



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of August 24, 2017 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, 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 August 10, 2017 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2017-18**
- 3. Monthly Activity Report – Enterprise Funds through July 31, 2017**
❖ (Staff Contact: Finance Director Shannel Zamora)

4. **Monthly Treasurer’s Report through July 31, 2017**
❖ *(Staff Contact: Finance Director Shannel Zamora)*
5. **Revenue and Expenditure Reports through July 31, 2017**
❖ *(Staff Contact: Finance Director Shannel Zamora)*
6. **Resolution No. 17-15 – “A Resolution of the City Council of the City of Buellton, California, Approving the Compensation Policy for Part-Time Employees of the City of Buellton”**
❖ *(Staff Contact: H.R. Director 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)

7. **Resolution No. 17-16 – “A Resolution of the City Council of the City of Buellton, California, Approving Fiscal Year 2017/18 and 2018/19 Biennial Budget Amendment to Include SB1 Compliance Requirements”**
❖ *(Staff Contact: Public Works Director Rose Hess)*
8. **Discussion and Possible Uses for the City Owned Property at 480 Central Avenue**
❖ *(Staff Contact: City Manager Marc Bierdzinski)*

CITY MANAGER’S REPORT

CLOSED SESSION ITEMS

(POSSIBLE ACTION)

9. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Initiation of litigation pursuant to Government Code Section 54956.9, subdivision (d)(4) (one case)

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, September 28, 2017 at 6:00 p.m. The regular meeting of September 14, 2017 will be cancelled.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of August 10, 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 Dave King, Art Mercado, Foster Reif, Vice Mayor Ed Andrisek, and Mayor Holly Sierra

Staff: City Manager Marc Bierdzinski, Finance Director Shannel Zamora, Public Works Director Rose Hess, City Attorney Steve McEwen, Lt. Shawn O’Grady, and City Clerk Linda Reid

PUBLIC COMMENTS

Michael Baker, representing the United Boys and Girls Clubs of Santa Barbara County reported they have partnered with the Buellton Unified School District and are located at Jonata Middle School.

Randall Haggard, Ph.D., spoke about the collaboration between the Buellton Unified School District and the United Boys and Girls Clubs of Santa Barbara County.

Finn Runge, Buellton, spoke about the RV parking ordinance.

CONSENT CALENDAR

City Manager Bierdzinski announced that resident Peggy Brierton called City Hall and asked that page 4 of the minutes be corrected to indicate she supports the current RV ordinance but she would like the 5 foot side yard setback removed.

- 1. Minutes of July 27, 2017 City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2017-18**
- 3. Monthly Private Project Balance Report through June 30, 2017**

MOTION:

Motion by Vice Mayor Andrisek, seconded by Council Member Reif approving Consent Calendar Items 1, 2, and 3 as listed with a change to the minutes as noted.

VOTE:

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Reif – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

PRESENTATIONS

None

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Vice Mayor Andrisek stated he viewed the missile launch on August 2.

Mayor Sierra stated that dog owners need to keep their dogs on leash at River View Park and asked the Sheriff’s Department to provide enforcement of the leash law.

Mayor Sierra stated that Santa Barbara Koi located at the corner of Avenue of Flags and Highway 246 will be developed once oil remediation has been completed.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

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

BUSINESS ITEMS**4. Discussion Regarding Creating an Ad Hoc Committee to Discuss Monthly Water Meter Service Fees and Monthly Wastewater Service Fees in the City of Buellton****SPEAKERS/DISCUSSION:**

The City Council discussed the following issues:

- Having business representatives on the Ad Hoc Committee
- Council Member Reif and Council Member Mercado volunteered to sit on the Ad Hoc Committee

DIRECTION:

The Council agreed by consensus to appoint Council Member Reif and Council Member Mercado to an Ad Hoc committee to discuss monthly water meter service fees and monthly wastewater service fees in the City of Buellton.

5. Resolution No. 17-14 – “A Resolution of the City Council of the City of Buellton, California, Ordering the Summary Vacation of Excess Street Right-of-Way and Execution of Quit-Claim Deed Relinquishing the Excess Right-of-Way and Making Findings In Support Thereof for Property Located Along McMurray Road Abutting Assessor’s Parcel Number 137-170-068”**RECOMMENDATION:**

That the City Council consider the adoption of Resolution No. 17-14.

STAFF REPORT:

Public Works Director Hess presented the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the benefits of keeping the subject property versus quitclaiming it to the developer.

MOTION:

Motion by Council Member Reif, seconded by Council Member King approving Resolution No. 17-14 – “A Resolution of the City Council of the City of Buellton, California, Ordering the Summary Vacation of Excess Street Right-of-Way and Execution of Quit-Claim Deed Relinquishing the Excess Right-of-Way and Making Findings In Support Thereof for Property Located Along McMurray Road Abutting Assessor’s Parcel Number 137-170-068”

VOTE:

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

Council Member King - Yes

Council Member Mercado - Yes

Council Member Reif - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

CITY MANAGER'S REPORT

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

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 6:35 p.m. The next regular meeting of the City Council will be held on Thursday, August 24, 2017 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

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 **August 24, 2017** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00558	167,982.71	
	A/P Packet #APPKT00557	187,210.29	
	A/P Packet #APPKT00546	76,574.24	
	Total A/P Packets:	\$431,767.24	(6 pages)
	Utility Packet	N/A	
	Total Packets:	\$431,767.24	
		\$25,684.46	
EXHIBIT B			
Staff Payroll	8/4/2017	47,753.42	
	Total Payroll:	\$47,753.42	
TOTAL AMOUNT OF CLAIMS:		\$505,205.12	

* The A/P Packets above will be approved on Council Agenda date of 08/24/2017
 Checks to be signed on 08/24/17 tie to A/P Packet #APPKT00558
 Checks previously signed by staff to avoid late fees relate to:
 A/P Packets # APPKT00546 and APPKT00557

SZ 8/16/17

Payments via Electronic Fund Transfer (EFT):
From 08/02/2017 through 08/15/2017

DCP-AUL	8/2/2017	12,184.96
The Hartford	8/2/2017	495.37
Payroll Tax - IRS	8/7/2017	9,919.74
Payroll Tax - EDD	8/7/2017	2,497.26
Bank Fee	8/9/2017	12.00
Bank Fee	8/10/2017	12.00
AFLAC	8/15/2017	563.13

Total

25,684.46



City of Buellton, CA

Check Report - APPKT#'s 00546, 00557 & 00558

By Payment Number

Payment Dates 08/03/2017 - 08/16/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34968	8/9/2017	000005	ABALONE COAST ANALYTICAL, INC.			3,852.25
	3336	July 2017 WWTP Chemicals/Analysis		005-701-61111		1,802.45
	3341	July 2017 DWTP Chemicals/Analysis		020-601-61111		2,049.80
34969	8/9/2017	000820	ACWA/JPIA			2,622.91
	0499815	Sept 2017 Dental Vision & EAP Premi		001-401-50400		703.84
	0499815	Sept 2017 Dental Vision & EAP Premi		001-402-50400		90.00
	0499815	Sept 2017 Dental Vision & EAP Premi		001-403-50400		54.00
	0499815	Sept 2017 Dental Vision & EAP Premi		001-420-50400		210.77
	0499815	Sept 2017 Dental Vision & EAP Premi		001-511-50400		337.47
	0499815	Sept 2017 Dental Vision & EAP Premi		001-558-50400		441.64
	0499815	Sept 2017 Dental Vision & EAP Premi		001-565-50400		144.63
	0499815	Sept 2017 Dental Vision & EAP Premi		005-701-50400		320.28
	0499815	Sept 2017 Dental Vision & EAP Premi		020-601-50400		320.28
34970	8/9/2017	000509	ALAN NEEDHAM dba			20,598.54
	23280	July 2017 Landscape Maintenance		001-552-60800		11,200.00
	23280	July 2017 Landscape Maintenance		001-552-60800		3,820.00
	23280	July 2017 Landscape Maintenance		001-556-60800		140.00
	23329	7/18/2017 Irrigation Repair		001-556-60250		191.53
	23330	6/30,7/10&13/2017 Irrigation System		001-556-60250		971.76
	23342	7/7/2017 Irrigation		001-556-60800		175.00
	23343	7/11/2017 Tree Trimmer		001-552-60800		780.00
	23344	7/23/2017 Mowing/Weedeating		001-552-60258		1,200.00
	23345	7/17&18/2017 Irrigation Repair		001-552-60258		1,364.70
	23348	7/7&17/2017 Irrigation repair		001-552-60254		755.55
34971	8/9/2017	000027	AQUA BEN CORPORATION			2,306.48
	36122	7/19/2017 Chemicals		005-701-61111		2,306.48
34972	8/9/2017	000076	CAL-COAST IRRIGATION, INC.			44.98
	774345	8/2/2017 Misc Maint/Repair Items		005-701-60250		44.98
34973	8/9/2017	000090	CalPERS LONG-TERM CARE PROGRAM			84.25
	11871945	Long Term Care		001-22166		84.25
34974	8/9/2017	000112	CLARK PEST CONTROL			159.00
	20343680	7/24/2017 PD/LIB Pest Control Servic		001-558-60800		159.00
34975	8/9/2017	000679	COURIER SYSTEMS			150.00
	1332987	8/2017 DW/WWTP Water sample del		005-701-61111		75.00
	1332987	8/2017 DW/WWTP Water sample del		020-601-61111		75.00
34976	8/9/2017	000142	DANIEL FITZGERALD dba			1,200.00
	INV0007881	July 2017 Monthly Janitorial Service		001-558-60800		1,200.00
34977	8/9/2017	000733	ENVIRONMENTAL WATER SOLUTIONS, INC.			7,852.79
	2594	7/27/2017 WWTP Blower (Ordr# 119		005-701-73500		7,852.79
34978	8/9/2017	000187	FARM SUPPLY COMPANY			82.95
	26115	7/27/17 Misc Maint/Repair Supplies		001-552-61140		60.32
	26142	7/28/2017 WWTP Misc Maint/Repair		005-701-60250		22.63
34979	8/9/2017	000210	GRANITE CONSTRUCTION COMPANY			1,880.00
	1192080	7/6/2017		020-601-60250		1,880.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34980	8/9/2017	000252	JIM VREELAND FORD			815.40
	C10706	7/10/2017 Vehicle Maint (2006 F150)		005-701-60270		375.66
	C10706	7/10/2017 Vehicle Maint (2006 F150)		020-601-60270		375.65
	C11243	7/31/2017 Vehicle Maint (2017 F150)		001-558-60270		64.09
34981	8/9/2017	000587	KYLE ABELLO			221.50
	INV0007900	8/3/2017 Summer REC Expenses/Poo		001-511-67140		221.50
34982	8/9/2017	001072	Miguel Suarez dba			160.00
	INV0007898	8/11/2017 Bounce House Rental - Su		001-511-67140		160.00
34983	8/9/2017	000350	OLIVERA'S REPAIR, INC			834.24
	115365	7/24/2017 Vehicle Maintenance (200		005-701-60270		29.51
	115365	7/24/2017 Vehicle Maintenance (200		020-601-60270		29.51
	115498	7/31/2017 Vehicle Maint (2006 F150)		005-701-60270		387.61
	115498	7/31/2017 Vehicle Maint (2006 F150)		020-601-60270		387.61
34984	8/9/2017	000801	O'REILLY AUTOMOTIVE STORES, INC.			30.69
	INV0007902	July 2017 Misc Maint/Repair Items		005-701-61140		30.69
34985	8/9/2017	000380	PRAXAIR DISTRIBUTION, INC.			150.93
	78231749	6/20-7/20/17 Chemicals		005-701-61111		150.93
34986	8/9/2017	000489	STEVE'S WHEEL & TIRE			385.22
	1-65384	7/31/2017 Vehicle Maint (2010 Trave		001-558-60270		128.40
	1-65384	7/31/2017 Vehicle Maint (2010 Trave		005-701-60270		128.41
	1-65384	7/31/2017 Vehicle Maint (2010 Trave		020-601-60270		128.41
34987	8/9/2017	001111	TETRA TECH, INC.			11,795.00
	51200991	Engineering Services thru 6/30/2017		001-22416	90010-070	10,375.00
	51200992	Engineering Services thru 6/30/2017		001-22416	90021-070	1,420.00
34988	8/9/2017	001071	Tractor Supply Co			67.88
	INV0007868	7/1-7/30/2017 Misc Maint/Repair Ite		001-552-60258		67.88
34989	8/9/2017	001102	TRI COUNTY OFFICE FURNITURE			9,265.88
	128109	7/31/2017 Planning Dept - Furniture		001-565-72200		9,265.88
34990	8/9/2017	000535	UNDERGROUND SERVICE ALERT			34.75
	720170072	8/1/2017 New Ticket Charges/Mnthl		005-701-60800		17.37
	720170072	8/1/2017 New Ticket Charges/Mnthl		020-601-60800		17.38
34991	8/9/2017	000677	WALLACE GROUP			8,871.77
	44296	->7/31/2017 Services FY 17-18 COB R		005-701-60800		8,871.77
34992	8/9/2017	000768	WEX BANK			3,106.83
	50710475	July 2017 Fuel Charges		001-511-61280		1,509.18
	50710475	July 2017 Fuel Charges		001-558-61280		532.55
	50710475	July 2017 Fuel Charges		005-701-61280		532.55
	50710475	July 2017 Fuel Charges		020-601-61280		532.55
34993	8/15/2017	000072	CA JOINT POWERS INS AUTHORITY			174,035.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		001-401-50300		3,107.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		001-402-50300		6,591.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		001-403-50300		2,888.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		001-410-50600		91,172.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		001-420-50300		3,996.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		001-511-50300		9,349.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		001-558-50300		10,803.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		001-565-50300		5,057.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		005-701-50300		8,850.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		005-701-50600		11,397.00
	PRIM01399	2017-2018 All Risk Property Ins Progr		020-601-50300		9,428.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	PRIM01399	2017-2018 All Risk Property Ins Progr		020-601-50600		11,397.00
34994	8/15/2017 19411	000655 7/30/2017 Hard Drive	COAST NETWORKX, INC.	001-410-72300		249.00 249.00
34995	8/15/2017 742865	000118 7/1-7/31/2017 REC - Overage Charge	COASTAL COPY, INC.	001-511-61130		115.49 115.49
34996	8/15/2017 2306455 2311994	001179 7/17-21/2017 Admin Assistant - Plan 7/24-28-2017 Admin Assistant - Plan	EXCEL PERSONNEL SERVICES	001-565-60800 001-565-60800		1,900.00 900.00 1,000.00
34997	8/15/2017 INV0007934	001089 7/12-8/8/2017 Flow Yo-Yoga	GINA SIGMAN	001-511-67140		72.00 72.00
34998	8/15/2017 INV0007938	011244 7/12-8/8/2017 Zumba	HERMILA SANCHEZ	001-511-67140		24.50 24.50
34999	8/15/2017 INV0007935	011300 7/12-8/8/2017 Kundalini yoga	KAREN PALMER	001-511-67140		38.50 38.50
35000	8/15/2017 INV0007937	011306 6/14-8/8/2017 Soccer Camp	KARLIN LADERA	001-511-67140		238.00 238.00
35001	8/15/2017 INV0007945	000587 8/11/2017 Rec Bus - vehicle mainten	KYLE ABELLO	001-511-60270		255.00 255.00
35002	8/15/2017 INV0007932	011336 7/12-8/8/2017 Flamenco Dance	LAURA GARCIA dba	001-511-67140		157.50 157.50
35003	8/15/2017 INV0007918 INV0007918 INV0007918 INV0007918 INV0007918	000280 7/4&6/2017 #107608-1 Happy 4th of 7/11&13/2017 #108070-1 Summer D 7/18&20/2017 #108425-1 WE ARE 7/25&27/2017 #10829-1 NOT TOO L 6/27&29/2017 #107242-1 Buellton R	LEE CENTRAL COAST NEWSPAPERS	001-511-60510 001-511-60510 001-511-60510 001-511-60510 001-511-60510		449.52 79.92 129.84 79.92 79.92 79.92
35004	8/15/2017 INV0007919	001132 7/12-8/9/2017 Pilates	MAILE INEMAN	001-511-67140		100.80 100.80
35005	8/15/2017 INV0007936	011343 7/12-8/8/2017 Yoga Class	MARIANNE MADSEN	001-511-67140		320.00 320.00
35006	8/15/2017 2017-0804-buel	000835 07/2017 City Planner - Professional S	METRO VENTURES LTD	001-565-60800		7,573.50 7,573.50
35007	8/15/2017 INV0007939	000059 July 2017 Misc Maint/Repair	MOTOR PRODUCTS INC. dba	005-701-60270		94.76 94.76
35008	8/15/2017 INV0007944	000704 8/11/2017 Reimbursement - Hurrica	PAUL SMITH	001-511-67140		479.85 479.85
35009	8/15/2017 07G0029022365 07G0029022381 07G0029154614	000032 6/27-7/26/2017 CH Water Service 6/27-7/26/2017 CC/LIB WATER SERVI 6/27-7/26/2017 Planning - Water Ser	READY REFRESH BY NESTLE	001-410-60800 001-410-60800 001-410-60800		108.51 61.12 35.45 11.94
35010	8/15/2017 INV0007933	000989 7/12-8/8-2017 Vinyasa/Mommy & M	SANDEE KESSLER	001-511-67140		300.00 300.00
35011	8/15/2017 007927	000437 7/6/2017 Misc Recognition	SANTA YNEZ VALLEY FLORIST, INC.	001-410-60900		75.42 75.42
35012	8/15/2017 INV0007940 INV0007940	000438 July 2017 Misc Maint/Repair Items July 2017 Misc Maint/Repair Items	SANTA YNEZ VALLEY HARDWARE	001-410-60250 001-410-61130		304.93 20.46 63.61

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0007940	July 2017 Misc Maint/Repair Items		001-552-61140		97.58
	INV0007940	July 2017 Misc Maint/Repair Items		001-558-60250		27.44
	INV0007940	July 2017 Misc Maint/Repair Items		001-558-61140		95.84
35013	8/15/2017	000153	STATE OF CA - HCD			86.00
	CCJ9535-2017/18	10/2017-9/2018 Planning Modular R		001-565-60900		43.00
	CCJ9536-2017/18	10/2017-9/2018 Planning Modular R		001-565-60900		43.00
35014	8/15/2017	000755	SYV ELITE EVENT PARTY RENTALS, INC.			121.50
	12906	7/24/2017 SUPPLIES - BBQ BONANZA		001-511-67140		121.50
35015	8/15/2017	001168	The DocuTeam			27.00
	0128987	7/1-7/31/2017 Shredding Services		001-410-60900		27.00
35016	8/15/2017	001188	The Hankering Corporation			83.51
	70560	7/24/2017		001-401-60900		83.51
35017	8/16/2017	000718	AUTOSYS, INC.			3,396.95
	2037	7/24-8/4/2017 SCADA Services		020-601-60800		3,396.95
35018	8/16/2017	000072	CA JOINT POWERS INS AUTHORITY			18,038.00
	PROP01582	7/1/17-7/1/18 All Risk Property Ins Pr		001-410-50610		4,500.00
	PROP01582	7/1/17-7/1/18 All Risk Property Ins Pr		005-701-50610		6,769.00
	PROP01582	7/1/17-7/1/18 All Risk Property Ins Pr		020-601-50610		6,769.00
35019	8/16/2017	001028	Hinderliter de Llamas & Associates (hdl)			1,530.30
	0027532-IN	2017-Q1 Audit Services - Sales Tax		001-420-60800		630.30
	0027532-IN	2017-Q3 Sales Tax Contract Services		001-420-60800		900.00
35020	8/16/2017	000382	PROCARE JANITORIAL SUPPLY, INC.			776.40
	111486	8/2/2017 Misc Maint Supplies		001-558-61140		776.40
35021	8/16/2017	000706	SATCOM GLOBAL, INC.			50.06
	AI08170053	-> 7/31/2017 Satelite SIM Card 88162		001-410-60014		50.06
35022	8/16/2017	000441	SB CO - PUBLIC WORKS DEPT			2,575.00
	0007876	FY2017-2018 RWEP		020-601-67575		2,575.00
35023	8/16/2017	000450	SB CO SHERIFF'S DEPARTMENT			141,616.00
	18-019	August 2017 Contract Services FY201		001-501-60800		141,616.00
Payment Total:						431,767.24

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	342,345.23
005 - Sewer Fund	50,059.87
020 - Water Fund	39,362.14
Grand Total:	431,767.24

Account Summary

Account Number	Account Name	Payment Amount
001-22166	Long-Term Care Deducti	84.25
001-22416	Developer Deposit	11,795.00
001-401-50300	Workers Compensation	3,107.00
001-401-50400	Medical Benefit	703.84
001-401-60900	Miscellaneous	83.51
001-402-50300	Workers Compensation	6,591.00
001-402-50400	Medical Benefit	90.00
001-403-50300	Workers Compensation	2,888.00
001-403-50400	Medical Benefit	54.00
001-410-50600	Insurance - Liability	91,172.00
001-410-50610	Insurance - Property	4,500.00
001-410-60014	Emergency Operations	50.06
001-410-60250	Maintenance / Repair	20.46
001-410-60800	Contract Services	108.51
001-410-60900	Miscellaneous	102.42
001-410-61130	Office Supplies	63.61
001-410-72300	Computer Equipment	249.00
001-420-50300	Workers Compensation	3,996.00
001-420-50400	Medical Benefit	210.77
001-420-60800	Contract Services	1,530.30
001-501-60800	Contract Services	141,616.00
001-511-50300	Workers Compensation	9,349.00
001-511-50400	Medical Benefit	337.47
001-511-60270	Maintenance-Vehicles	255.00
001-511-60510	Advertising	449.52
001-511-61130	Office Supplies	115.49
001-511-61280	Fuel-Vehicles	1,509.18
001-511-67140	Buellton Recreation Pro	2,234.15
001-552-60254	Maintenance/Repair-A&	755.55
001-552-60258	Maintenance/Repair-Riv	2,632.58
001-552-60800	Contract Services	15,800.00
001-552-61140	Operational Supplies	157.90
001-556-60250	Maintenance/Repair	1,163.29
001-556-60800	Contract Services	315.00
001-558-50300	Workers Compensation	10,803.00
001-558-50400	Medical Benefit	441.64
001-558-60250	Maintenance / Repair	27.44
001-558-60270	Maintenance - Vehicles	192.49
001-558-60800	Contract Services	1,359.00
001-558-61140	Operational Supplies	872.24
001-558-61280	Fuel - Vehicles	532.55
001-565-50300	Workers Compensation	5,057.00
001-565-50400	Medical Benefit	144.63
001-565-60800	Contract Services	9,473.50
001-565-60900	Miscellaneous	86.00
001-565-72200	Office Furniture	9,265.88
005-701-50300	Workers Compensation	8,850.00
005-701-50400	Medical Benefit	320.28
005-701-50600	Insurance - Liability	11,397.00
005-701-50610	Insurance - Property	6,769.00

Account Summary

Account Number	Account Name	Payment Amount
005-701-60250	Maintenance / Repair	67.61
005-701-60270	Maintenance - Vehicles	1,015.95
005-701-60800	Contract Services	8,889.14
005-701-61111	Chemicals / Analysis	4,334.86
005-701-61140	Operational Supplies	30.69
005-701-61280	Fuel - Vehicles	532.55
005-701-73500	Equipment	7,852.79
020-601-50300	Workers Compensation	9,428.00
020-601-50400	Medical Benefit	320.28
020-601-50600	Insurance - Liability	11,397.00
020-601-50610	Insurance - Property	6,769.00
020-601-60250	Maintenance / Repair	1,880.00
020-601-60270	Maintenance - Vehicles	921.18
020-601-60800	Contract Services	3,414.33
020-601-61111	Chemicals / Analysis	2,124.80
020-601-61280	Fuel - Vehicles	532.55
020-601-67575	Regulatory Compliance	2,575.00
	Grand Total:	431,767.24

Project Account Summary

Project Account Key	Payment Amount
None	419,972.24
90010-070	10,375.00
90021-070	1,420.00
	Grand Total:
	431,767.24

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: Shannel Zamora, Finance Director

Meeting Date: August 24, 2017

Subject: Monthly Activity Report - Enterprise Funds through July 31, 2017

BACKGROUND

The attached report compares month-to-month data covering the period July 1, 2017 through July 31, 2017 for the Water and Sewer Enterprise Funds. This is a new report requested by council. It will be prepared monthly and submitted to Council on the second meeting of each month.

Water and Wastewater revenue and expenditures are both under budget for the 2017-18 Fiscal Year. Both Sewer and Wastewater Funds are showing a surplus for the period ending July 31, 2017. It should be noted that depreciation expense is not reflected in the report. Depreciation expense is calculated at the end of the fiscal year. The Wastewater and Water Capital Funds had no activity in the month of July. Upon monthly review, adjustments may be necessary.

FISCAL IMPACT

The Monthly Activity Report Enterprise Funds will provide the council with an understanding of the financial activity of the Water and Sewer Departments and how the implemented rate increases have affected the City's funds on a monthly basis.

RECOMMENDATION

That the City Council receive and file the attached reports.

ATTACHMENTS

Attachment 1 – Monthly Activity Report Enterprise Funds through July 31, 2017

ATTACHMENT 1

Monthly Activity Report Enterprise Funds

For July, 2017-2018 Through June, 2017-2018



City of Buellton, CA

8%

	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	November 2017-2018	December 2017-2018	January 2017-2018	February 2017-2018	March 2017-2018	April 2017-2018	May 2017-2018	June 2017-2018	Fiscal YTD 2017-2018
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Fund: 005 - Sewer Fund

Revenue													
005-44105	Interest	-											-
005-44110	Sales	86,482.04											86,482.04
005-44115	Connection Fees	-											-
005-44120	Set-Up Fees	170.00											170.00
005-44125	Late Charges	486.34											486.34
005-44126	Gain (Loss) on Capital Assets	-											-
005-44250	Miscellaneous	-											-
005-49648	Infrastructure Contributions	-											-
005-49649	Insurance Refund-Gen Liability	-											-
005-49650	Insurance Reimbursement-WC	-											-
005-49651	Prior Year Adjustment	-											-
005-49652	Transfer from Reserves	-											-
Revenue Total:		87,138.38											87,138.38

Revenue Budget 1,188,808.00
Percent Received 7%

Expense													
005-701-50000	Salaries	18,915.90											18,915.90
005-701-50035	Hourly	-											-
005-701-50120	Employer SS/MC	376.62											376.62
005-701-50130	UI & Employee Training Tax	-											-
005-701-50200	PERS Retirement	2,056.64											2,056.64
005-701-50300	Workers Compensation	-											-
005-701-50301	Workers Compensation	-											-
005-701-50400	Medical Benefit	2,582.44											2,582.44
005-701-50410	Employer Paid DCP	645.89											645.89
005-701-50500	Group Life Ins Benefit	23.41											23.41
005-701-50600	Insurance - Liability	-											-
005-701-50610	Insurance - Property	-											-
005-701-50620	Insurance - Bond	-											-
005-701-60021	Audit	-											-
005-701-60131	Laundry / Uniforms	-											-
005-701-60210	Computer Maintenance & Software	472.02											472.02
005-701-60211	Data Processing Contract Maint	-											-
005-701-60250	Maintenance / Repair	361.24											361.24
005-701-60270	Maintenance - Vehicles	921.19											921.19
005-701-60310	Equipment Rental	-											-
005-701-60315	Rental of Property	-											-
005-701-60316	Rental of Property	-											-
005-701-60650	Membership & Publications	-											-
005-701-60710	Travel & Training	-											-
005-701-60800	Contract Services	34.50											34.50
005-701-60830	Contract Services-Engineering	-											-
005-701-60835	Contract Services-Fin.Consult.	-											-
005-701-60840	Contract Services-Legal Fees	-											-
005-701-60850	Contract Svcs-WWTP Expansion	-											-
005-701-60900	Miscellaneous	14,326.35											14,326.35
005-701-61111	Chemicals / Analysis	3,704.16											3,704.16
005-701-61127	Tools	-											-
005-701-61130	Office Supplies	39.30											39.30
005-701-61131	Postage	279.82											279.82
005-701-61140	Operational Supplies	418.64											418.64
005-701-61211	Utilities - Water	-											-
005-701-61241	Utilities - Electric	-											-
005-701-61280	Fuel - Vehicles	532.55											532.55
005-701-61410	Newsletter	-											-
005-701-67500	Paint WWTP Clarifier	-											-
005-701-67575	Regulatory Compliance	-											-

005-701-67600	Safety Equipment	-	-
005-701-67705	Telephone	544.71	544.71
005-701-68110	Depreciation	-	-
005-701-69100	Transfer to Other Funds	-	-
005-701-69400	Transfer to Reserves	-	-
005-701-71000	Buildings / Remodel	-	-
005-701-72100	Office Equipment	-	-
005-701-72300	Computer Equipment	-	-
005-701-73100	Vehicles	-	-
005-701-73500	Equipment	7,852.79	7,852.79
005-701-74100	Improvements	-	-
Expense Total:		54,088.17	54,088.17

Expense Budget 1,188,808.00
Percent Used 3%

Fund 005 Surplus (Deficit):	33,050.21	-	-	-	-	-	-	-	-	-	-	-	-	33,050.21
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Fund: 006 - Wastewater Capital

	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	November 2017-2018	December 2017-2018	January 2017-2018	February 2017-2018	March 2017-2018	April 2017-2018	May 2017-2018	June 2017-2018	Fiscal YTD 2017-2018
Revenue													
006-44105	Interest												-
006-44115	Connection Fees												-
006-49652	Transfer in from Reserves												-
Revenue Total:													-

Revenue Budget 635,000.00
Percent Received 0%

006-700-69100	Wastewater Capital Transfer to Other fund												
006-702-69100	Transfer to Other Funds												
Expense Total:													

Expense Budget 650,000.00
Percent Used 0%

Fund 006 Surplus (Deficit):	-	-	-	-	-	-	-	-	-	-	-	-	-
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Fund: 020 - Water Fund

	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	November 2017-2018	December 2017-2018	January 2017-2018	February 2017-2018	March 2017-2018	April 2017-2018	May 2017-2018	June 2017-2018	Fiscal YTD 2017-2018
Revenue													
020-44105	Interest												-
020-44115	Connection Fees												-
020-44120	Set-Up Fees	170.00											170.00
020-44125	Late Charges	721.27											721.27
020-44210	Bulk Water	5,621.72											5,621.72
020-44215	Sales	204,747.48											204,747.48
020-44220	Meter Service Installation												-
020-44240	Service Reinstatement Fee	140.00											140.00
020-44245	Infrastructure Contributions												-
020-44246	Gain (Loss) on Capital Assets												-
020-44250	Miscellaneous	20.00											20.00
020-49656	Hydrant Permits	450.00											450.00
020-49657	Insurance Refund-Gen Liability												-
020-49658	Insurance Reimbursement-WC												-
020-49659	Prior Year Adjustment												-
020-49660	Transfer from Gen Fund & Sewer												-
020-49661	Transfer from Reserves												-
Revenue Total:													211,870.47

Revenue Budget 2,497,255.00
Percent Received 8%

Expense				
020-601-50000	Salaries	17,831.86		17,831.86
020-601-50035	Hourly	-		-
020-601-50120	Employer SS/MC	360.60		360.60
020-601-50130	UI & Employee Training Tax	-		-
020-601-50200	PERS Retirement	1,963.97		1,963.97
020-601-50300	Workers Compensation	-		-
020-601-50301	Workers Compensation	-		-
020-601-50400	Medical Benefit	2,502.40		2,502.40
020-601-50410	Employer Paid DCP	587.10		587.10
020-601-50500	Group Life Ins Benefit	22.41		22.41
020-601-50600	Insurance - Liability	-		-
020-601-50610	Insurance - Property	-		-
020-601-50620	Insurance - Bond	-		-
020-601-60021	Audit	-		-
020-601-60131	Laundry / Uniforms	-		-
020-601-60210	Computer Maintenance & Software	-		-
020-601-60211	Data Processing Contract Maint	-		-
020-601-60250	Maintenance / Repair	4,418.70		4,418.70
020-601-60270	Maintenance - Vehicles	921.18		921.18
020-601-60310	Equipment Rental	-		-
020-601-60315	Rental of Property	-		-
020-601-60316	Rental of Property	-		-
020-601-60550	Printing	-		-
020-601-60650	Membership & Publications	-		-
020-601-60710	Travel & Training	19.20		19.20
020-601-60800	Contract Services	34.50		34.50
020-601-60830	Contract Services-Engineering	-		-
020-601-60835	Contract Services-Fin.Consult.	-		-
020-601-60840	Contract Services-Legal Fees	-		-
020-601-60900	Miscellaneous	14,326.35		14,326.35
020-601-61111	Chemicals / Analysis	1,890.52		1,890.52
020-601-61127	Tools	-		-
020-601-61130	Office Supplies	-		-
020-601-61131	Postage	279.83		279.83
020-601-61140	Operational Supplies	87.45		87.45
020-601-61240	Meter Expense	-		-
020-601-61241	Utilities - Electric	-		-
020-601-61280	Fuel - Vehicles	532.55		532.55
020-601-61410	Newsletter	-		-
020-601-67545	Principal & Interest	-		-
020-601-67575	Regulatory Compliance	-		-
020-601-67600	Safety Equipment	170.62		170.62
020-601-67610	Santa Ynez River Appropriation	-		-
020-601-67635	State Water Project	-		-
020-601-67705	Telephone	485.54		485.54
020-601-67820	Write-Off Utility Plant	-		-
020-601-67821	Write-Off Utility	-		-
020-601-68110	Depreciation	-		-
020-601-69100	Transfer to Other Funds	-		-
020-601-69400	Transfer to Reserves	-		-
020-601-71000	Buildings / Remodel	-		-
020-601-72100	Office Equipment	-		-
020-601-72300	Computer Equipment	-		-
020-601-73100	Vehicles	-		-
020-601-73500	Equipment	-		-
020-601-73510	Equipment-Telemetry	-		-
020-601-73520	Equipment-Booster Station	-		-
020-601-74100	Improvements	-		-
	Expense Total:	46,434.78		46,434.78
				Expense Budget 2,497,255.00
				Percent Used 2%
Fund 020 Surplus (Deficit):		165,435.69	-	-
				165,435.69

	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	November 2017-2018	December 2017-2018	January 2017-2018	February 2017-2018	March 2017-2018	April 2017-2018	May 2017-2018	June 2017-2018	Fiscal YTD 2017-2018
Fund: 021 - Water Capital													
Revenue													
021-44105													-
	Interest	-											-
021-44115	Connection Fees	-											-
021-49652	Transfer in from Reserve	-											-
	Revenue Total:	-											-
												Revenue Budget	630,000.00
												Percent Received	0%
Expense													
021-600-69100	Water Capital Transfer to other funds	-											-
021-602-69100	Transfer to Other Funds	-											-
	Expense Total:	-											-
												Expense Budget	680,000.00
												Percent Used	0%
Fund 021 Surplus (Deficit):													-

***NOTE: Capital Items are Included in the Depreciation Category, Depreciation is calculated at the End of the Fiscal Year. Estimated annual depreciation for Fund 005 is \$250,000 and for Fund 020 is \$177,000.

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: August 24, 2017

Subject: Monthly Treasurer’s Report through July 31, 2017

BACKGROUND

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

On June 8, 2017, Council adopted the current Investment Policy per Resolution 17-10 which states the City Finance Director, as the investment officer, must submit monthly reports to City Council to demonstrate that sufficient cash flow liquidity is available to meet the succeeding month’s estimated expenditures.

This Treasurer’s Report is for July 31, 2017. Treasurer’s Reports are presented on a monthly basis.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receive and file the Treasurer’s Report for the month ending in July 31, 2017.

ATTACHMENTS

Attachment 1 – Monthly Treasurer’s Report – July 31, 2017



City of Buellton

City of Buellton

Monthly Treasurer's Report

As of July 31, 2017

August 24, 2017

This report presents the City's cash activity and investment portfolio as of July 31, 2017. The report includes:

- 1) Cash and investments at July 31, 2017 compared to the prior month;
- 2) A reconciliation of cash and investments to City ledger balances;
- 3) All investments managed by the City on its own behalf;
- 4) Beginning of year fund balance, revenues, expenditures and ending fund balance for each fund at July 31, 2017

The following schedule is a summary of the City's cash and investments based on recorded value as of July 31, 2017 compared with the prior month.

	July 31, 2017	June 30, 2017
Cash	\$ 2,221,518.68	\$ 2,521,012.93
Investments held by the City	9,062,914.02	8,794,864.88
TOTAL CASH AND INVESTMENTS:	\$ 11,284,495.70	\$ 11,315,877.81

Summary of activity for the Month and Future Liquidity: The decrease of about \$300,000 in cash is mainly due to the transfer of \$249,000 to Morgan Stanley for a new investment that will be settled in August with a 5 year maturity term. The reason a new investment was made was because the Flushing Savings Bank Certificate of Deposit matured on 7/27/17. The cash-out will be reflected in August. The increase of about \$268,049.14 in investments held by the City reflects the \$249,000 cash-out into the First Empire Holdings Account and LAIF interest payout for the 2017 2nd Quarter of about \$18,600. The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.

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



Pooled Cash Report

City of Buellton, CA
For the Period Ending 7/31/2017

ACCOUNT #	ACCOUNT NAME	June 2017 BALANCE	CURRENT ACTIVITY	July 2017 BALANCE
<u>CLAIM ON CASH</u>				
001-10000	Claim On Pooled Cash	6,625,112.97	(145,701.98)	6,479,410.99
005-10000	Claim On Pooled Cash	1,472,503.21	4,510.56	1,477,013.77
006-10000	Claim on Pooled Cash	23,896.70	(3,347.65)	20,549.05
020-10000	Claim On Pooled Cash	1,436,619.09	124,183.73	1,560,802.82
021-10000	Claim on Pooled Cash	85,479.47	141.93	85,621.40
023-10000	Claim On Pooled Cash	475,953.59	583.67	476,537.26
024-10000	Claim On Pooled Cash	22,658.84	37.31	22,696.15
025-10000	Claim On Pooled Cash	440,925.45	(22,937.52)	417,987.93
027-10000	Claim On Pooled Cash	51,661.61	(1,339.18)	50,322.43
029-10000	Claim On Pooled Cash	(16,062.50)	(10,782.50)	(26,845.00)
031-10000	Claim On Pooled Cash	480,422.73	24,784.85	505,207.58
072-10000	Claim on Pooled Cash	-	-	-
075-10000	Claim On Pooled Cash	208,726.65	341.61	209,068.26
090-10000	Claim On Pooled Cash	-	-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	7,980.00	(7,980.00)	-
TOTAL CLAIM ON CASH		11,315,877.81	(37,505.17)	11,278,372.64
<u>CASH IN BANK</u>				
Cash in Bank				Statement Balance
999-10001	Pooled Cash - General Checking*	2,507,610.74	(305,554.31)	2,202,056.43
999-10002	Pooled Cash - Money Market	205,543.46	34.91	205,578.37
999-10003	Pooled Cash - FSA	13,402.19	-	13,402.19
999-10004	Pooled Cash - Brokerage	498,555.27	382.30	498,937.57
999-10005	Pooled Cash - LAIF	8,090,766.15	18,631.93	8,109,398.08
999-10006	Pooled Cash- Morgan Stanley	-	249,000.00	249,000.00
TOTAL: Cash in Bank		11,315,877.81	(37,505.17)	11,278,372.64

*Unreconciled Balance

City of Buellton
Investment Summary
July 31, 2017

Investment Portfolio	Interest Rate	Type	Market Value	Maturity Term	Maturity Date
Local Agency Investment Fund – LAIF	1.051 %	Government-State Pool	\$ 8,109,398.08	NA	NA
Berkshire Bank*	1.35%	Negotiable Certificate of Deposit	249,346.11	5 years	4/30/2018
Rabobank Money Market	.20%	Public Investment Money Market	205,578.37	NA	NA
Total Invested:			\$ 8,564,322.56		
Portfolio Holding*		Cash Balance	249,591.46		
Portfolio Holding**		Cash Balance	249,000.00		
Cash in Portfolio Holding Account			\$ 498,591.46		
Total:			\$9,062,914.02		

*Held by First Empire

**Held by Morgan Stanley

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

The following is a fund balance schedule showing beginning fund balance at July 1, 2017 plus revenues minus expenditures for the period, resulting in ending fund balance at July 31, 2017. Fund balance includes total assets and liabilities of the City.



City of Buellton, CA

Fund Balance Report

Cummulative as Of 07/31/2017

Fund	July 1, 2017	Total Revenues	Total Expenses	July 31, 2017
001 - General Fund	6,892,069.27	46,773.18	406,927.90	6,531,914.55
005 - Sewer Fund	3,731,489.29	87,138.38	54,088.17	3,764,539.50
006 - Wastewater Capital	20,549.05	-	-	20,549.05
020 - Water Fund	5,876,105.72	211,870.47	46,434.78	6,041,541.41
021 - Water Capital	-	-	-	-
023 - Housing Fees	476,537.26	-	-	476,537.26
024 - Traffic Mitigation Fund	12,648.71	-	-	12,648.71
025 - Gas Tax Fund	357,672.93	-	-	357,672.93
027 - Local Transportation Fund	62,453.33	242.42	3,166.66	59,529.09
029 - Transportation Planning	(175,982.10)	-	-	(175,982.10)
031 - Measure A	210,042.53	23,988.05	-	234,030.58
072 - Landscape Maintenance Fund	-	-	-	-
075 - Trust & Agency Fund	2,145.00	-	-	2,145.00
090 - Long Term Debt	(1,261,835.00)	-	-	(1,261,835.00)
091 - General Fixed Assets	17,733,823.24	-	-	17,733,823.24
092 - Capital Improvement Proj Fund	-	-	-	-
Report Total:	33,937,719.23	370,012.50	510,617.51	33,797,114.22

As required by Government Code Section 5346 (3), the chief officer for the City declares that there is sufficient funds to meet all obligations for the next six months.

Shannel Zamora

Shannel Zamora
Finance Director

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: August 24, 2017

Subject: Revenue and Expenditure Reports through July 31, 2017

BACKGROUND

The attached reports compare month-to-month data covering the period July 1, 2017 through July 31, 2017. The reports are prepared monthly and submitted to Council on the second meeting of each month. Monthly reports are posted to the City's website. Upon monthly review, adjustments may be necessary and staff will update the website.

The expenditures are under budget for the 2017-18 Fiscal Year. Revenue is below target due to timing differences and expected to meet budget by year end.

FISCAL IMPACT

The Revenue and Expenditure Reports provide the community with an understanding of the financial activity of the City's funds on a monthly basis.

RECOMMENDATION

That the City Council receive and file the attached reports.

ATTACHMENTS

Attachment 1 - Revenue and Expenditure Reports through July 31, 2017

ATTACHMENT 1

General Fund

Monthly Revenue (Unaudited)

For July, 2017-2018 Through June, 2017-2018



City of Buellton, CA

8%
2017

2018

	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	November 2017-2018	December 2017-2018	January 2017-2018	February 2017-2018	March 2017-2018	April 2017-2018	May 2017-2018	June 2017-2018	FY 2017-18
Fund: 001 - General Fund													
Revenue													
001-41005	Property Taxes - Secured	-											-
001-41010	Property Taxes - Unsecured	-											-
001-41015	Homeowners Exemptions	-											-
001-41020	Franchise Fees	-											-
001-41025	Sales Tax	-											-
001-41035	Transient Occupancy Tax	-											-
001-41040	Property Transfer Tax	-											-
001-42010	Zoning Clearance	135.00											135.00
001-42015	Small Permits	25.00											25.00
001-43005	Motor Vehicle in Lieu Tax	-											-
001-43010	MV License Fee Compensation	-											-
001-43015	COPS grant	-											-
001-43020	CA Indian Gaming Grant	-											-
001-43035	CA Prop 1B Revenue	-											-
001-43040	Beverage Container Grant	-											-
001-44005	Buellton Recreation Program	27,356.70											27,356.70
001-44010	Recreation Program 50/50	-											-
001-44015	Buellton Rec Program Trips	9,649.30											9,649.30
001-44020	Park Reservation Fees	320.00											320.00
001-44025	Event Application Fee/Temp Use	-											-
001-44035	Cost Reimbursement	-											-
001-44105	Interest	417.21											417.21
001-44250	Miscellaneous	459.97											459.97
001-45005	Criminal Fines & Penalties	-											-
001-45010	Fines & Fees	-											-
001-49010	Rent	8,385.00											8,385.00
001-49526	CA Mandated Cost Reimbursement	-											-
001-49532	Code Enforcement Fines	-											-
001-49536	Conditional Use Permit	-											-
001-49548	Document Sales	-											-
001-49566	Home Occupation Permit	25.00											25.00
001-49585	Miscellaneous Permits	-											-
001-49609	Sale of Property	-											-
Revenue Total (Actual through July):		46,773.18											46,773.18

Percentage Received: 1%
Budget: \$ 6,612,645



City of Buellton, CA

General Fund Monthly Expenditures (Unaudited)

For July, 2017-2018 Through June, 2017-2018

8%

2017

2018

Department	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	November 2017-2018	December 2017-2018	January 2017-2018	February 2017-2018	March 2017-2018	April 2017-2018	May 2017-2018	June 2017-2018	FY 2017-18
Fund: 001 - General Fund													
Expense													
401 - CITY COUNCIL	11,213.97												11,213.97
402 - CITY MANAGER	16,884.90												16,884.90
403 - CITY CLERK	7,484.79												7,484.79
404 - CITY ATTORNEY	-												-
410 - NON-DEPARTMENTAL	187,485.63												187,485.63
420 - FINANCE	20,346.27												20,346.27
501 - PUBLIC SAFETY - POLICE/FIRE	-												-
510 - LEISURE SERVICES - LIBRARY	14.60												14.60
511 - RECREATION	64,095.08												64,095.08
550 - PUBLIC WORKS - STREET LIGHTS	-												-
551 - STORM WATER	(755.70)												(755.70)
552 - PUBLIC WORKS - PARKS	38,909.93												38,909.93
556 - PUBLIC WORKS - LANDSCAPE MAINTENANCE	1,478.29												1,478.29
557 - PUBLIC WORKS - ENGINEERING	-												-
558 - PUBLIC WORKS - GENERAL	32,805.25												32,805.25
565 - PLANNING	26,964.89												26,964.89
Transfer to CIP Fund 092 (updated in September)													-
Expenditures Total (Actual through July):	406,927.90												406,927.90

Percentage Spent: 6%
Budget: \$ 6,370,555

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, City Clerk

Meeting Date: August 24, 2017

Subject: Resolution No. 17-15 – “A Resolution of the City Council of the City of Buellton, California, Approving the Compensation Policy for Part-Time Employees of the City of Buellton”

BACKGROUND

In June, the City’s new auditors did their preliminary field work and requested that staff prepare a resolution for Council adoption approving a compensation policy for part-time employees because there is no similar policy currently in place. Currently, the Recreation Department employs all the part-time personnel, which includes the positions of Recreation Center Assistant and Summer Camp Counselors. The salary range for the City’s part-time employees is currently \$12.00 to \$18.00 per hour depending on the position requirements and candidate experience. Per the City’s Personnel Rules adopted August 27, 2015, part-time employees receive 24 hours of sick leave on the first day of the next month following their first date of employment. Part-time employees receive no other benefits. Staff has also considered the State of California’s minimum wage requirements for the next six years and the part-time salary schedule reflects this mandate. Attached as Exhibit B is the City’s salary schedule with the part-time positions included.

The part-time classification does not apply to Council Members.

FISCAL IMPACT

This Resolution in itself creates no fiscal impact to the City of Buellton.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 17-15 – “A Resolution of the City Council of the City of Buellton, California, Approving the Compensation Policy for Part-Time Employees of the City of Buellton”

ATTACHMENTS

Resolution No. 17-15 (Exhibit A and B)

RESOLUTION NO. 17-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, APPROVING THE COMPENSATION POLICY FOR PART-TIME EMPLOYEES OF THE CITY OF BUELLTON

WHEREAS, part-time employees are individuals who customarily work less than 1,000 hours per fiscal year, or an average of 20 hours per week on a regular year-round basis and are paid hourly; and

WHEREAS, it is necessary and desirable to employ persons on a part-time basis to provide valuable services to augment the provision of City services; and

WHEREAS, such part-time employees are “at-will” individuals who are excluded from the classified service, and receive only those benefits provided to part-time employees as listed in the City’s Personnel Rules; and

WHEREAS, the salary range for part-time employees has been \$12.00 to \$18.00 per hour depending on the position requirements and individual level of experience; and

WHEREAS, the part-time classification does not apply to Council Members.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUELLTON DOES RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. Classification and Pay Structure. Part-time job descriptions are attached as Exhibit A, which include the part-time Recreation Center Assistant and Summer Camp Counselor and the revised salary schedule, which includes the part-time positions is attached as Exhibit B. The minimum and maximum salary ranges used for the part-time classifications are set at \$12.00 to \$18.00 per hour, depending on the position requirements and experience and qualifications.

SECTION 2. Performance reviews for part-time employees will be conducted after 1,000 hours of service and thereafter upon completion of each additional period of 1,000 hours of service. Recommended merit adjustments must be based upon written performance evaluation and included in the City’s annual budget.

PASSED, APPROVED and ADOPTED this 24th day of August, 2017.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk



PART-TIME RECREATION CENTER ASSISTANT
Open-Competitive Recruitment
(\$12.00 - \$18.00/Hour/DOE)

Job Description

GENERAL STATEMENT OF DUTIES:

Performs a variety of duties related to the activities and operations of the Recreation Center. This part-time position participates in and monitors various recreation programs for children and adults.

SUPERVISION:

Under the administrative direction of the Recreation Center Coordinator or designee.

EXAMPLES OF DUTIES:

1. Provides assistance and information to the public
2. Participates in after-school programs and recreation activities
3. Monitors/facilitates open-gym programs, weight room, and other recreation programs
4. Operates a variety of standard office equipment including computer, printer/copier/scanner/fax, calculator, word processing software, and telephone
5. Assists with special events (some evenings and weekends)
6. Performs other related duties as assigned

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 40 pounds at waist high level. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise. Employee must have the ability to get along with co-workers and interact with the public professionally and courteously. Employee must possess a Class C driving license.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED Certificate required. Experience in adult and youth recreational services preferred. Position starts at \$12.00 per hour/DOE.

SELECTION GUIDELINES:

City application and supplemental questionnaire required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical/drug screen, and Live Scan background check.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This position is considered non-exempt and offers no benefits. This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures. Successful candidate must pass a physical exam, Live Scan, and must complete supplemental questionnaire.



SUMMER CAMP COUNSELOR
Open-Competitive Recruitment
(\$12.00 - \$18.00/Hour/DOE)

Job Description

GENERAL STATEMENT OF DUTIES:

Performs a variety of duties related to the activities and operations of Buellton's Summer Day Camp Program. Works with other camp counselors and is immediately responsible for the children's safety and participation. Is committed to fulfilling all duties with ethical conduct, community stewardship, individual initiative, and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

SUPERVISION:

Under the administrative direction of the Recreation Center Coordinator or designee.

EXAMPLES OF DUTIES FOR SUMMER CAMP COUNSELORS:

1. Implements summer camp daily activities, evaluating the progress of camp, and continually interfacing with parents, staff, and participants.
2. Prepares time sheets, incident reports, receipts, and other camp related records.
3. Participates in daily camp activities and weekly trips including swimming, hiking, sports, games, and other summer children's activities scheduled throughout camp. (E.g. when at the beach or the swimming pool, counselors are IN the water, swimming and playing with kids, while providing ACTIVE supervision.)
4. Evaluates camp daily and suggests improvement, needs, hazards and trends to Head Counselor for further evaluation and follow-up.
5. Assists with set-up and clean-up of all summer camp activities and programs.
6. Performs all job duties in compliance with the established rules and regulations of the Buellton Recreation Department.
7. Attends meetings and other related trainings and events.
8. Maintains individual knowledge and skills to be able to carry out duties of camp personnel.
9. Performs other related duties as assigned

EXAMPLES OF DUTIES FOR HEAD CAMP COUNSELOR:

1. Oversees the collection and tracking of time sheets, incident reports, receipts, and other camp related records.
2. Oversees and participates in daily camp activities and weekly trips including swimming, hiking, sports, games, and other summer children's activities scheduled throughout camp. (e.g. When at the beach or the swimming pool, makes sure that counselors are IN the water, swimming and playing with kids, while providing ACTIVE supervision.)

3. Evaluates camp daily and suggests improvement, needs, hazards and trends. Reports any problems to and asks for assistance from Buellton Recreation Coordinator in maintaining a well run camp program.
4. Organizes set-up and clean-up of all summer camp activities and programs.
5. Organizes counselor meetings and other related trainings and events.
6. Maintains individual knowledge and skills to be able to carry out duties of camp personnel.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting, walking on uneven ground, working outdoors, swimming (25 yards), and carrying approximately 40 pounds. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise. Employee must have the ability to get along with co-workers and interact with the public. Employee must possess a Class C driving license.

EDUCATION AND EXPERIENCE:

Must be at least 17 years of age, experience working with youth ages six to twelve preferred; ability to interact with the public professionally and courteously; relevant knowledge of recreation programs and games; ability to work well with a variety of age groups; must be able to swim 1 length of pool (25 yards); must have certification in CPR/First Aid or have ability to obtain such certification immediately; must be able to work throughout camp schedule; must have reliable transportation to and from work. Position starts at \$12.00 per hour/DOE.

SELECTION GUIDELINES:

City application and supplemental questionnaire required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical/drug screen, and Live Scan background check.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This is a seasonal temporary hourly position and offers no benefits. This position is considered non-exempt. This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures. Successful candidate must pass a physical exam, Live Scan, and must complete supplemental questionnaire.

Effective July 1, 2017

km 5/15/2017

New Position in 2015-16

New Position in 2016-17

City of Buellton
Salary Ranges with 1.5% COLA

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Maintenance & Utility FieldWorker I	3,085	3,239	3,401	3,571	3,749
Facilities Maintenance Worker	3,269	3,433	3,604	3,785	3,974
Accounting Technician (Tier I)	3,378	3,547	3,724	3,910	4,106
Staff Assistant/Planning Technician	3,693	3,877	4,071	4,275	4,488
Journeyman Maintenance & Utility FieldWorker	3,693	3,877	4,071	4,275	4,488
Youth Recreation Coordinator	3,693	3,877	4,071	4,275	4,488
Parks Foreman	3,693	3,877	4,071	4,275	4,488
Accounting Technician (Tier II)	3,989	4,188	4,398	4,618	4,849
Recreation Center Coordinator	3,979	4,178	4,387	4,606	4,836
Lead Maintenance & Utility FieldWorker	4,565	4,794	5,033	5,285	5,549
Assistant Planner	4,869	5,112	5,368	5,636	5,918
Recreation Coordinator	4,869	5,112	5,368	5,636	5,918
Revenue Specialist	4,991	5,240	5,502	5,777	6,066
Accounting Specialist	4,991	5,240	5,502	5,777	6,066
City Clerk/HR Director	7,700	8,085	8,489	8,913	9,359
Finance Director	7,700	8,085	8,489	8,913	9,359
Public Works Director	7,700	8,085	8,489	8,913	9,359
Planning Director	7,700	8,085	8,489	8,913	9,359

City Manager Calculation: Monthly
City Manager (Marc Bierdzinski) 12,817

Part-Time Hourly Positions:
Part-Time Recreation Center Assistant \$12.00-\$18.00/Hour/DOE
Summer Camp Counselor \$12.00-\$18.00/Hour/DOE

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: August 24, 2017

Subject: Resolution No. 17-16 - “A Resolution of the City Council of the City of Buellton, California, Approving Fiscal Year 2017/18 and 2018/19 Biennial Budget Amendment to Include SB1 Compliance Requirements”

BACKGROUND

In April 2017, the Governor signed Senate Bill 1 (SB1), also known as the Road Repair and Accountability Act (RRAA) of 2017. Beginning November 1, 2017, the State Controller will begin to deposit funds generated from increased fuel taxes and vehicle registration fees, into the newly created Road Maintenance and Rehabilitation Account (RMRA). The four sources of revenues for the RMRP are:

- A 12-cent per gallon gasoline excise tax, effective November 1, 2017
- A 20-cent per gallon diesel excise tax increase, effective November 1, 2017
- Vehicle registration surcharge, effective January 1, 2018
- A \$100 per year zero-emission vehicle registration surcharge, effective January 1, 2020.

A portion of the RMRA funds will be distributed annually to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on local streets and road systems. The distribution will be made using the same formula that applies to the existing base 18-cent per gallon gasoline excise tax. The City’s annual allocation estimate is \$169,000. For Fiscal Year 2017/18 we anticipate the amount to be \$113,000 due to partial year allocations.

SB1 emphasizes the importance of accountability and transparency in the delivery of California’s transportation programs. As outlined in the RRAA Reporting Guidelines, recipients of the RMRA funding are held accountable through performance goals that are tracked and reported. In order to be considered for funding in Fiscal Year 2017/18, agencies must provide a proposed list of projects to the California Transportation Committee by October 2017. Exhibit A to Resolution 17-16 is the list of streets included in the 2017/18 Road Maintenance Project. This will enable the RMRA funds to be included in the City’s annual road maintenance budget.

In addition to an approved project list, the guidelines state all projects proposed to receive funding shall be included in the agencies' adopted budgets. The FY 2017/18 Road Maintenance Project has already been identified as CIP # 092-316.

Also, this bill includes a "Maintenance of Effort" requirement for local funds contributed to street and road repairs to help ensure that the new funding augments existing budgets for road repairs. Specifically it requires each city to spend no less than the annual average from its general fund during FY 2010 through FY 2012. The estimated, unofficial MOE for the City of Buellton (posted as of August 7, 2017) is \$98,220.

FISCAL IMPACT

Estimated annual revenue anticipated from SB1 is approximately \$169,000. The annual allocation estimated for FY 2017/18 is \$113,000. Approval of this Resolution will amend the budget to add \$113,000 in the Revenues for FY 2017/18 and add this as a fund source for CIP # 092-316. These monies will augment the General, Gas Tax and Measure A funds for the annual road maintenance project. There are no proposed changes to the FY 2018/19 portion of the biennial budget at this time.

RECOMMENDATION

That the City Council consider approval of Resolution No. 17-16 – "A Resolution of the City Council of the City of Buellton, California, Approving Fiscal Year 2017/18 and 2018/19 Biennial Budget Amendment to Include SB1 Compliance Requirements"

ATTACHMENTS

Resolution No. 17-16 (Exhibit "A" – CIP #092-316 – FY 2017/18 Road Maintenance Project)
Attachment 1 – Amended Schedule of Revenue and Expenditure showing SB1 Funds

RESOLUTION NO. 17-16

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BUELLTON, CALIFORNIA,
APPROVING FISCAL YEAR 2017/18 AND 2018/19
BIENNIAL BUDGET AMENDMENT TO INCLUDE SB1
COMPLIANCE REQUIREMENTS**

WHEREAS, the City Council adopted the Fiscal Years 2017/18 and 2018/19 biennial budget; and

WHEREAS, it is necessary to make amendments to the 2017/18 and 2018/19 biennial budget to show compliance for SB1; and

WHEREAS, the City of Buellton was provided with an estimate of \$169,000 annual SB1 allocations for the City of Buellton. It is estimated that for Fiscal Year 2017/2018 the amount received is approximately \$113,000 due to partial year funding; and

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

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

SECTION 2. The biennial budget for fiscal years 2017/18-2018/19 shall be amended to include \$113,000 of SB1 monies under the Schedule of Revenues on Page 58 for FY 2017/18 and identify these monies and source in the CIP Detail expenditures.

SECTION 3. The City of Buellton does hereby adopt the attached list of streets that will be included in the FY 2017/18 Road Maintenance Project (Exhibit "A") to be funded in part with SB1 revenues.

SECTION 4. The City of Buellton certifies that it will include in its budget an amount of local discretionary funding for local streets and roads sufficient to comply with the Maintenance of Effort requirements for SB1.

SECTION 5. The City of Buellton has complied with all other applicable provisions and requirements of SB1.

SECTION 6. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 24th day of August 2017.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

Exhibit "A" – Buellton List of Roads to be included in the Fiscal Year 2017/18 Road Maintenance Project

CIP # 092-316

FY 2017-18 ROAD MAINTENANCE PROJECT



LEGEND/HISTORY

-  2017/18 Road Maintenance – Type II Slurry Seal

STREETS INCLUDED:

- Riverview Drive (north of 246)
- Sycamore Drive (north of 246)
- Valley Dairy Road (north of 246)
- Arden Ave
- Dogwood Drive
- Cedar Lane
- Beech Court
- Alder Lane
- Tamarind Lane
- Blue Blossom Way
- Cliff Rose Lane
- Willow Lane
- Via Corona Drive
- Second Street (west of Calor)

SCHEDULE OF REVENUES Fiscal Year 2017-18 and Fiscal Year 2018-19

Account Number	Description	2014-15 Actual	2015-16 Actual	2016-17 Estimate	2016-2017 Budget	2017-18 Adopted	2018-19 Adopted
<u>WATER ENTERPRISE CAPITAL FUND</u>							
021-44105	Interest	-	-	-	-	-	-
021-49652	Transfer In From Reserves	-	-	1,103,333	-	230,000	234,600
021-44115	Connection Fee	734,289	468,460	107,728	358,773	400,000	200,000
	TOTAL:	734,289	468,460	1,211,061	358,773	630,000	434,600
<u>HOUSING FUND</u>							
023-44105	Interest	1,025	1,269	2,493	5,000	2,400	2,448
023-44310	Housing Fees	-	32,600	-	-	-	-
	TOTAL:	1,025	33,869	2,493	5,000	2,400	2,448
<u>SPECIAL REVENUE FUNDS</u>							
<u>TRAFFIC MITIGATION FUND</u>							
024-44105	Interest	108	88	151	25	150	153
024-47010	Traffic Mitigation Fees	93,507	54,809	18,034	50,000	20,000	10,000
	TOTAL:	93,615	54,897	18,185	50,025	20,150	10,153
<u>GAS TAX FUND</u>							
025-44105	Interest	1,585	1,905	1,955	2,000	2,000	2,040
025-44105	Surface Transportation Program	73,165	72,840	-	70,000	-	-
025-47116	SB1 - Local Streets & Roads	-	-	-	-	113,000	113,000
025-47120	2105 Funds	29,005	27,685	27,359	27,000	27,000	27,540
025-47125	2106 Funds	19,490	18,530	18,678	19,000	19,000	19,380
025-47130	2107 Funds	37,351	36,050	33,816	30,000	30,000	30,600
025-47135	2107.5 Funds	4,500	1,000	1,000	1,000	1,000	1,200
025-47140	Prop 42 Replcmt/Sec 2103	51,773	25,330	13,566	40,000	14,000	14,280
025-44040	Transfer from Reserves for CIP/Staff Costs	-	-	-	63,000	409,000	-
	TOTAL:	216,869	183,340	96,374	252,000	615,000	208,040

City of Buellton
 2017-18 2018-19
 Detail of Capital Improvement Projects (CIP) Budget By Category and Funding Source

Legend: 1 - Critical, 2 - Urgent, 3 - High

092-313 Road Maintenance Project (15/16) (16/17)
 Origination: Staff
 Priority Requirement: Safety/Maintenance-Pavement Management Plan
 Priority Level: 1

	2017/2018	2018/2019	FUNDING SOURCE (2017-18 Fund Allocation)					
			General Fund	Gas Tax	LTF	MA	Water	WW
Construction	836,395	\$ -	400,000	250,000			186,395	
Construction Engineering	113,605						113,605	
PROJECT TOTALS	950,000	\$ -						

Description: Annual road maintenance per pavement management plan. Thumbelina neighborhood, Reservoir Access Road and various sidewalk, curb and gutter concrete and localized road repairs through the city. \$50,000 of this project comes from 092-206 as shown above, therefore this item will appear short by the same amount.

092-316 Road Maintenance Project (17/18)
 Origination: Staff
 Priority Requirement: Safety/Maintenance-Pavement Management Plan
 Priority Level: 3

	2017/2018	2018/2019	FUNDING SOURCE (2017-18 Fund Allocation)					
			General Fund	Gas Tax	LTF	MA	Water	WW
Design/Permitting	90,000	-		45,000		45,000		
Construction	270,000	-	100,000	110,000		60,000		
Construction Engineering	90,000			45,000		45,000		
PROJECT TOTALS	450,000	-						

SB1
 \$113,000
 (Cnstrxn)

Description: Annual road maintenance per pavement management plan.

092-317 Road Maintenance Project (18/19)
 Origination: Staff
 Priority Requirement: Safety/Maintenance-Pavement Management Plan
 Priority Level: 3

	2017/2018	2018/2019	FUNDING SOURCE (2017-18 Fund Allocation)					
			General Fund	Gas Tax	LTF	MA	Water	WW
Design/Permitting	-	100,000						
Construction	-	300,000						
Construction Engineering	-	100,000						
PROJECT TOTALS	-	500,000						

Description: Annual road maintenance per pavement management plan.

Street and Sidewalk Improvement Total	1,645,000	1,690,000	500,000	500,000	20,000	625,000		
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CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: August 24, 2017

Subject: Discussion and Possible Uses for the City Owned Property at 480 Central Avenue

BACKGROUND

The City recently purchased the property located at 480 Central. The property is zoned RM-16 (Multi-Family Residential – 16 Units per acre) and is 0.25 acres in size. An aerial photo is included as Attachment 1. Residential uses are located to the west and south of the property. The proposed Central Avenue Homes (single-family) are located across Second Street to the north. To the east are a public alley and a commercially zoned lot.

The following are a few potential uses of the property. The full list of uses permitted in the RM zone is provided as Attachment 2. Many of the uses in Attachment 2 would not be appropriate for this property.

- Community garden
- Mixed use of multi-family residential and office/retail
- Single-family or multi-family residential (4 units maximum)
- Civic/Community Center
- Medical services – extended care
- Public parking lot
- Public park

Staff is seeking City Council direction on which uses to further study (more than one can be reviewed). Staff will work with Kosmont Companies to provide an economic analysis of any of the options that may be selected by the City Council for further study.

FISCAL IMPACTS

Unknown at this time until uses are selected and an economic analysis is completed.

RECOMMENDATION

That the City Council receive public input and provide direction to staff on land uses to further study regarding possible uses for City owned property at 480 Central Avenue.

ATTACHMENTS

Attachment 1 – Vicinity Map

Attachment 2 – Full list of uses in the RM zone



ATTACHMENT 1



Legend

 City Parcels

 480 Central Avenue



0 30 60 120
| Page 44 of 45 | Feet

List of Uses in the RM Zone

- Animal Raising and Keeping
- Crop Production
- Equestrian Facilities
- Greenhouses, 300 sf or less
- Churches
- Community Centers
- Libraries and Museums
- Parks and Playgrounds
- Schools
- Agricultural Housing
- Caretaker Housing
- Condominiums
- Duplexes
- Emergency Shelters
- Mobilehomes
- Multi-Family Housing
- Residential Care Homes
- Shared Living
- Single-Family Housing
- Special Needs Housing
- Cemeteries and Mortuaries
- Child Day Care Centers
- Medical Services – Hospitals and Extended Care
- Public Utility Facilities
- Airfields and Landing Strips
- Communication Facilities
- Heliports
- Pipelines and Transmission Lines
- Mixed Use