



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of August 8, 2019 at 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, John Sanchez, 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 July 25, 2019 City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Years 2018/19 and 2019/20**

PRESENTATIONS**3. Proclamation Recognizing Boy Scouts of America (BSA) - Buellton Scout Troop 42****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. Discussion and Direction Regarding Allowing Cannabis Testing/Analysis Facilities and CBD Product Sales**
❖ (Staff Contact: City Manager Scott Wolfe)
- 5. Discussion and Direction Regarding Arts and Culture Committee Description and Possible Budget Amendment**
❖ (Staff Contact: City Manager Scott Wolfe)
- 6. Resolution No. 19-19 – “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2018-19 Budget through the Fourth Quarter Ending June 30, 2019”**
❖ (Staff Contact: Finance Director Shannel Zamora)

CITY MANAGER’S REPORT**CLOSED SESSION ITEMS****(POSSIBLE ACTION)**

- 7. Closed Session Pursuant to Government Code Section 54956.9(d)(2)
Facts and circumstances that might result in litigation against the Agency but which the Agency believes are not yet known to a potential plaintiff or plaintiffs**

ADJOURNMENT

The next regular meeting of the City Council will be held on Thursday, September 12, 2019 at 6:00 p.m. The City Council meeting of August 22, 2019 will be cancelled.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of July 25, 2019

City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff: City Manager Scott Wolfe, City Attorney Greg Murphy, Public
Works Director Rose Hess, Lt. Eddie Hsueh, and City Clerk Linda
Reid

PUBLIC COMMENTS

Mimi Alexander, Buellton, spoke about improving the aesthetics on the Avenue of Flags.

CONSENT CALENDAR

1. **Minutes of July 11, 2019 Regular City Council Meeting**
2. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Years 2018/19 and 2019/20**
3. **Monthly Treasurer's Report – June 30, 2019**
4. **Quarterly Report for January 1, 2019 through March 31, 2019 from Visit Santa Ynez Valley (VisitSYV)**

MOTION:

Motion by Council Member King, seconded by Council Member Mercado, approving Consent Calendar Items 1 through 4 as listed.

VOTE:

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Sanchez - Yes

Vice Mayor Andrisek – Yes

Mayor Sierra – Yes

PRESENTATIONS**5. Proclamation Recognizing Library Volunteers for the Goleta Library Transition**

Mayor Sierra presented the Library Volunteers with a proclamation honoring their dedicated work to help the Buellton Library transition to the City of Goleta. Ms. Dale thanked the City Council for recognizing all the Library volunteers and for supporting the Buellton Library.

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Council Member Sanchez announced that another solar flag light has been installed on the Avenue of Flags. Mr. Sanchez also stated that Station 30 from the City of Solvang conducted some training exercises on the Avenue of Flags last weekend and helped install a new rope on one of the flag poles.

Mayor Sierra suggested starting a leadership training program with Oak Valley Elementary School and would like to see that item on a future agenda. Mayor Sierra also suggested a future agenda item to discuss potential power outages in Buellton and what the Council can do to mitigate the impacts to residents and businesses.

Vice Mayor Andrisek announced that he attended the Second Quarterly Awards ceremony at Vandenberg Air Force Base.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Vice Mayor Andrisek announced that he attended the California Joint Powers Insurance Authority (CJPIA) board meeting last week and provided an oral report regarding the meeting.

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

Council Member Mercado announced that he attended the Buellton Visitors Bureau's board meeting and provided an oral report regarding the meeting.

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

BUSINESS ITEMS

6. Presentation Regarding Open Streets

A presentation was made by Kent Epperson, Director of Santa Barbara County Association of Governments Traffic Solutions, describing Open Streets and how it would be a great event for the City of Buellton. Mr. Epperson suggested that Open Streets in Buellton could be held on Sunday, October 4, 2020 on the Avenue of Flags. The City Council agreed by consensus to support Open Streets in Buellton on October 4, 2020.

7. Discussion and Direction Regarding Non-Profit Funding for the Central Coast Film Society

RECOMMENDATION:

That the City Council consider allocating \$5,773 to the Central Coast Film Society and direct staff to add this amount to the budget adjustments that will be brought back for Council approval.

STAFF REPORT:

City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:

Raiza Giorgi, President of the Central Coast Film Society spoke about the Film Society's upcoming events and thanked the City Council for considering their funding request.

The City Council discussed film screening venues and using the screening equipment at Central Coast venues.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

DIRECTION:

The City Council agreed by consensus to direct staff to allocate \$6,000 for audio visual equipment for the Central Coast Film Society and include this allocation in the first quarter budget amendments to be presented at the October 24, 2019 City Council meeting.

CITY MANAGER’S REPORT

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

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 6:50 p.m. The next regular meeting of the City Council will be held on Thursday, August 8, 2019 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: August 8, 2019

Subject: List of Claims to be Approved and Ratified for Payment to Date for Fiscal Years 2018/19 and 2019/20

BACKGROUND

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

The check register for the period 07/17/2019 through 07/30/2019 has been prepared in accordance to Government Code 37202 and City Code 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 07/17/2019 through 07/30/2019, and electronic fund transfers issued for the period of 07/17/2019 through 07/30/2019 was \$303,788.03.

FISCAL IMPACT

Payments made to the various vendors were consistent with the approved City's Budget for FY 2018/19 and FY 2019/20. Cash is available for the payment disbursements of the above liabilities.

RECOMMENDATION

That the City Council review and accept the check register for the period 07/17/2019 through 07/30/2019.

ATTACHMENTS

Attachment 1 – Claims

CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims for the period of July 17, 2019 through July 30, 2019 for ratification by the City Council at the August 08, 2019 City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT001059	48,331.75
A/P Packet #APPKT01057	55,405.58
A/P Packet #APPKT01056	<u>123,402.50</u>
Total A/P Packets:	<u>\$227,139.83</u> (7 pages)

Utility Packet #UBPKT01629	367.82 (1 page)
Total of checks issued:	<u>\$227,507.65</u>

EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	<u>\$23,130.48</u>
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Payroll processed

Staff Payroll	7/19/2019	50,903.91
CC Payroll	7/25/2019	2,245.99

Total Payroll:	<u>\$53,149.90</u>
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TOTAL AMOUNT OF CLAIMS:	<u>\$303,788.03</u>
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Payments via Electronic Fund Transfer (EFT):
From 07/17/2019 through 07/30/2019

CalPERS - Classic	7/22/2019	6,174.91
Payroll Tax - EDD	7/22/2019	3,572.66
CalPERS - PEPRA	7/22/2019	3,451.38
Payroll Tax - IRS	7/22/2019	9,301.59
Bank Fee	7/24/2019	25.00
CalPERS - Classic	7/26/2019	157.24
Payroll Tax - EDD	7/26/2019	108.20
CalPERS - PEPRA	7/26/2019	63.02
Payroll Tax - IRS	7/26/2019	70.48
CDTFA	7/29/2019	206.00

Total

23,130.48



Check Disbursement - City Council - August 8, 2019

City of Buellton, CA

By Payment Number

Payment Dates 07/17/2019 - 07/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
38190	7/23/2019 INV0010912	001378 6/10-7/8/2019 - REC - Ultimate Girls Camp	ALLISON FIREY	001-511-67140		108.50 108.50
38191	7/23/2019 INV0010918	000121 JULY 2019 - VB - TOT ALLOCATION PER CONTRACT	BUELLTON VISITORS BUREAU	001-410-67790		37,500.00 37,500.00
38192	7/23/2019 21228	000655 7/10/2019 - DWTP - Laptop	COAST NETWORKX, INC.	020-601-60210		1,446.01 1,446.01
38193	7/23/2019 862023 862491	000118 6/16-8/15/2019 - CH/HR - Copier Overage Charges 6/18-7/17/2019 - CH/FD/RS - Copier overage charges	COASTAL COPY, INC.	001-410-61130 001-410-61130		920.52 53.97 866.55
38194	7/23/2019 INV0010901	000122 7/18-8/17/2019 - CC - Internet Services	COMCAST CABLE	001-410-61292		150.42 150.42
38195	7/23/2019 INV0010914	001393 FY2019-2020 - Regional Water Efficiency Program	County of Santa Barbara - Dept of Public Works	020-601-67575		2,528.00 2,528.00
38196	7/23/2019 INV0010905	000140 7/18/2019 - Planning Commission Meeting	DAN HEEDY	001-565-50010		50.00 50.00
38197	7/23/2019 INV0010915	000142 June 2019 - CH - Monthly Janitorial Services	DANIEL FITZGERALD dba	001-558-60800		960.00 960.00
38198	7/23/2019 111560 111560 117759 117759 123438 123438	001255 8/7/2018 - DWTP/WWTP - Smple De Srvc to Abalone 8/7/2018 - DWTP/WWTP - Smple De Srvc to Abalone 1/7/2019 - DWTP/WWTP - Water Smpl Del to Abalone 1/7/2019 - DWTP/WWTP - Water Smpl Del to Abalone June 2019 - PW - Delivery Service to Abalone June 2019 - PW - Delivery Service to Abalone	DELIVER-IT	005-701-60800 020-601-60800 005-701-60800 020-601-60800 005-701-60800 020-601-60800		480.00 75.00 75.00 82.50 82.50 82.50 82.50
38199	7/23/2019 96X00046	000598 June 2019 - WWTP - Waste Handling Bio Solids	ENGEL & GRAY, INC.	005-701-60800		6,575.51 6,575.51
38200	7/23/2019 38884 39155	000187 7/5/2019 - WWTP - Uniform Pants 7/18/2019 - Misc Maint/Supplies	FARM SUPPLY COMPANY	005-701-60131 020-601-60250		186.18 172.18 14.00
38201	7/23/2019 1034 BBQB072519	000203 6/20/2019 - CH - HVAC - Preventative Maintenance 7/27/2019 - REC - BBQ Bonanza -Ref Rental	Gary Brown Service & Repair, Inc.	001-558-60800 001-511-67140		930.00 380.00 550.00
38202	7/23/2019 INV0010906	001089 7/2-23/2019 - REC - Flow Yo-Yoga	GINA SIGMAN	001-511-67140		54.00 54.00
38203	7/23/2019 941743	000543 7/3/2019 - DWTP - Misc Supplies	HD SUPPLY FACILITIES MAINTENANCE, LTD.	092-603-74100		2,330.18 2,330.18
38204	7/23/2019 INV0010916	001394 7/21/2019 - RVP - REFUND SECURITY DEPOSIT	JOQUELIN PEREZ	001-22510		100.00 100.00
38205	7/23/2019 1345	000395 July 2019 - RVP & OVP - Janitorial Services	JOSE RAFAEL RUIZ dba	001-552-60800		2,270.00 2,270.00
38206	7/23/2019 INV0010907	011300 6/10-7/8/2019 - REC - Kundalini Yoga	KAREN PALMER	001-511-67140		35.00 35.00

Check Disbursement - City Council - August 8, 2019

Payment Dates: 07/17/2019 - 07/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
38207	7/23/2019 INV0010910 INV0010910	011306 6/10-7/8/2019 - REC - Soccer 6/10-7/8/2019 - Teen Camp	KARLIN LADERA	001-511-67140 001-511-67140	51005-040	1,498.50 1,228.50 270.00
38208	7/23/2019 14602-14606	000779 6/3&17/2019 - Repair Water Service	LASH CONSTRUCTION, INC.	020-601-60250		3,066.94 3,066.94
38209	7/23/2019 INV0010908	001132 6/6-7/4/2019 - REC - Pilates	MAILE INEMAN	001-511-67140		100.00 100.00
38210	7/23/2019 4655232	000310 6/27/2019 - WWTP - 2 ea 11YD Roll-off Exchange	MARBORG INDUSTRIES	092-706-74100		947.42 947.42
38211	7/23/2019 INV0010909	011343 6/12-7/12/2019 - REC - Yoga Class	MARIANNE MADSEN	001-511-67140		400.00 400.00
38212	7/23/2019 INV0010920	001377 6/22-7/9/2019 - REC - SPIN/SCULPT 7	MARNA PALSGAARD	001-511-67140		105.00 105.00
38213	7/23/2019 INV0010903	001331 7/18/2019 - Planning Commission Meeting	MICHAEL EGLIN	001-565-50010		50.00 50.00
38214	7/23/2019 INV0010913	001392 7/1-5/2019 - REC - Tennis Camp	MILES SEEMAN	001-511-67140	51005-040	210.00 210.00
38215	7/23/2019 30227778	000669 7/17/2019 - USPO - Pest Control	O'CONNOR & SONS dba	001-558-60800		105.00 105.00
38216	7/23/2019 4372-475966 4372-478033	000801 6/28/2019 - RVP - Misc Maint/Repair Supplies 7/10/2019 - WWTP - Misc Maint/Repair Items	O'REILLY AUTOMOTIVE STORES, INC.	001-552-61140 005-701-60270		135.18 30.75 104.43
38217	7/23/2019 INV0010904	001187 7/18/2019 - Planning Commission Meeting	PATTY J HAMMEL	001-565-50010		50.00 50.00
38218	7/23/2019 1365208	000861 6/26/2019 - WWTP - BL# 6725438 - Chemicals	POLYDYNE INC.	005-701-61111		1,304.80 1,304.80
38219	7/23/2019 INV0010902	001327 7/18/2019 - Planning Commission Meeting	ROBERT PAUL BLOKDYK	001-565-50010		50.00 50.00
38220	7/23/2019 1137	001354 June 2019 - WWTP - Salaries for Operation/AdminFee	SANTA YNEZ COMMUNITY SERVICES	005-701-60800		1,804.46 1,804.46
38221	7/23/2019 CM0000139 INV0010917	000894 JUNE 2019 - SYVTBID ADMIN FEES JUNE 2019 - SYVTBID FEES	Santa Ynez Valley Hotel Assn., Inc. dba	001-44250 001-22160		37,477.65 (764.85) 38,242.50
38222	7/23/2019 AP 15386 AP 15387	000427 7/11/2019 - ATC/PTO No. 15386 - Permit Eval Fee 7/1/2019 - ATC/PTO No. 15387 - Permit Eval Fee	SB CO APCD	020-601-67575 020-601-67575		2,397.00 517.00 1,880.00
38223	7/23/2019 71417	000465 June 2019 - PW - Street Sweeping	SP MAINTENANCE SERVICES, INC.	001-558-60800		2,516.50 2,516.50
38224	7/23/2019 INV0010917 INV0010917 INV0010917	000978 6/15-7/15/2019 - MISC OFFICE SUPPLIES 6/15-7/15/2019 - MISC OFFICE SUPPLIES 6/15-7/15/2019 - MISC OFFICE SUPPLIES	Staples Credit Plan	001-410-61130 001-565-61130 005-701-61130		371.24 247.20 69.69 54.35
38225	7/23/2019 03013285 03013286	000681 6/25/2019 - PW - Signs 6/12/2019 - PW - Signs	STATEWIDE TRAFFIC SAFETY & SIGNS, INC.	001-558-60560 001-558-60560		217.88 201.71 16.17

Check Disbursement - City Council - August 8, 2019

Payment Dates: 07/17/2019 - 07/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
38226	7/23/2019 INV0010911	000979 6/10-7/8/2019 - REC - Wrestling	THADDEUS JECKELL	001-511-67140		98.00 98.00
38227	7/23/2019 620190071 620190071	000535 June 2019 - PW - NewTktChrgs/MnthlyDB MaintFee June 2019 - PW - NewTktChrgs/MnthlyDB MaintFee	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		23.20 11.60 11.60
38228	7/23/2019 9833642120 9833642120 9833642120 9833642120 9833642120 9833642120	000556 7/9-8/8/2019 - Wireless Telephone Services 7/9-8/8/2019 - Wireless Telephone Services	VERIZON WIRELESS	001-410-60014 001-410-67705 001-511-61290 001-558-67705 005-701-67705 020-601-67705		581.56 1.07 66.25 49.11 150.02 138.98 176.13
38229	7/23/2019 01-1353136	000563 6/21/2019 - RVP - Restroom Door Repair	VORTEX INDUSTRIES, INC.	001-552-60258		1,630.20 1,630.20
38230	7/23/2019 48702	000677 Srvcs->6/30/2019 - COB RegCmplnc 2018-19	WALLACE GROUP	005-701-60800		8,727.99 8,727.99
38231	7/23/2019 69825284	001063 August 2019 - CH - 551CI - Copier Lease	Wells Fargo Vendor Fin Serv	001-410-60310		340.81 340.81
38232	7/23/2019 60054779 60054779 60054779 60054779	000768 JUNE 2019 - FUEL CHARGES JUNE 2019 - FUEL CHARGES JUNE 2019 - FUEL CHARGES JUNE 2019 - FUEL CHARGES	WEX BANK	001-511-61280 001-558-61280 005-701-61280 020-601-61280		2,568.85 1,420.57 382.76 382.76 382.76
38233	7/23/2019 73034 73035 73036 73037 73038 73039 73040 73041 73042 73043 73044	000326 6/1-30/2019 - CITY ENGINEER/PUBLIC WORKS 6/1-30/2019 - CITY/TRANSPORTATION PLANNING 6/1-30/2019 - CITY/SEWER NETWORK 6/1-30/2019 - CITY STORM WATER MANAGEMENT PLAN 6/1-30/2019 - CITY/UPDATE WATER 6/1-30/2019 - CITY/MCMURRAY RD SIGNAL UPGRADE 6/1-30/2019 - PED SFTY IMPRVMNTS-HWY246/SYC DR 6/1-30/2019 - BACKFLOW PREVENTION PROGRAM 6/1-30/2019 - 2018/19 RD MAINT&CTYWDE CNCRT RPR 6/1-30/2019 - MEDIAN 2 PARKING LOT 6/1-30/2019 - NORTH PARK AND RIDE	MNS ENGINEERS, INC.	025-554-60800 029-557-60800 005-701-60830 001-551-60800 020-601-60830 092-307-70005 092-306-71500 020-601-60830 092-317-70000 092-215-70000 092-308-70005		55,405.58 3,847.50 175.00 1,110.00 10,754.33 1,722.50 9,802.50 5,357.50 4,062.50 6,285.00 8,832.50 3,456.25
38234	7/30/2019 INV0010927 INV0010927	001184 June 2019 - Misc Supplies June 2019 - Misc Supplies	ALBERTSONS/SAFEWAY	001-410-61130 001-565-61130		78.66 43.69 34.97
38235	7/30/2019 2539 2542	000718 7/9&11/2019 - WWTP - InFieldTechSrvcs/Dsgn-PM 7/15/2019 - DWTP - In Field Technical Service	AUTOSYS, INC.	005-701-60800 020-601-60800		1,982.50 1,240.00 742.50
38236	7/30/2019 33788596	001214 August 2019 - CH - Monthly Telephone Lease	AVAYA Financial Services	001-410-60310		384.38 384.38
38237	7/30/2019 BPI964270 BPI964271	001372 7/18/2019 - DWTP - Chemicals 7/18/2019 - DWTP - Chemicals	BRENNTAG PACIFIC, INC.	020-601-61111 020-601-61111		1,524.14 826.64 697.50
38238	7/30/2019 1907-553741	000076 7/24/2019 - WWTP - Misc Maint/Repair Items	CAL-COAST IRRIGATION, INC.	005-701-60250		74.12 74.12
38239	7/30/2019 2580c	000783 3/19/2019 - ZC Golf Course - Roof Repair	CAMBRON ROOFING AND WATERPROOFING, Inc.	001-552-60255		17,397.00 17,397.00

Check Disbursement - City Council - August 8, 2019

Payment Dates: 07/17/2019 - 07/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
38240	7/30/2019 INST167680	000088 7/23/2019 - CH - Postage Machine Supplies	CCI CENTRAL, INC.	001-410-61130		22.81 22.81
38241	7/30/2019 851	000107 August 2019 - Monthly Transit Services	CITY OF LOMPOC	027-559-67445		1,666.66 1,666.66
38242	7/30/2019 INV02836	000101 7/1/18-6/30/19 - Dial-a-Ride Subsidy	CITY OF SOLVANG	027-559-67685		1,500.00 1,500.00
38243	7/30/2019 24217269	000112 7/23/2019 - PD/LIB - Pest Control	CLARK PEST CONTROL	001-558-60800		159.00 159.00
38244	7/30/2019 19-454 19-490 19-493	000138 6/12&7/10/2019 - RVP - MotionSensor 7/10/2019 - Sign light repair - 2nd/Sycamore 7/17/2019 - CH - Lighting Control Upgrade	D.L. ELECTRIC, INC.	001-552-60258 001-558-60250 001-558-60250		1,840.50 284.50 151.00 1,405.00
38245	7/30/2019 39180	000187 7/19/2019 - WWTP - Safety Equipment	FARM SUPPLY COMPANY	005-701-67600		37.70 37.70
38246	7/30/2019 7713762 7713863	000191 7/16/2019 - DWTP - Mat'ls/Supplies 7/16/2019 - DWTP - Mat'l/Supplies	FERGUSON ENTERPRISES, INC #1350	092-603-74100 092-603-74100		3,291.77 969.75 2,322.02
38247	7/30/2019 INV0010928 INV0010928 INV0010928 INV0010928	001040 7/19-8/18/2019 - Telephone Services 7/19-8/18/2019 - Telephone Services 7/19-8/18/2019 - Telephone Services 7/19-8/18/2019 - Telephone Services	FRONTIER COMMUNICATIONS	001-410-67705 001-565-67705 005-701-67705 020-601-67705		1,902.39 351.62 426.91 596.44 527.42
38248	7/30/2019 INV0010922 INV0010923	000228 Jan-Mar2019 - ExpenseRpt - Brd/Committee Mtngs April-June2019 - ExpenseRpt - Brd/Committee Mtngs	HOLLY SIERRA	001-401-60710 001-401-60710		482.96 193.92 289.04
38249	7/30/2019 INV0010926 INV0010926 INV0010926	000813 July 2019 - Misc Maint/Repair Items July 2019 - Misc Maint/Repair Items July 2019 - Misc Maint/Repair Items	HOME DEPOT CREDIT SERVICES	001-552-61140 001-558-61127 001-558-61140		273.67 86.18 146.38 41.11
38250	7/30/2019 788658 CM788683	000248 5/10/2019 - DWTP - CHEMICALS 5/10/2019 - DWTP - Container Returns	JCI JONES CHEMICALS, INC.	020-601-61111 020-601-61111		1,730.21 2,630.20 (899.99)
38251	7/30/2019 26394	000252 5/2/2019 - REC - Vehicle Maintenance	JIM VREELAND FORD	001-511-60270		82.04 82.04
38252	7/30/2019 2059 2059	001173 7/19/2019 - PW - JD F932 - Vehicle Maintenance 7/19/2019 - PW - JD F932 - Vehicle Maintenance	JV Outdoor Power Equipment	001-552-60256 001-552-60258		275.90 137.95 137.95
38253	7/30/2019 INV0010925	001385 6/22/2019 - REFUND - REPLACE LOST CHK# 38129	LAUREN RASMUSSEN	001-22510		400.00 400.00
38254	7/30/2019 721064	000342 7/25/2019 - WWTP - Vehicle Tool	NIELSEN BUILDING MATERIALS,INC	005-701-61127		9.69 9.69
38255	7/30/2019 1372088	000861 7/22/2019 - WWTP - Chemicals	POLYDYNE INC.	005-701-61111		1,304.81 1,304.81
38256	7/30/2019 90712660	000380 6/20-7/20/2019 - WWTP - Chemical Cylindar Rental	PRAXAIR DISTRIBUTION, INC.	005-701-61111		49.75 49.75
38257	7/30/2019 80312270-19031475	000429 7/18/2019 - WWTP - Chemicals/Treatment	SAFETY-KLEEN CORP.	005-701-61111		178.12 178.12

Check Disbursement - City Council - August 8, 2019

Payment Dates: 07/17/2019 - 07/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
38258	7/30/2019 1136	001354 May 2019 - WWTP - Salaries for Operation	SANTA YNEZ COMMUNITY SERVICES	005-701-60800		1,679.86 1,679.86
38259	7/30/2019 INV0010924	000424 1/1-6/30/2019 - Semi-Annual Groundwater Production	Santa Ynez River Water Conservation District - SYRWCD	020-601-67610		9,065.77 9,065.77
38260	7/30/2019 4433	001116 July 2019 - REC - Advertising - July B issue	SANTA YNEZ VALLEY STAR	001-511-60510		128.00 128.00
38261	7/30/2019 463	000441 1/1-6/30/2019 - IRWM Program MOU - Srvc Provided	SB CO - PUBLIC WORKS DEPT	020-601-67575		299.94 299.94
38262	7/30/2019 INV0010921	001390 7/15-19/2019 - REIMBURSEMENT - Temporary Housing	SCOTT WOLFE	001-402-60710		368.40 368.40
38263	7/30/2019 INV1524222	001207 June 2019 - FSA/AFLAC Administration Fees	WAGEWORKS INC.	001-401-50400		141.00 21.69
	INV1524222	June 2019 - FSA/AFLAC Administration Fees		001-402-50400		10.85
	INV1524222	June 2019 - FSA/AFLAC Administration Fees		001-403-50400		10.85
	INV1524222	June 2019 - FSA/AFLAC Administration Fees		001-420-50400		18.52
	INV1524222	June 2019 - FSA/AFLAC Administration Fees		001-511-50400		19.25
	INV1524222	June 2019 - FSA/AFLAC Administration Fees		001-558-50400		17.35
	INV1524222	June 2019 - FSA/AFLAC Administration Fees		001-565-50400		9.45
	INV1524222	June 2019 - FSA/AFLAC Administration Fees		005-701-50400		16.52
	INV1524222	June 2019 - FSA/AFLAC Administration Fees		020-601-50400		16.52
Payment Total:						227,139.83

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	123,879.54
005 - Sewer Fund	25,814.07
020 - Water Fund	29,953.94
025 - Gas Tax Fund	3,847.50
027 - Local Transportation Fund	3,166.66
029 - Transportation Planning	175.00
092 - Capital Improvement Proj Fund	40,303.12
Grand Total:	227,139.83

Account Summary

Account Number	Account Name	Payment Amount
001-22160	SYVTBID Payable	38,242.50
001-22510	Park/Damage Charge	500.00
001-401-50400	Medical Benefit	21.69
001-401-60710	Travel & Training	482.96
001-402-50400	Medical Benefit	10.85
001-402-60710	Travel & Training	368.40
001-403-50400	Medical Benefit	10.85
001-410-60014	Emergency Operations	1.07
001-410-60310	Equipment Rental	725.19
001-410-61130	Office Supplies	1,234.22
001-410-61292	Internet Access/ Website Maint	150.42
001-410-67705	Telephone	417.87
001-410-67790	Visitors Bureau	37,500.00
001-420-50400	Medical Benefit	18.52
001-44250	Miscellaneous	(764.85)
001-511-50400	Medical Benefit	19.25
001-511-60270	Maintenance-Vehicles	82.04
001-511-60510	Advertising	128.00
001-511-61280	Fuel-Vehicles	1,420.57
001-511-61290	Telephone/Internet	49.11
001-511-67140	Buelltton Recreation Program	3,159.00
001-551-60800	Contract Services	10,754.33
001-552-60255	Maintenance/Repair-Golf Course	17,397.00
001-552-60256	Maintenance/Repair-Oak Park	137.95
001-552-60258	Maintenance/Repair-River View	2,052.65
001-552-60800	Contract Services	2,270.00
001-552-61140	Operational Supplies	116.93
001-558-50400	Medical Benefit	17.35
001-558-60250	Maintenance / Repair	1,556.00
001-558-60560	Signs	217.88
001-558-60800	Contract Services	4,120.50
001-558-61127	Tools	146.38
001-558-61140	Operational Supplies	41.11
001-558-61280	Fuel - Vehicles	382.76
001-558-67705	Telephone	150.02
001-565-50010	Planning Commission Salaries	200.00
001-565-50400	Medical Benefit	9.45
001-565-61130	Office Supplies	104.66
001-565-67705	Telephone	426.91
005-701-50400	Medical Benefit	16.52
005-701-60131	Laundry / Uniforms	172.18
005-701-60250	Maintenance / Repair	74.12
005-701-60270	Maintenance - Vehicles	104.43
005-701-60800	Contract Services	20,279.42
005-701-60830	Contract Services-Engineering	1,110.00
005-701-61111	Chemicals / Analysis	2,837.48

Account Summary

Account Number	Account Name	Payment Amount
005-701-61127	Tools	9.69
005-701-61130	Office Supplies	54.35
005-701-61280	Fuel - Vehicles	382.76
005-701-67600	Safety Equipment	37.70
005-701-67705	Telephone	735.42
020-601-50400	Medical Benefit	16.52
020-601-60210	Computer Maintenance &Software	1,446.01
020-601-60250	Maintenance / Repair	3,080.94
020-601-60800	Contract Services	994.10
020-601-60830	Contract Services-Engineering	5,785.00
020-601-61111	Chemicals / Analysis	3,254.35
020-601-61280	Fuel - Vehicles	382.76
020-601-67575	Regulatory Compliance	5,224.94
020-601-67610	Santa Ynez River Appropriation	9,065.77
020-601-67705	Telephone	703.55
025-554-60800	Contract Services	3,847.50
027-559-67445	Lompoc- Wine Country Express	1,666.66
027-559-67685	SYVT Dial-A-Ride Subsidy	1,500.00
029-557-60800	Contract Services	175.00
092-215-70000	Conceptual Plan and Feasibility	8,832.50
092-306-71500	Project Management and Inspections	5,357.50
092-307-70005	Design and Permitting	9,802.50
092-308-70005	Design and Permitting	3,456.25
092-317-70000	Conceptual Plan and Feasibility	6,285.00
092-603-74100	Construction and Improvements	5,621.95
092-706-74100	Construction and Improvements	947.42
Grand Total:		227,139.83

Project Account Summary

Project Account Key		Payment Amount
None		226,659.83
51005-040	Teen & Sports Camp 2019	480.00
Grand Total:		227,139.83



UBPKT01631 - Refunds 01 UBPKT01629 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
01-12000-005	STEVENS, JOHN GIDEON AND KIM	7/31/2019	38264	83.04			83.04	Generated From Billing
02-06700-006	RALSTON, BRANDON	7/31/2019	38265	32.07			32.07	Generated From Billing
02-20900-007	MIKLOS, SYDNEY	7/31/2019	38266	87.55			87.55	Generated From Billing
04-14500-001	CIFTCIOGLU, IBRAHIM	7/31/2019	38267	79.43			79.43	Generated From Billing
06-06900-014	ANTUNEZ, JAVIER & GUADALUPE	7/31/2019	38268	32.68			32.68	Generated From Billing
10-10800-001	KOSLOSKY, KATE	7/31/2019	38269	53.05			53.05	Generated From Billing
Total Refunds: 6			Total Refunded Amount:	367.82				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	367.82
Revenue Total:	367.82

General Ledger Distribution

Posting Date: 07/31/2019

Account Number	Account Name	Posting Amount	IFT
Fund: 020 - WATER FUND			
020-10000	Claim On Pooled Cash	-367.82	Yes
020-22420	Unapplied Credits	367.82	
		020 Total:	0.00
Fund: 999 - POOLED CASH			
999-10001	Pooled Cash - General Checking	-367.82	
999-27000	Due To Other Funds	367.82	Yes
		999 Total:	0.00
		Distribution Total:	0.00



City of Buellton



PROCLAMATION RECOGNIZING BOY SCOUTS OF AMERICA (BSA) – BUELLTON SCOUT TROOP 42

WHEREAS, in recognition of the contributions of BSA Buellton Scout Troop 42 for creating a program for young people that builds character, teaches responsibility, and develops physical fitness; and

WHEREAS, Troop 42 routinely conducts community service in Buellton such as participating in local patriotic events, like the 50th Anniversary of the Avenue of Flags; helping set up and clean up for the Christmas tree lighting ceremony, the Buellton BBQ Bonanza, and Earth Day; and

WHEREAS, the Council would like to specifically thank Troop 42 for volunteering to install all 50 state flags on the Avenue of Flags for Flag Day on June 14, which was done under the direction of Scoutmaster, John Deleon; Assistant Scoutmasters, Lana Gundrey, Bill Pattee, Chuck Sorensen, Rob Tesdahl and Mark Williams; and current Scouts, Jackson Davenport, Logan Deleon, Chris Gundrey, Ashton Salas, Cole Snodgrass, Aidan Tesdahl, and Calan Williams; and

WHEREAS, prior members of Troop 42 have completed their Eagle Scout projects in Buellton which include a covered bulletin board at the Santa Ynez Valley Botanic Garden, a covered bench and bulletin board at PAWS Park, installation of neighborhood library boxes, and installation of benches and planters in front of Oak Valley Elementary School; and

WHEREAS, participation in community and civic affairs helps to build future leaders by integrating educational events with lifelong values, which helps young people develop into conscientious achievers and productive adults.

NOW, THEREFORE, I, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council hereby recognize BSA Buellton Scout Troop 42 for their continued community service and dedication to young people in Buellton.

PRESENTED this 8th day of August 2019



Mayor

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: August 8, 2019

Subject: Discussion and Direction Regarding Allowing Cannabis Testing/Analysis Facilities and CBD Product Sales

BACKGROUND

Ordinance No. 18-02 was adopted by the City Council on July 26, 2018, which repealed Municipal Code Chapter 9.08 and added Municipal Code Chapter 19.20 related to commercial cannabis operations in Buellton. In summary, the Ordinance prohibits all commercial cannabis businesses within the City recognized under state law. The ordinance does allow for state-licensed retailers located outside of the City to deliver to residents within Buellton provided that such delivery services comply with all applicable state cannabis laws. Finally, the ordinance allows individuals to cultivate up to six plants per private residence in accordance with the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA). Attachment 1 includes Municipal Code Chapter 19.20.

At the May 23, 2019 City Council meeting, staff was directed to bring back a discussion item to discuss the potential for allowing cannabis testing labs and the sale of certain types of cannabidiol (CBD) products at retail stores in Buellton.

Laboratory Testing

As the cannabis industry continues to grow, the need to test cannabis products for State standards related to quality, purity, potency, and composition of cannabis products will grow as well. Therefore, testing labs are being established across California to test for compliance with these standards. While there could be an analytical laboratory business that may consider operating with Buellton, it would currently be prohibited by the Buellton Municipal Code.

These cannabis testing laboratories are heavily regulated, with detection level requirements that are among the most strenuous of quality standards for testing laboratories, surpassing even FDA food testing laboratories. With a high standard and expense for accreditation, as well as the extremely rigorous regulation of process, reporting, data management, chain of custody, and disposal procedures, cannabis testing laboratories require highly trained employees to conduct and oversee the analysis of

cannabis and processed cannabis products. Legal licensing requirements prohibit owners or employees of these laboratories from engaging in any other aspect of commercial cannabis business, so no sale, processing, or delivery from a laboratory would be allowed under state law.

This is not to say that such laboratories are free from concern. But given the lack of distribution of product to consumers, such uses are less likely to be associated with the types of adverse impacts typically associated with commercial cannabis uses, such as increased vehicular traffic and rates of personal and property crimes in the vicinity of retail establishments. Also, given the indoor nature of such laboratories, requirements for the control of odor can be effectively imposed, preventing such impacts to nearby properties.

Commercial Sales of CBD Products

CBD is a byproduct of the marijuana plant as well as the hemp plant. However, CBD does not produce any psychoactive effects. Commercial retail and health food stores are increasingly selling CBD products, as the industry continues to grow. Products sold include personal care products such as creams, lotions, lip balms, etc. There are currently stores in Buellton which sell these types of products. However, under the City's current regulations, the sale of these types of products is not allowed, unless derived from hemp. Hemp-derived CBD products are not prohibited under the Buellton Municipal Code, nor are they prohibited under state law, unless the CBD is used as a food additive. Hemp-derived CBD used in food products are (at present) not legal under the California Food and Agricultural Code. Assembly Bill 228, which would eliminate the restriction on hemp-derived CBD in food products, is currently working its way through the legislature.

Cannabis-derived CBD products (food or non-food) are permitted for sale by state law, but only through a licensed cannabis facility. However, as these facilities are prohibited by the Buellton Municipal Code, this type of product would not be permitted for sale within the City.

As the apparent intent of the City Council in requesting additional information on this matter was to ensure that local businesses are complying with both the Buellton Municipal Code and state law, there may be no need to consider a change to the Municipal Code as it pertains to CBD. Alerting business owners to the need to ensure that any CBD products that they carry be only hemp-derived may be sufficient to fulfill the City Council's intent, particularly as the pending legislation may soon remedy the hemp-derived food additive concern.

However, should the City Council determine that the sale of cannabis-derived CBD products is desirable, a change to the City's Municipal Code would be required. Such a change could be sweeping, such as the permitting of retail commercial cannabis operations, or could be very targeted by attempting to specify aspects of commercial cannabis to be permitted in the City, to the exclusion of others. This approach would need to be tailored by the City Attorney to ensure that the City Council is allowing only what is desired, while not running afoul of state law regarding cannabis facilities.

FISCAL IMPACT

No fiscal impacts to the City are anticipated as a result of this discussion item.

RECOMMENDATION

That the City Council review and discuss the regulatory options and provide direction to staff on the potential amendment of the City's existing cannabis regulations as they pertain to testing laboratories and/or the sale of CBD-containing products.

ATTACHMENTS

Attachment 1 – Buellton Municipal Code Chapter 19.20

Buellton Municipal Code Chapter 19.20

COMMERCIAL CANNABIS ACTIVITIES AND CANNABIS CULTIVATION

19.20.010 Purpose.

The purpose and intent of this chapter is to prohibit any commercial cannabis facility and to regulate cannabis cultivation within the city limits. It is recognized that it is a federal violation under the Controlled Substances Act to possess or distribute cannabis even if for medical purposes. Additionally, there is evidence of an increased incidence of crime-related secondary impacts in locations associated with a cannabis facility, which is contrary to policies that are intended to promote and maintain the public's health, safety, and welfare. (Ord. 18-02 § 2, 2018)

19.20.020 Definitions.

As used in this chapter, the following words and phrases shall have the meaning set forth below:

“Cannabis” or “marijuana” has the meaning set forth in Business and Professions Code Section 26001(f) and includes all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” or “marijuana” also means the separated resin, whether crude or purified, obtained from cannabis. “Cannabis” or “marijuana” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. “Cannabis” or “marijuana” does not mean “industrial hemp” as defined by Section 11018.5 of the Health and Safety Code.

“Commercial cannabis activity” has the meaning set forth in Business and Professions Code Section 26001(k).

“Commercial cannabis facility” means any building, facility, use, establishment, property, or location where any person or entity establishes, commences, engages in, conducts, or carries on, or permits another person or entity to establish, commence, engage in, conduct, or carry on, any commercial cannabis activity that requires a state license or nonprofit license under Business and Professions Code Section 26000 et seq., including, but not limited to, cannabis cultivation, cannabis distribution, cannabis transportation, cannabis storage, manufacturing of cannabis products, cannabis processing, the sale of any cannabis or cannabis products, and the operation of a cannabis microbusiness.

“Cultivation” has the meaning set forth in Business and Professions Code Section 26001(l) and includes any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

“State Cannabis Laws” shall mean and include California Health and Safety Code Sections 11362.1 through 11362.45; California Health and Safety Code Section 11362.5 (Compassionate Use Act of 1996); California Health and Safety Code Sections 11362.7 to 11362.83 (Medical Marijuana Program Act); California Health and Safety Code Sections 26000 through 26211 (Medicinal and Adult-Use Cannabis Regulation and Safety Act (“MAUCRSA”)); California Health and Safety Code Sections 26220 through 26231.2; the California Attorney General’s Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use issued in August, 2008, as such guidelines may be revised from time to time by

action of the Attorney General; California Labor Code Section 147.5; California Revenue and Taxation Code Sections 31020 and 34010 through 34021.5; California Fish and Game Code Section 12029; California Water Code Section 13276; all state regulations adopted pursuant to MAUCRSA; and all other applicable laws of the state of California. (Ord. 18-02 § 2, 2018)

19.20.030 Prohibition of commercial cannabis facilities.

A. Commercial cannabis facilities are prohibited in all zoning districts in the city and may not be established or operated anywhere in the city.

B. The prohibition in subsection A shall not prohibit a state licensed retailer located outside the city from delivering to customers in the city, provided that such deliveries are in strict compliance with State Cannabis Laws. (Ord. 18-02 § 2, 2018)

19.20.040 Regulation of cannabis cultivation.

No person or entity may cultivate cannabis at any location in the city, except that a person may cultivate no more than six living cannabis plants inside his or her private residence, or inside an accessory structure to his or her private residence located upon the grounds of that private residence that is fully enclosed and secured against unauthorized entry, provided that the owner of the property provides written consent expressly allowing the cannabis cultivation to occur, the person conducting the cannabis cultivation complies with all applicable Building Code requirements set forth in Title 17 of this code, there is no use of gas products (CO₂, butane, propane, natural gas, etc.) on the property for purposes of cannabis cultivation, and the cannabis cultivation complies with Health and Safety Code Section 11362.2(a)(3). (Ord. 18-02 § 2, 2018)

19.20.050 Enforcement.

Any violation of this chapter shall be enforced pursuant to Section 19.10.300. (Ord. 18-02 § 2, 2018)

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting date: August 8, 2019

Subject: Discussion and Direction Regarding Arts & Culture Committee
Description and Possible Budget Amendment

BACKGROUND

At its regular meeting of July 25, 2019, the City Council directed staff to prepare a description and scope for the proposed Arts & Culture Committee to establish general parameters for the operation and function of this new group, and consider a budget amendment to allocate funding for the next two years.

Staff has prepared a draft document outlining a proposed structure, composition, and scope for a City Arts and Culture Committee (see Attachment 1). The general concept of this Committee is that it be established to develop and implement arts and culture programming within the City. Membership on the Committee is not proposed to be limited to only City residents, but to encompass the broader Santa Ynez Valley area to take advantage of talent and expertise that can enhance the benefits that the Committee will bring to Buellton and its residents.

The Committee is recommended to have a scope which entails the creation of artistic and cultural experiences, which may include such things as public art installations or events, public performances of music, dance, and/or drama (in its myriad forms), as well as cultural activities and events. The Committee would also be encouraged to collaborate with other local organizations on projects which may be within the Committee's artistic or cultural scope.

Attachment 1 describes the need for the Committee to remain sensitive to a number of factors so as to avoid public controversy, given the use of public tax monies for the Committee's projects. As directed by the City Council at its July 11 discussion of the Committee's creation, in order to ensure that these funds are used in a manner which benefits the residents of Buellton, the City Council is to retain the final approval authority of all funds to be expended by the Committee.

FISCAL IMPACT

Possible impact of \$50,000 if City Council chooses to move forward with a budget amendment to allocate funds for the Arts & Culture Committee.

RECOMMENDATION

That the City Council consider the creation of the Buellton Arts and Culture Committee, according to the Committee description (Attachment 1) and should the Committee be created, that the City Council approve the creation of a budget line item for the Committee, with an allocation of \$50,000.00, which shall be memorialized as a budget adjustment at the time of the City Council's next budget adjustment agenda item.

ATTACHMENTS

Attachment 1—Buellton Arts & Culture Committee Description

BUELLTON ARTS & CULTURE COMMITTEE

Purpose: To enhance the quality of life and develop a sense of cohesiveness and community pride in Buellton by bringing artistic and cultural experiences to the community.

Definitions:

ARTS: Anything having to do with the **visual arts** (painting, sculpture, ceramics, drawing, ceramics, photography, film, digital, etc.), **performing arts** (music, theatre, dance, and variations and combinations of such), **literary arts**, and **multimedia arts**.

CULTURE: Anything having to do with the shared patterns of behaviors, ideas, customs, and traditions associated with a certain group or groups of people.

Membership: Committee members may come from Buellton or the greater Valley area and should have knowledge and interest in artistic and cultural endeavors. Examples of possible members may include, but are not limited to: artists, musicians, performers, museum curators or docents, scholars, gallery owners, teachers, etc.

Scope: In creating artistic and cultural experiences for the community, the Committee may consider:

Public art installations (either permanent or temporary), events, or performances.

Producing or assisting with cultural activities and events.

Collaborating with other local organizations on projects related to arts and culture.

Working to secure funding for arts- and culture- related projects.

Concept Approval and Implementation: The Committee will present concepts to the City Council for approval. The City Council shall have the authority to allocate funding and/or other resources for implementation of the Committee's concepts.

Sensitivities: While it is understood that the function of art is often to challenge societal norms or advocate for social or political change, the City of Buellton chooses to expend public funds on art and cultural activities which serve to enhance appreciation of art in its various forms and develop or enhance a sense of community. To this end, the Arts and Culture Committee shall utilize its best judgement in recommending concepts to the City Council which avoid subject matter which is overtly political, or which is potentially offensive to ethnic, racial, religious or minority groups. Recommendations should also be made which are appropriate to the context in which they will be presented, sensitive to community standards with regard to decency, and presented with the intention of building a cohesive community.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: August 8, 2019

Subject: Resolution No. 19-19 – “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2018-19 Budget through the Fourth Quarter Ending June 30, 2019”

BACKGROUND

Beginning in 2017-18, the City Council adopted two one-year budgets covering the period July 1, 2017 to June 30, 2019. As part of the City’s budget process, staff periodically presents to the City Council for consideration various operational and personnel adjustments in conjunction with the quarterly financial report. Amendments during the fiscal year are accomplished at quarterly intervals while staff outlines current economic conditions. At the end of the first Budget year (June 2018), a mid-cycle review was presented to City Council to make amendments to the 2018-19 budget. During the first quarter review of FY 2018/19, the City Council approved additional changes to the budget.

Staff is presenting the following additional operational recommendations for incorporation into the 2018-19 budget. The proposed adjustments have been previously authorized by City Council.

General Government - Increase Appropriations: Recruitment Expense (\$28,000)

- Non-Departmental - 001-410-60022: An increase of \$28,000 was authorized on January 24, 2019 by City Council to retain the services of Ralph Andersen & Associates to perform the recruitment for City Manager.

General Government - Increase Appropriations: Litigation/Settlement Expense (\$30,000)

- City Attorney - 001-404-67435: An increase of \$30,000 was approved by City Council on March 28, 2019 to pay a settlement agreement related to the California Voting Rights Act.

General Fund Overview:

The current General Fund Budget reflects revenues over expenditures of \$564,742 for FY 2018/19. The actual revenue over expenditures for FY 2018/19 is \$1,901,419.92 (337% over budget). The City received about 100% of budgeted revenue without the use of General Fund reserves. The actual General Fund expenditures were only 83% of the budgeted amount. The table below summarizes the actual revenues over expenditures versus budgeted amounts. The amounts presented in this table are preliminary and are subject to change after the end-of-year audit fieldwork scheduled for late September 2019. Final numbers will be presented to City Council after the completion of the financial audit.

General Fund Summary

	Original FY 18/19 Budget	Current FY 18/19 Budget	FY 18/19 Actuals	% to Date (Budget vs. Actual)
Operating Revenues				
Property Tax	\$ 1,308,150.00	\$ 1,461,244.00	\$ 1,546,652.45	106%
Franchise Fees	\$ 229,500.00	\$ 229,500.00	\$ 260,361.58	113%
Sales Tax	\$ 2,346,000.00	\$ 2,412,000.00	\$ 2,611,526.35	108%
Transient Occupancy Tax	\$ 1,938,000.00	\$ 2,450,000.00	\$ 3,114,193.72	127%
Fees & Permits	\$ 10,710.00	\$ 10,710.00	\$ 10,575.00	99%
Revenue from Other Agencies	\$ 539,344.00	\$ 577,885.00	\$ 597,075.68	103%
Charges for Current Services	\$ 197,620.00	\$ 197,620.00	\$ 100,854.05	51%
Fines & Penalties	\$ 21,114.00	\$ 21,114.00	\$ 17,247.65	82%
Use of Monies & Property	\$ 120,360.00	\$ 120,360.00	\$ 256,794.09	213%
Miscellaneous	\$ 30,600.00	\$ 30,600.00	\$ 21,039.06	69%
Transfers from Reserves	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	0%
Total Operating Revenue	\$ 7,741,398.00	\$ 8,511,033.00	\$ 8,536,319.63	100%
Operating Expenditures				
City Council	\$ 132,347.00	\$ 134,187.00	\$ 126,618.74	94%
City Manager	\$ 241,720.00	\$ 241,466.00	\$ 252,565.32	105%
City Clerk	\$ 119,213.00	\$ 119,213.00	\$ 112,537.17	94%
City Attorney	\$ 188,700.00	\$ 188,700.00	\$ 174,207.29	92%
Non-Departmental	\$ 2,073,009.00	\$ 2,419,771.00	\$ 1,324,752.14	55%
Finance	\$ 167,082.00	\$ 178,259.00	\$ 181,530.47	102%
Public Safety - Police/Fire	\$ 2,189,185.00	\$ 2,001,052.00	\$ 1,996,688.56	100%
Lesisure Services - Library	\$ 176,910.00	\$ 176,910.00	\$ 161,467.74	91%
Recreation	\$ 514,978.00	\$ 529,159.00	\$ 542,632.00	103%
Public Works - Street Lights	\$ 65,000.00	\$ 65,000.00	\$ 60,063.60	92%
Public Works - Storm Water	\$ 204,012.00	\$ 334,012.00	\$ 328,323.37	98%
Public Works - Parks	\$ 304,135.00	\$ 316,435.00	\$ 351,174.12	111%
Public Works - Landscape	\$ 85,680.00	\$ 120,346.00	\$ 113,553.38	94%
Public Works - General	\$ 665,961.00	\$ 669,601.00	\$ 562,174.25	84%
Planning	\$ 353,801.00	\$ 452,180.00	\$ 346,611.56	77%
Total Operating Expenditures	\$ 7,481,733.00	\$ 7,946,291.00	\$ 6,634,899.71	83%
General Fund Surplus/(Deficit)	\$ 259,665.00	\$ 564,742.00	\$ 1,901,419.92	337%

As shown by the General Fund Summary Table, the City Manager, Finance, Recreation and Parks Department are over budget. The overage to the City Manager and Recreation Department is due to the vacation payouts associated with the retirement of the City Manager and Recreation Center Coordinator. The overage of the Finance department is due to the contracting of a temporary employee to fill-in for a finance staff member who went on medical leave. The overage of the Parks Department is due to the emergency repairs made at Zaca Creek Golf Course.

Even though these four departments are over budget, overall, the General fund is under budget. The savings from other Departments help offset the overages for the City Manager, Finance, Recreation, and Parks Department. Because the budget level of control is at the fund level, budget amendments for these overages are not required.

The Non-Departmental budget accounts for Capital Improvement Projects and shows 55% of the budget expended. A total of \$1,310,570 was appropriated for Capital Improvement Projects and about \$185,000 was expended during FY 2018/19 (Attachment 1). Several Capital Projects totaling about \$1,096,000 have not been completed and have been carried over to the new fiscal year.

Savings in the Planning Department is attributed to the Assistant Planner position which remained vacant the entire FY 2018/19. The position was left open after the previous Assistant Planner was promoted to Planning Director. However, recruitment is currently under way to fill this position in the current fiscal year.

FISCAL IMPACTS

The proposed appropriation for the General Fund amounts to a total increase of \$58,000.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 19-19 - “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2018-19 Budget through the Fourth Quarter Ending June 30, 2019”

ATTACHMENTS

Resolution No. 19-19 (Exhibit A)
Attachment 1 – Fiscal Year 2018/19 Capital Project Preliminary Report

RESOLUTION NO. 19-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, FOR THE PURPOSE OF BUDGET AMENDMENTS FROM OPERATIONAL CHANGES RELATED TO FISCAL YEAR 2018-19 BUDGET THROUGH THE FOURTH QUARTER ENDING JUNE 30, 2019

WHEREAS, the City Council adopted the Biennial Fiscal Year 2017-18 and 2018-19 Budget; and

WHEREAS, it is necessary to make amendments to Biennial Fiscal Year 2018-19 Budget as part of the Fourth Quarter Review.

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

SECTION 1. That proposed budget amendments on the attached Exhibit A for the Fiscal Year 2018-19 are approved.

SECTION 2. The net result of this proposed appropriation increase amounts to a total of \$58,000 in additional appropriations for the General Fund.

PASSED, APPROVED and ADOPTED this 8th day of August, 2019

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

AUGUST 8, 2019

City of Buellton
Fiscal Year 2018-2019 Budget Amendments - Fourth Quarter

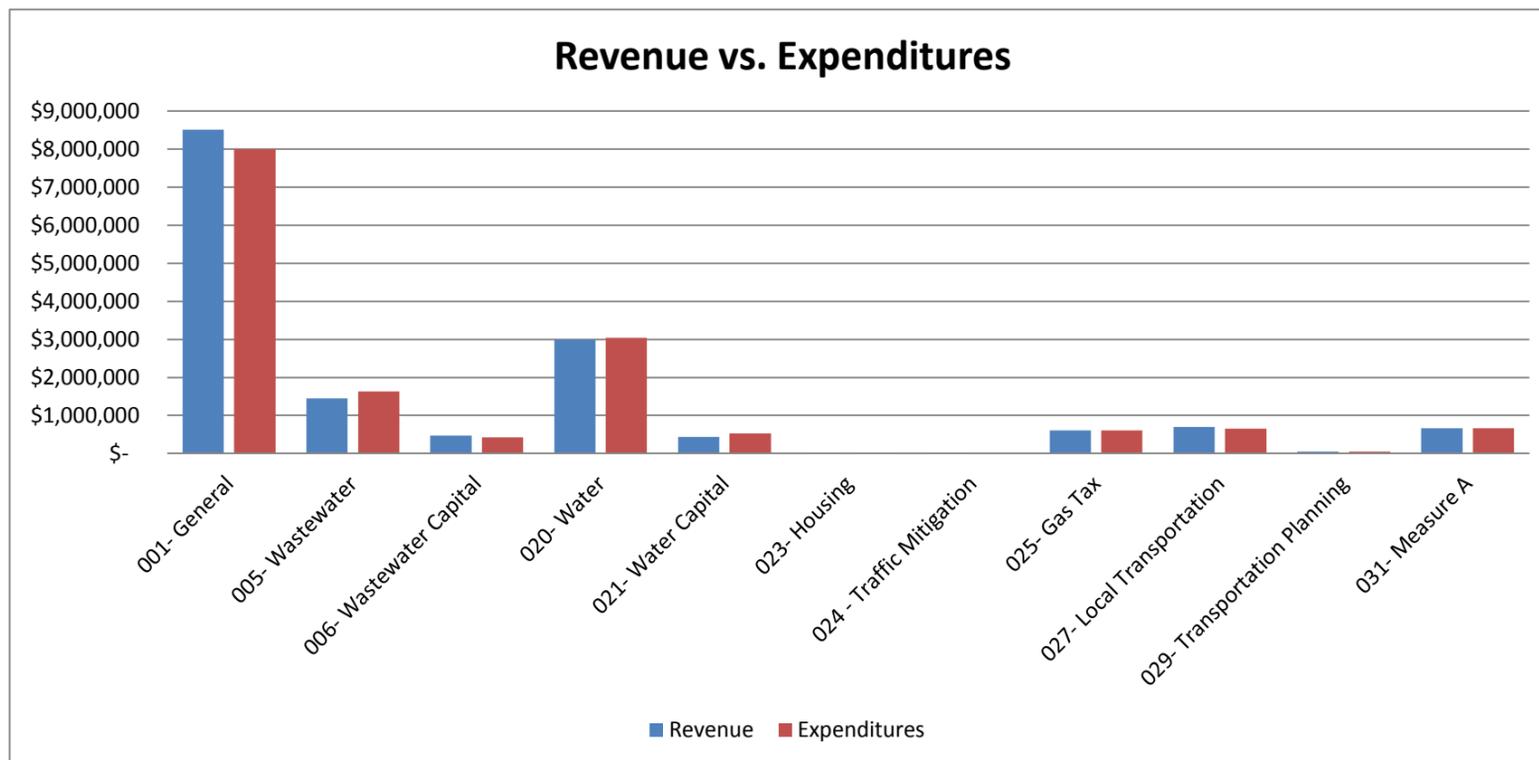
OPERATING BUDGET AT A GLANCE
(WITH PROPOSED BUDGET AMENDMENTS)

Previous Budget Amendments for FY 18/19

Resolution No. 18-14: For the purpose of Mid-Cycle Budget Amendments related to Fiscal Year 2018-19 of the Biennial Operating Budget 2017-2019

Resolution No. 18-20: For the purpose of First Quarter Budget Amendments related to Fiscal Year 2018-19 of the Biennial Operating Budget 2017-2019

Fund	Budgeted Revenue	Budgeted Expenditures	Surplus (Deficit)
001- General	\$ 8,511,033	\$ 8,004,291	\$ 506,742
005- Wastewater	\$ 1,442,960	\$ 1,633,112	\$ (190,152)
006- Wastewater Capital	\$ 475,000	\$ 425,000	\$ 50,000
020- Water	\$ 2,999,100	\$ 3,046,487	\$ (47,387)
021- Water Capital	\$ 434,600	\$ 525,000	\$ (90,400)
023- Housing	\$ 4,213	\$ 3,060	\$ 1,153
024 - Traffic Mitigation	\$ 10,207	\$ -	\$ 10,207
025- Gas Tax	\$ 604,000	\$ 604,000	\$ -
027- Local Transportation	\$ 694,327	\$ 657,500	\$ 36,827
029- Transportation Planning	\$ 45,575	\$ 45,000	\$ 575
031- Measure A	\$ 660,000	\$ 660,000	\$ -
Total	\$ 15,881,015	\$ 15,603,450	\$ 277,565



Budget Adjustments Summary:

The net result of this proposed amendment amounts to a total of \$58,000 in additional appropriations for the General Fund. There is sufficient revenue in the General Fund to cover the increase.

City of Buellton Fiscal Year 2018-2019 Budget Amendments

Schedule of Revenues for FY 2018/19: 4th Quarter Budget Amendments

Fund	Revised Budget	Proposed Amendments	Amended Budget	% Change	% of Budget
001- General	8,511,033	-	8,511,033	0%	53.59%
005- Wastewater	1,442,960	-	1,442,960	0%	9.09%
006- Wastewater Capital	475,000	-	475,000	0%	2.99%
020- Water	2,999,100	-	2,999,100	0%	18.88%
021- Water Capital	434,600	-	434,600	0%	2.74%
023- Housing	4,213	-	4,213	0%	0.03%
024 - Traffic Mitigation	10,207	-	10,207	0%	0.06%
025- Gas Tax	604,000	-	604,000	0%	3.80%
027- Local Transportation	694,327	-	694,327	0%	4.37%
029- Transportation Planning	45,575	-	45,575	0%	0.29%
031- Measure A	660,000	-	660,000	0%	4.16%
			-	0%	0.00%
Total	15,881,015	-	15,881,015	-	100%
By Fund Type					
General Fund	8,511,033	-	8,511,033	0%	53.59%
Enterprise Fund	5,351,660	-	5,351,660	0%	33.70%
Special Revenue Funds	2,018,322	-	2,018,322	0%	12.71%
Total:	15,881,015	-	15,881,015	0%	100.00%

There are no requested budget amendments to revenue.

City of Buellton Fiscal Year 2018-2019 Budget Amendments

Schedule of Expenditures for FY 2018/19: 4th Quarter Budget Amendments

Fund	Revised Budget	Proposed Amendments	Amended Budget	% Change	% of Budget
001- General	7,946,291	58,000	8,004,291	0.73%	51.30%
005- Wastewater	1,633,112	-	1,633,112	0%	10.47%
006- Wastewater Capital	425,000	-	425,000	0%	2.72%
020- Water	3,046,487	-	3,046,487	0%	19.52%
021- Water Capital	525,000	-	525,000	0%	3.36%
023- Housing	3,060	-	3,060	0%	0.02%
024 - Traffic Mitigation	-	-	-	0%	0.00%
025- Gas Tax	604,000	-	604,000	0%	3.87%
027- Local Transportation	657,500	-	657,500	0%	4.21%
029- Transportation Planning	45,000	-	45,000	0%	0.29%
031- Measure A	660,000	-	660,000	0%	4.23%
			-		0.00%
Total	15,545,450	58,000	15,603,450	0	100.00%
By Fund Type					
General Fund	7,946,291	58,000	8,004,291	0.73%	51.30%
Enterprise Fund	5,629,599	-	5,629,599	0.00%	36.08%
Special Revenue Funds	1,969,560	-	1,969,560	0.00%	12.62%
Total:	15,545,450	58,000	15,603,450	0.73%	100.00%

FY 2018-19 4th Quarter Review Budget Amendment Requests

Fund	Budget Action	Adjustment Amount	Council Action
General	Increase appropriation to retain the services of Ralph Andersen & Associates	\$ 28,000	On January 24, 2019, City Council authorized the City Manager to retain the services of Ralph Andersen & Associates to perform the recruitment for City Manager and adjust the FY 2018-19 budget accordingly.
General	Increase appropriation for settlement agreement	\$ 30,000	On March 28, 2019, City Council approved the settlement agreement related to the California Voting Rights Act.

Budget Amendment Total: \$ 58,000

Detail of Budget Amendments

Account	Budget Item	Type	Revised Budget	With Proposed Amendment	\$ Change	% Change
001-410-60022	Recruitment Expense	Expenditure	5,100	33,100	28,000	549%
001-404-67435	Contract Services	Expenditure	12,240	42,240	30,000	245%
Amendment Total:					\$ 58,000	

Department Summary

Fund	Department	Revised Budget	With Proposed Amendment	\$ Change	% Change
General	410-Non-Departmental	2,419,771	2,447,771	28,000	1%
General	404-City Attorney	178,259	208,259	30,000	17%
Amendment Total:				\$ 58,000	

City of Buellton Fiscal Year 2018-2019 Budget Amendments

CAPITAL IMPROVEMENT BUDGET FOR FY 2018/19

Project Number	PROJECT DESCRIPTION	REVISED 18/19 TOTAL	FY 18/19 Addition	Amended Total	% Change
092-101	Storm Drain Cleaning & Retrofit	20,000	-	20,000	0%
092-102	Storm Drain Outfall Repairs & Re-Establishment	10,000	-	10,000	0%
092-201	Facilities Maintenance & Painting	25,000	-	25,000	0%
092-207	Santa Ynez River Trail	20,000	-	20,000	0%
092-211	Village Park Improvement	216,000	-	216,000	0%
092-214	City Hall Emergency Generator & Electrical Replacement	40,000	-	40,000	0%
092-215	Ave of Flags Specific Plan - Median 2	250,000	-	250,000	0%
092-216	City Hall Storage Shed	27,400	-	27,400	0%
092-306	Phase III Hwy 246 & Sycamore Ped Xing	70,000	-	70,000	0%
092-307	McMurray Road Widening/ TS Improvements	300,000	-	300,000	0%
092-308	North Avenue of Flags Park & Ride	600,000	-	600,000	0%
092-311	Industrial Way Street Lights	212,170	-	212,170	0%
092-314	Storm Drain Inlet & Catch Basin Retrofit Improvements	150,000	-	150,000	0%
092-315	Ave of Flags Pedestrian/Drainage Improvement	140,000	-	140,000	0%
092-316	Road Maintenance (17/18)	450,000	-	450,000	0%
092-317	Road Maintenance (18/19)	500,000	-	500,000	0%
092-603	WTP Facilities Improvement	100,000	-	100,000	0%
092-607	Water Meter Upgrades	50,000	-	50,000	0%
092-608	WTP/Booster Power Reliability	145,000	-	145,000	0%
092-610	Water Distribution System Improvements	200,000	-	200,000	0%
092-611	Recycled Water Concept & Feasibility - Joint Project	30,000	-	30,000	0%
092-703	WWTP & Lift Station Security & Reliability Project	25,000	-	25,000	0%
092-704	Sewer Line Replacement	100,000	-	100,000	0%
092-706	WWTP Facilities Improvements	300,000	-	300,000	0%
Total Capital Improvement Budget:		3,980,570	-	3,980,570	0%

There are no requested budget amendments to the CIP Budget.

ATTACHMENT 1

**Capital Improvement Projects (CIP) FY 18-19
Year-End Summary**

GENERAL FUND			Expenditures as of 6/30/2019	Budget Remaining	Status
Project	Description	Budget Amount			
092-101	Storm Drain cleaning & retrofit	20,000.00	\$ 20,460.00	\$ (460.00)	COMPLETED
092-102	Storm Drain Outfall Repairs	10,000.00	\$ 10,000.00	\$ -	COMPLETED
001-551-77000 Storm Drain Total: \$			\$ 30,460.00	\$ (460.00)	
092-201	Facilities Maintenance	25,000.00	\$ -	\$ 25,000.00	CARRYOVER
092-207	Santa Ynez River Trail	20,000.00	\$ -	\$ 20,000.00	CARRYOVER
092-211	Village Park Improvement	216,000.00	\$ -	\$ 216,000.00	CARRYOVER
092-214	City Hall Emergency Generator	40,000.00	\$ -	\$ 40,000.00	CARRYOVER
092-215	Ave of Flags Specific Plan	250,000.00	\$ 58,857.50	\$ 191,142.50	CARRYOVER
092-216	Storage Shed	27,400.00	\$ 26,045.35	\$ 1,354.65	COMPLETED
092-311	Industrial Way Street Lights	212,170.00	\$ 3,100.00	\$ 209,070.00	CARRYOVER
092-314	SD Inlet/Catch Basin Retrofit	150,000.00	\$ 15,145.00	\$ 134,855.00	CARRYOVER
092-315	Ave of Flags Pedestrian/Drainage Improvement	140,000.00	\$ -	\$ 140,000.00	CARRYOVER
092-316	Road Maintenance Project FY 17/18	100,000.00	\$ 64,525.89	\$ 35,474.11	COMPLETED
092-317	Road Maintenance Project FY 18/19	100,000.00	\$ 17,023.35	\$ 82,976.65	CARRYOVER
001-410-77000 Non-Departmental Total: \$			\$ 1,280,570.00	\$ 1,095,872.91	
General Fund Total:			\$ 1,310,570.00	\$ 215,157.09	\$ 1,095,412.91

GAS TAX FUND					
092-307	McMurray Road Widening/ TS Improvements	150,000.00	\$ 8,598.75	\$ 141,401.25	CARRYOVER
092-316	Road Maintenance Project FY 17/18	200,000.00	\$ 127,676.78	\$ 72,323.22	COMPLETED
092-317	Road Maintenance Project FY 18/19	150,000.00	\$ 25,535.03	\$ 124,464.98	CARRYOVER
025-554-77000 Gas Tax Fund Total: \$			\$ 500,000.00	\$ 161,810.55	\$ 338,189.45

MEASURE A					
092-306	Phase III Hwy 246/Sycamore Ped Xing	70,000.00	\$ 31,885.00	\$ 38,115.00	CARRYOVER
092-307	McMurray Road Widening/TS Improvement	150,000.00	\$ 8,598.75	\$ 141,401.25	CARRYOVER
092-316	Road Maintenance Project FY 17/18	150,000.00	\$ 95,757.58	\$ 54,242.42	COMPLETED
092-317	Road Maintenance Project FY 18/19	250,000.00	\$ 42,558.38	\$ 207,441.63	CARRYOVER
031-560-77000 Measure A Fund Total: \$			\$ 620,000.00	\$ 178,799.71	\$ 441,200.29

LTF Fund					
092-308	North Avenue of the Flags Park and ride	600,000.00	\$ 5,716.25	\$ 594,283.75	CARRYOVER
027-559-69100 LTF Total: \$			\$ 600,000.00	\$ 5,716.25	\$ 594,283.75

Water Fund					
092-603	WTP Facilities Improvement	100,000.00	\$ 68,243.40	\$ 31,756.60	CARRYOVER
095-607	Water Meter upgrades	50,000.00	\$ -	\$ 50,000.00	CARRYOVER
095-608	WTP/Booster Power Reliability	145,000.00	\$ 49,903.23	\$ 95,096.77	CARRYOVER
092-610	Water Distribution System Improvements	200,000.00	\$ 64,722.98	\$ 135,277.02	CARRYOVER
092-611	Recycled Water Program	30,000.00	\$ -	\$ 30,000.00	CARRYOVER
020-601-69100 Water Fund Total: \$			\$ 525,000.00	\$ 182,869.61	\$ 342,130.39

Wastewater Fund					
092-703	WWTP Lift Station Security/Reliability	25,000.00	\$ -	\$ 25,000.00	CARRYOVER
092-704	Sewer Line Replacement	100,000.00	\$ -	\$ 100,000.00	CARRYOVER
092-706	WWTP Facilities Improvement	300,000.00	\$ 94,988.21	\$ 205,011.79	CARRYOVER
005-701-69100 Wastewater Fund Total: \$			\$ 425,000.00	\$ 94,988.21	\$ 330,011.79

FY 18/19 Total: \$			\$ 3,980,570.00	\$ 839,341.42	\$ 3,141,228.58
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All Funds Total			YTD	Budget Remaining	Status
092-307	McMurray Road Widening/TS Improvement	300,000.00	\$ 17,197.50	\$ 282,802.50	CARRYOVER
092-316	Road Maintenance Project FY 17/18	450,000.00	\$ 287,960.25	\$ 162,039.75	COMPLETED
092-317	Road Maintenance Project FY 18/19	500,000.00	\$ 59,581.73	\$ 440,418.28	CARRYOVER