



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of August 27, 2020 at 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

*Copies of staff reports or other written documentation relating to each item of business referred to on this Agenda are on file in the office of the City Clerk and are available for public inspection*

## **CORONAVIRUS (COVID-19) ADVISORY NOTICE**

Consistent with Executive Orders N-25-20 and N-29-20 from the Executive Department of the State of California and a Declaration of Local Health Emergency from the County of Santa Barbara, City Council meetings will not be physically open to the public and one or more (or even all) City Council Members may be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting through the City's website, via City TV Live Stream at: <http://www.cityofbuellton.com/government/cityTV.php> and may provide public comment by sending comments via email to [council@cityofbuellton.com](mailto:council@cityofbuellton.com) (reference subject matter or agenda item in the subject line of email). Please include name and address in contents of message. Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Mayor's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations can contact the City Clerk at (805) 688-5177 and best efforts will be made to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City of Buellton's procedure for resolving reasonable accommodation requests.

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

## REORDERING OF AGENDA

### PUBLIC COMMENTS

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

### CONSENT CALENDAR

**(ACTION)**

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

1. **Minutes of August 13, 2020 Regular City Council Meeting**
2. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20 and Fiscal Year 2020/2021**
3. **Monthly Treasurer's Report – July 31, 2020**  
❖ (Staff Contact: Finance Director Shannel Zamora)
4. **Acceptance of the Storm Drain Retrofit Project – Phase 2**  
❖ (Staff Contact: Public Works Director Rose Hess)

### 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)**

5. **Update Regarding 6<sup>th</sup> Cycle Regional Housing Needs Allocation (RHNA)**  
❖ (Staff Contact: Planning Director Andrea Keefer)
6. **Consideration of Draft Request for Proposals (RFP) for Information Technology (IT) Services**  
❖ (Staff Contact: City Manager Scott Wolfe)

- 7. Discussion of City Council Meeting Format During COVID-19 Related Public Health Orders**  
❖ *(Staff Contact: City Manager Scott Wolfe)*

**CITY MANAGER’S REPORT**

**CLOSED SESSION ITEMS (POSSIBLE ACTION)**

- 8. Closed Session Pursuant to Government Code Section 54956.9(d)(4) Potential Initiation of Litigation (Two Items)**

**ADJOURNMENT**

The next regular meeting of the City Council will be held on Thursday, September 10, 2020 at 6:00 p.m.

# CITY OF BUELLTON

**CITY COUNCIL MEETING MINUTES**  
**Regular Meeting of August 13, 2020**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

## **CALL TO ORDER**

Mayor Sierra called the meeting to order at 6:20 p.m. via Zoom.

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

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

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

## **REORDERING OF AGENDA**

None

## **PUBLIC COMMENTS**

None

## **CONSENT CALENDAR**

- 1. Minutes of July 9, 2020 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20 and Fiscal Year 2020/2021**
- 3. Monthly Treasurer's Report – June 30, 2020**
- 4. Designation of Voting Delegate and Alternate for 2020 League of California Cities Annual Conference Business Meeting**

**5. Acceptance of the Storm Drain Retrofit Project – Phase 1****MOTION:**

Motion by Council Member Sanchez, seconded by Council Member Andrisek, approving Consent Calendar Items 1, 2, 3, 4, and 5 as listed.

**VOTE:**

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

Council Member Andrisek – Yes

Council Member King - Yes

Council Member Sanchez - Yes

Vice Mayor Mercado – Yes

Mayor Sierra – Yes

**PRESENTATIONS****6. Recognition of Recent Eagle Scout Award Recipients from Buellton Scout Troop 42:**

- **Jackson Davenport**
- **Ashton Salas**
- **Cole Snodgrass**
- **Aidan Tesdahl**
- **Calan Williams**
- **Chris Gundry**

Mayor Sierra, Council Members, and City Manager Wolfe congratulated Troop 42's Eagle Scout recipients and thanked them for their service to the community.

**PUBLIC HEARINGS**

None

**COUNCIL MEMBER COMMENTS/ITEMS**

Council Member King congratulated Troop 42 Eagle Scouts.

Council Member Sanchez congratulated Troop 42 Eagle Scouts and thanked Recreation Supervisor Abello for conducting the Arts and Culture Committee meeting.

Vice Mayor Mercado congratulated Troop 42 Eagle Scouts and announced that Flying Flags RV Resort was praised on Good Morning America for being one of the best “glamping” campgrounds in the country.

Mayor Sierra thanked the Planning Department for organizing the first Community Cleanup in Buellton. Mayor Sierra announced that Jody Knoell is moving to Tennessee and thanked her for many years of service at the Buellton Chamber of Commerce and Visitors Bureau.

Mayor Sierra requested and the Council agreed by consensus to have staff arrange for public tours of the City-owned Willemsen property so the public can provide suggestions on how best to use the property.

## **WRITTEN COMMUNICATIONS**

Lt. Jeff Greene addressed resident concerns regarding vehicle break-ins in the Rancho de Maria subdivision and the surrounding communities and provided suggestions on how residents can stay safe during the current Pandemic.

## **COMMITTEE REPORTS**

None

## **BUSINESS ITEMS**

### **7. Approval of Arts and Culture Project Application: “Best of Buellton” Public Murals**

#### **RECOMMENDATION:**

That the City Council consider approving \$3,200 to fund the Public Murals Project in Buellton.

#### **STAFF REPORT:**

Recreation Supervisor Abello presented the staff report.

#### **SPEAKERS/DISCUSSION:**

Liz Alvarez spoke about the Public Murals Project in Buellton and answered questions from the City Council.

Elaine Alvarado, Buellton, submitted written comments supporting the Public Murals Project, which was made part of the record.

The City Council requested that the Buellton Post Office murals reflect Buellton’s history, rather than creating postage stamp murals.

#### **DOCUMENTS:**

Staff report with attachments as listed in the staff report.

#### **MOTION:**

Motion by Vice Mayor Mercado, seconded by Council Member Andrisek, approving \$3,200 to fund the Public Murals Project in Buellton.

**VOTE:**

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

Council Member Andrisek – Yes

Council Member King – Yes

Council Member Sanchez - Yes

Vice Mayor Mercado – Yes

Mayor Sierra – Yes

**8. Consideration of Program Development Agreement with ENGIE Services U.S.****RECOMMENDATION:**

That the City Council direct staff to authorize the City Manager to execute the Program Development Agreement between the City of Buellton and ENGIE Services U.S. for solar panel structures on City owned properties.

**STAFF REPORT:**

City Manager Wolfe presented the staff report.

**SPEAKERS/DISCUSSION:**

Ashu Jain, Senior Manager at ENGIE Services U.S. discussed the solar panel structures proposed for City owned properties in Buellton.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report. City Manager Wolfe distributed a spreadsheet displaying potential savings through participation in the ENGIE Program, which was made part of the record.

**MOTION:**

Motion by Council Member King, seconded by Council Member Andrisek directing staff to authorize the City Manager to execute the Program Development Agreement between the City of Buellton and ENGIE Services U.S. for solar panel structures on City owned properties.

**VOTE:**

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

Council Member Andrisek – Yes

Council Member King – Yes

Council Member Sanchez - Yes

Vice Mayor Mercado – Yes

Mayor Sierra – Yes

**9. Discussion Regarding Flag Pole on Median 2****RECOMMENDATION:**

That the City Council direct staff to pursue acquisition of the replacement flag pole on Industrial Way, to include purchasing a replacement pole for the property owner.

**STAFF REPORT:**

City Manager Wolfe presented the staff report.

**SPEAKERS/DISCUSSION:**

The City Council discussed the disposition of the original flag pole that stood on Median 2 of the Avenue of Flags.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**MOTION:**

Motion by Council Member Andrisek, seconded by Council Member King directing staff to pursue acquisition of the replacement flag pole on Industrial Way, to include purchasing a replacement pole for the property owner, and storing the original Median 2 flag pole for future use in the City of Buellton.

**VOTE:**

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

Council Member Andrisek – Yes

Council Member King – Yes

Council Member Sanchez - Yes

Vice Mayor Mercado – Yes

Mayor Sierra – Yes

**10. Resolution No. 20-21 – “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 2019-20 Budget through the Fourth Quarter Ending June 30, 2020”****RECOMMENDATION:**

That the City Council consider adoption of Resolution No. 20-21.

**STAFF REPORT:**

Finance Director Zamora presented the staff report.

**SPEAKERS/DISCUSSION:**

The City Council thanked Finance Director Zamora for her work on the budget amendments.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**MOTION:**

Motion by Council Member Sanchez, seconded by Vice Mayor Mercado, adopting Resolution No. 20-21 – “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 2019-20 Budget through the Fourth Quarter Ending June 30, 2020”

**VOTE:**

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

Council Member Andrisek – Yes

Council Member King – Yes

Council Member Sanchez - Yes

Vice Mayor Mercado – Yes

Mayor Sierra – Yes

**CITY MANAGER’S REPORT**

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

**CLOSED SESSION ITEMS**

- 11. Closed Session Pursuant to Government Code Section 54956.9(d)(4) Potential Initiation of Litigation**
- 12. Closed Session - California Government Code Section 54957 regarding:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: City Attorney**
- 13. Closed Session Pursuant to Government Code Section 54956.8 - Conference with Real Property Negotiator  
Property: 202 Dairyland Road, Buellton, CA (APN: 099-66-032,-033, -034, and -035)  
Agency Negotiator: Scott Wolfe, City Manager  
Negotiating Party: Moriarty Property Company  
Under Negotiation: Price and Terms of Payment**

The City Council met in closed session to discuss Items 11, 12, and 13. No reportable action was taken.

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 8:35 p.m. The next regular meeting of the City Council will be held on Thursday, August 27, 2020 at 6:00 p.m.

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Holly Sierra  
Mayor

ATTEST:

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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 27, 2020

Subject: List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20 and Fiscal Year 2020/2021

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**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 08/05/2020 through 08/18/2020 has been prepared in accordance to Government Code section 37202 and Buellton Municipal Code section 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 08/05/2020 through 08/18/2020, and electronic fund transfers issued for the period of 08/05/2020 through 08/18/2020 was \$604,533.42.

**FISCAL IMPACT**

Payments made to the various vendors were consistent with the approved City's Budget for FY 2019/20 and FY 2020/21. 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 08/05/2020 through 08/18/2020.

**ATTACHMENTS**

Attachment 1 – Claims

## CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims for the period of **August 05, 2020 through August 18, 2020** for ratification by the City Council at the **August 27, 2020** City Council Meeting.

### EXHIBIT A - A/P Packets processed

A/P Packet # APPKT01344	259,009.26
A/P Packet # APPKT01341	3,297.33
A/P Packet # APPKT01340	213,335.67
A/P Packet # APPKT01339	6,774.43
Total A/P Packets:	<u>\$482,416.69</u> (8 pages)

Total of checks issued:	<u>\$482,416.69</u>
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### EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	<u>\$68,537.45</u>
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#### Payroll processed

Staff Payroll	8/14/2020	53,579.28
	Total Payroll:	<u>\$53,579.28</u>

<b>TOTAL AMOUNT OF CLAIMS:</b>	<u><b>\$604,533.42</b></u>
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Payments via Electronic Fund Transfer (EFT):  
From 08/05/2020 through 08/27/2020

CA Dept Tax Fee (CDTFA)	8/6/2020	197.00
CalPERS - Medical	8/7/2020	24,461.70
DCP-AUL	8/10/2020	18,328.70
The Hartford	8/10/2020	414.20
Hassler - Postage	8/10/2020	300.00
Payroll Tax - IRS	8/10/2020	12.27
Payroll Tax - EDD	8/10/2020	6.76
AFLAC	8/11/2020	422.37
Bank Fees	8/12/2020	253.91
Payroll Tax - IRS	8/17/2020	9,862.07
CalPERS - Classic	8/17/2020	6,257.41
CalPERS - PEPR/A	8/17/2020	4,692.31
Payroll Tax - EDD	8/17/2020	3,328.75

**Total**

**68,537.45**



# Check Disbursements - City Council - August 27, 2020

City of Buellton, CA

By Payment Number

Payment Dates 8/5/2020 - 8/18/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39944	8/11/2020 INV0012254	001447 7/14-8/6/2020 - REC - YOGA CLASSES	BARBARA LAUX	001-511-67140		200.00 200.00
39945	8/11/2020 256902 256903 256903	000065 JUNE 2020 - RETAINER - LEGAL SERVICES JUNE 2020 - RETAINER - LEGAL SERVICES JUNE 2020 - RETAINER - LEGAL SERVICES	BURKE, WILLIAMS & SORENSEN, LLP	001-404-60840 001-404-60840 092-307-71200	09230771200	18,452.00 10,380.00 4,383.50 3,688.50
39946	8/11/2020 INV0012262	000105 6/25-7/25/2020 - 595 2ND/OAK VLY - IRRIGATION	CITY OF BUELLTON	001-552-61211		1,733.68 1,733.68
39947	8/11/2020 MSP-4003731	000655 AUG 2020 - GUARDIAN MSP - MNTHLY AGRMNT	COAST NETWORKX, INC.	001-410-60210		795.00 795.00
39948	8/11/2020 915281	000118 6/29-7/28/2020 - REC - COPIER - OVERAGE CHARGE	COASTAL COPY, INC.	001-511-61130		34.97 34.97
39949	8/11/2020 INV0012259	000122 7/26-8/25/2020 - CH - INTERNET SERVICES	COMCAST CABLE	001-410-61292		286.01 286.01
39950	8/11/2020 INV0012260	000122 7/29-8/28/2020 - WWTP - INTERNET SERVICES	COMCAST CABLE	005-701-60210		236.01 236.01
39951	8/11/2020 200710443 200710443 200710443	000172 8/1-31/2020 - MSG/ANSWRNG SERVICE 8/1-31/2020 - MSG/ANSWRNG SERVICE 8/1-31/2020 - MSG/ANSWRNG SERVICE	ECHO COMMUNICATIONS	001-558-60800 005-701-60800 020-601-60800		121.85 40.61 40.62 40.62
39952	8/11/2020 INV0012263 INV0012263 INV0012263 INV0012263 INV0012263	000813 JULY 2020 - MISC MAINT/REPAIR ITEMS JULY 2020 - MISC MAINT/REPAIR ITEMS	HOME DEPOT CREDIT SERVICES	001-558-60250 001-558-61127 005-701-60250 005-701-61127 020-601-60250		832.79 153.28 427.01 89.06 57.07 106.37
39953	8/11/2020 1744746614	001473 JULY 2020 - CONFERENCE CALL SERVICES	INTRADO ENTERPRISE COLLABORATION, INC.	001-401-60900		123.26 123.26
39954	8/11/2020 INV0012256	001376 7/31/2020 - REC - SPACE VR	JAMES BAKER	001-511-67140		112.50 112.50
39955	8/11/2020 INV0012257	001506 8/3-5/2020 - REC - HORSEBACK CAMP	JENNIFER WOOTEN dba	001-511-67140		2,043.00 2,043.00
39956	8/11/2020 INV0012258	011306 5/29-7/31/2020 - REC - FUTSAL CLINIC	KARLIN LADERA	001-511-67140		1,176.00 1,176.00
39957	8/11/2020 INV0012255	011343 7/11-8/3/2020 - REC YOGA CLASSES	MARIANNE MADSEN	001-511-67140		260.00 260.00
39958	8/11/2020 4233 4233	000353 AUG 2020 - MNTHLY WEB HOSTING/MAINT/UPDATES AUG 2020 - MNTHLY WEB HOSTING/MAINT/UPDATES	MICHAEL J. BOGGESS dba	001-410-61292 001-565-60210		260.00 20.00 240.00
39959	8/11/2020 INV0012264 INV0012264	000379 AUGUST 2020 - UB POSTAGE AUGUST 2020 - UB POSTAGE	POSTMASTER	005-701-61131 020-601-61131		500.00 250.00 250.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39960	8/11/2020 N8409915	001490 8/27-11/26/2020 - CH - POSTAGE METER-LEASE AGRMNT	QUADIENT LEASING USA, INC.	001-410-60310		973.54 973.54
39961	8/11/2020 10G0029022365 10G0029022365 10G0029022365 10G0029022381	000032 6/27-7/26/2020 - CH - DRINKING WATER SERVICE 6/27-7/26/2020 - CH - DRINKING WATER SERVICE 6/27-7/26/2020 - CH - DRINKING WATER SERVICE 6/27-7/26/2020 - LIB/CCC - DRINKING WATER SERVICE	READY REFRESH BY NESTLE	001-410-60800 005-701-60800 020-601-60800 001-410-60800		174.93 69.12 49.14 49.14 7.53
39962	8/11/2020 5830	001116 8/4/2020 - REC - ADVERTISEMENT - AUG A 2020 ISSUE	SANTA YNEZ VALLEY STAR	001-511-60510		128.00 128.00
39963	8/11/2020 A108200041	000706 Srvc->7/31/2020 - Iridium SIM Card - GSA Plan	SATCOM GLOBAL, INC.	001-410-60014		54.08 54.08
39964	8/11/2020 1008	000450 JULY 2020 - CONTRACTED LAW ENFORCEMENT SERVICES	SB CO SHERIFF'S DEPARTMENT	001-501-60800		178,189.08 178,189.08
39965	8/11/2020 INV0012261	000507 6/24-7/24/2020 PW-202Drylnd - UTILITES - GAS	SoCalGas	001-410-61230		27.26 27.26
39966	8/11/2020 707550	001457 7/25/2020 - REC - BBQ BONANZA GOODIES	THE SOLVANG BAKERY, INC.	001-511-67140		6,000.00 6,000.00
39967	8/11/2020 420014730	000904 7/20-8/20/2020 - PLNG - COPIER LEASE & OVERAGES	US BANK EQUIPMENT FINANCE	001-565-60310		482.71 482.71
39968	8/11/2020 5011277927	001063 8/5-9/4/2020 - REC - COPIER LEASE	Wells Fargo Vendor Fin Serv	001-511-60310		139.00 139.00
39969	8/11/2020 51618933 51618934 51618935 51618936 51618937	001111 EngSrvcs->7/24/2020 - Encroachment Permit Services EngSrvcs->7/24/2020 - Crossroads EngSrvcs->7/24/2020 - Townhomes EngSrvcs->7/24/2020 - 73 Industrial Way Figueroa EngSrvcs->7/24/2020 - 410 Central Ave Homes	TETRA TECH, INC.	025-557-60800 001-22416 001-22416 001-22416 001-22416	90010-070 90021-070 90037-070 90049-070	3,297.33 551.06 851.05 1,224.43 382.39 288.40
39970	8/18/2020 0651766 0651766 0651766 0651766 0651766 0651766 0651766 0651766 0651766 0651766 0651766	000820 SEPT2020 - DENTAL/VISION/EAP PREMIUMS SEPT2020 - DENTAL/VISION/EAP PREMIUMS	ACWA/JPIA	001-401-50400 001-402-50400 001-403-50400 001-410-50400 001-420-50400 001-511-50400 001-558-50400 001-565-50400 005-701-50400 020-601-50400		3,426.16 613.06 185.30 69.15 112.67 200.79 502.68 590.78 249.94 450.89 450.90
39971	8/18/2020 2270	000189 7/29/2020 - WTP - WELL#8 MAINTENANCE	ALL AMERICAN DRILLING, INC.	020-601-60250		1,556.01 1,556.01
39972	8/18/2020 INV0078582	000661 8/5/2020 - WTP - 100' 2" OMNI T2 10"	AQUA-METRIC SALES, CO.	020-601-61240		1,083.65 1,083.65
39973	8/18/2020 BPI68533	001372 7/30/2020 - WTP - #3170369-00 - CHEMICALS	BRENNTAG PACIFIC, INC.	020-601-61111		1,013.08 1,013.08
39974	8/18/2020 4593	001159 7/31/2020 - DOOR REPAIR - TEMPERED GLASS	BROTHERS' GLASS COMPANY INC	001-558-60250		144.48 144.48
39975	8/18/2020 2007-585171 2008-586532	000076 7/28/2020 - WWTP - MISC MAINT/REPAIR ITEMS 8/10/2020 - WTP - MISC MAINT/REPAIR ITEMS	CAL-COAST IRRIGATION, INC.	005-701-60250 020-601-60250		626.53 601.98 24.55

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39976	8/18/2020 INV0012286	001518 OCT2020-OCT2021 - ANNUAL CRWA MEMBERSHIP	CALIFORNIA RURAL WATER ASSOCIATION	020-601-60650		816.00 816.00
39977	8/18/2020 94694681	001316 JULY2020 - BILLING#4 - AOF-MEDIAN 2 IMPROVEMENTS	CalPortland Construction	092-215-74100	09221574100	200,191.79 200,191.79
39978	8/18/2020 INV03036	000101 APRIL-JUNE 2020 - Q4 - RECONCILIATION	CITY OF SOLVANG	001-511-67135	54041-040	767.00 767.00
39979	8/18/2020 524	001393 JAN-JUNE 2020 - IRWM - COB SHARE OF COSTS	County of Santa Barbara - Dept of Public Works	020-601-67575		202.12 202.12
39980	8/18/2020 137079 137079	001255 JULY 2020 - WATER SAMPLE DELIVERY->ABALONE JULY 2020 - WATER SAMPLE DELIVERY->ABALONE	DELIVER-IT	005-701-60800 020-601-60800		165.00 82.50 82.50
39981	8/18/2020 07X00002	000598 JULY 2020 - WWTP - WASTE HANDLING - BIO SOLIDS	ENGEL & GRAY, INC.	005-701-60800		7,636.17 7,636.17
39982	8/18/2020 46097	000187 8/3/2020 - WTP - MISC MAT'L/SUPPLIES	FARM SUPPLY COMPANY	020-601-61140		17.42 17.42
39983	8/18/2020 304614	000543 7/22/2020 - WTP - TREATMENT SUPPLIES	HD SUPPLY FACILITIES MAINTENANCE, LTD.	020-601-61111		157.35 157.35
39984	8/18/2020 INV0012287	000658 7/29/2020 - NEW KEYS/3 LOCKS	JOHN K. PUSLEY dba	001-558-60250		109.31 109.31
39985	8/18/2020 1492	000395 AUG 2020 - RVP/OVP - MNTHLY JANITORIAL SRVC	JOSE RAFAEL RUIZ dba	001-552-60800		1,650.00 1,650.00
39986	8/18/2020 103077	000825 8/5/2020-WWTP- PO00044 - SOL VALVE	JWC ENVIRONMENTAL, Inc.	005-701-60250		510.17 510.17
39987	8/18/2020 INV0012290	001149 8/10/2020 - REIMBURSEMENT - SUMMER CAMP	Kerry Morgantini	001-511-67140	51007-040	86.64 86.64
39988	8/18/2020 1907-5-005	000812 3/1-31/2020 - ED Services 2019-2020	KOSMONT & ASSOCIATES, INC.	001-565-60800		485.85 485.85
39989	8/18/2020 INV0012288 INV0012288	000142 JJLY 2020 - VP - MNTHLY JANITORIAL SERVICE JJLY 2020 - CH/LIB/DRYLND - MNTHLY JANITORIAL SRVC	LOGAN R. FITZGERALD dba	001-552-60800 001-558-60800		2,955.00 990.00 1,965.00
39990	8/18/2020 004979120	000310 7/31/2020 - WWTP - 11 YARD ROLL OFF RENTAL	MARBORG INDUSTRIES	092-706-74100	09270674100	108.50 108.50
39991	8/18/2020 INV0012289	001377 3/9-7/8/2020 - REC - SPIN/SCULPT	MARNA PALSGAARD	001-511-67140		285.00 285.00
39992	8/18/2020 2020-0811-buel 2020-0811-buel	000835 JJLY 2020 - PLNG - PROF SRVCS - CITY PLANNER JJLY 2020 - PLNG - PROF SRVCS - CITY PLANNER	METRO VENTURES LTD	001-22416 001-565-60800	90057-070	7,371.00 243.00 7,128.00
39993	8/18/2020 24159 24159 24159	000332 Srvcs->7/31/2020 - Audit Services Srvcs->7/31/2020 - Audit Services Srvcs->7/31/2020 - Audit Services	MOSS LEVY & HARTZHEIM LLP	001-420-60021 005-701-60021 020-601-60021		6,000.00 2,000.00 2,000.00 2,000.00
39994	8/18/2020 30268674	000669 8/19/2020 - USPO - PEST CONTROL	O'CONNOR & SONS dba	001-558-60800		105.00 105.00
39995	8/18/2020 4372-152463	000801 8/3/2020 - VEHICLE MAINT	O'REILLY AUTOMOTIVE STORES, INC.	001-558-60270		12.38 12.38

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39996	8/18/2020 PCI00000898	001290 SRVCS->7/31/2020 - 19/20 RD MAINTENANCE PROJECT	PAVEMENT COATINGS CO.	092-318-74100	09231874100	4,493.50 4,493.50
39997	8/18/2020 97864121	000380 6/20-7/20/2020 - WWTP - CYLINDAR RENTAL	PRAXAIR DISTRIBUTION, INC.	005-701-61111		51.35 51.35
39998	8/18/2020 W0030046635 W0030046635 W0030046635	000390 7/31/2020 - VEHICLE MAINTENANCE - TRACTOR 7/31/2020 - VEHICLE MAINTENANCE - TRACTOR 7/31/2020 - VEHICLE MAINTENANCE - TRACTOR	QUINN COMPANY	001-558-60270 005-701-60270 020-601-60270		2,314.54 771.52 771.51 771.51
39999	8/18/2020 INV0012285 INV0012285 INV0012285 INV0012285 INV0012285 INV0012285 INV0012285	001510 7/28/2020 - # 3629 - REC - JULY ONLINE 7/2/2020 - #2111 - REC - Happy Independence Day 7/7&9/2020 - # 2362 - REC - SYVN-BUEL REC 7/21&23/2020 - # 3056 - REC - HAPPY 18TH BDAY 7/30/2020 - # 3376 - REC - WE'RE BACK! 7/28/2020 - # 3376 - REC - WE'RE BACK 7/14&16/2020 - # 2754 - REC - WE'RE BACK!	SANTA MARIA CALIFORNIA NEWS MEDIA INC. dba	001-511-60510 001-511-60510 001-511-60510 001-511-60510 001-511-60510 001-511-60510 001-511-60510		717.50 297.00 11.50 23.00 173.00 86.50 86.50 40.00
40000	8/18/2020 INV0012291 INV0012291 INV0012291 INV0012291 INV0012291 INV0012291	000438 JJLY 2020 - MISC MAINT/REPAIR ITEMS JJLY 2020 - MISC MAINT/REPAIR ITEMS	SANTA YNEZ VALLEY HARDWARE	001-552-61140 001-558-60250 001-558-60250 005-701-60250 005-701-61140 020-601-61140	EM001071	289.27 12.90 72.33 15.06 133.38 45.93 9.67
40001	8/18/2020 5865	001116 AUG 2020 - REC - B ISSUE - CITY WIDE GARAGE SALE	SANTA YNEZ VALLEY STAR	001-511-60510		128.00 128.00
40002	8/18/2020 1-81232	000489 8/3/2020 - PW - VEHICLE MAINTENANCE	STEVE'S WHEEL & TIRE	001-558-60270		27.16 27.16
40003	8/18/2020 ARINV110970	000529 JULY2020 - REC - MERCHANT SERVICES	TRANSFIRST HEALTH & GOVERNMENT SVCS	001-511-60900		275.56 275.56
40004	8/18/2020 7131701-00 7131994-00	000513 8/5/2020 - ZCGC - MAINT/REPAIR ITEMS 8/6/2020 - ZCGC - MAINT/REPAIR	TURF STAR, INC.	001-552-60255 001-552-60255		846.92 715.30 131.62
40005	8/18/2020 720200071 720200071	000535 JULY 2020 - NEW TKT CHRGS/MNTHLY DB MAINT FEE JULY 2020 - NEW TKT CHRGS/MNTHLY DB MAINT FEE	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		26.50 13.25 13.25
40006	8/18/2020 43678	000765 7/30/2020 - VEHICLE MAINTENANCE	VICTOR RODRIGUEZ dba	001-558-60270		105.43 105.43
40007	8/18/2020 INV2254245 INV2254245 INV2254245 INV2254245 INV2254245 INV2254245 INV2254245 INV2254245 INV2254245	001207 JULY 2020 - FSA ADMIN FEES JULY 2020 - FSA ADMIN FEES	WAGeworks INC.	001-401-50400 001-402-50400 001-403-50400 001-420-50400 001-511-50400 001-558-50400 001-565-50400 005-701-50400 020-601-50400		148.00 21.69 10.85 10.85 22.02 19.25 17.35 9.45 18.27 18.27
40008	8/18/2020 51299	000677 SRVCS-> 6/30/2020 - REGULATORY COMPLIANCE	WALLACE GROUP	005-701-60800		10,357.11 10,357.11
40009	8/18/2020 66833521	000768 JULY 2020 - FUEL CHARGES	WEX BANK	001-511-61280		1,746.81 751.08

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	66833521	JULY 2020 - FUEL CHARGES		001-558-61280		331.91
	66833521	JULY 2020 - FUEL CHARGES		005-701-61280		331.91
	66833521	JULY 2020 - FUEL CHARGES		020-601-61280		331.91
0005905964	8/12/2020	C00193	FIRST NATIONAL BANK OF OMAHA			6,774.43
	INV0012248	KAbello - CC Chrgs through 7/17/2020		001-511-60250		58.58
	INV0012248	KAbello - CC Chrgs through 7/17/2020		001-511-60800		79.95
	INV0012248	KAbello - CC Chrgs through 7/17/2020		001-511-61130		66.90
	INV0012248	KAbello - CC Chrgs through 7/17/2020		001-511-67140	51008-040	415.00
	INV0012248	KAbello - CC Chrgs through 7/17/2020		001-511-67140		625.94
	INV0012248	KAbello - CC Chrgs through 7/17/2020		001-511-67140	51007-040	940.64
	INV0012248	KAbello - CC Chrgs through 7/17/2020		001-558-60560		148.46
	INV0012249	R HESS - CC Chrgs through 7/17/2020		001-410-60210		47.59
	INV0012249	R HESS - CC Chrgs through 7/17/2020		001-552-60258		75.25
	INV0012249	R HESS - CC Chrgs through 7/17/2020		001-552-60258		270.67
	INV0012249	R HESS - CC Chrgs through 7/17/2020		001-558-60560		256.89
	INV0012249	R HESS - CC Chrgs through 7/17/2020		001-558-60710		20.05
	INV0012249	R HESS - CC Chrgs through 7/17/2020		001-558-61140		186.32
	INV0012249	R HESS - CC Chrgs through 7/17/2020		001-558-61280		51.04
	INV0012249	R HESS - CC Chrgs through 7/17/2020		001-558-67600	EM001071	54.58
	INV0012249	R HESS - CC Chrgs through 7/17/2020		005-701-61140		91.23
	INV0012249	R HESS - CC Chrgs through 7/17/2020		005-701-67600	EM001071	54.57
	INV0012249	R HESS - CC Chrgs through 7/17/2020		020-601-60710		150.00
	INV0012249	R HESS - CC Chrgs through 7/17/2020		020-601-61140		47.77
	INV0012249	R HESS - CC Chrgs through 7/17/2020		020-601-67600	EM001071	54.57
	INV0012250	L Reid - CC Chrgs through 7/17/2020		001-401-60900	EM001071	206.26
	INV0012250	L Reid - CC Chrgs through 7/17/2020		001-401-61130		47.43
	INV0012250	L Reid - CC Chrgs through 7/17/2020		001-403-60650		170.00
	INV0012250	L Reid - CC Chrgs through 7/17/2020		001-403-60900	EM001071	120.63
	INV0012250	L Reid - CC Chrgs through 7/17/2020		001-403-61130		75.64
	INV0012251	P Smith - CC Chrgs through 7/17/2020		001-511-67140	51008-040	756.53
	INV0012252	K Thomsen - CC Chrgs through 7/17/2020		001-511-60250	EM001071	106.27
	INV0012252	K Thomsen - CC Chrgs through 7/17/2020		001-511-60800		472.00
	INV0012252	K Thomsen - CC Chrgs through 7/17/2020		001-511-67140	51009-040	23.69
	INV0012252	K Thomsen - CC Chrgs through 7/17/2020		001-511-67140		80.93
	INV0012252	K Thomsen - CC Chrgs through 7/17/2020		001-511-67140	51007-040	231.05
	INV0012253	S Wolfe - CC Chrgs through 7/17/2020		001-402-60650		788.00

**Payment Total: 482,416.69**

## Report Summary

## Fund Summary

Fund	Payment Amount
001 - General Fund	240,264.56
005 - Sewer Fund	23,872.12
020 - Water Fund	9,246.66
025 - Gas Tax Fund	551.06
092 - Capital Improvement Proj Fund	208,482.29
<b>Grand Total:</b>	<b>482,416.69</b>

## Account Summary

Account Number	Account Name	Payment Amount
001-22416	Developer Deposit	2,989.27
001-401-50400	Medical Benefit	634.75
001-401-60900	Miscellaneous	329.52
001-401-61130	Office Supplies	47.43
001-402-50400	Medical Benefit	196.15
001-402-60650	Membership & Publications	788.00
001-403-50400	Medical Benefit	80.00
001-403-60650	Membership & Publications	170.00
001-403-60900	Miscellaneous	120.63
001-403-61130	Office Supplies	75.64
001-404-60840	Contract Services - Legal Fees	14,763.50
001-410-50400	Medical Benefit	112.67
001-410-60014	Emergency Operations	54.08
001-410-60210	Computer Maintenance &Software	842.59
001-410-60310	Equipment Rental	973.54
001-410-60800	Contract Services	76.65
001-410-61230	Utilities - Gas	27.26
001-410-61292	Internet Access/ Website Maint	306.01
001-420-50400	Medical Benefit	222.81
001-420-60021	Audit	2,000.00
001-501-60800	Contract Services	178,189.08
001-511-50400	Medical Benefit	521.93
001-511-60250	Maintenance/Repair	164.85
001-511-60310	Equipment Rental	139.00
001-511-60510	Advertising	973.50
001-511-60800	Contract Services	551.95
001-511-60900	Miscellaneous	275.56
001-511-61130	Office Supplies	101.87
001-511-61280	Fuel-Vehicles	751.08
001-511-67135	Buellton Rec Program Trips	767.00
001-511-67140	Buellton Recreation Program	13,236.92
001-552-60255	Maintenance/Repair-Golf Course	846.92
001-552-60258	Maintenance/Repair-River View	345.92
001-552-60800	Contract Services	2,640.00
001-552-61140	Operational Supplies	12.90
001-552-61211	Utilities - Water	1,733.68
001-558-50400	Medical Benefit	608.13
001-558-60250	Maintenance / Repair	494.46
001-558-60270	Maintenance - Vehicles	916.49
001-558-60560	Signs	405.35
001-558-60710	Travel & Training	20.05
001-558-60800	Contract Services	2,110.61
001-558-61127	Tools	427.01
001-558-61140	Operational Supplies	186.32
001-558-61280	Fuel - Vehicles	382.95
001-558-67600	Safety Equipment	54.58
001-565-50400	Medical Benefit	259.39
001-565-60210	Computer Maintenance &Software	240.00
001-565-60310	Equipment Rental	482.71

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
001-565-60800	Contract Services	7,613.85
005-701-50400	Medical Benefit	469.16
005-701-60021	Audit	2,000.00
005-701-60210	Computer Maintenance &Software	236.01
005-701-60250	Maintenance / Repair	1,334.59
005-701-60270	Maintenance - Vehicles	771.51
005-701-60800	Contract Services	18,178.79
005-701-61111	Chemicals / Analysis	51.35
005-701-61127	Tools	57.07
005-701-61131	Postage	250.00
005-701-61140	Operational Supplies	137.16
005-701-61280	Fuel - Vehicles	331.91
005-701-67600	Safety Equipment	54.57
020-601-50400	Medical Benefit	469.17
020-601-60021	Audit	2,000.00
020-601-60250	Maintenance / Repair	1,686.93
020-601-60270	Maintenance - Vehicles	771.51
020-601-60650	Membership & Publications	816.00
020-601-60710	Travel & Training	150.00
020-601-60800	Contract Services	185.51
020-601-61111	Chemicals / Analysis	1,170.43
020-601-61131	Postage	250.00
020-601-61140	Operational Supplies	74.86
020-601-61240	Meter Expense	1,083.65
020-601-61280	Fuel - Vehicles	331.91
020-601-67575	Regulatory Compliance	202.12
020-601-67600	Safety Equipment	54.57
025-557-60800	Contract Services	551.06
092-215-74100	Construction and Improvements	200,191.79
092-307-71200	Right of Way Acquisition	3,688.50
092-318-74100	Construction and Improvement	4,493.50
092-706-74100	Construction and Improvements	108.50
	<b>Grand Total:</b>	<b>482,416.69</b>

**Project Account Summary**

<b>Project Account Key</b>		<b>Payment Amount</b>
**None**		267,055.37
09221574100	Avenue of Flags Median 2 Improvements	200,191.79
09230771200	McMurray Road Widening/TS (13/14)	3,688.50
09231874100	Road Maintenance Project (19/20)	4,493.50
09270674100	WWTP Facilities Improvements	108.50
51007-040	SUMMER CAMP 2020	1,258.33
51008-040	Teen & Sports Camp 2020	1,171.53
51009-040	Surf Camp 2020	23.69
54041-040	Piedras Blancas/Cambria 2/11/20	767.00
90010-070	Crossroads Ctr at The Village	851.05
90021-070	Village Capital Pacific Townhomes	1,224.43
90037-070	Fig Mountain Brewing	382.39
90049-070	410 Central Homes	288.40
90057-070	480 Ave of Flags - Creekside	243.00
EM001071	COVID-19	669.21
	<b>Grand Total:</b>	<b>482,416.69</b>

**Contract Labor Detail per Account Summary**

Account Number		Check#	Amount	Payment Amount
001-404-60840				14,763.50
	<i>BURKE, WILLIAMS &amp; SORENSEN, LLP</i>	<b>Check# 39945</b>	14,763.50	
001-501-60800				178,189.08
	<i>SB CO SHERIFF'S DEPARTMENT</i>	<b>Check# 39964</b>	178,189.08	
001-552-60800				2,640.00
	<i>JOSE RAFAEL RUIZ dba</i>	<b>Check# 39985</b>	1,950.00	
	<i>LOGAN R. FITZGERALD dba</i>	<b>Check# 39989</b>	990.00	
001-558-60800				2,110.61
	<i>ECHO COMMUNICATIONS</i>	<b>Check# 39951</b>	40.61	
	<i>LOGAN R. FITZGERALD dba</i>	<b>Check# 39989</b>	1,965.00	
	<i>O'CONNOR &amp; SONS dba</i>	<b>Check# 39994</b>	105.00	
001-565-60800				7,613.85
	<i>KOSMONT &amp; ASSOCIATES, INC.</i>	<b>Check# 39988</b>	485.85	
	<i>METRO VENTURES, INC.</i>	<b>Check# 39992</b>	7,128.00	
005-701-60800				18,178.79
	<i>ECHO COMMUNICATIONS</i>	<b>Check# 39951</b>	40.62	
	<i>READY REFRESH BY NESTLE</i>	<b>Check# 39961</b>	49.14	
	<i>DELIVER-IT</i>	<b>Check# 39980</b>	82.50	
	<i>ENGEL &amp; GRAY</i>	<b>Check# 39981</b>	7,636.17	
	<i>UNDERGROUND SERVICE ALERT</i>	<b>Check# 40005</b>	13.25	
	<i>WALLACE GROUP</i>	<b>Check# 40008</b>	10,357.11	

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

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

To: The Honorable Mayor and City Council  
From: Shannel Zamora, Finance Director  
Meeting Date: August 27, 2020  
Subject: Monthly Treasurer’s Report – July 31, 2020

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**BACKGROUND**

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

On June 11, 2020, Council adopted the current Investment Policy per Resolution 20-18 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, 2020. Treasurer’s Reports are presented on a monthly basis.

**FISCAL IMPACT**

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

**RECOMMENDATION**

That the City Council receives and files the Treasurer’s Report for the month ending July 31, 2020.

**ATTACHMENTS**

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



# City of Buellton

## City of Buellton

Monthly Treasurer's Report

For the month ending in July 31, 2020

August 27, 2020

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

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

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

	July 31, 2020	June 30, 2020	\$ Change
Cash	\$ 3,866,091.04	\$ 4,296,828.67	\$ (430,737.63)
Investments held by the City	10,266,247.38	10,227,666.70	\$ 38,580.68
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 14,132,338.42</b>	<b>\$ 14,524,495.37</b>	<b>\$ (392,156.95)</b>

**Summary of activity for the Month and Future Liquidity:** The majority of the difference in the recorded value for cash and investments held by the City from last month is as a result of annual costs paid in July. These costs include annual contributions for Community Support, Liability Insurance and CalPERS Unfunded Liability. The value of investments increased due to the receipt of interest earning from Certificate of Deposits (CDs) and Local Agency Investment Fund (LAIF). The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.

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



## Bank Reconciliation - July 2020

City of Buellton, CA  
For the Period Ending 7/31/2020

ACCOUNT #	ACCOUNT NAME	06/30/2020 BALANCE	CURRENT ACTIVITY	7/31/2020 BALANCE
<b>CLAIM ON CASH</b>				
<a href="#">001-10000</a>	Claim On Pooled Cash	7,249,051.54	(166,462.34)	7,082,589.20
<a href="#">005-10000</a>	Claim On Pooled Cash	1,827,058.30	(18,116.46)	1,808,941.84
<a href="#">006-10000</a>	Claim on Pooled Cash	117,685.91	253.34	117,939.25
<a href="#">020-10000</a>	Claim On Pooled Cash	3,193,882.83	147,416.35	3,341,299.18
<a href="#">021-10000</a>	Claim on Pooled Cash	193,832.92	417.26	194,250.18
<a href="#">023-10000</a>	Claim On Pooled Cash	488,657.23	1,051.93	489,709.16
<a href="#">024-10000</a>	Claim On Pooled Cash	35,871.30	77.22	35,948.52
<a href="#">025-10000</a>	Claim On Pooled Cash	386,544.24	(17,704.44)	368,839.80
<a href="#">027-10000</a>	Claim On Pooled Cash	211,717.65	(2,877.55)	208,840.10
<a href="#">029-10000</a>	Claim On Pooled Cash	(4,615.42)	(6,641.25)	(11,256.67)
<a href="#">031-10000</a>	Claim On Pooled Cash	396,025.08	914.93	396,940.01
<a href="#">075-10000</a>	Claim On Pooled Cash	218,233.36	469.79	218,703.15
<a href="#">090-10000</a>	Claim On Pooled Cash	-	-	-
<a href="#">091-10000</a>	Claim On Pooled Cash	-	-	-
<a href="#">092-10000</a>	Claim On Pooled Cash	210,550.43	(330,955.73)	(120,405.30)
<b>TOTAL CLAIM ON CASH</b>		<u>14,524,495.37</u>	<u>(392,156.95)</u>	<u>14,132,338.42</u>
<b>CASH IN BANK</b>				
<b>Cash in Bank</b>				
<a href="#">999-10001</a>	Pooled Cash - General Checking	4,336,215.70	(483,785.98)	3,852,429.72
<a href="#">999-10002</a>	Pooled Cash - Money Market	206,761.07	14.05	206,775.12
<a href="#">999-10003</a>	Pooled Cash - FSA	14,497.14	(835.82)	13,661.32
<a href="#">999-10004</a>	Pooled Cash - Brokerage	1,451,820.15	7,299.71	1,459,119.86
<a href="#">999-10005</a>	Pooled Cash - LAIF	8,569,085.48	31,266.92	8,600,352.40
<b>TOTAL: Cash in Bank</b>		<u>14,578,379.54</u>	<u>(446,041.12)</u>	<u>14,132,338.42</u>
<a href="#">999-21000</a>	Wages Payable	(53,884.17)	53,884.17	-
<b>TOTAL: Cash in Bank</b>		<u>14,524,495.37</u>	<u>(392,156.95)</u>	<u>14,132,338.42</u>

Per Statements:	7/31/2020
Mechanics Bank General Checking	4,310,845.39
Mechanics Bank Money Market	206,775.12
Mechanics Bank FSA	13,661.32
Local Agency Investment Fund	8,600,352.40
Multi-Securities Bank	1,459,119.86
<b>Total Cash per Statements:</b>	<b>14,590,754.09</b>

Claim on Cash vs. Total Cash Per Statements:	(458,415.67)
Outstanding items per System Reconciliation	(458,415.67)
Difference:	-

**City of Buellton**  
**Investment Summary**  
July 31, 2020

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
<b>Local Agency Investment Fund - LAIF</b>	84.82%	1.47%	n/a	n/a	\$ 8,600,352.40	\$ 8,600,352.40
<b>Certificates of Deposits (Held with Multi-Securities Bank)</b>						
Wells Fargo Bank	2.46%	2.25%	5 yrs.	8/16/2022	249,000.00	259,537.68
Sallie Mae Bank	0.99%	3.20%	5 yrs.	5/9/2023	100,000.00	108,282.00
First Technology Bank Fed Cr Union	1.02%	3.60%	5 yrs.	12/26/2023	103,000.00	114,633.85
First Technology Bank Fed Cr Union	0.99%	3.35%	5 yrs.	2/6/2024	100,000.00	110,739.00
Comenity Cap Bank	1.58%	2.80%	5 yrs.	4/15/2024	160,000.00	174,737.60
Morgan Stanley Bank	0.99%	2.75%	5 yrs.	5/2/2024	100,000.00	109,128.00
Capital One Bank	0.99%	2.00%	5 yrs.	8/21/2024	100,000.00	106,654.00
Morgan Stanley Bank	0.99%	1.90%	5 yrs.	1/23/2025	100,000.00	106,490.00
State Bk India	1.97%	1.60%	5 yrs.	4/29/2025	200,000.00	210,360.00
Sallie Mae Bank	1.18%	0.80%	5 yrs.	7/1/2025	120,000.00	121,560.00
<b>Multi-Securities Bank - Cash in Holding</b>						36,997.73
<b>Money Market (Held with Rabobank)</b>	2.04%	0.20%		n/a	206,775.12	206,775.12
<b>Total City Investments</b>	<u>100.00%</u>				<u>\$ 10,139,127.52</u>	<u>\$ 10,266,247.38</u>

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

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



City of Buellton, CA

## Fund Balance Report

7/31/2020

Fund	July 1, 2020 Balance	Total Revenues	Total Expenses	June 30, 2020 Balance
001 - General Fund	7,758,476.92	43,858.19	712,301.56	7,090,033.55
005 - Sewer Fund	3,365,418.47	99,441.89	80,827.35	3,384,033.01
006 - Wastewater Capital	232,197.01	-	-	232,197.01
020 - Water Fund	6,662,263.93	244,151.68	87,220.54	6,819,195.07
021 - Water Capital	405,565.24	-	-	405,565.24
023 - Housing Fees	489,709.16	-	-	489,709.16
024 - Traffic Mitigation Fund	35,948.52	-	-	35,948.52
025 - Gas Tax Fund	356,476.48	12,363.32	551.06	368,288.74
027 - Local Transportation Fund	210,506.76	-	-	210,506.76
029 - Transportation Planning	(103,255.20)	-	-	(103,255.20)
031 - Measure A	396,940.01	-	-	396,940.01
075 - Trust & Agency Fund	9,707.64	-	-	9,707.64
090 - Long-Term Debt	(2,609,593.50)	-	-	(2,609,593.50)
091 - General Fixed Assets	20,191,788.24	-	-	20,191,788.24
092 - Capital Improvement Proj Func	-	-	124,068.41	(124,068.41)
	<b>37,402,149.68</b>	<b>399,815.08</b>	<b>1,004,968.92</b>	<b>36,796,995.84</b>

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

*Shannel Zamora*

Shannel Zamora  
Finance Director

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

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director/City Engineer

Meeting Date: August 27, 2020

Subject: Acceptance of the Storm Drain Retrofit Project – Phase 2

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**BACKGROUND**

At the March 26, 2020 Council Meeting, the City Council awarded Taylor Jane Construction a contract in the amount of \$144,131.00 for certain defined storm drain improvements at various locations throughout the City. The work proposed by the contract and now completed by Taylor Jane Construction includes reconstruction of damaged storm drain inlet lids and grates, repair of damaged City owned sidewalk, and installation of Regional Water Board approved trash guards at numerous locations on the City Storm Drain System.

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

**FISCAL IMPACT**

The final construction cost of the project, was \$149,484.00. This amount is within the Storm Drain Retrofit Project budgeted in the FY 20/21 Capital Improvement Project List (092-314) for \$150,000 from General Fund.

**RECOMMENDATION**

That the City Council accept the Storm Drain Retrofit Project – Phase 2 and instruct the City Engineer to file the attached Notice of Completion.

**ATTACHMENTS**

Attachment 1 - Notice of Completion

**NOTICE OF COMPLETION**

Notice is hereby given that:

1. The undersigned is the owner or corporate officer of the interest or estate hereinafter described:
2. The full name of the owner is: City of Buellton
3. The full address of the owner is: 107 West Highway 246  
P.O. Box 1819  
Buellton, California 93427
4. The nature of the interest or estate of the owner is “in fee”
5. A work of improvement on the property hereinafter was completed on August 14, 2020. The work done includes reconstruction of damaged storm drain inlet lids and grates, repair of damaged City owned sidewalk, and installation of Regional Water Board approved trash guards at numerous locations on the City Storm Drain System.
6. The name of the contractor, if any, for such work of improvement was Taylor Jane Construction LP.
7. The property on which said work of improvement was completed is in the City of Buellton, County of Santa Barbara, State of California, and is described as various streets within the City limits of the City of Buellton.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Linda Reid, City Clerk

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**VERIFICATION**

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

Executed on August 27, 2020, at Buellton, California.

\_\_\_\_\_  
Rose M. Hess, Public Works Director/City Engineer

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

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

To: The Honorable Mayor and City Council

From: Andrea Keefer, Planning Director

Meeting Date: August 27, 2020

Subject: Update Regarding 6<sup>th</sup> Cycle Regional Housing Needs Allocation (RHNA)

---

**BACKGROUND**

The RHNA process occurs periodically as part of Housing Element and General Plan updates at the local level. The RHNA process quantifies the need for housing by income group within each jurisdiction during a specific planning period. The 6<sup>th</sup> cycle planning period is February, 2023 to February, 2031.

Through consultation with Santa Barbara County Association of Governments (SBCAG), the Department of Housing and Community Development (HCD) assigns the County a total number of housing units that must be adequately planned for during the specified planning period. All jurisdictions within the County, with coordination by SBCAG, are then tasked to come up with an appropriate methodology to assign these units amongst each of the individual jurisdictions. The 6<sup>th</sup> cycle RHNA allocation for Santa Barbara County is 29,313 housing units. For comparison, the 5<sup>th</sup> cycle (current) allocation is 11,030 (Buellton allocation = 275). The significant increase in the County's allocation since last cycle is not unique to Santa Barbara County. Rather, it is largely as a result of additional required factors not previously required that must now be considered throughout the State as part of determining the 6<sup>th</sup> cycle allocation for each regional government. Specifically, these factors include overcrowding and cost burden.

It is important to note that the City is not required to ensure the units are actually built. The City is only required to ensure that there are adequate sites to accommodate the number of units that it is ultimately allocated, and that regulatory obstacles to development are minimized. Through the City's zoning and development review process, the market and private developers determine the amount and location of housing that ultimately gets built within the City.

Over the last several months, the City has been participating in a working group and participating in numerous meetings with representatives from each jurisdiction within Santa Barbara County, with the goal of developing a methodology for determining an allocation for each jurisdiction. There are certain required factors that must be considered when determining the final methodology. However, flexibility is given in terms of how they are considered and weighted. Some of these include factors such as jobs, job change, households, population, housing demand, overcrowding, cost burden, etc. Ultimately, the final chosen methodology must advance specific goals and objectives related to housing as set for by the State HCD.

The working group is still working through a number of potential methodologies. Although a final allocation has not yet been determined for Buellton, it is anticipated that the City currently has the capacity to accommodate the possible range of housing units that the City may be allocated during the 6<sup>th</sup> cycle RHNA allocation. However, the final determination is not anticipated to be made until later this year. The final methodology will be voted on and approved by the Technical Planning Advisory Committee (TPAC), of which the City is a voting member.

There will be additional opportunities to discuss the draft allocation for Buellton as we get closer to a final determination.

### **FISCAL IMPACT**

This item is for informational and discussion purposes only. No fiscal impacts are anticipated.

### **RECOMMENDATION**

Staff recommends that the City Council receive this update regarding the 6<sup>th</sup> Cycle RHNA allocation and should action be desired by the City Council, direct staff as appropriate.

**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: Scott Wolfe, City Manager

Meeting Date: August 27, 2020

Subject: Consideration of Draft Request for Proposals (RFP) for Information Technology (IT) Services

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**BACKGROUND**

Given the recent report by the Santa Barbara Grand Jury, the issue of cybersecurity has been elevated. While security has always been a concern, the advances in technology in recent years have brought about new and varied vulnerabilities for computers and the networks that connect them. Malicious code and hacking remain threats that are potentially give additional opportunities to reach networks given the prevalence of wireless connections and the increase in Bring Your Own Device (BYOD) practices of many employers.

In response to the Grand Jury report, staff indicated a need to take a more comprehensive approach to IT service, a need previously communicated to the City Council. While more expensive than the “ad-hoc” approach currently in use by the City, the benefits of a comprehensive IT program include the ability to more quickly respond to changes in technology, improvements in efficiency, potential reductions in costs, and reduction in risk to City operations or sensitive information from outside threats.

A draft version of a RFP accompanies this report as Attachment 1. There is some fine tuning still being done to ensure that the RFP is up-to-date in terms of the current state of technology, and that the full extent of the scope of services is clarified to ensure the most accurate proposals.

Generally speaking, the scope of services to be requested includes the following:

**A. Basic Core Services**

**1. Technical Services**

These services are geared toward the day-to-day support of computer system operations at City Hall and other City Facilities. Activities including but not limited to help desk support, technical support for all City IT equipment (to include

security patches, upgrades, and scanning for malicious code, firewall maintenance, disaster recovery or other problems), coordination with third party software vendors, maintenance of licenses and warranties for hardware and software, and coordination with City's video broadcasting activities are included in these services.

## **2. Site Visits**

While most of the necessary activities involved in day-to-day operations are anticipated to be conducted remotely, there may be occasions when a site visit by a technician may be required for support. This is expected to be addressed as part of the contract service for standard support of the Technical Services, but activities needed beyond what is standard would be billed on an hourly rate basis.

## **3. Professional Services**

These services include items beyond the technical or day-to-day support activities, such as performing an initial inventory of equipment and resources, assistance in the development of policies for such things as security and BYOD, periodic analysis of operations to ensure that the equipment and resources available are providing the most efficient and cost effective solutions for the City,

## **B. Additional Services**

These additional services are for longer term project that may arise based on needs or desires of the City to move beyond our current IT environment. This may include analysis of benefits and costs of transitioning to cloud-based services, or assistance with the development of a long-range IT strategic plan. Another potential for these services would involve assistance with the development of a city-wide fiber optic network, which could be helpful from both an economic development standpoint as well as providing additional amenities to residents.

Cybersecurity issues identified by the Grand Jury Report would be addressed by the services covered primarily in the components of the Basic Core Services above. Note that this RFP will not include the purchase or provision of any new equipment. Such purchases, should they be necessary, would be identified once a consultant is brought on board, and would be brought before the City Council for approval and adjustment of the budget (if needed).

## **FISCAL IMPACT**

Staff has no estimate of the fiscal impact at this time. The degree of potential fiscal impact will become clear at the time that responses are received and reviewed. Adjustments to cost will be able to be made by modification in the scope of services to be provided by the chosen consultant. A budget adjustment may be required and, if necessary, will be presented to the City Council for discussion at the time a contract is brought forward for award.

**RECOMMENDATION**

Staff recommends that the City Council direct staff to issue an RFP for IT services and, following receipt of proposals, to return to the City Council with a recommended award of contract to a qualified consultant.

**ATTACHMENTS**

Attachment 1 – RFP for IT Services

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## ATTACHMENTS & EXHIBITS

EXHIBIT A	Draft Agreement
EXHIBIT B	Insurance Requirements
EXHIBIT C	Cost Proposal Form

## I. INTRODUCTION

The City of Buellton is issuing this Request for Proposals (“RFP”) to professional Information Technology (IT) Consultants to provide a variety of services to the City of Buellton. These services include daily IT support, short and long term planning, and general consulting on technology uses in a municipal government environment.

## II. CITY’S GOALS

The City seeks a professional Information Technology Consultant that can:

- A. Provide unlimited off-site support for all users
- B. Develop and implement, in conjunction with City staff, a written cybersecurity plan to provide and ensure network and endpoint security and spam protection for the entire City Hall environment, as well as the remote City facilities, and ad-hoc remote access from non-specific locations.
- C. Provide recommendations to the City on its entire technology environment; including, but not limited to user software, hardware, servers, third party applications such as Tyler Technologies’ Incode V.X and ESRI’s ArcGIS, and emerging technologies and their potential uses.
- D. Provide consultation services associated with the creation of a strategy, timeline, and costs associated with transitioning to off-site co-location servers.
- E. Provide consultation services potentially leading to the development of a long term IT strategic plan.

## III. INSTRUCTIONS AND INFORMATION

Notice is hereby given that sealed Proposals will be received in City Hall, 107 W. Highway 246, Buellton, CA, until 5:00 p.m. on **September X, 2020**. Each Proposal must include an original plus three copies and one electronic PDF copy of the submitted to: City Clerk, City of Buellton, 107 W. Highway 246, Buellton, CA 93427. Proposal package must be in a sealed envelope and clearly marked: “Proposal for Information Technology Consulting Services” and “DO NOT OPEN WITH REGULAR MAIL.”

### A. Notice of Pre-Proposal Meeting

The City will conduct a mandatory pre-proposal meeting for all prospective Consultants. The meeting will also include an overview of the City’s current IT environment.

Date and Time: Monday, September X, 2020 – 1:00 pm  
Location: Buellton City Hall, 107 W. Highway 246, Buellton, CA 93427

**B. Clarifications:**

Any questions about requirements or any other instruction contained within the RFP or relating to the RFP should be directed in writing via e-mail to Scott Wolfe, City Manager at [Scott@cityofbuellton.com](mailto:Scott@cityofbuellton.com) before September X, 2020.

Any clarifications made in response to questions received will be sent via email to all expected respondents providing contact information and requesting the City do so, as appropriate and as judged necessary at the discretion of the City. Anyone planning to submit a proposal should contact the City contact listed above to convey such intent.

**C. Definitions:**

The following meanings are attached to the following defined words when used in these specifications and the attached Professional Services Agreement. The word "City" means the City of Buellton, California. The word "Consultant" means the person, firm, or corporation submitting a Proposal on these specifications or any part thereof. The abbreviation RFP means "Request for Proposal" and refers to this document in whole and consists of all of the documents contained herein and attached hereto. The word "Professional Services Agreement", means the contractual agreement between the Consultant and the City of Buellton for the purchase of services.

**D. Proposal Form:**

The Proposal must be made in the format specified herein for that purpose, enclosed in a sealed envelope, and marked "Proposal for Information Technology Consulting Services, **DO NOT OPEN WITH REGULAR MAIL**" and addressed to the City of Buellton, City Clerk, 107 W. Highway 246, Buellton, CA 91361. If the Proposal is made by an individual, it must be signed by that individual, and an address, telephone, and e-mail address must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements. A full business address, telephone (and fax number if available) must be given. No fax or e-mail proposals will be considered.

Any unauthorized conditions, limitations, or provisos attached to a Proposal will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the Proposal over the signature of the Consultant. Further information on the content of the Statement of Qualifications may be found in Section VIII of this request.

**E. Reservation:**

The City reserves the right to revise or amend these specifications prior to the date set for opening Proposals (September X, 2020). Revisions and amendments, if any, will be announced by an addendum to this Proposal. If the revisions require additional time to enable Consultants to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new opening date. Receipt of any acknowledged addenda

must be on the proposal form. Failure to acknowledge any addendum may render the Proposal non-responsive and cause it to be rejected.

The City reserves the right to reject any and all Proposals received, to take all Proposals under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any Proposal, and to be the sole judge of the relative merits of the material and or service mentioned in the respective Proposals received. The City reserves the right to reject any Proposal not accompanied with all data or information required.

This Proposal does not commit the City to award an agreement or to pay any cost incurred in the preparation of a Proposal. All responses to this Proposal become the property of the City of Buellton. The intent of the descriptions found in this document will govern when any part of the descriptions, specifications, materials, qualities or methods are not completely described, and therefore must be construed to be the same as similar parts that are specified as if fully detailed and set forth in this document

**F. Firm Price:**

Prices for the services specified are to remain firm for the term of the agreement. The City reserves the right to reject any or all Proposals with pricing of less than three years.

**G. Errors and Omissions:**

The Consultant will not be allowed to take advantage of any errors and/or omissions in these specifications or in the Consultant's specifications submitted with its Proposal. Full instruction will always be given when errors or omissions are discovered.

**H. Professional Services Agreement:**

The Consultant to whom the award is made will be required to enter into a written agreement with the City of Buellton. By reference, a copy of the notice inviting Proposals, these specifications and the terms and conditions, will be part of the agreement. All materials or services supplied by the Consultant will conform to the applicable requirements of the City Ordinances, and State or Federal Law covering Labor and Wages, as well as conforming to the specifications contained herein. In case of default by the Consultant, the City reserves the right to procure the articles or services from other sources and to hold the Consultant responsible for any excess cost incurred by the City hereby.

All prospective CONSULTANTS are advised to review the terms and conditions contained herein and in the draft agreement (Exhibit "A"). Any exceptions or alternatives to the requirements, terms, or conditions in this RFP or the draft agreement (Exhibit "A") must be identified by the CONSULTANT in the PROPOSAL.

**I. Payment Schedule:**

See Draft Agreement (Exhibit "A") and Cost Proposal Form (Exhibit "C").

**J. Indemnification:**

CONSULTANT shall defend, hold harmless and indemnify City and its officers, employees, and agents (collectively the "Indemnitees") from any and all demands, claims, actions, proceedings, causes of action, damages, judgments, awards, settlement amounts, penalties, fines, assessments, charges, fees, forfeitures, losses, liabilities, obligations, costs and expenses (collectively, "Claims") arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of CONSULTANT or CONSULTANT's employees, subcontractors or agents in the performance of professional services under the agreement (including Claims for infringement of intellectual property rights of any third party). CONSULTANT shall defend the Indemnitees in any action or actions filed in connection with any such Claims with counsel of City's choice, and shall pay all costs and expenses (including actual attorney's fees) incurred in connection with such defense.

In connection with all Claims not covered by the preceding paragraph, CONSULTANT shall defend, hold harmless and indemnify the Indemnitees from any Claims arising out of, pertaining to, or relating to CONSULTANT's performance of the agreement. CONSULTANT shall defend the Indemnitees in any action or actions filed in connection with any such Claims with counsel of City's choice and shall pay all costs and expenses (including actual attorney's fees) incurred in connection with such defense.

**K. Notice:**

Whenever it will be necessary for either party to serve notice on the other respecting the Agreement, such notice will be served by personal delivery or by certified mail to the following addresses, unless and until different addresses may be furnished in writing by either party or the other, and such notice will be deemed to have been served within seventy-two (72) hours after the same has been deposited in a United States Post Office by certified mail or has been delivered personally, and will be valid and sufficient service of notice for all purposes:

CITY: City Manager  
City of Buellton  
107 W. Highway 246  
Buellton, CA 93427

CONSULTANT: Name  
Street  
City, State, Zip

## IV. SPECIFICATION OF SERVICES

### Scope of Services

The following acts only as a preliminary scope to generally communicate the City's expectations. A final scope of work will be developed between the City and the selected Consultant prior to approval of an agreement. The City seeks a professional IT consulting firm that will work in partnership with City staff on a variety of the City's technology uses.

- A. **Basic Core Services** - IT consulting services should include the following Basic Core Services to be implemented with the commencement of the agreement:

#### 1. **Technical Services**

- Unlimited remote help desk support for all City users;
- Regular review, scan, and deployment of patches and updates to the City's servers;
- Analysis of available storage space within system, deleting unnecessary files, or duplicate files where applicable;
- Management of City's, firewall, anti-spam, and anti-virus applications;
- Provide, ensure, and maintain a recognized protocol for the backup of data and perform disaster recovery of data as-needed;
- Administer City software licensing;
- Provide support to all City IT hardware;
- Provide connectivity support to staff mobile devices;
- Provide or recommend training to City users on major IT service changes that impact City's users; and
- Provide IT support and/or coordination with all third-party technology applications; including, but not limited to Tyler Technologies' Incode V.X and ESRI's ArcGIS, as well as coordinating integration with the City's limited video broadcasting activities.

#### 2. **Site Visits**

- Site visits on an as-needed basis, but at least once annually for inspection and evaluation of City Systems.

#### 3. **Professional Services**

- Prepare an initial IT inventory of equipment and resources.
- Develop and assist City staff in implementation of a written cybersecurity plan to provide and ensure network and endpoint security and spam protection for the entire City Hall environment, as well as the remote City facilities, and ad-hoc remote access from non-specific locations.
- On-going consultation services to City staff related to the City's IT

- environment;
- Review of all user software and recommendations for software upgrades with the goal of all users having congruent software on all workstations;
- Participation in meetings with City staff or City Council on an as-needed basis; and
- Provide support to City staff on budgetary planning including yearly licensing costs, needed software, and equipment.

**B. Additional Services** - In addition, the City seeks a Consultant that can provide the following **additional services** if requested. Please provide a brief proposal of Consultant's proposed strategy and proposed costs for each of the following **additional services**:

1. Provision and costs associated with transitioning the City current internal servers to private off-site co-location servers.
2. Consulting services related to the potential development of a long-term strategic IT plan.

**V. Current Technical Environment**

Typical software for City servers is Windows Server 2019, desktops and laptops include Windows 10, Microsoft Office (Various editions), Word Perfect and Adobe Acrobat. There are currently 20 staff members working at five locations throughout the City. Additionally, a variety of consultants may need to have VPN access to the City's network. City staff utilize a variety of City owned and personal wireless devices on the network as well.

**VI. TERMS AND CONDITIONS**

**A. Conduct and Relationship with City:**

The City of Buellton expects the full cooperation and support of the successful Consultant in the performance and execution of the services as specified. The City has sole discretion over what it deems to be satisfactory performance and in the best interest of the City.

**B. Acceptance:**

Submission of a response to this Proposal will constitute acknowledgment and acceptance that the primary goals of this RFP as set forth in the "Scope of Services" section will be met and fully agreed upon by the successful Consultant.

**C. Duration of Services:**

The successful Consultant's services will continue under a probationary period of six months, after which a successful evaluation and assessment of the Consultant's performance as qualified by the agreement, will be conducted. Upon approval, the duration of service will continue for an additional 30 months and/or until a further evaluation of the Consultant's performance can be approved.

**D. Staff Assignments/Reassignments:**

The City must approve all staff assignments for the project. Any changes to the lead technician and/or lead Consultant must be approved by the City prior to changes taking effect.

**E. Purchase of Additional services or Equipment**

The City reserves the right to select outside vendors for the purchase of equipment and/or additional consulting services such as strategic planning, wifi services, and co-location of servers.

**VII. PROPOSAL CONTENT/FORMAT**

**Statement of Qualifications Content**

The Statement of Qualifications (Under Section X “Proposal Form”) must be completely filled out and contain the following information:

- Name and address of person, firm or corporation submitting the proposal.
- Primary contact person for your firm, and the person(s) who would be responsible for scope of services described herein, and professional resumes of key executive staff and operations staff.
- Experience of the person, firm or corporation in providing requested scope of services, specifically referencing the operation of similar types of government technology environments.
- A listing of references that the proposing Consultant believes would further support their qualifications for selection.

**VIII. PROPOSAL EVALUATION AND SELECTION**

All proposals properly received by the proposal due date and time will be evaluated by City staff. The proposals will be ranked and an interview may be conducted with selected Consultants. The final Consultant selected as the most qualified to provide the requested services will be invited to negotiate an agreement based on the City’s standard Agreement, a sample of which is attached. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified Consultant. The City reserves the right to conduct additional interviews as necessary.

The City reserves the right to negotiate the specific requirements and costs using the selected proposal as a basis. The City reserves the right to reject any or all proposals at its sole discretion. The City is not liable for any costs incurred by the submitting parties or their Consultants in preparing the proposal.

The City will use the following priorities, as well as pricing, in determining which Proposal best meets the needs of the City. The City will be the sole determiner of suitability to the City's needs.

Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of the specifications, prior experience with comparable Proposals, delivery, and cost. Several key elements that will be evaluated include:

- Consultant's knowledge of City's current operating system, network management, maintenance, and hardware and software applications typically used in municipal government;
- Consultant's ability to perform the scope of services outlined;
- Consultant's responses and proposed strategy for the development of a potential IT strategic plan;
- Consultant's response and proposed strategy for the development of a public wifi program; and
- Consultant's experience and performance with similar technical environments and/or municipal or private organizations.

## **IX. GENERAL PROPOSAL TERMS AND CONDITIONS**

Agreement Requirement - The selected Consultant shall execute a written agreement with the City within ten (10) calendar days after notice of selection has been provided to the Consultant at the address given in the proposal. The agreement shall be made in the form adopted by the City. The Consultant warrants that he/she/it possesses, or has arranged through subcontracts, other equipment, labor and materials necessary to carry out and complete the scope of services hereunder in compliance with all applicable federal, state, county, and City laws, ordinances, statutes and regulations.

Agreement Assignment - The Consultant shall not assign, transfer, convey or otherwise dispose of the agreement, or its right, title or interest, or its power to execute such an agreement, to any individual or business entity of any kind without prior written consent of the City.

Non-Discrimination - In the performance of the terms of the agreement, the Consultant agrees that it will not engage in, nor permit such concessionaires or subcontractors as it may employ to engage in, discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, or religion of such person(s).

Communications Regarding RFP - If there is doubt as to the meaning or intent of any part of this RFP, or if discrepancies or omissions in the RFP are discovered, a written request via e-mail for an interpretation or correction thereof may be submitted to Scott Wolfe, City Manager, City of Buellton (Scott@cityofbuellton.com). Interpretation or correction of the RFP shall be made only by addendum duly issued by the City. A copy of any such addendum will be mailed or delivered to each person receiving the RFP, and such addendum shall be considered a part of the RFP and shall be incorporated therein. All timely requests for information submitted in writing will receive a written response from the City.

Modification or Withdrawal of Submittals - Any proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the proposing party. To be considered, however, the modified proposal must be received by the time and date specified in the RFP.

Property Rights - Proposals received within the prescribed deadline become the property of the City and all rights to the contents therein become those of the City.

Confidentiality - Prior to selection of a Consultant, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After selection and award of the operating contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

Amendments to Request for Qualifications - The City reserves the right to amend the Request for Proposals by addendum prior to the final proposal submittal date.

Non-Exclusive Contract - The City reserves the right to contract with other firms or individuals during the contract term or to issue multiple contracts for individual aspects of the project as may be deemed in the best interests of the City.

Insurance – Without limiting the Consultant’s indemnification of the City, Consultant shall provide and maintain at its own expense, the insurance listed herein and as further specified in Exhibit “B” covering its operations

1. Worker’s Compensation - The Consultant shall procure and maintain, during the life of the agreement contract, workers’ compensation insurance as specified herein and in Exhibit “B”.
2. Failure to Procure Insurance- The Consultant’s failure to procure or maintain the required insurance shall constitute a material breach of contract under which the City may immediately terminate the agreement or, at its discretion, procure or renew such insurance to protect the City’s interests. Should the City, in its sole discretion, be required to pay any and all premiums in connection with the exercise of this clause, the City shall recover all monies so paid from the Consultant, or deduct all monies so paid from payment(s)

due to the Consultant.

3. Underlying Insurance - The Consultant shall be responsible for requiring indemnification and insurance from its employees receiving mileage allowance or reimbursement, Consultants, agents, and subcontractors, if any, to protect the Consultant's and the City's interests, and for ensuring that such persons comply with any applicable insurance statutes.
4. Evidence of Coverage - Evidence of coverage herein and as further specified in Exhibit "B", having as a minimum the limits shown, must be submitted and approved prior to commencement of work or any tenancy.

Non-Commitment of City - This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal responding to this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the City to do so.

Public Domain - All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

Conflict Of Interest - Neither Consultant nor any employees, agents, or subcontractors of Consultant who will be assigned to this project, to the best of Consultant's knowledge, own any property or interest in properties, business relationships, or sources of income which may be affected by the performance of this Contract. Should either party hereto learn of any such interest, income source, or business relationship, such fact shall immediately be brought to the attention of the other party hereto. If the parties thereupon cannot mutually agree upon a means to eliminate the conflict City may terminate the agreement immediately. (See Exhibit A, Section 11).

Waiver of Conflict of Interest Disclosure - The City Manager may determine in writing that the Consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of the City's Conflict of Interest policy. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements.

Inspections - City reserves the right to inspect the premises being operated under this RFP and any subsequent agreement at any time.

**X. PROPOSAL FORM**  
**Statement of Qualifications**

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL.

In accordance with your "Invitation to Proposal", the following Proposal is submitted to the City of Buellton.

**Proposal Submitted By:**

\_\_\_\_\_  
Name of Company Website

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Telephone Number/Fax Number

**Form of Business Organization:**

Please indicate the following (check one);

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Other: \_\_\_\_\_

**Business History:**

How long have you been in business under your current name and form of business organization?

\_\_\_\_\_ Years

If less than three (3) years and your company was in business under a different name, what was that name?

**Contact for Additional Information:**

Please provide the name of the individual at your company to contact for any additional information.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number/Email Address

**Addenda Received:**

Please indicate addenda information you have received regarding this Proposal:

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_ No Addenda received regarding this Proposal.

**Payment Terms:** The City of Buellton Payment terms are net 30.

**Delivery of Services:**

What is the lead-time for services to begin from the time of the Agreement?  
\_\_\_\_\_ Days/Weeks (circle one)

**References:**

Please supply the names of companies/agencies for which you recently supplied comparable goods and services as requested in this proposal.

\_\_\_\_\_  
Name of Company/Agency      Address      Person to contact/Telephone No.

\_\_\_\_\_  
Name of Company/Agency      Address      Person to contact/Telephone No.

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Name of Company/Agency	Address	Person to contact/Telephone No.
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**Maintenance/Warranty Service Information:**

**A. Location:**

How many miles is your company's business office located from the requested delivery address? \_\_\_\_\_ miles (107 W. Highway 246, Buellton, CA 93427.)

**Additional Proposal Information:**

**A. Executive Summary:**

Proposals shall include an Executive Summary or opening statement providing an overview of the Consultant's understanding of the project, the responsibilities of the Consultant as set forth herein, and the approach your firm would take if your proposal is accepted.

**B. Project Team:**

Describe your firm's background, qualifications, and ability to perform the services required. Provide a list of the personnel proposed to be employed on the project, their relationship to it and your firm, and their qualifications and experience to effectively manage the scope of services. Attach resumes of all personnel.

**C. Relevant Experience**

Provide a detailed summary of the relevant experience of the firm with emphasis placed on those areas and qualifications showing the capability to effectively develop and manage the scope of services.

**D. Workload**

Provide a detailed outline of the firm's current workload and ability to provide timely services.

**E. Cost Proposal**

1. Basic Core Services – Use Exhibit C, "Cost Proposal Form" for all services listed under Basic Core Services including technical services, site visit, and professional services.
2. Additional Services – Proposal should include a comprehensive description of Consultant's proposed strategy and proposed cost for the following additional services:
  1. Provision and costs associated with transitioning the City's current internal servers to private off-site co-location servers.
  2. Consulting services and plan outline related to the potential development of a City long term strategic plan.

3. Consulting services and plan outline related to the potential development of either a City wide or limited public wifi program.

DRAFT

**Exhibit A**

**Sample Professional Services Agreement**

DRAFT

Exhibit C  
Cost Proposal Form

**Basic Core Services**

**A. Technical Services**

- Unlimited remote help desk support for all City users;
- Regular review, scan, and deployment of patches and updates to the City's servers;
- Analysis of available storage space within system, deleting unnecessary files, or duplicate files where applicable;
- Management of City's firewall, anti-spam, and anti-virus applications;
- Provide, ensure, and maintain a recognized protocol for the backup of data and perform disaster recovery of data as-needed;
- Administer City software licensing;
- Provide support to all City IT hardware;
- Provide connectivity support to staff mobile devices;
- Provide or recommend training to City users on major IT service changes that impact City's users; and
- Provide IT support and/or coordination with all third-party technology applications; including, but not limited to Tyler Technologies' Incode V.X and ESRI's ArcGIS, as well as coordinating integration with the City's limited video broadcasting activities.

Monthly Fee \$ \_\_\_\_\_

**B. On Site Visit**

- Site visits as needed

Hourly fee for site visit if needed \$ \_\_\_\_\_

**C. Professional Services**

- Prepare an initial IT inventory of equipment and resources.
- Assist in the development of policies relevant to IT management, to include policies involving BYOD and enhancement of cyber-security.
- On-going consultation services to City staff related to the City's IT environment;
- Review of all user software and recommendations for software upgrades with the goal of all users having congruent software on all workstations;
- Participation in meetings with City staff or City Council on an as-needed basis; and
- Provide support to City staff on budgetary planning including yearly licensing costs, needed software, and equipment.

Hourly Rate \$ \_\_\_\_\_

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

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: August 27, 2020

Subject: Discussion of City Council Meeting Format During COVID-19  
Related Public Health Orders

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**BACKGROUND**

As the City Council is aware, the imposition of public health orders in response to the COVID-19 pandemic has resulted in a change to the manner in which City Council and Planning Commission meetings are held. The requirement for social distancing effectively prohibits the ability of the entire City Council to gather in the Council Chambers for the meeting, given that the space required for the City Council and essential staff to adequately distance would far exceed the size of the City Council chambers.

For the past several months, the City Council has met remotely, initially using teleconference calls to meet, and then moving to a video format using the Zoom platform. However, given the technical limitations of the City Council Chambers' broadcast audio/video equipment, several meetings have suffered in audio quality. Though this issue only hindered the ability to conduct a productive meeting at the August 13 meeting, there have been other meetings where the broadcast quality was less than conducive to the public's full understanding of City Council discussion and actions at those meetings. In addition to the meetings being difficult to conduct from staff's perspective, concerns could arise from the public about transparency given the inability to understand much of what was discussed due to video teleconferencing-related technical issues.

To resolve this matter, staff has ordered an enhancement of the internet connection to provide greater bandwidth to the Chambers, as well as upgraded audio connection equipment. It is hoped that this will resolve some of the problems. However, should these efforts prove to be less than successful, the City Council should consider alternatives until normal City Council meetings can resume.

Such alternatives may be as simple as returning to the teleconference call format or as complex as the purchase of upgraded video broadcast equipment. The teleconference option would remove the video aspect of the meetings, which aids in the public understanding of many of the items discussed, but would provide for a much simpler and less costly solution. The enhanced video equipment would be more costly, but would provide transparency of City business to the public, and result in less stress on the staff to prepare for and conduct the meeting.

At this time, staff is only looking to gauge the mood of the City Council on this matter, and begin discussions so that staff can respond quickly in the event of problems with our current system even after the upgraded bandwidth. No cost estimates have been made at this point, nor have options been evaluated beyond the two very broad alternatives in the paragraphs above. Staff will await direction of the City Council and proceed accordingly.

### **FISCAL IMPACT**

There is fiscal impact due to this item, although options going forward could have a wide range of potential costs depending on the solution which is ultimately selected.

### **RECOMMENDATION**

Staff recommends that the City Council discuss this matter and provide direction to staff.