



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of September 26, 2019 at 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California**

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

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of September 12, 2019 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20**
- 3. Financial Report for the Fourth Quarter Ending June 30, 2019**
 - ❖ (Staff Contact: Finance Director Shannel Zamora)

- 4. Monthly Treasurer's Report – August 31, 2019**
 ❖ *(Staff Contact: Finance Director Shannel Zamora)*

PRESENTATIONS

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS/ITEMS

WRITTEN COMMUNICATIONS

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

COMMITTEE REPORTS

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

BUSINESS ITEMS

(POSSIBLE ACTION)

- 5. Consideration of Conceptual Review of Creekside Village Mixed-Use Project, 480 Avenue of Flags (APNs 137-170-042 & -043)**
 ❖ *(Staff Contact: Contract Planner Irma Tucker)*
- 6. Review and Direction to Staff Regarding Avenue of Flags Median Two Design Plan 65% Drawings**
 ❖ *(Staff Contact: Planning Director Andrea Keefer)*
- 7. Appointment of an Ad Hoc Committee for Review of City Engineering Services**
 ❖ *(Staff Contact: City Manager Scott Wolfe)*
- 8. Discussion and Direction Regarding a Proposed City in the School Program**
 ❖ *(Staff Contact: City Manager Scott Wolfe)*
- 9. Discussion and Direction Regarding a Proposed City Social Media Policy**
 ❖ *(Staff Contact: City Manager Scott Wolfe)*

CITY MANAGER'S REPORT

CLOSED SESSION ITEMS

(POSSIBLE ACTION)

- 10. Closed Session - California Government Code Section 54957 regarding:
 PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: City Manager**

ADJOURNMENT

The next regular City Council meeting will be held on Thursday, October 10, 2019 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of September 12, 2019
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

Mayor Sierra called the meeting to order at 6:05 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff: City Manager Scott Wolfe, City Attorney Greg Murphy, Public Works Director Rose Hess, Finance Director Shannel Zamora, Planning Director Andrea Keefer, Deputy Joe Parker, and City Clerk Linda Reid

PUBLIC COMMENTS

Santa Barbara County Fire Battalion Chief Chris Childers briefed the Council regarding the status of the McMurray Fire. The Council thanked all the fire fighters for their efforts to put out the fires.

Eric Daniels, External Affairs and Public Policy representative from Pacific Gas and Electric Company provided a presentation regarding potential public safety power shutoff in the City of Buellton.

Caroline Abate, spoke about stopping mass public murders in the United States.

Judy Pedersen, Buellton, asked the City Council to consider adding street lights on the west side of Central Avenue and installing sidewalks on the east side of Central Avenue. Ms. Pedersen also requested the City clean up the slurry staging lot on Central Avenue.

Peggy Brierton requested the City Council pull Item 3 for discussion.

CONSENT CALENDAR

- 1. Minutes of August 8, 2019 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19 and 2019/20**
- 3. Quarterly Report for April 1, 2019 through June 30, 2019 from Visit Santa Ynez Valley (VisitSYV)**
- 4. Monthly Treasurer's Report – July 31, 2019**
- 5. Rejection of Bids for Stormwater Catch Basin Cleaning**
- 6. Filing of an Amended Claim with the Santa Barbara County Association of Governments (SBCAG) for Revised Allocation of Transportation Development Act Funds (TDA) for Fiscal Year 2019-20**

MOTION:

Motion by Council Member King, seconded by Council Member Mercado, approving Consent Calendar Items 1, 2, 4, 5 and 6 and pulling Item 3 for discussion.

VOTE:

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Sanchez - Yes

Vice Mayor Andrisek – Yes

Mayor Sierra – Yes

The City Council briefly discussed the quarterly report from Visit Santa Ynez Valley and requested that going forward, this item be listed under Business Items and that Shelby Sim be invited to attend Council meetings to answer any questions the Council may have.

MOTION:

Motion by Council Member King, seconded by Vice Mayor Andrisek, approving Consent Calendar Item 3.

VOTE:

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Sanchez - Yes

Vice Mayor Andrisek – Yes

Mayor Sierra – Yes

PRESENTATIONS

7. Recognition of Bobby Covarrubias's Dedicated Service to the City of Buellton

Mayor Sierra presented Bobby Covarrubias with a gift and thanked him for his dedicated service to the City of Buellton and wished him much happiness in retirement. Mr. Covarrubias thanked the City Council for the opportunity to work for the City of Buellton for the past 17 years.

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Vice Mayor Andrisek requested the City put an emphasis on flag etiquette for all residents and businesses in Buellton.

Council Members Mercado and King thanked City Manager Wolfe for the fire updates during the McMurray Fire.

Mayor Sierra stated she and City Manager Wolfe attended the Fire briefings this week and discussed the precision of how the Fire Department is run.

Mayor Sierra stated she attended the 9/11 Ceremony at Station 31 and that it was very well done.

Mayor Sierra received Council consensus to have staff coordinate a community meeting regarding the effects of cannabis grows outside Buellton's City limits.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Council Member Andrisek announced that he attended the Sustainable Groundwater Management Committee meeting and provided an oral report regarding the meeting.

Mayor Sierra announced that she attended the Santa Barbara County Association of Governments North County Sub-Regional Committee meeting and provided an oral report for the record.

Mayor Sierra announced that she attended the Santa Ynez Valley Traffic Survey meeting and provided an oral report for the record.

BUSINESS ITEMS**8. Discussion and Direction Regarding One-Year Contract Extensions for Engineering Services with MNS Engineers Inc. and Tetra Tech, Inc.****RECOMMENDATION:**

That the City Council approve the additional one-year contract extensions for engineering services for MNS Engineers Inc. and Tetra Tech, Inc.

STAFF REPORT:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

Bruce Porter, Santa Ynez, spoke in support of MNS Engineers and described the many services they provide their customers. Mr. Porter thanked staff for helping to get the crosswalks installed across Highway 246 at Sycamore Drive.

The City Council discussed the following issues:

- Having staff study the City's engineering tasks and splitting the work between MNS Engineers and Tetra Tech
- Appointing an ad hoc committee of two Council Members, City Manager, and City Engineer to determine what engineering functions can be grouped together in order to prepare two engineering services request for proposals and extending the two engineering services contracts through the end of the fiscal year of June 30, 2020

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member King, seconded by Council Member Mercado, extending engineering services with MNS Engineers and Tetra Tech until the end of the current fiscal year (June 30, 2020) and tasking the ad hoc committee, City Manager, and City Engineer to study and prepare the appropriate request for proposals for engineering services to be awarded before June 30, 2020.

VOTE:

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Sanchez - Yes

Vice Mayor Andrisek – Yes

Mayor Sierra – Yes

CITY MANAGER'S REPORT

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

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 7:35 p.m. The next regular meeting of the City Council will be held on Thursday, September 26, 2019 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: September 26, 2019

Subject: List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20

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 09/04/2019 through 09/17/2019 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, 09/04/2019 through 09/17/2019, and electronic fund transfers issued for the period of 09/04/2019 through 09/17/2019 was \$202,505.85.

FISCAL IMPACT

Payments made to the various vendors were consistent with the approved City's Budget for FY 2019/20. 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 09/04/2019 through 09/17/2019.

ATTACHMENTS

Attachment 1 – Claims

CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims for the period of **September 04, 2019 through September 17, 2019** for ratification by the at the **September 26, 2019** City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT001103	62,726.85
A/P Packet #APPKT001096	17,411.56
Total A/P Packets:	<u>\$80,138.41</u> (6 pages)

Total of checks issued:	<u>\$80,138.41</u>
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EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	<u>\$68,170.76</u>
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Payroll processed

Staff Payroll	9/13/2019	47,990.85
Special Payroll	9/13/2019	6,205.83
Total Payroll:		<u>\$54,196.68</u>

TOTAL AMOUNT OF CLAIMS:	<u>\$202,505.85</u>
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Payments via Electronic Fund Transfer (EFT):
From 09/04/2019 through 09/17/2019

CalPERS - Medical	9/4/2019	24,917.38
CalPERS - GASB 68	9/4/2019	700.00
Bank Fees	9/4/2019	158.00
DCP-AUL	9/5/2019	16,443.21
The Hartford	9/6/2019	399.07
AFLAC	9/11/2019	521.69
CalPERS - Classic	9/16/2019	6,175.65
CalPERS - PEPPRA	9/16/2019	3,451.38
Payroll Tax - EDD	9/16/2019	3,095.47
Payroll Tax - IRS	9/16/2019	8,961.83
Payroll Tax - EDD	9/17/2019	806.99
CalPERS - Classic	9/17/2019	196.73
Payroll Tax - IRS	9/17/2019	2,343.36

Total

68,170.76



Check Disbursements - City Council - September 26, 2019

City of Buellton, CA

By Payment Number

Payment Dates 09/04/2019 - 09/17/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
38447	9/10/2019	000820	ACWA/JPIA			3,402.72
	0627780	October 2019 - Dental/Vision/EAP Premiums		001-401-50400		660.85
	0627780	October 2019 - Dental/Vision/EAP Premiums		001-402-50400		185.08
	0627780	October 2019 - Dental/Vision/EAP Premiums		001-403-50400		69.02
	0627780	October 2019 - Dental/Vision/EAP Premiums		001-410-50400		112.67
	0627780	October 2019 - Dental/Vision/EAP Premiums		001-420-50400		200.47
	0627780	October 2019 - Dental/Vision/EAP Premiums		001-511-50400		501.97
	0627780	October 2019 - Dental/Vision/EAP Premiums		001-558-50400		547.89
	0627780	October 2019 - Dental/Vision/EAP Premiums		001-565-50400		182.14
	0627780	October 2019 - Dental/Vision/EAP Premiums		005-701-50400		471.32
	0627780	October 2019 - Dental/Vision/EAP Premiums		020-601-50400		471.31
38448	9/10/2019	000062	BUELLTON MEDICAL CENTER			125.00
	INV0011083	8/21/2019 - Employee Immunization		001-403-60022		125.00
38449	9/10/2019	000105	CITY OF BUELLTON			1,819.60
	INV0011082	7/25-8/25/2019 - Irrigation - 595-2nd/OakValley		001-552-61211		1,819.60
38450	9/10/2019	000655	COAST NETWORKX, INC.			249.36
	21342	9/9/2019 - PLNG - Monitor (Asst Planner)		001-565-72300		249.36
38451	9/10/2019	000223	HINDERLITER, de LLAMAS & ASSOCIATES			2,721.19
	0032030-IN	8/30/2019 - 2019 -Q3 Sales Tax Contract Services		001-420-60800		1,084.65
	0032030-IN	8/30/2019 - 2019-Q1 - Sales Tax - Audit Services		001-420-60800		1,636.54
38452	9/10/2019	000280	LEE CENTRAL COAST NEWSPAPERS			453.00
	INV0011080	8/29/2019 - REC - #148230-1 - We Have What You're		001-511-60510		124.50
	INV0011080	8/8/23019 - REC - #147120-1 - Movies in the Park		001-511-60510		124.50
	INV0011080	8/20/2019 - REC - #147997-1 - After School Program		001-511-60510		102.00
	INV0011080	8/15/2019 - REC - #147654-1 - After School Program		001-511-60510		102.00
38453	9/10/2019	000835	METRO VENTURES LTD			7,087.50
	2019-0905-buel	August 2019 - PLNG - Prof Services - City Planner		001-565-60800		7,087.50
38454	9/10/2019	000379	POSTMASTER			520.00
	INV0011081	SEPT 2019 - UB POSTAGE		005-701-61131		260.00
	INV0011081	SEPT 2019 - UB POSTAGE		020-601-61131		260.00
38455	9/10/2019	000437	SANTA YNEZ VALLEY FLORIST, INC.			172.41
	008740	2019-08-22 - Sympathy Arrangement		001-410-60900		172.41
38456	9/10/2019	001116	SANTA YNEZ VALLEY STAR			128.00
	4691	SEPT 2019 - REC - ADVERTISING - SEPT ISSUE A		001-511-60510		128.00
38457	9/10/2019	000706	SATCOM GLOBAL, INC.			53.18
	A109190051	-> 8/31/2019 - EMERG - Iridium SIM Card - GSA Plan		001-410-60014		53.18
38458	9/10/2019	001390	SCOTT WOLFE			653.22
	INV0011084	8/31-9/1/2019 - REIMBURSEMENT - MOVING EXPENSE		001-402-60710		653.22
38459	9/10/2019	001071	Tractor Supply Co			26.38
	INV0011079	August 2019 - Misc Maint/Repair Items		020-601-60250		26.38
38460	9/17/2019	000005	ABALONE COAST ANALYTICAL, INC.			3,862.65
	4708	AUGUST 2019 - WWTP - CHEMICAL/ANALYSIS		005-701-61111		1,362.15
	4711	AUGUST 2019 - DWTP - CHEMICALS/ANALYSIS		020-601-61111		2,500.50

Check Disbursements - City Council - September 26, 2019

Payment Dates: 09/04/2019 - 09/17/2019

Payment Num	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
38461	9/17/2019 279047742	000968 9/5/2019 - WWTP -	ALFA LAVAL Inc. PO00035 - SCRAPER BLADES	005-701-60250		191.66 191.66
38462	9/17/2019 INV0011123 INV0011123	000028 AUGUST 2019 - MATS/TOWELS SERVICE AUGUST 2019 - MATS/TOWELS SERVICE	ARAMARK UNIFORM SERVICES INC	001-558-60800 005-701-60800		480.96 384.77 96.19
38463	9/17/2019 INV0011115	000043 6/30/2019 - PR DEDUCTIONS RETURNED TO EE	BARBARA KNECHT	001-29999		141.07 141.07
38464	9/17/2019 2102	000753 8/30/2019 - WWTP -	BEN T. JOHNSON, dba POND MAINTENANCE	092-706-74100	09270674100	1,500.00 1,500.00
38465	9/17/2019 BPI979916 BPI979917	001372 9/5/2019 - DWTP - CHEMICALS 9/5/2019 - DWTP - CHEMICALS	BRENTAG PACIFIC, INC.	020-601-61111 020-601-61111		1,083.96 810.43 273.53
38466	9/17/2019 1908-557496	000076 8/31/2019 - DWTP -	CAL-COAST IRRIGATION, INC. MISC MAINT/REPAIR ITEMS	020-601-60250		25.95 25.95
38467	9/17/2019 INV0011127	001426 9/14/2019 - REFUND -	CENTRAL COAST AGRICULTURE RVP SECURITY DEPOSIT	001-22510		400.00 400.00
38468	9/17/2019 INV0011116 INV0011116	000097 9/27/2019 - LOCC - DINNER - MOORPARK 9/27/2019 - LOCC - DINNER - MOORPARK	CHANNEL COUNTIES DIVISIONV- LOCC	001-401-60710 001-402-60710		210.00 140.00 70.00
38469	9/17/2019 INV0011126	001425 9/15/2019 - REFUND -	DAVID LEVITUS RVP SECURITY DEPOSIT	001-22510		200.00 200.00
38470	9/17/2019 125609 125609	001255 8/7/2019 - MNTHLY SRVC - SMPLE DEL TO ABALONE 8/7/2019 - MNTHLY SRVC - SMPLE DEL TO ABALONE	DELIVER-IT	005-701-60800 020-601-60800		165.00 82.50 82.50
38471	9/17/2019 98X00002	000598 AUGUST 2019 - WWTP -	ENGEL & GRAY, INC. WASTE HANDLING BIO SOLIDS	005-701-60800		7,821.56 7,821.56
38472	9/17/2019 08788 8787	000176 OCT-DEC 2019 - PLNG - QTRLY SECURITY MONITORING OCT-DEC 2019 - CH - QTRLY SECURITY SERVICE	EXCLUSIVE ALARMS INC	001-558-60800 001-558-60800		127.00 102.00 25.00
38473	9/17/2019 S100011531-001	001364 8/30/2019 - WWTP -	FAMCON PIPE & SUPPLY-SM MISC MAT'L/SUPPLIES	005-701-60250		628.18 628.18
38474	9/17/2019 40166	000187 9/5/2019 - PW -	FARM SUPPLY COMPANY MISC MAINT/REPAIR	001-558-60250		36.59 36.59
38475	9/17/2019 7957388	000191 9/3/2019 - DWTP -	FERGUSON ENTERPRISES, INC #1350 MAINT/REPAIR ITEMS	020-601-60250		668.21 668.21
38476	9/17/2019 1723	000189 9/4/2019 - DWTP -	FISHER PUMP & WELL SERVICE, INC. TURBINE OIL	020-601-60250		120.00 120.00
38477	9/17/2019 INV0011121	001089 7/23-9/3/2019 - REC -	GINA SIGMAN FLOW YO-YOGA	001-511-67140		126.00 126.00
38478	9/17/2019 01380269	001415 9/4/2019 - DWTP -	HARRINGTON INDUSTRIAL PLASTICS LLC MAIS MAINT/REPAIR ITEMS	020-601-60250		26.03 26.03
38479	9/17/2019 INV0011118	011300 8/15-30/2019 - REC -	KAREN PALMER KUNDALINI YOGA	001-511-67140		35.00 35.00
38480	9/17/2019 INV0011122	011308 8/30-9/9/2019 - REC -	KAY D. DOMINGUEZ BAND	001-511-67140		200.00 200.00

Check Disbursements - City Council - September 26, 2019

Payment Dates: 09/04/2019 - 09/17/2019

Payment Number	Payment Date	Payable Number	Vendor #	Description	Vendor Name	Account Number	Project Account Key	Payment Amount	Item Amount
38481	9/17/2019	4711778	000310	8/31/2019 - WWTP - 11 YD ROLL OFF RENTAL	MARBORG INDUSTRIES	092-706-74100	09270674100	201.50	201.50
38482	9/17/2019	INV0011119	011343	8/10-9/9/2019 - REC - YOGA CLASS	MARIANNE MADSEN	001-511-67140		420.00	420.00
38483	9/17/2019	INV0011120	001377	8/10-9/9/2019 - REC - SPIN/SCULPT	MARNA PALSGAARD	001-511-67140		270.00	270.00
38484	9/17/2019	INV0011125	001423	9/14/2019 - REFUND - RVP SECURITY DEPOSIT	MONICA BUENROSTRO	001-22510		100.00	100.00
38485	9/17/2019	729044	000342	9/5/2019 - PW - MISC MAINT/REPAIR ITEMS	NIELSEN BUILDING MATERIALS,INC	001-558-60250		10.33	10.33
38486	9/17/2019	INV0011124	000352	8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE	P G & E	001-410-61241		33,368.08	1,017.80
		INV0011124		8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE		001-501-61241			770.15
		INV0011124		8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE		001-510-61241			386.80
		INV0011124		8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE		001-550-61241			4,544.79
		INV0011124		8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE		001-552-61241			411.17
		INV0011124		8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE		001-556-61241			88.93
		INV0011124		8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE		001-565-61241			266.99
		INV0011124		8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE		005-701-61241			8,880.23
		INV0011124		8/6-9/5/2019 - UTILITY - ELECTRIC SERVICE		020-601-61241			17,001.22
38487	9/17/2019	WO030044334	000390	8/26/2019 - WWTP - EQUIP REPAIR	QUINN COMPANY	001-558-60270		1,433.75	477.91
		WO030044334		8/26/2019 - WWTP - EQUIP REPAIR		005-701-60270			477.92
		WO030044334		8/26/2019 - WWTP - EQUIP REPAIR		020-601-60270			477.92
38488	9/17/2019	19-4301	000840	9/5/2019 - DWTP - MISC MAINT/REPAIR ITEMS	SAF-T-FLO WATER SERVICES, INC.	020-601-60250		118.73	118.73
38489	9/17/2019	1169	001354	AUGUST 2019 - WWTP - SERVICES/ADMIN FEES	SANTA YNEZ COMMUNITY SERVICES	005-701-60800		1,352.23	1,352.23
38490	9/17/2019	INV0011114	000438	AUGUST 2019 - MISC MAINT/REPAIR ITEMS	SANTA YNEZ VALLEY HARDWARE	001-558-60250		618.49	197.16
		INV0011114		AUGUST 2019 - MISC ITEMS		001-558-60900			16.50
		INV0011114		AUGUST 2019 - CHEMICALS		005-701-61111			65.43
		INV0011114		AUGUST 2019 - MISC MAINT/REPAIR ITEMS		005-701-61127			64.62
		INV0011114		AUGUST 2019 - MISC MAINT/REPAIR ITEMS		005-701-61140			172.34
		INV0011114		AUGUST 2019 - MISC MAINT/REPAIR ITEMS		020-601-60250			29.26
		INV0011114		AUGUST 2019 - MISC MAINT/REPAIR ITEMS		020-601-61127			50.58
		INV0011114		AUGUST 2019 - MISC MAINT/REPAIR ITEMS		020-601-61140			22.60
38491	9/17/2019	4756	001116	9/13/2019 - REC - ADVERTISEMENT - SEPT B ISSUE	SANTA YNEZ VALLEY STAR	001-511-60510		128.00	128.00
38492	9/17/2019	INV0011117	001401	8/22-9/5/2019 - REC - BALLET	SHAWNA MORROW	001-511-67140		71.40	71.40
38493	9/17/2019	72181	000465	AUGUST 2019 - PW - STREET SWEEPING SERVICES	SP MAINTENANCE SERVICES, INC.	001-558-60800		2,516.50	2,516.50
38494	9/17/2019	CCJ9535-2019/2020	000153	SEPT2019/2020 - ANNUAL REG RENEWAL FEES	STATE OF CA - HCD	001-558-67575		86.00	43.00
		CCJ9536-2019/2020		SEPT2019-2020 - ANNUAL REG RENEWAL FEES		001-558-67575			43.00
38495	9/17/2019	403321	000161	AUGUST 2019 - HR - FINGERPRINT APPS	STATE OF CALIFORNIA - DOJ	001-403-60022		32.00	32.00

Check Disbursements - City Council - September 26, 2019

Payment Dates: 09/04/2019 - 09/17/2019

Payment Num	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
38496	9/17/2019 03013827 03013827	000681 8/27/2019 - MISC SAFETY ITEMS 8/27/2019 - MISC SAFETY ITEMS	STATEWIDE TRAFFIC SAFETY & SIGNS, INC.	001-558-67600 005-701-67600		56.93 28.47 28.46
38497	9/17/2019 INV0011113 INV0011113 INV0011113	000521 AUGUST 2019 - MISC MAINT/REPAIR ITEMS AUGUST 2019 - MISC MAT'L/SUPPLIES ITEMS AUGUST 2019 - MISC MAT'L/SUPPLIES ITEMS	TODD PIPE & SUPPLY	020-601-60250 020-601-61127 020-601-61140		309.21 244.06 41.32 23.83
38498	9/17/2019 ARINV108588	000529 AUGUST 2019 - REC - MERCHANT FEES	TRANSFIRST HEALTH & GOVERNMENT SVCS	001-511-60900		126.14 126.14
38499	9/17/2019 820190070 820190070	000535 AUGUST 2019 - NEW TCKT CHRGS/MNTHLY DB MAINT FEE AUGUST 2019 - NEW TCKT CHRGS/MNTHLY DB MAINT FEE	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		21.55 10.77 10.78
38500	9/17/2019 19020.1.2	000551 9/10/2019 - DWTP - BARRICADE RENTALS	VALLEY TOOL RENTALS	020-601-60250		46.00 46.00
38501	9/17/2019 9837629124 9837629124 9837629124 9837629124 9837629124 9837629124	000556 9/9-10/8/2019 - WIRELESS PHONE SERVICES 9/9-10/8/2019 - WIRELESS PHONE SERVICES	VERIZON WIRELESS	001-410-60014 001-410-67705 001-511-61290 001-558-67705 005-701-67705 020-601-67705		572.36 1.08 66.95 37.33 146.44 142.69 177.87
38502	9/17/2019 INV1640815 INV1640815 INV1640815 INV1640815 INV1640815 INV1640815 INV1640815 INV1640815 INV1640815 INV1640815	001207 AUGUST 2019 - FSA/AFLAC ADMIN FEES AUGUST 2019 - FSA/AFLAC ADMIN FEES	WAGeworks INC.	001-401-50400 001-402-50400 001-403-50400 001-420-50400 001-511-50400 001-558-50400 001-565-50400 005-701-50400 020-601-50400		162.00 21.69 17.85 10.85 18.52 26.25 20.15 9.45 18.62 18.62
38503	9/17/2019 5007212673	001063 9/24-10/23/2019 - CH - COPIER LEASE	Wells Fargo Vendor Fin Serv	001-410-60310		340.81 340.81
38504	9/17/2019 61012995 61012995 61012995 61012995	000768 AUGUST 2019 - FUEL CHARGES AUGUST 2019 - FUEL CHARGES AUGUST 2019 - FUEL CHARGES AUGUST 2019 - FUEL CHARGES	WEX BANK	001-511-61280 001-558-61280 005-701-61280 020-601-61280		2,315.02 982.15 444.29 444.29 444.29
Payment Total:						80,138.41

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	31,893.83
005 - Sewer Fund	22,571.16
020 - Water Fund	23,971.92
092 - Capital Improvement Proj Fund	1,701.50
Grand Total:	80,138.41

Account Summary

Account Number	Account Name	Payment Amount
001-22510	Park/Damage Charge	700.00
001-29999	Payroll Corrections	141.07
001-401-50400	Medical Benefit	682.54
001-401-60710	Travel & Training	140.00
001-402-50400	Medical Benefit	202.93
001-402-60710	Travel & Training	723.22
001-403-50400	Medical Benefit	79.87
001-403-60022	Recruitment Expense	157.00
001-410-50400	Medical Benefit	112.67
001-410-60014	Emergency Operations	54.26
001-410-60310	Equipment Rental	340.81
001-410-60900	Miscellaneous	172.41
001-410-61241	Utilities - Electric	1,017.80
001-410-67705	Telephone	66.95
001-420-50400	Medical Benefit	218.99
001-420-60800	Contract Services	2,721.19
001-501-61241	Utilities - Electric	770.15
001-510-61241	Utilities - Electric	386.80
001-511-50400	Medical Benefit	528.22
001-511-60510	Advertising	709.00
001-511-60900	Miscellaneous	126.14
001-511-61280	Fuel-Vehicles	982.15
001-511-61290	Telephone/Internet	37.33
001-511-67140	Buellton Recreation Program	1,122.40
001-550-61241	Utilities - Electric	4,544.79
001-552-61211	Utilities - Water	1,819.60
001-552-61241	Utilities - Electric	411.17
001-556-61241	Utilities - Electric	88.93
001-558-50400	Medical Benefit	568.04
001-558-60250	Maintenance / Repair	244.08
001-558-60270	Maintenance - Vehicles	477.91
001-558-60800	Contract Services	3,028.27
001-558-60900	Miscellaneous	16.50
001-558-61280	Fuel - Vehicles	444.29
001-558-67575	Regulatory Compliance	86.00
001-558-67600	Safety Equipment	28.47
001-558-67705	Telephone	146.44
001-565-50400	Medical Benefit	191.59
001-565-60800	Contract Services	7,087.50
001-565-61241	Utilities - Electric	266.99
001-565-72300	Computer Equipment	249.36
005-701-50400	Medical Benefit	489.94
005-701-60250	Maintenance / Repair	819.84
005-701-60270	Maintenance - Vehicles	477.92
005-701-60800	Contract Services	9,363.25
005-701-61111	Chemicals / Analysis	1,427.58
005-701-61127	Tools	64.62
005-701-61131	Postage	260.00
005-701-61140	Operational Supplies	172.34

Account Summary

Account Number	Account Name	Payment Amount
005-701-61241	Utilities - Electric	8,880.23
005-701-61280	Fuel - Vehicles	444.29
005-701-67600	Safety Equipment	28.46
005-701-67705	Telephone	142.69
020-601-50400	Medical Benefit	489.93
020-601-60250	Maintenance / Repair	1,304.62
020-601-60270	Maintenance - Vehicles	477.92
020-601-60800	Contract Services	93.28
020-601-61111	Chemicals / Analysis	3,584.46
020-601-61127	Tools	91.90
020-601-61131	Postage	260.00
020-601-61140	Operational Supplies	46.43
020-601-61241	Utilities - Electric	17,001.22
020-601-61280	Fuel - Vehicles	444.29
020-601-67705	Telephone	177.87
092-706-74100	Construction and Improvements	1,701.50
	Grand Total:	80,138.41

Project Account Summary

Project Account Key		Payment Amount
None		78,436.91
09270674100	WWTP Facilities Improvements	1,701.50
	Grand Total:	80,138.41

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: September 26, 2019

Subject: Financial Report for the Fourth Quarter Ending June 30, 2019

BACKGROUND

Four times each year, City staff completes a comprehensive analysis of City finances, including projected fund balances, revenues to date, departmental budgets, expenditures, encumbrances and potential budget adjustments. This financial report focuses on the Fourth Quarter of FY 2018-19 and summarizes the quarter ended June 30, 2019 for the General Fund, Enterprise Funds and Capital Improvement Fund.

Attachment 1 provides an overview of the current economic outlook on the local, state and national levels; General Fund revenues, expenditures, projected fund balances; and activity in the Enterprise Funds. Though this information is not audited and does not contain all the usual periodic adjustments, accruals or disclosures, the information does provide a picture of the City's activity and developing financial trends. Attachment 2 focuses on the status of the Capital Improvement Budget at the end of the quarter ended June 30, 2019.

FISCAL IMPACT

The Interim financial statement provides the community with an understanding of the financial activity of the City's primary funds.

RECOMMENDATION

That the City Council receive and file the Fourth Quarter Financial Report.

ATTACHMENTS

- Attachment 1 - Quarterly Financial Report for the period June 30, 2019
- Attachment 2 - Quarterly Capital Improvement Project Report for the period ending June 30, 2019

CITY OF BUELLTON



QUARTERLY FINANCIAL REPORT

Fourth Quarter Ending June 30, 2019

September 26, 2019

Overview

The purpose of this financial report is to provide financial information for the City of Buellton. This report focuses on the fourth quarter of fiscal year 2018-19 and covers the period July 1, 2018 through June 30, 2019. The report is presented quarterly and concentrates on the General Fund and Enterprise Funds. The quarterly financial report presents the City's financial position, considers economic factors and highlights trends based on the City's budget versus what actually occurred during the period. A discussion of other economic factors provides a means of comparing the local economy against larger economic events that may affect the City of Buellton. This quarterly financial report is a valuable tool to the Council, staff and general public.

U.S. Economy

According to the Bureau of Economic Analysis, real gross domestic product (GDP) increased at an annual rate of 2.0 percent in the second quarter of 2019. The increases reflected positive contributions from personal consumption expenditures (PCE), federal, state and local government spending that were partly offset by negative contributions from private inventory investments, exports, residential fixed investment, and nonresidential investments.

The national economy experienced a 0.1 percent increase in consumer prices (CPI) for June (1.6 percent annual increase). The U.S. unemployment rate increased 0.01 percentage point to 3.7 percent in June and remains close to a near five-decade low of 3.6 percent. Job growth has averaged 1.4 percent in the nation.

State Economy

California's unemployment rate remained unchanged at 4.2 percent in June. CPI in California increased from 3.1 to 3.3 percent from May 2019 to June 2019.

The median home price in California hit a new high for a third straight month in June at \$611,420, up 0.04 percent from May and up 1.4 percent from June 2018. Statewide sales of existing single-family were down 4.2 percent from May and down 5.1 percent from June 2018 marking the 14th consecutive month of year-over-year decline in home sales. The 30-year fixed mortgage interest rate averaged 3.8 percent in June compared to last year's mortgage interest rate average of 4.57 percent.

City of Buellton

The City's General Fund ended the fourth quarter of 2018-19 with about \$10.4 Million in Fund Balance. Revenues exceeded expectations with 101 percent of budget while expenditures remained within appropriations, ending the quarter at 83 percent. The General Fund experienced a surplus of \$1.9 million.

The Enterprise funds completed the quarter with positive results. The Water Fund ended the quarter with a Fund Balance of about \$6.4 Million and \$2.6 Million in cash. The Sewer Fund ended the quarter with a Fund Balance of \$3.2 Million and \$1.6 Million in cash. Water and sewer rates increased in July 2018 to ease future operating deficits and fund planned capital improvement projects. The rate increases were enacted to stabilize the rate in which the Enterprise Funds used up reserves to fund operating expenses. Details are provided in a later discussion.

GENERAL FUND

General Fund Balance

Table 1 below shows that with 100 percent of the year complete, revenues exceed projections at 101 percent while expenditures are below expected projections at 83 percent of appropriations. “Revenue versus budget” gaps are explained in the next paragraph.

General Fund - Fund Balance	Original Budget	Current Budget	Actual	Percent
Balance, at Start of Year	\$ 6,000,000	\$ 7,643,088	\$ 8,427,913	
Revenues *	7,741,398	8,511,033	8,632,266	101%
Expenditures *	(7,481,733)	(8,004,291)	(6,658,446)	83%
Balance, at End of Year	<u>\$ 6,259,665</u>	<u>\$ 8,149,830</u>	<u>\$ 10,401,733</u>	

* Includes Transfers

Table 1: General Fund Balance

	Q4 FY 2018-19	Q4 FY 2017-18	Increase (Decrease)	Percent
Revenues:				
Taxes	\$ 7,622,367	\$ 6,907,807	\$ 714,560	10%
Fees and Permits	10,575	8,975	\$ 1,600	18%
Fines and Penalties	18,561	23,097	\$ (4,536)	-20%
Charges for Current Services	200,854	236,551	\$ (35,697)	-15%
Other Revenue*	779,909	628,871	\$ 151,038	24%
Total Revenue	<u>\$ 8,632,266</u>	<u>\$ 7,805,301</u>	<u>\$ 826,965</u>	<u>11%</u>
Expenditures:				
General Government	\$ 6,649,211	\$ 6,312,977	\$ 336,234	5.06%
Minor Capital	9,235	29,688	(20,453)	-221%
Total Expenditures	<u>\$ 6,658,446</u>	<u>\$ 6,342,665</u>	<u>315,781</u>	<u>4.7%</u>
Change in Fund Balance	<u>\$ 1,973,820</u>	<u>\$ 1,462,636</u>	<u>511,184</u>	<u>35%</u>

Table 2: Previous Year Comparison

* Includes Use of Monies and Properties, Revenue from Other Agencies

Table 2 above provides summary comparison information on revenues and expenditures for the quarter ending June 30, 2019 versus the prior year quarter June 30, 2018. Further revenue and expenditure analysis will be discussed later in this report. Total revenues are higher in the current year by about \$827 thousand, or 11 percent. The major cause of this variance is due to the increase in transient occupancy tax (TOT) resulting from higher occupancy rates. The average annual TOT occupancy rate is 65 percent compared to the occupancy rate of 59 percent the previous year. TOT revenue is about \$282 thousand higher compared to last year during the same period. Additionally, the City received about \$63 thousand more in property tax compared to the prior year due to increases in home values and addition of townhomes to the tax roll from the Village Townhomes Project. Furthermore, the City received about \$358 thousand more in sales tax revenue compared to the previous year due to increased commercial activity. In addition, the other revenue category reflects interest earned from investments. As of June 30, 2019, the interest from the Local Agency Investment Fund (LAIF) was 2.57 percent compared to a 1.90 percent interest rate from the prior year quarter. Interest earnings year-to-date has increased \$137 thousand from the previous fiscal year.

Expenditures are about \$315 thousand more this fiscal year compared to the prior fiscal year. The increase in expenditures is attributed to several factors. For example, full-time City employees received a 2.7 percent Cost-of-living adjustment (COLA) effective July 1, 2018. The COLA increased employee salaries and benefits by about \$35 thousand. In addition, on February 28, 2019, City Council adopted Resolution No. 19-04 which authorized the immediate salary increases for three classified Public Works positions as follows: Maintenance & Utility Worker I (10%), Journeyman Maintenance & Utility Fieldworker (10%), Lead Maintenance & Utility Fieldworker (15%). The increase contributed to roughly an additional \$20 thousand in salaries.

Other significant expenditures include:

- Contribution to the Buellton Visitor’s Center increased from \$400 thousand to \$450 thousand.
- CalPERS Unfunded Accrued Liability (UAL) contribution increased from about \$66 thousand to about \$119 thousand for FY 2018-19.
- \$130 thousand increase to the Santa Ynez Water Conservation District for Buellton’s cost share of the Central Management Area (CMA) Ground Water Sustainability Agency for regulatory compliance.
- Retiree medical health insurance contribution increased by about \$12 thousand due the retirement of two recent retirees now receiving retiree medical benefits.
- Santa Barbara County Sheriff’s contract increased by 5 percent, or about \$86 thousand increase.

Furthermore, the City paid several one-time expenditures for the following:

- \$28 thousand to retain the services of Ralph Andersen and Associates to perform the recruitment of a new City Manager.
- \$30 thousand to pay a settlement agreement related to the California Voting Rights Act.
- About \$13.3 thousand start-up costs to transition the City of Goleta Library.

Top Five Revenues

Top Five Revenues	Original Budget	Current Budget	YTD Actual	Percent
Sales Tax	2,346,000	2,412,000	2,700,680	112%
TOT	1,938,000	2,450,000	3,114,194	127%
Property Tax	1,308,150	1,461,244	1,546,652	106%
MVLF Swap	430,000	470,641	489,536	104%
Franchise Fees	229,500	229,500	260,841	114%
Other Revenues*	1,489,748	1,487,648	520,363	35%
Total Revenues	7,741,398	8,511,033	8,632,266	101%

Table 3

*Other Revenues include charges for current Park and Recreation Services, Grants, Interest, Rent and transfer from Reserves.

Sales Tax

As of June 30, 2019, the City received 112 percent of the total projected Sales Tax revenue. Sales Tax payments fluctuate each month in conjunction with seasonal flows. Sales Tax is one of the City’s top revenue sources in the General Fund. Strong revenue streams are attributed to additional sales tax received from increase in commercial activities. Sales Tax revenue is not expected to experience much growth as new businesses begin to settle.

Transient Occupancy Tax (TOT)

TOT revenue is a major component of the City’s General Fund. TOT payments for the reporting period are due on the 20th of the following month and cause revenue streams to lag one month. TOT revenue has been recorded through June 2019. The City exceeded its TOT budget with 127 percent of the budget received. The increase in TOT is attributed to the increase in monthly occupancy rates.

Property Tax

The City’s property tax revenues are at intervals set by the Santa Barbara County Auditor-Controller. Property Tax exceeded budget projections at 106 percent. Rising property values, commercial and residential growth are attributed to the increase in property taxes. In addition, the City’s ongoing share of property tax is expected to increase as new development continues to progress.

Property Tax in Lieu of Motor Vehicle License Fee (MVLFF Swap)

Payments for 2018-19 ended the fiscal year at 104 percent. Payments from the Santa Barbara County Auditor-Controller are received throughout the year, usually January and June. This revenue is trending upwards based on historic receipts.

Franchise Fees

Franchise fees are received monthly, quarterly and annually. The majority of the City’s Franchise Fees are collected from Marborg Industries, the City’s solid waste service provider. Other franchise fees are received from Comcast, PG&E and SoCal Gas. Franchise fees ended the fiscal year at 114 percent.

Top Five Revenues for the City of Buellton’ General Fund are Sales Tax, Property Tax, Transient Occupancy Tax (TOT), Motor Vehicle License Fee (MVLFF) and Franchise Fees. These revenues account for about 91% of total General Fund Revenues.

Expenditures

Table 4 below summarizes operating costs by department and shows that four Budget Units are over budget. Overall, the General fund is under budget at the end of the fourth quarter for all departments in total.

Department Expenditures	Original Budget	Current Budget	YTD Actual	% Expended
City Council	132,347	134,187	127,450	95%
City Manager	241,720	241,466	252,576	105%
City Clerk	119,213	119,213	113,050	95%
City Attorney	188,700	218,700	174,207	80%
Non-Departmental	1,044,509	1,137,201	1,153,198	101%
Finance	167,082	178,259	181,875	102%
Police and Fire	2,189,185	2,001,052	1,996,689	100%
Library	176,910	176,910	161,467	91%
Recreation	514,978	529,159	543,974	103%
Street Lights	65,000	65,000	60,064	92%
Storm Water	204,012	334,012	328,323	98%
Public Works - Parks	304,135	316,435	369,246	117%
Public Works - Landscape	108,120	120,346	113,553	94%
Public Works - General	665,961	669,601	565,935	85%
Planning (Comm Dev)	353,801	452,180	347,285	77%
Transfer to CIP Fund 92	1,028,500	1,310,570	169,552	13%
Total All Departments	7,504,173	8,004,291	6,658,445	83%

Table 4: General Fund Expenditures by Department

As of June 30, 2019, or 100 percent of the year, the General Fund ended the year at 83 percent expended (including CIP). Actual General Fund expenditures were approximately \$6.6 Million. Almost all Budget Units ended the quarter within budget except for City Manager, Finance, Recreation and Public Works-Parks.

The overage in the City Manager and Recreation Department can be attributed to the vacation payouts associated with the retirement of the City Manager and Recreation Center Coordinator. In addition, the Recreation Center incurred various maintenance costs such as unexpected repairs to the Recreation Bus and repairs to the Gym freezer. Furthermore, the Recreation Center celebrated its 10th Anniversary with a first annual Crab Feast Festival which contributed to additional expenditures during the year.

The overage associated with the Finance Department is due to the contracting of a temporary employee for six weeks to fill-in in for a finance staff member who went on medical leave. The overage of the Parks Department is due to the emergency repairs made at Zaca Creek Golf Course.

Even though these departments are over budget, the General Fund is within budget. The savings from other departments helped offset the overages for the City Manager, Finance, Recreation and Parks Departments.

Major Expenditure Variances

Expenditures By Type	Original Budget	Current Budget	YTD Actual	% Expended
Staffing	1,602,424	1,750,634	1,642,227	94%
Contract Services	3,213,409	2,970,236	2,886,295	97%
Telecomm and Utilities	213,155	279,261	273,815	98%
Supplies and Materials	39,678	32,664	24,750	76%
Repair and Maintenance	216,150	210,350	265,639	126%
Transfer to Other Funds	1,186,170	1,463,570	347,697	24%
Other Operating Costs	984,987	1,249,376	1,208,787	97%
Minor Capital	48,200	48,200	9,235	19%
Total by Type	7,504,173	8,004,291	6,658,445	83%

Table 5: Expenditure Categories

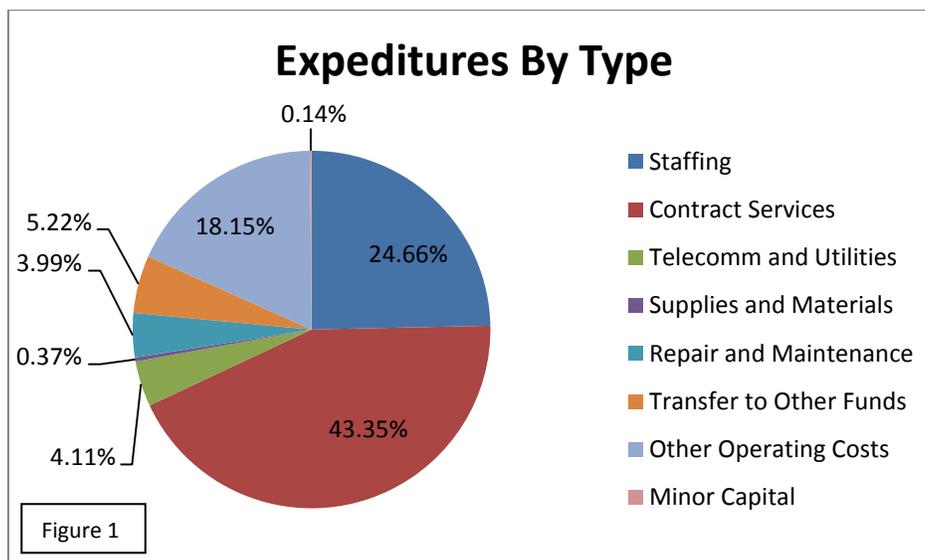


Table 5 and Figure 1 show General Fund operating costs and minor capital expenditures summarized by type. The top three spending categories are: Contract Services, Staffing, and Other Operating Costs. Contract

Services include services for Police, Fire Department, Legal Services, Engineering, and other services. Staffing consists of almost a quarter of general fund expenditures. Other Operating Costs consists of payments to non-profit organizations, payment for the CalPERS Unfunded Liability, Buellton Recreation expenditures, Storm Water regulatory compliance and contract payments to the Visitor’s Bureau.

With 100 percent of the year completed, all budget categories are within budget with the exception of Repair and Maintenance. Several unanticipated repairs had to be done to replace City Hall’s HVAC system, repair the Recreation Center’s gym freezer, repair the Recreation Center’s passenger bus, and to repair damages to Zaca Creek Golf Course caused by a winter storm.

General Fund Trend

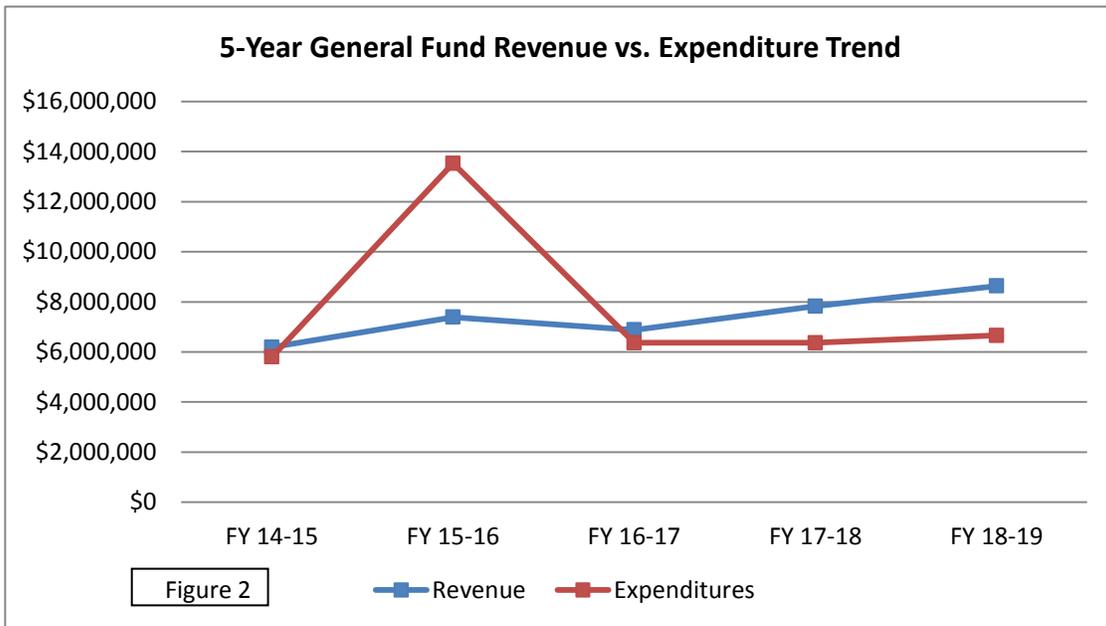


Figure 2 illustrates the 5-Year General Fund Revenue versus Expenditure Trend. As illustrated in the figure, both Revenue and Expenditures have increased steadily. FY 2015-16 skews the trend due to the payment of about \$5.9 Million for the dissolution of the Redevelopment Agency.

ENTERPRISE FUNDS

The Enterprise Fund Balance and Statement of Net Position for the fourth quarter of Fiscal Year 2018-19 are shown below.

Fund Balance Summary

Enterprise Fund Balance	Water	Water Capital	Wastewater	Wastewater Capital
Beginning Fund Balance	\$ 5,959,609	\$ 325,189	\$ 3,143,179	\$ 196,218
Operating Revenue	2,595,845	80,203	1,250,847	35,515
Operating Expenses	(2,132,799)	(1,887)	(1,185,405)	(786)
Operating Profit(Loss)	\$ 463,046	\$ 78,316	\$ 65,443	\$ 34,729
Transfers Out for CIP	-	-	-	-
Ending Fund Balance	\$ 6,422,655	\$ 403,505	\$ 3,208,622	\$ 230,946

Table 6

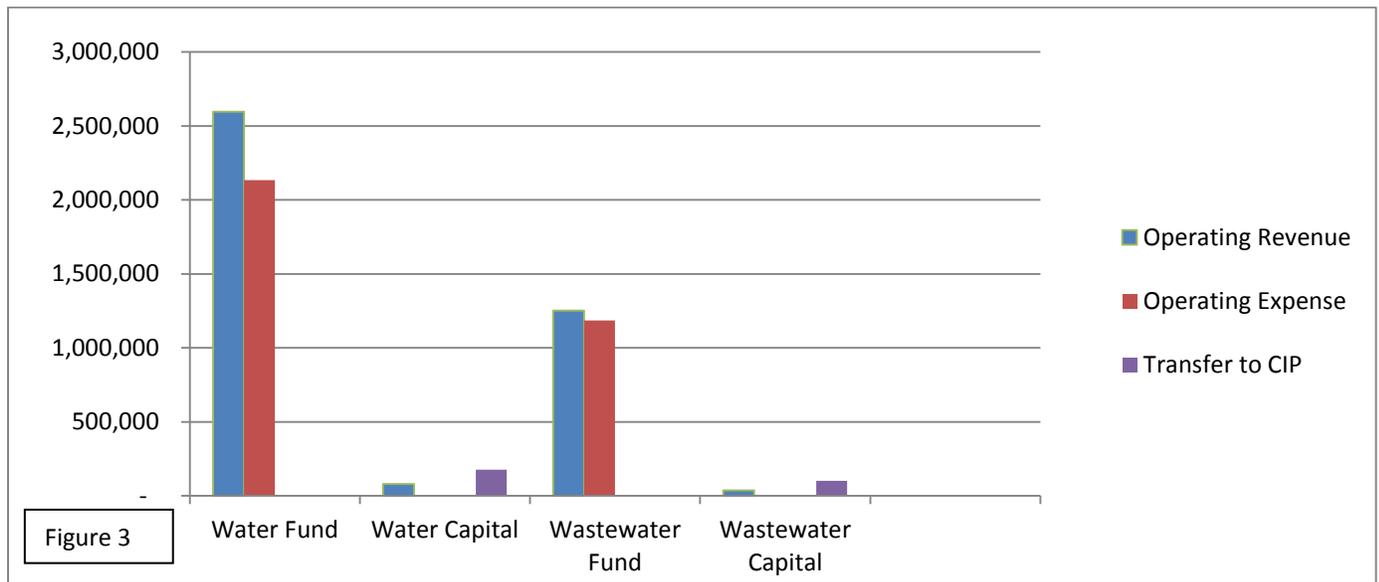
Note: Operating expenses include depreciation.

Table 6 illustrates the ending Fund Balance of each Enterprise Fund. All Enterprise Funds experienced an increase in Fund Balance. The change in Fund Balance is attributed to the excess or deficit of revenue over expenses. The Statement of Net Position (Table 7) illustrates total assets minus total liabilities for the period.

Statement of Net Position	Water	Water Capital	Wastewater	Wastewater Capital
ASSETS				
Current assets:				
Cash and Investments	2,652,132	190,970	1,656,100	115,964
Receivables	223,828	1,220	119,386	724
Inventory	35,458	-	-	-
Prepaid Items	1,151,139	-	30,390	-
Total current assets	4,062,557	192,190	1,805,876	116,688
Capital assets (net of accumulated depreciation)	2,901,941	211,315	1,902,300	114,258
Other assets	176,299	-	168,615	-
Total Assets:	\$ 7,140,797	\$ 403,505	\$ 3,876,791	\$ 230,946
LIABILITIES				
Current Liabilities	116,795	-	66,770	-
Noncurrent Liabilities	581,112	-	581,141	-
Other Liabilities	20,234	-	20,257	-
Total Liabilities:	\$ 718,141	\$ -	\$ 668,168	\$ -
NET POSITION (Assets - Liabilities)	\$ 6,422,654	\$ 403,505	\$ 3,208,622	\$ 230,946
<i>Net Position Breakdown</i>				
Net Investment in Capital Assets	2,901,941	211,315	1,902,300	114,258
Unrestricted	3,520,713	192,190	1,306,322	116,688
Total Net Position	\$ 6,422,654	\$ 403,505	\$ 3,208,622	\$ 230,946

Table 7

Figure 3 summarizes Enterprise Fund revenue, expenses, connection fees and CIP transfers per fund:



Water Fund

Revenue and Expenses

Water Funds	Water	Water Capital	Total
Beginning Fund Balance	5,959,609	325,189	6,284,798
Revenues			
Charge for Services	2,553,337	-	2,553,337
Interest Income	37,967	4,253	42,219
Connection Fees	-	75,950	75,950
Total Operating Revenue	2,591,304	80,203	2,671,507
Other Revenues	4,541	-	4,541
Total Revenues	2,595,845	80,203	2,676,048
Expenses			
Operating	820,116	-	820,116
Depreciation**	208,046	1,887	209,933
State Water	1,104,637	-	1,104,637
Total Operating Expenses	2,132,799	1,887	2,134,686
Operating Profit(Loss)	463,046	78,316	541,362
Transfers Out - CIP		(177,085)	
Transfers In - CIP		177,085	-
Ending Fund Balance	6,422,655	403,505	6,826,160

** Depreciation is estimated. Final depreciation will post at the end of fiscal year.

Table 8

Table 8 summarizes Revenue and Expenditures for the Water and Water Capital Funds. On the Financial Statements, both funds are combined as one fund. The Water Capital Fund is structured to record capital contributions and is used to record capital improvements. Water Capital will be discussed in detail later in this report.

Water Fund operating revenues have exceeded expenditures by over \$463 thousand at the end of the fourth quarter 2018-2019 (excludes Capital Improvement expenses). On July 1, 2018, the third phase of water rate increases took effect. The water rate increase has helped reverse past operating deficits. As seen on Table 8, the Water and Water Capital Funds both experienced an increase in Fund Balance. The Water Fund operating loss has reversed and is currently operating with a surplus. The Water Fund ended the fourth quarter with approximately \$2.6 Million in cash (Table 7) and Fund Balance of approximately \$6.4 Million.

Table 9 illustrates the Water Fund budget to actuals. Charges for Services exceeded budget projections at 107 percent. The increase was due to the water rate increases that occurred in July. Interest income also exceeded budget projections due to the LAIF earnings of 2.57 percent interest earnings.

The Water Fund utilizes reserves to fund Capital Improvement projects (CIPs) which are budgeted at \$475 thousand in the current fiscal year. The Water Fund did not have to use reserves for CIPs. Overall, Water Fund expenses were under budget at 70 percent expended.

Water Fund 020	Original Budget	Current Budget	YTD Actuals	Percent
Revenues				
Charge for Services	1,845,690	2,383,100	2,553,337	107%
Interest Income	8,670	16,000	37,967	237%
Total Operating Revenue	1,854,360	2,399,100	2,591,304	108%
Other Revenues	-	-	4,541	0%
Transfer from Reserves	600,000	600,000	-	0%
Total Revenues	2,454,360	2,999,100	2,595,845	87%
Expenses				
Operating	1,443,860	1,448,147	820,116	57%
Depreciation**	180,540	180,540	208,046	115%
State Water	1,417,800	1,417,800	1,104,637	78%
Total Expenses	3,042,200	3,046,487	2,132,799	70%
<i>Transfers for CIP*</i>	<i>(475,000)</i>	<i>(475,000)</i>	<i>-</i>	<i>0%</i>

** Final Depreciation reflects expense associated with Capital Assets

Table 9

Water Capital

Water Capital Fund is a new fund to record Connection Fees and CIP expenditures. The change in Fund Balance is due to planned expenditures for CIPs exceeding estimated Connection Fee revenue and offset by any existing Fund Balance. The Fund Balance at the end of the fourth quarter is about \$403 thousand (Table 7). About \$177 thousand was spent on CIPs. In accordance with Generally Accepted Accounting Principles (GAAP), capital expenditures are not recorded as expenditures; rather, depreciation expense is recorded over each asset’s useful life. Table 10 below illustrates the Water Capital budget to actuals. Both revenue and expenditures performed below expected budget.

Water Capital 021	Current Budget	YTD Actuals	Percent
Revenues			
Connection Fees	200,000	75,950	38%
Interest Income	-	4,253	
Transfer In from Fund 020	234,600	-	0%
Total Revenue	434,600	80,203	18%
Expenses			
Depreciation	-	1,887	-
Transfer to CIP Projects	525,000	-	0%
Total Expenditures	525,000	1,887	0%

Table 10

Wastewater

Wastewater and Wastewater Capital Funds	Wastewater	Wastewater Capital	Wastewater Total
Beginning Fund Balance	3,143,179	196,218	3,339,397
Revenues			
Charge for Services	1,231,016	-	1,231,016
Interest Income	19,823	2,654	22,477
Connection Fees*	-	32,861	113,352
Total Operating Revenue	1,250,839	35,515	1,366,845
Other Revenues	8	-	-
Total Revenues	1,250,847	35,515	1,366,845
Expenses			
Operating	945,469	-	945,469
Depreciation**	239,936	786	240,722
Total Operating Expenses	1,185,405	786	1,186,191
Operating Profit(Loss)	65,443	34,729	180,654
Transfers Out - CIP	-	(100,805)	-
Transfers In - CIP	-	100,805	-
Ending Fund Balance	3,208,622	230,946	3,439,568

** Depreciation is expensed at the end of the fiscal year after Capital Assets have been capitalized.

Table 11

Revenue and Expenses

Table 11 summarizes Revenue and Expenditures for the Wastewater and Wastewater Capital Funds. On the Financial Statements, both funds are combined as one fund. The Wastewater Capital Fund is structured to record capital contributions and used to record capital improvements. Wastewater Capital will be discussed in detail later in this report.

Wastewater Fund Operating revenues exceeded operating expenses causing the Wastewater fund to experience a net operating surplus of about \$65,443 in the fourth quarter of 2018-19 (excluding Capital Improvement Project expenses which will be recorded in the Wastewater Capital Fund). On July 1, 2018, the third phase of sewer rate increases took effect. The rate increase has helped reverse the operating deficit and fund capital improvement projects. The previous years' operating loss has begun to slowly reverse. The Wastewater Fund ended the fiscal year with about \$1.6 Million in cash (Table 7) and Fund Balance of approximately \$3.2 Million. Both the Wastewater Fund and Wastewater Capital Fund experienced an increase in Fund Balance.

Table 12 on the following page illustrates the Wastewater Fund budget to actuals. Charges for Services exceeded budget projections at 109%. The increase was due to the sewer rate increases that occurred in July. Interest income has also exceeded revenue projections due to the fourth quarter LAIF earnings of 2.57 percent.

The Wastewater Fund utilizes reserves to fund Capital Improvement Projects (CIPs) which are budgeted at \$400 thousand in the current fiscal year, but there was enough revenue in the Fund to cover the CIP expenditures. The current Wastewater CIP in progress is the Wastewater Treatment Plant Facilities Improvement.

Sewer Fund 005	Original Budget	Current Budget	YTD Actuals	Percent
Revenues				
Charge for Services	899,130	1,131,960	1,231,016	109%
Interest Income	7,140	11,000	19,823	180%
Total Operating Revenue	906,270	1,142,960	1,250,839	109%
Other Revenues	-	-	8	0%
Transfer from Reserves	300,000	300,000		0%
Total Revenues	1,206,270	1,442,960	1,250,847	87%
Expenses				
Operating	1,357,584	1,378,112	945,469	69%
Depreciation**	255,000	255,000	239,936	94%
Total Operating Expenses	1,612,584	1,633,112	1,185,405	73%
Transfers for CIP*	(400,000)	(400,000)		0%

** Depreciation is estimated. Final depreciation will be calculated at the end of the fiscal year.

Table 12

Wastewater Capital

Wastewater Capital Fund is a new fund to record Connection Fees and CIP expenditures. The change in Fund Balance is due to planned expenditures for CIPs exceeding estimated Connection Fee revenue and offset by any existing Fund Balance. The Fund Balance at the end of the fourth quarter is \$230,946 (Table 8). About \$100 thousand was spent on CIPs. In accordance with Generally Accepted Accounting Principles (GAAP), capital expenditures are not recorded as expenditures; rather, depreciation expense is recorded over each asset’s useful life. Table 13 below illustrates the Wastewater Capital budget to actuals. Both revenue and expenditures performed below expected budget.

Wastewater Capital 006	Current Budget	YTD Actuals	Percent
Revenues			
Connection Fees	95,000	32,861	35%
Interest Income	-	2,654	0%
Transfer In from Fund 005	-	-	0%
Total Revenue	95,000	35,515	37%
Expenses			
Depreciation	-	786	-
Transfer to CIP Projects	425,000	-	0%
Total Expenses	425,000	786	0%

Table 13

Capital Improvement Budget Report

Fourth Quarter Summary

For Fiscal: 2018-2019 Period Ending: 6/30/2019



City of Buellton, CA

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Fund: 092 - Capital Improvement Project Fund						
Funding Source						
092-49676	Transfer between 091/092	\$ -	\$ -	-	-	0%
092-49726	Transfer from Gas Tax Fund	\$ 500,000.00	\$ 500,000.00	161,810.55	338,189.45	32%
092-49727	Transfer from General Fund	\$ 1,283,170.00	\$ 1,310,570.00	215,157.09	1,095,412.91	16%
092-49728	Transfer from Measure A	\$ 620,000.00	\$ 620,000.00	178,799.71	441,200.29	29%
092-49729	Transfer from Sewer Fund	\$ 425,000.00	\$ 425,000.00	103,807.61	321,192.39	24%
092-49732	Transfer from Water Fund	\$ 525,000.00	\$ 525,000.00	182,869.61	342,130.39	35%
092-49733	Transfer from Local Transportation Fund	\$ 600,000.00	\$ 600,000.00	5,716.25	594,283.75	1%
Funding Total:		\$ 3,953,170.00	\$ 3,980,570.00	\$ 848,160.82	\$ 3,132,409.18	21%

Expense

Project: 101 - Storm Drain Cleaning and Retrofit						
092-101-60800	Contract Services	\$ -	\$ -	-	-	0%
092-101-74100	Construction and Improvements	\$ 20,000.00	\$ 20,000.00	20,460.00	(460.00)	102%
092-101-76000	Contribution	\$ -	\$ -	-	-	0%
Project: 101 - Storm Drain Cleaning and Retrofit Total:		\$ 20,000.00	\$ 20,000.00	20,460.00	(460.00)	102%

Status:
Project is complete.

Project: 102 - Storm Drain Outfall Repairs and Re-Establishment						
092-102-60800	Contract Services	\$ -	\$ -	-	-	0%
092-102-74100	Construction and Improvements	\$ 10,000.00	\$ 10,000.00	10,000.00	-	100%
Project: 102 - Storm Drain Outfall Repairs and Re-Establishment Total:		\$ 10,000.00	\$ 10,000.00	10,000.00	-	100%

Status:
Project is complete.

Project: 201 - Facilities Maintenance and Painting						
092-201-60800	Contract Services	\$ -	\$ -	-	-	0%
092-201-74100	Construction and Improvements	\$ -	\$ 25,000.00	-	25,000.00	0%
Project: 201 - Facilities Maintenance and Painting Total:		\$ -	\$ 25,000.00	-	25,000.00	0%

Status:
Project has not yet started.

Project: 206 - Ave of Flags Pedestrian Sidewalk Construction and Improvements						
092-206-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 206 - Ave of Flags Ped Construction and Improvements Total:		\$ -	\$ -	-	-	0%

Status:
Project was completed in FY 17/18.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 207 - Santa Ynez River Trail						
092-207-70000	Conceptual Plan/feasibility	\$ 20,000.00	\$ 20,000.00	-	20,000.00	0%
Project: 207 - Santa Ynez River Trail Total:		\$ 20,000.00	\$ 20,000.00	-	20,000.00	0%

Status:
Project has not yet started.

Project: 211 - Village Park Construction and Improvements						
092-211-74100	Construction and Improvements	\$ -	\$ 216,000.00	-	216,000.00	0%
Project: 211 - Village Park Construction and Improvements Total:		\$ -	\$ 216,000.00	-	216,000.00	0%

Status:
Project not yet complete. The City is responsible up to \$151,000 towards the Village Park Construction costs.

Project: 213 - Post Office Fire Alarm System Replacement						
092-213-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 213 - Post Office Fire Alarm System Replacement Total:		\$ -	\$ -	-	-	0%

Status:
Project was completed during FY 17/18.

Project: 214 - City Hall Generator/Electrical Replacement						
092-214-68000	Contract Services	\$ -	\$ -	-	-	0%
092-214-74100	Construction and Improvements	\$ -	\$ 40,000.00	-	40,000.00	0%
Project: City Hall Generator/Electrical Replacement Total:		\$ -	\$ 40,000.00	-	40,000.00	0%

Status:
Project has not yet started. City staff has applied for a grant.

Project: 215 - Avenue of Flags Specific Plan Implementation						
092-215-70000	Conceptual Plan/Feasibility	\$ -	\$ 250,000.00	58,857.50	191,142.50	24%
092-215-74100	Construction/Improvement	\$ -	\$ -	-	-	0%
Project: Avenue of Flags Specific Plan Implementation:		\$ -	\$ 250,000.00	58,857.50	191,142.50	24%

Status:
Conceptual design has commenced.

Project: 216 - Storage Shed						
092-216-68000	Contract Services	\$ -	\$ -	-	-	0%
092-216-74100	Construction and Improvements	\$ -	\$ 27,400.00	26,045.35	1,354.65	95%
Project: Storage Shed Total:		\$ -	\$ 27,400.00	26,045.35	1,354.65	95%

Status:
Project is complete.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 306 - Phase III Hwy 246/Sycamore Ped Xing						
092-306-70005	Design and Permitting	\$ 100,000.00	\$ 100,000.00	22,765.00	77,235.00	23%
092-306-71500	Project Management and Inspection	\$ -	\$ -	5,357.50	(5,357.50)	0%
092-306-74100	Construction and Improvements	\$ 570,000.00	\$ 570,000.00	3,762.50	566,237.50	0%
Project: 306 - Phase III Hwy 246/Sycamore Ped Xing Total:		\$ 670,000.00	\$ 670,000.00	31,885.00	638,115.00	5%

Status:

Project design is complete. Construction has been awarded. Notice to proceed to occur in July.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 307 - McMurray Road Widening/TS						
092-307-60800	Contract Services	\$ 100,000.00	\$ 100,000.00	6,520.00	93,480.00	7%
092-307-70005	Design and Permitting	\$ 50,000.00	\$ 50,000.00	10,677.50	39,322.50	21%
092-307-71200	Right of Way Acquisition	\$ -	\$ 25,000.00	-	25,000.00	0%
092-307-74100	Construction and Improvements	\$ 350,000.00	\$ 125,000.00	-	125,000.00	0%
Project: 307 - McMurray Road Widening/TS Total:		\$ 500,000.00	\$ 300,000.00	17,197.50	282,802.50	6%

Status:

Right-of-way (ROW) acquisition has resumed.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 308 - No. Ave of Flags Park and Ride						
092-308-70000	Conceptual Plan and Feasibility	\$ 120,000.00	\$ 120,000.00	1,220.00	118,780.00	1%
092-308-70005	Design/Permitting	\$ -	\$ 75,000.00	4,496.25	70,503.75	6%
092-308-71200	Right of Way Acquisition	\$ -	\$ -	-	-	0%
092-308-74100	Construction and Improvements	\$ 480,000.00	\$ 405,000.00	-	405,000.00	0%
Project: 308 - No. Ave of Flags Park and Ride Total:		\$ 600,000.00	\$ 600,000.00	5,716.25	594,283.75	1%

Status:

Design has commenced.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 311 - Industrial Way Street Lights						
092-311-60800	Contract Services	\$ 60,000.00	\$ 60,000.00	-	60,000.00	0%
092-311-70005	Design/Permitting	\$ -	\$ 82,500.00	3,100.00	79,400.00	4%
092-311-74100	Construction and Improvements	\$ 340,000.00	\$ 69,670.00	-	69,670.00	0%
Project: 311 - Industrial Way Street Lights Total:		\$ 400,000.00	\$ 212,170.00	3,100.00	209,070.00	1%

Status:

Staff has provided layout to PG&E. Awaiting for PG&E design documents and cost estimate.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 312 - Hwy 246 /Sidewalk (Caltrans)						
092-312-60800	Contract Services	\$ -	\$ -	-	-	0%
092-312-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 312 - Hwy 246 /Sidewalk (Caltrans) Total:		\$ -	\$ -	-	-	0%

Status:

Project was completed FY 17/18.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 313 - Road Maintenance Project 15/16 and 16/17						
092-313-60800	Contract Services	\$ -	\$ -	-	-	0%
092-313-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 313 - Road Maintenance Project Total:		\$ -	\$ -	-	-	0%

Status:
Project was completed FY 17/18.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 314 - SD Inlet/Catch Basin Retrofit Improvement						
092-314-60800	Contract Services	\$ 45,000.00	\$ 45,000.00	-	45,000.00	0%
092-314-70005	Design and Permitting	\$ 5,000.00	\$ 5,000.00	-	5,000.00	0%
092-314-74100	Construction and Improvements	\$ 100,000.00	\$ 100,000.00	15,145.00	84,855.00	15%
Project: 314 - SD Inlet/Catch Basin Retrofit Improvement Total:		\$ 150,000.00	\$ 150,000.00	15,145.00	134,855.00	10%

Status:
Project has begun.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 315 - Ave of Flags Pedestrian/Drainage Improvement						
092-315-60800	Contract Services	\$ 100,000.00	\$ 40,000.00	-	40,000.00	0%
092-315-70005	Design/Permitting	\$ -	\$ 100,000.00	-	100,000.00	0%
092-315-74100	Construction and Improvements	\$ 40,000.00	\$ -	-	-	0%
Project: 315 - Ave of Flags Pedestrian/Drainage Improvement Total:		\$ 140,000.00	\$ 140,000.00	-	140,000.00	0%

Status:
Project design is complete. Construction has been awarded. Notice to proceed to occur in July.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 316- Road Maintenance Project (17/18)						
092-316-60800	Contract Services	\$ -	\$ 90,000.00	23,328.75	66,671.25	26%
092-316-70005	Design/Permitting	\$ -	\$ 90,000.00	-	90,000.00	0%
092-316-74100	Construction and Improvements	\$ -	\$ 270,000.00	264,631.50	5,368.50	98%
Project: 316 - Road Maintenance Project (17/18) Total:		\$ -	\$ 450,000.00	287,960.25	162,039.75	64%

Status:
Project completed.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 317- Road Maintenance Project (18/19)						
092-317-70000	Conceptual Plan and Feasibility	\$ 100,000.00	\$ 100,000.00	54,498.75	45,501.25	54%
092-317-70005	Design/Permitting	\$ 100,000.00	\$ 100,000.00	-	100,000.00	0%
092-317-74100	Construction and Improvements	\$ 300,000.00	\$ 300,000.00	30,618.00	269,382.00	0%
Project: 317 - Road Maintenance Project (18/19) Total:		\$ 500,000.00	\$ 500,000.00	85,116.75	414,883.25	17%

Status:
Project design is complete. Construction has been awarded. Notice to proceed to occur in July.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 603 - Water Treatment Plant Facilities Improvement						
092-603-60800	Contract Services	\$ -	\$ -	262.50	(262.50)	0%
092-603-74100	Construction and Improvements	\$ -	\$ 100,000.00	67,980.90	32,019.10	0%
Project: 603 - WTP Facilities Improvement Total:		\$ -	\$ 100,000.00	68,243.40	31,756.60	68%

Status:
Repairs at McMurray WTPs are underway.

Project: 607 - Water Meter Upgrades						
092-607-74100	Construction and Improvements	\$ 75,000.00	\$ 50,000.00	-	50,000.00	0%
Project: 607 - Water Meter Upgrades Total:		\$ 75,000.00	\$ 50,000.00	-	50,000.00	0%

Status:
Project has not yet started.

Project: 608 - Water Treatment Plant/Booster Power Reliability						
092-608-74100	Construction and Improvements	\$ 100,000.00	\$ 145,000.00	49,903.23	95,096.77	0%
Project: 608 - WTP/Booster Power Reliability Total:		\$ 100,000.00	\$ 145,000.00	49,903.23	95,096.77	0%

Status: Project has commenced.

Project: 610 - Water Distribution System Construction and Improvements						
092-610-74100	Construction and Improvements	\$ -	\$ 200,000.00	64,722.98	135,277.02	0%
Project: 610 - Water Distribution System Construction and Improvements Total:		\$ -	\$ 200,000.00	64,722.98	135,277.02	0%

Status: Project has commenced.

Project: 611 - Recycled Water Program						
092-611-60800	Contract Services	\$ -	\$ -	-	-	0%
092-611-74100	Construction and Improvements	\$ -	\$ 30,000.00	-	30,000.00	0%
Project: 611 - Recycled Water Program Total:		\$ -	\$ 30,000.00	-	30,000.00	0%

Status:
Project has not yet started.

Project: 702 - Sewer Collections System Cleaning						
092-702-60800	Contract Services	\$ -	\$ -	-	-	0%
092-702-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 702 - Sewer Collections System Cleaning Total:		\$ -	\$ -	-	-	0%

Status: Completed during FY 17/18.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 703 - Wastewater Treatment Plant Lift Station Security/Reliability						
092-703-60800	Contract Services	\$ -	\$ -	-	-	0%
092-703-74100	Construction and Improvements	\$ -	\$ 25,000.00	-	25,000.00	0%
Project: 703 - WWTP Lift Station Security/Reliability Total:		\$ -	\$ 25,000.00	-	25,000.00	0%

Status:
Project has not yet started.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 704 - Sewer Line Replacement						
092-704-60800	Contract Services	\$ -	\$ -	-	-	0%
092-704-74100	Construction and Improvements	\$ 100,000.00	\$ 100,000.00	8,819.40	91,180.60	9%
Project: 704 - Sewer Line Replacement Total:		\$ 100,000.00	\$ 100,000.00	8,819.40	91,180.60	9%

Status:
Repairs are underway.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 706 - Wastewater Treatment Plant Facilities Improvement						
092-706-60800	Contract Services	\$ -	\$ -	-	-	0%
092-706-74100	Construction and Improvements	\$ 300,000.00	\$ 300,000.00	94,988.21	205,011.79	32%
Project: 706 - WWTP Facilities Improvement Total:		\$ 300,000.00	\$ 300,000.00	94,988.21	205,011.79	32%

Status:
Repairs at the WWTP are underway.

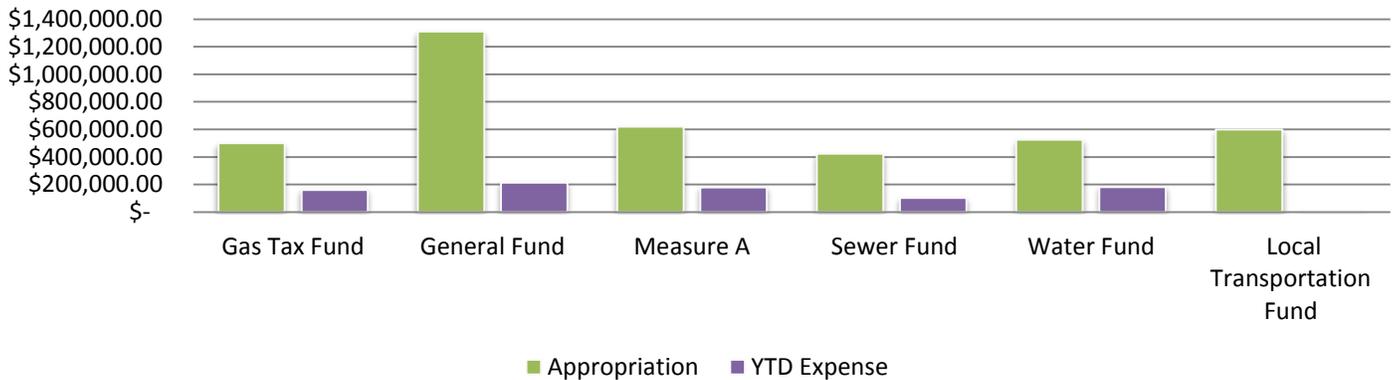
Fund: 092 - Capital Improvement Project Fund Surplus (Deficit):	\$ 3,585,000.00	4,580,570.00	848,160.82	3,732,409.18	19%
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Fund Balance Analysis - Capital Improvement Project (CIP) Funding Sources (2018-19)

Fund	Est. Fund Equity 6/30/2018	FY 2018-19 YTD Revenue	FY 2018-19 YTD Expenditures	FY 2018-19 CIP Funding YTD	Est. 3/31/2019 Fund Equity	Change in Fund Equity
001 General Fund	8,427,913.48	8,632,265.54	(6,443,288.47)	(215,157.09)	10,401,733.46	1,973,819.98
005 Wastewater	3,143,179.31	1,250,847.48	(1,081,597.02)	(103,807.61)	3,208,621.16	65,441.85
006 Wastewater capital	196,217.58	35,514.60	(786.07)	-	230,946.11	34,728.53
020 Water	5,959,609.27	2,595,844.98	(1,949,929.26)	(182,869.61)	6,422,655.38	463,046.11
021 Water Capital	325,189.20	80,202.58	(1,886.82)	\$ -	403,504.96	78,315.76
025 Gas Tax	264,136.29	284,877.26	(79,421.32)	(161,810.55)	307,781.68	43,645.39
027 Local Transportation	185,558.15	175,540.05	(31,499.92)	(5,716.25)	323,882.03	138,323.88
031 Measure A	338,030.43	374,468.67	(40,000.00)	(178,799.71)	493,699.39	155,668.96
Total Funding:	18,839,833.71	13,429,561.16	(9,628,408.88)	(848,160.82)	21,792,825.17	2,952,991.46

Capital Improvement Project (CIP) Analysis

CIP Budget vs. Actual Expenditures by funding source



The Capital Improvement Plan includes completion of current projects, new investments, and important reinvestments in critical infrastructure projects. The CIP budget includes line item details explaining expenditures and funding source. The bar graph above shows that the CIPs in progress are within budgeted amounts.

The Road Maintenance Project (17/18) has been completed with 64 percent of the budget expended. The installation of the storage shed was also completed under budget with 95 percent of the budget expended. The storm drain cleaning project has been completed slightly over budget at 102 percent. The storm drain outfall repairs and re-establishment project has been completed with 100 percent of the budget expended.

The following projects are currently in progress and are either in their planning phase or are under construction:

- Village Park Construction
- Median 2 of Avenue of Specific Plan Implementation
- Phase III Hwy 246/Sycamore Pedestrian Xing
- North Avenue of Flags Park and Ride
- McMurray Road widening
- Industrial Way Streetlights
- Road Maintenance Project (18/19)
- Storm drain inlet and catch basin retrofit improvements
- Water Treatment Plant facilities improvement
- Water Treatment Plant/Booster Power Reliability
- Water Distribution System Construction and Improvement
- Wastewater Treatment Plant facilities improvement.

Projects that have not commenced or completed during the current fiscal year may be carried forward to the next fiscal year. Some of these projects are currently in their initial planning stages and design phases, or these projects may have little to no expenditures associated to them but future expenditures are anticipated.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: September 26, 2019

Subject: Monthly Treasurer's Report – August 31, 2019

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 13, 2019, Council adopted the current Investment Policy per Resolution 19-15 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 August 31, 2019. 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 August 31, 2019.

ATTACHMENTS

Attachment 1 – Monthly Treasurer's Report – August 31, 2019



City of Buellton

City of Buellton

Monthly Treasurer's Report

For the month ending in August 31, 2019

September 26, 2019

This report presents the City's cash activity and investment portfolio as of August 31, 2019. The report includes:

- 1) Cash and investments at August 31, 2019 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 August 31, 2019

The following schedule is a summary of the City's cash and investments based on recorded value as of August 31, 2019 compared with the prior month.

	August 31, 2019	July 31, 2019	\$ Change
Cash	\$ 6,260,459.72	\$ 6,008,234.75	\$ 252,224.97
Investments held by the City	9,900,673.16	9,885,502.26	\$ 15,170.90
TOTAL CASH AND INVESTMENTS	\$ 16,161,132.88	\$ 15,893,737.01	\$ 267,395.87

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 as a result of monthly Sheriff's Contract payments for July and August (\$150,227 per month) and quarterly payment for Santa Barbara Fire Department Services (\$53,817). These payments were offset by the receipt of June 2019 Sales Tax (\$272,429) and receipt of July 2019 Transient Occupancy Tax (\$401,186). The bond change in value for the Investment Account increased by \$13,239. 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:



Bank Reconciliation - August 2019

City of Buellton, CA
For the Period Ending 8/31/2019

ACCOUNT #	ACCOUNT NAME	7/31/2019 BALANCE	CURRENT ACTIVITY	08/31/2019 BALANCE
CLAIM ON CASH				
001-10000	Claim On Pooled Cash	9,251,614.26	28,915.99	9,280,530.25
005-10000	Claim On Pooled Cash	1,638,384.39	37,332.04	1,675,716.43
006-10000	Claim on Pooled Cash	116,688.35	-	116,688.35
020-10000	Claim On Pooled Cash	2,761,935.13	153,308.87	2,915,244.00
021-10000	Claim on Pooled Cash	192,189.90	-	192,189.90
023-10000	Claim On Pooled Cash	484,515.12	-	484,515.12
024-10000	Claim On Pooled Cash	35,567.23	-	35,567.23
025-10000	Claim On Pooled Cash	312,353.62	15,124.06	327,477.68
027-10000	Claim On Pooled Cash	320,966.57	(1,315.85)	319,650.72
029-10000	Claim On Pooled Cash	223.30	32,965.00	33,188.30
031-10000	Claim On Pooled Cash	528,861.16	30,276.02	559,137.18
075-10000	Claim On Pooled Cash	227,797.72	-	227,797.72
090-10000	Claim On Pooled Cash	-	-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	22,640.26	(29,210.26)	(6,570.00)
TOTAL CLAIM ON CASH		15,893,737.01	267,395.87	16,161,132.88
CASH IN BANK				
Cash in Bank				
999-10001	Pooled Cash - General Checking	5,997,223.40	251,275.08	6,248,498.48
999-10002	Pooled Cash - Money Market	206,402.27	33.93	206,436.20
999-10003	Pooled Cash - FSA	11,011.35	949.89	11,961.24
999-10004	Pooled Cash - Brokerage	1,253,525.06	15,136.97	1,268,662.03
999-10005	Pooled Cash - LAIF	8,425,574.93	-	8,425,574.93
TOTAL: Cash in Bank		15,893,737.01	267,395.87	16,161,132.88

Per Statements:	8/31/2019
Rabobank General Checking	6,650,121.14
Rabobank Money Market	206,436.20
Rabobank FSA	11,961.24
Local Agency Investment Fund	8,425,574.93
Multi-Securites Bank	1,268,662.03
Total Cash per Statements:	16,562,755.54

Claim on Cash vs. Total Cash Per Statements:	(401,622.66)
Outstanding items per System Reconciliation	(401,622.66)
Difference:	0.00

City of Buellton
Investment Summary
August 31, 2019

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
Local Agency Investment Fund - LAIF	85.42%	2.57%	n/a	n/a	\$8,425,574.93	\$ 8,425,574.93
Certificates of Deposits (Held with Multi-Securities Bank)						
Direct Federal Credit Union	1.01%	2.75%	16 mo.	1/24/2020	100,000.00	100,347.00
Goldman Sachs Bank	2.03%	2.75%	2 yrs.	5/11/2020	200,000.00	201,350.00
T C T Federal Credit Union	1.22%	2.05%	1 yr.	7/23/2020	120,000.00	120,327.60
Wells Fargo Bank	2.52%	2.25%	5 yrs.	8/16/2022	249,000.00	251,920.77
Sallie Mae Bank	1.01%	3.20%	5 yrs.	5/9/2023	100,000.00	104,539.00
First Technology Bank Fed Cr Union	1.04%	3.60%	5 yrs.	12/26/2023	103,000.00	110,040.05
First Technology Bank Fed Cr Union	1.01%	3.35%	5 yrs.	2/6/2024	100,000.00	105,949.00
Comenity Cap Bank	1.62%	2.80%	5yrs.	4/15/2024	160,000.00	166,043.20
Morgan Stanley Bank	1.01%	2.75%	5 yrs.	5/2/2024	100,000.00	103,580.00
Multi-Securities Bank - Cash in Holding						4,565.41
Money Market (Held with Rabobank)	2.09%	0.20%		n/a	206,402.27	206,436.20
Total City Investments	<u>100.00%</u>				<u>\$9,863,977.20</u>	<u>\$ 9,900,673.16</u>

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, 2019 plus revenues minus expenditures for the period, resulting in ending fund balance at August 31, 2019. Fund balance includes total assets and liabilities of the City.



City of Buellton, CA

Fund Balance Report

As Of 08/31/2019

Fund	July 1, 2019 Balance	Total Revenues	Total Expenses	August 31, 2019 Balance
001 - General Fund	10,401,733.46	508,448.59	1,440,260.55	9,469,921.50
005 - Sewer Fund	3,208,622.16	228,355.11	175,426.70	3,261,550.57
006 - Wastewater Capital	230,946.11	-	-	230,946.11
020 - Water Fund	6,422,655.38	503,658.02	376,854.74	6,549,458.66
021 - Water Capital	403,504.96	-	-	403,504.96
023 - Housing Fees	484,515.12	-	-	484,515.12
024 - Traffic Mitigation Fund	35,567.23	-	-	35,567.23
025 - Gas Tax Fund	307,781.68	20,431.18	4,930.18	323,282.68
027 - Local Transportation Fund	323,882.03	768.67	3,333.32	321,317.38
029 - Transportation Planning	(103,452.73)	-	525.00	(103,977.73)
031 - Measure A	493,699.39	65,437.79	-	559,137.18
075 - Trust & Agency Fund	7,347.21	-	-	7,347.21
090 - Long-Term Debt	(2,462,387.50)	-	-	(2,462,387.50)
091 - General Fixed Assets	20,166,511.23	-	-	20,166,511.23
092 - Capital Improvement Proj Fund	-	19,442.81	94,197.40	(74,754.59)
	39,920,925.73	1,346,542.17	2,095,527.89	39,171,940.01

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
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Irma Tucker, Contract City Planner

Meeting Date: September 26, 2019

Subject: Consideration of Conceptual Review of Creekside Village Mixed-Use Project, 480 Avenue of Flags (APNs 137-170-042 & -043)

BACKGROUND

On behalf of property owner Creekside Village AOF, LLC, Brandon Mann (Applicant) has submitted conceptual plans for a mixed-use project located at 480 Avenue of Flags, as depicted in Attachment 1 – Vicinity Map. The 1.64+/- acre project site is within the Avenue of Flags (AOF) Specific Plan, on one of the four Town Plaza Corners at Avenue of Flags and 2nd Street.

The Planning Commission conducted a Conceptual Review of the proposed project on May 16, 2019, identified issues, concerns and recommendations prior to submittal of a formal development application.

The City Council is being asked to conduct a Conceptual Review as well, in order to provide opportunity for the Council members to comment on the project and on the Applicant's request to participate in the AOF Specific Plan Development Opportunity Reserve (DOR) program. The DOR program provides for potential development incentives in return for public benefits. Project-specific conditions and terms under the DOR would be memorialized via a development agreement, which would ultimately come before City Council for approval. This is the first project which is requesting consideration under the DOR program.

Project Overview

Situated on a portion of Opportunity Site #8, the proposed use is consistent with Specific Plan development guidelines and urban design vision for this prominent downtown core location.

Zaca Creek runs along the rear (eastern portion) of the property, which requires a 50-foot creek corridor setback area for building structures. The entire site is in the 100-year flood zone; grading may be required to bring the building pad into compliance with the City's Floodplain ordinance. There is an existing City sewer main located in the rear portion of

the property and may potentially run under one of the proposed buildings. The applicant would have the option to either relocate the sewer main or relocate the proposed building.

The Applicant's project description is reflected in Attachment 2 and the conceptual project plans are set forth in Attachment 3. The proposed 3-story signature corner courtyard building and related site plan includes the following:

- Approximately 12,000 square feet of ground floor commercial space
 - mix of retail and live-work units
 - type and intensity of uses consistent with Specific Plan
- Potentially 63+/- residential rental units (apartments) on the 2nd and 3rd floors
 - mix of studio, 1-bedroom and 2-bedroom units
 - density of residential use is 38 dwelling units per acre
 - consistent with density range (20–40 du/ac) that may be considered via the DOR program of incentives in return for public benefits
 - subject to 15% inclusionary housing requirement (BMC 19.16.014); would require the construction of an estimated 10 affordable housing units, to be provided on-site
 - the inclusionary offset provision (BMC 19.16.016.B.5) would apply to the determination of replacement housing units required; the offset provision may potentially give credit for any inclusionary, affordable housing units built, such that two units of replacement housing requirement are removed for each unit of inclusionary housing provided
 - relocation assistance (BMC 19.16.017) for current 19 (estimated) tenants
- Ground level parking underneath podium that supports 2nd and 3rd floors
 - based on concept plans, a total of 132 parking spaces are required and 112 spaces are provided, resulting in a potential shortage of 20 spaces
 - Applicant is working on alternative parking layouts and is also considering the DOR program to address the potential shortage
- DOR incentives may be needed to address:
 - increased residential density
 - shortage of on-site parking spaces
- DOR benefits being considered include:
 - construction of off-site parking lot
 - contribution toward construction of parking spaces and/or Median 2 improvements
 - construction of public restroom on Median 3

Given that the submitted plans are conceptual at this juncture, the Applicant has indicated that the project design and site layout details are still being refined; potential revisions may include:

- additional art deco detailing
- enhanced landscaping
- parking layout optimization (potential additional spaces)
- dwelling unit reconfiguration, including related pedestrian access and circulation
- optimal vehicle access and circulation

It is anticipated that, at a minimum, the project will require a land use permit application for a Final Development Plan; other permits and/or discretionary actions may include: Lot Line Adjustment, Tract Map (to subdivide property if any of the units are intended for sale), Development Agreement to memorialize terms of potential DOR incentives/benefits.

The Applicant has not submitted the official application or the processing fees. The Applicant wishes to make a presentation to the City Council and obtain initial input before submitting the formal application package.

Since the official application has not been submitted and no fees paid, staff has not reviewed the plans for detailed compliance with the General Plan, Zoning Ordinance, AOF Specific Plan, Community Design Guidelines, or other applicable requirements. That review would occur when the application is submitted for processing.

PLANNING COMMISSION CONCEPTUAL REVIEW COMMENTS

A Summary of Comments is attached (Attachment 4), and includes comments from Planning Commissioners, Staff and member of the public, along with the Applicant's responses thereto.

RECOMMENDATION

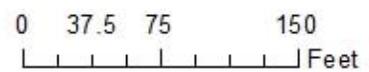
That the City Council review the conceptual project plans, receive a presentation by the Applicant and provide comments to the Applicant on the project.

ATTACHMENTS

- Attachment 1 – Vicinity Map
- Attachment 2 – Applicant's Project Description
- Attachment 3 – Conceptual Project Plans
- Attachment 4 – Summary of Comments & Applicant's Response

Attachment 1 - Vicinity Map

Creekside Village Mixed-Use Project



Attachment 2 – Applicant’s Project Description

Creekside Village Mixed-Use Project

480 Avenue of Flags

Creekside Village is a residential and commercial community designed to create a sense of place on the new Avenue of Flags, highlighting Buellton’s downtown main-street. Its residents will enjoy 63 high-quality apartments above 12,000 square feet of retail space. The goal is to create a walkable and shoppable main-street with Creekside Village serving as a catalyst in Buellton for future development along Avenue of Flags.

The apartments will be comprised of Studios, One Bedrooms, and Two-Bedroom units. The commercial retail is targeted towards local community business owners and quality local food and beverage tenants, to serve the city of Buellton and surrounding communities.

Creekside Village’s architecture takes inspiration from the Art-Deco style of design. The pillared structures and archways are intended to showcase Buellton’s historic era. Our goal is to promote a distinct identity and architectural differentiation downtown.

Creekside Village

480 AVENUE OF FLAGS

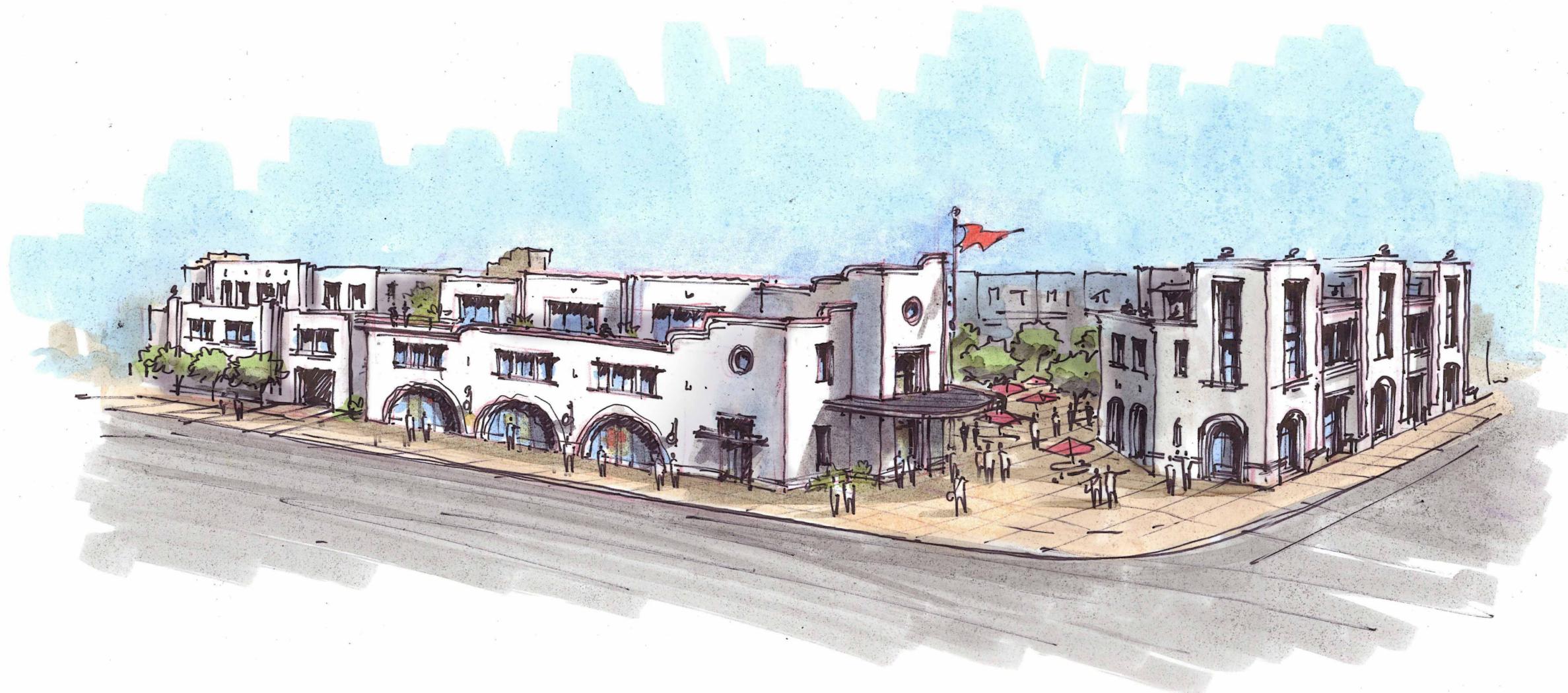
Buellton, CA



TEL 805.965.7777
1 N. Calle Cesar Chavez #102
Santa Barbara, CA 93103
www.dmha.com

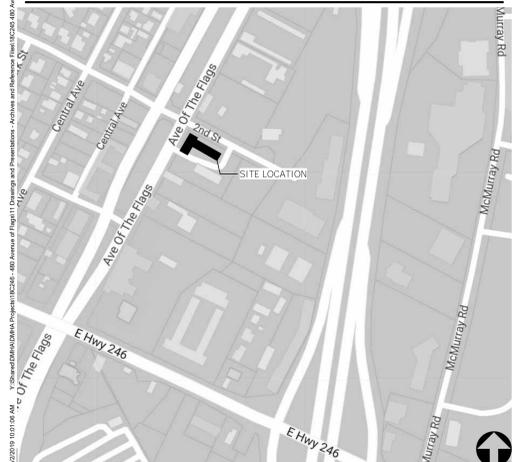


MB DEVELOPMENT
COMPANY



NOT FOR CONSTRUCTION

VICINITY MAP



Avenue of Flags

480 Avenue of Flags
Buellton, CA 93427

PROJECT #: 18C245

NO. DESCRIPTION DATE

City Of Buellton Conceptual Study 05/01/2019

A01

Cover Sheet

PROJECT DIRECTORY

ARCHITECT:

DMHA Architecture & Interiors
1 N. Calle Cesar Chavez #102
Santa Barbara, CA 93103

J. Michael Holliday FAIA
PH: 805.965.7777
michael@dmha.com



3rd Floor Plan 01
1/16" = 1'-0"

Avenue of Flags

480 Avenue of Flags
Buellton, CA 93427

PROJECT #: 18C245
NO. DESCRIPTION DATE

NO.	DESCRIPTION	DATE
1	City Of Buellton Conceptual Study	05/01/2019

A04
Floor Plans

SCALE = 1/16" = 1'-0"



15



14



13



12



11



10



09



08



07



06



05



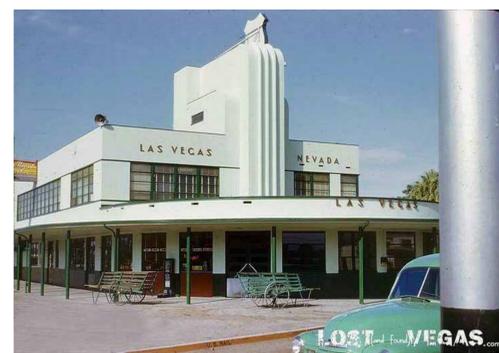
04



03



02



01

Avenue of Flags

480 Avenue of Flags
Buellton, CA 93427

PROJECT #: 18C245
NO. DESCRIPTION DATE

City Of Buellton Conceptual Study 05/01/2019

Table with 3 columns: NO., DESCRIPTION, DATE. The table contains one row of data: City Of Buellton Conceptual Study, 05/01/2019.

Attachment 4 – Summary of Comments & Applicant’s Response

**Planning Commission Conceptual Review - May 16, 2019
Creekside Village Mixed-Use Project - 480 Avenue of Flags**

STAFF COMMENTS

- Additional Art Deco detailing, less mission revival
- Enhanced landscaping
- Zaca Creek restoration & public trail access
- Residential open space requirement & usable amenities
- Pedestrian circulation & access to residential, especially 3rd floor units
- Vehicular circulation & enclosed parking lot safety
- Provide secondary thru-access at rear of property; allow for future connection to adjacent property on the south
- Proximity to Zaca Creek of dog run /relief area
- Relocation of sewer main line that may be located underneath the proposed building
- Environmental (CEQA): Depending on density increase to be requested, potential focused traffic analysis may be required to determine level of environmental review
- Development Opportunity Reserve (DOR) Program – terms to be negotiated, with Development Agreement going to City Council
 - Potential Incentives:
 - Increased Residential Density & Building Height
 - Baseline Zoning - Allowed: 24 du/ac, 35 ft height
 - Proposed Project - Requested: 38 du/ac, 38 ft height
 - AOF Specific Plan – Provides for: potential range 20-40 du/ac, up to 50’ height (with DOR)
 - Reduced On-site Parking
 - Required: 132 spaces
 - Provided: 112 spaces (20 spaces short)
 - Potential Public Benefits:
 - construct off-site parking lot
 - contribute toward Median 2 parking spaces and/or improvements
 - construct Median 3 public restroom
- Inclusionary zoning (BMC 19.16.014); 15% of the proposed 63 dwelling units, an estimated 10 units, is required to be affordable housing, provided on-site
- Replacement housing (BMC 19.16.016) for 19 tenants residing on property; requires an estimated 19 units, offered at rates affordable to same income level as current tenants; 1st right of refusal to move into units on-site. [NOTE: credit may be requested for “inclusionary offset” (BMC 19.16.016.B.5), whereby two units of replacement housing requirement are removed for each unit of inclusionary housing provided]
- Relocation assistance (BMC 19.16.017) for current 19 (estimated) tenants

PLANNING COMMISSION COMMENTS

Q & A -

- Q – Will trail along Zaca Creek be provided? A – Yes (per Applicant)
- Q – Will secondary through-access at rear be provided? A - Yes, Applicant states this has been discussed with adjacent property owner to the south
- Q – Will affordable housing be provided on-site? A – Yes, per Applicant
- Q – Will there be an elevator and better resident access overall? A – Yes; Applicant states property will have elevator and that enhanced pedestrian circulation is being evaluated, especially on 3rd floor.
- How does live/work function? A – Applicant states the tenant would live in upstairs unit and work downstairs.

General Comments -

- Likes: hidden parking; shade; wind-protected interior areas, such as courtyards; variable building heights; design transitions to stepped-back upper stories
- More trees needed on Avenue of Flags
- 2nd Street frontage is too “Moorish”; AOF frontage design style is preferred
- Parking structure – not very elegant to have parking podium near courtyard, close to exhaust; security is needed. Applicant states that the parking would be screened, especially adjacent to the courtyard
- Courtyard appears to be a tight space, cave-like
- More amenities for residents, play area for children; there’s nothing for people to do
- Residential density is too high; reduce the number of units, would require less parking and enable the provision of more amenities
- Provide the required affordable units on-site rather than pay a housing in-lieu fee
- Relocation of existing residents on the site

PUBLIC COMMENTS

Peggy Brierton – submitted letter with comments:

- Likes: architecture in general, parking being hidden from view, trees on 2nd and 3rd floors
- Suggested changes: include 2-way road/alley along east boundary, provide for Zaca Creek Trail, reduce by 16 the number of residential units, create open plaza in space gained, required parking and DOR benefits to be provided on-site

Nancy Emerson, WE Watch – comments presented at meeting:

- Proposed development to be dark sky friendly, requiring fully shielded exterior light fixtures, including walkways, building, signage, and landscape lighting where not shielded by structure
- Take care to not overlight with LEDs
- Prefer Kelvin rating of 3,000 or lower (wildlife friendly)

Applicant's Response to Planning Commission Comments

From: Brandon Mann <bmann@mbdevcompany.com>
Sent: Monday, September 16, 2019 5:54 PM
To: Irma Tucker
Cc: Waleed Elbayar; Andrea Keefer
Subject: Re: Planning Commission Comments and 26th Conceptual Meeting

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Irma,

Our team is looking forward to the conceptual Council meeting on the 26th. We wanted to provide a response to the Planning Commission's comments from the May 16th conceptual meeting to show that we are listening and coming up with creative solutions. Below, please find some of the areas we are exploring and improving based on those comments. We look forward to also hearing the Council's feedback and are excited to present our submittal package before the end of the year. Overall, we felt the comments fell into a few basic categories: Landscaping and Site-Work, Project Design, and Affordability requirements.

To address landscaping and site-work, we are working on developing our creek path and coordinating with the relevant agencies to understand the process. As far as green-space, we will be submitting a landscape plan with our entitlement package and we are trying to incorporate the existing feel of the Avenue and surrounding areas into this plan. We are exploring amenities such as a rooftop wine/deck and club house and a large open courtyard space on the podium deck for eating and entertainment. Additionally a cluster of the first level podium apartments may share a large open green-patio space. We are looking into a fitness center or bike repair and at the best place to move the dog wash station.

In regards to design, we are looking at centralizing the lobby and including an elevator to make the access easier for all units. We have explored reducing the overall size of the podium, creating less of a project footprint and are looking into the best arrangement of units on the podium deck to ensure ease of access to each unit and better circulation around the project. The parking lot design is being looked at to ensure acceptable view corridors and we are spending time refining the overall Art-Deco nature of the exterior.

As a response to the comments on the affordability requirements, we have been working with the City Staff and Manager and believe we have reached a mutual understanding and we intend to fulfill the requirements.



Brandon Mann

Principal

805-245-8095

Bmann@mbdevcompany.com

www.MBdevcompany.com

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director
Andrea Keefer, Planning Director

Meeting Date: September 26, 2019

Subject: Review and Direction to Staff Regarding Avenue of Flags Median
Two Design Plan 65% Drawings

BACKGROUND

In May 2019, the Planning Commission and City Council reviewed revised 35% concept plans for Median 2 on Avenue of Flags and directed staff to move forward with design. Design work has continued and staff now presents for the City Council's review the 65% design for Median 2 (Attachment 1). Key points for this design phase include substantially more landscaping within and throughout the site, relocation of parking to the interior of the median, addition of a pedestrian path down the center of the parking area, and tabled mid-block crossings from the median across northbound and southbound lanes. This design phase also flushes out electrical, grading, retaining wall, drainage and ADA conditions that may affect the site layout. Attachment 2 provides a closer look at the tabled mid-block crosswalks. As a final note, a receiving ADA ramp will need to be installed on the median as there are no existing sidewalks.

FISCAL IMPACT

A total of \$250,000 has been allocated for the design phase of Median 2 within the CIP Fund of the Fiscal Year 2018/19 Budget (CIP #215) and carried over to Fiscal Year 2019/20. Approximately \$59,000 has been expended through June 2019 (24% of total budgeted expenditure).

RECOMMENDATION

That the City Council review the draft plans and provide staff with additional direction as necessary to move forward towards completion of the Design Plans.

ATTACHMENTS

Attachment 1 – Revised Draft Median 2 Plans 65%
Attachment 2 – Table Crosswalks Detail

CITY OF BUELLTON MEDIAN 2 PARKING LOT AVENUE OF FLAGS MARCH 2020

RNIA
JL
L



SHEET INDEX		
PAGE NO.	SHEET NO.	SHEET NAME
1	T-1	TITLE SHEET
2	C-1	HORIZONTAL CONTROL PLAN
3	C-2	DEMOLITION PLAN
4	C-3	DEMOLITION PLAN
5	C-4	CONSTRUCTION PLAN
6	C-5	CONSTRUCTION PLAN
7	C-6	GEOMETRIC PLAN
8	C-7	GEOMETRIC DETAILS
9	C-8	GEOMETRIC DETAILS
10	C-9	GEOMETRIC DETAILS
11	C-10	GEOMETRIC DETAILS
12	C-11	STRIPING PLAN
13	C-12	STRIPING PLAN
14	E-1	ELECTRICAL SITE PLAN
15	E-2	ELECTRICAL ELEVATIONS & DETAILS
16	L-1	SITE/HYDROZONE PLAN & CALCULATIONS
17	L-2	LANDSCAPE CONSTRUCTION PLAN
18	L-3	LANDSCAPE CONSTRUCTION PLAN
19	L-4	LANDSCAPE CONSTRUCTION DETAILS
20	L-5	LANDSCAPE IRRIGATION PLAN
21	L-6	LANDSCAPE IRRIGATION PLAN
22	L-7	LANDSCAPE IRRIGATION DETAILS
23	L-8	LANDSCAPE PLANTING PLAN
24	L-9	LANDSCAPE PLANTING PLAN
25	L-10	LANDSCAPE PLANTING DETAILS



UNAUTHORIZED CHANGES & USES
 V. The engineer preparing these plans will be responsible for, or liable for, unauthorized changes or uses of these plans. All changes to these plans must be in writing and must be approved by the preparer of these plans.

VICINITY MAP
NOT TO SCALE

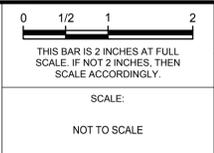
GENERAL SPECIFICATIONS/GRADING NOTES

1. ALL WORK SHOWN ON THESE PLANS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT EDITION OF THE STANDARD SPECIFICATION FOR PUBLIC WORKS CONSTRUCTION (SSPWC) "GREEN BOOK" UNLESS OTHERWISE NOTED TO COMPLY WITH 2018 CALTRANS STANDARD PLANS AND SPECIFICATIONS.
2. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE DIVISION OF INDUSTRIAL REGULATIONS (Cal-OSHA) SAFETY STANDARDS. THE CONTRACTOR SHALL PROVIDE PERMIT FROM SAID DIVISION.
3. CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AND SHALL REPORT ANY DISCREPANCIES TO THE CITY ENGINEER PRIOR TO THE COMMENCEMENT OF ANY WORK.
4. CONTRACTOR SHALL LOCATE, PROTECT AND SAVE ANY AND ALL SURVEY MONUMENTS THAT WILL BE OR MAY BE DAMAGED OR DESTROYED BY THESE OPERATIONS.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL PUBLIC AND PRIVATE PROPERTY INsofar AS IT MAY BE AFFECTED BY THESE OPERATIONS.
6. DUST CONTROL SHALL BE MAINTAINED AT ALL TIMES. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE CAUSED BY DUST FROM CONSTRUCTION.
7. THE CONTRACTOR SHALL COMPLY WITH NPDES REQUIREMENTS, AND IMPLEMENT BEST MANAGEMENT PRACTICES FOR EROSION AND SEDIMENT CONTROL DURING AND AFTER CONSTRUCTION.
8. CONCRETE SHALL BE 2,500 PSI MINIMUM 28 DAY STRENGTH UNLESS OTHERWISE STATED.
9. CONCRETE SIDEWALK SHALL BE ROCK SALT FINISH PER PLAN AND SPECIFICATIONS AS APPROVED BY CITY ENGINEER.
10. ALL REINFORCING BAR SHALL BE GRADE 60 KSI UNLESS OTHERWISE STATED.
11. EXCESS SOIL FROM THE GRADING OPERATION SHALL BE HAULED OFF SITE AND DISPOSED OF IN A PROPER AND LEGAL MANNER AT NO EXTRA COST TO THE CITY. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY HAUL PERMITS FROM THE COUNTY OF SANTA BARBARA PUBLIC WORKS ROADS DIVISION FOR PROPER HAUL ROUTES PRIOR TO COMMENCEMENT OF HAULING OPERATION.
12. CONSTRUCTION JOINTS AND EXPANSION JOINTS SHALL BE PER CITY OF BUELLTON STANDARD DETAILS OR 2018 CALTRANS STANDARD PLANS, AS CALLED OUT ON THESE PLANS.
13. CONTRACTOR TO OBTAIN A NO COST ENCROACHMENT PERMIT FROM CITY PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY CITY INSPECTOR 72 HOURS PRIOR TO START OF CONSTRUCTION AT 805-688-5200.
14. CONTRACTOR TO SCHEDULE PRECONSTRUCTION MEETING A MINIMUM OF 2 WEEKS PRIOR TO CONSTRUCTION.
15. CONTRACTOR TO CONTACT USA/DIG ALERT, AT THE NUMBER SHOWN ON THESE PLANS, A MINIMUM OF 2 WEEKS PRIOR TO CONSTRUCTION.
16. CONSTRUCTION HOURS LIMITED TO 8am-5pm M-F. ANY WEEKEND CONSTRUCTION SHALL REQUIRE SPECIAL APPROVAL FROM THE PLANNING DIRECTOR AND THE CITY ENGINEER AND WOULD BE LIMITED TO THE HOURS OF 9am-4pm.
17. STAGING AND STORAGE OF MATERIALS AND EQUIPMENT SHALL BE AT A LOCATION APPROVED BY THE CITY. NO MATERIALS OR EQUIPMENT SHALL BE STORED WITHIN THE STREET OR PEDESTRIAN RIGHT-OF-WAY.
18. ALL GRADING SHALL CONFORM WITH SANTA BARBARA COUNTY CODE CHAPTER 14 GRADING ORDINANCE #4477 AND STANDARDS AND REQUIREMENTS PERTAINING THERETO, TITLE 17 OF THE CITY OF BUELLTON MUNICIPAL CODE, THESE CONSTRUCTION DRAWINGS AND THE RECOMMENDATIONS OF THE ENGINEER.
19. A THOROUGH SEARCH SHALL BE MADE FOR ALL ABANDONED MAN-MADE FACILITIES SUCH AS SEPTIC TANK SYSTEMS, FUEL OR WATER STORAGE TANKS, AND PIPELINES OR CONDUITS. ANY SUCH FACILITIES ENCOUNTERED SHALL BE REMOVED AND THE DEPRESSION PROPERLY FILLED AND COMPACTED UNDER OBSERVATION OF THE ENGINEER.
20. FILL MATERIAL SHALL BE SPREAD IN LIFTS NOT EXCEEDING 6" IN COMPACTED THICKNESS, MOISTENED OR DRIED AS NECESSARY TO NEAR OPTIMUM MOISTURE CONTENT AND COMPACTED BY AN APPROVED METHOD. FILL MATERIAL SHALL BE COMPACTED TO A MINIMUM 95% MAXIMUM DENSITY AS DETERMINED BY ASTM D-1557-12e1. COMPACTION MAY BE REQUIRED TO A GREATER DENSITY IF CALLED OUT ON THE CONSTRUCTION DOCUMENTS. CUT SLOPES SHALL NOT EXCEED A GRADE OF 1.5H:1V. FILL AND COMBINATION FILL AND CUT SLOPES SHALL NOT EXCEED 2H:1V.
21. FOR PROJECT CONSTRUCTION ALIGNMENT, HORIZONTAL CONTROL, AND SURVEY CONTROL POINTS SEE SHEET C-1 HORIZONTAL CONTROL PLAN.

65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION

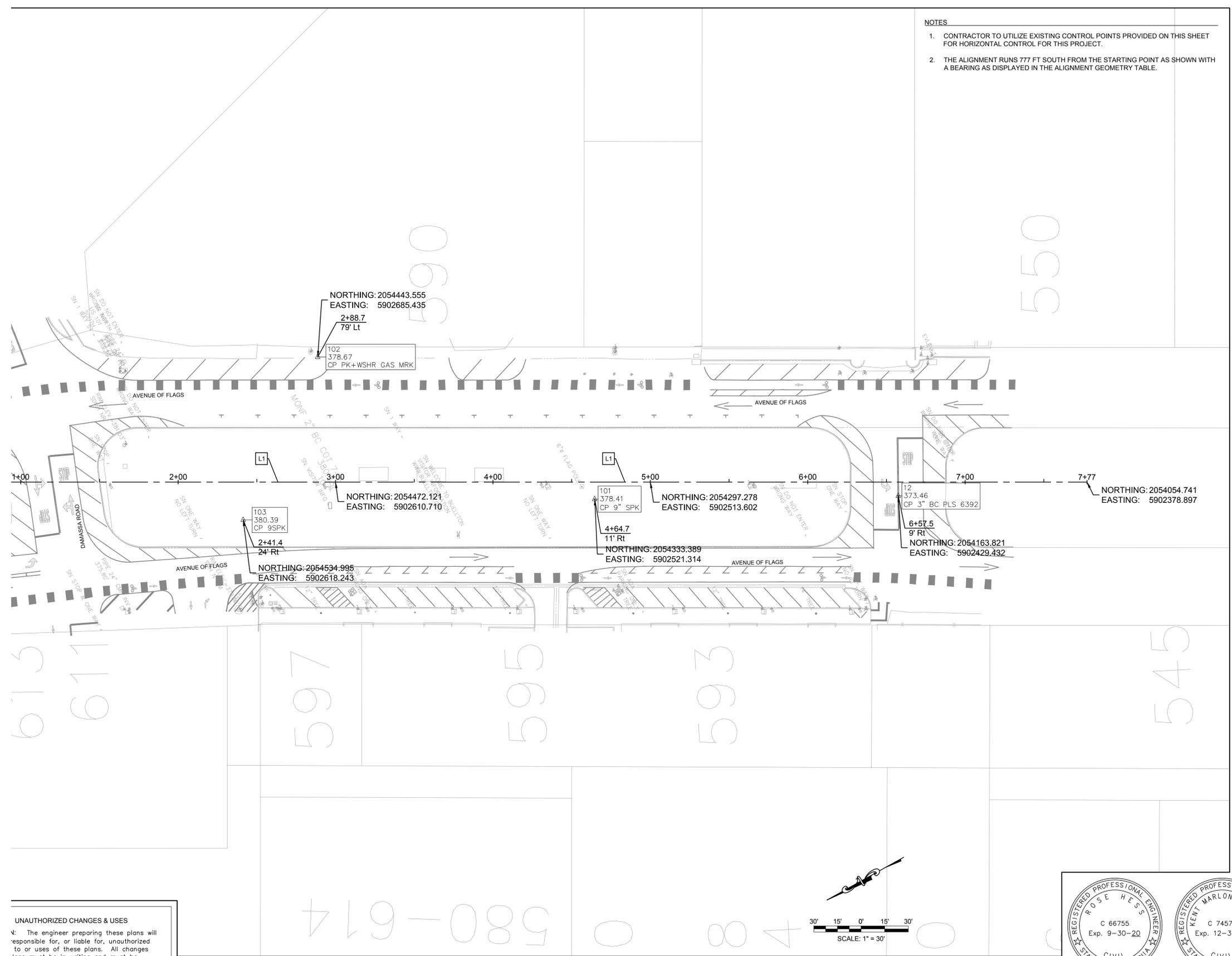


 201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com	DESIGNED:			PROJECT NUMBER CIBUE.180531
	DRAWN:	CITY ENGINEER: R.C.E. EXP.	DATE	
	CHECKED:			SHEET NUMBER 1 OF 25
	QA/QC:	PROJECT ENGINEER: R.C.E. EXP.	DATE	City of Buellton Median 2 Parking Lot - Avenue of Flags TITLE SHEET
	CONSTRUCTABILITY:			PROJECT NUMBER CIBUE.180531

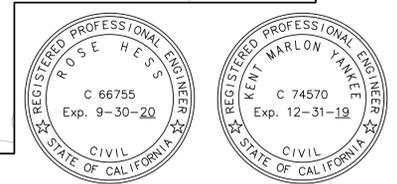
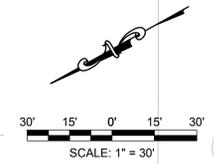


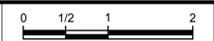
65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION

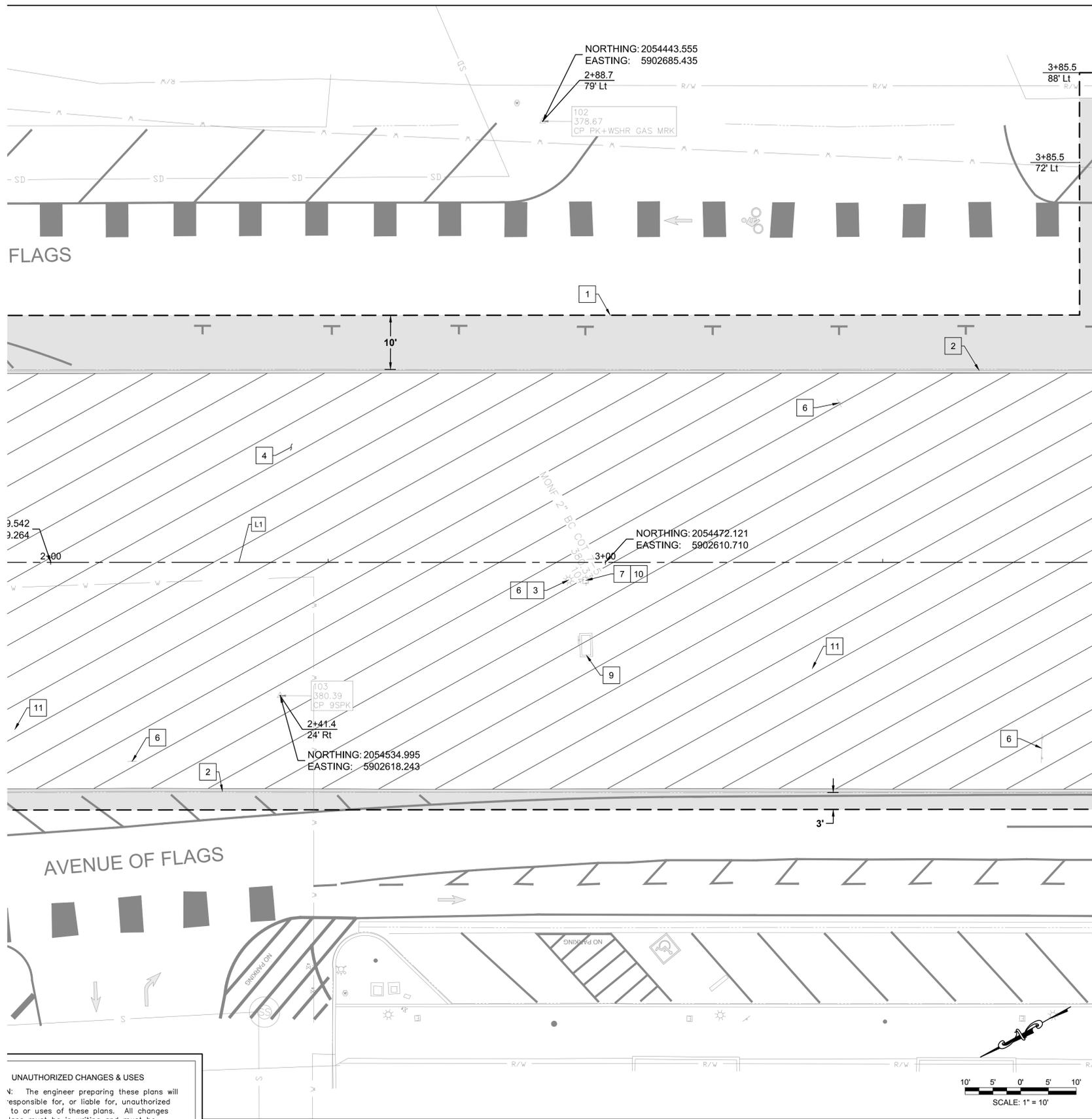
- NOTES
- CONTRACTOR TO UTILIZE EXISTING CONTROL POINTS PROVIDED ON THIS SHEET FOR HORIZONTAL CONTROL FOR THIS PROJECT.
 - THE ALIGNMENT RUNS 777 FT SOUTH FROM THE STARTING POINT AS SHOWN WITH A BEARING AS DISPLAYED IN THE ALIGNMENT GEOMETRY TABLE.



UNAUTHORIZED CHANGES & USES
 V: The engineer preparing these plans will be responsible for, or liable for, unauthorized to or uses of these plans. All changes to these plans must be in writing and must be signed by the preparer of these plans.



 <p>201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com</p>	DESIGNED:				 <p>SCALE: 1"=30'</p>	<p>City of Buellton Median 2 Parking Lot - Avenue of Flags</p>	PROJECT NUMBER CIBUE.180531
	DRAWN:		CITY ENGINEER: R.C.E. EXP.	DATE			<p>HORIZONTAL CONTROL PLAN</p>
CHECKED:		PROJECT ENGINEER: R.C.E. EXP.	DATE			SHEET NUMBER 2 OF 25	
QA/QC:						Page 59 of 101	
CONSTRUCTABILITY:							



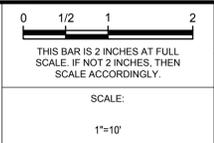
- DEMOLITION NOTES**
- 1 SAWCUT AND REMOVE EXISTING AC.
 - 2 REMOVE EXISTING CURB.
 - 3 REMOVE EXISTING LIGHT STANDARD.
 - 4 CLEAR AND GRUB.
 - 5 REMOVE EXISTING FLAGPOLE.
 - 6 REMOVE AND SALVAGE EXISTING SIGN.
 - 7 REMOVE EXISTING CONCRETE PAD.
 - 8 ADJUST MANHOLE TO GRADE.
 - 9 RELOCATE EXISTING BACK FLOW PREVENTION DEVICE. SEE LANDSCAPE PLANS.
 - 10 PROTECT MONUMENT IN PLACE.
 - 11 IRRIGATION CONTROLLER CONDUIT TO BE REMOVED. SEE LANDSCAPE PLANS.

- HATCH LEGEND**
- CLEAR AND GRUB SITE TO 1' DEPTH
 - SAWCUT AND REMOVE EXISTING AC

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DESIGNED:		CITY ENGINEER:		DATE:	
DRAWN:		R.C.E. EXP.			
CHECKED:					
QA/QC:		PROJECT ENGINEER:		DATE:	
CONSTRUCTABILITY:		R.C.E. EXP.			



City of Buellton
 Median 2 Parking Lot - Avenue of Flags

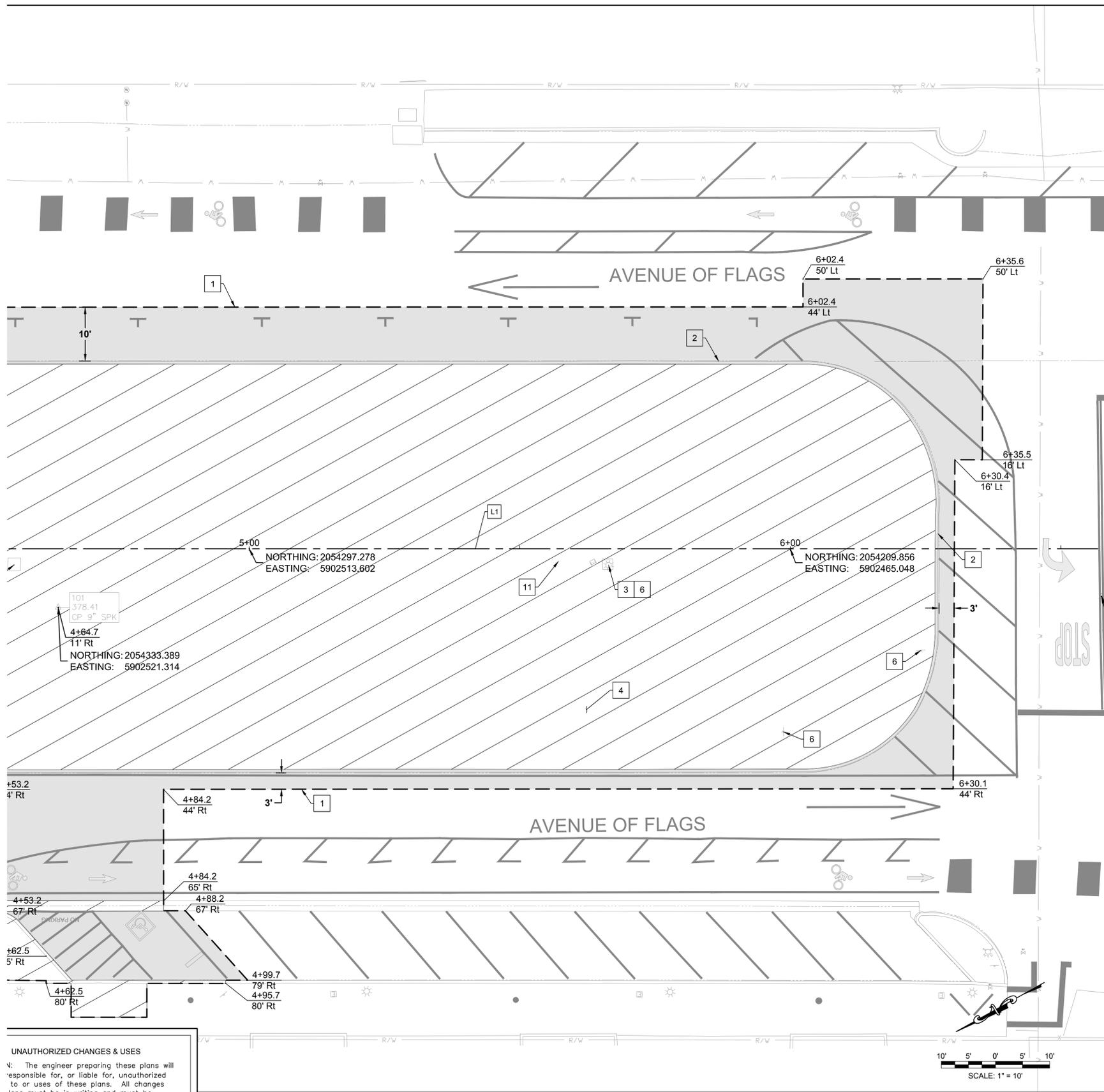
DEMOLITION PLAN

PROJECT NUMBER
CIBUE.180531

DRAWING NUMBER
C-2

SHEET NUMBER
3 OF **25**

65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION



- DEMOLITION NOTES**
- 1 SAWCUT AND REMOVE EXISTING AC.
 - 2 REMOVE EXISTING CURB.
 - 3 REMOVE EXISTING LIGHT STANDARD.
 - 4 CLEAR AND GRUB.
 - 5 REMOVE EXISTING FLAGPOLE.
 - 6 REMOVE AND SALVAGE EXISTING SIGN.
 - 7 REMOVE EXISTING CONCRETE PAD.
 - 8 ADJUST MANHOLE TO GRADE.
 - 9 RELOCATE EXISTING BACK FLOW PREVENTION DEVICE. SEE LANDSCAPE PLANS.
 - 10 PROTECT MONUMENT IN PLACE.
 - 11 IRRIGATION CONTROLLER CONDUIT TO BE REMOVED. SEE LANDSCAPE PLANS.
 - 12 REMOVE EXISTING STRIPING.

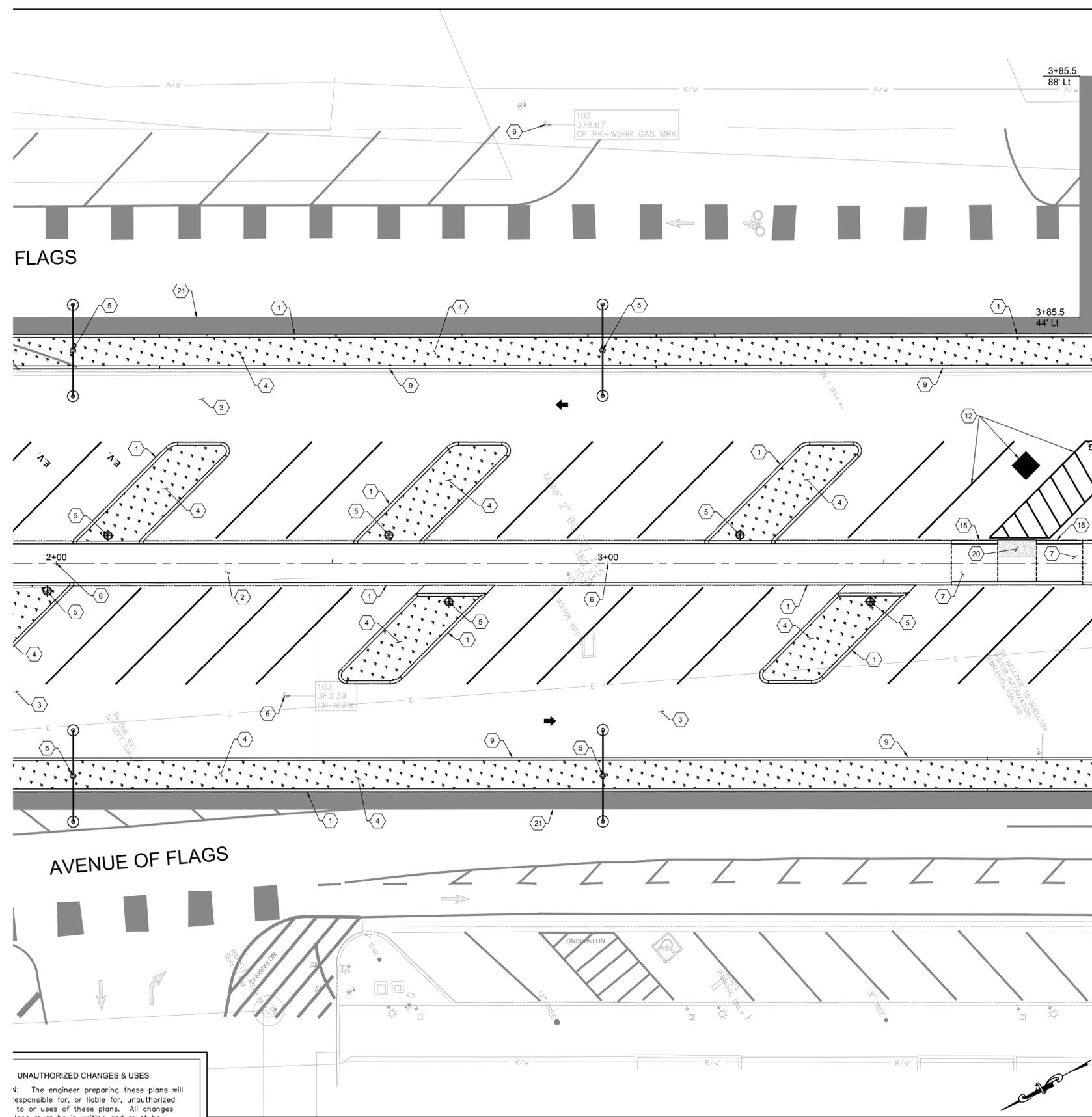
- HATCH LEGEND**
- CLEAR AND GRUB SITE TO 1' DEPTH
 - SAWCUT AND REMOVE EXISTING AC

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65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION

 201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com	DESIGNED:				 THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY. SCALE: 1"=10'	City of Buellton Median 2 Parking Lot - Avenue of Flags	PROJECT NUMBER CIBUE.180531
	DRAWN:	CITY ENGINEER: R.C.E. EXP.	DATE			DEMOLITION PLAN	DRAWING NUMBER C-3
	CHECKED:						SHEET NUMBER 4 OF 25
	QA/QC:	PROJECT ENGINEER: R.C.E. EXP.	DATE				Page 81 of 101
	CONSTRUCTABILITY:						



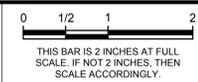
- CONSTRUCTION NOTES**
- 1 INSTALL 6IN PCC CURB PER CITY OF BUELLTON STANDARD DETAIL 302, TYPE A1-6 (TYPICAL). A1-6 CURBS SHALL BE 6IN IN HEIGHT ALONG LENGTH OF RAMP PER TYPICAL UNLESS OTHERWISE NOTED.
 - 2 INSTALL PCC SIDEWALK PER BUELLTON STANDARD DETAILS 306 AND 307, NON-MONOLITHIC. SIDEWALK SHALL BE INSTALLED FLUSH WITH TOP OF CURBS (TYPICAL).
 - 3 INSTALL GRADED PARKING LOT SURFACE USING PERMEABLE PAVER BRICKS PER THE PROJECT SPECIFICATIONS.
 - 4 INSTALL LANDSCAPING IN PLANTERS PER PROJECT SPECIFICATIONS (TYPICAL). SEE LANDSCAPING SHEETS FOR FURTHER INFORMATION.
 - 5 INSTALL LIGHT STANDARD PER PROJECT SPECIFICATIONS (TYPICAL). SEE ELECTRICAL SHEETS FOR FURTHER INFORMATION.
 - 6 CONTRACTOR TO UTILIZE EXISTING CONTROL POINTS FOR REFERENCE. SEE HORIZONTAL CONTROL PLAN, SHEET C-2, FOR INFORMATION REGARDING CONTROL POINTS AND ALIGNMENT INFORMATION.
 - 7 INSTALL ADA COMPLIANT RAMP AS SHOWN AND PER ADA STANDARDS, PROJECT PLANS AND SPECIFICATIONS. RAMP SHALL BE PER 2018 CALTRANS STANDARD PLAN A88A.
 - 8 INSTALL RETAINING WALL. SEE WALL ELEVATIONS A, B AND C AND TYPICAL SECTIONS 1, 2 AND 3 ON SHEET C-13 FOR INFORMATION REGARDING RETAINING WALLS.
 - 9 INSTALL PCC RETAINING CURB TO BORDER SIDEWALKS, PLANTERS OR PARKING LOT. CURB SHALL BE INSTALLED FLUSH WITH SIDEWALK OR PARKING LOT SURFACE AND PER BUELLTON STANDARD DETAIL 302, TYPE A1-6.
 - 10 INSTALL COMMERCIAL DRIVEWAY ENTRANCE PER BUELLTON STANDARD DETAIL 304 AND PROJECT SPECIFICATIONS (TYPICAL). SEE SHEET C-6 AND SHEET C-10 FOR GEOMETRIC INFORMATION.
 - 11 INSTALL TABLED CROSSWALK PER PROJECT PLANS AND SPECIFICATIONS. TABLED CROSSWALKS SHALL CONFORM TO 2014 MUTCD FIGURE 3B-30. SEE SHEET C-10 FOR GEOMETRIC INFORMATION.
 - 12 INSTALL STRIPING AND MARKINGS AS SHOWN ON SHEETS C-11 AND C-12 (TYPICAL).
 - 13 INSTALL PCC PAD AND BICYCLE WRACK. SEE SHEET C-10 FOR GEOMETRIC INFORMATION.
 - 14 ADJUST UTILITIES.
 - 15 CURB IN THIS LOCATION SHALL TAPER FLUSH WITH RAMP FROM TOP OF RAMP TO PARKING LOT SURFACE.
 - 16 INSTALL 6IN PCC CURB AND GUTTER PER BUELLTON STANDARD DETAIL 302, TYPE SB-24 (TYPICAL).
 - 17 INSTALL WASTE RECEPTACLE PER PROJECT SPECIFICATIONS.
 - 18 INSTALL RIBBON GUTTER PER BUELLTON STANDARD DETAIL 301. MATCH WIDTH AND JOIN WITH EXISTING.
 - 19 INSTALL STEEL SIDEWALK DRAIN FRAME AND COVER PER PROJECT PLANS AND SPECIFICATIONS.
 - 20 INSTALL TRUNCATED DOMES PER PROJECT PLANS AND SPECIFICATIONS (TYPICAL).
 - 21 INSTALL AC PAVEMENT ROAD STRUCTURAL SECTION PER PROJECT PLANS AND SPECIFICATIONS (TYPICAL).

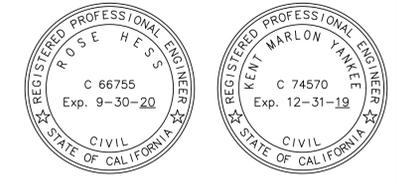
FLAGS

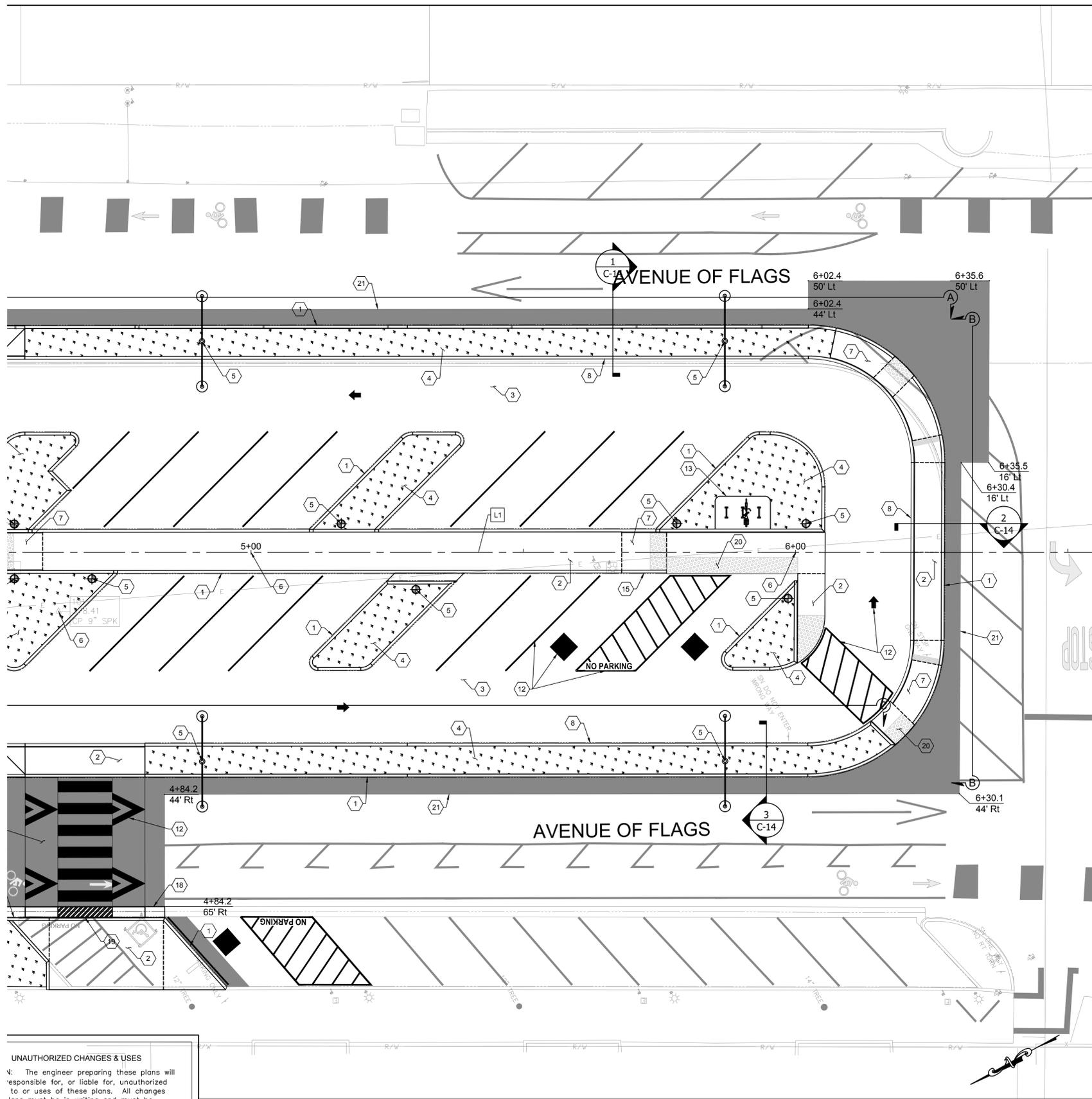
MATCHLINE - STA 3+88.72

AVENUE OF FLAGS

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 <p>201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com</p>	DESIGNED:	CITY ENGINEER:	DATE:	 <p>SCALE: 1"=10'</p>	<p>City of Buellton Median 2 Parking Lot - Avenue of Flags</p>	PROJECT NUMBER CIBUE.180531
	DRAWN:	R.C.E. EXP.				CONSTRUCTION PLAN
	CHECKED:					SHEET NUMBER 5 OF 25
	QA/QC:	PROJECT ENGINEER:	DATE:			Page 82 of 101
	CONSTRUCTABILITY:	R.C.E. EXP.				



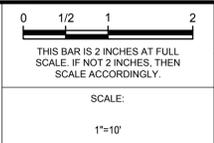


- CONSTRUCTION NOTES**
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 - 4 INSTALL LANDSCAPING IN PLANTERS PER PROJECT SPECIFICATIONS (TYPICAL). SEE LANDSCAPING SHEETS FOR FURTHER INFORMATION.
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 - 15 CURB IN THIS LOCATION SHALL TAPER FLUSH WITH RAMP FROM TOP OF RAMP TO PARKING LOT SURFACE.
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 - 20 INSTALL TRUNCATED DOMES PER PROJECT PLANS AND SPECIFICATIONS (TYPICAL).
 - 21 INSTALL AC PAVEMENT ROAD STRUCTURAL SECTION PER PROJECT PLANS AND SPECIFICATIONS (TYPICAL).

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 CONSTRUCTION MANAGEMENT
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 Buellton, CA 93427
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DESIGNED:		CITY ENGINEER:		DATE:	
DRAWN:		R.C.E. EXP.			
CHECKED:					
QA/QC:		PROJECT ENGINEER:		DATE:	
CONSTRUCTABILITY:		R.C.E. EXP.			



City of Buellton
 Median 2 Parking Lot - Avenue of Flags

CONSTRUCTION PLAN

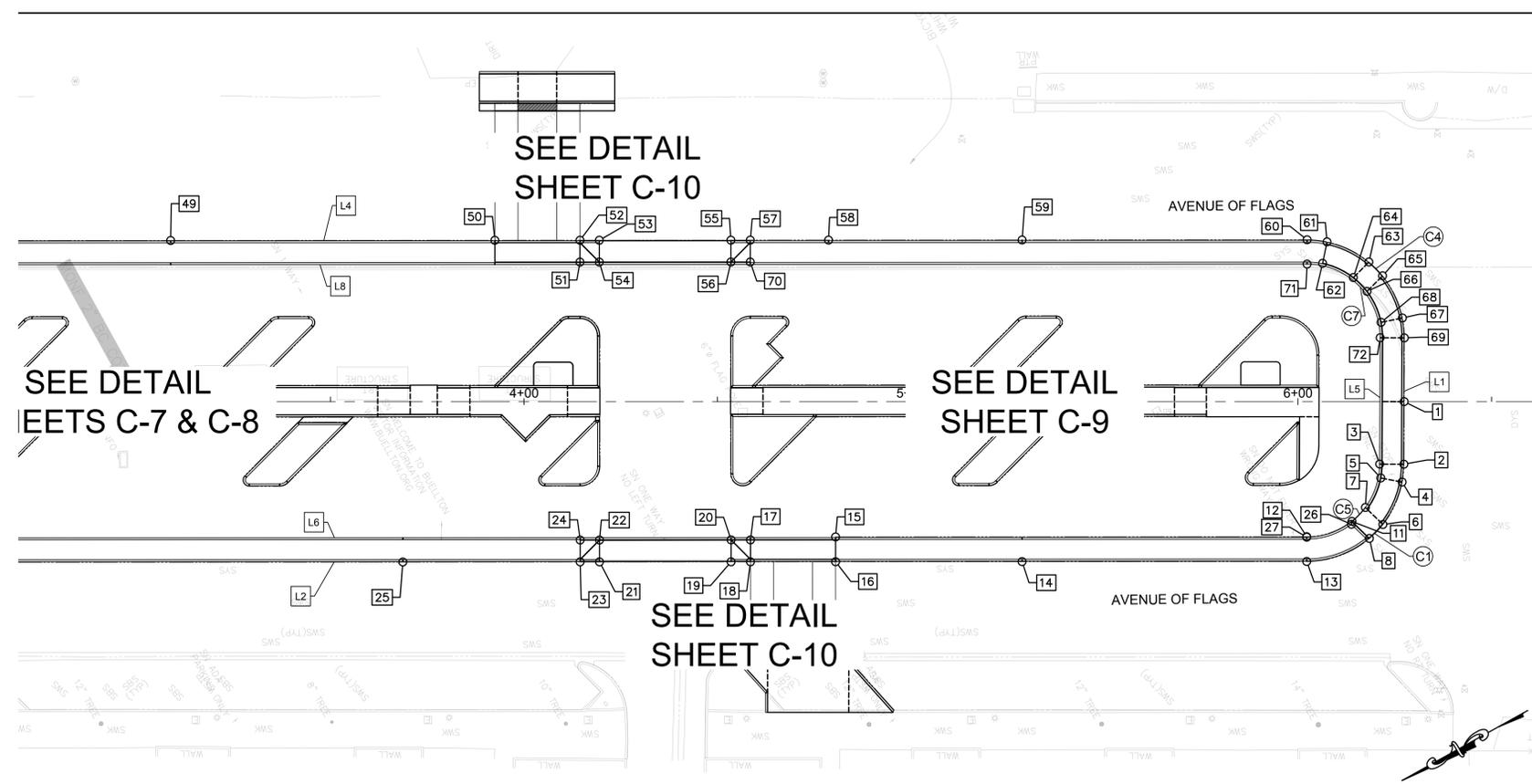
PROJECT NUMBER
CIBUE.180531

DRAWING NUMBER
C-5

SHEET NUMBER
6 OF **25**

65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION





LINE AND CURVE TABLE					
Number	Length	Radius	Δ	T	Bearing
C1	39.357	25.125	089.7506	25.016	
C2	35.913	25.125	081.8963	21.801	
C3	43.020	25.125	098.1037	28.956	
C4	39.576	25.125	090.2494	25.235	
C5	29.567	18.875	089.7506	18.793	
C6	32.318	18.875	098.1037	21.753	
C7	29.731	18.875	090.2494	18.957	
C8	26.979	18.875	081.8963	16.378	
L1	32.500				N60° 44' 09.27"W
L2	424.544				N29° 00' 52.92"E
L3	32.828				S69° 05' 20.50"E
L4	429.314				S29° 00' 52.92"W
L5	32.500				N60° 44' 09.27"W
L6	424.544				N29° 00' 52.92"E
L7	32.828				S69° 05' 20.50"E
L8	429.314				S29° 00' 52.92"W

GEOMETRIC PLAN
1" = 5'

NO.	FINISHED GRADE ELEVATIONS			
	No. []	LOCATION	ELEVATION	DESCRIPTION
GB FL	23	41.24' Rt "Median 2 CL" 4+14.53	378.55	BEGIN DRW CURB DROP FL
' RET WALL FS	24	35.61' Rt "Median 2 CL" 4+14.53	379.10	GB BK SWK FS
IP FL	25	41.26' Rt "Median 2 CL" 3+68.72	378.89	GB FL
K SWK FS	26	31.56' Rt "Median 2 CL" 6+13.80	376.92	END RET WALL TOP WALL FS
JG FL	27	34.88' Rt "Median 2 CL" 6+02.26	376.61	END CURVE GB RET WALL TOP WALL FS
JP LNDG FS	28	41.37' Rt "Median 2 CL" 1+77.72	379.80	BEGIN CURVE GB FL
JG FL	29	40.28' Rt "Median 2 CL" 1+70.38	379.92	TOP RAMP FL
ALL TOP LNDG FS	30	34.90' Rt "Median 2 CL" 1+72.02	380.52	TOP RAMP SWK FS
OT FS	31	35.65' Rt "Median 2 CL" 1+61.75	380.18	BOTTOM RAMP ZERO CURB FL
GB FL	32	31.66' Rt "Median 2 CL" 1+65.76	380.25	BOTTOM RAMP SWK FS
GB LOT FS	33	32.11' Rt "Median 2 CL" 1+58.22	380.25	BOTTOM RAMP ZERO CURB FL
FL	34	28.12' Rt "Median 2 CL" 1+62.23	380.33	BOTTOM RAMP SWK FS
FS	35	23.45' Rt "Median 2 CL" 1+53.63	380.25	TOP RAMP FL
DROP FL	36	21.84' Rt "Median 2 CL" 1+59.02	380.85	TOP RAMP SWK FS
DM DRW FL	37	19.80' Rt "Median 2 CL" 1+52.83	380.20	END CURVE GB FL
FS	38	12.69' Lt "Median 2 CL" 1+48.19	380.59	BEGIN CURVE GB FL
DM DRW FL	39	23.08' Lt "Median 2 CL" 1+48.88	380.76	TOP RAMP FL
FS	40	21.55' Lt "Median 2 CL" 1+54.29	381.36	TOP RAMP SWK FS
DM DRW FL	41	31.86' Lt "Median 2 CL" 1+53.37	380.80	BOTTOM RAMP ZERO CURB FL
FS	42	27.92' Lt "Median 2 CL" 1+57.43	380.88	BOTTOM RAMP SWK FS

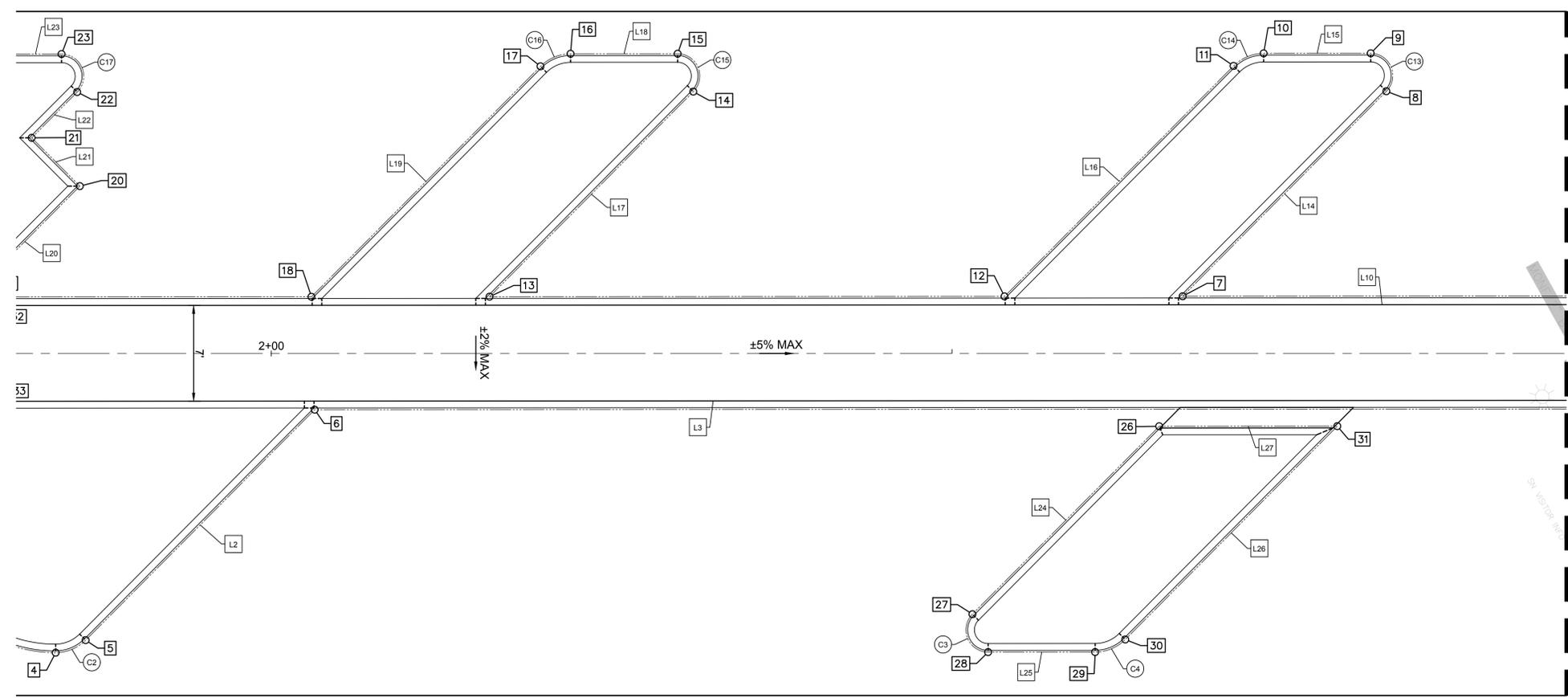
No. []	FINISHED GRADE ELEVATIONS		
	LOCATION	ELEVATION	DESCRIPTION
43	35.45' Lt "Median 2 CL" 1+56.85	380.79	BOTTOM RAMP ZERO CURB FL
44	31.51' Lt "Median 2 CL" 1+60.91	380.86	BOTTOM RAMP SWK FS
45	40.21' Lt "Median 2 CL" 1+65.49	380.72	TOP RAMP FL
46	34.84' Lt "Median 2 CL" 1+67.18	381.32	TOP RAMP SWK FS
47	41.38' Lt "Median 2 CL" 1+73.04	380.63	END CURVE GB FL
48	41.40' Lt "Median 2 CL" 2+18.72	380.17	GB FL
49	41.45' Lt "Median 2 CL" 3+08.72	379.30	GB FL
50	41.50' Lt "Median 2 CL" 3+92.49	378.15	GB FL
51	35.89' Lt "Median 2 CL" 4+14.49	378.35	GB BK SWK FS
52	41.51' Lt "Median 2 CL" 4+14.49	377.80	BEGIN DRW CURB DROP FL
53	41.52' Lt "Median 2 CL" 4+19.49	377.72	ZERO CURB BOTTOM DRW FL
54	35.89' Lt "Median 2 CL" 4+19.49	378.22	TOP DRW FS
55	41.54' Lt "Median 2 CL" 4+53.49	377.13	ZERO CURB BOTTOM DRW FL
56	35.91' Lt "Median 2 CL" 4+53.49	377.63	TOP DRW FS
57	41.54' Lt "Median 2 CL" 4+58.49	377.03	BEGIN DRW CURB DROP FL
58	41.55' Lt "Median 2 CL" 4+78.72	376.64	GB FL
59	41.58' Lt "Median 2 CL" 5+28.72	375.26	GB FL
60	41.62' Lt "Median 2 CL" 6+02.36	372.75	BEGIN CURVE GB FL
61	41.09' Lt "Median 2 CL" 6+07.51	372.57	TOP RAMP FL
62	35.59' Lt "Median 2 CL" 6+06.36	373.17	TOP RAMP SWK FS

No. []	FINISHED GRADE ELEVATIONS		
	LOCATION	ELEVATION	DESCRIPTION
63	35.91' Lt "Median 2 CL" 6+18.33	372.64	BOTTOM RAMP ZERO CURB FL
64	31.91' Lt "Median 2 CL" 6+14.31	372.72	BOTTOM RAMP LNDG FS
65	32.36' Lt "Median 2 CL" 6+21.85	372.71	BOTTOM RAMP ZERO CURB FL
66	28.37' Lt "Median 2 CL" 6+17.84	372.79	BOTTOM RAMP LNDG FS
67	21.52' Lt "Median 2 CL" 6+26.99	372.87	TOP RAMP FL
68	20.39' Lt "Median 2 CL" 6+21.48	373.44	TOP RAMP SWK FS
69	16.40' Lt "Median 2 CL" 6+27.50	373.14	END CURVE GB FL
70	35.92' Lt "Median 2 CL" 4+58.49	377.58	BEGIN RETAINING WALL GB BK SWK FS
71	35.37' Lt "Median 2 CL" 6+02.36	376.43	BEGIN CURVE RET WALL GB LOT FS
72	16.43' Lt "Median 2 CL" 6+21.25	376.20	END CURVE RET WALL GB LOT FS
73	35.12' Rt "Median 2 CL" 1+77.71	380.40	BEGIN CURVE LOT FS
74	18.92' Rt "Median 2 CL" 1+59.02	380.80	END CURVE LOT FS
75	13.58' Lt "Median 2 CL" 1+54.37	381.19	BEGIN CURVE LOT FS
76	35.13' Lt "Median 2 CL" 1+73.05	381.23	END CURVE LOT FS

UNAUTHORIZED CHANGES & USES
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<p>201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com</p>	DESIGNED:		<p>CITY ENGINEER: R.C.E. EXP. _____ DATE _____</p> <p>PROJECT ENGINEER: R.C.E. EXP. _____ DATE _____</p>		<p>City of Buellton Median 2 Parking Lot - Avenue of Flags</p>	PROJECT NUMBER CIBUE.180531
	DRAWN:					DRAWING NUMBER C-6
	CHECKED:					SHEET NUMBER 7
	QA/QC:					OF 25
CONSTRUCTABILITY:		Page 64 of 101				





NORTH PARKING DETAIL

SCALE: 1" = 5'

PROPOSED GRADE ELEVATIONS		
ELEVATION		DESCRIPTION
71.74	380.92	BEGIN CURB BOTTOM RAMP LOT FS
-72.71	380.85	BEGIN CURB BOTTOM RAMP LOT FS
+74.11	380.74	BEGIN CURVE GB LOT FS
+84.16	380.56	END CURVE BEGIN CURVE GB LOT FS
+86.36	380.55	END CURVE GB LOT FS
-03.19	380.57	UNION JOG GB LOT FS
66.94	380.19	UNION JOG GB LOT FS
+81.91	380.12	BEGIN CURVE GB LOT FS
-80.76	380.14	END CURVE GB LOT FS
-72.90	380.21	BEGIN CURVE GB LOT FS
-70.69	380.22	END CURVE GB LOT FS
53.86	380.28	UNION JOG GB LOT FS
16.03	380.54	UNION JOG GB LOT FS
-31.00	380.54	BEGIN CURVE GB LOT FS
-29.85	380.56	END CURVE GB LOT FS
+21.99	380.62	BEGIN CURVE GB LOT FS
+19.78	380.63	END CURVE GB LOT FS
02.95	380.64	UNION JOG GB LOT FS
77.85	380.87	UNION JOG GB LOT FS
-85.94	380.86	JOG GB LOT FS

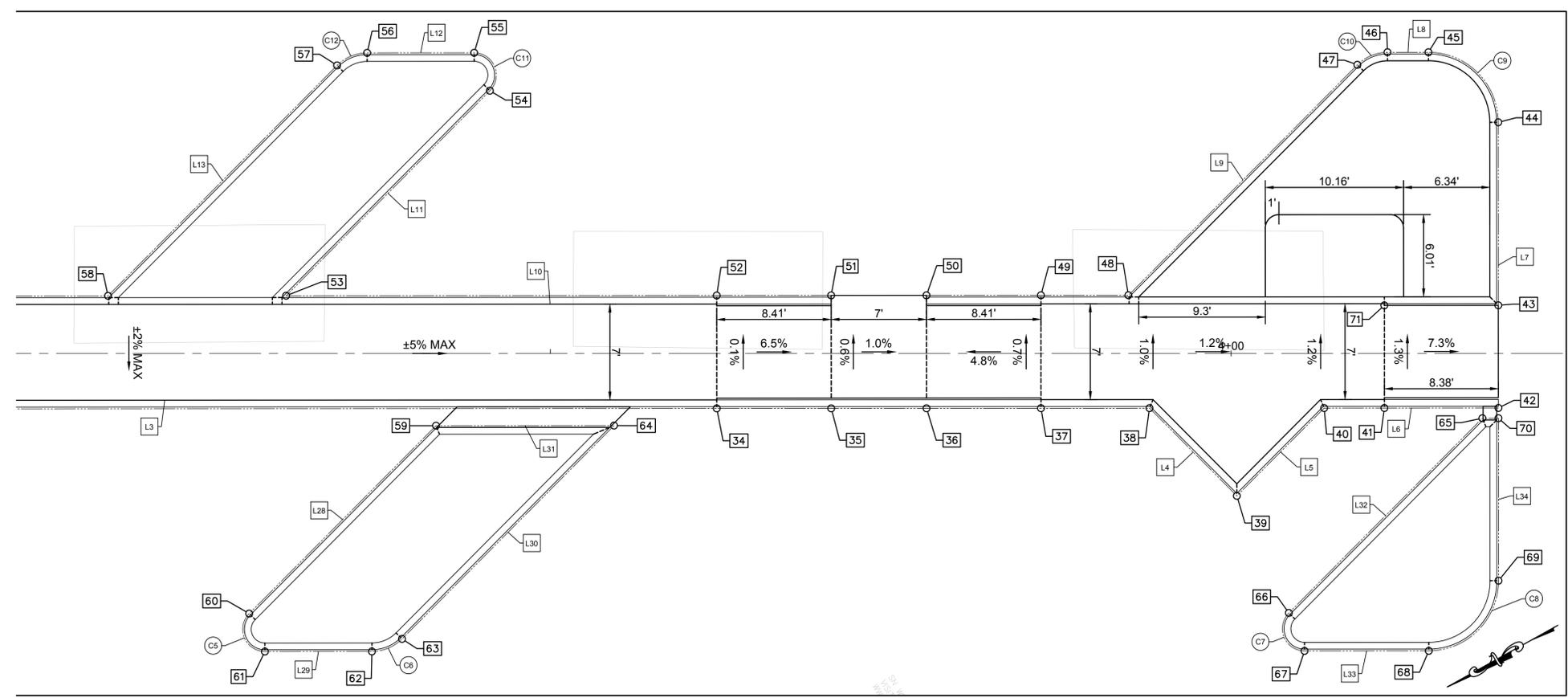
FINISHED GRADE ELEVATIONS				
No. []	LOCATION	ELEVATION	DESCRIPTION	
21	15.76' Lt "Median 2 CL" 1+82.40	380.93	JOG GB LOT FS	
22	19.11' Lt "Median 2 CL" 1+85.75	380.92	BEGIN CURVE GB LOT FS	
23	21.88' Lt "Median 2 CL" 1+84.59	380.96	END CURVE GB LOT FS	
24	21.88' Lt "Median 2 CL" 1+80.77	381.00	BEGIN CURVE GB LOT FS	
25	10.32' Lt "Median 2 CL" 1+70.75	381.00	END CURVE GB LOT FS	
26	5.32' Rt "Median 2 CL" 2+65.23	380.15	JOG GB LOT FS	
27	19.06' Rt "Median 2 CL" 2+51.51	380.17	BEGIN CURVE GB LOT FS	
28	21.83' Rt "Median 2 CL" 2+52.66	380.15	END CURVE GB LOT FS	
29	21.82' Rt "Median 2 CL" 2+60.52	380.11	BEGIN CURVE GB LOT FS	
30	20.91' Rt "Median 2 CL" 2+62.73	380.10	END CURVE GB LOT FS	
31	5.31' Rt "Median 2 CL" 2+78.31	380.07	JOG GB LOT FS	
32	3.38' Lt "Median 2 CL" 1+79.10	381.36	TOP RAMP TOP CURB SWK FS	
33	3.37' Rt "Median 2 CL" 1+79.10	381.30	TOP RAMP TOP CURB SWK FS	

LINE AND CURVE TABLE						
Number	Length	Radius	Δ	T	Bearing	
C1	14.500	10.125	082.0528	8.810		
C2	2.446	3.125	044.8425	1.289		
C3	3.829	1.625	134.9990	3.923		
C4	2.454	3.125	045.0000	1.294		
C13	3.829	1.625	135.0000	3.923		
C14	2.454	3.125	045.0000	1.294		
C15	3.829	1.625	135.0000	3.923		
C16	2.454	3.125	045.0000	1.294		
C17	3.829	1.625	135.0000	3.923		
C18	17.336	10.125	098.1037	11.669		
L1	23.737				N69° 05' 20.50"W	
L2	23.808				S15° 59' 07.08"E	
L3	221.413				S29° 00' 52.92"W	
L10	247.659				S29° 00' 52.92"W	
L14	21.179				S15° 59' 07.08"E	
L15	7.864				N29° 00' 52.92"E	
L16	23.808				N15° 59' 07.08"W	
L17	21.179				S15° 59' 07.08"E	
L18	7.864				N29° 00' 52.92"E	
L19	23.808				N15° 59' 07.08"W	

LINE AND CURVE TABLE					
Number	Length	Radius	Δ	T	Bearing
L20	11.448				S15° 59' 07.08"E
L21	5.000				N74° 00' 52.92"E
L22	4.732				S15° 59' 07.08"E
L23	3.830				N29° 00' 52.92"E
L24	19.411				S15° 59' 07.08"E
L25	7.864				N29° 00' 52.92"E
L26	22.040				N15° 59' 07.08"W
L27	13.081				S29° 00' 52.92"W

UNAUTHORIZED CHANGES & USES
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<p>201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com</p>	DESIGNED: _____ DRAWN: _____ CHECKED: _____ QA/QC: _____ CONSTRUCTABILITY: _____	CITY ENGINEER: R.C.E. EXP. _____ DATE _____ PROJECT ENGINEER: R.C.E. EXP. _____ DATE _____	<p>THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY.</p> <p>SCALE: 1"=5'</p>	City of Buellton Median 2 Parking Lot - Avenue of Flags GEOMETRIC DETAILS	PROJECT NUMBER CIBUE.180531 DRAWING NUMBER C-7 SHEET NUMBER 8 OF 25 <small>Page 85 of 101</small>
	REGISTERED PROFESSIONAL ENGINEER ROSE HES C 66755 Exp. 9-30-20 CIVIL STATE OF CALIFORNIA				



NORTH PARKING DETAIL
SCALE: 1" = 5'

HED GRADE ELEVATIONS		
ELEVATION		DESCRIPTION
62.22	379.30	TOP RAMP BEGIN CURB TAPER LOT FS
70.63	379.29	BOTTOM RAMP ZERO CURB LOT FS
77.63	379.22	BOTTOM RAMP ZERO CURB LOT FS
86.03	379.11	TOP RAMP BEGIN CURB TAPER LOT FS
94.01	379.05	JOG GB LOT FS
00.42	379.04	JOG GB LOT FS
06.84	378.89	JOG GB LOT FS
11.26	378.83	TOP RAMP BEGIN CURB TAPER LOT FS
19.64	378.72	BOTTOM RAMP ZERO CURB LOT FS
19.63	378.63	BOTTOM RAMP END CURB GB LOT FS
19.63	378.47	BEGIN CURVE GB LOT FS
14.50	378.49	END CURVE GB LOT FS
11.49	378.55	BEGIN CURVE GB LOT FS
09.28	378.59	END CURVE GB LOT FS
92.46	379.00	UNION JOG GB LOT FS
86.03	379.07	TOP RAMP BEGIN CURB TAPER LOT FS
77.62	379.16	BOTTOM RAMP ZERO CURB LOT FS
70.62	379.23	BOTTOM RAMP ZERO CURB LOT FS
62.22	379.31	TOP RAMP BEGIN CURB TAPER LOT FS
30.58	379.63	UNION JOG GB LOT FS

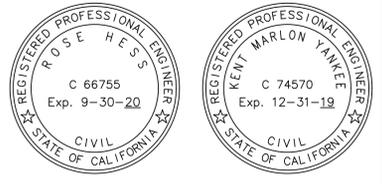
FINISHED GRADE ELEVATIONS				
No. []	LOCATION	ELEVATION	DESCRIPTION	
54	19.20' Lt "Median 2 CL" 3+45.55	379.42	BEGIN CURVE GB LOT FS	
55	21.97' Lt "Median 2 CL" 3+44.40	379.42	END CURVE GB LOT FS	
56	21.97' Lt "Median 2 CL" 3+36.54	379.52	BEGIN CURVE GB LOT FS	
57	21.05' Lt "Median 2 CL" 3+34.33	379.55	END CURVE GB LOT FS	
58	4.21' Lt "Median 2 CL" 3+17.50	379.76	UNION JOG GB LOT FS	
59	5.28' Rt "Median 2 CL" 3+41.59	379.55	JOG GB LOT FS	
60	19.01' Rt "Median 2 CL" 3+27.88	379.70	BEGIN CURVE GB LOT FS	
61	21.78' Rt "Median 2 CL" 3+29.03	379.70	END CURVE GB LOT FS	
62	21.78' Rt "Median 2 CL" 3+36.89	379.64	BEGIN CURVE GB LOT FS	
63	20.86' Rt "Median 2 CL" 3+39.10	379.63	END CURVE GB LOT FS	
64	5.27' Rt "Median 2 CL" 3+54.68	379.44	JOG GB LOT FS	
65	4.73' Rt "Median 2 CL" 4+18.46	378.75	JOG GB LOT FS	
66	18.97' Rt "Median 2 CL" 4+04.24	379.09	BEGIN CURVE GB LOT FS	
67	21.74' Rt "Median 2 CL" 4+05.39	379.10	END CURVE GB LOT FS	
68	21.74' Rt "Median 2 CL" 4+14.52	378.99	BEGIN CURVE GB LOT FS	
69	16.61' Rt "Median 2 CL" 4+19.64	378.87	END CURVE GB LOT FS	
70	4.73' Rt "Median 2 CL" 4+19.64	378.73	JOG GB LOT FS	
71	3.51' Lt "Median 2 CL" 4+11.26	379.25	TOP RAMP SWK FS	

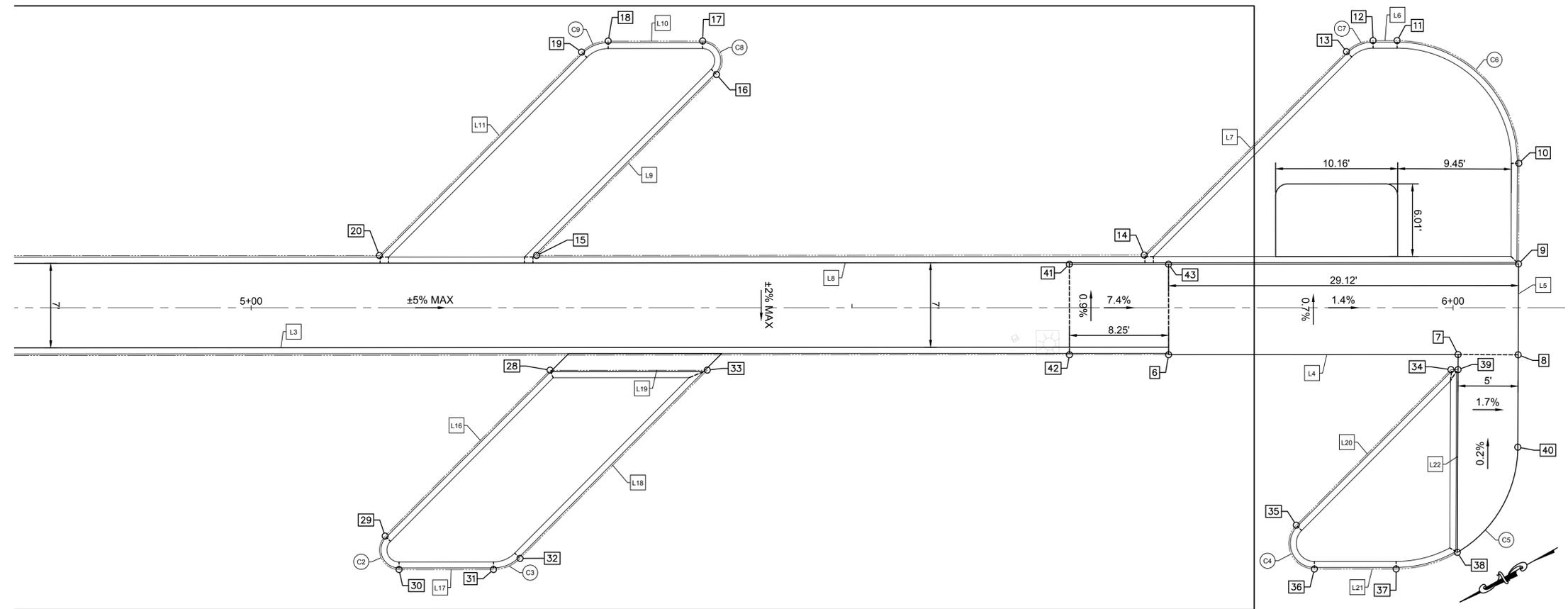
LINE AND CURVE TABLE					
Number	Length	Radius	Δ	T	Bearing
C5	3.829	1.625	134.9990	3.923	
C6	2.454	3.125	045.0000	1.294	
C7	3.829	1.625	135.0000	3.923	
C8	8.050	5.125	090.0000	5.125	
C9	8.050	5.125	090.0000	5.125	
C10	2.454	3.125	045.0000	1.294	
C11	3.829	1.625	135.0000	3.923	
C12	2.454	3.125	045.0000	1.294	
L3	221.413				S29° 00' 52.92"W
L4	9.073				S74° 00' 52.92"W
L5	9.073				S15° 59' 07.08"E
L6	12.801				S29° 00' 52.92"W
L7	20.875				S60° 59' 07.08"E
L8	3.007				N29° 00' 52.92"E
L9	23.808				N15° 59' 07.08"W
L10	247.659				S29° 00' 52.92"W
L11	21.179				S15° 59' 07.08"E
L12	7.864				N29° 00' 52.92"E
L13	23.808				N15° 59' 07.08"W
L28	19.411				S15° 59' 07.08"E

LINE AND CURVE TABLE					
Number	Length	Radius	Δ	T	Bearing
L29	7.864				N29° 00' 52.92"E
L30	22.040				N15° 59' 07.08"W
L31	13.081				S29° 00' 52.92"W
L32	20.119				N15° 59' 07.08"W
L33	9.129				S29° 00' 52.92"W
L34	11.875				S60° 59' 07.08"E

UNAUTHORIZED CHANGES & USES
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 201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com	DESIGNED:	CITY ENGINEER:	DATE:	0 1/2 1 2 THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY. SCALE: 1"=5'	City of Buellton Median 2 Parking Lot - Avenue of Flags	PROJECT NUMBER CIBUE.180531
	DRAWN:	R.C.E. EXP.				GEOMETRIC DETAILS
	CHECKED:					SHEET NUMBER 9 OF 25
	QA/QC:	PROJECT ENGINEER:	DATE:			Page 86 of 101
	CONSTRUCTABILITY:	R.C.E. EXP.				





SOUTH PARKING DETAIL

SCALE: 1" = 5'

MP LOT FS
MP LOT FS
OT FS
IT FS
T FS
RB SWK FS
S
FS
B LOT FS
OT FS
IT FS
OT FS
IT FS
T FS
T FS
JT FS
IT FS
OT FS
IT FS
T FS

FINISHED GRADE ELEVATIONS				
No. []	LOCATION	ELEVATION	DESCRIPTION	
21	4.32' Lt "Median 2 CL" 4+60.25	378.15	UNION JOG GB LOT FS	
22	11.31' Lt "Median 2 CL" 4+67.13	377.96	JOG GB LOT FS	
23	14.85' Lt "Median 2 CL" 4+63.59	377.92	JOG GB LOT FS	
24	19.27' Lt "Median 2 CL" 4+68.01	377.79	BEGIN CURVE GB LOT FS	
25	22.05' Lt "Median 2 CL" 4+66.86	377.76	END CURVE GB LOT FS	
26	22.04' Lt "Median 2 CL" 4+58.50	377.83	BEGIN CURVE GB LOT FS	
27	16.91' Lt "Median 2 CL" 4+53.38	377.98	END CURVE GB LOT FS	
28	5.17' Rt "Median 2 CL" 5+24.87	377.61	JOG GB LOT FS	
29	18.91' Rt "Median 2 CL" 5+11.16	378.00	BEGIN CURVE GB LOT FS	
30	21.68' Rt "Median 2 CL" 5+12.31	378.02	END CURVE GB LOT FS	
31	21.67' Rt "Median 2 CL" 5+20.17	377.90	BEGIN CURVE GB LOT FS	
32	20.76' Rt "Median 2 CL" 5+22.38	377.86	END CURVE GB LOT FS	
33	5.16' Rt "Median 2 CL" 5+37.95	377.44	JOG GB LOT FS	
34	5.13' Rt "Median 2 CL" 5+99.83	376.62	JOG GB LOT FS	
35	18.01' Rt "Median 2 CL" 5+86.96	376.86	BEGIN CURVE GB LOT FS	
36	21.63' Rt "Median 2 CL" 5+88.47	376.84	END CURVE GB LOT FS	
37	21.63' Rt "Median 2 CL" 5+95.27	376.72	BEGIN CURVE GB LOT FS	
38	20.26' Rt "Median 2 CL" 6+00.36	376.64	BEGIN CURB GB LOT FS	
39	5.13' Rt "Median 2 CL" 6+00.41	376.61	END CURB GB LOT FS	
40	11.54' Rt "Median 2 CL" 6+05.39	376.54	END CURVE END SWK LOT FS	

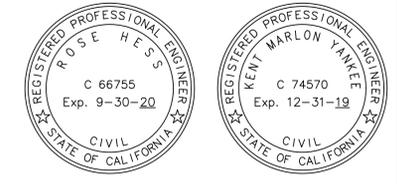
FINISHED GRADE ELEVATIONS				
No. []	LOCATION	ELEVATION	DESCRIPTION	
41	3.60' Lt "Median 2 CL" 5+68.08	377.47	TOP RAMP SWK FS	
42	3.90' Rt "Median 2 CL" 5+68.09	377.04	TOP RAMP LOT FS	
43	3.61' Lt "Median 2 CL" 5+76.33	376.87	BOTTOM RAMP SWK FS	
44	3.21' Rt "Median 2 CL" 4+61.76	378.78	TOP RAMP SWK FS	
45	3.54' Lt "Median 2 CL" 4+61.76	378.64	TOP RAMP SWK FS	

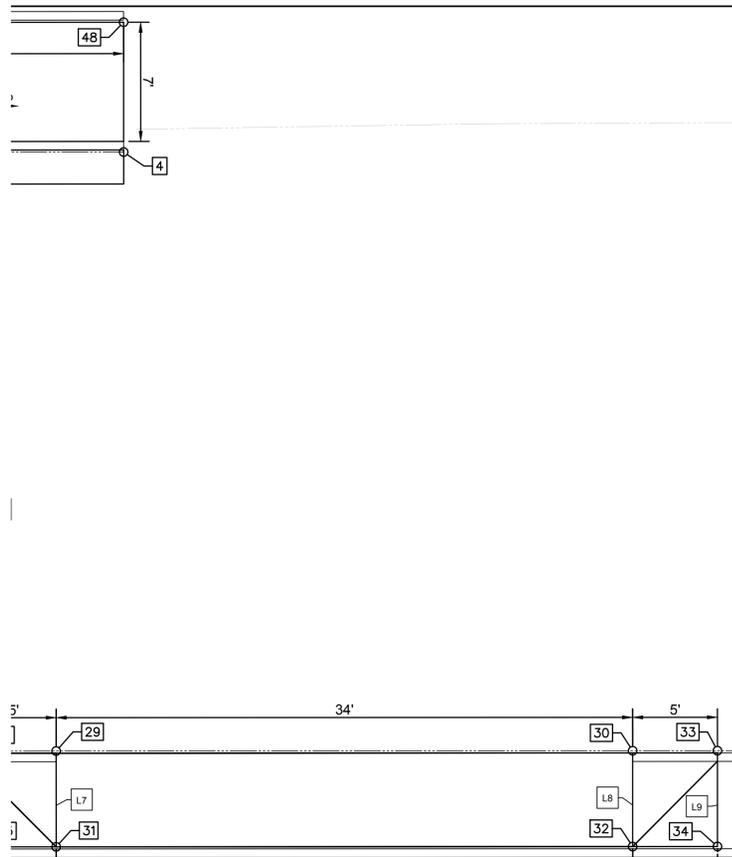
LINE AND CURVE TABLE					
Number	Length	Radius	Δ	T	Bearing
C1	7.373	3.128	135.0570	7.562	
C2	3.829	1.625	135.0005	3.923	
C3	2.454	3.125	045.0000	1.294	
C4	5.007	2.125	135.0000	5.130	
C5	15.860	10.125	089.7505	10.081	
C6	15.948	10.125	090.2494	10.169	
C7	2.454	3.125	045.0000	1.294	
C8	3.829	1.625	134.9984	3.923	
C9	2.454	3.125	045.0000	1.294	
C10	3.829	1.625	135.0000	3.923	
C11	8.050	5.125	090.0000	5.125	
L1	35.500				N60° 59' 07.08"W
L2	23.808				S15° 59' 07.08"E
L3	122.823				S29° 00' 52.92"W
L4	29.083				S29° 03' 34.98"W
L5	23.500				S60° 44' 09.27"E
L6	2.002				N29° 00' 52.92"E
L7	23.808				N15° 59' 07.08"W
L8	151.814				S29° 00' 52.92"W
L9	21.179				S15° 59' 07.08"E

LINE AND CURVE TABLE					
Number	Length	Radius	Δ	T	Bearing
L10	7.864				N29° 00' 52.92"E
L11	23.802				N15° 59' 54.97"W
L12	9.926				S15° 59' 07.08"E
L13	5.000				N74° 00' 52.92"E
L14	6.254				S15° 59' 07.08"E
L15	8.362				N29° 00' 52.92"E
L16	19.411				S15° 59' 07.08"E
L17	7.864				N29° 00' 52.98"E
L18	22.040				N15° 59' 07.08"W
L19	13.081				S29° 00' 52.92"W
L20	18.204				N15° 59' 07.08"W
L21	6.804				S29° 00' 52.85"W
L22	16.378				S60° 44' 09.24"E

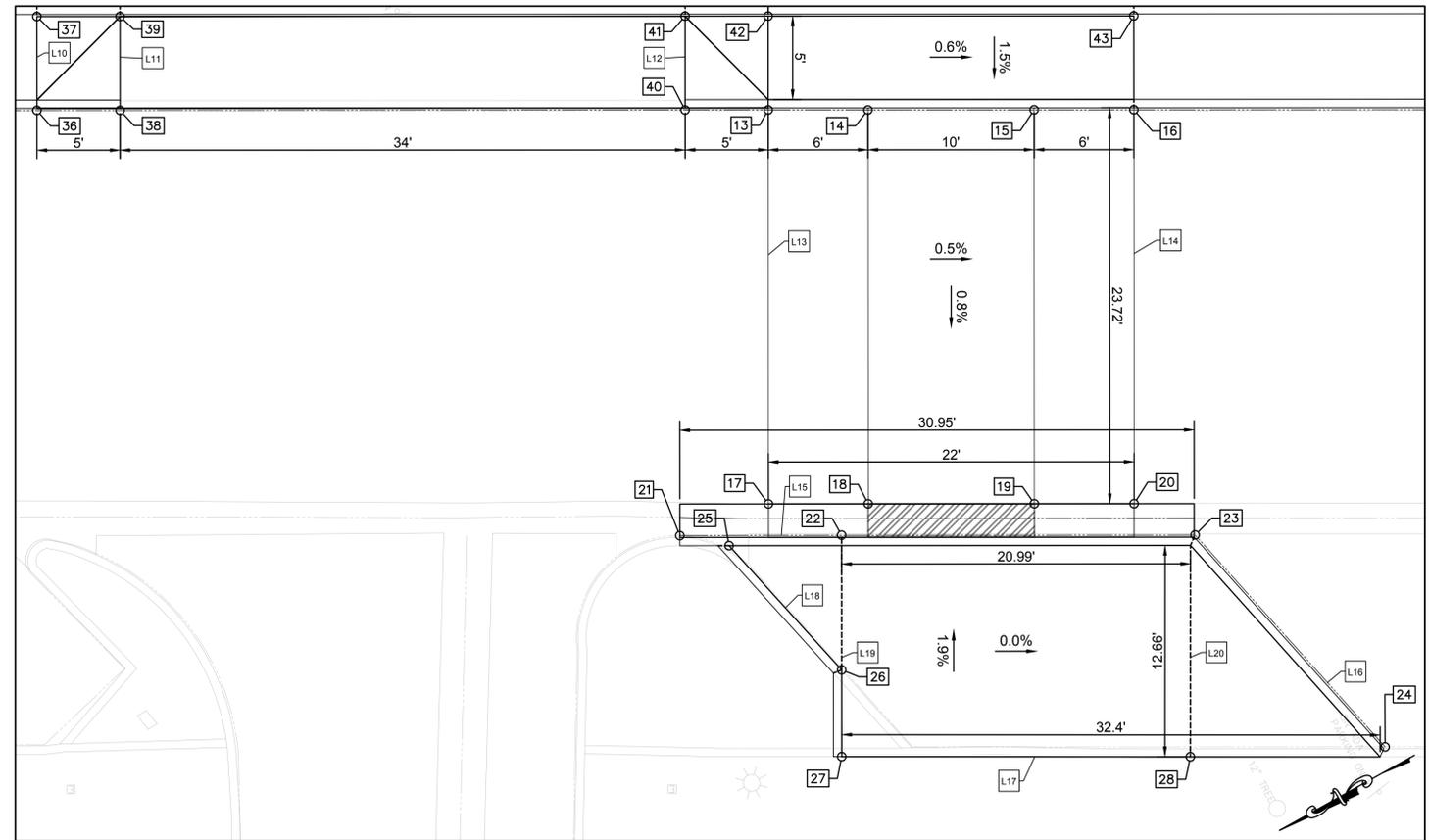
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	DRAWN:				DRAWING NUMBER C-9
	CHECKED:				SHEET NUMBER 10 OF 25
	QA/QC:				Page 67 of 101
	CONSTRUCTABILITY:				





SSWALK DETAIL



WEST TABLED CROSSWALK DETAIL

SCALE: 1" = 5'

ITEM	DESCRIPTION
1	GUTTER FL
2	GUTTER FL
3	GUTTER FL
4	GUTTER FL
5	SSWALK GL
6	SSWALK GL
7	SSWALK GL
8	SSWALK FS
9	SSWALK FS
10	SSWALK FS
11	SSWALK FS
12	SSWALK FS
13	SSWALK FS
14	SSWALK FS
15	SSWALK FS
16	SSWALK FS
17	SSWALK FS
18	SSWALK FS
19	SSWALK FS
20	SSWALK FS
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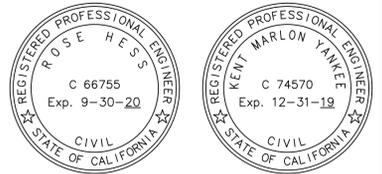
FINISHED GRADE ELEVATIONS				
No. []	LOCATION	ELEVATION	DESCRIPTION	
21	66.70' Rt "Median 2 CL" 4+53.22	378.15	MATCH EXISTING GUTTER FL	
22	66.67' Rt "Median 2 CL" 4+62.95	378.09	GB GUTTER FL	
23	66.66' Rt "Median 2 CL" 4+84.22	377.95	JOG GB GUTTER FL	
24	79.36' Rt "Median 2 CL" 4+95.66	378.13	MATCH EXISTING GUTTER FL	
25	67.30' Rt "Median 2 CL" 4+56.18	378.51	UNION JOG GB SWK FS	
26	74.75' Rt "Median 2 CL" 4+62.95	378.64	JOG GB SWK FS	
27	79.94' Rt "Median 2 CL" 4+62.96	378.69	MATCH EXISTING SWK FS	
28	79.95' Rt "Median 2 CL" 4+83.94	378.77	MATCH EXISTING SWK FS	
29	41.52' Lt "Median 2 CL" 4+19.49	377.72	ZERO CURB BOTTOM DRW FL	
30	41.54' Lt "Median 2 CL" 4+53.49	377.13	ZERO CURB BOTTOM DRW FL	
31	35.89' Lt "Median 2 CL" 4+19.49	378.22	GB TOP DRW FS	
32	35.91' Lt "Median 2 CL" 4+53.49	377.63	GB TOP DRW FS	
33	41.54' Lt "Median 2 CL" 4+58.49	377.03	BEGIN CURB DROP FL	
34	35.92' Lt "Median 2 CL" 4+58.49	377.58	GB TOP DRW FS	
35	35.89' Lt "Median 2 CL" 4+14.49	378.35	GB TOP DRW FS	
36	41.24' Rt "Median 2 CL" 4+14.53	378.55	BEGIN CURB DROP FL	
37	35.61' Rt "Median 2 CL" 4+14.53	379.10	GB TOP DRW FS	
38	41.23' Rt "Median 2 CL" 4+19.53	378.50	ZERO CURB BOTTOM DRW FL	
39	35.61' Rt "Median 2 CL" 4+19.53	379.00	GB TOP DRW FS	
40	41.21' Rt "Median 2 CL" 4+53.53	378.29	ZERO CURB BOTTOM DRW FL	

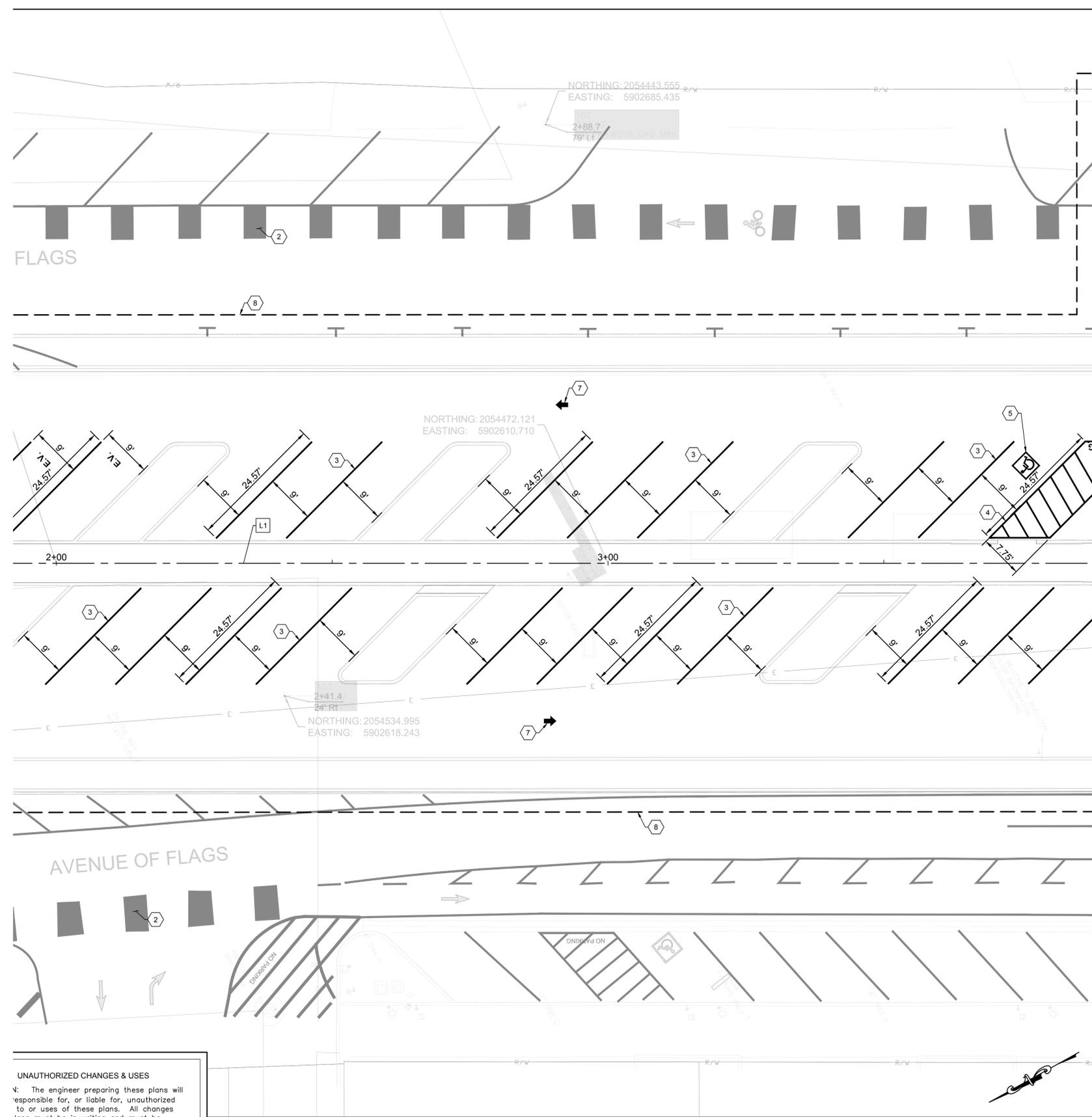
FINISHED GRADE ELEVATIONS				
No. []	LOCATION	ELEVATION	DESCRIPTION	
41	35.59' Rt "Median 2 CL" 4+53.53	378.79	GB TOP DRW FS	
42	35.58' Rt "Median 2 CL" 4+58.53	378.80	GB TOP DRW FS	
43	35.57' Rt "Median 2 CL" 4+80.53	378.70	GB BACK SWK FS	
44	35.88' Lt "Median 2 CL" 3+92.49	378.75	GB BACK SWK FS	
45	84.29' Lt "Median 2 CL" 3+88.46	377.93	ZERO CURB BACK SWK FS	
46	84.29' Lt "Median 2 CL" 3+98.46	378.27	BEGIN CURB TAPER BACK SWK FS	
47	84.30' Lt "Median 2 CL" 4+08.46	378.11	BEGIN CURB TAPER BACK SWK FS	
48	84.31' Lt "Median 2 CL" 4+23.46	377.42	ZERO CURB BACK SWK FS	

LINE AND CURVE TABLE					
Number	Length	Radius	Δ	T	Bearing
L1	35.000				S29° 00' 52.92"W
L2	35.000				S29° 00' 52.92"W
L3	7.500				S60° 59' 07.08"E
L4	7.500				S60° 59' 07.08"E
L5	39.537				S60° 59' 07.08"E
L6	39.537				S60° 59' 07.08"E
L7	6.125				N60° 59' 07.08"W
L8	6.125				N60° 59' 07.08"W
L9	6.125				N60° 59' 07.08"W
L10	6.125				S60° 59' 07.08"E
L11	6.125				S60° 59' 07.08"E
L12	6.125				S60° 59' 07.08"E
L13	29.842				S60° 59' 07.08"E
L14	29.967				S60° 59' 07.08"E
L15	31.005				S28° 58' 27.53"W
L16	17.085				S77° 02' 23.66"W
L17	32.396				S29° 04' 48.92"W
L18	10.067				S76° 44' 12.07"W
L19	12.638				N60° 59' 07.08"W
L20	12.662				S60° 55' 11.08"E

UNAUTHORIZED CHANGES & USES
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 201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com	DESIGNED: _____	DATE: _____	0 1/2 1 2 THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY. SCALE: 1"=5'	City of Buellton Median 2 Parking Lot - Avenue of Flags	PROJECT NUMBER CIBUE.180531
	DRAWN: _____	CITY ENGINEER: R.C.E. EXP. _____		DATE: _____	GEOMETRIC DETAILS
CHECKED: _____	PROJECT ENGINEER: R.C.E. EXP. _____	DATE: _____			SHEET NUMBER 11 OF 25
QA/QC: _____					Page 88 of 101
CONSTRUCTABILITY: _____					

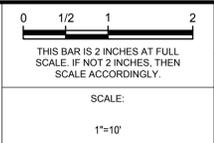




- CONSTRUCTION NOTES**
- 1 REMOVE AND REPLACE EXISTING STRIPING IN KIND ON AVENUE OF FLAGS AND WITHIN THE CONSTRUCTION LIMITS. EXISTING PARKING SPACE MARKERS ON AVENUE OF FLAGS NOT TO BE REPLACED.
 - 2 EXISTING STRIPING TO REMAIN.
 - 3 INSTALL STANDARD PAINTED WHITE PARKING STALL LINES AS SHOWN. USE PAINTED BLUE LINES FOR ADA SPACES. USE PAINTED GREEN LINES FOR ELECTRIC VEHICLE (E.V.) SPACES.
 - 4 INSTALL HATCHED AREA AS SHOWN WITH WHITE "NO PARKING" TEXT WHERE INDICATED. HATCH AREA SHALL BE 3IN WIDE PAINTED BLUE LINES WITH HATCH LINES 2FT ON CENTER.
 - 5 INSTALL STANDARD ADA SPACE MARKING WITH WHITE PAINTED LINES ON BLUE PAINTED BACKGROUND.
 - 6 INSTALL ELECTRIC VEHICLE MARKING PER PROJECT SPECIFICATIONS.
 - 7 INSTALL TYPE I ARROW MARKING PER CALTRANS STANDARD PLAN A24A.
 - 8 LIMITS OF CONSTRUCTION.
 - 9 INSTALL MARKINGS PER 2014 CA MUTCD FIGURE 3B-30 FOR TABLED CROSSWALKS.

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<p>201 Industrial Way Buellton, CA 93427 Phone: 805-688-5200 www.mnsengineers.com</p>	DESIGNED:			
	DRAWN:		CITY ENGINEER:	DATE
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	QA/QC:			
	CONSTRUCTABILITY:		PROJECT ENGINEER:	DATE
			R.C.E. EXP.	



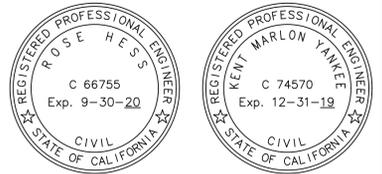
City of Buellton
 Median 2 Parking Lot - Avenue of Flags

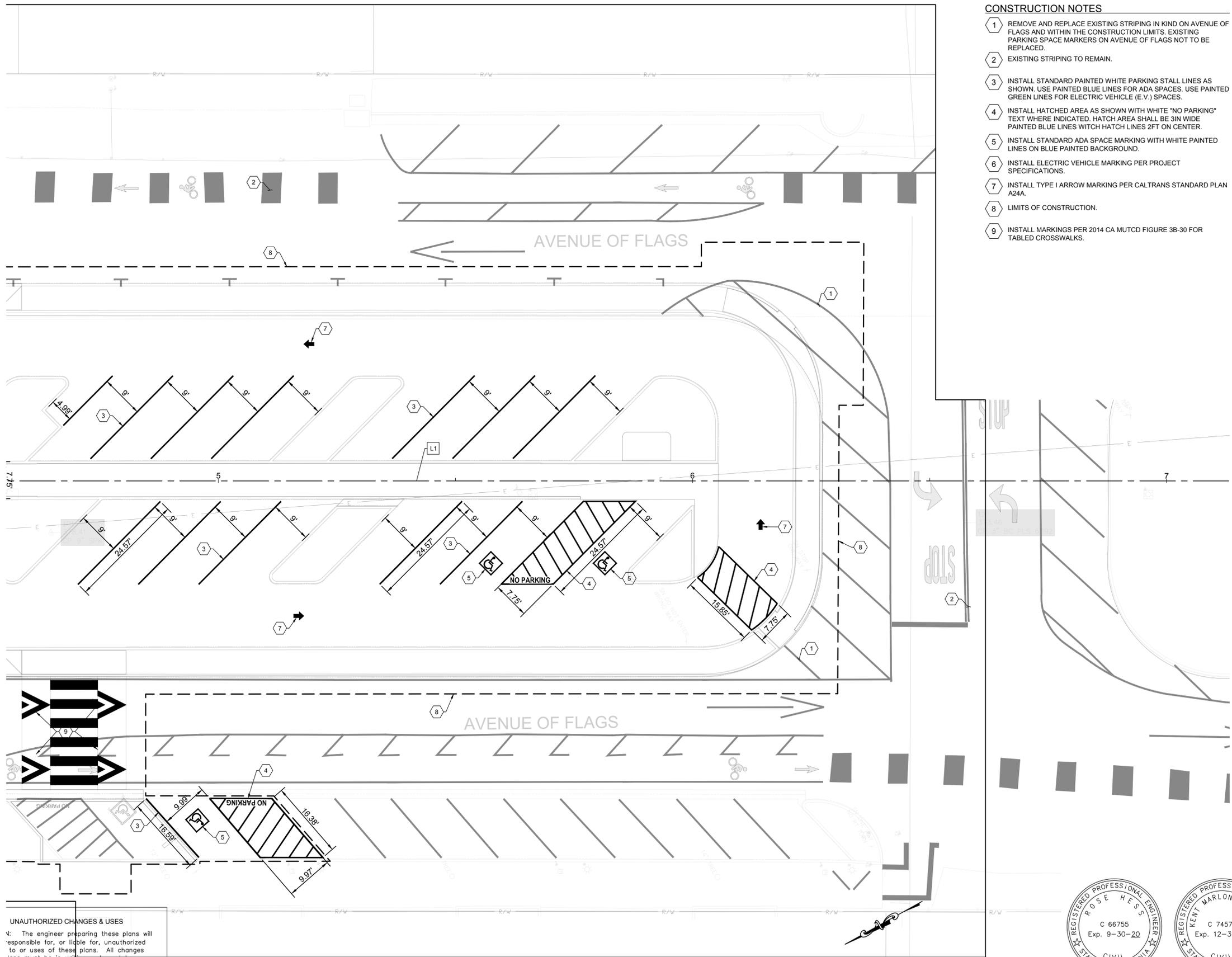
STRIPING PLAN

PROJECT NUMBER: **CIBUE.180531**

DRAWING NUMBER: **C-11**

SHEET NUMBER: **12** OF **25**

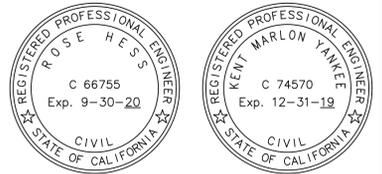




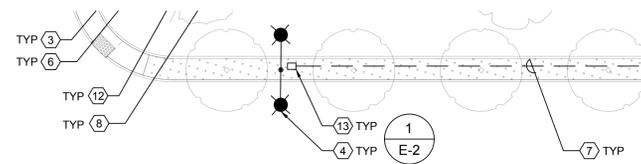
- CONSTRUCTION NOTES**
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	DRAWN:	CITY ENGINEER: R.C.E. EXP.	DATE		STRIPING PLAN	DRAWING NUMBER C-12
	CHECKED:					SHEET NUMBER 12 OF 25
	QA/QC:	PROJECT ENGINEER: R.C.E. EXP.	DATE			Page 70 of 101
	CONSTRUCTABILITY:					



65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION



GENERAL NOTES

1. ALL ELECTRICAL WORK SHALL BE DONE IN CONFORMANCE WITH THE CURRENT CALIFORNIA ELECTRICAL CODE AND PG&E GREENBOOK STANDARD
2. ALL CONDUITS SHALL CONTAIN AN EQUIPMENT GROUNDING CONDUCTOR
3. EXISTING (QTY 4) PG&E LIGHTPOLES AT MEDIAN TO BE REMOVED. COORDINATE REMOVAL W/ PG&E.



ATTENTION:
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REV	DATE	BY	DESCRIPTION



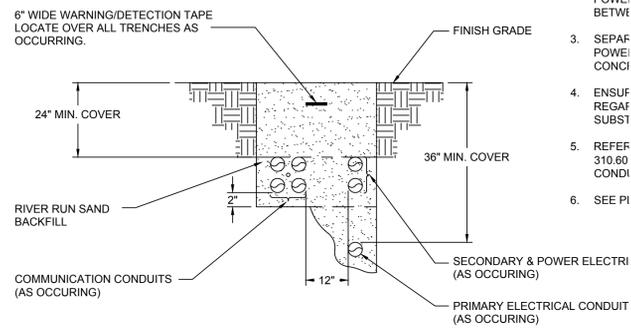
201 Industrial Wa
 Buellton, CA 9344
 Phone: 805-688-
 www.mnsengineer

← 24" →

CONCRETE BASE (SEE SPECIFICATIONS)

POLE LIGHT FIXTURE DETAIL

SCALE: NONE



NOTES:

1. THE IN BURIAL SIZE C
2. ENSUF POWE BETW
3. SEPAF POWE CONCI
4. ENSUF REGAF SUBST
5. REFER 310.60 CONDI
6. SEE PI

TRENCH DETAIL

SCALE: NONE



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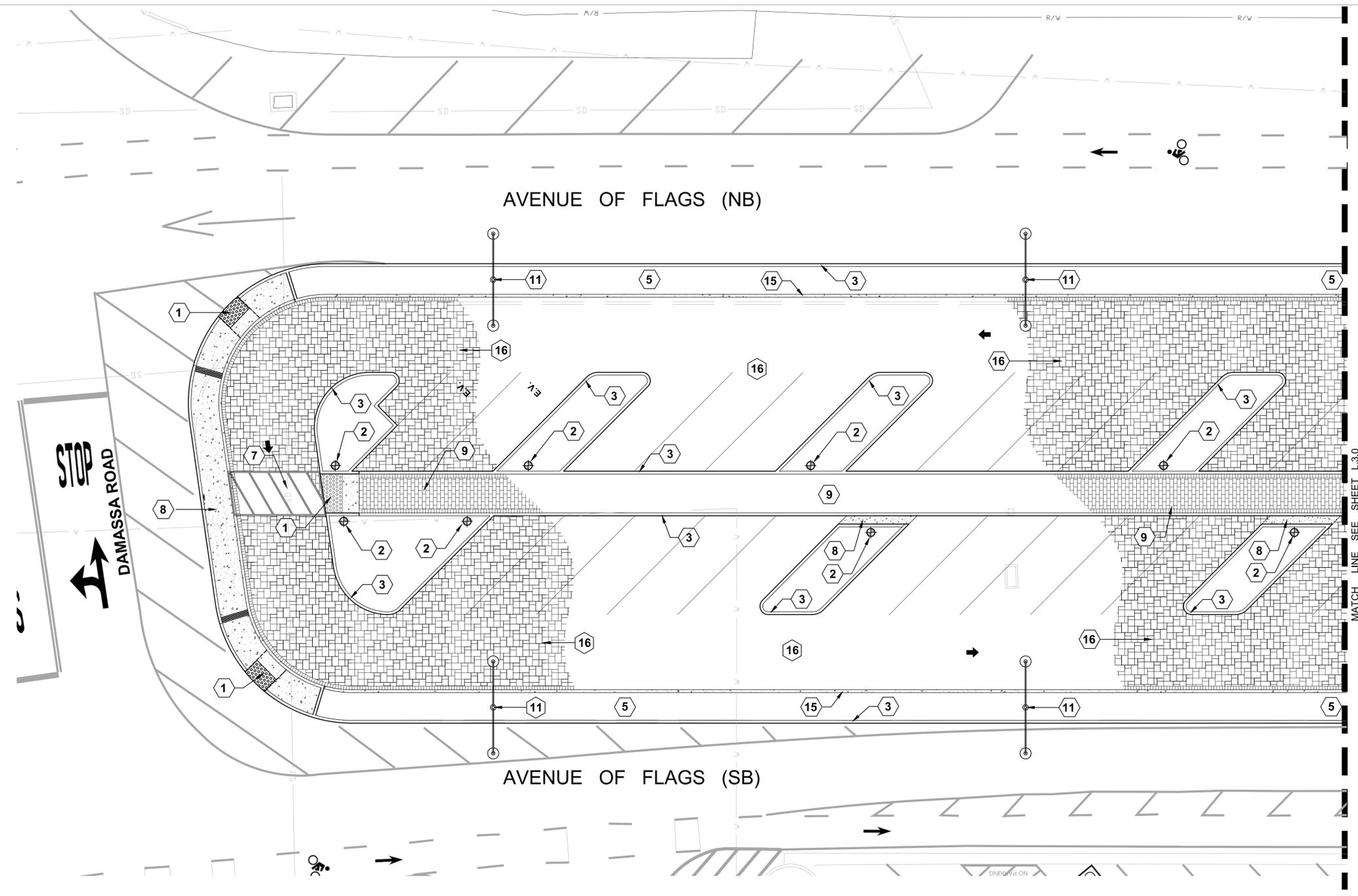
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201 Industrial Wa
Buellton, CA 9344
Phone: 805-688-
www.mnsengineers.com

65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION



- CONSTRUCTION KEY NOTES:**
- ① NEW ADA COMPLIANT RAMP, SEE CIVIL ENGINEERING DRAWINGS
 - ② NEW 38" HIGH LIGHTING BOLLARD, SEE DETAIL 3L-3 AND SITE ELECTRICAL ENGINEERING DRAWINGS
 - ③ NEW POURED-IN-PLACE CONCRETE CURBING, SEE CIVIL ENGINEERING DRAWINGS
 - ④ NEW TUBULAR STEEL BIKE RACK WITH CUSTOM LASER CUT LOGO, 2" O.D. SCH. 40 STEEL PIPE, 36" HIGH INVERTED "U" SHAPE RACK, IN-GROUND MOUNTING OPTION, POWDER COAT FINISH TO BE TRAFFIC BLACK, RAL 9017, BY CYCLESAFE, (616) 954-9977, WWW.CYCLESAFE.COM, 3 RACKS PER LOCATION, SEE DETAIL 4L-3
 - ⑤ NEW LANDSCAPE PLANTING AREA, SEE LANDSCAPE PLANS
 - ⑥ NEW POURED-IN-PLACE CONCRETE COMMERCIAL DRIVEWAY ENTRANCE, SEE CIVIL ENGINEERING DRAWINGS
 - ⑦ NEW ADA STRIPING AND MARKINGS, SEE CIVIL ENGINEERING DRAWINGS
 - ⑧ NEW POURED-IN-PLACE CONCRETE SIDEWALK, SEE CIVIL ENGINEERING DRAWINGS
 - ⑨ NEW NARROW JOINT PERMEABLE PAVER WALKWAY, 5-1/2" SQUARE BY 3-1/8" THICK (80mm), LAYOUT PAVERS IN OFFSET RUNNING BOND PATTERN WITH 5-1/2" BY 11" BY 3-1/8" THICK (80mm) NARROW JOINT PERMEABLE PAVER BORDER IN SOLDIER ROW PATTERN BOTH SIDES, "LOPEZ" COLOR BLEND BY AIR-VOL BLOCK, INC., SEE DETAIL 2L-3
 - ⑩ NEW RETAINING WALL WITH TUBULAR STEEL GUARDRAIL INSTALLED ON TOP, SEE CIVIL ENGINEERING DRAWINGS
 - ⑪ NEW STREET LIGHT STANDARD, SEE ELECTRICAL ENGINEERING DRAWINGS
 - ⑫ NEW 50'-0" HIGH FLAGPOLE AND FLAG, SEE CIVIL ENGINEERING DRAWINGS
 - ⑬ POURED-IN-PLACE CONCRETE BIKE RACK PAD, SEE CIVIL ENGINEERING DRAWINGS
 - ⑭ NEW TABLED CROSSWALK WITH ASSOCIATED POURED-IN-PLACE CONCRETE WALKWAYS AND MARKINGS, SEE CIVIL ENGINEERING DRAWINGS
 - ⑮ 6" WIDE POURED-IN-PLACE CONCRETE RETAINING BANDING, SEE CIVIL ENGINEERING DRAWINGS
 - ⑯ NEW PERMEABLE PAVER PARKING LOT, 3-1/8" THICK (80mm) CONCRETE PAVERS, LAYOUT IN "PATTERN," "ROMAN I" AND "ROMAN II" PERMEABLE PAVERS WITH PERMEABLE PAVER BORDER IN SOLDIER ROW PATTERN, "ROMAN I", AT CONCRETE RETAINING BANDING, 80% BROWN CHARCOAL AND 20% SANDSTONE COLOR MIX, BY AIR-VOL BLOCK INC., SEE DETAIL 1L-3
 - ⑰ EXISTING PERMEABLE PAVER BANDING / ACCENT IN EXISTING CONCRETE SIDEWALK, PER CITY OF BUELLTON STANDARD DETAILS, PROTECT IN PLACE, TYPICAL
 - ⑱ NEW PERMEABLE PAVER BANDING / ACCENT IN NEW POURED-IN-PLACE CONCRETE PAVING, TO MATCH EXISTING PER CITY OF BUELLTON STANDARD DETAILS
 - ⑲ NEW ROUND PLANTER, SEE DETAILS XL-3
 - ⑳ NEW 6'-0" LONG WOOD BENCHES (2) BY LANDSCAPE FORMS, SEE DETAILS XL-3
 - ㉑ EXISTING STREET TREE, TO BE PROTECTED IN PLACE, TYPICAL
 - ㉒ NEW TRASH AND RECYCLE RECEPTALS WITH ART-DECO THEME DESIGN, SEE DETAILS XL-3
 - ㉓ EXISTING PEDESTRIAN LIGHT POST, PROTECT IN PLACE, CONFIRM ACTUAL LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO COMMENCING CONSTRUCTION, TYPICAL
 - ㉔ EXISTING CONCRETE SIDEWALK, PROTECT IN PLACE, SEE CIVIL ENGINEERING DRAWINGS FOR PROPOSED MODIFICATIONS

CONSTRUCTION NOTES:

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2. CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING HIM/HERSELF FAMILIAR WITH ALL UNDERGROUND UTILITIES, PIPES, AND STRUCTURES. CONTRACTOR SHALL TAKE SOLE RESPONSIBILITY FOR COST INCURRED DUE TO DAMAGE AND REPLACEMENT OF SAID UTILITIES.
3. CONTRACTOR SHALL NOT WILLFULLY PROCEED WITH CONSTRUCTION AS DESIGNED WHEN IT IS OBVIOUS THAT UNKNOWN OBSTRUCTIONS AND/OR GRADE DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING DESIGN. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER AND LANDSCAPE ARCHITECT. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO A FAILURE TO GIVE SUCH NOTIFICATION.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH OTHER SUB-CONTRACTORS AS REQUIRED TO ACCOMPLISH CONSTRUCTION OPERATIONS.
5. CONCRETE SURFACES SHALL BE FORMED WITH LONG, SMOOTH GRADIENTS TO REDUCE DIPS, ABRUPT CHANGES AND SHARP TRANSITIONS.
6. ALL CURVILINEAR WALKS, CURBS, HEADER BOARDS, CONCRETE MOW STRIPS, AND WALLS SHALL HAVE A CONTINUOUS SMOOTH CURVE WHERE APPLICABLE. ALL FORMS MUST BE INSPECTED AND APPROVED BY OWNER'S REPRESENTATIVE PRIOR TO BEGINNING SUBSEQUENT WORK. 48 HOURS MINIMUM NOTICE REQUIRED.
7. CONTRACTOR SHALL COORDINATE IRRIGATION SLEEVE LOCATIONS UNDER PAVED AREAS AS REQUIRED. REFER TO IRRIGATION PLANS.
8. PRIOR TO PLACING CONCRETE, THE CONTRACTOR SHALL SUFFICIENTLY MOISTEN THE SUBGRADE AND PROVIDE SUBGRADE PREPARATION PER THE SOILS AND GEOTECH REPORTS.
9. ALL CONSTRUCTION SHALL CONFORM TO GOVERNING CODES AND ORDINANCES.
10. CONTRACTOR IS TO NOTIFY OWNER'S REPRESENTATIVE 48 HOURS PRIOR TO POURING CONCRETE FOR A "PRE-POUR" OBSERVATION OF ALL CONCRETE FORMS.

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SCALE: 1" = 10'-0"

SEE SHEET L4.0 FOR LANDSCAPE CONSTRUCTION DETAILS

REV	DATE	BY	DESCRIPTION

MNS ENGINEERS INC
ENGINEERING | SURVEYING
CONSTRUCTION MANAGEMENT
201 Industrial Way
Buellton, CA 93427
Phone: 805-688-5200
www.mnsengineers.com

DESIGNED:
DRAWN:
CHECKED:
QA/QC:
CONSTRUCTABILITY:

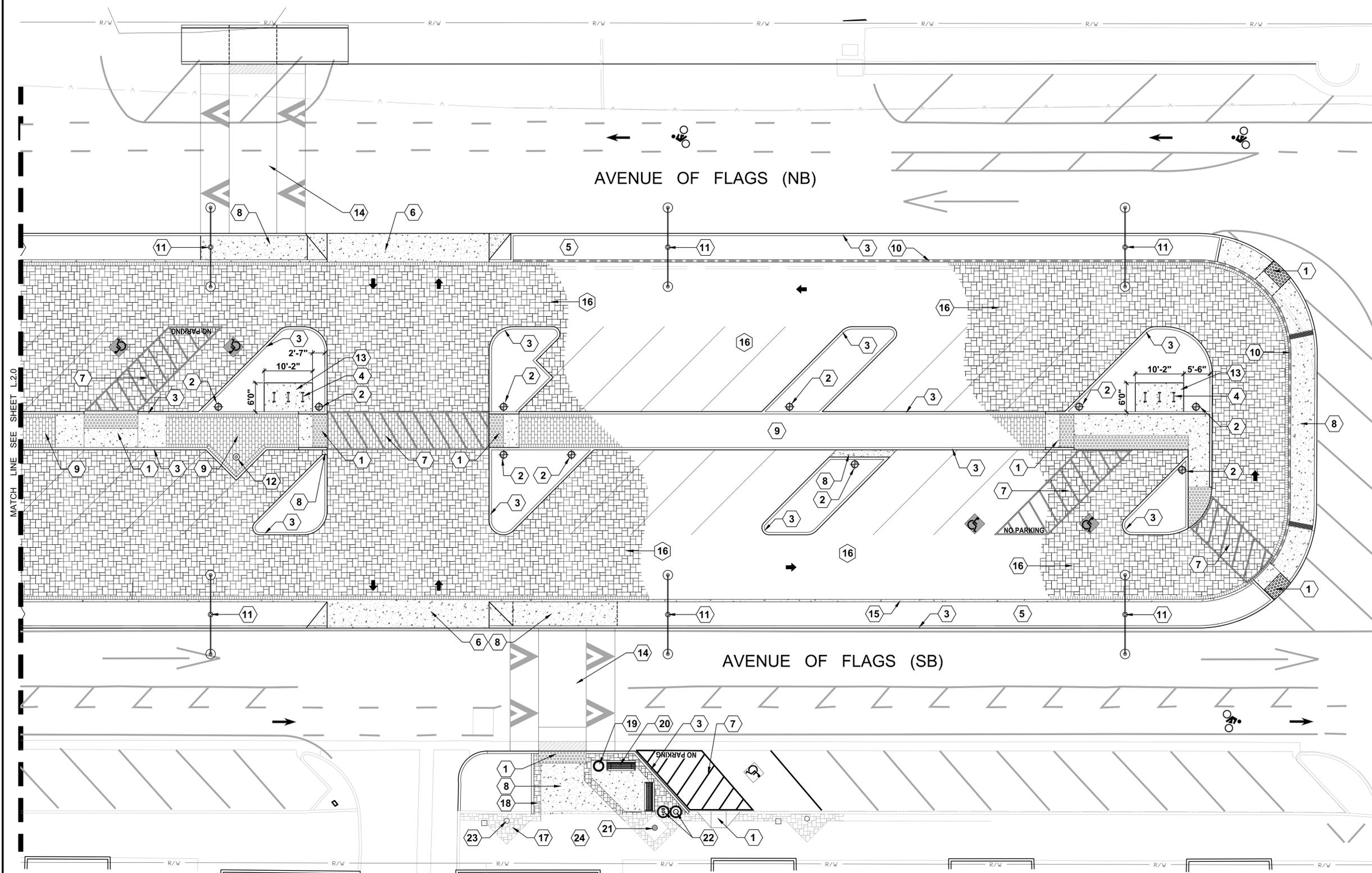
CITY ENGINEER:
R.C.E. EXP. DATE
PROJECT ENGINEER:
R.C.E. EXP. DATE



0 1/2 1 2
THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY.
SCALE:
NOT TO SCALE

City of Buellton
Median 2 Parking Lot - Avenue of Flags
LANDSCAPE CONSTRUCTION PLAN

PROJECT NUMBER
CIBUE.180531
DRAWING NUMBER
L-1
SHEET NUMBER
X OF **XX**



- CONSTRUCTION KEY NOTES:**
- NEW ADA COMPLIANT RAMP, SEE CIVIL ENGINEERING DRAWINGS
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 - NEW PERMEABLE PAVER BANDING / ACCENT IN NEW POURED-IN-PLACE CONCRETE PAVING, TO MATCH EXISTING PER CITY OF BUELLTON STANDARD DETAILS
 - NEW ROUND PLANTER, SEE DETAILS X/L-3
 - NEW 6'-0" LONG WOOD BENCHES (2) BY LANDSCAPE FORMS, SEE DETAILS X/L-3
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MATCH LINE SEE SHEET L2.0

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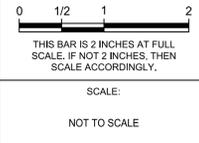
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MNS ENGINEERS INC
ENGINEERING | SURVEYING
CONSTRUCTION MANAGEMENT
201 Industrial Way
Buellton, CA 93427
Phone: 805-688-5200
www.mnsengineers.com

DESIGNED:
DRAWN:
CHECKED:
QA/QC:
CONSTRUCTABILITY:

CITY ENGINEER:
R.C.E. EXP. DATE
PROJECT ENGINEER:
R.C.E. EXP. DATE



SEE SHEET L2.0 FOR LANDSCAPE CONSTRUCTION PLAN KEY NOTES
SEE SHEET L4.0 FOR LANDSCAPE CONSTRUCTION DETAILS

City of Buellton
Median 2 Parking Lot - Avenue of Flags

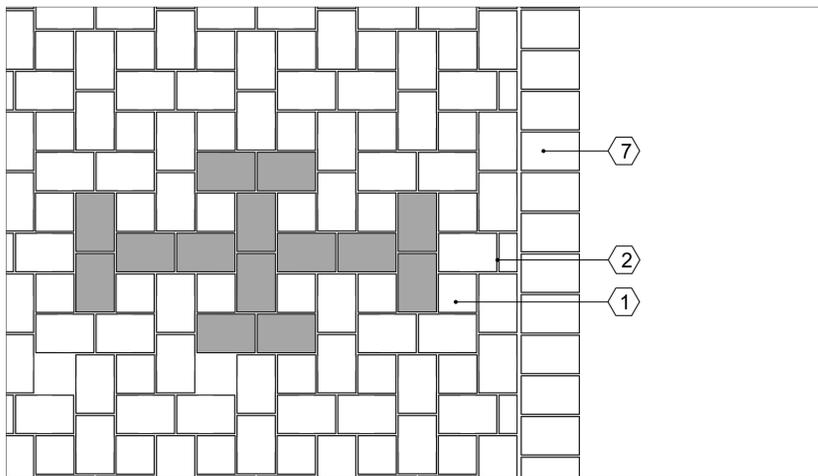
LANDSCAPE CONSTRUCTION PLAN

PROJECT NUMBER: **CIBUE.180531**
DRAWING NUMBER: **L-2**
SHEET NUMBER: **X** OF **XX**

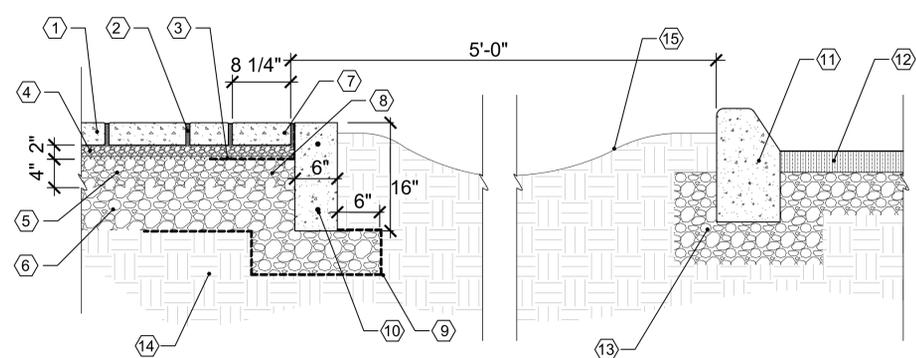
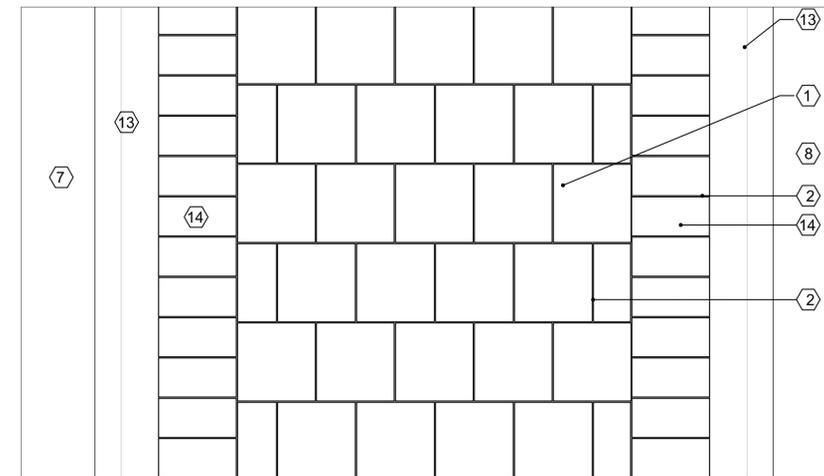
SCALE: 1" = 10'-0"

NORTH

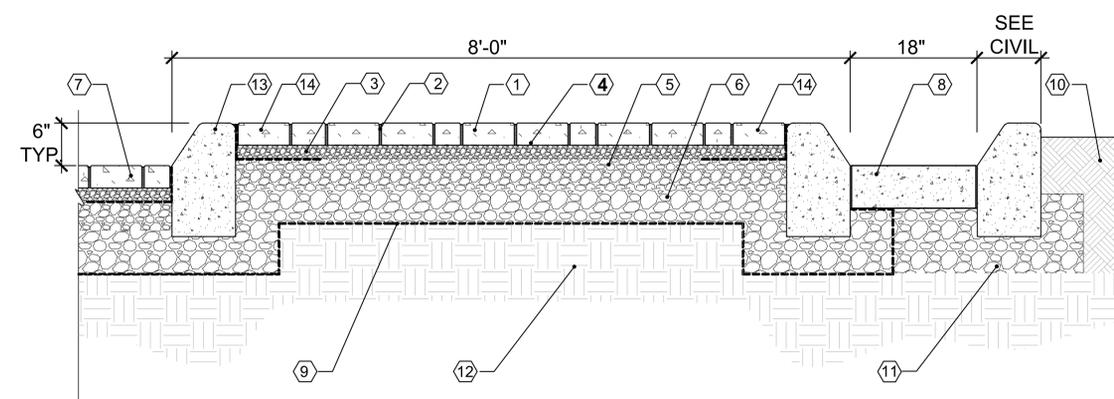
65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION



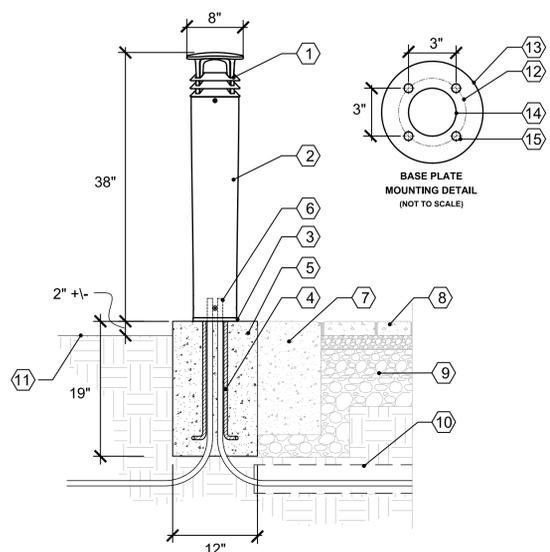
- DETAIL 1/L-3 LEGEND:**
- 3-1/8" THICK (80mm) CONCRETE PAVERS, LAYOUT IN I-PATTERN AS SHOWN, "ROMAN I" AND "ROMAN II" PERMEABLE PAVERS BY AIR-VOL BLOCK INC.
 - TYPICAL NO. 8 AGGREGATE JOINT FILLER, INSTALL PER SPECIFICATIONS.
 - IF REQUIRED BY GEOTECHNICAL ENGINEER, INSTALL 12" WIDE GEOTEXTILE FABRIC AT PAVING EDGE, TURN SIDE UP AT JOINT
 - BEDDING COURSE, 2" (50mm) THICK (TYPICAL NO. 8 AGGREGATE)
 - 4" (100mm) THICK NO. 57 STONE, OPEN-GRADED BASE
 - 6" (150mm) THICK NO.2 STONE SUB-BASE, SEE GEOTECHNICAL ENGINEERING FOR ACTUAL FINAL BASE DEPTH
 - 3-1/8" THICK (80mm) CONCRETE PAVES EDGE TREATMENT, LAYOUT IN SOLDIER COURSE WITH "ROMAN I" UNIT
 - REINFORCED CAST-IN-PLACE CONCRETE BASE FOR PAVING EDGE TREATMENT
 - IF REQUIRED BY GEOTECHNICAL ENGINEER, INSTALL GEOTEXTILE FABRIC ON SIDES AND BOTTOM OF STONE SUB-BASE
 - (2) #4 REBAR CONTINUOUS, CENTER VERTICALLY, MAINTAIN MINIMUM 3" CLEAR FROM TOP AND BOTTOM
 - NEW CAST-IN-PLACE CONCRETE CURBING AT AVENUE OF FLAGS, SEE CIVIL ENGINEERING DRAWINGS
 - NEW ASPHALT PAVING AT AVENUE OF FLAGS, SEE CIVIL ENGINEERING DRAWINGS
 - NEW CURBING AND ROADWAY SUB-BASE MATERIAL, SEE CIVIL ENGINEERING DRAWINGS
 - SOIL SUBGRADE PREPARED PER GEOTECHNICAL ENGINEER REPORT
 - FINISH GRADE OF GRADED PLANTER, MAINTAIN 2" BELOW FINISH SURFACES OF CURBING AND PAVING
- PERMEABLE CONCRETE PAVERS:**
 MANUFACTURED BY AIR-VOL BLOCK, INC.
 P.O. BOX 931
 #1 SUBURBAN ROAD
 SAN LUIS OBISPO, CA 93406
 (805) 543-1314
 WWW.airvolblock.com
- PARKING LOT:**
FIELD PAVERS
 PERMEABLE ROMAN PAVERS 80mm THICK
 I - PATTERN
 75% PERMEABLE ROMAN I 5-7/16" x 8-1/4"
 25% PERMEABLE ROMAN II 5-7/16" x 5-7/16"
 80% BROWN CHARCOAL AND 20% SANDSTONE COLOR MIX
- BORDER PAVERS**
 PERMEABLE ROMAN PAVERS 80mm THICK
 SOLDIER COURSE PATTERN
 100% PERMEABLE ROMAN I 5-7/16" x 8-1/4"
 80% BROWN CHARCOAL AND 20% SANDSTONE COLOR MIX



1 PERMEABLE PAVING DETAIL - VEHICULAR AREAS
 SCALE: 1" = 1'-0"



2 PERMEABLE PAVING DETAIL - PEDESTRIAN AREAS
 SCALE: 1" = 1'-0"



- DETAIL 3/L-3 LEGEND:**
- CORROSION-RESISTANT CAST ALUMINUM LIGHT BOLLARD HEAD WITH LED LIGHT SOURCE, OPTICALLY CLEAR ACRYLIC LENS
 - CORROSION-RESISTANT CAST ALUMINUM BODY WITH POWDERCOAT FINISH, BLACK TEXTURE COLOR
 - CORROSION-RESISTANT ALUMINUM BASE PLATE WITH POWDERCOAT FINISH TO MATCH BODY
 - 1/2-13 x 18" LONG HOT DIPPED GALVANIZED STEEL ANCHOR BOLTS (4x)
 - 12" x 19" POURED-IN-PLACE CONCRETE FOOTING, SET FINISH SURFACE FLUSH WITH ADJACENT PROPOSED CONCRETE CURBING, AND +/- 2" ABOVE FINISH GRADE
 - ELECTRICAL CONDUIT SWEEPS INTO AND OUT OF BOLLARD BODY, EXTEND 4" ABOVE BASE OF BOLLARD, SEE ELECTRICAL ENGINEERING DRAWINGS
 - PROPOSED CONCRETE CURBING AT PLANTERS/CENTRAL WALKWAY
 - PROPOSED CENTRAL WALKWAY PERMEABLE PAVERS, SEE DETAILS X/LC-X.O
 - PERMEABLE SUBGRADE GRAVEL/ROCK, SEE DETAILS X/LC-X.O
 - PVC CONDUIT SLEEVES ARE TO BE USED UNDER ALL PAVING AREAS, SEE CONSTRUCTION PLANS FOR LOCATIONS AND SIZES
 - FINISH GRADE
 - 4.24" DIAMETER MOUNTING CIRCLE
 - 6.38" DIAMETER BASE PLATE
 - 3.0" DIAMETER CONDUIT OPENING
 - 0.55" DIAMETER MOUNTING HOLES (4x)
- BOLLARD LIGHTS:**
- MODEL: LBCOR-LED-BLACK TEXTURE
 MANUFACTURED BY FORMS+SURFACES
 (800) 451-0410
 sales@forms-surfaces.com
 WWW.airvolblock.com
- CONTRACTOR TO ACCOMMODATE TYPICAL 6 TO 8 WEEKS LEAD TIMES, CONTACT MANUFACTURER TO CONFIRM ACTUAL LEAD TIMES FOR PRODUCT

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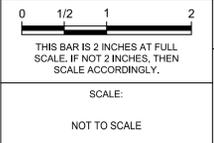
REV	DATE	BY	DESCRIPTION

MNS ENGINEERS INC
 ENGINEERING | SURVEYING
 CONSTRUCTION MANAGEMENT

201 Industrial Way
 Buellton, CA 93427
 Phone: 805-688-5200
 www.mnsengineers.com

DESIGNED:	CITY ENGINEER:	DATE
DRAWN:	R.C.E. EXP.	
CHECKED:		
QA/QC:	PROJECT ENGINEER:	DATE
CONSTRUCTABILITY:	R.C.E. EXP.	

4 BICYCLE RACK DETAIL
 SCALE: 1" = 1'-0"



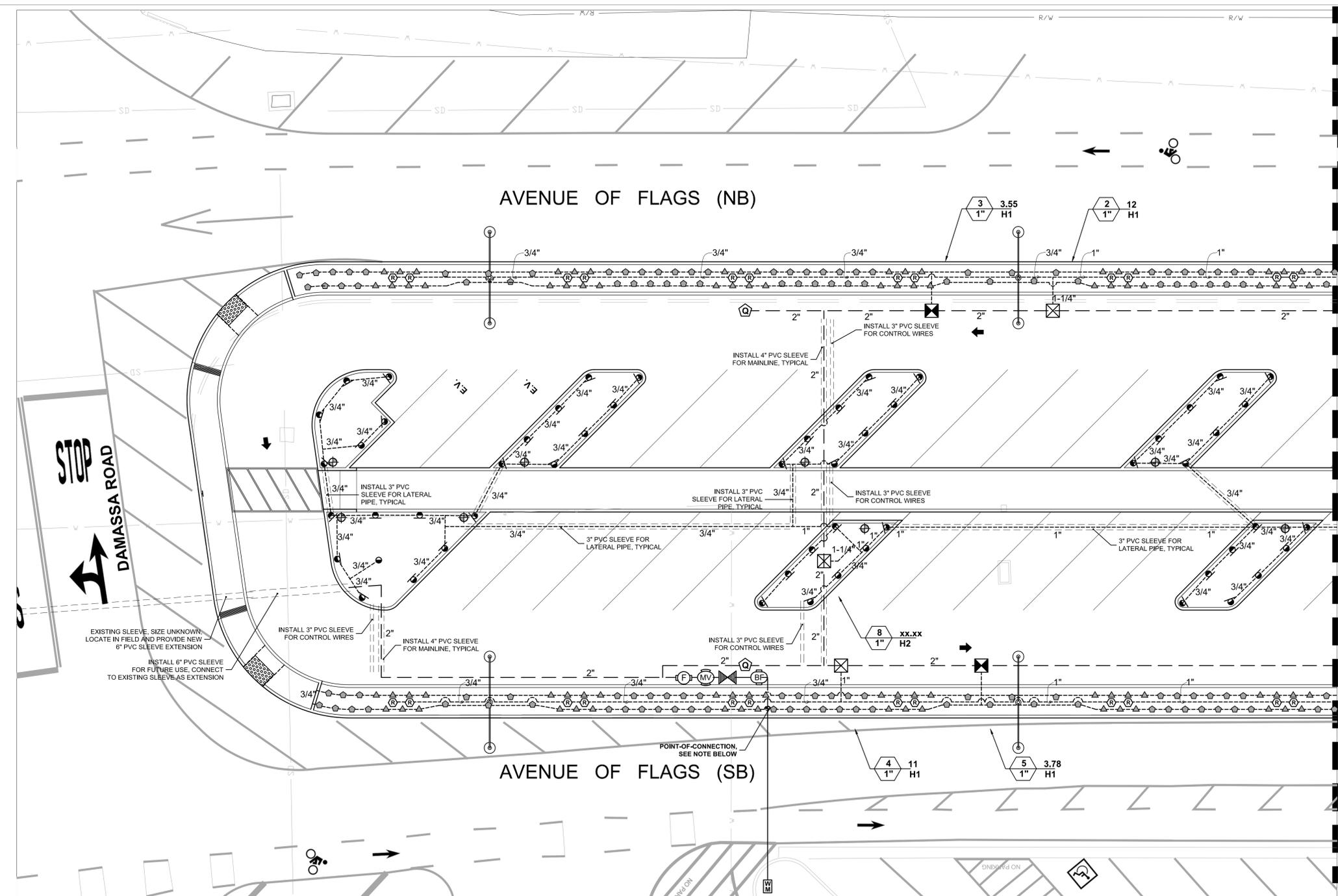
City of Buellton
 Median 2 Parking Lot - Avenue of Flags

LANDSCAPE CONSTRUCTION DETAILS

PROJECT NUMBER: **CIBUE.180531**
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 SHEET NUMBER: **X** OF **XX**



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IRRIGATION LEGEND			
SYMBOL	MANUFACTURER / MODEL / DESCRIPTION	QUANTITY	DETAIL
	HUNTER PROS-06-PRS30-CV-R / MP800SR-90 6" POP-UP SPRAY ROTATOR, RADIUS = 6' - 12' OPERATING PRESSURE = 30 PSI WITH FACTORY INSTALLED PRESSURE REGULATOR CHECK VALVE 90° TO 210° ADJUSTABLE ARC Q = 0.17 GPM, H = 0.33 GPM, F = 0.66 GPM	117	X/LX.0
	HUNTER RZWS-36-50-CV & RZWS-SLEEVE BELOW GRADE ROOT WATERING SYSTEM OPERATING PRESSURE = 15 PSIT TO 70 PSI WITH FACTORY INSTALLED CHECK VALVE AND PRESSURE COMPENSATING BUBBLER F = 0.50 GPM INCLUDE FILTER FABRIC SLEEVE - FIELD INSTALLED	46	X/LX.0
	HUNTER IH-12-05-CV POINT SOURCE DRIP EMITTERS, (2) EMITTERS PER SHRUB, (1) EMITTER ON EACH SIDE OF ROOTBALL, PRESSURE COMPENSATING, 1/2" FPT EMITTER F = 0.50 GPM	46	X/LX.0
	HUNTER IH-12-05-CV POINT SOURCE DRIP EMITTERS, (2) EMITTERS PER SHRUB, (1) EMITTER ON EACH SIDE OF ROOTBALL, PRESSURE COMPENSATING, 1/2" FPT EMITTER WITH CHECK VALVE SCREEN F = 0.50 GPM	46	X/LX.0
SYMBOL	MANUFACTURER / MODEL / DESCRIPTION	QUANTITY	DETAIL
	HUNTER ICV-101G 1" REMOTE CONTROL GLOBE VALVE WITH FILTER SENTRY SYSTEM OPERATING PRESSURE = 20 PSI TO 220 PSI FLOW RATES = 0.1 GPM TO 40.0 GPM	4	X/LX.0
	HUNTER ICZ-101-40 1" REMOTE CONTROL DRIP CONTROL ZONE KIT WITH 1" ICV GLOBE VALVE, 1" HY100 FILTER AND 40 PSI PRESSURE REGULATOR OPERATING PRESSURE = 20 PSI TO 120 PSI FLOW RATES = 2.0 GPM TO 20.0 GPM	4	X/LX.0
	HUNTER HQ-SLRC 1-PIECE BRASS QUICK COUPLER VALVE 1" NPT INLET THREADS PROVIDE (2) KEYS #HK-55 PROVIDE (2) SWIVELS #HS-2 FOR 1" HOSE PROVIDE (1) COMMERCIAL GRADE 1" HOSE	6	X/LX.0
	NIBCO T-113-K BRONZE IRRIGATION GATE VALVE (THREADED ENDS), SAME SIZE AS MAINLINE PIPE DIAMETER AT VALVE LOCATION. INSTALL IN VALVE BOX	1	X/LX.0
	HUNTER ACC-1200 12 STATION AUTOMATIC IRRIGATION CONTROLLER 'A'. INSTALL IN V.I.T. STRONGBOX VANDAL-RESISTANT STAINLESS STEEL ENCLOSURE. INCLUDE CONTROLLER SUB-ASSEMBLY (CSA)	1	X/LX.0
V.I.T STRONGBOX SB-18SS-CSA			
THIRD PARTY ASSEMBLED UNITS ALLOWED WITH NO SUBSTITUTION OF THE CONTROLLER AS SPECIFIED, MUST INCLUDE COMPLETE SUB-ASSEMBLY OF GFI OUTLETS, SWITCHES, AND TERMINAL STRIPS			
	HUNTER WIRELESS SOLAR SYNC SENSOR WSS-SEN IRRIGATION CONTROLLER ET SENSOR / TRANSMITTER WITH WIRELESS RECEIVER MODULE	1	X/LX.0
	HUNTER IBV-101G-FS 1" NORMALLY CLOSED REMOTE CONTROL BRASS MASTER VALVE OPERATING PRESSURE = 20 PSI TO 220 PSI FLOW RATES = 0.1 GPM TO 40.0 GPM	1	X/LX.0
	HUNTER HC-150-FLOW 1-1/2" FLOW METER WITH REAL-TIME FLOW MONITORING MAXIMUM WORKING PRESSURE = 230 PSI FLOW RATES = 0.88 GPM TO 66.0 GPM	1	X/LX.0
	ZURN WILKINS 375-XL-2"-S-70XL 2" REDUCED PRESSURE PRINCIPLE BACKFLOW ASSEMBLY WITH UNION CONNECTIONS, FULL PORT QUARTER TURN BALL VALVES, ZURN MODEL SXL LEAD-FREE BRONZE "Y" TYPE STRAINER, AND ZURN MODEL 70XL BRONZE PRESSURE REDUCING VALVE MAXIMUM WORKING PRESSURE = 175 PSI	1	X/LX.0
	IRRIGATION CONTROLLER ELECTRICAL SERVICE, 120/240 VAC, 50/60 Hz BY OTHERS		
	IRRIGATION LATERAL LINE: PVC CLASS 200 PVC CLASS 200 IRRIGATION PIPE. PURPLE COLOR FOR RECLAIMED WATER USE, ONLY LATERAL TRANSITION PIPE SIZES 1" AND ABOVE ARE INDICATED ON THE PLANS, WITH ALL OTHER PIPE SIZES BEING 3/4"	N/A	X/LX.0
	IRRIGATION MAINLINE: PVC SCHEDULE 40 PVC SCHEDULE 40 IRRIGATION PIPE. PURPLE COLOR FOR RECLAIMED WATER USE SIZE, PER PLAN.	N/A	X/LX.0
	PIPE SLEEVE: PVC SCHEDULE 40 TYPICAL PIPE SLEEVE FOR IRRIGATION PIPE. PIPE SLEEVE SIZE SHALL ALLOW FOR IRRIGATION PIPING AND THEIR RELATED CONNECTIONS TO EASILY SLIDE THROUGH SLEEVING MATERIAL. EXTEND SLEEVES 18" BEYOND EDGES OF PAVING OR CONSTRUCTION.	N/A	X/LX.0

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- DO NOT INSTALL THE IRRIGATION SYSTEM AS SHOWN WHEN IT IS OBVIOUS THAT UNFORSEEN OBSTRUCTIONS, GRADE DIFFERENCES, OR DIFFERENCES IN AREA DIMENSIONS WOULD REQUIRE A CHANGE IN THE SYSTEMS DESIGN. NOTIFY THE OWNER IMMEDIATELY UPON DISCOVERY OF SUCH DISCREPANCIES.
- COORDINATE PIPE AND WIRE SLEEVE INSTALLATION WITH PAVING CONTRACTOR.
- ADJUST IRRIGATION HEADS TO PROVIDE OPTIMAL COVERAGE AND REDUCE OVERSPRAY ONTO WALLS, PAVING, AND FENCES.
- ALL PIPE AND WIRES UNDER PAVING SHALL BE INSTALLED IN SLEEVES.
- USE SPRINKLER HEADS WITH INTERNAL CHECK VALVES TO PREVENT LOW-HEAD DRAINAGE.
- PRESSURE REGULATING DEVICES ARE REQUIRED IF WATER PRESSURE IS BELOW OR EXCEEDS THE RECOMMENDED PRESSURE OF THE SPECIFIED IRRIGATION DEVICES.
- A DIAGRAM OF THE IRRIGATION PLAN SHOWING HYDROZONES SHALL BE KEPT WITH THE IRRIGATION CONTROLLER FOR SUBSEQUENT MANAGEMENT PURPOSES.
- A CERTIFICATE OF COMPLETION SHALL BE FILLED OUT AND CERTIFIED BY EITHER THE DESIGNER OF THE LANDSCAPE PLANS, IRRIGATION PLANTS, OR THE LICENSED LANDSCAPE CONTRACTOR FOR THE PROJECT.
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CALL UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA TOLL FREE AT 1-800-422-4133 OR 8-1-1 TWO WORKING DAYS BEFORE YOU DIG

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BACKFLOW PREVENTER INSTALLATION NOTE:
THE BACK FLOW DEVICE SHALL BE INSTALLED PRIOR TO ANY CONNECTIONS OR SPLITTING OF THE CONSUMER/PRIVATE LINES.

POINT-OF-CONNECTION:
P.O.C. - POINT-OF-CONNECTION: LOCATE EXISTING WATER METER ON AVENUE OF FLAGS, CONNECT TO EXISTING SERVICE LINE WHERE IT ENTERS MEDIAN. INSTALL TYPE 'K' COPPER TO NEW BACKFLOW DEVICE, FLOW SENSOR, AND MASTER VALVE. CONNECT NEW 2" PVC MAINLINE AND INSTALL LINE SIZED BALL VALVE (IN VALVE BOX), RUN NEW PVC MAINLINE TO VALVE LOCATIONS.

CONTROLLER NOTE:
INSTALL IRRIGATION CONTROLLER FINAL LOCATION BY OWNER, PROVIDE 120V 60 HERTZ POWER CONNECTION TO THE CONTROLLER, RUN CONTROL WIRES THROUGH CONDUIT TO PLANTER AREAS / VALVES AND RAIN SENSOR, COORDINATE WITH ELECTRICAL DRAWINGS AND TRADES. ALL ELECTRICAL WORK SHALL CONFORM TO ALL APPLICABLE CODES.

RAIN SENSOR:
INSTALL THE RAIN SENSOR ON ADJACENT FLAG POLE WHERE IT WILL BE EASILY MAINTAINED AND WHERE IT WILL RECEIVE UNOBSTRUCTED RAINFALL. COORDINATE WITH ELECTRICAL TRADES FOR PROVISIONS OF WIRING CONDUITS TO FLAG POLE.

REV	DATE	BY	DESCRIPTION

DESIGNED: _____
DRAWN: _____
CHECKED: _____
QA/QC: _____
CONSTRUCTABILITY: _____

CITY ENGINEER: _____ DATE _____
R.C.E. EXP.

PROJECT ENGINEER: _____ DATE _____
R.C.E. EXP.

City of Buellton
Median 2 Parking Lot - Avenue of Flags

REGISTERED PROFESSIONAL ENGINEER
ROSE H E S
C 66755
Exp. 9-30-20
CIVIL
STATE OF CALIFORNIA

0 1/2 1 2
THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY.
SCALE: _____
NOT TO SCALE

SEE SHEETS L7.0 & L8.0 FOR LANDSCAPE IRRIGATION DETAILS

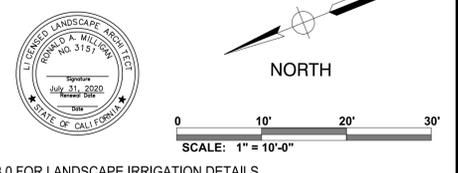
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PROJECT NUMBER
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DRAWING NUMBER
L-4

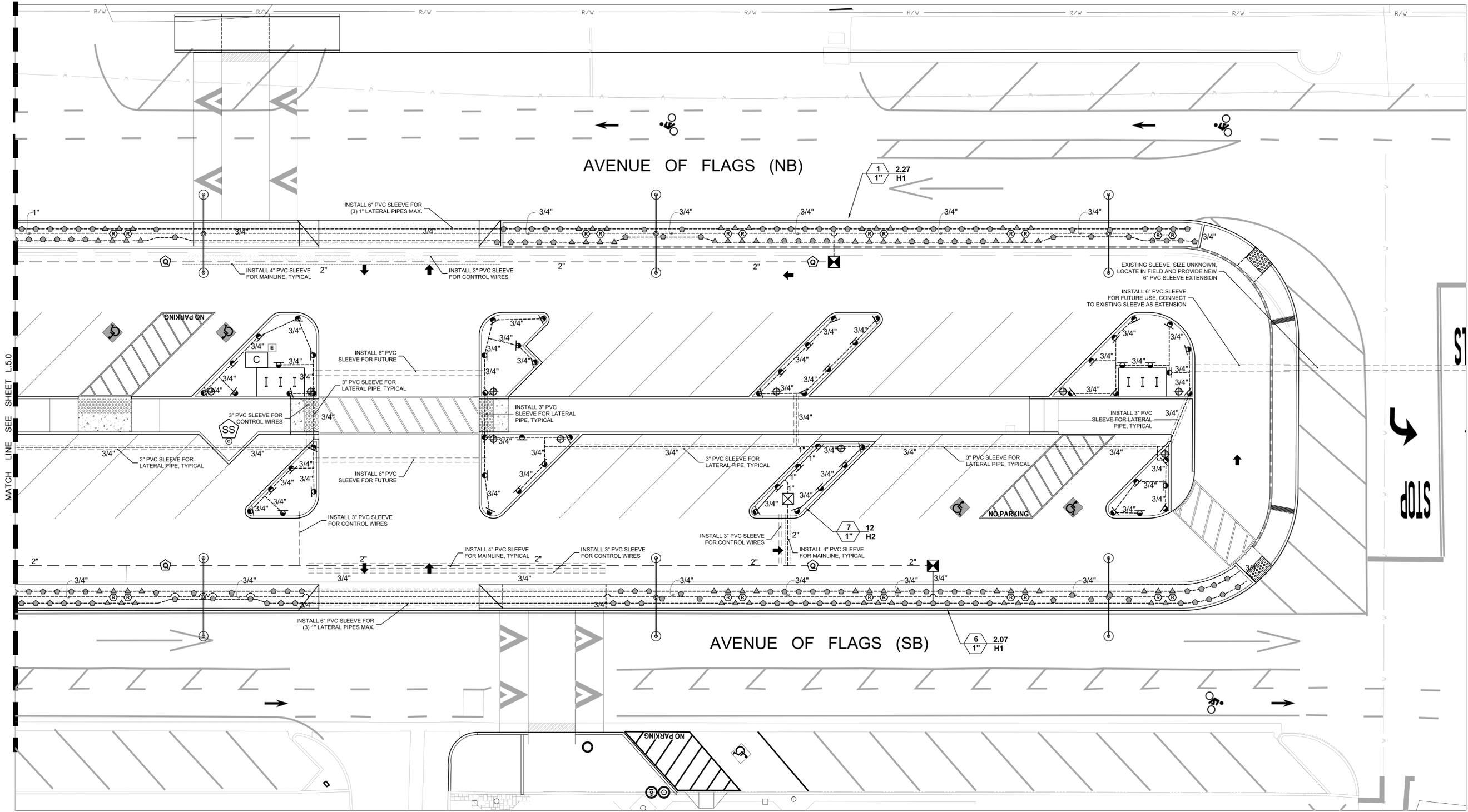
SHEET NUMBER
X OF XX

LANDSCAPE IRRIGATION PLAN



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65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION



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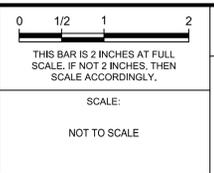
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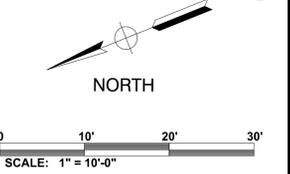
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LANDSCAPE IRRIGATION PLAN

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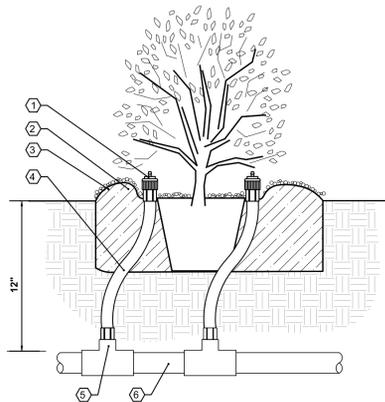
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L-5

SHEET NUMBER
X OF **XX**



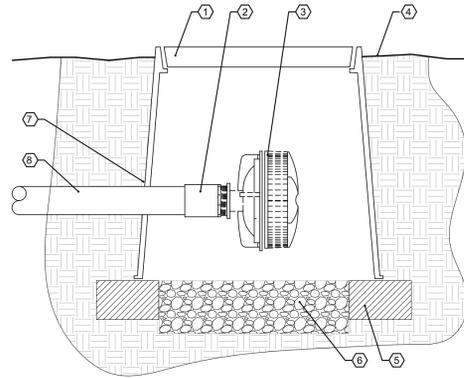
SEE SHEET L5.0 FOR LANDSCAPE IRRIGATION LEGEND
 SEE SHEETS L7.0 & L8.0 FOR LANDSCAPE IRRIGATION DETAILS

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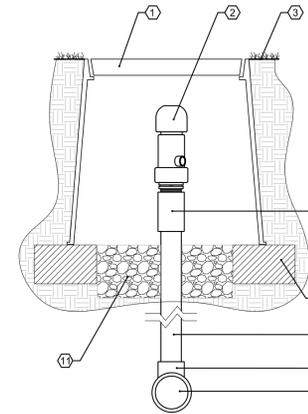
- DETAIL 1/L-7 LEGEND:**
- POINT SOURCE DRIP EMITTER, 2 PER PLANT
 - 6" HIGH WATERING BASIN
 - MINIMUM 3" LAYER OF APPROVED MULCH
 - HUNTER IH-12-XXCV FLEXIBLE PVC RISER WITH 1/2" FPT CONNECTIONS, 2 PER PLANT
 - ALWAYS ORIENT FITTING OUTLET UPWARDS, NOT SIDEWAYS
 - PVC LATERAL PIPE, SEE LEGEND, LATERAL MUST PASS NEXT TO SHRUB ROOTBALL

1
L-7 N.T.S. **SHRUB EMITTER DETAIL**



- DETAIL 2/L-7 LEGEND:**
- 9" ROUND VALVE BOX, TOP 1/2" ABOVE GRADE, HEAT STAMP LID WITH "AFV"
 - SCH. 40 PVC SLP x FPT FITTING
 - AUTOMATIC FLUSH VALVE 1/2" NPT INLET, NETAFIM MODEL TLO50MFV-1, INSTALL AT FURTHEST END OF SYSTEM FROM SUPPLY HEADER
 - FINISH GRADE
 - BRICK SUPPORTS, 4 PER BOX TYPICAL
 - 3/4" WASHED GRAVEL, 6" MINIMUM DEPTH
 - SEAL ALL BOX OPENINGS AT PIPE PENETRATIONS WITH 10 ML PLASTIC TAPE
 - SCH. 40 PVC EXHAUST HEADER

2
L-7 N.T.S. **AUTOMATIC FLUSH VALVE**



- DETAIL 3/L-7 LEGEND:**
- 9" ROUND VALVE BOX, TOP 1/2" ABOVE GRADE, HEAT STAMP LID WITH "ARV"
 - 3/4" AIR/VACUUM RELIEF VALVE, HUNTER ARV-075, 3/4" MPT THREADED BODY, USE FOR INSTALLATIONS ON PVC LATERALS OR HEADERS
 - FINISH GRADE
 - 3/4" SCH. 40 PVC FITTING (SLP x FPT)
 - HUNTER PLD DRIPLINE FITTING PLD-050-TB-TEE, 1/2" FPT x 17mm BARB TEE
 - IRRIGATION DRIPLINE, HUNTER HDL-06-12, SEE IRRIGATION PLANS AND LEGEND
 - 3/4" SCH. 40 PVC RISER, FIELD CUT TO LENGTH
 - SCH. 40 PVC ELL OR TEE FITTING
 - SCH. 40 PVC SUPPLY HEADER / EXHAUST HEADER, SIZE PER PLANS AND LEGEND
 - BRICK SUPPORTS, 4 PER BOX TYPICAL
 - 3/4" WASHED GRAVEL, 6" MINIMUM DEPTH

3
L-7 N.T.S. **AIR / VACUUM RELIEF VALVE DETAIL**

PRESSURE LOSS CALCULATION:

P.O.C. NUMBER: 1
 WATER SOURCE INFORMATION:
 1" EXISTING WATER METER
 STATIC PRESSURE = 100 PSI (HIGH) / 90 PSI (LOW)
 ELEVATION = XXX FT
 PRESSURE OBTAINED FROM
 LA DEPARTMENT OF WATER & POWER
 NEEMA P. (310) 317-1389

STATION NUMBER: 22

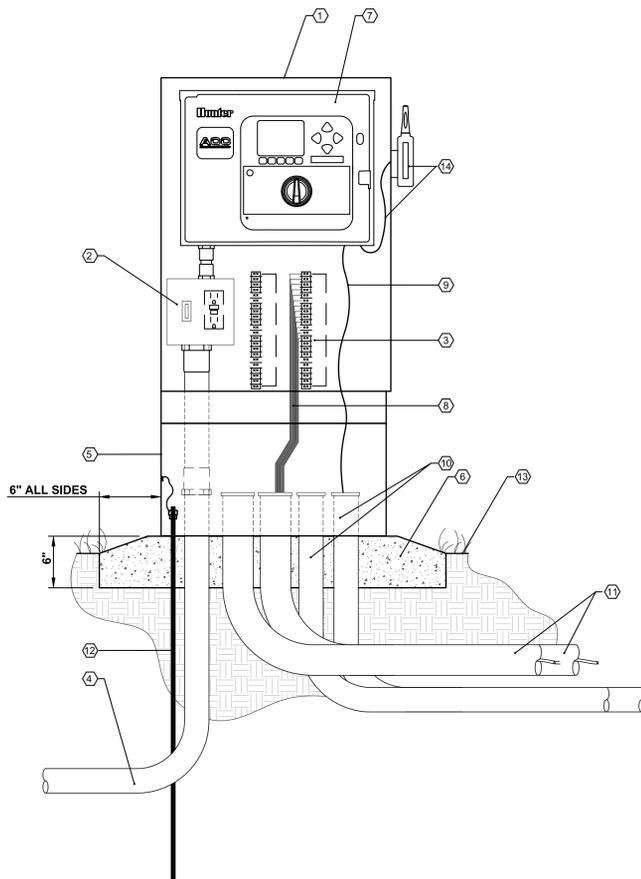
AVAILABLE FLOW:
 POINT OF CONNECTION SIZE: 1"
 AVAILABLE FLOW: +/- XX gpm

AVAILABLE PRESSURE:
 STATIC PRESSURE AT P.O.C.: 90 PSI (LOW)
 (AVAILABLE PRESSURE) 100 PSI (HIGH)

PRESSURE LOSS:
 MAXIMUM STATION FLOW: 4.13 G.P.M.
 AVAILABLE FLOW AT P.O.C.: T.B.D.
 RESIDUAL AVAILABLE FLOW: T.B.D.

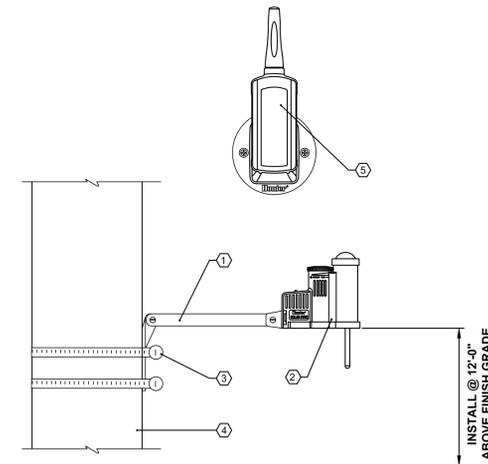
PRESSURE REQUIRED AT STATION: 30.0 PSI
 LATERAL LOSSES: 1.25 PSI
 MAIN LINE LOSSES: 0.04 PSI
 FITTING LOSSES: 0.13 PSI
 CONTROL VALVE LOSS: 3.00 PSI
 ELEVATION CHANGE LOSS / GAIN: -29.92 PSI
 MASTER VALVE LOSS: 0.50 PSI
 BACKFLOW LOSS: 12.00 PSI
 WATER METER LOSS: N/A
 REQUIRED PRESSURE AT P.O.C.: 17.0 PSI

RESIDUAL PRESSURE AVAILABLE: +73 PSI (LOW)
 +83 PSI (HIGH)



- DETAIL 4/L-7 LEGEND:**
- STRONGBOX ENCLOSURE, FRONT ENTRY PN# SB-18SS, STAINLESS STEEL IRRIGATION CONTROLLER ENCLOSURE,
 - CONTROLLER SUB-ASSEMBLY (CSA) INCLUDES GFI OUTLETS, POWER SWITCH
 - TERMINAL STRIPS WITH PLACARDS (PART OF CSA)
 - 120 VOLT ELECTRICAL SERVICE IN CONDUIT, SEE ELECTRICAL ENGINEERING DRAWINGS
 - STRONGBOX STAINLESS STEEL PEDESTAL RISER PN# PED-18SS
 - POURED IN PLACE CONCRETE BASE, 6" MINIMUM THICKNESS, EXTEND 4" BEYOND OUTSIDE DIMENSIONS OF ENCLOSURE, ADD 1/2% SLOPE FOR DRAINAGE
 - HUNTER ACC IRRIGATION CONTROLLER, INSTALL INTO ENCLOSURE PER MANUFACTURER'S INSTRUCTIONS
 - IRRIGATION VALVE CONTROL WIRES
 - FLOW SENSOR/METER DATA WIRES (2), MINIMUM 18 AWG-UP (2.08mm2) SHIELDED WIRE WITH DIFFERENT COLOR FROM CONTROL/Common WIRES
 - (2) 1-1/2" PVC ELECTRICAL CONDUIT AND SWEEPS, LEAVE ONE EMPTY AS SPARE FOR FUTURE DATA WIRE INSTALLATION, INCLUDE PLASTIC WIRE PROTECTION GROMMETS
 - (2) 2" PVC ELECTRICAL CONDUIT AND SWEEPS FOR IRRIGATION VALVE CONTROL WIRES, INCLUDE PLASTIC WIRE PROTECTION GROMMETS
 - GROUNDING ELECTRODE, LUGS, CLAMPS AND WIRE, INSTALL AS REQUIRED BY ALL APPLICABLE CODES
 - FINISH GRADE
 - SOLAR-SYNC WIRELESS SENSOR RECEIVER AND WIRES, INSTALL RECEIVER ON SIDE OF STEEL ENCLOSURE THAT WILL RECEIVE STRONGEST SIGNAL FROM SENSOR / TRANSMITTER LOCATED ON ADJACENT FLAG POLE., SEE SENSOR DETAIL THIS SHEET.

4
L-7 N.T.S. **CONTROLLER PEDESTAL MOUNT DETAIL**



- DETAIL 5/L-7 LEGEND:**
- HUNTER SOAR-SYNC WALL MOUNT BRACKET
 - ET SENSOR, HUNTER SOLAR SYNC WIRELESS SENSOR TRANSMITTER
 - (2) HEAVY DUTY STAINLESS STEEL WORM GEAR CLAMPS
 - PROPOSED METAL FLAG POLE
 - ET SENSOR HUNTER SOLAR-SYNC WIRELESS SENSOR RECEIVER, INSTALL ON IRRIGATION CONTROLLER CABINET, PER DETAIL THIS SHEET

NOTE:
 MOUNT SENSOR ON SIDE OF POLE WHERE IT WILL BE EXPOSED TO UNOBSTRUCTED RAINFALL, BUT NOT IN PATH OF SPRINKLER SPRAY

5
L-7 N.T.S. **SOLAR-SYNC SENSOR DETAIL**



ATTENTION:
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UNAUTHORIZED CHANGES & USES

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REV	DATE	BY	DESCRIPTION

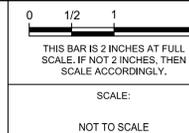


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City of Buellton
 Median 2 Parking Lot - Avenue of Flags

LANDSCAPE IRRIGATION DETAILS

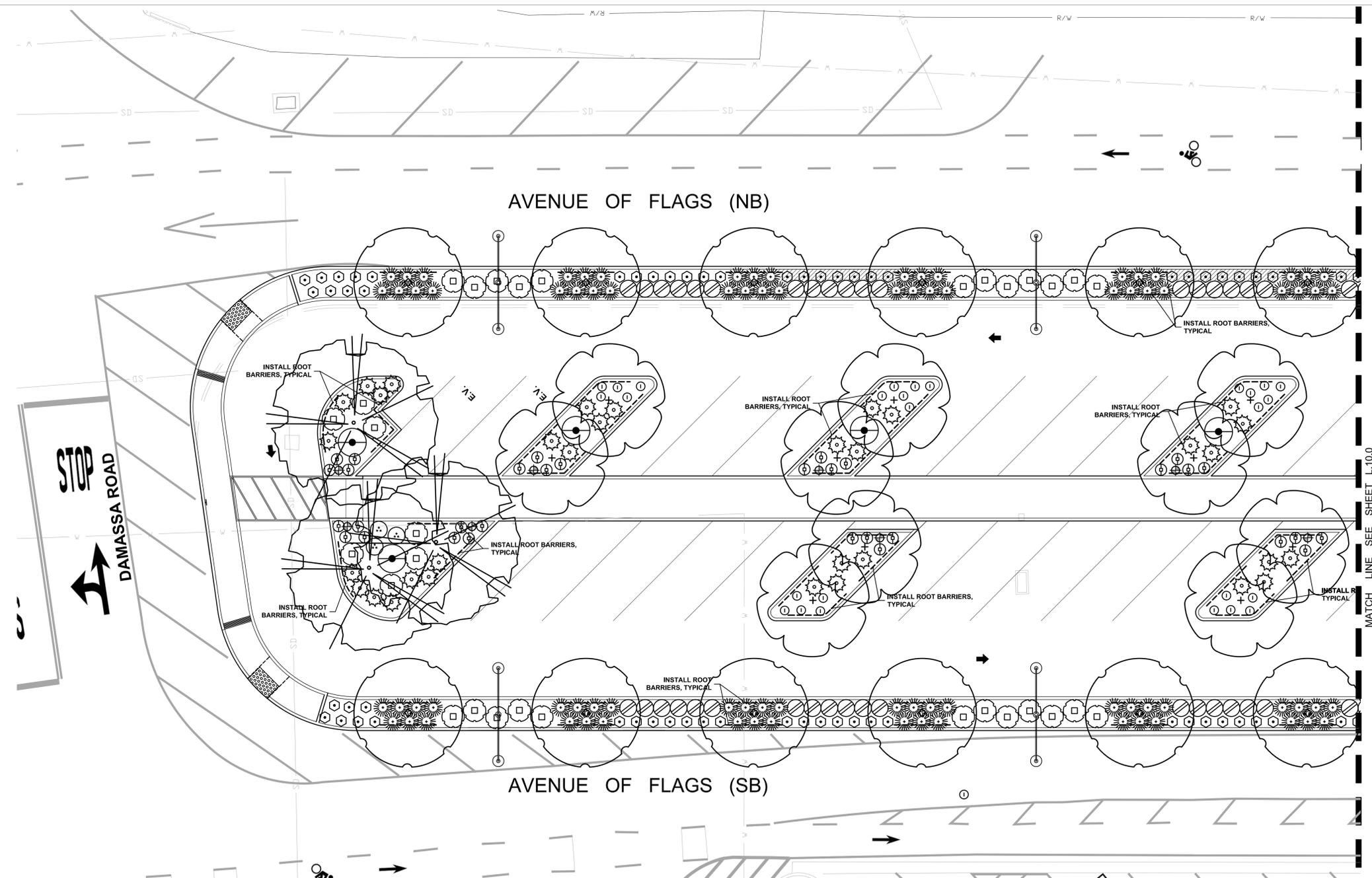
PROJECT NUMBER
CIBUE.180531

DRAWING NUMBER
L-7

SHEET NUMBER
X OF **XX**

65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION

65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION



PLANT LEGEND						
SYMBOL	BOTANICAL NAME COMMON NAME	MINIMUM CONTAINER SIZE	QUANTITY L5.0 / L6.0	SIZE H x W	DETAIL	WUCOLS RATING
TREES	ARBUTUS 'MARINA' (STANDARD TRUNK) MARINA STRAWBERRY TREE	24" BOX	10 / 4	20' x 20'	1, 5, 6/L11.0	LOW
	QUERCUS AGRIFOLIA COAST LIVE OAK	60" BOX	3 / 8	30' x 50'	2, 5, 6/L11.0	LOW
	LAGERSTROEMIA 'NATCHEZ' (STANDARD TRUNK) NATCHEZ CREPE MYRTLE	24" BOX	12 / 11	25' x 12'	1, 5, 6/L11.0	LOW
SHRUBS	ACHILLEA x 'MOONSHINE' MOONSHINE YARROW	1 GALLON	32 / 30	2' x 2'	3/L11.0	LOW
	ARCTOSTAPHYLOS DENSIFLORA 'HARMONY' HARMONY MANZANITA	15 GALLON	5 / 5	4' x 6'	3/L11.0	LOW
	ARCTOSTAPHYLOS UVA-URSI 'WOOD'S COMPACTA' WOOD'S COMPACT KINKINNICK	1 GALLON	64 / 79	6" x 4"	3/L11.0	LOW
	BOUTELOUA GRACILIS 'BLONDE AMBITION' BLONDE AMBITION BLUE GRANNA	1 GALLON	33 / 37	3' x 3'	3/L11.0	LOW
	LAVANDULA STOECHAS 'OTTO QUAST' OTTO QUAST SPANISH LAVENDER	5 GALLON	39 / 35	2' x 3'	3/L11.0	LOW
	LOMANDRA LONGIFOLIA 'BREEZE' BREEZE DWARF MAT RUSH	5 GALLON	84 / 70	3' x 3'	3/L11.0	LOW
	SALIA MICROPHYLLA 'HOT LIPS' HOT LIPS SAGE	5 GALLON	3 / 11	3' x 3'	3/L11.0	LOW
	ZAUSCHNERIA CALIFORNICA 'BERT'S BLUFF' BERT'S BLUFF CALIFORNIA FUCHSIA	1 GALLON	31 / 15	3' x 3'	3/L11.0	LOW

INSTALL A 3" LAYER OF MEDIUM-SIZE FIR OR REDWOOD BARK IN ALL SHRUB AND GROUNDCOVER PLANTER AREAS. BARK ONLY. RECYCLED LUMBER, YARD WASTE, OR OTHER NON-BARK WOOD PRODUCTS ARE NOT ACCEPTABLE.

GROUNDCOVERS

MATCH LINE SEE SHEET L.10.0

PLANTING NOTES:

- ALL WORK SHALL CONFORM TO APPLICABLE LOCAL CODES.
- ALL PLANT LOCATIONS ARE DIAGRAMMATIC. ACTUAL LOCATIONS SHALL BE VERIFIED WITH THE OWNER'S AUTHORIZED REPRESENTATIVE PRIOR TO PLANTING.
- ALL PLANT MATERIAL WITHIN A SPECIES SHALL HAVE SIMILAR SIZE AND SHALL BE OF A FORM TYPICAL FOR THE SPECIES. ANY PLANT DEEMED UNACCEPTABLE BY THE OWNER'S AUTHORIZED REPRESENTATIVE SHALL BE IMMEDIATELY REMOVED FROM THE SITE AND SHALL BE REPLACED WITH AN ACCEPTABLE PLANT OF LIKE TYPE AND SIZE AT THE CONTRACTOR'S EXPENSE. ANY MATERIAL APPEARING TO BE UNHEALTHY, EVEN IF DETERMINED TO STILL BE ALIVE, SHALL NOT BE ACCEPTED. THE OWNER'S AUTHORIZED REPRESENTATIVE SHALL BE THE SOLE JUDGE AS TO THE ACCEPTABILITY OF PLANT MATERIAL.
- ALL TREES SHALL BE STANDARD IN FORM UNLESS OTHERWISE SPECIFIED OR NOTED ON PLANS OR PLANTING LEGEND.
- CONTRACTOR SHALL APPLY A PRE-EMERGENT HERBICIDE BETWEEN PLANT MATERIAL, PER SPECIFICATIONS.
- IN SHRUB SLOPE AREAS, FINISH GRADES SHALL BE 2" BELOW VAULTS, BOXES, ETC.
- IN AREAS OTHER THAN SLOPES, FINISH GRADES SHALL DRAIN A MINIMUM OF TWO (2) PERCENT AWAY FROM ALL BUILDINGS, AND SHALL MATCH CIVIL ENGINEER'S GRADING AND FLOW LINES UNLESS OTHERWISE NOTED.
- AFTER FINISH GRADES HAVE BEEN ESTABLISHED, CONTRACTOR SHALL HAVE SOIL SAMPLES TESTED BY AN ESTABLISHED SOIL TESTING LABORATORY FOR THE FOLLOWING ITEMS: SOIL FERTILITY, ORGANIC MATTER CONTENT, AGRICULTURAL SUITABILITY, AND SALT AND BORON CONTENT. EACH SAMPLE SUBMITTED SHALL CONTAIN APPROXIMATELY ONE QUART OF SOIL, BUT NO LESS. CONTRACTOR SHALL ALSO SUBMIT THE PROJECT PLANT LIST TO THE LABORATORY ALONG WITH THE SOIL SAMPLES. THE SOIL REPORT PRODUCED BY THE LABORATORY SHALL CONTAIN RECOMMENDATIONS FOR THE FOLLOWING ITEMS (AS APPROPRIATE) AND BE INCORPORATED IN THE WATER MANAGEMENT PROGRAM FOR PROJECT ESTABLISHMENT AND MAINTENANCE:

ANALYTICAL RESULTS FOR THE SOILS:
 SOIL pH
 NUTRIENTS
 SALINITY
 TEXTURE
 WATER INFILTRATION RATES
 GENERAL RECOMMENDATIONS

PLANTING RECOMMENDATIONS:
 BACKFILL MIXES FOR SHRUBS
 BACKFILL RECOMMENDATIONS FOR PALMS
 PRE-PLANT SOIL AMENDMENT FOR ANNUAL COLOR BEDS
 SOIL FOR POTTERY AND CONTAINERS

FERTILIZER PROGRAM:
 PLANT ESTABLISHMENT FERTILIZATION RECOMMENDATIONS
 ON-GOING MAINTENANCE FERTILIZATION RECOMMENDATIONS

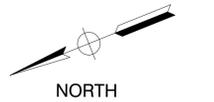
- ALL SHRUB PLANTING AREAS OTHER THAN SLOPES SHALL RECEIVE A SURFACE LAYER OF MULCH AS FOLLOWS:
 ALL INTERIOR ISLANDS AND PLANTING AREAS ...
 ALL PERIMETER PLANTING AREAS ...
 PROVIDE A MULCH WITHIN PLANTING WATERING BERMS OF ALL SHRUBS AND TREES CONSISTING OF A BLEND OF 65% SHREDED REDWOOD OR FIR BARK AND 35% MEDIUM REDWOOD OR FIR DECORATIVE BARK. 1" DEPTH WITHIN WATERING BERM AROUND PLANT BASE. NO BARE EARTH SHALL BE SHOWING THROUGH MULCH COVER. CONTRACTOR TO PROVIDE SAMPLES OF MULCH FOR REVIEW BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. PROVIDE MINIMUM OF 1 CU. FT. FOR MULCH REVIEW.
- ANY COMPACTED SOILS IN PLANTING AREAS SHALL BE RETURNED TO A "FRILABLE" CONDITION PRIOR TO THE INSTALLATION OF PLANT MATERIALS. FRILABLE CONDITION IS DEFINED AS EASILY CRUMBLING OR LOOSELY COMPACTED CONDITION WHEREBY THE ROOT STRUCTURE OF NEWLY PLANTED MATERIAL WILL BE ALLOWED TO SPREAD UNIMPEDED.
- EXISTING PLANT MATERIAL:
 ANY PLANT MATERIAL DAMAGED BY THE CONTRACTOR SHALL BE REPLACED WITH ONE OF THE SAME TYPE AND SIZE AT THE CONTRACTOR'S OWN EXPENSE, AS DETERMINED BY THE OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE.
- THE CONTRACTOR IS RESPONSIBLE FOR BEING AWARE OF ALL EXISTING OR PROPOSED UTILITIES, AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THE UTILITIES AND OR ANY INJURY TO ANY PERSON OR PROPERTY.

- THE CONTRACTOR SHALL INSTALL ROOT BARRIERS NEAR ALL TREES THAT ARE LOCATED WITHIN FIVE (5) FEET OF PAVING OR CURBS AS WELL AS ANY OTHER INDIVIDUAL LOCATION SHOWN ON THE PLANS. ROOT BARRIERS SHALL BE "DEEP ROOT" OR EQUIVALENT, 24" DEEP PANELS. BARRIERS SHALL BE LOCATED IMMEDIATELY ADJACENT TO HARDSCAPE, WALLS, AND/OR FOUNDATIONS PER THE ROOT BARRIER DETAIL ON THESE PLANS. INSTALL PANELS PER MANUFACTURER'S RECOMMENDATIONS. UNDER NO CIRCUMSTANCES SHALL THE CONTRACTOR USE ROOT BARRIERS OF A TYPE THAT COMPLETELY ENCIRCLE THE ROOTBALL. INSTALL PER DETAILS X & X SHEET L.X.0.
- PLANT QUANTITIES SHOWN ON LEGENDS ARE FOR GENERAL INFORMATION. IN THE CASE WHERE THERE ARE DISCREPANCIES, THE CONTRACTOR SHALL USE THE HIGHER NUMBER COUNT BETWEEN THE LEGEND QUANTITIES AND ACTUAL PLANT COUNTS.
- THE CONTRACTOR SHALL MAINTAIN THE PROJECT IN A HEALTHY AND WEED-FREE CONDITION FOR A PERIOD OF NINETY (90) DAYS.

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FOR ALL TREES AND SHRUBS:
 6 PARTS BY VOLUME ON-SITE SOIL
 3 PARTS BY VOLUME NITROGEN STABILIZED ORGANIC AMENDMENT
 10 LBS. 12-12-12 FERTILIZER PER CU. YD.
 10 LBS. AGRICULTURAL GYPSUM PER CU. YD.
 2 LBS. IRON SULPHATE PER CU. YD.



SCALE: 1" = 10'-0"

SEE SHEET L11.0 FOR LANDSCAPE PLANTING DETAILS

REV	DATE	BY	DESCRIPTION

MNS ENGINEERS INC.
 ENGINEERING | SURVEYING
 CONSTRUCTION MANAGEMENT

201 Industrial Way
 Buellton, CA 93427
 Phone: 805-686-5200
 www.mnsengineers.com

DESIGNED:
 DRAWN:
 CHECKED:
 QA/QC:
 CONSTRUCTABILITY:

CITY ENGINEER:
 R.C.E. EXP. DATE

PROJECT ENGINEER:
 R.C.E. EXP. DATE



0 1/2 1 2
 THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY.
 SCALE:
 NOT TO SCALE

City of Buellton
 Median 2 Parking Lot - Avenue of Flags

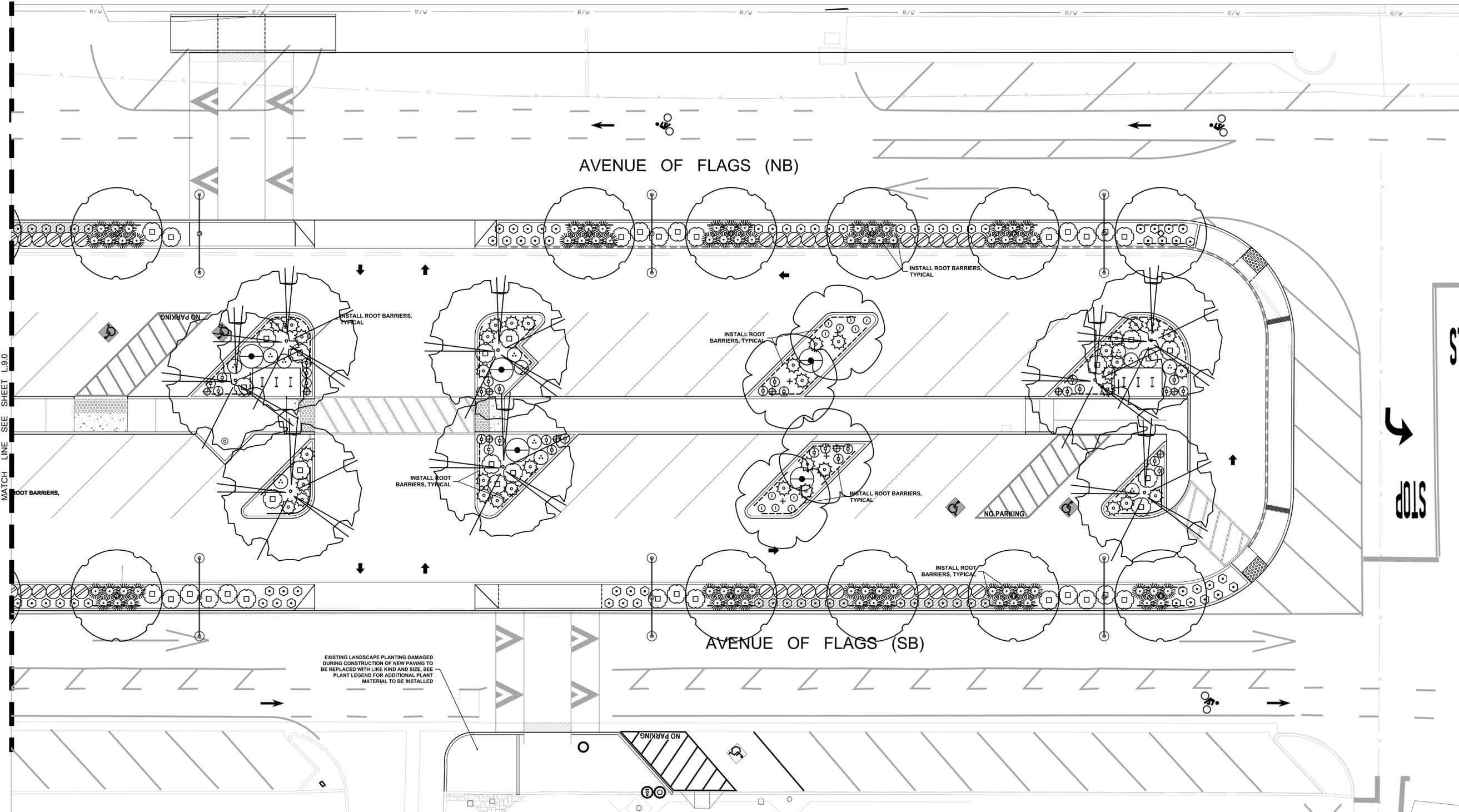
LANDSCAPE PLANTING PLAN

PROJECT NUMBER
CIBUE.180531

DRAWING NUMBER
L-8

SHEET NUMBER
X OF XX

65% DRAFT SUBMITTAL - NOT FOR CONSTRUCTION



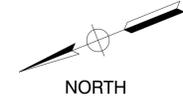
MATCH LINE SEE SHEET L.9.0

STOP

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EXISTING LANDSCAPE PLANTING DAMAGED DURING CONSTRUCTION OF NEW PAVING TO BE REPLACED WITH LIKE KIND AND SIZE. SEE PLANT LEGEND FOR ADDITIONAL PLANT MATERIAL TO BE INSTALLED



SCALE: 1" = 10'-0"

SEE SHEET L9.0 FOR LANDSCAPE PLANTING LEGEND
 SEE SHEET L11.0 FOR LANDSCAPE PLANTING DETAILS

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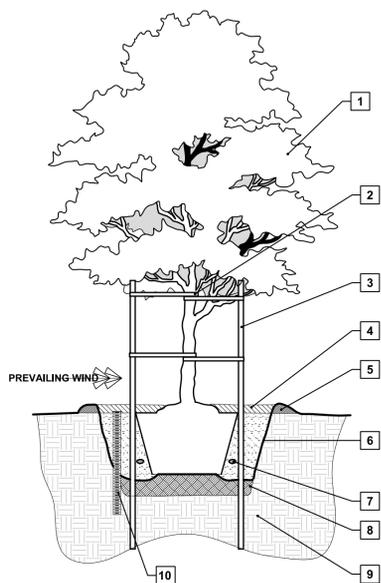


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City of Buellton
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LANDSCAPE PLANTING PLAN

PROJECT NUMBER
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 DRAWING NUMBER
L-9
 SHEET NUMBER
X OF XX



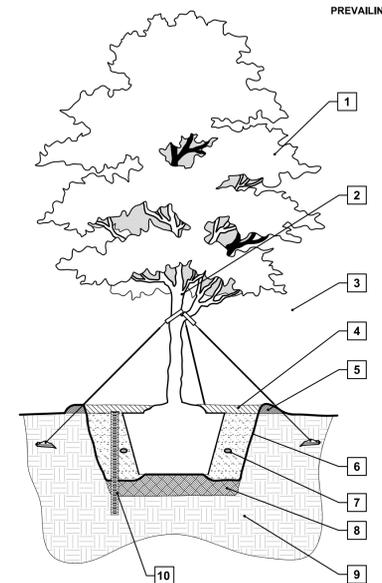
DETAIL LEGEND:

- 1 TREE PLANTING
- 2 (4) V.I.T. 'CINCH-TIES' RUBBER TIES
- 3 LODGEPOLE PINE TREE STAKE. DIAMETER AND LENGTH AS FOLLOWS:
15 GALLON TREE 2"Ø x 10'-0"
24" BOX TREE 2"Ø x 12'-0"
- 4 SET STAKE VERTICAL & DRIVE 24" INTO SOIL. MIN. STAKE SHALL NOT PENETRATE ROOTBALL. TREE BRANCHES SHALL NOT CONTACT STAKE IN WIND. 2 PER TREE
- 5 4" DEEP LAYER OF MULCH INSIDE BASIN. MULCH TO BE BARK UNLESS OTHERWISE SPECIFIED
- 6 TEMPORARY WATER BASIN, 3X ROOTBALL DIAMETER AND 3" HIGH
- 7 PLANT PIT WALLS ANGLE AND SCARIFY PRIOR TO BACKFILLING WITH PLANTING MIX
- 8 (6) EACH 21 GRAM PLANT TABLETS AGRIFORM, BEST-TAB, OR EQUAL SPACE EVENLY AROUND ROOTBALL PLACE 4" FROM ROOTBALL
- 9 PLANT PIT BASE OVEREXCAVATE AND RECOMPACT
- 10 NATIVE SOIL
- 11 DRAINHOLE. SEE NOTES BELOW

NOTES:

1. INSTALL (2) DRAINAGE HOLES, MIN. DIAMETER OF 12" AT EACH TREE TO A DEPTH OF 36". INSTALL DRAIN PIPE WRAPPED WITH DRAINAGE FABRIC SOCK IN HOLE, BACKFILL HOLE WITH SAND OR SANDY LOAM SOIL.
2. PLANTING HOLE TO BE 2.5 TO 3 TIMES THE DIAMETER OF NURSERY CONTAINER WITH DEPTH EQUAL TO THE ROOTBALL.
3. PLACE TREE IN CENTER OF HOLE AND BACKFILL WITH SOIL AMENDED AS SPECIFIED FOR THE TOP 6" OF TOPSOIL IN PLANTER AREAS. SET TOP OF ROOTBALL 1" ABOVE GRADE.
4. SCORE THE SIDES OF THE ROOTBALL BY MAKING 3 VERTICAL CUTS, 1/2" DEEP INTO THE ROOTBALL.
5. SETTLE BACKFILL BY JETTING WITH WATER USING A HOSE. DO NOT COMPACT WITH TOOLS OR BY STOMPING WITH FEET.
6. REMOVE ALL NURSERY STAKES.

1 TREE PLANTING / STAKING (2) DETAIL
L11.0 N.T.S.



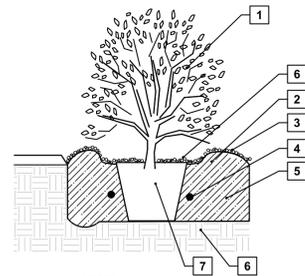
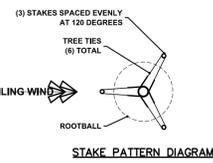
DETAIL LEGEND:

- 1 TREE PLANTING
- 2 (4) V.I.T. RUBBER TIES, FASTEN TO POST USING SHEET METAL SCREWS AND WASHERS
- 3 8' GALV. STEEL, 1-5/8" Ø CHAIN LINK FENCE POST. SET POST VERTICAL & DRIVE 24" INTO SOIL. MIN. STAKE SHALL NOT PENETRATE ROOTBALL. TREE BRANCHES SHALL NOT CONTACT STAKE IN WIND. 3 PER TREE
- 4 4" DEEP LAYER OF MULCH INSIDE BASIN. MULCH TO BE BARK UNLESS OTHERWISE SPECIFIED
- 5 TEMPORARY WATER BASIN, 3X ROOTBALL DIAMETER AND 3" HIGH
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5. SETTLE BACKFILL BY JETTING WITH WATER USING A HOSE. DO NOT COMPACT WITH TOOLS OR BY STOMPING WITH FEET.
6. REMOVE ALL NURSERY STAKES.

2 TREE PLANTING GUYING DETAIL
L11.0 N.T.S.



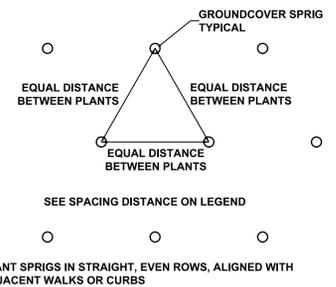
DETAIL LEGEND:

- 1 SHRUB PLANTING
- 2 2" HIGH EARTH WATERING BASIN
- 3 MULCH LAYER PER PLAN, (1" DEEP MAX. OVER ROOTBALL)
- 4 (2) EACH 21 GRAM PLANT TABLETS, AGRIFORM, BEST-TAB, OR EQUAL SPACE EVENLY AROUND ROOTBALL. PLACE 4" FROM ROOTBALL SIDES
- 5 BACKFILL WITH TOPSOIL AMENDED THE SAME AS SPECIFIED FOR TOP 6" OF ENTIRE PLANTER
- 6 UNDISTURBED NATIVE SOIL
- 7 ROOTBALL. INSTALL SO TOP IS 1"-2" HIGHER THAN FINISH GRADE SCARIFY PLANT PIT WALLS PRIOR TO SETTING PLANT

NOTES:

1. SPREAD SPECIFIED SOIL AMENDMENTS OVER PLATER AREA
2. ROTOTILL ENTIRE PLANTER AREA TO 6" DEPTH MIN.
3. ROUGH UP EXTERIOR OF ROOTBALL AFTER REMOVING CONTAINER
4. EXCAVATE PLANT PIT 2 TIMES DIAMETER OF ROOTBALL
5. PLACE SHRUB ON NATIVE SOIL. BACK FILL WITH TOPSOIL FROM SURROUNDING PLANTER AREA
6. JET SETTLE BACKFILL WITH WATER FROM HOSE. DO NOT COMPACT BACKFILL WITH TOOLS OR BY STOMPING WITH FEET

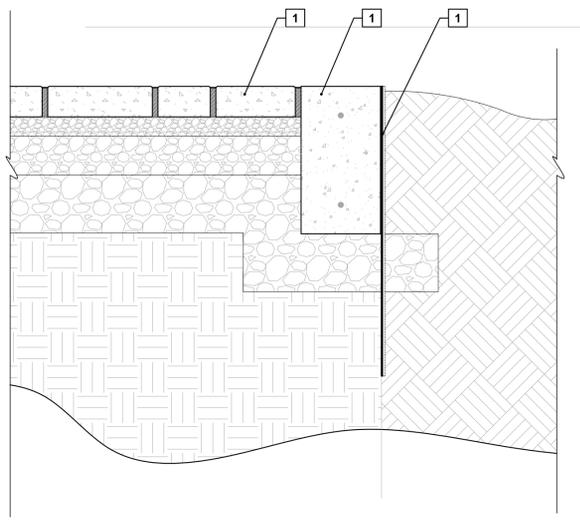
3 SHRUB PLANTING DETAIL
L11.0 N.T.S.



GROUNDCOVER PLANTING NOTES:

PLANT GROUNDCOVER SPRIG INTO PREPARED TOPSOIL SEE NOTES FOR SOIL PREPARATION REQUIREMENTS CARE SHALL BE TAKEN TO MINIMIZE DAMAGE TO SPRIG ROOTS. REPLANT GROUNDCOVER WHICH DIES EVERY 2 WEEKS THROUGHOUT MAINTENANCE PERIOD.

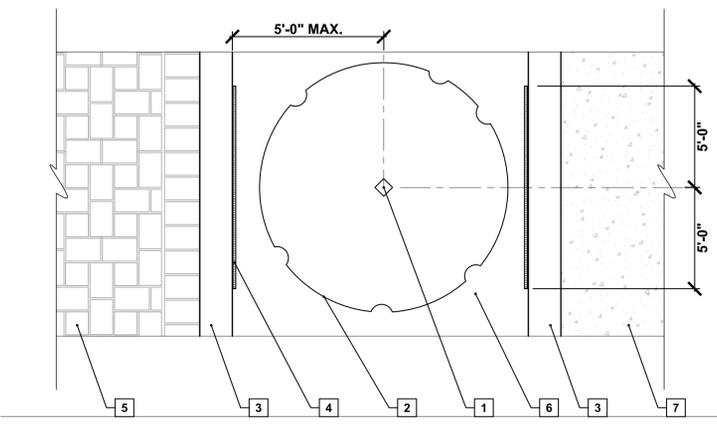
4 GROUNDCOVER SPACING DETAIL
L11.0 N.T.S.



DETAIL LEGEND:

- 1 XXXXX

5 ROOT BARRIER DETAIL
L11.0 N.T.S.



DETAIL LEGEND:

- 1 TREE TRUNK
- 2 TREE CANOPY
- 3 TYPICAL CONCRETE CURBING OR BANDING
- 4 LINEAR ROOT BARRIER MATERIAL. SEE NOTES FOR TYPE AND MANUFACTURER. INSTALL PER MANUFACTURER'S SPECIFICATIONS, TYPICAL
- 5 TYPICAL PAVER/PERMEABLE PAVER HARDSCAPE
- 6 TYPICAL PLANTER AREA
- 7 TYPICAL CONCRETE WALKWAY OR PAVING

6 ROOT BARRIER DETAIL PLAN
L11.0 N.T.S.

ATTENTION:

ALL UNDERGROUND UTILITIES AND SUBSTRUCTURES SHOWN HEREON WERE OBTAINED FROM THE BEST AVAILABLE SOURCES AND ARE PRESUMED TO BE ACCURATE AND COMPLETE. BUT SINCE THE INFORMATION WAS OBTAINED FROM OTHERS, THE OFFICE OF MNS ENGINEERS, INC. CANNOT GUARANTEE SAID INFORMATION AS BEING ACCURATE AND COMPLETE. IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY, LOCATE, AND PROTECT ALL UTILITIES AND SUBSTRUCTURES SHOWN OR NOT SHOWN.

CALL UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA TOLL FREE AT 1-800-422-4133 OR 8-1-1 TWO WORKING DAYS BEFORE YOU DIG

UNAUTHORIZED CHANGES & USES

CAUTION: The engineer preparing these plans will not be responsible for, or liable for, unauthorized changes to or uses of these plans. All changes to the plans must be in writing and must be approved by the preparer of these plans.

REV	DATE	BY	DESCRIPTION

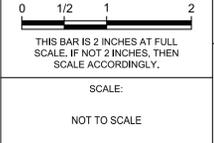
MNS ENGINEERS INC
ENGINEERING | SURVEYING
CONSTRUCTION MANAGEMENT

201 Industrial Way
Buellton, CA 93427
Phone: 805-688-5200
www.mnsengineers.com

DESIGNED: _____
DRAWN: _____
CHECKED: _____
QA/QC: _____
CONSTRUCTABILITY: _____

CITY ENGINEER: _____ DATE _____
R.C.E. EXP.

PROJECT ENGINEER: _____ DATE _____
R.C.E. EXP.



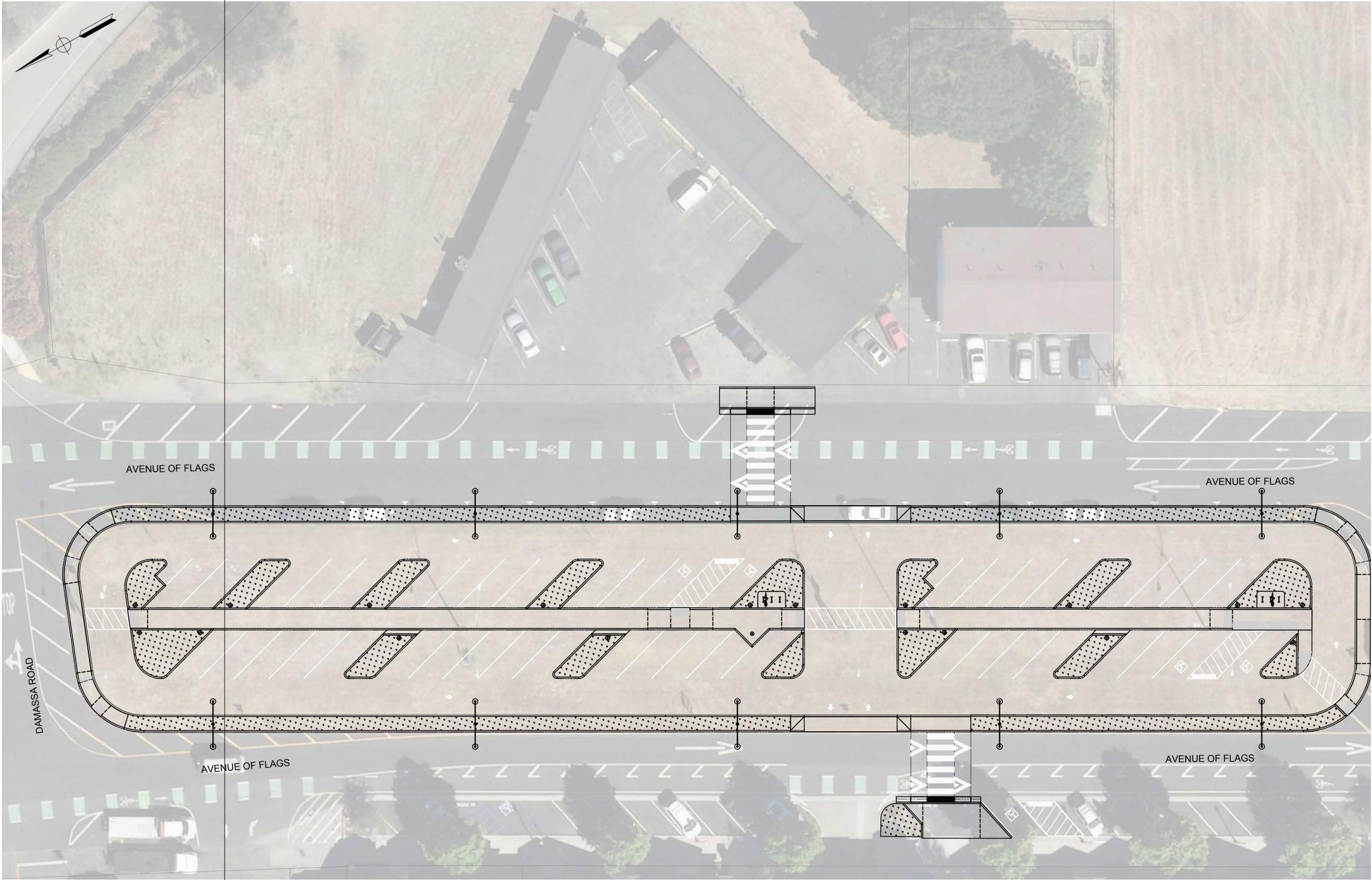
City of Buellton
Median 2 Parking Lot - Avenue of Flags

PROJECT NUMBER: **CIBUE.180531**

DRAWING NUMBER: **L-10**

SHEET NUMBER: **X** OF **XX**

LANDSCAPE PLANTING DETAILS



City of Buellton
Median 2 Parking Lot
Tabled Crosswalk Exhibit - Landing

PROJECT NUMBER: 19031 Median 2 Parking Lot Engineering, CAD, Exhibit/Tables, Concrete, Landscaping
FILED: 11/11/2019 11:41:03 AM



201 Industrial Way
Buellton, CA 93427
Phone: 805-688-5200
www.mnsengineers.com

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: September 26, 2019

Subject: Appointment of an Ad Hoc Committee for Review of City Engineering Services

BACKGROUND

At its September 12, 2019 meeting, the City Council extended two contracts for engineering services until the end of the current fiscal year. The intent of this extension was to continue the existing provision of engineering services to allow time for staff to conduct a Request for Proposal (RFP) process. Given the City Council’s concern about the appropriate division of work between the two existing engineering firms or whether such a division is necessary, staff recommended that the City Council take an active role in the RFP process through the use of an Ad Hoc Committee of two City Council members. This Ad Hoc Committee will work with the City Manager and Public Works Director to develop a scope of work for use in the RFP, and subsequent interview process before the matter is brought back to the City Council for award of contract.

FISCAL IMPACT

This item is not expected to have any impact on the City’s revenues or expenditures.

RECOMMENDATION

That the City Council discuss the matter and appoint an Ad Hoc Committee.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: September 26, 2019

Subject: Discussion and Direction Regarding a Proposed City in the School Program

BACKGROUND

At the request of Mayor Sierra, the City Manager met with Dr. Randy Haggard in July to discuss (among other items) the potential for implementing a City program at the elementary or middle school level. Dr. Haggard appeared optimistic about such a program's success at the elementary school level, and requested a synopsis of the program, which was provided shortly after the beginning of the school year, and was subsequently passed to the Oak Valley School administration. Mayor Sierra and the City Manager are currently discussing the feasibility of this program with the school, with the hope of beginning the program in October.

Attachment 1 is a synopsis of the proposed program. The program is relatively simple, and centers on introducing students to various functions of local government over the course of monthly sessions lasting an hour or so for each group of students. After several months of these introductions, the students select a mock project that they (as a City) would like to see built. They discuss and address various problems (differences in opinions, conflicts with legal requirements, limited budget) through the course of the last several sessions, and the program culminates with the election of a "Student City Council" that meets to make decisions on their project. There is also the option of having the Student City Council attend an actual City Council meeting and sit at the dais with the City Council for the first several items on the agenda, to witness the functioning of the governing body.

The City Manager has experience with a similar program in another city, and has seen considerable success in not only engaging students and giving them an appreciation for what cities do, but also in the students' subsequent engagement of their parents in civic affairs. Over many years that this program has been in place, a greater appreciation for what the city provides for its residents (and the difficulties involved in providing them) was cultivated, as well as a closer relationship between the city and the school. Similar results could be seen stemming from this program.

FISCAL IMPACT

This item is not expected to have a significant impact on the City’s revenues or expenditures. Staff time involved in the preparation and implementation of this program would be minimal.

RECOMMENDATION

That the City Council discuss the matter and direct staff to proceed with discussions to implement the program, should the school administration concur.

ATTACHMENTS

Attachment 1 – Proposed City-School Program

City in the School Program

Proposed to start in October and meet monthly through May, culminating with a visit to City Hall in early June for a Mock City Council meeting. This program would be staffed by officials from the City, possibly including the Mayor, City Councilmembers, City Manager, Planning and Public Works directors, and others. Each month would have one session about an hour in length for each class of students in the participating grade.

October lesson: How Well Do You Know the City? A game to help the students learn about key factors including: population, number of staff, number and names of parks, miles of streets, measurement of City area, date of incorporation, county, what is the difference between Mayor and Vice Mayor and more. We look at the City Seal and talk about what it means and how it was designed. We also talk about what they love about the City and find out what is really in the City and what is not in our borders to help them understand jurisdiction and city limit lines.

November lesson: Planning lesson- the planning department staff shares the zoning map and major features of a planning department. The students then get to plan their own cities through drawing a map with a legend, and presenting it to the class.

December lesson: Traffic Control/ Public Safety- Lesson regarding importance of fire and sheriff and what it means to be a contract city. The lesson will also cover signage colors and shapes that students can use on family road trips and will involve a game using the arm signals for cyclists to help them prepare for safety and learning about distracted driving. A “homework” assignment for the holiday break for the students to do with their parents will involve listing three things they love about their community and three things that they would like to add or change to improve it.

January Lesson: Analyze the homework as a group. Find a common project among the students’ responses and focus on that for the rest of the year.

February lesson: Budget- Talk to the students about what their new project would cost, giving them a budget for what the project would cost and giving them elements needed to complete the project. Help guide them to select the final numbers and features of their program that are within budget. This helps us to compare how much items cost for the City, why it is important to spend wisely, and helps the students understand that there are often hard choices that need to be made. They also look at real City budget numbers to help create a full picture.

March lesson: Rules and Regulations and Election - Does the project need signage or a set of rules and regulations? Does it require a change to the municipal code? What is a municipal code? What is risk management (very simplified discussion)? Why are these items important to a City? Student City Council Elections will also be held at this point. The top two or three vote getters in each class are selected by their peers to be their City Council representatives

April Lesson: Public Outreach- Discuss the importance of public outreach and public input in municipal affairs. If the students’ project were to happen in real life, what would the City need to do? How would they market something new? Do they need to do public workshops, notifications, community organization involvement?

May lesson: Prep and Final Review: Prepare the students for trip to City Hall, dos and don'ts of City Council Chambers, review what we are going to cover, and what the public hearing crowd vs the student city councilmembers will be doing. Everyone has a chance to talk if they want but only the councilmembers have to speak.

The program could involve a special luncheon to go over the student city council members questions and concerns about the project at the school before they come to City Hall. The Student City Council members also get to attend a live City Council meeting after the mock meeting for half of the meeting and participate in some fashion.

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: SW
Council Agenda Item No.: 9

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: September 26, 2019

Subject: Discussion and Direction Regarding a Proposed City Social Media Policy

BACKGROUND

The recent McMurray Fire Incident brought to light a need to be able to disseminate information to the public through an official City social media channel. Questions were being asked on social media, and were being answered as well, though the accuracy of answers varied considerably. An official City Facebook account would have been useful to offer authoritative information to the public, to include information and updates directly from Public Safety agencies.

The City of Buellton currently has no official presence on any social media platform. While the City at one time had a presence on Facebook, the City’s page was discontinued due to concerns regarding commercial and religious posts, as well as the potential liability associated with operating a public online forum and the difficulty in adhering to various public recordkeeping requirements.

Changes to the Facebook platform in recent years as allowed for certain pages to be created which allow for “one-way” communication. This means that information can be sent out to page followers, but that messages and posts from the followers or the public at large are not permitted. This is important for a number of reasons, including allowing control of what is posted, managing the amount of staff time required to administer the site, and avoiding the aforementioned problems associated with maintaining any content, messages, or response on the platform as public records, as well as First Amendment issues associated with the establishment of a public forum. With these changes to the Facebook platform, the City is again in a position to maintain a social media presence.

However, prior to the establishment of this presence it is important to establish the “ground rules” of social media use by the City, which will take the form of a Social Media Policy, which is based upon a template developed by the City Attorney’s office. Developed and refined in light of many problems that have arisen from social media use by public agencies over the years, and the litigation which stemmed from those problems,

the proposed draft Social Media Policy (Attachment 1) addresses the most common issues associated with operating a City social media presence, as well as ensuring that use of social media by the City minimizes the City's exposure to litigation, whether potential exposure arises from an external source (a member of the public) or an internal source (a City employee).

In a nutshell, the Social Media Policy identifies persons who may be responsible for the posting of information on behalf of the City of Buellton on social media. It further identifies processes which must be followed prior to posting, and limits which are imposed on content to be posted on City social media accounts. Adherence to this policy should provide legal protection to the City in matters involving social media, and more importantly should ensure that information posted on behalf of the City of Buellton is accurate and reliable, thus enhancing the public trust in the City's government.

Should the City Council adopt this Social Media Policy, staff will begin an incremental process to engage with the public through social media. The first step will be the publication of a Facebook page. Most information posted to this page will be basic information frequently found on the City's website, but focusing on more immediate events. These may include public hearing notices, recreation programs and events, and City-sponsored events such as the Buellton BBQ Bonanza. However, this will also give the City the opportunity to reach the public more directly in the event of an emergency or other event of significance. In order to ensure that a consistent message and tone is sent through social media, all postings will be approved by the City Manager prior to publication on any social media site.

Future steps in this incremental process may include entry into other social media platforms, such as Instagram or Twitter. However, these steps are not planned at this time, and will not be considered until staff has had an opportunity to evaluate the effectiveness of the Facebook presence and assess whether entry into other platforms will provide benefits that outweigh the resultant risks. Nevertheless, before such a step is taken, staff will discuss the proposed action with the City Council to ensure that there is consensus before moving forward.

FISCAL IMPACT

This item is not expected to have any impact on the City's revenues or expenditures.

RECOMMENDATION

That the City Council discuss the matter and adopt the attached draft Social Media Policy document.

ATTACHMENTS

Attachment 1 - Draft Social Media Policy

Social Media Use Policy

Definition Social Media is a variety of online sources that allow people to communicate, share information, share photos, share videos, share audio, and exchange text and other multimedia files with others via some form of online or cellular network platform.

Purpose The purpose of this Social Media Use Policy (“policy”) is to establish guidelines for the City of Buellton’s (“City”) participation in social media networks including but not limited to as Facebook, Snapchat, LinkedIn, Foursquare, Twitter, Instagram, Pinterest, Nextdoor, YouTube, MySpace, and similar social media platforms or in similar kinds of electronic networking services (collectively, “social media networks”). The purpose of this policy is also to establish guidelines and standards for employees who are authorized to post information (“posts”) on social media websites on behalf of the City, and to provide guidelines for the use of social media networks for any employee with access to social media during working hours, non-working hours, and/or at the workplace.

Social media networks offer substantial opportunities to communicate to a significant segment of the population, and if used properly, may provide a benefit to the City by providing an additional avenue of public outreach and dissemination of information. However, as with other interactive uses of the internet, posting information on social media networks is not without risks. Use of such networks for official City purposes raises legal issues that are unique to the City and generally do not affect private persons or entities. When posting on social media networks on behalf of the City, authorized employees are, in effect, serving as the voice of the City. The City has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the City on social media platforms. Therefore, all participation on social media must be in accordance with the provisions set forth herein.

General Policy This policy applies to all employees who utilize social media networks on behalf of the City for the following purposes:

- A. To establish guidelines for posting of information on social media networks.
- B. To establish guidelines for user policies of social media networks.
- C. To provide a uniform policy that will be implemented by all departments which utilize social media as an informational tool.
- D. To establish guidelines for the use of social media for all employees who observe and monitor postings of others as part of their work assignment.

All City employees shall comply with this policy in all respects. This policy is subject to revision at any time. In the event of a revision to this policy, the City will attempt to provide prior notice of any such change. However, this policy may be changed without prior notice when deemed necessary to fully protect the City's interests and/or the public's interests. If it is necessary to change this policy without providing prior notice to employees, the City shall notify the employees of the change at the earliest possible time. All City employees who have been authorized for social media access shall sign an acknowledgement of receipt of this policy indicating that he or she has read and understands all of its provisions and agrees to be bound by the same. Before posting anything on social media networks, the employee must check the most current policy to ensure compliance.

Ownership and Adherence to Other City Policies

1. All social media communications composed, sent, or received on City equipment are the property of the City.
2. The use of City computers, City-issued smartphones, City-issued tablets, or any other City-issued electronic device to post information on a social media network are subject to all applicable policies of the City.

Creation of Social Media Pages

3. The City Manager's Office may establish official "City of Buellton" social media networks and pages. The City Manager's Office will maintain a written list of all approved social media networks and pages along with the user name and passwords of each page.
4. For the purpose of this policy, an "authorized social media network" is one that has been approved and created in accordance with this policy.

Administration and Maintenance of Authorized Social Media Networks

5. Only City employees authorized in writing by the City Manager ("authorized employees") are permitted to maintain, administer, and/or post on an authorized social media networks on behalf of the City of Buellton.
 - a. In approving an authorized social media network, the City Manager, or his/her designee, shall designate at least one authorized employee that will be responsible for the regular monitoring and maintenance of that particular social media page or pages.
 - b. Authorized employees shall only address issues within the scope of their specific authorization.

- c. Authorized employees must conduct themselves at all times as a representative of the City and in accordance with all City policies.
6. Social media networks often have their own policies, terms of use, conditions of use, and/or legal restrictions. These terms could have significant legal and financial implications for the City. Therefore, prior to signing and/or agreeing to adhere to any policies, terms of use, conditions of use, and/or legal restrictions for social media networks, authorized employees must obtain the City Manager's or his/her designee's written approval. In addition, prior to posting any content on an authorized social media page, authorized employees must review, become familiar with, and comply with the designated social media network policies and terms and conditions.
7. Any and all information posted by authorized employees on social media networks created on behalf of the City must:
 - a. Directly pertain to the City of Buellton;
 - b. Contain factual information that is freely available to the public and that is not made confidential by any policy of the City, or by local, state, or federal law;
 - c. Not include any proprietary, confidential, sensitive, personally identifiable information and intellectual property.
 - d. Comply with all City rules and policies, including but not limited to the City's harassment policies and behavior policies.
 - e. Present the City in a positive light.
 - f. Be authorized for posting by the City Manager.
8. Authorized employees are prohibited from posting the following content on any authorized social media networks:
 - a. A photograph, video, or image of any non-employee who can be readily identified by the naked eye in the photograph, video, or image without first obtaining the depicted person's written consent. If the person depicted in the photograph, video, or image is a minor or someone incapable of providing consent, the City must obtain the consent of the depicted person's parent or legal guardian before posting the photograph, video, or image to an authorized social media page.

- b. Language that is sexually explicit, or that is lewd or obscene, racial, promotes religious beliefs, political, or illegal, or that expresses a personal opinion, except as provided under the “Comments and Posts by the Public” guidelines listed below.
 - c. Actual or perceived threats to public health, safety or property unless the authorized employee has authorization from the City Manager to post such content.
 - d. Actual or potential legal claims, lawsuits or other legal issues, unless approved in advance in writing by the City Attorney.
 - e. Personnel or medical matters.
 - f. Testing materials or matters related to the evaluation of employment applicants (this does not prohibit the City from advertising vacancies on social media networks);
 - g. Budget planning and priorities, unless approved in advance in writing by the City Manager.
 - h. Criminal investigations and content regarding crime scenes.
 - i. Solicitation, engaging in or endorsing any commercial, products or activities unless it is for the sole purpose of promoting the City with upcoming events, sponsorship or promotional in nature (e.g. National Donut Day, where all donut companies in the City are represented). This provision is intended not to limit the City’s ability to support business in Buellton generally, but to refrain from supporting one particular business or a particular commercial enterprise or sole business.
 - j. Comments in support of or in opposition to elected and appointed City officials, political candidates, political campaigns, ballot measures, and matters that may reasonably be agendized for consideration by the City Council and/or any City commission, agency, or board.
 - k. Comments regarding the position of any City Council member or member of any City commission, agency, or board regarding a City-related issue or comments regarding, or speculating about, a potential decision by the City Council or any City commission, agency, or board. Comments reflecting the author’s personal opinion or beliefs.
9. Following City Manager approval of an authorized social media network, authorized employees must adhere to the following rules:

- a. Authorized social media networks shall utilize account names or user names that are clearly identifiable as City of Buellton social media platforms. Examples include, but are not limited to: City of Buellton Official Page, @BuelltonCity.
- b. City account profiles must contain a valid City of Buellton username, address, website and phone number.
- c. If possible, authorized employees should disable any feature of an authorized social media post to not allow members of the public to post content or comment on authorized employees' postings to the authorized social media network. Any social media network that permits members of the public to post content or comment on authorized employee's postings on a social media network is subject to the provisions set forth in the "Comments and Posts by the Public" listed below.
- d. Authorized employees may not use or include personal email addresses or any other personal information in the user profiles and/or posted content for authorized City social media networks. Instead, authorized employees may use their name, title, and a city email address. If an authorized employee wishes, he/she may request a "common" email address from the IT department (i.e. "planningfb@Buellton.org") or other similar email address that is received by the authorized employee managing a social media page.
- e. The City logo shall be used as the account profile picture.
- f. Authorized employees shall enable, set, or configure all accessibility features available on authorized social media networks to ensure that the content of such social media platforms are accessible to as many people as possible.
- g. If an approved social media network requires account administrative approval to join, everyone who requests access must work with the City Manager on approval in order to be added. The City Manager may also delegate this approval authority to a department head or other designee.
- h. In order to maintain the security of the City's network, authorized employees that manage social media pages shall use different passwords for authorized social media networks. These passwords will be kept with the City Manager and the City Clerk.

- i. Authorized employees shall follow the City's IT password guidelines when selecting passwords for social media networks.
 - j. An authorized employee may not share an authorized social media network account password with anyone who is not an authorized employee as to that particular authorized social media network. The only exception is when the different social media pages are being promoted by a professional Marketing company to boost and promote event information. Access has to have the oversight and approval from the City Manager.
10. Authorized employees may only work on authorized social media networks during City business hours and on City-owned computers, unless (a) otherwise directed and authorized by the City Manager or his/her designee or (b) after-hours and/or off-site work is necessary to avoid and/or remedy a violation of this policy and that, in the authorized employee's best judgment, waiting for approval by the City Manager or his/her designee would cause harm to the City's interest and/or the public's interests. In the event that an authorized employee performs after-hours and/or off-site work on an authorized social media networks, the authorized employee must report such work in writing to his/her department head and the City Manager or his/her designee at the earliest possible time following such work.
11. Except as expressly provided in this policy, employees accessing any authorized social media networks shall comply with all applicable policies of the City of Buellton, including, but not limited to those policies that pertain to use of the internet by employees, including email content.

Comments and Posts by the Public

12. Authorized employees should be aware that it is not always possible or recommended on social media networks to disable the feature that allows or permits responsive posts by members of the public. In such an event, the following regulations apply:
 - a. The authorized employee for each authorized social media network that allows public posts make sure the "terms of use" are being updated and followed by the authorized employee managing the responses. Any changes to the "terms of use" policy must be approved in advance by the City Manager (or City Attorney or their respective designees).

- b. To the extent that members of the public are permitted to post content on an authorized social media network, authorized employees should only respond to a post by a member of the public if they are answering a question or providing direction. All posts responding to a particular post must be positioned as a response to benefit the entire social media audience or addressing a concern that is being shared. It is not necessary to respond to each post. The same applies to private messages by Facebook Messenger or Instagram where a question is being asked. Only answer to those questions that are relevant and make sure the answers are thorough as if you were talking to a public audience. Spam related messages should be ignored. Timeliness in your response is important and responding within 24 hours or on a Monday following a weekend post is always a good practice.
 - c. Authorized social media networks provide the ability to hide or delete posts from the public. If the authorized employees wish to delete a post, they need to coordinate with the City Manager before removing any items. If a post is to be deleted, there is a documentation process for public records that needs to be followed before that post can be deleted. Standard practice for social media is that once a post is published, it cannot be deleted. It can be edited as long as it doesn't change the original intent of the post.
 - d. The authorized employee must review their assigned social media page(s) and all associated content not less than once each work day. If the authorized employee will be absent for more than one work day for any reason, the department head or his/her designee is responsible for performing the review.
13. Every social media page that allows comments or posts from the public must include the following disclaimer in a readily accessible part of each social media page, such as the privacy policy, the about us section, or as a pinned post:

This is an official social media page of the City of Buellton. For more information about the City of Buellton please visit www.CityofBuellton.com. This social media page is intended to serve as a mechanism for communication between the City and the public to help further our mission. Any comment submitted to this page and its list of fans, followers, or subscribers may be considered a public record which is subject to disclosure pursuant to the California Public Records Act. Public information requests must be directed to the City Clerk's office.

If any public comments are allowed on this page, all comments posted will be monitored daily and inappropriate content will be removed as soon as possible. Under the City of Buellton Social Media Use Policy, the City reserves the right to remove inappropriate content, including, but not limited to, those items that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, promote illegal activity and promote commercial services or products. The City disclaims any and all responsibility and liability for any materials that the City deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner. The City reserves the right to remove any fans, followers, or subscribers that continuously violate this policy.

Please enjoy this page and if you have any questions regarding the terms of use please email us at [insert name]@cityofbuellton.com

14. The preceding disclaimer should be found on each City social media page under “About” and Privacy Policy. City Facebook pages will be linked to the information for the Instagram and Twitter accounts that publish the Privacy Policy. If a new City page is being designed, the City Manager will work with the authorized staff to set up the page and privacy policies correctly. In the situation of a new social media network, special approval from the City Manager will be necessary in order to proceed with that particular social media page.
15. The inclusion of links in any post must comply with the City’s official website external link policy, unless authorized by the City Manager.

California Public Records Act

16. All content posted on a social media website may be subject to the California Public Records Act, California’s civil discovery statutes, and other applicable laws requiring the disclosure of public records. All content must be managed, stored, and retrieved to comply with these laws, including any photographs or images. In addition, all content subject to the City’s records retention policy must be maintained consistent with that policy. Any content on authorized social media networks shall be maintained in a format that preserves the integrity of the original record and must be easily accessible using the approved City platform and tools. Any content submitted for posting that is deemed unsuitable because it is not topically related or is inappropriate under this policy must also be retained pursuant to the applicable record retention schedule. In addition, City staff must adhere to the following rules:

- a. The City Manager's office will maintain a list of all authorized social media pages and all account information for such pages, including login passwords, to allow for the immediate alteration or removal of content that is inappropriate or inconsistent with City policy.
- b. Authorized employees shall maintain a record of social media account information, including user name, password, registered email address, date established, and authorizing representative and the site's terms of use.
- c. Authorized employees shall maintain a content calendar that provides general information on what was posted and the corresponding dates.
- d. All documents shall be easily accessible, including photographs or images if the website is subject to a California Public Records Act request or similar request for disclosure.
- e. City staff shall direct any public records requests to the City Clerk's Office.

FAILURE TO ADHERE TO POLICY

An employee's failure to adhere to the provisions of this policy may result in disciplinary action being taken against the employee, up to and including termination.

City of Buellton
Employee Acknowledgement of Social Media Use Policy

This statement acknowledges that I have received and read a copy of the City of Buellton **Social Media Use Policy**. I acknowledge, and fully understand, the terms of this policy and agree to abide by them. I understand that any violation of this policy could lead to disciplinary action up to and including termination and/or criminal or civil prosecution.

Signed: _____

Printed Name: _____

Title: _____

Department: _____

Date: _____

City Manager's Authorization: _____