

**CITY OF SANTA BARBARA
CITY COUNCIL
FINANCING AUTHORITY**

Marty Blum
Mayor/Chair
Dale Francisco
Mayor Pro Tempore/Vice Chair
Das Williams
Ordinance Committee Chair
Roger L. Horton
Finance Committee Chair
Iya G. Falcone
Grant House
Helene Schneider



James L. Armstrong
*City Administrator/
Executive Director*

Stephen P. Wiley
City Attorney/Authority Counsel

City Hall
735 Anacapa Street
<http://www.SantaBarbaraCA.gov>

**FEBRUARY 3, 2009
AGENDA**

ORDER OF BUSINESS: Regular meetings of the Finance Committee and the Ordinance Committee begin at 12:30 p.m. The regular City Council and special Financing Authority meetings begin at 2:00 p.m. in the Council Chamber at City Hall.

REPORTS: Copies of the reports relating to agenda items are available for review in the City Clerk's Office, at the Central Library, and <http://www.SantaBarbaraCA.gov>. In accordance with state law requirements, this agenda generally contains only a brief general description of each item of business to be transacted or discussed at the meeting. Should you wish more detailed information regarding any particular agenda item, you are encouraged to obtain a copy of the Council Agenda Report (a "CAR") for that item from either the Clerk's Office, the Reference Desk at the City's Main Library, or online at the City's website (<http://www.SantaBarbaraCA.gov>). Materials related to an item on this agenda submitted to the Council/Financing Authority after distribution of the agenda packet are available for public inspection in the City Clerk's Office located at City Hall, 735 Anacapa Street, Santa Barbara, CA 93101, during normal business hours.

PUBLIC COMMENT: At the beginning of the 2:00 p.m. session of each regular Council/Financing Authority meeting, and at the beginning of each special Council/Financing Authority meeting, any member of the public may address them concerning any item not on the Council/Financing Authority agenda. Any person wishing to make such address should first complete and deliver a "Request to Speak" form prior to the time that public comment is taken up by the Council/Financing Authority. Should Council/Financing Authority business continue into the evening session of a regular Council/Financing Authority meeting at 6:00 p.m., the Council/Financing Authority will allow any member of the public who did not address them during the 2:00 p.m. session to do so. The total amount of time for public comments will be 15 minutes, and no individual speaker may speak for more than 1 minute. The Council/Financing Authority, upon majority vote, may decline to hear a speaker on the grounds that the subject matter is beyond their jurisdiction.

REQUEST TO SPEAK: A member of the public may address the Finance or Ordinance Committee or Council/Financing Authority regarding any scheduled agenda item. Any person wishing to make such address should first complete and deliver a "Request to Speak" form prior to the time that the item is taken up by the Finance or Ordinance Committee or Council/Financing Authority.

CONSENT CALENDAR: The Consent Calendar is comprised of items that will not usually require discussion by the Council/Financing Authority. A Consent Calendar item is open for discussion by the Council/Financing Authority upon request of a Council/Agency Member, City staff, or member of the public. Items on the Consent Calendar may be approved by a single motion. Should you wish to comment on an item listed on the Consent Agenda, after turning in your "Request to Speak" form, you should come forward to speak at the time the Council/Financing Authority considers the Consent Calendar.

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act, if you need special assistance to gain access to, comment at, or participate in this meeting, please contact the City Administrator's Office at 564-5305 or inquire at the City Clerk's Office on the day of the meeting. If possible, notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements in most cases.

TELEVISION COVERAGE: Each regular Council meeting is broadcast live in English and Spanish on City TV Channel 18, and rebroadcast in English on Wednesdays and Thursdays at 7:00 p.m. and Saturdays at 9:00 a.m., and in Spanish on Sundays at 4:00 p.m. Each televised Council meeting is closed captioned for the hearing impaired. Check the City TV program guide at www.citytv18.com for rebroadcasts of Finance and Ordinance Committee meetings, and for any changes to the replay schedule.

ORDER OF BUSINESS

1:00 p.m. - Special Ordinance Committee Meeting, Council Chamber

2:00 p.m. - City Council Meeting

2:00 p.m. - Special Financing Authority Meeting

SPECIAL ORDINANCE COMMITTEE MEETING - 1:00 P.M. IN THE COUNCIL CHAMBER (120.03)

Subject: Proposed Revisions To The City's Purchasing Code (Santa Barbara Municipal Code Chapter 4.52)

Recommendation: That the Ordinance Committee hear a report from staff providing a conceptual overview of proposed changes to Chapter 4.52 of the Municipal Code specifying the City's procedures for the purchase of ordinary goods and services.

**REGULAR CITY COUNCIL MEETING – 2:00 P.M.
SPECIAL FINANCING AUTHORITY MEETING – 2:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL ITEMS

- 1. Subject: Proclamation Declaring February 2009 As Black History Month (120.04)**

- 2. Subject: Employee Recognition - Service Award Pins (410.01)**

Recommendation: That Council authorize the City Administrator to express the City's appreciation to employees who are eligible to receive service award pins for their years of service through February 28, 2009.

CHANGES TO THE AGENDA

PUBLIC COMMENT

CONSENT CALENDAR

CITY COUNCIL

- 3. Subject: Minutes**

Recommendation: That Council waive the reading and approve the minutes of the regular meeting of January 6, 2009 (cancelled due to lack of a quorum), the special meetings of January 8 and 12, 2009, and the regular meeting of January 13, 2009.

CONSENT CALENDAR (CONT'D)

CITY COUNCIL (CONT'D)

4. Subject: Poet Laureate Guidelines Language Change (610.04)

Recommendation: That Council approve recommended changes to the Poet Laureate Guidelines.

5. Subject: Acceptance Of Caltrans Bicycle Transportation Account Grant for Vehicle Detection Equipment (670.01)

Recommendation: That Council accept a Caltrans Bicycle Transportation Account grant of \$461,260 for vehicle detection equipment, increase the Streets Grant Capital Fund estimated revenues by this amount, and appropriate such revenues to the Fiscal Year 2009 capital budget.

6. Subject: Contract For Construction Of The Carrillo Sidewalk Infill Project (530.04)

Recommendation: That Council:

- A. Reject the bid protest, and award and authorize the Public Works Director to execute a contract with V. Lopez Jr. & Sons (Lopez), waiving minor bid irregularities, in their low bid amount of \$366,731, for construction of the Carrillo Sidewalk Infill Project (Project), Bid No. 3551, and authorize the Public Works Director to approve expenditures up to \$36,675 to cover any cost increases that may result from contract change orders for extra work and differences between bid quantities and actual quantities measured for payment;
- B. Authorize the Public Works Director to accept the final contract amount, with approved changes, and to file the Notice of Completion (NOC) with the County Clerk Recorder; and
- C. Authorize the General Services Manager to issue a Purchase Order to Fugro West, Inc. (Fugro), in the amount of \$3,500 for material testing services, and authorize the General Services Manager to approve expenditures of up to \$350 for extra services of Fugro that may result from necessary changes in the scope of work.

FINANCING AUTHORITY

7. Subject: Minutes

Recommendation: That the Financing Authority Board waive the reading and approve the minutes of the special meeting of December 23, 2008.

CONSENT CALENDAR (CONT'D)

NOTICES

8. The City Clerk has on Thursday, January 29, 2009, posted this agenda in the Office of the City Clerk, on the City Hall Public Notice Board on the outside balcony of City Hall, and on the Internet.
9. Received a letter of resignation from Water Commissioner Kathleen Rees; the vacancy will be part of the next City Advisory Group recruitment.

This concludes the Consent Calendar.

REPORT FROM THE ORDINANCE COMMITTEE

CITY COUNCIL ADMINISTRATIVE AND ATTORNEY REPORTS

CITY ADMINISTRATOR

10. Subject: Introduction Of Ordinance For 2008-2010 General Unit Memorandum Of Understanding (440.02)

Recommendation: That Council :

- A. Ratify the Memorandum of Understanding between the City and the Santa Barbara City Employees' Association, Local 620, Service Employees' International Union, for the period of October 1, 2008, through September 30, 2010, by introduction and subsequent adoption of, by reading of title only, An Ordinance of the Council of the City of Santa Barbara Adopting the Memorandum of Understanding Between the City of Santa Barbara and the Santa Barbara City Employees' Association (General Unit); and
- B. Cancel the Council meeting scheduled for Tuesday, March 31, 2009, in honor of Cesar Chavez Holiday.

FINANCE DEPARTMENT

11. Subject: Public Education Research Study For Foodscraps Recovery And Composting (630.01)

Recommendation: That Council authorize the Finance Director to execute a professional services agreement with Ideocore for an amount not to exceed \$45,750 for the implementation of a public education research study for the Foodscraps Recovery and Composting Program in the Business Sector.

COUNCIL AND STAFF COMMUNICATIONS

COUNCILMEMBER COMMITTEE ASSIGNMENT REPORTS

CLOSED SESSIONS

12. Subject: Conference with Real Property Negotiator (330.03)

Recommendation: That Council hold a closed session to provide instructions to negotiators regarding the renewal of a lease of the Haley Street Youth Sports Center, former Fire Station #2, located at Haley and Quarantina Streets, Assessor's Parcel Number 031-232-018 (701 E. Haley Street). Negotiations will be conducted by Nancy L. Rapp, Parks and Recreation Director, and the City Attorney's Office on behalf of the City of Santa Barbara, and by Jean Pommier on behalf of Primo Boxing Club/Say Yes to Kids. The closed session is authorized pursuant to the authority of Government Code Section 54956.8.

Scheduling: Duration, 30 minutes; anytime

Report: None anticipated

ADJOURNMENT

CITY OF SANTA BARBARA

ORDINANCE COMMITTEE

SPECIAL MEETING AGENDA

DATE: February 3, 2009
TIME: 1:00 p.m.
PLACE: Council Chambers

Das Williams, Chair
Dale Francisco
Grant House

Office of the City
Administrator

Office of the City
Attorney

Nina Johnson
Assistant to the City Administrator

Stephen P. Wiley
City Attorney

ITEM FOR CONSIDERATION

Subject: Proposed Revisions To The City's Purchasing Code (Santa Barbara Municipal Code Chapter 4.52)

Recommendation: That the Ordinance Committee hear a report from staff providing a conceptual overview of proposed changes to Chapter 4.52 of the Municipal Code specifying the City's procedures for the purchase of ordinary goods and services.



CITY OF SANTA BARBARA

ORDINANCE COMMITTEE AGENDA REPORT

AGENDA DATE: February 3, 2009

TO: Ordinance Committee Members

FROM: General Services Division, Finance Department

SUBJECT: Proposed Revisions To The City's Purchasing Code (Santa Barbara Municipal Code Chapter 4.52)

RECOMMENDATION:

That the Ordinance Committee hear a report from staff providing a conceptual overview of proposed changes to Chapter 4.52 of the Municipal Code specifying the City's procedures for the purchase of ordinary goods and services.

DISCUSSION:

Chapter 4.52 of the Municipal Code (Code) governs the purchase of ordinary goods and services. The purchase of "ordinary goods and services" is distinguished from "public works" contracts (covered in Charter Section 519) and contracts for professional services. Purchases of ordinary goods and services can range from small purchases of a few thousand dollars for office supplies to a very large purchase of hundreds of thousands of dollars for the maintenance of water and sewer mains.

Several years ago, the City Council approved changes to the authorization thresholds, which had not been changed for over 30 years. The authorization thresholds dictate the type of approvals needed for various dollar levels of purchasing and when formal bidding processes are required.

The changes to the authorization thresholds were made in anticipation that a second round of changes would follow to: (1) incorporate existing practices that have evolved over the last thirty years, which are not currently included in the Purchasing Code, and (2) to rewrite sections of the Code to improve its readability and cohesiveness as necessary.

Prior to drafting the specific changes and proposed language, staff would like to present a conceptual overview of the proposed modifications for Ordinance Committee consideration and feedback. Subsequently, based on the feedback from the Committee, the City Attorney's office will draft the proposed changes to the Purchasing Code in consultation with staff and return to the Ordinance Committee for review and approval.

The areas to be updated or created were identified through collaboration with various City departments, including the City Attorney's Office. Many of the proposed changes stem from staff experiences with the various processes, interpreting the Purchasing Code, and research into current best practices.

The changes to the Purchasing Code being considered include the following:

1. **Adding a definition section to the chapter to define common terms such as maintenance & repair and professional services.** Maintenance and repair can be similar to and confused with public works construction contracts. However, the bidding and awarding processes for the two areas are very different. Maintenance and repair purchases are treated as purchases of ordinary goods and services while public works construction contracts are processed pursuant to Charter Section 519. Similarly, the procedures for the purchase of ordinary services and professional services differ in important ways. Since the adoption of Chapter 4.52, new services have emerged that do not clearly fall within the historic definition of professional services (i.e., software design). Adding new definitions to the Code will clarify what procedures apply to particular purchases.
2. **Adding "green" purchasing language to the chapter's purpose statement.** This will link the Environmentally Preferred Purchasing Policy that Council adopted on December 9, 2008.
3. **Adding a "contracting authority" section.** This section will consolidate and summarize contracting authority. Over the years, contracting authority has been delegated in several different sections of the Municipal Code, multiple City Council resolutions, and staff memoranda. The consolidation of these authorities in a single location will ease the task of determining the appropriate purchasing authority and will ensure consistent application of the procedures.

Currently, Council Resolution 96-045 grants the City Administrator the authority to contract for goods and services that are within the budget approved by the City Council up to a limit of \$25,000. This resolution does not specify how these contracts are to be awarded. Staff recommends adding a provision to the Code that clarifies that the City Administrator acts with the same authority of the City Council for purchases up to the \$25,000 limit.

4. **Adding an "operational emergencies" section.** This section will codify the City's current practice for responding to operational emergencies such as an equipment failure at the Cater Water Treatment Plant. Currently, Chapter 9.116 of the Municipal Code grants the City Administrator emergency purchasing authority in the case of a natural disaster or other public emergency. This authority was most recently utilized during the Tea Fire. The authority granted under Chapter 9.116 does not require competitive bidding.

This proposal would authorize the City Administrator or a Department Head to approve purchases without competitive bidding in circumstances that do not fall within the definition of disaster provided in Chapter 9.116 but where an immediate response is required that makes the normal competitive bidding process impractical or undesirable.

5. **Updating the cooperative purchasing code section.** Cooperative purchasing is a procedure by which the City purchases a good or service at the price offered to another governmental agency through a competitive bidding process. Through cooperative purchasing (or "piggybacking"), the City gets the benefit of a competitively bid price without the delay and expense of conducting the bidding process itself. The City's current cooperative purchasing section is outdated and artificially restricts the City's ability to piggyback on other public agencies' contracts. The current section limits the City's ability to use only contracts awarded by the State of California, Department of General Services, contracts awarded by the County of Santa Barbara, and contracts awarded by other municipalities located within Santa Barbara County. This restricts the City's ability to leverage its purchasing power by using contracts awarded by larger public agencies located outside of Santa Barbara County, such as the City of Los Angeles or the US Government, without prior Council approval.
6. **Adding a "buying from & selling to other public agencies" section.** This section will permit the City to buy from or sell to other public agencies without going through a competitive bidding process. At times it is in the City's interest to purchase materials or sell materials to other public agencies. This procedure supports the City's sustainability efforts by promoting the reuse of items between public agencies and allows the City to establish and maintain relationships with other public agencies. Also, it provides flexibility in satisfying public needs for goods and materials. For example, the County of Santa Barbara ("County") may be interested in a specific item that the City is going to surplus. The current procedure does not formally permit the City to sell an item directly to the County. They would need to bid on the item at an auction along with all of the other private bidders. The purpose of open competition is to prevent favoritism, which is not an issue when buying from or selling to another public agency.

The Code currently grants the Purchasing Agent the authority to sell surplus City property. Staff recommends adding provision that specifically authorizes the Purchasing Agent to sell or otherwise dispose of surplus property below a certain value threshold to another public agency without requiring a competitive bid process when determined in the best interest of the City.

7. **Adding a "sole source purchasing" section.** The process for sole sourcing or purchasing without competition is not clearly defined. Staff recommends adding language to the Code that will more specifically define when sole source purchasing or single source purchasing is appropriate. The current process of

requiring City Council approval to dispose of competitive bidding in these cases will remain unchanged.

8. **Adding a “no bids received” section.** This section would authorize the Purchasing Agent to re-advertise or to solicit quotes without re-advertising when no bids are received after advertising. There is no formal procedure or authority to dispense with formal bidding when no bids are received. When this happens, it can create unnecessary delays of re-advertising in the hopes of receiving bids, or returning to Council for approval to award a contract that did not strictly adhere to the formal bidding requirements.
9. **Adding a “professional services” section.** This proposal would standardize and codify the City's process for selecting professional service providers.
10. **Adding a “debarment process” section.** In general, contracts for the purchase of ordinary goods and services are awarded to the lowest responsible bidder regardless of the identity of the bidder. If vendor breaches a contract or exhibits inappropriate behavior in the performance of a City contract, the City may declare the vendor to be irresponsible and may prohibit the vendor from bidding on City contracts for a period of time. This process is called “debarment.” Currently, the City does not have a formal process for debarring contractors. Establishing a debarment process would enable the City to avoid contracting with irresponsible vendors while preserving the vendors' due process rights by giving them an opportunity to address the charges before being prohibited from bidding on City contracts.

PREPARED BY: Robert Samario, Assistant Finance Director

SUBMITTED BY: Robert Peirson, Finance Director

APPROVED BY: City Administrator's Office



PROCLAMATION

2nd Annual Endowment for Youth Committee Black History Month February 2009

WHEREAS, *Black History Month celebrates and embodies the African-American culture in all its beauty, its hopes, its dreams and its heritage and the pride of its existence; and*

WHEREAS, *in remembering, African-Americans seek to understand their past in relation to their heritage. In believing in themselves, they can make a difference, and in hoping, they can gain courage for the future; and*

WHEREAS, *Jazz, Swing, Gospel, Prose, Cultural Festivals and Advancements in Education have always been and continue to be integral parts that embody the African-American experience; and*

WHEREAS, *the Endowment For Youth Committee is recognized for establishing the Annual Black History Month Celebration in the City of Santa Barbara in collaboration with Santa Barbara County Arts Commission, Santa Barbara City College, Brotherhood of Santa Barbara, Inner Light Community Gospel Choir, Santa Barbara Maritime Museum and in doing so has enhanced awareness and understanding of its citizenry regarding the accomplishments of African-Americans.*

NOW THEREFORE, I, MARTY BLUM, *by virtue of the authority vested in me as Mayor of the City of Santa Barbara, California, do hereby proclaim February 2009 as **BLACK HISTORY MONTH** and urge the residents of Santa Barbara to celebrate the Unity of Santa Barbara by attending and participating in planned events and activities throughout our City.*

IN WITNESS THEREOF, *I have hereunto set my hand and caused the Official Seal of the City of Santa Barbara, California, to be affixed this 3rd day of February, 2009.*

Marty Blum
MARTYBLUM, MAYOR



Agenda Item No. _____

File Code No. 410.01

CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 3, 2009
TO: Mayor and Councilmembers
FROM: City Administrator's Office
SUBJECT: Employee Recognition – Service Award Pins

RECOMMENDATION:

That Council authorize the City Administrator to express the City's appreciation to employees who are eligible to receive service award pins for their years of service through February 28, 2009.

DISCUSSION:

Since 1980, the City Employees' Recognition Program has recognized length of City Service. Service award pins are presented to employees for every five years of service. Those employees achieving 25 years of service or more are eligible to receive their pins in front of the City Council.

Attached is a list of those employees who will be awarded pins for their service through February 28, 2009.

ATTACHMENT(S): February 2009 Service Awards
SUBMITTED BY: Marcelo A. López, Administrative Services Director
APPROVED BY: City Administrator's Office

FEBRUARY 2009 SERVICE AWARDS

February 3, 2009 Council Meeting

10 YEARS

Victor Ayala, Electrician, Public Works

Barbara Shelton, Project Planner, Community Development

20 YEARS

Joseph Brown, Senior Tree Trimmer, Parks and Recreation

Segundo Valdez, Fire Engineer, Fire

Bernard Pigott, Fire Engineer, Fire

30 YEARS

Jennifer Keenan, Office Specialist II, Fire

Susan Thomson, Water Treatment Superintendent, Public Works

Antonio Velasquez, Community Services Supervisor, Parks and Recreation



**CITY OF SANTA BARBARA
CITY COUNCIL MINUTES**

**REGULAR MEETING
JANUARY 6, 2009
COUNCIL CHAMBER, 735 ANACAPA STREET**

The regular meeting of the City Council, scheduled for 2:00 p.m. on January 6, 2009, was cancelled by the Council on November 20, 2007, due to lack of a quorum.

The next regular meeting of the City Council is scheduled for January 13, 2009, at 2:00 p.m. in the Council Chamber.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

MARTY BLUM
MAYOR

ATTEST: _____
SUSAN TSCHECH, CMC
DEPUTY CITY CLERK



CITY OF SANTA BARBARA CITY COUNCIL MINUTES

**SPECIAL MEETING
January 8, 2009**

CHASE PALM PARK RECREATION CENTER, 236 E. CABRILLO BLVD.

CALL TO ORDER

Mayor Marty Blum called the meeting to order at 1:35 p.m.

ROLL CALL

Councilmembers present: Iya G. Falcone, Dale Francisco, Roger L. Horton, Grant House, Helene Schneider, Das Williams, Mayor Blum.

Councilmembers absent: None.

Staff present: City Administrator James L. Armstrong, City Attorney Stephen P. Wiley, Deputy City Clerk Susan Tschech.

PUBLIC COMMENT

No one wished to speak.

NOTICES

The City Clerk has on Wednesday, January 7, 2009, posted this agenda in the Office of the City Clerk, on the City Hall Public Notice Board on the outside balcony of City Hall, and on the Internet.

WORK SESSIONS

Subject: Fiscal Year 2010 Budget Work Session (230.05)

Recommendation: That Council hold a work session on the Fiscal Year 2010 budget.

Documents:

- January 8, 2009, report from the Finance Director.
- Projected Deficit and Balancing Strategy for the General Fund, Fiscal Year 2010.
- Fiscal Year 2010 Budget Reduction Allocations for General Fund Operating Departments.

(Cont'd)

Subject: Fiscal Year 2010 Budget Work Session (Cont'd)

Documents (Cont'd):

- List of Options for General Fund Budget Balancing.

Speakers:

- Staff: City Administrator James Armstrong, Finance Director Robert Peirson, Police Chief Camarino Sanchez, Community Development Director Paul Casey, City Attorney Stephen Wiley.
- Members of the Public: Terry Tyler, Dianne Channing.

Discussion:

Finance Director Peirson provided revised estimates for the City's four major revenues of sales tax, property tax, transient occupancy tax, and utility users' tax, for the remainder of Fiscal Year 2009 and for Fiscal Year 2010. He also detailed a list of measures to close the projected deficit in the Fiscal Year 2010 General Fund budget, including a total departmental budget adjustment target of up to \$8,300,000. Figures to meet this target were given for each General Fund department under scenarios of 1) pro rata by budget; and 2) public safety departments would contribute 1/3 of the required savings, and all other departments would contribute the remaining 2/3 reductions. Finally, a list of potential options for balancing the General Fund budget was presented; these options are categorized as new or expanded fees or taxes (requiring voter approval), cost-cutting measures, revenue enhancement ideas, and citywide labor measures.

ADJOURNMENT

Mayor Blum adjourned the meeting at 3:57 p.m.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

MARTY BLUM
MAYOR

ATTEST: _____
SUSAN TSCHECH, CMC
DEPUTY CITY CLERK



CITY OF SANTA BARBARA CITY COUNCIL MINUTES

SPECIAL MEETING January 12, 2009 FRANKLIN COMMUNITY CENTER 1136 EAST MONTECITO STREET

CALL TO ORDER

Mayor Marty Blum called the meeting to order at 8:12 a.m.

ROLL CALL

Councilmembers present: Dale Francisco, Roger L. Horton, Grant House, Helene Schneider, Mayor Blum.

Councilmembers absent: Iya G. Falcone, Das Williams

Staff present: City Administrator James L. Armstrong.

PUBLIC COMMENT

No one wished to speak.

NOTICES

The City Clerk has on Thursday, January 8, 2009, posted this agenda in the Office of the City Clerk, on the City Hall Public Notice Board on the outside balcony of City Hall, and on the Internet.

WORK SESSIONS

Subject: Strategy Planning Committee On Youth Violence

Discussion:

City Administrator James Armstrong presented an update on implementation of the South Coast Task Force on Youth Gangs and related strategies. A presentation was also made by Making a Difference Intervention Collaborative (MADIC) regarding the program's current mission, resources and needs.

Councilmember Falcone entered the meeting at 8:45 a.m.

ADJOURNMENT

Mayor Blum adjourned the meeting at 10:02 a.m.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

MARTY BLUM
MAYOR

ATTEST: _____
BRENDA ALCAZAR, CMC
DEPUTY CITY CLERK



CITY OF SANTA BARBARA CITY COUNCIL MINUTES

REGULAR MEETING January 13, 2009 COUNCIL CHAMBER, 735 ANACAPA STREET

CALL TO ORDER

Mayor Marty Blum called the joint meeting of the Council and Redevelopment Agency to order at 2:02 p.m. (The Finance Committee met at 12:30 p.m. The Ordinance Committee, which ordinarily meets at 12:30 p.m., did not meet on this date.)

PLEDGE OF ALLEGIANCE

Mayor Blum.

ROLL CALL

Councilmembers present: Iya G. Falcone, Dale Francisco, Roger L. Horton, Grant House, Helene Schneider, Das Williams, Mayor Blum.

Councilmembers absent: None.

Staff present: City Administrator James L. Armstrong, City Attorney Stephen P. Wiley, City Clerk Services Manager Cynthia M. Rodriguez.

CEREMONIAL ITEMS

1. Subject: Employee Recognition - Service Award Pins (410.01)

Recommendation: That Council authorize the City Administrator to express the City's appreciation to employees who are eligible to receive service award pins for their years of service through January 31, 2009.

Documents:

January 13, 2009, report from the Administrative Services Director.

Speakers:

Staff: City Administrator James L. Armstrong.

(Cont'd)

1. (Cont'd)

By consensus, the Council approved the recommendation and recognized the following employees:

5-Year Pin

Louis Alavaro, Senior Streets Maintenance Worker, Public Works

10-Year Pin

Keith Bazzell, Senior Engineering Technician, Public Works

Lucia Corral, Accounting Assistant, Finance

Paul Erland, Fire Engineer, Fire

Gustavo Jimenez, Grounds Maintenance Worker, Parks and Recreation

Brynda Messer, Building Inspector Aide, Community Development

Chris Moore, Meter Reader, Finance

Irma Unzueta, Project Planner, Community Development

15-Year Pin

Victor Garza, Parking Superintendent, Public Works

20-Year Pin

Rebecca Bjork, Water Resources Manager, Public Works

Robert Peirson, Finance Director, Finance

Margaret Smith, Public Safety Dispatcher, Police

Shane Starr, Wastewater Treatment Plant Operator, Public Works

Susan Trimble, Public Safety Dispatcher, Police

25-Year Pin

Robert Fragosa, Custodian, Airport

Brett Wieser, Water Treatment Plant Operator, Public Works

PUBLIC COMMENT

Speakers: Kenneth Loch, Michael Self, Lee Moldaver, Mickey Flacks, Bonnie Donovan, Kate Smith, Jerry Siegel, Liz Anderson.

CONSENT CALENDAR (Item Nos. 2-11, 14 and 15)

The titles of the resolutions and ordinance related to the Consent Calendar items were read.

Motion:

Councilmembers Schneider/Williams to approve the Consent Calendar as recommended.

Vote:

Unanimous roll call vote.

2. Subject: Minutes

Recommendation: That Council waive the reading and approve the minutes of the regular meeting of December 9, 2008, and the special meeting of December 11, 2008.

Action: Approved the recommendation.

3. Subject: Fiscal Year 2009 Interim Financial Statements For The Five Months Ended November 30, 2008 (250.02)

Recommendation: That Council accept the Fiscal Year 2009 Interim Financial Statements for the Five Months Ended November 30, 2008.

Action: Approved the recommendation (January 13, 2009, report from the Finance Director).

4. Subject: Records Destruction For Waterfront Department (160.06)

Recommendation: That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Relating to the Destruction of Records Held by the Waterfront Department in the Administration Division.

Action: Approved the recommendation; Resolution No. 09-001 (January 13, 2009, report from the Waterfront Director; proposed resolution).

5. Subject: Drinking Water State Revolving Fund Loan For Improvements At The William B. Cater Water Treatment Plant (540.10)

Recommendation: That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Designating the City Administrator as the Individual Authorized to Apply for the Drinking Water State Revolving Fund (DWSRF) Loan on Behalf of the City, Authorizing the City Administrator to Execute the DWSRF Loan Application, and Identifying the Water Fund as the Dedicated Source of Funding for Repayment of the DWSRF Loan.

Action: Approved the recommendation; Resolution No. 09-002 (January 13, 2009, report from the Public Works Director; proposed resolution).

6. Subject: Purchase Of Easements At 513 And 517 De La Vina Street For The Haley/De La Vina Street Bridge Replacement Project (330.03)

Recommendation: That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Accepting Easements at 513 and 517 De La Vina Street, Accepting a Quitclaim Interest in an Adjacent Portion of Mission Creek, and Authorizing the Public Works Director, Subject to Review and Approval by the City Attorney, and Subject to Review and Advance Written Approval of Necessary Easement Purchase Costs by the State of California Department of Transportation, to Approve an Easement Purchase Agreement and Related Documents, and which Authorizes the Payment of Just Compensation to the Property Owner in the Amount of \$160,000.

Action: Approved the recommendation; Resolution No. 09-003; Agreement No. 22,968 (January 13, 2009, report from the Public Works Director; proposed resolution).

7. Subject: Introduction Of Ordinance For Lease Agreement With Ag Rx (330.04)

Recommendation: That Council:

- A. Approve and authorize the Airport Director to execute a five-year lease agreement with one five-year option with Ag Rx, a California Corporation, for 3,120 square feet of Building 225, 20,757 square feet of improved land, and 944 square feet of storage containers at 6150 C&D Francis Botello Road, at the Santa Barbara Municipal Airport, effective February 1, 2009, for a monthly rental of \$7,515, exclusive of utilities; and
- B. Introduce and subsequently adopt, by reading of title only, An Ordinance of the Council of the City of Santa Barbara Approving a Lease Agreement Between the City of Santa Barbara and Ag Rx Located at 6150 Francis Botello Road at the Santa Barbara Municipal Airport, to be Effective February 1, 2009.

Action: Approved the recommendations (January 13, 2009, report from the Airport Director; proposed ordinance).

8. Subject: Goleta Sanitary District Memorandum of Understanding (540.13)

Recommendation: That Council ratify the City Administrator's Execution of a Memorandum of Understanding entered into between the City, Goleta Sanitary District, and the City of Goleta for emergency relocation of the San Pedro Creek Sewer Line.

Action: Approved the recommendation (January 13, 2009, report from the Airport Director).

9. Subject: Approval Of Contract To Install Equipment In New Closed Circuit Pipeline Inspection Van (540.13)

Recommendation: That Council find it in the City's best interest to waive the formal bidding process, as authorized by Municipal Code Section 4.52.080(k), and authorize the City's General Services Manager to issue a purchase order with 3T Equipment, Inc., in an amount not to exceed \$37,258, to purchase and install upgraded equipment in the City's new Closed Circuit Pipeline Inspection (CCTV) van.

Action: Approved the recommendation (January 13, 2009, report from the Public Works Director).

10. Subject: Energy Partnership With Southern California Edison - Addendum To 2006-2008 Agreement (380.01)

Recommendation: That Council authorize the Public Works Director to approve an Addendum to the 2006-2008 Energy Partnership Agreement between Southern California Edison (SCE) and the City of Santa Barbara.

Speakers:

- Staff: Facilities Manager Jim Dewey.
- Members of the Public: Executive Director Dave Davis, Community Environmental Council.

Action: Approved the recommendation; Agreement No. 22,173.1 (January 13, 2009, report from the Public Works Director).

11. Subject: Contract For Conceptual Design Of Lower Sycamore Creek Drainage Improvements (530.03)

Recommendation: That Council authorize the Public Works Director to execute a contract with Penfield & Smith (P&S) in the amount of \$43,200 for conceptual design of Lower Sycamore Creek Drainage Improvements, and approve expenditures of up to \$4,320 for extra services of P&S that may result from necessary changes in the scope of work.

Speakers:

- Staff: Assistant Public Works Director/City Engineer Pat Kelly.
- Members of the Public: David Pritchett.

Action: Approved the recommendation; Contract No. 22,970 (January 13, 2009, report from the Public Works Director).

Agenda Item Nos. 12 and 13 appear in the Redevelopment Agency minutes.

NOTICES

14. The City Clerk has on Thursday, January 8, 2009, posted this agenda in the Office of the City Clerk, on the City Hall Public Notice Board on the outside balcony of City Hall, and on the Internet.
15. Cancellation of the regular City Council and Redevelopment Agency meeting of January 20, 2009, due to lack of a quorum.

This concluded the Consent Calendar.

REPORT FROM THE FINANCE COMMITTEE

Finance Committee Chair Roger Horton reported that the Finance Committee met to discuss the Redevelopment Agency's Interim Financial Statements and the City's Interim Financial Statements for the five months ended November 30, 2008, which were approved as part of this Agenda's Consent Calendar (Item Nos. 3 and 13, respectively). The Committee also reviewed the Infrastructure Financing Taskforce Recommendations, which will be an ongoing matter to be discussed at many upcoming Finance Committee meetings.

CITY COUNCIL ADMINISTRATIVE AND ATTORNEY REPORTS

AIRPORT DEPARTMENT

16. Subject: Resolution For An Air Service Development Incentive Program (560.01)

Recommendation: That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Establishing an Air Service Development Incentive Program to Support the Development of New and Added Nonstop Destinations to Air Service at the Santa Barbara Airport.

The title of the resolution was read.

Speakers:

Staff: Airport Marketing Coordinator Terry Gibson; Airport Director Karen Ramsdell.

Documents:

- January 13, 2009, report from the Airport Director.
- Proposed Resolution.
- January 13, 2009, PowerPoint presentation prepared and made by staff.

(Cont'd)

16. (Cont'd)

Motion:

Councilmembers House/Francisco to approve the recommendation;
Resolution No. 09-004.

Vote:

Unanimous roll call vote.

COMMUNITY DEVELOPMENT DEPARTMENT

17. Subject: 600 - 800 Block Of Milpas General Plan Amendment (650.06)

Recommendation: That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending the General Plan Designation for Certain Parcels Located in the Milpas Neighborhood.

The title of the resolution was read.

Documents:

- January 13, 2009, report from the Community Development Director.
- Affidavit of Publication.
- Proposed Resolution.
- January 13, 2009, PowerPoint presentation prepared and made by staff.

Public Comment Opened:

2:57 p.m.

Speakers:

Staff: Associate Planner Peter Lawson; City Planner Bettie Weiss.

Public Comment Closed:

3:22 p.m.

Motion:

Councilmembers House/Horton to approve the recommendation;
Resolution No. 09-005.

Vote:

Majority roll call vote (Noes: Councilmember Williams).

PARKS AND RECREATION DEPARTMENT

18. Subject: Mission Creek Fish Passage Agreement With The Santa Barbara County Flood Control District For The Caltrans Channel (530.03)

Recommendation: That Council authorize the City Administrator to negotiate and execute an agreement with the Santa Barbara County Flood Control District to modify the Caltrans Channel in order to make it passable for steelhead trout.

Documents:

- January 13, 2009, report from the Parks and Recreation Director.
- January 13, 2009, PowerPoint presentation prepared and made by staff.

Speakers:

- Staff: Creeks Restoration/Clean Water Manager Cameron Benson, Assistant Public Works Director/City Engineer Pat Kelly.
- Members of the Public: Brian Trautwein, Environmental Defense Center; Deputy Public Works Director Tom Fayram, County of Santa Barbara.
- Creeks Advisory Committee: Committee Members Lee Moldaver, David Pritchett.

Motion:

Councilmembers Falcone/Schneider to approve the recommendation; Agreement No. 22,971.

Vote:

Unanimous voice vote.

PUBLIC WORKS DEPARTMENT

19. Subject: 2008 Annual Water Supply Management Report (540.08)

Recommendation: That Council approve and adopt the City of Santa Barbara Water Supply Management Report for the 2008 water year, finding groundwater resources are in long-term balance in accordance with the conjunctive management element of the City's Long-Term Water Supply Program (LTWSP).

Documents:

- January 13, 2009, report from the Public Works Director.
- January 13, 2009, PowerPoint presentation prepared and made by staff.

Speakers:

Staff: Water Resources Manager Rebecca Bjork; Water Resources Supervisor Bill Ferguson.

(Cont'd)

19. (Cont'd)

Motion:

Councilmembers Schneider/House to approve the recommendation.

Vote:

Unanimous voice vote.

COUNCIL AND STAFF COMMUNICATIONS

Information: Mayor Blum announced that the City received an honor from the National Trust for Historic Preservation, which recognizes Santa Barbara as one of America's Dozen Distinctive Destinations for 2009. She reported that the title of Distinctive Destination is presented to cities across the country that offer authentic visitor experience by combining dynamic downtowns, cultural diversity, attractive architecture, cultural landscapes and a strong commitment to historic preservation and revitalization.

RECESS

Mayor Blum recessed the meeting at 4:52 p.m. in order for the Council to reconvene in closed session for Agenda Item Nos. 20 - 23. She stated there would be no reportable action taken during the closed sessions.

CLOSED SESSIONS

20. Subject: Conference With Labor Negotiator (440.05)

Recommendation: That Council hold a closed session, per Government Code Section 54957.6, to consider instructions to City negotiator, Kristy Schmidt, Employee Relations Manager, regarding negotiations with the General, Treatment and Patrol, Hourly, and Supervisory bargaining units, and regarding salaries and fringe benefits for unrepresented management and confidential employees.

Scheduling: Duration, 45 minutes; anytime

Report: None anticipated

Documents:

January 13, 2009, report from the Assistant City Administrator.

Time:

4:53 p.m. - 5:30 p.m.

No report made.

21. Subject: Conference With Legal Counsel - Pending Litigation (160.03)

Recommendation: That Council hold a closed session to consider pending litigation pursuant to subsection (a) of section 54956.9 of the Government Code and take appropriate action as needed. Pending litigation considered is: John Weninger v. City of Santa Barbara, WCAB, Case Numbers GOL 0096978, GOL 0097413, and GOL 0100191.

Scheduling: Duration, 10 minutes; anytime

Report: None anticipated

Documents:

January 13, 2009, report from the Finance Director.

Time:

5:30 p.m. - 6:00 p.m.

No report made.

22. Subject: Conference With Legal Counsel - Pending Litigation (160.03)

Recommendation: That Council hold a closed session to consider pending litigation pursuant to subsection (a) of section 54956.9 of the Government Code and take appropriate action as needed. Pending litigation considered is: David Shoemaker v. City of Santa Barbara, WCAB, Case Number GOL Unassigned.

Scheduling: Duration, 10 minutes; anytime

Report: None anticipated

Documents:

January 13, 2009, report from the Finance Director.

Time:

6:00 p.m. - 6:31 p.m.

No report made.

23. Subject: Conference With Legal Counsel - Pending Litigation (160.03)

Recommendation: That Council hold a closed session to consider pending litigation pursuant to subsection (a) of section 54956.9 of the Government Code and take appropriate action as needed. The pending litigation is Javier Bravo, et al., v. City of Santa Maria, et al., USDC Case Number CV 06-6851 FMC (SHx).

Scheduling: Duration, 10 minutes; anytime

Report: None anticipated

(Cont'd)

23. (Cont'd)

Documents:

January 13, 2009, report from the City Attorney.

Time:

6:31 p.m. - 7:10 p.m.

No report made.

ADJOURNMENT

Mayor Blum adjourned the meeting at 7:10 p.m.

SANTA BARBARA CITY COUNCIL

SANTA BARBARA
CITY CLERK'S OFFICE

MARTY BLUM
MAYOR

ATTEST: _____
CYNTHIA M. RODRIGUEZ, CMC
CITY CLERK SERVICES MANAGER



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 03, 2009

TO: Mayor and Councilmembers

FROM: Administration Division, Community Development Department

SUBJECT: Poet Laureate Guidelines Language Change

RECOMMENDATION:

That Council approve recommended changes to the Poet Laureate Guidelines.

DISCUSSION:

On November 2, 2004, City Council approved a process for and established a City Poet Laureate. On December 19, 2006, City Council approved minor amendments to the Guidelines, the term of service, and nomination process for the poet laureate.

In initiating the bi-annual search process for the City Poet Laureate in December 2008, the Poet Laureate Review Committee determined that the current guidelines needed greater clarification regarding the nomination process for a sitting Poet Laureate, should he or she choose to serve a second two-year term. Our last two Poet Laureates have opted to serve only one two-year term.

The City Arts Advisory Committee, at their January 15, 2009 meeting, recommended forwarding to the City Council minor amendments to the Guidelines regarding the term of service and who may nominate. The proposed language change is below.

Term of Service:

The Poet Laureate for the City of Santa Barbara is an honorary position. The individual selected will serve one two-year term, commencing in April. Nearing the end of the Poet Laureate's term and prior to initiating the nomination process, the Poet Laureate Review Committee may extend an invitation to the sitting Poet Laureate to serve a second consecutive term, based on his or her performance. The Poet Laureate will have thirty days to respond. If he or she elects not to accept the Committee's invitation, the Poet Laureate must wait an intervening term prior to being re-nominated. After completion of his or her term(s) of service, any past Poet Laureate may be re-nominated after an intervening term(s). The City will award the Poet Laureate an honorarium of One Thousand

Dollars (\$1,000.00) per year, which shall encompass all civic or official work performed or produced in this position.

Who May Nominate:

Santa Barbara Poet Laureate nominations may come from any organization or individual. Self-nominations will not be accepted.

The proposed new language does not change the basic policy set by the Council in 2004 and later revised in 2006. It does clarify that no one may self-nominate and that it is the role of the Poet Laureate Review Committee of the City Arts Advisory to contact the sitting Poet Laureate prior to the end of their first two-year term and, based on his or her performance, extend an invitation to serve a second two-year term. If the sitting Poet Laureate chooses not to serve, a nomination process for a new Poet Laureate will then take place.

These changes are recommended with the understanding that the City's Arts Advisory Committee will conduct a bi-annual recruitment, and will direct the Poet Laureate Review Committee to contact the presiding Poet Laureate more than 30 days prior to initiating a call for nominations. The City's Arts Advisory Committee believes conducting a bi-annual recruitment is important in that the process brings attention to the position as well as to poetry in our community. It also shows the commitment of the City of Santa Barbara in promoting the importance of poetry, reading, and writing in our community.

BUDGET/FINANCIAL INFORMATION:

There is no budget implication associated with this Council item.

ATTACHMENT: Draft Poet Laureate Nomination Guidelines

PREPARED BY: Ginny Brush, Executive Director, County Arts Commission

SUBMITTED BY: Paul Casey, Community Development Director

APPROVED BY: City Administrator's Office



**Arts Advisory Committee
Arts Commission Post Office Box 2369 Santa Barbara, CA 93120**

**SANTA BARBARA POET LAUREATE
Guidelines for Nominations**

Statement of Purpose:

The City of Santa Barbara is seeking nominations for the position of Santa Barbara Poet Laureate. The person selected shall seek to advance awareness of and appreciation for literary arts and humanities within the greater Santa Barbara community. As both a local resident and a distinguished poet, the Poet Laureate shall represent and celebrate the diversity and history of Santa Barbara. As a spokesperson for the City's literary community, the Poet Laureate shall endeavor to promote the artistic achievements of the City of Santa Barbara and shall actively participate in ceremonial, educational, and cultural activities in the community at various times throughout his or her term of service.

Term of Service:

The Poet Laureate for the City of Santa Barbara is an honorary position. The individual selected will serve one two-year term, commencing in April. Nearing the end of the Poet Laureate's term and prior to initiating the nomination process, the Poet Laureate Review Committee may extend an invitation to the sitting Poet Laureate to serve a second consecutive term, based on his or her performance. The Poet Laureate will have thirty days to respond. If he or she elects not to accept the Committee's invitation, the Poet Laureate must wait an intervening term prior to being re-nominated. After completion of his or her term(s) of service, any past Poet Laureate may be re-nominated after an intervening term(s). The City will award the Poet Laureate an honorarium of One Thousand Dollars (\$1,000.00) per year, which shall encompass all civic or official work performed or produced in this position.

Term Expectations

As a condition of appointment, the Poet Laureate will participate in a minimum of four annual public functions throughout the term of service. These would include, for example, the inaugural meeting each year of the Santa Barbara City Council, Solstice, Old Spanish Days, and the Book and Author Festival. Additionally, the Poet Laureate shall aim to be actively involved with local schools, and shall endeavor to create or facilitate workshops and readings that will bring the Poet Laureate into contact with students. To the extent possible, the Poet Laureate also will establish programs to coincide with his or her term of service to promote community awareness of the literary arts and to encourage community members to develop their own creative interests.

Who May be Nominated:

Eligible nominees must meet the following requirements:

- Be a current resident of or work in the City of Santa Barbara and its environs, (defined as being within the First, Second or Third Supervisorial District), with at least five concurrent years of residency or employment.\
- Be available to travel throughout the greater Santa Barbara community
- Be a recognized poet who meets the review criteria listed below

Review Criteria:

- A proven history of substantial publication of individual poems and/or books, including at least one work that is not self-published or by a vanity press
- An established history of activity in the Santa Barbara literary community, i.e., readings, publications, public presentations, and/or teaching
- Critical acclaim as demonstrated by special honors, awards, or other recognition

Who May Nominate:

Santa Barbara Poet Laureate nominations may come from any organization or individual. Self-nominations will not be accepted.

The Poet Laureate Review Committee:

The Poet Laureate shall be appointed by the Mayor of the City of Santa Barbara based upon the recommendation of the Poet Laureate Review Committee. This Review Committee shall consist of members of the City of Santa Barbara's Arts Advisory Committee assisted by members of the Visual Arts in Public Places Committee. They will make the selection based upon the criteria as set forth above. Additionally, there shall be advisory members of the Review Committee, who shall include the City Council member serving as liaison to the Arts Advisory Committee as well as one representative chosen from the Santa Barbara literary community.

Nomination Deadline: February 11, 2009:

Nominations must be sent to the **Santa Barbara Poet Laureate Review Committee** at one of the following addresses. Hand deliveries must be received no later than 5PM on the deadline date; mail deliveries must be postmarked on or before the deadline date. Material submitted will not be returned.

All material must be clearly addressed to the **Santa Barbara Poet Laureate Review Committee.**

Mailing Address:

City of Santa Barbara Arts Advisory Committee
C/O Santa Barbara County Arts Commission
P.O. Box 2369
Santa Barbara, California 93120

Hand Delivery:

Santa Barbara County Arts Commission
Santa Barbara County Courthouse
Third Floor, Rotunda Tower
1100 Anacapa Street

**For further information on the Santa Barbara Poet Laureate position, please contact:
Santa Barbara County Arts Commission at 805.568-3990 or
www.sbartscommission.org**



Agenda Item No. _____

File Code No. 670.01

CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 3, 2009

TO: Mayor and Councilmembers

FROM: Transportation Division, Public Works Department

SUBJECT: Acceptance of Caltrans Bicycle Transportation Account Grant for Vehicle Detection Equipment

RECOMMENDATION:

That Council accept a Caltrans Bicycle Transportation Account grant of \$461,260 for vehicle detection equipment, increase the Streets Grant Capital Fund estimated revenues by this amount, and appropriate such revenues to the Fiscal Year 2009 capital budget.

DISCUSSION:

The City of Santa Barbara was awarded a Fiscal Year 2008 Caltrans Bicycle Transportation Account grant in the amount of \$461,260 to upgrade the in-pavement loop traffic detectors with video detectors at 28 City intersections. The project will improve the detection of bicycles and vehicles at the intersections. This project focuses on existing and proposed Class II and Class III routes identified in the City's Bicycle Master Plan. The intent of the project is to increase access on and across local and regional streets to large numbers of commuter trip generators, such as businesses, schools, retail sites, and homes.

BUDGET/FINANCIAL INFORMATION:

This grant award increases the funding available for bicycle facilities by \$461,260. A local match of \$75,300 is required and will come from the Streets Capital Budget.

SUSTAINABILITY IMPACT:

This project will increase the responsiveness of traffic signals to bicycle and vehicle arrivals, therefore improving the sustainable transportation infrastructure.

PREPARED BY: Browning Allen, Transportation Manager/DvH

SUBMITTED BY: Christine F. Andersen, Public Works Director

APPROVED BY: City Administrator's Office



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 3, 2009

TO: Mayor and Councilmembers

FROM: Engineering Division, Public Works Department

SUBJECT: Contract For Construction Of The Carrillo Sidewalk Infill Project

RECOMMENDATION: That Council:

- A. Reject the bid protest, and award and authorize the Public Works Director to execute a contract with V. Lopez Jr. & Sons (Lopez), waiving minor bid irregularities, in their low bid amount of \$366,731, for construction of the Carrillo Sidewalk Infill Project (Project), Bid No. 3551, and authorize the Public Works Director to approve expenditures up to \$36,675 to cover any cost increases that may result from contract change orders for extra work and differences between bid quantities and actual quantities measured for payment;
- B. Authorize the Public Works Director to accept the final contract amount, with approved changes, and to file the Notice of Completion (NOC) with the County Clerk Recorder; and
- C. Authorize the General Services Manager to issue a Purchase Order to Fugro West, Inc. (Fugro), in the amount of \$3,500 for material testing services, and authorize the General Services Manager to approve expenditures of up to \$350 for extra services of Fugro that may result from necessary changes in the scope of work.

DISCUSSION:

PROJECT DESCRIPTION

This Project, funded in part by Measure D and Local Surface Transportation Program and Transportation Development Act state grants, consists of constructing sidewalk, access ramps, curbs and gutters, landscaping, and bus stop improvements on the north side of Carrillo Street (between Chino Street and the existing sidewalk link, approximately 850 feet west of Chino Street), and on Meigs Road (between Island View Drive and the existing sidewalk link, approximately 1,000 feet west of Island View Drive). The Project also includes installation of access ramps on the south side of

Meigs Road at the intersections of Dolores Drive, Ricardo Avenue, and Aurora Avenue (see Attachment). Once constructed, the Project will provide a continual link for pedestrians between Downtown Santa Barbara and the Mesa.

CONTRACT BIDS

A total of nine (9) bids were received for the subject work, ranging as follows:

| | BIDDER | BID AMOUNT |
|----|--|-------------------|
| 1. | V. Lopez Jr. & Sons Santa Maria | \$366,731.00* |
| 2. | Souza and Petersen Construction Co., Inc., Nipomo | \$409,030.00 |
| 3. | G. Sosa Construction, Inc. Santa Maria | \$443,130.00* |
| 4. | Granite Construction Co. Goleta | \$551,925.00 |
| 5. | Berry General Engineering Oxnard | \$581,965.00 |
| 6. | Shaw Excavating & Grading Carpinteria | \$593,532.00 |
| 7. | Nye & Nelson, Inc. Ventura | \$595,031.00 |
| 8. | Mendez Concrete, Inc. Santa Paula | \$639,986.98 |
| 9. | Lash Construction Santa Barbara | \$663,890.00 |

*corrected bid total

The low bid of \$366,731, submitted by Lopez, is an acceptable bid that is responsive to and meets the requirements of the bid specifications.

The change order funding recommendation of \$36,675, or 10%, is typical for this type of work and size of project.

BID PROTEST

On December 18, 2008, a written bid protest was filed by the second apparent low bidder, Souza and Petersen Construction, Inc. (Souza). Souza asserted that it was not apparent in the bid package submitted by Lopez how they intended to perform a minimum of 50% of the contract work. Per section 2-3.2 of the Standard Specifications for Public Works Construction, the general contractor must perform a minimum of 50% of the contract work. Staff requested additional backup information from Lopez and its subcontractors documenting that Lopez would be performing more than 50% of the work. Lopez provided documentation for Staff demonstrating that this minimum threshold would be met.

Subsequently, Staff has corresponded with Souza in writing and verbally concerning the findings and recommendation. Verbally, Souza has implied that they do not wish to pursue the bid protest. However, in the absence of a letter from Souza withdrawing its bid protest, and considering the bid and subsequent information submitted by Lopez, Staff recommends the City Council reject the bid protest and award the contract to the low bidder, Lopez.

FUNDING

This project is funded in part by Measure D and Local Surface Transportation Program and Transportation Development Act state grants. There are sufficient funds in the Streets Capital Fund to cover the cost of this Project.

The following summarizes the expenditures recommended in this report:

CONSTRUCTION CONTRACT FUNDING SUMMARY

| | Basic Contract | Change Funds | Total |
|--|-----------------------|---------------------|------------------|
| Carrillo Sidewalk Infill Project | \$366,731 | \$36,675 | \$403,406 |
| TOTAL RECOMMENDED AUTHORIZATION | | | \$403,406 |

The following summarizes all project design costs, construction contract funding, and other project costs:

ESTIMATED TOTAL PROJECT COST

| | |
|---|------------------|
| Design (by City staff) | \$52,850 |
| Other Design Costs - Environmental Assessment, etc. | \$14,370 |
| Subtotal | \$67,220 |
| Construction Contract | \$366,731 |
| Construction Change Order Allowance | \$36,675 |
| Subtotal | \$403,406 |
| Construction Management/Inspection (by City Staff) | \$81,000 |
| Other Construction Costs (materials testing) | \$3,850 |
| Subtotal | \$84,850 |
| TOTAL PROJECT COST | \$555,476 |

SUSTAINABILITY IMPACT:

This Project completes an important pedestrian link from the Downtown Santa Barbara area to the Mesa on the north side of Carrillo Street/Meigs Road, thereby enhancing and increasing pedestrian travel, as well as encouraging transit use by providing better access to bus stops.

ATTACHMENT: Site Plan

PREPARED BY: Joshua Haggmark, Principal Civil Engineer/LA/MK/mj

SUBMITTED BY: Christine F. Andersen, Public Works Director

APPROVED BY: City Administrator's Office

CITY OF SANTA BARBARA
SANTA BARBARA FINANCING AUTHORITY MINUTES

Special Meeting
December 23, 2008
Council Chamber, 735 Anacapa Street

CALL TO ORDER

Chair Marty Blum called the joint meeting of the Authority and the City Council to order at 2:04 p.m.

ROLL CALL

Board members present: Iya G. Falcone, Dale Francisco, Roger L. Horton, Grant House, Helene Schneider, Chair Blum.

Agency members absent: Das Williams.

Staff present: Executive Director/Secretary James L. Armstrong, Authority Counsel Stephen P. Wiley, City Clerk Services Manager Cynthia M. Rodriguez.

PUBLIC COMMENT

No one wished to speak.

CONSENT CALENDAR

1. Subject: Minutes (13)

Recommendation: That the Financing Authority Board waive the reading and approve the minutes of the special meeting of June 8, 2004.

Motion:

Board members Falcone/Schneider to approve the recommendation.

Vote:

Unanimous voice vote (Abstentions: Chair Blum).

FINANCING AUTHORITY REPORTS

2. Subject: Airport Terminal Project Bond Issuance (240.03/16)

Recommendation: That Council and Board Members:

- A. Adopt, by reading of title only, A Resolution of the Board of Directors of the Santa Barbara Financing Authority Authorizing the Issuance of Not to Exceed \$65,000,000 of Santa Barbara Financing Authority Lease Revenue Bonds (Airport Project), Series 2009, Approving the Execution and Delivery of Various Related Documents in Connection with the Offering and Sale of Such Bonds and Other Matters Related Thereto; provided, however, that with respect to the Series 2009A Bonds, the true interest cost shall not exceed 8.0% per annum, and that with respect to the Series 2009B Bonds, the true interest cost shall not exceed 9.0% per annum;
- B. Adopt, by reading of title only, A Resolution of the City Council of the City of Santa Barbara Approving the Issuance by the Santa Barbara Financing Authority, in One or More Series, of Not to Exceed \$65,000,000 of Santa Barbara Financing Authority Lease Revenue Bonds (Airport Project), Series 2009, Approving the Execution and Delivery of Various Related Documents in Connection with the Offering and Sale of Such Bonds and Other Matters Related Thereto; provided, however, that with respect to the Series 2009A Bonds, the true interest cost shall not exceed 8.0% per annum and that with respect to the Series 2009B Bonds, the true interest cost shall not exceed 9.0% per annum;
- C. Approve and authorize the Airport Director to execute, subject to City Attorney review of the form of the agreement, an Amendment to Contract 22,644 with Jacob Consultancy, for the preparation of the Report of the Airport Consultant, Airport Feasibility Report, on the proposed issuance of debt for the Airline Terminal Improvement Project, increasing the contract by \$99,000 for a total not-to-exceed amount of \$225,000;
- D. Authorize the City Attorney to execute an agreement with Orrick, Herrington & Sutcliff, LLP, for Bond Counsel services in the amount of \$62,500 and Disclosure Counsel services in the amount of \$35,000, together with reimbursed expenses not to exceed \$5,000, for the Airport Revenue Bond Financing payable from bond proceeds at such time as the bonds are issued;
- E. Approve and authorize the Finance Director to execute, subject to City Attorney review of the form of the agreement, an agreement with KNN Public Finance for financial advisory services for the Airport Revenue Bond Financing in an amount not to exceed \$115,000, together with reimbursed expenses not to exceed \$5,000, payable from bond proceeds at such time as the bonds are issued; and

(Cont'd)

2. (Cont'd)

- F. Authorize the Airport Director to execute, in a form acceptable to the City Attorney, an amendment to the Airport Promissory Note dated July 1, 2008 in the amount of \$7,800,000 to extend the maturity date of said promissory note to June 30, 2009.

Documents:

- December 23, 2008, report from the Finance Director.
- Proposed Resolutions.
- Proposed agreements related to the bond financing.
- Affidavit of Publication.

The titles of the resolutions were read.

Speakers:

- Staff: Finance Director Robert Peirson, Principal Engineer Owen Thomas, Airport Director Karen Ramsdell.
- Members of the Public: Bond Counsel Bill Bothwell, Orrick, Herrington & Sutcliff, LLP.

Motion:

Board/Council members Falcone/Schneider to approve the recommendations; Financing Authority Resolution No. FA-006; City Council Resolution No. 08-115; City Council Agreement Nos. 22,644.1, 22,963 and 22,964.

Vote:

Unanimous roll call vote (Absent: Board/Council member Williams).

ADJOURNMENT

Chair Blum adjourned the meeting at 5:07 p.m.

MARTY BLUM
CHAIR

JAMES L. ARMSTRONG
SECRETARY



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 3, 2009

TO: Mayor and Councilmembers

FROM: City Administrator's Office

SUBJECT: Introduction Of Ordinance For 2008-2010 General Unit Memorandum Of Understanding

RECOMMENDATION: That Council:

- A. Ratify the Memorandum of Understanding between the City and the Santa Barbara City Employees' Association, Local 620, Service Employees' International Union, for the period of October 1, 2008 through September 30, 2010, by introduction and subsequent adoption of, by reading of title only, An Ordinance of the Council of the City of Santa Barbara Adopting the Memorandum of Understanding Between the City of Santa Barbara and the Santa Barbara City Employees' Association (General Unit); and
- B. Cancel the Council meeting scheduled for Tuesday, March 31, 2009, in honor of Cesar Chavez Holiday.

EXECUTIVE SUMMARY:

On December 23, 2008 negotiators reached a tentative agreement for a new 2-year labor agreement with the General employees bargaining unit, within the economic parameters set by the City Council.

The total cost of the package is approximately 3% in the first year, and between 2% and 5% in the second year. In the first year, the new agreement will provide a salary increase of 2.5% plus benefits increases equivalent to approximately 0.5% and a new Cesar Chavez paid holiday. In the second year, the agreement provides a salary increase of 1.5% plus benefits increases equivalent to approximately 0.5%, and a formula based on the Consumer Price Index (CPI) that may provide additional salary increases. For each percent or part thereof that the CPI as of June 2009 exceeds 2.5%, employees may qualify for an additional 0.5% salary in the second year, up to a maximum of a 3% additional salary increase.

The ongoing budget cost of the labor agreement and the extension of the same salary and benefit increases to confidential employees will be \$1,824,259, assuming no additional salary increase under the CPI formula in the second year. This cost will not be fully realized until FY 2011. The additional ongoing cost due to the CPI formula could be a maximum of \$1,159,800. No additional appropriation is necessary to cover the FY 2009 cost of \$728,525.

DISCUSSION:

The General bargaining unit is the City's largest, representing about 500 positions. The new agreement will cover the period between October 1, 2008 and September 30, 2010. The agreement has been ratified by the membership of the bargaining unit.

Salaries

Employees will receive an across-the-board salary increase of 2.5% retroactive to October 11, 2008.

Effective October 10, 2009, employees will receive a minimum salary increase of 1.5%. In addition, employees may receive further salary increases based on the June 2008 to June 2009 12-month change in the Los Angeles-Riverside-Orange Consumer Price Index (CPI)], as follows:

- A. If the change in the CPI is greater than 2.5%, but less than or equal to 3.5%, employees will receive an additional 0.5% (2.0% total salary increase).
- B. If the change in the CPI is greater than 3.5%, but less than or equal to 4.5%, employees will receive an additional 1.0% (2.5% total salary increase).
- C. If the change in the CPI is greater than 4.5%, but less than or equal to 5.5%, employees will receive an additional 1.5% (3.0% total salary increase).
- D. If the change in the CPI is greater than 5.5%, but less than or equal to 6.5%, employees will receive an additional 2.0% (3.5% total salary increase).
- E. If the change in the CPI is greater than 6.5%, but less than or equal to 7.5%, employees will receive an additional 2.5% (4.0% total salary increase).
- F. If the change in the CPI is greater than 7.5%, employees will receive an additional 3.0% (4.5% total salary increase).

This agreement does not include any special salary adjustments due to market inequities.

Medical Benefits

The maximum monthly City contribution toward medical benefits will be increased by \$50 per month in January 2009 and by \$50 per month in January 2010.

Cesar Chavez Holiday

Employees will be eligible for a new paid holiday to celebrate Cesar Chavez's birthday. The holiday will be celebrated on March 31 each year, the same day it is celebrated by State of California offices. In 2009, the holiday will be celebrated on Tuesday, March 31. Staff recommends that Council cancel the regular City Council meeting on that date in honor of the holiday.

Other Benefit Enhancements

The agreement includes increases each year to retiree medical insurance contributions and to the hourly premiums for working the swing and graveyard shifts.

Other Agreements

Other agreements reflected in the new MOU include agreements related to mandatory direct deposit of payroll, vacation donations, employee orientation, use of computing resources, notification of employee participation on interdepartmental teams, and performance evaluations. The new MOU also incorporates various preexisting sideletter agreements between the City and the bargaining unit.

BUDGET/FINANCIAL INFORMATION:

The ongoing budget cost of the General bargaining unit agreement, assuming no additional salary increase under the CPI formula in the second year, is \$1,684,002, which will not be fully realized until FY 2011. The additional cost due to the CPI formula could be a maximum of \$1,062,988.

As is customary, staff recommends extending the same salary and fringe benefit increases to 42 confidential employees at an ongoing budget cost of \$140,257, with up to an additional \$96,812 under the CPI formula.

No additional appropriation is necessary to cover the FY 2009 cost of \$671,091 for the General unit employees and \$57,434 for confidential employees.

PREPARED BY: Kristine E. Schmidt, Employee Relations Manager

SUBMITTED BY: Joan M. Kent, Assistant City Administrator

APPROVED BY: City Administrator's Office

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA BARBARA ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SANTA BARBARA AND THE SANTA BARBARA CITY EMPLOYEES' ASSOCIATION (GENERAL UNIT)

THE COUNCIL OF THE CITY OF SANTA BARBARA DOES ORDAIN AS FOLLOWS:

SECTION 1. The Memorandum of Understanding between the City of Santa Barbara and the Santa Barbara City Employees' Association, Local 620, Service Employees' International Union, effective as of October 1, 2008 and attached hereto and incorporated herein by reference as Exhibit "A" (hereinafter the "M.O.U.") is hereby adopted.

SECTION 2. During the term of the M.O.U., the City Administrator is authorized to provide the same salary and fringe benefit increases generally extended to employees under the M.O.U. to the City's Confidential employees.

SECTION 3. During the term of the M.O.U., the City Administrator is hereby authorized to implement the terms of the M.O.U. without further action by the City Council, unless such further action is explicitly required by state or federal law. This authorization shall include, but not be limited to, the authority to implement employee salary increases and changes to the salary schedule(s) that were adopted with the annual budget.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SANTA BARBARA
AND THE
SANTA BARBARA CITY EMPLOYEES' ASSOCIATION, LOCAL 620
SERVICE EMPLOYEES' INTERNATIONAL UNION**

THIS AGREEMENT IS ENTERED INTO AS OF FEBRUARY 3, 2009 BETWEEN THE CITY OF SANTA BARBARA, HEREINAFTER REFERRED TO AS THE "CITY", AND THE SANTA BARBARA CITY EMPLOYEES' ASSOCIATION, LOCAL 620, SERVICE EMPLOYEES' INTERNATIONAL UNION, HEREINAFTER REFERRED TO AS "THE UNION".

Pursuant to Section 3.12 of the Municipal Code of the City of Santa Barbara and Section 3500 et. seq. of the Government Code, the duly authorized representatives of the City and the Union, having met and conferred in good faith concerning the issue of wages, hours, and terms and conditions of employment, as herein set forth, declare their agreement to the provisions of this Memorandum of Understanding.

FOR THE CITY:

FOR THE UNION:

Kristine Schmidt
Employee Relations Manager

Jeff Miller
General Unit President

Bill McTomney,
Pub. Works Administrative Officer

Michael Berman
Project Planner

Jill Taura,
Treasury Manager

Art DeRueda
Plumber

Connie Styrwoll,
Human Resources Analyst

Dave Harris
Automotive/Equipment Tech

Stanley Macias
Painter

Garrett Reynolds
Welder/Fabricator

Aundray Richey
Senior Streets Maintenance Worker

George Green
S.E.I.U., Local 620

Mike Woods
S.E.I.U., Local 620

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APPENDIX F- Agreement Regarding Parks Caretakers

1. BENEFITS - PERMANENT PART-TIME EMPLOYEES

a. Employees filling positions authorized by the City Council in the City's official list of authorized positions at 20 hours or more per week on a less than full time basis shall receive benefits as follows:

- i. Cafeteria plan contribution, medical contribution, dental contribution, vision contribution, and holiday equal to the percent of time regularly scheduled versus a regular work week rounded up to the nearest ten percent (10%).
- ii. Vacation, and sick leave equal to the percent of time worked versus a regular work week rounded up to the nearest ten percent (10%).

b. Notwithstanding the above, the City may create one or more hybrid "part-time/seasonal" Recreation Program Leader positions with Cafeteria plan contribution, medical contribution, dental contribution, vision contribution, and holiday benefits pro-rated at the regular part-time (PPT) level. These positions may be required to flex-up to full-time during the summer season without a corresponding increase in benefits. (Example: Employee works 25 hours per week year-round, qualifying for 70% benefits, and can be required to work 40 hours for the summer season without a benefit increase from 70%).

c. Employees already filling positions authorized by City Council in the official 2004-2005 Position and Salary Control Resolution at 20 hours or more per week on a less-than-full-time basis as of September 3, 2004 will continue to receive full-time health benefits (cafeteria plan contribution, medical contribution, dental contribution, vision contribution).

2. BEREAVEMENT LEAVE

a. The bereavement leave policy shall be up to five (5) days leave with pay and shall include the following immediate family members: mother, father, brother, sister, spouse, child, grandparents by blood or marriage, grandchildren by blood or marriage, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, person standing in loco parentis (in place of the parents), and step family members. In addition to the immediate family members listed herein, an employee shall be eligible for up to five (5) days bereavement leave with pay for his/her domestic partner and the domestic partner's immediate family, as defined above. In order to receive this benefit, domestic partners must be registered with the City Clerk's office or the Secretary of State.

The intent of bereavement leave is to provide employees with adequate time to be with their immediate family during a period of anguish, whether it be at the time of death, preparation of funeral arrangements and/or to attend a funeral.

b. The parties agree that co-worker funeral attendance will be acceptable to the City upon Department Head approval consistent with maintenance of operations.

c. Though bereavement leave pay is not applicable, the City shall encourage departments to make reasonable efforts to allow employees to use accrued vacation, compensatory time, or personal leave to attend the funeral of an aunt, uncle, or cousin.

3. BILINGUAL SKILLS

a. The City and the Union agree to encourage employees to voluntarily develop bilingual skills in instances where the public contact nature of their jobs would make such skills valuable.

Any employee whose duty assignments require frequent and regular use of bilingual language skills in Spanish and in English with members of the public shall be designated by the Department Head in writing and said designation shall be approved by the Human Resources Manager, who shall test and certify the employees for language proficiency.

As used in this section, the phrase "regular and frequent" means at least several times in each working week. Designation of the bilingual language skill is restricted to the actual needs of the position. An employee's ability to read, write or speak Spanish occasionally or, incidental use of language skills in Spanish, or the use of bilingual skills other than for the purpose of meeting the requirements of the job shall not warrant a bilingual designation.

b. The City shall provide an updated list of designated employees at the Union's written request no more than once every six (6) months. In addition, the City shall provide a list of designated employees to the Union within 30 days of ratification of this MOU.

c. All employees designated for use of bilingual skills by their Department Head shall receive \$64.00 per pay period.

4. BULLETIN BOARDS

The City agrees to furnish space for Union-purchased bulletin boards of a reasonable size for posting of Union material. The specific locations of the bulletin boards shall be approved by the City and shall include but not be limited to the following work stations:

Bulletin Board Locations

| | |
|---------------------------------|---|
| City Hall | Police Department |
| Main Library and Branches | Harbor Maintenance Shop |
| Street Division | Parks Department |
| Golf Course Maintenance | Water Resources Division-Yard |
| Public Works-Engineering | ICS-Garage |
| Fire Dept. Station #1 | Wastewater Treatment Plant |
| Airport Maintenance Shop | Recreation Department Administration Building |
| Airport Administration Building | Community Development |

Other workstations may be added upon approval of the City by mutual agreement.

5. CAFETERIA PLAN

a. A flexible benefits plan known as a "125 Cafeteria Plan" and the "pre-tax advantage" provisions related to an employee's medical, dental, vision, psychological and supplemental life insurance premium contributions and flexible spending accounts within the meaning of Section 125(d) of the Internal Revenue Code shall be provided to employees. Each employee shall be eligible to allocate a discretionary amount of \$362.38 per month.

b. If medical, dental, and vision insurance plan selections exceed the cafeteria plan allocation, the City will pay the difference of these respective insurance premiums up to the amounts in the Medical Insurance, Dental Insurance and Vision Insurance sections of the Health Insurance article of this MOU; said excess premium payments cannot be applied to any other element of the cafeteria plan.

6. CHILD CARE

The City will provide a pre-tax salary reduction plan for employee dependent care needs in accordance with Section 129 of the Internal Revenue Code.

7. CITY RIGHTS AND EMPLOYEE RIGHTS

The parties agree that the City has an exclusive right to manage and direct the performance of services and work force performing such services unless the City has specifically delegated, abridged, or modified any such rights in this agreement. Such rights shall include but not be limited to the sole right to determine the organizational structure of the City, establish levels and types of services to be provided, determine the methods, means, and number of personnel by which operations are to be conducted, including sole

authority to contract or subcontract for municipal services, and to exercise complete control and discretion over the technology of performing the City's work. The City retains complete authority over the policies and direction and administration of all City Departments including but not limited to standards and methods of selection for employment; promotion and performance evaluation; disciplinary action; relief of employees from duty because of lack of work or other legitimate reasons; maintenance of the efficiency of government operations; and determination of the content of job classifications consistent with applicable laws and with due regard for provisions of this agreement.

Employees represented by the Union shall have the right to form, join, and participate in the activities of the Union for the purpose of representation on all matters of employee relations. The City shall not interfere with, intimidate, restrain, coerce, or discriminate against employees because of their exercise of these rights.

8. DISABILITY RETIREMENT

a. An employee found either physically or mentally incompetent to perform his/her regular duties shall, if possible, be provided with the opportunity for transfer, promotion or demotion to a position for which he/she possesses the physical or mental competence, or other action pursuant to Federal or State law and/or City Charter.

b. An employee found not to be disabled within 90 days shall be reinstated with back pay and benefits to the date such pay and benefits ceased.

c. In no case shall an industrially injured employee be entitled to use sick leave benefits to postpone the effective date of retirement.

d. An employee eligible to retire for non-industrial disability shall be entitled to use sick leave benefits to extend the date the employee is first eligible to receive retirement benefits for up to a maximum of ninety (90) days.

9. DISCIPLINARY ACTION

The City may provide the option of forfeiture of vacation time in lieu of taking other disciplinary action pursuant to Charter Section 1007 and enabling ordinances.

10. DIVE SHIFT DIFFERENTIAL

a. Waterfront maintenance employees who are authorized and agree to assignment(s) by the department to conduct underwater dive operations in the performance of maintenance-related duties, will be eligible for dive shift differential for each shift that the employee performs dive operations.

b. Differential pay will be at an hourly rate equivalent to the graveyard shift differential. All time setting up dive equipment, performing safety checks, and donning and doffing dive gear (wetsuit, BCD, etc.) as authorized by management shall be considered dive operations on City paid time.

c. Divers must comply with all dive certification and safety rules promulgated by the City. An employee scheduled to perform dive operations may choose not to dive at any time, by notifying the employee's supervisor, if the employee has a concern that to do so would likely jeopardize the safety of themselves, a co-worker, or member of the public due to weather conditions or any other reason.

11. DOMESTIC PARTNERSHIP HEALTH BENEFITS

The City shall allow same sex and opposite sex domestic partners dependent coverage under the medical, dental, and vision plans. In order to receive this benefit, domestic partners must be registered with the City Clerk's office or the Secretary of State. The affected employee(s) shall be responsible for all tax consequences of this benefit.

12. DRESS CODES

It is agreed that employees recognize and will comply with standards of dress consistent with the positive representation of the City government through its employees and consistent with uniform requirements and safety policies established by the City. Failure to do so will result in an employee being directed to conform to the appropriate dress standard. No dress codes other than the above standard are to be established in the various departments.

13. DRUG AND ALCOHOL TESTING POLICIES

Employees with commercial driver's licenses in "safety sensitive" positions are subject to the City of Santa Barbara Drug and Alcohol Testing Policy Pursuant to Department of Transportation Regulations.

Employees not subject to the City Of Santa Barbara Drug And Alcohol Testing Policy Pursuant To Department Of Transportation Regulations are subject to pre-employment drug testing and post-accident drug and alcohol testing pursuant to the City of Santa Barbara Drug and Alcohol Testing Policy for General Unit Employees, attached hereto as Appendix D.

14. ENGINEER PROFESSIONAL REGISTRATION PAY

a. When the Department Head assigns an employee in the classification of Project Engineer I or Project Engineer II in the Public Works Engineering Division to maintain the ability to assume responsible charge for sealing City design projects by using his/her professional registration, that employee shall receive an additional 5.0% of his/her base salary. The employee must maintain a current California registration to remain eligible for such pay.

b. With the written approval of the City Administrator, based on the needs of the City, the Department Head may also assign such responsibility, with corresponding registration pay, to either:

- i. A Project Engineer I or Project Engineer II with current California registration as a professional engineer who is assigned to a Division other than the Engineering Division, or
- ii. An employee in a classification other than Project Engineer I or Project Engineer II with current California registration as a professional engineer.

c. City agrees to provide the union a list of employees receiving such pay upon the unions' request.

15. EQUAL EMPLOYMENT OPPORTUNITY

a. The City and the Union agree that the provisions of this agreement shall be applied equally to all employees covered herein without favor or discrimination because of race, creed, color, sex/gender, age, national origin, political or religious affiliations, Union membership, sexual orientation, marital status, disability, or pregnancy.

b. The City and the Union agree to commit themselves to the goal of equal employment opportunity in all City services. Further, the Union agrees to encourage their members to assist in the implementation of the equal employment opportunity program.

16. FLEXIBLE STAFFING

The City may choose to flexibly staff classifications within any class series containing an entry and journey level position. Flexible staffing gives the City the ability to hire employees at the entry level or the journey level depending upon applicant qualifications and City staffing needs.

An official list of the flexibly staffed classifications shall be maintained by Human Resources. Classifications designated as flexibly staffed would not require an examination nor the establishment of an eligible list for an incumbent to promote from the entry level to the journey level classification. The City retains the exclusive right to determine if and when an employee may advance from the entry to the journey level.

Flexible staffing does not preclude the City from identifying certain positions that would be permanently assigned to the entry level for as long as their duties and responsibilities remain within the entry-level classification.

17. GRIEVANCES/DISPUTES

a. Grievances shall be defined as an alleged violation of this agreement or dispute regarding interpretations, application, or enforcement of this agreement or the City Charter, City ordinances, resolutions, and written policies related to personnel policies and working conditions. Grievances shall not include disagreements, disputes, or activities regarding or pertaining to examinations for employment or promotion, disciplinary action, performance evaluations, probationary terminations and items subject to meet and confer.

No act or activity which may be grievable may be considered for resolution unless a grievance is filed in accordance with the procedure contained herein within twenty (20) working days of the date the grievable activity occurred or the date the employee could reasonably have known such activity occurred.

b. The Union agrees that whenever investigation or processing of a grievance is to be transacted during working hours, only the amount of time necessary to bring about a prompt disposition of the matter will be utilized. At the City's discretion, time spent by City employees on the investigation and processing of grievances will be recorded on a form provided by management.

Stewards will be permitted reasonable time off with pay for the investigation and processing of grievances after first obtaining permission from his/her Department Head. Such permission will be granted promptly unless such absence would cause an undue interruption of work.

Upon entering a work location, the Steward shall inform the appropriate Department Head and supervisor of the nature of his/her business. An employee pursuing a grievance shall be granted permission to leave the job unless such absence would cause an undue interruption of work. If the employee can not be made available, the Steward will be immediately informed when the employee will be made available.

c. The parties agree that all grievances will be processed in accordance with the following procedure.

Step One

Any employee who has a grievance shall first try to get it settled through discussion with his/her immediate supervisor without undue delay. Every effort shall be made to find an acceptable solution at the lowest possible level of supervision.

Step Two

If after such discussion the employee does not believe the grievance has been satisfactorily resolved, he or she may file a formal appeal in writing to his/her Department Head within ten (10) working days after receiving the informal decision of his/her immediate supervisor.

The Department Head receiving the formal appeal shall render his/her written decision and comment to the employee within ten (10) working days after receiving the appeal.

Step Three

If, within ten (10) working days after receipt of the written decision of the Department Head the employee is still dissatisfied, he or she may request the services of a mediator from the State Mediation and Conciliation Service.

Step Four

If, within ten (10) working days after the mediation process has been completed, the employee is still dissatisfied he or she may file a written appeal of the decision of the Department Head to the City Administrator. The City Administrator shall review information provided by the employee, the decision of the Department Head, and suggestions or information provided by the Mediator. The City Administrator shall render his/her decision within twenty-five (25) working days after the appeal is filed. Except as provided under Step Five, below, the City Administrator's decision shall be considered final.

Step Five

Request for Arbitration

If the grievant is not satisfied with the decision at Step Four, he/she may, within fifteen (15) working days after the decision is mailed by the City Administrator, and with the concurrence of the Union, submit a request in writing to the City to proceed to arbitration. The Union shall have the right to invoke the arbitration procedure on behalf of a class of employees. Arbitration shall be conducted in accordance with the rules and procedures delineated in this Article.

Selection of Arbitrator

The parties shall make a good faith effort to select a mutually acceptable arbitrator from a designated list of available arbitrators. If they are unable to agree on an arbitrator within ten (10) days of the submission of the grievance to arbitration, the parties shall request a panel of experienced arbitrators from the California State Mediation and Conciliation Service. Each party shall alternately strike a name until only one name remains. The party who strikes first shall be determined by lot. By mutual agreement, the arbitration may be held under the Expedited Rules of the American Arbitration Association.

Unless the parties agree otherwise, a hearing shall be commenced within sixty (60) days from selection of the arbitrator.

Arbitrator's Authority

Only those issues which directly relate to alleged violations of this Memorandum of Understanding or the City Charter, City ordinances, resolutions and written policies related to personnel policies and working conditions shall be subject to arbitration. In addition, matters for which a separate and comprehensive administrative process is available that provides a remedy no less complete than that provided in arbitration are not within the scope of this procedure. Examples of such comprehensive processes are: discrimination complaints covered by EEOC or DFEH, safety complaints under Cal OSHA and OSHA, workers' compensation matters, and Civil Service appeals. The arbitrator will have no power to add to, subtract from, or modify the terms of this Agreement, the City Charter or Ordinances, or the written policies, rules, regulations or procedures of the City. The arbitrator however, may, in the course of determining the questions properly submitted to him/her, consider arguments and evidence based on external law.

Submission Agreement/Questions Regarding Arbitrability

If the parties cannot agree upon a submission agreement, the arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each step. If any question arises as to the arbitrability of the grievance, such question shall be ruled upon by the arbitrator prior to hearing the merits of the grievance.

Hearing Procedure

Except as indicated in this Article, the arbitration hearing shall be conducted in accordance with the Labor Arbitration Rules of the American Arbitration Association.

Decision

After a hearing and an opportunity to present such closing arguments as may be appropriate, the arbitrator will make a reasonable effort to issue his/her decision within thirty (30) days after the conclusion of the hearing. The arbitrator's decision shall be in writing and set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The decision shall be final and binding on the

parties.

Costs

All costs for the services of the arbitrator, including, but not limited to, per diem expenses, travel and subsistence shall be shared equally by the parties. Any cost incurred to obtain the use of a hearing room shall be shared by the parties. All other costs shall be borne by the party incurring them.

d. The time limitations for filing and responding to grievances may be waived or extended by mutual agreement of the parties. If either party to the grievance so requests, an informal hearing shall be conducted at the Department Head or City Administrator appeal levels. Employees may be represented by counsel or other person at any stage in the grievance process.

e. Grievances which are general in character and which involve interpretation or application of this MOU or City policies or which involve matters requiring resolution outside the authority of the employee's Department Head shall be filed directly with the Assistant City Administrator who shall provide a written response within ten (10) working days.

An employee may appeal the response of the Assistant City Administrator. The employee's appeal shall be handled in accordance with the procedures beginning in step three above.

f. Disputes or complaints regarding open competitive or promotional examinations for employment shall be processed in accordance with the policy adopted by the City Administrator. The City shall consult with the Union prior to adopting or amending such policy.

g. Disputes or complaints regarding performance appraisals shall first be discussed with the individual who made the appraisal. An employee dissatisfied with the appraiser's response may discuss his/her complaint with the individual at the next higher level of supervision whose decision shall be final. An employee may be represented by counsel or other individual during these discussions.

18. HEALTH AND SAFETY

a. The City and the Union agree to abide by all provisions of the California Plan approved in accordance with the provisions of the Federal Occupational Safety & Health Act of 1970, and any applicable legislation as may be passed by the State of California to implement that plan. The City recognizes that it is the duty of management to make every reasonable effort to provide and maintain a safe place of employment. The Union will cooperate by encouraging all employees to perform their work in a safe manner. It is the duty of all employees in the course of performing their duties to be alert to unsafe practices, equipment, and conditions and to report any such unsafe practices or conditions to their immediate supervisors. If such conditions can not be satisfactorily remedied by the immediate supervisor, an employee has the right to submit the matter either personally or through the Steward to his/her Department Head or his/her designated representative. On any matter of safety that is not resolved, consultation will take place between management and Union representatives. Compliance with basic safety requirements will be part of each employee's performance evaluation criteria.

b. The City agrees to conduct a Safety Program on City time for the purpose of educating employees concerning the provisions of the Occupational Safety and Health Act as well as the City's safety policies. The Union agrees to support without qualification the City's Safety Program and will encourage its members to attend safety courses if required by the City and made available on City time. The City agrees that any safety courses the employees are required to take will be provided on City time with pay and that first aid training shall be provided to City designated employees in an on-duty status.

c. Both the City and the Union recognize the need and will strive to reduce the number of industrial injuries among the employees.

d. The parties agree that the City shall perform on-site safety inspections in major work sites at least once a year, and to hold regular safety meetings with departmental safety coordinators. It is further agreed

that the City shall continue to maintain vehicles and equipment in a safe operating condition and that no employee will be penalized for refusing to use vehicles or equipment proven to be unsafe pursuant to State law.

e. In departments where regular safety meetings are conducted, if minutes of those meetings are taken, copies of those minutes shall be posted on departmental bulletin boards. Departmental stewards will be permitted to place items on the safety meeting agenda and to attend these meetings to explain those items.

f. The City shall comply with all State and federal requirements that pertain to the operation of computer equipment. In addition, as part of its commitment to making a reasonable effort to provide and maintain a safe place of employment the City shall review the Health and Safety implications of operating computer equipment.

g. Departments shall maintain binders of current Material Safety Data Sheets on substances with which unit employees work or come into contact. These binders shall be made available for inspection at all reasonable times.

19. HEALTH INSURANCES (MEDICAL, DENTAL, VISION)

a. **Medical Insurance-** The City agrees to provide an annual open enrollment to employees for medical insurance. The parties agree that the City will pay up to a maximum per employee per month as follows:

| <u>Effective Date</u> | <u>Maximum Per Month Per Employee</u> |
|-----------------------|---------------------------------------|
| October 1, 2008 | \$890.01 |
| January 1, 2009 | \$940.01 |
| January 1, 2010 | \$990.01 |

It is agreed that should the amount of subject premium be less than the medical insurance limits described above, the difference between the employee-only premium and said dollar amount shall be applied to employee dependent medical coverage, if any.

The City retains full and complete control over the selection, approval and administration of the City's group insurance program. However, group insurance benefits in effect at the commencement of this agreement shall be maintained to the extent it is within the control of the City.

The City agrees to provide all premium cost projections including the annual actuarial reports or rate increase notifications to the Union as soon as reasonably practical following receipt of said projections.

b. **Dental Insurance-** The parties agree that the City shall pay up to a maximum per month per employee towards the dental insurance premium as follows.

| <u>Effective Date</u> | <u>Maximum Per Month Per Employee</u> |
|-----------------------|---------------------------------------|
| January 1, 2008 | \$82.66 |

The City retains complete and full control over the administration of this dental program subject to maintenance of benefits equivalent to those provided for the term of this agreement, to the extent it is within the control of the City.

The City will continue to provide a Dental HMO option (currently Golden West).

d. **Vision Insurance-** The City agrees to provide an annual open enrollment to employees for vision insurance. The City shall pay up to a maximum per month per employee towards the vision insurance premium as follows:

Effective Date
January 1, 2008

Maximum Per Month Per Employee
\$10.21

Employees who drop vision insurance shall not be able to re-enroll within two years of dropping coverage.

20. HOLIDAYS

a. The City and the Union agree that the following days shall be observed as legal holidays by all employees in the Unit:

| | |
|--|-------------------------------------|
| January 1st | (New Year's Day) |
| 3rd Monday in January | (Martin Luther King Jr.'s Birthday) |
| 3rd Monday in February | (Washington's Birthday) |
| March 31 st | (Cesar Chavez Day) |
| Last Monday in May | (Memorial Day) |
| July 4th | (Independence Day) |
| 1st Monday in September | (Labor Day) |
| 4th Thursday in November | (Thanksgiving) |
| The Friday immediately following Thanksgiving Day. | |
| December 25th | (Christmas Day) |

b. When a holiday falls on a Saturday or Sunday the preceding Friday or following Monday respectively shall be observed as a legal holiday.

c. Whenever a holiday occurs on an employee's regularly scheduled day off, the employee is entitled to an additional day off. Such day off shall be taken within thirty (30) calendar days or shall be compensated at straight pay after the 30th day.

d. When an employee is required to work on a day that is being observed as a legal holiday, the employee shall receive time and one half for the hours worked on that day. The employee will also be entitled to an additional day off. Such day off shall be taken within thirty (30) calendar days or shall be compensated at straight pay after the 30th day.

e. Nothing in this agreement shall preclude the City from declaring a holiday when a legal holiday has been declared by the President of the United States or the Governor of the State of California.

f. The City will solicit volunteers within a work unit to work on Thanksgiving and Christmas. If an insufficient number of volunteers are available, then the supervisor shall make every reasonable effort to rotate assignments on Thanksgiving and Christmas. City shall maintain minimal staffing on workday afternoon prior to New Year and Christmas holidays so that as many employees as possible may enjoy personal leave, vacation, or CTO at those times.

21. IMPLEMENTATION OF MOU

City shall implement the provisions of this Memorandum of Understanding by adopting appropriate resolutions, ordinances, and administrative policies.

22. JOB ANNOUNCEMENT, TRANSFERS AND RULE OF 10

a. The City agrees to supply job announcements for posting on employee bulletin boards in all departments but City assumes no responsibility for notices once delivered. City shall also provide Union an interoffice mail slot in City Hall and shall place twenty-five (25) copies of all job announcements in said slot when distributing job announcements to City departments.

b. The City agrees to continue its policy of maintaining consistent oral examination boards to the maximum extent possible. It is agreed that employees may contact the Human Resources Office to request inter-departmental or inter-divisional transfers, and are to contact Department or Division Heads for intra-departmental or intra-divisional transfers. Intra-departmental or divisional transfer opportunities will be made known to employees in those organizations prior to transfer action.

c. City shall provide a minimum application filing period of five (5) days for all open vacant positions and ten (10) days for all promotional vacant positions in the classified service within the general employees' bargaining unit for which an eligibility list must be established.

d. The names of nine (9) more eligible (including tie scores) than the number of vacancies shall be certified to the appointing authority in alphabetical order.

23. JURY/WITNESS DUTY

In the event that an employee of the City is required by a court of competent jurisdiction to perform jury duty, and that requirement causes the employee to be away from his/her regularly assigned work schedule, said jury duty shall be considered leave with pay without interruption of service on the condition that the employee pay to the City Treasurer all compensation he/she receives for the jury duty.

Pursuant to Government Code §1230.1, whenever an employee is served with a subpoena which compels his/her presence as a witness, unless he/she is a party or an expert witness, such employee shall be granted a leave of absence with pay in the amount of the difference between the employee's regular earnings and any amount he/she receives for such appearance.

24. LAYOFF POLICY

a. Basis of Layoff: Whenever a position is abolished pursuant to section 1008 of the City Charter an employee will be laid off as set forth below.

b. the City Administrator submits a budget to the City Council requiring layoff of employees in the General unit Notification to the Union: Whenever, the City Administrator shall provide the Union with a list of the classifications(s), department(s), and division(s) from which the layoff will be made, and a seniority list of those affected.

c. Notification to Employee: Employees to be laid off shall be given at least thirty (30) calendar days prior notice.

d. Order of Layoff: Employees will be laid off by classification, department and division in the following order:

1. Probationary employees;
2. Regular employees who within the twenty-six pay periods immediately prior to the layoff received a cumulative performance evaluation score of less than 3.0. under the former evaluation form, or an overall score of "needs improvement" under the new 2009 evaluation form.
3. Regular employees by inverse order of seniority. Seniority is determined by continuous service in the classification.
4. If employees have the same seniority within the classification, selection shall be made at random.

All branches and extensions of the Library are considered in the same division as the Central Library.

- e. Bumping (Displacement) Rights: Regular employees who are laid off have the right to return to the last position they previously held under the following conditions:
1. They meet the positions' minimum qualifications
 2. They are physically able to perform the duties of the position
 3. The position has continued to exist

If an employee bumps down into the last position held, the employee will bump the employee with the least seniority in the classification.

- f. Transfer or Voluntary Demotion: If an employee to be laid off meets the minimum qualifications for a vacant position, before an open competitive recruitment can be commenced, the employee will be given an opportunity to fill the vacant position through transfer or voluntary demotion.

If an employee does not meet the minimum qualifications for the vacant position the City will consider appointment to the vacant position as a trainee level appointment. Trainee-level employees appointed under this section will be paid at 100% of Step 1, rather than 80%.

Final appointment through transfer or demotion is at the sole discretion of the Department head.

- g. Separation Enhancement Plan: The City may offer a separation enhancement to avoid layoffs.

25. LEAVES OF ABSENCE AND BENEFITS DURING SUCH LEAVES

- a. It is agreed that general employees as defined in this agreement shall have the right to request an extended leave of absence without pay for a period of up to one year for personal reasons or for additional schooling. If the leave is approved, the employee will have right of return but such leave shall be considered a break in service with no accrual of benefits. Leave approval will be at the discretion of the City Administrator.

- b. Employees may be entitled to up to 12 weeks of unpaid leave, with benefit continuation and reinstatement rights, under the City's FMLA/CFRA Family Care and Medical Leave Policy for the birth of a child or to care for a newborn, for the placement of a child with an employee in connection with adoption or foster care, to care for a child, parent, spouse, domestic partner or child of a domestic partner who has a serious health condition, or for the employee's own serious health condition. For combined pregnancy and child bonding leave, the amount of leave available under this policy may be longer.

- c. Extended medical leaves of absence may be granted by the City Administrator for a period of up to a total of one year (including any period of FMLA/CFRA Family Care and Medical Leave) on request of the employee due to the employee's illness. The City shall continue to pay its contribution to insurance for the longer of the first 90 days of such medical leaves of absences, or any period of leave continuation provided under the FMLA/CFRA Family Care and Medical Leave Policy.

- d. The following criteria will be used in determining the granting of leaves of absence:

1. the employee's seniority in City service.
2. the employee's job performance record.
3. the employee's disciplinary action record.
4. the needs of the City service.

- e. No sick leave, vacation, or holidays shall accrue to any employee during any full biweekly pay period in which the employee is on unauthorized or authorized leave without pay. Except as provided under subsection "c" above, an employee on leave without pay shall also be responsible for full payment (employer and employee portion) of insurance premiums.

f. No sick leave, vacation, or holiday shall be paid to any employee during any period of unauthorized leave or suspension.

g. "Continuous service" means employment with the City without break or interruption; in computing continuous service for the purposes of this chapter, neither military leaves nor leaves of absence on account of illness, whether with or without pay, shall be construed as a break in employment or service. Other absences aggregating in excess of ninety (90) working days in any period of twelve (12) months, including layoffs on account of lack of work, lack of funds, or abolishment of positions, shall be construed as breaking "continuous service". A layoff resulting in a bumping right to another position shall not constitute a break in service.

26. LIFE INSURANCE

The City will provide a term life insurance policy covering the employee in the amount of \$50,000 with equal accidental death and dismemberment provision.

27. LONG-TERM DISABILITY

The City will provide a long-term disability insurance plan by enrolling Unit members in the City's current long-term disability plan.

28. MAINTENANCE OF BENEFITS

The City and the Union agree that all compensation, including direct wages, as provided by ordinance, resolution, and City Charter, which are in existence at the commencement of this agreement, shall not be diminished, lessened, or reduced for the duration of this agreement.

Wage adjustments as provided for from time to time by ordinance, resolution, or by City Charter, as may be amended, shall also continue for the duration of this agreement.

The City and the Union agree that the City has the right and prerogative to assign duties to and direct employees in accordance with applicable job specifications and Section 3.12 of the Santa Barbara Municipal Code.

29. MECHANICS' TOOLS

The City will provide an annual tool allowance of \$750 to regular, full-time incumbents of Vehicle Services Assistant, Automotive/Equipment Technician, Lead Equipment Technician and Heavy Equipment Technician position classes in the Motor Pool and the Golf Course.

Payment shall be made in January of each year. The City shall honor employee claims in cases of theft or destruction of an entire tool box containing tools required by the City for the job and not involving negligence on the part of the employee.

When an employee is hired s/he will be given the full annual tool allowance amount as provided for in this M.O.U.

At the next payment date, the employee will receive a prorated allowance amount. The amount will be based on a percentage of the year the incumbent is employed from hire date to tool allowance payment date. The calculated percentage will be applied to the full payment amount to determine the allowance. In subsequent years the full payment amount will be paid on the regular payment dates.

Example: Employee hired 06/01/05- regular payment date 01/01/06.

- . Paid at hire - Full payment amount
- . Paid at next regular payment date - 58.3% (based on 7 months)
- . Paid subsequent years - Full payment amount

Calculation of prorated payment allowance:

$$\frac{\text{Number of months in position}}{12 \text{ months}} \times \text{Current allowance} = \text{Prorated \$}$$

30. MUNICIPAL CODE CHANGES

During the term of the Agreement the City and the Union shall meet and confer with regard to any further City proposed changes to Santa Barbara Municipal Code Title 3 which are within the scope of representation. The negotiations will be held jointly with the Treatment and Patrol bargaining units. The representatives for the Union shall be limited to S.E.I.U staff and one bargaining unit member from the General bargaining unit and one member for the Treatment and Patrol bargaining units. The negotiations will be interest based.

31. NO STRIKE OR LOCKOUT

The City and the Union agree that during the term of this agreement the City will not lock-out employees; nor will the Union sanction, support, condone, approve, or engage in any strike, sick-in, slow-down, or work stoppage which is detrimental to providing services to the citizens of Santa Barbara.

32. OVERTIME

a. The City and the Union agree that overtime work will be assigned to the employees on a rotation basis whenever possible.

b. Overtime compensation shall accrue in fifteen minute minimum blocks of time for work performed fifteen minutes or more beyond a regularly scheduled work day or work week.

c. If an employee is called back to duty on an overtime basis, such employee shall be compensated for no less than two (2) hours overtime. If an employee is called back to work on an emergency basis, if conditions permit, City shall provide said employee with nourishment and a rest period of appropriate duration. When an employee is called out on an emergency after the completion of their regular shift, he/she will be provided paid leave time (without deductions from leave banks) to allow five (5) hours off-duty without loss of pay before reporting for their next regularly scheduled shift.

d. The parties agree that employees have the right to request cash payment or compensatory time off (CTO) but that approval of one or the other benefit remains the right of the City consistent with the needs of the City.

e. Except for overtime worked by exempt employees who are compensated with CTO credit, work performed for the purpose of computing overtime shall include all paid leave time actually taken as time off. It will not include holiday or other paid leave time "cashed out" but not taken.

f. Overtime worked shall be compensated as follows:

1. Cash Payment - Time and one-half the regular rate of pay.
2. CTO Credit - Time and one-half the overtime hours worked for non-exempt employees; straight time for overtime hours worked for exempt employees.

g. Regular part-time employees shall not receive overtime at the overtime rate for time worked until their total number of hours worked exceeds forty (40) hours in a week. Under the forty (40) hour limit, regular, part-time employees are credited at straight time pay or compensatory time for hours worked beyond their normal schedule.

h. Overtime not cashed out shall be maintained in a CTO "Bank". An employee may accrue up to 100 CTO hours in his/her bank. The employee may maintain this bank unless the employee terminates or agrees to cash out a portion or all the hours in the bank. The City retains the right to cash out CTO hours other than the 100 hour bank described above at the overtime rate.

It is agreed that the City has the right to require employees to take compensatory time off but shall provide a minimum of seven (7) calendar days advance notice in such cases.

i. The City and the Union agree that overtime work accrued during a declared disaster as determined by the President of the United States, the Governor of the State, the Mayor of the City, City Council, or the City Administrator shall be compensated at the rate of time and one-half providing that the City is reimbursed at the rate of time and one-half wages in federal or State Disaster Relief Funds.

33. PAYROLL

a. Employees who receive payroll overpayments shall reimburse City for such overpayments. City shall establish a reasonable schedule of payments based upon amount of such overpayment and date overpayment was made.

b. City agrees to explain all payroll stub information to employee upon request of said employee.

c. City agrees to provide the Union with up to three (3) deduction codes.

d. The parties agree that the City will continue deducting monies from payroll and remit same to Union as authorized by employee payroll deduction authorizations in accordance with present policy. However, when an employee switches from the General bargaining unit to a unit not represented by S.E.I.U. Local 620, S.E.I.U. dues will no longer be deducted, unless and until the union submits another signed authorization form. Any changes in dues deductions shall be subject to indemnification of the City by the Union.

e. The City shall provide to the Union, on a bi-weekly basis, a new hire and termination list of bargaining unit employees with their name, job classification title and department. The cost of programming said report shall be paid for by the Union.

f. All employees shall participate in the City's payroll direct deposit program.

1. Each existing employee who was not previously enrolled in direct deposit will submit an authorization form to the Payroll Office within sixty days of ratification of this Agreement. All newly hired employees will be subject to this provision upon hire.
2. Each employee shall execute a payroll authorization form and submit a voided check or savings deposit slip to the Payroll Office. It shall be the employee's choice as to which bank he or she designates as the institution receiving payroll funds.
3. When the authorization form is properly executed and filed with the Payroll Office, the City will begin automatically depositing the net amount of pay on or before each designated biweekly payday in the employee's designated bank account.
4. Exceptions: An exception to this policy may be granted by the Finance Director to an employee upon a showing of good cause for such exception (e.g., that he/she is unable to establish and/or maintain a personal banking/financial account for direct deposit, or

that other personal circumstances necessitate a temporary or permanent exception). The Finance Director may require the employee to renew this exception periodically. Exceptions will not be unreasonably denied.

5. Employees participating in direct deposit will be provided with a payroll detail report each pay period. Alternatively, employees may voluntarily opt out of a paper detail and access this information electronically via the City's computer system.

34. PERSONAL LEAVE

a. Employees shall be entitled to four (4) days personal leave each fiscal year per the following schedule:

| | |
|---|--------|
| Employees on the payroll July 1: | 4 days |
| Employees hired between July 2 and October 1 (inclusive): | 3 days |
| Employees hired between October 2 and January 1 (inclusive): | 2 days |
| Employees hired between January 2 and April 1 (inclusive) | 1 day |

b. Personal leave days must be taken by the end of each fiscal year or lost. Personal leave shall be scheduled on the same basis as vacation. In no case shall employees be entitled to cash payment for personal leave days not taken.

35. PERSONAL PROPERTY DAMAGE REIMBURSEMENT

Any employee who experiences a loss or damage to personal property may submit a claim to his/her immediate supervisor for consideration of reimbursement. The claim shall be submitted within fifteen (15) days after the loss or damage is sustained. The claim shall contain the following information: type of item, date of purchase, replacement cost, condition, description of damage, circumstances, etc. If the personal property is stolen, a report shall be filed with the Police Department.

The following conditions must apply for the claim to be considered:

- a. The loss must be in the line of duty.
- b. There must not be contributory negligence or carelessness on the part of the employee.
- c. There must not be other means of recovery such as, but not limited to, court action or insurance.
- d. The personal property for which the claim is made must be owned by the employee involved. Exceptions to the above may be referred to the Department Director for approval.
- e. \$200 limit per item claimed unless personal property item has written pre-approval by the Department Head.

The supervisor shall conduct an inquiry into the validity of the claim and forward it to the Division Manager with his/her recommendation. The Division Manager shall review the claim and forward his/her recommendation to the Department Director. The Department Director will approve or deny the claim. Claims meeting the above criteria shall not be unreasonably denied.

Reimbursement will be calculated from the following schedule:

| <u>Age of Item</u> | <u>% Reimbursed</u> |
|--------------------|---------------------|
| 0 to 6 months | 100% |
| 6 to 12 months | 80% |

| | |
|------------------|-----|
| 12 to 18 months | 50% |
| 18 to 24 months | 25% |
| 24 months & over | 0% |

If the claim is approved, payment will be forwarded to the initiating employee.

36. PROBATIONARY PERIOD

The probationary period required by Charter Section 1004 may be extended beyond one (1) year by signed mutual agreement of City and employee.

All original and promotional appointments to the classified service shall be tentative and subject to a probationary period of one (1) year of actual service. If the service of the probationary employee has been satisfactory to the appointing power, then the appointing power shall file with the Human Resources Manager, a statement in writing to such effect. During the probationary period, an employee may be rejected at any time by the appointing power without cause and without right of appeal. Notification of rejection in writing shall be served on the probationer and a copy filed with the Human Resources Manager.

37. PURPOSE

It is the purpose of this Memorandum of Understanding to promote and provide for harmonious relations, cooperation, and understanding between management and the employees covered by this memorandum; to provide an orderly and equitable means of resolving any misunderstanding or differences which may arise under this Memorandum of Understanding; and to set forth the full and entire understanding of the parties reached as a result of good faith meeting and conferring regarding the wages, hours, and other terms and conditions of employment covered by the memorandum.

38. RECOGNITION

a. Pursuant to the provisions of Section 3.12 of the Municipal Code of the City and applicable State law, the Union is recognized as the majority representative of the City employees in the general employees unit and as the exclusive bargaining agent for the employees in said Unit.

b. The terms "general employee(s)" or "employee(s)" as used herein shall refer only to full-time or unclassified part-time employees serving in non-confidential classifications who occupy positions authorized and designated as "GENERAL" by the City Council in the City's official City's official classification and salary schedules.

Classifications may be added to or deleted from general employees bargaining unit in accordance with the provisions of this agreement and the City's Employer/Employee Relations Ordinance.

c. Employees designated management, confidential, and supervisory shall be designated as such in the in the City's official classification and salary schedules and shall be excluded from "general employee" bargaining unit regardless of classification. City may designate additional management, confidential, or supervisory employees after first notifying and consulting with Union.

39. REPRESENTATION - UNION OFFICERS AND REPRESENTATIVES

a. The City and the Union agree that Union officers and representatives will be allowed to meet with City management on City time for the purpose of meeting and conferring in good faith and without loss of pay or any benefits.

b. The Union agrees to provide the City with a list of Union officers and employee representatives, with their job classifications, who are authorized to meet and confer in good faith. Union shall keep the list up to date.

c. The City agrees that authorized Union staff representatives shall be given access to work locations during working hours to observe working conditions. Such visits are to be made with the prior knowledge of the Department Head and a management representative may accompany the Union staff member on the visit. A staff representative is defined as a paid full-time or part-time employee of the Union.

d. The Union shall provide the City with a list of staff representatives and shall update said list as appropriate.

40. RETIREE MEDICAL INSURANCE CONTRIBUTION

a. This provision is applicable to employees who retire from City service on or after October 1, 1994, and

1. Have 15 or more years of classified or unclassified service; or
2. Retire from City with an industrial disability.

b. For employees who retire on or after October 1, 2008, the City shall contribute \$8.75 per month, per year of service up to a maximum of 35 years (i.e., \$306.25/month) towards the purchase of medical insurance for the retiree and his/her spouse or domestic partner registered with the City Clerk or the Secretary of State, if applicable. For employees who retire on or after the date this agreement is adopted by City Council, the City shall increase the contribution as follows:

| <u>Retiring On or After</u> | <u>Dollar/Month/Yr of Service</u> | <u>Maximum (35 Years)</u> |
|-----------------------------|-----------------------------------|---------------------------|
| October 11, 2008 | \$9.19 | \$321.65 |
| October 10, 2009 | \$9.65 | \$337.75 |

c. The retiree is not limited to purchase of a City sponsored plan, provided however, that if the retiree purchases another insurance plan, the retiree must supply the City with adequate proof of insurance coverage prior to any contribution from the City. Proof of such coverage shall be provided to the City on a periodic basis, as reasonably determined by the City.

d. The City shall continue to make its contribution until the retiree reaches age 65 or dies, whichever occurs first, provided however, that if the retiree dies before reaching the age of 65 and there is a surviving spouse or registered domestic partner, the City's contribution shall cease when the retiree would have reached age 65. Thereafter, the spouse may remain on the insurance plan, at his/her own cost, subject to the conditions set forth by the insurance company.

e. In the event Health Care legislation is passed which affects the nature of the benefit described above, the parties will reopen negotiations and modify this benefit, if necessary, so as to maintain their original intent (e.g., eligibility, scope, cost).

f. If any Court decision with binding effect on the City of Santa Barbara rules that a retiree medical provision like the provision contained herein violates the State or Federal law against age discrimination, the parties agree that within 30 days they will reopen negotiations on said provision to convert to a retiree medical policy with equivalent cost that does not violate age discrimination law. The parties agree that whatever policy is agreed upon will not reduce or increase the City's contribution toward retiree medical insurance.

41. RETIREMENT

a. The City will provide the two percent (2.7%) at age fifty-five (55) benefit formula under the Public Employees' Retirement System (PERS), pursuant to Government Code 21354.5.

b. The City will contribute toward the PERS normal employee's contribution as detailed in section "c", below, and these contributions shall be credited to the member's account. The City shall report the value of

any Employer Paid Member Contributions (EPMC) to PERS as compensation earnable through enabling City resolution, pursuant to Government Code Section 20636(c)(4).

c. Employees will continue to pay the full cost of the benefit enhancement to 2.7% at 55, including the effects of market volatility, according to the following formula:

1. While the PERS miscellaneous plan employer rate is exactly equal to 20.164%, the employee shall pay 7.162% of the 8% required employee contribution. This will be deducted on a pre-tax basis and credited to the employee's PERS member account. The City will pay the difference of .838%, which shall be reported to PERS as compensation earnable, and credited to the employee's member account.

2. If PERS sets the employer rate at less than 20.164%, the employee shall receive credit for 30.559% of the amount by which the employer rate is less than 20.164%. The City will apply the credit by paying an additional portion of the required 8% employee contribution, up until the point where the City again pays a full 7% of the 8% required employee contribution. This additional City-paid employee contribution (EPMC) shall be reported to PERS as compensation earnable, and credited to the employee's member account.

[For example: If the employer rate is only 18.164% of PERS-able compensation, the City will pay an additional 0.61% (2.0% times 30.559%) of the 8% employee contribution, for a total of 1.448%];

3. If PERS sets the employer rate at more than 20.164%, the employee shall pay 30.559% of the amount by which the employer rate exceeds 20.164%. The employee shall pay for this cost in the following manner:

i. First, through an increase in the employee-paid portion of the 8% required employee contribution up to a maximum increase of 0.838%. This additional employee paid amount will be deducted on a pre-tax basis and credited to the employee's member account.

[For example: If the employer rate is 22.164% of PERS-able compensation, the employee will pay an additional 0.61% (2.0% times 30.559%) of the 8% employee contribution, for a total of 7.772%];

ii. Second, through payroll deduction. To the extent allowable by PERS, and in compliance with any restrictions imposed by PERS, the City will amend its contract to allow the employee to assume this additional cost in such a way that it will be credited to the employee's PERS member account and payable on a pre-tax basis. [Unless the parties through meeting and consulting (not meeting and conferring) agree that affected employees can pay through another mechanism, including, but not limited to paid vacation or paid holiday. If the parties enter into the meet and consult process, a State mediator will act as the facilitator.] [For example: If the employer rate is 25.164% of PERS-able compensation, the employee will pay an additional 1.528% (5.0% times 30.559%) of PERS-able compensation as follows: an additional 0.838% (8%-7.162%) to cover the full 8% employee contribution, and a payroll deduction equal to 0.69% (1.528%-0.838%) of PERS-able compensation.]

d. The following contract provisions shall apply:

1. The City will provide One-Year Final Compensation under PERS, pursuant to Government Code 20042.

2. The PERS contract shall provide for Military Service Credit as Public Service under Section 21024 and for Public Service Credit for Excluded or Limited Prior Service under Section 21031.

3. The PERS contract shall provide for Public Service Credit for Peace Corps or Americorps: Volunteers in Service to America (VISTA) pursuant to Government Code Section 21023.5.

4. The City will provide the Fourth (4th) Level of 1959 Survivor Benefits, pursuant to Government Code Section 21574.

e. The City is authorized to amend its contract with PERS immediately, in order to be able to implement the incentives listed below:

Upon the declaration of the Council of the City of Santa Barbara that the State of California's budgetary or fiscal impacts on the City's budget have caused grave fiscal conditions to exist that require prompt and immediate attention, the City may offer the following early retirement incentives to applicable employees:

1. Two years additional service credit in accordance with Government Code Section 20903; and/or
2. City payment of Military Service Credit as Public Service in accordance with Government Code Section 21024.

42. RETROACTIVITY

An employee will be eligible for the increases to salaries and benefits provided under the Agreement on the dates specified for each increase if the employee is an active City employee and bargaining unit member on the date that the City Council ratifies this Agreement.

43. SAFETY EQUIPMENT

a. The City and the Union agree that the City will either provide all safety equipment required by the City or will reimburse the employee for purchasing the equipment whenever such equipment has been required by the City as necessary for the job. Such equipment shall include, but not be limited to, safety shoes, safety glasses, helmets, gloves, boots, life jackets, and all related safety items. Both parties agree that the City shall retain the right to determine the minimum specifications of the safety equipment, procurement procedures, and limitations and exclusions.

b. Notwithstanding the above, the parties agree that employees designated by the City as required to wear steel-toed safety shoes in the performance of their duties shall be eligible to receive an annual allowance in October for the provision of said shoes upon the presentation of valid claims in keeping with City established procedures in amounts not to exceed the following:

| <u>Period</u> | <u>Amount</u> |
|--------------------------------------|---------------|
| October 1, 2008 - September 30, 2009 | \$230 |
| October 1, 2009 - September 30, 2010 | \$230 |

If the employee desires, he/she may combine two years allowance for the purchase of shoes. The allowance is for the purchase of shoes only.

The Union and City agree that failure of an employee to wear proper and operational safety shoes may be grounds for disciplinary action.

c. City shall provide prescription safety glasses to those employees who wear prescription glasses and perform duties that require the use of safety glasses. Such employees shall provide the City with the lens specifications prescribed by the employee's doctor. The City will provide the initial pair of safety glasses based upon this prescription and shall replace same only upon a subsequent substantial change of prescription or evidence acceptable to the City that said prescription safety glasses are rendered unusable by accidental damage suffered while performing assigned duties.

44. SALARIES

- a. Across-the-board salary increase for all classifications during the term of this agreement will be as follows:
1. Effective October 11, 2008: 2.5%
 2. Effective October 10, 2009: 1.5%
 3. In addition, on October 10, 2009, employees may receive further salary increases based on the June 2008 to June 2009 12-month change in the Los Angeles-Riverside-Orange Consumer Price Index [All Items, All Urban Consumers, Current Series (1982-84=100), not seasonally adjusted], as follows:

- A. If the change in the CPI is greater than 2.5%, but less than or equal to 3.5%, employees will receive an additional 0.5% (2.0% total salary increase).
- B. If the change in the CPI is greater than 3.5%, but less than or equal to 4.5%, employees will receive an additional 1.0% (2.5% total salary increase).
- C. If the change in the CPI is greater than 4.5%, but less than or equal to 5.5%, employees will receive an additional 1.5% (3.0% total salary increase).
- D. If the change in the CPI is greater than 5.5%, but less than or equal to 6.5%, employees will receive an additional 2.0% (3.5% total salary increase).
- E. If the change in the CPI is greater than 6.5%, but less than or equal to 7.5%, employees will receive an additional 2.5% (4.0% total salary increase).
- F. If the change in the CPI is greater than 7.5%, employees will receive an additional 3.0% (4.5% total salary increase).

b. Achieving the second salary step, or "B" step, and subsequent steps shall require, in addition to satisfactory performance, a period of one year of actual service. Regular part-time employees are eligible for step raises under the same terms and conditions as apply to regular, full-time employees except that the period of employment required to move a step is the number of hours worked equivalent to one (1) year of full-time employment, or 2080 hours.

c. Employees shall receive at least a five percent (5%) salary increase upon promotion provided however that the City shall not be required to pay a salary in excess of the salary range authorized for the appropriate classification by the City Council in the official salary schedules . The City shall make every effort to provide a minimum five percent (5%) separation in salary between classifications within a series and classifications within recognized career ladders as determined by the City. The City shall provide the Union with a chart of career ladders, and the City shall update said list.

d. Anniversary dates for newly hired employees shall be the first of the month if the employee was hired on or before the fifteenth of that month and the first day of the following month for those hired after the fifteenth. The end of the probationary period shall coincide with the anniversary date.

e. Development of Salary Data. The City agrees to conduct a total compensation survey in collaboration with the union during the term of the agreement and make every effort to have the results finalized prior to the expiration of the agreement, for reference during negotiations for a successor agreement.

45. SERVICE CREDIT FOR SICK LEAVE UPON RETIREMENT

At the time of retirement, the City shall purchase an annuity for the retiring employee that pays a monthly benefit similar to the PERS amendment that provides service credit for sick leave under Government Code 20862.8.

The following conditions apply to this benefit:

- 1. In order to qualify for service credit for sick leave upon retirement, the retiring employee must have at least 500 sick leave hours;
- 2. The conversion rate of 0.004 years (1 day) of service credit for each day of sick leave is utilized;
- 3. The retiring employee may take the cash purchase value of the annuity in lieu of the monthly annuity; and

4. If the City amends its PERS Miscellaneous contract to include service credit for sick leave upon retirement, employees will be included in that PERS contract amendment and the annuity program will be discontinued.

46. SEVERABILITY

Should any provision in this agreement be held inoperative, void or invalid by a court of competent jurisdiction, the remaining provisions of this agreement shall not be affected thereby, and the parties agree to meet and consult over the invalidated provision.

47. SHIFT DIFFERENTIAL

a. The City and the Union agree that regular, full-time employees on a shift of eight (8) or more hours shall receive:

1. Swing shift differential pay when 50% or more of the hours of the assigned shift hours, including lunch and excluding overtime, fall between 5:00 p.m. and midnight; or
2. Graveyard shift differential pay when 50% or more of the hours of the assigned shift hours, including lunch and excluding overtime, fall between midnight and 8:00 a.m.

b. Overtime as Continuation of Assigned Shift. Shift differential for overtime which is a continuation (without break) of the assigned shift is paid based upon the eligibility of the assigned shift. See Examples 1, 2, 3 and 4 in Appendix A entitled Shift Differential Examples.

c. Back-to-Back Shifts. Shift differential for overtime which are two (2) entirely distinct assigned shifts are paid based upon the separate eligibility of each shift. See Examples 5 and 6 in Appendix A entitled Shift Differential Examples.

d. Call Backs.

1. Shift differential is not paid for call back overtime of less than eight (8) hours. See Example 7 in Appendix A entitled Shift Differential Examples.
2. Shift differential is paid for call back overtime of eight (8) hours or more when 50% or more of the hours fall between 5:00 p.m. and midnight or midnight and 8:00 a.m. See Example 8 in Appendix A entitled Shift Differential Examples.

e. Shift differential amounts shall be as follows:

| <u>Effective Date</u> | <u>Swing Shift</u> | <u>Graveyard Shift</u> |
|-----------------------|--------------------|------------------------|
| October 11, 2008 | \$1.25 | \$2.75 |
| October 10, 2009 | \$1.35 | \$2.90 |

48. SICK LEAVE

a. The City and the Union agree that the City's sick leave policy shall be that employees shall accrue sick leave at the rate of 3.7 hours for each full pay period of service with a maximum accumulation of two thousand and eighty (2,080) hours. Said sick leave accrual shall begin effective the first day of employment.

b. The programs referred to as "Non-Replenishable" and "City Administrator's" sick leave authorized by Municipal Code Sections 3.08.150 (b) and 3.08.210 are eliminated.

c. An employee may use sick leave for a medical appointment when it is not possible to arrange such appointment on non-work time subject to the following two conditions: 1) Reasonable advance notice which in no event shall be less than 24 hours; 2) Subject to supervisory approval based on operational needs.

d. An employee may use up to six days (48 hours) of available accrued sick leave per calendar year to attend to an illness of a child, parent, registered domestic partner, or spouse of the employee as provided under State law. Part-time employees may use the equivalent of six (6) months of sick leave accrual at their prorated accrual rate for such purposes. All rules for use of sick leave will apply, including those regarding physician statement requirements and use of sick leave for medical appointments.

49. STANDBY PAY

The City and the Union agree that effective during this agreement, when an employee is officially designated by management to remain available to return to work, at any time during specific hours outside of normal working hours, the employee shall receive two hours of straight-time pay for each eight hours or fraction thereof on standby. For periods of standby that are 24 consecutive hours or more, the employees shall receive 1/4 hour of straight time pay for each hour on standby. To the extent feasible, the parties agree that standby shall be assigned on an equitable basis to all eligible employees.

The City and the Union agree that all employees will be on automatic standby duty during a state of emergency or civil defense disaster as declared by the President of the United States, the Governor of the State, the Mayor of the City, the City Council, or the City Administrator. Such automatic emergency standby shall be without compensation unless the City is reimbursed by the State or federal government for such an expenditure.

50. STATE DISABILITY INSURANCE (SDI) AND STATE PAID FAMILY LEAVE INSURANCE (PFL)

a. All employees must participate in the State Disability Insurance (SDI) and State Paid Family Leave (PFL) programs. The employee shall pay all costs associated with these programs.

b. Employees may apply for SDI or PFL benefits with the State of California Economic Development Department (EDD). To be eligible for benefits, the employee must meet all applicable State requirements. Depending on eligibility, an employee may receive:

1. Up to 52 weeks of wage replacement benefits for the employee's own disability, and/or
2. Up to 6 weeks of wage replacement benefits for providing required care for the serious health condition of a child, parent, spouse or domestic partner or for bonding with a new child.

c. Employees who receive SDI or PFL benefits must integrate available SDI and PFL benefits with available paid sick leave, personal leave and compensatory time. Documentation of the SDI/PFL benefits received must be provided to the Payroll Office for this purpose.

d. Employees on a medical or family medical leave of absence who are eligible to use their leave accruals during the leave of absence must exhaust available leave balances before using unpaid leave. Employees must use available sick/family sick leave balances, and then compensatory time off and personal leave balances, before using vacation balances.

e. Employees who coordinate SDI/PFL paid leave benefits with City payroll benefits will receive City retirement contributions, time off accruals, and other non-insurance benefits based on the City-paid portion of wage replacement only. For non-insurance benefits purposes, the SDI/PFL portion of wage replacement will be treated as unpaid leave.

f. Employees coordinating SDI/PFL benefits with City payroll benefits shall be eligible for continuation of City-paid insurance contributions under Article 25 (c) of this Agreement (Leave Of Absence) only up to the date they would have received such benefits had they not coordinated SDI/PFL benefits.

51. TERM OF AGREEMENT AND RENEWAL

The City and the Union agree that the term of this agreement shall be twenty four (24) months commencing October 1, 2008 and ending at midnight on September 30, 2010. It is further agreed that the term of this agreement may be extended by mutual agreement.

The City and the Union also agree that meeting and conferring over the renewal or continuation of this agreement shall be initiated at the request of either party after June 1, 2010 but not later than July 15, 2010 and that every effort will be made to reach an agreement prior to the expiration of this agreement on September 30, 2010. A request to meet and confer shall be filed in writing and meeting and conferring shall commence within ten (10) days of receipt of said request.

52. TRAINING

a. The parties recognize that training programs and the advancement of employees to positions of higher skills are matters of great importance and interest to the City, the Union, and the employees covered by this agreement. However, the City shall retain the right to determine what training is required for the employee to improve his/her performance on the job and to make such training a condition of employment. Such training may include requests by Department Heads for additional training of current employees, subject to the approval of the City Administrator. The parties agree that employees will be trained in the use of fire suppression equipment and that a fire evacuation plan will be developed by each department for each major City facility and posted.

b. Direct costs for all training or instruction required by the City shall be paid for by the City. Wage compensation for employees shall be determined as follows:

Non-Exempt Employees

The Fair Labor Standards Act (FLSA) provides that time spent by non-exempt employees in training is compensable unless all of the following conditions are met:

1. Attendance is outside of the employee's regular working hours;
2. Attendance is in fact voluntary;
3. The course, lecture, or meeting is not directly related to the employee's job; and
4. The employee does not perform any productive work during such attendance.

Attendance is not voluntary if it is required by the City. It is not voluntary in fact if the employee is given to understand or led to believe that his/her present working conditions or the continuance of his/her employment would be adversely affected by nonattendance.

The training is directly related to the employee's job if it is designed to make the employee handle his/her job more effectively as distinguished from training him/her for another job, or to a new or additional skill.

If the training is considered compensable and travel time is associated with the employee's attendance, the following must be considered:

➤ **Travel During Regular Working Hours.** If the travel time related to attending required training occurs during normal working hours, then the time is considered to be compensable.

➤ **Special One-Day, Out-of-Town Travel.** Travel time associated with special one-day, out-of-town training is required to be paid for irrespective of the mode of transportation utilized or whether the employee drives or is a passenger. Time that can be excluded from payment is normal home-to-work travel time and time spent eating while traveling.

➤ **Overnight Travel.** If an employee travels overnight on business (for more than one day), the employee must be paid for time spent in traveling (except for meal periods) during his/her normal working hours on non-working days, such as Saturday, as well as on his/her regular working days. Travel time as a passenger on an airplane, train, boat, bus, or automobile outside of regular working hours is not considered work time, provided however, that any work which an employee is required to perform while traveling shall be considered as hours worked.

If an employee is offered public transportation but requests permission to drive his/her car instead, the City shall count as hours worked, the time spent driving the car or the time the employee would have had to count as hours worked during working hours if the employee had used the public transportation, whichever is less.

Exempt Employees

In the case of an exempt employee, the MOU language (other than the FLSA requirements applicable to non-exempt employees) determines whether training or related travel time is compensable. Exempt employees will only be paid for time spent in required training and travel during normal work hours. Travel outside of regular work hours is excluded.

c. Employees will be eligible to participate in the City-wide Educational Reimbursement Program. The union waives any requirement for the City to meet and confer on enhancements to this policy to increase the maximum reimbursement (\$1000) or expand reimbursement eligibility. However, the City will notify the union of any such change.

53. TRANSPORTATION DEMAND MANAGEMENT

Bargaining unit members shall be eligible to participate in and shall receive any benefits provided by any established Citywide Alternative Transportation Program.

54. UNAUTHORIZED LEAVE

An employee's absence shall be unauthorized if such employee does not report absence to supervisor designated by Department Head within one-half (1/2) hour before or one-half (1/2) hour after his/her regular starting time, except in cases of emergency in which case the employee shall provide notification as soon as possible.

55. UNIFORM MAINTENANCE ALLOWANCE

The City and the Union agree that employees required by the City to wear field uniforms shall have the full cost of the uniform maintenance service paid for by the City. The City retains full and complete control over the administration of the uniform maintenance program. However, City shall provide field personnel with a minimum of seven (7) and a maximum of eleven (11) uniform changes based on the employee's request and the operational needs of the department.

56. UNION BUSINESS ATTENDANCE

It is agreed that not more than four (4) Union designated officers or stewards will be permitted up to thirty two (32) hours of leave per person each fiscal year with pay for Union related business defined as follows: conferences, meetings, training and other union activities outside the workplace. Release time will be subject to approval of the Department Head and prior notification to the Human Resources Manager.

57. UNION NOTICE- EMPLOYEE ORIENTATION & INTERDEPARTMENTAL TEAMS

a. The City will provide the union a list of attendees in the bargaining unit at a group New Employee Orientation meeting not less than two weeks prior to the orientation along with the date, location, and time for the union's presentation. The City will provide a Union representative an opportunity during the orientation to provide information to bargaining unit members regarding the benefits and obligations of union membership. Such presentation shall not exceed 15 minutes in duration. Management may witness the union's presentation.

b. The City will provide the union with advanced written notice of Interdepartmental Team Opportunities offered through its Succession Program that are offered to bargaining unit members, along with the anticipated scope of work. The union will notify the City if the union believes that the anticipated scope of work may involve issues within the scope of collective bargaining and lodge a written demand to bargain on such issues. Bargaining unit member participation on an Interdepartmental Team will not constitute collective bargaining nor satisfy any duty for the City to collectively bargain with the union.

58. UNION SECURITY (AGENCY SHOP & MAINTENANCE OF MEMBERSHIP)

a. Election – This Agency Shop provision went into effect following certification of the election results by the State Mediation and Conciliation Service on October 3, 1995.

b. Definition - Agency Shop as used in this Article means an organizational security agreement as defined in Government Code Section 3502.5 and applicable law.

c. Agency Fee - Each employee in the Unit shall be required to choose to: a) become a member in good standing of the Union; or b) satisfy the agency fee financial obligations set forth below, unless he/she qualifies for the religious exemption set forth below. New employees must make the required choice within 30 days of employment in the Unit.

Unless the employee has a) voluntarily submitted to the City an effective dues deduction request; b) notified the Union of his/her intent to pay an agency fee (full fee or reduced because objections filed), as evidenced by written notice of same from the Union to the City; or, c) qualified for exemption upon religious grounds as provided below, the City, upon notice from the Union of the employee's failure to make a timely choice, shall process a mandatory agency fee payroll deduction in the appropriate amount and forward that amount to the Union.

The amount of the fee to be charged shall be determined by the Union subject to applicable law; and shall therefore be an amount not to exceed the normal periodic membership dues and general assessments applicable to Union members.

As to non-members objecting to the Union spending their agency fee on matters unrelated to collective bargaining and contract administration, the amount of the agency shop fee shall not reflect expenditures which the courts have determined to be non-chargeable, including political contributions to candidates and parties, members-only benefits, charitable contributions and ideological expenditures and, to the extent prohibited by law, shall not reflect expenditures for certain aspects of lobbying, ballot measures, publications, organizing and litigation.

d. Conformance With Law - The Union represents that the collection, administration and use of agency fee funds shall be in conformance with the law. In addition, the Union shall comply with applicable law regarding disclosure of its expenses, notice to employees of their right to object, provision for agency shop fee payers to challenge the Union's determinations of amounts chargeable to objecting non-members, and appropriate escrow provisions to hold contested amounts while the challenges are underway.

The Union shall make available, at its expense, an expeditious administrative appeals procedure to Unit employees who object to the payment of any portion of the representation service fee. Such procedure shall provide for a prompt decision to be made by an impartial decision-maker jointly selected by the Union

and the objecting employee(s). A copy of such procedure shall be made available upon request by the Union to non-Union employees and the City.

The foregoing description of permissible agency shop fee charges and related procedures is included here for informational purposes and is not intended to change applicable law. The City will promptly remit to the Union all monies deducted, accompanied by a list of employees for whom such deductions have been made.

e. Employee Notification - Each non-member who is required to pay an agency fee shall annually receive written notification from the Union of the amount of the deduction and the procedure which he/she must follow to receive a rebate for non-representation activities during the year and the procedure for appealing all or any part of the agency fee. The City shall be sent a copy of this yearly notice.

Upon request by the Union, the City shall provide the appropriate employee mailing list.

The City will make a reasonable effort to distribute to each new employee in the Unit, a letter supplied by the Union which describes the Agency fee obligation.

f. Religious Exemption

1. Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or supporting employee organizations shall not be required to meet the above agency fee obligations, but shall pay by means of mandatory payroll deduction an amount equal to the agency shop fee (proportionate share of the Union's cost of legally authorized representational services), to a non-religious, non-labor charitable organization exempt from taxation under Section 501 (C) (3) of the Internal Revenue Code, as designated by the employee from a list provided by the City Finance Department.

2. To qualify for the religious exemption the employee must provide to the Union, with a copy to the City, a written statement of objection, along with verifiable evidence of membership as described above. The City will implement the change in status within thirty (30) days unless notified by the Union that the religious exemption is not valid.

g. Provision of Information - The Union shall furnish any information needed by the City to fulfill the provisions of this Article.

h. Dues/Fee Deductions - Any of the above described payment obligations shall be processed by the City in the usual and customary manner and time frames.

i. Leave Without Pay - Employees on an unpaid leave of absence for an entire pay period or more shall have agency shop fees suspended. Fee deductions shall have the same priority as dues deductions in the current hierarchy for partially compensated pay periods.

j. Rescission of Agency Shop - The Agency Shop provision may be rescinded pursuant to the procedures contained in Government Code Section 3502.5(d).

k. Union's Right to Implementation Election - The Union shall have the right pursuant to state law to implementation elections during the term of this agreement if the agency shop provision is rescinded under the terms of Section J above. If the Union requests an implementation election, the election will be conducted by the California State Mediation and Conciliation Service.

l. Indemnification/Hold Harmless Clause - The Union agrees to fully indemnify, defend and hold harmless the City and its officers, employees and agents against any and all claims, proceedings, settlements and/or liability regarding the legality of this Article or any action taken or not taken by or on behalf of the City under this Section.

m. Maintenance of Membership – All regular unit employees who are members of the union in good standing shall maintain their membership in the Union in good standing, subject however, to the right to resign from membership by submitting a written request to the union during the month of August annually.

Resignation requests submitted to the City shall be referred to the union. When resignation requests are received outside the window period the Union will promptly provide such members a letter explaining the maintenance of membership provision, along with a copy of this section of the MOU.

Union members who drop their union membership but are subject to Agency Shop fee provisions shall still be required to comply with their financial obligations under the Agency Shop provisions. Fee payers may change their status from full fee payer to “core” fee payer by submitting a written request to the union during the month of August annually.

59. UNION STEWARDS

The City agrees that the Union may designate Stewards to represent employees in the processing of grievances. The Union shall furnish the City with a list identifying by name and work location all regular and alternate Stewards. Said list shall be kept current by the Union at all times.

60. USE OF COMPUTER RESOURCES

Employees’ rights and obligations regarding use of the City’s computers and computing resources are governed generally by the City’s computer use policies. The Union and the City agree that occasional and incidental employee use of City computing resources for union business is allowable within the same parameters applied to other acceptable non-commercial personal use under those policies.

The parties agree that such use shall not interfere with the performance of work duties or the effective delivery of services, and shall not result in any significant cost to the City or compromise the security of City systems. The parties further agree that City computer resources, including the e-mail system, will not be used by the union or City employees to support or oppose a political campaign or ballot measure.

The union acknowledges that employees have no expectation of privacy in the use of City computer resources, including but not limited to e-mail and text messaging, even if they are locked or password-protected.

61. VACATION POLICY

a. All employees shall begin accruing vacation effective the first day of employment. It is agreed that vacation time earned may be taken as accrued subject to approval by the City and in accordance with the following schedule:

| <u>Length of Continuous Service</u> | <u>Vacation Entitlement</u> |
|-------------------------------------|------------------------------|
| 0 - 2 years | 10 days per year (80 hours) |
| 3 - 5 years | 13 days per year (104 hours) |
| 6 - 10 years | 18 days per year (144 hours) |
| 11 - 17 years | 23 days per year (184 hours) |
| 18 - 23 years | 25 days per year (200 hours) |
| 24 & over years | 28 days per year (224 hours) |

b. Vacation periods shall be scheduled by management to provide adequate staffing. Such scheduling may be available throughout the calendar year subject to departmental operational necessity and the needs of the City, and such scheduling shall take into account employee seniority and choice.

c. No employee may accrue a vacation balance in excess of thirty-two days (256 hours) unless approved by the City Administrator based upon extenuating circumstances. A request for a waiver of the maximum vacation balance must be made to the City Administrator in writing, with a copy to the employee's Department Head.

c. If an employee takes a minimum of eighty (80) hours of vacation during a vacation year, that employee is eligible to receive cash in lieu of up to one hundred (100) hours of vacation time. Vacation may be "cashed in" in 10 hour increments only, and the amount to be cashed in will not exceed the employee's vacation balance at the end of the vacation year. Employees eligible for vacation "cash in" shall state their intentions to cash in vacation within the time frame and procedures established by the City.

d. Vacation year is defined to be the period beginning with the day after the 23rd payroll date of one calendar year, and ending on the 23rd payroll date of the following calendar year. The chart below lists the vacation year, the time sheet used to request the cashed in vacation, and the date the cashed in vacation will be paid:

| <u>Calendar Year</u> | <u>Vacation Year</u> | <u>Request on time sheet for Pay Period ending</u> | <u>Paid Date</u> |
|----------------------|----------------------|--|------------------|
| 2008 | 11/10/07 – 11/07/08 | 11/21/08 | 12/05/08 |
| 2009 | 11/08/08 – 11/06/09 | 11/20/09 | 12/04/09 |

Employees eligible for vacation cash in shall request vacation cash in on the time sheet dates listed above.

62. VACATION & SICK LEAVE ADVANCED CREDIT UPON HIRE

a. An employee who is appointed from outside City of Santa Barbara government service within one (1) year of leaving employment with either the City of Santa Barbara or another city, county, state agency, federal agency or special district and who, in the opinion of the Human Resources Manager, possesses government experience directly related to the position to which he or she has been appointed, may be offered credit for years of prior service with the City of Santa Barbara and/or his or her immediate previous government employer in the following ways:

i. Vacation Accrual: At the discretion of the Human Resources Manager, the employee may be offered credit for up to the total number of prior full years of service at the City of Santa Barbara and/or his or her immediate previous government employer toward the initial vacation accrual rate. The employee will not be eligible to progress to a higher accrual rate until employee has the normal required minimum amount of City of Santa Barbara service for that accrual rate.

ii. Sick bank: At the discretion of the Human Resources Manager, the employee may be credited with up to 96 hours of sick leave. Thereafter, employee will accrue sick leave at the normal rate.

b. A former City of Santa Barbara employee reemployed within one year under Santa Barbara Municipal Code Section 3.16.320 will automatically qualify for the full vacation accrual credit under (i), above, for his or her prior City of Santa Barbara service. However, under no circumstance will prior accrued vacation balances cashed out to the employee upon termination be reinstated.

63. WAIVER

The City and the Union agree that, for the term of this agreement, each party waives the right and each agrees that the other party shall not be obligated to meet and confer with respect to any subject or matter pertaining to or covered by this agreement, except as to meeting and conferring over the renewal or continuation of this agreement or as otherwise provided herein.

It is further agreed that nothing in this agreement shall in any way diminish the rights of the employees, the City, or the Union as established by the Meyers-Milias-Brown Act of the State of California and all

amendments thereto, or Santa Barbara Municipal Code, Chapter 3.12, except as herein provided.

64. WORK SCHEDULE

- a. The regularly scheduled seven (7) day work week shall average forty (40) hours.
- b. There shall be at least two consecutive days of rest observed after each work week subject to City needs for standby, call back, overtime, and rotation of regularly scheduled shift changes. In the event that a work week without two (2) consecutive days off is necessary or desirable, affected employees shall be given reasonable opportunity to establish work schedules which meet the operational requirements of the City and personal preference. In such cases, the two (2) consecutive days off may be waived by the employee.
- c. Prior to any change in shift schedule, affected employees shall be given reasonable opportunity to provide input concerning shift schedules which meet the operational requirements of the City and personal preference. The Department Head shall establish a "regular" schedule for each employee with a start and quit time. Such schedule shall not be changed without forty-eight (48) hours advance notice except in emergencies.
- d. City shall provide employees with reasonable "clean-up" time and employees shall be ready to begin work at start time.
- e. City agrees that work outside the regularly scheduled work day or work week shall be compensated in accordance with the overtime policy contained herein.
- f. Employees may develop alternative work schedules and/or telecommuting arrangements which meet their personal needs and the operational requirements of the City under the City's Flex Work Policy. Such alternate schedules must be approved by the Department Head. The continuation of such schedules shall be subject to Department Head review with reasonable input from affected employees.
- g. In no case shall an employee's work schedule be altered in connection with any particular work shift to avoid the payment of overtime earned.
- h. When an Airport Maintenance employee has worked a regularly scheduled night shift, the employee will be provided with paid leave time (without deductions from leave banks) to allow five hours of off-duty time without a loss of pay before reporting for the next regularly scheduled daytime shift. With the permission of the supervisor, the employee may choose to work the beginning of the employee's next regularly scheduled daytime shift, and take the equivalent paid rest period at the end of the regularly scheduled shift instead.

Example:
If employee on a 9/80 shift works 10:00 p.m. - 7 a.m., and is next regularly scheduled to begin a 9-hour shift at 7:00 a.m., the employee may:
 - Take a 5 hour rest period from 7 a.m. to 12 p.m., receiving straight time pay for the period from 7:00 a.m. to 12:00 p.m. (5 hours), and then work from 12:00 through the rest of the regularly scheduled shift (4 more work hours).
 - With supervisor's permission, work for 4 hours beginning at 7:00 a.m. (when the next scheduled shift begins), and leave 5 hours early instead.
- i. Employees on a 9/80 schedule will be covered under the terms of the "9/80 Work Schedule Policy" contained in Appendix E of this Agreement.

65. WORKERS' COMPENSATION

- a. The parties agree that Municipal Code Section 3.08.220 shall be amended to provide that general employees who sustain illness or injury arising out of and in the course of their City employment shall receive benefits equal to those mandated by the State of California plus the difference between State

mandated benefits and the equivalent of eighty-five percent (85%) of the individual's gross (excluding O.T.) salary, if any, paid by the City for a maximum of ninety (90) working days.

c. Once an individual is no longer eligible for continuation of 85% of his/her gross pay as described in (a) above and is still unable to return to work, the City shall continue to pay its contribution to insurance for the first ninety (90) calendar days.

d. This section shall not be construed to grant employees the use of sick leave benefits in lieu of or to supplement workers' compensation benefits provided herein or by State law, except as follows.

An employee who returns from an accepted work-related injury or illness to regular duty or modified duty may attend follow-up medical appointments during work hours when it is not possible to arrange such appointments on non-work time. Reasonable advance notice must be given to the supervisor, which in no event shall be less than 24 hours. Release time is subject to supervisory approval based on operational needs.

Under these conditions, to account for the lost work time to attend physician, physical therapy, chiropractic, counseling and other physical and mental care appointments, the employee may:

1. Use accrued paid leave time (sick leave, vacation time, compensatory time, or personal leave); or
2. Use "industrial leave without pay" if employee has no accrued paid leave time, or
3. If the employee has not reached a permanent and stationary status, the employee may elect to use "industrial leave without pay" if employee does not choose to use accrued paid leave (sick leave, vacation time, compensatory time, or personal leave). However, employees who have reached permanent and stationary status must exhaust available leave balances before being placed on leave without pay.

An employee who has not reached a permanent and stationary status and uses industrial leave without pay may be entitled to "wage loss" under workers' compensation system depending on eligibility.

The City may make changes to its Personnel Policies including, but not limited to, the Santa Barbara Municipal Code to reflect the substance of this Agreement.

66. WORKING OUT OF CLASSIFICATION

Working Temporarily Out of Classification

The City and the Union agree that it is the intent of departmental management to avoid working an employee out of classification.

It is further agreed that working an employee out of classification will occur only to meet the work requirements within the City and that such out of classification work will terminate after fifteen (15) consecutive work days or thirty (30) work days in any one calendar year; or if extended beyond fifteen (15) consecutive or thirty (30) work days, the employee shall be compensated at the rate of the higher classification while the out of classification work continues subject to the right of employee to waive this provision based upon personal career development.

For purposes of this article, an out of classification assignment is defined as assignment by the Department Head or designee of the performance of a substantial preponderance of duties of an authorized, funded, permanent, full-time position in one or more higher classification(s) by an employee in a position in another classification. "Significant duties" shall be as defined on the appropriate class specification.

When an employee works out of classification continuously for fifteen (15) working days or more, the City shall place a letter in the employee's personnel file acknowledging the out of classification work.

It is the intent of this article to compensate employees for assigned out of class work extended beyond fifteen (15) consecutive or thirty (30) work days in any one calendar year.

Position Reclassification Requests

If an employee believes he/she is working out of classification on a regular on-going basis, the employee may:

- a. Request a reclassification from his/her manager in writing. The manager shall respond in writing within ten (10) working days of receipt of the request. The manager may recommend that a classification review be conducted by submitting a written request, approved by the Department Head, to Human Resources.
- b. If the employee is not satisfied with the manager's response, he/she may submit a written reclassification request to his/her Department Head or designee within ten (10) working days of receiving his/her manager's written response. Within twenty (20) working days of receipt of the employee's written request, the Department Head or designee shall meet with the employee and issue a written response to the employee and the Human Resources Office.
- c. If the Department Head's response so requests that a classification review be conducted, Human Resources shall conduct said classification review and shall issue its decision to the employee and the Department Head within forty-five (45) working days of receipt of the request. The decision to request, or not request, a classification review shall be at the Department Head's sole discretion, however the decision will not be arbitrary or capricious.

APPENDIX A

SHIFT DIFFERENTIAL EXAMPLES

Example 1. An employee is assigned to work a ten (10) hour shift from 3:30 p.m. to 1:30 a.m. Because 50% or more of the assigned shift hours fall between 5:00 p.m. and midnight, the employee is entitled to Swing Shift Differential pay. If that employee is asked to work overtime from 1:30 a.m. to 3:30 a.m., the employee will be entitled to Swing Shift Differential pay at the overtime rate for the additional two hours (1:30 a.m. to 3:30 a.m.) worked.

Example 2. An employee is assigned to work an eight (8) hour shift from 7:30 a.m. to 4:00 p.m. and is then directed to work an additional five (5) hours to cover for a sick employee from 4:00 p.m. to 9:00 p.m. The employee is not entitled to shift differential pay because the assigned shift hours (7:30 a.m. to 4:00 p.m.) do not qualify for shift differential and the overtime worked is less than eight hours.

Example 3. An employee is assigned to work 8:00 a.m. to 4:30 p.m. However, on this particular day, the employee is assigned to work from 3:00 a.m. to 8:00 a.m. in addition to the assigned regular shift hours in order to cover for an absent employee. The employee is not entitled to shift differential pay because the assigned shift hours do not qualify for shift differential.

Example 4. An employee is assigned to work 7:30 a.m. to 4:00 p.m. and then is directed to work additional time for an emergency situation. The employee then works until 1:00 a.m. The employee is entitled to Swing Shift Differential pay at the overtime rate for the period of 4:00 p.m. to 1:00 a.m. The employee has in effect worked two shifts.

Example 5. An employee is assigned to work the swing shift between 4:00 p.m. and midnight and then is assigned to work the graveyard shift from midnight to 8:00 a.m. In this case the employee is assigned to work two distinct shifts. Therefore, the employee is entitled to Swing Shift Differential pay for the time between 4:00 p.m. to midnight and Graveyard Shift Differential pay at the overtime rate for the hours from midnight to 8:00 a.m.

Example 6. An employee is assigned to work the graveyard shift between midnight and 8:00 a.m. and then is assigned the day shift from 8:00 a.m. to 4:30 p.m. As in Example 5, the employee is assigned two distinct shifts; therefore, the employee is entitled to Graveyard Shift Differential for the time period of midnight to 8:00 a.m., but no shift differential for the time period of 8:00 a.m. to 4:30 p.m.

Example 7. An employee is assigned to work from 4:00 p.m. to midnight. That employee leaves work at midnight, goes home, and then is called back to work between 2:00 a.m. and 7:00 a.m. That employee is entitled to Swing Shift Differential pay for the regular assigned shift from 4:00 p.m. to midnight. The employee is not entitled to shift differential pay for the overtime hours (2:00 a.m. to 7:00 a.m.) because it is considered a call back of less than eight hours.

Example 8. An employee is assigned to work 7:30 a.m. to 4:00 p.m. and then is called back to work at 7:00 p.m. and works until 3:00 a.m. due to an emergency situation. The employee is entitled to Swing Shift Differential at the overtime rate for the call back of eight hours or more (7:00 p.m. to 3:00 a.m.)

APPENDIX B

CITY OF SANTA BARBARA

CHILD CARE PERSONNEL POLICIES

February 20, 1990

Note: A leave or reduced schedule approved under one of these policies runs concurrently with any applicable leave entitlements under the FMLA/CFRA Family and Medical Leave Policy.

Contents

- 1. Maternity Leave Policy**
- 2. Parental Leave Policy**
- 3. Flexible Leave Policy**
- 4. Alternative Work Schedules**
- 5. Job Sharing**
- 6. Part-time Work**
- 7. At-home Work**

1. **MATERNITY LEAVE** (medical leave)

The City of Santa Barbara is committed to providing time off from work, so far as possible, to employees during pregnancy and following childbirth.

Maternity leave requests, including both medical and non-medical components (see section on Parental leave for information regarding non-medical leave), must be submitted to the City Administrator via the Department Head at least 30 days in advance. The requirement for 30 days advance notice may be waived when warranted by unexpected medical circumstances. Pursuant to state law, maternity leaves for medical reasons will be granted for up to four (4) months and may be extended up to a maximum of one (1) year subject to the operational needs of the department as determined by the Department Head. All medical leaves must be verified by a doctor's certificate of disability.

When an employee is physically disabled from work due to pregnancy or following childbirth, the employee will obtain a doctor's certificate of disability indicating the dates when the employee will be physically unable to work. When physically disabled, the employee may use sick leave or other paid leave. An employee disabled due to pregnancy or childbirth may request an unpaid leave of absence for medical reasons once her sick leave and other paid leave balances total less than forty (40) hours. A doctor's note listing the dates of the disability must be submitted with the medical leave request. Any leave of absence greater than 7 days must be approved in advance by the City Administrator.

The City will coordinate an employee's use of State Disability Insurance (SDI) with City paid leave which allows employees on maternity leave and covered by SDI to extend the use of their paid leave time.

When an employee is on medical leave of absence due to pregnancy, the City will continue to pay the employer portion of the insurance for the first ninety (90) days of the medical leave of absence. Thereafter, an employee will have to pay both the employer and the employee portions of her insurance.

2. **PARENTAL LEAVE** (all employees, non-medical leave)

The City recognizes that after the birth or adoption of a child, it is important for a parent to be with his or her child. As a result, the City encourages Department Heads to accommodate requests for parental leaves to care for a newborn or newly adopted child.

Parental leaves shall be with pay if the employee has leave balances of vacation, personal leave, or compensatory time. An employee may request a parental leave of absence without pay when the employee's paid leave balances total less than forty (40) hours (see section on Maternity Leave for information regarding medical leave related to pregnancy and childbirth).

Parental leave requests must be submitted to the City Administrator via the Department Head at least 30 days in advance. When requested, parental leaves will be approved for a length of time sufficient to provide the employee a minimum of one (1) month absence from work. Any medical leave related to pregnancy and child birth (maternity leave) will not be counted in the minimum one (1) month. The scheduling of parental leave is subject to the approval of both the City Administrator and Department Head based on the operational needs of the department. Extension of the parental leave of absence may be granted, subject to the approval of the City Administrator, via the Department Head. The total duration of the combined medical and parental leaves of absence cannot exceed one year.

Employees are encouraged to discuss their time off needs with their supervisors as early as possible. Employees are also encouraged to save their vacation, personal leave, and compensatory time for use

during a parental leave. Temporary waivers of the minimum annual vacation use and maximum vacation accrual will be considered to assist prospective parents in building their leave banks.

While on parental leave of absence without pay, an employee will have to pay both the employer and employee portions of his or her insurance.

3. FLEXIBLE LEAVE POLICY (All Employees)

Employees may use accrued personal leave, vacation, comp time, to respond to emergency needs for spouse or dependent*, such as illness, child care or elder care. The employee shall notify his/her supervisor immediately of the nature of the emergency. Approval for leaves under this policy shall not be unreasonably withheld. Advance approval for spouse or dependent illness is not required.

* For purposes of this policy, a dependent is one who is a dependent pursuant to IRS regulations.

4. ALTERNATIVE WORK SCHEDULES (All employees)

The City believes that alternative work schedules are viable options to meet personal needs in areas such as child care and transportation where such schedules continue to meet the operational needs of the department.

Individual employees may request alternative work schedules which meet their personal needs and the operational requirements of the department. Alternative schedules may be different daily work hours or a different work week. Approval for reasonable alternative work schedules is subject to the operational needs of the department as determined by the Department Head. The continuation of such schedules shall be subject to Department Head review with reasonable input from affected employees.

5. JOB SHARING (All Employees)

The City recognizes that job-sharing may facilitate the balancing of employees' personal needs with their job responsibilities. As a result, the City encourages Department Heads to attempt to accommodate requests for job-sharing subject to the operational needs of the department as determined by the Department Head.

An employee may request that his/her full-time position be redefined as a job-sharing position to be filled by two permanent part-time employees. Requests for job sharing positions shall be submitted to the Department Head and require final approval by the City Administrator and City Council.

Job sharing positions may be discontinued at the discretion of the Department Head, with 30 days notice to affected employees.

6. PART-TIME WORK (All employees)

An employee may request to work on a part-time basis. A request to work part-time for a limited duration is subject to the operational needs of the department as determined by the Department Head. The Department Head may grant part-time assignments of limited duration. Extensions of part-time assignments will be considered upon employee request.

All part-time assignments may be periodically reconsidered by the Department Head. If the Department Head determines additional hours are required in the position, the employee will be given thirty days notice of

the requirement to work increased hours.

Part-time assignments must be a minimum of 20 hours per week. Part-time regular employees receive insurance benefits and paid leave benefits prorated based on the number of hours worked.

To change an employee from full-time to part-time status requires a Personnel Action Form (PAF) and notification to the Personnel Office.

7. AT-HOME WORK (All employees)

With prior approval of the Department Head and review by Risk Management, an employee may request to work at home on a limited-term basis. All requests will be subject to the operational needs of the department as determined by the Department Head. Increased City liability including safety and workers' compensation issues will be closely reviewed prior to granting at-home work requests.

Requests for work schedules which include working at home for part of the regular work week may be submitted to the Department Head. Authorization for such schedules for either a predetermined or indefinite length of time will be made based on the following criteria:

- a) the operational needs of the department work site must be met adequately;
- b) the job duties must be such that work can be accomplished at home;
- c) proper equipment and supplies necessary to the job assignment can be provided at reasonable cost;
- d) sufficient measures of productivity can be determined;
- e) efficient and effective methods can be established for supervisory review of work assignments;
- f) the employee can be contacted at home during predetermined work hours.

Plans for meeting each of these criteria should be submitted in writing to the Department Head for evaluation. Once approved, at-home work schedules are subject to periodic review and may be discontinued at the discretion of the Department Head, with fourteen (14) days notice to the employee.

APPENDIX C

CITY OF SANTA BARBARA

CATASTROPHIC LEAVE POLICY

- I. **PURPOSE:** To establish a program whereby City employees can donate vacation and/or compensatory time to:
 - A. The sick leave banks of permanent full-time and permanent part-time employees who are incapacitated due to a catastrophic off-duty illness or injury; or
 - B. The vacation leave banks of permanent full-time and permanent part-time employees who are caring for a spouse or child who has a catastrophic illness or injury.

- II. **DEFINITION:** A catastrophic illness or injury is a severe illness or injury which is unusual, unexpected, or immediate in nature; and which is expected to preclude an employee from returning to work for an extended period of time, during which the employee will exhaust all of his/her applicable accumulated leave balances.

- III. **POLICY:** City employees may donate vacation and/or compensatory time to a permanent full-time or permanent part-time employee if:
 - A. An employee experiences a catastrophic illness or injury or must care for a spouse or child who has a catastrophic illness or injury which requires the employee to be absent from work for an extended period of time;
 - B. The employee has nearly exhausted all applicable leave balances (sick, vacation, personal leave, and compensatory time in the case of the employee's off-duty catastrophic illness or injury; vacation, personal leave and compensatory time due to caring for a spouse or child who has experienced a catastrophic illness or injury); and
 - C. The employee or if incapacitated, the legally recognized representative, has agreed to accept the donation if approved by the Department Head and the City Administrator.
 - D. The Department Head will take action to help ensure that each employee's decision to donate or not donate to a Personal Catastrophic Leave Account is kept confidential and that the donor and recipient employees are not pressured to participate.
 - E. State and Federal income tax on the value of vacation and/or compensatory time donated shall be deducted from the recipient employee's pay at the time the hours are used.

- IV. **PROCEDURES:**
 - A. A request is made by the recipient employee or if incapacitated, the legally recognized representative, to the Department Head for the establishment of a Personal Catastrophic Leave Account. This request may be made prior to the employee exhausting all of his/her applicable paid leave balances so that time donated may be utilized immediately upon exhaustion of the employee's leave balances, but not before.
 - B. Upon approval of the Department Head and the City Administrator, and upon agreement of the recipient employee, a Personal Catastrophic Leave Account will be established. The employee or if incapacitated, the legally recognized representative, will sign the "Request to

Receive Donation(s)" form allowing publication and distribution of information regarding his/her situation.

- C. The employee or if incapacitated, the legally recognized representative, will be required to provide verification of the catastrophic illness or injury from an attending physician before and while using time donated under this program. All information provided by the attending physician will remain confidential.
- D. The request for donations shall occur in three month intervals and may be extended up to a maximum of twelve (12) continuous months for any one catastrophic illness/injury, based upon approval of the Department Head and City Administrator.
- E. Donated vacation and/or compensatory time shall be converted and credited to the recipient's applicable leave bank in equivalent hours based upon the recipient's base hourly rate. (e.g., employee A makes \$20/hour and donates 1 hour of vacation time to employee B who earns \$10/hour. B's applicable leave bank is increased by 2 hours for each hour donated by A.)
- F. Employees will use the "Donation of Vacation and/or Compensatory Time" form to submit donations of vacation and/or compensatory time directly to Human Resources. All donations will be reviewed for compliance with this policy. After review, the form will be forwarded to Payroll for action and adjustment to the donor's and recipient's paid leave balances.
- G. All donations of vacation and/or compensatory time shall be in increments of 4 hours or more (e.g. 4, 8, 12 hours) and shall be made in three month increments. An employee may not donate vacation or compensatory time which would reduce his or her total accrued combined balance of vacation, compensatory time, personal leave and sick leave to less than 120 hours after the donation.
- H. The donation of vacation and/or compensatory time is irreversible. Should the recipient employee not use all the donated time for the catastrophic illness or injury, any balance will revert to a City-wide "Catastrophic Leave Bank" for future use by employees with need for that donated time pursuant to the provisions of this Catastrophic Leave Policy.
- I. The donation of vacation and/or compensatory time must be made to a specific approved catastrophic leave recipient with the following exception: an employee who is within 50 hours of the maximum vacation accrual may request to donate up to a maximum of 50 hours directly to the City-wide "Catastrophic Leave Bank" to avoid cessation of accruals. Such donation directly to the City-wide "Catastrophic Leave Bank" may not be made more than one time in any 12 month period.
- . A report on the usage of Personal Catastrophic Leave Accounts and status of the City-wide "Catastrophic Leave Bank" will be available to recognized labor organizations and others with a need to know. The report will include the identity of the recipient(s), hours donated, hours used and the remaining balance(s).

**CITY OF SANTA BARBARA
DRUG AND ALCOHOL TESTING POLICY
FOR
GENERAL UNIT EMPLOYEES**

**CITY OF SANTA BARBARA
DRUG AND ALCOHOL TESTING POLICY
FOR GENERAL UNIT EMPLOYEES**

This policy sets forth the rights and obligations of the covered employees. You should familiarize yourself with the provisions of this policy BECAUSE COMPLIANCE WITH THIS POLICY IS A CONDITION OF YOUR EMPLOYMENT.

If you are an employee covered by this policy, you should be aware that you are still required to comply with the provisions of the City's Drug and Alcohol Free Workplace Policy (ATTACHMENT A) that was adopted by the City Council on August 21, 1990. The obligations and requirements set forth below are in addition to existing obligations and requirements set forth in the Drug and Alcohol Free Workplace Policy.

A. EMPLOYEE QUESTIONS

Employees shall refer any questions regarding rights and obligations under this policy to Human Resources or to the union.

B. COVERED EMPLOYEES

Employees in the job classifications represented by SEIU, Local 620 in the General Employees Bargaining Unit that are not covered under the CITY OF SANTA BARBARA DRUG AND ALCOHOL TESTING POLICY PURSUANT TO DEPARTMENT OF TRANSPORTATION REGULATIONS

C. PROHIBITIONS

The following conduct is prohibited and may result in discipline, up to and including termination:

1. The use, possession, manufacture, dispensation or distribution of drugs and alcohol is prohibited:
 - a. in the workplace;
 - b. while on City time;
 - c. in City vehicles or facilities except as defined in City's facilities use policies;
 - d. prior to coming to work, so that the employee's performance is impaired.
2. Reporting for duty or remaining on duty while having an alcohol blood concentration level of 0.08 or greater.
3. Being on duty or operating a vehicle on duty while possessing alcohol.
4. Using alcohol while on duty.
5. Reporting for duty or remaining on duty when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform their job.
6. Reporting for duty or remaining on duty if the employee tests positive for controlled substances.
7. Refusing to submit to any alcohol or controlled substances test required by this Policy. A covered employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.08 or greater on an alcohol test or tested

positively on a controlled substances test.

A refusal to submit to an alcohol or controlled substances test required by this Policy includes, but is not limited to:

- a. A refusal to provide a urine sample for a drug test;
- b. An inability to provide a urine sample without a valid medical explanation;
- c. A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
- d. An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
- e. Tampering with or attempting to adulterate the urine specimen or collection procedure;
- f. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested (the time allotted shall be reasonable. In most cases the City will provide transportation to and from the collection site.);
- g. Leaving the scene of an accident without a valid reason as to why authorization from a supervisor or manager who shall determine whether to send the employee for a post-accident controlled substances and/or alcohol test was not obtained.

D. CIRCUMSTANCES UNDER WHICH DRUG AND ALCOHOL TESTING WILL BE IMPOSED ON COVERED EMPLOYEES.

1. Pre-Employment Testing

All applicants for City employment may be required to submit to pre-employment/pre-duty drug testing. This applies to initial appointment as a classified employee only, and not to promotion within the service.

Note: there is no pre-employment alcohol test.

2. Post-Accident Testing

Post-accident drug and alcohol testing will be conducted on employees following an accident.

Alcohol: Post-accident alcohol tests shall be administered within two hours following an accident and no test may be administered after eight hours.

Drug: A post-accident drug test shall be conducted within eight (8) hours following the accident

An accident occurs when as a result of an incident involving a vehicle operated by a covered employee:

- (1) any individual(s) receives an injury(s) requiring immediate hospital treatment ,or
- (2) there is a recommendation by an on scene paramedic or medical professional that individual(s) involved in the accident should see a physician for injury(s) arising out of the accident.

3. Return To Duty / Follow-up Testing:

A covered employee who has violated any of the prohibitions of this policy (See Section C) may be required to submit to a return to duty test before he/she may be returned to his/her position. The test result must indicate an alcohol concentration of less than 0.08 or a verified negative result on a controlled substances test.

E. EMPLOYEE RESPONSIBILITIES

An employee must notify his/her department head of all alcohol or criminal drug statute convictions no later than 5 days after such conviction.

An employees must notify his/her supervisor, before beginning work, when drugs (prescription or non-prescription) may interfere with the safe and effective performance of duties or operation of City equipment (See Attachment A, Article III, Section 3).

Any employee who thinks he/she may have an alcohol or drug use problem is urged to voluntarily seek free confidential assistance from the City's Employee Assistance Program (EAP) counselor. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to job related performance problems.

F. MANAGERS' AND SUPERVISORS' RESPONSIBILITIES

1. Managers and supervisors are responsible for enforcement of this policy and will inform the Department Head and the Human Resources Manager of any violations.
2. Employees who may have a suspected alcohol or drug use problem should be encouraged to voluntarily seek confidential assistance from the City's Employee Assistance Program (EAP).
3. When an employee is involved in an accident, managers and supervisors shall prevent the employee from engaging in further work, remove the employee from the workplace, and then send the employee for a drug and/or alcohol tests within the timelines outlined in Section D. 2 above.
4. When it is suspected that an employee may have illegal drugs or is under the influence of illegal drugs, managers and supervisors may notify the appropriate law enforcement agency.

G. PROCEDURES TO BE USED FOR DETECTION OF DRUGS AND ALCOHOL

1. Alcohol Testing:

Alcohol testing will be conducted by using an evidential breath device (EBT) approved by the National Highway Traffic Safety Administration. (Non-EBT devices may be used for initial screening tests.)

A screening test will be conducted first. If the result is an alcohol concentration level of less than 0.02, the test is considered a negative test. If the alcohol concentration level is 0.02 or more, a second confirmation test will be conducted. A positive test for alcohol means a confirmed alcohol concentration of 0.08 or more.

The procedures that will be utilized by the collection and testing of the specimen shall be the same as those required under the City Of Santa Barbara Drug And Alcohol Testing Policy Pursuant To Department Of Transportation Regulations (49 CFR 40).

2. Drug Testing:

Drug testing will be conducted pursuant to the same requirements as those required by the City Of Santa Barbara Drug And Alcohol Testing Policy Pursuant To Department Of Transportation Regulations (49 CFR Part 40).

- a. The urine specimen will be split into two (2) bottles labeled as: "primary" and "split" specimen. Both bottles will be sent to the lab;
- b. A positive test means a test that is positive for controlled substances under the Federal D.O.T. Urine Specimen Testing Levels (Current levels ATTACHMENT B). If the urinalysis of the primary specimen tests positive for the presence of controlled substances, the employee has seventy-two (72) hours to request that the split specimen be analyzed by a different certified lab at the employee's cost.
- c. The urine sample will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidine;
- d. If the test is positive for one or more of the drugs, a confirmation test will be performed using gas chromatography/mass spectrometry analysis;
- e. All drug results will be reviewed and interpreted by a physician before they are reported to the employee and then to the City;
- f. With all positive drug tests, the physician (a.k.a. Medical Review Officer) will first contact the employee to determine if there is an alternative medical explanation for the positive test result. If documentation is provided and the MRO determines that there was a legitimate medical use for the prohibited drug, the test result may be reported to the City as "negative."

3. Confidentiality:

The confidentiality of records shall be maintained in the same manner as set forth in the City Of Santa Barbara Drug And Alcohol Testing Policy Pursuant To Department Of Transportation Regulations.

H. CONSEQUENCES OF FAILING/REFUSING AN ALCOHOL AND/OR DRUG TEST:

FAILING A PRE-EMPLOYMENT DRUG TEST WILL BE GROUNDS FOR REJECTION FROM EMPLOYMENT.

UPON FAILING A POST-ACCIDENT ALCOHOL AND/OR DRUG TEST THE EMPLOYEE:

1. Will be removed from driving or operating any heavy or dangerous equipment;
2. May be disciplined up to termination. Failing/refusal to take a controlled substances/alcohol test may result in disciplinary action, up to and including termination.
3. May be allowed to sign a last chance agreement as an alternative to discipline which could require the employee to undergo treatment to cure his/her alcohol or drug abuse and be tested periodically. Generally, an employee who tests positive and has not been found to be using alcohol or drugs on-duty will be offered a last chance agreement. The City does not pay for this examination or any treatment. However, if the exam and/or treatment is covered by the employee's insurance policy, the employee may use the insurance policy to (help) pay for the covered expenses.
4. The employee may use accumulated vacation, personal leave, overtime or leave without

pay while undergoing treatment/rehabilitation

5. The employee may use sick leave only when participating in a medically supervised/approved residential rehabilitation program or during the first ninety (90) days of a medically supervised/approved outpatient rehabilitation program.
6. May not be returned to his/her position until the employee submits to a return-to-duty controlled substances and/or alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.08 or a negative result on a controlled substances test;
7. May be required to submit to unannounced follow-up testing after he/she has been returned to his/her safety-sensitive position.

J. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City has established an Employee Assistance Program to help employees who need assistance with alcohol and controlled substance abuse. Employees are encouraged to contact the City's Benefits Office for the number of the current EAP provider.

RESOLUTION NO. 90-141

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA, ADOPTING A DRUG AND ALCOHOL FREE WORKPLACE POLICY.

WHEREAS, The Federal Drug Free Workplace Act of 1988 requires the adoption of a drug free workplace policy, and

WHEREAS, the presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours jeopardizes the safety of employees, the public, and the efficiency of City operations; and

WHEREAS, the City wants to establish a drug and alcohol free workplace;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA:

That the attached Drug and Alcohol Free Workplace Policy be adopted.

Adopted August 21, 1990

CITY OF SANTA BARBARA
DRUG AND ALCOHOL FREE WORKPLACE POLICY

I. PURPOSE

The City of Santa Barbara, in its efforts to provide a drug and alcohol free environment, has adopted this Drug and Alcohol Free Workplace Policy. It is the purpose of this policy to eliminate alcohol and drug abuse by City Employees and its effects in the workplace. The presence of drugs and alcohol on the job and the influence of these substances on employees during working hours jeopardizes the safety of employees, the public, and the efficiency of City operations. It is the intent of the City, in adopting this policy, to meet the requirements of the Drug Free Workplace Act of 1988 (41 U.S.C. Section 701-707).

II. POLICY

In recognition of the duties entrusted to the employees of the City of Santa Barbara and with knowledge that drugs and alcohol hinder a person's ability to perform job related duties safely and effectively, the City of Santa Barbara adopts the following policy:

1. The use, possession, manufacture, dispensation or distribution of drugs and alcohol is prohibited:
 - a. in the workplace;
 - b. while on City time;
 - c. in City vehicles or facilities except as defined in City's facilities use policies;
 - d. prior to coming to work, so that the employee's performance is impaired.
2. The City is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped, under federal law.
3. The City has established a voluntary Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems (as well as for a variety of other personal problems). Employees may seek confidential assistance from the EAP counselor.

III. APPLICATION

1. This policy applies to all full time, part time and temporary employees, and to all applicants for positions with the City. This policy applies to alcohol and all substances, drugs or medications, legal or illegal, which impairs an employee's ability to effectively and safely perform his/her job duties.
2. A copy of this policy will be provided to all City employees.
3. A drug-free awareness program will be established to inform employees of the dangers and penalties of drug use in the workplace and of available counseling, rehabilitation and employee assistance programs.

4. Violations of the policy may result in disciplinary action being taken, up to and including termination, in addition to possible criminal penalties or refusal to hire an applicant.

IV.EMPLOYEES RESPONSIBILITIES

An employee:

1. Must not report to work, or be subject to scheduled duty while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use.
2. Must not use, possess, manufacture, dispense or distribute drugs or alcohol
 - a. in the workplace;
 - b. on City time;
 - c. in City vehicles or facilities except as defined in City's facilities use policies;
 - d. prior to coming to work, so that the employee's performance is impaired.
3. Must notify his/her supervisor, before beginning work, when drugs (prescription or non-prescription) may interfere with the safe and effective performance of duties or operation of City equipment. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using prescribed drug, authorization from a qualified physician may be required.
4. Must notify his/her department head of any criminal drug or alcohol statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. A safety employee must notify his/her department head of all alcohol or criminal drug statute convictions, no later than five (5) days after such conviction.
6. Who thinks he/she may have an alcohol or drug use problem is urged to voluntarily seek free confidential assistance from the City's Employee Assistance Program (EAP) counselor. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to job related performance problems.

V. MANAGERS AND SUPERVISORS RESPONSIBILITIES AND GUIDELINES

1. Managers and supervisors are responsible for enforcement of this policy and will inform the Department Head and the Human Resources Manager of any violations.
2. Employees who may have a suspected alcohol or drug use problem should be encouraged to voluntarily seek confidential assistance from the City's Employee Assistance Program (EAP).
3. When it is suspected that an employee is under the influence of drugs or alcohol at the workplace, managers and supervisors shall prevent the employee from engaging in further work, remove the employee from the work place, consult with another manager or supervisor to confirm their suspicions, and then, take appropriate action. The employee shall be informed that a union representative or shop steward could be notified, at the employee's request. Managers and supervisors may notify the appropriate law enforcement agency.
4. When it is suspected that an employee may have illegal drugs or is under the influence if illegal drugs, managers and supervisors shall notify the appropriate law enforcement agency.

5. For employees working on programs receiving federal grant money, the City shall:
 - a. notify the Federal contracting agency within ten (10) days after receiving notice of an employee's criminal drug statute conviction occurring in the workplace. (41 U.S.C. Section 701-717)
 - b. impose a sanction, or require the satisfactory participation in a drug abuse assistance or rehabilitation program for any employee who is convicted of a criminal drug statute violation occurring in the workplace. (41 U.S.C. Section 701-707)

Federal D.O.T. Urine Specimen Testing Levels
From 49 CFR Part 40 Subpart F

All cutoff concentrations are expressed in nanograms per milliliter (ng/mL). The table follows:

| Type of Drug or Metabolite | Initial Test | Confirmation Test |
|--|---------------------|---|
| (1) Marijuana metabolites | 50 | |
| (i) Delta-9-tetrahydrocannabinol-9-carboxylic acid (THC) | | 15 |
| (2) Cocaine metabolites (Benzoylecgonine) | 300 | 150 |
| (3) Phencyclidine (PCP) | 25 | 25 |
| (4) Amphetamines | 1000 | |
| (i) Amphetamine | | 500 |
| (ii) Methamphetamine | | 500 (Specimen must also contain amphetamine at a concentration of greater than or equal to 200 ng/mL.) |
| (5) Opiate metabolites | 2000 | |
| (i) Codeine | | 2000 |
| (ii) Morphine | | 2000 |
| (iii) 6acety1morphine | | 10 Test for 6-AM in the specimen. Conduct this test only when specimen contains morphine at a concentration greater than or equal to 2000 ng/mL. |



**CITY OF SANTA BARBARA ADMINISTRATIVE
POLICIES:**

Appendix E
Policy No. TBA

9/80 WORK SCHEDULE POLICY

Issued by: Barbara Barker, Human Resources Manager

Adopted: 5/8/2007
Updated: 5/8/2007

PURPOSE:

To set forth the City of Santa Barbara's policy and procedures governing the establishment and administration of an alternate work schedule commonly referred to as "9/80's".

This policy is intended to complement the provisions of the City of Santa Barbara's "FlexWork Policy" and "Child Care Personnel Policies". However, in the event of a conflict between those provisions and this policy, this policy shall control for all purposes.

POLICY:

The 9/80 alternate work schedule may be the standard assigned schedule for a position or work unit, or may be granted, at the employee's request, as an alternative work schedule under the City's FlexWork Program or Childcare Personnel Policies (also called "Family Friendly Policies"). The guidelines set forth in this policy will apply to any employee working a 9/80 schedule.

DEFINITIONS:

1. 9/80 Alternate Work Schedule

The 9/80 alternate work schedule shall consist of eight (8) work days of nine (9) hours and one work day of eight (8) hours for a total of eighty (80) hours during two (2) consecutive work weeks. For non-management employees, the eight (8) hour work day must be on the same day of the week as the employee's regular Flex Day Off (FDO). Under the 9/80 schedule, one calendar (e.g, Saturday-Friday) week shall consist of 44 work hours (four 9-hour days and one 8-hour day) and the alternating calendar week will consist of 36 work hours (four 9-hour days and one day off).

2. Flex Day Off

The Flex Day Off (FDO) shall be an eight (8) hour day and may occur on any day of the week. For non-management employees, the FDO must be the same day of the week as the employee's 8-hour work day that occurs in the preceding and subsequent work weeks (e.g. if the employee's regularly scheduled Flex Day Off is each alternate Friday, then the employee shall be scheduled to work eight hours the preceding and subsequent Fridays).



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3. 9/80 FLSA Workweek

Under the Fair Labor Standards Act, the workweek is defined as “a fixed and regularly recurring period of seven consecutive 24-hour periods (168 hours).” When an employee is assigned to a 9/80 schedule, the 9/80 work week begins on the employee’s 8 hour day, at exactly four (4) hours after the scheduled start time and ends 168 hours later, at the same time on the same day during the following week. This results in 40 straight time hours per FLSA workweek, and 80 straight time hours per pay period.

4. City Pay Period

The City’s pay period begins at 12:00 a.m. (midnight) on Saturday, and ends immediately before the same time on Friday two weeks later. This is different than the FLSA work period for an employee on a 9/80 schedule, whose FLSA workweek may span 2 pay periods.

5. Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act is a Federal law that sets minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees that it covers.

6. Non-Exempt Employee

A non-exempt employee is an employee who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, is subject to the provisions of the Fair Labor Standards Act. Nonexempt employees are generally required to account for all hours worked and must be compensated at not less than time-and-one half at the regular rate for all hours worked over 40 in one FLSA workweek.

APPROVAL:

Scheduling of a 9/80 Work Schedule including the selection of the work days, work times, and the FDO, shall be done by management based on business needs, subject to the requirements of the applicable M.O.U. and/or sideletter governing the 9/80 Work Schedule.

The City and the Union agree that under certain circumstances, alternative work schedules (9/80, 4/10, and/or modified starting or ending times) may be beneficial to both employees and the City. Employees may request , upon their own initiative, consideration of an alternate schedule and/or FDO based on childcare, alternative commute, school, or other personal issues through the FlexWork Policy or Childcare Personnel Policies.



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CHANGES TO SCHEDULE LIMITED:

1. Changing the Flex Day Off

Once the FDO is designated, working on the FDO may incur overtime in one or more FLSA workweeks, therefore working on the FDO or making changes to the FDO requires management approval.

Temporary changes to the FLSA workweek and/or the FDO to avoid overtime are not permitted.

2. Working on the 8 Hour Day

Once the 9/80 schedule begins, working an alternate schedule on the 8 hour work day may incur overtime liability* in one or more FLSA workweeks. Therefore, altering an employee's schedule on the 8 hour day requires management approval. (*e.g., if an employee scheduled to work from 8-5 comes in 7-4 instead, one work week will incur 1 hour of overtime, and the employee will be short an hour in the next work week and need to use leave balances.)

HOLIDAYS, PERSONAL TIME OFF AND JURY DUTY:

1. Holidays

Employees on a 9/80 work schedule who are eligible for holiday pay will be entitled to the same Holiday pay as employees on a 10/80 (40 hour) work schedule. Holiday pay shall remain at eight (8) hours. When a holiday falls on a regular nine (9) hour workday, the employee shall use one (1) hour of personal accrued leave time (vacation, personal leave, or comp time) to make up the ninth hour.

When the holiday is observed on the employee's FDO, the employee will accrue an additional 8-hour holiday day off. If required under the applicable M.O.U., such day off shall be taken within thirty (30) calendar days or shall be compensated at straight pay after the 30th day.

2. Personal Leave and Bereavement Leave

Employees on a 9/80 work schedule who are eligible for personal and/or bereavement leave will be entitled to the same Personal Leave and/or Bereavement pay as employees on a 10/80 (40 hour) work schedule. Personal Leave and Bereavement pay are granted to full-time employees in amounts equivalent to 8 hour days (e.g., the employee will be eligible for a total of up to 32 hours of personal leave and up to 40 total



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hours of bereavement leave). Personal Leave and Bereavement pay are charged at nine (9) hours for time taken on a scheduled nine hour day and (8) hours for time taken on a scheduled eight hour day.

3. Vacation, Sick, Compensatory Time, PTO, etc.

Time off from work using accrued vacation, sick, PTO, or other paid leave banks will be charged at nine (9) hours for time taken on a scheduled nine hour day. Time off from work on the eight (8) hour work day will be charged at eight (8) hours.

4. Jury Duty

An employee shall not be entitled to jury duty pay, or to overtime pay or compensatory time off for jury duty on the FDO. However, an employee on an absence exceeding one week for jury duty, military duty, etc. may request to temporarily switch back to a regular 10/80 schedule. The transition guidelines below will apply to approval of such request to transition to the 40-hour schedule (Section F2, below) or back from the 40-hour schedule (Section F1, below).

OVERTIME:

1. Overtime Earned

When an overtime-eligible employee is on a 9/80 work schedule, overtime for hours exceeding 40 in a workweek, both under the FLSA and as provided under any applicable M.O.U., will be based on the FLSA workweek. In other words, employees who are eligible for overtime shall receive overtime pay or compensatory time off for hours worked in excess of 36 or 44 hours in their respective scheduled (e.g., Sunday-Friday) calendar workweek.

Employees may also be eligible for overtime or compensatory time for other hours in excess of the regular 9/80 work schedule, as provided under the applicable M.O.U.

2. Overtime Paid

The 9/80 FLSA workweeks will not generally correspond with the City's pay periods. Therefore, where adjustments to overtime compensation cannot be calculated until the completion of the employee's workweek (e.g., when they occur in the last half of the 8 hour day), a one pay period's delay in the employee receiving the additional compensation may occur.



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TRANSITIONING TO OR FROM A 9/80 WORK SCHEDULE

When an employee transitions from a 10/80, 4/10, or other 40-hour per week work schedule to a 9/80 work schedule, there will be a change to the beginning of the FLSA workweek. This results in a situation in which 4 hours fall in both the old workweek and the new workweek. The following procedures are designed to avoid an overtime obligation during this change. Any deviation from these procedures must be approved in advance by management.

1. Transitioning to a 9/80 Work Schedule

For a non-management employee, the transition to a 9/80 work schedule will be set to begin during a 36-hour calendar workweek, when an FDO occurs. Four hours in the new FLSA workweek will overlap with the prior 40 hour calendar work week, but because the following calendar week will contain 36 hours, this will result in 40 hours of straight time in the first new FLSA work week.

2. Transitioning to a normal 40 hour Work Schedule

For a non-management employee, the transition back to a normal 40-hour work week (e.g. "10/80" or "4/10") from a 9/80 work schedule will be set to begin the week following a 36-hour calendar work week. This will result in 40 hours of straight time in both the prior FLSA 9/80 work week and the new regular FLSA calendar work week.

While this change will not lead to overtime, this will result in the employee working only 72 hours in the pay period in which the change occurs. Employees must use 4 hours from their available leave banks to make up this time not worked. [To avoid this result, management would need to approve the employee to work an additional 4 hours during that pay period, recognizing that those hours will be paid at the overtime rate.]

AGREEMENT BETWEEN THE CITY OF SANTA BARBARA (“THE CITY”) AND THE SANTA BARBARA CITY EMPLOYEES’ ASSOCIATION, LOCAL 620 SERVICE EMPLOYEES’ INTERNATIONAL UNION, AF OF L, CIO (“THE UNION”) REGARDING TERM AND COMPENSATION OF RESIDENT PARKS CARETAKERS

Whereas, City owns several residential units on City park property that serve as caretaker residences;

Whereas, City wishes to lease such residential units to qualified City employees (“The Caretakers”);

Whereas, City and Union wish to document the terms and conditions of the employer-employee relationship incidental to these residential leases;

Now, therefore, City and Union enter into this agreement concerning the terms and conditions of employment of City park caretakers who are represented by Union.

1) **Lease Agreement.** Any Caretaker who is required or allowed to occupy a residential unit on City park property shall execute a lease agreement with the City. The lease agreement shall govern the landlord-tenant relationship between the City and the Caretaker. Any rent charged for the residential unit shall not exceed the maximum amount allowed under section 10 of California Wage Order 4-2001, or any successor wage order (currently \$381.20 per month). Nothing in this Agreement or any Memorandum of Understanding between the City and the Union shall interfere with the enforcement of any of the provisions of the lease agreement between the City and the Caretaker. City and Union do hereby agree that City is not obligated to meet and confer with Union prior to enforcing any provision of the lease agreement including, but not limited to, termination of the lease. Furthermore, the Caretaker shall not have grievance rights regarding the terms, conditions and covenants of the lease agreement.

2) **Letter Agreement.** This Agreement shall govern the employer-employee relationship between the City and Caretaker. The terms of this Agreement shall supplement the terms of any adopted Memorandum of Understanding between City and Union applicable to the Caretaker’s employment. The terms of the Lease Agreement do not govern the employer-employee relationship. Incident to their residence in City parks, Caretakers may be required or allowed to perform miscellaneous services (“Caretaker Services”) including, but not limited to:

- a. Skofield Park – opening and closing park entrances, custodial services in park restrooms, park monitoring, special event monitoring and responding to security violations by observing and reporting incidents of fire, accidents, vandalism, illegal dumping, unauthorized camping or other illegal or unauthorized activity; protecting park property from damage and receiving comments and complaints from neighbors and park users. Caretaker to conduct a daily site walk of the property and maintain a log of all time spent on caretaker services.
- b. Franceschi Park – opening and closing park entrances, custodial services in park restrooms, park monitoring, and responding to security violations by observing and reporting incidents of fire, accidents, vandalism, illegal dumping, unauthorized camping or other illegal or unauthorized activity; protecting park property from damage and receiving comments and complaints from neighbors and park users. Caretaker to conduct a daily site walk of the property and maintain a log of all time spent on caretaker services.
- c. Douglas Family Preserve – park monitoring, and responding to security violations by observing and reporting incidents of fire, accidents, vandalism, illegal dumping, unauthorized camping or other illegal or unauthorized activity; protecting park property from damage and receiving comments and complaints from neighbors and park users. Caretaker to conduct a daily site walk of the property and maintain a log of all time spent on caretaker services.

3) **Services Only Required During Work Hours, No Standby Time.** All required Caretaker Services shall be assigned as part of the Caretaker's normal work hours. Outside the Caretaker's normal work hours, the Caretaker shall not be required to be on the park property or to be available to perform Caretaker Services at any time. Time spent on park property outside the Caretaker's normal work hours shall not be considered hours worked and shall not be subject to standby pay.

4) **Services Outside Normal Work Hours Permitted.** Notwithstanding the assignment of work hours in section 3 above, if the Caretaker is on the park property outside the Caretaker's normal work hours and the Caretaker becomes aware of a situation that requires immediate attention in order to protect public safety or public or private property, the Caretaker may, but is not required to, attend to the situation. Any such work shall be compensated in accordance with the wage specified in section 5 below. The Caretaker is not entitled to call-back time or shift differential pay for the services described in this section. City reserves the right to prospectively limit the number of hours spent on such caretaker duties outside of normal work hours.

5) **Pay for Services Outside Normal Work Hours.** If the Caretaker performs any Caretaker Services outside the Caretaker's normal work hours, the Caretaker shall be compensated at minimum wage (currently \$6.75) for caretaker services. Overtime will be calculated as required by law based on the employees "weighted average" rate which is determined by dividing total earnings for the workweek, including earnings during overtime hours, at the straight time rate, by the total hours worked during the workweek, including the overtime hours. For example: 40 hours at \$10.00 an hour for regular employment plus 2 hours at \$6.75 an hour as a Caretaker yields an overtime rate of \$9.85 per hour (\$413.50, divided by 42 hours).

6) **Compensation for Services Outside Normal Work Hours Applied First Against Rent.** All compensation for Caretaker Services Outside Normal Work Hours described in Sections 4 and 5 shall first be applied as a credit against the rental value of the Caretaker residence (currently \$381.20). If the rent credit for any calendar month is exhausted, the Caretaker will be compensated for the additional Caretaker Services as a cash payment. If the Caretaker does not perform Caretaker Services equaling the rental value of the Caretaker residence, the remainder of rent will be forgiven by the City.

7) **Caretaker Services Log.** The Caretaker shall keep a detailed log of all Caretaker Services performed. Caretaker shall present a copy of this log to the Caretaker's supervisor monthly.

8) **Three Year Assignment.** Union agrees that the Caretaker assignment (and tenancy) shall generally be limited to a three-year term. At the conclusion of the three-year term, the Parks and Recreation Director may replace the Caretaker with another qualified Parks and Recreation Department employee who is able to perform the essential caretaker functions, or the City and the incumbent tenant may enter into a new three-year assignment and Lease Agreement. **[This section will not apply to Steve Spencer]**



Agenda Item No. _____

File Code No. 630.01

CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 03, 2009

TO: Mayor and Councilmembers

FROM: Finance Department, Environmental Services Division

SUBJECT: Public Education Research Study For Foodscraps Recovery And Composting

RECOMMENDATION:

That Council authorize the Finance Director to execute a professional services agreement with Ideocore for an amount not to exceed \$45,750 for the implementation of a public education research study for the Foodscraps Recovery and Composting Program in the Business Sector.

DISCUSSION:

In March 2008, City Council approved a Solid Waste Action Plan (Action Plan), designed to focus and better coordinate staff efforts to implement the projects of the 2005 Solid Waste Strategic Plan. The Action Plan spells out an approach to maximizing diversion from landfill disposal for fiscal years 2008 through 2011. The Action Plan's top two priorities are Business Sector Recycling and the implementation of a Foodscrap Recovery and Composting Program in the Business Sector.

Foodscraps and compostable paper account for nearly 30,000 tons, or 30%, of all solid waste disposed by the City of Santa Barbara every year. When foodscraps, greenwaste and other organic material are buried in a landfill, they decompose anaerobically and become a substantial climate change contributor by producing methane (CH₄) and Volatile Organic Compounds (VOCs). Landfills are the largest manmade source of methane, representing 34% of total methane generation in the United States. Methane is up to 72 times more effective at trapping heat in the earth's atmosphere than carbon dioxide (CO₂) when considered on a 20-year cycle, and thus a significant contributor to climate change. In contrast, composting produces only a fraction of greenhouse gases (GHGs) when compared to landfilling organic material. Composting is a cost-effective way to mitigate these impacts, while simultaneously producing a nutrient-rich amendment critical for healthy soils.

The City of Santa Barbara has taken substantial steps toward implementing a citywide composting program, beginning with the launch of a pilot Foodscrap Recovery and Composting Program in April 2007. The pilot has produced important operational data

and substantial community interest in the program. To date, over 600,000 pounds of foodscrap have been collected from 12 participants and composted at a certified commercial composting facility in Santa Maria. This program represents the first of its kind on the South Coast, and one of approximately fifty in the country.

In order to successfully launch a City-wide business foodscrap recovery program, staff determined that the assistance of a public opinion research firm was needed to conduct critical research to understand existing attitudes and perceptions related to recycling foodscrap. Such a firm could develop important insights as well as an outreach approach and guidelines for Environmental Services staff to employ an effective communication program for the Foodscrap Recovery and Composting Program in the Business Sector.

Selection Process

Staff identified twelve firms that could potentially provide the required services. These firms were then issued a Request for Qualifications, to which six responded. The six firms were evaluated based on several screening parameters, and the top four firms were formally interviewed.

Ideocore was selected because of several factors, including their broad experience with public opinion research and program launch. Their experience in these areas is both varied and extensive, and includes the development of award-winning public education campaigns for several local firms. Additionally, Ideocore was the only company interviewed with program launch capability. Because foodscrap recovery and composting is an entirely new concept for the Santa Barbara business sector, staff felt that a research firm like Ideocore would be essential for the program's success. Finally, Ideocore's attention to detail throughout the procurement process, coupled with their ability to provide the City with data at a high level of confidence, were critical factors in the decision-making process.

Scope of Work and Cost

The research will take place in four phases:

- Interviews with Opinion Leaders – Latino and General Community
- Restaurant Worker Research Module (Spanish-Speaking included)
- Public Opinion Survey – Business and Restaurant Leaders
- Overall Findings Report and General Messaging Recommendations

Ideocore will provide critical data and analysis – in both presentation and report form – to the City. This data will assist Environmental Services in the development of a successful foodscrap campaign in Santa Barbara, as well as provide additional

information to staff regarding perceptions and attitudes about recycling which can be used in development of future educational recycling projects.

The not-to-exceed fees for the services to be provided by Ideocore are \$45,750. This cost will be funded from existing appropriations designated for public education and outreach. In addition, pursuant to existing contracts, 80% of the costs will be reimbursed by the City's two franchised haulers.

BUDGET/FINANCIAL INFORMATION:

This project qualifies for the Hauler's Educational Fund, with each hauler paying 40% of the project cost and the Environmental Services Division paying 20% of the project cost, or \$9,150. Funds for this project have been budgeted for the current fiscal year.

SUSTAINABILITY IMPACT:

Recycling municipal solid waste and the City's related efforts to divert material from landfill disposal have considerable beneficial impacts to the environment. The US EPA has acknowledged and developed metrics that provide clear evidence of reduced greenhouse gas emissions through composting and recycling, which result in the creation of products using recycled feedstocks versus using virgin, natural resources. All of the activities of the Action Plan contribute to the City's goal of becoming a more sustainable community.

PREPARED BY: Stephen MacIntosh, Environmental Services Supervisor

SUBMITTED BY: Robert Peirson, Finance Director

APPROVED BY: City Administrator's Office



Agenda Item No. _____

File Code No. 330.03

CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: February 3, 2009

TO: Mayor and Councilmembers

FROM: Administration Division, Parks and Recreation Department

SUBJECT: Conference with Real Property Negotiator

RECOMMENDATION:

That Council hold a closed session to provide instructions to negotiators regarding the renewal of a lease of the Haley Street Youth Sports Center, former Fire Station #2, located at Haley and Quarantina Streets, Assessor's Parcel Number 031-232-018 (701 E. Haley Street). Negotiations will be conducted by Nancy L. Rapp, Parks and Recreation Director, and the City Attorney's Office on behalf of the City of Santa Barbara, and by Jean Pommier on behalf of Primo Boxing Club/Say Yes to Kids. The closed session is authorized pursuant to the authority of Government Code Section 54956.8.

SCHEDULING: Duration, 30 minutes; anytime

REPORT: None anticipated

PREPARED BY: N. Scott Vincent, Assistant City Attorney

APPROVED BY: Stephen P. Wiley, City Attorney