



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of August 9, 2018 at 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California**

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

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of July 26, 2018 City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**

- 3. Reduction of Bond for Hampton Inn – 600 McMurray Road**
 ❖ *(Staff Contact: Public Works Director Rose Hess)*

PRESENTATIONS

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS/ITEMS

WRITTEN COMMUNICATIONS

Written communications are included in the agenda packets. Any Council Member, the City Manager or City Attorney may request that a written communication be read into the record.

COMMITTEE REPORTS

This Agenda listing is the opportunity for Council Members to give verbal Committee Reports on any meetings recently held for which the Council Members are the City representatives thereto.

BUSINESS ITEMS

(POSSIBLE ACTION)

- 4. Appointment of Ex-Officio Member to the Buellton Chamber of Commerce**
- 5. Visitor’s Bureau Proposed Fiscal Year 2018-19 Budget and Request for Additional Funding**
 ❖ *(Staff Contact: City Manager Marc Bierdzinski)*
- 6. Discussion of City Manager Duties**
 ❖ *(Staff Contact: City Attorney Steve McEwen)*
- 7. Discussion and Direction Regarding School Traffic Safety Improvements**
 ❖ *(Staff Contact: Public Works Director Rose Hess)*

CITY MANAGER’S REPORT

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, August 23, 2018 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of July 26, 2018

City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff: City Manager Marc Bierdzinski, Deputy City Attorney Kane Thuyen, Finance Director Shannel Zamora, Planning Director Andrea Keefer, Lt. Eddie Hsueh, and City Clerk Linda Reid

PUBLIC COMMENTS

Michael Baker, representing the United Boys and Girls Clubs of Santa Barbara County, provided an update on their programs.

CONSENT CALENDAR

1. **Minutes of July 12, 2018 Regular City Council Meeting**
2. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**
3. **Monthly Treasurer's Report – June 30, 2018**

MOTION:

Motion by Vice Mayor King, seconded by Council Member Mercado, approving Consent Calendar Items 1 through 3 as listed.

VOTE:

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

Council Member Andrisek – Yes

Council Member Mercado – Yes

Vice Mayor King – Yes

Mayor Sierra – Yes

PRESENTATIONS

None

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Council Member Andrisek requested that staff contact the property manager for the Albertsons' shopping center regarding stop signs at their entrances.

Council Member Andrisek requested that the Santa Barbara County Sheriff's Department begin enforcement of the speed limit on Second Street.

Mayor Sierra requested that staff bring back a discussion regarding the responsibility of storm water inspections between Tetra Tech and MNS Engineers. City Manager Bierdzinski stated that both Tetra Tech and MNS Engineers contracts expire in December, 2018 and staff will be bringing both contracts back for Council review in November.

Mayor Sierra thanked Santa Barbara County Fire for their excellent response over the past week responding to fires in Buellton.

Mayor Sierra announced that the BBQ Bonanza is scheduled for Saturday, July 28 at 11:00 a.m. and invited all residents to attend.

Mayor Sierra announced the Crab Feast Gala is scheduled for September 7 at Zaca Creek Golf Course and that tickets can be purchased at City Hall or the Buellton Recreation office.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Council Member Andrisek announced that he attended the California Joint Powers Insurance Authority (CJPIA) Board meeting last week and provided an oral report regarding the meeting.

Mayor Sierra announced that she attended a board meeting for Santa Barbara County Association of Governments (SBCAG) and provided an oral report regarding the meeting.

BUSINESS ITEMS

4. **Presentation by the County of Santa Barbara on Community Choice Energy and Strategic Energy Planning and Direction to Staff about City Participation in these Programs**

RECOMMENDATION:

That the City Council consider the presentation by Santa Barbara County regarding Community Choice Energy and Strategic Energy Planning and direct staff as to the City's participation in the program.

STAFF REPORT:

City Manager Bierdzinski presented the staff report.

DISCUSSION:

Jennifer Cregar, representing the County of Santa Barbara, provided a PowerPoint presentation.

Mariah Clegg, from UCSB, spoke in support of the Community Choice Energy program.

Larry Bishop, Buellton, spoke in support of the Community Choice Energy and Strategic Energy Planning.

Jefferson Litten, representing Santa Barbara County Supervisor Joan Hartmann's office, spoke in support of Community Choice Energy and Strategic Energy Planning.

The City Council discussed the following issues:

- The risks and benefits of Buellton joining the CCE program
- How the purchase of energy would be implemented
- Joint Powers Authority's voting structure
- How individuals and cities opt out of the program
- Involving the Green Team to review and discuss these programs

DOCUMENTS:

Staff report with attachments as listed in the staff report.

DIRECTION:

The City Council agreed by consensus not to pursue the Community Choice Energy and Strategic Energy Planning program at this time but to involve the City’s Green Team in further discussion regarding the programs.

- 5. **Ordinance No. 18-02 – “An Ordinance of the City Council of the City of Buellton, California, Repealing Municipal Code Chapter 9.08 and Adding Municipal Code Chapter 19.20 Regarding Commercial Cannabis Activities and Cannabis Cultivation” (Second Reading)**

RECOMMENDATION:

That the City Council consider adoption of Ordinance No. 18-02.

STAFF REPORT:

City Manager Bierdzinski presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed and clarified the ordinance’s prohibition against outdoor cultivation.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Vice Mayor King, seconded by Council Member Mercado, approving the adoption of Ordinance No. 18-02 – “An Ordinance of the City Council of the City of Buellton, California, Repealing Municipal Code Chapter 9.08 and Adding Municipal Code Chapter 19.20 Regarding Commercial Cannabis Activities and Cannabis Cultivation” by title only and waive further reading.

VOTE:

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

CITY MANAGER’S REPORT

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

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 7:15 p.m. The next regular meeting of the City Council will be held on Thursday, August 9, 2018 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: August 9, 2018

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

BACKGROUND

Staff is required to submit a check register to the City Council for approval every council meeting for the most recently completed check register (Attachment 1).

The check register for the period 7/19/2018 through 7/31/2018 has been prepared in accordance to Government Code 37202 and City Code 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 7/19/2018 through 7/31/2018, and electronic fund transfers issued for the period of 7/18/2018 through 7/31/2018 was \$467,283.57.

FISCAL IMPACT

Payments made to the various vendors were consistent with the approved City's Biennial Budget for FY 2017/18 and FY 2018/19. Cash is available for the payment disbursements of the above liabilities.

RECOMMENDATION

That the City Council review and accept the check register for the period 7/19/2018 through 7/31/2018.

ATTACHMENTS

Attachment 1 – Claims

CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims to be ratified and approved for payment by the City Council at the August 9, 2018 Council Meeting.

Listed below is a brief summary of the attached claims:

| | | |
|-------------|------------------------|-------------------------------|
| EXHIBIT A * | A/P Packet #APPKT00812 | 198,562.34 |
| | A/P Packet #APPKT00811 | 32,717.50 |
| | A/P Packet #APPKT00807 | 164,023.21 |
| | Total A/P Packets: | <u>\$395,303.05</u> (6 pages) |

| | |
|----------------|---------------------|
| Total Packets: | <u>\$395,303.05</u> |
|----------------|---------------------|

| | |
|-----------|--------------------|
| EXHIBIT B | <u>\$21,368.28</u> |
|-----------|--------------------|

| | | |
|---------------|-----------|-----------|
| Staff Payroll | 7/20/2018 | 48,827.22 |
| CC Payroll | 7/26/2018 | 1,785.02 |

| | |
|----------------|--------------------|
| Total Payroll: | <u>\$50,612.24</u> |
|----------------|--------------------|

| | |
|--------------------------------|----------------------------|
| TOTAL AMOUNT OF CLAIMS: | <u><u>\$467,283.57</u></u> |
|--------------------------------|----------------------------|

* The A/P Packets above will be approved on Council Agenda date of 08/09/2018
Checks to be signed on 08/09/2018 tie to A/P Packet #APPKT00811 and APPKT00812
Checks previously signed by staff to avoid late fees relate to:
A/P Packet # APPKT00807

53
8/1/18

Payments via Electronic Fund Transfer (EFT):
From 07/18/2018 through 07/31/2018

| | | |
|-------------------|-----------|----------|
| CalPERS - Classic | 7/23/2018 | 6,543.97 |
| Payroll Tax - EDD | 7/23/2018 | 2,967.11 |
| CalPERS - PEPRA | 7/23/2018 | 2,795.46 |
| Payroll Tax - IRS | 7/23/2018 | 8,531.45 |
| CalPERS - Classic | 7/27/2018 | 150.94 |
| Payroll Tax - EDD | 7/27/2018 | 100.96 |
| CalPERS - PEPRA | 7/27/2018 | 60.57 |
| Payroll Tax - IRS | 7/27/2018 | 69.82 |
| CA Dept Tax Fee | 7/30/2018 | 41.00 |
| Bank Fees | 7/31/2018 | 107.00 |

Total

21,368.28



Check Report - APPKT's 00807, 00811 and 00812

By Payment Number

Payment Dates 07/19/2018 - 07/31/2018

| Payment Number | Payment Date Payable Number | Vendor # Description | Vendor Name | Account Number | Project Account Key | Payment Amount Item Amount |
|----------------|--------------------------------|--|-----------------------------------|----------------|---------------------|-------------------------------|
| 36591 | 7/25/2018 INV0009487 | 011105 6/7-7/16/2018 - CYCLE TRAINING | ADRIENNE WALTER | 001-511-67140 | | 36.00 36.00 |
| 36592 | 7/25/2018 | 000509 | ALAN NEEDHAM dba | | | 41,650.42 |
| | 24725 | 6/6/2018 - IRRIGATION REPAIR | | 001-552-60255 | | 945.85 |
| | 24768 | 6/12/2018 - MOW & CLEAN-UP VACA | | 001-552-60800 | | 125.00 |
| | 24786 | JUNE 2018 - MONTHLY LANDSCAPE | | 001-552-60800 | | 11,200.00 |
| | 24786 | JUNE 2018 - MONTHLY LANDSCAPE | | 001-556-60800 | | 3,960.00 |
| | 24835 | 6/25/2018 - WEEDING HILLSIDE | | 001-552-60255 | | 1,120.00 |
| | 24849 | 6/25/2018 - TREE PRUNING | | 001-552-60257 | | 4,725.00 |
| | 24907 | 6/25/2018 - IRRIGATION REPAIR | | 001-552-60254 | | 700.30 |
| | 24908 | 6/25/2018 - IRRIGATION REPLACEME | | 001-552-60258 | | 11,077.33 |
| | 24910 | 6/25/2018 - TREE TRIMMING | | 001-552-60800 | | 600.00 |
| | 24911 | 7/3/2018 - WEED CONTROL - EAST D | | 001-552-60800 | | 1,200.00 |
| | 24912 | 7/8/2018 - TREE TRIMMING | | 001-556-60800 | | 195.00 |
| | 24925 | 7/10/2018 - RVP - Sprinkler Repair | | 001-552-60258 | | 5,801.94 |
| 36593 | 7/25/2018 0000704 | 000019 7/11/2018 - MAINT/REPAIR SUPPLEIS | AMERICAN INDUSTRIAL PIPE & SUPPLY | 005-701-61140 | | 109.10 109.10 |
| 36594 | 7/25/2018 32196373 | 001214 July & August 2018 - Phone System L | AVAYA Financial Services | 001-410-60310 | | 768.76 768.76 |
| 36595 | 7/25/2018 INV0009479 | 000043 7/20/2018 - REIMBURSEMENT - BUS | BARBARA KNECHT | 001-511-60270 | | 50.00 50.00 |
| 36596 | 7/25/2018 842033-C | 000047 7/13/2018 - FLAGS - AOF | BETSY ROSS FLAG GIRLS, INC. | 001-558-60250 | | 1,778.20 1,778.20 |
| 36597 | 7/25/2018 INV0009510 | 000121 JULY 2018 - TOT ALLOCATION | BUELLTON VISITORS BUREAU | 001-410-67790 | | 33,333.33 33,333.33 |
| 36598 | 7/25/2018 ENVIR00789 | 000072 7/1/18-7/1/19 - POLLUTION LIABILITY | CA JOINT POWERS INS AUTHORITY | 001-410-50610 | | 1,223.00 1,223.00 |
| 36599 | 7/25/2018 1807-525691 | 000076 7/13/2018 - Maint/Repair Items | CAL-COAST IRRIGATION, INC. | 020-601-60250 | | 2.00 2.00 |
| 36600 | 7/25/2018 INV0009495 | 000079 OCT2018-OCT2019 - MEMBERSHIP D | CALIF. RURAL WATER ASSOCIATION | 020-601-60650 | | 740.00 740.00 |
| 36601 | 7/25/2018 12423926 | 000090 7/16-31/2018 - CalPERS LT Care Progr | CalPERS LONG-TERM CARE PROGRAM | 001-22166 | | 84.25 84.25 |
| 36602 | 7/25/2018 | 000107 | CITY OF LOMPOC | | | 1,686.66 |
| | 100881 | August 2018 - Monthly Transit Servic | | 027-559-67445 | | 1,666.66 |
| | 100957 | June 2018 - Scan Finger Printing | | 001-402-60022 | | 20.00 |
| 36603 | 7/25/2018 22394166 | 000112 2018-07-21 - PD/LIB - Pest Control | CLARK PEST CONTROL | 001-558-60800 | | 159.00 159.00 |
| 36604 | 7/25/2018 INV0009494 | 000122 7/18-8/17/2018 - CC chambers - Inter | COMCAST CABLE | 001-410-61292 | | 135.70 135.70 |
| 36605 | 7/25/2018 INV0009482 | 001204 2018-07-13 - LOCC MEETING - GROVE | Dave King | 001-401-60710 | | 55.59 55.59 |

| Payment Number | Payment Date Payable Number | Vendor # Description | Vendor Name | Account Number | Project Account Key | Payment Amount Item Amount |
|----------------|---------------------------------------|--|---|--------------------------------|---------------------|-------------------------------|
| 36606 | 7/25/2018 INV0009484 | 001289 2018-07-18 - REFUND - CANCELLED G | EMILY ABELLO | 001-511-67135 | 54011-040 | 49.00 49.00 |
| 36607 | 7/25/2018 808247A | 001008 6/21/2018 - Water analysis | ENVIRONMENTAL AGRICULTURAL | 001-551-67575 | | 528.00 528.00 |
| 36608 | 7/25/2018 INV0009486 | 001089 6/9-7/7/2018 - FLOW YO-YOGA | GINA SIGMAN | 001-511-67140 | | 162.00 162.00 |
| 36609 | 7/25/2018 1751 | 000739 7/2/2018 - EMERG WATERLINE REPAI | HANLY GENERAL ENGINEERING CORP. | 020-601-60250 | | 4,541.93 4,541.93 |
| 36610 | 7/25/2018 INV-1296 | 001084 7/17/2018 - REC - EQUIPMENT REPAI | James Porter Tilley, Jr. dba | 001-511-60250 | | 862.00 862.00 |
| 36611 | 7/25/2018 INV0009477 | 000869 7/19/2018 - PLANNING COMMISSION | JOE PADILLA | 001-565-50010 | | 50.00 50.00 |
| 36612 | 7/25/2018 INV0009493 | 001152 6/25-6/29/2018 - STREET SOCCER CA | JOHN FITZPATRICK | 001-511-67140 | | 2,205.00 2,205.00 |
| 36613 | 7/25/2018 1176 | 000395 JULY 2018 - MONTHLY CLEANING SER | JOSE RAFAEL RUIZ dba | 001-552-60800 | | 1,650.00 1,650.00 |
| 36614 | 7/25/2018 INV0009489 | 011300 6/13-7/17/2018 - KUNDALINI YOGA | KAREN PALMER | 001-511-67140 | | 28.00 28.00 |
| 36615 | 7/25/2018 INV0009492 INV0009492 | 011306 5/10-7/19/2018 - Surf Camp 5-10-7/19/2018 - KARLIN'S SOCCER | KARLIN LADERA | 001-511-67140 001-511-67140 | 51003-040 | 1,407.00 840.00 567.00 |
| 36616 | 7/25/2018 INV0009475 | 000587 7/23/2018 - BBQ BONANZA FIREWO | KYLE ABELLO | 001-511-67140 | | 110.00 110.00 |
| 36617 | 7/25/2018 127348 | 000280 7/5/2018 - Notice of Election 2018 | LEE CENTRAL COAST NEWSPAPERS | 001-401-60013 | | 323.55 323.55 |
| 36618 | 7/25/2018 INV0009488 | 001132 6/13-7/17/2018 - PERSONAL TRAININ | MAILE INEMAN | 001-511-67140 | | 360.00 360.00 |
| 36619 | 7/25/2018 INV0009478 | 001225 7/19/2018 - PLANNING COMMISSION | MARCILO SARQUILLA | 001-565-50010 | | 50.00 50.00 |
| 36620 | 7/25/2018 INV0009491 | 011343 6/8-7/10/2018 - YOGA CLASS | MARIANNE MADSEN | 001-511-67140 | | 400.00 400.00 |
| 36621 | 7/25/2018 2018381 | 000311 7/18/2018 - NOMINATION PAPERS | MARTIN & CHAPMAN CO. | 001-401-60013 | | 20.70 20.70 |
| 36622 | 7/25/2018 5258 | 000954 6/20/2018 - Sewer Line Clean-up | MICHAEL MacEACHERM dba | 005-701-60250 | | 1,300.00 1,300.00 |
| 36623 | 7/25/2018 INV0009485 | 001072 7/28/2018 - BOUNCE HOUSE RENTAL | Miguel Suarez dba | 001-511-67135 | | 290.00 290.00 |
| 36624 | 7/25/2018 INV0009476 | 001187 7/19/2018 - PLANNING COMMISSION | PATTY J HAMMEL | 001-565-50010 | | 50.00 50.00 |
| 36625 | 7/25/2018 INV0009480 | 000372 2018-07-19 - CASH DRAWER INCREAS | PETTY CASH | 001-11190 | | 50.00 50.00 |
| 36626 | 7/25/2018 12742 | 001001 7/24/2018 - VEHICLE MAINTANANCE | R & M ENTERPRISES DIESEL TOWING SERVICE | 001-511-60270 | | 341.54 341.54 |
| 36627 | 7/25/2018 0618-533 | 000848 June2018 - COB ArchDsgn - Village H | RAVATT, ALBRECHT & ASSOC, INC. | 001-22416 | 90055-070 | 1,107.50 170.00 |

| Payment Number | Payment Date Payable Number | Vendor # Description | Vendor Name | Account Number | Project Account Key | Payment Amount Item Amount |
|----------------|--------------------------------|--------------------------------------|---|----------------|---------------------|-------------------------------|
| | 0618-533 | June2018 - COB ArchDsgn - Live Oaks | | 001-22416 | 90056-070 | 852.50 |
| | 0618-533 | June2018 - COB ArchDsgn - 518 AOF | | 001-565-60800 | | 85.00 |
| 36628 | 7/25/2018 | 000763 | RIO VISTA CHEVROLET, INC. | | | 1,181.54 |
| | 82723 | 7/17/2018 - VEHICLE MAINTENANCE | | 001-558-60270 | | 129.22 |
| | 82723 | 7/17/2018 - VEHICLE MAINTENANCE | | 005-701-60270 | | 129.22 |
| | 82723 | 7/17/2018 - VEHICLE MAINTENANCE | | 020-601-60270 | | 129.22 |
| | 82770 | 7/18/18 - VEHICLE MAINT/REPAIR | | 001-558-60270 | | 264.62 |
| | 82770 | 7/18/18 - VEHICLE MAINT/REPAIR | | 005-701-60270 | | 264.63 |
| | 82770 | 7/18/18 - VEHICLE MAINT/REPAIR | | 020-601-60270 | | 264.63 |
| 36629 | 7/25/2018 | 000424 | Santa Ynez River Water Conservation District - SYRWCD | | | 8,181.82 |
| | INV0009496 | 1/1-6/30/2018 Semi-Annual Ground | | 020-601-67610 | | 8,181.82 |
| 36630 | 7/25/2018 | 000438 | SANTA YNEZ VALLEY HARDWARE | | | 21.30 |
| | 205442 | 6/13/2018 - MAINT/REPAIR ITEMS | | 005-701-60250 | | 21.30 |
| 36631 | 7/25/2018 | 000441 | SB CO - PUBLIC WORKS DEPT | | | 290.61 |
| | 384 | 1/1-6/30/2018 - IRWM Program Servi | | 020-601-67575 | | 290.61 |
| 36632 | 7/25/2018 | 000132 | SB CO ANIMAL SVCS, HEALTH & REG | | | 9,837.25 |
| | INV0009481 | FY17-18 4TH Qtr 4/1-6/30/18 Animal | | 001-410-60015 | | 9,837.25 |
| 36633 | 7/25/2018 | 000681 | STATEWIDE SAFETY & SIGNS, INC. | | | 56.03 |
| | 03010584 | 7/18/2018- Signs | | 001-558-60560 | | 56.03 |
| 36634 | 7/25/2018 | 000489 | STEVE'S WHEEL & TIRE | | | 508.80 |
| | 1-70564 | 7/16/2018 - VEHICLE MAINT/REPAIR | | 020-601-60270 | | 508.80 |
| 36635 | 7/25/2018 | 000766 | SYV FRUIT & VEGETABLE RESCUE | | | 5,916.00 |
| | INV0009483 | FY2018-2019 - Non-Profit Funding Su | | 001-410-67200 | | 5,916.00 |
| 36636 | 7/25/2018 | 000887 | TAPIA'S TREE SERVICE INC | | | 2,800.00 |
| | 382 | 7/21/2018 - CH - TREE/SHRUB REMO | | 001-556-60800 | | 2,800.00 |
| 36637 | 7/25/2018 | 000894 | VISITSYV | | | 34,630.75 |
| | CM0000088 | JUNE 2018 - SYVTBID ADMIN FEES | | 001-44250 | | -706.75 |
| | INV0009511 | JUNE 2018 - SYVTBID FEES | | 001-22160 | | 35,337.50 |
| 36638 | 7/25/2018 | 000563 | VORTEX INDUSTRIES, INC. | | | 2,739.91 |
| | 01-1249414-1 | 7/18/2018 - RESTROOM DOOR REPAI | | 001-552-60258 | | 2,379.91 |
| | 01-1252400-1 | 7/18/2018 - RESTROOM DOOR REPAI | | 001-552-60258 | | 360.00 |
| 36639 | 7/25/2018 | 001063 | Wells Fargo Vendor Fin Serv | | | 149.77 |
| | 68587091 | 9/1-9/30/2018 - REC - Copier rental | | 001-511-60310 | | 149.77 |
| 36640 | 7/25/2018 | 001246 | YOSHIE FREEMAN | | | 11.20 |
| | INV0009490 | 6/13-7/17/2018 - TAI CHI | | 001-511-67140 | | 11.20 |
| 36642 | 7/31/2018 | 000326 | MNS ENGINEERS, INC. | | | 32,717.50 |
| | 70798 | June 2018 - City Engineer/Public Wor | | 025-554-60800 | | 230.00 |
| | 70799 | June 2018 - City/Transportation Plan | | 029-557-60800 | | 4,075.00 |
| | 70800 | June 2018 - City/Sewer Network | | 005-701-60830 | | 262.50 |
| | 70801 | June 2018 - City/Traffic Studies | | 025-554-67265 | | 175.00 |
| | 70802 | June 2018 - City Storm Management | | 001-551-60800 | | 9,650.00 |
| | 70803 | June 2018 - City/Misc Planning Suppo | | 001-565-60830 | | 1,127.50 |
| | 70804 | June 2018 - Crossroads Center at the | | 001-22416 | 90010-070 | 150.00 |
| | 70805 | June 2018 - PedSftyImprmnts - Hwy | | 092-306-60800 | | 1,137.50 |
| | 70806 | June 2018 - Neighborhood Park at th | | 001-22416 | 90017-070 | 150.00 |
| | 70807 | June 2018 - Backflow Prevention Pro | | 020-601-60830 | | 3,000.00 |
| | 70808 | June 2018 - Village Townhomes | | 001-22416 | 90021-070 | 450.00 |
| | 70809 | June 2018 - Industrial Way Lighting | | 092-311-60800 | | 175.00 |
| | 70810 | June 2018 - Figeuroa Mountain Brew | | 001-22416 | 90037-070 | 390.00 |

| Payment Number | Payment Date Payable Number | Vendor # Description | Vendor Name | Account Number | Project Account Key | Payment Amount Item Amount |
|-----------------------|---|--|--------------------------------|---|---------------------|------------------------------------|
| | 70811 | June 2018 - 2017-18 Rd Maint & City- | | 092-316-60800 | | 11,745.00 |
| 36643 | 7/31/2018 INV0009513 | 000105 6/25-7/25/2018 - IRRIGATION 595 2N | CITY OF BUELLTON | 001-552-61211 | | 1,424.75 1,424.75 |
| 36644 | 7/31/2018 17813022524 | 001104 7/24/2018 - Misc Mat'l/Supplies | Corix Water Products (US) Inc. | 020-601-61240 | | 635.74 635.74 |
| 36645 | 7/31/2018 763989 CM764046 | 000248 7/25/2018 - BOL#562645 - Chlorine 7/25/2018 - Inv# 763989 - Deposit Re | JCI JONES CHEMICALS, INC. | 020-601-61111 020-601-61111 | | 2,798.04 3,698.02 -899.98 |
| 36646 | 7/31/2018 2018-0726-buel 2018-0726-buel | 000835 JULY 2018 - PROF SERVICES - CITY PL JULY 2018 - PROF SERVICES - CITY PL | METRO VENTURES LTD | 001-22416 001-565-60800 | 90052-070 | 6,480.00 2,713.50 3,766.50 |
| 36647 | 7/31/2018 PCI000000064 | 001290 FY2017-18 COB ROAD MAINTENANCE | PAVEMENT COATINGS CO. | 092-316-74100 | | 185,925.83 185,925.83 |
| 36648 | 7/31/2018 INV0009512 INV0009512 | 000379 JULY 2018 - POSTAGE WATER/SEWER JULY 2018 - POSTAGE WATER/SEWER | POSTMASTER | 005-701-61131 020-601-61131 | | 520.00 260.00 260.00 |
| 36649 | 7/31/2018 84138896 | 000380 6/20-7/20/2018 - Cylinder Rental | PRAXAIR DISTRIBUTION, INC. | 005-701-61111 | | 48.38 48.38 |
| 36650 | 7/31/2018 03010624 | 000681 7/26/2018 - Sign Stickers | STATEWIDE SAFETY & SIGNS, INC. | 001-558-60560 | | 64.65 64.65 |
| 36651 | 7/31/2018 627217 628618 630180 | 000543 7/17/2018 - WWTP - Maint/Repair It 7/18/2018 - Lift Station Floats 7/19/2018 - WWTP - Lift Station Float | USA BLUEBOOK INC | 005-701-60250 005-701-60250 005-701-60250 | | 664.95 82.95 514.23 67.77 |
| Payment Total: | | | | | | 395,303.05 |

Report Summary

Fund Summary

| Fund | Payment Amount |
|-------------------------------------|-------------------|
| 001 - General Fund | 165,760.19 |
| 005 - Sewer Fund | 3,060.08 |
| 020 - Water Fund | 21,352.79 |
| 025 - Gas Tax Fund | 405.00 |
| 027 - Local Transportation Fund | 1,666.66 |
| 029 - Transportation Planning | 4,075.00 |
| 092 - Capital Improvement Proj Fund | 198,983.33 |
| Grand Total: | 395,303.05 |

Account Summary

| Account Number | Account Name | Payment Amount |
|----------------|--------------------------|----------------|
| 001-11190 | Petty Cash | 50.00 |
| 001-22160 | SYVTBID Payable | 35,337.50 |
| 001-22166 | Long-Term Care Deducti | 84.25 |
| 001-22416 | Developer Deposit | 4,876.00 |
| 001-401-60013 | Election Expense | 344.25 |
| 001-401-60710 | Travel & Training | 55.59 |
| 001-402-60022 | Recruitment Expense | 20.00 |
| 001-410-50610 | Insurance - Property | 1,223.00 |
| 001-410-60015 | Animal Control | 9,837.25 |
| 001-410-60310 | Equipment Rental | 768.76 |
| 001-410-61292 | Internet Access/ Websit | 135.70 |
| 001-410-67200 | Community Organizatio | 5,916.00 |
| 001-410-67790 | Visitors Bureau | 33,333.33 |
| 001-44250 | Miscellaneous | -706.75 |
| 001-511-60250 | Maintenance/Repair | 862.00 |
| 001-511-60270 | Maintenance-Vehicles | 391.54 |
| 001-511-60310 | Equipment Rental | 149.77 |
| 001-511-67135 | Buelltton Rec Program Tr | 339.00 |
| 001-511-67140 | Buelltton Recreation Pro | 4,719.20 |
| 001-551-60800 | Contract Services | 9,650.00 |
| 001-551-67575 | Regulatory Compliance | 528.00 |
| 001-552-60254 | Maintenance/Repair-A& | 700.30 |
| 001-552-60255 | Maintenance/Repair-Gol | 2,065.85 |
| 001-552-60257 | Maintenance/Repair-Pa | 4,725.00 |
| 001-552-60258 | Maintenance/Repair-Riv | 19,619.18 |
| 001-552-60800 | Contract Services | 14,775.00 |
| 001-552-61211 | Utilities - Water | 1,424.75 |
| 001-556-60800 | Contract Services | 6,955.00 |
| 001-558-60250 | Maintenance / Repair | 1,778.20 |
| 001-558-60270 | Maintenance - Vehicles | 393.84 |
| 001-558-60560 | Signs | 120.68 |
| 001-558-60800 | Contract Services | 159.00 |
| 001-565-50010 | Planning Commission Sal | 150.00 |
| 001-565-60800 | Contract Services | 3,851.50 |
| 001-565-60830 | Contract Services-Engine | 1,127.50 |
| 005-701-60250 | Maintenance / Repair | 1,986.25 |
| 005-701-60270 | Maintenance - Vehicles | 393.85 |
| 005-701-60830 | Contract Services-Engine | 262.50 |
| 005-701-61111 | Chemicals / Analysis | 48.38 |
| 005-701-61131 | Postage | 260.00 |
| 005-701-61140 | Operational Supplies | 109.10 |
| 020-601-60250 | Maintenance / Repair | 4,543.93 |
| 020-601-60270 | Maintenance - Vehicles | 902.65 |
| 020-601-60650 | Membership & Publicati | 740.00 |
| 020-601-60830 | Contract Services-Engine | 3,000.00 |
| 020-601-61111 | Chemicals / Analysis | 2,798.04 |

| Project Account Key | Payment Amount |
|---------------------|-------------------|
| **None** | 389,538.05 |
| 51003-040 | 840.00 |
| 54011-040 | 49.00 |
| 90010-070 | 150.00 |
| 90017-070 | 150.00 |
| 90021-070 | 450.00 |
| 90037-070 | 390.00 |
| 90052-070 | 2,713.50 |
| 90055-070 | 170.00 |
| 90056-070 | 852.50 |
| Grand Total: | 395,303.05 |

Week Report - APPKT's 00807, 00811 and 00812

Payment Dates: 07/19/2018 - 07/31/2018

Account Summary

| Account Number | Account Name | Payment Amount |
|---------------------|-------------------------|-------------------|
| 020-601-61131 | Postage | 260.00 |
| 020-601-61240 | Meter Expense | 635.74 |
| 020-601-67575 | Regulatory Compliance | 290.61 |
| 020-601-67610 | Santa Ynez River Approp | 8,181.82 |
| 025-554-60800 | Contract Services | 230.00 |
| 025-554-67265 | Development Permit Pro | 175.00 |
| 027-559-67445 | Lompoc- Wine Country | 1,666.66 |
| 029-557-60800 | Contract Services | 4,075.00 |
| 092-306-60800 | Contract Services | 1,137.50 |
| 092-311-60800 | Contract Services | 175.00 |
| 092-316-60800 | Contract Services | 11,745.00 |
| 092-316-74100 | Improvements | 185,925.83 |
| Grand Total: | | 395,303.05 |

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: August 9, 2018

Subject: Reduction of Bond for Hampton Inn – 600 McMurray Road

BACKGROUND

In September 2015, the first permit for construction was issued for the Hampton Inn Development, which is located at 600 McMurray Road. The project consists of grading improvements, construction of a hotel and road widening improvements on McMurray Road.

As a condition of approval for the development of the site, improvement bonds associated with the development were posted with the City prior to construction. The improvements requiring bonding included grading and site improvements and off-site improvements of McMurray Road.

All improvements are 100% complete, and the project was substantially completed in July 2017 with the city accepting improvements in May 2018. The Grant Deed for Right-Of-Way was accepted by Council on May 24, 2018. The developer has requested a release of the bond posted for the improvements. The bond shall be reduced 90%, withholding 10% for a one year warranty period upon this Council’s approval. The City shall automatically release the remaining 10% bond after one year, provided no warranty issues arise. Should a warranty issue arise, the developer shall correct the issue to the satisfaction of the City. The remaining bond may be released upon acceptance of corrections by the City Engineer.

| Bond No. | Purpose of Bond | Original Amount | Proposed Amount |
|-----------------|--------------------------|------------------------|------------------------|
| Hartford | Grading and Improvements | \$1,536,900 | \$153,690 |

FISCAL IMPACT

Approval of the reduction of bond for the Hampton Inn will not cause any fiscal impact to the City.

RECOMMENDATION

That the City Council authorize the reduction of Hampton Inn Hartford Bond for the Hampton Inn project from the amount of \$1,536,900 to \$153,690 and authorize the Finance Director to release the remaining bond upon completion of the warranty period.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: August 9, 2018

Subject: Visitor's Bureau Proposed Fiscal Year 2018-19 Budget and Request for Additional Funding

BACKGROUND

The City Council at its July 12, 2018, City Council meeting requested additional information in relation to the proposed FY 18-19 budget and request for additional funding.

Attachment 1 is the proposed Fiscal Year 2018-19 budget for the Buellton Visitor's Bureau as required by the City's contract with the Buellton Chamber of Commerce for operation of the Visitor's Bureau. The current contract is in effect until June 30, 2020.

The Visitor's Bureau is also requesting an increase in City funding in the amount of \$175,000. Attachment 2 is the funding request with the rationale behind the request. This would increase the yearly funding to the Visitor's Bureau to \$575,000 if approved. Any additional funding granted by the City Council would be brought back for final approval via a budget adjustment resolution and an amendment to the contract with the Buellton Chamber of Commerce.

Attachment 3 is the FY 17-18 budget in comparison to the proposed FY 18-19 budget as requested by the City Council.

RECOMMENDATION

That the City Council receive the Buellton Visitor's Bureau Fiscal Year 2018-19 Budget and consider and provide direction on the request for additional funding in the amount of \$175,000.

ATTACHMENTS

Attachment 1 – Proposed Fiscal Year 2018-19 Budget
Attachment 2 – Request for Additional Funds
Attachment 3 – Comparison of FY 17-18 and FY 18-19 Budgets

3:09 PM
06/07/18
Cash Basis

BUELLTON VISITOR'S BUREAU Profit & Loss Budget vs. Actual July 2018 through June 2019

| | Jul '18 - Jun 19 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · Income | | | | |
| 4100 · Program Service Income | | | | |
| 4110 · TOT Funding | 0.00 | 400,000.00 | -400,000.00 | 0.0% |
| Total 4100 · Program Service Income | 0.00 | 400,000.00 | -400,000.00 | 0.0% |
| 4300 · Advertising | | | | |
| 4350 · Website Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4300 · Advertising | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4000 · Income | 0.00 | 400,000.00 | -400,000.00 | 0.0% |
| Total Income | 0.00 | 400,000.00 | -400,000.00 | 0.0% |
| Expense | | | | |
| 5700 · T-1 Operation of Visitor Center | | | | |
| 5003 · Conference and Meeting | | | | |
| 5103 · Vehicle Mileage | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 5003 · Conference and Meeting - Other | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| Total 5003 · Conference and Meeting | 0.00 | 4,500.00 | -4,500.00 | 0.0% |
| 6100 · Employee Services | | | | |
| 6110 · Wages & Salaries | 0.00 | 107,000.00 | -107,000.00 | 0.0% |
| 6120 · Payroll Taxes (Employer only) | 0.00 | 9,200.00 | -9,200.00 | 0.0% |
| 6200 · Contract Labor | 0.00 | 0.00 | 0.00 | 0.0% |
| 6300 · Insurance | | | | |
| 6310 · Workmens Comp | 0.00 | 600.00 | -600.00 | 0.0% |
| 6320 · Liability Insurance | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total 6300 · Insurance | 0.00 | 2,600.00 | -2,600.00 | 0.0% |
| Total 6100 · Employee Services | 0.00 | 118,800.00 | -118,800.00 | 0.0% |
| 6400 · Taxes | | | | |
| 6410 · Property Tax - Unsecured | 0.00 | 450.00 | -450.00 | 0.0% |
| Total 6400 · Taxes | 0.00 | 450.00 | -450.00 | 0.0% |
| 7000 · Maintenance Expense | | | | |
| 7100 · Office Expense | | | | |
| 7110 · Office Supplies | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| 7115 · Website Maintenance | 0.00 | 600.00 | -600.00 | 0.0% |
| 7120 · Telephone/Internet | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| 7125 · Office Alarm | 0.00 | 350.00 | -350.00 | 0.0% |
| 7130 · Office Equipment | | | | |
| 7131 · Purchase | 0.00 | 400.00 | -400.00 | 0.0% |
| 7132 · Rental | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| 7133 · Maintenance | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| Total 7130 · Office Equipment | 0.00 | 3,400.00 | -3,400.00 | 0.0% |
| 7140 · Computer Equipment | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 7150 · Cleaning & Janitorial | 0.00 | 1,400.00 | -1,400.00 | 0.0% |
| 7170 · Postage & Shipping | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| 7180 · Rent - Storage | 0.00 | 1,900.00 | -1,900.00 | 0.0% |
| 7190 · Building Repairs & maintenance | 0.00 | 100.00 | -100.00 | 0.0% |
| 7195 · Miscellaneous | 0.00 | 100.00 | -100.00 | 0.0% |
| Total 7100 · Office Expense | 0.00 | 14,950.00 | -14,950.00 | 0.0% |
| 7200 · Professional Fees | | | | |
| 7210 · Accounting | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| 7220 · Bookkeeping & Accounting | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 7230 · Legal | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 7240 · Consulting | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 7200 · Professional Fees | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| Total 7000 · Maintenance Expense | 0.00 | 21,950.00 | -21,950.00 | 0.0% |
| Total 5700 · T-1 Operation of Visitor Center | 0.00 | 145,700.00 | -145,700.00 | 0.0% |
| 5705 · T-2 Grants/Specific Projects | | | | |
| 5002 · Sponsorships and Donations | 0.00 | 12,000.00 | -12,000.00 | 0.0% |
| 9000 · Opportunity Reserves | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total 5705 · T-2 Grants/Specific Projects | 0.00 | 14,000.00 | -14,000.00 | 0.0% |

BUELLTON VISITOR'S BUREAU
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

| | Jul '18 - Jun 19 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------|----------------|-------------|
| 5750 · T-3 Economic Development | | | | |
| 5004 · Economic Development | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 5750 · T-3 Economic Development | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 5775 · T-4 Promo/Advertising | | | | |
| 5001 · Member Dues & Subscriptions | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 5300 · Advertising | | | | |
| 5330 · Billboards | 0.00 | 22,500.00 | -22,500.00 | 0.0% |
| 5340 · Coop Advertising | 0.00 | 0.00 | 0.00 | 0.0% |
| 5350 · Print & Digital Advertising | 0.00 | 13,720.00 | -13,720.00 | 0.0% |
| 5360 · Web | 0.00 | 25,120.00 | -25,120.00 | 0.0% |
| 5370 · Graphic Design | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| 5371 · Photography | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 5380 · E Marketing | | | | |
| 5381 · Social Media | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 5384 · SEO/SEM | 0.00 | 30,000.00 | -30,000.00 | 0.0% |
| 5380 · E Marketing - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5380 · E Marketing | 0.00 | 45,000.00 | -45,000.00 | 0.0% |
| 5382 · Marketing Consultant | 0.00 | 48,000.00 | -48,000.00 | 0.0% |
| 5383 · Public Relations | 0.00 | 48,000.00 | -48,000.00 | 0.0% |
| 5386 · Media Expenses | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 5390 · Promotional Items | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| 5300 · Advertising - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5300 · Advertising | 0.00 | 235,840.00 | -235,840.00 | 0.0% |
| 5400 · Event Expenses | | | | |
| 5460 · Other Events | | | | |
| 5463 · Buellton Winter Fest | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total 5460 · Other Events | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total 5400 · Event Expenses | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 5500 · Trade Shows | | | | |
| 5501 · Trade Shows | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 5500 · Trade Shows - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5500 · Trade Shows | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| Total 5775 · T-4 Promo/Advertising | 0.00 | 262,840.00 | -262,840.00 | 0.0% |
| Total Expense | 0.00 | 425,540.00 | -425,540.00 | 0.0% |
| Net Ordinary Income | 0.00 | -25,540.00 | 25,540.00 | 0.0% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 8100 · Other Funding Sources | | | | |
| 4109 · Committed Project Allocation | 0.00 | 40,313.31 | -40,313.31 | 0.0% |
| 4111 · Balance Forward | 0.00 | 60,245.38 | -60,245.38 | 0.0% |
| 4120 · SB County Funding | 0.00 | 2,758.00 | -2,758.00 | 0.0% |
| Total 8100 · Other Funding Sources | 0.00 | 103,316.69 | -103,316.69 | 0.0% |
| Total Other Income | 0.00 | 103,316.69 | -103,316.69 | 0.0% |
| Other Expense | | | | |
| 8500 · Other Expense | | | | |
| 8510 · Bank Service Charges | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 8500 · Other Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| 8505 · Other Funding Expenses | | | | |
| 8515 · Economic Development | 0.00 | 20,819.56 | -20,819.56 | 0.0% |
| 8520 · Billboards | 0.00 | 7,032.85 | -7,032.85 | 0.0% |
| 8525 · Probable projects/opportunities | 0.00 | 75,464.28 | -75,464.28 | 0.0% |
| 8530 · Marketing Consultant | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 8505 · Other Funding Expenses | 0.00 | 103,316.69 | -103,316.69 | 0.0% |
| Total Other Expense | 0.00 | 103,316.69 | -103,316.69 | 0.0% |
| Net Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Income | 0.00 | -25,540.00 | 25,540.00 | 0.0% |



June 6, 2018

Attn: Madam Mayor and City Council Members

RE: Buellton Visitors Bureau request for additional funding

Dear Madam Mayor and City Council Members,

On behalf of the Board of Directors for the Buellton Chamber of Commerce and Visitors Bureau, I would like to thank you for the opportunity to market our growing city. We have seen great results from our marketing efforts and are proud that we have maintained our position as one of the top revenue generators for the city.

As per our contract, beginning in 2016, we were given the opportunity to come back in two years to make a request for additional funding. We feel we have been responsible with our spending at the Visitors Bureau and have used our funds in the best interest of Buellton. With our current funds, we have been able to hire a PR firm that works directly with travel media; we've developed a Marketing Strategic Plan and have contracted with a Marketing Consultant to assist with the implementation of the plan. We have been able to implement various programs that assist with our digital marketing and branding, which contribute to our growing marketing efforts and allow us to keep Buellton on the map as a destination.

In the upcoming months and years, we will be celebrating some milestones in Buellton. September 2018 we will celebrate the 50th Anniversary of the Avenue of Flags dedication, June 2019 will be the 95th Anniversary for Pea Soup Andersen's, October 2019 will be the 15th Anniversary since the movie Sideways was filmed here, and the year 2020 will mark the Centennial for Buellton which we'll want to celebrate throughout the year.

In addition to these milestones, we will continue to expand our marketing efforts so we may maintain our presence in the digital realm and stay relevant to our consumers. Currently we have a staff of 2 full-time and one part-time, who perform duties for both the Chamber of Commerce and Visitors Bureau. We would like to bring on additional staff to assist with Sales & Marketing as well as events. With the growing number of hotel rooms in Buellton, it is imperative that we work closely with our hotels and assist with leads to fill the vacancies.

As you can see in our proposed 2018/2019 fiscal year budget, we are showing a deficit. This budget does not accommodate for the events listed above or additional staff to assist with the ongoing sales and marketing efforts. We have really stretched our dollars to accommodate what we can to stay relevant, but in order to maintain, grow and celebrate these milestones, additional funding will be needed.

In looking ahead at the items stated above, we would like to make a request for an additional \$175 thousand dollars to accommodate our needs. This would make our allocation a total \$575 thousand per year of which 100% goes into the marketing of Buellton and operations of the Buellton Visitors Bureau.

I would be happy to sit down and go over any of these areas with staff and/or Council if you have questions. It has been and continues to be our pleasure to market Buellton and contribute to our City's financial stability. Tourism is one of our top industries for the City and we take great pride in promoting Buellton. I look forward to hearing from you with regards to our request and am available for any questions.

Most Sincerely,

A handwritten signature in cursive script that reads "Kathy Vreeland". The signature is written in black ink and is positioned above the typed name.

Kathy Vreeland, Executive Director

**BUELLTON VISITOR'S BUREAU
Profit & Loss Budget vs. Actual**

| | <u>Budget 17/18</u> | <u>Actual 17/18</u> | <u>Original 18/19 Request</u> | <u>% change from prior budget</u> | <u>18/19 Proposed with Increases</u> | <u>%change from Original Budget</u> | <u>\$ change from original request</u> | <i>Description of Changes:</i> |
|---|---------------------|---------------------|-------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|--|---|
| Ordinary Income/Expense | | | | | | | | |
| Income | | | | | | | | |
| 4000 · Income | | | | | | | | |
| 4100 · Program Service Income | | | | | | | | |
| 4110 · TOT Funding | | | | | | | | |
| 4112 · City Fund Carryover | 0.00 | 0.00 | 0.00 | | 0.00 | 0% | 0.00 | |
| 4110 · TOT Funding - Other | 400,000.00 | 400,000.00 | 400,000.00 | 0% | 575,000.00 | 44% | 175,000.00 | |
| Total 4110 · TOT Funding | <u>400,000.00</u> | <u>400,000.00</u> | <u>400,000.00</u> | 0% | <u>575,000.00</u> | 44% | <u>175,000.00</u> | |
| Total 4100 · Program Service Income | 400,000.00 | 400,000.00 | 400,000.00 | 0% | 575,000.00 | 44% | 175,000.00 | |
| 4300 · Advertising | | | | | | | | |
| 4330 · Billboard | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 | |
| 4350 · Website Income | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 | |
| Total 4300 · Advertising | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | | <u>0.00</u> | | <u>0.00</u> | |
| Total 4000 · Income | <u>400,000.00</u> | <u>400,000.00</u> | <u>400,000.00</u> | 0% | <u>575,000.00</u> | 44% | <u>175,000.00</u> | <i>Subject to Council Approval</i> |
| Total Income | 400,000.00 | 400,000.00 | 400,000.00 | 0% | 575,000.00 | 44% | 175,000.00 | |
| Expense | | | | | | | | |
| 5700 · T-1 Operation of Visitor Center | | | | | | | | |
| 5003 · Conference and Meeting | | | | | | | | |
| 5103 · Vehicle Mileage | 2,000.00 | 881.13 | 2,000.00 | 0% | 2,000.00 | 0% | 0.00 | |
| 5003 · Conference and Meeting - Other | 2,500.00 | 2,870.49 | 2,500.00 | 0% | 2,500.00 | 0% | 0.00 | |
| Total 5003 · Conference and Meeting | <u>4,500.00</u> | <u>3,751.62</u> | <u>4,500.00</u> | 0% | <u>4,500.00</u> | 0% | <u>0.00</u> | |
| 6100 · Employee Services | | | | | | | | |
| 6110 · Wages & Salaries | 98,000.00 | 99,130.60 | 107,000.00 | 9% | 137,000.00 | 28% | 30,000.00 | <i>part-time employee with ongoing web and social maintenance</i> |
| 6120 · Payroll Taxes (Employer only) | 7,000.00 | 8,037.32 | 9,200.00 | 31% | 9,200.00 | 0% | 0.00 | |
| 6130 · Employee Benefits | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 | |
| 6200 · Contract Labor | 13,200.00 | 5,379.59 | 0.00 | -100% | 0.00 | | 0.00 | |
| 6300 · Insurance | | | | | | | | |
| 6310 · Workmens Comp | 1,000.00 | 590.26 | 600.00 | -40% | 600.00 | 0% | 0.00 | |
| 6320 · Liability Insurance | 2,000.00 | 1,953.75 | 2,000.00 | 0% | 2,000.00 | 0% | 0.00 | |
| Total 6300 · Insurance | <u>3,000.00</u> | <u>2,544.01</u> | <u>2,600.00</u> | -13% | <u>2,600.00</u> | 0% | <u>0.00</u> | |
| Total 6100 · Employee Services | <u>121,200.00</u> | <u>115,091.52</u> | <u>118,800.00</u> | -2% | <u>148,800.00</u> | 25% | <u>30,000.00</u> | |
| 6400 · Taxes | | | | | | | | |
| 6410 · Property Tax - Unsecured | 450.00 | 378.21 | 450.00 | 0% | 450.00 | 0% | 0.00 | |
| Total 6400 · Taxes | <u>450.00</u> | <u>378.21</u> | <u>450.00</u> | 0% | <u>450.00</u> | 0% | <u>0.00</u> | |
| 7000 · Maintenance Expense | | | | | | | | |
| 7100 · Office Expense | | | | | | | | |
| 7110 · Office Supplies | 2,500.00 | 1,124.31 | 2,500.00 | 0% | 2,500.00 | 0% | 0.00 | |
| 7115 · Website Maintenance | 500.00 | 692.00 | 600.00 | 20% | 600.00 | 0% | 0.00 | |
| 7120 · Telephone/Internet | 1,800.00 | 1,986.86 | 1,800.00 | 0% | 1,800.00 | 0% | 0.00 | |

| | Budget 17/18 | Actual 17/18 | Original 18/19 Request | % change from prior budget | 18/19 Proposed with Increases | %change from Original Budget | \$ change from original request | Description of Changes: |
|---|-------------------|-------------------|------------------------|----------------------------|-------------------------------|------------------------------|---------------------------------|---|
| 7125 · Office Alarm | 350.00 | 306.00 | 350.00 | 0% | 350.00 | 0% | 0.00 | |
| 7130 · Office Equipment | | | | | | | | |
| 7131 · Purchase | 400.00 | 271.50 | 400.00 | 0% | 400.00 | 0% | 0.00 | |
| 7132 · Rental | 1,800.00 | 1,358.78 | 1,800.00 | 0% | 1,800.00 | 0% | 0.00 | |
| 7133 · Maintenance | 1,200.00 | 1,342.96 | 1,200.00 | 0% | 1,200.00 | 0% | 0.00 | |
| Total 7130 · Office Equipment | 3,400.00 | 2,973.24 | 3,400.00 | 0% | 3,400.00 | 0% | 0.00 | |
| 7140 · Computer Equipment | 1,000.00 | 0.00 | 1,000.00 | 0% | 1,000.00 | 0% | 0.00 | |
| 7150 · Cleaning & Janitorial | 1,400.00 | 1,140.00 | 1,400.00 | 0% | 1,400.00 | 0% | 0.00 | |
| 7170 · Postage & Shipping | 1,800.00 | 1,672.91 | 1,800.00 | 0% | 1,800.00 | 0% | 0.00 | |
| 7180 · Rent - Storage | 1,900.00 | 2,425.50 | 1,900.00 | 0% | 1,900.00 | 0% | 0.00 | |
| 7190 · Building Repairs & maintenance | 100.00 | 0.00 | 100.00 | 0% | 100.00 | 0% | 0.00 | |
| 7195 · Miscellaneous | 100.00 | 32.76 | 100.00 | 0% | 100.00 | 0% | 0.00 | |
| Total 7100 · Office Expense | 14,850.00 | 12,353.58 | 14,950.00 | 1% | 14,950.00 | 0% | 0.00 | |
| 7200 · Professional Fees | | | | | | | | |
| 7210 · Accounting | 3,500.00 | 3,450.00 | 3,500.00 | 0% | 3,500.00 | 0% | 0.00 | |
| 7220 · Bookkeeping & Accounting | 2,000.00 | 1,800.00 | 2,000.00 | 0% | 2,000.00 | 0% | 0.00 | |
| 7230 · Legal | 1,500.00 | 0.00 | 1,500.00 | 0% | 1,500.00 | 0% | 0.00 | |
| 7240 · Consulting | 7,000.00 | 0.00 | 0.00 | -100% | 0.00 | | 0.00 | |
| Total 7200 · Professional Fees | 14,000.00 | 5,250.00 | 7,000.00 | -50% | 7,000.00 | 0% | 0.00 | |
| Total 7000 · Maintenance Expense | 28,850.00 | 17,603.58 | 21,950.00 | -24% | 21,950.00 | 0% | 0.00 | |
| Total 5700 · T-1 Operation of Visitor Center | 155,000.00 | 136,824.93 | 145,700.00 | -6% | 175,700.00 | 21% | 30,000.00 | |
| 5705 · T-2 Grants/Specific Projects | | | | | | | | |
| 5002 · Sponsorships and Donations | 12,000.00 | 14,034.10 | 12,000.00 | 0% | 12,000.00 | 0% | 0.00 | |
| 9000 · Opportunity Reserves | 2,000.00 | 0.00 | 2,000.00 | 0% | 2,000.00 | 0% | 0.00 | |
| Total 5705 · T-2 Grants/Specific Projects | 14,000.00 | 14,034.10 | 14,000.00 | 0% | 14,000.00 | 0% | 0.00 | |
| 5750 · T-3 Economic Development | | | | | | | | |
| 5004 · Economic Development | 3,000.00 | 936.51 | 3,000.00 | 0% | 3,000.00 | 0% | 0.00 | |
| Total 5750 · T-3 Economic Development | 3,000.00 | 936.51 | 3,000.00 | 0% | 3,000.00 | 0% | 0.00 | |
| 5775 · T-4 Promo/Advertising | | | | | | | | |
| 5001 · Member Dues & Subscriptions | 2,000.00 | 1,258.98 | 2,000.00 | 0% | 2,000.00 | 0% | 0.00 | |
| 5300 · Advertising | | | | | | | | |
| 5330 · Billboards | 22,500.00 | 19,433.28 | 22,500.00 | 0% | 22,500.00 | 0% | 0.00 | |
| 5340 · Coop Advertising | 0.00 | 0.00 | | | | | | |
| 5350 · Print & Digital Advertising | 47,000.00 | 47,573.23 | 13,720.00 | -71% | 29,720.00 | 117% | 16,000.00 | Print media (Westways, Visit CA, Visit SYV) New Website development and ongoing expense with new tools |
| 5360 · Web | 15,000.00 | 32,640.00 | 25,120.00 | 67% | 40,120.00 | 60% | 15,000.00 | |
| 5370 · Graphic Design | 20,000.00 | 18,974.91 | 20,000.00 | 0% | 20,000.00 | 0% | 0.00 | |
| 5371 · Photography | 10,000.00 | 12,679.30 | 5,000.00 | -50% | 5,000.00 | 0% | 0.00 | |
| 5380 · E Marketing | | | | | | | | |
| 5381 · Social Media | 15,000.00 | 13,673.54 | 15,000.00 | 0% | 15,000.00 | 0% | 0.00 | |
| 5384 · SEO/SEM | 25,000.00 | 25,000.00 | 30,000.00 | 20% | 30,000.00 | 0% | 0.00 | |
| 5380 · E Marketing - Other | 0.00 | 8,983.75 | 0.00 | | 0.00 | | 0.00 | |

| | Budget 17/18 | Actual 17/18 | Original 18/19 Request | % change from prior budget | 18/19 Proposed with Increases | %change from Original Budget | \$ change from original request | <i>Description of Changes:</i> |
|---|---------------------|---------------------|-------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|--|---|
| Total 5380 · E Marketing | 40,000.00 | 47,657.29 | 45,000.00 | 13% | 45,000.00 | 0% | 0.00 | |
| 5382 · Marketing Consultant | 0.00 | 0.00 | 48,000.00 | | 48,000.00 | 0% | 0.00 | <i>New Line Item</i> |
| 5383 · Public Relations | 48,000.00 | 48,125.07 | 48,000.00 | 0% | 48,000.00 | 0% | 0.00 | |
| 5386 · Media Expenses | 0.00 | 0.00 | 10,000.00 | | 10,000.00 | 0% | 0.00 | <i>New Line Item</i> |
| 5390 · Promotional Items | 3,500.00 | 2,736.89 | 3,500.00 | 0% | 3,500.00 | 0% | 0.00 | |
| 5300 · Advertising - Other | 0.00 | 36.66 | 0.00 | | 5,000.00 | | 5,000.00 | <i>New Line Item, Marking incidentals</i> |
| Total 5300 · Advertising | 206,000.00 | 229,856.63 | 235,840.00 | 14% | 276,840.00 | 17% | 41,000.00 | |
| 5400 · Event Expenses | | | | | | | | |
| 5460 · Other Events | | | | | | | | |
| 5463 · Buellton Winter Fest | 10,000.00 | 10,562.79 | 10,000.00 | 0% | 15,000.00 | 50% | 5,000.00 | <i>increase for Winterfest to accommodate growth in event.</i> |
| | | | | | | | | <i>New events: Ave 50th, Centennial, Pea Soup 95th, Sideways 15</i> |
| New Events | | | | | 73,460.00 | | 73,460.00 | |
| Total 5460 · Other Events | 10,000.00 | 10,562.79 | 10,000.00 | 0% | 88,460.00 | 785% | 78,460.00 | |
| Total 5400 · Event Expenses | 10,000.00 | 10,562.79 | 10,000.00 | 0% | 88,460.00 | 785% | 78,460.00 | |
| 5500 · Trade Shows | | | | | | | | |
| 5501 · Trade Shows | 10,000.00 | 11,121.54 | 15,000.00 | 50% | 15,000.00 | 0% | 0.00 | |
| 5500 · Trade Shows - Other | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 | |
| Total 5500 · Trade Shows | 10,000.00 | 11,121.54 | 15,000.00 | 50% | 15,000.00 | 0% | 0.00 | |
| Total 5775 · T-4 Promo/Advertising | 228,000.00 | 252,799.94 | 262,840.00 | 15% | 382,300.00 | 45% | 119,460.00 | |
| Total Expense | 400,000.00 | 404,595.48 | 425,540.00 | 6% | 575,000.00 | 35% | 149,460.00 | |
| Net Ordinary Income | 0.00 | -4,595.48 | (25,540.00) | | 0.00 | -100% | 25,540.00 | |

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Stephen A. McEwen, City Attorney

Meeting Date: August 9, 2018

Subject: Discussion of City Manager Duties

BACKGROUND

At the City Council meeting on July 12, 2018, the City Council requested a future agenda discussion regarding the duties of the City Manager. Since its incorporation, Buellton has utilized a “Council/Manager” form of city government under Government Code sections 34851 through 34859. Consistent with these statutory provisions, Municipal Code section 2.08.060 sets forth the Buellton City Manager’s duties and responsibilities (Attachment 1). These duties include, among other things, hiring and firing City employees, administering the City’s day-to-day affairs, and preparing and administering the City’s budget. Section 2.08.060 follows the requirements of Government Code section 34852 as to these duties. The purpose of the duties outlined allow for the efficient management of the day-to-day operations of the city. The City Manager follows and implements the laws and policies as directed by the City Council. By ordinance, the City Council may make changes to these specified duties.

State law (Gov. Code §§ 34851-34859) establishes the general law rules for a Council/Manager form of government. Under these rules, the Council/Manager form of government must be established by ordinance. The ordinance must define the powers and duties of the City Manager and may fix compensation or the minimum amount receivable (Gov. Code, § 34852). The City Manager may appoint and dismiss the chief of police and other subordinate appointive officers and employees, except the city attorney (Gov. Code, § 34856).

Buellton’s regulations regarding the City Manager are set forth in Municipal Code Chapter 2.08. Municipal Code section 2.08.060 provides:

The City Manager shall be the administrative head of the government of the city under the direction and control of the city council except as otherwise provided in this chapter. The City Manager shall be responsible for the efficient administration of all affairs of the city which are under his or her control. In addition to the general powers as administrative head of the city government, and not as a limitation thereon, the City Manager shall be expected to, and shall have the power to:

- A. Enforce all laws and ordinances of the city and to see that all franchises, contracts, permits, and privileges granted by the City Council are faithfully observed;
- B. Appoint, remove, promote, and demote any and all officers and employees of the city except elected officers, the city attorney, the city clerk, and the city treasurer, subject to all applicable personnel rules and regulations which may be adopted by the City Council;
- C. Control, order, and give directions to all department heads who are subject to his or her appointment and removal authority and to subordinate officers and employees of the city under his or her jurisdiction through their department heads;
- D. Conduct studies and effect such organization and reorganization of offices, positions, or units under his or her direction as may be indicated in the interest of efficient, effective, and economical conduct of the city's business;
- E. Recommend to the City Council for adoption such measures and ordinances as he or she deems necessary;
- F. Attend all meetings of the City Council unless excused therefrom by the Mayor individually or the City Council as a whole, except when his or her removal is under consideration;
- G. Prepare and submit the proposed annual budget and the proposed annual salary plan to the City Council for its approval;
- H. Keep the City Council at all times fully advised as to the financial condition and needs of the city;
- I. Make investigations into the affairs of the city and any department or division thereof and any contract or other obligation of the city; and further to investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city;
- J. Exercise general supervision over all public buildings, public parks, and all other public properties which are under the control and jurisdiction of the city;
- K. Have the same authority as the Mayor, as the convenience of the parties may dictate, to sign documents specified in Section 40602 of the California Government Code whenever such documents have been approved by the City Council for execution by resolution, motion, minute order, or other appropriate action; and

L. Perform such other responsibilities and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution or other official action of the City Council.

Municipal Code section 2.08.070 provides:

The City Council and its members shall deal with the administrative services of the city only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any member thereof shall give orders to any subordinates of the City Manager. For purposes hereof, "inquiry" means any and all communications short of giving orders, directions, or instructions to any member of the administrative staff. Such staff members shall provide all information reasonably requested by any councilmember. The City Manager shall take orders and instructions from the City Council only when sitting in a duly convened meeting of the City Council and no individual councilmember shall give any orders or instructions to the City Manager. The City Council shall instruct the City Manager in matters of policy. Any action, determination, or omission of the City Manager shall be subject to review by the City Council. The City Council may not overrule, change, or modify any such action, determination, or omission except by the affirmative vote of at least three members of the City Council.

These duties and responsibilities are generally consistent with the duties and responsibilities of cities throughout California and with the cited Government Code Sections. However, as noted above, a City Council has statutory authority under Government Code Section 34852 to modify a City Manager's specified duties and responsibilities. A City Council could also have a City Administrator instead of City Manager. A City Administrator is usually considered as having less authority than a City Manager in certain areas of the country, particularly with regard to personnel matters (please note that if a Council were to take on hiring and firing of employees, it would open up individual Council members to personal liability risks). California law, however, does not explicitly establish a Council/Administrator form of government, so the job title itself is not legally significant. In most cities, the terms "City Manager" and "City Administrator" mean the same thing and have the same duties and responsibilities.

A sampling of municipal code provisions regarding City Managers and City Administrators from throughout Santa Barbara County and San Luis Obispo County are included as Attachment 2. As Attachment 2 shows, the duties of a City Manager and City Administrator are essentially the same.

RECOMMENDATION

That the City Council discuss the City Manager's responsibilities and provide direction to staff as deemed appropriate.

ATTACHMENTS

Attachment 1 – Municipal Code Chapter 2.08

Attachment 2 – Municipal Code Sections from other Cities

Chapter 2.08

CITY MANAGER

Sections:

- 2.08.010 Office created—Term.**
- 2.08.020 Eligibility.**
- 2.08.030 Compensation.**
- 2.08.040 Expense reimbursement.**
- 2.08.050 Designation of acting city manager.**
- 2.08.060 Powers and duties.**
- 2.08.070 Relations with council.**
- 2.08.080 Departmental cooperation.**
- 2.08.090 Attendance at commission meetings.**
- 2.08.100 Removal.**
- 2.08.110 Agreements with council.**

2.08.010 Office created—Term.

The office of the city manager is created and established. The city manager shall be appointed by the city council wholly on the basis of administrative and executive ability and qualifications. The city manager shall hold office for and during the pleasure of the city council. (Prior code § 2.08.010)

2.08.020 Eligibility.

No member of the city council shall be eligible for appointment as city manager until one year has elapsed after such council member has ceased to be a member of the city council. (Prior code § 2.08.020)

2.08.030 Compensation.

The city manager shall receive such compensation and expense allowance as the city council shall from time to time determine, and such compensation shall be a proper charge against such funds of the city as the council shall designate. (Prior code § 2.08.030)

2.08.040 Expense reimbursement.

The city manager shall be reimbursed for all actual and necessary expenses he or she incurs in the performance of his or her official duties, including those incurred when traveling on business pertaining to the city. (Prior code § 2.08.040)

2.08.050 Designation of acting city manager.

The city manager, by letter filed with the city clerk or acting city clerk, shall designate a qualified city administrative officer to exercise the powers and perform the duties of city manager during any temporary absence or disability of the city manager. (Prior code § 2.08.050)

2.08.060 Powers and duties.

The city manager shall be the administrative head of the government of the city under the direction and control of the city council except as otherwise provided in this chapter. The city manager shall be responsible for the efficient administration of all affairs of the city which are under his or her control. In addition to

the general powers as administrative head of the city government, and not as a limitation thereon, the city manager shall be expected to, and shall have the power to:

A. Enforce all laws and ordinances of the city and to see that all franchises, contracts, permits, and privileges granted by the city council are faithfully observed;

B. Appoint, remove, promote, and demote any and all officers and employees of the city except elected officers, the city attorney, the city clerk, and the city treasurer, subject to all applicable personnel rules and regulations which may be adopted by the city council;

C. Control, order, and give directions to all department heads who are subject to his or her appointment and removal authority and to subordinate officers and employees of the city under his or her jurisdiction through their department heads;

D. Conduct studies and effect such organization and reorganization of offices, positions, or units under his or her direction as may be indicated in the interest of efficient, effective, and economical conduct of the city's business;

E. Recommend to the city council for adoption such measures and ordinances as he or she deems necessary;

F. Attend all meetings of the city council unless excused therefrom by the mayor individually or the city council as a whole, except when his or her removal is under consideration;

G. Prepare and submit the proposed annual budget and the proposed annual salary plan to the city council for its approval;

H. Keep the city council at all times fully advised as to the financial condition and needs of the city;

I. Make investigations into the affairs of the city and any department or division thereof and any contract or other obligation of the city; and further to investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city;

J. Exercise general supervision over all public buildings, public parks, and all other public properties which are under the control and jurisdiction of the city;

K. Have the same authority as the mayor, as the convenience of the parties may dictate, to sign documents specified in Section 40602 of the California Government Code whenever such documents have been approved by the city council for execution by resolution, motion, minute order, or other appropriate action; and

L. Perform such other responsibilities and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution or other official action of the city council. (Prior code § 2.08.060)

2.08.070 Relations with council.

The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city council nor any member thereof shall give orders to any subordinates of the city manager. For purposes hereof, "inquiry" means any and all communications short of giving orders, directions, or instructions to any member of the administrative staff. Such staff members shall provide all information reasonably requested by any councilmember. The city manager shall take orders and instructions from the city council only when sitting in a duly convened meeting of the city council and no individual councilmember shall give any orders or instructions to the city manager. The city council shall instruct the city manager in matters of policy. Any action, determination, or omission of the city manager shall be subject to review by the city council. The city council may not over-

rule, change, or modify any such action, determination, or omission except by the affirmative vote of at least three members of the city council. (Prior code § 2.08.070)

2.08.080 Departmental cooperation.

It shall be the duty of all subordinate officers, the city attorney, city clerk, and city treasurer to assist the city manager in administering the affairs of the city efficiently, economically, and harmoniously. (Prior code § 2.08.080)

2.08.090 Attendance at commission meetings.

The city manager may attend any and all meetings of the planning commission, and any other commission, board, or committee created by the city council, upon his or her volition or upon direction of the city council. At any such meeting which the city manager attends, he or she shall be heard by such commission, board, or committee as to all matters upon which he or she wishes to address the members thereof. The city manager shall inform such commission, board, or committee as to the status of any matter being considered by the city council pertaining to that body, and shall cooperate to the fullest extent with members of all commissions, boards, or committees appointed by the city council. (Prior code § 2.08.090)

2.08.100 Removal.

The removal of the city manager shall be only on a majority vote of the whole city council as then constituted, convened in a regular council meeting. (Prior code § 2.08.100)

2.08.110 Agreements with council.

Nothing in this chapter shall be construed as a limitation on the power or authority of the city council to enter into any supplemental agreement with the city manager delineating additional terms and conditions of employment not inconsistent with any provisions of this chapter. (Prior code § 2.08.110)

Guadalupe Municipal Code

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[Title 2 ADMINISTRATION AND PERSONNEL](#)**Chapter 2.04 CITY ADMINISTRATOR**

GUADALUPE

2.04.010 Purpose of provisions.

The Council finds and determines that the administrative affairs of the municipal government of the City would be handled more expeditiously, efficiently and satisfactorily through an officer who, acting on behalf of the Council, would attend to such administrative affairs, to correlate and coordinate various municipal activities, compile data, prepare reports relating to the affairs of city government, and to generally act as the agent of the Council in the discharge of administrative duties. (Ord. 179 §1, 1978)

2.04.020 Office created—Qualifications.

There is created in the service of the City the position of City Administrator. The City Administrator shall be selected by the Council solely on the basis of his or her executive and administrative qualifications, with special reference to his or her actual experience in, and knowledge of, accepted practices in respect to the duties of his or her office, as set forth in this chapter. (Ord. 179 §2, 1978)

2.04.040 Eligibility of council members.

No person elected to membership on the Council shall be eligible for appointment as City Administrator until one year has elapsed after he or she has ceased to be a member of the Council. (Ord. 179 §4, 1978)

2.04.050 Appointment, tenure and removal from office.

A. The City Administrator shall be appointed by the Council, and shall hold office at and during the pleasure of the Council; provided, however, that the City Administrator shall not be removed from office during or within a period of 90 days next succeeding any general municipal election in the City at which election a member of the Council is elected, except by unanimous vote of the members of the Council.

B. The purpose of this provision is to permit any newly elected member of the Council to observe the actions and ability of the City Administrator in the performance of the powers and duties of his or her office. (Ord. 179 §5, 1978)

2.04.060 Bond requirements.

The City Administrator shall, before entering upon the duties of his or her office, give a good and sufficient corporate surety bond to the City in such amount and form as shall be approved by the City Attorney, and as is required by any law of the state or of the City. Such bond shall be conditioned upon the faithful performance and discharge of his or her duties and for the proper application and payment of all money or property coming into his or her hands by virtue of his or her office. A general bond covering more than one officer or employee of the City shall suffice if it meets the requirements set forth in this section. The premium for such bond shall be paid by the City. (Ord. 179 §11, 1978)

2.04.070 Compensation and expense reimbursement.

A. The City Administrator shall receive such compensation and expense allowance as the Council shall from time to time determine, and such compensation and expenses shall be a proper charge against such funds of the City as the Council shall designate.

B. The City Administrator shall be reimbursed for all sums necessarily incurred or paid by him or her in the performance of his or her duties, or incurred when traveling on business pertaining to the City under the direction of, or with the express consent of, the Council. Reimbursement shall be made only in accordance with an itemized claim setting

forth the sums expended or obligations incurred in the manner provided by the Council for the presentation of claims for reimbursement of expenses of other city officers and employees. (Ord. 179 §6, 1978)

2.04.080 Acting City Administrator—Designation—Bond.

A. In order to provide for the performance of his or her duties during his or her temporary absence or disability, the City Administrator shall designate in writing a qualified administrative officer of the City to so act, with the approval of the Council. In the event of failure of the City Administrator to make such designation, the Council shall designate an officer or employee of the City to perform the duties of the City Administrator until he or she shall return or his or her disability shall cease.

B. Any person so designated to act in the absence of the City Administrator shall first furnish a bond in the form required of the City Administrator, unless such person is a city officer who has already filled a similar bond with the City. The person so designated in accordance with the provisions of this section shall be the acting City Administrator and shall exercise all of the powers and carry out all of the duties of the City Administrator; provided, however, no officer or employee of the City shall be appointed, removed, promoted, demoted, suspended or otherwise disciplined by the acting City Administrator without the prior approval of the Council. (Ord. 179 §12, 1978)

2.04.090 Powers and duties.

A. The City Administrator shall be the administrative head of the government of the City, under the direction and control of the Council. He or she shall be responsible for the efficient administration of all of the affairs of the City which are under his or her control.

B. In addition to his or her general powers as administrative head, and not as a limitation thereon, he or she shall have the following powers and duties.

1. General Supervision. To execute on behalf of the Council its administrative supervision and control of such affairs of the City as may be placed in his or her charge, or which are not otherwise provided for by the Council;

2. Personnel and Organization.

a. To appoint competent qualified officers and employees to the administrative service (which term is inclusive of all positions excepting the City Clerk, City Treasurer, City Engineer, City Attorney, Assistant City Attorney, Chief of Police and Fire Chief), and to dismiss, suspend and discipline such officers and employees in accordance with such policies as may, from time to time, be set forth by the Council,

b. To transfer employees from one department to another consistent with the policies of the Council,

c. To recommend to the Council such reorganization of officers, departments or divisions as may be indicated in the interest of the efficient, effective and economical conduct of the City's business, and to effect such reorganization when authorized by appropriate ordinance, resolution or motion of the Council; provided, however, no department head shall be appointed until the Council has approved such appointment, except that a tentative appointment by the Council at its next regular meeting following the making of such tentative appointment;

3. Authority Over Officers and Employees. To control order and give directions to all heads of departments and subordinate officers and employees of the City, including the City Clerk and City Treasurer, except in matters which, by state law, are confined to their exclusive and uncontrolled jurisdiction, and except the City Attorney;

4. Rules and Regulations. To prescribe such rules, regulations and policies as he or she shall deem necessary or expedient for the conduct of administrative services, and to revoke, suspend or amend any rule, regulation or policy established by any officer, department head or other person in the administrative services;

5. Shift Work. To temporarily direct any department or division of the City to perform work for any other department or division or office of the City;

6. Compensation Plan. To prepare and to recommend to the Council, from time to time, desirable revisions of the Compensation Plan of the City;

7. Assist the Council. To attend meetings of the Council and to report upon and discuss any matter concerning the affairs of the departments, services or activities under his or her supervision upon which his or her judgment, the Council should be informed, or upon which his or her views or opinions are requested by the Council;

8. Carry Out Council Decisions. To carry out, on behalf of the Council, its policies, rules, regulations and laws relating to the administration of the affairs of the City, its departments, divisions and services;
9. Budget.
 - a. To supervise the preparation of a detailed, proposed municipal budget and submit the same to the Council before the 15th day of May of each year, and to offer his or her recommendations as to such increases, decreases, cancellations, transfers or changes in any of the items included in the proposed budget as in his or her judgment should be made before adoption of the final budget,
 - b. To be responsible for the administration of the budget after its final adoption, and
 - c. To keep the Council informed with respect thereto;
10. Purchasing. As agent for the Council, to exercise the power of approval or rejection of expenditures for all departments, divisions, services and offices of the City government, in accordance with the municipal budget adopted by the Council;
11. Public Improvements. To develop and organize public improvement projects and programs, and to aid and assist the Council and the various departments, services and offices of the City in carrying the same through to a successful conclusion;
12. Recommendations to the Council. To recommend to the Council for adoption such measures and ordinances as he or she deems necessary or expedient;
13. Studies and Reports. To make such surveys, studies, reports and recommendations as he or she may deem desirable on any matter affecting the interests of the people or City as budgeted or as may be requested by the Council;
14. Council Agenda. To prepare the agenda for all regular, special or adjourned meetings of the Council, in accordance with the laws establishing rules for Council meetings;
15. Other City Offices. To serve in any appointed office within the City government to which he or she may be qualified when appointed thereto by the Council, and to hold and perform the duties thereof at the pleasure of the Council and without further compensation except as expressly provided by the Council at the time of such appointment or thereafter;
16. City Clerk. To hold the Office of City Clerk when qualified to do so following his or her appointment by the Council, or to perform the duties of the City Clerk in the absence of the appointment of some other person by the Council;
17. Mail. To receive and open all mail addressed in whole in part to the Council, or to the Mayor or Mayor Pro Tem by title only, and to give immediate attention thereto the end that all administrative business referred to in such communications, and not necessarily requiring action by the Council, may be disposed of in an expeditious manner; provided, however, all actions taken pursuant to such communications shall be reported to the Council at its next regular meeting thereafter, or by separate communication to each member of the Council;
18. Enforcement of Laws. To see to the enforcement within the City of the laws of the state and of the City;
19. Contracts, Franchises, Permits and Licenses. To investigate and see to the faithful performance and observation of all contracts of the City, and of all franchises, permits, licenses and privileges granted by the City;
20. Citizen Complaints.
 - a. To investigate all complaints in relation to matters concerning the administration of the City government,
 - b. To adjust all proper grievances within the scope of authority provided by city laws and policies, and
 - c. To report to the Council all injustices suffered by reason of defects or omissions in the laws, policies or practices of the City which he or she is not authorized to rectify;
21. Public Property. To exercise general supervision over all public buildings, public parks, and other public property which is under the control and jurisdiction of the Council when the general supervision thereof is not specifically delegated to a particular officer;
22. Community Relations. To explain to the public the actions, purposes and policies of the City government;
23. Community Projects. To cooperate, within lawful limits, with all community organizations whose aims and purposes are, in whole or in part, to advance the spiritual and material interests of the City and its people, and to provide them, within lawful limits, with assistance in such aims and purposes through City government;

24. **Contracts.** To execute in the name of the Council and City any contract authorized or approved by the Council, unless the Council shall expressly provide for another manner of execution of such contract; and

25. **Other Powers and Duties.** To perform such other duties and exercise such other powers as are necessarily incident to the powers set forth in this section, or as may be assigned or delegated to him or her, from time to time, by action of the Council. (Ord. 179 §7, 1978)

2.04.100 Performance standards.

In the discharge of his or her duties, the City Administrator shall endeavor at all times to exercise the highest degree of tact, patience and courtesy in his or her contacts with the public, with the Council, and with all City commissions, boards, departments, officers and employees, and shall use his or her best efforts to establish and maintain a harmonious relationship among all personnel employed in the government of the City, to the end that the highest possible standards of public service shall be continuously maintained. (Ord. 179 §10, 1978)

2.04.110 Council responsibilities and other administrative relationships.

A. The Council and its members shall deal with the administrative services of the City only through the City Administrator, except for the purpose of inquiry, and neither the Council nor any member thereof shall give orders to any officer or employee of the City under the supervision of the City Administrator. The City Administrator shall take his or her orders and instructions only from the Council as a body, and no individual member of the Council shall give any orders or instructions to the City Administrator.

B. Any subordinate officer or employee receiving orders or instructions contrary to the provisions of this section shall report the same in writing immediately thereafter to the City Administrator, and the City Administrator shall promptly forward a copy or summary of such report to each member of the Council. He or she shall likewise promptly advise each member of the Council of any orders or instructions received by him or her contrary to the provisions of this section.

C. It is not intended by the provisions of this section to restrict unduly the privileges of a member of the Council to request the City Administrator, but not any officer or employee under his or her supervision, to prepare a report dealing with any matter of City business or municipal affairs generally, if such report can be compiled without the undue dislocation of City activities and without the expenditure of considerable quantities of time by City personnel. (Ord. 179 §8, 1978)

2.04.120 Limitations and authority.

The City Administrator shall not attempt to establish general policy, which is the province of the Council to determine, nor shall he or she attempt to commit or bind the Council or any member thereof to any action, plan or program requiring official Council action. It is not intended by the provisions of this section to grant any authority to or impose any duty upon the City Administrator which is now or hereafter may be vested in or imposed by general State law on any other City commission, department, officer or employee. (Ord. 179 §9, 1978)

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Lompoc Municipal Code

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Title 2 ADMINISTRATION AND PERSONNEL

L O M P O C

Chapter 2.12 CITY ADMINISTRATOR

2.12.010 Office Established.

There is established the office of City Administrator. (Prior code § 0204)

2.12.020 Qualifications—Appointment—Term.

The City Administrator shall be appointed by and serve at the pleasure of the City Council. He or she shall be chosen solely on the basis of his or her executive and administrative qualifications. At the time of appointment, he or she need not be a resident of the City. (Prior code § 0205)

2.12.030 Powers and Duties.

Subject to policy and direction as prescribed by the City Council, the City Administrator shall have the power and duty to:

- A. Supervise the administrative affairs of the City;
- B. Make such recommendations to the City Council concerning the affairs of the City as he or she may deem desirable or necessary, including the proposal of ordinances and resolutions he or she finds to be in the public interest or necessary for effective management;
- C. Keep the City Council advised of the financial conditions and future needs of the City;
- D. Ensure that this Code, the other ordinances, resolutions, and directives of the City Council, and the applicable laws of the State of California are enforced;
- E. Appoint, discipline, and remove the City Clerk, the City Treasurer, and all officers and employees of the City under the jurisdiction of the City Administrator. The City Administrator also has authority to propose, negotiate and approve an employment contract for each at-will employee, subject to the number of positions and funding approved by the City Council;
- F. Act as Personnel Officer for the City and its departments, divisions, and agencies;
- G. Investigate the operations of City departments, divisions, and agencies, and the performance of the contracts to which the City is a party, to assure their proper performance;
- H. Investigate complaints concerning utility operations and see that all permits, privileges, and franchises granted by the City are faithfully performed;
- I. Represent the City in its intergovernmental relations and negotiate contracts for joint governmental actions, subject to City Council approval;
- J. Exercise general supervision over all personal and real property under the control of the City;
- K. Unless excused, attend and participate in all meetings of the City Council and those meetings of boards and commissions as he or she chooses or is directed to attend by the City Council;
- L. Prescribe such general rules and regulations as he or she may deem necessary or expedient to the general conduct of the administrative departments under his or her jurisdiction;
- M. Perform such other duties as prescribed by the City Council;
- N. Devote full time to the duties of his or her office and to the interests of the City. (Ord. 1611(15) § 1; prior code § 0206)

2.12.040 Jurisdiction and Authority Over City Departments, Officers, and Employees.

The City Administrator shall have jurisdiction over all departments, divisions, and agencies of the City except the Office of the City Attorney; provided, however, that when officers of those departments perform functions other than those assigned to the department by law, such additional functions shall be under the administrative direction of the City Administrator. The heads of the administrative departments under the City Administrator shall be directly responsible to him or her for the efficient administration of their respective departments. The City Administrator may designate acting department heads when necessary to assure the continuity of the City's business. (Ord. 1613(15) § 4; prior code § 0207)

2.12.050 Designation of City Administrator Pro Tem.

The City Council shall, from time to time, designate one of the other officers of the City to serve as City Administrator pro tem during the absence or disability of the City Administrator. (Prior code § 0208)

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Santa Maria Municipal Code

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TITLE 2 – ADMINISTRATION**CHAPTER 2-3 CITY MANAGER**

SANTA MARIA

Section 2-3.01. Established.

The office of City Manager is created. (Prior Code § 2-11) (Ord. 95-7, eff. 05/18/95)

Section 2-3.02. Appointment and removal.

A City Manager shall be appointed and removed by a majority vote of the City Council and shall be chosen by the Council solely on the basis of executive and administrative qualifications. (Prior Code § 2-12)

The City Manager may not be removed from office, except for cause, during the first ninety (90) days of a term of office of a Councilmember. (Ord. 95-7, eff. 05/18/95)

Section 2-3.03. Compensation.

The City Manager shall receive such compensation and benefits as the Council shall fix from time to time by ordinance or resolution. (Prior Code § 2-14) (Ord. 95-7, eff. 05/18/95)

Section 2-3.04. Chief Administrative Officer: Powers and duties.

(a) The City Manager shall be the Chief Administrative Officer of the City and shall be responsible to the City Council for the proper administration of all affairs of the City. All department heads shall be responsible to the City Manager for the proper conduct of their department and for the employees and functions within that department.

(b) The City Manager shall have the powers and duties set out in this chapter, and shall perform such other duties as may be required by the Council. (Prior Code § 2-15, (l)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.05. Service as personnel officer.

The City Manager has the power and duty to serve as Personnel Officer of the City and appoint and, when necessary, suspend or dismiss any employee of the City. The City Manager may from time to time prepare and publish standards concerning appointment, suspension or removal of employees of any particular department and shall delegate to the head of such a department the ability to appoint, suspend or remove subordinate employees in such department pursuant to the standards so published. (Prior Code § 2-15 (a)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.06. Budget preparation and administration.

The City Manager has the power and duty to prepare the annual budget and submit it to the Council together with a message describing the important features. The City Manager shall be responsible for the administration of the budget following its adoption by the Council. (Prior Code § 2-15 (b)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.07. Financial and administrative report.

The City Manager has the power and duty to prepare and submit to the City Council a summary report concerning the finances and administrative activities of the City annually as of the end of each fiscal year. (Prior Code § 2-15 (c)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.08. Financial condition and recommendations.

The City Manager has the power and duty to keep the Council advised of the financial condition and the future needs of the City and make such recommendations as deemed desirable. (Prior Code § 2-15 (d)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.09. Pay recommendations.

The City Manager has the power and duty to recommend to the governing body annually, at the beginning of each calendar year, a standard schedule of pay for each appointive office and position in the City service. (Prior Code § 2-15 (e)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.10. General recommendations.

The City Manager has the power and duty to recommend to the governing body adoption of such measures as deemed necessary or expedient for the health, safety or welfare of the community, or for the improvement of services. (Prior Code § 2-15 (f)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.11. Administrative reorganization.

The City Manager has the power and duty to consolidate or combine offices or departments with the approval of the City Council. (Prior Code § 2-15 (g)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.12. Attendance at Council meetings.

The City Manager has the power and duty to attend all meetings of the City Council unless excused therefrom and take part in all matters coming before the Council. (Prior Code § 2-15 (h)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.13. Ordinance enforcement.

The City Manager has the power and duty to supervise and coordinate the enforcement of all ordinances by the officers and employees of the City. (Prior Code § 2-15 (i)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.14. Investigations.

The City Manager has the power and duty to investigate the affairs of the City, or any department or unit thereof and shall investigate all complaints in relation to matters concerning the administration of the government of the City. (Prior Code § 2-15 (l)) (Ord. 95-7, eff. 05/18/95)

Section 2-3.15. Emergency spending.

The City Manager has the power and duty, in case of accident, disaster or other circumstance creating a public emergency, to award contracts and make purchases for the purpose of meeting such emergency and shall file promptly with the Council a certificate showing such emergency and the necessity for such action, together with an itemized accounting of expenditures. (Prior Code § 2-15 (k)) (Ord. No. 95-7, Amended 05/18/95)

Section 2-3.16. Assumption of City Manager's obligations and authority.

The City Manager shall assume all the rights, duties, obligations and authority as provided in this Code, resolutions, rules, policies and agreements for the City Manager. (Ord. 95-7, eff. 05/18/95)

Goleta Municipal Code

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[Title 2 ADMINISTRATION AND PERSONNEL](#)

Chapter 2.03 CITY MANAGER

2.03.010 Office Created—Term.

The office of the City Manager is created and established. The City Manager shall be appointed by the City Council wholly on the basis of administrative and executive ability and qualifications. The City Manager shall hold office at the pleasure of the City Council. The City Council may appoint an "Interim City Manager" to serve as the City Manager at any time the position is vacant or the City Manager is unable to serve in that capacity. Such Interim City Manager shall have all the powers and duties prescribed by this chapter and by direction of the City Council. (Ord. 02-02 § 1)

2.03.020 Eligibility.

No member of the City Council shall be eligible for appointment as City Manager until at least one year has elapsed after such Councilmember has ceased to be a member of the City Council. (Ord. 02-02 § 1)

2.03.030 Compensation.

The City Manager shall receive such compensation and expense allowances as the City Council shall from time to time determine, and such compensation shall be a proper charge against such funds of the City as the City Council shall designate. (Ord. 02-02 § 1)

2.03.040 Expense Reimbursement.

The City Manager shall be reimbursed for all actual and necessary expenses he or she incurs in the performance of his or her official duties, including those incurred when traveling on business pertaining to the City. (Ord. 02-02 § 1)

2.03.050 Designation of Acting City Manager.

The City Manager, by letter filed with the City Clerk or acting City Clerk, shall designate a qualified City administrative officer to exercise the powers and perform the duties of City Manager during any temporary absence or disability. (Ord. 02-02 § 1)

2.03.060 Powers and Duties.

The City Manager shall be the administrative head of the government of the City under the direction and control of the City Council except as otherwise provided in this chapter. The City Manager shall be responsible for the efficient administration of all affairs of the City which are under his or her control. In addition to the general powers as administrative head of the City government, and not as a limitation, the City Manager shall be expected to and shall have the power to:

- A. Enforce all laws and ordinances of the City and to see that all franchises, contracts, permits, and privileges granted by the City Council are faithfully observed;
- B. Appoint, remove, promote, and demote any and all officers and employees of the City except elected officers, and the City Attorney, subject to all applicable personnel rules and regulations which may be adopted by the City Council;
- C. Control, order, and give directions to all department heads who are subject to his or her appointment and removal authority and to subordinate officers and employees of the City under his or her jurisdiction through their department heads;
- D. Conduct studies and effect such organization and reorganization of offices, positions, or units under his or her direction as may be indicated in the interest of efficient, effective, and economical conduct of the City's business;
- E. Recommend to the City Council for adoption such measures and ordinances as he or she deems necessary;

- F. Attend all meetings of the City Council unless excused by the Mayor or the City Council except when his or her evaluation or removal is under consideration;
- G. Prepare and submit the proposed annual budget and the proposed annual salary plan to the City Council for approval;
- H. Keep the City Council at all times fully advised of the financial condition and needs of the City;
- I. Make investigations into the affairs of the City and any department or division thereof and any contract or other obligation of the City; and further to investigate all complaints in relation to matters concerning the administration of the City government and in regard to the service maintained by public utilities in the City;
- J. Exercise general supervision over all public buildings, public parks, and all other public properties which are under the control and jurisdiction of the City;
- K. Have the same authority as the Mayor to sign documents specified in Section 40602 of the California [Government Code](#) whenever such documents have been approved by the City Council for execution by resolution, motion, minute order, or other appropriate action; and,
- L. Perform such other responsibilities and exercise such other powers as may be delegated to the City Manager from time to time by ordinance or resolution or other official action of the City Council. (Ord. 02-02 § 1)

2.03.070 Relations with Council.

The City Council and its Members shall deal with the administrative services of the City only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any Member shall give orders to any subordinates of the City Manager. As used in this section, the term "inquiry" means any and all communications short of giving orders, directions, or instructions to any member of the administrative staff. Such staff members shall provide all information reasonably requested by any Councilmember. The City Manager shall take orders and instructions from the City Council only when sitting in a duly convened meeting of the City Council, and no individual Councilmember shall give any orders or instructions to the City Manager. The City Council shall instruct the City Manager in matters of policy. Any action, determination, or omission of the City Manager shall be subject to review by the City Council. The City Council may not overrule, change, or modify any such action, determination, or omission except by the affirmative vote of a majority of the Councilmembers. (Ord. 02-02 § 1)

2.03.080 Departmental Cooperation.

It shall be the duty of all subordinate officers and the City Attorney to assist the City Manager in administering the affairs of the City efficiently, economically, and harmoniously. (Ord. 02-02 § 1)

2.03.090 Agreements with Council.

Nothing in this chapter shall be construed as a limitation on the power or authority of the City Council to enter into any supplemental agreement with the City Manager delineating additional terms and conditions of employment not inconsistent with any provisions of this chapter. (Ord. 02-02 § 1)

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Chapter 2.08 - CITY MANAGER^[2]

CARPINTERIA

2.08.010 - Office created—Appointment—Term.

The office of the city manager of the city is created and established. The city manager shall be appointed by the city council wholly on the basis of his administrative and executive ability and qualifications and shall hold office for and during the pleasure of the city council.

(Prior code § 2203)

2.08.020 - Councilmember eligibility.

No person elected as a councilman of the city shall, subsequent to election, be eligible for appointment as city manager until two years have elapsed after such councilmember shall have ceased to be a member of the city council.

(Prior code § 2205)

2.08.030 - Residency requirements.

Residence in the city at the time of appointment shall not be required as a condition of appointment; provided, however, that within twelve months after the appointment of the city manager, he shall establish his residence in the city, unless such time is extended by resolution of the city council.

(Prior code § 2204)

2.08.040 - Compensation and reimbursement.

- A. The city manager shall receive such compensation and expense allowances as the city council shall from time to time determine and fix by resolution, and such compensation and expenses shall be a proper charge against such funds of the city as the city council shall designate.
- B. The city manager shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties or incurred when traveling on business pertaining to the city under direction of the city council. Reimbursement shall only be made, however, when a verified itemized claim, setting forth the sums expended for such business for which reimbursement is requested, has been presented to the city council for approval.

(Prior code § 2206)

2.08.050 - Hours of employment.

It shall be the duty of the city manager to devote his entire time to the duties of his office in the interests of the city.

(Prior code § 2208)

2.08.060 - Manager pro tempore.

In the event of the absence or disability of the city manager, he shall designate, subject to the approval of the city council, one of the other officers or department heads of the city to serve as city manager pro tempore. The council may designate some duly qualified person to perform the duties of the city manager during the period of absence or disability.

(Prior code § 2212)

2.08.070 - Agreement for administrative services and removal authorized.

Pursuant to the employment of the city manager, the city council and the city manager shall enter into an agreement, in writing, agreeable to both parties which shall set forth the conditions of employment and an agreement of termination; provided, however, that such agreement shall not be contrary to those stipulations established in this chapter. The removal of the city manager shall be only upon a three member vote of the whole council in a regular council meeting, subject, however, to the provisions of Sections [2.08.080](#) through [2.08.100](#).

(Prior code § 2213)

2.08.080 - Removal—Hearing.

Within seven days after the delivery to the city manager of such notice, he may, by written notification to the mayor, request a hearing before the city council. Thereafter, the city council shall fix a time for the hearing which shall be held at its usual meeting place, but before the expiration of the thirty-day period, at which the city manager shall appear and be heard, with or without counsel.

(Prior code § 2214)

2.08.090 - Removal—Suspension pending hearing.

After furnishing the city manager with written notice of intended removal by resolution of the council subsequent to the hearing as provided in [Section 2.08.080](#), the city manager shall be suspended from further duties.

(Prior code § 2215)

2.08.100 - Removal—Discretion of council.

In removing the city manager, the city council shall use its uncontrolled discretion and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing, the purpose of which is to allow the city manager to present to the city council his grounds of opposition to his removal prior to its action.

(Prior code § 2216)

2.08.110 - Powers and duties designated.

The city manager shall be the administrative head of the government of the city under the direction and control of the city council except as otherwise provided in this chapter. He shall be responsible for the efficient administration of all the affairs of the city which are under his control. In addition to his general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the following powers:

- A. To enforce all laws and ordinances and to see that all franchises, contracts, permits and privileges granted by the city council are faithfully observed;
- B. To control, order and give directions to all heads of departments and to subordinate officers and employees of the city under his jurisdiction through their department heads;
- C. To appoint, remove, promote and demote any and all officers and employees of the city except the city attorney and city treasurer;
- D. To recommend to the city council such reorganization of offices, positions, departments or units under his direction as may be indicated in the interest of efficient, effective and economical conduct of the city's business;

- E. To recommend to the city for adoption such measures and ordinances as he deems necessary or expedient;
- F. To attend all meetings of the city council unless excused therefrom;
 - G. To keep the city council at all times fully advised as to the financial condition and needs of the city;
- H. To prepare and submit the proposed annual budget and the proposed annual salary plan to the city council for its approval;
- I. To be responsible for the purchase of all supplies for all of the departments or divisions of the city. No expenditures shall be submitted or recommended to the city council unless accompanied by a report of the city manager;
- J. To make investigations into the affairs of the city and any department or division thereof, and any contract or the proper performance of any obligations of the city;
- K. To investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city, and to see that all franchises and permits granted by the city are faithfully performed and observed;
- L. To exercise general supervision over all public buildings, public parks and all other public property which is under the control and jurisdiction of the city council;
- M. To serve ex officio as city clerk upon being specifically designated to do so by the city council, and upon such designation to faithfully execute the duties and responsibilities of such office;
- N. To serve as finance and accounting officer of the city;
 - O. To perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution or other action of the city council.

(Prior code § 2207)

2.08.120 - Attendance at commission meetings.

The city manager may attend any and all meetings of the planning commission and any other commissions, boards or committees hereafter created by the city council. At such meetings which the city manager attends, he shall be heard by such commissions, boards or committees as to all matters upon which he wishes to address the members thereof, and he shall inform such members as to the status of any matter being considered by the city council and he shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the city council.

(Prior code § 2211)

2.08.130 - Council/manager relations.

The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city council nor any member thereof shall give order to any subordinates of the city manager. The city manager shall take his orders and instructions from the city council only when sitting in a duly held meeting of the city council and no individual councilman shall give orders or instructions to the city manager.

(Prior code § 2209)

2.08.140 - Officer duty to cooperate.

It shall be the duty of all subordinate officers and the city treasurer and the city attorney to assist the city manager in administering the affairs of the city efficiently, economically and harmoniously so far as may be

consistent with their duties as prescribed by law and ordinances of the city.

(Prior code § 2210)

2.08.150 - Authority to sign written contracts, draw warrants on the city treasury, sign instruments requiring city seal.

- A. The city manager or his/her designee may execute on behalf of the city any contract which has received prior approval of the city council.
- B. The city manager or his/her designee shall be authorized to execute contracts of thirty thousand dollars or less without prior approval of the city council where the amount of such contract is within a budgeted appropriation. The city manager or his/her designee may bring such contract to the city council for approval. Contracts exceeding thirty thousand dollars shall be approved by the council prior to execution.
- C. A list of contracts, if any, executed by the city manager and/or his/her designee pursuant to subsection B of this section shall be presented to the city council for their information via a subsequent report. The report shall be presented to the council no later than the calendar month following execution of the contract(s).
- D. A warrant on the city treasury may be drawn, in any amount, if such warrant contains two of the signatures of the following city officers:
 - 1. City manager;
 - 2. Administrative services director;
 - 3. City clerk;
 - 4. Human resources administrator;
 - 5. Accounting supervisor.
- E. No warrant shall be drawn on an account for which there is not an adequate remaining appropriation approved by the city council.
- F. A list of warrants drawn on the city treasury executed pursuant to subsection D of this section shall be presented to the city council for their information via a subsequent report. The report shall be presented to the council no later than the calendar month following the drawing of the warrant(s).
- G. The city clerk shall have the authority to sign all instruments requiring the city seal.
 - H. A list of all instruments signed by the city clerk requiring the city seal shall be prescribed to the city council for their information via a subsequent report. The report shall be presented to the council no later than the calendar month following the signing of such document(s).

(Ord. 564 § 1, 2000)

([Ord. No. 653, § 3, 11-14-2011](#))

2.04.640 - Final decision making and policy making power—Vested solely in the city council.

Chapter 2.08 - CITY MANAGER

Sections:

ARROYO GRANDE

2.08.010 - Purpose.

The council finds and determines that the administrative affairs of the municipal government of the city would be handled more expeditiously, efficiently and satisfactorily through an officer who, acting on behalf of the council, would attend to such administrative affairs, to correlate and coordinate various municipal activities, compile data, prepare reports relating to the affairs of the city government, and to generally act as the agent of the council in the discharge of administrative duties.

(Prior code § 2-2.01)

2.08.020 - Office created—Qualifications.

There is created in the service of the city the position of city manager. The city manager shall be selected by the council solely on the basis of his or her executive and administrative qualifications, with special reference to his or her actual experience in, and knowledge of, accepted practices in respect to the duties of his or her office as set forth in this chapter.

(Prior code § 2-2.02)

2.08.030 - Residence.

Residence in the city at the time of appointment shall not be required, but the city manager, within a reasonable time following his or her appointment, shall establish and maintain residence in the city.

(Prior code § 2-2.03)

2.08.040 - Eligibility of council members.

No person elected to membership on the council shall be eligible for appointment as city manager until one year has elapsed after he or she has ceased to be a member of the council.

(Prior code § 2-2.04)

2.08.050 - Appointment, tenure and removal.

The city manager shall be appointed by the council and shall hold office at and during the pleasure of the council; provided, however, the city manager shall not be removed from office during or within a period of ninety (90) days next succeeding any general municipal election in the city at which election a member of the council is elected, except by a unanimous vote of the members of the council.

The purpose of this provision is to permit any newly elected member of the council to observe the actions and ability of the city manager in the performance of the powers and duties of his or her office.

(Prior code § 2-2.05)

2.08.060 - Compensation and expenses.

The city manager shall receive such compensation and expense allowances as the council, from time to time, shall determine, and such compensation and expenses shall be a proper charge against such funds of the city as the council shall designate.

The city manager shall be reimbursed for all sums necessarily incurred or paid by him or her in the performance of his or her duties or incurred when traveling on business pertaining to the city under the direction of, or with the express consent of, the council. Reimbursement shall be made only in accordance with an itemized claim setting forth the sums expended or obligations incurred in the manner provided by the council for the presentation of claims for the reimbursement of expenses of other city officers and employees.

(Prior code § 2-2.06)

2.08.070 - Powers and duties.

The city manager shall be the administrative head of the government of the city under the direction and control of the council. He or she shall be responsible for the efficient administration of all the affairs of the city, which affairs are under his or her control.

In addition to his or her general powers as administrative head, and not as a limitation thereon, he or she shall have the following powers and duties:

- A. General supervision: to execute on behalf of the council its administrative supervision and control of such affairs of the city as may be placed in his or her charge, or which are not otherwise provided for by the council;
- B. Personnel and organization: to appoint and dismiss all appointive officers and employees except the city attorney and assistant city attorney and to suspend, and discipline such officers and employees in accordance with such policies as from time to time may be set forth by the council; to transfer employees from one department to another consistent with the policies of the council; to recommend to the council such reorganization of officers, departments or divisions as may be indicated in the interests of the efficient, effective and economical conduct of the city's business, and to effect such reorganization when authorized by appropriate ordinance, resolution or motion of the council;
- C. Authority over officers and employees: to control, order and give direction to all heads of departments and subordinate officers and employees of the city, including the city clerk and city treasurer, except in matters which by state laws are confined to their exclusive and uncontrolled jurisdiction, and except the city attorney;
- D. Rules and regulations: to prescribe such rules, regulations and policies as he or she shall deem necessary or expedient for the conduct of administrative services and to revoke, suspend or amend any rule, regulation or policy established by any officer, department head, or other person in the administrative service;
- E. Shift work: to direct any department or division of the city to temporarily perform work for any other department, division or office of the city;
- F. Compensation plan: to prepare and recommend to the council, from time to time, desirable revisions of the compensation plan of the city;
- G. Assist the council: to attend meetings of the council and to report upon and discuss any matter concerning the affairs of the departments, services or activities under his or her supervision upon which, in his or her judgment, the council should be informed or upon which his views or opinions are requested by the council;
- H. Carry out council decisions: to carry out, on behalf of the council, its policies, rules, regulations and laws relating to the administration of the affairs of the city, its departments, divisions and services;
- I. Budget: to supervise the preparation of a detailed, proposed municipal budget and submit the same to the council before the fifteenth day of May of each year and to offer his or her recommendations as to such increases, decreases, cancellations, transfers or changes in any of the items included in the proposed budget as in his or her judgment should be made before adoption of the final budget; to be responsible for the administration of the budget after its final adoption; and to keep the council informed with respect thereto;
- J. Purchasing: as agent for the council to exercise the power of approval or rejection of expenditures for all departments, divisions, services and offices of the city government in accordance with the municipal budget adopted by the council;
- K. Public improvements: to develop and organize public improvement projects and programs and to aid and assist the council and the various departments, services and offices of the city in carrying the same through to a successful conclusion;
- L. Recommendations to the council: to recommend to the council for adoption such measures and ordinances as he or she deems necessary or expedient;
- M. Studies and reports: to make such surveys, studies, reports and recommendations as he or she may deem desirable on any matter affecting the interests of the people or city as budgeted or as may requested by the council;
- N. Council agenda: to prepare the agenda for all regular, special or adjourned meetings of the council in accordance with the laws establishing rules for council meetings;
- O. Other city offices: to serve in any appointed office within the city government to which he or she may be qualified when appointed thereto by the council, and to hold and perform the duties thereof at the pleasure of the council and without further compensation except as expressly provided by the council at the time of such appointment or thereafter;
- P. City clerk and city treasurer: pursuant to the authority in Government Code Section 36510, to appoint the city clerk and city treasurer of the city.
- Q. Mail: to receive and open all mail addressed in whole or in part to the council, or to the mayor or mayor pro tem by title only, and to give immediate attention thereto to the end that all administrative business referred to in such communications, and not necessary requiring action by the council, may be disposed of in an expeditious manner; provided, however, all actions taken pursuant to such communications shall be reported to the council at its next regular meeting thereafter, or by separate communication to each member of the council;
- R. Enforcement of laws: to see to the enforcement within the city of the laws of the state and of the city;
- S. Contracts, franchises, permits and licenses: to investigate and see to the faithful

performance and observation of all contracts of the city and of all franchises, permits, licenses and privileges granted by the city;

- T. Citizen complaints: to investigate all complaints in relation to matters concerning the administration of city government; to adjust all proper grievances within the scope of authority provided by city laws and policies, and to report to the council all injustices suffered by reason of defects or omissions in the laws, policies or practices of the city which he or she is not authorized to rectify;
- U. Public property: to exercise general supervision over all public buildings, public parks, and other public property which is under the control and jurisdiction of the council when the general supervision thereof is not specifically delegated to a particular officer;
- V. Community relations: to explain to the public the actions, purposes and policies of the city government;
 - W. Community projects: to cooperate, within lawful limits, with all community organizations whose aims and purposes are, in whole or in part, to advance the spiritual and material interests of the city and its people and to provide them, within lawful limits, with assistance in such aims and purposes through the city government;
- X. Contracts: to execute in the name of the council and city any contract authorized or approved by the council unless the council shall expressly provide for another manner of execution of such contract; and
- Y. Other powers and duties: to perform such other duties and exercise such other powers as are necessarily incident to the powers set forth in this section or as may be assigned or delegated to him or her, from time to time, by action of the council.

(Prior code § 2-2.07)

(Ord. No. 629, § 2, 1-11-2011)

2.08.080 - Administrative relationships.

The council and its members shall deal with the administrative service of the city only through the city manager, except for the purposes of inquiry, and neither the council, nor any member thereof, shall give orders to any officer or employee of the city under the supervision of the city manager. The city manager shall take his or her orders and instructions only from the council as a body, and no individual member of the council shall give any order or instruction to the city manager. Any subordinate officer or employee receiving orders or instructions contrary to the provisions of this section shall report the same in writing immediately thereafter to the city manager, and the city manager shall promptly forward a copy or summary of such report to each member of the council. He or she shall likewise promptly advise each member of the council of any order or instruction received by him or her contrary to the provisions of this section. It is not intended by the provisions of this section to restrict unduly the privileges of a member of the council to request the city manager, but not any other officer or employee under his or her supervision, to prepare a report dealing with any matter of city business, or municipal affairs generally, if such report can be compiled without the undue dislocation of city activities and without the expenditure of considerable quantities of time by city personnel.

(Prior code § 2-2.08)

2.08.090 - Limitations imposed.

The city manager shall not attempt to establish general policy which it is the province of the council to determine, nor shall he or she attempt to commit or bind the council, or any member thereof, to any action, plan or program requiring official council action. It is not intended by the provisions of this chapter to grant any authority to, or impose any duty upon, the city manager which is now or hereafter may be vested in or imposed by general state law on any other city commission, department, officer or employee.

(Prior code § 2-2.09)

2.08.100 - Standards of performance.

In the discharge of his or her duties, the city manager shall endeavor at all times to exercise the highest degree of tact, patience and courtesy in his or her contacts with the public, with the council, and with all city commissions, boards, departments, officers and employees, and he or she shall use his or her best efforts to establish and maintain a harmonious relationship among all personnel employed in the government of the city to the end that the highest possible standards of public service shall be continuously maintained.

(Prior code § 2-2.10)

2.08.110 - Bond required.

The city manager, before entering upon the duties of his or her office, shall give a good and sufficient corporate surety bond to the city in such amount and form as shall be approved by the city attorney and as required by any law of the state or of the city. Such bond shall be conditioned upon the faithful performance and discharge of his or her duties and for the proper application and

payment of all money or property coming into his or her hands by virtue of his or her office. A general bond covering more than one officer or employee of the city shall suffice if the bond meets the requirements set forth in this section. The premium for such bond shall be paid by the city.

(Prior code § 2-2.11)

2.08.120 - Acting city manager—Bond required.

In order to provide for the performance of his or her duties during his or her temporary absence or disability, the city manager shall designate in writing a qualified administrative officer of the city to so act. In the event of the failure of the city manager to make such designation, the council shall designate an officer or employee of the city to perform the duties of the city manager until he or she shall return or his or her disability shall cease.

Any person so designated to act in the absence of the city manager shall first furnish a bond in the form required of the city manager, unless such person is a city officer who has already filed a similar bond with the city. The person designated in accordance with the provisions of this section to act during the absence or disability of the city manager shall be the acting city manager and shall exercise all the powers and carry out all the duties of the city manager.

(Ord. 547 § 2(A), 2003: prior code § 2-2.12)

[2.04.050 - Fees for agenda, minutes and related documents.](#)

Atascadero Municipal Code

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Chapter 4 CITY MANAGER*ATASCADERO***Note**

* Prior ordinance history: Ord. 4.

2-4.01 Office created—Term.

The office of the City Manager is created and established. The City Manager shall be appointed by the City Council wholly on the basis of his or her administrative and executive ability and qualifications and shall hold office for and during the pleasure of the City Council. (Ord. 86 § 1, 1984)

2-4.02 Residence.

Residence in the City at the time of appointment of a City Manager shall not be required as a condition of the appointment, but within one hundred eighty (180) days thereafter the City Manager must become a resident of the City unless the City Council approves his or her residence outside the City. (Ord. 86 § 1, 1984)

2-4.03 Temporary manager.

The City Manager, by a letter filed with the City Clerk, shall designate a qualified City Administrative Officer to exercise the powers and perform the duties of manager during his or her temporary absence or disability. In the event the City Manager's absence or disability extends over a three (3) month period, the City Council may, after the three (3) month period, appoint an Acting City Manager. (Ord. 363, 1999; Ord. 86 § 1, 1984)

2-4.04 Compensation.

The City Manager shall receive such compensation and expense allowance as the City Council shall from time to time determine, and such compensation shall be a proper charge against such funds of the City as the City Council shall designate. (Ord. 86 § 1, 1984)

2-4.05 Expense allowance.

The City Manager shall be reimbursed for all actual and necessary expenses incurred in the performance of his or her official duties, including those incurred when traveling on business pertaining to the City. (Ord. 86 § 1, 1984)

2-4.06 Powers and duties generally.

The City Manager shall be the administrative head of the government of the City under the direction and control of the City Council. The City Manager will promote teamwork and harmony with staff and City Council. The City Manager shall be responsible for the efficient administration of all the affairs of the City which are under his or her control. In addition to his or her general powers as administrative head, and not as a limitation thereon, it shall be his or her duty and he or she shall have the powers set forth in Sections 2-4.08 through 2-4.17. (Ord. 86 § 1, 1984)

2-4.07 Law enforcement.

It shall be the duty of the City Manager to enforce all laws and ordinances of the City, and to see that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed. (Ord. 86 § 1, 1984)

2-4.08 Authority over City employees.

It shall be the duty of the City Manager and he or she shall have the authority to control, order, and give directions to all heads of departments, subordinate officers, and employees of the City through their department heads. (Ord. 86 § 1, 1984)

2-4.09 Power of appointment and removal.

It shall be the duty of the City Manager to, and he or she shall, appoint, remove, promote and demote any and all officers and employees of the City except elective officers and the City Attorney. Appointment, removal, promotion and demotion of department heads, officers and employees shall be recommended to the City Council for concurrence and conformation. (Ord. 86 § 1, 1984)

2-4.10 Administrative reorganization of offices.

It shall be the duty and responsibility of the City Manager to conduct studies and recommend to the City Council for their concurrence such administrative reorganization of offices, positions or units under his or her direction, as may be indicated in the interest of efficient, effective and economical conduct of the City's business. (Ord. 86 § 1, 1984)

2-4.11 Ordinance recommendation.

It shall be the duty of the City Manager and he or she shall recommend to the City Council for adoption such measures and ordinances as he or she deems necessary. (Ord. 86 § 1, 1984)

2-4.12 Attendance at Council meetings.

It shall be the duty of the City Manager to attend all meetings of the City Council unless excused therefrom by the Mayor individually or the City Council as a whole, except when his or her removal is under consideration for misconduct. (Ord. 86 § 1, 1984)

2-4.13 Financial report.

It shall be the duty of the City Manager to prepare and submit the proposed annual budget and the proposed annual salary plan to the City Council for its approval. (Ord. 86 § 1, 1984)

2-4.14 Purchasing.

It shall be the duty of the City Manager and he or she shall be responsible for the purchase of all supplies for all the departments or divisions of the City. No expenditures shall be submitted or recommended to the City Council except on report and approval of the City Manager. (Ord. 86 § 1, 1984)

2-4.15 Investigations.

It shall be the duty of the City Manager to make investigations into the affairs of the City and any department or division thereof and any contract or the proper performance of any obligations of the City; further, it shall be the duty of the City Manager to investigate all complaints in relation to matters concerning the administration of the City government and in regard to the service maintained by public utilities in the City. (Ord. 86 § 1, 1984)

2-4.16 Public property supervision.

It shall be the duty of the City Manager and he or she shall exercise general supervision over all public buildings, public parks, and all other public properties which are under the control and jurisdiction of the City Council. (Ord. 86 § 1, 1984)

2-4.17 Delegated duties.

It shall be the duty of the City Manager to perform such other duties and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution or other official action of the City Council. (Ord. 86 § 1, 1984)

2-4.18 Relations to Council.

(a) The City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any member thereof shall give orders to any subordinates of the City Manager. The City Manager shall take his or her orders and instructions from the City Council only when sitting in a duly convened meeting of the City Council, and no individual Council Member shall give any orders or instructions to the City Manager. The City Council shall instruct the City Manager in matters of policy. Any action, determination or omission of the City Manager shall be subject to review by the City Council. The City Council may not overrule, change or modify any such action, determination or omission except by the affirmative vote of at least three (3) members of the City Council.

(b) Council Members shall not attempt to coerce or influence staff in the making of appointments, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits. Council Members shall not attempt to change or interfere with the operating policies and practices of any City department.

(c) Council Members shall not attend internal staff meetings or meetings between City staff and third persons unless invited by City staff or directed by Council to do so. Council Members may attend meetings of private organizations that staff may attend. Council Members may attend any public meeting of the City or any public agency. (Ord. 504 § 2, 2007; Ord. 86 § 1, 1984)

2-4.19 Attendance at commission meetings.

The City Manager may attend any and all meetings of the Planning Commission, and any other commission, board or committee created by the City Council, upon his or her own volition or upon direction of the City Council. At such meetings which the City Manager attends, he or she shall be heard by such commissions, boards or committees as to all matters upon which he or she wishes to address the members thereof. he or she shall inform such members as to the status of any matter being considered by the City Council, and he or she shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the City Council. (Ord. 86 § 1, 1984)

2-4.20 Removal—Method—Notice.

The City Manager shall hold office for and during the pleasure of the City Council. The removal of the City Manager, when he or she no longer serves at the pleasure of the City Council, shall be effected only by a majority vote of the whole Council as then constituted, convened in a regular Council meeting. The City Manager shall be furnished with a written notice stating the Council's intention to remove him or her and the reason therefor at least thirty (30) days before the effective date of his or her removal. (Ord. 86 § 1, 1984)

2-4.21 Wilful misconduct—Determination.

In the event the intended removal of the City Manager is for wilful misconduct in office, written notice to the City Manager, as provided by Section 2-4.20, shall state that the reason for removal is wilful misconduct in office and shall state specific facts which constitute such wilful misconduct. The procedure for hearing and for suspension pending hearing shall be followed, as stated in Sections 2-4.23 through 2-4.24. A determination of wilful misconduct in office shall be evidenced by specific findings of fact constituting such wilful misconduct. The determination of what constitutes wilful misconduct shall be within the sole discretion of the City Council, provided that it shall relate to the welfare of the City. (Ord. 86 § 1, 1984)

2-4.22 Wilful misconduct—Defined.

“Wilful misconduct” includes conduct directly related to conduct in office and directly related to the duties of the office. It includes the refusal to follow the lawful directions of the City Council. It also includes conduct not directly related to the performance of official duties of the office when such conduct has a direct and harmful effect on the welfare of the City. Evidence of such direct and harmful effect includes, but is not limited to, conviction of a felony. (Ord. 86 § 1, 1984)

2-4.23 Removal—Hearing.

Within seven (7) days after the delivery to the City Manager of such notice required in Section 2-4.20, he or she may, by written notification to the City Clerk, request a hearing before the City Council. Thereafter, the City Council shall fix a time for the hearing, which shall be held at its usual meeting place, but before the expiration of the thirty (30) day period, at which the City Manager shall appear and be heard, with or without counsel. (Ord. 86 § 1, 1984)

2-4.24 Removal—Suspension pending hearing.

After furnishing the City Manager with written notice of intended removal, the City Council may suspend him or her from duty, but his or her compensation shall continue until his or her removal by resolution of the Council passed subsequent to the hearing described in Section 2-4.23. (Ord. 86 § 1, 1984)

2-4.25 Removal—Council discretion.

In removing the City Manager, except as provided in Section 2-4.21, the City Council shall use its uncontrolled discretion and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing, the purpose of which is to allow the City Manager to present to the City Council his or her grounds of opposition to his or her removal prior to its action. (Ord. 86 § 1, 1984)

2-4.26 Agreements with Council not abridged.

Nothing in this chapter shall be construed as a limitation on the power or authority of the City Council to enter into any supplemental agreement with the City Manager delineating additional terms and conditions of employment not inconsistent with any provisions of this chapter. (Ord. 86 § 1, 1984)

2-4.27 Delegation of authority to appoint City Clerk.

As a result of the November 2016 General Election, the voters decided to have the office of the City Clerk appointed. The position will remain elected until the end of term, December 2018, or sooner if there is a vacancy. Once a vacancy occurs, the City Council authorizes the City Manager to appoint the City Clerk, pursuant to Government Code Section 36510. (Ord. 605 § 1, 2016)

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Chapter 2.28 - CITY MANAGER

PASO ROBLES

Sections:

2.28.010 - Appointment.

There is created for the city of El Paso de Robles the office of city manager who shall be appointed by and hold office at the pleasure of the city council.

(Ord. 332 N.S. § 2 (part), 1972)

2.28.020 - Qualifications.

The city manager shall be chosen on the basis of his executive and administrative qualifications, with special reference to his actual experience in or his knowledge of, accepted practice with respect to the duties of his office as hereinafter set forth. He need not be a resident of the city or state at the time of his appointment, but during his tenure of office, he shall reside within the city.

(Ord. 332 N.S. § 2 (part), 1972)

2.28.030 - Eligibility of councilmen.

No member of the city council shall, during the term for which he was elected or appointed, or for one year thereafter, be eligible to hold the position of city manager.

(Ord. 332 N.S. § 2 (part), 1972)

2.28.040 - Compensation.

The city manager shall be paid a salary commensurate with his responsibilities as chief executive officer of the city, which salary shall be established by the council.

(Ord. 332 N.S. § 2 (part), 1972)

2.28.050 - Powers and duties.

The city manager shall be the administrative head of the government of the city. The council shall instruct the city manager in matters of policy. Any action, determination or omission of the city manager shall be subject to review by the council. The council may not overrule, change, or modify any such action, determination or omission except by the affirmative vote of at least three members of the council. The city manager shall be responsible for the efficient administration of all affairs of the city which are under his control. In addition to his general powers as city manager, and not as a limitation thereon, it shall be his duty, and he shall have the powers as follows:

- (A) Appoint and, when necessary for the good of the service, discipline and remove all officers and employees of the city except elective officers, the city attorney and department heads which he must recommend to the city council for confirmation;
- (B) Prepare and submit the annual budget to the council and be responsible for its administration after its adoption and prepare such estimates and reports as may be required by the city council;
- (C) Prepare rules and regulations governing the contracting for, the purchasing, storing, inventory, distribution or disposal of all supplies, materials, and equipment required by any office, department or agency of the city government and recommend them to the council for its adoption;
- (D) See that all the laws of the state pertaining to the city, and the ordinances, franchises, and rights of the city are enforced;
- (E) Keep the council advised of the financial conditions and future needs of the city and make such recommendations on any matter as may to him seem desirable;
- (F) Act as purchasing agent for all departments of the city; provided, however, that he may

designate some officer or employee of the city to act as assistant purchasing agent, and to perform the duties of the purchasing agent. All purchases shall be made by purchase order signed by the city manager or the assistant purchasing agent;

- (G) Act as and be custodian of all city property, custody of which has not been otherwise provided for;
- (H) Exercise general supervision over all privately owned public utilities operated within the city so far as the same are subject to municipal control;
 - (I) See that all provisions of all franchises, leases, contracts, permits, and privileges granted by the city are fully observed, and report to the council any violation thereof;
- (J) Act as personnel officer of the city;
- (K) Maintain contact with all boards and commissions appointed by the city council and report all actions and programs of such boards and commissions to the council;
- (L) Act as director of civil defense and disaster for the city;
- (M) Perform such other duties as may be directed by resolution or order by the city council from time to time, and, in addition, perform the duties of the city administrator that may be enumerated in this code.

(Ord. 332 N.S. § 2 (part), 1972)

Chapter 2.12 - CITY MANAGER*¹

MORRO BAY

Sections:

2.12.010 - Office created.

The office of the city manager is established and created pursuant to the provisions of the Sections 34851 et seq. of the Government Code of the state and all references in this code to city administrator shall mean city manager. The city manager shall be appointed by the city council wholly on the basis of his administrative and executive ability and qualifications and shall hold office for and during the pleasure of the city council.

(Ord. 459 § 15, 1997: Ord. 14 § 1 (part), 1965: prior code § 2700)

2.12.030 - Eligibility.

No person elected as a council member of the city shall, subsequent to such election, be eligible for appointment as city manager until one year has elapsed after such council member has ceased to be a member of the city council.

(Ord. 459 § 16, 1997: Ord. 14 § 1 (part), 1965: prior code § 2702)

2.12.040 - Temporary manager.

The city manager shall appoint, subject to the approval of the city council, one of the other officers or department heads of the city to serve as manager pro tempore during any temporary absence or disability of the city manager. In case of absence or disability of the city manager and his failure to so appoint a manager pro tempore, the city council may designate some qualified city employee to perform the duties of the city manager during the period of absence or disability of the city manager.

(Ord. 459 § 17, 1997: Ord. 14 § 1 (part), 1965: prior code § 2703)

2.12.050 - Compensation.

The city manager shall receive such compensation as the city council shall from time to time determine and fix by resolution, and the compensation shall be a proper charge against such funds of the city as the city council shall designate.

The city manager shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties or incurred when traveling on business pertaining to the city under direction of the city council; provided, however, that reimbursement shall only be made when a verified itemized claim, setting forth the sums expended for such business for which reimbursement is requested has been presented to the city council for approval and has been so approved.

(Ord. 459 § 18, 1997: Ord. 14 § 1 (part), 1965: prior code § 2704)

2.12.060 - Powers and duties generally.

The city manager shall be the administrative head of the government of the city. The city council shall instruct the city manager in matters of policy. Any action, determination or omission of the city manager shall be subject to review by the council, but the council may not overrule, change or modify any such action, determination or omission except by an affirmative vote of at least three members of the council. The city manager shall be responsible for the efficient administration of all the affairs of the city which are under his control. In addition to his general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the powers set forth in Sections [2.12.070](#) through [2.12.220](#).

(Ord. 459 § 19, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705)

2.12.070 - Code enforcement duty.

It shall be the duty of the city manager to enforce all laws and ordinances of the city and to see that all franchises, contracts, permits, licenses and privileges granted by the city council are faithfully observed. Pursuant to the duty to enforce this code, the city manager shall designate one or more city employees as the code enforcement officer established by [Section 1.16.050](#) of this code.

(Ord. 459 § 20, 1997: Ord. 311 Exh. A (part), 1987: Ord. 14 § 1 (part), 1965: prior code § 2705.1)

2.12.080 - Authority over employees.

It shall be the duty of the manager and he shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the city under his jurisdiction through their department heads.

(Ord. 459 § 21, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.2)

2.12.090 - Power of appointment.

It shall be the duty and responsibility of the city manager to and he/she shall appoint, remove, promote and demote any officers and employees of the city, except the city attorney, subject to the provisions of [Chapter 2.32](#) and resolutions, rules and regulations adopted pursuant thereto.

(Ord. 459 § 22, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.3)

(Ord. No. 561, 8-23-10)

2.12.100 - Reorganization of offices.

It shall be the duty and responsibility of the city manager to recommend to the city council such reorganization of offices, positions, departments or units under his direction as may be indicated in the interest of efficient, effective and economical conduct of the city's business.

(Ord. 459 § 23, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.4)

2.12.110 - Ordinance recommendation.

It shall be the duty of the city manager and he shall recommend to the city council for adoption of such measures and ordinances as he deems necessary or expedient.

(Ord. 459 § 24, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.5)

2.12.120 - Attendance at council meetings.

It shall be the duty of the city manager to attend all meetings of the city council unless excused therefrom, except when his removal is under consideration.

(Ord. 459 § 25, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.6)

2.12.130 - Financial reports.

It shall be the duty of the city manager to keep the city council at all times fully advised as to the financial conditions and needs of the city.

(Ord. 459 § 26, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.7)

2.12.140 - Budget preparation and submission.

It shall be the duty of the city manager to prepare and submit the proposed annual budget, and to supervise the administration of the budget after its adoption.

(Ord. 459 § 27, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.8)

2.12.150 - Investigations.

It shall be the duty of the city manager to make investigations into the affairs of the city and any department or division thereof.

(Ord. 459 § 28, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.9)

2.12.160 - Public utility and franchise investigation.

It shall be the duty of the city manager to investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city, and to see that all franchises, permits or privileges granted by the city are faithfully performed and observed.

(Ord. 459 § 29, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.10)

2.12.170 - Public property supervision.

It shall be the duty of the city manager to and he shall exercise general supervision over all public buildings, public parks and over all public properties which are under the control and jurisdiction of the city council.

(Ord. 459 § 30, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.11)

2.12.180 - Hours of employment.

The city manager's hours of employment are specified in his/her employment contract.

(Ord. 465 § 4, 1998: Ord. 459 § 31, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.12)

2.12.190 - Duties delegated by council.

It shall be the duty of the city manager to perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance, resolution or other action of the city council.

(Ord. 459 § 32, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.13)

2.12.200 - Council-manager relations.

The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city council nor any members thereof shall give orders to any subordinates of the city manager. The city manager shall take his orders and instructions from the city council only when sitting in a duly held meeting of the city council and no individual council member shall give any orders or instructions to the city manager. Nothing herein contained shall be construed to prevent any council member from discussing matters of the city with the city manager.

(Ord. 459 § 33, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.14)

2.12.210 - Departmental cooperation.

It shall be the duty of all subordinate officers and the city clerk, city treasurer, city engineer and city attorney to assist the city manager in administering the affairs of the city efficiently, economically and harmoniously so far as may be consistent with their duties as prescribed by law and ordinances of the city.

(Ord. 459 § 34, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.15)

2.12.220 - Meetings of commissions, boards or committees.

The city manager shall attend any and all meetings of commissions, boards or committees hereafter created by the city council, upon his own volition or upon direction of the city council. At such meetings which the city manager attends, he shall be heard by such commissions, boards or committees as to all matters upon which he

wishes to address the members thereof, and he shall inform said members as to the status of any matter being considered by the city council and he shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the city council.

(Ord. 459 § 35, 1997: Ord. 14 § 1 (part), 1965: prior code § 2705.16)

2.12.230 - Removal of manager.

The removal of the city manager shall be only upon a three member vote of the whole council in the city in regular council meeting, subject, however, to the provisions of Sections [2.12.240](#) through [2.12.270](#). In case of his intended removal by the city council, the city manager shall be furnished with a written notice stating the council's intention to remove him and the reason therefor, at least thirty days before the effective date of his removal.

(Ord. 459 § 36, 1997: Ord. 14 § 1 (part), 1965: prior code § 2706)

2.12.240 - Hearing.

Within seven days after the delivery to the city manager of such notice he may by written notification to the city clerk, request a hearing before the city council. Thereafter, the city council shall fix a time for the hearing which shall be held at its usual meeting place, but before the expiration of the thirty- day period, at which the city manager shall appear and be heard.

(Ord. 459 § 37, 1997: Ord. 14 § 1 (part), 1965: prior code § 2706.1)

2.12.250 - Suspension pending hearing.

After furnishing the city manager with written notice of intended removal, the city council may suspend him from duty, but his compensation shall continue until his removal by the council passed subsequent to the hearing referred to in [Section 2.12.240](#).

(Ord. 459 § 38, 1997: Ord. 14 § 1 (part), 1965: prior code § 2706.2)

2.12.260 - Discretion of council.

In removing the city manager, the city council shall use its uncontrolled discretion and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing; the purpose of which is to allow the city manager to present to the city council his grounds of opposition to his removal prior to its action.

(Ord. 459 § 39, 1997: Ord. 14 § 1 (part), 1965: prior code § 2706.3)

2.12.270 - Limitation on removal.

Notwithstanding the provisions of this chapter, the city manager shall not be removed from office during or within a period of ninety days next succeeding any general municipal election held in the city at which election a member of the city council is elected. The purpose of this provision is to allow any newly elected member of the city council or a reorganized city council to observe the actions and ability of the city manager in the performance of the powers and duties of his office. After the expiration of the ninety-day period, the provisions of Sections [2.12.230](#) through [2.12.260](#) as to the removal of the city manager shall apply and be effective.

(Ord. 459 § 40, 1997: Ord. 14 § 1 (part), 1965: prior code § 2706.4)

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: August 9, 2018

Subject: Discussion and Direction Regarding School Traffic Safety Improvements

BACKGROUND

City Staff works on an ongoing basis with the Oak Valley Elementary School and the Buellton Union School District Superintendent to address traffic safety concerns, including vehicular speeds, pedestrian crossing conflicts (particularly during morning drop-off and pick-up periods), and signage and striping consistency.

As part of these discussions with School District staff, we have evaluated the existing conditions and past improvements completed for school traffic safety. Attachment 1 provides the Technical Memorandum that summarizes the evaluation. All school zone and traffic safety improvements, signage and pavement markings are up to current standards and have been installed consistently throughout both school areas/traffic zones. In addition, there are sufficient amounts of marked crosswalks for the area. An additional improvement to the existing crosswalks was performed in conjunction with the road maintenance project in process. This provides consistency with pavement reflectors at all the school zone crosswalks.

Additional long term improvements have been noted such as flashing beacons within the residential streets and multi-way stop signs, but are not warranted or appropriate at this time.

The City has previously reviewed the potential for reduced speed limits to 15 MPH within the school zones, but was not approved. Warrants can be made for this reduction. If that is a desired option, a new study performed during school session should be completed.

FISCAL IMPACT

Any improvements resulting from this study would be funded by the General fund, Gas Tax and local Measure A allocations.

RECOMMENDATION

That the Council discuss the School Traffic Safety Improvements and provide direction to staff.

ATTACHMENTS

Attachment 1 – Technical Memorandum Dated July 23, 2018



201 Industrial Way, Ste. A / Buellton CA 93427
Ph. (805) 688-5200 / F. (805) 686-5418

TECHNICAL MEMORANDUM

PROJECT: City of Buellton Safe Route to Schools
SUBJECT: **SRTS Status Update**
DATE: July 23, 2018
PREPARED FOR: Rose Hess, Public Works Director, City of Buellton
PREPARED BY: Kent Yankee, P.E.

Purpose:

The purpose of this technical memorandum is to present the current conditions for Safe Routes to School (SRTS) and potential future improvements for Oak Valley Elementary School and Jonata School. In this memorandum we intend to review existing conditions, identify current safety issues and then recommend specific traffic safety devices to provide support for the proposed recommendations.

Traffic safety in school zones has long been a concern to local residents and school staff as noted per City conducted parent and teacher surveys and the formation of the PTA Safety Committee.

Overview:

Safety improvements such as additional crosswalks with reflectors and updated signage and striping, have been incorporated into the Buellton school zones in phases over the past few years. The improvements have been accomplished after requests for improvements were made by the PTA Safety Committee and other members of the community including teachers and staff. The improvements have clearly defined the limits of the school zones as well. Refer to the 2018 School Zone Striping and Signage As-builts, Sheets 1 through 6 for a complete view of the current improvements.

The City did attempt to lower the school zone speed limit to 15mph as requested by the PTA Safety Committee and was found acceptable per an engineering study. That work was not approved however, and therefore the speed limit in the school zone remains at 25mph.

Recommended Improvements:

Currently a City road maintenance project is underway in the Oak Valley Elementary neighborhood and scheduled to be complete before the first day of school in August. Within that project, the City is adding reflective pavement markers at all school crosswalks including those serving Jonata School. This was a recommended improvement to provide higher visibility crosswalk features and bring awareness to the motorist and pedestrian regarding the crossing at those locations.

School Zone Speed Limit:

As previously reported, the current speed limit is posted at 25mph per the prima facie speed limit of the California Vehicle Code. School zone speeds could be reduced to 15mph per the California Manual of Uniform Traffic Control Devices (CA-MUTCD) within 500 feet of school grounds (reduced school zone) when children are present, as the following criteria has been met:

- a) Street (or highway) is in a residential district.
- b) Street (or highway) outside of a school zone has a posted speed limit no greater than 30 mph.
- c) Street (or highway) has no more than a total of two through traffic lanes (one in each direction or two in one direction).
- d) The reduced school zone speed limit of 15 mph is within 500 feet of school grounds.
- e) The extended school zone speed limit of 25 mph is within 500 to 1000 feet of school grounds.

The City can review speeds and traffic volumes once again if desired, however the studies should be performed during the school year to attain the most applicable data.

Additional Stop Signs (Stop Warrants):

It is important to recognize that stop signs should not be used for speed control. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal. Currently there are three all-way stop intersections within the school zones along Second Street. There are two mid-block crossings without stops near the intersection of Via Corona and Blue Blossom Way and the intersection of Second Street and Alder Lane.

Via Corona at Sycamore Drive has stop signs on Sycamore Drive only. This intersection was an area of concern and improvements at that intersection have been made, however the intersection does not meet the required warrants via the pedestrian volumes or minimum traffic volumes to include an all-way stop at that intersection.

The State of California has strict minimum requirements to implement intersection traffic techniques/devices to existing conditions. This is to minimize the potential increase in collisions (negative change), instead of reducing collisions or potentially creating an even worse situation such as a fatality.

Proposed Improvement Measures (Long Term - Future):

As the SRTS program continues, additional study of the surrounding intersections should be addressed and features should be reviewed to determine if there are upgrades needed to conform to the latest safety devices and CA-MUTCD standards. As traffic patterns change and/or future conditions may warrant, additional observations should take place to provide another engineering study. Future techniques for safety improvements may include:

- Curb extensions at all corners with bi-direction ADA ramps, re-aligned crosswalks;

- Introduction of advance warning systems (flashing LED/Rectangular Rapid Flashing Beacons) at Crosswalks;
- Consideration of all-way stop intersections;
- Additional intersection street lighting.

References:

California Manual on Uniform Traffic Control Devices, State of California, Business, Transportation and Housing Agency, Department of Transportation, 2014 Edition.

State and Federal Safe Routes to school Programs, State-Legislated Program-SR2S, Safety, Caltrans, Department of Transportation, 2018 Edition

P:\CIBUE BUELLTON\BC136_TRAFFIC STUDIES\SCHOOLS\SAFE ROUTES TO SCHOOLS\2018 SR2S STATUS UPDATE MEMO\2018 BUELLTON SR2S STATUS UPDATE MEMO.DOCX

Attachments:

2018 School Zone As-Builts & Striping Atlas

**2018 School Zone
Striping & Signage
As-builts**

1 inch = 100 feet



Legend:

Red Curb= 85 LF

-  =16
-  =6
-  =6
-  =6
-  =16
-  Assembly A (CA)
S1-1
S4-3P
-  Assembly B (CA)
S1-1
W16-7P
-  Assembly D (CA)
S4-3P
W16-9P
-  W16-6P (R)
-  W16-2aP (300 FT)
-  No Outlet
W14-2
-  Speed Limit 25
R2-1
-  Divided Highway
W6-1



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City of Buellton

2018 School Zone Striping & Signage As-builts

1 inch = 100 feet

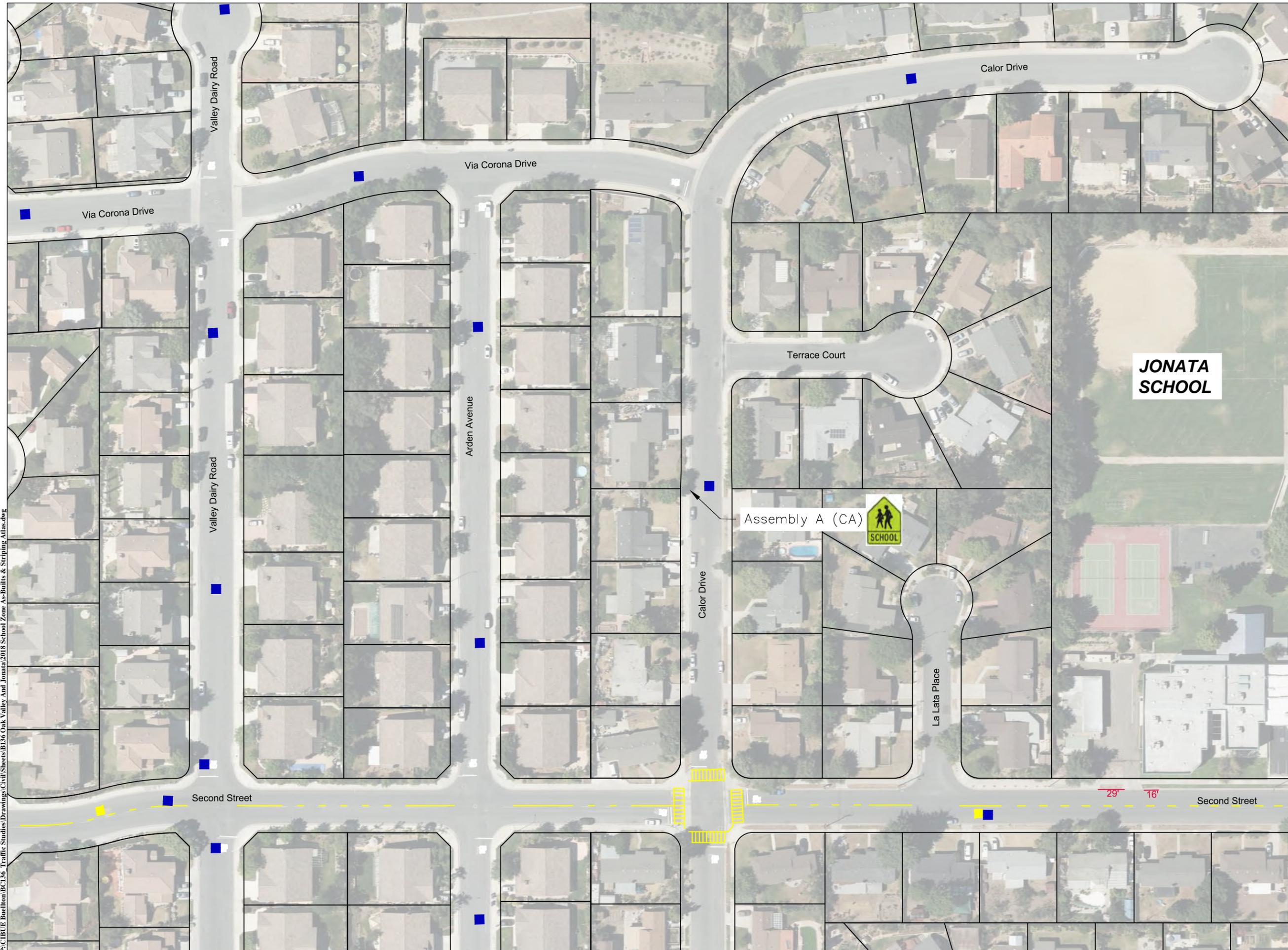


Legend:

Red Curb= 45 LF

-  =12
-  =0
-  =0
-  =0
-  =14

-  Assembly A (CA)
S1-1
S4-3P
-  Assembly B (CA)
S1-1
W16-7P
-  Assembly D (CA)
S4-3P
W16-9P
-  W16-6P (R)
-  W16-2aP (300 FT)
-  No Outlet
W14-2
-  Speed Limit 25
R2-1
-  Divided Highway
W6-1



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City of Buellton

2018 School Zone Striping & Signage As-builts

1 inch = 100 feet

Legend:

Red Curb= 34 LF

-  =5
-  =0
-  =2
-  =0
-  =9
-  Assembly A (CA)
S1-1
S4-3P
-  Assembly B (CA)
S1-1
W16-7P
-  Assembly D (CA)
S4-3P
W16-9P
-  W16-6P (R)
-  W16-2aP (300 FT)
-  No Outlet
W14-2
-  Speed Limit 25
R2-1
-  Divided Highway
W6-1



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City of Buellton

2018 School Zone Striping & Signage As-builts

1 inch = 100 feet



Legend:

Red Curb=0 LF

- =6
- =0
- =0
- =0
- =6

Assembly A (CA)
S1-1
S4-3P

Assembly B (CA)
S1-1
W16-7P

Assembly D (CA)
S4-3P
W16-9P

W16-6P (R)

No Outlet
W14-2

Speed Limit 25
R2-1

Divided Highway
W6-1



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City of Buellton

2018 School Zone Striping & Signage As-builts

1 inch = 100 feet

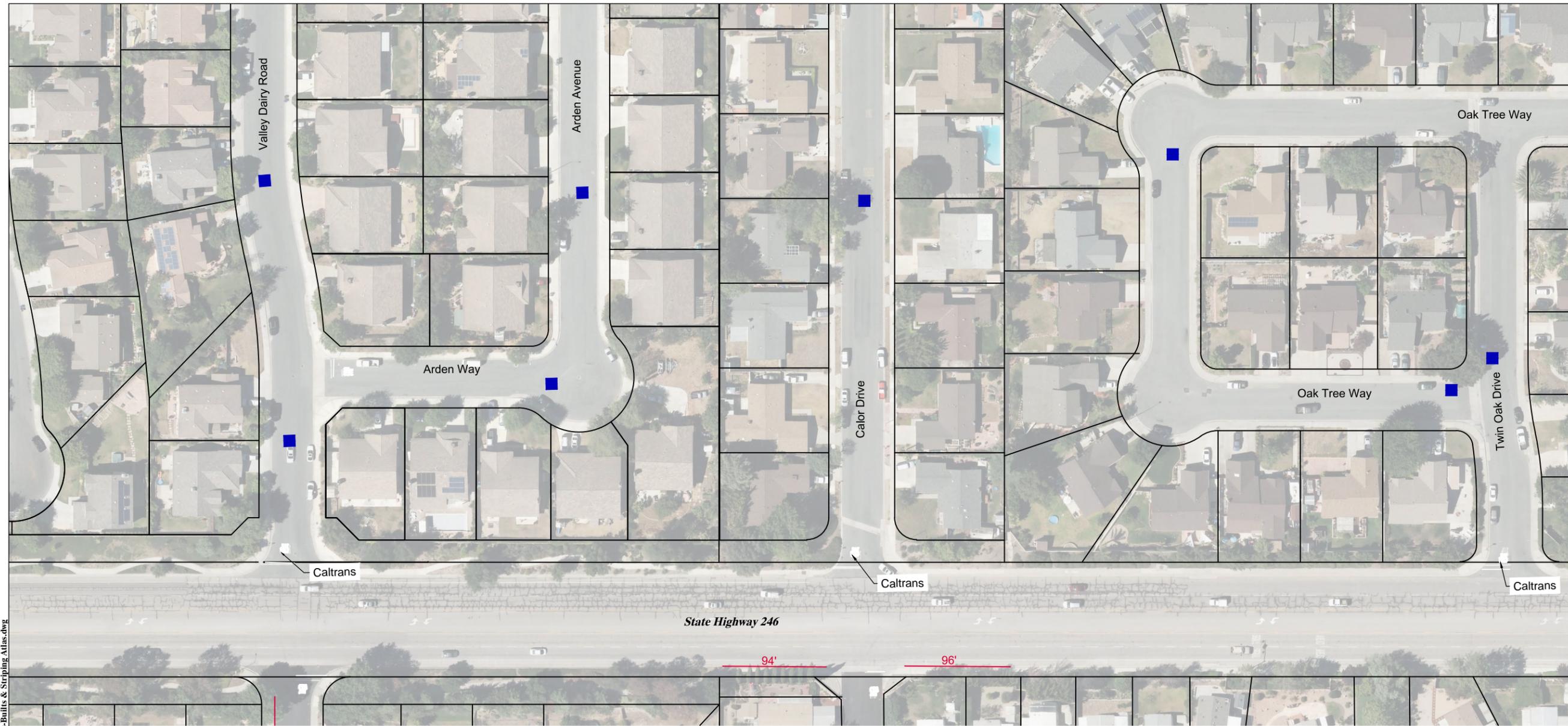


Legend:

Red Curb= 188 LF

-  =6
-  =0
-  =0
-  =8

-  Assembly A (CA)
S1-1
S4-3P
-  Assembly B (CA)
S1-1
W16-7P
-  Assembly D (CA)
S4-3P
W16-9P
-  W16-6P (R)
-  W16-2aP (300 FT)
-  No Outlet
W14-2
-  Speed Limit 25
R2-1
-  Divided Highway
W6-1



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City of Buellton

2018 School Zone Striping & Signage As-builts

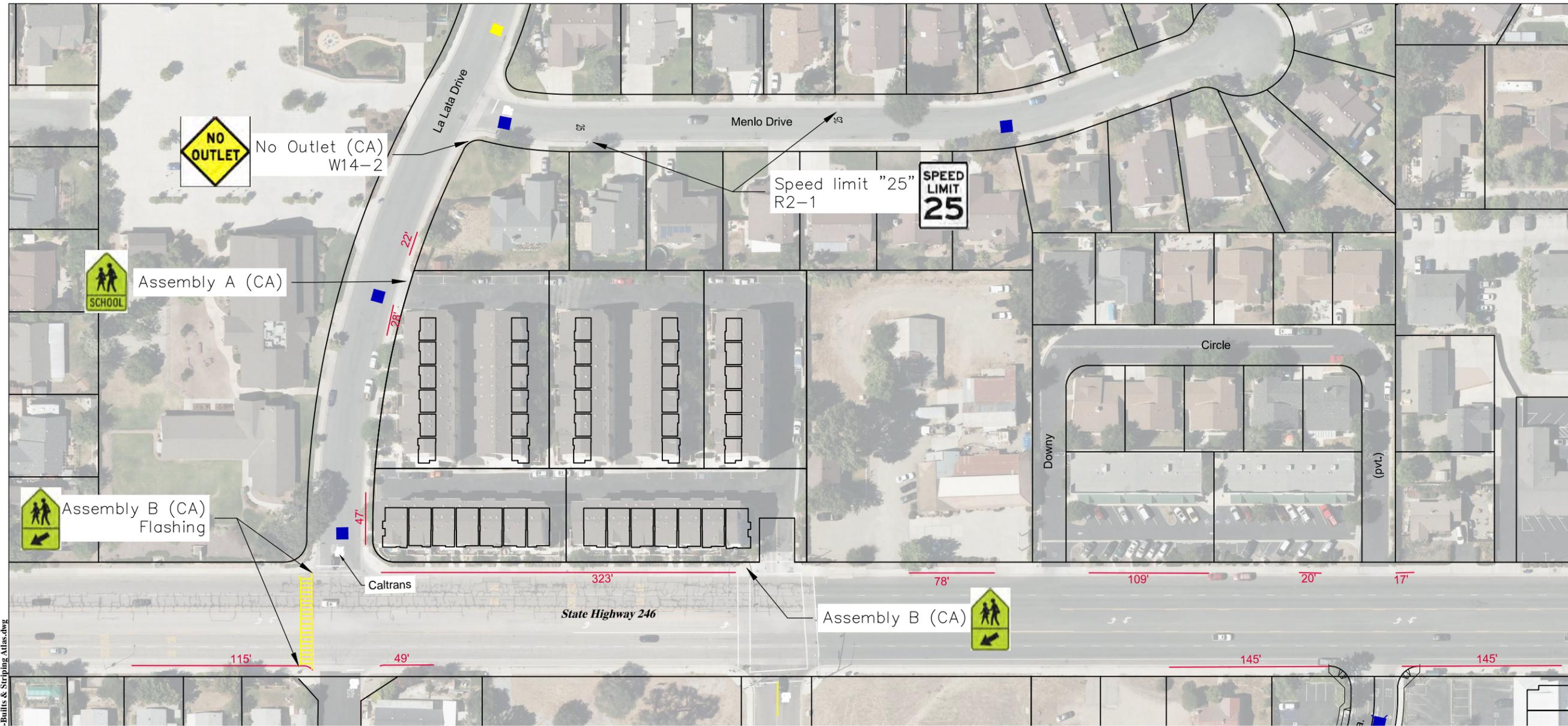
1 inch = 100 feet



Legend:

Red Curb= 1,102 LF

-  =3
-  =0
-  =1
-  =0
-  =4
-  Assembly A (CA)
S1-1
S4-3P
-  Assembly B (CA)
S1-1
W16-7P
-  Assembly D (CA)
S4-3P
W16-9P
-  W16-6P (R)
-  W16-2aP (300 FT)
-  No Outlet
W14-2
-  Speed Limit 25
R2-1
-  Divided Highway
W6-1



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