

CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY,
PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY



AGENDA

Joint REGULAR Meeting

Wednesday, May 9, 2018 * 6:00 P. M.

City Hall / Council Chambers, 635 S. Highway 101, Solana Beach, California

- City Council meetings are video recorded and archived as a permanent record. The video recording captures the complete proceedings of the meeting and is available for viewing on the City's website.
- Posted Reports & Supplemental Docs contain records up to the cut off time prior to meetings for processing new submittals. Complete records containing meeting handouts, PowerPoints, etc. can be obtained through a [Records Request](#).

PUBLIC MEETING ACCESS

The Regular Meetings of the City Council are scheduled for the 2nd and 4th Wednesdays and are broadcast live on Cox Communications-Channel 19, Time Warner-Channel 24, and AT&T U-verse Channel 99. The video taping of meetings are maintained as a permanent record and contain a detailed account of the proceedings. Council meeting tapings are archived and available for viewing on the City's website.

AGENDA MATERIALS

A full City Council agenda packet including relative supporting documentation is available at City Hall, the Solana Beach Branch Library (157 Stevens Ave.), La Colonia Community Ctr., and online www.cityofsolanabeach.org. Agendas are posted at least 72 hours prior to regular meetings and at least 24 hours prior to special meetings. Writings and documents regarding an agenda of an open session meeting, received after the official posting, and distributed to the Council for consideration, will be made available for public viewing at the same time. In addition, items received at least 1 hour 30 minutes prior to the meeting time will be uploaded online with the courtesy agenda posting. Materials submitted for consideration should be forwarded to the City Clerk's department 858-720-2400. The designated location for viewing public documents is the City Clerk's office at City Hall during normal business hours.

SPEAKERS

Please submit a speaker slip to the City Clerk prior to the meeting, or the announcement of the Section/Item, to provide public comment. Allotted times for speaking are outlined on the speaker's slip for each agenda section: Oral Communications, Consent, Public Hearings and Staff Reports.

AMERICAN DISABILITIES ACT TITLE 2

In compliance with the Americans with Disabilities Act of 1990, persons with a disability may request an agenda in appropriate alternative formats as required by Section 202. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk's office (858) 720-2400 at least 72 hours prior to the meeting.

As a courtesy to all meeting attendees, please set cellular phones and pagers to silent mode and engage in conversations outside the Council Chambers.

CITY COUNCILMEMBERS

David A. Zito, Deputy Mayor

Jewel Edson, Councilmember

Judy Hegenauer, Councilmember

Lesa Heebner, Councilmember

Peter Zahn, Councilmember

Gregory Wade
City Manager

Johanna Canlas
City Attorney

Angela Ivey
City Clerk

SPEAKERS:

Please submit your speaker slip to the City Clerk prior to the meeting or the announcement of the Item. Allotted times for speaking are outlined on the speaker's slip for Oral Communications, Consent, Public Hearings and Staff Reports.

READING OF ORDINANCES AND RESOLUTIONS:

Pursuant to Solana Beach Municipal Code Section 2.04.460, at the time of introduction or adoption of an ordinance or adoption of a resolution, the same shall not be read in full unless after the reading of the title, further reading is requested by a member of the Council. If any Councilmember so requests, the ordinance or resolution shall be read in full. In the absence of such a request, this section shall constitute a waiver by the council of such reading.

CALL TO ORDER AND ROLL CALL:

FLAG SALUTE:

APPROVAL OF AGENDA:

PROCLAMATIONS/CERTIFICATES: *Ceremonial*

None at the posting of this agenda

PRESENTATIONS: Ceremonial items that do not contain in-depth discussion and no action/direction.

1. San Diego County Fair 2018

ORAL COMMUNICATIONS:

This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a speaker slip (located on the back table) to the City Clerk. Comments relating to items on this evening's agenda are taken at the time the items are heard. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

An opportunity for City Council to make brief announcements or report on their activities. These items are not agendized for official City business with no action or substantive discussion.

A. CONSENT CALENDAR: (Action Items) (A.1. - A.6.)

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of the Council will be trailed to the end of the agenda, while Consent Calendar items removed by the public will be discussed immediately after approval of the Consent Calendar.

A.1. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for April 7-20, 2018

[Item A.1. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.2. General Fund Adopted Budget for Fiscal Year 2017-2018 Changes. (File 0330-30)

Recommendation: That the City Council

1. Receive the report listing changes made to the Fiscal Year 2017-2018 General Fund Adopted Budget.

[Item A.2. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.3. 2018 Street Maintenance and Repairs Project. (File 0330-30)

Recommendation: That the City Council

1. Adopt **Resolution 2018-046**:
 - a. Approving the list of streets scheduled for maintenance and repairs as part of the 2018 Street Maintenance and Repairs Project.
 - b. Authorizing the City Engineer to advertise for construction bids for the 2018 Street Maintenance and Repairs Project.

[Item A.3. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.4. Administrative Policy No. 23 – Zero Tolerance Alcohol and Drug Use Policy.
(File 0100-90)

Recommendation: That the City Council

1. Approve **Resolution 2018-047** adopting the updated Administrative Policy No. 23 – Zero Tolerance Alcohol and Drug Use Policy and authorizing the City Manager to make any subsequent changes to the Policy.

[Item A.4. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.5. Quarterly Investment Report. (File 0350-44)

Recommendation: That the City Council

1. Accepts and files the attached Cash and Investment Report for the quarter ended March 31, 2018.

[Item A.5. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

A.6. New Temporary Public Art Location At Seascape Sur Beach Access. (File 0910-41)

Recommendation: That the City Council

1. Adopt **Resolution 2018-057** approving the Seascape Sur beach access as a new location for the Temporary Public Arts Program.

[Item A.6. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

NOTE: The City Council shall not begin a new agenda item after 10:30 p.m. unless approved by a unanimous vote of all members present. (SBMC 2.04.070)

C. STAFF REPORTS: (C.1. - C.3.)

Submit speaker slips to the City Clerk.

C.1. Establishing the Solana Energy Alliance FY 2018 & FY 2019 Budget and Resolution 2018-056 Approving A Loan for Solana Energy Alliance Start-Up Costs. (File 1010-40)

Recommendation: That the City Council

1. Adopt **Resolution 2018-055** approving the Solana Energy Alliance Fiscal Year 2018 and Fiscal Year 2019 budgets.
2. Adopt **Resolution 2018-056** approving a loan from the General Fund to the Solana Energy Alliance Enterprise Fund.

[Item C.1. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

C.2. Introduce (1st Reading) Ordinance 486 Amending the Solana Beach Municipal Code Chapter 8.04 Animal Control and Executing a Three Year Agreement for Animal Control Services with the San Diego Humane Society. (File 0200-10)

Recommendation: That the City Council

1. Approve **Resolution 2018-049** authorizing the City Manager to execute the agreement with San Diego Humane Society for the delivery of Animal Control Services.
2. Introduce **Ordinance 486** making necessary changes to SBMC Chapter 8.04 Animal Control.

[Item C.2. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

C.3. Council Boards, Committees & Commissions Appointments to Fill Vacancies.
(File 0410-05)

Recommendation: That the City Council

1. Review the Regional Boards/Commissions/Committees.
 - a. Determine the City Selection Committee 2018 remainder term appointment.
 - b. Review all vacancies to make necessary appointments, as well as any necessary alternates.
2. Review Council Standing Committees' vacancies and make the necessary appointment, as well as alternate appointments, if necessary.

[Item C.3. Report \(click here\)](#)

Posted Reports & Supplemental Docs contain records up to the cut off time, prior to the start of the meeting, for processing new submittals. The final official record containing handouts, PowerPoints, etc. can be obtained through a Records Request to the City Clerk's Office.

WORK PLAN COMMENTS:

Adopted June 14, 2017

COMPENSATION & REIMBURSEMENT DISCLOSURE:

GC: Article 2.3. Compensation: 53232.3. (a) Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. 53232.3 (d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

COUNCIL COMMITTEE REPORTS:

Regional Committees: (outside agencies, appointed by this Council)

- a. City Selection Committee (meets twice a year) – Vacant (Edson, alternate).
- b. County Service Area 17 – Zahn (Vacant, alternate).
- c. Escondido Creek Watershed Authority – Vacant /Staff (no alternate).
- d. League of Ca. Cities' San Diego County Executive Committee – Vacant (Edson, alternate) and any subcommittees.
- e. League of Ca. Cities' Local Legislative Committee – Vacant (Edson, alternate)
- f. League of Ca. Cities' Coastal Cities Issues Group (CCIG) – Vacant (Edson, alternate)
- g. North County Dispatch JPA – Vacant (Edson, alternate).
- h. North County Transit District – Edson (Vacant, alternate)
- i. Regional Solid Waste Association (RSWA) – Vacant (Hegenauer, alternate).
- j. SANDAG – Zito (Primary), Edson (1st alternate), Vacant (2nd alternate) and any subcommittees.
- k. SANDAG Shoreline Preservation Committee – Zito (Hegenauer, alternate).
- l. San Dieguito River Valley JPA – Hegenauer (Vacant, alternate).
- m. San Elijo JPA – Vacant, Zito (City Manager, alternate).
- n. 22nd Agricultural District Association Community Relations Committee – Vacant, Edson.

Standing Committees: (All Primary Members) (Permanent Committees)

- a. Business Liaison Committee – Zito, Edson.
- b. Solana Beach-Del Mar Relations Committee – Vacant, Zito
- c. Highway 101 / Cedros Ave. Development Committee – Edson, Vacant.
- d. Fire Dept. Management Governance & Organizational Evaluation – Edson, Hegenauer
- e. I-5 Construction Committee – Zito, Edson.
- f. Parks and Recreation Committee – Vacant, Zito
- g. Public Arts Committee – Vacant, Hegenauer.
- h. School Relations Committee – Vacant, Hegenauer.

ADJOURN:

Next Regularly Scheduled Meeting is May 23, 2018

*Always refer the City's website Event Calendar for updated schedule or contact City Hall.
www.cityofsolanabeach.org 858-720-2425*

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA }
COUNTY OF SAN DIEGO } §
CITY OF SOLANA BEACH }

I, Angela Ivey, City Clerk of the City of Solana Beach, do hereby certify that this Agenda for the May 9, 2018 Council Meeting was called by City Council, Successor Agency to the Redevelopment Agency, Public Financing Authority, and the Housing Authority of the City of Solana Beach, California, was provided and posted on May 2, 2018 at 6:55 p.m. on the City Bulletin Board at the entrance to the City Council Chambers. Said meeting is held at 6:00 p.m., May 9 10, 2018, in the Council Chambers, at City Hall, 635 S. Highway 101, Solana Beach, California.

Angela Ivey, City Clerk
City of Solana Beach, CA

UPCOMING CITIZEN CITY COMMISSION AND COMMITTEE MEETINGS:

Regularly Scheduled, or Special Meetings that have been announced, as of this Agenda Posting. Dates, times, locations are all subject to change. See the City's Commission's website or the City's Events Calendar for updates.

- **Budget & Finance Commission**
Thursday, May 17, 2018, 5:30 p.m. (City Hall)
- **Climate Action Commission**
Wednesday, May 16, 2018, 5:30 p.m. (City Hall)
- **Parks & Recreation Commission**
Thursday, May 10, 2018, 4:00 p.m. (Fletcher Cove Community Center)
- **Public Arts Commission**
Tuesday, May 22, 2018, 5:30 p.m. (City Hall)
- **View Assessment Commission**
Tuesday, May 15, 2018, 6:00 p.m. (Council Chambers)



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: Finance
SUBJECT: Register of Demands

BACKGROUND:

Section 3.04.020 of the Solana Beach Municipal Code requires that the City Council ratify a register of demands which represents all financial demands made upon the City for the applicable period.

Register of Demands- 04/07/18 through 04/20/18		
Check Register-Disbursement Fund (Attachment 1)		\$ 702,308.32
Council Payroll	April 12, 2018	1,895.26
Federal & State Taxes	April 12, 2018	219.02
PERS Retirement (EFT)	April 12, 2018	307.11
Retirement Payroll	April 13, 2018	9,561.00
Net Payroll	April 20, 2018	175,163.28
Federal & State Taxes	April 20, 2018	40,277.54
PERS Retirement (EFT)	April 20, 2018	<u>40,607.47</u>
TOTAL		\$ <u>970,339.00</u>

DISCUSSION:

Staff certifies that the register of demands has been reviewed for accuracy, that funds are available to pay the above demands, and that the demands comply with the adopted budget.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The register of demands for April 7, 2018 through April 20, 2018 reflects total expenditures of \$970,339.00 from various City funding sources.

CITY COUNCIL ACTION: _____ _____

WORK PLAN:

N/A

OPTIONS:

- Ratify the register of demands.
- Do not ratify and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council ratify the above register of demands.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Check Register – Disbursement Fund

PENTAMATION
 DATE: 04/19/2018
 TIME: 17:20:38

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
 ACCTPA21

SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20180407 00:00:00.000' and '20180420 00:00:00.000'
 ACCOUNTING PERIOD: 10/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	92335	04/10/18	3859	ICMA RETIREMENT TRUST-RH 001	00165006570	ICMA PD 04/06/18 ADD	0.00	11.25
1011	92336	04/12/18	4706	24 HOUR ELEVATOR, INC	00165006570	RE-ISSUE CK#91024	0.00	157.48
1011	92337	04/12/18	1135	AFFORDABLE PIPELINE SERV	50900007700	O-SEWER CLEANING	0.00	1,425.00
1011	92337	04/12/18	1135	AFFORDABLE PIPELINE SERV	00165006520	O-STORM DRAIN MAINT	0.00	855.00
1011	92337	04/12/18	1135	AFFORDABLE PIPELINE SERV	00165006520	O-STORM DRAIN MAINT	0.00	1,710.00
	TOTAL CHECK						0.00	3,990.00
1011	92338	04/12/18	1122	APPLE ONE, INC	00150005150	TEMP HELP PR03/24	0.00	435.53
1011	92338	04/12/18	1122	APPLE ONE, INC	00150005150	TEMP HELP PR03/24	0.00	484.92
	TOTAL CHECK						0.00	920.45
1011	92339	04/12/18	4832	AT&T CALNET 3	00160006170	9391053651 02/25-3/24	0.00	215.20
1011	92340	04/12/18	511	BELLY UP TAVERN INC	25055005570	CONCERT BOOKING FEE	0.00	750.00
1011	92341	04/12/18	716	CALIFORNIA STATE LANDS C	45099266190	9926 SCOUP PERMIT FEE	0.00	3,025.00
1011	92342	04/12/18	4152	CARMEN CAMPBELL	25055005570	EGG HUNT-CLOWN	0.00	195.00
1011	92343	04/12/18	310	CITY OF ENCINITAS	00165006520	WATERSHED MGT FY17/18	0.00	119.25
1011	92343	04/12/18	310	CITY OF ENCINITAS	00165006520	WATERSHED MGT FY17/18	0.00	755.00
	TOTAL CHECK						0.00	874.25
1011	92344	04/12/18	2631	CLEAN STREET	00165006550	STREET SWP-MAR	0.00	3,173.00
1011	92345	04/12/18	127	COX COMMUNICATIONS INC	00150005450	CTYINTRNT 03/19-04/18	0.00	536.94
1011	92346	04/12/18	4684	DIVISION OF THE STATE AR 001		DAE FEE JAN-MAR 2018	0.00	406.00
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006570	CR: PHOTO CBL	0.00	-10.66
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006570	PUTTY STICK	0.00	3.87
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006570	BRASS NIPPLE	0.00	10.66
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006560	EGG HUNT-FLAG TAPE	0.00	11.58
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006570	OUTLET/TAPE	0.00	15.44
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006570	CAULKING (2)	0.00	17.86
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006570	HOSE BIBB	0.00	20.15
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006570	BRASS UNION/BALL VALV	0.00	58.02
1011	92347	04/12/18	134	DIXIELINE LUMBER CO INC	00165006570	CR:ACCESS PANEL	0.00	-51.00
	TOTAL CHECK						0.00	75.92
1011	92348	04/12/18	2127	ALLIANT INSURANCE SERVIC 001		Q3 SPEC EVENT INSUR	0.00	1,849.27
1011	92349	04/12/18	269	DUDEK & ASSOCIATES INC.	21355005550	1714.29/661-781 NARDO	0.00	3,900.00
1011	92350	04/12/18	11	ICMA RETIREMENT TRUST-45 001		ICMA PD 04/12/18	0.00	3,041.09
1011	92351	04/12/18	5399	INBOUND DESIGN INC.	00150005300	CCA WEBSITE DSGN	0.00	4,875.00
1011	92351	04/12/18	5399	INBOUND DESIGN INC.	00150005300	CCA WEBSITE DSGN	0.00	4,875.00
	TOTAL CHECK						0.00	9,750.00

CITY OF SOLANA BEACH, CA
CHECK REGISTER - DISBURSEMENT FUND

PENTAMATION
DATE: 04/19/2018
TIME: 17:20:38

SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20180407 00:00:00.000' and '20180420 00:00:00.000'
ACCOUNTING PERIOD: 10/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	92352	04/12/18	4792	INTERFAITH COMMUNITY SER	00150005100	WNTR SHLTR FY17/18	0.00	4,500.00
1011	92353	04/12/18	87	ISLA VERDE HOA	20575007530	LANDSCAPE MAINT-MAR	0.00	425.00
1011	92354	04/12/18	190	LEAGUE OF CALIFORNIA CIT	00150005100	FY18 LCC MEMBERSHIP	0.00	5,844.00
1011	92355	04/12/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.85
1011	92355	04/12/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	7.41
1011	92355	04/12/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	8.34
1011	92355	04/12/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	8.34
1011	92355	04/12/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	14.82
TOTAL CHECK							0.00	40.76
1011	92356	04/12/18	5129	KAYLA MOSHKI	00170007100	FY18CPRS MBSPH-MOSHKI	0.00	95.00
1011	92357	04/12/18	5252	NOSSAMAN LLP	00150005250	PROF SVC-FEB	0.00	2,346.88
1011	92357	04/12/18	5252	NOSSAMAN LLP	00150005250	PROF SVC-FEB	0.00	9,170.62
TOTAL CHECK							0.00	11,517.50
1011	92358	04/12/18	50	OFFICE DEPOT INC	00155005550	CABLE TIES	0.00	10.99
1011	92359	04/12/18	3754	PAL GENERAL ENGINEERING	202	9362PAV RPR RTN-MAR	0.00	-4,000.31
1011	92359	04/12/18	3754	PAL GENERAL ENGINEERING	20293626510	9362.17 PAV RPR-MAR	0.00	76,005.84
1011	92359	04/12/18	3754	PAL GENERAL ENGINEERING	20293626510	9362PAV RPR RTN-MAR	0.00	4,000.31
TOTAL CHECK							0.00	76,005.84
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.27/360 N. GRANAD	0.00	250.00
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.20/729 BARBARA	0.00	250.00
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1715.27/707 N. RIOS	0.00	250.00
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.27/360 N. GRANAD	0.00	250.00
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.03/330 CEDROS	0.00	250.00
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1717.02/960 AVOCADO	0.00	375.00
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1716.49/1048 VIA MIL	0.00	375.00
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1714.19/402 S. RIOS	0.00	375.00
1011	92360	04/12/18	4797	PAMELA ELLIOTT LANDSCAPE	21355005550	1714.19/402 S. RIOS	0.00	500.00
TOTAL CHECK							0.00	2,875.00
1011	92361	04/12/18	5361	HABITAT PROTECTION, INC	00165006570	AS NEEDED PST CNTL-FC	0.00	34.00
1011	92361	04/12/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-MAR-FC	0.00	30.00
1011	92361	04/12/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-MAR-PW	0.00	30.00
1011	92361	04/12/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-MAR-LC	0.00	30.00
1011	92361	04/12/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-MAR-MS	0.00	30.00
1011	92361	04/12/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-MAR-FD	0.00	35.00
1011	92361	04/12/18	5361	HABITAT PROTECTION, INC	00165006570	PEST CONTROL-MAR-CH	0.00	45.00
TOTAL CHECK							0.00	234.00
1011	92362	04/12/18	4853	PINPOINT PEST CONTROL CO	00165006530	BEE RMVL-MARVIEW LN	0.00	145.00
1011	92363	04/12/18	1382	PURE FLO - PW # 26118	00165006570	DRINKING WATER-MAR	0.00	23.81
1011	92364	04/12/18	619	PURE FLO - CMGR #24581 (00150005350	DRINKING WATER-MAR	0.00	161.47

PENTAMATION
 DATE: 04/19/2018
 TIME: 17:20:38

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

SELECTION CRITERIA: transact.gl_cash='1011' and transact.ck_date between '20180407 00:00:00.000' and '20180420 00:00:00.000'
 ACCOUNTING PERIOD: 10/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	92365	04/12/18	2126 SAN DIEGO SUPERIOR COURT	12050005460	CR16.927 SM CLM FEE	0.00	50.00
1011	92366	04/12/18	86 SAN ELIJO HILLS II HOA	20775007550	LNDSCAPE MAINT-MAR	0.00	6,550.00
1011	92367	04/12/18	88 SANTA FE HILLS HOA	20475007520	LNDSCAPE MAINT-MAR	0.00	12,250.00
1011	92368	04/12/18	3066 SUMMIT ENVIRONMENTAL GRO	21355005550	1717.39/325 S SIERRA	0.00	500.00
1011	92368	04/12/18	3066 SUMMIT ENVIRONMENTAL GRO	4509266190	9926 PROF SVC SND-MAR	0.00	18,620.00
1011	92368	04/12/18	3066 SUMMIT ENVIRONMENTAL GRO	00155005550	PROF SVC MAR	0.00	440.00
1011	92368	04/12/18	3066 SUMMIT ENVIRONMENTAL GRO	21355005550	1717.27/235-245 PACIFI	0.00	3,000.00
1011	92368	04/12/18	3066 SUMMIT ENVIRONMENTAL GRO	21355005550	1714.20/959 GENEVIEVE	0.00	1,000.00
TOTAL CHECK						0.00	23,560.00
1011	92369	04/12/18	3265 THE LAND STEWARDS	00165006520	POLY SAND BAGS-CH	0.00	433.86
1011	92370	04/12/18	2097 UT SAN DIEGO - NRTH COUN	00155005550	PUB HRNG-1717.17 DUP	0.00	184.74
1011	92370	04/12/18	2097 UT SAN DIEGO - NRTH COUN	00155005550	PUB HRNG-1717.49	0.00	197.71
TOTAL CHECK						0.00	382.45
1011	92371	04/12/18	5315 W.S. DARLEY & CO.	27060006120	CR:ROPE RSCUE SYSTM	0.00	-1,585.97
1011	92371	04/12/18	5315 W.S. DARLEY & CO.	27060006120	ROPE RESCUE SYSTEM	0.00	1,562.26
1011	92371	04/12/18	5315 W.S. DARLEY & CO.	27060006120	SHSP 4ROPE RESCUE STM	0.00	3,171.94
TOTAL CHECK						0.00	3,148.23
1011	92372	04/12/18	5019 TIFFANY WADE	00150005400	T. WADE-THESIS EXT	0.00	1,000.00
1011	92373	04/12/18	4844 WARWICK GROUP CONSULTANT	4509266190	9926 PROF SVC-MAR	0.00	5,375.00
1011	92374	04/19/18	5137 ABLE PATROL & GUARD, INC	00170007110	FCCC SECURITY-MARCH	0.00	375.00
1011	92375	04/19/18	2159 ADMINISTRATIVE SERVICES,	00170007100	DIAL-A-RIDE 03/14/18	0.00	40.00
1011	92376	04/19/18	112 ALLIANT INSURANCE SVCS I	12050005460	BLDG APPRAISAL	0.00	128.93
1011	92377	04/19/18	1122 APPLE ONE, INC	00150005150	TEMP HELP PE03/31	0.00	727.38
1011	92378	04/19/18	4832 AT&T CALNET 3	00160006150	9391012275 2/24-3/23	0.00	165.13
1011	92379	04/19/18	5320 BAYSHORE CONSULTING GROU	00150005300	PROF SVC-MAR	0.00	1,837.50
1011	92380	04/19/18	1561 CDW GOVERNMENT INC	00150005450	WIRELESS ROUTER	0.00	32.31
1011	92381	04/19/18	1295 CITY OF DEL MAR	001	FIRE CLASS BALNC OWED	0.00	2,378.00
1011	92382	04/19/18	4482 CONNECTIVITY LLC/MAKAI S	13560006170	RESCUE BOARD	0.00	591.25
1011	92383	04/19/18	5171 CORELOGIC SOLUTIONS, LLC	00155005550	PROPERTY PRO DATA	0.00	96.83
1011	92384	04/19/18	318 COUNTY OF SAN DIEGO ASSE	00155005550	MAP FEE 03/08, 15, 22	0.00	8.00
1011	92385	04/19/18	1964 CSAC EXCESS INSURANCE AU	12050005460	INSUR TRKNG-01-03/18	0.00	675.00

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 ACCOUNTING PERIOD: 10/18

FUND -- 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1011	92386	04/19/18	2098	CULLIGAN OF SAN DIEGO	00160006120	WATER FLTR 04/01-5/31	0.00	85.60
1011	92387	04/19/18	2165	CULLIGAN OF SAN DIEGO	00160006170	DRNKG WTR SVC-APR	0.00	41.60
1011	92388	04/19/18	2629	D & D DISPOSAL INC	00160006130	ANIMAL DISPOSAL-MAR	0.00	130.00
1011	92389	04/19/18	739	DEPARTMENT OF JUSTICE	00150005400	FINGERPRINTS APP-MAR	0.00	96.00
1011	92390	04/19/18	2239	DEPARTMENT OF MOTOR VEHI	25560006180	2018 RGSTRN-BCH ATV	0.00	52.00
1011	92390	04/19/18	2239	DEPARTMENT OF MOTOR VEHI	00160006170	2018 RGSTRN-BCH ATV	0.00	52.00
TOTAL CHECK							0.00	104.00
1011	92391	04/19/18	134	DIXIELINE LUMBER CO INC	00165006530	RFND:BLK TOP PATCH#50	0.00	-155.03
1011	92391	04/19/18	134	DIXIELINE LUMBER CO INC	00165006560	CONCRETE MIX	0.00	32.22
1011	92391	04/19/18	134	DIXIELINE LUMBER CO INC	00165006530	BLACK TOP PATCH #60	0.00	100.72
1011	92391	04/19/18	134	DIXIELINE LUMBER CO INC	00165006530	BLACK TOP PATCH #50	0.00	155.03
TOTAL CHECK							0.00	132.94
1011	92392	04/19/18	884	ENTENMANN-ROVIN CO. INC	00160006170	BADGES/NAME TAGS-MS	0.00	301.34
1011	92393	04/19/18	167	GOVERNMENT FINANCE OFFCR	001	GAAP UPDATE 2018-WONG	0.00	195.00
1011	92394	04/19/18	1792	HARRIS & ASSOC. INC.	21355005550	1714.08 101/DAHL EIR	0.00	437.50
1011	92395	04/19/18	11	ICMA RETIREMENT TRUST-45	001	ICMA PD 04/20/18	0.00	9,342.75
1011	92396	04/19/18	3859	ICMA RETIREMENT TRUST-RH	001	ICMA PD 04/20/18	0.00	2,031.97
1011	92397	04/19/18	2575	KIRK WENGER	001	CPRS-WENGER-3/13-16	0.00	-1,222.28
1011	92397	04/19/18	2575	KIRK WENGER	001	CPRS-WENGER	0.00	-30.00
1011	92397	04/19/18	2575	KIRK WENGER	00170007110	CPRS-VETS COURT AWARD	0.00	30.00
1011	92397	04/19/18	2575	KIRK WENGER	00170007110	CPRS-WENGER-3/13-16	0.00	1,319.29
TOTAL CHECK							0.00	97.01
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20875007580	CRT FEE ASSESSMENT	0.00	323.74
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 21100007600	ST LIGHT FEE ASSESSMNT	0.00	586.89
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20475007520	SNTA FE HILLS JUL-SEP	0.00	44.63
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20475007520	SNTA FE HILLS OCT-DEC	0.00	44.63
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20475007520	SNTA FE HILLS JAN-MAR	0.00	44.63
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20775007550	SAN ELJO HILLS JAN-MAR	0.00	24.23
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20775007550	SAN ELJO HILLS OCT-DEC	0.00	24.23
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20775007550	SAN ELJO HILLS JUL-SEP	0.00	24.23
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20575007530	ISLA VERDE JUL-SEP	0.00	22.95
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20575007530	ISLA VERDE OCT-DEC	0.00	22.95
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20575007530	ISLA VERDE JAN-MAR	0.00	22.95
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20375007510	OLD HGRWY 101 JAN-MAR	0.00	643.88
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20375007510	OLD HGRWY 101 OCT-DEC	0.00	643.88
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20375007510	OLD HGRWY 101 JUL-SEP	0.00	643.88
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 00150005300	FIRE BENEFIT JUL-SEP	0.00	510.00
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 00150005300	FIRE BENEFIT OCT-DEC	0.00	510.00
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 00150005300	FIRE BENEFIT JAN-MAR	0.00	510.00
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC	F 20375007510	EXPENSES JAN-MAR	0.00	13.24

PENTAMATION
 DATE: 04/19/2018
 TIME: 17:20:38

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 5
 ACCTPA21

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FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC F	20375007510	EXPENSES OCT-DEC	0.00	13.24
1011	92398	04/19/18	2287	KOPPEL & GRUBER PUBLIC F	20375007510	EXPENSES JUL-SEP	0.00	21.38
TOTAL CHECK							0.00	4,695.56
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	65278007810	SA PROF SVC PE 02/28	0.00	52.50
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	26399465580	9946 500 SIERRA 02/28	0.00	1,085.00
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	210.00
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	276.36
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	315.00
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	332.50
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	398.25
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	647.50
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	4,825.21
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	5,500.00
1011	92399	04/19/18	1130	MCDUGAL LOVE ECKIS SMIT	00150005250	PROF SERV PE 02/28/18	0.00	6,040.50
TOTAL CHECK							0.00	20,330.32
1011	92400	04/19/18	4738	MEDICAL EYE SERVICES	001	VISION APR 18	0.00	432.52
1011	92400	04/19/18	4738	MEDICAL EYE SERVICES	00150005400	ROUNDING APR 18	0.00	-0.22
TOTAL CHECK							0.00	432.30
1011	92401	04/19/18	111	MISSION LINEN & UNIFORM	21100007600	LAUNDRY-PUB WORKS	0.00	1.82
1011	92401	04/19/18	111	MISSION LINEN & UNIFORM	50900007700	LAUNDRY-PUB WORKS	0.00	7.25
1011	92401	04/19/18	111	MISSION LINEN & UNIFORM	00165006520	LAUNDRY-PUB WORKS	0.00	8.15
1011	92401	04/19/18	111	MISSION LINEN & UNIFORM	00165006560	LAUNDRY-PUB WORKS	0.00	8.16
1011	92401	04/19/18	111	MISSION LINEN & UNIFORM	00165006530	LAUNDRY-PUB WORKS	0.00	14.50
TOTAL CHECK							0.00	39.88
1011	92402	04/19/18	4522	NISSHO OF CALIFORNIA	00165006560	RPLCD MSTR VALVE-FC	0.00	226.34
1011	92403	04/19/18	2019	NORTH COUNTY EVS, INC	00160006120	ON CALL REPAIR-01/15	0.00	186.44
1011	92403	04/19/18	2019	NORTH COUNTY EVS, INC	00160006120	ON CALL REPAIR-01/26	0.00	281.85
1011	92403	04/19/18	2019	NORTH COUNTY EVS, INC	00160006120	ON CALL REPAIR-12/20	0.00	5,985.38
TOTAL CHECK							0.00	6,453.67
1011	92404	04/19/18	1377	ONE DAY SIGNS	00170007100	ARTIST VINYL	0.00	53.88
1011	92404	04/19/18	1377	ONE DAY SIGNS	00170007110	RULE SGNS PRNT-CNCRTS	0.00	163.78
1011	92404	04/19/18	1377	ONE DAY SIGNS	00170007110	NEW SIGNS REC PROGRMS	0.00	506.43
TOTAL CHECK							0.00	724.09
1011	92405	04/19/18	3529	PARKHOUSE TIRE INC	00160006120	TRK#2471-TIRE & RPR	0.00	1,099.85
1011	92406	04/19/18	4767	PARTNERSHIPS WITH INDUST	00165006570	TRASH ABTWT PE03/31	0.00	1,071.32
1011	92407	04/19/18	5400	PHILLIP COLLA	45999055550	9905.02 SB ARIAL IMG	0.00	360.00
1011	92408	04/19/18	5353	SO. CALIFORNIA PRECISION	00165006530	CONCERT CTNG/MLTFL LCT	0.00	2,499.00
1011	92409	04/19/18	1087	PREFERRED BENEFIT INS AD	00150005400	ROUNDING APRIL 18	0.00	-0.07
1011	92409	04/19/18	1087	PREFERRED BENEFIT INS AD	001	EE# COBRA APRIL 18	0.00	45.00
1011	92409	04/19/18	1087	PREFERRED BENEFIT INS AD	001	EE# COBRA APRIL 18	0.00	139.60

PENTAMATION
 DATE: 04/19/2018
 TIME: 17:20:38

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 6
 ACCTPA21

SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20180407 00:00:00.000' and '20180420 00:00:00.000'
 ACCOUNTING PERIOD: 10/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	92409	04/19/18	1087	PREFERRED BENEFIT INS AD 001		DENTAL APRIL 18	0.00	2,832.50
TOTAL CHECK							0.00	3,017.03
1011	92410	04/19/18	1008	PSC, LLC	00165006520	HHW-MAR	0.00	1,692.00
1011	92411	04/19/18	3307	PURE FLO WATER-LC	00170007110	DRINK WATER-MARCH	0.00	21.19
1011	92412	04/19/18	1112	RANCHO SANTA FE SECURITY	00165006570	INSTALL FIRE PANEL-CH	0.00	287.00
1011	92412	04/19/18	1112	RANCHO SANTA FE SECURITY	00165006570	INSTLL BURGLRYPANEL-CH	0.00	699.00
1011	92412	04/19/18	1112	RANCHO SANTA FE SECURITY	00165006570	INSTALL FIRE PANEL-CH	0.00	834.00
TOTAL CHECK							0.00	1,820.00
1011	92413	04/19/18	2260	REDFLEX TRAFFIC SYSTEMS,	00165006540	RED LIGHT CAMERA-MAR	0.00	7,158.00
1011	92414	04/19/18	4080	JENNIFER REED	00150005350	ADMIN SVC-MAR	0.00	123.75
1011	92415	04/19/18	416	REGIONAL COMMS SYS, MS 0	00160006120	CAP CODE-MAR	0.00	32.50
1011	92416	04/19/18	3942	SAN DIEGO COUNTY-APCD	00165006570	EMSSN RNW/CERT EMRG	0.00	510.00
1011	92417	04/19/18	314	SAN ELIJO JPA	50900007700	Q1 MAINT & OP	0.00	-4,111.25
1011	92417	04/19/18	314	SAN ELIJO JPA	50900007700	Q2 MAINT & OP	0.00	-4,111.25
1011	92417	04/19/18	314	SAN ELIJO JPA	50900007700	Q3 MAINT & OP	0.00	-4,111.25
1011	92417	04/19/18	314	SAN ELIJO JPA	50900007700	Q4 MAINT & OP	0.00	347,574.75
1011	92417	04/19/18	314	SAN ELIJO JPA	50900007700	Q4 CIP FUNDING	0.00	71,902.00
1011	92417	04/19/18	314	SAN ELIJO JPA	00165006520	Q4 STRM DRAIN SEDIM	0.00	1,672.00
1011	92417	04/19/18	314	SAN ELIJO JPA	00165006520	Q2 STRM DRAIN SEDIM	0.00	1,672.00
1011	92417	04/19/18	314	SAN ELIJO JPA	00165006520	Q3 STRM DRAIN SEDIM	0.00	1,672.00
1011	92417	04/19/18	314	SAN ELIJO JPA	00165006570	Q3 GENERATR MAINT	0.00	2,439.25
1011	92417	04/19/18	314	SAN ELIJO JPA	00165006570	Q4 GENERATR MAINT	0.00	2,439.25
1011	92417	04/19/18	314	SAN ELIJO JPA	00165006520	Q1 STRM DRAIN SEDIM	0.00	1,672.00
1011	92417	04/19/18	314	SAN ELIJO JPA	00165006570	Q1 GENERATR MAINT	0.00	2,439.25
TOTAL CHECK							0.00	423,588.00
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	20475007520	GRP 5-25 02/02-04/02	0.00	3,109.83
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	20475007520	GRP 6-01 03/02-04/02	0.00	1,923.82
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	00165006560	005506018 0302-040218	0.00	496.66
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	00165006560	005506019 0302-040218	0.00	358.66
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	20875007580	005506020 0302-040218	0.00	827.11
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	00165006560	005979005 0302-040218	0.00	172.86
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	50900007700	005979008 0302-040218	0.00	85.08
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	00165006560	005506014 0302-040218	0.00	230.39
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	50900007700	005506014 0302-040218	0.00	691.17
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	00165006530	11695000 0302-040218	0.00	31.02
1011	92418	04/19/18	141	SANTA FE IRRIGATION DIST	00165006550	11695000 0302-040218	0.00	93.04
TOTAL CHECK							0.00	8,019.64
1011	92419	04/19/18	5402	SHULTZ AUDIO VIDEO	13560006170	2 OUTDOOR LOUDSKPR50%	0.00	1,704.50
1011	92420	04/19/18	13	SOLANA BEACH FIREFIGHTER 001		FD DUES PD 04/20/18	0.00	823.50

PENTAMATION
 DATE: 04/19/2018
 TIME: 17:20:38

CITY OF SOLANA BEACH, CA
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 7
 ACCTPA21

SELECTION CRITERIA: transact_gl_cash='1011' and transact_ck_date between '20180407 00:00:00.000' and '20180420 00:00:00.000'
 ACCOUNTING PERIOD: 10/18

FUND - 001 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	DESCRIPTION	SALES TAX	AMOUNT
1011	92421	04/19/18	1231	STAPLES CONTRACT & COMME	00150005350	RFND-POST IT/DISPNSR	0.00	-19.91
1011	92421	04/19/18	1231	STAPLES CONTRACT & COMME	00150005350	DISH SOAP	0.00	2.97
1011	92421	04/19/18	1231	STAPLES CONTRACT & COMME	00150005300	COLOR PENCILS	0.00	21.00
1011	92421	04/19/18	1231	STAPLES CONTRACT & COMME	00150005300	CORK BOARD	0.00	21.54
1011	92421	04/19/18	1231	STAPLES CONTRACT & COMME	00150005350	BINDER/CLIPS/POST ITS	0.00	38.52
1011	92421	04/19/18	1231	STAPLES CONTRACT & COMME	00150005350	FILE JACKET/ANTIBACT	0.00	60.21
1011	92421	04/19/18	1231	STAPLES CONTRACT & COMME	00150005350	SOAP/CUPS/PLTS/UTNSLS	0.00	82.01
1011	92421	04/19/18	1231	STAPLES CONTRACT & COMME	00150005550	BINDERS/PENS/DIVIDERS	0.00	46.16
TOTAL CHECK							0.00	252.50
1011	92422	04/19/18	5401	STEPHANIE BARRY	001	RFND: 3/29-NETWORKING	0.00	180.00
1011	92422	04/19/18	5401	STEPHANIE BARRY	001	RFND: 3/29-NETWORKING	0.00	96.39
TOTAL CHECK							0.00	276.39
1011	92423	04/19/18	4465	SUN LIFE FINANCIAL	001	APR 18 LIFE & ADD INS	0.00	1,004.57
1011	92423	04/19/18	4465	SUN LIFE FINANCIAL	001	APR 18 LTD	0.00	1,263.18
1011	92423	04/19/18	4465	SUN LIFE FINANCIAL	001	APR 18 SUPP LIFE INS	0.00	267.10
TOTAL CHECK							0.00	2,534.85
1011	92424	04/19/18	3810	SUPERIOR PRESS	00150005300	DEPOSIT SLIPS	0.00	96.59
1011	92425	04/19/18	4606	T & T JANITORIAL, INC	00170007110	JANITORIAL SVC-MAR	0.00	210.00
1011	92426	04/19/18	5197	TROUTMAN SANDERS LLP	00150005250	PROF SVC PE 01/31	0.00	375.00
1011	92426	04/19/18	5197	TROUTMAN SANDERS LLP	00150005250	PROF SVC PE 02/28	0.00	3,000.00
TOTAL CHECK							0.00	3,375.00
1011	92427	04/19/18	40	UNDERGROUND SVC ALERT OF	00165006510	DIG ALERT-MAR	0.00	85.90
1011	92428	04/19/18	12	UNITED WAY OF SAN DIEGO	001	UNITED WY PD 04/20/18	0.00	40.00
1011	92429	04/19/18	30	VERIZON WIRELESS-SD	00150005450	IT CELL 02/24-03/23	0.00	114.03
1011	92429	04/19/18	30	VERIZON WIRELESS-SD	00165006520	PW CELL 03/02-04/01	0.00	5.46
1011	92429	04/19/18	30	VERIZON WIRELESS-SD	21100007600	PW CELL 03/02-04/01	0.00	5.46
1011	92429	04/19/18	30	VERIZON WIRELESS-SD	00165006510	PW CELL 03/02-04/01	0.00	10.91
1011	92429	04/19/18	30	VERIZON WIRELESS-SD	00165006540	PW CELL 03/02-04/01	0.00	10.92
1011	92429	04/19/18	30	VERIZON WIRELESS-SD	00165006560	PW CELL 03/02-04/01	0.00	10.92
1011	92429	04/19/18	30	VERIZON WIRELESS-SD	00165006530	PW CELL 03/02-04/01	0.00	16.37
1011	92429	04/19/18	30	VERIZON WIRELESS-SD	50900007700	PW CELL 03/02-04/01	0.00	5.46
TOTAL CHECK							0.00	179.53
1011	92430	04/19/18	4763	WESTERN AUDIO VISUAL	00150005450	CHAMBERS TECH-MAR	0.00	499.00
1011	92431	04/19/18	2189	WILLDAN	67385008530	MARSOLAN JAN-MAR	0.00	252.48
1011	92431	04/19/18	2189	WILLDAN	67285008520	PACIFIC JAN-MAR	0.00	253.15
1011	92431	04/19/18	2189	WILLDAN	67185008510	BARB/GRAN JAN-MAR	0.00	260.69
TOTAL CHECK							0.00	766.32
TOTAL CASH ACCOUNT							0.00	702,308.32
TOTAL FUND							0.00	702,308.32

PENTAMATION
DATE: 04/19/2018
TIME: 17:20:38

CITY OF SOLANA BEACH, CA
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 8
ACCTPA21

SELECTION CRITERIA: transact.gl_cash='1011' and transact.ck_date between '20180407 00:00:00.000' and '20180420 00:00:00.000'
ACCOUNTING PERIOD: 10/18

FUND -- 001 -- GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
							0.00	702,308.32

TOTAL REPORT



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: Finance
SUBJECT: Report on Changes Made to the General Fund Adopted Budget for Fiscal Year 2017-2018

BACKGROUND:

Staff provides a report at each Council meeting that lists changes made to the current Fiscal Year (FY) General Fund Adopted Budget.

The information provided in this Staff Report lists the changes made through April 25, 2018.

DISCUSSION:

The following table reports the revenue, expenditures, and transfers for 1) the Adopted General Fund Budget approved by Council on June 14, 2017 (Resolution 2017-095) and 2) any resolutions passed by Council that amended the Adopted General Fund Budget.

GENERAL FUND - ADOPTED BUDGET PLUS CHANGES					
As of April 25, 2018					
Action	Description	Revenues	Expenditures	Transfers from GF	Net Surplus
Reso 2017-195	Adopted Budget	17,611,600	(16,932,700)	(372,400) (1)	\$ 306,500
Reso 2017-122	Marine Safety MOU	-	(11,340)	-	295,160
Reso 2017-123	Salary and Comp Plan	-	(75,500)	-	219,660
Reso 2017-126	Miscellaneous MOU	-	(53,600)	-	166,060
Reso 2018-015	Mid-Year Budget Adjustments	206,800	(205,400)	-	167,460
Reso 2018-018	FY18 Seasonal/Temporary Salary Schedule	-	(13,650)	-	153,810
Reso 2018-40	La Colonia Park- Skate Park Construction Contract	-	-	(2,500) (2)	151,310
(1)	Transfers to:				
	Debt Service for Public Facilities		152,400		
	City CIP Fund		220,000	372,400	
(2)	Transfers to:				
	City CIP Fund		2,500		
				2,500	

COUNCIL ACTION:

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

- Receive the report.
- Do not accept the report

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council receive the report listing changes made to the FY 2017-2018 General Fund Adopted Budget.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation

Gregory Wade, City Manager



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: Engineering Department
SUBJECT: **Consideration of Resolution No. 2018-046 to Authorize the City Engineer to Advertise for Construction Bids for the 2018 Street Maintenance and Repairs Project**

BACKGROUND:

In 2016, a City-wide pavement condition assessment was performed to determine the most effective way to budget, repair, replace and preserve City streets. Based upon this survey, the City's consultant prepared a priority list for the City's pavement repairs and maintenance in the City. This list was used to select street segments for this year's street maintenance and repair program.

This item is before the City Council for the consideration of Resolution No. 2018-046 (Attachment 1) approving the list of streets for the 2018 Street Maintenance and Repairs Project, and authorizing the City Engineer to advertise the project for construction bids.

DISCUSSION:

The proposed pavement maintenance program for this year will include both pavement overlays and rubberized slurry seals. A list of streets scheduled to be resurfaced is shown on Attachment 2. The project would also include localized pavement dig-out replacements throughout the City. Pavement striping and markings would also be performed, primarily on those streets that would be resurfaced.

CEQA COMPLIANCE STATEMENT:

Advertising for construction bids is not a project under CEQA. The actual street repairs and slurry seal is exempt pursuant to Section 15301(c) of the State CEQA Guidelines.

CITY COUNCIL ACTION:

FISCAL IMPACT:

Project funding will be from next Fiscal Year's (FY) 2018/19 Annual Pavement Management Program account. The project would be presented to Council for award after July 1, 2018. The Adopted FY 2018/19 budget includes \$400,000 in Gas Tax Funds, \$150,000 in TransNet Funds and a budget amendment will be recommended to add \$200,000 in Road Repair and Accountability Act (SB1) funding to the FY 2018/19 Budget, for a total project budget of \$750,000.

WORKPLAN:

This project is listed in the FY 2017/18 Work Plan under the Unprioritized Community Character Issues.

OPTIONS:

- Approve the list of streets scheduled for maintenance and repairs as part of the 2018 Street Maintenance and Repairs Project and authorize the City Engineer to advertise for construction bids.
- Revise the list of streets scheduled for maintenance and repairs as part of the 2018 Street Maintenance and Repairs Project and authorize the City Engineer to advertise for construction bids.
- Direct Staff to prepare a new list for City Council approval at a later Council meeting.


DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 2018-046:

1. Approving the list of streets scheduled for maintenance and repairs as part of the 2018 Street Maintenance and Repairs Project.
2. Authorizing the City Engineer to advertise for construction bids for the 2018 Street Maintenance and Repairs Project.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-046
2. List of Streets

RESOLUTION 2018-046

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING THE 2018 STREET MAINTENANCE AND REPAIR PROJECT, AND AUTHORIZING THE CITY ENGINEER TO ADVERTISE FOR CONSTRUCTION BIDS

WHEREAS, the Capital Improvement Program for Fiscal Year 2018/2019 is anticipated to appropriate funding for annual pavement maintenance and repairs; and

WHEREAS, the Engineering Department utilizes a pavement condition assessment program, field reviews and a review of previous street rehabilitation projects to identify the list of streets to be repaired as part of this project.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council approves the list of streets scheduled for maintenance and repair as part of the 2018 Street Maintenance and Repair Project.
3. That the City Council authorizes the City Engineer to advertise for construction bids for the 2018 Street Maintenance and Repair Project.

PASSED AND ADOPTED this 9th day of May 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

LIST OF STREETS

2018 Pavement Maintenance & Repair Project (FY 2018-19)

Overlays (2")			
Street	From	To	Area (sf)
Cliff Street	Cedros	Rios	12,200
Linda Mar	entire street		23,400
North Acacia (+ por. Estrella)	Plaza	Estrella	37,300
San Leon/San Lorenzo	entire street		27,500
San Mario	Santa Petra	north end	19,800
San Ricardo	entire street		9,800
Santa Bartola	entire street		42,500
Santa Carina	Santa Victoria	dead end	44,800
Seabright	entire street		69,100
South Sierra	Border	Dahlia	95,300
Via la Senda	Vista de la Tierra	cul-de-sac	16,400
Vista de la Tierra	entire street		26,400
			424,500

Slurry Seals			
Street	From	To	Area (sf)
Canyon Place	entire street		15,800
Castro	entire street		18,600
Del Mar Shores Terrace	entire street		13,200
Glencrest Place	entire street		20,100
Gonzales	entire street		7,300
S Cedros	Marsolan	Cofair	39,600
S Granados	Palmitas	south end	29,200
Santa Gabriella	entire street		10,100
Santa Marta	entire street		11,700
Santa Rosita	Santa Helena	Santa Florencia	54,100
			219,700



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: Human Resources Department
SUBJECT: **Council Consideration of Resolution 2018-047 Updating Administrative Policy No. 23 – Zero Tolerance Alcohol and Drug Use Policy**

BACKGROUND:

On November 8, 2016, Proposition 64 was passed by California voters, which legalized the recreational use of marijuana for individuals over the age of 21. Under Proposition 64, adults may possess, transport, and purchase up to one ounce of marijuana and grow up to six plants for recreational use. The law prohibits smoking and ingesting marijuana products in public. Driving while impaired by marijuana and driving with an open container in the passenger compartment remain illegal.

Under federal law, marijuana is regulated by the Controlled Substances Act, which makes any use of marijuana illegal. Federal law characterizes marijuana as it does other controlled substances such as cocaine and heroin. The law places marijuana on "Schedule I," meaning that the substance is considered highly addictive and does not have a medical value.

The Supreme Court of California has ruled that despite legalization by the state of California, employers may rely on federal law, which has not legalized marijuana. The recreational use of marijuana under Proposition 64 does not impact an employer's rights to maintain and enforce drug-free workplace policies and drug testing policies. The law states that *"it allows public and private employers to enact and enforce workplace policies pertaining to marijuana."* The law also states that *"it does not amend, repeal, affect, restrict, or preempt the rights and obligations of public and private employers to maintain drug and alcohol free workplaces."* In other words, the law does not demand that employers permit or accommodate the use, consumption, possession, transfer, display, transportation, sale, or growth of marijuana in the workplace. Additionally, the law does not affect an employer's ability to have policies prohibiting the use of marijuana by employees and prospective employees, and it does not limit an employer's ability to comply with state or federal law.

COUNCIL ACTION:

The City's primary concern and responsibility is to maintain a safe and productive work environment. The use of drugs and alcohol can interfere with these legitimate concerns in obvious ways. The National Council on Alcoholism and Drug Dependence (NCADD) has stated that marijuana use can cause: inconsistent work quality, poor concentration and lack of focus, increased absenteeism, carelessness, mistakes or errors in judgement, disregard for safety for self and others: on-the-job and off-the-job accidents, extended lunch periods and early departures and driver accidents.

The City's Administrative Policy No. 23 – Alcohol and Drug Use Policy (Policy) was established on September 7, 1993 (Attachment 1), as part of the City's Personnel Rules and Regulations. The Policy was subsequently revised and approved by City Council on January 21, 2003. The intention of this Policy is to eliminate substance abuse and its effects in the workplace. The Policy also provides guidelines for the detection and deterrence of alcohol and drug abuse.

To ensure the safety of the employees, coworkers, and the public in the work place and to educate employees regarding expected behavior in light of the passage of Proposition 64 and cannabis recreational use, it is necessary to update the City's Policy once again.

This item is before Council to consider approving Resolution 2018-047 updating Administrative Policy No. 23 – Alcohol and Drug Use Policy and to authorize the City Manager to make any necessary administrative changes to the policy to maintain operational consistency with applicable laws.

DISCUSSION:

As an employer, the City has an affirmative duty to take reasonable steps to educate and ensure the safety off all employees in the work place. As part of this duty, the City must have a written Zero Tolerance Alcohol and Drug Use Policy that is distributed to all employees.

The attached updated Policy (redline version) (Attachment 2) outlines the City's Zero Tolerance Alcohol and Drug Use Policy and it provides guidelines for the detection and deterrence of alcohol and drug abuse.

Staff met and conferred in good faith with all Employee Bargaining Groups (Fire, Miscellaneous and Marine Safety) regarding the proposed revisions to the Policy. Minor revision and/or clarification requests submitted by the Employee Bargaining Groups were reviewed by Staff and incorporated in the Policy, where appropriate. All Employee Bargaining Groups have agreed to the final copy of the revised Administrative Policy #23 - Zero Tolerance Alcohol and Drug Use Policy (Attachment 3).

Staff is also seeking authorization for the City Manager to approve any necessary administrative changes to the Policy. This step will allow the Policy to be modified as needed given any changes in statutory requirements to maintain operational consistency with applicable laws.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

N/A

WORK PLAN:

N/A

OPTIONS:

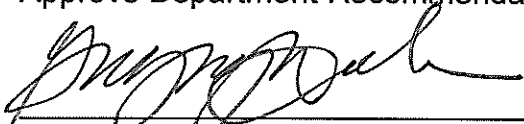
- Approve Staff's recommendation.
- Deny Staff's recommendation.
- Provide Staff alternative direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 2018-047 (Attachment 4) adopting the updated Administrative Policy No. 23 – Zero Tolerance Alcohol and Drug Use Policy and authorizing the City Manager to make any subsequent changes to the Policy.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Current Administrative Policy No. 23 – Alcohol and Drug Use Policy
2. Updated Administrative Policy No. 23 – Zero Tolerance Alcohol and Drug Use Policy (redline version)
3. Updated Administrative Policy No. 23 – Zero Tolerance Alcohol and Drug Use Policy (Final version)
4. Resolution No. 2018-047

<p style="text-align: center;">CITY OF SOLANA BEACH ADMINISTRATIVE POLICY</p>	<p>Policy No. 23</p> <p>Effective Date: September 7, 1993 Date Revised: January 21, 2003</p>
<p>Subject:</p> <p style="text-align: center;">ALCOHOL AND DRUG USE POLICY</p>	<p>Approved By:</p> <p style="text-align: center;">CITY COUNCIL</p>

POLICY STATEMENT:

It is the intention of this policy to eliminate substance abuse and its effects in the workplace. While the City of Solana Beach has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol can impact job performance and employee safety. Employees must be in a condition to perform their duties safely and effectively, in the interests of their co-workers and the public, as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Employees who think they may have an alcohol or drug use problem are urged to voluntarily seek confidential assistance from the City's Employee Assistance Program. While the City of Solana Beach will be supportive of those who seek help voluntarily, the City will be equally firm in identifying and disciplining those whose continued substance abuse, even if enrolled in counseling or rehabilitation programs, results in performance problems, danger to the health and safety of others and themselves or violations of Federal, State or City of Solana Beach laws, rules or policies.

Alcohol or drug abuse will not be tolerated, and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

POLICY AMPLIFICATION:

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the City of Solana Beach. To that end, the City of Solana Beach will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drug or any other substance) which could affect an employee's ability to safely and effectively perform the functions of his or her job or which could increase the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the City's equipment or reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

It is the City of Solana Beach policy that employees shall not be affected by or have in their biological system, or be in possession of, alcohol or drugs while on City property, at work locations, while representing the City, or while on duty or subject to being called to duty, and that employees shall not sell, provide or manufacture drugs or sell or provide alcohol to any other employee or person while on duty or subject to being called to duty. While use of validly prescribed medications and drugs does not violate this policy, failure of an employee to notify his or her supervisor, before beginning work, when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or the operation of City equipment, can result in discipline up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

APPLICATION

The policy applies to all employees of and to all applicants for positions with the City of Solana Beach. This policy applies to alcohol and drugs, including all substances, drugs or medications, whether legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job. This policy provides:

1. Employees reasonably believed to be under the influence of alcohol or the use of drugs, legal or illegal, who refuse to immediately submit to an alcohol or drug analysis when requested by City of Solana Beach management or Sheriff's Department, or who refuse to submit to a search of personal properties if requested by Sheriff's Department representatives, may be found insubordinate and may be disciplined, up to and including termination.
2. The City of Solana Beach reserves the right to search, without employee consent, all areas and property in which the City maintains control or joint control with the employee. The City of Solana Beach may notify the Sheriff's Department that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the City.
3. An employee reasonably believed to be under the influence of alcohol or of using drugs shall be prevented from remaining on active duty and shall be offered transportation from the worksite following completion of a drug test.
4. The City of Solana Beach is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as disabled under federal or state law.
5. The City of Solana Beach has a voluntary Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees may contact their Department Director, Supervisor, Human Resources, or the City's EAP provider for additional information.

6. All management and supervisory employees will be trained to recognize abusers.

A. Employee Responsibilities

1. An employee must not report to work or be subject to duty while his or her ability to perform job duties is impaired due to on or off duty alcohol or drug use.
2. An employee must not possess or use alcohol or impairing drugs, including illegal drugs and prescription drugs without a prescription, during working hours or while representing the City or while subject to duty, on breaks, during meal periods or at anytime while on City of Solana Beach property.
3. An employee must not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty.
4. An employee must submit immediately to an alcohol or drug test when requested by a City of Solana Beach official (any Department Director or Supervisor).
5. An employee must notify his or her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or the operation of City of Solana Beach equipment.
6. An employee must provide, within 24 hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen or test is positive. The prescription must be in the employee's name.
7. An employee who believes he or she has observed drug or alcohol use or drug paraphernalia during work hours or on City property or who has a reasonable suspicion that any other employee, including a Department Head or Supervisor, is under the influence of alcohol or of using drugs, legal or illegal, should immediately notify any one of the following, as may be appropriate:
 - a. The immediate supervisor.
 - b. Any manager or supervisor within or outside the department.
 - c. The Human Resources Division.
 - d. The City Manager
 - e. The City Attorney

B. Management Responsibilities

1. Department Directors and Supervisors are responsible for reasonable enforcement of this policy.
2. Department Directors and Supervisors may request that an employee submit to a drug or alcohol test when a Department Director or Supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on duty or subject to being called to duty.

Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonably prudent Department Director or Supervisor to suspect that an employee is under the influence of drugs or alcohol such that the employee's ability to perform the duties of the job is impaired or so that the employee's ability to perform his or her job safely is reduced.

For example, any of the following, alone or in combination, may constitute reasonable suspicion depending upon the circumstances in which the behavior is observed or reported:

- Slurred speech
 - Alcohol odor on breath
 - Glassy or bloodshot eyes
 - Unsteady walking and movement
 - An accident or near accident involving City property or employee
 - Physical altercation
 - Verbal altercation
 - Unusual behavior
 - Possession of alcohol or drugs or drug paraphernalia
 - Abnormal or erratic behavior
 - Sleeping or nodding off on the job
 - Information obtained from a reliable person with personal knowledge
3. Department Directors or Supervisors requesting an employee to submit to a drug or alcohol test should document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence and shall provide a copy to Human Resources.
 4. Department Directors or Supervisors who encounter an employee who refuses an order to submit to a drug or alcohol analysis upon request shall remind the employee of the requirements and disciplinary consequences of this Policy. Refusal will be regarded as an admission of alcohol misuse or drug use.

Refusal includes, but is not limited to: failure to provide a urine sample for a drug test, inability to provide a urine sample without a valid medical explanation, refusal to complete and sign a testing authorization form, refusal to sign the consent even if

the employee submits to the test, inability to provide breath or to provide an adequate amount of breath without a valid medical explanation, tampering with or attempting to adulterate or substitute the urine specimen, not reporting to the collection site in the time allotted by the Department Director or Supervisor who directs the employee to be tested, obstructing the collection procedure or testing process in any way; or leaving the scene of an accident without authorization from a Department Director or Supervisor.

Where there is reasonable suspicion that the employee is then under the influence of alcohol or of using drugs, the Department Director or Supervisor should arrange for the employee to be safely transported to the collection site and home.

5. Department Directors or Supervisors shall not physically search the person of the employee, nor shall they search the personal possessions of the employee, without the freely written consent of, and in the presence of, the employee.
6. Department Directors or Supervisors shall notify Human Resources when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the City of Solana Beach. If Human Resources concurs that there is a reasonable suspicion of illegal drug possession, the Department Director shall notify the Sheriff's Department.

C. Drug and Alcohol Testing

The drug or alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his or her job, including, but not limited to, prescription medication, alcohol, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana and other cannabinoids.

1. Pre-employment Physical: Prior to the start of employment, the City shall require all applicants to submit to a test for alcohol and illegal drug use as a condition of employment, unless waived by the City Manager. Any applicant who refuses to provide consent for this test, or who receives a verified positive result, shall be disqualified from City employment where the applicant's use of drugs or alcohol could affect job standards, duties or responsibilities for a minimum period of one year.

If a post-offer drug screen is positive at the time of the pre-employment physical, the applicant must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the applicant shall not be hired.

2. During Employment Physical, Alcohol or Drug Testing: A positive result from a drug or alcohol analysis may result in disciplinary action, up to and including termination.

If a drug screen is positive due to the use of prescription drugs, the employee must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor, the employee will be subject to disciplinary action up to and including termination.

3. Post-Accident Testing: Unless the City determines that the employee's performance was not a contributing factor, any employee involved in a reportable accident may be subject to an alcohol test within two hours following the accident and to a drug test within 24 hours following the accident. Not only may the operator of the vehicle be tested, but also so may any other employee whose performance may have contributed to the accident, such as the employee who maintains the vehicle or work-site where the accident occurred.

An accident is considered reportable if it occurs while in a City vehicle, on City property, while operating City equipment, or when performing any City-related business and involves any of the following: 1) vehicular or equipment damage; 2) bodily injury demanding immediate medical treatment away from the scene of the accident; 3) a fatality; or 4) the issuance of a citation by law enforcement to the employee for a moving traffic violation arising from the accident.

D. Confidentiality

Laboratory reports and test results shall not appear in an employee's personnel file. Information of this nature will be maintained in a separate confidential folder that will be securely kept under the control of Human Resources. The reports or test results may be disclosed to City of Solana Beach management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without employee consent may also occur when: 1) the information is completed by law or by judicial or administrative process; or 2) the information has been placed at issue in a formal dispute between the City and employee; or 3) when the information is to be used in administering an employee benefit plan; or 4) the information is needed by medical personnel for the diagnoses or treatment of the patient who is unable to authorize disclosure.

**ALCOHOL AND DRUG USE POLICY
ACKNOWLEDGEMENT FORM
Policy #23**

I have received and read the enclosed revised Policy regarding the Alcohol and Drug Use Policy and acknowledge its provisions.

Employee (PRINT NAME)

Signature

Date

<p style="text-align: center;">CITY OF SOLANA BEACH ADMINISTRATIVE POLICY</p>	<p>Policy No. 23 Effective Date: September 7, 1993 Date Revised: January 21, 2003 Draft Revisions: October 24, 2017 May 9, 2018</p>
<p>Subject: <p style="text-align: center;"><u>ZERO TOLERANCE</u> ALCOHOL AND DRUG USE POLICY</p></p>	<p>Approved By: <p style="text-align: center;">CITY COUNCIL <u>[PROPOSED]</u></p></p>

POLICY STATEMENT:

It is the intention of this policy to eliminate substance abuse and its effects in the workplace. While the City of Solana Beach has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol can impact job performance and employee health and safety. In addition, they constitute a potential risk to the welfare and safety of others, risks of injury to other persons, property loss or damage, or negative image for the City. Employees must be in a condition to perform their duties safely, ~~and effectively,~~ and with integrity in the interests of their co-workers and the public, as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Employees who think they may have an alcohol or drug use problem are urged to voluntarily seek confidential assistance from the City's Employee Assistance Program. While the City of Solana Beach will be supportive of those who seek help voluntarily, the City will be equally firm in identifying and disciplining those whose continued substance abuse, even if enrolled in counseling or rehabilitation programs, results in performance problems, danger to the health and safety of others and themselves or violations of Federal, State or City of Solana Beach laws, rules or policies.

Alcohol or drug abuse will not be ~~tolerated,~~ tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

POLICY AMPLIFICATION:

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the City of Solana Beach. To that end, the City of Solana Beach will act to eliminate any substance abuse (alcohol, ~~illegal drugs,~~ controlled substances, prescription drugs or any other substance) ~~which-that~~ could affect an employee's ability to safely and effectively perform the functions of his or her job or ~~which-that~~ could increase the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the City's equipment or reputation. All

persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

It is the City of Solana Beach's policy that employees shall not use, be affected by or have in their biological system, manufacture, transport or be in possession of, alcohol or drugs while on City property, at work locations, while representing the City, or while on duty or subject to being called to duty, and that employees shall not ~~–distribute, purchase, sell, provide or manufacture drugs or sell~~ or provide alcohol or drugs to any other employee or person while on duty or subject to being called to duty.

While use of validly prescribed medications and drugs does not violate this policy, failure of an employee to notify his or her supervisor, before beginning work, when taking medications or drugs ~~which that~~ could foreseeably interfere with the safe and effective performance of duties or the operation of City equipment, can result in discipline up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

DEFINITIONS:

The following definitions apply as used in connection with this policy:

1. "Alcohol" shall mean the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.
2. "Chain of custody" shall mean procedures to account for the integrity of each specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen at a certified laboratory.
3. "City equipment" shall mean all property and equipment, machinery and vehicles owned, leased, rented or used by City.
4. "Collection site" shall mean a designated clinic/facility where applicants or employees may present themselves for the purpose of providing a specimen to be analyzed. The City will select a collection site and require that the collection site comply with all methods of collection and chain of custody and provide documentation of compliance to the City.
5. "Drug or drugs" shall mean any controlled substance that is not legally obtained under state or federal law, including, but not limited to, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana and other cannabinoids Tetrahydrocannabinol (THC) active drugs/compounds or a prescription drug obtained or used without the benefit of a prescription by a licensed physician. Medical marijuana is not a prescription drug, but shall be classified as a drug within the meaning of this paragraph.
6. "Prescription drug" shall mean any substance that can be lawfully obtained or possessed pursuant to a prescription issued to the user or possessor by a licensed physician.

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APPLICATION:

The policy applies to all employees of and to all applicants for positions with the City of Solana Beach. This policy applies to alcohol and drugs, including all substances, drugs or medications, whether legal or illegal, ~~which~~that could impair an employee's ability to effectively and safely perform the functions of the job. This policy provides:

1. Employees reasonably believed to be under the influence of alcohol or the use of drugs, legal or illegal, who refuse to immediately submit to an alcohol or drug analysis when requested by City of Solana Beach management or Sheriff's Department, or who refuse to submit to a search of personal properties if requested by Sheriff's Department representatives, may be found insubordinate and may be disciplined, up to and including termination.
2. The City of Solana Beach reserves the right to search, without employee consent, all areas and property in which the City maintains control or joint control with the employee. The City of Solana Beach may notify the Sheriff's Department that an employee may have ~~illegal~~-drugs in his or her possession or in an area not jointly or fully controlled by the City.
3. An employee reasonably believed to be under the influence of alcohol or of using drugs shall be prevented from remaining on active duty and shall be offered transportation from the worksite following completion of a drug test.
4. The City of Solana Beach is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as disabled under federal or state law.
5. The City of Solana Beach has a voluntary Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees may contact their Department Director, Supervisor, Human Resources, or the City's EAP provider for additional information.
6. All management and supervisory employees will be trained to recognize abusers.

A. Employee Responsibilities

1. An employee must not report to work or be subject to duty while his or her ability to perform job duties is impaired due to on or off duty alcohol or drug use.
2. An employee must not transport, possess or use alcohol or impairing--drugs, including ~~illegal~~-drugs that are illegal under any state or federal law and prescription drugs without a prescription, during working hours or while representing the City or

while subject to duty, on breaks, during meal periods or at any time while on City of Solana Beach property.

3. An employee must not directly or through a third party purchase drugs or alcohol or sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty.
4. An employee must submit immediately to an alcohol or drug test when requested by a City of Solana Beach official (any Department Director or Supervisor).
5. An employee must notify his or her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which ~~that~~ may interfere with the safe and effective performance of duties or the operation of City of Solana Beach equipment.
6. An employee must provide, within 24 hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen or test is positive. The prescription must be in the employee's name.
7. An employee who believes he or she has observed drug or alcohol use or drug paraphernalia during work hours or on City property or who has a reasonable suspicion that any other employee, including a Department Head or Supervisor, is under the influence of alcohol or of using drugs, legal or illegal, should immediately notify any one of the following, as may be appropriate:
 - a. The immediate supervisor.
 - b. Any manager or supervisor within or outside the department.
 - c. The Human Resources Division.
 - d. The City Manager.
 - e. The City Attorney.

B. Management Responsibilities

1. Department Directors and Supervisors are responsible for reasonable enforcement of this policy.
2. Department Directors and Supervisors may request that an employee submit to a drug or alcohol test when a Department Director or Supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on duty or subject to being called to duty.

Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonably prudent Department Director or Supervisor to suspect that an employee is under the influence of drugs or alcohol such that the employee's ability to perform the duties of the job is impaired or so that the employee's ability to perform his or her job safely is reduced.

For example, any of the following, alone or in combination, may constitute reasonable suspicion depending upon the circumstances in which the behavior is observed or reported:

- Slurred or incoherent speech
- Alcohol or marijuana odor on breath or clothes
- Glassy or bloodshot eyes
- Dilated or constricted pupils
- Unsteady walking and/or movement
- Tremors
- Disheveled or inappropriate appearance
- Profuse sweating
- An accident or near accident involving City property or employee
- Physical altercation
- Verbal altercation
- Unusual, abnormal or erratic behavior
- Confusion, paranoia, mood swings or disorientation
- Possession of alcohol or drugs or drug paraphernalia
- ~~Abnormal or erratic behavior~~
- Sleeping or nodding off on the job
- Information obtained from a reliable person with personal knowledge
- Any of the indicators on Exhibit A – Zero Tolerance Drug and Alcohol Testing Policy Reasonable Suspicion Evaluation Form

3. Department Directors or Supervisors requesting an employee to submit to a drug or alcohol test should document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence using Exhibit A or its equivalent and shall provide a copy to Human Resources.
4. Department Directors or Supervisors who encounter an employee who refuses an order to submit to a drug or alcohol analysis upon request shall remind the employee of the requirements and disciplinary consequences of this Policy. Refusal will be regarded as an admission of alcohol misuse or drug use.

Refusal includes, but is not limited to: failure to provide a urine sample for a drug test, inability to provide a urine sample without a valid medical explanation, refusal to complete and sign a testing authorization form, refusal to sign the consent even if the employee submits to the test, inability to provide breath or to provide an adequate amount of breath without a valid medical explanation, tampering with or

attempting to adulterate or substitute the urine specimen, not reporting to the collection site in the time allotted by the Department Director or Supervisor who directs the employee to be tested, obstructing the collection procedure or testing process in any way, or leaving the scene of an accident without authorization from a Department Director or Supervisor.

Where there is reasonable suspicion that the employee is then under the influence of alcohol or of using drugs, the Department Director or Supervisor should arrange for the employee to be safely transported to the collection site and home.

5. Department Directors or Supervisors shall not physically search the person of the employee, nor shall they search the personal possessions of the employee, without the freely written consent of, and in the presence of, the employee.
6. Department Directors or Supervisors shall notify Human Resources when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the City of Solana Beach. If Human Resources concurs that there is a reasonable suspicion of illegal drug possession, the Department Director shall notify the Sheriff's Department.

C. Drug and Alcohol Testing

The drug or alcohol test may test for any substance ~~which that~~ could impair an employee's ability to effectively and safely perform the functions of his or her job, whether legal or illegal, including, but not limited to, prescription drugs and medication, alcohol, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana and other ~~cannabinoids~~ Tetrahydrocannabinol (THC) active drugs/compounds.

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For employees, a positive result from a drug or alcohol analysis or a refusal to test, or a failure to submit to testing immediately upon request may result in disciplinary action, up to and including termination.

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If a drug screen is positive due to the use of prescription drugs, the employee must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor, the employee will be subject to disciplinary action up to and including termination.

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1. Pre-employment Physical: Prior to the start of employment, the City shall require all applicants to submit to a test for alcohol and illegal drug use as a condition of employment, unless waived by the City Manager. Any applicant who refuses to provide consent for this test, or who receives a verified positive result, shall be disqualified from City employment where the applicant's use of drugs or alcohol

could affect job standards, duties or responsibilities for a minimum period of one year.

If a post-offer drug screen is positive at the time of the pre-employment physical, the applicant must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the applicant shall not be hired.

2. During Employment Physical, Alcohol or Drug Testing: A positive result from a drug or alcohol analysis or a refusal to test may result in disciplinary action, up to and including termination. See #4 below for "Other Testing Circumstances".

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~~If a drug screen is positive due to the use of prescription drugs, the employee must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor, the employee will be subject to disciplinary action up to and including termination.~~

3. Post-Accident Testing: ~~Unless the City determines that the employee's performance was not a contributing factor, a~~Any employee involved in a reportable accident may shall be subject to an alcohol and drug test within two hours following the accident ~~and to a drug test within 24 hours following the accident.~~ Not only may the operator of the vehicle be tested, but also so may any other employee whose performance may have contributed to the accident, such as the employee who maintains the vehicle or work-site where the accident occurred.

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An accident is considered reportable if it occurs while in a City vehicle, on City property, while operating City equipment, or when performing any City-related business, including the use of one's own vehicle for City business, and involves any of the following: 1) vehicular or equipment damage; 2) bodily injury demanding immediate medical treatment away from the scene of the accident; 3) a fatality; or 4) the issuance of a citation by law enforcement to the employee for a moving traffic violation arising from the accident.

4. Other Testing Circumstances: The City may also require an employee to submit to a drug and/or alcohol test under the following circumstances:

- a. When a Supervisor has reasonable suspicion to believe, based upon specific and documented facts and observations that the employee may be under the influence of drugs and/or alcohol. See Exhibit A.

- b. When a Supervisor has reasonable suspicion to believe, based upon specific and documented facts and observations, that the employee either possesses,

uses, sells, transfers, manufactures, purchases or transports alcohol, drugs and/or drug related paraphernalia or attempts to do so. See Exhibit A.

c. Follow-up testing for employees who have returned to work following a positive test and their participation in a drug and/or alcohol rehabilitation program.

d. When an on-duty employee is contacted by a police officer who has reasonable suspicion to believe the employee is under the influence of alcohol or drugs or the employee has been involved in an on-duty vehicle-related incident and the officer suspects the employee is under the influence of drugs and/or alcohol.

D. Confidentiality

Any information about an employee's use of prescription or non-prescription medication, the results of any drug or alcohol testing, and an employee's past or present participation in rehabilitation or treatment for substance abuse shall be considered confidential personnel information. Laboratory reports and test results shall not appear in an employee's personnel file. Information of this nature will be maintained in a separate confidential folder that will be securely kept under the control of Human Resources. The reports or test results may be disclosed to City of Solana Beach management on a strictly need-to-know basis and to the tested employee upon written request. Disclosures, without employee consent, may also occur when:- 1) the information is completed-required to be disclosed by law or by judicial or administrative process;-or 2) the information has been placed at issue in a formal dispute between the City and the employee; 3) the information is reasonably necessary for disciplinary actions and appeals, interactive process meetings and reasonable accommodation efforts, or resolving legal issues;-or 34) when-the information is to be used in administering an employee benefit plan; or 45) the information is needed by medical personnel for the diagnoses or treatment of the-a patient who is unable to authorize disclosure.

E. Testing Procedures

1. Collection. Procedures for urine collection will allow for individual privacy unless there is reason to believe the individual may alter or substitute the specimen to be provided. Samples will be tested for temperature and subject to other validation procedures as appropriate.

2. Chain of Custody. Procedures for the storage and transportation of test specimens shall conform to the Mandatory Guidelines for Federal Workplace Drug Testing Programs promulgated by the Department of Health and Human Services as amended from time to time. The test laboratory shall maintain custody of the specimens.

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3. Testing Methods. All tests will be screened using an immunoassay technique and for alcohol an Evidential Breath Testing (EBT) device. All presumptive positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) and all presumptive positive alcohol tests will be confirmed with a second EBT performed within 15–30 minutes after the first EBT test is completed. The City will test for ~~cannabinoids~~ Tetrahydrocannabinol (THC) active drugs/compounds (marijuana), cocaine, amphetamines, opiates, barbiturates, benzodiazepines, and phencyclidine (PCP) as well as alcohol. Tests will seek only information about the presence of drugs and/or alcohol in an individual's system and will not test for any medical condition.

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4. Notification. Test results will be reported to Human Resources. Any employee who tests positive will be notified by Human Resources and will be given an opportunity to provide any reasons he or she may have that would explain the positive drug and/or alcohol test, other than the presence of alcohol or the use of drugs. Test results will only be disclosed to the extent expressly authorized by this Policy.

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DRUG CONVICTIONS

To fulfill its obligations under the Federal Drug-Free Workplace Act of 1988, the City requires that any employee who is convicted of any criminal drug statute, for a violation occurring in the workplace, to provide written notice of the conviction to the Department Director no later than five (5) days after the conviction. The City is also required, and will fulfill its obligations to educate employees on the harmful effects of using and abusing drugs and/or alcohol. As required by law, the City will notify federal contracting agencies within ten (10) days after receiving notice that an employee, directly engaged in performance of work on a federal contract, has been convicted of a criminal drug statute violation resulting from conduct occurring in the workplace.

Whenever the City has reason to believe that Federal, State or local drug laws are being violated, the City may refer the matter to the appropriate law enforcement agencies for investigation and possible criminal prosecution.

Independent contractors, or employees of independent contractors, working on City projects are required by law or contract to notify the City, the Human Resources Manager, or Department Director of a drug and/or alcohol related conviction or positive test for drugs and/or alcohol. Said individuals will not be permitted to work on City projects.

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ZERO TOLERANCE ALCOHOL AND DRUG USE POLICY
ACKNOWLEDGEMENT AND SUBMISSION TO TESTING FORM
Policy #23

I, _____ [PRINT NAME],
have received and read the enclosed revised Policy regarding the Zero Tolerance Alcohol and Drug Use Policy (Policy) and acknowledge its provisions.--I hereby acknowledge that I am required to submit to drug and/or alcohol testing pursuant to the Policy.

I understand and acknowledge that information regarding the test results will be released to the City of Solana Beach and that such information may be used as grounds for disciplinary action, up to, and including discharge.

I further understand and acknowledge that:

1. I may request in writing a copy of the results of any such test;

2. I have the right to refuse to submit to such testing; however, refusal by me to submit to or cooperate at any stage of the testing shall be considered equivalent to a confirmed "positive" test for purposes of disqualification from employment and/or disciplinary action, up to and including discharge from my employment with the City of Solana Beach; and

3. I may also be required to execute forms at the collection site or testing laboratory.

With full understanding and knowledge of the foregoing, I hereby acknowledge my obligation to submit to drug and/or alcohol testing conducted by the clinics and/or testing laboratory selected by the City of Solana Beach.

I have read the above acknowledgement and certify that I have signed this document with full knowledge and understanding of its contents.

Applicant or Employee (PRINT NAME) _____ **Signature**
Date

City and State:

Witness (PRINT NAME) _____ **Signature** _____ **Date**

EXHIBIT A
ZERO TOLERANCE DRUG AND ALCOHOL TESTING POLICY
REASONABLE SUSPICION EVALUATION FORM

Employee Name:

Observation Date and Time:

Location of Employee:

Location of Supervisor(s):

Others present during activities or observations:

Incident(s) observed that give cause for reasonable suspicion:

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(Factors that may be considered in combination with those listed in 1 – 6 below include: takes needless risks, accident(s), disregard for others safety, unusual/distinct pattern of absenteeism/tardiness, increased high/low periods of productivity, lapses of concentration or judgment, etc.)

1. Presence of alcohol, alcohol containers, drugs, and/or drug paraphernalia (specify):

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2. Appearance:

Flushed Inappropriate Disheveled
Bloodshot/Glassy Eyes Tremors Profuse Sweating
Dilated/Constricted Pupils Inappropriate Wearing of Sunglasses
Dry-mouth Symptoms Runny Nose/Sores Smell of Alcohol
Smell of Marijuana Puncture Marks Other:

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3. Behavior/Speech:

Incoherent Slurred Unconscious
Confused Slowed Hostile/Confrontation
Agitated Sleeping on the job
Other:

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4. Awareness:

Confused Mood Swings Euphoric
Lethargic Paranoid Disoriented
Lack of Coordination
Other:

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5. Motor Skills/Balance:

Unsteady Swaying Falling
Staggering Stumbling Reaching for Support
Arms Raised for Balance
Other:

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6. Other observed actions or behaviors:

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Supervisor's Comments:

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<p style="text-align: center;">CITY OF SOLANA BEACH ADMINISTRATIVE POLICY</p>	<p>Policy No. 23 Effective Date: September 7, 1993 Date Revised: January 21, 2003 Date Revised: May 9, 2018</p>
<p>Subject:</p> <p style="text-align: center;">ZERO TOLERANCE ALCOHOL AND DRUG USE POLICY</p>	<p>Approved By:</p> <p style="text-align: center;">CITY COUNCIL</p>

POLICY STATEMENT:

It is the intention of this policy to eliminate substance abuse and its effects in the workplace. While the City of Solana Beach has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol can impact job performance and employee health and safety. In addition, they constitute a potential risk to the welfare and safety of others, risks of injury to other persons, property loss or damage, or negative image for the City. Employees must be in a condition to perform their duties safely, effectively, and with integrity in the interests of their co-workers and the public, as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

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Alcohol or drug abuse will not be tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

POLICY AMPLIFICATION:

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the City of Solana Beach. To that end, the City of Solana Beach will act to eliminate any substance abuse (alcohol, drugs, controlled substances, prescription drugs or any other substance) that could affect an employee's ability to safely and effectively perform the functions of his or her job or that could increase the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the City's equipment or reputation. All persons covered by this policy

should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

It is the City of Solana Beach's policy that employees shall not use, be affected by or have in their biological system, manufacture, transport or be in possession of, alcohol or drugs while on City property, at work locations, while representing the City, or while on duty or subject to being called to duty, and that employees shall not distribute, purchase, sell or provide alcohol or drugs to any other employee or person while on duty or subject to being called to duty.

While use of validly prescribed medications and drugs does not violate this policy, failure of an employee to notify his or her supervisor, before beginning work, when taking medications or drugs that could foreseeably interfere with the safe and effective performance of duties or the operation of City equipment, can result in discipline up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

DEFINITIONS:

The following definitions apply as used in connection with this policy:

1. "Alcohol" shall mean the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.
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APPLICATION:

The policy applies to all employees of and to all applicants for positions with the City of Solana Beach. This policy applies to alcohol and drugs, including all substances, drugs or medications, whether legal or illegal, that could impair an employee's ability to effectively and safely perform the functions of the job. This policy provides:

1. Employees reasonably believed to be under the influence of alcohol or the use of drugs, legal or illegal, who refuse to immediately submit to an alcohol or drug analysis when requested by City of Solana Beach management or Sheriff's Department, or who refuse to submit to a search of personal properties if requested by Sheriff's Department representatives, may be found insubordinate and may be disciplined, up to and including termination.
2. The City of Solana Beach reserves the right to search, without employee consent, all areas and property in which the City maintains control or joint control with the employee. The City of Solana Beach may notify the Sheriff's Department that an employee may have drugs in his or her possession or in an area not jointly or fully controlled by the City.
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2. An employee must not transport, possess or use alcohol or drugs, including drugs that are illegal under any state or federal law and prescription drugs without a

prescription, during working hours or while representing the City or while subject to duty, on breaks, during meal periods or at any time while on City of Solana Beach property.

3. An employee must not directly or through a third party purchase drugs or alcohol or sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty.
4. An employee must submit immediately to an alcohol or drug test when requested by a City of Solana Beach official (any Department Director or Supervisor).
5. An employee must notify his or her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or the operation of City of Solana Beach equipment.
6. An employee must provide, within 24 hours of request, bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen or test is positive. The prescription must be in the employee's name.
7. An employee who believes he or she has observed drug or alcohol use or drug paraphernalia during work hours or on City property or who has a reasonable suspicion that any other employee, including a Department Head or Supervisor, is under the influence of alcohol or of using drugs, legal or illegal, should immediately notify any one of the following, as may be appropriate:
 - a. The immediate supervisor.
 - b. Any manager or supervisor within or outside the department.
 - c. The Human Resources Division.
 - d. The City Manager.
 - e. The City Attorney.

B. Management Responsibilities

1. Department Directors and Supervisors are responsible for reasonable enforcement of this policy.
2. Department Directors and Supervisors may request that an employee submit to a drug or alcohol test when a Department Director or Supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on duty or subject to being called to duty.

Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonably prudent Department Director or Supervisor to suspect that an employee is under the influence of drugs or alcohol such that the employee's ability to perform the duties of the job is impaired or so that the employee's ability to perform his or her job safely is reduced.

For example, any of the following, alone or in combination, may constitute reasonable suspicion depending upon the circumstances in which the behavior is observed or reported:

- Slurred or incoherent speech
 - Alcohol or marijuana odor on breath or clothes
 - Glassy or bloodshot eyes
 - Dilated or constricted pupils
 - Unsteady walking or movement
 - Tremors
 - Disheveled or inappropriate appearance
 - Profuse sweating
 - An accident or near accident involving City property or employee
 - Physical altercation
 - Verbal altercation
 - Unusual, abnormal or erratic behavior
 - Confusion, paranoia, mood swings or disorientation
 - Possession of alcohol or drugs or drug paraphernalia
 - Sleeping or nodding off on the job
 - Information obtained from a reliable person with personal knowledge
 - Any of the indicators on Exhibit A – Zero Tolerance Drug and Alcohol Testing Policy Reasonable Suspicion Evaluation Form
3. Department Directors or Supervisors requesting an employee to submit to a drug or alcohol test should document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence using Exhibit A or its equivalent and shall provide a copy to Human Resources.
 4. Department Directors or Supervisors who encounter an employee who refuses an order to submit to a drug or alcohol analysis upon request shall remind the employee of the requirements and disciplinary consequences of this Policy. Refusal will be regarded as an admission of alcohol or drug use.

Refusal includes, but is not limited to: failure to provide a urine sample for a drug test, inability to provide a urine sample without a valid medical explanation, refusal to complete and sign a testing authorization form, refusal to sign the consent even if the employee submits to the test, inability to provide breath or to provide an adequate amount of breath without a valid medical explanation, tampering with or attempting to adulterate or substitute the urine specimen, not reporting to the collection site in the time allotted by the Department Director or Supervisor who

directs the employee to be tested, obstructing the collection procedure or testing process in any way, or leaving the scene of an accident without authorization from a Department Director or Supervisor.

Where there is reasonable suspicion that the employee is then under the influence of alcohol or of using drugs, the Department Director or Supervisor should arrange for the employee to be safely transported to the collection site and home.

5. Department Directors or Supervisors shall not physically search the person of the employee, nor shall they search the personal possessions of the employee, without the freely written consent of, and in the presence of, the employee.
6. Department Directors or Supervisors shall notify Human Resources when they have reasonable suspicion to believe that an employee may have drugs in his or her possession or in an area not jointly or fully controlled by the City of Solana Beach. If Human Resources concurs that there is a reasonable suspicion of drug possession, the Department Director shall notify the Sheriff's Department.

C. Drug and Alcohol Testing

The drug or alcohol test may test for any substance that could impair an employee's ability to effectively and safely perform the functions of his or her job, whether legal or illegal, including, but not limited to, prescription drugs and medication, alcohol, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana and other Tetrahydrocannabinol (THC) active drugs/compounds.

For employees, a positive result from a drug or alcohol analysis or a refusal to test or a failure to submit to testing immediately upon request may result in disciplinary action, up to and including termination.

If a drug screen is positive due to the use of prescription drugs, the employee must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor, the employee will be subject to disciplinary action up to and including termination.

1. Pre-employment Physical: Prior to the start of employment, the City shall require all applicants to submit to a test for alcohol and illegal drug use as a condition of employment, unless waived by the City Manager. Any applicant who refuses to provide consent for this test, or who receives a verified positive result, shall be disqualified from City employment where the applicant's use of drugs or alcohol could affect job standards, duties or responsibilities for a minimum period of one year.

If a post-offer drug screen is positive at the time of the pre-employment physical, the applicant must provide within 24 hours of request bona fide verification of a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the applicant shall not be hired.

2. During Employment Physical, Alcohol or Drug Testing: A positive result from a drug or alcohol analysis or a refusal to test may result in disciplinary action, up to and including termination. See #4 below for "Other Testing Circumstances".
3. Post-Accident Testing: Any employee involved in a reportable accident shall be subject to an alcohol and drug test within two hours following the accident. Not only may the operator of the vehicle be tested, but also so may any other employee whose performance may have contributed to the accident, such as the employee who maintains the vehicle or work-site where the accident occurred.

An accident is considered reportable if it occurs while in a City vehicle, on City property, while operating City equipment, or when performing any City-related business, including the use of one's own vehicle for City business, and involves any of the following: 1) vehicular or equipment damage; 2) bodily injury demanding immediate medical treatment away from the scene of the accident; 3) a fatality; or 4) the issuance of a citation by law enforcement to the employee for a moving traffic violation arising from the accident.

4. Other Testing Circumstances: The City may also require an employee to submit to a drug and/or alcohol test under the following circumstances:
 - a. When a Supervisor has reasonable suspicion to believe, based upon specific and documented facts and observations that the employee may be under the influence of drugs and/or alcohol. See Exhibit A.
 - b. When a Supervisor has reasonable suspicion to believe, based upon specific and documented facts and observations, that the employee either possesses, uses, sells, transfers, manufactures, purchases or transports alcohol, drugs and/or drug related paraphernalia or attempts to do so. See Exhibit A.
 - c. Follow-up testing for employees who have returned to work following a positive test and their participation in a drug and/or alcohol rehabilitation program.
 - d. When an on-duty employee is contacted by a police officer who has reasonable suspicion to believe the employee is under the influence of alcohol or drugs or the employee has been involved in an on-duty vehicle-related incident and the officer suspects the employee is under the influence of drugs and/or alcohol.

D. Confidentiality

Any information about an employee's use of prescription or non-prescription medication, the results of any drug or alcohol testing, and an employee's past or present participation in rehabilitation or treatment for substance abuse shall be considered confidential personnel information. Laboratory reports and test results shall not appear in an employee's personnel file. Information of this nature will be maintained in a separate confidential folder that will be securely kept under the control of Human Resources. The reports or test results may be disclosed to City of Solana Beach management on a strictly need-to-know basis and to the tested employee upon written request. Disclosures, without employee consent, may also occur when: 1) the information is required to be disclosed by law or by judicial or administrative process; 2) the information has been placed at issue in a formal dispute between the City and the employee; 3) the information is reasonably necessary for disciplinary actions and appeals, interactive process meetings and reasonable accommodation efforts, or resolving legal issues; 4) the information is to be used in administering an employee benefit plan; or 5) the information is needed by medical personnel for the diagnoses or treatment of a patient who is unable to authorize disclosure.

E. Testing Procedures

1. Collection. Procedures for urine collection will allow for individual privacy unless there is reason to believe the individual may alter or substitute the specimen to be provided. Samples will be tested for temperature and subject to other validation procedures as appropriate.
2. Chain of Custody. Procedures for the storage and transportation of test specimens shall conform to the Mandatory Guidelines for Federal Workplace Drug Testing Programs promulgated by the Department of Health and Human Services as amended from time to time. The test laboratory shall maintain custody of the specimens.
3. Testing Methods. All tests will be screened using an immunoassay technique and for alcohol an Evidential Breath Testing (EBT) device. All presumptive positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) and all presumptive positive alcohol tests will be confirmed with a second EBT performed within 15–30 minutes after the first EBT test is completed. The City will test for Tetrahydrocannabinol (THC) active drugs/compounds (marijuana), cocaine, amphetamines, opiates, barbiturates, benzodiazepines, and phencyclidine (PCP) as well as alcohol. Tests will seek only information about the presence of drugs and/or alcohol in an individual's system and will not test for any medical condition.
4. Notification. Test results will be reported to Human Resources. Any employee who tests positive will be notified by Human Resources and will be given an opportunity to provide any reasons he or she may have that would explain the positive drug

and/or alcohol test, other than the presence of alcohol or the use of drugs. Test results will only be disclosed to the extent expressly authorized by this Policy.

DRUG CONVICTIONS

To fulfill its obligations under the Federal Drug-Free Workplace Act of 1988, the City requires that any employee who is convicted of any criminal drug statute, for a violation occurring in the workplace, to provide written notice of the conviction to the Department Director no later than five (5) days after the conviction. The City is also required, and will fulfill its obligations to educate employees on the harmful effects of using and abusing drugs and/or alcohol. As required by law, the City will notify federal contracting agencies within ten (10) days after receiving notice that an employee, directly engaged in performance of work on a federal contract, has been convicted of a criminal drug statute violation resulting from conduct occurring in the workplace.

Whenever the City has reason to believe that Federal, State or local drug laws are being violated, the City may refer the matter to the appropriate law enforcement agencies for investigation and possible criminal prosecution.

Independent contractors, or employees of independent contractors, working on City projects are required by law or contract to notify the City, the Human Resources Manager, or Department Director of a drug and/or alcohol related conviction or positive test for drugs and/or alcohol. Said individuals will not be permitted to work on City projects.

**ZERO TOLERANCE ALCOHOL AND DRUG USE POLICY
ACKNOWLEDGEMENT AND SUBMISSION TO TESTING FORM
Policy #23**

I, _____ [PRINT NAME],
have received and read the enclosed revised Policy regarding the Zero Tolerance Alcohol
and Drug Use Policy (Policy) and acknowledge its provisions. I hereby acknowledge that I
am required to submit to drug and/or alcohol testing pursuant to the Policy.

I understand and acknowledge that information regarding the test results will be released
to the City of Solana Beach and that such information may be used as grounds for
disciplinary action, up to, and including discharge.

I further understand and acknowledge that:

1. I may request in writing a copy of the results of any such test;
2. I have the right to refuse to submit to such testing; however, refusal by me to
submit to or cooperate at any stage of the testing shall be considered equivalent to a
confirmed "positive" test for purposes of disqualification from employment and/or
disciplinary action, up to and including discharge from my employment with the City of
Solana Beach; and
3. I may also be required to execute forms at the collection site or testing laboratory.

With full understanding and knowledge of the foregoing, I hereby acknowledge my
obligation to submit to drug and/or alcohol testing conducted by the clinics and/or testing
laboratory selected by the City of Solana Beach.

I have read the above acknowledgement and certify that I have signed this document with
full knowledge and understanding of its contents.

Applicant or Employee (PRINT NAME)

Signature

Date

City and State: _____

Witness (PRINT NAME)

Signature

Date

EXHIBIT A
ZERO TOLERANCE DRUG AND ALCOHOL USE POLICY
REASONABLE SUSPICION EVALUATION FORM

Employee Name: _____

Observation Date and Time: _____

Location of Employee: _____

Location of Supervisor(s): _____

Others present during activities or observations: _____

Incident(s) observed that give cause for reasonable suspicion: _____

(Factors that may be considered in combination with those listed in 1 – 6 below include: takes needless risks, accident(s), disregard for others safety, unusual/distinct pattern of absenteeism/tardiness, increased high/low periods of productivity, lapses of concentration or judgment, etc.)

1. Presence of alcohol, alcohol containers, drugs, and/or drug paraphernalia (specify):

2. **Appearance:**

- | | | |
|---|--|---|
| <input type="checkbox"/> Flushed | <input type="checkbox"/> Inappropriate | <input type="checkbox"/> Disheveled |
| <input type="checkbox"/> Bloodshot/Glassy Eyes | <input type="checkbox"/> Tremors | <input type="checkbox"/> Profuse Sweating |
| <input type="checkbox"/> Dilated/Constricted Pupils | <input type="checkbox"/> Inappropriate Wearing of Sunglasses | |
| <input type="checkbox"/> Dry-mouth Symptoms | <input type="checkbox"/> Runny Nose/Sores | <input type="checkbox"/> Smell of Alcohol |
| <input type="checkbox"/> Smell of Marijuana | <input type="checkbox"/> Puncture Marks | <input type="checkbox"/> Other: |

3. **Behavior/Speech:**

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Unconscious |
| <input type="checkbox"/> Confused | <input type="checkbox"/> Slowed | <input type="checkbox"/> Hostile/Confrontation |
| <input type="checkbox"/> Agitated | <input type="checkbox"/> Sleeping on the job | |
| <input type="checkbox"/> Other: | | |

4. **Awareness:**

- Confused Mood Swings Euphoric
 Lethargic Paranoid Disoriented
 Lack of Coordination
 Other:

5. **Motor Skills/Balance:**

- Unsteady Swaying Falling
 Staggering Stumbling Reaching for Support
 Arms Raised for Balance
 Other:

6. Other observed actions or behaviors:

Supervisor's Comments:

Supervisor's Name: _____

Signature: _____ Date: _____

Witness' Name: _____

Signature: _____ Date: _____

Witness' Name: _____

Signature: _____ Date: _____

RESOLUTION 2018-047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING CHANGES TO ADMINISTRATIVE POLICY NO. 23 – ALCOHOL AND DRUG USE POLICY AND AUTHORIZING THE CITY MANAGER TO APPROVE ANY FUTURE CHANGES TO THE POLICY.

WHEREAS, on September 7, 1993, the Alcohol and Drug Use Policy (Policy) was established; and

WHEREAS, the Policy was subsequently revised and the Policy was approved by Council at its meeting on January 21, 2003; and

WHEREAS, the Policy outlines the City of Solana Beach's (City) zero tolerance alcohol and drug use policy and provides guidelines and responsibilities for detection and deterrence of alcohol and drug abuse; and

WHEREAS, under federal law, marijuana is regulated by the Controlled Substances Act, which makes any use of marijuana illegal; and

WHEREAS, the Supreme Court of California has ruled that employers may rely on the federal law, despite legalization by the state of California; and

WHEREAS, as an employer, the City has an affirmative duty to take reasonable steps to provide and maintain a safe and productive work environment.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council approves the updated Administrative Policy No. 23 – Zero Tolerance – Alcohol and Drug Use Policy.
3. That the City Council authorizes the City Manager to make any necessary administrative changes to the Policy to maintain operational consistency with applicable laws.

PASSED AND ADOPTED this 9th day of May 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

DAVID ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: Finance
SUBJECT: Quarterly Investment Report

BACKGROUND:

California Government Code Section 53600 requires timely reporting of local agency investment transactions and portfolio to the agency's legislative body.

This item is before Council to accept and file the Cash and Investment Report for the quarter ended March 31, 2018.

DISCUSSION:

The investment objectives for the City of Solana Beach are 1) to provide safety to ensure the preservation of capital in the overall portfolio, 2) to provide sufficient liquidity for cash needs and 3) to generate a market rate of return consistent with the Investment Policy. The performance objective for the portfolio is to earn a total rate of return through a market cycle that is equal to or above the return on the benchmark yield. In order to achieve this objective, the portfolio invests in high-quality fixed income securities that comply with the Investment Policy and all applicable regulations governing the funds.

The attached Quarterly Cash and Investment Report ensures that the City complies with Section 53600. The City's investment portfolio complies with the City's Investment Policy that is approved annually by the City Council. The majority of City funds are invested in Chandler Asset Management (Chandler), Public Agency Retirement Services (PARS), and Local Agency Investment Fund (LAIF).

CITY COUNCIL ACTION:

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA

FISCAL IMPACT:

None

WORK PLAN:

N/A

OPTIONS:

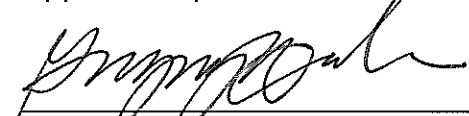
- Receive reports
- Provide direction

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council accepts and files the attached Cash and Investment Report for the quarter ended March 31, 2018.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Cash and Investment Report – March 31, 2018
2. Chandler Asset Quarterly Investment Report- March 31, 2018

**City of Solana Beach
Cash and Investment Report
March 31, 2018**

Type of Investment	Custodian	Maturity	Current Stated Yield	Percent of Portfolio	Cost Value (Rounded)	Market Value (Rounded)	Current Quarter Yield	Quarter Interest Earned (Rounded)	Fiscal Year to Date Interest Earned (Rounded)
General Checking Account	Union Bank of California	On Demand ⁽¹⁾	N/A	0.94%	\$ 378,871	\$ 378,871	N/A	N/A	N/A
Payroll Account	Union Bank of California	On Demand ⁽¹⁾	N/A	0.05%	21,672	21,672	N/A	N/A	N/A
Worker's Comp - Checking	Union Bank of California	On Demand ⁽¹⁾	N/A	0.06%	23,952	23,952	N/A	N/A	N/A
Successor Agency - Checking	Union Bank of California	On Demand ⁽¹⁾	N/A	1.30%	527,681	527,681	N/A	N/A	N/A
Local Agency Investment Fund	State of CA	On Demand ⁽¹⁾	N/A	6.61%	2,675,989	2,674,912 ⁽²⁾	1.51%	12,275	19,649
Chandler Asset Management (CMA) Investment Portfolio	US Bank	1 to 3 years	N/A	87.16%	35,278,321	34,819,035 ⁽⁵⁾	2.34%	230,720 ⁽⁶⁾⁽⁷⁾	465,710 ⁽⁶⁾⁽⁷⁾
Public Agency Retirement Services (PARS)	US Bank	Varied	N/A	3.87%	1,565,343	1,632,376 ⁽³⁾	0.70% ⁽⁸⁾	9,094 ⁽⁷⁾	58,678 ⁽⁷⁾
Wells Fargo Advantage Money Market RDA Refunding Bond Series 2017	Wells Fargo Bank (Cash with Fiscal Agent)	Varied	N/A	0.00% ⁽⁴⁾	1,697	1,697	0.00%	5	5
Total Cash and Investments					\$ 40,473,526	\$ 40,080,196		\$ 252,094	\$ 544,042

⁽¹⁾ Funds may be withdrawn with 24 hours notice
⁽²⁾ Source: Monthly Pooled Money Investment Account Market Valuation as reported by LAIF (if available)
⁽³⁾ Source: US Bank Asset Summary
⁽⁴⁾ Source: fiscal agent month-end statements
⁽⁵⁾ Source: CMA US Bank statements
⁽⁶⁾ Includes accrued interest
⁽⁷⁾ Includes realized investment gains/losses
⁽⁸⁾ Quarter Yield as of Feb 18 PARS statement

I certify that this report accurately reflects all pooled investments and is in compliance with Government Code Section 53640-53646 as amended January 1, 1996, as well as the investment policy of the City of Solana Beach as approved annually by the City Council

Furthermore, I certify that sufficient investment liquidity and anticipated revenues are available to meet the City's budgeted expenditure requirements for the next six months

Date 4/24/18
 Approved by: Marie Mairon Berkuti
 Finance Manager/Treasurer

Prepared by: Catherine Wong
 Accountant



Investment Report

City of Solana Beach

Period Ending
March 31, 2018

SECTION 1

Economic Update

SECTION 2

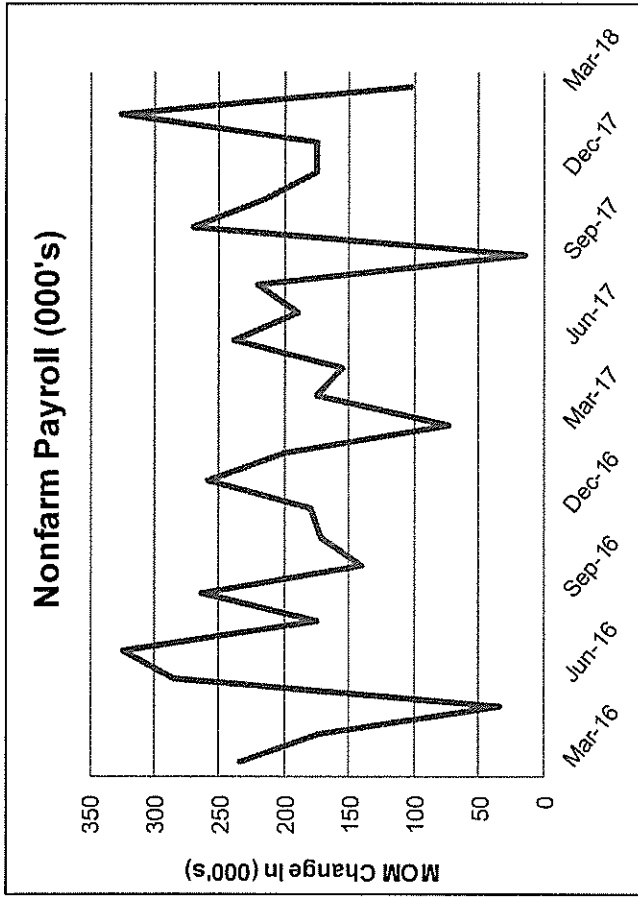
Account Profile



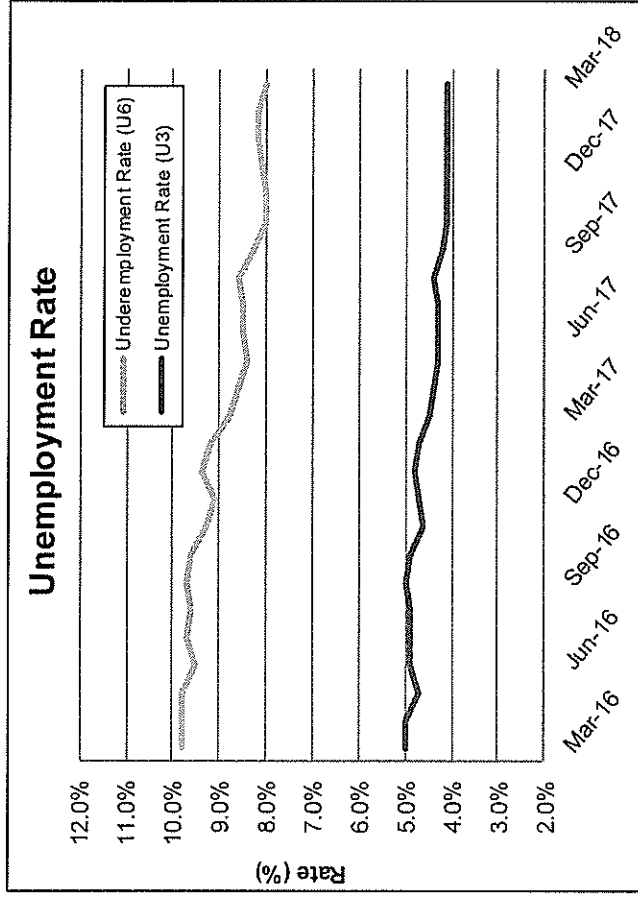
SECTION 1

Economic Update

- The Federal Open Market Committee (FOMC) raised the fed funds target rate to a range of 1.50%-1.75% at the March 21 meeting, as expected. The vote was unanimous. In the policy statement, the Fed said economic activity has been “rising at a moderate rate” which was somewhat less bullish than the “solid rate” of growth cited in the January statement. Household and business fixed investment moderated from the fourth quarter. Inflation for items other than food and energy continues to run below 2.0% but the Fed expects inflation to move up in the coming months. The FOMC left its median fed funds rate forecast unchanged for 2018 at 2.1% which implies two more rate hikes by year-end. Although the forecasted median fed funds rate for 2018 did not change, the dot plot did change with 13 out of 15 FOMC members forecasting two or more rate hikes this year, compared with 10 out of 16 members at the December 2017 meeting. The fed funds rate targets for 2019 and beyond were revised up slightly. By the end of 2020, the FOMC’s median forecast now calls for a fed funds rate of 3.4%. Overall, the Fed revised their GDP forecasts up slightly, their unemployment forecasts down slightly, and left their inflation projections mostly unchanged.
- We are forecasting GDP growth of about 2.5%-3.0% in 2018, which is in line with the Fed’s forecast and the market consensus. This would equate to an increase over 2017 GDP growth of 2.3%. Overall, economic data remains solid, with the exception of still-sluggish inflation readings. The economy is at or near full employment, consumer confidence is strong, and leading indicators suggest the economy will continue to grow.
- The Treasury yield curve flattened in March. The 2-year Treasury yield increased slightly to 2.27% from 2.25%, while the 10-year Treasury yield decreased about 12 basis points to 2.86%. At month end, the spread between 2- and 10-year Treasury yields was just 47 basis points; quite flat by historical standards. All else being equal, we believe the Fed’s plan to normalize the balance sheet will help promote a steeper yield curve later this year. Tax reform and stronger economic growth may also help drive yields at the long end of the curve higher. However, we believe this is somewhat offset by anticipated ongoing monetary policy normalization by the Fed.

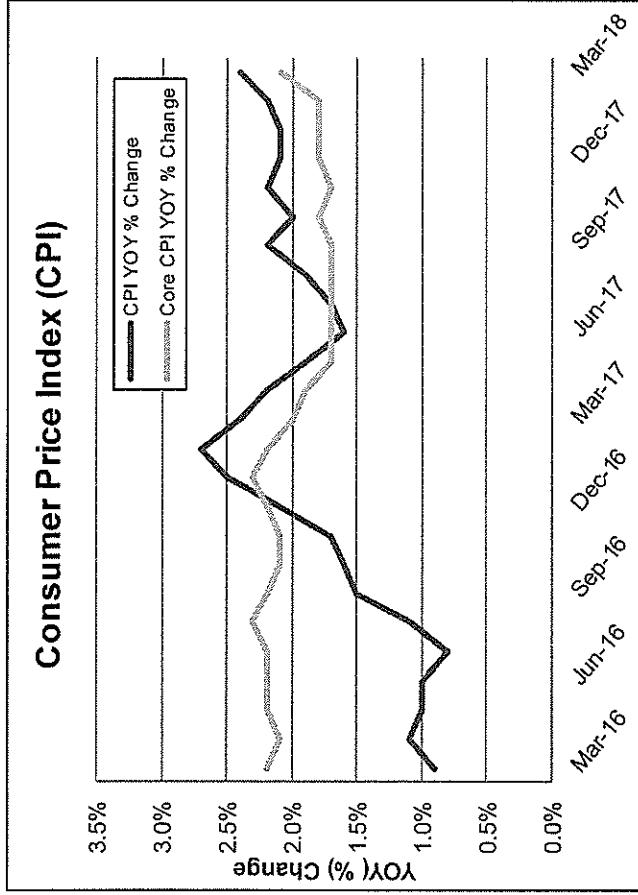


Source: US Department of Labor

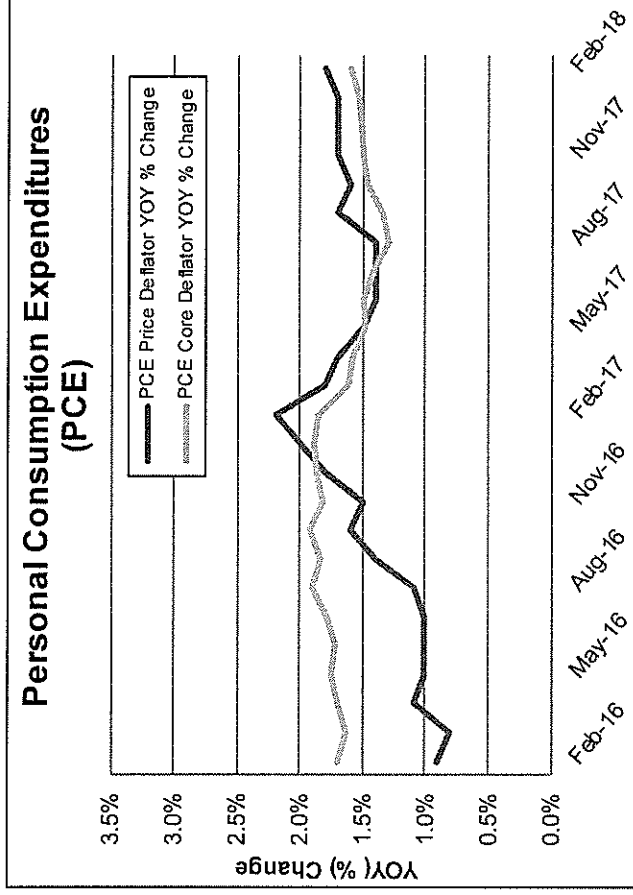


Source: US Department of Labor

U.S. payrolls rose by 103,000 in March, well below the consensus forecast of 175,000. January and February payrolls were also revised down by a net total of 50,000. On a trailing 3-month and 6-month basis, payrolls increased by an average of 202,000 and 211,000 per month, respectively. The unemployment rate was unchanged at 4.1%. The labor participation rate edged down to 62.9% from 63.0%. A broader measure of unemployment called the U-6, which includes those who are marginally attached to the labor force and employed part time for economic reasons, declined to 8.0% from 8.2%. Wages rose 0.3% in March, in line with expectations. Wages were up 2.7% on a year-over-year basis in March, versus up 2.6% year-over-year in February. The average workweek was unchanged at 34.5 hours.



Source: US Department of Labor



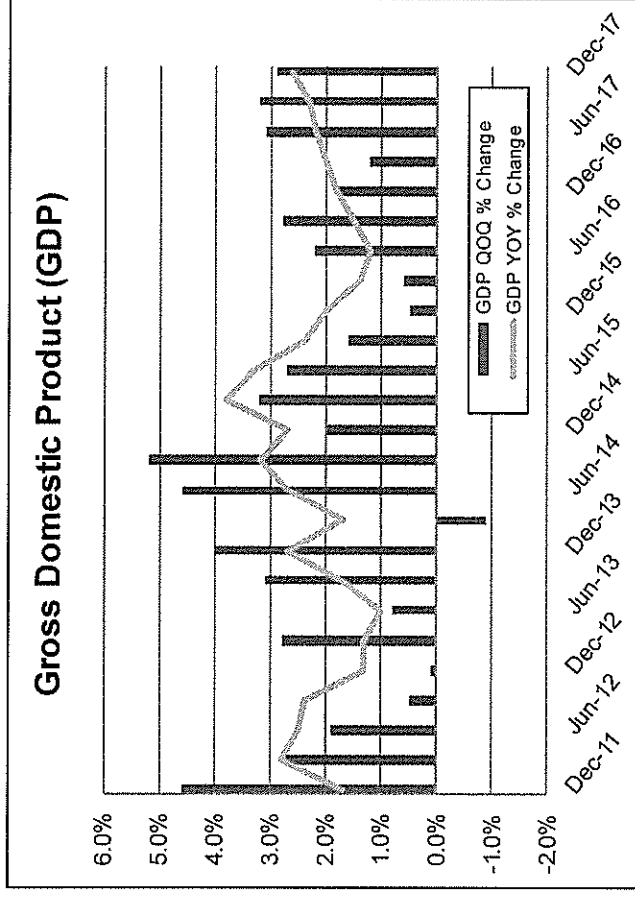
Source: US Department of Labor

The Consumer Price Index (CPI) was up 2.4% year-over-year in March, up from 2.2% in February. Core CPI (CPI less food and energy) was up 2.1% year-over-year in March, up from 1.8% in February. The Personal Consumption Expenditures (PCE) index was up 1.8% year-over-year in February versus 1.7% in January. Core PCE (excluding food and energy) was up 1.6% on a year-over-year basis in February versus 1.5% in January. Although PCE inflation remains below the Fed's 2.0% target, it inched higher in February.

CA | Gross Domestic Product (GDP)

Components of GDP	3/17	6/17	9/17	12/17
Personal Consumption Expenditures	1.3%	2.2%	1.5%	2.8%
Gross Private Domestic Investment	-0.2%	0.6%	1.2%	0.8%
Net Exports and Imports	0.2%	0.2%	0.4%	-1.2%
Federal Government Expenditures	-0.2%	0.1%	0.1%	0.2%
State and Local (Consumption and Gross Investment)	0.1%	-0.2%	0.0%	0.3%
Total	1.2%	3.1%	3.2%	2.9%

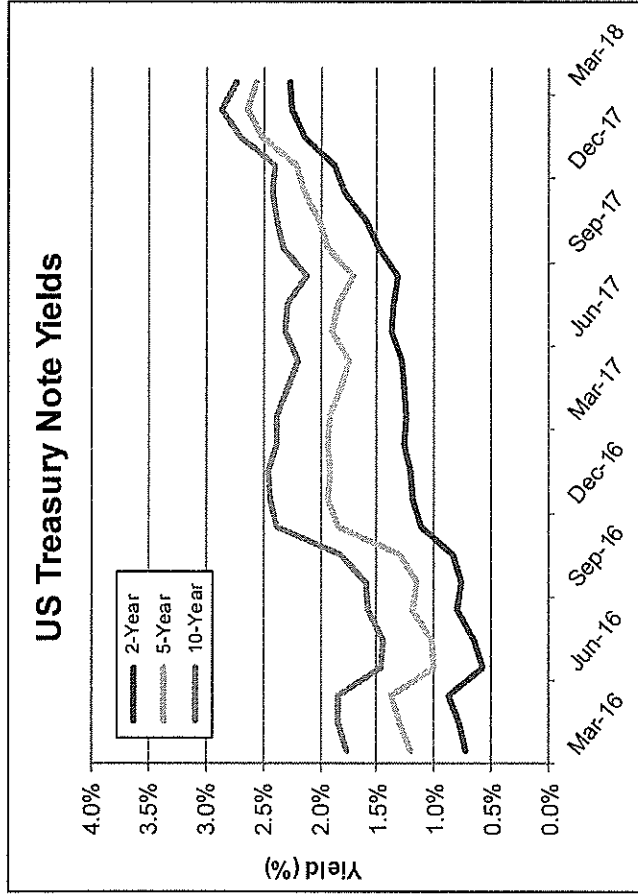
Source: US Department of Commerce



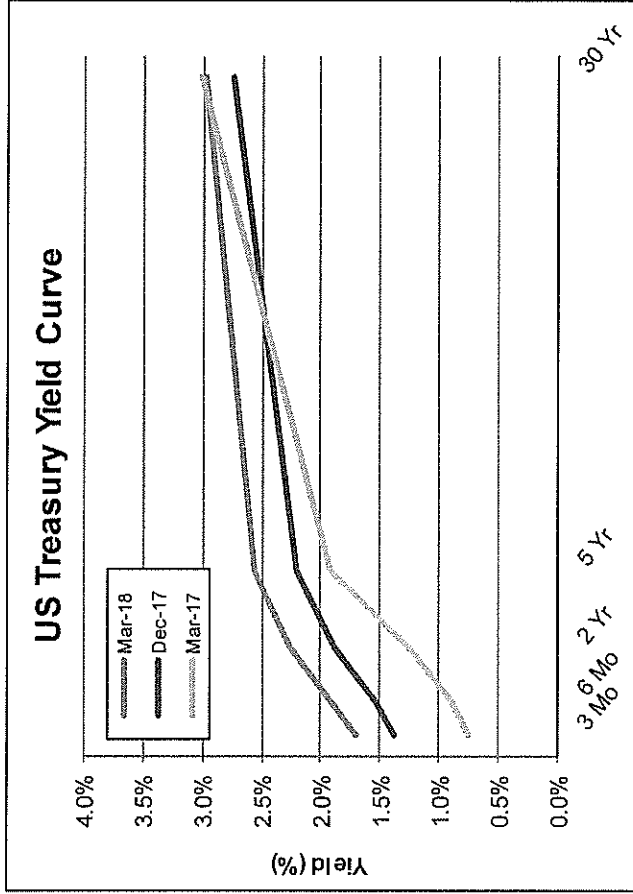
Source: US Department of Commerce

Fourth quarter GDP growth was revised up more than expected to 2.9% from the second estimate of 2.5%, driven largely by an upward revision to consumer spending. Consumer spending was very strong in the fourth quarter but net exports and inventories were both a large drag on growth during the fourth quarter.

CAM | Bond Yields

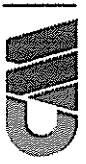


Source: Bloomberg



Source: Bloomberg

Financial markets experienced increased volatility in recent months. Uncertainty about global trade, inflation, and the pace of monetary policy normalization have all contributed to the volatility. After steepening slightly earlier this year, the yield curve flattened in March and is quite flat by historical standards with the spread between 2-year and 10-year Treasuries just 47 basis points at the end of March.



SECTION 2

Account Profile

Investment Objectives

The investment objectives for the City of Solana Beach, in order of priority, are to provide safety to ensure the preservation of capital in the overall portfolio, provide sufficient liquidity for cash needs, and a market rate of return consistent with the investment program.

Chandler Asset Management Performance Objective

The performance objective for the portfolio is to earn a total rate of return through a market cycle that is equal to or above the return on the benchmark index.

Strategy

In order to achieve this objective, the portfolio invests in high-quality fixed income securities that comply with the investment policy and all regulations governing the funds.

City of Solana Beach
March 31, 2018

COMPLIANCE WITH INVESTMENT POLICY

Assets managed by Chandler Asset Management are in full compliance with state law and the City's investment policy.

Category	Standard	Comment
Treasury Issues	No limitations	Complies
Federal Agencies	25% per agency issuer	Complies
Municipal Securities	"A" or higher by a NRSRO; 30% maximum; 5% max per issuer	Complies
Supranationals	"AA" rated or higher by a NRSRO; 30% max; 10% per issuer; U.S. dollar denominated; Issued by: IBRD, IFC, IADB	Complies
Medium Term Notes	"A" or higher by a NRSRO; 30% maximum; 5% max per issuer; Issuer is a corp organized and operating within the U.S.	Complies
FDIC insured Time Deposits/ Certificates of Deposit	Amount per institution limited to the max covered under FDIC; 20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Collateralized Time Deposits/ Certificates of Deposit	20% maximum (combination of FDIC insured and collateralized TDs/ CDs); 5% per issuer	Complies
Negotiable Certificates of Deposit	No rating required if amount of the NCD is covered by FDIC insured limit; If above FDIC insured limit, requires "A-1" rated or higher by a NRSRO or "A" rated long term issuer by a NRSRO; 30% maximum (inclusive of CDARS); 5% per issuer	Complies
Banker's Acceptances	"A-1" or higher short-term rating by a NRSRO; or "A" or higher long-term by a NRSRO; 40% maximum; 5% max per issuer; 180 days max maturity	Complies
Commercial Paper	"A-1" or higher short term rating by a NRSRO; "A" rated long term issuer by a NRSRO; 25% maximum; 5% per issuer; 270 days max maturity; Issuer is a corp organized and operating in U.S. with assets in excess of \$500 million; 10% max of the issuer's outstanding commercial paper	Complies
Asset-Backed Securities	"AA" or higher by a NRSRO; "A" rated issuer rating or higher by a NRSRO; 20% maximum; 5% per issuer; Mortgage collateral is prohibited	Complies
Money Market Mutual Funds	"AAA" rated or highest rating by two NRSROs; 20% maximum; Registered funds, managed by adviser with 5+ years experience and \$500mm AUM	Complies
Prohibited Securities	Futures and Options; Inverse floaters; Ranges notes, Interest-only strips from mortgaged backed securities; Zero interest accrual securities; Reverse Repurchase Agreements; Securities lending; Foreign currency denominated	Complies
Repurchase Agreements	1 yr max maturity; collateralized 102% of market value; Not used by investment adviser	Complies
Local Agency Investment Fund	Maximum program; Not used by investment adviser	Complies
Callable Securities	20% maximum (does not include "make whole call" securities)	Complies
Max per Issuer	No more than 5% in any single issuer except US Gov, Agencies, Supranationals, Money Market Funds, LAIF, or LGIP	Complies
Maximum Maturity	5 years	Complies

CA | Portfolio Characteristics

City of Solana Beach

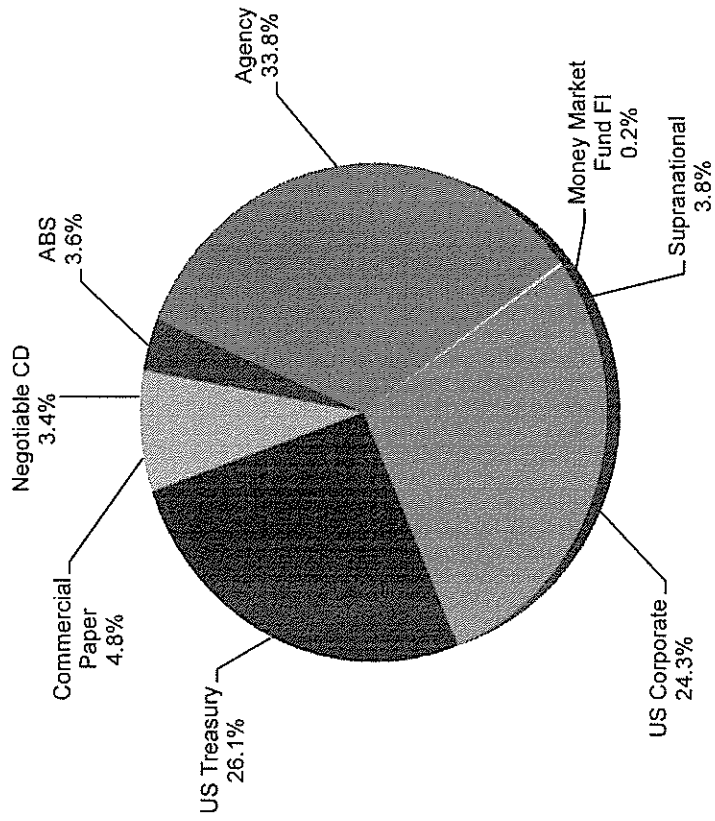
	3/31/2018	12/31/2017
	Benchmark*	Portfolio
Average Maturity (yrs)	1.85	1.83
Modified Duration	1.79	1.70
Average Purchase Yield	n/a	1.38%
Average Market Yield	2.27%	1.92%
Average Quality**	AAA	AA/Aa1
Total Market Value	34,949,940	31,485,058

*ICE BAML 1-3 Yr US Treasury/Agency Index

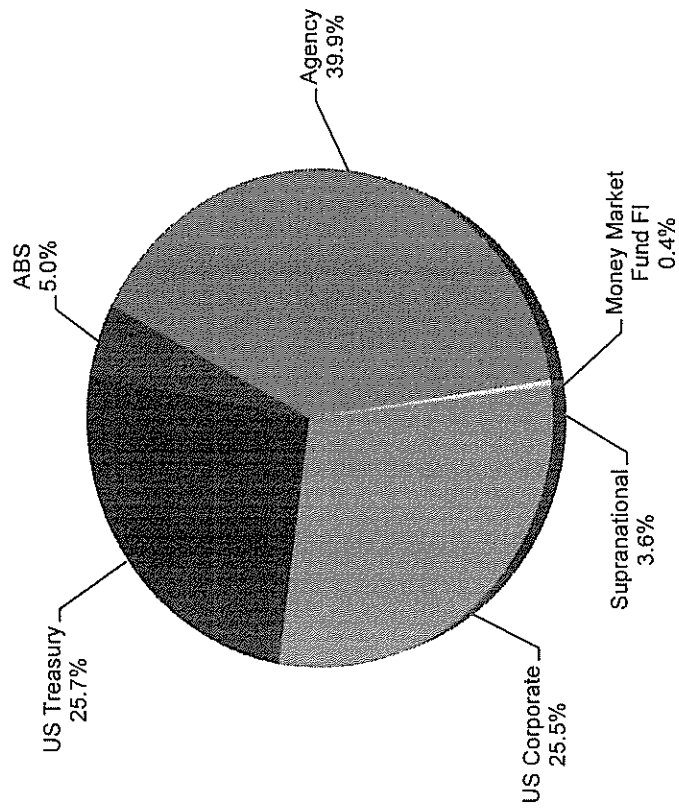
**Benchmark is a blended rating of S&P, Moody's, and Fitch. Portfolio is S&P and Moody's respectively.

City of Solana Beach

March 31, 2018



December 31, 2017



City of Solana Beach – Account #10471
As of 3/31/2018

Issue Name	Investment Type	% Portfolio
Government of United States	US Treasury	26.10%
Federal Farm Credit Bank	Agency	13.49%
Federal National Mortgage Association	Agency	8.94%
Federal Home Loan Mortgage Corp	Agency	8.20%
Federal Home Loan Bank	Agency	3.15%
Westpac Banking Corp NY	Negotiable CD	2.01%
Bank of Tokyo-Mit UFJ	Commercial Paper	2.00%
Intl Bank Recon and Development	Supranational	1.82%
IBM Corp	US Corporate	1.67%
State Street Bank	US Corporate	1.60%
Toyota ABS	ABS	1.52%
Bank of Nova Scotia Houston	Negotiable CD	1.44%
Bank of New York	US Corporate	1.42%
Rabobank Nederland NV NY	Commercial Paper	1.42%
Costco Wholesale Corporation	US Corporate	1.42%
Cisco Systems	US Corporate	1.41%
Inter-American Dev Bank	Supranational	1.36%
Nissan ABS	ABS	1.35%
US Bancorp	US Corporate	1.29%
Toyota Motor Corp	US Corporate	1.28%
PNC Financial Services Group	US Corporate	1.28%
Home Depot	US Corporate	1.20%
Honda Motor Corporation	US Corporate	1.20%
Deere & Company	US Corporate	1.18%
Praxair	US Corporate	1.13%
General Electric Co	US Corporate	0.99%
Exxon Mobil Corp	US Corporate	0.88%
Apple Inc	US Corporate	0.86%
Qualcomm Inc	US Corporate	0.86%
Microsoft	US Corporate	0.86%

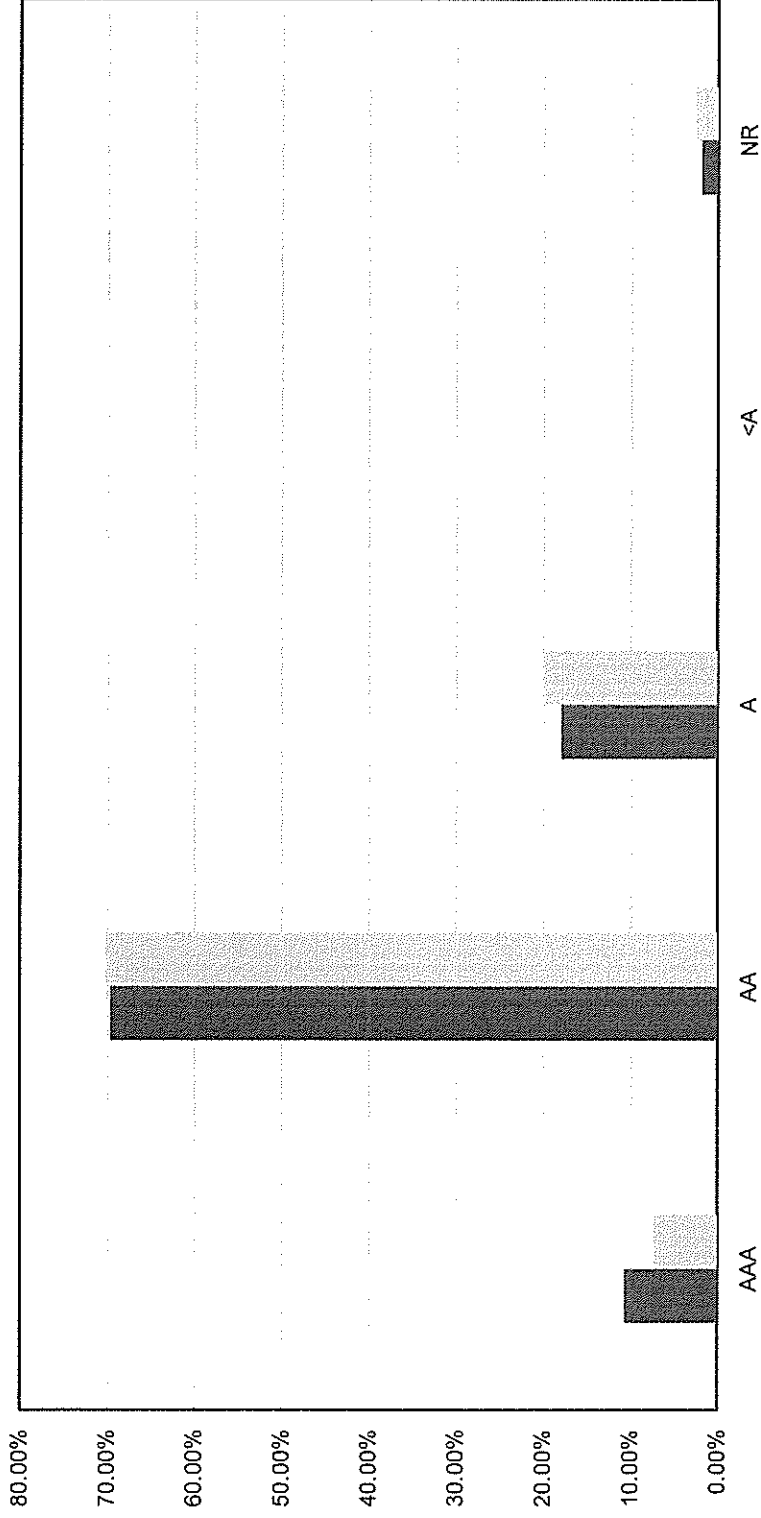
City of Solana Beach – Account #10471

As of 3/31/2018

Issue Name	Investment Type	% Portfolio
Wells Fargo Corp	US Corporate	0.86%
Charles Schwab Corp/The	US Corporate	0.72%
Toyota Motor Corp	Commercial Paper	0.71%
General Electric Co	Commercial Paper	0.71%
Oracle Corp	US Corporate	0.69%
International Finance Corp	Supranational	0.58%
HSBC USA Corp	US Corporate	0.57%
Honda ABS	ABS	0.51%
Boeing Company	US Corporate	0.46%
Chevron/Texaco Corp	US Corporate	0.43%
John Deere ABS	ABS	0.25%
First American Govt Oblig Fund	Money Market Fund FI	0.16%
Total		100.00%

City of Solana Beach

March 31, 2018 vs. December 31, 2017

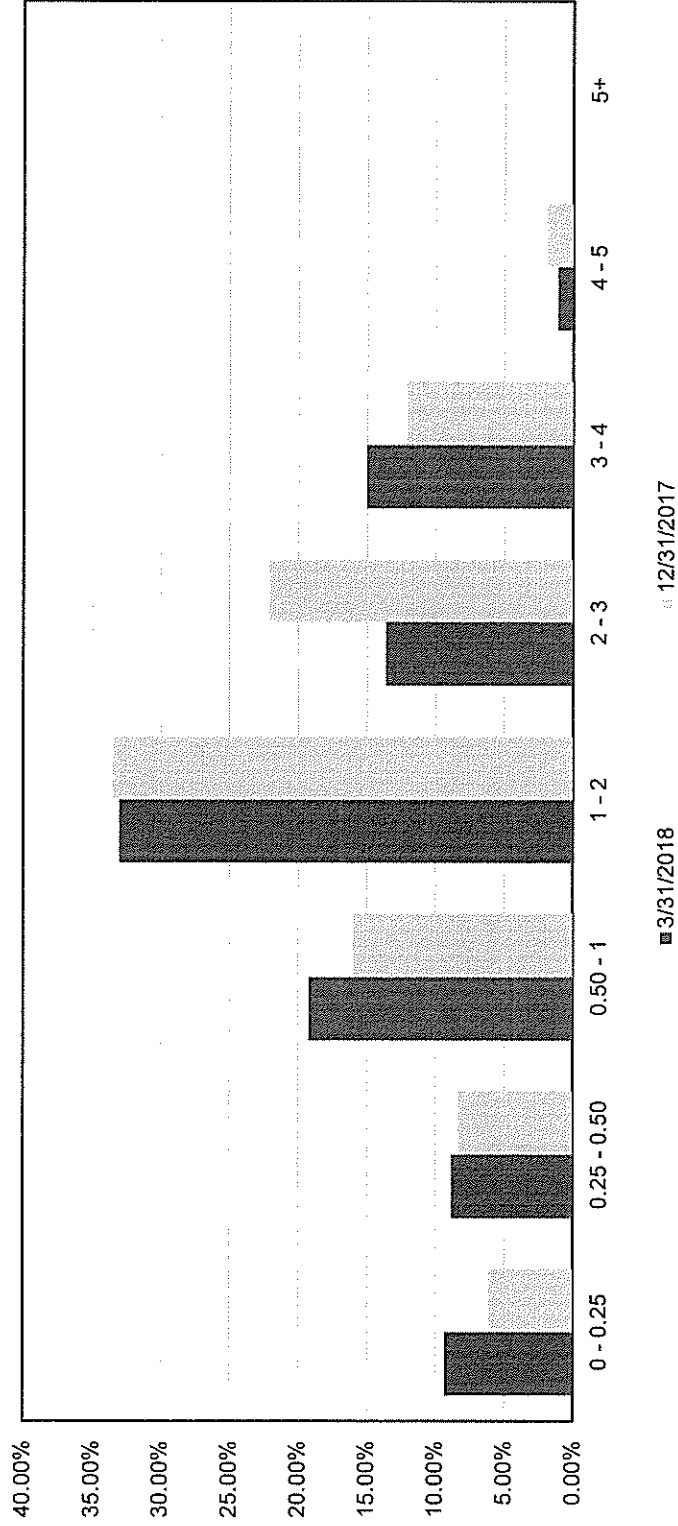


	AAA	AA	A	<A	NR
03/31/18	10.7%	69.6%	17.9%	0.0%	1.9%
12/31/17	7.3%	70.2%	19.9%	0.0%	2.6%

Source: S&P Ratings

CAM | Duration Distribution

City of Solana Beach
 March 31, 2018 vs. December 31, 2017



	0 - 0.25	0.25 - 0.50	0.50 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5+
03/31/18	9.3%	8.8%	19.2%	33.0%	13.6%	15.0%	1.1%	0.0%
12/31/17	6.1%	8.3%	16.0%	33.5%	22.1%	12.1%	1.9%	0.0%



Investment Performance

City of Solana Beach

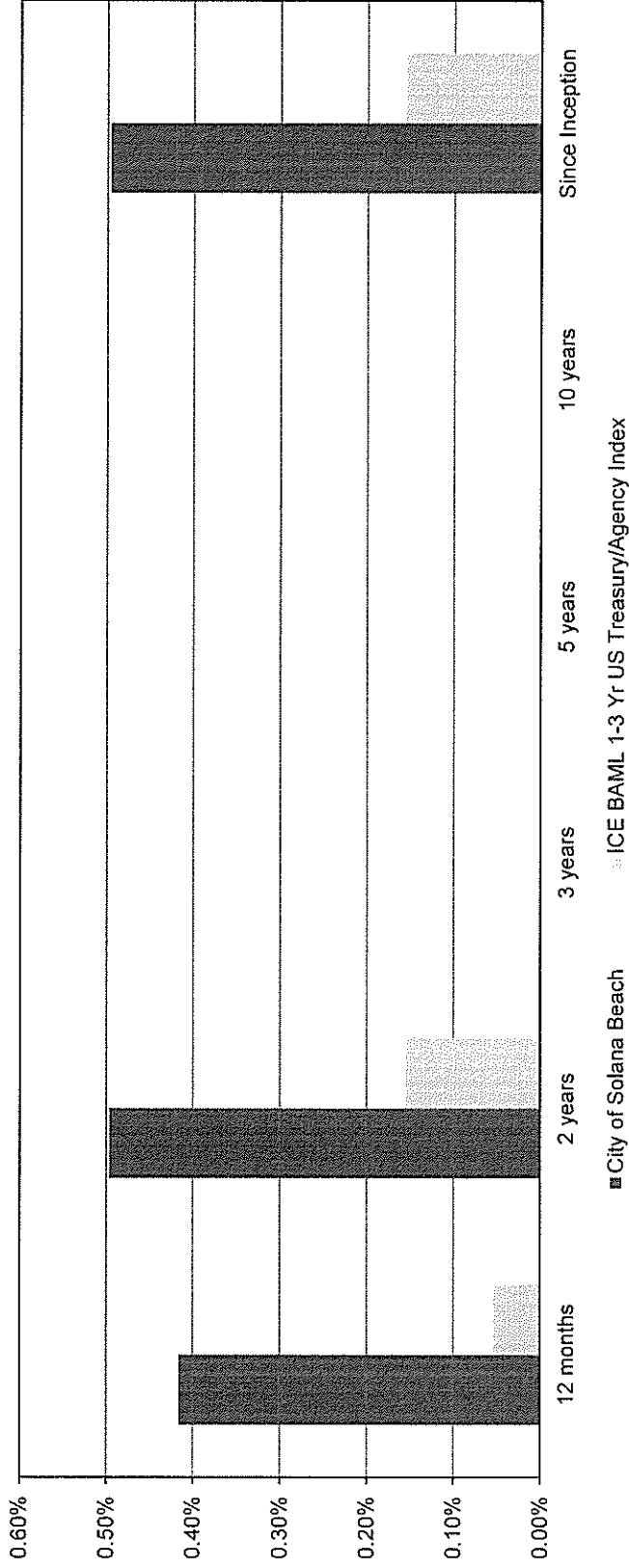
Period Ending

March 31, 2018

Total Rate of Return

Annualized Since Inception

March 31, 2016



	Annualized						Since Inception
	3 months	12 months	2 years	3 years	5 years	10 years	
City of Solana Beach	-0.09%	0.42%	0.50%	N/A	N/A	N/A	0.50%
ICE BAML 1-3 Yr US Treasury/Agency Index	-0.12%	0.05%	0.16%	N/A	N/A	N/A	0.16%

Total rate of return: A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.



Investment Comparison

City of Solana Beach

	LAIF EARNINGS ESTIMATE	GROSS INCOME EARNED CHANDLER-MANAGED PORTFOLIO	INCOME EARNED CHANDLER-MANAGED PORTFOLIO*
April 2016	\$5,669	\$3,990	\$2,906
May 2016	\$8,549	\$12,345	\$10,895
June 2016	\$12,371	\$19,460	\$17,572
July 2016	\$13,173	\$21,078	\$19,095
August 2016	\$13,701	\$21,256	\$19,274
September 2016	\$13,722	\$26,073	\$24,091
October 2016	\$14,661	\$26,275	\$24,293
November 2016	\$14,661	\$26,442	\$24,463
December 2016	\$17,263	\$28,930	\$26,866
January 2017	\$18,802	\$30,733	\$28,579
February 2017	\$19,121	\$31,619	\$29,370
March 2017	\$22,719	\$35,228	\$32,884
April 2017	\$24,563	\$35,491	\$33,101
May 2017	\$27,468	\$38,329	\$35,849
June 2017	\$28,649	\$40,113	\$37,588
July 2017	\$31,807	\$40,662	\$38,135
August 2017	\$30,226	\$36,575	\$34,160
September 2017	\$28,903	\$37,017	\$34,718
October 2017	\$31,001	\$37,472	\$35,175
November 2017	\$30,748	\$37,607	\$35,311
December 2017	\$33,556	\$38,316	\$36,021
January 2018	\$37,870	\$39,237	\$36,842
February 2018	\$38,500	\$44,122	\$41,628
March 2018	\$45,967	\$45,823	\$43,328
Total:	\$563,670	\$754,193	\$702,144

* Income earned net of Chandler fees.

2018 Chandler Asset Management, Inc, An Independent Registered Investment Adviser.

Information contained herein is confidential. Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance results are presented gross-of-fees and represent the client's Total Return. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, no current or prospective client should assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

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Fixed income investments are subject to interest, credit and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: City Manager's
SUBJECT: Council Consideration of Resolution 2018-057 Approving
A New Temporary Public Art Location At Seascape Sur
Beach Access

BACKGROUND:

On October 8, 2008, the City Council approved five (5) sites to initiate the Temporary Public Arts Program, with the intent to start slow and build the program over time. The initial five approved sites for the Temporary Public Arts Program were:

1. Lomas Santa Fe median across from Chase Bank
2. Intersection of San Andreas and Las Banderas (south side adjacent to slope)
3. Median on Santa Helena across from Wells Fargo
4. Southwest corner of intersection at Highland and Sun Valley
5. Cliff Street Bridge (at intersection of N. Cedros and Cliff Street)

On July 12, 2017, City Council approved modifications to the Temporary Public Arts Program, which included the removal of two (2) previously approved locations and the addition of three (3) more locations to the program. The locations that were removed from the program are the southwest corner of the intersection at Highland and Sun Valley (converted into a permanent art location), and the median on Santa Helena across from Wells Fargo Bank (converted into a HOA sign for Santa Fe Hills). With the new additions, the current six (6) approved sites for the Temporary Public Arts Program are:

1. Lomas Santa Fe median across from Chase Bank
2. Intersection of San Andreas and Las Banderas (south side adjacent to slope)
3. Cliff Street Bridge (at intersection of N. Cedros and Cliff Street)
4. Southwest corner of the four-way stop intersection on San Rodolfo Drive (first driveway heading east from Steven's Avenue to Lomas Santa Fe Drive)
5. Tide Park Beach access entrance on Pacific Avenue and Solana Vista Drive

CITY COUNCIL ACTION:

6. The pocket park on North Granados Avenue and El Viento Street

With the success of the existing locations and continuous sculpture submissions, the Council is being requested to consider approving an additional temporary art location to be added to the Temporary Art Program. This item is before City Council to consider Resolution 2018-057 (Attachment 1) approving the addition of Seascape Sur beach access as a new art location for the Temporary Arts Program.

DISCUSSION:

During the construction of the Seascape Sur Beach Access Stairway Project, City Staff identified an empty space potentially suitable for a temporary art site and took this recommendation to the Public Arts Commission (PAC). On February 27, 2018, the PAC unanimously recommended adding the location at Seascape Sur beach access, located off South Sierra Avenue, as a new location to the Temporary Arts Program. On March 27, 2018, the PAC reviewed all the new sculpture submissions and unanimously selected the art piece "Mademoiselle Mushroom," by Yuriy Akopov and Ilya Idelchik (Attachment 2), as the pairing sculpture piece for this potential temporary art site.

With the completion of the Seascape Sur Beach Access Stairway Project, the PAC recommends this new location, with the associated art piece, to the City Council for consideration for addition to the Temporary Public Arts Program.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

The addition of a new temporary art location will require \$500 per installation. The installation is expected to rotate no more frequently than on an annual basis. There is sufficient funding in the Community Services budget unit in the General Fund in the FY 2017/18 Adopted Budget to add this new location.

WORK PLAN:

N/A

OPTIONS

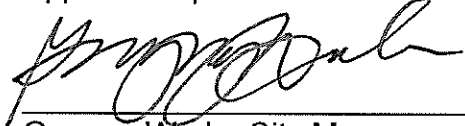
- Approve Staff recommendation.
- Approve Staff recommendation with modifications.
- Deny Staff recommendation and provide direction.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2018-057 approving the Seascape Sur beach access as a new location for the Temporary Public Arts Program.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-057
2. The Proposed Temporary Art Piece "Mademoiselle Mushroom"

RESOLUTION 2018-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING SEASCAPE SUR BEACH ACCESS AS A NEW TEMPORARY PUBLIC ART LOCATION

WHEREAS, the residents of the City of Solana Beach have expressed a desire to further enhance the identity of their City as an artistic community; and

WHEREAS, on October 8, 2008, the City Council approved five (5) sites to initiate the Temporary Public Arts Program, with the intent to start slow and build the program over time; and

WHEREAS, on July 12, 2017, City Council approved modifications to the Temporary Public Arts Program, which included the removal of two (2) previously approved locations and the addition of three (3) more locations to the program; and

WHEREAS, the renovation of the Seascape Sur Beach Access stairway generated a space suitable for a temporary art pad; and

WHEREAS, the Temporary Public Arts Program has proven to be a success and the PAC would like to request that the City Council consider adding an additional temporary art site location; and

WHEREAS, the City Council has considered the proposed new location and supports adding this location as a new temporary art location for the Temporary Public Arts Program.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.

∥
∥
∥
∥
∥
∥

2. That the Council approves adding Seascapc Sur beach access as a new location to the Temporary Public Arts Program.

PASSED AND ADOPTED this 9th day of May, 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk





STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: City Manager's Department
SUBJECT: Council Consideration of Resolution 2018-055 Establishing the Solana Energy Alliance FY 2018 & FY 2019 Budget and Resolution 2018-056 Approving A Loan for Solana Energy Alliance Start-Up Costs

BACKGROUND:

Community Choice Aggregation (CCA), authorized by Assembly Bill 117, is a state law that allows cities, counties and other authorized entities to aggregate electricity demand within their jurisdictions in order to purchase and/or generate alternative energy supplies for residents and businesses within their jurisdiction while maintaining the existing electricity provider for transmission and distribution services. The goal of a CCA is to provide a higher percentage of renewable energy electricity at competitive and potentially cheaper rates than existing Investor Owned Utilities (IOUs), while giving consumers local choices and promoting the development of renewable power sources and programs and local job growth. Under Public Utilities Code section 366.2, customers have the right to opt out of a CCA Program and continue to receive service from the IOUs. Since 2011, City Staff has been tasked by the City Council (Council) to research and analyze the possibility of developing a viable CCA for Solana Beach.

The Council has taken the following recent actions related to the Solana Beach CCA:

May 24, 2017	Authorized entering into contracts with TEA and Calpine for Phase 1 of CCA Development & Implementation
October 11, 2017	Authorized City to move into Phases 2 & 3 of CCA Development & Implementation
November 15, 2017	Adopted Resolution 2017-163 Approving the Implementation Plan & Statement of Intent
December 13, 2017	Adopted Ordinance 483 Establishing a

CITY COUNCIL ACTION:

	Community Choice Aggregation Program
February 28, 2018	Authorized Launch CCA Introduced Energy Risk Management Policy Approved Energy Procurement Strategy Authorized Execution of SDG&E Agreements Approved rate discount Approved CCA name and product names
March 14, 2018	Adopted CCA Rates Approved Energy Risk Management Policy Adopted Privacy Policies Approved The Energy Authority Agreement Amendments Approved Calpine Agreement Amendments Selected Banking Institution

The SEA Implementation Plan and Statement of Intent was Submitted to the California Public Utilities Commission in November 2017 and certified on February 16, 2018.

In addition to the Council actions listed above, the first Solana Energy Alliance (SEA) Pre-Enrollment notices were mailed to customers in April 2018, with the second notices scheduled to be mailed out in May 2018.

All required and recommended steps to successfully launch SEA and begin serving customers in June 2018 have been completed.

This item is before the Council to consider:

- Adopting Resolution 2018-055 (Attachment 1) approving the Solana Energy Alliance FY 2018 & FY 2019 Budget.
- Adopting Resolution 2018-056 (Attachment 2) approving a loan from the General Fund to the Solana Energy Alliance Enterprise Fund for start-up costs incurred.

DISCUSSION:

The development and launch of SEA is separated into three (3) phases with a goal for program launch within the first year followed by provision of two to five years of power supply and all CCA operational services. The phases have been broken up as follows:

Phase 1	Phase 2	Phase 3
Program Development	Program Launch	Operations
0-6 Months	6-12 Months	Years 2-5
<ul style="list-style-type: none"> • Technical study completed • Community and local government outreach • Implementation Plan drafted • Operations, budget, and staffing plan developed 	<ul style="list-style-type: none"> • Implementation Plan certified • Data management, accounting, and back office functions established • Utility service agreement, regulatory registrations, bond posting • Power procurement and contracting • Rate design/rate setting • Public outreach and marketing campaign • Customer notifications/enrollment period 	<ul style="list-style-type: none"> • Ongoing power supply services (scheduling, etc.) • Customer account management • Community outreach and marketing • Regulatory and legislative affairs • Net energy metering and feed-in tariff • Enrollment of additional communities

Program Development tasks listed under Phase 1 have been completed, and Program Launch tasks under Phase 2 are mostly completed, with customer notification and enrollment underway.

Solana Energy Alliance FY 2018 and FY 2019 Budget

At the February 28, 2018 City Council meeting, the City Council approved the energy procurement strategy and at its March 14, 2018 City Council meeting, the City Council adopted the SEA rates. These items make up the underlying basis for the SEA budget, namely, the rates are used to develop revenue projections, and the procurement strategy informs the power procurement costs, which is the single largest cost of operating SEA. The budget takes into account all aspects of operating SEA, including power supply, data management, call center operations, technical support and Staff support. With current revenue projections, sufficient funds are available to cover all operating costs and provide for the required Lockbox Operating Minimum Balance (\$200,000) and required Reserve Account (\$550,000) as established in the Resource Management Agreement with The Energy Authority (TEA).

The proposed SEA budget is shown in Resolution 2018 – 055 Exhibit A, attached, and is based on the Financial Proforma developed by TEA and the contracts approved by the City Council.

Loan From General Fund To Solana Energy Alliance Enterprise Fund

Since the City authorized entering into an agreement with TEA in May 2017, the City's General Fund has incurred costs related to the activities surrounding CCA feasibility and Solana Energy Alliance implementation. These costs, totaling \$117,000, include specialized legal services, CCA implementation technical support, website development and pre-enrollment mailers. It is Staff's recommendation that the City formalize this loan as a Promissory Note between the General Fund and Solana Energy Alliance in order to enable the General Fund to be repaid from future SEA revenues. Based on current SEA cash flow projections, the loan can be repaid by July 2019.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

A new enterprise fund will be established in the City's financial system named Solana Energy Alliance. Appropriations will be made based on the proposed SEA Budget as shown in Resolution 2018-055 for FYs 2017/18 and 2018/19.

Amounts advanced on behalf of SEA would be paid back to the City's General Fund by July 2019 pursuant to the Promissory Note contained in Resolution 2018-056.

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation
- Approve Staff recommendation with modifications
- Deny Staff recommendation

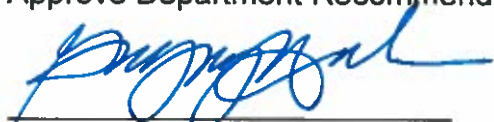
DEPARTMENT RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution 2018 – 055 approving the Solana Energy Alliance FY 2018 and FY 2019 budgets.
2. Adopt Resolution 2018 – 056 approving a loan from the General Fund to the Solana Energy Alliance Enterprise Fund.

CITY MANAGER RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution 2018-055 – Proposed SEA Budget
2. Resolution 2018-056 – Promissory Note (Loan Repayment)

RESOLUTION 2018-055

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING SOLANA ENERGY ALLIANCE ENTERPRISE FUND AND FISCAL YEAR 2017/18 AND 2018/19 BUDGET AND AUTHORIZING THE CITY TREASURER TO AMEND THE BUDGET ACCORDINGLY

WHEREAS, during the course of the fiscal year, new information becomes available to Staff which require adjustments to be made to the adopted budget; and

WHEREAS, Section 3.08.040 of the Solana Beach Municipal Code limits the purchases by departments within the total departmental budget appropriations; and

WHEREAS, the City's Operating Budget Policies state that total expenditures of a particular fund may not exceed that which is appropriated by the City Council, without a budget amendment; and

WHEREAS, at the February 28, 2018 City Council meeting, the Council authorized launch of the Solana Energy Alliance, the City of Solana Beach's Community Choice Aggregation program; and

WHEREAS, Solana Energy Alliance is set to launch in June 2018; and

WHEREAS, a financial Proforma has been developed using City Council adopted rates and current market conditions; and

WHEREAS, a budget for Fiscal Year 2017/18 and 2018/19 has been developed using the financial Proforma.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Solana Beach, California, does hereby resolve as follows:

1. That the above recitations are true and correct.
2. The City Treasurer is authorized to create the Solana Energy Alliance Enterprise Fund.
3. That the City Treasurer is authorized to amend appropriations in the 2017/18 and 2018/19 fiscal year budgets as further set forth in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Solana Beach, California, this 9th day of May 2018, by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSENT: Councilmembers –
ABSTAIN: Councilmembers –

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

EXHIBIT A

**City of Solana Beach
 Solana Energy Alliance Budget
 Proposed Budget – FY 2018 & 2019**

Description	FY 2017/2018	FY 2018/2019	NOTES
<u>REVENUE</u>			
SEA Energy Generation Revenue	\$ 322,805	\$ 5,356,825	Adjusted for est. uncollectible
TOTAL REVENUE	<u>\$ 322,805</u>	<u>\$ 5,356,825</u>	
<u>EXPENDITURES</u>			
Power Supply	\$ 149,700	\$ 3,612,555	Includes Conventional, RA Renewable, GHG Free
TEA Fees	\$ 30,651	\$ 397,433	Includes credit support, loan repayment & services
Calpine Fees	\$ 9,445	\$ 215,627	2019 includes \$100,000 bond posting repayment
SDG&E Service Fees	\$ 4,600		Mass Enrollment (One Time Fee)
SDG&E Service Fees	\$ 3,815	\$ 46,250	Monthly Svc Fees - Billing & CCASRs
CCA Implementation Svcs & Support	\$ 1,500	\$ 15,000	10 hours June; 100 hours 2019
Professional Svcs			
Website	\$ 9,750	\$ 2,000	
Graphic Designer Mailers	\$ 2,400		
Graphic Designer Logo	\$ 1,500		
Legal Svcs	\$ 10,000	\$ 10,000	
Bank Fees	\$ 1,200	\$ 1,200	
Print/Postage Mailers	\$ 11,310	\$ 5,400	Mass Enrollment & On-Going
JRC Mailers	\$ 3,000	\$ 3,000	SEA Split Cost
CalCCA Membership		\$ 30,000	
Staff Salaries & Benefits		\$ 121,500	
General Fund Overhead		\$ 19,800	
Payment to CoSB for Startup Costs		\$ 65,260	
TOTAL EXPENDITURES	<u>\$ 238,871</u>	<u>\$ 4,545,025</u>	
NET OPERATING REVENUE TO RESERVES	<u>\$ 83,934</u>	<u>\$ 811,800</u>	
ACCUMULATED FUND BALANCE	<u>\$ 83,934</u>	<u>\$ 895,734</u>	
To Lockbox for Minimum \$200,000 Balance	\$ (83,934)	\$ (200,000)	
To Reserve Account for minimum \$550,000 Balance		\$ (550,000)	
Undesignated Reserve	<u>\$ -</u>	<u>\$ 145,734</u>	

RESOLUTION 2018-056

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING THE TERMS AND CONDITIONS AND AUTHORIZING THE EXECUTION OF A PROMISSORY NOTE IN FAVOR OF THE GENERAL FUND OF THE CITY OF SOLANA BEACH FOR COSTS INCURRED RELATED TO FORMATION OF SOLANA ENERGY ALLIANCE

WHEREAS, Community Choice Aggregation (CCA), authorized by Assembly Bill 117, is a state law that allows cities, counties and other authorized entities to aggregate electricity demand within their jurisdictions in order to purchase and/or generate alternative energy supplies for residents and businesses within their jurisdiction while maintaining the existing electricity provider for transmission and distribution services; and

WHEREAS, since 2011, City Staff has been tasked by the City Council (Council) to research and analyze the possibility of developing a viable CCA for Solana Beach; and

WHEREAS, a feasibility study performed concluded that the formation of a Community Choice Aggregation (CCA) program is a viable business opportunity and would provide benefits to the community; and

WHEREAS, the City submitted an Implementation Plan and Statement of Intent to the California Public Utilities Commission and received certification on February 16, 2018; and

WHEREAS, at the February 28, 2018 City Council meeting, the Council authorized launch of Solana Energy Alliance, the City of Solana Beach's CCA program; and

WHEREAS, Solana Energy Alliance will begin operating effective June 2018; and

WHEREAS, the City's General Fund has incurred costs related to the start-up of Solana Energy Alliance that are eligible to be repaid from future Solana Energy Alliance revenues; and

WHEREAS, it is anticipated that sufficient revenues will be available within two years of operation to repay the costs incurred.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council authorizes and directs the execution of the Promissory Note in an amount not to exceed \$117,000 to the Solana Energy Alliance Enterprise Fund.

PASSED AND ADOPTED this 9th day of May 2018, at a regular meeting of the City Council of the City of Solana Beach, California, by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

EXHIBIT A
PROMISSORY NOTE

AMOUNT: \$117,000

Solana Beach, CA
May 9, 2018

1. Promise to Pay. The Solana Energy Alliance (SEA) Enterprise Fund, for value received, hereby promises to pay to the General Fund the principal due pursuant to the terms of this Note. This Note is being executed to evidence the monetary obligations of the SEA Enterprise Fund to the General Fund arising from the formation of a Community Choice Aggregation program.
2. Interest Rate. No interest shall be charged by the General Fund for this Note.
3. Principal Payments. Payments will begin in the fiscal year surplus funds are available in the SEA Enterprise Fund.
4. Application of Payments. Principal is payable in lawful money of the United States of America.

IN WITNESS WHEREOF, the parties hereto have executed this Promissory Note as of the date first set forth in this Promissory Note.

ATTEST:

CITY OF SOLANA BEACH

By: _____
Angela Ivey, City Clerk

By: _____
David A. Zito, Deputy Mayor



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: City Manager's
SUBJECT: **Consideration of Resolution 2018-049 Authorizing the City Manager to Execute a Three Year Agreement for Animal Control Services with the San Diego Humane Society and Introducing Ordinance 486 Making Necessary Changes to Solana Beach Municipal Code Chapter 8.04 Animal Control**

BACKGROUND:

The City of Solana Beach (City) currently contracts with the County of San Diego for animal control services. On May 26, 2017, the City received a letter from the County stating its intent to terminate animal control services effective June 30, 2018 for all local cities excluding unincorporated areas.

City Staff, along with staff members from the other jurisdictions affected by this decision by the County, began to meet regularly to discuss options for future animal control services. It quickly became apparent that the San Diego Humane Society (SDHS) was the only local organization that was both interested in and capable of providing the necessary services that the County was previously providing. SDHS has also proven to be the most competitive service provider for animal control services. Due to its unique capabilities and services, the City has the option to sole-source them for animal control services.

The term of the proposed agreement would for a period of thirty-six (36) months, commencing on July 1, 2018 and terminating on June 30, 2021. SDHS and the City may extend the agreement for two (2) additional one-year periods. The contract's costs would be determined annually with the Fiscal Year (FY) 2018/19 set at \$83,047. For future years, the cost of the contract will be subject to City Manager approval and calculated using a formula that will incorporate the total calls for services, animal intake, and current population of new and current contract cities.

This item is before City Council to consider approving Resolution 2018 – 049 (Attachment 1) authorizing the City Manager to execute a new agreement with the San Diego Humane Society for animal control services. If the Resolution is approved, then Council would be requested to introduce Ordinance 486 (Attachment 2) revising the Solana Beach Municipal Code (SBMC) Chapter 8.04 Animal Control to replace references to the County of San Diego

CITY COUNCIL ACTION: _____

animal control services and the Board of Supervisors with the San Diego Humane Society , City Manager or designee, and City Council, as applicable.

DISCUSSION:

On May 26, 2017, the County of San Diego submitted a letter to the City terminating our agreement for animal control services effective June 30, 2018 (Attachment 4). Therefore, the City's contract with the County of San Diego Department of Animal Services is set to expire on June 30, 2018. The proposed Agreement (Attachment 5) before the Council is the result of discussions between the City and SDHS. During these discussions, SDHS personnel have demonstrated their competence and professional qualifications necessary for the satisfactory performance of the desired animal control services.

The complete scope of services is defined in Attachment 5. SDHS will provide animal sheltering and animal field services for animals seized or impounded by Animal Field Services, or delivered by members of the general public within the City. SDHS maintains the animal shelters at 2905 San Luis Rey and 572 Airport Road, Oceanside, California, which are open to the public. SDHS is currently involved in the managed competition process with the County which may result in additional shelter facilities closed to Solana Beach to shelter animals and to serve our community. The result of that process with the County should be known in the fall and adjustments could then be made, if necessary, to the Agreement.

SDHS may routinely provide the City with additional "Community Engagement and Services," as defined in Exhibit A of the proposed Agreement. Such engagements include public education, community events, and affordable community veterinary assistance programs. SDHS also categorizes their calls for service by priority, as defined in Exhibit B of Attachment 5. The response time for Priority 1 calls is within thirty (30) minutes.

Other ways that the City will benefit under the terms of this Agreement are through San Diego Humane Society's Project Wildlife and their range of programs and services aimed at retaining zero euthanasia of all healthy and treatable animals. In partnership with the San Diego Animal Welfare Coalition and rescue organizations, the San Diego region achieved zero euthanasia in 2015.

An important final additional service that SDHS will provide the City is monitoring and enforcing our dogs on the beach regulations. This service was not provided by the County and has impacted our current lifeguard's workload. The City has also received feedback from members of the community requesting additional enforcement activities at the beach. This is a significant additional service that will both assist the lifeguards with focusing on their main priority of monitoring the beach and ocean and protecting the safety of beach-goers and will also ensure that dog owners are complying with applicable regulations. A comparison of services provided by SDHS and the County Department of Animal Services is provided in Attachment 6.

The City, County, and SDHS have developed a timeline and plan for transitioning between service providers, which includes animal transferring, data transferring, and public outreach.

CEQA COMPLIANCE STATEMENT:

Not a project as defined by CEQA.

FISCAL IMPACT:

In the FY 2018/19 adopted Budget, \$114,100 was budgeted for animal control services. The contract with the County was set up to estimate the costs for services and project revenues such as dog licenses expected to be received throughout the year and then have an annual "true-up" to reimburse or potentially charge the City an additional amount if the revenue projections were short. Therefore, the actual costs each year would not be known until the reconciliation at the end of the fiscal year, which made budgeting somewhat difficult.

The FY 2018/19 annual cost for the proposed Agreement with SDHS is \$83,047. The annual net cost of the Agreement is determined using a formula based on the historical data of animal intake, calls for service, population, and number of new and current contract cities. Therefore, the cost for future years will be set at the beginning of the fiscal year (costs will be submitted to the City no later than April 1), making budgeting easier by not having the variability of waiting on unknown revenue sources.

A complete breakdown of the proposed SDHS FY 2018/19 costs for Solana Beach, including the formula justification, budget, an estimated comparison to what the County would have most likely charged the City if the contract was continued and a historical data breakdown is included in Attachment 7. In summary, SDHS is estimating an approximate \$8,452 savings for the City in FY 2018/19 for Animal Control Services.

The cost of the Agreement would be appropriated from the FY 2018/19 Animal Control operating budget. The term of the agreement would be for a period of three (3) years, commencing on July 1, 2018 and terminating on June 30, 2021. SDHS and the City may extend the agreement for two (2) additional one-year periods.

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation
- Approve Staff recommendation with modifications
- Deny Staff recommendation

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 2018-049 authorizing the City Manager to execute the agreement with San Diego Humane Society for the delivery of Animal Control Services and introducing Ordinance 486 making necessary changes to SBMC Chapter 8.04 Animal Control.

CITY MANAGER RECOMMENDATION:

Approve Department Recommendation.



Gregory Wade, City Manager

Attachments:

1. Resolution No. 2018-049
2. Ordinance 486
3. Ordinance 486 strikethrough
4. County of San Diego Notice of Termination Letter
5. Animal Service Agreement
6. Animal Services Contract Comparison
7. San Diego Humane Society Cost Formula Breakdown

RESOLUTION 2018-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AWARDING AN AGREEMENT FOR ANIMAL CONTROL SERVICES WITH THE SAN DIEGO HUMANE SOCIETY

WHEREAS, the City of Solana Beach (City) currently contracts with the County of San Diego for animal control services; and

WHEREAS, on May 26, 2017, the City received a letter from the County stating its intent to terminate animal control services effective June 30, 2018 for all cities excluding unincorporated areas; and

WHEREAS, the San Diego Humane Society (SDHS) has proven to be the most competitive service provider for animal control services; and

WHEREAS, the City desires to contract with SDHS for animal control services; and

WHEREAS, the term of the agreement would be for a period of thirty-six (36) months, commencing on July 1, 2018 and terminating on June 30, 2021.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council awards the agreement for Animal Control Services to the San Diego Humane Society for a period of thirty-six months.
3. That the City Council authorizes the City Manager to execute the agreement on behalf of the City.
4. That the City Council authorizes the City Manager to approve two successive one-year extensions.

PASSED AND ADOPTED this 9th day of May, 2018, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSTAIN: Councilmembers –
ABSENT: Councilmembers –

DAVID A. ZITO, Deputy Mayor

APPROVED AS TO FORM:

ATTEST:

JOHANNA N. CANLAS, City Attorney

ANGELA IVEY, City Clerk

ORDINANCE 484

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA AMENDING SECTIONS OF TITLE 8 OF THE SOLANA BEACH MUNICIPAL CODE, ALL RELATED TO ANIMAL CONTROL

WHEREAS, the City of Solana Beach (City) currently contracts with the County of San Diego for animal control services; and

WHEREAS, on May 26, 2017, the City received a letter from the County stating its intent to terminate animal control services effective June 30, 2018 for all cities excluding unincorporated areas; and

WHEREAS, the San Diego Humane Society (SDHS) has proven to be the most competitive service provider for animal control services; and

WHEREAS, the City desires to contract with SDHS for animal control services; and

WHEREAS, this necessitates an amendment to the Solana Beach Municipal Code Title 8 Animal Services.

NOW THEREFORE, the City Council of the City of Solana Beach does ordain as follows:

Section 1. All of the above statements are true; and

Section 2. The City Council finds that this action is exempt from the provisions of the California Environmental Quality Act ("CEQA") pursuant to Section 15321 because there is no possibility that the activity in question may have a significant effect on the environment.

Section 3. Solana Beach Municipal Code Title 8 Animal Services is amended to read as follows:

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Sections:

8.04.010 Animal control – County code adopted by reference.

8.04.020 Penalty.

8.04.030 Animal control fees.

8.04.010 Animal control – County code adopted by reference.

This chapter is intended to authorize the City Manager of the city of Solana Beach or his or her designee to perform animal control services within the jurisdictional limits of the city of Solana Beach. Title 6, Division 2, Chapter 6 of the San Diego County Code, relating to animal control, adopted by the county board of supervisors on January 27, 2010, and effective on February 26, 2010, is adopted by reference and incorporated as a part of the municipal code of the city of Solana Beach. Whenever Title 6, Division 2, Chapter 6 of the County Code refers to the unincorporated area of the county, the jurisdictional limits of the city of Solana Beach shall be deemed to be substituted for the county unincorporated area. Whenever that county code chapter authorizes the county department of animal services or any of its employees to perform services in the county, this chapter authorizes the City Manager of the city of Solana Beach or his or her designee to perform those services in the city of Solana Beach. (Ord. 416 § 2, 2010)

8.04.020 Penalty.

Whenever any act is prohibited or made or declared to be unlawful, or an offense, or doing of any act is required, or the failure to do any act is declared unlawful or a misdemeanor by the provisions of SBMC 8.04.010 or the laws incorporated therein by reference, the violation of any such provision is a misdemeanor and shall be punishable by a fine not to exceed \$1,000 or imprisonment for a term not exceeding six months, or by both such fine and imprisonment unless some other fine or penalty is specifically stated in SBMC 8.04.010 or in the laws incorporated therein by reference. However, if the comparable section of the county code charges the violation as an infraction, then the violation shall be charged as an infraction. (Ord. 416 § 3, 2010; Ord. 274 § 2, 2001; Ord. 257 § 2, 1999; Ord. 227 § 1, 1996; Ord. 57 § 1, 1988; 1987 Code § 6.48.020)

8.04.030 Animal control fees.

The fees for animal control services pursuant to this chapter shall be the same as those fees that the City Council for the city of Solana Beach establishes by resolution as may be amended from time to time. (Ord. 416 § 4, 2010)

ORDINANCE 484

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA AMENDING SECTIONS OF TITLE 8 OF THE SOLANA BEACH MUNICIPAL CODE, ALL RELATED TO ANIMAL CONTROL

WHEREAS, the City of Solana Beach (City) currently contracts with the County of San Diego for animal control services; and

WHEREAS, on May 26, 2017, the City received a letter from the County stating its intent to terminate animal control services effective June 30, 2018 for all cities excluding unincorporated areas; and

WHEREAS, the San Diego Humane Society (SDHS) has proven to be the most competitive service provider for animal control services; and

WHEREAS, the City desires to contract with SDHS for animal control services; and

WHEREAS, this necessitates an amendment to the Solana Beach Municipal Code Title 8 Animal Services.

NOW THEREFORE, the City Council of the City of Solana Beach does ordain as follows:

Section 1. All of the above statements are true; and

Section 2. The City Council finds that this action is exempt from the provisions of the California Environmental Quality Act ("CEQA") pursuant to Section 15321 because there is no possibility that the activity in question may have a significant effect on the environment.

Section 3. Solana Beach Municipal Code Title 8 Animal Services is amended to read as follows (strikeout indicates a deletion, underline indicated an addition):

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///

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Sections:

8.04.010 Animal control – County code adopted by reference.

8.04.020 Penalty.

8.04.030 Animal control fees.

8.04.010 Animal control – County code adopted by reference.

This chapter is intended to authorize the City Manager of the city of Solana Beach or his or her designee ~~county of San Diego department of animal and its employees~~ to perform animal control services within the jurisdictional limits of the city of Solana Beach. Title 6, Division 2, Chapter 6 of the San Diego County Code, relating to animal control, adopted by the county board of supervisors on January 27, 2010, and effective on February 26, 2010, is adopted by reference and incorporated as a part of the municipal code of the city of Solana Beach. Whenever Title 6, Division 2, Chapter 6 of the County Code refers to the unincorporated area of the county, the jurisdictional limits of the city of Solana Beach shall be deemed to be substituted for the county unincorporated area. Whenever that county code chapter authorizes the county department of animal services or any of its employees to perform services in the county, this chapter authorizes the City Manager of the city of Solana Beach or his or her designee ~~county department of animal services and its employees~~ to perform those services in the city of Solana Beach. (Ord. 416 § 2, 2010)

8.04.020 Penalty.

Whenever any act is prohibited or made or declared to be unlawful, or an offense, or doing of any act is required, or the failure to do any act is declared unlawful or a misdemeanor by the provisions of SBMC 8.04.010 or the laws incorporated therein by reference, the violation of any such provision is a misdemeanor and shall be punishable by a fine not to exceed \$1,000 or imprisonment for a term not exceeding six months, or by both such fine and imprisonment unless some other fine or penalty is specifically stated in SBMC 8.04.010 or in the laws incorporated therein by reference. However, if the comparable section of the county code charges the violation as an infraction, then the violation shall be charged as an infraction. (Ord. 416 § 3, 2010; Ord. 274 § 2, 2001; Ord. 257 § 2, 1999; Ord. 227 § 1, 1996; Ord. 57 § 1, 1988; 1987 Code § 6.48.020)

8.04.030 Animal control fees.

The fees for animal control services pursuant to this chapter shall be the same as those fees that the City Council for the city of Solana Beach ~~San Diego County board of supervisors~~ establishes by resolution as may be amended from time to time. (Ord. 416 § 4, 2010)



County of San Diego

APRIL F. HEINZE, P.E.
DEPUTY CHIEF ADMINISTRATIVE OFFICER
GENERAL MANAGER

COMMUNITY SERVICES GROUP
1600 PACIFIC HIGHWAY, SUITE 201, SAN DIEGO, CA 92101
619-531-5274

May 26, 2017

Mr. Greg Wade
City Manager
City of Solana Beach
635 S. Hwy 101
Solana Beach, CA 92075

Dear Mr. Wade:

**SUBJECT: AGREEMENT BETWEEN CITY OF SOLANA BEACH AND
COUNTY OF SAN DIEGO FOR ANIMAL CONTROL SERVICES JULY 1, 2013
TO JUNE 30, 2018**

This letter serves as one-year written notice of the County's intent to terminate the subject agreement effective June 30, 2018, pursuant to Section 12 of the above referenced Agreement.

On March 14, 2017, the Board of Supervisors authorized County staff to take actions to consider the outsourcing of the Department of Animal Services functions in the unincorporated areas of San Diego County. The County issued a Request for Statement of Qualifications for animal services, received one response from the San Diego Humane Society and S.P.C.A., and found them to be qualified to perform the services. County staff is now preparing for possible negotiations with the San Diego Humane Society and S.P.C.A. to provide animal services in the unincorporated area only.

The Department of Animal Services remains committed to providing high quality services to your City through June 30, 2018. The County's recent performance has exceeded contract requirements with three shelters open to the public six days a week, 86% of dogs and cats reunited with their owners or adopted, year to date this Fiscal Year, and no healthy or treatable animal euthanized since July, 2015.

County staff will be available to assist City staff, if requested, to ensure a smooth transition of services.

If I can be of assistance, please contact me at 619.531.5274.

Regards,



APRIL HEINZE
Deputy Chief Administrative Officer
Community Services Group

cc: Board of Supervisors
Chief Administrative Officer
Department of Animal Services
County Counsel
Dan King, Assistant City Manager, City of Solana Beach
Kirk Wenger, Recreation Manager, City of Solana Beach

ANIMAL SERVICES AGREEMENT

This Animal Services Agreement (“Agreement”) is entered into effective the ____ day of May, 2018 (“Effective Date”) by and between the CITY OF SOLANA BEACH, a municipal corporation (the “CITY”) and the SAN DIEGO HUMANE SOCIETY AND S.P.C.A., a California nonprofit corporation (“SDHS”) (collectively, the “Parties”). This Agreement is made with reference to the following recitals.

RECITALS

A. It has been determined to be in the CITY’s best interest to retain specialized, professional services to provide animal control and sheltering services since the CITY does not provide such services.

B. The CITY desires to contract with SDHS as an independent contractor and SDHS desires to provide services to the CITY as an independent contractor.

C. SDHS personnel have demonstrated their competence and professional qualifications necessary for the satisfactory performance of the services designated herein by virtue of their experience, training, education and expertise.

D. The purpose of this Agreement is to ensure the proper, humane and efficient handling, ownership, treatment and disposition of dogs, cats and other domesticated animals, and to ensure the enforcement of laws, ordinances and regulations of the State of California and of the CITY concerning the regulation, licensing, impounding and disposition of dogs, cats and other domestic animals within the CITY.

NOW THEREFORE, in consideration of the covenants, conditions and terms set forth herein, the parties agree as follows:

1. SCOPE OF SERVICES. SDHS shall provide animal sheltering and animal field services required by and in accordance with the laws, regulations, ordinances and codes of the State of California, the County of San Diego, and the CITY as further specified by this Agreement. The Services to be performed by SDHS pursuant to the terms and conditions of this Agreement shall consist of the Services enumerated below. In addition to those Services identified below, SDHS may routinely provide the CITY with the additional “Community Engagement and Services” outlined in Exhibit A, attached hereto and incorporated by reference, without an additional cost. Exhibit A is subject to modification at SDHS’s discretion based on resources and capacity.

1.1. Animal Sheltering. SDHS shall provide the CITY with animal shelter services consistent with public shelter functions to receive and care for all dogs, cats and other domestic animals seized or impounded by Animal Field Services or delivered by members of the general public, provide humane disposition of animals, euthanizing, if warranted and disposing of euthanized animals and deceased animals brought in by CITY residents. More specifically, SDHS shall maintain animal shelters at 2905 San Luis Rey Road and 572 Airport Road, Oceanside, California (collectively, the “Shelter”), which shall be open for public service and operation during reasonable days and hours of operation similar to other such facilities within

the County of San Diego (“County”), and which shall comply with the standards described by the laws of the State of California, and the ordinances of the County and the CITY. Such animal shelter services shall include:

- a. The housing and care of stray domestic animals for the legal hold period according to the laws of the State of California, and the ordinances of the County and the CITY.
- b. The housing and care for domestic animals under rabies quarantine for the legal hold period according to the laws of the State of California and the ordinances of the County and the CITY.
- c. Housing and care for police and animal cruelty holds for fourteen (14) days.
- d. Providing lost and found opportunities for the general public for domestic animals brought to the Shelter.

1.2. Animal Sheltering Criteria. SDHS animal sheltering Services shall include:

- a. Feed, care for, and the disposition of all animals coming into the possession of SDHS using safe and humane methods in accordance with the State of California laws and the ordinances of the County and the CITY.
- b. Assume all expenses to maintain and operate the Shelter and properly care for the animals.
- c. Manage the dog license program within the CITY to include:
 - i. Maintaining files including current and expired dog license and the owners who live within the CITY for the past three (3) years.
 - ii. Issuing or causing to be issued new and renewed licenses to dog license applicants within the CITY.
 - iii. Investigate and issue when appropriate Service Dog Licenses within the CITY.
 - iv. Issuing or causing to be issued Dangerous Dog licenses as directed by the CITY after the City Manager or his/her designee has declared a dangerous animal and all proceedings under Chapter 8.04 of the CITY Municipal Code have been concluded or waived.
 - v. Conducting follow-up enforcement of licensing and rabies vaccinations within the CITY.

1.3. Animal Field Services. SDHS shall humanely and efficiently enforce all applicable animal field service laws, regulations, ordinances and codes of the CITY (and any County laws, regulations and ordinances as adopted by the CITY) pertaining to animal field services with respect to the scope of work set forth below. SDHS shall provide the CITY with the following animal field services in response to complaints generated by the public, law enforcement and the CITY:

- a. Investigation and enforcement of animal cruelty laws and related activities.
- b. Picking up and caring for injured domestic animals.
- c. Addressing dangerous domestic animal situations.
- d. Monitoring and responding to bites and enforcing rabies quarantine requirements.
- e. Investigation and enforcement of vicious or dangerous dog complaints and activities associated therewith.
- f. Patrolling and impounding dogs.

1.2. Picking up and caring for stray and abandoned domestic animals contained by citizens and found within the City limits.

1.3. Animal Field Services Requirements. SDHS animal field service requirements include:

a. SDHS shall perform the Services in accordance with all laws and regulations applicable to the CITY.

b. SDHS shall provide daily the appropriate number of Humane Officer(s) (as defined below) and an animal containment vehicle(s) and equipment for the performance of animal field services.

c. SDHS shall humanely and efficiently enforce all laws of the State of California, the County, and the CITY pertaining to animal field services that are within the scope of SDHS's obligations under this Agreement. In the event that new laws enacted after the Effective Date of this Agreement would require increased services by SDHS, such additional services shall be added to the Services only upon agreement by the Parties (including compensation).

d. SDHS Humane Officers (as defined below) and duly trained license coordinators are authorized to issue criminal and/or administrative citations for violations of CITY animal field service laws, and to issue notices as provided by law. SDHS's Humane Officers (as defined below) shall prepare appropriate reports concerning violations, file such reports with the applicable authority when necessary, and stand ready and available to testify in a court or administrative hearing when called upon to do so concerning such violations.

e. SDHS shall be responsible for all expenses associated with the Services.

f. SDHS shall respond to calls for animal field services between the hours of 8:00 a.m. to 5:00 p.m. daily ("Field Service Hours"). Based on the priority of the call, SDHS will respond within the times included in Exhibit B attached hereto and incorporated herein by reference. Exhibit B is subject to change at SDHS's discretion.

An after-hours duty officer shall provide emergency responses to Priority One calls only during non-Field Service Hours upon receipt of such a call from an authorized CITY official. "Priority One" calls are defined as a prompt, essential emergency response for the following:

- a. Any law enforcement agency requesting immediate emergency assistance.
- b. Animal bite where the domestic animal continues to pose an immediate threat, bite injury is to the head, or the bite injury can be considered severe.
- c. Any act of cruelty and/or neglect to animals that is in progress or which places an animal in imminent danger.
- d. Any domestic animal either known to be dangerous or vicious by previous determination in an administrative hearing or one that is perceived to be an immediate threat or menacing those individuals reporting the event.
- e. Any live domestic animal, which is presenting an immediate hazard to humans, such as a live domestic animal in traffic lanes of a major thoroughfare or highway.
- f. Any domestic animal that is sick, injured or in immediate danger.

2. SDHS PERSONNEL. SDHS shall employ appropriate personnel and staff to assist and carry out its duties and obligations of this Agreement.

2.1. Humane Officers. SDHS shall have at all times during the term of this Agreement a reasonable number of Humane Officers qualified under California Corporations Code section 14502 and California Penal Code section 830.9 capable of performing and enforcing the provisions of the CITY ordinance related to domestic animals. They shall not carry firearms in the performance of their duties but may carry non-lethal weapons. Each Humane Officer shall complete within one (1) year of date of hire or within one (1) year of the Effective Date of this Agreement, a course in training related to the exercise of his/her powers, which course shall meet the minimum standards prescribed by the Commission on Peace Officer Standards and Training and the State Humane Association of California.

2.2. Performance Standards. SDHS agents and employees shall treat the public with courtesy and respect at all times in performing all duties and obligations under this Agreement.

2.3. Compliance with Laws. SDHS shall comply with personnel policies and procedures that conform to federal and state laws with respect to hiring and firing practices.

3. OBLIGATIONS OF THE CITY. The CITY shall provide the following to assist SDHS in performing required animal control functions under this Agreement.

3.1. The CITY shall provide space in and/or near a CITY facility in order to conduct animal field services duties in. Such space will include access to a telephone service and internet access.

3.2. CITY will provide training on specific CITY processes and other municipal techniques that humane officers may be expected to carry out.

3.3. If needed and if space is available, the CITY may offer to provide a "Temporary Animal Holding Facility," as depicted in Exhibit C attached hereto and incorporated herein by reference, for the holding of animals for a period not to exceed the end of the daily Field Services Hours.

3.4. The CITY shall endeavor to work with the SDHS in support of the licensing programs geared towards increased compliance, higher return owner rates, reduction in the number of animals needing housing care, and protecting residents against dangerous and/or vicious dogs and habitual offenders of animal laws.

4. REPORTS AND RECORDS.

4.1. Quarterly Reports. SDHS shall prepare quarterly reports to the CITY which shall provide the following information: (i) animal shelter operations (as it pertains to the Agreement), including the number of stray animals impounded, number of days held, and their disposition; (ii) all administrative citations processed; (iii) animal field service activities including the number and type of incidents or reports investigated; and (iv) revenues generated for any Services provided under this Agreement.

4.2. Governmental Reports. Should the CITY be required to furnish information to any other government agency, SDHS agrees to timely provide information that the CITY may need to meet such request as long as the request related to the Services or otherwise is within the scope of this Agreement.

4.3. Complaint Log. SDHS shall maintain a database or log containing the following information regarding complaints, which information SDHS shall take reasonable efforts to obtain and provided that such information is available to SDHS and is not subject to confidentiality restrictions, whether written or otherwise: name, address and telephone number of the person registering the complaint; type of complaint; and the actions taken by SDHS.

4.4. Annual Reports. By no later than sixty (60) days following the end of each fiscal year, SDHS shall provide an annual report to the CITY with the information required by Section 4.1 together with information detailing SDHS's gross costs for providing the Services under this Agreement and specific cost allocations for providing Services to CITY for the preceding year.

4.5. Business and Financial Records; Inspection. SDHS shall maintain accurate financial books and business records consisting of all records related to SDHS's reporting requirements under this Agreement, budgeting and calculating compensation for the Services provided under this Agreement, SDHS's gross costs for providing the Services under this Agreement and the revenues generated from the Services provided pursuant to this Agreement ("Books and Records"). SDHS shall keep said Books and Records on a generally recognized accounting basis. With sufficient notice SDHS will provide requested records to the City Manager or his or her designee.

4.6. Record Retention. All records and information required to be kept by SDHS pursuant to this Agreement shall be kept for a minimum of at least three (3) years unless required by law to be kept for a longer period.

5. COMPLIANCE WITH LAWS. All work by SDHS shall be performed in accordance with applicable city, state and federal laws, statutes and regulations.

6. LICENSE, PERMITS, ETC. SDHS represents and declares to CITY that SDHS, including its employees, agents, contractors and subcontractors, has all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession. SDHS represents and warrants to CITY that SDHS shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit, or approval which is legally required for SDHS to practice its profession. SDHS shall obtain and maintain a CITY business certificate during the term of this Agreement.

7. INDEPENDENT CONTRACTOR. At all times during the term of this Agreement, SDHS and any subcontractors employed by SDHS shall be an independent contractor and shall not be an employee of the CITY. The CITY shall have the right to control SDHS only insofar as the results of SDHS's Services rendered pursuant to this Agreement; however, the CITY shall not have the right to control the means by which SDHS accomplishes its Services.

Neither SDHS nor SDHS's employees shall in any event be entitled to any benefits to which CITY employees are entitled, including, but not limited to, overtime, any retirement benefits, workers' compensation benefits, any injury leave or other leave benefits, SDHS being solely responsible for all such matters, as well as compliance with social security and income tax withholding and all other regulations and laws governing such matters.

8. WORKERS' COMPENSATION. Pursuant to California Labor Code section 1861, SDHS hereby certifies that SDHS is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and SDHS will comply with such provisions, and certification of proof of compliance as a part of this Agreement.

9. NO CONFLICT OF INTEREST. SDHS shall not enter into any other contract that conflicts with its obligations under this Agreement. For the limited purpose of interpreting this section only, SDHS shall be deemed a "city officer or employee," and this section shall be interpreted in accordance with the California Government Code section 1090.

10. OWNERSHIP OF DOCUMENTS.

10.1. Reports and documents prepared or provided by SDHS under this Agreement shall be the property of the CITY. The CITY agrees to hold SDHS free and harmless from any claim arising from any use, other than the purpose intended, of the reports and documents, prepared or provided by SDHS. SDHS may retain a copy of all materials produced under this Agreement for the purpose of documenting their participation in this Agreement.

10.2. Animal license information and data, including, but not limited to, animal owner identification and address, animal name, description, license type and expiration date, are the property of the CITY and must be presented to the CITY in any reasonable document and computer format requested in writing by the CITY. All such information must be provided to the CITY within thirty (30) days of the CITY's request.

11. COMPENSATION. SDHS shall receive the following compensation for the performance of the Services.

11.1. Payments by the CITY. The CITY shall make payments to SDHS as follows:

For the first twelve (12) month term of this Agreement, "Year 1 Compensation" (July 1, 2018 through June 30, 2019), compensation shall be \$83,047.00, or \$6,920.58 per month for each month.

11.2. Formula to Calculate Payments by the CITY. For any extended future years of the contract after Year 1, the parties will endeavor in good faith to negotiate a new fee schedule along with any extended term. Any extended years and changes in the fee schedule shall require a written amendment to this Agreement. For future fee schedules, the formula in calculating payments by the CITY for services provided by SDHS shall be based on projected costs for service, less projected revenue, and:

- a. The categories of total calls for service, animal intake and current population will be calculated for the following cities: Santee, Solana Beach, Carlsbad, Encinitas, Del Mar and San Diego. SDHS reserves the right to contract with additional municipalities to provide substantially similar Services as contemplated in this Agreement. In such an event, the calculation described herein will likely change.
- b. The totals for each city in each category of sub-section (a) will be combined to determine an overall total for calls for service, total animals taken in, and total population.
- c. The CITY's compensation shall be based on their percentage of the total sum calculated in sub-section (b) calculated by using the mean percentages of the previous Fiscal Year's calls for service, animal intake, and human population as reported by the California Department of Finance.
- d. For "Year 2 Compensation" SDHS shall provide data, by city, for the period of July 1, 2018 to December 31, 2018 for total calls for service, animal intake, and current population as listed in 11.2, sub-section (a) no later than April 1, 2019. Year 2 Compensation will be provided no later than April 1, 2019.
- e. For "Year 3 Compensation" and beyond SDHS shall provide data, by city, for the period of the prior fiscal year for total calls for service, animal intake, and current

population as listed in 11.2, sub-section (a) no later than April 1, 2020. Year 3 Compensation will be provided no later than April 1, 2020.

11.3. Population Estimates. The CITY's Population shall be based on the most recent estimates provided by the California Department of Finance.

11.4. Other Revenue. SDHS shall be entitled to retain as compensation for the Services: (i) all reasonable user fees, service charges and proceeds collected by SDHS in connection with licensing, impounds, and redemption of domestic animals from the Shelter, (ii) any fines received by SDHS or the CITY arising out of any administrative citations issued by Humane Officers; and (iii) any other revenue generated as a result of this Agreement. All user fees and service charges shall not exceed the reasonable cost of providing the service.

12. DISASTER RELIEF SERVICES. SDHS shall be designated the "Essential Support Function/Official Responder" with respect to any disaster to which the CITY is included within the disaster area designated by a governmental agency. SDHS may invoice the CITY for any costs and expenses, including staff overtime and equipment purchases and rentals, incurred by SDHS with respect to additional services provided by SDHS in connection with any disaster relief effort and which are eligible for reimbursement to Federal Emergency Management Agency ("FEMA") Disaster Assistance Policy 9523.19 or any successor disaster assistance policy promulgated by FEMA. The CITY shall promptly reimburse SDHS for such costs and expenses, provided the CITY has received reimbursements from FEMA. SDHS shall provide any available supporting documentation requested by the CITY for any funding or reimbursement request regarding the disaster that is made to any governmental agency. It is the intention of the parties that except in the event of a disaster falling within the scope of this section, or pursuant to an agreement approved in writing in advance, the compensation provided in section 12 above shall be the total compensation paid by the CITY for the Services that SDHS provides under this Agreement.

13. TERM AND TERMINATION.

13.1. Term. The term of this Agreement shall be for the period of thirty-six (36) months commencing on July 1, 2018 and terminating on June 30, 2021.

13.2. Mutually Agreed Extension. At least thirty (30) days before the expiration of the initial term of this Agreement, SDHS and CITY may extend this Agreement for two (2) successive one-year periods with any necessary revisions under the written consent of both Parties.

13.3. Administrative Extension. Upon the expiration of the term of this Agreement, the Parties retain the right to extend the Agreement for a period of up to 120 days on the same terms and conditions as currently then in effect in order to finalize a new Agreement, including any extended term, updated compensation or modifications.

13.4. Termination for Convenience. Either party shall have the right to terminate this Agreement, with or without cause, by providing the other party with ninety (90) days prior written notice.

13.5. Termination for Cause. At any time during the term of this Agreement, in case of material breach of this Agreement by either party, the non-breaching party shall have the right to terminate this Agreement by giving the breaching party written notice of such breach and demanding that such breach be cured within thirty (30) days (or in the case of defaults in payment of monetary amounts due which are certain in amount and undisputed, ten [10] days) and, if such breach has not been cured at the end of such period(s), this Agreement shall terminate. In the event a longer notice or cure period is required by applicable law, the cure period specified in this section or the effective date of termination shall conform to, but not exceed, such requirement.

13.6. Compensation Payable Upon Termination. In the event this Agreement is terminated pursuant to either Section 13.3 or 13.4, SDHS shall be entitled to receive the compensation and fees accrued through the effective date of termination, subject to offset based on any damages claims in the event of termination for cause under Section 14.5.

14. INDEMNIFICATION. To the fullest extent permitted by law, SDHS shall indemnify, defend (with counsel acceptable to CITY), and hold harmless the CITY, and its officers, officials, agents, employees, representatives and volunteers from any and all claims, demands, costs or liability that arise out of, pertain to, or relate to any act or omission by SDHS in the performance of Services under this Agreement, and the negligence, recklessness, or willful misconduct of SDHS, its employees, agents, representatives, contractors, subcontractors and volunteers in the performance of Services under this Agreement. SDHS's duty to indemnify under this Section shall not include liability for damages for death or bodily injury to persons, injury to property, or other loss, damage or expense arising from the sole negligence or willful misconduct by the CITY or its elected officials, officers, agents, employees, representatives and volunteers. SDHS's indemnification obligations shall not be limited by the insurance provisions of this Agreement. The Parties expressly agree that any payment, attorneys' fees, costs or expenses that CITY incurs or makes to or on behalf of an injured employee under the CITY's self-administered workers' compensation is included as a loss, expense, or cost for the purposes of this Section, and that this section will survive the expiration or early termination of this Agreement for a period of two (2) years or the conclusion of any legal proceeding, including appeal, arising out of or related to this Agreement, whichever is later.

15. INSURANCE.

15.1. SDHS shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder and the results of that work by the SDHS, their agents, representatives, employees contractors, subcontractors or volunteers. Insurance shall be placed with insurers with a current A.M. Best's rating of no less than "A" and "VII" unless otherwise approved in writing by the CITY's Risk Manager.

15.2. SDHS's liabilities, including but not limited to SDHS's indemnity obligations, under Section 14 of this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement.

15.3. Types and Amounts Required. SDHS shall maintain, at minimum, the following

insurance coverages for the duration of this Agreement:

a. *Commercial General Liability ("CGL").* SDHS shall maintain CGL Insurance written on an ISO Occurrence form or equivalent providing coverage at least as broad which shall cover liability arising from any and all personal injury or property damage no less than \$2,000,000 per occurrence and subject to an annual aggregate of \$4,000,000. There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy. An Umbrella Liability policy or Excess Liability policy may be used in combination with a CGL policy to meet the required limits of insurance in this section, provided that the required endorsements in section 15.4 are added to such policy. If SDHS maintains any insurance policy with higher limits than the minimums shown in this section above, including an Umbrella Liability policy or an Excess Liability policy, the CITY requires and shall be entitled to coverage for any higher limits maintained by SDHS.

b. *Commercial Automobile Liability.* SDHS shall maintain Commercial Automobile Liability Insurance for all of the SDHS's automobiles including owned, hired and non-owned automobiles, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$1,000,000 per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).

c. *Workers' Compensation.* SDHS shall maintain Workers' Compensation insurance for all of the SDHS's employees who are subject to this Agreement and to the extent required by applicable state or federal law, a Workers' Compensation policy providing at minimum \$1,000,000 employers' liability coverage. SDHS shall provide an endorsement that the insurer waives the right of subrogation against the CITY and its respective elected officials, officers, employees, agents and representatives.

15.4. Additional Required Provisions. The commercial general liability, including any umbrella liability or excess liability policies, and automobile liability policies shall contain, or be endorsed to contain, the following provisions:

a. The CITY, its officers, officials, employees, representatives and volunteers shall be named as additional insureds. The CITY's additional insured status must be reflected on additional insured endorsement form which shall be submitted to the CITY.

b. The policies are primary and non-contributory to any insurance that may be carried by the CITY, as reflected in an endorsement which shall be submitted to the CITY.

15.5. Verification of Coverage. SDHS shall furnish the CITY with original certificates and amendatory endorsements effecting coverage required by this Section 15. The endorsement should be on forms provided by the CITY or on other than the CITY's forms provided those endorsements conform to CITY requirements. All certificates and endorsements are to be received and approved by the CITY before work commences. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

15.6. Subcontractor Coverage. SDHS shall also require each of its subcontractors to maintain insurance coverage that meets all the requirements of this Agreement.

15.7. CITY Options. SDHS agrees that if it does not keep the aforesaid insurance in full force and effect, the CITY may either: (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at SDHS's expense, the premium thereon.

16. CUSTOMARY SERVICES. SDHS shall be permitted without the CITY's prior written consent to enter into agreements with third party providers of services that are customary in the industry to assist SDHS to carry out its day-to-day operations.

17. NON-DISCRIMINATION. SDHS shall not discriminate against any employee or applicant for employment because of sex, race, color, age, religion, ancestry, national origin, disability, military or veteran status, medical condition, genetic information, gender expression, marital status, or sexual orientation. SDHS shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their sex, race, color, age, religion, ancestry, national origin, disability, military or veteran status, medical condition, genetic information, gender expression, marital status, or sexual orientation and shall make reasonable accommodation to qualified individuals with disabilities or medical conditions. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. SDHS agrees to post in conspicuous places available to employees and applicants for employment any notices provided by CITY setting forth the provisions of this non-discrimination clause.

18. GENERAL PROVISIONS.

18.1. Entire Agreement. This Agreement comprises the entire agreement between the CITY and SDHS concerning the Services, and supersedes all prior negotiations, representations or agreements.

18.2. Notices. Any notices given under this Agreement shall be in writing and shall be served either: (i) by hand delivery; (ii) by U.S. mail, postage prepaid, registered or certified mail, return receipt requested; or (iii) by transmittal over an electronic transmitting device (with confirmation of receipt), such as facsimile or email, provided that a complete copy of any notice so transmitted shall also be mailed by U.S. mail. Notices shall be deemed received at the earlier of actual receipt or three (3) days following deposit in U.S. mail, postage prepaid. From time to time the parties may designate a new address for purposes of notice hereunder by notice to the other parties hereto in the manner provided above. Initial notice addresses are as follows:

To the CITY:

City of Solana Beach
635 South Highway 101
Solana Beach, CA 920175
Attn: Gregory Wade, City Manager
Email: gwade@cosb.org

With a copy to: McDougal, Love, Boehmer, Foley, Lyon & Canlas
8100 La Mesa Boulevard, Suite 200
La Mesa, CA 91942
Attn: Johanna Canlas
Jcanlas@mcdougallove.com

To SDHS: San Diego Humane Society
5500 Gaines Street
San Diego, California 92110
Attn: Julianna Tetlow, Director of Government Relations
Email: JTetlow@sdhumane.org

With a copy to: Sheppard, Mullin, Richter & Hampton LLP
501 W. Broadway, 19th Floor
San Diego, California 92101
Attn: Whitney Hodges, Esq.
Email: whodges@sheppardmullin.com

18.3. Interpretation; Drafting. This Agreement shall be construed equally as against the Parties hereto and shall not be construed against the party responsible for its drafting. All prior drafts of this Agreement shall be disregarded in construing the intent of any provision contained herein or therein, and such prior drafts shall be inadmissible in any proceeding at which any such provision is to be interpreted.

18.4. Headings. The headings of the articles and sections herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

18.5. No Third party Beneficiaries. The covenants contained herein are made solely for the benefit of the parties hereto and successors and assigns of such parties as specified herein, and shall not be construed as having been intended to benefit any third party which is not a party to this Agreement.

18.6. Document Retention. SDHS shall be the official custodian of records for CITY with respect to all records relating to the Services provided under this Agreement. SDHS shall maintain such records in accordance with its own document retention policy, which may be updated by SDHS from time to time upon written notice to CITY. SDHS's current document retention policy is attached to this Agreement as Exhibit D and incorporated herein by this reference.

18.7. Severability. If any provision of this Agreement or a portion thereof is held, by an arbitrator or a court of competent jurisdiction, to be illegal or invalid, such provision or portion thereof shall be deemed to be severed and deleted; and neither such provision, its severance or deletion shall affect the validity of the remaining provisions of this Agreement.

18.8. Modification. This Agreement may be amended, modified or rescinded only by a writing signed by all parties to this Agreement or by their duly authorized agents.

18.9. No Waiver. No waiver of any right under this Agreement shall be deemed effective unless contained in a writing signed by the party charged with such waiver, and no waiver of any right arising from any breach or failure to perform shall be deemed to be a waiver of any such future right or of any other right arising under this Agreement.

18.10. California Law; Venue. This Agreement and its performance shall be governed, interpreted, construed, and regulated by the laws of the State of California. Any action arising out of or related to this Agreement shall be brought in the County of San Diego, California.

18.11. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties by and through their respective authorized officials, have executed this Agreement effective as of the date written above.

SAN DIEGO HUMANE SOCIETY AND S.P.C.A.,
a California nonprofit corporation.

By: _____

Name: _____

Title: _____

Date: _____

CITY OF SOLANA BEACH,
a municipal corporation.

By: _____

Name: _____

Title: _____

Date: _____

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

APPROVED AS TO FORM:

City Attorney, Johanna N. Canlas

ATTEST:

City Clerk, Angela Ivey

EXHIBIT A
Community Engagement and Services

In addition to those Services identified in Section 1 of the Agreement, SDHS may routinely provide the CITY with the additional “Community Engagement and Services.” The services identified below will be provided at no additional cost to the CITY unless otherwise specified and is subject to modification at SDHS’s discretion based on resources and capacity. Such community engagement and additional services may include:

- Public education.
- Animal behavior modification program.
- Seasonal 24-hour kitten nursery.
- Pet education classes.
- Community events.
- Disaster response such as:
 - Specialized Disaster Response Emergency Team.
 - Large and small animal evacuation; and
 - Large and small animal sheltering.
- Affordable Community Veterinary assistance programs such as:
 - Spay/Neuter;
 - Vaccinations including rabies clinics; and
 - Microchipping.
- Safety net service programs.
- Owner requested euthanasia.

EXHIBIT B
Calls for Service – Priority Categories

Priority Categories	Response Time	Example of Call
Priority 1	Within 30 Minutes	Persons in Danger Animal in Immediate Danger Urgent Medical Care Needed Animal in Secured Vehicle (“Hot Dog”) Animal Fighting Cases Intentional Cruelty In-Progress Assist Public Safety Agency Bite to Person (Animal Not Contained) Exigent Circumstances <ul style="list-style-type: none"> • Gunshot • Stabbing • Broken Bones • Serious Open Wounds • Visibly Injured/Trapped Animal Street Sale of Animals (after all other Priority 1 Calls are Handled)
Priority 2	Within 3 Hours	In-Progress Incidents Not Reaching Priority 1 Bite to Person (Animal Contained – Reported within 24 Hours) Running-At-Large (In Progress) Abandonment Captured/Caged Animals/Confined Strays
Priority 3	Within 12 Hours	Intentional Cruelty (Not In-Progress) Non-Life Threatening Medical Care Needed Non-Exigent Circumstances <ul style="list-style-type: none"> • Skin Infections • Emaciated • Over-Grown Hooves Hoarding – No Immediate Emergency After-the-Fact Bite (Reported After 24 Hours)
Priority 4	Within 24 Hours	Check the Well-Being with a Reporting Party No Water (Temperature Dependent) Emaciated (Thin or Bones Showing) Lead/Leash too Short Inadequate or No Shelter Even Sale of Animals (i.e., Flea Markets)
Priority 5	Within 48 Hours	Check the Well-Being – No Reporting Party Running-at-large (Not in Progress) Pet Shop Inspections Rodeo or Circus Inspections Kennel Inspections

EXHIBIT C
Temporary Animal Holding Facility

(Not proposed at this time but Parties reserve right to revisit at later date)



ANIMAL SERVICES CONTRACT COMPARISON

	San Diego Humane Society	Department of Animal Services
Veterinary Medicine for Animals in Care	Expanded	Basic
Local, National and International Disaster Response	X	Local Response Only
Specialized Disaster Response Emergency Team	X	X
Incoming and Outgoing - Shelter/Rescue Transfer Program	X	Outgoing Only
Adoptions	X	X
Animal Emergencies - Sick/Injured/Cruelty/Aggressive/Bites	X	X
Animal Sheltering	X	X
Community Spay/Neuter Referral Program	X	X
Dog Licensing	X	X
Foster Care	X	X
Lost and Found	X	X
Media Relations, 24x7	X	X
Microchip Clinics	X	X
Military Discount for Adoption	X	X
Owner Relinquishments	X	X
Owner-Requested Euthanasia	X	X
Public Education	X	X
Rabies Clinics	X	X
Volunteer Engagement	X	X
Humane Law Enforcement/Animal Control	X	X
On-Call Services	X	X
Beach Patrol	X	
Coverage 7 Days a Week	X	
After Care Coordination for Euthanasia Services	X	
Community Spay/Neuter In-House Program	X	
Military Pre-Deployment Services	X	



ADDITIONAL SAN DIEGO HUMANE SOCIETY SERVICES AND PROGRAMS

These services and programs are provided to the communities in which we serve at no additional cost:

- Adoptable Animals Events at Offsite Locations, including Mobile Adoptions
- Adopt-a-pet Media Broadcast Segments
- Alternative Exit Programs for Community Cats
- Behavior and Training:
 - Behavior Center for Shelter Animal in Care
 - Behavior Classes for Dogs and Cats
- Group/Corporate Service Projects
- Humane Law Enforcement Additional Services:
 - Multi-Step Process for Managing Barking Dog Complaints
 - Officers Assigned to Set Geographical Regions
 - Pet Hub Dog Licensing Tags and Access to Online Services
- 24-Hour Seasonal Kitten Nursery
- Medical Externship Program
- PAWS San Diego
- Pet Assisted Therapy
- Pet Loss Support
- Philanthropy Programs that Provide Opportunities for the Community to Invest
- Pre/Post Adoption Behavior Counseling
- Behavior Helpline for all Members of the Community
- Project Wildlife
- San Diego Pets Magazine
- Specialty Volunteer Programs:
 - Animal Rescue Reserve
 - Community Service Officer
 - Wildlife Transport
- Workshops and Social Events
- Youth Programs:
 - Children's Camp
 - Birthday Parties
 - Classroom Visits
 - Boy/Girl Scouts
 - Group Tours
 - Pet Pals Program



City of Solana Beach

Cost by City – Solana Beach

Formula Justification

% of Animals	% of Service Calls	% of Population	% of New Contracts Charged (6 cities)
0.30%	0.67%	0.82%	0.60%

2018/2019 SDHS Budget

SDHS Gross Costs (Solana Beach Share = 0.60%)	\$103,906
<i>(Less 17/18 Expected Revenue)</i>	<i>(\$20,859)</i>
Solana Beach 2018/2019 Projected Actual Cost	\$83,047

For Comparison

County Gross Costs (Solana Beach Share = .51%)	\$121,358*
<i>*Includes a 9.4% estimated increase</i>	
<i>(Less 17/18 Expected Revenue)</i>	<i>(\$20,859)</i>
Solana Beach 2018/2019 Projected Actual Cost	\$91,499,18

Historical Data (average yearly increase = 9.4%)

2017/2018

Combined Gross Costs (6 cities + Unincorporated) = \$18,812,308
Solana Beach Gross Costs = \$102,704
Actual Costs (Gross – Revenue) = \$82,783 (14.9% increase from previous year)

2016/2017

Combined Gross Costs (6 cities + Unincorporated) = \$17,362,738
Solana Beach Gross Costs = \$91,629
Actual Costs (Gross – Revenue) = \$72,071 (3.3% increase from previous year)

2015/2016

Combined Gross Costs (6 cities + Unincorporated) = \$16,460,287
Solana Beach Gross Costs = \$88,266
Actual Costs (Gross – Revenue) = \$69,791 (10% increase)

2014/2015

Actual Costs (Gross – Revenue) = \$63,343

Service Calls

City	FY 16/17	% of Total Service Calls
Del Mar	66	0.35%
Encinitas	717	3.76%
Carlsbad	1269	6.65%
Solana Beach	127	0.67%
Santee	562	2.95%
SD City	16,342	85.64%

Human Population

City	Population (2017 DOF)	% of Combined Population
Del Mar	4,297	0.26%
Encinitas	62,288	3.76%
Carlsbad	113,725	6.86%
Solana Beach	13,527	0.82%
Santee	57,100	3.45%
SD City	1,406,318	84.86%

Animal Intake FY 16/17

City	Cat	Dog	Other	Total	% of animal population
Del Mar	05	18	25	48	0.24%
Encinitas	139	195	124	458	2.28%
Carlsbad	294	449	380	1,123	5.60%
Solana Beach	12	12	37	61	0.30%
Santee	144	264	109	517	2.58%
SD City	6,917	8,306	2,641	17,864	89.00%



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: May 9, 2018
ORIGINATING DEPT: City Clerk's Department
SUBJECT: Council Boards, Committees & Commissions
Appointments to Fill Vacancies

BACKGROUND:

Councilmembers serve on a variety of outside Boards, Committees and Commissions. City Council Policy No. 2 (Attachment 1) establishes guidelines for the City Council to appoint Councilmembers to share in the Council's representation on these outside agencies. The policy states that appointments will be made for two-year terms, unless otherwise stated by the Boards/Commissions/Committees.

Council Policy No. 2 states that any change of an appointee at mid-term shall complete the existing two-year term for which they are appointed. Therefore, a mid-term change to an existing appointment will result in the appointed Councilmember completing the remainder of the term for which they have been appointed, unless a change is made to that appointment before then. Regional committee terms may be set pursuant to their respective bylaws.

This Staff Report is before Council to review the vacant positions created by two Councilmember resignations and make necessary appointments to the Council's Regional and Standing Boards, Committees & Commissions.

DISCUSSION:

Regional Boards/Commissions/Committees

The City Council's Regional Agencies' chart (Attachment 2) indicates the vacancies as a result of Councilmember Nichols' and Marshall's resignations. The current appointments were made in January 2018 for two-year terms and the CSA17 Primary appointment was made at the April 25, 2018 Council meeting. Councilmember Nichols' and Marshall's resignations have resulted in the following vacancies:

CITY COUNCIL ACTION:

Primary Members

- City Selection Committee
- Escondido Creek Watershed Alliance (ECWA)
- League of California Cities Executive Committee
- League of California Cities Legislative Committee
- League of California Cities Coastal Cities Group
- North County Dispatch Joint Powers Authority
- Regional Solid Waste Association (RSWA)
- San Elijo Joint Powers Authority (2nd primary)
- 22nd District Agricultural Association (DAA) Community Relations

Alternate Members

- County Service Area - CSA 17
- North County Transit District
- SANDAG Board of Directors (2nd alternate)
- San Dieguito River Valley Joint Powers Authority

City Selection Committee & League of California Cities Representatives

This committee's primary position is vacant with the recent Council resignation. The City Selection Committee generally meets once a year, but may meet as often as needed. This Committee is responsible for the appointment of area city members to the San Diego County Regional Airport Authority (SDCRAA) and also is responsible for the nomination, selection and appointment of a city representative to a city office on the San Diego Local Agency Formation Commission (LAFCO).

The City Selection Committee presumes that the current Mayor of the city is the appointed committee member. However, because the City of Solana Beach does not have an elected Mayor and rotates the mayor annually, past practice has been to appoint the League of California Cities Executive Committee appointee as the City's Selection Committee member. The City has taken this approach for the following reasons:

1. The City's annual Mayoral Rotation triggers the potential appointee of this appointment every January.
2. City Selection Committee meetings are held immediately before the League of California Cities meetings and at the same location for the convenience of the attending elected officials.

While the City Selection Committee typically assumes a city's Mayor will be their appointee, their bylaws allow for any member of the body to be appointed along with notification of alternates. While the City of Solana Beach's League appointee may or may not be the City's current Mayor, the City has generally appointed the current League of California Cities appointee to the City Selection Committee for the above reasons. With Councilmember Nichols' resignation, the primary positions for the League of California Cities committees are now vacant.

Council Standing Committees

The Council Standing Committees list (Attachment 3) indicates the vacancies as a result of Councilmember Nichols' and Marshall's resignations. The current appointments were made in January 2018 for two-year terms. The resignations have resulted in the following vacancies:

- Highway 101 / Cedros Avenue Development
- Parks and Recreation
- Public Arts
- School Relations
- Solana Beach – Del Mar Relations

Climate Action Commission Council Representative

The Climate Action Commission has two positions for Councilmembers. One of these positions was modified to allow for either a Councilmember or an appointment among the residents or professional categories. Jeff Martin, resident, was appointed to this position, in lieu of a Councilmember, but resigned on April 5th. Pursuant to California Government Code 54974, the unexpected vacancy triggered a necessary posting, which was done on April 25th, the 20th day following the resignation. This leaves a vacancy to be filled by either a Councilmember or a resident/professional. In addition, Peter Zahn was a resident member serving on the Climate Action Commission; however with his appointment to Council, his post became vacant the day of his appointment to Council. At this time, Council should determine if a Councilmember will be appointed to the 2nd Councilmember position or if it should be recruited for a resident/professional. The vacancy created by Councilmember Zahn's appointment will be posted as a vacancy to be refilled.

All appointments must be approved by a Council majority vote. It is recommended that appointments be made for each of the 2 different groups (Regional and Standing). However, procedures for making the appointments within these groups may be made all in one vote (unless recusals are enacted), or votes may be taken on each individual Board/Commission/Committee as well as each individual appointment position. Either way, the motion, motioners, and votes should be clearly communicated for the record.

CEQA COMPLIANCE STATEMENT: N/A

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation and fill vacant positions.
- Leave vacancies unoccupied.


DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Review the Regional Boards/Commissions/Committees.
 - a. Determine the City Selection Committee 2018 remainder term appointment.
 - b. Review all vacancies to make necessary appointments, as well as any necessary alternates.
2. Review Council Standing Committees' vacancies and make the necessary appointment, as well as alternate appointments, if necessary.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Council Policy No. 2
2. Council Regional (*external agencies*) Committee Chart
3. Council Standing (*internal*) Committee Chart

CITY OF SOLANA BEACH	Policy No. 2
COUNCIL POLICY	Date Issued: January 19, 1988 Revised: January 23, 2008 by Resolution 2008-22
GENERAL SUBJECT: Boards, Commissions & Committees	
SPECIFIC SUBJECT: Appointments of Councilmembers to Boards, Commissions and Committees	

PURPOSE

The purpose of this policy is to establish guidelines for appointment of Councilmembers to various Boards, Commissions and Committees.

- Council Regional Committees – not established by this Council.
- Council Standing Committees – established by the City Council.
- Council Ad Hoc Committees – established by the City Council.

POLICY

I. Regional Boards, Commissions or Committees (Outside Agencies)

1. The City Council shall divide appointments of the various Boards, Commissions or Committees so that all Councilmembers share in the representation on outside agencies.
2. The appointment shall be made by vote of at least three members of the City Council.
3. Appointments shall be made only at regularly scheduled Council Meetings.
4. Appointments shall generally be for a term of two years unless the regulations of the body to which the appointment is made requires a different term.
5. Appointments will be reviewed bi-annually in even numbered years to address expiring terms. This cycle is tied into the November Election cycle in consideration of Council reorganization.
6. When appointments are required at a different time than the even numbered year cycle, the appointments will follow the two year term, unless it is changed by Council reorganizations.
7. These guidelines do not prevent Council from annual reviews and changes at any other time, as determined by Council.

II. Council Standing Committees

(City sponsored committees that are ongoing and permanent in nature).

1. Council shall make appointments to Standing Committees sharing

- the responsibility among the members.
2. The appointment shall be made by vote of a majority of the City Council.
 3. Council shall make appointments to Standing Committees for a two year term.
 4. Appointments will be reviewed bi-annually in even numbered years to address expiring terms. This cycle is tied into the November Election cycle in consideration of Council reorganization.
 5. When appointments are required at a different time than the even numbered year cycle, the appointments will follow the two year term, unless it is changed by Council reorganizations.
 6. These guidelines do not prevent Council from annual reviews and changes at any other time, as determined by Council.

III. Council Ad Hoc Committees

(City sponsored committees that are temporary and are not intended to have a permanent existence).

1. Council shall make appointments to Ad Hoc Committees sharing the responsibility among the members.
2. The appointment shall be made by vote of a majority of the City Council.
3. The term of an appointment shall be for the duration of the Ad Hoc Committee, unless Council majority changes the appointment prior to the expiration of the committee.

IV. A Councilmember may serve any number of terms.

V. If a Councilmember chooses to relinquish an appointment during a term, the alternate shall serve as the regular appointee for the remainder of the term, unless a new appointment is made by the Council majority.

VI. The City Clerk shall maintain a list of Boards, Commissions or Committees with the meeting time and locations. The City Clerk shall periodically advise the Council of vacancies on all Boards, Commission and Committees.

Solana Beach City Council Regional Boards/Committees/Commissions (external agencies)

Listing only includes those positions required to be appointed by the Solana Beach City Council

	Committee	General Regular Meeting Schedule	Meeting Location unless otherwise noticed	Committee Contact	Primary Representative / Alternate	Current Term (per Policy No. 2, unless otherwise required)	Term (Begins following each election cycle, replacements follow existing term)	Stipend	Mailing Address	Notes
1	City Selection Committee	2nd Mon of Oct. 11:00am (or as needed)	Held at League of California Cities Mtgs or SANDAG Mtgs	Grace Andoh grace.andoh@sdcounty.ca.gov 619-531-4870	Vacant Edson (alternate)	Jan 2016 - Jan 2017 Jan 2016 - Jan 2017	Annual	N/A	County of San Diego 1600 Pacific Hwy, Room 402 San Diego, CA 92101	External agency
2	CSA 17 County Service Area Form 700 original signature	1st Tues · 4:00-6:00pm Quarterly (Feb, May, Aug, Nov)	Solana Beach City Hall	Nicole del Toro Cummings Nicole.deltorocummings@sdcounty.ca.gov 619-285-6476 or 619-285-6429	Zahn Vacant (alternate)	Apr 2018 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	N/A	c/o EMS, 6255 Mission Gorge Road San Diego, CA 92120 www.sdcounty.ca.gov/hhsa www.sandiegocountyems.com	External agency
3	Escondido Creek Watershed Alliance (ECWA)	No Reg. Mtgs Meets As Needed	Varies (provided on agenda)	Teresa Chase 760-632-4641 tchase@olivenhain.com	Vacant / Staff no alternate	Jan 2017 - Jan 2019	2 years (Unlimited Terms)	N/A	1966 Olivenhain Road Encinitas, CA 92024 http://escondidocreek.org/	External agency
4	League Ca. Cities Exec. Committee (SD County division)	2nd Mon 11:30am-1:00pm	Four Points Sheraton Hotel 8110 Aero Dr. San Diego, CA	Catherine Hill 619-295-8282 chill@cacities.org	Vacant Edson (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	N/A	P.O. Box 82081 San Diego, CA 92138 www.californiacities.org	External agency
5	League Ca. Cities Legislative Subcommittee	2nd Mon · 10:30-11:30am Quarterly when Mtg called by Chair	Four Points Sheraton Hotel 8110 Aero Dr. San Diego CA	Catherine Hill 619-295-8282 chill@cacities.org	Vacant Edson (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	N/A	P.O. Box 82081 San Diego, CA 92138 www.californiacities.org	External agency
6	League of Ca. Cities Coastal Cities Issue Group	No Reg. Mtgs As Needed	By conference call	Erin Evans-Fudem 916-658-8250 eevans-fudem@cacities.org Derek Dolfie 916-658-8212 ddolfie@cacities.org	Vacant Edson (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	N/A	1400 K Street Ste. 400 Sacramento, CA 95814 www.californiacities.org	External agency
7	North County Dispatch JPA Form 700 online filing	Last Thurs · 5:00pm Quarterly (Feb, May, Aug, Dec)	RSF Station #1 16936 El Fuego Rancho Santa Fe, CA	Lesli Wilson 858-400-2801 lwilson@sdrecc.org / Mina Sanchez 858-400-2812 gsanchez@sdrecc.org / Larissa Patros 858-400-2811 lpatros@sdrecc.org	Vacant Edson (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	\$50	P.O. Box 1206 Rancho Santa Fe, CA 92067-1206 www.ncdjpa.org	External agency
8	North County Transit District Form 700 original signature	3rd Thurs 2:00pm	810 W. Mission Ave. Oceanside CA 92054	Anthony Flores, Clerk of Brd & Mgr of Administration 760-966-6553 aflores@nctd.org	Edson Vacant (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	\$150 / mtg not to exceed \$750 / month	810 W. Mission Ave. Oceanside, CA 92054 www.gonctd.com	External agency
9	Regional Solid Waste Assoc. Form 700 copy	1st Thurs 9:00am-10:30am Quarterly (Jan, April, July, Oct)	Fletcher Cove Community Center	James H. Eggart 714-415-1062 jeggart@wss-law.com Susan M. Morilla 714-415-1020 smorilla@wss-law.com	Vacant Hegenauer (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	\$150 up to a max of 3 mtgs per month	James H. Eggart, General Manager c/o Woodruff, Spradlin & Smart 555 Anton Boulevard, Ste. 1200 Costa Mesa, CA 92626 RSWA.org	External agency
10	SANDAG Board of Directors Form 700 online filing	Business (4th Fri) 9:00am-12:00pm Policy Board (2nd Fri) 10:00am-12:00pm	401 B Street, Suite 800 (7th floor Brd Rm) San Diego, CA 92101	Michelle Posada 619-699-1912 mpo@sandag.org Tessa Lero 619-699-1991 Tessa.Lero@sandag.org	Zito Edson (1st alternate) Vacant (2nd alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	\$150 Business \$150 Policy	401 B St. Ste. 800 San Diego, CA 92101 www.sandag.org	External agency
11	SANDAG Shoreline Preservation Working Group Form 700 original signature	1st Thurs · 11:30am Quarterly (Mar, June, Sept, Dec)	401 B Street, Suite 800 (7th floor Brd Rm) San Diego, CA 92101	Sarah Pierce (619) 699-7312 sarah.pierce@sandag.org Keith Greer (619) 699-7390 keith.greer@sandag.org	Zito Hegenauer (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	N/A	401 B St. Ste. 800 San Diego, CA 92101 www.sandag.org	External agency
12	San Dieguito River Valley JPA (aka San Dieguito River Park) Form 700 original signature	3rd Fri. 11:00am-12:30pm	County of San Diego 1600 Pacific Hwy Rm 302/303 San Diego, CA 92101	Brenda Miller 858-674-2275 x10 brenda@sdrp.org	Hegenauer Vacant (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	None Not authorized	18372 Sycamore Creek Rd. Escondido, CA 92025 www.sdrp.org	External agency
13	San Elijo JPA Form 700 original signature	2nd Mon 8:30am	2695 Manchester Ave. Cardiff by the Sea Encinitas	Jennifer Basco 760-753-6203 x71 bascoj@sejpa.org	Vacant Zito City Manager (alternate)	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019 By Laws	2 years (Unlimited Terms)	\$160	P.O. Box 1077 Cardiff by the Sea, CA 92007 sejpa.org	Joint Partnership
14	22nd District Agricultural Association Community Relations	2nd Tues 10:30pm	Del Mar Fairgrounds Admin. Conf. Rm (2nd floor) Jimmy Durante Blvd. Del Mar, CA	Donna O'Leary 858-792-4490 doleary@sdfair.com	Vacant Edson	Jan 2017 - Jan 2019 Jan 2017 - Jan 2019	2 years (Unlimited Terms)	None	22nd Agricultural Association District 2260 Jimmy Durante Blvd. Del Mar, CA 92014 www.delmarfairgrounds.com	External agency

Stipends are per meeting unless noted. If "alternate" is not indicated, both councilmembers will serve as equal "primary" members. // Form 700 online filings refers to that agencies online system.

Revised 4-26-18

Maintained by City Clerk's Ofc.

COUNCIL COMMITTEES (Councilmembers Appointed to Solana Beach Council Committees and Citizen Commission)

COMMITTEES - 2 year terms / On-Going Committees (Brown Act Compliant)

**SUBJECT TO
the "Brown Act "**

Standing Committee		Mtg Date/Time	Location	Contact	Primary Members	Appointed Date	Established Date
1	Business Liaison The purpose of the Business Liaison Committee is to coordinate and communicate with the Chamber of Commerce, Cedros Merchants Associations, and Village walk (Highway 101) Association on City/Business issues.	Regular Schedule Quarterly 3rd Mon 7:30am (Jan, Apr, July, Oct)	Solana Beach City Hall	City Mgr	Zito Edson	Jan 2017-2019 Jan 2017-2019	Reso 2005-146 10-26-2005
2	Highway 101/Cedros Avenue Development Committee This committee shall coordinate and communicate with the Highway 101 Village Walk Association regarding funding mechanisms to revitalize the Highway 101 corridor, address landscape issues in these areas, and review general business development.	As Needed	Solana Beach City Hall	City Mgr	Edson Vacant	Jan 2017-2019 Jan 2017-2019	Reso 2007-059 05-23-2007
3	Fire Department Management Governance & Organizational Evaluation This committee explores and evaluates potential fire department governance and organizational structural opportunities, possibly with other participating entities involved in the Agreement for Cooperative (Fire) Management Services.	As Needed	Encinitas or TBD	City Mgr	Edson Hegenauer	Jan 2017-2019 Jan 2017-2019	Reso 2017-012 1-25-17
4	Interstate-5 Construction This committee shall gather community input and address community concerns regarding issues related to the California Transportation Department's proposed I-5 widening project.	As Needed	Solana Beach City Hall	City Mgr	Edson Zito	Jan 2017-2019 Jan 2017-2019	Reso 2007-179 11-28-2007
5	Parks and Recreation This committee shall have delegated authority to develop work plan tasks associated with the Parks and Recreation including the consideration of impact fees, long and short term objective, and the Parks and Recreation reserve account.	As Needed	Solana Beach City Hall	City Mgr	Zito Vacant	Jan 2017-2019 Jan 2017-2019	Reso 2011-023 02-09-2011
6	Public Arts This committee shall have a delegated authority to develop work plan tasks associating with public arts such as the Rail Trail, Public Art Master Plan and other public arts projects. The committee will also serve as liaison to the Public Arts Advisory Commission and the other art and cultural organizations.	As Needed	Solana Beach City Hall	City Mgr	Vacant Hegenauer	Jan 2017-2019 Jan 2017-2019	Reso 2005-146 10-26-2005
7	School Relations This committee shall handle relations with San Dieguito Union High School District, Solana Beach School District and Solana Beach and private schools located within the Solana Beach boundaries.	Regular Schedule Quarterly 1st Thurs 7:30 am (Mar, June, Sept, Dec)	Solana Beach City Hall	City Mgr	Hegenauer Vacant	Jan 2017-2019 Jan 2017-2019	Reso 2007-011 01-10-2007
8	Solana Beach - Del Mar Relations To discuss and address items of mutual interest of each City.	As Needed	TBD	City Mgr	Zito Vacant	Sept 2017-2019 Sept 2017-2019	Reso 2017-148 9-27-2017
Citizen Commission		Mtg Date/Time	Location	Contact	Primary Members	Appointed Date	Established Date
1	Climate Action Commission This committee shall shall assist in developing a Climate Action Plan, including updating the City's Greenhouse Emissions Inventory, setting reduction targets, implementing mitigation measures and performing periodic monitoring, verification and evaluations.	Regular Schedule Monthly 3rd Wed. 5:30pm	Solana Beach City Hall	City Mgr	Hegenauer	Jan 2017-2019	Reso 2015-127 11-04-2015

SUBJECT TO the "Brown Act"

* Not required to establish a regular mtg schedule.
* If a regular mtg schedule is established, formally adopted, agendas must be posted 72 hrs prior to the regular meeting.
* Otherwise, non-regular mtgs shall meet required noticing for special meetings (24 hrs. prior to meeting)
* All Standing Committee Mtgs are Open to the Public