

Lompoc City Council Agenda Item

City Council Meeting Date: January 16, 2007



TO: Gary P. Keefe, City Administrator
FROM: Beth Flamm-Overby, Sr. Human Resources Analyst
b_overby@ci.lompoc.ca.us
SUBJECT: APPROVAL OF UPDATED CITY OF LOMPOC PERSONNEL PROCEDURES
MANUAL, CHAPTER 54 DRUG & ALCOHOL TESTING UNDER DOT
(Department of Transportation) REGULATIONS.

RECOMMENDATION:

City Council approve the fifth revision (since inception) of the Personnel Procedures Manual, Chapter 54 Drug and Alcohol Testing under DOT Regulations policy bringing it into compliance with Federal Transit Authority (FTA) regulatory requirements.

BACKGROUND:

In August of 2006 the Federal Transit Authority (FTA) performed their Triennial review of the City's transit programs. Part of the review included the Chapter 54, Drug and Alcohol Testing under DOT Regulations policy. The FTA determined that while the policy met the requirements of the Federal Motor Carrier Safety Administration (FMCSA), it was not in compliance with current FTA regulatory requirements.

According to the FTA, because the City receives federal funding for the transit system, and employs mechanics to work on mass transit buses, they are subject to FMCSA and FTA authority. Therefore, the FTA regulations must be outlined in the policy in conjunction with the FMSCA regulations.

Staff outlined/reviewed the specified FTA regulatory requirements with Liebert, Cassidy, and Whitmore, obtaining the required endorsed revisions on December 20, 2006. Consistent with FTA requirements, the revised policy must be approved by City Council prior to implementation.

Beth Flamm-Overby, Sr. Human Resources Analyst

Attachment: Updated Revision 5, Chapter 54 with change tracking ([Exhibit 1](#))
Revision 5, Chapter 54 (clean copy) for signature ([Exhibit 2](#))

APPROVED FOR SUBMITTAL TO CITY ADMINISTRATOR:

William j. Yanonis, Human Resources Director

APPROVED FOR SUBMITTAL TO CITY COUNCIL:

Gary P. Keefe, City Administrator