



Last Resolution No. 16-992  
Last Ordinance No. 16-318

REGULAR MEETING OF THE SOLVANG CITY COUNCIL

COUNCIL CHAMBERS  
1644 OAK STREET

June 27, 2016  
6:30 p.m.

Please be advised that, pursuant to State Law, any member of the public may address the Council concerning any item on the Agenda. Please be aware that Items on the Consent Calendar are considered to be routine and are normally enacted by one vote of the Council.

**If you wish to speak on Items 3, 4, or 5 please do so during Public Communications.**

Regular City Council meetings are broadcast live on **Channel 23** in the Santa Ynez Valley

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CITY MANAGERS REPORT**

**1. PUBLIC COMMUNICATIONS – WRITTEN OR VERBAL**

At this time, please direct comments to the City Council regarding Consent Calendar Items or matters NOT on the agenda but within the jurisdiction of the Council. (Speakers are limited to five (5) minutes).

**2. COUNCIL COMMENTS AND REQUESTS**

Comments and requests from City Council Members. No action will be taken at this meeting.

**3. CORRESPONDENCE RECEIVED BY CITY COUNCIL**

**4. APPROVAL OF AGENDA AS PRESENTED**

**5. CITY COUNCIL MINUTES OF JUNE 13, 2016**

Approval of Minutes.

**6. CONSENT AGENDA**

- a. Receive and file Sheriff's Department report for May, 2016

- b. Amendment No. 9 to Professional Services Agreement for Computer Support Services
  - 1. Approve Amendment No. 9 to Professional Services Agreement with Valley PC Repair/Patrick Meyer for computer support services to extend agreement one (1) year and authorize Mayor to execute agreement.
- c. Renewal of Conveyance License for use of City streets for Segway Tours
- d. Amendment to Contract of Employment for Brad Vidro, City Manager, and potential 4% increase in pay
- e. Memorandum of Understanding between Teamsters Union Local 986 and the City of Solvang, effective July 1, 2016 through June 30, 2017
  - 1. Approve MOU between the Teamsters Union Local 986 and the City of Solvang effective July 1, 2016
  - 2. Approve amended Range Schedule effective July 1, 2016
  - 3. Adopt Resolution No. 16-\_\_\_\_\_ to provide the same negotiated benefits to the unrepresented Management Staff positions

## **REGULAR AGENDA**

### **7. FIRST READING OF PROPOSED AMENDMENT TO TITLE 4, CHAPTER 10 AMENDING REGULATIONS FOR MASSAGE ESTABLISHMENTS**

- a. Review proposed amendments to Title 4 Chapter 10 Massage Therapy Regulations;
- b. Introduce for first reading by title only for amendments to Title 4 Chapter 10 Massage Therapy Regulations; and
- c. Accept the Exemption to the California Environmental Quality Act pursuant to CEQA Section 15061; or
- e. Provide alternate direction to staff.

### **8. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG ADOPTING REVISED USAGE & RENTAL FEES FOR THE VETERANS MEMORIAL BUILDING**

- a. Review revised fee schedule; and
- b. Adopt Resolution 16-\_\_\_, a Resolution of the City Council of the City of Solvang adopting revised usage and rental fees for the Veterans Memorial Building.

### **9. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG ADOPTING A BUDGET FOR THE FISCAL YEAR 2016/2017**

- a. Review 2016-2017 Budget; and
- b. Adopt Resolution 16-\_\_\_, a Resolution of the City Council of the City of Solvang adopting a budget for FY 2016/17.

### **10. ALAMO PINTADO CREEK BIKE-PEDESTRIAN BRIDGE PROJECT UPDATE & COOPERATIVE AGREEMENT**

Receive update and provide staff with direction on the Alamo Pintado Creek Bike-Ped Bridge Project including:

- a. Whether or not to execute a Cooperative Agreement with SBCAG for Measure A funding;
- b. Whether to continue or to cancel the Bike-Ped Bridge Project;
- c. Possible funding contribution towards future Caltrans Highway 246 bridge replacement/widening project.

**11. COUNCIL MEMBER REPORTS (Oral reports: Each Council Member will give oral reports on their activities in relation to the following committee or agencies. In addition, each member may report on items that will be included on the agenda for such committee or agency and seek guidance from the Council as a whole on such items, including on what position to take on behalf of the City)**

- Santa Barbara County Association of Governments
- Air Pollution Control Board
- Joint Wastewater Committee
- Finance Committee
- Chumash Tribe
- Indian Gaming Benefit Committee
- California Joint Powers Insurance Authority

**12. ADVANCE CALENDAR**

Informational Calendar – No Action.

**13. ADJOURNMENT**

Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, 1644 Oak Street, Solvang, during regular business hours and on the City's website [www.cityofsolvang.com](http://www.cityofsolvang.com), in addition, any writings relating to an open session agenda item provided to a majority of the Council that is distributed within 72 hours of the meeting, after the posting of the agenda, will be identified and available separately at City Hall and may be posted to the website.

**In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of Administrative Services at 688-5575 or the California Relay Service. Notification 48 hours prior to the meeting would enable the City to make reasonable arrangements to ensure accessibility to this meeting.**





MINUTES OF THE REGULAR MEETING OF THE  
SOLVANG CITY COUNCIL

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Council Chambers  
1644 Oak Street  
Solvang, CA 93463

June 13, 2016  
Monday  
6:30 pm

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**CALL TO ORDER:** Mayor Richardson called the meeting to order at 6:30 p.m.

**ROLL CALL:**

PRESENT: Mayor Richardson, Council Members Duus, Jamieson, Skytt, and Zimmerman

STAFF: Brad Vidro, City Manager; Roy Hanley, City Attorney; Sandra Featherson, Administrative Services Director; Matt van der Linden, Public Works Director; Arleen Pelster, Planning & Economic Development Director; Lt. Shawn O'Grady; Lisa S. Martin, City Clerk

**PLEDGE OF ALLEGIANCE:** Led by Council Member Jamieson

**CITY MANAGERS REPORT:** Informational report only

1. **PUBLIC COMMUNICATIONS – WRITTEN OR VERBAL**

Tracy Farhad, Solvang Conference and Visitors Bureau (SCVB)

- Solvang had a record number of Memorial Day visitors
- On June 22 from 2:00-6:00 p.m. CVB staff with hold a Yelp Help open house to teach how to keep a positive online reputation
- LGBT diversity training was held at Hotel Corque with 39 attendees and 8 hotels represented

Greg Corso, SCVB

- Has attended travel trade shows and made several new tour operator contacts
- His goal is to secure more midweek tours and hotel stays

Chuck Stacy, Solvang Resident

- Dissatisfied with the Skytt Mesa development
- Has been dealing with dust from the development for the last two years

Hank Homburg, Solvang Resident

- Discussed the Skytt Mesa development and the French Country designs on lots 159-169
- Would like a response from City staff as to what the allowed heights of the homes will be
- The developer deposited more dirt on lots 164-166 just today

Fred Kovol, Solvang Resident

- Discussed water and the barge being moved at Lake Cachuma

- July will be the last downstream water release
- ID#1 had a closed session on Thursday and they discussed Solvang's water permit 15878
- Yorba Linda is experiencing a Proposition 218 referendum

2. **COUNCIL REQUESTS**

None.

3. **CORRESPONDENCE RECEIVED BY COUNCIL**

Information only – no discussion.

4. **APPROVAL OF AGENDA AS PRESENTED**

No changes to the agenda.

5. **CITY COUNCIL MINUTES OF MAY 23, 2016**

*Motion made by Council Member Duus to approve the minutes as written, seconded by Council Member Skytt, and **carried** with a verbal response of 5 ayes.*

6. **CONSENT AGENDA**

- a. Approval of Warrant Register
- b. Adopt Resolution No. 16-\_\_\_, a Resolution of the City Council of the City of Solvang Amending the Appropriation Limit for Fiscal Year 2016-2017 pursuant to Article XIII of the California Constitution
- c. Approve reappointment of Shirley Stacy to the Library Advisory Committee

*Motion made by Council Member Duus to approve the Consent agenda, seconded by Council Member Skytt, and **carried** with a verbal response of 5 ayes.*

**REGULAR AGENDA**

7. **GRANT APPLICANT AGENCY PRESENTATIONS**

Introduction by Sandra Featherson.

Council Member Skytt mentioned that he would like each agency applicant to state what percentage of their budget these grants represent.

Carey McKinnon, Solvang Library

- Thanks the Council for their previous support and would like to answer any questions. A grant of \$88,000 would be 43% of the operating budget. They have applied for a range of grant amounts, the highest being \$138,000.

Eileen Albertoni, Solvang Senior Center

- The center has approximately 400 members and is currently looking to increase its hours of operation. \$40,000 would be approximately 25% of their total budget and would provide about 2,000 meals.

Art Kaslow, Elverhoj Museum

- The museum is requesting \$30,000 to aid in the replacement of the air conditioning system and maintain exhibits. This amount would represent 10% of their total budget.

Hans Birkholm, Danish Days Foundation

- Asking for \$27,500 which would represent 15-20% of the total budget. Sorry the Danish Maid couldn't be here, she is in Denmark. This is Solvang's biggest Danish party and it brings thousands of visitors each year.

Dean Palius, SY Valley People Helping People

- Their request represents about 4% of the "basic needs" budget which provides food, housing, etc. SY Valley has the fastest growing number of seniors. Additional funding is needed to help with this demographic.

Tracy Beard, Solvang Chamber of Commerce

- Are asking for this grant money to help get advertising out to tourists to help them shop in Solvang. The \$20,000 would be approximately 11% of their budget.

Lisa Mesa, Solvang Third Wednesday

- This is the eighth year of the Third Wednesday program, an all volunteer run program. Without the support of Council and the local community these small businesses would not survive.

John Matthews, Solvang Festival Theater

- The theaterfest is a beautiful community asset. It was built over 40 years ago, and as an outdoor facility, it requires a lot of maintenance. This year or in the near future, the poles that support the lighting equipment need to be replaced. This grant will help with this project. The request of \$15,000 represents about 22% of their total budget.

Kris Kerston, Rotary Club of Santa Ynez Valley

- Puts on the 4<sup>th</sup> of July fireworks show each year. The show costs about \$23,000. Profits from the 4<sup>th</sup> of July event go to local students. This \$7,000 grant would be about 12% of their budget.

Terry Delaney, Santa Ynez Valley Fruit & Veggie Rescue

- In their 6<sup>th</sup> year of operation. Their focus is on the Santa Ynez Valley. Have saved food providers approximately \$650,000 so far this year, and delivered approximately 10,000 pounds of produce to beneficiaries, including the Senior Center, Solvang School, and the Friendship House. There will be a Farm to Table fundraising event in August.

Robin Serritslev, Solvang School Education Foundation/Solvang Arts & Music

- Their \$4,000 request would provide a new kiln for the ceramics and other program supplies. The grant amount would be 6% of their budget.

Chris Parker, Atterdag Village

- This grant request would represent approximately 1% of their total budget. It will help fund the Meals on Wheels program which they would like to expand.

Stacey Otte, The Wildling Museum

- The grant would help buy art supplies and fund community events. The amount requested would reflect about a 0.5% of their operating budget, but would have a big impact.

Steven Shulz, SY Valley Botanic Garden

- The botanic garden is a passive recreation area off of River View Park. This grant money would buy native plants, and would constitute about 2% of the budget.

Felix Fisher, Valley Wind Ensemble

- Have lost some donors this year. Appreciate the funding that the city has provided in the past and would love to be able to keep this group of amateur artists performing. The \$1,000 requested would be approximately 12% of their budget.

Mayor Richardson opened the item to public comment at 7:51 p.m.

Fred Kovol

- Some of these monies should be used to provide “stem” education for kids in school or to create a wi-fi hotspot in the city for the tourists

Shirley Stacy

- The library reflects the image of this city, it is time for the city to invest in the library. It is a very important resource. The library should not have to request grant money as a non-profit, it is a public resource and should be provided for as a line item in the city’s budget.

The item was closed to public comment at 7:58 p.m.

*Informational reports. No action taken.*

## **8. PRELIMINARY BUDGET HEARING**

Staff report by Sandra Featherson, Administrative Services Director

Council Member Skytt commented that the SYV Community Services District is proposing to annex areas in Santa Ynez. How will that affect the budget? Treatment costs will be higher. Will they cover that expense?

Brad Vidro, City Manager, indicated yes, their cost is based on their flow.

Mayor Richardson opened the item to public comment at 8:22 p.m.

Tracy Farhad, Susan Williams, and Ken Harwood, SCVB

- Your marketing agency whose sole mission is to drive visitor desire and demand for the city’s number one economic benefit, tourism. Transient Occupancy Taxes are at an all

time high. They want to focus on hotel stays that are mid-week, off season, and more than two nights in length. These funds will go towards marketing and operations.

The item was closed to public comment at 8:26 p.m.

Council Member Skytt recuses himself from the SCVB funding vote, and exits the council chambers.

Council Member Duus does not feel that the SCVB should be cut by 5%. What they are doing is working, would like to see the entire \$735,000 funded especially since they are taking the trip to China. This is our money maker, it would be a mistake to reduce. Cut funding somewhere else.

Council Member Zimmerman stated that it is actually not a reduction since we granted them \$700,000 last year also.

Council Member Jamieson agrees with Council Member Duus, but wonders why our sales tax is so flat. Discussion ensued relative to sales tax revenues.

***Motion** made by Council Member Duus to fund the Solvang Conference and Visitor's Bureau (SCVB) at \$735,000, seconded by Council Member Jamieson. **Motion fails** with a roll call vote of 2-2-1 with Council Member Zimmerman and Mayor Richardson voting No and Council Member Skytt not participating.*

***Motion** made by Council Member Jamieson to fund the SCVB at \$720,000.*

Council Member Zimmerman would consider \$715,000. Council Member Jamieson does not feel like that is enough, but would be willing to split the \$35,000 in half.

*Substitute Motion made by Council Member Jamieson to fund the SCVB at \$717,500, seconded by Mayor Richardson. **Motion fails** with a roll call vote of 2-2-1 with Council Members Duus and Zimmerman voting No and Council Member Skytt not participating.*

Council Member Zimmerman asked the other council members what they think the extra \$35,000 will give them.

Council Member Duus would like to hear from Tracy as to what the difference would mean.

Tracy Farhad, SCVB, reported that one single ad in Westways magazine costs \$6,500. The difference between \$700,000 and \$735,000 means having a sales team or not, or going to a new market or not. You have to maintain a presence on multiple markets.

***Motion** made by Council Member Jamieson to fund the SCVB at \$720,000, seconded by Council Member Duus. **Motion carries** with a roll call vote of 3-1-1 with Council Member Zimmerman voting No and Council Member Skytt not participating.*

Council Member Duus recuses himself from the vote for the Atterdag Village grant funding due to a conflict. Council Member Skytt retains his recusal from this item as well due to a conflict.

Council Member Jamieson would not like to reduce the Atterdag funding from the requested \$4,000 to \$2,500 because they do so much for the community. Mayor Richardson responded that the Finance Committee thought long and hard about each agency and decided that \$1,500 was not a lot of money for the Atterdag Village to lose considering that their total budget is actually greater than the City of Solvang's, and the funds might be more beneficial elsewhere.

***Motion** made by Mayor Richardson to fund the Atterdag Village as recommended at \$2,500, and seconded by Council Member Zimmerman. **Motion carries** with a roll call vote of 2-1-2 with Council Member Jamieson voting No and Council Members Duus and Skytt not participating.*

Mayor Richardson announces that he will abstain from the vote for the Solvang Chamber of Commerce grant funding due to a personal family connection. It is noted that he does not have to step down or recuse because it is not a political conflict of interest and not required by the FPPC.

Mayor Richardson asks if he can get a motion for the recommended amount. It is discussed that there are actually two funding requests for the Chamber and that they will be combined into one decision/motion.

***Motion** made by Council Member Duus to grant a total amount of \$20,000 to the Solvang Chamber of Commerce (\$16,400 for the Solvang Chamber and \$3,600 for Solvang Third Wednesday), and seconded by Council Member Skytt. **Motion carries** with a roll call vote of 3-0-1 with Mayor Richardson abstaining.*

Council Member Skytt would like to raise the recommended amount of funding for the Solvang Library by \$12,000 for a total grant of \$100,000. He would like to get the additional money for the increase by reducing the SYV People Helping People grant by \$12,000 since the grant constitutes a much smaller percentage of the PHP budget.

Council Member Zimmerman indicated he did not want to reduce People Helping People's grant amount.

Council Member Duus would like to hear from Carey McKinnon of the library as to what the additional \$12,000 would buy us.

Carey McKinnon responded that she was not sure, although it would likely enable library services to remain at the status quo without having to go into reserves.

Council Member Skytt stated that the ad-hoc committee has not come to an equitable split with Buellton. The Solvang Library is facing a dire situation. Tourists also utilize the library for internet services.

Council Member Zimmerman stated that we should not cut from one community service to give to another. Our raising the grant to the SCVB should generate the dollars.

Council Member Skytt added that he agreed that the library should be a line item in our budget instead of having to request grant funds. Thinks that People Helping People has a healthy budget and doesn't need the money as much.

*Motion made by Council Member Skytt to grant a total amount of \$100,000 to the Solvang Library, and seconded by Council Member Duus. Motion carries with a roll call vote of 4-1 with Mayor Richardson voting No.*

Council Member Jamieson commented that as far as funding for the Animal Rescue Team, she cannot see giving her \$7,500 at this time. Council Member Skytt suggested cutting the amount in half.

*Motion made by Council Member Jamieson to grant \$3,750 to the Animal Rescue Team, and seconded by Council Member Skytt. Motion carries with a roll call vote of 3-2 with Mayor Richardson and Council Member Zimmerman voting No.*

*Motion made by Council Member Jamieson to fund the balance of the remaining grant applications as recommended, and seconded by Council Member Duus. Motion carries with a roll call vote of 4-1 with Council Member Zimmerman voting No.*

Mayor Richardson opened the item to public comment at 9:17 p.m.

Karen Waite, Solvang Resident/BAR Member

- Other organization she's been a part of have not granted monies to an agency who did not appear to explain what their organization does. The Council is very generous to donate funds to an applicant that did not appear and apparently did not have a complete application.

The public comment period was closed at 9:18 p.m.

**9. BI-ANNUAL REVIEW OF CONFLICT OF INTEREST CODE**

Staff report by City Attorney Hanley.

No questions from Council.

Mayor Richardson opened the item to public comment at 9:19 p.m. and, seeing none, closed the item to comment.

*Staff is given direction to make no changes to the Conflict of Interest Code.*

**10. COUNCIL MEMBER REPORTS (Oral reports: Each Council Member will give oral reports on their activities in relation to the following committee or agencies. In addition, each member may report on items that will be included on the agenda for such committee or agency and seek guidance from the Council as a whole on such items, including on what position to take on behalf of the City)**

- Santa Barbara County Association of Governments
- Air Pollution Control Board
- Joint Wastewater Committee
- Finance Committee
- Chumash Tribe

- Water Committee
- Indian Gaming Benefit Committee
- California Joint Powers Insurance Authority

No council member reports.

**11. ADVANCE CALENDAR**

Information only, no action.

**12. CLOSED SESSION**

Government Code Section 54957.6 Conference with Labor Negotiators – Agency designated representative, Brad Vidro, City Manager – Employee Organization Teamsters Local 986

Government Code Subdivision (a) of Section 54956.9 Existing Litigation – Amendment to Permit 15878 in front of the State Water Resources Control Board

*No reportable action taken.*

- 13. ADJOURNMENT** Mayor Richardson adjourned the meeting to closed session at 9:22 p.m. and adjourned the City Council meeting at 9:48 p.m.

# MEMORANDUM

**Date:** June 16, 2016  
**To:** Solvang City Council  
**From:** Senior Deputy Charlie Uhrig  
**Subject:** Solvang Statistics and Activity Report for May  
**CC:** Lt. Shawn O'Grady

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This statistics report is designed to provide a general overview of law enforcement activity in the City of Solvang for the month of May. The report highlights and describes patterns of activity, significant felonies in the city, and noteworthy performances by deputies assigned to the Solvang station.

## **Burglary:**

No burglaries were reported in Solvang during the month of May.

## **Other Significant Activity:**

During the month of May deputies conducted 74 traffic stops which resulted in 23 citations written for various offenses, including 2 arrests for DUI, 2 for Driving without a License, and 4 moving violations. There were 11 calls for alarms and 9 calls for 9-1-1 follow ups. In addition, there were 9 traffic related investigations during the month of May. There was one coroner case reported in Solvang during the month of May.

On 05-26-16, an AMBER Alert suspect from Solana County, who had reportedly kidnapped a 15 year old girl, and caused a multi-agency pursuit from Santa Maria into Solvang, was stopped after crashing the car he was driving at the end of a dead-end road. He fled the car on foot, while firing a hand gun at approaching deputies, and broke into a nearby mobile home, which was occupied by an elderly female, who was able to escape without being harmed. The suspect remained barricaded for a short time but then stole a truck, and attempted to flee the scene. As the suspect drove towards a

blockade of Sheriff and CHP units he fired at law enforcement personnel. The deputies returned fire and stopped the suspect and vehicle, prior to crashing into the blockade of law enforcement units. The entire scene was eventually secured and cleared by sheriff department SET members, but the kidnapped girl was not located. Solana County Sheriff personnel, along with the FBI, eventually took over the case. The girl has still not been located, and the active search was called off.

On 05-26-16 (case 16-7677), a subject was contacted during a traffic stop at which time he was determined to be under the influence of a controlled substance. He was arrested for felony Under the Influence. He was also found in possession of Dangerous narcotics, which was booked for evidence.

**Murder:**

No murders were reported in Solvang for the month of May.

**Rape:**

No rapes were reported in Solvang for the month of May.

**Robbery:**

No robberies were reported in Solvang during the month of May.

**Domestic Assault/Assault:**

There were one felony case and one misdemeanor domestic violence case reported for the month of May.

On 05-17-16 (case 16-7225), deputies responded to a fight between a male and female in the 1600 block of Mission Drive. During the investigation it was determined the parties were boyfriend and girlfriend, and lived together. It was also determined the male was the primary aggressor during the incident, which caused injuries to both parties. The male subject was arrested for felony Domestic Violence, transported and booked into County Jail.

**Grand Theft:**

No grand thefts were reported in Solvang during the month of April.

**Auto Theft**

No thefts of an auto were reported in Solvang during the month of May. However, there was one recovery of a stolen vehicle out of Oxnard (see arrest case 16-7613).

### **Misdemeanors/Thefts:**

There was one vandalism case reported in Solvang during May. There were no petty thefts reported, but there were three fraud cases reported during the month of May.

### **Arrests:**

During the month of May, deputies made a total of 16 arrests, including 3 felony arrests. These arrests included the following types of Misdemeanor arrests: 2 for DUI, 4 for Public Intoxication and 2 for Narcotics.

On 05-17-16 (case 16-7225), deputies responded to a fight between a male and female in the 1600 block of Mission Drive. During the investigation it was determined the parties were boyfriend and girlfriend, and lived together. It was also determined the male was the primary aggressor during the incident, which caused injuries to both parties. The male subject was arrested for felony Domestic Violence, transported and booked into County Jail.

On 05-24-16 (case 16-7613), deputies responded to a Solvang City parking lot to investigate suspicious activity involving the occupants of a single vehicle. Upon arrival, deputies contacted a male subject who had just exited the parked vehicle. During a consent search of the first subject deputy's located heroin, methamphetamine, and numerous gift cards, prepaid credit cards, and false government ID cards. The investigation also revealed the vehicle was reported stolen from Oxnard, with the same male subject listed as the suspect. The vehicle was occupied by another male (driver) and a female passenger. During a search of the vehicle, more methamphetamine, drug paraphernalia, burglary tools, gift cards, prepaid credit cards, numerous printed checks, and possible stolen checks were also located. All three suspects were arrested and booked for numerous felony violations, and transported to County Jail.

On 05-26-16 (case 16-7677), a subject was contacted during a traffic stop at which time he was determined to be under the influence of a controlled substance. He was arrested for felony Under the Influence. He was also found in possession of Dangerous narcotics, which was booked for evidence.

## Monthly Activity Report for May

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This is the May end of the month report from the Solvang Community Resource Deputy. It highlights all the activities, meetings, and presentations by the Community Resource Deputy for the month of May.

### **MEETINGS:**

On May 2, I met with organizers of the Rancheros Visitadores parade to finalize plans for their parade.

On May 4, I attended a meeting of volunteers for the Wine Country Half Marathon (WCHM).

On May 5, I attended a meeting of the organizers of the WCHM, and City staff, to discuss and finalize the plans for their upcoming event.

On May 17, I attended City Staff meeting.

### **PRESENTATIONS:**

One presentation was given in the month of May.

On May 26, I did a short presentation on our Salvation Army Camp for staff at People Helping People. I work with them to secure campers for the free Summer Camp, which will be from July 11-16 this year.

### **ACTIVITIES:**

On May 2, I worked a security detail for the Courts.

On May 7, I coordinated and worked the Wine Country Half Marathon, and the Rancheros Visitadores parade, which this year was on the same day. I assisted with a subject who suffered a severe medical emergency at the intersection of Atterdag and Mission, during the WCHM. He was transported by AMR, to Santa Ynez Cottage Hospital, where he was treated for severe dehydration and possible heat stroke. He recovered fully and was later released. No other incidents to report for either event, as well as no complaints of traffic for the day.

On May 10, I attended our 2<sup>nd</sup> Quarter Range Qualification.

On May 26, I assisted with the incident in Solvang involving the AMBER Alert suspect.

On May 27, I worked a security detail for the Refugio High School and Santa Ynez High School Graduation ceremonies. I also assisted and worked the SYHS Sober Graduation party. No incidents to report and about 85% of the graduating class attended the event.









**CITY COUNCIL  
STAFF REPORT/ CONSENT AGENDA**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Sandra Featherson, Director of Administrative Services

**MEETING DATE:** June 27, 2016

**DATE PREPARED:** June 16, 2016

**SUBJECT:** **AMENDMENT NO. 9 – PROFESSIONAL SERVICES  
AGREEMENT FOR COMPUTER SUPPORT SERVICES**

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**I. RECOMMENDATION:**

Approve Amendment No. 9 to Professional Services Agreement with Valley PC Repair/Patrick Meyer for computer support services to extend agreement one year and authorize Mayor to execute agreement.

**II. DISCUSSION:**

Valley PC Repair/Patrick Meyer has been performing computer support services for the City of Solvang since 2005. Patrick Meyer continues to perform the duties to the satisfaction of City staff.

The agreement allows for certain services to be provided:

- Diagnostics, maintenance and repair of all City Information Technology hardware and software
- Software updates
- Training of staff on computer hardware/software
- Backup protection for City data files
- Setting up of new services
- Maintain and enhance City website
- Updates/troubleshooting to systems (after hours if needed to avoid disruption to staff)
- Assistance with difficult data processing tasks

- Obtaining quotes and purchasing necessary hardware and software within City budget

The attached Addendum No. 9 extends the contract for an additional year, (with no increase from the prior year) at a rate of \$50/hour, not to exceed \$1000/week.

**III. ALTERNATIVES:**

City Council could choose not to enter into the agreement and secure another consultant company/person to perform support services, or hire an in-house staff person to perform the duties. Either alternative would most likely be an increase in costs.

**IV. FISCAL IMPACT:**

Valley PC is not requesting an increase to their current rate of \$50/hour, not to exceed \$1000/week. Adequate funding has been budgeted in the FY 2016-17 budget to fund this agreement.

**V. ATTACHMENTS:**

- A. Amendment No. 9
- B. Agreement

**AMENDMENT NO. 9 TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF SOLVANG  
AND VALLEY PC REPAIR/PATRICK MEYER**

**THIS AMENDMENT**, made and entered into this 27th day of June 2016, between the CITY OF SOLVANG, a municipal corporation, hereinafter referred to as "City" and VALLEY PC REPAIR/PATRICK MEYER, hereinafter referred to as the "Contractor". In consideration of the mutual covenants and conditions set forth in the original agreement dated November 28, 2005, the parties agree to:

Amend Contract No.: 0000069 to reflect the following changes:

Section 4.04 shall be amended to read as follows:

4.04 Termination: This agreement shall terminate on June 30, 2017, unless extended as set forth in this Section. The City, with agreement of this Contractor, is authorized to extend the term of this Agreement beyond the termination date as needed, under the same terms and conditions set forth in this Agreement. Any such extension shall be in writing and be an amendment to this Agreement.

All remaining portions of the original agreement shall not be changed by this amendment.

Executed on June 27, 2016 at Solvang, California

ATTEST:

CITY OF SOLVANG

\_\_\_\_\_  
Lisa Martin, City Clerk

By: \_\_\_\_\_  
Jim Richardson, Mayor

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Roy Hanley, City Attorney

CONTRACTOR

By: Patrick Meyer  
VALLEY PC REPAIR/PATRICK MEYER

Date: June 17, 2016

## PROFESSIONAL SERVICES AGREEMENT

This agreement is made upon the date of execution, as set forth below, by and between, **VALLEY PC REPAIR/PATRICK MEYER** hereinafter referred to as "Consultant," and the **CITY OF SOLVANG**, a California Municipal Corporation, hereinafter referred to as "City." The parties hereto, in consideration of the mutual covenants contained herein, hereby agree to the following terms and conditions:

### 1.00 GENERAL PROVISIONS

1.01 Terms: This agreement will become effective on the date of execution set forth below, and will continue in effect until terminated as provided herein.

1.02 Services to Be Performed by Consultant: Consultant agrees to perform or provide the services specified in "Proposal for Services" attached hereto as "Exhibit A" hereby incorporated herein.

Consultant shall determine the method, details and means of performing the above-referenced services.

Consultant may, at Consultant's own expense, employ such assistants as Consultant deems necessary to perform the services required of Consultant by this agreement. City may not control, direct or supervise Consultant's assistants or employees in the performance of those services.

1.03 Compensation: In consideration for the services to be performed by Consultant, City agrees to pay Consultant the consideration set forth in the amounts and under the terms and fee schedule provided in "Exhibit A."

### 2.00 OBLIGATIONS OF CONSULTANT

2.01 Minimum Amount of Service by Consultant: Consultant agrees to devote the hours necessary to perform the services set forth in this agreement in an efficient and effective manner. Consultant may represent, perform services for and by employed by additional individuals or entities, in Consultant's sole discretion, as long as the performance of these extra-contractual services does not interfere with or present a conflict with City's business.

2.02 Tools and Instrumentalities: Consultant shall provide all tools and instrumentalities to perform the services under this agreement except those listed as the City's responsibilities in "Task Schedule" under Exhibit A.

2.03 Worker's Compensation and Other Employee Benefits: City and Consultant intend and agree that Consultant is an independent Consultant of City and agrees that Consultant and Consultant's employees and agents have no

right to Worker's Compensation and other employee benefits. If any worker insurance protection is desired, Consultant agrees to provide Worker's Compensation and other employee benefits, where required by law, for Consultant's employees and agents. Consultant agrees to hold harmless and indemnify City for any and all claims arising out of any claim for injury, disability, or death of any of Consultant and Consultant's employees or agents.

2.04 Indemnification: Consultant hereby agrees to, and shall, hold City, its elective and appointive boards, officers, agents and employees, harmless and shall defend the same from any liability for damage or claims for damage, or suits or actions at law or in equity which may allegedly arise from the negligent acts, errors or omissions of Consultant's or any of Consultant's employees' or agents' operations under this agreement, whether such operations be by Consultant or by any one or more persons directly or indirectly employed by, or acting as agent for, Consultant; provided as follows:

- a. That the City does not, and shall not, waive any rights against Consultant which it may have by reason of the aforesaid hold-harmless agreement, because of the acceptance by City, or the deposit with City by Consultant, of any of the insurance policies hereinafter described.
- b. That the aforesaid hold-harmless agreement by Consultant shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations of Consultant or any agent or employee of Consultant regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

2.05 Insurance: Consultant shall not commence work under this contract until it has obtained all insurance required under this section and such insurance shall have been approved by City as to form, amount and carrier:

- a. Public Liability and Property Damage Insurance. Consultant shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect the City, its elective and appointive boards, officers, agents and employees, and Consultant and any agents and employees performing work covered by this contract from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from Consultant's or any Sub-Consultant's operations under this contract, whether such operations by Consultant or by anyone directly or indirectly employed by Consultant and the amounts of such insurance shall be as follows:

- (1) Public Liability Insurance.

- In an amount not less than \$ 1,000,000 for injuries, including, but not limited to death to any one person and 1,000,000 on account of any one occurrence;

*Standard Personal  
Auto Coverage*

- (2) Property Damage Insurance.  
In an amount of not less than \$1,000,000 for damage to the property of each person on account of any one occurrence.
- (3) ~~Comprehensive Automobile Liability.  
Bodily injury liability coverage of \$ 1,000,000 for each person in any one accident and \$ 1,000,000 for injuries sustained by two or more persons in any one accident. Property damage liability of \$ 1,000,000 for each accident.~~
- (4) Worker's Compensation Insurance.  
In the amounts required by law as set forth in Section 2.03 above.

b. Deductibles and Self-Insured Retentions.  
Any deductible or self-insured retention must be declared to, and approved by, the City. The City may require that either the insurer reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected or appointed officials, employees, agents or volunteers; or the Consultant shall procure a bond guaranteeing payment of all losses, and related investigation, claims administration and legal expenses.

c. Proof of Insurance.  
Consultant shall furnish City, concurrently with the execution hereof, with satisfactory proof of carriage of the insurance required, and adequate legal assurance that each carrier will give City at least thirty (30) days' prior notice of the cancellation of any policy during the effective period of this contract. The certificate or policy of liability of insurance shall name City as an additional insured with the Consultant.

3.00 OBLIGATIONS OF CITY *(10 days for non-payment)*

3.01 Cooperation: City agrees to comply with all reasonable requests of Consultant necessary to the performance of Consultant's duties under this agreement.

4.00 TERMINATION OF AGREEMENT

4.01 Termination of Notice: Notwithstanding any other provision of this agreement, any party hereto may terminate this agreement, at any time, without cause by giving at least 30 days prior written notice to the other parties to this agreement.

4.02 Termination on Occurrence of Stated Events: This agreement shall terminate automatically on the occurrence of any of the following events:

- (1) Bankruptcy of insolvency of any party;

- (2) Sale of the business of any party;
- (3) Death of any party;
- (4) The end of the 30 days as set forth in Section 4.01;
- (5) End of the contract to which Consultant's services were necessary; or
- (6) Assignment of this agreement by Consultant without the consent of the City.

**4.03 Termination by any Party for Default of Consultant:**

Should any party default in the performance of this agreement or materially breach any of its provisions, a non-breaching party, at their option, may terminate this agreement, immediately, by giving written notice of termination to the breaching party.

**4.04 Termination:** This agreement shall terminate on 7/01/2006, unless extended as set forth in this Section. The City, with the agreement of this Consultant, is authorized to extend the term of this Agreement beyond the termination date, as needed, under the same terms and conditions set forth in this Agreement. Any such extension shall be in writing and be an amendment to this Agreement.

**5.00 SPECIAL PROVISIONS (Not Used)**

**6.00 MISCELLANEOUS**

**6.01 Remedies:** The remedies set forth in this agreement shall not be exclusive but shall be cumulative with, and in addition to, all remedies now or hereafter allowed by law or equity.

**6.02 No Waiver:** The waiver of any breach by any party of any provision of this agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of this agreement.

**6.03 Assignment:** This agreement is specifically not assignable by Consultant to any person or entity. Any assignment or attempt to assign by Consultant, whether it be voluntary or involuntary, by operation of law or otherwise, is void and is a material breach of this agreement giving rise to a right to terminate as set forth in Section 4.03.

**6.04 Attorney Fees:** In the event of any controversy, claim or dispute between the parties hereto, arising out of or relating to this agreement, or the breach thereof, the prevailing party shall be entitled, in addition to other such relief as may be granted, to a reasonable sum as and for attorney fees.

**6.05 Time for Performance:** Except as otherwise expressly provided for in this agreement, should the performance of any act required by this agreement to be performed by either party be prevented or delayed by reason by any act of God, strike, lockout, labor trouble, inability to secure materials, or any other cause except financial inability which is the fault of the party required to perform the act,

the time for performance of the act will be extended for a period of time equivalent to the period of delay and performance of the act during the period of delay will be excused; provided, however, that nothing contained in this Section shall exclude the prompt payment by either party as required by this agreement or the performance of any act rendered difficult or impossible solely because of the financial condition of the party required to perform the act.

6.06 Notices: Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this agreement or by law to be served on or given to any party to this agreement shall be in writing and delivered or in lieu of such personal service when deposited in the United States mail, first-class postage prepaid to the following address for each respective party:

	<b>PARTY</b>	<b>ADDRESS</b>
A.	City of Solvang	1644 Oak Street P.O. Box 107 Solvang, CA 93464
B.	Valley pc repair/patrick meyer	P.O. Box 506 Buellton, CA 93427

6.07 Governing Law: This agreement and all matters relating to this agreement shall be governed by the laws of the State of California in force at the time any need for the interpretation of this agreement or any decision or holding concerning this agreement arises.

6.08 Binding Effect: This agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto, but nothing in this Section shall be construed as a consent by City to any assignment of this agreement or any interest in this agreement.

6.09 Severability: Should any provision of this agreement be held by a court of competent jurisdiction or by a legislative or rulemaking act to be either invalid, void or unenforceable, the remaining provisions of this agreement shall remain in full force and effect, unimpaired by the holding, legislation or rule.

6.10 Sole and Entire Agreement: This agreement constitutes the sole and entire agreement between the parties with respect to the subject matter hereof. This agreement correctly sets forth the obligations of the parties hereto to each other as of the date of this agreement. All agreements or representations respecting the subject matter of this agreement not expressly set forth or referred to in this agreement are null and void.

6.11 Time: Time is expressly declared to be of the essence of this agreement.

6.12 Due Authority: The parties hereby represent that the individuals executing this agreement are expressly authorized to do so on and in behalf of the parties.

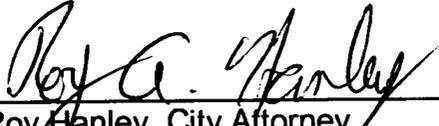
6.13 Construction: The parties agree that each has had an opportunity to have their counsel review this agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provisions to which they relate.

6.14 Amendments: Amendments to this agreement shall be in writing and shall be made only with the mutual written consent of all of the parties to this agreement.

Executed on 11/28, 2005 at Solvang, California

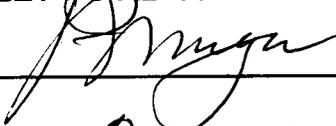
Approved as to form:

CITY OF SOLVANG

  
\_\_\_\_\_  
Roy Hanley, City Attorney

By:   
\_\_\_\_\_  
Marlene F. Demery, City Manager

VALLEY PC REPAIR/PATRICK MEYER

By:   
\_\_\_\_\_

Title: Owner

## **EXHIBIT A**

### **PROFESSIONAL SERVICES TO BE PERFORMED BY THE CONSULTANT**

Consultant shall provide consultation and professional management services to City as included in Proposal to the City of Solvang dated November 14, 2005 and incorporated herein at a rate of \$45.00 per hour. Consultant shall remain on site a minimum of 2 hours per day and remain on call for a minimum of 2 hours per day for a not to exceed pay rate of \$900.00 per week. Consultant shall observe the same holiday schedule as set forth for the City employees in the Handbook/MOU.

1. Contractor to Provide:

- Diagnostics, maintenance and repair of all City Information Technology hardware and software
- Software Updates
- Training of staff on Computer Hardware/Software
- Backup protection for City data files
- Setting up of services not currently being taken advantage of
- Maintain and enhance City Website
- Downtime of computer systems after hours, if circumstances allow, in order not to interrupt staff productivity

2. Assist with more difficult data processing tasks

3. Purchase necessary Hardware and Software as City Budget allows





**CITY COUNCIL  
STAFF REPORT/CONSENT AGENDA**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Arleen T. Pelster, AICP, Planning & Economic Development Director

**MEETING DATE:** June 27, 2016

**DATE PREPARED:** June 15, 2016

**SUBJECT: RENEWAL OF LICENSE FOR USE OF CITY STREETS FOR  
SEGWAY TOURS**

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**I. RECOMMENDATION:**

Approve renewal of the license to allow Adventures Out West to use City streets for Segway tours.

**II. BACKGROUND:**

The City Council approved the initial license with Adventures Out West to allow Segway tours in Solvang on December 12, 2011. No changes to the license or route have been requested. The most recent license and route map are attached.

On October 26, 2015, with Resolution No. 15-975, the City Council directed staff to prepare all license renewals to expire on June 30 of the upcoming year, in order to allow the Council to consider all licenses for conveyances at one time. Therefore, the license which Council approved in December of 2015 will expire on June 30, 2016.

**III. DISCUSSION:**

The business has operated in compliance with the terms of its license, and no complaints have been received in the past several years. Staff recommends approval of the license until June 30, 2017. At that time, any other new or renewal applications will be brought before Council for review.

**IV. ALTERNATIVES:**

Council could choose not to renew the license.

**V. FISCAL IMPACT:**

The draft license includes fees similar to the Horse Drawn Conveyance license which are \$150 for the initial agreement and \$75 for renewals.

**VI. ATTACHMENTS:**

- A. Current License
- B. Segway Tour Routes
- C. Draft License (proposed to expire 6-30-17) without attachments
- D. Resolution No. 15-975

CITY OF SOLVANG

ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICE TOURS LICENSE

GENERAL INFORMATION:

Business Name: Adventures Out West  
Owner: Chris Cyr

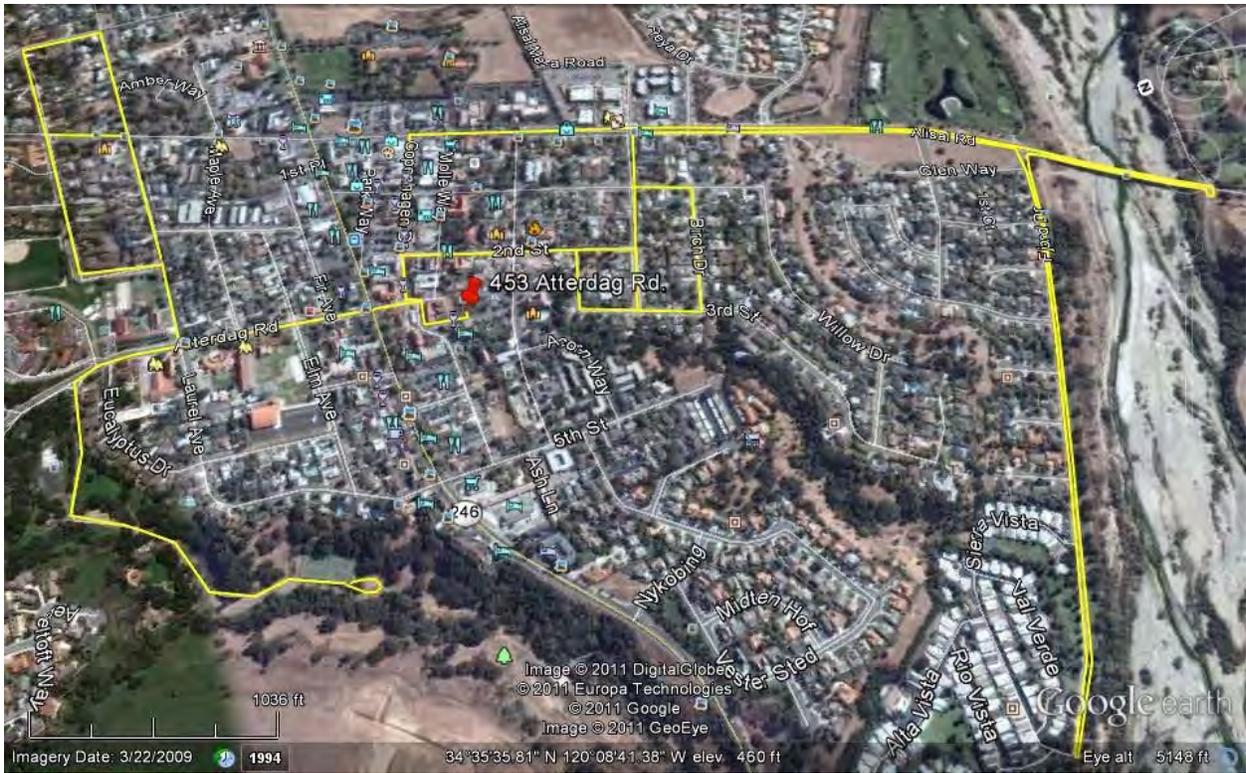
LICENSE REQUIREMENTS:

1. The Electric Personal Assistive Mobility Device (EPAMD) Tours shall be operated in accordance with the provisions of the Solvang Municipal Code and any additional provisions as listed pursuant to the issuance of this license. Failure to comply with the provisions of the Municipal Code and listed conditions will result in immediate suspension of this license to operate.
2. The following conditions are required for the operation of the EPAMD Tours:
  - a. Annual Fee: Annual License Fee new \$150. Annual License Fee for Renewal of existing license \$75.
  - b. Business Certificate: Operator must obtain a City Business Permit annually.
  - c. Term: This license renewal is in effect until June 30, 2016. Additional one year renewals are subject to the same requirements as the original application.
  - d. Operation: This license shall be limited to EPAMD Tours for the routes outlined in Attachment 2. EPAMDs are prohibited from driving on City sidewalks.
  - e. Conveyances: The EPAMDs approved for operation shall be limited to the equipment specified in Attachment 1.
  - f. Tour Operators: All tour operators shall be of at least 18 years of age and shall not operate the conveyance without adequate training. Tour operators not operating the conveyance in a safe manner shall be replaced immediately by the owner.

- g. **Attire:** Tour operators shall wear matching AOW branded T-Shirts, and either khaki pants or blue jeans. On colder days a sweatshirt will be worn. All tour guides will present a level of professional tour business attire appropriate for EPAMD and other active tours.
- h. **Traffic Laws and Regulations:** Tour operators shall further scrupulously obey and comply with all applicable traffic laws and regulations and shall observe the state laws regarding alcohol beverages and taking of drugs as though they were operators of motor vehicles.
- i. **Signage:** One small sign may be allowed on each EPAMD which provides contact information for the tour company. Said signs are subject to review and approval by the Planning & Economic Development Director prior to placement.
- j. **Transport:** EPAMDs shall be in good working order and in compliance with all State laws and regulations concerning vehicle condition and maintenance.
- k. **Storage:** The EPAMDs and all related equipment shall be stored on private property in a location approved by the City.
- l. **Indemnity Insurance:** Licensee agrees to save and hold harmless the City, its officers, employees, and agents from all claims, loss and liability arising out of or connected in any way with the operation or use of its vehicles. In this regard, licensee agrees to take out and keep in force during the entire term of its license hereunder and any extension thereof, personal liability insurance covering personal injury or property damage in an amount of not less than one million (\$1,000,000) single limit or equivalent. Said insurance shall specifically provide that the insurance shall be primary and any other insurance that the city carries shall be deemed excess insurance. Before a license is issued hereunder, a certificate showing such insurance and naming the City as coinsured, together with an agreement to notify the city in writing of any cancellation of coverage thirty days in advance, shall be delivered to the city clerk.
- m. **Route:** The route of travel for the EPAMD Tours shall be restricted to the areas described in Attachment 2, attached hereto. No other city streets may be used. EPAMDs are prohibited from driving on City sidewalks. Written permission must be obtained and provided to the City prior to utilizing private property on the tour routes.
- n. **Alternate Routes:** Alternate routes can be approved during times of special events and road construction. The City Manager may approve alternate route(s) for special events.









## CITY OF SOLVANG

### ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICE TOURS LICENSE

#### GENERAL INFORMATION:

Business Name: Adventures Out West  
Owner: Chris Cyr

#### LICENSE REQUIREMENTS:

1. The Electric Personal Assistive Mobility Device (EPAMD) Tours shall be operated in accordance with the provisions of the Solvang Municipal Code and any additional provisions as listed pursuant to the issuance of this license. Failure to comply with the provisions of the Municipal Code and listed conditions will result in immediate suspension of this license to operate.
2. The following conditions are required for the operation of the EPAMD Tours:
  - a. Annual Fee: Annual License Fee new \$150. Annual License Fee for Renewal of existing license \$75.
  - b. Business Certificate: Operator must obtain a City Business Permit annually.
  - c. Term: This license renewal is in effect until June 30, 2017. Additional one year renewals are subject to the same requirements as the original application.
  - d. Operation: This license shall be limited to EPAMD Tours for the routes outlined in Attachment 2. EPAMDs are prohibited from driving on City sidewalks.
  - e. Conveyances: The EPAMDs approved for operation shall be limited to the equipment specified in Attachment 1.
  - f. Tour Operators: All tour operators shall be of at least 18 years of age and shall not operate the conveyance without adequate training. Tour operators not operating the conveyance in a safe manner shall be replaced immediately by the owner.

- g. Attire: Tour operators shall wear matching AOW branded T-Shirts, and either khaki pants or blue jeans. On colder days a sweatshirt will be worn. All tour guides will present a level of professional tour business attire appropriate for EPAMD and other active tours.
- h. Traffic Laws and Regulations: Tour operators shall further scrupulously obey and comply with all applicable traffic laws and regulations and shall observe the state laws regarding alcohol beverages and taking of drugs as though they were operators of motor vehicles.
- i. Signage: One small sign may be allowed on each EPAMD which provides contact information for the tour company. Said signs are subject to review and approval by the Planning & Economic Development Director prior to placement.
- j. Transport: EPAMDs shall be in good working order and in compliance with all State laws and regulations concerning vehicle condition and maintenance.
- k. Storage: The EPAMDs and all related equipment shall be stored on private property in a location approved by the City.
- l. Indemnity Insurance: Licensee agrees to save and hold harmless the City, its officers, employees, and agents from all claims, loss and liability arising out of or connected in any way with the operation or use of its vehicles. In this regard, licensee agrees to take out and keep in force during the entire term of its license hereunder and any extension thereof, personal liability insurance covering personal injury or property damage in an amount of not less than one million (\$1,000,000) single limit or equivalent. Said insurance shall specifically provide that the insurance shall be primary and any other insurance that the city carries shall be deemed excess insurance. Before a license is issued hereunder, a certificate showing such insurance and naming the City as coinsured, together with an agreement to notify the city in writing of any cancellation of coverage thirty days in advance, shall be delivered to the city clerk.
- m. Route: The route of travel for the EPAMD Tours shall be restricted to the areas described in Attachment 2, attached hereto. No other city streets may be used. EPAMDs are prohibited from driving on City sidewalks. Written permission must be obtained and provided to the City prior to utilizing private property on the tour routes.
- n. Alternate Routes: Alternate routes can be approved during times of special events and road construction. The City Manager may approve alternate route(s) for special events.

- o. Post Sunset Operations: Any request to operate during the evening hours after sunset, must be submitted in writing to the City 30 days in advance and may be subject to special conditions; including lighting.

I hereby agree to the terms and conditions of this license. I understand that noncompliance with the provisions of this license is subject to immediate termination of the license.

---

Signature –Chris Cyr  
Owner/Operator

Date

---

Signature – Brad Vidro  
City Manager

Date

Attachments:

1. Specifications for EPAMD Conveyances
2. Tour Routes



**RESOLUTION NO. 15-975**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG  
REGARDING REVIEW PROCESS AND CRITERIA FOR CONVEYANCES  
UTILITIZING CITY STREETS**

**THE CITY COUNCIL OF THE CITY OF SOLVANG HEREBY RESOLVES AS  
FOLLOWS:**

**WHEREAS**, the City allows various conveyances to operate on City streets subject to licenses approved by the City Council; and

**WHEREAS**, the City has identified a need to establish a review process and evaluation criteria for new and continued use of conveyances.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Solvang makes the following decision:

**SECTION 1.** Applications for conveyance licenses shall be subject to the following provisions:

- a. All applications shall be submitted on a form provided by the City and shall provide all information requested therein;
- b. When reviewing applications, the City Council shall consider the following:
  - i. The number of currently licensed conveyances as the baseline condition, and how a new license would add to the ambient traffic conditions;
  - ii. The type of conveyance(s), and whether the addition of a new license would add a new and/or beneficial service; and
  - iii. The number of conveyances associated with a new license.
- c. New licenses shall be issued for a period of one (1) year or the next renewal cycle, whichever is less, with City Council review required prior to renewal; renewal of previously issued licenses may be for a two (2) year period, or as determined by ordinance.

**PASSED, APPROVED, AND ADOPTED** this 26th<sup>th</sup> day of October 2015 by the following vote:

AYES: Mayor Richardson, Council Members Duus, Jamieson, Skytt, and Zimmerman

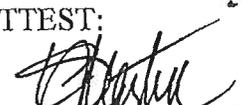
NOES:

ABSENT:

ABSTAIN:

  
\_\_\_\_\_  
Jim Richardson, Mayor

ATTEST:

  
\_\_\_\_\_  
Lisa Martin, City Clerk





**CITY COUNCIL  
STAFF REPORT/ CONSENT AGENDA**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Roy A. Hanley, City Attorney

**MEETING DATE:** June 27, 2016

**DATE PREPARED:** June 15, 2016

**SUBJECT:** **AMENDMENT TO CONTRACT OF EMPLOYMENT FOR  
BRAD VIDRO, CITY MANAGER AND POTENTIAL 4%  
INCREASE IN PAY**

---

**I. RECOMMENDATION:**

Approve Amendment to the employment agreement granting a four (4) percent increase in pay, together with an increase in the employee contribution towards CalPERS from 4% to 6%, and authorize Mayor to execute the agreement.

**II. DISCUSSION:**

The City Council recently conducted an annual evaluation of the City Manager. As part of the evaluation process the City Council met in closed session and did discuss whether or not a raise was merited. However, a decision on what that raise might be was not reached, per state law. The proposed amendment will give the City Manager the exact same raise recommended for the employees as part of the meet and confer process and likewise increases the obligation of the City Manager to pay towards the City's contribution to the employees Public Employees Retirement System for retirement benefits. The overall compensation is still well within range of normal for City Managers with similar responsibilities, and the City Council feels the City Manager gives the City of Solvang superior performance.

This raise will result in an increase in salary from \$167,855.00 to \$174,570.00. (But the overall increase to the City is reduced by increasing the amount that the employee will be paying towards the mandated contribution from the City to CalPERS.

**III. ALTERNATIVES:**

The City Council is not required to raise the Salary. In the personnel evaluation the only decision that can be made is whether or not a raise is deserved, not the amount. The amount of any raise, if any, must be determined in open session at a regular City Council meeting.

**IV. FISCAL IMPACT:**

A four percent raise will increase the salary \$6,715.00 for a total salary of \$174,570.00. The increase of 2% (to a total of 6%) contribution by the employee reduces the City's overall cost by over \$3,000.00.

**V. ATTACHMENTS:**

A. Amendment

**ADDENDUM 6 TO EMPLOYMENT AGREEMENT**

**THIS ADDENDUM** is made and entered into this 27<sup>th</sup> day of June, 2016, by and between the City of Solvang (hereinafter called "City") and Bradley Vidro (hereinafter called "Employee").

**RECITALS**

**WHEREAS,** On October 9, 2006 City and City Manager entered into an employment agreement: and

**WHEREAS,** Pursuant to Section 4 of the employment agreement City has conducted annually performance evaluations of the City Manager: and

**WHEREAS,** City Manager has received positive evaluations by unanimous vote of the City Council: and

**WHEREAS,** The City Council also voted to increase the compensation included in the employment agreement.

**NOW, THEREFORE, in** consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. The first sentence of Section 2 is hereby amended to read as follows:  
The City agrees to compensate Employee for his services as City Manager the sum of One Hundred Seventy Four Thousand Five Hundred Seventy (\$174,570) Dollars per year, payable in installments at the same time that the other management employees of the City are paid.

**IN WITNESS WHEREOF,** the above parties have executed this Agreement as of the date first written above.

**CITY OF SOLVANG**

**EMPLOYEE**

**BY:** \_\_\_\_\_  
Jim Richardson, Mayor

**BY:** \_\_\_\_\_  
Bradley Vidro

**ATTEST:**

\_\_\_\_\_  
Lisa Martin, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Roy A. Hanley, City Attorney





**CITY COUNCIL  
STAFF REPORT/CONSENT AGENDA**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Sandra Featherson, Administrative Services Director

**MEETING DATE:** June 27, 2016

**DATE PREPARED:** June 16, 2016

**SUBJECT:** **MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN TEAMSTERS UNION LOCAL 986 AND THE  
CITY OF SOLVANG, EFFECTIVE JULY 1, 2016 TO  
JUNE 30, 2017**

---

**I. RECOMMENDATION:**

1. Approve MOU between the Teamsters Union Local 986 and the City of Solvang effective July 1, 2016
2. Approve amended Range Schedule, effective July 1, 2016
3. Approve Seasonal and Part-Time Employee Range Schedule, effective July 1, 2016
4. Adopt Resolution No. 16-\_\_\_\_\_ to provide the same negotiated benefits to the unrepresented Management and Staff positions

**II. DISCUSSION:**

The City Manager and Administrative Services Director have been meeting with Teamsters Union, Local 986, the labor representative of city employees in the operations, maintenance and clerical units in an attempt to reach agreement on memoranda of understanding for fiscal year 2016-2017.

The Teamsters Union and the City's negotiator have agreed on terms for the MOU covering that unit, a copy of which is attached. The City has agreed to provide an increase in salary of 4.0% effective July 1, 2016.

As part of the overall changes to the MOU, the Teamsters Union represented employees voted to contribute an additional 2% of their salary towards the Employer Portion of the PERS Retirement Contribution costs. They will now contribute 6% towards the PERS costs. In addition, the amount of bilingual pay for those employees that qualify was increased from \$65/month to \$85/month. Other minor changes to the MOU were agreed upon by the negotiating teams as well, and are highlighted in Attachment B, but they do not involve any significant fiscal impacts.

As part of the review of salaries, Staff is also recommending updating the Seasonal and Part-Time Employee Range Schedule (Attachment D), increasing the range by 4%. In addition, we are updating the seasonal camp counselor positions to reflect California’s minimum wage of \$10.00/hour.

**III. ALTERNATIVES:**

The MOU has been the result of negotiation over the past few months, and while the Council does have the option of declining to adopt the MOU as presented and directing the City’s negotiator back to the negotiating table, such an action is not recommended, for it could lead to allegations of unfair labor practices by the City.

**IV. FISCAL IMPACT:**

The salary increase of 4% will cost the City approximately \$119,945 per year. However, with the employees contributing an additional 2% towards the City’s cost of the PERS Retirement, the City saves \$41,496, resulting in a net increase in City costs of \$78,449. The table below shows the increase and savings by fund.

	<b>Cost of 4% Increase</b>	<b>Savings of 2% on PERS</b>	<b>Total Net Increase</b>
General Fund	\$ 81,692	\$ 29,142	\$ 52,550
Water Fund	\$ 14,847	\$ 3,595	\$ 11,252
Wastewater Fund	\$ 23,406	\$ 8,759	\$ 14,647
<b>Total</b>	<b>\$ 119,945</b>	<b>\$ 41,496</b>	<b>\$ 78,449</b>

The cost of the 4% increase is the difference between FY 2015-16 salaries at the current rate and with a 4% increase. The savings of 2% on PERS, is the difference between the City’s employer contribution for FY 2016-17 of 17.086%, less the 4% and 6% contributions.

**V. ATTACHMENTS:**

- A. Amended MOU effective July 1, 2016
- B. Redline of MOU over current 2015-16 MOU.
- C. Amended Represented Salary Schedule, effective July 1, 2016
- D. Amended Seasonal and Part-Time Employee Salary Schedule, effective July 1, 2016
- E. Resolution to Provide the Same Benefits to Non-Represented Employees



# **MEMORANDUM OF UNDERSTANDING**

between

**Teamsters Union Local 986**

and the

**City of Solvang**

Effective July 1, 2016  
through  
June 30, 2017

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(ATTACHMENTS)

1. Represented Employees by Classification
2. Charitable Organizations
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This Memorandum of Understanding (MOU) is made and entered into by and between the City of Solvang, hereinafter "City", and Teamsters Union Local 986 General Teamsters, Airline, Aerospace and Allied Employees, Warehousemen, Drivers, Construction, Rock and Sand, hereinafter "Union", under the authority of California Government Code Section 3500 et. seq.

The parties agree as follows:

## **ARTICLE 1**

### **COMPLETE UNDERSTANDING OF THE PARTIES**

The following represents the understanding and intent of the parties regarding the issues agreed upon during the collective bargaining process.

The terms agreed to in negotiations and set forth in this MOU shall be in full force and effect, and both parties shall be bound by its contents on its negotiated effective date, as approved by the City Council. All working conditions, salaries, and benefits existing for represented employees prior to the date of this agreement, not expressly changed or modified herein, shall remain in full force and effect throughout the term of this agreement, except when, by mutual consent of the City and Union, the parties agree to address any unforeseen issues not included in the MOU. Nothing in the foregoing paragraph shall be interpreted to limit the management rights set forth in Article 20.

Upon acceptance by the City Council, and the bargaining unit represented by the Union, this Memorandum of Understanding shall remain in effect until June 30, 2017.

## **ARTICLE 2**

### **CITY COUNCIL APPROVAL**

It is agreed that this MOU is of no force or effect until ratified by members of the bargaining unit and approved by the City Council of the City of Solvang.

## **ARTICLE 3**

### **RECOGNITION**

The City confirms its recognition of the Union as the sole majority representative for all non-exempt employees serving in the classifications included in the operations and maintenance and clerical units as set forth in "Attachment 1."

Section 1. Stewards - The number of stewards to be recognized by the City shall be determined by mutual agreement of the parties and before a change to the number of stewards previously agreed upon can occur, a meeting between the Labor Relations Representative, or his designee, and the Union's Business Agent, or his designee, shall be held. The stewards shall be employees of the City and shall be appointed by the Union. The Union will provide the City with a list in writing of the names of the accredited Chief Steward, stewards, and their assigned areas of responsibility on a current basis.

It is understood that reasonable time spent by a Steward away from his assigned work for the purpose of handling grievances shall be without loss of pay. Reasonable time shall be defined by the City as adequate time by the Chief Stewards or Stewards to handle grievances that will not unduly interfere with the Steward's workload or that of other employees as determined at the discretion of the City.

Section 2 – Visitation - The Union Business Agent shall have access to the work areas during working hours for the purpose of adjusting grievances, observation that the contract is being followed and settling disputes. Agents shall advise the City of their presence and shall not stop or unreasonably interfere with the work of any employee.

## **ARTICLE 4**

### **SALARIES AND COMPENSATION**

Salary ranges in "Attachment 3" to reflect a four percent (4.0%) increase effective July 1, 2016.

Forestry Certificate- The City will cover all preapproved costs for employees who are directed by the City to receive training and to remain Urban Forester Certified. Employees who obtain certification as an Urban Forester, and who regularly use such certification in the course and scope of their employment, will receive an additional \$150 per month. Only one unit employee may receive the certification pay in any given month.

Duties- Certified Arborist/Urban Forester- To be available as a consultant for all City departments on matters relating to tree care (tree nutrition, fertilization, water, soil, pruning, disease diagnosis and treatment, planting, and maintenance), safety (safe work practices and tree risk assessment) and tree identification.

#### **Wastewater Division – Commercial Class B License**

The City will cover all preapproved costs for employees who are directed by the City to obtain and maintain a Commercial Class B License.

Those Wastewater Division employees that are not required to have, but obtain, a Commercial Class B License will receive an additional \$100 per month. Only two unit employees may receive the license pay in any given month.

#### **Pay and Benefits**

All covered employees of the City will be paid on the Friday following the end of each pay period.

#### **Salary Upon Rehire**

Upon request of the department head and recommendation of the City Manager, an employee who resigned in good standing may, within one year of the resignation, be rehired at the same step in the salary range which was received by the employee at the time of resignation provided the employee meets the certification requirements for his or her previously held position.

#### **Merit Salary Adjustments**

An employee may receive merit salary adjustments within the salary range applicable to his/her position as set forth in the Employee Salary Range Schedule (Attachment 3). The purpose of the merit salary increase is to recognize individual employee performance.

#### **Housing Allowance**

All covered employees will receive \$250.00 per month as a housing allowance.

#### **Bilingual Pay**

The City will pay designated employees \$85/month in additional compensation for bilingual services. Qualifications for this pay shall be based on regular use of bilingual skills in performance of City duties. Employees will be required to pass a fair and reasonable City-administered proficiency exam to qualify, and may be re-tested annually. The City will determine which languages will be included in this program. An employee may request that his/her position be evaluated for bilingual pay. Any City employee not designated for bilingual services shall not be required to perform bilingual duties.

#### **Pesticide Applicator License**

The City will cover all preapproved cost for employees who are directed by the City to obtain and maintain a Pesticide Applicator License.

Thos employees that obtain a Pesticide Applicator License will receive an additional \$50 per month. Only two unit employees may receive the license pay in any given month.

## **ARTICLE 5**

### **PERS RETIREMENT CONTRIBUTION AND OPTIONAL BENEFITS**

1. Pers 2.5% at age 55 formula. Teamsters unit employees hired prior to January 1, 2013, will be provided with 2.5% at age 55 formula.
2. PERS 2% at age 62 formula. As defined under the Public Employee Pension Reform Act (PEPRA), miscellaneous “non-classic” employees, (aka new members) hired after January 1, 2013, shall be covered under the CalPERS 2% at 62, retirement benefit.
3. Contributions:
  - a. Employees hired prior to January 1, 2013  
Employer contribution: employee pays 6% of reportable compensation  
Employee contribution: city pays entire 8%
  - b. Employees hired after January 1, 2013  
Employer contribution: The City pays fifty percent (50%) of the total “normal” cost of the benefit (as determined by CalPERS annually)  
Employee contribution: employee pays fifty percent (50%) of the total “normal” cost of the benefit (as determined by CalPERS annually).
4. The City provides the following PERS optional benefits:
  - a. Credit for Unused sick leave and highest year: This transfers unused accumulated sick leave into service credit at retirement, and the “one-year highest compensation” PERS benefits.
  - b. PERS Service credit for Military Service: This allows members to elect the purchase of up to four years of service credit for continuous active military service prior to employment.

PERS '59 Survivor's Benefit: Third level benefits provide maximum monthly benefit of \$840 per month (provided for pre-retirement survivors ({spouse and dependent children}). City will meet and confer with the Union regarding any cost increases, which may occur in this benefit in the future.

## **ARTICLE 6**

### **HEALTH AND WELFARE BENEFITS**

#### **A. HEALTH AND WELFARE BENEFITS**

1. Effective July 1, 2010, or as soon thereafter as possible, the City shall implement a full flex cafeteria plan for active employees in accordance with IRS Code Section 125. Active employees participating in the City's full flex cafeteria plan shall receive a monthly flex dollar allowance to purchase benefits under the full flex cafeteria plan. The monthly flex dollar allowance effective July 1, 2010 shall be a dollar amount equal to the amounts defined below, which includes the California Public Employees' Medical and Hospital Care Act (PEMHCA) contribution hereby referred to as the PEMHCA minimum contribution. The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits such as medical, dental, and vision insurance coverage, or any other benefits the City may offer from time to time, or may be converted to taxable income.
2. Effective July 1, 2013, the City agrees to provide Cafeteria Plan allowance of the following:

\$832.98 for employees enrolled in Employee Only  
\$832.98 for employees enrolled in Employee + One  
\$1005.00 for employees enrolled in Employee + Family

This allows the City to maintain 100% of coverage for one of the plans offered by CalPERS for employees enrolled as “Employees Only,” and to maintain 60% or better coverage for one of the plans for employees

enrolled in either the “Employee + One” or “Employee + Family” plans. Should the rates increase for calendar year 2017, the cafeteria plan will be increased to maintain 60% of coverage as appropriate, effective on January 1, 2017.

For represented employees who elect no City medical coverage and who provide proof of continuing alternate medical insurance coverage on an annual basis, the allowance shall remain at \$519.00, which shall include the PEMHCA minimum contribution. Employees shall provide proof of alternate insurance each year on September 1<sup>st</sup>. If the employee cannot provide proof of alternate insurance by January 1, the employee will not receive the allowance of \$519. For represented employees who elect no City medical coverage, and have met the proof of alternate insurance requirement, the City agrees to provide, at no cost to the employee, Dental and Vision insurance with the appropriate single or family coverage, as well as Life insurance coverage.

**B. HEALTH COVERAGE FOR RETIRED EMPLOYEES**

1. Employees represented by the Union who retire from the California Public Employees Retirement System (CalPERS) within 120 days of leaving their position with the City are eligible to continue in the City's retiree group health insurance program offered through Public Employees' Medical and Hospital Care Act (PEMHCA). The City's contribution towards retiree coverage upon retirement shall be the PEMHCA minimum contribution as determined by CalPERS from time to time.

2. Existing employees who are employed by the City on November 1, 2010 who were employed by the City on or before February 26, 2001 who retire from the City shall receive a monthly longevity payment consisting of the average monthly premium for the health plans maintained by the City for retirees for single person coverage, minus the PEHMCA minimum amount.

3. Existing employees who are employed by the City on November 1, 2010 who were employed by the City after February 26, 2001 who retire from the City shall receive a monthly longevity payment not to exceed a percentage, established by the following vesting schedule, of the average monthly premium for the health plans maintained by the City for retirees for single person coverage, minus the PEHMCA minimum amount.

Completed Years of Continuous City service	Percentage of Employer Contribution
5	25%
6	30%
7	35%
8	40%
9	45%
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

The longevity payment shall be made to the retiree's Retiree Healthcare trust account, as more particularly established in subsection C below.

4. For all employees hired after November 1, 2010 who retire from the City, the City's contribution towards their retiree health coverage upon retirement shall be the PEMHCA minimum contribution as described in Section A of this Article. No longevity payment shall be paid for employees hired after November 1, 2010.

## **C. ESTABLISHMENT OF A RETIREE HEALTHCARE TRUST**

The City shall make available to the Union a Retiree Healthcare Trust, where employees shall be provided the opportunity to defer a portion of their salary (if applicable), to prefund their future retiree health care costs. The trust and contribution requirements shall comply with the guidelines established by the Internal Revenue Service.

### **ARTICLE 7**

#### **HOURS OF WORK AND OVERTIME**

##### Work Schedule

A. In some departments it is necessary to rotate hours and days off. You are expected to cooperate with the department head to the fullest extent adhering to the schedule for the department. The normal workday is eight (8) hours. It is the responsibility of each employee to review and know his/her individual work schedule. Requests for special scheduling arrangements must be made well in advance of the time requested. On short notice, it may be possible to change time with another employee, but this practice is not encouraged and should not be habitual. It is understood that the work schedule will provide for days off on a scheduled basis. A workweek is a seven (7) day period of time, that starts 12:01 a.m. Monday morning and ends the following Sunday at 12:00 a.m.

B. Alternate -- The City may authorize either a 4/10 or 9/80 schedule as an alternative to the typical five-day/eight-hour work schedule, in accordance with the Fair Labor Standards Act, when the department head and City Manager find such work schedule is consistent with the operational needs, efficiency and cost effectiveness of the department and the City. In the event a 9/80 schedule is implemented, the workweek set forth in Section A shall be adjusted for all employees working the 9/80 schedule to reflect the appropriate work day split to ensure there is no overtime liability to the City for such alternative work schedule.

##### Breaks

There will be two (2) fifteen (15) minute breaks per day. Lunch will normally be one hour in length unless a minimum one half (½) hour period has been approved by the employee's immediate supervisor.

##### Overtime

All overtime must be approved by your department head prior to being worked. Employees shall be paid one and one-half (1½) times their regular hourly rate after: working eight (8) hours in any work day, after working any consecutive eight (8) hour period, or after working forty (40) hours in a work week. Employees shall be paid two (2) times their regular hourly rate of pay for all hours worked in excess of twelve (12) hours in any workday or after working any consecutive twelve (12) hour period. Hours worked on scheduled days off will be paid at time and one half (1 ½) the regular hourly rate. The employee determines if his overtime will be in the form of payroll or compensatory time off. Maximum comp time accrual is 40 hours. Employees who have pre-approved vacation, Comp Time, Holiday, or other paid-time-off, or have taken paid sick leave in advance of the City's request that they work overtime, shall have those hours included in "hours worked" for the purpose of calculating overtime. For the purposes of overtime calculation, "work day" shall mean the employees regularly scheduled shift.

##### Temporary Shift Change

It is understood by the parties that, from time to time, operational requirements may necessitate the temporary reassignment of one or more employees to another shift. These "temporary shift change" assignments shall not be for a period of greater than 30 calendar days. When operationally possible, the City shall give a minimum of three days notice before making any temporary shift assignment. During this temporary shift assignment, overtime shall be calculated based on the shift that the employee is temporarily assigned to.

## Comp Time Accrual

Employees may accrue up to forty (40) hours of compensatory time off ('Comp Time'), accumulated at the rate of one and one half hours of Comp Time for every hour of overtime worked or at the rate of two hours for every hour of double-time worked. The election of overtime pay or Comp Time will be made in advance of the work being performed. Accumulated Comp Time shall not expire until used.

## Call Back

A callback situation occurs when a *non-exempt* employee is required to return to his/her job to provide service when more than fifteen (15) minutes have elapsed after having completed the work shift. Supervisors are encouraged to let employees know prior to the end of the regular shift when additional work may be required after the end of the shift.

Callback time is compensated at a rate of one and one half (1 1/2) times straight time after exceeding eight (8) hours in the workday. Employee selects if payment shall be in payroll or compensatory time. Callback time will start from the time of the call out to the time back. A callback will have a minimum of Two (2) hours.

A callback situation occurs when an employee(s) is required after normal work hours to operate electronic devices for monitoring work requirements, make system adjustments or correct system functions. A callback premium will be a minimum of one (1) hour pay for each occurrence when more than sixty (60) minutes have elapsed after having completed the prior callback.

## Standby Time

An employee on standby is not required to remain on the City premises. An employee on standby must physically respond to the location of any problem within thirty (30) minutes of notification for problem calls. On emergency calls, the responding department shall call down the call backlog for the fastest possible response time.

Bargaining unit personnel assigned by the City (currently water and sewer) who carry after hour duty during non-work hours, during any month will receive eight (8) hours standby pay based on straight time for every seven (7) days of Standby Duty. Employees may choose "Comp Time" (hour for hour) or straight time pay for these hours. Said pay will be subject to all deductions of regular pay with the exception of Public Employees' Retirement System (PERS). An employee may not exceed sixteen (16) hours per month of standby duty/pay.

## **ARTICLE 8**

### **PROMOTION**

An employee who is promoted to a position with a higher salary range shall be placed on the lowest rate of the range for the new position which provides the employee at least five per cent (5%) salary increase, except where a five per cent (5%) increase would place the employee above the top rate of the range for the new position. A new salary anniversary date will be assigned effective on the date of promotion.

Any employee currently employed by the City who applies for an open represented position shall be considered first provided that they are qualified as determined by the City. Seniority shall be the deciding factor when it is determined by the City that two or more existing employee applicants are equally qualified.

## Transfer

When an employee is transferred from one position to another in the same range, the employee's pay and anniversary date shall remain unchanged. An employee who has successfully passed a probationary period in the position from which the employee is being transferred shall be entitled to the disciplinary procedures set forth in the Employee Handbook of Personnel Rules and Regulations and shall be entitled to the rights and protection afforded in this MOU during any probationary period required for the new

position. When transferred to a new position, the employee shall retain all bargaining unit seniority obtained in the prior position. For the purposes of this Memorandum of Understanding "bargaining unit seniority," means the total length of continuous employment in one or more of the positions set forth in Attachment 1.

## **ARTICLE 9**

### **GRIEVANCE PROCEDURE**

#### **I. DEFINITION**

A grievance is a written allegation by an employee or group of employees of an alleged violation, misinterpretation, or misapplication of the Memorandum of Understanding, City rules, or regulations, department-wide policy, or appeal of disciplinary actions excluding disciplinary demotions, suspensions, or terminations. Appeals concerning demotions, suspensions, and terminations shall follow procedures listed under Appeal of Disciplinary Actions. The City will give the union office written notice within 24 hours of all discharges and suspensions.

Complaints relating to Equal Employment Opportunity (including applicant examination and selection) shall be processed pursuant to established City complaint procedures in these areas. Performance evaluation ratings and commentary shall not be subject to the grievance procedure except as otherwise stated in paragraph one (1) above.

#### **II. TIME LIMITS**

It is agreed that harmonious relations between the parties require prompt handling and disposition of grievances. Failure of the grievant to comply with the time limits specified in this Article shall constitute abandonment of the grievance. Failure of the City representatives to comply with time limits specified shall entitle the grievant to appeal to the next step. However, the time limits specified may be extended by mutual agreement of the grievant and his/her designated representative and the City supervisor/manager involved at that step of the grievance process.

#### **III. USE OF WORK TIME**

The grievant may be privileged to the use of a reasonable amount of work time, as determined by the appropriate department head or supervisor, in conferring about grievance related issues.

#### **IV. PROCEDURE**

##### **Step 1 - Immediate Supervisor**

**Informal Resolution.** It is the responsibility of bargaining unit members who believe they have a bona fide complaint to promptly inform and discuss it with their immediate supervisor. Every effort should be made to find an acceptable solution at the lowest possible level of supervision. Such discussion shall be initiated within ten (10) working days of the incident complained of, or within ten (10) working days from the date the employee should have reasonably become aware of the incident.

**Written Grievance.** If the informal discussion and response does not resolve the issue, the employee shall file a written grievance within ten (10) working days of the oral reply. The written grievance shall contain a clear, concise statement of facts on which it is based, the specific provision of the rules, policies, or MOU said to be violated, and the specific remedy sought. The supervisor shall consider and discuss the grievance with the employee and his/her representative as he/she deems appropriate and submit a response to the grievant and his/her "step 1" representative, in writing, within seven (7) working days of receiving the grievance.

##### **Step 2 - Department Head**

If the written response of the immediate supervisor is not satisfactory, the grievant may file the written

grievance with the department head within five (5) working days after the grievant's receipt of the supervisor's decision. Within seven (7) working days of having received the Step 2 grievance, the department head or his/her designee shall set a meeting with the grievant, the grievant's representative(s), and other personnel, as necessary, to investigate and consider the grievance. Within ten (10) working days of the meeting, the department head shall submit his/her response to the grievant and the grievant's "step 2" representative(s). In the event that the grievant's supervisor and the Department Head are the same person, the City and the Union agree to waive "step 2" and move directly to "step 3" of the grievance procedure.

#### Step 3 - City Manager or Designated Representative

If the response at Step 2 does not result in resolution of the grievance, the grievant may submit the grievance to the City Manager or designated representative within five (5) working days of the receipt of the Step 2 response. Within ten (10) working days, the City Manager, or designated representative, shall set a meeting with the grievant, his/her representative, and other personnel, as necessary, to consider the grievance. Within ten (10) working days of the meeting, the City Manager or his/her designated representative, shall submit his/her response to the grievant and the grievant's "step 3" representatives.

#### Step 4 - Arbitration

If the grievant is not satisfied with the disposition of the grievance at Step 3, the grievant may request that the Union submit the grievance to advisory arbitration. The Union, and only the Union, may elect to submit the grievance to advisory arbitration and shall notify the City in writing within fifteen (15) working days after receipt of the Step 3 decision.

In the event the parties are unable mutually to agree upon an arbitrator, they shall request that a panel of seven (7) names be submitted to both parties by the California State Conciliation Service. Upon receipt of the list of names, the parties shall alternately delete names from the list until only one remains, and said last name shall be selected as the arbitrator. A coin toss shall determine which party begins the deletion of names.

The arbitrator's recommendation shall be advisory only, subject to the provisions below, and shall be in writing and shall set forth the arbitrator's finding of fact, reasoning, conclusions and recommended remedy, if any. The arbitrator's authority shall be limited to deciding the issues submitted by the parties; and the arbitrator shall have no power or authority to add to, subtract from, alter, delete, amend or modify the terms of this MOU or the written policies, rules, regulations, procedures, ordinances, and/or resolutions of the city.

All costs for the services of the arbitrator, including but not limited to, per diem expenses, travel and subsistence expenses and the cost of any hearing room will be borne equally by the City and the Union. If the parties agree to request a stenographic transcript of the hearing, then the cost of said transcript should also be borne equally by the City and the Union. All other costs will be borne by the party incurring them.

Arbitrator's recommendation shall be in the form of a recommendation to the City Council. However, if the City Council declines to review the arbitrator's recommendations, the recommendation shall be binding upon both the City and the Union.

If the City Council decides to review the arbitrator's recommendations, it must undertake such review no later than the second regularly scheduled Council meeting following issuance of the recommendation. At a minimum, such review shall include a review of the hearing record and briefs submitted by the respective parties. The Council may, if it deems appropriate, permit oral arguments by representatives of the parties as well as asking for additional written or oral evidence. In the event of such request, the presentation of argument and/or evidence must be in the presence of both parties. Within thirty (30) working days after receiving the record, the City Council shall render a decision on the matter, which decision shall be final and binding on all parties. If the Council does not render such a decision within the specified time limits, then it shall be deemed to have adopted the arbitrator's recommendations.

## V. Appeal

- A. Appeal of Disciplinary Actions: An employee who has been suspended, demoted, or dismissed for disciplinary reasons, may appeal the disciplinary action. In order to appeal the disciplinary action, the employee must file a written notice of appeal with the City Manager for a hearing within ten (10) working days after having been furnished with a copy of the notice of disciplinary action.
- B. Time of Hearing: The hearing on the employee's appeal shall be conducted within ninety (90) calendar days after the employee's filing of the written notice of appeal with the City Manager. This time limit may be extended by the City Manager for good cause and by agreement of the employee and the City Manager.
- C. Hearing Procedure: The following procedures shall govern hearings on appeals of disciplinary action:
1. The City Manager shall conduct the hearing. If the City Manager files the written statement to discipline an employee that works directly for the City Manager, the City Manager at his/her discretion may appoint a third party (deemed to be qualified by the City Manager) as the hearing officer for any disciplinary hearing.
  2. Hearings shall be conducted in the manner most conducive to determination of the truth, and the City Manager shall not be bound by technical rules of evidence. Decisions made shall not be invalidated by informality in the proceedings.
  3. The City Manager shall make arrangements to have the hearing transcribed or recorded to preserve the proceedings and testimony. The employee may obtain a copy of the transcript or recording upon request and upon payment of any copying or transcription charges incurred by the City.
  4. The City Manager shall determine the relevancy, weight and credibility of all testimony and evidence.
  5. The City Manager shall base his/her findings and decision on the preponderance of the evidence presented.
  6. The Department Head shall have the burden of proof. Each side will be permitted an opening statement and closing argument. The Department Head shall first present its witnesses and evidence to support the charges and disciplinary action. The employee shall then present his/her witnesses and evidence in defense. The Department Head may thereafter present witnesses and evidence in rebuttal.
  7. Each side will be allowed to examine and cross-examine witnesses. All witnesses shall testify under oath. The City Manager may question any witness.
  8. Both the Department Head and the employee may be represented by a designee or by legal counsel. The City Manager may obtain the legal advice of the City Attorney in performing the function of the hearing officer.
  9. The City Manager is empowered to and, if requested by either side, subpoena witnesses and/or require the production of documents or other material evidence.
  10. The City Manager may, during a hearing, grant a continuance for any reason believed to be important to the reaching of a fair and proper decision.
  11. Within thirty (30) calendar days after the conclusion of the hearing, the City Manager shall prepare and serve on both sides a written decision setting forth the charges found to

be sustained, and the reasons therefore, and the propriety of the disciplinary action imposed. If the City Manager finds in favor of the employee, all or part of any loss of the employee's full compensation may be ordered restored. The decision of the City Manager shall be final and conclusive for all purposes.

- D. Any legal action to challenge any decision of the City Manager must be filed in a court of competent jurisdiction no later than ninety (90) days following the date the City Manager's written decision becomes final as provided in California Code of Civil Procedure Section 1094.6

## **ARTICLE 10**

### **PROBATIONARY PERIOD**

#### **Initial Probationary Period**

All represented employees hired to fill a regular City position are given a conditional appointment and must serve an initial probationary period of at least six months. Employees hired into Water and Sewer Operator positions requiring State Certification shall remain on probation until they receive their required State Certification. The City reserves the right to extend any employee's probationary period in order to allow further time to evaluate the employee and to allow the employee to demonstrate successful job performance.

#### **Promotional or Transfer Probationary Period**

An employee serving a promotional or transfer probationary period for a position within the unit covered by this MOU shall have the right to return to the employee's prior position in the event the employee does not successfully pass the promotional or transfer probationary period. In the event that the employee's position has been filled by a bargaining unit employee with less bargaining unit seniority, the probationary employee shall have bumping privileges back into their original position. If the position no longer exists, the employee shall be placed in a similar vacant position. If no similar vacant position exists, the employee shall be laid off in accordance with the layoff procedures of this Memorandum of Understanding. An employee serving a promotional or transfer probationary period for a position not within the unit covered by this MOU shall have the right to return to the employee's prior position within 60 days of the promotion or transfer date but thereafter shall have no right to return to the prior position, even if the employee does not pass the promotional or transfer probationary period. An employee serving a promotional or transfer period shall be entitled to the disciplinary procedures set forth in the Employee Handbook of Personnel Rules & Regulations and to the rights and protections provided in the MOU.

An employee who successfully completes the probationary period shall retain all bargaining unit seniority obtained in the prior position. For the purposes of this Memorandum of Understanding "bargaining unit seniority," means the total length of continuous employment in one or more of the positions set forth in Attachment 1. Length of continuous employment includes employment within the position without interruption, including all days' attendance at work and approved leaves of absence, whether earned or specially authorized. Length of continuous employment shall not include unauthorized absence, period of suspension or layoffs, or any other time when not actively engaged at work. For example, an employee who has served five continuous years as a Water Operator I, who then is promoted to a Water Operator II shall, upon the completion of a six-month transfer probationary period, be deemed to have five and one-half years of bargaining unit seniority, assuming no unauthorized absences, periods of suspension or layoff, or other time where the employee was not actively engaged at work.

The City shall notify the Union when a bargaining unit employee completes their initial probationary period. Notification of completion shall be provided in writing and within five (5) working days of the date of completion.

## **ARTICLE 11**

### **LAYOFFS**

Whenever in the sole judgment of the City it becomes necessary to lay off one or more employees, the order of layoffs for a particular position shall be on the basis of the least to the greatest bargaining unit

seniority, with the least senior employee being the first to be laid off. Positions remaining which are not abolished or which shall be staffed after layoff will be occupied by employees with the greatest bargaining unit seniority.

Employees who have been laid off shall be placed on a layoff-reinstatement list for the position in order of greatest to least bargaining unit seniority as of the date of layoff. The list shall be maintained for a period of twelve (12) months following the layoff, and the list shall be used by the City Manager, reinstating the laid off employee with the greatest bargaining unit seniority, when a vacancy exists for the position within twelve (12) months of the date of the layoff, provided the employee is qualified for the position at the time of recall. Such qualification shall be determined at the discretion of the City Manager with reference to the job description.

## **ARTICLE 12**

### **HOLIDAYS**

The City observes the following paid Holidays:

New Year's Day  
Martin Luther King Day (third Monday in January)  
President's Day (third Monday in February)  
Memorial Day (last Monday in May)  
Independence Day  
Labor Day (first Monday in September)  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

One floating holiday will accrue each January to each employee. This holiday must be used within a year of accrual.

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If an employee is required to work an actual (not observed) holiday as part of their regular work schedule he/she will receive the eight (8) hours of holiday pay, and in addition they will be paid overtime for the hours worked that holiday.

If the holiday falls on an employee's scheduled day off, the employee will be entitled to eight (8) hours of holiday to be accrued. Employees on an alternate full-time work schedule are entitled to the same number of holidays and the same amount of holiday pay granted to employees on a regular full-time work schedule.

## **ARTICLE 13**

### **LEAVES OF ABSENCE**

#### **Bereavement Leave**

An employee on the payroll of the city shall not lose pay for lost time during a regular workday in the workweek, for a period of up to three (3) consecutive days, only where such lost time is caused by the death of a member of the immediate family. Immediate family for this purpose shall be defined as follows: spouse, child(ren), step-child, foster child, parent, spouse's parent.

## Jury/Court Leave

During regular working hours, if an employee is required to serve on any jury or as a witness called to testify concerning events observed in the course and scope of City employment, the employee will receive full pay from the City. For purposes of payroll, an employee shall obtain validation from the jury clerk of the time spent on official jury duty, and provide a copy to their supervisor. The fee paid for jury duty must be given to the payroll clerk. The reimbursement for mileage will be kept by the employee. An employee being released from service prior to the end of his/her normal work day will not be required to report to work that day.

## Military Leave

Military Leave provisions shall be in accordance with Military and Veterans Code Section 395.

## **ARTICLE 14**

### **SICK LEAVE AND VACATION**

#### **Sick Leave**

Except as otherwise provided herein, Sick Leave is to be used only for illness or injury that will hamper an employee's ability to perform their duties or for medical or dental appointments for the employee. The following items apply to sick leave:

- Full time employees of the City will accrue one (1) working day, eight (8) hours of sick leave with full pay for each calendar month of employment.
- There is no limit to the amount of sick days that an employee can accrue.
- A physician's written statement indicating the employee's prognosis may be required by the department head at any time, including, but not limited to, circumstances in which the employee is absent for three (3) or more consecutive working days.
- If an employee is sick or injured and cannot come to work, the City needs cooperation to properly cover the employee's job. Therefore, the employee is expected to call his/her supervisor, and tell the supervisor he/she will be absent and when he/she will return to work. If the employee does not know the return date, the employee must call his/her supervisor each day within one (1) hour of the beginning of his/her regularly scheduled arrival. If the employee knows in advance he/she is going to be absent, the employee must schedule the absence with his/her supervisor at least one (1) week in advance.
- Sick leave payments to employees who are covered under California Workers' Compensation or State Disability Insurance will be reduced by the amount of disability benefits payable under such plan. In no event will an employee receive pay in excess of his regular pay.
- Following five (5) years employment with the City (vested under PERS) unused sick leave may be credited toward retirement benefits in accordance with the rules and regulations adopted by PERS.
- When an employee accumulates more than two hundred forty (240) hours of sick leave, a maximum of eighty (80) hours of sick leave hours may be converted to vacation leave on an hour-for-hour basis, subject to the 280 hour maximum accumulation limit for vacation pay. If an employee has accumulated the maximum amount of vacation that may be accumulated, the employee may not convert any sick leave to vacation leave until the employee uses vacation leave which brings the employee below the 280-hour maximum accumulation limit for vacation leave. The conversion of sick leave to vacation leave may be done no more than once annually, based on a calendar year.
- Except as set forth in the following sentence, employees will not be paid for accrued, but unused sick leave upon termination or resignation of their employment with the City. In the event an employee

has not, within one year prior to termination or resignation of employment, elected to convert sick leave to vacation leave as set forth above, and the employee has in excess of eighty (80) hours of sick leave accumulated at termination or resignation, the employee may elect to convert a maximum of eighty (80) hours of sick leave to vacation leave to be paid off upon termination or resignation of employment, provided the employee does not by this conversion exceed the 280-hour maximum accumulation for vacation leave.

#### Application of Sick Leave

Up to six (6) days per calendar year of an employee's accumulated sick leave may be used by any employee if their presence is required by a member of their immediate family or their spouse's immediate family as a result of serious illness, serious injury, medical or dental appointments, or death. "Immediate family" will be limited to spouse/registered domestic partner, parent, brother, sister, child, step parent, step brother, step sister, or step child, grandparent or grandchild of the employee or to their spouse/registered domestic partner.

#### Vacation Time

- A full-time employee is eligible for the vacation benefits described below.
  - Temporary and part-time employees are not eligible to receive vacation benefits.
- A. 10 Days - A full-time employee will earn vacation time at the rate of 6.6 hours monthly (ten (10) days annually), for the first sixty (60) months, (five (5) years), of employment.
- B. 15 Days - An employee having more than sixty (60) months (five (5) years), but less than one hundred forty four (144) months (twelve (12) years), of service will receive one hundred twenty (120) hours (fifteen (15) days) of vacation time per year.
- C. 20 Days - After one hundred forty four (144) months (twelve (12) years) of service, an employee will receive one hundred sixty (160) hours (twenty (20) days) of vacation time per year.

An employee may not accrue more than seven (7) weeks (two hundred eight (280) hours) of paid vacation at any one time. Once an employee has accrued a total of seven (7) weeks (two hundred eighty (280) hours) of vacation, the employee will cease accruing additional vacation benefits until the employee has used a portion of his or her accrued vacation and reduces his or her balance below seven (7) weeks (two hundred eighty (280) hours). Thereafter, vacation benefits will again begin to accrue, on a prospective basis only, until the employee again reaches the seven (7) weeks (two hundred eighty (280) hours) maximum.

Vacation Leave Cash Out – One time each year, between November 1 and December 31, employees will be allowed to cash out, and receive payment for, a maximum of 40 hours of accumulated vacation time, provided (1) the employee has actually used a minimum of 40 hours of vacation time during the calendar year in which the cash out request is made, and (2) the employee retains a minimum balance of 80 hours of accumulated vacation time after the cash out occurs. Vacation time cashed out pursuant to this provision shall be subtracted from the employee's accumulated vacation time balance when paid.

### **ARTICLE 15**

#### **FAMILY AND MEDICAL LEAVE**

The City complies with California and federal law governing family and medical leaves. The provisions of this section shall be applied in conformity with the California Family Rights Act and the federal Family and Medical Leave Act.

All employees who have worked at the City for at least twelve (12) months and a minimum of 1250 hours during the twelve (12) months prior to a request for leave are eligible for a leave of absence for the following reasons:

1. The birth of a child of the employee and to care for the child.

2. The placement of a child with the employee through adoption or a foster care program.
3. To care for the employee's spouse, child, or parent if the spouse, child, or parent has a serious health condition.
4. The serious health condition of the employee that makes the employee unable to perform the functions of his or her position.

A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment or continuing supervision by a health care provider.

Each eligible employee shall be entitled to take leave of up to twelve (12) workweeks during any twelve (12) month period for the purposes listed above. The City uses a rolling twelve (12) month period for determining eligibility for FMLA. The twelve (12) month period is measured backward from the date an employee uses any FMLA leave. With the approval of the City Manager or designee, and on such terms as the City Manager or designee may provide, an employee may take additional leave for the purposes set forth above. An employee disabled by pregnancy, childbirth or related medical condition shall be entitled to take leave of up to four (4) months while the employee is so disabled. Leave for pregnancy-related disability shall be distinct from the family and medical leave otherwise provided for in this section.

Entitlement to family leave for the birth of a child or the placement of a child with the employee through adoption or a foster care program shall expire twelve (12) months after the birth or placement of the child with the employee.

If both parents are employed by the City, an employee is entitled to an aggregate amount of family and medical leave for the purpose of the birth or placement of a child with the employees through adoption or a foster care program that does not exceed twelve (12) workweeks during a twelve (12) month period when added to the family and medical leave taken by the employee's spouse for these reasons.

A family and medical leave shall be unpaid, except that an employee may use any accumulated vacation time during the leave. With the written approval of the City Manager or designee, an employee may also use accumulated sick leave time during the leave. In the event the leave is taken for the employee's own serious health condition, the employee may use accumulated sick time during the leave and if accumulated sick leave is insufficient to cover the extent of the leave, the employee may also use accumulated vacation leave time during the leave.

The City shall maintain group health insurance coverage for employees taking family and medical leave, for a maximum of twelve (12) workweeks in a twelve-month period, at the level and under the conditions coverage would have been provided by the City if the employee had not taken the leave. In the event an employee does not return to work following a family and medical leave, the City reserves the right to recover the premiums or other sums the City paid for group health insurance coverage during the period of the employee's leave, in accordance with California and federal law. Should an employee be granted additional leave under this policy, the City shall not be obligated to maintain group health insurance coverage beyond twelve workweeks.

All requests for family and medical leave shall be directed to the City Manager or designee in writing in the form specified by the City Manager or designee. The request should include the expected start and end dates of the leave. An employee shall provide at least 30 days advance notice before the leave is to begin if the need for the leave is foreseeable. If the need for the leave is not foreseeable, the employee shall provide as much advance notice as possible. The City Manager or designee shall respond to the request for leave not later than ten working days after receiving the request. In the event the employee does not give any notice, and the employee is eligible for FMLA, and will be out for a FMLA qualifying reason for three (3) consecutive days or more, than the City will designate the leave as a FMLA leave.

Where the employee takes leave for planned medical treatment of a spouse, child or parent, or of the employee, the employee shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the City.

The City may require an employee to provide medical certification of the need for a medical leave for the care of a spouse, child or parent with a serious health conditions, or for the serious health condition of the

employee. The certification should contain, at a minimum, the date on which the serious health condition began and the probable duration of the condition.

If the leave is taken for the care of a spouse, child or parent with a serious health condition, the certification should also contain a statement that the employee is needed for the care of the spouse, child or parent and an estimate of the amount of time for which the employee is needed to care for the spouse, child or parent. If the leave is taken for the employee's own serious health condition, the certification should contain a statement by the health care provider that, due to the serious health condition, the employee is unable to perform the essential functions of his or her position with the City.

If the City has reason to doubt the validity of the certification provided by the employee, it may require, at its expense, a second opinion from a health care provider designated by the City. The health care provider designated to provide a second opinion will not be one who is employed on a regular basis by the City. If the second opinion differs from the first opinion, the City may require, at its expense, that the employee obtain the opinion of a third health care provider, designed or approved jointly by the City and the employee. The opinion of the third health care provider shall be considered final and binding on the City and the employee.

An employee returning from leave taken under this section for a serious health condition of the employee may be required to submit certification from the employee's health care provider that the employee is able to resume work without risk of injury to the employee or others. The City may require employees taking leave pursuant to this section to provide periodic reports regarding the employee's status and intention to return to work.

Except as otherwise permitted by law, employees taking leave pursuant to this section shall be returned to the same or comparable position following the leave.

## **ARTICLE 16**

### **WORKING OUT OF CLASS**

When a position is temporarily unfilled, either due to vacancy or a leave of absence by the incumbent, another employee may be temporarily appointed by the Department Head to perform the duties of that position. Once the employee has served in the temporary position in excess of fourteen (14) calendar days or more, the employee shall retroactively to the date of appointment receive a temporary salary that will be calculated using the current salary range for the unfilled position such that the temporary increase in salary shall be not less than 5% greater than the employee's existing salary.

## **ARTICLE 17**

### **AGENCY SHOP**

During the term of this MOU, upon receipt of an executed voluntary written authorization, the City shall deduct Union dues from the second pay warrant of the month for employees who are members of the Union. The form for this purpose shall be provided by the City and the amounts to be deducted for Union dues shall be certified to the City by the appropriate Union official. Authorizations for dues deductions shall be revocable by the employee upon thirty days advance written notice to both the Union and to the City.

The Union hereby agrees to indemnify and hold harmless the City for any loss or damages, claims or causes of action arising from the operation of this provision of the MOU. It is also agreed that neither any employee nor the Union shall have any claim for error against the City for any deductions made or not made, as the case may be.

Continuing through the term of this agreement, each non-probationary employee who chooses not to become or remain a member of the Teamsters Union shall be required to pay to the Union a representation service fee. For purposes of this Article, *non-probationary employee* shall mean an employee who has successfully completed the probationary period following an original appointment.

The service fee represents each employee's proportionate share of the Unions' cost of meeting and conferring and administering the MOU.

Any employee who is a member of a religious body whose traditional tenets or teachings include objections of joining or financially supporting employee organizations shall not be required to financially support the Union. That employee, in lieu of a membership fee or a representation service fee deduction, shall instruct the City to deduct and pay a sum equal to the representation service fee to a nonreligious, non-labor, charitable organization selected by such employee or, in the absence of such selection, as agreed upon by the Union and the City (See Attachment 4).

Prior to an employee becoming obligated hereunder to pay any portion of a service fee, the Union must have given sufficient financial information to potential objectors to allow them to gauge the propriety of the Union's representation service fee that represents the employee's proportionate share of the Union's cost of meeting and conferring and administering the MOU. As used herein, potential objectors shall mean any unit employee who is subject to the representation service fee. This information shall be updated annually and made available in accordance with Government Code Section 3502.5(d). The financial information must be an adequate disclosure that would include major categories of expenses (for collective bargaining and contract administration for which the non-member can be charged) as well as verification by an independent auditor. The financial information must apply to the local expenditures as well as uses made by state and national affiliations to whom the local union transmits a portion of the funds.

The potential objectors will then be in a position to object to specific expenditures. If the Union does not accommodate the service fee payer's objection, the Union shall thereupon deposit the disputed share of the service fee in an interest-bearing escrow account that is under the control of a disinterested third party. The objector is thereupon constitutionally entitled to a reasonably prompt decision by an impartial decision-maker. The impartial decision-maker will be jointly selected by the Union and the objecting employee.

The unit employee who is subject to the payment of a representation fee hereunder shall have the right to object to any part of that fee payable by him or her which is claimed to represent the employee's additional pro rata share of expenditures by the Union that is in aid to activities or causes of a partisan, political, or ideological nature, or that is applied towards the cost of benefits available only to members of the Union, or that is utilized for expenditures that are not necessarily or reasonable incurred for the purpose of performing the duties incident for meeting and conferring or administering the MOU.

The City will include a notice in full-time regular status job announcements that the identified classification is union represented and after completion of their probationary period employees must pay either union dues or a union service representation fee.

## **ARTICLE 18**

### **TOOLS, UNIFORMS, AND SAFETY EQUIPMENT**

Public Works field employees and Parks Maintenance workers are to wear the City uniform trousers or shorts, shirts, caps, and steel-toe safety boots during regular working hours. The tools required for the performance of an employee's duties are provided by the City and shall be restricted to use during working hours on City business.

Footwear - Annual (12 months from date of purchase) safety footwear allowance of up to \$130.00 for each public works and parks maintenance employee to purchase safety footwear. The safety footwear allowance will be paid either on a reimbursement basis upon presentation of appropriate documentation as determined by the Administrative Services Director, or by direct payment to a city-approved vendor.

Uniform Allowance – The City shall provide an annual uniform allowance of up to four-hundred (\$400) dollars for each public works and parks maintenance employee to purchase uniforms. The uniform allowance will be paid either on a reimbursement basis upon presentation of appropriate documentation as determined by the Administrative Services Director, or by direct payment to City-approved vendor.

## **ARTICLE 19**

### **POSTING OF NOTICES**

Information on City policies, personnel announcements, items of City interest, educational opportunities, and job announcements will be posted on bulletin boards. A special section will be reserved for posting of union notices at all primary places of work. All materials posted on any bulletin board must be approved in advance by the departmental supervisor.

## **ARTICLE 20**

### **MANAGEMENT RIGHTS**

The Union recognizes that the City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer and manage its municipal services and work force performing those services in all respects subject to this MOU. The City has and will continue to retain exclusive decision-making authority on matters not officially and expressly modified by specific provisions of this MOU.

The exclusive rights of the City shall include, but not be limited to, the right to determine the organization of City government and the purpose and mission of its constituent agencies, to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations, to increase or decrease the work force, to establish and effect administrative and employment rules and regulations consistent with law and specific provisions of this MOU, to recruit and select applicants for positions, to promote, transfer, and assign employees, to direct its employees, to classify and reclassify positions, to take disciplinary action for just cause, to relieve its employees from duty because of lack of work or for other legitimate reasons, to determine whether goods and services shall be made, purchased or contracted for, to determine the methods, means and personnel by which the City's services are to be provided, including the right to schedule and assign work and overtime, and to otherwise act in the interest of efficient service to the community.

## **ARTICLE 21**

### **LABOR MANAGEMENT COMMITTEE**

The City and the Union agree to form a Joint Labor-Management Committee to study issues of mutual concern and develop strategies. Such meetings may be held quarterly, but not less than once per year. The party requesting a labor-management meeting shall provide the other an agenda at least seven (7) calendar days prior to the schedule date. The dates and times of the meeting(s) will be mutually agreed upon by the members of the committee.

Membership shall consist of two (2) employee representatives appointed by the Union, the Administrative Services Director (or designee) and a management employee designated by the Administrative Services Director (or designee). The committee may also include the City Manager (or designee). Other employee(s) may attend by mutual agreement of the parties; a paid Teamster staff representative shall also attend.

It is expressly understood that the primary purpose of the labor-management meeting(s) is to discuss and provide information in an attempt to resolve issues of concern to the Union and/or the City. Joint recommendations of labor and management shall be referred to the City Manager for review and appropriate action.

**ARTICLE 22**

**DURATION OF AGREEMENT**

This Agreement shall be in effect from July 1, 2016 through and including June 30, 2017. This Agreement shall be automatically renewed from year to year thereafter, unless either party gives written notice of a desire to modify, amend or terminate same at least 60 days prior to expiration date and any anniversary date therefore

**ARTICLE 23**

**RATIFICATION AND IMPLEMENTATION**

Upon acceptance by the City Council, and the bargaining unit represented by the Union, this Memorandum of Understanding shall remain in effect until Midnight June 30, 2017.

IN WITNESS WHEREOF, the parties hereto agree to the language of this Memorandum of Understanding. Executed on this the 27th day of June, 2016.

CITY OF SOLVANG:

TEAMSTERS LOCAL 986:

\_\_\_\_\_  
Brad Vidro, City Manager

\_\_\_\_\_  
David Latimer, Business Agent

\_\_\_\_\_  
Nathan Giacinto, Chief Steward

\_\_\_\_\_  
Danny Bence, Steward

\_\_\_\_\_  
Mike Garley, Steward

## **Attachment 1**

### **CITY OF SOLVANG REPRESENTED EMPLOYEE CLASSIFICATIONS**

Accounting Assistant I  
Accounting Assistant II  
Accounting Technician  
Accounting Supervisor  
Assistant Planner  
Associate Planner  
Building Permit Technician I  
Custodian  
Engineering Technician  
Office Assistant  
Maintenance Supervisor  
Park Maintenance I  
Park Maintenance II  
Public Works Office Assistant  
Public Works Maintenance I  
Public Works Maintenance II  
Recreation Clerk II  
Recreation Coordinator  
Senior Recreation Coordinator  
Utility Billing Clerk  
WWTP Operator I  
WWTP Operator II  
WWTP Operator III  
WWTP Lead Operator/City Inspector  
WWTP Collection System Operator  
WWTP Supervisor  
Water Operator I  
Water Operator II  
Water Supervisor

## **Attachment 2**

### **CHARITABLE ORGANIZATIONS FOR THE PURPOSE OF A REPRESENTATION SERVICE FEE**

- Friendship House
- Solvang Senior Center
- Solvang Library
- Elks Youth Recreation
- Solvang Rotary
- Viking Charities
- People Helping People
- SYV Humane Society
- A Child's Dream
- Alzheimer's Association
- American Cancer Foundation
- American Diabetes Association
- American Heart Association
- American Kidney Association
- American Liver Association
- American Lung Association
- American War Veterans
- Arthritis Foundation
- Association For Disabled Firefighters
- Big Brothers and Sisters of America
- Children International
- Children's Cancer Foundation
- City of Hope
- Disabled American Veterans
- Epilepsy Foundation
- Guide Dog Foundation for the Blind
- Habitat For Humanity
- MADD
- Make-A-Wish Foundation of America
- March of Dimes
- Multiple Sclerosis Foundation
- Muscular Dystrophy Foundation
- Parkinson's Disease Foundation
- Ronald McDonalds House Charities
- Special Olympics
- United Way of America
- American Red Cross

# MEMORANDUM OF UNDERSTANDING

between

**Teamsters Union Local 986**

and the

**City of Solvang**

Effective July 1, ~~2015~~2016  
through  
June 30, ~~2016~~2017

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(ATTACHMENTS)

1. Represented Employees by Classification
2. Charitable Organizations
3. Salary Schedule – Hourly

This Memorandum of Understanding (MOU) is made and entered into by and between the City of Solvang, hereinafter "City", and Teamsters Union Local 986 General Teamsters, Airline, Aerospace and Allied Employees, Warehousemen, Drivers, Construction, Rock and Sand, hereinafter "Union", under the authority of California Government Code Section 3500 et. seq.

The parties agree as follows:

## **ARTICLE 1**

### **COMPLETE UNDERSTANDING OF THE PARTIES**

The following represents the understanding and intent of the parties regarding the issues agreed upon during the collective bargaining process.

The terms agreed to in negotiations and set forth in this MOU shall be in full force and effect, and both parties shall be bound by its contents on its negotiated effective date, as approved by the City Council. All working conditions, salaries, and benefits existing for represented employees prior to the date of this agreement, not expressly changed or modified herein, shall remain in full force and effect throughout the term of this agreement, except when, by mutual consent of the City and Union, the parties agree to address any unforeseen issues not included in the MOU. Nothing in the foregoing paragraph shall be interpreted to limit the management rights set forth in Article 20.

Upon acceptance by the City Council, and the bargaining unit represented by the Union, this Memorandum of Understanding shall remain in effect until June 30, ~~2016~~2017.

## **ARTICLE 2**

### **CITY COUNCIL APPROVAL**

It is agreed that this MOU is of no force or effect until ratified by members of the bargaining unit and approved by the City Council of the City of Solvang.

## **ARTICLE 3**

### **RECOGNITION**

The City confirms its recognition of the Union as the sole majority representative for all non-exempt employees serving in the classifications included in the operations and maintenance and clerical units as set forth in "Attachment 1."

Section 1. Stewards - The number of stewards to be recognized by the City shall be determined by mutual agreement of the parties and before a change to the number of stewards previously agreed upon can occur, a meeting between the Labor Relations Representative, or his designee, and the Union's Business Agent, or his designee, shall be held. The stewards shall be employees of the City and shall be appointed by the Union. The Union will provide the City with a list in writing of the names of the accredited Chief Steward, stewards, and their assigned areas of responsibility on a current basis.

It is understood that reasonable time spent by a Steward away from his assigned work for the purpose of handling grievances shall be without loss of pay. Reasonable time shall be defined by the City as adequate time by the Chief Stewards or Stewards to handle grievances that will not unduly interfere with the Steward's workload or that of other employees as determined at the discretion of the City.

Section 2 – Visitation - The Union Business Agent shall have access to the work areas during working hours for the purpose of adjusting grievances, observation that the contract is being followed and settling disputes. Agents shall advise the City of their presence and shall not stop or unreasonably interfere with the work of any employee.

## **ARTICLE 4**

### **SALARIES AND COMPENSATION**

Salary ranges in "Attachment 3" to reflect a ~~five~~<sup>four</sup> percent (~~54.0~~<sup>54.0</sup>%) increase effective July 1, ~~2015~~<sup>2016</sup>.

Forestry Certificate- The City will cover all preapproved costs for employees who are directed by the City to receive training and to remain Urban Forester Certified. Employees who obtain certification as an Urban Forester, and who regularly use such certification in the course and scope of their employment, will receive an additional \$150 per month. Only one unit employee may receive the certification pay in any given month.

Duties- Certified Arborist/Urban Forester- To be available as a consultant for all City departments on matters relating to tree care (tree nutrition, fertilization, water, soil, pruning, disease diagnosis and treatment, planting, and maintenance), safety (safe work practices and tree risk assessment) and tree identification.

#### **Wastewater Division – Commercial Class B License**

The City will cover all preapproved costs for employees who are directed by the City to obtain and maintain a Commercial Class B License.

Those Wastewater Division employees that are not required to have, but obtain, a Commercial Class B License will receive an additional \$100 per month. Only two unit employees may receive the license pay in any given month.

#### **Pay and Benefits**

All covered employees of the City will be paid on the Friday following the end of each pay period.

#### **Salary Upon Rehire**

Upon request of the department head and recommendation of the City Manager, an employee who resigned in good standing may, within one year of the resignation, be rehired at the same step in the salary range which was received by the employee at the time of resignation provided the employee meets the certification requirements for his or her previously held position.

#### **Merit Salary Adjustments**

An employee may receive merit salary adjustments within the salary range applicable to his/her position as set forth in the Employee Salary Range Schedule (Attachment 3). The purpose of the merit salary increase is to recognize individual employee performance.

#### **Housing Allowance**

All covered employees will receive \$250.00 per month as a housing allowance.

#### **Bilingual Pay**

The City will pay designated employees \$~~658~~<sup>658</sup>5/month in additional compensation for bilingual services. Qualifications for this pay shall be based on regular use of bilingual skills in performance of City duties. Employees will be required to pass a fair and reasonable City-administered proficiency exam to qualify, and may be re-tested annually. The City will determine which languages will be included in this program. An employee may request that his/her position be evaluated for bilingual pay. Any City employee not designated for bilingual services shall not be required to perform bilingual duties.

#### **Pesticide Applicator License**

The City will cover all preapproved cost for employees who are directed by the City to obtain and maintain a Pesticide Applicator License.

Thos employees that obtain a Pesticide Applicator License will receive an additional \$50 per month. Only two unit employees may receive the license pay in any given month.

## **ARTICLE 5**

### **PERS RETIREMENT CONTRIBUTION AND OPTIONAL BENEFITS**

1. Pers 2.5% at age 55 formula. Teamsters unit employees hired prior to January 1, 2013, will be provided with 2.5% at age 55 formula.
2. PERS 2% at age 62 formula. As defined under the Public Employee Pension Reform Act (PEPRA), miscellaneous “non-classic” employees, (aka new members) hired after January 1, 2013, shall be covered under the CalPERS 2% at 62, retirement benefit.
3. Contributions:
  - a. Employees hired prior to January 1, 2013  
Employer contribution: employee pays ~~64~~% of reportable compensation  
Employee contribution: city pays entire 8%
  - b. Employees hired after January 1, 2013  
Employer contribution: ~~employee~~The City pays fifty percent (50%) of the total “normal” cost of the benefit (as determined by CalPERS annually)  
Employee contribution: employee pays ~~entire contribution~~fifty percent (50%) of the total “normal” cost of the benefit (as determined by CalPERS annually).
4. The City provides the following PERS optional benefits:
  - a. Credit for Unused sick leave and highest year: This transfers unused accumulated sick leave into service credit at retirement, and the “one-year highest compensation” PERS benefits.
  - b. PERS Service credit for Military Service: This allows members to elect the purchase of up to four years of service credit for continuous active military service prior to employment.

PERS '59 Survivor's Benefit: Third level benefits provide maximum monthly benefit of \$840 per month (provided for pre-retirement survivors ({spouse and dependent children}). City will meet and confer with the Union regarding any cost increases, which may occur in this benefit in the future.

## **ARTICLE 6**

### **HEALTH AND WELFARE BENEFITS**

#### **A. HEALTH AND WELFARE BENEFITS**

1. Effective July 1, 2010, or as soon thereafter as possible, the City shall implement a full flex cafeteria plan for active employees in accordance with IRS Code Section 125. Active employees participating in the City's full flex cafeteria plan shall receive a monthly flex dollar allowance to purchase benefits under the full flex cafeteria plan. The monthly flex dollar allowance effective July 1, 2010 shall be a dollar amount equal to the amounts defined below, which includes the California Public Employees' Medical and Hospital Care Act (PEMHCA) contribution hereby referred to as the PEMHCA minimum contribution. The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits such as medical, dental, and vision insurance coverage, or any other benefits the City may offer from time to time, or may be converted to taxable income.
2. Effective July 1, 2013, the City agrees to provide Cafeteria Plan allowance of the following:

\$832.98 for employees enrolled in Employee Only  
\$832.98 for employees enrolled in Employee + One  
\$1005.00 for employees enrolled in Employee + Family

This allows the City to maintain 100% of coverage for one of the plans offered by CalPERS for employees enrolled as “Employees Only,” and to maintain 60% or better coverage for one of the plans for employees

enrolled in either the "Employee + One" or "Employee + Family" plans. Should the rates increase for calendar year ~~2016~~2017, the cafeteria plan will be increased to maintain 60% of coverage as appropriate, effective on January 1, ~~2016~~2017.

For represented employees who elect no City medical coverage and who provide proof of continuing alternate medical insurance coverage on an annual basis, the allowance shall remain at \$519.00, which shall include the PEMHCA minimum contribution. Employees shall provide proof of alternate insurance each year on September 1<sup>st</sup>. If the employee cannot provide proof of alternate insurance by January 1, the employee will not receive the allowance of \$519. For represented employees who elect no City medical coverage, and have met the proof of alternate insurance requirement, the City agrees to provide, at no cost to the employee, Dental and Vision insurance with the appropriate single or family coverage, as well as Life insurance coverage.

## **B. HEALTH COVERAGE FOR RETIRED EMPLOYEES**

1. Employees represented by the Union who retire from the California Public Employees Retirement System (CalPERS) within 120 days of leaving their position with the City are eligible to continue in the City's retiree group health insurance program offered through Public Employees' Medical and Hospital Care Act (PEMHCA). The City's contribution towards retiree coverage upon retirement shall be the PEMHCA minimum contribution as determined by CalPERS from time to time.

2. Existing employees who are employed by the City on November 1, 2010 who were employed by the City on or before February 26, 2001 who retire from the City shall receive a monthly longevity payment consisting of the average monthly premium for the health plans maintained by the City for retirees for single person coverage, minus the PEHMCA minimum amount.

3. Existing employees who are employed by the City on November 1, 2010 who were employed by the City after February 26, 2001 who retire from the City shall receive a monthly longevity payment not to exceed a percentage, established by the following vesting schedule, of the average monthly premium for the health plans maintained by the City for retirees for single person coverage, minus the PEHMCA minimum amount.

Completed Years of Continuous City service	Percentage of Employer Contribution
5	25%
6	30%
7	35%
8	40%
9	45%
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

The longevity payment shall be made to the retiree's Retiree Healthcare trust account, as more particularly established in subsection C below.

4. For all employees hired after November 1, 2010 who retire from the City, the City's contribution towards their retiree health coverage upon retirement shall be the PEMHCA minimum contribution as described in Section A of this Article. No longevity payment shall be paid for employees hired after

November 1, 2010.

### **C. ESTABLISHMENT OF A RETIREE HEALTHCARE TRUST**

The City shall make available to the Union a Retiree Healthcare Trust, where employees shall be provided the opportunity to defer a portion of their salary (if applicable), to prefund their future retiree health care costs. The trust and contribution requirements shall comply with the guidelines established by the Internal Revenue Service.

## **ARTICLE 7**

### **HOURS OF WORK AND OVERTIME**

#### Work Schedule

A. In some departments it is necessary to rotate hours and days off. You are expected to cooperate with the department head to the fullest extent adhering to the schedule for the department. The normal workday is eight (8) hours. It is the responsibility of each employee to review and know his/her individual work schedule. Requests for special scheduling arrangements must be made well in advance of the time requested. On short notice, it may be possible to change time with another employee, but this practice is not encouraged and should not be habitual. It is understood that the work schedule will provide for days off on a scheduled basis. A workweek is a seven (7) day period of time, that starts 12:01 a.m. Monday morning and ends the following Sunday at 12:00 a.m.

B. Alternate -- The City may authorize either a 4/10 or 9/80 schedule as an alternative to the typical five-day/eight-hour work schedule, in accordance with the Fair Labor Standards Act, when the department head and City Manager find such work schedule is consistent with the operational needs, efficiency and cost effectiveness of the department and the City. In the event a 9/80 schedule is implemented, the workweek set forth in Section A shall be adjusted for all employees working the 9/80 schedule to reflect the appropriate work day split to ensure there is no overtime liability to the City for such alternative work schedule.

#### Breaks

There will be two (2) fifteen (15) minute breaks per day. Lunch will normally be one hour in length unless a minimum one half ( $\frac{1}{2}$ ) hour period has been approved by the employee's immediate supervisor.

#### Overtime

All overtime must be approved by your department head prior to being worked. Employees shall be paid one and one-half ( $1\frac{1}{2}$ ) times their regular hourly rate after: working eight (8) hours in any work day, after working any consecutive eight (8) hour period, or after working forty (40) hours in a work week. Employees shall be paid two (2) times their regular hourly rate of pay for all hours worked in excess of twelve (12) hours in any workday or after working any consecutive twelve (12) hour period. Hours worked on scheduled days off will be paid at time and one half ( $1\frac{1}{2}$ ) the regular hourly rate. The employee determines if his overtime will be in the form of payroll or compensatory time off. Maximum comp time accrual is 40 hours. Employees who have pre-approved vacation, Comp Time, Holiday, or other paid-time-off, or have taken paid sick leave in advance of the City's request that they work overtime, shall have those hours included in "hours worked" for the purpose of calculating overtime. For the purposes of overtime calculation, "work day" shall mean the employees regularly scheduled shift.

#### Temporary Shift Change

It is understood by the parties that, from time to time, operational requirements may necessitate the temporary reassignment of one or more employees to another shift. These "temporary shift change" assignments shall not be for a period of greater than 30 calendar days. When operationally possible, the City shall give a minimum of three days notice before making any temporary shift assignment. During this temporary shift assignment, overtime shall be calculated based on the shift that the employee is

temporarily assigned to.  
Comp Time Accrual

Employees may accrue up to forty (40) hours of compensatory time off ('Comp Time'), accumulated at the rate of one and one half hours of Comp Time for every hour of overtime worked or at the rate of two hours for every hour of double-time worked. The election of overtime pay or Comp Time will be made in advance of the work being performed. Accumulated Comp Time shall not expire until used.

#### Call Back

A callback situation occurs when a *non-exempt* employee is required to return to his/her job to provide service when more than fifteen (15) minutes have elapsed after having completed the work shift. Supervisors are encouraged to let employees know prior to the end of the regular shift when additional work may be required after the end of the shift.

Callback time is compensated at a rate of one and one half (1 1/2) times straight time after exceeding eight (8) hours in the workday. Employee selects if payment shall be in payroll or compensatory time. Callback time will start from the time of the call out to the time back. A callback will have a minimum of Two (2) hours.

A callback situation occurs when an employee(s) is required after normal work hours to operate electronic devices for monitoring work requirements, make system adjustments or correct system functions. A callback premium will be a minimum of one (1) hour pay for each occurrence when more than sixty (60) minutes have elapsed after having completed the prior callback.

#### Standby Time

An employee on standby is not required to remain on the City premises. An employee on standby must physically respond to the location of any problem within thirty (30) minutes of notification for problem calls. On emergency calls, the responding department shall call down the call backlog for the fastest possible response time.

Bargaining unit personnel assigned by the City (currently water and sewer) who carry after hour duty during non-work hours, during any month will receive eight (8) hours standby pay based on straight time for every seven (7) days of Standby Duty. Employees may choose "Comp Time" (hour for hour) or straight time pay for these hours. Said pay will be subject to all deductions of regular pay with the exception of Public Employees' Retirement System (PERS). An employee may not exceed sixteen (16) hours per month of standby duty/pay.

### **ARTICLE 8**

#### **PROMOTION**

An employee who is promoted to a position with a higher salary range shall be placed on the lowest rate of the range for the new position which provides the employee at least five per cent (5%) salary increase, except where a five per cent (5%) increase would place the employee above the top rate of the range for the new position. A new salary anniversary date will be assigned effective on the date of promotion.

Any employee currently employed by the City who applies for an open represented position shall be considered first provided that they are qualified as determined by the City. Seniority shall be the deciding factor when it is determined by the City that two or more existing employee applicants are equally qualified.

#### Transfer

When an employee is transferred from one position to another in the same range, the employee's pay and anniversary date shall remain unchanged. An employee who has successfully passed a probationary period in the position from which the employee is being transferred shall be entitled to the disciplinary procedures set forth in the Employee Handbook of Personnel Rules and Regulations and shall be entitled

to the rights and protection afforded in this MOU during any probationary period required for the new position. When transferred to a new position, the employee shall retain all bargaining unit seniority obtained in the prior position. For the purposes of this Memorandum of Understanding "bargaining unit seniority," means the total length of continuous employment in one or more of the positions set forth in Attachment 1.

## **ARTICLE 9**

### **GRIEVANCE PROCEDURE**

#### **I. DEFINITION**

A grievance is a written allegation by an employee or group of employees of an alleged violation, misinterpretation, or misapplication of the Memorandum of Understanding, City rules, or regulations, department-wide policy, or appeal of disciplinary actions excluding disciplinary demotions, suspensions, or terminations. Appeals concerning demotions, suspensions, and terminations shall follow procedures listed under Appeal of Disciplinary Actions. The City will give the union office written notice within 24 hours of all discharges and suspensions.

Complaints relating to Equal Employment Opportunity (including applicant examination and selection) shall be processed pursuant to established City complaint procedures in these areas. Performance evaluation ratings and commentary shall not be subject to the grievance procedure except as otherwise stated in paragraph one (1) above.

#### **II. TIME LIMITS**

It is agreed that harmonious relations between the parties require prompt handling and disposition of grievances. Failure of the grievant to comply with the time limits specified in this Article shall constitute abandonment of the grievance. Failure of the City representatives to comply with time limits specified shall entitle the grievant to appeal to the next step. However, the time limits specified may be extended by mutual agreement of the grievant and his/her designated representative and the City supervisor/manager involved at that step of the grievance process.

#### **III. USE OF WORK TIME**

The grievant may be privileged to the use of a reasonable amount of work time, as determined by the appropriate department head or supervisor, in conferring about grievance related issues.

#### **IV. PROCEDURE**

##### **Step 1 - Immediate Supervisor**

**Informal Resolution.** It is the responsibility of bargaining unit members who believe they have a bona fide complaint to promptly inform and discuss it with their immediate supervisor. Every effort should be made to find an acceptable solution at the lowest possible level of supervision. Such discussion shall be initiated within ten (10) working days of the incident complained of, or within ten (10) working days from the date the employee should have reasonably become aware of the incident.

**Written Grievance.** If the informal discussion and response does not resolve the issue, the employee shall file a written grievance within ten (10) working days of the oral reply. The written grievance shall contain a clear, concise statement of facts on which it is based, the specific provision of the rules, policies, or MOU said to be violated, and the specific remedy sought. The supervisor shall consider and discuss the grievance with the employee and his/her representative as he/she deems appropriate and submit a response to the grievant and his/her "step 1" representative, in writing, within seven (7) working days of receiving the grievance.

##### **Step 2 - Department Head**

If the written response of the immediate supervisor is not satisfactory, the grievant may file the written grievance with the department head within five (5) working days after the grievant's receipt of the supervisor's decision. Within seven (7) working days of having received the Step 2 grievance, the department head or his/her designee shall set a meeting with the grievant, the grievant's representative(s), and other personnel, as necessary, to investigate and consider the grievance. Within ten (10) working days of the meeting, the department head shall submit his/her response to the grievant and the grievant's "step 2" representative(s). In the event that the grievant's supervisor and the Department Head are the same person, the City and the Union agree to waive "step 2" and move directly to "step 3" of the grievance procedure.

#### Step 3 - City Manager or Designated Representative

If the response at Step 2 does not result in resolution of the grievance, the grievant may submit the grievance to the City Manager or designated representative within five (5) working days of the receipt of the Step 2 response. Within ten (10) working days, the City Manager, or designated representative, shall set a meeting with the grievant, his/her representative, and other personnel, as necessary, to consider the grievance. Within ten (10) working days of the meeting, the City Manager or his/her designated representative, shall submit his/her response to the grievant and the grievant's "step 3" representatives.

#### Step 4 - Arbitration

If the grievant is not satisfied with the disposition of the grievance at Step 3, the grievant may request that the Union submit the grievance to advisory arbitration. The Union, and only the Union, may elect to submit the grievance to advisory arbitration and shall notify the City in writing within fifteen (15) working days after receipt of the Step 3 decision.

In the event the parties are unable mutually to agree upon an arbitrator, they shall request that a panel of seven (7) names be submitted to both parties by the California State Conciliation Service. Upon receipt of the list of names, the parties shall alternately delete names from the list until only one remains, and said last name shall be selected as the arbitrator. A coin toss shall determine which party begins the deletion of names.

The arbitrator's recommendation shall be advisory only, subject to the provisions below, and shall be in writing and shall set forth the arbitrator's finding of fact, reasoning, conclusions and recommended remedy, if any. The arbitrator's authority shall be limited to deciding the issues submitted by the parties; and the arbitrator shall have no power or authority to add to, subtract from, alter, delete, amend or modify the terms of this MOU or the written policies, rules, regulations, procedures, ordinances, and/or resolutions of the city.

All costs for the services of the arbitrator, including but not limited to, per diem expenses, travel and subsistence expenses and the cost of any hearing room will be borne equally by the City and the Union. If the parties agree to request a stenographic transcript of the hearing, then the cost of said transcript should also be borne equally by the City and the Union. All other costs will be borne by the party incurring them.

Arbitrator's recommendation shall be in the form of a recommendation to the City Council. However, if the City Council declines to review the arbitrator's recommendations, the recommendation shall be binding upon both the City and the Union.

If the City Council decides to review the arbitrator's recommendations, it must undertake such review no later than the second regularly scheduled Council meeting following issuance of the recommendation. At a minimum, such review shall include a review of the hearing record and briefs submitted by the respective parties. The Council may, if it deems appropriate, permit oral arguments by representatives of the parties as well as asking for additional written or oral evidence. In the event of such request, the presentation of argument and/or evidence must be in the presence of both parties. Within thirty (30) working days after receiving the record, the City Council shall render a decision on the matter, which decision shall be final and binding on all parties. If the Council does not render such a decision within the specified time limits, then it shall be deemed to have adopted the arbitrator's recommendations.

#### V. Appeal

- A. **Appeal of Disciplinary Actions:** An employee who has been suspended, demoted, or dismissed for disciplinary reasons, may appeal the disciplinary action. In order to appeal the disciplinary action, the employee must file a written notice of appeal with the City Manager for a hearing within ten (10) working days after having been furnished with a copy of the notice of disciplinary action.
- B. **Time of Hearing:** The hearing on the employee's appeal shall be conducted within ninety (90) calendar days after the employee's filing of the written notice of appeal with the City Manager. This time limit may be extended by the City Manager for good cause and by agreement of the employee and the City Manager.
- C. **Hearing Procedure:** The following procedures shall govern hearings on appeals of disciplinary action:
1. The City Manager shall conduct the hearing. If the City Manager files the written statement to discipline an employee that works directly for the City Manager, the City Manager at his/her discretion may appoint a third party (deemed to be qualified by the City Manager) as the hearing officer for any disciplinary hearing.
  2. Hearings shall be conducted in the manner most conducive to determination of the truth, and the City Manager shall not be bound by technical rules of evidence. Decisions made shall not be invalidated by informality in the proceedings.
  3. The City Manager shall make arrangements to have the hearing transcribed or recorded to preserve the proceedings and testimony. The employee may obtain a copy of the transcript or recording upon request and upon payment of any copying or transcription charges incurred by the City.
  4. The City Manager shall determine the relevancy, weight and credibility of all testimony and evidence.
  5. The City Manager shall base his/her findings and decision on the preponderance of the evidence presented.
  6. The Department Head shall have the burden of proof. Each side will be permitted an opening statement and closing argument. The Department Head shall first present its witnesses and evidence to support the charges and disciplinary action. The employee shall then present his/her witnesses and evidence in defense. The Department Head may thereafter present witnesses and evidence in rebuttal.
  7. Each side will be allowed to examine and cross-examine witnesses. All witnesses shall testify under oath. The City Manager may question any witness.
  8. Both the Department Head and the employee may be represented by a designee or by legal counsel. The City Manager may obtain the legal advice of the City Attorney in performing the function of the hearing officer.
  9. The City Manager is empowered to and, if requested by either side, subpoena witnesses and/or require the production of documents or other material evidence.
  10. The City Manager may, during a hearing, grant a continuance for any reason believed to be important to the reaching of a fair and proper decision.
  11. Within thirty (30) calendar days after the conclusion of the hearing, the City Manager shall prepare and serve on both sides a written decision setting forth the charges found to be sustained, and the reasons therefore, and the propriety of the disciplinary action imposed. If the City Manager finds in favor of the employee, all or part of any loss of the

employee's full compensation may be ordered restored. The decision of the City Manager shall be final and conclusive for all purposes.

- D. Any legal action to challenge any decision of the City Manager must be filed in a court of competent jurisdiction no later than ninety (90) days following the date the City Manager's written decision becomes final as provided in California Code of Civil Procedure Section 1094.6

## **ARTICLE 10**

### **PROBATIONARY PERIOD**

#### **Initial Probationary Period**

All represented employees hired to fill a regular City position are given a conditional appointment and must serve an initial probationary period of at least six months. Employees hired into Water and Sewer Operator positions requiring State Certification shall remain on probation until they receive their required State Certification. The City reserves the right to extend any employee's probationary period in order to allow further time to evaluate the employee and to allow the employee to demonstrate successful job performance.

#### **Promotional or Transfer Probationary Period**

An employee serving a promotional or transfer probationary period for a position within the unit covered by this MOU shall have the right to return to the employee's prior position in the event the employee does not successfully pass the promotional or transfer probationary period. In the event that the employee's position has been filled by a bargaining unit employee with less bargaining unit seniority, the probationary employee shall have bumping privileges back into their original position. If the position no longer exists, the employee shall be placed in a similar vacant position. If no similar vacant position exists, the employee shall be laid off in accordance with the layoff procedures of this Memorandum of Understanding. An employee serving a promotional or transfer probationary period for a position not within the unit covered by this MOU shall have the right to return to the employee's prior position within 60 days of the promotion or transfer date but thereafter shall have no right to return to the prior position, even if the employee does not pass the promotional or transfer probationary period. An employee serving a promotional or transfer period shall be entitled to the disciplinary procedures set forth in the Employee Handbook of Personnel Rules & Regulations and to the rights and protections provided in the MOU.

An employee who successfully completes the probationary period shall retain all bargaining unit seniority obtained in the prior position. For the purposes of this Memorandum of Understanding "bargaining unit seniority," means the total length of continuous employment in one or more of the positions set forth in Attachment 1. Length of continuous employment includes employment within the position without interruption, including all days' attendance at work and approved leaves of absence, whether earned or specially authorized. Length of continuous employment shall not include unauthorized absence, period of suspension or layoffs, or any other time when not actively engaged at work. For example, an employee who has served five continuous years as a Water Operator I, who then is promoted to a Water Operator II shall, upon the completion of a six-month transfer probationary period, be deemed to have five and one-half years of bargaining unit seniority, assuming no unauthorized absences, periods of suspension or layoff, or other time where the employee was not actively engaged at work.

The City shall notify the Union when a bargaining unit employee completes their initial probationary period. Notification of completion shall be provided in writing and within five (5) working days of the date of completion.

## **ARTICLE 11**

### **LAYOFFS**

Whenever in the sole judgment of the City it becomes necessary to lay off one or more employees, the order of layoffs for a particular position shall be on the basis of the least to the greatest bargaining unit seniority, with the least senior employee being the first to be laid off. Positions remaining which are not abolished or which shall be staffed after layoff will be occupied by employees with the greatest bargaining

unit seniority.

Employees who have been laid off shall be placed on a layoff-reinstatement list for the position in order of greatest to least bargaining unit seniority as of the date of layoff. The list shall be maintained for a period of twelve (12) months following the layoff, and the list shall be used by the City Manager, reinstating the laid off employee with the greatest bargaining unit seniority, when a vacancy exists for the position within twelve (12) months of the date of the layoff, provided the employee is qualified for the position at the time of recall. Such qualification shall be determined at the discretion of the City Manager with reference to the job description.

## **ARTICLE 12**

### **HOLIDAYS**

The City observes the following paid Holidays:

New Year's Day  
Martin Luther King Day (third Monday in January)  
President's Day (third Monday in February)  
Memorial Day (last Monday in May)  
Independence Day  
Labor Day (first Monday in September)  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

One floating holiday will accrue each January to each employee. This holiday must be used within a year of accrual.

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If an employee is required to work an actual (not observed) holiday as part of their regular work schedule he/she will receive the eight (8) hours of holiday pay, and in addition they will be paid overtime for the hours worked that holiday.

If the holiday falls on an employee's scheduled day off, the employee will be entitled to eight (8) hours of holiday to be accrued. Employees on an alternate full-time work schedule are entitled to the same number of holidays and the same amount of holiday pay granted to employees on a regular full-time work schedule.

## **ARTICLE 13**

### **LEAVES OF ABSENCE**

#### **Bereavement Leave**

An employee on the payroll of the city shall not lose pay for lost time during a regular workday in the workweek, for a period of up to three (3) consecutive days, only where such lost time is caused by the death of a member of the immediate family. Immediate family for this purpose shall be defined as follows: spouse, child(ren), step-child, foster child, parent, spouse's parent.

#### **Jury/Court Leave**

During regular working hours, if an employee is required to serve on any jury or as a witness called to testify concerning events observed in the course and scope of City employment, the employee will receive

full pay from the City. For purposes of payroll, an employee shall obtain validation from the jury clerk of the time spent on official jury duty, and provide a copy to their supervisor. The fee paid for jury duty must be given to the payroll clerk. The reimbursement for mileage will be kept by the employee. An employee being released from service prior to the end of his/her normal work day will not be required to report to work that day.

#### Military Leave

Military Leave provisions shall be in accordance with Military and Veterans Code Section 395.

### **ARTICLE 14**

#### **SICK LEAVE AND VACATION**

##### **Sick Leave**

Except as otherwise provided herein, Sick Leave is to be used only for illness or injury that will hamper an employee's ability to perform their duties or for medical or dental appointments for the employee. The following items apply to sick leave:

- Full time employees of the City will accrue one (1) working day, eight (8) hours of sick leave with full pay for each calendar month of employment.
- There is no limit to the amount of sick days that an employee can accrue.
- A physician's written statement indicating the employee's prognosis may be required by the department head at any time, including, but not limited to, circumstances in which the employee is absent for three (3) or more consecutive working days.
- If an employee is sick or injured and cannot come to work, the City needs cooperation to properly cover the employee's job. Therefore, the employee is expected to call his/her supervisor, and tell the supervisor he/she will be absent and when he/she will return to work. If the employee does not know the return date, the employee must call his/her supervisor each day within one (1) hour of the beginning of his/her regularly scheduled arrival. If the employee knows in advance he/she is going to be absent, the employee must schedule the absence with his/her supervisor at least one (1) week in advance.
- Sick leave payments to employees who are covered under California Workers' Compensation or State Disability Insurance will be reduced by the amount of disability benefits payable under such plan. In no event will an employee receive pay in excess of his regular pay.
- Following five (5) years employment with the City (vested under PERS) unused sick leave may be credited toward retirement benefits in accordance with the rules and regulations adopted by PERS.
- When an employee accumulates more than two hundred forty (240) hours of sick leave, a maximum of eighty (80) hours of sick leave hours may be converted to vacation leave on an hour-for-hour basis, subject to the 280 hour maximum accumulation limit for vacation pay. If an employee has accumulated the maximum amount of vacation that may be accumulated, the employee may not convert any sick leave to vacation leave until the employee uses vacation leave which brings the employee below the 280-hour maximum accumulation limit for vacation leave. The conversion of sick leave to vacation leave may be done no more than once annually, based on a calendar year.
- Except as set forth in the following sentence, employees will not be paid for accrued, but unused sick leave upon termination or resignation of their employment with the City. In the event an employee has not, within one year prior to termination or resignation of employment, elected to convert sick leave to vacation leave as set forth above, and the employee has in excess of eighty (80) hours of sick leave accumulated at termination or resignation, the employee may elect to convert a maximum of eighty (80) hours of sick leave to vacation leave to be paid off upon termination or resignation of

employment, provided the employee does not by this conversion exceed the 280-hour maximum accumulation for vacation leave.

#### Application of Sick Leave

Up to six (6) days per calendar year of an employee's accumulated sick leave may be used by any employee if their presence is required by a member of their immediate family or their spouse's immediate family as a result of serious illness, serious injury, medical or dental appointments, or death. "Immediate family" will be limited to spouse/registered domestic partner, parent, brother, sister, child, step parent, step brother, step sister, or step child, grandparent or grandchild of the employee or to their spouse/registered domestic partner.

#### **Vacation Time**

- A full-time employee is eligible for the vacation benefits described below.
- Temporary and part-time employees are not eligible to receive vacation benefits.

A. 10 Days - A full-time employee will earn vacation time at the rate of 6.6 hours monthly (ten (10) days annually), for the first sixty (60) months, (five (5) years), of employment.

B. 15 Days - An employee having more than sixty (60) months (five (5) years), but less than one hundred forty four (144) months (twelve (12) years), of service will receive one hundred twenty (120) hours (fifteen (15) days) of vacation time per year.

C. 20 Days - After one hundred forty four (144) months (twelve (12) years) of service, an employee will receive one hundred sixty (160) hours (twenty (20) days) of vacation time per year.

An employee may not accrue more than seven (7) weeks (two hundred eighty (280) hours) of paid vacation at any one time. Once an employee has accrued a total of seven (7) weeks (two hundred eighty (280) hours) of vacation, the employee will cease accruing additional vacation benefits until the employee has used a portion of his or her accrued vacation and reduces his or her balance below seven (7) weeks (two hundred eighty (280) hours). Thereafter, vacation benefits will again begin to accrue, on a prospective basis only, until the employee again reaches the seven (7) weeks (two hundred eighty (280) hours) maximum.

Vacation Leave Cash Out – One time each year, between November 1 and December 31, employees will be allowed to cash out, and receive payment for, a maximum of 40 hours of accumulated vacation time, provided (1) the employee has actually used a minimum of 40 hours of vacation time during the calendar year in which the cash out request is made, and (2) the employee retains a minimum balance of 80 hours of accumulated vacation time after the cash out occurs. Vacation time cashed out pursuant to this provision shall be subtracted from the employee's accumulated vacation time balance when paid.

#### **ARTICLE 15**

#### **FAMILY AND MEDICAL LEAVE**

The City complies with California and federal law governing family and medical leaves. The provisions of this section shall be applied in conformity with the California Family Rights Act and the federal Family and Medical Leave Act.

All employees who have worked at the City for at least twelve (12) months and a minimum of 1250 hours during the twelve (12) months prior to a request for leave are eligible for a leave of absence for the following reasons:

1. The birth of a child of the employee and to care for the child.
2. The placement of a child with the employee through adoption or a foster care program.
3. To care for the employee's spouse, child, or parent if the spouse, child, or parent has a serious health condition.
4. The serious health condition of the employee that makes the employee unable to perform the

functions of his or her position.

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment or continuing supervision by a health care provider.

Each eligible employee shall be entitled to take leave of up to twelve (12) workweeks during any twelve (12) month period for the purposes listed above. The City uses a rolling twelve (12) month period for determining eligibility for FMLA. The twelve (12) month period is measured backward from the date an employee uses any FMLA leave. With the approval of the City Manager or designee, and on such terms as the City Manager or designee may provide, an employee may take additional leave for the purposes set forth above. An employee disabled by pregnancy, childbirth or related medical condition shall be entitled to take leave of up to four (4) months while the employee is so disabled. Leave for pregnancy-related disability shall be distinct from the family and medical leave otherwise provided for in this section.

Entitlement to family leave for the birth of a child or the placement of a child with the employee through adoption or a foster care program shall expire twelve (12) months after the birth or placement of the child with the employee.

If both parents are employed by the City, an employee is entitled to an aggregate amount of family and medical leave for the purpose of the birth or placement of a child with the employees through adoption or a foster care program that does not exceed twelve (12) workweeks during a twelve (12) month period when added to the family and medical leave taken by the employee’s spouse for these reasons.

A family and medical leave shall be unpaid, except that an employee may use any accumulated vacation time during the leave. With the written approval of the City Manager or designee, an employee may also use accumulated sick leave time during the leave. In the event the leave is taken for the employee’s own serious health condition, the employee may use accumulated sick time during the leave and if accumulated sick leave is insufficient to cover the extent of the leave, the employee may also use accumulated vacation leave time during the leave.

The City shall maintain group health insurance coverage for employees taking family and medical leave, for a maximum of twelve (12) workweeks in a twelve-month period, at the level and under the conditions coverage would have been provided by the City if the employee had not taken the leave. In the event an employee does not return to work following a family and medical leave, the City reserves the right to recover the premiums or other sums the City paid for group health insurance coverage during the period of the employee’s leave, in accordance with California and federal law. Should an employee be granted additional leave under this policy, the City shall not be obligated to maintain group health insurance coverage beyond twelve workweeks.

All requests for family and medical leave shall be directed to the City Manager or designee in writing in the form specified by the City Manager or designee. The request should include the expected start and end dates of the leave. An employee shall provide at least 30 days advance notice before the leave is to begin if the need for the leave is foreseeable. If the need for the leave is not foreseeable, the employee shall provide as much advance notice as possible. The City Manager or designee shall respond to the request for leave not later than ten working days after receiving the request. In the event the employee does not give any notice, and the employee is eligible for FMLA, and will be out for a FMLA qualifying reason for three (3) consecutive days or more, than the City will designate the leave as a FMLA leave.

Where the employee takes leave for planned medical treatment of a spouse, child or parent, or of the employee, the employee shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the City.

The City may require an employee to provide medical certification of the need for a medical leave for the care of a spouse, child or parent with a serious health conditions, or for the serious health condition of the employee. The certification should contain, at a minimum, the date on which the serious health condition began and the probable duration of the condition.

If the leave is taken for the care of a spouse, child or parent with a serious health condition, the

certification should also contain a statement that the employee is needed for the care of the spouse, child or parent and an estimate of the amount of time for which the employee is needed to care for the spouse, child or parent. If the leave is taken for the employee's own serious health condition, the certification should contain a statement by the health care provider that, due to the serious health condition, the employee is unable to perform the essential functions of his or her position with the City.

If the City has reason to doubt the validity of the certification provided by the employee, it may require, at its expense, a second opinion from a health care provider designated by the City. The health care provider designated to provide a second opinion will not be one who is employed on a regular basis by the City. If the second opinion differs from the first opinion, the City may require, at its expense, that the employee obtain the opinion of a third health care provider, designed or approved jointly by the City and the employee. The opinion of the third health care provider shall be considered final and binding on the City and the employee.

An employee returning from leave taken under this section for a serious health condition of the employee may be required to submit certification from the employee's health care provider that the employee is able to resume work without risk of injury to the employee or others. The City may require employees taking leave pursuant to this section to provide periodic reports regarding the employee's status and intention to return to work.

Except as otherwise permitted by law, employees taking leave pursuant to this section shall be returned to the same or comparable position following the leave.

## **ARTICLE 16**

### **WORKING OUT OF CLASS**

When a position is temporarily unfilled, either due to vacancy or a leave of absence by the incumbent, another employee may be temporarily appointed by the Department Head to perform the duties of that position. Once the employee has served in the temporary position in excess of fourteen (14) calendar days or more, the employee shall retroactively to the date of appointment receive a temporary salary that will be calculated using the current salary range for the unfilled position such that the temporary increase in salary shall be not less than 5% greater than the employee's existing salary.

## **ARTICLE 17**

### **AGENCY SHOP**

During the term of this MOU, upon receipt of an executed voluntary written authorization, the City shall deduct Union dues from the second pay warrant of the month for employees who are members of the Union. The form for this purpose shall be provided by the City and the amounts to be deducted for Union dues shall be certified to the City by the appropriate Union official. Authorizations for dues deductions shall be revocable by the employee upon thirty days advance written notice to both the Union and to the City.

The Union hereby agrees to indemnify and hold harmless the City for any loss or damages, claims or causes of action arising from the operation of this provision of the MOU. It is also agreed that neither any employee nor the Union shall have any claim for error against the City for any deductions made or not made, as the case may be.

Continuing through the term of this agreement, each non-probationary employee who chooses not to become or remain a member of the Teamsters Union shall be required to pay to the Union a representation service fee. For purposes of this Article, *non-probationary employee* shall mean an employee who has successfully completed the probationary period following an original appointment. The service fee represents each employee's proportionate share of the Unions' cost of meeting and conferring and administering the MOU.

Any employee who is a member of a religious body whose traditional tenets or teachings include objections of joining or financially supporting employee organizations shall not be required to financially support the Union. That employee, in lieu of a membership fee or a representation service fee deduction, shall instruct the City to deduct and pay a sum equal to the representation service fee to a nonreligious, non-labor, charitable organization selected by such employee or, in the absence of such selection, as agreed upon by the Union and the City (See Attachment 4).

Prior to an employee becoming obligated hereunder to pay any portion of a service fee, the Union must have given sufficient financial information to potential objectors to allow them to gauge the propriety of the Union's representation service fee that represents the employee's proportionate share of the Union's cost of meeting and conferring and administering the MOU. As used herein, potential objectors shall mean any unit employee who is subject to the representation service fee. This information shall be updated annually and made available in accordance with Government Code Section 3502.5(d). The financial information must be an adequate disclosure that would include major categories of expenses (for collective bargaining and contract administration for which the non-member can be charged) as well as verification by an independent auditor. The financial information must apply to the local expenditures as well as uses made by state and national affiliations to whom the local union transmits a portion of the funds.

The potential objectors will then be in a position to object to specific expenditures. If the Union does not accommodate the service fee payer's objection, the Union shall thereupon deposit the disputed share of the service fee in an interest-bearing escrow account that is under the control of a disinterested third party. The objector is thereupon constitutionally entitled to a reasonably prompt decision by an impartial decision-maker. The impartial decision-maker will be jointly selected by the Union and the objecting employee.

The unit employee who is subject to the payment of a representation fee hereunder shall have the right to object to any part of that fee payable by him or her which is claimed to represent the employee's additional pro rata share of expenditures by the Union that is in aid to activities or causes of a partisan, political, or ideological nature, or that is applied towards the cost of benefits available only to members of the Union, or that is utilized for expenditures that are not necessarily or reasonable incurred for the purpose of performing the duties incident for meeting and conferring or administering the MOU.

The City will include a notice in full-time regular status job announcements that the identified classification is union represented and after completion of their probationary period employees must pay either union dues or a union service representation fee.

## **ARTICLE 18**

### **TOOLS, UNIFORMS, AND SAFETY EQUIPMENT**

Public Works field employees and Parks Maintenance workers are to wear the City uniform trousers or shorts, shirts, caps, and steel-toe safety boots during regular working hours. The tools required for the performance of an employee's duties are provided by the City and shall be restricted to use during working hours on City business.

Footwear - Annual (12 months from date of purchase) safety footwear allowance of up to \$130.00 for each public works and parks maintenance employee to purchase safety footwear. The safety footwear allowance will be paid either on a reimbursement basis upon presentation of appropriate documentation as determined by the Administrative Services Director, or by direct payment to a city-approved vendor.

Uniform Allowance – The City shall provide an annual uniform allowance of up to four-hundred (\$400) dollars for each public works and parks maintenance employee to purchase uniforms. The uniform allowance will be paid either on a reimbursement basis upon presentation of appropriate documentation as determined by the Administrative Services Director, or by direct payment to City-approved vendor.

## **ARTICLE 19**

### **POSTING OF NOTICES**

Information on City policies, personnel announcements, items of City interest, educational opportunities, and job announcements will be posted on bulletin boards. A special section will be reserved for posting of union notices at all primary places of work. All materials posted on any bulletin board must be approved in advance by the departmental supervisor.

## **ARTICLE 20**

### **MANAGEMENT RIGHTS**

The Union recognizes that the City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer and manage its municipal services and work force performing those services in all respects subject to this MOU. The City has and will continue to retain exclusive decision-making authority on matters not officially and expressly modified by specific provisions of this MOU.

The exclusive rights of the City shall include, but not be limited to, the right to determine the organization of City government and the purpose and mission of its constituent agencies, to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations, to increase or decrease the work force, to establish and effect administrative and employment rules and regulations consistent with law and specific provisions of this MOU, to recruit and select applicants for positions, to promote, transfer, and assign employees, to direct its employees, to classify and reclassify positions, to take disciplinary action for just cause, to relieve its employees from duty because of lack of work or for other legitimate reasons, to determine whether goods and services shall be made, purchased or contracted for, to determine the methods, means and personnel by which the City's services are to be provided, including the right to schedule and assign work and overtime, and to otherwise act in the interest of efficient service to the community.

## **ARTICLE 21**

### **LABOR MANAGEMENT COMMITTEE**

The City and the Union agree to form a Joint Labor-Management Committee to study issues of mutual concern and develop strategies. Such meetings may be held quarterly, but not less than once per year. The party requesting a labor-management meeting shall provide the other an agenda at least seven (7) calendar days prior to the schedule date. The dates and times of the meeting(s) will be mutually agreed upon by the members of the committee.

Membership shall consist of two (2) employee representatives appointed by the Union, the Administrative Services Director (or designee) and a management employee designated by the Administrative Services Director (or designee). The committee may also include the City Manager (or designee). Other employee(s) may attend by mutual agreement of the parties; a paid Teamster staff representative shall also attend.

It is expressly understood that the primary purpose of the labor-management meeting(s) is to discuss and provide information in an attempt to resolve issues of concern to the Union and/or the City. Joint recommendations of labor and management shall be referred to the City Manager for review and appropriate action.

**ARTICLE 22**

**DURATION OF AGREEMENT**

This Agreement shall be in effect from July 1, ~~2015-2016~~ through and including June 30, ~~2016~~2017. This Agreement shall be automatically renewed from year to year thereafter, unless either party gives written notice of a desire to modify, amend or terminate same at least 60 days prior to expiration date and any anniversary date therefore

**ARTICLE 23**

**RATIFICATION AND IMPLEMENTATION**

Upon acceptance by the City Council, and the bargaining unit represented by the Union, this Memorandum of Understanding shall remain in effect until Midnight June 30, ~~2016~~2017.

IN WITNESS WHEREOF, the parties hereto agree to the language of this Memorandum of Understanding. Executed on this the ~~22nd~~27th day of June, ~~2015~~2016.

CITY OF SOLVANG:

TEAMSTERS LOCAL 986:

\_\_\_\_\_  
Brad Vidro, City Manager

\_\_\_\_\_  
David Latimer, Business Agent

\_\_\_\_\_  
Nathan Giacinto, Chief Steward

\_\_\_\_\_  
Danny Bence, Steward

\_\_\_\_\_  
Mike Garley, Steward

## **Attachment 1**

### **CITY OF SOLVANG REPRESENTED EMPLOYEE CLASSIFICATIONS**

Accounting Assistant I  
Accounting Assistant II  
Accounting Technician  
Accounting Supervisor  
Assistant Planner  
Associate Planner  
Building Permit Technician I  
Custodian  
Engineering Technician  
Office Assistant  
Maintenance Supervisor  
Park Maintenance I  
Park Maintenance II  
Public Works Office Assistant  
Public Works Maintenance I  
Public Works Maintenance II  
Recreation Clerk II  
Recreation Coordinator  
Senior Recreation Coordinator  
Utility Billing Clerk  
WWTP Operator I  
WWTP Operator II  
WWTP Operator III  
WWTP Lead Operator/City Inspector  
WWTP Collection System Operator  
WWTP Supervisor  
Water Operator I  
Water Operator II  
Water Supervisor

## **Attachment 2**

### **CHARITABLE ORGANIZATIONS FOR THE PURPOSE OF A REPRESENTATION SERVICE FEE**

- Friendship House
- Solvang Senior Center
- Solvang Library
- Elks Youth Recreation
- Solvang Rotary
- Viking Charities
- People Helping People
- SYV Humane Society
- A Child's Dream
- Alzheimer's Association
- American Cancer Foundation
- American Diabetes Association
- American Heart Association
- American Kidney Association
- American Liver Association
- American Lung Association
- American War Veterans
- Arthritis Foundation
- Association For Disabled Firefighters
- Big Brothers and Sisters of America
- Children International
- Children's Cancer Foundation
- City of Hope
- Disabled American Veterans
- Epilepsy Foundation
- Guide Dog Foundation for the Blind
- Habitat For Humanity
- MADD
- Make-A-Wish Foundation of America
- March of Dimes
- Multiple Sclerosis Foundation
- Muscular Dystrophy Foundation
- Parkinson's Disease Foundation
- Ronald McDonalds House Charities
- Special Olympics
- United Way of America
- American Red Cross

**2016-17**  
**Range Schedule**  
**Effective July 1, 2016**

TITLE	RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
		Hourly	Hourly	Hourly	Hourly	Hourly	Monthly	Monthly	Monthly	Monthly	Monthly
		7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016
Maintenance Worker I	105	\$18.48	\$19.65	\$20.79	\$21.96	\$23.11	\$3,203.14	\$3,405.93	\$3,603.53	\$3,806.33	\$4,005.66
Parks Maintenance I	105	\$18.48	\$19.65	\$20.79	\$21.96	\$23.11	\$3,203.14	\$3,405.93	\$3,603.53	\$3,806.33	\$4,005.66
Office Assistant	105	\$18.48	\$19.65	\$20.79	\$21.96	\$23.11	\$3,203.14	\$3,405.93	\$3,603.53	\$3,806.33	\$4,005.66
Accounting Assistant I	105	\$18.48	\$19.65	\$20.79	\$21.96	\$23.11	\$3,203.14	\$3,405.93	\$3,603.53	\$3,806.33	\$4,005.66
Custodian	105	\$18.48	\$19.65	\$20.79	\$21.96	\$23.11	\$3,203.14	\$3,405.93	\$3,603.53	\$3,806.33	\$4,005.66
	106	\$18.97	\$20.19	\$21.33	\$22.51	\$23.66	\$3,288.07	\$3,499.53	\$3,697.13	\$3,901.66	\$4,100.99
	107	\$19.42	\$20.65	\$21.85	\$23.08	\$24.27	\$3,366.07	\$3,579.26	\$3,787.26	\$4,000.46	\$4,206.72
Accounting Assistant II	108	\$19.88	\$21.15	\$22.39	\$23.63	\$24.85	\$3,445.80	\$3,665.93	\$3,880.86	\$4,095.79	\$4,307.25
Recreation Clerk II	108	\$19.88	\$21.15	\$22.39	\$23.63	\$24.85	\$3,445.80	\$3,665.93	\$3,880.86	\$4,095.79	\$4,307.25
Building Permit Technician I	108	\$19.88	\$21.15	\$22.39	\$23.63	\$24.85	\$3,445.80	\$3,665.93	\$3,880.86	\$4,095.79	\$4,307.25
Public Works Office Assistant	108	\$19.88	\$21.15	\$22.39	\$23.63	\$24.85	\$3,445.80	\$3,665.93	\$3,880.86	\$4,095.79	\$4,307.25
Utility Billing Clerk	109	\$20.39	\$21.69	\$22.95	\$24.24	\$25.51	\$3,534.20	\$3,759.53	\$3,977.92	\$4,201.52	\$4,421.65
Wastewater Collection System Operator	109	\$20.39	\$21.69	\$22.95	\$24.24	\$25.51	\$3,534.20	\$3,759.53	\$3,977.92	\$4,201.52	\$4,421.65
	110	\$20.90	\$22.24	\$23.57	\$24.81	\$26.16	\$3,622.60	\$3,854.86	\$4,085.39	\$4,300.32	\$4,534.31
Parks Maintenance II	111	\$21.42	\$22.77	\$24.12	\$25.46	\$26.79	\$3,712.73	\$3,946.72	\$4,180.72	\$4,412.98	\$4,643.51
Accounting Technician	111	\$21.42	\$22.77	\$24.12	\$25.46	\$26.79	\$3,712.73	\$3,946.72	\$4,180.72	\$4,412.98	\$4,643.51
Maintenance Worker II	111	\$21.42	\$22.77	\$24.12	\$25.46	\$26.79	\$3,712.73	\$3,946.72	\$4,180.72	\$4,412.98	\$4,643.51
WWTP Operator I	112	\$21.98	\$23.33	\$24.72	\$26.06	\$27.42	\$3,809.79	\$4,043.79	\$4,284.72	\$4,516.98	\$4,752.71
Water Operator I	112	\$21.98	\$23.33	\$24.72	\$26.06	\$27.42	\$3,809.79	\$4,043.79	\$4,284.72	\$4,516.98	\$4,752.71
Recreation Coordinator	113	\$22.52	\$23.95	\$25.34	\$26.74	\$28.13	\$3,903.39	\$4,151.25	\$4,392.18	\$4,634.84	\$4,875.77
Accounting Technician Senior	114	\$23.10	\$24.53	\$25.95	\$27.41	\$28.83	\$4,003.92	\$4,251.78	\$4,497.91	\$4,750.98	\$4,997.10
WWTP Operator II	114	\$23.10	\$24.53	\$25.95	\$27.41	\$28.83	\$4,003.92	\$4,251.78	\$4,497.91	\$4,750.98	\$4,997.10
Water Operator II	114	\$23.10	\$24.53	\$25.95	\$27.41	\$28.83	\$4,003.92	\$4,251.78	\$4,497.91	\$4,750.98	\$4,997.10
	115	\$23.65	\$25.15	\$26.62	\$28.09	\$29.56	\$4,099.25	\$4,359.25	\$4,614.04	\$4,868.84	\$5,123.63
WWTP Operator III	116	\$24.24	\$25.75	\$27.29	\$28.81	\$30.31	\$4,201.52	\$4,463.25	\$4,730.18	\$4,993.64	\$5,253.63
Engineering Technician	117	\$24.84	\$26.42	\$27.97	\$29.50	\$31.05	\$4,305.52	\$4,579.38	\$4,848.04	\$5,113.24	\$5,381.90
Assistant Planner	117	\$24.84	\$26.42	\$27.97	\$29.50	\$31.05	\$4,305.52	\$4,579.38	\$4,848.04	\$5,113.24	\$5,381.90
	118	\$25.47	\$27.08	\$28.64	\$30.26	\$31.81	\$4,414.72	\$4,693.78	\$4,964.17	\$5,244.97	\$5,513.63
	119	\$26.08	\$27.77	\$29.35	\$31.00	\$32.60	\$4,520.45	\$4,813.37	\$5,087.24	\$5,373.23	\$5,650.56
	120	\$26.77	\$28.41	\$30.09	\$31.76	\$33.43	\$4,640.04	\$4,924.31	\$5,215.50	\$5,504.96	\$5,794.42
	121	\$27.42	\$29.13	\$30.85	\$32.58	\$34.28	\$4,752.71	\$5,049.10	\$5,347.23	\$5,647.09	\$5,941.75
Senior Recreation Coordinator	122	\$28.12	\$29.86	\$31.61	\$33.36	\$35.15	\$4,874.04	\$5,175.63	\$5,478.96	\$5,782.29	\$6,092.55
Wastewater Lead Operator/City Inspector	122	\$28.12	\$29.86	\$31.61	\$33.36	\$35.15	\$4,874.04	\$5,175.63	\$5,478.96	\$5,782.29	\$6,092.55
Accounting Supervisor	122	\$28.12	\$29.86	\$31.61	\$33.36	\$35.15	\$4,874.04	\$5,175.63	\$5,478.96	\$5,782.29	\$6,092.55

**2016-17  
Range Schedule  
Effective July 1, 2016**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
		Hourly	Hourly	Hourly	Hourly	Hourly	Monthly	Monthly	Monthly	Monthly	Monthly
TITLE	RANGE	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016	7/1/2016
	123	\$28.82	\$30.64	\$32.41	\$34.23	\$36.04	\$4,995.37	\$5,310.83	\$5,617.63	\$5,933.09	\$6,246.81
Assistant Engineer	124	\$29.55	\$31.40	\$33.24	\$35.08	\$36.90	\$5,121.90	\$5,442.56	\$5,761.49	\$6,080.42	\$6,395.88
Associate Planner	125	\$30.28	\$32.18	\$34.06	\$35.94	\$37.85	\$5,248.43	\$5,577.76	\$5,903.62	\$6,229.48	\$6,560.54
Maintenance Supervisor	126	\$31.03	\$32.19	\$34.88	\$36.83	\$38.77	\$5,378.43	\$5,579.49	\$6,045.75	\$6,383.74	\$6,720.00
	127	\$31.80	\$33.00	\$35.77	\$37.75	\$39.73	\$5,511.89	\$5,719.89	\$6,200.01	\$6,543.21	\$6,886.40
	128	\$32.60	\$34.63	\$36.67	\$38.70	\$40.74	\$5,650.56	\$6,002.42	\$6,356.01	\$6,707.87	\$7,061.46
	129	\$33.40	\$35.54	\$37.60	\$39.69	\$41.78	\$5,789.22	\$6,160.15	\$6,517.21	\$6,879.47	\$7,241.73
Wastewater Supervisor	130	\$34.25	\$36.38	\$38.52	\$40.65	\$42.81	\$5,936.55	\$6,305.75	\$6,676.67	\$7,045.86	\$7,420.26
Water Supervisor	130	\$34.25	\$36.38	\$38.52	\$40.65	\$42.81	\$5,936.55	\$6,305.75	\$6,676.67	\$7,045.86	\$7,420.26
Associate Engineer	130	\$34.25	\$36.38	\$38.52	\$40.65	\$42.81	\$5,936.55	\$6,305.75	\$6,676.67	\$7,045.86	\$7,420.26

**Seasonal and Part-Time Employee  
Range Schedule  
Effective July 1, 2016**

<i><b>TITLE</b></i>	<i><b>RANGE</b></i>	<i><b>Starting Salary</b></i>	<i><b>Year 2</b></i>	<i><b>Year 3</b></i>	<i><b>Year 4</b></i>	<i><b>Year 5</b></i>
Summer Camp Counselor	200	\$10.00	\$10.75			
Sr. Camp Counselor (2 years of experience)	205	\$11.50	\$12.25	\$13.00	\$13.75	
Head Camp Counselor	210	\$14.00	\$14.75	\$15.50	\$16.25	\$17.00

<i><b>TITLE</b></i>	<i><b>RANGE</b></i>	<i><b>Step 1 Hourly</b></i>	<i><b>Step 2 Hourly</b></i>	<i><b>Step 3 Hourly</b></i>	<i><b>Step 4 Hourly</b></i>	<i><b>Step 5 Hourly</b></i>
Parks Maintenance Worker I	215	\$18.48	\$19.65	\$20.79	\$21.96	\$23.11
Code Enforcement Officer	220	\$23.92	\$24.52	\$25.13	\$25.76	\$26.41



RESOLUTION NO. 16-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG  
PROVIDING UNREPRESENTED EMPLOYEES WITH SIMILAR SALARY AND FRINGE  
BENEFITS AS REPRESENTED EMPLOYEES

WHEREAS, the City Council has approved Attachment A, Memorandum of Understanding between Teamsters Union Local 986 and the City of Solvang effective July 1, 2016 to June 30, 2017 which includes salary and other fringe benefits to be provided to the represented employees; and

WHEREAS, the City Council desires to provide all these same salary and fringe benefits included in Articles 4-7, 10, 12-18 to those employees that are unrepresented; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Solvang approves those salary and fringe benefits for the unrepresented employees so as not to affect the exempt status of those employees.

PASSED AND ADOPTED by the City Council of the City of Solvang on this the 27th day of June, 2016, by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

---

Jim Richardson, Mayor

ATTEST:

By: \_\_\_\_\_  
Lisa Martin, City Clerk





## **CITY COUNCIL STAFF REPORT**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Arleen T. Pelster, AICP, Planning & Economic Development Director

**MEETING DATE:** June 27, 2016

**DATE PREPARED:** June 6, 2016

**SUBJECT: First Reading of Proposed Amendment to Title 4 Chapter 10 Amending Regulations for Massage Establishments**

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### **I. RECOMMENDATION:**

- A. Review proposed amendments to Title 4 Chapter 10 Massage Therapy Regulations;
- B. Introduce for first reading by title only for amendments to Title 4 Chapter 10 Massage Therapy Regulations; and
- C. Accept the Exemption to the California Environmental Quality Act pursuant to CEQA Section 15061; or
- D. Provide alternate direction to staff.

### **II. BACKGROUND:**

State law was amended in 2015 by AB 1147 to change regulations for massage establishments. The City Council amended the Municipal Code in 2015 to reflect the provision of AB 1147. Further amendment of the Municipal Code is now recommended to address difficulties for some massage therapists in obtaining a California Massage Therapy Council (CAMTC) certificate.

**III. DISCUSSION:**

State law was amended to restore local control over permitting for massage establishments. The recently amended regulations require that massage therapists obtain a certificate from the CAMTC prior to issuance of a Business Certificate. At the time of amendment of the code, some details were unknown regarding educational requirements for CAMTC certificates. It has come to staff's attention that the CAMTC requires 500 hours of relevant education to qualify for a certificate. Some long-term therapists fulfilled their educational requirements with 250 hours, which was the standard in the past. It would be a financial and operational burden for these therapists to obtain an additional 250 hours of schooling. Therefore, staff is proposing to include authority for the City Manager to review the credentials of therapists with less than 500 hours of education and waive the requirement for a CAMTC certificate. Language is included to specify that the certificate may not be waived solely to avoid payment of fees.

The changes are shown in an attached redlined version of the draft ordinance.

**IV. ENVIRONMENTAL REVIEW**

The proposed amendments to the Zoning Ordinance were determined to be exempt from environmental review pursuant to §15061 of the Guidelines for the Implementation of CEQA.

This section states that CEQA only applies to *“projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activity is not subject to CEQA”*. The proposed ordinance amendments are in the interest of the general community welfare and are consistent with good zoning and planning practices. Any potential environmental impacts associated with the proposed impacts are considered insignificant. The amendments are consistent with the General Plan, the requirements of State Planning & Zoning Laws and the Solvang Municipal Code, Title 11.

**V. ALTERNATIVES:**

The City Council could provide direction and refer back to staff.

**VI. FISCAL IMPACT:**

None.

**VII. ATTACHMENTS:**

1. Redlined Version of Draft Ordinance
2. Notice of CEQA Exemption

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE AMENDING TITLE 4 CHAPTER 10 OF THE MUNICIPAL CODE OF SOLVANG TO PROVIDE UPDATED REGULATIONS FOR MASSAGE THERAPY AND AMENDING TITLE 11 (ZONING ORDINANCE) OF THE SOLVANG MUNICIPAL CODE TO REGULATE THE LOCATION OF MASSAGE ESTABLISHMENTS**

WHEREAS, the City Council of the City of Solvang seeks to implement AB 1147 by amending the Municipal Code to provide lawful regulations for massage therapy businesses; and

WHEREAS, it is in the interest of the health, welfare and safety of the people of Solvang to provide regulations regarding massage therapy businesses.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLVANG DOES ORDAIN AS FOLLOWS:

Section 1. Amendment.

Section 4-10-3 is hereby amended to read as follows:

4-10-3: STATE CERTIFICATION:

A. Any person practicing massage therapy in the city shall have a valid CAMTC certificate that is in full force and effect.

B. Notwithstanding subsection A of this section, any person who has in full force and effect a previously issued and valid business certificate from the city for a massage establishment shall obtain an CAMTC certificate prior to the expiration of their current valid city business certificate, except as follows. The City Manager is authorized to waive the requirement for a CAMTC certificate for massage therapists who do not meet the current CAMTC educational requirements, when the applicant can demonstrate a combination of education and experience -which qualifies the applicant as a trained massage therapist. The CAMTC certificate requirement shall not be waived solely on the basis of economic hardship associated with payment of fees.

C. Massage establishments shall maintain on the premises and file at the city copies of or provide other evidence of the CAMTC certificates held by massage therapists and massage practitioners, the persons providing massage therapy at that business. (Ord. 11-295, 6-27-2011)

Formatted: No Spacing, Justified

Section 2. Exemptions From CEQA.

The City Council finds, pursuant to Title 14 of the California Code of Regulations, section 15061 (b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project, which has the potential for causing a significant effect on the environment.

Section 3. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or effective. To this end the provisions of this Ordinance are declared to be severable.

Section 4. Effective Date

This Ordinance shall be in full force and shall take effect thirty (30) days after its passage.

Section 5. Publication

Solvang is a Charter City and has adopted its own rules for summarizing and posting ordinance once they are adopted. The City Attorney will prepare a summary of this ordinance. The summary will be posted in three locations after adoption as directed in the Solvang Municipal Code. The City Clerk shall keep a true and correct copy of the full ordinance together with a record of the vote of each council member.

PASSED, APPROVED, AND ADOPTED ~~this day 27~~ 11th day of June, 2016.

BY: \_\_\_\_\_  
Jim Richardson, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Martin, City Clerk

STATE OF CALIFORNIA )

COUNTY OF SANTA BARBARA )

CITY OF SOLVANG )

I, \_\_\_\_\_, City Clerk of the City of Solvang, do hereby certify that the foregoing Ordinance had its first reading on \_\_\_\_\_, 2016 and had its second reading on \_\_\_\_\_, 2016 and was passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

BY: \_\_\_\_\_  
Lisa Martin, City Clerk





ATTACHMENT 2

**NOTICE OF EXEMPTION**

**To:** County Clerk  
County of Santa Barbara  
105 East Anapamu Street  
Santa Barbara, CA 93101

**Project Title:** Amendments to Title 4, Chapter 10 of the Solvang Municipal Code

**Project Description:** Review of proposed Ordinance Amendments to Title 4, Chapter 10 of the Solvang Municipal Code to Amend Regulations for Massage Establishments.

**Specific Location:** Citywide

**Name of Public Agency Approving Project:** City of Solvang

**Name of Person or Agency Carrying Out Project:** Arleen T. Pelster, Planning & Economic Development Dir.

**Exempt Status:** *(check one)*

- Ministerial [Sec. 21080(b)(1); 15268];
- Declared Emergency [Sec. 21080(b)(3); 15269(a)];
- Emergency Project [Sec. 21080(b)(4); 15269(b)(c)];
- Categorical Exemption. State type and section number:
- Statutory Exemptions. State code number:
- No Possibility of Significant Effect [Sec. 15061(b)(3)]

**Cite specific CEQA Guideline Section:** **§15061.** This section states that CEQA only applies to “projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activity is not subject to CEQA”.

**Reasons why project is exempt:**

The environmental impacts of the proposed amendments to Title 11 are insignificant. The proposed amendments are in the interest of the general community welfare and are consistent with the General Plan, the requirements of State Planning & Zoning Laws and the Solvang Zoning Regulations. The proposed amendments to Title 11 are consistent with good zoning and planning practices.

**Lead Agency Contact/Phone:** Arleen T. Pelster / 805.688.4414

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: Planning Director





**CITY COUNCIL  
STAFF REPORT**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Fred Lageman, Parks and Recreation Director

**MEETING DATE:** June 27, 2016

**DATE PREPARED:** May 2, 2016

**SUBJECT: RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SOLVANG ADOPTING REVISED USAGE & RENTAL FEES FOR  
THE VETERANS' MEMORIAL HALL**

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**I. RECOMMENDATIONS:**

1. Review proposed rate increases for the Veterans' Memorial Hall fee schedule
2. Adopt Resolution 16-\_\_\_\_, a resolution of the City Council of the City of Solvang increasing fees and including an annual CPI adjustment.

**II. DISCUSSION:**

The Solvang Veterans' Memorial Hall rental rates were last raised in October 2008. Staff has recently completed a review in which we compared rates to similar facilities of like size and accommodations within the surrounding communities.

Comparisons were conducted with all three tiers of renters in mind, i.e. non-profit and government, local resident, non-resident and commercial. Our current tiered system additionally breaks down rentals into three time frames: 0-3 hours, 3-6 hours, and 6+ hours. All of the facilities that we compared rates to has only one or two time frames, with at least three facilities allowing rental for a full day price only. Staff would additionally recommend that our current application be updated to two time frames: 0-6 hours and 6+ hours.

Staff has also simplified the rate structure to be more understandable. Each room's rate of the Veterans' Hall was raised individually.

Combination rental rates are lower than single room rates. Although the rates proposed are in some cases significantly higher than the current rates, when compared to the other facilities the Solvang Veterans' Hall rates are still lower about 75% of the time. For example, the rates for total facility use for the entire day at the residential rate are as follows when compared to four comparable facilities:

Solvang Veterans' Memorial Hall	\$815
Santa Maria Veterans' Hall	\$1,866
San Luis Obispo Veterans' Hall	\$1,400
Lompoc Veterans' Hall	\$1,000

When comparing these facilities to our current rate structure across all rental possibilities, the Solvang Veterans' Memorial Hall is between \$180 and \$1,486 less than our counterparts' current rates.

The FY 2015-16 budget includes \$92,960 in expenses, which includes 50% of the Recreation Clerk II position's salary costs. This is based on that position doing all of the scheduling of the facility rentals. In addition, there are other costs including maintenance and utilities, resulting in the total expense shown below:

ITEM	EXPENSE (budgeted)
Recreation Clerk II	\$41,484
Supplies	\$5,500
Small Equipment	\$6,000
Repairs & Maintenance	\$14,300
Utilities	\$7,000
Water & Sewer	\$16,700
Insurance	\$1,976
Subtotal	\$92,960
	EXPENSES (other)
Maintenance, Public Works staff	\$52,000
Parks & Recreation Director time	\$5,400
Parks Maintenance time	\$3,500
Subtotal	\$60,900
Total expenses	\$153,860
Revenue	(\$32,000)
Net operating loss	\$121,860

The current revenue for the facility is approximately \$32,000 annually. There are several groups that get the facility at no cost. These include: City of Solvang, Santa Barbara County Sheriff, Solvang Library, United Blood Bank, Santa Ynez Valley Youth Recreation, Taste of Solvang, City employees (per adopted City

Council Policy) and Veterans of Foreign Wars and American Legion related events.

The Solvang Veterans' Memorial Hall also has capital improvement needs. A new roof was installed on the structure in 2007 at a cost of \$289,000. Currently a lead abatement, painting and window replacement project is underway at the facility for a cost of approximately \$162,000. The building is in need of electrical upgrades and restroom improvements.

There are no recommended changes within the deposit and security fee structures. It is also recommended that the fees increase annually based on the current CPI (consumer price index).

**III. ALTERNATIVES:**

Offer other changes to the rate structure or leave the current rate structure as is with no increases.

**IV. FISCAL IMPACT:**

There will be additional revenues to the City if fees are increased. The proposed new rate structure has increased across all tiers and rates approximately 35%. The Veterans' Memorial Hall revenue from fiscal year 2014/2015 was \$31,915. Assuming the same amount of rental usage this coming fiscal year, a 35% increase in rates as recommended would result in an additional \$11,170.

**V. ATTACHMENTS:**

Attachment A – Current and Proposed Vets Hall Rate Structure

Attachment B – Resolution 16-\_\_\_\_



# Attachment A

## Current and Proposed Vets Hall Rate Structure

	<b>CURRENT NON-PROFIT GOVERNMENT</b>			<b>CURRENT FAMILY LOCAL</b>			<b>CURRENT OUT OF AREA COMMERCIAL</b>	
		<b>PROPOSED</b>			<b>PROPOSED</b>			<b>PROPOSED</b>
<b>LARGE HALL</b>								
0-6 Hours	\$ 85.00	\$ 150.00		\$ 220.00	\$ 325.00		\$ 335.00	\$ 475.00
6+ Hours	\$ 155.00	\$ 200.00		\$ 425.00	\$ 525.00		\$ 640.00	\$ 775.00
<b>LARGE HALL/KITCHEN</b>	<b>NON-PROF,GOVT</b>			<b>FAMILY,LCL</b>			<b>OOA,COMMRCL</b>	
0-6 Hours	\$ 105.00	\$ 175.00		\$ 270.00	\$ 425.00		\$ 410.00	\$ 575.00
6+ Hours	\$ 175.00	\$ 250.00		\$ 525.00	\$ 625.00		\$ 790.00	\$ 900.00
<b>LEGION WING</b>	<b>NON-PROF,GOVT</b>			<b>FAMILY,LCL</b>			<b>OOA,COMMRCL</b>	
0-6 Hours	\$ 65.00	\$ 125.00		\$ 170.00	\$ 275.00		\$ 260.00	\$ 400.00
6+ Hours	\$ 115.00	\$ 175.00		\$ 325.00	\$ 425.00		\$ 490.00	\$ 625.00
<b>LEGION WING/KITCHEN</b>	<b>NON-PROF,GOVT</b>			<b>FAMILY,LCL</b>			<b>OOA,COMMRCL</b>	
0-6 Hours	\$ 85.00	\$ 150.00		\$ 220.00	\$ 375.00		\$ 335.00	\$ 550.00
6+ Hours	\$ 145.00	\$ 225.00		\$ 425.00	\$ 550.00		\$ 640.00	\$ 800.00
<b>KITCHEN/BBQ</b>	<b>NON-PROF,GOVT</b>			<b>FAMILY,LCL</b>			<b>OOA,COMMRCL</b>	
0-6 Hours	\$ 35.00	\$ 50.00		\$ 60.00	\$ 125.00		\$ 90.00	\$ 175.00
6+ Hours	\$ 45.00	\$ 75.00		\$ 95.00	\$ 150.00		\$ 145.00	\$ 200.00
<b>TOTAL FACILITY</b>	<b>NON-PROF,GOVT</b>			<b>FAMILY,LCL</b>			<b>OOA,COMMRCL</b>	
0-6 Hours	\$ 155.00	\$ 275.00		\$ 410.00	\$ 650.00		\$ 615.00	\$ 850.00
6+ Hours	\$ 280.00	\$ 400.00		\$ 815.00	\$ 1,000.00		\$ 1,120.00	\$ 1,250.00



**RESOLUTION NO. 16-\_\_\_\_**  
**A RESOLUTION OF THE CITY COUNCIL**  
**OF THE CITY OF SOLVANG ADOPTING REVISED USAGE & RENTAL FEES**  
**FOR THE VETERANS' MEMORIAL HALL**

WHEREAS, the City Council has reviewed various budget options for the FY 16/17 and has determined that the existing fees for use of the Veterans' Memorial Building have not been increased since 2009; and

WHEREAS, this increased revenue would help to offset the cost associated with the operation and maintenance of the facility; and;

WHEREAS, to keep fees in alignment with cost of operation and maintenance of the facility the fees should be increased annually in accordance with the Consumers Price Index;

NOW, THERFORE, BE IT RESOLVED by the City Council of the City of Solvang, that the Veterans' Memorial Building fees shall be as shown in Attachment A.

PASSED, APPROVED, AND ADOPTED this 27<sup>th</sup> day of June by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jim Richardson, Mayor

ATTEST:

\_\_\_\_\_  
Lisa S. Martin, City Clerk





**CITY COUNCIL  
STAFF REPORT**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Sandra Featherson, Administrative Services Director

**MEETING DATE:** June 27, 2016

**DATE PREPARED:** June 15, 2016

**SUBJECT:** **RESOLUTION 16-\_\_\_\_\_, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG ADOPTING A BUDGET FOR THE FISCAL YEAR 2016/17**

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**I. RECOMMENDATION:**

- 1) Review 2016-2017 Budget
- 2) Adopt Resolution No. 16-\_\_\_\_\_, A Resolution of the City Council of the City of Solvang Adopting a Budget for Fiscal Year 2016/17.

**II. DISCUSSION:**

At the June 13, 2016, City Council meeting, staff presented the 2016-2017 Preliminary Annual Budget as recommended by the City Council Finance Subcommittee for City Council review. Based on Council direction at the June 13<sup>th</sup> Council meeting, we have made the following changes:

**General Fund**

- In the General Fund, expenses were revised to reflect Council allocations to the various City agencies requesting funds. The Council also elected to contribute an additional \$20,000 to the SCVB, raising their allocation to \$720,000.
- \$30,000 was added to Professional Services for a Compensation Study to review staff salaries.
- The amount of funds needed to carry forward for the Vet's Hall Lead Abatement, Painting and Windows project was reduced from \$61,025, to \$40,000 based on work done to date.

**Water Fund**

- We are carrying forward \$54,000 in the Water Fund to finish up the meter replacement project.
- We have increased the anticipated expenses in the Upland Well Project by \$85,000 to complete the HCA South Well.

**Transit Fund**

- In Transit, a project to upgrade the parking lot was added in the amount of \$30,000 that will be funded by the Prop 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds. This was omitted in error in the Preliminary Budget.

A revised summary of revenues and expenses is as follows:

<b>Fiscal Year 2016-2017</b>	<b>General Fund</b>	<b>Water Fund</b>	<b>Wastewater Fund</b>	<b>Transit Fund</b>
Estimated Revenues	\$ 7,593,397	\$ 5,616,093	\$ 1,882,750	\$ 923,007
Estimated Expenses	\$ 8,231,540	\$ 5,879,785	\$ 1,971,114	\$ 1,070,879
<b>Change in Fund Balance/Net Position</b>	<b>\$ (638,143)</b>	<b>\$ (263,692)</b>	<b>\$ (88,364)</b>	<b>\$ (147,872)</b>

Some of the key highlights included in the Annual Budget are:

**General Fund**

**Revenues**

- We estimate an increase in Transient Occupancy Tax of approximately \$344,000 in FY 2016-17.
- We are not increasing expected Sales Tax revenue in 2016-17 based on discussions with our Sales Tax advisors and current trends.
- We do anticipate a slight increase in Property Tax revenue, based on estimates provided by Santa Barbara County.

**Expenditures**

- In order to better identify costs associated with retired employees, we have separated those expenses into a new program (105). The expenses are for ongoing medical, dental, and life insurance costs, as well as utilizing a trust to prefund those costs for future retirees.
- We are showing an overall decrease in our annual cost for CalPERS benefits. In FY 2015-16, our annual cost was 18.696% of payroll, prior to employee contributions of 4% and the payoff of a portion of our unfunded retirement liability in FY 2014-2015. In FY 2016-17, we anticipate our annual cost to be 17.086%, prior to any employee contributions.
- Our annual Workers' Compensation premium has increased by 9.4%, to \$174,795. However, due to prior payments/adjustments for earlier claims, our overall cost this year is \$91,388.

- In FY 2015-16, we anticipated the law enforcement contract with the Santa Barbara County Sheriff's Department to increase up to 5%. We are keeping the estimated cost the same for 2016-17 as we await the outcome of their negotiations.
- The recommended contribution to the SCVB is \$720,000, with no matching amount.
- As in prior years, most road work is budgeted in the General Fund, with costs being reimbursed from Special Revenue Funds at the end of the fiscal year.
- Temporary Agency Expenses are increasing this year as we plan for the hire of a new Office Assistant and hire temporary help in the Finance Department while an employee is on leave.
- The Veterans' Memorial Building Lead Abatement Painting and Window Replacement project began in the current fiscal year and will finish in FY 2016-17. Funds are being carried over for this purpose.
- A new program (720) has been created for Storm Water Management. These costs were previously expensed in the Local Transportation Fund (203). While we do receive some revenue in the Local Transportation Fund, the growing costs of storm water management require additional funding and so a new program was created in the General Fund. Local Transportation funds will be transferred to the General Fund to cover a portion of the costs associated with salaries and benefits for the program.
- The General Fund shows a transfer out to the Water fund of \$810,000. This is a result of a vote made by the City Council at its regularly scheduled Council Meeting on January 11, 2016, to support the purchase of additional water.
- The City receives funding requests annually from outside agencies. A summary of those requests is as follows:

Solvang City Council Staff Report, Date: June 27, 2016

Subject: 2016-2017 Annual Budget Adoption

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Agency	Fiscal Year 2015/16 Request	FY 2015/16 Approved Funding	Fiscal Year 2016/17 Request	Fiscal Year 2016/17 Proposed	Fiscal Year 2016/17 Approved
Solvang Library c/o SB Library System	\$88,000-100,000	\$ 88,000	\$88,000 - \$138,000	\$ 88,000	\$ 100,000
Santa Ynez Senior Advisory Council (dba Solvang Senior Center)	\$ 40,000	\$ 38,000	\$ 40,000	\$ 40,000	\$ 40,000
Elverhoj Museum of History and Art	\$ 30,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000
Danish Days Foundation	\$ 40,000	\$ 40,000	\$ 27,500	\$ 27,500	\$ 27,500
Santa Ynez Valley People Helping People	\$ 17,000	\$ 17,000	\$ 22,000	\$ 17,000	\$ 17,000
Solvang Chamber of Commerce	\$ 32,500	\$ -	\$ 16,400	\$ 16,400	\$ 16,400
Solvang Theaterfest	\$ 30,000	\$ 15,000	\$ 20,000	\$ 15,000	\$ 15,000
Animal Rescue Team	\$ 20,000	\$ 5,000	\$ 10,000	\$ 7,500	\$ 3,750
Rotary Club of the Santa Ynez Valley	\$ 10,000	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,000
Santa Ynez Valley Fruit and Vegetable Rescue	\$ 9,880	\$ 5,000	\$ 9,000	\$ 6,000	\$ 6,000
Solvang School Education Foundation	\$ 5,000	\$ 5,000	\$ 4,000	\$ 4,000	\$ 4,000
Solvang Third Wednesday/Chamber of Commerce	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600
Solvang Lutheran Home	\$ -	\$ -	\$ 4,000	\$ 2,500	\$ 2,500
Wildling Museum	\$ 1,800	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
Santa Ynez Valley Botanic Garden	\$ 500	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000
Valley Wind Ensemble	\$ 750	\$ 750	\$ 1,000	\$ 1,000	\$ 1,000
Santa Barbara County Sheriff's Benevolent Posse	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
Santa Ynez Valley Community Aquatics Foundation	\$ 5,000	\$ 3,800	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$337,030 - \$349,030</b>	<b>\$ 254,650</b>	<b>\$285,000 - \$335,000</b>	<b>\$ 268,000</b>	<b>\$ 276,250</b>
Solvang Conference and Visitors Bureau (Base)	\$ 710,000	\$ 675,000	\$ 735,000	\$ 700,000	\$ 720,000
Solvang Conference and Visitors Bureau (Matching)	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 735,000</b>	<b>\$ 700,000</b>	<b>\$ 735,000</b>	<b>\$ 700,000</b>	<b>\$ 720,000</b>

## **Enterprise Funds**

### *Water and Wastewater Funds*

#### **Revenues**

- In both the Water and Wastewater fund, we are anticipating an increase in connection fees as the Skytt Mesa development becomes built out.
- A new account was created in the Water fund to separate the fixed costs related to water revenue (meter fees) versus the variable costs related to water consumption.

#### **Expenses**

- Based on information provided by CCWA, our total estimated payment for State Water is decreasing from \$2,902,200 in FY 2015-16 to \$2,683,300 in 2016-17. This is a one-time decrease in the anticipated annual payment due to the bond repayment schedule.
- The loan from the Wastewater Fund to the Water fund will be paid off in full in FY 2016-17, with a final payment of \$21,738 plus interest. This also means less revenue for the Wastewater fund.
- Based on Council direction, we continue our upland and river well development projects, with expenses of \$265,405, anticipated this year.
- As part of our vehicle replacement program, the Water department will be purchasing one new vehicle. The funds for replacement of the vehicle have been accumulated in the Internal Service Fund and as a result the Water fund will not be assessed.
- Both the Water and Wastewater funds have budgeted deficits for FY 2016-17. This will require the use of reserves. The City is in the process of a Water and Wastewater rate study that will evaluate the current rates, planned capital programs, and available funding.

## **Local Transportation Fund**

- In 2015-16, the Local Transportation fund was used to cover expenses related to the Storm Water Program as the types of expenses incurred related directly to local transportation. However, due to the limited funds available in the Local Transportation fund, and the growing costs of storm water management, it was decided to create a new program in the General Fund (720) for storm water management. We anticipate continued use of Local Transportation funds to offset the costs of the Storm Water Management program, and in the budget is a line item transferring funds to the General Fund for this purpose. As the legal requirements continue to grow for storm water management, the City will need to review other funding options for these costs, including establishing a Storm Water Utility, or continuing to utilize the General Fund.

### **Capital Project Fund**

- The primary projects are the Alisal Bridge Seismic Retrofit and the Bicycle Bridge at Alamo Pintado Creek. Primary funding for the Alisal Bridge Seismic Retrofit is from the federal government through Cal-Trans, however the City will also incur some non-reimbursable expenses.

### **III. ALTERNATIVES:**

The City Manager in conjunction with the Finance Subcommittee has made recommendations and the City Council can accept or make changes depending on priorities and the needs of the City.

### **IV. FISCAL IMPACT:**

The Budget Summary by Fund (Attachment C) reflects the estimated revenues and expenditures for each fund during the fiscal year, and the effect on the overall net position of each fund. While the General Fund is showing a deficit of approximately \$638,000, that is due to a one-time use of reserves to provide monies to the Water fund for the purchase of additional water.

### **V. ATTACHMENTS:**

- Attachment A, General Fund Revenues by Department
- Attachment B, General Fund Expenditures by Department
- Attachment C, Budget Summary by Fund
- Attachment D, Annual Budget for FY 2016/17
- Attachment E, Resolution Adopting the Annual Budget for 2016/17

**CITY OF SOLVANG**  
**FISCAL YEAR 2016-2017**  
**GENERAL FUND REVENUES BY DEPARTMENT**

	2013-2014 Actual	2014-2015 Actual	2015-2016 Adopted Budget	2016-2017 Annual Budget	Difference from FY 2015-2016
<b>Fund: 100 - GENERAL FUND</b>					
<b>Department: 1000 - Council</b>					
130 - Contract Services	\$ 52,039	\$ 675	\$ 1,600	\$ 1,400	\$ (200)
<b>Total Department: 1000 - Council:</b>	<b>\$ 52,039</b>	<b>\$ 675</b>	<b>\$ 1,600</b>	<b>\$ 1,400</b>	<b>\$ (200)</b>
<b>Department: 1100 - Administration</b>					
120 - Administration	\$ 6,399,814	\$ 6,975,794	\$ 6,628,506	\$ 7,065,158	\$ 436,652
<b>Total Department: 1100 - Administration:</b>	<b>\$ 6,399,814</b>	<b>\$ 6,975,794</b>	<b>\$ 6,628,506</b>	<b>\$ 7,065,158</b>	<b>\$ 436,652</b>
<b>Department: 1200 - Planning &amp; Building</b>					
200 - City Planning	\$ 92,764	\$ 118,432	\$ 75,350	\$ 74,850	\$ (500)
210 - Building	\$ 200,122	\$ 138,086	\$ 105,000	\$ 110,000	\$ 5,000
220 - Economic Development	\$ 11,000	\$ -	\$ -	\$ -	\$ -
<b>Total Department: 1200 - Planning &amp; Building:</b>	<b>\$ 303,885</b>	<b>\$ 256,518</b>	<b>\$ 180,350</b>	<b>\$ 184,850</b>	<b>\$ 4,500</b>
<b>Department: 1300 - Parks and Recreation</b>					
300 - Administration	\$ -	\$ (29)	\$ 2,000	\$ -	\$ (2,000)
310 - HCA Park	\$ 13,480	\$ 11,985	\$ 10,000	\$ 10,000	\$ -
320 - Solvang Park	\$ -	\$ 250	\$ 1,000	\$ 375	\$ (625)
330 - Sunny Fields	\$ 8,667	\$ 8,835	\$ 7,500	\$ 7,500	\$ -
360 - Adult Sports	\$ 15,077	\$ 9,720	\$ 20,550	\$ 20,950	\$ 400
365 - Youth Programs	\$ 54,853	\$ 42,713	\$ 34,280	\$ 25,875	\$ (8,405)
370 - Adult Programs	\$ 9,913	\$ 18,703	\$ 16,260	\$ 16,270	\$ 10
375 - Special Events	\$ 18,493	\$ 20,480	\$ 24,600	\$ 23,150	\$ (1,450)
390 - Buellton Partnership	\$ 24,520	\$ 18,281	\$ 25,000	\$ 12,000	\$ (13,000)
<b>Total Department: 1300 - Parks and Recreation:</b>	<b>\$ 145,002</b>	<b>\$ 130,939</b>	<b>\$ 141,190</b>	<b>\$ 116,120</b>	<b>\$ (25,070)</b>
<b>Department: 1400 - Tourism</b>					
400 - Tourism Activities	\$ 7,206	\$ 7,549	\$ 13,000	\$ 8,000	\$ (5,000)
410 - Tourism Events	\$ -	\$ 1,832	\$ -	\$ -	\$ -
<b>Total Department: 1400 - Tourism:</b>	<b>\$ 7,206</b>	<b>\$ 9,381</b>	<b>\$ 13,000</b>	<b>\$ 8,000</b>	<b>\$ (5,000)</b>
<b>Department: 1600 - Public Works/Engineering</b>					
600 - PW - Engineering	\$ 84,202	\$ 54,378	\$ 33,900	\$ 31,500	\$ (2,400)
605 - PW - Maintenance	\$ 200	\$ 340	\$ -	\$ -	\$ -
610 - Veterans' Memorial Building	\$ 28,347	\$ 32,928	\$ 31,400	\$ 33,000	\$ 1,600
620 - City Hall	\$ -	\$ -	\$ 4,500	\$ -	\$ (4,500)
690 - Roads	\$ 168,689	\$ 161,422	\$ 182,076	\$ 128,369	\$ (53,707)
720 - Storm Water Program	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
<b>Total Department: 1600 - Public Works/Engineering:</b>	<b>\$ 281,438</b>	<b>\$ 249,067</b>	<b>\$ 251,876</b>	<b>\$ 217,869</b>	<b>\$ (34,007)</b>
<b>TOTAL GENERAL FUND REVENUES:</b>	<b>\$ 7,189,385</b>	<b>\$ 7,622,375</b>	<b>\$ 7,216,522</b>	<b>\$ 7,593,397</b>	<b>\$ 376,875</b>



**CITY OF SOLVANG**  
**FISCAL YEAR 2016-2017**  
**GENERAL FUND EXPENDITURES BY DEPARTMENT**

	2013-2014 Actual	2014-2015 Actual	2015-2016 Adopted Budget	2016-2017 Annual Budget	Difference from FY 2015-16
<b>Fund: 100 - GENERAL FUND</b>					
<b>Department: 1000 - Council</b>					
100 - Council Activities	\$ 122,654	\$ 156,810	\$ 227,720	\$ 76,816	\$ (150,904)
105 - Retiree Costs	\$ -	\$ -	\$ -	\$ 153,638	\$ 153,638
110 - Special Agency	\$ 177,250	\$ 196,350	\$ 214,650	\$ 248,750	\$ 34,100
130 - Contract Services	\$ 1,629,811	\$ 1,645,922	\$ 1,731,213	\$ 1,734,457	\$ 3,244
<b>Total Department: 1000 - Council:</b>	<b>\$ 1,929,715</b>	<b>\$ 1,999,082</b>	<b>\$ 2,173,583</b>	<b>\$ 2,213,661</b>	<b>\$ 40,078</b>
<b>Department: 1100 - Administration</b>					
120 - Administration	\$ 1,253,943	\$ 1,679,457	\$ 1,191,773	\$ 2,030,467	\$ 838,694
<b>Total Department: 1100 - Administration:</b>	<b>\$ 1,253,943</b>	<b>\$ 1,679,457</b>	<b>\$ 1,191,773</b>	<b>\$ 2,030,467</b>	<b>\$ 838,694</b>
<b>Department: 1200 - Planning &amp; Building</b>					
200 - City Planning	\$ 267,657	\$ 329,010	\$ 324,052	\$ 265,322	\$ (58,730)
210 - Building	\$ 145,204	\$ 164,239	\$ 173,358	\$ 178,444	\$ 5,086
220 - Economic Development	\$ 42,224	\$ 23,771	\$ 23,026	\$ 4,800	\$ (18,226)
<b>Total Department: 1200 - Planning &amp; Building:</b>	<b>\$ 455,085</b>	<b>\$ 517,020</b>	<b>\$ 520,436</b>	<b>\$ 448,566</b>	<b>\$ (71,870)</b>
<b>Department: 1300 - Parks and Recreation</b>					
300 - Administration	\$ 355,513	\$ 387,616	\$ 413,361	\$ 343,447	\$ (69,914)
310 - HCA Park	\$ 62,746	\$ 71,144	\$ 221,994	\$ 199,809	\$ (22,185)
320 - Solvang Park	\$ 46,347	\$ 49,545	\$ 74,009	\$ 78,527	\$ 4,518
330 - Sunny Fields	\$ 28,760	\$ 30,998	\$ 59,949	\$ 36,505	\$ (23,444)
340 - Common Areas	\$ 13,614	\$ 8,988	\$ 4,150	\$ 8,150	\$ 4,000
350 - Recreation	\$ 233,511	\$ 249,494	\$ 284,500	\$ 255,853	\$ (28,647)
360 - Adult Sports	\$ 8,988	\$ 7,284	\$ 14,050	\$ 14,300	\$ 250
365 - Youth Programs	\$ 25,880	\$ 23,783	\$ 19,175	\$ 14,100	\$ (5,075)
370 - Adult Programs	\$ 6,257	\$ 6,660	\$ 8,760	\$ 8,370	\$ (390)
375 - Special Events	\$ 8,832	\$ 13,320	\$ 10,400	\$ 9,000	\$ (1,400)
390 - Buellton Partnership	\$ 21,933	\$ 17,206	\$ 17,340	\$ 12,000	\$ (5,340)
<b>Total Department: 1300 - Parks and Recreation:</b>	<b>\$ 812,382</b>	<b>\$ 866,038</b>	<b>\$ 1,127,688</b>	<b>\$ 980,061</b>	<b>\$ (147,627)</b>
<b>Department: 1400 - Tourism</b>					
400 - Tourism Activities	\$ 778,575	\$ 725,391	\$ 813,850	\$ 834,300	\$ 20,450
410 - Tourism Events	\$ 1,000	\$ 887	\$ 6,900	\$ -	\$ (6,900)
<b>Total Department: 1400 - Tourism:</b>	<b>\$ 779,575</b>	<b>\$ 726,278</b>	<b>\$ 820,750</b>	<b>\$ 834,300</b>	<b>\$ 13,550</b>
<b>Department: 1600 - Public Works/Engineering</b>					
600 - PW - Engineering	\$ 99,505	\$ 143,268	\$ 166,475	\$ 142,473	\$ (24,002)
605 - PW - Maintenance	\$ 244,331	\$ 247,300	\$ 269,268	\$ 255,682	\$ (13,586)
610 - Veterans' Memorial Building	\$ 79,719	\$ 95,565	\$ 254,960	\$ 153,851	\$ (101,109)
620 - City Hall	\$ 19,057	\$ 15,806	\$ 28,507	\$ 49,007	\$ 20,500
630 - Municipal Annex	\$ 18,374	\$ 14,470	\$ 16,108	\$ 25,140	\$ 9,032
640 - Elverhoj	\$ 15,000	\$ 10,000	\$ 5,000	\$ -	\$ (5,000)
650 - Visitors' Center	\$ 2,305	\$ 2,804	\$ 5,218	\$ 3,078	\$ (2,140)
670 - Restroom #1	\$ 32,428	\$ 32,834	\$ 38,592	\$ 39,921	\$ 1,329
680 - Restroom #3	\$ 11,701	\$ 16,475	\$ 14,018	\$ 15,020	\$ 1,002
690 - Roads	\$ 375,418	\$ 416,963	\$ 532,744	\$ 523,965	\$ (8,779)
700 - Street Trees	\$ 132,705	\$ 148,790	\$ 157,958	\$ 129,706	\$ (28,252)
710 - PW - Parking Lots	\$ 6,564	\$ 23,498	\$ 6,800	\$ 52,100	\$ 45,300
720 - Storm Water Program	\$ -	\$ -	\$ -	\$ 334,542	\$ 334,542
<b>Total Department: 1600 - Public Works/Engineering:</b>	<b>\$ 1,037,107</b>	<b>\$ 1,167,773</b>	<b>\$ 1,495,648</b>	<b>\$ 1,724,485</b>	<b>\$ 228,837</b>
<b>TOTAL GENERAL FUND EXPENDITURES:</b>	<b>\$ 6,267,807</b>	<b>\$ 6,955,648</b>	<b>\$ 7,329,878</b>	<b>\$ 8,231,540</b>	<b>\$ 901,662</b>



**CITY OF SOLVANG  
BUDGET SUMMARY BY FUND  
FISCAL YEAR 2016-2017**

ATTACHMENT C

	GENERAL FUND 100	AB1600 IMPACT FEES 200	TRAFFIC SAFETY 201	GAS TAX 202	LOCAL TRANSP FUNDS 203	MEASURE A 15	SKYTT MESA LLMD 205	CAPITAL PROJECTS 300	WATER 500	WASTEWATER 501	TRANSIT 502	VEHICLE EQUIP REPLACEMENT 600	SYV TOURISM BID 700	GRAND TOTAL ALL FUNDS
<b>ESTIMATED REVENUES</b>														
TAXES	\$ 6,314,500					\$ 369,084	\$ 202,800							\$ 6,886,384
FEES FOR SERVICES	\$ 551,460	\$ 257,303	\$ 10,000						\$ 354,243	\$ 189,570	\$ 68,000			\$ 1,430,576
RENTALS	\$ 34,800								\$ 17,000					\$ 51,800
WATER AND SEWER REVENUE									\$ 4,398,250	\$ 1,386,938				\$ 5,785,188
GRANTS	\$ 5,000			\$ 118,369	\$ 84,203			\$ 1,603,575			\$ 848,007			\$ 2,659,154
MISC INCOME	\$ 3,700								\$ 20,100					\$ 23,800
DONATIONS	\$ 2,000													\$ 2,000
OVERHEAD CONTRIBUTIONS	\$ 480,768											\$ 165,425		\$ 646,193
EVENTS	\$ 13,000													\$ 13,000
INTEREST INCOME	\$ 18,050	\$ 6,000		\$ 200	\$ 150	\$ 250	\$ 120	\$ 750	\$ 16,000	\$ 15,042	\$ 2,000	\$ 2,500		\$ 61,062
OTHER REVENUES	\$ 170,119								\$ 810,500	\$ 291,200	\$ 5,000	\$ 20,000	\$ 400,000	\$ 1,696,819
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 7,593,397</b>	<b>\$ 263,303</b>	<b>\$ 10,000</b>	<b>\$ 118,569</b>	<b>\$ 84,353</b>	<b>\$ 369,334</b>	<b>\$ 202,920</b>	<b>\$ 1,604,325</b>	<b>\$ 5,616,093</b>	<b>\$ 1,882,750</b>	<b>\$ 923,007</b>	<b>\$ 187,925</b>	<b>\$ 400,000</b>	<b>\$ 19,255,976</b>

<b>ESTIMATED EXPENSES</b>														
FEES FOR SERVICES	\$ 10,000													\$ 10,000
EVENTS														\$ -
PERSONNEL	\$ 2,767,178								\$ 484,538	\$ 742,794				\$ 3,994,510
SUPPLIES	\$ 180,745								\$ 44,700	\$ 66,900	\$ 108,991			\$ 401,336
REPAIRS AND MAINTENANCE	\$ 141,600						\$ 56,750		\$ 44,000	\$ 68,500	\$ 15,250			\$ 326,100
EQUIPMENT	\$ 28,248								\$ 5,609	\$ 7,400				\$ 41,257
UTILITIES	\$ 216,335						\$ 72,250		\$ 3,830,680	\$ 154,850	\$ 5,599			\$ 4,279,714
CONTRACTED SERVICES	\$ 1,772,057										\$ 560,500			\$ 2,332,557
SERVICES	\$ 773,297					\$ 145,000	\$ 5,000		\$ 232,682	\$ 211,077	\$ 180,052			\$ 1,547,108
GRANT						\$ 5,000								\$ 5,000
TRAVEL AND HOSPITALITY	\$ 7,750													\$ 7,750
CITY COUNCIL/AGENCIES	\$ 999,250												\$ 392,000	\$ 1,391,250
EMERGENCY PLANNING	\$ 1,530													\$ 1,530
TAXES, FEES, AND PERMITS	\$ 18,407						\$ 7,700		\$ 14,090	\$ 23,700			\$ 8,000	\$ 71,897
FINANCE COSTS	\$ 2,300								\$ 248,500	\$ 434,720	\$ 115,000	\$ 23,000		\$ 823,520
CAPITAL OUTLAY	\$ 47,243								\$ 30,761	\$ 56,467		\$ 34,210		\$ 168,681
TRANSFERS	\$ 810,000		\$ 10,000	\$ 118,569	\$ 25,000									\$ 963,569
PROJECTS	\$ 455,600	\$ 75,000				\$ 245,000	\$ 4,000	\$ 1,703,753	\$ 676,900	\$ 40,000	\$ 30,250			\$ 3,230,503
OTHER	\$ -								\$ 267,325	\$ 164,706	\$ 55,237			\$ 487,268
<b>TOTAL ESTIMATED EXPENSES</b>	<b>\$ 8,231,540</b>	<b>\$ 75,000</b>	<b>\$ 10,000</b>	<b>\$ 118,569</b>	<b>\$ 25,000</b>	<b>\$ 395,000</b>	<b>\$ 145,700</b>	<b>\$ 1,703,753</b>	<b>\$ 5,879,785</b>	<b>\$ 1,971,114</b>	<b>\$ 1,070,879</b>	<b>\$ 57,210</b>	<b>\$ 400,000</b>	<b>\$ 20,083,550</b>

<b>ESTIMATED INCREASE (DECREASE) TO NET POSITION</b>	<b>\$ (638,143)</b>	<b>\$ 188,303</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,353</b>	<b>\$ (25,666)</b>	<b>\$ 57,220</b>	<b>\$ (99,428)</b>	<b>\$ (263,692)</b>	<b>\$ (88,364)</b>	<b>\$ (147,872)</b>	<b>\$ 130,715</b>	<b>\$ -</b>	<b>\$ (827,574)</b>
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# City of Solvang

## Annual Budget



**FY 2016**  
**FY 2017**

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**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016 - 2017**

June 27, 2016

Prepared by:

Department of Administrative Services and Finance

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**City of Solvang  
Annual Budget  
Fiscal Year 2016 - 2017**

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**City of Solvang  
Annual Budget  
Fiscal Year 2016 - 2017**

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# INTRODUCTORY SECTION

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City of Solvang  
List of Elected and Appointed Officials  
As of July 1, 2016

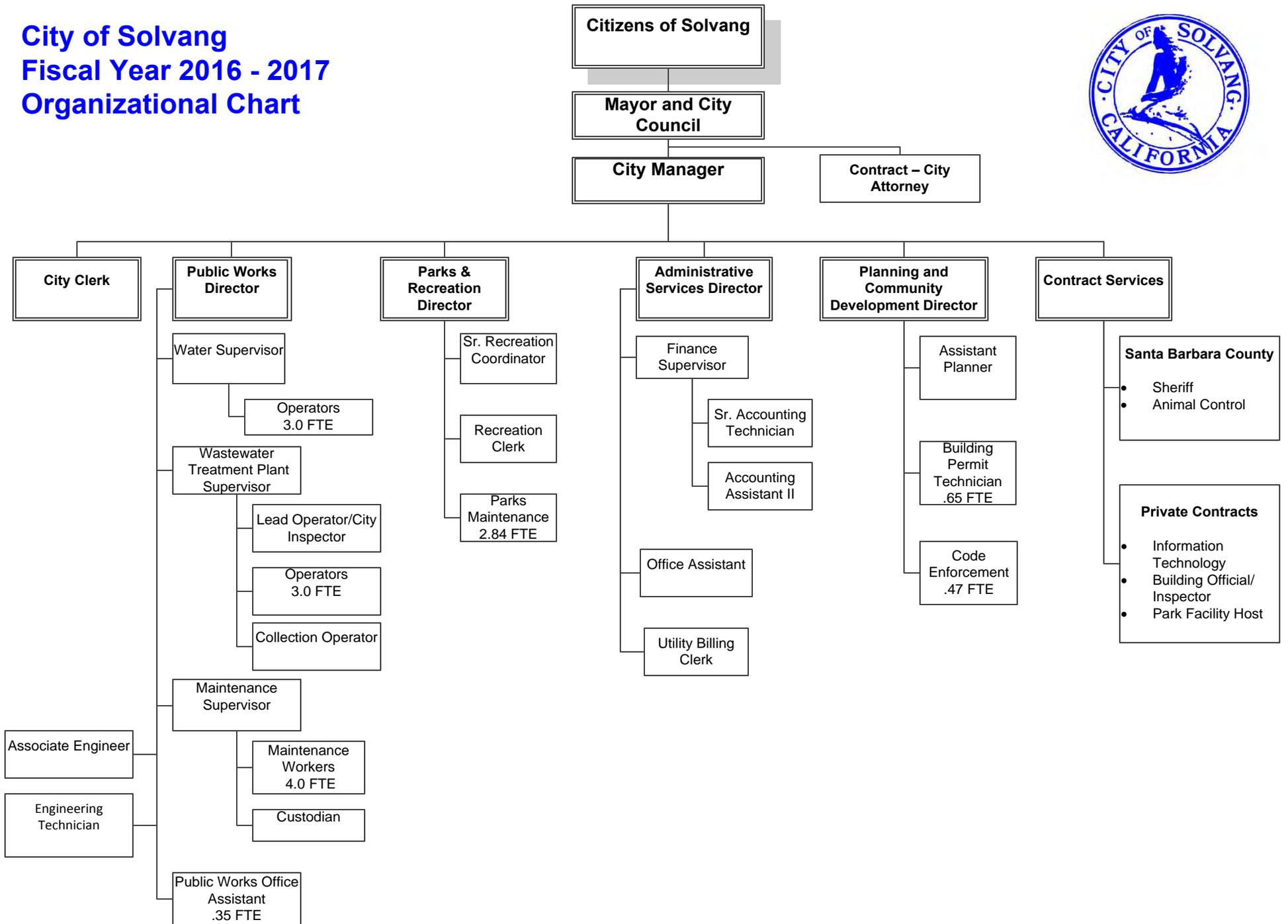
Elected Officials

Mayor	Jim Richardson
Council Member	Hans Duus
Council Member	Joan Jamieson
Council Member	Ed Skytt
Council Member	Neill Zimmerman

Appointed Officials

City Manager	Brad Vidro
City Attorneys	David Fleishman
	Roy Hanley
City Clerk	Lisa Martin
Administrative Services Director	Sandra Featherson
Parks & Recreation Director	Fred Lageman
Planning/Community Development/Building	Arleen Pelster
Public Works Director/City Engineer	Matthew van der Linden

**City of Solvang  
Fiscal Year 2016 - 2017  
Organizational Chart**



**CITY OF SOLVANG**  
**FULL TIME POSITION ALLOCATION BY DEPARTMENT**  
**Fiscal Year 2016-17**

	<b>TOTALS</b>		<b>TOTALS</b>
<b>100-1100 Administration</b>		<b>100-1600-690 Roads</b>	
Office Assistant I	1.00	PW Office Assist/Bldg Permit Tech I	0.15
Senior Accounting Tech	1.00	Maintenance Supervisor	0.50
Finance Supervisor	1.00	Maintenance Worker II	0.55
Accounting Assistant II	1.00	Engineering Technician.	0.20
City Clerk	1.00	Associate Engineer	0.10
City Manager	1.00	Maintenance Worker I	1.25
Administrative Serv. Director	1.00	Public Works Director	0.10
	<u>7.00</u>		<u>2.85</u>
<b>100-1200-200 Planning</b>		<b>100-1600-700 Street Trees</b>	
Planning & Economic Dev Director	0.75	Maintenance Supervisor	0.15
Associate Planner	1.00	Maintenance Worker II	0.20
Code Enforcement	0.47	Maintenance Worker I	0.60
	<u>2.22</u>	Public Works Director	0.05
			<u>1.00</u>
<b>100-1200-210 Building</b>		<b>100-1600-720-51000 Stormwater Management</b>	
PW Office Assist/Bldg Permit Tech I	0.65	Associate Engineer	0.40
Planning & Economic Dev Director	0.25	Engineering Technician	0.05
	<u>0.90</u>	Maintenance Worker I	0.05
		Maintenance Worker II	0.05
<b>100-1300-300 Parks</b>		Collection Operator I	0.05
Park Maintenance II	2.00	Public Works Director	0.10
Parks and Recreation Director	0.60		<u>0.70</u>
Custodian	0.34		
Parks Maintenance I	0.47	<b>500-5100-501 Water</b>	
Recreation Clerk II	0.10	Water Supervisor	1.00
	<u>3.51</u>	Utility Billing Clerk	0.50
		Engineering Technician	0.20
<b>100-1300-350 Recreation</b>		Water Operator I	3.00
Parks and Recreation Director	0.40	Associate Engineer	0.15
Sr. Recreation Coordinator	1.00	Public Works Director	0.25
Recreation Clerk II	0.40		<u>5.10</u>
	<u>1.80</u>		
		<b>501-5200-502 Wastewater Collection</b>	
<b>100-1600-600 Public Works-Engineering</b>		Wastewater Op III	0.25
PW Office Assist/Bldg Permit Tech I	0.15	Collection Operator I	0.85
Associate Engineer	0.20	WWTP Lead Op.	0.30
Engineering Tech.	0.30	WWTP Supervisor	0.15
Public Works Director	0.20	WWTP Operator II	0.15
	<u>0.85</u>	Utility Billing Clerk	0.25
		Engineering Technician	0.05
<b>100-1600-605 PW Facilities</b>		Public Works Director	0.05
PW Office Assist/Bldg Permit Tech I	0.05	Associate Engineer	0.05
Maintenance Supervisor	0.35		<u>2.10</u>
Custodian	0.66		
Maintenance Worker II	0.20	<b>501-5300-503 Wastewater Treatment Plant</b>	
Engineering Tech.	0.05	Wastewater Op III	1.75
Maintenance I	1.10	Collection Operator I	0.10
Public Works Director	0.10	WWTP Lead Op.	0.70
	<u>2.51</u>	WWTP Supervisor	0.85
		WWTP Operator II	0.85
<b>100-1600-610 Veterans Bldg</b>		Utility Billing Clerk	0.25
Recreation Clerk II	0.50	Engineering Tech.	0.15
	<u>0.50</u>	Public Works Director	0.15
		Associate Engineer	0.10
			<u>4.90</u>
Full Time Employees:	35.00	<b>GRAND TOTAL</b>	<u>35.94</u>
Part Time Employees:	2.00		

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# City of Solvang

## Department Goals and Accomplishments

### Administration

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#### ***FY 2015/2016 Accomplishments***

- As filing official for the Fair Political Practices Commission successfully met deadline for 100% of City filers for the conflict of interest (Form 700) as required by state law.
- Track and continuously encourage Ethics Training requirements.
- Completed an Update of the City's ADA Transition Plan.
- Maintained preservation of permanent City documents in a timely and organized manner and forwarded applicable documents for codification to maintain an updated City Code.
- Handled City records requests; tracking, responding and following up for adherence to legal requirements.
- Maintained City wide records retention guidelines, coordinating with departments for proper implementation of the process.
- Facilitated Council needs and assisted staff in records research.
- Reviewed the City's maintenance work orders (Vil Do's) to identify and take follow-up action and avoid additional hazards within the City.

#### ***FY 2016/2017 Goals***

- Improve the efficiency of the Records Retention Guidelines by revising and refining to improve and develop a less cumbersome document.
- As the City's Election Official, compile the 2016 Candidate's guide, coordinate consolidation services with the County of Santa Barbara by preparing all official election paperwork and resolutions, provide election services to prospective candidates ensuring procedures and filings follow the elections code; and conduct voter outreach to encourage community participation.
- Maintain city-wide comprehensive index of public records requests pursuant to government code.
- Complete an Update to the City's Hazard Mitigation Plan in conjunction with the County of Santa Barbara Office of Emergency Management.
- Implement a utility box art program.
- Facilitate a goal setting workshop for City Council

## Finance, Human Resources, and Information Technology

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### ***FY 2015/2016 Accomplishments.***

- Implemented new dental, vision, and life benefits for staff at a cost savings to the City and staff.
- Implemented new website for the City of Solvang.
- Implemented penalty structure in utility bills due to Stage II drought conditions.
- Implemented a call notify program reminding delinquent utility customers to make their payments.
- Completed seven recruitments and hired new staff due to retirement and attrition.
- Completed three audits of Transient Occupancy Tax with assistance from local hoteliers.

### ***FY 2016/2017 Goals***

- Receive the GFOA Certificate of Achievement for Excellence in Financial for our Comprehensive Annual Financial Report for FY 2015-16.
- Continue to expand the City Wellness program in conjunction with the Wellness Committee.
- Continue with desktop replacement cycle to ensure staff have access to the technology needed for their positions.
- Review and revise the Employee Performance Evaluation form.
- Implement Parks and Recreation Activity Registration module in Tyler.
- Update the City Cash Handling policy.

## Parks and Recreation

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### ***FY 2015/2016 Accomplishments***

- Continued to significantly reduce water usage in the City parks and open spaces over the previous year in an effort to meet the City's and state drought conditions.
- Completed a special events storage shed in the annex parking lot.
- Completed annual maintenance day with the Rotary groups at Sunny Fields Park.
- Assisted other City staff in implementing a new City of Solvang website, which is also offering online registration for parks and recreation programs.
- Offered new summer "specialty" camps for the youth to tremendous success with most of the camps being "sold out."
- In conjunction with the Public Works Department, the Parks and Recreation Department joined in a contract with a municipal tree trimming firm for regular tree trimming services. The contract also included a tree inventory list of the parks.
- Completed an extensive concrete repair project to the skate park in Hans Christian Andersen Park.
- Completed a large vegetation management program to help control the poison oak plants at Hans Christian Andersen Park with the use of mixed herd goats.
- Applied for and received a grant with the California Conservation Corps for service labor in Hans Christian Andersen Park.
- Received a \$7000 donation for a tennis backboard system that staff installed at Hans Christian Andersen Park.
- New barbeque grates were installed at all the reservable picnic sites in Hans Christian Andersen Park and at one site at Sunny Fields Park.
- Park reservation revenue was 67% higher than beginning of fiscal year projections.
- There were 115 paid reservations at the Solvang Veterans' Hall and 160 paid reservations at Hans Christian Andersen Park and Sunny Fields Park combined.
- Special Events continued to expand in scope and participation numbers.
- Parks and Recreation increased their participation in the Solvang Julefest celebration in collaboration with the Solvang Conference and Visitors Bureau.
- A new part-time Parks employee was successfully hired to replace an outgoing employee.
- Our social media campaign has helped increase participation as our total numbers of program participants jumped from 9945 in 2013 to 12,324 in 2014, a 23% increase. We currently have 912 Facebook friends.
- With the help of the Solvang Chamber of Commerce and Third Wednesday, we were able to grow the Halloween Street Fair.
- Developed a successful program with Solvang School to assist with after school care.

## Parks and Recreation

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### *FY 2016/2017 Goals*

- Replace infield dirt at Sunny Fields Park softball diamond.
- Seek additional funding to continue the necessary tree trimming at Hans Christian Andersen Park.
- Complete restroom accessibility and ADA improvements to one of the two restrooms at Hans Christian Andersen Park.
- Complete the installation of three sand volleyball courts at Sunny Fields Park. An agreement has been made with Santa Ynez Valley Youth Recreation who will provide all funding for the project. The timeline of this project will be created by Youth Recreation.
- Make improvements to the Solvang Park gazebo to become fully ADA compliant. The Solvang Vikings has agreed to fund the construction of the ADA ramp as well as make other improvements to the structure.
- In part with the improvements to gazebo at Solvang Park, perform a “remodel” of the park to include increased hardscape, new lawn area, additional seating and more.

## Planning, Building, and Economic Development

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### ***FY 2015/2016 Accomplishments***

- Planning Staff held six Planning Commission meetings and 11 Board of Architectural Review (BAR) meetings. Three amendments to the Zoning Ordinance and four projects approved by the Planning Commission, and 42 projects were reviewed and approved by the BAR.
- Planning Staff processed 95 Exemptions and 145 Land Use Clearance applications.
- Building staff issued 239 building permits.
- The Code Enforcement officer completed annual massage establishment inspections.
- The Planning & Economic Development Director attended monthly TPAC meetings to represent the City on a variety of county-wide matters including the SB-375 Sustainable Communities Strategy (SCS).
- The Economic Development staff worked with the Chamber of Commerce to develop a new Business and Relocation Guide, which was partially funded by the City.
- Work commenced on an update to the Safety and Open Space Elements of the General Plan.
- The Planning & Economic Development Director attended CDBG/HOME consortium meetings and assisted with development of the revised agreements.
- Building and Planning staff continued training and utilization of the Tyler Building Permit module.

### ***FY 2016/2017 Goals***

- Attend monthly TPAC meetings and work with SBCAG on a variety of county-wide matters.
- Continue to develop protocol and process for scanning Planning and Building documents and archival of files in the Document Imaging System.
- Continue implementation of the Economic Development Strategic Plan.
- Continue implementation and maximize utility of Tyler Building Permit module.
- Prepare a Sphere of Influence and Annexation study.
- Recruit and hire new Planning, Building, and Economic Development Director following retirement of current Director.

## Public Works – Engineering Division

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### ***FY 2015/2016 Accomplishments***

- Provided engineering support and project management for Water Division and Wastewater Division capital projects.
- Completed the arc flash study for the Wastewater Treatment Plant (WWTP) and sewer lift stations.
- Completed the construction of the WWTP Equipment Garage Building.
- Completed evaluation of the remaining capacity of the WWTP, and developed a capacity analysis tool to respond to future connection requests.
- Completed the first group of engineering tasks for the River Wells Project including geotechnical investigation, evaluation of alternative drilling methods, and hydrogeologic evaluation covering well locations and design.
- Completed construction of the HCA South Wellhead Improvement Project, and put this new well into service.
- Completed the Well 22 & 23 Blending Study evaluating the feasibility of blending water from these wells.
- Began window replacement, and exterior lead abatement and painting of Veteran's Memorial Hall.
- Developed GIS database and mapping of all known City Utility Easements.
- Conducted 2016 Speed Survey and traffic counts. The Survey included the collection of intersection counts along Mission Drive, and roadway speed surveys along arterial and primary collector streets throughout the City.
- Completed annual pavement maintenance project including slurry seal and striping of numerous streets throughout the City, and construction of over 1,200 SF of sidewalk replacement at 7 locations, including new brick sidewalks along Mission Drive.
- Developed and advertised the FY 2016-17 Pavement Maintenance Project.
- Completed the inventory and inspection of over 235 curb ramps in Solvang. Seventeen (17) curb ramp locations were identified for installation or replacement in 2016.
- Received Construction Authorization from Caltrans to proceed with the Alisal Bridge Seismic Retrofit Project. Advertised and awarded construction contract, and began retrofit construction.

## Public Works – Engineering Division

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- Issued 80 Public Works encroachment and grading permits.
- Issued permits for 18 special events, 8 films, 6 special light pole banners, and 21 highway banners.
- Completed The Mission Drive Preliminary Design Project which included: pedestrian crossing improvements at various existing locations, signal upgrade recommendations, preliminary design for a mid-block crosswalk at the Transit Center, proposed lighting improvements, way finding and signage recommendations, and Emergency Vehicle Pre-emption device investigations.
- Completed emergency repairs along Fredensborg Canyon Road shoulder.
- Purchased two new buses for the Santa Ynez Valley Transit Program.
- Completed the solicitation and procurement of a new five year contract for the day-to-day operational services in support of the Santa Ynez Valley Transit program.
- Coordinated with PG&E for upgrade of street lights with LED fixtures.

### ***FY 2016/2017 Goals***

- Provide engineering support and project management for Water Division and Wastewater Division capital projects.
- Complete construction of Alisal Bridge Seismic Retrofit Project.
- In cooperation with the County of Santa Barbara, develop a comprehensive Stormwater Resources Plan.
- Design upgrades for Parking Lot 2 (Transit Parking Lot) that will include drainage improvements at Mission Drive and Park Way, and the installation of an underground stormwater infiltration chamber under the parking lot.
- Pursue purchase of land for a new parking lot near downtown area to provide additional parking spaces and/or collaborate with Solvang School for potential shared parking.
- Complete engineering of three high-visibility crosswalks identified in the Mission Drive Priority Planning Project, and pedestrian related traffic signal improvements. Submit Encroachment Permit application to Caltrans.
- Apply for Grant Funding for sidewalk infill near Solvang School, to provide a safe route for pedestrians walking to and from school.
- Seek Caltrans funding for the upgrading of the storm drain line running from Fir Avenue across Mission Drive to Copenhagen.
- Provide support for processing of River Water Rights Permit Petitions and acquisition of well easements for River Wells Project.
- Complete engineering work for WWTP Grading & Drainage Improvement Project.

## Public Works – Engineering Division

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- Design and construct the annual crack seal, pavement repair and overlay maintenance as part of the City's Pavement Management Program.
- Complete construction of City-wide ADA access ramp project.
- Complete slurry seal of Parking Lot 3 and Veteran's Hall Parking Lot.
- Complete engineering for Veteran's Memorial Hall electrical upgrades.
- Complete Alisal Bridge deck/road surface maintenance.
- Complete SYVT Short Range Transit Plan & Infrastructure Plan Update.

## Public Works – Maintenance Division

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### ***FY 2015/2016 Accomplishments***

- Completed City-Wide Street Tree Pruning Project addressing over 200 trees (Year 2 as recommended in the Street Tree Management Plan).
- Completed City-Wide Street Tree Inventory covering over 3,000 street trees.
- Constructed emergency erosion control repairs along Fredensborg Canyon Road shoulder.
- Managed traffic control and street closures for 21 special events.
- Completed annual repainting of approximately 1,000 Linear Feet of curbs.
- Completed over 300 facilities maintenance service requests.
- Completed replacement of 32 damaged traffic signs.
- Completed quarterly grinding of raised sidewalk locations.
- Installed and removed 25 banners over Mission Drive (Highway 246).
- Repaired and/or replaced lights in 25 City street trees
- Repaired and refurbished 7 City benches.
- Refurbished the City's traffic control devices.
- Replaced all damaged and missing pavement reflective markers.
- Performed weekly trash removal along Highway 246 (Mission Drive) throughout City limits.
- Located and cleared storm drain on Old Mission Drive.
- Began window replacement, and exterior lead abatement and painting of Veteran's Memorial Hall.

### ***FY 2016/2017 Goals***

- Train Maintenance Staff to utilize new Urban Tree Inventory software.
- Complete window replacement, and exterior lead abatement and painting of Veteran's Memorial Hall.
- Manage annual street sweeping, parkway landscaping, sidewalk grinding, sidewalk cleaning, custodial services, and vehicle maintenance contracts.
- Repair and replace lights in City trees for the Holidays.
- Manage traffic control and street closures for multiple special events.
- Install and remove banners over Mission Drive (Highway 246).
- Complete annual facilities maintenance for City Hall, Annex Building, Veteran's Memorial Building, Visitor's Center, and Restroom Numbers 1, 2 & 3.
- Complete annual street maintenance, and pavement marking.

## Public Works – Maintenance Division

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- Complete annual storm drain cleaning and maintenance.
- Complete engineering for Veteran’s Memorial Hall electrical upgrades.

## Public Works - Water Division

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### ***FY 2015/2016 Accomplishments***

- Processed 19 Low Flow Toilet Rebates replacing a total of 30 toilets.
- Processed 9 Landscape Rebates.
- Issued 28 Rain Barrel Rebates.
- Completed 2016 Update of Bacteriological Siting Plan.
- Completed Amendment of Water Supply Permit adding the HCA South Well to our Permit.
- Completed construction of the HCA South Wellhead Improvement Project, and put this new well into service.
- Completed the Well 22 & 23 Blending Study evaluating the feasibility of blending water from these wells.
- Completed the first group of engineering tasks for the River Wells Project including geotechnical investigation, evaluation of alternative drilling methods, and hydrogeologic evaluation covering well locations and design.
- Reduced need for additional water from Santa Ynez River Water Conservation District, Improvement District No.1.
- Repaired/replaced 7 water services.
- Repaired 8 water main breaks.
- Removed and down sized 1 water meter based on customer request.
- Completed the annual fire hydrant maintenance program.
- Completed the annual valve exercising program.
- Installed improvements at Well 3, 4 and 21 to mitigate corrosion.

### *FY 2016/2017 Goals*

- Implement phase 1 of our meter conversion project to install radio read meters.
- Secure easements for proposed Santa Ynez River Wells.
- Complete processing of River Water Rights Permit Petitions to State Water Resources Control Board.
- Conduct survey of the existing backflow prevention devices throughout the water distribution system.
- Initiate Water & Wastewater Rate Study in accordance with Proposition 218 procedures.
- Reconfigure radio path for Zone 1 and Zone 2 control valves to provide reliable communication between them and the SCADA system.
- Recoat Reservoir 2 and upgrade cathodic protection system; or plan for future Reservoir 2 replacement.
- Perform corrosion repairs on Reservoir 3 drain line.

## Public Works - Wastewater Division

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### ***FY 2015/2016 Accomplishments***

- Completed construction of Wastewater Treatment Plant (WWTP) Equipment Garage Building.
- Completed year-3 monitoring and reporting on the Santa Ynez River Bank Restoration Project at the WWTP Percolation Ponds.
- Completed Arc Flash Study at WWTP and sewer lift stations, and staff electrical safety training.
- Installed new HVAC unit at WWTP Office.
- Replaced broken sewer line in Button Hook Road at Rancho Alisal Drive.
- Repaired deteriorated sewer lateral at the City Annex building.
- Repaired culvert on Fredensborg Canyon Road
- Repaired bank along creek on Fredensborg Canyon Road where large Oak tree fell.
- Removed large root mass from storm drain below Fjord Drive.
- Completed evaluation of the remaining capacity of the WWTP, and developed a capacity analysis tool to respond to future connection requests.
- Replaced lighting in old shop with new energy efficient LED fixtures.
- Replaced Roof on Fjord Lift Station with access hatch for improved access and cleaning.
- Located and cleared storm drain on Old Mission Drive.
- Assisted Water Division in excavating several water line repairs and service replacements.
- Cleaned over 125,000 linear feet of sewer line.

### ***FY 2016/2017 Goals***

- Complete year-4 monitoring and reporting on the Santa Ynez River Bank Restoration Project at the WWTP Percolation Ponds.
- Perform engineering work for WWTP Grading & Drainage Improvement Project.
- Complete Water & Sewer Rate Study.
- Reconfigure plant entrance and fence to create a Vac-Con wash out area.
- Recoat the Wet Well at the Fjord Lift Station.
- Complete annual sewer line cleaning.
- Trim trees and repair fences around the WWTP.

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GENERAL FUND  
REVENUES  
AND  
EXPENSES



**CITY OF SOLVANG**  
**FISCAL YEAR 2016-2017**  
**GENERAL FUND REVENUES BY DEPARTMENT**

	2013-2014 Actual	2014-2015 Actual	2015-2016 Adopted Budget	2016-2017 Annual Budget	Difference from FY 2015-2016
<b>Fund: 100 - GENERAL FUND</b>					
<b>Department: 1000 - Council</b>					
130 - Contract Services	\$ 52,039	\$ 675	\$ 1,600	\$ 1,400	\$ (200)
<b>Total Department: 1000 - Council:</b>	<b>\$ 52,039</b>	<b>\$ 675</b>	<b>\$ 1,600</b>	<b>\$ 1,400</b>	<b>\$ (200)</b>
<b>Department: 1100 - Administration</b>					
120 - Administration	\$ 6,399,814	\$ 6,975,794	\$ 6,628,506	\$ 7,065,158	\$ 436,652
<b>Total Department: 1100 - Administration:</b>	<b>\$ 6,399,814</b>	<b>\$ 6,975,794</b>	<b>\$ 6,628,506</b>	<b>\$ 7,065,158</b>	<b>\$ 436,652</b>
<b>Department: 1200 - Planning &amp; Building</b>					
200 - City Planning	\$ 92,764	\$ 118,432	\$ 75,350	\$ 74,850	\$ (500)
210 - Building	\$ 200,122	\$ 138,086	\$ 105,000	\$ 110,000	\$ 5,000
220 - Economic Development	\$ 11,000	\$ -	\$ -	\$ -	\$ -
<b>Total Department: 1200 - Planning &amp; Building:</b>	<b>\$ 303,885</b>	<b>\$ 256,518</b>	<b>\$ 180,350</b>	<b>\$ 184,850</b>	<b>\$ 4,500</b>
<b>Department: 1300 - Parks and Recreation</b>					
300 - Administration	\$ -	\$ (29)	\$ 2,000	\$ -	\$ (2,000)
310 - HCA Park	\$ 13,480	\$ 11,985	\$ 10,000	\$ 10,000	\$ -
320 - Solvang Park	\$ -	\$ 250	\$ 1,000	\$ 375	\$ (625)
330 - Sunny Fields	\$ 8,667	\$ 8,835	\$ 7,500	\$ 7,500	\$ -
360 - Adult Sports	\$ 15,077	\$ 9,720	\$ 20,550	\$ 20,950	\$ 400
365 - Youth Programs	\$ 54,853	\$ 42,713	\$ 34,280	\$ 25,875	\$ (8,405)
370 - Adult Programs	\$ 9,913	\$ 18,703	\$ 16,260	\$ 16,270	\$ 10
375 - Special Events	\$ 18,493	\$ 20,480	\$ 24,600	\$ 23,150	\$ (1,450)
390 - Buellton Partnership	\$ 24,520	\$ 18,281	\$ 25,000	\$ 12,000	\$ (13,000)
<b>Total Department: 1300 - Parks and Recreation:</b>	<b>\$ 145,002</b>	<b>\$ 130,939</b>	<b>\$ 141,190</b>	<b>\$ 116,120</b>	<b>\$ (25,070)</b>
<b>Department: 1400 - Tourism</b>					
400 - Tourism Activities	\$ 7,206	\$ 7,549	\$ 13,000	\$ 8,000	\$ (5,000)
410 - Tourism Events	\$ -	\$ 1,832	\$ -	\$ -	\$ -
<b>Total Department: 1400 - Tourism:</b>	<b>\$ 7,206</b>	<b>\$ 9,381</b>	<b>\$ 13,000</b>	<b>\$ 8,000</b>	<b>\$ (5,000)</b>
<b>Department: 1600 - Public Works/Engineering</b>					
600 - PW - Engineering	\$ 84,202	\$ 54,378	\$ 33,900	\$ 31,500	\$ (2,400)
605 - PW - Maintenance	\$ 200	\$ 340	\$ -	\$ -	\$ -
610 - Veterans' Memorial Building	\$ 28,347	\$ 32,928	\$ 31,400	\$ 33,000	\$ 1,600
620 - City Hall	\$ -	\$ -	\$ 4,500	\$ -	\$ (4,500)
690 - Roads	\$ 168,689	\$ 161,422	\$ 182,076	\$ 128,369	\$ (53,707)
720 - Storm Water Program	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
<b>Total Department: 1600 - Public Works/Engineering:</b>	<b>\$ 281,438</b>	<b>\$ 249,067</b>	<b>\$ 251,876</b>	<b>\$ 217,869</b>	<b>\$ (34,007)</b>
<b>TOTAL GENERAL FUND REVENUES:</b>	<b>\$ 7,189,385</b>	<b>\$ 7,622,375</b>	<b>\$ 7,216,522</b>	<b>\$ 7,593,397</b>	<b>\$ 376,875</b>

**CITY OF SOLVANG**  
**FISCAL YEAR 2016-2017**  
**GENERAL FUND EXPENDITURES BY DEPARTMENT**

	2013-2014 Actual	2014-2015 Actual	2015-2016 Adopted Budget	2016-2017 Annual Budget	Difference from FY 2015-16
<b>Fund: 100 - GENERAL FUND</b>					
<b>Department: 1000 - Council</b>					
100 - Council Activities	\$ 122,654	\$ 156,810	\$ 227,720	\$ 76,816	\$ (150,904)
105 - Retiree Costs	\$ -	\$ -	\$ -	\$ 153,638	\$ 153,638
110 - Special Agency	\$ 177,250	\$ 196,350	\$ 214,650	\$ 248,750	\$ 34,100
130 - Contract Services	\$ 1,629,811	\$ 1,645,922	\$ 1,731,213	\$ 1,734,457	\$ 3,244
<b>Total Department: 1000 - Council:</b>	<b>\$ 1,929,715</b>	<b>\$ 1,999,082</b>	<b>\$ 2,173,583</b>	<b>\$ 2,213,661</b>	<b>\$ 40,078</b>
<b>Department: 1100 - Administration</b>					
120 - Administration	\$ 1,253,943	\$ 1,679,457	\$ 1,191,773	\$ 2,030,467	\$ 838,694
<b>Total Department: 1100 - Administration:</b>	<b>\$ 1,253,943</b>	<b>\$ 1,679,457</b>	<b>\$ 1,191,773</b>	<b>\$ 2,030,467</b>	<b>\$ 838,694</b>
<b>Department: 1200 - Planning &amp; Building</b>					
200 - City Planning	\$ 267,657	\$ 329,010	\$ 324,052	\$ 265,322	\$ (58,730)
210 - Building	\$ 145,204	\$ 164,239	\$ 173,358	\$ 178,444	\$ 5,086
220 - Economic Development	\$ 42,224	\$ 23,771	\$ 23,026	\$ 4,800	\$ (18,226)
<b>Total Department: 1200 - Planning &amp; Building:</b>	<b>\$ 455,085</b>	<b>\$ 517,020</b>	<b>\$ 520,436</b>	<b>\$ 448,566</b>	<b>\$ (71,870)</b>
<b>Department: 1300 - Parks and Recreation</b>					
300 - Administration	\$ 355,513	\$ 387,616	\$ 413,361	\$ 343,447	\$ (69,914)
310 - HCA Park	\$ 62,746	\$ 71,144	\$ 221,994	\$ 199,809	\$ (22,185)
320 - Solvang Park	\$ 46,347	\$ 49,545	\$ 74,009	\$ 78,527	\$ 4,518
330 - Sunny Fields	\$ 28,760	\$ 30,998	\$ 59,949	\$ 36,505	\$ (23,444)
340 - Common Areas	\$ 13,614	\$ 8,988	\$ 4,150	\$ 8,150	\$ 4,000
350 - Recreation	\$ 233,511	\$ 249,494	\$ 284,500	\$ 255,853	\$ (28,647)
360 - Adult Sports	\$ 8,988	\$ 7,284	\$ 14,050	\$ 14,300	\$ 250
365 - Youth Programs	\$ 25,880	\$ 23,783	\$ 19,175	\$ 14,100	\$ (5,075)
370 - Adult Programs	\$ 6,257	\$ 6,660	\$ 8,760	\$ 8,370	\$ (390)
375 - Special Events	\$ 8,832	\$ 13,320	\$ 10,400	\$ 9,000	\$ (1,400)
390 - Buellton Partnership	\$ 21,933	\$ 17,206	\$ 17,340	\$ 12,000	\$ (5,340)
<b>Total Department: 1300 - Parks and Recreation:</b>	<b>\$ 812,382</b>	<b>\$ 866,038</b>	<b>\$ 1,127,688</b>	<b>\$ 980,061</b>	<b>\$ (147,627)</b>
<b>Department: 1400 - Tourism</b>					
400 - Tourism Activities	\$ 778,575	\$ 725,391	\$ 813,850	\$ 834,300	\$ 20,450
410 - Tourism Events	\$ 1,000	\$ 887	\$ 6,900	\$ -	\$ (6,900)
<b>Total Department: 1400 - Tourism:</b>	<b>\$ 779,575</b>	<b>\$ 726,278</b>	<b>\$ 820,750</b>	<b>\$ 834,300</b>	<b>\$ 13,550</b>
<b>Department: 1600 - Public Works/Engineering</b>					
600 - PW - Engineering	\$ 99,505	\$ 143,268	\$ 166,475	\$ 142,473	\$ (24,002)
605 - PW - Maintenance	\$ 244,331	\$ 247,300	\$ 269,268	\$ 255,682	\$ (13,586)
610 - Veterans' Memorial Building	\$ 79,719	\$ 95,565	\$ 254,960	\$ 153,851	\$ (101,109)
620 - City Hall	\$ 19,057	\$ 15,806	\$ 28,507	\$ 49,007	\$ 20,500
630 - Municipal Annex	\$ 18,374	\$ 14,470	\$ 16,108	\$ 25,140	\$ 9,032
640 - Elverhoj	\$ 15,000	\$ 10,000	\$ 5,000	\$ -	\$ (5,000)
650 - Visitors' Center	\$ 2,305	\$ 2,804	\$ 5,218	\$ 3,078	\$ (2,140)
670 - Restroom #1	\$ 32,428	\$ 32,834	\$ 38,592	\$ 39,921	\$ 1,329
680 - Restroom #3	\$ 11,701	\$ 16,475	\$ 14,018	\$ 15,020	\$ 1,002
690 - Roads	\$ 375,418	\$ 416,963	\$ 532,744	\$ 523,965	\$ (8,779)
700 - Street Trees	\$ 132,705	\$ 148,790	\$ 157,958	\$ 129,706	\$ (28,252)
710 - PW - Parking Lots	\$ 6,564	\$ 23,498	\$ 6,800	\$ 52,100	\$ 45,300
720 - Storm Water Program	\$ -	\$ -	\$ -	\$ 334,542	\$ 334,542
<b>Total Department: 1600 - Public Works/Engineering:</b>	<b>\$ 1,037,107</b>	<b>\$ 1,167,773</b>	<b>\$ 1,495,648</b>	<b>\$ 1,724,485</b>	<b>\$ 228,837</b>
<b>TOTAL GENERAL FUND EXPENDITURES:</b>	<b>\$ 6,267,807</b>	<b>\$ 6,955,648</b>	<b>\$ 7,329,878</b>	<b>\$ 8,231,540</b>	<b>\$ 901,662</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1000 – COUNCIL  
PROGRAM 100 COUNCIL ACTIVITIES**

The Council department of the General Fund accounts for activities of the City Council, retiree health benefits, and election costs. Costs not specifically allocated to any one department are also shown here.

**Expenses**

51000-51008	Salaries & Benefits	Salary & benefits for the Mayor and four Council Members.
51012	Education	Education and training for Council Members.
52002	Membership Dues	League of California Cities, Channel Counties & City Clerk Membership.
52003	Supplies	Supplies for Council Members, meetings and functions, DVD's, binder for minutes & resolutions.
54001	Office Equipment Replacement	Annual contribution to the replacement of the copier and servers in City Hall.
56009	LAFCO	Annual fee to Local Agency Formation Commission.
57009	Insurance	Allocated portion of insurance for General Liability, Property and Equipment assess by the CJPIA.
57014	Muni Code Codification	Annual fee for updates of Muni Code through Municipal Codifiers and cost of records destruction.
57015	Printing and Publishing	Business cards, forms, advertising related to Council Meetings, Ordinances, etc.
57016	Professional Services	Video services of Council Meetings.
58001	City Hospitality	Purchase of supplies/amenities for various City hosted functions.
59019	Elections	Estimated costs associated with annual elections.
63002	Audio System	Supplies and/or repairs to the audio system in Council Chambers.

**PROGRAM 105 – RETIREE COSTS**

These costs represent the current and future costs for retiree health, dental, and life benefits. The City currently participates in a trust with CalPERS in an effort to prefund some of these costs.



**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 100 - GENERAL FUND</b>						
<b>Department: 1000 - Council</b>						
<b>Program: 100 - Council Activities</b>						
<b>Expense</b>						
<a href="#">100-1000-100-51000</a>	Salaries	\$ 18,000	\$ 29,500	\$ 37,200	\$ 37,200	\$ 37,200
<a href="#">100-1000-100-51002</a>	FICA	\$ 1,377	\$ 2,257	\$ 2,846	\$ 2,846	\$ 2,846
<a href="#">100-1000-100-51003</a>	Retirement	\$ 2,775	\$ 3,895	\$ -	\$ -	\$ -
<a href="#">100-1000-100-51004</a>	Other Post Emp Benefits	\$ -	\$ -	\$ 59,209	\$ -	\$ -
<a href="#">100-1000-100-51005</a>	Cafeteria Plan	\$ 70,917	\$ 91,784	\$ 90,711	\$ -	\$ -
<a href="#">100-1000-100-51008</a>	Workers' Comp Ins.	\$ 343	\$ 109	\$ 2,288	\$ 1,265	\$ 1,283
<a href="#">100-1000-100-51012</a>	Education	\$ 1,885	\$ 3,795	\$ 6,000	\$ 8,000	\$ 8,000
<a href="#">100-1000-100-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 1,588	\$ -	\$ -
<a href="#">100-1000-100-52002</a>	Membership Dues	\$ 4,383	\$ 4,690	\$ 4,500	\$ 5,000	\$ 5,000
<a href="#">100-1000-100-52003</a>	Supplies	\$ 1,086	\$ 63	\$ 3,100	\$ 700	\$ 700
<a href="#">100-1000-100-54001</a>	Office Equip/Computer Replacement	\$ 750	\$ 750	\$ 750	\$ 313	\$ 313
<a href="#">100-1000-100-55003</a>	Communications	\$ -	\$ -	\$ -	\$ 160	\$ 160
<a href="#">100-1000-100-56009</a>	LAFCO	\$ 2,621	\$ 2,797	\$ 2,800	\$ 2,600	\$ 2,600
<a href="#">100-1000-100-57004</a>	Computer Support	\$ 55	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1000-100-57009</a>	Insurance	\$ 757	\$ 1,246	\$ 1,938	\$ 1,786	\$ 1,804
<a href="#">100-1000-100-57014</a>	Muni Code Codification	\$ 759	\$ 3,195	\$ 4,000	\$ 3,000	\$ 3,000
<a href="#">100-1000-100-57015</a>	Printing and Publishing	\$ -	\$ 142	\$ 400	\$ 400	\$ 400
<a href="#">100-1000-100-57016</a>	Professional Services	\$ 3,730	\$ 3,630	\$ 3,960	\$ 3,960	\$ 3,960
<a href="#">100-1000-100-58001</a>	City Hospitality	\$ 4,014	\$ 6,245	\$ 6,250	\$ 6,250	\$ 6,250
<a href="#">100-1000-100-59019</a>	Elections	\$ 158	\$ 2,455	\$ -	\$ 3,000	\$ 3,000
<a href="#">100-1000-100-63002</a>	Audio System	\$ 9,044	\$ 259	\$ 180	\$ 300	\$ 300
<b>Total Expense:</b>		<b>\$ 122,654</b>	<b>\$ 156,810</b>	<b>\$ 227,720</b>	<b>\$ 76,780</b>	<b>\$ 76,816</b>
<b>Total Program: 100 - Council Activities:</b>		<b>\$ 122,654</b>	<b>\$ 156,810</b>	<b>\$ 227,720</b>	<b>\$ 76,780</b>	<b>\$ 76,816</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 105 - Retiree Costs</b>						
<b>Expense</b>						
<a href="#">100-1000-105-51004</a>	Other Post Emp Benefits - TRUST	\$ -	\$ -	\$ -	\$ 53,638	\$ 53,638
<a href="#">100-1000-105-51005</a>	Retiree Medical/Dental/Life	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
<b>Total Expense:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 153,638</b>	<b>\$ 153,638</b>
<b>Total Program: 105 - Retiree Costs:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 153,638</b>	<b>\$ 153,638</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1000 – COUNCIL**

**PROGRAM 110 - SPECIAL AGENCY**

Outside agencies request grant funds from the City.

**PROGRAM 130 CONTRACT SERVICES**

The City contracts with the County of Santa Barbara to provide law enforcement, mental health assistance and animal control.

**Revenues**

31016	Certify Proof of Correction	Santa Barbara County Sheriff Dept generated revenues.
31018	Finger Printing	Santa Barbara County Sheriff Dept generated revenues.
31020	Report Copy Fee	Santa Barbara County Sheriff Dept generated revenues.

**Expenses**

56004	Mental Health Assessment Team	Cost of contract with the County of Santa Barbara to provide Mental Health services.
56005	Community Resource Deputy	Cost to provide a Community Service Deputy to City of Solvang.
56006	Law Enforcement Contract	Cost of contract with the County of Santa Barbara to provide law enforcement for the City of Solvang. Covers personnel, vehicle fleet, communication system, administration, dispatch services & insurance.
56007	Law Enforcement Overtime	Cost associated with overtime hours provided by law enforcement staff.
56011	Animal Control	Cost of contract with Santa Barbara County Health for animal control services.
56016	Santa Barbara County 211	211 Program in Santa Barbara County

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 110 - Special Agency</b>						
<b>Expense</b>						
<a href="#">100-1000-110-59001</a>	SYV Fruit&VegetableRescue	\$ 1,000	\$ 2,500	\$ 5,000	\$ 6,000	\$ 6,000
<a href="#">100-1000-110-59002</a>	Valley Wind Ensemble	\$ 750	\$ 750	\$ 750	\$ 1,000	\$ 1,000
<a href="#">100-1000-110-59003</a>	Atterdag Villg/Luth Home	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 2,500
<a href="#">100-1000-110-59004</a>	Elverhoj Museum	\$ 10,000	\$ 20,000	\$ 25,000	\$ 30,000	\$ 30,000
<a href="#">100-1000-110-59005</a>	Solvang School	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ 4,000
<a href="#">100-1000-110-59006</a>	Solvang Theaterfest	\$ 12,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<a href="#">100-1000-110-59008</a>	Animal Rescue Team	\$ 10,000	\$ 5,000	\$ 5,000	\$ 7,500	\$ 3,750
<a href="#">100-1000-110-59009</a>	People Helping People	\$ 16,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
<a href="#">100-1000-110-59011</a>	Library	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 100,000
<a href="#">100-1000-110-59013</a>	Senior Center	\$ 32,000	\$ 36,000	\$ 38,000	\$ 40,000	\$ 40,000
<a href="#">100-1000-110-59021</a>	SB County Sheriff's Benevolent Posse	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -
<a href="#">100-1000-110-59022</a>	Santa Ynez Valley Botanic Garden	\$ -	\$ 750	\$ 500	\$ 1,000	\$ 1,000
<a href="#">100-1000-110-59023</a>	Solvang Third Wednesday/Chamber	\$ -	\$ 2,750	\$ 3,600	\$ 3,600	\$ 3,600
<a href="#">100-1000-110-59024</a>	Wildling Museum	\$ -	\$ 600	\$ -	\$ 1,500	\$ 1,500
<a href="#">100-1000-110-59025</a>	SYV Community Aquatics Foundation	\$ -	\$ -	\$ 3,800	\$ -	\$ -
<a href="#">100-1000-110-59026</a>	Solvang Chamber of Commerce	\$ -	\$ -	\$ -	\$ 16,400	\$ 16,400
<a href="#">100-1000-110-59027</a>	Rotary Club of the Santa Ynez Valley	\$ -	\$ -	\$ 5,000	\$ 7,000	\$ 7,000
<b>Total Expense:</b>		<b>\$ 177,250</b>	<b>\$ 196,350</b>	<b>\$ 214,650</b>	<b>\$ 240,500</b>	<b>\$ 248,750</b>
<b>Total Program: 110 - Special Agency:</b>		<b>\$ 177,250</b>	<b>\$ 196,350</b>	<b>\$ 214,650</b>	<b>\$ 240,500</b>	<b>\$ 248,750</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 130 - Contract Services</b>						
<b>Revenue</b>						
<a href="#">100-1000-130-31016</a>	Proof of Correction	\$ 220	\$ 60	\$ 350	\$ 300	\$ 300
<a href="#">100-1000-130-31018</a>	Finger Printing	\$ 714	\$ 567	\$ 900	\$ 900	\$ 900
<a href="#">100-1000-130-31020</a>	Report Copy Fee	\$ 105	\$ 48	\$ 350	\$ 200	\$ 200
<a href="#">100-1000-130-35007</a>	IndnGaming-CommResDeputy	\$ 51,000	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 52,039</b>	<b>\$ 675</b>	<b>\$ 1,600</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>
<b>Expense</b>						
<a href="#">100-1000-130-56004</a>	Mental Health Assmt Team	\$ 2,029	\$ 2,108	\$ 2,100	\$ 2,200	\$ 2,200
<a href="#">100-1000-130-56005</a>	Community Resource Deputy	\$ 51,714	\$ 52,869	\$ 55,000	\$ 55,000	\$ 55,000
<a href="#">100-1000-130-56006</a>	Law Enforcement Contract	\$ 1,538,714	\$ 1,551,948	\$ 1,630,000	\$ 1,630,000	\$ 1,630,000
<a href="#">100-1000-130-56007</a>	Law Enforcement Overtime	\$ 2,235	\$ 2,577	\$ 5,000	\$ 6,000	\$ 6,000
<a href="#">100-1000-130-56011</a>	Animal Control	\$ 35,119	\$ 36,419	\$ 38,463	\$ 40,783	\$ 40,783
<a href="#">100-1000-130-56016</a>	Santa Barbara County 211 Program	\$ -	\$ -	\$ 650	\$ 474	\$ 474
<b>Total Expense:</b>		<b>\$ 1,629,811</b>	<b>\$ 1,645,922</b>	<b>\$ 1,731,213</b>	<b>\$ 1,734,457</b>	<b>\$ 1,734,457</b>
<b>Total Program: 130 - Contract Services:</b>		<b>\$ (1,577,772)</b>	<b>\$ (1,645,246)</b>	<b>\$ (1,729,613)</b>	<b>\$ (1,733,057)</b>	<b>\$ (1,733,057)</b>
<b>Total Department: 1000 - Council:</b>		<b>\$ (1,877,676)</b>	<b>\$ (1,998,407)</b>	<b>\$ (2,171,983)</b>	<b>\$ (2,203,975)</b>	<b>\$ (2,212,261)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1100 - ADMINISTRATION**

The administration department of the General Fund accounts for activities of the City Manager, Administrative Services and Finance department, City Clerk and City Attorney.

**Revenues**

30001	Transient Occupancy Tax	City Collection of Hotel/Motel Occupancy Tax Charged.
30002	Sales Tax	City's portion of Sales Tax generated within City Limits.
30003- 30004	Property Tax	1% of Solvang's Property Taxes generated and remitted through the County.
31001- 31004	Franchise Fees	City negotiated operations agreement with Franchises in exchange for these revenues.
31010	Business Certificate	Fees paid by businesses doing business in the City limits.
32001	Rental Income	Rent paid by the Santa Barbara County Agricultural Commissioner's Office for use of space in the Veteran's Hall.
40001- 40004	Overhead	Contributions from other funds to the General Fund for the cost of operations
41000	Special Events Revenue	Fees generated for local events in the city limits.
42001	Interest Income	Interest generated from funds in the California Local Agency Investment Fund.
43002	Motor Vehicle in Lieu	State Imposed Tax on Motor Vehicles in Lieu of Local Property Taxes.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Department: 1100 - Administration</b>						
<b>Program: 120 - Administration</b>						
<b>Revenue</b>						
<a href="#">100-1100-120-30001</a>	Transient Occupancy Tax	\$ 3,435,309	\$ 3,833,644	\$ 3,556,000	\$ 3,900,000	\$ 3,900,000
<a href="#">100-1100-120-30002</a>	Sales Tax	\$ 1,153,845	\$ 1,241,436	\$ 1,185,000	\$ 1,185,000	\$ 1,185,000
<a href="#">100-1100-120-30003</a>	Property Transfer Tax	\$ 41,683	\$ 54,033	\$ 28,000	\$ 35,000	\$ 35,000
<a href="#">100-1100-120-30004</a>	Property Tax Current Sec.	\$ 650,271	\$ 665,019	\$ 693,200	\$ 732,800	\$ 732,800
<a href="#">100-1100-120-31001</a>	Franchise-Hlth Sanitation	\$ 53,695	\$ 56,859	\$ 50,000	\$ 50,000	\$ 50,000
<a href="#">100-1100-120-31002</a>	Franchise-Gas Company	\$ 26,446	\$ 28,013	\$ 27,500	\$ 27,500	\$ 27,500
<a href="#">100-1100-120-31003</a>	Franchise-Comcast Cable	\$ 69,405	\$ 72,735	\$ 68,000	\$ 68,000	\$ 68,000
<a href="#">100-1100-120-31004</a>	Franchise-PG&E	\$ 62,459	\$ 63,977	\$ 63,000	\$ 63,000	\$ 63,000
<a href="#">100-1100-120-31010</a>	Business Certificate	\$ 25,260	\$ 25,590	\$ 24,500	\$ 25,000	\$ 25,000
<a href="#">100-1100-120-31032</a>	Disability Access Fee	\$ 589	\$ 597	\$ 600	\$ 600	\$ 600
<a href="#">100-1100-120-31033</a>	Firearms License	\$ 46	\$ 40	\$ 40	\$ 40	\$ 40
<a href="#">100-1100-120-32001</a>	Rental Income	\$ 2,793	\$ 2,918	\$ 2,800	\$ 2,800	\$ 2,800
<a href="#">100-1100-120-35027</a>	SB 90-State Mandate Reimb	\$ 140	\$ 8,963	\$ -	\$ -	\$ -
<a href="#">100-1100-120-38001</a>	Miscellaneous Income	\$ 596	\$ 867	\$ 700	\$ 700	\$ 700
<a href="#">100-1100-120-38002</a>	Fines & Penalties	\$ 3,981	\$ 7,303	\$ 3,000	\$ 3,000	\$ 3,000
<a href="#">100-1100-120-40001</a>	Water Overhead Contribution	\$ 240,065	\$ 247,267	\$ 254,685	\$ 262,325	\$ 262,325
<a href="#">100-1100-120-40002</a>	Wastewater Overhead Contribution	\$ 23,786	\$ 24,500	\$ 25,235	\$ 25,992	\$ 25,992
<a href="#">100-1100-120-40003</a>	WWTP Overhead Contribution	\$ 125,570	\$ 129,337	\$ 133,217	\$ 137,214	\$ 137,214
<a href="#">100-1100-120-40004</a>	Transit Overhead Contribution	\$ 50,550	\$ 52,067	\$ 53,629	\$ 55,237	\$ 55,237
<a href="#">100-1100-120-41000</a>	Special Events Revenue	\$ 10,693	\$ 11,815	\$ 10,000	\$ 10,000	\$ 10,000
<a href="#">100-1100-120-42001</a>	Interest Income	\$ 16,504	\$ 25,189	\$ 12,000	\$ 18,000	\$ 18,000
<a href="#">100-1100-120-43002</a>	Motor Vehicle in Lieu	\$ 404,074	\$ 421,527	\$ 436,000	\$ 461,700	\$ 461,700
<a href="#">100-1100-120-43003</a>	Forfeited Deposits	\$ 1,585	\$ 1,205	\$ 800	\$ 800	\$ 800
<a href="#">100-1100-120-43008</a>	Collection Acct Recovery	\$ 194	\$ 759	\$ -	\$ 200	\$ 200
<a href="#">100-1100-120-43021</a>	Accts Payable Discounts	\$ 274	\$ 133	\$ 600	\$ 250	\$ 250
<b>Total Revenue:</b>		<b>\$ 6,399,814</b>	<b>\$ 6,975,794</b>	<b>\$ 6,628,506</b>	<b>\$ 7,065,158</b>	<b>\$ 7,065,158</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1100 - ADMINISTRATION**

**Expenses**

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs.
51007	Auto Allowance	City Manager auto allowance per contract.
51008	Workers' Comp Insurance	3.40% of wages to cover the cost of Workers' Compensation insurance paid to the CJPIA.
51009	Employee Medical Exams	Exams needed for new hires.
51010	Employee Screening	Background checks for new hires.
52002	Membership Dues	City Clerk Institute, CSMFO, ICMA, GFOA & American Society of Composers, MMASC, CALED, CCMF, SHRM & ASCE.
53003	Repairs and Maintenance	Repair and maintenance of office equipment.
53010	Computer/Desktop Equipment	Computer and equipment purchases as part of replacement cycle.
54001	Office Equipment Replacement	Departmental contribution for the replacement of office equipment.
56013	Audit	Contract with City Auditor to perform annual audit of City and SCVB records.
57004	Computer Support	IT, software and hardware maintenance support.
57009	Insurance	Allocated portion of insurance for General Liability, Property, and Equipment through the CJPIA.
57011	Lease Payments	Postage, letter opener machines.
57012	Legal Fees	City Attorney.
57016	Professional Services	CalPERS Valuation for GASB 68; OPEB Valuation; scanning of documents
57025	Studies/Sales Tax	MBIA sales tax review and commissions paid on sales tax corrections.
57052	Temporary Agency Services	Interim administrative support due to turnover and leave.
57053	Software/Website	Antivirus software, website hosting.
58004	City Wellness/Workplace Safety	City wellness and workplace safety programs for staff.
60006	EOC Phone	Emergency Operations Center Satellite Phone.
61008	Property Tax Admin Fees	Administrative Fees deducted by the County for Processing of Property Taxes.
63010	Vehicle Replacement	Departmental contribution for the replacement of fleet vehicles
64003	Transfer Out – Water Fund	City Council allocated \$810K to the Water Fund to purchase water.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Department: 1100 - Administration</b>						
<b>Program: 120 - Administration</b>						
<b>Expense</b>						
<a href="#">100-1100-120-51000</a>	Salaries	\$ 585,060	\$ 585,222	\$ 625,619	\$ 647,955	\$ 642,426
<a href="#">100-1100-120-51002</a>	FICA	\$ 40,946	\$ 39,489	\$ 47,795	\$ 49,228	\$ 48,792
<a href="#">100-1100-120-51003</a>	Retirement	\$ 144,792	\$ 143,545	\$ 105,611	\$ 112,127	\$ 111,052
<a href="#">100-1100-120-51005</a>	Cafeteria Plan	\$ 77,237	\$ 68,171	\$ 68,630	\$ 69,404	\$ 69,404
<a href="#">100-1100-120-51007</a>	Auto Allowance	\$ 3,610	\$ 3,491	\$ 3,600	\$ 3,600	\$ 3,600
<a href="#">100-1100-120-51008</a>	Workers' Comp Ins.	\$ 14,771	\$ 27,281	\$ 38,424	\$ 21,879	\$ 22,004
<a href="#">100-1100-120-51009</a>	Employee Medical Exams	\$ -	\$ -	\$ -	\$ 180	\$ 180
<a href="#">100-1100-120-51010</a>	Employee Screening	\$ -	\$ -	\$ -	\$ 32	\$ 32
<a href="#">100-1100-120-51011</a>	Recruitment	\$ -	\$ 1,094	\$ -	\$ 400	\$ 400
<a href="#">100-1100-120-51012</a>	Education	\$ 4,330	\$ 9,474	\$ 14,990	\$ 20,000	\$ 20,000
<a href="#">100-1100-120-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 26,678	\$ -	\$ -
<a href="#">100-1100-120-51018</a>	CalPERS Liability Reduction	\$ -	\$ 117,269	\$ -	\$ -	\$ -
<a href="#">100-1100-120-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 2,399	\$ 2,386
<a href="#">100-1100-120-52002</a>	Membership Dues	\$ 3,162	\$ 3,315	\$ 3,435	\$ 3,735	\$ 3,735
<a href="#">100-1100-120-52003</a>	Supplies	\$ 6,912	\$ 6,619	\$ 8,000	\$ 7,000	\$ 7,000
<a href="#">100-1100-120-52008</a>	Postage	\$ 2,106	\$ 2,067	\$ 2,500	\$ 2,500	\$ 2,500
<a href="#">100-1100-120-52009</a>	Small Equipment	\$ -	\$ -	\$ 500	\$ 500	\$ 500
<a href="#">100-1100-120-52015</a>	Vehicle Fuel	\$ 151	\$ 261	\$ 200	\$ 200	\$ 200
<a href="#">100-1100-120-53003</a>	Repairs and Maintenance	\$ 505	\$ 679	\$ 500	\$ 500	\$ 500
<a href="#">100-1100-120-53008</a>	Vehicle Repairs & Maint.	\$ 49	\$ 49	\$ 100	\$ 100	\$ 100
<a href="#">100-1100-120-53010</a>	Computer/Desktop Equipment	\$ -	\$ 493	\$ 1,556	\$ 973	\$ 973
<a href="#">100-1100-120-54001</a>	Office Equip/Computer Rep	\$ 2,000	\$ 2,000	\$ 8,975	\$ 7,818	\$ 7,818
<a href="#">100-1100-120-54002</a>	Equipment	\$ 262	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1100-120-55003</a>	Communications	\$ 4,097	\$ 4,245	\$ 4,100	\$ 4,400	\$ 4,400
<a href="#">100-1100-120-56013</a>	Audit	\$ 37,705	\$ 28,810	\$ 35,000	\$ 35,000	\$ 35,000
<a href="#">100-1100-120-57004</a>	Computer Support	\$ 32,677	\$ 19,026	\$ 19,531	\$ 19,252	\$ 19,252
<a href="#">100-1100-120-57009</a>	Insurance	\$ 33,970	\$ 21,754	\$ 32,620	\$ 31,242	\$ 31,265
<a href="#">100-1100-120-57011</a>	Lease Payments	\$ 720	\$ 1,483	\$ 664	\$ 633	\$ 633
<a href="#">100-1100-120-57012</a>	Legal Fees	\$ 68,632	\$ 75,897	\$ 95,500	\$ 80,000	\$ 80,000
<a href="#">100-1100-120-57015</a>	Printing and Publishing	\$ 2,852	\$ 3,332	\$ 1,500	\$ 1,800	\$ 1,800
<a href="#">100-1100-120-57016</a>	Professional Services	\$ -	\$ 2,900	\$ 3,000	\$ 6,900	\$ 36,900
<a href="#">100-1100-120-57025</a>	Studies/Sales Tax	\$ 2,001	\$ 8,755	\$ 6,000	\$ 6,000	\$ 6,000
<a href="#">100-1100-120-57052</a>	Temporary Agency Services	\$ -	\$ -	\$ 16,860	\$ 42,000	\$ 42,000
<a href="#">100-1100-120-57053</a>	Software/Website	\$ -	\$ 1,562	\$ 5,074	\$ 2,274	\$ 2,454
<a href="#">100-1100-120-58004</a>	City Wellness/Workplace Safety Program	\$ -	\$ 443	\$ 750	\$ 1,500	\$ 1,500
<a href="#">100-1100-120-60002</a>	Emergency Training	\$ 10,160	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">100-1100-120-60005</a>	Emergency Plan	\$ 43	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1100-120-60006</a>	EOC Phone	\$ 478	\$ 521	\$ 530	\$ 530	\$ 530
<a href="#">100-1100-120-61008</a>	Property Tax Admin Fees	\$ 8,304	\$ 7,896	\$ 8,700	\$ 11,800	\$ 11,800
<a href="#">100-1100-120-62001</a>	Bank Charges	\$ 1,223	\$ 1,039	\$ 3,000	\$ 1,500	\$ 1,500
<a href="#">100-1100-120-62003</a>	Credit Card Procs. Fee	\$ -	\$ 23	\$ -	\$ -	\$ -
<a href="#">100-1100-120-62005</a>	Interest Expense	\$ 1,736	\$ 2,021	\$ -	\$ -	\$ -
<a href="#">100-1100-120-62010</a>	Sewer Loan Repayment - Principal	\$ 162,585	\$ 487,755	\$ -	\$ -	\$ -
<a href="#">100-1100-120-63010</a>	Vehicle Replacement	\$ 685	\$ 685	\$ 831	\$ 831	\$ 831
<a href="#">100-1100-120-64003</a>	Transfer Out to Water Fund	\$ -	\$ -	\$ -	\$ 810,000	\$ 810,000
<a href="#">100-1100-120-71006</a>	Bad Debt Recovery Fees	\$ 180	\$ 720	\$ -	\$ -	\$ -
<a href="#">100-1100-120-71009</a>	Miscellaneous	\$ 0	\$ 74	\$ -	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 1,253,943</b>	<b>\$ 1,679,457</b>	<b>\$ 1,191,773</b>	<b>\$ 2,007,192</b>	<b>\$ 2,030,467</b>
<b>Total Program: 120 - Administration:</b>		<b>\$ 5,145,871</b>	<b>\$ 5,296,338</b>	<b>\$ 5,436,733</b>	<b>\$ 5,057,966</b>	<b>\$ 5,034,691</b>
<b>Total Department: 1100 - Administration:</b>		<b>\$ 5,145,871</b>	<b>\$ 5,296,338</b>	<b>\$ 5,436,733</b>	<b>\$ 5,057,966</b>	<b>\$ 5,034,691</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1200 – PLANNING, BUILDING AND ECONOMIC DEVELOPMENT  
PROGRAM 200 - PLANNING**

The Planning division is responsible for project analysis for property development and use review. This division is also responsible for the implementation of the general plan, zoning codes, Municipal ordinances, annexation laws and special studies as appropriate. The Code Enforcement Officer is also shown here and maintains an active presence in the community responding to nuisance complaints.

**Revenues**

31009	Conveyance Fee – Animal/Street	Annual Fees assessed for horse drawn or street conveyances.
31013	Misc Permit Fee	Planning permit fees.
31025	Code Enforcement Fee	Fees imposed for code violations.
31035	Development Fees	Planning development fees.
42001	Interest Income	Penalty and interest on unpaid code enforcement citations.

**Expenses**

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs. Total includes Commissioner salaries.
51008	Workers' Compensation Insurance	3.40% of wages to cover the cost of Workers' Compensation insurance paid to the CJPIA.
51009	Medical Exams	Exams needed for new hires.
51010	Employee Screening	Background checks for new hires..
51012	Education	Training for Planning employees.
52002	Membership Dues	American Planning Association.
54001	Office Equipment Replacement	Departmental contribution for the replacement of office equipment.
55003	Communications	Telephone, cell phone service.
57004	Computer Support	IT support; hardware and software maintenance support.
57007	General Plan	Safety, open space, and housing elements.
57009	Insurance	Allocated portion of insurance for General Liability, Property, and Equipment through CJPIA.
57011	Lease Payments	Proportionate share of lease for postage and letter opener machines.
57012	Legal Fees	Attorney fees for attendance at planning meetings, legal opinions and reports.
57015	Printing and Publishing	Business cards, forms, advertising, legal notices and chargeable copies.
57016	Professional Services	Video services for broadcasting planning commission meetings; scanning services.
57053	Software/Website	Antivirus software, website hosting.
63010	Vehicle Replacement	Departmental contribution for the replacement of fleet vehicles.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Department: 1200 - Planning &amp; Building</b>						
<b>Program: 200 - City Planning</b>						
<b>Revenue</b>						
<a href="#">100-1200-200-31009</a>	Conveyance Fee - Animal/Street	\$ 450	\$ 450	\$ 75	\$ 300	\$ 300
<a href="#">100-1200-200-31013</a>	Misc Permit Fee	\$ 58,961	\$ 89,001	\$ 57,000	\$ 57,000	\$ 57,000
<a href="#">100-1200-200-31014</a>	Plan Check	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1200-200-31025</a>	Muni Code Violation	\$ 1,600	\$ 3,000	\$ 1,000	\$ 500	\$ 500
<a href="#">100-1200-200-31029</a>	Housing Element	\$ 5,328	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1200-200-31035</a>	Application/Development Fees	\$ 25,223	\$ 25,981	\$ 17,000	\$ 17,000	\$ 17,000
<a href="#">100-1200-200-38001</a>	Miscellaneous Income	\$ 925	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1200-200-42001</a>	Interest Income	\$ 276	\$ -	\$ 275	\$ 50	\$ 50
<b>Total Revenue:</b>		<b>\$ 92,764</b>	<b>\$ 118,432</b>	<b>\$ 75,350</b>	<b>\$ 74,850</b>	<b>\$ 74,850</b>
<b>Expense</b>						
<a href="#">100-1200-200-51000</a>	Salaries	\$ 164,790	\$ 162,548	\$ 192,024	\$ 163,620	\$ 162,253
<a href="#">100-1200-200-51002</a>	FICA	\$ 12,231	\$ 12,064	\$ 14,690	\$ 12,517	\$ 12,412
<a href="#">100-1200-200-51003</a>	Retirement	\$ 36,923	\$ 35,880	\$ 29,271	\$ 24,904	\$ 24,663
<a href="#">100-1200-200-51005</a>	Cafeteria Plan	\$ 19,093	\$ 18,461	\$ 19,041	\$ 22,285	\$ 22,285
<a href="#">100-1200-200-51008</a>	Workers' Comp Ins.	\$ 4,375	\$ 7,349	\$ 11,809	\$ 5,563	\$ 5,598
<a href="#">100-1200-200-51009</a>	Employee Medical Exams	\$ -	\$ -	\$ -	\$ 135	\$ 135
<a href="#">100-1200-200-51010</a>	Employee Screening	\$ -	\$ -	\$ -	\$ 24	\$ 24
<a href="#">100-1200-200-51011</a>	Recruitment	\$ -	\$ -	\$ -	\$ 750	\$ 750
<a href="#">100-1200-200-51012</a>	Education	\$ 892	\$ 5,938	\$ 3,000	\$ 1,500	\$ 1,500
<a href="#">100-1200-200-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 8,199	\$ -	\$ -
<a href="#">100-1200-200-51018</a>	CalPERS Liability Reduction	\$ -	\$ 32,889	\$ -	\$ -	\$ -
<a href="#">100-1200-200-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 649	\$ 643
<a href="#">100-1200-200-52002</a>	Membership Dues	\$ 580	\$ 590	\$ 725	\$ 600	\$ 600
<a href="#">100-1200-200-52003</a>	Supplies	\$ 786	\$ 836	\$ 1,294	\$ 1,000	\$ 1,000
<a href="#">100-1200-200-52008</a>	Postage	\$ 188	\$ 350	\$ 300	\$ 300	\$ 300
<a href="#">100-1200-200-52009</a>	Small Equipment	\$ -	\$ 331	\$ 300	\$ 300	\$ 300
<a href="#">100-1200-200-52015</a>	Vehicle Fuel	\$ 151	\$ 261	\$ 100	\$ 100	\$ 100
<a href="#">100-1200-200-53008</a>	Vehicle Repairs & Maint.	\$ 49	\$ 49	\$ 50	\$ 50	\$ 50
<a href="#">100-1200-200-53010</a>	Computer/Desktop Equipment	\$ -	\$ 89	\$ 494	\$ 859	\$ 859
<a href="#">100-1200-200-54001</a>	Office Equip/Computer Rep	\$ 1,763	\$ 1,763	\$ 3,975	\$ 2,673	\$ 2,673
<a href="#">100-1200-200-55003</a>	Communications	\$ 1,192	\$ 1,595	\$ 1,200	\$ 1,200	\$ 1,200
<a href="#">100-1200-200-57004</a>	Computer Support	\$ 7,734	\$ 5,985	\$ 10,694	\$ 10,105	\$ 10,105
<a href="#">100-1200-200-57007</a>	General Plan	\$ -	\$ 20,043	\$ 4,940	\$ -	\$ -
<a href="#">100-1200-200-57009</a>	Insurance	\$ 9,644	\$ 6,152	\$ 9,716	\$ 7,473	\$ 7,485
<a href="#">100-1200-200-57011</a>	Lease Payments	\$ 90	\$ 185	\$ 213	\$ 206	\$ 206
<a href="#">100-1200-200-57012</a>	Legal Fees	\$ 4,088	\$ 6,089	\$ 5,000	\$ 5,000	\$ 5,000
<a href="#">100-1200-200-57015</a>	Printing and Publishing	\$ 1,348	\$ 3,279	\$ 1,500	\$ 1,500	\$ 1,500
<a href="#">100-1200-200-57016</a>	Professional Services	\$ 1,055	\$ 825	\$ 3,700	\$ 2,800	\$ 2,800
<a href="#">100-1200-200-57053</a>	Software/Website	\$ -	\$ 4,776	\$ 1,609	\$ 673	\$ 673
<a href="#">100-1200-200-63010</a>	Vehicle Replacement	\$ 685	\$ 685	\$ 208	\$ 208	\$ 208
<b>Total Expense:</b>		<b>\$ 267,657</b>	<b>\$ 329,010</b>	<b>\$ 324,052</b>	<b>\$ 266,994</b>	<b>\$ 265,322</b>
<b>Total Program: 200 - City Planning:</b>		<b>\$ (174,893)</b>	<b>\$ (210,578)</b>	<b>\$ (248,702)</b>	<b>\$ (192,144)</b>	<b>\$ (190,472)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1200 - PLANNING, BUILDING AND ECONOMIC DEVELOPMENT  
PROGRAM 210 - BUILDING**

The Building division is responsible for enforcement of codes, laws, ordinances and regulations pertaining to building construction and remodeling within the City. Enforcement is accomplished by application review, plan check services, processing building permits, performing inspections and responding to complaints.

**Revenues**

31014	Plan Check	Fees for Building Plan Checking.
31036	Building Permits	Building Permit Fees.

**Expenses**

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of Workers' Compensation insurance paid to the JPIA.
51009	Employee Medical Exams	Exams needed for new hires.
51010	Employee Screening	Background checks for new hires.
57004	Computer Support	IT Support; Hardware and Software Maintenance Support.
57009	Insurance	Allocated portion of insurance for General Liability, Property, and Equipment through CJPIA.
57011	Lease Payments	Proportionate share of lease for postage and letter opener machines.
57015	Printing and Publishing	Business cards, forms, advertising, legal notices and Chargeable copies.
57024	Fee Study	Study of Building Fees.
57016	Professional Services	Professional Services Agreement to Provide Building Department Services.
57053	Software/Website	Antivirus software, website hosting.

**GENERAL FUND 100  
DEPARTMENT 1200 - PLANNING, BUILDING AND ECONOMIC DEVELOPMENT  
PROGRAM 220 – ECONOMIC DEVELOPMENT**

The Economic Development program is responsible for publishing and distributing the City of Solvang Economic Development Strategic Plan, working on initiatives identified in the plan, and providing quarterly status updates.

**Expenses**

53009	Village Signage	Creation of new signs for City Village area.
70022	Art Box Project	Program encouraging artists to develop murals for local utility boxes.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 210 - Building</b>						
<b>Revenue</b>						
<a href="#">100-1200-210-31014</a>	Plan Check	\$ 15,268	\$ 18,259	\$ 15,000	\$ 10,000	\$ 10,000
<a href="#">100-1200-210-31036</a>	Building Permits	\$ 184,854	\$ 119,799	\$ 90,000	\$ 100,000	\$ 100,000
<a href="#">100-1200-210-38001</a>	Miscellaneous Income	\$ -	\$ 28	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 200,122</b>	<b>\$ 138,086</b>	<b>\$ 105,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>
<b>Expense</b>						
<a href="#">100-1200-210-51000</a>	Salaries	\$ 48,135	\$ 63,259	\$ 59,634	\$ 63,338	\$ 62,768
<a href="#">100-1200-210-51002</a>	FICA	\$ 3,147	\$ 3,669	\$ 4,562	\$ 4,845	\$ 4,802
<a href="#">100-1200-210-51003</a>	Retirement	\$ 12,196	\$ 13,604	\$ 11,110	\$ 11,265	\$ 11,157
<a href="#">100-1200-210-51005</a>	Cafeteria Plan	\$ 9,075	\$ 3,589	\$ 10,854	\$ 12,571	\$ 12,571
<a href="#">100-1200-210-51008</a>	Workers' Comp Ins.	\$ 1,482	\$ 2,785	\$ 3,667	\$ 2,153	\$ 2,166
<a href="#">100-1200-210-51009</a>	Employee Medical Exams	\$ -	\$ -	\$ -	\$ 45	\$ 45
<a href="#">100-1200-210-51010</a>	Employee Screening	\$ -	\$ -	\$ -	\$ 8	\$ 8
<a href="#">100-1200-210-51011</a>	Recruitment	\$ -	\$ -	\$ -	\$ 250	\$ 250
<a href="#">100-1200-210-51012</a>	Education	\$ -	\$ 112	\$ 300	\$ 300	\$ 300
<a href="#">100-1200-210-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 2,546	\$ -	\$ -
<a href="#">100-1200-210-51018</a>	CalPERS Liability Reduction	\$ -	\$ 10,968	\$ -	\$ -	\$ -
<a href="#">100-1200-210-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 269	\$ 267
<a href="#">100-1200-210-52003</a>	Supplies	\$ 421	\$ 663	\$ 723	\$ 500	\$ 500
<a href="#">100-1200-210-52008</a>	Postage	\$ 250	\$ 251	\$ 200	\$ 200	\$ 200
<a href="#">100-1200-210-52009</a>	Small Equipment	\$ 41	\$ -	\$ 100	\$ 100	\$ 100
<a href="#">100-1200-210-53010</a>	Computer/Desktop Equipment	\$ -	\$ 2,411	\$ 200	\$ 675	\$ 675
<a href="#">100-1200-210-54001</a>	Office Equip/Computer Rep	\$ 750	\$ 750	\$ 1,647	\$ 1,356	\$ 1,356
<a href="#">100-1200-210-55003</a>	Communications	\$ 1,192	\$ 1,559	\$ 1,300	\$ 1,300	\$ 1,300
<a href="#">100-1200-210-57004</a>	Computer Support	\$ 4,813	\$ 2,483	\$ 2,511	\$ 6,475	\$ 6,475
<a href="#">100-1200-210-57009</a>	Insurance	\$ 3,272	\$ 1,907	\$ 2,966	\$ 2,870	\$ 2,872
<a href="#">100-1200-210-57011</a>	Lease Payments	\$ 90	\$ 200	\$ 86	\$ 82	\$ 82
<a href="#">100-1200-210-57015</a>	Printing and Publishing	\$ 433	\$ 355	\$ 300	\$ 350	\$ 350
<a href="#">100-1200-210-57016</a>	Professional Services	\$ 59,908	\$ 55,563	\$ 55,000	\$ 55,000	\$ 55,000
<a href="#">100-1200-210-57024</a>	Fee Study	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
<a href="#">100-1200-210-57053</a>	Software/Website	\$ -	\$ 113	\$ 652	\$ 200	\$ 200
<b>Total Expense:</b>		<b>\$ 145,204</b>	<b>\$ 164,239</b>	<b>\$ 173,358</b>	<b>\$ 179,152</b>	<b>\$ 178,444</b>
<b>Total Program: 210 - Building:</b>		<b>\$ 54,918</b>	<b>\$ (26,153)</b>	<b>\$ (68,358)</b>	<b>\$ (69,152)</b>	<b>\$ (68,444)</b>
<b>Program: 220 - Economic Development</b>						
<b>Revenue</b>						
<a href="#">100-1200-220-40014</a>	Contributions	\$ 11,000	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 11,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense</b>						
<a href="#">100-1200-220-53009</a>	Village Signage	\$ 1,742	\$ 7,271	\$ 4,000	\$ 4,000	\$ 4,000
<a href="#">100-1200-220-55003</a>	Wi-Fi Vet's Hall	\$ -	\$ -	\$ 2,526	\$ -	\$ -
<a href="#">100-1200-220-57006</a>	Feasibility Study-ConfCnt	\$ 40,483	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1200-220-70022</a>	Art Box Project	\$ -	\$ -	\$ -	\$ 800	\$ 800
<a href="#">100-1200-220-70302</a>	Business Relocation Guide	\$ -	\$ 16,500	\$ 16,500	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 42,224</b>	<b>\$ 23,771</b>	<b>\$ 23,026</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>
<b>Total Program: 220 - Economic Development:</b>		<b>\$ (31,224)</b>	<b>\$ (23,771)</b>	<b>\$ (23,026)</b>	<b>\$ (4,800)</b>	<b>\$ (4,800)</b>
<b>Total Department: 1200 - Planning &amp; Building:</b>		<b>\$ (151,199)</b>	<b>\$ (260,502)</b>	<b>\$ (340,086)</b>	<b>\$ (266,096)</b>	<b>\$ (263,716)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1300 - PARKS & RECREATION  
PROGRAM - 300 PARKS**

The Parks program is a sub department of the Parks & Recreation department and is responsible for the maintenance of all City parks, and open spaces including Hans Christian Andersen Park, Sunny Fields Park and Solvang Park.

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA
51009	Employee Medical Exams	Exams needed for new hires and Class B licensing-no new hires planned this year
51010	Employee Screening	Background checks for new hires.
51012	Education	Parks related courses for employees.
51014	Safety Gear	Boots, gloves, vests and other safety gear as required.
51015	Uniforms	Uniform allowance for 3 Parks Maintenance Workers
52015	Vehicle Fuel	Anticipated departmental fiscal year fuel expense, including fuel for mowers and vehicles.
53008	Vehicle Repairs & Maint.	Anticipated vehicle repair and maintenance costs for fiscal year.
54001	Office Equipment Replacement	Departmental contribution for the replacement of office equipment.
55003	Communications	Telephone, cell phone service
57004	Computer Support	IT Support; Hardware and Software Maintenance Support
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
57011	Lease Payments	Postage, letter opener machines
57015	Printing and Publishing	Business cards, forms, advertising and chargeable copies
57053	Software/Website	Antivirus software, website hosting.
63006	Equipment Replacement	Departmental contribution for the replacement of the Gator and 3 Mowers
63010	Vehicle Replacement	Departmental contribution for the replacement of fleet vehicles

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Department: 1300 - Parks and Recreation</b>						
<b>Program: 300 - Administration</b>						
<b>Revenue</b>						
<a href="#">100-1300-300-32001</a>	Rental Income	\$ -	\$ (29)	\$ -	\$ -	\$ -
<a href="#">100-1300-300-43004</a>	Sale of Surplus Property	\$ -	\$ -	\$ 2,000	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ -</b>	<b>\$ (29)</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense</b>						
<a href="#">100-1300-300-51000</a>	Salaries	\$ 202,189	\$ 202,579	\$ 222,045	\$ 214,079	\$ 212,159
<a href="#">100-1300-300-51002</a>	FICA	\$ 15,397	\$ 15,166	\$ 16,986	\$ 16,377	\$ 16,230
<a href="#">100-1300-300-51003</a>	Retirement	\$ 45,945	\$ 45,209	\$ 37,767	\$ 29,848	\$ 29,562
<a href="#">100-1300-300-51005</a>	Cafeteria Plan	\$ 30,515	\$ 29,550	\$ 30,791	\$ 28,103	\$ 24,336
<a href="#">100-1300-300-51008</a>	Workers' Comp Ins.	\$ 5,254	\$ 9,482	\$ 13,656	\$ 7,279	\$ 7,319
<a href="#">100-1300-300-51009</a>	Employee Medical Exams	\$ 185	\$ 125	\$ -	\$ 61	\$ 61
<a href="#">100-1300-300-51010</a>	Employee Screening	\$ 358	\$ 124	\$ -	\$ 11	\$ 11
<a href="#">100-1300-300-51012</a>	Education	\$ -	\$ -	\$ 500	\$ 500	\$ 500
<a href="#">100-1300-300-51014</a>	Safety Gear	\$ 283	\$ 405	\$ 460	\$ 460	\$ 460
<a href="#">100-1300-300-51015</a>	Uniforms	\$ 750	\$ 889	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">100-1300-300-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 9,481	\$ -	\$ -
<a href="#">100-1300-300-51018</a>	CalPERS Liability Reduction	\$ -	\$ 40,632	\$ -	\$ -	\$ -
<a href="#">100-1300-300-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 802	\$ 797
<a href="#">100-1300-300-52003</a>	Supplies	\$ 102	\$ 168	\$ 576	\$ 200	\$ 200
<a href="#">100-1300-300-52008</a>	Postage	\$ 250	\$ 251	\$ 300	\$ 250	\$ 250
<a href="#">100-1300-300-52009</a>	Small Equipment	\$ -	\$ 50	\$ 100	\$ 100	\$ 100
<a href="#">100-1300-300-52015</a>	Vehicle Fuel	\$ 8,648	\$ 6,884	\$ 7,000	\$ 7,000	\$ 7,000
<a href="#">100-1300-300-53003</a>	Repairs and Maintenance	\$ 283	\$ 42	\$ -	\$ 100	\$ 100
<a href="#">100-1300-300-53008</a>	Vehicle Repairs & Maint.	\$ 3,588	\$ 2,316	\$ 2,500	\$ 2,500	\$ 2,500
<a href="#">100-1300-300-53010</a>	Computer/Desktop Equipment	\$ -	\$ 143	\$ 787	\$ 488	\$ 488
<a href="#">100-1300-300-54001</a>	Office Equip/Computer Rep	\$ 976	\$ 750	\$ 6,527	\$ 3,798	\$ 3,798
<a href="#">100-1300-300-55003</a>	Communications	\$ 731	\$ 836	\$ 800	\$ 800	\$ 800
<a href="#">100-1300-300-57004</a>	Computer Support	\$ 13,648	\$ 9,581	\$ 9,877	\$ 9,653	\$ 9,653
<a href="#">100-1300-300-57009</a>	Insurance	\$ 12,177	\$ 7,625	\$ 11,626	\$ 10,285	\$ 10,292
<a href="#">100-1300-300-57011</a>	Lease Payments	\$ 90	\$ 185	\$ 336	\$ 320	\$ 320
<a href="#">100-1300-300-57015</a>	Printing and Publishing	\$ 265	\$ 257	\$ 250	\$ 250	\$ 250
<a href="#">100-1300-300-57052</a>	Temporary Agency Services	\$ -	\$ -	\$ 14,000	\$ -	\$ -
<a href="#">100-1300-300-57053</a>	Software/Website	\$ -	\$ 487	\$ 2,566	\$ 1,779	\$ 1,779
<a href="#">100-1300-300-63005</a>	Capital Equipment	\$ -	\$ -	\$ 9,948	\$ -	\$ -
<a href="#">100-1300-300-63006</a>	Equipment Replacement	\$ 6,740	\$ 6,740	\$ 6,342	\$ 6,342	\$ 6,342
<a href="#">100-1300-300-63010</a>	Vehicle Replacement	\$ 7,140	\$ 7,140	\$ 7,140	\$ 7,140	\$ 7,140
<b>Total Expense:</b>		<b>\$ 355,513</b>	<b>\$ 387,616</b>	<b>\$ 413,361</b>	<b>\$ 349,525</b>	<b>\$ 343,447</b>
<b>Total Program: 300 - Administration:</b>		<b>\$ (355,513)</b>	<b>\$ (387,644)</b>	<b>\$ (411,361)</b>	<b>\$ (349,525)</b>	<b>\$ (343,447)</b>

**CITY OF SOLVANG  
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**GENERAL FUND 100  
DEPARTMENT 1300 PARKS & RECREATION**

Hans Christian Andersen Park is a 55 acre riparian park home to many facilities including 4 tennis courts, an equestrian trail, 2 playgrounds, a skate park, a passive play area, limited hiking opportunities, horseshoe pits, restroom facilities, and several picnic areas.

**Program 310 - Hans Christian Andersen Park  
Expenses**

53003	Repairs and Maintenance	Landscape supplies, irrigation and general repairs
55001	Utilities	PGE and Southern California Gas Charges
55002	Water and Sewer Charges	Water and Sewer Usage
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
57023	Tree Maintenance	Maintenance of trees in the park.
57057	Pest Management	This cost used to be part of Repairs and Maintenance – now a separate line item.
57031	Weed Abatement	Clearing of weeds and debris during fire season.
70105	Projects	Picnic table replacement; HCA Kitchen repair and exterior painting.
70505	HCA –Restroom Upgrade	Remodel of Restroom at HCA Park

Solvang Park is a popular, centrally located downtown park. This 1+ acre park features a band stand, picnic benches, flowering annuals a large area of turf and the community Christmas tree. It is heavily used by tourists and locals alike.

**Program 320 - Solvang Park  
Expenses**

70504	Gazebo Upgrades	Landscape replacement
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**CITY OF SOLVANG  
ANNUAL BUDGET  
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		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 310 - HCA Park</b>						
<b>Revenue</b>						
<a href="#">100-1300-310-31007</a>	Park Reservation Fee	\$ 13,480	\$ 11,985	\$ 10,000	\$ 10,000	\$ 10,000
<b>Total Revenue:</b>		<b>\$ 13,480</b>	<b>\$ 11,985</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Expense</b>						
<a href="#">100-1300-310-52003</a>	Supplies	\$ 2,806	\$ 2,238	\$ 3,000	\$ 2,500	\$ 2,500
<a href="#">100-1300-310-52009</a>	Small Equipment	\$ 313	\$ -	\$ 500	\$ 500	\$ 500
<a href="#">100-1300-310-53003</a>	Repairs and Maintenance	\$ 14,999	\$ 12,340	\$ 26,700	\$ 10,700	\$ 10,700
<a href="#">100-1300-310-55001</a>	Utilities	\$ 538	\$ 598	\$ 600	\$ 600	\$ 600
<a href="#">100-1300-310-55002</a>	Water and Sewer Charges	\$ 32,483	\$ 31,919	\$ 33,000	\$ 33,000	\$ 33,000
<a href="#">100-1300-310-57009</a>	Insurance	\$ 76	\$ 75	\$ 94	\$ 109	\$ 109
<a href="#">100-1300-310-57016</a>	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1300-310-57023</a>	Tree Maintenance	\$ -	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
<a href="#">100-1300-310-57031</a>	Weed Abatement	\$ 11,531	\$ -	\$ 6,600	\$ 6,600	\$ 6,600
<a href="#">100-1300-310-57057</a>	Pest Management	\$ -	\$ -	\$ -	\$ 3,300	\$ 3,300
<a href="#">100-1300-310-70105</a>	Projects	\$ -	\$ 7,712	\$ 41,500	\$ 32,500	\$ 32,500
<a href="#">100-1300-310-70505</a>	HCA - Restroom Upgrades	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
<a href="#">100-1300-310-70943</a>	HCA Park Arch Repair	\$ -	\$ 11,261	\$ -	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 62,746</b>	<b>\$ 71,144</b>	<b>\$ 221,994</b>	<b>\$ 199,809</b>	<b>\$ 199,809</b>
<b>Total Program: 310 - HCA Park:</b>		<b>\$ (49,266)</b>	<b>\$ (59,159)</b>	<b>\$ (211,994)</b>	<b>\$ (189,809)</b>	<b>\$ (189,809)</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 320 - Solvang Park</b>						
<b>Revenue</b>						
<a href="#">100-1300-320-31007</a>	Park Fees	\$ -	\$ 250	\$ 1,000	\$ 375	\$ 375
<b>Total Revenue:</b>		<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 1,000</b>	<b>\$ 375</b>	<b>\$ 375</b>
<b>Expense</b>						
<a href="#">100-1300-320-52003</a>	Supplies	\$ 13,747	\$ 15,344	\$ 14,500	\$ 14,500	\$ 14,500
<a href="#">100-1300-320-53003</a>	Repairs and Maintenance	\$ 6,647	\$ 6,320	\$ 7,000	\$ 6,500	\$ 6,500
<a href="#">100-1300-320-55001</a>	Utilities	\$ 1,889	\$ 1,553	\$ 1,600	\$ 1,600	\$ 1,600
<a href="#">100-1300-320-55002</a>	Water and Sewer Charges	\$ 23,979	\$ 24,741	\$ 24,000	\$ 24,000	\$ 24,000
<a href="#">100-1300-320-57009</a>	Insurance	\$ 86	\$ 95	\$ 109	\$ 127	\$ 127
<a href="#">100-1300-320-57023</a>	Tree Maintenance	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">100-1300-320-70502</a>	Xmas Tree/Gazebo Lights	\$ -	\$ 492	\$ 800	\$ 800	\$ 800
<a href="#">100-1300-320-70504</a>	Gazebo-ADA Upgrades	\$ -	\$ -	\$ 25,000	\$ 30,000	\$ 30,000
<b>Total Expense:</b>		<b>\$ 46,347</b>	<b>\$ 49,545</b>	<b>\$ 74,009</b>	<b>\$ 78,527</b>	<b>\$ 78,527</b>
<b>Total Program: 320 - Solvang Park:</b>		<b>\$ (46,347)</b>	<b>\$ (49,295)</b>	<b>\$ (73,009)</b>	<b>\$ (78,152)</b>	<b>\$ (78,152)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1300 PARKS & RECREATION**

The Sunny Fields Park features a dynamic play ground, several picnic areas with large barbeques and a large turf area with softball diamond. The 6.2 acre park is very busy throughout the year with visitors and scheduled recreation and community programs.

**Program 330 - Sunny Fields  
Expenses**

70105	Projects	Replace infield dirt; playground improvements
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The Common Area program includes costs relating to the landscape maintenance of City Hall and the Annex (411 Second Street), the Solvang Veterans' Memorial Building, Alisal Commons, the Xeriscape garden, Creekside Open Space and Kronborg Open Space.

**Program 340 - Common Areas  
Expenses**

70105	Projects	Replace turf with drought tolerant landscaping at City Hall.
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**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 330 - Sunny Fields</b>						
<b>Revenue</b>						
<a href="#">100-1300-330-31007</a>	Park Reservation Fee	\$ 8,300	\$ 8,635	\$ 7,500	\$ 7,500	\$ 7,500
<a href="#">100-1300-330-39001</a>	Donations	\$ 367	\$ 200	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 8,667</b>	<b>\$ 8,835</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
<b>Expense</b>						
<a href="#">100-1300-330-52003</a>	Supplies	\$ 3,863	\$ 3,258	\$ 3,500	\$ 3,500	\$ 3,500
<a href="#">100-1300-330-52009</a>	Small Equipment	\$ -	\$ -	\$ 5,100	\$ 600	\$ 600
<a href="#">100-1300-330-53003</a>	Repairs and Maintenance	\$ 8,623	\$ 9,399	\$ 18,500	\$ 8,500	\$ 8,500
<a href="#">100-1300-330-55001</a>	Utilities	\$ 432	\$ 423	\$ 450	\$ 675	\$ 675
<a href="#">100-1300-330-55002</a>	Water and Sewer Charges	\$ 15,668	\$ 13,949	\$ 11,000	\$ 12,000	\$ 12,000
<a href="#">100-1300-330-57009</a>	Insurance	\$ 173	\$ 173	\$ 199	\$ 230	\$ 230
<a href="#">100-1300-330-57016</a>	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1300-330-57057</a>	Pest Management	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
<a href="#">100-1300-330-70105</a>	Projects	\$ -	\$ 3,797	\$ 21,200	\$ 8,000	\$ 8,000
<b>Total Expense:</b>		<b>\$ 28,760</b>	<b>\$ 30,998</b>	<b>\$ 59,949</b>	<b>\$ 36,505</b>	<b>\$ 36,505</b>
<b>Total Program: 330 - Sunny Fields:</b>		<b>\$ (20,092)</b>	<b>\$ (22,163)</b>	<b>\$ (52,449)</b>	<b>\$ (29,005)</b>	<b>\$ (29,005)</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 340 - Common Areas</b>						
<b>Expense</b>						
<a href="#">100-1300-340-53003</a>	Repairs and Maintenance	\$ 2,539	\$ 986	\$ 2,000	\$ 2,000	\$ 2,000
<a href="#">100-1300-340-55001</a>	Utilities	\$ 149	\$ 150	\$ 150	\$ 150	\$ 150
<a href="#">100-1300-340-55002</a>	Water and Sewer Charges	\$ 10,926	\$ 7,852	\$ 2,000	\$ 1,000	\$ 1,000
<a href="#">100-1300-340-70105</a>	Projects	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
<b>Total Expense:</b>		<b>\$ 13,614</b>	<b>\$ 8,988</b>	<b>\$ 4,150</b>	<b>\$ 8,150</b>	<b>\$ 8,150</b>
<b>Total Program: 340 - Common Areas:</b>		<b>\$ 13,614</b>	<b>\$ 8,988</b>	<b>\$ 4,150</b>	<b>\$ 8,150</b>	<b>\$ 8,150</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1300 - PARKS & RECREATION  
PROGRAM 350 - RECREATION**

The Recreation program of the Parks and Recreation department is responsible for creating and implementing activities, programs and events. The program also handles all reservations for the City parks and Solvang Veterans Memorial Hall.

**Expenses**

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs. Total includes Parks and Recreation Commissioners.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA
51009	Employee Medical Exams	Costs associated with medical exams and drug testing for hiring.
51010	Employee Screening	Background testing on new hires
51017	Workers' Comp Retrospective Balance Payment	Payment to California Joint Powers Authority for activity on outstanding claims.
52015	Vehicle Fuel	Anticipated departmental fuel expense.
53003	Repairs and Maintenance	Repair and maintenance of department small equipment
53008	Vehicle Repairs & Maint.	Anticipated vehicle repair and maintenance costs
54001	Office Equipment Replacement	Departmental contribution for copier purchase + proportionate share of financial system
55003	Communications	Telephone, cell phone service
57001	Advertising and Promotion	Advertising/marketing of programs
57004	Computer Support	IT Support; Hardware and Software Maintenance Support
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
57011	Lease Payments	Postage, letter opener machines
57015	Printing and Publishing	Funds for the printing and publishing of recreation program info, including chargeable copies
63010	Vehicle Replacement	Departmental contribution for the replacement of fleet vehicles

This program of the Parks & Recreation Department includes programming for adult men's and coed softball, basketball, volleyball, and flag football; youth enrichment classes and day trips, summer camps, sports clinics, and more. Adult programs include day trips, enrichment classes, overnight excursions, and other activities. Special Events include the popular annual Haunted House, the Easter Eggstravaganza, Rec n' Roll roller skating, movies in the park, the Santa Ynez Valley Sprint Triathlon, the Mother-Son Luau and much more.

**Program 360 - Adult Sports**

**Expenses**

31008	Recreation Programs	All costs associated with the adult sports programs
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**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 350 - Recreation</b>						
<b>Expense</b>						
<a href="#">100-1300-350-51000</a>	Salaries	\$ 134,881	\$ 132,780	\$ 140,549	\$ 151,993	\$ 150,671
<a href="#">100-1300-350-51002</a>	FICA	\$ 9,952	\$ 9,224	\$ 10,752	\$ 11,627	\$ 11,526
<a href="#">100-1300-350-51003</a>	Retirement	\$ 30,863	\$ 29,654	\$ 25,477	\$ 26,262	\$ 26,010
<a href="#">100-1300-350-51005</a>	Cafeteria Plan	\$ 18,414	\$ 19,049	\$ 19,642	\$ 19,735	\$ 19,735
<a href="#">100-1300-350-51008</a>	Workers' Comp Ins.	\$ 3,148	\$ 6,226	\$ 8,644	\$ 5,168	\$ 5,198
<a href="#">100-1300-350-51009</a>	Employee Medical Exams	\$ 995	\$ 25	\$ 175	\$ -	\$ -
<a href="#">100-1300-350-51010</a>	Employee Screening	\$ 72	\$ 62	\$ 100	\$ 32	\$ 32
<a href="#">100-1300-350-51012</a>	Education	\$ 100	\$ 174	\$ 500	\$ 500	\$ 500
<a href="#">100-1300-350-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 6,001	\$ -	\$ -
<a href="#">100-1300-350-51018</a>	CalPERS Liability Reduction	\$ -	\$ 24,576	\$ -	\$ -	\$ -
<a href="#">100-1300-350-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 621	\$ 617
<a href="#">100-1300-350-52003</a>	Supplies	\$ 615	\$ 904	\$ 800	\$ 800	\$ 800
<a href="#">100-1300-350-52005</a>	Recreation Programs	\$ -	\$ 17	\$ -	\$ -	\$ -
<a href="#">100-1300-350-52008</a>	Postage	\$ 500	\$ 501	\$ 500	\$ 500	\$ 500
<a href="#">100-1300-350-52009</a>	Small Equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">100-1300-350-52015</a>	Vehicle Fuel	\$ 2,302	\$ 759	\$ 1,900	\$ 1,500	\$ 1,500
<a href="#">100-1300-350-53003</a>	Repairs and Maintenance	\$ -	\$ -	\$ 200	\$ 200	\$ 200
<a href="#">100-1300-350-53008</a>	Vehicle Repairs & Maint.	\$ 1,375	\$ 533	\$ 700	\$ 700	\$ 700
<a href="#">100-1300-350-53010</a>	Computer/Desktop Equipment	\$ -	\$ 72	\$ 511	\$ 320	\$ 320
<a href="#">100-1300-350-54001</a>	Office Equip/Computer Rep	\$ 3,000	\$ 3,000	\$ 3,042	\$ 3,482	\$ 3,482
<a href="#">100-1300-350-55003</a>	Communications	\$ 1,680	\$ 1,688	\$ 2,056	\$ 1,900	\$ 1,900
<a href="#">100-1300-350-57001</a>	Advertising & Promotion	\$ 1,364	\$ 821	\$ 2,000	\$ 2,000	\$ 2,000
<a href="#">100-1300-350-57004</a>	Computer Support	\$ 7,557	\$ 4,894	\$ 6,417	\$ 6,326	\$ 6,326
<a href="#">100-1300-350-57009</a>	Insurance	\$ 7,294	\$ 4,671	\$ 7,244	\$ 7,126	\$ 7,132
<a href="#">100-1300-350-57011</a>	Lease Payments	\$ 180	\$ 371	\$ 219	\$ 209	\$ 209
<a href="#">100-1300-350-57015</a>	Printing and Publishing	\$ 1,061	\$ 1,005	\$ 1,200	\$ 1,200	\$ 1,200
<a href="#">100-1300-350-57016</a>	Professional Services	\$ -	\$ -	\$ 4,000	\$ 1,500	\$ 1,500
<a href="#">100-1300-350-57053</a>	Software/Website	\$ -	\$ 269	\$ 1,667	\$ 4,511	\$ 4,511
<a href="#">100-1300-350-62003</a>	Credit Card Proces. Fee	\$ 674	\$ 735	\$ 650	\$ 800	\$ 800
<a href="#">100-1300-350-63010</a>	Vehicle Replacement	\$ 7,484	\$ 7,484	\$ 7,484	\$ 7,484	\$ 7,484
<a href="#">100-1300-350-70105</a>	Projects	\$ -	\$ -	\$ 31,070	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 233,511</b>	<b>\$ 249,494</b>	<b>\$ 284,500</b>	<b>\$ 257,496</b>	<b>\$ 255,853</b>
<b>Total Program: 350 - Recreation:</b>		<b>\$ 233,511</b>	<b>\$ 249,494</b>	<b>\$ 284,500</b>	<b>\$ 257,496</b>	<b>\$ 255,853</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 360 - Adult Sports</b>						
<b>Revenue</b>						
<a href="#">100-1300-360-31008</a>	Recreation Fees	\$ 15,077	\$ 9,720	\$ 20,550	\$ 20,950	\$ 20,950
<b>Total Revenue:</b>		<b>\$ 15,077</b>	<b>\$ 9,720</b>	<b>\$ 20,550</b>	<b>\$ 20,950</b>	<b>\$ 20,950</b>
<b>Expense</b>						
<a href="#">100-1300-360-52005</a>	Recreation Programs	\$ 8,988	\$ 7,284	\$ 14,050	\$ 14,300	\$ 14,300
<b>Total Expense:</b>		<b>\$ 8,988</b>	<b>\$ 7,284</b>	<b>\$ 14,050</b>	<b>\$ 14,300</b>	<b>\$ 14,300</b>
<b>Total Program: 360 - Adult Sports:</b>		<b>\$ 6,089</b>	<b>\$ 2,436</b>	<b>\$ 6,500</b>	<b>\$ 6,650</b>	<b>\$ 6,650</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1300 - PARKS & RECREATION**

This program of the Parks & Recreation Department includes programming for adult men's and coed softball, basketball, volleyball, and flag football; youth enrichment classes and day trips, summer camps, sports clinics, and more. Adult programs include day trips, enrichment classes, overnight excursions, and other activities. Special Events include the popular annual Haunted House, the Easter Eggstravaganza, Rec n' Roll roller skating, movies in the park, the Santa Ynez Valley Sprint Triathlon, the Mother-Son Luau and much more.

**Program 365 - Youth Programs**

31008	Recreation Programs	All costs associated with youth programs
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**Program 370 - Adult Programs**

31008	Recreation Programs	All costs associated with adult programs
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**Program 375 - Special Events**

31008	Recreation Programs	All costs associated with special events
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The Solvang Parks and Recreation Department and Buellton Recreation work together to provide the public with various recreational opportunities including special events, kids summer camps and more. Costs shown in this program are reimbursed by the City of Buellton.

**Program 390 - Buellton Recreation Partnership**

**Revenues**

31008	Recreation Fees	The City of Solvang's share of Recreation revenue collected in Buellton.
31024	Buellton – Shared Revenues	Solvang's share of recreation fees collected in Buellton.

**Expenses**

52005	Recreation Programs	Buellton share of recreation program expenses
71010	Buellton-Shared Expenses	Payment to City of Buellton for their share of recreation program expenses for shared events led by the City of Solvang.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 365 - Youth Programs</b>						
<b>Revenue</b>						
<a href="#">100-1300-365-31008</a>	Recreation Fees	\$ 54,603	\$ 42,713	\$ 33,780	\$ 25,375	\$ 25,375
<a href="#">100-1300-365-39001</a>	Donations	\$ 250	\$ -	\$ 500	\$ 500	\$ 500
<b>Total Revenue:</b>		<b>\$ 54,853</b>	<b>\$ 42,713</b>	<b>\$ 34,280</b>	<b>\$ 25,875</b>	<b>\$ 25,875</b>
<b>Expense</b>						
<a href="#">100-1300-365-51000</a>	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1300-365-51002</a>	FICA	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1300-365-51008</a>	Workers' Comp Ins.	\$ 122	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1300-365-52005</a>	Recreation Programs	\$ 25,488	\$ 23,566	\$ 19,175	\$ 14,100	\$ 14,100
<a href="#">100-1300-365-57009</a>	Insurance	\$ 270	\$ 217	\$ -	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 25,880</b>	<b>\$ 23,783</b>	<b>\$ 19,175</b>	<b>\$ 14,100</b>	<b>\$ 14,100</b>
<b>Total Program: 365 - Youth Programs:</b>		<b>\$ 28,972</b>	<b>\$ 18,930</b>	<b>\$ 15,105</b>	<b>\$ 11,775</b>	<b>\$ 11,775</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 370 - Adult Programs</b>						
<b>Revenue</b>						
<a href="#">100-1300-370-31008</a>	Recreation Fees	\$ 9,913	\$ 18,703	\$ 16,260	\$ 16,270	\$ 16,270
<b>Total Revenue:</b>		<b>\$ 9,913</b>	<b>\$ 18,703</b>	<b>\$ 16,260</b>	<b>\$ 16,270</b>	<b>\$ 16,270</b>
<b>Expense</b>						
<a href="#">100-1300-370-52005</a>	Recreation Programs	\$ 6,257	\$ 6,660	\$ 8,760	\$ 8,370	\$ 8,370
<b>Total Expense:</b>		<b>\$ 6,257</b>	<b>\$ 6,660</b>	<b>\$ 8,760</b>	<b>\$ 8,370</b>	<b>\$ 8,370</b>
<b>Total Program: 370 - Adult Programs:</b>		<b>\$ 3,656</b>	<b>\$ 12,043</b>	<b>\$ 7,500</b>	<b>\$ 7,900</b>	<b>\$ 7,900</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 375 - Special Events</b>						
<b>Revenue</b>						
<a href="#">100-1300-375-31008</a>	Recreation Fees	\$ 17,693	\$ 17,955	\$ 22,400	\$ 21,650	\$ 21,650
<a href="#">100-1300-375-39001</a>	Donations	\$ 800	\$ 2,525	\$ 2,200	\$ 1,500	\$ 1,500
<b>Total Revenue:</b>		<b>\$ 18,493</b>	<b>\$ 20,480</b>	<b>\$ 24,600</b>	<b>\$ 23,150</b>	<b>\$ 23,150</b>
<b>Expense</b>						
<a href="#">100-1300-375-52005</a>	Recreation Programs	\$ 8,832	\$ 13,320	\$ 10,400	\$ 9,000	\$ 9,000
<b>Total Expense:</b>		<b>\$ 8,832</b>	<b>\$ 13,320</b>	<b>\$ 10,400</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>
<b>Total Program: 375 - Special Events:</b>		<b>\$ 9,660</b>	<b>\$ 7,159</b>	<b>\$ 14,200</b>	<b>\$ 14,150</b>	<b>\$ 14,150</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted	Dept Request	Adopted
<b>Program: 390 - Buellton Partnership</b>						
<b>Revenue</b>						
<a href="#">100-1300-390-31008</a>	Recreation Fees	\$ 5,931	\$ 5,694	\$ 10,000	\$ 10,000	\$ 10,000
<a href="#">100-1300-390-31024</a>	Buellton - Shared Revenues	\$ 18,339	\$ 12,537	\$ 15,000	\$ 2,000	\$ 2,000
<a href="#">100-1300-390-39001</a>	Donations	\$ 250	\$ 50	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 24,520</b>	<b>\$ 18,281</b>	<b>\$ 25,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>Expense</b>						
<a href="#">100-1300-390-51000</a>	Salaries	\$ 9,635	\$ 6,869	\$ -	\$ -	\$ -
<a href="#">100-1300-390-51002</a>	FICA	\$ 732	\$ 525	\$ -	\$ -	\$ -
<a href="#">100-1300-390-51008</a>	Workers' Comp Ins.	\$ 150	\$ 287	\$ -	\$ -	\$ -
<a href="#">100-1300-390-52005</a>	Recreation Programs	\$ 4,965	\$ 3,564	\$ 10,000	\$ 2,000	\$ 2,000
<a href="#">100-1300-390-57009</a>	Insurance	\$ 270	\$ 217	\$ -	\$ -	\$ -
<a href="#">100-1300-390-71010</a>	Buellton - Shared Expenses	\$ 6,181	\$ 5,744	\$ 7,340	\$ 10,000	\$ 10,000
<b>Total Expense:</b>		<b>\$ 21,933</b>	<b>\$ 17,206</b>	<b>\$ 17,340</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>Total Program: 390 - Buellton Partnership:</b>		<b>\$ 2,587</b>	<b>\$ 1,076</b>	<b>\$ 7,660</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Department: 1300 - Parks and Recreation:</b>		<b>\$ (667,380)</b>	<b>\$ (735,099)</b>	<b>\$ (986,498)</b>	<b>\$ (871,662)</b>	<b>\$ (863,941)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1400 - TOURISM**

Included in the Tourism program are funds transferred to the Conference and Visitors Bureau to promote tourism in Solvang. We also subsidize the Special Event "Danish Days" and pay for tourist related costs incurred by the City in this program.

**Program 400 – Tourism Activities  
Revenues**

43020	TBID Administrative Reimbursement.	Solvang Administrative Fee for the Santa Ynez Valley Tourism Business Improvement District. Transfer in from Fund 700.
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**Expenses**

55002	Water and Sewer Charges	Water usage for planter beds.
57005	Custodial	Custodial contract for cleaning public restrooms.
57018	Sidewalk Cleaning	Contract for cleaning of downtown sidewalks.
57029	Village Planter Maintenance	Care of village planters.
59010	SCVB	Funding provided for promotion of tourism.
59015	Danish Days	Funding provided to the Danish Days Foundation to assist with Danish Days celebration.
70704	Centennial Plaza	Completion of the Centennial Plaza.

**Program 410 - Events**

Funds included in the Tourism Events program relate to certain special events that are funded by donations given to the City. We are not projecting any special events of this kind during Fiscal Year 2016-17.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Department: 1400 - Tourism</b>						
<b>Program: 400 - Tourism Activities</b>						
<b>Revenue</b>						
<a href="#">100-1400-400-43020</a>	TBID - Admin. Reimbursement	\$ 7,206	\$ 7,549	\$ 13,000	\$ 8,000	\$ 8,000
<b>Total Revenue:</b>		<b>\$ 7,206</b>	<b>\$ 7,549</b>	<b>\$ 13,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>
<b>Expense</b>						
<a href="#">100-1400-400-55002</a>	Water and Sewer Charges	\$ 2,209	\$ 2,078	\$ 2,100	\$ 2,100	\$ 2,100
<a href="#">100-1400-400-57005</a>	Custodial	\$ 11,200	\$ 19,288	\$ 20,000	\$ 24,000	\$ 24,000
<a href="#">100-1400-400-57018</a>	Sidewalk Cleaning	\$ 13,565	\$ -	\$ 12,500	\$ 12,000	\$ 12,000
<a href="#">100-1400-400-57029</a>	Village Planter Maint.	\$ 21,600	\$ 24,000	\$ 24,100	\$ 25,200	\$ 25,200
<a href="#">100-1400-400-59010</a>	SCVB	\$ 705,000	\$ 648,412	\$ 700,000	\$ 700,000	\$ 720,000
<a href="#">100-1400-400-59015</a>	Danish Days	\$ 25,000	\$ 30,000	\$ 40,000	\$ 27,500	\$ 27,500
<a href="#">100-1400-400-70704</a>	Centennial Plaza	\$ -	\$ -	\$ 13,500	\$ 23,500	\$ 23,500
<a href="#">100-1400-400-70707</a>	Street Light Banners	\$ -	\$ 1,613	\$ 1,650	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 778,575</b>	<b>\$ 725,391</b>	<b>\$ 813,850</b>	<b>\$ 814,300</b>	<b>\$ 834,300</b>
<b>Total Program: 400 - Tourism Activities:</b>		<b>\$ (771,369)</b>	<b>\$ (717,842)</b>	<b>\$ (800,850)</b>	<b>\$ (806,300)</b>	<b>\$ (826,300)</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 410 - Tourism Events</b>						
<b>Revenue</b>						
<a href="#">100-1400-410-41002</a>	Special Olympics Host City Contributions	\$ -	\$ 1,832	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ -</b>	<b>\$ 1,832</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense</b>						
<a href="#">100-1400-410-52000</a>	Amgen Event	\$ 1,000	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1400-410-52016</a>	Special Olympics Host City	\$ -	\$ 887	\$ 6,900	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 1,000</b>	<b>\$ 887</b>	<b>\$ 6,900</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Program: 410 - Tourism Events:</b>		<b>\$ (1,000)</b>	<b>\$ 945</b>	<b>\$ (6,900)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Department: 1400 - Tourism:</b>		<b>\$ (772,369)</b>	<b>\$ (716,897)</b>	<b>\$ (807,750)</b>	<b>\$ (806,300)</b>	<b>\$ (826,300)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1600 - PUBLIC WORKS & ENGINEERING  
PROGRAM 600 – ENGINEERING**

The Engineering division of the Public Works department performs a wide variety of engineering functions such as managing the City's Capital Improvement Program, issuing public works permits, processing and coordinating special event applications, providing project management and technical support to the other divisions within the department, assisting the public and responding to citizen inquiries and complaints.

**Revenues**

31013	Misc Permit and Encroachment Fees	Fees generated from encroachment and other permits.
31014	Plan Check	Fees for plan review by Engineering staff.
31035	Development Fees	Development related fees from public works and engineering
35001	Grant Revenue -Recycling	Annual \$5,000 Recycling Grant
41000	Special Events	Hourly fees relating to special events
43012	Administration Reimbursement-Skytt Mesa LLMD	Reimbursement from LLMD for administrative costs.

**Expenses**

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA
51009	Employee Medical Exams	New employee medical exam
51010	Employee Screening	New employee background check
51014	Safety Gear	Safety gear for Engineering staff.
52002	Membership Dues	APWA, ASCE, PE, SLA, Green Business Program.
54001	Office Equipment Replacement	Transfer to Equip Replacement Fund to cover replacement costs for Public Works copiers & servers
57004	Computer Support	IT support; hardware and software maintenance support.
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
57011	Lease Payments	Lease payments for postage and letter opener machines
57015	Printing and Publishing	Printing and publishing of various public works announcements; copies.
57016	Professional Services	On call engineering services for various projects; summer intern program.
57017	Recycling Grant	Costs associated with meeting Recycling Grant requirements – litter cleanup; recycle collection containers.
57053	Software/Website	Antivirus software, website hosting.
63010	Vehicle Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Public Works vehicles

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Department: 1600 - Public Works/Engineering</b>						
<b>Program: 600 - PW - Engineering</b>						
<b>Revenue</b>						
<a href="#">100-1600-600-31013</a>	Misc Permit and Encroachment Fees	\$ 36,341	\$ 15,558	\$ 7,000	\$ 6,000	\$ 6,000
<a href="#">100-1600-600-31014</a>	Plan Check	\$ 460	\$ 3,772	\$ 2,000	\$ 2,000	\$ 2,000
<a href="#">100-1600-600-31015</a>	Plans & Specs	\$ -	\$ -	\$ 100	\$ -	\$ -
<a href="#">100-1600-600-31035</a>	Development Fees	\$ 31,566	\$ 21,081	\$ 10,000	\$ 8,000	\$ 8,000
<a href="#">100-1600-600-35001</a>	Grant-Recycling	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<a href="#">100-1600-600-38001</a>	Miscellaneous Income	\$ 200	\$ 230	\$ -	\$ -	\$ -
<a href="#">100-1600-600-41000</a>	Special Events Revenue	\$ 4,485	\$ 2,438	\$ 3,000	\$ 3,000	\$ 3,000
<a href="#">100-1600-600-43012</a>	LLMD Admin Reimbursement	\$ 6,150	\$ 6,300	\$ 6,800	\$ 7,500	\$ 7,500
	<b>Total Revenue:</b>	<b>\$ 84,202</b>	<b>\$ 54,378</b>	<b>\$ 33,900</b>	<b>\$ 31,500</b>	<b>\$ 31,500</b>
<b>Expense</b>						
<a href="#">100-1600-600-51000</a>	Salaries	\$ 50,864	\$ 70,790	\$ 78,573	\$ 72,736	\$ 72,070
<a href="#">100-1600-600-51002</a>	FICA	\$ 3,690	\$ 4,581	\$ 6,011	\$ 5,564	\$ 5,513
<a href="#">100-1600-600-51003</a>	Retirement	\$ 12,748	\$ 13,696	\$ 12,515	\$ 11,337	\$ 11,228
<a href="#">100-1600-600-51005</a>	Cafeteria Plan	\$ 5,322	\$ 1,958	\$ 9,751	\$ 8,554	\$ 8,554
<a href="#">100-1600-600-51008</a>	Workers' Comp Ins.	\$ 1,341	\$ 2,973	\$ 4,832	\$ 2,473	\$ 2,486
<a href="#">100-1600-600-51009</a>	Employee Medical Exams	\$ -	\$ 155	\$ -	\$ -	\$ -
<a href="#">100-1600-600-51010</a>	Employee Screening	\$ -	\$ 119	\$ -	\$ -	\$ -
<a href="#">100-1600-600-51011</a>	Recruitment	\$ -	\$ 726	\$ -	\$ -	\$ -
<a href="#">100-1600-600-51012</a>	Education	\$ 827	\$ 1,810	\$ 3,200	\$ 3,450	\$ 3,450
<a href="#">100-1600-600-51014</a>	Safety Gear	\$ -	\$ 38	\$ 260	\$ 260	\$ 260
<a href="#">100-1600-600-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 3,355	\$ -	\$ -
<a href="#">100-1600-600-51018</a>	CalPERS Liability Reduction	\$ -	\$ 13,957	\$ -	\$ -	\$ -
<a href="#">100-1600-600-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 292	\$ 290
<a href="#">100-1600-600-52002</a>	Membership Dues	\$ 1,816	\$ 2,353	\$ 3,740	\$ 2,830	\$ 2,830
<a href="#">100-1600-600-52003</a>	Supplies	\$ 567	\$ 1,084	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">100-1600-600-52008</a>	Postage	\$ 297	\$ 279	\$ 300	\$ 300	\$ 300
<a href="#">100-1600-600-52009</a>	Small Equipment	\$ 669	\$ 238	\$ 600	\$ 600	\$ 600
<a href="#">100-1600-600-52015</a>	Vehicle Fuel	\$ 246	\$ 329	\$ 300	\$ 300	\$ 300
<a href="#">100-1600-600-53003</a>	Repairs and Maintenance	\$ -	\$ -	\$ 200	\$ 200	\$ 200
<a href="#">100-1600-600-53008</a>	Vehicle Repairs & Maint.	\$ 65	\$ 50	\$ 800	\$ 1,500	\$ 1,500
<a href="#">100-1600-600-53010</a>	Computer/Desktop Equipment	\$ -	\$ 3,443	\$ 256	\$ 216	\$ 216
<a href="#">100-1600-600-54001</a>	Office Equip/Computer Rep	\$ 1,238	\$ 1,237	\$ 2,383	\$ 2,463	\$ 2,463
<a href="#">100-1600-600-55003</a>	Communications	\$ 1,243	\$ 1,937	\$ 1,300	\$ 1,300	\$ 1,300
<a href="#">100-1600-600-57004</a>	Computer Support	\$ 2,720	\$ 3,160	\$ 5,862	\$ 7,495	\$ 7,495
<a href="#">100-1600-600-57009</a>	Insurance	\$ 2,993	\$ 2,459	\$ 3,990	\$ 3,408	\$ 3,410
<a href="#">100-1600-600-57011</a>	Lease Payments	\$ 90	\$ 185	\$ 110	\$ 141	\$ 141
<a href="#">100-1600-600-57015</a>	Printing and Publishing	\$ 1,245	\$ 1,279	\$ 1,200	\$ 1,200	\$ 1,200
<a href="#">100-1600-600-57016</a>	Professional Services	\$ 6,855	\$ 2,074	\$ 20,300	\$ 9,800	\$ 9,800
<a href="#">100-1600-600-57017</a>	Recycling Grant	\$ 3,962	\$ 4,001	\$ 3,765	\$ 3,765	\$ 3,765
<a href="#">100-1600-600-57053</a>	Software/Website	\$ -	\$ 7,649	\$ 834	\$ 884	\$ 1,064
<a href="#">100-1600-600-63010</a>	Vehicle Replacement	\$ 706	\$ 708	\$ 1,038	\$ 1,038	\$ 1,038
	<b>Total Expense:</b>	<b>\$ 99,505</b>	<b>\$ 143,268</b>	<b>\$ 166,475</b>	<b>\$ 143,106</b>	<b>\$ 142,473</b>
	<b>Total Program: 600 - PW - Engineering:</b>	<b>\$ (15,302)</b>	<b>\$ (88,890)</b>	<b>\$ (132,575)</b>	<b>\$ (111,606)</b>	<b>\$ (110,973)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1600 - PUBLIC WORKS MAINTENANCE  
PROGRAM 605 - MAINTENANCE**

The Maintenance division of the Public Works department services, repairs and maintains the buildings owned and operated by the City. Also included in this division are general facility improvement projects.

**Program 605 - Facilities**

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA
51009	Employee Medical Exams	New employee medical exam
51010	Employee Screening	New employee background check
51017	Workers' Comp Retrospective Balance Payment	Payment to California Joint Powers Authority for activity on outstanding claims.
52015	Vehicle Fuel	Projected fiscal year vehicle fuel expense for department.
53003	Repairs and Maintenance	Repairs and Maintenance
53008	Vehicle Repairs & Maint.	Projected repair & maintenance of vehicles.
54001	Office Equipment Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Public Works Office Equipment
55003	Communications	Telephone, cell phone service
57004	Computer Support	IT Support; Hardware and Software Maintenance Support
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
57011	Lease Payments	Proportionate share of Postage, letter opener machines lease
57015	Printing and Publishing	General office printing and publishing needs and cost of color copies.
57053	Software/Website	Antivirus software, website hosting.
63010	Vehicle Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Public Works vehicles

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 605 - PW - Maintenance</b>						
<b>Revenue</b>						
<a href="#">100-1600-605-38001</a>	Miscellaneous Income	\$ 200	\$ 340	\$ -	\$ -	\$ -
<a href="#">100-1600-605-41000</a>	Special Events Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 200</b>	<b>\$ 340</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense</b>						
<a href="#">100-1600-605-51000</a>	Salaries	\$ 132,852	\$ 122,280	\$ 147,279	\$ 149,906	\$ 148,678
<a href="#">100-1600-605-51002</a>	FICA	\$ 9,381	\$ 8,179	\$ 11,267	\$ 11,455	\$ 11,358
<a href="#">100-1600-605-51003</a>	Retirement	\$ 32,841	\$ 29,060	\$ 25,562	\$ 24,740	\$ 24,502
<a href="#">100-1600-605-51005</a>	Cafeteria Plan	\$ 26,180	\$ 22,795	\$ 26,007	\$ 25,511	\$ 25,511
<a href="#">100-1600-605-51008</a>	Workers' Comp Ins.	\$ 3,650	\$ 6,068	\$ 9,058	\$ 5,091	\$ 5,122
<a href="#">100-1600-605-51009</a>	Employee Medical Exams	\$ -	\$ -	\$ 60	\$ 119	\$ 119
<a href="#">100-1600-605-51010</a>	Employee Screening	\$ 64	\$ 30	\$ 8	\$ 21	\$ 21
<a href="#">100-1600-605-51011</a>	Recruitment	\$ -	\$ -	\$ 100	\$ 100	\$ 100
<a href="#">100-1600-605-51012</a>	Education	\$ 525	\$ 20	\$ 750	\$ 750	\$ 750
<a href="#">100-1600-605-51014</a>	Safety Gear	\$ 682	\$ 292	\$ 800	\$ 800	\$ 800
<a href="#">100-1600-605-51015</a>	Uniforms	\$ 785	\$ 574	\$ 1,200	\$ 1,200	\$ 1,200
<a href="#">100-1600-605-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 6,289	\$ -	\$ -
<a href="#">100-1600-605-51018</a>	CalPERS Liability Reduction	\$ -	\$ 27,155	\$ -	\$ -	\$ -
<a href="#">100-1600-605-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 602	\$ 597
<a href="#">100-1600-605-52003</a>	Supplies	\$ 761	\$ 251	\$ 900	\$ 900	\$ 900
<a href="#">100-1600-605-52008</a>	Postage	\$ 250	\$ 251	\$ 300	\$ 300	\$ 300
<a href="#">100-1600-605-52009</a>	Small Equipment	\$ 248	\$ -	\$ 200	\$ 200	\$ 200
<a href="#">100-1600-605-52015</a>	Vehicle Fuel	\$ 3,260	\$ 2,181	\$ 3,600	\$ 2,500	\$ 2,500
<a href="#">100-1600-605-53003</a>	Repairs and Maintenance	\$ 411	\$ -	\$ 3,500	\$ 3,500	\$ 3,500
<a href="#">100-1600-605-53008</a>	Vehicle Repairs & Maint.	\$ 4,631	\$ 695	\$ 3,000	\$ 3,000	\$ 3,000
<a href="#">100-1600-605-53010</a>	Computer/Desktop Equipment	\$ -	\$ 247	\$ 558	\$ 349	\$ 349
<a href="#">100-1600-605-54001</a>	Office Equip/Computer Rep	\$ -	\$ -	\$ 2,501	\$ 2,504	\$ 2,504
<a href="#">100-1600-605-55003</a>	Communications	\$ 1,366	\$ 1,458	\$ 1,500	\$ 1,500	\$ 1,500
<a href="#">100-1600-605-57004</a>	Computer Support	\$ 11,172	\$ 8,145	\$ 7,338	\$ 10,279	\$ 10,279
<a href="#">100-1600-605-57009</a>	Insurance	\$ 8,479	\$ 5,238	\$ 7,688	\$ 7,048	\$ 7,053
<a href="#">100-1600-605-57011</a>	Lease Payments	\$ 90	\$ 185	\$ 240	\$ 229	\$ 229
<a href="#">100-1600-605-57015</a>	Printing and Publishing	\$ -	\$ -	\$ 100	\$ 100	\$ 100
<a href="#">100-1600-605-57052</a>	Temporary Agency Services	\$ 2,750	\$ 7,868	\$ 3,691	\$ -	\$ -
<a href="#">100-1600-605-57053</a>	Software/Website	\$ -	\$ 375	\$ 1,819	\$ 557	\$ 557
<a href="#">100-1600-605-63010</a>	Vehicle Replacement	\$ 3,953	\$ 3,953	\$ 3,953	\$ 3,953	\$ 3,953
<b>Total Expense:</b>		<b>\$ 244,331</b>	<b>\$ 247,300</b>	<b>\$ 269,268</b>	<b>\$ 257,214</b>	<b>\$ 255,682</b>
<b>Total Program: 605 - PW - Maintenance:</b>		<b>\$ (244,131)</b>	<b>\$ (246,960)</b>	<b>\$ (269,268)</b>	<b>\$ (257,214)</b>	<b>\$ (255,682)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1600 - PUBLIC WORKS MAINTENANCE  
PROGRAM 610- VETERANS' MEMORIAL BUILDING**

The Veterans' Memorial Building program of the Public Works department, services, repairs and maintains the three room conference center and auditorium owned and operated by the City. The hall is rented out to the general public for wedding receptions, dinner auctions, parties and other events.

**Program 610 - Veterans' Memorial Building**

**Revenues**

31037	Electric Charging Station Fees	Revenue from electric charging stations in City parking lots.
32004	Veterans' Memorial Bldg Rental	Fees collected for rental of Veterans' Memorial Building

**Expenses**

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA
53003	Repairs and Maintenance	New HVAC for City Hall; Replace Council Chamber rear doors.
70708	Vet's Hall Painting/Lead Abatement	Lead abatement and painting of the exterior of the Veterans' Memorial Building.

City Hall is located at 1644 Oak St and contains the Council Chambers, and offices of the City Clerk, City Manager and Administrative Services and Finance Departments. The costs to service, repair and maintain the building are included in this program.

**Program 620 - City Hall**

**Expenses**

52003	Supplies	Restroom and general cleaning supplies.
53003	Repairs and Maintenance	Annual water filter service and general repairs
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
61009	Permit Fees	APCD permit for generator

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 610 - Veterans' Memorial Building</b>						
<b>Revenue</b>						
<a href="#">100-1600-610-31037</a>	Elec Chrg Stn Revenue	\$ 518	\$ 1,012	\$ 800	\$ 1,000	\$ 1,000
<a href="#">100-1600-610-32004</a>	Veteran's Bldg Rental	\$ 27,829	\$ 31,916	\$ 30,600	\$ 32,000	\$ 32,000
<b>Total Revenue:</b>		<b>\$ 28,347</b>	<b>\$ 32,928</b>	<b>\$ 31,400</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>
<b>Expense</b>						
<a href="#">100-1600-610-51000</a>	Salaries	\$ 25,386	\$ 25,051	\$ 26,807	\$ 28,484	\$ 28,235
<a href="#">100-1600-610-51002</a>	FICA	\$ 1,993	\$ 1,930	\$ 2,051	\$ 2,179	\$ 2,160
<a href="#">100-1600-610-51003</a>	Retirement	\$ 6,104	\$ 5,855	\$ 4,834	\$ 4,915	\$ 4,868
<a href="#">100-1600-610-51005</a>	Cafeteria Plan	\$ 5,011	\$ 4,846	\$ 4,998	\$ 4,998	\$ 4,998
<a href="#">100-1600-610-51008</a>	Workers' Comp Ins.	\$ 653	\$ 1,237	\$ 1,649	\$ 968	\$ 974
<a href="#">100-1600-610-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 1,145	\$ -	\$ -
<a href="#">100-1600-610-51018</a>	CalPERS Liability Reduction	\$ -	\$ 4,923	\$ -	\$ -	\$ -
<a href="#">100-1600-610-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 117	\$ 116
<a href="#">100-1600-610-52003</a>	Supplies	\$ 4,575	\$ 4,748	\$ 5,500	\$ 5,500	\$ 5,500
<a href="#">100-1600-610-52009</a>	Small Equipment	\$ 2,579	\$ 17,912	\$ 6,000	\$ 3,500	\$ 3,500
<a href="#">100-1600-610-53003</a>	Repairs and Maintenance	\$ 5,738	\$ 7,334	\$ 14,300	\$ 14,300	\$ 14,300
<a href="#">100-1600-610-55001</a>	Utilities	\$ 7,006	\$ 7,223	\$ 7,000	\$ 7,000	\$ 7,000
<a href="#">100-1600-610-55002</a>	Water and Sewer Charges	\$ 14,871	\$ 13,088	\$ 16,700	\$ 16,700	\$ 16,700
<a href="#">100-1600-610-57009</a>	Insurance	\$ 2,023	\$ 1,417	\$ 1,976	\$ 1,999	\$ 2,000
<a href="#">100-1600-610-57051</a>	Electric Vehicle Charging Station	\$ 3,480	\$ -	\$ -	\$ 3,500	\$ 3,500
<a href="#">100-1600-610-70105</a>	Projects	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
<a href="#">100-1600-610-70708</a>	Vets Hall Painting	\$ 300	\$ -	\$ 162,000	\$ 61,025	\$ 40,000
<b>Total Expense:</b>		<b>\$ 79,719</b>	<b>\$ 95,565</b>	<b>\$ 254,960</b>	<b>\$ 175,185</b>	<b>\$ 153,851</b>
<b>Total Program: 610 - Veterans' Memorial Building:</b>		<b>\$ (51,373)</b>	<b>\$ (62,637)</b>	<b>\$ (223,560)</b>	<b>\$ (142,185)</b>	<b>\$ (120,851)</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 620 - City Hall</b>						
<b>Revenue</b>						
<a href="#">100-1600-620-39001</a>	Chumash Donation	\$ -	\$ -	\$ 4,500	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expense</b>						
<a href="#">100-1600-620-52003</a>	Supplies	\$ 2,959	\$ 2,083	\$ 1,600	\$ 1,600	\$ 1,600
<a href="#">100-1600-620-53003</a>	Repairs and Maintenance	\$ 1,946	\$ 1,754	\$ 8,600	\$ 33,600	\$ 33,600
<a href="#">100-1600-620-55001</a>	Utilities	\$ 6,698	\$ 6,530	\$ 7,000	\$ 7,000	\$ 7,000
<a href="#">100-1600-620-55002</a>	Water and Sewer Charges	\$ 7,454	\$ 5,439	\$ 6,400	\$ 6,400	\$ 6,400
<a href="#">100-1600-620-61009</a>	Permit Fees	\$ -	\$ -	\$ 407	\$ 407	\$ 407
<a href="#">100-1600-620-70944</a>	Fire Station Remodel	\$ -	\$ -	\$ 4,500	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 19,057</b>	<b>\$ 15,806</b>	<b>\$ 28,507</b>	<b>\$ 49,007</b>	<b>\$ 49,007</b>
<b>Total Program: 620 - City Hall:</b>		<b>\$ (19,057)</b>	<b>\$ (15,806)</b>	<b>\$ (24,007)</b>	<b>\$ (49,007)</b>	<b>\$ (49,007)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1600 - PUBLIC WORKS MAINTENANCE**

The Municipal Annex building is located at 411 Second St and houses the Parks and Recreation Department, Planning and Community Development Department and the Engineering Division of the Public Works Department. The cost to service, repair and maintain the building are included in this program.

**Program 630 - Municipal Annex**

52003	Supplies	Restroom and general cleaning supplies.
53003	Repairs and Maintenance	New roof and exhaust fans for Maintenance Shop.
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA

The City of Solvang agreed to help pay some of the operating costs of the Elverhoj Museum for several years after it was sold. The amount shown in this program is the amount of the operating subsidy. The agreement ended in fiscal year 2015-16.

**Program 640 - Elverhoj Museum**

62004	Debt Principal Payment	Debt Payment per separation agreement
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The Information Center is located on Copenhagen Drive at Second Street and is a small tourist information office owned by the City of Solvang and staffed by the Solvang Conference and Visitors Bureau. Costs to service, repair and maintain the building are included in this program.

**Program 650 - Visitors' Center**

52003	Supplies	General supplies.
53003	Repairs and Maintenance	General repairs
55001	Utilities	PG&E charges
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA

The Alisal Restroom (#1) is located at Alisal Road just south of Mission Drive. It is a public restroom owned and operated by the City of Solvang. Costs to service, repair and maintain the restroom are included in this program.

**Program 670 - Restroom #1**

52003	Supplies	Restroom supplies.
53003	Repairs and Maintenance	Funding for necessary repairs and replacement .
55001	Utilities	PG&E charges
55002	Water and Sewer Charges	Monthly water and sewer expense.
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA

The Mission Restroom (#3) is located on Mission Drive just east of Fourth Place. It is a public restroom owned and operated by the City of Solvang. Costs to service, repair and maintain the restroom are included in this program.

**Program 680 - Restroom #3**

52003	Supplies	Restroom supplies.
53003	Repairs and Maintenance	General repairs
55001	Utilities	PG&E charges
55002	Water and Sewer Charges	Monthly water and sewer expense.
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 630 - Municipal Annex</b>						
<b>Expense</b>						
<a href="#">100-1600-630-52003</a>	Supplies	\$ 1,366	\$ 2,022	\$ 1,600	\$ 1,600	\$ 1,600
<a href="#">100-1600-630-53003</a>	Repairs and Maintenance	\$ 3,398	\$ 2,897	\$ 3,800	\$ 12,800	\$ 12,800
<a href="#">100-1600-630-55001</a>	Utilities	\$ 7,908	\$ 7,949	\$ 8,000	\$ 8,000	\$ 8,000
<a href="#">100-1600-630-55002</a>	Water and Sewer Charges	\$ 1,520	\$ 1,421	\$ 1,600	\$ 1,600	\$ 1,600
<a href="#">100-1600-630-57008</a>	Inspections	\$ -	\$ -	\$ 900	\$ 900	\$ 900
<a href="#">100-1600-630-57009</a>	Insurance	\$ 181	\$ 180	\$ 208	\$ 240	\$ 240
<a href="#">100-1600-630-70706</a>	AC Unit-Retrofit/Replace	\$ 4,000	\$ -	\$ -	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 18,374</b>	<b>\$ 14,470</b>	<b>\$ 16,108</b>	<b>\$ 25,140</b>	<b>\$ 25,140</b>
<b>Total Program: 630 - Municipal Annex:</b>		<b>\$ 18,374</b>	<b>\$ 14,470</b>	<b>\$ 16,108</b>	<b>\$ 25,140</b>	<b>\$ 25,140</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 640 - Elverhoj</b>						
<b>Expense</b>						
<a href="#">100-1600-640-62004</a>	Debt Principal Payment	\$ 15,000	\$ 10,000	\$ 5,000	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 15,000</b>	<b>\$ 10,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Program: 640 - Elverhoj:</b>		<b>\$ 15,000</b>	<b>\$ 10,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 650 - Visitors' Center</b>						
<b>Expense</b>						
<a href="#">100-1600-650-52003</a>	Supplies	\$ 101	\$ 49	\$ 200	\$ 200	\$ 200
<a href="#">100-1600-650-53003</a>	Repairs and Maintenance	\$ 497	\$ 998	\$ 3,150	\$ 1,000	\$ 1,000
<a href="#">100-1600-650-55001</a>	Utilities	\$ 1,649	\$ 1,700	\$ 1,800	\$ 1,800	\$ 1,800
<a href="#">100-1600-650-57009</a>	Insurance	\$ 59	\$ 59	\$ 68	\$ 78	\$ 78
<b>Total Expense:</b>		<b>\$ 2,305</b>	<b>\$ 2,804</b>	<b>\$ 5,218</b>	<b>\$ 3,078</b>	<b>\$ 3,078</b>
<b>Total Program: 650 - Visitors' Center:</b>		<b>\$ 2,305</b>	<b>\$ 2,804</b>	<b>\$ 5,218</b>	<b>\$ 3,078</b>	<b>\$ 3,078</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 670 - Restroom #1</b>						
<b>Expense</b>						
<a href="#">100-1600-670-52003</a>	Supplies	\$ 11,691	\$ 11,120	\$ 10,200	\$ 11,500	\$ 11,500
<a href="#">100-1600-670-53003</a>	Repairs and Maintenance	\$ 1,513	\$ 1,151	\$ 8,000	\$ 8,000	\$ 8,000
<a href="#">100-1600-670-55001</a>	Utilities	\$ 1,127	\$ 1,209	\$ 1,200	\$ 1,200	\$ 1,200
<a href="#">100-1600-670-55002</a>	Water and Sewer Charges	\$ 17,930	\$ 19,188	\$ 19,000	\$ 19,000	\$ 19,000
<a href="#">100-1600-670-57009</a>	Insurance	\$ 167	\$ 166	\$ 192	\$ 221	\$ 221
<b>Total Expense:</b>		<b>\$ 32,428</b>	<b>\$ 32,834</b>	<b>\$ 38,592</b>	<b>\$ 39,921</b>	<b>\$ 39,921</b>
<b>Total Program: 670 - Restroom #1:</b>		<b>\$ 32,428</b>	<b>\$ 32,834</b>	<b>\$ 38,592</b>	<b>\$ 39,921</b>	<b>\$ 39,921</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 680 - Restroom #3</b>						
<b>Expense</b>						
<a href="#">100-1600-680-52003</a>	Supplies	\$ 5,284	\$ 7,833	\$ 5,500	\$ 6,500	\$ 6,500
<a href="#">100-1600-680-53003</a>	Repairs and Maintenance	\$ 569	\$ 428	\$ 600	\$ 600	\$ 600
<a href="#">100-1600-680-55001</a>	Utilities	\$ 724	\$ 716	\$ 700	\$ 700	\$ 700
<a href="#">100-1600-680-55002</a>	Water and Sewer Charges	\$ 5,110	\$ 7,483	\$ 7,200	\$ 7,200	\$ 7,200
<a href="#">100-1600-680-57009</a>	Insurance	\$ 15	\$ 15	\$ 18	\$ 20	\$ 20
<b>Total Expense:</b>		<b>\$ 11,701</b>	<b>\$ 16,475</b>	<b>\$ 14,018</b>	<b>\$ 15,020</b>	<b>\$ 15,020</b>
<b>Total Program: 680 - Restroom #3:</b>		<b>\$ 11,701</b>	<b>\$ 16,475</b>	<b>\$ 14,018</b>	<b>\$ 15,020</b>	<b>\$ 15,020</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1600 PUBLIC WORKS MAINTENANCE  
PROGRAM 690 - ROADS**

The Roads division of the Public Works department in the General Fund is used to account for maintaining the City of Solvang roads. The Division performs pothole repair, crack sealing, applies striping and other pavement markings, maintains street signs and public benches, and cleans and services the City catch basins and storm drain system.

**Program 690 - Roads  
Revenues**

43020	Transfer from Gas Tax/Traffic Safety Funds	Transfer in from Gas Tax and Traffic Safety Funds to cover general road expenditure costs.
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**Expenses**

51000-51005	Salaries & Benefits	Refer to Position Allocation for positions included in these costs.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA.
51012	Education	Training for road maintenance staff.
51014	Safety Gear	Protective gear for Maintenance staff (Rain gear, boots, vests and gloves).
52013	Trash Receptacles	Trash Receptacle Replacement
53007	Highway Entrance Sign	Annual lease for East highway entrance sign; Power for lights.
54001	Office Equipment Replacement	Transfer to Equip Replacement Fund to cover replacement costs for Public Works copiers & servers
55006	Street Light Power	PG&E billing for street lights.
57004	Computer Support	IT support; hardware and software maintenance support
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
57015	Printing and Publishing	General office printing and publishing need; cost for copies.
57022	Street Sweeping	Annual street sweeping contract for commercial & residential areas. Expense now part of Storm Water Management Program 720.
57053	Software/Website	Antivirus software, website hosting.
63006	Equipment Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Public Works equipment
63010	Vehicle Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Public Works vehicles
70105	Projects	Alisal Bridge Deck Treatment; Fredensborg Canyon Road Shoulder Stabilization.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 690 - Roads</b>						
<b>Revenue</b>						
<a href="#">100-1600-690-43004</a>	Sale of Surplus Property	\$ -	\$ -	\$ 6,000	\$ -	\$ -
<a href="#">100-1600-690-43020</a>	Transfer In Fr Gas Tax/Traffic Safety Fund	\$ 168,689	\$ 161,422	\$ 176,076	\$ 128,369	\$ 128,369
	<b>Total Revenue:</b>	<b>\$ 168,689</b>	<b>\$ 161,422</b>	<b>\$ 182,076</b>	<b>\$ 128,369</b>	<b>\$ 128,369</b>
<b>Expense</b>						
<a href="#">100-1600-690-51000</a>	Salaries	\$ 136,827	\$ 143,086	\$ 188,263	\$ 187,118	\$ 185,691
<a href="#">100-1600-690-51002</a>	FICA	\$ 10,069	\$ 10,016	\$ 14,363	\$ 14,279	\$ 14,162
<a href="#">100-1600-690-51003</a>	Retirement	\$ 33,917	\$ 33,718	\$ 29,949	\$ 28,498	\$ 28,223
<a href="#">100-1600-690-51005</a>	Cafeteria Plan	\$ 26,201	\$ 23,010	\$ 29,852	\$ 27,008	\$ 27,008
<a href="#">100-1600-690-51008</a>	Workers' Comp Ins.	\$ 4,501	\$ 6,914	\$ 11,547	\$ 6,346	\$ 6,387
<a href="#">100-1600-690-51009</a>	Employee Medical Exams	\$ -	\$ -	\$ 180	\$ -	\$ -
<a href="#">100-1600-690-51010</a>	Employee Screening	\$ -	\$ -	\$ 24	\$ -	\$ -
<a href="#">100-1600-690-51011</a>	Recruitment	\$ -	\$ -	\$ 300	\$ 300	\$ 300
<a href="#">100-1600-690-51012</a>	Education	\$ 50	\$ 844	\$ 500	\$ 500	\$ 500
<a href="#">100-1600-690-51014</a>	Safety Gear	\$ 548	\$ 444	\$ 600	\$ 800	\$ 800
<a href="#">100-1600-690-51015</a>	Uniforms	\$ 652	\$ 716	\$ 800	\$ 800	\$ 800
<a href="#">100-1600-690-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 8,017	\$ -	\$ -
<a href="#">100-1600-690-51018</a>	CalPERS Liability Reduction	\$ -	\$ 33,861	\$ -	\$ -	\$ -
<a href="#">100-1600-690-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 754	\$ 747
<a href="#">100-1600-690-52003</a>	Supplies	\$ 12,025	\$ 7,340	\$ 10,000	\$ 12,000	\$ 12,000
<a href="#">100-1600-690-52009</a>	Small Equipment	\$ 1,682	\$ 665	\$ 2,500	\$ 3,000	\$ 3,000
<a href="#">100-1600-690-52013</a>	Trash Receptacles	\$ 3,064	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
<a href="#">100-1600-690-52015</a>	Vehicle Fuel	\$ 4,136	\$ 5,150	\$ 6,000	\$ 6,000	\$ 6,000
<a href="#">100-1600-690-53003</a>	Repairs and Maintenance	\$ 7,021	\$ 4,987	\$ 15,000	\$ 13,000	\$ 13,000
<a href="#">100-1600-690-53007</a>	Highway Entrance Signs	\$ 2,098	\$ 1,840	\$ 1,850	\$ 1,850	\$ 1,850
<a href="#">100-1600-690-53008</a>	Vehicle Repairs & Maint.	\$ 3,048	\$ 4,849	\$ 7,000	\$ 7,000	\$ 7,000
<a href="#">100-1600-690-53010</a>	Computer/Desktop Equipment	\$ -	\$ 117	\$ 645	\$ 396	\$ 396
<a href="#">100-1600-690-54001</a>	Office Equip/Computer Rep	\$ -	\$ -	\$ 2,890	\$ 2,843	\$ 2,843
<a href="#">100-1600-690-55003</a>	Communications	\$ 231	\$ 311	\$ 400	\$ 400	\$ 400
<a href="#">100-1600-690-55006</a>	Street Light Power	\$ 42,858	\$ 46,991	\$ 45,000	\$ 45,000	\$ 45,000
<a href="#">100-1600-690-57004</a>	Computer Support	\$ 10,835	\$ 7,861	\$ 8,478	\$ 8,265	\$ 8,265
<a href="#">100-1600-690-57009</a>	Insurance	\$ 10,829	\$ 6,315	\$ 9,563	\$ 8,628	\$ 8,635
<a href="#">100-1600-690-57011</a>	Lease Payments	\$ -	\$ -	\$ 277	\$ 258	\$ 258
<a href="#">100-1600-690-57015</a>	Printing and Publishing	\$ -	\$ -	\$ 120	\$ 120	\$ 120
<a href="#">100-1600-690-57019</a>	Sidewalk Grinding	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000
<a href="#">100-1600-690-57022</a>	Street Sweeping	\$ 34,380	\$ 36,158	\$ 39,000	\$ -	\$ -
<a href="#">100-1600-690-57052</a>	Temporary Agency Services	\$ 8,250	\$ 23,604	\$ 11,071	\$ -	\$ -
<a href="#">100-1600-690-57053</a>	Software/Website	\$ -	\$ 362	\$ 2,102	\$ 633	\$ 633
<a href="#">100-1600-690-63005</a>	Capital Equipment	\$ -	\$ -	\$ 29,844	\$ -	\$ -
<a href="#">100-1600-690-63006</a>	Equipment Replacement	\$ 6,968	\$ 6,968	\$ 5,775	\$ 9,113	\$ 9,113
<a href="#">100-1600-690-63010</a>	Vehicle Replacement	\$ 5,756	\$ 10,834	\$ 10,834	\$ 10,834	\$ 10,834
<a href="#">100-1600-690-64001</a>	Trnfr to Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1600-690-70105</a>	Projects	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000
<a href="#">100-1600-690-70615</a>	East Entrance Light upgrd	\$ 3,200	\$ -	\$ -	\$ -	\$ -
<a href="#">100-1600-690-70616</a>	Boom Lift Major Maint	\$ 6,271	\$ -	\$ -	\$ -	\$ -
	<b>Total Expense:</b>	<b>\$ 375,418</b>	<b>\$ 416,963</b>	<b>\$ 532,744</b>	<b>\$ 525,743</b>	<b>\$ 523,965</b>
	<b>Total Program: 690 - Roads:</b>	<b>\$ (206,729)</b>	<b>\$ (255,541)</b>	<b>\$ (350,668)</b>	<b>\$ (397,374)</b>	<b>\$ (395,596)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1600 PUBLIC WORKS MAINTENANCE**

The Street Tree program, maintains the City's urban forest by pruning and replanting street trees. The cost to maintain public street tree lights is also shown in this division.

**Program 700 – Street Trees**

51000-51005	Salaries & Benefits	See position allocation list at front of budget for positions included in this line item
57023	Street Tree Management	General tree trimming and tree replacement-shown in gas tax in prior year
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA
51012	Education	Backhoe and Boom lift Training for maintenance division staff
54001	Office Equipment Replacement	Transfer to Equip Replacement Fund to cover replacement costs for Public Works copiers & servers
55003	Communications	Telephone, cell phone service
57004	Computer Support	IT Support; Hardware and Software Maintenance Support
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
57015	Printing and Publishing	General office printing and publishing needs and cost of color copies.

Costs to maintain and repair the City owned public parking lots are shown in this division.

**Program 710 - Parking Lots**

53003	Repairs and Maintenance	Repairs and Maintenance of facilities in parking lots
55001	Utilities	PG&E charges
70612	Slurry Seal	Parking Lot 3 Slurry Seal and Striping; Vet's Hall Parking Lot Slurry Seal and Striping

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 700 - Street Trees</b>						
<b>Expense</b>						
<a href="#">100-1600-700-51000</a>	Salaries	\$ 46,622	\$ 49,900	\$ 63,435	\$ 63,933	\$ 63,454
<a href="#">100-1600-700-51002</a>	FICA	\$ 3,410	\$ 3,513	\$ 4,853	\$ 4,878	\$ 4,839
<a href="#">100-1600-700-51003</a>	Retirement	\$ 11,516	\$ 11,914	\$ 10,382	\$ 9,914	\$ 9,819
<a href="#">100-1600-700-51005</a>	Cafeteria Plan	\$ 9,671	\$ 9,149	\$ 10,433	\$ 9,431	\$ 9,431
<a href="#">100-1600-700-51008</a>	Workers' Comp Ins.	\$ 1,586	\$ 2,460	\$ 3,901	\$ 2,168	\$ 2,182
<a href="#">100-1600-700-51009</a>	Employee Medical Exams	\$ 419	\$ -	\$ 60	\$ -	\$ -
<a href="#">100-1600-700-51010</a>	Employee Screening	\$ -	\$ -	\$ 8	\$ -	\$ -
<a href="#">100-1600-700-51011</a>	Recruitment	\$ -	\$ -	\$ 100	\$ 100	\$ 100
<a href="#">100-1600-700-51012</a>	Education	\$ 990	\$ (990)	\$ 500	\$ 500	\$ 500
<a href="#">100-1600-700-51014</a>	Safety Gear	\$ 128	\$ 127	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">100-1600-700-51015</a>	Uniforms	\$ 270	\$ 290	\$ 400	\$ 400	\$ 400
<a href="#">100-1600-700-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 2,709	\$ -	\$ -
<a href="#">100-1600-700-51018</a>	CalPERS Liability Reduction	\$ -	\$ 11,875	\$ -	\$ -	\$ -
<a href="#">100-1600-700-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 254	\$ 251
<a href="#">100-1600-700-52002</a>	Membership Dues	\$ 20	\$ 20	\$ 60	\$ 60	\$ 60
<a href="#">100-1600-700-52003</a>	Supplies	\$ 398	\$ 373	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">100-1600-700-52009</a>	Small Equipment	\$ 1,070	\$ 32	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">100-1600-700-52012</a>	Tree Lights	\$ 7,140	\$ 6,821	\$ 7,000	\$ 7,000	\$ 7,000
<a href="#">100-1600-700-52015</a>	Vehicle Fuel	\$ 1,693	\$ 526	\$ 1,500	\$ 1,500	\$ 1,500
<a href="#">100-1600-700-53003</a>	Repairs and Maintenance	\$ 192	\$ 1,530	\$ 4,000	\$ 4,000	\$ 4,000
<a href="#">100-1600-700-53008</a>	Vehicle Repairs & Maint.	\$ 212	\$ 326	\$ 400	\$ 800	\$ 800
<a href="#">100-1600-700-53010</a>	Computer/Desktop Equipment	\$ -	\$ 42	\$ 233	\$ 139	\$ 139
<a href="#">100-1600-700-54001</a>	Office Equip/Computer Rep	\$ -	\$ -	\$ 1,046	\$ 998	\$ 998
<a href="#">100-1600-700-55003</a>	Communications	\$ 59	\$ 101	\$ 150	\$ 150	\$ 150
<a href="#">100-1600-700-57004</a>	Computer Support	\$ 3,643	\$ 2,845	\$ 3,070	\$ 2,900	\$ 2,900
<a href="#">100-1600-700-57009</a>	Insurance	\$ 3,501	\$ 2,065	\$ 3,066	\$ 2,767	\$ 2,769
<a href="#">100-1600-700-57011</a>	Lease Payments	\$ -	\$ -	\$ 100	\$ 92	\$ 92
<a href="#">100-1600-700-57015</a>	Printing and Publishing	\$ -	\$ -	\$ 100	\$ 100	\$ 100
<a href="#">100-1600-700-57023</a>	Street Tree Management	\$ 25,714	\$ 37,871	\$ 33,000	\$ 15,000	\$ 15,000
<a href="#">100-1600-700-57052</a>	Temporary Agency Services	\$ 2,750	\$ 7,868	\$ 3,691	\$ -	\$ -
<a href="#">100-1600-700-57053</a>	Software/Website	\$ -	\$ 131	\$ 761	\$ 222	\$ 222
<a href="#">100-1600-700-70617</a>	Elect Retro Tree Wells	\$ 11,704	\$ -	\$ -	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 132,705</b>	<b>\$ 148,790</b>	<b>\$ 157,958</b>	<b>\$ 130,306</b>	<b>\$ 129,706</b>
<b>Total Program: 700 - Street Trees:</b>		<b>\$ 132,705</b>	<b>\$ 148,790</b>	<b>\$ 157,958</b>	<b>\$ 130,306</b>	<b>\$ 129,706</b>

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 710 - PW - Parking Lots</b>						
<b>Expense</b>						
<a href="#">100-1600-710-53003</a>	Repairs and Maintenance	\$ 299	\$ 80	\$ 600	\$ 600	\$ 600
<a href="#">100-1600-710-55001</a>	Utilities	\$ 6,265	\$ 6,608	\$ 6,200	\$ 6,500	\$ 6,500
<a href="#">100-1600-710-70612</a>	Slurry Seal-Pvmt Maint	\$ -	\$ 16,809	\$ -	\$ 45,000	\$ 45,000
<b>Total Expense:</b>		<b>\$ 6,564</b>	<b>\$ 23,498</b>	<b>\$ 6,800</b>	<b>\$ 52,100</b>	<b>\$ 52,100</b>
<b>Total Program: 710 - PW - Parking Lots:</b>		<b>\$ 6,564</b>	<b>\$ 23,498</b>	<b>\$ 6,800</b>	<b>\$ 52,100</b>	<b>\$ 52,100</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND 100  
DEPARTMENT 1600 PUBLIC WORKS MAINTENANCE  
PROGRAM 720 – STORM WATER MANAGEMENT**

The Storm Water Program identifies all costs associated with storm water management.

**Revenues**

43020	Transfer In from Local Transportation	Transferring funds from the Local Transportation Fund to cover a portion of salaries.
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**Expenses**

51000-51005	Salaries & Benefits	See position allocation list at front of budget for positions included in this line item
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA
54001	Office Equipment Replacement	Transfer to Equip Replacement Fund to cover replacement costs for Public Works copiers & servers
57004	Computer Support	IT Support; Hardware and Software Maintenance Support
57009	Insurance	General Liability, Property, and Equipment Insurance through CJPIA
57015	Printing and Publishing	General office printing and publishing needs and cost of color copies.
57016	Professional Services	Community Marketing; Storm water Management Program – MNS Engineers; Storm water Monitoring and Lab Testing; Storm water Modeling – cost split with the County.
57022	Street Sweeping	Street Sweeping was shown in Local Transportation Fund in prior years.
61007	Storm water Permit	Annual cost for permit issued by the NPDES.
70105	Storm water Resources Plan	Development of a Storm water Resources Plan – cost shared with the County.
70614	Storm Drain Improvements	Second Street drainage improvements – design.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 720 - Storm Water Program</b>						
<b>Revenue</b>						
<a href="#">100-1600-720-43020</a>	Transfer In from Local Transportation	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
	<b>Total Revenue:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>Expense</b>						
<a href="#">100-1600-720-51000</a>	Salaries	\$ -	\$ -	\$ -	\$ 58,738	\$ 58,224
<a href="#">100-1600-720-51002</a>	FICA	\$ -	\$ -	\$ -	\$ 4,486	\$ 4,446
<a href="#">100-1600-720-51003</a>	Retirement	\$ -	\$ -	\$ -	\$ 6,523	\$ 6,460
<a href="#">100-1600-720-51005</a>	Cafeteria Plan	\$ -	\$ -	\$ -	\$ 7,287	\$ 7,287
<a href="#">100-1600-720-51008</a>	Workers' Comp Ins.	\$ -	\$ -	\$ -	\$ 1,994	\$ 2,005
<a href="#">100-1600-720-51012</a>	Education	\$ -	\$ -	\$ -	\$ 13,400	\$ 13,400
<a href="#">100-1600-720-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 240	\$ 238
<a href="#">100-1600-720-52003</a>	Supplies	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<a href="#">100-1600-720-52008</a>	Postage	\$ -	\$ -	\$ -	\$ 100	\$ 100
<a href="#">100-1600-720-52009</a>	Small Equipment	\$ -	\$ -	\$ -	\$ 300	\$ 300
<a href="#">100-1600-720-57009</a>	Insurance	\$ -	\$ -	\$ -	\$ 2,679	\$ 2,682
<a href="#">100-1600-720-57015</a>	Printing and Publishing	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200
<a href="#">100-1600-720-57016</a>	Professional Services - SWMP	\$ -	\$ -	\$ -	\$ 132,000	\$ 132,000
<a href="#">100-1600-720-57022</a>	Street Sweeping	\$ -	\$ -	\$ -	\$ 39,000	\$ 39,000
<a href="#">100-1600-720-61007</a>	Storm Water Permit	\$ -	\$ -	\$ -	\$ 6,200	\$ 6,200
<a href="#">100-1600-720-70105</a>	Projects	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
<a href="#">100-1600-720-70614</a>	Storm Drain Improvements	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
<a href="#">100-1600-720-70937</a>	Annual Stormwater Report	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
	<b>Total Expense:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 335,147</b>	<b>\$ 334,542</b>
	<b>Total Program: 720 - Storm Water Program:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (310,147)</b>	<b>\$ (309,542)</b>
	<b>Total Department: 1600 - Public Works/Engineering:</b>	<b>\$ (755,669)</b>	<b>\$ (918,706)</b>	<b>\$ (1,243,772)</b>	<b>\$ (1,533,098)</b>	<b>\$ (1,506,616)</b>
<b>Increase (Decrease) in Net Position: 100 - GENERAL FUND:</b>						
		<b>\$ 921,578</b>	<b>\$ 666,727</b>	<b>\$ (113,356)</b>	<b>\$ (623,165)</b>	<b>\$ (638,143)</b>

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# SPECIAL REVENUE FUNDS



**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GOVERNMENT IMPACT FEES  
FUND 200  
DEPARTMENT 2600 – IMPACT FEES**

The Solvang AB 1600 Impact Fee fund accounts for fees assessed to developers of new construction for the impact that construction has on future services and infrastructure. Fees to mitigate future parking and traffic issues caused by additional development are shown here.

<b>Revenues</b>		
31006	Parking in Lieu	Started in 1989, this fee is to mitigate adverse parking impacts caused by new retail & commercial development.
31011	Traffic Mitigation	\$3,067 fee to increase street traffic capacity due to new development.
31027	Skytt Mesa	Assessment of \$878 per new home to pay for various Han Christian Andersen Park improvements.
42001	Interest Income	Interest generated from funds in LAIF.
<b>Expenses</b>		
70506	HCA Improvements	Improvements to HCA Park.
70936	Mission Drive Prelim Improvement Plan	Improvements along Mission Drive.

**Program 805-Impact Fees – Affordable Housing**

<b>Revenues</b>		
31028	Affordable Housing	Assessment of \$4,668 per new home to pay for low cost housing in the City.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 200 - GOVERNMENT IMPACT FEES</b>						
<b>Department: 2600 - AB 1600 Impact Fees</b>						
<b>Program: 000 - AB 1600 Impact Fees</b>						
<b>Revenue</b>						
<a href="#">200-2600-000-31006</a>	Parking In Lieu	\$ 20,494	\$ 17,501	\$ 3,657	\$ 24,752	\$ 24,752
<a href="#">200-2600-000-31011</a>	Traffic Mitigation Fees	\$ 49,521	\$ 76,664	\$ 75,000	\$ 82,809	\$ 82,809
<a href="#">200-2600-000-31027</a>	Skytt Mesa Park Fee	\$ 28,974	\$ 24,584	\$ 35,000	\$ 23,706	\$ 23,706
<a href="#">200-2600-000-42001</a>	Interest Income	\$ 5,973	\$ 6,475	\$ 8,000	\$ 6,000	\$ 6,000
	<b>Total Revenue:</b>	<b>\$ 104,962</b>	<b>\$ 125,224</b>	<b>\$ 121,657</b>	<b>\$ 137,267</b>	<b>\$ 137,267</b>
<b>Expense</b>						
<a href="#">200-2600-000-57027</a>	Traffic Circulation Study	\$ 36,320	\$ -	\$ -	\$ -	\$ -
<a href="#">200-2600-000-57048</a>	Traffic Counts	\$ -	\$ -	\$ 6,000	\$ -	\$ -
<a href="#">200-2600-000-70506</a>	HCA Improvement (Impact Fee)	\$ 17,558	\$ 13,900	\$ 15,000	\$ 15,000	\$ 15,000
<a href="#">200-2600-000-70936</a>	Mission Drive Improvements	\$ -	\$ -	\$ 45,000	\$ 60,000	\$ 60,000
	<b>Total Expense:</b>	<b>\$ 53,877</b>	<b>\$ 13,900</b>	<b>\$ 66,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
	<b>Total Program: 000 AB 1600 Impact Fees</b>	<b>\$ 51,085</b>	<b>\$ 111,324</b>	<b>\$ 55,657</b>	<b>\$ 62,267</b>	<b>\$ 62,267</b>
		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Program: 805 - Impact Fees - Affordable Housing</b>						
<b>Revenue</b>						
<a href="#">200-2600-805-31028</a>	Affordable Housing	\$ 154,028	\$ 126,023	\$ 186,700	\$ 126,036	\$ 126,036
<a href="#">200-2600-805-31039</a>	Drainage Impact Fees	\$ -	\$ 100	\$ -	\$ -	\$ -
	<b>Total Revenue:</b>	<b>\$ 154,028</b>	<b>\$ 126,123</b>	<b>\$ 186,700</b>	<b>\$ 126,036</b>	<b>\$ 126,036</b>
<b>Expense</b>						
<a href="#">200-2600-805-70940</a>	AH - Solvang Senior Apts	\$ -	\$ 394,404	\$ -	\$ -	\$ -
	<b>Total Expense:</b>	<b>\$ -</b>	<b>\$ 394,404</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Program: 805 - Impact Fees - Affordable Housing:</b>	<b>\$ 154,028</b>	<b>\$ (268,282)</b>	<b>\$ 186,700</b>	<b>\$ 126,036</b>	<b>\$ 126,036</b>
	<b>Increase (Decrease) in Net Position: 200 - GOVERNMENT IMPACT FEES:</b>	<b>\$ 205,113</b>	<b>\$ (156,958)</b>	<b>\$ 242,357</b>	<b>\$ 188,303</b>	<b>\$ 188,303</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**TRAFFIC SAFETY  
FUND 201  
DEPARTMENT 2000 - TRAFFIC SAFETY**

The California Vehicle Code requires a special fund exclusively used for official traffic control devices, the maintenance thereof and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of public streets, bridges and culverts within the City. The revenue source for these purposes is from motor vehicle fines and forfeitures.

<b>Revenues</b>		
31021	Fines and Forfeitures	Fines and forfeitures received from traffic violations.
<b>Expenses</b>		
64001	Transfer Out to General Fund	Transfer to General Fund to cover traffic safety costs.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 201 - TRAFFIC SAFETY</b>						
<b>Revenue</b>						
<a href="#">201-2000-800-31021</a>	Fines & Forfeitures	\$ 22,120	\$ 10,921	\$ 12,000	\$ 10,000	\$ 10,000
<a href="#">201-2000-800-42001</a>	Interest Income	\$ 23	\$ (5)	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 22,143</b>	<b>\$ 10,917</b>	<b>\$ 12,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Expense</b>						
<a href="#">201-2000-800-64001</a>	Rds Exp tx to Gen Fund	\$ 15,457	\$ 18,000	\$ 12,000	\$ 10,000	\$ 10,000
<b>Total Expense:</b>		<b>\$ 15,457</b>	<b>\$ 18,000</b>	<b>\$ 12,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Increase (Decrease) in Net Position: 201 - TRAFFIC SAFETY:</b>		<b>\$ 6,686</b>	<b>\$ (7,083)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GAS TAX  
FUND 202  
DEPARTMENT 2100 - GAS TAX**

The State of California imposes a \$0.09 per gallon excise tax on transportation fuels plus another \$0.09 imposed by Prop 111 in 1994. The allocation is complex and differs for each \$0.09 portion with some allocations based on population, a flat amount and number of registered vehicles and value of those vehicles. These monies must be used for street and road construction and maintenance, and overhead costs for street purposes. Examples include asphalt pavement repair and construction; pavement marking and striping; sign installation and maintenance; curb and gutter maintenance; crack sealing; and hazardous tree removal. The City receives these monies in a special fund and then transfers the money to the General Fund to reimburse it for road related costs mentioned above.

<b>Revenues</b>		
35008	Section 2105 - Streets & Highway	Based on population. Funding can be used for any street and road purpose.
35009	Section 2106 – Collier Unruh	Funding based on population, vehicle registration and vehicle assessed value.
35010	Section 2107 – Gas Tax	Funding based on population, can be used for any street or road purpose.
35011	Section 2107.5	Funding based on population, can be used for any street or road purpose.
35026	Section 2103	Fuel tax swap funds that replaced Prop 42 sales tax on gas in 2010. Must be used for street or road purpose.
42001	Interest Income	Interest earned on cash balance in fund.
<b>Expenses</b>		
64001	Transfer Out to General Fund	Transfer to General Fund to cover street improvement costs.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 202 - GAS TAX</b>						
<b>Revenue</b>						
<a href="#">202-2100-801-35008</a>	Section 2105 Strts & Hwys	\$ 48,936	\$ 32,929	\$ 33,923	\$ 34,282	\$ 34,282
<a href="#">202-2100-801-35009</a>	Sect 2106-Collier Unruh	\$ 19,590	\$ 21,477	\$ 23,984	\$ 21,534	\$ 21,534
<a href="#">202-2100-801-35010</a>	Sect 2107-Gas Tax	\$ 39,222	\$ 42,404	\$ 46,313	\$ 47,607	\$ 47,607
<a href="#">202-2100-801-35011</a>	Sect 2107.5	\$ -	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000
<a href="#">202-2100-801-35026</a>	Section 2103	\$ 75,715	\$ 58,778	\$ 57,556	\$ 12,946	\$ 12,946
<a href="#">202-2100-801-42001</a>	Interest Income	\$ 202	\$ 120	\$ 300	\$ 200	\$ 200
<b>Total Revenue:</b>		<b>\$ 183,665</b>	<b>\$ 159,708</b>	<b>\$ 164,076</b>	<b>\$ 118,569</b>	<b>\$ 118,569</b>
<b>Expense</b>						
<a href="#">202-2100-801-64001</a>	Rds Exp tx to Genl Fund	\$ 153,232	\$ 143,422	\$ 164,076	\$ 118,569	\$ 118,569
<b>Total Expense:</b>		<b>\$ 153,232</b>	<b>\$ 143,422</b>	<b>\$ 164,076</b>	<b>\$ 118,569</b>	<b>\$ 118,569</b>
<b>Increase (Decrease) in Net Position: 202 - GAS TAX:</b>		<b>\$ 30,433</b>	<b>\$ 16,286</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**LOCAL TRANSPORTATION FUND  
FUND 203  
DEPARTMENT 2200 – LOCAL TRANSPORTATION**

The Local Transportation Fund accounts for monies collected through the California Transportation and Development Act. The funds have restricted use and can only be used for pedestrian and bicycle related facilities and Transit related activities. Transit funds are shown in the transit enterprise fund. Local Surface Transportation Program revenues are Federal Transportation Improvement Program (FTIP) funds exchanged for state gas taxes and we receive our apportionment from SBCAG to be used for road related projects. In prior years, expenses related to the Storm Water Management Plan were identified in this fund, however those have now been moved to a separate program within the General Fund (720).

<b>Revenues</b>		
35013	PUC 99234 TDA – LTF Pedestrian and Bikeways	Funding can be used for pedestrian or bicycle pathways.
35018	LSTP Funding	Local Surface Transportation Program funds received from SBCAG.
35024	RSTP Funding	Regional Surface Transportation Program funds.
42001	Interest Income	Interest generated from funds in LAIF.
<b>Expenses</b>		
640010	Transfer Out to General Fund	Transfer to provide funding for the Storm Water Management Program in Program 720.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 203 - LOCAL TRANSPORTATION</b>						
<b>Revenue</b>						
<a href="#">203-2200-802-35013</a>	99234 Pedestrian & Bkwys	\$ 2,264	\$ 3,758	\$ 4,099	\$ 4,408	\$ 4,408
<a href="#">203-2200-802-35018</a>	LSTP Funding	\$ 1,642	\$ 79,795	\$ 79,795	\$ 79,795	\$ 79,795
<a href="#">203-2200-802-35024</a>	RSTP Funding	\$ 77,363	\$ -	\$ -	\$ -	\$ -
<a href="#">203-2200-802-38001</a>	Miscellaneous Income	\$ 300	\$ -	\$ -	\$ -	\$ -
<a href="#">203-2200-802-42001</a>	Interest Income	\$ 187	\$ 220	\$ 150	\$ 150	\$ 150
<b>Total Revenue:</b>		<b>\$ 81,756</b>	<b>\$ 83,773</b>	<b>\$ 84,044</b>	<b>\$ 84,353</b>	<b>\$ 84,353</b>
<b>Expense</b>						
<a href="#">203-2200-802-51000</a>	Salaries	\$ -	\$ 11,649	\$ 18,549	\$ -	\$ -
<a href="#">203-2200-802-51002</a>	FICA	\$ -	\$ 652	\$ 1,419	\$ -	\$ -
<a href="#">203-2200-802-51003</a>	Retirement	\$ -	\$ 650	\$ 1,198	\$ -	\$ -
<a href="#">203-2200-802-51005</a>	Cafeteria Plan	\$ -	\$ 264	\$ 3,015	\$ -	\$ -
<a href="#">203-2200-802-51008</a>	Workers' Comp Ins.	\$ -	\$ 503	\$ 1,141	\$ -	\$ -
<a href="#">203-2200-802-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 792	\$ -	\$ -
<a href="#">203-2200-802-57009</a>	Insurance	\$ -	\$ 507	\$ 926	\$ -	\$ -
<a href="#">203-2200-802-57016</a>	Professional Services - SWMP	\$ 23,804	\$ 55,007	\$ 73,000	\$ -	\$ -
<a href="#">203-2200-802-57019</a>	Sidewalk Grinding	\$ 24,225	\$ 25,291	\$ -	\$ -	\$ -
<a href="#">203-2200-802-61007</a>	Storm Water Permit	\$ (12)	\$ 5,826	\$ 6,200	\$ -	\$ -
<a href="#">203-2200-802-64001</a>	Transfer Out to General Fund	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
<a href="#">203-2200-802-70853</a>	Storm Drain Atlas Map Update	\$ -	\$ 23,912	\$ 10,000	\$ -	\$ -
<a href="#">203-2200-802-70937</a>	Annual Stormwater Report	\$ -	\$ 8,389	\$ 7,500	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 48,016</b>	<b>\$ 132,649</b>	<b>\$ 123,740</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>Increase (Decrease) in Net Position: 203 - LOCAL TRANSPORTATION:</b>		<b>\$ 33,740</b>	<b>\$ (48,875)</b>	<b>\$ (39,696)</b>	<b>\$ 59,353</b>	<b>\$ 59,353</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**MEASURE A  
FUND 204  
DEPARTMENT 2500 – MEASURE A**

Revenues accounted for in this fund are from the County of Santa Barbara voter approved 1/2 cent sales tax. The use of these funds are restricted for local streets, road construction, maintenance, overhead, transit and other transportation related activities. Unspent funds will be held in reserve for future projects.

<b>Revenues</b>		
30002	Sales Tax	Measure A generated Sales Tax.
42001	Interest Income	Interest generated from funds in LAIF.
<b>Expenses</b>		
35005	DAR Subsidy	Provide funds to the Transit Fund (502) to subsidize senior and disabled persons fares for the Santa Ynez Valley Transit.
57023	Street Tree Management	Maintain and manage the City street trees.
70603	Access Ramps	Improve/add access ramps in the City.
70605	Overlay-Crack Seal	Street maintenance and repair.
70608	Projects – Sidewalk Infill and Repair	Repair damaged sidewalks and construct new sidewalks.
70614	Projects – Drainage Improvements	Drainage improvements in the City.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 204 - MEASURE A</b>						
<b>Revenue</b>						
<a href="#">204-2500-803-30002</a>	Sales Tax	\$ 260,813	\$ 359,387	\$ 366,042	\$ 369,084	\$ 369,084
<a href="#">204-2500-803-42001</a>	Interest Income	\$ 489	\$ 862	\$ 250	\$ 250	\$ 250
<a href="#">204-2500-803-43013</a>	Federal-Aid Reimbursement	\$ (537)	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 260,765</b>	<b>\$ 360,249</b>	<b>\$ 366,292</b>	<b>\$ 369,334</b>	<b>\$ 369,334</b>
<b>Expense</b>						
<a href="#">204-2500-803-35005</a>	DAR Subsidy	\$ -	\$ 1,200	\$ 2,000	\$ 5,000	\$ 5,000
<a href="#">204-2500-803-57023</a>	Street Tree Management	\$ -	\$ 19,508	\$ 20,000	\$ 5,000	\$ 5,000
<a href="#">204-2500-803-64001</a>	Rds Exp tx from Genl Fund	\$ 1,200	\$ -	\$ -	\$ -	\$ -
<a href="#">204-2500-803-70603</a>	Access Ramps	\$ -	\$ 3,994	\$ -	\$ 140,000	\$ 140,000
<a href="#">204-2500-803-70605</a>	Overlay-Crack Seal	\$ 136,789	\$ 228,651	\$ -	\$ 180,000	\$ 180,000
<a href="#">204-2500-803-70608</a>	Sidewalk Infill and Repair	\$ 8,541	\$ 31,877	\$ 30,000	\$ 5,000	\$ 5,000
<a href="#">204-2500-803-70609</a>	Curb-Gutter-Sidewalk Rep	\$ 28,763	\$ -	\$ -	\$ -	\$ -
<a href="#">204-2500-803-70612</a>	Slurry Seal-Pvmt Maint	\$ -	\$ -	\$ 332,000	\$ -	\$ -
<a href="#">204-2500-803-70614</a>	Drainage Improvements	\$ 35,954	\$ 24,962	\$ -	\$ 60,000	\$ 60,000
<a href="#">204-2500-803-70618</a>	Alnor Alley Upgrade	\$ 163,414	\$ -	\$ -	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 374,662</b>	<b>\$ 310,192</b>	<b>\$ 384,000</b>	<b>\$ 395,000</b>	<b>\$ 395,000</b>
<b>Increase (Decrease) in Net Position: 204 - MEASURE A:</b>		<b>\$ (113,896)</b>	<b>\$ 50,057</b>	<b>\$ (17,708)</b>	<b>\$ (25,666)</b>	<b>\$ (25,666)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**SKYTT MESA LLMD  
FUND 205  
DEPARTMENT 3500 – SKYTT MESA LLMD**

The Skytt Mesa LLMD fund accounts for assessments collected on parcels in the Skytt Mesa project area. These funds must be used to construct, operate, maintain and service the landscape and lighting improvements in the district. Funds raised by the assessment may only be used for the purposes as stated in the engineers report.

<b>Revenues</b>		
30008	Property Tax – Misc.	Property Taxes generated within the boundaries of the Landscape and Lighting Maintenance District.
42001	Interest Income	Interest generated from funds in LAIF.
<b>Expenses</b>		
53003	Repairs and Maintenance	Miscellaneous repairs and maintenance.
53005	Open Space/Landscape Mt	Projected landscape costs utilizing contractor.
55001	Utilities	PG&E for irrigation system.
55002	Water and Sewer Charges	Monthly water expense for landscaping.
55006	Street Light Power	PGE for Skytt Mesa street lights.
57016	Professional Services	Contract with assessment engineer.
61002	County Processing Fee	County Assessor Fees.
61003	City Administrative Fee	Staff Time for administrative work associated with the Solvang Mesa, LLMD.
70224	Detention Basin Veg Maintenance	Maintenance costs for the detention basin vegetation.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 205 - SKYTT MESA LLMD</b>						
<b>Revenue</b>						
<a href="#">205-3500-804-30008</a>	Property Tax-Misc.	\$ 74,935	\$ 111,063	\$ 153,120	\$ 202,800	\$ 202,800
<a href="#">205-3500-804-42001</a>	Interest Income	\$ 107	\$ 168	\$ 120	\$ 120	\$ 120
<b>Total Revenue:</b>		<b>\$ 75,042</b>	<b>\$ 111,231</b>	<b>\$ 153,240</b>	<b>\$ 202,920</b>	<b>\$ 202,920</b>
<b>Expense</b>						
<a href="#">205-3500-804-53003</a>	Repairs and Maintenance	\$ 1,884	\$ 757	\$ 1,500	\$ 3,750	\$ 3,750
<a href="#">205-3500-804-53005</a>	Open Space/Landscape Mt	\$ 24,576	\$ 24,372	\$ 41,000	\$ 53,000	\$ 53,000
<a href="#">205-3500-804-55001</a>	Utilities	\$ 242	\$ 244	\$ 500	\$ 1,000	\$ 1,000
<a href="#">205-3500-804-55002</a>	Water and Sewer Charges	\$ 28,061	\$ 26,403	\$ 50,000	\$ 66,000	\$ 66,000
<a href="#">205-3500-804-55006</a>	Street Light Power	\$ 1,485	\$ 1,551	\$ 3,500	\$ 5,250	\$ 5,250
<a href="#">205-3500-804-57016</a>	Professional Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<a href="#">205-3500-804-61002</a>	County Admin Fee	\$ -	\$ -	\$ 150	\$ 200	\$ 200
<a href="#">205-3500-804-61003</a>	City Admin Fee	\$ 6,150	\$ 6,415	\$ 6,800	\$ 7,500	\$ 7,500
<a href="#">205-3500-804-70224</a>	Detention Basin Veg Maint	\$ 1,637	\$ 1,400	\$ 2,000	\$ 4,000	\$ 4,000
<b>Total Expense:</b>		<b>\$ 69,035</b>	<b>\$ 66,142</b>	<b>\$ 110,450</b>	<b>\$ 145,700</b>	<b>\$ 145,700</b>
<b>Increase (Decrease) in Net Position: 205 - SKYTT MESA LLMD:</b>		<b>\$ 6,007</b>	<b>\$ 45,089</b>	<b>\$ 42,790</b>	<b>\$ 57,220</b>	<b>\$ 57,220</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**SANTA YNEZ VALLEY BUSINESS IMPROVEMENT DISTRICT  
FUND 700  
DEPARTMENT 1400 - TOURISM**

These revenues are collected through the Tourism Business Improvement District at the rate of \$2.50 per room night for the Cities of Solvang, Buellton, and the County of Santa Barbara. Each entity is entitled to keep 2% of the amount collected and the remainder goes directly to the Santa Ynez Valley Hotel Association (SYVHA). Effective July 1, 2015, Buellton and SB County will send their money directly to the Santa Ynez Valley Hotel Association (SYVHA).

<b>Revenues</b>		
43001	BID Assessment	\$2.50 per room night assessment at City of Solvang motels and hotels.
<b>Expenses</b>		
59016	Distribution to SYV Hotel Association	Distribution to SYV Hotel Association - City of Solvang share of pass thru to Hotel Association equaling 98% of total.
61003	City Administrative Fee	City of Solvang's 2% share collected from hotels and motels in Solvang.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 700 - SYV - TOURISM BUS IMP DIST</b>						
<b>Revenue</b>						
<a href="#">700-1400-400-43001</a>	Tourism Bus Imp Dist Assmt	\$ 624,594	\$ 663,022	\$ 308,222	\$ 400,000	\$ 400,000
<b>Total Revenue:</b>		<b>\$ 624,594</b>	<b>\$ 663,022</b>	<b>\$ 308,222</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>Expense</b>						
<a href="#">700-1400-400-59016</a>	SYVTBID Payments	\$ 617,388	\$ 655,438	\$ 302,058	\$ 392,000	\$ 392,000
<a href="#">700-1400-400-61003</a>	City Admin Fee	\$ 7,206	\$ 7,549	\$ 6,164	\$ 8,000	\$ 8,000
<b>Total Expense:</b>		<b>\$ 624,594</b>	<b>\$ 662,988</b>	<b>\$ 308,222</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>Increase (Decrease) in Net Position: 700 - SYV - TOURISM BUS IMP DIST:</b>		<b>\$ -</b>	<b>\$ 34</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CAPITAL PROJECT FUND



**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**CAPITAL PROJECTS  
FUND 300  
DEPARTMENT 1600 - CAPITAL PROJECTS**

This fund accounts for major grant funded facility and roadway improvement projects. In some cases a small percentage General Fund match is required and the revenue is shown transferred in here.

<b>Revenues</b>		
35006	Bridge Seismic Grant (BRLSZ)	Federal Grant for Alisal Bridge seismic retrofit
42001	Interest Income	Interest generated from funds in LAIF.
<b>Expenses</b>		
70610	Alisal Bridge Seismic Retrofit	Seismic retrofit to prevent collapse during seismic event.
70611	Bicycle Bridge-AP Creek	Bicycle bridge over Alamo Pintado Creek (SR 246).

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 300 - CAPITAL PROJECTS FUND</b>						
<b>Revenue</b>						
<a href="#">300-1600-850-35003</a>	Grant-Indian Gaming	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">300-1600-850-35006</a>	Bridge Seismic Grant	\$ 56,788	\$ 39,932	\$ 1,770,000	\$ 1,603,575	\$ 1,603,575
<a href="#">300-1600-850-42001</a>	Interest Income	\$ 614	\$ 628	\$ 750	\$ 750	\$ 750
<b>Total Revenue:</b>		<b>\$ 57,402</b>	<b>\$ 40,560</b>	<b>\$ 1,770,750</b>	<b>\$ 1,604,325</b>	<b>\$ 1,604,325</b>
<b>Expense</b>						
<a href="#">300-1600-850-70501</a>	HCA - Area A Upgrade	\$ 42,739	\$ -	\$ -	\$ -	\$ -
<a href="#">300-1600-850-70610</a>	Alisal Brdg Seismic Retro	\$ 31,523	\$ 48,780	\$ 1,780,000	\$ 1,693,753	\$ 1,693,753
<a href="#">300-1600-850-70611</a>	AP Creek Bike-Ped Bridge	\$ 60,965	\$ 98,628	\$ 115,000	\$ 10,000	\$ 10,000
<b>Total Expense:</b>		<b>\$ 135,227</b>	<b>\$ 147,407</b>	<b>\$ 1,895,000</b>	<b>\$ 1,703,753</b>	<b>\$ 1,703,753</b>
<b>Increase (Decrease) in Net Position: 300 - CAPITAL PROJECTS FUND:</b>		<b>\$ (77,825)</b>	<b>\$ (106,847)</b>	<b>\$ (124,250)</b>	<b>\$ (99,428)</b>	<b>\$ (99,428)</b>

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# INTERNAL SERVICE FUND



**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**EQUIPMENT AND VEHICLE POOL  
FUND 600  
DEPARTMENT 3000 – EQUIPMENT AND VEHICLE POOL**

This fund accounts for monies transferred from the General, Water and Sewer funds for the replacement of vehicles, copiers, servers, software and large equipment. The useful life and replacement cost of the item is estimated and a pro rata amount is transferred annually to this fund for its replacement after its useful life. The idea is to spread out the cost of large purchases over many years rather than come up with large amounts all in the year of replacement.

<b>Revenues</b>		
40001	Contrib-Water Vehicle	Fund Contribution for future Water Vehicle Replacement.
40002	Contrib-Wastewater Vehicle	Fund Contribution for future Wastewater Vehicle Replacement.
40003	Contrib-WWTP Vehicle	Fund Contribution for future Treatment Plant Vehicle Replacement.
40005	Contrib-Gen Fund Vehicle	Fund Contribution for future General Fund Vehicle Replacement.
40006	Contrib-Gen Fund Equipment	Fund Contribution for future General Fund Equipment Replacement.
40007	Contrib-Water Equip Replacement	Fund Contribution for future Water Equipment Replacement.
40008	Contrib-Wastewater Equip Replacement	Fund Contribution for Wastewater Equipment Replacement.
40009	Contrib-WWTP Equip Replacement	Fund Contribution for future Treatment Plant Equipment Replacement.
40011	Contrib-Gen Fund Office Equipment	Fund Contribution for future General Fund Copiers/Servers/Software.
40012	Contrib-Water Office Equip	Fund Contribution for future Water Copiers/Servers/Software.
40013	Contrib-WWTP Office Equip	Fund Contribution for future WWTP Copiers/Servers/Software.
42001	Interest Income	Interest generated from funds in LAIF.
<b>Expenses</b>		
62009	Vehicle Replacement	Water Department – Purchase of new truck.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 600 - VEHICLE/EQUIPMENT POOL</b>						
<b>Revenue</b>						
<a href="#">600-3000-000-40001</a>	Contrib-Water Vehicle	\$ 10,009	\$ 11,761	\$ 8,910	\$ 8,910	\$ 8,910
<a href="#">600-3000-000-40002</a>	Contrib-Wastewater Vehicle	\$ 40,287	\$ 40,287	\$ 39,460	\$ 39,460	\$ 39,460
<a href="#">600-3000-000-40003</a>	Contrib-WWTP Vehicle	\$ 9,121	\$ 9,121	\$ 8,295	\$ 8,295	\$ 8,295
<a href="#">600-3000-000-40005</a>	Contrib-Gen Fund Vehicle	\$ 26,409	\$ 31,487	\$ 31,487	\$ 31,487	\$ 31,487
<a href="#">600-3000-000-40006</a>	Contrib-GF Equip Replacement	\$ 13,708	\$ 13,708	\$ 12,117	\$ 15,455	\$ 15,455
<a href="#">600-3000-000-40007</a>	Contrib-Water Equip Replacement	\$ 13,045	\$ 13,045	\$ 11,851	\$ 11,851	\$ 11,851
<a href="#">600-3000-000-40008</a>	Contrib-Wastewater Equip Replacement	\$ 4,061	\$ 4,061	\$ 3,464	\$ 3,464	\$ 3,464
<a href="#">600-3000-000-40009</a>	Contrib-WWTP Equip Replacement	\$ 5,843	\$ 5,843	\$ 5,247	\$ 5,247	\$ 5,247
<a href="#">600-3000-000-40011</a>	Contrib-GF Office Equip	\$ 10,250	\$ 10,250	\$ 33,736	\$ 28,247	\$ 28,247
<a href="#">600-3000-000-40012</a>	Contrib-Water Office Equip	\$ 1,250	\$ 1,250	\$ 6,481	\$ 5,609	\$ 5,609
<a href="#">600-3000-000-40013</a>	Contrib-SWR/WWTP Office Equip	\$ 1,000	\$ 1,000	\$ 8,135	\$ 7,400	\$ 7,400
<a href="#">600-3000-000-42001</a>	Interest Income	\$ 2,251	\$ 2,446	\$ 2,500	\$ 2,500	\$ 2,500
<a href="#">600-3000-000-43004</a>	Sale of Surplus Property	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
<b>Total Revenue:</b>		<b>\$ 137,234</b>	<b>\$ 144,259</b>	<b>\$ 171,683</b>	<b>\$ 187,925</b>	<b>\$ 187,925</b>
<b>Expense</b>						
<a href="#">600-1100-000-63012</a>	Office Equip Replacement	\$ 84,069	\$ -	\$ 11,000	\$ -	\$ -
<a href="#">600-1200-000-63012</a>	Office Equip Replacement	\$ -	\$ -	\$ 9,660	\$ -	\$ -
<a href="#">600-1300-000-63006</a>	Equipment Replacement	\$ -	\$ -	\$ 2,985	\$ -	\$ -
<a href="#">600-1300-000-63012</a>	Office Equip Replacement	\$ -	\$ -	\$ 7,825	\$ -	\$ -
<a href="#">600-1600-000-63006</a>	Equipment Replacement	\$ -	\$ -	\$ 8,955	\$ -	\$ -
<a href="#">600-3000-000-62009</a>	Depreciation Expense	\$ 47,975	\$ 40,244	\$ -	\$ 23,000	\$ 23,000
<a href="#">600-5100-000-63006</a>	Equipment Replacement	\$ -	\$ -	\$ 8,955	\$ -	\$ -
<a href="#">600-5100-000-63011</a>	Vehicle Replacement	\$ -	\$ -	\$ -	\$ 34,210	\$ 34,210
<a href="#">600-5100-000-63012</a>	Office Equip Replacement	\$ 11,876	\$ -	\$ 165	\$ -	\$ -
<a href="#">600-5200-000-63006</a>	Equipment Replacement	\$ -	\$ -	\$ 4,478	\$ -	\$ -
<a href="#">600-5300-000-63006</a>	Equipment Replacement	\$ -	\$ -	\$ 4,478	\$ -	\$ -
<a href="#">600-5300-000-63012</a>	Office Equip Replacement	\$ 11,876	\$ -	\$ 165	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 155,796</b>	<b>\$ 40,244</b>	<b>\$ 58,665</b>	<b>\$ 57,210</b>	<b>\$ 57,210</b>
<b>Increase (Decrease) in Net Position: 600 - VEHICLE/EQUIPMENT POOL:</b>		<b>\$ (18,562)</b>	<b>\$ 104,015</b>	<b>\$ 113,018</b>	<b>\$ 130,715</b>	<b>\$ 130,715</b>

# ENTERPRISE FUNDS



**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**WATER FUND 500  
DEPARTMENT 5100 - WATER**

The City's water department is responsible for maintaining an adequate and safe supply of drinking water, performing water leak repairs, fire hydrant maintenance, weekly testing for bacteria, and quarterly testing of all well sites. All water services in Solvang are metered and meter reading is done monthly. There are 32 miles of water mains, 4 pump stations, 3 water wells and 3 storage tanks to operate and maintain.

<b>REVENUES</b>		
31022	Connection Fees	Revenues anticipated from water connection fees.
31023	Inspection Fees	Inspection fees for new connections.
32003	Lease Income	Income generated from the lease of GTE cell sites.
36003	Water Revenue – Fixed Costs	Sales of Water.
36008	Meter Change	Charge for changing out a meter (either downsizing or upsizing).
36009	Water Revenue – Consumption	Sales of Water based on consumer demand.
42001	Interest Income	Interest generated from funds in LAIF.
43004	Surplus Property	Income generated from sale of surplus property.
<b>EXPENSES</b>		
51000	Salaries & Benefits	See position allocation list at front of budget for positions included in this line item.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA.
51009	Employee Medical Exams	New employee medical exams.
51010	Employee Screening	Background checks on new employees.
51012	Education	Courses related to water certifications.
51017	Workers' Comp Retrospective Balance Payment	Payment to California Joint Powers Insurance Authority for activity on outstanding claims.
52002	Membership Dues	AWWA Membership. California Rural Water and USC Foundation.
52003	Supplies	Testing chemicals, chemicals for cl2 analyzers and miscellaneous office supplies.
52004	Utility Bill Printing/Supplies	Utility bill printing and supplies.
52014	Chlorination	Cost of disinfecting water.
52015	Vehicle Fuel	Projected fuel expense for the department.
53003	Repairs and Maintenance	General repair and maintenance of the water system.
53008	Vehicle Repairs & Maint.	Projected vehicle repairs and maintenance for the department.
54001	Office Equipment Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for office equipment.
55003	Communications	Telephone, long distance charges and cell phones.
55004	Line Leases	Monthly telephone lines leases to run telemetry system for wells.
55005	Power for Pumping	Electricity for running well pumps.
55010	Purchased Water	Purchased water.
55011	State Water Payment	Estimated annual State Water payment to SYRWCD ID#1.
55013	Ground Water Charges	Fees for pumping water from the ground water basins.
57003	Cloud Seeding Program and RWUEP	Cloud seeding and Regional Water Use Efficiency Program (County Administrators).
57004	Computer Support	IT Services, Hardware and Software Maintenance Support

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**WATER FUND 500  
DEPARTMENT 5100 - WATER**

<b>EXPENSES</b>		
57009	Insurance	Percentage of property, equipment, and liability insurance from the CJPIA.
57010	Lab Fees	Fees related to testing of water quality.
57011	Lease Payments	Lease payments for copier/printers and postage machine.
57012	Legal Fees	Legal costs for City Attorney services.
57015	Printing and Publishing	Business cards, forms, advertising, color copies & printing.
57016	Professional Services	Reservoir inspection services, IRWMP participation, Cloud Seeding, Regional Water Efficiency Program.
57021	Special Legal	Legal expense for special outside counsel related to Water issues.
57024	Studies	Water and Sewer Rate Study
57028	Underground Alert	Notification services prior to digging.
57030	Water Meter Replacement	Water Meter replacement program.
57055	Sustainable Groundwater Management	Groundwater Sustainability Consultant; Sustainable Groundwater Cost Share with SY River Water Conservation District.
61004	Property Taxes	Property taxes payable to the County for property owned by Water Dept.
61009	Permit Fees	Health Department, Environmental Health, APCD, Hazardous Materials Plan Fee, & Air Quality Mgmt.
62005	Interest Expense	Interest payment on refinanced 2001 Water Bond Debt-original amount \$3 million – final payment in 2016-17.
62008	Repayment of Loan from Sewer Fund	Principal payment on refinanced 2001 Water Bond Debt-original amount \$3 million – final payment in 2016-17.
62009	Depreciation Expense	Depreciation expense capital equipment/projects.
63006	Equipment Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Water equipment
63007	Impellor Repair/Replacement	Repair or replace impellers.
63010	Vehicle Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Water vehicles
70280	Upland Well Development	Activities related to upland well development.
70851	SCADA Upgrades	Computer interface with wells.
70852	River Well Development	Activities related to river well development.
70853	Water Atlas Map Update	Mapping of all city water facilities.
70938	Water Conservation Program	Low Flow Toilet Rebate Program, R.W.U.E.P, W.S. School Assembly.
70945	Reservoir 2 Repair Project	Reservoir 2 Repair Project.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 500 - WATER FUND</b>						
<b>Department: 5100 - Water</b>						
<b>Revenue</b>						
<a href="#">500-5100-501-31022</a>	Connection Fees	\$ 481,283	\$ 497,405	\$ 132,000	\$ 353,943	\$ 353,943
<a href="#">500-5100-501-31023</a>	Inspection Fees	\$ 820	\$ 368	\$ 300	\$ 300	\$ 300
<a href="#">500-5100-501-32003</a>	Lease Income	\$ 16,861	\$ 17,367	\$ 17,000	\$ 17,000	\$ 17,000
<a href="#">500-5100-501-35029</a>	Grant Revenue-Landscape Rebate Prog.	\$ -	\$ 3,386	\$ -	\$ -	\$ -
<a href="#">500-5100-501-36003</a>	Water Revenue	\$ 4,631,124	\$ 4,361,232	\$ 4,300,000	\$ 2,989,790	\$ 2,989,790
<a href="#">500-5100-501-36004</a>	Bulk Water	\$ 183	\$ 2,135	\$ 500	\$ 500	\$ 500
<a href="#">500-5100-501-36008</a>	Meter Change Fee	\$ 290	\$ 1,179	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">500-5100-501-36009</a>	Water Revenue - Consumption	\$ -	\$ -	\$ -	\$ 1,406,960	\$ 1,406,960
<a href="#">500-5100-501-38001</a>	Miscellaneous Income	\$ 10,725	\$ 30,109	\$ 100	\$ 100	\$ 100
<a href="#">500-5100-501-38002</a>	Fines & Penalties	\$ -	\$ 120	\$ -	\$ 20,000	\$ 20,000
<a href="#">500-5100-501-42001</a>	Interest Income	\$ 10,920	\$ 6,943	\$ 16,000	\$ 16,000	\$ 16,000
<a href="#">500-5100-501-43004</a>	Sale of Surplus Property	\$ -	\$ -	\$ 6,000	\$ -	\$ -
<a href="#">500-5100-501-43008</a>	Collection Acct Recovery	\$ 639	\$ 190	\$ 300	\$ 500	\$ 500
<a href="#">500-5100-501-43019</a>	Transfer In from General Fund	\$ -	\$ -	\$ -	\$ 810,000	\$ 810,000
<a href="#">500-5100-501-43021</a>	Accts Payable Discounts	\$ (7)	\$ (37)	\$ -	\$ -	\$ -
	<b>Total Revenue:</b>	<b>\$ 5,152,838</b>	<b>\$ 4,920,397</b>	<b>\$ 4,473,200</b>	<b>\$ 5,616,093</b>	<b>\$ 5,616,093</b>
<b>Expense</b>						
<a href="#">500-5100-501-51000</a>	Salaries	\$ 329,266	\$ 302,970	\$ 317,189	\$ 347,683	\$ 344,686
<a href="#">500-5100-501-51002</a>	FICA	\$ 25,032	\$ 22,397	\$ 24,265	\$ 26,598	\$ 26,368
<a href="#">500-5100-501-51003</a>	Retirement	\$ 75,889	\$ 54,872	\$ 41,130	\$ 43,560	\$ 43,143
<a href="#">500-5100-501-51005</a>	Cafeteria Plan	\$ 45,085	\$ 22,418	\$ 42,451	\$ 51,099	\$ 51,099
<a href="#">500-5100-501-51008</a>	Workers' Comp Ins.	\$ 7,998	\$ 13,658	\$ 19,507	\$ 11,821	\$ 11,892
<a href="#">500-5100-501-51009</a>	Employee Medical Exams	\$ 63	\$ 185	\$ 50	\$ 180	\$ 180
<a href="#">500-5100-501-51010</a>	Employee Screening	\$ -	\$ 62	\$ -	\$ 32	\$ 32
<a href="#">500-5100-501-51011</a>	Recruitment	\$ 331	\$ 337	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">500-5100-501-51012</a>	Education	\$ 494	\$ 1,058	\$ 2,000	\$ 2,000	\$ 2,462
<a href="#">500-5100-501-51014</a>	Safety Gear	\$ 241	\$ 680	\$ 700	\$ 700	\$ 700
<a href="#">500-5100-501-51015</a>	Uniforms	\$ 1,094	\$ 835	\$ 1,600	\$ 1,600	\$ 1,600
<a href="#">500-5100-501-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 13,544	\$ -	\$ -
<a href="#">500-5100-501-51018</a>	CalPERS Liability Reduction	\$ -	\$ 64,664	\$ -	\$ -	\$ -
<a href="#">500-5100-501-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 1,388	\$ 1,376
<a href="#">500-5100-501-52002</a>	Membership Dues	\$ 1,421	\$ 1,315	\$ 1,500	\$ 1,500	\$ 1,500
<a href="#">500-5100-501-52003</a>	Supplies	\$ 5,272	\$ 2,859	\$ 4,000	\$ 4,000	\$ 4,000
<a href="#">500-5100-501-52004</a>	Utility Bill Printing/Supplies	\$ 1,302	\$ 2,537	\$ 2,400	\$ 3,000	\$ 3,000
<a href="#">500-5100-501-52008</a>	Postage	\$ 4,084	\$ 5,362	\$ 8,500	\$ 5,400	\$ 5,400
<a href="#">500-5100-501-52009</a>	Small Equipment	\$ 1,093	\$ 1,440	\$ 4,700	\$ 6,800	\$ 6,800
<a href="#">500-5100-501-52014</a>	Chlorination	\$ 13,160	\$ 10,788	\$ 19,000	\$ 19,000	\$ 19,000
<a href="#">500-5100-501-52015</a>	Vehicle Fuel	\$ 6,575	\$ 4,744	\$ 6,500	\$ 5,000	\$ 5,000
<a href="#">500-5100-501-53003</a>	Repairs and Maintenance	\$ 36,339	\$ 30,346	\$ 38,000	\$ 40,000	\$ 40,000
<a href="#">500-5100-501-53008</a>	Vehicle Repairs & Maint.	\$ 1,511	\$ 2,945	\$ 4,000	\$ 4,000	\$ 4,000
<a href="#">500-5100-501-53010</a>	Computer/Desktop Equipment	\$ -	\$ 2,576	\$ 1,167	\$ 2,910	\$ 2,910
<a href="#">500-5100-501-54001</a>	Office Equip/Computer Rep	\$ 1,250	\$ 1,250	\$ 6,481	\$ 5,609	\$ 5,609
<a href="#">500-5100-501-55003</a>	Communications	\$ 4,400	\$ 4,670	\$ 5,000	\$ 5,000	\$ 5,000
<a href="#">500-5100-501-55004</a>	Line Leases	\$ 468	\$ 456	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">500-5100-501-55005</a>	Power for Pumping	\$ 109,901	\$ 106,154	\$ 130,000	\$ 130,000	\$ 130,000
<a href="#">500-5100-501-55010</a>	Purchased Water	\$ 875,230	\$ 470,350	\$ 750,000	\$ 1,050,380	\$ 1,050,380
<a href="#">500-5100-501-55011</a>	State Water Payment	\$ 2,844,078	\$ 2,902,222	\$ 2,867,000	\$ 2,638,300	\$ 2,638,300
<a href="#">500-5100-501-55013</a>	Ground Water Charges	\$ 6,014	\$ 1,970	\$ 5,000	\$ 6,000	\$ 6,000
<a href="#">500-5100-501-57003</a>	Cloud Seeding Program	\$ 4,455	\$ 3,063	\$ 3,900	\$ 4,000	\$ 4,000
<a href="#">500-5100-501-57004</a>	Computer Support	\$ 18,330	\$ 13,523	\$ 16,630	\$ 19,343	\$ 19,343
<a href="#">500-5100-501-57009</a>	Insurance	\$ 20,338	\$ 12,325	\$ 16,749	\$ 16,455	\$ 16,734
<a href="#">500-5100-501-57010</a>	Lab Fees	\$ 6,314	\$ 6,094	\$ 8,000	\$ 8,000	\$ 8,000
<a href="#">500-5100-501-57011</a>	Lease Payments	\$ 225	\$ 463	\$ 500	\$ 463	\$ 463
<a href="#">500-5100-501-57012</a>	Legal Fees	\$ 9,342	\$ 15,609	\$ 10,000	\$ 10,000	\$ 10,000
<a href="#">500-5100-501-57015</a>	Printing and Publishing	\$ 917	\$ 2,116	\$ 3,600	\$ 3,000	\$ 3,000

**CITY OF SOLVANG  
ANNUAL BUDGET  
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Expense	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
	Actual	Actual	Adopted	Dept Request	Adopted
<a href="#">500-5100-501-57016</a> Professional Services	\$ 901	\$ 394	\$ 3,600	\$ 2,000	\$ 2,000
<a href="#">500-5100-501-57021</a> Special Legal	\$ 16,968	\$ 12,129	\$ 24,000	\$ 30,000	\$ 30,000
<a href="#">500-5100-501-57024</a> Studies	\$ -	\$ -	\$ 55,000	\$ 40,000	\$ 40,000
<a href="#">500-5100-501-57028</a> Underground Alert	\$ 33	\$ -	\$ 200	\$ 200	\$ 200
<a href="#">500-5100-501-57030</a> Water Meter Replacement	\$ 10,800	\$ 74,516	\$ 100,000	\$ 5,000	\$ 59,000
<a href="#">500-5100-501-57047</a> Water Supply Management Plan	\$ -	\$ 36,800	\$ 10,000	\$ 2,500	\$ 2,500
<a href="#">500-5100-501-57052</a> Temporary Agency Services	\$ -	\$ -	\$ -	\$ 23,400	\$ 23,400
<a href="#">500-5100-501-57053</a> Software/Website	\$ -	\$ 3,434	\$ 3,805	\$ 1,132	\$ 1,132
<a href="#">500-5100-501-57055</a> Sustainable Groundwater Mgmt	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
<a href="#">500-5100-501-61004</a> Property Taxes	\$ 64	\$ 65	\$ 90	\$ 90	\$ 90
<a href="#">500-5100-501-61009</a> Permit Fees	\$ 8,886	\$ 9,565	\$ 14,000	\$ 14,000	\$ 14,000
<a href="#">500-5100-501-62003</a> Credit Card Procs. Fee	\$ 837	\$ 786	\$ 2,400	\$ 3,720	\$ 3,720
<a href="#">500-5100-501-62005</a> Interest Expense	\$ 6,879	\$ 5,797	\$ 6,000	\$ 42	\$ 42
<a href="#">500-5100-501-62008</a> Water Imp. Bond Payment	\$ 284,553	\$ 285,095	\$ 285,636	\$ 21,738	\$ 21,738
<a href="#">500-5100-501-62009</a> Depreciation Expense	\$ 224,566	\$ 224,415	\$ 207,000	\$ 223,000	\$ 223,000
<a href="#">500-5100-501-63004</a> Hand Held Meter Readers	\$ 1,450	\$ -	\$ -	\$ -	\$ -
<a href="#">500-5100-501-63005</a> Capital Equipment	\$ -	\$ -	\$ 29,844	\$ -	\$ -
<a href="#">500-5100-501-63006</a> Equipment Replacement	\$ 13,045	\$ 13,045	\$ 11,851	\$ 11,851	\$ 11,851
<a href="#">500-5100-501-63007</a> Pump-Motor-Impellor Maintenance	\$ -	\$ 5,879	\$ 8,000	\$ 10,000	\$ 10,000
<a href="#">500-5100-501-63008</a> Valve & FH Replacment Program	\$ 295	\$ -	\$ -	\$ -	\$ -
<a href="#">500-5100-501-63010</a> Vehicle Replacement	\$ 10,009	\$ 11,761	\$ 8,910	\$ 8,910	\$ 8,910
<a href="#">500-5100-501-70280</a> Upland Well Development	\$ -	\$ 7,912	\$ 800,000	\$ 160,000	\$ 245,000
<a href="#">500-5100-501-70281</a> EIR Study	\$ 19,230	\$ -	\$ -	\$ -	\$ -
<a href="#">500-5100-501-70851</a> SCADA Upgrades	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
<a href="#">500-5100-501-70852</a> River Well Development	\$ 50,209	\$ 730,357	\$ 220,000	\$ 100,000	\$ 100,000
<a href="#">500-5100-501-70853</a> Atlas Map Update	\$ 2,500	\$ -	\$ 10,000	\$ -	\$ -
<a href="#">500-5100-501-70938</a> Water Conservation Program	\$ 1,187	\$ 14,196	\$ 49,700	\$ 6,900	\$ 6,900
<a href="#">500-5100-501-70945</a> Reservoir 2 Repair Project	\$ -	\$ -	\$ -	\$ 310,000	\$ 310,000
<a href="#">500-5100-501-71002</a> Overhead Contribution	\$ 240,065	\$ 247,267	\$ 254,685	\$ 262,325	\$ 262,325
<a href="#">500-5100-501-71005</a> Bad Debt Write Offs	\$ 2,077	\$ 3,543	\$ 5,000	\$ 5,000	\$ 5,000
<a href="#">500-5100-501-71009</a> Miscellaneous	\$ 49	\$ -	\$ -	\$ -	\$ -
<a href="#">500-5100-501-80004</a> Capitalized Assets (Contra Account)	\$ -	\$ (681,149)	\$ -	\$ -	\$ -
<b>Total Expense:</b>	<b>\$ 5,352,114</b>	<b>\$ 5,095,120</b>	<b>\$ 6,501,784</b>	<b>\$ 5,743,629</b>	<b>\$ 5,879,785</b>
<b>Increase (Decrease) in Net Position: 500 - WATER FUND:</b>	<b>\$ (199,276)</b>	<b>\$ (174,723)</b>	<b>\$ (2,028,584)</b>	<b>\$ (127,536)</b>	<b>\$ (263,692)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**WASTEWATER FUND - 501  
DEPARTMENT 5200 - WASTEWATER COLLECTION**

The City's Wastewater Collection department is responsible for the collection sewer system that transports sewage to the wastewater treatment plant. Included in this department is the Alisal lift station and 42 miles of sewer piping.

<b>REVENUES</b>		
36007	Saddle Taps	Permit for lateral connections.
<b>EXPENSES</b>		
51000	Salaries & Benefits	See position allocation list at front of budget for positions included in this line item.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA.
51009	Employee Medical Exams	New employee medical exams.
52003	Supplies	Cleaning products, rubber gloves, small hardware items, marking paint and batteries.
52009	Small Equipment	Misc. Sewer tools, New cleaning hose, Nozzles for Vactor
52010	Chemicals	Used in the collection system.
52011	Fuel for Generator	Alisal lift station emergency generator.
52015	Vehicle Fuel	Projected fuel expense for the department.
52017	Workers' Comp Retrospective Balance Payment	Payment to California Joint Powers Insurance Authority for activity on outstanding claims.
53003	Repairs and Maintenance	Maintenance & repair of sewer collection system, & lift station/pump repair & replacement.
53008	Vehicle Repairs & Maint.	Projected repairs and maintenance for the department.
54001	Office Equipment Replacement	Contribution for replacement of office equipment.
55001	Utilities	Alisal Pump Station.
55003	Communications	Telephone and cell phones.
57004	Computer Support	IT support, hardware and software maintenance support
57009	Insurance	Percentage of property and equipment coverage through CJPIA.
57024	Studies	Water and Sewer Rate Study.
61009	Permit Fees	Permits for WDR, APCD Generator, OSHA pressure vessel, hazardous material, & EPA.
62009	Depreciation Expense	Annual projection calculated on fixed assets.
63010	Vehicle Replacement	Transfer to Equip Replacement Fund to cover replacement costs of vehicles & fund 90% Vactor.
70853	Atlas Map Update	Mapping of all city water facilities.
71002	Overhead Contribution	Calculated on percentage of maintenance and operations.

**CITY OF SOLVANG  
ANNUAL BUDGET  
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		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 501 - WASTEWATER FUND</b>						
<b>Department: 5200 - Wastewater Collection</b>						
<b>Revenue</b>						
<a href="#">501-5200-502-36007</a>	Saddle Taps	\$ 225	\$ 571	\$ 200	\$ 200	\$ 200
<a href="#">501-5200-502-43004</a>	Sale of Surplus Property	\$ -	\$ -	\$ 3,000	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 225</b>	<b>\$ 571</b>	<b>\$ 3,200</b>	<b>\$ 200</b>	<b>\$ 200</b>
<b>Expense</b>						
<a href="#">501-5200-502-51000</a>	Salaries	\$ 140,582	\$ 138,158	\$ 142,544	\$ 143,788	\$ 142,537
<a href="#">501-5200-502-51002</a>	FICA	\$ 10,444	\$ 9,527	\$ 10,804	\$ 10,903	\$ 10,808
<a href="#">501-5200-502-51003</a>	Retirement	\$ 33,905	\$ 26,460	\$ 23,157	\$ 22,991	\$ 22,770
<a href="#">501-5200-502-51005</a>	Cafeteria Plan	\$ 24,254	\$ 5,996	\$ 20,813	\$ 19,568	\$ 19,568
<a href="#">501-5200-502-51008</a>	Workers' Comp Ins.	\$ 3,227	\$ 5,871	\$ 8,685	\$ 4,846	\$ 4,874
<a href="#">501-5200-502-51009</a>	Employee Medical Exams	\$ 433	\$ 184	\$ -	\$ -	\$ -
<a href="#">501-5200-502-51012</a>	Education	\$ 219	\$ 333	\$ 1,455	\$ 1,455	\$ 1,455
<a href="#">501-5200-502-51014</a>	Safety Gear	\$ 223	\$ 210	\$ 500	\$ 500	\$ 500
<a href="#">501-5200-502-51015</a>	Uniforms	\$ 640	\$ 646	\$ 700	\$ 700	\$ 700
<a href="#">501-5200-502-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 6,030	\$ -	\$ -
<a href="#">501-5200-502-51018</a>	CalPERS Liability Reduction	\$ -	\$ 23,809	\$ -	\$ -	\$ -
<a href="#">501-5200-502-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 586	\$ 580
<a href="#">501-5200-502-52002</a>	Membership Dues	\$ 148	\$ -	\$ 200	\$ 200	\$ 200
<a href="#">501-5200-502-52003</a>	Supplies	\$ 1,554	\$ 1,111	\$ 1,500	\$ 2,500	\$ 2,500
<a href="#">501-5200-502-52004</a>	Utility Bill Printing/Supplies	\$ 1,302	\$ 2,189	\$ 2,400	\$ 3,000	\$ 3,000
<a href="#">501-5200-502-52009</a>	Small Equipment	\$ 3,944	\$ 4,284	\$ 6,000	\$ 6,000	\$ 6,000
<a href="#">501-5200-502-52010</a>	Chemicals	\$ -	\$ 19	\$ 300	\$ 300	\$ 300
<a href="#">501-5200-502-52011</a>	Fuel for Generator	\$ -	\$ -	\$ 100	\$ 100	\$ 100
<a href="#">501-5200-502-52015</a>	Vehicle Fuel	\$ 6,838	\$ 6,514	\$ 7,200	\$ 7,200	\$ 7,200
<a href="#">501-5200-502-53003</a>	Repairs and Maintenance	\$ 17,180	\$ 11,480	\$ 15,000	\$ 30,000	\$ 30,000
<a href="#">501-5200-502-53008</a>	Vehicle Repairs & Maint.	\$ 5,103	\$ 3,135	\$ 4,000	\$ 4,000	\$ 4,000
<a href="#">501-5200-502-53010</a>	Computer/Desktop Equipment	\$ -	\$ 83	\$ 474	\$ 292	\$ 292
<a href="#">501-5200-502-54001</a>	Office Equip/Computer Rep	\$ -	\$ -	\$ 2,122	\$ 2,512	\$ 2,512
<a href="#">501-5200-502-55001</a>	Utilities	\$ 1,379	\$ 1,398	\$ 1,550	\$ 1,550	\$ 1,550
<a href="#">501-5200-502-55003</a>	Communications	\$ 1,366	\$ 1,516	\$ 1,700	\$ 1,700	\$ 1,700
<a href="#">501-5200-502-57004</a>	Computer Support	\$ 8,603	\$ 5,637	\$ 7,239	\$ 9,343	\$ 9,343
<a href="#">501-5200-502-57009</a>	Insurance	\$ 10,412	\$ 6,877	\$ 9,928	\$ 9,563	\$ 9,568
<a href="#">501-5200-502-57011</a>	Lease Payments	\$ -	\$ -	\$ 202	\$ 190	\$ 190
<a href="#">501-5200-502-57012</a>	Legal Fees	\$ 99	\$ 165	\$ 300	\$ 300	\$ 300
<a href="#">501-5200-502-57015</a>	Printing and Publishing	\$ -	\$ 147	\$ 300	\$ 300	\$ 300
<a href="#">501-5200-502-57016</a>	Professional Services	\$ 98	\$ 39	\$ -	\$ -	\$ -
<a href="#">501-5200-502-57024</a>	Studies	\$ -	\$ 16,730	\$ 3,500	\$ 4,000	\$ 4,000
<a href="#">501-5200-502-57053</a>	Software/Website	\$ -	\$ 399	\$ 1,544	\$ 556	\$ 556
<a href="#">501-5200-502-61009</a>	Permit Fees	\$ 1,940	\$ 2,904	\$ 3,200	\$ 3,200	\$ 3,200
<a href="#">501-5200-502-62009</a>	Depreciation Expense	\$ 77,682	\$ 80,191	\$ 50,000	\$ 81,000	\$ 81,000
<a href="#">501-5200-502-63005</a>	Capital Equipment	\$ -	\$ -	\$ 14,922	\$ -	\$ -
<a href="#">501-5200-502-63006</a>	Equipment Replacement	\$ 4,061	\$ 4,061	\$ 3,464	\$ 3,464	\$ 3,464
<a href="#">501-5200-502-63009</a>	Vehicle Purchase	\$ -	\$ -	\$ 13,500	\$ -	\$ -
<a href="#">501-5200-502-63010</a>	Vehicle Replacement	\$ 40,287	\$ 40,287	\$ 39,461	\$ 39,461	\$ 39,461
<a href="#">501-5200-502-70853</a>	Atlas Map Update	\$ 2,500	\$ -	\$ 10,000	\$ -	\$ -
<a href="#">501-5200-502-70931</a>	Sewer Line Rehab Program	\$ -	\$ 647,387	\$ 60,000	\$ -	\$ -
<a href="#">501-5200-502-70932</a>	Alisal Liftstation Upgrd	\$ 479	\$ -	\$ -	\$ -	\$ -
<a href="#">501-5200-502-70933</a>	Fredensborg Cyn Extension	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">501-5200-502-71002</a>	Overhead Contribution	\$ 23,786	\$ 24,500	\$ 25,235	\$ 25,992	\$ 25,992
<a href="#">501-5200-502-71003</a>	Loss on Disposal of Assts	\$ 451	\$ -	\$ -	\$ -	\$ -
<a href="#">501-5200-502-80004</a>	Capitalized Assets (Contra Account)	\$ -	\$ (7,387)	\$ -	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 423,139</b>	<b>\$ 1,064,859</b>	<b>\$ 500,029</b>	<b>\$ 442,060</b>	<b>\$ 440,520</b>
<b>Total Department: 5200 - Wastewater Collection:</b>		<b>\$ (422,914)</b>	<b>\$ (1,064,288)</b>	<b>\$ (496,829)</b>	<b>\$ (441,860)</b>	<b>\$ (440,320)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
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**WASTEWATER FUND 501  
DEPARTMENT 5300 – WASTEWATER TREATMENT PLANT**

The City's Wastewater department is responsible for operating the Solvang wastewater treatment plant. The plant is a Sequential Batch Reactor plant and has a capacity of 1.5 million gallons per day. Currently the plant processes approximately 680,000 gallons per day of which, about 100,000 of those gallons is from Santa Ynez. The City is reimbursed by the Santa Ynez Community Services District for its proportionate share.

<b>REVENUES</b>		
31022	Connection Fees	Revenues anticipated from sewer connection fees.
31023	Inspection Fees	Inspection fees for new connections.
36001	Inter-Fund Loan Principal-Water Fund	Principal portion of loan repayment from Water Fund.
36005	Sewer Revenue	Charges for Sewer Treatment
42001	Interest Income	Interest generated from funds in LAIF & Sewer loan to General & Water Funds Repayments.
43008	Collection Acct Recovery	Collection agency recoveries from past due customer billings.
43011	SYCSD Reimbursement	Reimbursement from Santa Ynez Community Services District for use of the WWTP. Include percentage of capital costs.
43016	Inter-Fund Loan Principal-General Fund	Principal portion of loan repayment from General Fund.
<b>EXPENSES</b>		
51000	Salaries & Benefits	See position allocation list at front of budget for positions included in this line item.
51008	Workers' Comp Ins.	3.40% of wages to cover the cost of workers' comp insurance paid to the JPIA.
52002	Membership Dues	Cost for staff memberships to WWTP organizations.
52003	Supplies	Cleaning supplies, paint, gloves, batteries, & office supplies.
52008	Postage	Bulk postage for mailing water and sewer bills.
52010	Chemicals	Cost of chemicals to treat wastewater.
52011	Fuel for Generator	Fuel necessary to operate plant emergency generator.
52017	Workers' Comp Retrospective Balance Payment	Payment to California Joint Powers Insurance Authority for activity on outstanding claims.
53003	Repairs and Maintenance	Repairs and Maintenance of the Wastewater Treatment facility & lift station.
53008	Vehicle Repairs & Maint.	Projected repairs and maintenance for the department's fleet vehicles.
54001	Computer Replacement	Transfer to Equip Replacement Fund to cover replacement costs for office equipment.
55001	Utilities	Electricity to run plant.
55002	Water and Sewer Charges	Water and Sewer Charges to run Plant.
55003	Communications	Telephone and cell phones
57004	Computer Support	IT support, hardware, and software.
57009	Insurance	Percentage of property and equipment coverage through CJPIA.
57010	Lab Fees	Weekly, quarterly and annual BOD, TDS, TSS, Na, Cl, Ph and ground water analysis.
57011	Lease Payments	Lease payment for postage machine.
57012	Legal Fees	Legal costs for City Attorney services.
57015	Printing and Publishing	Cost of printing and advertising.

**CITY OF SOLVANG  
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**WASTEWATER FUND 501  
DEPARTMENT 5300 – WASTEWATER TREATMENT PLANT**

<b>EXPENSES</b>		
57020	Sludge Disposal	Cost of disposing WWTP sludge and is sensitive to oil prices
57024	Studies	Water and Sewer Rate Study
57053	Software/Website	Website hosting, antivirus software.
61004	Property Taxes	Property taxes payable to the County for property owned by Sewer Dept
61009	Permit Fees	Annual WDR, APCD Permit Fees, OSHA Pressure Vessels, SB County Fire and Hazmat Plan
62003	Credit Card Processing Fees	Credit card processing fees.
62009	Depreciation Expense	Annual projection calculated on fixed assets.
63006	Equipment Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Wastewater equipment.
63010	Vehicle Replacement	Transfer to Equipment Replacement Fund to cover replacement costs for Wastewater vehicles.
70928	Perc Pond Bank Restoration	Percolator pond bank restoration.
70941	WWTP Grading and Drainage Improvements	Grading and drainage improvements at the Plant.
71002	Overhead Contribution	Calculated on percentage of maintenance and operations.
71005	Bad Debt Write Offs	Bad debts related to sewer customer accounts.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Department: 5300 - Wastewater Treatment Plant</b>						
<b>Revenue</b>						
<a href="#">501-5300-503-31022</a>	Connection Fees	\$ 265,619	\$ 320,403	\$ 100,000	\$ 189,270	\$ 189,270
<a href="#">501-5300-503-31023</a>	Inspection Fees	\$ -	\$ 1,058	\$ 300	\$ 300	\$ 300
<a href="#">501-5300-503-36001</a>	Loan Principal-Water	\$ 284,553	\$ 285,095	\$ 285,636	\$ 21,738	\$ 21,738
<a href="#">501-5300-503-36005</a>	Sewer Revenue	\$ 1,340,163	\$ 1,359,421	\$ 1,350,000	\$ 1,365,000	\$ 1,365,000
<a href="#">501-5300-503-38001</a>	Miscellaneous Income	\$ 13,436	\$ 9,752	\$ -	\$ -	\$ -
<a href="#">501-5300-503-42001</a>	Interest Income	\$ 11,656	\$ 11,493	\$ 24,285	\$ 15,042	\$ 15,042
<a href="#">501-5300-503-43004</a>	Sale of Surplus Property	\$ -	\$ -	\$ 3,000	\$ -	\$ -
<a href="#">501-5300-503-43008</a>	Collection Acct Recovery	\$ 247	\$ 46	\$ 200	\$ 200	\$ 200
<a href="#">501-5300-503-43011</a>	SYCSD Reimbursement	\$ 274,461	\$ 241,106	\$ 364,000	\$ 291,000	\$ 291,000
<a href="#">501-5300-503-43016</a>	Loan Principal-GF	\$ 162,585	\$ 487,755	\$ -	\$ -	\$ -
	<b>Total Revenue:</b>	<b>\$ 2,352,721</b>	<b>\$ 2,716,130</b>	<b>\$ 2,127,421</b>	<b>\$ 1,882,550</b>	<b>\$ 1,882,550</b>
<b>Expense</b>						
<a href="#">501-5300-503-51000</a>	Salaries	\$ 320,937	\$ 366,621	\$ 353,556	\$ 377,378	\$ 374,088
<a href="#">501-5300-503-51002</a>	FICA	\$ 23,615	\$ 24,549	\$ 26,919	\$ 28,741	\$ 28,489
<a href="#">501-5300-503-51003</a>	Retirement	\$ 75,422	\$ 74,489	\$ 61,347	\$ 62,990	\$ 62,385
<a href="#">501-5300-503-51005</a>	Cafeteria Plan	\$ 49,179	\$ 14,911	\$ 49,026	\$ 49,969	\$ 49,969
<a href="#">501-5300-503-51008</a>	Workers' Comp Ins.	\$ 7,561	\$ 15,612	\$ 21,640	\$ 12,774	\$ 12,848
<a href="#">501-5300-503-51009</a>	Employee Medical Exams	\$ 325	\$ 168	\$ 150	\$ -	\$ -
<a href="#">501-5300-503-51011</a>	Recruitment	\$ 331	\$ -	\$ -	\$ -	\$ -
<a href="#">501-5300-503-51012</a>	Education	\$ 870	\$ 2,726	\$ 7,000	\$ 7,000	\$ 7,000
<a href="#">501-5300-503-51014</a>	Safety Gear	\$ 503	\$ 569	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">501-5300-503-51015</a>	Uniforms	\$ 1,477	\$ 1,467	\$ 1,700	\$ 1,700	\$ 1,700
<a href="#">501-5300-503-51017</a>	Workers' Comp-Retro Bal Pmt	\$ -	\$ -	\$ 15,025	\$ -	\$ -
<a href="#">501-5300-503-51018</a>	CalPERS Liability Reduction	\$ -	\$ 65,110	\$ -	\$ -	\$ -
<a href="#">501-5300-503-51019</a>	Long Term Disability	\$ -	\$ -	\$ -	\$ 1,537	\$ 1,523
<a href="#">501-5300-503-52002</a>	Membership Dues	\$ 678	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">501-5300-503-52003</a>	Supplies	\$ 5,799	\$ 6,237	\$ 6,500	\$ 6,800	\$ 6,800
<a href="#">501-5300-503-52008</a>	Postage	\$ 4,084	\$ 5,299	\$ 5,400	\$ 5,400	\$ 5,400
<a href="#">501-5300-503-52009</a>	Small Equipment	\$ 5,059	\$ 2,930	\$ 2,800	\$ 2,200	\$ 2,200
<a href="#">501-5300-503-52010</a>	Chemicals	\$ 18,175	\$ 17,493	\$ 22,000	\$ 25,000	\$ 25,000
<a href="#">501-5300-503-52011</a>	Fuel for Generator	\$ -	\$ -	\$ 1,500	\$ -	\$ -
<a href="#">501-5300-503-52015</a>	Vehicle Fuel	\$ 7,587	\$ 5,647	\$ 7,200	\$ 7,200	\$ 7,200
<a href="#">501-5300-503-53003</a>	Repairs and Maintenance	\$ 40,395	\$ 49,835	\$ 42,000	\$ 30,000	\$ 30,000
<a href="#">501-5300-503-53008</a>	Vehicle Repairs & Maint.	\$ 2,285	\$ 1,638	\$ 4,500	\$ 4,500	\$ 4,500
<a href="#">501-5300-503-53010</a>	Computer/Desktop Equipment	\$ -	\$ 1,384	\$ 1,118	\$ 682	\$ 682
<a href="#">501-5300-503-54001</a>	Office Equip/Computer Rep	\$ 1,000	\$ 1,000	\$ 6,012	\$ 4,888	\$ 4,888
<a href="#">501-5300-503-55001</a>	Utilities	\$ 113,092	\$ 119,863	\$ 120,000	\$ 120,000	\$ 120,000
<a href="#">501-5300-503-55002</a>	Water and Sewer Charges	\$ 26,868	\$ 27,865	\$ 27,000	\$ 27,000	\$ 27,000

**CITY OF SOLVANG  
ANNUAL BUDGET  
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Expense	2015-2016				
	2013-2014 Actual	2014-2015 Actual	Adopted Budget	2016-2017 Dept Request	2016-2017 Council Adopted
<a href="#">501-5300-503-55003</a> Communications	\$ 4,536	\$ 4,944	\$ 4,600	\$ 4,600	\$ 4,600
<a href="#">501-5300-503-57004</a> Computer Support	\$ 18,939	\$ 13,754	\$ 17,704	\$ 15,211	\$ 15,211
<a href="#">501-5300-503-57009</a> Insurance	\$ 20,984	\$ 14,249	\$ 20,493	\$ 20,500	\$ 20,513
<a href="#">501-5300-503-57010</a> Lab Fees	\$ 14,128	\$ 19,996	\$ 17,000	\$ 17,000	\$ 17,000
<a href="#">501-5300-503-57011</a> Lease Payments	\$ 225	\$ 463	\$ 479	\$ 444	\$ 444
<a href="#">501-5300-503-57012</a> Legal Fees	\$ -	\$ -	\$ 500	\$ 500	\$ 500
<a href="#">501-5300-503-57015</a> Printing and Publishing	\$ 917	\$ 499	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">501-5300-503-57016</a> Professional Services	\$ 598	\$ 39	\$ 1,000	\$ 1,000	\$ 1,000
<a href="#">501-5300-503-57020</a> Sludge Disposal	\$ 68,117	\$ 69,868	\$ 70,000	\$ 70,000	\$ 70,000
<a href="#">501-5300-503-57024</a> Studies	\$ -	\$ -	\$ 59,000	\$ 36,000	\$ 36,000
<a href="#">501-5300-503-57053</a> Software/Website	\$ -	\$ 3,762	\$ 3,646	\$ 1,178	\$ 1,178
<a href="#">501-5300-503-57056</a> Bank Restoration Maintenance	\$ -	\$ -	\$ -	\$ 23,000	\$ 23,000
<a href="#">501-5300-503-61004</a> Property Taxes	\$ 1,231	\$ 1,238	\$ 1,500	\$ 1,500	\$ 1,500
<a href="#">501-5300-503-61009</a> Permit Fees	\$ 15,321	\$ 17,201	\$ 19,000	\$ 19,000	\$ 19,000
<a href="#">501-5300-503-62003</a> Credit Card Proces. Fee	\$ 837	\$ 1,036	\$ 2,400	\$ 3,720	\$ 3,720
<a href="#">501-5300-503-62009</a> Depreciation Expense	\$ 383,073	\$ 329,636	\$ 410,000	\$ 350,000	\$ 350,000
<a href="#">501-5300-503-63004</a> Hand Held Meter Readers	\$ 1,450	\$ -	\$ -	\$ -	\$ -
<a href="#">501-5300-503-63005</a> Capital Equipment	\$ -	\$ -	\$ 14,922	\$ -	\$ -
<a href="#">501-5300-503-63006</a> Equipment Replacement	\$ 5,843	\$ 5,843	\$ 5,247	\$ 5,247	\$ 5,247
<a href="#">501-5300-503-63009</a> Vehicle Purchase	\$ -	\$ -	\$ 13,500	\$ -	\$ -
<a href="#">501-5300-503-63010</a> Vehicle Replacement	\$ 9,121	\$ 9,121	\$ 8,295	\$ 8,295	\$ 8,295
<a href="#">501-5300-503-70928</a> Perc Pond Bank Restoration	\$ -	\$ 15,211	\$ 23,000	\$ -	\$ -
<a href="#">501-5300-503-70934</a> Garage Structure	\$ -	\$ 4,625	\$ 285,000	\$ -	\$ -
<a href="#">501-5300-503-70939</a> Waterline Repair Project	\$ -	\$ 125,538	\$ -	\$ -	\$ -
<a href="#">501-5300-503-70941</a> WWTP Grading & Drainage Improvements	\$ -	\$ -	\$ 20,000	\$ 40,000	\$ 40,000
<a href="#">501-5300-503-71002</a> Overhead Contribution	\$ 125,570	\$ 129,337	\$ 133,217	\$ 137,214	\$ 137,214
<a href="#">501-5300-503-71003</a> Loss on Disposal of Assts	\$ 451	\$ -	\$ -	\$ -	\$ -
<a href="#">501-5300-503-71005</a> Bad Debt Write Offs	\$ 629	\$ 1,898	\$ 1,500	\$ 1,500	\$ 1,500
<a href="#">501-5300-503-80004</a> Capitalized Assets (Contra Account)	\$ -	\$ (768,417)	\$ -	\$ -	\$ -
<b>Total Expense:</b>	<b>\$ 1,377,213</b>	<b>\$ 805,255</b>	<b>\$ 1,917,396</b>	<b>\$ 1,534,668</b>	<b>\$ 1,530,594</b>
<b>Total Department: 5300 - Wastewater Treatment Plant:</b>	<b>\$ 975,508</b>	<b>\$ 1,910,875</b>	<b>\$ 210,025</b>	<b>\$ 347,882</b>	<b>\$ 351,956</b>
<b>Increase (Decrease) in Net Position: 501 - WASTEWATER FUND:</b>	<b>\$ 552,594</b>	<b>\$ 846,586</b>	<b>\$ (286,804)</b>	<b>\$ (93,978)</b>	<b>\$ (88,364)</b>

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**TRANSIT FUND 502  
DEPARTMENT 5000 - TRANSIT**

This is an Enterprise Fund for the City's public transportation operations. Revenues in this fund are from Federal and State transit sources and fare box receipts. Expenses in this fund are solely for transit purposes. Routes link Buellton, Santa Ynez, Solvang, Los Olivos, and Santa Maria. The system is known as the Santa Ynez Valley Transit or SYVT.

<b>REVENUES</b>		
35005	Buellton-SB County DAR Subsidy	Subsidy for senior and disabled transit users.
35012	FTA Section 5311 thru Cal Trans	Federal operating assistance as a subrecipient of Caltrans for rural public transit operators.
35015	99260 State TDA-LTF Article 4 and 8	Local Transportation funding from the state of Calif bond sales for unmet transit needs.
35020	Measure A Para-transit Section 4A	Para-transit (Dial a ride) revenues remitted with local sales tax Measure A funds allocated by SBCAG.
35021	Fare Box Revenue	Revenues collected from fare boxes located on Transit Buses & from Dial-a-Ride customers.
35028	PTMISEA	Public Transportation Modernization Improvement & Service Enhancement-Prop 1B transit funds.
42001	Interest Income	Interest generated from funds in LAIF.
43020	Transfer from Special Revenue	Measure A funds to be used for senior and disabled transit users.
<b>EXPENSES</b>		
52009	Small Equipment	Fair Vault for Bus, Monitor, Radio, Other Misc.
55003	Communications	Costs for telephone, cell phones and radios.
56002	Breeze Extension	Contract payments to transit provider for regional service to Santa Maria.
56003	Wine Country Express	Contract payments to provider for regional service to Lompoc.
56010	Transit Operations Contract	Annual contract payments to transit provider.
57001	Advertising & Promotion	SYVT advertising and promotion.
57004	Computer Support	Proportionate share of IT services and computer hardware and software support contracts.
57011	Lease Payments	Rental of Office Space.
57015	Printing and Publishing	Printing costs for public outreach.
57016	Professional Services	Professional service contract to oversee operations of SYVT.
62009	Depreciation Expense	Depreciation expense for transit vehicles and equipment.
70285	Bus Stops/Signage	General repairs/maintenance.
71002	Overhead Contribution	Percentage of maintenance, operations and administrative overhead.

**CITY OF SOLVANG  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

		2013-2014	2014-2015	2015-2016	2016-2017	2016-2017 Council
		Actual	Actual	Adopted Budget	Dept Request	Adopted
<b>Fund: 502 - TRANSIT FUND</b>						
<b>Revenue</b>						
<a href="#">502-5000-850-35005</a>	DAR Subsidy	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
<a href="#">502-5000-850-35012</a>	Section 5311 FTA	\$ 154,743	\$ 292,901	\$ 317,674	\$ 189,028	\$ 189,028
<a href="#">502-5000-850-35015</a>	99260 Transit Article 4	\$ 465,164	\$ 497,754	\$ 733,301	\$ 618,579	\$ 618,579
<a href="#">502-5000-850-35020</a>	Paratransit-Section 4A	\$ 40,035	\$ 12,580	\$ 8,000	\$ 8,000	\$ 8,000
<a href="#">502-5000-850-35021</a>	Fare Box Revenue	\$ 66,213	\$ 64,087	\$ 68,000	\$ 68,000	\$ 68,000
<a href="#">502-5000-850-35028</a>	PTMISEA-Transit	\$ 164,446	\$ 132,621	\$ 92,000	\$ 30,000	\$ 30,000
<a href="#">502-5000-850-42001</a>	Interest Income	\$ 1,475	\$ 1,610	\$ 2,000	\$ 2,000	\$ 2,000
<a href="#">502-5000-850-43004</a>	Sale of Surplus Property	\$ -	\$ 7,500	\$ 12,000	\$ -	\$ -
<a href="#">502-5000-850-43018</a>	Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
<a href="#">502-5000-850-43020</a>	Transf from Spec Revenue	\$ 1,200	\$ 1,200	\$ 2,000	\$ 5,000	\$ 5,000
<b>Total Revenue:</b>		<b>\$ 895,676</b>	<b>\$ 1,012,653</b>	<b>\$ 1,237,375</b>	<b>\$ 923,007</b>	<b>\$ 923,007</b>
<b>Expense</b>						
<a href="#">502-5000-850-52002</a>	Membership Dues	\$ -	\$ 415	\$ 461	\$ 473	\$ 473
<a href="#">502-5000-850-52003</a>	Supplies	\$ -	\$ -	\$ 205	\$ 250	\$ 250
<a href="#">502-5000-850-52008</a>	Postage	\$ 3,151	\$ 283	\$ 3,690	\$ 3,800	\$ 3,800
<a href="#">502-5000-850-52009</a>	Small Equipment	\$ -	\$ 2,056	\$ 500	\$ 500	\$ 500
<a href="#">502-5000-850-52015</a>	Vehicle Fuel	\$ 86,972	\$ 77,240	\$ 100,940	\$ 103,968	\$ 103,968
<a href="#">502-5000-850-53003</a>	Repairs and Maintenance	\$ -	\$ 981	\$ 200	\$ 250	\$ 250
<a href="#">502-5000-850-53008</a>	Vehicle Repairs & Maint.	\$ 7,707	\$ 9,376	\$ 15,000	\$ 15,000	\$ 15,000
<a href="#">502-5000-850-55001</a>	Utilities	\$ 1,020	\$ 1,078	\$ 1,000	\$ 1,300	\$ 1,300
<a href="#">502-5000-850-55003</a>	Communications	\$ 2,491	\$ 2,640	\$ 3,000	\$ 4,299	\$ 4,299
<a href="#">502-5000-850-56002</a>	Breeze 200	\$ 39,095	\$ 4,162	\$ 50,000	\$ 50,000	\$ 50,000
<a href="#">502-5000-850-56003</a>	Wine Country Express	\$ 20,000	\$ 20,000	\$ 22,500	\$ 22,500	\$ 22,500
<a href="#">502-5000-850-56010</a>	Transit Contract	\$ 360,286	\$ 358,302	\$ 406,450	\$ 488,000	\$ 488,000
<a href="#">502-5000-850-57001</a>	Marketing & Advertising	\$ 19,761	\$ 28,973	\$ 30,220	\$ 35,923	\$ 35,923
<a href="#">502-5000-850-57004</a>	Computer Support	\$ 300	\$ 300	\$ 500	\$ 500	\$ 500
<a href="#">502-5000-850-57009</a>	Insurance	\$ 8	\$ 25	\$ 33	\$ 29	\$ 29
<a href="#">502-5000-850-57011</a>	Lease Payments	\$ 4,860	\$ 4,860	\$ 5,125	\$ 5,100	\$ 5,100
<a href="#">502-5000-850-57015</a>	Printing and Publishing	\$ 2,684	\$ 4,356	\$ 8,200	\$ 8,500	\$ 8,500
<a href="#">502-5000-850-57016</a>	Professional Services	\$ 34,803	\$ 31,860	\$ 40,270	\$ 35,000	\$ 35,000
<a href="#">502-5000-850-57026</a>	Studies/Transit	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
<a href="#">502-5000-850-57054</a>	Demonstration Project - Transit	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
<a href="#">502-5000-850-62009</a>	Depreciation Expense	\$ 86,086	\$ 93,864	\$ 61,500	\$ 115,000	\$ 115,000
<a href="#">502-5000-850-63011</a>	Vehicle Replacement	\$ -	\$ 1,156	\$ 155,000	\$ -	\$ -
<a href="#">502-5000-850-70227</a>	Transit - Parking Lot Upgrades	\$ -	\$ -	\$ -	\$ -	\$ 30,000
<a href="#">502-5000-850-70285</a>	Bus Stops/Signage	\$ -	\$ -	\$ 1,000	\$ 250	\$ 250
<a href="#">502-5000-850-70804</a>	Bus Stop Improvements/Upgrades	\$ -	\$ 191,145	\$ -	\$ -	\$ -
<a href="#">502-5000-850-71002</a>	Overhead Contribution	\$ 50,550	\$ 52,067	\$ 53,629	\$ 55,237	\$ 55,237
<a href="#">502-5000-850-71003</a>	Loss on Disposal of Assts	\$ 12,446	\$ 22,290	\$ -	\$ -	\$ -
<a href="#">502-5000-850-80004</a>	Capitalized Assets (Contra Account)	\$ -	\$ (191,145)	\$ -	\$ -	\$ -
<b>Total Expense:</b>		<b>\$ 732,220</b>	<b>\$ 716,282</b>	<b>\$ 959,423</b>	<b>\$ 1,040,879</b>	<b>\$ 1,070,879</b>
<b>Increase (Decrease) in Net Position: 502 - TRANSIT FUND:</b>		<b>\$ 163,456</b>	<b>\$ 296,371</b>	<b>\$ 277,952</b>	<b>\$ (117,872)</b>	<b>\$ (147,872)</b>

RESOLUTION NO. 16-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SOLVANG ADOPTING A BUDGET FOR FISCAL YEAR 2016/17**

WHEREAS, the City of Solvang is required to appropriate and expend public funds to conduct its business on a day-to-day basis; and

WHEREAS, the City Council and City Staff have expended many hours preparing and reviewing the City's needs; and

WHEREAS, the City Council finds and determines that the efficiency, economy, and effectiveness of City government operations would be substantially impaired if such appropriations or expenditures could not be incurred or paid on a daily basis, and

WHEREAS, Section 37208 of the California Government Code provides that payments or demands conforming to a budget approved by ordinance or resolution need not be audited by the City Council prior to payment; and

WHEREAS, the City Council acknowledges the continuing efforts of staff to operate within an approved budget and manage savings wherever feasible.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Solvang, California adopts the Fiscal Year 2016/17 Annual Budget as summarized below.

	GENERAL FUND 100	AB1600 IMPACT FEES 200	TRAFFIC SAFETY 201	GAS TAX 202	LOCAL TRANSP FUNDS 203	MEASURE A 15	SKYTT MESA LLMD 205	CAPITAL PROJECTS 300	WATER 500	WASTEWATER 501	TRANSIT 502	VEHICLE EQUIP REPLACEMEN 600	SYV TOURISM BID 700	GRAND TOTAL ALL FUNDS
TOTAL ESTIMATED REVENUES	\$ 7,593,397	\$ 263,303	\$ 10,000	\$ 118,569	\$ 84,353	\$ 369,334	\$ 202,920	\$ 1,604,325	\$ 5,616,093	\$ 1,882,750	\$ 923,007	\$ 187,925	\$ 400,000	\$ 19,255,976
TOTAL ESTIMATED EXPENSES	\$ 8,231,540	\$ 75,000	\$ 10,000	\$ 118,569	\$ 25,000	\$ 395,000	\$ 145,700	\$ 1,703,753	\$ 5,879,785	\$ 1,971,114	\$ 1,070,879	\$ 57,210	\$ 400,000	\$ 20,083,550
ESTIMATED INCREASE (DECREASE) TO NET POSITION	\$ (638,143)	\$ 188,303	\$ -	\$ -	\$ 59,353	\$ (25,666)	\$ 57,220	\$ (99,428)	\$ (263,692)	\$ (88,364)	\$ (147,872)	\$ 130,715	\$ -	\$ (827,574)

PASSED, APPROVED AND ADOPTED by the City Council of the City of Solvang this 27th day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jim Richardson, Mayor

ATTEST:

\_\_\_\_\_  
Lisa S. Martin, City Clerk



**CITY COUNCIL  
STAFF REPORT**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Matt van der Linden, Public Works Director/City Engineer

**MEETING DATE:** June 27, 2016

**DATE PREPARED:** June 17, 2016

**SUBJECT: ALAMO PINTADO CREEK BIKE-PEDESTRIAN BRIDGE PROJECT  
UPDATE & COOPERATIVE AGREEMENT**

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**I. RECOMMENDATIONS:**

Receive update and provide staff with direction on the Alamo Pintado Creek Bike-Ped Bridge Project including:

1. Whether or not to execute a Cooperative Agreement with SBCAG for Measure A funding.
2. Whether to continue or to cancel the Bike-Ped Bridge Project.
3. Possible funding contribution towards future Caltrans Highway 246 bridge replacement/widening project.

**II. BACKGROUND:**

At its regular meeting of March 12, 2012 the City Council considered alternative uses of the remaining Indian Gaming funds after canceling the Mission Drive & Alamo Pintado Road Intersection Improvement Project (that included replacement/widening of the Hwy 246 bridge over Alamo Pintado Creek). The City Council directed staff to proceed with a project that included a bicycle-pedestrian bridge over Alamo Pintado Creek and a westbound left turn lane at High Meadow Road. These are projects that had been considered several years earlier as part of a failed land development project off High Meadow Road.

The City Council awarded a professional services contract with Wallace Group for the Alamo Pintado Creek Bike-Ped Bridge Project at its regular meeting of September 24, 2012. In addition to the bike-ped bridge, the Project included the westbound left turn

lane at High Meadow Road. During preliminary design, hydrology and hydraulic issues connected with the proposed bike-ped bridge resulted in a delay on the project. At its regular meeting of August 26, 2013 these issues were discussed and City Council directed staff to obtain a flowage easement from the adjacent property owner. Staff prepared the easement documents, obtained an appraisal, negotiated with the Nielsen family, and the necessary flowage easement was recorded on January 28, 2014.

To comply with Caltrans design standards, a lengthy and costly retaining wall is required along the south side of the road to provide adequate shoulder width when widening Highway 246 to add a left turn lane at High Meadow Road. Therefore, as a result of these cost and permitting concerns, staff permanently separated the two projects and directed Wallace Group to prepare fully separate plans and specifications for the: 1) Alamo Pintado Creek Bike-Ped Bridge Project; and 2) Hwy 246 - High Meadow Road Left Turn Lane. Plans for the High Meadow Road Left Turn Lane were 90% complete at that time and staff directed the Wallace Group to focus their efforts on the Bike-Ped Bridge Project. At its regular meeting of June 23, 2014 these issues were discussed and City Council directed staff to drop the Hwy 246 - High Meadow Road Left Turn Lane, and proceed only with the Alamo Pintado Creek Bike-Ped Bridge Project. Plans for the Bike-Ped Bridge were approximately 50% complete at that time.

### **III. DISCUSSION:**

Since July of 2014 the environmental work for the Bike-Ped Bridge Project has been completed. Design of the bridge abutments was completed and the final hydraulics analysis was submitted to Caltrans Structure Hydraulics Division in Sacramento for approval. (This is a required step toward eventually obtaining a Caltrans Encroachment Permit to construct the Project.) Several months delay was experienced due to Caltrans heavy workload, and multiple iterations by our design team to fine tune the abutment design, bridge profile and hydraulic calculations to avoid producing scour at the highway bridge.

In February 2016, as part of their evaluation of the proposed Bike-Ped Bridge, Caltrans performed their own detailed hydraulics analysis and determined that the Highway 246 bridge over Alamo Pintado Creek is "scour critical." This means that under very heavy flow conditions scour along the bridge piers will occur weakening the load carrying capability of the bridge structure. In March 2016 the final determination by Caltrans identified that the proposed Bike-Ped Bridge would produce additional scour to the Highway 246 bridge. Under this condition, Caltrans would normally deny the Encroachment Permit to construct the proposed Project. However, since the additional scour that would be produced by the proposed Bike-Ped Bridge is considered relatively minor, Caltrans Structure Hydraulics Division has determined an acceptable mitigation strategy would be to add a scour monitoring system on the highway bridge to minimize risk during floods. Such a system would include tilt sensors on each pier and a water level sensor placed on the superstructure. The cost for such a system is approximately \$30,000 (including design and construction).

In addition, since the existing Highway bridge has been determined to be scour critical, Caltrans Structure Maintenance & Investigations Division in Sacramento has recommended to the Caltrans District 5 staff that this bridge be replaced and added to the SHOPP program in 2020 with construction scheduled for FYs 2023-2024. We were also informed that Caltrans procedure for prioritizing projects under the SHOPP program are changing to transfer more of the prioritizing authority to the District 5 office. Therefore, City staff made efforts to contact appropriate Caltrans District 5 staff to obtain their thought on the prioritization and potential scheduling of the Highway 246 bridge replacement and widening.

City staff spoke with Aileen Loe, Caltrans District 5 Deputy Director of Planning & Local Assistance. Based on this conversation we understand the following:

1. Caltrans' new process to prioritize projects in the SHOPP program is not yet finalized.
2. The Highway 246 bridge over Alamo Pintado Creek will be reviewed for prioritization in FY 2017-18.
3. Although highly probable, it is not guaranteed that the bridge will be recommended for replacement. Some other strategy to address the scour, reactive aggregate and other deficiencies may be implemented.
4. It is possible the bridge replacement/widening project could be programmed as early as FY 2019-20 but could be a few years later.
5. It typically takes Caltrans about 4 years from the year the project is programmed to complete construction. Therefore, if programmed in FY 2019-20, construction could potentially be completed by FY 2023-24.
6. Prioritization of the bridge replacement/widening project could be upgraded with financial participation by the City of Solvang.

In early 2014 SBCAG staff identified projected cost savings in North County Measure A funding of approximately \$5.73 million as a result of the favorable bidding climate during the recession and their ability to use Measure A to leverage outside funding for the U.S. 101 Union Valley Parkway interchange, U.S. 101 Santa Maria River Bridge, and Union Valley Parkway arterial projects. In August 2014, the North County Sub-regional Committee identified a priority list of projects to be funded by the cost savings. The committee supported allocating cost savings to fund shortfalls on three projects under development, two "early action" projects, two Hwy 101 sound walls, and two bicycle and pedestrian projects including the Alamo Pintado Creek Bike-Ped Bridge Project in the amount of \$600,000.

The SBCAG board approved the Committee's recommended allocations at its November 20, 2014 meeting. In January 2016, the Alamo Pintado Creek Bike-Ped Bridge Project was amended into the Measure A Investment Plan by a 2/3 vote of the SBCAG board. At this time, if the City Council chooses to proceed with this Project and secure the \$600,000 Measure A funding, the City Council must approve and execute a cooperative funding agreement with SBCAG. See attachment.

Costs, funding and expenditures to date associated with the Bike-Ped Bridge Project (including 90% design of Left Turn Lane) are summarized in the table below.

Description	Amount (\$)
<b>Indian Gaming Funds available July 1, 2012</b>	<b>\$371,263</b>
<b>Wallace Group contract with amendments</b>	<b>\$295,784</b>
<b>Project expenditures as of May 31, 2016</b>	<b>\$198,717</b>
<b>Additional cost for bridge scour mitigation design</b>	<b>\$10,000</b>
<b>Additional cost for bridge scour mitigation construction</b>	<b>\$20,000</b>
<b>Bike-Ped Bridge - Construction Cost Estimate with Contingency</b>	<b>\$1,054,000</b>
<b>Bike-Ped Bridge - Construction Management &amp; Inspection</b>	<b>\$150,000</b>
<b>Total Construction Cost:</b>	<b>\$1,224,000</b>
<b>Estimated Construction Cost of Caltrans Hwy 246 Bridge Replacement/Widening</b>	<b>\$12 Million</b>
<b>Projected balance of Indian Gaming funds if design phase is completed</b>	<b>\$65,000</b>
<b>Projected balance of Indian Gaming funds if Bike-Ped Bridge Project is dropped *</b>	<b>\$163,000</b>
<b>SBCAG Measure A Funding</b>	<b>\$600,000</b>
<b>Solvang Funding</b>	<b>\$559,000</b>

\* The Indian Gaming funds were originally to be used for the City’s highway bridge widening/replacement project. Thus these funds could continue to be used with a Caltrans highway bridge replacement/widening project.

**IV. ALTERNATIVES:**

If Caltrans proceeds with the Alamo Pintado Creek bridge replacement project it would necessitate the removal of the bicycle-pedestrian bridge proposed to be constructed in the City of Solvang’s project. If constructed by the City, there would be a potential to relocate the structure to another location within the City as a bicycle-pedestrian improvement. A possible location would be Hans Christian Andersen Park.

The City Council could choose to approve and execute the Cooperative Agreement with SBCAG and proceed with the Alamo Pintado Creek Bike-Ped Bridge Project; or cancel the Bike-Ped Bridge Project and designate cost share (if any) the City would contribute towards the future Caltrans Highway 246 bridge replacement/widening project; or provide alternative direction to staff as deemed appropriate.

**V. FISCAL IMPACT:**

An agreement is in place with Wallace Group to complete all remaining engineering and permitting to proceed with the Bike-Ped Bridge Project, with a \$10,000 Amendment

needed to cover the design of the bridge scour monitoring system. However, funding to complete this contract has not been included in the propose FY 2016-17 Budget pending City Council direction. If the City Council chooses to proceed with the Cooperative Agreement and Bike-Ped Bridge Project an increase to account number 300-1600-850-70611 of \$100,000 would be incorporated into the final FY 2016-17 Budget. Construction would be budgeted to proceed in FY 2017-18. Funding for construction would consist of approximately \$600,000 in surplus Measure A funds through SBCAG and \$624,000 of City funds (Traffic Mitigation, Measure A Mission Drive, remaining Indian Gaming funds, or General Fund).

It is estimated that only \$65,000 of Indian Gaming funds will be available for use towards construction after completion of the design phase. If design work is ceased at this time, approximately \$163,000 in Indian Gaming funds will remain.

**VI. ATTACHMENTS:**

SBCAG-Solvang Cooperative (Funding) Agreement with exhibits.



**MEASURE A COOPERATIVE AGREEMENT  
FOR THE CONSTRUCTION OF THE SOLVANG  
ALAMO PINTADO CREEK BICYCLE-PEDESTRIAN BRIDGE**



This Cooperative Agreement ("Agreement") is made and entered into on \_\_\_\_\_ by and between the City of Solvang ("SPONSOR") and the SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS, acting as the Santa Barbara County Local Transportation Authority ("AUTHORITY").

**RECITALS**

WHEREAS, AUTHORITY and SPONSOR desire to enter into a Cooperative Agreement for funding of certain transportation improvements in Santa Barbara County pursuant to the authority provided by the Road Repair, Traffic Relief and Transportation Safety Measure ("MEASURE A") which was approved by the voters of Santa Barbara County on November 4, 2008; and

WHEREAS, SPONSOR has identified a bicycle and pedestrian improvement project including a bridge spanning Alamo Pintado Creek adjacent to Highway 246 and sidewalk and driveway improvements along Highway 246, as described in **Exhibit A**, and that are herein referred to as "PROJECT"; and

WHEREAS, SPONSOR requested that PROJECT be considered for receiving MEASURE A Regional cost savings in June 2014; and

WHEREAS, in August 2014, AUTHORITY prioritized the PROJECT for funding at its North County Subregional Committee ("COMMITTEE") meeting; and

WHEREAS, in November 2014, AUTHORITY approved an allocation of up to \$600,000 from MEASURE A funds to SPONSOR as a contribution to the overall cost of the PROJECT; and

WHEREAS, on September 28, 2015, SPONSOR certified the environmental document and approved the PROJECT.

WHEREAS, in January 2016, the PROJECT was amended into the MEASURE A Investment Plan by a 2/3 vote of the Authority's board of directors; and

WHEREAS, SPONSOR has approved additional local funding to use in combination with the MEASURE A funding, as shown in **Exhibit B**; and

WHEREAS, SPONSOR agrees to abide by the terms and conditions of the AUTHORITY as set forth herein for the receipt of MEASURE A funds; and

WHEREAS, AUTHORITY agrees to provide funding for the PROJECT according to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and undertakings herein made and the mutual benefits to be derived therefrom, SPONSOR and AUTHORITY represent, covenant and agree as follows:

**MEASURE A COOPERATIVE AGREEMENT**  
FOR THE CONSTRUCTION OF THE SOLVANG  
ALAMO PINTADO CREEK BICYCLE-PEDESTRIAN BRIDGE



SECTION I  
COVENANTS OF SPONSOR

1.01. PROJECT Description and Scope. A description of the PROJECT, including the scope of work, limits, agency roles, project purpose and transportation benefits is attached as **Exhibit A**, and incorporated herein by this reference.

1.01.a. Change In Project Scope. Any change in PROJECT scope from that described in **Exhibit A** must be first approved in writing by the AUTHORITY to be eligible for reimbursement.

1.02. PROJECT Costs and Funding. An estimate of the capital and project support costs for the PROJECT and the funds required by SPONSOR, including the anticipated amount of MEASURE A funds to be contributed by AUTHORITY, is attached as **Exhibit B**, and incorporated herein by this reference.

1.02.a. Measure A Percentage Share Defined. For this Agreement, the MEASURE A share of the overall PROJECT costs shall be equal to SPONSOR's contribution to the PROJECT, but not to exceed \$600,000 as shown in **Exhibit B**.

1.02.b. Eligible Reimbursement Costs. Eligible reimbursement costs are those costs associated with the PROJECT scope described in **Exhibit A** or approved by the AUTHORITY. In no event shall expenses incurred prior to the execution of this Agreement be considered as eligible costs for reimbursement by MEASURE A funds.

1.03. PROJECT Schedule. A schedule of the milestones to complete the PROJECT is shown in **Exhibit C**, and incorporated herein by this reference. To the best of its ability, SPONSOR will meet the PROJECT milestones required of SPONSOR in accordance with **Exhibit C**. SPONSOR will alert AUTHORITY should there be deviations from the projected schedule described in **Exhibit C**. SPONSOR may submit extension requests to modify or adjust the PROJECT schedule. AUTHORITY will evaluate extension requests and shall not unreasonably withhold approval.

1.04. Invoices and Progress Reports. It is understood that the SPONSOR will enter into a construction contract for the PROJECT and costs attributed to the construction of the PROJECT will be submitted by SPONSOR to AUTHORITY for reimbursement from MEASURE A funds committed by AUTHORITY under this Agreement. SPONSOR may submit invoices for reimbursement on a monthly basis and SPONSOR shall provide AUTHORITY with progress report of activities completed for the PROJECT to accompany the invoice. Invoices and progress reports shall include the information outlined in Section 1.04.a and section 1.04.b respectively.

1.04.a. Invoices. SPONSOR will provide the AUTHORITY with one (1) copy of all invoices submitted directly to SPONSOR by every contractor, subcontractor, consultant, or subconsultant performing work related to the PROJECT. Should SPONSOR seek reimbursement for its own costs, SPONSOR shall provide payroll records for SPONSOR's employees that show hours for which SPONSOR is seeking reimbursement, and invoices supporting direct expenses billed to PROJECT by

**MEASURE A COOPERATIVE AGREEMENT**  
FOR THE CONSTRUCTION OF THE SOLVANG  
ALAMO PINTADO CREEK BICYCLE-PEDESTRIAN BRIDGE



SPONSOR. AUTHORITY and SPONSOR acknowledge that SPONSOR is the lead or implementing agency for all construction work for the PROJECT.

1.04.b. Progress Reports. The monthly progress reports will include a brief description of the status of the PROJECT including the work completed to date. This summary may be included on the invoices submitted to the AUTHORITY or be attached to those invoices.

1.05. Use of Funds. SPONSOR will use MEASURE A funds contributed to this PROJECT by AUTHORITY consistent with the PROJECT scope described in **Exhibit A** or for approved changes pursuant to Section 1.01.a.

1.06. Submittal of Documents. It is understood that SPONSOR will be the lead or implementing agency with respect to all construction activities. SPONSOR will provide copies to the AUTHORITY of all executed contracts which relate to the completion of the PROJECT scope as described in **Exhibit A** or to changes in scope approved by the AUTHORITY pursuant to Section 1.01.a. SPONSOR will retain records pertaining to the PROJECT for a five (5) year period following completion of the PROJECT.

1.07 Completion of Project. It is understood that SPONSOR will be the lead or implementing agency with respect to all construction activities for the PROJECT. SPONSOR will timely commit its local funds and the Measure A funds to allow for the timely completion of the PROJECT, including meeting any timely use of funds deadlines, if applicable, set forth in **Exhibit C**. SPONSOR shall be responsible for any support contracts it determines necessary to ensure successful completion of the PROJECT with respect to schedule, costs, and quality assurance.

1.07.a. Letter of Completion SPONSOR will, within 60 days of the PROJECT becoming operable, or after having been notified by SPONSOR that relief of maintenance has been granted to the contractor, provide a letter of PROJECT completion to AUTHORITY notifying AUTHORITY that SPONSOR has completed and accepted the construction work on the PROJECT. If the information is available to SPONSOR, the letter shall include a summary of completed activities, total PROJECT costs and provide the final invoice for payment to provide notice of Agreement account closing by AUTHORITY. For construction projects, SPONSOR shall include with the Letter of Completion, photos of the “before” and “after” PROJECT conditions.

1.08. Public Outreach SPONSOR will be responsible for the development and administration of a public outreach effort to ensure public awareness during the PROJECT delivery process. SPONSOR will provide a copy of the public outreach plan and all materials documenting the public outreach activities, including public notices, press releases, flyers, etc. to the AUTHORITY.

1.09. Provision of Signs. SPONSOR shall install signs approved by the AUTHORITY consistent with the guidelines and specifications set forth in **Exhibit D** of this Agreement, attached hereto and incorporated herein by this reference.

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1.10. Cost Savings and Excess Costs

1.10.a. Cost Savings After the PROJECT has been accepted by the AUTHORITY as complete, any positive difference between the \$600,000 contribution by the AUTHORITY to the costs listed in **Exhibit B** and any additional costs approved by the AUTHORITY pursuant to Section 1.01.a, and the total amount invoiced to the AUTHORITY shall be considered cost savings. 100% of the cost savings will be re-credited to the MEASURE A program for re-programming by the AUTHORITY to other projects in the MEASURE A program.

1.10.b. Excess Costs In the event the actual costs to complete the PROJECT exceed the amount shown in **Exhibit B**, this amount will be considered an excess cost. SPONSOR is solely responsible for all final PROJECT costs over and above the \$600,000 contribution by the AUTHORITY, except for any additional MEASURE A funds previously approved in writing by AUTHORITY.

1.10.c Reconciliation of Excess Costs Excess PROJECT costs to complete a PROJECT are not eligible for reimbursement. The amount of MEASURE A funds as identified as AUTHORITY share in **Exhibit B** are the 'maximum' funds available for reimbursement to the SPONSOR and will not be exceeded by the SPONSOR without an approved amendment to this agreement. The SPONSOR shall request an amendment if needed for this purpose in writing to the AUTHORITY. Such amended Agreement shall be effective only if signed and approved by the duly authorized representatives of both the AUTHORITY and the SPONSOR.

1.11. Errors and Omissions. SPONSOR shall diligently monitor and manage all aspects of the PROJECT and aggressively pursue any and all remedies, including full restitution and damages from any consultant, contractor or sub-contractor and their insureds and sureties suspected of any acts, errors, or omissions committed during business activities that economically or legally damage the PROJECT.

SECTION II  
COVENANTS OF AUTHORITY

2.01. Reimbursement Payments. The AUTHORITY shall make reimbursement payments to SPONSOR for eligible PROJECT costs. Payments for eligible PROJECT costs shall be made **within 45 days of receiving SPONSOR's invoice**. AUTHORITY's payments to SPONSOR shall not exceed \$600,000 in aggregate.

2.01.a. Ineligible Costs AUTHORITY reserves the right to adjust current or future reimbursement payments to SPONSOR if an invoice includes ineligible costs.

2.01.b. Suspension of Reimbursement If AUTHORITY determines that any costs in an invoice are not allowable, or the lack of supporting progress reports, the AUTHORITY shall return the invoice to SPONSOR, with an invoice dispute notice outlining the reason for the return and the proposed remedy, if one exists, which would make the invoice acceptable for payment. SPONSOR may re-submit the invoice for payment after reviewing the invoice dispute notice and making any necessary corrections and/or providing additional information. SPONSOR may also immediately submit

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a new invoice representing only the amounts which are not in dispute, while setting aside the disputed amounts for review in accordance with the provisions set forth in this Section 2.01.

2.01.b. (1) Meeting. Once a dispute has occurred, the AUTHORITY shall arrange a meeting between the AUTHORITY and the SPONSOR staff to discuss and attempt to resolve the dispute. If the invoice was received on or before 5:00 p.m. on the 10th day of the month, the meeting shall be held no later than the 20th day of the same month. If the invoice was received after this date and time, then the meeting shall be held no later than the 20th day of the following month.

2.01.b. (2) Subregional Committee. If an agreement cannot be reached at the meeting, then the SPONSOR or the AUTHORITY shall have the option to take the dispute to the AUTHORITY's North County Subregional Planning Committee, with the understanding that by doing so the reimbursement for the disputed cost item(s) will be delayed until a resolution of the matter is reached.

2.01.b. (3) Authority's Board Decision. If the SPONSOR or the AUTHORITY disagrees with the resolution by the Subregional Committee then the dispute shall be submitted to the AUTHORITY's Board for resolution. If the Board determines that the disputed cost item(s) is ineligible, the AUTHORITY shall not provide reimbursement payment to the SPONSOR for the disputed item(s). If the Board determines that the disputed cost item(s) is eligible, then the AUTHORITY shall provide reimbursement payment to the SPONSOR for the disputed cost.

2.01.b. (4) Reservation of Rights. By utilizing the above procedures, the SPONSOR does not surrender any rights to pursue available legal remedies if the SPONSOR disagrees with the Board decision.

2.01.c. Acceptance of Work Does Not Result In Waiver. Reimbursement payments do not result in a waiver of the right of the AUTHORITY to require fulfillment of all terms of this Agreement.

2.02. Right to Conduct Audit. The AUTHORITY shall have the right to conduct an audit of all SPONSOR's records pertaining to the Agreement at any time during the course of construction and up to a five (5) year period after completion of the Agreement.

SECTION III  
MUTUAL COVENANTS

3.01. Term. This Agreement shall remain in effect until discharged or terminated as provided in Section 3.02 or Section 3.15.

3.02. Discharge. This Agreement shall be subject to discharge as follows:

3.02.a. Termination by Mutual Consent This Agreement may be terminated at any time by mutual consent of the parties.

3.02.b. Discharge Upon Completion of Project. Except as to any rights or obligations which survive discharge as specified in Section 3.14, this Agreement shall be discharged, and the

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parties shall have no further obligation to each other, upon completion of the PROJECT as certified by the AUTHORITY.

3.03. Indemnity. It is mutually understood and agreed, relative to the reciprocal indemnification of AUTHORITY and SPONSOR:

3.03.a. SPONSOR shall fully defend, indemnify and hold harmless AUTHORITY, and any officer or employee of AUTHORITY, against any damage or liability occurring by reason of anything done or omitted to be done by SPONSOR under the Agreement. It is also fully understood and agreed that, pursuant to Government Code Section 895.4, SPONSOR shall fully defend, indemnify and hold the AUTHORITY harmless from any liability imposed for injury as defined by Government Code Section 810.8 occurring by reason of anything done or omitted to be done by SPONSOR under this Agreement or in connection with any work, authority, or jurisdiction delegated to SPONSOR under this Agreement.

3.03.b. AUTHORITY shall fully defend, indemnify and hold harmless SPONSOR, and any officer or employee of SPONSOR, against any damage or liability occurring by reason of anything done or omitted to be done by AUTHORITY under or in connection with any work, authority or jurisdiction delegated to AUTHORITY under the Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, AUTHORITY shall fully defend, indemnify and hold the SPONSOR harmless from any liability imposed for injury as defined by Government Code Section 810.8 occurring by reason of anything done or omitted to be done by AUTHORITY under this Agreement or in connection with any work, authority, or jurisdiction delegated to AUTHORITY under this Agreement.

3.04. Liability. As AUTHORITY is not the primary or responsible agency for carrying out the PROJECT herein identified, the AUTHORITY is not liable for any loss, cost, liability, damage, claim, lien, action, cause of action, demand or expense which may arise as a result of the acts or omissions of SPONSOR or its agents, contractors, consultants, engineers, or representatives. Nor shall the AUTHORITY be liable for any loss, cost, liability, damage, claim, lien, action, cause of action, demand or expense which may arise as a result of AUTHORITY's provision of funds which may be utilized in, but not limited to the acquisition of, the design, implementation, or construction of the PROJECT herein described.

3.05. Notices. Any notice which may be required under this Agreement shall be in writing and shall be given by personal service, or by certified or registered mail, return receipt requested, to the addresses set forth below:

AUTHORITY  
Jim Kemp, Executive Director  
SBCAG  
260 N. San Antonio Road, Suite B  
Santa Barbara, CA 93110

SPONSOR  
Brad Vidro, City Manager  
City of Solvang  
1644 Oak Street  
Solvang, CA 93463

Either party may change its address by giving notice of such change to the other party in the manner provided in this Section 3.05. All notices and other communications shall be deemed

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communicated as of actual receipt or after the second business day after deposit in the United States mail.

3.06. Additional Acts and Documents. Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of the Agreement.

3.07. Integration. This Agreement represents the entire Agreement of the parties with respect to the subject matter hereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

3.08. Amendment. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

3.09. Independent Agency. SPONSOR renders its services under this Agreement as an independent agency and the AUTHORITY is also an independent agency under the Agreement. None of the SPONSOR's agents or employees shall be agents or employees of the AUTHORITY and none of the AUTHORITY's agents or employees shall be agents or employees of SPONSOR.

3.10. Assignment. The Agreement may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.

3.11. Binding on Successors. This Agreement shall be binding upon the successor(s), assignee(s) or transferee(s) of the AUTHORITY or as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this Agreement other than as provided above.

3.12. Severability. Should any part of this Agreement be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

3.13. Counterparts. This Agreement may be executed in one or more counterparts and shall become effective when one or more counterparts have been signed by all of the parties; each counterpart shall be deemed an original but all counterparts shall constitute a single document.

3.14. Survival. The following provisions in this Agreement shall survive discharge:

3.14.a. Sponsor. As to SPONSOR, the following sections shall survive discharge: Section 1.05 "Use of Funds", Section 1.06 "Submittal of Documents", Section 1.07 "Complete of Project".

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3.14.b. AUTHORITY. As to AUTHORITY, the following section shall survive discharge: Section 2.02 "Right to Conduct Audit".

3.14.c. Both Parties. As to both parties, the following section shall survive discharge: Section 3.03 "Indemnity".

3.15. Limitation. All obligations of AUTHORITY under the terms of this Agreement are expressly contingent upon the AUTHORITY's continued authorization to collect and expend the sales tax proceeds provided by MEASURE A. If for any reason the AUTHORITY's right or ability to collect or expend such sales tax proceeds is terminated or suspended in whole or part so that it materially affects the AUTHORITY's ability to fund the project, the AUTHORITY shall promptly notify SPONSOR, and the parties shall consult on a course of action. If, after twenty-five (25) working days, a course of action is not agreed upon by the parties, this Agreement shall be deemed terminated by mutual or joint consent. Any future obligation to fund this project or any other project or projects of SPONSOR, not already specifically covered by separate Agreement, shall arise only upon execution of a new Agreement.

3.16. Attorneys' Fees. Should any litigation commence between the parties concerning the rights and duties of any party pursuant to, related to, or arising from, this Agreement, the prevailing party in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for its attorneys' fees and costs of such litigation, or in a separate action brought for that purpose.

3.17. Time. Time is and shall be of the essence of this Agreement and each and all of its provisions in which performance is a factor.

3.18. Remedies Cumulative. No remedy or election of remedies provided for in this Agreement shall be deemed exclusive, but shall be cumulative with all other remedies at law or in equity. Each remedy shall be construed to give the fullest effect allowed by law.

3.19. Applicable Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of California.

3.20. Captions. The captions in this Agreement are for convenience only and are not a part of this Agreement. The captions do not in any way limit or amplify the provisions of this Agreement and shall not affect the construction or interpretation of any of its provisions.

3.21. No Continuing Waiver. The waiver by any party of any breach of any of the provisions of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same, or of any other provision of this Agreement.

3.22. No Rights in Third Parties. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any third party, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third party to any party to this Agreement, nor shall any provision of this Agreement give any third party any right of subrogation or action over or against any party to this Agreement.

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3.23. Signator's Warranty. Each party warrants to each other that he or she is fully authorized and competent to enter into this Agreement in the capacity indicated by his or her signature and agrees to be bound by this Agreement as of the day and year first mentioned above upon the execution of this Agreement by each other party.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day and year first written above.

**CITY OF SOLVANG**

**SANTA BARBARA COUNTY ASSOCIATION OF  
GOVERNMENTS, acting as the SANTA BARBARA  
COUNTY LOCAL TRANSPORTATION AUTHORIT**

By: \_\_\_\_\_  
Brad Vidro  
City Manager

By: \_\_\_\_\_  
Janet Wolf  
Chairperson

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Lisa S. Martin  
City Clerk

By: \_\_\_\_\_  
James Kemp  
Executive Director

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Roy Hanley  
City Attorney

By: \_\_\_\_\_  
William Dillon  
Senior County Counsel

## EXHIBIT A: PROJECT INFORMATION AND SCOPE

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge  
**Project Contact:** Matt van der Linden, Public Works Director



### PROJECT INFORMATION

**Project Description:** The project proposes to construct a new pedestrian and bicycle bridge across Alamo Pintado Creek, in addition to making the necessary improvements on the approaches from either end. The project will include sidewalk and driveway improvements from Alamo Pintado Creek to Alamo Pintado Road along the north side of Highway 246.

**Project Limits:** Along north side of Highway 246 between Alamo Pintado Road and just east of Alamo Pintado Creek.

**Project Phases:** This agreement covers activities in the Construction phase.

**Lead Agency/Implementing Agency:** City of Solvang (SPONSOR)

**Responsible/Sponsoring Agency:** City of Solvang (SPONSOR)

**Measure A Sponsoring Agency:** SBCAG (AUTHORITY)

Responsibility Area	City of Solvang	SBCAG
Environmental Clearance	X	
Design	X	
Right of Way	X	
Utilities	X	
Construction	X	
Public Outreach	X	X
Funding	X	X
Project Closeout	X	

**Current Status:** Environmental was completed by SPONSOR in September 2015. Design and permitting will be completed by January 2017 and Construction will begin in the summer of 2017.

## EXHIBIT A: PROJECT INFORMATION AND SCOPE

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge

**Project Contact:** Matt van der Linden, Public Works Director



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### PROJECT SCOPE

**Project Scope:** The project scope includes construction of a pedestrian and bicycle pre-fabricated bridge, approaches and extension of Class I bikeway, and construction of sidewalk and driveway improvements.

**Project Purpose:** The proposed project would eliminate this discontinuity in the bicycle and pedestrian network, improve bicyclist and pedestrian safety and accessibility across the creek, help relieve congestion, and complete a missing segment of the regional bikeway system. In addition, the proposed project would provide improved recreation opportunities and enhancement of non-vehicular travel alternatives to and from the City of Solvang.

**Transportation Benefit:** The project will result in pedestrian bicycle safety and circulation improvements.

**EXHIBIT B: COSTS AND FUNDING**

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge  
**Project Contact:** Matt van der Linden, Public Works Director



**COSTS AND FUNDING**

IMPROVEMENTS	COSTS	FUNDING	
		SPONSOR	AUTHORITY
Project Total	\$1,224,000	\$624,000	\$600,000

## EXHIBIT C: PROJECT SCHEDULE

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge

**Project Contact:** Matt van der Linden, Public Works Director



### PROJECT SCHEDULE

<u>Project Milestones</u>	<u>Responsibility</u>	<u>Complete By</u>	<u>Timely Use of Funds Deadline (if applicable)</u>
Funding Agreements Approved	SPONSOR, AUTHORITY	August 2016	<u>N/A</u>
Obtain Encroachment Permit	SPONSOR	January 2017	<u>N/A</u>
Begin Construction	SPONSOR	July 2017	<u>N/A</u>
End Construction	SPONSOR	Winter 2018	<u>N/A</u>
Final Letter of Completion	SPONSOR	Spring 2018	<u>N/A</u>

## EXHIBIT D: MEASURE A PROJECT SIGN

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge

**Project Contact:** Matt van der Linden, Public Works Director



The City of Solvang shall install two (2) Measure A project signs, with similar information as shown in the graphical representation below that include the project title, Measure A logo, project completion date, project sponsor logo and Measure A website address. The exact dimensions of the sign used shall be flexible, considering site constraints, but are shown as minimum 2' high by 3' wide, and with the objective of being able to be seen by drivers and/or users of the future facility during construction and by users of the facility following construction.

The signs will be installed within ¼ mile of the ends of the project. The sign will be posted prior to the construction of the project, and remain during PROJECT construction and for one month after the completion of construction.



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FOR THE CONSTRUCTION OF THE SOLVANG  
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This Cooperative Agreement ("Agreement") is made and entered into on \_\_\_\_\_ by and between the City of Solvang ("SPONSOR") and the SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS, acting as the Santa Barbara County Local Transportation Authority ("AUTHORITY").

**RECITALS**

WHEREAS, AUTHORITY and SPONSOR desire to enter into a Cooperative Agreement for funding of certain transportation improvements in Santa Barbara County pursuant to the authority provided by the Road Repair, Traffic Relief and Transportation Safety Measure ("MEASURE A") which was approved by the voters of Santa Barbara County on November 4, 2008; and

WHEREAS, SPONSOR has identified a bicycle and pedestrian improvement project including a bridge spanning Alamo Pintado Creek adjacent to Highway 246 and sidewalk and driveway improvements along Highway 246, as described in **Exhibit A**, and that are herein referred to as "PROJECT"; and

WHEREAS, SPONSOR requested that PROJECT be considered for receiving MEASURE A Regional cost savings in June 2014; and

WHEREAS, in August 2014, AUTHORITY prioritized the PROJECT for funding at its North County Subregional Committee ("COMMITTEE") meeting; and

WHEREAS, in November 2014, AUTHORITY approved an allocation of up to \$600,000 from MEASURE A funds to SPONSOR as a contribution to the overall cost of the PROJECT; and

WHEREAS, on September 28, 2015, SPONSOR certified the environmental document and approved the PROJECT.

WHEREAS, in January 2016, the PROJECT was amended into the MEASURE A Investment Plan by a 2/3 vote of the Authority's board of directors; and

WHEREAS, SPONSOR has approved additional local funding to use in combination with the MEASURE A funding, as shown in **Exhibit B**; and

WHEREAS, SPONSOR agrees to abide by the terms and conditions of the AUTHORITY as set forth herein for the receipt of MEASURE A funds; and

WHEREAS, AUTHORITY agrees to provide funding for the PROJECT according to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and undertakings herein made and the mutual benefits to be derived therefrom, SPONSOR and AUTHORITY represent, covenant and agree as follows:

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SECTION I  
COVENANTS OF SPONSOR

1.01. PROJECT Description and Scope. A description of the PROJECT, including the scope of work, limits, agency roles, project purpose and transportation benefits is attached as **Exhibit A**, and incorporated herein by this reference.

1.01.a. Change In Project Scope. Any change in PROJECT scope from that described in **Exhibit A** must be first approved in writing by the AUTHORITY to be eligible for reimbursement.

1.02. PROJECT Costs and Funding. An estimate of the capital and project support costs for the PROJECT and the funds required by SPONSOR, including the anticipated amount of MEASURE A funds to be contributed by AUTHORITY, is attached as **Exhibit B**, and incorporated herein by this reference.

1.02.a. Measure A Percentage Share Defined. For this Agreement, the MEASURE A share of the overall PROJECT costs shall be equal to SPONSOR's contribution to the PROJECT, but not to exceed \$600,000 as shown in **Exhibit B**.

1.02.b. Eligible Reimbursement Costs. Eligible reimbursement costs are those costs associated with the PROJECT scope described in **Exhibit A** or approved by the AUTHORITY. In no event shall expenses incurred prior to the execution of this Agreement be considered as eligible costs for reimbursement by MEASURE A funds.

1.03. PROJECT Schedule. A schedule of the milestones to complete the PROJECT is shown in **Exhibit C**, and incorporated herein by this reference. To the best of its ability, SPONSOR will meet the PROJECT milestones required of SPONSOR in accordance with **Exhibit C**. SPONSOR will alert AUTHORITY should there be deviations from the projected schedule described in **Exhibit C**. SPONSOR may submit extension requests to modify or adjust the PROJECT schedule. AUTHORITY will evaluate extension requests and shall not unreasonably withhold approval.

1.04. Invoices and Progress Reports. It is understood that the SPONSOR will enter into a construction contract for the PROJECT and costs attributed to the construction of the PROJECT will be submitted by SPONSOR to AUTHORITY for reimbursement from MEASURE A funds committed by AUTHORITY under this Agreement. SPONSOR may submit invoices for reimbursement on a monthly basis and SPONSOR shall provide AUTHORITY with progress report of activities completed for the PROJECT to accompany the invoice. Invoices and progress reports shall include the information outlined in Section 1.04.a and section 1.04.b respectively.

1.04.a. Invoices. SPONSOR will provide the AUTHORITY with one (1) copy of all invoices submitted directly to SPONSOR by every contractor, subcontractor, consultant, or subconsultant performing work related to the PROJECT. Should SPONSOR seek reimbursement for its own costs, SPONSOR shall provide payroll records for SPONSOR's employees that show hours for which SPONSOR is seeking reimbursement, and invoices supporting direct expenses billed to PROJECT by

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SPONSOR. AUTHORITY and SPONSOR acknowledge that SPONSOR is the lead or implementing agency for all construction work for the PROJECT.

1.04.b. Progress Reports. The monthly progress reports will include a brief description of the status of the PROJECT including the work completed to date. This summary may be included on the invoices submitted to the AUTHORITY or be attached to those invoices.

1.05. Use of Funds. SPONSOR will use MEASURE A funds contributed to this PROJECT by AUTHORITY consistent with the PROJECT scope described in **Exhibit A** or for approved changes pursuant to Section 1.01.a.

1.06. Submittal of Documents. It is understood that SPONSOR will be the lead or implementing agency with respect to all construction activities. SPONSOR will provide copies to the AUTHORITY of all executed contracts which relate to the completion of the PROJECT scope as described in **Exhibit A** or to changes in scope approved by the AUTHORITY pursuant to Section 1.01.a. SPONSOR will retain records pertaining to the PROJECT for a five (5) year period following completion of the PROJECT.

1.07 Completion of Project. It is understood that SPONSOR will be the lead or implementing agency with respect to all construction activities for the PROJECT. SPONSOR will timely commit its local funds and the Measure A funds to allow for the timely completion of the PROJECT, including meeting any timely use of funds deadlines, if applicable, set forth in **Exhibit C**. SPONSOR shall be responsible for any support contracts it determines necessary to ensure successful completion of the PROJECT with respect to schedule, costs, and quality assurance.

1.07.a. Letter of Completion SPONSOR will, within 60 days of the PROJECT becoming operable, or after having been notified by SPONSOR that relief of maintenance has been granted to the contractor, provide a letter of PROJECT completion to AUTHORITY notifying AUTHORITY that SPONSOR has completed and accepted the construction work on the PROJECT. If the information is available to SPONSOR, the letter shall include a summary of completed activities, total PROJECT costs and provide the final invoice for payment to provide notice of Agreement account closing by AUTHORITY. For construction projects, SPONSOR shall include with the Letter of Completion, photos of the “before” and “after” PROJECT conditions.

1.08. Public Outreach SPONSOR will be responsible for the development and administration of a public outreach effort to ensure public awareness during the PROJECT delivery process. SPONSOR will provide a copy of the public outreach plan and all materials documenting the public outreach activities, including public notices, press releases, flyers, etc. to the AUTHORITY.

1.09. Provision of Signs. SPONSOR shall install signs approved by the AUTHORITY consistent with the guidelines and specifications set forth in **Exhibit D** of this Agreement, attached hereto and incorporated herein by this reference.

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1.10. Cost Savings and Excess Costs

1.10.a. Cost Savings After the PROJECT has been accepted by the AUTHORITY as complete, any positive difference between the \$600,000 contribution by the AUTHORITY to the costs listed in **Exhibit B** and any additional costs approved by the AUTHORITY pursuant to Section 1.01.a, and the total amount invoiced to the AUTHORITY shall be considered cost savings. 100% of the cost savings will be re-credited to the MEASURE A program for re-programming by the AUTHORITY to other projects in the MEASURE A program.

1.10.b. Excess Costs In the event the actual costs to complete the PROJECT exceed the amount shown in **Exhibit B**, this amount will be considered an excess cost. SPONSOR is solely responsible for all final PROJECT costs over and above the \$600,000 contribution by the AUTHORITY, except for any additional MEASURE A funds previously approved in writing by AUTHORITY.

1.10.c Reconciliation of Excess Costs Excess PROJECT costs to complete a PROJECT are not eligible for reimbursement. The amount of MEASURE A funds as identified as AUTHORITY share in **Exhibit B** are the 'maximum' funds available for reimbursement to the SPONSOR and will not be exceeded by the SPONSOR without an approved amendment to this agreement. The SPONSOR shall request an amendment if needed for this purpose in writing to the AUTHORITY. Such amended Agreement shall be effective only if signed and approved by the duly authorized representatives of both the AUTHORITY and the SPONSOR.

1.11. Errors and Omissions. SPONSOR shall diligently monitor and manage all aspects of the PROJECT and aggressively pursue any and all remedies, including full restitution and damages from any consultant, contractor or sub-contractor and their insureds and sureties suspected of any acts, errors, or omissions committed during business activities that economically or legally damage the PROJECT.

SECTION II  
COVENANTS OF AUTHORITY

2.01. Reimbursement Payments. The AUTHORITY shall make reimbursement payments to SPONSOR for eligible PROJECT costs. Payments for eligible PROJECT costs shall be made **within 45 days of receiving SPONSOR's invoice**. AUTHORITY's payments to SPONSOR shall not exceed \$600,000 in aggregate.

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a new invoice representing only the amounts which are not in dispute, while setting aside the disputed amounts for review in accordance with the provisions set forth in this Section 2.01.

2.01.b. (1) Meeting. Once a dispute has occurred, the AUTHORITY shall arrange a meeting between the AUTHORITY and the SPONSOR staff to discuss and attempt to resolve the dispute. If the invoice was received on or before 5:00 p.m. on the 10th day of the month, the meeting shall be held no later than the 20th day of the same month. If the invoice was received after this date and time, then the meeting shall be held no later than the 20th day of the following month.

2.01.b. (2) Subregional Committee. If an agreement cannot be reached at the meeting, then the SPONSOR or the AUTHORITY shall have the option to take the dispute to the AUTHORITY's North County Subregional Planning Committee, with the understanding that by doing so the reimbursement for the disputed cost item(s) will be delayed until a resolution of the matter is reached.

2.01.b. (3) Authority's Board Decision. If the SPONSOR or the AUTHORITY disagrees with the resolution by the Subregional Committee then the dispute shall be submitted to the AUTHORITY's Board for resolution. If the Board determines that the disputed cost item(s) is ineligible, the AUTHORITY shall not provide reimbursement payment to the SPONSOR for the disputed item(s). If the Board determines that the disputed cost item(s) is eligible, then the AUTHORITY shall provide reimbursement payment to the SPONSOR for the disputed cost.

2.01.b. (4) Reservation of Rights. By utilizing the above procedures, the SPONSOR does not surrender any rights to pursue available legal remedies if the SPONSOR disagrees with the Board decision.

2.01.c. Acceptance of Work Does Not Result In Waiver. Reimbursement payments do not result in a waiver of the right of the AUTHORITY to require fulfillment of all terms of this Agreement.

2.02. Right to Conduct Audit. The AUTHORITY shall have the right to conduct an audit of all SPONSOR's records pertaining to the Agreement at any time during the course of construction and up to a five (5) year period after completion of the Agreement.

**SECTION III  
MUTUAL COVENANTS**

3.01. Term. This Agreement shall remain in effect until discharged or terminated as provided in Section 3.02 or Section 3.15.

3.02. Discharge. This Agreement shall be subject to discharge as follows:

3.02.a. Termination by Mutual Consent This Agreement may be terminated at any time by mutual consent of the parties.

3.02.b. Discharge Upon Completion of Project. Except as to any rights or obligations which survive discharge as specified in Section 3.14, this Agreement shall be discharged, and the

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parties shall have no further obligation to each other, upon completion of the PROJECT as certified by the AUTHORITY.

3.03. Indemnity. It is mutually understood and agreed, relative to the reciprocal indemnification of AUTHORITY and SPONSOR:

3.03.a. SPONSOR shall fully defend, indemnify and hold harmless AUTHORITY, and any officer or employee of AUTHORITY, against any damage or liability occurring by reason of anything done or omitted to be done by SPONSOR under the Agreement. It is also fully understood and agreed that, pursuant to Government Code Section 895.4, SPONSOR shall fully defend, indemnify and hold the AUTHORITY harmless from any liability imposed for injury as defined by Government Code Section 810.8 occurring by reason of anything done or omitted to be done by SPONSOR under this Agreement or in connection with any work, authority, or jurisdiction delegated to SPONSOR under this Agreement.

3.03.b. AUTHORITY shall fully defend, indemnify and hold harmless SPONSOR, and any officer or employee of SPONSOR, against any damage or liability occurring by reason of anything done or omitted to be done by AUTHORITY under or in connection with any work, authority or jurisdiction delegated to AUTHORITY under the Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, AUTHORITY shall fully defend, indemnify and hold the SPONSOR harmless from any liability imposed for injury as defined by Government Code Section 810.8 occurring by reason of anything done or omitted to be done by AUTHORITY under this Agreement or in connection with any work, authority, or jurisdiction delegated to AUTHORITY under this Agreement.

3.04. Liability. As AUTHORITY is not the primary or responsible agency for carrying out the PROJECT herein identified, the AUTHORITY is not liable for any loss, cost, liability, damage, claim, lien, action, cause of action, demand or expense which may arise as a result of the acts or omissions of SPONSOR or its agents, contractors, consultants, engineers, or representatives. Nor shall the AUTHORITY be liable for any loss, cost, liability, damage, claim, lien, action, cause of action, demand or expense which may arise as a result of AUTHORITY's provision of funds which may be utilized in, but not limited to the acquisition of, the design, implementation, or construction of the PROJECT herein described.

3.05. Notices. Any notice which may be required under this Agreement shall be in writing and shall be given by personal service, or by certified or registered mail, return receipt requested, to the addresses set forth below:

AUTHORITY  
Jim Kemp, Executive Director  
SBCAG  
260 N. San Antonio Road, Suite B  
Santa Barbara, CA 93110

SPONSOR  
Brad Vidro, City Manager  
City of Solvang  
1644 Oak Street  
Solvang, CA 93463

Either party may change its address by giving notice of such change to the other party in the manner provided in this Section 3.05. All notices and other communications shall be deemed

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communicated as of actual receipt or after the second business day after deposit in the United States mail.

3.06. Additional Acts and Documents. Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of the Agreement.

3.07. Integration. This Agreement represents the entire Agreement of the parties with respect to the subject matter hereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

3.08. Amendment. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

3.09. Independent Agency. SPONSOR renders its services under this Agreement as an independent agency and the AUTHORITY is also an independent agency under the Agreement. None of the SPONSOR's agents or employees shall be agents or employees of the AUTHORITY and none of the AUTHORITY's agents or employees shall be agents or employees of SPONSOR.

3.10. Assignment. The Agreement may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.

3.11. Binding on Successors. This Agreement shall be binding upon the successor(s), assignee(s) or transferee(s) of the AUTHORITY or as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this Agreement other than as provided above.

3.12. Severability. Should any part of this Agreement be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

3.13. Counterparts. This Agreement may be executed in one or more counterparts and shall become effective when one or more counterparts have been signed by all of the parties; each counterpart shall be deemed an original but all counterparts shall constitute a single document.

3.14. Survival. The following provisions in this Agreement shall survive discharge:

3.14.a. Sponsor. As to SPONSOR, the following sections shall survive discharge: Section 1.05 "Use of Funds", Section 1.06 "Submittal of Documents", Section 1.07 "Complete of Project".

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3.14.b. AUTHORITY. As to AUTHORITY, the following section shall survive discharge: Section 2.02 "Right to Conduct Audit".

3.14.c. Both Parties. As to both parties, the following section shall survive discharge: Section 3.03 "Indemnity".

3.15. Limitation. All obligations of AUTHORITY under the terms of this Agreement are expressly contingent upon the AUTHORITY's continued authorization to collect and expend the sales tax proceeds provided by MEASURE A. If for any reason the AUTHORITY's right or ability to collect or expend such sales tax proceeds is terminated or suspended in whole or part so that it materially affects the AUTHORITY's ability to fund the project, the AUTHORITY shall promptly notify SPONSOR, and the parties shall consult on a course of action. If, after twenty-five (25) working days, a course of action is not agreed upon by the parties, this Agreement shall be deemed terminated by mutual or joint consent. Any future obligation to fund this project or any other project or projects of SPONSOR, not already specifically covered by separate Agreement, shall arise only upon execution of a new Agreement.

3.16. Attorneys' Fees. Should any litigation commence between the parties concerning the rights and duties of any party pursuant to, related to, or arising from, this Agreement, the prevailing party in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for its attorneys' fees and costs of such litigation, or in a separate action brought for that purpose.

3.17. Time. Time is and shall be of the essence of this Agreement and each and all of its provisions in which performance is a factor.

3.18. Remedies Cumulative. No remedy or election of remedies provided for in this Agreement shall be deemed exclusive, but shall be cumulative with all other remedies at law or in equity. Each remedy shall be construed to give the fullest effect allowed by law.

3.19. Applicable Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of California.

3.20. Captions. The captions in this Agreement are for convenience only and are not a part of this Agreement. The captions do not in any way limit or amplify the provisions of this Agreement and shall not affect the construction or interpretation of any of its provisions.

3.21. No Continuing Waiver. The waiver by any party of any breach of any of the provisions of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same, or of any other provision of this Agreement.

3.22. No Rights in Third Parties. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any third party, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third party to any party to this Agreement, nor shall any provision of this Agreement give any third party any right of subrogation or action over or against any party to this Agreement.

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3.23. Signator's Warranty. Each party warrants to each other that he or she is fully authorized and competent to enter into this Agreement in the capacity indicated by his or her signature and agrees to be bound by this Agreement as of the day and year first mentioned above upon the execution of this Agreement by each other party.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day and year first written above.

**CITY OF SOLVANG**

**SANTA BARBARA COUNTY ASSOCIATION OF  
GOVERNMENTS, acting as the SANTA BARBARA  
COUNTY LOCAL TRANSPORTATION AUTHORIT**

By: \_\_\_\_\_  
Brad Vidro  
City Manager

By: \_\_\_\_\_  
Janet Wolf  
Chairperson

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Lisa S. Martin  
City Clerk

By: \_\_\_\_\_  
James Kemp  
Executive Director

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Roy Hanley  
City Attorney

By: \_\_\_\_\_  
William Dillon  
Senior County Counsel

## EXHIBIT A: PROJECT INFORMATION AND SCOPE

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge  
**Project Contact:** Matt van der Linden, Public Works Director



### PROJECT INFORMATION

**Project Description:** The project proposes to construct a new pedestrian and bicycle bridge across Alamo Pintado Creek, in addition to making the necessary improvements on the approaches from either end. The project will include sidewalk and driveway improvements from Alamo Pintado Creek to Alamo Pintado Road along the north side of Highway 246.

**Project Limits:** Along north side of Highway 246 between Alamo Pintado Road and just east of Alamo Pintado Creek.

**Project Phases:** This agreement covers activities in the Construction phase.

**Lead Agency/Implementing Agency:** City of Solvang (SPONSOR)

**Responsible/Sponsoring Agency:** City of Solvang (SPONSOR)

**Measure A Sponsoring Agency:** SBCAG (AUTHORITY)

Responsibility Area	City of Solvang	SBCAG
Environmental Clearance	X	
Design	X	
Right of Way	X	
Utilities	X	
Construction	X	
Public Outreach	X	X
Funding	X	X
Project Closeout	X	

**Current Status:** Environmental was completed by SPONSOR in September 2015. Design and permitting will be completed by January 2017 and Construction will begin in the summer of 2017.

## EXHIBIT A: PROJECT INFORMATION AND SCOPE

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge

**Project Contact:** Matt van der Linden, Public Works Director



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### PROJECT SCOPE

**Project Scope:** The project scope includes construction of a pedestrian and bicycle pre-fabricated bridge, approaches and extension of Class I bikeway, and construction of sidewalk and driveway improvements.

**Project Purpose:** The proposed project would eliminate this discontinuity in the bicycle and pedestrian network, improve bicyclist and pedestrian safety and accessibility across the creek, help relieve congestion, and complete a missing segment of the regional bikeway system. In addition, the proposed project would provide improved recreation opportunities and enhancement of non-vehicular travel alternatives to and from the City of Solvang.

**Transportation Benefit:** The project will result in pedestrian bicycle safety and circulation improvements.

**EXHIBIT B: COSTS AND FUNDING**

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge  
**Project Contact:** Matt van der Linden, Public Works Director



**COSTS AND FUNDING**

IMPROVEMENTS	COSTS	FUNDING	
		SPONSOR	AUTHORITY
Project Total	\$1,224,000	\$624,000	\$600,000

## EXHIBIT C: PROJECT SCHEDULE

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge

**Project Contact:** Matt van der Linden, Public Works Director



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### PROJECT SCHEDULE

<u>Project Milestones</u>	<u>Responsibility</u>	<u>Complete By</u>	<u>Timely Use of Funds Deadline (if applicable)</u>
Funding Agreements Approved	SPONSOR, AUTHORITY	August 2016	<u>N/A</u>
Obtain Encroachment Permit	SPONSOR	January 2017	<u>N/A</u>
Begin Construction	SPONSOR	July 2017	<u>N/A</u>
End Construction	SPONSOR	Winter 2018	<u>N/A</u>
Final Letter of Completion	SPONSOR	Spring 2018	<u>N/A</u>

## EXHIBIT D: MEASURE A PROJECT SIGN

**Project Name:** Alamo Pintado Creek Bicycle-Pedestrian Bridge

**Project Contact:** Matt van der Linden, Public Works Director



The City of Solvang shall install two (2) Measure A project signs, with similar information as shown in the graphical representation below that include the project title, Measure A logo, project completion date, project sponsor logo and Measure A website address. The exact dimensions of the sign used shall be flexible, considering site constraints, but are shown as minimum 2' high by 3' wide, and with the objective of being able to be seen by drivers and/or users of the future facility during construction and by users of the facility following construction.

The signs will be installed within ¼ mile of the ends of the project. The sign will be posted prior to the construction of the project, and remain during PROJECT construction and for one month after the completion of construction.





June 21, 2016

**ADVANCE CALENDAR**

Below is an Advance Calendar of anticipated agenda items. The dates are tentative but reflect an overview of items to come. Items on this advance calendar are subject to change. Final agendas will be available on-line and at City Hall at least 72 hours prior to the meeting date.

MEETING DATE	AGENDA ITEM	ACTION
JULY 11, 2016	Award PSA for Water/Wastewater Rate Study	Approve
	Solvang/Buellton MOU for Recreation Programs- Consent	Approve
	Award 2016-17 Pavement Maintenance Project Contract	Approve
<i>*Public Notice Required</i>	Capital Improvement Program	Approve
JULY 25, 2016	Mission Drive Improvement Update	Discuss
<i>*Public Notice Required</i>	Citywide Sidewalk Master Plan Public Workshop	Workshop
AUGUST 8, 2016	Review and Adopt the Investment Policy	Adopt
AUGUST 22, 2016	Direction to Voting Delegate on LOCC Resolutions	Review
	Appoint Voting Delegate for LOCC Conference	Appoint
	WWTP Capacity & Brine Discharge Prohibition	Adopt
	Notice of Completion, Vets Hall Lead Abatement & Windows	Approve
SEPTEMBER 12, 2016		
SEPTEMBER 26, 2016	Mayor for a Day- Art Kaslow	N/A
	Extension of Vacation Rentals Urgency Ordinance	Approve
OCTOBER 2016	Fiscal Year 2015-16 Financial Review	Review
NOVEMBER 2016	Annual Water and Sewer Rate Increases	Consider
	Halloween Haunted House Donation Acceptance	Accept
DECEMBER 2016	Results of Election and Installation of New Mayor/Councilmembers	Accept
	Appointment to Boards and Commissions	Approve
JANUARY 2017		
FEBRUARY 2017	2015-16 Comprehensive Annual Financial Report (CAFR)	
MARCH 2017		
<i>*Public Notice Required</i>	Measure A 5-Year Local Program of Projects (2 <sup>nd</sup> Mtg in March 2017)	
	Solvang Mesa LLMD Resolution of Intent (1 <sup>st</sup> Mtg in March 2017)	

