration of the understanding of the objectives and scope of the engagement.
- (3) Commitment to timeliness in the conduct of the engagement.

3. Price

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

**C. Oral Presentations**

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's Proposal. Not all firms may be asked to make such oral presentations.

**D. Final Selection**

The Buellton City Council will select a firm based upon the recommendation of City Staff.

It is anticipated that a firm will be selected by April 3, 2017. Following notification of the firm selected, it is expected that a contract will be executed between both parties at the April 13, 2017, City Council meeting.

**E. Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right without prejudice to reject any or all proposals.

Attachment A

**AGREED-UPON PROCEDURE WORK COST PROPOSAL FORM**

<b>Service</b>	<b>2004 - 2017</b>
Agreed Upon Procedures	\$
Report and Findings	\$
Total for Engagement (not-to-exceed)	\$

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## Attachment B

### **AGREED-UPON PROCEDURE SERVICES PLANNING CALENDAR**

<b>Due date for Proposals</b>	<b>March 27, 2017 at 3:00 pm</b>
Auditor begins Agreed-Upon Procedures for Private Projects	On or after April 17, 2017
Report on Agreed-Upon Procedures with Auditor's findings	May 31, 2017 (Tentative)

May 19, 2017

City of Buellton  
Attention: Carolyn Galloway-Cooper, Finance Director  
P.O. Box 1819  
107 West Highway 246  
Buellton, CA 93427

Dear Carolyn:

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for The City of Buellton ("the City").

We will apply the agreed-upon-procedures which management of the City has specified, listed in the attached Exhibit A1, to accounting records of the City. This engagement is solely to assist the City in providing a review of activity related to deposits, revenue and expenditures for Private Projects. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached exhibit either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in Exhibit A1 do not constitute an examination, we will not express an opinion on the accounting records for the City. In addition, we have no obligation to perform any procedures beyond those listed in Exhibit A1. If, however, as a result of the procedures or through other means, any matters come to our attention related to deposits, revenue and expenditures for the City, we will disclose those matters along with our recommendations for improvement.

City of Buellton

May 19, 2017

Page 2

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the City, and should not be used by those who did not agree to the procedures and take responsibility for the sufficiency of the procedures for their purposes. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

### **Administration, Fees, and Other**

We understand that your personnel will prepare schedules, analyses and all confirmations we request and will locate any invoices or other documents selected by us for testing.

Allen Eschenbach is the engagement partner and is responsible for supervising the engagement and signing or authorizing another qualified firm representative to sign the report.

Our fee for these procedures will be based upon the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree to responsibility involved and the experience level of the personnel assigned to your audit. Based on our preliminary estimates, our fee should not exceed \$12,500 for the City of Buellton. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the agreed-upon procedures. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate. In addition, you understand that services may be provided by a non-licensure owner of the firm. Payment for service is due when rendered and interim billings may be submitted as work progresses and expenses are incurred. We reserve the right to stop work on any account that is 60 days past due, in accordance with our firm's stated collection policy. You acknowledge and agree that we are not required to continue work in the event of failure to pay on a timely basis for services rendered as required by this engagement letter. We shall not be liable to you for any damages that occur as a result of our ceasing to render services. Any past due fee under this agreement shall bear late charges at the rate of 1.5 percent per month (18.00 annual percentage rate) on any unpaid balance.

Any work performed during the year in addition to the services described will be billed at our standard hourly rates, which are currently as follows:

Principals	\$ 350/hour	Entry Level Professionals- 1 <sup>st</sup> Yr	\$ 120/hour
Senior Managers	290/hour	Administrative Associates	95/hour
Managers	265/hour	Support Associates	85/hour
Supervisors	200/hour	Human Resources Consulting	265/hour
Senior Professional Associates	175/hour	Credit & Collection Services	265/hour
Professional Associates	140/hour	Litigation Testimony/Support	450/400/hour

If any dispute arises among the parties, they agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Rules for Professional Accounting and Related Services Disputes, before resorting to litigation or arbitration. The mediation shall take place in San Luis Obispo, California at a date and time mutually convenient to the parties. The cost of any mediation proceeding shall be shared equally by all parties. Evidence of anything said, any admission made, or any documents prepared in the course of the mediation shall not be admissible in evidence, or subject to discovery in any arbitration or court proceeding pursuant to California Evidence Code Section 1152.5. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the AAA. The arbitration shall be held in San Luis Obispo, California unless otherwise agreed in writing between the parties. Fees charged by arbitrators or the AAA shall be shared equally by all parties. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

As your auditors, we are required to keep all information about our engagement confidential; so, we will not disclose any information about you unless we have your approval or are required/permitted by law. This applies even if you are no longer a client. As your auditors, we are committed to the safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect your information.

It is our policy to keep records related to this engagement for seven (7) years. However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory

City of Buellton

May 19, 2017

Page 4

agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven (7) year period, Glenn Burdette shall be free to destroy our records related to this engagement.

**Electronic Communication**

In the interest of facilitating our services to your company, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential to your company. Our firm employs measures in the use of facsimile machines and computer technology designed to maintain data security. While we will use reasonable efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent, and consent to our use of these electronic devices during this engagement.

We appreciate the opportunity to be of service to the City of Buellton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return the original letter to us. A copy is enclosed for your files.

Sincerely,

Allen E. Eschenbach, CPA  
Principal  
for  
Glenn Burdette Attest Corporation

Enclosure

This letter correctly sets forth the understanding of Carolyn Galloway-Cooper, on behalf of the City of Buellton.

  
\_\_\_\_\_  
(Signature)

Finance Director  
\_\_\_\_\_  
(Title)

6/22/17  
\_\_\_\_\_  
(Date)

18122

**Agreed Upon Procedures  
Scope of Services For:  
City of Buellton  
Private Projects**

Following is the listing of the required scope of the City of Buellton Private Projects work to be performed by the independent accountant. We will perform the following:

1. Through documentation and in-person interviews of City of Buellton personnel, obtain an understanding of Private Projects, Private Project Procedures, the history of computer systems and GL accounts used to track Private Projects, and related fee schedules used for Private Projects.
2. Obtain the listing of Private Projects and transactions from the prior system ("Fundware") at the time the transactions were transferred from Revenue and Expense general ledger accounts to a Liability general ledger account (June 30, 2013).
  - a. Review the reconciliation of the total balance transferred from the Revenue and Expense general ledger accounts to the Liability general ledger account.
  - b. Review the transactions for 2 Private Projects within the Revenue and Expense general ledger accounts and agree all deposit, revenue and expenditure transactions to supporting documentation.
  - c. Ensure all Revenue and Expense general ledger items for Private Projects were zeroed out as of 6/30/2013.
3. Obtain a listing of Private Projects and transactions from Fundware dated August 31, 2015 (the conversion date). Obtain a listing of Private Party Projects and transactions from new system ("Tyler") at August 31 2015.
  - a. Review the reconciliation of the total from the Developer Deposit Liability general ledger account from Fundware to Tyler, and agree the amounts back to reports from Fundware and Tyler.
  - b. Trace 15 transactions from the ending Fundware report to the Tyler report, and review original documentation to confirm the classification of the transaction in the new system is appropriate.
4. Obtain a listing of Private Projects and transactions from Tyler through April 30, 2017.
  - a. Select the 6 largest Private Projects to test for the time period 2015-2017.
  - b. Select 2 transactions from the selected Private Projects.
  - c. Agree the transactions selected to supporting documentation for accuracy and proper classification to the correct project in Tyler.

**City of Buellton**  
**Agreed-Upon Procedures**  
**April 30, 2017**



## Independent Accountants' Report On Applying Agreed-Upon Procedures

Shannel Zamora  
City of Buellton  
Buellton, California

At your request, we have performed the procedures enumerated below for the City of Buellton as specified by the management of the City of Buellton (the City), solely to assist you with respect to the accounting records of the City as of April 30, 2017. The City's management is responsible for the company's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

### Private Party Projects

#### 1. Procedure

Through documentation and in-person interviews of City of Buellton personnel, obtain an understanding of Private Projects, Private Project Procedures, the history of computer systems and GL accounts used to track Private Projects, and related fee schedules used for Private Projects.

#### Results

We obtained the following documents from the City of Buellton:

- Fundware Developer Deposit Revenues and Expenditures Report for the period 7/1/2012 through 6/30/2013, detailing revenues and expenses by project. This report showed the balances in the Fundware Revenue and Expense general ledger accounts prior to moving to the Liability general ledger account in Fundware.
- Fundware report for the time period 1/1/2000 through 5/25/2017, detailing all transactions in the Liability general ledger account.
- Fundware Developer Deposit Liability Report total page showing balance in Liability account at 6/30/2013.
- Fundware A/R Balance Report as of 6/30/2013.

**SAN LUIS OBISPO**  
1150 Palm Street  
San Luis Obispo, CA 93401  
p 805 544 1441  
f 805 544 4351

**PASO ROBLES**  
102 South Vine Street, Ste. A  
Paso Robles, CA 93446  
p 805 237 3995  
f 805 239 9332

**SANTA MARIA**  
2222 South Broadway, Ste. A  
Santa Maria, CA 93454  
p 805 922 4010  
f 805 922 4286

**Private Party Projects (Continued)**

- Project Activity Report from the Tyler System dated 9/1/2015, the first day after conversion from Fundware.
- Project Activity Report from the Tyler System dated 4/30/2017, showing all transactions, by project, through that date.
- A Microsoft Word document entitled “Private Projects Procedures” produced by the City that described the process for how private party project deposits, revenues and expenditures are processed.
- Fee schedules used for the private party projects.

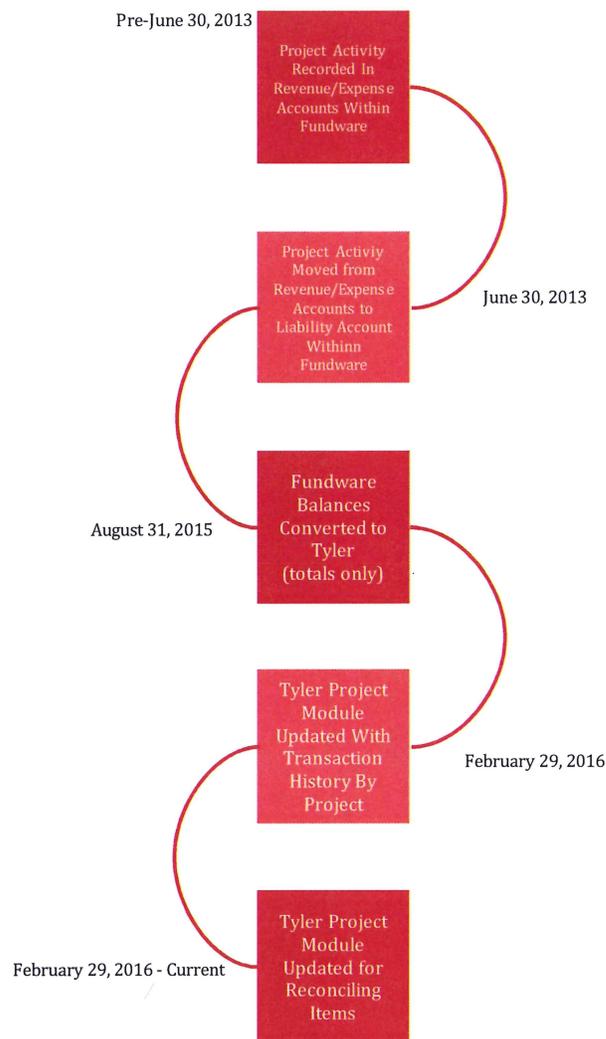
Through interviews and walkthroughs with City of Buellton Finance Department staff, we also obtained an understanding of how the flow of private party project transactions moved within the Fundware application and then into the Tyler application at the time of conversion.

The documentation was adequate to obtain an understanding of Private Projects for the City of Buellton and the staff was knowledgeable on the projects and processes.

See following page for “City of Buellton Project Accounting Timeline”, which explains how project data flowed with Fundware, as well as from Fundware to Tyler.

Private Party Projects (Continued)

## City of Buellton Project Accounting Timeline



Private Party Projects (Continued)

**2. Procedure**

Obtain the listing of Private Projects and transactions from the prior system ("Fundware") at the time the transactions were transferred from Revenue and Expense general ledger accounts to a Liability general ledger account (June 30, 2013), and perform the following:

- a. Review the reconciliation of the total balance transferred from the Revenue and Expense general ledger accounts to the Liability general ledger account at 6/30/2013.
- b. Review the transactions for 2 Private Projects within the Revenue and Expense general ledger accounts and agree all deposit, revenue and expenditure transactions to supporting documentation.
- c. Ensure all Revenue and Expense general ledger items for Private Projects were zeroed out as of 6/30/2013.

**Results**

Step 2a - We reviewed the reconciliation that was prepared by the City of Buellton of the balance transferred on that date, and noted the following:

- i. The amounts for Fiscal Year 2012-2013, in total, were properly transferred from the Revenue and Expense general ledger accounts to the Liability account.
- ii. The reconciliation indicated that certain developers still owe a total of \$11,009 to the City for projects conducted between 2004 thru 2012.
- iii. The difference is spread amongst 13 different projects. Of these 13 projects, 10 owe money to the City and 3 are owed money by the City.
- iv. For the 3 developers who are owed money, the City plans to either issue a credit if they are still active or pay a refund if they are not active.
- v. For the 10 developers who owe the City money, more research is needed to determine if the amounts are collectible or not.

Step 2b - We reviewed all deposits, revenues and expenditures for 2 of the Private Projects and ensured agreed the transactions back to supporting documentation.

- i. We selected transactions from the Buellton Oaks Senior Care Project (the largest project as for the fiscal year 2012-2013), and the Verizon TPM Project.
- ii. All items selected agreed back to supporting documentation on file with the City of Buellton.

Step 2c - We reviewed the Fundware Developer Deposit Revenues and Expenditures Report for the period 7/1/2012 through 6/30/2013 and ensured that all Revenue and Expense general ledger accounts for the Private Projects were zeroed out at 6/30/13 and moved to the Liability general ledger account.

Private Party Projects (Continued)

**3. Procedure**

Obtain a listing of Private Projects and transactions from Fundware dated August 31, 2015 (the conversion date). Obtain a listing of Private Party Projects and transactions from the new system ("Tyler") at August 31 2015, and perform the following:

- a. Review the reconciliation of the total from the Developer Deposit Liability account in Fundware to Tyler.
- b. Trace 15 transactions from the ending Fundware report to the Tyler report, and review original documentation to confirm the classification of the transaction in the new system is appropriate.

**Results**

Step 3a – The total balance converted from Fundware at August 31, 2015 did not agree to the opening balances in the Tyler Project Module. The City of Buellton indicated that the Project Module was not fully updated until the end of February 2016. During this time, City staff reconciled the information from Fundware and updated the Tyler Project Module accordingly. Our review of the reconciliation indicated the following:

- There were transactions posted in Tyler and not in Fundware between July and August 2015, which accounted for part of the variance. We agreed these items back to entries in Tyler to ensure they were actually posted, without exception.
- There were additional Fundware transactions that were not posted in Tyler until June 30, 2016. We agreed these items back to entries in Tyler to ensure they were actually posted.
- The following variances were noted as still outstanding:
  - Project 90010 – Crossroads Center at the Village – variance of \$12,425. This item has been identified and the City has indicated that a journal entry is needed to correct the revenue amount previously recorded.
  - Project 90015 – Live Oak Bowling Alley – variance of \$1,517. All but \$990 of this variance has been identified as expenses that were incorrectly included.
  - Project 90017 – Village Park – variance of \$(1,125). This variance has been identified as an invoice that needs to be added to billing.
  - Project 90019 – Hampton Inn & Suites – variance of \$(770). This variance represents 2 transactions from Fundware that have yet to be added to Tyler.
  - Project 90024 – Tilton Racing – variance of \$(2,040). This variance has been identified as legal fees that were in Fundware but not transferred to the Tyler Project Module.

Of the above items, only the \$990 for Project 90015 remains unexplained. The City continues to research this item to resolution.

**Private Party Projects (Continued)**

Step 3b – We traced 15 transactions from the ending Fundware report to the opening Tyler report, and reviewed original documentation. All transactions had adequate supporting documentation.

We noted the following in our sample of 15 items

- An expense for MNS Engineers, Inc. dated 7/22/15 for \$18,675 in Fundware was not recorded in Tyler. It has since been recorded to project #90010.
- An expense for the Buellton Apartments Project for \$204 was not included in the Project Module. This transactions has since been recorded in Tyler as of 6/16/17.

**4. Procedure**

Obtain a listing of Private Projects and transactions from Tyler through April 30, 2017, and perform the following:

- a. Select the 6 largest Private Projects to test for the time period 2015-2017.
- b. Select 2 transactions from the selected Private Projects.
- c. Agree the transactions selected to supporting documentation for accuracy and proper classification to the correct project in Tyler.

**Results**

Step 4a – We selected the following Private Projects to test for the time period 2015-2017:

1. Project #90019 - Hampton Inn
2. Project #90021 – Village Capital Pacific Townhomes
3. Project #90024 – Tilton racing
4. Project #90037 – Fig Mountain Brewing Dev. Plan
5. Project #90040 – Flying Flags 16-FDP-04
6. Project #90041 – Multi Tenant Commercial Dev

Step 4b – We selected two transactions from each of the above projects.

Step 4c – We were able to agree all selected transactions to supporting documentation. The amounts, dates and project classification indicated on the documentation agreed to the same in Tyler.

**Recommendations**

**1. Complete the Reconciliations and Resolve Variances**

We recommend that the City of Buellton Finance Department record the journal entries described above in Procedure 3a so that the Tyler Project Module reflects all identified transactions. We also recommend that all unidentified variances be researched to completion and recorded in the Tyler Project Module.

The addition of the Tyler Project Module has made for simplified tracking of project expenses by project. However, it was not until the first half of 2017 that the reconciliation of project transactions was completed, and minor variances still remain. We recommend that the finalization of this reconciliation be a top priority for the City of Buellton Finance Department.

Going forward, the timely identification and resolution of reconciliation differences should remain a top priority.

**2. Resolve Variance from 2013 Conversion to Liability Account**

We recommend that the City resolve the variance of \$11,009.68 that is owed to the City. This will require further research to determine if amounts are collectible. If they are collectible, then efforts should be undertaken to collect them. There are 3 items from that list that require payment to developers, which should be disbursed.

**3. Continue to Reconcile the Tyler Project Module to the Tyler General Ledger**

Monthly reconciliations to the general ledger will identify out-of-balance situations where either the general ledger or the Tyler Project Module need to be updated. Those variances should be researched and resolved completely every month, on a timely basis.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the accounting records of the City. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.



Glenn Burdette Attest Corporation  
San Luis Obispo, California

July 5, 2017