



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of December 14, 2017 at 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

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

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

### **REORDERING OF AGENDA**

### **PUBLIC COMMENTS**

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

### **CONSENT CALENDAR**

**(ACTION)**

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of November 9, 2017 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2017-18**

3. **Year 2018 Proposed Calendar of City Council Meetings**
4. **Revenue and Expenditure Reports through October 31, 2017**  
❖ *(Staff Contact: Finance Director Shannel Zamora)*
5. **Monthly Treasurer’s Report – October 31, 2017**  
❖ *(Staff Contact: Finance Director Shannel Zamora)*
6. **Monthly Activity Report – Enterprise Funds through October 31, 2017**  
❖ *(Staff Contact: Finance Director Shannel Zamora)*
7. **Monthly Private Project Balance Report through October 31, 2017**  
❖ *(Staff Contact: Finance Director Shannel Zamora)*
8. **Growth Mitigation Annual Compliance Report for Fiscal Year 2016-17**  
❖ *(Staff Contact: Finance Director Shannel Zamora)*

## PRESENTATIONS

### PUBLIC HEARINGS

(POSSIBLE ACTION)

9. **Ordinance No. 17-05 – “An Ordinance of the City Council of the City of Buellton, California, Under Government Code Section 65858(a), Extending for One Year the Moratorium on Non-Medical Marijuana Facilities and Marijuana Cultivation, Except for Private Indoor Cultivation of Six Marijuana Plants or Less, Which Shall be Subject to Reasonable Regulations”**  
❖ *(Staff Contact: City Attorney Steve McEwen)*

### COUNCIL MEMBER COMMENTS/ITEMS

(POSSIBLE ACTION)

10. **Appointment of Vice Mayor**
11. **Appointments to Boards, Commissions, and Committees**
  - A. **Central Coast Water Authority (CCWA)**
  - B. **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 (Formerly Central Coast Collaborative on Homelessness)**
  - L. **Association of California Water Agencies/Joint Powers Insurance Authority**

**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. Discussion and Direction Regarding Speed Surveys Throughout the City of Buellton**  
❖ (Staff Contact: Public Works Director Rose Hess)
  
- 13. Discussion and Direction Regarding Industrial Way Lighting**  
❖ (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 11, 2018 at 6:00 p.m.

# **CITY OF BUELLTON**

**CITY COUNCIL MEETING MINUTES**  
**Regular Meeting of November 9, 2017**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

## **CALL TO ORDER**

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

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

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

**Via Telephone:** Council Member Foster Reif

**Staff:** City Manager Marc Bierdzinski, Finance Director Shannel Zamora, Public Works Director Rose Hess, Assistant City Attorney Kane Thuyen, Lt. Shawn O'Grady, and City Clerk Linda Reid

## **PUBLIC COMMENTS**

None

## **CONSENT CALENDAR**

- 1. Minutes of October 26, 2017 Regular City Council Meeting**
- 2. List of Claims to be Approved/Ratified for Payment to Date for Fiscal Year 2017-18**
- 3. Acceptance and Filing of Storm Water Management Program (SWMP) Annual Report for Fiscal Year 2016-2017**
- 4. Financial Report for First Quarter Ending September 30, 2017**
- 5. Monthly Private Project Balance Report through September 30, 2017**

**MOTION:**

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

**VOTE:**

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Reif – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

**PRESENTATIONS**

None

**PUBLIC HEARINGS**

None

**COUNCIL MEMBER COMMENTS/ITEMS**

Vice Mayor Andrisek announced that he attended the Central Coast Home Builders Association’s Quarterly meeting and provided an oral report for the record.

Mayor Sierra announced that the next Chamber Mixer will be held on November 15 at the Hampton Inn and the Buellton Winter Fest will be held on December 3 on the Avenue of Flags.

**WRITTEN COMMUNICATIONS**

None

**COMMITTEE REPORTS**

Mayor Sierra announced that she and Council Member King attended the Library Advisory Board meeting and provided an oral report regarding the meeting.

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

Mayor Sierra announced that she attended the Santa Barbara Foundation meeting and provided an oral report regarding the meeting.

**BUSINESS ITEMS****6. Discussion and Direction Regarding Recreational Vehicle Parking****RECOMMENDATION:**

That the City Council discuss recreational vehicle, boat, and trailer parking and direct staff on proposed changes to the current ordinance, if any.

**STAFF REPORT:**

City Manager Bierdzinski presented the staff report.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

Correspondence regarding this item was received, distributed to Council Members, and made part of the record from Robin Perry.

**SPEAKERS/DISCUSSION:**

The following residents spoke in favor of the current ordinance:

- Robert Perry, Buellton
- Carol Gross, Buellton

The following residents spoke against the current ordinance:

- Larry Rankin, Buellton
- Bobby Meneley, Buellton

The City Council discussed the following issues:

- Two and a half feet versus five feet setbacks to property lines for parking recreational vehicles, boats, and trailers
- Grandfathering existing storage of recreational vehicles
- Alternative parking locations

**DIRECTION:**

The City Council's general consensus is to direct staff to revise Ordinance No. 17-02 to allow residents to park recreational vehicles, boats, and trailers with a two and a half foot setback from side and front property lines, including allowing driveway storage.

**7. Discussion Regarding Commercial/Industrial Water Meter Program****RECOMMENDATION:**

That the City Council determine whether to institute a Meter Program Fund for Commercial/Industrial Classifications, determine a fund amount and time limit, and if approved, adjust the Fiscal Year 2017/18 Water Enterprise Fund Budget accordingly.

**STAFF REPORT:**

Public Works Director Hess presented the staff report.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

The City Council discussed the following issues:

- Meter and labor costs
- Allowing a 90 day window to apply for the Meter Program Fund, with a \$25,000 cap on the program
- Inserting notifications in the commercial water bills in December
- After the 90 day window, business owners must request participation in the Meter Program Fund to the City Council

**MOTION:**

Motion by Vice Mayor Andrisek, seconded by Council Member King directing staff to establish a Meter Program Fund for Commercial/Industrial Classifications to apply within 90 days beginning in December, 2017, not to exceed \$25,000, and that the Water Enterprise Fund be adjusted to accommodate the Meter Program Fund in the 2017/18 Budget and after the 90 day window, business owners must request participation in the Meter Program Fund to the City Council.

**VOTE:**

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

Council Member King - Yes

Council Member Mercado – Yes

Council Member Reif - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

8. **Resolution No. 17-21 – “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2017-18 Budget through the First Quarter Ending September 30, 2017”**

**RECOMMENDATION:**

That the City Council consider adoption of Resolution No. 17-21.

**STAFF REPORT:**

Finance Director Zamora presented the staff report.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

The City Council discussed the following issues:

- The Recreation Budget projections and adjustments that include summer camp and summer teen camp counselors
- Staff to provide backup documentation to Council regarding this item

**MOTION:**

Motion by Council Member Mercado, seconded by Council Member Reif approving Resolution No. 17-21 – “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2017-18 Budget through the First Quarter Ending September 30, 2017”

**VOTE:**

Motion passed by a roll call vote of 3-2.

Council Member King - No

Council Member Mercado – Yes

Council Member Reif - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - No

**CITY MANAGER’S REPORT**

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

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 7:50 p.m. The next regular meeting of the City Council will be held on Thursday, December 14, 2017 at 6:00 p.m.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

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

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: December 14, 2017

Subject: List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2017/18

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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 11/2/2017 through 12/6/2017 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, 11/2/2017 through 12/6/2017, and electronic fund transfers issued for the period of 11/2/2017 through 12/5/2017 was \$1,089,645.70.

**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 11/2/2017 through 12/6/2017.

**ATTACHMENTS**

Attachment 1 – List of 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 14, 2017** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00643	534,826.09
	A/P Packet #APPKT00638	59,777.23
	A/P Packet #APPKT00636	78,716.12
	A/P Packet #APPKT00632	116,200.80
	A/P Packet #APPKT00627	129,259.93
	A/P Packet #APPKT00620	13,247.89
	Total A/P Packets:	\$932,028.06 (13 pages)

Utility Packet #UBPKT00921	11.32 (1 page)
Utility Packet #UBPKT00904	45.82 (1 page)

Total Packets:	\$932,085.20
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EXHIBIT B	\$73,855.12
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Staff Payroll	11/9/2017	40,694.15
CC Payroll	11/22/2017	1,887.22
Staff Payroll	11/22/2017	41,124.01

Total Payroll:	\$83,705.38
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<b>TOTAL AMOUNT OF CLAIMS:</b>	<b>\$1,089,645.70</b>
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\* The A/P Packets above will be approved on Council Agenda date of 12/14/2017  
 Checks to be signed on 12/14/2017 tie to A/P Packet #APPKT00643  
 Checks previously signed by staff to avoid late fees relate to:  
 A/P Packets # APPKT00620, APPKT00627, APPKT00632, APPKT00636 and APPKT00638  
 Utility Packet # UBPKT00904 and UBPKT00921

Payments via Electronic Fund Transfer (EFT):  
From 11/01/2017 through 12/05/2017

Hassler - Postage	11/1/2017	900.00
DCP-AUL	11/6/2017	12,456.19
Bank Fee	11/9/2017	12.00
Payroll Tax - IRS	11/10/2017	8,277.96
CalPERS - Classic	11/10/2017	6,161.44
CalPERS - PEPR	11/10/2017	2,322.10
Payroll Tax - EDD	11/10/2017	2,267.37
AFLAC	11/14/2017	662.45
Payroll Tax - IRS	11/24/2017	7,818.67
Payroll Tax - EDD	11/24/2017	2,281.20
Payroll Tax - EDD	11/24/2017	164.85
Payroll Tax - IRS	11/24/2017	96.42
CalPERS - Medical	11/28/2017	21,589.75
CalPERS - Classic	11/28/2017	146.08
CalPERS - PEPR	11/28/2017	118.00
CalPERS - Classic	11/28/2017	6,137.93
CalPERS - PEPR	11/28/2017	2,328.81
Bank Fee	11/30/2017	65.00
Bank Fee	11/30/2017	33.90
Bank Fee	11/30/2017	15.00

**Total**

73,855.12



Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35385	11/2/2017 INV0008478	000507 9/26-10/20/17 CH Gas Service	THE GAS COMPANY	001-410-61230		15.47 15.47
35386	11/9/2017 3646 3651	000005 Oct 2017 WWTP - Sample Deliveries Oct 2017 - DWTP Chemicals / Analyti	ABALONE COAST ANALYTICAL, INC.	005-701-61111 020-601-61111		4,843.10 3,122.80 1,720.30
35387	11/9/2017 0516914 0516914 0516914 0516914 0516914 0516914 0516914 0516914 0516914	000820 November 2017 Dental/Vision & EAP November 2017 Dental/Vision & EAP	ACWA/JPIA	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		2,777.05 565.66 90.00 54.00 273.01 337.47 441.64 144.63 435.32 435.32
35388	11/9/2017 23657 23672 23672 23672 23726 23740 23753 23754	000509 10/6/2017 Tree Trimming - RVP October 2017 Landscape Maint/Parks October 2017 Landscape Maint/Facili October 2017 Landscape Maint/Facili 10/11-13/2017 Irrigation Repair 10/24/2017 - Drainage Channels Clea 10/27-31/2017 Tree Trimming - Thu 10/31/2017 Tree Trimming	ALAN NEEDHAM dba	001-552-60258 001-552-60800 001-556-60800 001-556-60800 001-552-60258 001-552-60800 001-556-60800 001-556-60800		18,863.65 763.00 11,200.00 3,820.00 140.00 918.15 380.00 1,512.50 130.00
35389	11/9/2017 317011	000974 11/2/2017 COB PD - Equipment	Applied Concepts, Inc.	001-501-60800		240.70 240.70
35390	11/9/2017 2065	000718 9/19/2017 Res 2 Level Transmitter M	AUTOSYS, INC.	020-601-60250		1,047.55 1,047.55
35391	11/9/2017 32056 32063	000045 10/12/2017 Blower teardown/repair 10/13/2017 Pump Teardown & Repai	BC PUMP SALES & SERVICE Inc.	005-701-60250 005-701-60250		4,394.19 4,050.00 344.19
35392	11/9/2017 INV18-000045 INV18-00046	000063 1st-Qtr July-Sept 2017 - Cleaning REC 2nd Qtr Oct-Dec 2017 - Cleaning REC	BUELLTON UNION SCHOOL DISTRICT	001-511-60800 001-511-60800		15,000.00 7,500.00 7,500.00
35393	11/9/2017 INV0008494	000090 11/1-15/2017 Long Term Care Progra	CaIPERS LONG-TERM CARE PROGRAM	001-22166		84.25 84.25
35394	11/9/2017 INV0008524	001228 11/7/2017 REFUND - CANCELLED REC	CAROL MILLARD	001-511-67135		34.00 34.00
35395	11/9/2017 2529 2530	000800 10/25/2017 Steel toe Boots 10/25/2017 Work Clothes	CARR'S BOOT SHOP, INC. dba	005-701-67600 005-701-60131		323.96 165.23 158.73
35396	11/9/2017 20794424	000112 10/23/2017 PD/LIB Pest Control	CLARK PEST CONTROL	001-558-60800		159.00 159.00
35397	11/9/2017 19665	000655 Annual Barracude Firewall renewal/s	COAST NETWORKX, INC.	001-410-60210		1,298.00 1,298.00
35398	11/9/2017 758338	000118 10/1-31/2017 Overage Charge	COASTAL COPY, INC.	001-511-61130		109.08 109.08
35399	11/9/2017 INV0008515	000122 10/29-11/28/2017 WW Business WiFi	COMCAST CABLE	005-701-60210		236.01 236.01

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35400	11/9/2017 INV0008517	000122 10/26-11/25/2017	COMCAST CABLE CH Internet Servi	001-410-61292		266.01 266.01
35401	11/9/2017 324245 324245	000679 11/2017 DW/WWTP Water Sample D 11/2017 DW/WWTP Water Sample D	COURIER SYSTEMS Water Sample D Water Sample D	005-701-60800 020-601-60800		150.00 75.00 75.00
35402	11/9/2017 INV0008528	000110 SEPT 2017 MISC SUPPLIES	CVS PHARMACY INC. 005-701-61140			34.93 34.93
35403	11/9/2017 17-703/2 17-703/2 17-703/2	000138 10/23/2017 Light Repair - Bus Stop 10/19/2017 Lights/Time Clock Repair 10/10/2017 Bus Stop - Light Fixtures	D.L. ELECTRIC, INC. 001-558-60250 001-558-60250 001-558-60250			364.00 84.00 126.00 154.00
35404	11/9/2017 INV0008520	000142 October 2017 CH Janitorial Service	DANIEL FITZGERALD dba 001-558-60800			960.00 960.00
35405	11/9/2017 W15970	000649 6/22-8/11/2017 WWTP Clarifier insp	FLUID RESOURCE MANAGEMENT, INC. 005-701-60250			11,228.80 11,228.80
35406	11/9/2017 7479	000203 10/12/2017 CH - AC Maint/Repair	GARY BROWN dba 001-558-60800			360.00 360.00
35407	11/9/2017 INV0008526	001230 11/2/2017 REFUND - KEY DEPOSIT/BI	GILBERT JIMENEZ 001-22414			25.00 25.00
35408	11/9/2017 0024778-IN	001107 10/1/2017-03/2018 Contract Services	HdL Coren & Cone 001-420-60800			1,750.00 1,750.00
35409	11/9/2017 0028004-IN 0028004-IN	001028 2017-Q2 Sales Tax Audit Services 2017-Q4 Sales Tax Contract Services	Hinderliter de Llamas & Associates (hdl) 001-420-60800 001-420-60800			1,259.61 359.61 900.00
35410	11/9/2017 INV0008525	000945 11/6/2017 REFUND C&D DEPOSIT (16	JAKE KALKOWSKI 075-22415			2,100.00 2,100.00
35411	11/9/2017 738324 CM738368	000248 10/24/2017 BOL# 543040 Chemicals 10/24/2017 BOL# 543040 Chemicals	JCI JONES CHEMICALS, INC. 020-601-61111 020-601-61111			3,570.51 4,320.50 -749.99
35412	11/9/2017 INV0008523	000255 11/8/2017 Grade II Certificate Renew	JOE MEEHAN 020-601-60650			230.00 230.00
35413	11/9/2017 11811/11812 11811/11812	000779 10/13/2017 Tkt# 11812 - Repair - 428 10/12/17 Tkt# 11811 Repair - 72 Vict	LASH CONSTRUCTION, INC. 020-601-60250 020-601-60250			1,593.80 496.89 1,096.91
35414	11/9/2017 113461	000280 10/19/2017 Public Hearing Ordinanc	LEE CENTRAL COAST NEWSPAPERS 001-403-60520			79.86 79.86
35415	11/9/2017 INV0008514 INV0008514 INV0008514 INV0008514	000280 10/24&26/2017 # 113791-1 "Oct 24 10/3&5/2017 # 112694-1 "Get Ready 9/26/2017 # 112192-1 "Buellton Rec" 10/10,12,17&19/2017 # 112714-1 Ho	LEE CENTRAL COAST NEWSPAPERS 001-511-60510 001-511-60510 001-511-60510 001-511-60510			409.56 129.84 79.92 39.96 159.84
35416	11/9/2017 3825	000353 11/2/2017 Website Updates	MICHAEL J. BOGGESS dba 001-410-61292			120.00 120.00
35417	11/9/2017 5175	000954 10/18/2017 Inspection & Cleaning Se	MICHAEL MacEACHERM 092-702-74100			38,341.66 38,341.66
35418	11/9/2017 602288	000342 10/24/2017 Misc Supplies	NIELSEN BUILDING MATERIALS,INC 020-601-61140			134.24 12.67

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	604194	11/2/2017 Misc Tools		001-558-61127		39.43
	604263	11/2/2017 Misc Tools		001-558-61127		72.63
	604508	11/3/2017 Misc Maint/Repair Items		001-558-60250		9.51
35419	11/9/2017 117442	000350 10/25/2017 Vehicle Maint - 2006 For	OLIVERA'S REPAIR, INC	005-701-60270		65.00 65.00
35420	11/9/2017 4372-360053	000801 10/19/2017 Tools	O'REILLY AUTOMOTIVE STORES, INC.	001-558-61127		36.61 36.61
35421	11/9/2017 INV0008521	000976 11/7/2017 REFUND - MARITIME MUS	Pat Chen	001-511-67135		34.00 34.00
35422	11/9/2017 7090582-COB 7090583-COB	001227 9/1/2017 RVP-West - Water Testing 9/1/2017 RVP-East - Water Testing	PAT-CHEM LABORATORIES	001-551-67575 001-551-67575		428.75 228.75 200.00
35423	11/9/2017 INV0008516 INV0008516 INV0008516	000379 12/2017-11/2018 PO BOX RENTAL 12/2017-11/2018 PO BOX RENTAL 12/2017-11/2018 PO BOX RENTAL	POSTMASTER	001-410-61131 005-701-61131 020-601-61131		314.00 104.66 104.67 104.67
35424	11/9/2017 INV0008518 INV0008518	000379 Nov 2017 Postage - Water/Sewer Billi Nov 2017 Postage - Water/Sewer Billi	POSTMASTER	005-701-61131 020-601-61131		600.00 300.00 300.00
35425	11/9/2017 79476502	000380 9/26-10/20/2017 Cylinder Rental	PRAXAIR DISTRIBUTION, INC.	005-701-61111		150.93 150.93
35426	11/9/2017 113496	000382 10/27/2017 Misc Maint Supplies	PROCARE JANITORIAL SUPPLY, INC.	001-558-61140		519.18 519.18
35427	11/9/2017 07J0029022365 07J0029022381 07J0029154614	000032 9/27-10/26/2017 CH Water Service 9/27-10/26/2017 CC/LIB Water Servi 9/27-10/26/2017 Planning - Water Se	READY REFRESH BY NESTLE	001-410-60800 001-410-60800 001-410-60800		108.51 61.12 27.46 19.93
35428	11/9/2017 1-10312017 INV0008522	000975 10/21&28/2017 CERT Trailer/classes 10/21&28/2017 Refreshments - CERT	Richard Abrams & Associates, LLC	001-410-60014 001-410-60014		1,690.52 1,670.76 19.76
35429	11/9/2017 009204	001219 10/25/2017 HWY 246 Pedestrian Ligh	Santa Maria Electric, Inc.	092-312-74100		1,009.85 1,009.85
35430	11/9/2017 INV0008527 INV0008527 INV0008527 INV0008527 INV0008527 INV0008527	000438 OCTOBER 2017 - MISC MAINT ITEMS OCTOBER 2017 - MISC MAINT ITEMS	SANTA YNEZ VALLEY HARDWARE	001-511-60250 001-511-67140 001-511-67570 001-552-60258 005-701-61140 020-601-60250		111.45 12.68 9.62 17.85 64.05 6.97 0.28
35431	11/9/2017 BUEL11022017	000441 COB Cost-share per Pollutant Load M	SB CO - PUBLIC WORKS DEPT	001-551-67575		1,786.00 1,786.00
35432	11/9/2017 18-117	000450 October 2017 - Motorcycle (Vehicle 5	SB CO SHERIFF'S DEPARTMENT	001-501-60800		995.92 995.92
35433	11/9/2017 IN0050718 IN0050719	000823 7/27/2017 - RMP Implementation - 7/27/2017 PrgmD605 P/E2745 RMP-I	SB COUNTY EHS / CUPA	020-601-67575 005-701-67575		145.50 97.00 48.50
35434	11/9/2017 63835	000465 October 2017 - Street Sweeping per C	SP MAINTENANCE SERVICES, INC.	001-558-60800		2,821.00 2,821.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35435	11/9/2017 71405	001188 10/30/2017 Business Cards - S Cote	The Hankering Corporation	001-420-61130		83.51 83.51
35436	11/9/2017 126	001066 10/31/2017 Filter Fabric & Bee Rock/	The JF Will Company, Inc.	001-552-60258		2,052.60 2,052.60
35437	11/9/2017 INV0008519 INV0008519 INV0008519	000521 October 2017 - Misc Maint/Repair lte October 2017 - Misc Maint/Repair lte October 2017 - Misc Maint/Repair lte	TODD PIPE & SUPPLY	001-552-60256 001-552-60258 001-558-60250		42.28 8.81 17.48 15.99
35438	11/9/2017 1020170070 1020170070	000535 11/1/2017 New Ticket Charges/Mnth 11/1/2017 New Ticket Charges/Mnth	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		38.05 19.02 19.03
35439	11/9/2017 342757143 342757143	000904 10/20-11/20/2017 Copier Lease -Plan 7/20-10/20/2017 Copier Overages - P	US BANK EQUIPMENT FINANCE	001-565-60310 001-565-61130		1,110.51 482.34 628.17
35440	11/9/2017 13157.1.2 13157.1.2	000551 10/30-31/17 Halloween Equip Rental 10/30-31/17 Halloween Equip Rental	VALLEY TOOL RENTALS	001-511-67140 001-511-67570		150.00 52.50 97.50
35441	11/9/2017 51830312 51830312 51830312 51830312	000768 October 2017 Fuel Charges October 2017 Fuel Charges October 2017 Fuel Charges October 2017 Fuel Charges	WEX BANK	001-511-61280 001-558-61280 005-701-61280 020-601-61280		2,577.24 1,121.85 485.13 485.13 485.13
35442	11/16/2017 INV0008535	011105 10/12-11/7/2017 Cycle Training	ADRIENNE WALTER	001-511-67140		72.00 72.00
35443	11/16/2017 INV0008529 INV0008529	001184 11/11/2017 Misc Supplies 11/11/2017 Misc Supplies	ALBERTSONS/SAFEWAY	001-402-60900 001-410-61130		97.89 19.35 78.54
35444	11/16/2017 INV0008530	000043 12/3/2017 - Trees for Winterfest	BARBARA KNECHT	001-511-60250		51.84 51.84
35445	11/16/2017 218759 219591 219591 219592	000065 September 2017- Legal Services - Ret October 2017 - Lgl Services-Retainer/ October 2017 - Lgl Services-Retainer/ October 2017 - Legal Services	BURKE, WILLIAMS & SORENSEN, LLP	001-404-60840 001-22416 001-404-60840 001-404-60840	90044-070	23,813.41 10,256.11 128.50 10,327.90 3,100.90
35446	11/16/2017 INV0008546	000871 Deferred Comp Distribution - Final Pa	CAROLYN G. COOPER	001-22169		268.37 268.37
35447	11/16/2017 INV0008537	011146 10/12-11/3/2017 Junior Chef	CELI RIBET	001-511-67140		416.50 416.50
35448	11/16/2017 21186943	000112 11/14/2017 PD/LIB Pest Control	CLARK PEST CONTROL	001-558-60800		159.00 159.00
35449	11/16/2017 19668 19668	000655 11/2-11/8/2017 - IT Services - Barrac 11/2-11/8/2017 - DWTP - Computer	COAST NETWORKX, INC.	001-410-60210 020-601-72300		1,751.04 95.00 1,656.04
35450	11/16/2017 17-703/3	000138 11/2/2017 Complete Retro-fit light p	D.L. ELECTRIC, INC.	001-558-60250		220.50 220.50
35451	11/16/2017 INV0008539	011169 10/12-11/3/2017 Music Together	DIANE BYINGTON dba	001-511-67140		360.50 360.50

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35452	11/16/2017 INV0008544	001089 10/12-11/7/2017	GINA SIGMAN Flow Yo-Yoga	001-511-67140		72.00 72.00
35453	11/16/2017 INV0008531	000228 Sept/Oct 2017	HOLLY SIERRA 171 - C3H/SBCAG/ APCD/	001-401-60710		173.03 173.03
35454	11/16/2017 1065	000395 Nov 2017	JOSE RAFAEL RUIZ dba Monthly Janitorial Service	001-552-60800		1,650.00 1,650.00
35455	11/16/2017 INV0008538	011300 10/12-11/3/2017	KAREN PALMER Kundalini/Fun&Foc	001-511-67140		49.00 49.00
35456	11/16/2017 INV0008541	011336 10/12-11/3/2017	LAURA GARCIA dba Flamenco Dance	001-511-67140		252.00 252.00
35457	11/16/2017 INV0008536	001132 10/12-11/3/2017	MAILE INEMAN Pilates	001-511-67140		431.10 431.10
35458	11/16/2017 INV0008542	011343 10/12-11/7/2017	MARIANNE MADSEN Yoga Class	001-511-67140		280.00 280.00
35459	11/16/2017 2017-1107-buel 2017-1107-buel	000835 10/2017 10/2017	METRO VENTURES LTD City Planner - Professional S City Planner - Professional S	001-22416 001-565-60800	90052-070	8,343.00 1,944.00 6,399.00
35460	11/16/2017 30178855	000669 11/1/2017	O'CONNOR & SONS dba PO Pest Control Service	001-558-60800		105.00 105.00
35461	11/16/2017 INV0008532 INV0008532 INV0008532 INV0008532 INV0008532 INV0008532 INV0008532 INV0008532 INV0008532	000352 10/5-11/2/2017 10/5-11/2/2017 10/5-11/2/2017 10/5-11/2/2017 10/5-11/2/2017 10/5-11/2/2017 10/5-11/2/2017 10/5-11/2/2017 10/5-11/2/2017	P G & E Electrical Service Electrical Service Electrical Service Electrical Service Electrical Service Electrical Service Electrical Service Electrical Service Electrical Service	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		27,599.91 600.50 394.32 73.95 5,217.76 502.78 80.49 211.22 8,751.65 11,767.24
35462	11/16/2017 30535 31227 31229	000405 1/1-3/31/2017 5/1-28/2017 5/1-5/28/2017	RINCON CONSULTANTS, INC. Envrnmnt Services - Li Envrnmnt Srvc - Netwo Envrnmnt Srvc - Hub	001-22416 001-22416 001-22416	90039-070 90044-070 90043-070	7,818.75 467.50 4,218.75 3,132.50
35463	11/16/2017 INV0008534	000989 10/12-11/07/2017	SANDEE KESSLER Vinyasa/Mommy	001-511-67140		450.00 450.00
35464	11/16/2017 AI09170070	000706 -> 10/31/2017	SATCOM GLOBAL, INC. Satellite SIM Card 881	001-410-60014		50.06 50.06
35465	11/16/2017 INV0008545	000132 FY17-18 1st Qtr 7/1-9/30/17	SB CO ANIMAL SVCS, HEALTH & REG Animal	001-410-60015		9,837.25 9,837.25
35466	11/16/2017 18-002	000450 11/1-13/2017	SB CO SHERIFF'S DEPARTMENT Labor Transaction	001-501-60800		133.26 133.26
35467	11/16/2017 SW-0139988	000488 7/1/2017-6/30/2018	SWRCB Index# 308964	001-551-67575		5,692.00 5,692.00
35468	11/16/2017 51242889 51242890 51242891	001111 Engineering Srvc thru 9/29/2017 - Cr Engineering Srvc thru 9/29/2017 - T Engineering Srvc thru 9/29/2017 - M	TETRA TECH, INC. Engineering Srvc thru 9/29/2017 - Cr Engineering Srvc thru 9/29/2017 - T Engineering Srvc thru 9/29/2017 - M	001-22416 001-22416 092-313-60800	90010-070 90021-070	23,155.00 19,495.00 247.50 3,412.50

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35469	11/16/2017 INV0008540	000979 10/12-11/3/2017 Wrestling	THADDEUS JECKELL	001-511-67140		98.00 98.00
35470	11/16/2017 130266	001102 11/10/2017 Proj# 9-640 Planning - Fu	TRI COUNTY OFFICE FURNITURE	001-565-72200		354.63 354.63
35471	11/16/2017 INV0008543	001222 10/12-11/3/2017 Intro to Spanish	ULISES CASTANEDA	001-511-67140		630.00 630.00
35472	11/16/2017 9795887456 9795887456 9795887456 9795887456 9795887456	000556 11/9-12/8/2017 PW/CM Wireless Ser 11/9-12/8/2017 PW/CM Wireless Ser 11/9-12/8/2017 PW/CM Wireless Ser 11/9-12/8/2017 PW/CM Wireless Ser 11/9-12/8/2017 PW/CM Wireless Ser	VERIZON WIRELESS	001-410-67705 001-511-61290 001-558-67705 005-701-67705 020-601-67705		849.76 66.35 34.88 144.52 285.96 318.05
35473	11/16/2017 INV0008533 INV0008533	000582 July-Nov 2017 HOA dues Unit 101 (C April-June 2017 HOA dues Unit 101 (	VINTAGE WALK, LLC OWNERS ASSOC.	001-410-60900 001-410-60900		832.00 520.00 312.00
35474	11/16/2017 385256 385256 385256 385256 385256 385256 385256 385256 385256	001207 October 2017 FSA/AFLAC Admin Fees October 2017 FSA/AFLAC Admin Fees	WAGeworks INC.	001-401-50400 001-402-50400 001-403-50400 001-420-50400 001-511-50400 001-558-50400 001-565-50400 005-701-50400 020-601-50400		134.00 21.69 10.85 10.85 18.52 12.25 17.35 9.45 16.52 16.52
35475	11/22/2017 INV0008588 INV0008588	000028 October 2017 Mats/Towels Service October 2017 Mats/Towels Service	ARAMARK UNIFORM SERVICES INC	001-558-60800 005-701-60800		516.45 413.16 103.29
35476	11/22/2017 12051440	000090 Long Term Care	CalPERS LONG-TERM CARE PROGRAM	001-22166		84.25 84.25
35477	11/22/2017 761026 761678	000118 10/16-11/15/2017 - HR #3571 - Over 10/18-11/17/2017 - CH -#7975/8092	COASTAL COPY, INC.	001-410-61130 001-410-61130		376.30 18.61 357.69
35478	11/22/2017 INV0008582	000121 November 2017 - TOT Allocation	COC/BBA/VISITORS INFORMATION	001-410-67790		33,333.33 33,333.33
35479	11/22/2017 INV0008581	000122 11/18-12/17/2017 CC Chambers Inte	COMCAST CABLE	001-410-61292		135.71 135.71
35480	11/22/2017 INV0008584	000140 11/16/2017 Planning Commission Me	DAN HEEDY	001-565-50010		50.00 50.00
35481	11/22/2017 28032	000187 11/16/2017 Misc Maint/Repair Items	FARM SUPPLY COMPANY	005-701-60250		55.56 55.56
35482	11/22/2017 INV0008586	000869 11/16/2017 Planning Commission Me	JOE PADILLA	001-565-50010		50.00 50.00
35483	11/22/2017 1706.6-006	000812 10/1-31/2017 ED Services 2017-2018	KOSMONT & ASSOCIATES, INC.	001-565-60800		2,850.83 2,850.83
35484	11/22/2017 114033	000280 11/02/2017 Notice of Pub Hrng 16-C	LEE CENTRAL COAST NEWSPAPERS	001-565-60520		148.95 148.95



Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0008597	LReid - CC thru 11/16/2017		001-401-60900		35.05
	INV0008597	LReid - CC thru 11/16/2017		001-401-61130		40.44
	INV0008597	LReid - CC thru 11/16/2017		001-403-60710		1,125.02
	INV0008597	LReid - CC thru 11/16/2017		001-410-61130		30.70
	INV0008598	SZamora - CC thru 11/16/2017		001-402-60900		24.00
35503	11/29/2017	001040	FRONTIER COMMUNICATIONS			1,790.53
	INV0008599	11/19-12/18/2017 Phone Summary B		001-410-67705		329.58
	INV0008599	11/19-12/18/2017 Phone Summary B		001-565-67705		412.76
	INV0008599	11/19-12/18/2017 Phone Summary B		005-701-67705		553.83
	INV0008599	11/19-12/18/2017 Phone Summary B		020-601-67705		494.36
35504	11/29/2017	000813	HOME DEPOT CREDIT SERVICES			104.36
	INV0008590	11/2017 - Misc Maint/Repair Supplie		001-558-60250		48.46
	INV0008590	11/2017 - Misc Maint/Repair Supplie		001-558-61127		55.90
35505	11/29/2017	000706	SATCOM GLOBAL, INC.			50.79
	AI11170054	-> 10/31/2017 Sim Card Service # 881		001-410-60014		50.79
35506	11/29/2017	000448	SB CO FIRE DEPARTMENT			50,538.00
	M18-019	Oct-Dec 2017 (2nd Qtr) Fire/Paramed		001-501-60810		50,538.00
35507	11/29/2017	000755	SYV ELITE EVENT PARTY RENTALS, INC.			335.00
	13171	10/30-11/1/2017 Can Lights - Haute		001-511-67140		117.25
	13171	10/30-11/1/2017 Can Lights - Haute		001-511-67570		217.75
35508	11/29/2017	000507	THE GAS COMPANY			24.77
	INV0008601	10/20-11/21/2017 - CH Gas Service		001-410-61230		24.77
35509	11/29/2017	000507	THE GAS COMPANY			0.90
	INV0008602	10/20-11/22/2017 COC Gas Service		001-410-61230		0.90
35510	11/29/2017	000521	TODD PIPE & SUPPLY			142.99
	INV0008591	Nov 2017 Misc Maint/Repair Items		001-552-61140		17.83
	INV0008591	Nov 2017 Misc Maint/Repair Items		001-558-60250		125.16
35511	11/29/2017	001063	Wells Fargo Vendor Fin Serv			149.77
	67752472	1/1-31/2018 REC Copier Lease#7201		001-511-60310		149.77
35512	12/6/2017	000661	AQUA-METRIC SALES, CO.			4,137.60
	0067740-IN	12/1/2017 Meters		020-601-61240		4,137.60
35513	12/6/2017	000091	CENTRAL COAST WATER AUTHORITY			10,962.51
	INV0008604	4/1-6/30/2018 QTRLY VARIABLE COS		020-601-67610		10,419.61
	INV0008604	4/1-6/30/2018 QTRLY VARIABLE COS		020-601-67610		542.90
35514	12/6/2017	000105	CITY OF BUELLTON			140.00
	INV0008605	10/25-11/25/2017 Irrigation 595 2nd		001-552-61211		140.00
35515	12/6/2017	000101	CITY OF SOLVANG			129.02
	INV02512	JULY-SEPT 2017 Buellton Rec		001-44010		129.02
35516	12/6/2017	000891	GLR CONSTRUCTION, INC.			318,692.20
	217005-3	11/30/2017 Progressive Billing #3		092-313-74100		318,692.20
35517	12/6/2017	001233	Government Finance Officers Association			160.00
	0160429	1/1-12/31/2018 Membership Dues		001-420-60650		160.00
35518	12/6/2017	000353	MICHAEL J. BOGGESS dba			40.00
	3840	12/1/2017 WEBSITE UPDATES		001-410-61292		40.00
35519	12/6/2017	000324	MISCO WATER CO.			885.88
	CF12289	11/28/2017 WTP Maint/Repair Servic		020-601-60250		885.88

Payment Number	Payment Date	Vendor #	Description	Vendor Name	Account Number	Project Account Key	Payment Amount
Payable Number							Item Amount
35520	12/6/2017	000326		MNS ENGINEERS, INC.			53,362.25
	69415	10/1-31/2017	City Engineer/Public W	025-554-60800			6,632.50
	69416	10/1-31/2017	City/Transportation Pla	029-557-60800			9,270.00
	69417	10/1-31/2017	City Storm Water Mgm	001-551-60800			12,432.50
	69418	10/1-31/2017	City/Update Water	020-601-60830			1,358.75
	69419	10/1-31/2017	City/Update & Organiz	020-601-60830			1,205.00
	69420	10/1-10/31/2017	Crossroad Cntr @ V	001-22416	90010-052		600.00
	69421	10/1-31/2017	Nghbrhd Park @ Villag	001-22416	90017-052		240.00
	69422	10/1-31/2017	Hampton Inn	001-22416	90019-052		327.50
	69423	10/1-31/2017	FF RV Resort Expansio	001-22416	90040-052		267.50
	69424	10/1-31/2017	Backflow Prevention Pr	020-601-60830			3,625.00
	69425	10/1-31/2017	Village Townhomes	001-22416	90021-052		540.00
	69426	10/1-31/2017	Industrial Way Street L	092-311-74100			372.50
	69427	10/1-31/2017	Hwy 246 Pedestrian Li	092-312-74100			4,275.00
	69428	10/1-31/2017	Fig Mtn Brewery Expan	001-22416	90037-052		1,282.50
	69429	10/1-31/2017	2015/2016/2017 Rd M	092-313-60800			10,763.50
	69431	11/29/2017	Calor ADA Sidewalk	092-313-60800			170.00
35522	12/6/2017	000379		POSTMASTER			550.00
	INV0008606	December 2017	Postage - Water/Sew	005-701-61131			275.00
	INV0008606	December 2017	Postage - Water/Sew	020-601-61131			275.00
35523	12/6/2017	000380		PRAXAIR DISTRIBUTION, INC.			155.20
	79987833	10/20-11/20/2017	CHEMICALS	020-601-61111			155.20
35524	12/6/2017	000450		SB CO SHERIFF'S DEPARTMENT			141,863.28
	18-133	December 2017	- Contract Services	001-501-60800			141,616.00
	18-138	11/6-12/2017	Labor Transactions	001-501-60800			247.28
35525	12/6/2017	000465		SP MAINTENANCE SERVICES, INC.			2,821.00
	64208	November 2017	- Street Sweeping pe	001-558-60800			2,821.00
35526	12/6/2017	000904		US BANK EQUIPMENT FINANCE			482.34
	344979018	11/20-12/20/2017	Planning - Copier	001-565-60310			482.34
35527	12/6/2017	000582		VINTAGE WALK, LLC OWNERS ASSOC.			104.00
	INV0008628	12/2017	Mo HOA dues Unit 101 (COC	001-410-60900			104.00
35528	12/6/2017	001063		Wells Fargo Vendor Fin Serv			340.81
	67739177	1/1-1/31/2018	CH Copier Lease	001-410-60310			340.81
<b>Payment Total:</b>							<b>932,028.06</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
001 - General Fund	452,609.31
005 - Sewer Fund	31,984.82
020 - Water Fund	47,475.90
025 - Gas Tax Fund	6,632.50
027 - Local Transportation Fund	3,333.32
029 - Transportation Planning	9,270.00
075 - Trust & Agency Fund	2,760.00
092 - Capital Improvement Proj Fund	377,962.21
<b>Grand Total:</b>	<b>932,028.06</b>

### Account Summary

Account Number	Account Name	Payment Amount
001-22160	SYVTBID Payable	31,800.00
001-22166	Long-Term Care Deducti	168.50
001-22169	DCP Liability	268.37
001-22414	Bike Storage Key Deposi	25.00
001-22416	Developer Deposit	35,816.25
001-401-50400	Medical Benefit	587.35
001-401-60710	Travel & Training	205.67
001-401-60900	Miscellaneous	50.64
001-401-61130	Office Supplies	40.44
001-402-50400	Medical Benefit	100.85
001-402-60650	Membership & Publicati	44.99
001-402-60900	Miscellaneous	43.35
001-403-50400	Medical Benefit	64.85
001-403-60520	Advertising - Legal	182.28
001-403-60710	Travel & Training	1,125.02
001-404-60840	Contract Services-Legal	23,684.91
001-410-60014	Emergency Operations	1,791.37
001-410-60015	Animal Control	9,837.25
001-410-60210	Computer Maintenance	1,393.00
001-410-60310	Equipment Rental	725.19
001-410-60800	Contract Services	108.51
001-410-60900	Miscellaneous/CalPERS	936.00
001-410-60910	Misc Recognition Items	72.23
001-410-61130	Office Supplies	615.79
001-410-61131	Postage	104.66
001-410-61230	Utilities - Gas	41.14
001-410-61241	Utilities - Electric	600.50
001-410-61292	Internet Access/ Websit	561.72
001-410-67705	Telephone	746.01
001-410-67790	Visitors Bureau	33,333.33
001-420-50400	Medical Benefit	291.53
001-420-60650	Membership & Publicati	160.00
001-420-60710	Travel & Training	139.00
001-420-60800	Contract Services	3,009.61
001-420-61130	Office Supplies	83.51
001-44010	Recreation Program 50/	129.02
001-44250	Miscellaneous	-636.00
001-501-60800	Contract Services	144,716.41
001-501-60810	Contract Services - Fire	50,538.00
001-501-61241	Utilities - Electric	394.32
001-510-61230	Utilities - Gas	23.44
001-510-61241	Utilities - Electric	73.95
001-511-50400	Medical Benefit	349.72
001-511-60250	Maintenance/Repair	1,062.34
001-511-60310	Equipment Rental	149.77

**Account Summary**

Account Number	Account Name	Payment Amount
001-511-60510	Advertising	409.56
001-511-60800	Contract Services	15,261.54
001-511-60900	Miscellaneous	5.99
001-511-61130	Office Supplies	265.46
001-511-61280	Fuel-Vehicles	1,121.85
001-511-61290	Telephone/Internet	387.93
001-511-67135	Buelltton Rec Program Tr	6,579.66
001-511-67140	Buelltton Recreation Pro	3,992.34
001-511-67570	Recreation Program 50/	333.10
001-550-61241	Utilities - Electric	5,217.76
001-551-60800	Contract Services	12,432.50
001-551-67575	Regulatory Compliance	7,906.75
001-552-60256	Maintenance/Repair-Oa	8.81
001-552-60258	Maintenance/Repair-Riv	3,815.28
001-552-60800	Contract Services	13,230.00
001-552-61140	Operational Supplies	17.83
001-552-61211	Utilities - Water	140.00
001-552-61241	Utilities - Electric	502.78
001-556-60800	Contract Services	5,602.50
001-556-61241	Utilities - Electric	80.49
001-558-50400	Medical Benefit	458.99
001-558-60210	Computer Maintenance	22.00
001-558-60250	Maintenance / Repair	792.16
001-558-60270	Maintenance - Vehicles	7.16
001-558-60560	Signs	34.99
001-558-60650	Membership & Publicati	64.09
001-558-60710	Travel & Training	395.30
001-558-60800	Contract Services	13,470.17
001-558-61127	Tools	278.78
001-558-61140	Operational Supplies	559.87
001-558-61280	Fuel - Vehicles	485.13
001-558-67705	Telephone	144.52
001-565-50010	Planning Commission Sal	200.00
001-565-50400	Medical Benefit	154.08
001-565-60310	Equipment Rental	964.68
001-565-60520	Advertising - Legal	148.95
001-565-60650	Membership & Publicati	148.53
001-565-60800	Contract Services	9,249.83
001-565-60900	Miscellaneous	37.58
001-565-61130	Office Supplies	708.71
001-565-61241	Utilities - Electric	211.22
001-565-67705	Telephone	846.02
001-565-72200	Office Furniture	354.63
005-701-50400	Medical Benefit	451.84
005-701-60131	Laundry / Uniforms	158.73
005-701-60210	Computer Maintenance	258.00
005-701-60250	Maintenance / Repair	15,678.55
005-701-60270	Maintenance - Vehicles	72.17
005-701-60650	Membership & Publicati	64.08
005-701-60710	Travel & Training	39.22
005-701-60800	Contract Services	227.33
005-701-61111	Chemicals / Analysis	3,273.73
005-701-61127	Tools	74.21
005-701-61130	Office Supplies	29.13
005-701-61131	Postage	679.67
005-701-61140	Operational Supplies	103.28
005-701-61241	Utilities - Electric	8,751.65
005-701-61280	Fuel - Vehicles	485.13

**Account Summary**

Account Number	Account Name	Payment Amount
005-701-67575	Regulatory Compliance	48.50
005-701-67600	Safety Equipment	165.23
005-701-67705	Telephone	1,424.37
020-601-50400	Medical Benefit	451.84
020-601-60210	Computer Maintenance	21.99
020-601-60250	Maintenance / Repair	3,527.51
020-601-60270	Maintenance - Vehicles	7.17
020-601-60650	Membership & Publicati	419.08
020-601-60710	Travel & Training	39.22
020-601-60800	Contract Services	124.05
020-601-60830	Contract Services-Engine	6,188.75
020-601-61111	Chemicals / Analysis	5,446.01
020-601-61127	Tools	74.21
020-601-61131	Postage	679.67
020-601-61140	Operational Supplies	53.35
020-601-61240	Meter Expense	4,137.60
020-601-61241	Utilities - Electric	11,767.24
020-601-61280	Fuel - Vehicles	485.13
020-601-67575	Regulatory Compliance	97.00
020-601-67610	Santa Ynez River Approp	10,962.51
020-601-67705	Telephone	1,337.53
020-601-72300	Computer Equipment	1,656.04
025-554-60800	Contract Services	6,632.50
027-559-67445	Lompoc- Wine Country	3,333.32
029-557-60800	Contract Services	9,270.00
075-22415	Const & Demo Material	2,760.00
092-311-74100	Improvements	372.50
092-312-74100	Hwy 246 Sidewalk (CalTr	5,284.85
092-313-60800	Contract Services	14,346.00
092-313-74100	Road Maintenance Proje	318,692.20
092-702-74100	Improvements	39,266.66
	<b>Grand Total:</b>	<b>932,028.06</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	896,211.81
90010-052	600.00
90010-070	19,495.00
90017-052	240.00
90019-052	327.50
90021-052	540.00
90021-070	247.50
90037-052	1,282.50
90039-070	467.50
90040-052	267.50
90043-070	3,132.50
90044-070	4,347.25
90052-070	4,869.00
	<b>Grand Total:</b>
	<b>932,028.06</b>



UBPKT00921 - Refunds 01 UBPKT00920 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-05300-008	ORDAZ, MARCIAL	11/28/2017	35496	11.32			11.32	Generated From Billing
<b>Total Refunds: 1</b>				<b>Total Refunded Amount:</b>	11.32			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	11.32
<b>Revenue Total:</b>	<b>11.32</b>

### General Ledger Distribution

Posting Date: 11/28/2017

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 020 - WATER FUND</b>			
020-10000	Claim On Pooled Cash	-11.32	Yes
020-22420	Unapplied Credits	11.32	
<b>020 Total:</b>		<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10001	Pooled Cash - General Checking	-11.32	
999-27000	Due To Other Funds	11.32	Yes
<b>999 Total:</b>		<b>0.00</b>	
<b>Distribution Total:</b>		<b>0.00</b>	



UBPKT00904 - Refunds 01 UBPKT00903 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
04-15700-002	LEIENDECKER, JENNIFER	11/27/2017	35494	35.78			35.78	Generated From Billing
06-06900-012	MOSER, DAVID	11/27/2017	35495	10.04			10.04	Generated From Billing
<b>Total Refunds: 2</b>				<b>Total Refunded Amount:</b>	45.82			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	45.82
<b>Revenue Total:</b>	<b>45.82</b>

### General Ledger Distribution

Posting Date: 11/27/2017

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 020 - WATER FUND</b>			
020-10000	Claim On Pooled Cash	-45.82	Yes
020-22420	Unapplied Credits	45.82	
		<b>020 Total:</b>	<b>0.00</b>
<b>Fund: 999 - POOLED CASH</b>			
999-10001	Pooled Cash - General Checking	-45.82	
999-27000	Due To Other Funds	45.82	Yes
		<b>999 Total:</b>	<b>0.00</b>
		<b>Distribution Total:</b>	<b>0.00</b>



# City of Buellton

January 1, 2018

## PUBLIC NOTICE OF 2018 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 11	July 12
January 25	July 26
February 8	August 9
February 22	August 23
March 8	September 13
March 22	September 27
April 12	October 11
April 26	October 25
May 10	November 8
May 24	November 22 (Cancelled)*
June 14	December 13
June 28	December 27 (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.: 4

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: December 14, 2017

Subject: Revenue and Expenditure Reports through October 31, 2017

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**BACKGROUND**

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

The expenditures are in line with the budget and revenue is below target due to timing differences. Both are expected to meet budget by year end.

**FISCAL IMPACT**

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

**RECOMMENDATION**

That the City Council receive and file the attached reports.

**ATTACHMENT**

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

# ATTACHMENT 1

## General Fund

### Monthly Revenue (Unaudited)

For FY 2017-2018 - July 2017 Through June 2018, as of 10/31/17



City of Buellton, CA

	2017					33%	2018						FY 2017-2018
	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	November 2017-2018	December 2017-2018	January 2017-2018	February 2017-2018	March 2017-2018	April 2017-2018	May 2017-2018	June 2017-2018	
<b>Fund: 001 - General Fund</b>													
<b>Revenue</b>													
001-41005	Property Taxes - Secured	-	-	-	246.17	-	-	-	-	-	-	-	246.17
001-41010	Property Taxes - Unsecured	-	-	-	63,732.08	-	-	-	-	-	-	-	63,732.08
001-41015	Homeowners Exemptions	-	-	-	-	-	-	-	-	-	-	-	-
001-41020	Franchise Fees	7,597.86	8,998.38	21,218.02	-	-	-	-	-	-	-	-	37,814.26
001-41025	Sales Tax	154,500.00	154,500.00	-	-	-	-	-	-	-	-	-	309,000.00
001-41035	Transient Occupancy Tax	311,994.84	280,774.35	252,166.65	-	-	-	-	-	-	-	-	844,935.84
001-41040	Property Transfer Tax	3,519.45	1,799.60	1,958.00	-	-	-	-	-	-	-	-	7,277.05
001-42010	Zoning Clearance	135.00	135.00	90.00	180.00	-	-	-	-	-	-	-	540.00
001-42015	Small Permits	25.00	-	4,750.00	-	-	-	-	-	-	-	-	4,775.00
001-43005	Motor Vehicle in Lieu Tax	-	-	-	-	-	-	-	-	-	-	-	-
001-43010	MV License Fee Compensation	-	-	-	-	-	-	-	-	-	-	-	-
001-43015	COPS grant	-	-	-	-	-	-	-	-	-	-	-	-
001-43020	CA Indian Gaming Grant	-	-	-	-	-	-	-	-	-	-	-	-
001-43035	CA Prop 1B Revenue	-	-	-	-	-	-	-	-	-	-	-	-
001-43040	Beverage Container Grant	-	5,000.00	-	-	-	-	-	-	-	-	-	5,000.00
001-44005	Buellton Recreation Program	27,356.70	7,053.24	6,239.97	6,276.96	-	-	-	-	-	-	-	46,926.87
001-44010	Recreation Program 50/50	-	-	18.85	2,435.05	-	-	-	-	-	-	-	2,453.90
001-44015	Buellton Rec Program Trips	9,649.30	5,389.27	799.00	433.00	-	-	-	-	-	-	-	16,270.57
001-44020	Park Reservation Fees	320.00	600.00	200.00	-	-	-	-	-	-	-	-	1,120.00
001-44025	Event Application Fee/Temp Use	-	255.00	155.00	155.00	-	-	-	-	-	-	-	565.00
001-44035	Cost Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-
001-44105	Interest	417.21	451.90	11,905.70	461.30	-	-	-	-	-	-	-	13,236.11
001-44250	Miscellaneous	459.97	1,203.28	1,112.37	920.72	-	-	-	-	-	-	-	3,696.34
001-45005	Criminal Fines & Penalties	59.02	35.77	17.38	-	-	-	-	-	-	-	-	112.17
001-45010	Fines & Fees	1,903.46	1,844.15	1,896.67	-	-	-	-	-	-	-	-	5,644.28
001-49010	Rent	8,385.00	6,950.00	7,705.00	8,380.00	-	-	-	-	-	-	-	31,420.00
001-49526	CA Mandated Cost Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-
001-49532	Code Enforcement Fines	-	-	-	-	-	-	-	-	-	-	-	-
001-49536	Conditional Use Permit	-	-	-	-	-	-	-	-	-	-	-	-
001-49548	Document Sales	-	-	-	-	-	-	-	-	-	-	-	-
001-49566	Home Occupation Permit	25.00	25.00	-	25.00	-	-	-	-	-	-	-	75.00
001-49585	Miscellaneous Permits	-	-	-	-	-	-	-	-	-	-	-	-
001-49609	Sale of Property	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Revenue Total:</b>	<b>526,347.81</b>	<b>475,014.94</b>	<b>310,232.61</b>	<b>83,245.28</b>	-	-	-	-	-	-	-	<b>1,394,840.64</b>

Percentage Received: 18%

Original Budget	\$ 7,641,145.00
Budget Amendment, Res. No. 17-21	\$ 60,000.00
Revised Budget	\$ 7,701,145.00



City of Buellton, CA

**General Fund**  
**Monthly Expenditures (Unaudited)**  
 For FY 2017-2018 - July 2017 Through June 2018, as of 10/31/17

Department	2017				33%		2018						FY 2017-2018
	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	November 2017-2018	December 2017-2018	January 2017-2018	February 2017-2018	March 2017-2018	April 2017-2018	May 2017-2018	June 2017-2018	
<b>Fund: 001 - General Fund</b>													
<b>Expense</b>													
401 - CITY COUNCIL	13,273.01	9,342.55	14,763.84	8,538.96	-	-	-	-	-	-	-	-	45,918.36
402 - CITY MANAGER	17,171.36	17,093.84	24,653.61	16,987.80	-	-	-	-	-	-	-	-	75,906.61
403 - CITY CLERK	7,685.62	8,012.39	10,955.33	9,089.57	-	-	-	-	-	-	-	-	35,742.91
404 - CITY ATTORNEY	-	10,502.78	10,284.29	-	-	-	-	-	-	-	-	-	20,787.07
410 - NON-DEPARTMENTAL	302,081.42	57,014.54	41,001.30	58,210.60	-	-	-	-	-	-	-	-	458,307.86
420 - FINANCE	20,330.35	14,412.14	23,884.64	15,729.75	-	-	-	-	-	-	-	-	74,356.88
501 - PUBLIC SAFETY - POLICE/FIRE	-	285,393.74	335,922.21	143,593.07	-	-	-	-	-	-	-	-	764,909.02
510 - LEISURE SERVICES - LIBRARY	14.60	142,061.43	1,136.83	602.95	-	-	-	-	-	-	-	-	143,815.81
511 - RECREATION	73,661.10	59,270.03	41,920.70	46,367.19	-	-	-	-	-	-	-	-	221,219.02
550 - PUBLIC WORKS - STREET LIGHTS	-	4,994.65	5,204.24	5,162.13	-	-	-	-	-	-	-	-	15,361.02
551 - STORM WATER	(755.70)	10,165.60	11,366.75	-	-	-	-	-	-	-	-	-	20,776.65
552 - PUBLIC WORKS - PARKS	39,234.28	37,567.77	34,806.43	25,530.85	-	-	-	-	-	-	-	-	137,139.33
556 - PUBLIC WORKS - LANDSCAPE MAINTENANCE	1,478.29	10,885.88	14,999.78	8,916.66	-	-	-	-	-	-	-	-	36,280.61
557 - PUBLIC WORKS - ENGINEERING	-	360.00	-	-	-	-	-	-	-	-	-	-	360.00
558 - PUBLIC WORKS - GENERAL	34,727.01	42,855.94	58,558.61	37,980.57	-	-	-	-	-	-	-	-	174,122.13
565 - PLANNING	29,923.51	34,424.73	28,685.12	22,493.37	-	-	-	-	-	-	-	-	-
Transfer to CIP Fund 092 (Updated Quarterly)	-	-	170,517.86	-	-	-	-	-	-	-	-	-	170,517.86
<b>Expense Total (Actual through October)</b>	<b>538,824.85</b>	<b>744,358.01</b>	<b>828,661.54</b>	<b>399,203.47</b>	-	-	-	-	-	-	-	-	<b>2,511,047.87</b>

Percentage Spent: **34%**

Original Budget	\$ 7,399,055.00
Budget Amendment, Res. No. 17-21	\$ 25,000.00
Revised Budget	\$ 7,424,055.00

**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 14, 2017

Subject: Monthly Treasurer's Report – October 31, 2017

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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 (Attachment 1).

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

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

**FISCAL IMPACT**

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

**RECOMMENDATION**

That the City Council receive and file the Treasurer's Report for the month ending October 31, 2017.

**ATTACHMENTS**

Attachment 1 – Monthly Treasurer's Report – October 31, 2017



# City of Buellton

## **City of Buellton**

*Monthly Treasurer's Report*

**As of October 31, 2017**

December 14, 2017

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

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

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

	October 31, 2017	September 30, 2017
Cash	\$ 2,101,752.30	\$ 1,993,340.33
Investments held by the City	8,835,612.77	8,813,765.78
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 10,937,365.07</b>	<b>\$ 10,807,106.11</b>

**Summary of activity for the Month and Future Liquidity:** The increase of about \$108,000 in cash in October is due to the receipt of August 2017 Sales Tax, quarterly Comcast and Marborg franchise Fees. In addition to cash, investments increased about \$21,900 due to the distribution of interest for the 2017 3<sup>rd</sup> 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 10/31/2017

ACCOUNT #	ACCOUNT NAME	9/30/2017 Balance	CURRENT ACTIVITY	10/31/2017 Balance
<b>CLAIM ON CASH</b>				
<a href="#">001-10000</a>	Claim On Pooled Cash	5,709,050.09	(43,819.22)	5,665,230.87
<a href="#">005-10000</a>	Claim On Pooled Cash	1,430,181.50	13,222.84	1,443,404.34
<a href="#">006-10000</a>	Claim on Pooled Cash	117,158.79	237.94	117,396.73
<a href="#">020-10000</a>	Claim On Pooled Cash	1,833,332.49	164,953.61	1,998,286.10
<a href="#">021-10000</a>	Claim on Pooled Cash	195,914.51	397.89	196,312.40
<a href="#">023-10000</a>	Claim On Pooled Cash	476,537.26	(1,032.18)	475,505.08
<a href="#">024-10000</a>	Claim On Pooled Cash	20,342.71	41.31	20,384.02
<a href="#">025-10000</a>	Claim On Pooled Cash	325,639.44	17,153.47	342,792.91
<a href="#">027-10000</a>	Claim On Pooled Cash	47,928.39	(1,295.52)	46,632.87
<a href="#">029-10000</a>	Claim On Pooled Cash	(2,250.00)	(2,012.50)	(4,262.50)
<a href="#">031-10000</a>	Claim On Pooled Cash	403,517.16	25,999.99	429,517.15
<a href="#">072-10000</a>	Claim on Pooled Cash	-	-	-
<a href="#">075-10000</a>	Claim On Pooled Cash	228,976.26	(1,184.95)	227,791.31
<a href="#">090-10000</a>	Claim On Pooled Cash	-	-	-
<a href="#">091-10000</a>	Claim On Pooled Cash	-	-	-
<a href="#">092-10000</a>	Claim On Pooled Cash	20,777.51	(42,403.72)	(21,626.21)
<b>TOTAL CLAIM ON CASH</b>		<b>10,807,106.11</b>	<b>130,258.96</b>	<b>10,937,365.07</b>
<b>CASH IN BANK</b>				
<b>Cash in Bank</b>				
<a href="#">999-10001</a>	Pooled Cash - General Checking	1,979,902.88	108,130.52	2,088,033.40
<a href="#">999-10002</a>	Pooled Cash - Money Market	205,645.97	36.05	205,682.02
<a href="#">999-10003</a>	Pooled Cash - FSA	13,437.45	281.45	13,718.90
<a href="#">999-10004</a>	Pooled Cash - Brokerage	249,357.16	(50.89)	249,306.27
<a href="#">999-10005</a>	Pooled Cash - LAIF	8,109,398.08	21,948.57	8,131,346.65
<a href="#">999-10006</a>	Pooled Cash - Morgan Stanley	249,364.57	(86.74)	249,277.83
<b>TOTAL: Cash in Bank</b>		<b>10,807,106.11</b>	<b>130,258.96</b>	<b>10,937,365.07</b>

Per Statements:	10/31/2017
Rabobank General Checking	2,343,458.57
Rabobank Money Market	205,682.02
Rabobank FSA	12,118.93
Local Agency Investment Fund	8,131,346.65
First Empire	249,306.27
Morgan Stanley	249,277.83
<b>Total Cash per Statements:</b>	<b>11,191,190.27</b>

Claim on Cash vs. Total Cash Per Statements:	(253,825.20)
Outstanding items per System Reconciliation	(253,825.20)
Difference:	0.00

*Monthly Treasurer's Report  
As of October 31, 2017*

City of Buellton  
Investment Summary  
October 31, 2017

<b>Investment Portfolio</b>	<b>Interest Rate</b>	<b>Type</b>	<b>Market Value</b>	<b>Maturity Term</b>	<b>Maturity Date</b>
Local Agency Investment Fund - LAIF	1.111%	Government - State Pool	\$ 8,131,346.65	NA	NA
Berkshire Bank*	1.35%	Negotiable Certificate of Deposit	249,306.27	5 years	4/30/2018
Rabobank Money Market	0.20%	Public Investment Money Market	205,682.02	NA	NA
Wells Fargo Bank**	2.25%	Certificate of Deposit	248,339.46	5 Years	8/16/2022
<b>Total Invested:</b>			<b>\$ 8,834,674.40</b>		
<i>Cash in Portfolio Holding Account</i>					
Portfolio Holding**		Cash Balance	938.37		
Total Cash in Investments:			938.37		
<b>Total:</b>			<b>\$ 8,835,612.77</b>		

\*Held by First Empire

\*\*Held by Morgan Stanley

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

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



City of Buellton, CA

## Fund Balance Report

As Of 10/31/2017

Fund	October 1, 2017 Balance	Total Revenues	Total Expenses	October 31, 2017 Balance
001 - General Fund	6,879,205.82	1,394,840.64	2,511,047.87	5,762,998.59
005 - Sewer Fund	3,442,214.95	364,062.60	295,964.02	3,510,313.53
006 - Wastewater Capital	81,915.55	50,213.44	-	132,128.99
020 - Water Fund	5,623,225.87	916,586.70	589,634.85	5,950,177.72
021 - Water Capital	-	78,817.89	-	78,817.89
023 - Housing Fees	476,537.26	967.82	2,000.00	475,505.08
024 - Traffic Mitigation Fund	12,648.71	7,735.31	-	20,384.02
025 - Gas Tax Fund	353,635.43	41,304.58	116,669.60	278,270.41
027 - Local Transportation Fund	53,413.33	1,386.18	9,833.30	44,966.21
029 - Transportation Planning	(132,106.10)	17,944.00	10,765.00	(124,927.10)
031 - Measure A	210,042.53	114,240.39	165,942.77	158,340.15
072 - Landscape Maintenance Fund	-	-	-	-
075 - Trust & Agency Fund	2,145.00	465.05	-	2,610.05
090 - Long Term Debt	(1,261,835.00)	-	-	(1,261,835.00)
091 - General Fixed Assets	17,240,627.54	-	-	17,240,627.54
092 - Capital Improvement Proj Fund	-	445,195.23	518,577.95	(73,382.72)
<b>Report Total:</b>	<b>32,981,670.89</b>	<b>3,433,759.83</b>	<b>4,220,435.36</b>	<b>32,194,995.36</b>

As required by Government Code Section 5346 (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.: 6

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: December 14, 2017

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

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**BACKGROUND**

The attached report compares month-to-month data covering the periods July 1, 2017 through October 31, 2017 (Attachment 1) for the Water and Sewer Enterprise Funds. A second report with 12-month data from November 1, 2016 through October 31, 2017 is included for reference to trends only (Attachment 2).

Sewer revenue and expenditures are both under budget for the 2017-18 Fiscal Year. Water revenue is on target and expenditures are under budget. It should be noted that depreciation expense is estimated each month for reporting purposes. The estimate is based on prior year depreciation amounts. Actual depreciation expense will be calculated at the end of the fiscal year.

Both the Wastewater and Water Capital Funds revenues and expenditures are under budget. The Wastewater and Water Capital Funds did not receive Connection Fees in the month of October 2017. Connection Fee revenues are restricted for Capital Improvement Projects that enhance capacity and cannot be used for operating costs. Upon monthly review, adjustments may be necessary.

**FISCAL IMPACT**

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

**RECOMMENDATION**

That the City Council receive and file the attached reports.

**ATTACHMENTS**

Attachment 1 – Monthly Activity Report Enterprise Funds through October 31, 2017  
Attachment 2 – Monthly Activity Report Enterprise Funds 12-months through October 31, 2017





	2017			33%			2018						Fiscal YTD
	July	August	September	October	November	December	January	February	March	April	May	June	2017-2018
<b>Fund: 020 - Water Fund</b>	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
<b>Revenue</b>													-
<a href="#">020-44105</a> Interest	-	-	3,720.44	-									3,720.44
<a href="#">020-44115</a> Connection Fees	-	-	-	-									-
<a href="#">020-44120</a> Set-Up Fees	170.00	170.00	170.00	120.00									630.00
<a href="#">020-44125</a> Late Charges	721.27	2,744.43	1,767.13	1,622.62									6,855.45
<a href="#">020-44210</a> Bulk Water	5,621.72	6,543.50	4,077.25	5,358.00									21,600.47
<a href="#">020-44215</a> Sales	204,747.48	205,018.52	241,799.10	217,442.24									869,007.34
<a href="#">020-44220</a> Meter Service Installation	-	6,690.00	5,740.00	-									12,430.00
<a href="#">020-44240</a> Service Reinstatement Fee	140.00	160.00	120.00	153.00									573.00
<a href="#">020-44245</a> Infrastructure Contributions	-	-	-	-									-
<a href="#">020-44246</a> Gain (Loss) on Capital Assets	-	-	-	-									-
<a href="#">020-44250</a> Miscellaneous	20.00	60.00	-	40.00									120.00
<a href="#">020-49656</a> Hydrant Permits	450.00	400.00	350.00	450.00									1,650.00
<a href="#">020-49657</a> Insurance Refund-Gen Liability	-	-	-	-									-
<a href="#">020-49658</a> Insurance Reimbursement-WC	-	-	-	-									-
<a href="#">020-49659</a> Prior Year Adjustment	-	-	-	-									-
<a href="#">020-49660</a> Transfer from Gen Fund & Sewer	-	-	-	-									-
<a href="#">020-49661</a> Transfer from Reserves	-	-	-	-									-
<b>Revenue Total:</b>	<b>211,870.47</b>	<b>221,786.45</b>	<b>257,743.92</b>	<b>225,185.86</b>									916,586.70

Revenue Budget 2,497,255.00  
Percent Received 37%

<b>Expense</b>													
<a href="#">020-601-50000</a> Salaries	7,691.94	17,147.19	23,302.73	16,122.40									64,264.26
<a href="#">020-601-50035</a> Hourly	-	-	-	-									-
<a href="#">020-601-50120</a> Employer SS/MC	360.60	344.79	490.30	239.71									1,435.40
<a href="#">020-601-50130</a> UI & Employee Training Tax	-	-	-	-									-
<a href="#">020-601-50200</a> PERS Retirement	1,963.97	1,782.54	2,620.00	1,872.88									8,239.39
<a href="#">020-601-50300</a> Workers Compensation	9,428.00	-	-	-									9,428.00
<a href="#">020-601-50301</a> Workers Compensation	-	-	-	-									-
<a href="#">020-601-50400</a> Medical Benefit	2,852.37	2,333.48	2,333.49	2,333.48									9,852.82
<a href="#">020-601-50410</a> Employer Paid DCP	587.10	547.35	801.99	545.71									2,482.15
<a href="#">020-601-50500</a> Group Life Ins Benefit	22.41	20.80	20.83	24.12									88.16
<a href="#">020-601-50600</a> Insurance - Liability	11,647.00	-	-	-									11,647.00
<a href="#">020-601-50610</a> Insurance - Property	-	6,769.00	-	-									6,769.00
<a href="#">020-601-50620</a> Insurance - Bond	-	-	-	-									-
<a href="#">020-601-60021</a> Audit	-	-	2,666.66	-									2,666.66
<a href="#">020-601-60131</a> Laundry / Uniforms	-	-	-	-									-
<a href="#">020-601-60210</a> Computer Maintenance & Software	4,131.01	-	5,091.95	3,740.00									12,962.96
<a href="#">020-601-60211</a> Data Processing Contract Maint	-	-	-	-									-
<a href="#">020-601-60250</a> Maintenance / Repair	4,418.70	6,629.37	6,268.63	5,935.62									23,252.32
<a href="#">020-601-60270</a> Maintenance - Vehicles	921.18	390.18	-	88.32									1,399.68
<a href="#">020-601-60310</a> Equipment Rental	-	-	-	-									-
<a href="#">020-601-60315</a> Rental of Property	-	-	-	-									-
<a href="#">020-601-60316</a> Rental of Property	-	-	-	-									-
<a href="#">020-601-60550</a> Printing	-	-	-	-									-
<a href="#">020-601-60650</a> Membership & Publications	-	1,138.00	-	125.00									1,263.00
<a href="#">020-601-60710</a> Travel & Training	19.20	1,210.81	-	-									1,230.01
<a href="#">020-601-60800</a> Contract Services	34.50	3,975.33	1,572.57	1,194.42									6,776.82
<a href="#">020-601-60830</a> Contract Services-Engineering	-	7,597.50	15,165.00	-									22,762.50
<a href="#">020-601-60835</a> Contract Services-Fin.Consult.	-	-	-	-									-
<a href="#">020-601-60840</a> Contract Services-Legal Fees	-	-	-	-									-
<a href="#">020-601-60900</a> Miscellaneous	14,326.35	57.21	348.98	361.33									15,093.87
<a href="#">020-601-61111</a> Chemicals / Analysis	1,890.52	5,625.10	3,121.59	5,487.31									16,124.52
<a href="#">020-601-61127</a> Tools	-	-	38.00	-									38.00
<a href="#">020-601-61130</a> Office Supplies	-	279.05	-	152.36									431.41
<a href="#">020-601-61131</a> Postage	279.83	587.50	560.00	8.95									1,436.28
<a href="#">020-601-61140</a> Operational Supplies	87.45	79.09	49.40	53.35									269.29
<a href="#">020-601-61240</a> Meter Expense	-	2,421.81	-	-									2,421.81
<a href="#">020-601-61241</a> Utilities - Electric	-	14,540.03	17,113.51	13,535.38									45,188.92
<a href="#">020-601-61280</a> Fuel - Vehicles	532.55	487.98	376.00	485.13									1,881.66
<a href="#">020-601-61410</a> Newsletter	-	-	-	-									-





City of Buellton, CA

# ATTACHMENT 2

## Monthly Activity Report

### 12-Month Enterprise Funds

For November 2016 Through October 2017

	2016 November 2016-2017	December 2016-2017	2017 January 2016-2017	February 2016-2017	March 2016-2017	April 2016-2017	May 2016-2017	June 2016-2017	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	12-month Totals
<b>Fund: 005 - Sewer Fund</b>													
<b>Revenue</b>													
005-44105	-	1,690.66	-	-	1,962.85	-	-	2,426.32	-	-	2,907.56	-	8,987.39
005-44110	74,162.06	71,863.77	71,445.73	60,932.32	81,814.38	79,178.18	80,718.96	86,659.95	86,482.04	87,673.77	87,205.27	95,859.46	963,995.89
005-44115	6,241.00	-	-	3,387.00	-	-	(11,548.00)	-	-	-	-	-	(1,920.00)
005-44120	50.00	45.00	55.00	60.00	110.00	130.00	235.00	225.00	170.00	170.00	170.00	120.00	1,540.00
005-44125	292.97	265.75	622.86	543.82	509.94	254.20	479.69	549.17	486.34	1,389.08	802.91	626.17	6,822.90
005-44126	-	-	-	-	-	-	-	-	-	-	-	-	-
005-44250	-	-	-	-	-	-	-	-	-	-	-	-	-
005-49648	-	-	-	-	-	-	-	-	-	-	-	-	-
005-49649	-	-	-	-	-	-	-	-	-	-	-	-	-
005-49650	-	-	-	-	-	-	-	-	-	-	-	-	-
005-49651	-	-	-	-	-	-	-	-	-	-	-	-	-
005-49652	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Revenue Total:</b>	<b>80,746.03</b>	<b>73,865.18</b>	<b>72,123.59</b>	<b>64,923.14</b>	<b>84,397.17</b>	<b>79,562.38</b>	<b>69,885.65</b>	<b>89,860.44</b>	<b>87,138.38</b>	<b>89,232.85</b>	<b>91,085.74</b>	<b>96,605.63</b>	<b>979,426.18</b>
<b>Expense</b>													
005-701-50000	18,603.31	18,736.41	17,964.04	27,374.20	25,613.22	18,055.02	19,756.63	36,199.89	8,412.79	18,588.90	25,465.29	17,564.11	252,333.81
005-701-50020	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-50035	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-50120	261.63	255.13	250.78	376.92	363.99	275.95	395.89	388.83	376.62	365.89	521.87	260.82	4,094.32
005-701-50130	-	-	956.98	260.10	-	21.12	105.60	27.28	-	-	-	-	1,371.08
005-701-50200	2,266.99	2,238.39	2,241.86	3,374.05	3,277.67	2,264.12	2,272.47	2,269.72	2,056.64	1,882.38	2,769.53	1,972.76	28,886.58
005-701-50300	-	-	-	-	-	-	-	-	8,850.00	-	-	-	8,850.00
005-701-50301	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-50400	2,804.36	2,875.67	2,875.68	4,129.74	2,822.30	2,524.67	2,874.64	2,541.18	2,932.41	2,493.62	2,493.63	2,493.65	33,861.55
005-701-50410	669.14	668.05	668.04	1,002.07	967.51	669.39	673.53	669.84	645.89	633.94	931.82	632.24	8,831.46
005-701-50500	25.61	25.60	25.61	38.39	12.81	25.63	25.61	25.63	23.41	22.51	22.51	25.87	299.19
005-701-50600	-	-	-	-	-	-	-	-	11,647.00	-	-	-	11,647.00
005-701-50610	-	-	-	-	-	-	-	-	-	6,769.00	-	-	6,769.00
005-701-50620	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-60021	-	2,916.00	-	-	-	-	800.00	2,333.33	-	-	2,666.67	-	8,716.00
005-701-60131	-	207.33	54.91	82.67	-	-	-	531.71	-	300.00	-	158.73	1,335.35
005-701-60210	285.72	291.02	315.56	285.68	241.71	348.61	236.01	912.80	472.02	236.01	5,327.96	3,976.01	12,929.11
005-701-60211	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-60250	-	2,360.33	929.49	60.85	93.09	2,307.06	13.06	1,992.12	361.24	11,781.10	4,950.76	4,394.19	29,243.29
005-701-60270	288.09	90.60	171.60	3,322.80	145.57	423.05	-	3,184.95	1,015.95	1,187.55	34.05	218.32	10,082.53
005-701-60310	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-60315	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-60316	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-60650	-	125.00	172.00	-	50.00	230.00	-	508.82	-	-	-	-	1,085.82
005-701-60710	-	-	-	37.80	60.00	311.43	349.75	-	-	960.81	-	-	1,719.79
005-701-60800	29,182.22	28,487.56	22,933.79	17,001.72	3,034.22	16,828.70	12,589.07	26,266.60	5,644.52	15,001.11	19,971.58	13,141.34	210,082.43
005-701-60830	-	-	-	-	-	-	862.50	5,635.00	-	567.50	-	-	7,065.00
005-701-60835	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-60840	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-60850	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-60900	35.43	39.12	41.91	36.24	38.13	30.66	35.34	36.96	14,326.35	57.21	348.98	347.65	15,373.98
005-701-61111	7,028.95	3,309.15	-	3,134.70	664.86	3,209.63	1,573.95	3,097.24	3,704.16	4,709.25	1,299.51	5,628.49	38,359.89
005-701-61127	41.98	-	101.26	23.80	-	-	26.61	-	-	-	-	290.04	483.69
005-701-61130	478.30	-	110.05	102.17	-	311.02	58.16	-	39.30	279.04	161.33	240.40	1,779.77
005-701-61131	381.83	587.50	304.17	585.00	706.79	285.00	400.00	600.00	279.82	587.50	560.00	8.94	5,286.55
005-701-61140	49.48	543.81	45.61	87.17	553.63	352.93	183.92	279.35	418.64	408.41	607.93	68.35	3,599.23
005-701-61211	-	-	-	-	-	-	-	3,966.48	-	-	1,138.41	376.79	5,481.68
005-701-61241	9,476.12	8,304.35	7,732.28	7,338.18	8,576.27	7,902.06	8,553.77	19,492.89	-	8,010.21	9,898.24	9,769.28	105,053.65
005-701-61280	368.86	402.51	375.54	375.36	443.47	456.04	436.01	412.63	532.55	487.98	376.00	485.13	5,152.08
005-701-61410	-	-	-	-	-	-	-	-	-	-	-	-	-
005-701-67500	-	-	-	-	-	-	-	-	-	-	-	-	-

<a href="#">005-701-67575</a>	Regulatory Compliance	-	17,017.00	-	421.17	690.00	8,250.50	-	-	-	-	463.50	26,842.17	
<a href="#">005-701-67600</a>	Safety Equipment	-	21.59	-	-	-	400.83	-	146.87	-	-	165.23	734.52	
<a href="#">005-701-67705</a>	Telephone	794.07	846.63	706.95	758.10	668.65	732.91	708.62	866.40	544.71	745.92	762.95	8,896.42	
<a href="#">005-701-68110</a>	Depreciation	-	-	-	-	-	-	-	273,562.86	20,833.34	20,833.33	20,833.33	356,896.19	
<a href="#">005-701-69100</a>	Transfer to Other Funds	-	-	-	-	31,318.33	-	(31,318.33)	-	-	-	5,000.00	5,000.00	
<a href="#">005-701-69400</a>	Transfer to Reserves	-	-	-	-	-	-	-	-	-	-	-	-	
<a href="#">005-701-71000</a>	Buildings / Remodel	-	-	-	-	-	-	-	-	-	-	-	-	
<a href="#">005-701-72100</a>	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	
<a href="#">005-701-72300</a>	Computer Equipment	-	-	-	-	-	-	-	-	-	-	-	-	
<a href="#">005-701-73100</a>	Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	
<a href="#">005-701-73500</a>	Equipment	-	-	-	902.20	405.70	-	-	(1,939.25)	7,852.79	-	-	7,221.44	
<a href="#">005-701-74100</a>	Improvements	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Expense Total:</b>		<b>73,042.09</b>	<b>90,348.75</b>	<b>58,978.11</b>	<b>71,111.08</b>	<b>80,747.92</b>	<b>66,216.33</b>	<b>21,612.81</b>	<b>384,010.13</b>	<b>90,970.15</b>	<b>96,909.17</b>	<b>106,142.35</b>	<b>85,275.68</b>	<b>1,225,364.57</b>

<b>Fund 005 Surplus (Deficit):</b>	<b>7,703.94</b>	<b>(16,483.57)</b>	<b>13,145.48</b>	<b>(6,187.94)</b>	<b>3,649.25</b>	<b>13,346.05</b>	<b>48,272.84</b>	<b>(294,149.69)</b>	<b>(3,831.77)</b>	<b>(7,676.32)</b>	<b>(15,056.61)</b>	<b>11,329.95</b>	<b>(245,938.39)</b>
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	2016		2017		2017-2018 12-month Totals									
	November	December	January	February	March	April	May	June	July	August	September	October		
	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018		

**Fund: 006 - Wastewater Capital**

<b>Revenue</b>													
<a href="#">006-44105</a>	Interest	-	-	-	-	-	-	39.35	-	-	237.94	-	277.29
<a href="#">006-44115</a>	Connection Fees	-	-	-	-	-	63,330.00	18,628.50	-	22,015.50	27,960.00	-	131,934.00
<a href="#">006-49652</a>	Transfer in from Reserves	-	-	-	-	-	-	-	-	-	-	-	-
<b>Revenue Total:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>63,330.00</b>	<b>18,667.85</b>	<b>-</b>	<b>22,015.50</b>	<b>28,197.94</b>	<b>-</b>	<b>132,211.29</b>
<b>Expense</b>													
<a href="#">006-700-69100</a>	Wastewater Capital Transfer to Other fun	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">006-701-68110</a>	Depreciation	-	-	-	-	-	-	82.30	-	-	-	-	82.30
<a href="#">006-702-69100</a>	Transfer to Other Funds	-	-	-	-	-	31,318.33	(31,318.33)	-	-	-	-	-
<b>Expense Total:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,318.33</b>	<b>(31,236.03)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>82.30</b>

<b>Fund 006 Surplus (Deficit):</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,011.67</b>	<b>49,903.88</b>	<b>-</b>	<b>22,015.50</b>	<b>28,197.94</b>	<b>-</b>	<b>132,128.99</b>
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	2016 November 2016-2017	December 2016-2017	January 2016-2017	2017 February 2016-2017	March 2016-2017	April 2016-2017	May 2016-2017	June 2016-2017	July 2017-2018	August 2017-2018	September 2017-2018	October 2017-2018	12-month Totals
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**Fund: 020 - Water Fund**

<b>Revenue</b>														
<a href="#">020-44105</a>	Interest	-	2,216.72	-	-	2,544.38	-	-	2,216.63	-	-	3,720.44	-	10,698.17
<a href="#">020-44115</a>	Connection Fees	21,528.00	-	-	-	-	-	(18,678.00)	(2,850.00)	-	-	-	-	-
<a href="#">020-44120</a>	Set-Up Fees	50.00	45.00	55.00	40.00	100.00	130.00	235.00	225.00	170.00	170.00	120.00	-	1,510.00
<a href="#">020-44125</a>	Late Charges	745.97	836.30	1,203.27	992.32	843.34	642.31	822.65	1,032.79	721.27	2,744.43	1,767.13	-	13,974.40
<a href="#">020-44210</a>	Bulk Water	1,339.20	1,238.76	1,365.60	1,354.22	1,046.96	2,310.14	1,968.74	4,210.60	5,621.72	6,543.50	4,077.25	-	36,434.69
<a href="#">020-44215</a>	Sales	159,900.97	147,416.53	141,872.28	121,813.44	149,291.62	168,968.05	179,612.48	285,366.86	204,747.48	205,018.52	241,799.10	-	2,223,249.57
<a href="#">020-44220</a>	Meter Service Installation	1,185.00	235.00	60.00	(295.00)	-	13,300.00	11,240.00	6,690.00	-	6,690.00	5,740.00	-	44,845.00
<a href="#">020-44240</a>	Service Reinstatement Fee	73.00	153.00	120.00	80.00	60.00	319.00	133.00	100.00	140.00	160.00	120.00	-	1,611.00
<a href="#">020-44245</a>	Infrastructure Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-44246</a>	Gain (Loss) on Capital Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-44250</a>	Miscellaneous	1,017.05	40.00	180.57	2,507.00	20.00	20.00	-	20.00	20.00	60.00	-	40.00	3,924.62
<a href="#">020-49656</a>	Hydrant Permits	-	50.00	350.00	350.00	350.00	400.00	450.00	500.00	450.00	400.00	350.00	-	4,100.00
<a href="#">020-49657</a>	Insurance Refund-Gen Liability	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-49658</a>	Insurance Reimbursement-WC	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-49659</a>	Prior Year Adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-49660</a>	Transfer from Gen Fund & Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-49661</a>	Transfer from Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Revenue Total:</b>	<b>185,839.19</b>	<b>152,231.31</b>	<b>145,206.72</b>	<b>126,841.98</b>	<b>154,256.30</b>	<b>186,089.50</b>	<b>175,783.87</b>	<b>297,511.88</b>	<b>211,870.47</b>	<b>221,786.45</b>	<b>257,743.92</b>	<b>225,185.86</b>	<b>2,340,347.45</b>

<b>Expense</b>														
<a href="#">020-601-50000</a>	Salaries	18,603.06	18,736.12	17,963.78	27,373.73	25,612.92	18,054.75	19,756.34	35,474.19	7,691.94	17,147.19	23,302.73	16,122.40	245,839.15
<a href="#">020-601-50020</a>	Council Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-50035</a>	Hourly	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-50120</a>	Employer SS/MC	261.53	255.06	250.70	376.81	363.87	275.89	395.76	388.69	360.60	344.79	490.30	239.71	4,003.71
<a href="#">020-601-50130</a>	UI & Employee Training Tax	-	-	956.71	259.96	-	21.12	105.60	27.28	-	-	-	-	1,370.67
<a href="#">020-601-50200</a>	PERS Retirement	2,266.94	2,238.25	2,241.76	3,374.02	3,277.60	2,263.95	2,272.26	2,269.44	1,963.97	1,782.54	2,620.00	1,872.88	28,443.61
<a href="#">020-601-50300</a>	Workers Compensation	-	-	-	-	-	-	-	-	9,428.00	-	-	-	9,428.00
<a href="#">020-601-50301</a>	Workers Compensation	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-50400</a>	Medical Benefit	2,804.24	2,875.61	2,875.60	4,129.72	2,822.32	2,524.69	2,874.65	2,541.20	2,852.37	2,333.48	2,333.49	2,333.48	33,300.85
<a href="#">020-601-50410</a>	Employer Paid DCP	669.02	667.94	667.96	1,001.88	967.42	669.30	673.45	669.74	587.10	547.35	801.99	545.71	8,468.86
<a href="#">020-601-50500</a>	Group Life Ins Benefit	25.34	25.38	25.37	38.09	12.69	25.36	25.41	25.35	22.41	20.80	20.83	24.12	291.15
<a href="#">020-601-50600</a>	Insurance - Liability	-	-	-	-	-	-	-	-	11,647.00	-	-	-	11,647.00
<a href="#">020-601-50610</a>	Insurance - Property	-	-	-	-	-	-	-	-	-	6,769.00	-	-	6,769.00
<a href="#">020-601-50620</a>	Insurance - Bond	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-60021</a>	Audit	-	2,917.00	-	-	-	-	800.00	2,333.33	-	-	2,666.66	-	8,716.99
<a href="#">020-601-60131</a>	Laundry / Uniforms	-	-	54.91	82.67	146.86	-	-	230.35	-	-	-	-	514.79
<a href="#">020-601-60210</a>	Computer Maintenance & Software	49.67	54.97	829.55	49.67	5.70	112.60	342.00	6.45	4,131.01	-	5,091.95	3,740.00	14,413.57
<a href="#">020-601-60211</a>	Data Processing Contract Maint	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-60250</a>	Maintenance / Repair	4,954.05	5,203.34	3,746.55	2,549.50	7,782.13	250.65	1,712.42	1,879.60	4,418.70	6,629.37	6,268.63	5,935.62	51,330.56
<a href="#">020-601-60270</a>	Maintenance - Vehicles	288.09	97.61	101.11	3,012.25	194.28	406.86	-	170.50	921.18	390.18	-	88.32	5,670.38
<a href="#">020-601-60310</a>	Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-60315</a>	Rental of Property	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-60316</a>	Rental of Property	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-60550</a>	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-60650</a>	Membership & Publications	-	-	-	-	-	-	316.82	-	-	1,138.00	-	125.00	1,579.82
<a href="#">020-601-60710</a>	Travel & Training	25.92	-	-	-	-	332.54	-	708.05	19.20	1,210.81	-	-	2,296.52
<a href="#">020-601-60800</a>	Contract Services	5,491.75	10,869.50	9,489.00	15,164.97	1,410.55	120.77	5,679.58	1,114.00	34.50	3,975.33	1,572.57	1,194.42	56,116.94
<a href="#">020-601-60830</a>	Contract Services-Engineering	1,000.00	-	1,200.00	1,265.00	-	-	9,465.00	17,842.50	-	7,597.50	15,165.00	-	53,535.00
<a href="#">020-601-60835</a>	Contract Services-Fin.Consult.	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-60840</a>	Contract Services-Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-60900</a>	Miscellaneous/CalPers Unfunded Liability	35.43	39.12	41.91	36.24	38.13	30.66	35.34	36.96	14,326.35	57.21	348.98	361.33	15,387.66
<a href="#">020-601-61111</a>	Chemicals / Analysis	4,653.56	2,605.53	3,799.79	912.70	590.94	3,311.31	384.30	4,486.03	1,890.52	5,625.10	3,121.59	5,487.31	36,868.68
<a href="#">020-601-61127</a>	Tools	-	-	20.82	-	-	-	-	410.39	-	-	38.00	-	469.21
<a href="#">020-601-61130</a>	Office Supplies	441.13	-	-	-	-	311.02	15.91	-	-	279.05	-	152.36	1,199.47
<a href="#">020-601-61131</a>	Postage	381.83	587.50	304.17	585.00	734.82	285.00	400.00	600.00	279.83	587.50	560.00	8.95	5,314.60
<a href="#">020-601-61140</a>	Operational Supplies	10.38	-	58.70	88.16	389.60	137.56	50.11	115.47	87.45	79.09	49.40	53.35	1,119.27
<a href="#">020-601-61240</a>	Meter Expense	-	-	-	-	833.33	8,223.48	6,955.73	(29,253.15)	-	2,421.81	-	-	(10,818.80)
<a href="#">020-601-61241</a>	Utilities - Electric	12,685.39	10,023.69	7,614.41	5,344.66	2,188.64	5,185.13	7,802.34	24,760.16	-	14,540.03	17,113.51	13,535.38	120,793.34
<a href="#">020-601-61280</a>	Fuel - Vehicles	368.86	402.51	375.54	375.36	443.47	456.04	436.01	412.63	532.55	487.98	376.00	485.13	5,152.08
<a href="#">020-601-61410</a>	Newsletter	-	-	-	-	-	-	-	-	-	-	-	-	-

<a href="#">020-601-67545</a>	Principal & Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-67575</a>	Regulatory Compliance	241.41	2,062.00	-	-	1,218.00	-	-	-	-	2,575.00	-	526.00	6,622.41
<a href="#">020-601-67600</a>	Safety Equipment	190.80	-	-	-	75.59	18.86	-	74.97	170.62	-	-	-	530.84
<a href="#">020-601-67610</a>	Santa Ynez River Appropriation	-	-	5,936.24	-	-	-	-	5,274.70	-	-	-	-	11,210.94
<a href="#">020-601-67635</a>	State Water Project	76,596.47	76,596.47	72,830.13	72,830.13	72,830.13	72,830.13	72,830.13	72,830.12	77,894.16	78,110.32	79,641.67	77,894.16	903,714.02
<a href="#">020-601-67705</a>	Telephone	734.81	777.08	661.07	670.51	648.68	699.82	675.09	840.71	485.54	699.28	695.95	740.16	8,328.70
<a href="#">020-601-67820</a>	Write-Off Utility Plant	-	-	-	-	38.92	-	28.00	1,572.67	-	-	-	46.10	1,685.69
<a href="#">020-601-67821</a>	Write-Off Utility	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-68110</a>	Depreciation	-	-	-	-	-	-	-	280,496.65	14,166.67	14,166.66	14,166.66	14,166.66	337,163.30
<a href="#">020-601-69100</a>	Transfer to Other Funds	-	-	-	-	54,256.03	-	(54,256.03)	-	-	-	-	-	-
<a href="#">020-601-69400</a>	Transfer to Reserves	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-71000</a>	Buildings / Remodel	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-72100</a>	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-72300</a>	Computer Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-73100</a>	Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-73500</a>	Equipment	-	-	-	-	-	-	1,058.08	(979.43)	-	-	-	-	78.65
<a href="#">020-601-73510</a>	Equipment-Telemetry	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-73520</a>	Equipment-Booster Station	-	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">020-601-74100</a>	Improvements	-	-	-	-	-	-	-	-	-	-	750.00	-	750.00
	<b>Expense Total:</b>	<b>132,779.68</b>	<b>137,034.68</b>	<b>132,045.78</b>	<b>139,521.03</b>	<b>176,882.62</b>	<b>116,547.49</b>	<b>80,517.48</b>	<b>427,676.37</b>	<b>153,911.67</b>	<b>169,515.37</b>	<b>177,195.91</b>	<b>145,678.55</b>	<b>1,989,306.63</b>

<b>Fund 020 Surplus (Deficit):</b>	<b>53,059.51</b>	<b>15,196.63</b>	<b>13,160.94</b>	<b>(12,679.05)</b>	<b>(22,626.32)</b>	<b>69,542.01</b>	<b>95,266.39</b>	<b>(130,164.49)</b>	<b>57,958.80</b>	<b>52,271.08</b>	<b>80,548.01</b>	<b>79,507.31</b>	<b>351,040.82</b>
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	2016		2017		12-month Totals									
	November	December	January	February	March	April	May	June	July	August	September	October		
	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018		

**Fund: 021 Water Capital**

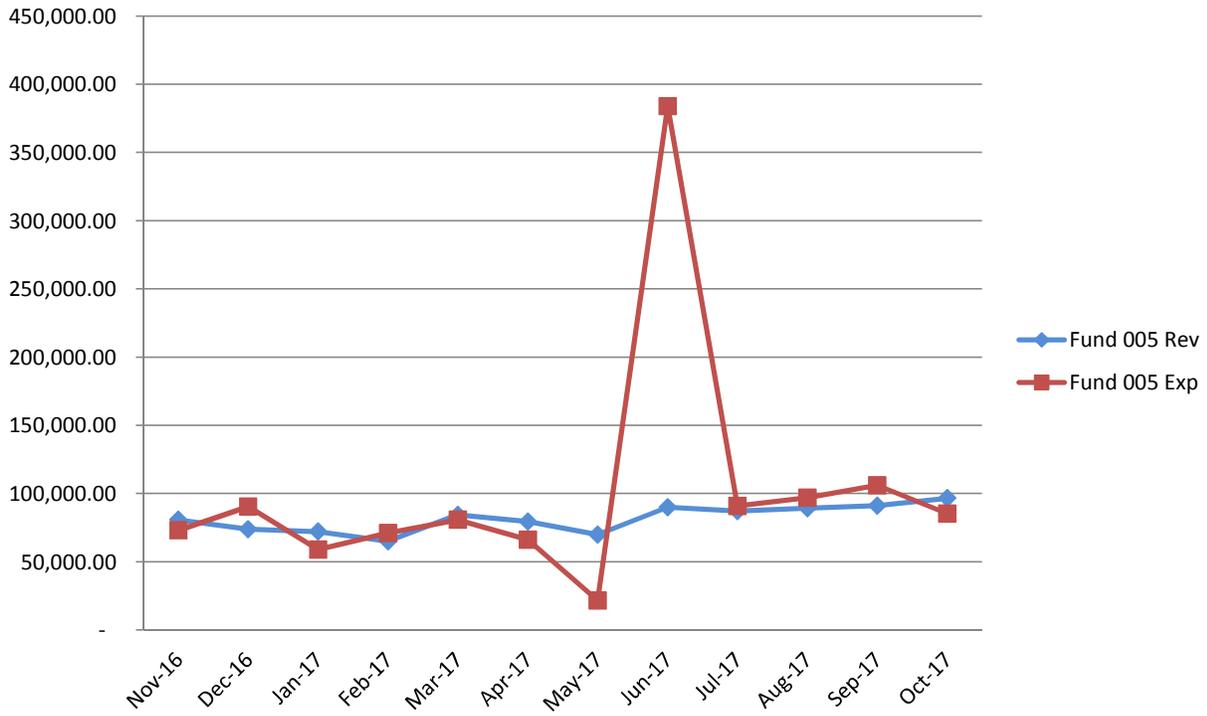
Revenue													
<a href="#">021-44105</a>	Interest	-	-	-	-	-	-	141.93	-	-	397.89	-	539.82
<a href="#">021-44115</a>	Connection Fees	-	-	-	-	-	103,048.00	39,900.00	-	37,050.00	41,370.00	-	221,368.00
<a href="#">021-49652</a>	Transfer in from Reserve	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Revenue Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>103,048.00</b>	<b>40,041.93</b>	<b>-</b>	<b>37,050.00</b>	<b>41,767.89</b>	<b>-</b>	<b>221,907.82</b>

Expense													
<a href="#">021-600-69100</a>	Water Capital Transfer to other funds	-	-	-	-	-	-	-	-	-	-	-	-
<a href="#">021-601-68110</a>	Depreciation	-	-	-	-	-	-	633.13	-	-	-	-	633.13
<a href="#">021-602-69100</a>	Transfer to Other Funds	-	-	-	-	-	54,256.03	(54,256.03)	-	-	-	-	-
	<b>Expense Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>54,256.03</b>	<b>(53,622.90)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>633.13</b>

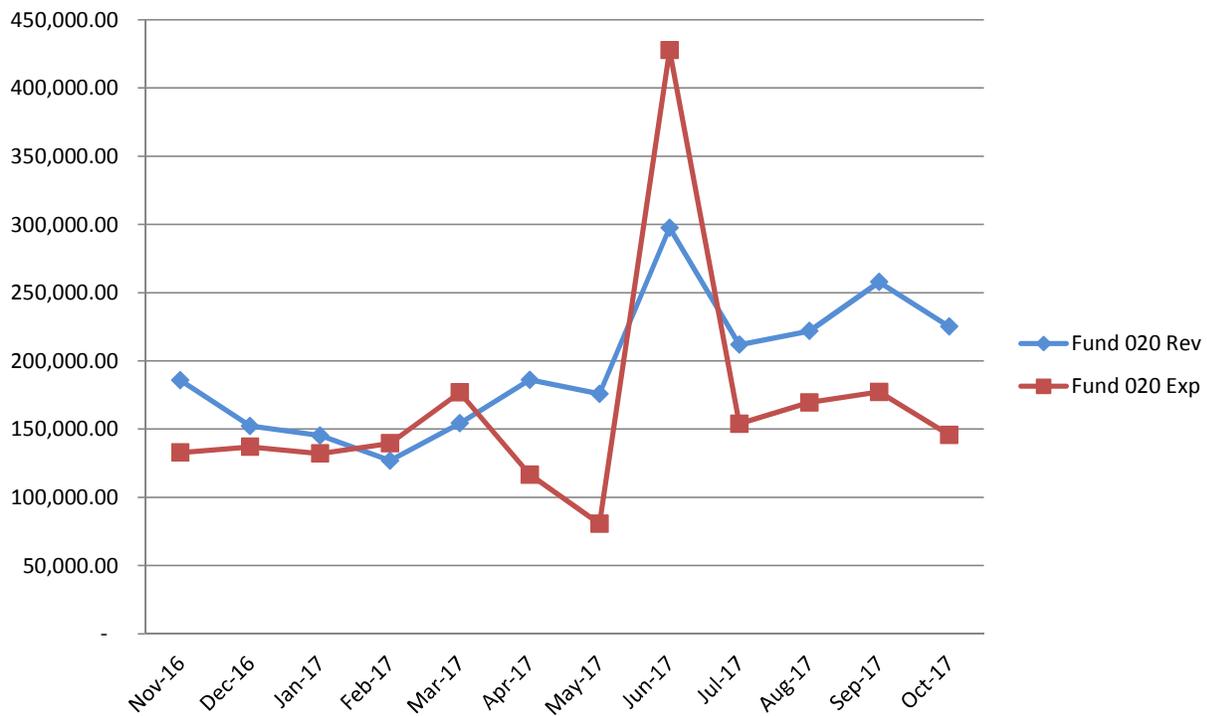
<b>Fund 021 Surplus (Deficit):</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,791.97</b>	<b>93,664.83</b>	<b>-</b>	<b>-</b>	<b>41,767.89</b>	<b>-</b>	<b>184,224.69</b>
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\*\*\*NOTE: Capital Items are Included in the Depreciation Category, Depreciation is calculated at the End of the Fiscal Year. Estimated annual depreciation for Fund 005 is \$250,000 and for Fund 020 is \$177,000.

### Sewer Fund 005 Revenue vs Expenditures



### Water Fund 020 Revenue vs Expenditures



**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: Shannel Zamora, Finance Director

Meeting Date: December 14, 2017

Subject: Monthly Private Project Balance Report through October 31, 2017

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**BACKGROUND**

Resolution No. 01-24 requires all developers to submit a required deposit and sign a Processing Payment Agreement when filing an application. The deposit includes the cost of processing an application. The deposit creates an account against which processing charges will be drawn automatically.

The City invoices all charges for services on a monthly basis. The invoice is sent with a statement that includes a description of services rendered during the billing period. A copy of paid invoices from the vendor is also included with the Billing Statement.

If a developer has a balance due, the developer must pay the amount. This may result in the need to collect additional deposits to maintain a positive account balance. If a completed project has a positive balance, the balance is refunded.

The attached report shows all (active and inactive) private project balances through October 31, 2017 (Attachment 1).

**FISCAL IMPACT**

The Monthly Private Project Balance Report will provide the council with an understanding of the current Private Project Balances.

**RECOMMENDATION**

That the City Council receives and files the attached report.

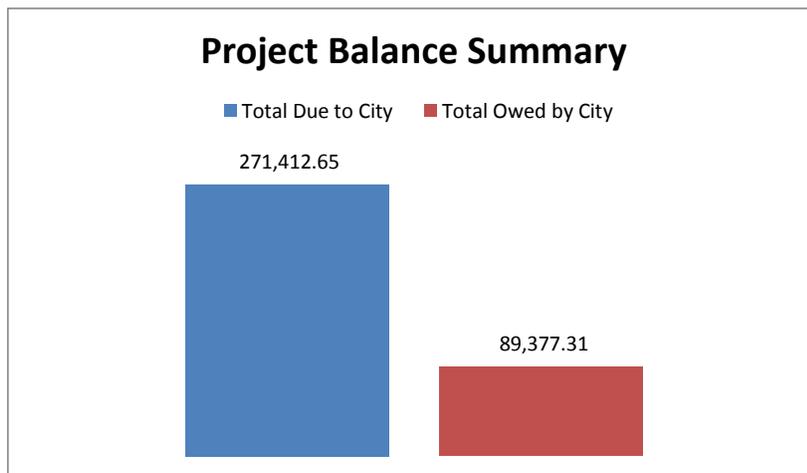
**ATTACHMENT**

Attachment 1 – Monthly Private Project Balance Report through October 31, 2017

# ATTACHMENT 1

## Summary

Project Number	Project Name	Total Revenue	Total Expense	Credit On Account/ (Developer Balance Due)
<a href="#">1</a>	Customer 1: Bach Hotel	-	-	-
<a href="#">2</a>	Customer 2: Burgundy Hills	1,492.85	1,492.85	-
<a href="#">29</a>	Customer 29: Vintage Walk	343.00	343.00	-
<a href="#">57</a>	Customer 57: Brian Asselstine	292.40	292.40	-
<a href="#">72</a>	Customer 72: Bill Mowry	299.80	-	299.80
<a href="#">74</a>	Customer 74: Pete Hauber	0.60	-	0.60
<a href="#">90001</a>	Meritage Senior Living	5,482.34	5,482.34	-
<a href="#">90002</a>	Ranch Club Condo Conversion TTM 31048	364.75	-	364.75
<a href="#">90003</a>	Bach Hotel Lot Line Adjustment 06-LLA-03	-	-	-
<a href="#">90008</a>	Flying Flags RV Sales 08-MUP-01	196.00	196.00	-
<a href="#">90010</a>	Crossroads Ctr at The Village 11-FDP-02,11-CUP-02	212,996.20	401,873.58	(188,877.38)
<a href="#">90013</a>	Buellton Apartments 12-FDP-02	92,533.30	92,533.30	-
<a href="#">90014</a>	Bach Hotel 13-FDP-01 (new)	511.25	511.25	-
<a href="#">90015</a>	Live Oak Bowling Alley 13-FDP-03, 13-LLA-02	18,934.80	42,655.55	(23,720.75)
<a href="#">90016</a>	Flying Flags Expansion	42,232.41	33,088.75	9,143.66
<a href="#">90017</a>	Village Park	6,020.00	34,110.00	(28,090.00)
<a href="#">90019</a>	Hampton Inn & Suites 14-FDP-01, 14-MND-01	101,171.49	100,987.49	184.00
<a href="#">90020</a>	Village Senior Apartments 14-FDP-02	4,500.00	3,664.69	835.31
<a href="#">90021</a>	Village Capital Pacific Townhomes TTM 31057	233,276.01	259,221.01	(25,945.00)
<a href="#">90022</a>	Sky River RV Sales 14-MUP-01	401.75	401.75	-
<a href="#">90023</a>	Figueroa Mtn Brewery Tank 14-DPM-01	234.00	234.00	-
<a href="#">90024</a>	Tilton Racing 14-FDP-04	53,876.11	53,876.11	-
<a href="#">90025</a>	Harry Poor-63,65, & 67 Ind Way Vacation of Easemnt	21,187.50	21,187.50	-
<a href="#">90026</a>	Terravant Annex 14-FDP-05	2,188.75	2,188.75	-
<a href="#">90027</a>	Ave of Flags Mixed Use Project-Armenta	4,500.00	3,590.05	909.95
<a href="#">90029</a>	Appeal Bowling Alley - 15-AP-03	660.00	660.00	-
<a href="#">90030</a>	Appeal Short-term Rental - B Kuykendall #15-AP-02	2,889.20	2,889.20	-
<a href="#">90031</a>	Appeal Bowling Alley - (15-AP-04)	660.00	660.00	-
<a href="#">90032</a>	Figueroa Mountain Brewing LLC	-	-	-
<a href="#">90033</a>	Figueroa Mountain Brewing, LLC - 16-DPM-01	3,633.60	3,633.60	-
<a href="#">90034</a>	Secondary Dwelling	970.00	970.00	-
<a href="#">90035</a>	Gonzales - Multifamily Units on McMurray	3,190.00	3,190.00	-
<a href="#">90036</a>	Reconstruct Brick Wall; 16-MUP-01	1,474.78	1,474.78	-
<a href="#">90037</a>	Fig Mountain Brewing Final Development Plan	37,103.55	41,883.07	(4,779.52)
<a href="#">90038</a>	Live Oak Settlement	-	-	-
<a href="#">90039</a>	Family Bowling Center	26,195.00	25,542.61	652.39
<a href="#">90040</a>	Flying Flags 16-FDP-04	40,230.00	7,675.78	32,554.22
<a href="#">90041</a>	Multi-Tenant Commercial Development 16-FDP-05	41,204.74	41,204.74	-
<a href="#">90042</a>	SYV People Helping People - 16-CUP-03	3,900.00	562.30	3,337.70
<a href="#">90043</a>	The Buellton Hub - 16-FDP-06, TPM-31061	25,490.00	13,163.71	12,326.29
<a href="#">90044</a>	The Industrial Network - 16-FDP-07, 17-LLA-03	23,400.00	10,566.75	12,833.25
<a href="#">90045</a>	410 Central - 17-FDP-01, TTM-31059	1,187.00	1,187.00	-
<a href="#">90046</a>	Ballard Canyon Sewer Connection	942.50	942.50	-
<a href="#">90047</a>	Flying Flags - Occupy 28 RV Spaces; Modify 16-FDP-	1,532.97	532.97	1,000.00
<a href="#">90048</a>	Vineyard Village Lot Line Adjustment	3,000.00	344.61	2,655.39
<a href="#">90049</a>	410 Central Homes- 17-FDP-02, TTM-31060	9,100.00	1,320.00	7,780.00
<a href="#">90050</a>	35 Zaca St, 2 Story Addition (17-LLA-02)	187.02	187.02	-
<a href="#">90051</a>	350 River View Drive- Appeal	-	-	-
<a href="#">90052</a>	518 Avenue of Flags	4,500.00	-	4,500.00
<b>Project Totals:</b>		<b>\$ 1,034,485.67</b>	<b>\$ 1,216,521.01</b>	<b>\$ (182,035.34)</b>



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

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: December 14, 2017

Subject: Growth Mitigation Annual Compliance Report for Fiscal Year 2016-17

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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, 2017 (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. Wastewater shows a negative balance. 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. 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 is not received. The General Fund received Proposition 1B funds in April 2008 for this purpose. Revenue received in 2016-17 from Traffic Mitigation Fees was paid to General Fund to reimburse for borrowing during the prior year. As of June 30, 2017 the Traffic Mitigation Fund received enough revenue to carry a positive balance.

Regarding the Enterprise Funds, Water and Wastewater use Connection Fees and reserves to cover the corresponding deficits. 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, 2017

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 24)	(9,150)	21,648	151	-	21,799	-	-	-	12,649
<b>TOTAL - TRAFFIC MITIGATION</b>									<b>12,649</b>
Water Operating Fund (Fund 20)*	342,776	-	-	-	-	-	-	-	342,776
Water Capital Fund (Fund 21)	15,538	142,948	142	-	143,090	25,596	-	25,596	133,032
<b>SUMMARY - WATER CAPITAL</b>									<b>475,808</b>
Wastewater Operating Fund (Fund 05)*	(884,761)	-	-	-	-	-	-	-	(884,761)
Wastewater Capital Fund (Fund 06)	-	81,959	39	-	81,998	14,815	-	14,815	67,183
<b>SUMMARY - WASTEWATER CAPITAL</b>									<b>(817,578)</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, 2017**

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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>	\$ -9,150
<u>Ending</u>	\$ 12,649

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

<u>Fees</u>	\$21,648
<u>Interest</u>	\$ 151
	\$21,799

**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.**

A "Due to/from was recorded in the amount of \$10,047 in FY 15/16. The amount was paid this current fiscal year to the General with zero interest due. 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.

**ANNUAL  
COMPLIANCE REPORT FOR WATER GROWTH MITIGATION FEES  
FISCAL YEAR ENDING JUNE 30, 2017**

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**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	\$ 2,850 per unit
Multiple family	“
Senior/affordable	“
Commercial/Industrial	See note

**Note:** Single and multiple family rats 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>	\$ 358,776
<u>Ending</u>	\$ 475,808

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

<u>Connection Fee</u>	\$ 142,948
<u>Interest</u>	\$ 142
	<b>\$ 143,090</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	\$ 15,678	100%
Recycled Water Program	\$ 9,918	100%
<b>Total</b>	<b>\$ 25,596</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 2017.

**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 years 2017.

## ANNUAL COMPLIANCE REPORT FOR WASTEWATER GROWTH MITIGATION FEES FISCAL YEAR ENDING JUNE 30, 2017

**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	\$ 3,387.00 basic connection
Multiple Family	\$ 1,693.50
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>	\$ -884,761
<u>Ending</u>	\$ -817,578

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

<u>Connection Fees</u>	\$ 81,959
<u>Interest</u>	\$ 39
	<b>\$ 81,998</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
Grinder	\$ 14,815	100%

**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 years 2017.

**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.: 9

To: The Honorable Mayor and City Council

From: Stephen A. McEwen, City Attorney

Meeting Date: December 14, 2017

Subject: Ordinance No. 17-05 – “An Ordinance of the City Council of the City of Buellton, California, Under Government Code Section 65858(a), Extending for One Year the Moratorium on Non-Medical Marijuana Facilities and Marijuana Cultivation, Except for Private Indoor Cultivation of Six Marijuana Plants or Less, Which Shall be Subject to Reasonable Regulations”

---

**BACKGROUND**

Under Ordinance Nos. 17-01 and 17-03, the City enacted a temporary moratorium pertaining to private marijuana cultivation and non-medical marijuana facilities (Attachment 1). This moratorium will expire on January 12, 2018.

California’s marijuana laws have undergone significant changes in the past two years, including further legislative amendments that were adopted subsequent to the City’s enactment and first extension of its moratorium. These changes have included the following:

- On October 9, 2015, Assembly Bills 243 and 266 and Senate Bill 643 (collectively, the “Medical Cannabis Regulation and Safety Act” or “MCRSA”) were enacted to create a state regulatory and licensing system governing the cultivation, testing, and distribution of medical marijuana, the manufacturing of medical marijuana products, and physician recommendations for medical marijuana. MCRSA expressly preserved local control over medical marijuana facilities and land uses, including the authority to prohibit medical marijuana facilities and cultivation completely.
- On November 8, 2016, the voters of the State of California approved Proposition 64, entitled the “Control, Regulate and Tax Adult Use of Marijuana Act” (the “AUMA”). Under Proposition 64, individuals may possess and use specified amounts of marijuana and may cultivate up to six marijuana plants per private residence. Under Health and Safety Code section 11362.2(b), cities may prohibit

private outdoor marijuana cultivation, but may not prohibit completely private indoor cultivation of six marijuana plants or less. Cities, however, may reasonably regulate private indoor cultivation of six marijuana plants or less. Proposition 64 also established a regulatory system for commercial marijuana businesses commencing at Business and Professions Code section 26000. Under Proposition 64, recreational marijuana cultivators, manufacturers, distributors, retailers, and testing laboratories may operate lawfully if they obtain a state license to operate and comply with local ordinances. The state will not issue licenses if the proposed marijuana business violates a local ordinance. Business and Professions Code section 26200, which is part of Proposition 64, expressly recognized the ability of cities to completely prohibit all recreational marijuana businesses or to regulate such businesses.

- On June 27, 2017, the Governor signed Senate Bill 94, which repealed MCRSA that the regulations governing both medical and non-medical marijuana were contained under one regulatory structure. Senate Bill 94 renamed the AUMA as the Medicinal and Adult-Use Cannabis Regulation and Safety Act (“MAUCRSA”). In addition to consolidating state laws regarding medical marijuana and adult-use marijuana, Senate Bill 94 introduced more uniform terminology. Senate Bill 94 revised references in existing law to “marijuana” or “medical marijuana” to instead refer to “cannabis” or “medicinal cannabis”, and revised references to “nonmedical” to “adult-use.”
- On September 16, 2017, the Governor signed Assembly Bill 133, which further revised MAUCRSA’s provisions regarding marijuana deliveries, the state licensing of marijuana businesses, and marijuana taxation.

Since the extension of the moratorium, the City has studied the issues related to the regulation and control of marijuana businesses. In light of the recent changes to state marijuana law described above and the recent release of state marijuana regulations by the Bureau of Cannabis Control on November 16, 2017, City staff needs additional time to research options regarding a potential permanent marijuana ordinance and to receive direction from the City Council. A moratorium extension will help the City avoid the potential adverse impacts of non-medical marijuana facilities and private marijuana cultivation that may arise as the City develops such permanent regulations.

Government Code section 65858 authorizes the adoption and extension of an ordinance to protect the public health, safety, and welfare, and to prohibit land uses that may conflict with land use regulations that a city’s legislative bodies are considering, studying, or intending to study within a reasonable time. Here, the extension will allow the City more time to protect public health, safety, and welfare while the City Council evaluates its options for permanent marijuana regulations (Attachment 2).

The proposed ordinance to extend the moratorium for one year continues the following three temporary restrictions:

1. All commercial non-medical marijuana businesses that require a license under Proposition 64 will be prohibited while the interim urgency ordinance is in effect. This temporary prohibition will apply to recreational marijuana cultivation, manufacturing, distribution, testing, and retail sales.
2. All private marijuana cultivation will be prohibited except that an individual may cultivate no more than six living marijuana plants inside his or her private residence, or inside an accessory structure to his or her private residence located upon the grounds of that private residence that is fully enclosed and secured against unauthorized entry, provided that the owner of the property provides written consent expressly allowing the marijuana cultivation to occur, the person conducting the marijuana cultivation complies with all applicable Building Code requirements set forth in Chapter 16 of this code, there is no use of gas products (CO<sub>2</sub>, butane, propane, natural gas, etc.) on the property for purposes of marijuana cultivation, and the marijuana cultivation complies with Health and Safety Code section 11362.2(a)(3). Health and Safety Code section 11362.2(a)(3) provides that no more than six marijuana plants may be cultivated at or upon the grounds of a private residence at one time.
3. Non-medical marijuana businesses, including nonprofit businesses, are prohibited from delivering marijuana to people in the City, except in accordance with Business and Professions Code §26054.

This ordinance requires a four-fifths vote for adoption. If approved by a four-fifths vote, the moratorium that was adopted on January 12, 2017, and extended on February 23, 2017 through January 11, 2018, will be extended for another year, until January 11, 2019. While the ordinance is in effect, City staff will continue to undertake a comprehensive review of its policies and potential regulations regarding recreational marijuana businesses and private marijuana cultivation in light of Proposition 64.

### **ENVIRONMENTAL REVIEW**

The proposed ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, sections: 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); 15060(c)(3) (the activity is not a project as defined in Section 15378); and 15061(b)(3), because the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed ordinance maintains the status quo and prevents changes in the environment pending the completion of the contemplated municipal code review. Because there is no possibility that this ordinance

may have a significant adverse effect on the environment, the adoption of this ordinance is exempt from CEQA.

### **FISCAL IMPACT**

The proposed ordinance represents a continuation of existing enforcement policies regarding marijuana facilities, so there would be no change in the fiscal impact for the City.

### **RECOMMENDATION**

That the City Council consider the adoption of Ordinance No. 17-05 - “An Ordinance of the City Council of the City of Buellton, California, Under Government Code Section 65858(a), Extending for One Year the Moratorium on Non-Medical Marijuana Facilities and Marijuana Cultivation, Except for Private Indoor Cultivation of Six Marijuana Plants or Less, Which Shall be Subject to Reasonable Regulations” by title only and waive further reading.

This ordinance requires a four-fifths vote of the City Council for adoption.

### **ATTACHMENTS**

Ordinance No. 17-05

Attachment 1 - January 12, 2017 and February 23, 2017 Staff Reports (without attachments which are on file with the City Clerk’s Office for review)

Attachment 2 - 10 Day Report

**ORDINANCE NO. 17-05**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, UNDER GOVERNMENT CODE SECTION 65858(A), EXTENDING FOR ONE YEAR THE MORATORIUM ON NON-MEDICAL MARIJUANA FACILITIES AND MARIJUANA CULTIVATION, EXCEPT FOR PRIVATE INDOOR CULTIVATION OF SIX MARIJUANA PLANTS OR LESS, WHICH SHALL BE SUBJECT TO REASONABLE REGULATIONS**

**THE CITY COUNCIL OF THE CITY OF BUELLTON DOES ORDAIN AS FOLLOWS:**

**SECTION 1. Findings.**

- A. As set forth in Buellton Municipal Code (“Municipal Code”) Chapter 9.08, the City of Buellton (“City”) prohibits medical marijuana dispensaries in all City zones. Under section 9.08.020, medical marijuana dispensaries are defined as any “any facility, site, cooperative, location, use, or mobile vending vehicle where medicinal marijuana is cultivated, distributed, sold, exchanged, given away, or made available for medical purposes in accordance with Health and Safety Code Section 11362.5.”
- B. On October 9, 2015, Assembly Bills 243 and 266 and Senate Bill 643 (collectively, the “Medical Cannabis Regulation and Safety Act” or “MCRSA”) were enacted to create a state regulatory and licensing system governing the cultivation, testing, and distribution of medical marijuana, the manufacturing of medical marijuana products, and physician recommendations for medical marijuana. MCRSA expressly preserved local control over medical marijuana facilities and land uses, including the authority to prohibit medical marijuana facilities and cultivation completely.
- C. On November 8, 2016, the voters of the State of California approved Proposition 64, entitled the “Control, Regulate and Tax Adult Use of Marijuana Act” (“AUMA”).
- D. Under Proposition 64, individuals may possess and use specified amounts of marijuana and may cultivate up to six marijuana plants per private residence. Under Health and Safety Code section 11362.2(b), cities may prohibit private outdoor marijuana cultivation, but may not prohibit completely private indoor cultivation of six marijuana plants or less. Cities, however, may reasonably regulate private indoor cultivation of six marijuana plants or less.
- E. Proposition 64 also established a regulatory system for commercial marijuana businesses commencing at Business and Professions Code section 26000. Under Proposition 64, recreational marijuana cultivators, manufacturers, distributors, retailers, and testing laboratories may operate lawfully if they obtain a state license to operate and comply with local ordinances. The state will not issue licenses if the proposed marijuana business violates a local ordinance.

- F. Business and Professions Code section 26200, which is part of Proposition 64, expressly recognizes the ability of cities to completely prohibit all recreational marijuana businesses or to regulate such businesses.
- G. Following Proposition 64's passage, the City Council determined that it was imperative that the City maintain local control over all marijuana land uses to the fullest extent allowed by law. The City anticipated that Proposition 64 would encourage the establishment of various marijuana businesses within the City. The Municipal Code does not currently address recreational marijuana businesses. While no such business can operate in the City lawfully without a state license, express Municipal Code regulations regarding recreational marijuana dispensaries, cultivation facilities, manufacturing sites, transporters, distributors, testing laboratories, and microbusinesses were deemed necessary to provide clear guidelines regarding the scope of prohibited conduct and minimize the potential for confusion regarding the City's policies.
- H. Express Municipal Code regulations are also necessary to provide clear guidance regarding the scope of permissible private cultivation. The City anticipates that many individuals will begin to cultivate marijuana at their private residences following the passage of Proposition 64.
- I. The City Council concluded that the adoption of a comprehensive marijuana ordinance that addresses both private cultivation and commercial recreational marijuana businesses would take time and require careful consideration and input from various community stakeholders and the general public. Until that process was complete, an interim urgency ordinance under Government Code section 65858(a) was necessary to protect the public health, safety, and welfare.
- J. At a duly noticed public meeting on January 12, 2017, and after hearing and considering public testimony, the City Council of the City of Buellton adopted Urgency Ordinance No. 17-01, an interim urgency ordinance establishing a moratorium.
- K. On February 23, 2017, the City Council adopted Ordinance No. 17-03 under Government Code section 65858 to extend the moratorium pertaining to private marijuana cultivation and non-medical facilities through January 11, 2018.
- L. Since January 12, 2017, City staff has undertaken an initial investigation of these matters including consideration of what provisions should be included in a permanent ordinance regarding non-medical marijuana with regard to marijuana businesses (including cultivation, manufacturing, distribution, testing, and retail sales), outdoor cultivation, indoor cultivation, and delivery of non-medical marijuana to residents of the City.
- M. As the City studied the issue of marijuana regulations, California's marijuana laws continued to undergo important changes. On June 27, 2017, the Governor signed Senate Bill 94, which repealed MCRSA and included provisions from MCRSA regarding medical marijuana in the AUMA, so that the regulations governing both medical and

non-medical marijuana were contained under one regulatory structure. Senate Bill 94 renamed the AUMA as the Medicinal and Adult-Use Cannabis Regulation and Safety Act (“MAUCRSA”). In addition to consolidating state laws regarding medical marijuana and adult-use marijuana, Senate Bill 94 introduced more uniform terminology. Senate Bill 94 revised references in existing law to “marijuana” or “medical marijuana” to instead refer to “cannabis” or “medicinal cannabis,” and revised references to “nonmedical” to “adult-use.”

- N. On September 16, 2017, the Governor signed Assembly Bill 133, which further revised MAUCRSA’s provisions regarding marijuana deliveries, the state licensing of marijuana businesses, and marijuana taxation.
- O. The Bureau of Cannabis Control has announced that the state will begin issuing temporary licenses under MAUCRSA for marijuana businesses on or about January 1, 2018.
- P. The Bureau of Cannabis Control released draft cannabis regulations for public review on November 16, 2017. Additional time is necessary to review these regulations and their impact on a potential ordinance.
- Q. As described in the findings supporting Ordinance Nos. 17-01 and 17-03, which the City Council incorporates herein, marijuana establishments and activities often present health, welfare, and public safety issues for cities. Several California cities and counties have experienced serious adverse impacts associated with and resulting from marijuana dispensaries, delivery services, and cultivation sites. According to these communities and according to news stories widely reported, marijuana land uses have resulted in and/or caused an increase in crime, including burglaries, robberies, violence, and illegal sales and use of marijuana in the areas immediately surrounding such marijuana activities. There have also been large numbers of complaints of odors related to marijuana cultivation and storage. Marijuana cultivation sites are often associated with illegal construction, unsafe electrical wiring, excessive water use, and fire hazards. It is reasonable to conclude that marijuana businesses and private cultivation under Proposition 64 would cause similar adverse impacts on the public health, safety, and welfare in the City.
- R. In order to protect the public health, safety, and welfare, the City Council reaffirms its desire to amend the Municipal Code to address, in express terms, recreational marijuana businesses, marijuana deliveries, and private marijuana cultivation. The City Council hereby determines that the Municipal Code remains in need of further review and possible revision to protect the public against potential negative health, safety, and welfare impacts and to address private marijuana cultivation and the new marijuana business models recognized under Proposition 64.

- S. In light of the recent changes to state marijuana law and the recent release of state marijuana regulations, City staff needs additional time to review a potential permanent marijuana ordinance and receive direction from the City Council, while avoiding the potential adverse impacts of non-medical marijuana facilities and private marijuana cultivation that may arise as the City develops such permanent regulations.
- T. Government Code section 65858 provides that after a notice pursuant to Government Code section 65090 and public hearing, the City Council may extend the interim urgency ordinance for 10 months and 15 days (“First Extension”), and, after the First Extension, extend the interim urgency ordinance for a year. The City has complied with the notice and public hearing requirements of Government Code sections 65858(a) and 65090. Government Code section 65858(d) requires that prior to adoption of the ordinance extending the moratorium, a report is required to be submitted to the City Council describing the measures taken to alleviate the condition which led to the adoption of the ordinance. That report has been made available to the public at the City Clerk’s Office and on the City’s website. In addition, the agenda report accompanying this ordinance provides the information required under Government Code section 65858(d).
- U. Failure to adopt this ordinance extending the moratorium would impair the orderly and effective implementation of contemplated amendments to the Municipal Code.
- V. The City Council further finds that the extension of this moratorium is a matter of local and City-wide importance and is not directed towards any particular person or entity that seeks to cultivate marijuana in the City.

**SECTION 2. Environmental Findings.** The City Council exercises its independent judgment and finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, sections: 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); 15060(c)(3) (the activity is not a project as defined in Section 15378); and 15061(b)(3), because the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed ordinance maintains the status quo and prevents changes in the environment pending the completion of the contemplated municipal code review. Because there is no possibility that this ordinance may have a significant adverse effect on the environment, the adoption of this ordinance is exempt from CEQA.

**SECTION 3. Extension of Moratorium.** In accordance with Government Code section 65858(a), and pursuant to the findings stated herein, the City Council: (1) finds that there exists a current and immediate threat to the public health, safety, and welfare requiring this Ordinance; (2) finds that this Ordinance is necessary for the immediate preservation of the public peace, health, and safety as set forth herein; and (3) declares and imposes a temporary moratorium for the immediate preservation of the public health, safety and welfare as set forth below:

- A. In accordance with the authority granted the City of Buellton under Government Code section 65858(a), and pursuant to the findings stated herein, for a period of one year from the expiration date of January 11, 2018:
1. Non-medical marijuana facilities are prohibited in all zoning districts in the City and may not be established or operated anywhere in the City.
  2. No person or entity may cultivate marijuana at any location in the City, except that a person may cultivate no more than six living marijuana plants inside his or her private residence, or inside an accessory structure to his or her private residence located upon the grounds of that private residence that is fully enclosed and secured against unauthorized entry, provided that the owner of the property provides written consent expressly allowing the marijuana cultivation to occur, the person conducting the marijuana cultivation complies with all applicable Building Code requirements, there is no use of gas products (CO2, butane, propane, natural gas, etc.) on the property for purposes of marijuana cultivation, and the marijuana cultivation complies with Health and Safety Code section 11362.2(a)(3).
  3. A non-medical marijuana facility may not deliver marijuana from any fixed or mobile location, either inside or outside the city, to any person in the City.
- B. For purposes of this ordinance, the following definitions apply:
- “Cultivate” means to plant, grow, harvest, dry, cure, grade, and/or trim marijuana.
- “Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of marijuana.
- “Marijuana” shall have the meaning set forth in Health and Safety Code section 11018.
- “Non-medical marijuana facility” means any building, property, business, establishment, or location where any person or entity establishes, commences, engages in, conducts, or carries on, or permits another person or entity to establish, commence, engage in, conduct, or carry on, any activity that requires a state license or nonprofit license under Business and Professions Code sections 26000 and following, including but not limited to marijuana cultivation, marijuana distribution, marijuana transportation, marijuana storage, manufacturing of marijuana products, marijuana processing, the sale of any marijuana or marijuana products, and the operation of a marijuana microbusiness.
- C. City staff is directed to study appropriate modifications to the City's ordinances regarding non-medical marijuana facilities and marijuana cultivation.

- D. Pending the completion of such studies and the adoption of an ordinance to establish appropriate operational and zoning regulations, it is necessary for the immediate preservation of the public health, safety and welfare that this ordinance takes effect immediately. In the absence of immediate effectiveness, such uses in the City may conflict with existing regulations or requirements.
- E. This ordinance will take effect immediately upon adoption by a four-fifths vote of the City Council.
- F. A violation of this ordinance is a public nuisance per se, enforceable through any civil, criminal, or equitable remedy, including, but not limited to, civil actions, injunctions, administrative citations, or criminal penalties.

**SECTION 4. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**SECTION 5. Effective Date and Duration.** This ordinance is an ordinance enacted under Government Code section 65858(a). This ordinance is effective upon its adoption and will extend the moratorium for a period of one year, until January 11, 2019, when it will automatically expire.

**SECTION 6. Publication.** The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

**SECTION 7. Study.** Staff is directed to continue to study and analyze issues related to the establishment or operation of recreational marijuana businesses and private marijuana cultivation within the City, including but not limited to, reviewing State regulations which are expected to be drafted and adopted in 2017, evaluating conflicts in state and federal law concerning the validity of the legislation, the potential impacts of such facilities or activities on public health, safety and welfare of the community, the desirability of such facilities or activities in various zones, and the extent of regulatory controls, if any, to impose on such facilities or activities.

**SECTION 8. Report.** Staff is directed to provide a written report to the City Council at least ten days prior to the expiration of this ordinance, describing the study conducted of the conditions that led to the adoption of this ordinance, in accordance with state law.

**PASSED, APPROVED, AND ADOPTED** this 14th day of December, 2017.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

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

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

To: The Honorable Mayor and City Council

From: Stephen A. McEwen, City Attorney

Meeting Date: January 12, 2017

Subject: Discussion and Direction Regarding Amendments to Marijuana Regulations Following Proposition 64

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## **BACKGROUND**

The purpose of this agenda item is to seek direction from the City Council regarding possible amendments to Buellton’s marijuana regulations following the adoption of Proposition 64, known as the “Control, Regulate and Tax Adult Use of Marijuana Act” (the “AUMA”). In order to ensure that the City maintains local control over all marijuana land uses to the fullest extent possible, the City should consider certain amendments to its Municipal Code. These recommended amendments include the following:

- The City should amend the Municipal Code to address recreational marijuana businesses in express terms. Under the AUMA, such businesses do not need a local permit to operate lawfully. Unless a city has clear regulations regarding recreational marijuana businesses, the state could issue a license to an otherwise unwanted establishment. Furthermore, if the City does not have express recreational marijuana business regulations, it may be more difficult for the City to bring enforcement actions against violators.
- The City should amend its regulations regarding marijuana cultivation. While the City’s broad prohibition against all medical marijuana cultivation remains enforceable following the AUMA, the City cannot ban indoor residential cultivation of six marijuana plants or less. The City will need to determine the scope and nature of any indoor cultivation regulations.
- The City should consider adopting express provisions regarding certain medical marijuana businesses. These businesses include marijuana manufacturers, distributors, transporters, and testing laboratories.
- The City should consider express regulations regarding marijuana delivery services.

With these modifications, Buellton’s marijuana regulations will be better positioned to address the unique challenges posed by marijuana land uses, which are likely to become more prevalent following the AUMA’s passage.

On October 9, 2015, Governor Brown signed Assembly Bills 243 and 266 and Senate Bill 643. Taken together, the three bills create the Medical Cannabis Regulation and Safety Act (“MCRSA”) <sup>1</sup>, a comprehensive state regulatory and licensing system governing the cultivation, testing, and distribution of medical marijuana, as well as physician recommendations for medical marijuana. MCRSA is intended to govern all commercial cannabis activities, which are defined as “cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution, or sale of medical cannabis or a medical cannabis product.” Under MCRSA, all medical marijuana businesses, or commercial cannabis activities, must have both a state license and local permit, license, or other authorization in order to operate lawfully within California. (Bus. & Prof. Code § 19320(a).)

On November 8, 2016, California voters approved the AUMA, which allows individuals to possess, use, and cultivate recreational marijuana in certain amounts. An individual may possess up to 28.5 grams of non-concentrated marijuana or 8 grams of marijuana in a concentrated form (e.g., marijuana edibles). In addition, an individual may cultivate up to six marijuana plants at his or her private residence provided that no more than six plants are being cultivated on the property at one time. The AUMA also establishes a regulatory system for commercial businesses that is very similar to the medical marijuana regulatory system under MCRSA. Under the AUMA, recreational marijuana cultivators, manufacturers, distributors, retailers, and testing laboratories may operate lawfully if they obtain a state license and comply with local ordinances.

The AUMA does not limit local police power authority over commercial marijuana business and land uses. Cities may prohibit such businesses completely if they so choose. With regard to private cultivation, however, there is one important limitation on local police power. Cities may ban private outdoor marijuana cultivation, but they may not completely ban private indoor cultivation of six marijuana plants or less. The AUMA provides that private indoor cultivation of six marijuana plants or less is lawful under both state and local law and is only subject to “reasonable” local regulations.

Buellton currently prohibits medical marijuana dispensaries, which includes any location where people distribute or cultivate medical marijuana. (Mun. Code § 9.08.010(A).) Buellton’s regulations, however, do not address in express terms recreational marijuana businesses, and the language for certain medical marijuana businesses, such as medical marijuana testing laboratories.

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<sup>1</sup> Senate Bill 837, signed by Governor Brown on June 27, 2016, changed the name of the Medical Marijuana Regulation and Safety Act to the Medical Cannabis Regulation and Safety Act.

## **Recommended Actions and Regulatory Options**

Business and Professions Code section 26200 provides that cities may “completely prohibit the establishment or operation of one or more types of businesses licensed under” the AUMA. Therefore, as under MCRSA, cities have a wide range of regulatory options under the AUMA to deal with recreational marijuana land uses. These options include an express ban on all or some of the businesses permitted under the AUMA or a regulatory scheme for commercial marijuana businesses. In determining the scope of these express regulations, the City Council should consider three key policy issues.

### **Issue #1 –Commercial Marijuana Activities**

The first task for the City Council is to determine how it wants to address commercial marijuana businesses. With regard to such businesses, the City Council has the following options:

- The City could continue its existing prohibition against medical marijuana dispensaries and commercial cultivation sites and extend it to cover medical marijuana testing laboratories and the recreational marijuana businesses recognized under the AUMA. Under this option, the City would prohibit all commercial marijuana businesses throughout the City.
- The City could allow all or some of the marijuana businesses recognized under MCRSA and/or the AUMA. If the City Council decides to allow marijuana businesses under a regulatory scheme, it should consider the following additional questions:
  - What type of restrictions should apply to marijuana land uses? Locational restrictions may include the designation of certain zoning districts as permissible locations and separation requirements to avoid clustering of medical marijuana land uses. Some cities have limited the number of marijuana establishment permits that they are willing to issue. Operating requirements can be extensive and include the following: the use of licensed security guards, designated hours of operation, prohibition against on-site marijuana consumption, installation of adequate odor control devices and ventilation systems, and limitations on access to minors.
  - What type of permit or permits will be required? Some cities have imposed conditional use permit requirements for marijuana land uses, while others have required annual renewable regulatory permits.
  - How will the City process marijuana land use applications? A city could take a number of approaches for processing applications: (1) first come, first serve; (2) lottery; and/or (3) scoring system. Under a lottery system, pre-qualified applicants are selected through a random lottery to apply for

the required marijuana land use permit. Under a scoring system model, applicants would receive a score based on a review of their applications and, in some instances, an interview. Those applicants who receive the highest scores would then be recommended for approval to the decision making authority. If this selection method is used, it may be preferable to use a neutral outside consultant to review the applications, conduct interviews, and make recommendations.

- What type of local taxes should the City impose? If approved by voters, the City could impose a local marijuana excise tax based on a percentage of gross receipts for retail businesses or the square footage of a cultivation or manufacturing site. In addition, the City could enact a marijuana business regulatory fee to pay for the cost of processing applications, issuing licenses, and performing the necessary inspections.

## **Issue # 2 – Personal Cultivation**

The City Council will need to determine the extent to which it wants to prohibit or allow private marijuana cultivation. Municipal Code section 9.08.010(A) currently prohibits all medical marijuana cultivation in the City. The City Council could choose to continue this policy regarding private marijuana cultivation. However, if the City Council takes this approach, it should amend its existing ban to reflect the AUMA's provision that cities cannot completely ban private indoor cultivation of six marijuana plants or less. The City could address private marijuana cultivation as follows:

“No person or entity may cultivate marijuana at any location in the City, except that a person may cultivate no more than six living marijuana plants inside his or her private residence, or inside an accessory structure to his or her private residence located upon the grounds of that private residence that is fully enclosed and secured against unauthorized entry, provided that the owner of the property provides written consent expressly allowing the marijuana cultivation to occur, the person conducting the marijuana cultivation complies with all applicable Building Code requirements set forth in Title 17 of the Municipal Code, there is no use of gas products (CO<sub>2</sub>, butane, propane, natural gas, etc.) on the property for purposes of marijuana cultivation, and the marijuana cultivation complies with Health and Safety Code section 11362.2(a)(3).”

Some cities that have addressed private indoor marijuana cultivation have imposed local permit and safety inspection requirements. So long as such requirements do not effectively ban private indoor cultivation, courts would likely consider them to be reasonable regulations and therefore permissible under the AUMA. The issue is whether city staff members have the time and resources to implement a private marijuana cultivation permit and inspection program. Many cities have decided based on local circumstances that the burden and expense of local permit and inspection requirements for private indoor cultivation outweigh the potential benefits of the added regulations.

Alternatively, the City Council could allow private indoor and/or outdoor marijuana cultivation for either medical or recreational purposes, or both. The City Council could impose various conditions on private cultivations, including security requirements, odor restrictions and control requirements, setback requirements, and restrictions against marijuana plants that are visible from neighboring properties or public rights-of-way.

### **Issue #3 – Marijuana Deliveries**

Finally, the City Council may consider adding express provisions regarding marijuana deliveries. Under both MCRSA and the AUMA, a city retains the police power authority to prohibit marijuana deliveries that begin or end within the city's boundaries. A city, however, cannot prevent a delivery service from using public roads to simply pass through its jurisdiction from a licensed dispensary to a delivery location outside of its boundaries. If the City Council wishes to prohibit marijuana deliveries, it may consider the following language:

“No person and/or entity may deliver or transport marijuana from any fixed or mobile location, either inside or outside the city, to any person in the city.”

If the City Council wants to allow limited deliveries to qualified patients, it could add the following exception to the delivery ban:

“ . . . except that a person may deliver or transport medical marijuana to a qualified patient or person with an identification card, as those terms are defined in Health and Safety Code section 11362.7, for whom he or she is the primary caregiver within the meaning of Health and Safety Code sections 11362.5 and 11362.7(d).”

The City Council could also allow marijuana deliveries, which under state law can only be made by licensed dispensaries or retailers. The state is working on the implementing regulations, which may further explain how medical and recreational marijuana deliveries will occur. It will be up to the Department of Consumer Affairs to determine how much marijuana can be transported during the delivery process. This is an important question because a small amount of marijuana can have a significant street value, making it an attractive criminal target. Any health and safety regulations developed by the state for marijuana deliveries will represent the minimum state-wide standards.

### **RECOMMENDATION**

That the City Council review the regulatory options and provide direction to staff on the amendment of the City's existing marijuana regulations. Based on this direction, City staff will present a proposed ordinance to the Planning Commission before final approval by the City Council.

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

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

To: The Honorable Mayor and City Council

From: Stephen A. McEwen, City Attorney

Meeting Date: February 23, 2017

Subject: Ordinance No. 17-03 – “An Ordinance of the City Council of the City of Buellton, California, Under Government Code Section 65858(a), Extending the Moratorium on Non-Medical Marijuana Facilities and Marijuana Cultivation, Except for Private Indoor Cultivation of Six Marijuana Plants or Less, which shall be Subject to Reasonable Regulations”

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**BACKGROUND**

On November 8, 2016, California voters approved Proposition 64, known as the “Control, Regulate and Tax Adult Use of Marijuana Act.” Proposition 64 allows individuals to possess, use, and cultivate recreational marijuana in certain amounts. An individual may possess up to 28.5 grams of non-concentrated marijuana or 8 grams of marijuana in a concentrated form (e.g., marijuana edibles). In addition, an individual may cultivate up to six marijuana plants at his or her private residence provided that no more than six plants are being cultivated on the property at one time. Proposition 64 also establishes a regulatory system for commercial businesses that is very similar to the medical marijuana regulatory system that the state legislature created last year. Under Proposition 64, recreational marijuana cultivators, manufacturers, distributors, retailers, and testing laboratories may operate lawfully if they obtain a state license to operate and comply with local ordinances.

Proposition 64 does not limit local police power authority over commercial marijuana business and land uses. Cities may prohibit such businesses completely if they so choose. With regard to private cultivation, however, there is one important limitation on local police power. Cities may ban private outdoor marijuana cultivation, but they may not completely ban private indoor cultivation of six marijuana plants or less. Proposition 64 provides that private indoor cultivation of six marijuana plants or less is lawful under both state and local law and is only subject to “reasonable” local regulations.

The California Department of Consumer Affairs, Department of Food and Agriculture, and Department of Public Health are responsible under Proposition 64 for issuing state

licenses to commercial recreational marijuana businesses. No marijuana business can operate without a state license from one of these agencies, which are currently drafting regulations that will govern their respective areas of responsibility. Based on the latest information we have from the state, these agencies will not be ready to issue any state marijuana licenses until January 2018.

On January 12, 2017, the City Council adopted Urgency Ordinance No. 17-01 establishing a 45-day moratorium pertaining to private marijuana cultivation and non-medical facilities. A copy of the Staff Report for the meeting on January 12, 2017 (without Attachments) is Attachment 1 to this Staff Report for further background.

Since January 12, 2017, City staff has undertaken an initial investigation of these matters including consideration of what provisions should be included in a permanent ordinance regarding non-medical marijuana with regard to marijuana businesses (including cultivation, manufacturing, distribution, testing, and retail sales), outdoor cultivation, indoor cultivation and delivery of non-medical marijuana to residents of the City of Buellton. As noted, the State of California is currently reviewing Proposition 64 for the purpose of drafting regulations relating to non-medical marijuana and those regulations are expected to take several months to be drafted and approved by the State.

Government Code Section 65858 provides that after a notice pursuant to Government Code Section 65090 and public hearing, the City Council may extend the interim urgency ordinance for 10 months and 15 days. The City has complied with these notice and public hearing requirements. Here, an extension of the temporary moratorium until January 11, 2018 will allow the City to protect public health, safety and welfare while the City Council evaluates its options for provisions to be included in a permanent marijuana ordinance.

The proposed urgency ordinance to extend the moratorium for 10 months and 15 days continues the following three temporary restrictions:

1. All commercial non-medical marijuana businesses that require a license under Proposition 64 will be prohibited while the interim urgency ordinance is in effect. This temporary prohibition will apply to recreational marijuana cultivation, manufacturing, distribution, testing, and retail sales.
2. All private marijuana cultivation will be prohibited except that an individual may cultivate no more than six living marijuana plants inside his or her private residence, or inside an accessory structure to his or her private residence located upon the grounds of that private residence that is fully enclosed and secured against unauthorized entry, provided that the owner of the property provides written consent expressly allowing the marijuana cultivation to occur, the person conducting the marijuana cultivation complies with all applicable Building Code requirements set forth in Chapter 17 of this code, there is no use of gas products (CO<sub>2</sub>, butane, propane, natural gas, etc.) on the property for purposes of marijuana cultivation, and the marijuana cultivation complies with Health and Safety Code section 11362.2(a)(3). Health and Safety Code section 11362.2(a)(3)

provides that no more than six marijuana plants may be cultivated at or upon the grounds of a private residence at one time.

3. Non-medical marijuana businesses, including nonprofit businesses, are prohibited from delivering marijuana to people in the City.

This ordinance requires a four-fifths vote for adoption. If approved by a four-fifths vote, the ordinance will be effective for a period of 10 months and 15 days which will be through January 11, 2018. While the interim urgency ordinance is in effect, City staff will continue to undertake a comprehensive review of its policies and potential regulations regarding recreational marijuana businesses and private marijuana cultivation in light of Proposition 64.

Attachment 1 is the January 12, 2017 staff report and Attachment 2 is the 10 day report that was posted on the City's website on February 9, 2017.

### **ENVIRONMENTAL REVIEW**

The proposed ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, sections: 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); 15060(c)(3) (the activity is not a project as defined in Section 15378); and 15061(b)(3), because the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed ordinance maintains the status quo and prevents changes in the environment pending the completion of the contemplated municipal code review. Because there is no possibility that this ordinance may have a significant adverse effect on the environment, the adoption of this ordinance is exempt from CEQA.

### **FISCAL IMPACT**

The proposed ordinance represents a continuation of existing enforcement policies regarding marijuana facilities, so there would be no change in the fiscal impact for the City.

### **RECOMMENDATION**

That the City Council consider adoption of Ordinance No. 17-03 - "An Ordinance of the City Council of the City of Buellton, California, Under Government Code Section 65858(a), Extending the Moratorium on Non-Medical Marijuana Facilities and Marijuana Cultivation, Except for Private Indoor Cultivation of Six Marijuana Plants or Less, Which Shall be Subject to Reasonable Regulations" by title only and waive further reading.

**ATTACHMENTS**

Ordinance No. 17-03

Attachment 1 – January 12, 2017 Staff Report for Ordinance No. 17-01 (without attachments)

Attachment 2 – 10 Day Report

## 10-DAY REPORT ON THE CITY OF BUELLTON'S MORATORIUM ON PRIVATE MARIJUANA CULTIVATION AND NON-MEDICAL MARIJUANA FACILITIES

### BACKGROUND

On January 12, 2017, pursuant to Government Code section 65858, the City Council of the City of Buellton enacted Ordinance No. 17-01 as an urgency measure imposing a 45-day moratorium on private marijuana cultivation and non-medical marijuana facilities. Ordinance 17-01 prohibits non-medical marijuana facilities citywide, prohibits any person or entity from cultivating marijuana at any location in the City (with a limited exception for personal indoor cultivation of six marijuana plants or less), and prohibits non-medical marijuana facilities from delivering to any person in the City.

Government Code section 65858 allows an initial 45-day moratorium to be extended for up to 10 months and 15 days after a noticed public hearing is held. On February 23, 2017, the City Council extended the moratorium for 10 months and 15 days through Ordinance No. 17-03.

A second extension for up to an additional 12 months is also allowed. As required by Government Code section 65858(d), the City must produce a report 10 days prior to extending a moratorium that describes the measures taken since the adoption of the urgency ordinance.

### UPDATE ON THE MEASURES TAKEN TO ALLEVIATE THE CONDITIONS THAT LED TO THE ADOPTION OF THE URGENCY ORDINANCE

1. The City is currently considering its options for regulating private marijuana cultivation and non-medical marijuana facilities and businesses. With regard to private marijuana cultivation, the City must evaluate the extent to which it wants to regulate private indoor cultivation of six marijuana plants or less and the extent to which it wants to allow and regulate other forms of private cultivation. With regard to non-medical marijuana businesses, the City must analyze a range of regulatory options and their potential impacts on the community and the enforceability of non-medical marijuana regulations.

2. The City is analyzing the potential negative impacts that could stem from private cultivation and/or non-medical marijuana businesses, including but not limited to property crimes, loitering, drugged driving, business displacement, nuisance conditions, and fire hazards. This analysis includes an evaluation of issues that other cities have faced or are facing with regard to marijuana land uses and how the City could avoid or minimize negative secondary effects that may occur if the City were to allow non-medical marijuana facilities.

3. The adoption of a comprehensive marijuana ordinance that addresses both private cultivation and commercial recreational marijuana businesses will take time and careful consideration and will require input from various community stakeholders and the general public. There has been insufficient time since the adoption of Ordinance Nos. 17-01 and 17-03 to complete this process, especially with the adoption of Senate Bill 94, which amends existing state law regulations on marijuana, and the recent release of draft marijuana regulations by the Bureau of Cannabis Control. The City, therefore, needs additional time, as allowed under Government Code section 65858, to fully address the conditions that led to the adoption of Ordinance Nos. 17-01 and 17-03.

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

City Manager Review: MPB  
Council Agenda Item No.: 11

To: The Honorable Mayor and City Council

From: Linda Reid, City Clerk

Meeting Date: December 14, 2017

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 two representatives for the up-coming year, with one appointee being an alternate representative.

**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 (Formerly Central Coast Collaborative on Homelessness)**

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.

**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 2018.

**ATTACHMENTS**

Attachment 1 - Boards, Commissions, and Committees Meeting Schedule - 2018

**2018 MEETING SCHEDULE**  
**Boards, Commissions, and Committees**

<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 Reif
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 (September 12-13)	Sierra Andrisek
G. Buellton Chamber of Commerce Board of Directors	1 <sup>st</sup> Tuesday - Monthly	1:00 p.m.	Buellton	Reif
H. Multi-Jurisdictional Solid Waste Task Group	4 <sup>th</sup> Monday - Quarterly	9:00 a.m.	Varies	Andrisek Reif
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

**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: Rose Hess, Public Works Director

Meeting Date: December 14, 2017

Subject: Discussion and Direction Regarding Speed Surveys Throughout the City of Buellton

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**BACKGROUND**

The City Council has requested a discussion regarding speed surveys to be conducted at various locations throughout the City.

The City frequently receives requests for speed enforcement. The only way for the Sheriff's Department to properly enforce local speed limits and to issue citations is to utilize RADAR/LIDAR, which must be supported by an engineering and traffic survey (speed survey).

Currently, the California Vehicle Code requires speed surveys to justify the prima facie speed limits. Attachment 1 is an excerpt from the California Vehicle Code that discusses speed traps and the requirements for support of speed enforcement.

To facilitate discussion, staff has provided a map of the City as Attachment 2 that identifies which roads in the City would be required to have a speed survey to be enforceable with RADAR/LIDAR. In addition, the map includes locations of previously completed speed surveys. Speed surveys would require updates every five years.

**FISCAL IMPACT**

The cost to complete an engineering and traffic survey is approximately \$6000 for one location. Multiple locations would add approximately \$2000 for each additional location if completed together.

**RECOMMENDATION**

Staff recommends that Council discuss the potential locations for which a speed survey is desired and provide staff with further direction on how to proceed.

**ATTACHMENTS**

Attachment 1 – California Vehicle Code Excerpt  
Attachment 2 – City Map for Speed Survey Requirements

**State of California****VEHICLE CODE****Section 40802**

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40802. (a) A “speed trap” is either of the following:

(1) A particular section of a highway measured as to distance and with boundaries marked, designated, or otherwise determined in order that the speed of a vehicle may be calculated by securing the time it takes the vehicle to travel the known distance.

(2) A particular section of a highway with a prima facie speed limit that is provided by this code or by local ordinance under paragraph (1) of subdivision (b) of Section 22352, or established under Section 22354, 22357, 22358, or 22358.3, if that prima facie speed limit is not justified by an engineering and traffic survey conducted within five years prior to the date of the alleged violation, and enforcement of the speed limit involves the use of radar or any other electronic device that measures the speed of moving objects. This paragraph does not apply to a local street, road, or school zone.

(b) (1) For purposes of this section, a local street or road is one that is functionally classified as “local” on the “California Road System Maps,” that are approved by the Federal Highway Administration and maintained by the Department of Transportation. When a street or road does not appear on the “California Road System Maps,” it may be defined as a “local street or road” if it primarily provides access to abutting residential property and meets the following three conditions:

(A) Roadway width of not more than 40 feet.

(B) Not more than one-half of a mile of uninterrupted length. Interruptions shall include official traffic control signals as defined in Section 445.

(C) Not more than one traffic lane in each direction.

(2) For purposes of this section, “school zone” means that area approaching or passing a school building or the grounds thereof that is contiguous to a highway and on which is posted a standard “SCHOOL” warning sign, while children are going to or leaving the school either during school hours or during the noon recess period. “School zone” also includes the area approaching or passing any school grounds that are not separated from the highway by a fence, gate, or other physical barrier while the grounds are in use by children if that highway is posted with a standard “SCHOOL” warning sign.

(c) (1) When all of the following criteria are met, paragraph (2) of this subdivision shall be applicable and subdivision (a) shall not be applicable:

(A) When radar is used, the arresting officer has successfully completed a radar operator course of not less than 24 hours on the use of police traffic radar, and the course was approved and certified by the Commission on Peace Officer Standards and Training.

(B) When laser or any other electronic device is used to measure the speed of moving objects, the arresting officer has successfully completed the training required in subparagraph (A) and an additional training course of not less than two hours approved and certified by the Commission on Peace Officer Standards and Training.

(C) (i) The prosecution proved that the arresting officer complied with subparagraphs (A) and (B) and that an engineering and traffic survey has been conducted in accordance with subparagraph (B) of paragraph (2). The prosecution proved that, prior to the officer issuing the notice to appear, the arresting officer established that the radar, laser, or other electronic device conformed to the requirements of subparagraph (D).

(ii) The prosecution proved the speed of the accused was unsafe for the conditions present at the time of alleged violation unless the citation was for a violation of Section 22349, 22356, or 22406.

(D) The radar, laser, or other electronic device used to measure the speed of the accused meets or exceeds the minimal operational standards of the National Traffic Highway Safety Administration, and has been calibrated within the three years prior to the date of the alleged violation by an independent certified laser or radar repair and testing or calibration facility.

(2) A “speed trap” is either of the following:

(A) A particular section of a highway measured as to distance and with boundaries marked, designated, or otherwise determined in order that the speed of a vehicle may be calculated by securing the time it takes the vehicle to travel the known distance.

(B) (i) A particular section of a highway or state highway with a prima facie speed limit that is provided by this code or by local ordinance under paragraph (1) of subdivision (b) of Section 22352, or established under Section 22354, 22357, 22358, or 22358.3, if that prima facie speed limit is not justified by an engineering and traffic survey conducted within one of the following time periods, prior to the date of the alleged violation, and enforcement of the speed limit involves the use of radar or any other electronic device that measures the speed of moving objects:

(I) Except as specified in subclause (II), seven years.

(II) If an engineering and traffic survey was conducted more than seven years prior to the date of the alleged violation, and a registered engineer evaluates the section of the highway and determines that no significant changes in roadway or traffic conditions have occurred, including, but not limited to, changes in adjoining property or land use, roadway width, or traffic volume, 10 years.

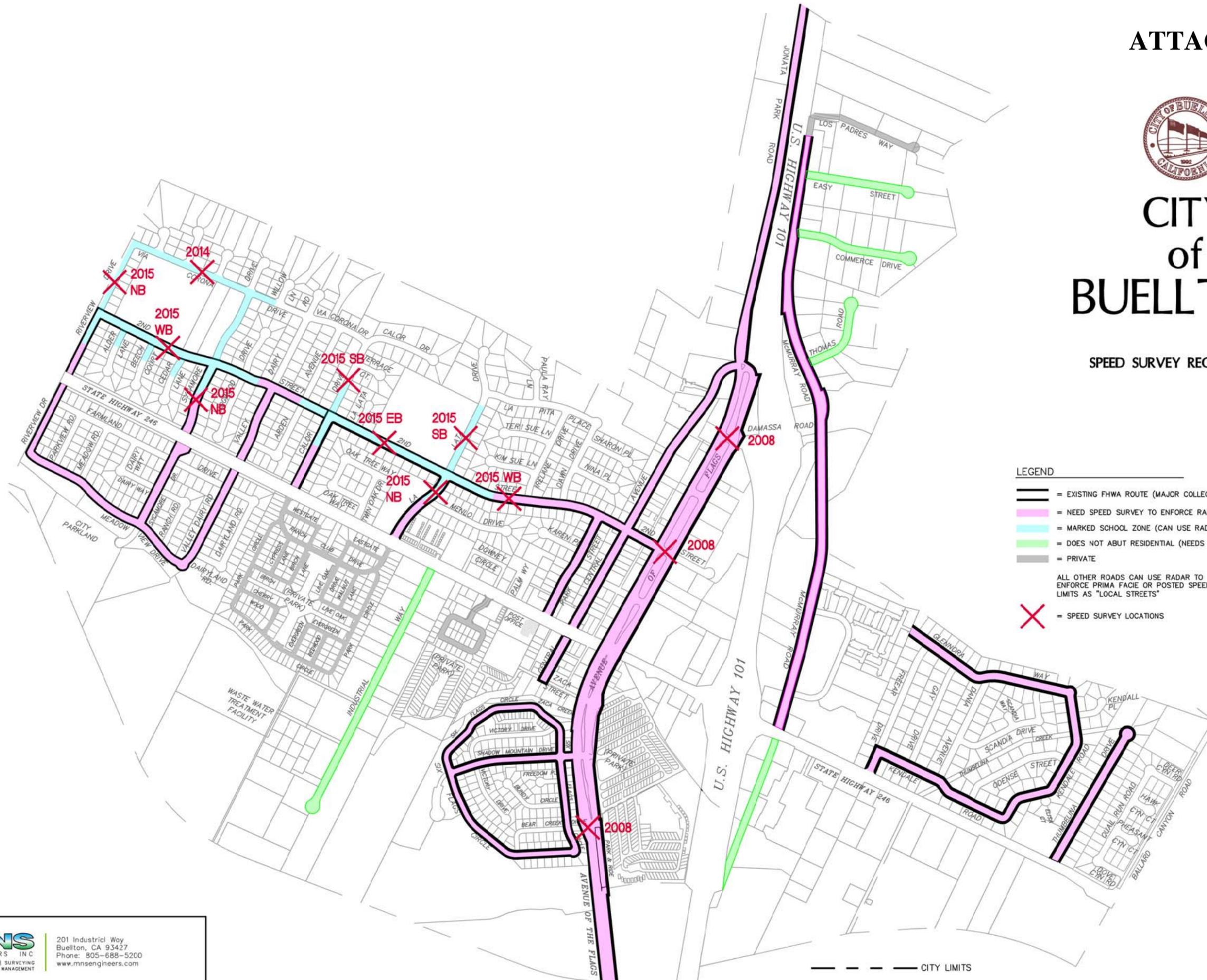
(ii) This subparagraph does not apply to a local street, road, or school zone.

(Amended by Stats. 2016, Ch. 208, Sec. 26. (AB 2906) Effective January 1, 2017.)



# CITY of BUELLTON

## SPEED SURVEY REQUIREMENTS



**LEGEND**

- = EXISTING FHWA ROUTE (MAJOR COLLECTOR)
  - = NEED SPEED SURVEY TO ENFORCE RADAR
  - = MARKED SCHOOL ZONE (CAN USE RADAR)
  - = DOES NOT ADJUT RESIDENTIAL (NEEDS SPEED SURVEY)
  - = PRIVATE
  - = SPEED SURVEY LOCATIONS
- ALL OTHER ROADS CAN USE RADAR TO ENFORCE PRIMA FACIE OR POSTED SPEED LIMITS AS "LOCAL STREETS"



**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: Rose Hess, Public Works Director

Meeting Date: December 14, 2017

Subject: Discussion and Direction Regarding Industrial Way Lighting

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**BACKGROUND**

During the February 27, 2014, City Council meeting, Council directed staff to initiate an application with PG&E for street lights on Industrial Way. At that time, the submittal was made under the premise that the final products would be owned and maintained by PG&E. Council's original direction was to incorporate decorative lighting fixtures and no overhead cobra lighting.

During the September 11, 2014, City Council meeting, Council received an update that, to the extent the City wanted PG&E to own and maintain the lights, the standard cobra head lighting was the only LED option. The option to utilize decorative lighting fixtures is available, but only if constructed, installed and maintained by the City. Council had affirmed the direction towards PG&E owned and maintained lights.

During the March 10, 2016, City Council meeting, Council received an update coordinated by PG&E and staff regarding design, placement and wattage of the proposed street lights. Due to location of power source and utility conflicts along the east side, PG&E will place the street lights along the west side of Industrial Way. There will be approximately 18 street lights, placed at approximately 100-foot intervals. We have requested a reduced wattage of 100 watts (LED) for this area, to address concerns regarding brightness and preserve dark skies. The lowest wattage of 70 was not recommended due to the restriction of lights to one side of the street and may not be sufficient to provide lighting coverage over the road. During this meeting, Council directed staff to eliminate the cobra lighting and research options for decorative lighting which would be owned and maintained by the City.

Since this time, PG&E has worked to obtain required easements in order to accommodate a power source towards the south on Industrial Way. PG&E prepared all the required easements, which have now been obtained. Staff requested a cost estimate from PG&E for design and coordination for the revised direction provided by Council. However, PG&E has been delayed and backlogged. Staff has requested additional information

from PG&E to discuss if there are now decorative LED options offered that would be PG&E owned/maintained. Unfortunately no new information has been received at the time of this report.

Staff would request Council direction regarding the type of LED lights and ownership as that determines costs. The following is a table of options:

	PG&E Owned/Maintained	City Owned/Maintained
Design Availability	Standard Cobra Head	Can be decorative
Design for Electrical /Layout +	PG&E to complete, City to pay	City does the work, PG&E reviews via application at cost
Design for Civil and Bidding	City does the work	City does the work
Construction	City oversees the process and pays costs	City oversees the process and pays costs
Operation/Maintenance	PG&E covers, city pays electrical expense	City covers, city pays electrical expense
Long term liability	PG&E	City

*+PG&E has already started and completed certain amount of work. If the City changes direction to City Owned/Maintained, the city will essentially be paying additional costs for electrical design plus additional costs for PG&E review in addition to the amount already expended by PG&E*

**FISCAL IMPACT**

The 2017/18 and 2018/19 Fiscal Years Budget includes \$85,000 (2017/18) and \$400,000 (2018/19) in Capital Projects for street lights along Industrial Way, which has been carried over since 2014/15. This cost is only estimated for the civil engineering phase of the project (there are PG&E electrical design costs that are incurred, but not yet billed or estimated by PG&E). These amounts were early and rough cost estimates, which will need to be updated as PG&E completes their design.

Council had previously discussed creating a Lighting District to fund these improvements. Attachment 1 has been provided as a general Guide from the State Tax Board on how these are created. Should the Council move forward with the formation of a Lighting District, a consultant specializing in Lighting Districts would be required to assist the City through the process.

**RECOMMENDATION**

That the City Council receive the project update on Industrial Way street lighting and provide direction to staff on how to proceed.

**ATTACHMENTS**

Attachment 1 – Street Lighting District FAQ

## California

PROPERTY TAX  
INFORMATION

*Street Lighting Districts are commonly used by local government to finance the costs of street lighting, operation and maintenance.*

[www.californiataxdata.com](http://www.californiataxdata.com)

100 Pacifica, Suite 470

Irvine, California 92618

Tel 949-789-0660

Fax 949-788-0280

## What is a Street Lighting District?

### Background

A Street Lighting District is created by a local government agency to pay the costs associated with lighting on and around public streets, highways, parks and alleys. This fact sheet summarizes the older types of Street Lighting Districts. The newer and more commonly used districts (1972 Act Landscaping and Lighting Districts and 1982 Act Benefit Assessment Districts) are covered in separate fact sheets available at [www.californiataxdata.com](http://www.californiataxdata.com).

### Street Lighting District Law

There are several laws that allow counties, cities, public utilities and other agencies to pay the costs of street lighting by assessing area property owners. Specific types of districts include:

- **1919 Act Street Lighting Districts.** This legislation, authorized by Streets & Highways Code §18000, allows cities, counties or other agencies to levy benefit assessments for the maintenance and operation (but not the installation) of street lighting systems. Assessments may also finance the installation of lighting systems by a public utility.
- **1927 Act Municipal Lighting Districts.** This legislation, authorized by Streets & Highways Code §18600, allows a City to levy benefit assessments for the maintenance and servicing (but not the installation) of street lighting systems within all or part of its boundaries.
- **1931 Act Street Lighting Districts.** This legislation, authorized by Streets & Highways Code §18300, allows a City to levy benefit assessments for the maintenance and servicing of street lighting systems. Assessments are limited to five years.
- **Highway Lighting Districts.** This legislation, authorized by Streets & Highways Code §19000, is used by Counties to provide financing for the installation, maintenance and servicing of street lighting systems on highways or any public area. These districts may issue municipal bonds to finance the improvements.

### How is a Street Lighting District Formed?

First, the sponsoring agency conducts a study and proposes the formation of a district and the levy of assessments. Second, affected property owners are notified and a public hearing is held. The third step requires a majority vote of affected property owners through an assessment balloting procedure to approve the formation of the district.

Once approved, assessments will be placed on property tax bills each year to pay for street lighting.

### How is the Annual Charge Determined?

By law (Prop. 13), benefit assessments cannot be based on property value. Instead, each district establishes a benefit formula and each parcel in the service area is assessed according to the benefit it receives from the street lighting improvements.

### Special Requirements for Increased Charges

Prior to increasing the amount of the annual assessment, the agency is required to give written notice to all affected property owners, hold a public hearing and an assessment ballot vote. A majority vote is required to approve the rate increase.

### How Long Will the Charge Continue?

Most Street Lighting assessments will continue as long as services are provided. However, the 1931 Act Street Lighting assessments can only be charged for five years.

### IMPORTANT TO KNOW:

- **Rights to Accelerated Foreclosure.** If municipal bonds have been issued to finance improvements, some Street Lighting Districts (usually Highway Lighting Districts) may have the right to foreclose on property when assessments are delinquent for more than 90 to 180 days. In that case, any costs of collection and penalties must be paid by the delinquent property owner. This is considerably faster than the standard 5 year waiting period on county ad valorem taxes.