



Last Resolution No. 15-977

Last Ordinance No. 16-317

REGULAR MEETING OF THE SOLVANG CITY COUNCIL

COUNCIL CHAMBERS

1644 OAK STREET

January 25, 2016

6:30pm

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

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

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

Mayor Richardson to introduce and relinquish the meeting to Dan Maiyo, serving as “Mayor for the Day”

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

Mayor Richardson to return to the dais and take control of the meeting.

**CITY MANAGERS REPORT**

**SOLVANG CONFERENCE AND VISITORS BUREAU BIENNIAL REPORT**

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

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

**2. COUNCIL COMMENTS AND REQUESTS**

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

**3. APPROVAL OF AGENDA AS PRESENTED**

**4. CITY COUNCIL MINUTES OF JANUARY 11, 2016**

Approval of Minutes.

**5. CONSENT AGENDA**

- a. Receive and File Fire Department Report for the 4<sup>th</sup> Quarter of 2015
- b. Receive and File Santa Barbara County Sheriff's Report for December 2015
- c. Ratify appointments of Solvang Conference and Visitors Bureau Board Members
- d. Adopt Resolution 16-\_\_\_ approving and adopting the updated Storer Transit Systems/Santa Ynez Valley Transit (SYVT) Federal Transit Administration (FTA) Zero Tolerance Drug and Alcohol Testing Policy.
- e. Adopt Resolution 16-\_\_\_ a revised Stage 2 Drought Resolution with penalties amended per previous City Council action.

**REGULAR AGENDA**

**6. MID YEAR BUDGET REQUESTS**

Approve Mid Year Budget Adjustments amending the 2015-2016 Fiscal Year budget.

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

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

**8. ADVANCE CALENDAR**

Informational Calendar – no action.

**9. ADJOURNMENT**

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

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



MINUTES OF THE REGULAR MEETING OF THE  
SOLVANG CITY COUNCIL

Council Chambers  
1644 Oak Street  
Solvang, CA 93463

January 11, 2016  
Monday  
6:30 pm

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

**ROLL CALL:**

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

**STAFF:** Brad Vidro, City Manager; Roy Hanley, City Attorney; Charlie Uhrig, Community Resources Officer; Arleen Pelster, Planning & Economic Development Director; Matt van der Linden, Public Works Director; Sandra Featherson, Administrative Services Director; and Lisa Martin, City Clerk

**PLEDGE OF ALLEGIANCE:** Led by Mayor Richardson

**CITY MANAGERS REPORT:** Informational report only

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

Shirley Stacy, Library Advisory Committee

- Would like to see a proposal on the November ballot for library services.
- The Advisory Committee has been consulting with a non-profit called “Every Library”

Fred Kovol, Resident

- Forecasters have predicted an El Nino season, but if you look at the Farmers Almanac or Weather Underground, both of those resources indicate average rainfall.
- Would like the Council to advance the idea of buying a fixed amount of water through a contract with ID#1.

Hazel Mortensen, Resident

- There is a rat problem in downtown Solvang.

2. **COUNCIL REQUESTS**

None.

3. **APPROVAL OF AGENDA AS PRESENTED**

City Manager Vidro advised the Council that the applicant had requested Item 5f be pulled off of the agenda.

4. **CITY COUNCIL MINUTES OF DECEMBER 14, 2015**

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

5. **CONSENT AGENDA**

- a. Approval of Warrant Register
- b. Receive and File Santa Barbara County Sheriff's Report for November 2015
- c. Approve Update to the Employee Handbook
- d. Adopt on second reading, by title only, Ordinance No. 16-316 of the City Council of the City of Solvang, amending the Zoning Ordinance, Title 11 of the Municipal Code, to provide an expedited, streamlined permit process for small, residential rooftop solar systems.
- e. Adopt on second reading, by title only, Ordinance No. 16-317 of the City Council of the City of Solvang, amending the Zoning Ordinance, Title 11 of the Municipal Code, to provide regulations for the location of Massage establishments, and Title 4, Chapter 10 of the Municipal Code, amending regulations for Massage establishments.
- f. Authorize the Mayor to sign letter to Caltrans in support of permitting a new right turn driveway for westbound vehicles on Highway 246 at Valley Plaza. *Item Tabled*

*Motion was made by Council Member Jamieson, seconded by Council Member Duus, to approve the consent agenda. Motion carried with a roll call vote of 5 ayes.*

**REGULAR AGENDA**

6. **ANNUAL WATER AND SEWER RATE INCREASES AND POTENTIAL GENERAL FUND SUBSIDIES AND REVIEW OF STAGE 2 DROUGHT REGULATIONS**

Staff report by City Manager Vidro.

Council Member Duus asked for clarification as to whether the \$243,000 of generated revenue in the staff report included the penalties now in effect. Brad Vidro responded that it did not, the number is based only on the two-tier rate schedule.

Council Member Zimmerman questioned why none of the work outlined in the 2011 rate study was done in 2012, 2013, etc. Brad Vidro responded that the rate study was based on the 10-year Capital Improvement Plan. The projects were not expected to be completed within one or two years. Additionally, we have gone in a different direction since 2011 on some of the projects, such as the Upland Wells project, which was not part of the 10-year Capital Plan.

Roy Hanley discussed the component of the bonding issue relating to the 2011 rate study.

Council Member Jamieson asked for clarification of the Proposition 218 limits of the rate increases. Brad Vidro explained that the consumption rates were not triggered in 2011 so that 5.25% is available plus this year's increase.

Mayor Richardson opened the item to public comment at 7:22 p.m.

Hazel Mortensen, Solvang Resident

- Would suggest that a portion of the bed tax or sales tax go towards the water fund.
- She pays property taxes every year but doesn't have mail or trash pick-up on her street, or street lights, or street sweeping. She sometimes wonders what she is paying for.

Fred Kovol

- Commented on the inaccuracy of the water rate resolutions.
- Alternate No. 2 is best. Be responsive to the ratepayers.

Noelle Clark

- Would like to know what exactly the fixed costs of the Water Department are. Would like to receive a synopsis of those costs.
- Come up with a fair agreement with ID#1 so that we are no longer "on demand."
- When will we cease giving Can & Will Serve letters to new developments?

Brad Joos, ID#1 Member at Large

- We need to work together to solve our water issues.

Dennis Beebe, Former Member of ID#1

- Echoes Brad's plea to work more cooperatively with ID#1 towards a reasonable water service agreement. Solvang is the only "on demand" customer left.
- Would be willing to assist the City in their negotiations with ID#1.

Mayor Richardson closed the item to Public Comment at 7:41 p.m.

Roy Hanley explained the Proposition 218 limitations of ID#1.

Council Member Skytt discussed our wastewater agreement with SYCSD. Do we have an agreement with ID#1 or would they go through SYCSD? Matt van der Linden responded that since SYCSD owns the capacity, ID#1 would have to enter into a service agreement with them.

Council Member Duus discussed the difference between being an on demand customer vs. entering into a water service agreement. Will only negotiate rate increases if penalties are eliminated. Likes item 2 for general fund subsidies to pay for the Table A water.

Council Member Zimmerman stated that we will work cooperatively with ID#1 to get a better contract. Also requested that the rest of the Council explain their vote relating to the purchase of Suspended Table A water.

Mayor Richardson explained that he voted the way that he did because there is a drought and wanted to ensure that we have water when we need it. He further discussed the tourists, and how they actually are paying for most of the water that they use because when they eat at restaurants, the restaurants pay for the water, and when they stay at a hotel, the hotel pays for the water. He is willing to gamble at this point that the residents will continue to conserve, and eliminate the penalties in order to raise the rates to where they need to be. Additionally, he would be willing to pay for the Table A water purchase as a one-time cost from the general fund.

Council Member Duus explained his vote on the Table A water. He thinks whatever water we can get our hands on we should.

Council Member Skytt agrees with the Mayor and Council Member Duus as to the Table A water vote. He further commented that the visitors to Solvang actually use very little water, with day visitors using about 3.7 acre feet and overnight visitors using about 40 acre feet per year. His hotel has achieved 15-18% water conservation and he is paying about \$500 per month in penalties. The City of Solvang has to cover the costs of running our water system. The City has subsidized with general fund money previously, and then had to impose a very large increase in rates to solve the problem it created. We need to maintain the reserves in our general fund to cover other capital improvements that are planned, unrelated to water.

Mayor Richardson went over some water rates of other jurisdictions and compared them with ours. We compare high for some user categories, but we don't charge as much as other jurisdictions in other categories.

Council Member Zimmerman asked why we need to keep raising water rates when the money is there in the general fund. We can do the work without raising the rates. All of the things we prepared for and charged in accordance with the rate study for, are not being done.

Public Works Director van der Linden responded to Council Member Zimmerman's comment in regards to water related projects, and outlined several projects which we have completed that were part of the 2011 Rate Study, such as the upgrade of the SCADA system, engineering work for five new wells, hydrant and meter upgrades, replacement of one well pump and two motors, completion of the EIR for the River Wells project, completion of the Water Supply Management Plan, completion of the Water Master Plan and EIR, and the study for treatment of the water from Well 22. We deferred other projects at the request of Council.

City Attorney Hanley explained that the cost per molecule of State Water is actually lower than other sources.

Council Member Jamieson stated that the citizens of Solvang voted for State water, and we are still paying for that mistake.

Mayor Richardson recommends approval of Item 4, eliminate penalties and increase rates.

Council Member Duus would agree, however, would reduce the rate increase to 3.71%.

Mayor Richardson would like to see the full 8.96% increase as we are falling behind on building funds for improvements.

Council Member Jamieson agrees with the 8.96% increase.

***Motion** made by Mayor Richardson to eliminate the penalties until such time that conservation may fall below 12% at which time penalties would be reinstated, and to raise the water usage rates by 8.96%, water meter rates by 3.71%, and sewer rates by 1.6%. Motion seconded by Council Member Skytt. **Motion passes 3-2** with Council Members Duus and Zimmerman voting No.*

Mayor Richardson asked if the Council wants to pay the \$702,000 for the purchase of the Table A water from the general fund. Yes or No?

Council Member Duus responded affirmatively.

***Motion** made by Council Member Duus to pay for the purchase of Suspended Table A water from the general fund, and seconded by Council Member Skytt. **Motion fails 2-3** with Mayor Richardson and Council Members Jamieson and Zimmerman voting No.*

Mayor Richardson inquires as to whether the Council wants to make any other changes to the Stage 2 Drought Regulations.

Council Member Zimmerman indicates that he would like to recall the vote for the \$702,000.

Council Member Duus agrees.

***Recall of Motion** made by Council Member Duus to pay for the purchase of Suspended Table A water from the general fund, and seconded by Council Member Skytt. **Motion passes 4-1** with Mayor Richardson voting No.*

*Staff was given direction to bring back Resolution 15-968 for administrative correction.*

7. **DISCUSSION AND DIRECTION FOR AD HOC COMMITTEE WITH THE SANTA YNEZ BAND OF CHUMASH INDIANS**

Staff Report by City Manager Vidro. The ad hoc committee needs guidance from Council as to how to proceed with negotiations with the Chumash relating to the Fire Station addition.

The Public Comment period was opened at 8:57 p.m.

Fred Kovol

- This is a win-win only if the City doesn't contribute one dime.

Council Member Zimmerman commented that he thought the most logical location for the truck would be Station 32.

Council Member Duus disagreed and indicated that the best location for the ladder truck is the Solvang station, and noted several fire events.

Mayor Richardson hopes that the Chumash will fund the entire project, as it would improve fire service to the whole valley.

Council Member Jamieson questioned who is responsible for the long-term maintenance of the fire station. City Manager Vidro responded that our lease says we maintain the outside and they maintain the inside.

Council Member Skytt stated that he needs more information and want to know what the Chumash are proposing.

Battalion Chief David Neels stepped forward to discuss his opinion that the best location for the ladder truck is Solvang, and identified the delivery date for the truck as October 16, 2016.

*Direction to ad hoc committee members is to negotiate for no cost to the City of Solvang.*

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

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

*No committee reports.*

9. **ADVANCE CALENDAR**

None.

10. **ADJOURNMENT** Mayor Richardson adjourned the meeting at 9:10 p.m.



# Santa Barbara County Fire Department Quarterly Report For The City of Solvang October – December 2015

This Quarterly Report is provided to the City of Solvang by the Santa Barbara County Fire Department. It is a summary of emergency responses and calls for service as well as Fire Prevention activities.

## EMERGENCY RESPONSES AND CALLS FOR SERVICE

The statistics below document the 234 calls for service for the City of Solvang for October – December 2015

Fire Incident Type	Incident Type Count
<b>Incident District/Zone: 30</b>	
Alarm system activation, no fire - unintentional	2
Animal rescue	2
Assist invalid	16
Brush or brush-and-grass mixture fire	2
Chimney or flue fire, confined to chimney or flue	2
Detector activation, no fire - unintentional	2
Dispatched and cancelled en route	28
Electrical wiring/equipment problem, other	2
EMS call, excluding vehicle accident with injury	122

Fire Incident Type	Incident Type Count
False alarm or false call, other	4
Fire in motor home, camper, recreational vehicle	2
Motor vehicle accident with injuries	4
Motor vehicle accident with no injuries.	8
No incident found on arrival at dispatch address	6
Passenger vehicle fire	2
Person in distress, other	12
Public service	4
Smoke detector activation due to malfunction	2
Smoke detector activation, no fire - unintentional	4
Water or steam leak	6
Water problem, other	2
	<b>Total: 234</b>

### **INCIDENTS BY UNIT AND DISTRICT**

The statistics below document the 228 calls for service by unit and district for Station 30 October– December 2015.

Incident District/Zone	Incident District
<b>Apparatus ID: E230</b>	
	1
30	1

Incident District/Zone	Incident District
<b>Total: 2</b>	
<b>Apparatus ID: E30</b>	
	55
13	1
18	3
30	53
31	14
32	16
<b>Total: 142</b>	
<b>Apparatus ID: E330</b>	
31	3
32	1
51	1
<b>Total: 5</b>	
<b>Apparatus ID: ME30</b>	
	7
15	1
18	5
30	50
31	8
32	8
<b>Total: 79</b>	

Incident District/Zone	Incident District
Total: 228	

**FIRE PREVENTION DIVISION ACTIVITY**

The Fire Prevention Division recorded the following activity for the months of October – December 2015.

<b><u>Fire Prevention Activities</u></b>	<b><u>October</u></b>	<b><u>November</u></b>	<b><u>December</u></b>
Fire Protection Certificates	1	0	0
Plan Checks	12	0	1
Development Reviews	0	0	0

**If you have questions or comments regarding this report, please contact Captain Dave Zaniboni at (805) 681-5531.**

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
<b>Incident District/Zone: 30</b>				
10/10/15		Dispatched and cancelled en route	Emergency	
10/10/15		Dispatched and cancelled en route	Emergency	
10/15/15	31	Dispatched and cancelled en route	Emergency	
10/15/15	31	Dispatched and cancelled en route	Emergency	
10/15/15	30	Dispatched and cancelled en route	Emergency	
10/15/15	30	Dispatched and cancelled en route	Emergency	
12/21/15	30	Dispatched and cancelled en route	Non-Emergency	
12/21/15	30	Dispatched and cancelled en route	Non-Emergency	
12/29/15	30	Dispatched and cancelled en route	Emergency	
12/29/15	30	Dispatched and cancelled en route	Emergency	
11/20/15	32	Dispatched and cancelled en route	Emergency, Downgraded to Non-Emergency	
11/20/15	32	Dispatched and cancelled en route	Emergency, Downgraded to Non-Emergency	
11/20/15	30	Dispatched and cancelled en route	Emergency	
11/20/15	30	Dispatched and cancelled en route	Emergency	

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
11/11/15	30	Dispatched and cancelled en route	Emergency	
11/11/15	30	Dispatched and cancelled en route	Emergency	
11/7/15	30	Dispatched and cancelled en route	Emergency	
11/7/15	30	Dispatched and cancelled en route	Emergency	
11/18/15	32	Dispatched and cancelled en route	Non-Emergency	
11/18/15	32	Dispatched and cancelled en route	Non-Emergency	
10/21/15	17	Dispatched and cancelled en route	Emergency	
10/21/15	17	Dispatched and cancelled en route	Emergency	
12/5/15	30	Public service	Non-Emergency	0:00:00
12/5/15	30	Public service	Non-Emergency	0:00:00
11/30/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:00:25
11/30/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:00:25
11/17/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:00:41
11/17/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:00:41
11/14/15	30	Water or steam leak	Non-Emergency	0:01:33
11/14/15	30	Water or steam leak	Non-Emergency	0:01:33

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
10/20/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:30
10/20/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:30
10/15/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:41
10/15/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:41
11/13/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:52
11/13/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:52
11/11/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:55
11/11/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:55
10/1/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:59
10/1/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:02:59
10/12/15	31	EMS call, excluding vehicle accident with injury	Emergency	0:03:01
10/12/15	31	EMS call, excluding vehicle accident with injury	Emergency	0:03:01
11/11/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:02
11/11/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:02
11/28/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:07

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
11/28/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:07
11/28/15	32	EMS call, excluding vehicle accident with injury	Emergency	0:03:07
11/28/15	32	EMS call, excluding vehicle accident with injury	Emergency	0:03:07
12/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:07
12/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:07
11/4/15	30	Person in distress, other	Emergency	0:03:08
11/4/15	30	Person in distress, other	Emergency	0:03:08
10/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:11
10/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:11
11/18/15	30	No incident found on arrival at dispatch address	Non-Emergency	0:03:15
11/18/15	30	No incident found on arrival at dispatch address	Non-Emergency	0:03:15
11/14/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:17
11/14/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:17
12/22/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:19
12/22/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:19

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
11/15/15	30	Motor vehicle accident with no injuries.	Emergency	0:03:29
11/15/15	30	Motor vehicle accident with no injuries.	Emergency	0:03:29
12/21/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:30
12/21/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:30
12/9/15	30	EMS call, excluding vehicle accident with injury		0:03:35
12/9/15	30	EMS call, excluding vehicle accident with injury		0:03:35
11/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:36
11/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:36
11/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:37
11/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:37
12/19/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:37
12/19/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:37
10/25/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:40
10/25/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:40
12/22/15	30	Motor vehicle accident with no injuries.	Emergency	0:03:40

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
12/22/15	30	Motor vehicle accident with no injuries.	Emergency	0:03:40
10/2/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:43
10/2/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:43
10/15/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:44
10/15/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:44
11/15/15	30	Detector activation, no fire - unintentional	Emergency	0:03:45
11/15/15	30	Detector activation, no fire - unintentional	Emergency	0:03:45
12/5/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:50
12/5/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:03:50
11/8/15	30	False alarm or false call, other	Emergency	0:04:05
11/8/15	30	False alarm or false call, other	Emergency	0:04:05
11/7/15	30	No incident found on arrival at dispatch address	Non-Emergency	0:04:09
11/7/15	30	No incident found on arrival at dispatch address	Non-Emergency	0:04:09
12/26/15	30	Motor vehicle accident with injuries	Emergency	0:04:12
12/26/15	30	Motor vehicle accident with injuries	Emergency	0:04:12

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
11/2/15	32	EMS call, excluding vehicle accident with injury	Non-Emergency	0:04:13
11/2/15	32	EMS call, excluding vehicle accident with injury	Non-Emergency	0:04:13
10/2/15	30	Passenger vehicle fire	Emergency	0:04:16
10/2/15	30	Passenger vehicle fire	Emergency	0:04:16
11/28/15	30	Chimney or flue fire, confined to chimney or flue	Emergency	0:04:17
11/28/15	30	Chimney or flue fire, confined to chimney or flue	Emergency	0:04:17
12/14/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:20
12/14/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:20
12/19/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:25
12/19/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:25
10/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:38
10/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:38
12/29/15	30	Assist invalid	Emergency	0:04:47
12/29/15	30	Assist invalid	Emergency	0:04:47
11/18/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:48
11/18/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:48

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
12/31/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:51
12/31/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:51
12/13/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:53
12/13/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:04:53
12/11/15	30	EMS call, excluding vehicle accident with injury		0:04:54
12/11/15	30	EMS call, excluding vehicle accident with injury		0:04:54
12/7/15	30	Assist invalid	Emergency	0:04:55
12/7/15	30	Assist invalid	Emergency	0:04:55
12/3/15	30	EMS call, excluding vehicle accident with injury		0:04:59
12/3/15	30	EMS call, excluding vehicle accident with injury		0:04:59
11/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:01
11/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:01
10/21/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:06
10/21/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:06
12/6/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:22

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
12/6/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:22
10/15/15	30	Assist invalid	Emergency	0:05:23
10/15/15	30	Assist invalid	Emergency	0:05:23
12/2/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:27
12/2/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:27
12/21/15	30	Motor vehicle accident with no injuries.	Emergency	0:05:27
12/21/15	30	Motor vehicle accident with no injuries.	Emergency	0:05:27
12/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:29
12/7/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:29
12/9/15	30	Fire in motor home, camper, recreational vehicle		0:05:29
12/9/15	30	Fire in motor home, camper, recreational vehicle		0:05:29
10/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:30
10/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:30
11/2/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:32
11/2/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:32

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
10/6/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:32
10/6/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:32
12/23/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:33
12/23/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:33
10/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:37
10/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:37
10/28/15	30	Dispatched and cancelled en route	Non-Emergency	0:05:38
10/28/15	30	Dispatched and cancelled en route	Non-Emergency	0:05:38
12/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:39
12/27/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:39
11/1/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:45
11/1/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:05:45
12/21/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:05:50
12/21/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:05:50
11/4/15	30	Person in distress, other	Non-Emergency	0:05:58

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
11/4/15	30	Person in distress, other	Non-Emergency	0:05:58
11/17/15	30	Assist invalid		0:06:07
11/17/15	30	Assist invalid		0:06:07
10/28/15	30	Smoke detector activation, no fire - unintentional	Emergency	0:06:18
10/28/15	30	Smoke detector activation, no fire - unintentional	Emergency	0:06:18
10/14/15	30	Smoke detector activation due to malfunction	Non-Emergency	0:06:25
10/14/15	30	Smoke detector activation due to malfunction	Non-Emergency	0:06:25
11/27/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:06:26
11/27/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:06:26
12/2/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:06:32
12/2/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:06:32
11/8/15	30	Person in distress, other	Non-Emergency	0:06:33
11/8/15	30	Person in distress, other	Non-Emergency	0:06:33
10/1/15	30	Electrical wiring/equipment problem, other	Emergency	0:06:34
10/1/15	30	Electrical wiring/equipment problem, other	Emergency	0:06:34
12/29/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:06:40

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
12/29/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:06:40
11/8/15	30	Dispatched and cancelled en route	Emergency	0:06:52
11/8/15	30	Dispatched and cancelled en route	Emergency	0:06:52
11/8/15	30	Motor vehicle accident with no injuries.	Emergency	0:07:00
11/8/15	30	Motor vehicle accident with no injuries.	Emergency	0:07:00
11/21/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:07:02
11/21/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:07:02
12/2/15	30	Assist invalid		0:07:07
12/2/15	30	Assist invalid		0:07:07
11/28/15	32	EMS call, excluding vehicle accident with injury	Non-Emergency	0:07:12
11/28/15	32	EMS call, excluding vehicle accident with injury	Non-Emergency	0:07:12
10/28/15	30	False alarm or false call, other		0:07:14
10/28/15	30	False alarm or false call, other		0:07:14
11/28/15	30	EMS call, excluding vehicle accident with injury		0:07:28
11/28/15	30	EMS call, excluding vehicle accident with injury		0:07:28
10/21/15	30	Person in distress, other	Non-Emergency	0:07:31

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
10/21/15	30	Person in distress, other	Non-Emergency	0:07:31
10/2/15	30	Water problem, other	Non-Emergency	0:07:31
10/2/15	30	Water problem, other	Non-Emergency	0:07:31
10/17/15	30	Assist invalid	Non-Emergency	0:07:43
10/17/15	30	Assist invalid	Non-Emergency	0:07:43
12/24/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:07:44
12/24/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:07:44
12/20/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:07:44
12/20/15	30	EMS call, excluding vehicle accident with injury	Emergency	0:07:44
10/2/15	30	Person in distress, other	Non-Emergency	0:07:58
10/2/15	30	Person in distress, other	Non-Emergency	0:07:58
12/23/15	30	Water or steam leak	Non-Emergency	0:08:02
12/23/15	30	Water or steam leak	Non-Emergency	0:08:02
11/6/15	31	EMS call, excluding vehicle accident with injury	Emergency	0:08:05
11/6/15	31	EMS call, excluding vehicle accident with injury	Emergency	0:08:05
11/3/15	30	Person in distress, other	Non-Emergency	0:08:12
11/3/15	30	Person in distress, other	Non-Emergency	0:08:12

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
12/11/15	30	EMS call, excluding vehicle accident with injury		0:08:16
12/11/15	30	EMS call, excluding vehicle accident with injury		0:08:16
12/27/15	30	Assist invalid	Non-Emergency	0:08:25
12/27/15	30	Assist invalid	Non-Emergency	0:08:25
11/12/15	30	Assist invalid	Non-Emergency	0:08:26
11/12/15	30	Assist invalid	Non-Emergency	0:08:26
12/26/15	23	EMS call, excluding vehicle accident with injury	Emergency	0:08:32
12/26/15	23	EMS call, excluding vehicle accident with injury	Emergency	0:08:32
12/26/15	18	EMS call, excluding vehicle accident with injury	Emergency	0:08:43
12/26/15	18	EMS call, excluding vehicle accident with injury	Emergency	0:08:43
11/19/15	30	Public service	Non-Emergency	0:08:58
11/19/15	30	Public service	Non-Emergency	0:08:58
10/15/15	30	No incident found on arrival at dispatch address	Non-Emergency	0:09:19
10/15/15	30	No incident found on arrival at dispatch address	Non-Emergency	0:09:19
12/18/15	30	Smoke detector activation, no fire - unintentional		0:10:25
12/18/15	30	Smoke detector activation, no fire - unintentional		0:10:25

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
12/26/15	18	Brush or brush-and-grass mixture fire	Emergency	0:10:31
12/26/15	18	Brush or brush-and-grass mixture fire	Emergency	0:10:31
12/15/15	30	Water or steam leak	Non-Emergency	0:11:06
12/15/15	30	Water or steam leak	Non-Emergency	0:11:06
12/20/15	32	EMS call, excluding vehicle accident with injury	Emergency	0:11:58
12/20/15	32	EMS call, excluding vehicle accident with injury	Emergency	0:11:58
11/22/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:11:58
11/22/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:11:58
12/29/15	30	Motor vehicle accident with injuries	Emergency	0:12:51
12/29/15	30	Motor vehicle accident with injuries	Emergency	0:12:51
11/9/15	30	Animal rescue	Non-Emergency	0:12:55
11/9/15	30	Animal rescue	Non-Emergency	0:12:55
11/20/15	31	Alarm system activation, no fire - unintentional	Emergency	0:13:15
11/20/15	31	Alarm system activation, no fire - unintentional	Emergency	0:13:15
11/28/15	31	EMS call, excluding vehicle accident with injury	Non-Emergency	0:13:53
11/28/15	31	EMS call, excluding vehicle accident with injury	Non-Emergency	0:13:53

## Solvang - Response Time Report

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Response Mode To Scene	Response Time
12/29/15	30	Dispatched and cancelled en route	Non-Emergency	0:15:05
12/29/15	30	Dispatched and cancelled en route	Non-Emergency	0:15:05

## City of Solvang October– December 2015

### Response time greater than 8 minutes

Incident Date (FD1.3)	Incident Primary Station (FD1.4)	Fire Incident Type	Narrative	Response Time
12/23/15	30	Water or steam leak	Non-Emergency	0:08:02
11/6/15	31	EMS call, excluding vehicle accident with injury	Emergency (response from out of district)	0:08:05
11/3/15	30	Person in distress, other	Non-Emergency	0:08:12
12/11/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:08:16
12/27/15	30	Assist invalid	Non-Emergency	0:08:25
11/12/15	30	Assist invalid	Non-Emergency	0:08:26
12/26/15	23	EMS call, excluding vehicle accident with injury	Emergency (response from out of district)	0:08:32
12/26/15	18	EMS call, excluding vehicle accident with injury	Emergency (response from out of district)	0:08:43
11/19/15	30	Public Assist	Non-Emergency	0:08:58
10/15/15	30	No incident found on arrival at dispatch address	Non-Emergency	0:09:19
12/18/15	30	Smoke detector activation, no fire - unintentional	Non-Emergency	0:10:25
12/26/15	18	Brush or brush-and-grass mixture fire	Emergency (response from out of district)	0:10:31
12/15/15	30	Water or steam leak	Non-Emergency	0:11:06
12/20/15	32	EMS call, excluding vehicle accident with injury	Emergency (response from out of district)	0:11:58

11/22/15	30	EMS call, excluding vehicle accident with injury	Non-Emergency	0:11:58
12/29/15	30	Motor vehicle accident with injuries	Emergency (Rural location)	0:12:51
11/9/15	30	Assist invalid	Non-Emergency	0:12:55
11/28/15	31	EMS call, excluding vehicle accident with injury	Non-Emergency	0:13:53
12/29/15	30	Dispatched and cancelled en route	Non-Emergency	0:15:05

# MEMORANDUM

**Date:** January 14, 2015  
**To:** Solvang City Council  
**From:** Senior Deputy Charlie Uhrig  
**Subject:** Solvang Statistics and Activity Report for December  
**CC:** Lt. Shawn O'Grady

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

## **Burglary:**

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

## **Other Significant Activity:**

During the month of December deputies conducted 53 traffic stops which resulted in 12 citations written for various offenses, 2 DUI arrests, and 1 arrest for misdemeanor warrants on a passenger from a traffic stop. There were 7 moving citations written this month. There were also 4 reports generating referrals to Adult Protective Services, and 2 investigations involving suspected child abuse. There were also 2 reports of a possible assault on a minor initiated by deputies. All of those reports were turned over to detectives for further investigation.

In addition, there were 8 traffic accident investigations during the month of December. Deputies also responded to 13 burglar alarm calls, 9 check the welfare calls, and 8 - 911 phone call follow-ups. There was 1 coroner case reported in Solvang during the month of December.

**Murder:**

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

**Rape:**

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

**Robbery:**

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

**Domestic Assault/Assault:**

During the month of November there were no felony domestic violence reports, but one misdemeanor domestic incident reported.

**Grand Theft:**

Two grand thefts were reported in Solvang during the month of December.

On 12-21-15 (case 15-19220), Solvang Patrol contacted the manager of a local drug store for a report of a phone scam involving an employee. During the investigation it was learned an employee had received a phone call from the "corporate office", and was told to load about \$3500 onto two pre-paid credit cards. They were also warned to immediately comply with the request. The deputy was told the employee thought the transaction was legitimate and complied with the request. The manager stated he learned of the phone scam from the Rite-Aid Loss Prevention Officers. The employee was questioned, provided a written statement, and is not a suspect. There are no suspects at this time. The case is suspended pending further leads.

On 12-22-15 (case 15-19259), a victim came to the Sheriff's Solvang Sub-Station to advise he was the victim of a theft. The victim stated he had been out at a local brewery a few days before, and while there unknown suspect(s) took a bag containing miscellaneous property valued at over \$1000, and \$270 in cash. The victim said neither he nor his wife saw anyone take his property, and left without realizing the bag was gone. The victim requested the report for insurance purposes. The business was contacted and video surveillance was requested, but at the writing of this report nothing had been retrieved or viewed. The case is suspended pending further leads.

## **Auto Theft**

No thefts of an auto were reported in Solvang during the month of December.

## **Misdemeanors/Thefts:**

There was 2 vandalisms and 1 petty theft reported during the month of December.

## **Arrests:**

During the month of December, deputies made a total of 8 arrests, including 1 felony arrest. These arrests included the following types of Misdemeanor arrests: 2 for DUI, 3 for Public Intoxication and none for Narcotics.

On 12-29-15 (case 15-19569), Solvang Patrol conducted a traffic stop on a bicycle rider. During the investigation it was learned the subject had a concealed weapon on his person, was in possession of illegal narcotics and burglary tools, and was under the influence of narcotics. The suspect was arrested for felony possession of weapons and various other charges, transported and booked into County Jail, without incident.

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## Monthly Activity Report for December

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

### **MEETINGS:**

On December 14, I attended a City Council meeting.

On December 16, I met with local church staffs regarding services for congregation members.

### **PRESENTATIONS:**

No presentations were given in the month of December.

### **ACTIVITIES:**

On December 1, I delivered Salvation Army gift packs to the seniors at Atterdag Village. I also assisted the Public Guardian on a check the welfare of a local resident.

On December 2, I delivered Salvation Army gift packs to the Solvang Senior Center. I also set up the CMS board notification for the upcoming parade.

On December 3, I worked a security detail for the Courts.

On December 5, I coordinated and worked the Solvang Julefest Parade. We had 3 medical incidents; two before and one during the parade, which did not disrupt the parade. No other incidents to report. I also worked a security detail at the Vets Hall, with no incidents to report.

On December 6, 12, 13, 19, and 20, I coordinated and worked the SYV Salvation Army Kettle Drive. We had excellent collections for our campaign and ultimately collected over \$11,000. Thank you to all who assisted with the Kettle Drive.

On December 7, I attended our 4<sup>th</sup> Quarter Range and Training Day.

On December 8, 14, and 21, I assisted with counting the funds collected for the annual Kettle Drive.

On December 8, and 10, I worked security and announcing at the Boys Middle School basketball games. I'm hoping to recruit some for my RATS youth basketball program.

On December 22, I was able to deliver more food vouchers to some of the local church's for their congregation.



## CITY OF SOLVANG STATISTICS 2014

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD Total
Log Entries	314	281	356	321	314	329	414	367	341	299	290	290	3916
OAI Reports	34	48	42	36	35	33	63	62	46	38	45	28	510
Trfc Invest.	7	12	11	10	7	13	7	16	12	9	17	10	131
Coroner	2	2	1	0	0	1	1	4	0	0	1	1	13
Burglaries	3	2	1	10	0	1	9	2	6	4	2	0	40
Attempts	0	0	0	0	0	0	2	0	0	0	0	0	2
Residential	1	0	1	0	0	1	0	0	0	1	1	0	5
Vehicle	1	0	0	9	0	0	7	0	0	2	0	0	19
Commercial	1	2	0	1	0	0	2	2	6	1	1	0	16
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Felonies	0	3	4	3	2	2	3	3	6	2	0	4	32
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	1	0	0	0	0	0	1	0	0	2
Robbery	0	1	0	0	0	0	0	0	0	0	0	0	1
Assault	0	1	2	0	2	2	2	0	1	0	0	1	11
Grand Theft	0	1	0	1	0	0	1	0	5	1	0	3	12
Auto Theft	0	0	0	1	0	0	0	0	0	0	0	0	1
Other	0	1	2	0	0	0	0	3	0	0	0	0	6
Misd./Thefts	6	4	2	2	2	3	2	3	4	1	2	2	33
Arrests	7	8	12	4	6	11	15	10	7	6	5	5	96
Misd.	5	5	8	3	4	8	8	6	5	6	5	4	67
Felony	2	3	4	1	2	3	7	4	2	0	0	1	29
DUI	2	0	2	1	1	3	2	2	1	0	3	0	17
Public Intox.	1	0	4	0	2	3	4	3	3	2	1	3	26
Narcotic	0	1	0	1	1	1	2	1	0	1	0	0	8
Citations	19	17	20	29	10	7	10	34	16	4	6	5	177
Moving	11	6	8	21	5	3	3	2	8	2	1	5	75
Equipment	6	3	4	7	2	3	1	6	0	0	2	0	34
Other	2	0	6	1	3	1	4	21	5	1	3	0	47
Parking	0	8	2	0	0	0	2	5	8	1	0	0	26
Viborg Rd.	1	0	3	2	0	0	1	0	0	0	0	2	9
Skate Park	0	0	0	0	0	0	0	13	0	0	1	0	14



**CITY COUNCIL  
STAFF REPORT/CONSENT CALENDAR**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Lisa S. Martin, City Clerk

**MEETING DATE:** January 25, 2016

**DATE PREPARED:** January 19, 2016

**SUBJECT: RATIFICATION OF SOLVANG CONFERENCE  
AND VISITORS BUREAU (SCVB) BOARD MEMBERS**

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**I. RECOMMENDATION:**

Ratify new appointments of Angie Horn and Kim Jensen and reappointment of Susan Williams to the SCVB Board of Directors.

**II. DISCUSSION:**

As stated in the SCVB by-laws, new Board Members voted in by the SCVB Board of Directors require ratification by the Solvang City Council. The City received notification from the SCVB that the Board recently named new appointments of Angie Horn (Hamlet Inn and Atterdag Inn) and Kim Jensen (Ingeborg's), and continued a new term for Susan Williams (Wandering Dog Wine Bar). David Rasmussen's (Rasmussens) and Jeff Paaske's (Solvang Restaurant) terms expire December 31, 2016.

Listed below is the complete list of current SCVB Board Members:

David Rasmussen	2015/2016
Jeff Paaske	2015/2016
Angie Horn	2015/2016
Kim Jensen	2016/2017
Susan Williams	2016/2017

**III. ALTERNATIVES:**

Council could deny ratification of the appointments.

**IV. FICAL IMPACT:**

None.

**V. ATTACHMENT(S):**

None.



**CITY COUNCIL  
STAFF REPORT/CONSENT AGENDA**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Matt van der Linden, Public Works Director/City Engineer

**MEETING DATE:** January 25, 2016

**DATE PREPARED:** January 15, 2016

**SUBJECT: RESOLUTION APPROVING AND ADOPTING THE STORER  
TRANSIT SYSTEMS/SANTA YNEZ VALLEY TRANSIT FTA  
ZERO TOLERANCE DRUG AND ALCOHOL TESTING POLICY**

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**I. RECOMMENDATIONS:**

Adopt Resolution 16-\_\_\_\_ approving and adopting the updated Storer Transit Systems/Santa Ynez Valley Transit (SYVT) Federal Transit Administration (FTA) Zero Tolerance Drug and Alcohol Testing Policy.

**II. BACKGROUND:**

The requested action involves adoption of an updated Drug and Alcohol Testing Policy for the City of Solvang as an FTA 5311 subrecipient and as the administering entity for the Santa Ynez Valley Transit. The United States Department of Transportation, Federal Transit Administration (FTA) and the Caltrans Division of Rail and Mass Transportation (DRMT) require FTA 5311 subrecipients to have an FTA-approved Drug and Alcohol (D&A) Policy and be in compliance with that Policy.

Caltrans is requiring all California FTA 5311 subrecipient agencies have an FTA approved Drug & Alcohol Policy in place prior to the execution of standard agreements. Caltrans will not execute a subrecipient agency's FTA 5311 standard agreement for the current cycle until an FTA-approved Drug and Alcohol Policy is on file with Caltrans. The document sets forth drug and alcohol testing policies and procedures, transit operator responsibilities, and the rights and responsibilities of safety-sensitive employees.

**III. DISCUSSION:**

Storer Transit Systems (Storer), as the current contracted operator of SYVT services, has updated its Zero Tolerance Drug and Alcohol Testing Policy to reflect the required Federal, State, and local requirements. Storer's policy was reviewed by Caltrans in December 2015, and the required revisions were implemented in the current version. A copy of Storer's Policy is provided for reference purposes as an attachment to this staff report.

As it relates to the proposed Policy, the City has no directly employed safety-sensitive employees, nor does Moore & Associates, the City's transit management consultant. Storer has 11 safety-sensitive employees to whom this policy would apply. Storer is solely responsible for the monitoring and reporting of safety-sensitive employees under the contract with the City of Solvang.

Upon Council adoption, the Storer Transit Systems/Santa Ynez Valley Transit (SYVT) Federal Transit Administration (FTA) Zero Tolerance Drug and Alcohol Testing Policy as presented would be submitted to Caltrans for approval.

**IV. ALTERNATIVES:**

The Council could choose not to adopt the attached Policy. However, doing so would result in the loss of future FTA transit funding upon which the SYVT bus service relies for operation.

**V. FISCAL IMPACT:**

Adoption of the SYVT Drug and Alcohol Testing Policy poses no direct fiscal impact to the City.

**VI. ATTACHMENTS:**

- A. Storer Transit Systems/Santa Ynez Valley Transit – FTA Zero Tolerance Drug and Alcohol Policy and Procedures (2015)
- B. Resolution

# ***STORER Transportation***

3519 McDonald Avenue • Modesto, California 95358  
Telephone 209.521.8250 • Fax 209.758.4043 • Fax 209.758.4054

***Since 1952***

January 12, 2015

City of Solvang  
1644 Oak Street  
Solvang, CA 93463

Dear Solvang City Council Members,

The following is a copy of the Storer / Santa Ynez Valley Transit (SYVT) Zero Tolerance Drug and Alcohol Testing Policy. This document sets forth drug and alcohol testing policies, transit operator responsibilities and the rights and responsibilities of safety-sensitive employees. This policy has been update and adopted to current Caltrans requirements as is applicable to all safety sensitive employees as defined by 49 CFR 655.4. .

Sincerely,

Steven Fernandes  
Vice President  
Storer Transportation



**STORER TRANSIT SYSTEMS /  
SANTA YNEZ VALLEY TRANSIT**

**FTA Drug and Alcohol Policy and Procedures  
Adopted as of December 2015**

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**\*Zero Tolerance**

**Revised  
12.24.15**

[In accordance with the U.S. Department of Transportation and the Federal Transit Administration Regulation (CFR Part 40 and 655)]



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Storer Transit Systems

FTA Drug and Alcohol Testing Policy

**1.0 Policy**

Storer Transit Systems is dedicated to providing a safe, dependable service to its clients. Storer Transit's employees are our most valuable resource. This policy is inclusive of all agreements for Transit services for which Storer Transit Systems is under contract. It is our policy (1) to take appropriate action to assure that employees are not impaired in their ability to perform their assigned duties in a safe, productive and healthy manner; (2) to promote and maintain drug and alcohol free environment for all employees and the general public; and (3) to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances.

To achieve the goal of a substance-free workplace, this policy incorporates two integrated components.

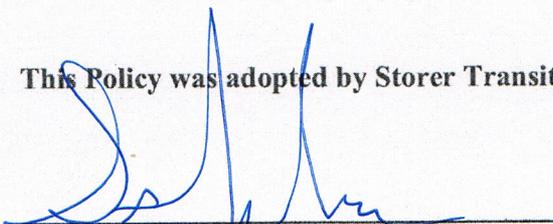
**1.1 Prevention through education and training:**

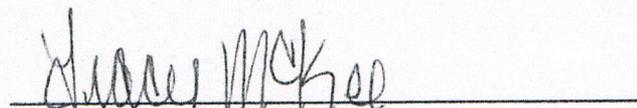
Education and training will communicate and clarify this policy to all safety sensitive employees, assist employees in recognizing substance abuse problems and in finding solutions to those problems.

**1.2 Detection, deterrence, and enforcement:**

Federal regulations require that all safety sensitive employees will be subject to reasonable suspicion, post-accident, random, return to duty and follow-up drug and alcohol testing. Applicants for a safety sensitive position will not be eligible for those positions unless they undergo and pass a pre-employment drug test. As a "zero tolerance" employer, any positive drug or alcohol tests will result in a termination of employment.

**This Policy was adopted by Storer Transit Systems December 2015.**

  
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Steven Fernandes, Vice President /  
Drug and Alcohol Program Manager (DAPM)

  
\_\_\_\_\_  
Tracy McKee, Human Resources /  
Designated Employer Representative (DER)



**Drug and Alcohol Testing Policy**  
**FTA**

**A. PURPOSE**

Storer Transit Systems provides public transit and paratransit services for the residents of several counties throughout California. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Storer Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety sensitive functions when there is a positive test result. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Any provisions set forth in this policy that are included under the sole authority of Storer Transit Systems and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Storer Transit Systems will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full or part time) when performing safety sensitive duties. Storer Transit Systems employees that do not perform safety-sensitive functions may be covered under this policy under the sole authority of Storer Transit Systems.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any other transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

**C. DEFINITIONS**

***Accident:*** An occurrence associated with the operation of a transit vehicle even when not in revenue service, if as a result-

- 1) An individual dies;
- 2) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
- 3) One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, disabling damage means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been

operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

***Adulterated specimen:*** A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

***Alcohol:*** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

***Alcohol Concentration:*** Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

***Aliquot:*** A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

***Canceled Test:*** A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

***Confirmatory Drug Test:*** A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

***Confirmatory Validity Test:*** A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

***Covered Employee Under FTA Authority:*** An employee who performs a safety sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

***Covered Employee Under Company Authority:*** An employee, applicant or transferee that will not perform a safety-sensitive function as defined by FTA but is included under the company's own authority. (See Attachment A).

***Designated Employer Representative (DER):*** An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

***Department of Transportation (DOT):*** Department of the federal government which includes the, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers' Safety Administration, Pipeline & Hazardous Materials Safety Administration, United States Coast Guard and the Office of the Secretary of Transportation.

***Dilute Specimen:*** A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

***Disabling damage:*** Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs, Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other

damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

**Evidentiary Breath Testing Device (EBT):** A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

**Initial Drug Test:** (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

**Initial Specimen Validity Test:** The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

**Invalid Result:** The result reported by an HHS certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

**Laboratory:** Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

**Limit of Detection (LOD):** The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

**Limit of Quantitation:** For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

**Medical Review Officer (MRO):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute:** A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

**Negative result:** The result reported by an HHS certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

**Non-negative test result:** A urine specimen that is reported as adulterated, substitute, invalid, or positive for drug/drug metabolites.

**Oxidizing Adulterant:** A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

**Performing (a safety sensitive function):** A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive test result:** The result reported by an HHS certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

**Prohibited drug:** Identified as marijuana, cocaine, opiates, amphetamines (including ecstasy), or phencyclidine, at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

**Reconfirmed:** The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

**Rejected for Testing:** The result reported by an HHS certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

**Revenue Service Vehicles:** All transit vehicles that are used for passenger transportation service.

**Safety-sensitive functions:** Employee duties identified as: (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL); (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle and (e) carrying a firearm for security purposes.

**Safety Sensitive Employees:** applies to all safety-sensitive Storer Transit employees, including paid part time employees who perform or could be called upon to perform any transit related safety-sensitive functions for both drug and alcohol testing, this policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work.

**Split Specimen Collection:** A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

**Substance Abuse Professional (SAP):** A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state licensed marriage and family therapist, or drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) (ICRC) or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

**Substituted specimen:** A urine specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

**Test Refusal:** The following are considered a refusal to test if the employee:

- 1) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
- 2) Fails to remain at the testing site until the testing process is complete.
- 3) Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations.
- 4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen.

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- 5) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- 6) Fails or declines to take a second test the employer or collector has directed you to take.
- 7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures.
- 8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).
- 9) If the MRO reports that there is verified adulterated or substituted test result.
- 10) Failure or refusal to sign Step 2 of the alcohol testing form.
- 11) Failure to follow the observer’s instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- 12) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- 13) Admit to the collector or MRO that you adulterated or substituted the specimen.

**Vehicle:** A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

**Verified negative test:** A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

**Verified positive test:** A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

**Validity testing:** The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

### **D. EDUCATION AND TRAINING**

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of

probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

**E. PROHIBITED SUBSTANCES**

- 1) *Prohibited substances* addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines (including methamphetamine and ecstasy), opiates (including heroin), phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.
  - b. Federal Transit Administration drug testing regulation (49 CFR Part 655) requires that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines (including methamphetamine and ecstasy), opiates ( including heroin), and phencyclidine as described in Section H of this policy. Employees that may be covered under company authority will also be tested for these same substances. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.
  - c. **Legal Drugs:** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Storer Transit Systems supervisor, and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety sensitive functions.
  - d. **Alcohol:** The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety sensitive job functions. Under Storer Transit System authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

**F. PROHIBITED CONDUCT**

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.

- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Storer Transit Systems, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Storer Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including Transit Department premises and transit vehicles.

**G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

**H. TESTING REQUIREMENTS**

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing a safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up. Any employees that may be covered under company authority will also be subject to testing for reasonable suspicion, post-accident, random and return to duty/follow-up using non-DOT testing forms.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion and random alcohol test can be performed just before, during, or after the performance of a safety-sensitive job function. Under the authority of Storer Transit Systems, Non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Storer Transit Systems. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

**I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of

## Storer Transit Systems

Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

- 2) The drugs that will be tested for include marijuana, cocaine, opiates (including heroin), amphetamines (including methamphetamine and ecstasy), and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Storer Transit Systems Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Storer Transit will ensure that the cost for the split specimen is covered in order for a timely analysis of the sample, however **Storer Transit Systems** will seek reimbursement for the split sample test from the employee.

- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled. If the split specimen is not available to analyze the MRO will direct Storer Transit to retest the employee under direct observation.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, it will be restrained in frozen storage for one year and also retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the MRO, or by the employer, by the MRO, or by the relevant DOT agency.

**8) Observed Collections:**

Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- a. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Storer Transit Systems that there was not an adequate medical explanation for the result;
- b. The MRO reports to Storer Transit Systems that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- c. The collector observes materials brought to the collection site or the employees conduct clearly indicates an attempt to tamper with a specimen;
- d. The temperature on the original specimen was out of range;
- e. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to you as negative-dilute and that a second collection must take place under direct observation (see Section 40.197 (b)(1));
- f. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- g. All follow-up tests; or
- h. All return-to-duty tests

**J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Storer Transit Systems affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 at the ATF will be considered a refusal to submit to testing.

**K. PRE-EMPLOYMENT TESTING**

All applicants for covered transit positions shall undergo urine drug testing test prior to performance of a safety-sensitive function.

- 1) All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
- 2) An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
- 3) If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be referred to a Substance Abuse Professional. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral evaluation and treatment plan as described in Section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- 4) When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q, herein.
- 5) If a pre-employment/pre-transfer test is cancelled, **Storer Transit Systems** will require the applicant to take and pass another pre-employment drug test.
- 6) In instances where a FTA covered employee does not perform any safety-sensitive functions for a period of 90 consecutive days or more regardless of reason, and is not in the random testing pool during that time the employee will be required to take a pre-employment drug and alcohol test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.

- 7) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 8) Applicants are required (even if ultimately not hired) to provide Storer Transit Systems with signed written releases requesting FTA drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Storer Transit is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide Storer Transit proof of having successfully completed a referral, evaluation and treatment plan as described in Section 655.62 of subpart G.

**L. REASONABLE SUSPICION TESTING**

- 1) All Storer Transit covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Storer Transit Systems authority, a NON-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to Storer Transit Systems and shall be attached to the forms reporting the test results.
- 3) Storer Transit Systems shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 4) When there are no specific, contemporaneous, articulable, objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment, and treatment consistent with Section Q of this policy. Storer Transit Systems shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the Storer Transit Systems. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

**M. POST ACCIDENT TESTING**

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident.

In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident. A post-accident test will also be conducted on any other employee who could have contributed to the accident.

- 1) As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the Post accident Testing Chart and a Post Accident Drug and Alcohol Test Decision Documentation Form. All Supervisors and Safety Officers will follow these procedures.
- 2) The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than thirty-two (32) hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within eight (8) hours, or the drug test within thirty-two (32) hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
- 3) Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.
- 4) An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
- 5) Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
- 6) In the rare event that Storer Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Storer Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees that may be covered under company authority will be selected from a pool of non-DOT covered employees.

## Storer Transit Systems

- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals twenty-five percent (25%) of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent (10%) of the number of covered employees in the pool.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of employees that are not included solely under Storer Transit authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety-sensitive duty. However, under Storer Transit Systems authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

### **O. RETURN-TO-DUTY TESTING**

Storer Transit Systems will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with a court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions.

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol free and there are no undo concerns for public safety.

### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused a test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will

be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-Up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing. In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR, Part 40. However, all non-USDOT follow-up tests and all paperwork, associated with an employee's return-to-work agreement that was not precipitated by a positive test result ( or refusal to test) does not constitute a violation of the Federal regulations and will be conducted under company authority and will be performed using non-DOT testing forms.

**Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal will be removed from his/her safety sensitive position, informed of educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination and referral to a SAP. A test refusal includes the following circumstances:
  - a. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
  - b. Fails to remain at the testing site until the testing process is complete
  - c. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
  - d. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
  - e. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
  - f. Fails or declines to take a second test the employer or collector has directed you to take
  - g. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures
  - h. Fails to cooperate with any part of the testing process(e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
  - i. If the MRO reports that there is verified adulterated or substituted test result
  - j. Failure or refusal to sign Step 2 of the alcohol testing form
  - k. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process
  - l. Possess or wear a prosthetic or other device that could be used to interfere with the collection process
  - m. Admit to the collector or MRO that you adulterated or substituted the specimen
- 4) An alcohol test result of  $>0.02$  to  $< 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of  $>0.02$  to  $<0.039$  two or more times

within a six month period, the employee will be removed from duty and referred for an assessment and treatment consistent with Section Q of this policy.

- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
  - a. Mandatory referral for an assessment by an employer approved counseling substance abuse professional for assessment, formulation of a treatment plan, and execution of a return to work agreement.
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Storer Transit employment.
  - c. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
  - d. Refusal to submit to a periodic unannounced follow up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
  - e. **A self-referral or management referral to the employer's approved counseling substance abuse professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
  - f. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - g. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Storer Transit.
  - h. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal are not subject to arbitration.

## **S. PROPER APPLICATION OF THE POLICY**

Storer Transit Systems is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

## **T. INFORMATION DISCLOSURE**

## Storer Transit Systems

- 1) Drug/Alcohol testing records shall be maintained by the Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, State or local safety agency with regulatory authority over Storer Transit or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended necessary legal steps to contest the issuance of the order will be taken.
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

### **U. REVISIONS TO THE POLICY AND PROGRAM.**

This policy and program is subject to revision.

### **V. STORER TRANSIT SYSTEM CONTACTS**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s):

- 1) Steven Fernandes: Vice President / Drug and Alcohol Program Manager (DAPM) (209) 758-7924

- 2) Tracy McKee: Human Resources / Designated Employer Representative (DER) (209) 758-7916
- 3) Joe Perry: Safety Officer / (209) 758-7929  
3519 McDonald Ave  
Modesto, CA 95358

**W. MEDICAL REVIEW OFFICERS (MRO)**

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APPENDIX A

ALCOHOL AND DRUG EFFECTS

Section 382.601(b) (11) FMCSR mandates that all employees be provided with training material discussing the effects of alcohol and controlled substance use on an individual's health, work, and personal life.

This attachment is intended to help individuals understand the personal consequences of substance abuse.

ALCOHOL

Although used routinely as a beverage for enjoyment, alcohol can also have a negative physical and mood-altering effects when abused. These physical or mental alterations in a driver may have serious personal and public safety risks.

Health Effects

An average of three or more servings per day of beer (12 oz.), whiskey (1 oz.), or wine (6 oz.) over time may result in the following health hazards:

- \* Dependency
- \* Fatal liver disease
- \* Kidney disease
- \* Pancreatitis
- \* Ulcers
- \* Decreased sexual functions
- \* Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- \* Spontaneous abortion and neonatal mortality
- \* Birth defects

Social Issues

- \* 2/3 of all homicides are committed by people who drink prior to the crime.
- \* 2-3% of the driving population are legally drunk at any one time. This rate doubles at night and on weekends.
- \* 2/3 of all Americans will be involved in an alcohol-related vehicle accident during their lifetime.
- \* The separation and divorce rate in families with alcohol dependency problems is 7 times the average.
- \* 40% of family court cases are alcohol related.
- \* Alcoholics are 15 times more likely to commit suicide.
- \* More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol-related.
- \* Over 17,000 fatalities occurred in 1993 highway accidents, which alcohol related. This was 43% of all highway fatalities.
- \* 30,000 people will die each year from alcohol caused liver disease.
- \* 10,000 people will die each year due to alcohol-related brain disease or suicide.
- \* Up to 125,000 people die each year due to alcohol-related conditions or accidents.

Workplace Issues

- \* It takes one hour for the average person (150 pounds) to process one serving of alcohol from the body.
- \* Impairment can be measured with as little as two drinks in the body.
- \* A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

**ALCOHOL'S TRIP THROUGH THE BODY**

**Mouth and Esophagus:** Alcohol is an irritant to the delicate linings of the throat and food pipe. It burns as it goes down.

**Stomach and Intestines:** Alcohol has an irritating effect on the stomach's protective lining, resulting in gastric or duodenal ulcers. This condition, if it becomes acute, can cause peritonitis, or perforation of the stomach wall. In the small intestine, alcohol blocks absorption of such substances as thiamin, folic acid, fat, vitamin B1, vitamin B12, and amino acids.

**Bloodstream:** 95% of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Once in the bloodstream, alcohol quickly goes to every cell and tissue in the body. Alcohol causes red blood cells to clump together in sticky wads, slowing circulation and depriving tissues of oxygen. It also causes anemia by reduction of red blood cell production. Alcohol slows the ability of white cells to engulf and destroy bacteria and degenerates the clotting ability of blood platelets.

**Pancreas:** Alcohol irritates the cells of the pancreas, causing them to swell, thus blocking the flow of digestive enzymes. The chemicals, unable to enter the small intestine, begin to digest the pancreas, leading to acute hemorrhagic pancreatitis. One out of five patients who develop this disease dies during the first attack. Pancreatitis can destroy the pancreas and cause the lack of insulin thus resulting in diabetes.

**Liver:** Alcohol inflames the cells of the liver, causing them to swell and block the tiny canal to the small intestines. This prevents bile from being filtered properly through the liver. Jaundice develops, turning the whites of the eyes and skin yellow. Each drink of alcohol increases the number of liver cells destroyed, eventually causing cirrhosis of the liver. This disease is eight times more frequent among alcoholics than among non-alcoholics.

**Heart:** Alcohol causes inflammation of the heart muscle. It has a toxic effect on the heart and causes increased amounts of fat to collect, thus disrupting its normal metabolism.

**Urinary Bladder and Kidneys:** Alcohol inflames the lining of the urinary bladder making it unable to stretch properly. In the kidneys, alcohol causes increased loss of fluids through its irritating effect.

**Sex Glands:** Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability to climax during intercourse.

**Brain:** The most dramatic and noticed effect of alcohol is on the brain. It depresses brain centers, producing progressive in coordination: confusion, disorientation, stupor, anesthesia, coma, death. Alcohol kills brain cells and brain damage is permanent. Drinking over a period of time causes loss of memory, judgment and learning ability.

**DRUGS**

**Marijuana**

The common name for a crude drug made from the chopped leaves, stems and flowering tops of a plant called Cannabis Sativa. The active ingredient in marijuana (THC) is stored in body fat and is retained for days to weeks after use.

**Immediate Effects**

Reddened eyes  
Increased heart rate  
Dry mouth and throat

**Chronic and Long Term Effects**

Reduction in efficiency of the respiratory, cardiovascular, reproductive and immunological systems  
Impaired short term memory  
Altered sense of time  
Slowed reaction time  
Reduced ability to concentrate  
Impaired motor skills  
Addiction

**Effects on Driving**

A person operating a motor vehicle while using marijuana is likely to experience:

- \* Impaired reaction time – Reaction time is increased, and braking time is slowed. Thinking and reflexes are slowed, making it difficult to respond to sudden, unexpected events.
- \* Impaired short term memory – The learning process is slowed. Remembering a sequence of numbers or memorizing and following a series of directions becomes difficult.
- \* Reduced concentration – Inability to display continuous attention or process complex information occurs. There is difficulty with complex decisions.
- \* Impaired tracking – The act of following a moving stimulus is significantly and consistently diminished. Tracking can be affected up to ten hours after use.
- \* Distorted time and distance sense – The ability to perceive accurately the passage of time is adversely affected. The user typically over-estimates the time that has elapsed.
- \* Lack of control of vehicle velocity and proper positioning – Responding to wind gusts, driving through curves, and maintaining speed and proper following distance is impeded.
- \* Lengthened glare recovery and blurred/double vision.
- \* Distorted visual and depth perception – Confusion is created about traffic movement and appropriate drivers response.

**Cocaine**

A powerful stimulant drug extracted from the leaves of the Erythroxylon coca plant. It is the most powerful central nervous system stimulant known to mankind. (Crack is a form of cocaine).

**Immediate Effects**

Euphoria  
Dilated pupils  
Increase in blood pressure, heart rate, respiration rate, and body temperature

Chronic and Long Term Effects

Short attention span  
Irritability, anxiety and depression  
Seizure and heart attack  
Loss of appetite and sleeplessness  
Psychological problems and dependence  
Hallucinations of touch, sight, taste, and/or smell

Effects on Driving

A person operating a motor vehicle while using cocaine is likely to experience:

- \* Lapses in attention and concentration – Driving awareness is adversely affected regardless of the amount used.
- \* Aggressive behavior – The result manifestations are anger and hostility toward other drivers as well as impatience and inappropriate risk-taking. The driver often overreacts to minor traffic irritations.
- \* Tendency to overreact and overcompensate – Acceleration, braking, shifting, ect., are affected by over stimulated reflexes.
- \* Impaired motor coordination – A decrease in hand-steadiness and eye/hand coordination affects proper driving response.
- \* Periods of loss of consciousness – This is the result of fatigue due to lack of sleep and food.
- \* False sense of alertness and security – Drivers become overly confident in driving judgment and skill. This affects their ability to perceive impending danger.
- \* Convulsions, seizures, cardiac arrest and/or stroke – These effects can obviously result in a collision.
- \* Distorted vision and difficulty in seeing – The pupils are so dilated that sunlight or bright head lights cause pain and discomfort. Glare recovery is also affected.
- \* Auditory and visual hallucinations as well as cocaine psychosis – Changes in perception are experienced. The driver is out of touch with reality and loses sight of where he is going.
- \* Profound depression, anxiety, irritability, and restlessness – Cocaine is a fast acting drug. The euphoria ends in less than an hour. The user is more depressed after using cocaine than before use. The higher the “high” the lower the “low”.

**Opiates**

Sometimes referred to as narcotics, opiates are a group of drugs used medically to relieve pain. Some opiates come from a resin taken from the seed pod of the Asian Poppy, i.e. opium, morphine, heroin and codeine. Other opiates are synthesized or manufactured. The term “opioids” includes naturally occurring opiate, drugs as well as the synthetic narcotics.

Immediate Effects

Relaxation and induced sleep  
Reduction of pain  
Decrease in size of pupils  
Cold, moist and bluish skin

Chronic and Long Term Effects

Restlessness, nausea and vomiting  
Breathing slows down, and death may occur  
User may go “on the nod” going back and forth from feeling alert to drowsy  
Loss of appetite  
Addiction even with occasional use  
Infections of the heart lining and valves, skin abscesses, and congested lungs

Infections from non-sterile solutions, illness such as liver disease, tetanus, serum hepatitis and AIDS from use of needles

### Effects on Driving

A person operating a motor vehicle while using Opiates/Opioids is likely to experience:

- \* Effects of intoxication – These effects are similar to those produced by alcohol abuse.
- \* False sense of security – This state of mind will cause the driver to take more chances and risks.
- \* Euphoric high followed by a period of stuporous inactivity – The driver daydreams while in this state of mind. Attention is not given to the road conditions and/or traffic situations. This subsequently creates the probability of a collision.
- \* Difficulty in focusing – The pupils are so constricted (pinpoint size) that vision is impaired.
- \* Visual distortion – Blurred and/or double vision occurs as it does with any depressant drug.
- \* Loss of consciousness – This is due to extreme fatigue and drowsiness.
- \* Coma – This creates an obvious safety risk.

### Amphetamines

Drugs which are central nervous system stimulants used to increase alertness and physical activity. In pure form they are yellowish crystals that are manufactured into tablets or capsules. The three amphetamines include: Amphetamine, Dextroamphetamine and Methamphetamine (free based methamphetamine is called ICE).

### Immediate Effects

Increased heart rate and respiration  
Increased blood pressure  
Dilated pupils  
Dry mouth

### Chronic and Long Term Effects

Sweating, headache, blurred vision, and dizziness  
Decreased appetite  
Sleeplessness and anxiety  
Rapid or irregular heartbeat  
Tremors  
Loss of coordination  
Physical collapse  
Depression  
Addiction and brain damage  
Amphetamine psychosis: hallucinations, delusions, or paranoia

### Effects on Driving

*(Very similar to the effects of Cocaine/Crack, except intensity decrease and duration increases.)*

A person operating a motor vehicle while using amphetamines is likely to experience:

- \* Over-estimation of performance capabilities – Driver takes more risks as the result of this attitude.
- \* A likelihood of being more accident-prone – Actual driving records indicate that drivers who take amphetamines are more accident-prone.
- \* Anxiety, irritability and frequent over-reaction – Minor irritations effect inappropriate driver reactions.
- \* Extreme mental and physical fatigue – This occurs during the “down” period. During this time the driver is unable to concentrate and make sound judgments.
- \* Food and sleep deprivation – Leads to inappropriate increased vehicle speed. Amphetamine psychosis can also result in: the driver is out of touch with reality and does not know where he/she is going.
- \* Impaired motor coordination – Responses necessary for hand/eye coordination are impaired.

- \* Stimulant drugs (including cocaine) – Used to combat fatigue and keep driver awake, make the driver edgy, less coordinated and more likely to be involved in traffic collisions.

**A DRIVER WHO USES STIMULANTS IS FOUR TIMES MORE LIKELY TO BE INVOLVED IN A COLLISION THAN A NON-USER**

**Phencyclidine (PCP)**

PCP was first developed as an anesthetic in the 1950's and was taken off the market because it sometimes caused hallucinations. Most often called "angel dust", it is available in various forms: a white crystal-like powder, a tablet or capsule.

Immediate Effects

Increased heart rate and blood pressure  
Flushing, sweating, dizziness and numbness

Chronic and Long Term Effects

Stimulation (speeding up) of body functions (may also act as a depressant, pain killer, anesthetic, or hallucinogenic drug)  
Change in user's perception of own body and other forms  
Changes in speech, muscle coordination and vision  
Slowing of body movements  
Dulled sense of touch and pain  
"Spacing out" of time  
Drowsiness, convulsions and coma (effects of large doses)  
Death from repeated convulsions, heart and lung failure or ruptured blood vessels in the brain  
Signs of paranoia, fearfulness and anxiety  
Flashbacks or PCP psychosis

Effects on Driving

The driver using this drug is extremely dangerous on the road. Its effects are varied and so bizarre that the dangers are unpredictable.

A person operating a motor vehicle while using PCP is likely to experience:

- \* A feeling of owning the road and he/she is the superior being on the road.
- \* Sense of invulnerability and power thus takes more risks on the road.
- \* Aggressive behavior caused from the drug – The driver becomes hostile and violent with very little patience and no fear of death.
- \* Auditory and visual hallucinations which create the likelihood of the driver reacting to something not there, that results in a collision.
- \* Visual distortion – Blurred and/or double vision can occur
- \* Convulsions, coma and/or death, loss of perception of time.
- \* Impaired coordination and dull senses.

## Post Accident Check List

- |  |                   |
|--|-------------------|
| 1. Can you discount the driver?<br>Yes_____ No_____        | 1. _____<br>_____ |
| 2. Can you discount the dispatcher?<br>Yes_____ No_____    | 2. _____<br>_____ |
| 3. Can you discount the mechanic?<br>Yes_____ No_____      | 3. _____<br>_____ |
| 4. Can you discount the bus washer?<br>Yes_____ No_____    | 4. _____<br>_____ |
| 5. Can you discount the supervisor?<br>Yes_____ No_____    | 5. _____<br>_____ |
| 6. Can you discount the safety officer?<br>Yes____ No_____ | 6. _____<br>_____ |

**Other forms that must be filled out:**

- |   |                   |
|---|-------------------|
| 1. DMV Insurance Information-Form SR-1<br>Yes____ No_____   | 1. _____<br>_____ |
| 2. STS Accident Report-(National)<br>Yes_____ No_____   | 2. _____<br>_____ |
| 3. Donald's Report<br>Yes_____ No_____  | 3. _____<br>_____ |
| 4. Were pictures taken and diagram made?<br>Yes_____ No_____                                      | 4. _____<br>_____ |
| 5. Statements given by Witness / Passenger<br>Yes_____ No_____                                    | 5. _____<br>_____ |
| 6. Traffic Accident File Number<br>(Specific agency traffic collision report)<br>Yes_____ No_____ | 6. _____<br>_____ |
| 7. Driver Statement<br>Yes_____ No_____   | 7. _____<br>_____ |
| 8. Drug and Alcohol Testing Forms<br>Yes_____ No_____   | 8. _____<br>_____ |

STORER Transportation Service  
Post Accident Discount Assessment

Accident Report Number: \_\_\_\_\_

Location of Accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Report Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Identification Number: \_\_\_\_\_

Position: \_\_\_\_\_

Result of Accident:  Fatality  
*(check all that apply)*  Disabling Damage\* to One or More Vehicles  
 Injury Requiring Immediate Transport to Medical Facility

Can you discount the employee?  Yes  No

If No, Explain: \_\_\_\_\_  
\_\_\_\_\_

Decision to Test: DOT Authority  Yes  No  
FTA Authority  Yes  No  
Company Authority  Yes  No

Type of Test:  Drug  Alcohol

Supervisor Making Determination: \_\_\_\_\_

Notification of Test: Date \_\_\_\_\_ Time \_\_\_\_\_

Test Conducted: Drug Date \_\_\_\_\_ Time \_\_\_\_\_  
Alcohol Date \_\_\_\_\_ Time \_\_\_\_\_

## Storer Post Accident Testing Chart

(All Divisions)

	Transit Division	Charter Division	School Bus Division	
	All Transit & DAR Drivers	All Drivers	Drivers of 15 or more Pass. Buses	Drivers of 14 or less Pass. Buses
<b>Start Here ↓</b> Was there a fatality? If Yes - Go to Action 1 If No - Go to Step 2	<b>FTA</b> <b>Action 1:</b> Must test driver ASAP (within 2 hours for alcohol & 32 hours for drugs).  *Document  <b>IMPORTANT NOTE:</b> If other SS Employees * could have contributed to the accident you must test them as well.	<b>DOT</b> <b>Action 1:</b> Must test driver ASAP (within 2 hours for alcohol & 32 hours for drugs.)  * Document	<b>DOT</b> <b>Action 1:</b> Must test driver ASAP (within 2 hours for alcohol & 32 hours for drugs.)  *Document	<b>Non-DOT</b>  No Testing Required,  *Document.
<b>Step 2:</b> Was anyone immediately transported to a medical treatment facility?  If Yes - Go to Action 2  If No - Go to Step 3	<b>Action 2:</b> Was there any possibility the drivers actions contributed to the accident?  If No - Go to next step  If Yes - Go to Action 1  <b>IMPORTANT NOTE:</b> If other SS Employees * could have contributed to the accident you must test them as well.	<b>Action 2:</b> Was a citation issued to the driver within 8 hours of the accident?  If Yes - Go to Action 1  If No - Go to step 3.	<b>Action 2:</b> Was a citation issued to the driver within 8 hours of the accident?  If Yes - Go to Action 1  If No - Go to step 3.	No Testing Required, *Document.
<b>Step 3:</b> Was there any disabling damage to any vehicle? →	If Yes - Go to Action 2 If No - Go to Step 4	Was a citation issued to the driver within 8 hours of the accident?  If Yes - Go to Action 1 If No - Go to Action 3	Was a citation issued to the driver within 8 hours of the accident?  If Yes - Go to Action 1 If No - Go to Action 3	No Testing Required, *Document.
<b>Step 4</b> No testing required, *Document. END	<b>Action 3:</b> No testing required, *Document. End	<b>Action 3:</b> No testing required, *Document. End	<b>Action 3:</b> No testing required, *Document. End	No Testing Required, *Document.

\* SS Employee = Safety Sensitive Employee (i.e. dispatcher, mechanic, supervisor, etc.)

\* Document = Reasons why employees were tested or not tested. Include date and time of testing and an explanation if testing wasn't done within the testing period

# After Hours Drug & Alcohol Testing

**DNT Health Check  
400 12<sup>th</sup> St #23  
Modesto, Ca  
95364**



**Business Phone  
209-492-9549**

**Nathan Ramos Cell  
209-613-2883**

**Business Fax  
209-492-9473**

**Dee Paule Cell  
209-606-7195**

**Location & Name of Substance Abuse Professionals:**

**San Joaquin County**

**Pharmatox/ Allen Grim  
1633 E Bianchi Rd #13  
Stockton, Ca 95210  
(209) 465-3183**

**Stanslaus County**

**Central Psychology Services  
Daniel Bruce  
2020 Standiford Ave  
Modesto, Ca 95350  
(209) 529-2084**

**Santa Barbara County**

**Dominick Lacovara  
11549 Los Osos Valley Rd #202  
San Luis Obispo, CA 93405  
(805) 543-7040**

**Los Angeles County**

**Jeanette Love  
6604 Vesper Avenue  
Van Nuys, CA 91405  
(805) 427-0336**





**RESOLUTION No. 16 - \_\_\_\_\_**

**ADOPTION OF THE STORER TRANSIT SYSTEMS/SANTA YNEZ VALLEY TRANSIT  
FTA ZERO TOLERANCE DRUG AND ALCOHOL TESTING POLICY**

**WHEREAS**, the City of Solvang maintains an agreement with the County of Santa Barbara and the City of Buellton for the funding and administration of the Santa Ynez Valley Transit (SYVT) bus service; and

**WHEREAS**, the City of Solvang is the authorized administrator of the SYVT program; and

**WHEREAS**, given that the SYVT program utilizes Federal funding, the Federal Transit Administration (FTA) requires the City adopt and maintain a current substance abuse policy; and

**WHEREAS**, the FTA has updated its Policy on Zero Tolerance Drug and Alcohol Testing subsequent to prior Policy adoption by the City; and

**WHEREAS**, the City's contracted service operator Storer Transit Systems is responsible for adherence to all required substance abuse policies, reporting, and monitoring, Storer Transit Systems has updated their FTA Drug and Alcohol Policy and Procedures to reflect the most current FTA requirements; and

**WHEREAS**, failure to adopt the proposed Storer Transit Systems/Santa Ynez Valley Transit FTA Zero Tolerance Drug and Alcohol Testing Policy could result in a negative finding in the City's future FTA and/or TDA Triennial Performance Audits, and jeopardize Federal transportation funding for the operation of the SYVT program;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Solvang that the attached Storer Transit Systems/Santa Ynez Valley Transit FTA Zero Tolerance Drug and Alcohol Testing Policy is hereby approved and accepted.

**PASSED, APPROVED, AND ADOPTED** this 25th day of January, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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

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





**CITY COUNCIL  
STAFF REPORT/CONSENT AGENDA**

**TO:** SOLVANG CITY COUNCIL MEMBERS

**FROM:** Brad Vidro, City Manager

**MEETING DATE:** January 25, 2016

**DATE PREPARED:** January 19, 2016

**SUBJECT: ADOPT RESOLUTION REVISIONING STAGE 2 DROUGHT REGULATIONS**

**I. RECOMMENDATION:**

Adopt Resolution 16-\_\_\_\_ a revised Stage 2 Drought Resolution with penalties amended per previous City Council action.

**II. DISCUSSION:**

The Solvang City Council implemented Stage 2 Drought Regulations within the city at its Regular Meeting of July 28, 2014. At its Regular Meeting of August 25, 2014 the Solvang City Council adjusted the Stage 2 water rates and penalties associated with the mandatory water use reductions imposed on all water customer classes as follows:

**Single Family Residential Customers penalties:**

<i>Usage</i>	<i>Penalty</i>	<i>Current penalty</i>
0-13 HCF	no penalty	\$3.16/HCF
14-21 HCF	1.5x	\$4.74/HCF
22-53 HCF	2x	\$6.32/HCF
>53 HCF	2.5x	\$7.90/HCF

**Commercial/Industrial/Institutional customer penalties:**

0-80% of use in the same month the prior year (2013)      \$3.43/HCF  
 80-125% from prior year use 1.5x penalty                      \$5.15/HCF  
 Over 125% from prior year use = fixed penalty of \$100 1<sup>st</sup> month; \$250

2<sup>nd</sup> month; \$500 3<sup>rd</sup> month

**Irrigation Only customer penalties:**

0-50% of use in the same month the prior year (2013) \$3.43/HCF  
 2<sup>nd</sup> month over \$500 penalty; 3<sup>rd</sup> month over flow restrictor placed on meter

**Multi-family Residential/Mobile Home customer penalties:**

0-90% of use in the same month the prior year (2013) \$3.43/HCF  
 Over 90% from prior year use 1.5x penalty \$5.15/HCF

At the June 22, 2015 Council meeting, the City Council added a restriction on outdoor landscape irrigation to twice weekly only on assigned days of the week beginning July 1, 2015. At that point the original penalty structure was incorrectly included in the newly adopted Resolution. The attached Resolution includes new penalties that will be in effect if conservation system-wide falls below 50% of the Governor’s 25% goal (12.5%). The penalties are tied to the water consumption charges which were increased at the January 11, 2016 City Council meeting.

If there is less than 12.5% reduction in usage from 2013, the new penalties will be assessed as follows:

**Single Family Residential Customers penalties:**

<i>Usage</i>	<i>Penalty</i>	<i>Usage Penalty</i>
0-13 HCF	no penalty	\$3.45/HCF
14-21 HCF	1.5x	\$5.17/HCF
22-53 HCF	2x	\$6.90/HCF
>53 HCF	2.5x	\$8.62/HCF

**Commercial/Industrial/Institutional customer penalties:**

0-80% of use in the same month the prior year (2013) \$3.75/HCF  
 80-125% from prior year use 1.5x penalty \$5.62/HCF  
 Over 125% from prior year use = fixed penalty of \$100 1<sup>st</sup> month; \$250 2<sup>nd</sup> month; \$500 3<sup>rd</sup> month

**Irrigation Only customer penalties:**

0-50% of use in the same month the prior year (2013) \$3.75/HCF  
 2<sup>nd</sup> month over \$500 penalty; 3<sup>rd</sup> month over flow restrictor placed on meter

**Multi-family Residential/Mobile Home customer penalties:**

0-90% of use in the same month the prior year (2013) \$3.75/HCF  
 Over 90% from prior year use 1.5x penalty \$5.62/HCF

**III. ALTERNATIVES:**

The City Council can choose to modify the penalties that are included in the Resolution.

**IV. FISCAL IMPACT:**

When the increased water rates were approved at the January 11, 2016 City Council meeting it included suspending the penalty portion of the Stage 2 Drought regulations. This will result in an elimination of the penalties collected until such time that the penalties are put back in place. It is estimated that the increased rates will cover the revenue lost from suspension of the penalties.

**V. ATTACHMENTS:**

- Resolution



**RESOLUTION 16 - \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG  
DECLARING A MODIFIED STAGE TWO DROUGHT CONDITION**

**WHEREAS**, on January 13, 2014 the Solvang City Council declared a Stage 1 Drought Condition; and

**WHEREAS**, on January 17, 2014 Governor Brown declared a statewide Drought Emergency; and

**WHEREAS**, it has taken multiple “wet” years for Santa Barbara County water purveyors to recover from major droughts in the past; and

**WHEREAS**, the City of Solvang, since the introduction of State Water, has relied heavily each year on State Water as its primary source of water supply; and

**WHEREAS**, the City of Solvang continues to face uncertainty with respect to water supply; and

**WHEREAS**, on *May 18, 2015 the Office of Administrative Law approved the State Water Resources Control Board Emergency Regulations for Statewide Urban Water Conservation; and*

**WHEREAS**, the City of Solvang may declare a Stage Two Drought Condition, per City Code Section 9-3D-3, which would activate mandatory reduction of water consumption and water use restrictions;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Solvang that the City of Solvang hereby declares a Stage Two Drought Condition, per City Code Section 9-3D-3, with the following modifications to the included water regulations:

Mandatory (subject to penalties)

1. Mandatory temporary reduction in monthly water consumption by all City water customers based on customer class as follows:
  - a. Commercial and Industrial: Mandatory 20% reduction from 2013 usage.
  - b. Irrigation: Mandatory 50% reduction from 2013 usage.
  - c. Multi Family Residential: Mandatory 10% reduction from 2013 usage.
  - d. Single Family Residential: Mandatory 25% reduction from 2013 usage.
  
2. Penalties will be charged the first month after there is not a system-wide reduction of at least 12.5% from 2013 usage. The penalties will be as follows:
  - a. Commercial and Industrial: Mandatory 20% reduction from 2013 usage. Usage 80%-125% of 2013 usage shall be billed at 1.5x penalty. Over 125% from prior year use = fixed penalty of \$100 1<sup>st</sup> month; \$250; 2<sup>nd</sup> month; \$500 3<sup>rd</sup> month
  - b. Irrigation: Mandatory 50% reduction from 2013 usage. 2<sup>nd</sup> month over \$500 penalty; 3<sup>rd</sup> month over flow restrictor placed on meter.

- c. Multi Family Residential: Mandatory 10% reduction from 2013 usage. Usage beyond 90% of 2013 usage = 1.5 x current base water rate:
  - d. Single Family Residential: temporary tiered water penalties as follows:
    - 0-13 HCF = current base water rate;
    - 14-21 HCF = 1.5x the current base water rate;
    - 22-53 HCF = 2x the current base water rate; and
    - >53 HCF = 2.5x the current base water rate
3. Outdoor irrigation of ornamental landscapes or turf shall be limited to no more than two days per week. **Watering shall be restricted to Mondays and Thursdays for addresses ending in even numbers, and to Tuesdays and Fridays for addresses ending in odd numbers.**
  4. The application of water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures is prohibited.
  5. The use of water in a fountain or other decorative water feature, except where the water is part of a recirculating system, is prohibited.
  6. The use of water for the flushing of water mains, storm drains, and fire department training exercises shall be allowed only upon advance written approval of the City Manager.
  7. The penalty for violation of any Stage One or Stage Two Drought Regulations shall be \$100 per violation.
  8. Stage Two Drought Regulations shall remain in effect until such time as they are cancelled by resolution of the Solvang City Council.
  9. Each of the following Stage One Drought Regulations shall remain in force where not in conflict with these Stage Two Drought Regulations.

Mandatory Stage One Regulations (subject to penalties)

10. Irrigation of turf such as school yards, parks, ball fields, golf courses, green spaces, etc., shall be allowed only between the hours of 10:00 PM and 6:00 AM.
11. All restaurants that provide table service shall post, in a conspicuous place, a notice of drought condition and shall refrain from serving water except upon specific request by a customer.
12. Operators of hotels, motels, and other commercial establishments offering lodging shall post in each room a notice of drought condition containing water conservation information; and a separate notice with a message similar to the following:

*Sheets and towels are customarily changed between guests. If you feel your sheets need to be changed, please leave this card on your pillow each morning. If you feel your towels need to be change, please leave them on the floor of the bath room each morning. Housekeeping will be pleased to accommodate you.*

13. Exterior watering of plants, lawns, shrubbery, ground cover, etc., shall be permitted only between the hours of 7:00 PM and 9:00 AM.
14. Vehicles shall be washed only at commercial car washing facilities (no hand car washing allowed).
15. The washing of hard surfaces such as driveways and sidewalks shall be prohibited except where necessary to protect the public health and safety.
16. The loss of water through breaks or leaks in any water user's plumbing must be corrected within twenty four (24) hours of the user's knowledge of that condition.

**PASSED, APPROVED AND ADOPTED** this 25<sup>th</sup> day of January 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Jim Richardson, Mayor

ATTEST:

---

Lisa S. Martin, City Clerk





**CITY COUNCIL  
STAFF REPORT**

**TO:** SOLVANG CITY COUNCIL MEMBERS

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

**MEETING DATE:** January 25, 2016

**DATE PREPARED:** January 19, 2016

**SUBJECT:** **FY 2015 – 2016 MID YEAR BUDGET ADJUSTMENTS**

---

**I. RECOMMENDATION:**

1. Approve Mid Year Budget Adjustments amending the 2015-2016 Fiscal Year budget.

**II. DISCUSSION:**

As part of our fiscal management, the City Manager, Administrative Services Director and Department Heads review the budget to actual financial reports at the mid-point of each fiscal year. We have reviewed the budgets of the major revenue sources for the City's general fund, Transient Occupancy Tax (TOT), Sales Tax and Property Tax. We anticipate TOT revenue to come in higher than projections by approximately \$116K, and are including a revenue budget adjustment for that amount. Other major revenue sources appear to be consistent with projections.

Below is a summary of the proposed budget adjustments.

### **General Fund (100) - Revenue Adjustments**

#### Transit Occupancy Tax

- Increasing revenue projections by \$116,000, based on current revenue projections.
- Create revenue budget to accept contributions by the Santa Ynez Band of Chumash Indians to cover preliminary design costs for the Fire Station Remodel project.

### **General Fund (100) - Expense Adjustments**

#### Parks and Recreation/Public Works

- The City purchased a new backhoe this year and planned to utilize proceeds from the sale of the old backhoe, in addition to funds from the Vehicle/Equipment pool and current year budgeted expenses to cover the cost. The Budget Adjustment Form 16-12 reallocates the budget correctly and accounts for the future sale of the backhoe.

#### All Departments

- Increase in the Insurance Category due to error in applying refund to amount owed for liability insurance for the JPIA.

#### Council/Administration

- Increase in Education due to additional training/conferences attended by City Council and City Clerk (as part of certification program).
- Increase in supplies for new projector and chairs to be used for City Council.
- Increase in Audio System to account for monthly internet fee.
- Increase in Temp Agency expenses due to recruitment for Office Assistant Position.

#### Planning, Building and Economic Development

- Increase to Professional Services due to cost for noise monitoring.

#### Parks & Recreation

- Increase Supplies budget for purchase of new chairs.
- Increase Supplies budget for Solvang Park.
- Increase Small Equipment budget for Sunny Fields due to break in and theft of equipment.
- Increase Projects budget due to additional costs for installation of storage facility.

Public Works – Engineering

- Increase budget for Membership Dues for professional organizations.
- Increase budget for Vehicle Repairs and Maintenance.
- Increase budget for Professional Services due to scanning project.

Public Works – Maintenance

- Increase budget for Repairs and Maintenance for the Vet's Hall – refrigerator replacement due to break down of the old refrigerator.
- Increase budget for Repairs and Maintenance for City Hall due to roof leak.
- Create budget for potential Fire Station Remodel project at City Hall. Currently in the planning stages. Revenue budget has also been created to accept contributions by the Santa Ynez Band of Chumash Indians to cover preliminary design costs.

Public Works – Roads

- Increase budget for Small Equipment
- Increase budget for Sidewalk Grinding

Public Works – Street Trees

- Increase budget for Safety Gear – new employee
- Increase budget for Street Tree Management

**Skytt Mesa LLMD (205) – Expense Adjustment**

- Increase budget for Repairs and Maintenance

**Water Fund (500) and Wastewater Fund (501) – Expense Adjustments**

- The City purchased a new backhoe this year and planned to utilize proceeds from the sale of the old backhoe, in addition to funds from the Vehicle/Equipment pool and current year budgeted expenses to cover the cost. The Budget Adjustment Form 16-12 reallocates the budget correctly and accounts for the future sale of the backhoe.
- Increase budget for additional costs related to accepting credit cards online.
- Increase amounts for studies for the Wastewater Treatment Plant, including Arc Flash and Capacity Analysis.
- Increase amount for the Percolation Pond Bank Restoration project due to additional regulatory requirements.
- Reduce budget for Purchased Water and State Water Payments based on current projections.
- Reduce budget for Upland and River Well Development projects.

**Transit Fund (502) – Expense Adjustments**

- Increase budget for Marketing and advertising services
- Increase budget for Professional Services

**III. ALTERNATIVES:**

The City Council could recommend amendments to the proposed budget adjustments, or not approve the budget adjustments.

**IV. FISCAL IMPACT:**

With the anticipated increase in the Transient Occupancy Taxes, there is no impact to the General Fund. In the Water Fund, we are reducing the estimated costs for the State Water Payment, Purchased Water, and the Well Projects. As a result, approximately \$969K will be returned to the reserves for the Water Fund. The Wastewater Fund will require the use of approximately \$43K of reserves, however based on the unrestricted funds available at June 30, 2015, the Wastewater Fund will have enough funds.

Below is a summary of the adjustments to revenues itemized on the attached Budget Adjustment Request Forms.

<b>FY 2015-16 Mid Year Budget Adjustment Summary</b>					
<b>Revenues</b>					
<b>Fund 100</b>			<b>Current Budget</b>	<b>Adjustment Amount</b>	<b>New Budget</b>
Administration	Increase	Transit Occupancy Tax	\$ 3,440,000	116,000	3,556,000
		Contributions - Fire			
Maintenance	Increase	Department Remodel	\$ -	4,500	4,500
General Fund	Increase	Parks - Sale of Backhoe	\$ -	2,000	\$ 2,000
General Fund	Increase	Public Works - Roads - Sale	\$ -	6,000	\$ 6,000
<b>Totals</b>			<b>\$ 3,440,000</b>		<b>3,568,500</b>
<b>Total Increase in Revenues</b>			<b>\$</b>	<b>128,500</b>	
<b>Fund 500/501</b>					
Water Fund	Increase	Water - Sale of Backhoe	\$ -	6,000	\$ 6,000
		Wastewater Collection -			
Wastewater Fund	Increase	Sale of Backhoe	\$ -	3,000	\$ 3,000
Wastewater Fund	Increase	WWTP Sale of Backhoe	\$ -	3,000	\$ 3,000
<b>Totals</b>			<b>\$ -</b>		<b>12,000</b>
<b>Total Increase in Revenues</b>			<b>\$</b>	<b>12,000</b>	

Below is a summary of the adjustments to expenses itemized on the attached Budget Adjustment Request Forms.

<b>FY 2015-16 Mid Year Budget Adjustment Summary</b>					
<b>General Fund Expenses</b>					
<b>Fund 100 - General Fund</b>			<b>Current Budget</b>	<b>Adjustment Amount</b>	<b>New Budget</b>
Council	Increase	Education	\$ 4,000	2,000	6,000
Council	Increase	Supplies - Chairs	\$ 500	2,600	3,100
Council	Increase	Audio System	\$ -	180	180
Council	Increase	Insurance	\$ 1,265	673	1,938
Admin	Increase	Education - City Clerk	\$ 12,790	2,200	14,990
Admin	Increase	Insurance	\$ 20,310	10,840	31,150
Admin	Increase	Temp Agency Services - Front Desk	\$ -	16,860	16,860
Parks	Increase	Supplies - Chairs	\$ 200	376	576
Parks	Increase	Insurance	\$ 7,209	3,771	10,980
Parks	Increase	Temp Agency Services	\$ -	14,000	14,000
Parks	Increase	Solvang Park -Supplies	\$ 13,500	1,000	14,500
Parks	Increase	Sunny Fields - Small Equip	\$ 600	4,500	5,100
Recreation	Increase	Insurance	\$ 4,502	2,356	6,858
Recreation	Increase	Projects - Storage	\$ 25,000	6,070	31,070
Planning	Increase	Professional Services - Noise Monitoring	\$ 2,800	900	3,700
Planning	Increase	Insurance	\$ 6,335	3,370	9,705
Building	Increase	Insurance	\$ 1,936	1,030	2,966
PW - Engineering	Increase	Membership Dues	\$ 2,740	1,000	3,740
PW - Engineering	Increase	Vehicle Repairs & Maint	\$ 400	400	800
PW - Engineering	Increase	Insurance	\$ 2,572	1,364	3,936
PW - Engineering	Increase	Professional Services	\$ 15,300	5,000	20,300
PW - Maintenance	Increase	Insurance	\$ 4,651	2,441	7,092
PW - Maintenance	Increase	Repairs/Maintenance Vet's Hall	\$ 6,500	7,800	14,300
PW - Maintenance	Increase	Insurance	\$ 845	483	1,328
PW - Maintenance	Increase	Repairs/Maintenance City Hall	\$ 3,600	5,000	8,600
PW - Maintenance	Increase	Fire Station Remodel City Hall	\$ -	4,500	4,500
PW-Roads	Increase	Small Equipment	\$ 1,500	1,000	2,500
PW-Roads	Increase	Insurance	\$ 5,951	3,119	9,070
PW-Roads	Increase	Sidewalk Grinding	\$ 25,000	10,000	35,000
PW-Street Trees	Increase	Safety Gear	\$ 500	500	1,000
PW-Street Trees	Increase	Street Tree Mgmt	\$ 30,000	3,000	33,000
PW-Street Trees	Increase	Insurance	\$ 2,001	1,065	3,066
<b>Totals</b>			<b>\$ 202,507</b>		<b>321,905</b>
<b>Total Funding Needed from Reserves</b>			<b>\$ 119,398</b>		

<b>FY 2015-16 Mid Year Budget Adjustment Summary</b>					
<b>Expenses</b>					
			<b>Current Budget</b>	<b>Adjustment Amount</b>	<b>New Budget</b>
<b>Fund 203 - Local Transportation</b>					
Local Trans	Increase	Insurance	\$ 605	321	\$ 926
<b>Total</b>			<b>\$ 605</b>		<b>\$ 926</b>
<b>Total Funding Needed from Reserves</b>				<b>\$ 321</b>	
<b>Fund 205 - Skytt Mesa LLMD</b>					
Skytt Mesa	Increase	Repairs and Maintenance	\$ 900	600	\$ 1,500
<b>Total</b>			<b>\$ 900</b>		<b>\$ 1,500</b>
<b>Total Funding Needed from Reserves</b>				<b>\$ 600</b>	
<b>Fund 500 - Water</b>					
Water Division	Increase	Studies - Blending Study	\$ 40,000	15,000	\$ 55,000
Water Division	Increase	Insurance	\$ 11,502	5,247	\$ 16,749
Water Division	Decrease	Upland Well Development	\$ 880,000	(80,000)	\$ 800,000
Water Division	Decrease	Purchased Water	\$ 1,150,000	(400,000)	\$ 750,000
Water Division	Decrease	River Well Development	\$ 560,000	(340,000)	\$ 220,000
Water Division	Decrease	State Water Payment	\$ 3,038,000	(171,000)	\$ 2,867,000
Water Division	Increase	Credit Card Processing Fees	\$ 800	1,600	\$ 2,400
<b>Total</b>			<b>\$ 5,680,302</b>		<b>\$ 4,711,149</b>
<b>Total Funding Returned to Reserves</b>				<b>\$ (969,153)</b>	
<b>Fund 501 - Wastewater</b>					
WWTP	Increase	Insurance	\$ 7,841	2,087	\$ 9,928
WWTP	Increase	Insurance	\$ 14,696	5,797	\$ 20,493
WWTP	Increase	Studies	\$ 31,500	27,500	\$ 59,000
WWTP	Increase	Credit Card Processing Fees	\$ 900	1,500	\$ 2,400
WWTP	Increase	Perc Pond Bank Restoration	\$ 17,000	6,000	\$ 23,000
<b>Total</b>			<b>\$ 71,937</b>		<b>\$ 114,821</b>
<b>Total Funding Needed from Reserves</b>				<b>\$ 42,884</b>	
<b>Fund 502 - Transit</b>					
Transit	Increase	Marketing and Advertising	\$ 29,220	1000	\$ 30,220
Transit	Increase	Professional Services	\$ 36,270	4000	\$ 40,270
<b>Total</b>			<b>\$ 65,490</b>		<b>\$ 70,490</b>
<b>Total Funding Needed from Reserves</b>				<b>\$ 5,000</b>	

<b>FY 2015-16 Mid Year Budget Adjustment Summary</b>					
<b>Expenses</b>					
<b>Fund 100/500/501</b>			<b>Current Budget</b>	<b>Adjustment Amount</b>	<b>New Budget</b>
General Fund	Decrease	Equipment Replacement	\$ 14,357	(8,015)	\$ 6,342
General Fund	Decrease	Equipment Replacement	\$ 29,820	(24,045)	\$ 5,775
Water Fund	Decrease	Equipment Replacement	\$ 35,896	(24,045)	\$ 11,851
Wastewater Fund	Decrease	Equipment Replacement	\$ 15,487	(12,023)	\$ 3,464
Wastewater Fund	Decrease	WWTP - Equipment Replacement	\$ 17,270	(12,023)	\$ 5,247
General Fund	Increase	Capital Equipment	\$ -	9,948	\$ 9,948
General Fund	Increase	Capital Equipment	\$ -	29,844	\$ 29,844
Water Fund	Increase	Capital Equipment	\$ -	29,844	\$ 29,844
Wastewater Fund	Increase	Capital Equipment	\$ -	14,922	\$ 14,922
Wastewater Fund	Increase	WWTP Capital Equipment	\$ -	14,922	\$ 14,922
<b>Total</b>			<b>\$ 112,830</b>		<b>\$ 132,159</b>
<b>Total Funding Needed from Reserves</b>			<b>\$ 19,329</b>		

**V. ATTACHMENTS:**

- A. Budget Adjustment Request Forms  
16-03 through 16-12





## City of Solvang Budget Adjustment Request

Agenda Item	MO/YR	Number
	<b>01/16</b>	<b>16-03</b>

**Dept:** Council/Administration

### Revenue Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Transit Occupancy Tax	100	1100	120	30001	Transit Occupancy Tax	3,440,000		120,000	3,560,000
										0
										0
										0
							<b>\$ 3,440,000</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ 3,560,000</b>

**Total Revenues Increase (Decrease) \$ 120,000**

### Expense Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Education	100	1000	100	51012	Council Education	4,000		2,000	6,000
Increase	Supplies	100	1000	100	52003	Council Supplies	500		2,600	3,100
Increase	Audio System	100	1000	100	63002	Monthly Internet	0		180	180
Increase	Insurance	100	1000	100	57009	Liability Insurance	1,265		673	1,938
Increase	Admin - Education	100	1100	120	51012	Education	12,790		2,200	14,990
Increase	Admin - Insurance	100	1100	120	57009	Liability Insurance	20,310		10,840	31,150
Increase	Admin - Temp Agency Services	100	1100	120	57052	Temp Agency - Front Desk	0		16,860	16,860
							<b>\$ 38,865</b>	<b>\$ -</b>	<b>\$ 35,353</b>	<b>\$ 74,218</b>

**Total Expense Increase (Decrease) \$ 35,353**

### EXPLANATION:

Mid Year Budget Increase
Additional expenses related to City Clerk Education and recruitment of front desk position, as well as supplies and insurance.

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



## City of Solvang Budget Adjustment Request

Agenda Item	MO/YR	Number
	<b>01/16</b>	<b>16-04</b>

**Dept:** Parks and Recreation

### Revenue Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
										0
										0
							\$ -	\$ -	\$ -	\$ -

**Total Revenues Increase (Decrease) \$ -**

### Expense Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Parks - Supplies	100	1300	300	52003	Supplies - Chairs	200		376	576
Increase	Insurance	100	1300	300	57009	Liability Insurance	7,209		3,771	10,980
Increase	Parks - Temp Agency Services	100	1300	300	57015	Janitorial Service	0		14,000	14,000
Increase	Solvang Park - Supplies	100	1300	320	52003	Supplies	13,500		1,000	14,500
Increase	Sunny Fields - Supplies	100	1300	330	52009	New Supplies due to Theft	600		4,500	5,100
Increase	Recreation - Insurance	100	1300	350	57009	Liability Insurance	4,502		2,356	6,858
Increase	Recreation - Projects	100	1300	350	70105	Storage Building - Additional Costs	25,000		6,070	31,070
							\$ 51,011	\$ -	\$ 32,073	\$ 83,084

**Total Expense Increase (Decrease) \$ 32,073**

### EXPLANATION:

Mid Year Budget Increase
Additional expenses related to need for additional supplies, liability insurance and janitorial service costs due to employee out on leave.

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



**City of Solvang  
Budget Adjustment Request**

<b>Agenda Item</b>	<b>MO/YR</b>	<b>Number</b>
	<b>01/16</b>	<b>16-05</b>

**Dept:** Planning & Building

**Revenue Adjustments**

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
										0
										0
							\$ -	\$ -	\$ -	\$ -

**Total Revenues Increase (Decrease) \$ -**

**Expense Adjustments**

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Professional Services	100	1200	200	57016	Noise Monitoring	2,800		900	3,700
Increase	Insurance	100	1200	200	57009	Liability Insurance	6,335		3,370	9,705
Increase	Building - Insurance	100	1200	210	57009	Liability Insurance	1,936		1,030	2,966
										0
										0
										0
										0
							\$ 11,071	\$ -	\$ 5,300	\$ 16,371

**Total Expense Increase (Decrease) \$ 5,300**

**EXPLANATION:**

Mid Year Budget Increase
Noise Monitoring Services
Additional liability expense.

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



## City of Solvang Budget Adjustment Request

Agenda Item	MO/YR	Number
	<b>01/16</b>	<b>16-06</b>

**Dept:** Public Works - Engineering

### Revenue Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
										0
										0
							\$ -	\$ -	\$ -	\$ -

**Total Revenues Increase (Decrease) \$ -**

### Expense Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Membership Dues	100	1600	602	52002	Membership Dues	2,740		1,000	3,740
Increase	Vehicle Repairs & Maint	100	1600	600	53008	Vehicle Repairs & Maintenance	400		400	800
Increase	Insurance	100	1600	600	57009	Liability Insurance	2,572		1,364	3,936
Increase	Professional Services	100	1600	600	57016	Professional Services	15,300		5,000	20,300
										0
										0
										0
							\$ 21,012	\$ -	\$ 7,764	\$ 28,776

**Total Expense Increase (Decrease) \$ 7,764**

### EXPLANATION:

Mid Year Budget Increase

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



## City of Solvang Budget Adjustment Request

Agenda Item	MO/YR	Number
	<b>01/16</b>	<b>16-07</b>

**Dept:** Public Works - Maintenance

### Revenue Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Fire Station Remodel Contributions	100	1600	620	39001	Contributions - Chumash for Fire Station Remodel	0		4,500	4,500
										0
							\$ -	\$ -	\$ 4,500	\$ 4,500

**Total Revenues Increase (Decrease) \$ 4,500**

### Expense Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Insurance	100	1600	605	57009	Liability Insurance	4,651		2,441	7,092
Increase	Repairs/Maintenance	100	1600	610	53003	Vet's Hall	6,500		7,800	14,300
Increase	Insurance	100	1600	610	57009	Liability Insurance	845		483	1,328
Increase	Repairs/Maintenance	100	1600	620	53003	City Hall - Roof Leak	3,600		5,000	8,600
Increase	Fire Station Remodel - City Hall	100	1600	620	70944	Fire Station Remodel	0		4,500	4,500
										0
										0
							\$ 15,596	\$ -	\$ 20,224	\$ 35,820

**Total Expense Increase (Decrease) \$ 20,224**

### EXPLANATION:

Mid Year Budget Increase
Contributions by the SY Band of Chumash Indians to cover the preliminary costs of the potential fire station remodel.

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



**City of Solvang  
Budget Adjustment Request**

<b>Agenda Item</b>	<b>MO/YR</b>	<b>Number</b>
	<b>01/16</b>	<b>16-08</b>

**Dept:** Public Works - Roads/Street Trees

**Revenue Adjustments**

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
										0
										0
							\$ -	\$ -	\$ -	\$ -

**Total Revenues Increase (Decrease) \$ -**

**Expense Adjustments**

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Small Equipment	100	1600	690	52009	Small Equipment	1,500		1,000	2,500
Increase	Insurance	100	1600	690	57009	Liability Insurance	5,951		3,119	9,070
Increase	Sidewalk Grinding	100	1600	690	57019	Sidewalk Grinding Expenses	25,000		10,000	35,000
Increase	Safety Gear	100	1600	700	51014	Safety Gear	500		500	1,000
Increase	Street Tree Management	100	1600	700	57023	Street Trees	30,000		3,000	33,000
Increase	Insurance	100	1600	700	57009	Liability Insurance	2,001		1,065	3,066
										0
							\$ 64,952	\$ -	\$ 18,684	\$ 83,636

**Total Expense Increase (Decrease) \$ 18,684**

**EXPLANATION:**

Mid Year Budget Increase

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



## City of Solvang Budget Adjustment Request

Agenda Item	MO/YR	Number
	<b>01/16</b>	<b>16-09</b>

**Dept:** Local Transportation/Skytt Mesa LLMD/Transit

### Revenue Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
										0
										0
							\$ -	\$ -	\$ -	\$ -

**Total Revenues Increase (Decrease) \$ -**

### Expense Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Local Transportation - Insurance	203	2200	802	57009	Liability Insurance	605		321	926
Increase	Skytt Mesa - Repairs and Maintenance	205	3500	804	53003	Repairs and Maintenance	900		600	1,500
Increase	Transit	502	5000	850	57001	Marketing and Advertising	29,220		1,000	30,220
Increase	Transit	502	5000	850	57016	Professional Services	36,270		4,000	40,270
Increase										0
Increase										0
										0
							\$ 66,995	\$ -	\$ 5,921	\$ 72,916

**Total Expense Increase (Decrease) \$ 5,921**

### EXPLANATION:

Mid Year Budget Increase

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



## City of Solvang Budget Adjustment Request

Agenda Item	MO/YR	Number
	<b>01/16</b>	<b>16-10</b>

**Dept:** Water Fund

### Revenue Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
										0
										0
							\$ -	\$ -	\$ -	\$ -

**Total Revenues Increase (Decrease) \$ -**

### Expense Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Insurance	500	5100	501	57009	Liability Insurance	11,502		5,247	16,749
Increase	Studies	500	5100	501	57024	Water Studies	40,000		15,000	55,000
Increase	Credit Card Processing Fees	500	5100	501	62003	Monthly Cost for Online Bill Pay	800		1,600	2,400
Decrease	Purchased Water	500	5100	501	55010	Purchased Water	1,150,000		(400,000)	750,000
Decrease	State Water Payment	500	5100	501	55011	State Water Payment	3,038,000		(171,000)	2,867,000
Decrease	Upland Well Development	500	5100	501	70280	Upland Well Development	880,000		(80,000)	800,000
Decrease	River Well Development	500	5100	501	70852	River Well Development	560,000		(340,000)	220,000
										0
							\$ 5,680,302	\$ -		\$ 4,711,149

**Total Expense Increase (Decrease) \$ (969,153)**

### EXPLANATION:

Mid Year Budget Increase

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



**City of Solvang  
Budget Adjustment Request**

<b>Agenda Item</b>	<b>MO/YR</b>	<b>Number</b>
	<b>01/16</b>	<b>16-11</b>

**Dept:** Wastewater Fund

**Revenue Adjustments**

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
										0
										0
							\$ -	\$ -	\$ -	\$ -

**Total Revenues Increase (Decrease) \$ -**

**Expense Adjustments**

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Wastewater - Insurance	501	5200	502	57009	Liability Insurance	7,841		2,087	9,928
Increase	WWTP Insurance	501	5300	503	57009	Liability Insurance	14,696		5,797	20,493
Increase	WWTP Studies	501	5300	503	57024	Studies	31,500		27,500	59,000
Increase	Credit Card Processing Fees	501	5300	503	62003	Monthly Cost for Online Bill Pay	900		1,500	2,400
Increase	WWTP Perc Pond Bank Restoration	501	5300	503	70928	Percolation Pond Bank Restoration	17,000		6,000	23,000
										0
										0
							\$ 71,937	\$ -	\$ 42,884	\$ 114,821

**Total Expense Increase (Decrease) \$ 42,884**

**EXPLANATION:**

Mid Year Budget Increase

Prepared By: Sandra Featherson	1/19/2016
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date



## City of Solvang Budget Adjustment Request

Agenda Item	MO/YR	Number
	<b>01/16</b>	<b>16-12</b>

**Dept:** Public Works/Parks & Rec

### Revenue Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Sale of Surplus Property	100	1300	300	43004	Sale of Backhoe	0		2,000	2,000
Increase	Sale of Surplus Property	100	1600	690	43004	Sale of Backhoe	0		6,000	6,000
Increase	Sale of Surplus Property	500	5100	501	43004	Sale of Backhoe	0		6,000	6,000
Increase	Sale of Surplus Property	501	5200	502	43004	Sale of Backhoe	0		3,000	3,000
Increase	Sale of Surplus Property	501	5300	503	43004	Sale of Backhoe	0		3,000	3,000
							\$ -	\$ -	\$ 20,000	\$ 20,000

**Total Revenues Increase (Decrease) \$ 20,000**

### Expense Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Decrease	Equipment Replacement	100	1300	300	63006	Move budget to Capital Equipment	14,357	8,015		6,342
Decrease	Equipment Replacement	100	1600	690	63006	Move budget to Capital Equipment	29,820	24,045		5,775
Decrease	Equipment Replacement	500	5100	501	63006	Move budget to Capital Equipment	35,896	24,045		11,851
Decrease	Equipment Replacement	501	5200	502	63006	Move budget to Capital Equipment	15,487	12,023		3,464
Decrease	Equipment Replacement	501	5300	503	63006	Move budget to Capital Equipment	17,270	12,023		5,247



## City of Solvang Budget Adjustment Request

### Expense Adjustments

Decrease/ Increase	Account/ Project Name	Fund	Dept	Prog.	Object	Description	Current Budget	AMOUNT		Revised Budget
								Decrease	Increase	
Increase	Capital Equipment	100	1300	300	63005	Rebudget from Equipment Replacement to Capital Equipment	0		9,948	9,948
Increase	Capital Equipment	100	1600	690	63005	Move budget to Capital Equipment	0		29,844	29,844
Increase	Capital Equipment	500	5100	5001	63005	Move budget to Capital Equipment	0		29,844	29,844
Increase	Capital Equipment	501	5200	502	63005	Move budget to Capital Equipment	0		14,922	14,922
Increase	Capital Equipment	501	5300	503	63005	Move budget to Capital Equipment	0		14,922	14,922
							<b>\$ 112,830</b>	<b>\$ 80,151</b>	<b>\$ 99,480</b>	<b>\$ 132,159</b>

**Total Expense Increase (Decrease) \$ 19,329**

#### EXPLANATION:

1) Expense for Backhoe should be charged to Capital Equipment, not Equipment Replacement.
2) Expense budget should account for total cost, not the amount reduced by expected surplus revenue, so increasing budget.
3) Increasing revenue accounts for anticipated surplus revenue from old backhoe.

Prepared By: Sandra Featherson	Date: 1/19/16
Admin. Services Director:	Date
City Manager:	Date
City Council Approved:	Date
Posted by:	Date





## ADVANCE CALENDAR ITEMS

Below is an Advance Calendar of anticipated agenda items. The dates are tentative but reflect an overview of items to come.

Tentative Meeting Date	Item
February 8, 2016	CAFR CERBT Trust for OPEB liability Groundwater Sustainability Plan Presentation- SYRWCD City/Chumash Ad Hoc Committee Status Notice of Completion WWTP Garage Structure Beverage Container Recycling Payment Program Reso- Consent
February 22, 2016	Award Contract for Vets Hall Lead Abatement & Painting

<b><u>Future Unscheduled Items</u></b>	Award Consultant Contract- Seismic Retrofit Construction Mngmt Award Construction Contract- Alisal Bridge Seismic Retrofit Resolution of Intent re: Installment Sale Water Revenue Bonds Citywide Sidewalk Master Plan Storm Water Resource Plan Ratify Reappointment of Shirley Stacy to Library Advisory Comm- June ADA Transition Plan Marijuana Cultivation & Delivery Ordinance First Reading Building Fee revisions/Calif. Code Check Agreement Drought Ordinance Update Model Water Efficient Landscape Ordinance Wireless Facilities Regulations Conveyance Ordinance Update /Conveyance Renewals –July Can and Will Serve Letter Expiration Code Revision Award Consultant Contract for Recycled Water Feasibility Study Resolution of Support for SBCAG Regional Bike & Ped Plan Measure A Program of Projects Solvang Mesa LLMD Assessment, Resolution of Intent Solvang Mesa LLMD Resolution of Assessment
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Warrant Register 1<sup>st</sup> meeting of each month  
 SCVB Report 2<sup>nd</sup> meeting of each month (biennial)  
 Sheriff's Report 2<sup>nd</sup> meeting of each month  
 Fire Department Report quarterly