



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of December 13, 2018 at 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

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

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

Council Members Ed Andrisek, Art Mercado, Vice Mayor Dave King, 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 November 8, 2018 Special City Council Meeting**
- 2. Minutes of November 8, 2018 Regular City Council Meeting**

- 3. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**
- 4. **Year 2019 Proposed Calendar of City Council Meetings**
- 5. **Growth Mitigation Annual Compliance Report for Fiscal Year 2017-18**  
❖ *(Staff Contact: Finance Director Shannel Zamora)*
- 6. **Monthly Treasurer’s Report – October 31, 2018**  
❖ *(Staff Contact: Finance Director Shannel Zamora)*
- 7. **Resolution No. 18-23 – “A Resolution of the City Council of the City of Buellton, California, Declaring and Certifying the Result of the General Municipal Election Held on November 6, 2018”**  
❖ *(Staff Contact: City Clerk Linda Reid)*

**PRESENTATIONS**

- 8. **Recognition of Retirement – Joe Meehan – 30 Years of Service to the City of Buellton**
- 9. **Recognition of Retirement – Ray Ochoa – 10 Years of Service to the City of Buellton**
- 10. **Recognition of Retirement – John Sanchez – 36 Years of Service to the City of Buellton**

**PUBLIC HEARINGS**

<b>COUNCIL MEMBER COMMENTS/ITEMS</b>	<b>(POSSIBLE ACTION)</b>
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- 11. **Council Reorganization**
  - A. **Oath of Office for Newly Elected Officials**
    - **Mayor**
    - **Council Members**
  - B. **Appointment of Vice Mayor**

**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)**

- 12. Consideration of Appointments to the Planning Commission**
  - ❖ *(Staff Contact: City Manager Marc Bierdzinski)*
  - A. Interviews of Applicants**
  - B. Consideration of Appointments**
  
- 13. Appointments to Boards, Commissions, and Committees**
  - A. Central Coast Water Authority (CCWA)**
  - B. County Library Advisory Committee**
  - C. Santa Barbara County Association of Governments (SBCAG)**
  - D. Air Pollution Control District (APCD)**
  - E. California Joint Powers Insurance Authority (CJPIA)**
  - F. League of California Cities (LOCC) – Voting Delegate**
  - G. Buellton Chamber of Commerce Board of Directors (Ex Officio Member)**
  - H. Multi-Jurisdictional Solid Waste Task Group**
  - I. Economic Development Task Force**
  - J. City/School District Joint Use Committee**
  - K. Home for Good SBC**
  - L. Association of California Water Agencies/Joint Powers Insurance Authority**
  - M. Central Management Area Committee for the Sustainable Groundwater Management Act (SGMA)**
  
- 14. Discussion and Direction Regarding Library Zone Change from Zone 1 (Santa Barbara) to Zone 4 (Goleta)**
  - ❖ *(Staff Contact: City Manager Marc Bierdzinski)*
  
- 15. Discussion and Direction on Sharrows and Decorative Crosswalks in the area of Jonata and Oak Valley Schools**
  - ❖ *(Staff Contact: Public Works Director Rose Hess)*

**CITY MANAGER’S REPORT****ADJOURNMENT**

The next meeting of the City Council will be held on Thursday, January 10, 2019 at 6:00 p.m.

# CITY OF BUELLTON

**CITY COUNCIL MEETING MINUTES**  
**Special Meeting of November 8, 2018**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

## CALL TO ORDER

Mayor Sierra called the meeting to order at 5:00 p.m.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

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

**Staff:** City Manager Marc Bierdzinski, City Attorney Greg Murphy, and City Clerk Linda Reid

## PUBLIC COMMENTS

None

## CLOSED SESSION ITEMS

- 1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
**Threat of litigation pursuant to Government Code Section 54956.9(d)(2) [Letter from Kevin I. Shenkman dated September 28, 2018]**

The City Council met in closed session to discuss anticipated litigation. No reportable action was taken.

The City Council reconvened in open session at 5:20 p.m.

## BUSINESS ITEMS

- 2. Resolution No. 18-22 – “A Resolution of the City Council of the City of Buellton, California, Establishing Its Intention to Comply With Elections Code Section 10010(e)(3)(A)”**

### **RECOMMENDATION:**

That the City Council consider adoption of Resolution No. 18-22.

**STAFF REPORT:**

City Attorney Murphy presented the staff report.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**MOTION:**

Motion by Vice Mayor King, seconded by Council Member Mercado approving Resolution No. 18-22 – “A Resolution of the City Council of the City of Buellton, California, Establishing Its Intention to Comply With Elections Code Section 10010(e)(3)(A)”

**VOTE:**

Motion passed by a roll call vote of 4-0.

Council Member Andrisek - Yes

Council Member Mercado – Yes

Vice Mayor King - Yes

Mayor Sierra – Yes

**ADJOURNMENT**

Mayor Sierra adjourned the special meeting at 5:25 p.m. The next regular meeting of the City Council will be held on Thursday, December 13, 2018 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 MEETING MINUTES**  
**Regular Meeting of November 8, 2018**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

## **CALL TO ORDER**

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

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

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

**Staff:** City Manager Marc Bierzinski, City Attorney Greg Murphy, Public Works Director Rose Hess, Planning Director Andrea Keefer, Finance Director Shannel Zamora, Lt. Eddie Hsueh, and City Clerk Linda Reid

## **PUBLIC COMMENTS**

David Schwartz, Buellton, spoke about election interference from a mailed flyer sent to Buellton residents and provided a handout for the record.

## **CONSENT CALENDAR**

- 1. Minutes of October 25, 2018 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**

### **MOTION:**

Motion by Vice Mayor King, seconded by Council Member Andrisek, approving Consent Calendar Items 1 and 2 as listed.

### **VOTE:**

Motion passed by a roll call vote of 4-0.  
Council Member Andrisek – Yes  
Council Member Mercado – Yes  
Vice Mayor King – Yes  
Mayor Sierra – Yes

## **PRESENTATIONS**

### **3. Proclamation Supporting the Healthy Eating Active Living Campaign in the City of Buellton**

Mayor Sierra presented Dean Palius with People Helping People with a proclamation Supporting the Healthy Eating Active Living Campaign in the City of Buellton.

## **PUBLIC HEARINGS**

None

## **COUNCIL MEMBER COMMENTS/ITEMS**

Council Member Andrisek requested a status regarding street lights on Central Avenue and Industrial Way. Public Works Director Hess provided an update on new street lights in these locations.

Council Member Andrisek asked when the artwork on the Avenue of Flags will be removed.

Council Member Andrisek thanked Public Works for their work on the new sidewalk at Calor and Highway 246.

Mayor Sierra thanked the Senior Center for hosting the Annual Ice Cream Social and thanked Buellton Recreation for hosting the Holiday Bazaar.

Mayor Sierra requested and the City Council agreed by consensus to have staff agendize discussion of speed humps at a future meeting.

## **WRITTEN COMMUNICATIONS**

None

## **COMMITTEE REPORTS**

Mayor Sierra announced that she called into the California Association of Councils of Government (CALCOG) meeting today and provided an oral report for the record.

**BUSINESS ITEMS****4. Award of Contract for City Attorney Services**

City Attorney Murphy recused himself as the City Attorney for this item and sat in the audience to be available for City Council questions or comments.

**RECOMMENDATION:**

That the City Council authorize the Mayor to execute a 5-year agreement with Burke Williams, & Sorensen (BWS) for City Attorney Services, with a 3-year extension period subject to City Council approval.

**STAFF REPORT:**

City Manager Bierdzinski presented the staff report.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

Mr. Summers and Mr. Murphy spoke about their firms and the services they would provide the City of Buellton.

The City Council discussed the following issues:

- Current year to date City Attorney fees
- Authorizing a 2 year contract with BWS, with a 2 year extension subject to City Council approval. Further extensions may be approved by the City Council without going through the request for proposals process

**MOTION:**

Motion by Council Member Andrisek, seconded by Vice Mayor King authorizing the Mayor to execute a 2-year agreement with Burke Williams, & Sorensen for City Attorney Services, with a 2-year extension period subject to City Council approval.

**VOTE:**

Motion passed by a roll call vote of 4-0.

Council Member Andrisek - Yes

Council Member Mercado – Yes

Vice Mayor King - Yes

Mayor Sierra – Yes

City Attorney Murphy returned to the staff table at 6:35 p.m.

**5. Review and Approval of One-Year Contract Extensions for MNS Engineers and Tetra Tech, Inc.**

**RECOMMENDATION:**

That the City Council approve the additional one-year contract extension for engineering services for MNS Engineers, Inc. and Tetra Tech.

**STAFF REPORT:**

Public Works Director Hess presented the staff report.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

Jeff Edwards, representing MNS Engineers, Inc., spoke about the services they provide for the City of Buellton.

Jason Fussel, representing Tetra Tech, spoke about the services they provide for the City of Buellton.

The City Council discussed the following issues:

- Billing totals from July through November and the projects associated with those billings
- Continue on month to month contract basis and agendaize this item to the first meeting in February for further discussion
- Council Members will meet with the two firms to discuss ongoing projects and billing

**DIRECTION:**

The City Council agreed by consensus to continue on a month to month contract basis and agendaize this item to the first meeting in February for further discussion.

**6. Resolution No. 18-21 – “A Resolution of the City Council of the City of Buellton, California, Adopting Updated Personnel Rules for City Employees”**

**RECOMMENDATION:**

That the City Council consider adoption of Resolution No. 18-21.

**STAFF REPORT:**

H.R. Director Reid presented the staff report.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

The City Council discussed the protocol for use of the personnel rules by employees.

**MOTION:**

Motion by Council Member Mercado, seconded by Council Member Andrisek approving Resolution No. 18-21 – “A Resolution of the City Council of the City of Buellton, California, Adopting Updated Personnel Rules for City Employees”

**VOTE:**

Motion passed by a roll call vote of 4-0.  
Council Member Andrisek - Yes  
Council Member Mercado – Yes  
Vice Mayor King - Yes  
Mayor Sierra – Yes

**CITY MANAGER’S REPORT**

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

**CLOSED SESSION ITEMS**

- 7. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
**Threat of litigation pursuant to Government Code Section 54956.9(d)(2) [Letter from Kevin I. Shenkman dated September 28, 2018]**

The City Council did not meet in Closed Session regarding this item.

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

The City Council met in closed session to discuss anticipated litigation. No reportable action was taken.

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 7:25 p.m. The next regular meeting of the City Council will be held on Thursday, December 13, 2018 at 6:00 p.m.

\_\_\_\_\_  
Holly Sierra  
Mayor

ATTEST:

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

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

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: December 13, 2018

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

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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 10/31/2018 through 12/4/2018 has been prepared in accordance to Government Code 37202 and City Code 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 10/31/2018 through 12/4/2018, and electronic fund transfers issued for the period of 10/31/2018 through 12/4/2018 was \$889,317.93.

**FISCAL IMPACT**

Payments made to the various vendors were consistent with the approved City's Biennial Budget for FY 2017/18 and FY 2018/19. 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 10/31/2018 through 12/4/2018.

**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 to be ratified and approved for payment by the City Council at the December 13, 2018 Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00898	311,430.53
	A/P Packet #APPKT00896	72,939.15
	A/P Packet #APPKT00894	203,848.75
	A/P Packet #APPKT00890	41,446.03
	A/P Packet #APPKT00886	34,589.07
	A/P Packet #APPKT00883	20,513.68
	Total A/P Packets:	<u>\$684,767.21 (11 pages)</u>

Utility Packet #UBPKT01355 3,589.88 (1 page)

Total Packets: \$688,357.09

EXHIBIT B \$107,324.24

Staff Payroll	11/9/2018	46,250.05
CC Payroll	11/21/2018	1,791.28
Staff Payroll	11/21/2018	45,595.27

Total Payroll: \$93,636.60

TOTAL AMOUNT OF CLAIMS: \$889,317.93

\* The A/P Packets above will be approved on Council Agenda date of 12/13/2018  
 Checks to be signed on 12/13/2018 tie to A/P Packet #APPKT00898  
 Checks previously signed by staff to avoid late fees relate to:  
 A/P Packet # APPKT00883, APPKT00886, APPKT00890, APPKT00894 and APPKT00896  
 Utility Packet # UBPKT01355

3/26/18

Payments via Electronic Fund Transfer (EFT):  
From 10/31/2018 through 12/04/2018

Bank Fees	10/31/2018	110.90
CalPERS - Medical	11/2/2018	19,613.87
Hassler - Postage	11/5/2018	300.00
DCP-AUL	11/5/2018	13,123.64
The Hartford	11/5/2018	554.43
CalPERS - Classic	11/13/2018	6,549.28
CalPERS - PEPRA	11/13/2018	2,819.07
Payroll Tax - EDD	11/13/2018	2,788.10
AFLAC	11/13/2018	662.45
Payroll Tax - IRS	11/13/2018	8,056.53
Payroll Tax - EDD	11/23/2018	2,802.20
Payroll Tax - EDD	11/23/2018	100.96
Payroll Tax - IRS	11/23/2018	8,080.37
Payroll Tax - IRS	11/23/2018	69.82
CalPERS - Classic	11/26/2018	6,549.28
CalPERS - PEPRA	11/26/2018	2,795.39
CalPERS - Classic	11/26/2018	150.94
CalPERS - PEPRA	11/26/2018	60.57
Bank Fees	11/30/2018	96.50
DCP-AUL	11/30/2018	13,123.64
CalPERS - Medical	12/3/2018	18,916.30

**Total**

**107,324.24**



Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0009872	10/19-11/18/2018 - Phone Service Su		001-565-67705		412.75
	INV0009872	10/19-11/18/2018 - Phone Service Su		005-701-67705		555.57
	INV0009872	10/19-11/18/2018 - Phone Service Su		020-601-67705		495.51
37055	10/31/2018	000587	KYLE ABELLO			23.98
	INV0009875	10/29/2018 - REIMBURSEMENT - HA		001-12500		15.59
	INV0009875	10/29/2018 - REIMBURSEMENT - HA		001-511-67140		8.39
37056	10/31/2018	000430	SB CO ALCOHOL,DRUG, MH SVCS			2,893.00
	COB FY 2018-19	7/1/18-6/30/19 - MHAT Services		001-410-67620		2,893.00
37057	10/31/2018	000445	SB CO AUDITOR CONTROLLER			2,512.00
	INV0009870	FY2018-2019 - LAFCO Distribution		001-410-67430		2,512.00
37058	10/31/2018	000823	SB COUNTY EHS / CUPA			145.50
	IN0053109	9/11/2018 - WTP - Risk Mgmt Plan P		020-601-67575		145.50
37059	10/31/2018	000507	SoCalGas			0.91
	INV0009874	9/21-10/24/18 - BVB - Utility Gas Ser		001-510-61230		0.91
37060	10/31/2018	000978	Staples Credit Plan			281.75
	INV0009886	10/15/2018 - Misc Office Supplies		001-410-61130		171.28
	INV0009886	10/15/2018 - Misc Office Supplies		001-511-61130		35.55
	INV0009886	10/15/2018 - Misc Office Supplies		001-565-61130		74.92
37061	10/31/2018	000521	TODD PIPE & SUPPLY			707.39
	INV0009884	Sept 2018 - Misc Maint/Repair Items		001-552-60258		220.72
	INV0009884	Sept 2018 - Misc Maint/Repair Items		001-552-61140		23.02
	INV0009884	Sept 2018 - Misc Maint/Repair Items		001-558-61140		18.40
	INV0009884	Sept 2018 - Misc Maint/Repair Items		005-701-60250		331.89
	INV0009884	Sept 2018 - Misc Maint/Repair Items		020-601-60250		65.10
	INV0009884	Sept 2018 - Misc Maint/Repair Items		020-601-61127		48.26
37062	10/31/2018	000765	VICTOR RODRIGUEZ dba			341.48
	38714	10/30/2018 - Vehicle Maintenance		001-558-60270		276.48
	38715	10/30/2018 - Vehicle Maintenance		001-558-60270		65.00
37063	10/31/2018	001063	Wells Fargo Vendor Fin Serv			149.77
	68908127	12/1-31/2018 - REC - Copier Lease		001-511-60310		149.77
37064	11/7/2018	000820	ACWA/JPIA			3,194.89
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		001-401-50400		548.18
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		001-402-50400		115.02
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		001-403-50400		69.02
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		001-410-50400		112.67
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		001-420-50400		200.47
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		001-511-50400		431.91
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		001-558-50400		565.86
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		001-565-50400		182.14
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		005-701-50400		484.81
	0582960	DEC 2018 - Dental/Vision/EAP Premiu		020-601-50400		484.81
37065	11/7/2018	000090	CalPERS LONG-TERM CARE PROGRAM			84.25
	12570484	11/1-11/15/2018 - CalPERS Long Ter		001-22166		84.25
37066	11/7/2018	000655	COAST NETWORKX, INC.			795.00
	20670	11/2018 - GUARDIAN DESKTOP MONI		001-410-60210		795.00
37067	11/7/2018	000118	COASTAL COPY, INC.			141.00
	819677	REC-10/12018-Overage Chrgs - 11/20		001-511-61130		141.00
37068	11/7/2018	000122	COMCAST CABLE			236.01
	INV0009892	10/29-11/28/2018 - WWTP - Internet		005-701-60210		236.01

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37069	11/7/2018 INV0009894	001317 10/25/2015 - PR ACH Payment Repla	DANIEL BAUMANN	001-29008		337.74 337.74
37070	11/7/2018 INV0009889	000629 10/25/2015 - PR ACH Replacement N	ED ANDRISEK	001-29008		454.53 454.53
37071	11/7/2018 N7404592	000700 11/27/18-2/26/19 - Pstge Mchne Lea	MAILFINANCE, INC.	001-410-60310		975.29 975.29
37072	11/7/2018 3953	000353 10/2018 - Monthly Website Mainten	MICHAEL J. BOGGESE dba	001-410-61292		100.00 100.00
37073	11/7/2018 INV0009895	000059 OCT 2018 - MISC MAINT/REPAIR ITE	MOTOR PRODUCTS INC. dba	005-701-60250		235.34 235.34
37074	11/7/2018 INV0009887	000855 1/1/19-12/31/19 - Annual Subscriptio	PACIFIC COAST BUSINESS TIMES INC	001-402-60650		44.99 44.99
37075	11/7/2018 INV0009916	000756 FY2018-2019 - Non-Profit Support	PAWS PARK OF SANTA YNEZ VALLEY, INC	001-552-60257		16,320.00 16,320.00
37076	11/7/2018 INV0009893 INV0009893 INV0009893	000379 12/2018-11/2019 PO BOX RENTAL 12/2018-11/2019 PO BOX RENTAL 12/2018-11/2019 PO BOX RENTAL	POSTMASTER	001-410-61131 005-701-61131 020-601-61131		338.00 112.66 112.67 112.67
37077	11/7/2018 18J0029022365 18J0029022381 18J0029154614	000032 9/27-10-26/2018 - CH - Drinking Wat 9/27-10/26/2018 - LIB/CC - Drinking 9/27-10/26/2018 - PLNG - Drinking W	READY REFRESH BY NESTLE	001-410-60800 001-410-60800 001-410-60800		141.49 77.11 40.45 23.93
37078	11/7/2018 A111180063	000706 Oct2018 - Iridium SIM Card-GSA Plan(	SATCOM GLOBAL, INC.	001-410-60014		51.34 51.34
37079	11/7/2018 INV0009888	000132 7/1-9/30/2018 - Contract Srvcs - Ani	SB CO ANIMAL SVCS, HEALTH & REG	001-410-60015		9,984.75 9,984.75
37080	11/7/2018 INV0009891	000507 9/24-10/25/2018 - CH - Utility Gas Se	SoCalGas	001-510-61230		21.64 21.64
37081	11/7/2018 INV0009890	000507 9/24-10/25/2018 -	SoCalGas	001-510-61230		16.20 16.20
37082	11/7/2018 0153066	001168 10/1-31/2018 - Shredding Services	The DocuTeam	001-410-60900		27.00 27.00
37083	11/7/2018 369778691 369778691	000904 10/20-11/20/2018 - PLNG - Copier Le 10/20-11/20/2018 - PLNG - Copier Le	US BANK EQUIPMENT FINANCE	001-565-60310 001-565-61130		770.61 482.34 288.27
37084	11/7/2018 16396.1.2 16396.1.2	000551 10/30-11/1/2018 - Light Tower - Hau 10/30-11/1/2018 - Light Tower - Hau	VALLEY TOOL RENTALS	001-22419 001-511-67140		215.00 139.75 75.25
37085	11/7/2018 00011792-112018	000582 NOV 2018 - HOA - 597 AOF #101 Mnt	VINTAGE WALK, LLC OWNERS ASSOC.	001-410-60900		104.00 104.00
37086	11/14/2018 INV0009925 INV0009925	000028 October 2018 Mats/Towels Service October 2018 Mats/Towels Service	ARAMARK UNIFORM SERVICES INC	001-558-60800 005-701-60800		576.20 460.96 115.24
37087	11/14/2018 INV0009924	000930 11/11/2018 - REFUND - ROSE BOWL	BOB HOLDA	001-511-67135	54016-040	39.00 39.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37088	11/14/2018 INV0009918	000062 9/27/2018 - Pre-Employment Drug Sc	BUELLTON MEDICAL CENTER	001-410-60022		185.00 185.00
37089	11/14/2018 20700	000655 Nov 2018-Nov2019 - Barracuda Spam	COAST NETWORKX, INC.	001-410-60210		1,298.00 1,298.00
37090	11/14/2018 113900 113900	001255 October 2018 - Water Sample Deliver October 2018 - Water Sample Deliver	DELIVER-IT	005-701-60800 020-601-60800		150.00 75.00 75.00
37091	11/14/2018 0160429-2019	001233 1/1-12/31/2019 - Annual Membershi	Government Finance Officers Association	001-420-60650		160.00 160.00
37092	11/14/2018 INV0009920	000228 11/9/2018 - Replace PR ACH 10/25/1	HOLLY SIERRA	001-29008		375.08 375.08
37093	11/14/2018 INV0009923	001320 11/11/2018 - REFUND - ROSE BOWL	JOSE QUINTERO	001-511-67135	54016-040	39.00 39.00
37094	11/14/2018 INV0009917 INV0009917 INV0009917 INV0009917 INV0009917	000280 10/23&25/2018 #133221-1 - Holiday 10/30&11/1/2018 #133614-1 - Holid 10/16&18/2018 #132810-1 - Hallowe 10/9&11/2018 #132605-1 - Thanksgi 10/2&4/2018 #132096-1 - Travel	LEE CENTRAL COAST NEWSPAPERS	001-511-60510 001-511-60510 001-511-60510 001-511-60510 001-511-60510		1,378.02 628.92 164.46 164.46 164.46 255.72
37095	11/14/2018 133753	000280 11/1/2018 - COB PLNG COMM Vacan	LEE CENTRAL COAST NEWSPAPERS	001-403-60520		139.08 139.08
37096	11/14/2018 INV0009919	001318 11/7/2018 - REPLACE PR ACH 10/25/	LEO ELOVITZ	001-29008		502.89 502.89
37097	11/14/2018 INV0009922	001319 11/11/2018 - REFUND - ROSE BOWL	MARY ALLEN	001-511-67135	54016-040	78.00 78.00
37098	11/14/2018 2018-1107-buel 2018-1107-buel	000835 OCT 2018 - PROF SRVCS - CITY PLANN OCT 2018 - PROF SRVCS - CITY PLANN	METRO VENTURES LTD	001-22416 001-565-60800	90054-070	3,928.50 40.50 3,888.00
37099	11/14/2018 INV0009926 INV0009926 INV0009926 INV0009926 INV0009926 INV0009926 INV0009926 INV0009926 INV0009926	000352 10/4-11/4/2018 - Electric Services 10/4-11/4/2018 - Electric Services	P G & E	001-410-61241 001-501-61241 001-510-61241 001-550-61241 001-552-61241 001-556-61241 001-565-61241 005-701-61241 020-601-61241		31,493.13 664.70 254.74 246.18 5,416.54 495.31 90.16 215.56 9,557.79 14,552.15
37100	11/14/2018 14849 14995 15195 15195	000755 7/27-30/2018 - Hot Box Rentals - BB 8/10/2018 - Trays/Heater Rentals - Cr 10/30-11/1/2018 - Light Rental - Hau 10/30-11/1/2018 - Light Rental - Hau	SYV ELITE EVENT PARTY RENTALS, INC.	001-511-67140 001-511-67140 001-12500 001-511-67140		971.00 135.00 471.00 237.25 127.75
37101	11/14/2018 INV0009921 INV0009921	001071 10/30/2018 - Misc Maint/Repair Item 10/30/2018 - Misc Maint/Repair Item	Tractor Supply Co	001-552-60257 020-601-60250		23.25 11.95 11.30
37102	11/14/2018 ARINV106251	000529 OCT2018 - REC - MERCHANT FEES (41	TRANSFIRST HEALTH & GOVERNMENT SVCS	001-410-60900		109.88 109.88

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37103	11/21/2018	000005	ABALONE COAST ANALYTICAL, INC.			3,050.75
	4305	October 2018 - WWTP - Water Analys		005-701-61111		2,643.00
	4305	October 2018 - WWTP - Water Analys		020-601-61111		17.50
	4309	October 2018 - Chemical Analysis		020-601-61111		390.25
37104	11/21/2018	000509	ALAN NEEDHAM dba			22,941.33
	25402	10/10-11-2018 - Relay sode and clea		001-552-60256		1,160.55
	25403	10/15/2018 - Tree Trimming		001-556-60800		400.00
	25404	10/12,15&16/2018 - Irrigation Repair		001-552-60258		937.38
	25411	10/17&19/2018 - Irrigation Repair		001-556-60250		1,518.50
	25412	10/22/2018 - Irrigation Repair		001-556-60250		1,294.91
	25435	Oct 2018 - Parks&Medians Mnthly La		001-552-60800		11,200.00
	25435	Oct 2018 - Facilities&Sts - Landscape		001-556-60800		3,960.00
	25507	10/23/2018 - Irrigation Repair		001-556-60250		1,050.49
	25508	10/29/2018 - RVP - Sprinkler Repair		001-552-60258		874.71
	25509	10/31/2018 - Irrigation Repair		001-556-60250		544.79
37105	11/21/2018	001184	ALBERTSONS/SAFEWAY			90.51
	INV0009975	October 2018 - Misc Supplies		001-410-61130		75.54
	INV0009975	October 2018 - Misc Supplies		001-511-67140		14.97
37106	11/21/2018	001269	ANDREW MARTIN MENDOZA			90.00
	163486	10/22&24/2018 - Plumbing Repair		001-552-60258		90.00
37107	11/21/2018	000718	AUTOSYS, INC.			2,175.00
	2232	11/1,3&4/2018 - IT Programming SCA		020-601-60800		2,175.00
37108	11/21/2018	000075	CACEO			95.00
	300009347	2019 - Calendar Year Membership Du		001-565-60650		95.00
37109	11/21/2018	000090	CalPERS LONG-TERM CARE PROGRAM			84.25
	12608100	Long Term Care		001-22166		84.25
37110	11/21/2018	001316	CalPortland Construction			1,530.90
	93928293R	11/2/2018 - Retention Balance Due		092-317-74100		1,530.90
37111	11/21/2018	000107	CITY OF LOMPOC			1,666.66
	101878	Dec 2018 - Monthly Transit Billing		027-559-67445		1,666.66
37112	11/21/2018	000112	CLARK PEST CONTROL			159.00
	23043382	11/15/2018 - PD/LIB - Pest Control Se		001-558-60800		159.00
37113	11/21/2018	000118	COASTAL COPY, INC.			435.12
	821741	10/16-11/15/2018 - HR - Overage Ch		001-410-61130		22.57
	822211	10/18-11/17/2018 - CH/REV/FD Over		001-410-61130		412.55
37114	11/21/2018	001323	COLLETTE TRAVELS			315.00
	INV0009978	10/30/2018 - REFUND - 802637 DISC		001-511-67135		315.00
37115	11/21/2018	000138	D.L. ELECTRIC, INC.			4,520.00
	18-344/3	10/19/2018 - AOF - Flag Pole Lights R		001-558-60250		4,033.00
	18-344/4	10/22/2018 - AOF Flag Pole Light Rep		001-558-60250		487.00
37116	11/21/2018	000140	DAN HEEDY			50.00
	INV0009943	11/15/2018 - Planning Commission		001-565-50010		50.00
37117	11/21/2018	000142	DANIEL FITZGERALD dba			2,160.00
	INV0009927	Sept & October 2018 - CH - Janitorial		001-558-60800		2,160.00
37118	11/21/2018	011169	DIANE BYINGTON dba			56.00
	INV0009949	10/11-11/14/2018 - BEGINNING VIOL		001-511-67140		56.00
37119	11/21/2018	000598	ENGEL & GRAY, INC.			7,336.01
	8AX00004	Oct 2018 - WWTP - Bio Solid Waste H		005-701-60800		7,336.01

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37120	11/21/2018 07825	000176 Oct-Dec 2018 - Qtrly Security System	EXCLUSIVE ALARMS INC	001-558-60800		120.00 120.00
37121	11/21/2018 34491	000187 10/31/2018 Misc Chemicals	FARM SUPPLY COMPANY	005-701-61111		47.70 47.70
37122	11/21/2018 01428	000791 10/25/2018 - Backflow line repair	FRED H. BELEN JR. dba	020-601-60250		606.00 606.00
37123	11/21/2018 7848	000203 10/17/2018 - PD - HVAC Repair	Gary Brown Service & Repair, Inc.	001-558-60800		1,019.09 1,019.09
37124	11/21/2018 INV0009941	001089 10/11-11/14/2018 - Flow Yo-Yoga	GINA SIGMAN	001-511-67140		126.00 126.00
37125	11/21/2018 INV0009976	001321 11/11/18 - REFUND - ROSEBOWL CA	HENRY HURLBUT	001-511-67135	54016-040	78.00 78.00
37126	11/21/2018 INV0009952	000228 AUG-OCT2018 - EXPENSE REPORT	HOLLY SIERRA	001-401-60710		295.60 295.60
37127	11/21/2018 38232	000241 11/13/2018 - Dyed Diesel Tankwagon	J B DEWAR, INC.	005-701-61111		1,450.65 1,450.65
37128	11/21/2018 773500 CM773536	000248 10/31/2018 - WTP - BOL# 570374 - C 10/31/2018 - BOL# 570374 - Contain	JCI JONES CHEMICALS, INC.	020-601-61111 020-601-61111		3,048.82 4,398.81 -1,349.99
37129	11/21/2018 INV0009947	001198 2018-11-11 - REFUND - RVP Security	Jessica Best	001-22510		100.00 100.00
37130	11/21/2018 INV0009945	000869 11/1/2018 - Planning Commission M	JOE PADILLA	001-565-50010		50.00 50.00
37131	11/21/2018 1251	000395 Nov 2018 - Janitorial Service	JOSE RAFAEL RUIZ dba	001-552-60800		1,750.00 1,750.00
37132	11/21/2018 INV0009951	011300 10/11-11/14/2018 - KUNDALINI/FUN	KAREN PALMER	001-511-67140		42.00 42.00
37133	11/21/2018 1807.1-003	000812 10/1-31/2018 - ED Services 2018-201	KOSMONT & ASSOCIATES, INC.	001-565-60800		6,766.50 6,766.50
37134	11/21/2018 16526/16527	000779 9/20&21/2018 - Excavate/Demo - Ce	LASH CONSTRUCTION, INC.	020-601-60250		3,280.69 3,280.69
37135	11/21/2018 INV0009950	001132 10/11-11/14/2018 - PERSONAL TRAI	MAILE INEMAN	001-511-67140		162.00 162.00
37136	11/21/2018 INV0009946	001225 11/1&15/2018 - Planning Commissio	MARCILO SARQUILLA	001-565-50010		100.00 100.00
37137	11/21/2018 INV0009948	011343 10/11-11/14/2018 - YOGA CLASS	MARIANNE MADSEN	001-511-67140		520.00 520.00
37138	11/21/2018 30207217	000669 11/1/2018 - USPO - Pest Control	O'CONNOR & SONS dba	001-558-60800		105.00 105.00
37139	11/21/2018 125616 125617	000350 11/6/2018 - Smog Check - 93 Chev K2 11/6/2018 - Vehicle Maintenance	OLIVERA'S REPAIR, INC	005-701-60270 005-701-60270		134.31 69.31 65.00
37140	11/21/2018 4372-432558 4372-435144	000801 10/31/2018 - Vehicle Maint 11/14/2018 - WTP - Misc Maint Items	O'REILLY AUTOMOTIVE STORES, INC.	001-558-60270 020-601-60270		93.89 51.12 42.77

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37141	11/21/2018 INV0009977	001322 11/13/2018 - REFUND - CATALINA TR	OWEN LAMB	001-511-67135	54008-050	55.00 55.00
37142	11/21/2018 INV0009944	001187 11/1&15/2018 - Planning Commissio	PATTY J HAMMEL	001-565-50010		100.00 100.00
37143	11/21/2018 1286627	000861 10/11/2018 - BL# 6640110 - Chemical	POLYDYNE INC.	005-701-61111		1,260.68 1,260.68
37144	11/21/2018 78121273	000429 10/31/2018 - Service Parts Washer	SAFETY-KLEEN CORP.	005-701-61111		178.12 178.12
37145	11/21/2018 INV0009942 INV0009942 INV0009942	000438 Oct 2018 - Misc Mat'ls/Supplies Oct 2018 - Misc Mat'ls/Supplies Oct 2018 - Misc Mat'ls/Supplies	SANTA YNEZ VALLEY HARDWARE	001-552-61125 001-558-60250 005-701-61140		108.47 40.34 19.78 48.35
37146	11/21/2018 M19-021 M19-022	000448 2018-1st Qtr (July/Aug/Sept) Firefight 2018-2nd Qtr (Oct/Nov/Dec)-Firefigh	SB CO FIRE DEPARTMENT	001-501-60810 001-501-60810		102,952.00 51,476.00 51,476.00
37147	11/21/2018 68509	000465 11/1/2018 - Street Sweeping Services	SP MAINTENANCE SERVICES, INC.	001-558-60800		2,516.50 2,516.50
37148	11/21/2018 INV0009974 INV0009974 INV0009974 INV0009974 INV0009974 INV0009974	000978 Oct 2018 - Misc Office Supplies Oct 2018 - Misc Office Supplies	Staples Credit Plan	001-410-61130 001-420-61130 001-558-61130 001-565-61130 005-701-61130 020-601-61130		465.00 124.83 42.98 59.93 117.40 59.93 59.93
37149	11/21/2018 SW-0154774	000488 7/1/18-6/30/19 - Annual Permit Fee(	SWRCB	001-551-67575		5,692.00 5,692.00
37150	11/21/2018 136800	001102 11/4/2018 - FIN - File Cabinet	TRI COUNTY OFFICE FURNITURE	001-420-72200		421.08 421.08
37151	11/21/2018 1020180069 1020180069	000535 10/2018 - New Tckt Chrges/Mnthly D 10/2018 - New Tckt Chrges/Mnthly D	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		24.85 12.43 12.42
37152	11/21/2018 16394.1.2	000551 11/1/2018 - Scissor Lift Rental	VALLEY TOOL RENTALS	001-558-61127		182.00 182.00
37153	11/21/2018 9817964626 9817964626 9817964626 9817964626 9817964626 9817964626	000556 10/9-11/8/2018 - Wireless Phone Ser 10/9-11/8/2018 - Wireless Phone Ser	VERIZON WIRELESS	001-410-67705 001-511-61290 001-558-67705 005-701-67705 020-601-61127 020-601-67705		674.62 67.40 42.07 132.88 127.42 118.59 186.26
37154	11/21/2018 INV1041126 INV1041126 INV1041126 INV1041126 INV1041126 INV1041126 INV1041126 INV1041126 INV1041126	001207 October 2018 - FSA/AFLAC Admin Fe October 2018 - FSA/AFLAC Admin Fe	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		141.00 21.69 10.85 10.85 18.52 19.25 17.35 9.45 16.52 16.52

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37155	11/21/2018 47152	000677 ProfSrvcs->10/31/2018 - COB Reg Co	WALLACE GROUP	005-701-60800		19,825.85 19,825.85
37156	11/21/2018 56439357 56439357 56439357 56439357	000768 October 2018 Fuel Charges October 2018 Fuel Charges October 2018 Fuel Charges October 2018 Fuel Charges	WEX BANK	001-511-61280 001-558-61280 005-701-61280 020-601-61280		2,599.80 517.71 694.03 694.03 694.03
37157	11/28/2018 2240	000718 11/5, 6 & 15/2018 - IT Programming -	AUTOSYS, INC.	020-601-60800		1,015.00 1,015.00
37158	11/28/2018 32728321	001214 December 2018 - Telephone System	AVAYA Financial Services	001-410-60310		384.38 384.38
37159	11/28/2018 INV0009983	000121 November 2018 - COB Visitors Burea	BUELLTON VISITORS BUREAU	001-410-67790		37,500.00 37,500.00
37160	11/28/2018 INV0009981 INV0009981 INV0009981 INV0009981	001040 11/19-12/18/2018 - Telephone Sum 11/19-12/18/2018 - Telephone Sum 11/19-12/18/2018 - Telephone Sum 11/19-12/18/2018 - Telephone Sum	FRONTIER COMMUNICATIONS	001-410-67705 001-565-67705 005-701-67705 020-601-67705		1,797.83 331.43 412.06 557.20 497.14
37161	11/28/2018 INV0009979 INV0009979 INV0009979 INV0009979	000813 November 2018 - Shelving for Shed November 2018 - Shelving for Shed November 2018 - Shelving for Shed November 2018 - Shelving for Shed	HOME DEPOT CREDIT SERVICES	001-558-61140 005-701-61140 020-601-61140 092-216-74100		288.74 59.29 59.29 59.29 110.87
37162	11/28/2018 INV0009985	001100 11/17/2018 - REFUND - RVP DEPOSIT	Joanna Crookston	001-22510		100.00 100.00
37163	11/28/2018 737-cb	000545 9/16/2018 - Buellton Envelopes	KROS ANDRADE dba	001-410-61130		417.87 417.87
37164	11/28/2018 INV0009984	001325 11/17/2018 - REFUND - RVP DEPOSIT	LEA FAINER	001-22510		100.00 100.00
37165	11/28/2018 2018-1409	001324 11/21/2018 - yellow blocks for CERT	PATRIOT TRAILER SALES	001-410-60014		36.58 36.58
37166	11/28/2018 CM0000113 INV0009982	000894 October 2018 - SYVTBID Admin Fees October 2018 - SYVTBID fees	Santa Ynez Valley Hotel Assn., Inc. dba	001-44250 001-22160		31,298.75 -638.75 31,937.50
37168	12/4/2018 233632 233635	000065 OCTOBER 2018 - LEGAL SERVICES - RE OCTOBER 2018 - LEGAL SERVICES	BURKE, WILLIAMS & SORENSEN, LLP	001-404-60840 001-404-60840		11,996.92 10,429.22 1,567.70
37169	12/4/2018 INV0009988	000105 10/25-11/25/2018 IRRIGATION 595 2	CITY OF BUELLTON	001-552-61211		871.96 871.96
37170	12/4/2018 INV0009987 INV0009987	000379 DECEMBER 2018 - UB POSTAGE WAT DECEMBER 2018 - UB POSTAGE WAT	POSTMASTER	005-701-61131 020-601-61131		520.00 260.00 260.00
37171	12/4/2018 18-5026 18-5030	000450 OCTOBER 2018 - CONTRACTED LAW NOVEMBER 2018 - CONTRACTED LA	SB CO SHERIFF'S DEPARTMENT	001-501-60800 001-501-60800		297,700.84 148,850.42 148,850.42
37172	12/4/2018 68991099	001063 DEC 2018 - CH COPIER LEASE	Wells Fargo Vendor Fin Serv	001-410-60310		340.81 340.81
<b>Payment Total:</b>						<b>684,767.21</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
001 - General Fund	604,177.33
005 - Sewer Fund	47,314.14
020 - Water Fund	28,526.34
027 - Local Transportation Fund	1,666.66
092 - Capital Improvement Proj Fund	3,082.74
<b>Grand Total:</b>	<b>684,767.21</b>

## Account Summary

Account Number	Account Name	Payment Amount
001-12500	Other Receivables - Due	252.84
001-22160	SVVTBID Payable	31,937.50
001-22166	Long-Term Care Deducti	252.75
001-22416	Developer Deposit	40.50
001-22418	Special Event Deposit	1,500.00
001-22419	Due to Solvang - Joint Ev	139.75
001-22510	Park/Damage Charge	300.00
001-29008	Unclaimed Funds	1,670.24
001-401-50400	Medical Benefit	569.87
001-401-60710	Travel & Training	525.50
001-401-60900	Miscellaneous	63.12
001-402-50400	Medical Benefit	125.87
001-402-60650	Membership & Publicati	44.99
001-403-50400	Medical Benefit	79.87
001-403-60520	Advertising - Legal	139.08
001-403-61130	Office Supplies	32.30
001-404-60840	Contract Services-Legal	11,996.92
001-410-50400	Medical Benefit	112.67
001-410-60014	Emergency Operations	87.92
001-410-60015	Animal Control	9,984.75
001-410-60022	Recruitment Expense	1,517.50
001-410-60210	Computer Maintenance	2,093.00
001-410-60310	Equipment Rental	1,700.48
001-410-60800	Contract Services	141.49
001-410-60900	Miscellaneous/CalPERS	345.60
001-410-61130	Office Supplies	1,278.08
001-410-61131	Postage	112.66
001-410-61241	Utilities - Electric	664.70
001-410-61292	Internet Access/ Websit	386.01
001-410-67370	H/R Expense	80.00
001-410-67430	LAFCO Contribution	2,512.00
001-410-67620	SB Co Mntl Hlth Mbl Cris	2,893.00
001-410-67705	Telephone	729.17
001-410-67790	Visitors Bureau	37,500.00
001-420-50400	Medical Benefit	218.99
001-420-60650	Membership & Publicati	160.00
001-420-60710	Travel & Training	61.09
001-420-61130	Office Supplies	42.98
001-420-72200	Office Furniture	421.08
001-44250	Miscellaneous	-638.75
001-501-60800	Contract Services	297,700.84
001-501-60810	Contract Services - Fire	102,952.00
001-501-61241	Utilities - Electric	254.74
001-510-61230	Utilities - Gas	38.75
001-510-61241	Utilities - Electric	246.18
001-511-50400	Medical Benefit	451.16
001-511-60250	Maintenance/Repair	234.24
001-511-60270	Maintenance-Vehicles	233.13

**Account Summary**

Account Number	Account Name	Payment Amount
001-511-60310	Equipment Rental	149.77
001-511-60510	Advertising	1,378.02
001-511-60800	Contract Services	169.95
001-511-60900	Miscellaneous	20.00
001-511-61130	Office Supplies	176.55
001-511-61280	Fuel-Vehicles	517.71
001-511-61290	Telephone/Internet	218.47
001-511-67135	Buellton Rec Program Tr	3,997.79
001-511-67140	Buellton Recreation Pro	2,060.66
001-550-61241	Utilities - Electric	5,416.54
001-551-67575	Regulatory Compliance	5,692.00
001-552-60256	Maintenance/Repair-Oa	1,160.55
001-552-60257	Maintenance/Repair-Pa	16,331.95
001-552-60258	Maintenance/Repair-Riv	2,122.81
001-552-60800	Contract Services	12,950.00
001-552-61125	Small Equipment	40.34
001-552-61140	Operational Supplies	23.02
001-552-61211	Utilities - Water	871.96
001-552-61241	Utilities - Electric	495.31
001-556-60250	Maintenance/Repair	4,408.69
001-556-60800	Contract Services	4,360.00
001-556-61241	Utilities - Electric	90.16
001-558-50400	Medical Benefit	583.21
001-558-60250	Maintenance / Repair	4,539.78
001-558-60270	Maintenance - Vehicles	403.36
001-558-60710	Travel & Training	746.32
001-558-60800	Contract Services	6,579.49
001-558-61127	Tools	235.99
001-558-61130	Office Supplies	101.38
001-558-61140	Operational Supplies	77.69
001-558-61280	Fuel - Vehicles	694.03
001-558-67705	Telephone	132.88
001-565-50010	Planning Commission Sal	300.00
001-565-50400	Medical Benefit	191.59
001-565-60310	Equipment Rental	482.34
001-565-60650	Membership & Publicati	95.00
001-565-60800	Contract Services	10,654.50
001-565-61130	Office Supplies	480.59
001-565-61241	Utilities - Electric	215.56
001-565-67705	Telephone	824.81
005-701-50400	Medical Benefit	501.33
005-701-60210	Computer Maintenance	236.01
005-701-60250	Maintenance / Repair	567.23
005-701-60270	Maintenance - Vehicles	134.31
005-701-60800	Contract Services	28,128.46
005-701-61111	Chemicals / Analysis	5,580.15
005-701-61130	Office Supplies	124.36
005-701-61131	Postage	372.67
005-701-61140	Operational Supplies	177.61
005-701-61241	Utilities - Electric	9,557.79
005-701-61280	Fuel - Vehicles	694.03
005-701-67705	Telephone	1,240.19
020-601-50400	Medical Benefit	501.33
020-601-60250	Maintenance / Repair	3,979.99
020-601-60270	Maintenance - Vehicles	42.77
020-601-60800	Contract Services	3,316.35
020-601-61111	Chemicals / Analysis	3,456.57
020-601-61127	Tools	166.85

**Account Summary**

Account Number	Account Name	Payment Amount
020-601-61130	Office Supplies	59.93
020-601-61131	Postage	372.67
020-601-61140	Operational Supplies	59.29
020-601-61241	Utilities - Electric	14,552.15
020-601-61280	Fuel - Vehicles	694.03
020-601-67575	Regulatory Compliance	145.50
020-601-67705	Telephone	1,178.91
027-559-67445	Lompoc- Wine Country	1,666.66
092-216-74100	Improvements	110.87
092-317-74100	Improvements	1,530.90
092-706-74100	Improvements	1,440.97
	<b>Grand Total:</b>	<b>684,767.21</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	681,043.92
54008-040	2,697.29
54008-050	55.00
54012-040	104.00
54016-040	234.00
54017-040	592.50
90054-070	40.50
	<b>Grand Total:</b>
	<b>684,767.21</b>



UBPKT01356 - Refunds 01 UBPKT01355 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
10-10100-000	CAPITAL PACIFIC DEVELOPMENT GROUP	11/29/2018	37167	3,589.88			3589.88	Deposit
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	<b>3,589.88</b>				

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	3589.88
<b>Revenue Total:</b>	<b>3589.88</b>

### General Ledger Distribution

Posting Date: 11/29/2018

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 020 - WATER FUND</b>			
020-10000	Claim On Pooled Cash	-3,589.88	Yes
020-22420	Unapplied Credits	3,589.88	
		<b>020 Total:</b>	<b>0.00</b>
<b>Fund: 999 - POOLED CASH</b>			
999-10001	Pooled Cash - General Checking	-3,589.88	
999-27000	Due To Other Funds	3,589.88	Yes
		<b>999 Total:</b>	<b>0.00</b>
		<b>Distribution Total:</b>	<b>0.00</b>



# City of Buellton

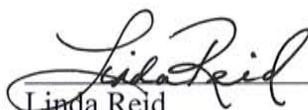
January 1, 2019

## PUBLIC NOTICE OF 2019 SCHEDULE OF CITY COUNCIL MEETINGS

Regular City Council Meetings are held on the second and fourth Thursdays of each month at 6:00 p.m. in the Council Chambers located at 140 West Highway 246.

January 10	July 11
January 24	July 25
February 14	August 8
February 28	August 22
March 14	September 12
March 28	September 26
April 11	October 10
April 25	October 24
May 9	November 14
May 23	November 28 (Cancelled)*
June 13	December 12
June 27	December 26 (Cancelled)*

Dates listed with \* indicate cancellation of a meeting to accommodate holidays.

  
Linda Reid  
City Clerk

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

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: December 13, 2018

Subject: Growth Mitigation Annual Compliance Report for Fiscal Year 2017-18

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**BACKGROUND**

State of California Assembly Bill 16 (AB 1600) – the Mitigation Fee Act (Government Code Section 66000 *et seq.*) sets forth the standards against which monetary exactions on development projects are measured. For example, it established the criteria by which municipal governments may charge developments for the future cost of providing services to new residents. The philosophy is that all residents of a community deserve the same level of service. As residents are added to a community, the increased cost incurred by the municipal government to provide the same level of service to the community should be borne by the development.

The purpose of the City’s growth mitigation fee program is to finance the design, construction, and acquisition of facilities and equipment to maintain the City’s level of service.

Growth mitigation fees that are collected are segregated and placed in special funds that earn interest. Those funds are held for the facilities and equipment for which the fees are collected. Attached is a summary listing of the fees, along with the balance for each fee account as of June 30, 2018 (Attachment 1).

The City has three separate fees (Traffic Mitigation, Water Connection, and Wastewater Connection) (Attachments 2, 3, and 4) collected according to Government Code Section 66000.

The Water, Wastewater and Traffic Mitigation analysis explained in Attachment 1 shows positive balances in Water and Traffic Mitigation. This indicates that the City has received more fees in comparison to the payments it has made for related project planning, design, engineering and Capital Projects in Water and Traffic Mitigation. Wastewater shows a negative balance. The City has received fewer fees in comparison to

the payments it has made for related project planning, design, engineering and Capital Project in Wastewater.

The General Fund replenishes the negative balance for the Traffic Mitigation Fund when the City does not receive sufficient fee revenue. The General Fund received Proposition 1B funds in April 2008 for this purpose. As of June 30, 2018 the Traffic Mitigation Fund received enough revenue to carry a positive balance.

Regarding the Enterprise Funds, separate Capital Project funds were set up to record Connection Fees and track Enterprise Capital Improvement expense beginning in 2016-17. Capital Projects and Connection Fees were held in the Operating Fund through 2015-16 and separately tracked within the fund. Attachment 1 reconciles all Enterprise funds and reflects the prior year balances in the Operating funds combined with the current balances in the new Capital funds. The combined total for these funds correctly states the actual account balances for connection fees in comparison to the payments. Staff will analyze the positive and negative balances in the Operating funds and record transfers in/out to the Capital funds in order to provide a more clear presentation in the future.

Government Code 66006(b) (1) sets forth the annual compliance reporting requirements as:

*For each separate account or fund established pursuant to subdivision (a), the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the fiscal year:*

- A) A brief description of the type of fee in the account fund;*
- B) The amount of the fee;*
- C) The beginning and ending balance of the account or fund;*
- D) The amount of the collected fee and interest earned;*
- E) An identification of each public improvement on which the fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that were funded with fees;*
- F) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in Paragraph (2) of Subdivision (a) Section 66001, and the public improvement remains incomplete;*
- G) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan; and*
- H) The amount of refunds made pursuant to Subdivision (e) Section 66001 and any allocation pursuant to Subdivision (f) of Section 66001.*

**FISCAL IMPACT**

None

**RECOMMENDATION**

That the City Council receive this report prepared to satisfy Government Code Section 66006 (b)(1).

**ATTACHMENTS**

- Attachment 1 – Summary Analysis of Changes in Account Balances and Working Capital
- Attachment 2 – Traffic Mitigation Fee Analysis
- Attachment 3 – Water Mitigation Fee Analysis
- Attachment 4 – Wastewater Mitigation Fee Analysis

# ATTACHMENT 1

City of Buellton  
 Summary of Analysis of Changes in Account Balances and Working Capital  
 As of June 30, 2018

Fund Description	Prior Account Balance	REVENUES				EXPENDITURES			AVAILABLE BALANCE
		Growth Mitigation Fees	Other Revenue/ Interest	Interfund Transfer In	TOTAL	Outlay for Enhanced Capacity	Interfund Transfer Out	TOTAL	
Traffic Mitigation Fund (Fund 024)	12,649	17,236	243	-	17,479	-	-	-	30,128
<b>TOTAL - TRAFFIC MITIGATION</b>	<b>12,649</b>	<b>17,236</b>	<b>243</b>	<b>-</b>	<b>17,479</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,128</b>
Water Operating Fund (Fund 020)*	342,776	-	-	-	-	-	-	-	342,776
Water Capital Fund (Fund 021)	133,032	181,845	2,270	-	184,115	-	-	-	317,147
<b>SUMMARY - WATER CAPITAL</b>	<b>475,808</b>	<b>181,845</b>	<b>2,270</b>	<b>-</b>	<b>184,115</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>659,923</b>
Wastewater Operating Fund (Fund 005)*	(884,761)	-	-	-	-	-	-	-	(884,761)
Wastewater Capital Fund (Fund 006)	67,183	113,352	1,444	-	114,796	-	-	-	181,979
<b>SUMMARY - WASTEWATER CAPITAL</b>	<b>(817,578)</b>	<b>113,352</b>	<b>1,444</b>	<b>-</b>	<b>114,796</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(702,782)</b>

\* Effective 7/1/2016, Water and Wastewater Capital Funds replaced Water and Wastewater Operating Funds for the purpose of tracking Connection Fee Revenues and Related Expenditures.

**ANNUAL  
COMPLIANCE REPORT FOR TRAFFIC GROWTH MITIGATION FEES  
FISCAL YEAR ENDING JUNE 30, 2018**

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**A) A brief description of the type of fee in the account or fund.**

Traffic Improvement fee - To provide for transportation improvements to accommodate traffic generated by future development within the City and its sphere of influence annexation areas.

**B) The amount of the fee.**

Single family	\$466.00 per unit
Multiple family	278.00
Senior/affordable	105.00
Commercial/Industrial	See note

*Note:* Commercial and Industrial traffic fees shall be based on land use categories

**C) The beginning and ending balance of the account or fund**

<u>Beginning</u>	\$ 12,649
<u>Ending</u>	\$ 30,128

**D) The amount of the fees collected and the interest earned.**

<u>Fees</u>	\$17,236
<u>Interest</u>	\$ 243
	\$17,479

**E) An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement including the total percentage of the cost of the public improvement that was funded with the fees.**

Project planning, design, engineering and Support \$ -0-

- F) An identification of the approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete.**

Significant funds have not been collected.

- G) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.**

No interfund transfers or loans utilizing these funds were made during the fiscal year.

- H) The amount of refunds made pursuant to subdivision (e) Section 66001 and any allocation pursuant to subdivision (f) of Section 66001.**

No refunds were made during the fiscal year.

# ATTACHMENT 3

## ANNUAL COMPLIANCE REPORT FOR WATER GROWTH MITIGATION FEES FISCAL YEAR ENDING JUNE 30, 2018

**A) A brief description of the type of fee in the account or fund.**

**Water** - To provide funding for the construction of facilities to ensure a continuing supply of potable water or purchase of State water entitlements.

**B) The amount of the fee.**

Single family	\$ 2,955 per unit
Multiple family	“
Senior/affordable	“
Commercial/Industrial	See note

**Note:** Single and multiple family rates assume a meter size of ¾ inches. Commercial and Industrial fees vary depending on connection size.

**C) The beginning and ending balance of the account or fund**

<u>Beginning</u>	\$ 475,808
<u>Ending</u>	\$ 659,923

**D) The amount of the fees collected and the interest earned.**

<u>Connection Fee</u>	\$ 181,845
<u>Interest</u>	\$ 2,270
	<b>\$ 184,115</b>

**E) An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement including the total percentage of the cost of the public improvement that was funded with the fees.**

Improvement	Expenditure	Total Percentage of Cost funded with the fees
Water Treatment Plant Facilities Improvement	\$ 0	0%
Recycled Water Program	\$ 0	0%
<b>Total</b>	<b>\$ 0</b>	

**F) An identification of the approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete.**

Not applicable.

**G) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.**

No interfund transfer or loans utilizing these funds were made during the fiscal year.

**H) The amount of refunds made pursuant to subdivision (e) Section 66001 and any allocation pursuant to subdivision (f) of Section 66001.**

No refunds were made during the fiscal year.

## ANNUAL COMPLIANCE REPORT FOR WASTEWATER GROWTH MITIGATION FEES FISCAL YEAR ENDING JUNE 30, 2018

**A) A brief description of the type of fee in the account or fund.**

**Wastewater** - To provide funding for the construction of wastewater treatment plant improvements and expansions, wastewater interceptors and other closely related projects.

**B) The amount of the fee.**

Single family	\$ 3,728.00 basic connection
Multiple Family	\$ 1,864.00 per unit
Commercial/Industrial	See Note

**Note: Commercial and Industrial fees are calculated by multiplying the basic fee times the appropriate classification. Industrial fees are based on flow rates.**

**C) The beginning and ending balance of the account or fund**

<u>Beginning</u>	\$ -817,578
<u>Ending</u>	\$ -702,782

**D) The amount of the fees collected and the interest earned.**

<u>Connection Fees</u>	\$ 113,352
<u>Interest</u>	\$ 1,444
	<b>\$ 114,796</b>

**E) An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement including the total percentage of the cost of the public improvement that was funded with the fees.**

Improvement	Expenditures	Total Percentage of Cost funded with fees
-----	\$ 0	0%

**F) An identification of the approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as**

**identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete.**

Not applicable.

**G) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.**

No interfund transfer or loans utilizing these funds were made during the fiscal year.

**H) The amount of refunds made pursuant to subdivision (e) Section 66001 and any allocation pursuant to subdivision (f) of Section 66001.**

No refunds were made during the fiscal year.

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

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: December 13, 2018

Subject: Monthly Treasurer’s Report – October 31, 2018

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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 14, 2018, Council adopted the current Investment Policy per Resolution 18-15 which states the City Finance Director, as the investment officer, must submit monthly reports to City Council to demonstrate that sufficient cash flow liquidity is available to meet the succeeding month’s estimated expenditures.

This Treasurer’s Report is for October 31, 2018. 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 in October 31, 2018.

**ATTACHMENTS**

Attachment 1 – Monthly Treasurer’s Report – October 31, 2018



# City of Buellton

## **City of Buellton**

*Monthly Treasurer's Report*

**October 31, 2018**

December 13, 2018

This report presents the City's cash activity and investment portfolio as of October 31, 2018. The report includes:

- 1) Cash and investments at October 31, 2018 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 October 31, 2018

**The following schedule is a summary of the City's cash and investments based on recorded value as of October 31, 2018 compared with the prior month.**

	October 31, 2018	September 30, 2018
Cash	\$ 4,312,955.09	\$ 4,165,210.44
Investments held by the City	9,421,616.10	9,377,863.67
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 13,734,571.19</b>	<b>\$ 13,543,074.11</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 a result of the receipt of August 2018 sales tax and LAIF interest earning for the 2018 third quarter. The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.*

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



## Pooled Cash Report

City of Buellton, CA  
For the Period Ending 10/31/2018

ACCOUNT #	ACCOUNT NAME	9/30/2018 BALANCE	CURRENT ACTIVITY	10/31/2018 BALANCE
<b>CLAIM ON CASH</b>				
<a href="#">001-10000</a>	Claim On Pooled Cash	7,551,063.76	14,276.77	7,565,340.53
<a href="#">005-10000</a>	Claim On Pooled Cash	1,400,416.10	35,141.86	1,435,557.96
<a href="#">006-10000</a>	Claim on Pooled Cash	181,979.12	609.19	182,588.31
<a href="#">020-10000</a>	Claim On Pooled Cash	2,566,330.16	101,621.91	2,667,952.07
<a href="#">021-10000</a>	Claim on Pooled Cash	286,071.93	957.65	287,029.58
<a href="#">023-10000</a>	Claim On Pooled Cash	479,112.54	1,603.87	480,716.41
<a href="#">024-10000</a>	Claim On Pooled Cash	30,127.75	100.86	30,228.61
<a href="#">025-10000</a>	Claim On Pooled Cash	162,053.69	(548.38)	161,505.31
<a href="#">027-10000</a>	Claim On Pooled Cash	337,016.15	(288.42)	336,727.73
<a href="#">029-10000</a>	Claim On Pooled Cash	56,213.30	(3,884.68)	52,328.62
<a href="#">031-10000</a>	Claim On Pooled Cash	264,803.15	45,643.58	310,446.73
<a href="#">075-10000</a>	Claim On Pooled Cash	227,886.50	(3,737.13)	224,149.37
<a href="#">090-10000</a>	Claim On Pooled Cash	-	-	-
<a href="#">091-10000</a>	Claim On Pooled Cash	(0.04)	-	(0.04)
<a href="#">092-10000</a>	Claim On Pooled Cash	-	-	-
<b>TOTAL CLAIM ON CASH</b>		<b>13,543,074.11</b>	<b>191,497.08</b>	<b>13,734,571.19</b>
<b>CASH IN BANK</b>				
Cash in Bank				
<a href="#">999-10001</a>	Pooled Cash - General Checking	4,151,763.22	147,802.10	4,299,565.32
<a href="#">999-10002</a>	Pooled Cash - Money Market	206,056.51	37.26	206,093.77
<a href="#">999-10003</a>	Pooled Cash - FSA	13,447.22	(57.45)	13,389.77
<a href="#">999-10004</a>	Pooled Cash - Brokerage	399,079.00	(1,112.97)	397,966.03
<a href="#">999-10005</a>	Pooled Cash - LAIF	8,225,223.48	44,690.56	8,269,914.04
<a href="#">999-10006</a>	Pooled Cash - Morgan Stanley	547,504.68	137.58	547,642.26
<b>TOTAL: Cash in Bank</b>		<b>13,543,074.11</b>	<b>191,497.08</b>	<b>13,734,571.19</b>

Per Statements:	10/31/2018
Rabobank General Checking	4,781,905.27
Rabobank Money Market	206,093.77
Rabobank FSA	13,389.77
Local Agency Investment Fund	8,269,914.04
Multi-Securites Bank	397,966.03
Morgan Stanley	547,642.26
<b>Total Cash per Statements:</b>	<b>14,216,911.14</b>

Claim on Cash vs. Total Cash Per Statements:	(482,339.95)
Outstanding items per System Reconciliation	(482,339.95)
Difference:	0.00

**City of Buellton**  
**Investment Summary**  
October 31, 2018

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
<b>Local Agency Investment Fund - LAIF</b>	87.72%	1.71%	n/a	n/a	\$8,269,914.04	\$ 8,269,914.04
<b>Certificates of Deposits (Held with Morgan Stanley)</b>						
Wells Fargo Bank NA	2.64%	2.25%	5 yrs.	8/16/2022	249,000.00	238,003.48
Goldman Sachs Bank	2.12%	2.75%	2 yrs.	5/11/2020	200,000.00	202,343.49
City National Bank	1.09%	2.20%	1 yr.	5/24/2019	\$ 103,000.00	\$ 103,888.26
<b>Morgan Stanley - Cash in Holding</b>						\$ 3,407.03
<b>Certificates of Deposits (Held with Multi-Securities Bank)</b>						
Morgan Stanley Bank	1.06%	2.90%	3 yrs.	5/10/2021	100,000.00	99,474.00
JPMorgan Chase Bank	1.06%	3.05%	4 yrs.	5/16/2022	100,000.00	99,244.00
Sallie Mae Bank	1.06%	3.20%	5 yrs.	5/9/2023	100,000.00	98,981.00
Direct Federal Credit Union	1.06%	2.75%	16 mo.	1/24/2020	100,000.00	100,041.00
<b>Multi-Securities Bank - Cash in Holding</b>						226.03
<b>Money Market (Held with Rabobank)</b>	2.19%	0.20%		n/a	206,093.77	206,093.77
<b>Total City Investments</b>	<u>100.00%</u>	4.20%			<u>\$9,428,007.81</u>	<u>\$ 9,421,616.10</u>

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

The following is a fund balance schedule showing beginning fund balance at July 1, 2018 plus revenues minus expenditures for the period, resulting in ending fund balance at October 31, 2018. Fund balance includes total assets and liabilities of the City.



City of Buellton, CA

## Fund Balance Report

As Of 10/31/2018

Fund	July 1, 2018 Balance	Total Revenues	Total Expenses	October 31, 2018 Balance
001 - General Fund	8,427,913.48	2,180,598.95	2,319,223.84	8,289,288.59
005 - Sewer Fund	3,472,214.27	444,587.58	351,604.17	3,565,197.68
006 - Wastewater Capital	196,217.58	609.19	-	196,826.77
020 - Water Fund	6,165,379.27	999,234.53	741,278.97	6,423,334.83
021 - Water Capital	325,189.20	957.65	-	326,146.85
023 - Housing Fees	479,112.54	1,603.87	-	480,716.41
024 - Traffic Mitigation Fund	30,127.75	100.86	-	30,228.61
025 - Gas Tax Fund	264,136.29	61,764.49	156,299.24	169,601.54
027 - Local Transportation Fund	175,558.15	169,502.88	6,666.64	338,394.39
029 - Transportation Planning	(129,427.38)	25,602.82	6,462.50	(110,287.06)
031 - Measure A	338,030.43	124,907.43	152,491.13	310,446.73
075 - Trust & Agency Fund	4,335.99	762.87	-	5,098.86
091 - General Fixed Assets	20,239,904.96	-	-	20,239,904.96
092 - Capital Improvement Proj Fund	-	407,583.95	407,583.95	-
	<b>39,988,692.53</b>	<b>4,417,817.07</b>	<b>4,141,610.44</b>	<b>40,264,899.16</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: MPB  
Council Agenda Item No.: 7

To: The Honorable Mayor and City Council

From: Linda Reid, City Clerk

Meeting Date: December 13, 2018

Subject: Resolution No. 18-23 – “A Resolution of the City Council of the City of Buellton, California, Declaring and Certifying the Results of the General Municipal Election Held on November 6, 2018”

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**BACKGROUND**

A General Municipal Election was held and conducted in the City of Buellton on Tuesday, November 6, 2018 as required by law. A notice of election was given in time, form and manner as provided by law, the voting precincts were properly established, election officers were appointed and in all respects the election was held and conducted, the votes were cast, received and canvassed, and the returns made and declared in time, form, and manner as required by the Elections Code of the State of California for the holding of elections in General Law Cities.

Resolution No. 18-23 declares that the whole number of votes cast in the precincts for Mayor except vote by mail ballots was 479 and that the whole number of vote by mail ballots cast for Mayor was 1,313 making a total of 1,792 votes cast in the City for Mayor. The name of the person receiving the highest number of votes at the election for Mayor is Holly Sierra.

Resolution No. 18-23 declares that the whole number of votes cast in the precincts for City Council Member – Full, except vote by mail ballots was 1,245 and the whole number of vote by mail ballots cast for City Council Member – Full was 3,307 making a total of 4,552 votes cast in the City for City Council Member – Full. The names of the persons receiving the highest number of votes at the election for City Council Member – Full are Ed Andrisek and Dave King, with Art Mercado being the lowest elected vote getter serving a two-year term, pursuant to Resolution No. 18-05 approved on March 8, 2018.

Resolution No. 18-23 declares that the whole number of votes cast in the precincts for City Council Member – Short, except vote by mail ballots was 519 and the whole number of vote by mail ballots cast for City Council Member – Short was 1,358 making a total of 1,877 votes cast in the City for City Council Member – Short. The name of the person receiving the highest number of votes at the election for City Council Member – Short is John Sanchez.

**FISCAL IMPACT**

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

**RECOMMENDATION**

That the City Council consider the adoption of Resolution No. 18-23 – “A Resolution of the City Council of the City of Buellton, California, Declaring and Certifying the Results of the General Municipal Election Held on November 6, 2018”

**ATTACHMENT**

Resolution No. 18-23 (Exhibit A)

**RESOLUTION NO. 18-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, DECLARING AND CERTIFYING THE RESULT OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 6, 2018**

**WHEREAS**, a General Municipal Election was held and conducted in the City of Buellton, California, on Tuesday, November 6, 2018 as required by law; and

**WHEREAS**, notice of the election was given in time, form and manner as provided by law; that voting precincts were properly established, that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

**WHEREAS**, pursuant to Resolution No. 18-12 adopted May 24, 2018, the County Elections Division canvassed the returns of the election and has certified the results to this City Council, which are attached and made a part hereof as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Buellton, California does resolve, declare, determine and order as follows:

**SECTION 1.** That the whole number of votes cast in the precincts for Mayor except vote by mail ballots was 479. That the whole number of vote by mail ballots cast in the City for Mayor was 1,313 making a total of 1,792 votes cast in the City for Mayor.

**SECTION 2.** That the whole number of votes cast in the precincts for City Council Member – Full except vote by mail ballots was 1,245. That the whole number of vote by mail ballots cast in the City for Council Member was 3,307 making a total of 4,552 votes cast in the City for City Council Member - Full.

**SECTION 3.** That the whole number of votes cast in the precincts for City Council Member - Short except vote by mail ballots was 519. That the whole number of vote by mail ballots cast in the City for Council Member was 1,358 making a total of 1,877 votes cast in the City for City Council Member – Short.

**SECTION 4.** Based upon the total number of votes for Elected Mayor and Council Member, as shown in “Exhibit A”, the City Council does declare and determine that Holly Sierra was elected as Mayor for the full term of two years, and that Ed Andrisek and Dave King were elected as a Member of the City Council for the full term of four years, with Art Mercado serving a two-year term as the lowest elected vote getter. Further, John Sanchez was elected as a member of the City Council for the full term of two years, filling the vacant seat of Foster Reif.

**SECTION 5.** That the names of the persons voted for at the election for Mayor and Member of the City Council, together with the total number of votes given in the City to each person above named for respective offices for which the persons were candidates were as listed in “Exhibit A” attached.

**SECTION 6.** The City Clerk shall enter on the records of the City Council of the City, a statement of the result of the election, showing; (1) the whole number of votes cast in the City; (2) the names of the persons voted for; (3) for what office each person was voted for; and (4) the total number of votes given to each person (Exhibit A).

**SECTION 7.** That the City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated; that the City Clerk shall also have administered to each person the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected.

**SECTION 8.** That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED and ADOPTED** this 13<sup>th</sup> day of December, 2018.

---

Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

**CERTIFICATION OF  
COUNTY CLERK/REGISTRAR OF VOTERS  
OF THE RESULTS OF THE CANVASS  
OF THE November 6, 2018,  
GENERAL ELECTION**

STATE OF CALIFORNIA

ss.

COUNTY OF SANTA BARBARA

I, Santa Barbara, County Clerk/Registrar of Voters of said county, do hereby certify that, in pursuance to the provisions of Elections Code Section 15300, et seq., I did canvass the results of the votes cast in the General Election held in said County on November 6, 2018, for measures and contests that were submitted to the vote of the voters, and that the Statement of Votes Cast, to which this certificate is attached is full, true, and correct.

I hereby set my hand and official seal this 5th day of December 2018 at  
the County of Santa Barbara.



[Signature]  
Registrar of Voters  
County of Santa Barbara  
State of California

Certification of Elections Official (11/2018)

Santa Barbara County  
General Election  
November 6, 2018  
Certified Results

Date:12/05/18  
Time:16:47:41  
Page:10 of 20

Registered Voters 217417 - Cards Cast 157697 72.53%

Num. Report Precinct 263 - Num. Reporting 263 100.00%

CITY OF BUELLTON MAYOR				
	Polling	VBM	Total	
Number of Precincts	3	0	3	
Precincts Reporting	3	0	3	100.0 %
Vote For	1	1	1	
Total Votes	479	1313	1792	
HOLLY SIERRA	455	1249	1704	95.09%
Write-in Votes	24	64	88	4.91%

CITY OF BUELLTON CITY COUNCIL MEMBER - FULL				
	Polling	VBM	Total	
Number of Precincts	3	0	3	
Precincts Reporting	3	0	3	100.0 %
Vote For	3	3	3	
Total Votes	1245	3307	4552	
ED ANDRISEK	400	956	1356	29.79%
DAVE KING	323	797	1120	24.60%
ART MERCADO	310	806	1116	24.52%
JUDITH DALE	205	713	918	20.17%
Write-in Votes	7	35	42	0.92%

CITY OF BUELLTON CITY COUNCIL MEMBER - SHORT				
	Polling	VBM	Total	
Number of Precincts	3	0	3	
Precincts Reporting	3	0	3	100.0 %
Vote For	1	1	1	
Total Votes	519	1358	1877	
JOHN SANCHEZ	232	539	771	41.08%
R. ALBRECHT CAPLAN	167	477	644	34.31%
ELYSIA LEWIS	120	336	456	24.29%
Write-in Votes	0	6	6	0.32%

CITY OF CARPINTERIA CITY COUNCIL MEMBER				
	Polling	VBM	Total	
Number of Precincts	6	0	6	
Precincts Reporting	6	0	6	100.0 %
Vote For	3	3	3	
Total Votes	3383	9318	12701	
ROY LEE	827	2184	3011	23.71%
GREGG A. CARTY	790	2214	3004	23.65%
AL CLARK	723	2031	2754	21.68%
BRAD STEIN	581	1621	2202	17.34%
D. "DAR" RINGLING	434	1194	1628	12.82%
Write-in Votes	28	74	102	0.80%

CITY OF GOLETA MAYOR				
	Polling	VBM	Total	
Number of Precincts	15	0	15	
Precincts Reporting	15	0	15	100.0 %
Vote For	1	1	1	
Total Votes	3438	8791	12229	
PAULA PEROTTE	2144	5446	7590	62.07%
MICHAEL T. BENNETT	1276	3310	4586	37.50%
Write-in Votes	18	35	53	0.43%



# City of Buellton



## PROCLAMATION HONORING PUBLIC WORKS EMPLOYEE JOE MEEHAN

**WHEREAS**, Joe has announced his retirement from the City of Buellton Public Works Department effective December 26, 2018, after 30 years of continuous service; and

**WHEREAS**, Joe began his career with the Buellton Community Services District (BCSD) on January 1, 1988, as a grounds keeper. A few years later, he was promoted to Field Worker I and II and continued his employment after the City incorporated in 1992; and

**WHEREAS**, Joe received his certifications in Water Treatment I and II, Water Distribution I, II, and III, Wastewater Treatment Grade I and II, and in October 2014, he was promoted to Lead Maintenance and Utility Field Worker for the Water Division; and

**WHEREAS**, Joe was the Lead Operator of the City's Water Treatment Plants and often goes above and beyond to help our community and we acknowledge him for his professionalism and commitment to Buellton; and

**WHEREAS**, Joe has provided outstanding service to the City of Buellton for 30 years and although he is retiring, he will always be remembered as a valued employee dedicated to both his position and our community.

**NOW, THEREFORE**, I, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council, hereby commend **JOE MEEHAN** for his service to the City of Buellton and the community for the past 30 years.

**PASSED, APPROVED, and ADOPTED** this 13<sup>th</sup> day of December 2018.



*Holly Sierra*  
\_\_\_\_\_  
*Mayor*



# City of Buellton



## PROCLAMATION HONORING PUBLIC WORKS EMPLOYEE RAY OCHOA

**WHEREAS**, Ray has announced his retirement from the City of Buellton Public Works Department effective December 28, 2018, after 10 years of continuous service; and

**WHEREAS**, Ray began his career with the City of Buellton on April 1, 2008, as a Maintenance & Utility Fieldworker II; and

**WHEREAS**, Ray received his certifications in Water Treatment I, Water Distribution I and II, and Wastewater Grade II; and

**WHEREAS**, Ray often goes above and beyond to help our community and we acknowledge him for his professionalism and commitment to Buellton; and

**WHEREAS**, Ray has provided outstanding service to the City of Buellton for 10 years and although he is retiring, he will always be remembered as a valued employee dedicated to both his position and our community.

**NOW, THEREFORE, I**, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council, hereby commend **RAY OCHOA** for his service to the City of Buellton and the community for the past 10 years.

**PASSED, APPROVED, and ADOPTED** this 13th day of December 2018.



*Holly Sierra*  
\_\_\_\_\_  
*Mayor*



# City of Buellton



## PROCLAMATION HONORING PUBLIC WORKS EMPLOYEE JOHN SANCHEZ

**WHEREAS**, John has announced his retirement from the City of Buellton Public Works Department effective December 12, 2018, after 36 years of continuous service; and

**WHEREAS**, John began his career with the Buellton Community Services District (BCSD) on March 1, 1982, as a Fieldman-in-Training. He was subsequently promoted to Fieldworker I, II, and III and became Chief Plant Operator of the Wastewater Treatment Plant and continued his employment after the City incorporated in 1992; and

**WHEREAS**, John received his certifications in Water Treatment I and II, Water Distribution I and II, and Wastewater Treatment Grade I, II and III; and

**WHEREAS**, John was the Chief Plant Operator of the City's Wastewater Treatment Plant and often goes above and beyond to help our community and we acknowledge him for his professionalism and commitment to Buellton; and

**WHEREAS**, John has provided outstanding service to the City of Buellton for 36 years and although he is retiring, he will always be remembered as a valued employee dedicated to both his position and our community.

**NOW, THEREFORE, I**, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council, hereby commend **JOHN SANCHEZ** for his service to the City of Buellton and the community for the past 36 years.

**PASSED, APPROVED, and ADOPTED** this 13<sup>th</sup> day of December 2018.



*Holly Sierra*  
Mayor

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

City Manager Review: MPB  
Council Agenda Item No.:     12

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: December 13, 2018

Subject: Consideration of Appointments to the Planning Commission

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**BACKGROUND**

The terms of office of Planning Commissioners Brian Dunstan, Joe Padilla, and Marcilo Sarquilla expire this month. Commissioner Sarquilla has indicated a desire to be considered for reappointment for another four (4) year term and has submitted his application. Commissioners Dunstan and Padilla have decided not to apply. It would be appropriate for the City Council to conduct interviews of the candidates at the Council meeting of December 13 and consider appointments to the Commission. The appointment terms will expire in December 2022.

Attachment 1 defines Buellton Municipal Code Section 2.36, Planning Commission.

The City has advertised through the Santa Ynez Valley News and has posted in public places in the community a notice soliciting letters of interest pertaining to the positions on the Planning Commission. Applications from Bob Blokdyk, Diane Craig, Michael Eglin, and Marcilo Sarquilla are attached as Attachment 2.

**FISCAL IMPACT**

The appointments to the Planning Commission will not have any fiscal impact on the City.

**RECOMMENDATION**

That the City Council conduct interviews of applicants and make three appointments to the Planning Commission with the terms of office expiring December 2022.

**ATTACHMENTS**

Attachment 1 - Buellton Municipal Code Chapter 2.36: "Planning Commission"  
Attachment 2 - Application forms

**ATTACHMENT 1****Buellton Municipal Code**[Up](#)[Previous](#)[Next](#)[Main](#)[Collapse](#)[Search](#)[Print](#)[No Frames](#)[Title 2 ADMINISTRATION AND PERSONNEL](#)**Chapter 2.36 PLANNING COMMISSION**

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**2.36.010 Created.**

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There is created a planning commission for the city. It shall consist of five members, appointed in the manner and for the terms prescribed in Section 2.28.010 of this code, provided, however, that whenever an appointment is made to fill a vacancy or removal on the commission after the commencement of a commissioner's term, the term of the commissioner appointed to fill such vacancy or removal shall be for the balance of the unexpired term of the commissioner leaving or removed from the commission. (Ord. 97-01 § 2 (A), 1997; Ord. 92-20 § 2, 1992)

**2.36.020 City planning commission—General jurisdiction and functions.**

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A. The planning commission for the city, as created and described in Section 2.36.010 of this code shall perform all functions and take all actions designated in the development code of the county of Santa Barbara, which has been adopted by the city, for the planning commission and for the planning commission subcommittee. In addition, with the exception of decisions on lot line adjustments and certificates of compliance, all discretionary decisions designated in the development code to be made by the planning officer or other officers or offices shall be made by the planning commission of the city. Further, the planning commission shall review and the city council shall act upon all requests for planned residential developments, subject to all other applicable provisions of the city's ordinances.

B. The provisions of this section relating to the city planning commission shall become effective on August 27, 1992. (Ord. 92-20 § 2, 1992; prior code § 2.18.015)

**2.36.030 Compensation of planning commissioners.**

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The members of the planning commission shall each receive compensation payable out of the general fund of the city, provided adequate funds have been budgeted therefor in the sum of one hundred dollars (\$100.00) per month. The compensation prescribed in this chapter shall be exclusive of any amounts payable to each member of the commission as a reimbursement for the actual and necessary expenses authorized by the city council and incurred in the performance of official duties for the city. (Ord. 93-14, 1993; prior code § 2.18.016)

**2.36.040 Chair—Committees—Staff.**

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Designation of chairpersons for the commission shall be governed by Section 2.28.050 of this code. The commission shall be authorized to appoint and fix the membership of such number of standing and temporary committees as it may find expedient for the performance of its duties. The city manager may appoint an executive secretary and other staff and provide such compensation for their services as may be authorized by the city council and by the annual city budget of expenditures. (Prior code § 2.18.020)

**2.36.050 Meetings—Rules of procedure.**

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The commission shall hold at least one regular meeting each month at such time, date and place designated by the commission. Special meetings may be called by the chair or a majority of the commission, provided notice has been given to all members at least twenty-four (24) hours prior to the meeting. A majority of commissioners shall constitute a quorum. (Prior code § 2.18.030)

#### **2.36.060 Functions, powers and duties.**

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The functions, powers and duties of the planning commission shall be all those functions, powers and duties of a planning commission and board of zoning adjustment as provided in Chapters 3 and 4 of Title 7 commencing with Section 65100 of the Government Code of the state (the planning and zoning law), as the same may be hereafter amended. The planning commission shall perform such other duties and functions as may be designated by the city council. (Prior code § 2.18.040)

#### **2.36.070 Rules—Records and meetings.**

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The planning commission shall adopt rules for the transaction of business, shall keep a public record of its resolutions, transactions, findings and determinations, and shall hold at least one regular meeting each month. Minutes of the planning commission meetings shall be filed with the city clerk. (Prior code § 2.18.050)

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View the [mobile version](#).



APPLICATION FOR APPOINTMENT TO PLANNING COMMISSION

Name: Bob Blakdyk

RECEIVED

Address: 370 Sycamore, Buellton

NOV 29 2018

Phone Number(s): 805-689-7883

CITY OF BUELLTON

Email Address: bobblakdyk@gmail.com

Employer: Owner of Windmill Nursery

Occupation: Nursery Man

How long have you been a resident of the City of Buellton? 4 yrs in town, 32 years just outside of city limits

Have you worked for the City of Buellton or are you related to any City Employee or City Official? If so, please explain: No

Are you a registered voter in the City of Buellton? Yes

Please provide education, work experience, and training background:  
Some College - SBCC, California Certified Nurseryman,  
C-27 Landscape Contractor  
37 year Owner & operator of Windmill Nursery

Please list community and/or volunteer activities and personal interests:  
Rotary Club of Buellton - Past President  
Chamber of Commerce - Past President

R P Blakdyk  
Signature of Applicant

11/29/18  
Date

For more information regarding the Planning Commission, please reference Buellton Municipal Code Chapter 2.36. Planning Commission Meetings are held on the first and third Thursdays of each month beginning at 6:00 p.m. in the City Council Chambers. City of Buellton employees are not eligible for appointment.

Bob Blokdyk  
370 Sycamore  
Buellton, CA 93427  
805-689-7883  
bobb246@gmail.com

Answers to the Application for Appointment to Planning Commission:

1. Among the planning issues that concern me the most is how new developments will impact traffic flow and parking. I have seen too often how we have been short sighted in this regard. Buellton is growing....and I'm all for growth, smart growth.
2. I ask a lot of questions. Based on the answers I will make my recommendations. There is often more than one solution to any given problem and I'm open minded when it comes to that.
3. My position is pro-growth as it pertains to business and residential development. As long as we plan smart. That's why I would like to be involved.
4. I am familiar with the City's Planning documents and will use them to guide my recommendations.
5. I have 37 years of business experience as owner of Windmill Nursery. I survived the recession while my competitors did not. That should say a lot about me. I will apply my management skills and common-sense approach to all projects that come before me. I will dedicate myself to the research that is needed to judge a project objectively. I'm also skilled at reviewing landscape plans.

Best Regards



Bob Blokdyk



RECEIVED

NOV 30 2018

CITY OF BUELLTON

APPLICATION FOR APPOINTMENT TO PLANNING COMMISSION

Name: Diane Craig

Address: 258 Dairyland Road, Buellton, CA 93427

Phone Number(s): 805-686-1830

Email Address: dcraig101@hotmail.com

Employer: Retired

Occupation: Formerly, accountant in public practice

How long have you been a resident of the City of Buellton? Since September 2017

Have you worked for the City of Buellton or are you related to any City Employee or City Official? If so, please explain: No

Are you a registered voter in the City of Buellton? Yes

Please provide education, work experience, and training background:  
BA Pomona College, MBA University of California Berkeley. Audit and tax experience (began at Coopers & Lybrand, continued as sole proprietor; worked in California and Hawaii).

Please list community and/or volunteer activities and personal interests:  
Co-founded a non-profit, Celiac Support Group, and served as its volunteer treasurer and webmaster 2013-2018. Passions include learning and advocating re personal, community and environmental health.

  
Signature of Applicant

11-30-18  
Date

For more information regarding the Planning Commission, please reference Buellton Municipal Code Chapter 2.36. Planning Commission Meetings are held on the first and third Thursdays of each month beginning at 6:00 p.m. in the City Council Chambers. City of Buellton employees are not eligible for appointment.

## City of Buellton Application for Appointment to Planning Commission

### Application of Diane Craig, Page 3 (essay)

From my point of view, Buellton is a lovely place, and maintaining a desirable population density and quality of life for all its city dwellers is its most important planning issue.

My strengths lie in looking at costs and benefits from a broad perspective, including financial and quality of life considerations. For example: When I joined with my former neighbors to object to a proposed zoning change for a commercial property at the edge of our neighborhood, I was pleased that the Sacramento County Board of Supervisors ultimately approved the change only after considering two situations we as a group had brought to their attention: Proposed cell towers were disapproved [we had shown that nearby towers meant additional ones were unnecessary], and the zoning change was permitted with an added condition requiring the owners to come back to the supervisors before the property could be used for any purpose other than the specific use the owners had requested [we had shown that this had been required of a similar nearby project approved years earlier]. I like to think the result of our organizing was a win-win for our community, inclusive of neighbors and the developers.

The City of Buellton likely will face similar differing needs and desires as it plans for its future growth and development. In addition, the rapidity with which our society experiences change is likely to accelerate. The key to successfully meeting these challenges will be to retain the ability to be flexible in order to respond appropriately. To me, one element of flexibility is a strong financial foundation.

I read the City of Buellton's General Plan 2025 before my husband and I moved from northern California to be near our family in Santa Barbara. I was especially interested in the Conservation and Open Space Element and was pleased by what I found there. One thing I know from the Municipal Code is that the City Council appoints planning commissioners to 4 year terms. If appointed to the planning commission, I would read the Community Design Guidelines and other documents, attend meetings, consider all information provided, and ask lots of questions of all parties before making up my mind on proposals or priorities.

My familiarity with financial statements would allow me to ask meaningful questions about financial aspects. My interest in quality of life matters would allow me to compassionately consider all points of view and work towards reconciling dividing interests. From my life experience, I also realize that patience is a virtue (this is not the same thing as procrastination). An example is a Citizens Petition to the FDA (found at [www.regulations.gov](http://www.regulations.gov) and then searching for FDA-2015-P-5081). I drafted this quite lengthy document for our Celiac Support Group's board of directors. We had agreed that the matter at hand was important, that the FDA had effectively closed a door to discussion by reaching a conclusion we believed to be erroneous, and that our job was to open the way for the FDA to reconsider the issue. Our efforts were successful to the point that this petition is still "open for comment." The FDA eventually responded with a counterproposal which also remains open.



RECEIVED

NOV 30 2018

CITY OF BUELLTON

APPLICATION FOR APPOINTMENT TO PLANNING COMMISSION

Name: Michael Eglin

Address: 484 Farmland Drive

Phone Number(s): 805-757-9482

Email Address: michaelglin2015@gmail.com

Employer: Santa Barbara City College / SYV Master Chorale

Occupation: Professor / Musician

How long have you been a resident of the City of Buellton? 1 year 3 months / 19 years SB County

Have you worked for the City of Buellton or are you related to any City Employee or City Official? If so, please explain: No

Are you a registered voter in the City of Buellton? yes

Please provide education, work experience, and training background:

See attached

Please list community and/or volunteer activities and personal interests:

See attached

Michael Eglin  
Signature of Applicant

11/18  
Date

For more information regarding the Planning Commission, please reference Buellton Municipal Code Chapter 2.36. Planning Commission Meetings are held on the first and third Thursdays of each month beginning at 6:00 p.m. in the City Council Chambers. City of Buellton employees are not eligible for appointment.

# Application for Appointment to Planning Commission

Michael Eglin, PhD  
484 Farmland Drive  
Buellton, CA 93427

## 1. What do you believe are the most important planning issues facing the City of Buellton?

To first answer this complex question, we need to know what the people who have lived and worked in Buellton want for their community. That is paramount. What is our character, now and for the future? There are folks who want nothing to change. There are folks who want limited change and there are developers who have a different viewpoint. There is also the question of what our current infrastructure is equipped with for growth in Residential, Commercial, Agricultural, and Industrial areas. Water remains a vital factor in any planning decision, as does our local Police force, Health Care Facilities, Waste Water Management, and Firefighting capabilities. Any forward planning needs to carefully incorporate all of these components that are vital to a healthy community.

Buellton has been poised for growth and expanded rapidly in the late 90s and early 2000s. The question is: "Who are we, and where are we comfortable going in our future?" And... what is economically and environmentally plausible.

## 2. What would be your recommended approaches to resolving the most important planning issues?

This is another tough question to answer concisely ☺ Ideally, we'd have an agreed upon agenda that we could all plan on the best we could, and we'd implement it. I'm talking about the entire community, all volunteer and government agencies, local, regional, state, and federal laws. The logistics are quite a task. One question and answer won't suffice.

I'll try to put it simply from my perspective regarding Buellton,... its history, size, position geographically, and its demographics.

### Three tiers:

**Tier I:** Very limited growth in Residential, Commercial, and Industrial zones. Agricultural zones remain intact with modifications for green (brown :-{ zones if near Residential development that encroaches on Ag zones. Careful planning for limited short-term growth and attention to lot size and building scale. Limit on mid-density housing or re-approach to current plan on placement and spacing.

**Tier II:** Carefully planned growth in Commercial areas with consideration to scale, environmental and local cultural impact. The placement of these Commercial areas (i.e. our upcoming Bowling Alley) should be placed for an overall positive effect to benefit both the establishments and the community. Increased traffic from tourism needs to be considered. After the success of additional Commercial additions is established,... then Buellton should consider additional housing growth. Or, rather, it should plan for both.

Growth here is inevitable. I believe it is our job to steward it in a direction that both fits our community and yet allows for change.

**Tier III:** Badly planned rapid Residential growth as seen in parts of Lompoc and Goleta in the last 2-3 decades, specifically close clustered mid-density apartments. We have seen many of these erected recently in Buellton. Yikes!

**3. Describe your position on future growth and economic development in the City of Buellton.**

A careful, patient, approach to growth here is essential. We need as much input as we can get from the community, from those educated in local and state planning laws, and what is simply reasonable and viable for a town like this.

**4. Are you familiar with the City's Planning documents? How will you ensure that the goals, programs, and policies of these documents are implemented?**

I'm not familiar with the City's current Planning documents, but I am familiar with the trajectory of Buellton since 1999.

Whatever the spirit of these goals, programs, and policies, I'll research, respect and further as best I can to the betterment of our community.

**5. Describe how your education and experience would benefit you as a Planning Commissioner.**

I come from a family of Civil Engineers. My Father worked for GM in the Rust Belt, my Godfather and Stepfather ran a Civil Engineering Firm in NY that expanded well beyond our state and country. My sister is now a partner in that firm. From the time I was a small child, this work left their office and permeated our home. Blueprints and paperwork everywhere. It didn't matter that I wasn't going to be an Engineer. I was taken to every site, every wastewater management project, every chamber of commerce meeting, every well-planned neighborhood for the ones that were dumped to the side and mismanaged. Every zoning fiasco or success. Every

road and intersection that was safe, to the ones that weren't... right down to the grade of the embankment, placement of a tree line, or curvature of a road. We have an intersection in my hometown called Suicide Corners because of all of the accidents that occurred there. Civic planning and awareness was drilled into me. It's a part of me.

## **Development**

I lived in both New York State and the West Coast of Florida (late 70s to mid 90s) for the first half of my life before moving to Santa Barbara County in 1999. In NY, I lived in communities that were designed for pedestrian traffic (tree lined sidewalks and less than a half mile walk to any store that you needed). Communities that were not averse to some mixed commercial and mid-density residential zoning, and were keen on economically strong and compact city centers that provided an old world need of social contact and identity, but still were flexible to experiment and expand.

In Port Charlotte, Florida, I watched it from the late 80s onward turn into an unincorporated disaster. It is unrecognizable from my childhood.

In short, I love this town and its people and I intend to stay here. However, the last two visits my Engineer Stepfather paid us,... our conversations constantly steered toward the future of Buellton. We need to do our research, we need to appreciate our history and to listen to the people that have lived here for decades. Then we can carefully carve out what is the best plan for our small city's needs.

Take care,  
Mike Eglin



Received  
NOV 02 2018  
CITY OF BUELLTON

## APPLICATION FOR APPOINTMENT TO PLANNING COMMISSION

Name: Marcilo Sarquilla

Address: 380 Oak Tree Way, Buellton, CA 93427

Phone Number: (805) 451-7574

Email Address: [msarqui@yahoo.com](mailto:msarqui@yahoo.com)

Employer: City of Lompoc

Occupation: Systems Analyst

How long have you been a resident of the City of Buellton? Since February 1994 (24 years)

Have you worked for the City of Buellton or are you related to any City Employee or City Official? If so, please explain: No

Are you a registered voter in the City of Buellton? Yes

Please provide education, work experience, and training background:

- Graduated from Chula Vista High School in 1968
- Attended several colleges for Computer Systems and Programming from 1969 - 2010
- Worked for the Service Bureau Corporation from 1970 to 1974 as a Tape Librarian and Computer Operator
- Worked for National Cash Register (NCR) from 1986 to 1994 as a Systems Analyst (Bank Processing Systems)
- Worked for County of Santa Barbara from 1994 to 2004 as a Systems Analyst (Tax System, Collection Systems, Retirement System, Public Guardian/Administrations, Veteran Services, and Network and hardware administration)
- Currently working at the City of Lompoc from 2006 to the present as the lead Systems Analyst, primarily with the City's Payroll System

Please list community and/or volunteer activities and personal interests:

- Board Member – Buellton Union School District School Board – 1999 to present
- City of Buellton Planning Commission – incumbent 2017
- Commissioner – City of Buellton Parks Commission – 2014
- Member and President – City of Lompoc Employees Development Association – 2010 to present

Signature of Applicant

A handwritten signature in black ink, appearing to read "MSARQUILLA".

Date

10-30-2018



## APPLICATION FOR APPOINTMENT TO PLANNING COMMISSION

**In Essay Format  
Please Answer the Following Questions:**

1. What do you believe are the most important planning issues facing the City of Buellton?

Making sure that all projects keep our community safe. That projects comply and stay within specifications to local, state and federal laws.

One of the biggest issues that was raised during the development of the General Plan was community character. In particular, the question, "How do we maintain Buellton's small town character." While I am not opposed to economic development, how we balance the community's vision for Buellton and goals for redevelopment and economic growth is an important issue facing our community.

2. What would be your recommended approach to resolving the most important planning issues?

Keeping in mind the "General Plan" and "Community Design Guidelines". Listen closely to City Staff recommendations and other members of the board. To solicit community input throughout the process. Do not make hasty decisions get the facts straight first.

3. Describe your position on future growth and economic development in the City of Buellton.

My position on the future growth and economic development is to continue to support the implementation of the Buellton General Plan and the Design Guidelines. These are reflective of how the community would like to grow and I believe my role on the Planning Commission is to support the community's vision. Through the General Plan, the community has expressed that maintaining Buellton's small town character is important. As a Planning Commissioner, I will support zoning, policies, ordinances, and regulations that maintain that vision for Buellton. For example, the General Plan included an action to consider an ordinance that creates disincentives for big box stores, such as limits to retail size or sales volume caps, in order to protect Buellton's small town character. I would support investigating such an ordinance and implementing it, if necessary.

4. Are you familiar with the City's Planning documents (i.e. the General Plan, Community Design Guidelines, etc.)? How will you ensure that the goals, programs, and policies of these documents are implemented?

I am familiar with the City's 2025 General Plan, the Community Design Guidelines, and the Avenue of the Flags Specific Plan. . Keeping in mind that these are "live" documents that are constantly being changed and updated. I will ensure that these adopted plans and guidelines are implemented by considering every decision I make as a Planning Commissioner in light of these plans' goals, programs, and policies. I believe these plans are reflective of the community's vision and so it is incumbent upon Commissioners to keep these plans in mind when we make decisions and recommendations.



## APPLICATION FOR APPOINTMENT TO PLANNING COMMISSION

### 5. Describe how your education and experience would benefit you as a Planning Commissioner.

As a member and President (since 2010) of Employees Development Association (City of Lompoc) I focus to unify City employees and bring together workers from all departments across the city. EDA draws employees together by providing workshops and training to further enhance employees work skills and professional development. EDA provides scholarships for recreational and academic pursuits on an annual basis, providing financial assistance to members and their families. EDA board members meet on a regular basis to discuss upcoming events, fundraising efforts, and brainstorm new ideas for employee involvement.

As a member of the Parks and Recreation Commission, I helped prioritize the feedback on recreational opportunities gathered from the community during the visioning process, and this list of projects was recommended to the City Council. I would use this experience turning community engagement into policy recommendations to ensure that the goals, programs, and policies of adopted plans are implemented consistent with the community's vision.

I have been a member of the Buellton Unified School District Board since 1999. The BUSD manages a six million dollar budget and the Santa Ynez Valley Special Education Consortium. The BUSD is the second largest employer in the Santa Ynez Valley, second only to the Chumash Hotel and Casino. Furthermore, my track record as a Trustee shows that I work to implement programs identified in the General Plan.

I.e. As a School Board Trustee, I supported development of solar facilities at both schools, which is in support of energy programs emphasized in the General Plan (Energy Resources Programs 22 and 23). In 2014, the BUSD Solar Installation Project saved \$75,000 on the first year of operation, and an average of \$127,726 annually or \$ 3.8 million over 30 years. This project was funded by Measure V2012, and with a project budget of \$1.8 million, the payback is 18 years.

During my time as a Trustee, we worked with the community to successfully purchase land and build Oak Valley Elementary School. We have continued to upgrade Jonata Middle School.

In addition, we worked in partnership with the City of Buellton to build the Buellton Recreation Center, which includes a gymnasium, exercise/weight room, activity/meeting rooms, and full kitchen.

Note: The above projects came together on time and within their budgets.

I would build on this experience engaging with City Staff and the Community and other members of the commission to facilitate the development of projects under the City of Buellton Planning Commission.

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

City Manager Review: MPB  
Council Agenda Item No.: 13

To: The Honorable Mayor and City Council

From: Linda Reid, City Clerk

Meeting Date: December 13, 2018

Subject: Appointments to Boards, Commissions, and Committees

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**BACKGROUND**

Following the reorganization of the City Council, it is appropriate for the Council to consider appointments to various boards, commissions, and committees. To assist in the consideration and possible action as to the appointments, staff has listed below the respective agency or body, has provided brief comments as to the purpose of said agency or body, and has provided additional comments as to an appointment. Copies of agency by-laws, membership rosters, and other information pertaining to the respective agency, board, body, committee, commission, or organization are not included with this staff report but are available for review. Attachment 1 is a meeting schedule for the various boards, commissions, and committees on which Council Members may serve and lists the *current representatives* to each board, commission, and committee.

**A. Central Coast Water Authority (CCWA)**

The Central Coast Water Authority was formed under the provisions of the State of California as a public entity to plan, develop, finance, design, construct, and manage certain extensions of the California Aqueduct of the State Water Project. The business of the Authority is conducted by a Board of Directors consisting of one Director appointed by each Member Agency. Each Director and an alternate Director shall be appointed or selected by the governing body of the respective Member Agency and may, but need not be, a member of the governing body of the Member Agency. The Board meets monthly on the fourth Thursday at 9:00 a.m. in Buellton. It would be appropriate for the Council to appoint three representatives for the up-coming year, with two appointees being alternate representatives.

**B. County Library Advisory Committee**

This Committee meets quarterly on the third Wednesday at 10:00 a.m. at a varied location to formulate and oversee policy regarding the operation of the Santa Barbara County Library system, which includes the Buellton Library. It would be appropriate for the Council to appoint a City representative and an alternate representative to the Library Advisory Committee.

**C. Santa Barbara County Association of Governments (SBCAG)**

The Council of Governments, which serves Santa Barbara County, is responsible for review of OMB Circular A-95 federal grant applications, transportation planning and programming, annual allocation of Transportation Development Act funds, coordination of regional planning activities, distribution of U.S. Census data, and other duties as per a Joint Powers Agreement. The Board meets on the third Thursday of each month in Santa Barbara or Santa Maria. Membership includes the five County Supervisors and one representative from each of the incorporated cities in the County. It would be appropriate for the Council to appoint a City representative and an alternate to the Association of Governments Board.

**D. Air Pollution Control District (APCD)**

Assembly Bill 75, known as the Hauser Bill, required the addition of elected Mayors and/or City Council Members to the Air Pollution Control District Board of Directors. Senate Bill 113 was recently adopted that allows for alternates to serve on the Board. The responsibilities of the Board include setting policy for local clean air programs through the adoption and implementation of clean air plans, adopting locally developed rules and regulations to improve air quality, lobbying for effective laws relating to air pollution control, seeking innovative measures to provide air quality benefits, and other related duties.

Usually the City representative to the Santa Barbara County Association of Governments Board also serves as the City representative on the APCD Board of Directors, but this is not a legal requirement. Because SBCAG and APCD meet on the same date and location, it would be appropriate for the Council to appoint the City's SBCAG Board member and alternate to serve on the APCD Board.

**E. California Joint Powers Insurance Authority (CJPIA)**

The California Joint Powers Insurance Authority is an agency created to provide programs to protect its members, their officers and employees, and property against unavoidable losses through purchase of insurance, self-insurance, and pooling of losses. The Authority is governed by a Board of Directors and an Executive Committee. The Board meets on an annual basis each July and also in special session on an as needed basis. Each member has a representative on the CJPIA Board of Directors. In the past, the City representative has been the Mayor or in his/her absence, the Vice Mayor. It

would be appropriate for the Council to appoint a representative and an alternate to the CJPIA Board of Directors.

**F. League of California Cities (LOCC) – Voting Delegate**

Each year prior to the Annual Conference, the League formally requests the appointment of a City representative and an alternate to the League business meeting. It has been standard practice for the Mayor to be the City's representative, if attending the conference, and for the Vice Mayor to be the City's alternate representative. It is recommended that the Council continue to follow this standard procedure.

**G. Buellton Chamber of Commerce Board of Directors (Ex-Officio Member)**

Currently a member of the City Council serves as an Ex-Officio Member on the Buellton Chamber of Commerce Board of Directors, which meets monthly on the first Tuesday at 1:00 p.m. in Buellton. The Council representative does not have voting power. Having a member on the Board allows the City to provide input as to Chamber programs and activities and to receive input from the Chamber Board as to City projects and programs. It would be appropriate to appoint a Council Member to serve as the Council representative to the Chamber Board of Directors as an Ex-Officio Member. The Chamber Director has requested that the appointment to this position be for the duration of two (2) consecutive years.

**H. Multi-Jurisdictional Solid Waste Task Group**

The Multi-Jurisdictional Solid Waste Task Group is composed of elected officials representing the incorporated cities within the County, the County itself, and special districts. The purpose of the Task Group is to review recommendations from various sub-groups as to short and long-term disposal methods and alternatives, and to make decisions regarding the planning, implementation, and oversight of solid waste issues. The Task Group meets quarterly on the fourth Monday of the month at various locations in the County. The City has two seats on the Task Group. It would be appropriate for the Council to appoint two representatives to the Multi-Jurisdictional Solid Waste Task Group.

**I. Economic Development Task Force**

The Economic Development Task Force was formed in accordance with the Business Retention and Expansion Program of the Economic Development Element of the City's General Plan. The Task Force is comprised of six members, those being the City Manager, Finance Director, two appointed City Council Members, and two appointed members of the Buellton Business Association/Chamber of Commerce and Buellton Visitor's Bureau Board of Directors. The Task Force meets on an as needed basis. It would be appropriate for the Council to appoint two Council Members to the Economic Development Task Force.

**J. City/School District Joint Use Committee**

The City/School District Joint Use Committee was created in June of 2001 through a Joint Facility Use Agreement to provide for joint cooperation regarding the utilization, construction of improvements, and maintenance of certain school district property and certain City property. The Committee meets on an as needed basis. It would be appropriate for the Council to appoint a City elected representative to serve on the Committee.

**K. Home for Good SBC**

This is a Policy Committee that meets quarterly or more often if needed to discuss homelessness in Santa Barbara County. It includes elected representatives from the County Board of Supervisors and the County's eight cities. There will be a rotating representative between the Cities of Buellton, Carpinteria, Guadalupe, and Solvang. It would be appropriate for the City Council to appoint a representative to sit on this Committee.

**L. Association of California Water Agencies/Joint Powers Insurance Authority**

The City receives dental and vision benefits through the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) and all member agencies must appoint a representative to sit on their Board of Directors. It would be appropriate for the City Council to appoint a representative to sit on this Committee.

**M. Central Management Area Committee for the Sustainable Groundwater Management Act (SGMA)**

This is a Policy Committee that meets as needed to manage the groundwater basins per state requirements. It includes elected representatives from the City of Buellton and Santa Ynez Valley Water Conservation District. It would be appropriate for the City Council to appoint a representative and alternate to sit on this Committee.

**FISCAL IMPACT**

Funds are included in the City's fiscal year budget for travel and meeting expenses for City representatives to boards, commissions, and committees.

**RECOMMENDATION**

That the City Council consider appointments to various boards, commissions, and committees for calendar year 2019.

**ATTACHMENTS**

Attachment 1 - Boards, Commissions, and Committees Meeting Schedule - 2019

**2019 MEETING SCHEDULE**  
**Boards, Commissions, and Committees**

**ATTACHMENT 1**

<b>Board, Commission or Committee</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Current Representatives</b>
A. Central Coast Water Authority	4 <sup>th</sup> Thursday – Monthly	9:00 a.m.	Buellton	Andrisek Mercado Sierra
B. County Library Advisory Committee	3 <sup>rd</sup> Wednesday - Quarterly	10:00 a.m.	Location Rotates	King Sierra
C. Santa Barbara County Association of Governments	3 <sup>rd</sup> Thursday - Monthly	8:30 a.m.	Rotates between Santa Maria and Santa Barbara	Sierra Andrisek
D. Air Pollution Control District	As Scheduled	1:00 p.m.	Rotates between Santa Maria and Santa Barbara	Sierra Andrisek
E. California Joint Powers Insurance Authority	Annual meeting in July	7:00 p.m.	La Palma	Andrisek Mercado
F. League of California Cities - Voting Delegate	LOCC Annual Conference		Long Beach (October 16-18)	Sierra King
G. Buellton Chamber of Commerce Board of Directors	1 <sup>st</sup> Tuesday - Monthly	1:00 p.m.	Buellton	Mercado
H. Multi-Jurisdictional Solid Waste Task Group	4 <sup>th</sup> Monday - Quarterly	9:00 a.m.	Varies	Andrisek Mercado
I. Economic Development Task Force	Meets as needed		Buellton	King Sierra
J. City/School District Joint Use Committee	Meets as needed		Buellton	Mercado
K. Home for Good SBC (Formerly Central Coast Collaborative on Homelessness)	Meets Quarterly		TBD	Sierra
L. Association of California Water Agencies/Joint Powers Insurance Authority	As Scheduled		TBD	Andrisek
M. Central Management Area Committee for the Sustainable Groundwater Management Act (SGMA)	As Scheduled		TBD	Andrisek Sierra

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

City Manager Review: MPB  
Council Agenda Item No.: 14

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: December 13, 2018

Subject: Discussion and Direction Regarding Library Zone Change from Zone 1 (Santa Barbara) to Zone 4 (Goleta)

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**BACKGROUND**

Based on City Council direction, staff has been meeting with City of Goleta staff regarding a transfer of the Buellton library from Zone 1 (Santa Barbara) to Zone 4 (Goleta). The result of these meetings has been a proposed budget to operate the Buellton library (Attachment 1), one-time start-up costs (Attachment 2), and a detailed breakdown of the administration costs (Attachment 3). Attachment 1 also provides a comparison to the City of Santa Barbara estimated costs. Based on this, the annual cost would be approximately \$8,000 less with Goleta than Santa Barbara. The full cost is detailed under Fiscal Impacts.

If the City Council is in support of the transfer to Zone 4, Attachment 3 is a draft letter to send to the County of Santa Barbara, City of Santa Barbara, and City of Goleta accepting the transfer with the following caveats:

- The proposed Goleta library budget (Attachments 1, 2, and 3) is acceptable at this time, but that both cities should work together to finalize the budget numbers for the upcoming Fiscal Year 2019-2020 and 2010-2021 budget cycles
- That the existing Buellton library staff be offered positions within the Goleta system to keep continuity with the patrons
- That the cities sign an agreement for the lease space continuing the \$1 rental amount plus identification of maintenance responsibilities

The transfer to Zone 4 is also subject to approval by the City of Goleta. That decision will be made at their December 18, 2018, City Council meeting.

In order to save money and reduce administrative costs, the City of Buellton would be taking over custodial services since we already do cleaning of the Council Chambers. The City of Buellton would also continue to pay for utilities except for phone and internet. The proposed budget does not add a sixth day of the library being open. It is a status quo situation.

The City of Solvang is also deciding whether to move to Zone 4 and action on this will be at their December 10, 2018, City Council meeting.

## **FISCAL IMPACTS**

The following is a summary of the proposed fiscal impacts:

- What we have paid Santa Barbara: \$141,641
- What we have budgeted for the library (excluding utilities): \$169,974
- Current Buellton budget surplus: \$28,333

For the current Fiscal Year 2018-2019, the City of Goleta will require a one-time start-up cost of \$13,384 (Attachment 2). The City of Buellton has this amount available in the current City budget as noted above (\$28,333 budget surplus).

Per Attachment 1, the proposed Goleta annual budget has expenditures exceeding revenues by \$40,043. Therefore, based on our current budget surplus of \$28,333, the City of Buellton would have to allocate an additional \$11,710 in the upcoming budget to make revenues equal expenditures.

The draft Fiscal Year 2019-2020 and 2020-2021 Buellton budget would need the following allocations:

- FY 19-20: \$181,684 (an increase of \$11,710 over our existing budgeted amount)
- FY 20-21: \$181,684 (an increase of \$11,710 over our existing budgeted amount – a cost of living increase may occur for this fiscal year)

These amounts may change as we move forward towards transfer on July 1, 2019.

## **RECOMMENDATION**

That the City Council accept the transfer of the Buellton Library from Zone 1 (Santa Barbara) to Zone 4 (Goleta) subject to approval by the Goleta City Council and authorize the City Manager to send the letter included as Attachment 4 and authorize the City Manager to use the library fund budget surplus for the one-time start-up costs.

## **ATTACHMENTS**

- Attachment 1 – Draft Goleta Budget for Buellton Library
- Attachment 2 – One-time Start-up Costs
- Attachment 3 – Draft Administrative Fee Breakdown
- Attachment 4 – Draft Letter

City of Buellton (DRAFT)	City of Santa Barbara		City of Goleta
	FY 18/19 Buellton Budget	FY 18/19 Buellton Budget	FY 2018/19 Buellton Budget
Cost Model Methods:	Indirect Overhead Rate	Indirect Overhead Rate	Cost of Service (Labor/Benefit Rate)
<b>Revenues</b>			
Donations	\$ 2,050.00	\$ 2,050.00	\$ 2,050.00
Fees and Service Charges	\$ 3,150.00	\$ 3,150.00	\$ 3,150.00
County Per Capita	\$ 83,163.00	\$ 83,163.00	\$ 83,163.00
City Contribution	\$ 141,641.00	\$ 141,641.00	\$ 141,641.00
Library Fines	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Other Revenue	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00
<b>Total Revenues</b>	<b>\$ 237,304.00</b>	<b>\$ 237,304.00</b>	<b>\$ 237,304.00</b>
<b>Expenditures</b>			
<b>Salary and Benefits</b>			
<b>Total Salary and Benefits</b>	<b>\$ 162,909.00</b>	<b>\$ 162,909.00</b>	<b>\$ 140,693.57</b>
<b>Supplies and Services:</b>			
Black Gold	\$ 19,550.00	\$ 19,550.00	\$ 19,550.00
Office Supplies & Expense	\$ 2,665.00	\$ 2,665.00	\$ 2,665.00
Bank Fees	\$ 25.00	\$ 25.00	\$ -
Special Supplies and Expense	\$ 4,115.00	\$ 4,115.00	\$ 4,115.00
Facilities Maint.	\$ -	\$ -	\$ -
Non-Contractual Services (Custodial/Copier)	\$ 10,562.39	\$ 10,562.39	\$ 2,400.00
Advertising	\$ 200.00	\$ 200.00	\$ 200.00
Printing & Binding	\$ 150.00	\$ 150.00	\$ 150.00
Messenger/Delivery	\$ -	\$ -	\$ 8,760.00
Postage/Delivery	\$ 500.00	\$ 500.00	\$ 500.00
Gas	\$ 300.00	\$ 300.00	\$ 300.00
Telephone	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Utilities	\$ -	\$ -	\$ -
Internet/Cable	\$ -	\$ -	\$ 2,800.00
Custodial	\$ -	\$ -	\$ -
Vehicle Fuel and Maintenance	\$ -	\$ -	\$ 265.00
IT Services and Software (Direct Costs)	\$ -	\$ -	\$ 18,848.28
<b>Total Supplies and Services</b>	<b>\$ 39,667.39</b>	<b>\$ 39,667.39</b>	<b>\$ 62,153.28</b>
<b>Capital Equipment:</b>			
Book Acquisitions	\$ 39,119.00	\$ 39,119.00	\$ 39,119.00
<b>Total Capital Equipment</b>	<b>\$ 39,119.00</b>	<b>\$ 39,119.00</b>	<b>\$ 39,119.00</b>
<b>Subtotal Expenditures</b>	<b>\$ 241,695.39</b>	<b>\$ 241,695.39</b>	<b>\$ 241,965.85</b>
<b>Support Time and Materials (Mgmt. Fee):</b>			
Gen Gov			\$ 13,078.45
Finance			\$ 4,305.65
Library			\$ 17,997.45
IT			\$ -
<b>Total Support Staff Time and Materials</b>	<b>\$ 32,623.00</b>	<b>\$ 43,505.17</b>	<b>\$ 35,381.55</b>
<i>Conversion to Admin Fee Rate</i>	<i>13.50%</i>	<i>18.00%</i>	<i>14.62%</i>
<b>Total Expenditures</b>	<b>\$ 274,318.39</b>	<b>\$ 285,200.56</b>	<b>\$ 277,347.40</b>
<b>Net Revenues Over Expenditures</b>	<b>\$ (37,014.39)</b>	<b>\$ (47,896.56)</b>	<b>\$ (40,043.40)</b>
<b>One-Time Startup:</b>			
Gen Gov			\$ 1,451.83
Finance			\$ 295.92
Library			\$ 11,636.44
IT			\$ -
<b>Total One-Time Startup Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,384.19</b>
<b>Total Expenditures + One-Time Startup</b>	<b>\$ 274,318.39</b>	<b>\$ 285,200.56</b>	<b>\$ 290,731.58</b>
<b>Net Revenues Over Expenditures</b>	<b>\$ (37,014.39)</b>	<b>\$ (47,896.56)</b>	<b>\$ (53,427.58)</b>
<b>WITH FEE ADJUSTMENT (No admin fee on donations and 20% cap on County Per Capita):</b>			
Fee Adjustment (Remove Friends Donations and Cap 20% on County Per Capita)	\$ -	\$ (369.00)	\$ (299.76)
<b>Adjusted Support Staff Time and Materials</b>	<b>\$ 32,623.00</b>	<b>\$ 43,136.17</b>	<b>\$ 35,081.79</b>
<b>Total Adjusted Expenditures</b>	<b>\$ 274,318.39</b>	<b>\$ 284,831.56</b>	<b>\$ 277,047.63</b>
<i>Adjusted Conversion Admin Fee Rate</i>	<i>13.50%</i>	<i>17.85%</i>	<i>14.50%</i>
<b>Adjusted Net Revenue Over Expenditures</b>	<b>\$ (37,014.39)</b>	<b>\$ (47,527.56)</b>	<b>\$ (39,743.63)</b>
<b>Total Adjusted Expenditures + One-Time Startup</b>	<b>\$ 274,318.39</b>	<b>\$ 284,831.56</b>	<b>\$ 290,431.82</b>
<b>Net Revenues Over Adjusted Expenditures (w/Startup)</b>	<b>\$ (37,014.39)</b>	<b>\$ (47,527.56)</b>	<b>\$ (53,127.82)</b>

# ATTACHMENT 2

11/30/2018 1:30 PM

City of Buellton (DRAFT)	City of Goleta	
	FY 2018/19 Buellton Budget	
Cost Model Methods:	Cost of Service	
<b>One-Time Startup:</b>		
	Gen Gov	\$ 1,451.83
	Finance	\$ 295.92
	Library	\$ 11,636.44
	<b>Total One-Time Startup Expenditures</b>	<b>\$ 13,384.19</b>
<p><i>One-time costs for transition includes Black Gold reconfiguration, re-barcoding staff time, barcodes, staff time for amending library agreements and vendor agreements, training on Goleta library policy and procedures, new library cards, onboarding staff, creation of new website, staff training on financial policies, cash handling and receipting for Goleta, and setting up new funds and accounts.</i></p>		

Cost of Service Analysis for Library Management (General Government)

Classification:	Mgmt. Assistant	Human Resources Analyst	Mgmt. Analyst	Human Resources Manager	Community Relations Assistant	Community Relations Manager	Deputy City Clerk	City Clerk	Assistant City Attorney	Deputy City Manager	City Manager
Labor/Benefit Hourly Rate:	\$ 51.61	\$ 69.11	\$ 60.83	\$ 77.72	\$ 38.56	\$ 92.00	\$ 64.61	\$ 107.50	\$ 110.22	\$ 139.28	\$ 170.17

Tasks	Total Time	Estimated Volume	Total Hours	Total Task Costs	Comments	Other Notes
<b>One Time</b>						
Onboarding staff	1.00	0.50				Assumes 6 employees
Creation of new website			10.00			Assumes status quo for initial transition and startup.
IT related improvements						Removed per Scott as courtset with new contract rate
Staff Training	1.00	0.50				Assumes 6 employees
<b>Total One Time</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>	<b>0.00</b>
<b>City Manager's Office</b>						
Contract review			1.00			Assumes 1
Budget review						Assumes budget review twice a year for adoption.
Agenda and Staff Report Related Time		0.25				Est. annual time provided. Not per one staff report.
Labor agreements						Removed (see HR below)
<b>Total City Manager's Office</b>	<b>0.00</b>	<b>0.00</b>	<b>1.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>City Clerk</b>						
Document routing, review and filing				0.50		Assumes 5 documents related
Records request						Removed. Costs are reimbursable to requester of public records requests
New employee - Oath of Office				0.05		Assumes 1 EE turnover for ongoing.
Agenda and Staff Report Related Time			0.25			Assumes 5 documents related.
<b>Total City Clerk</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.75</b>	<b>0.30</b>
<b>City Attorney</b>						
Review of contracts/vendor agreements related to branch libraries						Limited. Time accounted for under City Manager's Office
						Removed. See HR section below.
<b>Total City Attorney</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Community Relations</b>						
Press Releases (To be done by Library staff)						Assumes Goleta Library to provide this task
Marketing and advertising (To be done by Library staff)						Assumes Goleta Library to provide this task
Website updates (To be done by Library staff)						Assumes Goleta Library to provide this task
<b>Total Community Relations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Human Resources</b>						
Onboarding	1.00	0.50				Assumes 1 EE turnover for ongoing
Staff Training	1.00	0.50				Assumes 1 EE turnover for ongoing
Recruiting/Retention	1.00	1.50	1.00			Assumes 1 EE turnover for ongoing
Performance Evaluations		0.15	0.25		0.15	Assumes 6 EE annual employee evaluations
Labor Relations		0.50	0.50			Assumes 1 EE
Benefit Management		0.15				Assumes 1 EE changes in personnel information
Payroll and employee profile maintenance	0.15	0.15				Assumes 6 EE
						Accounted for as one-time costs (see top section)
						Accounted for as one-time costs (see top section)
<b>Total Human Resources</b>	<b>3.15</b>	<b>3.45</b>	<b>0.00</b>	<b>1.75</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL TASK COSTS - ONE TIME</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>	<b>0.00</b>
<b>TOTAL TASK COSTS - ONGOING</b>	<b>3.15</b>	<b>3.45</b>	<b>1.25</b>	<b>1.75</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL TASK COSTS</b>	<b>5.15</b>	<b>4.45</b>	<b>1.25</b>	<b>1.75</b>	<b>10.00</b>	<b>0.00</b>
<b>Direct Costs</b>						
<b>One Time</b>						
PC/Laptop upgrades (anticipated)						Goleta may have extra laptops for use
Microsoft Windows OS downgrade to Windows 7 for Black Gold compatibility ( to PCs/Laptops above)						Not needed.
Website Page for Each Site (\$3,000) one time only						Website to remain status quo.
<b>Total One Time</b>	<b>\$ 5,200.00</b>	<b>0.00</b>				
<b>Supplies - Ongoing</b>						
Insurance Premiums (CJPIA - Workers Comp) \$7.16 per \$100 of new payroll						Based on new payroll
Insurance Premiums (CJPIA - Liability) @2.69 per \$100 of new payroll						Based on new payroll
NEOGOV						Removed, no additional impact to software cost.
<b>Total Supplies - Ongoing</b>	<b>\$ 11,462.22</b>	<b>2.00</b>				
<b>Professional Services - Ongoing (IT Direct Costs to be listed in Supplies &amp; Services Budget)</b>						
IT Services						Per Scott. Revised estimate. after assessment.
Office 365 Licensing (monthly \$12, annual \$144)						Assumes 1 license needed
Adobe Licensing (annual \$140.28)						Assumes 1 license needed
MS Exchange Email Webhosting						Assumes 6 employees at \$15/month

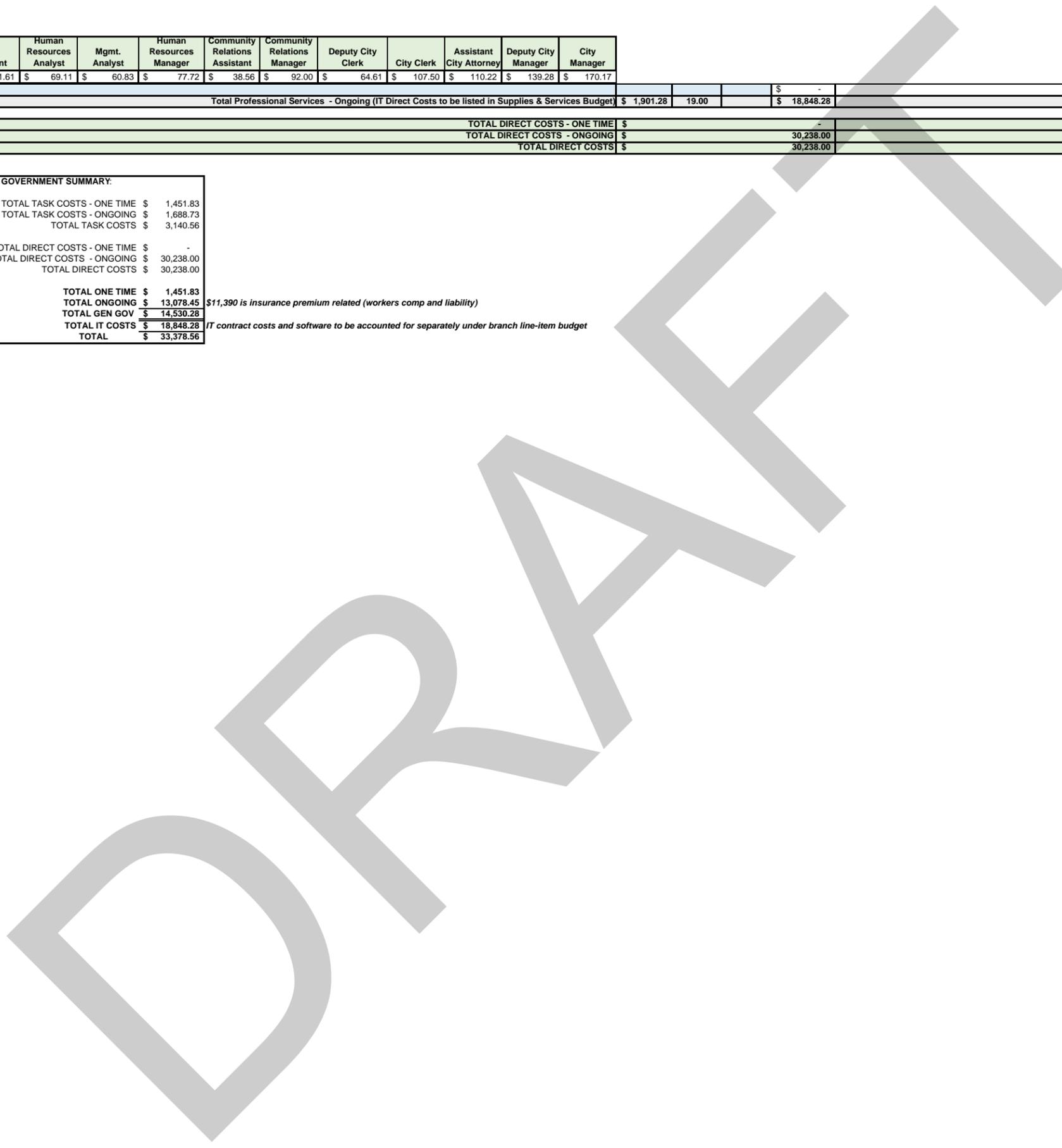
Classification:	Mgmt. Assistant	Human Resources Analyst	Mgmt. Analyst	Human Resources Manager	Community Relations Assistant	Community Relations Manager	Deputy City Clerk	City Clerk	Assistant City Attorney	Deputy City Manager	City Manager
Labor/Benefit Hourly Rate:	\$ 51.61	\$ 69.11	\$ 60.83	\$ 77.72	\$ 38.56	\$ 92.00	\$ 64.61	\$ 107.50	\$ 110.22	\$ 139.28	\$ 170.17

Total Professional Services - Ongoing (IT Direct Costs to be listed in Supplies & Services Budget) \$ 1,901.28 19.00 \$ 18,848.28

TOTAL DIRECT COSTS - ONE TIME \$ -  
 TOTAL DIRECT COSTS - ONGOING \$ 30,238.00  
 TOTAL DIRECT COSTS \$ 30,238.00

GENERAL GOVERNMENT SUMMARY:	
TOTAL TASK COSTS - ONE TIME	\$ 1,451.83
TOTAL TASK COSTS - ONGOING	\$ 1,688.73
TOTAL TASK COSTS	\$ 3,140.56
TOTAL DIRECT COSTS - ONE TIME	\$ -
TOTAL DIRECT COSTS - ONGOING	\$ 30,238.00
TOTAL DIRECT COSTS	\$ 30,238.00
TOTAL ONE TIME	\$ 1,451.83
TOTAL ONGOING	\$ 13,078.45
TOTAL GEN GOV	\$ 14,530.28
TOTAL IT COSTS	\$ 18,848.28
TOTAL	\$ 33,378.56

\$11,390 is insurance premium related (workers comp and liability)  
 IT contract costs and software to be accounted for separately under branch line-item budget



Cost of Service Analysis for Library Management (Finance)

Classification:  
Labor/Benefit Hourly Rate:

Senior Office Specialist	Accounting Specialist	Accountant	Budget Analyst	Accounting Manager	Finance Director
\$ 42.89	\$ 44.22	\$ 55.11	\$ 54.83	\$ 77.11	\$ 112.83

Tasks (Finance Department)	Estimated Amount of Hours					Total Time	Estimated Volume	Total Hours	Total Task Costs	Comments	Other Comments
<b>One Time</b>											
Incode Training - Time Entry						0.00	0.00	0.00	\$ -	Removed. Goleta Library to provide training	
Incode Training - Purchasing/Purchase Requisitions						0.00	0.00	0.00	\$ -	Removed. Goleta Library will be managing ordering	
Training - Cash Receipting and Cash Handling			0.50		0.20	0.70	1.00	0.70	\$ 42.98	Finance original oversight	
Incode Training - Account Lookup						0.00	0.00	0.00	\$ -	Removed. Not needed. Goleta Library to manage	
Incode Training - Budget Tools						0.00	0.00	0.00	\$ -	Removed. Not needed. Goleta Library to manage	
Library Credit Card Merchant Setup						0.00	0.00	0.00	\$ -	N/A yet. Credit card setup for future.	
Library Self Serve Machines Setup						0.00	0.00	0.00	\$ -	N/A yet. Additional costs if in future	
Financial Policy and Procedures Training			0.50		0.00	0.50	1.00	0.50	\$ 27.56	To go through Goleta Library	
Setting up new funds and accounts			1.00		0.10	1.15	3.00	3.45	\$ 205.39	Est. time spent on setting up new funds and accounts for one branch	Assumes 3 funds per branch(county per capita, other, friends)
						0.00	0.00	0.00	\$ -		
						0.00	0.00	0.00	\$ -		
<b>Total One Time</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.30</b>	<b>2.35</b>	<b>5.00</b>	<b>4.65</b>	<b>\$ 275.92</b>		
<b>Accounts Payable</b>											
Vendor Maintenance and Setup						0.00	0.00	0.00	\$ -	Est. time of setting up one vendor and Est number of vendors	Removed. Assumption no new specific vendor.
Purchase Requisitions and Purchase Orders		0.05	0.10			0.15	5.00	0.75	\$ 38.61	Est. time of review/process purchase req/order and Est number of Pos	Purchase orders specific to branch. Assume 5.
Invoice Review, Routing and Processing		0.05	0.05		0.05	0.15	60.00	9.00	\$ 636.48	Est. time of reviewing one invoice and est number of invoices per branch	Assumes 5 vendors, 12 monthly invoices on annual basis
Travel Reimbursements		0.30	0.05		0.05	0.40	1.00	0.40	\$ 21.66	Est. time of reviewing and processing travel reimbursement	Assumes processing 1 travel reimbursement
Credit Card and Vendor Account Reconciliation						0.00	0.00	0.00	\$ -	Est. time of reviewing one month of credit card transaction per branch	Credit Card Reconciliation per branch (N/A yet)
Mail/document routing and handling		0.01				0.01	60.00	0.60	\$ 26.53	Est. time of mail handling related to one branch	Assumes 5 vendors, 12 monthly invoices, 60 total
1099 preparation and review						0.00	0.00	0.00	\$ -	Est. time of preparing and processing 1099 for one branch	Removed. Absorbed through Goleta Library
						0.00	0.00	0.00	\$ -		
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>0.41</b>	<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.71</b>	<b>126.00</b>	<b>10.75</b>	<b>\$ 723.29</b>		
<b>Treasury Services</b>											
Cash Collections/Processing of Deposits	0.20		0.05			0.25	156.00	39.00	\$ 1,768.03	Est. time of processing one receipt and estimated volume of deposits, per branch	3x a week for 52 weeks = 156 transactions. Volume base on courier service
Donation Reconciliation			0.10		0.10	0.20	12.00	2.40	\$ 158.66	Est. time of reconciling donations	Monthly reconciliation and remittance of Friends funds
Credit Card Merchant and Processing Fee Reconciliation						0.00	0.00	0.00	\$ -	Est time processing credit card fees, on a monthly basis	N/A. No credit card system.
Change Funds			0.20		0.10	0.30	4.00	1.20	\$ 74.93	Est. time processing change funds. Monthly basis	Assumes 4x a year.
Reimbursement/Refund Processing and Reconciliation		0.20	0.10		0.05	0.35	2.00	0.70	\$ 39.99	Est. Time processing one reimbursement or refund	Assumes 2x a year
Revenue tracking and reconciliation			0.50		0.10	0.60	4.00	2.40	\$ 141.06	Est. time reconciling special revenue funds for one branch	4 quarterly reports
						0.00	0.00	0.00	\$ -		
						0.00	0.00	0.00	\$ -		
<b>Total Treasury Services</b>	<b>0.20</b>	<b>0.20</b>	<b>0.95</b>	<b>0.00</b>	<b>0.30</b>	<b>1.70</b>	<b>178.00</b>	<b>45.70</b>	<b>\$ 2,182.68</b>		
<b>Accounting Services</b>											
Internal Control Review and Audit			0.50		0.30	0.85	1.00	0.85	\$ 56.33	Est. time of reviewing controls and audits	Can vary. Should be reviewed/audit twice a year
Library Funds Management and Reconciliation		0.50	0.50		0.20	1.25	4.00	5.00	\$ 282.91	Est. time reviewing and reconciling all funds	4x a year when preparing quarterly and treasurer reports
Management of Friends Groups Funds						0.00	0.00	0.00	\$ -	Est. time reconciling and remitting funds for friends group	Removed. Accounted for above.
Journal Entries			0.20		0.10	0.30	3.00	0.90	\$ 56.20	Est. time reviewing/processing Journal Entries	Assumed 10 journal entries for the year
Budget Adjustments			0.20		0.05	0.25	3.00	0.75	\$ 49.99	Est. time reviewing/processing Budget Adjustments	Assumes 10 budget adjustments for the year
Budget Oversight/Preparation		0.50	0.50		0.20	1.25	2.00	2.50	\$ 141.46	Est time preparing budget worksheets and reviewing	Assumes mid-year and mid-cycle prep
Financial Reporting			0.50		0.20	0.75	4.00	3.00	\$ 194.47	Est. time preparing financial reporting for Quarterlies	Assumes Quarterly Financial Reporting
Ongoing Incode Training			0.00		0.00	0.00	0.00	0.00	\$ -	Est. time on ongoing Incode training.	No training needed by Finance.
Cost Allocation and Cost of Service Analysis			0.15		0.20	0.45	4.00	1.80	\$ 139.89	Est. time reconciling time tracking for Library management	Reconcile on Quarterly Basis. Assumes Annual Cost Model True Up and Adjustments
						0.00	0.00	0.00	\$ -		
<b>Total Accounting Services</b>	<b>0.00</b>	<b>1.00</b>	<b>2.55</b>	<b>0.00</b>	<b>1.20</b>	<b>5.10</b>	<b>21.00</b>	<b>14.80</b>	<b>\$ 921.25</b>		
<b>Payroll</b>											
Time Entry Review and Assistance			0.10			0.10	26.00	2.60	\$ 143.29	Est. time reviewing timesheets for one employee	26 pay periods, average time of assistance for 1 EE
Payroll Processing/Reconciliation			0.10			0.10	26.00	2.60	\$ 143.29	Est. time reconciling time sheet for one employee, with payroll worksheet	26 pay periods, average time of 1 FTE, and 5 PT
Benefit Reconciliation			0.10			0.10	12.00	1.20	\$ 66.13	Est. time reconciling benefit deductions and amounts	Separate monthly process, reconciling liability accounts
PERS Reporting			0.05			0.05	26.00	1.30	\$ 71.64	Est. time for PERs reporting for one employee	1 EE subject to PERS per branch
Tax Reporting			0.05			0.05	4.00	0.20	\$ 11.02	Est. time for payroll tax review/reporting for one employee	Federal and State Quarterly 941
w2 preparation and review		0.10	0.05			0.15	6.00	0.90	\$ 43.07	Est. time preparing w2 and review for one employee	Annual w2 generated, reported and reviewed, specific to EE
						0.00	0.00	0.00	\$ -		
						0.00	0.00	0.00	\$ -		

Classification:	Senior Office Specialist	Accounting Specialist	Accountant	Budget Analyst	Accounting Manager	Finance Director
Labor/Benefit Hourly Rate:	\$ 42.89	\$ 44.22	\$ 55.11	\$ 54.83	\$ 77.11	\$ 112.83
Total Payroll	0.00	0.10	0.45	0.00	0.00	0.00

	0.55	100.00	8.80	\$ 478.43						
<b>TOTAL TASK COSTS - ONE TIME</b>	0.00	0.00	2.00	0.00	0.30	0.05	2.35	5.00	4.65	\$ 275.92
<b>TOTAL TASK COSTS - ONGOING</b>	0.20	1.71	4.15	0.00	1.50	0.50	8.06	425.00	80.05	\$ 4,305.65
<b>TOTAL TASK COSTS</b>	0.20	1.71	6.15	0.00	1.80	0.55	10.41	430.00	84.70	\$ 4,581.57

Direct Costs	Unit Price	# of Units	N/A	Total Cost	Description
<b>Supplies - Ongoing</b>					
Receipting paper for revenues and cash collection activity	\$ 10.00	1.00		\$ 10.00	Estimated cost of receipt paper for deposits per branch
Credit Card Device	\$ 300.00	0.00		\$ -	Remove, to remain status quo. Est. cost is \$300 to add.
W-2 forms and envelopes for additional staff	\$ 1.00	5.00		\$ 5.00	Est. cost for w2 forms for employees at one branch library
1099 forms for additional separate contractors	\$ 1.00	0.00		\$ -	Remove. Vendor already accounted for within Library system.
Postage and envelopes	\$ 1.00	5.00		\$ 5.00	Can change if specific vendor for specific branch.
	\$ -	0.00		\$ -	
	\$ -	0.00		\$ -	
<b>Total Supplies - Ongoing</b>	<b>\$ 313.00</b>	<b>11.00</b>		<b>\$ 20.00</b>	

Professional Services - Ongoing	Unit Price	# of Units	N/A	Total Cost	Description
Annual Audit	\$ -	0.00		\$ -	Est. cost associated with audit
<b>Total Professional Services - Ongoing</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	

<b>TOTAL DIRECT COSTS - ONGOING</b>	<b>\$ 20.00</b>
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FINANCE SUMMARY	
TOTAL TASK COSTS - ONE TIME	\$ 275.92
TOTAL TASK COSTS - ONGOING	\$ 4,305.65
TOTAL TASK COSTS	\$ 4,581.57
TOTAL DIRECT COSTS - ONGOING	\$ 20.00
<b>TOTAL ONE TIME</b>	<b>\$ 295.92</b>
<b>TOTAL ONGOING</b>	<b>\$ 4,305.65</b>
<b>TOTAL</b>	<b>\$ 4,601.57</b>

Cost of Service Analysis for Library Management (Library)

Classification:	Library Tech	Mgmt. Assistant	IT	Library Page	Children's Librarian	Supervising Librarian	Library Director
Labor/Benefit Hourly Rate:	\$ 46.94	\$ 51.61	\$ 165.00	\$ 17.22	\$ 56.84	\$ 69.72	\$ 108.27

Tasks (Library Department)	Estimated Amount of Hours							Total Time	Estimated Volume	Total Hours	Total Task Costs (Annualized)	Comments	Other Notes
<b>One Time</b>													
Rebarcoding: Goleta Staff Time assisting and managing effort	26.00		0.00				4.00	30.00	1.00	30.00	\$ 1,653.52	Est. average time for one branch	IT costs removed as courtesy, per Scott.
Amendments to current contracts (Baker & Taylor, Midwest, Janicare)		6.00					4.00	10.00	1.00	10.00	\$ 742.74	Est. average time for one branch	
Amendments to utility accounts		6.00						6.00	1.00	6.00	\$ 309.66	Est. average time for one branch	Internet/Cable Service.
Library Policy and Procedures							6.00	6.00	1.00	6.00	\$ 649.62	Est. average time for one branch	
Blackgold Conversion Oversight							8.00	8.00	1.00	8.00	\$ 866.16	Est. average time for one branch	
Zone 4 expansion, County BOS Approval								0.00	0.00	0.00	\$ -	Est. average time for one branch	
Prepare/Negotiate MOU with Friends Groups							12.00	12.00	1.00	12.00	\$ 1,299.24	Est. average time for one branch	
RFP for IT Services		2.00					2.00	4.00	1.00	4.00	\$ 319.76	Est. average time for one branch	Required per purchasing ordinance.
Credit Card Terminal and Register Training								0.00	0.00	0.00	\$ -	Est. average time for one branch	No CC termina. Remain status quo.
Procedures Training							6.00	6.00	1.00	6.00	\$ 649.62	Est. average time for one branch	
City car for training - Vehicle Fuel								0.00	0.00	0.00	\$ -		
<b>Total One Time</b>	<b>26.00</b>	<b>14.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.00</b>	<b>82.00</b>	<b>8.00</b>	<b>82.00</b>	<b>\$ 6,490.32</b>		
<b>Library Administration</b>													
Library Vendor Contracts		0.05					0.05	0.10	5.00	0.50	\$ 39.97	Est. average time spent with one vendor contract. Input est. number of contracts related for one branch in the estimated volume column cell.	Assumes 5
Purchase Requisitions and Purchase Orders		0.50					0.20	0.70	5.00	3.50	\$ 237.30	Est. average time spent preparing, reviewing, approving one purchase requisition. Input estimated number of purchase requisitions in estimated volume column. Usually a purchase requisition per each vendor.	Assumed 5
Invoice Review and Approval	0.25	0.02					0.02	0.29	60.00	17.40	\$ 895.96	Est. average time spent reviewing one invoice. Input number of estimated invoices reviewed for one branch.	Adj. assumption to 5 vendors, 12 monthly invoices (supply ordering, and contract services)
Staff relief for vacation and sick								0.00	0.00	0.00	\$ -	Est. average hours of staff relief time for one branch	Assumes no relief from Goleta needed. Branches pro
Selecting circulating materials for branches					0.25	0.25	0.50	1.00	52.00	52.00	\$ 4,460.30	Est. average time spent on circulating material for one branch per week. Input frequency of weeks in estimated volume for one branch	Weekly basis. Adjusted for time share per branch library
Order Supplies				0.50				0.50	52.00	26.00	\$ 447.72	Est. average time spent on ordering supplies on a weekly basis. Input frequency in estimated volume for one branch.	Processed weekly.
Receiving circulating materials	1.00							1.00	52.00	52.00	\$ 2,440.88	Est. average time spent on receiving circulating materials per day for one branch. Input frequency of days in estimated volume	Assumes weekly.
Invoicing		0.00						0.00	0.00	0.00	\$ -	Est. average time spent on invoicing related to one branch per one vendor. Input frequency in estimated volume.	Assumes no in-house invoice for collections
Time sheet review and approval							0.02	0.02	156.00	3.12	\$ 337.80	Est. average time spent on time sheet review, requests and approval per one employee. Leave volume blank, will depend on number of employees per branch.	Assumes 6 employees, 26 pay periods.
Annual Reports specific to branch library							0.10	0.10	4.00	0.40	\$ 43.31	Est. average time spent on preparing annual report for one branch. If more than one type of annual report, input frequency per year.	Assumes 4 Quarterly reports
Additional meetings (Friends and Council meetings)							1.50	1.50	12.00	18.00	\$ 1,948.86	Est. average time spent on additional meetings and frequency for one branch.	Assumes monthly meeting.
Ongoing training Library staff on City Procedures							0.25	0.25	6.00	1.50	\$ 162.41	Est. average time spent on training library staff on city procedures for one branch. Input estimated frequency (i.e., 2x per year? 4x)	Assumes 6x per year.
Ongoing training Library staff related to Black Gold software			0.00					0.00	0.00	0.00	\$ -	Est. average time spent on black gold software training for library staff for one branch. Input estimated frequency.	Removed. IT costs accounted for in IT services.
Friends Group Fund Management and Oversight		0.05					0.05	0.10	12.00	1.20	\$ 95.93	Est. average time spent with one friends group and managing funds.	Monthly review
Grant writing and administration		0.25					0.50	0.75	5.00	3.75	\$ 335.19	Est. average time spent applying for grant and administering for one branch. Input estimated frequency on average number of grants applied in a year in estimated volume.	Assumes 5 grants related per branch.
Shipment Sorting (Library Assistant)				5.00				5.00	52.00	260.00	\$ 4,477.20	Est. average time spent in one day on sorting shipment for one branch library. Input estimated number of days in a year of shipment sorting	Processed weekly.
General IT Services			0.00					0.00	0.00	0.00	\$ -	Est. average time spent on anything IT related per week. Input frequency of weeks.	Removed. IT costs accounted for in IT services.
Outreach (website, social media, press releases, program posters)							0.15	0.15	52.00	7.80	\$ 844.51	Est. average time spent on anything IT related per week. Input frequency of weeks.	Assumes weekly updates - once a week
Agenda and Staff Report Related Time Board of Trustees		0.25						0.25	12.00	3.00	\$ 154.83	12 Meetings per year.	Assumes 12 meetings.
Agenda and Staff Report Related Time City Council								0.00	0.00	0.00	\$ -	Approximately Five Reports Per Year	Removed. Only one time costs associated.
Program Coordination					0.50			0.50	6.00	3.00	\$ 170.52	Est. average time and number of programs per each branch requiring coordination	Assumed 6 children programs per year.
<b>Total Library Administration</b>	<b>1.25</b>	<b>1.12</b>	<b>0.00</b>	<b>5.50</b>	<b>0.75</b>	<b>0.25</b>	<b>3.34</b>	<b>12.21</b>	<b>543.00</b>	<b>453.17</b>	<b>\$ 17,092.67</b>		
<b>Library Financial Functions</b>													
Cash Collections and Deposit Review								0.00	0.00	0.00	\$ -	Est. average time spent on receiving/reviewing cashing per day for one branch. Input number of days Goleta Library will receive collections.	Assigned "Branch Manager" to account for proper cash collections and control. To turn directly to Finance.
Donation management and reconciliation							0.05	0.05	12.00	0.60	\$ 64.96	Est average time spent on donation oversight. Estimate frequency. (i.e, donation box ? Other random donations) Input estimated frequency	Monthly basis. Check requests/signature/review provided by Library Director and staff
Budget review							0.15	0.15	12.00	1.80	\$ 194.89	Est. time reviewing one branch library budget and estimated frequency (i.e, per quarter? Per month?)	Budget oversight. Monthly balance checkup
Administrative oversight over Change Funds and cash handling							0.25	0.25	12.00	3.00	\$ 324.81	Est. time administering librarys change fund and cash handling	Training oversight and review. Library Director to have final oversight.
Reimbursement/Refund Review and Approval								0.00		0.00	\$ -	Est. time reviewing one reimbursements and refunds by Goleta Library admin, and estimated frequency per year	Assumed none.
Annual Budget Development							0.05	0.05	1.00	0.05	\$ 5.41	Est. average time developing budget for one library branch.	Budget to remain status quo with minor adjustments.
Budget and account maintenance specific to branches		1.00					0.25	1.25	4.00	5.00	\$ 314.71	Est. average time preparing, reviewing, and signing one journal entry and/or budget adjustment document. Input estimated number of documents a year for one branch.	Est 4 JE/BJE requests per year, after review of budget or guidance from Finance.
<b>Total Library Financial Functions</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.75</b>	<b>1.75</b>	<b>41.00</b>	<b>10.45</b>	<b>\$ 904.78</b>		
<b>TOTAL TASK COSTS - ONE TIME</b>	<b>26.00</b>	<b>14.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.00</b>	<b>82.00</b>	<b>8.00</b>	<b>82.00</b>	<b>\$ 6,490.32</b>		
<b>TOTAL TASK COSTS - ONGOING</b>	<b>1.25</b>	<b>2.12</b>	<b>0.00</b>	<b>5.50</b>	<b>0.75</b>	<b>0.25</b>	<b>4.09</b>	<b>13.96</b>	<b>584.00</b>	<b>463.62</b>	<b>\$ 17,997.45</b>		

Classification:	Library Tech	Mgmt. Assistant	IT	Library Page	Children's Librarian	Supervising Librarian	Library Director						
Labor/Benefit Hourly Rate:	\$ 46.94	\$ 51.61	\$ 165.00	\$ 17.22	\$ 56.84	\$ 69.72	\$ 108.27						
<b>TOTAL TASK COSTS</b>	<b>27.25</b>	<b>16.12</b>	<b>0.00</b>	<b>5.50</b>	<b>0.75</b>	<b>0.25</b>	<b>46.09</b>	<b>95.96</b>	<b>592.00</b>	<b>545.62</b>	<b>\$ 24,487.77</b>		
Direct Costs								Unit Price or Est. Cost	# of Units	N/A	Total Cost	Description	Other Notes
<b>One Time</b>													
Rebarcoding: Cost of barcodes								\$ 450.12	1.00		\$ 450.12	Estimated cost for barcodes for branch library. Input estimated # of units.	(\$26.57 per thousand) + \$25 shipping
Rebarcoding: Cost of computers, scanners needed for rebarcoding											\$ -	Estimated cost of new computers, scanners and other equipment needed for rebarcoding for one branch	To be donated, and computers to be provided by temp extra city laptops
New Library Cards								\$ 0.142	8000.00		\$ 1,136.00	Estimated cost for one new library card for one branch. Input estimated number of library cards purchased	8,000 is lowest unit order. One time order
New Library Card Design								\$ -	0.00		\$ -	Estimated cost for new library card design for one branch	No cost. Use City Logo.
Dedicated vehicle for Library											\$ -	Estimated cost for new vehicle needed. Cost can be later allocated	County Per Capita Reserve Fund may be able to fund, but will need to be shared with branches
Black Gold Reconfiguration - \$3560 per Library branch								\$ 3,560.00	1.00		\$ 3,560.00	Estimated direct cost for black gold	Provided by Black Gold
Library Specific Equipment											\$ -	Estimated cost for new library specific equipment if applicable.	See specific library branch budget
<b>Total One Time</b>								<b>4010.26</b>	<b>8002.00</b>		<b>\$ 5,146.12</b>		
<b>Supplies - Ongoing</b>													
Memberships											\$ -	Estimated annual membership specific to one library branch	See specific library branch budget
Vehicle Fuel											\$ -	Estimated annual fuel cost for providing service to one library branch	See specific library branch budget
Books & Subscriptions											\$ -	Estimated costs related to Goleta Library acquisition of books, if not impact, leave	See specific library branch budget
Printing & Copying											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Office Supplies (paper, pens, pencils, markers, staples, paper clips, etc)											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Postage & Mailing											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Advertising											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Merchant Credit Card Fees											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Sewage Fees											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Alarm System (i.e., Bay Alarm)											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Internet and Cable TV service (Cox Internet and Cable)											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Utilities - Telephone											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Utilities - Water											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Utilities - Electric											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Utilities - Gas											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Maintenance - Facilities											\$ -	Exterior, interior, landscaping, plumbing, electrical	See specific library branch budget
Maintenance - Computers											\$ -	Email exchange server, software licensing (office, adobe), Cox TV/Internet	See specific library branch budget
Maintenance - Vehicles											\$ -	Est. misc repairs, car washes, tires, oil changes, brake pads etc	See specific library branch budget
<b>Total Supplies - Ongoing</b>								<b>0.00</b>	<b>0.00</b>		<b>\$ -</b>		
<b>Professional Services - Ongoing</b>													
Black Gold											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Unique Management											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Janitorial/Custodial Services											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Book Processing											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
Hoopla											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
IT Services											\$ -	Estimated direct costs affecting Goleta Library	See specific library branch budget
<b>Total Professional Services - Ongoing</b>								<b>0.00</b>	<b>0.00</b>		<b>\$ -</b>		
<b>Capital Outlay - Ongoing</b>													
Furnishings (Desk, Chairs, Carpet, Tables, other furniture)											\$ -	Desk, Chairs, Carpet, Tables, other furniture	Direct Costs, not shared with Goleta
Computer Technology (Computers, Laptops, Tablets, Printers, etc)											\$ -	Computers, Laptops, Tablets, Printers, Servers, etc	Direct Costs, not shared with Goleta
<b>Total Capital Outlay - Ongoing</b>								<b>0.00</b>	<b>0.00</b>		<b>\$ -</b>		
<b>TOTAL DIRECT COSTS - ONE TIME</b>								<b>0.00</b>	<b>0.00</b>		<b>\$ 5,146.12</b>		
<b>TOTAL DIRECT COSTS - ONGOING</b>								<b>0.00</b>	<b>0.00</b>		<b>\$ -</b>		
<b>TOTAL DIRECT COSTS</b>								<b>0.00</b>	<b>0.00</b>		<b>\$ 5,146.12</b>		

LIBRARY SUMMARY	
TOTAL TASK COSTS - ONE TIME	\$ 6,490.32
TOTAL TASK COSTS - ONGOING	\$ 17,997.45
<b>TOTAL TASK COSTS</b>	<b>\$ 24,487.77</b>
TOTAL DIRECT COSTS - ONE TIME	\$ 5,146.12
TOTAL DIRECT COSTS - ONGOING	\$ -
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,146.12</b>
<b>TOTAL ONE TIME</b>	<b>\$ 11,636.44</b>
<b>TOTAL ONGOING</b>	<b>\$ 17,997.45</b>
<b>TOTAL</b>	<b>\$ 29,633.89</b>

## DRAFT

December 13, 2018

County of Santa Barbara  
City of Santa Barbara  
City of Goleta

RE: Transition to Library Zone 4 (Goleta)

To Whom it May Concern:

The Buellton City Council, at their December 13, 2018, meeting, accepted the proposed transfer of the Buellton Library from Zone 1 (Santa Barbara) to Zone 4 (Goleta). This acceptance is subject to the following requests:

- The proposed Goleta library budget (draft of November 27, 20-18) is acceptable at this time, but that both cities should work together to finalize the budget numbers for the upcoming Fiscal Year 2019-2020 and 2010-2021 budget cycles
- That the existing Buellton library staff be offered positions within the Goleta system to keep continuity with the patrons
- That the cities sign an agreement for the lease space continuing the \$1 rental amount plus identification of maintenance responsibilities

We understand that the Goleta City Council must approve the transfer and that the process will then begin with the County of Santa Barbara Board of Supervisors taking action on revising the library zone boundaries. The City of Buellton will assist in the process if needed and requested.

If you have any questions, please call me at 805-686-7429 or e-mail me at [marcb@cityofbuellton.com](mailto:marcb@cityofbuellton.com).

Sincerely,

Marc P. Bierdzinski  
City Manager

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

City Manager Review: MPB  
Council Agenda Item No.: 15

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: December 13, 2018

Subject: Discussion and Direction on Sharrows and Decorative Crosswalks  
in the area of Jonata and Oak Valley Schools

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**BACKGROUND**

***Sharrows Discussion***

Cycling advocate groups would like the city to continue implementation of the City's Bicycle and Pedestrian Master Plan on Second Street. Pursuant to the Bicycle and Pedestrian Master Plan, Second Street was identified as a potential opportunity for a Class 2 or 3 bike route. Sharrows were not implemented during the 17/18 Road Maintenance Project as the scope on striping and pavement markings focused on School Zone awareness and safety.

Since then, Staff has completed the review and assessment of the existing road conditions and pavement markings. It is important to ensure that the addition of sharrows does not detract from the school zone warnings and "dilute" the messages to the public. The assessment results find that Class 3 improvements (sharrows) can be implemented. Attachment 1 provides a general layout of existing conditions with sharrows superimposed. Please note that the sharrows shown on the Attachment are not for construction implementation and are just representative for site evaluation. Implementation of the sharrows will be added to the 18/19 Road Maintenance Project, as part of the pavement markings bid item. This project is anticipated to be bid in spring of 2019.

***Decorative Crosswalks***

Council has received a request to provide/allow decorative crosswalks, in the vicinity of Jonata and Oak Valley Schools. While the decorative crosswalk is an interesting feature, Staff recommends against implementing it due to the recommendations of the FHWA (Federal Highway Administration) and the MUTCD (Manual for Uniform Traffic Control Devices), which states that traffic control elements must be uniform and consistent. The FHWA stated that "the use of crosswalk art is contrary to the goal of increased safety and most likely could be a contributing factor to a false sense of security for both motorists and pedestrians".

Our JPIA representative has also recommended following the MUTCD's guidelines and not create visual distractions.

There are several cities that have installed decorative crosswalks. The City Council does have the authority to move forward with implementation, however, please be aware of the additional liability the city takes on.

Attachment 2 has been provided for the discussion of decorative crosswalks. This attachment shows the locations of the existing painted school crosswalks in the vicinity of Jonata and Oak Valley Schools. If the City Council decides to move forward with decorative crosswalks, the specific location(s) to be painted should be identified.

### **FISCAL IMPACT**

The fiscal impact of implementing sharrows pavement markings is approximately \$5,000 - \$10,000. This amount will be absorbed into the CIP 18/19 Road Maintenance Project with existing appropriations in the budget if so directed by City Council.

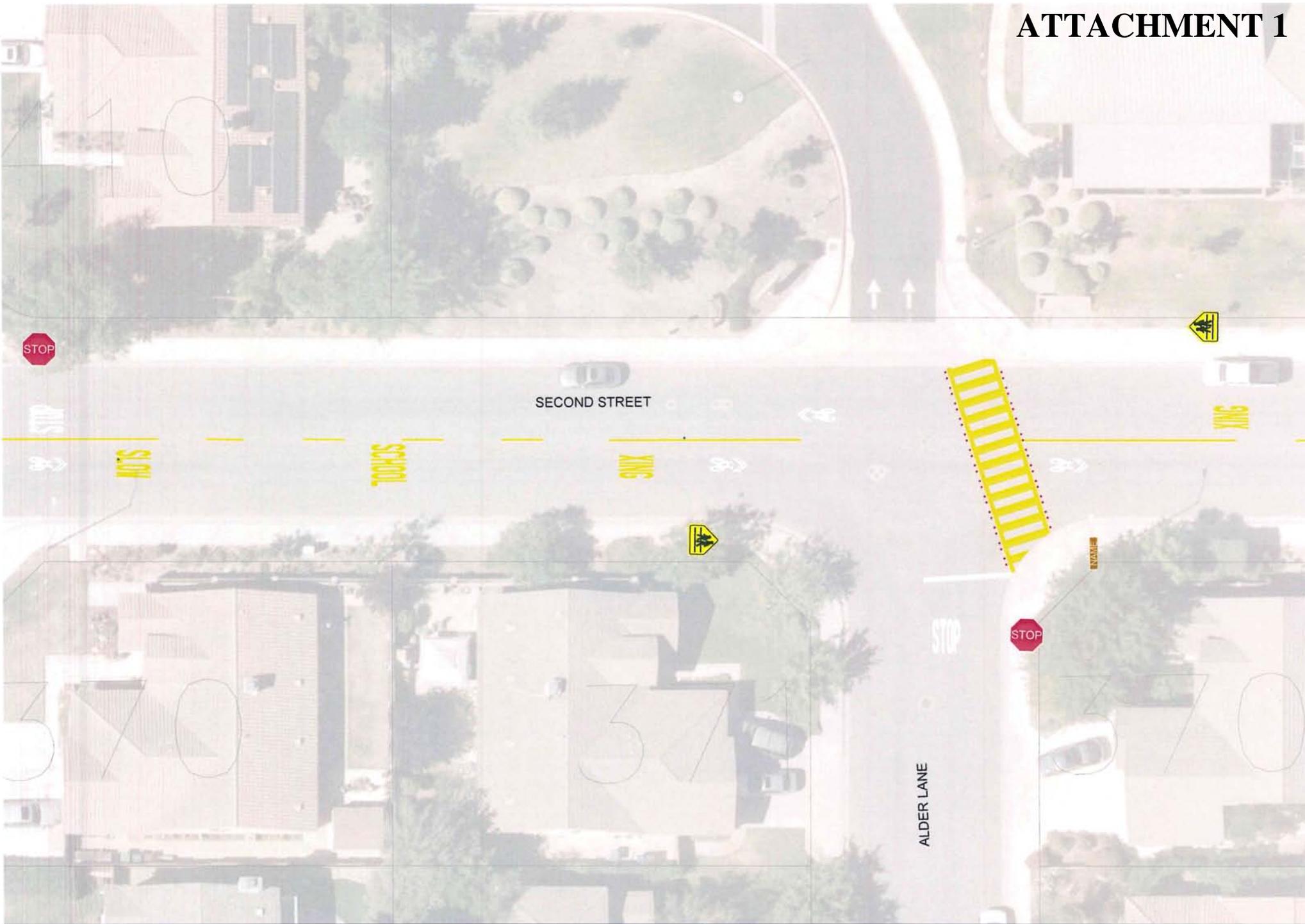
The immediate fiscal impact of implementing decorative sidewalks is zero as it is proposed to be completed by Jonata and Oak Valley Schools. However, there may be future maintenance impacts to the City.

### **RECOMMENDATION**

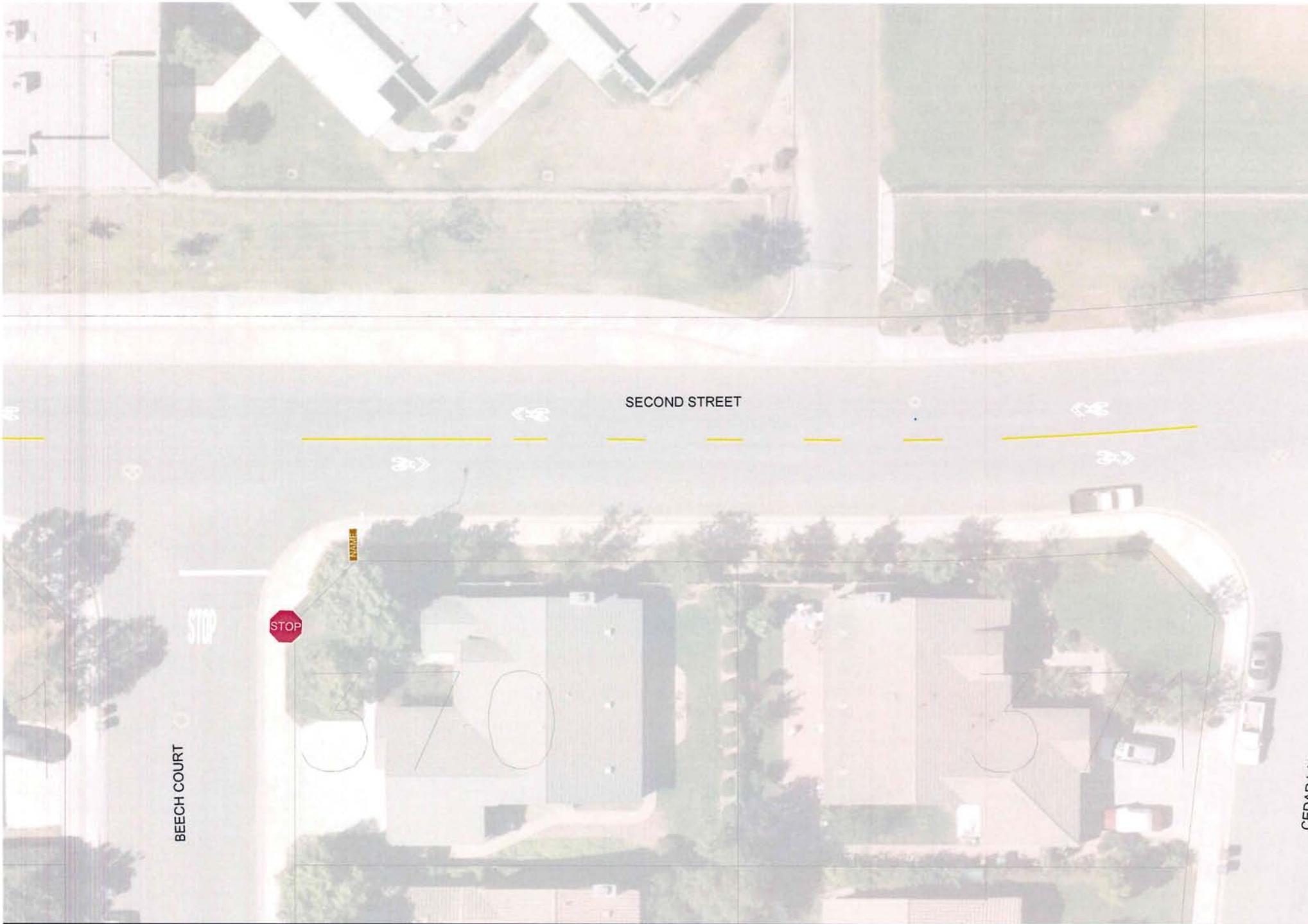
That the City Council discuss the implementation of sharrows and decorative crosswalks and provide direction to staff on how to proceed.

### **ATTACHMENTS**

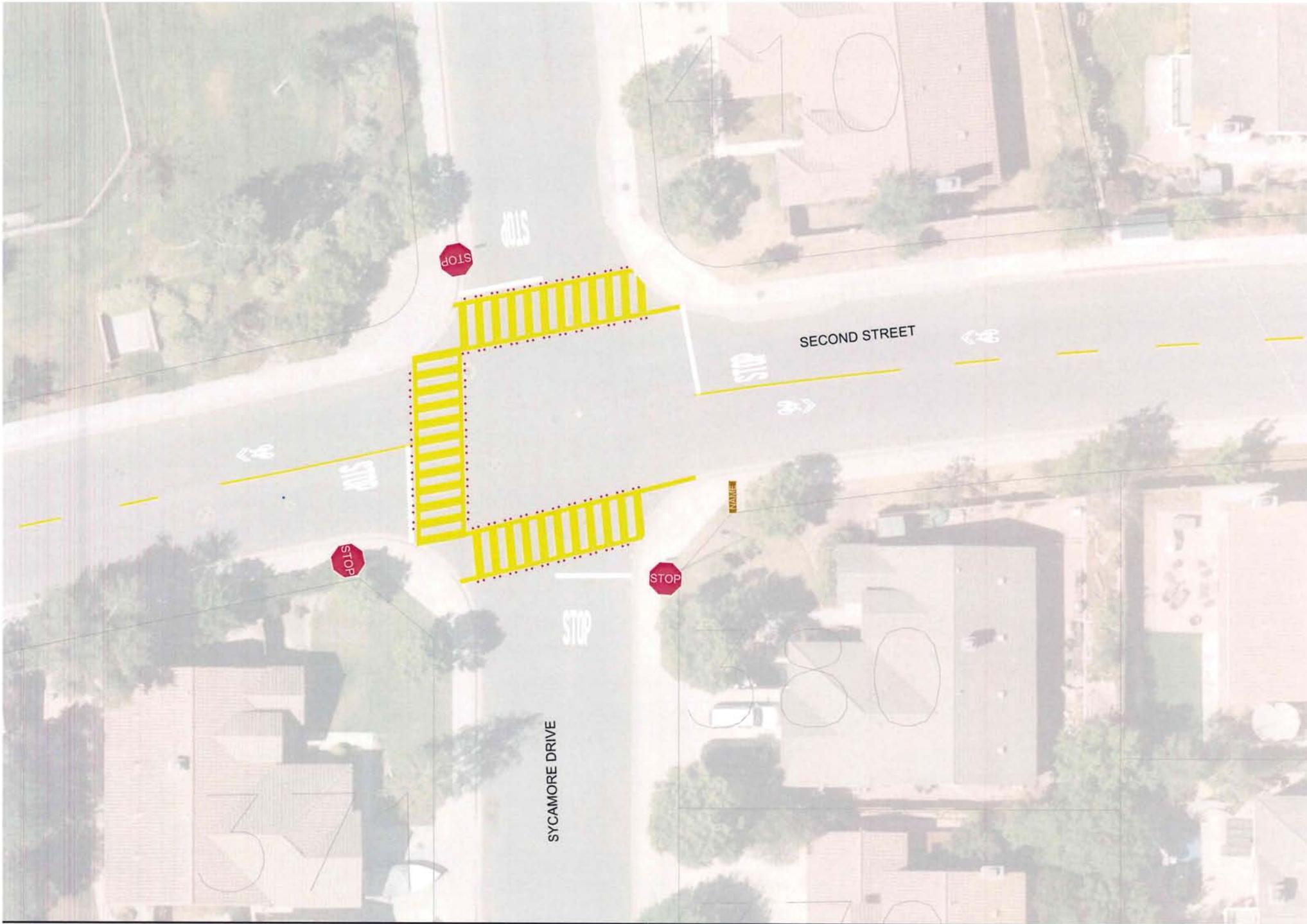
Attachment 1 – Sharrows and Existing Pavement Markings  
Attachment 2 – Existing Crosswalk Locations



NOTE: Sharrow locations shown here are representative only and are not necessarily the locations they will be painted upon construction.



**NOTE: Sharrow locations shown here are representative only and are not necessarily the locations they will be painted upon construction.**



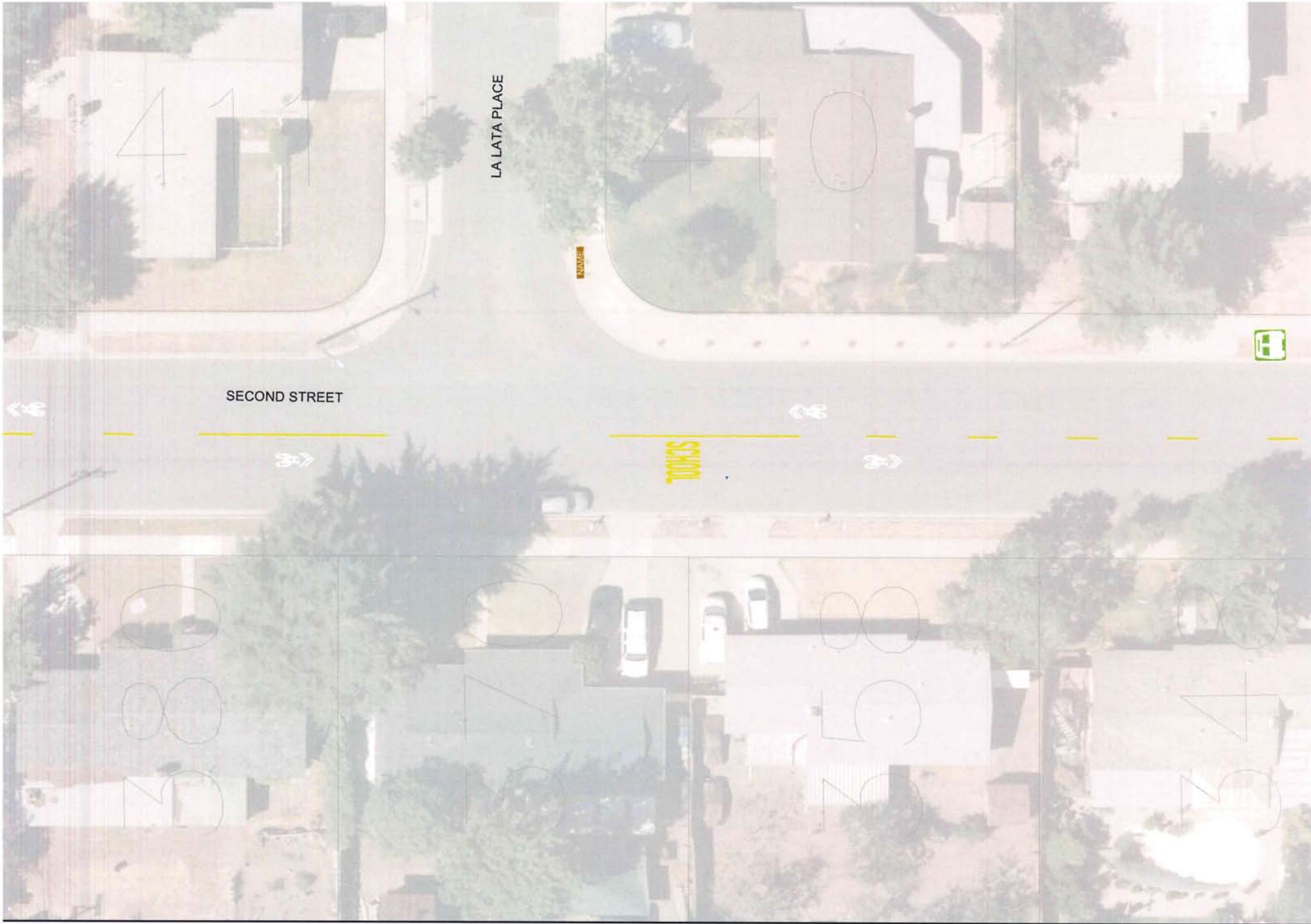
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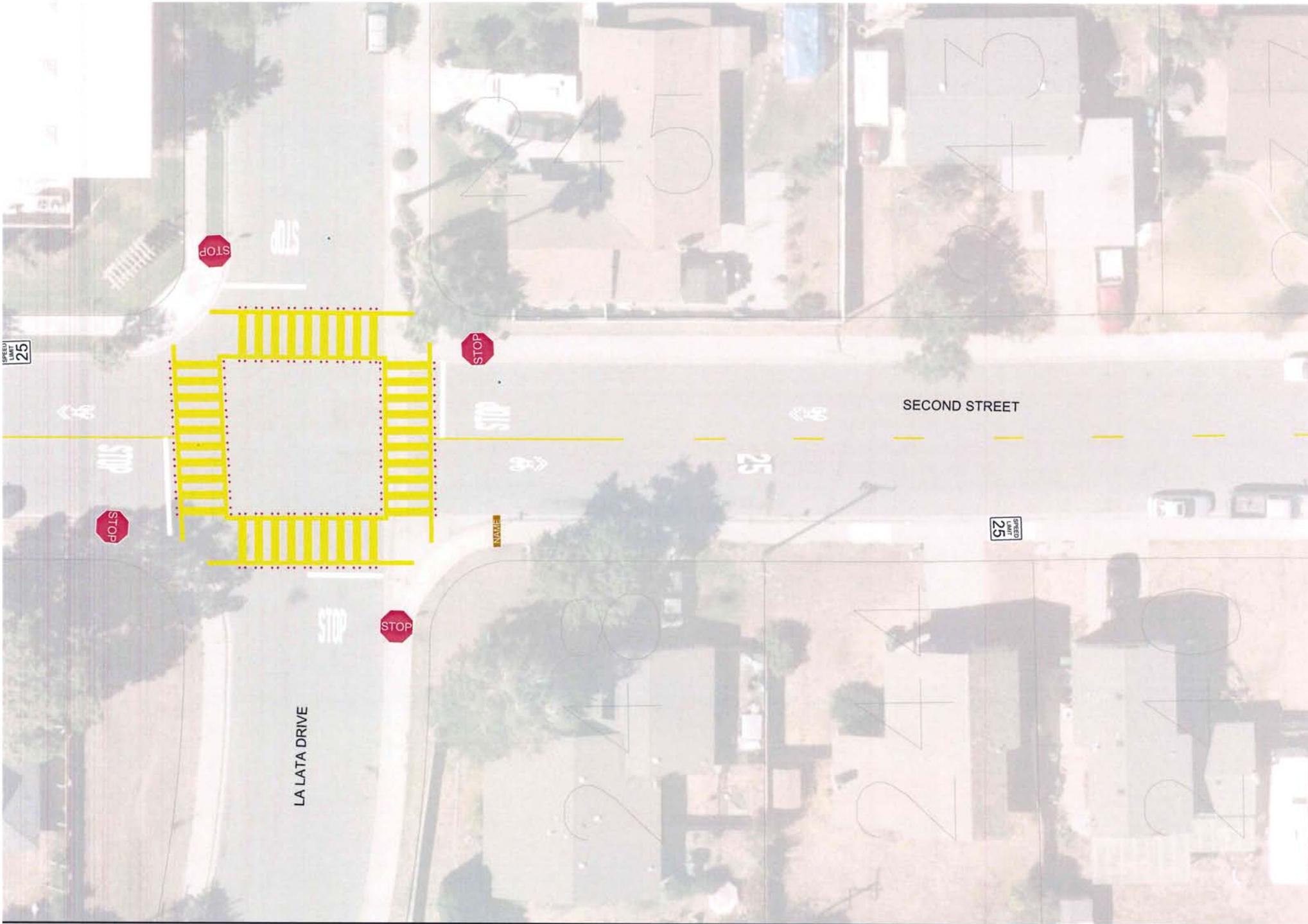
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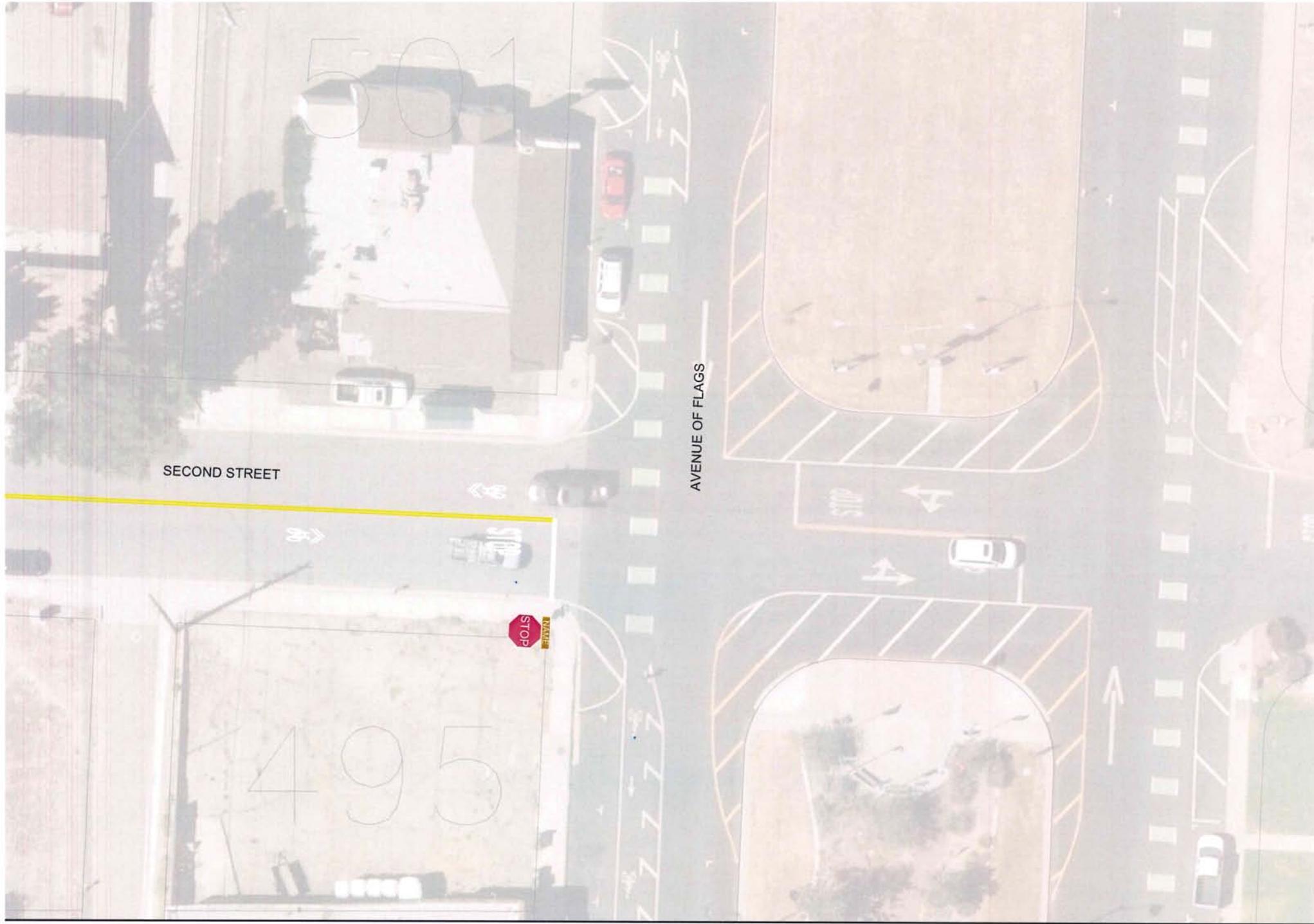
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