CITY OF BUELLTON

CITY COUNCIL AGENDA
Regular Meeting of September 13, 2018 at 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California

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

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR (ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

1. Minutes of August 9, 2018 Regular City Council Meeting

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

3. Quarterly Report for April 1, 2018 through June 30, 2018 from Visit Santa Ynez Valley (VisitSYV)

- *(Staff Contact: Finance Director Shannel Zamora)*

4. Resolution No. 18-17 – "A Resolution of the City Council of the City of Buellton, California, Declaring a Shelter Crisis Pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code Section 8698.2)"

❖ *(Staff Contact: City Manager Marc Bierdzinski)*

5. Resolution No. 18-18 – "A Resolution of the City Council of the City of Buellton, California, Adopting the 2018 City of Buellton Emergency Management Plan (EMP)

❖ *(Staff Contact: City Manager Marc Bierdzinski)*

6. Monthly Treasurer's Report – July 31, 2018

❖ *(Staff Contact: Finance Director Shannel Zamora)*

PRESENTATIONS

7. Proclamation Recognizing Employees and Volunteers of the Buellton Senior Thrift Shop

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)

8. First Contract Amendment with the Buellton Business Association/Chamber of Commerce for Operation of a Visitor's Bureau

❖ *(Staff Contact: City Manager Marc Bierdzinski)*

9. Discussion of Truck Parking along McMurray Road

❖ *(Staff Contact: City Manager Marc Bierdzinski)*

CITY MANAGER'S REPORT

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, September 27, 2018 at 6:00 p.m.

City Manager Review: MPB
Council Agenda Item No.: 1

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of August 9, 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, City Attorney Steve McEwen, Finance Director Shannel Zamora, Public Works Director Rose Hess, Senior Deputy Jose Alvarez, and City Clerk Linda Reid

PUBLIC COMMENTS

Caroline, spoke in support of President Trump.

Barbara Knecht, Buellton Recreation Center invited the public to purchase tickets from City of Buellton or the Buellton Recreation Center for the Crab Feast Gala on Friday, September 7 at Zaca Creek Golf.

Randall Haggard, Ph.D., Superintendent of Buellton Union School District discussed the increase of new students attending Buellton schools and announced a parcel tax (Measure A) will be on the November 6 ballot to help fund Buellton schools.

City Manager Bierdzinski introduced Senior Deputy Jose Alvarez as the City's new motor officer.

Peggy Brierton, Buellton, stated she witnessed a plane advertising for the Chumash Casino and expressed her displeasure with this activity.

CONSENT CALENDAR

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

MOTION:
Motion by Council Member Mercado, seconded by Vice Mayor King, 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

Vice Mayor King and Mayor Sierra thanked Buellton Recreation and all the volunteers who helped to make the Buellton BBQ Bonanza a success.

Mayor Sierra requested and the Council agreed by consensus that staff agendize truck parking on McMurray Road.

City Manager Bierdzinski announced there are no items for the August 23 Council meeting, so the City Council agreed by consensus to cancel that meeting.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

None

BUSINESS ITEMS

4. Appointment of Ex-Officio Member to the Buellton Chamber of Commerce

NOMINATION:
The City Council agreed by consensus to appoint Council Member Mercado as the Ex-Officio Member to the Buellton Chamber of Commerce.

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

RECOMMENDATION:
That the City Council receive the Buellton Visitor's Bureau Fiscal Year 2018-19 Budget and provide direction on their request for additional funding.

STAFF REPORT:
City Manager Bierdzinski presented the staff report.

DISCUSSION:
Kathy Vreeland, representing the Buellton Visitors Bureau and Chamber of Commerce discussed the proposed budget and request for additional funding.

The City Council discussed the following issues:

- The proposed budget and request for additional funding
- Reevaluate using a percentage allocation for the Visitors Bureau
- Agreement for additional funding to help with traffic control for Winterfest
- Future discussion regarding funding for specific events
- Contract amendment is only for Fiscal Year 2018/19

Peggy Brierton, Buellton, discussed surplus funds and requested the Visitors Bureau present a balanced budget before additional funding is granted.

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Vice Mayor King, seconded by Council Member Mercado, approving City funding for the Visitors Bureau in the amount of $450,000 for Fiscal Year 2018/19 and bring back a contract amendment at the September 13 Council meeting. Future event funding shall be determined on a case by case basis.

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

6. Discussion of City Manager Duties

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

STAFF REPORT:
City Attorney McEwen presented the staff report.

DISCUSSION:
The City Council discussed the following issues:

- Mayor and City Manager to continue to meet and review Council agendas
- Ramifications of City Council involvement in personnel issues, specifically, individual City Council liability and legal issues involving discovery of confidential information
- City Manager to continue to alert the City Council regarding major purchases including those previously approved through the budget process
- City Attorney to research Rancho Palos Verdes ordinance regarding City Manager duties

DOCUMENTS:
Staff report with attachments as listed in the staff report.

DIRECTION:
The City Council agreed by consensus to leave the City Manager title and duties as listed in the City's Municipal Code.

7. Discussion and Direction Regarding School Traffic Safety Improvements

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

STAFF REPORT:
Public Works Director Hess presented the staff report.

DISCUSSION:
The City Council discussed the following issues:

- When the last speed study surrounding the schools was conducted
- Adding additional crosswalks
- Reducing the speed limit around the schools
- Schools to add crossing guard volunteers
- Adding additional speed limit signs

Randy Haggard, Ph.D., Superintendent of Buellton Union School District spoke about School traffic safety and the speed limit surrounding the schools.

DOCUMENTS:
Staff report with attachments as listed in the staff report.

DIRECTION:
The City Council agreed by consensus to direct staff to continue to work with the Buellton Union School District to implement traffic safety improvements around the schools.

CITY MANAGER'S REPORT

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

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 8:30 p.m. The next regular meeting of the City Council will be held on Thursday, August 23, 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:	September 13, 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 8/1/2018 through 9/5/2018 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, 8/1/2018 through 9/5/2018, and electronic fund transfers issued for the period of 8/1/2018 through 9/4/2018 was $706,955.68.

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 8/1/2018 through 9/5/2018.

ATTACHMENTS

Attachment 1 – Claims

ATTACHMENT 1

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 **9/13/2018** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00840	153,665.70	
	A/P Packet #APPKT00839	2,053.75	
	A/P Packet #APPKT00835	27,834.37	
	A/P Packet #APPKT00831	3,531.25	
	A/P Packet #APPKT00830	111,766.93	
	A/P Packet #APPKT00824	133,059.41	
	A/P Packet #APPKT00819	11,788.66	
	A/P Packet #APPKT00814	21,785.67	
	Total A/P Packets:	$465,485.74	(12 pages)
	Utility Packet #UBPKT01238	599.77	(1 page)
	Utility Packet #UBPKT01263	86.10	(1 page)
	Total Packets:	**$466,171.61**	
EXHIBIT B		$97,505.21	
Staff Payroll	8/3/2018	47,111.82	
Staff Payroll	8/17/2018	48,532.25	
CC Payroll	8/23/2018	1,791.28	
Staff Payroll	8/31/2018	45,843.51	
	Total Payroll:	$143,278.86	
TOTAL AMOUNT OF CLAIMS:		**$706,955.68**	

* The A/P Packets above will be approved on Council Agenda date of 09/13/2018
Checks to be signed on 09/13/2018 tie to A/P Packet #APPKT00839 AND APPKT00840
Checks previously signed by staff to avoid late fees relate to:
A/P Packet # APPKT00814, APPKT00819, APPKT00824, APPKT00830, APPKT00831 and APPKT00835
Utility Packet # UBPKT012238 AND UBPKT01263

SZ 9/5/18

Payments via Electronic Fund Transfer (EFT):
From 08/01/2018 through 09/04/2018

CalPERS - Medical	8/6/2018	19,613.87
Hassler - Postage	8/6/2018	900.00
DCP-AUL	8/6/2018	13,448.17
CalPERS - Classic	8/6/2018	6,544.86
Payroll Tax - EDD	8/6/2018	2,923.47
CalPERS - PEPRA	8/6/2018	2,795.46
Payroll Tax - IRS	8/6/2018	8,334.78
The Hartford	8/8/2018	554.43
CalPERS - Classic	8/13/2018	0.13
AFLAC	8/14/2018	662.45
CalPERS - Classic	8/20/2018	6,544.99
Payroll Tax - EDD	8/20/2018	3,031.75
CalPERS - PEPRA	8/20/2018	2,848.02
Payroll Tax - IRS	8/20/2018	8,773.58
CalPERS - Classic	8/24/2018	150.94
Payroll Tax - EDD	8/24/2018	100.96
CalPERS - PEPRA	8/24/2018	60.57
Payroll Tax - IRS	8/24/2018	69.82
Bank Fees	8/27/2018	20.00
CalPERS - Reporting Fees	8/31/2018	700.00
CalPERS - Classic	9/4/2018	6,310.34
CalPERS - PEPRA	9/4/2018	2,771.69
Payroll Tax - EDD	9/4/2018	2,739.73
Payroll Tax - IRS	9/4/2018	7,605.20
Total		**97,505.21**

Check Report - APPKT's - City Council 9/13/2018

City of Buellton, CA

By Payment Number

Payment Dates 08/01/2018 - 09/05/2018

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
36652	8/1/2018	001184	ALBERTSONS/SAFEWAY			66.85
	INV0009516	7/5/2018 - Misc Office Supplies		001-410-61130		66.85
36653	8/1/2018	000168	ALLIANT INSURANCE INC.			750.00
	842899	7/1/2017-7/1/2019 - ACIP 2ND INSTA		001-410-50600		250.00
	842899	7/1/2017-7/1/2019 - ACIP 2ND INSTA		005-701-50600		250.00
	842899	7/1/2017-7/1/2019 - ACIP 2ND INSTA		020-601-50600		250.00
36654	8/1/2018	000118	COASTAL COPY, INC.			108.79
	803691	7/1-7/31/2018 - REC - Overages		001-511-61130		108.79
36655	8/1/2018	000122	COMCAST CABLE			176.32
	INV0009528	7/25-8/24/2018 - Telephone/Internet		001-511-61290		176.32
36656	8/1/2018	000122	COMCAST CABLE			286.01
	INV0009527	7/26-8/25/2018 - Internet Service		001-410-61292		286.01
36657	8/1/2018	000138	D.L. ELECTRIC, INC.			259.50
	18-467	7/24/2018 - RVP - Light Repair		001-552-60258		259.50
36658	8/1/2018	000172	ECHO COMMUNICATIONS			111.70
	INV0009529	07/2018 Msg Srvc - 08/2018 Answrng		001-558-60800		37.24
	INV0009529	07/2018 Msg Srvc - 08/2018 Answrng		005-701-60800		37.23
	INV0009529	07/2018 Msg Srvc - 08/2018 Answrng		020-601-60800		37.23
36659	8/1/2018	000193	FIRST NATIONAL BANK OF OMAHA			7,913.59
	INV0009517	K Abello - CC thru 7/17/2018		001-511-60800		79.95
	INV0009517	K Abello - CC thru 7/17/2018		001-511-67140	51001-040	1,665.00
	INV0009517	K Abello - CC thru 7/17/2018		001-511-67140		1,074.58
	INV0009518	E Andrisek - CC thru 7/17/2018		001-401-60710		531.00
	INV0009519	M Bierdzinski - CC thru 7/17/2018		001-410-60900		83.73
	INV0009519	M Bierdzinski - CC thru 7/17/2018		001-565-60710		758.42
	INV0009520	R Hess - CC thru 7/17/2018		001-558-60250		13.95
	INV0009520	R Hess - CC thru 7/17/2018		001-558-61140		33.49
	INV0009520	R Hess - CC thru 7/17/2018		005-701-60250		7.48
	INV0009520	R Hess - CC thru 7/17/2018		005-701-61140		33.50
	INV0009520	R Hess - CC thru 7/17/2018		020-601-61140		33.50
	INV0009521	D King - CC thru 7/17/2018		001-401-60710		818.65
	INV0009522	B Knecht - CC thru 7/17/2018		001-511-60250		124.81
	INV0009522	B Knecht - CC thru 7/17/2018		001-511-60800		80.00
	INV0009522	B Knecht - CC thru 7/17/2018		001-511-67135	54008-040	926.91
	INV0009522	B Knecht - CC thru 7/17/2018		001-511-67135		358.14
	INV0009522	B Knecht - CC thru 7/17/2018		001-511-67140	51001-040	26.40
	INV0009523	L Reid - CC thru 7/17/2018		001-403-60650		160.00
	INV0009523	L Reid - CC thru 7/17/2018		001-403-60710		256.21
	INV0009523	L Reid - CC thru 7/17/2018		001-410-60022		60.45
	INV0009523	L Reid - CC thru 7/17/2018		001-410-60900		44.19
	INV0009523	L Reid - CC thru 7/17/2018		001-565-60900		30.45
	INV0009524	P Smith - CC thru 7/17/2018		001-511-67140	51002-040	689.50
	INV0009525	S Zamora - CC thru 7/17/2018		001-420-60710		23.28
36661	8/1/2018	000649	FLUID RESOURCE MANAGEMENT, INC.			6,350.63
	W16549	12/2018 - East Clarifier Column Repai		092-706-74100		4,321.72
	W17142	June 2018 - RAS Flow Meter Replace		005-701-60250		2,028.91

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
36662	8/1/2018	001040	FRONTIER COMMUNICATIONS			1,765.97
	INV0009515	7/19-8/18/2018 - Phone Service Sum		001-410-67705		324.88
	INV0009515	7/19-8/18/2018 - Phone Service Sum		001-565-67705		406.50
	INV0009515	7/19-8/18/2018 - Phone Service Sum		005-701-67705		547.26
	INV0009515	7/19-8/18/2018 - Phone Service Sum		020-601-67705		487.33
36663	8/1/2018	000746	LANDS END, INC			177.59
	SIN6484177	7/23/2018 - Shirts		001-401-60900		177.59
36664	8/1/2018	000280	LEE CENTRAL COAST NEWSPAPERS			215.22
	128402	7/19/2018 - Plng - NtcPblcHrng - Res		001-565-60520		215.22
36665	8/1/2018	000280	LEE CENTRAL COAST NEWSPAPERS			84.09
	128443	7/19/2018 - COB - OrdNo-18-02		001-403-60520		84.09
36666	8/1/2018	000700	MAILFINANCE, INC.			975.29
	N7258551	8/7-11/26/2018 - Lease - Postage Ma		001-410-60310		975.29
36667	8/1/2018	000801	O'REILLY AUTOMOTIVE STORES, INC.			134.76
	4372-413430	7/24/2018 - Vehicle Maint		020-601-60270		152.76
	4372-413455CM	7/24/2018 - Core Return (Inv# 4372-4		020-601-60270		-18.00
36668	8/1/2018	000372	PETTY CASH			276.21
	INV0009526	7/31/2018 - Replenish Petty Cash		001-401-60710		35.00
	INV0009526	7/31/2018 - Replenish Petty Cash		001-403-60900		2.00
	INV0009526	7/31/2018 - Replenish Petty Cash		001-410-60710		30.00
	INV0009526	7/31/2018 - Replenish Petty Cash		001-420-60710		14.00
	INV0009526	7/31/2018 - Replenish Petty Cash		001-511-60250		10.51
	INV0009526	7/31/2018 - Replenish Petty Cash		001-511-67135		32.00
	INV0009526	7/31/2018 - Replenish Petty Cash		001-511-67140		15.29
	INV0009526	7/31/2018 - Replenish Petty Cash		001-511-67140	51003-040	10.00
	INV0009526	7/31/2018 - Replenish Petty Cash		001-511-67140	51001-040	70.00
	INV0009526	7/31/2018 - Replenish Petty Cash		001-558-60250		1.50
	INV0009526	7/31/2018 - Replenish Petty Cash		001-558-60270		10.00
	INV0009526	7/31/2018 - Replenish Petty Cash		005-701-61131		9.10
	INV0009526	7/31/2018 - Replenish Petty Cash		005-701-61280		10.00
	INV0009526	7/31/2018 - Replenish Petty Cash		020-601-61131		9.11
	INV0009526	7/31/2018 - Replenish Petty Cash		020-601-61140		7.70
	INV0009526	7/31/2018 - Replenish Petty Cash		020-601-61280		10.00
36670	8/1/2018	000978	Staples Credit Plan			421.74
	INV0009514	6/16-7/14/2018 - Misc Supplies		001-410-61130		134.02
	INV0009514	6/16-7/14/2018 - Misc Supplies		001-420-61130		49.63
	INV0009514	6/16-7/14/2018 - Misc Supplies		001-511-61130		238.09
36671	8/1/2018	000521	TODD PIPE & SUPPLY			217.17
	INV0009531	July 2018 - Misc Maint/Repair Items		001-552-60258		62.40
	INV0009531	July 2018 - Misc Maint/Repair Items		001-552-61140		41.62
	INV0009531	July 2018 - Misc Maint/Repair Items		005-701-61140		18.52
	INV0009531	July 2018 - Misc Maint/Repair Items		020-601-60250		61.25
	INV0009531	July 2018 - Misc Maint/Repair Items		020-601-61140		33.38
36672	8/1/2018	000904	US BANK EQUIPMENT FINANCE			1,390.24
	362933608	7/20-8/20/2018-Plng - Copier Lease/		001-565-60310		482.34
	362933608	7/20-8/20/2018-Plng - Copier Lease/		001-565-61130		907.90
36673	8/1/2018	000582	VINTAGE WALK, LLC OWNERS ASSOC.			104.00
	INV0009530	July 2018 - HOA Payment - 597 AOF #		001-410-60900		104.00
36674	8/7/2018	001291	BEVERLY THORNTON			160.00
	INV0009557	7/27/2018 - REBATE - CASH FOR GRA		001-558-74100		160.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
36675	8/7/2018	000065	BURKE, WILLIAMS & SORENSEN, LLP			10,785.07
	229622	June 2018 - Retainer - Legal Services		001-404-60840		10,785.07
36676	8/7/2018	000090	CalPERS LONG-TERM CARE PROGRAM			84.25
	12432534	8/1-15/2018 - CalPERS LT Care Progra		001-22166		84.25
36677	8/7/2018	000122	COMCAST CABLE			236.01
	INV0009554	7/29-8/28/2018 - WWTP - Internet S		005-701-60210		236.01
36678	8/7/2018	001072	Miguel Suarez dba			290.00
	INV0009553	8/10/2018 - Water Slides - Summer C		001-511-67140	51001-040	290.00
36679	8/7/2018	000032	READY REFRESH BY NESTLE			150.48
	18G0029022365	6/27-7/26/2018 - CH - Water Service		001-410-60800		77.11
	18G0029022381	6/27-7/26/2018 - LIB - Water Service		001-410-60800		40.45
	18G0029154614	6/27-7/26/2018 - Plng - Water Servic		001-410-60800		32.92
36680	8/7/2018	000706	SATCOM GLOBAL, INC.			50.40
	AI08180054	-> 7/31/2018 - Satellite Sim Card (#88		001-410-60014		50.40
36681	8/7/2018	000507	SoCalGas			14.79
	INV0009555	6/25-7/25/2018 - LIB/CCC - Gas Servi		001-510-61230		14.79
36682	8/7/2018	000507	SoCalGas			17.66
	INV0009556	6/25-7/25/2018 - CH - Gas Service		001-510-61230		17.66
36683	8/15/2018	000005	ABALONE COAST ANALYTICAL, INC.			1,671.85
	4220	July 2018 - WWTP - Chemicals/Analys		005-701-61111		1,330.05
	4224	July 2018 - DWTP - Chemicals/Analysi		020-601-61111		341.80
36684	8/15/2018	000509	ALAN NEEDHAM dba			15,746.95
	24950	July 2018 - Landscape Maint - Parks &		001-552-60800		11,200.00
	24950	July 2018 - Facilities & Streets (S-9)		001-556-60800		3,960.00
	25038	7/25/2018 - RVP - Irrigation Repair		001-552-60258		347.72
	25050	July 2018 - RVP - Irrigation Repair		001-552-60258		239.23
36685	8/15/2018	000019	AMERICAN INDUSTRIAL PIPE & SUPPLY			109.10
	0070654-IN	7/16/2018 - WWTP - Misc Maint/Rep		005-701-61127		109.10
36686	8/15/2018	000661	AQUA-METRIC SALES, CO.			8,766.98
	INV0070488	8/1/2018 - WTP - Misc Mat'ls/Supplie		020-601-61240		8,223.48
	INV0070501	8/2/2018 - 6501 Handheld Repair		020-601-60250		543.50
36687	8/15/2018	000028	ARAMARK UNIFORM SERVICES INC			516.45
	INV0009588	July 2018 - Mats/Towels Service		001-558-60800		413.16
	INV0009588	July 2018 - Mats/Towels Service		005-701-60800		103.29
36688	8/15/2018	000718	AUTOSYS, INC.			6,566.29
	2142	5/29&6/15/2018 - IT/Programming S		005-701-60800		830.00
	2167	7/18-24/2018 - In Field Tech Service -		020-601-60800		3,710.00
	2171	7/31/2018 - WWTP SCADA - Tech Ser		005-701-60800		2,026.29
36689	8/15/2018	000072	CA JOINT POWERS INS AUTHORITY			22,206.00
	PROP01694	7/1/2018-7/1/2019 - All Risk Propert		001-410-50610		7,402.00
	PROP01694	7/1/2018-7/1/2019 - All Risk Propert		005-701-50610		7,402.00
	PROP01694	7/1/2018-7/1/2019 - All Risk Propert		020-601-50610		7,402.00
36690	8/15/2018	000101	CITY OF SOLVANG			150.00
	INV02626	2018 - April-June - REC Split		001-511-67570		150.00
36691	8/15/2018	000112	CLARK PEST CONTROL			282.00
	22544083	8/11/2018 - CH - Pest Control		001-558-60800		123.00
	22544134	8/11/2018 - PD/LIB - Pest Control		001-558-60800		159.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
36692	8/15/2018	000142	DANIEL FITZGERALD dba			1,200.00
	159	July 2018 - CH - Monthly Janitorial Se		001-558-60800		1,200.00
36693	8/15/2018	000598	ENGEL & GRAY, INC.			7,253.71
	87X00004	July 2018 - WWTP - Solid Waste Hand		005-701-60800		7,253.71
36694	8/15/2018	000187	FARM SUPPLY COMPANY			370.89
	32754	7/28/2018 - Misc Supplies		005-701-61111		370.89
36695	8/15/2018	000649	FLUID RESOURCE MANAGEMENT, INC.			4,329.98
	W17238	7/27/2018 - WWTP Equip Maint/Rep		005-701-60250		4,329.98
36696	8/15/2018	000252	JIM VREELAND FORD			421.86
	C18839	2018-08-08 - Vehicle Maint/Repair		001-558-60270		421.86
36697	8/15/2018	000395	JOSE RAFAEL RUIZ dba			1,650.00
	1199	August 2018 - RVP & OakVlly - Mnthl		001-552-60800		1,650.00
36698	8/15/2018	000669	O'CONNOR & SONS dba			105.00
	30199306	8/1/2018 - USPO - Pest Control		001-558-60800		105.00
36699	8/15/2018	000352	P G & E			35,983.90
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		001-410-61241		1,037.23
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		001-501-61241		471.30
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		001-510-61241		416.90
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		001-550-61241		5,079.28
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		001-552-61241		418.48
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		001-556-61241		82.89
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		001-565-61241		316.28
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		005-701-61241		10,544.18
	INV0009589	7/5-8/2/2018 - Electrical Utility Servic		020-601-61241		17,617.36
36700	8/15/2018	000861	POLYDYNE INC.			1,202.49
	1264989	7/31/2018 - BL#6615673 - Chemicals		005-701-61111		1,202.49
36701	8/15/2018	000465	SP MAINTENANCE SERVICES, INC.			2,516.50
	67270	July 2018 - Street Sweeping per Contr		001-558-60800		2,516.50
36702	8/15/2018	001292	TUFF SHED			12,968.48
	00116789	8/7/2018 - CH - STORAGE SHED		092-216-74100		12,968.48
36703	8/15/2018	000535	UNDERGROUND SERVICE ALERT			36.40
	720180069	August 2018 - New Tckt Chrgs/Mnthl		005-701-60800		18.20
	720180069	August 2018 - New Tckt Chrgs/Mnthl		020-601-60800		18.20
36704	8/15/2018	000677	WALLACE GROUP			5,580.11
	46679	ProfSrvcs->7/31/2018 - COB Reg Com		005-701-60800		5,580.11
36705	8/15/2018	000768	WEX BANK			3,424.47
	INV0009586	July 2018 Fuel Charges		001-511-61280		1,693.39
	INV0009586	July 2018 Fuel Charges		001-558-61280		577.02
	INV0009586	July 2018 Fuel Charges		005-701-61280		577.03
	INV0009586	July 2018 Fuel Charges		020-601-61280		577.03
36706	8/22/2018	000820	ACWA/JPIA			3,194.89
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		001-401-50400		548.18
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		001-402-50400		115.02
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		001-403-50400		69.02
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		001-420-50400		313.14
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		001-511-50400		431.91
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		001-558-50400		565.87
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		001-565-50400		182.14
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		005-701-50400		484.81

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	0567864	SEPT 2018 - DENTAL/VISION/EAP PRE		020-601-50400		484.80
36707	8/22/2018	001284	ASHLEY GAUTHIER			81.00
	INV0009602	7/9-8/10/2018 ADULT TAP		001-511-67140		81.00
36708	8/22/2018	000043	BARBARA KNECHT			50.00
	INV0009595	9/7/2018 - ABC LICENSE FOR CRAB FE		001-511-67140		50.00
36709	8/22/2018	001296	BRAM ROUKEMA			25.00
	INV0009605	7/30/2018 - BIKE LOCKER KEY DEPOSI		001-49010		25.00
36710	8/22/2018	000121	BUELLTON VISITORS BUREAU			33,333.33
	INV0009632	AUGUST 2018 - TOT ALLOCATION		001-410-67790		33,333.33
36711	8/22/2018	000065	BURKE, WILLIAMS & SORENSEN, LLP			14,508.15
	230130	JULY 2018 - LEGAL SERVICES		001-404-60840		10,237.50
	230210	JULY 2018 - LEGAL EXPENSES - FAMIL		001-22416	90056-070	138.60
	230210	JULY 2018 - RETAINER - LEGAL EXPEN		001-404-60840		4,132.05
36712	8/22/2018	000090	CalPERS LONG-TERM CARE PROGRAM			84.25
	12470338	8/16-8/31/2018 - CalPERS Long Term		001-22166		84.25
36713	8/22/2018	000107	CITY OF LOMPOC			1,666.66
	101096	Sept 2018 - Monthly Transit Service		027-559-67445		1,666.66
36714	8/22/2018	000118	COASTAL COPY, INC.			418.65
	806777	7/18-8/17/2018 - CH-AR-FD - Copier		001-410-61130		392.89
	807052	7/16-8/15/2018 - CH/HR - OVERAGE		001-410-61130		25.76
36715	8/22/2018	000122	COMCAST CABLE			135.70
	INV0009630	8/18-9/17/2018 - CC CHAMBER - INT		001-410-61292		135.70
36716	8/22/2018	000140	DAN HEEDY			50.00
	INV0009591	8/2/2018 - PLNG COMM MEETING		001-565-50010		50.00
36717	8/22/2018	001255	DELIVER-IT			300.00
	110404	JULY 2018 - SMPLE DELIVERY SRVC -		005-701-60800		75.00
	110404	JUNE 2018 - SMPLE DELIVERY SRVC -		005-701-60800		75.00
	110404	JULY 2018 - SMPLE DELIVERY SRVC -		020-601-60800		75.00
	110404	JUNE 2018 - SMPLE DELIVERY SRVC -		020-601-60800		75.00
36718	8/22/2018	000187	FARM SUPPLY COMPANY			4.30
	33143	8/15/2018 - MISC MATLS/SUPPLIES		001-558-61140		4.30
36719	8/22/2018	000193	FIRST NATIONAL BANK OF OMAHA			7,637.65
	INV0009608	K ABELLO - CC THRU 8/16/2018		001-511-60250		5.59
	INV0009608	K ABELLO - CC THRU 8/16/2018		001-511-60800		79.95
	INV0009608	K ABELLO - CC THRU 8/16/2018		001-511-61130		39.85
	INV0009608	K ABELLO - CC THRU 8/16/2018		001-511-67135		302.40
	INV0009608	K ABELLO - CC THRU 8/16/2018		001-511-67140		869.00
	INV0009608	K ABELLO - CC THRU 8/16/2018		001-511-67140	51001-040	2,016.19
	INV0009609	M BIERDZINSKI - CC THRU 8/16/2018		001-402-60900		20.00
	INV0009610	R HESS - CC THRU 8/16/2018		001-558-61140		50.30
	INV0009610	R HESS - CC THRU 8/16/2018		005-701-61140		50.30
	INV0009610	R HESS - CC THRU 8/16/2018		020-601-61140		33.58
	INV0009611	A KEEFER - CC THRU 8/16/2018		001-565-60650		27.00
	INV0009611	A KEEFER - CC THRU 8/16/2018		001-565-60710		250.00
	INV0009612	D KING - CC THRU 8/16/2018		001-401-60710		23.98
	INV0009613	L REID - CC THRU 8/16/2018		001-401-60900		14.36
	INV0009613	L REID - CC THRU 8/16/2018		001-403-60900		118.81
	INV0009613	L REID - CC THRU 8/16/2018		001-410-60900		32.42
	INV0009614	S ZAMORA - CC THRU 8/16/2018		001-420-60650		135.00
	INV0009614	S ZAMORA - CC THRU 8/16/2018		001-511-67140		2,644.71
	INV0009628	E ANDRISEK - CC THRU 8/16/2018		001-401-60710		300.63

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	INV0009629	B KNECHT - CC THRU 8/16/2018		001-511-60250		212.74
	INV0009629	B KNECHT - CC THRU 8/16/2018		001-511-60800		80.00
	INV0009629	B KNECHT - CC THRU 8/16/2018		001-511-67135		180.84
	INV0009629	B KNECHT - CC THRU 8/16/2018		001-511-67135	54008-040	150.00
36721	8/22/2018	001089	GINA SIGMAN			162.00
	INV0009601	7/8-8/10/2018 - FLOW YO-YOGA		001-511-67140		162.00
36722	8/22/2018	001028	Hinderliter de Llamas & Associates (hdl)			2,180.31
	0029470-IN	2018-Q1 - AUDIT SERVICES		001-420-60800		1,130.31
	0029470-IN	2018-Q3 - CONTRACT SERVICES		001-420-60800		1,050.00
36723	8/22/2018	000228	HOLLY SIERRA			149.33
	0009558	7/13,18,19,25/2018 LOCC/VAFB/SBC		001-401-60710		149.33
36724	8/22/2018	000252	JIM VREELAND FORD			54.61
	C18939	8/13/2018 - REC - 08 FORD E-350		001-511-60270		54.61
36725	8/22/2018	000869	JOE PADILLA			50.00
	INV0009593	8/2/2018 - PLNG COMM MEETING		001-565-50010		50.00
36726	8/22/2018	011300	KAREN PALMER			42.00
	INV0009598	7/18-8/10/2018 KUNDALINI YOGA		001-511-67140		42.00
36727	8/22/2018	011306	KARLIN LADERA			975.00
	INV0009599	7/18-8/10/2018 - SURF CAMP		001-511-67140	51003-040	975.00
36728	8/22/2018	000280	LEE CENTRAL COAST NEWSPAPERS			102.42
	129145	8/2/2018 - COB NtcOfAdptn Ord# 18-		001-403-60520		102.42
36729	8/22/2018	001295	LUCILA RODRIGUEZ			200.00
	INV0009604	8/5/2018 - REFUND RVP SECURITY/D		001-22510		200.00
36730	8/22/2018	001132	MAILE INEMAN			126.00
	INV0009596	7/18-8/10/2018 - PERSONAL TRAININ		001-511-67140		126.00
36731	8/22/2018	001225	MARCILO SARQUILLA			50.00
	INV0009594	8/2/2018 - PLNG COMM MEETING		001-565-50010		50.00
36732	8/22/2018	011343	MARIANNE MADSEN			440.00
	INV0009600	6/8-7/10/2018 - YOGA CLASS		001-511-67140		440.00
36733	8/22/2018	000059	MOTOR PRODUCTS INC. dba			36.79
	INV0009606	JULY 2018 - MISC MAINT/REPAIR		005-701-60270		34.02
	INV0009606	JULY 2018 - MISC MAINT/REPAIR		020-601-60270		2.77
36734	8/22/2018	001187	PATTY J HAMMEL			50.00
	INV0009592	8/2/2018 - PLNG COMM MEETING		001-565-50010		50.00
36735	8/22/2018	000848	RAVATT, ALBRECHT & ASSOC, INC.			703.75
	0718-533	JULY 2018 - ARCHITECTURAL EXPENS		001-22416	90056-070	191.25
	0718-533	JULY 2018 - ARCHITECTURAL EXPENS		001-565-60800		512.50
36736	8/22/2018	000438	SANTA YNEZ VALLEY HARDWARE			279.97
	INV0009607	July 2018 - Misc Maint/Repair Items		001-511-60250		29.26
	INV0009607	July 2018 - Misc Mat'l/Supplies		001-511-67140		20.46
	INV0009607	July 2018 - Misc Mat'l/Supplies		001-552-61140		30.79
	INV0009607	July 2018 - Misc Maint/Repair Items		001-558-60250		93.68
	INV0009607	July 2018 - Misc Mat'l/Supplies		001-558-60560		15.67
	INV0009607	July 2018 - Misc Mat'l/Supplies		001-558-61140		31.32
	INV0009607	July 2018 - Misc Mat'l/Supplies		005-701-61127		37.69
	INV0009607	July 2018 - Misc Mat'l/Supplies		020-601-61140		21.10
36737	8/22/2018	000153	STATE OF CA - HCD			86.00
	CCJ9535-2018/19	FY18/19 - PLNG MODULAR REGISTRA		001-565-60900		43.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	CCJ9536-2018/19	FY18-19 - PLNG MODULAR REGISTRA		001-565-60900		43.00
36738	8/22/2018	001236	SUZIE URICH			179.90
	INV0009597	7/18-8/10/2018 - BALLET/TAP		001-511-67140		179.90
36739	8/22/2018	001294	TAMARA MITTERER			100.00
	INV0009590	8/12/2018 - REFUND RVP SECURITY/		001-22510		100.00
36740	8/22/2018	000529	TRANSFIRST HEALTH & GOVERNMENT SVCS			71.41
	BUEL701358	JULY 2018 - MERCHANT FEES		001-410-60900		71.41
36741	8/22/2018	000556	VERIZON WIRELESS			571.25
	9812364129	8/9-9/8/2018 - Phone summary billin		001-410-67705		67.92
	9812364129	8/9-9/8/2018 - Phone summary billin		001-511-61290		49.65
	9812364129	8/9-9/8/2018 - Phone summary billin		001-558-67705		130.28
	9812364129	8/9-9/8/2018 - Phone summary billin		005-701-67705		124.77
	9812364129	8/9-9/8/2018 - Phone summary billin		020-601-67705		198.63
36742	8/22/2018	000582	VINTAGE WALK, LLC OWNERS ASSOC.			104.00
	INV0009615	2018-August - HOA Fees - 597 AOF U		001-410-60900		104.00
36743	8/22/2018	000894	Santa Ynez Valley Hotel Assn., Inc. dba			43,080.80
	CM0000100	JULY 2018 - SYVTBID ADMIN FEES		001-44250		-879.20
	INV0009633	JULY 2018 - SYVTBID FEES		001-22160		43,960.00
36744	8/22/2018	001207	WAGEWORKS INC.			141.00
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		001-401-50400		21.69
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		001-402-50400		10.85
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		001-403-50400		10.85
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		001-420-50400		18.52
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		001-511-50400		19.25
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		001-558-50400		17.35
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		001-565-50400		9.45
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		005-701-50400		16.52
	INV875110	JULY 2018 - FSA/AFLAC ADMIN FEES		020-601-50400		16.52
36745	8/22/2018	001063	Wells Fargo Vendor Fin Serv			340.81
	68674942	SEPT 2018 - CH - COPIER LEASE		001-410-60310		340.81
36746	8/22/2018	001111	TETRA TECH, INC.			3,531.25
	51331506	Eng Srvcs thru 6/29/2018 - Encroach		025-557-60800		343.75
	51331507	Eng Srvcs thru 6/29/2018 - Crossroad		001-22416	90010-070	93.75
	51331508	Eng Srvcs thru 7/29/2018 - Townhom		001-22416	90021-070	1,406.25
	51331509	Eng Srvcs thru 6/29/2018 - Fig Mtn Br		001-22416	90037-070	593.75
	51331510	Eng Srvcs thru 6/30/2018 - 270 Indus		001-22416	80000-070	625.00
	51331511	Eng Srvcs thru 6/29/2018 - Industrial		001-22416	90044-070	468.75
36756	8/29/2018	000509	ALAN NEEDHAM dba			8,900.00
	25051	7/31/2018 Median Plant/Lawn Renov		001-558-60250		8,900.00
36757	8/29/2018	001184	ALBERTSONS/SAFEWAY			346.62
	INV0009637	7/27-8/9/2018 - MISC SUPPLIES		001-410-61130		50.16
	INV0009637	7/27-8/9/2018 - MISC SUPPLIES		001-511-67140	51001-040	44.36
	INV0009637	7/27-8/9/2018 - MISC SUPPLIES		001-511-67140		222.27
	INV0009637	7/27-8/9/2018 - MISC SUPPLIES		001-565-60900		29.83
36758	8/29/2018	000019	AMERICAN INDUSTRIAL PIPE & SUPPLY			226.99
	0321975-IN	8/10/2018 - Maint/Repair Items		005-701-60250		226.99
36759	8/29/2018	000718	AUTOSYS, INC.			1,317.00
	2178	8/14&17/2018 - Well 9 - SCADA Progr		020-601-60800		507.00
	2179	8/13/2018 - SCADA - In Field Technic		005-701-60800		810.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
36760	8/29/2018	001214	AVAYA Financial Services			402.22
	32330398	8/24/2018 - Phone System Lease		001-410-60310		402.22
36761	8/29/2018	001300	BRIAN MONAHAN			338.00
	INV0009657	8/29/2018 - REBATE - LANDSCAPE PR		001-558-74100		338.00
36762	8/29/2018	000800	CARR'S BOOT SHOP, INC. dba			439.50
	4514	8/16/2018 - Uniform Pants		005-701-60131		264.55
	4515	8/16/2018 - Safety Shoes		005-701-67600		174.95
36763	8/29/2018	000122	COMCAST CABLE			176.32
	INV0009642	8/25-9/24/2018 - REC - Internet/Pho		001-511-61290		176.32
36764	8/29/2018	000138	D.L. ELECTRIC, INC.			630.00
	18-194/3	7/25&8/2/2018 - CH Prkng Lts - Progr		001-558-60250		630.00
36765	8/29/2018	001172	DESSIE REED			1,603.75
	INV0009644	8/28/2018 - REFUND - Private Project		001-22416	90050-001	1,603.75
36766	8/29/2018	000629	ED ANDRISEK			447.22
	INV0009634	7/13/2018 - LOCC CHANNEL CO'S DIV		001-401-60710		56.14
	INV0009635	6/27-29/2018 - COUNCIL MEMBER E		001-401-60710		224.54
	INV0009636	8/7/2018 - VAFB - CIVIC LEADER DIN		001-401-60710		65.16
	INV0009658	8/23/2018 - SB - Spirit of Small Busin		001-401-60710		51.78
	INV0009659	5/23/2018 - SB - SB TECH & IND ASSO		001-401-60710		49.60
36767	8/29/2018	000187	FARM SUPPLY COMPANY			20.12
	33284	8/21/2018 - Misc Maint/Repair Suppl		005-701-61140		20.12
36768	8/29/2018	000194	First American Title Company			800.00
	727-72102529	8/21/2018 - CLTA Title Guarantee		092-307-60800		800.00
36769	8/29/2018	001040	FRONTIER COMMUNICATIONS			1,804.13
	INV0009643	8/19-9/18/2018 - Telephone Summar		001-410-67705		332.50
	INV0009643	8/19-9/18/2018 - Telephone Summar		001-565-67705		414.17
	INV0009643	8/19-9/18/2018 - Telephone Summar		005-701-67705		558.70
	INV0009643	8/19-9/18/2018 - Telephone Summar		020-601-67705		498.76
36770	8/29/2018	000248	JCI JONES CHEMICALS, INC.			2,796.94
	767115	8/24/2018 - BOL#565242 - Chemicals		020-601-61111		3,696.94
	CM767180	8/24/2018 - BOL# 565242 - Chemical		020-601-61111		-900.00
36771	8/29/2018	000252	JIM VREELAND FORD			434.83
	C19110	8/20-23/2018 - Vehicle Maintenance		001-511-60270		434.83
36772	8/29/2018	001173	JV Outdoor Power Equipment			169.58
	177	7/30/2018 - Maint/Repair		005-701-60250		137.78
	193	8/1/2018 - Maint/Repair		005-701-60250		31.80
36773	8/29/2018	000986	KAREN MILLER			161.88
	INV0009641	8/8/2018 - CalPERS Training - Glendal		001-420-60710		161.88
36774	8/29/2018	001299	KRISTIN RUBIN			575.00
	INV0009639	8/22/2018 - LANDSCAPE REBATE		001-558-74100		575.00
36775	8/29/2018	000587	KYLE ABELLO			300.00
	INV0009640	8/24/2018 - REIMBURSEMENT - BUS		001-511-60270		300.00
36776	8/29/2018	001298	LISA DART			15.46
	INV0009638	8/22/2018 - RPLC LOST CK # 28877 (1		020-29008		15.46
36777	8/29/2018	000380	PRAXAIR DISTRIBUTION, INC.			49.99
	84653201	7/20-8/20/2018 - Chemical Treatmen		005-701-61111		49.99

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
36778	8/29/2018	000390	QUINN COMPANY			1,933.14
	WO030041295	4/30/2018 - Machine Repair		001-558-60270		644.38
	WO030041295	4/30/2018 - Machine Repair		005-701-60270		644.38
	WO030041295	4/30/2018 - Machine Repair		020-601-60270		644.38
36779	8/29/2018	000681	STATEWIDE SAFETY & SIGNS, INC.			2,160.00
	3428095235	7/31/2018 - Speed Signs and Installat		001-558-60560		2,160.00
36780	8/29/2018	000563	VORTEX INDUSTRIES, INC.			1,635.91
	01-1269718	8/23/2018 - Oak Park - Door Repair		001-552-60256		1,635.91
36781	8/29/2018	001063	Wells Fargo Vendor Fin Serv			149.77
	68692743	10/1-31/2018 - REC - Copier Lease		001-511-60310		149.77
36785	9/5/2018	001111	TETRA TECH, INC.			2,053.75
	51342213	Engineering Srvcs thru 7/27/2018 - P		025-557-60800		636.25
	51342214	Engineering Srvcs thru 7/27/2018 - T		001-22416	90021-070	657.50
	51342215	Engineering Srvcs thru 7/27/2018- 73		001-22416	90037-070	352.50
	51342216	Engineering Srvcs thru 7/27/2018 - 2		001-22416	80000-070	172.50
	51342217	Engineering Srvcs thru 7/27/2018 - 5-		001-22416	90044-070	235.00
36786	9/5/2018	000105	CITY OF BUELLTON			1,686.99
	INV0009662	7/25-8/25/2018 - Irrigation Srvc - 595		001-552-61211		1,686.99
36787	9/5/2018	001144	ECO PROMOTIONAL PRODUCTS INC			138.49
	18493	8/21/2018 - ECO Recycled Activity Bo		001-551-60800		138.49
36788	9/5/2018	000649	FLUID RESOURCE MANAGEMENT, INC.			870.40
	F17406	July-Sept2018 - Quarterly Maint Servi		005-701-60800		870.40
36789	9/5/2018	000280	LEE CENTRAL COAST NEWSPAPERS			549.36
	INV0009672	7/3&5/2018 - #127596-1 - Happy 4th		001-511-60510		79.92
	INV0009672	7/24&26/2018 - #128681-1 - Discove		001-511-60510		79.92
	INV0009672	6/26&28/2018 - #127156-1 - Fitness		001-511-60510		129.84
	INV0009672	7/17&19/2018 - #128178-1 - Discove		001-511-60510		129.84
	INV0009672	7/10&12/2018 - #127824-1 - Movie i		001-511-60510		129.84
36790	9/5/2018	000280	LEE CENTRAL COAST NEWSPAPERS			369.60
	INV0009660	8/21&23/2018 - #130044-1 - Crab Fe		001-511-60510		79.92
	INV0009660	7/31&8/2/2018 #128987-1 Craft Feas		001-511-60510		129.84
	INV0009660	8/7&9/2018 #129443-1 - After Schoo		001-511-60510		79.92
	INV0009660	8/14&16/2018 #129755-1 - Crab Feas		001-511-60510		79.92
36791	9/5/2018	000379	POSTMASTER			550.00
	INV0009661	SEPT2018 - UB POSTAGE		005-701-61131		275.00
	INV0009661	SEPT2018 - UB POSTAGE		020-601-61131		275.00
36792	9/5/2018	000450	SB CO SHERIFF'S DEPARTMENT			148,850.42
	18-5004	AUGUST2018 - FY 2018-19 - LAW ENF		001-501-60800		148,850.42
36793	9/5/2018	000681	STATEWIDE SAFETY & SIGNS, INC.			168.10
	03010953	8/30/2018 - Signs		001-558-60560		168.10
36794	9/5/2018	000904	US BANK EQUIPMENT FINANCE			482.34
	365095595	8/20-9/20/2018 - CH - Copier Lease		001-565-60310		482.34
					Payment Total:	**465,485.74**

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	349,788.21
005 - Sewer Fund	49,818.10
020 - Water Fund	45,142.57
025 - Gas Tax Fund	980.00
027 - Local Transportation Fund	1,666.66
092 - Capital Improvement Proj Fund	18,090.20
Grand Total:	**465,485.74**

Account Summary

Account Number	Account Name	Payment Amount
001-22160	SYVTBID Payable	43,960.00
001-22166	Long-Term Care Deducti	168.50
001-22416	Developer Deposit	6,538.60
001-22510	Park/Damage Charge	300.00
001-401-50400	Medical Benefit	569.87
001-401-60710	Travel & Training	2,305.81
001-401-60900	Miscellaneous	191.95
001-402-50400	Medical Benefit	125.87
001-402-60900	Miscellaneous	20.00
001-403-50400	Medical Benefit	79.87
001-403-60520	Advertising - Legal	186.51
001-403-60650	Membership & Publicati	160.00
001-403-60710	Travel & Training	256.21
001-403-60900	Miscellaneous	120.81
001-404-60840	Contract Services-Legal	25,154.62
001-410-50600	Insurance - Liability	250.00
001-410-50610	Insurance - Property	7,402.00
001-410-60014	Emergency Operations	50.40
001-410-60022	Recruitment Expense	60.45
001-410-60310	Equipment Rental	1,718.32
001-410-60710	Travel & Training	30.00
001-410-60800	Contract Services	150.48
001-410-60900	Miscellaneous/CalPERS	439.75
001-410-61130	Office Supplies	669.68
001-410-61241	Utilities - Electric	1,037.23
001-410-61292	Internet Access/ Websit	421.71
001-410-67705	Telephone	725.30
001-410-67790	Visitors Bureau	33,333.33
001-420-50400	Medical Benefit	331.66
001-420-60650	Membership & Publicati	135.00
001-420-60710	Travel & Training	199.16
001-420-60800	Contract Services	2,180.31
001-420-61130	Office Supplies	49.63
001-44250	Miscellaneous	-879.20
001-49010	Rent	25.00
001-501-60800	Contract Services	148,850.42
001-501-61241	Utilities - Electric	471.30
001-510-61230	Utilities - Gas	32.45
001-510-61241	Utilities - Electric	416.90
001-511-50400	Medical Benefit	451.16
001-511-60250	Maintenance/Repair	382.91
001-511-60270	Maintenance-Vehicles	789.44
001-511-60310	Equipment Rental	149.77
001-511-60510	Advertising	918.96
001-511-60800	Contract Services	319.90
001-511-61130	Office Supplies	386.73
001-511-61280	Fuel-Vehicles	1,693.39

Account Summary

Account Number	Account Name	Payment Amount
001-511-61290	Telephone/Internet	402.29
001-511-67135	Buellton Rec Program Tr	1,950.29
001-511-67140	Buellton Recreation Pro	11,713.66
001-511-67570	Recreation Program 50/	150.00
001-550-61241	Utilities - Electric	5,079.28
001-551-60800	Contract Services	138.49
001-552-60256	Maintenance/Repair-Oa	1,635.91
001-552-60258	Maintenance/Repair-Riv	908.85
001-552-60800	Contract Services	12,850.00
001-552-61140	Operational Supplies	72.41
001-552-61211	Utilities - Water	1,686.99
001-552-61241	Utilities - Electric	418.48
001-556-60800	Contract Services	3,960.00
001-556-61241	Utilities - Electric	82.89
001-558-50400	Medical Benefit	583.22
001-558-60250	Maintenance / Repair	9,639.13
001-558-60270	Maintenance - Vehicles	1,076.24
001-558-60560	Signs	2,343.77
001-558-60800	Contract Services	4,553.90
001-558-61140	Operational Supplies	119.41
001-558-61280	Fuel - Vehicles	577.02
001-558-67705	Telephone	130.28
001-558-74100	Improvements	1,073.00
001-565-50010	Planning Commission Sal	200.00
001-565-50400	Medical Benefit	191.59
001-565-60310	Equipment Rental	964.68
001-565-60520	Advertising - Legal	215.22
001-565-60650	Membership & Publicati	27.00
001-565-60710	Travel & Training	1,008.42
001-565-60800	Contract Services	512.50
001-565-60900	Miscellaneous	146.28
001-565-61130	Office Supplies	907.90
001-565-61241	Utilities - Electric	316.28
001-565-67705	Telephone	820.67
005-701-50400	Medical Benefit	501.33
005-701-50600	Insurance - Liability	250.00
005-701-50610	Insurance - Property	7,402.00
005-701-60131	Laundry / Uniforms	264.55
005-701-60210	Computer Maintenance	236.01
005-701-60250	Maintenance / Repair	6,762.94
005-701-60270	Maintenance - Vehicles	678.40
005-701-60800	Contract Services	17,679.23
005-701-61111	Chemicals / Analysis	2,953.42
005-701-61127	Tools	146.79
005-701-61131	Postage	284.10
005-701-61140	Operational Supplies	122.44
005-701-61241	Utilities - Electric	10,544.18
005-701-61280	Fuel - Vehicles	587.03
005-701-67600	Safety Equipment	174.95
005-701-67705	Telephone	1,230.73
020-29008	Unclaimed Funds	15.46
020-601-50400	Medical Benefit	501.32
020-601-50600	Insurance - Liability	250.00
020-601-50610	Insurance - Property	7,402.00
020-601-60250	Maintenance / Repair	604.75
020-601-60270	Maintenance - Vehicles	781.91
020-601-60800	Contract Services	4,422.43
020-601-61111	Chemicals / Analysis	3,138.74

Account Summary

Account Number	Account Name	Payment Amount
020-601-61131	Postage	284.11
020-601-61140	Operational Supplies	129.26
020-601-61240	Meter Expense	8,223.48
020-601-61241	Utilities - Electric	17,617.36
020-601-61280	Fuel - Vehicles	587.03
020-601-67705	Telephone	1,184.72
025-557-60800	Contract Services	980.00
027-559-67445	Lompoc- Wine Country	1,666.66
092-216-74100	Improvements	12,968.48
092-307-60800	Contract Services	800.00
092-706-74100	Improvements	4,321.72
	Grand Total:	**465,485.74**

Project Account Summary

Project Account Key	Payment Amount
None	452,083.78
51001-040	4,111.95
51002-040	689.50
51003-040	985.00
54008-040	1,076.91
80000-070	797.50
90010-070	93.75
90021-070	2,063.75
90037-070	946.25
90044-070	703.75
90050-001	1,603.75
90056-070	329.85
Grand Total:	**465,485.74**

City of Buellton, CA

Refund Check Register

Refund Check Detail

UBPKT01239 - Refunds 01 UBPKT01238 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-16100-004	A TRIBUTE TO GRACE WINE COMPANY LL	8/28/2018	36747	61.88			61.88	Generated From Billing
04-13800-001	ERICKSON, TAYLOR	8/28/2018	36748	85.10			85.10	Generated From Billing
04-18400-001	SCHISLER, COLE	8/28/2018	36749	85.10			85.10	Generated From Billing
04-19400-001	KNOTT, WILLIAM C	8/28/2018	36750	85.10			85.10	Generated From Billing
06-04400-002	NEAL-HARRISON, MALISA	8/28/2018	36751	81.07			81.07	Generated From Billing
06-09900-003	SMITH, DIANE	8/28/2018	36752	19.75			19.75	Generated From Billing
09-02100-008	MORRISON FAMILY TRUST	8/28/2018	36753	70.28			70.28	Deposit
09-17300-002	BROUS, JASON	8/28/2018	36754	11.49			11.49	Generated From Billing
09-22400-004	PLIER, JERRY	8/28/2018	36755	100.00			100.00	Deposit
Total Refunds: 9			**Total Refunded Amount:**	599.77				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	599.77
Revenue Total:	599.77

General Ledger Distribution

Posting Date: 08/28/2018

	Account Number	Account Name	Posting Amount	IFT
Fund: 020 - WATER FUND				
	020-10000	Claim On Pooled Cash	-599.77	Yes
	020-22420	Unapplied Credits	599.77	
		020 Total:	0.00	
Fund: 999 - POOLED CASH				
	999-10001	Pooled Cash - General Checking	-599.77	
	999-27000	Due To Other Funds	599.77	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

City of Buellton, CA

Refund Check Register

Refund Check Detail

UBPKT01264 - Refunds 02 UBPKT01263 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
04-15700-003	DESCHWANDEN, DEVANTE	8/31/2018	36782	26.81			26.81	Deposit
04-19500-001	BEEHLER, BRETT	8/31/2018	36783	23.83			23.83	Deposit
20-00200-003	PAVEMENT COATINGS CO	8/31/2018	36784	35.46			35.46	Generated From Billing
Total Refunds: 3			**Total Refunded Amount:**	86.10				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	86.10
Revenue Total:	86.10

General Ledger Distribution

Posting Date: 08/31/2018

	Account Number	Account Name	Posting Amount	IFT
Fund: 020 - WATER FUND				
	020-10000	Claim On Pooled Cash	-86.10	Yes
	020-22420	Unapplied Credits	86.10	
		020 Total:	0.00	
Fund: 999 - POOLED CASH				
	999-10001	Pooled Cash - General Checking	-86.10	
	999-27000	Due To Other Funds	86.10	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Shannel Zamora, Finance Director
Meeting Date:	September 13, 2018
Subject:	Quarterly Report for April 1, 2018 through June 30, 2018 from Visit Santa Ynez Valley (VisitSYV)

BACKGROUND

Attached is the Second Quarterly Report for 2018 from Visit Santa Ynez Valley.

RECOMMENDATION

That the City Council receive and file the VisitSYV 2018 Second Quarterly Report.

ATTACHMENTS

Attachment 1 – 2018 Second Quarterly Report from Visit Santa Ynez Valley

SANTA YNEZ VALLEY
CALIFORNIA
VISITSYV.COM

2nd Quarter 2018 Report of the Santa Ynez Valley Hotel Association (dba Visit the Santa Ynez Valley) – Submitted 8/17/18

VisitSYV is reporting activity since the 2018 1st qtr report. This report is submitted to the City of Solvang, the City of Buellton and the Santa Barbara County Board of Supervisors, in accordance with the fulfillment of the provisions of the SYVTBID.

Financial

Beginning balance on April 1st, 2018: $194,359

Q2 Income

TBID Funding received 4/1/18 through 6/30/18: $208,189
Membership income: $8,625
Web Advertising: $1,890
Total Income received 2nd quarter: $218,704

Expenses
Advertising/Marketing: $97,456
Grants/Special Projects: $6,750
Travel & Conventions: $8,034
Personnel Costs: $56,943
Contract services: $29,097
Facilities/equipment: $1,303
Operations: $3,626
Other types of expenses: $834
Total expenses 2nd quarter: $204,043

Ending Balance as of June 30, 2018: $209,020

SANTA YNEZ VALLEY

CALIFORNIA

VISITSYV.COM

Membership

We receive TBID funding from 33 lodging properties and currently have **218 total members.** Non-hotel members pay a basic membership fee of $250, a nonprofit fee of $125, and trade members where services are traded for membership such as wine, catering, photography.

Annual Meeting

VisitSYV held their Annual Meeting on Tuesday, June 12, 2018 at Hotel Corque, with over 100 Santa Ynez Valley residents, hospitality professionals, and media in attendance. The organization introduced the 2018-2020 term Board of Directors, debuted a longform 2:30 commercial, and recognized hospitality professional Maeapple Chaney of Refugio Ranch Vineyards with the Spirit of the Santa Ynez Valley award. This award recognizes a single hospitality professional nominated by their employer for exhibiting outstanding customer service and spirit, going above and beyond to brand the Santa Ynez Valley as an all-welcoming destination.

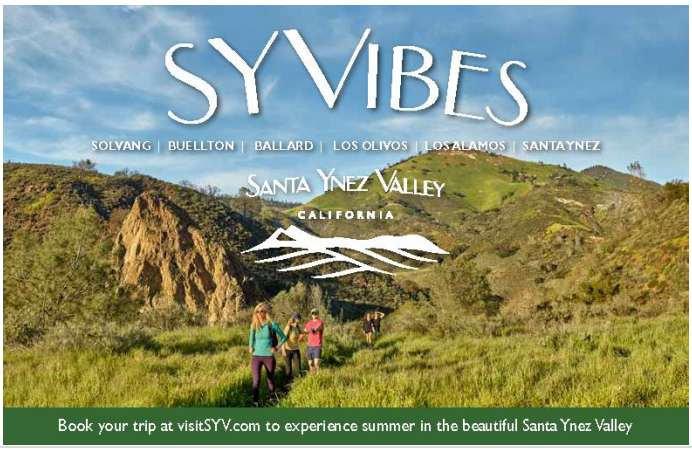
Marketing (April 1, 2018 – June 30, 2018)

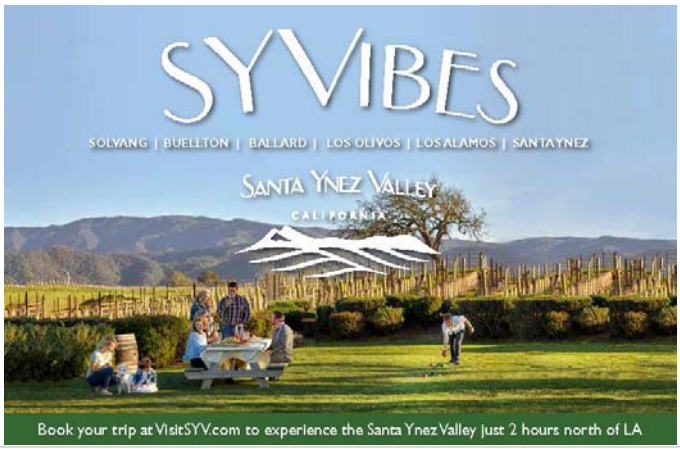
Santa Ynez Valley Marketing Campaign

The 2018 VisitSYV Marketing Campaign consists of VisitSYV as the sole stakeholder with $200k invested. DVA Advertising & PR Agency continues to be our ad agency. VisitSYV is pleased to report on the metrics supporting the benefits of the marketing program. Second quarter marketing results are detailed below.

Creative

VisitSYV's 2018 marketing program features new photography assets and focuses on "SYVibes" as the branded headline. The creative campaign plays on VisitSYV's name and URL to speak to the valley's unique atmosphere & offerings.





SANTA YNEZ VALLEY

CALIFORNIA

VISITSYV.COM

Public Relations Campaign

Public relations efforts for Q2 2018 continued to focus on outreach to major regional and national media outlets, drive markets and Santa Barbara airport direct flight markets. Press releases were drafted and distributed covering family travel and summer events/activities. Media visits planned or completed in the second quarter of 2018 included Luke Sykora from Sunset Magazine (April 16-18 visit), a FAM tour of Canadian journalists in partnership with Visit California (April 25-26), Steven Kenniff of Must Do Travels (April 27-28), Carol Guttery of Wayfaring Views (May 14-15), Allison Arthur of Dishing Magazine (June 3-8), Kate Loweth of Red Tricycle (June 13-15), Julie Wolfson of Cool Hunting (July 2-3), Lindsey Hunter-Lopez of L.A. Parent (July 8-10), and Caitlin Agnew from Bellevue Lifestyles (July 17-20).

Public Relations Results

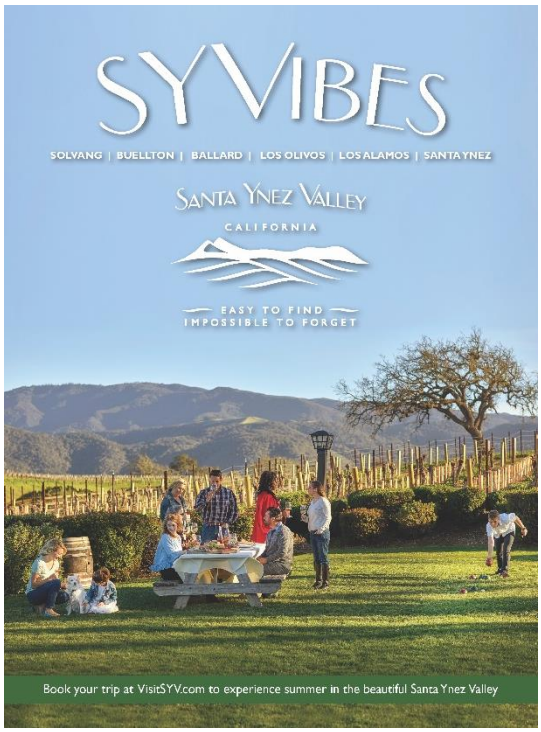
Total value of public relations media coverage for Q2 2018 = **$416,634***

Total circulation of editorial coverage for Q2 2018 = **16,589,166**

Total unique visitors/month of editorial coverage for Q2 2018: **521,362,820**

**PR value is calculated by multiplying the advertising rate times the size of the story, and then doubling that number to reflect the added value of editorial coverage*

Print



<u>Gentry Destinations</u>

VisitSYV placed a full page ad in the April/May 2018 issue of Gentry's Destinations magazine, with a circulation of 107,200.

<u>Sunset Magazine SoCal Insider</u>

VisitSYV placed a half page ad in the April 2018 issue of Sunset Magazine's Socal Insider edition, with a circulation of 1,052,000.

<u>Bon Appetit</u>

VisitSYV placed a full page ad in the May 2018 issue of Bon Appetit with a circulation of 25,000.

Digital Results

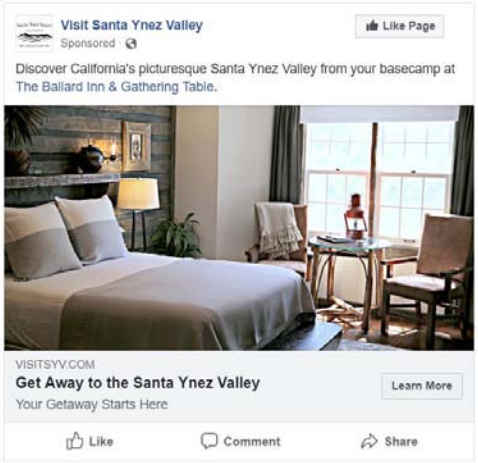
In Q2 of 2018 VisitSYV executed paid social, digital, search, and retargeting as part of a comprehensive and targeted digital strategy. See the metrics below.

SANTA YNEZ VALLEY
CALIFORNIA
VISITSYV.COM

Facebook (including retargeting)
Impressions: **795,244**
Clicks: **11,190**
CTR: **1.41%**

Search
Impressions: **4,486**
Clicks: **141**
CTR: **3.14%**

Display
Impressions: **7,316**
Clicks: **30**
CTR: **0.41%**



Website

Since our **website** debuted on April 6, 2014, we have now received **1,754,386** pageviews. The site has also garnered **110,322** clicks to our members' individual websites. The top 5 most popular pages on the site are as follows: (1) **Homepage**; (2) **Wine Tasting**; (3) **Restaurant Week**; (4) **Events**; (5) **Discover Los Olivos**.

Social Media Stats

- Our **Facebook** audience has increased to over **15,671** likes.
- VisitSYV **Twitter** account has **3,982** followers.
- VisitSYV **Instagram** continues to climb in followers, with **3,219** followers.

Additional Print Advertising

Los Angeles Magazine, Central Coast Wine Edition

To increase visitation after the wildfires and resulting Montecito Debris Flow, VisitSYV participated in a major Central Coast advertorial in Los Angeles Magazine, purchasing a half page ad and half page advertorial. The Santa Ynez Valley received 4 additional pages of editorial in the feature. Los Angeles Magazine has the largest print circulation of any regional magazine with a circulation of 4,850,000.

SANTA YNEZ VALLEY
CALIFORNIA
VISITSYV.COM

Edible Santa Barbara County Summer 2018 Issue
VisitSYV purchased a half page ad in Edible Santa Barbara's Summer 2018 issue with a circulation of 16,000. The Summer issue includes a Santa Barbara County Farm Guide pullout insert which provides a visual reference for visiting and supporting local farms and agriculture that readers refer to and use all year long.

Santa Ynez Valley Star
VisitSYV continues to sponsor the monthly events calendar in the Santa Ynez Valley Star newspaper, and receives a monthly quarter page ad, which is used to highlight upcoming special events and draw users back to our events calendar at VisitSYV.com/events.

Additional Display Advertising

Video Asset Development
VisitSYV contracted with Lure Films to produce a 2:30 longform commercial, :30 commercial, and photography assets to coincide with the video marketing efforts. The longform commercial was published in the month of June on YouTube and Facebook and has received over 18,000 impressions to date.

2018 Central Coast Tourism Council (CCTC) Map
VisitSYV purchased a listing and "Hidden Gems" callout and image on the annual Central Coast Tourism Council map, with 200,000 full color maps printed and distributed annually via California Welcome Centers, Central Coast visitor centers, airports and additional locations across the state of California, internationally, and through worldwide tradeshows and media events.

Airport Digital Display Ad Buy
VisitSYV continues to run digital display advertising in the Santa Barbara Airport which encourages travelers to visit the Santa Ynez Valley, highlighting that we are only 30 minutes north of the airport. Our ads play on a digital screen strategically placed by baggage claim and tourist information. Ads began June 1, 2017 and continue through June 2019. In addition, VisitSYV has partnered with the Solvang Conference & Visitors Bureau via Certified Folder to display our 2018 Destination Guide in the airport, featured just below our digital display advertising.

Figueroa Mountain Brewing Co. Lagerville Sponsorship
VisitSYV became the glass sponsor for Figueroa Mountain Brewing Co.'s first annual Lagerville, an event held on Saturday, May 19th, which brought together independent brewers and craft beer fans in an intimate setting in Buellton, celebrating the historical and approachable lager beer styles.

Trade Shows

IPW

VisitSYV partnered with the Solvang Conference & Visitors Bureau & Buellton Visitors Bureau for 3 days of intensive travel buyer & media appointments at IPW May 19-23, 2018. IPW is the travel industry's premier international marketplace and the largest generator of travel to the U.S. In just three days of pre-scheduled business appointments, more than 6,000 delegates representing U.S. travel organizations from every region of the USA and international and domestic buyers and media from 70+ countries meet face-to-face to conduct future travel business to the USA. Buyers & media received flash drives with Santa Ynez Valley lodging options, press releases, itineraries, story ideas and photography for their catalogues.

Staff & Board Development

Central Coast Tourism Council Planning Retreat & Conference

Shelby Sim & Danielle Laudon attended the Central Coast Tourism Council (CCTC) Planning Retreat Mixer which kicked off the CCTC Retreat & Planning Conference on Wednesday, April 18, 2018 at Hotel Corque in Solvang. Danielle attended the three-day retreat and conference Wednesday, April 18 - Friday, April 20, 2018, and learned about current tourism trends via Visit California and contributed to CCTC's revised objectives, including their digital brand strategy. VisitSYV actively participates in CCTC to learn from fellow Destination Marketing Organizations and to keep the Santa Ynez Valley top-of-mind in marketing the Central Coast brand.

Grants & Special Projects 2nd Quarter 2018

The purpose of our grants program continues to be to assist with publicity and outreach for valley events which encourage overnight stays. Primary consideration goes to events which occur mid-week (Sunday to Thursday) and/or in off-season. For marketing of valley events, grants were given to:

- Lagerville, produced by Figueroa Mountain Brewing Co: **$2,000**
- Back to the Futures, produced by the Pioneers of Santa Barbara County: **$1,500**
- Brandy Clark Concert, produced by Solvang Festival Theater: **$3,000**
- Jazz & Beyond Concert Series, produced by Solvang Festival Theater: **$2,000**
- Polo Classic, produced by People Helping People: **$2,000**
- Los Olivos Jazz & Olive Festival, produced by Los Olivos Rotary: **$2,000**
- 4th of July Fireworks Celebration, produced by SYV Rotary: **$4,000**

Collaborations with Santa Barbara County DMOs and other organizations

VisitSYV collaborates actively with other county destination marketing organizations, including the Solvang Conference & Visitors Bureau, Buellton Visitors Bureau, the Santa Barbara County Vintners Association, Visit Santa Barbara, the Los Olivos, Buellton, Solvang, and Santa Ynez Chambers as well as the Santa Barbara Film Commission, The Chumash Foundation, the Santa Barbra County Association of Governments, and the Santa Barbara International Film Festival.

Public comment

Members of the board and the President continue to be called upon to make written and/or verbal public comment on a number of hotel and tourism related issues. Each question is raised on a board agenda and voted upon by the board, or authorized by the president, before comment is made. Ongoing participation with our water challenges, wine ordinance and special events ordinance hearings is anticipated by President, Shelby Sim, and, when needed, Linda Johansen, Chairman.

Organization

We held our annual elections in May/June, with the only change to the board being Jonathan Rosenson (Owner Mirabelle Inn and First & Oak restaurant) replacing Barry Prescott (GM The Landsby) as a Solvang Hotelier taking effect after our July board meeting.

The board continues to meet monthly, normally the 2nd Thursday of the month, 9:00 a.m. at The Landsby in Solvang. The board consists of nine individuals, seven of which are from the hotel industry and the other two are an at large representation of the membership base.

SANTA YNEZ VALLEY

CALIFORNIA

VISITSYV.COM

Staff & Board of Directors

President & CEO - Shelby Sim
Vice President of Marketing - Danielle Laudon Ruse
Digital Coordinator & Member Services – Marisa Yott
The board members are:
Chairman – Linda Johansen, Owner, Pea Soup Andersen's Inn, Buellton
Vice Chairman – Barry Prescott, General Manager, The Landsby, Solvang
Secretary – Sherrie FitzGerald, Director of Marketing, Alisal Guest Ranch and Resort, Solvang
Treasurer – Bryan Maroun, General Manager, Sunstone Winery, Santa Ynez
Andrew Economon, Director of Hospitality, Chumash properties, including Hotel Corque and Hadsten House
Jamie Farlow, Director of Marketing, Fess Parker Wine Country Inn, Los Olivos
Budi Kazali, Owner, Ballard Inn, Ballard
Karla Azahar, General Manager, Santa Ynez Valley Marriott, Buellton
Luca Crestanelli, Owner/Executive Chef, S.Y. Kitchen, Santa Ynez

Respectfully submitted by:
Shelby Sim, President and CEO
Santa Ynez Valley Hotel Association, dba Visit the Santa Ynez Valley
Shelby@VisitSYV.com
PO Box 633, Solvang, CA 93464
www.visitsyv.com, 805-451-6038

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Marc Bierdzinski, City Manager
Meeting Date:	September 13, 2018
Subject:	Resolution No. 18-17 - "A Resolution of the City Council of the City of Buellton, California, Declaring a Shelter Crisis Pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code Section 8698.2)"

BACKGROUND

The California Homeless Coordinating and Financing Council (HCFC) announced in August the launch of the Homeless Emergency Aid Program (HEAP). HEAP is a $500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. HEAP is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June 2018. Attachment 1 is an overview of the program.

As with the CDBG Block Grant and HOME programs, the County of Santa Barbara Community Services Department would handle administration of the program.

FISCAL IMPACTS

Adoption of the resolution would allow non-profits, such as People Helping People and Home for Good, to apply for grant funds to address homeless issues in the City and the Santa Ynez Valley. If the resolution were not adopted, no assistance could be provided to the homeless population within the City Limits.

RECOMMENDATION

That the City Council consider approval of Resolution No. 18-17 - "A Resolution of the City Council of the City of Buellton, California, Declaring a Shelter Crisis Pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code Section 8698.2)"

ATTACHMENTS

Resolution No. 18-17
Attachment 1 – HEAP Program Overview

RESOLUTION NO. 18-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, DECLARING A SHELTER CRISIS PURSUANT TO SB 850 (CHAPTER 48, STATUTES OF 2018 AND GOVERNMENT CODE SECTION 8698.2)

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness; and

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018); and

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code §8698.2; and

WHEREAS, the City of Buellton has undertaken multiple efforts at the local level to combat homelessness; and

WHEREAS, the City of Buellton finds that depending on the year, up to 24 persons within the Buellton and the Santa Ynez Valley area are homeless and living without shelter; and

WHEREAS, the City of Buellton finds that the number of homeless is significant, and these persons are without the ability to obtain shelter; and

WHEREAS, the City of Buellton finds that the health and safety of unsheltered persons in the City of Buellton and Santa Ynez Valley is threatened by a lack of shelter; and

WHEREAS, the City of Buellton affirms the City's commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities.

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

NOW, THEREFORE, BE IT RESOLVED BY THE City of Buellton that a shelter crisis pursuant to Government Code §8698.2 exists in the City of Buellton and Santa Ynez valley, and authorizes the City's participation in the Homeless Emergency Aid Program.

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

SECTION 2. The City Clerk is hereby directed to deliver a copy of the Resolution to the Santa Barbara County Community Services Department.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 13th day of September 2018.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

CALIFORNIA HOMELESS COORDINATING AND FINANCING COUNCIL

Homeless Emergency Aid Program (HEAP) Grant

Program Guidance – August 2018

The California Homeless Coordinating and Financing Council (HCFC) is pleased to announce the launch of the Homeless Emergency Aid Program (HEAP). HEAP is a $500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. HEAP is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June 2018. This overview provides a program timeline with key milestones and delineates when stakeholders may expect program deliverables.

Available Funding

HEAP funding is divided into three categories for distribution.

Category for Distribution	Funded Amount	Eligible Applicants
Continuum of Care – Based on Point in Time Count Ranges *[SB 850: Section 2, Chapter 5, 50213 (a)]*	$250,000,000	Continuum of Care (CoC)
Continuum of Care – Based on Percent of Homeless Population *[SB 850: Section 2, Chapter 5, 50213 (b)]*	$100,000,000	Continuum of Care (CoC)
City / City that is also a County – Based on Population *[SB 850: Section 2, Chapter 5, 50213 (c)]*	$150,000,000	Large Cities (LCs) with a population over 330,000

Eligible Uses

HEAP funds are intended to provide funding to Continuums of Care (COCs) and large cities (LCs) with populations over 330,000, so they may provide immediate emergency assistance to people experiencing homelessness. Eligible uses include, but are not limited to the following:

a. Homelessness prevention activities,
b. Criminal justice diversion programs for homeless individuals with mental health needs,
c. Establishing or expanding services meeting the needs of homeless youth or youth at risk of homelessness, and
d. Emergency aid.

The parameters of the program are intentionally broad to allow local communities to be creative and craft programs that meet the specific needs they have identified. All activities must directly benefit the target population.

Expenditure Deadlines

The HEAP statute mandates that 50 percent of the awarded funds must be contractually obligated by January 1, 2020. Additionally, 100 percent of the funds must be expended by June 30, 2021. Unexpended funds must be returned to the Business, Consumer Services and Housing Agency (BCSH) and will revert to the General Fund. Finally, administrative costs are

capped at five percent of program funds, but this does not include staff costs directly related to carrying out program activities.

Eligible Applicants

For the HEAP program, an Administrative Entity (AE) is the CoC. The CoC is the eligible applicant for HEAP funding for the same geographic boundaries for which it administers federal Department of Housing and Urban Development CoC funds. LCs with populations over 330,000 are also eligible applicants. Please refer to the California Department of Finance website for population estimates. LC grant applicants will enter into a contract with BCSH and administer their own funds separately, however, they will still be expected to collaborate with their CoC.

Shelter Crisis Declaration

The shelter crisis declaration is required for all cities and counties within a CoC that wish to receive HEAP funds, except for CoCs with fewer than 1,000 homeless people, based on the 2017 Point in Time count. Each incorporated city must declare a shelter crisis pursuant to Chapter 7.8 (commencing with Section 8698) of Division 1 of Title 2 of the Government Code. Counties may declare a shelter crisis only for the unincorporated areas of the county. The declaration is a resolution that must be adopted by the governing body of a jurisdiction or jurisdictions within a CoC or LC. A sample resolution has been provided (see attachment A). If a CoC has fewer than 1,000 homeless people, they may submit with their application a waiver exempting all cities and the counties that are part of the CoC from declaring a shelter crisis.

Pre-Application Program Timeline

Beginning in early August, the HEAP team will begin the distribution of key program information and documents. These pre-application materials will help inform the local collaborative process and assist stakeholders as they plan their applications.

Program Guidance, Timeline, Sample Shelter Crisis Resolution, Funding Allocations	
August 3, 2018	The guidance document includes a program timeline, sample resolution and funding allocation spreadsheet.
HEAP Frequently Asked Questions	
August 10, 2018	The FAQs will be updated on a regular basis on the HCFC website: http://www.bcsh.ca.gov/hcfc/
Sample Application and Instructions	
August 17, 2018	An application map will be released in advance of the HEAP Notice of Funding Availability (NOFA). The map will track to the application. The map, once completed will make the application process seamless.
August 20, 2018	Application instructions will be distributed along with the sample application.
Workshops/Webinars - Application Training Documents	
August 13 – Ongoing	Outreach and technical assistance will be conducted by the HEAP team. A detailed schedule will be posted on the HCFC website at a later date.

Application Timeline

Applications will be accepted immediately upon release of the Round 1 Notice of Funding Availability (NOFA) beginning on September 5, 2018. The Round 2 NOFA is planned for release on February 15, 2019. If, after the second round of awards, not all funds have been

claimed by all administrative entities, the BCSH shall, no later than June 15, 2019, work with the Department of Finance to identify an appropriate allocation methodology for a third round of awards or determine if any unallocated funds should revert to the General Fund.

Round 1	
NOFA Release	September 5, 2018
Early Applications Reviews Start***	Starting in September 2018
Early Applications Awarded	Starting in September 2018
Early Distribution of Funds Begins	Starting in late October 2018
Round 1 Application Cut-off Date	No later than December 31, 2018
Standard Applications Awarded	No later than January 2019
Standard Distribution of Funds Begins	April 2019
Round 2	
NOFA Release	February 15, 2019
Early Applications Reviews Start***	Starting in February 2019
Early Applications Awarded	Starting in February 2019
Early Distribution of Funds Begins	Starting in late March 2019
Round 2 Application Cut-off Date	No later than April 30, 2019
Standard Applications Awarded	No later than May 2019
Standard Distribution of Funds Begins	July 2019

***The HEAP team, recognizing the urgent need in cities and counties, encourages early applications and will review applications, make award decisions, and disburse funds on a rolling basis, immediately upon receipt.

Application Process

HEAP applications will be received through an online portal, with supporting attachments submitted via email. There are separate applications for CoCs and LCs. The applicant (CoC or LC) must submit with the application proof that a resolution declaring a shelter crisis has been approved for all jurisdictions receiving funds. Applicants must conduct a local collaborative application process to determine how HEAP funds will be utilized in the CoC or LC. The submitting entity must also demonstrate coordination with stakeholders, including but not limited to, homeless service and housing providers, law enforcement, cities, and homeless advocates whose general service area falls within the CoC or LC. The CoC or LC in turn may make sub-awards to entities it determines are qualified to carry out the eligible activities and operate within areas with approved shelter crisis status.

Special Notes

Collaboration

CoCs and LCs must demonstrate that a local collaborative effort has been conducted prior to application submission. A collaborative process may include, but is not limited to, a public meeting, regional homeless taskforce meeting, letters of support with signatures of endorsement, an adopted homeless plan, and an adopted budget which includes HEAP funds. Proof of a public process may include sign-in sheets, meeting minutes, agendas, and public comment logs, among other items. It is important that a wide enough range of participants are consulted as part of this process. Participants should include representatives of local homeless

service provider entities, law enforcement, behavioral health, and city and county public officials.

Homeless Youth

The HEAP statute requires a minimum investment of five percent of all awards be set aside for emergency assistance for homeless youth. The HEAP team encourages and expects local CoCs and LCs to work with youth advocates and related stakeholders to consider the level of investment that makes sense for this most vulnerable segment of the target population.

Contact the Program

The HCFC will be providing ongoing technical assistance and training to support CoCs and LCs in successfully applying for and administering HEAP funds. Additional information regarding the HEAP program is available on the HCFC website. To receive information releases regarding the HEAP program, please register for the program listserv. If you have questions, please direct them to the HCFC inbox at HCFC@BCSH.ca.gov.

DRAFT

Sample Resolution:
Declaration of a Shelter Crisis

RESOLUTION NO. _____

RESOLUTION OF [insert name of local governing body, e.g. City Council or County Board of Supervisors] OF THE [insert name of jurisdiction, e.g. City or County here] _____, STATE OF CALIFORNIA declaring a shelter crisis pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code § 8698.2)**.**

The _____ [insert name of local governing body, e.g. City Council or County Board of Supervisors] Finds:

WHEREAS, *California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness;*

WHEREAS, *The Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (*Chapter 48, Statutes of 2018);

WHEREAS, *The Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to* Government Code §8698.2;

WHEREAS, *[insert name of city or county here] has developed a homelessness plan and undertaken multiple efforts at the local level to combat homelessness;*

WHEREAS, *[insert name of city or county here] finds that* ***[Insert the 2017 Point in Time Count for the jurisdiction]*** *persons within the [insert name of city or county here] are homeless and living without shelter;*

REQUIRED

WHEREAS, *[insert name of city or county here]* ***finds that the number of homeless is significant, and these persons are without the ability to obtain shelter****;*

WHEREAS, *[insert name of city or county here] finds that the health and safety of unsheltered persons in the [insert City or County] is threatened by a lack of shelter;*

WHEREAS, *[insert name of city or county here] affirms the [insert: City's or County's] _____ commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities;*

NOW, THEREFORE, BE IT RESOLVED BY THE [insert name of city council or county board of supervisors here] _____, CALIFORNIA, that a **shelter crisis** pursuant to Government Code §8698.2 exists in [insert name of city or county here] _____, and authorizes the [insert: City's or County's] _____ participation in the Homeless Emergency Aid Program.

Required: This is a specific term used in the code. Other terms such as shelter emergency, or homeless crisis are not sufficient.

PASSED AND ADOPTED by the [insert governing body here] _____ of the [insert name of city or county here] _____, State of California at the meeting of the said [insert Board or City Council] held on the ___ day of _____ by the following vote:

AYES: [insert name of local governing body]**:** _____
NOES: [insert name of local governing body]: _____
ABSTAIN: [insert name of local governing body]: _____
ABSENT: [insert name of local governing body]: _____

By: _____
_____, CHAIR PERSON
_____ [insert name of local governing body]

ATTEST:
By: _____
Date: _____

APPROVED AS TO LEGAL FORM:
By: _____
Date: _____

Attachment B – Formula Funding Estimates

CoC Number	Jurisdiction	Total Homeless, 2017	Percent of Total State Homeless, 2017	Section 50213(a) Per Jurisdiction portion of $250M	Section 50213(b) $100M Distribution Based on Percent of Homeless Population	Total of CoC Distribution per 50213(a) and (b)	50214(c) 5% Minimum Youth Set-aside Per Continuum of Care total of 50213(a) and (b)
CA-600	Los Angeles City & County	55,188	41.100%	$ 40,000,000.00	$ 41,099,807.86	$ 81,099,807.86	$ 4,054,990.39
CA-601	San Diego City & County	9,160	6.822%	$ 12,000,000.00	$ 6,821,668.48	$ 18,821,668.48	$ 941,083.42
CA-500	San Jose/Santa Clara City & County	7,394	5.506%	$ 12,000,000.00	$ 5,506,486.54	$ 17,506,486.54	$ 875,324.33
CA-501	San Francisco	6,858	5.107%	$ 12,000,000.00	$ 5,107,314.68	$ 17,107,314.68	$ 855,365.73
CA-502	Oakland, Berkeley/Alameda County	5,629	4.192%	$ 12,000,000.00	$ 4,192,049.33	$ 16,192,049.33	$ 809,602.47
CA-602	Santa Ana, Anaheim/Orange County	4,792	3.569%	$ 12,000,000.00	$ 3,568,715.65	$ 15,568,715.65	$ 778,435.78
CA-503	Sacramento City & County	3,665	2.729%	$ 10,000,000.00	$ 2,729,412.12	$ 12,729,412.12	$ 636,470.61
CA-506	Salinas/Monterey, San Benito Counties	3,364	2.505%	$ 10,000,000.00	$ 2,505,250.30	$ 12,505,250.30	$ 625,262.52
CA-504	Santa Rosa, Petaluma/Sonoma County	2,835	2.111%	$ 10,000,000.00	$ 2,111,291.50	$ 12,111,291.50	$ 605,564.57
CA-608	Riverside City & County	2,406	1.792%	$ 8,000,000.00	$ 1,791,805.06	$ 9,791,805.06	$ 489,590.25
CA-508	Watsonville/Santa Cruz City & County	2,249	1.675%	$ 8,000,000.00	$ 1,674,883.45	$ 9,674,883.45	$ 483,744.17
CA-514	Fresno City & County/Madera County	2,016	1.501%	$ 8,000,000.00	$ 1,501,362.84	$ 9,501,362.84	$ 475,068.14
CA-609	San Bernardino City & County	1,866	1.390%	$ 8,000,000.00	$ 1,389,654.30	$ 9,389,654.30	$ 469,482.71
CA-606	Long Beach	1,863	1.387%	$ 8,000,000.00	$ 1,387,420.13	$ 9,387,420.13	$ 469,371.01
CA-603	Santa Maria/Santa Barbara County	1,860	1.385%	$ 8,000,000.00	$ 1,385,185.96	$ 9,385,185.96	$ 469,259.30
CA-510	Turlock, Modesto/Stanislaus County	1,661	1.237%	$ 6,000,000.00	$ 1,236,985.95	$ 7,236,985.95	$ 361,849.30
CA-505	Richmond/Contra Costa County	1,607	1.197%	$ 6,000,000.00	$ 1,196,770.88	$ 7,196,770.88	$ 359,838.54
CA-511	Stockton/San Joaquin County	1,542	1.148%	$ 6,000,000.00	$ 1,148,363.84	$ 7,148,363.84	$ 357,418.19
CA-512	Daly City/San Mateo County	1,253	0.933%	$ 4,000,000.00	$ 933,138.71	$ 4,933,138.71	$ 246,656.94
CA-509	Mendocino County	1,238	0.922%	$ 4,000,000.00	$ 921,967.86	$ 4,921,967.86	$ 246,098.39
CA-518	Vallejo/Solano County	1,232	0.917%	$ 4,000,000.00	$ 917,499.52	$ 4,917,499.52	$ 245,874.98
CA-519	Chico, Paradise/Butte County	1,195	0.890%	$ 4,000,000.00	$ 889,944.74	$ 4,889,944.74	$ 244,497.24
CA-613	Imperial County	1,154	0.859%	$ 4,000,000.00	$ 859,411.07	$ 4,859,411.07	$ 242,970.55
CA-611	Oxnard, San Buenaventura/Ventura County	1,152	0.858%	$ 4,000,000.00	$ 857,921.63	$ 4,857,921.63	$ 242,896.08
CA-614	San Luis Obispo County	1,125	0.838%	$ 4,000,000.00	$ 837,814.09	$ 4,837,814.09	$ 241,890.70

CA-507	Marin County	1,117	0.832%	$ 4,000,000.00	$ 831,856.30	$ 4,831,856.30	$ 241,592.81
CA-515	Roseville, Rocklin/Placer, Nevada Counties	979	0.729%	$ 2,000,000.00	$ 729,084.44	$ 2,729,084.44	$ 136,454.22
CA-516	Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties	934	0.696%	$ 2,000,000.00	$ 695,571.87	$ 2,695,571.87	$ 134,778.59
CA-513	Visalia/Kings, Tulare Counties	853	0.635%	$ 2,000,000.00	$ 635,249.26	$ 2,635,249.26	$ 131,762.46
CA-604	Bakersfield/Kern County	810	0.603%	$ 2,000,000.00	$ 603,226.14	$ 2,603,226.14	$ 130,161.31
CA-524	Yuba City & County/Sutter County	760	0.566%	$ 2,000,000.00	$ 565,989.96	$ 2,565,989.96	$ 128,299.50
CA-522	Humboldt County	759	0.565%	$ 2,000,000.00	$ 565,245.24	$ 2,565,245.24	$ 128,262.26
CA-525	El Dorado County	602	0.448%	$ 1,000,000.00	$ 448,323.63	$ 1,448,323.63	$ 72,416.18
CA-607	Pasadena	575	0.428%	$ 1,000,000.00	$ 428,216.09	$ 1,428,216.09	$ 71,410.80
CA-521	Davis, Woodland/Yolo County	459	0.342%	$ 1,000,000.00	$ 341,828.15	$ 1,341,828.15	$ 67,091.41
CA-520	Merced City & County	454	0.338%	$ 1,000,000.00	$ 338,104.53	$ 1,338,104.53	$ 66,905.23
CA-529	Lake County	401	0.299%	$ 1,000,000.00	$ 298,634.18	$ 1,298,634.18	$ 64,931.71
CA-526	Tuolumne, Amador, Calaveras, Mariposa Counties	367	0.273%	$ 1,000,000.00	$ 273,313.57	$ 1,273,313.57	$ 63,665.68
CA-517	Napa City & County	315	0.235%	$ 1,000,000.00	$ 234,587.94	$ 1,234,587.94	$ 61,729.40
CA-523	Colusa, Glen, Trinity Counties	176	0.131%	$ 500,000.00	$ 131,071.36	$ 631,071.36	$ 31,553.57
CA-612	Glendale	168	0.125%	$ 500,000.00	$ 125,113.57	$ 625,113.57	$ 31,255.68
CA-527	Tehama County	124	0.092%	$ 500,000.00	$ 92,345.73	$ 592,345.73	$ 29,617.29
CA-530	Alpine, Inyo, Mono Counties	121	0.090%	$ 500,000.00	$ 90,111.56	$ 590,111.56	$ 29,505.58

Large Cities Allocation

CoC Number	Jurisdiction	50213(c) Large Cities $150,000,000 Allocation	50213(c) Minimum Youth Set Aside Per Large City Allocation
CA-600	Los Angeles	$ 85,013,607.00	$ 4,250,680.35
CA-601	San Diego	$ 14,110397.95	$ 705,519.90
CA-500	San Jose	$ 11,389,987.16	$ 569,499.36
CA-501	San Francisco	$ 10,564,313.22	$ 528,215.66
CA-502	Oakland	$ 8,671,116.82	$ 433,555.84
CA-602	Santa Ana	$ 3,690,885.841	$ 184,544.29
CA-602	Anaheim	$ 3,690,885.841	$ 184,544.29
CA-503	Sacramento	$ 5,645,699.61	$ 282,284.98
CA-514	Fresno	$ 3,105,519.90	$ 155,276.00
CA-606	Long Beach	$ 2,869,833.12	$ 143,491.66
CA-604	Bakersfield	$ 1,247,753.53	$ 62,387.68

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:	September 13, 2018
Subject:	Resolution No. 18-18 - "A Resolution of the City Council of the City of Buellton, California, Adopting the 2018 City of Buellton Emergency Management Plan (EMP)"

BACKGROUND

All jurisdictions are required to adopt a plan that governs the operations of the jurisdiction during a disaster. The City's last Emergency Management Plan was adopted in 2013. The City's plan is required to be updated in 2018.

The City's Emergency Management Plan (EMP) was prepared earlier this year and sent to the County of Santa Barbara Office of Emergency Management (OEM) for review. OEM has reviewed and provided comments and changes. Attachment 1 is the City's EMP that includes all changes from OEM. The last step is for the Buellton City Council to adopt the EMP.

The EMP has incorporated the required elements of the National Incident Management System (NIMS) and the State Emergency Management System (SEMS). In addition to updated references, staff has updated all portions of the EMP to accurately reflect current position information and will assure the City's compliance with Federal and State requirements for the use of SEMS and NIMS in the City's EMP.

RECOMMENDATION

That the City Council consider approval of Resolution No. 18-18 - "A Resolution of the City Council of the City of Buellton, California, Adopting the 2018 City of Buellton Emergency Management Plan (EMP)"

ATTACHMENTS

Resolution No. 18-18
Attachment 1 - 2018 Emergency Management Plan

RESOLUTION NO. 18-18

A RESOLUTION OF THE CITY COUNCILOF THE CITY OF BUELLTON, CALIFORNIA, ADOPTING THE 2018 CITY OF BUELLTON EMERGENCY MANAGEMENT PLAN (EMP)

WHEREAS, On October 23, 1997, the Buellton City Council passed Resolution No. 97-23, to establish a Multi-Agency Coordination System (MACS) for the coordination of emergency services in response to disaster and referencing Santa Barbara County Resolution No. 95-429, a resolution establishing an Operational Area Organization pursuant to the Standardized Emergency Management System (SEMS); and

WHEREAS, in 2009 and 2013, the City of Buellton revised the City's Emergency Management Plan to comply with State and Federal regulations; and

WHEREAS, the 2018 Buellton Emergency Management Plan (EMP) integrates the National Incident Management System (NIMS) with SEMS and the California Office of Emergency Services and the Santa Barbara County Operational Area, and the County of Santa Barbara Office of Emergency Management has reviewed and approved Buellton's 2018 EMP; and

WHEREAS, a full, true and correct copy of the EMP is available in the office of the City Clerk of the City of Buellton, the terms of which are incorporated herein by reference; and

WHEREAS, approval of this Resolution will assure the City's compliance with Federal and State requirements for the use of NIMS and SEMS in the City's EMP; and

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

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

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

SECTION 2. The City Council hereby adopts the City of Buellton 2018 EMP.

SECTION 3. The City Clerk is hereby directed to deliver a copy of the Resolution to the Santa Barbara County Office of Emergency Management, together with a copy of the Letter of Promulgation signed by the City Manager.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 13th day of September 2018.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

City of Buellton
Emergency Management Plan

September 2018

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
FOREWORD SECTION		
1. Foreword/Preface/Introduction: Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). ***This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).***	**Page iii-vi**	
2. Plan Concurrence: Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	**Page ix**	
3. Letter of Approval: Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	**Page ii**	
PART I: BASIC PLAN		
4. Table of Contents: Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	**Page xi**	
5. Purpose: Describes the EOP purpose (NIMS EOP Element).	**Page 1-1**	
6. Scope: Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).	**Page 1-1**	
7. Authorities and References: Describes the EOP authorities and references (NIMS EOP Element). Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	**Page 1-19** **Page 3-1**	
8. Situation and Assumptions: Describes the EOP situation and assumptions (NIMS EOP Element). Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	**Page 1-7** **Page 1-23** **Page 1-37**	
9. Organization, Roles and Responsibilities: Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).	**Page 2M-6,** **Chart 2-1**	
10. Standardized Emergency Management System (SEMS) based Emergency Organization: Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration) (SEMS EOP Element).	**Page 2M-3** **Page 2M-6** **Page 2M-10** **Page 2M-14** **Page 2M-16** **Page 2M-30** **Page 2M-31** **Page 2M-32**	
11. Emergency Operations Center Organization Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).	**Page 2M-25** **Page 2M-26** **Page 2M-27** **Page 2M-29**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
	Page 2M-30	
12. Involvement of special districts, private and non-profit agencies. Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	**Page 2M-22**	
13. Essential Facilities-Primary and Alternate EOC. Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).	**Page 2M-12** **Page 2M-24**	
14. Essential Facilities-Activation/Deactivation of EOC. Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	**Page 2M-28**	
15. Essential Facilities-Alternate Government Facilities. Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	**Page 2M-12**	
16. Essential Facilities-Americans with Disabilities Act. Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	**Page 2M-39** **Page 2O-15**	
17. Continuity of Government. Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	**Page 2M-9** **Page 2M-10**	
18. Vital Record Retention. Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).	**Page 2M-12**	
19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element). Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	**Page 1-1** **Page 1-26** **Page 2M-1** **Page 2O-2** **Page 2P-2** **Page 2L-2** **Page 2F-3**	
20. Notification and Mobilization. Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).	**Page 2M-2** **Page 2M-10** **Page 2M-20**	
21. SEMS Coordination Levels. Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	**Page 1-7** **Page 2M-3** **Page 2M-14** **Page 2M-15** **Page 2M-21**	
22. Incident Command System (ICS). Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element**). *Predesignates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).***	**Page 1-9** **Page 2M-16**	
23. Field/EOC Communications and Coordination. Indicates how the EOC will coordinate and communicate with field units, operational areas,	**Page 2M-20** **Page 2M-21**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).	**Page 2M-22**	
24. Field/EOC Direction and Control Interface. Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	**Page 1-7** **Page 2M-3** **Page 2M-21**	
25. Field coordination with Department Operations Centers (DOCs) and EOCs. Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	**Not applicable – no DOCs in Buellton**	
26. Mutual Aid. Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	**Page 1-29** **Page 2M-19**	
27. Emergency Declarations. Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	**Page 1-20** **Page 3-8**	
28. Public Information: Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element). (Gov. Code Sec. 8560)	**Page 1-14**	
29. Recovery Overview. Includes a general recovery concept of operations (SEMS EOP Element).	**Page 1-5** **Page 1-41**	
30. Recovery Organization. Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	**Page 1-39**	
31. Recovery Damage Assessment. Describes the damage assessment organization and responsibilities (SEMS EOP Element).	**Page 1-40**	
32. Recovery Documentation. Describes the documentation process (SEMS EOP Element).	**Page 1-40**	
33. Recovery After-action Reports. Includes the OES After-Action Questionnaire (SEMS EOP Element).	**Page 2P-6**	
34. Recovery Disaster Assistance. Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	**Page 1-41**	
35. Administration and Logistics. Describes the administration and logistics of the EOP (NIMS EOP Element).	**Page iii-v**	
36. Emergency Plan Maintenance and Distribution. ***Describes EOP development and maintenance (NIMS EOP Element).*** Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	**Page iii-x**	
37. Standard Operating Procedures (SOP) Development. Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	**Page 2M-2**	
38. Training and Exercises. Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	**Page 1-14**	
PART II: FUNCTIONAL ANNEXES		
39. Functional Annexes. Contains functional annexes (NIMS EOP Element). Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex	**Page 2M-1** **Page 2O-1** **Page 2P-1**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
as to include function-based concepts of operation.	**Page 2L-1** **Page 2F-1**	
40. Management Section. Should include the following activities and responsibilities (SEMS EOP Element): • Overall EOC management • Public Information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer • Facility security • Agency liaison • State/federal field activity coordination	**Page 2M-1** **Page 2M-24** **Thru** **Page 2M-42**	
41. Operations Section. Should include the following activities and responsibilities (SEMS EOP Element): • General warning • Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution	**Page 1-15** **Page 2O-1** **Page 2O-6** **Thru** **Page 2O-16**	
42. Planning/Intelligence Section. Should include the following activities and responsibilities (SEMS EOP Element): • Situation status • Situation analysis • Information display • Documentation • Advance planning • Technical services • Action planning • Demobilization	**Page 2P-1** **Page 2P-8** **thru** **Page 2P-16**	
43. Logistics Section. Should include the following activities and	**Page 2L-1**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
responsibilities (SEMS EOP Element): • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support	**Page 2L-4** **Thru** **Page 2L-13**	
44. Finance/Administration Section. Should include the following activities and responsibilities (SEMS EOP Element): • Fiscal management • Time-keeping • Purchasing • Compensation and claims • Cost recovery • Travel request, forms, claims	**Page 2F-1** **Page 2F-6** **Thru** **Page 2F-12**	
PART III: APPENDICES		
45. Appendices. Contains hazard-specific appendices (NIMS EOP Element).	**Refer to Hazard Mitigation Plan**	
46. Hazardous Materials. Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	**Page 1-37**	
47. Dams. If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).	**Page 1-37**	
48. Other Hazards Specific to the Jurisdiction. The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).	**Page 1-37**	
49. Glossary of Terms. Contains a glossary of terms (NIMS EOP Element). Provide a glossary that includes all the terms used throughout the	**Page 3-33**	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
plan (SEMS EOP Element).		
50. Resources. Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	**Page 2L-11**	
51. Contact List. Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	**Page 2M-22**	
52. Supporting Documentation. Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).	**Page 1-14**	

City of Buellton
Emergency Management Plan

Introduction

Disclaimer

The material presented in this publication has been written in accordance with federal and state guidelines to meet current standards. However, this plan cannot anticipate all possible events and situations or emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals. This Plan should be tested by the City's Emergency Operations Center (EOC) staff after they have received appropriate emergency management training. Conditions will develop in operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the officers in overcoming the complexities that exist under actual emergency conditions.

Prepared for use by the City of Buellton

By

The City of Buellton Emergency Manager

LETTER OF PROMULGATION

Adoption Date: September 13, 2018

To: Officials, Employees, and Citizens of the City of Buellton

The preservation of life, property and the environment is the inherent responsibility of local, state and federal government. The City of Buellton, in cooperation with the County of Santa Barbara Operational Area and special districts within the City, have prepared this Emergency Management Plan (EMP) to ensure the most effective and economical allocation of resources for protection of people and property in time of an emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the California Standardized Emergency Management System (SEMS) the Federal National Incident Management System (NIMS), and the Incident Command System (ICS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City of the Buellton into an efficient organization capable of responding effectively to any emergency.

This Emergency Management Plan is an extension of the State of California Emergency Plan and the Federal National Response Plan (NRP). It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City of Buellton Mayor and Council members give its full support to this plan and urge all officials, employees and citizens, individually and collectively, to do their share in the total emergency effort of the City of Buellton.

Concurrence of this promulgation letter constitutes the adoption of the Federal National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). This Emergency Management Plan becomes effective on acceptance by the Mayor and Council members of the City of Buellton.

s/Marc P. Bierdzinski
City Manager

9/13/2018
Date

FOREWORD

The Emergency Management Plan (EMP) for the City of Buellton addresses the planned response to extraordinary emergency situations associated with natural disasters, technological and intentional incidents, and national security emergencies in or affecting the City. This plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters which can generate unique situations requiring expanded emergency responses. Effective response requires that the City of Buellton Emergency Operations Center (EOC) staff remember to communicate, collaborate, coordinate, and cooperate with each other and with the field responders and other jurisdictions.

The EMP:

- Is a preparedness document designed to be read, understood, and exercised prior to an emergency;
- Designed to include the City of Buellton as part of the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). For area wide emergencies, such as a major earthquake or fire, it integrates with the Santa Barbara County Operational Area response.
- Establishes the emergency management organization required to respond to and mitigate any significant emergency or disaster affecting the City;
- Identifies the policies, responsibilities and procedures required to protect the health and safety of the City community, public and private property, and the environmental effects of natural, incidental, and technological disasters; and
- Establishes the operational concepts and procedures associated with field response to emergencies, the City's EOC activities, and the recovery process.

This Plan establishes the framework for implementation of SEMS and the NIMS in the City of Buellton. The Plan is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between the City of Buellton, Special Districts, and the Santa Barbara County Operational Area.

This document is a concept of operations guide. It is also a planning reference. City departments and governmental and non-governmental agencies that have roles and responsibilities identified in this Plan will develop Standard Operating Procedures or Guidelines (SOP/SOGs) with checklists based on the provisions of this Plan. This Plan will be used in conjunction with the State of California Emergency Plan and the National Response Plan (NRP) during incidents of National Significance.

This Plan is a living document and should be reviewed bi-annually by staff for updates.

ASSUMPTIONS

The City of Buellton EMP and emergency response procedures are based on a set of assumptions that include:

- The City of Buellton is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to City staff and the public and minimize damage to property.
- The City of Buellton will use SEMS/NIMS/ICS in emergency response operations.
- The City of Buellton EOC Director, or designee, will coordinate the disaster response in conformance with the City of Buellton emergency response policy.
- The City of Buellton will coordinate response with the Santa Barbara County Operational Area.
- The resources of the City of Buellton will be made available to cities, unincorporated area, local agencies and citizens to cope with disasters affecting the Santa Barbara County Operational Area, as available.
- The City of Buellton will commit its resources to a reasonable degree before requesting mutual aid assistance.
- The City of Buellton will request mutual aid assistance to the Santa Barbara County Operational Area when disaster relief requirements exceed resources available in the City of Buellton.
- The EMP does not guarantee a perfect response for all situations. The plan outlines hazards that are treated as hypothesis rather than fact and identified recommended guidelines to coordinate response activities. Users of the EMP assume all liability arising from the plans use.
- The EMP is NOT intended for day-to-day emergencies, but rather for disaster situations where normal resources are at drawn down and at a level where the City can no longer respond.

SCOPE

- The City's EMP applies to all elements of the City's Emergency Organization during all phases of emergency management.
- The primary audience is intended to be emergency management staff from the City, special districts, Santa Barbara County Operational Area, State of California, and volunteer agencies.
- The EMP is also a reference for managers from other states and the Federal government, and interested members of the public.
- It is intended as an overview of emergency management and is not a detailed operational document. Specific operating procedures exist within each City Department's / Division's standard operating plan in support of the City's EMP.

EMERGENCY MANAGEMENT GOALS

The City of Buellton has established a set of emergency management goals for emergency response that includes:

- Provide effective life safety measures and reduce property loss.
- Provide for the rapid resumption of the City of Buellton's basic services.
- Provide accurate documentation and records required for cost recovery efforts.

ORGANIZATION OF THE EMP

- **Part One - Basic Plan**. Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience: Emergency Operations Center (EOC) Management Team.
- **Part Two - Emergency Organization Functions**. Description of the emergency response organization section/branches/units, and emergency activation checklists. Intended audience: EOC staff.
- **Part Three –** Supporting documents to the City's EMP that identifies SEMS and NIMS compliance information, as well as other required State information.

ACTIVATION OF THE EMP

- On the order of the official designated by the Buellton Municipal Code, provided that the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with the appropriate emergency ordinance.
- When the Governor proclaims a STATE OF EMERGENCY in an area that includes the City of Buellton.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a NATIONAL EMERGENCY.
- Automatically on receipt of an ATTACK WARNING or the observation of a nuclear detonation.

TRAINING, EXERCISING, AND MAINTENANCE

An emergency plan is not an end in itself. Training is necessary to make the planning concepts a natural response, in addition to training on the plan itself. Training should include exercises that test the interaction between the local jurisdiction, field units, and County Operational Area. Exercises should be documented with after action reports addressing corrective measures and deadlines for completion.

SEMS requires documenting training consistent with SEMS. The planning process provides an opportunity to identify specific SEMS training needs and to schedule appropriate training. The plan may be used to define which SEMS training is required by department and agencies that have defined emergency response roles and responsibilities.

Training and exercises are essential at all levels of government to make emergency response personnel operationally ready. The goal of the City of Buellton is to train and educate City staff and emergency response personnel in emergency preparedness and response. The City's Emergency Services Manager is responsible for overseeing the Plan and coordinating and scheduling training for staff and exercising the City of Buellton EMP. The City of Buellton training programs includes plan orientation, EOC procedures followed by an EOC exercise program.

The best method for training emergency response personnel to manage emergency operations is through realistic exercises. An exercise is a simulation of a series of emergencies for identified hazards affecting the City of Buellton. During these exercises, emergency response personnel are required to respond as though a real emergency had occurred. The exercises should be designed to provide personnel with an opportunity to become thoroughly familiar with procedures that will actually be used in emergency situations.

The City of Buellton will conduct regular exercises of this plan to train all necessary emergency operations staff in the proper response to disaster situations.

RECORD OF REVISIONS

Date	Section	Numbers	Entered By

DISTRIBUTION LIST

DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EMP:	NO. OF COPIES
CalOES, Southern Region	1
Santa Barbara County Operational Area	1
City Manager	1
City Clerk	1
City Attorney	1
Planning Department	1
Finance Department	1
County Fire Department (Station 31)	1
Police Department (County Sheriff)	2
Recreation Department	1
Public Works Department	2
Mayor and City Council	5
Other Agencies and Special Districts	
American Red Cross	1
Buellton Library	1
Buellton Union School District	1
VOAD	1

SIGNED CONCURRENCE BY PRINCIPAL CITY DEPARTMENTS

The __City Manager__ concurs with the City of Buellton's Emergency Management Plan. As needed, revisions will be submitted to the County Office of Emergency Management.

Signed_____
(Name) (Title)

The _City Attorney___ concurs with the City of Buellton's Emergency Management Plan. As needed, revisions will be submitted to the County Office of Emergency Management.

Signed_____
(Name) (Title)

The __Planning Department__ concurs with the City of Buellton's Emergency Management Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed_____
(Name) (Title)

The __City Clerk__ concurs with the City of Buellton's Emergency Management Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed_____
(Name) (Title)

The _Finance Department_ concurs with the City of Buellton's Emergency Management Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed_____
(Name) (Title)

The __Public Works Department___ concurs with the City of Buellton's Emergency Management Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed_____
(Name) (Title)

The _Police Department (County Sheriff)__ concurs with the City of Buellton's Emergency Management Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed_____

(Name) (Title)

The _Fire Department (County Fire)___ concurs with the City of Buellton's Emergency Management Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed_____

(Name) (Title)

CONTENTS OF PLAN

	NO.
LETTER OF PROMULGATION	ii
FORWARD `	iii
ASSUMPTIONS	iv
EMERGENCY MANAGEMENT GOALS	v
ORGANIZATION OF THE EMP	v
ACTIVATION OF THE EMP	v
TRAINING, EXERCISING, AND MAINTENANCE	v
RECORD OF REVISIONS	vii
DISTRIBUTION LIST	viii
SIGNED CONCURRENCE BY PRINCIPAL CITY DEPARTMENTS	ix
PART ONE	
Section One, Basic Plan	1-1
Section Two, Authorities and References	1-19
Section Three, Hazard Mitigation	1-23
Section Four, Mutual Aid	1-28
Section Five, Threat Summary and Assessments	1-35
Section Six, Recovery Operations	1-38
PART TWO	
Management	2M-1
Operations	2O-1
Planning / Intelligence	2P-1
Logistics	2L-1
Finance / Administration	2F-1
PART THREE (Supporting Documents)	
Authorities	3-1
Orders and Regulations	3-3
Local and State Emergency Proclamations	3-8
Other Regulations Pertinent to Emergency Management	3-22
Media Access Regulations	3-23
National Weather Service Issuances	3-24
Acronyms / Abbreviations	3-27
Glossary of Terms	3-33

City of Buellton
Emergency Management Plan

Part One – Basic Plan

PART ONE
BASIC PLAN CONTENTS

Page

SECTION ONE, BASIC PLAN
Purpose 1-1
Preparedness Elements 1-1
Concept of Operations/Scope 1-1
Emergency Response Phases 1-3
Mitigation Phase 1-3
Preparedness Phase 1-3
Response Phase 1-4
Recovery Phase 1-5
Peacetime Emergencies 1-6
Hazard Identification and Analysis 1-7
Standardized Emergency Management System (SEMS) 1-7
Field Response Level 1-8
Local Government Level 1-8
Operational Area 1-8
Regional 1-8
State 1-8
Incident Command System (ICS) 1-9
Components of NIMS/SEMS/ICS 1-9
Federal Emergency Management 1-13
Continuity of Government 1-13
Public Awareness and Education 1-14
Training and Exercises 1-14
Federal Alerting and Warning Systems 1-15
State Alerting and Warning Systems 1-16

SECTION TWO, AUTHORITIES AND REFERENCES 1-19
Purpose 1-19
Emergency Proclamations 1-20
Local Emergency 1-20
State of Emergency 1-21
State of War Emergency 1-21
Authorities 1-21

SECTION THREE, HAZARD MITIGATION 1-23
Purpose 1-23
Authorities and References 1-23
General 1-24
Implementation 1-25
Concept of Operations 1-26
Responsibilities 1-27
Local Government Responsibilities 1-27

SECTION FOUR, MUTUAL AID 1-28
Introduction 1-28
Mutual Aid System 1-28
Mutual Aid Regions 1-29
Mutual Aid Coordinators 1-29
Policies and Procedures 1-30
Authorities and References 1-30
Participation of Volunteer and Private Agencies 1-31
Chart 1-1 - Mutual Aid Systems Flow Chart 1-32
Chart 1-2 - Mutual Aid Coordinators Flow Chart 1-33
Chart 1-3 - State Mutual Aid Regions Map 1-34

SECTION FIVE, THREAT SUMMARY 1-35

SECTION SIX, RECOVERY OPERATIONS 1-38

PART ONE, SECTION ONE
BASIC PLAN

PURPOSE

The Basic Plan (Plan) of the Emergency Management Plan (EMP) addresses the City of Buellton's planned response to events associated with natural, intentional, and technological disasters—including both peacetime and wartime nuclear defense operations. It provides an overview of operational concepts, identifies components of the City's emergency management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and describes the overall responsibilities of the Federal, state, and county entities for protecting life, property, and the environment assuring the overall well-being of the community.

PREPAREDNESS ELEMENTS

In view of the City's susceptibility and vulnerability to natural disasters and technological incidents, continuing emphasis will be placed on: emergency planning; training of full-time, auxiliary, and reserve personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with such emergencies. Emphasis will also be placed on mitigation measures according the City's Local Hazard Mitigation Plan that was incorporated as part of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan, revised and adopted in July 2017. This Plan recognizes that hazard mitigation is a year round effort and encourages all entities to prepare a hazard mitigation plan.

CONCEPT OF OPERATIONS/SCOPE

Operations during emergencies involve a full spectrum of response levels. Some emergencies will be preceded by a warning period which provides sufficient time to notify the community and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the City of Buellton's EMP and the City's Emergency Operations Center (EOC) Activation Plan.

The City of Buellton's emergency management system consists of three levels:

- Field Response (on-scene/tactical)
- Policy / General Staff
- Emergency Operations Center (EOC) response staff

The three levels provide an efficient means of establishing and carrying out the different activities required to:

- Coordinate City-wide support of field response personnel and equipment,
- Manage and coordinate resources and mutual aid, and

- Coordinate response efforts with the other local jurisdictions and the Santa Barbara County Operational Area.

Field Response Level

The Field response level is where emergency response personnel and resources, under the command of an appropriate fire, law, or public works authority, carry out tactical decisions and activities in direct response to an incident or threat. The Incident Command System (ICS) is the on-scene management structure used for emergency response. ICS, like SEMS, provides for five functions: Command (Incident Commander), Operations, Planning, Logistics, and Finance. NOTE: Tactical on-scene response decisions are made at the field Incident Commander level – NOT in the EOC.

Policy / General Staff

Depending on the nature of the emergency, the Policy / General staff can meet in the Policy Room at the EOC or in the City Manager's office, or confer by telephone to make immediate decisions about an emergency response. The precise composition and activities will depend on the specific emergency circumstances and functions needed. Other assisting jurisdictions/agency representatives may be included in discussions/meetings as needed. Standing members of the Policy/General Staff include, but is not limited, to the following:

- City Manager
- All City Department Heads
- Public Information Officer
- Operations Section Coordinator
- Planning Section Coordinator
- Logistics Section Coordinator
- Finance Section Coordinator
- Liaison
- EOC Manager

Emergency Operations Response Staff

The Emergency Operations Center (EOC) response staff coordinates the overall city emergency response and recovery activities utilizing the SEMS organization. The EOC provides a centralized location for the strategic decisions and planning for the City's various response and recovery activities, and for the support of the field operations. SEMS, like ICS, provides for five functions: Management (EOC Director), Operations, Planning, Logistics, Finance. NOTE: Tactical on-scene response decisions are made at the field Incident Command level – NOT by members of the EOC staff.

All City staff must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (**see Part One, Mutual Aid).**

EMERGENCY RESPONSE PHASES

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

Mitigation Phase

- Coordination with local and state officials to change ordinances and statutes (zoning ordinance, building codes and enforcement, etc.). Mitigation efforts occur both before and after an incident.
- Structural measures.
- Public information and community relations.
- Land use planning.
- Professional training following disaster events.
    - Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the City that threaten life and property are part of mitigation efforts.

Preparedness Phase

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems.

Those identified in this plan, having either a primary or support mission relative to response and recovery, should prepare departmental Standard Operating Guidelines (SOGs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Department personnel should be acquainted with these SOGs and checklists through periodic training in the activation and execution procedures.

Preparedness activities are part of the implementation of the Emergency Services Act (ESA), the Master Mutual Aid Agreement (MMAA), and the State Emergency Plan. This plan is considered in effect at all times to provide authorization to accomplish essential preparedness activities.

Increased Readiness

The receipt of a warning or the observation that a disaster is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOGs/EMPs/EOC Activation Plan.
- Dissemination of accurate and timely emergency public information.
- Accelerated training of permanent and auxiliary staff.
- Inspection of critical facilities.
- Recruitment of additional staff and volunteers; as appropriate.
- Mobilization of resources.
- Testing warning and communications systems.

Response Phase

Pre-Emergency Phase

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses may be:

- Advising Santa Barbara Operational Area, Mayor and City Council of the emergency.
- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented.
- Identifying the need for mutual aid and requesting such through the County Operational Area/Office of Emergency Management.
- Requesting an emergency proclamation by City authorities and / or Santa Barbara County.
- Should the possible or expected emergency not develop, all alerted agencies would be promptly notified.
- As provided in the California Emergency Plan, state agencies will provide assistance to threatened or stricken areas. State agency representatives will establish liaison with their local counterparts to relay information and mutual aid requests. The California Governor's Office of Emergency Services (CalOES) Regional Manager will coordinate intra-regional mutual aid and state assistance as necessary.

Emergency Response Phase

During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response is accomplished by timely and effective deployment of local government agencies (fire, law enforcement, public works, etc.). During this phase, an Incident Command Post will be established, the City's EOC may be activated, and emergency instructions may be issued to the public.

One of the following conditions will apply to the City during this phase:

- The situation can be controlled without mutual aid assistance from outside the City.
- Evacuation of portions of the City is required due to uncontrollable immediate and ensuing threats.

- The City is either minimally impacted or not impacted at all and is requested to provide mutual aid to other jurisdictions.

The City will give priority to the following operations:

- Dissemination of accurate and timely emergency information and warning to the citizens.
- Situation analysis.
- Resource allocation and control.
- Evacuation and rescue operations.
- Care and shelter operations.
- Restoration of vital services.

When the City resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Santa Barbara County Operational Area/Office of Emergency Management. The City's Police and Fire Departments (County of Santa Barbara) will request or render mutual aid directly through established channels. Any action which involves financial outlay by the City or a request of military assistance must be authorized by appropriate officials. If required, Santa Barbara County may request CalOES to coordinate and establish one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in affected area(s).

Depending on the severity of the emergency, the City's EOC may be activated, and the County Office of Emergency Management will be advised. A state of emergency may be proclaimed at the City and/or County levels. Should a gubernatorial State of Emergency be proclaimed, State agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the CalOES Director and/or Governor. CalOES may also activate the State Operations Center in Sacramento to support local jurisdictions and other entities in the affected areas and to ensure the effectiveness of the State's emergency response.

Sustained Emergency Phase

As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts. Response support facilities may be established. The incidents' resource requirements continually change to meet the needs of the incident. In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment operations will be initiated.

Recovery Phase

As soon as possible, CalOES will bring together representatives of the Federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. The general public can obtain individual disaster assistance through the Federal Emergency Management

Agency (FEMA) telephone coordination center by dialing 1-800-462-9029 or 1-800-462-7585 for the hearing impaired.

The recovery period has major objectives that may overlap, including:

- Resumption of the City of Buellton,
- Restoration of essential utility services,
- Permanent restoration of City property,
- Identification of residual hazards,
- Plans to mitigate future hazards,
- Recovery of costs associated with response and recovery efforts, and
- Cleanup and disposal of wastewater and other hazardous substances.

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity intended to return vital life-support systems to operation and long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

PEACETIME EMERGENCIES

The type and magnitude of the emergency will dictate the City's partial or total response to natural disasters or technological incidents. Generally, response to a major peacetime emergency will progress from local, to county, to state, to Federal involvement.

For planning purposes, CalOES has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources. (Note: These levels do not directly correlate with the four classifications of nuclear power emergencies.)

Level I—Decentralized Coordination and Direction
Local resources are adequate and available for a minor to moderate incident. A Local Emergency may or may not be proclaimed. The Santa Barbara County Operational Area EOC may or may not be activated. Off-duty personnel may be recalled.

Level II—Centralized Coordination and Decentralized Direction
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

Level III—Centralized Coordination and Direction
Major local or regional disasters wherein resources in or near the impacted area are overwhelmed and extensive state and/or Federal resources are required. A Local

Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be directed from the EOC. All off-duty personnel will be recalled.

Specific operational concepts, to include the emergency response actions of the various elements of SEMS, are reflected in Part Two of this Plan.

HAZARD IDENTIFICATION AND ANALYSIS

A hazard analysis has indicated that the City of Buellton may be at risk to certain incidents and to national security emergencies. These hazards are identified in Part One, Threat Summary, which also provides general information on their possible impact on the jurisdiction.

The Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan was approved by FEMA, and adopted by the Santa Barbara County Board of Supervisors in 2017. The City's portion, was also adopted by FEMA, and approved by the City of Buellton in July 2017. The Plan identifies countywide natural hazards and mitigation projects to reduce the potential hazard impacts. The Plan is reviewed and updated every five (5) years.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

SEMS is the system required by Chapter 7 of Division 2 of the Government Code §8607, which became law for all jurisdictions and districts in California in 1996. The standard organizational model is based on an approach called the Incident Command System (ICS) that was developed by fire departments to standardize a common language when requesting personnel and equipment from other agencies, and common tactics when responding to emergencies.

The system is designed to minimize the problem common to many emergency response efforts (e.g. duplication of effort) by giving each person a structured role in the organization, and each organization its function in the larger response. SEMS and ICS can be used by any combination of agencies and districts in emergency response. These systems clearly define the chain of command and limit the span of control of any one individual.

SEMS has been adopted by the City of Buellton for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols used in emergency response and recovery.

Fully activated, the SEMS consists of five levels: field response, local government, operational area (countywide), OES Mutual Aid Regions, and state government.

Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat site. SEMS regulations require the use of ICS at the field response level of an incident.

Local Government Level

Local governments include cities, counties, school and special districts within an Operational Area.

Operational Area

California is comprised of 58 Counties considered Operational Areas (OA). The OA consists of all political subdivisions within a county's geographical area. It provides communication and coordination between local jurisdictions and OES Regions. Coordination between the operational area and local government is accomplished through the OA Emergency Operations Center. OAs have an expanded role based on recent legislation (CCR, Title 19 §2409).

Coordination and communications should be established between activated local government EOCs and the OA. The City of Buellton will establish communication with the OA EOC upon activation the City's EOC.

The City of Buellton will use the Multi-Agency Command (MACS) concept when developing response and recovery operations. When possible, the OA will include jurisdictional representatives in planning for jurisdictional support.

Regional

There are three CalOES Administrative Regions (Inland, Coastal, and Southern) in California. There are six Mutual Aid Regions for fire and general mutual aid coordination. The CalOES Administrative Regions manage and coordinate information and resources among OAs within mutual aid regions designated pursuant to Government Code 8600, and between the OAs and State agencies for support during emergency mitigation, preparedness, response, and recovery activities.

State

CalOES is part of the Governor's Office and performs executive functions assigned by the Governor. The Director coordinates the State's disaster preparedness and response activities, assisted by representatives of State agencies, under the authority of the Emergency Services Act and Executive Order W-9-91.

The Governor is the chief constitutional officer of the State. The emergency powers of the Governor are described in the Emergency Services Act.

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a standard, on-scene, all hazard incident management system used in field operations. The Incident Command System has been utilized for field response operations for over 40 years. It should be noted that NIMS, SEMS and ICS are all based on the same principals and response functions. Therefore, jurisdictions within California are covered by all three emergency management systems.

The NIMS/SEMS/ICS systems cover the following kind of operations:

- Single jurisdictional/agency involvement.
- Single jurisdictional responsibility with multiple agency involvement.
- Multiple jurisdictional responsibilities with multiple agency involvement.
- SEMS/ICS is flexible and structured so that the system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond.
- The system will be applicable and acceptable to all user agencies.
- The system is readily adaptable to new technology.
- The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease.
- The system has basic common components in organization, terminology and procedures.

COMPONENTS OF NIMS/SEMS/ICS

The components of NIMS/SEMS/ICS are designed to provide for:

- Common terminology,
- Modular organization,
- Unified Command structure,
- Consolidated action plans,
- Manageable span-of-control,
- Multi-agency or Inter-agency coordination, and
- Multi-agency or inter-agency coordination group.

Common Terminology

Common terminology refers to the establishment of common titles for organizational functions, resources, and facilities within NIMS/SEMS/ICS.

Modular Organization

Modular organization is the method by which the NIMS/SEMS/ICS organizational structure, based upon the type and size of an incident, develops. The NIMS/SEMS/ICS organization staff builds from the top down as the incident grows, with responsibility and performance placed with the Incident Commander.

NIMS/SEMS/ICS is made up of five functions: Management (called Command in ICS); Operations; Planning; Logistics; and Finance. These functions may, as the incident grows, be organized and staffed into Sections. Initially, the Director of Emergency Services may be performing all five functions. Then, as the incident grows, each function may be established as a Section with several Branches and Units under each Section. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

Unified Command

Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

Consolidated Action Plans

Consolidated Action Plans identify objectives and strategy determinations made by the Director of Emergency Services for the incident based upon the requirements of the affected jurisdiction. In the case of Unified Command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated Action Plan documents the tactical and support activities that will be implemented during an operational period.

Manageable Span-of-Control

Manageable span-of-control within NIMS/SEMS/ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The position title “Section Coordinator” refers to the lead person of each functional element in the EOC. The type of incident, the nature of the response or task, distance and safety will influence the span-of-control range. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor should be responsible for no more than seven employees with the ideal span-of-control being three to five persons.

Multi-Agency or Inter-Agency Coordination

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response,

- Allocating critical resources,
- Developing strategies for handling multi-agency response problems,
- Sharing information, and
- Facilitating communications.

Multi-Agency or Inter-Agency Coordination Group

- May be established formally.
- Should develop consensus on priorities, resource allocation and response strategies.
- May function within the EOC, at another location or through conference calls - but should remain in contact with the EOC.
- The EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.
- The jurisdiction may participate with other local governments and agencies in a multi-agency coordination group organized by another local government(s) or at the State Level.

Coordination with Volunteer and Private Agencies and Businesses

The EOC will be a focal point for coordination of response activities with volunteer and private agencies and businesses. Based on the tactical situation the appropriate Section Coordinators may establish communication with private and volunteer agencies providing services within the jurisdiction. Agencies that have county-wide response roles and cannot respond to the jurisdiction EOC may be represented at the County EOC level. Requests for support should be coordinated through the County EOC.

Why Use NIMS/SEMS?

The Homeland Security Presidential Directive (HSPD)-5, National Incident Management System (NIMS) requires compliance on a national basis by October 2006.

Per CCR, Title 19, §2401, SEMS is intended to standardize responses to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. Local government (including special districts) must use SEMS by December 1, 1996 in order to be eligible for State reimbursement of response-related personnel costs pursuant to activities identified in CCR, Title 19, §2920, §2935, and §2930. By standardizing key elements of the emergency management system, SEMS is able to achieve the following goals:

- Facilitate the flow of information and resources within and between levels of the system.
- Establish emergency communication system, channels, and contacts in advance.
- Facilitate coordination among all responding agencies.
- Improve mobilization, use and tracking of resources.

- Manage priorities with limited resources.

Per California Code of Regulations (CCR), Title 19, §2443(b), compliance with SEMS shall be documented in the areas of planning, training, exercises, and performance.

SEMS Definition of Special Districts

"Local Government" means local agencies as defined in Government Code §8680.2 and special districts as defined in CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y).

CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y) defines Special Districts as a "unit of local government in the state (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project, including a joint powers authority established under CCR Section 6500 et seq., of the Code."

For the purposes of SEMS, special districts are political subdivisions of the State of California with limited power. The Emergency Services Act defines a political subdivision as "any city, city and county, county, district or other local governmental agency or public agency authorized by law."

Broadly interpreted, this means virtually all forms of government, including special districts, come under some or all of the provisions of the Emergency Services Act and the Standardized Emergency Management System.

Elements of NIMS/SEMS

Incident Command System

- Provides the foundation for SEMS.
- Originally adopted for field response to multi-agency, multi-jurisdictional wildland fires.
- Adopted by other disciplines such as law enforcement, emergency medical services, public works and others.
- Utilizes management by objectives.

Mutual Aid System

OES has three administrative offices encompassing six mutual aid regions. Key mutual aid concepts include:

- Used by cities, counties, special districts and the state to voluntarily provide services, resources and facilities when needed.
- Uses a neighbor helping neighbor concept.
- Initially used by fire and law systems, expanded to include public works, medical, hazmat and others.

Multi/Inter-Agency Coordination

An integral part of SEMS is the use of multi/inter-agency coordination. Within the context of SEMS this involves prioritizing and assigning resources, handling competing demands of various agencies, and maximizing resources. To accomplish this task, the EOP should identify how this is to be done among the various departments, agencies, and jurisdictions. The process could include task group meetings, action planning, or other means. However, the key to multi/inter-agency coordination lies in effective communications. Key aspects of multi/inter-agency coordination include:

- Coordinated decision-making among and between agencies,
- Facilitate priority setting for resource allocation and response, and
- Facilitate communications and information sharing.

Operational Area

- Government Code §8559(b) states that an "Operational Area" is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.
- Government Code §8605 states that each county is designated as an operational area. The governing bodies of each county and of the political subdivisions in the county may organize and structure their operational area. The Operational Area may be used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the communications system during a state of emergency or a local emergency.
- Operational Areas are the link between local government (including special districts) and the OES regions for the purpose of managing resources and information exchange

FEDERAL EMERGENCY MANAGEMENT

The Federal Emergency Management Agency (FEMA) serves under the Department of Homeland Security as the main Federal government contact during emergencies, major disasters and national security emergencies.

CONTINUITY OF GOVERNMENT

A major disaster could include death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained. The California Government Code 8643(b) and the Constitution of the State of California provide authority for the continuity and preservation of State and local government. **Part Two, Management Section** provides complete details on the Continuity of Government.

Continuity of leadership and the government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

To ensure continuity of government (COG), seven elements must be addressed by government at all levels:

1. Succession to essential positions required in emergency management;
2. Pre-delegation of emergency authorities to key officials;
3. Emergency action steps provided in emergency plans and emergency action plans;
4. Emergency operations centers;
5. Alternate emergency operations centers;
6. Safeguarding vital records; and
7. Protection of government/industrial resources, facilities, and personnel.

PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations.

TRAINING AND EXERCISES

Training and exercises are essential at all levels of government to make emergency operations personnel operationally ready. All emergency plans should include provision for training.

The objective is to train and educate public officials, emergency response personnel and the public. The best method for training staff to manage emergency operations is through exercises.

Exercises are conducted on a regular basis to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. There are several forms of exercises:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- Functional exercises are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications or public information.
- Full-scale exercises simulate an actual emergency event. This type of drill normally involves complete emergency management staff and is designed to evaluate the operational capability of the emergency management system.

FEDERAL ALERTING AND WARNING SYSTEMS

EAS - Emergency Alert System (previously the Emergency Broadcast System)

The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and Federal, State and local governments to communicate with the general public through commercial broadcast television and radio stations.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

EAS can be accessed at Federal, State, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- Priority One — Presidential Messages (carried live)
- Priority Two — EAS Operational (Local) Area Programming
- Priority Three — State Programming
- Priority Four — National Programming and News

Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the California Law Enforcement Radio System (CLERS) VHF/UHF radio relay stations.

Emergency information is broadcast directly from the Santa Barbara County Operational Area. A decoder is available to alert that an emergency broadcast is about to be transmitted to eliminate the need for constant monitoring of the Sheriff's frequency or broadcast stations.

EAS activation can be authorized by any one of the following parties:

- The President of the United States,

- The City's Director of Emergency Services or his designee, through the County Operational Area,
- Authorized public official of the incorporated cities of Santa Barbara County, or
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA).

Integrated Public Alert Warning System (IPAWS)

During an emergency, alert and warning officials need to provide the public with life-saving information quickly. The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure that will save time when time matters, protecting life and property.

Federal, state, territorial, tribal, and local alerting authorities may choose to use IPAWS and may also integrate local systems that use Common Alerting Protocol standards with the IPAWS infrastructure. IPAWS will give public safety officials an effective way to alert and warn the public about serious emergencies using the Emergency Alert System, the Commercial Mobile Alert System, NOAA Weather Radio, and other public alerting systems from a single interface.

National Warning System

NAWAS is a dedicated wire-line system that provides two-way voice communications between Federal warning center, state warning points and local warning points.

If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

NAWAS is tested three times daily at unscheduled times. The state warning point, CalOES, acknowledges the test for California. If CalOES does not respond, the alternate, California Highway Patrol (CHP), will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

STATE OF CALIFORNIA ALERTING AND WARNING SYSTEMS

California Warning System

CALWAS is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. The CalOES headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The CHP headquarters in Sacramento is the state's alternate warning point. Both State and Federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points.

Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System (CLETS).

California Emergency Services Fire Radio System

CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated VFIRE21, VFIRE22, and VFIRE23. VFIRE21 is authorized for base station and mobile operations. VFIRE22 and VFIRE23 are for mobile and portable use only. All three channels are designated by the FCC as "Intersystem" channels and are intended solely for inter-agency fire operations, i.e. mutual aid. VFIRE22 and VFIRE 23 are intended for on-scene use only.

California Emergency Services Radio System

CESRS serves as an emergency communications system for CalOES and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the State of California through the CalOES. See the "California Emergency Services Radio System, Plan and Licensing Guide," July 1990, written by CalOES Telecommunications Division for more information.

California Law Enforcement Mutual Aid Radio System

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through CalOES.

California Law Enforcement Telecommunications System

CLETS is a high-speed message switching system, which became operational in 1970. CLETS provides law enforcement and criminal justice agency access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada.

Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment, which link them to their county termination point. A number of agencies have Message Switching Computer (MSC) systems and Computer Aided Dispatch (CAD) systems, which directly connect to CLETS. Many of these systems have Mobile

Data Terminals (MDTs), which allow an officer in the field to inquire directly into various systems.

Operational Area Satellite Information System

The OASIS project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system that allows virtually uninterruptible communication between state, regional and operational area level EOCs.

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A High Frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with CalOES and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel.

Response Information Management System

(RIMS) is an internet-based system used to coordinate and manage the State's response to disasters and emergencies. RIMS automates the State's Standardized Emergency Management System (SEMS). RIMS was developed by CalOES in 1995 and now over 2,000 internal and external clients access RIMS via the Internet.

RIMS is available to all cities, special districts and state agencies within California that have a computer with access to the Internet. Web access to RIMS is controlled by user’s id and password. Web browser clients and Internet access are standard and supported in nearly every government agency, and those agencies, which don’t have access, now soon will. RIMS user base has expanded from 137 agencies to 2500 by developing the internet-based system.

The Standardized Emergency Management System (SEMS) hierarchy protocol will be maintained. RIMS will ensure that city and special district reports and resource requests are visible to their OA's. The OA's will forward these local reports and requests to OES Region or State levels as needed. City and special district reports will also be sorted and grouped by OA to facilitate access, prioritization and processing. OES will continue to see OA summary reports, as done previously.

OA's will also control access by their cities and special districts to RIMS. Any city or special district wishing to use RIMS will need to request access through their OA. The cities and special districts will have to provide for this access at their own expense and have OA authority.

PART ONE, SECTION TWO
AUTHORITIES AND REFERENCES

PURPOSE

Emergency response, like all governmental action, is based on legal authority. The City of Buellton Emergency Management Plan (EMP) follows state and federal guidelines for conducting emergency operations, planning, training, emergency response, and recovery.

California Emergency Services Act

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of *Local Emergency*, *State of Emergency* or *State of War Emergency* by the governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program.

SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall state-wide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime.

Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the State, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

EMERGENCY PROCLAMATIONS (See Part Three: Supporting Documents)

There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency. During a state of emergency or a state of war emergency, the Governor has complete authority over all agencies of State government. For specific information regarding emergency declarations, powers of the Governor, and authorities of jurisdictions, refer to the California Emergency Services Act.

Local Emergency

A Local Emergency may be proclaimed by the Buellton City Council in the City's Municipal Code. A Local Emergency proclaimed by the Emergency Services Director or designee must be ratified by the City Council within seven days. The governing body shall review, at its regularly scheduled meetings until the Local Emergency is terminated.

Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city, caused by natural, technological or intentional situations.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, through the Operational Area request that the Governor Proclaim a State of Emergency,
- Promulgate, or suspend, orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries,
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements,
- Request state agencies, through the Santa Barbara County Operational Area, and other jurisdictions to provide mutual aid,
- Require the emergency services of any local official or employee,
- Requisition necessary personnel and materials from any local department or agency,
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use,
- Impose penalties for violation of lawful orders, and
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.).

State of Emergency

A State of Emergency may be proclaimed by the Governor in the following situations:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural, technological, or intentional incidents.
- Requested to do so by local authorities.
- Local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate issue and enforce orders and regulations deemed necessary.

State of War Emergency

Whenever the Governor proclaims a state of war emergency, or if a state of war emergency exists, all provisions associated with a State of Emergency apply. Additionally, all state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.

AUTHORITIES

The following laws and regulations provide emergency authorities for conducting and/or supporting emergency operations:

Federal

- Homeland Security Presidential Directive (HSPD) – 5 - 2004
- National Response Framework – January 2008
- Disaster Mitigation Act 2000 (Public Law 106-390)
- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)

- Army Corps of Engineers Flood Fighting (Public Law 84-99)

State

- California Emergency Services Act (Title 2, CCR, Chapter 7 of Division 1)
- Standardized Emergency Management System (SEMS) Regulations Title 2, CCR, Chapter 1 of Division 2 and CGC §8507 et. seq.
- California Governor's Executive Order S-2-05
- Hazardous Materials Area Plan Regulations, Title 19, CCR, Chapter 4, Division 2, Article 3, §2720-2728 and California Health and Safety Code, Division 20, Chapter 6.97, Section 25503.5
- California Department of Water Resources Flood Control Code §128
- California Disaster and Civil Defense Master Mutual Aid Agreement
- "Good Samaritan" Liability (see Part Three—Supporting Documents).
- California Emergency Plan
- California Natural Disaster Assistance Act (Chapter 7.5, Division 1, Title 2 of the Government Code)
- California Health and Safety Code, (Division 20, Chapter 6.5, Sections 25115 and 25117), (Chapter 6.95, Sections 2550 et seq.), (Chapter 7, Sections 25600 through 25610, dealing with hazardous materials).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a "State of Emergency"
- Orders and Regulations which may be Selectively Promulgated by the Governor to take affect upon the Existence of a "State of War Emergency"
- Good Samaritan Liability California Health and Safety Code, Chapter 9, Section 1799.102
- Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan adopted September 13, 2011 by the County Board of Supervisors

Local

- Emergency Preparedness – Municipal Code Chapter 2.52
- General Plan Safety Element, May 2007
- Adoption of the Standardized Emergency Management System (SEMS)- City Council Resolution No. 05-03 adopted January 27, 2005
- Adoption of the National Incident Management System (NIMS) – City Council Resolution No. 06-25 adopted September 14, 2006.
- Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan adopted August 22, 2017, by the County Board of Supervisors – Adopted July 27, 2017, by Buellton City Council Resolution No. 17-13.

PART ONE, SECTION THREE
HAZARD MITIGATION

PURPOSE

Across the United States, natural, manmade and technological disasters have led to increasing levels of death, injury, property damage, and interruption of business and government services. The impact on families and individuals can be immense and damages to businesses can result in regional economic consequences. The time, money and effort to respond to and recover from these disasters divert public resources and attention from other important programs and problems.

The impact of expected yet often unpredictable natural and human-caused events can be reduced through planning. History has demonstrated that it is less expensive to prevent disaster damage than to repeatedly repair damage after a disaster has struck. A mitigation plan states the aspirations and specific courses of action jurisdictions intend to follow to reduce vulnerability and exposure to future hazard events.

On October 30, 2000, the President signed into law the Disaster Mitigation Act of 2000 (DMA2K). DMA2K amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act by, amending among other things, adding a new section, 322 – Mitigation Planning. Section 322 places new emphasis on local mitigation planning. It requires local governments to develop and submit hazard mitigation plans by November 1, 2004, as a condition of receiving Hazard Mitigation Grant Program (HMGP) and other Mitigation Project grants.

Additional information regarding recommended mitigation actions and projects are provided in the City of Buellton's portion of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan that was approved by FEMA and adopted by the Board of Supervisors, and adopted by the City of Buellton in July 2017.

AUTHORITIES AND REFERENCES

Authority to create this Plan is derived from Public Law 106-390, Section 322, commonly known as the Disaster Mitigation Act of 2000 (DMA2K), and the associated Interim Final Rule, 44 CFR Parts 201 and 206, published in the Federal Register on February 26, 2002. This federal law and associated regulation establishes planning and funding criteria for states and local communities. The Plan is intended to serve many purposes, including:

- ***Enhance Public Awareness and Understanding*** – to help residents of the City better understand the natural hazards that threaten public health, safety, and welfare; economic vitality; and the operational capability of important institutions;

- ***Create a Decision Tool for Management*** – to provide information that managers and leaders of local government, business and industry, community associations, and other key institutions and organizations need to take action to address vulnerabilities to future disasters;
- ***Promote Compliance with State and Federal Program Requirements*** – to insure that Santa Barbara County and its incorporated cities can take full advantage of state and federal grant programs, policies, and regulations that encourage or mandate that local governments develop comprehensive hazard mitigation plans;
- ***Enhance Local Policies for Hazard Mitigation Capability*** – to provide the policy basis for mitigation actions that should be promulgated by participating jurisdictions to create a more disaster-resistant future; and
- ***Provide Inter-Jurisdictional Coordination of Mitigation-Related Programming*** – to ensure that proposals for mitigation initiatives are reviewed and coordinated among the participating jurisdictions within the County.
- ***Achieve Regulatory Compliance*** – To qualify for certain forms of federal aid for pre- and post-disaster funding, local jurisdictions must comply with the federal DMA2K and its implementing regulations (44 CFR Section 201.6). DMA2K intends for hazard mitigation plans to remain relevant and current. Therefore, it requires that State hazard mitigation plans are updated every three years and local plans, including Buellton City's, every five years. This means that the Hazard Mitigation Plan for Buellton City uses a "five-year planning horizon". It is designed to carry the City through the next five years, after which its assumptions, goals, and objectives will be revisited and the plan resubmitted for approval. In Section 6.0 of the County's Multi-Jurisdictional Plan has outlined a more aggressive approach to ensuring the plan in implemented, evaluated, monitored and updates.

GENERAL

Mitigation is commonly defined as sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects. Hazard mitigation focuses attention and resources on jurisdictional policies and actions that will produce successive benefits over time.

Teaching the public about potential hazards will help the counties and cities protect themselves against the effects of the hazards, and will enable informed decision making on where to live, play and locate homes and businesses.

The emphasis of hazard mitigation is on the assessment and avoidance of identified risks, implementing loss reduction measures for existing exposures and insuring critical services and facilities survive a disaster.

Hazard mitigation strategies and measures avoid losses by limiting new exposures in identified hazard areas, alter the hazard by eliminating or reducing the frequency of occurrence, avert the hazard by redirecting the impact by means of a structure or adapt to the hazard by modifying structures or standards.

Federal legislation has historically provided funding for disaster preparedness, relief, recovery, and mitigation. The Disaster Mitigation Act of 2000 (DMA2K) is the latest legislation to improve the delivery of mitigation programs through sound and viable planning (Public Law 106-390). The new legislation reinforces the importance of mitigation planning and emphasizes planning for disasters before they occur. As such, DMA2K establishes a pre-disaster hazard mitigation program and new requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP).

Section 322 of DMA2K specifically addresses mitigation planning at the state and local levels. It identifies new requirements that allow HMGP funds to be used for planning activities, and increases the amount of HMGP funds available to states that have developed a comprehensive, enhanced mitigation plan prior to a disaster. States and communities must have an approved mitigation plan in place prior to receiving post-disaster HMGP funds. County, local and tribal mitigation plans must demonstrate that their proposed mitigation measures are based on a sound planning process that accounts for the risk to and the capabilities of the individual communities.

State governments have certain responsibilities for implementing Section 322, including:

- Preparing and submitting a standard or enhanced state mitigation plan;
- Reviewing and updating the state mitigation plan every three years;
- Providing technical assistance and training to local governments to assist them in applying for HMGP grants and in developing local mitigation plans; and
- Reviewing and approving local plans if the state is designated a managing state and has an approved enhanced plan.

DMA2K is intended to facilitate cooperation between state and local authorities, prompting them to work together. It encourages and rewards local and state pre-disaster planning and promotes sustainability as a strategy for disaster resistance. This enhanced planning network is intended to enable local and state governments to articulate accurate needs for mitigation, resulting in faster allocation of funding and more effective risk reduction projects.

IMPLEMENTATION

Following each Presidential Declaration the Regional Director of FEMA and the governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them,
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken,
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence, and

- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team, which will:

- Identify significant hazards in the affected areas, giving priority to disaster related hazards; and
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from the Disaster Survey Reports (DSRs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan, which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential Declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies; and
- Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

CONCEPT OF OPERATIONS

Each applicant is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, or to protect public health and safety, or to protect property, before requesting assistance from state or Federal government. Local, state, and federal preliminary damage assessments are used to identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster. Damage survey reports shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Federal and/or state hazard mitigation survey team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard the team shall include appropriate hazard mitigation recommendations.

In cases where no plans for hazard mitigation exist or are inadequate, the team shall report its findings and make recommendations to develop, improve or maintain hazard mitigation plans. Existing local and state hazard mitigation plans shall be updated and new ones developed as deemed necessary. Technical advice and assistance will be sought from federal, state and local agencies in developing new plans or updating existing plans to mitigate hazards identified.

The hazard mitigation survey team shall make recommendations on any needs for new or revised mapping of high hazard areas.

RESPONSIBILITES

A set procedure has been established for hazard mitigation following a disaster to avoid similar disasters in the future. Hazard mitigation measures include avoidance, reduction and land use regulations.

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall provide overall leadership with respect to the general administration of Section 409 to ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished. The Regional Director also provides technical advice and assistance.

A representative of CalOES will be appointed by the governor and will be responsible for state performance of hazard mitigation activities under the Federal/State Agreement. The applicant's authorized representative, appointed locally, is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Each city and county is charged with implementing and enforcing its own hazard mitigation measures.

LOCAL GOVERNMENT RESPONSIBILITIES

The key responsibilities of local governments are to:

- Participate in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards,
- Appoint a Local Hazard Mitigation Officer, if appropriate,
- Participate on Hazard Mitigation Survey Teams and Inter-Agency Hazard Mitigation Teams, as appropriate,
- Participate in the development and implementation of Section 409 plans or plan updates, as appropriate, and
- Coordinate and monitor the implementation of local hazard mitigation measures.

PART ONE, SECTION FOUR
MUTUAL AID

INTRODUCTION

Under the terms of the Master Mutual Aid Agreement (MMAA), Mutual Aid emergency response is provided at no cost to a requesting jurisdiction. Under specific conditions federal and State monies may be appropriated to reimburse public agencies who aid other jurisdictions.

The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California.

The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical and public works and through the Emergency Management Mutual Aid (EMMA).

If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility.

It is the policy of the State that contracts for emergency response needs and disaster repair and restoration will be entered into by the lowest level of government possible. Therefore, a city should enter into a contract before a county, and counties should enter into contracts before the State or State agencies. Local entities bear the cost and may be reimbursed if funds are made available.

MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1-1, Mutual Aid System Flow Chart.**

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS does not alter existing

mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

MUTUAL AID REGIONS

The governor establishes mutual aid regions under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The County of Santa Barbara is within Region I, which is divided into two Regions for Law Enforcement Mutual Aid—Regions I and Region IA. Each mutual aid region consists of designated counties. Region I encompasses the CalOES Southern Administrative Region.

MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 1-2**, Mutual Aid Coordinators Flow Chart.

Mutual aid coordinators may function from an Emergency Operating Center (EOC), their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs:

- When a city EOC is activated, the operational area EOC is activated, operational area mutual aid system representatives should be at the operational area EOC to facilitate coordination and information flow with the city.
- When the CalOES Regional Emergency Operations Center (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist CalOES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.

- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

POLICIES AND PROCEDURES

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:

- Subject to state or federal control
- Subject to military control
- Located outside the requesting jurisdiction
- Allocated on a priority basis

Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

Requests for and coordination of mutual aid support will normally be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to State). Requests should include, as applicable:

- Number of personnel needed,
- Type and amount of equipment,
- Reporting time and location,
- Authority to whom they are to report,
- Access routes, and
- Estimated duration of operations.

AUTHORITIES AND REFERENCES

Mutual aid assistance may be provided under one or more of the following authorities:

- Local Mutual Aid Agreement
- California Master Mutual Aid Agreement;
- California Fire and Rescue Emergency Plan;
- California Law Enforcement Mutual Aid Plan;
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) — provides federal support to state and local disaster activities.

PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES

Volunteer and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

A Liaison has been established between the City and County's activated EOCs, through the Volunteers Organizations Active in Disaster (VOAD). A VOAD Liaison will act as a liaison between the County and/or City EOC to assist in recovery efforts during and/or after any incident; remembering that all resource request should be done through the Operational Area EOC.

Chart 1-1

MUTUAL AID FLOW CHART

Mutual Aid System Concept:
General Flow of Requests and Resources

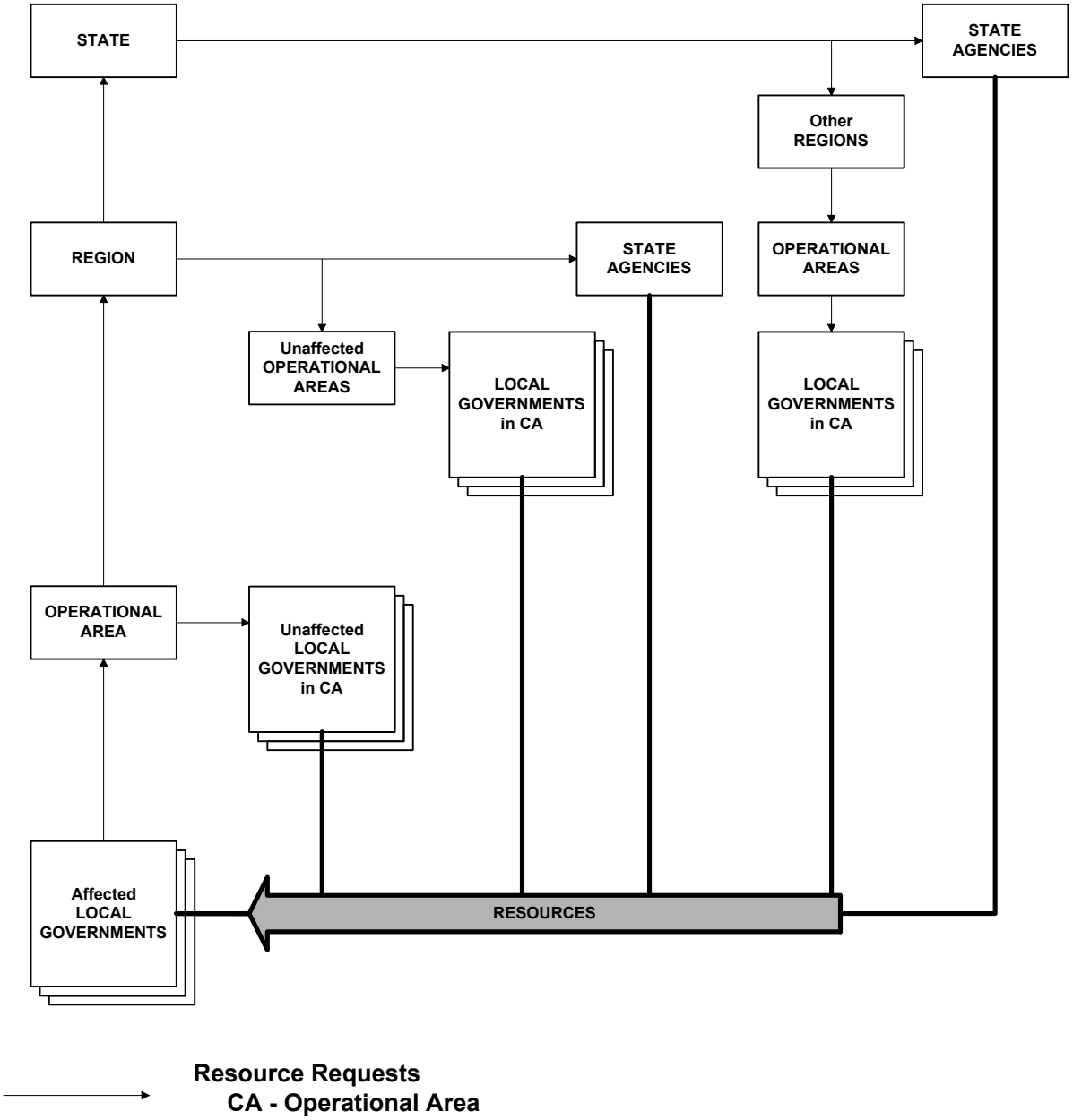


Chart 1-2

MUTUAL AID COORDINATORS FLOW CHART

Discipline-specific Mutual Aid Systems

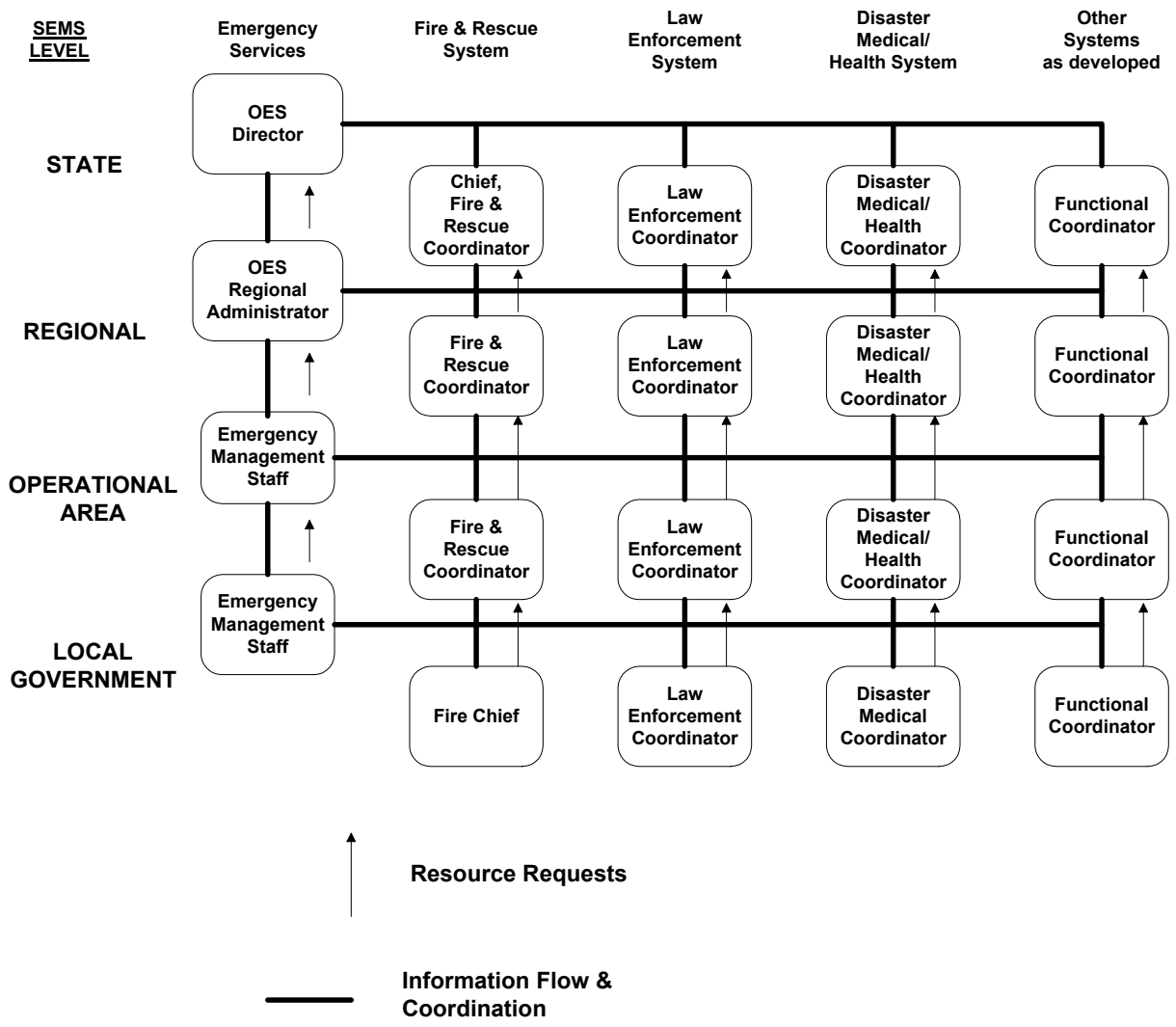
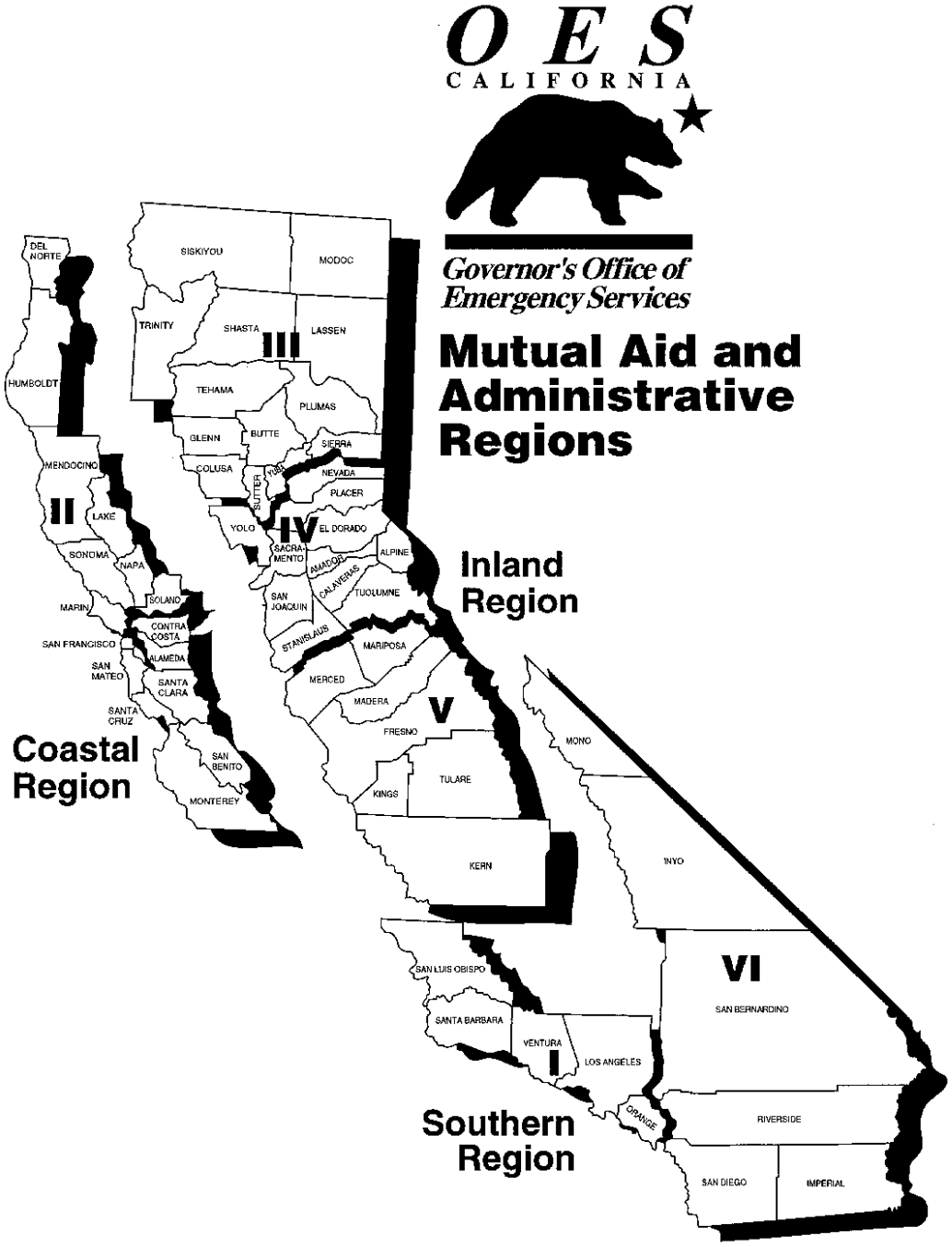


CHART 1-3

STATE MUTUAL AID REGION MAP



PART ONE, SECTION FIVE
THREAT SUMMARY

GENERAL INFORMATION

The City of Buellton recognizes that the planning process must address each hazard that threatens the City. There are four (4) broad categories of hazards: natural, technological, intentional (formally termed man-made), and national security incidents.

In accordance with the City's Local Hazard Mitigation Plan the City of Buellton is subject, in varying degrees, to the effects of the following:

Natural	Technological/Intentional/National Security
Earthquakes	Dam Failure
Flooding	
Landslides	
Urban Interface Wildland Fire	
Climate Change	

This EMP addresses the response activities for each of the above threats to the City of Buellton.

CITY DESCRIPTION

The City of Buellton is located within the Santa Barbara County Operational Area. The Santa Barbara County Operational Area is located within Region I, Southern Administrative Region of the CalOES. The Regional Office is located at 4671 Liberty Avenue, Los Alamitos, CA 90730-5158. Santa Barbara County Operational Area is located at the County Office of Emergency Management, 4408 Cathedral Oaks Road, Santa Barbara, CA 93110.

Santa Barbara County, which serves as the Operational Area, is one of 58 counties in the State of California and was established on February 18, 1850. The County is located approximately 300 miles south of San Francisco and 100 miles north of Los Angeles, and covers 3,789 square miles, nearly 28% of which is water. Elevation ranges from sea level to 6,820 feet at Big Pine Mountain. A corner of Kern and San Luis Obispo Counties border it to the north, Ventura County to the east, and the Pacific Ocean to the west and south. The County has 110 miles of coastline, and one third of the land area is located in the Los Padres National Forest.

Santa Barbara County is comprised of 8 incorporated cities and 14 unincorporated communities including Vandenberg Air Force Base. The County's total population in 2017 was estimated to be 448,150 (U.S. Census Bureau, 2017).

The City of Buellton is located on U.S. Highway 101 in the Santa Ynez Valley of Santa Barbara County. The City of Buellton has an estimated population of 5,300. The City of Buellton was incorporated on February 1, 1992, and operates under a five-member City Council, five-member

Planning Commission and City Manager form of government. Buellton enjoys a Mediterranean coastal climate with mild, dry summers and cool, wet winters. The climate and geography of the Santa Ynez Valley makes it a prime region for many agricultural operations, including almost 10,000 acres of vineyards and over 30 wineries scattered within a 15-mile radius of Buellton. There are also light industrial and manufacturing businesses within the City limits. The Buellton Union School District has two elementary schools serving the Buellton area. Santa Ynez Valley Cottage Hospital is located in Solvang with complete emergency and general services. There are four medical clinics in the valley, including the Buellton Medical Clinic, offering both appointments and Urgent Care walk-ins. American Medical Response ambulance service operates out of Buellton with easy access to Highway 101, as well as local communities.

Flood insurance maps for the City of Buellton were last updated in 2005. The County has a rating of 8 in the Community Rating System under the National Flood Insurance Program (NFIP), and the flood plain management staff and programs are considered to be excellent.

Santa Barbara County is a Seismic Zone 4 earthquake area and has one of the highest earthquake risks in the State. The County area surrounding the City has a significant urban/wildfire interface.

The City, in compliance with Federal Law, has created a Local Hazard Mitigation Plan that is part of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan. The EMP contains a summary of potential hazard-related exposures/loss in the City of Buellton.

During the response phase, the City of Buellton Emergency Operations Center is the coordination and communication point. The primary City of Buellton EOC is the Planning Department Office, 331 Park Street, Buellton, CA 93427. The alternate EOC is Buellton City Hall, 107 West Highway 246, Buellton, CA 93427.

DEACTIVATION

A deactivation plan will be created in the Planning/Intelligence Section within the Deactivation Unit. This Plan will include specific instructions for all personnel and resources that will require deactivation. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in process proceeds. Deactivation will be at the discretion of the Emergency Services Director and the Policy Group.

The following threat summaries are the product of a historical, meteorological, geographical, geological, and visual assessment of the City of Buellton. Natural and technological risks are described in the Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan with specific references to the City of Buellton and its surrounding area in Section 9. No order of importance is meant to be implied by the order of listing and this list is not meant to be all inclusive, but seeks only to identify the most likely risks with potential to impact the area.

THREAT SUMMARY

The summary of threats impacting the City of Buellton and the County of Santa Barbara are contained in the Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan adopted August 22, 2017, by the County Board of Supervisors, and the City's portion of the Plan adopted July 27, 2017, by Buellton City Council Resolution No. 17-13.

PART ONE, SECTION SIX
RECOVERY OPERATIONS

CONCEPT OF OPERATIONS

The City of Buellton and its special districts will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can resume their pre-disaster lives.

Typically, there will be a need for such services as:

- Assessment of the extent and severity of damages to homes and other property,
- Restoration of services generally available in communities – water, food, and medical assistance,
- Repair of damaged homes and property,
- Restoration of businesses, and
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

Local governments can assist individuals; families and businesses recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup and the orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the incident.

The major objectives of long-term recovery operations include:

- Coordinating delivery of social and health services,
- Review of potential improvements in land use planning,
- Improving the City's Emergency Management Plan,
- Re-establishing the local economy to pre-disaster levels,
- Recovery of disaster response costs, and
- Effectively integrating mitigation strategies into recovery planning and operations.

Participating agencies will handle the long-term recovery activities on their own, with the exception of improvements made in the City's EMP. Changes to the EMP will be coordinated with all participating members of the City Emergency Operations Center.

Short-Term Recovery

The goal of short-term recovery is to restore local government to at least a minimum capacity.

Short-term recovery includes:

- Utility restoration,
- Expanded social, medical, and mental health services,
- Re-establishment of City government operations,
- Clearing and repairing transportation routes,
- Debris removal,
- Cleanup operations, and
- Abatement and demolition of hazardous structures.

Each department and agency will coordinate its efforts to restore utility systems and services during recovery operations. The City will ensure that debris removal and cleanup operations are expedited. On the basis of the City assessments, structures that pose a public safety concern will be demolished. For Federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. The City may open Local Assistance Centers (LACs) to aid in the recovery process. These centers bring together providers to assist victims with "one-stop shopping" for disaster assistance. LACs may have a wide variety of local, State and Federal resources in a single location; easily access to all victims. Great measure will be taken to work with the City's Management Team to make sure that resources are made available to victims with Access and Functional Needs (AFN).

Long-Term Recovery

The goal of long-term recovery is to restore facilities to at least pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. The City will need to coordinate and employ hazard mitigation actions in all activities in order to ensure a maximum reduction of vulnerability to future disasters. The City will strive to restore essential facilities to at least their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations. Individual citizens and private businesses will also seek to access recovery programs.

Recovery Operations Organization

For the City of Buellton, recovery operations will be managed and directed by the City Manager. Recovery issues with special districts will be coordinated and managed between the City Manager and designated representatives. On a regularly scheduled basis, the City Manager will convene meetings with City Department Heads, key individuals, and representatives from affected facilities. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery

operations. The Emergency Services Coordinator, Planning Department, Finance Department, and Public Works Department will assist the City Manager as needed in facilitating and leading the recovery process. Other City departments will also be represented and responsible for certain functions throughout the recovery process.

Recovery Damage/Safety Assessment

The recovery damage/safety assessment is the basis for determining the type and amount of State and/or Federal financial assistance necessary for recovery. Under the City's Standard Operating Guideline, an Initial Damage Estimate is developed during the emergency response phase to support a request for a local proclamation and for the State to request a presidential declaration, through the Santa Barbara County Operational Area. During the recovery phase, this assessment is refined to a more detailed level. This detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities is listed in the City's portion of the County Multi-Jurisdictional Hazard Mitigation plan. The County of Santa Barbara Building and Safety Division will complete the detailed damage/safety assessment for the City, in coordination with other applicable City departments. The jurisdictional public works departments will complete the detailed damage assessments for their jurisdictions. The administrative and operational divisions of special districts will, in most cases, complete their portions of the detailed damage assessment.

Documentation

Documentation is essential for recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Under the California Disaster Assistance Act (CDAA), documentation is required for damage sustained to the following:

- Public buildings;
- Levees;
- Flood control works;
- Irrigation works;
- County roads;
- City streets;
- Bridges; and
- Other public works.

Under Federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;

- Educational institutions; and
- Certain private non-profit facilities.

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the Federal programs. It will be the responsibility of the City and special districts to collect documentation of these damages and submit them to the City Manager for their jurisdiction.

The documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under Federal mitigation programs. Documentation is key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of the Emergency Operations Center as the disaster unfolds.

Recovery Disaster Assistance

Local government may consider activating Local Assistance Centers (LACs) to provide a centralized location for service and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC operations. Historically, LACs have proven to be a key factor for successful recovery. LAC characteristics generally include:

- Resource facility for recovery information, services and programs;
- Community based service facilities;
- Managed by local government; and
- Staffed by Private Non-Profit (PNP) organizations, local, State and federal government, as appropriate.

Disaster Recovery Centers (DRC) may also be activated by key Federal agencies to provide convenient locations for victims and private non-profit organizations to obtain information about FEMA and Small Business Association (SBA) programs. DRC characteristics generally include:

- Fixed or mobile resource facility for FEMA and SBA recovery information
- Managed by federal government; and
- Staffed by FEMA, CalOES, SBA and other federal, state, and local agencies as appropriate.

Public Assistance through CalOES

Public agencies include state agencies and departments, cities, counties, and city and county, school districts, community college districts, special districts and certain private non-profit agencies.

Listed below are a few types of assistance and authority; this is not an exhausted list. For further information go the CalOES website at www.caloes.ca.gov.

Program Name and Authority	Type of Assistance
State Public Assistance Director's Concurrence with local emergency	Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)
State Public Assistance Governor's Proclamation of a State of Emergency	Reimbursement of local emergency response costs, debris removal, and funding to restore damaged public infrastructure
FMAG Stafford Act	Reimbursement for fire suppression costs
Federal and State Public Assistance Presidential Declaration of an emergency	Reimbursement of local emergency response and debris removal costs
Federal and State Public Assistance Presidential Declaration of a Major Disaster	Funding to restore public infrastructure and reimbursement of emergency response and debris removal costs

City of Buellton
Emergency Management Plan

Part Two – Management

PART TWO
MANAGEMENT CONTENTS

	Page
GENERAL	2M-1
Purpose	2M-1
Overview	2M-1
Objectives	2M-1
Concept of Operations	2M-1
Levels of Activation	2M-2
Organization and Responsibilities	2M-2
City of Buellton	2M-2
City of Buellton Emergency Management	2M-3
Field Incident Level	2M-3
City of Buellton EOC Management	2M-3
Chart 2-1 - Emergency Organization Matrix	2M-6
Chart 2-2 - Mutual Aid Request Diagram	2M-7
Chart 2-3 - State of California Emergency Organization Matrix	2M-8
CONTINUITY OF GOVERNMENT	2M-9
Lines of Succession	2M-10
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)	2M-14
Purpose	2M-14
SEMS Levels	2M-14
SEMS Requirements for Local Governments	2M-15
SEMS EOC Organization	2M-15
City of Buellton Responsibilities Under SEMS	2M-16
Incident Command System	2M-16
National Incident Management System (NIMS)	2M-18
Mutual Aid Systems	2M-19
EOC Action Plans	2M-19
Multi-Agency or Inter-Agency Coordination at the Local Government Level	2M-20
Coordination with the Field Response Level	2M-21
Coordination and Communication with Santa Barbara County Operational Area Level	2M-22
Special District Involvement	2M-22
Coordination with Volunteer and Private Agencies	2M-22
EMERGENCY OPERATIONS CENTER	2M-24
EOC Location and Description	2M-24
Displays	2M-25
EOC Management	2M-25

Chart 2-4 EOC Diagram 2M-26

CITY OF BUELLTON ACTIVATION POLICY 2M-27
When to Activate the EOC 2M-27
EOC Staffing Guide 2M-29

CHART 2-5 SEMS ORGANIZATION CHART 2M-30

CHART 2-6 SEMS RESPONSIBILITIES CHART 2M-31

CHART 2-7 MANAGEMENT ORGANIZATION CHART 2M-33

MANAGEMENT BRANCHES 2M-34

MANAGEMENT SECTION DESCRIPTIONS 2M-36
EOC Director 2M-36
Public Information Officer 2M-37
Liaison Officer 2M-38
Access and Functional Needs Coordinator 2M-39
Agency Representative 2M-40
Safety Officer 2M-41
EOC Manager 2M-42

MANAGEMENT SECTION

GENERAL

PURPOSE

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS). It provides information on emergency management structure and how the emergency management team is activated.

OVERVIEW

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

OBJECTIVES

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section and Branches will accomplish the following objectives during an incident:

- Overall management and coordination of emergency response and recovery operations within the Emergency Operations Center (EOC)
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies
- Establish priorities and resolve any conflicting demands for support
- Coordinate with the Public Information Officer in disseminating emergency public information to inform, alert and warn the public in a timely manner
- Disseminate damage information and other essential data to political leaders

CONCEPT OF OPERATIONS

The Management Section will operate under the following policies during an incident as the situation dictates use of:

- The Standardized Emergency Management System (SEMS).
- The National Incident Management System (NIMS); during incidents of national significance.
- All existing City and departmental operating guidelines will be adhered to unless modified by the City Council or EOC Director.

- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with their individual Department policies and standard operating guidelines.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event; unless otherwise specified by the EOC Director and Planning Section Coordinator. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

Levels of Activation

The City's emergency response and recovery operations will be managed in one of three levels, depending on the magnitude of the incident.

- **Level One – Full Staff.** The level of activation would be a complete and full activation, with all organizational elements at full staffing according to the Standardized Emergency Management System.
- **Level Two – Functional Position Staffing.** Additional personnel for specific functions needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee.
- **Level Three – Minimum Staffing.** Key personnel needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. (Usually used during a warning phase or a build up phase.) At the discretion of the Director of Emergency Services the EOC may not be physically set up at this level.

ORGANIZATION AND RESPONSIBILITIES

The City of Buellton

The City of Buellton operates under the Standardized Emergency Management System (SEMS), which is discussed in detail later in this Section. During Federally declared Incidents of National Significance, per Homeland Security Presidential Directive HSPD-5, the City in conjunction with the Operational Area and State Office of Emergency Services, will follow the protocols of the National Response Plan.

The City of Buellton's Emergency Management Organization (including emergency response and recovery) will be directed by the Director of Emergency Services. The Director of Emergency Services is responsible to the City Council and for implementing the Emergency Management Plan (EMP). While serving as the Director of Emergency Services during an actual incident, this position will be referred to as the EOC Director.

The Director of Emergency Services/EOC Director is supported by the Emergency Management Organization and has overall responsibility for:

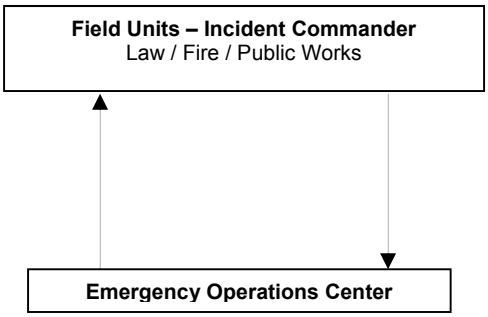
- Organizing, staffing and operating the Emergency Operations Center (EOC).

- Operating communications and warning systems.
- Assisting with information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Collecting, evaluating and disseminating damage assessment and other essential information provided by the General Staff.
- Providing status and other reports to the Santa Barbara County Operational Area by phone or via the Resource Information Management System (RIMS). The Planning / Intel Section will be responsible for entering the data into RIMS.
- The City's Emergency Organization Matrix is contained in **Chart 2-1**.

THE CITY OF BUELLTON EMERGENCY MANAGEMENT

Field Incident Level

The role of the Emergency Operations Center (EOC) is to support Field Operations. The Incident Commander(s) in the field have the responsibility to report their incident status and necessary resource requests and to manage the incident. The Incident Commander then communicates all incident status and resource requests to the EOC. All pertinent information is then used by the Policy Group and Planning and Intelligence to create the Action Plan for the next operational period. The flow of information is shown in the chart below:



City of Buellton Emergency Operations Center Management

When a major emergency or disaster strikes, centralized emergency management is necessary. The EOC provides this needed centralized management. When activated, representatives from City departments will report to the EOC to coordinate City decision making, simultaneously coordinate department activities, and liaison with different levels of government as well as with private entities.

The EOC provides a centralized focus of authority and information and allows for face-to-face coordination among personnel who must set priorities for use of resources and evaluate the need to request mutual aid.

Responsibility for providing incident command is assigned to specific city departments except for those incidents for which the Emergency Services Director retains overall command authority.

Generally, when the EOC is activated, the initial responding agency has established an on-scene Incident Commander. The Incident Commander will continue to direct operations according to that department's standard operating procedures (SOP) unless and until relieved of command by a superior officer. For example, the Incident Commander has the authority to order the evacuation of a particular area. It is the responsibility of the Incident Commander to assure that information of the evacuation is continuously disseminated to the EOC.

Upon the activation of the EOC, the EOC Manager and/or Planning/Intelligence Section Coordinator will brief the Director of Emergency Services on the status of the situation. The City's Policy Group will develop priorities for incident management teams. The Director of Emergency Services or designee has ultimate authority to determine such priorities of actions and the allocation of resources in accordance with these priorities.

The emergency Management/General Staff will have overall responsibility for:

- Organizing, staffing and operating the EOC.
- Operating communications and warning systems.
- Assist with providing information and guidance to the public.
- Maintaining information on the status of resources, services and operations.
- Directing overall operations.
- Obtaining support from the county and providing support to other jurisdictions as required.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Santa Barbara County Operational Area emergency management staff.

The general responsibilities of key members of the City Management/ General staff are listed below.

Emergency Services Director/EOC Director

The EOC Director has overall responsibility and authority for the operation of the EOC. The Director will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to higher authority will vary depending on the SEMS Level. Examples of reporting relationships are described below.

- Local Government Level: Mayor or other named authority as stated in the City's Municipal Code.
- Operational Area: Chairperson of the Board of Supervisors, Chairperson of an emergency council, County OEM Director, Administrative Officer or other named authority as stated in the operational areas emergency ordinance.
- Regional: CalOES Region Administrator or designee
- State OES: CalOES Director or Designee

EOC Manager

The EOC Manager assists the Director of Emergency Services in coordinating emergency response efforts and maintaining liaison with the County Operational Area.

Mutual Aid Region Emergency Management

The Santa Barbara Operational Area is within OES Mutual Aid Region I and the OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support the cities through the Operational Area response and recovery operations and to coordinate Mutual Aid Regional response and recovery operations through the Regional EOC (REOC). The OES Region Office may also serve as a Disaster Support Area (DSA) when necessary.

State Emergency Management

The Governor, through the CalOES and its Mutual Aid Regions will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The CalOES Secretary, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

Chart 2-1
CITY OF BUELLTON
EMERGENCY ORGANIZATION MATRIX

FUNCTIONAL RESPONSIBILITIES OF CITY DEPARTMENTS/AGENCIES

L = Denotes lead agency/organization **S** = Denotes supporting agency/organization

Department/Agency	Management	Operations	Planning / Intel.	Logistics	Finance / Admin.	Recovery
City Council	S					S
City Manager	L	S	S	S	S	S
Planning Department	S	S	L	S		S
County Sheriff	S	L	S	S		S
Public Works Dept.	S	L	S	S		S
Finance Department	S			S	L	L
County Fire	S	L	S	S		S
Parks and Recreation	S			L		S
Red Cross		S	S			S
ARES			S	S		
Private Utilities			S			S
Special Districts		S		S		S
City Schools		S		S		
Operational Area		S	S	S	S	S
CalOES Southern Region	S	S	S	S	S	S
VOAD		S	S	S		S

Chart 2-2
MUTUAL AID REQUEST DIAGRAM

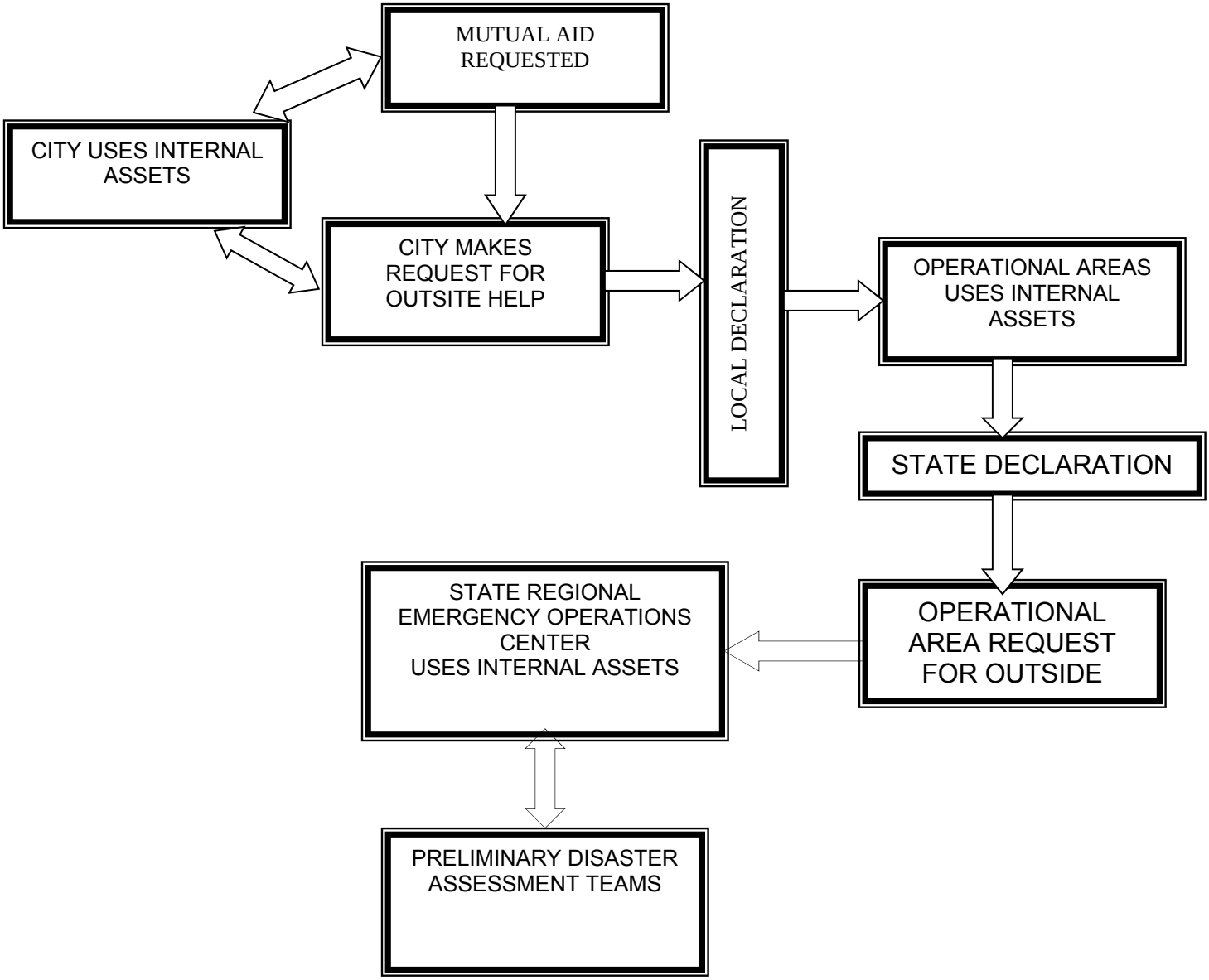
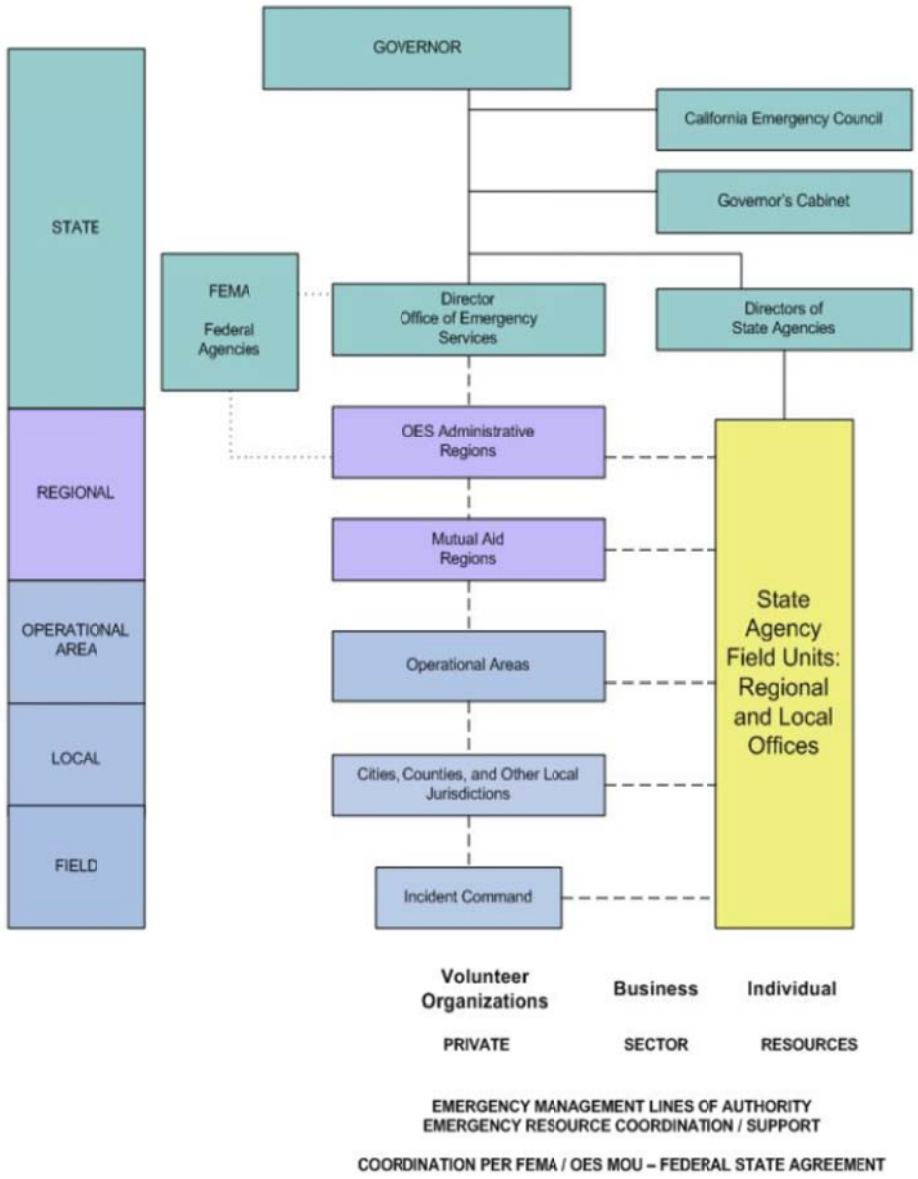


Chart 2-3
STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX



CONTINUITY OF GOVERNMENT

PURPOSE

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This is best accomplished by civil government. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

RESPONSIBILITIES

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

PRESERVATION OF LOCAL GOVERNMENT

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed; to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body is unavailable to serve.

The Emergency Services Act provides for the preservation of city and county governments in the event of a peacetime or national security emergency.

CITY OF BUELLTON GOVERNING BODY LINES OF SUCCESSION

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Per Article 15, Section 8638 of the Emergency Services Act that authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Listed below is the City's Line of Succession. A standby officer shall serve until the regular officer becomes available or until election or appointment of a new regular officer.

MANAGEMENT

EOC Director		City Manager
	STB1	Planning Director
	STB2	City Clerk/Personnel Director
	STB3	Public Works Director/City Engineer
Legal Officer		City Attorney
	STB1	Assistant City Attorney
Public Information Officer		City Clerk/Personnel Director
	STB1	Planning Director
	STB2	City Manager
Safety Officer		City Clerk/Personnel Director
	STB1	Planning Director
	STB2	City Manager
Liaison Officer		City Clerk/Personnel Director
	STB1	Planning Director
	STB2	City Manager
EOC Manager		City Clerk/Personnel Director
	STB1	Planning Director
	STB2	City Manager
Functional Needs		Red Cross/County Public Health
	STB1	Recreation Coordinator

OPERATIONS SECTION

Section Chief		Sheriff Lieutenant (Buellton Station)
	STB1	Public Works Director/City Engineer
	STB2	Sheriff Sergeant
	STB3	Fire Operations Chief
Fire Branch (Contracted with County of Santa Barbara)		Fire Prevention Captain
	STB1	Fire Operations Chief
Law Branch (Contracted with County of Santa Barbara)		Sheriff Lieutenant (Buellton Station)
	STB1	Sheriff Sergeant
Public Works Branch		Public Works Director/City Engineer
	STB1	Current on-Call Field Worker
	STB2	City Manager
	STB3	Planning Director
Building & Safety Branch (Contracted with County of Santa Barbara)		Building Supervisor
	STB1	Senior Building Inspector

PLANNING/INTELLIGENCE SECTION

Section Chief		Planning Director
	STB1	Public Works Director/City Engineer
	STB2	City Manager

LOGISTICS SECTION

Section Chief		Recreation Coordinator
	STB1	Finance Director
	STB2	City Manager

FINANCE SECTION

Section Chief		Finance Director
	STB1	City Manager

TEMPORARY CITY SEAT

Section 23600 of the California Government Code provides that:

- The Director of Emergency Services and/or City Council shall designate alternate city seat or locate a facility outside the city boundaries; if necessary.
- Note real property cannot be purchased for this purpose.
- A resolution designating the alternate city seats must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of city government will be determined by staff.

EMERGENCY OPERATIONS CENTER (EOC)

The primary City of Buellton EOC is the Planning Department Office, 331 Park Street, Buellton, CA 93427. The alternate EOC is Buellton City Hall, 107 West Highway 246, Buellton, CA 93427.

PRESERVATION OF VITAL RECORDS

Since the City is decentralized, each department is responsible for the maintenance of their vital records. The Supervisors of said departments are responsible for record preservation according to that department's Standard Operating Guidelines.

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, Emergency Management Plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster.

Each department within the City should identify, maintain and protect its own essential records.

REFERENCES

- Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Temporary City Seat, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

PURPOSE

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management, including the operational area concept, the Incident Command System, established mutual aid systems, and multi-agency or inter-agency coordination.

SEMS LEVELS

There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and State. Each level is activated as needed.

The *field response* level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

The *local government* level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

The *Operational Area* (OA) level manages and/or coordinates information, resources, and priorities among local governments, and serves as the coordination and communication link between the local government level and the regional level.

The Operational Area includes all the jurisdictions and special districts within the County's geographical area. The County of Santa Barbara is the lead agency for the Santa Barbara Operational Area.

The *regional* level manages and coordinates information and resources among operational areas within the mutual aid region, and between the operational areas and the state level. This level, along with the State level, coordinates overall State agency support for emergency response activities.

The *State* level manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and State level, and services as the coordination and communication link with the Federal disaster response system.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

The City of Buellton will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- Use the Incident Command System (ICS) at the field response level.
- Use SEMS when
  - A local emergency is declared or proclaimed, or
  - The local government EOC is activated.
  - Establish coordination and communications with field Incident Commanders/Incident Command Post directly to the EOC, when activated.
- Use existing mutual aid systems for coordinating fire and law enforcement resources.
- Establish coordination and communications between the city EOC and the Operational Area EOC when activated.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:

- Fulfilling the management and coordination role of local government, and
- Providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration.

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for five functions, management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

Management	Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
Operations	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.
Planning/Intelligence	Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action Report in coordination with other functions; and maintaining documentation.

Logistics	Responsible for providing facilities, services, personnel, equipment and materials.
Finance/Administration	Responsible for financial activities and other administrative aspects.

The EOC organization should include representatives, as necessary, from special districts, volunteer agencies, and private agencies with significant response roles.

CITY OF BUELLTON RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Buellton with an emergency response role. The City of Buellton Planning Department has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City on SEMS requirements and guidelines.
- Coordinating SEMS development with departments and other agencies.
- Identification of all city departments and agencies involved in field level response.
- Coordinating with other local governments and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City's Emergency Management Plan and procedures.
- Incorporating SEMS into all the City emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of City of Buellton. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

All local government staff that may participate in emergencies in the EOC or at the field level must receive appropriate SEMS training as required by SEMS regulations. New City personnel will be trained as they are hired through an Orientation class. All new City personnel will need to go through the Basic ICS/SEMS/NIMS on-line course within six months of hire.

INCIDENT COMMAND SYSTEM (ICS)

General

The Incident Command System (ICS) is a nationally-used, standardized, on-scene emergency management concept. It is specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common

organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is a complete unity of command; each position and person within the system has a single designated supervisor. Direction and supervision follows established organizational lines at all times.

Functions

The five functions of the ICS organization are command, operations, planning, and logistics and finance.

- *Command* is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. This function is known as *Management* outside a field response organization.
- *Operations* is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.
- *Planning* is responsible for the collection, evaluation, documentation, and use of information about the development of the incident.
- *Logistics* is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident.
- *Finance* is responsible for all financial and cost analysis aspects of the incident, and any administrative aspects not handled by the other functions.

Each of these functions is organized into a section. In the field response level, the *Command Staff* consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Safety Officer, and the Liaison Officer. The *General Staff* includes the coordinators of each EOC section.

Principles

ICS provides for the following kinds of operations:

- Single jurisdictional/agency involvement;
- Single jurisdictional responsibility with multiple-agency involvement; and,
- Multiple jurisdictional responsibilities with multiple-agency involvement.

The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. The system is applicable and acceptable to all user agencies. ICS is readily adaptable to new technology. It expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs decrease or the situation wanes. ICS has basic common components in organization, terminology and procedures.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

On February 28, 2003, the President issued Homeland Security Presidential Directive–5 (HSPD–5), Management of Domestic Incidents, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system provides a consistent nationwide template to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity. This consistency provides the foundation for utilization of NIMS for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

NIMS is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management.

HSPD–5 also requires the Secretary of Homeland Security to develop the National Response Plan (NRP), which has been superseded by the National Response Framework (NRF). The NRP is a guide to how the nation conducts all hazards incident management.

HSPD–5 requires all Federal departments and agencies to adopt NIMS and to use it in their individual incident management programs and activities, as well as in support of all actions taken to assist State, tribal, and local governments. The directive requires Federal departments and agencies to make adoption of NIMS by State, tribal, and local organizations a condition for Federal preparedness assistance (through grants, contracts, and other activities). NIMS also recognizes the role that the private sector and nongovernmental organizations have in preparing for, preventing, responding to, recovering from, and mitigating the effects of incidents.

Building on the foundation provided by existing emergency management and incident response systems used by jurisdictions, organizations, and functional disciplines at all levels, the NIMS document integrates best practices into a comprehensive framework for use by emergency management/response personnel in an all hazards context nationwide. These best practices lay the groundwork for the components of NIMS and provide the mechanisms for the further development and refinement of supporting national standards, guidelines, protocols, systems, and technologies. NIMS fosters the development of specialized technologies that facilitate emergency management and incident response activities and allows for the adoption of new approaches that will enable continuous refinement of NIMS over time.

The Secretary of Homeland Security, through the National Integration Center (NIC), Incident Management Systems Division, formerly known as the NIMS Integration Center, publishes the standards, guidelines, and compliance protocols for determining whether a Federal, State, tribal, or local government has adopted the aspects of NIMS. Additionally, the Secretary, through the NIC, publishes standards, guidelines, and compliance procedures and protocols for the aspects of NIMS that are being developed.

The State of California adopted the NIMS concept in Executive Order S-2-05, on February 8, 2007. The City of Buellton also adopted the NIMS concept by City Council Resolution No. 06-25 adopted September 14, 2006.

MUTUAL AID SYSTEM

The statewide mutual aid system is the foundation of California's emergency planning and response. This system is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a situation.

The *California Master Mutual Aid Agreement* is the basis for the system, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

The State is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination of resources and flow of mutual aid, the State has been divided into three administrative regions.

Management of Personnel—Hierarchy of Command and Span-of-Control

The position title "coordinator" refers to the lead person of each organizational section in the EOC. The term coordinator is used because the role of EOC elements is to coordinate and support the incident. Each activated function will have a person in charge. However, one section coordinator may be in charge of more than one functional element until another coordinator assumes the supervisorial role. Every individual will have a supervisor and each supervisor will be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/ Administration constitute the EOC General Staff. The EOC Director and General Staff function as the EOC Management Team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC ACTION PLANS

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for

measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them

The action planning process should involve the EOC Director and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. Planning/Intelligence is normally responsible for development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period that may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in Part Two—Planning/Intelligence/Action Planning.

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL

Emergency Responder Notification

According to the City Emergency Management Plan, during any significant incident, Santa Barbara County Dispatch will immediately notify the Staff Officer on-duty. The Staff Officer will contact the City Manager/Disaster Director. A determination for the opening of the City EOC and call back procedures will be at the discretion of the City Manager/Disaster Director or designee. First arriving EOC staff will begin call out procedures according to the line of succession established in the City Emergency Operations Center Activation Plan.

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications

Multi-agency or Inter-agency Coordination in the EOC

Emergency response is coordinated at the EOC through:

- Representatives from the City departments and agencies

- Representatives from outside agencies including special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications
  - ARES will also be used in the event that all communications are down
- Involvement in the EOC action planning process is essential for effective emergency management

Multi-agency or Inter-agency Coordination Group

- May be established formally
- Should develop consensus on priorities, resource allocation and response strategies
- May function within the EOC, at another location or through conference calls, but should remain in contact with the EOC
- EOC Action Plan should incorporate group priorities and objectives
- Group objectives should be implemented through the EOC
- The City of Buellton may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area or regional level

COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the City EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders will report to the City EOC. When the EOC is directly supporting Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

It is also possible for Area Commands to be established between the Incident Command teams and the EOC. Note, during a major countywide disaster, the county may be divided into areas, with an Area Command overseeing the Incident Command teams within each area.

Another scenario for EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOC.

COORDINATION AND COMMUNICATION WITH SANTA BARBARA COUNTY OPERATIONAL AREA (SBOA)

Coordination and communications will be established between activated local government EOC and the SBOA, per the procedures in the City's EOC Activation Plan

Santa Barbara County will use an Operational Area Multi-Agency Communication System (MACS) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

SPECIAL DISTRICT INVOLVEMENT

Special districts wholly contained within the City, that special district should have a liaison represented in the City's EOC and direct communications should be established between the special district's EOC and the City's EOC.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

The EOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The City's EOC will establish communication with private and volunteer agencies through the Operational Area EOC.

Agencies that play key roles in the response should have representatives at the City's EOC or within the Operational Area EOC. If an agency supports several functions and has only one representative, the agency representative should be located in the area designated for Liaisons. If an agency is supporting one function only, its representative may be located within that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide response roles and cannot respond to the numerous city EOCs in the County should be represented at the Operational Area EOC.

Buellton is served by a large number of private and volunteer agencies, therefore the City's EOC is not able to accommodate representatives all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when a liaison representation is not practical.

The City will develop a communication plan with VOAD for communicating with the different agencies.

Coordination with volunteer and private agencies that do not have representatives at the EOC and/or not a part of VOAD will be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

EMERGENCY OPERATIONS CENTER (EOC)

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major incident. This facilitates a coordinated response by the Director of Emergency Services; Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make critical decisions. The following functions are performed in the EOC:

- Managing and supporting emergency operations
- Receiving and disseminating warning information
- Developing policies and procedures in response to the incident
- Collecting intelligence from, and disseminating information to, the various EOC representatives and County Operational Area, as appropriate, State agencies, military, and federal agencies using the States Internet Response Information Management System (RIMS). If the Internet system is down, then communications will be handled by fax, phones, the OASIS system, satellite phones, cell phone and /or radio
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations
- Continuing analysis and evaluation of all data pertaining to emergency operations
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the incident
- Maintaining contact and coordination with field units, other local government EOCs, and the Santa Barbara County Operational Area via phone, RIMS, radios or cell/satellite phones
- Providing emergency information and instructions to the public, providing official releases to the news media and the scheduling of press conferences as necessary

EOC LOCATION AND DESCRIPTION

The City's EOC is located at the Planning Department Office, 331 Park Street, Buellton, CA 93427. The EOC includes a satellite phone, five phone lines, police and fire radios, conference rooms, break rooms, and office areas. A diesel generator provides emergency power to lighting panels, computers, wall circuits, telephones and radios. The EOC has the capability to house and

feed staff for 24 consecutive hours. On-site services include bathrooms, refrigerators, and break areas. **Chart 2-4** is a diagram of the primary EOC.

The Alternate EOC is located at the Buellton City Hall, 107 West Highway 246, Buellton, CA 93427. The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. The EOC Director will transfer direction and control authority from the primary EOC to an alternate EOC when necessary. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

DISPLAYS

Because the EOCs major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in the primary EOC. The Planning/Intelligence Section is responsible for coordinating display of information and should maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster.

At the onset of any disaster, a significant events log should be compiled for the duration of the emergency. Key disaster related information will be recorded in the log; i.e., casualty and injury information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, shelter locations, road closures, utility outages etc. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

EOC MANAGEMENT

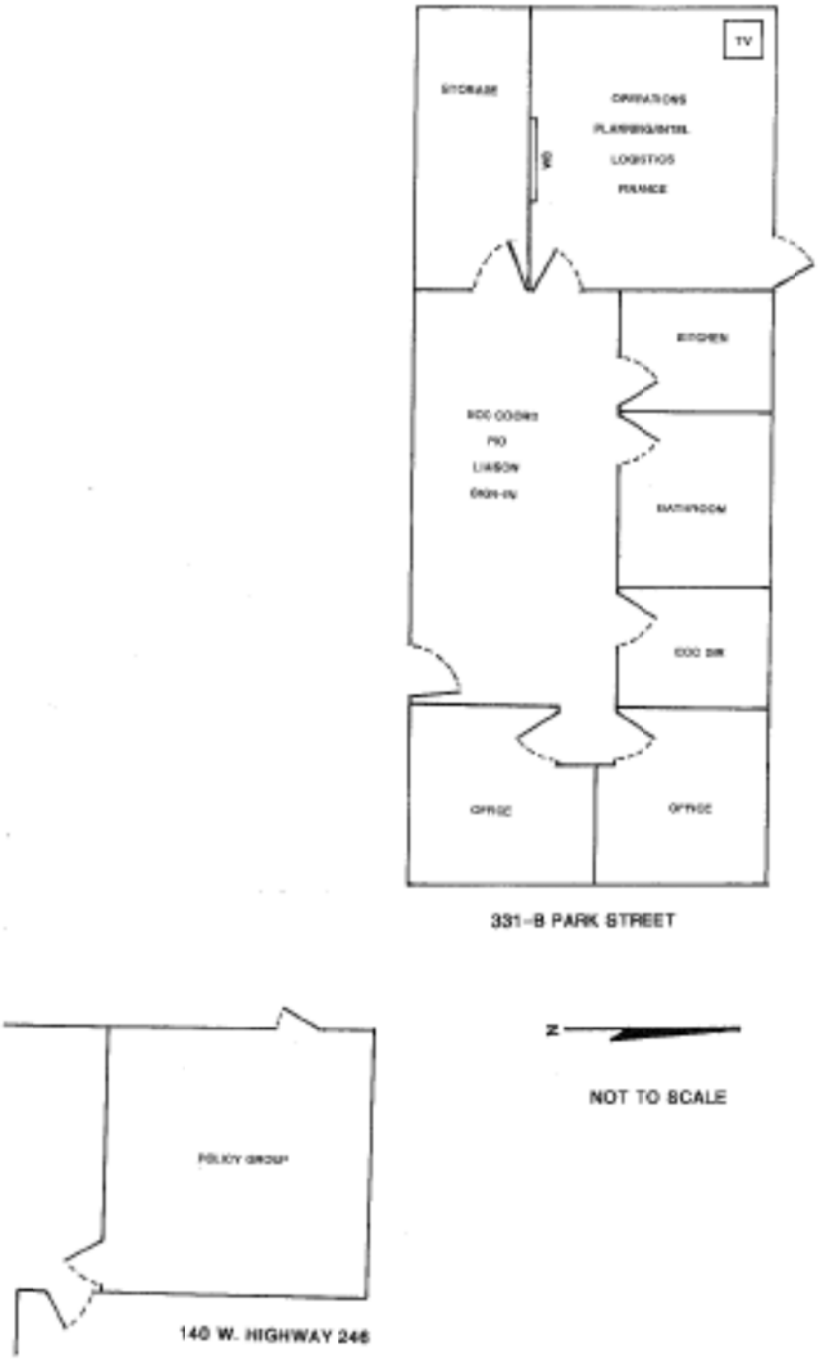
The EOC and alternate EOC facility management is the responsibility of the EOC Manager and includes maintaining the operational readiness of the primary and alternate EOCs.

Positions assigned to the EOC will advise/brief City Policy Group of the situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for Operational Area/State/Federal assistance, etc.

Emergency Notification and Scheduling Procedures are contained in the EOC Activation Plan

The Director of Emergency Services/EOC Director (hereafter referred to as the EOC Director) will ensure that the City Council is kept apprised of the situation.

Chart 2-4
CITY OF BUELLTON
EOC DIAGRAM



BUELLTON EOC ACTIVATION POLICY

The following is the City of Buellton EOC Activation plan. Due to confidentiality, not listed in this plan is the individual contact list. That list is kept in the EOC itself, with a copy at the County OEM. The EOC Activation Plan is reviewed annually.

Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is the individual Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is activated when field response agencies need support.

The local official(s) implementing SEMS may function from the EOC or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

WHEN TO ACTIVATE THE EOC

The EOC is activated when field response agencies need support during any significant incident. At the discretion of the Director of Emergency Services or designee the EOC may be partially or fully staffed to meet the demands of the incident.

Levels of Activation

The City of Buellton has three (3) levels of activation:

- **Level One – Full Staff.** The level of activation would be a complete and full activation, with all organizational elements at full staffing according to the Standardized Emergency Management System.
  Level Two – Functional Position Staffing. Additional personnel for specific functions needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee..
- **Level Three – Minimum Staffing.** Key personnel needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. (Usually used during a warning phase or a build up phase.) At the discretion of the Director of Emergency Services the EOC may not be physically set up at this level.

Activation / Recall Procedures

In the event of any significant incident the Santa Barbara County Dispatch Center, the Santa Barbara County Sheriff's Department, or the Santa Barbara County Fire Battalion Chief will contact the City Manager/Disaster Director, or designee. The City Manager/Disaster Director will determine level of activation. For incident specific events any employee, through their department's chain of command, may request that the City Manager/Disaster Director or designee activate the EOC.

Upon decision to activate, the City Manager/Disaster Director will contact the Mayor and City Council and the following will occur:

City Manager/Disaster Director will:

- ☐ Contact the Communications Center Supervisor with the following information:
  - The EOC is being activated at Level ___
  - EOC contact number is:_____
- ☐ Contact all City Department Heads and report level of activation and where they will be convening as the Policy Group.
- ☐ Contact the County Office of Emergency Management Operational Area Staff Duty Officer and send a Status Report as soon as possible to indicate City EOC activation.

Who Can Activate

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives are authorized to activate the EOC:

- City Manager or Designee
- Manager of County OEM
- Law Enforcement Chief
- Fire Chief

Deactivation

Section Coordinators and the EOC Director will authorize EOC Deactivation by position and function per the Deactivation checklist for each section in the EOC Activation Plan.

EOC STAFFING GUIDE

Functions	Responsibility
Receive and disseminate notifications of warnings to EOC and City staff	City Manager/Disaster Director
Coordinate emergency operations between: 1. Agencies, jurisdictions, city departments, different levels of government 2. Utility companies, school district, non-profit organizations and outside agencies 3. The media	1. All EOC Sections 2. EOC Liaison 3. PIO Team
Develop polices and determine if a local proclamation is needed	City Manager/Disaster Director/ Policy Group
Disseminate public information, provide legal advice	EOC Management Branches
Prioritize emergency response and the allocation of resources	Operations Section
Collect Intelligence and disseminate information to EOC and Operational Area EOC. (Operational Area will contact State and Federal agencies on behalf of the City.)	Planning / Intelligence Section
Coordinate the logistics support of resources and personnel and ensure the integrity of communications and information services. Ensure that there are policies regarding bidding in regards to contract work during an emergency. Work with Finance to track all contracts to assure reimbursement.	Logistics Section
Track costs of response personnel, equipment, and damage to city property. Coordinate the financial recovery of the city.	Finance Section

Chart 2-5
SEMS CITY ORGANIZATION CHART

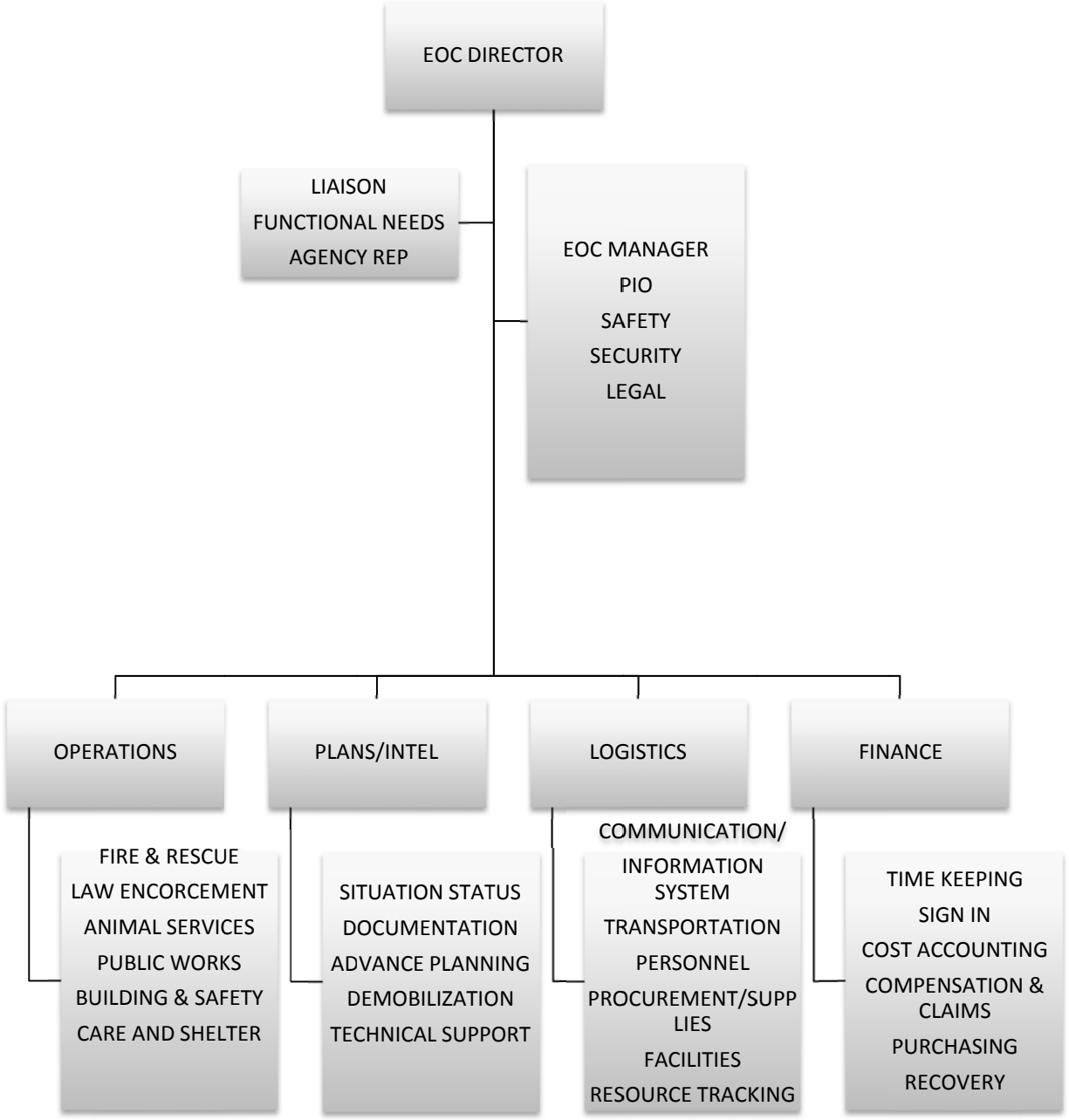
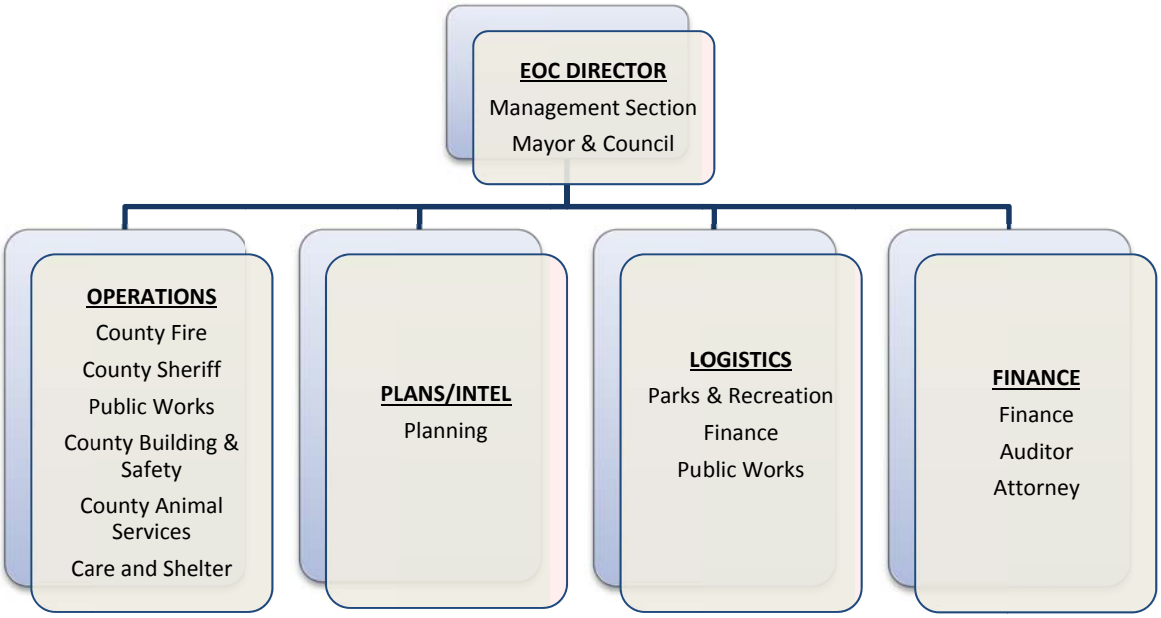


Chart 2-6
SEMS EOC RESPONSIBILITIES CHART



RESPONSIBILITES

EOC Director

The EOC Director has overall responsibility and authority for the operation of the EOC. The EOC Director is operated at a level commensurate with the incident. The EOC Director's reporting relationship to higher authority will vary depending upon the SEMS Level.

Operations Section

The Operations Section in the EOC acts as the primary point of contact between the EOC and field Incident Commander. Coordinators assigned to the EOC Operations Section receive incoming situation reports, department status, resource requests, and field intelligence. Incoming information will be routed to the appropriate EOC section(s). They will provide information from the EOC to field command.

Planning/Intelligence Section

The Planning/Intelligence Section is responsible for collecting, evaluating, disseminating and displaying information. This Section has an important function in overseeing the Planning

Meeting and in preparing the operational period Action Plan, in coordination with other EOC sections. This Section will collect and process internal EOC documents, and prepare advance planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning/Intelligence Section, including GIS if available.

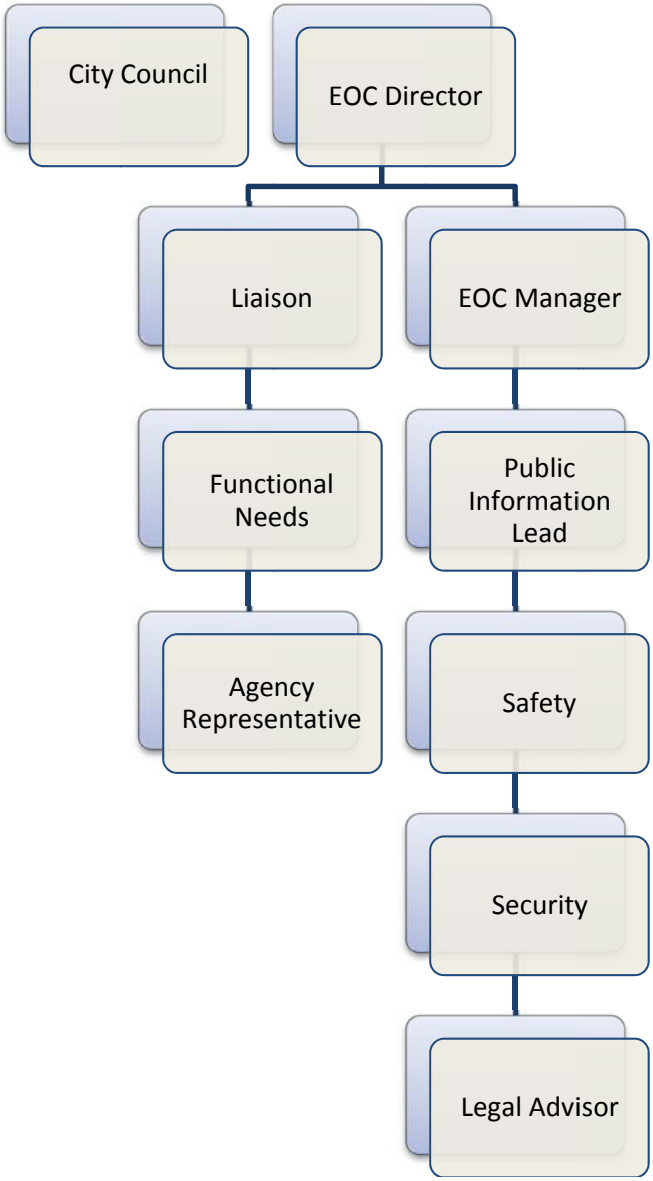
Logistics Section

The Logistics Section provides facilities, services, resources, and other support services both to agencies responding to the incident, and to meet internal EOC operating requirements.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

Chart 2-7
MANAGEMENT SECTION ORGANIZATION CHART



MANAGEMENT BRANCHES

The Management role is filled by the EOC Director and is the position that is established during any EOC activation to coordinate EOC operations. The City Manager will fill this position while serving as the Director of Emergency Services during an incident. The Planning Director shall serve as first alternate. The EOC Director, the General Staff (Section Coordinators), the EOC Manager and others as designated make up the EOC Management Section. The Section is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident. The Management Section includes Branch functions required to support the Management Section.

- Public Information Officer
- Liaison Officer
- Access and Functional Needs Coordinator
- Agency Representative
- Safety Officer
- Security Officer
- EOC Manager
- City Council
- Legal Advisor

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and that appropriate information is provided to all required agencies and the media.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post. The PIO provides news releases; answer questions the media may have and arranges for tours or photo opportunities of the incident. The PIO coordinates all information releases and media contacts with the EOC Director.

LIAISON OFFICER

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the County government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

The Liaison Officer also serves as the multi-agency or inter-agency representative to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

ACCESS AND FUNCTIONAL NEEDS COORDINATOR

The Functional Needs Coordinator (FNC) coordinates public agencies support services to meet the access and functional needs of residents or evacuees impacted by an incident.

AGENCY REPRESENTATIVE

A representative from another agency assigned to the EOC and able to speak for his/her agency within established limits, e.g., Red Cross, Salvation Army, County OEM, PG&E, Gas Company, VOAD etc.

SAFETY OFFICER

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential liability during EOC operations and ensuring a safe working environment in the EOC.

SECURITY OFFICER

The Security Officer is responsible for security of all EOC facilities and personnel access**.**

EOC MANAGER

The EOC Manager facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels, and serves as a resource to the EOC Director. This position is filled by the Planning Director.

CITY COUNCIL

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

LEGAL ADVISOR

The Legal Advisor is the City Counsel and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

MANAGEMENT SECTION DESCRIPTIONS

EOC DIRECTOR

Function Description

The EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director may have support personnel called the Management Staff. They are delegated responsibility to perform management support functions.

General Duties

- Serve as the Director of Emergency Services for the City of Buellton
- Make executive decisions based on City policies
- Develop and issue rules, regulations, proclamations and orders
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required
- Be prepared to form additional branches/groups/units as dictated by the situation
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC
- Assist Plans/Intelligence Section Coordinator in development of EOC Action Plan

Responsibilities

- Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring the appropriate modifications occur as required.
- Exercise overall management responsibility for the coordination between emergency response agencies within the jurisdictional area.
- In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
- Ensure that inter-agency coordination is accomplished effectively.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that

address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

PUBLIC INFORMATION OFFICER

Function Description

The Public Information Officer (PIO) serves as the primary point of contact between the EOC, the media and the public. The PIO will prepare information releases, brief, media representatives, and provide for press conference. Normally, the PIO function will also oversee the Rumor Control activity.

A primary source of information for the PIO function will be from the Situation Analysis Unit in the Planning/Intelligence Section. While not all information in the unit may be appropriate for the public, the information in Situation Analysis should be the best available and will have been verified for accuracy. The Public Information Officer will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

General Duties

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.

Responsibilities

- Serve as the central coordination point for the agency or jurisdiction for all media releases.
- Develop the format for press conferences, in conjunction with the EOC Director.
- Maintaining a positive relationship with the media representatives.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that

address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

Rumor Control Unit

The function of Rumor Control is to establish within the EOC an activity designed to respond rapidly and with correct and timely information to any and all rumors raised as a result of the emergency.

Rumor Control is generally established as a part of the PIO function, but may be established as a separate unit within the Management Staff as necessary. The Rumor Control Coordinator must wok closely with the PIO function and with the Planning/Intelligence Section.

Responsibilities

- Provides staffing rumor control telephone bank.
- Establish a "Disaster Hotline" with an up-to-date recorded message.
- Ensure that all rumors are responded to in a timely manner and with factual information.

LIAISON OFFICER

Function Description

The Liaison Officer function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer will also ensure that the EOC Director is informed as to what agencies are represented in the EOC.

During major emergencies and depending upon the SEMS level, it is not uncommon to find many agencies representatives reporting to the EOC. American Red Cross, Community Based Organizations, National Guard, other state/local agencies, federal agencies, etc., all may send representative. The Liaison Officer will be the primary contact, and relieve the EOC Director from overseeing their activities.

General Duties

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies.
- Function as a central location for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Interact with other sections and branches/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.

- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

Responsibilities

- Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC and handling requests from other agencies.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
- In conjunction with the EOC Manager, provide orientations for VIPs and other visitors to the EOC.
- Ensure that Deactivation is accomplished when directed by the EOC Director

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

ACCESS AND FUNCTIONAL NEEDS COORDINATOR

General Duties and Responsibilities

- Evaluate operations in the context of special needs populations in the Operational Area and coordinate with all sections of the EOC to facilitate consideration of functional needs and disabilities in all aspects of the response and recovery planning
- Assess the impact and suitability of Action Plans and proposed activities upon persons with functional needs and disabilities
- Ensure that people with functional needs and disabilities receive adequate attention in planning and communication functions
- Ensure that language and disability program access and physical accessibility issues are addressed at all levels of emergency response
- Ensure supervision needs by providing trained NGO, CBO volunteers and emergency shelter personnel
- Ensure transportation needs through the coordination of evacuation and transportation resources
- Ensure medical needs are met by coordinating with the Medical Health and Mental Health Branches

- Ensure communication needs are addressed by coordinating trained volunteers or service providers
- Coordinate independence maintenance resources such as durable medical equipment such as wheelchairs, etc, or consumable medical supplies.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

AGENCY REPRESENTATIVE

Function Description

Agency Representatives are individuals assigned to the EOC by other agencies/jurisdictions. The Agency Representative serves three principal functions. 1) He/she will bring to the EOC information from the agency they represent, 2) they will normally have some level of authorization to speak or act for their agency, and 3 (they will provide their agency with information obtained at the EOC.

Responsibilities

- Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
- Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

SAFETY OFFICER

Function Description

When activated, the Safety Officer position at the EOC is to ensure that a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working the EOC positions are not over stressed or working for extended periods that may jeopardize their health.

General Duties

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

Responsibilities

- Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
- Monitor Operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the EOC of the EOC Action Plan, notifying the EOC Director of actions taken.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

EOC MANAGER

Function Description

The EOC Manager is typically the person who has the overall best knowledge of the functioning of the EOC. The EOC Manager, because of his/her working knowledge of the EOC facility, communications, support services and the jurisdictions emergency plan can be an invaluable asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.

General Duties

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Santa Barbara County Operational Area EOC or Staff Duty Officer; dependent on level of activation.
- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director.
- Coordinate all visits to the EOC.

Responsibilities

- Facilitate the overall functioning of the EOC.
- Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal , coordinate with other agencies and SEMS levels and serve as a resource to the EOC Director.
- Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP tours of the EOC.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

City of Buellton
Emergency Management Plan

Part Two – Operations

PART TWO
OPERATIONS CONTENTS

GENERAL 2O-1
Purpose 2O-1
Overview 2O-1
Objectives 2O-2
Concept of Operations 2O-2
Section Activation Procedures 2O-2

CHART 2-8 OPERATIONS SECTION ORGANIZATION CHART 2O-3

OPERATIONS BRANCHES 2O-4

OPERATIONS POSITION DESCRIPTIONS 2O-6
Operations Coordinator 2O-6
Fire and Rescue Branch 2O-7
Law Enforcement Branch 2O-8
Animal Services Unit 2O-9
Public Works Branch 2O-12
Building & Safety Branch 2O-13
Care and Shelter Branch 2O-14

OPERATIONS SECTION

GENERAL

PURPOSE

The Operations Section in the Local Government EOC acts as the primary point of contact between the EOC and field operations, and may be linked directly to field Incident Commands. Department Coordinators assigned to the EOC Operations Section receive incoming situation reports, department status, resource requests and field intelligence. Incoming information will be routed to the appropriate EOC section. They will provide information from the EOC to field incident command as appropriate.

The Operations Section will enhance the capability of the City of Buellton to respond to emergencies by carrying out support efforts for the operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property
- Carry out objectives of the EOC Action Plan
- Ensure support for incident response
- Cooperate with other sections of the City's EOC

OVERVIEW

The Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the incident. These elements may include:

- Fire/Rescue/Hazardous Materials
- Law Enforcement
  - Animal Services
  - Coroner
- Public Works
- Building and Safety
- Care and Shelter

OBJECTIVES

The Operations Section is responsible for coordination of all support elements applied to the incident. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following concepts during an incident as the situation dictates:

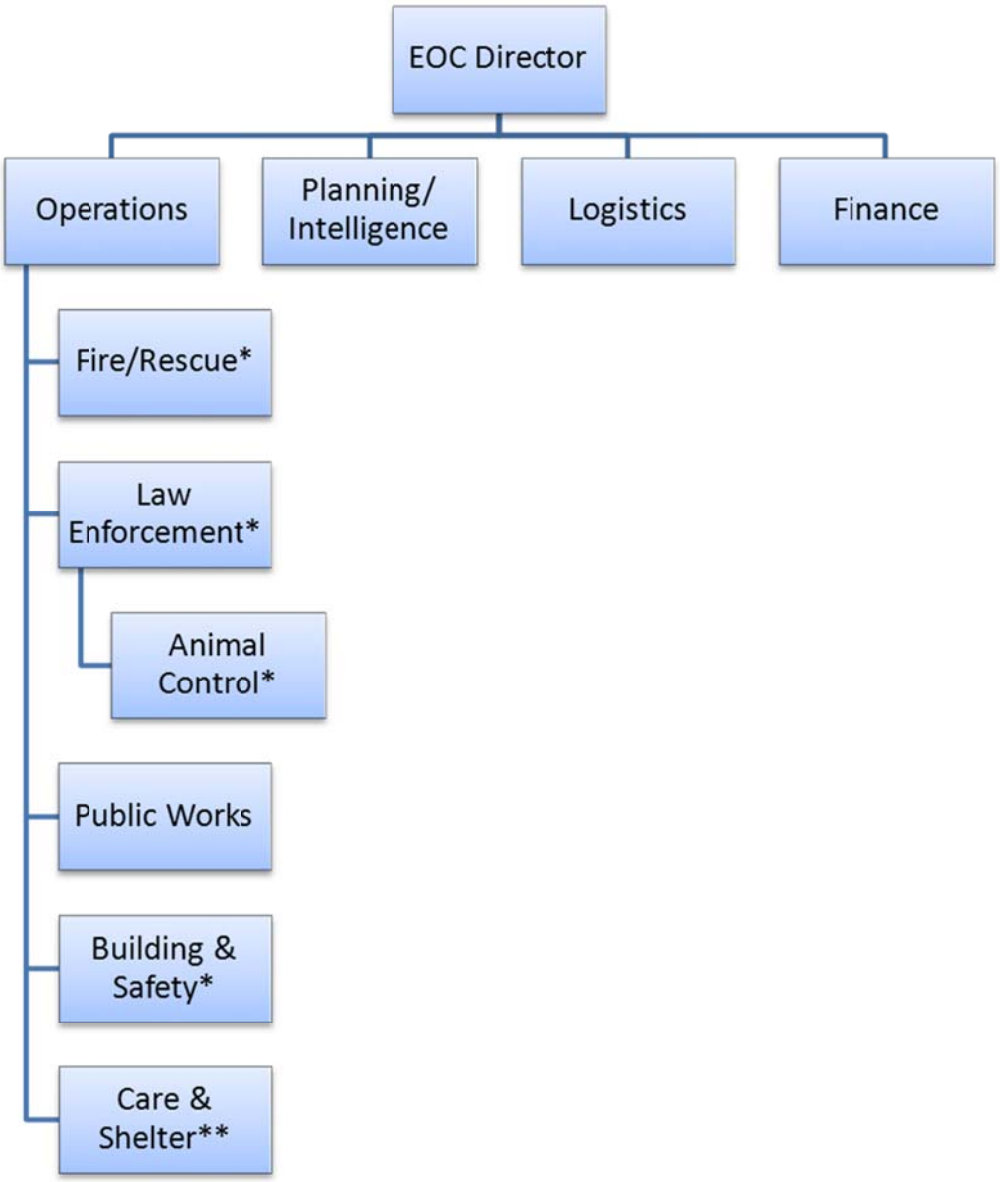
- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City departmental operating guidelines will be adhered to unless modified by the City Council.

Operational periods will be 12 hours for the duration of the incident; unless EOC Director and Planning Section Coordinator determine otherwise. Operational periods will normally change at 6 a.m. and 6 p.m. Operational periods are event driven.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Operations Section.

Chart 2-8
OPERATIONS SECTION ORGANIZATION CHART



*County of Santa Barbara
**Santa Barbara County Department of Social Services in conjunction with the American Red Cross

OPERATIONS BRANCHES

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following branches/units may be established as the need arises:

- Fire Branch
- Law Branch
  - Animal Services Unit
- Public Works Branch
- Building and Safety Branch
- Care and Shelter Branch

The Operations Section Coordinator may activate additional units (e.g. Public Health) as necessary to fulfill an expanded role.

OPERATIONS SECTION COORDINATOR

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and coordinating all requests for mutual aid and other operational resources. The Operations Section Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

FIRE BRANCH

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to a fire, field medical, search and rescue or hazardous materials elements of the incident.

LAW BRANCH

The Law Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and the Coroner function.

ANIMAL SERVICES UNIT

The Animal Services Unit is responsible to work with Law Enforcement and County Public Health in assisting with the evacuation and sheltering of pets and other animals. This Unit will be activated at the request of the Law Enforcement Branch Leader.

PUBLIC WORKS BRANCH

The Public Works Branch is responsible for coordinating all Public Works operations; debris removal; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

BUILDING AND SAFETY BRANCH

The Building and Safety Branch is responsible for the evaluation of all city-owned and private structures damaged in an incident.

CARE AND SHELTER BRANCH

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies. In the event that the incident involves the Operational Area, the City will work with the Operational Area EOC in providing care and shelter resources, including crises counseling, disease prevention and control, and emergency food and water distribution.

OPERATIONS POSITION DESCRIPTIONS

OPERATIONS COORDINATOR

Function Description

The Operations Section Coordinator, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency that all necessary operational functions have been activated and are appropriately staffed.

General Duties

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Public Works, and Building and Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Incident Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization and revise as required.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

Responsibilities

- Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports.
- Conduct periodic Operations briefing for the EOC Director as required or requested.
- Supervise the Operations Section.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

FIRE AND RESCUE BRANCH

Function Description

The Fire and Rescue Branch in the EOC Operations Section is responsible linking the EOC to dispatch centers, the fire and rescue mutual aid system and as appropriate to field incident command on incidents under the management of the fire services. The Branch Coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, request for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations. The Branch will supply ICs as appropriate, with information and directives developed in the EOC.

General Duties

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations.
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

Responsibilities

- Coordinate fire, emergency medical, hazardous materials, and urban search and rescue.
- Coordinate Fire & Rescue Mutual Aid System through the County Fire Department in acquiring mutual resources, as necessary.
- Coordinate the mobilization and transportation of all resources through the Logistics Section.
- Complete and maintain status reports for major incidents requiring or potentially requiring operational are, state and federal response, and maintains status of unassigned fire and rescue resources.
- Coordinate with the Law Enforcement Branch Coordinator on jurisdictions Search and Rescue activities.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that

address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

LAW ENFORCEMENT BRANCH

Function Description

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to dispatch centers, the law enforcement mutual aid system, and as appropriate, with incident command on incidents under the management of law enforcement agencies. The Law Enforcement Branch Coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations. The Branch will supply ICs as appropriate, with information and directives developed in the EOC.

General Duties

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.

Responsibilities

- Coordinate movement and evacuation operations during an emergency.
- Alert and notify the public of the impending or existing emergency.
- Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.
- Coordinate site security at incidents.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

ANIMAL SERVICES UNIT

General Duties

- Protect the health and safety of citizens within the City of Buellton
- Provide rapid care for and control of animals during disasters
- Minimize animal suffering, loss of life and subsequent disability by ensuring timely and coordinated assistance
- Provide care and control of animals brought to shelters
- Provide for participation in mutual aid between and among neighboring counties.

Responsibilities

An animal control response to an incident may include animal rescue, evacuation and medical treatment of animals. If a decision is made to evacuate, the public will be warned by designated mobile units, local radio and TV and other predetermined means. Law enforcement and traffic control personnel will be dispatched to designated traffic and access control points. Transportation providers will be contacted to dispatch vehicles to designated evacuation assembly points. It will be necessary to determine the area to be evacuated and the number and type of animals involved, based on information obtained from annual surveys and licensing information, as well as information available on scene at the time of the incident.

The Animal Services section of the EOC is normally activated when the Law Branch is opened in the EOC as needed.

Upon a request for assistance, the closest appropriate Animal Services unit should be dispatched to the scene as an agency representative and report to the Liaison Officer, if that position has been filled, to provide direct communications between the incident and Animal Services. If there is no Liaison Officer, agency representatives report to the Incident Commander.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

Evacuation – Supporting Organizations

Santa Barbara Humane Society

The Santa Barbara Humane Society is a non-profit, animal welfare organization located at 5399 Overpass Road, Santa Barbara. Humane Society employees and volunteers provide a variety of animal welfare services, including boarding, medical care, adoption and education. The Humane Society also assists County Animal Services during emergencies in the transport of large and small animals, including horse trailers, evacuation and billeting.

Missions for unincorporated areas within the county of Santa Barbara or jurisdictions provided service by County Animal Services may be authorized by designated representatives of Animal Services, designated representatives from County Fire/OEM or the Sheriff's Department.

Designated representatives of Animal Services, Public Health Department, should authorize requests for out of county mutual aid.

During emergency activation, the Humane Society representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the Humane Society representative will report to the Incident Commander.

Contact with the Humane Society by other fire agencies such as the U.S. Forest Service should be made through the Sheriff's Public Safety Dispatch and are to furnish their own mission authorization to the Humane Society.

Equine Evacuation and Assistance Team (Equine Evac)

Equine Evac is a non-profit organization composed of members of local horse groups, trainers, farriers, veterinarians and other equine owners who are interested in education and livestock rescue during disasters. Equine Evac is an available resource for horse evacuation and billeting.

Missions for unincorporated areas within the county of Santa Barbara or jurisdictions provided service by County Animal Services may be authorized by designated representatives of Animal Services, designated representatives from County Fire/OEM or the Sheriff's Department. Designated representatives of Animal Services, Public Health Department, should authorize requests for out of county mutual aid.

During emergency activation, the Equine Evac representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the Equine Evac representative will report to the Incident Commander.

Contact with Equine Evac by other fire agencies such as the U.S. Forest Service should be made through the Sheriff's Public Safety Dispatch and are to furnish their own mission authorization to Equine Evac.

Wildlife Care Network (WCN)

The Wildlife Care Network (WCN) is a private volunteer organization that provides rescue and treatment of distressed or oiled birds and animals. The WCN team is fully equipped to respond to the scene of a distressed bird or animal and all responding WCN members have been trained in the care and handling of distressed wildlife. WCN has a relationship with local veterinarians, City Animal Control, County Animal Services and the State Department of Fish and Game. WCN has a number of wildlife treatment and rehabilitation sites throughout the south coast.

WCN may be reached through the State Department of Fish and Game, Animal Services or directly by their local phone number (805) 966-0023.

On scene, the WCN agency representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the WCN agency representative will report to the Incident Commander.

Santa Barbara Marine Mammal Center

The Santa Barbara Marine Mammal Center (SBMMC) is a private volunteer organization that provides rescue and treatment of distressed marine mammals. The SBMMC team is fully equipped to respond to the scene of a distressed marine mammal and all responding SBMMC members have been trained in the care and handling of distressed marine mammals. SBMMC has a relationship with local veterinarians, the Santa Barbara City Harbor Patrol, County Animal Services Officers and the State Department of Fish and Game. SBMMC has a treatment and rehabilitation site within Santa Barbara County and SBMMC responders can retrieve marine mammals either on or offshore.

SBMMC may be reached through the State Department of Fish and Game, Santa Barbara City Harbor Patrol, Animal Services or directly by their local phone number (805) 962-0885.

On scene, the SBMMC agency representative will report to and operate under the direction of the Liaison Officer, if that position has been filled. Otherwise the SBMMC agency representative will report to the Incident Commander.

Supporting Organizations and Responsibilities

- Department of Fish and Game - Game wardens and veterinarians provide assistance with wildlife, including cleanup activities associated with oil spills.
- Public Utilities Commission - Provides listings of commercial and private transportation vehicles that could be used for evacuation.
- Department of Transportation and Department of Interior - Supports and assists federal, state, local and voluntary relief agencies in disaster relief transportation requirements

- Private Animal Care Shelters - Provide care and assist where possible in recovery and rescue of animals.
- Veterinary Medical Association - Coordinates provision of emergency shelters for animals, as available and coordinates private veterinary medical service.
- Santa Barbara Zoological Society - Provides expertise and resources to handle and care for exotic animals.
- Santa Maria Fairplex - Temporary shelter for animals on a space available basis.
- Earl Warren Showgrounds - On a space available basis, provides shelter for large animals.
- California Department of Fish and Game - Provides assistance with wildlife, including cleanup activities associated with oil spills.

PUBLIC WORKS BRANCH

General Duties

- Receive and process all field resource requests for Public Works. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

Responsibilities

Coordinate all Public Works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, debris removal etc. as needed.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

BUILDING AND SAFETY BRANCH

General Duties

- Begin the immediate inspection for re-occupancy of key city facilities for emergency response and recovery.
- Provide the engineering support as requested for other Operations Section Branches; i.e. Urban Search and Rescue teams.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
  - Identifying life-threatening hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.
- Impose emergency building regulations as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

Responsibilities

To evaluate all city-owned and private structures that may have been damaged during the incident. The Building Official of the County of Santa Barbara is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

- Collect initial damage/safety assessment information from other branches/units within the Operations Section.
- If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all facilities that might be affected.
- Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- Maintain detailed records on damaged areas and structures.
- Initiate requests for Engineers, to inspect structures and/or facilities.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

CARE & SHELTER BRANCH

During a large incident the Santa Barbara County Department of Social Services in conjunction with the American Red Cross has the Operational Area responsibility for Care and Shelter, including crises counseling, and emergency food and water distribution..

In all levels of disasters the American Red Cross and the Department of Social Services may consolidate operations into a disaster operations headquarters at a site to be determined at the time of the incident.

However, during an incident specific to the City's jurisdiction, the American Red Cross will assist in the EOC with the City's Liaison Officer, Logistics Facilities Unit, Access and Functional Needs Coordinator and the Operations Section Coordinator to determine evacuation staging areas and shelters; dependent on the type of incident.

Buellton is within the jurisdiction of the Central Coast Region of the American Red Cross Santa Barbara County Chapter. The Santa Barbara Chapter is located at 2707 State Street, Santa Barbara, CA 93105. The phone number is for this office is 805-687-1331.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities with the cooperation of the American Red Cross. The Care and Shelter Branch will work closely with and support the American Red Cross, Access and Functional Needs Coordinator and any other volunteer service agencies assisting disaster victims.

Potential Shelter Sites

Potential shelter facilities should:

- In conjunction with the American Red Cross, Memos of Understanding secured for shelter usage within the City.
- A list of potential City facility shelter sites, including occupancy are on file with the Central Coast American Red Cross Santa Barbara County Chapter.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established:
    - Provide structural safety inspection will be arranged with the Building & Safety Unit of the Operations Section
    - Conduct an OSHA safety inspection for safety of sheltered and workers
    - Conduct a facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Examples of suitable potential shelter sites:

- City owned facilities such as the Buellton Recreation Center
- Churches and other privately owned facilities
- School multi-purpose buildings and gymnasiums

Care and Shelter Branch will coordinate with the American Red Cross and Access and Functional Needs Coordinator in identifying potential sites. Potential shelter locations must meet all health, safety and Americans with Disabilities Act (ADA) requirements and should have:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

Shelters will be used after inspected and deemed structurally sound. Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings identified by the American Red Cross and / or the Logistics Facility Unit Leader, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people and are mostly ADA compatible. Churches, which are ADA compatible, are also appropriate as they are often large and have kitchen facilities on the premises. Since it is important that a community return to normal activities as soon as possible after a disaster, schools should be used in shelter operations only when other resources are unavailable.

General Duties

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims that meet ADA requirements and provide functional needs support services.
- Via the media, encourage residents to go to the shelter nearest their residence.
- Assure that Access and Functional Needs Coordinator reviews evacuation notification and operations and shelter operations to insure that the needs of individuals with access and functional needs are met
- Ensure coordination between the Functional Needs Coordinator (FNC), Care and Shelter, PIO, and Operations Sections.

Responsibilities

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

City of Buellton
Emergency Management Plan

Part Two – Planning/Intelligence

PART TWO
PLANNING/INTELLIGENCE CONTENTS

GENERAL SECTION 2P-1
Purpose 2P-1
Overview 2P-1
Objectives 2P-1
Concept of Operations 2P-2
Section Activation Procedures 2P-2
Action Planning 2P-2
After-Action/Corrective Action Report 2P-6
Coordination 2P-6

CHART 2-9 PLANNING/INTELLIGENCE SEMS ORGANIZATION CHART 2P-8

PLANNING/INTELLIGENCE STAFF 2P-9

PLANNING/INTELLIGENCE POSITION DESCRIPTIONS 2P-11
Planning/Intelligence Section Coordinator 2P-11
Situation Status Unit 2P-12
Documentation Unit 2P-13
Safety/Damage Assessment Unit 2P-14
Advance Planning Unit 2P-15
Deactivation Unit 2P-16
Technical Services Specialist Unit 2P-17

PLANNING/INTELLIGENCE SECTION

GENERAL

PURPOSE

To enhance the capability of City of Buellton to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the City's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and resource status. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During an incident, other department heads will advise the Planning/Intelligence Section Coordinator on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections and the State. The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during an incident:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.

- Disseminate intelligence information to the EOC Director, EOC Manager, Public Information Officer, General Staff and the County Operational Area Emergency Operations Center via RIMS Reports, email, or fax.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments and County Operational Area via RIMS (Internet); or if RIMS is not available, then all reports are to be sent via OASIS, email, or fax.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Assist the City Emergency Services Manager with documentation to develop the City's After-Action / Improvement Plan Report.
- Maintain accurate documentation of all actions taken to ensure that all required records are preserved for future use and for CalOES and FEMA filing requirements.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director. All on-duty personnel are expected to remain on duty until properly relieved.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 0600 Hrs. (6:00 a.m.) and 1800 Hrs. (6:00 p.m.) Operational periods should be event driven.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning/Intelligence Section.

ACTION PLANNING

The action planning process is an essential tool used in managing major emergency situations. The action planning process is key to ensure that the entire organization will be focused and acting as a unified, coordinated body. There must be a clear understanding of the objectives, the time frame (operational period) of the next shift and the Emergency Operations Center (EOC) sections and individual branch/unit leader tasks to complete the overall organizational objectives and priorities. Under the Incident Command System the term Incident Action Plan (IAP) is the

norm. However, in the City of Buellton the term EOC Action Plan (EAP) is utilized at the EOC level and the term Incident Action Plan (IAP) is used at the field level. EAPs and IAPs provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

Importance of Written EOC Action Plans (EAP)

Written EAPs are significant tools and provide vital information:

- A clear statement of objectives and actions
- A basis for measuring work and cost effectiveness
- A basis for measuring work progress and providing accountability
- Documentation of planned event flow

Operational Periods

Operational Periods can be of various lengths of time but in the City of Buellton no longer than 12 hours.

The length of the operational period is based on a number of issues:

- Length of time needed to achieve objectives
- Availability of fresh resources
- Future involvement of additional resource
- Environmental considerations (e.g., light, weather)
- Safety considerations

Most jurisdictions strive to adjust to 12 hour Operational Periods once the 1st Operational Period is completed. The 1st Operational Period should extend through the essential life safety issues if at all possible. Also, the 12 hour operational periods should conform to day or night operations, i.e., 6:00 AM to 6:00 PM and from 6:00 PM to 6:00 AM. Operational Period times will be at the discretion of the EOC Director and Plans Section Coordinator.

Management by Objectives

Management by objectives represents an approach that is communicated throughout the entire organization. This approach includes the following:

- Establishing overreaching objectives
- Developing and issuing assignments, plans, procedures and protocols
- Establishing specific, measurable objectives for various incident management functional activities, and directing efforts to attain them, in support of strategic objectives
- Documenting results to measurable performance and facilitating corrective action

Objectives that are Measurable and S.M.A.R.T.

EOC Action Plans identify Measurable Objectives. Measurable objectives ensure fulfillment of incident management goals. Objective setting begins at the top and is communicated throughout the entire organization. SMART (**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**ime-based) objectives shall be created to assist in this task.

Essential Elements in the Written Action Plan

For an Action Plan to be effective it must include a number of essential elements. These elements are listed below:

- List of Objectives - statement of expected achievement(s); objectives must be attainable, measurable, and flexible. This information is listed on the Section Objectives Worksheet for each EOC Section. That information is then incorporated into the EOC Action Plan.
- Organization - elements of the EOC Sections that will be active and in place for the next operational period. This information is listed by staff name and section on the EOC Action Plan in the organization Chart.
- Supporting Material - includes maps, weather information, special information, the communications plan, medical plan, and any other special data. A copy of the EOC Action Plan will then be distributed throughout the organization.

Responsibilities for Action Planning

The Planning Section Coordinator is responsible for scheduling and leading the action planning meeting whenever the EOC is activated and follow-on shifts are required. The EOC Action Plan is developed by the Planning Section and is approved by the EOC Director. All Section Coordinators will direct the actual implementation of the EOC Action Plan. The Planning Section Coordinator has the responsibility for providing an appropriate number of copies of the draft and final EOC Action Plan for distribution.

Sequence of Activities in the Action Planning Process

1. The Planning Section Coordinator schedules the Action Planning meetings utilizing the Planning Cycle. The meeting should be conducted in a quiet room away from the EOC. All EOC General Staff members must be in attendance. Copies of the Section Objective worksheets will be distributed via e-mail to all sections.
2. The Planning Section Coordinator will present a verbal brief to the Command and General Staff of the current situation by covering the status of response to meet the objectives listed in the current operational period action plan.
3. The Operations, Planning, Logistics, and Finance Section Coordinators brief the Command and General Staff on their present situations based on the current situation.
4. The Planning Section Coordinator commences the identification of the specific objectives for the next operational period. Each of the participants provides input.

5. Once the action planning meeting is complete, the Planning Section transcribes the final Objectives and Priorities from the Section Objectives Worksheet to the EOC Action Plan.
6. The completed draft of the EOC Action Plan is given to each Section Coordinator. Based on the objectives and priorities listed, replacement staff names are identified by each Section and appropriate specific responsibilities for each Branch/Unit Leader to meet the objectives and priorities listed in the appropriate section block. If for some reason it is determined that one of the objectives and priorities listed cannot be met, either the objective and priority must be changed or additional resources identified to allow completion of the task. When each Section completes the review process with their staff, the completed documents are returned to the Planning Section.
7. The Planning Section Coordinator combines the information into a master final document.
8. The Planning Section Coordinator reviews the document to ensure that it is a workable plan. The final EOC Action Plan is presented to the EOC Director for his/her review and signature.
9. The Planning Section Coordinator provides copies of the final EOC Action Plan to the next operational period General Staff at the beginning of the next Operational Period briefing. The Planning Section uses the EOC Action Plan to brief the Objectives and Priorities for the next operational period. Additional information is provided by the previous operational period EOC Director and Sections as needed to clarify or add information.
10. The previous EOC Section Coordinators and branch/unit leaders sit down with their replacements and address actions for the problems identified in the EOC Action Plan - based on the objectives and priorities. Each branch/unit leader must discuss specific plans or tasks to meet the objectives and priorities.
11. The Planning section continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes, facilitate the action planning process and meetings, and finally, to maintain a document record of the emergency and response efforts.
12. The Logistics Section determines their requirements for supplies and materials to support the EOC operations in the pursuit of the organizational objectives.
13. The Finance Section determines their requirements for obtaining the needed personnel, paying, documenting, and recovering the funds for personnel, supplies, and materials to support the operations in the pursuit of the organizational objectives.
14. The Policy/Advisory Group (if available) should be provided a copy of the EOC Action Plan.

<u>The Action Plan Meeting</u>

This meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and with focus. The Planning Section Coordinator will be responsible for running the action planning meeting. There are some important tenants for this meeting:

- All participants must come prepared

- Strong leadership must be evident
- Representatives must be able to commit resources
- Cell phones off; pagers on vibrate only, no interruptions

AFTER-ACTION/CORRECTIVE ACTION REPORT

The completion of Corrective/After-Action Report is a part of the required SEMS/NIMS reporting process. The After-Action/Corrective Action Report is prepared by the City's Emergency Services Manager utilizing the documentation from the Planning Section and Incident Debrief.

Procedures and Regulations-Section 2450 (a) of the SEMS Regulations states that... "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to CalOES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(q).

Use of After-Action/Corrective Action Report

After-Action/Corrective Action Report is made available to all interested public safety and emergency management organizations and serves the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describes and defines a plan of action for implementation of improvements.

The SEMS approach to the use of After-Action/Corrective Action Report emphasizes the improvement of emergency management at all levels. The After-Action/Corrective Action Report provides a vehicle for not only documenting system improvements, but also can, if desired; provide a work plan for how these improvements can be implemented.

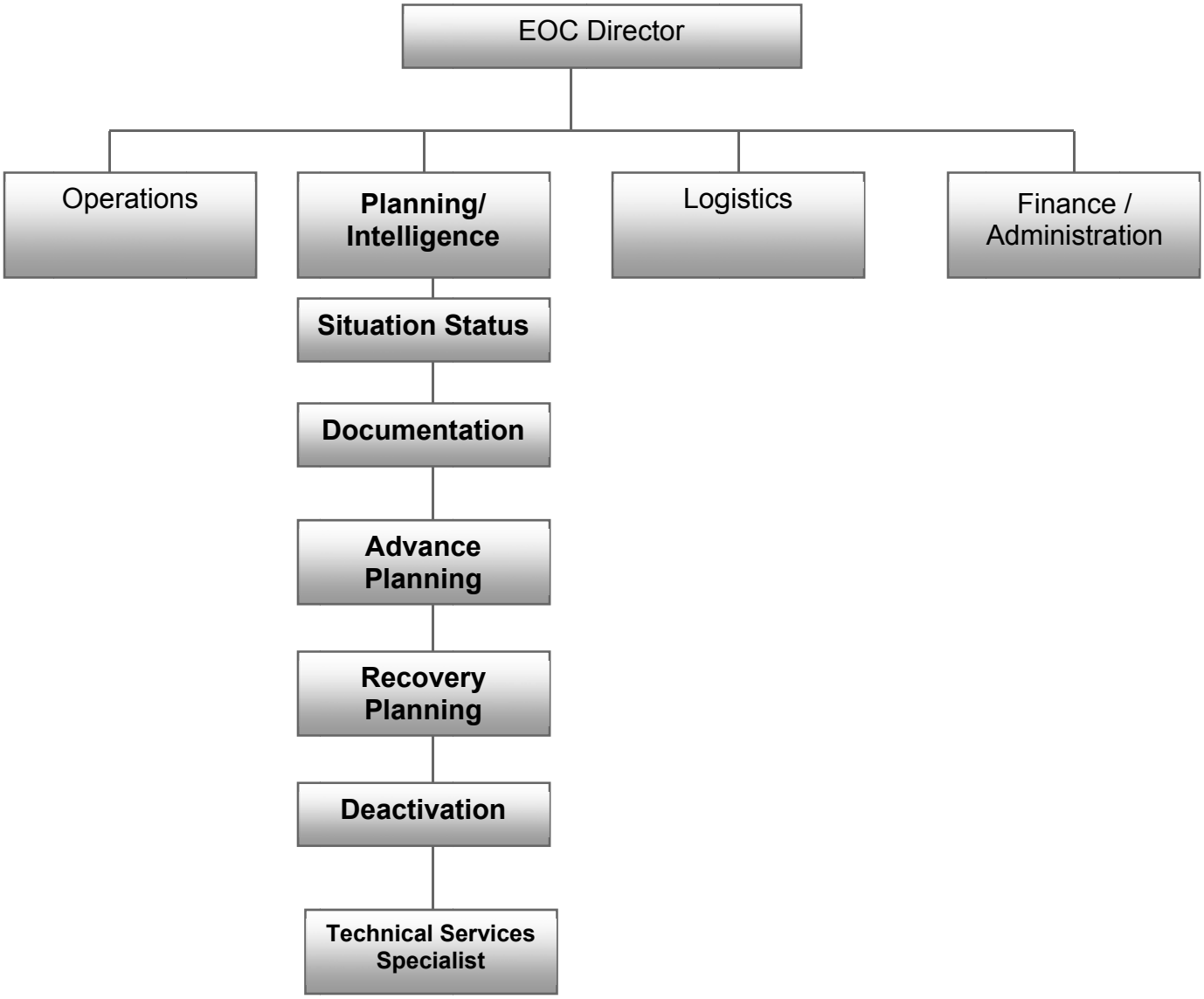
It may be useful to coordinate the After-Action/Corrective Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action/Corrective Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action/Corrective Action Report that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

COORDINATION

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of

priorities and distribution of resources cannot be done by any one person or agency; a concerted effort on the part of many individuals in many agencies or departments will be required.

Chart 2-9
PLANNING/INTELLIGENCE SECTION
SEMS ORGANIZATION CHART



PLANNING/INTELLIGIENCE STAFF

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Deactivation Unit
- Technical Services Specialist

The Planning/Intelligence Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role.

PLANNING/INTELLIGEINCE COORDINATOR

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff. The Coordinator has the management responsibility for all planning activities relating to response, Deactivation and recovery operations The Section Coordinator assists the EOC Director in the development of the EOC Action Plan.

SITUATION STATUS UNIT

The Situation Status Unit is responsible for the collection, confirming & validating, and organization of all incident status and situation information. The Unit provides continuous updated information to all EOC Sections, Branches and Units related to the incident activities...

DOCUMENTATION UNIT

The Documentation Unit maintains accurate up-to-date files of logs, reports, plans and other related information. This unit provides duplication services for the EOC and works with the Situation Status Unit on maintaining display boards with current situation and status of the incident.

DAMAGE ASSESSMENT UNIT

The Damage Assessment Unit collects all damage information from field units and reporting departments within the City. Manages and generates reports, as necessary, for the EOC Director, and authorized state and federal agencies.

ADVANCE PLANNING UNIT

The Advanced Planning Unit focuses upon potential response and recovery issues that might exist within the 36 to 72 hours following the current operational period. .

DEACTIVATION UNIT

The Deactivation Unit is responsible Deactivation for the development of a plan that provides for the timely and orderly Deactivation of the EOC and any resources it has ordered and used.

TECHNICAL SERVICES SPECIALIST

The Technical Services Specialist Unit provides information, advice, and assistance in mitigating particular hazards that are beyond the capabilities of the City. The Unit is usually staffed with outside technical experts in particular fields and specialties, including GIS.

PLANNING/INTELLIGENCE POSITION DESCRIPTIONS

PLANNING/INTELLIGENCE COORDINATOR

Function Description

The Planning/Intelligence Section is a primary function for any local government EOC. The Section will gather information from a variety of sources, analyze and verify information, and prepare and update internal EOC information and map displays. The Situation Analysis function will be activated under any EOC activation. The Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. The Planning/Intelligence Section will collect and process internal EOC documentations and prepare advance planning information as necessary. Technical Services Specialists assigned to the EOC will initially be part of the Planning/Intelligence Section. The Section Coordinator reports directly to the EOC Director.

General Duties

- Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:
  - Preparing periodic situation reports.
  - Initiating and documenting the City's EOC Action Plan and assisting the City's Emergency Manager with the After-Action/Corrective Action Report.
  - Advance Planning.
  - Planning for Deactivation.
  - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC; as applicable.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director and Operations Section Coordinator on all matters pertaining to Section activities.

Responsibilities

- Ensure that following responsibilities of the Planning/Intelligence Section are addressed as required:
  - Develop Operational Period with EOC Director or designee.

  - Collecting, analyzing, and displaying situation information.
  - Prepare periodic Situation Reports, with the other EOC Section Coordinators.
  - Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting.
  - Conducting Advance Planning activities and report.
  - Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
- Establish the appropriate level of organization for the Planning/Intelligence Section.
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
- In coordination with the other Section Coordinators, ensure that required reports are completed and utilized as a basis for the EOC Action Plan.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

SITUATION STATUS UNIT

General Duties

- Collect, organize and analyze situation information from EOC sources
- Provide current situation assessments based on analysis of information received from a variety of sources and reports
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other Section Coordinators to initiate the action planning process
- Transmit approved reports to the County Operational Area via RIMS (Internet); or if RIMS is not available, then all reports are to be sent via Fax or email.
- Develop and maintain current maps and other displays (locations and types of incidents)
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports
- Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area
- Evaluate the content of all incoming field situation and major incident reports.
- Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC

Responsibilities

- Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that an EOC Action Plan is developed for each Operational period.
- Ensure that all maps, status boards and other displays contain current and accurate information.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

DOCUMENTATION UNIT

General Duties

- Maintain an accurate and complete record of significant disaster events.
- Collect, organize and file all competed emergency related forms, to include: EOC Action Plans, and any other related information, just prior to the end of each operational period.
- Provide any current documentation to EOC staff; as applicable. Maintain and preserve incident files for legal, analytical and historical purposes.
- Assist the Emergency Services Manager in compiling information for input into the After-Action/Correction Action Report.

Responsibilities

- Compile and distribute the City's EOC Action Plan maintain accurate and complete incident files.
- Distribute the EOC situation reports, EOC Action Plan, and other documents, as required.
- Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency.
- Assist the EOC Manager in preparation and distribution of the After Action/Corrective Action Report.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

SAFETY / DAMAGE ASSESSMENT UNIT

General Duties

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Building and Safety, Public Works, Fire and Law, etc. Branches of the Operations Section for exchange of information.
- Utilize the City of Buellton disaster information reporting procedures.

Responsibilities

Maintain detailed records of safety/damage assessment information and support the documentation process.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

ADVANCE PLANNING UNIT

General Duties

- Keep Plans Section Coordinator and EOC Director up-to-date on issues related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action-planning activity to determine the shift in operational objectives from response to recovery.

Responsibilities

- Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- Review all available status reports, Action Plans, and other significant documents. Determining potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objective.
- Provide periodic briefings for the EOC Director and General Staff addressing Advance planning issues.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

DEACTIVATION UNIT

General Duties

- Provide assistance to the Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC Deactivation.
- Develop Deactivation strategy and plan with Section Coordinators. Include Logistics Section Coordinator in planning efforts.
- Prepare written Deactivation plan or procedures for all responding departments and agencies within the EOC and DOCs, if necessary.
- Follow through on the implementation of the plan and monitor its operation with the EOC Manager.

Responsibilities

Prepare a Deactivation Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

TECHNICAL SERVICES SPECIALIST UNIT

General Duties

Provide technical expertise to the Planning/Intelligence Section and other EOC Sections as required.

Responsibilities

- Provide technical observations and recommendations to EOC staff in specialized areas as required.
- Advise on legal limitations use of particular resources.
- Work with inter-agency coordination groups as necessary providing expertise.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

City of Buellton
Emergency Management Plan

Part Two – Logistics

PART TWO
LOGISTICS CONTENTS

GENERAL 2L-1
Purpose 2L-1
Overview 2L-1
Objectives 2L-1
Concept of Operations 2L-2
Section Activation Procedures 2L-2

CHART 2-10 LOGISTICS SECTION ORGANIZATION CHART 2L-3

LOGISTICS SECTION STAFF 2L-4

LOGISTICS POSITION CHECKLISTS 2L-6
- Logistics Section Coordinator 2L-6
- Communications Branch 2L-7
- Information Systems Unit 2L-8
- Transportation Branch 2L-9
- Personnel Branch 2L-10
- Supply / Procurement Branch 2L-11
- Facilities Branch 2L-12
- Resource Tracking Branch 2L-13

LOGISTICS SECTION

GENERAL

PURPOSE

To enhance the capability of City of Buellton to respond to emergencies by establishing logistics protocols in managing personnel and equipment of non-fire and non-law enforcement mutual aid materials. It is the policy of this section that the priorities of responses are to:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW

The EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director may delegate authority to perform logistical functions. Logistics Section positions will vary depending upon the need of the EOC Director support. The positions listed are the more common Logistics Section positions. Note some of these positions may be activated at a single staff level, or at a unit, group or branch level depending upon the level of activation, the work to be accomplished, and the number of personnel needed.

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

OBJECTIVES

The Logistics Section ensures that all sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during an incident:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and CalOES and FEMA filing requirements.

CONCEPT OF OPERATIONS

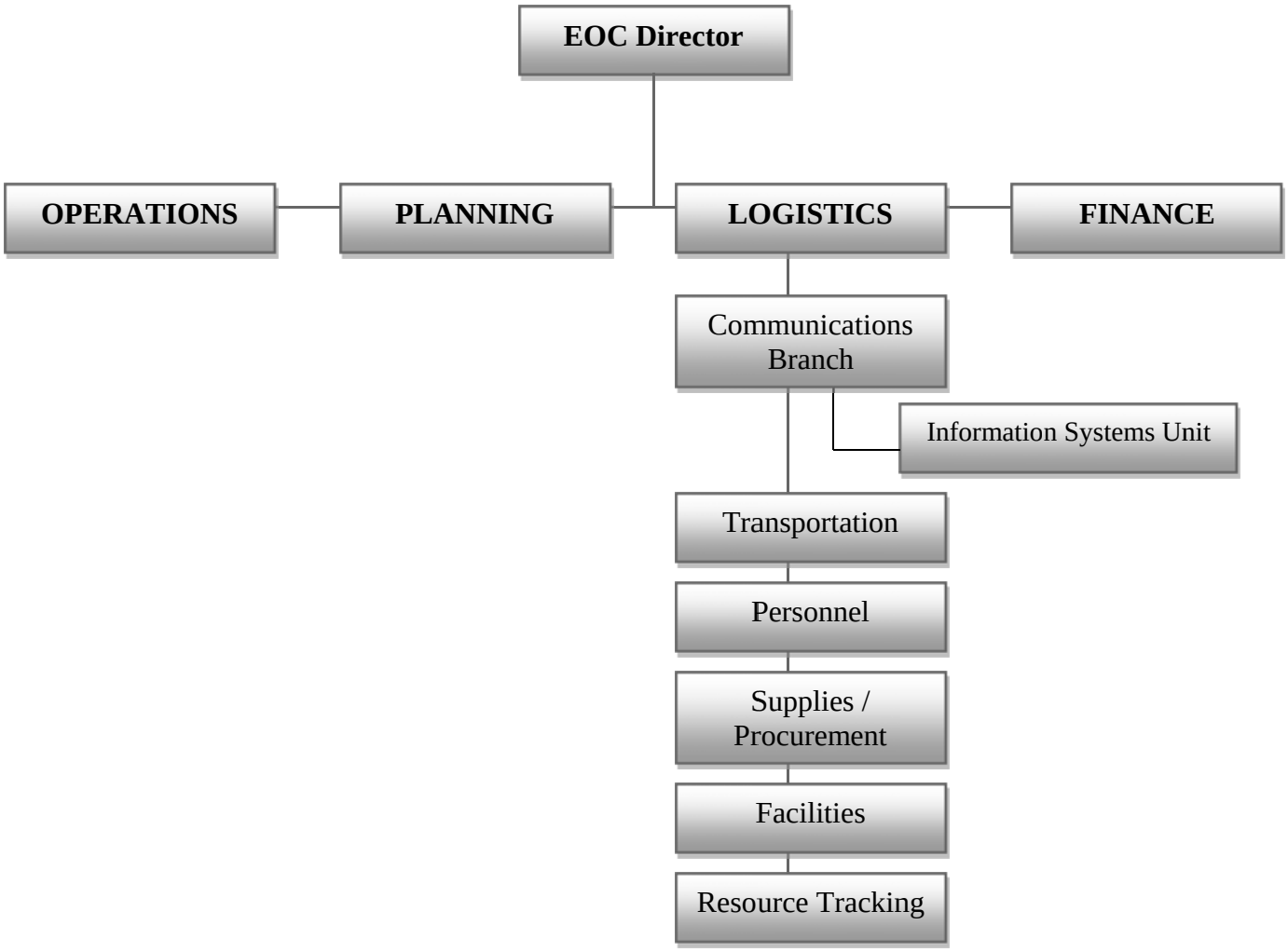
The Logistics Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- During times of a Significant Event that involves FEMA; the City will follow the NIMS protocol.
- All existing city departmental operating procedures will be adhered to unless modified by the EOC Director.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.
- State Mutual Aid procedures will be followed. Non-fire and non-law mutual aid will be accessed through the Operational Area to the State Regional Emergency Operations Center (REOC) via RIMS (Internet); or if RIMS is not available, then all requests and reports are to be sent via OASIS, email, or fax.
- The City contracts with the County for police, fire, public health, and animal services. Resources are available during an emergency from these agencies. The City is also a party to the a mutual aid agreement in the County for services and resources during an emergency.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the logistics section.

Chart 2-10
LOGISTICS SECTION
SEMS ORGANIZATION CHART



LOGISTICS SECTION STAFF

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units either in the following units may be established as the need arises:

- Communications Branch
  - Information Systems Unit
- Transportation Branch
- Personnel Branch
- Supplies / Procurement Branch
- Facilities Branch
- Resource Tracking Branch

LOGISTICS SECTION COORDINATOR

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources.

COMMUNICATION BRANCH

The Communications Branch is responsible for managing all radio, data, information systems and telephone needs of the EOC staff.

TRANSPORTATION BRANCH

The Transportation Branch is responsible for transportation of emergency personnel, equipment and supplies.

PERSONNEL BRANCH

The Personnel Branch is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

SUPPLY/PROCUREMENT BRANCH

The Supply/Procurement Branch is responsible for obtaining equipment and supplies to support emergency operations and arranging for delivery of those resources

FACILITIES BRANCH

The Facilities Branch is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

RESOURCES TRACKING BRANCH

The Resources Tracking Branch is responsible for maintaining detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resource information displays in the EOC. The Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resource information to the EOC Action Plan).

LOGISTICS POSITION DESCRIPTIONS

LOGISTICS SECTION COORDINATOR

Function Description

The Logistics Section provides facilities, services, resources, and other support services both to agencies responding to the emergency and to meet internal EOC operating requirements. Incident, DOC or agency requests for support directed to the EOC will be channeled through the EOC Logistics Section. The Logistics Section Coordinator reports to the EOC Director.

General Duties

- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
  - Resources management and tracking.
  - Managing all radio, data, information technology and telephone needs of the EOC, or other city facilities relative to the incident.
  - Coordinating transportation needs and issues and create a Disaster Route Priority Plan.
  - Managing personnel issues and registering volunteers as Disaster Services Workers.
  - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
  - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Establish additional branches or units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch and unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

Responsibilities

- Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
  - Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

- Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated incident command within the affected area.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

COMMUNICATIONS BRANCH

Function Description

This function may be established at the Branch or Unit level depending upon the functions to be performed, and personnel requirements.

The Communications Branch provides for the coordination of agency or jurisdiction communications services to meet incident, EOC, or agency needs. These services will include electronic, information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operation requirements.

General Duties

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communication services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services (Santa Barbara County Amateur Radio Emergency Services – A.R.E.S.) working in support of the EOC, if ordered.

Responsibilities

- Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.

- Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with the Operational Area EOC.
- Determine specific computer requirements for all EOC positions.
- Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations and that adequate communications operator are available for 24-hour coverage.
- Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

INFORMATION SYSTEMS UNIT

Responsibilities

- Install, activate, and maintain information systems for EOC as necessary.
- If necessary, assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
- Conduct training as required on use of the information management system.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

TRANSPORTATION BRANCH

General Duties

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources; as necessary.

Responsibilities

- In coordination with the Public Works Branch, and the Situation Analysis Unit, develop a transportation plan to support EOC operations, as needed.
- Arrange for the acquisition or use of required transportation resources.
- Work with AFN Coordinator to acquire vehicles to move evacuees with special needs.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

PERSONNEL BRANCH

General Duties

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) through the Santa Barbara County Operational Area (SBOA). The SBOA will contact the State Regional Emergency Operations Center (REOC) via RIMS (Internet), if RIMS is not available, then all requests and reports are to be sent via OASIS, phone, email, or fax.

Responsibilities

- Provide personnel resources as requested in support of the EOC and Field Operations; except all non-fire and non-law enforcement mutual aid resources.
- Identify, recruit and register volunteers as required.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

PROCUREMENT BRANCH

General Duties

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, sanitation services, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- Develop a staging area for supplies; including a staging manager to keep track of supplies.
- Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

Responsibilities

- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- Coordinate procurement actions with the Finance / Administration Section.
- Coordinate delivery of supplies and material as required.

Procurement Policy

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City-owned).
2. Other sources that may be obtained without direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations. City keeps a log of contracts with various vendors.

<u>Checklists</u>

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

FACILITIES BRANCH

General Duties

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Work with City and / or Operational Area Care and Shelter Branch to locate facilities that may be needed for shelters.
- Coordinate with other EOC branches/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

Responsibilities

- Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors and or workspaces are returned to their original state when no longer needed.
- Supervise the Facilities Unit

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

RESOURCES TRACKING BRANCH

General Duties

- Prepare and maintain displays, charts and lists that track and reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resource reporting system for EOC Sections.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

Responsibilities

- Maintain detailed tracking records of all resource allocation and use:
  - resources already in place,
  - resources requested but not yet on scene; and
  - estimates of future resource needs.
- Maintain logs and invoices to support the documentation process and resource information displays in the EOC.
- Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).
- Coordinate with the other branches/units in the Logistics Section to capture and centralize necessary resource/location status information.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

City of Buellton
Emergency Management Plan

Part Two – Finance

PART TWO
FINANCE/ADMINISTRATION
CONTENTS

GENERAL 2F-1
Purpose 2F-1
Overview 2F-1
Objectives 2F-2
Concept of Operations 2F-3
Section Activation Procedures 2F-3

CHART 2-11 FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART 2F-5

FINANCE/ADMINISTRATION SECTION STAFF 2F-6

FINANCE/ADMINISTRATION POSITION DESCRIPTIONS 2F-8
Finance/Administration Section Coordinator 2F-8
Cost Recovery Documentation Unit 2F-9
Time Unit 2F-10
Purchasing Unit 2F-11
Compensation/Claims Unit 2F-12

FINANCE / ADMINISTRATION SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Buellton to respond to emergencies by providing financial support and coordination to emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the City.
- Cooperate with the other sections of the emergency response team.
- Documentation of costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

Finance/Administrative positions will vary depending upon the need of the EOC Director for support. Note, that in the EOC this position may be activated at a one-person level, or at a unit level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

OVERVIEW

The Finance/Administration Section's primary responsibility is to maintain, to the greatest extent possible, the financial systems necessary to keep the City functioning during any incident. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the incident will determine the extent to which the Finance / Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a widespread disaster that damages communications and systems, the entire section will mobilize.

OBJECTIVES

The Finance/Administration Section acts in a support role in all incidents to ensure that all required records are preserved for future use with CalOES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Police or Public Works Departments will have the principal role in directing the City's overall response efforts. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during an incident:

A. For all incidents:

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the incident.
2. Determine the extent to which the computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best as possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Government coordinate with disaster agencies to initiate the cost recovery process.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the incident.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

B. For incidents where the City computer systems and banks are accessible and usable:

1. Inform the other sections and departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for incident-related costs.
2. Continue with objectives A.5. through A.8. above.

C. For incidents where the City's computer systems and/or banks are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.

2. Continue with objectives A.4. through A.8. above.

D. For incidents where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

CONCEPT OF OPERATIONS

The Finance/Administration Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City departmental fiscal operating procedures will be adhered to unless modified by the City Council or EOC Director.
- For incidents that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Documentation Unit. This unit will function on the schedule determined necessary to perform its objectives.
- For incidents that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator.

SECTION ACTIVATION PROCEDURES

Authorization

The EOC Director or designee is authorized to activate the Finance/Administration Section for response to an incident.

When to Activate

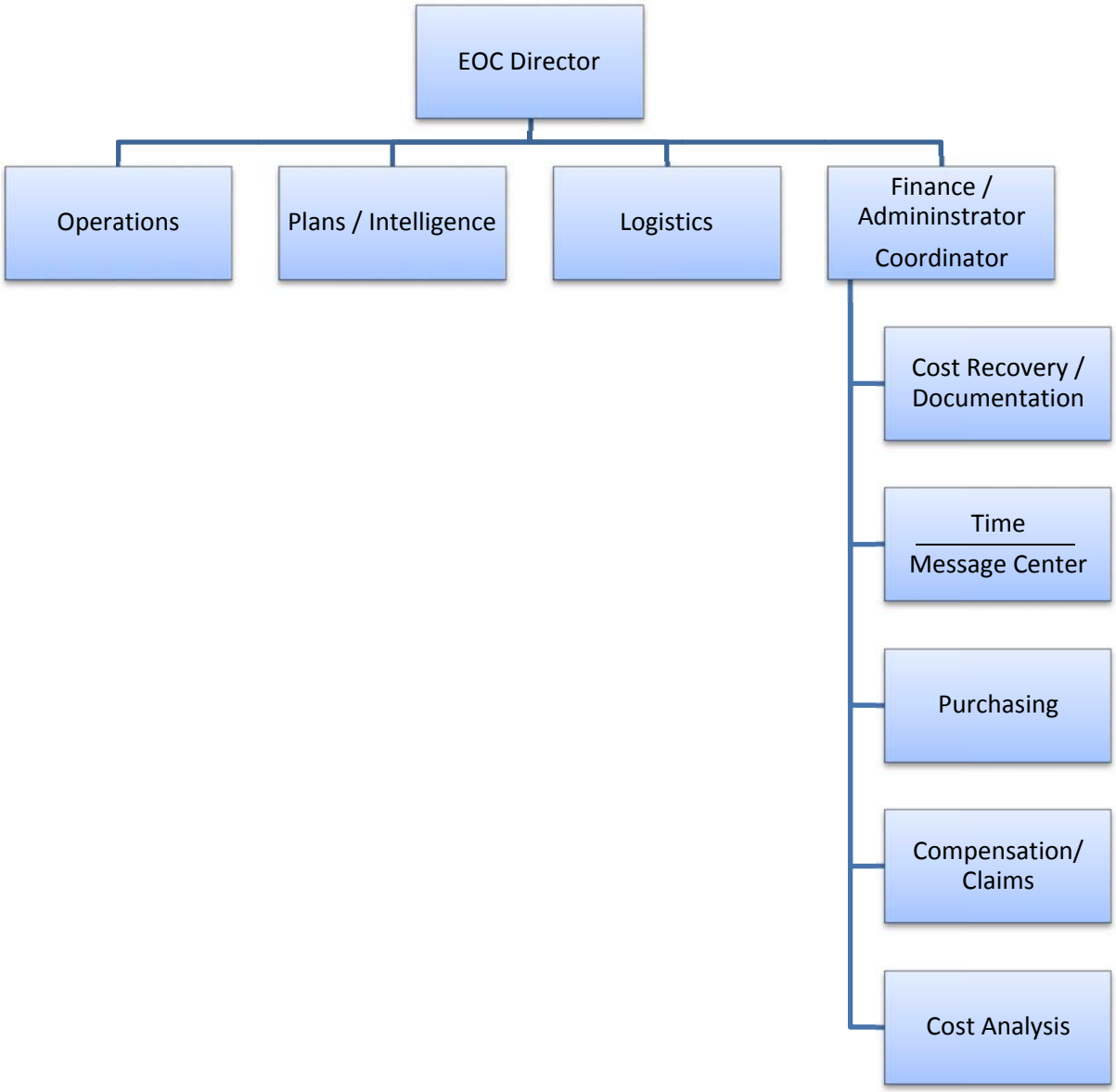
The Finance/Administration Section will be activated during any EOC activation. The Finance/Administration Section's Cost Recovery Documentation Unit may continue to function when the EOC has been deactivated.

In all cases the Cost Recovery Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the incident situation develops. All units will be notified when there is warning of an impending or developing incident.

In the event of a major, widespread incident that disrupts normal communication channels, all units in the Finance/Administration Section are to assume activation and are to report to their assigned emergency location.

Chart 2-11
FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Cost Recovery Documentation Unit
- Time Unit / Sign In/Message Center
- Purchasing Unit
- Compensation/Claims Unit
- Cost Analysis Unit

The Finance/Administration Section Coordinator may activate additional Units to fulfill an expanded role if necessary.

FINANCE/ADMINISTRATION SECTION COORDINATOR

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the incident; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System. Oversees cost recovery of the incident per CalOES and/or FEMA guidelines.

COST RECOVERY DOCUMENATION UNIT

The Cost Recovery Documentation Unit should be activated at the onset of any incident and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to an incident in coordination with other EOC Sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

TIME UNIT

The Time Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work

location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs) and Damage Survey Reports (DSRs). The Time Unit also manages the Sign In and Message Center in the EOC and distributes and collects AP-214 Individual Work Logs from each Section. Each AP-214 form should have the Section Coordinator signature on it for each EOC staff member in their Section.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

PURCHASING UNIT

The Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Purchasing Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location. The Purchasing Unit will work closely with the Logistics Section in the EOC.

COMPENSATION/CLAIMS UNIT

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Buellton arising out of an emergency/disaster. Including, completion of all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

COST ANALYSIS UNIT

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

FINANCE/ADMINISTRATION POSITION DESCRIPTIONS

FINANCE/ADMINISTRATION SECTION COORDINATOR

Function Description

The Finance/Administrative function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

General Duties

- Ensure that the Finance/Administration function is performed consistent with SEMS Guidelines, including:
    - Implementing a Disaster Accounting System.
    - Maintaining financial records of the emergency.
    - Tracking and recording of all agency staff time.
    - Processing purchase orders and contracts in coordination with Logistics Section.
    - Processing worker's compensation claims received at the EOC.
    - Handling travel and expense claims.
    - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Branches/Groups/Units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

Responsibilities

- Ensure that all financial records are maintained throughout the emergency.
- Ensure that all on-duty time is recorded for all emergency response personnel.
- Ensure that all Individual Work Log **(AP-214)** are collected from EOC assigned personnel and that departments are collecting this information from their staff. Ensure there is a continuum of payroll process for all employees responding to the emergency.
- Determine purchase order limits for the procurement function in Logistics.

- Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

COST RECOVERY DOCUMENTATION UNIT

General Duties

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

Responsibilities

- Maintain the Disaster Accounting System and procedures to capture and document costs relating to an incident in coordination with other sections and departments.
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit.
- Determine impacts of the emergency requiring recovery planning.
- Initiate recovery planning meetings with appropriate individuals and agencies.
- Develop the initial recovery plan and strategy for the jurisdiction.
- Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.
- Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.

The Cost Recovery Documentation Unit should be activated at the onset of any incident. Accurate and timely documentation is essential to financial recovery.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that

address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

TIME UNIT

General Duties

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, CalOES and FEMA time recording policies.
- Track, record and report equipment use and time.
- Ensure that all staff is aware of time code to be used while working the incident. Be sure that departments are aware to capture overtime costs and mileage on vehicles used during the incident
- Make sure that Individual Work Log **(AP-214)** are signed by Section Coordinator and that EOC staff have checked in and checked out and that it matches the Personal Log.
- Maintain Sign-In / Message Center Unit, make sure that all EOC staff check in and check out as appropriate.

Responsibilities

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

PURCHASING UNIT

General Duties

- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or EOC Director.
- Process all administrative paperwork associated with equipment rental and supply contracts.

Responsibilities

- Administration of all financial matters pertaining to purchases vendor contracts, leases, fiscal agreements and tracking expenditures.
- Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources.
- Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
- The City Public Works Department has a list of up-to-date contract vendors.
- Ensure that all records identify scope of work and site-specific work location.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

COMPENSATION/CLAIMS UNIT

General Duties

- Accept as agent for City of Buellton claims resulting from an emergency/disaster.
- Collects information for all forms required by Workers Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the incident.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Buellton.

Responsibilities

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Buellton arising out of an incident, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims and issuing checks upon settlement of claims.

Checklists

The jurisdiction is organized consistent with the Standardized Emergency Management System. Procedural checklists have been developed for each functional position in the organization that address the common operational activities associated with that function in their EOC Section and are on file in the EOC.

City of Buellton
Emergency Management Plan

Part Three – Supporting Documents

PART THREE – SUPPORTING DOCUMENTS CONTENTS

AUTHORITIES 3-1

ORDERS AND REGULATIONS 3-3

LOCAL AND STATE EMERGENCY PROCLAMATIONS 3-8

Exhibit 1, Resolution Proclaiming Existence of a Local Emergency (by City Council) 3-12
Exhibit 2, Resolution Proclaiming Existence of a Local Emergency (by the Director of Emergency Services) 3-14
Exhibit 3, Resolution Confirming Existence Of A Local Emergency 3-15
Exhibit 4, Resolution Requesting Governor To Proclaim A State Of Emergency 3-17
Exhibit 5, Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies 3-19
Exhibit 6, Resolution Proclaiming Termination of Local Emergency 3-21

OTHER REGULATIONS PERTAINING TO EMERGENCY MANAGEMENT 3-22

MEDIA ACCESS REGULATIONS 3-23

NATIONAL WEATHER SERVICE ISSUANCES 3-24

LIST OF ACRONYMS AND ABBREVIATIONS 3-27

GLOSSARY OF TERMS 3-33

AUTHORITIES

This section includes a reference to federal, state, and local laws.

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Homeland Security Presidential Directive (HSPD) – 5, National Incident Management System, National Response Plan
- 32 CFR Department of Defense (DOD), national defense, military resources in support of civil authorities.
- 44 CFR Federal Emergency Management Agency (FEMA) federal disaster assistance programs, emergency and major disaster declarations, disaster field offices, State and federal coordinating officers
- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Fighting).
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended

State

- Air Pollution, Health and Safety Code §42320
- Earthquake Education Act, Public Resources Code §2805
- Earthquake Hazards Reduction Act, Government Code §8871
- Employees Safety Act, Labor Code §2801
- Emergency Services Act, Government Code §8550
- Seismic Safety Act, Health and Safety Code §16000
- FIRESCOPE Act, Health and Safety, §13070
- Flood Control Law, Water Code §8000
- Flood Control Law of 1946, Water Code §12800
- Hazardous Substance Highway Spill Containment and Abatement Act, Vehicle Code §2450
- Hazardous Materials Release Response Plans and Inventory, Health and Safety Code §25500
- Katz Act, Education Code §§35295 – 35297 (Requires that schools plan for earthquakes and other emergencies)
- Natural Disaster Assistance Act, Government Code §8680
- Oil Refinery and Chemical Plant Safety Preparedness Act, Government Code §51020
- Seismic Hazards Mapping Act, Public Resources Act §2690
- Seismic Safety Commission Act, Business and Professions Code §1014
- CCR, Title 19, Public Safety, Division 2, Chapter 1, Standardized Emergency Management System, §2400

- CCR, Title 19, Public Safety, Division 2, Chapter, Emergencies and Major Disaster, §2501
- CCR Title 19, Public Safety, Division 2, Subchapter 2, Hazardous Substances Emergency Response Training, §2510
- CCR, Title 19, Public Safety, Division 2, Chapter 6 Natural Disaster Assistance Act, §2900

Local

- Emergency Preparedness – Municipal Code Chapter 2.52
- General Plan Safety Element, May 2007
- Adoption of the Standardized Emergency Management System (SEMS)- City Council Resolution No. 05-03 adopted January 27, 2005
- Adoption of the National Incident Management System (NIMS) – City Council Resolution No. 06-25 adopted September 14, 2006.
- Santa Barbara County Multi Jurisdictional Hazard Mitigation Plan adopted August 22, 2017, by the County Board of Supervisors – Adopted July 27, 2017, by City Council Resolution No. 17-13.

Emergency Plans, State Agency Plans

- California Earthquake Advisory Plan, OES, 1990
- California Emergency Resources Management Plan, OES 1968
- California Short-Term Earthquake Prediction Response Plan
    - Supplement to California Short-Term Earthquake Prediction Response Plan.
- California Utilities Emergency Plan, OES, 1990
- Hazardous Material Incident Contingency Plan, OES, 1991
- Nuclear Power Plan Emergency Response Plan, OES, 1993
- Parkfield California Earthquake Prediction Response Plan, OES, Revised 1993

State Mutual Aid Plans

- California Coroners' Mutual Aid Plan, OES, 1985
- Emergency Manager Mutual Aid Plan, OES, 1997
- Fire and Rescue Mutual Aid Plan, OES, 1988
- Law Enforcement Mutual Aid Plan, OES, 1994
- Law Enforcement Mutual Aid Plan (SAR) Annex, OES, 1995

ORDERS AND REGULATIONS

(Extracted from the California Emergency Plan)

ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY THE GOVERNOR DURING A STATE OF EMERGENCY

Order 1 (Employment)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (Medical Supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (Bonding)

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (Temporary Housing)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY

Order 1 (Orders and Regulations in Effect)

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3 (Authority and Implementation under State of War Emergency)

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

Order 5 (War Powers)

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7 (Alcohol Sales)

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed

by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9 (Food Sales)

It is hereby ordered that all wholesale foodstocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

(l) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and

(2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for foodstocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

Order 10 (Medical Supplies)

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11 (Banking)

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

LOCAL AND STATE EMERGENCY PROCLAMATIONS

LOCAL EMERGENCY PROCLAMATIONS/RESOLUTIONS (EXHIBITS 1, 2, AND 3)

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (city council, board of supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified.

- **A copy of the resolution must be provided as soon as possible to the City of Buellton for transmission to the California Emergency Management Agency (CalOES).**
- To qualify for assistance under the state Natural Disaster Assistance Act (NDAA), such proclamations must be made within 10 days of the event.
- A Local Emergency proclaimed by the Director of Emergency Services (designated by ordinance) must be ratified by the City Council/Board of Supervisors within seven days.
- The governing body shall review, at its regularly scheduled meetings until the Local Emergency is terminated, the need for continuing the Local Emergency. However, in no event shall a review take place more than 21 days after the previous review. However, if the governing body meets weekly, it shall review the need for continuing the Local Emergency at least every 14 days, until the Local Emergency is terminated.
- The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant. **(Exhibit 6)**

The proclamation of a local emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- If the conditions described in the California Emergency Services Act warrant a local emergency, it enables local agencies to request state assistance under the State NDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
  - Establish curfews.
  - Take any measures necessary to protect and preserve public health and safety.
  - Exercise all authority granted by local ordinance.

CITIES COVERED UNDER A COUNTY PROCLAMATION

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions, which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted

by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRANCE IN LOCAL EMERGENCIES (EXHIBIT 5)

Following the proclamation of a local emergency and in the event public property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the CalOES Director to concur in their proclamation of a local emergency and to provide assistance under the California Natural Disaster Assistance Act (NDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to CalOES through the Santa Barbara County Operational Area (see **Exhibit 5**).

To assist the CalOES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of local emergency proclamation (see **Exhibits 1, 2 or 3).**
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the State Natural Disaster Assistance Act. Financial assistance available under the NDAA is administered by CalOES.

STATE OF EMERGENCY/PRESIDENTIAL DECLARATION (EXHIBIT 4), RESOLTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government (see **Exhibit 4).**

To support its request for a gubernatorial proclamation, it is essential that the local jurisdiction forward an estimate of damage and financial loss to CalOES through the Operational Area as rapidly as possible. Estimates of loss are an important part of the criteria that CalOES considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, and may be faxed, to the Santa Barbara County Operational Area Office of Emergency Management for transmission to the CalOES Director:

- Copy of the local emergency proclamation (see **Exhibits 1, 2 and 3).**
- Damage assessment summary and estimate of financial loss (while this information may not be readily available at the point the proclamation is sent, it must be provided as rapidly as possible following the local proclamation).

The Office of Emergency Management prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, OEM prepares the proclamation.

Presidential Declaration

Following the proclamation of a state of emergency, the CalOES Director may recommend that the Governor request a Presidential declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate, which can be accessed through the States Response Information Management System (RIMS).

Renewal of Local Emergency Proclamations Background

There has been some discussion if cities or counties need to renew their local emergency proclamations following a state of emergency to receive state or federal assistance.

Emergency Services Act

The Emergency Services Act, Article 14, Section 8630 (Proclamation by local governing body; Duration; Review) states:

(a) "A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the Local Emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

Natural Disaster Assistance Act (NDAA)

In order to receive NDAA funds, the local emergency has to be proclaimed within 10 days of the incident period. NDAA does not make reference to reviewing the proclamation every 14 days; although, locals are required to do this under the Emergency Services Act. In addition, locals have to certify that they are in compliance with the Standardized Emergency Management System (SEMS) as a condition of receiving cost reimbursement for their emergency work labor costs under NDAA. (Disaster Assistance Funding Guidance)

Federal Emergency Management Agency (FEMA)

FEMA does not require local governing bodies to renew their local emergency proclamations every 14 days in order to receive federal funding.

Conclusion

Based on review of the Emergency Services Act, Natural Disaster Assistance Act and the Federal Emergency Management Agency's local emergency renewal policy, it is not necessary for local governing bodies to continue to renew their local emergency proclamations in order to be eligible for state and federal disaster assistance.

SAMPLE EMERGENCY PROCLAMATION FORMS/RESOLUTIONS

The following suggested resolutions were developed by CalOES to carry out the authority granted in Chapter 12 of the Santa Barbara County Code, Ordinance No. 3014 Relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney concerned, and such changes made as may be necessary to bring them into conformance with the emergency ordinance of the particular city.

- **Exhibit 1 -**Resolution Proclaiming Existence of a Local Emergency (by City Council).
- **Exhibit 2 -** Resolution Proclaiming Existence of a Local Emergency (by Director of Emergency Services or other person designated in ordinance). **Must be ratified by governing body within 7 days.**
- **Exhibit 3 -** Resolution Confirming Existence of a Local Emergency (used by a Board of Supervisors within 7 days to ratify the proclamation of local emergency issued by the Director of Emergency Services).
- **Exhibit 4 -** Resolution Requesting Governor to Proclaim a State of Emergency.
- **Exhibit 5 -** Local Resolution Requesting State Director, Office of Emergency Services' Concurrence in Local Emergencies.
- **Exhibit 6 -** Resolution Proclaiming Termination of a Local Emergency.
  **Exhibits are used as suggested resolutions from the CalOES Plan/Emergency Services Act*

EXHIBIT 1
RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by City Council)

WHEREAS, Government Code, Section 8558 and 8630, et seq., empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services* of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____ ____.m. on the _____ day of _____, 20___); and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services* and the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city and approved by the City Council on _____, 20____.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Buellton, State of California. *

_____
Mayor
City of Buellton

AYES: _____

NOES: _____

ABSTAIN:_____

ABSENT:_____

ATTEST:
CITY CLERK

By_____

---

* Section 8630 of the Government Code provides: "...(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

EXHIBIT 2
RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by Director of Emergency Services)

WHEREAS, Government Code, Section 8558 and 8630, et seq., empowers the Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services** of the City of Buellton does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____; and ;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the City Council of the City of Buellton is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of Buellton Emergency Management Plan, as approved by the City Council on _____, 20___.

Dated: _____ By:_____
Director of Emergency Services
City of Buellton

** Section 8630 of the Government Code provides: "...Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body..."

EXHIBIT 3
RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY*

WHEREAS, Government Code, Section 8558 and 8630, et seq., empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this city, caused by _____
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
commencing on or about _____ ___.m. on the _____ day of _____, 20____, at which time the Buellton City Council was not in session; and

WHEREAS, said the City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services** of the City of Buellton did proclaim the existence of a local emergency within said city on the _____ day of _____, 20___;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Buellton, State of California.**

_____
Mayor
City of Buellton

AYES: _____

NOES: _____

ABSTAIN:_____

ABSENT:_____

ATTEST:
CITY CLERK

By_____

---

* This form may be used by a Board of Supervisors to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

** Section 8630 of the Government Code provides: "...(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

EXHIBIT 4
RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, Government Code, Section 8558 and 8630, et seq., found that due to _____;
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said county; and

WHEREAS, in accordance with state law the County Board of Supervisors proclaimed an emergency did exist throughout said County; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he/she proclaim the County of Santa Barbara a disaster area;

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____, (Title)_____, is thereby designated as the authorized representative for public assistance and _____, (Title)_____, is hereby designated as the authorized representative for individual assistance of the County Santa Barbara for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

_____
Board Chair
County of Santa Barbara

AYES: _____

NOES: _____

ABSTAIN:_____

ABSENT:_____

ATTEST:
CLERK OF THE BOARD

By_____
Deputy

EXHIBIT 5
LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES*

WHEREAS, on _____, 20____, the County Board of Supervisors of the County of Santa Barbara found that due to **_____;**
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)
a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the Board of Supervisors now proclaims an emergency does exist throughout said County;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that_____, (Title)_____, is hereby designated as the authorized representative of the County of Santa Barbara for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

_____
Board Chair
County of Santa Barbara

AYES: _____

NOES: _____

ABSTAIN:_____

ABSENT:_____

ATTEST:
CLERK OF THE BOARD

By_____
Deputy

_____

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.

EXHIBIT 6
RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Buellton in accordance with the resolution thereof by the City Council on the _____ day of _____, 20___,
or

Director of Emergency Services* on the _____ day of _____, 20_____, and its ratification by the City Council on the _____ day of _____, 20____, as a result of conditions of extreme peril to the safety of persons and property caused by _____*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes);* and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of Buellton;

NOW, THEREFORE, the City Council of the City of Buellton, State of California, does hereby proclaim the termination of said local emergency.

_____
Mayor
City of Buellton

AYES: _____

NOES: _____

ABSTAIN:_____

ABSENT:_____

ATTEST:
CITY CLERK

By_____

OTHER REGULATIONS PERTAINING TO EMERGENCY MANAGEMENT

Good Samaritan Law: California Health and Safety Code, Chapter 9, Section 1799.102 (2012), and California Government Code, Section 50086

California Disaster and Civil Defense Master Mutual Aid Agreement: California Emergency Plan

Federal Aviation Regulations: Subpart B - Flight Rules, Section 91.91 Temporary Flight Restrictions

Use of School Buildings as Shelters: Assembly Bill No. 2786 (Katz Bill), Chapter 1659 (An act to amend Sections 40041 and 40042 of, to add Section 40041.5 to, and to add Article 10.5 (commencing with Section 35295) to Chapter 2 of Part 21 of the Education Code, relating to emergency procedures.

SEMS Law/Office of Emergency Services: California Government Code 8607, Article 9.5, Disaster Preparedness, and California Code of Regulations, Title 19, Division 2, Section 2400 et seq, Office of Emergency Services

Federal Directive: Homeland Security, Presidential Directive/HSPD-5

MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (I) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions, which are set forth above in this section.

(b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

OUTLOOK—For events possible to develop in the extended period (extended definition depends on the type of event)

ADVISORY—For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

WATCH—For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

WARNING—The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

STATEMENTS (OR UPDATES)—Issued as updates to the above products

SPECIFIC TYPES OF ISSUANCES

FLASH FLOODING:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates any of the above three issuances.

Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

OTHER TYPES OF ISSUANCES

Dense Fog Advisory: Issued when dense fog (visibility below ½ mile) is expected to last for three hours or longer)

Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer

Example:
Today is Monday, February 13. Weather models indicate a strong Pacific storm will affect the Southern California forecast area on Wednesday. The forecast models have been very consistent, and the likelihood of this storm is fairly certain.

The NWS (National Weather Service) would issue a Special Weather Statement discussing a developing storm expected. Other Statements would generally be issued every six to eight hours between Monday and Wednesday. In the meantime, the NWS would continue watching the date to better pinpoint the storm track, severity, timing and rainfall totals.

For this example, by early Tuesday morning we have determined the storm will begin Wednesday morning, then intensify Wednesday afternoon.

Tuesday evening, or early Wednesday morning, the NWS will issue a Flash Flood Watch.

The event begins, and based on satellite and radar pictures, more is on the way. It looks as though the heavy rains may cause flash flooding in certain areas, but most areas will only have street flooding and other "nuisance" problems. The NWS issues a Flash Flood Warning for the first area, and Urban and Small Stream Flood Advisories for the others. Follow-up statements are then issued as frequently as new information is available.

Note: This is one of the most critical times when feedback information from cities, counties and agencies is most helpful.

The following numbers are your link to the NWS, including severe weather emergencies. Please use the numbers for their intended purpose and keep the restricted numbers confidential.

National Weather Service
520 No. Elevar St.
Oxnard, CA 93030

All telephone numbers are 805/988-

Number	Line	Use
6618/6619	Weather Warnings/Duty Officer	24 hour/restricted
6613	Fax	24 hour/restricted
6610	Public number	Business hours/unrestricted
6611	Recorded weather	24 hours/unrestricted
6615	Administration	Business hours/restricted
6623	Administration—Warning Coordination	Business hours/info. only

The NWS may also contact your jurisdiction for more information on potentially hazardous weather situations. You are encouraged to report any unusual (funnel cloud, etc.) Or other potentially hazardous weather situation to the NWS as quickly as possible. These numbers should be made available to your Police and Fire dispatchers.

LIST OF ACRONYMS AND ABBREVIATIONS

A&E	**Architecture and Engineering**
AC	**Area Command**
ADA	**Americans with Disabilities Act**
APCD	**Air Pollution Control District**
ARC	**American Red Cross**
ASCS	**U.S. Agricultural Stabilization and Conservation Services**
ARES	**Amateur Radio Emergency Services**
BLM	**Bureau of Land Management**
BOR	**Bureau of Reclamation**
CAA	**Clean Air Act**
CALDAP	**California Disaster Assistance Program**
CalTrans	**California Department of Transportation**
CALWAS	**California Warning System**
CAN	**Community Alert Network**
CAO	**Chief Administrative Office(r)**
CAT	**Crisis Action Team**
CAV	**Community Assistance Visit**
CCA	**Comprehensive Cooperative Agreement**
CCC	**California Conservation Corps**
CCP	**Casualty Collection Points**
CD	**Civil Defense**
CDBG	**Community Development Block Grant**
CDC	**Centers for Disease Control, U.S. Public Health Service**
CDF	**California Department of Forestry**
CEM	**Comprehensive Emergency Management**
CEO	**Chief Executive Officer**
CEP	**Comprehensive Emergency Planning**
CEQA	**California Environmental Quality Act**
CERCLA	**Comprehensive Environmental Response Compensation and Liability Act**
CESA	**California Emergency Services Association**
CESFRS	**California Emergency Service Fire Radio System**
CESRS	**California Emergency Services Radio System**
CFR	**Code of Federal Regulations**
CHP	**California Highway Patrol**
CLEMARS	**California Law Enforcement Mutual Aid Radio System**
CLERS	**California Law Enforcement Radio System**
CLETS	**California Law Enforcement Telecommunications System**

COE	**Corps of Engineers (US Army)**
COG	**Continuity of Government**
CPG	**Civil Preparedness Guide**
CPI	**Consumer Price Index**
CWA	**Clean Water Act**
DA	**Damage Assessment**
DAC	**Disaster Assistance Center**
DAE	**Disaster Assistance Employee**
DAP	**Disaster Assistance Programs**
DCS	**Disaster Communications Service**
DFCO	**Deputy Federal Coordinating Officer**
DFO	**Disaster Field Office**
DHA	**Disaster Housing Assistance**
DHHS	**Department of Health and Human Services**
DHS	**Department of Homeland Security**
DLS	**Disaster Legal Services**
DOB	**Duplication of Benefits**
DOC	**Department Operations Center**
DOD	**Department of Defense**
DOE	**Department of Energy**
DOL	**Department of Labor**
DOJ	**Department of Justice**
DOT	**Department of Transportation**
DP	**Disaster Preparedness**
DSA	**Division of the State Architect (California)**
DSR	**Damage Survey Report**
DUA	**Disaster Unemployment Assistance**
DWI	**Disaster Welfare Inquiry**
DWR	**California Department of Water Resources**
EAS	**Emergency Alert System**
ED	**United States Department of Education**
EDD	**Employment Development Department**
EEO	**Equal Employment Opportunity**
EIR	**Environmental Impact Review**
EMA	**Emergency Management Assistance**
EMI	**Emergency Management Institute**
EMMA	**Emergency Managers Mutual Aid**
EMP	**Electromagnetic Pulse**
EMSA	**Emergency Medical Services Authority**
EMS	**Emergency Medical Services**
EMT	**Emergency Medical Technician**
EOC	**Emergency Operations Center**
EOP	**Emergency Operating Procedures**

EMP	**Emergency Management Plan**
EPA	**Environmental Protection Agency**
EPI	**Emergency Public Information**
ER	**Emergency Relief Program**
ESA	**California Emergency Services Act**
ESA	**Endangered Species Act**
ESC	**Emergency Services Coordinator**
FA	**Fire Administration (office symbol)**
FAA	**Federal Aviation Administration**
FAS	**Federal Aid System Road**
FAST	**Federal Agency Support Team**
FAX	**Facsimile**
FBI	**Federal Bureau of Investigation**
FCC	**Federal Communications Commission**
FCO	**Federal Coordinating Officer**
FEMA	**Federal Emergency Management Agency**
FFY	**Federal Fiscal Year**
FHWA	**Federal Highway Administration**
FIA	**Federal Insurance Administration**
FIPS Number	**Same as Project Application Number**
FIRESCOPE	**Firefighting Resources of Calif. Organized for Potential Emergencies**
FmHA	**Farmers Home Administration**
FPM	**Flood Plain Management**
FRERP	**Federal Radiological Emergency Response Plan**
FTB	**Franchise Tax board (State of California)**
GAR	**Governor's Authorized Representative**
GIS	**Geographic Information System**
GSA	**General Services Administration**
HAZMAT	**Hazardous Materials**
HEW	**U.S. Department of Health, Education and Welfare**
HM	**Hazard Mitigation**
HMGP	**Hazard Mitigation Grant Program**
HMO	**Hazard Mitigation Officer**
HMT	**Hazard Mitigation Team**
HUD	**Housing and Urban Development Program**
IA	**Individual Assistance**
IA/O	**Individual Assistance/Officer**
IC	**Incident Commander**
ICC	**Interstate Commerce Commission**
ICP	**Incident Command Post**
ICS	**Incident Command System**

IFG	**Individual and Family Grant Program (State of California program)**
IFGP	**Individual and Family Grant Program**
IG	**Inspector General**
IRS	**U.S. Internal Revenue Service**
IRMS	**Information Resources Management Service**
JIC	**Joint Information Center**
JDIC	**Justice Data Interface Controller**
JPA	**Joint Powers Agreement**
JPIC	**Joint Public Information Center**
JIS	**Joint Information System**
LGAC	**Local Government Advisory Committee**
MACS	**Multi-Agency Coordination System**
MARAC	**Mutual Aid Regional Advisory Committee**
MC	**Mobilization Center**
MCR	**Military Communications Representative**
MHFP	**Multi-Hazard Functional Plan**
MOA	**Memorandum of Agreement**
MOU	**Memorandum of Understanding**
MRA	**Mortgage and Rental Assistance Program**
MRE	**Meals Ready to Eat**
MSA	**Multi-Purpose Staging Area**
MTA	**Metropolitan Transit Authority**
NAWAS	**National Warning System**
NCCEM	**National Coordinating Council on Emergency Management**
NCS	**National Communications System**
NCSP	**National Communications Support System**
NCSRM	**National Communications System Regional Manager**
NDAA	**California Natural Disaster Assistance Act**
NDEA	**National Defense Education Act**
NDMS	**National Disaster Medical System**
NECC	**National Emergency Coordination Center (FEMA)**
NEIS	**National Earthquake Information Service**
NEST	**Nuclear Emergency Search Team**
NETC	**National Emergency Training Center**
NFA	**National Fire Academy**
NFDA	**National Funeral Directors Association**
NFIP	**National Flood Insurance Program**
NHC	**National Hurricane Center**
NHPA	**National Historic Preservation Act**
NIFCC	**National Interagency Fire Coordination Center, U.S. Forest Service**
NIMS	**National Incident Management System**

NOAA	**National Oceanic and Atmospheric Administration**
NOI	**Notice of Interest**
NRC	**Nuclear Regulatory Commission**
NRP	**National Response Plan**
NRT	**National Response Team**
NWS	**National Weather Service**
OA	**Operational Area**
OASIS	**Operational Area Satellite Information System**
OES	**Office of Emergency Services**
OFA	**Other Federal Agencies**
OMB	**Office of Management and Budget (Federal)**
OPA	**Oil Pollution Act**
OPM	**Office of Personnel Management**
OSA	**California Office of the State Architect**
OSHA	**Occupational Safety and Health Administration**
PA	**Public Affairs**
PAO	**Public Affairs Officer**
PA	**Public Assistance**
PA/O	**Public Assistance Officer**
PDA	**Preliminary Damage Assessment**
PDH	**Packaged Disaster Hospital**
PDS	**Professional Development Series**
PFT	**Permanent Full-Time Employee**
PIO	**Public Information Officer**
PL	**Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974**
PNP	**Private Nonprofit Organization**
PSI	**Pounds per Square Inch**
PSR	**Personal Service Radio**
PUC	**California Public Utilities Commission**
RACES	**Radio Amateur Civil Emergency Services**
RADEF	**Radiological Defense**
RCP	**Regional Oil and Hazardous Substances Pollution Contingency Plan**
RD	**Regional Director (FEMA)**
REACT	**Radio Emergency Associated Communication Team**
REC	**Regional Emergency Coordinator**
REOC	**Regional Emergency Operations Center**
RM	**Radiological Monitor**
RO	**Radiological Officer**
RRT	**Regional Response Team**
SA	**Salvation Army**
SAP	**State Assistance Program**

SAR	**Search and Rescue**
SARA	**Superfund Amendment and Reauthorization Act (Title III)**
SAST	**California State Agency Support Team**
SBA	**Small Business Administration**
SCAQMD	**South Coast Air Quality Management District**
SCESA	**Southern California Emergency Services Association**
SCO	**State Coordinating Officer**
SEMO	**State Emergency Management Office**
SEMS	**Standardized Emergency Management System**
SF	**Standard Form**
SHMO	**State Hazard Mitigation Officer**
SHPO	**State Historic Preservation Officer**
SITREP	**Situation Report**
SLPS	**State and Local Programs and Support Directorate (FEMA)**
SOC	**State Operations Center**
SOP	**Standard Operating Procedure**
STO	**State Training Officer**
Subgrantee	**An eligible applicant in Federally declared disasters**
TH	**Temporary Housing**
TSCA	**Toxic Substances Control Act**
USACE	**United States Army Corps of Engineers**
USAR	**Urban Search and Rescue**
USDA	**U.S. Department of Agriculture**
USFA	**United States Fire Administration**
USGS	**United States Geological Survey**
VA	**Veterans Administration**
VSAT	**Very Small Aperture Terminal**

GLOSSARY OF TERMS

"Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

"Disaster" means a sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

"Emergency" means a condition of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

"Emergency Operations Center" means a location from which centralized emergency management can be performed.

"Emergency Response Agency" means any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

"Emergency Response Personnel" means personnel involved with an agency's response to an emergency.

"Incident" means an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

"Incident Action Plan" means the plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

"Incident Commander" means the individual responsible for the command of all functions at the field response level.

"Incident Command System (ICS)" means a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

"Local Government" means local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title19, Division 2, Chapter 5, NDAA, §2900(y).

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

"Multi-agency or inter-agency coordination" means the participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

"Mutual Aid" means voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

"Mutual Aid Region" means a subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

"Operational Area" means an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area is used by the county and the political subdivisions of the Operational Area for the coordination of emergency activities and to serve as a communication and coordination link between the state's emergency operating centers and the operating centers of the political subdivisions of the operational area. The Operational Area augments, but does not replace, any member jurisdiction.

"Political subdivision" means any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

"Standardized Emergency Management System (SEMS)" means that consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in regulations (CCR Title 19, Division 2, §2400 et sec). It identifies at each level of the statewide emergency organization, the direction of field forces and the coordination of joint efforts of government and private agencies. ICS is the field level component of SEMS.

"State of Emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency", which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: September 13, 2018

Subject: Monthly Treasurer's Report – July 31, 2018

BACKGROUND

California Government Code Section 53646(b)(3) provides mandatory investment reporting requirements for California public agencies. The attached Treasurer's Report complies with the State's reporting requirement.

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

This Treasurer's Report is for July 31, 2018. Treasurer's Reports are presented on a monthly basis.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receive and file the Treasurer's Report for the month ending in July 31, 2018.

ATTACHMENTS

Attachment 1 – Monthly Treasurer's Report – July 31, 2018

City of Buellton

City of Buellton
Monthly Treasurer's Report
As of July 31, 2018

September 13, 2018

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

1) Cash and investments at July 31, 2018 compared to the prior month;

2) A reconciliation of cash and investments to City ledger balances;

3) All investments managed by the City on its own behalf;

4) Beginning of year fund balance, revenues, expenditures and ending fund balance for each fund at July 31, 2018

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

		July 31, 2018		June 30, 2018
Cash	$	3,454,013.71	$	3,732,099.14
Investments held by the City		9,275,997.11		9,235,617.85
TOTAL CASH AND INVESTMENTS	$	12,730,010.82	$	12,967,716.99

Summary of activity for the Month and Future Liquidity*: The majority of the difference in the recorded value for cash and investments held by the City from last month is a result of a lump-sum payment to CalPERS for the Unfunded Accrued Liability contribution and payment to non-profit organizations for the current fiscal year.* The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.

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

Pooled Cash Report

City of Buellton, CA

For the Period Ending 7/31/2018

ACCOUNT #	ACCOUNT NAME	06/30/2018 BALANCE	CURRENT ACTIVITY	7/31/2018 BALANCE
CLAIM ON CASH				
001-10000	Claim On Pooled Cash	7,471,101.06	(219,220.90)	7,251,880.16
005-10000	Claim On Pooled Cash	1,358,238.24	21,790.80	1,380,029.04
005-10000	Claim on Pooled Cash	185,152.49	(3,173.37)	181,979.12
020-10000	Claim On Pooled Cash	2,079,824.29	131,483.45	2,211,307.74
021-10000	Claim on Pooled Cash	288,163.73	(2,091.80)	286,071.93
023-10000	Claim On Pooled Cash	477,681.64	1,430.90	479,112.54
024-10000	Claim On Pooled Cash	30,502.38	(374.63)	30,127.75
025-10000	Claim On Pooled Cash	258,275.28	(73,184.78)	185,090.50
027-10000	Claim On Pooled Cash	175,033.83	(818.77)	174,215.06
029-10000	Claim On Pooled Cash	31,645.92	(13,817.70)	17,828.22
031-10000	Claim On Pooled Cash	336,953.96	(32,471.70)	304,482.26
072-10000	Claim on Pooled Cash	-	-	-
075-10000	Claim On Pooled Cash	231,692.46	(3,805.96)	227,886.50
090-10000	Claim On Pooled Cash	-	-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	43,451.71	(43,451.71)	-
TOTAL CLAIM ON CASH		12,967,716.99	(276,551.16)	12,730,010.82
CASH IN BANK				
Cash in Bank				
999-10001	Pooled Cash - General Checking	3,719,064.03	(277,683.27)	3,441,380.76
999-10002	Pooled Cash - Money Market	205,953.80	36.11	205,989.91
999-10003	Pooled Cash - FSA	13,035.11	(402.16)	12,632.95
999-10004	Pooled Cash - Brokerage	299,228.00	127.00	299,355.00
999-10005	Pooled Cash - LAIF	8,186,378.49	38,844.99	8,225,223.48
999-10006	Pooled Cash - Morgan Stanley	544,057.56	1,371.16	545,428.72
TOTAL: Cash in Bank		12,967,716.99	(237,706.17)	12,730,010.82

Per Statements:	**7/31/2018**
Rabobank General Checking	3,947,908.28
Rabobank Money Market	205,989.91
Rabobank FSA	12,632.95
Local Agency Investment Fund	8,225,223.48
Multi-Securites Bank	299,355.00
Morgan Stanley	545,428.72
Total Cash per Statements:	**13,236,538.34**

Claim on Cash vs. Total Cash Per Statements:	(506,527.52)
Outstanding items per System Reconciliation	(506,527.52)
Difference:	(0.00)

City of Buellton
Investment Summary
July 31, 2018

City of Buellton
Summary of City Cash and Investments

As of July 31, 2018

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
Local Agency Investment Fund - LAIF	88.60%	1.71%	n/a	n/a	$8,225,223.48	$ 8,225,223.48
Certificates of Deposits (Held with Morgan Stanley)						
Wells Fargo Bank NA	2.68%	2.25%	5 yrs.	8/16/2022	249,000.00	238,528.87
Goldman Sachs Bank	2.15%	2.75%	2 yrs.	5/11/2020	200,000.00	201,382.49
City National Bank	1.11%	2.20%	1 yr.	5/24/2019	$ 103,000.00	$ 103,377.87
Morgan Stanley - Cash in Holding						$ 2,139.49
Certificates of Deposits (Held with Multi-Securities Bank)						
Morgan Stanley Bank	1.08%	2.90%	3 yrs.	5/10/2021	100,000.00	99,868.00
JPMorgan Chase Bank	1.08%	3.05%	4 yrs.	5/16/2022	100,000.00	99,789.00
Sallie Mae Bank	1.08%	3.20%	5 yrs.	5/9/2023	100,000.00	99,698.00
Money Market (Held with Rabobank)	2.22%	0.20%		n/a	205,989.91	205,989.91
Total City Investments	100.00%	3.65%			$9,283,213.39	$ 9,275,997.11

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

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

City of Buellton, CA

Fund Balance Report

As Of 07/31/2018

Fund	July 1, 2018 Balance	Total Revenues	Total Expenses	July 31, 2018 Balance
001 - General Fund	8,163,551.25	377,137.14	713,935.01	7,826,753.38
005 - Sewer Fund	3,473,770.40	112,714.78	87,650.23	3,498,834.95
006 - Wastewater Capital	196,217.58	-	-	196,217.58
020 - Water Fund	6,197,841.40	249,435.28	207,181.68	6,240,096.00
021 - Water Capital	325,189.20	-	-	325,189.20
023 - Housing Fees	479,112.54	-	-	479,112.54
024 - Traffic Mitigation Fund	30,127.75	-	-	30,127.75
025 - Gas Tax Fund	125,196.51	10,146.96	83,125.72	52,217.75
027 - Local Transportation Fund	171,598.15	323.57	3,333.32	168,588.40
029 - Transportation Planning	(129,427.38)	-	-	(129,427.38)
031 - Measure A	66,853.43	28,538.31	62,086.48	33,305.26
075 - Trust & Agency Fund	4,335.99	-	-	4,335.99
090 - Long Term Debt	(2,524,366.00)	-	-	(2,524,366.00)
091 - General Fixed Assets	16,739,534.82	-	-	16,739,534.82
092 - Capital Improvement Proj Fund	(0.01)	186,259.43	186,259.43	(0.01)
	33,319,535.63	**964,556.47**	**1,343,571.87**	**32,940,520.23**

As required by Government Code Section 53646 (b) (3), the chief officer for the City declares that there is sufficient funds to meet all obligations for the next six months.

Shannel Zamora

Shannel Zamora
Finance Director

City of Buellton

PROCLAMATION HONORING EMPLOYEES AND VOLUNTEERS OF THE BUELLTON SENIOR THRIFT SHOP

WHEREAS, the Buellton Senior Thrift Shop exists to serve non-profit charitable organizations such as the Buellton Senior Center and their passionate work was founded to promote the general welfare of seniors in Buellton; and

WHEREAS, employees and volunteers of the Buellton Senior Thrift Shop continually raise money for Meals on Wheels to provide meals for Buellton seniors; and

WHEREAS, employees and volunteers are always looking for ways to help people in need, whether it is taking clothing and household items to those who lost everything in the local fires and floods or by providing blankets and towels to the Santa Ynez Valley Humane Society; and

WHEREAS, employees and volunteers continually offer supplies to the Buellton Rec Center, local churches, Veterans, Women's Crisis Center, Theaterfest, Buellton Union School District, Buellton Chamber of Commerce, and many others; and

WHEREAS, employees and volunteers work to improve the quality of life, total health, and well-being of Buellton's senior citizens every day; and

WHEREAS, the community is extremely fortunate to have such valuable employees and volunteers at the Buellton Senior Thrift Shop to assist our community's seniors and victims of local disasters.

NOW, THEREFORE, I, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council, hereby honor the **EMPLOYEES AND VOLUNTEERS OF THE BUELLTON SENIOR THRIFT SHOP** for their tireless service to the community.

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

Mayor

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Marc Bierdzinski, City Manager
Meeting Date:	September 13, 2018
Subject:	First Contract Amendment with the Buellton Business Association/Chamber of Commerce for Operation of a Visitor's Bureau

BACKGROUND

On August 9, 2018, the City Council authorized an additional $50,000 in funding for the Buellton Visitor's Bureau, bringing the Fiscal Year 2018-19 funding to $450,000.

Attachment 1 is the First Amendment to the service contract with the Buellton Business Association/Chamber of Commerce (BBA/COC) for operation of the Visitor's Bureau. The contract amendment reflects the $450,000 funding for Fiscal Year 2018-19. Attachment 2 is the revised budget for operation of the Visitor's Bureau.

Per the Chamber comments from the past meetings, there was a deficit of $25,540, so a little over half of the newly allocated $50,000 will be covering that deficit.

RECOMMENDATION

That the City Council receives the Buellton Visitor's Bureau Fiscal Year 2018-19 Budget and approve the First Amendment to the Service Contract (Attachment 1) and authorize the City Manager to execute the amendment.

ATTACHMENTS

Attachment 1 – First Amendment to the BBA/COC Service Contract
Attachment 2 – Proposed Fiscal Year 2018-19 Budget

FIRST AMENDMENT TO SERVICE CONTRACT
between
CITY OF BUELLTON
and
BUELLTON BUSINESS ASSOCIATION/CHAMBER OF COMMERCE FOR OPERATION OF A VISITORS BUREAU

This **FIRST AMENDMENT TO SERVICE CONTRACT** (the "Amendment") is made and entered into this 13th day of September 2018, by and between the City of Buellton, a Municipal corporation ("City"), and Buellton Business Association/Chamber of Commerce ("BBA/COC").

1. RECITALS

A. On November 10, 2016, the City and BBA/COC entered into that Service Contract to provide Visitors Bureau services to the City from October 27, 2016, to June 30, 2020 (the "Contract"); and,

B. The City and BBA/COC desire to amend the Contract to provide additional funding for Fiscal Year 2018-2019.

2. AMENDMENT

In consideration of the mutual covenants and recitals contained in the Contract and this Amendment, which are incorporated herein, City and BBA/COC agree as follows:

1. Section 3 of the Contract is hereby amended to read as follows:

"SECTION 3. CONSIDERATION TO BE PAID FOR SERVICES OF BBA/COC'S OPERATION OF BUREAU.

For Fiscal Year 2018-19 only, the City will provide a sum of $450,000 to the BBA/COC in monthly installments of $37,500 per month (the additional funds for the months of July, August and September will be provided with the October installment). All other provisions of this Section remain as worded.

2. Except as expressly modified herein, all the terms referenced in this Amendment shall have the same meaning as the terms defined in the Contract.

3. Except as expressly modified by this Amendment, all terms and provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the City and BBA/COC have executed the First Amendment as of the day and year first noted above.

Buellton Business Association/Chamber of Commerce

By: _____

Title: _____

By: _____

Title: _____

CITY OF BUELLTON

_____
Marc Bierdzinski, City Manager

Approve as to Form

_____
Stephen A. McEwen, City Attorney

Attest:

_____
Linda Reid, City Clerk

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

3:23 PM
08/31/2018
Cash Basis

	Jul '18 - Jun 19	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4100 · Program Service Income				
4110 · TOT Funding	66,666.66	450,000.00	-383,333.34	14.82%
Total 4100 · Program Service Income	66,666.66	450,000.00	-383,333.34	14.82%
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	66,666.66	450,000.00	-383,333.34	14.82%
Total Income	66,666.66	450,000.00	-383,333.34	14.82%
Expense				
5700 · T-1 Operation of Visitor Center				
5003 · Conference and Meeting				
5103 · Vehicle Mileage	67.91	2,000.00	-1,932.09	3.4%
5003 · Conference and Meeting - Other	0.00	2,500.00	-2,500.00	0.0%
Total 5003 · Conference and Meeting	67.91	4,500.00	-4,432.09	1.51%
6100 · Employee Services				
6110 · Wages & Salaries	21,710.15	107,000.00	-85,289.85	20.29%
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	137.73	600.00	-462.27	22.96%
6320 · Liability Insurance	1,155.00	2,000.00	-845.00	57.75%
Total 6300 · Insurance	1,292.73	2,600.00	-1,307.27	49.72%
Total 6100 · Employee Services	23,002.88	118,800.00	-95,797.12	19.36%
6400 · Taxes				
6410 · Property Tax - Unsecured	393.05	450.00	-56.95	87.34%

	Jul '18 - Jun 19	Budget	$ Over Budget	% of Budget
Total 6400 · Taxes	393.05	450.00	-56.95	87.34%
7000 · Maintenance Expense				
7100 · Office Expense				
7110 · Office Supplies	360.70	2,500.00	-2,139.30	14.43%
7115 · Website Maintenance	0.00	600.00	-600.00	0.0%
7120 · Telephone/Internet	306.69	1,800.00	-1,493.31	17.04%
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	406.40	1,800.00	-1,393.60	22.58%
7133 · Maintenance	311.99	1,200.00	-888.01	26.0%
Total 7130 · Office Equipment	718.39	3,400.00	-2,681.61	21.13%
7140 · Computer Equipment	0.00	1,000.00	-1,000.00	0.0%
7150 · Cleaning & Janitorial	90.00	1,400.00	-1,310.00	6.43%
7170 · Postage & Shipping	33.50	1,800.00	-1,766.50	1.86%
7180 · Rent - Storage	486.00	1,900.00	-1,414.00	25.58%
7190 · Building Repairs & maintenance	1,006.99	100.00	906.99	1,006.99%
7195 · Miscellaneous	0.00	100.00	-100.00	0.0%
Total 7100 · Office Expense	3,002.27	14,950.00	-11,947.73	20.08%
7200 · Professional Fees				
7210 · Accounting	0.00	3,500.00	-3,500.00	0.0%
7220 · Bookkeeping & Accounting	300.00	2,000.00	-1,700.00	15.0%
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	300.00	7,000.00	-6,700.00	4.29%
Total 7000 · Maintenance Expense	3,302.27	21,950.00	-18,647.73	15.05%
Total 5700 · T-1 Operation of Visitor Center	26,766.11	145,700.00	-118,933.89	18.37%
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%
5750 · T-3 Economic Development				

	Jul '18 - Jun 19	Budget	$ Over Budget	% of Budget
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	1,160.00	2,000.00	-840.00	58.0%
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	5,330.00	13,720.00	-8,390.00	38.85%
5360 · Web	17,880.00	40,120.00	-22,240.00	44.57%
5370 · Graphic Design	6,375.00	20,000.00	-13,625.00	31.88%
5371 · Photography	0.00	5,000.00	-5,000.00	0.0%
5380 · E Marketing				
5381 · Social Media	2,554.24	15,000.00	-12,445.76	17.03%
5384 · SEO/SEM	0.00	30,000.00	-30,000.00	0.0%
5380 · E Marketing - Other	22.50	0.00	22.50	100.0%
Total 5380 · E Marketing	2,576.74	45,000.00	-42,423.26	5.73%
5382 · Marketing Consultant	7,000.00	48,000.00	-41,000.00	14.58%
5383 · Public Relations	8,000.00	48,000.00	-40,000.00	16.67%
5386 · Media Expenses	0.00	10,000.00	-10,000.00	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	47,161.74	255,840.00	-208,678.26	18.43%
5400 · Event Expenses				
5460 · Other Events				
5463 · Buellton Winter Fest	0.00	10,000.00	-10,000.00	0.0%
5460 · Other Events - Other	0.00	4,460.00	-4,460.00	0.0%
Total 5460 · Other Events	0.00	14,460.00	-14,460.00	0.0%
Total 5400 · Event Expenses	0.00	14,460.00	-14,460.00	0.0%
5500 · Trade Shows				
5501 · Trade Shows	1,766.39	15,000.00	-13,233.61	11.78%
5500 · Trade Shows - Other	0.00	0.00	0.00	0.0%
Total 5500 · Trade Shows	1,766.39	15,000.00	-13,233.61	11.78%

	Jul '18 - Jun 19	Budget	$ Over Budget	% of Budget
Total 5775 · T-4 Promo/Advertising	50,088.13	287,300.00	-237,211.87	17.43%
Total Expense	76,854.24	450,000.00	-373,145.76	17.08%
Net Ordinary Income	-10,187.58	0.00	-10,187.58	100.0%

CITY OF BUELLTON

City Council Agenda Staff Report

City Manager Review: MPB
Council Agenda Item No.: 9

To:	The Honorable Mayor and City Council
From:	Marc Bierdzinski, City Manager
Meeting Date:	September 13, 2018
Subject:	Discussion of Truck Parking along McMurray Road

BACKGROUND

The discussion of whether to prohibit truck parking along McMurray Road (from Highway 246 to Damassa – Attachment 1) has been reviewed by the City Council several times in the past. The direction was to not prohibit truck parking along the street. With upcoming development of the Crossroads hotel site, the City Council directed staff to bring the prohibition of truck parking along McMurray Road back for City Council discussion.

Items for the City Council to consider include:

- Prohibiting truck parking without a viable alternative parking area could impact the existing businesses that rely on patronage by persons driving the trucks
- The developers of the Crossroads hotel site have expressed concerns regarding the aesthetics and noise from trucks parking along McMurray Road impacting the people that would be staying at their future hotels

A letter has been sent to the property owner of Motel 6 inquiring whether they would work with the City to install off-site truck parking in the vacant area next to Highway 101 (Attachment 1, circled area). The owner was also invited to attend the meeting or comment on this item. A letter was also sent to the property owner of Pea Soup Andersens to re-open discussion of truck and RV parking on the parking area on the north side of the restaurant.

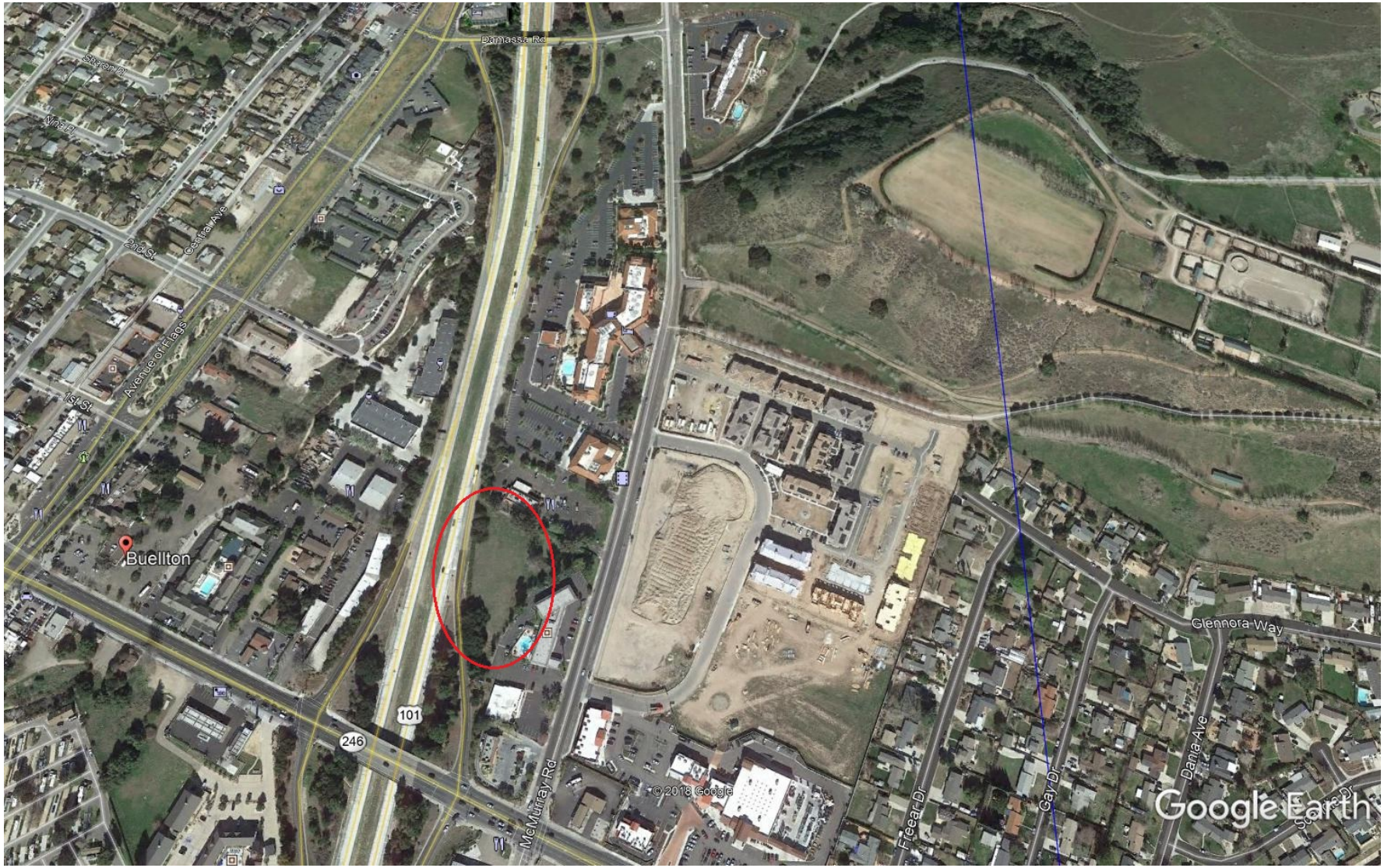
FISCAL IMPACTS

Unknown fiscal impacts at this time. Restricting truck parking could impact the existing businesses along McMurray Road.

RECOMMENDATION

That the City Council provide direction to staff regarding truck parking along McMurray Road.

ATTACHMENTS

Attachment 1 – Map of McMurray Road

ATTACHMENT 1