



CITY OF
BUELLTON,
CALIFORNIA

BIENNIAL OPERATING AND CAPITAL BUDGET FOR
FISCAL YEARS 2019-20 AND 2020-21



Prepared By: | Finance Department, May 2019



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CITY OF BUELLTON
BIENNIAL OPERATING BUDGET

JULY 1, 2019 – JUNE 30, 2021

Adopted May 23, 2019

City Council

Holly Sierra, Mayor
Ed Andrisek, Vice-Mayor
Dave King, Council Member
Art Mercado, Council Member
John Sanchez, Council Member

City Department Heads

Marc Bierdzinski, City Manager
Linda Reid, City Clerk/Human Resource
Director
Shannel Zamora, Finance Director
Andrea Keefer, Planning Director
Rose Hess, Public Works Director/City Engineer
Kyle Abello, Recreation Supervisor

CITY HALL

107 WEST HIGHWAY 246

BUELLTON, CA 93427

805-686-0137

www.cityofbuellton.com

Cover Top Photo: Sign at River View Park

Cover Bottom Photo: Median at Avenue of Flags

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Introduction



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CITY COUNCIL MEMBERS AND CITY MANAGER

FISCAL YEARS 2019-20 AND 2020-21

Mayor: Holly Sierra
Elected: November 6, 2018
Term Expires: 2020

Vice Mayor: Ed Andrisek
Elected: November 6, 2018
Term Expires: 2022

Council Member: David King
Elected: November 6, 2018
Term Expires: 2022

Council Member: Art Mercado
Elected: November 6, 2018
Term Expires: 2020

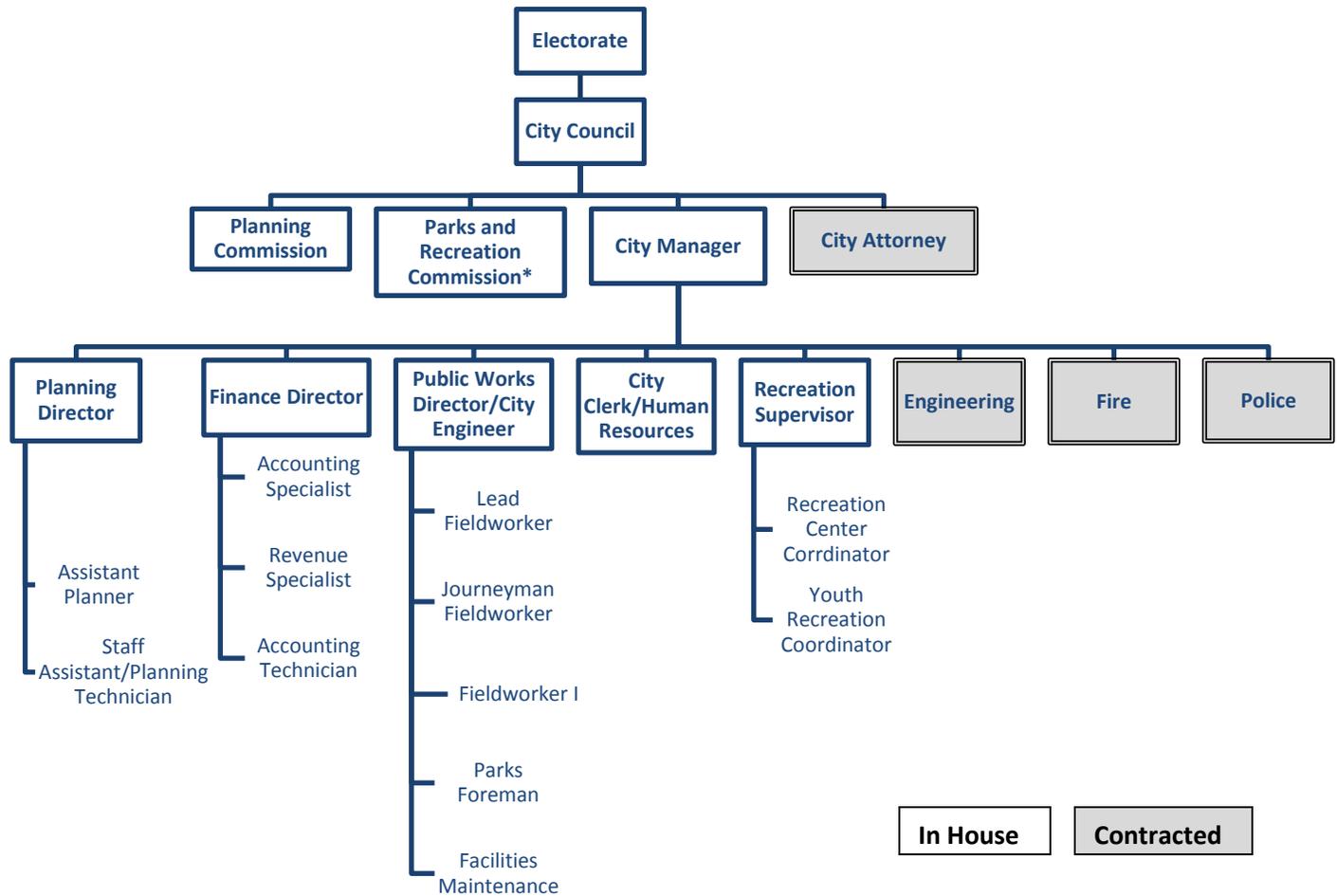
Council Member: John Sanchez
Elected: November 6, 2018
Term Expires: 2020

City Manager: Gilbert Scott Wolfe
Start Date: July 1, 2019



ORGANIZATIONAL CHART

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



The organizational chart reflects the relationship between the policy-making responsibility and administrative officers and departments.

* Dissolved in 2016

DISTINGUISHED BUDGET PRESENTATION AWARD
GOVERNMENT FINANCE OFFICERS ASSOCIATION



The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Distinguished Budget Presentation Award to the City of Buellton for its biennial budget for the biennium beginning July 1, 2017. In order to receive this prestigious national award a government must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The Distinguished Budget Presentation Award is valid for a period of two years. We believe that our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



STRATEGIC PLAN

MISSION, VISION AND CITYWIDE GOALS

MISSION STATEMENT: *“Strive to provide the highest quality of life for its residents in the most sustainable and efficient manner. “*

VISION PLAN

1. Portray a Positive Buellton Image and Brand
2. Expand Opportunities for Active and Healthy Living
3. Offer a Variety of Arts and Cultural Opportunities
4. Promote Desired Change Through Planning and Design
5. Create a Vibrant Downtown
6. Maintain a Strong Sense of Community and Family
7. Be a leader in Environmental Sustainability and Stewardship
8. Foster Local Economic Development

CITYWIDE GOALS

1. Maintain a Balanced Budget
 - a. End the fiscal year within budget
2. Support and fund trails and bike paths
 - a. Contribute to bike trail reserve
3. Continue to support economic development
4. Implement the Vision Plan
 - a. Complete Median 2 of Avenue of Flags
5. Sound Planning and Development
 - a. Update Circulation Element
 - b. Improve Highway 246 Safety
 - c. Adopt a complete streets plan
6. Emergency Preparedness
 - a. Acquire a generator for City Hall
 - b. Continue to provide CERT Classes
 - c. Research emergency lights and generators
7. Maintain infrastructure and sustainability
 - a. Lighting on Industrial Way and Central Avenue
 - b. Maintain the landscape rebate program
 - c. Look at drought tolerant landscape standards
8. Promote Arts and Culture
 - a. Create an arts and culture committee



LINKING CITY GOALS TO IMPLEMENTING DEPARTMENTS

On February 28, 2019 City Council discussed goals and priorities to be included the Biennial Budget for Fiscal Years 2019-20 and FY 2020-21. As part of the budget process, management prepares and develops a budget which is consistent with the citywide goals established by City Council. The table below demonstrates the relationship between the implementation of City Council goals to its responsible party as well as the relationship to the Vision Plan Principles.

Goal No.	City Council Goals	Vision Plan Principle	Responsible Department
1.	Maintain a balanced budget.	#8	City Manager, Finance
2.	Support and fund trails and bike paths.	#2	Public Works
3.	Continue to support economic development.	#5, #8	Planning, City Manager
4.	Implement Vision Plan.	#5, #8	All departments.
5.	Sound planning and development.	#4, #5	Planning, City Manager
6.	Emergency preparedness.	#6	All departments.
7.	Maintain infrastructure and sustainability.	#7	Public Works
8.	Promote Arts and Culture.	#3	City Manager, Recreation



CITY OF BUELLTON

CITY MANAGER'S BUDGET MESSAGE

May 23, 2019

To: Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Subject: Biennial Budget for Fiscal Years 2019-20 and 2020-21

Introduction

I am pleased to present the second biennial City of Buellton Municipal Budget for Fiscal Years 2019-20 and 2020-21. The Budget guides the City in planning budget priorities, capital improvements and, most importantly, operational objectives during the next two fiscal years. The budget highlights a financial plan that considers a strategic investment and fiscal stability. The adopted budget estimates the General Fund Operating Revenue at \$8,304,821 (increase of 11 percent compared the prior year budgeted amount) and Operating Expenditures at \$6,932,388 (increase of 4.5 percent compared to the prior year budgeted amount). An operating surplus of \$1,372,433 exists for Capital Improvement Projects (CIPs). The budget estimates \$826,067 will be used from reserves to fund CIP after offsetting the excess surplus.

The proposed budget reflects two one-year budgets for the period July 1, 2019 through June 30, 2021 with staff concentrating on the first year. The second year is developed from the first year's funding and revenue levels. A two percent increase is generally applied unless an exact amount provides a more accurate amount. Amendments to this document may be necessary depending on economic circumstances and will be addressed during the Mid-Year Budget review each year, similar to one-year budgeting.

Revenues for the General Fund include the following major components: increase in Transient Occupancy Tax, Sales Tax, Property Tax, Use of Money and Property, Motor Vehicle License fee and various charges for current services. Increases from these revenue streams are partially offset by savings realized from the use of reserves that had been established for CIPs. The details of the operating budgets and CIP Budget for all funds including revenues, expenditures, fund balance and service level enhancements are discussed later.

Budget Overview

- 1) Delivering essential services using consistent resources available on an ongoing basis while recognizing economic growth;
- 2) Targeting Capital Improvement investments to maintain, rehabilitate and rejuvenate a wide array of public infrastructure and significant upgrades to major projects;
- 3) Maintain General Fund and other operating fund balances within policy reserve levels;
- 4) Prioritizing programs such as Recreation, Library Services, Arts and Culture and other aspects important to the community;



CITY OF BUELLTON

CITY MANAGER’S BUDGET MESSAGE

5) An awareness of Council’s vision and goals for the City of Buellton and refining actions to carry out the vision for the future.

The City’s budget is aligned to meet or exceed the considerations from several sources. Sources include City Council Members, input from the community and information from staff. It carries out Council’s objectives and includes departmental prior year accomplishments, current goals and objectives and performance measures. The adopted budget continues to move forward in an economically sound manner to maintain financial stability now and in the future.

Capital Improvement Plan

The Capital Improvement Plan includes completion of current projects, new investments and important reinvestments in critical infrastructure projects. Funds allocated for capital projects will be spent or will be rolled forward for specific projects in the future years. The total CIP budget for FY 2019-20 is \$4,038,500. The total CIP budget for FY 2020-21 is \$3,640,000 (funding allocation will be determined at Mid-Year Review). The CIP Budget includes line item details explaining expenditures, funding source and summarizes projects by category and funding source. Capital Improvements are explained in detail following the funding summary below:

General Fund	\$2,198,500
Sewer Capital	\$450,000
Water Capital	\$600,000
Gas Tax	\$237,575
Local Transportation Fund (LTF)	\$70,000
Measure A	\$482,425
Total CIP in 2019-20:	\$4,038,500

General Fund

Funding is through a General Fund operating surplus of \$1,372,433 and the use of reserves. It covers Public Works, City Hall, Storm Water and Parks. Costs are recorded under Budget Unit “Non-Departmental” for all CIPs except Storm Water, which is recorded in Budget Unit, “Storm Water.” Projects include: Storm Drain Outfall Repairs and Re-establishment, Facilities Maintenance and Painting, Santa Ynez River Trail, Village Park Improvements, City Hall Emergency Generator, various River View Park Improvements, Avenue of Flags Median 2 Improvements, Phase II Hwy 246/Sycamore Pedestrian Xing, Road Maintenance Projects, and Industrial Way Streetlights. (\$2,198,500)

Enterprise Funds (Water and Sewer—Capital)

Funding is provided by Enterprise Funds’ Connection Fees and use of reserves. The projected connection fees amount to \$58,000 (Sewer) and \$90,000 (Water). Reserve transfers from the Sewer and Water Operating funds are required in the amounts of \$475,419 (Sewer) and \$352, 971 (Water). The Sewer and Water projects include: Sewer Line

Replacement, Wastewater Treatment Plant Facilities Improvement, Water Treatment Plant Facilities Improvements, Water Meter Upgrades, Water Treatment Plant/Booster Reliability, Water Distribution System Improvement, and Recycled Water Concept/Feasibility. (Water: \$600,000 and Wastewater: \$450,000).



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CITY MANAGER'S BUDGET MESSAGE

Gas Tax

Funding is from the State of California from Gas Tax and includes: McMurray Road Widening and Road Maintenance at various locations. (\$237,575)

Local Transportation Fund (LTF) - Transportation Development Act (TDA)

Funding is from the State of California and includes Santa Ynez River Trail Conceptual Plan and Feasibility Study, and North Avenue of Flags Park and Ride. Funding allocations come from SBCAG and the General Fund. (\$70,000)

Measure A

Funding is from the State of California and includes various Road Maintenance Projects. Funding allocations come from Santa Barbara County Association of Governments (SBCAG) and the General Fund. (\$482,425)

General Fund Operating Budget Summary of Significant Changes

Staff submits monthly and quarterly reports to Council to review the status of the City budget. This approach provides a method of finding budget gaps and making necessary adjustments on a regular basis. As a result, a sustainable strategy was developed to guide budgeting efforts. This strategy allows Council to control costs while identifying financial requirements and initiating budget adjustments prior to the close of the fiscal year. The 2019-20 Budget identifies ongoing revenue surges and seeks to reduce operating costs. Currently, no General Fund reserves will be used for operating expenditures. Conservative estimates from prior years, current fiscal year, and other external data have been used in projecting revenue and expenses.

Changes in General Fund Revenue Projections

FY 19/20 operating revenues are projected to be \$8,304,821. That is an increase of 11 percent from the FY 18/19 budgeted amounts. The explanations to the increases in revenue are listed by revenue source type in the following section.

1. Property Tax

Property tax growth is anticipated in this category with the approved Village Townhomes. The project is in its final phase of construction, and the assessed value from these homes will be reflected on the tax roll in two years. The net taxable assessed value for FY 18/19 has increased 7.013 percent as new construction develops in the City of Buellton compared to fiscal year 2017/18. Statewide there is a softening of the real estate market in both units and pricing. Home values may begin to plateau and may not experience the increase in home values as previous years which will decrease supplemental property tax. A conservative 0.5 percent increase is estimated for FY 19/20.



2. Transient Occupancy Tax (TOT)

Transient Occupancy Tax continues to grow as hotel occupancy increases. TOT receipts for fiscal year 2018/19 are expected to grow 5 percent from the previous year. A conservative 0.5 percent increase is estimated for FY 19/20 and FY 20/21 as hotel occupancy levels out.

3. Sales Tax

Various commercial establishments at the City's Crossroads location are now in operation. As businesses become established, sales tax growth will begin to plateau. According to HDL estimates, sales tax for FY 19/20 will decrease by 1.5 percent. The decrease is a conservative estimate based on the anticipated adjustment to sales tax revenue from an overpayment from a previous period. Sales tax revenue is expected to increase by 1.0 percent by FY 20/21.

4. Use of Money and Property

The estimate is based on the assumption that interest rates may not increase until the first quarter of 2020 thus the budget revenue from interest earnings may be lower than the estimated earnings for FY 18/19.

5. Other Revenue

Based on prior year activity, conservative estimates are based on maintaining prior year trends for fees and permits, fines and penalties, revenue from other agencies, and charges for other service.

Changes in General Fund Expenditures

The General Fund expenditures are expected to increase by about \$296,000. For all departments with Employee Services, full-time staff is receiving a 3.5 percent cost of living adjustment (COLA) effective July 1, 2019. As an added benefit, the City will contribute a 6.0 percent deferred compensation contribution to full-time employees hired after 2013. Current employees hired before 2013 have continuously received that benefit. A description of changes affecting the General Fund expenditure increase is listed below:

City Clerk/Human Resources

The City Clerk/Human Resources Department is estimating an increase of 8 percent due to the reallocation of human resource expenditures that were previously recorded in the Non-Department Fund. The City Clerk position also serves as the Human Resource Director therefore it is appropriate for expenditures related to Human Resources be recorded in this department.

City Attorney

The City Attorney budget is estimating a decrease of 7.3 percent. The City of Buellton contracts with Burke, Williams and Sorensen LLP. The monthly retainer is \$10,250 for up to 50 hours a month (\$123,000 annually). Additional charges apply for travel and other services not covered by the retainer. The budget amount reflects the annual contract amount plus anticipated costs for other services.



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CITY MANAGER'S BUDGET MESSAGE

Non-Departmental

The Non-Departmental budget unit is anticipating a 29.7 percent increase. The increase is due to the following:

1. Medical Benefit is estimated to increase about 63 percent due to the retirement of four employees.
2. CalPERS Unfunded Accrued Liability (UAL) is paid from this department. In addition to this amount, cost sharing charges related to Employer Contributions based on a percentage of payroll are allocated for each employee in various departments. This UAL is split and budgeted in the General Fund (Non-Departmental) and the Enterprise Funds. The total cost is expected to be \$197,024 in 2019/20. The General Fund portion is \$137,916 (an increase of 15 percent). The UAL is a function of prior year payrolls. With the City's small staff of "Miscellaneous" employees and no public safety, this equates to a lesser UAL than most cities. Larger jurisdictions have been severely impacted by the UAL and the CalPERS pension plan.
3. Contribution to the Buellton Senior Center in the amount of \$65,000 is recorded in this budget unit.
4. Contributions to non-profit agencies are recorded in this budget unit for People Helping People, Food Bank of Santa Barbara County, SYV Fruit and Vegetable Rescue, Nature Track, Zaca Center Preschool, California Organization for Public Safety, Inc. and various donations to help our schools and community activities.
5. General Liability Insurance through California Joint Powers Insurance Authority (CJPIA) is recorded in this department. Staff estimated the amount and will be verified upon receipt of the actual billing.
6. Transfers out include the following:
 - a. CIP Transfers: \$2,158,500
Storm Drain Cleaning/Outfall repairs, Facilities Maintenance Painting, Village Park Improvements, Industrial Way Streetlights, City Hall Emergency Generator/Electrical Replacement, Avenue of Flags Median 2 Improvements, River View Park Basketball Court Resurfacing, River View Park and Oak Park facilities painting, Phase III Hwy 246 and Sycamore Xing, and Road Maintenance (MOE – Measure A Maintenance of Effort requirement).
 - b. Operating Transfers: \$19,600
Local Transportation Fund (LTF) \$10,000 - to cover Road CIPs, Transportation Planning \$9,600 - to cover Operations.

Finance

The Finance Department is anticipating an increase of 9.3 percent. The increase is attributed to the 3.5 percent COLA and the 6.0 percent DCP contribution for employees in the department. All four Finance employees were hired after 2013.



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CITY MANAGER'S BUDGET MESSAGE

Public Safety—Police/Fire

The Sheriff Department is estimating an increase of about 1 percent for FY 19-20. The second year budget reflects a 10 percent increase to account for the uncertainty of the increase to the Sheriff's contract for FY 2020/21.

Leisure Services—Library

The library budget is increasing 14.9 percent. As of July 1, 2019, The Buellton Library will be part of the Goleta Library System. The budgeted amount of \$195,068 covers the projected deficit of \$52,087 and the annual city contribution of \$141,641.

Recreation

The budget for the Recreation Center is increasing by 6.5 percent. The increase is attributed to the increase in pay associated with the reclassification of the Recreation Coordinator position to Recreation Supervisor. In addition, the Buellton School District increased their janitorial service contract for FY 19/20. Credit card merchant fees associated with online sales through the Buellton Rec website are being recorded in this department instead of Non-Departmental effective FY 19/20.

Storm Water

The Storm Water budget is anticipated to increase 11.0 percent. The increase in appropriations is associated with the annual storm drain maintenance that was previously recorded in the Capital Improvement Budget. Storm drain cleaning is part of annual maintenance and should not be capitalized. In addition, the increase in appropriation is attributed to the preparation cost of the Regulatory Compliance for SGMA Groundwater Plan.

Public Works—Parks

The Parks budget unit is anticipated to increase 22.5 percent. Maintenance and repair costs were increased for Ave of Flags Medians, Golf Course, and River View Park. The grant contribution to PAWS Park increased to \$18,000 from \$16,000.

Public Works—Landscape Maintenance

The decrease of 8.4 percent in the landscape maintenance project is mostly attributed to the lower cost of electric services (about \$8,000 lower).

Planning

The Planning Department is anticipating a 41.7 percent increase primarily due to the cost associated with the update to the Circulation and Land Use elements of the Buellton General Plan. The total cost of the update is \$200,000 (\$150,000 appropriation for FY 19/20 and \$50,000 appropriation for FY 20/21). This cost is a one-time expenditure and will not be appropriated in the next budget cycle.

Prior to FY 18/19, the City Manager acted as both the City Manager and Planning Director. A new



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CITY MANAGER'S BUDGET MESSAGE

Planning Director was hired on July 1, 2018. The existing Assistant Planner was hired as the Planning Director leaving the Assistant Planner position vacant for the entire fiscal year 2018/19. The Assistant Planner position is funded in the adopted budget although currently remains unfilled. The Planning Department plans to fill the position of the Assistant Planner during fiscal year 2019/20.

Summary – General Fund Revenues versus Expenditures

	<u>FY 2019-20</u>
General Fund Operating Revenues	\$8,304,821
<i>(Excludes Transfer-in from Reserves for CIP)</i>	
General Fund Operating Expenditures	\$6,932,388
<i>(Excludes Transfer-out to Fund 092 for CIP)</i>	
Excess Operating Surplus:	<u>\$1,372,433</u>

There is a net surplus and no need to transfer from reserves for Operating Expenditures. Current General Fund cash reserves are over \$8 million. The excess surplus will be applied towards CIP funding to reduce the use of reserves.

Enterprise Funds

The Enterprise Funds are self-sufficient and currently utilize reserves for operations and CIPs. The Water and Sewer Funds enacted rate increases in three separate phases with the first rate increase in November 2016, second rate increase in November 2017, and the third rate increase effective July 1, 2018. The rate increases have slowed down the rate in which the fund balance has been diminishing.

Planning efforts provide a prioritized approach to infrastructure improvements and expansion while maintaining sufficient operating revenue to cover costs.

Sewer Fund Reserves

Current sewer fund cash reserves are about \$1.3 Million. CIP expenditures and Connection fees are recorded separately in a Capital Projects Fund (006- Sewer Capital). Connection fee revenue is not sufficient to cover 2019-20 CIPs and will require a transfer from reserves of \$50,000 and a \$362,803 Sewer Operating fund transfer to Capital Projects.

Sewer fund Operating Revenues are less than Operating Expenditures and will require a transfer from reserves:

	<u>FY 2019-20</u>
Operating Revenue	\$1,217,850
Operating Expense	<u>\$1,330,466</u>
Deficit:	(\$112,616)
Transfer to Sewer Capital-006	(\$362,803)
Total Use of Reserves	<u><u>(\$475,419)</u></u> *

*See Sewer Fund Revenue Item: "Transfer from Reserves"



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CITY MANAGER’S BUDGET MESSAGE

The goal of making the Sewer Enterprise funds (Operating and Capital) self-sufficient required a series of rate increases, effective November 2016, November 2017 and July 2018. The funds have not absorbed the many years of deficit in the two years following the rate increase.

Water Fund Reserves

Current water fund cash reserves are about \$3.0 Million. CIP expenditures and Connection fees are recorded separately in a Capital Projects Fund (021- Water Capital). Connection fee revenue is not sufficient to cover 2019-20 CIPs and will require a transfer from reserves of \$150,000 and a \$380,680 Water Operating fund transfer to Capital Projects.

Water fund Operating Revenues are more than Operating Expenditures and will not require a transfer from reserves for Operating Expenditures:

	<u>FY 2019-20</u>
Operating Revenue	\$2,493,575
Operating Expense	<u>\$2,465,866</u>
Surplus:	\$27,709
Transfer to Sewer Capital-006	<u>(\$380,680)</u>
Total Use of Reserves	<u>(\$352,971) *</u>

*See Water Fund Revenue Item: "Transfer from Reserves"

The goal of making the Water Enterprise funds (Operating and Capital) self-sufficient required a series of rate increases, effective November 2016, November 2017 and July 2018. The operating fund has steadily absorbed the many years of deficit in the two years following the rate increase. The funds expect to reduce the deficit and increase reserves over the next two fiscal years.

Special Revenue Funds

Special Revenue Funds have restrictions associated with the use of the revenue received. Special Revenue is received by the State of California and County of Santa Barbara. CIPs are the major category for expenditures. Special Funds include Housing, Traffic Mitigation, Gas Tax, Local Transportation (Transportation Development Act), Transportation Planning and Measure A.

Transportation Development Act (TDA) operating expenditures include transit operations throughout the City. For example, Lompoc Wine Country Express, Santa Ynez Valley Dial-a-Ride and the Breeze 200 Pilot. The General Fund and Measure A will execute interfund transfers to the TDA Fund to cover these operating costs. The revenue received from TDA is redirected to the City of Solvang for transit except for a portion which amounts to almost \$4,000 per year. Revenue directed to Bikes and Pedestrian purposes continue to be reserved to assist with the future Santa Ynez River Trail (Reference CIP Budget). The General Fund will fund the Transportation Planning Fund to pay for transit planning and coordination with Caltrans.

TDA fund will require interfund transfers from the Measure A and General funds for operations (Breeze, Dial-a-Ride, Lompoc – Wine Country Express), funding Transportation Planning and CIP expenditures as



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CITY MANAGER'S BUDGET MESSAGE

follows:

	FY 2019-20
LTF CIPs	\$70,000
LTF Operations	\$106,500
Transportation Planning Operations	\$45,000
Total Expenditures	\$221,500
Transfer from Measure A	\$64,500
Transfer from General Fund	\$19,600
LTF Revenues	\$6,595
LTF Reserves	\$95,405
Transportation Planning Revenue	\$35,400
Total Revenue	\$221,500

City-Wide Budget Highlights

The chart on the next page compares the 2019-20 City-wide and CIP Budgets for all funds against prior year totals. It reflects a City-wide operating budget of \$11,850,120, an increase of \$285,240 from the previous year. The increase in operating expenditures is largely due to salaries and benefits, state water expenses, regulatory compliance and increases for Library services.

Capital Improvement projects are \$57,930 more than the previous fiscal year. Additional funding was provided for miscellaneous River View Park improvements. Carry forwards in the current CIP exist because the amount budgeted was not fully spent in the prior year and unspent funds are carried over.

Description	Fiscal Year 2019-20	Fiscal Year 2018-19	Increase/ (Decrease)
City Wide Budget <i>(Total Expenditures net of CIP)</i>	\$ 11,850,120	\$ 11,564,880	\$ 285,240
Capital Improvement Budget	\$ 4,038,500	\$ 3,980,570	\$ 57,930
Total Expenditures:	\$ 15,888,620	\$ 15,545,450	\$ 343,170

Conclusion

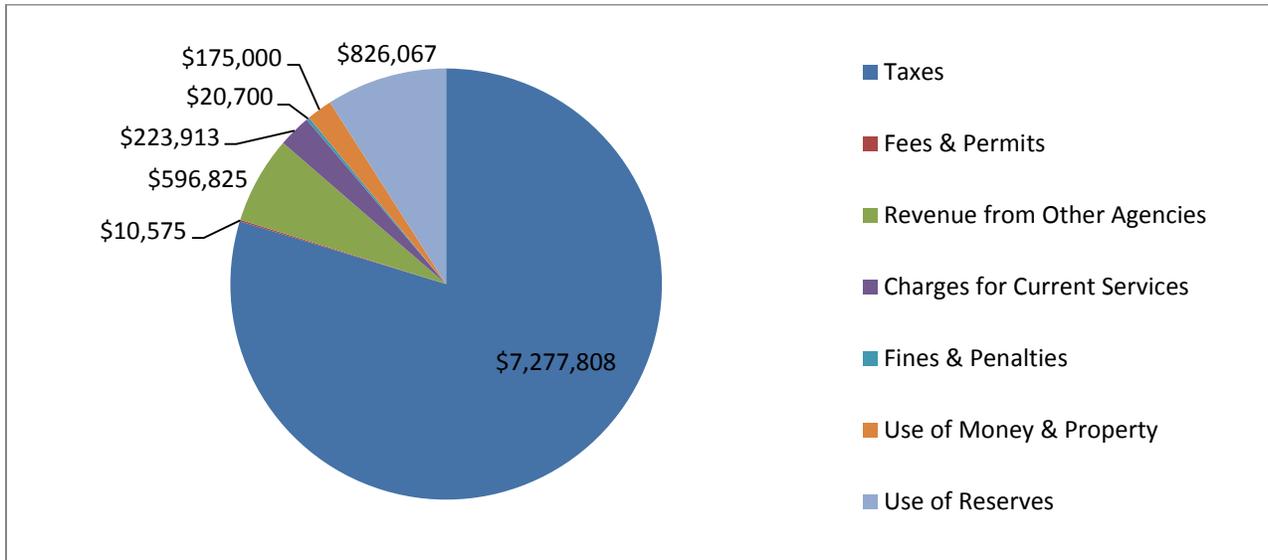
The following charts show the City revenues in relation to spending patterns in the General Fund during fiscal year 2019-20. Although the City operates in an economic environment with strong TOT and Sales Tax Revenue, the goal each year is to maintain long-term and short-term fiscal health through conservative and prudent spending decisions. This is a strategy intended to be undertaken while planning current and future revenues against expenditures. The City operates within the budget constraints and will continue to stay on course of action that reflects watchful fiscal action now and in the future.



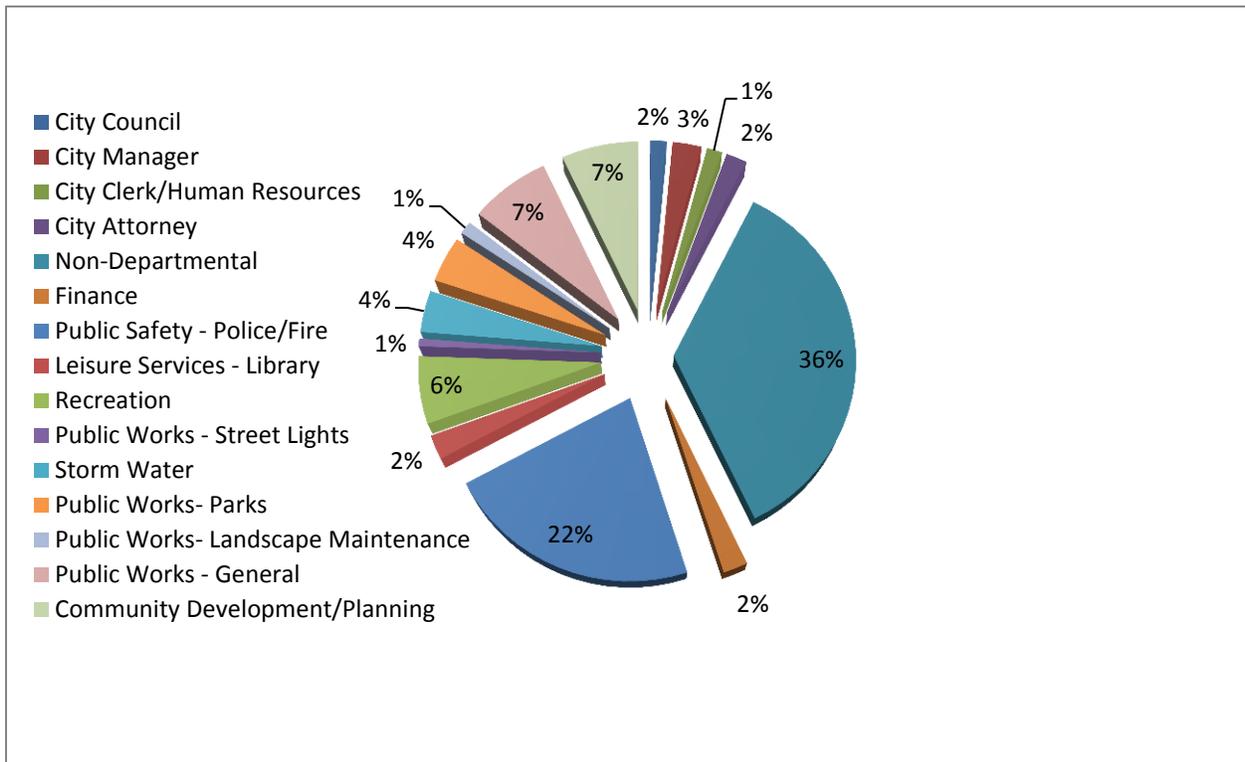
CITY OF BUELLTON

CITY MANAGER'S BUDGET MESSAGE

Total Revenues – General Fund



Total Expenditures – General Fund

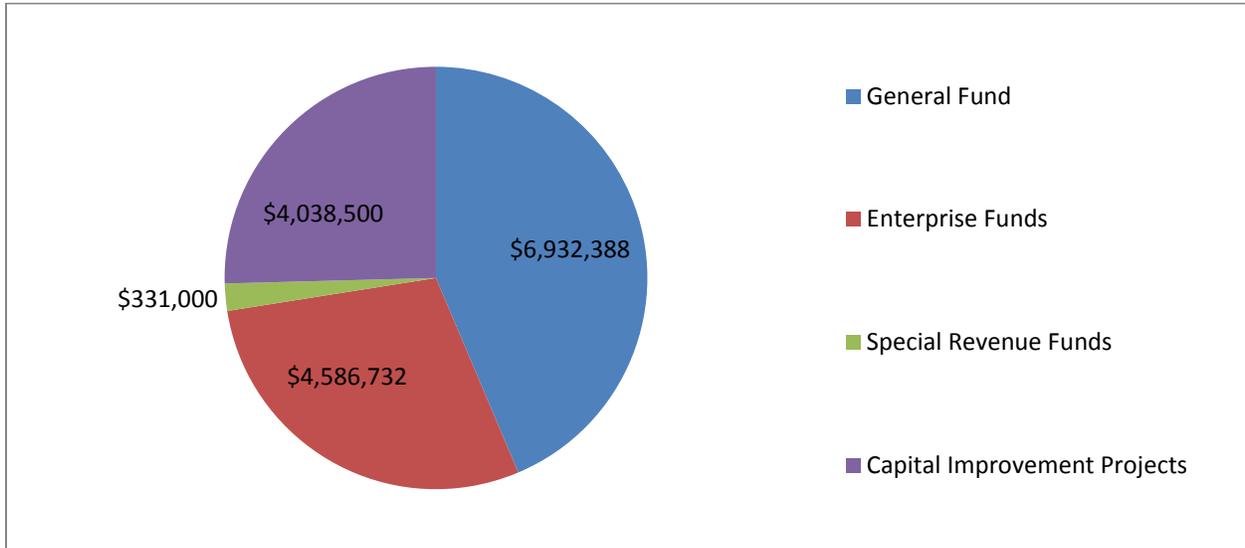




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CITY MANAGER'S BUDGET MESSAGE

All Funds by Category – 2019-20 Adopted Budget



Acknowledgments

The preparation of the FY 2019/20 and FY 2020/21 Biennial Operating and Capital Budget represents the culmination of a concerted effort by the entire City of Buellton Staff, City Council and through public input. Many members of the Departments demonstrated commendable dedication to produce this document. In addition, all City departments should be recognized for the preparation of the budget.

Respectfully Submitted,

Marc Bierdzinski

City Manager



CITY PROFILE

DEMOGRAPHICS, HISTORICAL INFORMATION AND STATISTICS



CITY INFORMATION

Date of Incorporation: February 1, 1992

Form of Government: Council/Manager

Geographic Area: 1.6 Square Miles (1,024 acres)

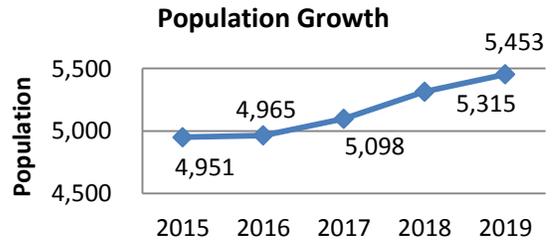
Miles of Street: 18.0 Miles

County: Santa Barbara

City Employees:	19 full-time
Public Safety	
Police	Santa Barbara County Sheriff
Fire	Santa Barbara County Fire
Recreation	Buellton Community Recreation Center
Education	
School District	Buellton Union School District
Schools	Oak Valley Elementary (TK-5) Jonata Middle School (6-8)
Utilities	
Water/Sewer	City of Buellton
Natural Gas	Southern California Gas Company
Electricity	Pacific Gas and Electric
Telephone	Frontier
Cable TV	Comcast Cable
Trash	MarBorg Industries
Library	City of Goleta Library Services

DEMOGRAPHICS

According to the California Department of Finance, the City of Buellton's population as of January 1, 2019 is 5,453. That is a 2.60 percent change from the prior year.



COMPOSITON OF POPULATION

Source: ESRI (2018), *Zillow (March 2019)

Households: 1,956

Average Household Size: 2.76

Median Household Income: \$89,317

Median Age: 40.0

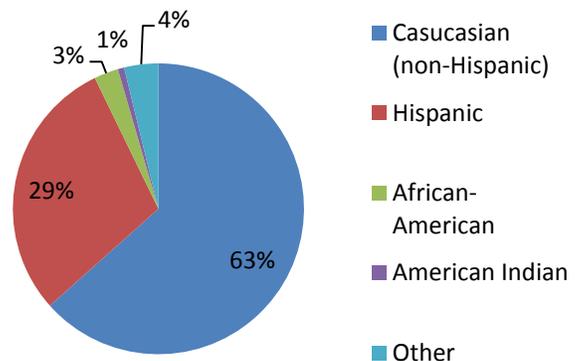
Median Housing Value: \$566,500*

Owner-Occupied: 67%

Renter Occupied: 33%

ETHNIC COMPOSITION

Source: U.S. Census Bureau, 2017 Data



CITY PROFILE

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



BUELLTON'S HISTORY

The City's name "Buellton" comes from the family name of Rufus T. Buell. Rufus migrated from his home state of Vermont to California in 1853 in search of gold. In the late 1850s, Rufus and his brother Alonzo Wilcox Buell, purchased land in the Santa Ynez Valley which was a Mexican land grant owned by Jose Maria Covarrubias and Joaquin Carrillo of Santa Barbara. The brothers purchased a quarter of Rancho San Carlos de Jonata which was about 26,000 acres. The Rancho San Carlos de Jonata covered the land from the west to Mission Santa Ines, from the middle of the Santa Ynez River on the south to Zaca Station (north on Hwy 101). By 1872, Rufus had bought the entire Rancho, and dissolved the partnership with his brother.

The Buell Ranch became a dairy farm and a successful horse and cattle ranch. A location known as Buell flat grew wheat and other grains on 4,200 acres.

The drought of 1876-77 impacted Buell Ranch significantly. Feed for his livestock was scarce with very little rainfall. Rufus struggled financially to pay his debts during this time period that he was forced to sale the Buell Flats.

Rufus died in 1905 at the family farm at age 78. He was buried in the family plot, now the parking lot of Pea Soup Andersen's Hotel. His body was later moved to Oak Hill Cemetery, in Ballard. His oldest son, Linus, continued to manage the ranch until the younger children reached majority. Then each received a portion of the land.

Another important family in the Buellton area is the de la Cuesta family of Rancho La Vega. In 1853, Dr. Roman de la Cuesta and his wife Michaela Cota, the daughter of Francisco Cota, of Rancho Santa Rosa, built an adobe home on the south bank of the Santa Ynez River (near Highway 101). The adobe home had 13 rooms, and is much as it was when first built.

Dr. Roman de la Cuesta from Spain came to California in 1849. He purchased the Rancho La Vega in 1851. La Vega consisted of 8,000 acres and had belonged to Raimundo Carrillo.

Roman de la Cuesta had a large family. His son Don Eduardo and his wife Eleva Pollard, a granddaughter of William Dana, lived in the family home after his parents. Eduardo and Eleva's daughters were early school teachers in the Valley. Don Eduardo de la Cuesta was instrumental in getting Highway 101 routed through Buellton in 1927.

The area of Buellton began to change rapidly after the turn of the century, with more settlers coming to farm and start businesses. By 1911, Danish settlers were spilling over into the Buellton area, and there was a great need for a post office. William Budd opened a post office and it became an official United States Post Office in 1920. 1920 is the year that Buellton was established as the last of five towns in the Santa Ynez Valley.

Stores were being built on the main street of the community, and it was Anton and Juliette Andersen who bought a store from William Budd and opened a restaurant in 1924 called the Electrical Cafe. Juliette brought with her

CITY PROFILE

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



from her native France a recipe for pea soup, and this was the beginning of the now famous Pea Soup Andersen's restaurant.



Pea Soup Andersen's

Buellton has always been strategically located as the Gateway to the Santa Ynez Valley, feeding traffic north and south, east and west. In the 1930's, Highway 101 was improved as more traffic used the road. The highway was opened through the heart of the town, lined with service stations, motels, and diners.

In the 1940's, Avenue of Flags was an eight lane road through town, four lanes for local traffic, and four for north and south travel on the highway. The newly widened highway earned Buellton the name of "Service Town, U.S.A."

In the early 1960's, Highway 101 was moved to its current location, and Avenue of Flags remains as the main street of Buellton. In 1964, California Governor Ronald Reagan dedicated the strip of land to Buellton and named it "Avenue of Flags" as we know it today. The Avenue of Flags is a source of civic pride with its bronze statues, state flags, American Flags, and flags representing and honoring each branch of the United States military.



Statues at Avenue of Flags

CITY GOVERNMENT

Buellton became an incorporated city on February 1, 1992. Buellton operates under the Council-Manager form of government. The City Council consists of five members whom are the City's policy-making legislative body approving and adopting all ordinances, resolutions and other policy decisions. The Mayor is elected for a two-year term. Council members serve four-year terms, with two members elected every two years.

The City Manager is responsible for the efficient implementation of Council Policy and effective administration of the daily and routine operations of the City. In addition to the City Manager, the City Attorney is appointed and reports directly to City Council. The City is organized into the following Departments: City Manager, City Clerk/Human Resources, Finance, Recreation, Planning, and Public Works.

Regular Council meetings are held every second and fourth Thursday of each month starting at 6:00 p.m.

CITY PROFILE

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



CLIMATE

Buellton enjoys a Mediterranean coast climate with mild, dry summers, and cool, wet winters. Typical summer temperatures are in the 80s and winter temperatures in the 60s. Winter lows are generally in the 30s. Precipitation usually occurs between November and March. Our air quality is exceptional and offshore afternoon winds from the northwest occur throughout the year. "Santa Ana" winds also occur during the fall and winter. These are warm, dry northeasterly winds of 15-20 mph. The City of Buellton is 360 feet above sea level.

The climate and geography of the Santa Ynez Valley makes it a prime region for many agricultural operations. Horse and cattle ranches blanket the hills throughout the valley. There are also some very unique animals raised in the valley, including miniature horses, longhorn cattle, llamas, emus, ostriches, and mules. In addition, almost 10,000 acres of the Santa Ynez Valley are lush vineyards. Over 30 wineries are located within a 15 mile radius of Buellton.

CULTURAL AND RECREATION SERVICES

The City of Buellton provides guests with a wide variety of accommodation choices. For visitors who prefer campgrounds, or RV Travel, Flying Flags RV Resort and Campground is ready to serve their needs. There are over 10 traditional hotels in which a guest can stay in Buellton which include a Marriott, Motel 6, Quality Inn, Hampton Inn; locally owned Sideways Inn, Farmhouse Motel, Country Lane Motel, Sleepy Hollow Motel, Red Rose Court Motel, and most known, Pea Soup Andersen's.

Buellton offers a wide array of dining choices. Buellton residents and guests can enjoy wineries, craft breweries and distillers in Buellton. The Buellton Brew Fest organized by the Buellton Chamber of Commerce continues to be one of the best beer festivals on the Central Coast. In addition, the Buellton Wine and Chili festival attracts thousands of tourists.

Buellton offers a Community Center, located on the Jonata School campus. The facility includes a full size gymnasium, exercise and weight room, activity and meeting rooms and a full size kitchen. The meeting rooms are available to rent for events and meetings.

Buellton citizens of all ages enjoy the trips and activities the Buellton Recreation Department offers. Every year the Recreation Department adds new trips and classes and continues to increase the number of citizens that enroll in their recreation programs.

Buellton provides the following parks for residents and visitors to enjoy: River View Park, Oak Park, PAWS Park, Zaca Creek Golf Course, and the Santa Ynez Valley Botanic Garden at River View Park. Other nearby parks include: Cachuma Lake and Nojoqui Falls Park.

River View Park offers a great place for family and kids to relax. It offers six different areas which can be reserved for events, including an Event Pavilion.

CITY PROFILE

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



Zaca Center Golf Course

The Santa Ynez Valley Botanic Garden is located at River View Park. The Garden displays a variety of native plants and serves as an educational venue for all to learn about the native culture and plants. Guests can stroll and enjoy the local art incorporated into the park.

Oak Park contains grass areas complete with picnic tables and barbeque pits along with play structures and public restrooms.

Zaca Creek Golf Course features 1,590 yards of Golf from the longest tees for a par of 29 Golf Course.



PAWS Park

PAWS Park is an off-leash dog park. It is sponsored by the PAWS Parks of Santa Ynez Valley Inc. It a three-acre park featuring separate areas for large and small breeds, as

well as providing waste bags, scoopers and water for dogs.

TRANSPORTATION

Buellton is known as the gateway to the Santa Ynez Valley as it is centrally located. The Santa Ynez Airport is located just 7 miles east of Buellton on Highway 246. There are two Commercial airports about 35 miles North and South of Buellton, in Santa Maria and Santa Barbara, respectively. The City also offers a Park and Ride on the south-end of Avenue of the Flags. In addition, the Santa Ynez Valley Transit System operates buses with regular routes and stops throughout the Santa Ynez Valley. Also, the City of Lompoc Transit System operates bus routes from Buellton to Lompoc. The Breeze Transit System operates from Santa Maria to the Santa Ynez Valley.

LOCAL ECONOMY

Buellton is the the first City North of Santa Barbara after the undeveloped stretch of about 25 miles through the Gaviota Coast, and it is the first City South of Santa Maria after a 30 mile stretch. With Buellton's convenient location between Highway 101 and State Route 246, Buellton attracts many travelers with its service stations, hotels and restaurants. It is a common stop for travelers driving North or South on Highway 101 or West and East on Highway 246.

As of result, Buellton's economy thrives from sales tax and hotel occupancy tax. The top 3 sales tax industries are:

1. Autos and Transportation
2. Fuel and Service Stations
3. Restaurant and Hotels

CITY PROFILE

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



Chart 1 below illustrates the source of sales tax revenue by major business group compared the County of Santa Barbara and the State of California as of April 30, 2019. In Santa Barbara County, the City of Buellton is the number one sales tax generator per capita sales.

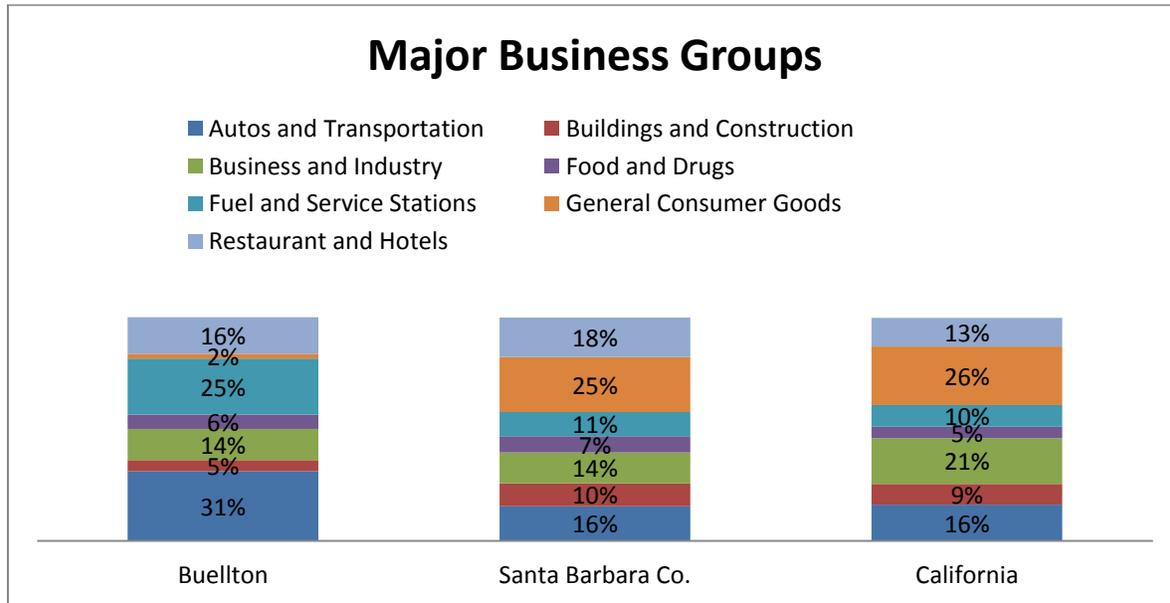


Chart 1: Major Business Groups, Source: HDL Companies

The following table illustrates the **Top 25 Sales tax Producers** in alphabetical order as of the 2019 Second Quarter:

Airstream of Santa Barbara by Sky River	Jim Vreeland Ford
AJ Spurs Saloon & Dining Hall	McDonalds
Albertsons	Platinum Performance
Andersons Pea Soup	Platinum Performance Vet
Buellton Shell	Rio Vista Chevrolet
Buellton Mobil	Sky River RV
Chevron	Taproom & Barrelworks
Conserv Fuel	The Hitching Post II
CVS Pharmacy	Todd Pipe & Supply
Ellen’s Danish Pancake House	Toms Gas & Market
Farm Supply	Tractor Supply
Habit Burger Grill	USA Stations
Industrial Eats	

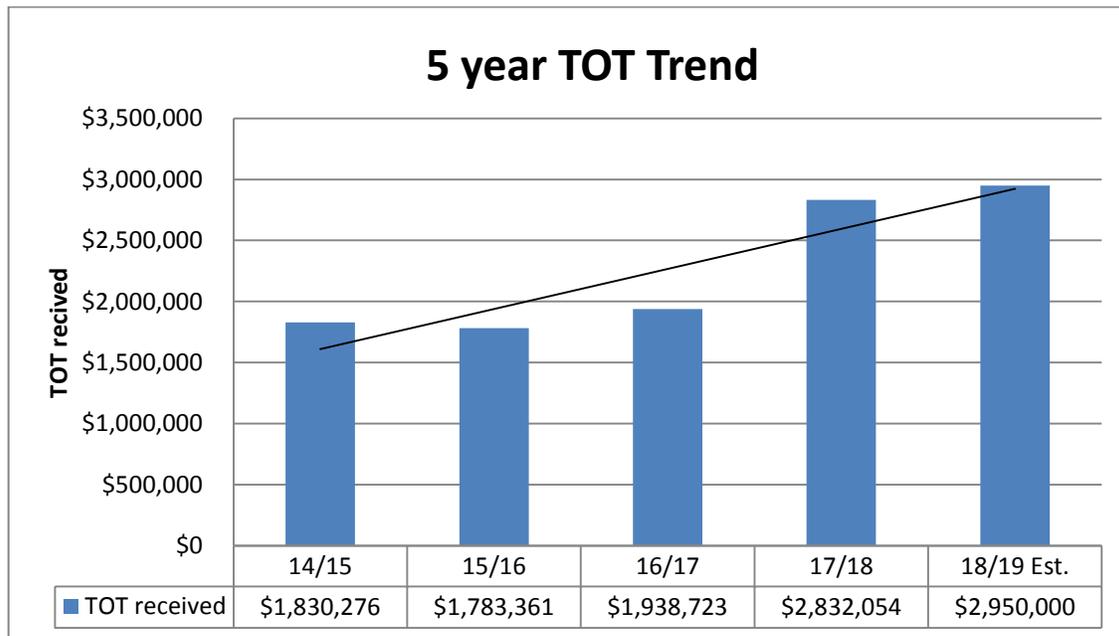
Source: HDL Companies

CITY PROFILE

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



In recent years, Transient Occupancy Tax (TOT) has increased drastically. Buellton has become a destination for tourist. In the last five years, TOT has increased about 61 percent. The average annual occupancy rate in the City is 60 percent.



Not only has the City of Buellton thrived on sales tax and TOT, but also has seen an increase in property tax revenue. The increase in property tax revenue is due to the recent development of commercial and residential properties in the City. The table below depicts the Top 10 Taxpayers in the City.

Taxpayer	Net Assessed Value	Total Tax
1. FPA Flying Flags Associates, LP	\$18,526,883	\$203,657
2. Chumash Buellton Apartments, LLC	\$15,410,171	\$169,109
3. Ocean Park Hotels-BLT, LLC	\$14,619,651	\$160,435
4. RTA Buellton Hotel, LLC	\$9,664,812	\$106,077
5. Kang Family Partners	\$9,571,453	\$105,082
6. VV Acquisitions Company, LLC	\$9,435,000	\$103,580
7. Buellton Self-Storage, LLC	\$8,113,169	\$89,068
8. RREF II-CPD Buellton, LLC	\$7,909,328	\$86,805
9. Kaywine, LLC	\$7,504,681	\$82,433
10. ABS CA-O, LLC	\$7,026,124	\$77,168

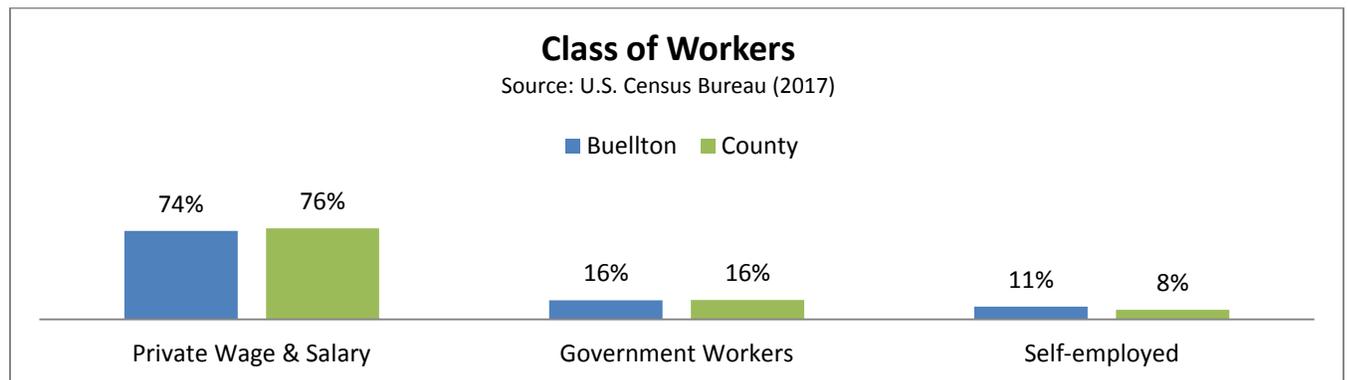
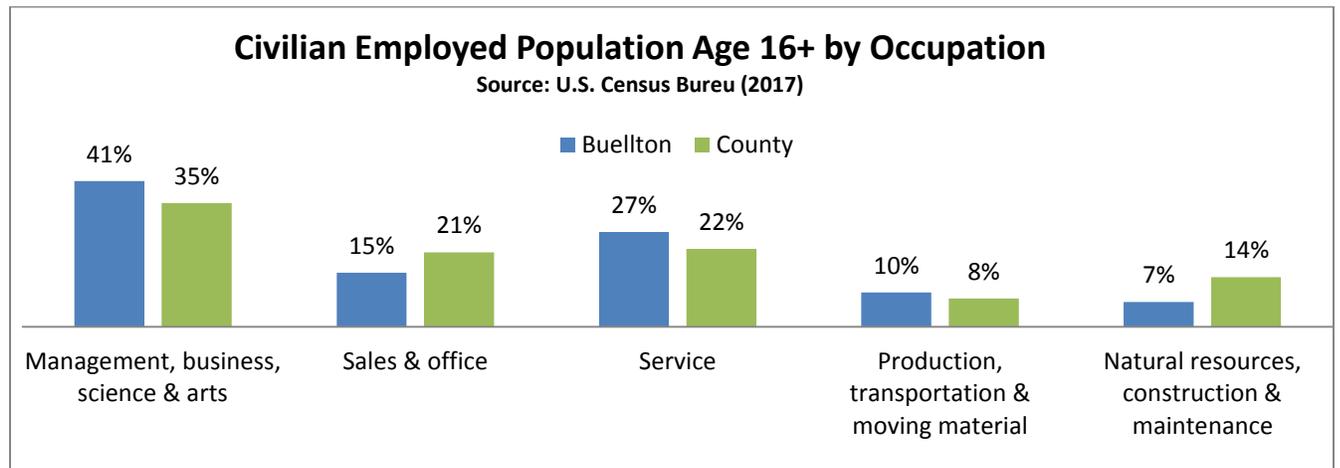
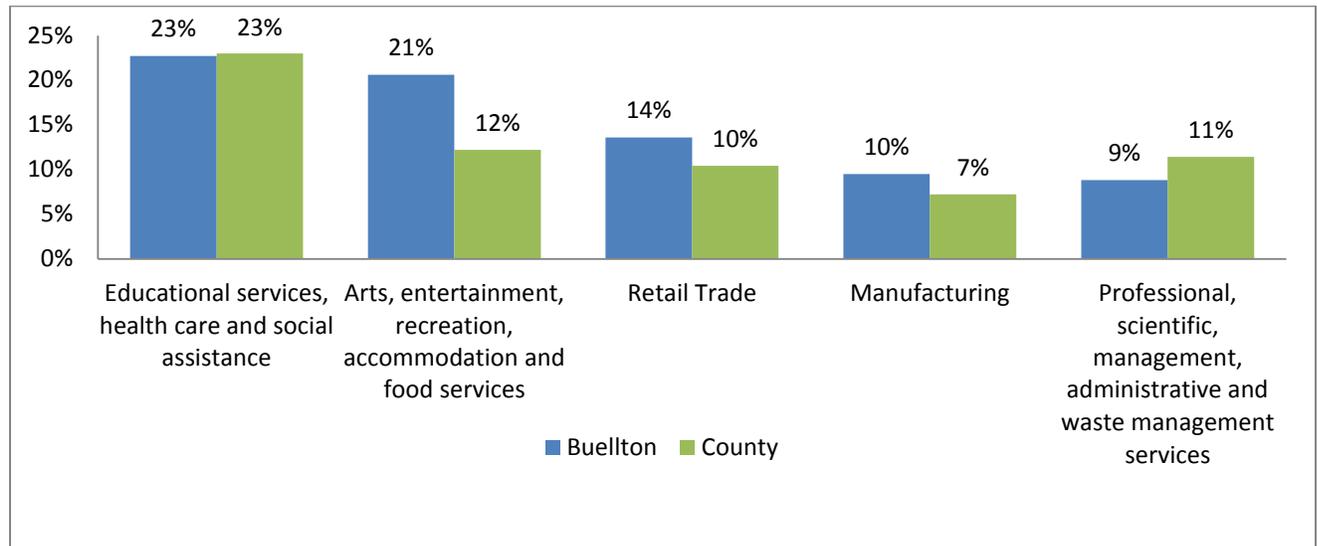
Source: Santa Barbara County, Fiscal Year 2018/19 as of 5/13/2019

CITY PROFILE

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



The following charts illustrate the Workforce in the City of Buellton compared to the County of Santa Barbara.



Budget Overview

-
- User's Guide to the Budget
 - Fund Structures and Descriptions
 - Financial Overview
 - Staffing Levels
-

City of Buellton

Users Guide to the Budget



A Brief Overview

The City of Buellton is required to prepare and submit an annual budget to the City Council for its approval per City's Municipal Code 2.0.60. On January 2017, the City Council approved a Biennial budget starting with the period July 1, 2017 through June 30, 2019. The Biennial Budget reflects two one-year budgets with staff concentrating on the first year, and the second year projections are developed from the first year's funding and revenue levels. A two percent increase is generally applied to the second year unless an exact amount provides a more accurate projection. The benefit of a two-year plan allows the ability to maintain long-range planning efforts, ability to develop realistic budgeting for significant objectives, encourages more efficient spending patterns and saves time and resources allocated to preparing annual budgets.

The City of Buellton's Budget represents a financial plan, a comprehensive management plan, an implementation plan and a communications medium for staff, the City Council and the general public. It also represents our continued commitment to the citizens of Buellton to provide quality service in an effective and efficient manner.

This document is organized and structured as follows:

1. Introduction

- a. Includes the overall City organization chart, identifies the City Manager and City Council members.
- b. Includes the Government Finance Officers Association (GFOA) Distinguished Budget Award.
- c. Includes the City Council adopted Mission Statement, Vision Plan, goals and objectives for the biennial budget cycle.
- d. Includes the City Manager's Budget Message to City Council highlighting the Council's goals, summarizes the City's financial position, addresses key issues that are of local concern, and recommends new strategies for ensuring financial stability while continuing a high level of services to the community.

2. Budget Overview

- a. Includes a User's Guide to the Budget that provides an overview of the budget elements, budget process, budget schedule, financial policies and performance measures.
- b. Includes fund structure and descriptions.
- c. Includes a Financial Overview.
- d. Includes a summary table of personnel counts for the prior, current and budgeted years.



3. Budget Summaries

- a. Includes actual fund balances as of June 30, 2020 and estimated for 2021 and comparative budget years listing financial information.
- b. Includes Schedule of Revenues and Summary of Expenditures.

4. Departmental Budgets

- a. Department/Division Budgets section describes the function and purpose of each organizational unit along with a summary of personnel workload activities, and a detailed list of its appropriations.
- b. Includes departmental accomplishments, goals and objectives.

5. Capital Improvement Projects (CIP) Budget

- a. The CIP budget presents the City’s Capital Improvement Plan which includes all the City’s construction and maintenance projects by various fund sources. This section summarizes expenditures that will be spent during the two budgeted years. The amount appropriated by each funding source is only budgeted for FY 2019-20 and the FY 2020-21 appropriations will be allocated during mid-year review. This section also provides a plan of what the intended Capital Projects are for the next five years.

6. Appendices

- a. Includes Resolution for the Adopted Budget and establishing the FY 2019-20 Gann Limit.
- b. Includes departmental performance measures and indicators.
- c. Includes the glossary and acronyms.

Financial Capacity Phase

Forecasting is an integral part of our decision making process. Both long-range and short-range projections are prepared. The City studies short and long-range financial conditions and coordinates them with long-range public policy goals and objectives. The financial forecast is prepared for each major operating fund with projections for both expenditures and revenues where it is feasible. As part of this phase, alternative scenarios are examined for their fiscal impact on the respective funds.

Budgetary Basis of Accounting

The presented two proposed annual budgets are prepared in accordance with Generally Accepted Accounting Principles (GAAP), except for encumbrances being recognized as expenditures. The budget for governmental funds has been prepared on the modified accrual basis as opposed to cash basis. The modified accrual basis recognizes expenditures when the related fund liability is incurred. Revenue is recognized when it becomes both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter, to be used to pay liabilities of the current period. The City recognizes revenue and records expenditures within 60 days of year-end. The City maintains reserves to cover timing difference. For example, sales tax revenue for June received in August of the following fiscal year is recorded in the previous fiscal year. The Enterprise Funds are budgeted and recognized on a full accrual basis. The audited financial statement for the City uses the same basis of accounting as the City budget.



Budgetary Level of Control

Operating appropriations lapse at the end of the fiscal year. However, appropriations for unfinished capital projects will generally be re-appropriated (“Carried Over”) as part of the following year’s budget. The budgetary level of control for all governmental fund types is at the fund level. Budgetary control is the level at which expenditures cannot legally exceed the appropriated amounts. The City maintains budgetary control to ensure compliance with legal provisions embodied in the annual budget adopted by City Council. The City Manager has the discretion to transfer appropriations between departments within a fund, but changes to appropriations or transfer between funds must be approved by City Council.

Policy and Strategy Phase

The Operating and Capital Budgets are prepared and administered in accordance with several sources of policy direction. First, the City Municipal Code requires that the budget be balanced and meet certain legal deadlines. A balanced budget is defined as a budget with no budget deficits, but could possibly have a budget surplus. The City Council has established that the budget be balanced and monitored against spending throughout the fiscal year. Finally, public input is considered throughout the process with scheduled public hearings at key City Council decision points.

Budget Process

Preparation of the Budget

Budget preparation allows departments the opportunity to reassess goals and objectives and the means for accomplishing them. Even though the budget may be presented to the Mayor and Council in June, its preparation begins at least six months prior, with projections of City reserves, revenues and expenditure limit requirements and financial capacity. It is with this “groundwork” that departmental expenditure requests are made and subsequently reviewed. The scope of the budget includes the General Fund and other City funds to produce the Biennial budget.

Short-term and long-term review must be considered during budget preparation. Organizational factors viewed as short-term include basic service needs related to public safety, community objectives, general health and welfare of citizens. Long-term goals call for carrying out vision of Council and the Community. This vision includes completion of Capital Improvement Projects (CIPs) and investment and re-investments in infrastructure.

The City uses a combined program and line item budget format. This is designed to provide a comprehensive management control and fiscal planning system. This format is aimed at achieving goals and objectives at the operational levels that are consistent with City Council’s goals and top priorities.

The budgeting process starts with the requests from departments based on historical trends, inflationary increase, or other departmental knowledge. Requests for appropriations are made at the

Users Guide to the Budget



departmental level and are reviewed by the Finance Department and City Manager. As soon as the final details are complete, a proposed Operating Budget document is prepared for City Council review.

During May and June, the City Council holds a series of “budget sessions” to review the proposed budget with staff and interested members of the Community during a Public Hearing. At this hearing the public is given an opportunity to be heard. The City Council may modify the proposed budget by a majority vote.

Budget Adoption Phase

On or before June 30th, the City Council adopts the budget as amended by the affirmative vote of at least a majority of its members. The budget is adopted by resolution of the City Council. Upon final adoption, the budget is in effect for the ensuing two fiscal years and becomes the authority for the various offices, agencies and departments to expend funds subject to controls established by the Municipal Code. The adopted budget is published within ninety days of adoption.

Budget Implementation and Amendments

The budget should be a performance, financing and spending plan agreed to by the Mayor, City Council and the City Manager. It should contain information and data regarding expected revenue and expenditures. Actual experience (revenues, expenditures and performance) will be periodically measured against the plan at quarterly intervals during the fiscal year.

Department and program managers will not exceed the Council-approved appropriations in any fund. Appropriations for the departmental operations are approved in three categories: Employee Services, Operating and Maintenance, and Minor Capital. These appropriations are shown in each departmental budget. In addition, appropriations are approved for Capital Improvements Projects.

Quarterly reports are submitted to City Council and if in the case of budget deficits, or changes in assumptions occur, then a budget amendment will be requested at that time. The budget amendments are permitted through a resolution approved by the City Council.

At the end of the first fiscal year, an amid-cycle review will be held to determine if any significant circumstances have occurred that would initiate budget amendments for the next fiscal year. Any significant circumstances may be as a result of changes in the economy, new or changes in policy mandates, deviations from projected revenues from new commercial businesses, or emergency repairs and maintenance.

Capital Improvement Budget

The City of Buellton adopts a five-year Capital Improvement Plan (CIP), while the City Council only approves and authorizes one year appropriations. Multi-year estimates require the City to review and update expenditures and revenues each year. Projections include estimated maintenance and operating costs of future capital improvements that are included in the capital budget. The budget data is presented to elected officials in a form that will facilitate annual budget decisions, based on multi-year

Users Guide to the Budget



strategic planning perspective. Project descriptions will be outlined for each proposed project in the CIP Budget. Any unspent projects in the prior year's budget may be carried forward into the next fiscal year.

Budget Schedule

Documentation of a Budget Schedule assists departments in preparing for the next two-year Operating and Capital Improvement Budget process. It also helps identify significant tasks during the two-year budget cycle. The schedule is subject to change and is intended to be used as a guideline. The Biennial FY 2019-20 and FY 2020-21 budget schedule is as follows:

Key Dates	Budget Event
January 10, 2019	City Council receives the FY 2019-20 & FY 2020-21 Budget Process Schedule.
February 28, 2019	Council met to develop a mission statement for the City. From the mission statement, City Council set goals and priorities for the budget cycle.
March 1-25, 2019	Meeting scheduled with Department Heads. Work with City Manager and Finance Director to prepare budget figures for fiscal years 2019-20 (2020-21 based on percentage increase).
March 31	City Manager and Finance Director begin reviewing budget figures. Meet with Department heads as needed.
April 3 - 30	Budget Preparation using final budget figures.
April 11, 2019	City Council considers funding for Non-Profit Agencies.
May 9	City Council reviews the proposed budget and makes revisions if needed.
May 23	City Council adopts the final budget with the proposed revisions.
June 14 or 28	Alternate Dates to adopt the FY 2019-20 and 2020-21 Biennial Budget.
July 1, 2019	Beginning of FY 2019-20.
November 14, 2019	FY 2019-20 First Quarter Report presented to City Council and budget amendments are presented if needed.
February 13, 2020	FY 2019-20 Second Quarter Report presented to City Council and budget amendments are presented if needed.
April 23, 2020	FY 2019-20 Third Quarter Report presented to City Council and budget amendments are presented if needed.
May 21, 2020	Mid-Year Review. Discuss significant changes to the second year of the adopted biennial budget, revisit goals and priorities.
June 11, 2020	Mid-Year amendments to FY 2020-21 presented to City Council for adoption.
July 1, 2020	Beginning of FY 2020-21
July 25, 2020	FY 2019-20 Fourth Quarter Report presented to City Council and budget amendments are presented if needed.
November 12, 2020	FY 2020-21 First Quarter Report presented to City Council and budget amendments are presented if needed.
February 11, 2020	FY 2020-21 Second Quarter Report presented to City Council and budget amendments are presented if needed.
April 22, 2021	FY 2020-21 Third Quarter Report presented to City Council and budget amendments are presented if needed.
July 23, 2021	FY 2020-21 Fourth Quarter Report presented to City Council and budget amendments are presented if needed.



Financial Policies

City Council has adopted several financial policies that guide the budget process and follow best management practices. The overall goal of adopting financial policies is to ensure the City is managing finances in an effective, efficient and transparent manner while following appropriate reporting requirements.

Budget Policies

Operating Budget

- The City's budget will be developed on a biennial basis and adopted by City Council.
- The City will maintain a balanced budgeted where revenue is equal to or exceeds expenditures.
- Revenues will be estimated using an analytical process. In the case of assumption uncertainty, conservative measures will be utilized.
- Budget adjustments will be presented to City Council on a quarterly basis as part of the quarterly budget review.
- No General Fund monies shall be used to fund the Water and Sewer Funds.
- The City will exercise prudent fiscal management by maintaining an adequate fund balance to protect the City from times of economic downturn, or unforeseeable events.
- The legal level of budgetary control is at the fund level.
- The City Manager has the authority to transfer appropriations between funds, but changes to appropriations or transfers between funds must be approved by City Council.
- Operating appropriations lapse at the end of the fiscal year.

Capital Improvement Budget Policies

- The City will make capital improvements in accordance with an adopted Capital Improvement Plan.
- The City will develop an annual five-year plan for capital improvement projects.
- The City shall budget a transfer from the General Fund to the Capital Improvement Project on an annual basis that equals, to a minimum, the required maintenance of effort (MOE).
- The Water and Sewer Funds may only use funds generated by their service charges, grant and other outside sources to fund their CIP projects.
- Appropriations for unfinished capital projects will generally be re-appropriated as part of the following year's budget.

Debt Policy

The City has no long-term debt outstanding and has no general obligation bonds. No future plans are in place to incur debt.



Users Guide to the Budget

Use of Reserves

The budget includes the use of reserves for Capital Improvement Projects. The City's goal is for the General Fund to maintain reserves at 25 percent of operating expenditures.

Reserve/Fund Balance Policies

In accordance with GASB 54, Unrestricted Fund Balance is assigned to the following categories: committed, assigned, and unassigned. The City shall reduce committed or assigned fund balance first only if the expenditures incurred are for the purpose for which the funds were originally committed or assigned. Otherwise, unassigned fund balance shall be reduced first, followed by assigned, and then committed.

Capital Assets Policy

Capital assets are valued at historical cost or estimated historical cost if actual historical cost was not available. Donated capital assets are valued at their estimated fair market value on the date donated. City policy is to capitalize all capital assets with costs exceeding a minimum threshold of \$5,000 and with useful lives exceeding one year. Depreciation is recorded on a straight-line basis based on asset type. For example, useful life for structures and improvements is 50 years, machinery and equipment is 3 to 15 years and infrastructure is 15 to 100 years.

The City defines infrastructure as the basic physical assets that allow the City to function. The assets include streets, wastewater, park lands, and buildings. Each major infrastructure systems can be divided into subsystems. For example, the street systems can be subdivided into pavement, curbs and gutters, sidewalks, medians, streetlights, and land. The appropriate operating department maintains information regarding the subsystems.

For all infrastructure systems, the City elected to use the Basic Approach defined by GASB Statement No. 34, which requires all infrastructures to be reported at historical cost and be depreciated over their estimated useful lives.

Inventory Policy

The City accounts for inventories using the first-in, first-out method. Inventories in the Water Fund consist primarily of meters and are carried at cost.

Investment Policies

The City Treasurer will annually present an investment policy to the City Council for review. The purpose of the investment policy is to provide guidelines for the prudent investment of the City's temporary idle cash, and outlines the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.

The City's management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to

Users Guide to the Budget



obtain the highest yield obtainable as long as the investments meet the criteria established for safety and liquidity. Yield shall become a consideration only after the basic requirement of safety and liquidity has been met.

Revenue Policies

Property Taxes

California Constitution Article XIII A, limits the combined property tax rate to one percent of a property's assessed valuation. Additional taxes may be imposed with voter approval. Assessed value is calculated at one hundred percent of property's fair value, as defined by Article XII A, and may be increased no more than two percent per year unless a change in ownership occurs. The State Legislature has determined the method of distributing the one percent tax levy among the various taxing jurisdictions.

Property tax revenues are recognized in the fiscal year for which taxes have been levied, and collected within sixty days of fiscal year end.

The City adopted an alternative method of property tax distribution (the "Teeter Plan"). Under this method, the City receives 100 percent of its secured property tax levied in exchange for foregoing any interest and penalties collected on delinquent taxes. The City receives payments in a series of advances made by the County throughout the fiscal year. The secured property tax levy is recognized as revenue upon receipt including the final payment, which generally is received within 60 day after the fiscal year end.

Revenue Recognition Policy

The City records revenue when it is earned. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The City considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after fiscal year end.

Non-exchange transactions, in which the City gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements, and donations. Revenue from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Other revenues susceptible to accrual include other taxes, intergovernmental revenues, interest, and charges for services.

Purchasing Policy

The adopted purchasing policy allows for spending controls in the budget. The table on the following page illustrates the purchasing approval flow chart.

Users Guide to the Budget



Purchasing Policy – Approval Flow

	Department Head or Designate	Finance Director or Designate	City Manager or Designate	City Council Approval with Minutes Documented	Amount
Supplies and Equipment	X	-	-	-	Up to /= \$1,500
Supplies and Equipment	X	X	-	-	>\$1,500 but </\$20,000
Supplies and Equipment	-	X	X	X	>\$20,000
Maintenance & Repairs, etc.	X	-	-	-	Up to /= \$1,500
Maintenance & Repairs, etc.	X	X	-	-	\$1,501- \$45,000
Maintenance & Repairs, etc.	-	X	X	X	>\$45,000
Professional Services/Contracts	-	X	X	-	<\$10,000
Professional Services/Contract	-	X	X	X	>\$10,000

Internal Controls

Management of the City is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the government are protected from loss, theft or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles (GAAP). The internal structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgements by management.

Performance Measures

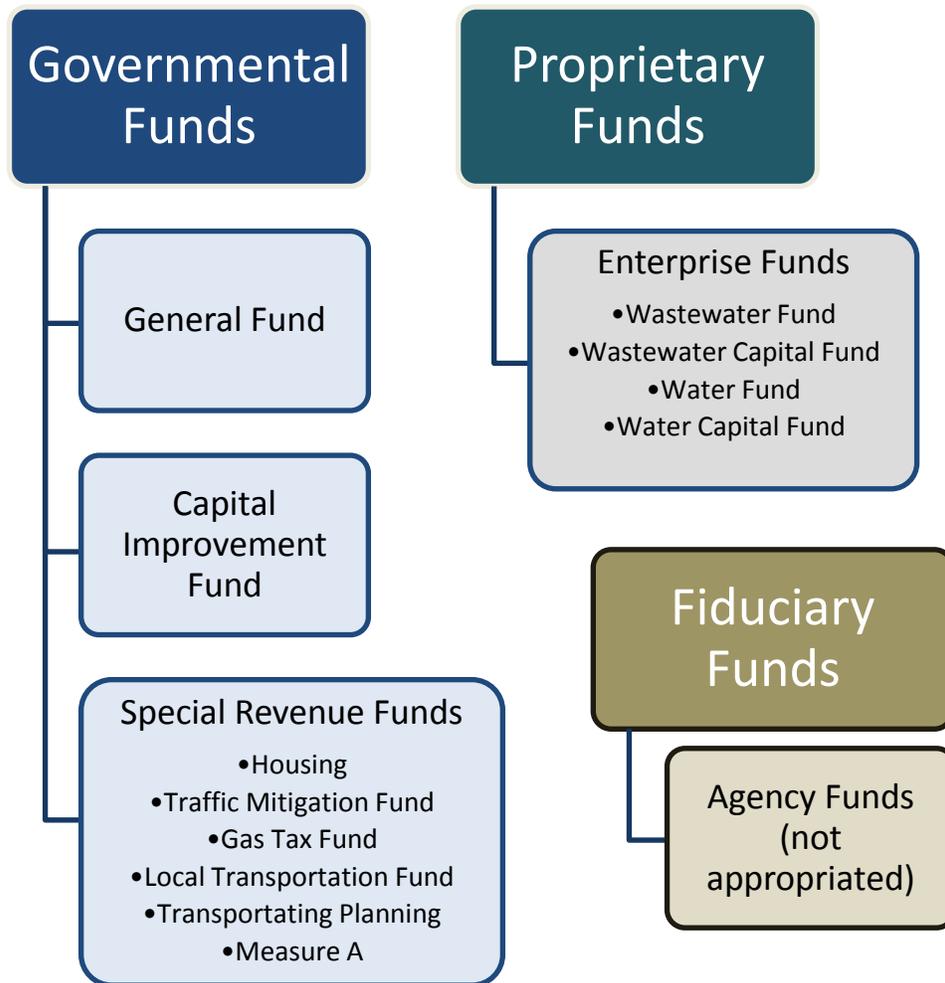
Performance Measures for individual departments and budget units are analyzed based on goals and objectives unique to each function. They are determined during budget preparation in conjunction with accomplishments. The City Manager holds bi-weekly managers’ meetings to discuss each department activities with individual department heads while in a management group. In addition, department heads appear before City Council bi-annually to present the accomplishments of the current year and state goals for the next two years. Discussion on goals and objectives take place during the budget hearings, as well as Mid-Year Review. The City Council, staff and the community have an opportunity to discuss programs and operations for each department and state long-term planning coordination direction. Department descriptions within the detailed department budget document lists the anticipated goals and objectives of the departments. Performance Measures for each department can be found in Appendix B.



Fund Structure

The accounts of the government are organized and operated on the basis of fund accounting. Fund accounting allows for government to achieve the goal of fiscal accountability by tracking each fund separately to ensure and demonstrate legal compliance. The Generally Accepted Accounting Principles (GAAP) defines a fund as a fiscal and accounting entity with self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

The diagram below illustrates the Fund categories and type of funds that the City of Buellton appropriates in this budget document and reports on the City's audited financial statements.





Fund Descriptions

Governmental Fund Types

Governmental Funds are those through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities (except those accounted for in proprietary funds) are accounted for through governmental funds. Governmental Funds include: General Fund, Special Revenue Funds, Debt Service and Capital Project Funds. The funds are maintained on a modified accrual basis where the measurement focus is on the current financial resources and the recognition of revenue in the period when the revenue both become measurable and available to finance expenditures of the fiscal period.

A **Major Fund** is defined, for the purpose of presentation, as a fund with more than 10 percent of total budgeted resources or expenditures in the budget year. The City appropriates the following "Major Governmental Funds":

The **General Fund (001)** is the most versatile fund and is used to account for any legal budgetary purpose not accounted for elsewhere in the budget. It is the City's primary operating fund. General Fund Revenues include property taxes, sales and use tax taxes, transient occupancy taxes, licenses, permits, franchise fees, fines and forfeitures, transfers from other agencies, fees for services and use of money and property.

The **Capital Projects Fund (092)** accounts for Capital Improvement Projects for all funds using project accounting. This fund centralizes project expenditures. Projects are managed for purposes of planning, scheduling and budgeting capital improvements.

A **Non-Major Fund** is defined, for the purpose of presentation, as a fund with less than 10 percent of total budgeted resources or expenditures in the budget year. The City appropriates the following "Non-Major Governmental Funds":

Special Revenue Funds are used to account for monies legally restricted to certain purposes. The City reports the following Special Revenue Funds:

- **SEMP Housing Fund (023)**: This fund accounts for funding to assist qualified residents for mobile home related repair projects.
- **Traffic Mitigation Fund (024)**: This fund accounts for developer deposits restricted for mitigating traffic related to development.
- **Gas Tax Fund (025)**: This Fund accounts for the State collected Gas Tax and revenues are restricted under the State Controller's guidelines.
- **Local Transportation Fund (027)**: This fund accounts for funding for transit operations. The City redirects funds to the City of Solvang for servicing the transit operations. In addition, the City contracts with Lompoc-Wine Country Express, SYVT Dial-A-Ride, and the Breeze Extension Pilot.
- **Transportation Planning Fund (029)**: This fund accounts for funding the City's compliance with annual reporting requirements under Santa Barbara County Association of Governments (SBCAG), and the California Department of Transportation.



Fund Descriptions

- **Measure A Fund (031)**: This fund accounts for a voter approved sales tax authorized by the original Measure D and continued under this measure through March 31, 2040. The purpose of the funding is for street and road maintenance improvements.

Proprietary Fund Types

Proprietary Fund, which includes Enterprise and Internal Service Funds, are used to account for the City's business-type activities. Currently, the City does not have an Internal Service Fund. Proprietary funds are the economic resources measurement focus and use accrual basis of accounting, which is the same basis used for private-sector business enterprise. These funds are used where the city has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Enterprise Funds are types of funds established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise. These programs are entirely and predominately self-supporting. The City appropriates the following Enterprise Funds:

- The **Wastewater (005)** Operating Fund accounts for revenues from sewer service and sewer usage fees collected from Buellton property owners. The revenues received from sewer services pay for operating costs.
- The **Wastewater Capital (006)** Fund accounts for revenues from new residential, commercial and industrial connections. These revenues pay the City's share of acquisition, construction, reconstruction and enlargement of the Wastewater System.
- The **Water (020)** Operating Fund accounts for revenue received from fees charged for water service and usage. All of the costs of operations are recovered through fees charged to users.
- The **Water Capital (021)** Fund accounts for revenues from new residential, commercial and industrial connections. These revenues pay the City's share of acquisition, construction, reconstruction and enlargement of the Water System. Service and connection fees are required to be adequate enough to cover costs.

Fiduciary Fund Types

Fiduciary Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units; therefore, these funds cannot be used to support the City's own programs. Fiduciary funds include pension (and other employee benefits) trust funds, investment trust funds, private-purpose trust funds and agency funds. Private-purpose trust funds are used to report the assets and liabilities of the dissolved Redevelopment Agency (RDA). The City of Buellton dissolved the RDA because the Agency met the required conditions outlined in HSC Section 34187 (b). The Department of Finance approved the dissolution on July 5, 2016. Currently, the



Fund Descriptions

City has the following Fiduciary Fund in which it does not have any appropriations but is reported on the audited financial statements.

- The Trust and Agency Funds is a Deposit Agency Fund. This fund accounts for various deposits that are held on behalf of the City for various projects or programs.

Department/Fund Relationship

The table below illustrates the relationship between department, major funds and non-major funds appropriated in the budget.

Department	Major Funds		Non-Major Funds								
	General	Capital	Wastewater	W.W. Capital	Water	W.Capital	Housing	Gas Tax	Local Transportation	Transportation Planning	Measure A
401 – City Council	X	-	-	-	-	-	-	-	-	-	-
402 – City Manager	X	-	-	-	-	-	-	-	-	-	-
403 – City Clerk/HR	X	-	-	-	-	-	-	-	-	-	-
404 – City Attorney	X	-	-	-	-	-	-	-	-	-	-
410 – Non-Departmental	X	X	-	-	-	-	-	-	-	-	-
420 – Finance	X	-	-	-	-	-	-	-	-	-	-
501 – Public Safety	X	-	-	-	-	-	-	-	-	-	-
510 – Leisure Services	X	-	-	-	-	-	-	-	-	-	-
511 – Recreation	X	-	-	-	-	-	-	-	-	-	-
550 – Street Lights	X	-	-	-	-	-	-	-	-	-	-
551 – Storm Water	X	X	-	-	-	-	-	-	-	-	-
552 – Parks	X	-	-	-	-	-	-	-	-	-	-
553 – Street Maintenance	-	-	-	-	-	-	-	X	-	-	-
554 – Traffic Safety	-	-	-	-	-	-	-	X	-	-	-
555 – Street Cleaning	-	-	-	-	-	-	-	X	-	-	-
556 – Landscape Maintenance	X	-	-	-	-	-	-	-	-	-	-
557 – Engineering	X	-	-	-	-	-	-	X	-	X	-
558 – Public Works General	X	-	-	-	-	-	-	-	-	-	-
559 – TDA Grant	-	-	-	-	-	-	-	-	X	-	-
560 – Measure A	-	-	-	-	-	-	-	-	-	-	X
565 – Planning	X	-	-	-	-	-	-	-	-	-	-
580 – Housing	-	-	-	-	-	-	X	-	-	-	-
601 – Water	-	X	-	-	X	-	-	-	-	-	-
602 – Capital	-	-	-	-	-	X	-	-	-	-	-
701 – Wastewater	-	-	X	-	-	-	-	-	-	-	-
702 – Capital	-	X	-	X	-	-	-	-	-	-	-

- GENERAL FUND
- ENTERPRISE FUNDS
- SPECIAL REVENUE FUNDS



Financial Overview

Revenue Sources

The City of Buellton provides many services to its residents such as Police Services, Water, Wastewater, Street and Road Maintenance, etc. These services are not without cost to the taxpayer. It is the task of City Officials to produce the necessary revenue to satisfy the ever-growing demand for local services.

The City of Buellton receives revenues from many sources to offset costs of its operations. General Fund revenues are received primarily from sales tax, property tax, and transient occupancy tax. For each fiscal year, the City's revenues are estimated conservatively, therefore, actual revenues received often exceed such estimated projections. The following describes the City's major revenue sources:

1. **Property Taxes** are derived from the tax imposed on real property and tangible personal property. The tax is 1 percent of the full cash value of the property and the City receives its portion of the tax. The revenues are distributed to local government in accordance with the provisions of Proposition 13 and AB-8. Property taxes also include property transfer tax, homeowners' exemption, and vehicle license fee (VLF).
2. **Sales Tax** is derived from sales tax paid by consumers purchasing items in the City. The sales tax rate in Buellton is 7.75 percent which includes the 7.25 percent statewide sales tax, and .50 percent district tax. Of the 7.75 percent State and County Tax levy, 1.00 percent is distributed back to the City.
3. **Transient Occupancy Tax** in the City is 12 percent of the cost of a hotel room. The tax is imposed on "transients" who occupy a room or rooms in a hotel, inn, motel, or other lodging facilities within the City limit.
4. **Franchise Fees** are imposed on various utilities and organizations which permit them to use and operate those facilities within the City. The City receives Franchise Fees from Marborg (solid waste service provider) and various utilities (Comcast Cable, Gas and Electric Companies).
5. **Fees and Permits** include revenue from Zoning Clearances and Small Permits.
6. **Fines-Forfeitures-Penalties** include civil and criminal violation fines and other fines.
7. **Charges for current services** include water and wastewater revenues which are received by the Water, Wastewater, and Traffic Mitigation Funds. Also includes charges generated by the Buellton Recreation Center, Park Reservations and Special Events.
8. **Use of Money and Property** includes rents, concessions, and interest, or investment earnings on City Funds. Interest income is earned as the City invests idle funds in the Local Agency Investment Fund (LAIF) and other short-term investments such as certificate of deposits and money market accounts. The goal of the City is to protect the investments while achieving the highest rate of return. The City's Finance Director handles the City's investment portfolio.
9. **Revenue from Other Agencies** includes miscellaneous revenue such as other operating revenue, special fees, and refunds and reimbursements for such things as refunds from vendors and reimbursements from government agencies.



Financial Overview

10. **Other Financing Sources** include loan proceeds or transfers-in. Monies transferred to a specific fund from another fund become a source of funding for the recipient’s fund budget.

Revenue Trends

General Fund

Revenue is expected to be stable in the next two fiscal years. With new residential units in progress, property taxes are expected to continue on an upward trend, yet at a steady pace. Sales Tax growth is expected to slow and will begin to plateau as new commercial businesses become established. Transient Occupancy Tax (TOT) is trending upwards with the addition on the new Hampton Inn Hotel. Other revenue is showing slight increases based on prior year activity. Figure 1 below compares General Fund revenue over the past two fiscal years, estimated revenue for FY 18-19 and projected revenue for FY 2019-20 and FY 2020-21.

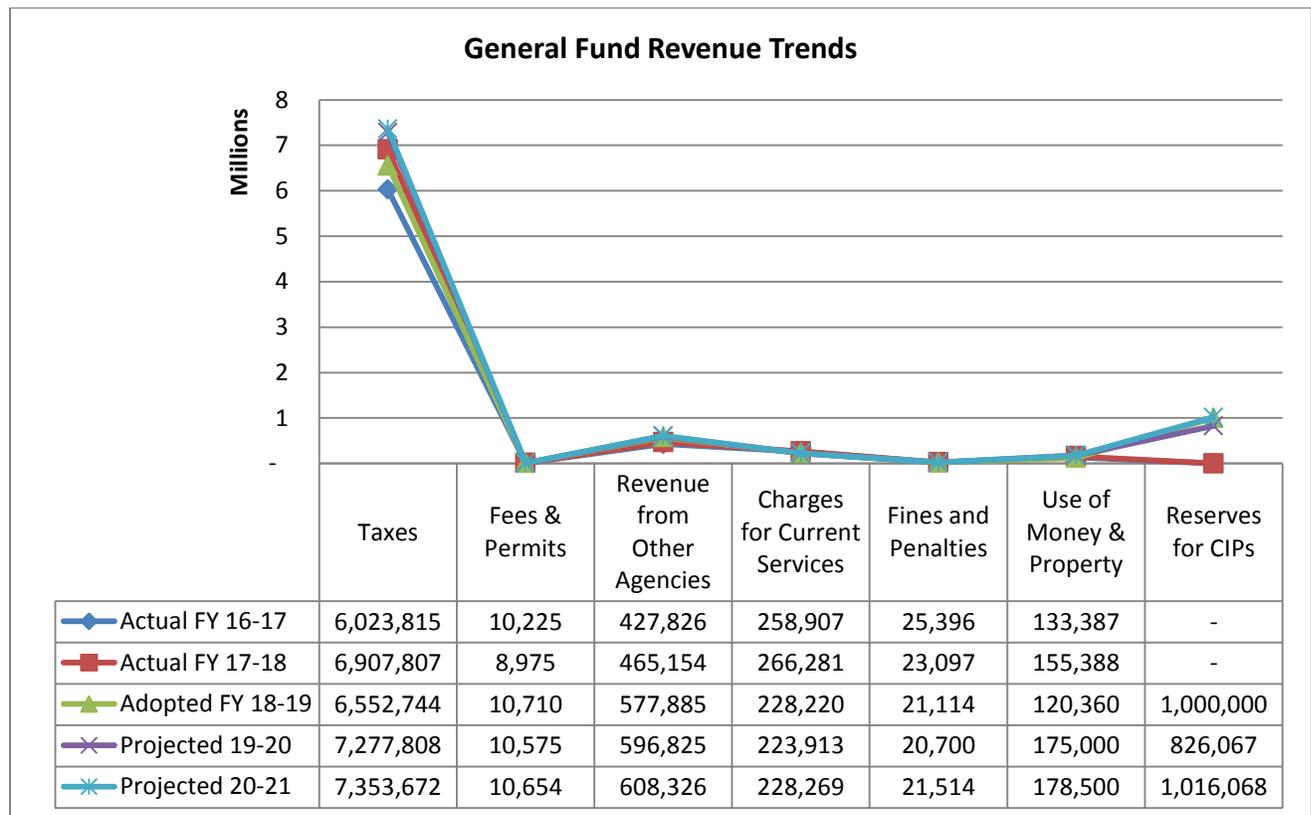


Figure 1

Enterprise Funds

Water and Wastewater rates required a series of rate increases, effective November 2016, November 2017 and July 2018. The goal of these rate increases was to make the Enterprise Funds self-sufficient. Water and Wastewater funds have increased in the last two fiscal years due to these rate increases. In



Financial Overview

addition, new commercial and residential development in the causing an upsurge in revenue through connection fees for both funds.

Wastewater Operating Revenue

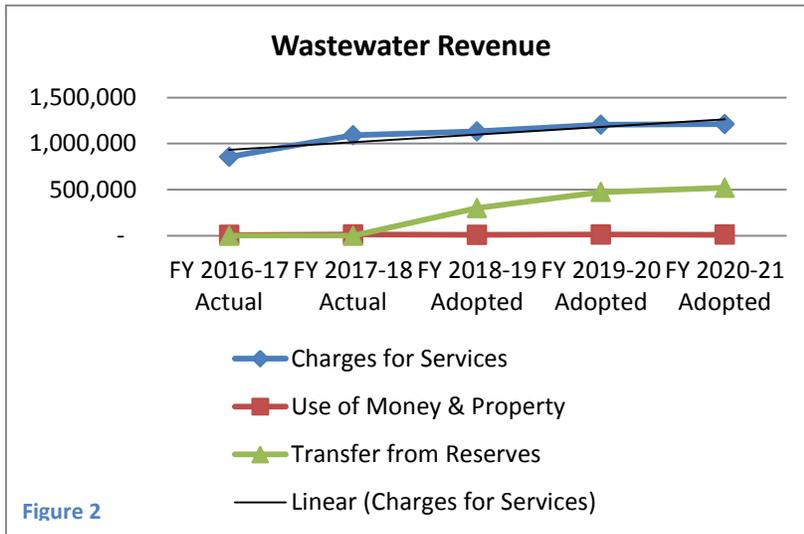


Figure 2 on the left illustrates the 5-Year Wastewater Operating Revenue Trend. Since the sewer rate increase, revenue from Charges for Services has experienced a steady increase. The projected FY 2019-20 Charges for Services is expected to grow only 0.3 percent and 0.5 percent for FY 2020-21.

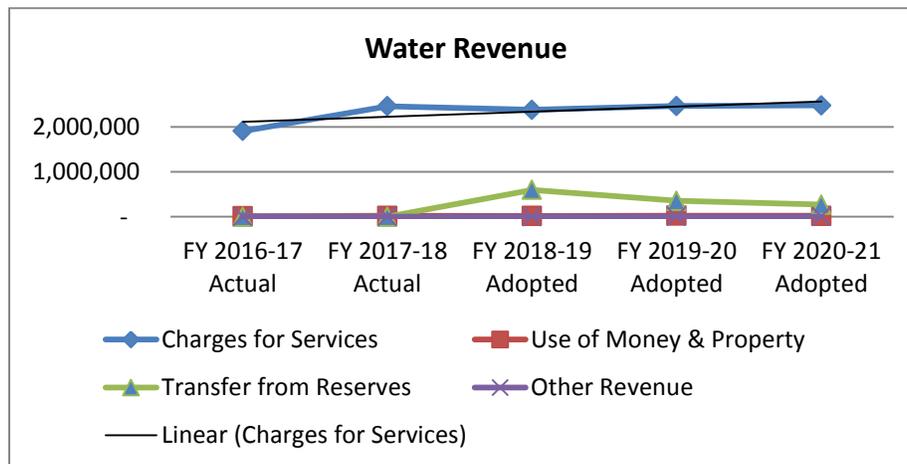
The increase in transfers from Reserves is needed to fund transfers for Capital Improvement

Projects in the amount of \$362,803 and to offset the current operating deficit of \$112,616 for FY 2019-20 for a transfer total of \$475,419. The transfers from reserves for FY 2020-21 to Wastewater Capital are anticipated to be \$404,000 and the amount to offset the expected operating deficit is \$117,233 for a total of \$521,233.

Wastewater Capital Revenue

Connection fees are anticipated from Sewer Connections associated with new development.

Water Operating Revenue





Financial Overview

Figure 3 illustrates the 5-Year Water Operating Revenue Trend. As a result of the water rate increases, revenue from Charges for Services has steadily increased. The projected FY 2019-20 and FY 2020-21 Charges for Current Services do not show much increase from the previous fiscal year. There are no further water rate increases planned in the next two fiscal years. The projection assumes the same level of water consumption and water customer accounts.

For the first time in over a decade, the Water Fund will experience sufficient revenue to cover operating expenses. The transfers from Water Reserves will be used to transfer funds into Water Capital for Capital Improvement Projects. The transfer for reserves for FY 2019-20 is \$354,971 and for FY 2020-21 is \$269,805.

Special Revenue Funds

Special Revenue Funds remain stable and are expected to continue at the same pace as prior years. Revenue streams come from taxes distributed by the State of California, County of Santa Barbara and by the Santa Barbara County Association Governments (SBCAG). The newest revenue source for the Gas Tax is from the Road Maintenance and Rehabilitation Account (RMRA) which allocates revenue from Road Repair and Accountability Act of 2017 (SB1) to local streets and other transportation uses. Revenues from SB1 are expected to increase in the next few years as annual gas tax rates increase beginning July 1, 2020, and every July 1 thereafter, equal to the change in the California Consumer Price Index.

Figure 4 below illustrates the 5-year Operating Revenue Trend for all Special Revenue Funds:

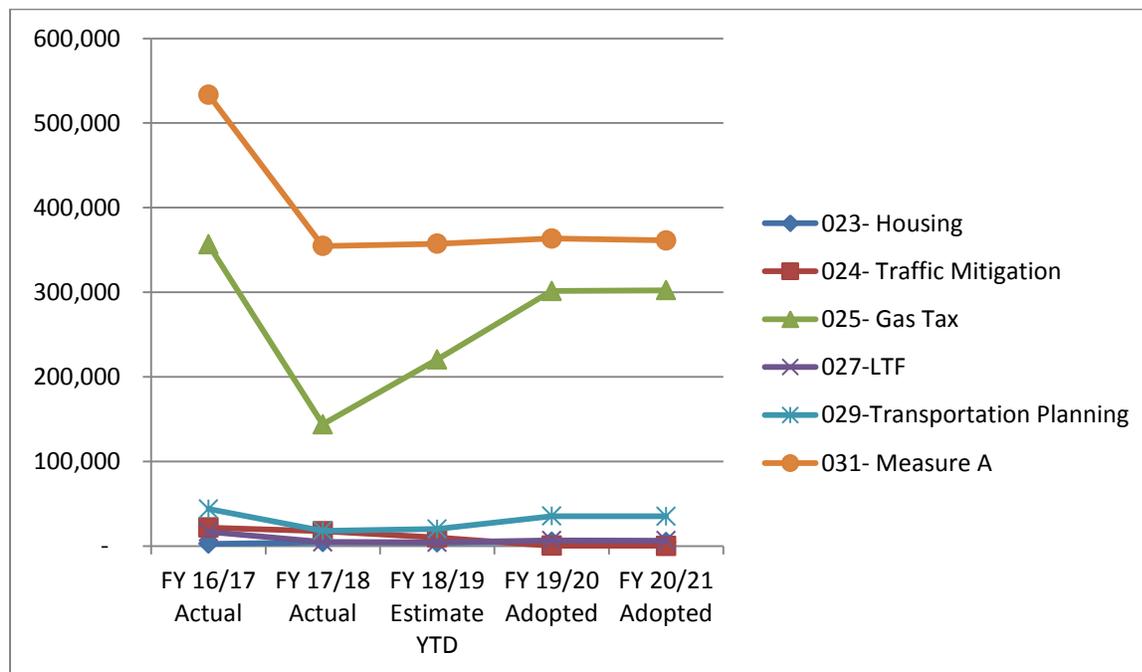


Figure 4



Financial Overview

Description of Expenditure Accounts

The expenditures in the budget are categorized into the following:

1. **Employee Services:** Includes all payroll expenses including salary, benefits, and payroll taxes. (Object Numbers 50000-50500).
2. **Operating and Maintenance:** Includes office supplies, contract services, training and miscellaneous goods and services for general operations. Also includes transfers to other funds for operating or capital outlay. (Object Numbers 60000-69400).
3. **Minor Capital:** Expenditures for property, plant, equipment or infrastructure that do not require funding beyond a one-year period. Projects over \$5,000 that require funding beyond one year are considered a capital expenditure and are part of the Capital Improvement Plan. (Object Numbers 71000-74100).

Expenditure Trends

General Fund

Overall, budgeted expenditures are increasing 13.9 percent in FY 19/20 compared to expenditures in FY 18/19. Figure 5 below shows operating and capital expenditures.

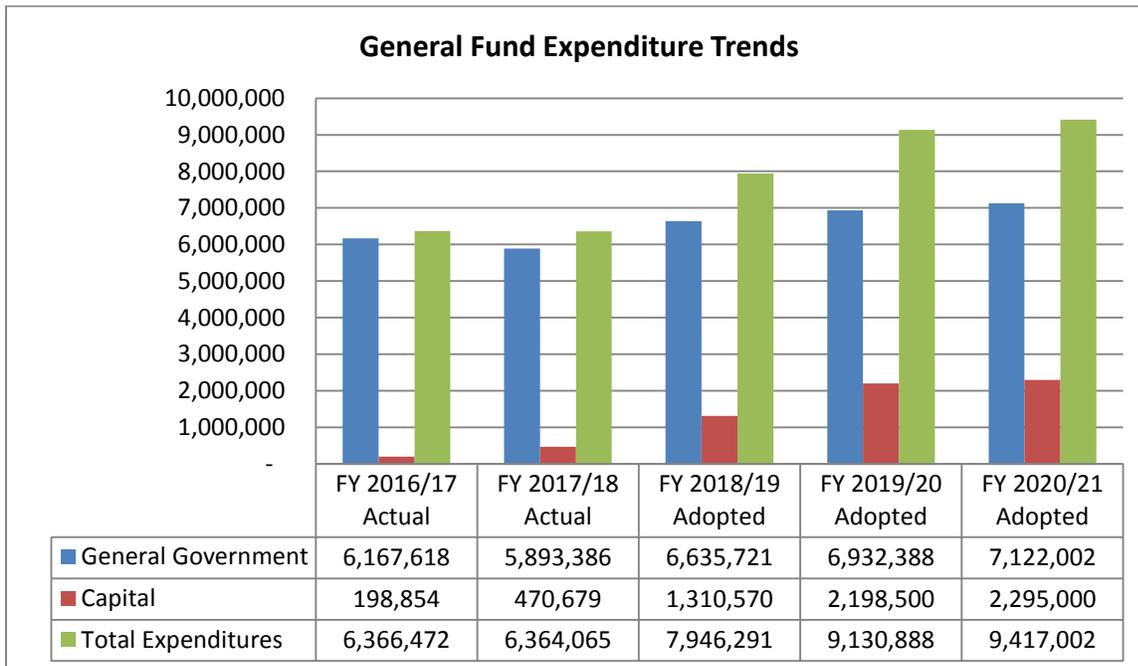


Figure 5



Financial Overview

Expenditure Assumptions

For all departments with Employee Services, full-time staff are receiving a 3.5 percent cost of living adjustment (COLA) effective July 1, 2019. As an added benefit, the City will contribute a 6.0 percent deferred compensation contribution to full-time employees hired after 2013. Current employees hired before 2013 have continuously received that benefit. Salary and Benefits for FY 2020/21 assumes a 2 percent increase. Salary projections also assume employee merit increases based on their annual performance evaluations.

The CalPERS retirement accounts (50200 PERS Retirement) assumes the following for FY 2019/20 and FY 2020/21 per the CalPERS Actuarial Valuation – June 30, 2017:

Plan	FY 19/20 Employer Normal Cost	FY 20/21 Employer Normal Cost
CLASSIC	10.868%	11.6%
PEPRA	7.072%	7.6%

Operating and Maintenance expenditures were budgeted in accordance to previous years’ trends. A two percent increase is generally applied to FY 20/21 unless an exact amount provides a more accurate amount. Overall, operating expenditures increased 11.2 percent for FY 19/20 compared to FY 18/19.

The increase can be attributed to the increase in Library Operating cost which is expected to increase by 24.6 percent. Beginning July 1, 2019, the City of Buellton will transition into the City of Goleta’s Library System. The City of Buellton’s annual contribution is \$141,541. The budget amount of \$185,068 will cover the projected deficit of \$52,088 and includes a contingency amount to account for unexpected expenditures associated with the conversion to the City of Goleta Library Services.

The increase can also be attributed to the costs associated with a Traffic Study and the update to the Circulation and Land Use Elements in the Buellton General Plan. The total cost of the update is \$200,000 (\$150,000 appropriation for FY 19/20 and \$50,000 for FY 20/21). These costs are considered one-time expenditures and will not be appropriated next budget cycle.

The required FY 19/20 contribution towards the CalPERS Unfunded Liability (UAL) is \$197,024. The General Fund portion is \$137,916 (an increase of 15 percent). The UAL is a function of prior year payrolls. With the City’s small staff of “Miscellaneous” employees and no public safety, this equates to a lesser UAL than most cities. Larger jurisdictions have been severely impacted by the UAL and the CalPERS pension plan. The budgeted amount for FY 20/21 is derived from the CalPERS Actuarial Valuation Report with a measurement date of June 30, 2017. This is a report that lags two fiscal years. The actual required FY 20/21 contribution towards UAL will be released in August 2019.



Financial Overview

Enterprise Funds

Operating expenditures for the Water and Sewer Funds are consistent with prior year trends. A 2 percent increase was applied during the second year of the biennial budget. Employee Services for both the Water and Sewer Fund experienced an increase of over 16 percent. The increase was attributed to pay raises for the following three positions that were effective March 1, 2019 and in addition to the 3.5 percent COLA effective July 1, 2019: Maintenance & Utility Fieldworker 1, Journeyman Maintenance & Utility Fieldworker, and Lead Maintenance & Utility Fieldworker.

Wastewater Operating Expenditures

Figure 6 below illustrates the 5-year Wastewater expense trend by category. Operating and maintenance expenses have been consistent. Prior years do not show any CIP expenditures because they are capitalized at year-end. Instead, Capital items are expensed in the depreciation category.

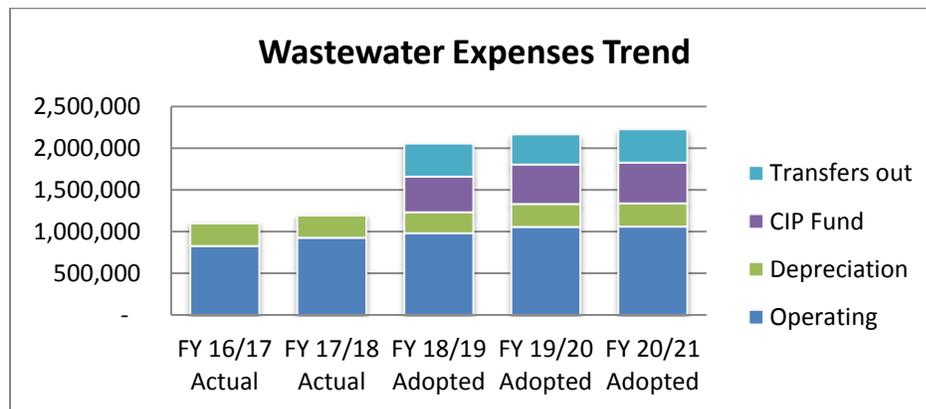


Figure 6

Water Operating Expenditures

Figure 7 below on the next page illustrates the 5-year Water expense trend by category. Operating and maintenance expenses have been consistent. The cost of State Water has been increasing. Like the Wastewater Fund, prior years do not show any CIP expenditures because they are capitalized at year-end. Instead, Capital items are expensed in the depreciation category.

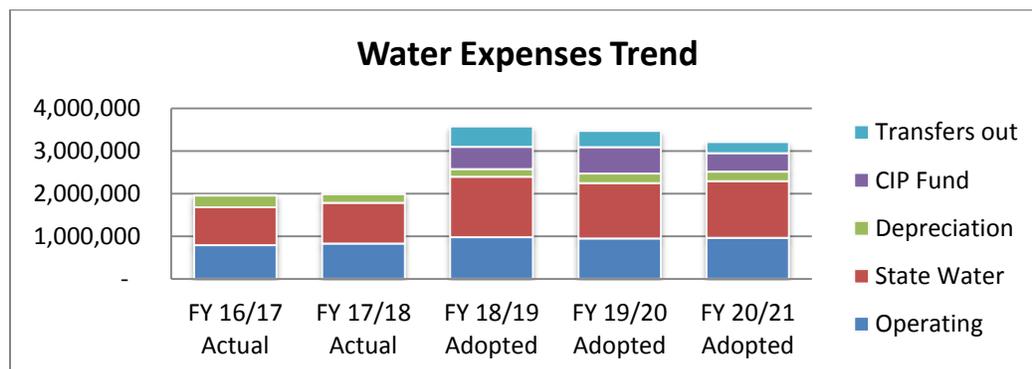


Figure 7



Financial Overview

Special Revenue Funds

Expenditures in the Special Revenue Funds remain stable and are expected to continue at the same pace as in prior years. The funds available for appropriation are determined from the revenue streams received from other agencies. Expenditures include roads, sidewalks and transportation development. Figure 8 below illustrates the 5-Year Special Revenue Funds Expenditure Trends.

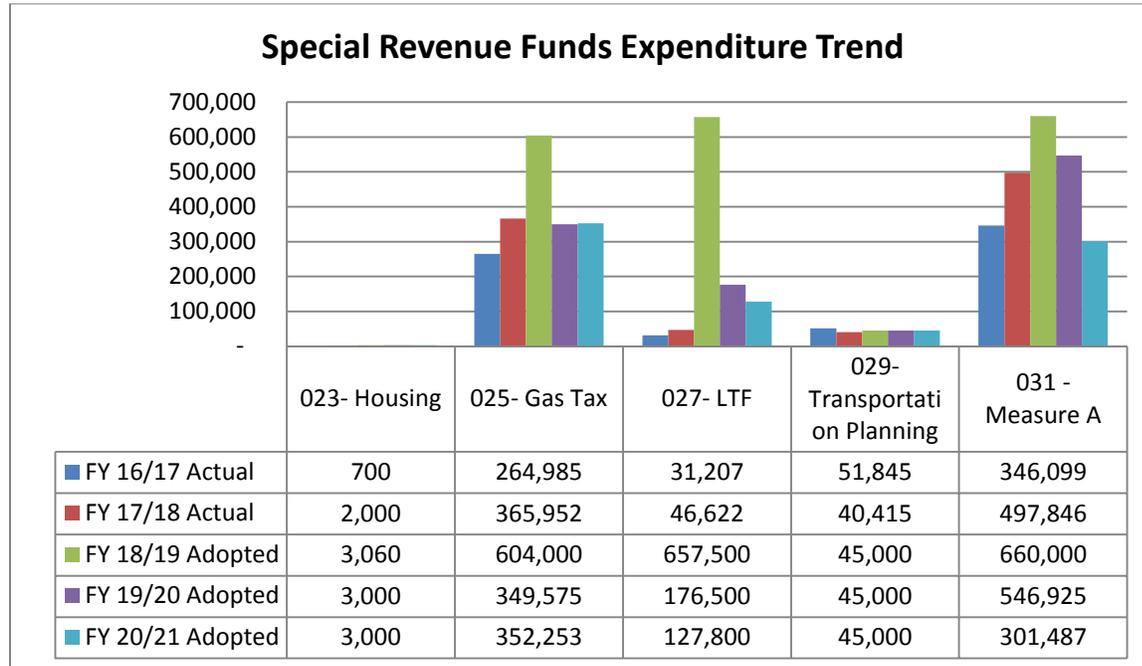


Figure 8

Fund Balance Analysis

The City’s fund balances are compared on Figure 9 on the following page for the periods FY 17/18, 18/19, 19/20 and 20/21. Changes in fund balances from FY 18/19 to FY 2019/20 are discussed below for funds changing during that period of a rate greater than 10 percent.

Wastewater Fund: A 15 percent decrease in fund balance is expected in order to fund operations (deficit of about \$112,000) and CIPs (deficit of about \$362,000). This change in fund balance is due to two factors: 1) Wastewater rate increases have not yet reached the full of effect of covering operating losses and, 2) CIP expenditures that exceed connection fee revenues plus available fund balance. CIPs are recorded in Wastewater Capital. The Wastewater Fund uses reserves to pay for CIPs by transferring from reserves to the Wastewater Capital Fund.

Wastewater Capital Fund: A 48 percent decrease in fund balance is expected due to the planned expenditures for CIPs exceeding estimated Connection Fee revenue and offset by any existing fund balance. The budgeted CIPs amount to \$450,000 in FY 19/20.



Financial Overview

Water Capital Fund: A 53 percent decrease in fund balance is expected due to the planned expenditures for CIPs exceeding estimated Connection Fee revenue and offset by any existing fund balance. The budgeted CIPs amount to \$600,000 in FY 19/20.

Gas Tax Fund: A 19 percent decrease in fund balance is expected. This fund accounts for funds received and expended for street maintenance and traffic safety purposes as defined in the Streets and Highways Code. The change in fund balance is due for planned expenditures for CIPs in the amount of \$237,575 in FY 19/20.

Local Transportation Fund: A 33 percent decrease in fund balance is expected. This fund accounts for revenue and expenditures used for local transportation. The fund is expected to utilize \$70,000 to begin conceptual plan and feasibility studies for the Santa Ynez River Trail. Operating costs are partially subsidized by Measure A in accordance with SBCAG Programs of Projects.

Measure A: A 39 percent decrease in fund balance is expected. The change in fund balance is due to CIP expenditures. The budgeted CIPs amount to \$482,425 for FY 19/20. Revenue received each year through Measure A is earmarked for CIPs and street/highway related operating costs. Unused fund balance is carried over as projects may extend into several fiscal years.

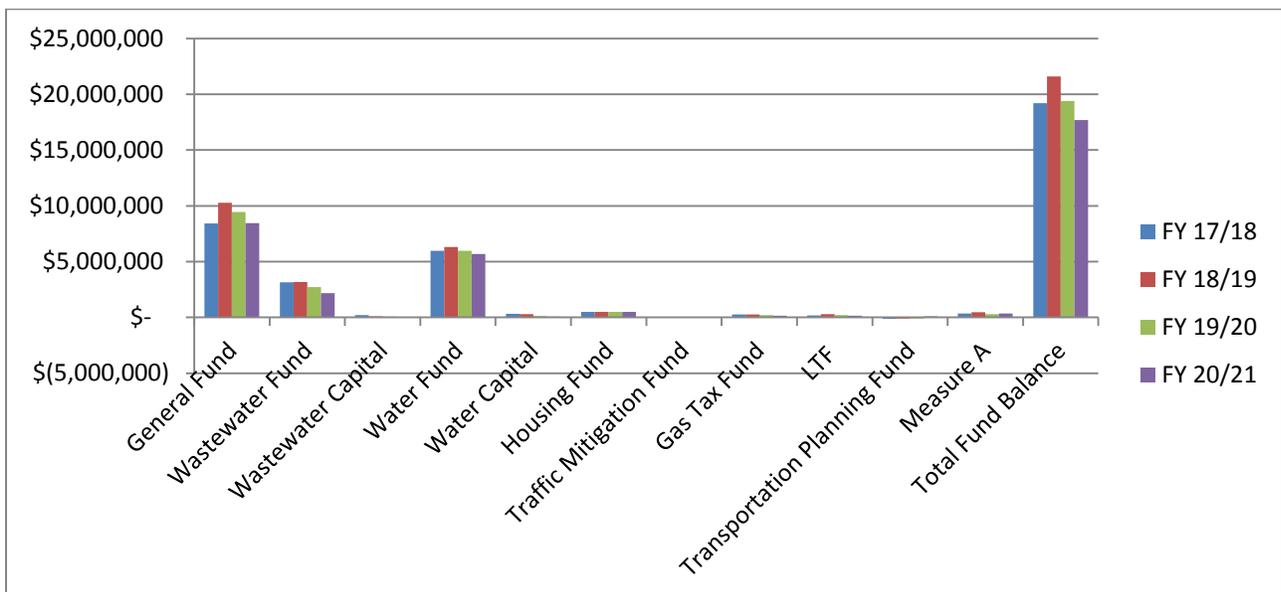


Figure 9

General Fund Reserves

Current General Fund revenue is sufficient to cover operating expenditures. Cash reserves are over \$8.0 million and are able to cover CIPs totaling \$2,198,500. Cash reserves are unassigned and available to spend except for 25 percent suggested by management and City Council to be held as non-spendable in order to have funds available in case of emergency. For FY 19/20, \$2 million is estimated to be non-spendable and \$6 million is estimated to be spendable and unassigned.



Staffing Levels

For the 2020 and 2021 Biennial Adopted Budget, the number of full-time City positions for the entire City is 20, which is an increase of one position in the past several years. Prior to Fiscal Year 2018/19, the City Manager acted as the Planning Director in addition to his duties as City Manager. As of July 1, 2018, a new Planning Director was hired. The hiring of the new Planning Director left the Assistant Planner position vacant for FY 18/19. The Assistant Planner position will be funded although currently vacant. The authorized staffing positions include six department heads: City Manager, City Clerk/Human Resource Director, Finance Director, Planning Director, Recreation Supervisor and Public Works Director/City Engineer.

The City contracts with the County of Santa Barbara for Animal Control, Building Permits and Inspections, Police and Fire Services. Refuse collection services are under contract with Marborg Industries. Transit services are contracted with nearby Cities of Solvang, Lompoc and Santa Maria. The Library Services are contracted through the City of Goleta. Engineering Services are contracted to MNS Engineers, Inc. and Tetra Tech, Inc. Legal Services are also contracted out to Burke, Williams & Sorensen, LLP.

Table 1 summarizes the full-time equivalence (FTE) within each department. There are 27.30 FTE budgeted for both FY 19/20 and FY 20/21. That is a 1.25 FTE increase from the prior year. The increase is due to the hiring of an Assistant Planner and the hiring of seasonal employees for the Recreation Center. Some positions are allocated between several departments and funds. For a detailed analysis of every position and their allocation, reference Table 4.

SUMMARY						
Position Allocation By Department For FY 2019-20 and FY 2020-21						
Department	FY 2016-17 Authorized	FY 2017-18 Authorized	FY 2018-2019 Authorized	FY 2019-20 Authorized	FY 2020-21 Authorized	Position Changes from FY 2018-2019
City Council	5.40	5.40	5.40	5.40	5.40	-
City Manager	1.00	1.00	1.00	1.00	1.00	-
City Clerk	0.60	0.60	0.60	0.60	0.60	-
Finance	1.40	1.40	1.40	1.40	1.40	-
Recreation	5.98	5.57	5.25	5.50	5.50	0.25
Public Works	4.05	4.05	4.05	4.05	4.05	-
Community Development/Planning	2.05	2.05	2.05	3.05	3.05	1.00
Utilities	6.30	6.30	6.30	6.30	6.30	-
Department Totals	26.78	26.37	26.05	27.30	27.30	1.25

Table 1

The Summary of Salary and Benefits (Table 2) shows the total amount budgeted for full-time employees and part-time employees within each department. All Departments will experience an increase in Salaries and Benefits. Per Resolution 19-08, City Council approved a 3.5 percent cost-of-living adjustment (COLA) effective July 1, 2019 for all full-time employees. In addition, per Resolution No. 19-09, City Council reinstated the paid 6 percent contribution into the City's Deferred Compensation Program (DCP) for six current regular full-time employees hired after January 1, 2012.



Staffing Levels

SUMMARY OF SALARY AND BENEFITS BY DEPARTMENT							
	FY 2016-17	FY 2017-18	FY 2018-2019	FY 2019-20	Changes from	FY 2020-21	Changes from
	Actual	Actual	Authorized	Authorized	FY 2018-2019	Authorized	FY 2019-2020
GENERAL FUND							
City Council	\$ 108,362	\$ 110,638	\$ 113,587	\$ 116,303	2.4%	\$ 118,039	1.5%
City Manager	\$ 225,190	\$ 227,779	\$ 237,966	\$ 236,159	-0.8%	\$ 241,710	2.4%
City Clerk	\$ 99,874	\$ 104,530	\$ 104,953	\$ 108,336	3.2%	\$ 110,797	2.3%
Finance	\$ 163,840	\$ 148,540	\$ 149,399	\$ 163,781	9.6%	\$ 171,614	4.8%
Recreation	\$ 367,091	\$ 365,047	\$ 369,598	\$ 389,785	5.5%	\$ 406,747	4.4%
Public Works	\$ 388,753	\$ 389,582	\$ 399,737	\$ 418,191	4.6%	\$ 432,764	3.5%
Community Development/Planning	\$ 168,388	\$ 171,114	\$ 317,264	\$ 319,494	0.7%	\$ 335,356	5.0%
TOTAL GENERAL FUND	\$ 1,521,498	\$ 1,517,230	\$ 1,692,504	\$ 1,752,049	3.5%	\$ 1,817,027	3.7%
ENTERPRISE FUNDS							
Wastewater	\$ 296,193	\$ 346,443	\$ 320,897	\$ 346,563	8.0%	\$ 361,700	4.4%
Water	\$ 310,819	\$ 347,134	\$ 322,312	\$ 346,563	7.5%	\$ 361,700	4.4%
TOTAL ENTERPRISE FUNDS	\$ 607,012	\$ 693,577	\$ 643,209	\$ 693,126	7.8%	\$ 723,401	4.4%
TOTAL ALL FUNDS	\$ 2,128,510	\$ 2,210,807	\$ 2,335,713	\$ 2,445,174	4.7%	\$ 2,540,428	3.9%

Table 2

Deviations that account for more than the 3.5 percent COLA will be explained for each applicable department. A 2 percent COLA was projected for FY 19/20 in addition to employee merit raises. The pay rate increase between each step level is 5 percent. There are 5 salary step levels for each position.

The Finance Department shows a 9.6 percent change in salary and benefit pay compared to the previous fiscal year. A 4.8 percent increase is expected the following year. All four Finance employees were hired after January 1, 2012 and will be receiving a 6 percent contribution to DCP starting July 1, 2019. In addition, two employees in this department are not at the top of their salary range and the budgeted amount assumes these employees will receive a merit increase during the two budgeted fiscal years.

The Recreation Department shows a 5.5 percent change in salary and benefit pay compared the previous fiscal year. A 4.4 percent increase is projected the following year. The Recreation Coordinator was dissolved and reclassified as the Recreation Supervisor position effective FY 19/20. The annual salary for the Recreation Supervisor is about \$6,000 more than the Recreation Coordinator annual salary. In addition, one employee in the Recreation Department will be receiving the 6 percent contribution to DCP. Furthermore, the budgeted salaries for part-time Recreation employees take into account the California new minimum wage rates beginning January 1, 2020 and January 1, 2021 (\$12.00/hour and \$13.00/ hour respectively). It was assumed that all current part-time Recreation employees will receive a \$1.00/hour pay increase to be in compliance with the new minimum wages.

Per Resolution No. 19-04, the FY 18/19 Salary Schedule was revised to increase the salary for three classified positions in the Public Works Department: Maintenance & Utility Fieldworker 1 (10% increase), Journeyman Maintenance & Utility Fieldworker (10% increase) and Lead Maintenance & Utility Fieldworker (15%) effective immediately as of February 14, 2019. The salaries for those three positions are allocated to the Public Works Department (40%), Sewer Fund (30%) and Water Fund (30%).



Staffing Levels

As a result, the salaries and benefits for Public Works Department, Sewer Fund and Water Fund increased 4.6 percent, 8 percent and 7.5 percent respectively. The projections during the second year assume both merit raises for employees who are not yet at level 5 and a two percent increase. Table 3 summarizes full-time personnel by position and fund allocation. Table 4 on the following page is a detailed report of all authorized positions.

Full-time Personnel for FY 2019/20 and 2020/21 Staffing by Fund and Department Allocation

JOB TITLE	# of employees	Status	General Fund							Enterprise Funds		TOTAL	
			001-401	001-402	001-403	001-420	001-511	001-558	001-565	005-701	020-601		
			City Council	City Manager	City Clerk	Finance	Recreation	Public Works	Planning	Wastewater	Water		
Accounting Specialist (1)	1	FT				0.50				0.25	0.25	1.00	
Accounting Technician (2)	1	FT				0.20		0.25	0.25	0.15	0.15	1.00	
Assistant Planner*	1	FT							1.00			1.00	
City Clerk/Human Resource Director (3)	1	FT	0.40		0.60							1.00	
City Manager	1	FT		1.00								1.00	
Facilities Maintenance (4)	1	FT						0.40		0.30	0.30	1.00	
Finance Director (1)	1	FT				0.50				0.25	0.25	1.00	
Journeyman Maintenance and Fieldworker (5)	3	FT						1.20		0.90	0.90	3.00	
Lead Maintenance (5)	2	FT						0.80		0.60	0.60	2.00	
Parks Foreman	1	FT						1.00				1.00	
Planning Director	1	FT							1.00			1.00	
Public Works Director (6)	1	FT						0.40		0.30	0.30	1.00	
Recreation Center Coordinator	1	FT					1.00					1.00	
Recreation Supervisor	1	FT					1.00					1.00	
Revenue Specialist (1)	1	FT				0.20				0.40	0.40	1.00	
Staff Assistant/Planning Tech (7)	1	FT					0.20		0.80			1.00	
Youth Recreation Coordinator	1	FT					1.00					1.00	
Total	20		0.40	1.00	0.60	1.40	3.20	4.05	3.05	3.15	3.15	20.00	
										Total General Funds FTE: 13.70		Total Enterprise Fund FTE: 6.30	

Footnotes:

- (1) Accounting Specialist, Finance Director, and Revenue Specialist are allocated between the Finance Department, Wastewater Fund and Water Fund.
 - (2) Accounting Technician is allocated between the Finance, Public Works, Planning Department, Wastewater Fund and Water Fund.
 - (3) The City Clerk is allocated between City Clerk and City Council. The City Clerk also acts as the Human Resource Director.
 - (4) Facilities Maintenance is allocated between the Public Works Department, and Wastewater Fund and Water Fund.
 - (5) Journeyman Field Worker & Utility Worker and Lead Maintenance are allocated between Public Works, Wastewater Fund and Water Fund.
 - (6) Public Works Director is allocated between Public Works, Wastewater Fund and Water Fund.
 - (7) Staff Assistant/Planning Technician is allocated between the Recreation and Planning Department.
- * Position is funded even though it remains unfilled.

Table 3



Table 4

PERSONNEL AND STAFFING LEVELS
Biennial Budget for FY 2019/20 and 2020/21
5-YEAR COMPARISON by Department

DEPARTMENT/JOB TITLE	Actual	Actual	Actual	Adopted	Adopted	Position Changes from FY 2018-2019
	FY 2016-17	FY 2017-18	FY 2018-2019	FY 2019-20	FY 2020-21	
CITY COUNCIL						
Mayor (elected)	1.00	1.00	1.00	1.00	1.00	-
Council Members (elected)	4.00	4.00	4.00	4.00	4.00	-
City Clerk	0.40	0.40	0.40	0.40	0.40	-
CITY COUNCIL TOTAL	5.40	5.40	5.40	5.40	5.40	-
CITY MANAGER	1.00	1.00	1.00	1.00	1.00	-
CITY CLERK (HUMAN RESOURCE DIRECTOR)	0.60	0.60	0.60	0.60	0.60	-
CITY ATTORNEY (Outside Contractor)	-	-	-	-	-	-
FINANCE						
Finance Director	0.50	0.50	0.50	0.50	0.50	-
Accounting Specialist	0.50	0.50	0.50	0.50	0.50	-
Revenue Specialist	0.20	0.20	0.20	0.20	0.20	-
Accounting Technician (Tier II)	0.20	0.20	0.20	0.20	0.20	-
Accounting Technician (Tier 1)	-	-	-	-	-	-
FINANCE TOTAL	1.40	1.40	1.40	1.40	1.40	-
PUBLIC SAFETY (Outside Contractor)	-	-	-	-	-	-
RECREATION						
Recreation Supervisor	-	-	-	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	-	-	(1.00)
Recreation Center Coordinator	1.00	1.00	1.00	1.00	1.00	-
Youth Recreation Coordinator	1.00	1.00	1.00	1.00	1.00	-
Staff Assistant/Planning Technician	0.20	0.20	0.20	0.20	0.20	-
Part-time Recreation Center Assistant	1.76	1.83	1.80	1.80	1.80	-
Camp Counselor	1.03	0.53	0.25	0.50	0.50	0.25
RECREATION TOTAL	5.98	5.57	5.25	5.50	5.50	0.25
PUBLIC WORKS- GENERAL						
Public Works Director	0.40	0.40	0.40	0.40	0.40	-
Lead Maintenance & Utility Field Worker (Water)	0.40	0.40	0.40	0.40	0.40	-
Lead Maintenance & Utility Field Worker (Sewer)	0.40	0.40	0.40	0.40	0.40	-
Parks Foreman	1.00	1.00	1.00	1.00	1.00	-
Journeyman Maintenance & Utility Fieldworker	1.20	1.20	1.20	1.20	1.20	-
Facilities Maintenance Worker	0.40	0.40	0.40	0.40	0.40	-
Maintenance & Utility Fieldworker 1	-	-	-	-	-	-
Accounting Technician (Tier II)	0.25	0.25	0.25	0.25	0.25	-
PUBLIC WORKS TOTAL	4.05	4.05	4.05	4.05	4.05	-
COMMUNITY DEVELOPMENT PLANNING						
Planning Director	-	-	1.00	1.00	1.00	-
Assistant Planner	1.00	1.00	-	1.00	1.00	1.00
Staff Assistant/Planning Technician	0.80	0.80	0.80	0.80	0.80	-
Accounting Technician (Tier II)	0.25	0.25	0.25	0.25	0.25	-
COMMUNITY DEVELOPMENT PLANNING TOTAL	2.05	2.05	2.05	3.05	3.05	1.00
WASTEWATER						
Public Works Director	0.30	0.30	0.30	0.30	0.30	-
Finance Director	0.25	0.25	0.25	0.25	0.25	-
Accounting Specialist	0.25	0.25	0.25	0.25	0.25	-
Revenue Specialist	0.40	0.40	0.40	0.40	0.40	-
Lead Maintenance & Utility Field Worker (Water)	0.30	0.30	0.30	0.30	0.30	-
Lead Maintenance & Utility Field Worker (Sewer)	0.30	0.30	0.30	0.30	0.30	-
Accounting Technician (Tier II)	0.15	0.15	0.15	0.15	0.15	-
Journeyman Maintenance & Utility Fieldworker	0.90	0.90	0.90	0.90	0.90	-
Facilities Maintenance Worker	0.30	0.30	0.30	0.30	0.30	-
WASTEWATER TOTAL	3.15	3.15	3.15	3.15	3.15	-
WATER						
Public Works Director	0.30	0.30	0.30	0.30	0.30	-
Finance Director	0.25	0.25	0.25	0.25	0.25	-
Accounting Specialist	0.25	0.25	0.25	0.25	0.25	-
Revenue Specialist	0.40	0.40	0.40	0.40	0.40	-
Lead Maintenance & Utility Field Worker (Water)	0.30	0.30	0.30	0.30	0.30	-
Lead Maintenance & Utility Field Worker (Sewer)	0.30	0.30	0.30	0.30	0.30	-
Accounting Technician (Tier II)	0.15	0.15	0.15	0.15	0.15	-
Journeyman Maintenance & Utility Fieldworker	0.90	0.90	0.90	0.90	0.90	-
Facilities Maintenance Worker	0.30	0.30	0.30	0.30	0.30	-
WATER TOTAL	3.15	3.15	3.15	3.15	3.15	-
TOTAL Full-Time Equivalent (FTE):	26.78	26.37	26.05	27.30	27.30	1.25



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Budget Summaries



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FUND BALANCE



Fund Balance Report

For Fiscal Year Beginning 7/1/2019 and Ending 6/30/2020

Fund	Estimated beginning Fund balance 7/1/2019	FY 2019-20 Total Revenues	FY 2019-20 Total Expenditures	FY 2019-20 Transfers In	FY 2019-20 Transfers Out	FY 2019-20 Use of Reserves	Estimated Ending Fund Balance 6/30/2020	\$ Change	% Change
001 - General Fund	\$ 10,281,687	8,304,821	(6,912,788)	-	(2,218,100)	826,067	\$ 9,455,620	\$ (826,067)	-8.03%
005 - Sewer Fund	\$ 3,178,904	1,217,850	(1,330,466)	-	(362,803)	475,419	\$ 2,703,485	\$ (475,419)	-14.96%
006 - Wastewater Capital	\$ 104,216	60,113	(22,916)	362,803	(450,000)	50,000	\$ 54,216	\$ (50,000)	-47.98%
020 - Water Fund	\$ 6,307,894	2,493,575	(2,465,866)	-	(380,680)	352,971	\$ 5,954,923	\$ (352,971)	-5.60%
021 - Water Capital	\$ 281,072	93,320	(24,000)	380,680	(600,000)	150,000	\$ 131,072	\$ (150,000)	-53.37%
023 - Housing Fees	\$ 483,304	5,000	(3,000)	-	-	-	\$ 485,304	\$ 2,000	0.41%
024 - Traffic Mitigation Fund	\$ 35,254	350	-	-	-	-	\$ 35,604	\$ 350	0.99%
025 - Gas Tax Fund	\$ 250,512	301,507	(112,000)	-	(237,575)	48,068	\$ 202,444	\$ (48,068)	-19.19%
027 - Local Transportation Fund	\$ 292,632	6,595	(106,500)	74,500	(70,000)	95,405	\$ 197,227	\$ (95,405)	-32.60%
029 - Transportation Planning Fund	\$ (102,652)	35,400	(45,000)	9,600	-	-	\$ (102,652)	\$ -	0.00%
031 - Measure A	\$ 469,248	363,613	-	-	(546,925)	183,312	\$ 285,936	\$ (183,312)	-39.07%
092 - Capital Improvement Proj Fund	\$ -	-	(4,038,500)	4,038,500	-	-	\$ -	\$ -	-
TOTAL FUND BALANCE	\$ 21,582,071	\$ 12,882,144	\$(15,061,037)	\$ 4,866,083	\$ (4,866,083)	\$ 2,181,242	\$ 19,403,179	\$ (2,178,892)	-10.10%
<i>"ESTIMATED AVAILABLE BALANCE"</i>									

Revenue vs. Expenditures:

Revenues/Reserves/Transfers	General	Sewer	Sewer Capital	Water	Water Capital	Gas Tax	LTF	Transportation Planning	Measure A
Operating Revenue	8,304,821	1,217,850	60,113	2,493,575	93,320	301,507	6,595	35,400	363,613
Transfer from Reserves (CIP)	826,067	-	50,000	352,971	150,000	48,068	95,405	-	183,312
Transfer from Reserves (Operating)	-	475,419	-	-	-	-	-	-	-
Transfer from General Fund (001)	-	-	-	-	-	-	10,000	9,600	-
Transfer from Sewer (005)	-	-	362,803	-	-	-	-	-	-
Transfer from Sewer Capital (006)	-	-	-	-	380,680	-	-	-	-
Transfer from Water (020)	-	-	-	-	-	-	-	-	-
Transfer from Water Capital (021)	-	-	-	-	-	-	-	-	-
Transfer from Measure A (031)	-	-	-	-	-	-	64,500	-	-
Total Revenue and Transfers:	\$ 9,130,888	\$ 1,693,269	\$ 472,916	\$ 2,846,546	\$ 624,000	\$ 349,575	\$ 176,500	\$ 45,000	\$ 546,925

Expenditures/Transfers

Operating Expenditures	(6,912,788)	(1,330,466)	(22,916)	(2,465,866)	(24,000)	(112,000)	(106,500)	(45,000)	(64,500)
Transfer for CIPS	(2,198,500)	-	(450,000)	-	(600,000)	(237,575)	(70,000)	-	(482,425)
Transfer to Sewer Capital (006)	-	(362,803)	-	-	-	-	-	-	-
Transfer to Water Capital (021)	-	-	-	(380,680)	-	-	-	-	-
Operating Transfer to LTF (027)	(10,000)	-	-	-	-	-	-	-	-
Operating Transfer to Transportation Planning (029)	(9,600)	-	-	-	-	-	-	-	-
Total Expenditures and Transfers:	\$ (9,130,888)	\$ (1,693,269)	\$ (472,916)	\$ (2,846,546)	\$ (624,000)	\$ (349,575)	\$ (176,500)	\$ (45,000)	\$ (546,925)

Surplus (Deficit)

\$0									
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Revenue and Expenditure by Fund Type

	General Fund	Enterprise Funds	Special Revenue Funds	Total Appropriated Funds
<i>Starting Fund Balance</i>	\$ 10,281,687	\$ 9,872,086	\$ 1,428,298	\$ 21,582,071
Operating Revenue:				
Taxes	\$ 7,277,808	\$ -	\$ -	\$ 7,277,808
Fees and Permits	\$ 10,575	\$ -	\$ -	\$ 10,575
Revenue From Other Agencies	\$ 596,825	\$ -	\$ 697,850	\$ 1,294,675
Charges for Current Services	\$ 223,914	\$ 3,671,425	\$ -	\$ 3,895,339
Fines and Penalties	\$ 20,700	\$ -	\$ -	\$ 20,700
Use of Money & Property	\$ 175,000	\$ 42,433	\$ 14,615	\$ 232,048
Other Revenue	\$ -	\$ 3,000	\$ -	\$ 3,000
Total Operating Revenue	\$ 8,304,821	\$ 3,716,858	\$ 712,465	\$ 12,734,144
Other Financing Sources				
Capital Impact Fees	\$ -	\$ 148,000	\$ -	\$ 148,000
Transfer from Other Funds	\$ -	\$ 743,483	\$ 84,100	\$ 827,583
Transfer from Reserves	\$ 826,067	\$ 1,028,390	\$ 326,785	\$ 2,181,242
Total Other Financing	\$ 826,067	\$ 1,919,873	\$ 410,885	\$ 3,156,825
Total Revenue	\$ 9,130,888	\$ 5,636,731	\$ 1,123,350	\$ 15,890,969
Operating Expenditures:				
Employee Services	\$ 1,879,869	\$ 693,125	\$ -	\$ 2,572,995
Operating & Maintenance	\$ 4,988,169	\$ 3,115,123	\$ 246,500	\$ 8,349,792
Minor Capital	\$ 44,750	\$ 35,000	\$ -	\$ 79,750
Total Operating Expenditures	\$ 6,912,788	\$ 3,843,248	\$ 246,500	\$ 11,002,537
Other Expenditures:				
Capital Expenditures	\$ 2,198,500	\$ 1,050,000	\$ 790,000	\$ 4,038,500
Transfer to Other Funds	\$ 19,600	\$ 743,483	\$ 84,500	\$ 847,583
Total Other Expenditures	\$ 2,218,100	\$ 1,793,483	\$ 874,500	\$ 4,886,083
Total Expenditures	\$ 9,130,888	\$ 5,636,731	\$ 1,121,000	\$ 15,888,620
Net Revenue & Expenditures	\$0	\$0	\$2,350	\$2,350
<i>Ending Fund Balance</i>	\$ 9,455,620	\$ 8,843,696	\$ 1,103,863	\$ 19,403,179



Fund Balance Report

For Fiscal Year Beginning 7/1/2020 and Ending 6/30/2021

Fund	Estimated beginning Fund balance	FY 2020-21 Total Revenues	FY 2020-21 Total Expenditures	FY 2020-21 Transfers In	FY 2020-21 Transfers Out	FY 2020-21 Use of Reserves	Estimated Ending Fund Balance	\$ Change	% Change
	7/1/2020						6/30/2021		
001 - General Fund	\$ 9,455,620	8,400,934	(7,102,202)	-	(2,314,800)	1,016,068	\$ 8,439,552	(1,016,068)	-10.75%
005 - Sewer Fund	\$ 2,703,485	1,222,830	(1,340,063)	-	(404,000)	521,233	\$ 2,182,252	(521,233)	-19.28%
006 - Wastewater Capital	\$ 54,216	57,000	(36,000)	404,000	(450,000)	25,000	\$ 29,216	(25,000)	-46.11%
020 - Water Fund	\$ 5,954,923	2,506,716	(2,510,671)	-	(262,850)	266,805	\$ 5,688,117	(266,805)	-4.48%
021 - Water Capital	\$ 131,072	109,150	(37,000)	262,850	(400,000)	65,000	\$ 66,072	(65,000)	-49.59%
023 - Housing Fees	\$ 485,304	4,800	(3,000)	-	-	-	\$ 487,104	1,800	0.37%
024 - Traffic Mitigation Fund	\$ 35,604	150	-	-	-	-	\$ 35,754	150	0.42%
025 - Gas Tax Fund	\$ 202,444	302,420	(114,240)	-	(238,013)	49,833	\$ 152,611	(49,833)	-24.62%
027 - Local Transportation Fund	\$ 197,227	6,483	(107,800)	74,500	(20,000)	46,817	\$ 150,410	(46,817)	-23.74%
029 - Transportation Planning Fund	\$ (102,652)	35,200	(45,000)	9,800	-	-	\$ (102,652)	-	0.00%
031 - Measure A	\$ 285,936	361,280	-	-	(301,487)	-	\$ 345,729	59,793	20.91%
092 - Capital Improvement Proj Fund	\$ -	-	(3,640,000)	3,640,000	-	-	\$ -	-	-
TOTAL FUND BALANCE	\$ 19,403,179	\$ 13,006,962	\$(14,935,975)	\$ 4,391,150	\$(4,391,150)	\$ 1,990,756	\$ 17,474,166	(1,929,013)	-9.94%
<i>"ESTIMATED AVAILABLE BALANCE"</i>									

Revenue vs. Expenditures:

Revenues/Reserves/Transfers	General	Sewer	Sewer Capital	Water	Water Capital	Gas Tax	LTF	Transportation Planning	Measure A
Operating Revenue	8,400,934	1,222,830	57,000	2,506,716	109,150	302,420	6,483	35,200	361,280
Transfer from Reserves (CIP)	1,016,068	-	25,000	266,805	65,000	49,833	46,817	-	-
Transfer from Reserves (Operating)	-	521,233	-	-	-	-	-	-	-
Transfer from General Fund (001)	-	-	-	-	-	-	10,000	9,800	-
Transfer from Sewer (005)	-	-	404,000	-	-	-	-	-	-
Transfer from Sewer Capital (006)	-	-	-	-	262,850	-	-	-	-
Transfer from Water (020)	-	-	-	-	-	-	-	-	-
Transfer from Water Capital (021)	-	-	-	-	-	-	-	-	-
Transfer from Measure A (031)	-	-	-	-	-	-	64,500	-	-
Total Revenue and Transfers:	\$ 9,417,002	\$ 1,744,063	\$ 486,000	\$ 2,773,521	\$ 437,000	\$ 352,253	\$ 127,800	\$ 45,000	\$ 361,280

Expenditures/Transfers

Operating Expenditures	(7,102,202)	(1,340,063)	(36,000)	(2,510,671)	(37,000)	(114,240)	(107,800)	(45,000)	(64,500)
Transfer for CIPS	(2,295,000)	-	(450,000)	-	(400,000)	(238,013)	(20,000)	-	(236,987)
Transfer to Sewer Capital (006)	-	(404,000)	-	-	-	-	-	-	-
Transfer to Water Capital (021)	-	-	-	(262,850)	-	-	-	-	-
Operating Transfer to LTF (027)	(10,000)	-	-	-	-	-	-	-	-
Operating Transfer to Transportation Planning (029)	(9,800)	-	-	-	-	-	-	-	-
Total Expenditures and Transfers:	\$ (9,417,002)	\$ (1,744,063)	\$ (486,000)	\$ (2,773,521)	\$ (437,000)	\$ (352,253)	\$ (127,800)	\$ (45,000)	\$ (301,487)
Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,793

Revenue and Expenditure by Fund Type

	General Fund	Enterprise Funds	Special Revenue Funds	Total Appropriated Funds
<i>Starting Fund Balance</i>	\$ 9,455,620	\$ 8,843,695	\$ 1,103,863	\$ 19,403,179
Operating Revenue:				
Taxes	\$ 7,353,672	\$ -	\$ -	\$ 7,353,672
Fees and Permits	\$ 10,654	\$ -	\$ -	\$ 10,654
Revenue From Other Agencies	\$ 608,326	\$ -	\$ 696,918	\$ 1,305,244
Charges for Current Services	\$ 228,268	\$ 3,692,545	\$ -	\$ 3,920,814
Fines and Penalties	\$ 21,514	\$ -	\$ -	\$ 21,514
Use of Money & Property	\$ 178,500	\$ 39,150	\$ 13,415	\$ 231,065
Other Revenue	\$ -	\$ 3,000	\$ -	\$ 3,000
Total Operating Revenue	\$ 8,400,934	\$ 3,734,695	\$ 710,333	\$ 12,845,962
Other Financing Sources				
Capital Impact Fees	\$ -	\$ 161,000	\$ -	\$ 161,000
Transfer from Other Funds	\$ -	\$ 666,850	\$ 84,300	\$ 751,150
Transfer from Reserves	\$ 1,016,068	\$ 878,038	\$ 96,650	\$ 1,990,756
Total Other Financing	\$ 1,016,068	\$ 1,705,888	\$ 180,950	\$ 2,902,906
Total Revenue	\$ 9,417,002	\$ 5,440,583	\$ 891,283	\$ 15,748,868
Operating Expenditures:				
Employee Services	\$ 1,917,009	\$ 723,401	\$ -	\$ 2,640,409
Operating & Maintenance	\$ 5,141,383	\$ 3,200,333	\$ 250,040	\$ 8,591,756
Minor Capital	\$ 43,810	\$ -	\$ -	\$ 43,810
Total Operating Expenditures	\$ 7,102,202	\$ 3,923,733	\$ 250,040	\$ 11,275,975
Other Expenditures:				
Capital Expenditures	\$ 2,295,000	\$ 850,000	\$ 495,000	\$ 3,640,000
Transfer to Other Funds	\$ 19,800	\$ 666,850	\$ 84,500	\$ 771,150
Total Other Expenditures	\$ 2,314,800	\$ 1,516,850	\$ 579,500	\$ 4,411,150
Total Expenditures	\$ 9,417,002	\$ 5,440,583	\$ 829,540	\$ 15,687,125
Net Revenue & Expenditures	\$0	\$0	\$61,743	\$61,743
<i>Ending Fund Balance</i>	\$ 8,439,552	\$ 7,965,657	\$ 1,068,956	\$ 17,474,166



General Fund Summary with Fund Balance Analysis

001 - General Fund	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
	Actual	Actual	Estimate YTD	Adopted	from 18-19 YTD	Adopted	from 19-20 Budget
Revenues							
Property Taxes	\$ 1,341,350	\$ 1,483,270	\$ 1,538,755	\$ 1,546,008	0.5%	1,576,928	2.0%
Sales Taxes	2,521,898	2,342,222	2,544,000	2,507,000	-1.5%	2,532,070	1.0%
Franchise Taxes	221,847	250,259	253,746	250,000	-1.5%	255,000	2.0%
Transient Occupancy Tax	1,938,720	2,832,056	2,960,000	2,974,800	0.5%	2,989,674	0.5%
Fees and Permits	10,225	8,975	10,665	10,575	-0.8%	10,654	0.7%
Fines and Penalties	25,396	23,097	14,811	20,700	39.8%	21,514	3.9%
Use of Money and Property	133,387	155,388	187,841	175,000	-6.8%	178,500	2.0%
Revenue from Other Agencies	427,826	465,154	596,780	596,825	0.0%	608,326	1.9%
Charges for Current Services	258,907	266,281	226,751	223,913	-1.3%	228,269	1.9%
Total Operating Revenue	\$ 6,879,555	\$ 7,826,701	\$ 8,333,349	\$ 8,304,821	-0.3%	\$ 8,400,934	1.2%
Transfers In- Reserves (CIP)	-	-	-	826,067	0.0%	1,016,068	23%
Adjusted revenue after reserve transfer	\$ 6,879,555	\$ 7,826,701	\$ 8,333,349	\$ 9,130,888	10%	\$ 9,417,002	3%
Expenditures							
City Council	\$ 125,355	\$ 124,020	\$ 126,771	\$ 136,153	7.4%	\$ 142,691	4.8%
City Manager	231,766	228,942	229,493	240,809	4.9%	246,453	2.3%
City Clerk/Human Resources	112,612	111,041	112,210	128,796	14.8%	130,522	1.3%
City Attorney	134,219	148,916	134,000	175,000	30.6%	195,000	11.4%
Non-Departmental	912,527	964,781	1,116,716	1,059,752	-5.1%	1,072,620	1.2%
Finance	213,115	178,228	183,534	194,831	6.2%	203,099	4.2%
Public Safety - Police/Fire	1,922,881	1,919,643	1,996,650	2,019,440	1.1%	2,206,168	9.2%
Leisure Services - Library	146,902	148,540	163,191	203,321	24.6%	207,388	2.0%
Recreation	523,824	543,411	528,908	563,485	6.5%	582,922	3.4%
Public Works - Street Lights	65,779	62,389	62,400	65,000	4.2%	66,300	2.0%
Storm Water	179,140	158,259	291,337	330,660	13.5%	336,873	1.9%
Public Works- Parks	282,836	342,596	316,816	387,750	22.4%	395,405	2.0%
Public Works- Landscape Maintenance	80,923	101,426	111,871	110,200	-1.5%	112,404	2.0%
Public Works - General	885,159	531,196	506,219	676,342	33.6%	695,477	2.8%
Community Development/Planning	350,580	330,000	352,082	640,850	82.0%	528,680	-17.5%
GF Operating Expenditures	\$ 6,167,618	\$ 5,893,386	\$ 6,232,197	\$ 6,932,388	11.2%	\$ 7,122,002	2.7%
Transfer for CIP	198,854	470,679	247,378	2,198,500	788.7%	2,295,000	4.4%
GF Total Expenditures	\$ 6,366,472	\$ 6,364,065	\$ 6,479,575	\$ 9,130,888	40.9%	\$ 9,417,002	3.1%
Projected Fund Balance							
Balance, beginning of FY	\$ 6,735,633	\$ 6,965,277	\$ 8,427,913	\$ 10,281,687	22.0%	\$ 9,455,620	-8.0%
Prior Year-Adjustment	\$ (283,439)	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Net Change in Fund Balance	513,083	1,462,636	1,853,774	(0)	-100.0%	0	-165.7%
Ending Fund Balance	\$ 6,965,277	\$ 8,427,913	\$ 10,281,687	\$ 10,281,687	0.0%	\$ 9,455,620	-8.0%
<i>Less: Transfer from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (826,067)</i>	<i>0%</i>	<i>\$ (1,016,068)</i>	<i>23.0%</i>
Final Ending Fund Balance	\$ 6,965,277	\$ 8,427,913	\$ 10,281,687	\$ 9,455,620	-8.0%	\$ 8,439,552	-10.7%



	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
005 -Sewer Fund	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Charges for Services	\$ 855,684	\$ 1,091,370	\$ 1,200,758	\$ 1,204,850	0.3%	\$ 1,210,830	0.5%
Use of Money and Property	7,884	13,266	12,000	13,000	8.3%	12,000	-7.7%
Other Revenue	-	-	-	-	0.0%	-	0.0%
Total Operating Revenue	\$ 863,569	\$ 1,104,636	\$ 1,212,758	\$ 1,217,850	0.4%	\$ 1,222,830	0.4%
Transfer from Reserves	-	-	-	475,419	0.0%	521,233	9.6%
Total Revenue plus Transfer from Reserve	\$ 863,569	\$ 1,104,636	\$ 1,212,758	\$ 1,693,269	39.6%	1,744,063	3.0%
Expenditures							
Employee Services	\$ 296,193	\$ 346,443	\$ 296,848	\$ 346,563	16.7%	\$ 361,700	4.4%
Operating & Maintenance	803,282	842,712	880,186	958,904	8.9%	978,362	2.0%
Minor Capital	262	2,998	-	25,000	0.0%	-	-100.0%
Total Operating Expenditures	\$ 1,099,737	\$ 1,192,153	\$ 1,177,034	\$ 1,330,466	13.0%	\$ 1,340,063	0.7%
Transfer to 006 -Capital	-	-	-	362,803	0.0%	404,000	11.4%
Total Sewer Expenditures	\$ 1,099,737	\$ 1,192,153	\$ 1,177,034	\$ 1,693,269	43.9%	\$ 1,744,063	3.0%
Projected Fund Balance							
Balance, beginning of FY	\$ 3,727,574	\$ 3,491,405	\$ 3,143,179	\$ 3,178,904	1.1%	\$ 2,703,485	-15.0%
Prior-Year Adjustment	\$ -	\$ (260,709)	\$ -	\$ -	0.0%	\$ -	0.0%
Net Change in Fund Balance	\$ (236,169)	\$ (87,517)	\$ 35,724	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 3,491,405	\$ 3,143,179	\$ 3,178,904	\$ 3,178,904	0.0%	\$ 2,703,485	-15.0%
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (475,419)</i>	<i>0.0%</i>	<i>\$ (521,233)</i>	<i>9.6%</i>
Final Ending Fund Balance	\$ 3,491,405	\$ 3,143,179	\$ 3,178,904	\$ 2,703,485	-15.0%	\$ 2,182,252	-19.3%

	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
006 -Sewer Capital Fund	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Use of Money and Property	\$ 39	\$ 1,444	\$ 2,400	\$ 2,113	-12.0%	\$ 2,000	-5.3%
Capital Impact Fees	81,959	113,352	32,861	58,000	76.5%	55,000	-5.2%
Total Revenue	\$ 81,998	\$ 114,796	\$ 35,261	\$ 60,113	70.5%	\$ 57,000	-5.2%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ 50,000	0.0%	\$ 25,000	-50.0%
Transfer from Fund 005- Sewer	-	-	-	362,803	0.0%	404,000	11.4%
Total Revenue plus Transfer from Reserve	\$ 81,998	\$ 114,796	\$ 35,261	\$ 472,916	1241.2%	\$ 486,000	2.8%
Expenditures							
Depreciation	82	494	4,583	22,916	400.0%	36,000	57.1%
Total Expenditures	\$ 82	\$ 494	\$ 4,583	\$ 22,916	400.0%	\$ 36,000	57.1%
Transfer to CIP	-	-	122,680	450,000	266.8%	450,000	0.0%
Total Expenditures plus Transfe	\$ 82	\$ 494	\$ 127,263	\$ 472,916	271.6%	\$ 486,000	2.8%
Projected Fund Balance							
Balance, beginning of FY	\$ -	\$ 81,916	\$ 196,218	\$ 104,216	-46.9%	\$ 54,216	-48.0%
Net Change in Fund Balance	\$ 81,916	\$ 114,302	\$ (92,002)	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 81,916	\$ 196,218	\$ 104,216	\$ 104,216	0.0%	\$ 54,216	-48.0%
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (50,000)</i>	<i>0.0%</i>	<i>\$ (25,000)</i>	<i>-50.0%</i>
Final Ending Fund Balance	\$ 81,916	\$ 196,218	\$ 104,216	\$ 54,216	-48.0%	\$ 29,216	-46.1%



	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
020 - Water Fund	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate	Adopted	from 2019-20 Budget
Revenues							
Charges for Services	\$ 1,910,974	\$ 2,465,612	\$ 2,468,518	\$ 2,466,575	-0.1%	\$ 2,481,716	0.6%
Use of Money and Property	8,965	21,336	33,843	24,000	-29.1%	22,000	-8.3%
Other Revenue	6,565	4,914	4,350	3,000	-31.0%	3,000	0.0%
Total Operating Revenue	1,926,503	2,491,861	2,506,711	2,493,575	-0.5%	2,506,716	0.5%
Transfer from Reserves	\$ -	\$ -	\$ -	\$ 352,971	0.0%	\$ 266,805	-24.4%
Total Revenue plus Transfer from Reserve	\$ 1,926,503	\$ 2,491,861	\$ 2,506,711	\$ 2,846,546	13.6%	2,773,521	-2.6%
Expenditures							
Employee Services	\$ 310,819	\$ 347,134	\$ 278,159	\$ 346,563	24.6%	\$ 361,700	4.4%
Operating & Maintenance	1,642,328	1,641,326	1,870,425	2,109,304	12.8%	2,148,970	1.9%
Minor Capital	2,072	1,656	-	10,000	0.0%	-	-100.0%
Total Expenditures	\$ 1,955,219	\$ 1,990,115	\$ 2,148,584	\$ 2,465,866	14.8%	\$ 2,510,671	1.8%
Transfers to 021 - Capital	-	-	-	380,680	0.0%	262,850	-31.0%
Water Operating Expenditures	\$ 1,955,219	\$ 1,990,115	\$ 2,148,584	\$ 2,846,546	32.5%	\$ 2,773,521	-2.6%
Projected Fund Balance							
Balance, beginning of FY	\$ 5,672,342	\$ 5,643,626	\$ 5,959,610	\$ 6,317,736	6.0%	\$ 5,964,765	-5.6%
Prior-Year Adjustment	\$ -	\$ (185,762)	\$ -	\$ -	0.0%	\$ -	0.0%
Net Change in Fund Balance	\$ (28,716)	\$ 501,745	\$ 358,127	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 5,643,626	\$ 5,959,610	\$ 6,317,736	\$ 6,317,736	0.0%	\$ 5,964,765	-5.6%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ -	\$ (352,971)	0.0%	\$ (266,805)	0.0%
Final Ending Fund Balance	\$ 5,643,626	\$ 5,959,610	\$ 6,317,736	\$ 5,964,765	-5.6%	\$ 5,697,960	-4.5%

	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
021 - Water Capital Fund	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Use of Money and Property	\$ 142	\$ 2,270	\$ 3,600	\$ 3,320	-7.8%	3,150	-5.1%
Capital Impact Fees	142,948	181,845	51,646	90,000	74.3%	106,000	17.8%
Total Revenue	\$ 143,090	\$ 184,115	\$ 55,246	\$ 93,320	68.9%	\$ 109,150	17.0%
Transfers from Reserves	-	-	-	150,000	0.0%	65,000	-56.7%
Transfers from Fund 020- Water	-	-	-	380,680	0.0%	262,850	-31.0%
Total Revenue plus Transfers	\$ 143,090	\$ 184,115	\$ 55,246	\$ 624,000	1029.5%	\$ 437,000	-30.0%
Expenditures							
Depreciation	633	1,383	4,375	24,000	448.6%	37,000	54.2%
Total Expenditures	\$ 633	\$ 1,383	\$ 4,375	\$ 24,000	448.6%	\$ 37,000	54.2%
Transfer out to CIP	-	-	94,988	600,000	531.7%	400,000	-33.3%
Total Expenditures plus Transfers	\$ 633	\$ 1,383	\$ 99,363	\$ 624,000	528.0%	\$ 437,000	-30.0%
Projected Fund Balance							
Balance, beginning of FY	\$ -	\$ 142,457	\$ 325,189	\$ 281,072	-13.6%	\$ 131,072	-53.4%
Net Change in Fund Balance	\$ 142,457	\$ 182,732	\$ (44,117)	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 142,457	\$ 325,189	\$ 281,072	\$ 281,072	0.0%	\$ 131,072	-53.4%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ -	\$ (150,000)	0.0%	\$ (65,000)	0.0%
Final Ending Fund Balance	\$ 142,457	\$ 325,189	\$ 281,072	\$ 131,072	-53.4%	\$ 66,072	-49.6%



	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
023 - Housing Fund	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Use of Money and Property	\$ 2,654	\$ 4,575	\$ 5,192	\$ 5,000	-3.7%	4,800	-4.0%
Other Revenue	-	-	-	-	0.0%	-	0.0%
Total Operating Revenue	\$ 2,654	\$ 4,575	\$ 5,192	\$ 5,000	-3.7%	4,800	-4.0%
Expenditures							
Operating & Maintenance	\$ 700	\$ 2,000	\$ 1,000	\$ 3,000	200.0%	3,000	0.0%
Operating Expenditures Total:	\$ 700	\$ 2,000	\$ 1,000	\$ 3,000	200.0%	\$ 3,000	0.0%
Operating income(loss)	\$ 1,954	\$ 2,575	\$ 4,192	\$ 2,000	-52.3%	\$ 1,800	-10.0%
Projected Fund Balance							
Balance, beginning of FY	\$ 474,583	\$ 476,537	\$ 479,112	\$ 483,304	0.9%	\$ 485,304	0.4%
Net Change in Fund Balance	\$ 1,954	\$ 2,575	\$ 4,192	\$ 2,000	-52.3%	\$ 1,800	-10.0%
Ending Fund Balance	\$ 476,537	\$ 479,112	\$ 483,304	\$ 485,304	0.4%	\$ 487,104	0.4%

	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
024 - Traffic Mitigation Fund	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Use of Money and Property	\$ 151	\$ 243	\$ 400	\$ 350	-12.5%	150	-57.1%
Other Revenue	21,648	17,236	4,726	-	-100.0%	-	0.0%
Total Operating Revenue	\$ 21,799	\$ 17,479	\$ 5,126	\$ 350	-93.2%	150	-57.1%
Projected Fund Balance							
Balance, beginning of FY	\$ (9,150)	\$ 12,649	\$ 30,128	\$ 35,254	17.0%	\$ 35,604	1.0%
Net Change in Fund Balance	\$ 21,799	\$ 17,479	\$ 5,126	\$ 350	-93.2%	\$ 150	-57.1%
Ending Fund Balance	\$ 12,649	\$ 30,128	\$ 35,254	\$ 35,604	1.0%	\$ 35,754	0.4%

	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
025 - Gas Tax Fund	Actual	Actual	Estimate	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Use of Money and Property	\$ 2,196	\$ 2,775	\$ 2,726	\$ 2,865	5.1%	2,665	-7.0%
Revenue from Other Agencies	168,425	141,149	272,629	298,642	9.5%	299,755	0.4%
Other Revenue	185,913	-	-	-	0.0%	-	0.0%
Total Operating Revenue	\$ 356,534	\$ 143,924	\$ 275,355	\$ 301,507	9.5%	302,420	0.3%
Transfer from Reserves	-	-	-	48,068	0.0%	49,833	3.7%
Total Revenue after Transfers	\$ 356,534	\$ 143,924	\$ 275,355	\$ 349,575	27.0%	352,253	0.8%
Expenditures							
Operating & Maintenance	\$ 112,360	\$ 83,108	\$ 92,416	\$ 112,000	21.2%	114,240	2.0%
Transfers to for CIP	\$ 152,625	\$ 282,844	\$ 196,562	\$ 237,575	20.9%	238,013	0.2%
Operating Expenditures and Transfers Total:	\$ 264,985	\$ 365,952	\$ 288,978	\$ 349,575	21.0%	\$ 352,253	0.8%
Projected Fund Balance							
Balance, beginning of FY	\$ 394,614	\$ 486,163	\$ 264,135	\$ 250,512	-5.2%	\$ 202,444	-19.2%
Net Change in Fund Balance	\$ 91,549	\$ (222,028)	\$ (13,623)	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 486,163	\$ 264,135	\$ 250,512	\$ 250,512	0.0%	\$ 202,444	-19.2%
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (48,068)</i>	<i>0.0%</i>	<i>\$ (49,833)</i>	<i>3.7%</i>
Final Ending Fund Balance	\$ 486,163	\$ 264,135	\$ 250,512	\$ 202,444	-19.2%	\$ 152,611	-24.6%



027 - Local Transportation Fund	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Use of Money and Property	\$ 108	\$ 744	\$ 2,670	\$ 2,200	-17.60%	\$ 2,000	-9.09%
Revenue from Other Agencies	3,931	3,922	4,404	4,395	-0.21%	4,483	2.00%
Other Revenue	12,788	-	-	-	0.00%	-	0.00%
Total Operating Revenue	\$ 16,827	\$ 4,666	\$ 7,074	\$ 6,595	-6.78%	\$ 6,483	-1.70%
Transfer from Other Funds	\$ 26,500	\$ 164,100	\$ 167,500	\$ 74,500	-55.52%	\$ 74,500	0.00%
Transfer from Reserves	-	-	-	95,405	0.00%	46,817	0.00%
Total Revenue after Transfers	\$ 43,327	\$ 168,766	\$ 174,574	\$ 176,500	-62.30%	\$ 127,800	-1.70%
Expenditures							
Operating & Maintenance	31,207	46,622	47,500	86,500	82.11%	87,800	1.50%
Transfers to CIP	-	-	-	70,000	0.00%	20,000	-71.43%
Transfer to Reserve	-	-	10,000	20,000	100.00%	20,000	0.00%
Operating Expenditures plus Transfers Total:	\$ 31,207	\$ 46,622	\$ 57,500	\$ 176,500	207.0%	\$ 127,800	-27.6%
Projected Fund Balance							
Balance, beginning of FY	\$ 41,293	\$ 53,413	\$ 175,557	\$ 292,632	66.69%	\$ 197,227	-32.60%
Net Change in Fund Balance	\$ 12,120	\$ 122,144	\$ 117,074	\$ -	-100.00%	\$ -	0.00%
Ending Fund Balance	\$ 53,413	\$ 175,557	\$ 292,632	\$ 292,632	0.00%	\$ 197,227	-32.60%
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (95,405)</i>	<i>0.00%</i>	<i>\$ (46,817)</i>	<i>-50.93%</i>
Final Ending Fund Balance	\$ 53,413	\$ 175,557	\$ 292,632	\$ 197,227	-32.60%	\$ 150,410	-23.74%

029 - Transportation Planning Fund	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Use of Money and Property	\$ -	\$ 150	\$ 516	\$ 400	-22.43%	200	-50.00%
Revenue from Other Agencies	43,876	17,944	35,264	35,000	-0.75%	35,000	0.00%
Total Operating Revenue	\$ 43,876	\$ 18,094	\$ 35,780	\$ 35,400	-1.06%	35,200	-0.56%
Transfers from Other Funds	25,000	25,000	25,500	9,600	-62.35%	9,800	2.08%
Total Revenue plus Transfers	\$ 68,876	\$ 43,094	\$ 61,280	\$ 45,000	-26.57%	\$ 45,000	0.00%
Expenditures							
Operating & Maintenance	51,845	40,415	34,505	45,000	30.42%	45,000	0.00%
Operating Expenditures Total:	\$ 51,845	\$ 40,415	\$ 34,505	\$ 45,000	30.42%	\$ 45,000	0.00%
Projected Fund Balance							
Balance, beginning of FY	\$ (149,137)	\$ (132,106)	\$ (129,427)	\$ (102,652)	-20.69%	\$ (102,652)	0.00%
Net Change in Fund Balance	\$ 17,031	\$ 2,679	\$ 26,775	\$ -	-100.00%	\$ -	0.00%
Ending Fund Balance	\$ (132,106)	\$ (129,427)	\$ (102,652)	\$ (102,652)	0.00%	\$ (102,652)	0.00%



	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
031 - Measure A Fund	Actual	Actual	Estimate YTD	Adopted	2018-19 Estimate YTD	Adopted	from 2019-20 Budget
Revenues							
Use of Money and Property	\$ 3,830	\$ 5,233	\$ 5,000	\$ 3,800	-24.00%	3,600	-5.26%
Revenue from Other Agencies	343,764	349,424	353,793	359,813	1.70%	357,680	-0.59%
Other Revenue	185,913	-	-	-	0.00%	-	0.00%
Total Operating Revenue	\$ 533,507	\$ 354,657	\$ 358,793	\$ 363,613	1.34%	361,280	-0.64%
Transfer from Reserves	-	-	-	183,312		-	
Total Revenue after Transfers	\$ 533,507	\$ 354,657	\$ 358,793	\$ 546,925	1.34%	361,280	-0.64%
Expenditures							
Transfer to Other Funds - Operating	26,500	39,100	40,000	64,500	61.25%	64,500	0.00%
Transfer for CIP	319,599	458,746	187,576	482,425	157.19%	236,987	-50.88%
Total Expenditures:	\$ 346,099	\$ 497,846	\$ 227,576	\$ 546,925	140.33%	\$ 301,487	-44.88%
Projected Fund Balance							
Balance, beginning of FY	\$ 293,812	\$ 481,220	\$ 338,030	\$ 469,248	38.82%	\$ 285,936	-39.07%
Net Change in Fund Balance	\$ 187,407	\$ (143,189)	\$ 131,217	\$ -	-100.00%	\$ 59,793	0.00%
Ending Fund Balance	\$ 481,220	\$ 338,030	\$ 469,248	\$ 469,248	0.00%	\$ 345,729	-26.32%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ -	\$ (183,312)	0.00%	\$ -	-100.00%
Final Ending Fund Balance	\$ 481,220	\$ 338,030	\$ 469,248	\$ 285,936	-39.07%	\$ 345,729	20.91%



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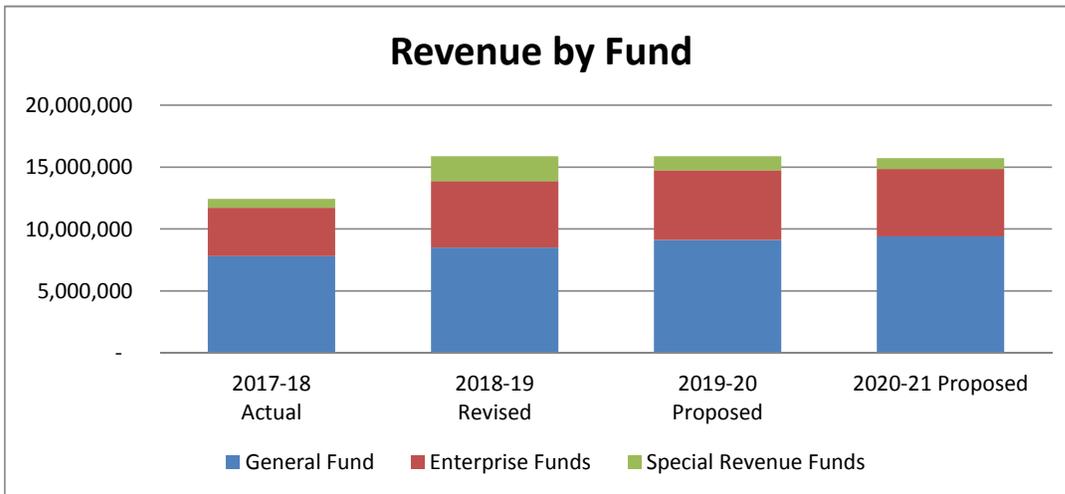
REVENUE PROJECTIONS



REVENUE BY FUND

Fiscal Years 2019-20 and 2020-21

	2017-18 Actual	2018-19 Adopted	2019-20 Adopted	% change from 18/19	2020-21 Adopted	% change from 19/20
General Fund	7,826,701	8,511,033	9,130,888	7.3%	9,417,002	3.1%
Enterprise Funds:						
005 Wastewater Fund	1,104,636	1,442,960	1,693,269	17.3%	1,744,063	3.0%
006 Wastewater Capital Fund	114,796	495,000	472,916	-4.5%	486,000	2.8%
020 Water Fund	2,491,861	2,999,100	2,846,546	-5.1%	2,773,521	-2.6%
021 Water Capital Fund	184,115	434,600	624,000	43.6%	437,000	-30.0%
Total Enterprise Funds:	3,895,408	5,371,660	5,636,731	4.9%	5,440,583	-3.5%
Special Revenue Funds:						
023 Housing Fund	4,575	4,213	5,000	18.7%	4,800	-4.0%
024 Traffic Mitigation Fund	17,479	10,207	350	-96.6%	150	-57.1%
025 Gas Tax Fund	143,924	604,000	349,575	-42.1%	352,253	0.8%
027 Local Transportation Fund	168,766	694,327	176,500	-74.6%	127,800	-27.6%
029 Transportation Planning	43,094	45,575	45,000	-1.3%	45,000	0.0%
031 Measure A	354,657	660,000	546,925	-17.1%	361,280	-33.9%
Total Special Revenue:	732,495	2,018,322	1,123,350	-44.3%	891,283	-20.7%
Grand Total:	\$ 12,454,603	\$ 15,901,015	\$ 15,890,969	-0.1%	\$ 15,748,868	-0.9%





SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Estimate YTD	2019-20 Adopted	2020-21 Adopted
Fund: 001 - GENERAL FUND							
TAXES							
<u>001-41005</u>	Property Taxes - Secured	1,239,766	1,354,624	1,352,096	1,428,333	1,434,677	1,463,371
<u>001-41010</u>	Property Taxes - Unsecured	52,426	88,835	58,366	59,567	59,533	60,724
<u>001-41015</u>	Homeowners Exemptions	5,604	6,953	6,834	6,907	6,971	7,110
<u>001-41020</u>	Franchise Fees	221,847	250,259	229,500	253,746	250,000	255,000
<u>001-41025</u>	Sales Tax	2,242,052	2,342,222	2,412,000	2,544,000	2,507,000	2,532,070
<u>001-41030</u>	Sales Tax Compensation	279,846	-	-	-	-	-
<u>001-41035</u>	Transient Occupancy Tax	1,938,720	2,832,056	2,450,000	2,960,000	2,974,800	2,989,674
<u>001-41040</u>	Property Transfer Tax	43,555	32,858	43,948	43,948	44,827	45,724
	Taxes Total:	6,023,815	6,907,807	6,552,744	7,296,501	7,277,808	7,353,672
FEES AND PERMITS							
<u>001-42010</u>	Zoning Clearance	2,430	1,800	2,040	1,665	1,575	1,654
<u>001-42015</u>	Small Permits	7,795	7,175	8,670	9,000	9,000	9,000
	Fees and Permits Total:	10,225	8,975	10,710	10,665	10,575	10,654
REVENUE FROM OTHER AGENCIES							
<u>001-43005</u>	Motor Vehicle in Lieu Tax	2,221	2,700	2,244	2,244	2,289	2,335
<u>001-43010</u>	MV License Fee Compensation	420,605	457,454	470,641	489,536	489,536	500,991
<u>001-43015</u>	COPS grant	-	-	100,000	100,000	100,000	100,000
<u>001-43040</u>	Beverage Container Grant	5,000	5,000	5,000	5,000	5,000	5,000
	Revenue from Other Agencies Total:	427,826	465,154	577,885	596,780	596,825	608,326
CHARGES FOR CURRENT SERVICES							
<u>001-44005</u>	Buellton Recreation Program	173,299	180,260	112,200	178,944	165,000	168,300
<u>001-44010</u>	Recreation Program 50/50	11,551	16,076	10,200	8,442	10,000	10,200
<u>001-44015</u>	Buellton Rec Program Trips	33,598	33,625	45,900	33,000	33,000	33,660
<u>001-44020</u>	Park Reservation Fees	6,690	5,150	6,426	5,280	5,386	5,493
<u>001-44025</u>	Special Event Fee/Temp Use	1,795	1,440	1,530	1,085	1,550	1,550
<u>001-44035</u>	Cost Reimbursement	-	-	21,364	-	-	-
<u>001-44250</u>	Miscellaneous	31,974	29,730	30,600	-	8,978	9,065
	Charges for Current Services Total:	258,907	266,281	228,220	226,751	223,914	228,268
FINES AND PENALTIES							
<u>001-45005</u>	Criminal Fines & Penalties	694	980	714	1,239	700	714
<u>001-45010</u>	Fines & Fees	24,402	21,617	20,400	13,572	20,000	20,800
<u>001-49532</u>	Code Enforcement Fines	300	500	-	-	-	-
	Fines and Penalties Total:	25,396	23,097	21,114	14,811	20,700	21,514
USE OF MONEY AND PROPERTY							
<u>001-44105</u>	Interest	40,873	60,614	38,760	97,934	90,000	91,800
<u>001-49010</u>	Rent	92,514	94,774	81,600	89,907	85,000	86,700
	Use of Money and Property Total:	133,387	155,388	120,360	187,841	175,000	178,500
GENERAL FUND OPERATING REVENUE:		6,879,555	7,826,701	7,511,033	8,333,349	8,304,821	8,400,934
TRANSFERS FROM RESERVES							
<u>001-44040</u>	Transfer from Reserves (CIP)	-	-	1,000,000	-	826,067	1,016,068
OPERATING REVENUE PLUS TRANSFERS:		6,879,555	7,826,701	8,511,033	8,333,349	9,130,888	9,417,002



SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

ENTERPRISE FUNDS

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Adopted	Estimate YTD	Adopted	Adopted
Fund: 005 - WASTEWATER FUND							
CHARGES FOR SERVICES							
005-44110	Sales	849,705	1,080,372	1,125,810	1,190,000	1,195,950	1,201,930
005-44120	Set-Up Fees	1,150	1,380	1,150	1,075	500	500
005-44125	Late Charges	4,829	9,618	5,000	9,683	8,400	8,400
Charges for Services Total :		855,684	1,091,370	1,131,960	1,200,758	1,204,850	1,210,830
USE OF MONEY AND PROPERTY							
005-44105	Interest	7,884	13,266	11,000	12,000	13,000	12,000
Use of Money and Property Total :		7,884	13,266	11,000	12,000	13,000	12,000
WASTEWATER OPERATING REVENUE:		863,569	1,104,636	1,142,960	1,212,758	1,217,850	1,222,830
TRANSFERS FROM RESERVES							
005-49652	Transfer from Reserves	-	-	300,000	-	475,419	521,233
ADJUSTED REVENUE PLUS TRANSFERS:		863,569	1,104,636	1,442,960	1,212,758	1,693,269	1,744,063
Fund: 006 - WASTEWATER CAPITAL FUND							
USE OF MONEY AND PROPERTY							
006-44105	Interest	39	1,444	-	2,400	2,113	2,000
Use of Money and Property Total :		39	1,444	-	2,400	2,113	2,000
CAPITAL IMPACT FEES							
006-44115	Connection Fees	81,959	113,352	95,000	32,861	58,000	55,000
Capital Impact Fees Total :		81,959	113,352	95,000	32,861	58,000	55,000
WASTEWATER CAPITAL REVENUE:		81,998	114,796	95,000	35,261	60,113	57,000
TRANSFERS FROM RESERVES							
006-49652	Transfer in from Reserves	-	-	-	-	50,000	25,000
TRANSFERS IN FROM OTHER FUNDS							
006-49729	Transfer from Sewer Fund	-	-	400,000	-	362,803	404,000
ADJUSTED REVENUE PLUS TRANSFERS:		81,998	114,796	495,000	35,261	472,916	486,000
Fund: 020 - WATER FUND							
CHARGES FOR SERVICES							
020-44120	Set-Up Fees	1,110	1,380	1,100	1,075	500	500
020-44125	Late Charges	9,682	18,601	13,000	16,000	12,000	12,000
020-44210	Bulk Water	22,041	42,727	18,360	24,000	20,000	20,000
020-44215	Sales	1,843,083	2,373,313	2,349,416	2,418,113	2,428,115	2,440,256
020-44220	Meter Service Installation	33,600	28,140	-	8,130	5,000	8,000
020-44240	Service Reinstatement Fee	1,458	1,451	1,224	1,200	960	960
Charges for Services Total :		1,910,974	2,465,612	2,383,100	2,468,518	2,466,575	2,481,716
USE OF MONEY AND PROPERTY							
020-44105	Interest	8,965	21,336	16,000	33,843	24,000	22,000
Use of Money and Property Total :		8,965	21,336	16,000	33,843	24,000	22,000
OTHER REVENUE							
020-44250	Miscellaneous	3,965	364	-	950	-	-
020-49656	Hydrant Permits	2,600	4,550	-	3,400	3,000	3,000
Other Revenue Total:		6,565	4,914	-	4,350	3,000	3,000
WATER OPERATING REVENUE:		1,926,503	2,491,861	2,399,100	2,506,711	2,493,575	2,506,716



SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Adopted	Estimate YTD	Adopted	Adopted
TRANSFERS FROM RESERVES							
<u>020-49661</u>	Transfer from Reserves	-	-	600,000	-	352,971	266,805
WATER REVENUE AFTER RESERVE TRANSFER:		1,926,503	2,491,861	2,999,100	2,506,711	2,846,546	2,773,521
Fund: 021 - WATER CAPITAL FUND							
USE OF MONEY AND PROPERTY							
<u>021-44105</u>	Interest	142	2,270	-	3,600	3,320	3,150
Use of Money and Property Total:		142	2,270	-	3,600	3,320	3,150
CAPITAL IMPACT FEES							
<u>021-44115</u>	Connection Fees	142,948	181,845	200,000	51,646	90,000	106,000
Capital Impact Fees Total:		142,948	181,845	200,000	51,646	90,000	106,000
WATER CAPITAL REVENUE:		143,090	184,115	200,000	55,246	93,320	109,150
TRANSFERS FROM RESERVES							
<u>021-49652</u>	Transfer in from Reserves	-	-	234,600	-	150,000	65,000
TRANSFERS FROM OTHER FUNDS							
<u>021-49732</u>	Transfer in from Water Fund	-	-	-	-	380,680	262,850
ADJUSTED REVENUE PLUS TRANSFERS:		143,090	184,115	434,600	55,246	624,000	437,000
SPECIAL REVENUE FUNDS							
Fund: 023 - HOUSING FUND							
USE OF MONEY AND PROPERTY							
<u>023-44105</u>	Interest	2,654	4,575	4,213	5,192	5,000	4,800
Use of Money and Property Total:		2,654	4,575	4,213	5,192	5,000	4,800
OTHER REVENUE							
<u>023-44310</u>	Housing Fees	-	-	-	-	-	-
Other Revenue Total:		-	-	-	-	-	-
HOUSING REVENUE TOTAL:		2,654	4,575	4,213	5,192	5,000	4,800
Fund: 024 - TRAFFIC MITIGATION FUND							
USE OF MONEY AND PROPERTY							
<u>024-44105</u>	Interest	151	243	207	400	350	150
Use of Money and Property Total:		151	243	207	400	350	150
OTHER REVENUE							
<u>024-47010</u>	Traffic Mitigation Fees	21,648	17,236	10,000	4,726	-	-
Other Revenue Total:		21,648	17,236	10,000	4,726	-	-
TRAFFIC MITIGATION REVENUE TOTAL:		21,799	17,479	10,207	5,126	350	150
Fund: 025 - GAS TAX FUND							
USE OF MONEY AND PROPERTY							
<u>025-44105</u>	Interest	2,196	2,775	2,584	2,726	2,865	2,665
Use of Money and Property Total:		2,196	2,775	2,584	2,726	2,865	2,665
REVENUE FROM OTHER AGENCIES							
<u>025-47110</u>	Surface Transportation Program	72,214	-	-	73,511	70,000	70,000
<u>025-47115</u>	Traffic Congestion Relief	-	5,831	5,831	5,967	5,967	5,967
<u>025-47116</u>	SB1 - Local Streets & Roads	-	30,054	85,172	83,899	87,575	88,013
<u>025-47120</u>	Gas Tax 2105	27,853	27,833	29,529	29,612	29,435	29,582
<u>025-47125</u>	Gas Tax 2106	18,815	19,234	19,516	19,981	19,888	19,987
<u>025-47130</u>	Gas Tax 2107	35,313	36,223	36,637	38,891	38,652	38,845
<u>025-47135</u>	Gas Tax 2107.5	1,000	2,000	2,000	2,000	2,000	2,010
<u>025-47140</u>	Gas Tax 2103/R & T 7360	13,230	19,974	39,322	18,768	45,125	45,351
Revenue from Other Agencies Total:		168,425	141,149	218,007	272,629	298,642	299,755



SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Adopted	Estimate YTD	Adopted	Adopted
OTHER REVENUE							
<u>025-44035</u>	Cost Reimbursement	185,913	-	-	-	-	-
	Other Revenue Total:	185,913	-	-	-	-	-
GAS TAX OPERATING REVENUE TOTAL:		356,534	143,924	220,591	275,355	301,507	302,420
TRANSFERS FROM RESERVES							
<u>025-44040</u>	Transfer in from Reserves	-	-	383,409	-	48,068	49,833
GAS TAX REVENUE AFTER TRANSFER:		356,534	143,924	604,000	275,355	349,575	352,253
Fund: 027 - LOCAL TRANSPORTATION FUND							
USE OF MONEY AND PROPERTY							
<u>027-44105</u>	Interest	108	744	270	2,670	2,200	2,000
	Use of Money and Property Total:	108	744	270	2,670	2,200	2,000
REVENUE FROM OTHER AGENCIES							
<u>027-47310</u>	LTF - Bikeways	3,931	3,922	4,057	4,404	4,395	4,483
	Revenue from Other Agencies Total:	3,931	3,922	4,057	4,404	4,395	4,483
OTHER REVENUE							
<u>027-44250</u>	Miscellaneous	12,788	-	-	-	-	-
	Other Revenue Total:	12,788	-	-	-	-	-
LTF OPERATING REVENUE TOTAL:		16,827	4,666	4,327	7,074	6,595	6,483
TRANSFERS FROM RESERVES							
<u>027-47311</u>	Transfer from Reserves	-	-	50,000	-	95,405	46,817
TRANSFERS FROM OTHER FUNDS							
<u>027-47415</u>	Transfer from General Fund	-	125,000	640,000	127,500	10,000	10,000
<u>027-49690</u>	Transfer from Measure A	26,500	39,100	-	40,000	64,500	64,500
	Transfers Total :	26,500	164,100	640,000	167,500	74,500	74,500
LTF REVENUE AFTER RESERVE TRANSFER:		43,327	168,766	694,327	174,574	176,500	127,800
Fund: 029 - TRANSPORTATION PLANNING FUND							
USE OF MONEY AND PROPERTY							
<u>029-44105</u>	Interest	-	150	75	516	400	200
	Use of Money and Property Total:	-	150	75	516	400	200
REVENUE FROM OTHER AGENCIES							
<u>029-47410</u>	STA Funding	43,876	17,944	20,000	35,264	35,000	35,000
	Revenue from Other Agencies Total:	43,876	17,944	20,000	35,264	35,000	35,000
OPERATING REVENUE TOTAL:		43,876	18,094	20,075	35,780	35,400	35,200
TRANSFERS FROM OTHER FUNDS							
<u>029-47415</u>	Transfer from General Fund	25,000	25,000	25,500	25,500	9,600	9,800
REVENUE TOTAL PLUS TRANSFERS:		68,876	43,094	45,575	61,280	45,000	45,000
Fund: 031 - MEASURE A FUND							
USE OF MONEY AND PROPERTY							
<u>031-44105</u>	Interest	3,830	5,233	3,570	5,000	3,800	3,600
	Use of Money and Property Total:	3,830	5,233	3,570	5,000	3,800	3,600
REVENUE FROM OTHER AGENCIES							
<u>031-47510</u>	Measure A	343,764	349,424	353,793	353,793	359,813	357,680
	Revenue from Other Agencies Total:	343,764	349,424	353,793	353,793	359,813	357,680
OTHER REVENUE							
<u>031-44035</u>	Cost Reimbursement	185,913	-	-	-	-	-
	Other Revenue Total:	185,913	-	-	-	-	-



SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

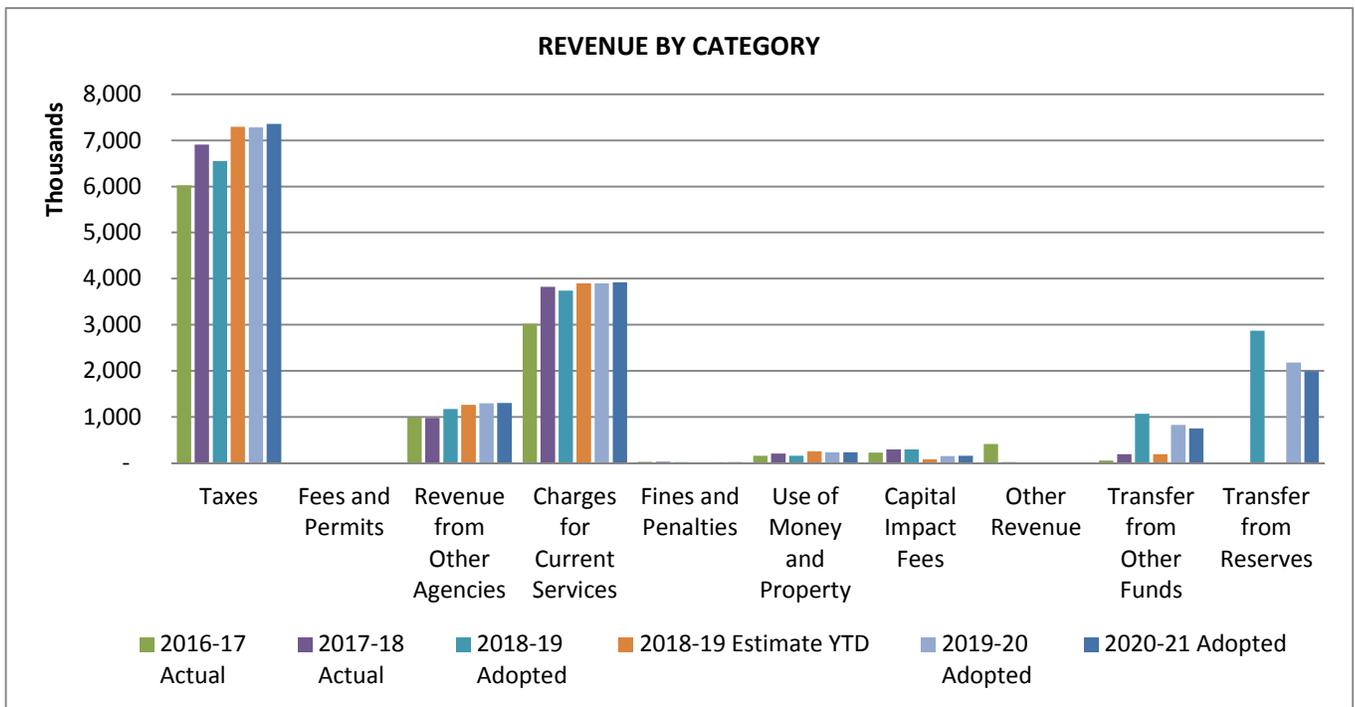
	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Estimate YTD	2019-20 Adopted	2020-21 Adopted
OPERATING REVENUE TOTAL:	533,507	354,657	357,363	358,793	363,613	361,280
TRANSFERS FROM RESERVES						
031-49736 Transfer from Reserves	-	-	302,637	-	183,312	-
REVENUE AFTER RESERVE TRANSFER:	533,507	354,657	660,000	358,793	546,925	361,280

REVENUE SUMMARY

TOTAL GENERAL FUND REVENUES	6,879,555	7,826,701	8,511,033	8,333,349	9,130,888	9,417,002
TOTAL ENTERPRISE REVENUES	3,015,159	3,895,408	5,371,660	3,809,976	5,636,731	5,440,583
TOTAL SPECIAL REVENUES	1,026,697	732,495	2,018,322	880,320	1,123,350	891,283
GRAND TOTAL	10,921,411	12,454,603	15,901,015	13,023,645	15,890,969	15,748,868

REVENUE BY CATEGORY - ALL FUNDS

Category	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Estimate YTD	2019-20 Adopted	2020-21 Adopted
Taxes	6,023,815	6,907,807	6,552,744	7,296,501	7,277,808	7,353,672
Fees and Permits	10,225	8,975	10,710	10,665	10,575	10,654
Revenue from Other Agencies	987,821	977,593	1,173,742	1,262,870	1,294,675	1,305,244
Charges for Current Services	3,025,564	3,823,262	3,743,280	3,896,027	3,895,339	3,920,814
Fines and Penalties	25,396	23,097	21,114	14,811	20,700	21,514
Use of Money and Property	159,356	207,423	158,279	256,187	232,048	231,065
Capital Impact Fees	224,907	295,197	295,000	84,507	148,000	161,000
Other Revenue	412,827	22,150	10,000	9,076	3,000	3,000
Transfer from Other Funds	51,500	189,100	1,065,500	193,000	827,583	751,150
Transfer from Reserves	-	-	2,870,646	-	2,181,242	1,990,756
Total:	\$ 10,921,411	\$ 12,454,603	\$ 15,901,015	\$ 13,023,645	\$ 15,890,969	\$ 15,748,868





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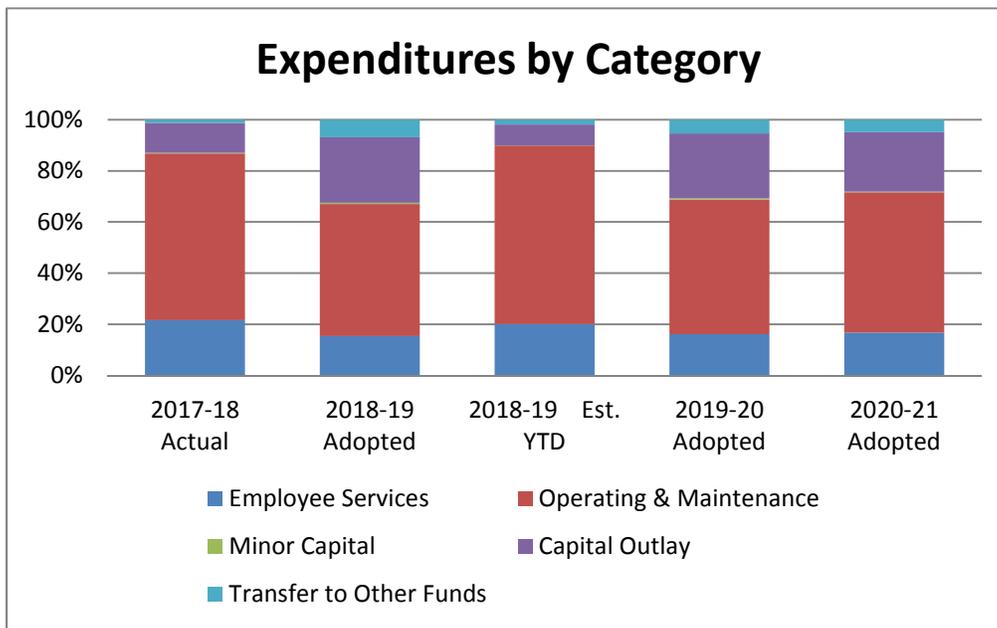
EXPENDITURE PROJECTIONS



Expenditures by Category (All Funds)

Fiscal Years 2019-20 and 2020-21

	2017-18	2018-19	2018-19	2019-20	2020-21
	Actual	Adopted	Est. YTD	Adopted	Adopted
Employee Services	2,268,332	2,393,843	2,156,047	2,572,995	2,640,409
Operating & Maintenance	6,839,038	8,024,837	7,439,750	8,349,792	8,591,756
Minor Capital	34,343	68,200	3,876	79,750	43,810
Capital Outlay	1,222,532	3,980,570	878,704	4,038,500	3,640,000
Transfer to Other Funds	136,800	1,078,000	203,000	847,583	771,150
Grand Total:	10,501,045	15,545,450	10,681,378	15,888,620	15,687,125





EXPENDITURE SUMMARY ALL - FUNDS

BIENNIAL BUDGET 2019-20 AND 2020-21

GENERAL FUND		2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
Fund	Description	Actual	Actual	Adopted	Adopted	from 18/19	Adopted	from 19/20
001	401 - CITY COUNCIL	125,355	124,020	134,187	136,153	1.5%	142,691	4.8%
001	402 - CITY MANAGER	231,766	228,942	241,466	240,809	-0.3%	246,453	2.3%
001	403 - CITY CLERK/HUMAN RESOURCES	112,612	111,041	119,213	128,796	8.0%	130,522	1.3%
001	404 - CITY ATTORNEY	134,219	148,916	188,700	175,000	-7.3%	195,000	11.4%
001	410 - NON-DEPARTMENTAL [1]	1,111,381	1,435,460	2,419,771	3,218,252	33.0%	3,327,620	3.4%
001	420 - FINANCE	213,115	178,228	178,259	194,831	9.3%	203,099	4.2%
001	501 - PUBLIC SAFETY - POLICE/FIRE	1,922,881	1,919,643	2,001,052	2,019,440	0.9%	2,206,168	9.2%
001	510 - LEISURE SERVICES - LIBRARY	146,902	148,540	176,910	203,321	14.9%	207,388	2.0%
001	511 - RECREATION	523,824	543,411	529,159	563,485	6.5%	582,922	3.4%
001	550 - PW - STREET LIGHTS	65,779	62,389	65,000	65,000	0.0%	66,300	2.0%
001	551 - STORM WATER [1]	179,140	158,259	334,012	370,660	11.0%	376,873	1.7%
001	552 - PW - PARKS	282,836	342,596	316,435	387,750	22.5%	395,405	2.0%
001	556 - PW - LANDSCAPE MAINTENANCE	80,923	101,426	120,346	110,200	-8.4%	112,404	2.0%
001	557 - PW - ENGINEERING	-	-	-	-	0.0%	-	0.0%
001	558 - PW - GENERAL	885,159	531,196	669,601	676,342	1.0%	695,477	2.8%
001	565 - PLANNING	350,580	330,000	452,180	640,850	41.7%	528,680	-17.5%
GENERAL FUND TOTAL:		6,366,472	6,364,065	7,946,291	9,130,888	14.9%	9,417,002	3.1%

FOOTNOTES:

GENERAL FUND OPERATING EXPENDITURE ANALYSIS:

[1] 001	LESS: Reserve Transfer for CIP	(198,854)	(470,679)	(1,310,570)	(2,198,500)	67.8%	(2,295,000)	4.4%
General Fund Operating Expenditures:		6,167,618	5,893,386	6,635,721	6,932,388	4.5%	7,122,002	2.7%

ENTERPRISE FUNDS		2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
Fund	Description	Actual	Actual	Adopted	Adopted	from 18/19	Adopted	from 19/20
005	701 - WASTEWATER OPERATING	1,099,737	1,192,153	1,633,112	1,693,269	3.7%	1,744,063	3.0%
006	701 - WASTEWATER CAPITAL [2]	82	494	425,000	472,916	11.3%	486,000	2.8%
020	601 - WATER	1,955,219	1,990,115	3,046,487	2,846,546	-6.6%	2,773,521	-2.6%
021	602 - WATER CAPITAL [3]	633	1,383	525,000	624,000	18.9%	437,000	-30.0%
ENTERPRISE FUNDS TOTAL:		3,055,671	3,184,145	5,629,599	5,636,732	0.1%	5,440,583	-3.5%

FOOTNOTES:

ENTERPRISE FUNDS OPERATING EXPENDITURE ANALYSIS:

[2] 006	LESS: Reserve Transfer for CIP	-	-	(425,000)	(450,000)	5.9%	(450,000)	0.0%
Sewer Fund Operating Expenditures:		82	494	-	22,916	0.0%	36,000	57%
[3] 021	LESS: Reserve Transfer for CIP	-	-	(525,000)	(600,000)	14.3%	(400,000)	-33.3%
Water Fund Operating Expenditures:		633	1,383	-	24,000	0.0%	37,000	54%

SPECIAL REVENUE FUNDS		2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
Fund	Description	Actual	Actual	Adopted	Adopted	from 18/19	Adopted	from 19/20
023	580 - HOUSING	700	2,000	3,060	3,000	-2.0%	3,000	0.0%
025	553 - 557 GAS TAX [4]	264,985	365,952	604,000	349,575	-42.1%	352,253	0.8%
027	559 - LOCAL TRANSPORTATION FUND [5]	31,207	46,622	657,500	176,500	-73.2%	127,800	-27.6%
029	557 - TRANSPORTATION PLANNING	51,845	40,415	45,000	45,000	0.0%	45,000	0.0%
031	560 - MEASURE A [6]	346,099	497,846	660,000	546,925	-17.1%	301,487	-44.9%
SPECIAL REVENUE FUNDS TOTAL:		694,836	952,835	1,969,560	1,121,000	-43.1%	829,540	-26.0%

FOOTNOTES:

SPECIAL REVENUE FUNDS OPERATING EXPENDITURE ANALYSIS:

[4] 025	LESS: Reserve Transfer for CIP	-	-	(500,000)	(237,575)	-52.5%	(238,013)	0.2%
Gas Tax Fund Operating Expenditures:		264,985	365,952	104,000	112,000	8%	114,240	2.0%
[5] 027	LESS: Reserve Transfer for CIP	-	-	(600,000)	(70,000)	-88.3%	(20,000)	-71.4%
LTF Fund Operating Expenditures:		31,207	46,622	57,500	106,500	85.2%	107,800	1.2%
[6] 031	LESS: Reserve Transfer for CIP	-	-	(620,000)	(482,425)	-22.2%	(236,987)	-50.9%
Measure A Fund Operating Expenditures:		346,099	497,846	40,000	64,500	61.3%	64,500	0.0%

ALL FUNDS TOTAL		10,116,979	10,501,045	15,545,450	15,888,620	2.2%	15,687,125	-1.3%
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General Fund Departmental Summaries



FUND 001- GENERAL

DEPARTMENT: 401/CITY COUNCIL

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 108,363	\$ 110,638	\$ 113,587	\$ 109,802	\$ 116,303	\$ 118,039
Operating & Maintenance	\$ 15,001	\$ 13,381	\$ 20,600	\$ 15,969	\$ 16,100	\$ 20,902
Minor Capital	\$ 1,991	\$ -	\$ -	\$ 1,000	\$ 3,750	\$ 3,750
Department Total	\$ 125,355	\$ 124,020	\$ 134,187	\$ 126,771	\$ 136,153	\$ 142,691

DEPARTMENT DESCRIPTION

Function: General Government

This Department represents the cost related to supporting the legislative body of the City. The City Council consists of five members and is the City's policy-making legislative body approving and adopting all ordinances, resolutions, contracts and other matters requiring overall policy decisions and leadership.

2017-2019 ACCOMPLISHMENTS

- Adopted structurally balanced budget
- Interviewed and hired new City Manager
- Adopted ordinances and resolutions
- Set goals for the upcoming years

CITY-WIDE GOALS

1. Maintain a Balanced Budget.
2. Support and fund trails and bike paths.
3. Continue to support economic development.
4. Implement the Vision Plan.
5. Sound Planning and Development.
6. Emergency Preparedness.
7. Maintain infrastructure and sustainability.
8. Promote Arts and Culture.

OBJECTIVES

- A. End fiscal year 2019/20 and 20/21 within budget.
- B. Continue to allocate money to the bike trail reserve.
- C. Complete Median 2 on Avenue of Flags.
- D. Update Circulation Element.
- E. Improve Highway 246 Safety.
- F. Adopt a complete streets plan.
- G. Acquire a generator for City Hall.
- H. Continue to provide CERT classes.
- I. Research emergency lights and generators.
- J. Provide lighting on Industrial Way and Central Avenue.
- K. Maintain the landscape rebate program.
- L. Review drought tolerant landscape standards.
- M. Create an arts and culture committee.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

City Council

Account: 001-401

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
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EMPLOYEE SERVICES

50000 Salaries	49,343	50,814	51,338	51,286	52,898	53,918
50020 Council Salaries	26,840	24,200	26,400	24,200	26,400	26,400
50025 Council Car Allowance	4,575	4,125	4,500	4,125	4,500	4,500
50120 Employer SS/MC	1,254	1,263	1,341	1,297	1,271	1,286
50130 UI & Employee Training Tax	1,710	1,460	1,651	1,499	1,378	1,378
50200 PERS Retirement	11,386	10,704	11,888	10,693	11,919	12,608
50300 Workers Compensation	2,007	3,107	2,721	2,012	2,414	2,366
50400 Medical Benefit	8,352	11,918	10,532	11,674	12,366	12,366
50410 Employer Paid DCP	2,852	3,006	3,174	2,973	3,114	3,174
50500 Group Life Ins Benefit	44	41	42	43	43	43
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	108,363	110,638	113,587	109,802	116,303	118,039

OPERATING & MAINTENANCE

60013 Election Expense	3,763	853	5,500	3,072	1,000	5,500
60210 Computer Maintenance & Software	3,160	387	3,060	604	3,060	3,121
60710 Travel & Training	5,458	9,779	10,000	10,587	10,000	10,200
60900 Miscellaneous	1,943	1,797	1,530	1,475	1,530	1,561
61130 Office Supplies	677	565	510	231	510	520
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	15,001	13,381	20,600	15,969	16,100	20,902

MINOR CAPITAL

72200 Office Furniture	-	-	-	-	-	-
72300 Computer Equipment	1,991	-	-	1,000	3,750	3,750
<u>MINOR CAPITAL SUBTOTAL:</u>	1,991	-	-	1,000	3,750	3,750

401 - CITY COUNCIL TOTAL:	125,355	124,020	134,187	126,771	136,153	142,691
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FUND 001- GENERAL

DEPARTMENT: 401/CITY COUNCIL

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>EMPLOYEE SERVICES</u>		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Council Members (5)		5.00	5.00	5.00
City Clerk		0.40	0.40	0.40
Total:		5.40	5.40	5.40
50000	Staff Salaries <i>Includes 40 percent of City Clerk Salary.</i>	\$ 51,338	\$ 52,898	\$ 53,918
50020	Council Salaries <i>Includes individual stipends totaling \$440 per month per City Council member.</i>	\$ 26,400	\$ 26,400	\$ 26,400
50025	Council Car Allowance <i>Includes individual councilmember car allowance totaling \$75 per month.</i>	\$ 4,500	\$ 4,500	\$ 4,500
<i>Benefits:</i>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 1,341	\$ 1,271	\$ 1,286
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the five council members and City Clerk.</i>	\$ 1,651	\$ 1,378	\$ 1,378
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 11,888	\$ 11,919	\$ 12,608
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 2,721	\$ 2,414	\$ 2,366
50400	Medical Benefit <i>Includes dental/vision insurance and health insurance paid per month by the City for the positions in this department.</i>	\$ 10,532	\$ 12,366	\$ 12,366
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for the City Clerk.</i>	\$ 3,174	\$ 3,114	\$ 3,174
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 42	\$ 43	\$ 43

OPERATING AND MAINTENANCE

60013	Election Expense <i>Reflects anticipated costs related to the City election to be held in November 2020.</i>	\$ 5,500	\$ 1,000	\$ 5,500
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 3,060	\$ 3,060	\$ 3,121

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 401/CITY COUNCIL

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60710	Travel & Training <i>Reflects attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, Council of Government meetings and miscellaneous seminars for the Mayor and Council Members.</i>	\$ 10,000	\$ 10,000	\$ 10,200
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 1,530	\$ 1,530	\$ 1,561
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 510	\$ 510	\$ 520
<u>MINOR CAPITAL</u>				
72200	Office Furniture <i>Reflects acquisition of furniture for the City Council.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop for the City Council.</i>	\$ -	\$ 3,750	\$ 3,750



FUND 001- GENERAL

DEPARTMENT: 402/CITY MANAGER

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 225,189	\$ 227,779	\$ 237,966	\$ 227,551	\$ 236,159	\$ 241,710
Operating & Maintenance	\$ 2,229	\$ 1,163	\$ 3,500	\$ 1,942	\$ 4,650	\$ 4,743
Minor Capital	\$ 4,348	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 231,766	\$ 228,942	\$ 241,466	\$ 229,493	\$ 240,809	\$ 246,453

DEPARTMENT DESCRIPTION

Function: General Government

The City Manager manages the day-to-day operations of the City and is advisor to the City Council on fiscal and policy matters. The City Council sets policies, and the City Manager implements those policies. The City Manager functions as a facilitator, coordinator, and catalyst, developing working relationships with City department heads and staff, contract staff and consultants and the community.

Research and fact finding is undertaken by the City Manager and the City's management team in order to provide the City Council the necessary information to make informed decisions and to study, determine, review, revise and promote community policy. The City Manager is responsible for the efficient administration of all affairs of the City in accordance with the provisions of the Buellton Municipal Code and City Council Policy.

2017-2019 ACCOMPLISHMENTS

- Presented and adopted a balanced budget for FY 2017/18 and FY 2018/19 and received the Government Finance Officers Association (GFOA) Budget Award and received its fifth consecutive Certificate of Excellence in Financial Reporting Award.
- Staff has taken Emergency Preparedness courses through FEMA.
- The City acquired a second CERT trailer.
- Adoption of Revised Hazard Mitigation Plan and Revised Emergency Operations Plan.
- Adoption of Avenue of Flags Specific Plan.
- Purchase of Property at 480 Central.
- Transition of Buellton Library from Santa Barbara to Goleta.
- City Attorney RFP.
- Adoption of Regulations to Prohibit Commercial Cannabis.

DEPARTMENTAL GOALS

1. Provide accurate and timely information and recommendations to the City Council in order to make informed decisions.
2. Implement policies and programs approved by the City Council.
3. Manage the daily operations of City services.



FUND 001- GENERAL

DEPARTMENT: 402/CITY MANAGER

Biennial Budget for FY 19/20 and FY 20/21

OBJECTIVES

- A. Maintain a "structurally balanced" budget for the general fund and enterprise funds.
- B. Finance for ongoing capital improvement projects for the replacement and extension of the City's infrastructure and capital improvements as necessary.
- C. Maintain adequate reserves for emergencies and financing for future years.
- D. Continue economic development efforts to attract business and light industry to the community.
- E. Provide residents with accurate and timely information on issues that affect them and encourage utilization of City services.
- F. Maintain a well-trained and competent workforce to deliver City services in touch with the needs of the community in a responsive, efficient and effective manner.
- G. Review proposed and pending federal and state legislations and offer policy advice on matters affecting the interest of the City.
- H. Manage contracts for sheriff, fire, library, solid waste, golf course, street sweeping, Visitor's Bureau, animal control and building services.
- I. As Emergency Manager, ensure that the City is able to respond to emergencies and is responsible for the maintenance of the Emergency Operations Plan and Hazard Mitigation Plan.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

City Manager

Account: 001-402

Biennial Budget for FY 19/20 and FY 20/21

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
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EMPLOYEE SERVICES

50000 Salaries	167,209	164,506	175,756	166,736	171,659	175,096
50025 Car Allowance	3,600	3,600	3,600	3,600	3,600	3,600
50120 Employer SS/MC	2,530	2,671	2,548	2,626	2,541	2,592
50130 UI & Employee Training Tax	391	278	333	224	286	286
50200 PERS Retirement	26,746	28,316	28,495	28,670	31,315	33,237
50300 Workers Compensation	4,247	6,591	5,607	4,456	5,049	4,984
50400 Medical Benefit	10,669	11,475	10,980	11,110	11,085	11,085
50410 Employer Paid DCP	9,696	10,236	10,545	10,029	10,516	10,722
50500 Group Life Ins Benefit	101	106	102	100	108	108
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	225,189	227,779	237,966	227,551	236,159	241,710

OPERATING & MAINTENANCE

60210 Computer Maintenance & Software	200	-	100	100	100	102
60650 Membership & Publication	795	395	800	795	1,000	1,020
60710 Travel & Training	727	211	2,040	471	3,000	3,060
60900 Miscellaneous	380	530	510	526	500	510
61130 Office Supplies	127	27	50	50	50	51
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	2,229	1,163	3,500	1,942	4,650	4,743

MINOR CAPITAL

72200 Office Furniture	3,239	-	-	-	-	-
72300 Computer Equipment	1,109	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	4,348	-	-	-	-	-

402 - CITY MANAGER TOTAL:	231,766	228,942	241,466	229,493	240,809	246,453
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FUND 001- GENERAL

DEPARTMENT: 402/CITY MANAGER

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>EMPLOYEE SERVICES</u>		<u>Budget 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
	City Manager	1.00	1.00	1.00
50000	Staff Salaries <i>Includes City Manager Salary.</i>	\$ 175,756	\$ 171,659	\$ 175,096
50025	Car Allowance <i>Includes car allowance for City Manager.</i>	\$ 3,600	\$ 3,600	\$ 3,600
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 2,548	\$ 2,541	\$ 2,592
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the City Manager.</i>	\$ 333	\$ 286	\$ 286
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 28,495	\$ 31,315	\$ 33,237
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 5,607	\$ 5,049	\$ 4,984
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the City Manager.</i>	\$ 10,980	\$ 11,085	\$ 11,085
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program.</i>	\$ 10,545	\$ 10,516	\$ 10,722
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 102	\$ 108	\$ 108
<u>OPERATING AND MAINTENANCE</u>				
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 100	\$ 100	\$ 102
60650	Membership & Publication <i>Includes membership to California City Management Foundation, CA Association for Local Economic Development and subscription to Pacific Coast Business Times.</i>	\$ 800	\$ 1,000	\$ 1,020
60710	Travel & Training <i>Reflects attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, City Manager's Luncheons and miscellaneous meetings and training seminars for the City Manager.</i>	\$ 2,040	\$ 3,000	\$ 3,060

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 402/CITY MANAGER

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 510	\$ 500	\$ 510
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 50	\$ 50	\$ 51

MINOR CAPITAL

72200	Office Furniture <i>Reflects acquisition of furniture for the City Manager.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop or computer for the City Manager.</i>	\$ -	\$ -	\$ -



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 99,876	\$ 104,530	\$ 104,953	\$ 105,348	\$ 108,336	\$ 110,797
Operating & Maintenance	\$ 10,226	\$ 6,511	\$ 13,260	\$ 6,861	\$ 19,460	\$ 19,725
Minor Capital	\$ 2,510	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -
Department Total	\$ 112,612	\$ 111,041	\$ 119,213	\$ 112,210	\$ 128,796	\$ 130,522

DEPARTMENT DESCRIPTION

Function: General Government

This department plans, organizes and directs the overall operation of the City Clerk/Human Resources Director. The Office of the City Clerk is established pursuant to Section 36501 of the California Government Code. The primary purpose of the Office of the City Clerk is to ensure efficient preservation and maintenance of the City's official records and documents, to assist with the preparation of resolutions, ordinances, policies, and contracts, conduct municipal elections, and follow the Political Reform Act.

Responsibilities as the Human Resource Director are to perform all human resource functions and tasks including recruitment, benefits and all issues related to personnel. Other duties include serving as the City's risk manager, administration of all worker's compensation claims and claims against the City, and performing annual insurance underwriting.

2017-2019 ACCOMPLISHMENTS

- Administered all City Clerk functions timely and accurately.
- Revised and adopted new Personnel Rules.
- Prepared and carried out succession planning for key positions (Finance, Planning, Water/Wastewater).
- Instituted Company Nurse program for worker's compensation cases to cut down on new filings.
- Completed salary survey and instituted raises and reclassifications for certain positions.
- Prepared new performance evaluation form using performance management emphasis.

DEPARTMENTAL GOALS

1. Maintain a complete and accurate record of City Council proceedings and official City files, and fulfill legal requirements established by Municipal Code.
2. Attract and retain well-qualified City employees who can consistently provide efficient services through skill, innovation and creativity through effective recruitment and selection process.
3. Implement appropriate Risk Management strategies to reduce claims against the city and provide best quality coverage.

OBJECTIVES

- A. Perform all City Clerk functions including preparing Council Agendas, minutes and packets, codification of City Ordinances, process resolutions, ordinances, policies and contracts, conduct municipal elections related to Council seats and measures, ensure compliance with the California Political Reform Act.
- B. Perform human resource functions and personnel tasks, conduct recruitments and administer benefits.
- C. Perform risk management duties, administer all workers' compensation claims and other claims against the City; conduct all insurance underwriting and act as emergency coordinator for the City.

See Appendices for Performance Measures and Indicators.



City Clerk/Human Resources

DEPARTMENT EXPENDITURES

Account: 001-403

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>EMPLOYEE SERVICES</u>						
50000 Salaries	74,015	76,221	77,007	77,511	79,347	80,877
50120 Employer SS/MC	1,197	1,279	1,269	1,281	1,234	1,256
50130 UI & Employee Training Tax	228	161	200	136	172	172
50200 PERS Retirement	11,800	12,472	12,661	12,973	13,910	14,759
50300 Workers Compensation	1,853	2,888	2,547	1,856	2,286	2,256
50400 Medical Benefit	6,446	6,937	6,588	6,958	6,651	6,651
50410 Employer Paid DCP	4,278	4,509	4,620	4,567	4,671	4,761
50500 Group Life Ins Benefit	59	64	61	66	65	65
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	99,876	104,530	104,953	105,348	108,336	110,797
<u>OPERATING & MAINTENANCE</u>						
60012 Code Updates	1,856	1,420	3,060	1,642	3,060	3,121
60022 Recruitment Expense [1]	-	-	-	-	5,000	5,000
60210 Computer Maintenance & Software	795	-	1,020	210	1,020	1,040
60520 Advertising - Legal	3,222	2,762	3,570	1,293	3,570	3,641
60650 Membership & Publication	783	459	1,020	459	1,020	1,040
60710 Travel & Training	2,375	1,699	3,060	2,716	3,060	3,121
60900 Miscellaneous	340	55	510	207	510	520
61130 Office Supplies	855	116	1,020	333	1,020	1,040
67370 H/R Expense [2]	-	-	-	-	1,200	1,200
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	10,226	6,511	13,260	6,861	19,460	19,725
<u>MINOR CAPITAL</u>						
72200 Office Furniture	2,510	-	1,000	-	1,000	-
72300 Computer Equipment	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	2,510	-	1,000	-	1,000	-
403 - CITY CLERK/HUMAN RESOURCES TOTAL:	112,612	111,041	119,213	112,210	128,796	130,522

[1] New account for FY 19/20. Expenditure line item was moved from Department: 410 Non-Departmental to reflect recruitment expenditures into the appropriate department.

[2] New account for FY 19/20. Expenditure line item was moved from Department: 410 Non-Departmental to reflect expenditures associated with random testing of employees during the fiscal year.



FUND 001- GENERAL

DEPARTMENT: 403/CITY CLERK & HR

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>EMPLOYEE SERVICES</u>		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
	City Clerk	0.60	0.60	0.60
50000	Staff Salaries <i>Includes 60 percent of salaries involving the City Clerk.</i>	\$ 77,007	\$ 79,347	\$ 80,877
<i>Benefits:</i>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 1,269	\$ 1,234	\$ 1,256
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the City Clerk.</i>	\$ 200	\$ 172	\$ 172
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 12,661	\$ 13,910	\$ 14,759
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 2,547	\$ 2,286	\$ 2,256
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the position in this department.</i>	\$ 6,588	\$ 6,651	\$ 6,651
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program.</i>	\$ 4,620	\$ 4,671	\$ 4,761
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 61	\$ 65	\$ 65
<u>OPERATING AND MAINTENANCE</u>				
60012	Code Updates <i>Includes Buellton Municipal Code and Santa Barbara County Code updates.</i>	\$ 3,060	\$ 3,060	\$ 3,121
60022	Recruitment Expense <i>Reflects expenses related to new employee recruitment.</i>	\$ -	\$ 5,000	\$ 5,000
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 1,020	\$ 1,020	\$ 1,040
60520	Advertising - Legal <i>Includes publications for on-going City codes, public hearing, council meetings etc.</i>	\$ 3,570	\$ 3,570	\$ 3,641
60650	Membership & Publication <i>Includes dues for the City Clerk for the International Institute of Municipal Clerks Association; California City Clerks Association dues; miscellaneous books and publications.</i>	\$ 1,020	\$ 1,020	\$ 1,040

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 403/CITY CLERK & HR

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60710	Travel & Training <i>Reflects attendance at conferences, seminars, courses and relation training programs including books and training material.</i>	\$ 3,060	\$ 3,060	\$ 3,121
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 510	\$ 510	\$ 520
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,020	\$ 1,020	\$ 1,040
67370	H/R Expense <i>Reflects costs associated with current employee random testing.</i>	\$ -	\$ 1,200	\$ 1,200

MINOR CAPITAL

72200	Office Furniture <i>Reflects acquisition of furniture for the City Clerk.</i>	\$ 1,000	\$ 1,000	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop or computer for the City Clerk.</i>	\$ -	\$ -	\$ -



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 134,219	\$ 148,916	\$ 188,700	\$ 134,000	\$ 175,000	\$ 195,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 134,219	\$ 148,916	\$ 188,700	\$ 134,000	\$ 175,000	\$ 195,000

DEPARTMENT DESCRIPTION

Function: General Government

This Department's primary purpose is to advise the City Council and City Staff regarding legal matters and procedures, to act as the City prosecutor, to achieve compliance with City Ordinances and to assure that legislative and administrative decisions are consistent with the law.

2017-2019 ACCOMPLISHMENTS

- Attended City Council meetings and meetings with staff to advise on legal issues.
- Aided code enforcement staff in efficient and effective resolution of code matters, including litigation avoidance.
- Negotiated and settled dispute over developer fees, with resulting payments made by developers.
- Negotiated and settled California Voting Rights Act complaint in lieu of litigation.
- Kept City abreast of changes in California employment laws and updated City policies to incorporate same.
- Updated City on changes to planning and zoning laws and began process to incorporate same into City codes.
- Provided cost-effective legal counsel tailored to the special needs of Buellton.

DEPARTMENTAL GOALS

1. Provide quality professional legal services to the City Council, Planning Commission, and staff in an efficient and cost effective manner.
2. Offer advice that is reliable, timely and useful and effective in representing the City in litigation.

OBJECTIVES

- A. Continue to provide cost-effective legal services to City Council, Planning Commission and staff.
- B. Continue to keep the City updated with changes in California employment laws and planning and zoning laws and to help the City incorporate changes.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

City Attorney

Account: 001-404

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60210 Computer Maintenance & Software	-	-	-	-	-	-
60520 Advertising - Legal	-	-	-	-	-	-
60650 Membership & Publication	-	-	-	-	-	-
60710 Travel & Training	-	-	-	-	-	-
60840 Contract Services - Legal Fees [1]	134,219	148,916	188,700	134,000	175,000	195,000
60900 Miscellaneous	-	-	-	-	-	-
61130 Office Supplies	-	-	-	-	-	-
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	134,219	148,916	188,700	134,000	175,000	195,000
404 - CITY ATTORNEY TOTAL:	134,219	148,916	188,700	134,000	175,000	195,000

[1] The City of Buellton contracts with Burke, Williams and Sorensen LLP. The monthly retainer amount is \$10,250 for up to 50 hours a month. Additional charges apply for travel and other services not covered by the retainer.



FUND 001- GENERAL

DEPARTMENT: 404/CITY ATTORNEY

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>EMPLOYEE SERVICES</u>			
City Attorney	-	-	-
<u>OPERATING AND MAINTENANCE</u>			
60840 Contract Services - Legal Fees	\$ 188,700	\$ 175,000	\$ 195,000
<i>Covers cost for general legal services and City Attorney attendance at City Council meetings. The City contracts with the firm of Burke, Williams & Sorensen.</i>			



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 44,939	\$ 57,525	\$ 58,130	\$ 61,325	\$ 93,120	\$ 94,983
Operating & Maintenance	\$ 1,061,233	\$ 1,369,000	\$ 2,361,641	\$ 1,302,769	\$ 3,125,131	\$ 3,232,637
Minor Capital	\$ 5,209	\$ 8,934	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,111,381	\$ 1,435,460	\$ 2,419,771	\$ 1,364,094	\$ 3,218,252	\$ 3,327,620

DEPARTMENT DESCRIPTION

Function: General Government

The Non-Departmental budget provides for those services and functions neither included nor attributed to the operation of any single department and which benefit more than one departmental operation. Major expenditures accounted in this department include:

- Local non-profit funding support to People Helping People, Veggie Rescue, Foodbank, Nature Track , Zaca Center Preschool and California Organization for Public Safety, Inc.
- Support to the Buellton Senior Center.
- Animal control services contracted through the County of Santa Barbara providing safety and shelter services for animals.
- Contract with the Buellton Visitor's Center.
- Payment to CalPERS for the City's Unfunded Accrued Liability (UAL).
- General liability and property insurance for the City.
- Other Post-Employment Benefits (OPEB) for the City.
- Interfund transfers for operations or Capital Improvement Projects (CIP) .

2017-2019 ACCOMPLISHMENTS

- Increased Visitor Center's contribution to \$450,000 from \$400,000.
- Provided \$88,639 in community support. A twelve percent increase from Fiscal Year 17/18.
- Acquired a storage shed to store City Hall documents.
- Made a greater payment than the FY 18/19 required UAL contribution to CalPERS to help save interest over time.
- Funded and completed Road Maintenance Project FY 17/18 - #092-316.
- Funded Road Maintenance Project FY 18/19 - #092-317.
- Funded CIP Project # 092-311 Industrial Way Street Lights for conceptual plan and design.
- Began design for Ave of Flags Median 2 improvements .
- Purchased second CERT trailer.

DEPARTMENTAL GOALS

1. To fund non-profit groups in the community so they may facilitate programs for the benefit and well-being of the community.
2. To promote tourism through the partnership with the Visitor's Bureau.
3. To mitigate future costs associated with CalPERS and OPEB.
4. To provide funding to construct capital infrastructure and capital improvements.
5. To provide Emergency Preparedness resources.

OBJECTIVES

- A. Continue to provide community support funding.
- B. Continue the relationship of the City with the Visitor's Bureau to promote tourism.
- C. Make an additional payment to the required CalPERS UAL .
- D. Continue to fund CIP Projects.
- E. Acquire a generator for City Hall, continue to provide CERT classes and research emergency lights and generators for the City.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Non-Departmental

Account: 001-410

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>EMPLOYEE SERVICES</u>						
50400 Medical Benefit [1]	44,939	57,525	58,130	61,325	93,120	94,983
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	44,939	57,525	58,130	61,325	93,120	94,983
<u>OPERATING & MAINTENANCE</u>						
50600 Insurance - Liability	58,726	91,422	100,000	68,793	80,000	81,600
50610 Insurance - Property	5,000	5,158	5,610	8,625	8,897	9,075
60014 Emergency Operations	13,492	2,298	10,000	2,500	10,000	10,000
60015 Animal Control	36,637	39,349	39,950	39,950	40,549	41,157
60022 Recruitment Expense [2]	6,113	2,384	5,100	4,724	-	-
60210 Computer Maintenance & Software	23,490	18,027	30,000	25,471	30,000	30,600
60310 Equipment Rental	8,873	12,335	10,200	12,603	12,605	12,857
60650 Membership & Publication	11,867	13,088	15,000	14,441	15,000	15,300
60710 Travel & Training	336	-	-	-	-	-
60800 Contract Services	7,947	3,164	-	3,884	4,000	4,080
60900 Miscellaneous [3]	29,371	14,807	500	14,533	11,500	11,730
60905 CalPERS Unfunded Accrued Liability [4]	55,684	66,683	120,000	119,648	137,916	141,985
60910 Misc. Recognition Items	5,545	1,037	2,040	730	1,000	1,020
61130 Office Supplies	12,604	9,106	10,000	9,752	10,000	10,200
61131 Postage	2,216	1,621	2,040	1,094	1,115	1,138
61210 Utilities - Sewer	2,150	2,623	2,500	2,915	2,915	2,915
61211 Utilities - Water	2,788	3,664	3,000	3,773	3,850	3,927
61230 Utilities - Gas	641	126	1,020	712	1,000	1,020
61241 Utilities - Electric	8,893	7,947	10,200	8,100	9,000	9,180
61292 Internet Access/Website Maintenance	8,969	6,335	7,650	7,425	7,650	7,803
61410 Newsletter	544	-	510	-	500	510
67200 Community Organization Support	78,900	86,820	88,638	88,638	30,000	30,600
67205 Senior Center Support [5]	-	-	-	-	65,000	66,300
67430 LAFCO Contribution	1,501	2,052	2,040	2,512	2,569	2,620
67620 SB County Mental Health Mobile Crisis Service	2,754	2,822	2,893	2,893	2,965	3,039
67705 Telephone	4,815	4,723	5,100	4,945	5,000	5,100
67790 Visitor Bureau	447,098	400,000	450,000	450,000	450,000	450,000
69100 Transfer to Other Funds	25,000	97,700	153,000	153,000	19,600	19,800
69600 Undesignated Misc. Support	425	3,030	4,080	3,730	4,000	4,080
77000 Transfer to Other Funds for CIPs [6]	198,854	470,679	1,280,570	247,378	2,158,500	2,255,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	1,061,233	1,369,000	2,361,641	1,302,769	3,125,131	3,232,637
<u>MINOR CAPITAL</u>						
72100 Office Equipment	-	1,520	-	-	-	-
72200 Office Furniture	115	-	-	-	-	-
72300 Computer Equipment	5,094	7,414	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	5,209	8,934	-	-	-	-
410 - NON-DEPARTMENTAL:	1,111,381	1,435,460	2,419,771	1,364,094	3,218,252	3,327,620

Account: 001-410 Non-Departmental

- [1] The increase in retiree medical benefits is due to the retirement of four employees during FY 18/19.
- [2] Beginning FY 19/20, expenditure line item was moved from 410 Non-Departmental to 403 City Clerk and HR to reflect recruitment expenditures into the appropriate department.
- [3] This budget line item no longer includes CalPERS Unfunded Liability. A new budget line item was created starting FY 19/20. Charges associated with credit card processing for the Recreation Center are now being recorded under 511-Recreation Center.
- [4] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.
- [5] New account for FY 19/20. City Council authorized the Senior Center to be its own budget line item instead of being part of the Community Support funding.
- [6] New account for FY 19/20. Budget line item created to differentiate transfers for capital improvement projects and operational transfers to other funds. Prior year amounts were used as reference.



FUND 001- GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>EMPLOYEE SERVICES</u>		<u>Budget</u> <u>2018-19</u>	<u>Adopted</u> <u>2019-20</u>	<u>Adopted</u> <u>2020-21</u>
<i>Benefits:</i>				
50400	Medical Benefit <i>Includes medical benefit for retired employees. The City contributes up to \$800/month for health insurance per retiree.</i>	\$ 58,130	\$ 93,120	\$ 94,983
<u>OPERATING AND MAINTENANCE</u>				
50600	Insurance - Liability <i>Includes 80 percent of the City's liability insurance; 10 percent is charged to the Wastewater (\$10,000) and Water Funds (\$10,000).</i>	\$ 100,000	\$ 80,000	\$ 81,600
50610	Insurance - Property <i>Includes 33 percent of the total City's insurance cost associated with property damage, earthquake, flood, mechanical breakdown and other vehicle physical damage. 33 percent is charged to the Wastewater (\$7,650) and Water (\$7,650).</i>	\$ 5,610	\$ 8,897	\$ 9,075
60014	Emergency Operations <i>Includes CERT Training costs.</i>	\$ 10,000	\$ 10,000	\$ 10,000
60015	Animal Control <i>Reflects contract services with Santa Barbara County Animal Control.</i>	\$ 39,950	\$ 40,549	\$ 41,157
60022	Recruitment Expense <i>Reflects expenses related to new employee recruitment.</i>	\$ 5,100	\$ -	\$ -
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 30,000	\$ 30,000	\$ 30,600
60310	Equipment Rental <i>Reflects lease cost of copiers, phone system, and postage meter machine.</i>	\$ 10,200	\$ 12,605	\$ 12,857
60650	Membership & Publications <i>Includes dues for League of California Cities, miscellaneous dues and publications.</i>	\$ 15,000	\$ 15,000	\$ 15,300
60800	Contract Services <i>Includes dues for drinking water and Chargepoint electric charging station.</i>	\$ -	\$ 4,000	\$ 4,080
60900	Miscellaneous <i>Reflects cost for banking and drinking services, Green Business Program, misc. purchases.</i>	\$ 500	\$ 11,500	\$ 11,730
60905	CalPERS Unfunded Accrued Liability <i>Includes CalPERS Unfunded Liability (split with Water and Wastewater). General Fund's CalPERS liability is 70 percent of total cost (\$197,024). This is a new account effective 7/1/19 for better transparency related to pension costs. Wastewater and Water allocation are both 15 percent per fund (\$29,554 each).</i>	\$ 120,000	\$ 137,916	\$ 141,985

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 410/NON-DEPARTMENTAL

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60910	Misc. Recognition Items <i>Includes miscellaneous award items for various organizations and employee recognition programs.</i>	\$ 2,040	\$ 1,000	\$ 1,020
61130	Office Supplies <i>Includes copier expenses for all departments.</i>	\$ 10,000	\$ 10,000	\$ 10,200
61131	Postage <i>Includes charges for on-going postage meter charges, bulk mailing permit costs, and miscellaneous delivery charges.</i>	\$ 2,040	\$ 1,115	\$ 1,138
61210	Utilities - Sewer <i>Reflects costs for sewer at City Hall, Planning, Library, Sheriff and Post Office.</i>	\$ 2,500	\$ 2,915	\$ 2,915
61211	Utilities - Water <i>Reflects costs for water at City Hall, Post Office, Planning, Sheriff, and Irrigation at Ave of Flags and Twin Oaks.</i>	\$ 3,000	\$ 3,850	\$ 3,927
61230	Utilities - Gas <i>Reflects costs for gas service.</i>	\$ 1,020	\$ 1,000	\$ 1,020
61241	Utilities - Electric <i>Reflects costs for electric services.</i>	\$ 10,200	\$ 9,000	\$ 9,180
61292	Internet Access/Website Maintenance <i>Reflects costs for annual website maintenance.</i>	\$ 7,650	\$ 7,650	\$ 7,803
61410	Newsletter <i>Reflects costs for printing newsletter.</i>	\$ 510	\$ 500	\$ 510
67200	Community Organization Support <i>Includes contributions to People Helping People (\$8,600), Food Bank of Santa Barbara County (\$5,400), SYV Fruit and Vegetable Rescue (\$4,600), Nature Track (\$1,100), Zaca Center Preschool (\$6,100) and California Organization for Public Safety, Inc. (\$4,200).</i>	\$ 88,638	\$ 30,000	\$ 30,600
67205	Senior Center Support <i>Reflects contribution to the Senior Center. This is a new budget line item.</i>	\$ -	\$ 65,000	\$ 66,300
67430	LAFCO Contribution <i>Reflects City's share of LAFCO's operating costs.</i>	\$ 2,040	\$ 2,569	\$ 2,620
67620	SB CO Mental Health Mbl Crisis Svc <i>Reflects contract service cost for Santa Barbara County Mental Health Assessment (MHAT) services.</i>	\$ 2,893	\$ 2,965	\$ 3,039
67705	Telephone <i>Reflects cost of telephone services for City Hall.</i>	\$ 5,100	\$ 5,000	\$ 5,100
67790	Visitors Bureau <i>Reflects annual contract of \$450,000 to Visitor's Bureau.</i>	\$ 450,000	\$ 450,000	\$ 450,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 410/NON-DEPARTMENTAL

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
69100	Transfer to Other Funds <i>Includes the following operating transfers:</i>	\$ 153,000	\$ 19,600	\$ 19,800
	Fund 027 -Local Transportation Fund	\$ 127,500	\$ 10,000	\$ 10,000
	Fund 029 - Transportation Planning	\$ 25,500	\$ 9,600	\$ 9,800
69600	Undesignated Misc. Support <i>Reflects donation to Buellton Historical Society, Central Coast Collaborative on Homelessness; Buellton Union School District Jog-A-thon.</i>	\$ 4,080	\$ 4,000	\$ 4,080
77000	Transfer to Other Funds for CIP <i>Includes the following transfers for Capital Improvement Projects (CIP):</i>	\$ 1,280,570	\$ 2,158,500	\$ 2,255,000

<i>Transfer to CIP Project #201 (Facilities Maintenance and Painting Project)</i>	\$ 25,000	\$ 50,000	\$ -
<i>Transfer to CIP Project #207 (Santa Ynez River Trail Conceptual)</i>	\$ 20,000	\$ 30,000	\$ 30,000
<i>Transfer to CIP Project #211 (Village Park Improvements)</i>	\$ 216,000	\$ 216,000	\$ -
<i>Transfer to CIP Project #214 (City Hall Emergency Generator & Electrical)</i>	\$ 40,000	\$ 40,000	\$ -
<i>Transfer to CIP Project #215 (Avenue of Flags Specific Plan Implementation)</i>	\$ 250,000	\$ 200,000	\$ 1,000,000
<i>Transfer to CIP Project #216 (City Hall Storage Shed)</i>	\$ 27,400	\$ -	\$ -
<i>Transfer to CIP Project #217 (River View Park Basketball Court Resurfacing)</i>	\$ -	\$ 80,000	\$ -
<i>Transfer to CIP Project #218 (River View Park and Oak Park Facilities Painting)</i>	\$ -	\$ 25,000	\$ 25,000
<i>Transfer to CIP Project #306 (Phase III Hwy 246 and Sycamore Xing)</i>	\$ -	\$ 670,000	\$ -
<i>Transfer to CIP Project #307 McMurray Road Widening / TS Improvement</i>	\$ -	\$ 125,000	\$ 450,000
<i>Transfer to CIP Project #311 (Industrial Way Street lights)</i>	\$ 212,170	\$ 82,500	\$ 400,000
<i>Transfer to CIP Project #314 (SD Inlet/Catch Basin Retrofit Improvement)</i>	\$ 150,000	\$ 150,000	\$ 150,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 410/NON-DEPARTMENTAL

	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<i>Transfer to CIP Project #315 (Ave of Flags Pedestrian/Drainage Improvements)</i>	\$ 140,000	\$ 140,000	\$ -
<i>Transfer to CIP Project #316 (Road Maintenance Project - 17/18); MOE</i>	\$ 100,000	\$ -	\$ -
<i>Transfer to CIP Project #317 (Road Maintenance Project - 18/19); MOE</i>	\$ 100,000	\$ 150,000	\$ -
<i>Transfer to CIP Project #318 (Road Maintenance Project - 19/20); MOE</i>	\$ -	\$ 150,000	\$ -
<i>Transfer to CIP Project #319 (Road Maintenance Project - 20/21); MOE</i>	\$ -	\$ -	\$ 150,000
<i>Transfer to CIP Project #401 (Miscellaneous River View Park Improvements)</i>	\$ -	\$ 50,000	\$ 50,000

MINOR CAPITAL

72200	Office Furniture <i>Reflects acquisition of furniture.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop or computer.</i>	\$ -	\$ -	\$ -



FUND 001- GENERAL

DEPARTMENT: 420/FINANCE

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 163,841	\$ 148,541	\$ 149,399	\$ 151,889	\$ 163,781	\$ 171,613
Operating & Maintenance	\$ 45,647	\$ 25,565	\$ 28,860	\$ 31,224	\$ 30,050	\$ 30,486
Minor Capital	\$ 3,627	\$ 4,122	\$ -	\$ 421	\$ 1,000	\$ 1,000
Department Total	\$ 213,115	\$ 178,228	\$ 178,259	\$ 183,534	\$ 194,831	\$ 203,099

DEPARTMENT DESCRIPTION

Function: General Government

The Finance Department provides for the overall financial management of the City and ensures that the City's finances are open and transparent with consistent reporting to the Public. Major activities include projecting and collecting revenues, preparing annual budgets, controlling and disbursing all expenditures, purchasing equipment and supplies, investing City monies, and data processing functions. The Finance Department is responsible for the billing of all utility customers for the services of water and wastewater collection.

2017-2019 ACCOMPLISHMENTS

- Received the Certificate of Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from Government Finance Officers Association (GFOA) for the fifth consecutive year.
- Prepared the City's first biennial budget and received its third GFOA Distinguished Budget Presentation Award.
- Reviewed and implemented GASB 75 Requirement.
- Updated the Capital Asset Module.
- Increased number of utility consumers on auto-pay and e-billing.

DEPARTMENTAL GOALS

1. Provide timely financial and budget information to the City Council, staff and the community .
2. Maintain adequate reserves in all City Funds.
3. Efficiently manage the City's financial operations and maintain fiscal policies.

OBJECTIVES

- A. Continue to ensure that the City's finances are open and transparent.
- B. Monitor daily cash balances in order to maximize the amount of funds that may be invested in safe and liquid investments.
- C. Monitor internal controls for handling funds received and disbursed.
- D. Ensure efficient accounts payable processing and time management.
- E. Ensure efficient accounts receivable and Utility Billing processing.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Finance

Account: 001-420

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>EMPLOYEE SERVICES</u>						
50000 Salaries	126,135	110,501	116,640	116,710	125,532	131,729
50030 Hourly Employees	-	6,195	-	-	-	-
50120 Employer SS/MC	1,896	2,009	2,443	2,064	1,856	1,946
50130 UI & Employee Training Tax	678	402	466	413	401	401
50200 PERS Retirement	13,640	7,852	7,385	8,480	8,781	9,902
50300 Workers Compensation	2,928	3,996	3,400	3,715	3,617	3,674
50400 Medical Benefit	14,937	14,397	15,748	17,188	15,993	15,993
50410 Employer Paid DCP	3,486	3,044	3,174	3,178	7,450	7,817
50500 Group Life Ins Benefit	141	144	143	141	151	151
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	163,841	148,541	149,399	151,889	163,781	171,613
<u>OPERATING & MAINTENANCE</u>						
60021 Audit	23,250	9,167	8,500	9,350	9,500	9,690
60210 Computer Maintenance & Software	500	-	-	368	500	500
60650 Membership & Publication	860	1,250	1,020	1,250	1,250	1,250
60710 Travel & Training	2,458	1,524	5,100	2,000	5,000	5,000
60800 Contract Services	17,221	12,123	12,240	17,006	12,300	12,546
60900 Miscellaneous	260	378	500	350	400	400
61130 Office Supplies	1,098	1,122	1,500	900	1,100	1,100
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	45,647	25,565	28,860	31,224	30,050	30,486
<u>MINOR CAPITAL</u>						
72100 Office Equipment	-	259	-	421	-	-
72200 Office Furniture	2,337	3,864	-	-	-	-
72300 Computer Equipment	1,290	-	-	-	1,000	1,000
<u>MINOR CAPITAL SUBTOTAL:</u>	3,627	4,122	-	421	1,000	1,000
420 - FINANCE TOTAL:	213,115	178,228	178,259	183,534	194,831	203,099



FUND 001- GENERAL

DEPARTMENT: 420/FINANCE

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

EMPLOYEE SERVICES		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Finance Director		0.50	0.50	0.50
Accounting Specialist (1)		0.50	0.50	0.50
Revenue Specialist (1)		0.20	0.20	0.20
Accounting Technician (1)		0.20	0.20	0.20
Total:		1.40	1.40	1.40
50000	Staff Salaries <i>Includes salaries involving the Accounting Specialist, Revenue Specialist, Accounting Technician, and Finance Director.</i>	\$ 116,640	\$ 125,532	\$ 131,729
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 2,443	\$ 1,856	\$ 1,946
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 466	\$ 401	\$ 401
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost. Normal cost for FY 19/20 and FY 20/21 are 7.072% and 7.6% respectively.</i>	\$ 7,385	\$ 8,781	\$ 9,902
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 3,400	\$ 3,617	\$ 3,674
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 15,748	\$ 15,993	\$ 15,993
50410	Employer Paid DCP <i>Reflects the City's 6% contribution towards the employee's deferred compensation program.</i>	\$ 3,174	\$ 7,450	\$ 7,817
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 143	\$ 151	\$ 151
OPERATING AND MAINTENANCE				
60021	Audit <i>Reflects a 33 percent cost of the annual audit. Costs are split between the General, Wastewater, and Water Fund.</i>	\$ 8,500	\$ 9,500	\$ 9,690
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ -	\$ 500	\$ 500

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 420/FINANCE

		<u>Budget 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
60650	Membership & Publication <i>Includes dues for the California Society of Municipal Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications.</i>	\$ 1,020	\$ 1,250	\$ 1,250
60710	Travel & Training <i>Reflects attendance at conferences, seminars, courses and relation training programs.</i>	\$ 5,100	\$ 5,000	\$ 5,000
60800	Contract Services <i>Includes contract with Hinderliter De Llamas (HDL) for sales tax and property tax services.</i>	\$ 12,240	\$ 12,300	\$ 12,546
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 500	\$ 400	\$ 400
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,500	\$ 1,100	\$ 1,100
<u>MINOR CAPITAL</u>				
72100	Office Equipment <i>Reflects acquisition of equipment.</i>	\$ -	\$ -	\$ -
72200	Office Furniture <i>Reflects acquisition of furniture.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of computer.</i>	\$ -	\$ 1,000	\$ 1,000



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 1,922,881	\$ 1,919,643	\$ 2,001,052	\$ 1,996,650	\$ 2,019,440	\$ 2,206,168
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,922,881	\$ 1,919,643	\$ 2,001,052	\$ 1,996,650	\$ 2,019,440	\$ 2,206,168

DEPARTMENT DESCRIPTION

Function: Public Safety

The City of Buellton contracts with the Santa Barbara County Sheriff's Department for law enforcement services within the City including patrol, criminal investigations, traffic safety and accident investigations, crime prevention and crime suppression. The primary purpose of the organization is to protect life and property.

The Santa Barbara County Fire Department provides staffing at County Fire Station 31 in Buellton. The City subsidizes staffing at County Fire Station 31 through funding for a full-time Firefighter/Paramedic position in order to meet National Fire Protection Association minimum staffing standards and the California Occupational Safety and Health Association's "2-in/2-out" requirement.

2017-2019 ACCOMPLISHMENTS

- Provided adequate level of service and response times for both Police and Fire.
- Maintained and funded the motorcycle deputy for traffic enforcement.
- Transitioned to a Deputy Service Unit Model for contract cities.

DEPARTMENTAL GOALS

Sheriff

1. Maintain Public Safety through patrol, crime suppression , prevention and traffic enforcement.
2. Maintain current levels of staffing and continue to fund the Motor Deputy position.

Fire

1. Maintain Fire Safety Standards in accordance within accepted practices.
2. Respond to City issues in a timely manner.

OBJECTIVES

Sheriff

- A. Continue to provide a strong patrol presence in the City and increase traffic safety through enforcement efforts.
- B. Respond to City issues and citizen concerns in a timely manner.
- C. Continue to provide monthly crime statistics.

Fire

- A. Increase and improve communication to the community by providing statistics on a quarterly basis.
- B. Strive for an eight minute response time.
- C. Continue to fund the Firefighter/Paramedic position.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Public Safety

Account: 001-501

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60800 Contract Services [1]	1,722,477	1,713,579	1,786,205	1,786,205	1,802,727	1,983,000
60810 Contract Services - Fire Dept.	195,604	202,152	208,217	205,904	212,081	218,444
61241 Utilities - Electric	4,800	3,911	6,630	4,541	4,632	4,725
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	1,922,881	1,919,643	2,001,052	1,996,650	2,019,440	2,206,168
501 - PUBLIC SAFETY TOTAL:	1,922,881	1,919,643	2,001,052	1,996,650	2,019,440	2,206,168

[1] The budgeted amount for Fiscal Year 2020/21 assumes a 10 percent increase for a conservative projection. Amount will be adjusted during the Mid-Year review if the proposed contract is significant.



FUND 001- GENERAL

DEPARTMENT: 501/PUBLIC SAFETY - POLICE/FIRE

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>OPERATING & MAINTENANCE</u>		<u>Budget 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
60800	Contract Services <i>Reflects contract with the County of Santa Barbara Sheriff's Department for public safety services.</i>	\$1,786,205	\$ 1,802,727	\$ 1,983,000
60810	Contract Services - Fire <i>Reflects contract with the County of Santa Barbara's Fire Department for thirty three percent of the salary for a Firefighter/Paramedic.</i>	\$ 208,217	\$ 212,081	\$ 218,444
61241	Utilities - Electric <i>Reflects electricity cost at Police Station.</i>	\$ 6,630	\$ 4,632	\$ 4,725



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 146,902	\$ 148,540	\$ 176,910	\$ 163,191	\$ 203,321	\$ 207,388
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 146,902	\$ 148,540	\$ 176,910	\$ 163,191	\$ 203,321	\$ 207,388

DEPARTMENT DESCRIPTION

Function: Culture and Leisure

This Department provides a building and utilities for the Buellton Branch of the County Library, operated by contract with the City of Goleta Library System beginning July 1, 2019.

2017-2019 ACCOMPLISHMENTS

- Transition of Buellton Library from Santa Barbara to Goleta.
- Maintained current operating days and hours of operations.

DEPARTMENTAL GOALS

1. Ensure the public has access to a wide range of materials, information and technology.

OBJECTIVES

- A. Continue to operate the Library five days a week during their scheduled operating hours.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Leisure Services - Library

Account: 001-510

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60800 Contract Services [1]	141,641	141,641	169,974	155,025	195,068	198,969
61211 Utilities - Water	1,981	3,242	1,836	3,996	4,000	4,080
61230 Utilities - Gas	78	994	1,020	414	422	431
61241 Utilities - Electric	3,202	2,663	4,080	3,756	3,831	3,908
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	146,902	148,540	176,910	163,191	203,321	207,388
510 - LIBRARY TOTAL:	146,902	148,540	176,910	163,191	203,321	207,388

[1] Starting FY 19/20, the City of Buellton Library will be part of the City of Goleta Library Services instead of the City of Santa Barbara.



FUND 001- GENERAL

DEPARTMENT: 510/LEISURE SERVICES - LIBRARY

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>OPERATING & MAINTENANCE</u>		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60800	Contract Services <i>Reflects contract with the City of Goleta Library System to manage the Buellton Library.</i>	\$ 169,974	\$ 195,068	\$ 198,969
61211	Utilities - Water <i>Reflects costs associated with water usage at the library.</i>	\$ 1,836	\$ 4,000	\$ 4,080
61230	Utilities - Gas <i>Reflects gas cost at library.</i>	\$ 1,020	\$ 422	\$ 431
61241	Utilities - Electric <i>Reflects electricity cost at library.</i>	\$ 4,080	\$ 3,831	\$ 3,908



FUND 001- GENERAL

DEPARTMENT: 511/RECREATION

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 367,091	\$ 365,047	\$ 369,598	\$ 366,779	\$ 389,785	\$ 405,747
Operating & Maintenance	\$ 153,464	\$ 175,496	\$ 159,561	\$ 161,105	\$ 170,700	\$ 174,115
Minor Capital	\$ 3,269	\$ 2,869	\$ -	\$ 1,024	\$ 3,000	\$ 3,060
Department Total	\$ 523,824	\$ 543,411	\$ 529,159	\$ 528,908	\$ 563,485	\$ 582,922

DEPARTMENT DESCRIPTION

Function: Culture and Leisure

The mission of the Buellton Recreation Department is to create and implement activities, programs, and events that engage people of all ages; enriching lives through recreational pursuits. Programs and trips include everything from adult fitness classes and afterschool enrichment at the Buellton Community Recreation Center, to day trips and cultural excursions both near and far to large annual community events such as the Buellton Barbecue Bonanza. The Recreation Department is dedicated to building a strong, interconnected community and improving the quality of life for the residents of Buellton.

2017-2019 ACCOMPLISHMENTS

- Produced a series of activities to celebrate the 10th Anniversary of the Recreation Center, culminating in the Crab Feast Gala event.
- Implemented new end-of-day weight room protocols.
- Established several new Teen Camp offerings to add to the Summer calendar of programs.
- Partnered with Monty Robert's Join Up International campaign to engage "at-risk" youth with horsemanship.
- Partnered with the Buellton Senior Center to create "Lunch Buddies" excursions to promote socialization and senior quality of life.

DEPARTMENTAL GOALS

1. Provide a full spectrum of recreation programs and activities for all age groups in the community.
2. Create and facilitate an Arts & Culture Committee to coordinate public art and cultural events in the community.

OBJECTIVES

- A. Maintain a variety of recreational classes and instructors.
- B. Foster partnerships and collaboration with local school districts, governmental agencies, non-profit organizations and service groups to increase recreational opportunities.
- C. Increase overall program participation.
- D. Organize a committee of people to explore and implement activities related to arts and culture.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Recreation

Account: 001-511

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>EMPLOYEE SERVICES</u>						
50000 Salaries	201,856	201,029	209,662	206,456	217,756	225,851
50030 Hourly Employees	73,068	63,059	60,000	59,675	65,694	70,439
50120 Employer SS/MC	8,171	8,345	8,912	8,214	8,324	8,804
50130 UI & Employee Training Tax	4,346	3,656	2,734	2,519	2,839	2,899
50200 PERS Retirement	30,727	33,188	34,716	35,156	37,776	40,788
50300 Workers Compensation	5,943	9,349	7,953	6,900	8,166	7,265
50400 Medical Benefit	34,288	37,227	35,709	38,705	36,199	36,199
50410 Employer Paid DCP	8,371	8,855	9,586	8,807	12,685	13,157
50500 Group Life Ins Benefit	321	340	326	347	346	346
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	367,091	365,047	369,598	366,779	389,785	405,747
<u>OPERATING & MAINTENANCE</u>						
60210 Computer Maintenance & Software	-	549	-	795	500	510
60250 Maintenance and Repair	9,791	3,535	7,650	4,684	4,500	4,590
60252 Joint Use- Maintenance and Repair	841	1,221	1,530	728	4,000	4,080
60270 Maintenance - Vehicles	3,430	4,644	4,080	3,819	4,000	4,080
60310 Equipment Rental [1]	789	1,833	-	2,668	1,700	1,734
60510 Advertising	7,035	8,957	6,631	6,436	6,500	6,631
60800 Contract Services [2]	27,574	32,463	30,600	32,871	35,000	35,700
60900 Miscellaneous [3]	2,427	500	1,000	825	3,500	3,570
61130 Office Supplies	3,277	2,915	3,060	2,969	3,000	3,060
61280 Fuel - Vehicles	7,855	8,351	9,180	8,253	9,000	9,180
61290 Telephone and Internet	2,629	2,796	3,060	2,631	3,000	3,060
67135 Buellton Rec. Program - Trips	21,778	28,493	30,090	31,109	30,000	30,600
67140 Buellton Recreation Program	60,956	71,300	57,600	59,562	60,000	61,200
67570 Recreation 50/50	5,082	7,937	5,080	3,754	6,000	6,120
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	153,464	175,496	159,561	161,105	170,700	174,115
<u>MINOR CAPITAL</u>						
72100 Office Equipment	-	-	-	-	-	-
72200 Office Furniture	-	-	-	-	-	-
73500 Equipment	3,269	2,869	-	1,024	3,000	3,060
<u>MINOR CAPITAL TOTAL:</u>	3,269	2,869	-	1,024	3,000	3,060
511 - RECREATION TOTAL:	523,824	543,411	529,159	528,908	563,485	582,922

- [1] Equipment rental consists of printer lease at the Recreation Center and event equipment (lights, poles, Cambros, etc.) for the Haunted House and other events.
- [2] The Buellton School District increased the janitorial service contract for FY 19/20.
- [3] Account includes merchant fees beginning fiscal year 2019-20. Merchant fees associated with the Recreation Center were previously recorded in 410 - Non-Departmental.



FUND 001- GENERAL

DEPARTMENT: 511/RECREATION

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>EMPLOYEE SERVICES</u>		<u>Budget 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
Recreation Coordinator		1.00	-	-
Recreation Supervisor		-	1.00	1.00
Staff Assistant/Planning Technician		0.20	0.20	0.20
Recreation Center Coordinator		1.00	1.00	1.00
Youth Recreation Coordinator		1.00	1.00	1.00
Total:		3.20	3.20	3.20
50000	Staff Salaries <i>Includes salaries involving all full-time positions in the Recreation Department.</i>	\$ 209,662	\$ 217,756	\$ 225,851
50030	Hourly employees <i>Includes five part-time employees and seasonal employees.</i>	\$ 60,000	\$ 65,694	\$ 70,439
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 8,912	\$ 8,324	\$ 8,804
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 2,734	\$ 2,839	\$ 2,899
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 34,716	\$ 37,776	\$ 40,788
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 7,953	\$ 8,166	\$ 7,265
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 35,709	\$ 36,199	\$ 36,199
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for all employees in this department.</i>	\$ 9,586	\$ 12,685	\$ 13,157
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 326	\$ 346	\$ 346
<u>OPERATING AND MAINTENANCE</u>				
60210	Computer Maintenance & Software <i>Reflects computer maintenance costs.</i>	\$ -	\$ 500	\$ 510
60250	Maintenance/Repair <i>Includes charges for repairs and maintenance at the Buellton Rec Office and the Zone.</i>	\$ 7,650	\$ 4,500	\$ 4,590

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 511/RECREATION

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60252	Maintenance/Repair - Joint Use <i>Reflects joint facility repairs such as the gym, kitchen, weight room, restroom, and courtyard. The amount is 1/3 of facility rental fees collected.</i>	\$ 1,530	\$ 4,000	\$ 4,080
60270	Maintenance - Vehicles <i>Reflects maintenance of passenger bus.</i>	\$ 4,080	\$ 4,000	\$ 4,080
60310	Equipment Rental <i>Reflects lease for printer and for event equipment.</i>	\$ -	\$ 1,700	\$ 1,734
60510	Advertising <i>Includes cost of printing and advertising recreation programs.</i>	\$ 6,631	\$ 6,500	\$ 6,631
60800	Contract Services <i>Reflects quarterly payment of \$8,750 to Buellton Union School District for custodial services. The school district increased the janitorial service contract starting FY 19/20.</i>	\$ 30,600	\$ 35,000	\$ 35,700
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc. and for credit card merchant fees.</i>	\$ 1,000	\$ 3,500	\$ 3,570
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 3,060	\$ 3,000	\$ 3,060
61280	Fuel - Vehicles <i>Reflects fuel for passenger bus.</i>	\$ 9,180	\$ 9,000	\$ 9,180
61290	Telephone/Internet <i>Reflects service for Comcast internet service and Verizon for cell phone service.</i>	\$ 3,060	\$ 3,000	\$ 3,060
67135	Buellton Rec Program Trips <i>Reflects trips organized for children and adults through Buellton Recreation.</i>	\$ 30,090	\$ 30,000	\$ 30,600
67140	Buellton Recreation Program <i>Includes Oak Valley afterschool program, supplies, flyers, and equipment.</i>	\$ 57,600	\$ 60,000	\$ 61,200
67570	Recreation Program 50/50 <i>Reflects cost for joint events with the City of Solvang.</i>	\$ 5,080	\$ 6,000	\$ 6,120
MINOR CAPITAL				
72100	Office Equipment <i>Reflects acquisition of equipment.</i>	\$ -	\$ -	\$ -
72200	Office Furniture <i>Reflects acquisition of furniture.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Reflects acquisition of treadmill replacement.</i>	\$ -	\$ 3,000	\$ 3,060



FUND 001- GENERAL

DEPARTMENT: 550/PUBLICS WORKS - STREET LIGHTS

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 65,779	\$ 62,389	\$ 65,000	\$ 62,400	\$ 65,000	\$ 66,300
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 65,779	\$ 62,389	\$ 65,000	\$ 62,400	\$ 65,000	\$ 66,300

DEPARTMENT DESCRIPTION

Function: Public Works

This department provides funding for the power for general street lighting.

2017-2019 ACCOMPLISHMENTS

- Completed on-going payment for power supply to street lighting within the City.

DEPARTMENTAL GOAL

1. Continue to ensure payment for power supply to street lights within the City to provide a safety benefit.

OBJECTIVES

A. Provide lighting in commercial and residential areas.

B. Lighting to be energy efficient, night-sky friendly, and to provide safety for the community.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Public Works - Street Lights

Account: 001-550

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
61241 Utilities - Electric	65,779	62,389	65,000	62,400	65,000	66,300
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	65,779	62,389	65,000	62,400	65,000	66,300
550 - PW STREET LIGHTS TOTAL:	65,779	62,389	65,000	62,400	65,000	66,300



FUND 001- GENERAL

DEPARTMENT: 550/PUBLIC WORKS - STREET LIGHTS

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>OPERATING & MAINTENANCE</u>		<u>Budget 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
61241	Utilities - Electric <i>Reflects electricity cost at various locations throughout the City.</i>	\$ 65,000	\$ 65,000	\$ 66,300



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 179,140	\$ 158,259	\$ 334,012	\$ 331,337	\$ 370,660	\$ 376,873
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 179,140	\$ 158,259	\$ 334,012	\$ 331,337	\$ 370,660	\$ 376,873

DEPARTMENT DESCRIPTION

Function: Public Works

The Storm Water Department addresses all issues related to the operation and maintenance of the City's storm drain system, flood control, FEMA and floodplain issues and regulatory compliance and permitting for the National Pollutant Discharge Elimination System (NPDES) general discharge requirements for municipal discharges.

2017-2019 ACCOMPLISHMENTS

- Completed CIP# 092-101 Storm drain cleaning citywide (annual).
- Completed CIP#092-102 McMurray Outfall cleaned.
- Completed another fiscal year of NPDES compliance activities and reporting.

DEPARTMENTAL GOALS

1. To ensure the safety of the community and the environment by clearing the City's storm drain facilities to be free from dirt and debris to provide proper flood control and minimize any pollution from entering receiving creeks and rivers.

OBJECTIVES

- A. Complete Capital Improvement Project #092-102 Storm Drain Outfall Repairs and Re-Establishment.
- B. Continue annual storm drain maintenance activities.
- C. Continue annual NPDES compliance activities and reporting.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Storm Water (Water Shed)

Account: 001-551

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60250 Maintenance and Repair [1]	-	-	-	20,460	20,000	20,000
60650 Membership & Publication	490	655	612	655	660	673
60800 Contract Services	140,443	130,656	158,100	142,615	160,000	163,200
67575 Regulatory Compliance [2]	12,077	18,067	145,300	142,462	150,000	153,000
77000 Transfer to Other Funds for CIPs	26,130	8,880	30,000	25,145	40,000	40,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	179,140	158,259	334,012	331,337	370,660	376,873
551 - Storm Water (Water Shed) TOTAL:	179,140	158,259	334,012	331,337	370,660	376,873

[1] Was previously included in the capital budget. Expenditure is associated with annual storm drain maintenance and should not be recorded as a capital project.

[2] Increase in appropriations is for Regulator Compliance for SGMA groundwater plan preparation costs.



FUND 001- GENERAL

DEPARTMENT: 551 - STORM WATER (WATER SHED)

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>OPERATING & MAINTENANCE</u>		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60250	Maintenance and Repair <i>Reflects annual cost of routine storm drain cleaning.</i>	\$ -	\$ 20,000	\$ 20,000
60650	Memberships & Publications <i>Reflects membership dues to Association of State Floodplain Managers (ASFPM) and California Stormwater Quality Association (CASQA).</i>	\$ 612	\$ 660	\$ 673
60800	Contract Services <i>Includes engineering work related to FEMA mapping and regulatory issues, Storm Water Management Plan (SWMP) permitting and implementation, and storm drain system evaluations.</i>	\$ 158,100	\$ 160,000	\$ 163,200
67575	Regulatory Compliance <i>Includes charges for water testing, and annual permit fees to the State Water Resource Control Board (SWRCB).</i>	\$ 145,300	\$ 150,000	\$ 153,000
77000	Transfer to Other Funds for CIP <i>Includes charges for the following Capital Improvement Projects (CIP)</i>	\$ 30,000	\$ 40,000	\$ 40,000
	<i>Project #101: Storm Drain Cleaning & Retrofit</i>	\$ 20,000	\$ -	\$ -
	<i>Project #102: Outfall Repairs and Re-establishment</i>	\$ 10,000	\$ 40,000	\$ 40,000



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 282,836	\$ 342,596	\$ 306,435	\$ 316,816	\$ 382,750	\$ 390,405
Minor Capital	\$ -	\$ -	\$ 10,000	\$ -	\$ 5,000	\$ 5,000
Department Total	\$ 282,836	\$ 342,596	\$ 316,435	\$ 316,816	\$ 387,750	\$ 395,405

DEPARTMENT DESCRIPTION

Function: Public Works

The Parks Department is responsible for operations and maintenance of its parks and open spaces. The Parks Department includes: Oak Park, River View Park, PAWS Park, the Botanic Garden, Avenue of Flags, the Golf Course and Village Park.

2017-2019 ACCOMPLISHMENTS

- Continued to provide clean, maintained and safe parks for the community.
- Completed emergency storm repairs at Zaca Creek Golf Course.
- Grant funded PAWS Park support for maintenance activities.

DEPARTMENTAL GOALS

1. To preserve, protect, maintain, improve, and enhance natural resources, parkland, and recreational opportunities for Buellton residents.

OBJECTIVES

- A. Continue to provide grant to support PAWS Park for maintenance activities.
- B. Continue to provide grant to support the Botanic Garden for maintenance activities.
- C. Complete the following Capital Improvement Projects (CIP):
 - CIP#092-217: River View Park Basketball Court Resurfacing
 - CIP#092-218: River View Park and Oak Park Facilities Painting

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Public Works - Parks

Account: 001-552

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60059 Maintenance & Repair - Village Park	-	-	5,000	-	5,000	5,100
60254 Maintenance & Repair - Ave of Flags Medians	-	4,351	5,100	9,950	10,000	10,200
60255 Maintenance & Repair - Golf Course	6,468	17,773	10,000	20,571	20,000	20,400
60256 Maintenance & Repair - Oak Park	6,753	5,743	10,200	8,804	10,000	10,200
60257 Maintenance & Repair - Paws Park	16,666	21,711	16,320	16,332	20,000	20,400
60258 Maintenance & Repair - River View Park [1]	38,364	59,253	30,000	30,510	54,000	55,080
60259 Maintenance & Repair - Botanic Garden [2]	-	-	-	-	14,000	14,280
60310 Equipment Rental	-	-	510	745	500	510
60800 Contract Services	160,580	166,353	162,180	160,875	175,000	178,500
61111 Chemicals	68	-	255	-	250	255
61125 Small Equipment	190	-	510	80	500	510
61140 Operational Supplies	1,202	3,823	4,080	4,405	4,500	4,590
61211 Utilities - Water	44,205	57,417	53,100	58,885	60,000	61,200
61241 Utilities - Electric	8,340	6,173	9,180	5,658	9,000	9,180
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	282,836	342,596	306,435	316,816	382,750	390,405
<u>MINOR CAPITAL</u>						
73500 Equipment	-	-	10,000	-	5,000	5,000
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	10,000	-	5,000	5,000
552 PUBLIC WORKS - PARKS TOTAL:	282,836	342,596	316,435	316,816	387,750	395,405

[1] The increase in appropriation is due to the increasing services performed by Rafael Ruiz for trash at River View Park.

[2] Starting FY 19/20, the Botanic Garden will be a separate budget line item. In previous years, the contribution to the Botanic Garden was part of 001-552-60258 Maintenance & Repair- River View Park.



FUND 001- GENERAL

DEPARTMENT: 552 - PUBLIC WORKS - PARKS

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>OPERATING & MAINTENANCE</u>		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60059	Maintenance & Repair - Village Park <i>Covers miscellaneous maintenance and repairs.</i>	\$ 5,000	\$ 5,000	\$ 5,100
60254	Maintenance & Repair - A of F Medians <i>Covers miscellaneous maintenance and repairs at the medians located on Avenue of Flags.</i>	\$ 5,100	\$ 10,000	\$ 10,200
60255	Maintenance & Repair - Golf Course <i>Covers water conservation, building repairs and roof repairs.</i>	\$ 10,000	\$ 20,000	\$ 20,400
60256	Maintenance & Repair - Oak Park <i>Covers repairs to playground equipment, restroom, picnic area, etc.</i>	\$ 10,200	\$ 10,000	\$ 10,200
60257	Maintenance & Repair - Paws Park <i>Includes grant contribution for PAWS Park of \$18,000 for park maintenance.</i>	\$ 16,320	\$ 20,000	\$ 20,400
60258	Maintenance & Repair - River View Park <i>Covers maintenance cost for sidewalk, plants, restrooms, buildings, playground equipment, etc.</i>	\$ 30,000	\$ 54,000	\$ 55,080
60259	Maintenance & Repair - Botanic Gardens <i>Reflects grant contribution of \$14,000 for the Botanic Gardens.</i>	\$ -	\$ 14,000	\$ 14,280
60310	Equipment Rental <i>Covers cost of renting equipment needed for maintenance.</i>	\$ 510	\$ 500	\$ 510
60800	Contract Services <i>Reflects contract services with Rafael Ruiz and Valley Gardener for cleaning and maintenance of City Parks.</i>	\$ 162,180	\$ 175,000	\$ 178,500
61110	Chemicals <i>Covers costs for pesticides, herbicides, and graffiti remover.</i>	\$ 255	\$ 250	\$ 255
61125	Small Equipment <i>Covers cost of equipment and tools needed for maintenance.</i>	\$ 510	\$ 500	\$ 510
61140	Operational Supplies <i>Covers cost of trash bags, dog bags, soaps, toilet paper, cleaning supplies, etc.</i>	\$ 4,080	\$ 4,500	\$ 4,590
61211	Utilities - Water <i>Reflects costs associated with water usage at the City Parks.</i>	\$ 53,100	\$ 60,000	\$ 61,200
61230	Utilities - Electricity <i>Reflects electricity cost at City Parks.</i>	\$ 9,180	\$ 9,000	\$ 9,180

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 552/PUBLIC WORKS - PARKS

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>MINOR CAPITAL</u>				
73500	Equipment <i>Reflects acquisition of park equipment.</i>	\$ 10,000	\$ 5,000	\$ 5,000
74100	Improvements <i>Includes costs for miscellaneous park development costs.</i>	\$ -	\$ -	\$ -



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 80,923	\$ 101,426	\$ 120,346	\$ 111,871	\$ 110,200	\$ 112,404
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 80,923	\$ 101,426	\$ 120,346	\$ 111,871	\$ 110,200	\$ 112,404

DEPARTMENT DESCRIPTION

Function: Public Works

The Landscape Maintenance department is for the maintenance of street frontage landscaping and landscaping of other common areas under the jurisdiction of the City.

2017-2019 ACCOMPLISHMENTS

- Completed regular and routine maintenance of city owned landscaping along street frontages and common areas, including bi-annual tree trimming for energy vehicle clearances and annual Tree Mulching in January.

DEPARTMENTAL GOALS

1. To provide clean, welcoming and water efficient landscape throughout the community.

OBJECTIVES

- A. Continue to maintain and replace faulty irrigation to ensure water efficiency.
- B. Continue to provide tree clearances.
- C. Continue to encourage recycling with the annual Tree Mulching in January.

See Appendices for Performance Measures and Indicators.



Public Works - Landscape Maintenance

DEPARTMENT EXPENDITURES

Account: 001-556

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60250 Maintenance and Repair	533	15,294	5,100	4,990	5,000	5,100
60800 Contract Services	53,971	52,566	71,400	71,615	70,000	71,400
61211 Utilities - Water	25,330	32,555	34,666	34,246	34,000	34,680
61241 Utilities - Electric	1,089	1,011	9,180	1,021	1,200	1,224
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	80,923	101,426	120,346	111,871	110,200	112,404
556 - LANDSCAPE MAINTENANCE TOTAL:	80,923	101,426	120,346	111,871	110,200	112,404



FUND 001- GENERAL

DEPARTMENT: 556 - LANDSCAPE MAINTENANCE

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>OPERATING & MAINTENANCE</u>		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60250	Maintenance and Repair <i>Covers miscellaneous maintenance and repairs.</i>	\$ 5,100	\$ 5,000	\$ 5,100
60800	Contract Services <i>Reflects contract services with Valley Gardener for common landscaped areas of the City and portion of Highway 246.</i>	\$ 71,400	\$ 70,000	\$ 71,400
61211	Utilities - Water <i>Reflects costs associated with water usage for irrigation.</i>	\$ 34,666	\$ 34,000	\$ 34,680
61230	Utilities - Electricity <i>Reflects electricity cost.</i>	\$ 9,180	\$ 1,200	\$ 1,224



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 388,750	\$ 389,582	\$ 399,737	\$ 330,494	\$ 418,192	\$ 432,764
Operating & Maintenance	\$ 170,435	\$ 137,652	\$ 234,164	\$ 174,295	\$ 228,150	\$ 232,713
Minor Capital	\$ 325,974	\$ 3,962	\$ 35,700	\$ 1,431	\$ 30,000	\$ 30,000
Department Total	\$ 885,159	\$ 531,196	\$ 669,601	\$ 506,219	\$ 676,342	\$ 695,477

DEPARTMENT DESCRIPTION

Function: Public Works

The Public Works department maintains, repairs and rebuilds, as required, all streets, curbs, gutters and sidewalks; maintains street signs, all warning and informational signs and street surface painting. The department is also responsible for the overall maintenance for City Hall and City facilities as well as landscaping City-owned medians and property. Public works also manages the Capital Improvement Program (CIP).

2017-2019 ACCOMPLISHMENTS

- Completed replacement and upgrade of street name signs in the Thumbelina neighborhood.
- Completed regular and routine street sweeping activities city-wide.
- Completed regular and routine maintenance of facilities including janitorial services.
- Completed various repairs at Sheriff Station, City Hall, Planning Building, Library and Post Office.
- Completed installation of fire alarm system at Post Office. (CIP #092-213).
- Completed installation of storage shed at City Hall. (CIP#092-216).

DEPARTMENTAL GOALS

1. To provide and maintain public building facilities and safe access.

OBJECTIVES

- A. Continue to maintain and repair public facilities.
- B. Complete the following Capital Improvement Projects (CIP):
 - CIP #092-201: Facilities Maintenance and Painting
 - CIP #092-214: Provide Emergency Generator at City Hall

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Public Works - General

Account: 001-558

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>EMPLOYEE SERVICES</u>						
50000 Salaries	284,515	273,530	282,700	237,695	299,331	309,225
50030 Hourly Employees	-	-	-	-	-	-
50120 Employer SS/MC	3,677	3,969	6,453	3,447	4,472	4,615
50130 UI & Employee Training Tax	1,642	1,106	1,587	1,160	1,160	1,160
50200 PERS Retirement	36,475	39,623	40,619	34,474	41,089	44,258
50300 Workers Compensation	6,875	10,803	9,190	6,886	8,623	8,625
50400 Medical Benefit	43,043	47,089	45,416	36,421	46,769	46,769
50410 Employer Paid DCP	12,170	13,082	13,395	10,007	16,310	17,675
50500 Group Life Ins Benefit	353	380	377	405	437	437
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	388,750	389,582	399,737	330,494	418,192	432,764
<u>OPERATING & MAINTENANCE</u>						
60131 Laundry - Uniform	814	523	1,020	664	1,000	1,020
60210 Computer Maintenance & Software	2,099	163	2,040	260	2,000	2,040
60250 Maintenance and Repair	56,839	11,634	71,400	52,316	70,000	71,400
60270 Maintenance - Vehicles	8,631	6,154	10,200	4,810	10,000	10,200
60560 Signs	5,213	7,570	8,160	5,523	8,000	8,160
60650 Membership & Publication	560	779	1,020	980	1,000	1,020
60710 Travel & Training	535	1,275	1,530	3,079	1,500	1,530
60800 Contract Services	55,246	59,948	76,500	58,158	75,000	76,500
60900 Miscellaneous	1,026	54	561	1,428	500	510
61127 Tools	578	1,510	4,080	455	2,000	2,040
61130 Office Supplies	1,252	360	1,224	284	1,200	1,224
61131 Postage	33	25	-	-	-	-
61140 Operational Supplies	4,912	3,361	7,140	1,641	5,000	5,100
61211 Utilities - Water	23,192	34,675	32,000	34,196	35,000	35,700
61241 Utilities - Electric	-	-	969	-	950	969
61280 Fuel - Vehicles	5,136	5,874	8,160	6,141	8,000	8,160
67575 Regulatory Compliance	-	1,158	2,550	1,166	2,500	2,550
67600 Safety Equipment	2,641	458	1,530	1,464	1,500	1,530
67705 Telephone	1,728	2,132	4,080	1,731	3,000	3,060
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	170,435	137,652	234,164	174,295	228,150	232,713
<u>MINOR CAPITAL</u>						
71100 Property Acquisition	292,750	-	-	-	-	-
73100 Vehicle Replacement	26,268	-	-	-	-	-
73500 Equipment	6,956	-	10,200	-	5,000	5,000
74100 Improvements	-	3,962	25,500	1,431	25,000	25,000
<u>MINOR CAPITAL SUBTOTAL:</u>	325,974	3,962	35,700	1,431	30,000	30,000
558 -PUBLIC WORKS GENERAL TOTAL:	885,159	531,196	669,601	506,219	676,342	695,477



FUND 001- GENERAL

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

EMPLOYEE SERVICES		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
	Public Works Director	0.40	0.40	0.40
	Facilities Maintenance Worker	0.40	0.40	0.40
	Parks Foreman	1.00	1.00	1.00
	Maintenance & Utility Fieldworker I (1)	0.40	0.40	0.40
	Journeyman Maintenance & Utility Fieldworker (2)	0.80	0.80	0.80
	Lead Maintenance & Utility Fieldworker (2)	0.80	0.80	0.80
	Accounting Technician (split with Finance, Planning, W & WW)	0.25	0.25	0.25
	Total:	4.05	4.05	4.05
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 282,700	\$ 299,331	\$ 309,225
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 6,453	\$ 4,472	\$ 4,615
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,587	\$ 1,160	\$ 1,160
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 40,619	\$ 41,089	\$ 44,258
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 9,190	\$ 8,623	\$ 8,625
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 45,416	\$ 46,769	\$ 46,769
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 13,395	\$ 16,310	\$ 17,675
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 377	\$ 437	\$ 437
OPERATING AND MAINTENANCE				
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Public Works employees; 100% of groundskeeper uniform.</i>	\$ 1,020	\$ 1,000	\$ 1,020

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support.</i>	\$ 2,040	\$ 2,000	\$ 2,040
60250	Maintenance and Repair <i>Includes charges for City building, facilities, infrastructure and equipment maintenance and repair.</i>	\$ 71,400	\$ 70,000	\$ 71,400
60270	Maintenance - Vehicles <i>Reflects cost of City vehicle maintenance.</i>	\$ 10,200	\$ 10,000	\$ 10,200
60560	Signs <i>Includes sign replacement and upgrade of signs throughout the City caused by damage, missing, reflectivity, etc.</i>	\$ 8,160	\$ 8,000	\$ 8,160
60650	Membership & Publications <i>Includes dues to Association of State Floodplain Managers (ASFPM), American Society of Civil Engineers (ASCE), and Water Environment Federation (WEF).</i>	\$ 1,020	\$ 1,000	\$ 1,020
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 1,530	\$ 1,500	\$ 1,530
60800	Contract Services <i>Includes contract services for answering service (33 percent of cost), janitorial services, security systems for City Hall, and pest control services at City Hall, Post Office, Library, and Sheriff's Office.</i>	\$ 76,500	\$ 75,000	\$ 76,500
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 561	\$ 500	\$ 510
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 4,080	\$ 2,000	\$ 2,040
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,224	\$ 1,200	\$ 1,224
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 7,140	\$ 5,000	\$ 5,100
61211	Utilities - Water <i>Reflects costs associated with water usage for irrigation and potable water at City Hall and Council Chambers.</i>	\$ 32,000	\$ 35,000	\$ 35,700
61230	Utilities - Electricity <i>Reflects cost of electricity at City Hall and Council Chambers.</i>	\$ 969	\$ 950	\$ 969
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 8,160	\$ 8,000	\$ 8,160

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
67575	Regulatory Compliance <i>Includes annual emission fee paid to Santa Barbara County.</i>	\$ 2,550	\$ 2,500	\$ 2,550
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 1,530	\$ 1,500	\$ 1,530
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 4,080	\$ 3,000	\$ 3,060

MINOR CAPITAL

711000	Property Acquisition <i>Reflects cost of acquiring property.</i>	\$ -	\$ -	\$ -
73100	Vehicle Replacement <i>Reflects cost of vehicle replacement.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Reflects acquisition of miscellaneous equipment.</i>	\$ 10,200	\$ 5,000	\$ 5,000
74100	Improvements <i>Includes Cash 4 Grass Rebate Program.</i>	\$ 25,500	\$ 25,000	\$ 25,000



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 168,388	\$ 171,114	\$ 317,264	\$ 227,851	\$ 354,194	\$ 341,356
Operating & Maintenance	\$ 181,657	\$ 149,085	\$ 133,416	\$ 124,231	\$ 285,656	\$ 186,324
Minor Capital	\$ 535	\$ 9,801	\$ 1,500	\$ -	\$ 1,000	\$ 1,000
Department Total	\$ 350,580	\$ 330,000	\$ 452,180	\$ 352,082	\$ 640,850	\$ 528,680

DEPARTMENT DESCRIPTION

Function: Community Development

The Planning Department encompasses current planning, long range planning, economic development, and code enforcement functions. Current planning is the processing of development applications, providing staff support for the Planning Commission and providing planning information to the public at the counter and over the telephone. Long range planning consists of updates to the General Plan and Zoning Ordinance amendments. Economic development activities include implementing the policies and programs of the Economic Development Element of the General Plan and being a member of the Economic Development Task Force. Code enforcement is the investigation of violations of the Municipal Code and associated abatement actions.

2017-2019 ACCOMPLISHMENTS

- The Avenue of Flags Specific Plan was adopted by City Council in October 2017, after a 2-year planning process.
- The City received an Award of Merit from the Central Coast Section of the California Chapter of the American Planning Association for the Avenue of Flags Specific Plan.
- Seven development projects received entitlements from 2017-2019; including one residential, three mixed-use, one industrial and two commercial projects.
- The Buellton Green Team was established in 2017 and regularly scheduled meetings are being held.
- The Buellton Planning Department became a Certified Green Business in January 2019 through the Santa Barbara County Green Business Program.
- A new Planning Director was hired in July 2018.

DEPARTMENTAL GOALS

1. Effectively administer the General Plan, Zoning Ordinance and Subdivision Ordinance.
2. Provide effective and efficient delivery of planning services to the public.
3. Goal of code enforcement is to ensure a clean and safe community in compliance with the Municipal Code.

OBJECTIVES

- A. Complete a comprehensive update to the Circulation and Land Use elements of the Buellton General Plan.
- B. Update City's Community Design Guidelines.
- C. Ensure provisions set forth in zoning code and subdivision ordinance are kept up-to-date.
- D. Continue to implement economic development policies and programs with a focus on the City's downtown area.
- E. Maintain an effective and efficient code enforcement program.
- F. Provide residents and other members of the public with timely and accurate information on upcoming projects and events in the City.

See Appendices for Performance Measures and Indicators.



Community Development - Planning

DEPARTMENT EXPENDITURES

Account: 001-565

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>EMPLOYEE SERVICES</u>						
50000 Salaries	122,759	121,345	233,582	163,919	238,066	250,598
50010 Planning Commission Salaries	3,300	2,650	6,000	6,000	6,000	6,000
50030 Hourly Employees [1]	-	-	-	-	28,700	-
50120 Employer SS/MC	1,861	2,037	4,398	2,581	3,473	3,655
50130 UI & Employee Training Tax	866	559	1,160	574	873	873
50200 PERS Retirement	12,761	13,913	20,262	16,339	21,762	24,036
50300 Workers Compensation	3,364	5,057	5,404	5,853	6,858	6,990
50400 Medical Benefit	20,619	22,524	33,094	23,608	34,047	34,047
50410 Employer Paid DCP	2,656	2,805	13,059	8,754	14,085	14,827
50500 Group Life Ins Benefit	202	223	305	222	329	329
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	168,388	171,114	317,264	227,851	354,194	341,356
<u>OPERATING & MAINTENANCE</u>						
60210 Computer Maintenance & Software	3,485	5,963	2,040	1,385	2,040	2,081
60250 Maintenance and Repair	194	144	510	169	510	520
60310 Equipment Rental	5,987	5,832	6,120	5,788	6,120	6,242
60520 Advertising - Legal	328	2,059	2,000	754	2,000	2,040
60650 Membership & Publication	262	853	816	813	816	832
60710 Travel & Training	4,733	6,048	5,100	8,527	5,100	5,202
60800 Contract Services [2]	124,691	108,435	100,000	90,427	252,240	152,240
60830 Contract Services - Engineering	30,298	5,764	6,120	5,973	6,120	6,242
60900 Miscellaneous	998	3,051	1,020	309	1,020	1,040
61130 Office Supplies	2,639	3,363	2,040	2,523	2,040	2,081
61131 Postage	377	27	-	-	-	-
61241 Utilities - Electric	2,680	2,609	2,550	2,627	2,550	2,601
67705 Telephone	4,985	4,936	5,100	4,936	5,100	5,202
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	181,657	149,085	133,416	124,231	285,656	186,324
<u>MINOR CAPITAL</u>						
72100 Office Equipment	-	-	-	-	-	-
72200 Office Furniture	535	9,801	1,000	-	1,000	1,000
72300 Computer Equipment	-	-	500	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	535	9,801	1,500	-	1,000	1,000
565 - PLANING TOTAL:	350,580	330,000	452,180	352,082	640,850	528,680

[1] The budget was adopted with the assumption that City Council will approve a temporary position for a part-time mentor. On May 23, 2019, City Council did not authorize the temporary position, therefore the budgeted item needs to be amended.

[2] Increase in FY 19/20 Includes cost for Land Use/Circulation Element Update.
 Total cost of \$200,000 including \$65,000 budget for Traffic Study. 75%/25% split between budget year FY 19/20 and FY 20/21 (\$150,000 and \$50,000, respectively).
 Economic Development Consultant - Kosmont Companies: \$20,000.
 Contract Planner - Metroventures: \$82,240



FUND 001- GENERAL

**DEPARTMENT: 565/COMMUNITY DEVELOPMENT -
PLANNING**

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

EMPLOYEE SERVICES		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
	Planning Director	1.00	1.00	1.00
	Planning Commissioners (5)	5.00	5.00	5.00
	Assistant Planner	1.00	1.00	1.00
	Staff Assistant/Planning Tech	0.80	0.80	0.80
	Accounting Technician (split with Finance, Planning, W & WW)	0.25	0.25	0.25
	Total:	8.05	8.05	8.05
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 233,582	\$ 238,066	\$ 250,598
50010	Planning Commission Salaries <i>Includes monthly payment of \$100 per month per planning commissioner.</i>	\$ 6,000	\$ 6,000	\$ 6,000
50030	Hourly Employee <i>Includes the cost of 500 billable hours for the Planning Mentor.</i>	\$ -	\$ 28,700	\$ -
<i>Benefits:</i>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 4,398	\$ 3,473	\$ 3,655
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,160	\$ 873	\$ 873
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 20,262	\$ 21,762	\$ 24,036
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 5,404	\$ 6,858	\$ 6,990
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 33,094	\$ 34,047	\$ 34,047
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 13,059	\$ 14,085	\$ 14,827
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 305	\$ 329	\$ 329

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 565/COMMUNITY DEVELOPMENT -

		<u>Budget 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
<u>OPERATING AND MAINTENANCE</u>				
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support.</i>	\$ 2,040	\$ 2,040	\$ 2,081
60250	Maintenance/Repair <i>Includes charges for copier and miscellaneous maintenance and repairs.</i>	\$ 510	\$ 510	\$ 520
60310	Equipment Rental <i>Reflects monthly lease expense for copier.</i>	\$ 6,120	\$ 6,120	\$ 6,242
60520	Advertising - Legal <i>Includes cost to publish public hearing notices, meeting announcements, etc. in the local newspaper.</i>	\$ 2,000	\$ 2,000	\$ 2,040
60650	Membership & Publications <i>Includes dues to California Association of Code Enforcement Offices (CACEO), Subscription to local newspaper, and misc. publications.</i>	\$ 816	\$ 816	\$ 832
60710	Travel & Training <i>Reflects costs for attendance at conferences and seminars for Planning Commission and Staff.</i>	\$ 5,100	\$ 5,100	\$ 5,202
60800	Contract Services <i>Includes contract services for Economic Development consultation with Kosmont Companies (\$20,000), Contract Planner with Metroventures (\$82,240) and Land Use/Circulation Element Update (\$150,000 for FY 19/20 and \$50,000 for FY 20/21 for a total cost of \$200,000).</i>	\$ 100,000	\$ 252,240	\$ 152,240
60830	Contract Services - Engineering <i>Includes contract services for GIS, CADD and mapping services.</i>	\$ 6,120	\$ 6,120	\$ 6,242
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 1,020	\$ 1,020	\$ 1,040
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 2,040	\$ 2,040	\$ 2,081
61241	Utilities - Electric <i>Reflects costs associated with electricity cost at 331B Park Street, Planning Office.</i>	\$ 2,550	\$ 2,550	\$ 2,601
67705	Telephone <i>Reflects cost of phone service at planning office and cell phone service for planning staff.</i>	\$ 5,100	\$ 5,100	\$ 5,202
<u>MINOR CAPITAL</u>				
72200	Office Furniture <i>Reflects cost for purchasing office equipment for Green Business Certification maintenance.</i>	\$ 1,000	\$ 1,000	\$ 1,000
72300	Computer Equipment <i>Reflects acquisition of miscellaneous computer equipment.</i>	\$ 500	-	-



Enterprise Funds



FUND 005 - WASTEWATER

DEPARTMENT: 701/WASTEWATER

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 296,193	\$ 346,443	\$ 320,897	\$ 296,848	\$ 346,563	\$ 361,700
Operating & Maintenance	\$ 803,282	\$ 842,712	\$ 1,312,215	\$ 880,186	\$ 1,321,707	\$ 1,382,362
Minor Capital	\$ 262	\$ 2,998	\$ -	\$ -	\$ 25,000	\$ -
Department Total	\$ 1,099,737	\$ 1,192,153	\$ 1,633,112	\$ 1,177,034	\$ 1,693,269	\$ 1,744,063

DEPARTMENT DESCRIPTION

The Wastewater Fund is an enterprise fund that is used to account for all the financial activity associated with the operation of the City's sewer utility. The Wastewater Department is responsible for operating, maintaining, cleaning and repairing the sanitary sewer system and treatment plant, including lift stations and mains. The Department provides biological and chemical analysis required to evaluate and manage domestic and industrial waste. It also maintains plant process control and provides the database for performance reports required by regulatory agencies.

In accordance with Generally Accepted Accounting Principles, capital purchases are not budgeted as expenditures within this fund; rather, depreciation expense is recorded over each asset's useful life.

2017-2019 ACCOMPLISHMENTS

- Continued to meet compliance requirements and convey/treat sewage for the community.
- Completed rehabilitation of one secondary clarifier.
- Completed regular and routine maintenance of lift stations.
- Completed regular and routine inspections and coordination for Fats, Oils and Grease (FOG) and Industrial Waste activities in the community.

DEPARTMENTAL GOALS

1. To provide FOG and Industrial Waste Discharge (IWD) Programs in the community to assist in the capacity and operations of the public sewer conveyance and treatment systems.
2. To provide sewer conveyance and treatment service and maintain efficiency in operations, system and plant activities, and to improve plant capacity.

OBJECTIVES

- A. Continue to perform repairs and replacement of sewer conveyance and treatment facilities in a safe and efficient manner to ensure the longevity of the City's infrastructure.
- B. Continue to provide FOG and IWD Programs.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Wastewater (Sewer)

Account: 005-701

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>EMPLOYEE SERVICES</u>						
50000 Salaries	256,978	240,257	235,981	221,326	254,943	265,979
50030 Hourly Employees	-	-	-	-	-	-
50120 Employer SS/MC	3,598	3,770	4,386	3,515	3,849	4,009
50130 UI & Employee Training Tax	1,417	860	1,050	902	902	902
50200 PERS Retirement	(20,259)	25,330	28,255	24,800	28,213	30,840
50300 Workers Compensation	5,890	8,850	7,529	5,447	7,344	7,419
50400 Medical Benefit	39,423	58,235	35,740	33,054	36,892	36,892
50410 Employer Paid DCP	8,844	8,812	7,635	7,489	14,080	15,319
50500 Group Life Ins Benefit	302	328	321	315	340	340
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	296,193	346,443	320,897	296,848	346,563	361,700
<u>OPERATING & MAINTENANCE</u>						
50600 Insurance - Liability	7,545	11,647	20,400	8,818	10,000	10,200
50610 Insurance - Property	7,638	6,769	12,855	7,402	7,650	7,803
60021 Audit	9,774	9,167	8,364	9,350	9,500	9,690
60131 Laundry - Uniform	877	909	1,122	895	1,100	1,122
60210 Computer Maintenance & Software	4,450	13,508	12,648	12,044	12,500	12,750
60211 Data Processing Contract Maintenance	-	-	1,326	-	-	-
60250 Maintenance and Repair [1]	36,794	84,912	50,000	47,621	100,000	102,000
60270 Maintenance - Vehicles	9,136	6,763	6,120	4,339	6,000	6,120
60650 Membership & Publication	1,086	812	510	902	800	816
60710 Travel & Training	759	1,525	4,080	1,142	4,000	4,080
60800 Contract Services	232,860	230,348	250,000	245,298	250,000	255,000
60830 Contract Services - Engineering	6,498	6,338	56,100	50,681	50,000	51,000
60900 Miscellaneous	547	3,444	300	5,610	5,600	5,712
60905 CalPERS Unfunded Accrued Liability [2]	10,980	14,289	25,000	25,639	29,554	30,425
61111 Chemicals and Analysis	30,796	36,961	31,000	30,347	35,000	35,700
61127 Tools	774	1,982	1,020	918	2,000	2,040
61130 Office Supplies	1,420	2,305	2,040	2,078	2,000	2,040
61131 Postage	5,580	5,020	5,100	4,788	5,100	5,202
61140 Operational Supplies	2,746	4,804	4,500	2,174	4,500	4,590
61211 Utilities - Water	3,966	4,644	26,520	5,747	6,000	6,120
61241 Utilities - Electric	113,474	98,614	102,000	102,665	102,000	104,040
61280 Fuel - Vehicles	5,096	5,785	5,100	5,412	5,100	5,202
67575 Regulatory Compliance	26,379	16,527	20,400	24,227	25,000	25,500
67600 Safety Equipment	1,587	1,014	2,040	1,839	2,000	2,040
67705 Telephone	8,957	8,311	8,670	8,613	8,500	8,670
68110 Depreciation	273,563	266,312	255,000	271,638	275,000	280,500
69100 Transfer to Other Funds	-	-	400,000	-	362,803	404,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	803,282	842,712	1,312,215	880,186	1,321,707	1,382,362



DEPARTMENT EXPENDITURES (continued)

Wastewater (Sewer)

Account: 005-701

Biennial Budget for FY 19/20 and FY 20/21

BUDGET NOTE: Capital items are expensed in the Depreciation Category in the operating section.

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>MINOR CAPITAL</u>						
73100 Vehicle Replacement	-	-	-	-	-	-
73500 Equipment	262	2,998	-	-	25,000	-
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	262	2,998	-	-	25,000	-
701 - WASTEWATER TOTAL:	1,099,737	1,192,153	1,633,112	1,177,034	1,693,269	1,744,063

[1] \$50,000 is allocated to Sewer Collections System Cleaning (CCTV). It was formerly a part of CIP #092-702. CCTV is routine cleaning and does not enhance capacity.

[2] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.



FUND 005- WASTEWATER

DEPARTMENT: 701/WASTEWATER

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

<u>EMPLOYEE SERVICES</u>		<u>Budget 2018-19</u>	<u>Adopted 2019-20</u>	<u>Adopted 2020-21</u>
	Public Works Director	0.30	0.30	0.30
	Facilities Maintenance	0.30	0.30	0.30
	Maintenance & Utility Fieldworker I (1)	0.30	0.30	0.30
	Journeyman Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
	Lead Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
	Finance Director	0.25	0.25	0.25
	Accounting Specialist	0.25	0.25	0.25
	Revenue Specialist	0.40	0.40	0.40
	Accounting Technician (split with Finance, Planning, W & WW)	0.15	0.15	0.15
	Total:	3.15	3.15	3.15
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 235,981	\$ 254,943	\$ 265,979
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 4,386	\$ 3,849	\$ 4,009
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,050	\$ 902	\$ 902
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 28,255	\$ 28,213	\$ 30,840
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 7,529	\$ 7,344	\$ 7,419
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 35,740	\$ 36,892	\$ 36,892
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 7,635	\$ 14,080	\$ 15,319
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 321	\$ 340	\$ 340

EXPENDITURE NARRATIVE (continued)
FUND 005

DEPARTMENT: 701/WASTEWATER

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
50600	Insurance - Liability <i>Includes 10 percent of City's liability insurance. 80 percent of cost is charged to the General Fund, and the remaining 10 percent to the Water Fund.</i>	\$ 20,400	\$ 10,000	\$ 10,200
50610	Insurance - Property <i>Includes 40 percent of City's fire insurance. 20 percent of cost is charged to the General Fund, and the remaining 40 percent to the Water Fund. This cost also includes earthquake and flood insurance on City property.</i>	\$ 12,855	\$ 7,650	\$ 7,803
60021	Audit <i>Reflects a 33 percent cost of the annual financial audit. Costs are split between the General, Wastewater, and Water Funds.</i>	\$ 8,364	\$ 9,500	\$ 9,690
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Wastewater Plant operators.</i>	\$ 1,122	\$ 1,100	\$ 1,122
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support which includes SCADA and Tyler Accounting Software.</i>	\$ 12,648	\$ 12,500	\$ 12,750
60211	Data Processing Contract Maintenance <i>Includes cost for support for Utility Billing Software.</i>	\$ 1,326	\$ -	\$ -
60250	Maintenance/Repair <i>Includes charges for Wastewater Treatment Plant maintenance and repair.</i>	\$ 50,000	\$ 100,000	\$ 102,000
60270	Maintenance - Vehicles <i>Reflects cost of city vehicle maintenance.</i>	\$ 6,120	\$ 6,000	\$ 6,120
60650	Membership & Publications <i>Includes dues to Water Reuse Association, California Water Environment Association, and to the State Water Resource Board.</i>	\$ 510	\$ 800	\$ 816
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 4,080	\$ 4,000	\$ 4,080
60800	Contract Services <i>Includes contract services with Autosys, Wallace Group, Fluid Resource Management, answering service, water sample delivery, bio solid waste handling, safety equipment servicing and laundry service.</i>	\$ 250,000	\$ 250,000	\$ 255,000
60830	Contract Services - Engineering <i>Includes contract engineering services for work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades, and Regional Water Quality Control Board (RQVCB) compliance and permitting, sewer network model and inflow/infiltration study upgrade.</i>	\$ 56,100	\$ 50,000	\$ 51,000

EXPENDITURE NARRATIVE (continued)
FUND 005

DEPARTMENT: 701/WASTEWATER

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60900	Miscellaneous <i>Other costs are due to various small WWTP related purchases.</i>	\$ 300	\$ 5,600	\$ 5,712
61131	CalPERS Unfunded Accrual Liability <i>Includes CalPERS Unfunded Liability (split with Water and General Fund). The Wastewater's CalPERS liability is 15 percent of the total cost (\$197,024). This is a new account effective 7/1/19 for better transparency related to pension costs. Allocation to Water fund is 15 percent and allocation to General Fund is 70 percent.</i>	\$ 25,000	\$ 29,554	\$ 30,425
61211	Chemical/Analysis <i>Reflects costs associated with wastewater testing.</i>	\$ 31,000	\$ 35,000	\$ 35,700
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 1,020	\$ 2,000	\$ 2,040
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 2,040	\$ 2,000	\$ 2,040
61131	Postage <i>Reflects postage costs for utility bills.</i>	\$ 5,100	\$ 5,100	\$ 5,202
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 4,500	\$ 4,500	\$ 4,590
61211	Utilities - Water <i>Reflects cost of water service at Wastewater Treatment Plant.</i>	\$ 26,520	\$ 6,000	\$ 6,120
61230	Utilities - Electricity <i>Reflects cost of electricity at Wastewater Treatment Plant.</i>	\$ 102,000	\$ 102,000	\$ 104,040
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 5,100	\$ 5,100	\$ 5,202
67575	Regulatory Compliance <i>Includes annual compliance fees and permits with various regulatory agencies including: Air Pollution Board, Regional Water Quality Control Board, and County of Santa Barbara.</i>	\$ 20,400	\$ 25,000	\$ 25,500
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 2,040	\$ 2,000	\$ 2,040
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 8,670	\$ 8,500	\$ 8,670
68110	Depreciation <i>Includes the depreciation of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.</i>	\$ 255,000	\$ 275,000	\$ 280,500

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 701/WASTEWATER

FUND 005

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
69100	<i>Transfer to Other Funds (WW Capital)</i> <i>Includes transfers from reserves for CIP. See Wastewater Capital Fund for details.</i>	\$ 400,000	\$ 362,803	\$ 404,000

MINOR CAPITAL

73100	<i>Vehicles</i> <i>Reflects cost of vehicle replacement.</i>	\$ -	\$ -	\$ -
73500	<i>Equipment</i> <i>Reflects acquisition of Wastewater Treatment Plant equipment.</i>	\$ -	\$ 25,000	\$ -
74100	<i>Improvements</i> <i>Includes improvements for Wastewater Treatment Plan.</i>	\$ -	\$ -	\$ -

**FUND 006 - WASTEWATER CAPITAL****DEPARTMENT: 702/WASTEWATER CAPITAL**

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 82	\$ 494	\$ 425,000	\$ 127,263	\$ 472,916	\$ 486,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 82	\$ 494	\$ 425,000	\$ 127,263	\$ 472,916	\$ 486,000

DEPARTMENT DESCRIPTION

Wastewater Capital fund is used to record Connection Fees. Revenue from this source is used for Capital Projects. This fund records transfers in from the Sewer Fund 005 and transfers out to Fund 092 (Capital Projects) . For example, Wastewater Treatment Plant Improvements, and sewer line replacement.

2017-2019 ACCOMPLISHMENTS

- Reference Fund 005-Sewer.

DEPARTMENTAL GOALS

- Reference Fund 005-Sewer.

OBJECTIVES

- Reference Fund 005-Sewer.



DEPARTMENT EXPENDITURES

Wastewater Capital

Account: 006-702

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
68110 Depreciation	82	494	-	4,583	22,916	36,000
69100 Transfer to Other Funds for CIPs	-	-	425,000	122,680	450,000	450,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	82	494	425,000	127,263	472,916	486,000
<u>MINOR CAPITAL</u>						
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL</u>	-	-	-	-	-	-
006-702 WASTEWATER CAPITAL TOTAL:	82	494	425,000	127,263	472,916	486,000



**FUND 006-
WASTEWATER CAPITAL**

DEPARTMENT: 702/WASTEWATER CAPITAL

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
68110	Depreciation <i>Estimated depreciation. Includes the depreciation of utility plant, buildings, underground lines, vehicles, etc. Excludes land.</i>	\$ -	\$ 22,916	\$ 36,000
69100	Transfer to Other Funds <i>Includes charges for the following Capital Improvement Projects (CIP) Fund 092:</i>	\$ 425,000	\$ 450,000	\$ 450,000
	<i>Project #702: Sewer Collections System Clean CCTV</i>	\$ -	\$ -	\$ -
	<i>Project #703: WWTP and Lift Station security and reliability project</i>	\$ 25,000	\$ -	\$ -
	<i>Project #704: Sewer Line Replacement</i>	\$ 100,000	\$ 150,000	\$ 150,000
	<i>Project #706: WWTP Facilities Maintenance</i>	\$ 300,000	\$ 300,000	\$ 300,000



FUND 020 - WATER

DEPARTMENT: 601/WATER

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ 310,819	\$ 347,134	\$ 322,312	\$ 278,159	\$ 346,563	\$ 361,700
Operating & Maintenance	\$ 1,642,328	\$ 1,641,326	\$ 2,704,175	\$ 1,870,425	\$ 2,489,984	\$ 2,411,820
Minor Capital	\$ 2,072	\$ 1,656	\$ 20,000	\$ -	\$ 10,000	\$ -
Department Total	\$ 1,955,219	\$ 1,990,115	\$ 3,046,487	\$ 2,148,584	\$ 2,846,546	\$ 2,773,521

DEPARTMENT DESCRIPTION

The Water Fund is an enterprise fund that is used to account for all the financial activity associated with the operation of the City's water utility. The Water Department is responsible for providing production, treatment and distribution of potable domestic water to all residential, commercial and industrial customers within the City as well as providing water for fire suppression. The Department maintains water quality control to meet all Health Department standards and regulations.

In accordance with Generally Accepted Accounting Principles, capital purchases are not budgeted as expenditures within this fund; rather, depreciation expense is recorded over each asset's useful life.

2017-2019 ACCOMPLISHMENTS

- Continued to meet compliance requirement and supply the community with potable water.
- Completed fire hydrant replacement at various locations throughout the City.
- Completed water main and supply line valve repairs at various locations throughout the City.
- Replaced broken water meters at various locations throughout the City.
- Completed valve and facility piping at McMurray Water Treatment Plant.

DEPARTMENTAL GOALS

1. To provide water service and maintain efficiency in operations, system and plant activities, and to improve and build plant capacity.

OBJECTIVES

- A. Continue to perform repairs and replacement of water production, treatment and distribution facilities in a safe and efficient manner to ensure longevity of the City's water supply.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Water

Account: 020-601

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>EMPLOYEE SERVICES</u>						
50000 Salaries	245,565	240,530	235,981	205,009	254,943	265,979
50030 Hourly Employees	-	-	-	-	-	-
50120 Employer SS/MC	3,434	3,760	4,975	3,347	3,849	4,009
50130 UI & Employee Training Tax	1,417	860	1,383	902	902	902
50200 PERS Retirement	7,103	25,273	28,256	23,640	28,213	30,840
50300 Workers Compensation	6,251	9,428	8,021	5,447	7,344	7,419
50400 Medical Benefit	38,340	58,172	35,740	32,989	36,892	36,892
50410 Employer Paid DCP	8,420	8,792	7,635	6,558	14,080	15,319
50500 Group Life Ins Benefit	289	320	321	269	340	340
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	310,819	347,134	322,312	278,159	346,563	361,700
<u>OPERATING & MAINTENANCE</u>						
50600 Insurance - Liability	7,545	11,647	20,400	8,818	10,000	10,200
50610 Insurance - Property	7,638	6,769	12,855	7,402	7,650	7,803
60021 Audit	9,775	9,167	8,364	9,350	9,500	9,690
60131 Laundry - Uniform	515	563	1,020	546	1,000	1,020
60210 Computer Maintenance & Software	4,048	14,155	14,322	14,805	15,000	15,300
60211 Data Processing Contract Maintenance	-	-	1,326	-	-	-
60250 Maintenance and Repair	65,220	74,741	50,000	36,412	50,000	51,000
60270 Maintenance - Vehicles	5,743	5,055	6,120	5,219	6,000	6,120
60550 Printing	-	-	918	-	-	-
60650 Membership & Publication	1,537	1,965	3,060	1,975	3,000	3,060
60710 Travel & Training [1]	1,438	1,503	4,080	1,471	12,000	12,240
60800 Contract Services	89,459	14,720	95,000	38,700	85,000	86,700
60830 Contract Services - Engineering	34,343	78,981	75,000	73,322	75,000	76,500
60900 Miscellaneous	2,129	4,148	300	5,541	5,500	5,610
60905 CalPERS Unfunded Accrued Liability [2]	11,764	14,289	25,000	25,639	29,554	30,425
61111 Chemicals and Analysis	38,066	35,126	40,000	35,623	40,000	40,800
61127 Tools	511	2,640	3,000	659	3,000	3,060
61130 Office Supplies	1,039	1,619	1,530	1,952	2,000	2,040
61131 Postage	5,608	5,020	4,590	4,755	5,100	5,202
61140 Operational Supplies	1,099	510	1,530	1,523	1,500	1,530
61240 Meter Expense	-	10,696	40,800	28,250	25,000	25,500
61241 Utilities - Electric	152,025	134,443	166,770	133,973	140,000	140,000
61280 Fuel - Vehicles	5,096	5,785	6,120	5,413	6,000	6,120
67575 Regulatory Compliance	7,992	19,582	21,000	20,622	21,000	21,420
67600 Safety Equipment	484	360	1,530	643	1,500	1,530
67610 Santa Ynez River Appropriation	15,063	18,265	16,000	21,325	25,000	25,500
67635 State Water Project	885,261	952,817	1,417,800	1,164,637	1,300,000	1,326,000
67705 Telephone	8,433	8,174	10,200	7,633	10,000	10,200
68110 Depreciation	280,497	208,584	180,540	214,219	220,000	224,400
69100 Transfer to Other Funds	-	-	475,000	-	380,680	262,850
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	1,642,328	1,641,326	2,704,175	1,870,425	2,489,984	2,411,820



DEPARTMENT EXPENDITURES (continued)

Water

Account: 020-601

Biennial Budget for FY 19/20 and FY 20/21

BUDGET NOTE: Capital items are expended in the Depreciation Category in the operating section.

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>MINOR CAPITAL</u>						
73100 Vehicle Replacement	-	-	-	-	-	-
73500 Equipment	79	1,656	20,000	-	10,000	-
74100 Improvements	1,993	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	2,072	1,656	20,000	-	10,000	-
601 - WATER TOTAL:	1,955,219	1,990,115	3,046,487	2,148,584	2,846,546	2,773,521

- [1] Appropriation increase for additional training for employees.
- [2] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.



FUND 020- WATER

DEPARTMENT: 601/WATER

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

EMPLOYEE SERVICES		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
	Public Works Director	0.30	0.30	0.30
	Facilities Maintenance	0.30	0.30	0.30
	Maintenance & Utility Fieldworker I (1)	0.30	0.30	0.30
	Journeyman Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
	Lead Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
	Finance Director	0.25	0.25	0.25
	Accounting Specialist	0.25	0.25	0.25
	Revenue Specialist	0.40	0.40	0.40
	Accounting Technician (split with Finance, Planning, W & WW)	0.15	0.15	0.15
	Total:	3.15	3.15	3.15
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 235,981	\$ 254,943	\$ 265,979
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 4,975	\$ 3,849	\$ 4,009
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,383	\$ 902	\$ 902
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 28,256	\$ 28,213	\$ 30,840
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 8,021	\$ 7,344	\$ 7,419
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 35,740	\$ 36,892	\$ 36,892
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 7,635	\$ 14,080	\$ 15,319
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 321	\$ 340	\$ 340

EXPENDITURE NARRATIVE (continued)
FUND 020

DEPARTMENT: 601/WATER

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
50600	Insurance - Liability <i>Includes 10 percent of City's liability insurance. 80 percent of cost is charged to the General Fund, and the remaining 10 percent to the Wastewater Fund.</i>	\$ 20,400	\$ 10,000	\$ 10,200
50610	Insurance - Property <i>Includes 40 percent of City's fire insurance. 20 percent of cost is charged to the General Fund, and the remaining 40 percent to the Wastewater Fund. This cost also includes earthquake and flood insurance on City property.</i>	\$ 12,855	\$ 7,650	\$ 7,803
60021	Audit <i>Reflects a 33 percent cost of the annual financial audit. Costs are split between the General, Wastewater, and Water Funds.</i>	\$ 8,364	\$ 9,500	\$ 9,690
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Water Department employees.</i>	\$ 1,020	\$ 1,000	\$ 1,020
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support which includes SCADA and Tyler Accounting Software.</i>	\$ 14,322	\$ 15,000	\$ 15,300
60211	Data Processing Contract Maintenance <i>Includes cost for support for Utility Billing Software.</i>	\$ 1,326	\$ -	\$ -
60250	Maintenance/Repair <i>Includes charges for Water Plant maintenance and repair.</i>	\$ 50,000	\$ 50,000	\$ 51,000
60270	Maintenance - Vehicles <i>Reflects cost of city vehicle maintenance.</i>	\$ 6,120	\$ 6,000	\$ 6,120
60550	Printing <i>Reflects cost for printing billing statements.</i>	\$ 918	\$ -	\$ -
60650	Membership & Publications <i>Includes membership dues for the American Works Association (AEEA), Cross Connection, Santa Barbara Purveyors Association, Underground Service Alert (USA), etc.</i>	\$ 3,060	\$ 3,000	\$ 3,060
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 4,080	\$ 12,000	\$ 12,240
60800	Contract Services <i>Includes contract services for 33 percent of answering service, Backflow program management, SCADA maintenance program, courier, and rate study.</i>	\$ 95,000	\$ 85,000	\$ 86,700

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 601/WATER

FUND 020

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
60830	Contract Services - Engineering <i>Includes services for water system modeling and Atlas mapping.</i>	\$ 75,000	\$ 75,000	\$ 76,500
60900	Miscellaneous <i>Other costs are due to various small water treatment plan related purchases.</i>	\$ 300	\$ 5,500	\$ 5,610
61131	CalPERS Unfunded Accrued Liability <i>Includes CalPERS Unfunded Liability (split with Wastewater and General Fund). The Water Fund's CalPERS liability is 15 percent of the cost (\$197,024).</i>	\$ 25,000	\$ 29,554	\$ 30,425
61211	Chemical/Analysis <i>Reflects costs associated with water testing.</i>	\$ 40,000	\$ 40,000	\$ 40,800
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 3,000	\$ 3,000	\$ 3,060
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,530	\$ 2,000	\$ 2,040
61131	Postage <i>Reflects postage costs for utility bills.</i>	\$ 4,590	\$ 5,100	\$ 5,202
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 1,530	\$ 1,500	\$ 1,530
61240	Meter Expense <i>Reflects cost for new and replacement meters. New meter expense is offset by meter installation revenue.</i>	\$ 40,800	\$ 25,000	\$ 25,500
61230	Utilities - Electricity <i>Reflects cost of electricity at Water Treatment Plant.</i>	\$ 166,770	\$ 140,000	\$ 140,000
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 6,120	\$ 6,000	\$ 6,120
67575	Regulatory Compliance <i>Includes annual compliance fees and permits with various regulatory agencies including: State Water Resources Control Board (SWRCB) and County of Santa Barbara.</i>	\$ 21,000	\$ 21,000	\$ 21,420
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 1,530	\$ 1,500	\$ 1,530
67610	Santa Ynez River Appropriation <i>Reflects annual groundwater charges.</i>	\$ 16,000	\$ 25,000	\$ 25,500

EXPENDITURE NARRATIVE (continued)
FUND 020

DEPARTMENT: 601/WATER

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
67635	State Water Project <i>Reflects charges to Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.</i>	\$ 1,417,800	\$ 1,300,000	\$ 1,326,000
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 10,200	\$ 10,000	\$ 10,200
68110	Depreciation <i>Includes the depreciation of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.</i>	\$ 180,540	\$ 220,000	\$ 224,400
69100	Transfer to Other Funds (Water Capital) <i>Includes transfers from reserves for CIP. See Water Capital Fund for details.</i>	\$ 475,000	\$ 380,680	\$ 262,850

MINOR CAPITAL

73100	Vehicles <i>Reflects cost of vehicle replacement.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Includes sampling, sounding, and generators.</i>	\$ 20,000	\$ 10,000	\$ -
74100	Improvements <i>Includes improvements for Water Treatment Plant improvements, buildings, filters, booster stations, and ClearSCADA software.</i>	\$ -	\$ -	\$ -



FUND 021 - WATER CAPITAL

DEPARTMENT: 602/WATER CAPITAL

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 633	\$ 1,383	\$ 525,000	\$ 99,363	\$ 624,000	\$ 437,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 633	\$ 1,383	\$ 525,000	\$ 99,363	\$ 624,000	\$ 437,000

DEPARTMENT DESCRIPTION

Water Capital fund is used to record Connection Fees. Revenue from this source is used for Capital Projects. This fund records transfers out to Fund 092 (Capital Projects). For example, rehabilitation of reservoirs, water treatment plant improvements, and water distribution system improvements.

In accordance with Generally Accepted Accounting Principles, capital purchases are not budgeted as expenditures within this fund; rather, depreciation expense is recorded over each asset's useful life.

2017-2019 ACCOMPLISHMENTS

- Reference Fund 020 Water.

DEPARTMENTAL GOALS

- Reference Fund 020 Water.

OBJECTIVES

- Reference Fund 020 Water.



DEPARTMENT EXPENDITURES

Water Capital

Account: 021-602

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
68110 Depreciation	633	1,383	-	4,375	24,000	37,000
69100 Transfer to Other Funds for CIPs [1]	-	-	525,000	94,988	600,000	400,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	633	1,383	525,000	99,363	624,000	437,000
<u>MINOR CAPITAL</u>						
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	-	-	-	-
021-602 WATER CAPITAL TOTAL:	633	1,383	525,000	99,363	624,000	437,000

[1] In accordance with Generally Accepted Accounting Principles, capital purchases are not recorded as expenditures within this fund; rather, depreciation expense is recorded over the asset's useful life. The budgeted amount is for informational purposes.



**FUND 021- WATER
CAPITAL**

DEPARTMENT: 602/WATER CAPITAL

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
68110	Depreciation <i>Estimated depreciation. Includes the depreciation of utility plant, buildings, underground lines, etc. Excludes land.</i>	\$ -	\$ 24,000	\$ 37,000
69100	Transfer to Other Funds <i>Includes charges for the following Capital Improvement Projects (CIP) Fund 092.</i>	\$ 525,000	\$ 600,000	\$ 400,000
	<i>Project #603: WTP Facilities Improvement</i>	\$ 100,000	\$ 150,000	\$ 150,000
	<i>Project #607: Water Meter Upgrades</i>	\$ 50,000	\$ 100,000	\$ 100,000
	<i>Project#608: WTP/Booster Power Reliability</i>	\$ 145,000	\$ 200,000	\$ -
	<i>Project#609: Supplemental Well/WTP Feasibility</i>	\$ -	\$ 50,000	\$ 50,000
	<i>Project#610: Water Distribution System Improvement</i>	\$ 200,000	\$ 100,000	\$ 100,000
	<i>Project#611: Recycled Water Concept/Feasibility - Joint Project</i>	\$ 30,000	\$ -	\$ -



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Special Revenue Funds



FUND 023 - HOUSING

DEPARTMENT: 580/HOUSING

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 700	\$ 2,000	\$ 3,060	\$ 1,000	\$ 3,000	\$ 3,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 700	\$ 2,000	\$ 3,060	\$ 1,000	\$ 3,000	\$ 3,000

DEPARTMENT DESCRIPTION

Function: Community Development

The funds received from this program may be used for anything associated with site development and development of low cost housing. This fund also accounts for funding to assist qualified residents for mobile home related repair projects. Funding sources come from interest earned on investments and from affordable housing fees paid by new developers.

2017-2019 ACCOMPLISHMENTS

- Assisted with the repair of a roof for a Senior living in a mobile home in the community.
- Assisted with the installation of a new furnace, new gas and electrical connections in a Senior home.

DEPARTMENTAL GOAL

1. Continue to provide assistance to low-income residents in the City.

OBJECTIVES

- A. To assist in mobile home repairs to help those in need within the community.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Housing

Account: 023-580

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60800 Contract Services	-	-	-	-	-	-
67385 Housing Assistance	-	-	-	-	-	-
67470 Mobile Home Repair	700	2,000	3,060	1,000	3,000	3,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	700	2,000	3,060	1,000	3,000	3,000
<u>MINOR CAPITAL</u>						
74100 Improvements	-	-	-	-	-	-
<u>MINOR CAPITAL SUBTOTAL:</u>	-	-	-	-	-	-
023 -HOUSING TOTAL:	700	2,000	3,060	1,000	3,000	3,000



FUND 023-HOUSING

DEPARTMENT: 580/HOUSING

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
60800	Contract Services	\$ -	\$ -	\$ -
	<i>Charges under this budget item not currently expected.</i>			
67385	Housing Assistance	\$ -	\$ -	\$ -
	<i>Reflects cost of housing assistance subsidy, or other related charges.</i>			
67470	Mobile Home Repair	\$ 3,060	\$ 3,000	\$ 3,000
	<i>Includes mobile home repairs through the Buellton Senior Center.</i>			



FUND 025 - GAS TAX

**DEPARTMENT: 553/STEET MAINTENANCE, 554/TRAFFIC SAFETY,
555/STREET CLEANING, 557/ENGINEERING**

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 264,985	\$ 365,952	\$ 604,000	\$ 288,978	\$ 349,575	\$ 352,253
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 264,985	\$ 365,952	\$ 604,000	\$ 288,978	\$ 349,575	\$ 352,253

DEPARTMENT DESCRIPTION

Function: Public Works

The Gas Tax Fund is monies collected from gas taxes that are restricted for street construction, repair, maintenance, traffic signals and street cleaning in accordance with State Controller's guidelines.

2017-2019 ACCOMPLISHMENTS

- Completed Ave of Flags Pedestrian Sidewalk Improvement - CIP #092-206
- Completed Hwy 246/Sidewalk Improvement - CIP #092-312
- Completed Road Maintenance Project 15/16 and 16/17 - CIP #092-313
- Completed Road Maintenance Project 17/18 - CIP# 092-316

DEPARTMENTAL GOAL

1. Continue to fund street improvements and maintenance projects.

OBJECTIVES

- A. Complete the following Capital Improvement Projects (CIP):
- CIP Project #092-307: McMurray Road Widening/TS Improvement
 - CIP Project #092-317: 2018-19 Road Maintenance Project
 - CIP Project #092-318: 2019-20 Road Maintenance Project
 - CIP Project #092-319: 2020-21 Road Maintenance Project

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Gas Tax

Account: 025-55X

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60800 Contract Services	89,348	82,573	86,700	76,176	85,000	86,700
60830 Contract Services - Engineering	8,469	360	15,300	-	15,000	15,300
67265 Encroachment Permit Processing [1]	14,543	175	-	14,240	10,000	10,200
67695 Annual Street Report	-	-	2,000	2,000	2,000	2,040
69100 Transfer to Other Funds	152,625	282,844	500,000	-	-	-
77000 Transfer to Other Funds for CIPs [2]	-	-	-	196,562	237,575	238,013
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	264,985	365,952	604,000	288,978	349,575	352,253
025 -GAS TAX TOTAL:	264,985	365,952	604,000	288,978	349,575	352,253

[1] Account name was changed from "Development Permit Processing" to "Encroachment Permit Processing". It reflects the cost associated with encroachment permit processing.

[2] New account was created to record transfer for Capital Improvement Projects. Account 69100 will be used for transfer for operating expenditures. See Fund 092.



FUND 025-GAS TAX

**DEPARTMENT: 553/STREET MAINTENANCE,
554/TRAFFIC SAFETY, 555/STREET CLEANING,
557/ENGINEERING**

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
60800	Contract Services <i>Reflects general engineering costs as required by the City and cost for engineering services for street operational improvements.</i>	\$ 86,700	\$ 85,000	\$ 86,700
60830	Contract Services - Engineering <i>Reflects costs related to traffic safety studies.</i>	\$ 15,300	\$ 15,000	\$ 15,300
67265	Encroachment Permit Processing <i>Reflects costs associated with encroachment permits processing.</i>	\$ -	\$ 10,000	\$ 10,200
67695	Annual Street Report <i>Reflects General Engineering cost as requested by the City.</i>	\$ 2,000	\$ 2,000	\$ 2,040
77000	Transfer to Other Funds (for CIPs) <i>Includes charges for the following Capital Improvement Projects (CIP). <u>Reference Fund 092.</u></i>	\$ 500,000	\$ 237,575	\$ 238,013
	<i>Project #307 - McMurray Road Widening/TS Improvement</i>	\$ 150,000	\$ 75,000	\$ 150,000
	<i>Project #316 - Road Maintenance Project 17/18</i>	\$ 200,000		
	<i>Project#317 - Road Maintenance 18/19</i>	\$ 150,000	\$ 75,000	\$ -
	<i>Project #318 - Road Maintenance 19/20</i>	\$ -	\$ 87,575	\$ -
	<i>Project #319 - Road Maintenance 20/21</i>	\$ -	\$ -	\$ 88,013



FUND 027 - LOCAL TRANSPORTATION FUND

DEPARTMENT: 559/TDA GRANT

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 31,207	\$ 46,622	\$ 657,500	\$ 57,500	\$ 176,500	\$ 127,800
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 31,207	\$ 46,622	\$ 657,500	\$ 57,500	\$ 176,500	\$ 127,800

DEPARTMENT DESCRIPTION

Function: Public Works

Local Transportation Funds are used for transportation services for the citizens of Buellton. After all unmet needs are satisfied, the funds may be used for street construction, repair and maintenance.

The City redirects funds to the City of Solvang for servicing the transit operations. In addition, the City contracts with Lompoc-Wine Country Express, Santa Ynez Valley (SYV) Transit Dial-A-Ride and the Breeze Pilot Extension.

2017-2019 ACCOMPLISHMENTS

- The City of Buellton continues to contract with the SYV Transit, the Breeze and Lompoc-Wine Country Express.
- Santa Ynez Valley Transit provided 12,275 rides to Buellton from March 2017 to February 2018.
- Santa Ynez Valley Transit provided 11,429 rides to Buellton from March 2018 to February 2019.
- Reserve funds have been set-aside for future bike and pedestrian trails.

DEPARTMENTAL GOALS

1. To effectively meet the needs and expectations of the residents and businesses of Buellton with City transit services that connect our community with priority destinations through the County.
2. To construct bike and pedestrian paths in the City.

OBJECTIVES

- A. Continue to provide Buellton residents with alternative transportation options such as bus routes with the Breeze, Lompoc Wine Country Express and Santa Ynez Valley Transit Dial-a-Ride.
- B. Continue to allocate funds to the Bike and Pedestrian Reserve to accumulate enough funds to begin conceptual planning and design.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Local Transportation

Account: 027-559

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
67115 Breeze Extension Pilot	10,007	25,122	26,000	26,000	65,000	66,300
67445 Lompoc - Wine Country Express	20,000	20,000	20,000	20,000	20,000	20,000
67685 SYVT Dial-A-Ride Subsidy	1,200	1,500	1,500	1,500	1,500	1,500
69100 Transfer to Other Funds	-	-	600,000	-	-	-
69400 Transfer to Bikes and Trails Reserve	-	-	10,000	10,000	20,000	20,000
77000 Transfer to Other Funds for CIPs [1]	-	-	-	-	70,000	20,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	31,207	46,622	657,500	57,500	176,500	127,800
027 - LOCAL TRANSPORTATION TOTAL:	31,207	46,622	657,500	57,500	176,500	127,800

[1] New account was created to report transfer to Capital Improvement Projects. Account 69100 will be used for operating transfers. See Fund 092.



**FUND 027 - LOCAL
TRANSPORTATION**

DEPARTMENT: 559/TDA GRANT

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
67115	Breeze Extension Pilot <i>Reflects annual operating cost of Breeze 200 transit service.</i>	\$ 26,000	\$ 65,000	\$ 66,300
67445	Lompoc - Wine Country Express <i>Reflects cost of Wine Country Express transit service.</i>	\$ 20,000	\$ 20,000	\$ 20,000
67685	SYVT Dial-A-Ride Subsidy <i>Reflects annual cost of SYV Dial-A-Ride Subsidy.</i>	\$ 1,500	\$ 1,500	\$ 1,500
69400	Bikes and Trails transfer to Reserves <i>Reflects amount set-aside to fund future bike and trail projects.</i>	\$ 10,000	\$ 20,000	\$ 20,000
77000	Transfer to Other Funds (for CIPs) <i>Includes charges for the following Capital Improvement Projects (CIP). <u>Reference Fund 092.</u></i>	\$ 600,000	\$ 70,000	\$ 20,000
	<i>Project #207 - Santa Ynez River Trail Conceptual Plan and Feasibility Study</i>	\$ -	\$ 20,000	\$ 20,000
	<i>Project #308 - North Avenue of Flags Park and Ride</i>	\$ 600,000	\$ 50,000	\$ -

**FUND 029 -TRANSPORTATION PLANNING****DEPARTMENT: 557/ENGINEERING**

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 51,845	\$ 40,415	\$ 45,000	\$ 34,505	\$ 45,000	\$ 45,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 51,845	\$ 40,415	\$ 45,000	\$ 34,505	\$ 45,000	\$ 45,000

DEPARTMENT DESCRIPTION

Function: Public Works

Transportation Planning funds are to be used for services related to compliance with annual reporting requirements of Santa Barbara County Association of Governments (SBCAG) and the California Department of Transportation. Funding sources are from State Transit Funding, interest earned on investments and transfers from the General Fund.

2017-2019 ACCOMPLISHMENTS

- Continued to contract with MNS Engineers, Inc. to provide transportation and alternative transportation/transit planning and management activities, involving Caltrans and transportation issues as requested by City staff.

DEPARTMENTAL GOAL

1. To plan, develop and operate transportation and transit services.

OBJECTIVES

A. Continue to work with MNS Engineers, Inc. and Caltrans to coordinate and plan transportation and transit services.

B. Contribute \$5,000 as local share to SBCAG for SYR Multi-Purpose Trail alternative transportation planning study.

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Transportation Planning

Account: 029-557

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
60800 Contract Services	51,845	40,415	45,000	34,505	45,000	45,000
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	51,845	40,415	45,000	34,505	45,000	45,000
029 - TRANSPORTATION PLANNING TOTAL:	51,845	40,415	45,000	34,505	45,000	45,000



**FUND 029 - TRANSPORTATION
PLANNING
EXPENDITURE DETAIL NARRATIVE**

DEPARTMENT: 557/ENGINEERING

Biennial Budget for FY 19/20 and FY 20/21

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
60800	Contract Services	\$ 45,000	\$ 45,000	\$ 45,000
	<i>Includes costs for transportation and transit coordination, planning, and Caltrans charges.</i>			



FUND 031 - MEASURE A

DEPARTMENT: 560/MEASURE A

Biennial Budget for FY 19/20 and FY 20/21

DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 346,099	\$ 497,846	\$ 660,000	\$ 227,576	\$ 546,925	\$ 301,487
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 346,099	\$ 497,846	\$ 660,000	\$ 227,576	\$ 546,925	\$ 301,487

DEPARTMENT DESCRIPTION

Function: Public Works

In November 2008, the voters of Santa Barbara County passed Measure A which will continue the 1/2 cent sales tax authorized by Measure A became effective on April 1, 2010, remaining in effect for 30 years, with an expiration date of March 31, 2040. The purpose of Measure A is to improve and maintain streets and sidewalks in accordance with Santa Barbara County Association of Governments (SBCAG) guidelines for the voter-approved measures.

2017-2019 ACCOMPLISHMENTS

- Completed Ave of Flags Pedestrian Sidewalk Improvement - CIP #092-206
- Completed Road Maintenance Project 15/16 and 16/17 - CIP #092-313
- Completed Road Maintenance Project 17/18 - CIP #092-316

DEPARTMENTAL GOAL

1. Continue to fund street and sidewalk improvement projects.

OBJECTIVE

- A. Complete the following Capital Improvement Projects:
- CIP Project #092-317: 2018-19 Road Maintenance Project
 - CIP Project #092-318: 2019-20 Road Maintenance Project
 - CIP Project #092-319: 2020-21 Road Maintenance Project

See Appendices for Performance Measures and Indicators.



DEPARTMENT EXPENDITURES

Measure A

Account: 031-560

Biennial Budget for FY 19/20 and FY 20/21

	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2018-19 Est. YTD	2019-20 Adopted	2020-21 Adopted
<u>OPERATING & MAINTENANCE</u>						
69100 Transfer to Other Funds	26,500	39,100	40,000	40,000	64,500	64,500
77000 Transfer to Other Funds for CIPs [1]	319,599	458,746	620,000	187,576	482,425	236,987
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	346,099	497,846	660,000	227,576	546,925	301,487
031 -MEASURE A TOTAL:	346,099	497,846	660,000	227,576	546,925	301,487

[1] New account was created FY 19/20 to record transfer for Capital Improvement Projects. Account 69100 will be used for transfers associated with operating expenses. Amounts for previous years were provided for reference.



FUND 031 - MEASURE A

DEPARTMENT: 560/MEASURE A

EXPENDITURE DETAIL NARRATIVE

Biennial Budget for FY 19/20 and FY 20/21

		Budget 2018-19	Adopted 2019-20	Adopted 2020-21
<u>OPERATING AND MAINTENANCE</u>				
69100	Transfer to Other Funds <i>Includes transfer to Fund 027 (LTF) for transit operating costs (\$54,500) and allocation for Multi-Purpose Trail reserve (\$10,000).</i>	\$ 40,000	\$ 64,500	\$ 64,500
77000	Transfer to Other Funds for CIP <i>Includes charges for the following Capital Improvement Projects (CIP). Reference Fund 092.</i>	\$ 620,000	\$ 482,425	\$ 236,987
	<i>Project #306 - Highway 246/Sycamore Pedestrian Crossing</i>	\$ 70,000	\$ -	\$ -
	<i>Project #307 - McMurray Road Widening</i>	\$ 150,000	\$ -	\$ -
	<i>Project #316 - Road Maintenance Project 17/18</i>	\$ 150,000	\$ -	\$ -
	<i>Project #317 - Road Maintenance Project 18/19</i>	\$ 250,000	\$ 245,000	\$ -
	<i>Project #318 - Road Maintenance Project 19/20</i>	\$ -	\$ 237,425	\$ -
	<i>Project #319 - Road Maintenance Project 20/21</i>	\$ -	\$ -	\$ 236,987



Capital Improvement Plan (CIP Budget)

2019 through 2024

CAPITAL IMPROVEMENT PROGRAM

CITY OF BUELLTON, CALIFORNIA

FY 2019-20 & 2020-21

Capital Improvement Program Summary

The Capital Improvement Plan (CIP) includes completion of current projects, new investments and important reinvestments in critical infrastructure projects. Funds allocated for capital projects will be spent during the first fiscal year of the biennial budget or will be rolled forward to future years if not expended in the first fiscal year. The CIP Plan includes line item details explaining expenditures, funding source and summarizes projects by category and funding source. The amount appropriated by each funding source is only budgeted for the fiscal year 2019-20. The budgeted CIP for fiscal years 2019-20 and 2020-21 are \$4,038,500 and \$3,640,000 respectively. The funding source allocation for fiscal year 2020-21 is estimated for planning purposes. During the Mid-Year review, fiscal year 2020-21 appropriations will be allocated and funding source will be identified.

The City defines a capital project as an asset that adds value to the City and allows the City to function. The CIP involves acquisition, design, and construction of major capital assets within the City. City policy is to capitalize all capital assets with costs exceeding a minimum threshold of \$5,000 and with useful life exceeding one year. Projects in the CIP are placed in the categories listed below with the following numbering scheme:

100's – Storm Drain Projects

200's – Facilities/Public Buildings

300's – Street Projects

400's – Parks

500's – Unassigned

600's – Water Projects

700's – Sewer Projects

A capital project is usually a one-time expenditure, but may be funded over several years. In some cases, some capital projects are ongoing through cycles and phases and budgeted every year. The City CIP program serves as a tool for long-term capital planning efforts. The City adopts a five-year CIP budget to provide budget forecasting for capital projects according to priority and available funding. The total five-year CIP budget for fiscal year beginning 7/1/2019 and ending 6/30/2024 is \$13,652,018.

Capital Projects are funded through the General Fund, Water Capital Fund, Wastewater Capital Fund and Special Revenue Funds. Revenue from Gas Tax, Local Transportation, and Measure A are used for street and traffic related improvements. Revenue from these sources must meet a "minimum of effort" (MOE) requirement to ensure that funds do not supplant existing levels of general revenue spending on streets and roads.

Each project is reviewed and evaluated using three criteria dimensions: 1–Critical, 2–Urgent, and 3–High. The following are the considerations to make for each dimension:

1. *Critical: Need arising from safety issues and concerns, assessed need nearing critical failure.*
2. *Urgent: Need approaching critical failure, regulatory requirement, and scheduled maintenance/repair.*
3. *High: Scheduled repair, repair/replacement that has exceeded useful life, identified planned projects for future*
4. *Other: Does not meet any of the other criteria dimensions.*

Each individual project is budgeted according to its project phase. The project phase categories are:

- *70000: Conceptual Plan and Feasibility*
- *70005: Design and Permitting*
- *71200: Right of Way Acquisition*
- *71500: Project Management and Inspections*
- *74100: Construction/Improvements*

Impact on Operating Budget Maintenance of road, drainage and facility improvements is an ongoing obligation that is a normal part of the City's operating budget. Many of the road and drainage projects included in the CIP are improvements to existing infrastructure. Each individual project description sheet that follows summarizes the anticipated impact of the project on the operating budget. In addition, a summary of the estimated impact of the entire CIP by year on the operating budget from 2019 – 2024 is included in this section of the budget document. Operating impacts are ongoing costs associated with the approval of a capital project. Examples of operating impacts are personnel costs, utility costs or operating supplies. The cumulative impact of all of the CIP projects, as detailed in the summary table, will be taken into consideration as the City creates future year operating budgets.



**City of Buellton
Capital Improvement Project (CIP) Funding by fund
For Fiscal Year: 2019-20**

Project Number	PROJECT DESCRIPTION	2019-20 Fund Allocation						FY 19-20 TOTAL	FY 20-21 TOTAL*
		General Fund	Gas Tax	LTF	MA	Water	WW		
092-102	Storm Drain Outfall Repairs & Re-Establishment	40,000	-	-	-	-	-	40,000	40,000
092-201	Facilities Maintenance and Painting	50,000	-	-	-	-	-	50,000	-
092-207	Santa Ynez River Trail	30,000	-	20,000	-	-	-	50,000	50,000
092-211	Village Park Improvements	216,000	-	-	-	-	-	216,000	-
092-214	City Hall Emergency Generator/Electrical Replacement	40,000	-	-	-	-	-	40,000	-
092-215	Ave of Flags Specific Plan Implementation	200,000	-	-	-	-	-	200,000	1,000,000
092-217	RVP Basketball Court Resurfacing	80,000	-	-	-	-	-	80,000	-
092-218	RVP/Oak Park Facilities Painting	25,000	-	-	-	-	-	25,000	25,000
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	-	-	-	-	-	670,000	carryovers
092-307	McMurray Road Widening / TS Improvements	125,000	75,000	-	-	-	-	200,000	600,000
092-308	North Avenue of Flags Park and Ride	-	-	50,000	-	-	-	50,000	carryovers
092-311	Industrial Way Street Lights	82,500	-	-	-	-	-	82,500	400,000
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	-	-	-	-	-	150,000	150,000
092-315	Ave of Flags Pedestrian/Drainage Improvements	140,000	-	-	-	-	-	140,000	-
092-317	2018-19 Road Maintenance Project	150,000	75,000	-	245,000	-	-	470,000	-
092-318	2019-20 Road Maintenance Project	150,000	87,575	-	237,425	-	-	475,000	-
092-319	2020-2021 Road Maintenance Project	-	-	-	-	-	-	-	475,000
092-401	Miscellaneous River View Park Improvements	50,000	-	-	-	-	-	50,000	50,000
092-603	WTP Facilities Improvement	-	-	-	-	150,000	-	150,000	150,000
092-607	Water Meter Upgrades	-	-	-	-	100,000	-	100,000	100,000
092-608	WTP/Booster Power Reliability	-	-	-	-	200,000	-	200,000	-
092-609	Supplemental Well/WTP Feasibility	-	-	-	-	50,000	-	50,000	50,000
092-610	Water Distribution System Improvements	-	-	-	-	100,000	-	100,000	100,000
092-704	Sewer Line Replacement	-	-	-	-	-	150,000	150,000	150,000
092-706	WWTP Facilities Improvements	-	-	-	-	-	300,000	300,000	300,000
		2,198,500	237,575	70,000	482,425	600,000	450,000	4,038,500	3,640,000

* Allocations to specific funds will be done at mid-year for fiscal year 2020-21



**City of Buellton
Capital Improvement Project (CIP) Funding by fund
Projections for For Fiscal Year: 2020-21**

Project Number	PROJECT DESCRIPTION	FY 19-20 TOTAL	FY 20-21 TOTAL*	Estimated 2020-21 Fund Allocation *					
				General Fund	Gas Tax	LTF	MA	Water	WW
092-102	Storm Drain Outfall Repairs & Re-Establishment	40,000	40,000	40,000	-	-	-	-	-
092-201	Facilities Maintenance and Painting	50,000	-	-	-	-	-	-	-
092-207	Santa Ynez River Trail	50,000	50,000	30,000	-	20,000	-	-	-
092-211	Village Park Improvements	216,000	carryover	-	-	-	-	-	-
092-214	City Hall Emergency Generator/Electrical Replacement	40,000	-	-	-	-	-	-	-
092-215	Ave of Flags Specific Plan Implementation	200,000	1,000,000	1,000,000	-	-	-	-	-
092-217	RVP Basketball Court Resurfacing	80,000	-	-	-	-	-	-	-
092-218	RVP/Oak Park Facilities Painting	25,000	25,000	25,000	-	-	-	-	-
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	carryovers	-	-	-	-	-	-
092-307	McMurray Road Widening / TS Improvements	200,000	600,000	450,000	150,000	-	-	-	-
092-308	North Avenue of Flags Park and Ride	50,000	carryovers	-	-	-	-	-	-
092-311	Industrial Way Street Lights	82,500	400,000	400,000	-	-	-	-	-
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	150,000	150,000	-	-	-	-	-
092-315	Ave of Flags Pedestrian/Drainage Improvements	140,000	-	-	-	-	-	-	-
092-317	2018-19 Road Maintenance Project	470,000	-	-	-	-	-	-	-
092-318	2019-20 Road Maintenance Project	475,000	carryover	-	-	-	-	-	-
092-319	2020-2021 Road Maintenance Project	-	475,000	150,000	88,013	-	236,987	-	-
092-401	Miscellaneous River View Park Improvements	50,000	50,000	50,000	-	-	-	-	-
092-603	WTP Facilities Improvement	150,000	150,000	-	-	-	-	150,000	-
092-607	Water Meter Upgrades	100,000	100,000	-	-	-	-	100,000	-
092-608	WTP/Booster Power Reliability	200,000	-	-	-	-	-	-	-
092-609	Supplemental Well/WTP Feasibility	50,000	50,000	-	-	-	-	50,000	-
092-610	Water Distribution System Improvements	100,000	100,000	-	-	-	-	100,000	-
092-703	WWTP and Lift Station security and reliability Project	-	-	-	-	-	-	-	-
092-704	Sewer Line Replacement	150,000	150,000	-	-	-	-	-	150,000
092-706	WWTP Facilities Improvements	300,000	300,000	-	-	-	-	-	300,000
		4,038,500	3,640,000	2,295,000	238,013	20,000	236,987	400,000	450,000

* Allocations to specific funds will be done at mid-year for fiscal year 2020-21

CITY OF BUELLTON, CALIFORNIA
 CITY-WIDE CAPITAL IMPROVEMENT PROJECT (CIP) Budget
 Capital Program Summary by Project (with 5-Year projections)
 For Fiscal Year Beginning 7/1/19 and Ending 6/30/24

Project Number	Project Description	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Budget (All Years) plus actual prior to FY 2019-20	Start Date	End Date	Improvement Type
		Proposed	Proposed	Projected	Projected	Projected	20			
092-102	Storm Drain Outfall Repairs and Re-Establishment	40,000	40,000	40,000	-	-	120,000	1st Qtr 2018	4th Qtr 2022	Drainage
092-201	Facilities Maintenance and Painting (See 001-410)	50,000	-	-	-	-	65,768	1st Qtr 2014	4th Qtr 2020	Public Buildings/Facilities
092-205	City Hall Repairs (Roof, Restrooms)	-	-	50,000	-	-	50,000		Future	Public Buildings/Facilities
092-207	Santa Ynez River Trail Conceptual Plan and Feasibility Study	50,000	50,000	50,000	75,000	100,000	365,000	1st Qtr 2017	4th Qtr 2024	Streets and Sidewalk
092-211	Village Park Improvements (Combine funding with Developer) - (1)	216,000	-	-	-	-	216,000	1st Qtr 2017	4th Qtr 2020	Parks
092-212	The Avenue Improvements - Median 1	-	-	-	-	-	-		Future	Public Buildings/Facilities
092-214	City Hall Emergency Generator/Electrical Improvements	40,000	-	-	-	-	40,000	1st Qtr 2017	4th Qtr 2020	Public Buildings/Facilities
092-215	Ave of Flags Specific Plan - Median 2	200,000	1,000,000	-	-	-	1,250,000		Ongoing	Public Buildings/Facilities
092-217	RVP Basketball Court Resurfacing	80,000	-	-	-	-	80,000	1st Qtr 2019	4th Qtr 2020	Parks
092-218	RVP/Oak Park Facilities Painting	25,000	25,000	25,000	-	-	75,000	1st Qtr 2019	4th Qtr 2022	Parks
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	-	-	-	-	831,628	1st Qtr 2014	4th Qtr 2022	Streets and Sidewalk
092-307	McMurray Road Widening / TS	200,000	600,000	400,000	-	-	1,443,672	1st Qtr 2014	4th Qtr 2022	Streets and Sidewalk
092-308	No. Ave of the Flags Park and Ride	50,000	-	250,000	-	-	325,140	1st Qtr 2014	4th Qtr 2022	Public Buildings/Facilities
092-311	Industrial Way Street Lights (General Fund)	82,500	400,000	-	-	-	508,475	1st Qtr 2016	4th Qtr 2022	Streets and Sidewalk
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	150,000	150,000	-	-	450,000		Ongoing	Drainage
092-315	Avenue of the Flags Pedestrian/Drainage Improvements	140,000	-	-	-	-	140,000	1st Qtr 2018	4th Qtr 2020	Drainage
092-317	2018-19 Road Maintenance Project	470,000	-	-	-	-	470,000	1st Qtr 2019	4th Qtr 2020	Streets and Sidewalk
092-318	2019-20 Road Maintenance Project	475,000	-	-	-	-	475,000	1st Qtr 2019	4th Qtr 2020	Streets and Sidewalk
092-319	2020-21 Road Maintenance Project	-	475,000	-	-	-	475,000	1st Qtr 2020	4th Qtr 2023	Streets and Sidewalk
092-320	2021-22 Road Maintenance Project	-	-	475,000	-	-	475,000	1st Qtr 2021	4th Qtr 2023	Streets and Sidewalk
092-321	2022-2023 Road Maintenance Project	-	-	-	475,000	-	475,000	1st Qtr 2022	4th Qtr 2024	Streets and Sidewalk
092-322	2023-2024 Road Maintenance Project	-	-	-	-	475,000	475,000	1st Qtr 2023	4th Qtr 2025	Streets and Sidewalk
092-401	Misceallenous River View Park Improvements	50,000	50,000	-	-	-	100,000	1st Qtr 2019	4th Qtr 2021	Parks
092-603	WTP Facilities Improvement	150,000	150,000	150,000	150,000	150,000	1,125,851		Ongoing	Water
092-605	WTP Backwash Reclamation Improvement Project	-	-	-	-	-	-		Future	Water
092-607	Water Meter Upgrades	100,000	100,000	100,000	100,000	-	400,000		Ongoing	Water
092-608	WTP/Booster Power Reliability	200,000	-	-	-	-	200,000	1st Qtr 2018	4th Qtr 2020	Water
092-609	Supplemental Well/WTP Feasibility	50,000	50,000	-	-	-	100,000	1st Qtr 2019	4th Qtr 2021	Water
092-610	Water Distribution System Improvements	100,000	100,000	100,000	100,000	100,000	500,000		Ongoing	Water
092-703	WWTP and Lift Station Security and Reliability Project	-	-	100,000	-	-	100,000	See Project 092-706 - we actually kept this # and		Wastewater
092-704	Sewer Line Replacement	150,000	150,000	150,000	150,000	150,000	750,000	1st Qtr 2014	4th Qtr 2024	Wastewater
092-706	WWTP Facilities Improvements	300,000	300,000	150,000	150,000	150,000	1,470,484		Ongoing	Wastewater
092-710	WWTP Lift Station and Plant Power Reliability	-	-	100,000	-	-	100,000	1st Qtr 2021	4th Qtr 2022	Wastewater
TOTAL CAPITAL IMPROVEMENT PROGRAM:		4,038,500	3,640,000	2,290,000	1,200,000	1,125,000	13,652,018			

(1) Total Project Cost is \$303,138; Developer is required to contribute

FUND BALANCE ANALYSIS - CAPITAL IMPROVEMENT PROJECT (CIP) FUNDING SOURCES (2019-20)

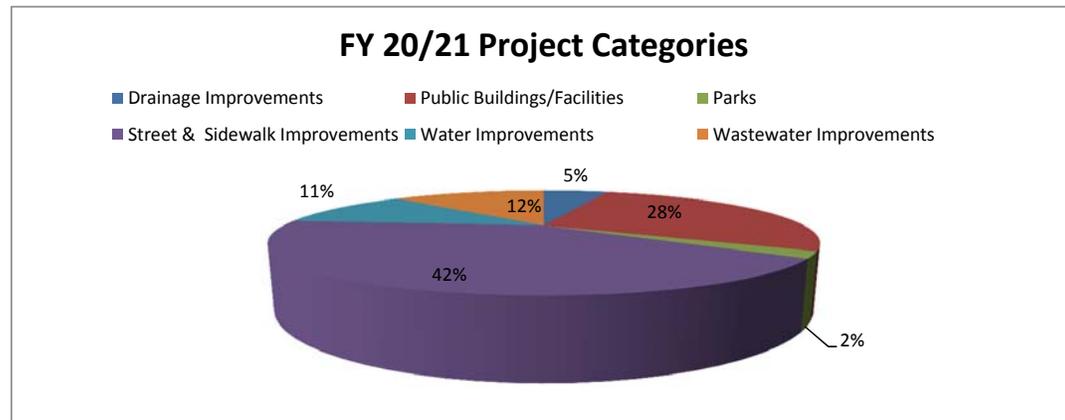
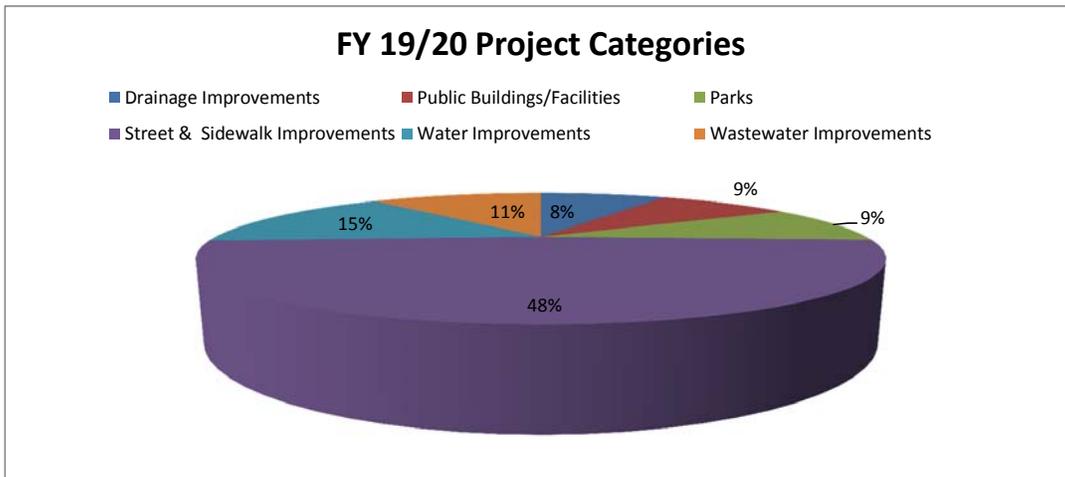
Fund Number	Fund Equity	FY 2019-20	FY 2019-20	FY 2019-20 CIP Funding	Est. 6/30/20 Fund Equity
		Operating Revenue	Operating Expenditures		
001	Transfer In from General Fund	10,281,687	6,932,388	2,198,500	9,455,620
006	Transfer In from Wastewater	104,216	22,916	450,000	154,216
021	Transfer In from Water Capital Fund	281,072	24,000	600,000	131,072
025	Transfer In from Gas Tax Fund	250,512	112,000	237,575	202,444
027	Transfer In from Local Transportation Fund	292,632	106,500	70,000	197,227
031	Transfer In from Measure A	469,248	64,500	482,425	285,936
TOTAL TRANSFERS IN FUNDING FROM ALL FUNDS		11,679,367	7,262,304	4,038,500	10,426,515



Listing of CIP for FY 2019/20 by Category

Summary of Capital Improvement Program Expenditures

Project Category	FY 19/20	FY 20/21
Drainage Improvements	\$ 330,000	\$ 190,000
Public Buildings/Facilities	\$ 340,000	\$ 1,000,000
Parks	\$ 371,000	\$ 75,000
Street & Sidewalk Improvements	\$ 1,947,500	\$ 1,525,000
Water Improvements	\$ 600,000	\$ 400,000
Wastewater Improvements	\$ 450,000	\$ 450,000
Total CIP Expenditures:	\$ 4,038,500	\$ 3,640,000



Drainage Improvements

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
091-102	Storm Drain Outfall & Repairs & Re-Establishment	40,000	40,000
092-314	Storm Drain Inlet & Catch Basin Retrofit Improvements	150,000	150,000
092-315	Ave of Flags Pedestrian/Drainage Improvements	140,000	-
Drainage Improvements:		330,000	190,000

Public Buildings/Facilities

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-201	Facilities Maintenance and Painting	50,000	-
092-214	City Hall Emergency Generator/Electrical Replacement	40,000	-
092-215	Ave of Flags Specific Plan - Median 2	200,000	1,000,000
092-308	No. Ave of Flags Park & Ride	50,000	-
Public Buildings/Facilities Total:		340,000	1,000,000



Listing of CIP for FY 2019/20 by Category

Parks

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-211	Village Park Improvements	216,000	-
092-217	RVP Basketball Court Resurfacing	80,000	-
092-218	RVP and Oak Park Facilities Painting	25,000	25,000
092-401	Miscellaneous River View Park Improvements	50,000	50,000
Parks Total:		371,000	75,000

Streets and Sidewalks

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-207	Santa Ynez River Trail	50,000	50,000
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	-
092-307	McMurray Road Widening/TS Improvement	200,000	600,000
092-311	Industrial Way Street Lights	82,500	400,000
092-317	Road Maintenance (FY 18/19)	470,000	-
092-318	Road Maintenance (FY 19/20)	475,000	-
092-319	Road Maintenance (FY 20/21)	-	475,000
Streets and Sidewalks Total:		1,947,500	1,525,000

Water Improvements

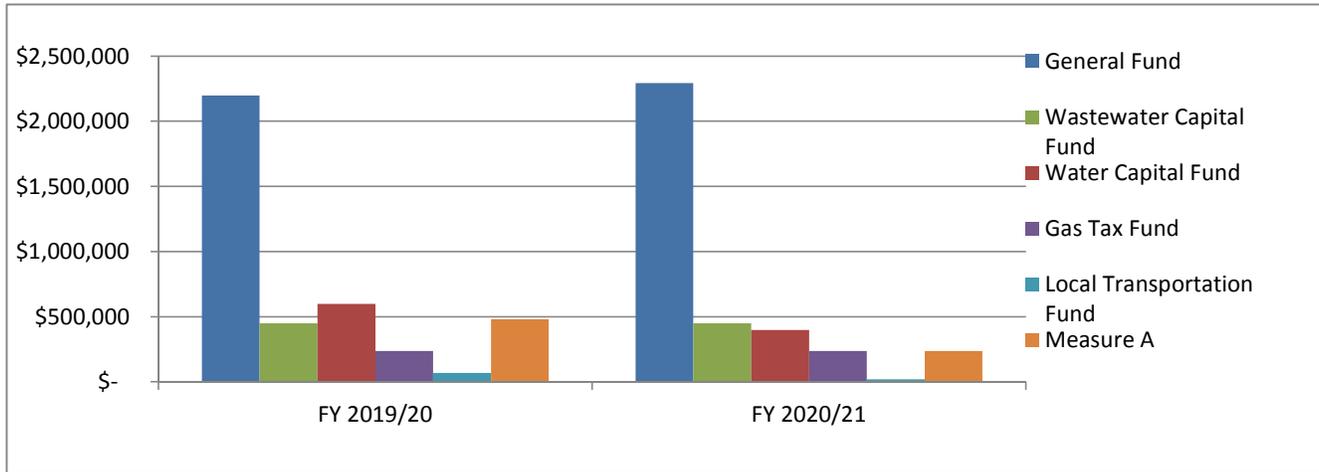
Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-603	WTP Facilities Improvement	150,000	150,000
092-607	Water Meter Upgrades	100,000	100,000
092-608	WTP/Booster Power Reliability	200,000	-
092-609	Supplemental Well/WTP Feasibility	50,000	50,000
092-610	Water Distribution System Improvements	100,000	100,000
Water Improvements Total:		600,000	400,000

Wastewater Improvements

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-704	Sewer Line Replacement	150,000	150,000
092-706	WWTP Facilities Improvement	300,000	300,000
Wastewater Improvements Total:		450,000	450,000



Detail of Capital Improvement Projects (CIP) For Fiscal Years 2019/20 and 2020/21



Fund: 092 - Capital Improvement Project Fund			
Funding Source Summary		FY 2019/20	FY 2020/21
092-49727	001- General Fund	\$ 2,198,500	\$ 2,295,000
092-49729	006- Wastewater Capital Fund	\$ 450,000	\$ 450,000
092-49732	021- Water Capital Fund	\$ 600,000	\$ 400,000
092-49726	025- Gas Tax Fund	\$ 237,575	\$ 238,013
092-49733	027- Local Transportation Fund	\$ 70,000	\$ 20,000
092-49728	031- Measure A	\$ 482,425	\$ 236,987
Total Funding:		\$ 4,038,500	\$ 3,640,000

Project: 102 - Storm Drain Outfall Repairs & Re-Establishment		FY 19/20	FY 20/21
EXPENDITURES			
092-102- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-102- 70005	Design and Permitting	\$ -	\$ -
092-102- 71200	Right of Way Acquisition	\$ -	\$ -
092-102- 71500	Project Management and Inspections	\$ -	\$ -
092-102- 74100	Construction/Improvements	\$ 40,000	\$ 40,000
Project: 102 - Storm Drain Outfall Repairs & Re-Establishment		\$ 40,000	\$ 40,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 40,000	\$ 40,000
Total Funding:		\$ 40,000	\$ 40,000
Origination: Staff		Start Date:	1st Qtr 2018
Priority Requirement: Maintenance/Safety		End Date:	4th Qtr 2022
Priority Level: 1 - Critical	Total Budget (All Years):		\$ 120,000
Project Category: Drainage			
Project Description:			
Repair of various storm drain outfalls with rip-rap, or other structures to repair erosion and re-establish proper energy dissipation due to vegetation overgrowth, damage and wear.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 201 - Facilities Maintenance & Painting		FY 19/20	FY 20/21
EXPENDITURES			
092-201- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-201- 70005	Design and Permitting	\$ -	\$ -
092-201- 71200	Right of Way Acquisition	\$ -	\$ -
092-201- 71500	Project Management and Inspections	\$ -	\$ -
092-201- 74100	Construction/Improvements	\$ 50,000	\$ -
Project: 201 - Facilities Maintenance & Painting:		\$ 50,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 50,000	\$ -
Total Funding:		\$ 50,000	\$ -
Origination:	Staff	Start Date:	1st Qtr 2014
Priority Requirement:	Maintenance	End Date:	4th Qtr 2020
Priority Level:	2 - Urgent	Total Budget (All Years):	\$ 65,768
Project Category:	Public Buildings/Facilities		
Project Description:			
Repair of dry-rot and fascia, as well as repairing various City buildings including Post Office, Library, Council Chambers and Sheriff Sub-Station.			

Project: 207 - Santa Ynez River Trail		FY 19/20	FY 20/21
EXPENDITURES			
092-207- 70000	Conceptual Plan and Feasibility	\$ 50,000	\$ 50,000
092-207- 70005	Design and Permitting	\$ -	\$ -
092-207- 71200	Right of Way Acquisition	\$ -	\$ -
092-207- 71500	Project Management and Inspections	\$ -	\$ -
092-207- 74100	Construction/Improvements	\$ -	\$ -
Project: 207 - Santa Ynez River Trail:		\$ 50,000	\$ 50,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 30,000	\$ 30,000
027	Local Transportation Fund	\$ 20,000	\$ 20,000
Total Funding:		\$ 50,000	\$ 50,000
Origination:	City Council	Start Date:	1st Qtr 2017
Priority Requirement:	Master Plan Implementation	End Date:	4th Qtr 2024
Priority Level:	3 - High	Total Budget (All Years):	\$ 305,000
Project Category:	Streets and Sidewalk		
Project Description:			
Multi-purpose trail along the Santa Ynez River as recommended in the Bicycle and Pedestrian Master Plan.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 211 - Village Park Improvements		FY 19/20	FY 20/21
EXPENDITURES			
092-211- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-211- 70005	Design and Permitting	\$ -	\$ -
092-211- 71200	Right of Way Acquisition	\$ -	\$ -
092-211- 71500	Project Management and Inspections	\$ -	\$ -
092-211- 74100	Construction/Improvements	\$ 216,000	\$ -
Project: 211 - Village Park Improvements		\$ 216,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 216,000	carryover
	Total Funding:	\$ 216,000	carryover
Origination: City Council		Start Date:	1st Qtr 2017
Priority Requirement: Developer Requirement		End Date:	4th Qtr 2020
Priority Level: 3 - High		Total Budget (All Years):	\$ 216,000
Project Category: Parks			
Project Description:			
Construction of accessory structures (playgrounds, gazebo, restrooms, etc.) for new Village Park. Total project cost is \$303,138. The Developer is required to contribute their share of project costs.			

Project: 214 - City Hall Emergency Generator		FY 19/20	FY 20/21
EXPENDITURES			
092-214- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-214- 70005	Design and Permitting	\$ -	\$ -
092-214- 71200	Right of Way Acquisition	\$ -	\$ -
092-214- 71500	Project Management and Inspections	\$ -	\$ -
092-214- 74100	Construction/Improvements	\$ 40,000	\$ -
Project: 214 - City Hall Emergency Generator		\$ 40,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 40,000	\$ -
	Total Funding:	\$ 40,000	\$ -
Origination: Staff		Start Date:	1st Qtr 2017
Priority Requirement: Safety/Emergency Support		End Date:	4th Qtr 2020
Priority Level: 1 - Critical		Total Budget (All Years):	\$ 40,000
Project Category: Public Buildings/Facilities			
Project Description:			
Replacement of generator at City Hall and repair of electrical services to ensure entire facility is operating during power outages. Staff is working on applying for a grant to fund this project.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 215 - Avenue of Flags Specific Plan Implementation		FY 19/20	FY 20/21
EXPENDITURES			
092-215- 70000	Conceptual Plan and Feasibility	\$ 75,000	carryover
092-215- 70005	Design and Permitting	\$ 125,000	carryover
092-215- 71200	Right of Way Acquisition	\$ -	\$ -
092-215- 71500	Project Management and Inspections	\$ -	\$ 100,000
092-215- 74100	Construction/Improvements	\$ -	\$ 900,000
Project: 215 - Avenue of Flags Specific Plan Implementation		\$ 200,000	\$ 1,000,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 200,000	\$ 1,000,000
	Total Funding:	\$ 200,000	\$ 1,000,000
Origination: City Council		Start Date:	Ongoing
Priority Requirement: Avenue of Flags Specific Plan		End Date:	
Priority Level: 3 - High		Total Budget (All Years):	\$ 1,250,000
Project Category: Public Buildings/Facilities			
Project Description:			
Begin initial phases for the design of Median 2 on the Avenue of Flags.			

Project: 217 - RVP Basketball Court Resurfacing		FY 19/20	FY 20/21
EXPENDITURES			
092-217- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-217- 70005	Design and Permitting	\$ -	\$ -
092-217- 71200	Right of Way Acquisition	\$ -	\$ -
092-217- 71500	Project Management and Inspections	\$ -	\$ -
092-217- 74100	Construction/Improvements	\$ 80,000	\$ -
Project: 217 - RVP Basketball Court Resurfacing		\$ 80,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 80,000	\$ -
	Total Funding:	\$ 80,000	\$ -
Origination: Staff		Start Date:	1st Qtr 2019
Priority Requirement: Maintenance		End Date:	4th Qtr 2020
Priority Level: 3 - High		Total Budget (All Years):	\$ 80,000
Project Category: Parks			
Project Description:			
River View Park's basketball court has cracks and raveling of the surface. It needs to be filled and resurfaced to extend life of court foundation.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 218 - RVP/Oak Park Facilities Painting		FY 19/20	FY 20/21
EXPENDITURES			
092-218- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-218- 70005	Design and Permitting	\$ -	\$ -
092-218- 71200	Right of Way Acquisition	\$ -	\$ -
092-218- 71500	Project Management and Inspections	\$ -	\$ -
092-218- 74100	Construction/Improvements	\$ 25,000	\$ 25,000
Project: 218 - RVP/Oak Park Facilities Painting		\$ 25,000	\$ 25,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 25,000	\$ 25,000
	Total Funding:	\$ 25,000	\$ 25,000
Origination: Staff		Start Date:	1st Qtr 2019
Priority Requirement: Maintenance		End Date:	4th Qtr 2022
Priority Level: 3 - High		Total Budget (All Years):	\$ 75,000
Project Category: Parks			
Project Description:			
Repair and maintenance of Park buildings and structures.			

Project: 306 - Phase III Hwy 246/Sycamore Ped Xing		FY 19/20	FY 20/21
EXPENDITURES			
092-306- 70000	Conceptual Plan and Feasibility	\$ -	
092-306- 70005	Design and Permitting	\$ -	
092-306- 71200	Right of Way Acquisition	\$ -	
092-306- 71500	Project Management and Inspections	\$ 90,000	carryover
092-306- 74100	Construction/Improvements	\$ 580,000	carryover
Project: 306 - Phase III Hwy 246/Sycamore Ped Xing		\$ 670,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 670,000	carryover
	Total Funding:	\$ 670,000	carryover
Origination: Staff/City Council		Start Date:	1st Qtr 2014
Priority Requirement: Safety/Master Plan		End Date:	4th Qtr 2022
Priority Level: 1 - Critical		Total Budget (All Years):	\$ 831,628
Project Category: Streets and Sidewalk			
Project Description:			
Pedestrian crossing improvements to reduce street width and install flashing warning lights as recommended in the Bicycle and Pedestrian Master Plan and Safe Routes to School Plan. Design commenced during FY 17/18, and survey for base map has been completed. Project is ongoing.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 307 - McMurray Road Widening/TS		FY 19/20	FY 20/21
EXPENDITURES			
092-307- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-307- 70005	Design and Permitting	\$ 50,000	\$ -
092-307- 71200	Right of Way Acquisition	\$ 150,000	\$ -
092-307- 71500	Project Management and Inspections	\$ -	\$ 100,000
092-307- 74100	Construction/Improvements	\$ -	\$ 500,000
Project: 307 - McMurray Road Widening/TS		\$ 200,000	\$ 600,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 125,000	\$ 450,000
025	Gas Tax Fund	\$ 75,000	\$ 150,000
Total Funding:		\$ 200,000	\$ 600,000
Origination: Staff		Start Date:	1st Qtr 2014
Priority Requirement: Safety/General Plan		End Date:	4th Qtr 2022
Priority Level: 2 - Urgent		Total Budget (All Years):	\$ 1,443,672
Project Category: Streets and Sidewalk			
Project Description:			
Widening of the North leg of McMurray Road to allow for proper truck turning movements, relocating traffic signal frequency hit. *Note: Additional costs regarding Right of Way Acquisition and mitigating improvements are not included.			

Project: 308 - No. Ave of Flags Park and Ride		FY 19/20	FY 20/21
EXPENDITURES			
092-308- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-308- 70005	Design and Permitting	\$ 50,000	carryover
092-308- 71200	Right of Way Acquisition	\$ -	\$ -
092-308- 71500	Project Management and Inspections	\$ -	\$ -
092-308- 74100	Construction/Improvements	\$ -	\$ -
Project: 308 - No. Ave of Flags Park and Ride		\$ 50,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
027	Local Transportation Fund	\$ 50,000	carryover
Total Funding:		\$ 50,000	carryover
Origination: City Council		Start Date:	1st Qtr 2014
Priority Requirement: Historical Ridership need		End Date:	4th Qtr 2022
Priority Level: 3 - High		Total Budget (All Years):	\$ 325,140
Project Category: Public Buildings/Facilities			
Project Description:			
Second park and ride facility at the North-end of Avenue of Flags due to overflow of existing park and ride at South-end of Ave of Flags.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 311 - Industrial Way Street Lights		FY 19/20	FY 20/21
EXPENDITURES			
092-311- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-311- 70005	Design and Permitting	\$ 82,500	\$ -
092-311- 71200	Right of Way Acquisition	\$ -	\$ -
092-311- 71500	Project Management and Inspections	\$ -	\$ 50,000
092-311- 74100	Construction/Improvements	\$ -	\$ 350,000
Project: 311 - Industrial Way Street Lights		\$ 82,500	\$ 400,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 82,500	\$ 400,000
	Total Funding:	\$ 82,500	\$ 400,000
Origination: City Council		Start Date:	1st Qtr 2016
Priority Requirement: Safety		End Date:	4th Qtr 2022
Priority Level: 3 - High		Total Budget (All Years):	\$ 508,478
Project Category: Streets and Sidewalk			
Project Description:			
Installation of street lights on Industrial Way. There are currently no street lights on Industrial way. Industrial Way is used at night due to growth of new commercial businesses. City Council has provided direction on fixture type. Staff is coordinating with PG&E and with an electrical engineer on additional design information.			

Project: 314 - SD Inlet/Catch Basin Retrofit Imp.		FY 19/20	FY 20/21
EXPENDITURES			
092-314- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-314- 70005	Design and Permitting	\$ -	\$ -
092-314- 71200	Right of Way Acquisition	\$ -	\$ -
092-314- 71500	Project Management and Inspections	\$ -	\$ -
092-314- 74100	Construction/Improvements	\$ 150,000	\$ 150,000
Project: 314 - SD Inlet/Catch Basin Retro Fit Imp.		\$ 150,000	\$ 150,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 150,000	\$ 150,000
	Total Funding:	\$ 150,000	\$ 150,000
Origination: Staff		Start Date:	Ongoing
Priority Requirement: Safety/Regulatory		End Date:	
Priority Level: 3 - High		Total Budget (All Years):	\$ 450,000
Project Category: Drainage			
Project Description:			
Retrofit of irregular storm drain inlet/catch basins to provide safety grating and compliance with State Trash Amendment Regulations requiring full capture systems in all storm drains.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 315 - Ave of Flags Pedestrian/Drainage Improvement		FY 19/20	FY 20/21
EXPENDITURES			
092-315- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-315- 70005	Design and Permitting	\$ -	\$ -
092-315- 71200	Right of Way Acquisition	\$ -	\$ -
092-315- 71500	Project Management and Inspections	\$ -	\$ -
092-315- 74100	Construction/Improvements	\$ 140,000	carryover
Project: 315 - Ave of Flags Pedestrian/Drainage Improvement		\$ 140,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 140,000	
	Total Funding:	\$ 140,000	\$ -
Origination: Staff/City Council		Start Date:	1st Qtr 2018
Priority Requirement: Safety		End Date:	4th Qtr 2020
Priority Level: 3 - High		Total Budget (All Years):	\$ 140,000
Project Category: Drainage			
Project Description:			
Sidewalk and drainage improvements (potential phase of Avenue of Flags specific plan implementation).			

Project: 317- Road Maintenance Project (18/19)		FY 19/20	FY 20/21
EXPENDITURES			
092-317- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-317- 70005	Design and Permitting	\$ -	\$ -
092-317- 71200	Right of Way Acquisition	\$ -	\$ -
092-317- 71500	Project Management and Inspections	\$ 70,000	\$ -
092-317- 74100	Construction/Improvements	\$ 400,000	\$ -
Project: 317- Road Maintenance Project (18/19)		\$ 470,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 150,000	\$ -
025	Gas Tax Fund	\$ 75,000	\$ -
031	Measure A Fund	\$ 245,000	\$ -
	Total Funding:	\$ 470,000	\$ -
Origination: Staff		Start Date:	1st Qtr 2019
Priority Requirement: Safety/Maintenance - Pavement		End Date:	4th Qtr 2020
Priority Level: 3 - High		Total Budget (All Years):	\$ 470,000
Project Category: Streets and Sidewalk			
Project Description:			
Annual road maintenance per pavement management plan. Carryover from prior fiscal year.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 318- Road Maintenance Project (19/20)		FY 19/20	FY 20/21
EXPENDITURES			
092-318 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-318 70005	Design and Permitting	\$ 75,000	\$ -
092-318 71200	Right of Way Acquisition	\$ -	\$ -
092-318 71500	Project Management and Inspections	\$ 75,000	\$ -
092-318 74100	Construction/Improvements	\$ 325,000	\$ -
Project: 318- Road Maintenance Project (19/20)		\$ 475,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 150,000	carryover
025	Gas Tax Fund	\$ 87,575	
031	Measure A Fund	\$ 237,425	
Total Funding:		\$ 475,000	carryover
Origination: Staff		Start Date:	1st Qtr 2019
Priority Requirement: Safety/Maintenance - Pavement		End Date:	4th Qtr 2020
Priority Level: 3 - High		Total Budget (All Years):	\$ 475,000
Project Category: Streets and Sidewalk			
Project Description:			
Annual road maintenance per pavement management plan.			

Project: 319- Road Maintenance Project (20/21)		FY 19/20	FY 20/21
EXPENDITURES			
092-319 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-319 70005	Design and Permitting	\$ -	\$ 75,000
092-319 71200	Right of Way Acquisition	\$ -	\$ -
092-319 71500	Project Management and Inspections	\$ -	\$ 75,000
092-319 74100	Construction/Improvements	\$ -	\$ 325,000
Project: 319- Road Maintenance Project (20/21)		\$ -	\$ 475,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ -	\$ 150,000
025	Gas Tax Fund	\$ -	\$ 88,013
031	Measure A Fund	\$ -	\$ 236,987
Total Funding:		\$ -	\$ 475,000
Origination: Staff		Start Date:	1st Qtr 2020
Priority Requirement: Safety/Maintenance - Pavement		End Date:	4th Qtr 2023
Priority Level: 3 - High		Total Budget (All Years):	\$ 475,000
Project Category: Streets and Sidewalk			
Project Description:			
Annual road maintenance per pavement management plan.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 401- River View Park Miscellaneous Improvements		FY 19/20	FY 20/21
EXPENDITURES			
092-401 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-401 70005	Design and Permitting	\$ -	\$ -
092-401 71200	Right of Way Acquisition	\$ -	\$ -
092-401 71500	Project Management and Inspections	\$ -	\$ -
092-401 74100	Construction/Improvements	\$ 50,000	\$ 50,000
Project: 401- River View Park Misc. Improvement Total:		\$ 50,000	\$ 50,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 50,000	\$ 50,000
	Total Funding:	\$ 50,000	\$ 50,000
Origination: City Council		Start Date:	1st Qtr 2019
Priority Requirement: Safety/Maintenance - Pavement		End Date:	4th Qtr 2021
Priority Level: 4 - Other		Total Budget (All Years):	\$ 100,000
Project Category: Parks			
Project Description:			
<p>Funds allocated are to support installation of Electric Vehicle Charging Station(s) (~\$15,000), Bocce Ball Courts and appurtenant facilities (~\$10,000), Bicycle Pump Tracks (~\$15,000) and Sustainable Water feature (~\$10,000) at River View Park. Funds identified here shall be used as the City's local match to pursue grant funding for implementation.</p>			

Project: 603 - WTP Facilities Improvement		FY 19/20	FY 20/21
EXPENDITURES			
092-603 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-603 70005	Design and Permitting	\$ -	\$ -
092-603 71200	Right of Way Acquisition	\$ -	\$ -
092-603 71500	Project Management and Inspections	\$ -	\$ -
092-603 74100	Construction/Improvements	\$ 150,000	\$ 150,000
Project: 603 - WTP Facilities Improvement		\$ 150,000	\$ 150,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
021	Water Capital Fund	\$ 150,000	\$ 150,000
	Total Funding:	\$ 150,000	\$ 150,000
Origination: Staff		Start Date:	Ongoing
Priority Requirement: Maintenance		End Date:	
Priority Level: 1 - Critical		Total Budget (All Years):	\$ 1,125,851
Project Category: Water			
Project Description:			
<p>Various repairs and replacement of water treatment plant facilities, including source pumps and production, storage and treatment. Work is ongoing.</p>			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 607 - Water Meter Upgrades		FY 19/20	FY 20/21
EXPENDITURES			
092-607 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-607 70005	Design and Permitting	\$ -	\$ -
092-607 71200	Right of Way Acquisition	\$ -	\$ -
092-607 71500	Project Management and Inspections	\$ -	\$ -
092-607 74100	Construction/Improvements	\$ 100,000	\$ 100,000
Project: 607 - Water Meter Upgrades		\$ 100,000	\$ 100,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
021	Water Capital Fund	\$ 100,000	\$ 100,000
	Total Funding:	\$ 100,000	\$ 100,000
Origination: Staff		Start Date: ongoing	
Priority Requirement:	Maintenance	End Date:	
Priority Level:	3 - High	Total Budget (All Years):	\$ 400,000
Project Category:	Water		
Project Description:			
Replacement of water meters throughout the City. Meters have not been changed since original installation. New meters are able to store short-term data and are also outfitted with radios capable to connect to future fixed base meter systems.			

Project: 608 - WTP/Booster Power Reliability		FY 19/20	FY 20/21
EXPENDITURES			
092-608- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-608- 70005	Design and Permitting	\$ -	\$ -
092-608- 71200	Right of Way Acquisition	\$ -	\$ -
092-608- 71500	Project Management and Inspections	\$ -	\$ -
092-608- 74100	Construction/Improvements	\$ 200,000	\$ -
Project: 608 - WTP/Booster Power Reliability		\$ 200,000	\$ -
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
021	Water Capital Fund	\$ 200,000	
	Total Funding:	\$ 200,000	\$ -
Origination: Staff		Start Date: 1st Qtr 2018	
Priority Requirement:	Safety/Emergency Support	End Date: 4th Qtr 2020	
Priority Level:	2 - Urgent	Total Budget (All Years):	\$ 200,000
Project Category:	Water		
Project Description:			
Installation and upgrade of power generator for one Water Treatment Plant and booster system to ensure water treatment and production during power outages.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 609 - Supplemental Well/WTP Feasibility		FY 19/20	FY 20/21
EXPENDITURES			
092-609 70000	Conceptual Plan and Feasibility	\$ 50,000	\$ -
092-609 70005	Design and Permitting	\$ -	\$ 50,000
092-609 71200	Right of Way Acquisition	\$ -	\$ -
092-609 71500	Project Management and Inspections	\$ -	\$ -
092-609 74100	Construction/Improvements	\$ -	\$ -
Project: 609 - Supplemental Well/WTP Feasibility		\$ 50,000	\$ 50,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
021	Water Capital Fund	\$ 50,000	\$ 50,000
	Total Funding:	\$ 50,000	\$ 50,000
Origination: Staff		Start Date:	1st Qtr 2019
Priority Requirement: Safety/Regulatory		End Date:	4th Qtr 2021
Priority Level: 3 - High		Total Budget (All Years):	\$ 100,000
Project Category: Water			
Project Description:			
Review of potential groundwater well sites and water treatment plant facilities as capacity for existing facilities is being reached.			

Project: 610 - Water Distribution System Improvements		FY 19/20	FY 20/21
EXPENDITURES			
092-610- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-610- 70005	Design and Permitting	\$ -	\$ -
092-610- 71200	Right of Way Acquisition	\$ -	\$ -
092-610- 71500	Project Management and Inspections	\$ -	\$ -
092-610- 74100	Construction/Improvements	\$ 100,000	\$ 100,000
Project: 610 - Water Distribution System Improvements		\$ 100,000	\$ 100,000
FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
021	Water Capital Fund	\$ 100,000	\$ 100,000
	Total Funding:	\$ 100,000	\$ 100,000
Origination: Staff		Start Date:	Ongoing
Priority Requirement: Maintenance		End Date:	
Priority Level: 1 - Critical		Total Budget (All Years):	\$ 500,000
Project Category: Water			
Project Description:			
Various repairs and replacement of water distribution systems, including distribution lines, valves, pumps, booster station, SCADA, hydrants, etc.			



**Detail of Capital Improvement Projects (CIP)
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 704 - Sewer Line Replacement		FY 19/20	FY 20/21
EXPENDITURES			
092-704- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-704- 70005	Design and Permitting	\$ -	\$ -
092-704- 71200	Right of Way Acquisition	\$ -	\$ -
092-704- 71500	Project Management and Inspections	\$ -	\$ -
092-704- 74100	Construction/Improvements	\$ 150,000	\$ 150,000
Project: 704 - Sewer Line Replacement		\$ 150,000	\$ 150,000
 FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
006	Wastewater Capital Fund	\$ 150,000	\$ 150,000
Total Funding:		\$ 150,000	\$ 150,000
Origination: Staff		Start Date:	1st Qtr 2014
Priority Requirement:	Maintenance	End Date:	4th Qtr 2024
Priority Level:	2 - Urgent	Total Budget (All Years):	\$ 750,000
Project Category:	Wastewater		
Project Description:			
Repair of damaged, bellied, cracked lines, within the City sewer collection system as identified from the prior annual inspection. Ongoing Project.			

Project: 706 - WWTP Facilities Improvement		FY 19/20	FY 20/21
EXPENDITURES			
092-706- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-706- 70005	Design and Permitting	\$ -	\$ -
092-706- 71200	Right of Way Acquisition	\$ -	\$ -
092-706- 71500	Project Management and Inspections	\$ -	\$ -
092-706- 74100	Construction/Improvements	\$ 300,000	\$ 300,000
Project: 706 - WWTP Facilities Improvement		\$ 300,000	\$ 300,000
 FUNDING SOURCE ALLOCATION			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
006	Wastewater Capital Fund	\$ 300,000	\$ 300,000
Total Funding:		\$ 300,000	\$ 300,000
Origination: Staff		Start Date:	Ongoing
Priority Requirement:	Maintenance	End Date:	
Priority Level:	1 - Critical	Total Budget (All Years):	\$ 1,470,484
Project Category:	Wastewater		
Project Description:			
Various repairs and replacement of Wastewater Treatment Plant Facilities, including lift stations, SCADA, pumps, blowers, etc. Project is ongoing.			



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Appendices

- A – Resolutions
 - B – Performance Measures
 - C - Glossary
-



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Appendix A: Resolutions

RESOLUTION NO. 19-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ADOPTING THE BIENNIAL FISCAL YEAR 2019-20 AND 2020-21 BUDGET

I. THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY FIND AND DETERMINE AS FOLLOWS:

- A. City staff has presented a budget to the City Council which recognizes those known sources of City revenue and the expenditures anticipated during Fiscal Years 2019-20 and 2020-21
- B. The City Council has reviewed and studied the Preliminary Budget for Fiscal Years 2019-20 and 2020-21

II. NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY RESOLVE AS FOLLOWS:

- A. The City Council hereby adopts the final Biennial Fiscal Year 2019-20 and 2020-21 Budget for the City of Buellton in those amounts which are hereby appropriated for the purposes as described therein.
- B. That a true and correct copy of the final Biennial Fiscal Year 2019-20 and 2020-21 Budget will be on file in the Office of the City Clerk.
- C. That the City Manager can approve budget transfers within funds, providing it has no impact on fund balance and the Council can amend this Budget at any time. In addition, the City Council will review the Budget quarterly and mid-year at the second meeting in May 2020.
- D. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 23th day of May, 2019.



Holly Sierra
Mayor

ATTEST:



Linda Reid
City Clerk

RESOLUTION NO. 19-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ESTABLISHING AN APPROPRIATION LIMIT FOR FISCAL YEAR 2019-20

WHEREAS, Article XIII-B of the California Constitution provides that the total annual appropriations limit of this City shall not exceed the appropriations limit for the prior year, except as adjusted for changes in the cost of living or personal income and population, or as otherwise provided for in said Article XIII-B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII-B of said California Constitution, the City is required to set its appropriation limit for each fiscal year, and has made available to the public the documentation used in the determination of said appropriation limit; and

WHEREAS, in 1990, the voters of California adopted Proposition 111 which amended Article XIII-B of the California Constitution; and

WHEREAS, among the changes implemented by Proposition 111 are adjustments to the growth factors used to calculate the annual appropriation limit; and

WHEREAS, Proposition 111 established Fiscal Year 1986-87 as the base year for calculating the annual Appropriation Limit and permits the City to re-establish the annual Appropriation Limit for all succeeding years based upon the new growth factors; and

WHEREAS, a resolution establishing the annual appropriations limit is to be adopted at a regularly scheduled meeting of the City Council; and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this Resolution.

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, DECLARE, DETERMINE, AND REQUEST AS FOLLOWS:

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

SECTION 2. The Council of the City of Buellton elects to use the change in California per capita income as the cost of living adjustment factor and the annual population change for the City of Buellton as the population adjustment.

SECTION 3. The appropriation limit is amended for Fiscal Year 2019-20 and is hereby set forth as Exhibit "A" in the amount of \$12,806,233.

SECTION 4. The City reserves the right to adjust or amend the appropriations limit based upon the use of alternative growth factors as authorized by Proposition 111 if such changes or revisions would result in a more advantageous appropriation limit, now or in the future.

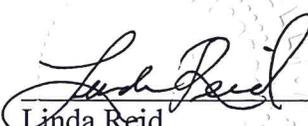
SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 13th day of June, 2019.

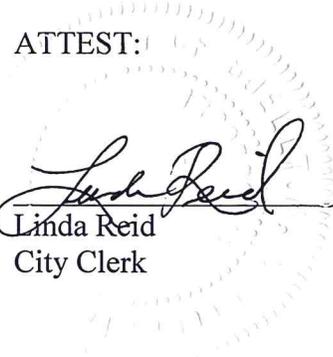


Holly Sierra
Mayor

ATTEST:



Linda Reid
City Clerk



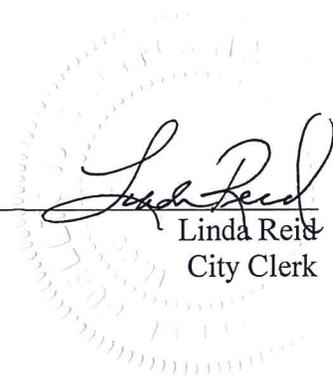
I, Linda Reid, City Clerk of the City of Buellton, do hereby certify that the foregoing Resolution No. 19-16 was duly adopted by the City Council of the City of Buellton at a regular meeting held on the 13th day of June 2019 by the following vote of the Council:

AYES: 5 Council Members King, Mercado and Sanchez, Vice Mayor Andrisek, and Mayor Sierra

NOES: 0

ABSENT: 0

ABSTAIN: 0



Linda Reid

Linda Reid
City Clerk

EXHIBIT A

EXHIBIT "A"

CITY OF BUELLTON Calculation Using Per Capita Personal Income and Population Change Annual Appropriations Subject to Gann Limit Fiscal Year 2019-20

Appropriations Subject to Limitation

Fiscal year 2019-20 adopted revenues	\$9,130,888
Less:	
Non-proceeds of tax	(1,540,969)
Qualified Capital Outlay*	(416,000)
Plus:	
User-fees in excess of costs	-
	<hr/>
Total Appropriations Subject to limitation	<u>\$7,173,919</u>

Appropriations Limit

Fiscal year 2018-19 appropriation limit, adopted	\$ 12,018,978
A. California per Capita adjustment	1.0385
B. Population adjustment	<u>1.0260</u>
Change factor (A X B)	1.0655
Increase in appropriation limit	<u>\$ 787,255</u>
Fiscal year 2019-20 appropriation limit	<u>\$12,806,233</u>

**Qualified Capital Outlay: Appropriation for a fixed asset with a useful life of 10 years or more and a value which equals or exceeds \$100,000.*



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Appendix B – Performance Measures



Performance Measures and Indicators

KEY: Met/Complete

General Fund Department: 401 - City Council

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Balanced Budget	<i>All funds end the fiscal year under budget</i> <i>Adopt a budget with revenue greater than or equal to expenditures</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Support Bike and Trails	<i>Set aside money to fund bikes and trails project</i>	\$20,000	\$20,000
Avenue of Flags Revitalization	<i>Median 2 design plan progress</i>	100%	100%
Traffic Safety	<i>Traffic Study Funded</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Infrastructure & Sustainability	<i># of Capital Improvements budgeted</i>	23	14

General Fund Department: 402 - City Manager

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	<i>Adopt a 5-Year Capital Improvement Plan</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Adequate Reserves	<i>Meet Reserve Policy of 25% of unrestricted balance</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attract businesses and light industry	<i>% of Retail Vacancy in the City</i> <i>% of Industrial Vacancy in the City</i>	≤ 10% ≤ 10%	≤ 10% ≤ 10%
Public Outreach	<i># of Buellton Buzz issues sent out</i> <i>Issue Press releases if needed</i> <i># of inserts included with Utility Bills</i>	6 <input checked="" type="checkbox"/> 4	6 <input checked="" type="checkbox"/> 4
Efficient and Effective Customer Service	<i># of days employees respond to inquiries</i> <i># of employees attending conferences for training in their area of expertise</i>	≤ 5 business days 10	≤ 5 business days 10
Communication with City Council	<i># of emails sent to City Council with department updates, legislation updates, etc.</i>	26	26
Contract Maintenance	<i># of days to renew contract before it expires</i>	30 days	30 days
Emergency Preparedness	<i>Maintain Emergency Plan</i> <i>Maintain Hazard Mitigation Plan</i> <i># of Citizens to complete CERT classes</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 10

General Fund Department: 403 - City Clerk/Human Resources

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
City Council Agendas and Minutes	<i># of Council Agendas prepared</i> <i># of Council Minutes published</i>	22 22	22 22
Compliance with Fair Political Practices Commission	<i>File FPPC Forms by the deadline</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal Code Update	<i>Update Municipal Code in a timely manner.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recruitment and Retention	<i># of New Hires</i> <i># of Separations</i> <i># of full time employees</i> <i>% of annual turnover</i>	4 1 19 5%	1 1 19 5%
Worker Compensation Claims and Other Claims	<i># of Workers Compensation Claims</i> <i># of Claims received</i> <i># of Claims settled</i>	1 0 0	1 1 1

General Fund Department: 404 - City Attorney

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Legal Advice and Defense	<i># of cases/claims handled</i> <i># of cases/claims settled</i>	2 2	2 2

General Fund Department: 410 - Non-Departmental

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Community Support	<i>Funding as a % of annual General Fund revenues</i>	1.10%	1.10%
Emergency Preparedness	<i>Acquire generator for City Hall</i> <i># of CERT classes offered annually</i>	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1
Promote Tourism	<i>average % of hotel occupancy rate</i> <i># of special events through the Visitor's Bureau</i>	≥ 55% 1	≥ 55% 2
Mitigate Long-Term Debt	<i>% of CalPERS Classic and PEPRA Plan Funding Status</i>	≥ 70%	≥ 70%
Maintain Infrastructure & Sustainability	<i># of Capital Improvement Projects funded</i>	13	6



Performance Measures and Indicators

KEY: Met/Complete

General Fund Department: 420 - Finance

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Financial Transparency	# of Treasurer's Report presented to City Council	12	12
	# of Revenue and Expenditures published on Website	12	12
	# of Quarterly Reports published on Website	4	4
	# of days from receipt of T.O.T. to publish on Website	7	7
Performance of Ideal Funds	Average rate of return on the City Portfolio per quarter	2.50%	2.50%
	Median weighted average for maturity of portfolio	24 mo.	24 mo.
	Minimum amount of investment per Certificate of Deposit	\$100,000	\$100,000
Monitor Cash Balances	Turnaround time for monthly bank reconciliations after month-end	15 days	15 days
Maintain Adequate Reserves	% of variance from original budget to actual revenues	≤ 5%	≤ 5%
	% of variance from original budget to actual expenditures	≤ 5%	≤ 5%
	Meet Reserve Policy of 25% of unrestricted balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accounts Payable	Percent of invoices paid within 30 days	100%	100%
	# of checks runs per year	52	52
Accounts Receivable	% of Utility Bills that are sent out on time	100%	100%
	% of utility customers on auto pay	≥ 25%	≥ 25%
	# of days after month-end to issue Project Billing	≤ 15	≤ 15

General Fund Department: 501 - Public Safety

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Police Patrol	# of arrests made	≥ 150	≥ 150
	# of non-criminal citations	≥ 200	≥ 200
	# of Motor Deputy	1	1
Emergency Response	% of calls responded within eight minutes	100%	100%
Fire Prevention	# of calls for fire prevention activities	100	100
Transparency	# of Monthly Statistics released for Fire and Police	12	12
Traffic Safety	# of traffic violations issued	≥ 100	≥ 100

General Fund Department: 510 - Library

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Operating Hours	# of days Library is open to the public	5	5

General Fund Department: 511 - Recreation

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Recruit new instructors/classes	# of new instructors/classes	5	5
Regular discussion/meetings and joint programs	# of collaborative programs/events	8	8
Program Participation	Increase in # of people engaging in recreation programs. Participation rate increase, year over year	2%	2%
Art and Culture Committee	# of members recruited	≥ 5	≥ 5
	# of meetings held	4	8

General Fund Department: 550 - Public Works - Street Lights

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Power Supply to Public Street	Design Plans for lighting on Industrial Way Explore lighting for Central Avenue	50% <input checked="" type="checkbox"/>	100% <input checked="" type="checkbox"/>

General Fund Department: 551 - Storm Water (Water Shed)

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	# of Capital Improvement Projects funded	1	1
Regulatory Compliance	Compliance Reports submitted in a timely manner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preventative Maintenance	% of scheduled storm drains cleaned	100%	100%

General Fund Department: 552 - Public Works - Parks

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	# of Capital Improvement Projects funded	3	1
Park Maintenance	Cost within % of budgeted maintenance expenditures	5%	5%
Community Support	Continue grant funding to PAWS Park and Botanic Garden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	# of reservations at River View Park	90	90
	# of special events held at River View Park	3	3
	# of special events held at Avenue of Flags	2	2



Performance Measures and Indicators

KEY: Met/Complete

General Fund Department: 556 - Landscape Maintenance

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	Percentage of irrigation systems maintained and replaced	25%	25%
	Bi-Annual trimming of trees for Emergency Vehicle clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	# trees recycled during the annual Tree Mulching	40	40
Maintain the Landscape Aesthetics	Percentage of dead vegetation replaced	25%	25%

General Fund Department: 558 - Public Works - General

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	# of Facilities Maintenance and Painting projects funded	2	2
	Provide Emergency Generator for City Hall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	# of customers who claim the Cash 4 Grass Landscape Rebate	5	5
Maintenance	# of street signs replaced, repaired, installed	10%	10%
	# of days to respond to public inquiries for maintenance	2	2

General Fund Department: 565 - Community Development - Planning

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Sound Planning & Development	Update the General Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Update the Community Design Guidelines	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Complete a comprehensive evaluation of the City's Zoning Code & Subdivision Ordinance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Avenue of Flags Revitalization	% of design for Avenue of Flags Median 2	100%	100%
	# of meetings held to discuss coordinate implementation of Avenue of Flags Specific Plan	12	12
Code Enforcement	Minimum average of city-initiated cases	30%	30%
	Complaint Response Time	24 hours	24 hours
Public Outreach	# of newsletters sent (Buellton Buzz, utility bills, etc.) on upcoming events or topics of interest	3	3
	Quarterly update sent out for "What's Happening on the Avenue" Newsletter	4	4
	Monthly updates to current projects on website	12	12
	Average response time for initial zoning inquiries	24 hours	24 hours

Sewer Fund Department: 701 - Wastewater

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	# of Capital Improvement Projects funded	2	2
Preventative Maintenance	Percent of collection system cleaned and cctv'd	33%	33%
Regulatory Compliance	Percent of permitted and inspected FOG/Industrial Dischargers	100%	100%

Water Fund Department: 601 - Water

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	# of Capital Improvement Projects funded	5	4
Water Production	Total water production amounts (AF)	1200	1300
Water Supply	# of Water Customers	1,795	1,815
	Customer Water Consumption (HCF)	400,000	402,000
Preventative Maintenance	Percent of valves and hydrants maintained and/or replaced	25%	25%
Regulatory Compliance	Percent of constituent sampling and testing completed	100%	100%

Housing Fund Department: 580 - Housing

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Community Support	City Contribution for Mobile Home Repairs	\$3,000	\$3,000

Gas Tax Fund Department: 553 - Street Maintenance, 554- Traffic Safety, 555-Street Cleaning, 557-Engineering

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	# of Capital Improvement Projects funded	3	2



Performance Measures and Indicators

KEY: Met/Complete

Local Transportation Department: 559 - TDA Grant

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	<i># of Capital Improvement Projects funded</i>	2	1
Support Bikes and Trails	<i>Amount allocated to Bike and Trails Reserve</i>	\$20,000	\$20,000

Transportation Planning Department: 557-Engineering

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Alternate Transportation	<i>Amount to allocate as local share to SBCAG for Multipurpose Trail</i>	\$5,000	\$5,000

Measure A Fund Department: 560 - Measure A

PROGRAM METRIC	PERFORMANCE INDICATOR	FY 2019-20 Target	FY 2020-21 Target
Maintain Infrastructure & Sustainability	<i># of Capital Improvement Projects funded</i>	2	1



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Appendix C – Glossary & Acronyms

GLOSSARY OF TERMS

Accounting System	The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.
Accrual Accounting	Basis of accounting used in proprietary fund types (enterprise and Internal Service funds) and in government-wide financial statements; statements include all economic resources of fund, including capital assets and long-term debt.
Adoption	Formal action by the City Council, which sets the spending plan for the fiscal year.
Appropriation	A legal authorization granted by the City Council to expend monies, and incur obligations for specific purposes.
Assessed Property Value	The dollar value set upon real estate or other property by the County Assessor.
Audit	A view of the City's accounts by internal audit staff or an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.
Balanced Budget	A budget with no budget deficits, but could possibly have a budget surplus.
Bonds	A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.
Budget	An annual financial plan that identifies estimated revenues, specific types and levels of services to be provided, and establishes the amount of money which can be spent.
Budgetary Control	The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.
Capital Improvement Plan (CIP)	Annual appropriations in the City's budget for capital improvement projects such as street or park improvements, building construction, and various kinds of major facility maintenance. Capital improvement projects are supported by a five-year expenditure plan, which details funding sources and expenditure amounts. They are often multi-year projects which require funding beyond the one-year period of the annual budget.

Appendix C – GLOSSARY

Consumer Price Index (CPI)	A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.
Contingency	A budgetary reserve set aside for emergency or unanticipated expenditures, revenue shortfalls and/or unknown expenditures; also referred to as appropriated reserves.
Debt Service	The payment of principal and interest on borrowed fund, such as bonds.
Deficit	An excess of expenditures or expenses over revenues.
Departments/Divisions/Activities	The budget organizes departmental expenditures into functional budget/organizational units called divisions. Each division contains an "activity summary" which describes the major services being provided and the personnel/financial resources required to provide the service.
Enterprise Fund	A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These programs are entirely or predominantly self-supporting. The City enterprise funds are the water and sewer funds.
Expenditure	The actual payment for goods and services.
Franchise Fee	A regulatory fee charged to utility companies for the privilege of doing business in the City of Buellton. For example, Comcast, Marborg, PG&E and SoCal Gas.
Fiscal Year	The period designated by the City for the beginning and ending of financial transactions. The City of Buellton's fiscal year begins July 1 and ends June 30 of each year.
Fringe Benefits	These include employee retirement, health, dental and vision insurance, workers compensation, uniforms and deferred compensation plans.
Full-time Equivalence (FTE)	The hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day x 5 work days per week.
Fund	An accounting entity with a set of self-balancing revenue and expenditure accounts used to record the financial affairs of a governmental organization.
Fund Balance	The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed

Appendix C – GLOSSARY

to) of a particular fund. Accumulated surplus of revenue over expenditures (equity) in the governmental funds.

General Fund

The fund used to account for all financial resources except those required to be accounted for in another fund (e.g., enterprise or grant funds). Usually, the General Fund is the largest fund in a municipality.

Grants

Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.

Infrastructure

Facilities on which the continuance and growth of a community depend, such as roads, water lines, sewers, public buildings, parks and so forth.

Interfund Transfer

Money transferred into another fund to finance operations or capital projects.

Lease-Purchase Agreement

Contractual agreements which are termed leases, but whose lease amount is applied to the purchase.

Levy

(verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) The total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.

Long-Term Debt

Debt with a maturity of more than one year after the date of issue.

Maintenance of Effort (MOE)

The required amount of discretionary expenditures to maintain city streets and roads.

Modified Accrual

Basis of accounting used in governmental funds which focuses on current, available resources or a “working capital” approach; fund statements exclude long-term capital assets and debt.

Municipal Code

City Council approved ordinances currently in effect.

Objective

Desired output oriented accomplishments which can be measured and achieved within a given time frame.

Objects of Expenditure

The individual expenditure accounts used to record each type of expenditure City operations may incur. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major categories of expenditure. The principal objects of expenditure used in the budget are:

- Employee Services - Salaries and fringe benefits paid to City employees. Includes items such as vision, health, dental insurance, retirement and deferred compensation.

Appendix C – GLOSSARY

- Operating and Maintenance Charges - Supplies and other materials and services used in the normal operations of City departments. Includes items such as books, chemicals and construction materials, consultant contracts and internal service fund charges, advertising, travel and utilities.
- Minor Capital Outlay - A budget category which budgets all equipment having a unit cost of more than \$500 and an estimated useful life of more than one year. This includes furniture, automobiles, machinery, equipment and other relatively minor fixed assets.

Operating Budget

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.

Operating Expenditures

Expenditures for salaries, material and supplies, services which are ordinary through its normal operations.

Operating Revenue

Annual income received by the City through sources such as taxes, fines, fees, grants, charges for current services or other revenues that can be used to finance operations or capital assets.

Ordinance

A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Performance Measure

Achievement of the objective/advances the organization has towards a corresponding goal.

Reserve

An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution

A special or temporary order of a legislative body requiring less formality than an ordinance.

Special Revenue Funds

Revenues are restricted/committed for specific purposes (other than debt or capital). Ex. Gas Tax and Measure A.

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include charges for services rendered only to those paying for such charges as sewer or water service.

Transfers In/Out

Payments from one fund to another fund, primarily for work or services provided.

ACRONYMS

CAFR	Comprehensive Annual Financial Report
CalPERS	California Public Employees' Retirement System
CERT	Community Emergency Response Team
CIP	Capital Improvement Plan
CJPIA	California Joint Powers Insurance Authority
COLA	Cost of Living Adjustment
COPS	Citizens' Option for Public Safety
DCP	Deferred Compensation Plan
FEMA	Federal Emergency Management Agency
FOG	Fats, Oils and Grease
FTE	Full-time Equivalence
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association of the United States and Canada
HSC	Healthy and Safety Code
IWD	Industrial Waste Discharge
LAFCO	Local Agency Formation Commission
LAIF	Local Agency Investment Fund
LTF	Local Transportation Fund
MC	Medicare
MOE	Maintenance of Effort
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post Employment Benefits
RDA	Redevelopment Agency

Appendix C – GLOSSARY

RMRA	Road Maintenance and Rehabilitation Account
SB1	Senate Bill No. 1: Road Repair and Accountability Act of 2017
SBCAG	Santa Barbara County Association of Governments
SCADA	Supervisory Control and Data Acquisition
SEMP	Socio-Economic Mitigation Program
SGMA	Sustainable Groundwater Management Act
SS	Social Security
STA	State Transit Assistance
TDA	Transportation Development Act
TOT	Transient Occupancy Tax
UAL	Unfunded Accrued Liability
VLf	Vehicle License Fee
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant