



AGENDA

**REGULAR MEETINGS
OF THE
SANTA FE SPRINGS
PUBLIC FINANCING AUTHORITY
WATER UTILITY AUTHORITY
HOUSING SUCCESSOR
SUCCESSOR AGENCY
AND CITY COUNCIL**

**December 13, 2018
6:00 P.M.**

Council Chambers
11710 Telegraph Road
Santa Fe Springs, CA 90670

**John Mora, Councilmember
Annette Rodriguez, Councilmember
William K. Rounds, Councilmember
Joe Angel Zamora, Councilmember
Juanita Trujillo, Mayor Pro Tem**

Public Comment: The public is encouraged to address City Council on any matter listed on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council, please complete the card that is provided at the rear entrance to the Council Chambers and hand the card to the City Clerk or a member of staff. City Council will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote. City Council will hear public comment on matters not listed on the agenda during the Oral Communications period.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Please Note: Staff reports, and supplemental attachments, are available for inspection at the office of the City Clerk, City Hall, 11710 E. Telegraph Road during regular business hours 7:30 a.m. – 5:30 p.m., Monday – Thursday and every other Friday. Telephone (562) 868-0511.

1. CALL TO ORDER

2. ROLL CALL

John Mora, Councilmember
Annette Rodriguez, Councilmember
William K. Rounds, Councilmember
Joe Angel Zamora, Councilmember
Juanita Trujillo, Mayor Pro Tem

3. Administration of Oath of Office and Presentation of Certificates of Election

4. Installation of Mayor and Mayor Pro Tem

PUBLIC FINANCING AUTHORITY

5. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Public Financing Authority

Approval of Minutes

- a. Minutes of the November 8 and 20, 2018 Public Financing Authority Meetings

Recommendation: That the Public Financing Authority approve the minutes as submitted.

Monthly Reports

- b. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority (PFA)

Recommendation: That the Public Financing Authority receive and file the report.

WATER UTILITY AUTHORITY

6. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Water Utility Authority.

Approval of Minutes

- a. Minutes of the November 8 and 20, 2018 Water Utility Authority Meetings

Recommendation: That the Water Utility Authority:

- Approve the minutes as submitted.

Monthly Reports

- b. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Water Utility Authority (WUA)

Recommendation: That the Water Utility Authority:

- Receive and file the report.

- c. Status Update of Water-Related Capital Improvement Projects

Recommendation: That the Water Utility Authority:

- Receive and file the report.

HOUSING SUCCESSOR

7. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Successor Agency.

Approval of Minutes

Minutes of the November 8 and 20, 2018 Housing Successor Agency Meetings

Recommendation: That the Housing Successor approve the minutes as submitted.

SUCCESSOR AGENCY

8. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Water Utility Authority.

Approval of Minutes

Minutes of the November 8 and 20, 2018 Successor Agency Meetings

Recommendation: That the Successor Agency approve the minutes as submitted.

9. NEW BUSINESS

- a. Resolution No. SA-2018-005 – Approving the Successor Agency's Recognized Obligation Payment Schedule (ROPS 19-20) for the Period July 1, 2019 through June 30, 2020

Recommendation: That the Successor Agency adopt Resolution No. SA-2018-005.

- b. Resolution No. SA-2018-006 – Approving the Successor Agency's Administrative Budget for the Period July 1, 2019 through June 30, 2020

Recommendation: That the Successor Agency adopt Resolution No. SA-2018-006.

CITY COUNCIL

10. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the City Council.

- a. Minutes of the November 8, 2018 and November 20, 2018 Regular City Council Meetings

Recommendation: That the City Council:

- Approve the minutes as submitted.

- b. Quarterly Treasurer's Report of Investments for the Quarter Ended June 30, 2018

Recommendation: That the City Council:

- Receive and file the report.

- c. Quarterly Treasurer's Report of Investments for the Quarter Ended September 30, 2018

Recommendation: That the City Council:

- Receive and file the report.

- d. Authorize the Disposal of Surplus Equipment by Way of Public Auction

Recommendation: That the City Council:

- Authorize the disposal of various obsolete equipment at public auction.

- e. Community Facilities District No. 2004-1 (Bloomfield-Florence) – Annual Special Tax Levy Report for Fiscal Year 2017/18

Recommendation: That the City Council:

- Receive and file the Special Tax Levy Annual Report for Community Facilities District 2004-1 for Fiscal Year 2017-18.

- f. Community Facilities District No. 2002-1 (Bloomfield-Lakeland) – Annual Special Tax Levy Report for Fiscal Year 2016/17

Recommendation: That the City Council:

- Receive and file the Special Tax Levy Annual Report for Community Facilities District 2002-1 for Fiscal Year 2017-18.

PUBLIC HEARING

11. Alcohol Sales Conditional Use Permit Case No. 76

Request for approval of Alcohol Sales Conditional Use Permit No. 76 to allow the operation and maintenance of an alcoholic beverage use involving the warehousing and distribution of alcoholic beverages at Harbor Distribution located at 11204 Norwalk Boulevard within the Heavy Manufacturing (M-2) (Harbor Distribution, LLC)

Recommendation: That the City Council:

- Open the Public Hearing and receive any comments from the public regarding Alcohol Sales Conditional Use Permit Case No. 76, and thereafter close the Public Hearing.
- Approve Alcohol Sales Conditional Use Permit Case No. 76 subject to the conditions of approval contained as "Exhibit A" in Resolution No. 9611.
- Adopt Resolution 9611, which incorporates the Planning Commission's findings and action regarding this matter.

INTRODUCTION OF ORDINANCE

12. Ordinance No. 1095 – An Ordinance of the City of Santa Fe Springs Amending Section 130.04(B) (Unlawful Conduct Within a Park) of Chapter 130 (General Provisions) of Title XIII (General Offenses) of the Santa Fe Springs Municipal Code with the Revision of Subsection 18 (Gathering of 50 or more Persons) and the Additions of Subsection 23 and 24 (Canopy Use) to Regulate the Use of the Parks

Recommendation: That the City Council:

- Read by title only, waive further reading and introduce Ordinance No. 1095.

NEW BUSINESS

13. Approval of Memorandums of Understanding (MOU) between with the City of Santa Fe Springs and the City of Santa Fe Springs General City Employees Association (SFSCEA) and the City of Santa Fe Springs Firefighters Association (SFSFFA)
Recommendation: That the City Council:
- Approve the FY 2018-19 Memorandum of Understanding with the SFSCEA.
 - Approve the FY 2018-19 Memorandum of Understanding with the SFSFFA.
14. Adoption of New Salary Schedule – Hourly Employee Minimum Wage Modifications
Recommendation: That the City Council:
- Adopt the new salary schedule, effective December 24, 2018, for impacted hourly employees to comply with California minimum wage requirements.
15. Street and Parking Lot Lighting LED Retrofit Evaluation- Award of Contract
Recommendation: That the City Council:
- Accept the Proposals to provide a Street and Parking Lot Lighting LED Retrofit Evaluation;
 - Award a Contract to Tanko Lighting from San Francisco, California;
 - Authorize the Mayor to execute a contract with Tanko Lighting in the amount of \$20,370.90; and
 - Appropriate \$21,000 from the Utility Users Tax (UUT) Capital Improvements Fund for Activity No. PW190002.
16. City Hall Public Counters and Accessibility Improvements Project – Authorization to Advertise Request for Bids
Recommendation: That the City Council:
- Authorize the Director of Public Works to advertise a Request for Bids to construct the City Hall Public Counters and Accessibility Improvements Project.
17. Resolution No. 9613 – Request for Parking Restriction on Romandel Avenue West of Freeman Avenue
Recommendation: That the City Council:
- Adopt Resolution No. 9613, which would prohibit parking of vehicles between 10:00 PM and 5:00 AM on both sides of Romandel Avenue from Freeman Avenue to a point 470 feet west of Freeman Avenue and on the east side of Romandel Avenue from the ninety-degree horizontal curve to a point 300 feet north of the ninety-degree horizontal curve and implement a tow-away zone within the same limits for vehicles that violate the restriction.
18. Resolution No. 9614 – Request for Parking Restriction during Certain Hours on Dice Road south of Altamar Place
Recommendation: That the City Council:
- Adopt Resolution No. 9614 to implement a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. on the east side of Dice Road from Altamar Place to a point 225 feet south of Altamar Place and implement a tow-away

zone within the same limits for vehicles that violate the restriction.

19. Resolution No. 9615 – Request for Parking Restrictions during Certain Hours along the frontage of 14422 Best Avenue

Recommendation: That the City Council:

- Adopt Resolution No. 9615 to implement a parking restriction between the hours of 9:00 p.m. and 6:00 a.m. on the east side of Best Avenue from a point 620 south of Rosecrans Avenue to a point 1,300 feet south of Rosecrans Avenue and implement a tow-away zone within the same limits for vehicles that violate the restriction.

20. Resolution No. 9616 – Request for Parking Restriction along the frontage of 13208 Arctic Circle

Recommendation: That the City Council:

- Adopt Resolution No. 9616, which would prohibit parking of vehicles weighing over 6,000 pounds on the south side of Arctic Circle from a point 1400 feet east of Shoemaker Avenue to a point 1,570 feet east of Shoemaker Avenue and implement a tow-away zone within the same limits for vehicles that violate the restriction.

21. Interstate 5 Freeway Widening/Carmenita Road Segment Amendment No. 3 with the State Department of Transportation

Recommendation: That the City Council:

- Approve Amendment No. 3 to Utility Agreement No. 7UA-11565 with the State Department of Transportation; and
- Authorize the Director of Public Works to execute Amendment No. 3.

Items 22 – 31 will occur in the 7:00 p.m. hour.

22. INVOCATION

23. PLEDGE OF ALLEGIANCE

24. INTRODUCTIONS

- Representatives from the Chamber of Commerce

25. ANNOUNCEMENTS

26. CITY MANAGER'S AND EXECUTIVE TEAM REPORTS

27. PRESENTATIONS - None

28. APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

- a. Selection of Liaisons to Various City Committees and Representatives to Governmental Organizations
- b. Advisory Committee Appointments

City of Santa Fe Springs
Regular Meetings

December 13, 2018

29. ORAL COMMUNICATIONS

This is the time when comments may be made by interested persons on matters not on the agenda having to do with City business.

30. COUNCIL COMMENTS

31. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the following locations; Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road, not less than 72 hours prior to the meeting.



Janet Martinez, CMC
City Clerk

December 7, 2018
Date

**FOR ITEM NO. 5A
PLEASE SEE ITEM NO. 10A**



CONSENT CALENDAR

Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority (PFA)

RECOMMENDATION

That the Public Financing Authority receive and file the report.

BACKGROUND

The Santa Fe Springs Public Financing Authority (PFA) is a City entity that has periodically issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the PFA.

Consolidated Redevelopment Project 2006-A Tax Allocation Bonds

Financing proceeds available for appropriation at 11/30/18

None

Outstanding principal at 11/30/18

\$38,668,258

Bond Repayment

The former Community Development Commission (CDC) issued a number of tax allocation bonds before it was dissolved by State law effective February 1, 2012 which are administered by the City acting as Successor Agency under the oversight of the appointed Oversight Board. The Successor Agency no longer receives tax increment. Instead, distributions from the Redevelopment Property Tax Trust Fund (RPTTF) are received based on approved obligations. It is anticipated that sufficient allocations from the RPTTF will continue to be made to the Successor Agency to meet ongoing debt service obligations.

Unspent Bond Proceeds

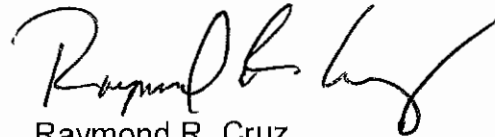
Under an approved Bond Expenditure Agreement, unspent bond proceeds of the former CDC in the amount of approximately \$19 million were transferred to the City in July 2014. The funds are to be spent in accordance with the original bond documents. The unspent proceeds continue to be a source of funding within the City's capital improvement program (CIP).

2016 Bond Refunding

In July 2016 the Successor Agency issued its 2016 Tax Allocation Refunding Bonds, which paid off several bond issuances of the former CDC. The bonds were originally issued through the Public Financing Authority and included the 2001 Series A, 2002 Series A, 2003 Series A, the current interest portion of the 2006 Series A, and 2006 Series B bond issuances.

2017 Bond Refunding

In December 2017 the Successor Agency issued its 2017 Tax Allocation Refunding Bonds, which paid off the 2007 Tax Allocation Bonds of the former CDC. The 2007 Bonds were originally issued through the Public Financing Authority.

A handwritten signature in black ink, appearing to read "Raymond R. Cruz", with a stylized flourish at the end.

Raymond R. Cruz
City Manager/Executive Director

FOR ITEM NO. 6A
PLEASE SEE ITEM NO. 10A



CONSENT CALENDAR

Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Water Utility Authority (WUA)

RECOMMENDATION

That the Water Utility Authority receive and file the report.

BACKGROUND

The Santa Fe Springs Water Utility Authority (WUA) is a City entity that has issued debt for the benefit of the Santa Fe Springs community. The following is a brief status report on the debt instruments currently outstanding that were issued through the WUA.

Water Revenue Bonds, 2013

Financing proceeds available for appropriation at 11/30/18

None

Outstanding principal at 11/30/18

\$6,890,000

Water Revenue Bonds, 2018

Financing proceeds available for appropriation at 11/30/18

None

Outstanding principal at 11/30/18

\$1,800,000

In May 2013 the Water Utility Authority issued the 2013 Water Revenue Bonds in the amount of \$6,890,000. The bonds refunded the existing 2003 Water Revenue Bonds (issued through the Public Financing Authority) and provided additional funds for water improvement projects in the amount of \$2,134,339. The funds were restricted for use on water system improvements. In August 2013 the Water Utility Authority Board appropriated the proceeds for the Equipping Water Well No. 12 Project and all proceeds were since used on this project.

In January 2018 the Water Utility Authority issued the 2018 Water Revenue Bonds in the amount of \$1,800,000. The bonds refunded the existing 2005 Water Revenue Bonds (issued through the Public Financing Authority). No additional funds were raised through the issuance of the 2018 Water Revenue Bonds.

The City budget includes sufficient appropriations and adequate revenues are expected to be collected to meet the debt service obligations associated with the 2013 and 2018 Water Revenue Bonds.

The WUA was formed in June of 2009. Water revenue bonds issued prior to this date were issued through the City of Santa Fe Springs Public Financing Authority.

A handwritten signature in black ink, appearing to read "Raymond R. Cruz". The signature is fluid and cursive, with the first name "Raymond" being the most prominent.

Raymond R. Cruz
City Manager/Executive Director



City of Santa Fe Springs

Water Utility Authority Meeting

ITEM NO. 6C

December 13, 2018

CONSENT AGENDA

Status Update of Water-Related Capital Improvement Projects

RECOMMENDATION

That the Water Utility Authority receive and file the report.

BACKGROUND

This report is for informational purposes only. The following is a listing of current active water projects.

Water Well No. 12 – Packer Testing Hydrogeological Services

At its meeting on September 27, 2018 the City Council awarded a contract to Richard Slade & Associates (Consultant) to provide Packer Testing Hydrogeological Services for Water Well No. 12. Consultant has started working on preparing contract bid documents and set a schedule for the project. The project schedule estimates that the contract bid documents will be completed by the end of this year. Staff anticipates going out to bid for this project in January 2019.

Interstate 5 Freeway Widening / Carmenita Road Segment Water Main Relocation Project

As part of the I-5 Freeway Widening Project, Carmenita Road Segment, the State (Caltrans) committed to reimbursing the City for all associated utility relocation work. On July 14, 2011, the City Council approved Utility Agreement No. 7UA-11565. Subsequently, the City Council approved Amendment No. 1 on November 10, 2011 and Amendment No. 2 on February 11, 2016. Each amendment increased the reimbursement amount of the original Agreement.

Staff has prepared a corresponding staff report on this agenda requesting approval of Amendment No. 3.

FISCAL IMPACT

The City of Santa Fe Springs will be reimbursed up to \$5,788,113.20 for the work to be done as part of the I-5 Freeway / Carmenita Road Segment Water Main Relocation.

INFRASTRUCTURE IMPACT

Execution of Amendment No. 3 will allow the City to be reimbursed for relocation of City-owned utilities/facilities in conflict with the proposed widening of the I-5 Freeway, Carmenita Road Segment

A handwritten signature in blue ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz
Executive Director

Attachments:
None

Report Submitted By: Noe Negrete
Director of Public Works

Handwritten initials in blue ink, possibly "NN".

Date of Report: December 3, 2018

FOR ITEM NO. 7
PLEASE SEE ITEM NO. 10A

FOR ITEM NO. 8
PLEASE SEE ITEM NO. 10A



City of Santa Fe Springs

Successor Agency Meeting

December 13, 2018

NEW BUSINESS

Resolution SA-2018-005 – Approving the Successor Agency's Recognized Obligation Payment Schedule (ROPS 19-20) for the Period July 1, 2019 through June 30, 2020

RECOMMENDATION

That the Successor Agency adopt Resolution No. SA-2018-005.

BACKGROUND

State legislation, ABX1 26 and AB 1484, created Successor Agencies, which are tasked with the responsibility of winding down former Redevelopment Agencies. As a requirement of the wind down process, the Successor Agencies were originally required to provide a Recognized Obligation Payment Schedule ("ROPS") every six months identifying overall outstanding debt for all enforceable obligations with the Agency, as well as the estimated amount needed for each of those obligations during the six-month period covered by that ROPS. Effective July 1, 2016, the ROPS period changed from semi-annual to annual.

The ROPS is required to be considered and approved by the Successor Agency and Oversight Board ("OB"). Once approved, the ROPS and OB Resolution are submitted to the California Department of Finance ("DOF") for subsequent review and final approval. The approved ROPS is then used by Los Angeles County to distribute property tax funds from the Redevelopment Property Tax Trust Fund ("RPTTF") to the Successor Agency in order to pay the approved obligations. The RPTTF deposits consist of the tax increment formerly allocated the Community Development Commission. Any RPTTF deposits in excess of the approved obligations are distributed to various taxing agencies, including the City.

Attached for approval is the annual ROPS covering the period of July 1, 2019 through June 30, 2020. The ROPS has been prepared using the format mandated by DOF. In addition to listing the enforceable obligations, the ROPS includes a summary, as well as a table detailing the available balances retained by the Successor Agency.

The obligations reported on this ROPS are consistent with prior periods and include bond debt service payments, repayment of the General Fund advance to the Successor Agency, professional services, property management, and administrative costs.

Estimated obligations to be funded with distributions from the RPTTF and reserves during fiscal year 2019-20 are summarized as follows:



City of Santa Fe Springs

Successor Agency Meeting

December 13, 2018

Bonded Debt Payments (19-20A)*	\$9,188,569
General Fund Advance Repayment**	6,566,074
Bonded Debt Payments (19-20B)	6,480,238
Administrative Cost Allowance	253,859
Property Management Costs	13,500
Professional Fees	11,000
Total	<u>\$22,513,240</u>

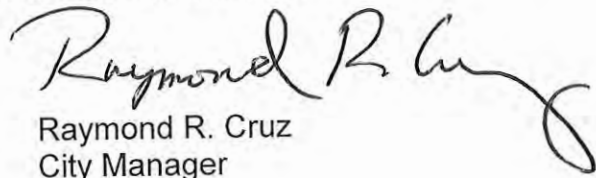
* The September 2019 bond payments (\$9,188,569) include \$2,497,500 which we anticipate will be received by the City in January 2019 because it was previously approved on the ROPS for 18-19. However, the amount is required to be included on the ROPS to reflect the distribution which will be made from fiscal agent accounts in September 2019 (ROPS 19-20A period). This amount will not be included in the RPTTF distribution to be received in June 2019.

** The General Fund Advance Repayment (\$6,566,074) reflects the full outstanding balance if repaid by June 2019. The actual amount of the advance repayment is limited to an amount calculated pursuant to the limitation contained in the Dissolution Law. The January 2019 distribution will determine the final amount which can be repaid based on the amount of residual RPTTF available after payment of enforceable obligations, County administrative charges, and pass-through payments. The amount to be available under the limitation is expected to range from \$3.5 - \$4.5 million. As required by the Dissolution Law, 20% of the advance repayment must be transferred to the Low-Mod Income Housing Assets Fund.

The ROPS must be submitted to the Department of Finance by February 1, 2019. The ROPS will be sent to the OB in January 2019.

FISCAL IMPACT

As detailed in the ROPS, the funding for listed obligations in the amount of \$22,513,240 will be from the RPTTF and reserves on hand.


Raymond R. Cruz
City Manager

Attachments:

Resolution No. SA-2018-005

Exhibit A – ROPS for July 1, 2019 through June 30, 2020 (ROPS 19-20)

RESOLUTION NO. SA-2018-005

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS
ACTING AS SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT
COMMISSION/REDEVELOPMENT AGENCY OF THE CITY OF SANTA FE
SPRINGS APPROVING THE SUCCESSOR AGENCY'S RECOGNIZED
OBLIGATION PAYMENT SCHEDULE (ROPS) FOR JULY 1, 2019 THROUGH
JUNE 30, 2020 (ROPS 19-20)**

**THE CITY COUNCIL ACTING AS SUCCESSOR AGENCY HEREBY
RESOLVES AS FOLLOWS:**

SECTION 1. Pursuant to its responsibility set forth in Section 34180(g) of the California Health and Safety Code, the City Council hereby approves the Successor Agency's Recognized Obligation Payment Schedule (ROPS), attached hereto as Exhibit "A", as described in Sections 34171 and 34177 of the aforesaid Code, for the period July 1, 2019 through June 30, 2020.

SECTION 2. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Resolution, or any part hereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Resolution. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Resolution irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases may be declared invalid or unconstitutional.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

SECTION 4. The Successor Agency's officials and staff are hereby authorized and directed to transmit this Resolution and take all other necessary and appropriate actions as required by law in order to effectuate its purposes.

APPROVED and ADOPTED this 13th day of December, 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Janet Martinez, CMC, City Clerk

Recognized Obligation Payment Schedule (ROPS 19-20) - Summary
Filed for the July 1, 2019 through June 30, 2020 Period

Successor Agency:	<u>Santa Fe Springs</u>
County:	<u>Los Angeles</u>

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)		19-20A Total (July - December)	19-20B Total (January - June)	ROPS 19-20 Total
A	Enforceable Obligations Funded as Follows (B+C+D):	\$ 2,497,500	\$ -	\$ 2,497,500
B	Bond Proceeds	-	-	-
C	Reserve Balance	2,497,500	-	2,497,500
D	Other Funds	-	-	-
E	Redevelopment Property Tax Trust Fund (RPTTF) (F+G):	\$ 13,393,823	\$ 6,621,917	\$ 20,015,740
F	RPTTF	13,266,893	6,494,988	19,761,881
G	Administrative RPTTF	126,930	126,929	253,859
H	Current Period Enforceable Obligations (A+E):	\$ 15,891,323	\$ 6,621,917	\$ 22,513,240

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (o) of the Health and Safety code, I
hereby certify that the above is a true and accurate Recognized
Obligation Payment Schedule for the above named successor
agency.

_____	_____
Name	Title
/s/ _____	
Signature	Date

Santa Fe Springs Recognized Obligation Payment Schedule (ROPS 19-20) - ROPS Detail

July 1, 2019 through June 30, 2020

(Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	ROPS 19-20 Total	19-20A (July - December)					19-20A Total	19-20B (January - June)					19-20B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$ 87,226,797		\$ 22,513,240	\$ 0	\$ 2,497,500	\$ 0	\$ 13,266,893	\$ 126,930	\$ 15,891,323	\$ 0	\$ 0	\$ 0	\$ 6,494,988	\$ 126,929	\$ 6,621,917
5	2006 Tax Allocation Bonds Series A	Bonds Issued On or Before	12/7/2006	9/1/2028	US Bank	Redevelopment Activities	Consolidated	49,515,000	N	\$ 4,195,000		920,000				\$ 920,000				3,275,000		\$ 3,275,000
11	2010 SERAF Loan	City/County Loan (Prior	5/10/2010	6/30/2018	2006 CDC Bond Fund	Loan to Fund 2010 SERAF Payment	Consolidated		N	\$ -						\$ -						\$ -
12	2010 SERAF Loan	City/County Loan (Prior	5/10/2010	6/30/2018	2006 CDC Bond Fund	Loan to Fund 2010 SERAF Payment	Washington		N	\$ -						\$ -						\$ -
15	Tax Increment Loan (Washington	Third-Party Loans	6/5/1987	6/30/2018	Los Angeles County	Tax Increment Loan (Washington	Washington		N	\$ -						\$ -						\$ -
16	1992 Redevelopment Refunded	Miscellaneous	9/1/2002	6/30/2018	Arnold D Horodas	Called registered principal - CUSIP	Consolidated		N	\$ -						\$ -						\$ -
17	1992 Redevelopment Refunded	Miscellaneous	9/1/2002	6/30/2018	Arnold D Horodas	Called registered principal - CUSIP	Consolidated		N	\$ -						\$ -						\$ -
18	1992 Redevelopment Refunded	Miscellaneous	9/1/2002	6/30/2018	Moya E Monroe	Called registered principal - CUSIP	Consolidated		N	\$ -						\$ -						\$ -
20	1992 Redevelopment Refunded	Miscellaneous	9/1/2001	6/30/2018	Arnold D Horodas	Registered interest	Consolidated		N	\$ -						\$ -						\$ -
21	1992 Redevelopment Refunded	Miscellaneous	3/1/2002	6/30/2018	Arnold D Horodas	Registered interest	Consolidated		N	\$ -						\$ -						\$ -
22	1992 Redevelopment Refunded	Miscellaneous	9/1/2001	6/30/2018	Arnold D Horodas	Registered interest	Consolidated		N	\$ -						\$ -						\$ -
23	1992 Redevelopment Refunded	Miscellaneous	9/1/2001	6/30/2018	Moya E Monroe	Registered interest	Consolidated		N	\$ -						\$ -						\$ -
24	1992 Redevelopment Refunded	Miscellaneous	3/1/2002	6/30/2018	Moya E Monroe	Registered interest	Consolidated		N	\$ -						\$ -						\$ -
25	1992 Redevelopment Refunded	Miscellaneous	9/1/2002	6/30/2018	Moya E Monroe	Registered interest	Consolidated		N	\$ -						\$ -						\$ -
26	Proportional Share of Unfunded Liabilities	Unfunded Liabilities	2/10/2011	6/30/2042	City of SFS	Obligation to Share in Payment of Unfunded Liabilities	Combined		N	\$ -						\$ -						\$ -
42	Loan with City for DOF Lawsuit	City/County Loans After 6/27/11	5/9/2013	12/31/2015	City of SFS	Loan to cover lawsuit costs	Consolidated		N	\$ -						\$ -						\$ -
45	Weed Abatement	Property Maintenance	7/1/2018	6/30/2019	Mayfield Enterprises	Weed Abatement Service	Consolidated	3,500	N	\$ 3,500				1,750		\$ 1,750				1,750		\$ 1,750
58	Administrative Expenses	Admin Costs	7/1/2018	6/30/2019	City of SFS	Successor Agency Administration	Consolidated	253,859	N	\$ 253,859					126,930	\$ 126,930				126,929		\$ 126,929
59	Fiscal Agent Fees	Professional Services	7/1/2018	6/30/2019	US Bank	Fiscal Agent Fees	Consolidated	6,000	N	\$ 6,000				3,000		\$ 3,000				3,000		\$ 3,000
66	Property Disposition Agreement	Property Dispositions	7/8/2008	6/30/2017	McGranahan Carlson &	Agreement for disposition of sales	Consolidated	2,102,185	N	\$ -						\$ -						\$ -
67	2016 Tax Allocation Refunding Bonds	Bonds Issued After 12/31/10	7/28/2016	9/1/2024	US Bank	Refund prior bonds for savings	Consolidated	15,082,484	N	\$ 6,452,172				4,968,991		\$ 4,968,991				1,483,181		\$ 1,483,181
68	Continuing Disclosure	Professional Services	10/5/2016	6/30/2029	Urban Futures Inc.	Continuing Disclosure Services - Bonds	Consolidated	35,000	N	\$ 5,000						\$ -				5,000		\$ 5,000
69	Arbitrage Rebate Calculations	Professional Services	7/1/2016	6/30/2029	BLX Group	Arbitrage Rebate Calculations	Consolidated	12,500	N	\$ -						\$ -						\$ -
70	Advance from General Fund	City/County Loan (Prior 06/28/11), Cash exchange	9/23/2010	6/30/2021	City of Santa Fe Springs	Advance from City General Fund	Consolidated	6,595,465	N	\$ 6,566,074				6,566,074		\$ 6,566,074						\$ -
71	Water	Property Maintenance	7/1/2018	6/30/2019	City of Santa Fe Springs	Water costs for vacant land	Consolidated	10,000	N	\$ 10,000				5,000		\$ 5,000				5,000		\$ 5,000
72	2017 Tax Allocation Refunding Bonds	Bonds Issued After 12/31/10	12/21/2017	9/1/2022	US Bank	Refund prior bonds for savings	Consolidated	13,610,804	N	\$ 5,021,635		1,577,500		1,722,078		\$ 3,299,578				1,722,057		\$ 1,722,057
73									N	\$ -						\$ -						\$ -

Santa Fe Springs Recognized Obligation Payment Schedule (ROPS 19-20) - Report of Cash Balances
July 1, 2016 through June 30, 2017
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see [Cash Balance Tips Sheet](#).

A	B	C	D	E	F	G	H
	ROPS 16-17 Cash Balances (07/01/16 - 06/30/17)	Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, Grants, Interest, etc.	Non-Admin and Admin	
1	Beginning Available Cash Balance (Actual 07/01/16) RPTTF amount should exclude "A" period distribution amount	13,921,338	0	10,348,778	3,277	0	
2	Revenue/Income (Actual 06/30/17) RPTTF amount should tie to the ROPS 16-17 total distribution from the County Auditor-Controller	2,932,508			1,440	13,844,430	
3	Expenditures for ROPS 16-17 Enforceable Obligations (Actual 06/30/17)			10,348,178	1,969	8,831,526	
4	Retention of Available Cash Balance (Actual 06/30/17) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	16,853,846				5,005,750	
5	ROPS 16-17 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 16-17 PPA form submitted to the CAC	No entry required				7,154	
6	Ending Actual Available Cash Balance (06/30/17) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$ 0	\$ 0	\$ 600	\$ 2,748	\$ 0	

Santa Fe Springs Recognized Obligation Payment Schedule (ROPS 19-20) - Notes July 1, 2019 through June 30, 2020

[illegible]



City of Santa Fe Springs

Successor Agency Meeting

December 13, 2018

NEW BUSINESS

Resolution SA-2018-006 – Approving the Successor Agency's Administrative Budget for the Period July 1, 2019 through June 30, 2020

RECOMMENDATION

That the Successor Agency adopt Resolution No. SA-2018-006.

BACKGROUND

Health and Safety Code ("HSC") Section 34177 requires the Successor Agency to prepare an Administrative Budget that covers the administrative costs to comply with the Dissolution Bills. It is important to point out that the Administrative Budget that is presented here is also included in the Recognized Obligation Payment Schedule ("ROPS") 19-20 (July 2019 – June 2020). However, the Administrative Budget itemizes the administrative costs whereas the ROPS identifies it as a single line item. As with the ROPS, the Department of Finance ("DOF") requires the Successor Agency to prepare an Administrative Budget every year, whereas previously it was every six months. The proposed Resolution sets forth the Successor Agency's Administrative Budget for the period July 1, 2019 through June 30, 2020.

The proposed Administrative Budget (attached) consists of the Successor Agency's personnel and non-personnel city support service costs anticipated for Fiscal Year 2019-20. The Successor Agency personnel for which salaries and benefits are listed include the City Manager, Director of Finance & Administrative Services, Director of Planning, Accounting Manager, Accountant, and City/Successor Agency Clerk, all of whom will spend a significant amount of their time working on Successor Agency matters. Non-personnel costs include Successor Agency legal counsel, auditing and other professional services, and travel and meeting costs.

Under HSC Section 34171(b), the annual administrative cost allowance is the greater of 3% of property taxes allocated to the Successor Agency in the prior year or \$250,000. The amount claimed on the ROPS 19-20 is based on the property tax allocation method.

The legislation requires that the Administrative Budget be approved by both the Successor Agency and the Oversight Board before any distributions from the County's property tax trust fund are made to the Successor Agency. The distributions of property tax trust funds by Los Angeles County for this period are scheduled for June 1, 2019 and January 2, 2020.



City of Santa Fe Springs

Successor Agency Meeting

December 13, 2018

FISCAL IMPACT

The administrative budget of \$253,859 will be funded with a distribution from the Redevelopment Property Tax Trust Fund ("RPTTF").

A handwritten signature in black ink, reading "Raymond R. Cruz".

Raymond R. Cruz
City Manager

Attachments:

Resolution No. SA-2018-006

Exhibit A – Successor Agency Administrative Budget for July 1, 2019 – June 30, 2020

APPROVED:
ITEM NO.:

RESOLUTION NO. SA-2018-006

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS
ACTING AS SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT
COMMISSION/REDEVELOPMENT AGENCY OF THE CITY OF SANTA FE
SPRINGS APPROVING THE SUCCESSOR AGENCY'S ADMINISTRATIVE
BUDGET FOR THE FISCAL PERIOD OF JULY 1, 2019 TO JUNE 30, 2020
PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(j)**

**THE CITY COUNCIL ACTING AS SUCCESSOR AGENCY HEREBY
RESOLVES AS FOLLOWS:**

SECTION 1. The City Council hereby approves the Successor Agency's Administrative Budget, attached hereto as Exhibit "A", as described in Section 34171 of the California Health and Safety Code, for the fiscal period of July 1, 2019 to June 30, 2020.

SECTION 2. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution, or any part hereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Resolution. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

SECTION 4. The Successor Agency's officials and staff are hereby authorized and directed to transmit this Resolution and take all other necessary and appropriate actions as required by law in order to effectuate its purposes.

APPROVED and ADOPTED this 13th day of December, 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Janet Martinez, CMC, City Clerk

APPROVED:
ITEM NO.:

EXHIBIT A

Resolution SA-2018-006
December 13, 2018

**CITY OF SANTA FE SPRINGS
Successor Agency to the Santa Fe Springs Community Development
Commission
Administrative Budget
Fiscal Period July 1, 2019 – June 30, 2020**

Description	Jul 2019 – Jun 2020
Direct Salaries & Benefits, and Support Services	<u>\$306,200</u>
Total Personnel Costs	306,200
 Professional Services	14,500
Independent Audit Services	13,000
Travel/meetings/training	<u>1,500</u>
Total Non-Personnel Costs	29,000
 Less: Reduction to ROPS Limit	(81,341)
	<hr/>
 Total Budget	<u>\$ 253,859</u>



City of Santa Fe Springs

City Council Meeting

December 13, 2018

APPROVAL OF MINUTES

Minutes of the November 8, 2018 and November 20, 2018 Regular City Council Meetings

RECOMMENDATION

Staff recommends that the City Council:

- Approve the minutes as submitted.

BACKGROUND

Staff has prepared minutes for the following meetings:

- November 8, 2018
- November 20, 2018

Staff hereby submits the minutes for Council's approval.

A handwritten signature in black ink, reading "Raymond R. Cruz".

Raymond R. Cruz
City Manager

Attachment:

Minutes for November 8, 2018

Minutes for November 20, 2018



APPROVED:

MINUTES OF THE MEETINGS OF THE HOUSING SUCCESSOR, SUCCESSOR AGENCY AND CITY COUNCIL

November 8, 2018

1. **CALL TO ORDER**

Mayor Sarno called the meeting to order at 6:00 p.m.

2. **ROLL CALL**

Members present: Councilmembers/Directors: Moore, Rounds, and Zamora, Mayor Pro Tem/Vice Chair Trujillo and Mayor/Chair Sarno.

Members absent: None

Mayor Sarno requested to have Item No. 13 be moved to the beginning of the agenda.

City Attorney, Yolanda Summerhill read the Closed Session items and asked if anyone from the public was interested in speaking on the closed session items. No one spoke on the items.

Mayor Sarno recessed the meeting at 6:01 p.m. to discuss the Closed Session items.

Mayor Sarno reconvened the meeting at 7:23 p.m.

City Attorney, Yolanda Summerhill reported on closed session Item No. 13, there was no action taken.

HOUSING SUCCESSOR

3. **CONSENT AGENDA**

Approval of Minutes

Minutes of the October 11, 2018 of the Housing Successor Agency

Recommendation: That the Housing Successor approve the minutes as submitted.

It was moved by Council Member Zamora, seconded by Mayor Pro Tem Trujillo, to approve Item No. 3 by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

SUCCESSOR AGENCY

4. **CONSENT AGENDA**

Approval of Minutes

Minutes of the October 11, 2018 Successor Agency Meeting

Recommendation: That the Successor Agency approve the minutes as submitted.

It was moved by Council Member Zamora, seconded by Mayor Pro Tem Trujillo, to approve Item No. 4 by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

CITY COUNCIL

5. CONSENT AGENDA

a. Minutes of the October 11, 2018 Regular City Council Meeting

Recommendation: That the City Council:

- Approve the minutes as submitted.

It was moved by Council Member Zamora, seconded by Mayor Pro Tem Trujillo to approve the minutes as submitted, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

PUBLIC HEARING

6. Alcohol Sales Conditional Use Permit Case No. 75

Request for approval to allow the operation and maintenance of an alcoholic beverage use involving the sale of alcoholic beverages for on-site consumption for the proposed Hilton Garden located at 14015 Norwalk Boulevard, in the Heavy Industrial (M-2) Zone, within the Telegraph Road Corridor Zone, and the Consolidated Redevelopment Project Area. (SFS Hospitality, LLC)

Recommendation: That the City Council:

- Open the Public Hearing and receive any comments from the public regarding Alcohol Sales Conditional Use Permit Case No. 75, and thereafter close the Public Hearing.
- Approve Alcohol Sales Conditional Use Permit Case No. 75 subject to the conditions of approval contained within this report.

Mayor Sarno opened the public hearing at 8:09 p.m.

There were no speakers wishing to speak on Item No. 6.

Mayor Sarno closed the public hearing at 8:09 p.m.

It was moved by Council Member Rounds, seconded by Mayor Pro Tem Trujillo, to approve Alcohol Sales Conditional Use Permit Case No. 75 subject to the conditions of approval contained within this report, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

ORDINANCE FOR INTRODUCTION

7. Ordinance No. 1096 - An Ordinance of the City of Santa Fe Springs amending Section 97.340 (Underground Storage Tank Standards) of Chapter 97 (Environmental Protection) of Title IX (General Regulations) of the Santa Fe Springs Municipal Code to Update the Section to Comply with State Law

Recommendation: That the City Council:

- Waive further reading and introduce Ordinance No. 1096.

It was moved by Council Member Moore, seconded by Council Member Rounds, to introduce Ordinance No. 1096, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

NEW BUSINESS

8. Disposition and Development Agreement by and between the City of Santa Fe Springs and SFS Hospitality, LLC

Recommendation: That the City Council:

- Approve the Disposition and Development Agreement; and
- Authorize the Mayor or designee to execute the agreement with SFS Hospitality, LLC.

It was moved by Council Member Rounds, seconded by Council Member Zamora, to continue the item to the next meeting, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

9. City-Wide Striping 2018 – Award of Contract

Recommendation: That the City Council:

- Appropriate \$194,000 from the Bond Capital Improvement Funds to Account PW180022;
- Accept the bids; and
- Award a contract to Superior Pavement Markings Inc. of Cypress, California, in the amount of \$235,496.35.

It was moved by Council Member Zamora, seconded by Mayor Pro Tem Trujillo, to appropriate \$194,000 from the Bond Capital Improvement Funds to Account PW180022; accept the bids; and award a contract to Superior Pavement Markings Inc. of Cypress, California, in the amount of \$235,496.35, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

10. On-Call Land Development Plan Checking Services – Award of Contract

Recommendation: That the City Council:

- Accept the Proposals to Provide On-Call Land Development Plan Checking Services;
- Award Contracts to: Coory Engineering of Orange, California; Huitt-Zollars of Irvine, California; and PencoENG of Irvine, California, to provide On-Call Land Development Plan Checking Services; and
- Authorize the Mayor to execute Professional Services Agreements with Coory Engineering, Huitt-Zollars and PencoENG for a term of forty-eight (48) months.

It was moved by Mayor Pro Tem Trujillo, seconded by Council Member Zamora, to accept the Proposals to Provide On-Call Land Development Plan Checking Services; award Contract to: Coory Engineering of Orange, California; Huitt-Zollars of Irvine, California; and PencoENG of Irvine, California, to provide On-Call Land Development Plan Checking Services; and authorize the Mayor to execute Professional Services Agreements with Coory Engineering, Huitt-Zollars and PencoENG for a term of forty-eight (48) months, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nayes: None

Absent: None

11. Christmas Tree Sales Lot – Request for Approval

Recommendation: That the City Council:

- Approve the proposed Christmas Tree Sales Lot on property located at 13007 Telegraph Road, subject to the conditions of approval as contained within this staff report.

It was moved by Council Member Zamora, seconded by Mayor Pro Tem Trujillo to approve the proposed Christmas Tree Sales Lot on property located at 13007 Telegraph Road, subject to the conditions of approval as contained within this staff report, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nayes: None

Absent: None

12. Approval of 2019 Art Fest Event Professional Services Agreement

Recommendation: That the City Council:

- Authorize the Director of Community Services to execute a revised Professional Services Agreement with Crepes and Grapes Café, LLC. Sandra Hahn, for consulting services of the 2019 Art Fest event.

It was moved by Mayor Pro Tem Trujillo, seconded by Council Member Moore, to authorize the Director of Community Services to execute a revised Professional Services Agreement with Crepes and Grapes Café, LLC. Sandra Hahn, for consulting services of the 2019 Art Fest event, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nayes: None

Absent: None

CLOSED SESSION

13. REAL PROPERTY NEGOTIATIONS

(Pursuant to California Government Code Section 54956.8)

Property: APN: 8009-007-915 for the property located at the southwest corner of Telegraph Road and Norwalk Boulevard

Agency Negotiator: City Manager, City Attorney, Finance Director and Planning Director

Negotiation Parties: SFS Hospitality

Under Negotiation: Price and Terms for the Sale of Property

Items No. 13 was discussed at the beginning of the meeting. No action was taken.

CLOSED SESSION

14. REAL PROPERTY NEGOTIATIONS

(Pursuant to California Government Code Section 54956.8)

Property: APN: 8069-006-004 for the property located at 14156 Rosecrans Ave., Santa Fe Springs, CA 90670 and 8061-017-013 for the property located at 14207 Rosecrans Ave., La Mirada, CA 90638

Agency Negotiator: Public Works Director

Negotiation Parties: Tabello Brothers, Inc. and Transcendent Properties LLC

Under Negotiation: Price and Terms for the Sale of Property

City Attorney, Yolanda Summerhill read Closed Session Item No. 14 and asked if anyone from the public was interested in speaking on the Closed Session items. No one spoke on the items.

City Attorney, Yolanda Summerhill reported on closed session item no. 14, there was no action taken.

15. INVOCATION

Council Member Rounds led the invocation.

16. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by the Youth Leadership Committee.

17. INTRODUCTIONS

- Mayor Sarno introduced Chamber CEO Kathie Fink, Rick Landis from SFS Swap Meet and Tom Summerfield from Cascade Pump.

18. ANNOUNCEMENTS

The Youth Leadership Committee Members made the following announcements:

- Holiday Basket Program Donations
- Adult Basketball League, January 14, 2019
- Sakai Flamenco, Friday, December 7, 2018 at 7 p.m.
- Community Program Excursion - The Mission Inn Tour & Festival, Saturday,

December 15, 2018 at 2 p.m.

19. CITY MANAGER'S AND EXECUTIVE TEAM REPORTS

- City Manager, Ray Cruz spoke about attending today's Chamber of Commerce meeting. He announced that Measure Y passed and was happy to make that announcement at the Chamber meeting. He acknowledged William K. Rounds and Mike Mendez for leading the committee and acknowledged the associations and the Chamber. Last, he noted the tax will start being collected in April 1, 2019. He noted the money will be spent wisely and will be looking at expenditures wisely.
- Public Works Director, Noe Negrete spoke about the train derailment at Slauson bridge that occurred yesterday. He noted the train went from LA to Chicago, however, no one was injured.
- City Manager, Ray Cruz also added that the office of Janice Hahn has approved the funding for the parks in Santa Fe Springs. He thanked Ivan Sulic for his support.
- Director of Planning, Wayne M. Morrell spoke about the boards that were placed in the lobby for Planning Month, and noted the following places were suggested by the residents to have in the Santa Fe Springs: Sit down restaurant, Dog Park, grocery store, Chick-Fil-A, Entertainment, Sky Zone, Indoor Skate Park and more.
- Director of Police Services, Dino Torres spoke about the family youth leadership team that is scheduled to be at the local elementary schools from November to December.
- Fire Chief, Brent Hayward spoke about the Ventura Hill Fire, noted it has already advanced to 10,000 acres and the 110 FWY is now closed. He also stated that the Santa Fe Springs Fire Fighters have been dispatched to assist.
- Finance Director, Travis Hickey spoke about the CalPERS retirement planning workshop that was held on November 7th. He also spoke about himself and Lana Dich participating in a webinar for California's Economic (refer to slides).
- Director of Community Services, Maricela Balderas spoke about the City's Halloween events such as the Haunted House and the carnival. She also spoke about the art that will be displayed on the traffic signal box with a Library theme, which is located by the Wells Fargo. Lastly, she spoke about the improvements that were made at Heritage Park such as the café table and chairs.

20. PRESENTATIONS

- a. Recognition of Cascade Pump Company 70th Anniversary
- b. Chamber of Commerce "Citizen of the Year" Presentations
- c. Red Cross Learn to Swim Program – City of Santa Fe Springs Gold Provider Award Recognition

21. APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

- a. Advisory Committee Appointments
Council Member Moore appointed Wayne Morrell to the Historical Committee.

22. ORAL COMMUNICATIONS

There was no one wishing to speak during oral communications.

23. COUNCIL COMMENTS

Minutes of the November 8, 2018 Housing Successor, Successor Agency and City Council Meetings

- Council Member Moore thanked Council Member Rounds for his leadership and dedication for Measure Y.
- Council Member Rounds also thanked the residents for supporting Measure Y and all the individuals that walked to support the Measure.
- Council Member Zamora acknowledged Council Member Rounds, Mike Mendez and City Manager Ray Cruz, in addition to all employees for their leadership on speaking to people on Measure Y.
- Mayor Pro Tem Trujillo spoke about the support received to have Measure Y approved.
- Mayor Sarno also thanked all staff and Council for their support.

24. ADJOURNMENT

Mayor Sarno adjourned the meeting at 8:40 p.m. in memory of May Sharp, Mary K. Reed, Costa Mesa Fire Captain Mike Kreza and all the victims of last night's shooting at the Borderline Bar and Grill in Thousand Oaks, California.

ATTEST:

Janet Martinez
City Clerk

Mayor

Date



APPROVED:

MINUTES OF THE MEETINGS OF THE CITY COUNCIL

November 20, 2018

1. CALL TO ORDER

Mayor Sarno called the meeting to order at 6:00 p.m.

2. ROLL CALL

Members present: Councilmembers/Directors: Moore, Rounds, Zamora, Mayor Pro Tem/Vice Chair Trujillo and Mayor Sarno.

Members absent: None

Janet Martinez, City Clerk announced that the Members of the Public Financing Authority and Water Utility Authority receive \$150 for their attendance at meetings.

Mayor Sarno requested to have Item No. 14 moved to the beginning of the agenda.

City Attorney, Yolanda Summerhill read the Closed Session item and asked if anyone from the public was interested in speaking on the Closed Session items. No one spoke on the items.

Mayor Sarno recessed the meeting at 6:01 p.m. to discuss the Closed Session item.

Mayor Sarno reconvened the meeting at 6:26 p.m.

City Attorney, Yolanda Summerhill reported on Closed Session Item No. 14, there was no action taken.

PUBLIC FINANCING AUTHORITY

3. CONSENT AGENDA

Approval of Minutes

- a. Minutes of the October 25, 2018 Public Financing Authority Meeting

Recommendation: That the Public Financing Authority approve the minutes as submitted.

Monthly Reports

- b. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Public Financing Authority (PFA)

Recommendation: That the Public Financing Authority receive and file the report.

It was moved by Council Member Zamora, seconded by Mayor Pro Tem Trujillo, approving Item No. 3A, and 3B, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nayes: None
Absent: None

WATER UTILITY AUTHORITY

4. CONSENT AGENDA

Approval of Minutes

- a. Minutes of the October 25, 2018 Water Utility Authority Meeting

Recommendation: That the Water Utility Authority:

- Approve the minutes as submitted.

Monthly Reports

- b. Monthly Report on the Status of Debt Instruments Issued through the City of Santa Fe Springs Water Utility Authority (WUA)

Recommendation: That the Water Utility Authority:

- Receive and file the report.

- c. Status Update of Water-Related Capital Improvement Projects

Recommendation: That the Water Utility Authority:

- Receive and file the report.

It was moved by Council Member Rounds, seconded by Council Member Moore, approving Item No. 4A, 4B, & 4C, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nayes: None

Absent: None

HOUSING SUCCESSOR

CONSENT AGENDA

5. Minutes of the October 25, 2018 of the Housing Successor Agency

Recommendation: That the Housing Successor approve the minutes as submitted.

It was moved by Council Member Moore, seconded by Mayor Pro Tem Trujillo, approving the minutes as submitted, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nayes: None

Absent: None

SUCCESSOR AGENCY

6. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Successor Agency.

Approval of Minutes

Minutes of the October 25, 2018 Successor Agency Meeting

Recommendation: That the Successor Agency:

- Approve the minutes as submitted.

It was moved by Mayor Pro Tem Trujillo, seconded by Council Member Zamora, to approve the minutes as submitted, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

CITY COUNCIL

7. CONSENT AGENDA

- a. Minutes of the October 25, 2018 City Regular City Council Meeting

Recommendation: That the City Council:

- Approve the minutes as submitted.

- b. Cancellation of the December 27, 2018 City Council Meeting

Recommendation: That the City Council:

- Approve the cancellation of the second meeting of December 2018.

It was moved by Council Member Rounds, seconded by Council Member Moore, approving Item No. 7A & 7B, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

ADOPTION OF ORDINANCE

8. Ordinance No. 1096 - An Ordinance of the City of Santa Fe Springs amending Section 97.340 (Underground Storage Tank Standards) of Chapter 97 (Environmental Protection) of Title IX (General Regulations) of the Santa Fe Springs Municipal Code to Update the Section to Comply with State Law

Recommendation: That the City Council:

- Give second reading and adopt Ordinance No. 1096.

It was moved by Council Member Trujillo, seconded by Council Member Zamora, adopting Ordinance No. 1096, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nays: None

Absent: None

INTRODUCTION OF ORDINANCE

9. Ordinance No. 1095 – Municipal Code Amendment to 130.04(B)(18) and Additions 130.04(B)(23) and 130.04(B)(24)

Recommendation: That the City Council:

- Read by title only, waive further reading and introduce Ordinance No. 1095.

Item No. 9 was continued to the next Regular City Council Meeting.

OLD BUSINESS

10. Resolution No. 9609 – Authorizing a Disposition and Development Agreement between the City of Santa Fe Springs and SFS Hospitality LLC., for the property located at 10415 Norwalk Boulevard (newly assigned address), at the southwest corner of Norwalk Boulevard and Telegraph Road, in the M-2-Heavy Manufacturing, Zone

Recommendation: That the City Council approve, and Mayor execute:

- Approve the Disposition and Development Agreement between the City of Santa Fe Springs and SFS Hospitality LLC.
- Authorize the Mayor or designee to execute the Disposition and Development Agreement between the City of Santa Fe Springs and SFS Hospitality LLC.

It was moved by Mayor Pro Tem Trujillo, seconded by Council Member Zamora, approving the Disposition and Development Agreement between the City of Santa Fe Springs and SFS Hospitality LLC., and authorizing the Mayor or designee to execute the Disposition and Development Agreement between the City of Santa Fe Springs and SFS Hospitality LLC., by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nayes: None

Absent: None

NEW BUSINESS

11. Approval of Agreement between SFS and California State University for Student Intern Program

Recommendation: That the City Council approve, and Mayor execute:

- The California State University Long Beach Student Field Placement Agreement; and
- The California State University Los Angeles Clinical Affiliation Agreement No. 6718-0081.

It was moved by Council Member Zamora, seconded by Council Member Rounds, approving California State University Long Beach Student Field Placement Agreement, and approving the California State University Los Angeles Clinical Affiliation Agreement No. 6718-0081, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno

Nayes: None

Absent: None

12. Santa Fe Springs Athletic Fields Picnic Shelter – Trellis Replacement Project – Award of Contract

Recommendation: That the City Council:

- Approve adding the Santa Fe Springs Athletic Fields Picnic Shelter –Trellis Replacement project to the Capital Improvement Plan;
- Appropriate \$60,000 from Utility Users Tax Funds to the Santa Fe Springs Athletic Fields Picnic Shelter-Trellis Replacement project;
- Accept the bids; and
- Award a contract to Corral Construction Company of Commerce, California in the amount of \$39,588.00.

It was moved by Mayor Pro Tem Trujillo, seconded by Council Member Zamora, to approve adding the Santa Fe Springs Athletic Fields Picnic Shelter-Trellis Replacement project to the Capital Improvement Plan; appropriate \$60,000 from Utility Users Tax Funds to the Santa Fe Springs Athletic Fields Picnic Shelter-Trellis Replacement Project; accept the bids; and award a contract to Corral Construction Company of Commerce, California in the amount of \$39,588.00, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno
Nays: None
Absent: None

13. BNSF Railway Company License Agreement for Electrical Supply Line Across or Along Railway Property

Recommendation: That the City Council:

- Authorize the Mayor to execute the BNSF Railway Company License Agreement for an Electrical Supply Line Across or Along BNSF Railway Company Property.

It was moved by Council Member Rounds, seconded by Council Member Zamora, authorizing the Mayor to execute the BNSF Railway Company License Agreement for an Electrical Supply Line Across or Along BNSF Railway Company Property, by the following vote:

Ayes: Moore, Rounds, Zamora, Trujillo, Sarno
Nays: None
Absent: None

CLOSED SESSION

14. REAL PROPERTY NEGOTIATIONS

(Pursuant to California Government Code Section 54956.8)

Property: APN: 8009-007-915 for the property located at the southwest corner of Telegraph Road and Norwalk Boulevard

Agency Negotiator: City Manager, City Attorney, Finance Director and Planning Director

Negotiation Parties: SFS Hospitality

Under Negotiation: Price and Terms for the Sale of Property

Item No. 14 was discussed at the beginning of the agenda.

Mayor Sarno recessed the meetings at 6:31 p.m.

Mayor Sarno convened the meeting at 7:00 p.m.

15. INVOCATION

Invocation was led by Council Member Moore.

16. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Trujillo led the Pledge of Allegiance.

17. INTRODUCTIONS

- Representatives from the Chamber of Commerce: Teri Bazen from Norwalk/La Mirada Plumbing & HVAC, and Carolyn Reggio from CAPC, Inc.

18. ANNOUNCEMENTS

Parks & Recreation Manager, Adam Matsumoto made the following announcements:

- Holiday basket program
- Santa's Mailbox
- Juggling Through The Holiday & Book Sale, Saturday, December 1, 2018
- Tree Lighting Ceremony, Saturday, December 1, 2018
- Las Posadas, Friday, December 14, 2018
- Older Adult Holiday Celebration, Friday, December 7, 2018
- Christmas Home Decorating Contest, Due, Friday, December 7, 2018

19. CITY MANAGER AND EXECUTIVE TEAM REPORTS

- Director of Public Works, Noe Negrete stated that last Friday the doors at City Hall were replaced; he also spoke about the street rehabilitation project at Florence Avenue (Norwalk Boulevard to Bloomfield Avenue), there will be a full closure from December 14th -17th, 2018 from Friday 7pm to 5am.
- Director of Planning, Wayne Morrell spoke about the Harbor Distribution at 11204 Norwalk Boulevard, a new business approved by Planning Commission, distribution center for alcohol, which occupies the former site of the Norwalk drive-in., He also indicated that they joined the Chamber of Commerce. He also spoke about the CUP 797, and the SFS Bandminton Club at 11323 Shoemaker Avenue. Lastly, he mentioned that "The Holiday" at 10915 Norwalk Blvd is currently closed for remodeling purposes.
- Director of Police Services, Dino Torres spoke about the 65th Annual Uptown Whittier Christmas Parade on Saturday, December 8, 2018 from 8:00 a.m. to 12:00 p.m.
- Fire Chief, Brent Hayward spoke about the Woolsey Fire Update, 97,000 Acres, 96% Contained, 3 Fatalities, 1500 Structures Destroyed, 341 damaged; second, he spoke about the Pink Patch project.
- Director of Community Services, Maricela Balderas, spoke about hosting the annual food basket program today at 2 p.m.
- City Manager Raymond Cruz spoke about attending the golf fundraiser.

20. PRESENTATIONS

- a. Introduction of New Santa Fe Springs Department of Fire-Rescue Firefighter Candidates.

21. APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

- a. Advisory Committee Appointments

22. ORAL COMMUNICATIONS

There were no public speakers present.

23. COUNCIL COMMENTS

Council Member Moore thanked everyone, staff and council for their support throughout the years.

Council Members Rounds, Zamora, Mayor Pro Tem Trujillo and Mayor Sarno thanked Council Member Moore. Also wished everyone in attendance a Happy Thanksgiving.

24. ADJOURNMENT

Mayor Sarno adjourned the meeting at 7:38 p.m.

ATTEST:

Janet Martinez
City Clerk

Mayor

Date



City of Santa Fe Springs

City Council Meeting

ITEM NO. 10B

December 13, 2018

CONSENT CALENDAR

Quarterly Treasurer's Report of Investments for the Quarter Ended June 30, 2018.

RECOMMENDATION

That the City Council receive and file the report.

BACKGROUND

Beginning January 2016, the City retained PFM Asset Management LLC ("PFMAM") to manage \$20.8 million of the City's reserve funds ("managed portfolio").

Based on a cash flow analysis and discussion with PFMAM and the Council Finance Subcommittee, an additional \$10.0 million of the City's reserve funds were added to the portfolio in May 2017 bringing the total principal invested to \$30.8 million.

At the end of each calendar quarter, PFMAM provides a detailed written report covering general market conditions as well as the balances and transactions of the City's portfolio for the previous quarter. PFMAM's detailed report is attached to this Treasurer's Report. The Treasurer's Report for the Quarter Ended June 30, 2018 was also provided to each Councilmember on July 31st, 2018.

Ms. Sarah Meacham, a Director with PFMAM, along with her staff, have regularly provided an update to the Council Finance Subcommittee, including a detailed review of the results of the portfolio for the quarter, a discussion of the investment strategies and policies which govern the City's portfolio, and general market conditions. Once the Council Finance Subcommittee vacancies are filled, staff will coordinate a meeting with the PFMAM to perform a detailed review of the portfolio and answer any questions that may arise.

CITY INVESTMENT PORTFOLIO

The City's managed portfolio generated interest income in the amount of \$106,599 for the most recent quarter. The interest income represents actual cash receipts received by the City plus the amortization of any discounts or premiums. The figure does not include unrealized gains or losses.

The overall performance of the City's managed portfolio account is expressed in a "yield" and "total return". The yield is a forward-looking measurement which shows the income and dividends on the investments to be expected in the future based on current holdings, expressed as an annual rate of return. The City's yield (at cost value) at June 30, 2018 was 2.07%, up from 1.92% the previous quarter.

Report Submitted By: Travis Hickey, City Treasurer
Lana Dich, Asst. City Treasurer

Date of Report: December 6, 2018



City of Santa Fe Springs

City Council Meeting

December 13, 2018

Total return on the other hand, is a backward-looking measurement focused on not only interest earned, but also realized and unrealized gains/losses. Realized gains/losses result from selling a security at a price higher or lower than was actually paid to purchase it. Unrealized gains/losses result from market value increases and decreases in security values for securities which are still held in the portfolio.

Of particular importance to the City's portfolio is the inverse relationship between yield and market value. In general, when yields go up, market values go down, and vice versa. For example, if the City is holding a bond which pays 1.0% and the market yield increases to 1.1% the market value of the City's 1.0% security will decline so that an investor purchasing the security would pay a price below face value which would cause the security to yield 1.1% even though it only pays 1.0%. If held until maturity, the security would pay the full face value along with the 1.0% stated interest throughout the term. In other words, "unrealized" gains/losses are not "realized" unless the security is actually sold prior to maturity.

The City generally experienced a rising yield market since July 2016. The yield at June 30, 2016 was 1.25% and rose to 2.07% as of June 30, 2018. This has resulted in unrealized losses, however, it is important to point out that the investments continue to pay the stated interest on the security. The unrealized losses simply represent the amount that the City would lose, if the security was sold in the current market conditions. It is not an actual loss of the City's principal value invested. It is also important to remember that rising yield markets are good in the sense that as securities mature, they are replaced with higher rate securities, increasing the overall interest income of the portfolio.

Because the total return (as opposed to the yield) takes into account realized and unrealized gains/losses, it is generally compared against a target benchmark to evaluate portfolio performance. The City's benchmark is the 1-5 Year U.S. Treasury Index. The total return for the City's portfolio for the quarter ended June 30, 2018 was a 0.32% while the benchmark total return was 0.13%. The City's overall portfolio performance, then, was .19% better than the benchmark. The City's portfolio continues to outperform the benchmark by a wide margin under management by PFMAM. Since inception, the City's portfolio total return was .31% while the benchmark was a negative .03%.

Aside from the PFMAM managed portfolio, the City's other investments are the Local Agency Investment Fund ("LAIF"), a pooled investment fund managed by the California State Treasurer, and the First American Treasury Obligations Fund, a U.S. Treasury money market fund ("MMF") used by the City's bond trustee. LAIF returned an annualized rate of 1.90% for the quarter while the MMF returned 1.30%. The LAIF accounts returned a total of \$145,991 in interest income.

Report Submitted By: Travis Hickey, City Treasurer
Lana Dich, Asst. City Treasurer

Date of Report: December 6, 2018



City of Santa Fe Springs

City Council Meeting

December 13, 2018

The attached Treasurer's Report contains all investments under the control of the City. The investments at market value are summarized as follows:

Pooled Cash and Investments	\$57.6 million
Successor Agency Unspent Bonds	17.2 million
Bonds Reserves and Debt Service	<u>11.9 million</u>
Total Investments	\$86.7 million

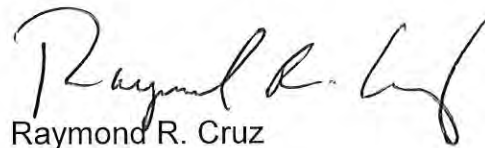
Pooled cash and investments consist of the PFMAM managed account and LAIF. The Successor Agency unspent bonds are held in LAIF and are the source of funds for ongoing capital improvement projects.

The bond reserves and debt service funds consist of the MMF accounts held, as required, by the City's third party trustee, U.S. Bank. These funds are held for debt service payments and reserves for bond issuances of the water utility, the Successor Agency, and the Heritage Springs Assessment District.

The investments at market value are summarized by type as follows:

PFMAM Managed Portfolio	\$30.9 million
LAIF	43.9 million
MMF	<u>11.9 million</u>
Total Investments	\$86.7 million

PFMAM and Staff will continue to work with the Council Finance Subcommittee to review any proposed changes to the portfolio make up.


Raymond R. Cruz
City Manager

Attachment:

Treasurer's Report of Investments (Quarter Ended June 30, 2018)
PFMAM Investment Performance Review (Quarter Ended June 30, 2018)
PFMAM Portfolio Earnings (Quarter Ended June 30, 2018)

Report Submitted By: Travis Hickey, City Treasurer
Lana Dich, Asst. City Treasurer

Date of Report: December 6, 2018

**CITY OF SANTA FE SPRINGS
TREASURER'S REPORT OF INVESTMENTS
QUARTER ENDED JUNE 30, 2018**

DESCRIPTION	BEGINNING BALANCE	DEPOSITS/ PURCHASES	WITHDRAWALS/ SALES	ENDING BALANCE	MARKET VALUE	QUARTERLY INVESTMENT EARNING	ANNUAL YIELD
POOLED INVESTMENTS:							
PFM MANAGED PORTFOLIO (1)	\$ 31,312,476.09	\$ 4,130,414.42	\$ 4,046,511.39	\$ 31,396,379.12	\$ 30,850,012.45	\$ 106,598.89	2.07%
LOCAL AGENCY INVESTMENT FUND	23,302,078.63	11,383,077.60	7,900,000.00	26,785,156.23	26,734,984.12	83,077.60	1.90%
SUBTOTAL POOLED INVESTMENTS	54,614,554.72	15,513,492.02	11,946,511.39	58,181,535.35	57,584,996.57	189,676.49	
SUCCESSOR AGENCY BOND FUNDS (2):							
LOCAL AGENCY INVESTMENT FUND	17,179,103.82	62,912.94	-	17,242,016.76	17,209,720.20	62,912.94	1.90%
SUCCESSOR AGENCY FUNDS:							
LOCAL AGENCY INVESTMENT FUND	0.91	-	-	0.91	0.91	-	1.90%
INVESTMENTS HELD BY FISCAL AGENT (3):							
U.S. BANK CORPORATE TRUST MONEY MARKET FUNDS:							
First American Treasury Obligations Fund Class D:							
City of Santa Fe Springs	2,496,903.71	319,817.77	2,280,527.48	536,194.00	536,194.00	1,591.68	1.30%
Successor Agency	5,570,853.72	5,685,143.22	47,849.88	11,208,147.06	11,208,147.06	15,232.31	1.30%
Heritage Springs Assessment District	208,514.74	567.57	-	209,082.31	209,082.31	567.57	1.30%
SUBTOTAL INVESTMENTS HELD BY FISCAL AGENT (U.S. BANK)	8,276,272.17	6,005,528.56	2,328,377.36	11,953,423.37	11,953,423.37	17,391.56	
TOTAL INVESTMENTS	\$ 80,069,931.62	\$ 21,581,933.52	\$ 14,274,888.75	\$ 87,376,976.39	\$ 86,748,141.05	\$ 269,980.99	

Notes:

- (1) See attached report prepared by PFM, the City's investment manager, for detailed analysis of the managed portfolio. All information except for the market value is reported on the amortized cost basis. Investment earnings on the amortized cost basis do not include unrealized gains and losses.
- (2) Unspent bond proceeds of the former redevelopment agency to be used for ongoing capital improvement projects.
- (3) Fiscal agent accounts are held by U.S. Bank as Trustee for debt service reserves and payment of bond principal and interest.

CERTIFICATION:

The investment transactions are in compliance with the investment policy approved by the City Council.
There is sufficient liquidity within the portfolio to meet all anticipated expenditures for the next six months.



TRAVIS HICKEY, CITY TREASURER



CITY OF SANTA FE SPRINGS

Investment Performance Review For the Quarter Ended June 30, 2018

Client Management Team

Sarah Meacham, Managing Director

Richard Babbe, CCM, Senior Managing Consultant

601 South Figueroa, Suite 4500

Los Angeles, CA 90017

213-489-4075

PFM Asset Management LLC

213 Market Street

Harrisburg, PA 17101-2141

717-232-2723

Market Update

QUARTERLY MARKET SUMMARY

SUMMARY

- Economic data continued to indicate strong growth worldwide, despite the myriad of geopolitical and global trade war events hitting the headlines. During the quarter, volatility waned, equity markets gained their footing, the U.S. Dollar (USD) continued its ascent, and the Federal Open Market Committee's (FOMC) dual mandate came into clearer focus. But, with trade wars officially on, it's now a question of whether the strong fiscal stimulus that is fueling the U.S. economy will be enough to overcome the drag of trade uncertainty.
- Positive economic data released in the second quarter included job gains, housing starts, new home sales, factory orders, manufacturing survey indices, and consumer sentiment.
- At its June FOMC meeting, the Federal Reserve (Fed) increased the overnight federal funds rate by 0.25 percent to a new range of 1.75 to 2.00 percent. While widely anticipated, the June rate hike was consistent with the Fed's continuing resolve to gradually tighten monetary policy. Fed expectations—as measured by the FOMC's updated "dot plot"—indicated two more rate hikes in the second half of 2018 and three more in 2019. Market estimates—as measured by Fed funds futures contracts—similarly imply two more hikes in 2018, but are less optimistic for 2019.
- The S&P 500 Index (S&P) rebounded by 3.4 percent over the quarter, following the first quarterly decline (first quarter 2018) in nearly three years. International indices followed suit, posting gains in local currencies for the quarter; however, the stronger USD tempered those gains for domestic investors. Meanwhile, bond yields generally rose, while the yield curve flattened.

ECONOMIC SNAPSHOT

- Real gross domestic product (GDP) in the U.S. increased at an annual rate of 2 percent in the first quarter. The deceleration in growth was driven by weaker consumer spending despite being boosted by a significant improvement in net exports. Looking forward, federal tax cuts and expanded spending point toward accelerated growth estimates for the second quarter.
- U.S. labor market conditions—part one of the Fed's dual mandate—remained strong during the quarter. Despite the quarter-end uptick in the headline unemployment rate to 4 percent (previously 3.8 percent), it remains near multi-decade lows. In addition, job growth remains robust (monthly average of 211,000 new jobs in the second quarter), weekly jobless claims reached a generational low and job openings reached a new record high. In fact, for the first time, there are more job openings than the number of unemployed persons.
- Inflation—the second part of the Fed's dual mandate—continued to march higher. As measured by the personal consumption expenditures (PCE) core price index, year-over-year (YoY) inflation reached the Fed's target of 2 percent for the first time since 2012.

INTEREST RATES

- U.S. Treasury yields generally rose over the quarter, with maturities less than three years increasing 20 to 25 basis points (bps) (0.20 to 0.25 percent), while maturities greater than five years increased by a lesser amount, and 30-year Treasury bonds were nearly unchanged. The result was a flatter yield curve; the difference between 10-year and two-year Treasury yields narrowed to 33 bps (0.33 percent) by quarter-end, a level not hit since June 2007.
- Money market investments, like commercial paper and bank Certificates of Deposit (CDs), continued to offer attractive yields, reacting quickly to the periodic Fed rate hikes.
- After widening in the first quarter, credit spreads remained volatile in the second quarter but ended the quarter only modestly wider. Healthy corporate fundamentals remained supportive.

SECTOR PERFORMANCE

- Rising yields caused shorter-maturity to outperform longer-maturity Treasury indices; the exception was 30-year Treasury bonds, which were buoyed by incremental income amid relatively unchanged yields over the quarter. For example, the three-month Treasury bill index generated +0.45 percent of total return for the quarter, while the five-year Treasury returned -0.05 percent, and the 30-year Treasury returned +0.51 percent.
- Federal agency returns were in line with similar-duration U.S. Treasury securities for the quarter as spreads across the majority of the curve continued to trade very narrowly. The incremental income benefit from the sector continues to be minimal.
- For the second consecutive quarter, the municipal sector was a top performer as the sector continued to reap the benefits of a sharp slowdown in supply following the year-end flurry of issuance. From both an absolute and excess return perspective, the sector was a positive contributor to portfolio performance for the quarter.
- Shorter-term corporates generated positive excess returns in the quarter as incremental income offset modestly wider yield spreads. But, longer-term corporates (five years and longer) underperformed Treasuries as the impact of wider yield spreads on longer-duration securities overwhelmed the benefit of higher yields.
- After a general underperformance of mortgage-backed securities (MBS) in the first quarter, the sector found its footing in the second quarter. Nevertheless, returns in the MBS sector continue to be very much structure-dependent as specific maturity and coupon characteristics drove relative performance.
- Short-term commercial paper and bank CDs continued to offer incremental value relative to both short- and intermediate-term government securities. The incremental yield advantage offered in these sectors continues to be a valuable return attribute in the face of rising rates.

QUARTERLY MARKET SUMMARY

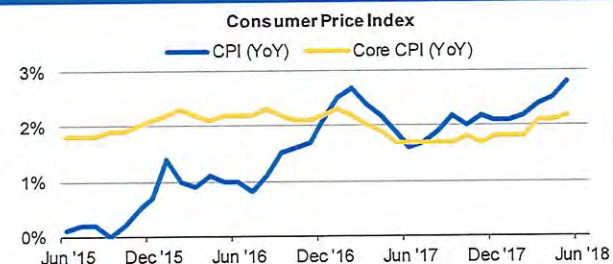
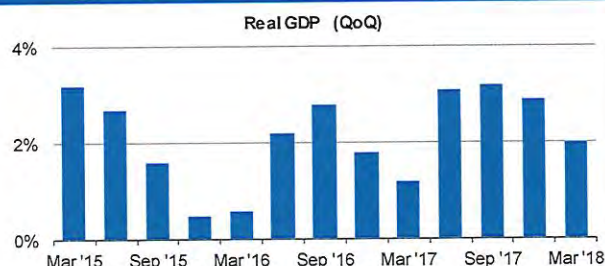
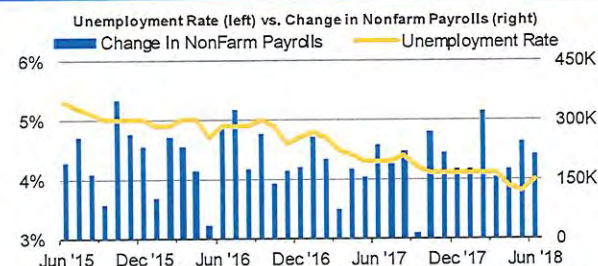
Fixed Income Management

Economic Snapshot

Labor Market		Latest	Mar '18	Jun '17
Unemployment Rate	Jun '18	4.0%	4.1%	4.3%
Change In NonFarm Payrolls	Jun '18	213,000	155,000	239,000
Average Hourly Earnings (YoY)	Jun '18	2.7%	2.6%	2.5%
Personal Income (YoY)	May '18	4.0%	3.7%	2.4%
Initial Jobless Claims (week)	6/30/18	231,000	242,000	251,000

Growth				
Real GDP (QoQ SAAR)	2018Q1	2.0%	2.9% ¹	1.2% ²
GDP Personal Consumption (QoQ SAAR)	2018Q1	0.9%	4.0% ¹	1.9% ²
Retail Sales (YoY)	May '18	5.9%	5.1%	3.5%
ISM Manufacturing Survey (month)	Jun '18	60.2	59.3	56.7
Existing Home Sales SAAR (month)	May '18	5.43 mil.	5.60 mil.	5.50 mil.

Inflation / Prices				
Personal Consumption Expenditures (YoY)	May '18	2.3%	2.0%	1.4%
Consumer Price Index (YoY)	May '18	2.8%	2.4%	1.6%
Consumer Price Index Core (YoY)	May '18	2.2%	2.1%	1.7%
Crude Oil Futures (WTI, per barrel)	Jun 30	\$74.15	\$64.94	\$46.04
Gold Futures (oz.)	Jun 30	\$1,255	\$1,323	\$1,242



1. Data as of Fourth Quarter 2017.

2. Data as of First Quarter 2017.

Note: YoY = year-over-year, QoQ = quarter over quarter, SAAR = seasonally adjusted annual rate, WTI = West Texas Intermediate crude oil.

Source: Bloomberg.

QUARTERLY MARKET SUMMARY

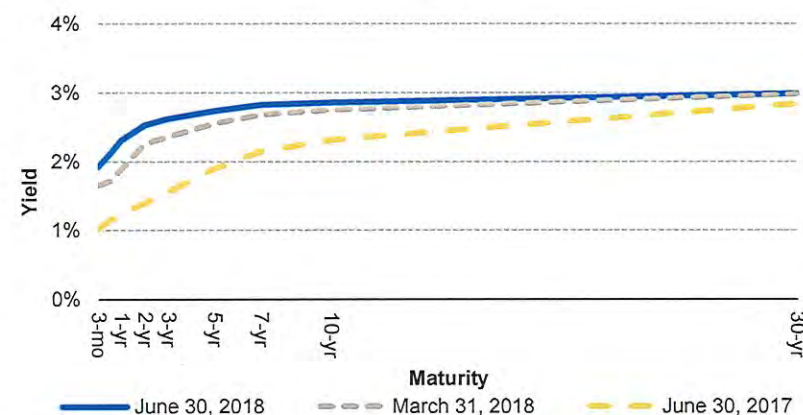
Fixed Income Management

Interest Rate Overview

U.S. Treasury Note Yields



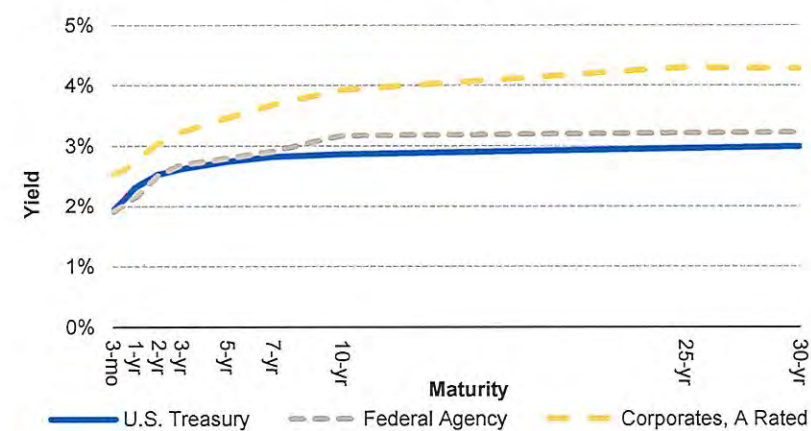
U.S. Treasury Yield Curve



U.S. Treasury Yields

Maturity	Jun '18	Mar '18	Change Over Quarter	Jun '17	Change Over Year
3-month	1.92%	1.71%	0.21%	1.01%	0.91%
1-year	2.31%	2.09%	0.22%	1.23%	1.08%
2-year	2.53%	2.27%	0.26%	1.38%	1.15%
5-year	2.74%	2.56%	0.18%	1.89%	0.85%
10-year	2.86%	2.74%	0.12%	2.31%	0.55%
30-year	2.99%	2.97%	0.02%	2.84%	0.15%

Yield Curves as of 6/30/18



Source: Bloomberg.

QUARTERLY MARKET SUMMARY

Fixed Income Management

ICE BofAML Index Returns

June 30, 2018	As of 6/30/18		Returns for Periods ended 6/30/18		
	Duration	Yield	3 Month	1 Year	3 Years
1-3 Year Indices					
U.S. Treasury	1.81	2.51%	0.22%	0.08%	0.42%
Federal Agency	1.67	2.55%	0.23%	0.30%	0.60%
U.S. Corporates, A-AAA rated	1.89	3.11%	0.47%	0.57%	1.28%
Agency MBS (0 to 3 years)	2.40	2.84%	(0.05%)	0.34%	1.06%
Taxable Municipals	1.58	2.83%	0.40%	1.74%	2.21%
1-5 Year Indices					
U.S. Treasury	2.58	2.58%	0.13%	(0.35%)	0.50%
Federal Agency	2.01	2.59%	0.20%	0.08%	0.69%
U.S. Corporates, A-AAA rated	2.66	3.26%	0.30%	0.08%	1.45%
Agency MBS (0 to 5 years)	3.29	3.04%	(0.21%)	(0.35%)	1.00%
Taxable Municipals	2.29	2.96%	0.33%	1.39%	2.37%
Master Indices (Maturities 1 Year or Greater)					
U.S. Treasury	6.22	2.71%	0.11%	(0.60%)	1.13%
Federal Agency	3.78	2.75%	(0.02%)	(0.04%)	1.16%
U.S. Corporates, A-AAA rated	6.90	3.74%	(0.70%)	(0.80%)	2.62%
Agency MBS (0 to 30 years)	5.09	3.38%	0.31%	0.15%	1.48%
Taxable Municipals	10.53	3.99%	(0.28%)	2.81%	5.49%

Returns for periods greater than one year are annualized.

Source: ICE BofAML Indices.

QUARTERLY MARKET SUMMARY

DISCLOSURES

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For more information regarding PFM's services or entities, please visit www.pfm.com.

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Investment Strategy & Portfolio Review

Portfolio Recap

- Despite the myriad of global headwinds to economic growth, including global trade wars and geopolitical uncertainty, the strength and resolve of domestic economic themes continued to rule the day:
 - U.S. GDP grew at 2% in first quarter 2018 with year-over-year growth up to 2.8%;
 - Inflation trended higher, as the personal consumption expenditures (PCE) core price index grew at 2% year-over-year for the first time since 2012;
 - The labor market saw continued strength as the U.S. unemployment rate reached a multi-decade low of 3.8% (before bouncing back to 4% in June), job growth remained robust, and wages trended modestly higher;
 - The S&P 500 Index grinded out a 3.4% return for the quarter;
 - The Fed increased short-term rates by an additional ¼ percent in June and is expected to continue to pursue additional gradual rate hikes over the near-term.
- U.S. Treasury yields increased during the quarter, but the impact varied widely by maturity:
 - Yield on maturities 3 years and under rose by about 20-25 basis points (0.20%-0.25%), the result of the widely anticipated Fed rate hike in June;
 - Yields on longer-term maturities rose by much less: the 10-year Treasury rose by 12 basis points while the 30-year Treasury bond rose just 2 basis points (0.02%), the result of modest inflation expectations, moderating growth prospects, and persistently low global interest rates;
 - As a consequence, the yield curve flattened to a new post-recession low.
- In an interest rate environment with a well-choreographed series of interest rate hikes by the Federal Reserve, we continued to strategically position portfolios with a modestly-defensive duration bias relative to benchmarks. However, with rates near multi-year highs, there were also opportunities to selectively capture higher yields in some parts of the yield curve when rebalancing portfolios or participating in new issues.

Portfolio Recap (Continued)

- Most sectors contributed positive excess returns (returns in excess of similar-duration Treasuries) to fixed income portfolios for the quarter:
 - Federal agency yield spreads remained very narrow throughout the quarter. Limited incremental yield in combination with light issuance and diminishing supply influenced our continued preference to reduce allocations to agencies. Generally, the agency sector generated returns similar to Treasuries in the second quarter, except for longer-maturity issues where wider yield spreads resulted in underperformance.
 - In the supranational sector, the second quarter of 2018 was a period of seasonally high issuance volume and wider-than-average spreads, offering an attractive opportunity to add to allocations. In the second quarter, portfolios holding supranationals benefited from modest spread tightening as new supply fell significantly, as we had anticipated.
 - In the corporate sector, our fundamental outlook remained favorable, as corporate profits surged in the first two quarters of 2018, in part due to the 2017 tax cuts. When yield spreads widened in the first quarter, a result of global issues rather than any fundamental credit concerns, we viewed the wider spreads as an opportunity to increase allocations to credit sectors. However, we were more selective given balance sheet weakening in certain industries as companies return capital to shareholders through dividends and share buybacks. In short- and intermediate-term maturities, corporate allocations contributed to incremental performance in the second quarter.
 - Similarly, asset-backed securities (ABS) generated attractive excess returns for the quarter, while simultaneously providing a level of downside protection given the sector's strong structural protections and AAA ratings. During the second quarter, we continued to favor increased allocations to ABS as we viewed the sector as providing a high-quality tactical diversifier to credit allocations.
 - Short-term, high-quality negotiable certificates of deposit continued to offer considerable value relative to not only similar-maturity government securities but also somewhat longer Treasury maturities. The combination of incremental income and the interest rate risk protection offered by this sector's shorter duration continued to benefit the portfolio.
 - The mortgage-backed security (MBS) sector rebounded in the second quarter, following significant underperformance in the first quarter. Although we are cognizant of looming headwinds facing the MBS sector, we carefully sought opportunities to add attractive issues to portfolios at increased yield spreads. Preferred structures included those with limited interest rate and extension risk.

Sector Allocation and Compliance

- The portfolio is in compliance with the City's Investment Policy and the California Government Code.

Security Type	Market Value	% of Portfolio	% Change vs. 3/31/18	Permitted by Policy	- In Compliance
U.S. Treasuries	\$10,746,697	34.8%	+0.8%	100%	✓
Federal Agencies	\$1,715,963	5.6%	-0.8%	100%	✓
Agency CMOs	\$559,661	1.8%	+1.5%	100%	✓
Supranationals	\$1,595,122	5.2%	+1.2%	30%	✓
Negotiable CDs	\$3,911,514	12.7%	-0.7%	30%	✓
Corporate Notes	\$8,037,562	26.1%	-1.6%	30%	✓
Asset-Backed Securities	\$4,278,121	13.9%	-0.3%	20%	✓
Securities Sub-Total	\$30,844,640	100.0%			
Accrued Interest	\$142,441				
Securities Total	\$30,987,081				
PFM Funds	\$5,372	0.0%	-0.1%	20%	✓
Total Investments	\$30,992,454	100.0%			

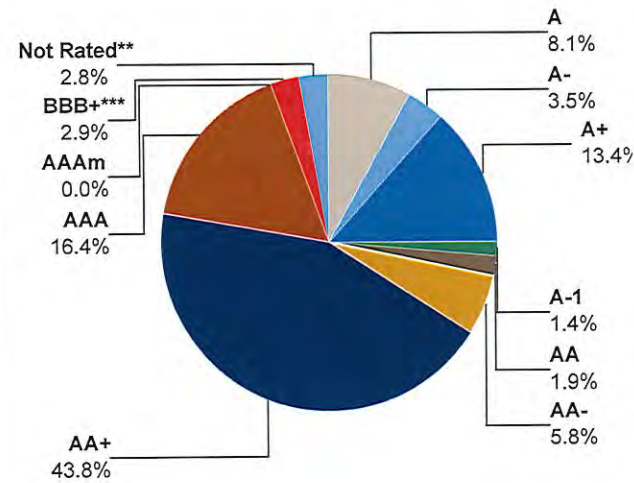
Market values, excluding accrued interest. Detail may not add to total due to rounding.

Portfolio Statistics

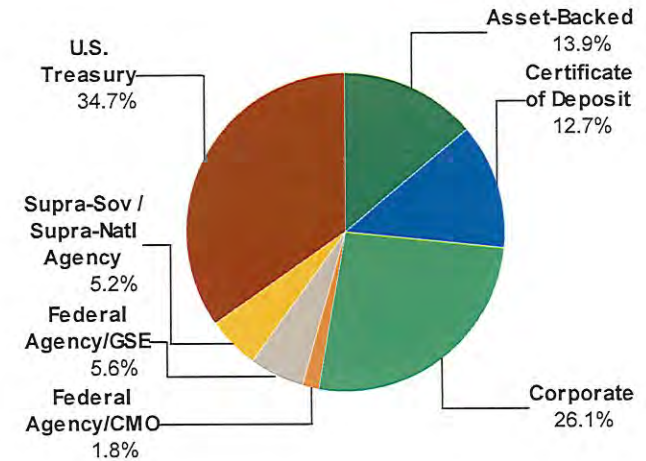
As of June 30, 2018

Par Value:	\$31,440,459
Total Market Value:	\$30,992,454
Security Market Value:	\$30,844,640
Accrued Interest:	\$142,441
Cash:	-
PFM Funds	\$5,372
Amortized Cost:	\$31,396,379
Yield at Market:	2.73%
Yield at Cost:	2.07%
Effective Duration:	2.44 Years
Duration to Worst:	2.48 Years
Average Maturity:	2.85 Years
Average Credit: *	AA

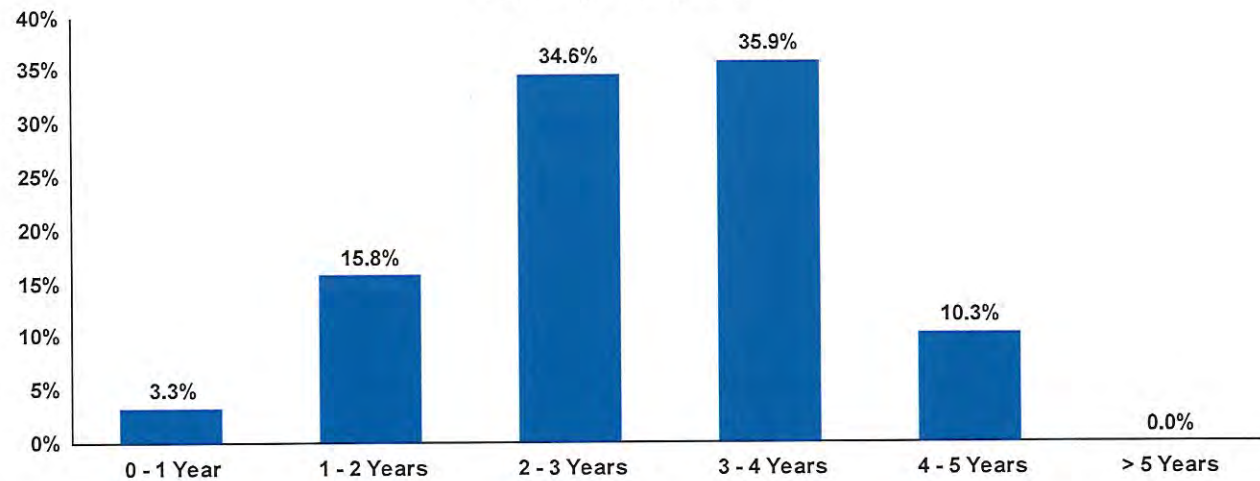
Credit Quality (S&P Ratings)



Sector Allocation



Maturity Distribution



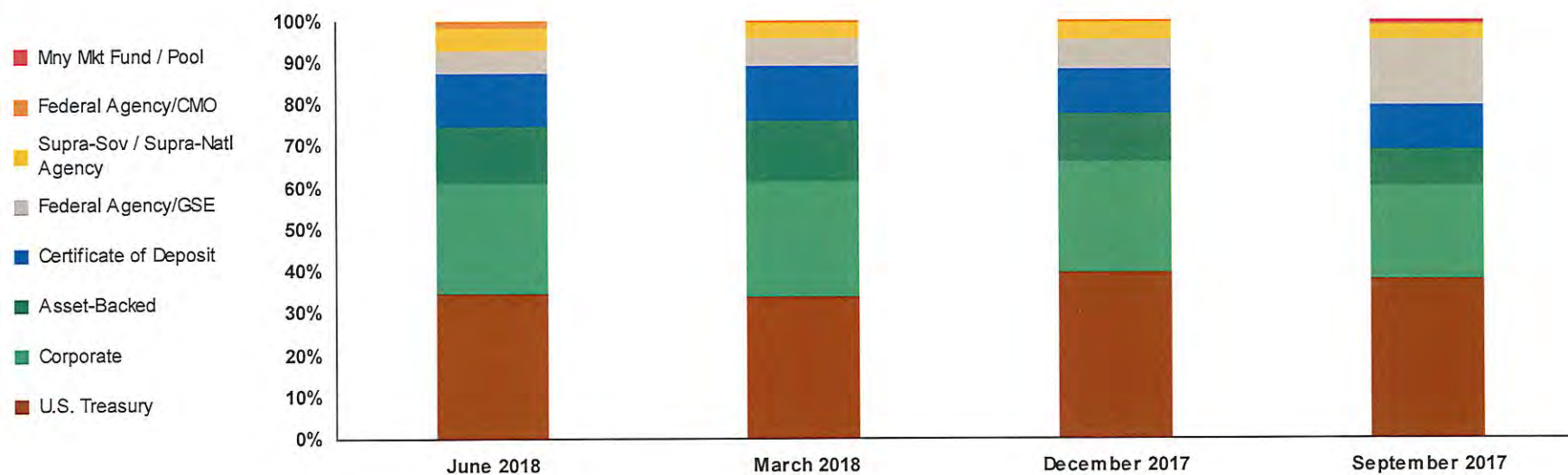
*An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

**The Not Rated category is comprised of securities rated AAA by Moody's and/or Fitch.

***The BBB+ category is comprised of securities rated A by Moody's and/or Fitch

Sector Allocation

Sector	June 30, 2018		March 31, 2018		December 31, 2017		September 30, 2017	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	10.7	34.7%	10.5	34.0%	12.3	39.7%	11.9	37.9%
Corporate	8.0	26.1%	8.5	27.6%	8.2	26.5%	7.0	22.3%
Asset-Backed	4.3	13.9%	4.4	14.2%	3.5	11.2%	2.7	8.7%
Certificate of Deposit	3.9	12.7%	4.1	13.4%	3.4	11.0%	3.4	10.9%
Federal Agency/GSE	1.7	5.6%	2.0	6.4%	2.2	7.1%	4.9	15.7%
Supra-Sov / Supra-Natl Agency	1.6	5.2%	1.2	4.0%	1.3	4.1%	1.0	3.2%
Federal Agency/CMO	0.6	1.8%	0.1	0.3%	0.1	0.3%	0.1	0.3%
Mny Mkt Fund / Pool	0.0	0.0%	0.0	0.1%	0.0	0.1%	0.3	1.0%
Total	\$30.9	100.0%	\$30.8	100.0%	\$30.9	100.0%	\$31.4	100.0%

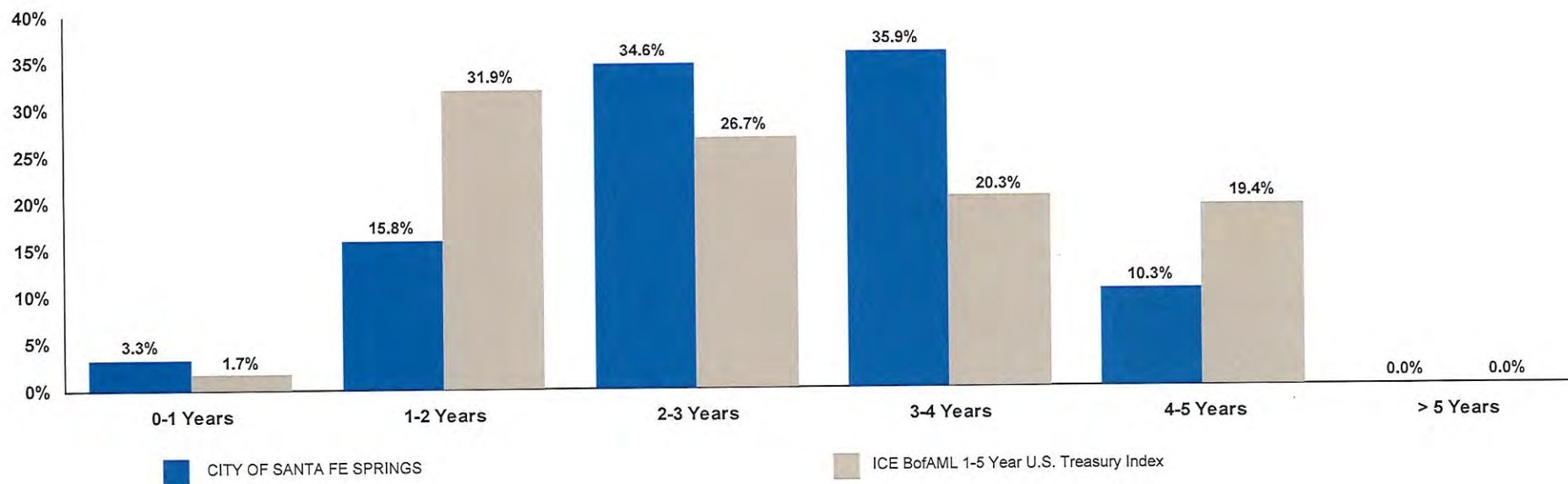


Detail may not add to total due to rounding.

Maturity Distribution

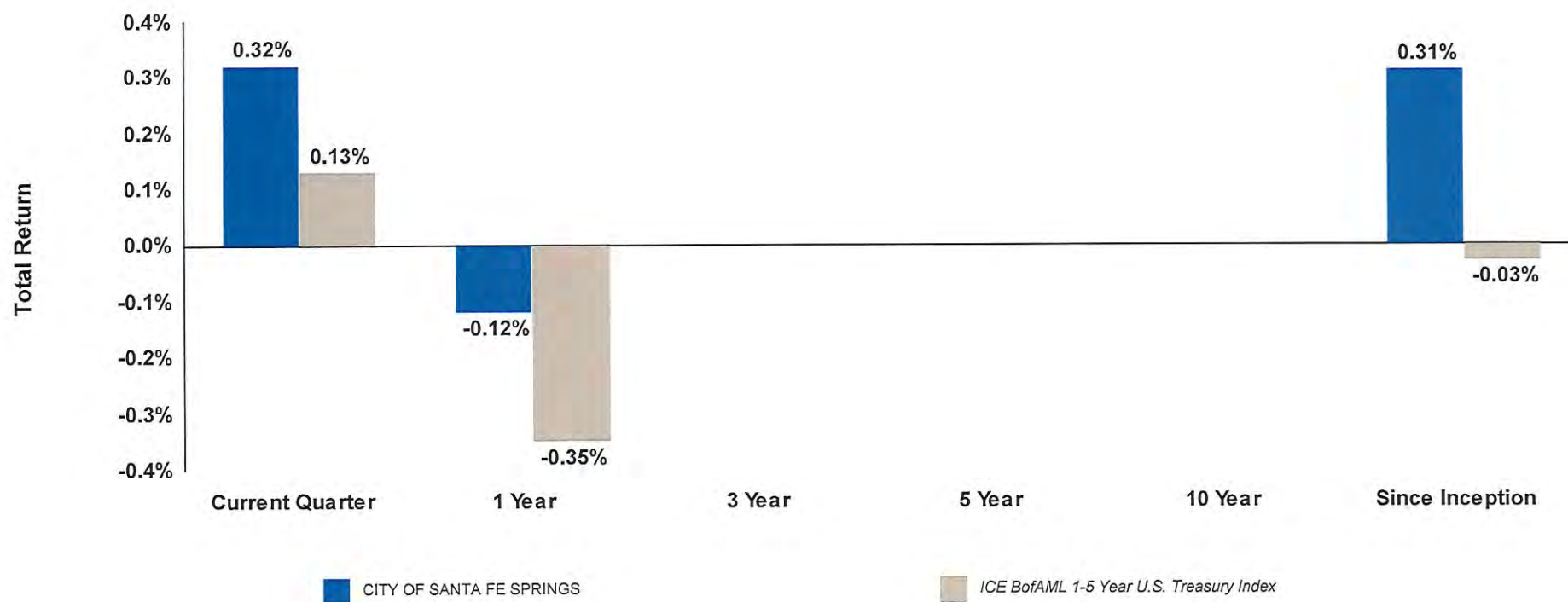
As of June 30, 2018

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CITY OF SANTA FE SPRINGS	2.73%	2.85 yrs	3.3%	15.8%	34.6%	35.9%	10.3%	0.0%
ICE BofAML 1-5 Year U.S. Treasury Index	2.59%	2.77 yrs	1.7%	31.9%	26.7%	20.3%	19.4%	0.0%



Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	1 Year	Annualized Return			
				3 Year	5 Year	10 Year	Since Inception (03/31/16) **
CITY OF SANTA FE SPRINGS	2.44	0.32%	-0.12%	-	-	-	0.31%
ICE BofAML 1-5 Year U.S. Treasury Index	2.58	0.13%	-0.35%	-	-	-	-0.03%
Difference		0.19%	0.23%	-	-	-	0.34%



Portfolio performance is gross of fees unless otherwise indicated. **Since Inception performance is not shown for periods less than one year.

Portfolio Earnings

Quarter-Ended June 30, 2018

	Market Value Basis	Accrual (Amortized Cost) Basis
Beginning Value (03/31/2018)	\$30,773,396.13	\$31,312,476.09
Net Purchases/Sales	\$135,116.66	\$135,116.66
Change in Value	(\$58,500.34)	(\$51,213.63)
Ending Value (06/30/2018)	\$30,850,012.45	\$31,396,379.12
Interest Earned	\$157,812.52	\$157,812.52
Portfolio Earnings	\$99,312.18	\$106,598.89

Fiscal Year 2017/18 Portfolio Earnings

2-Year Treasury Yields

June 30, 2017 – June 30, 2018



	3Q 17	4Q 17	1Q 18	2Q 18	FY17/18 Totals
Change in 2-Yr UST	+0.09%	+0.42%	+0.38%	+0.25%	+1.14%
Market Value Earnings					
Interest Earned	\$136,806	\$144,778	\$147,589	\$157,813	\$586,986
Change in Value	(\$14,988)	(\$238,558)	(\$311,014)	(\$58,500)	(\$623,060)
Portfolio Earnings	\$121,819	(\$93,780)	(\$163,425)	\$99,312	(\$36,074)
Total Return	0.39%	-0.30%	-0.53%	0.32%	-0.12%
Accrual Earnings					
Interest Earned	\$136,806	\$144,778	\$147,589	\$157,813	\$586,986
Change in Value	(\$28,855)	(\$35,156)	(\$63,621)	(\$51,214)	(\$178,846)
Portfolio Earnings	\$107,951	\$109,622	\$83,968	\$106,599	\$408,140

Third Quarter Investment Outlook

- In light of continued economic growth, inflation near the Fed's symmetric target of 2%, and strong labor market conditions, the Fed appears poised to raise rates further. As a result of the expectation for one or two additional hikes in 2018 and three to four more in 2019, our view remains that the general trend of interest rates will be to increase gradually over the near-term. Therefore, we plan to maintain a defensive duration posture to mitigate a portion of interest rate risk relative to benchmarks.
- Our outlook for each of the major fixed-income sectors are as follows:
 - Federal agency securities remain expensive, as most maturities offer less than five basis points of incremental yield relative to U.S. Treasuries. We will continue to reduce exposure to agencies in maturities where spreads are tight, seeking better value in either Treasuries or other sectors. Over the past quarter, however, the 2-3 year portions of the agency curve experienced modest widening that may create some opportunities in the third quarter.
 - Given light expected supply of supranationals over the coming months, additional purchases may be limited. However, current allocations are expected to be maintained as portfolios benefit from decent incremental income relative to traditional agencies. A shift to euro-denominated issues (preferred recently by a number of supranational issuers) may push secondary U.S. dollar-denominated spreads modestly wider, which could provide additional opportunity in the sector.
 - While fundamentals remain generally healthy and incremental income is still modestly attractive, potential headwinds in the corporate sector are beginning to temper our overall constructive guidance. As a result, our view on the sector has shifted to a more neutral and selectively opportunistic stance. We currently feel a market-neutral allocation is warranted. In addition, we have a preference for financials and selective industrial issuers with stronger balance sheets, which we think can better navigate the current phase of the credit cycle.
 - In conjunction with our somewhat more defensive posture, negotiable certificates of deposit (CD) and asset-backed securities (ABS) offer attractive incremental income compared to government security alternatives. .
 - As the Fed balance sheet is set to reduce mortgage-backed securities (MBS) exposure more significantly over the next six months, the sector may experience spread pressures through the second half of the year. As a result, we will maintain allocations to the sector, with new additions focused on specific structures that limit interest rate sensitivity and more stable cash flows.
 - Short-term money market investors continue to reap the rewards of current monetary policy tightening and higher overnight target rates. Further, the yield curve for high-quality commercial paper and negotiable certificates of deposit (CP/CD) is quite steep and attractive, offering opportunities to extend maturities and add to allocations in this space.

Issuer Distribution

Issuer Distribution

As of June 30, 2018

Issuer	Market Value (\$)	% of Portfolio	Top 5 = 48.8%	Top 10 = 58.4%
UNITED STATES TREASURY	10,746,697	34.8%		
FANNIE MAE	1,918,791	6.2%		
HONDA AUTO RECEIVABLES	859,288	2.8%		
INTER-AMERICAN DEVELOPMENT BANK	855,920	2.8%		
CITIGROUP INC	691,383	2.2%		
TOYOTA MOTOR CORP	621,616	2.0%		
ALLY AUTO RECEIVABLES TRUST	617,367	2.0%		
NISSAN AUTO RECEIVABLES	597,762	1.9%		
SKANDINAVISKA ENSKILDA BANKEN AB	594,824	1.9%		
WESTPAC BANKING CORP	531,454	1.7%		
INTERNATIONAL FINANCE CORPORATION	524,669	1.7%		
WELLS FARGO & COMPANY	497,181	1.6%		
APPLE INC	476,350	1.5%		
UNITED PARCEL SERVICE INC	471,471	1.5%		
UBS AG	451,480	1.5%		
SUMITOMO MITSUI FINANCIAL GROUP INC	418,214	1.4%		
NORDEA BANK AB	412,811	1.3%		
HYUNDAI AUTO RECEIVABLES	398,061	1.3%		

CITY OF SANTA FE SPRINGS

Portfolio Composition

Issuer	Market Value (\$)	% of Portfolio
CARMAX AUTO OWNER TRUST	366,313	1.2%
FREDDIE MAC	356,833	1.2%
THE WALT DISNEY CORPORATION	332,637	1.1%
AMERICAN EXPRESS CO	323,598	1.1%
CREDIT AGRICOLE SA	310,343	1.0%
WAL-MART STORES INC	303,718	1.0%
BANK OF NOVA SCOTIA	301,665	1.0%
CREDIT SUISSE GROUP	299,989	1.0%
DEERE & COMPANY	299,237	1.0%
CISCO SYSTEMS INC	298,127	1.0%
GOLDMAN SACHS GROUP INC	297,955	1.0%
STATE STREET CORPORATION	297,557	1.0%
MITSUBISHI UFJ FINANCIAL GROUP INC	297,000	1.0%
AMERICAN HONDA FINANCE	296,998	1.0%
US BANCORP	296,753	1.0%
IBM CORP	294,743	1.0%
SWEDBANK AB	293,735	1.0%
MORGAN STANLEY	293,006	1.0%
BANK OF AMERICA CO	260,020	0.8%
UNILEVER PLC	257,955	0.8%
PACCAR FINANCIAL CORP	256,439	0.8%

CITY OF SANTA FE SPRINGS

Portfolio Composition

Issuer	Market Value (\$)	% of Portfolio
CATERPILLAR INC	250,356	0.8%
FORD CREDIT AUTO OWNER TRUST	236,091	0.8%
INTL BANK OF RECONSTRUCTION AND DEV	214,533	0.7%
BB&T CORPORATION	205,564	0.7%
PFIZER INC	202,032	0.7%
CHARLES SCHWAB	190,759	0.6%
JOHN DEERE OWNER TRUST	168,187	0.6%
VISA INC	147,564	0.5%
GENERAL ELECTRIC CO	128,029	0.4%
HERSHEY COMPANY	125,140	0.4%
NATIONAL RURAL UTILITIES CO FINANCE CORP	124,070	0.4%
INTEL CORPORATION	108,279	0.4%
PEPSICO INC	104,211	0.3%
BURLINGTON NORTHERN SANTA FE	102,262	0.3%
TEXAS INSTRUMENTS INC	99,679	0.3%
HOME DEPOT INC	98,201	0.3%
BERKSHIRE HATHAWAY INC	88,646	0.3%
HONEYWELL INTERNATIONAL	83,941	0.3%
PROCTER & GAMBLE CO	83,204	0.3%
JOHNSON & JOHNSON	63,932	0.2%
PFM FUNDS - GOVT SELECT, INSTL CL	5,372	0.0%

Grand Total:	30,850,012	100.0%
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Portfolio Transactions

Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	4/1/18	4/1/18	65,000.00	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	811.24		
INTEREST	4/1/18	4/1/18	175,000.00	911312BP0	UNITED PARCEL SERVICE CORPORATE BOND	2.05%	4/1/21	1,365.24		
INTEREST	4/1/18	4/1/18	100,000.00	12189TBC7	BURLINGTON NRTH CORP	4.70%	10/1/19	2,350.00		
INTEREST	4/1/18	4/25/18	93,095.60	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	138.09		
PAYDOWNS	4/1/18	4/25/18	159.92	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	159.92		0.00
BUY	4/4/18	4/9/18	160,000.00	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	(161,472.37)	2.61%	
INTEREST	4/5/18	4/5/18	400,000.00	3135G0T45	FANNIE MAE NOTES	1.87%	4/5/22	3,750.00		
INTEREST	4/5/18	4/5/18	420,000.00	06417GUE6	BANK OF NOVA SCOTIA HOUSTON LT CD	1.91%	4/5/19	4,055.57		
SELL	4/5/18	4/6/18	115,000.00	912828XM7	US TREASURY NOTES	1.62%	7/31/20	113,376.96	2.38%	(2,252.67)
BUY	4/6/18	4/10/18	310,000.00	22532XHT8	CREDIT AGRICOLE CIB NY FLT CERT DEPOS	2.80%	4/10/20	(310,000.00)	2.85%	
SELL	4/6/18	4/10/18	415,000.00	13606A5Z7	CANADIAN IMPERIAL BANK NY CD	1.76%	11/30/18	415,306.92	2.59%	(2,226.16)
BUY	4/10/18	4/13/18	180,000.00	89236TEU5	TOYOTA MOTOR CREDIT CORP CORP NOTES	2.95%	4/13/21	(179,928.00)	2.96%	
SELL	4/10/18	4/13/18	180,000.00	89236TBB0	TOYOTA MOTOR CREDIT CORP NOTES	2.10%	1/17/19	180,402.60	2.47%	(1,019.15)
BUY	4/11/18	4/30/18	200,000.00	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	(204,551.76)	2.27%	
SELL	4/12/18	4/17/18	470,000.00	912828XM7	US TREASURY NOTES	1.62%	7/31/20	463,176.50	2.43%	(9,613.35)
BUY	4/12/18	4/19/18	380,000.00	4581X0DB1	INTER-AMERICAN DEVELOPMENT BANK NOTE	2.62%	4/19/21	(379,164.00)	2.70%	
INTEREST	4/15/18	4/15/18	260,000.00	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	572.00		
INTEREST	4/15/18	4/15/18	250,000.00	89237RAD0	TOYOTA ABS 2017-C A3	1.78%	11/15/21	370.83		
INTEREST	4/15/18	4/15/18	280,000.00	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	408.33		
INTEREST	4/15/18	4/15/18	300,000.00	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	437.50		

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	4/15/18	4/15/18	250,000.00	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	414.58		
INTEREST	4/15/18	4/15/18	310,000.00	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	434.00		
INTEREST	4/15/18	4/15/18	238,320.96	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	325.71		
INTEREST	4/15/18	4/15/18	60,000.00	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	78.00		
INTEREST	4/15/18	4/15/18	100,000.00	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	151.67		
INTEREST	4/15/18	4/15/18	240,000.00	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	338.00		
INTEREST	4/15/18	4/15/18	105,000.00	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	112.88		
INTEREST	4/15/18	4/15/18	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
INTEREST	4/15/18	4/15/18	95,000.00	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	186.04		
INTEREST	4/15/18	4/15/18	100,000.00	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	176.67		
INTEREST	4/15/18	4/15/18	200,000.00	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	321.67		
INTEREST	4/15/18	4/15/18	200,000.00	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	300.00		
INTEREST	4/15/18	4/15/18	250,000.00	44932GAD7	HYUNDAI ABS 2017-B A3	1.77%	1/15/22	368.75		
PAYDOWNS	4/15/18	4/15/18	20,847.92	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	20,847.92		0.00
PAYDOWNS	4/15/18	4/15/18	1,922.67	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	1,922.67		0.00
INTEREST	4/16/18	4/16/18	70,000.00	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	232.75		
INTEREST	4/18/18	4/18/18	300,000.00	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	447.50		
INTEREST	4/19/18	4/19/18	200,000.00	06051GFW4	BANK OF AMERICA CORP NOTE	2.62%	4/19/21	2,625.00		
INTEREST	4/21/18	4/21/18	200,000.00	61746BEA0	MORGAN STANLEY CORP NOTES	2.50%	4/21/21	2,500.00		
INTEREST	4/21/18	4/21/18	100,000.00	61746BEA0	MORGAN STANLEY CORP NOTES	2.50%	4/21/21	1,250.00		
INTEREST	4/22/18	4/22/18	500,000.00	94974BFU9	WELLS FARGO & COMPANY CORP NOTE	2.12%	4/22/19	5,312.50		
INTEREST	4/23/18	4/23/18	85,000.00	742718FA2	THE PROCTER & GAMBLE CO CORP NOTES	1.90%	10/23/20	798.53		

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	4/26/18	4/26/18	305,000.00	38141GWC4	GOLDMAN SACHS GROUP INC (CALLABLE) NOTE	3.00%	4/26/22	4,575.00		
INTEREST	4/30/18	4/30/18	85,000.00	438516BQ8	HONEYWELL INTERNATIONAL CORP NOTES	1.80%	10/30/19	765.00		
INTEREST	4/30/18	4/30/18	1,000,000.00	912828Q78	US TREASURY NOTES	1.37%	4/30/21	6,875.00		
INTEREST	4/30/18	4/30/18	250,000.00	912828Q78	US TREASURY NOTES	1.37%	4/30/21	1,718.75		
INTEREST	4/30/18	4/30/18	1,200,000.00	912828T67	US TREASURY NOTES	1.25%	10/31/21	7,500.00		
INTEREST	5/1/18	5/25/18	160,000.00	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	412.00		
INTEREST	5/1/18	5/25/18	92,935.68	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	137.85		
INTEREST	5/1/18	5/25/18	200,000.00	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	593.33		
PAYDOWNS	5/1/18	5/25/18	175.78	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	175.78		0.00
INTEREST	5/2/18	5/2/18	105,000.00	713448DR6	PEPSICO INC CORP NOTE	1.55%	5/2/19	813.75		
INTEREST	5/3/18	5/3/18	420,000.00	86563YVN0	SUMITOMO MITSUI BANK NY CD	2.05%	5/3/19	4,328.92		
INTEREST	5/3/18	5/3/18	210,000.00	0258M0EK1	AMERICAN EXPRESS CREDIT (CALLABLE) NOTE	1.87%	5/3/19	1,968.75		
BUY	5/3/18	5/10/18	125,000.00	427866BA5	HERSHEY COMPANY CORP NOTES	3.10%	5/15/21	(124,913.75)	3.12%	
INTEREST	5/6/18	5/6/18	200,000.00	3135G0K69	FNMA BENCHMARK NOTE	1.25%	5/6/21	1,250.00		
INTEREST	5/9/18	5/9/18	275,000.00	4581X0CD8	INTER-AMERICAN DEVELOPMENT BANK	2.12%	11/9/20	2,921.88		
SELL	5/9/18	5/10/18	500,000.00	40428HPU0	HSBC USA CORP NOTES	2.00%	8/7/18	502,128.33	2.37%	(423.91)
SELL	5/9/18	5/11/18	320,000.00	89236TBB0	TOYOTA MOTOR CREDIT CORP NOTES	2.10%	1/17/19	321,427.20	2.42%	(1,529.31)
INTEREST	5/10/18	5/10/18	65,000.00	478160CH5	JOHNSON & JOHNSON CORP NOTE	1.95%	11/10/20	633.75		
INTEREST	5/11/18	5/11/18	185,000.00	037833CS7	APPLE INC BONDS	1.80%	5/11/20	1,665.00		
INTEREST	5/11/18	5/11/18	110,000.00	458140AZ3	INTEL CORP NOTES	1.85%	5/11/20	1,017.50		
INTEREST	5/12/18	5/12/18	210,000.00	4581X0CX4	INTER-AMERICAN DEVEL BK NOTE	1.62%	5/12/20	1,706.25		
INTEREST	5/13/18	5/13/18	85,000.00	69371RN85	PACCAR FINANCIAL CORP NOTES	2.05%	11/13/20	871.25		

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	5/13/18	5/13/18	300,000.00	037833DJ6	APPLE INC	2.00%	11/13/20	3,000.00		
BUY	5/14/18	5/17/18	200,000.00	025816BU2	AMERICAN EXPRESS CO	3.37%	5/17/21	(199,966.00)	3.38%	
SELL	5/14/18	5/17/18	210,000.00	0258M0EK1	AMERICAN EXPRESS CREDIT (CALLABLE) NOTE	1.87%	5/3/19	208,693.63	2.61%	(1,417.73)
INTEREST	5/15/18	5/15/18	100,000.00	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	151.67		
INTEREST	5/15/18	5/15/18	300,000.00	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	437.50		
INTEREST	5/15/18	5/15/18	58,077.33	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	75.50		
INTEREST	5/15/18	5/15/18	200,000.00	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	321.67		
INTEREST	5/15/18	5/15/18	250,000.00	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	414.58		
INTEREST	5/15/18	5/15/18	240,000.00	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	338.00		
INTEREST	5/15/18	5/15/18	250,000.00	89237RAD0	TOYOTA ABS 2017-C A3	1.78%	11/15/21	370.83		
INTEREST	5/15/18	5/15/18	200,000.00	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	300.00		
INTEREST	5/15/18	5/15/18	217,473.04	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	297.21		
INTEREST	5/15/18	5/15/18	70,000.00	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	155.17		
INTEREST	5/15/18	5/15/18	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
INTEREST	5/15/18	5/15/18	100,000.00	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	176.67		
INTEREST	5/15/18	5/15/18	95,000.00	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	186.04		
INTEREST	5/15/18	5/15/18	310,000.00	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	434.00		
INTEREST	5/15/18	5/15/18	105,000.00	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	112.88		
INTEREST	5/15/18	5/15/18	250,000.00	44932GAD7	HYUNDAI ABS 2017-B A3	1.77%	1/15/22	368.75		
INTEREST	5/15/18	5/15/18	280,000.00	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	408.33		
INTEREST	5/15/18	5/15/18	260,000.00	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	572.00		
PAYDOWNS	5/15/18	5/15/18	18,893.44	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	18,893.44		0.00

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
PAYDOWNS	5/15/18	5/15/18	4,449.82	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	4,449.82		0.00
INTEREST	5/16/18	5/16/18	300,000.00	87019U6D6	SWEDBANK (NEW YORK) CERT DEPOS	2.27%	11/16/20	3,405.00		
INTEREST	5/16/18	5/16/18	310,000.00	911312BC9	UNITED PARCEL SERVICE (CALLABLE) NOTES	2.35%	5/16/22	3,642.50		
BUY	5/17/18	5/22/18	190,000.00	808513AW5	CHARLES SCHWAB CORP CORP NOTES	3.25%	5/21/21	(189,994.30)	3.25%	
INTEREST	5/18/18	5/18/18	300,000.00	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	447.50		
BUY	5/21/18	5/22/18	600,000.00	912828XG0	US TREASURY N/B NOTES	2.12%	6/30/22	(588,337.32)	2.85%	
INTEREST	5/31/18	5/31/18	525,000.00	912828G53	US TREASURY NOTES	1.87%	11/30/21	4,921.88		
INTEREST	5/31/18	5/31/18	1,180,000.00	912828M98	US TREASURY NOTES	1.62%	11/30/20	9,587.50		
SELL	5/31/18	6/4/18	10,000.00	912828XM7	US TREASURY NOTES	1.62%	7/31/20	9,882.22	2.45%	(197.25)
BUY	5/31/18	6/5/18	55,000.00	05531FBD4	BRANCH BANKING & TRUST CORP NOTES	3.20%	9/3/21	(54,934.55)	3.24%	
INTEREST	6/1/18	6/25/18	160,000.00	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	412.00		
INTEREST	6/1/18	6/25/18	200,000.00	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	593.33		
INTEREST	6/1/18	6/25/18	92,759.90	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	137.59		
PAYDOWNS	6/1/18	6/25/18	161.60	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	161.60		0.00
BUY	6/4/18	6/6/18	1,000,000.00	912828P38	UNITED STATES TREASURY NOTE	1.75%	1/31/23	(962,263.04)	2.76%	
SELL	6/4/18	6/6/18	105,000.00	912828XM7	US TREASURY NOTES	1.62%	7/31/20	103,621.04	2.53%	(2,222.17)
SELL	6/4/18	6/6/18	250,000.00	912828VV9	US TREASURY NOTES	2.12%	8/31/20	249,158.88	2.54%	(4,616.81)
SELL	6/4/18	6/6/18	620,000.00	3135G0T60	FNMA NOTES	1.50%	7/30/20	609,577.80	2.56%	(12,320.72)
INTEREST	6/5/18	6/5/18	300,000.00	25468PDU7	WALT DISNEY COMPANY CORP NOTES	1.80%	6/5/20	2,700.00		
INTEREST	6/5/18	6/5/18	100,000.00	437076BQ4	HOME DEPOT INC CORP NOTES	1.80%	6/5/20	900.00		
BUY	6/5/18	6/7/18	300,000.00	06417GU22	BANK OF NOVA SCOTIA HOUSTON CD	3.08%	6/5/20	(299,886.00)	3.10%	
SELL	6/5/18	6/7/18	420,000.00	06417GUE6	BANK OF NOVA SCOTIA HOUSTON LT CD	1.91%	4/5/19	418,938.45	2.56%	(2,465.40)

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
BUY	6/13/18	6/18/18	105,495.31	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	(105,088.43)	2.81%	
INTEREST	6/14/18	6/14/18	150,000.00	92826CAB8	VISA INC (CALLABLE) CORP NOTES	2.20%	12/14/20	1,650.00		
INTEREST	6/15/18	6/15/18	250,000.00	44932GAD7	HYUNDAI ABS 2017-B A3	1.77%	1/15/22	368.75		
INTEREST	6/15/18	6/15/18	70,000.00	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	155.17		
INTEREST	6/15/18	6/15/18	100,000.00	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	176.67		
INTEREST	6/15/18	6/15/18	205,000.00	717081EB5	PFIZER INC CORP NOTE	1.70%	12/15/19	1,742.50		
INTEREST	6/15/18	6/15/18	250,000.00	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	414.58		
INTEREST	6/15/18	6/15/18	105,000.00	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	112.88		
INTEREST	6/15/18	6/15/18	300,000.00	17275RAX0	CISCO SYSTEMS INC CORP NOTES	2.45%	6/15/20	3,675.00		
INTEREST	6/15/18	6/15/18	240,000.00	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	338.00		
INTEREST	6/15/18	6/15/18	200,000.00	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	321.67		
INTEREST	6/15/18	6/15/18	310,000.00	931142EA7	WAL-MART STORES INC CORP NOTE	1.90%	12/15/20	3,844.86		
INTEREST	6/15/18	6/15/18	200,000.00	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	300.00		
INTEREST	6/15/18	6/15/18	198,579.60	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	271.39		
INTEREST	6/15/18	6/15/18	300,000.00	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	437.50		
INTEREST	6/15/18	6/15/18	260,000.00	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	572.00		
INTEREST	6/15/18	6/15/18	53,627.51	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	69.72		
INTEREST	6/15/18	6/15/18	100,000.00	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	151.67		
INTEREST	6/15/18	6/15/18	95,000.00	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	186.04		
INTEREST	6/15/18	6/15/18	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
INTEREST	6/15/18	6/15/18	280,000.00	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	408.33		
INTEREST	6/15/18	6/15/18	310,000.00	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	434.00		

For the Quarter Ended June 30, 2018

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	6/15/18	6/15/18	250,000.00	89237RAD0	TOYOTA ABS 2017-C A3	1.78%	11/15/21	370.83		
PAYDOWNS	6/15/18	6/15/18	18,970.36	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	18,970.36		0.00
PAYDOWNS	6/15/18	6/15/18	11,611.25	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	11,611.25		0.00
PAYDOWNS	6/15/18	6/15/18	4,632.98	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	4,632.98		0.00
INTEREST	6/18/18	6/18/18	300,000.00	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	447.50		
INTEREST	6/22/18	6/22/18	120,000.00	24422ETS8	JOHN DEERE CAPITAL CORP NOTES	1.95%	6/22/20	1,170.00		
BUY	6/22/18	6/25/18	370,000.00	3135G0U35	FANNIE MAE NOTES	2.75%	6/22/21	(369,914.90)	2.76%	
SELL	6/22/18	6/25/18	300,000.00	912828M98	US TREASURY NOTES	1.62%	11/30/20	293,372.05	2.62%	(8,557.50)
SELL	6/25/18	6/25/18	10,000.00	912828M98	US TREASURY NOTES	1.62%	11/30/20	9,785.32	2.59%	(279.00)
INTEREST	6/30/18	6/30/18	550,000.00	912828WR7	US TREASURY NOTES	2.12%	6/30/21	5,843.75		
INTEREST	6/30/18	6/30/18	600,000.00	912828XG0	US TREASURY N/B NOTES	2.12%	6/30/22	6,375.00		
TOTALS								(13,289.71)		(49,141.13)

Portfolio Holdings

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 11/30/2015 1.625% 11/30/2020	912828M98	870,000.00	AA+	Aaa	11/10/2016	11/14/2016	877,612.50	1.40	1,197.44	874,599.26	850,492.86
US TREASURY NOTES DTD 01/31/2016 1.375% 01/31/2021	912828N89	1,000,000.00	AA+	Aaa	5/26/2016	5/27/2016	1,000,781.25	1.36	5,735.50	1,000,440.36	969,492.00
US TREASURY NOTES DTD 02/28/2014 2.000% 02/28/2021	912828B90	250,000.00	AA+	Aaa	10/3/2016	10/5/2016	259,101.56	1.15	1,671.20	255,564.88	246,103.50
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828Q78	1,000,000.00	AA+	Aaa	6/8/2017	6/9/2017	990,273.44	1.63	2,316.58	992,866.31	966,289.00
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828Q78	250,000.00	AA+	Aaa	12/1/2016	12/5/2016	245,029.30	1.85	579.14	246,759.00	241,572.25
US TREASURY NOTES DTD 06/30/2014 2.125% 06/30/2021	912828WR7	550,000.00	AA+	Aaa	6/26/2017	6/28/2017	560,033.20	1.65	31.76	557,569.83	542,050.85
US TREASURY N/B DTD 07/31/2014 2.250% 07/31/2021	912828WY2	315,000.00	AA+	Aaa	11/22/2016	11/23/2016	321,693.75	1.78	2,956.39	319,466.51	311,431.68
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	150,000.00	AA+	Aaa	7/5/2017	7/7/2017	151,101.56	1.82	1,002.72	150,848.80	147,076.20
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	600,000.00	AA+	Aaa	4/3/2017	4/5/2017	604,781.25	1.81	4,010.87	603,479.02	588,304.80
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	785,000.00	AA+	Aaa	1/3/2017	1/5/2017	787,514.45	1.93	5,247.55	786,741.55	769,698.78
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	1,200,000.00	AA+	Aaa	8/31/2017	9/1/2017	1,181,250.00	1.64	2,527.17	1,184,901.37	1,146,469.20
US TREASURY NOTES DTD 12/01/2014 1.875% 11/30/2021	912828G53	525,000.00	AA+	Aaa	8/1/2017	8/3/2017	528,219.73	1.73	833.76	527,565.77	511,649.25
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	250,000.00	AA+	Aaa	12/7/2017	12/8/2017	247,734.38	2.10	1,178.28	248,021.10	242,822.25
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	600,000.00	AA+	Aaa	12/1/2017	12/5/2017	595,148.44	2.07	2,827.87	595,770.91	582,773.40
US TREASURY N/B NOTES DTD 06/30/2015 2.125% 06/30/2022	912828XG0	600,000.00	AA+	Aaa	5/21/2018	5/22/2018	583,335.94	2.85	34.65	583,766.68	587,038.80

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	500,000.00	AA+	Aaa	11/1/2017	11/3/2017	497,207.03	2.00	3,910.57	497,584.83	484,043.00
US TREASURY NOTES DTD 09/30/2015 1.750% 09/30/2022	912828L57	625,000.00	AA+	Aaa	1/2/2018	1/3/2018	611,596.68	2.23	2,749.32	612,927.91	601,147.50
UNITED STATES TREASURY NOTE DTD 02/01/2016 1.750% 01/31/2023	912828P38	1,000,000.00	AA+	Aaa	6/4/2018	6/6/2018	956,171.88	2.76	7,299.72	956,788.79	958,242.00
Security Type Sub-Total		11,070,000.00					10,998,586.34	1.88	46,110.49	10,995,662.88	10,746,697.32
Supra-National Agency Bond / Note											
INTER-AMERICAN DEVEL BK NOTE DTD 04/12/2017 1.625% 05/12/2020	4581X0CX4	210,000.00	AAA	Aaa	4/5/2017	4/12/2017	209,502.30	1.70	464.48	209,695.49	206,443.02
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	220,000.00	AAA	Aaa	9/12/2017	9/19/2017	219,472.00	1.64	1,039.80	219,608.17	214,533.00
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	275,000.00	AAA	Aaa	10/2/2017	10/10/2017	277,549.00	1.81	844.10	276,962.79	271,301.25
INTERNATIONAL FINANCE CORPORATION NOTE DTD 01/25/2018 2.250% 01/25/2021	45950KCM0	230,000.00	AAA	Aaa	1/18/2018	1/25/2018	229,323.80	2.35	2,242.50	229,418.64	227,271.51
INTERNATIONAL FINANCE CORPORATION NOTE DTD 03/16/2018 2.635% 03/09/2021	45950VLQ7	300,000.00	AAA	Aaa	3/9/2018	3/16/2018	299,775.00	2.66	2,305.63	299,795.80	297,397.20
INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	380,000.00	AAA	Aaa	4/12/2018	4/19/2018	379,164.00	2.70	1,995.00	379,217.88	378,175.62
Security Type Sub-Total		1,615,000.00					1,614,786.10	2.22	8,891.51	1,614,698.77	1,595,121.60
Federal Agency Collateralized Mortgage Obligation											

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation											
FHLMC SERIES KP03 A2 DTD 04/01/2016 1.780% 07/01/2019	3137BNN26	92,598.30	AA+	Aaa	4/15/2016	4/28/2016	93,522.07	1.10	137.35	92,787.13	91,826.76
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	200,000.00	AA+	Aaa	4/11/2018	4/30/2018	203,978.20	2.27	593.33	203,860.54	202,828.02
FHLMC MULTIFAMILY STRUCTURED P POOL DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	160,000.00	AA+	Aaa	4/4/2018	4/9/2018	161,362.50	2.61	412.00	161,286.43	160,062.13
FHLMC MULTIFAMILY STRUCTURED P DTD 11/01/2013 2.669% 02/25/2023	3137B5JL8	105,495.31	AA+	Aaa	6/13/2018	6/18/2018	104,955.47	2.81	234.64	104,955.47	104,943.69
Security Type Sub-Total		558,093.61					563,818.24	2.28	1,377.32	562,889.57	559,660.60
Federal Agency Bond / Note											
FNMA BENCHMARK NOTE DTD 05/16/2016 1.250% 05/06/2021	3135G0K69	200,000.00	AA+	Aaa	8/1/2016	8/2/2016	200,850.00	1.16	381.94	200,514.28	192,418.40
FANNIE MAE NOTES DTD 06/25/2018 2.750% 06/22/2021	3135G0U35	370,000.00	AA+	Aaa	6/22/2018	6/25/2018	369,914.90	2.76	169.58	369,915.34	370,328.56
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	120,000.00	AA+	Aaa	8/17/2016	8/19/2016	119,589.48	1.32	558.33	119,739.77	114,813.60
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	300,000.00	AA+	Aaa	9/1/2016	9/2/2016	298,164.00	1.38	1,395.83	298,827.67	287,034.00
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	380,000.00	AA+	Aaa	8/17/2016	8/19/2016	378,461.00	1.33	1,768.06	379,024.32	363,576.40
FANNIE MAE NOTES DTD 04/10/2017 1.875% 04/05/2022	3135G0T45	400,000.00	AA+	Aaa	4/6/2017	4/10/2017	398,204.00	1.97	1,791.67	398,628.96	387,792.40
Security Type Sub-Total		1,770,000.00					1,765,183.38	1.77	6,065.41	1,766,650.34	1,715,963.36
Corporate Note											

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
WELLS FARGO & COMPANY CORP NOTE DTD 04/22/2014 2.125% 04/22/2019	94974BFU9	500,000.00	A-	A2	1/25/2016	1/27/2016	501,365.00	2.04	2,036.46	500,350.85	497,180.50
PEPSICO INC CORP NOTE DTD 05/02/2017 1.550% 05/02/2019	713448DR6	105,000.00	A+	A1	4/27/2017	5/2/2017	104,921.25	1.59	266.73	104,966.79	104,210.82
BERKSHIRE HATHAWAY INC CORPORATE NOTES DTD 08/15/2016 1.300% 08/15/2019	084664CK5	90,000.00	AA	Aa2	8/8/2016	8/15/2016	89,912.70	1.33	442.00	89,966.94	88,645.77
BURLINGTON NRTH CORP DTD 09/24/2009 4.700% 10/01/2019	12189TBC7	100,000.00	A+	A3	6/3/2016	6/8/2016	110,390.00	1.48	1,175.00	103,978.00	102,262.20
HONEYWELL INTERNATIONAL CORP NOTES DTD 10/30/2017 1.800% 10/30/2019	438516BQ8	85,000.00	A	A2	10/23/2017	10/30/2017	84,933.70	1.84	259.25	84,955.64	83,941.16
PFIZER INC CORP NOTE DTD 11/21/2016 1.700% 12/15/2019	717081EB5	205,000.00	AA	A1	11/14/2016	11/21/2016	204,852.40	1.72	154.89	204,928.57	202,032.01
CITIGROUP INC (CALLABLE) CORP NOTE DTD 01/10/2017 2.450% 01/10/2020	172967LF6	100,000.00	BBB+	Baa1	1/4/2017	1/10/2017	99,960.00	2.46	1,163.75	99,979.30	98,876.90
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	125,000.00	A-	A2	2/28/2017	3/3/2017	124,870.00	2.24	901.39	124,926.50	123,360.00
WALT DISNEY COMPANY CORP NOTES DTD 03/06/2017 1.950% 03/04/2020	25468PDP8	40,000.00	A+	A2	3/1/2017	3/6/2017	39,989.60	1.96	253.50	39,994.10	39,337.24
JOHN DEERE CAPITAL CORP NOTES DTD 03/15/2017 2.200% 03/13/2020	24422ETQ2	85,000.00	A	A2	3/10/2017	3/15/2017	84,933.70	2.23	561.00	84,961.80	83,985.10
INTEL CORP NOTES DTD 05/11/2017 1.850% 05/11/2020	458140AZ3	110,000.00	A+	A1	5/8/2017	5/11/2017	109,958.20	1.86	282.64	109,973.80	108,279.27
APPLE INC BONDS DTD 05/11/2017 1.800% 05/11/2020	037833CS7	185,000.00	AA+	Aa1	5/4/2017	5/11/2017	184,811.30	1.84	462.50	184,881.75	181,865.36

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
WALT DISNEY COMPANY CORP NOTES DTD 06/06/2017 1.800% 06/05/2020	25468PDU7	300,000.00	A+	A2	6/1/2017	6/6/2017	299,652.00	1.84	390.00	299,773.97	293,299.50
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BQ4	100,000.00	A	A2	5/24/2017	6/5/2017	99,942.00	1.82	130.00	99,962.37	98,201.30
CISCO SYSTEMS INC CORP NOTES DTD 06/17/2015 2.450% 06/15/2020	17275RAX0	300,000.00	AA-	A1	6/6/2017	6/9/2017	305,832.00	1.79	326.67	303,816.15	298,127.40
JOHN DEERE CAPITAL CORP NOTES DTD 06/22/2017 1.950% 06/22/2020	24422ETS8	120,000.00	A	A2	6/19/2017	6/22/2017	119,926.80	1.97	58.50	119,951.33	117,404.52
STATE STREET CORP NOTES DTD 08/18/2015 2.550% 08/18/2020	857477AS2	300,000.00	A	A1	6/8/2017	6/13/2017	305,550.00	1.95	2,826.25	303,757.54	297,556.80
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	14913Q2A6	155,000.00	A	A3	9/5/2017	9/7/2017	154,869.80	1.88	931.94	154,904.56	150,940.55
GENERAL ELECTRIC CAPITAL CORP CORP NOTE DTD 09/16/2010 4.375% 09/16/2020	36962G4R2	125,000.00	A	A2	8/30/2017	8/31/2017	134,350.00	1.84	1,595.05	131,838.82	128,029.13
THE PROCTER & GAMBLE CO CORP NOTES DTD 10/25/2017 1.900% 10/23/2020	742718FA2	85,000.00	AA-	Aa3	10/23/2017	10/25/2017	84,869.95	1.95	305.06	84,898.96	83,204.04
JOHNSON & JOHNSON CORP NOTE DTD 11/10/2017 1.950% 11/10/2020	478160CH5	65,000.00	AAA	Aaa	11/8/2017	11/10/2017	64,930.45	1.99	179.56	64,944.99	63,931.60
PACCAR FINANCIAL CORP NOTES DTD 11/13/2017 2.050% 11/13/2020	69371RN85	85,000.00	A+	A1	11/6/2017	11/13/2017	84,992.35	2.05	232.33	84,993.93	82,953.97
APPLE INC DTD 11/13/2017 2.000% 11/13/2020	037833DJ6	300,000.00	AA+	Aa1	11/6/2017	11/13/2017	299,748.00	2.03	800.00	299,799.98	294,484.20
VISA INC (CALLABLE) CORP NOTES DTD 12/14/2015 2.200% 12/14/2020	92826CAB8	150,000.00	A+	A1	8/25/2017	8/30/2017	151,650.00	1.85	155.83	151,230.49	147,563.70
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	310,000.00	AA	Aa2	10/11/2017	10/20/2017	309,550.50	1.95	261.78	309,652.00	303,718.16

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	155,000.00	A-	A2	10/23/2017	10/26/2017	154,928.70	2.17	1,388.54	154,941.39	150,737.66
IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	100,000.00	A+	A1	2/1/2018	2/6/2018	99,951.00	2.67	1,067.36	99,957.34	99,052.30
IBM CORP NOTES DTD 02/19/2016 2.250% 02/19/2021	459200JF9	200,000.00	A+	A1	6/8/2017	6/13/2017	202,028.00	1.96	1,650.00	201,466.26	195,691.00
PACCAR FINANCIAL CORP NOTES DTD 02/27/2018 2.800% 03/01/2021	69371RN93	175,000.00	A+	A1	2/22/2018	2/27/2018	174,914.25	2.82	1,687.78	174,923.94	173,485.20
TEXAS INSTRUMENTS INC (CALLABLE) NOTE DTD 03/12/2014 2.750% 03/12/2021	882508AY0	100,000.00	A+	A1	4/27/2017	5/4/2017	102,279.00	2.13	832.64	101,599.33	99,678.90
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	125,000.00	A	A2	2/21/2018	2/26/2018	124,861.25	2.94	1,258.68	124,877.25	124,070.13
CATERPILLAR FINANCIAL SERVICES CORP NOTE DTD 03/15/2018 2.900% 03/15/2021	14913Q2G3	100,000.00	A	A3	3/12/2018	3/15/2018	99,946.00	2.92	853.89	99,951.11	99,415.30
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	260,000.00	A+	A1	3/19/2018	3/22/2018	258,671.40	2.93	1,966.25	258,788.81	257,954.58
UNITED PARCEL SERVICE CORPORATE BOND DTD 11/14/2017 2.050% 04/01/2021	911312BP0	175,000.00	A+	A1	11/9/2017	11/14/2017	174,723.50	2.10	896.88	174,772.27	170,703.23
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 04/13/2018 2.950% 04/13/2021	89236TEU5	180,000.00	AA-	Aa3	4/10/2018	4/13/2018	179,928.00	2.96	1,150.50	179,933.01	179,072.46
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	200,000.00	A-	A3	6/8/2017	6/13/2017	201,422.00	2.43	1,050.00	201,049.39	196,475.40
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	200,000.00	BBB+	A3	6/8/2017	6/13/2017	200,510.00	2.43	972.22	200,377.97	195,337.60
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	100,000.00	BBB+	A3	2/13/2018	2/15/2018	98,320.00	3.06	486.11	98,513.40	97,668.80

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	125,000.00	A	A1	5/3/2018	5/10/2018	124,913.75	3.12	548.96	124,917.75	125,140.25
AMERICAN EXPRESS CO DTD 05/17/2018 3.375% 05/17/2021	025816BU2	200,000.00	BBB+	A3	5/14/2018	5/17/2018	199,966.00	3.38	825.00	199,967.33	200,238.40
CHARLES SCHWAB CORP CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	190,000.00	A	A2	5/17/2018	5/22/2018	189,994.30	3.25	668.96	189,994.47	190,759.24
BRANCH BANKING & TRUST CORP NOTES DTD 06/05/2018 3.200% 09/03/2021	05531FBD4	55,000.00	A-	A2	5/31/2018	6/5/2018	54,934.55	3.24	127.11	54,936.33	54,826.15
AMERICAN HONDA FINANCE CORP NOTES DTD 09/09/2016 1.700% 09/09/2021	02665WBG5	310,000.00	A+	A2	9/9/2016	9/14/2016	307,882.70	1.84	1,639.56	308,624.07	296,997.98
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	65,000.00	A-	A3	9/13/2017	9/18/2017	65,000.00	2.33	378.30	65,000.00	63,544.46
JOHN DEERE CAPITAL CORP NOTES DTD 01/06/2017 2.650% 01/06/2022	24422ETL3	100,000.00	A	A2	3/10/2017	3/15/2017	99,559.00	2.75	1,288.19	99,673.68	97,846.90
US BANK NA CINCINNATI (CALLABLE) NOTE DTD 03/02/2012 3.000% 03/15/2022	91159HHC7	300,000.00	A+	A1	6/8/2017	6/13/2017	309,087.00	2.32	2,650.00	307,133.56	296,753.10
GOLDMAN SACHS GROUP INC (CALLABLE) NOTE DTD 01/26/2017 3.000% 04/26/2022	38141GWC4	305,000.00	BBB+	A3	6/8/2017	6/13/2017	308,412.95	2.75	1,652.08	307,525.16	297,954.81
UNITED PARCEL SERVICE (CALLABLE) NOTES DTD 05/16/2017 2.350% 05/16/2022	911312BC9	310,000.00	A+	A1	6/8/2017	6/13/2017	312,979.10	2.14	910.63	312,361.06	300,767.27
Security Type Sub-Total		8,155,000.00					8,201,974.15	2.24	42,101.72	8,184,674.01	8,037,562.32

Certificate of Deposit

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
SUMITOMO MITSUI BANK NY CD DTD 05/04/2017 2.050% 05/03/2019	86563YVN0	420,000.00	A-1	P-1	5/3/2017	5/4/2017	420,000.00	2.05	1,411.08	420,000.00	418,214.16
SKANDINAV ENSKILDA BANKEN NY CD DTD 08/04/2017 1.840% 08/02/2019	83050FXT3	600,000.00	A+	Aa2	8/3/2017	8/4/2017	599,766.00	1.85	4,569.33	599,872.39	594,823.80
MUFG BANK LTD/NY CERT DEPOS DTD 09/27/2017 2.070% 09/25/2019	06539RGM3	300,000.00	A	A1	9/25/2017	9/27/2017	300,000.00	2.07	4,778.25	300,000.00	297,000.30
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	300,000.00	A	A1	2/7/2018	2/8/2018	300,000.00	2.67	3,181.75	300,000.00	299,988.90
NORDEA BANK AB NY CD DTD 02/22/2018 2.720% 02/20/2020	65590ASN7	415,000.00	AA-	Aa3	2/20/2018	2/22/2018	415,000.00	2.72	4,044.87	415,000.00	412,810.88
UBS AG STAMFORD CT LT CD DTD 03/06/2018 2.900% 03/02/2020	90275DHG8	450,000.00	A+	Aa2	3/2/2018	3/6/2018	450,000.00	2.93	4,241.25	450,000.00	451,479.60
CREDIT AGRICOLE CIB NY FLT CERT DEPOS DTD 04/10/2018 2.801% 04/10/2020	22532XHT8	310,000.00	A	A1	4/6/2018	4/10/2018	310,000.00	2.85	1,982.38	310,000.00	310,342.55
BANK OF NOVA SCOTIA HOUSTON CD DTD 06/07/2018 3.080% 06/05/2020	06417GU22	300,000.00	A+	A1	6/5/2018	6/7/2018	299,886.00	3.10	616.00	299,889.68	301,664.70
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	540,000.00	AA-	Aa3	8/3/2017	8/7/2017	540,000.00	2.05	4,428.00	540,000.00	531,453.96
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	300,000.00	AA-	Aa2	11/16/2017	11/17/2017	300,000.00	2.30	870.17	300,000.00	293,735.40
Security Type Sub-Total		3,935,000.00					3,934,652.00	2.40	30,123.08	3,934,762.07	3,911,514.25
Asset-Backed Security / Collateralized Mortgage Obligation											
CARMAX ABS 2017-3 A2A DTD 07/26/2017 1.640% 09/15/2020	14314WAC5	179,609.24	AAA	NR	7/18/2017	7/26/2017	179,606.44	1.64	130.92	179,607.25	178,881.18

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security / Collateralized Mortgage Obligation											
HYUNDAI ABS 2016-A A3 DTD 03/30/2016 1.560% 09/15/2020	44930UAD8	48,994.53	AAA	Aaa	3/22/2016	3/30/2016	48,985.02	1.57	33.97	48,990.27	48,751.61
HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	105,000.00	AAA	Aaa	9/14/2016	9/21/2016	104,985.87	1.30	60.20	104,991.93	103,624.52
CARMX 2017-4 A2A DTD 10/25/2017 1.800% 04/15/2021	14314RAH5	188,388.75	AAA	NR	10/17/2017	10/25/2017	188,374.92	1.79	150.71	188,377.51	187,431.74
HONDA ABS 2017-2 A3 DTD 06/27/2017 1.680% 08/15/2021	43811BAC8	310,000.00	AAA	Aaa	6/20/2017	6/27/2017	309,973.19	1.68	231.47	309,979.46	305,441.08
HAROT 2017-3 A3 DTD 09/29/2017 1.790% 09/18/2021	43814PAC4	300,000.00	AAA	NR	9/25/2017	9/29/2017	299,967.51	1.94	193.92	299,973.38	295,203.21
CCCIT 2017-A9 A9 DTD 10/02/2017 1.800% 09/20/2021	17305EGH2	300,000.00	AAA	NR	9/25/2017	10/2/2017	299,977.65	1.80	1,515.00	299,981.85	296,304.03
JOHN DEERE ABS 2017-B A3 DTD 07/15/2017 1.820% 10/15/2021	47788BAD6	100,000.00	NR	Aaa	7/11/2017	7/18/2017	99,992.68	1.82	80.89	99,994.19	98,547.15
NISSAN ABS 2017-B A3 DTD 08/23/2017 1.750% 10/15/2021	65478GAD2	300,000.00	NR	Aaa	8/16/2017	8/23/2017	299,983.23	1.75	233.33	299,986.57	295,218.06
FORD ABS 2017-B A3 DTD 06/27/2017 1.690% 11/15/2021	34531HAD1	240,000.00	AAA	Aaa	6/20/2017	6/27/2017	239,989.32	1.69	180.27	239,991.70	236,091.46
TOYOTA ABS 2017-C A3 DTD 08/02/2017 1.780% 11/15/2021	89237RAD0	250,000.00	AAA	Aaa	7/25/2017	8/2/2017	249,980.08	2.00	197.78	249,984.38	245,724.20
ALLY ABS 2017-4 A3 DTD 08/23/2017 1.750% 12/15/2021	02007FAC9	280,000.00	AAA	NR	8/15/2017	8/23/2017	279,996.39	1.75	217.78	279,997.12	276,217.28
HYUNDAI ABS 2017-B A3 DTD 08/16/2017 1.770% 01/15/2022	44932GAD7	250,000.00	AAA	Aaa	8/9/2017	8/16/2017	249,956.68	1.78	196.67	249,965.00	245,684.85
TAOT 2017-D A3 DTD 11/15/2017 1.930% 01/15/2022	89238KAD4	200,000.00	AAA	Aaa	11/7/2017	11/15/2017	199,981.56	2.26	171.56	199,984.25	196,819.44
HAROT 2018-1 A3 DTD 02/28/2018 2.640% 02/15/2022	43814UAC3	260,000.00	AAA	Aaa	2/22/2018	2/28/2018	259,966.38	2.65	305.07	259,969.05	258,644.18
ALLYA 2017-5 A3 DTD 11/22/2017 1.990% 03/15/2022	02007YAC8	250,000.00	AAA	Aaa	11/14/2017	11/22/2017	249,980.60	1.99	221.11	249,983.23	246,986.03

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security / Collateralized Mortgage Obligation											
JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	70,000.00	NR	Aaa	2/21/2018	2/28/2018	69,994.97	2.66	82.76	69,995.42	69,640.11
NAROT 2017-C A3 DTD 12/13/2017 2.120% 04/15/2022	65478HAD0	100,000.00	NR	Aaa	12/6/2017	12/13/2017	99,983.09	2.13	94.22	99,985.66	98,632.48
NAROT 2018-A A3 DTD 02/28/2018 2.650% 05/15/2022	65478DAD9	205,000.00	AAA	Aaa	2/21/2018	2/28/2018	204,976.57	2.66	241.44	204,978.34	203,911.90
ALLYA 2018-1 A3 DTD 01/31/2018 2.350% 06/15/2022	02007MAE0	95,000.00	AAA	NR	1/23/2018	1/31/2018	94,989.02	2.32	99.22	94,989.98	94,163.53
CCCIT 2018-A1 A1 DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	300,000.00	NR	Aaa	1/25/2018	1/31/2018	299,958.48	2.54	3,133.25	299,962.49	296,202.51
Security Type Sub-Total		4,331,992.52					4,331,599.65	1.99	7,771.54	4,331,669.03	4,278,120.55
Managed Account Sub Total		31,435,086.13					31,410,599.86	2.07	142,441.07	31,391,006.67	30,844,640.00
Money Market Mutual Fund											
PFM Funds - Govt Select, Instl CI		5,372.45	AAAm	NR			5,372.45		0.00	5,372.45	5,372.45
Money Market Sub Total		5,372.45					5,372.45		0.00	5,372.45	5,372.45
Securities Sub-Total		\$31,440,458.58					\$31,415,972.31	2.07%	\$142,441.07	\$31,396,379.12	\$30,850,012.45
Accrued Interest											\$142,441.07
Total Investments											\$30,992,453.52

Bolded items are forward settling trades.

IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **DURATION TO WORST:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years, computed from cash flows to the maturity date or to the put date, whichever results in the highest yield to the investor.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.

GLOSSARY

- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.
- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

Portfolio Earnings
Quarter-Ended June 30, 2018

	<u>Market Value Basis</u>	<u>Accrual (Amortized Cost) Basis</u>
Beginning Value (03/31/2018)	\$30,773,396.13	\$31,312,476.09
Net Purchases/Sales	\$135,116.66	\$135,116.66
Change in Value	(\$58,500.34)	(\$51,213.63)
Ending Value (06/30/2018)	\$30,850,012.45	\$31,396,379.12
Interest Earned	\$157,812.52	\$157,812.52
Portfolio Earnings	\$99,312.18	\$106,598.89



City of Santa Fe Springs

City Council Meeting

December 13, 2018

CONSENT CALENDAR

Quarterly Treasurer's Report of Investments for the Quarter Ended September 30, 2018.

RECOMMENDATION

That the City Council receive and file the report.

BACKGROUND

Beginning January 2016, the City retained PFM Asset Management LLC ("PFMAM") to manage \$20.8 million of the City's reserve funds ("managed portfolio").

Based on a cash flow analysis and discussion with PFMAM and the Council Finance Subcommittee, an additional \$10.0 million of the City's reserve funds were added to the portfolio in May 2017 bringing the total principal invested to \$30.8 million.

At the end of each calendar quarter, PFMAM provides a detailed written report covering general market conditions as well as the balances and transactions of the City's portfolio for the previous quarter. PFMAM's detailed report is attached to this Treasurer's Report. The Treasurer's Report for the Quarter Ended September 30, 2018 was also provided to each Councilmember on October 31st, 2018.

Ms. Sarah Meacham, a Director with PFMAM, along with her staff, have regularly provided an update to the Council Finance Subcommittee, including a detailed review of the results of the portfolio for the quarter, a discussion of the investment strategies and policies which govern the City's portfolio, and general market conditions. Once the Council Finance Subcommittee vacancies are filled, staff will coordinate a meeting with the PFMAM to perform a detailed review of the portfolio and answer any questions that may arise.

CITY INVESTMENT PORTFOLIO

The City's managed portfolio generated interest income in the amount of \$128,780 for the most recent quarter. The interest income represents actual cash receipts received by the City plus the amortization of any discounts or premiums. The figure does not include unrealized gains or losses.

The overall performance of the City's managed portfolio account is expressed in a "yield" and "total return". The yield is a forward-looking measurement which shows the income and dividends on the investments to be expected in the future based on current holdings, expressed as an annual rate of return. The City's yield (at cost value) at September 30, 2018 was 2.17%, up from 2.07% the previous quarter.

Report Submitted By: Travis Hickey, City Treasurer
Lana Dich, Asst. City Treasurer

Date of Report: December 6, 2018



City of Santa Fe Springs

City Council Meeting

December 13, 2018

Total return on the other hand, is a backward-looking measurement focused on not only interest earned, but also realized and unrealized gains/losses. Realized gains/losses result from selling a security at a price higher or lower than was actually paid to purchase it. Unrealized gains/losses result from market value increases and decreases in security values for securities which are still held in the portfolio.

Of particular importance to the City's portfolio is the inverse relationship between yield and market value. In general, when yields go up, market values go down, and vice versa. For example, if the City is holding a bond which pays 1.0% and the market yield increases to 1.1% the market value of the City's 1.0% security will decline so that an investor purchasing the security would pay a price below face value which would cause the security to yield 1.1% even though it only pays 1.0%. If held until maturity, the security would pay the full face value along with the 1.0% stated interest throughout the term. In other words, "unrealized" gains/losses are not "realized" unless the security is actually sold prior to maturity.

The City generally experienced a rising yield market since July 2016. The yield at June 30, 2016 was 1.25% and rose to 2.17% as of September 30, 2018. This has resulted in unrealized losses, however, it is important to point out that the investments continue to pay the stated interest on the security. The unrealized losses simply represent the amount that the City would lose, if the security was sold in the current market conditions. It is not an actual loss of the City's principal value invested. It is also important to remember that rising yield markets are good in the sense that as securities mature, they are replaced with higher rate securities, increasing the overall interest income of the portfolio.

Because the total return (as opposed to the yield) takes into account realized and unrealized gains/losses, it is generally compared against a target benchmark to evaluate portfolio performance. The City's benchmark is the 1-5 Year U.S. Treasury Index. The total return for the City's portfolio for the quarter ended September 30, 2018 was a 0.33% while the benchmark total return was 0.05%. The City's overall portfolio performance, then, was .28% better than the benchmark. The City's portfolio continues to outperform the benchmark by a wide margin under management by PFMAM. Since inception, the City's portfolio total return was .41% while the benchmark was a negative .01%.

Aside from the PFMAM managed portfolio, the City's other investments are the Local Agency Investment Fund ("LAIF"), a pooled investment fund managed by the California State Treasurer, and the First American Treasury Obligations Fund, a U.S. Treasury money market fund ("MMF") used by the City's bond trustee. LAIF returned an annualized rate of 2.16% for the quarter while the MMF returned 1.56%.

Report Submitted By: Travis Hickey, City Treasurer
Lana Dich, Asst. City Treasurer

Date of Report: December 6, 2018



City of Santa Fe Springs

City Council Meeting

December 13, 2018

The LAIF accounts returned a total of \$203,544 in interest income.

The attached Treasurer's Report contains all investments under the control of the City. The investments at market value are summarized as follows:

Pooled Cash and Investments	\$50.2 million
Successor Agency Unspent Bonds	17.3 million
Bonds Reserves and Debt Service	<u>2.9 million</u>
Total Investments	\$70.4 million

Pooled cash and investments consist of the PFMAM managed account and LAIF. The Successor Agency unspent bonds are held in LAIF and are the source of funds for ongoing capital improvement projects.

The bond reserves and debt service funds consist of the MMF accounts held, as required, by the City's third party trustee, U.S. Bank. These funds are held for debt service payments and reserves for bond issuances of the water utility, the Successor Agency, and the Heritage Springs Assessment District.

The investments at market value are summarized by type as follows:

PFMAM Managed Portfolio	\$31.0 million
LAIF	36.5 million
MMF	<u>2.9 million</u>
Total Investments	\$70.4 million

PFMAM and Staff will continue to work with the Council Finance Subcommittee to review any proposed changes to the portfolio make up.

A handwritten signature in black ink, reading "Raymond R. Cruz".

Raymond R. Cruz
City Manager

Attachment:

Treasurer's Report of Investments (Quarter Ended September 30, 2018)

PFMAM Investment Performance Review (Quarter Ended September 30, 2018)

PFMAM Portfolio Earnings (Quarter Ended September 30, 2018)

Report Submitted By: Travis Hickey, City Treasurer
Lana Dich, Asst. City Treasurer

Date of Report: December 6, 2018

**CITY OF SANTA FE SPRINGS
TREASURER'S REPORT OF INVESTMENTS
QUARTER ENDED SEPTEMBER 30, 2018**


DESCRIPTION	BEGINNING BALANCE	DEPOSITS/ PURCHASES	WITHDRAWALS/ SALES	ENDING BALANCE	MARKET VALUE	QUARTERLY INVESTMENT EARNING	ANNUAL YIELD
POOLED INVESTMENTS:							
PFM MANAGED PORTFOLIO (1)	\$ 31,396,379.12	\$ 2,423,297.65	\$ 2,294,521.53	\$ 31,525,155.24	\$ 30,953,614.77	\$ 128,780.28	2.17%
LOCAL AGENCY INVESTMENT FUND	26,785,156.23	9,721,729.10	17,200,000.00	19,306,885.33	19,265,035.80	121,729.10	2.16%
SUBTOTAL POOLED INVESTMENTS	58,181,535.35	12,145,026.75	19,494,521.53	50,832,040.57	50,218,650.57	250,509.38	
SUCCESSOR AGENCY BOND FUNDS (2):							
LOCAL AGENCY INVESTMENT FUND	17,242,016.76	81,814.68		17,323,831.44	17,286,280.37	81,814.68	2.16%
SUCCESSOR AGENCY FUNDS:							
LOCAL AGENCY INVESTMENT FUND	0.91	-	-	0.91	0.91	-	2.16%
INVESTMENTS HELD BY FISCAL AGENT (3):							
U.S. BANK CORPORATE TRUST MONEY MARKET FUNDS:							
First American Treasury Obligations Fund Class D:							
City of Santa Fe Springs	536,194.00	1,786.30	-	537,980.30	537,980.30	1,786.30	1.56%
Successor Agency	11,208,147.06	40,197.71	9,048,042.05	2,200,302.72	2,200,302.72	40,197.71	1.56%
Heritage Springs Assessment District	209,082.31	88,885.56	123,498.75	174,469.12	174,469.12	782.89	1.56%
SUBTOTAL INVESTMENTS HELD BY FISCAL AGENT (U.S. BANK)	11,953,423.37	130,869.57	9,171,540.80	2,912,752.14	2,912,752.14	42,766.90	
TOTAL INVESTMENTS	\$ 87,376,976.39	\$ 12,357,711.00	\$ 28,666,062.33	\$ 71,068,625.06	\$ 70,417,683.99	\$ 375,090.96	

Notes:

- (1) See attached report prepared by PFM, the City's investment manager, for detailed analysis of the managed portfolio. All information except for the market value is reported on the amortized cost basis. Investment earnings on the amortized cost basis do not include unrealized gains and losses.
- (2) Unspent bond proceeds of the former redevelopment agency to be used for ongoing capital improvement projects.
- (3) Fiscal agent accounts are held by U.S. Bank as Trustee for debt service reserves and payment of bond principal and interest.

CERTIFICATION:

The investment transactions are in compliance with the investment policy approved by the City Council.
There is sufficient liquidity within the portfolio to meet all anticipated expenditures for the next six months.



TRAVIS HICKEY, CITY TREASURER



CITY OF SANTA FE SPRINGS

Investment Performance Review For the Quarter Ended September 30, 2018

Client Management Team

Sarah Meacham, Managing Director

Richard Babbe, CCM, Senior Managing Consultant

601 South Figueroa, Suite 4500

Los Angeles, CA 90017

213-489-4075

PFM Asset Management LLC

213 Market Street

Harrisburg, PA 17101-2141

717-232-2723

Key Messages

Economic Conditions

- Economic growth has strengthened over the past year.
- The labor market remains strong with the unemployment rate at a 49-year low.
- Inflation has firmed up at the federal reserve's desired target level.
- Interest rates are up sharply year-over-year with further increases possible through 2019.
- Trade concerns, higher interest rates, and geo-political events could impact longer-term economic growth.

Portfolio Review

- We continued to actively manage the portfolio to add value in a rapidly rising interest rate environment.
- The portfolio has benefited from higher interest rates which have driven higher accrual earnings, but the rise in rates has also resulted in market value depreciation in the portfolio which has lowered the portfolio's total return.
- We positioned the portfolio with a modestly defensive duration posture relative to the benchmark, holding maturities shorter than the benchmark for the majority of the past two quarters in light of the Fed's impact on short-term rates.
- Because the yield curve is so flat, holding longer maturities resulted in very little incremental yield. On balance, the tradeoff between slightly lower yields (a position short of the benchmark) and less exposure to the negative market value impact due to the rise in rates during the quarter (from a shorter duration) contributed to the portfolio's outperformance vs. benchmark.
- With yield spreads (the difference in yield for similar maturity securities), narrow by recent standards, we shifted additional funds into the U.S. Treasury sector and we selective with corporate sector purchases.
- We also actively sought to increase the portfolio's allocation to asset-backed securities (ABS). Our view of the ABS sector was that it remained a high-quality diversifier to corporate allocations, providing incremental income with a high degree of downside protection given the sector's strong structural protections and AAA ratings. During the third quarter, the sector provided attractive excess returns
- The portfolio continues outperform the benchmark by a wide margin.

Market Update

QUARTERLY MARKET SUMMARY

SUMMARY

- U.S. growth remained healthy in the third quarter as the unemployment rate hit historical lows, confidence rose further, and stocks surged. This occurred despite ongoing concerns about a trade war with China, a disorderly Brexit, Italian budget concerns, Iran sanctions, a Turkish debt crisis, and other geopolitical risks.
- Positive domestic economic data included strong readings on the labor market, auto sales, industrial production, manufacturing and service sector purchasing manager surveys, and consumer sentiment. On the weaker side, residential housing has slowed due to escalating prices and higher mortgage rates. Broad measures of inflation also moderated a bit during the quarter. Lastly, the twin deficits—the federal budget deficit and trade deficit—both portend long-term imbalances that could be problematic for sustainable long-term growth of the U.S. economy.
- Amid strong economic fundamentals, the Federal Reserve (Fed) stayed the course, raising the federal funds rate by 0.25% to a new target range of 2.00% to 2.25%. Despite the removal of longstanding language from the Federal Open Market Committee (FOMC) statement that previously characterized the stance of monetary policy as “accommodative,” updated FOMC forecasts indicated an additional 0.25% hike is expected in December, followed by two to four more hikes in 2019.
- The S&P 500 Index (S&P) soared by 7.7% during the quarter, lifting the year-to-date (YTD) return to 10.6%. But, prices may have gotten ahead of themselves, increasing the risk of a near-term pullback. International indices also posted healthy gains, despite a few struggling emerging market (EM) economies.

ECONOMIC SNAPSHOT

- Real gross domestic product (GDP) in the U.S. grew at an annualized rate of 4.2% in the second quarter, the fastest pace since 2014. Growth in the third quarter is expected to slow a bit but remains healthy.
- U.S. labor market conditions remained strong during the quarter. The U.S. economy has added an average of more than 200,000 jobs per month this year, and the unemployment rate dropped to a 48-year low of 3.7%. Although there are a record number of job openings in the U.S., strong employment reports continue to suggest that the job market remains tight.
- On the inflation front, many gauges are now at or near the Fed’s 2% target. While job growth is solid, wage growth has been slower than in previous expansionary cycles as companies continue to resist raising wages. Tariffs could, however, push prices higher as a result of the increased cost of raw materials and growing supply bottlenecks. Rising oil prices may nudge overall prices higher in coming quarters.

INTEREST RATES

- U.S. Treasury yields rose by 20-30 basis points (bps) (0.20% to 0.30%) in the quarter, with short-term yields outpacing longer-term yields. For example, the yield on the two-year Treasury note rose 29 bps to 2.82%, while the yield on the 10-year note rose 20 bps to end the quarter at 3.06%. The result was a flatter yield curve over the quarter, but the pace of flattening moderated near quarter-end.

- The yield curve remains very flat from a historical perspective (less incentive for investors to increase maturity). The yield difference between 10-year and two-year U.S. Treasury notes ended the quarter at 24 bps (0.24%), only 8 bps off of the decade low. While a flattening curve is not a foolproof indicator of future recession, it is one of many signals investors look at for indications of the future economy.
- As a result of rising yields, shorter Treasury indices outperformed longer-maturity ones. Although longer maturities provided higher yields, the small incremental benefit due to a flat yield curve was not sufficient to offset the adverse impact on market values due to increasing yields. For example, the three-month Treasury bill index generated a return of 0.49% for the quarter, while the five- and 10-year Treasury returned -0.26% and -1.1%, respectively.

SECTOR PERFORMANCE

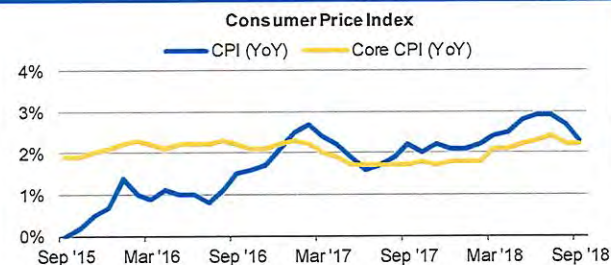
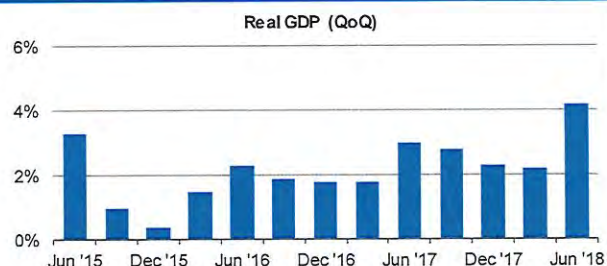
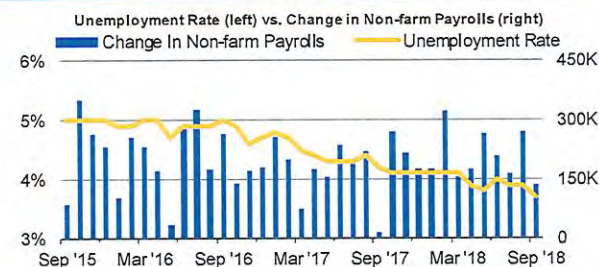
- Although Treasury returns were muted by rising rates during the quarter, diversification into other sectors added value as most other investment-grade (IG), fixed-income asset classes outperformed Treasuries. Corporates and asset-backed securities (ABS) performed well, generating strong, positive excess returns.
- Despite very narrow spreads available in the federal agency sector, returns in the sector generated excess returns near double digits for the third quarter. Because of their incremental yield and shorter durations, callable agencies accounted for the majority of the excess returns from the sector.
- Supranational securities performed well as the combination of tighter spreads and incremental income led to the sector posting attractive returns relative to both Treasuries and agencies.
- The corporate sector benefited the most from incremental income, posting attractive excess returns for the third quarter. Record earnings, stable credit fundamentals, and a generally positive economic environment continued to serve as tailwinds to the sector. Specifically, one- to three-year BBB-rated corporate issuers were one of the best-performing segments of the IG market during the third quarter.
- Similarly, AAA-rated ABS were a positive contributor to performance for the third quarter, posting excess returns on average in the 25-30 bps range.
- Mortgage-backed securities (MBS) generated positive excess returns for the second consecutive quarter, despite still being in the red YTD. Longer was better for the third quarter as 30-year collateral pools outperformed their 15-year counterparts. Meanwhile, agency-backed commercial MBS (CMBS) was the best segment of the securitized asset class as these structures are less sensitive to increasing interest rates.
- Commercial paper and certificate of deposit yield spreads grinded to one-year lows over the quarter. As a result, short-term credit instruments now look more expensive relative to U.S. Treasuries. Still, they offer incrementally higher yields relative to similar-maturity government alternatives.

QUARTERLY MARKET SUMMARY

Fixed Income Management

Economic Snapshot

Labor Market		Latest	Jun '18	Sep '17
Unemployment Rate	Sep'18	3.7%	4.0%	4.2%
Change In Non-farm Payrolls	Sep'18	134,000	208,000	14,000
Average Hourly Earnings (YoY)	Sep'18	2.8%	2.8%	2.8%
Personal Income (YoY)	Aug'18	4.7%	4.9%	4.6%
Initial Jobless Claims (week)	10/6/18	214,000	232,000	254,000
Growth				
Real GDP (QoQ SAAR)	2018Q2	4.2%	2.2% ¹	3.0% ²
GDP Personal Consumption (QoQ SAAR)	2018Q2	3.8%	0.5% ¹	2.9% ²
Retail Sales (YoY)	Sep'18	4.7%	6.1%	5.2%
ISM Manufacturing Survey (month)	Sep'18	59.8	60.2	60.2
Existing Home Sales SAAR (month)	Aug'18	5.34 mil.	5.38 mil.	5.37 mil.
Inflation / Prices				
Personal Consumption Expenditures (YoY)	Aug'18	2.2%	2.3%	1.8%
Consumer Price Index (YoY)	Sep'18	2.3%	2.9%	2.2%
Consumer Price Index Core (YoY)	Sep'18	2.2%	2.3%	1.7%
Crude Oil Futures (WTI, per barrel)	Sep 30	\$73.25	\$74.15	\$51.67
Gold Futures (oz.)	Sep 30	\$1,192	\$1,255	\$1,282



1. Data as of First Quarter 2018.

2. Data as of Second Quarter 2017.

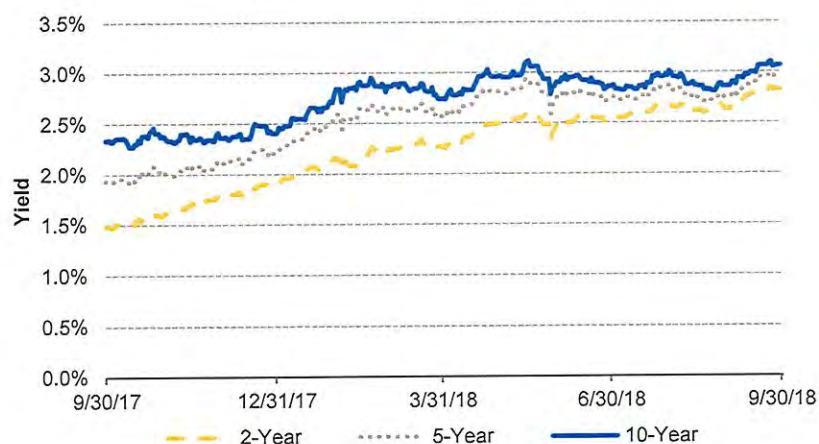
Note: YoY = year-over-year, QoQ = quarter over quarter, SAAR = seasonally adjusted annual rate, WTI = West Texas Intermediate crude oil.

Source: Bloomberg.

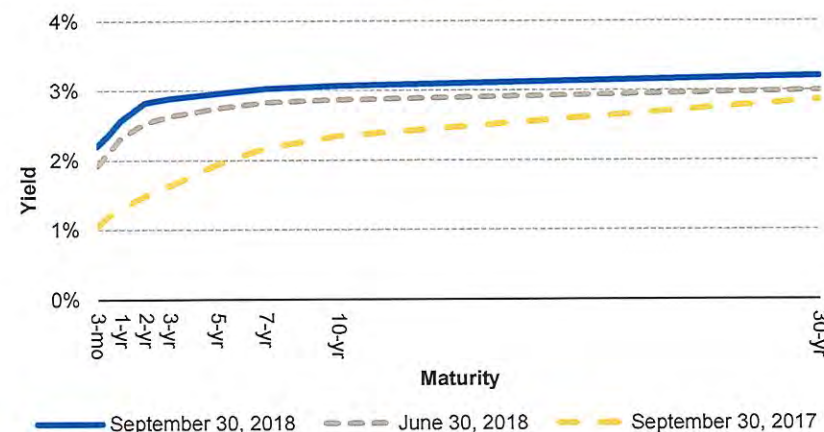
QUARTERLY MARKET SUMMARY

Interest Rate Overview

U.S. Treasury Note Yields



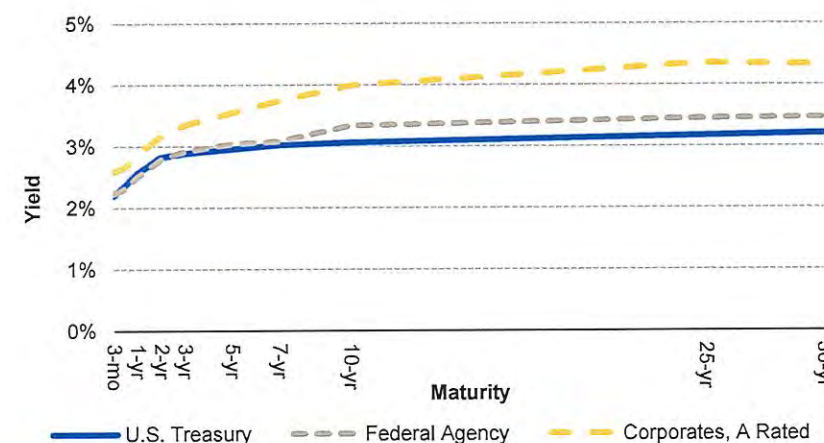
U.S. Treasury Yield Curve



U.S. Treasury Yields

Maturity	Sep '18	Jun '18	Change Over Quarter	Sep '17	Change Over Year
3-month	2.20%	1.92%	0.28%	1.05%	1.15%
1-year	2.57%	2.31%	0.26%	1.29%	1.28%
2-year	2.82%	2.53%	0.29%	1.49%	1.33%
5-year	2.95%	2.74%	0.21%	1.94%	1.01%
10-year	3.06%	2.86%	0.20%	2.33%	0.73%
30-year	3.21%	2.99%	0.22%	2.86%	0.35%

Yield Curves as of 9/30/18



Source: Bloomberg.

QUARTERLY MARKET SUMMARY

Fixed Income Management

ICE BofAML Index Returns

As of 9/30/18		Returns for Periods Ended 9/30/18			
September 30, 2018	Duration	Yield	3 Month	1 Year	3 Years
1-3 Year Indices					
U.S. Treasury	1.81	2.80%	0.19%	0.04%	0.38%
Federal Agency	1.69	2.80%	0.32%	0.34%	0.59%
U.S. Corporates, A-AAA-rated	1.83	3.21%	0.67%	0.67%	1.38%
Agency MBS (0 to 3 years)	4.53	3.45%	(0.37%)	(0.38%)	0.82%
Taxable Municipals	1.80	3.06%	0.60%	1.32%	2.14%
1-5 Year Indices					
U.S. Treasury	2.58	2.85%	0.05%	(0.58%)	0.29%
Federal Agency	2.03	2.84%	0.26%	0.03%	0.59%
U.S. Corporates, A-AAA-rated	2.59	3.35%	0.66%	0.06%	1.47%
Agency MBS (0 to 5 years)	3.65	3.30%	0.11%	(0.82%)	0.81%
Taxable Municipals	2.41	3.38%	0.57%	1.08%	2.15%
Master Indices (Maturities 1 Year or Greater)					
U.S. Treasury	6.13	2.95%	(0.66%)	(1.64%)	0.28%
Federal Agency	3.89	2.99%	(0.01%)	(0.56%)	0.80%
U.S. Corporates, A-AAA-rated	6.82	3.79%	0.67%	(1.29%)	2.43%
Agency MBS (0 to 30 years)	5.11	3.56%	(0.12%)	(0.88%)	1.00%
Taxable Municipals	10.33	4.19%	(0.67%)	(0.38%)	4.67%

Returns for periods greater than one year are annualized.

Source: ICE BofAML Indices.

QUARTERLY MARKET SUMMARY

DISCLOSURES

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Investment Strategy & Portfolio Review

Sector Allocation and Compliance

- The portfolio is in compliance with the City's Investment Policy and the California Government Code.

Security Type	Market Value	% of Portfolio	% Change vs. 6/30/18	Permitted by Policy	- In Compliance
U.S. Treasuries	\$10,909,748	35.2%	0.4%	100%	✓
Federal Agencies	\$1,710,142	5.5%	-	100%	✓
Agency CMOs	\$501,768	1.6%	-0.2%	100%	✓
Supranationals	\$1,879,009	6.1%	0.9%	30%	✓
Negotiable CDs	\$4,214,806	13.6%	0.9%	30%	✓
Corporate Notes	\$7,012,522	22.7%	-3.4%	30%	✓
Asset-Backed Securities	\$4,673,281	15.1%	1.2%	20%	✓
Securities Sub-Total	\$30,901,276	99.8%			
Accrued Interest	\$132,367				
Securities Total	\$31,033,643				
PFM Funds	\$52,339	0.2%	0.2%	20%	✓
Total Investments	\$31,085,982	100.0%			

Detail may not add to total due to rounding.

Summary of Investment Activity

- We continued to look for opportunities to add value to the portfolio.
- During the quarter, we purchased \$2.430 million of new securities with a weighted average yield of 2.97%.



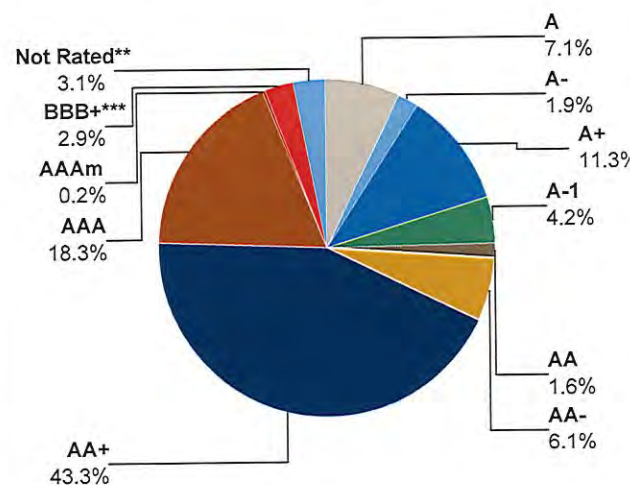
CITY OF SANTA FE SPRINGS

Portfolio Statistics

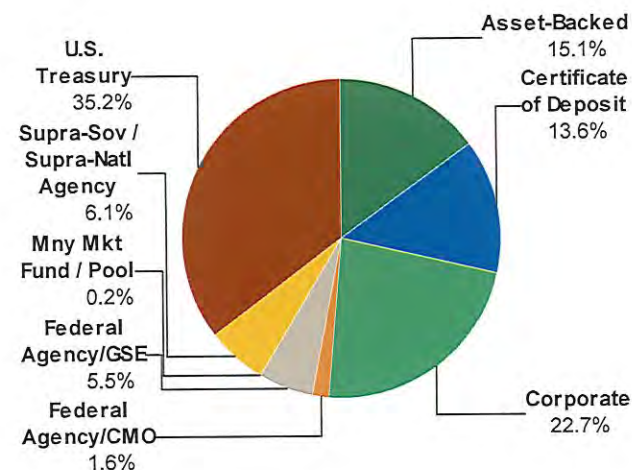
As of September 30, 2018

Par Value:	\$31,583,824
Total Market Value:	\$31,085,982
Security Market Value:	\$30,901,276
Accrued Interest:	\$132,367
Cash:	-
PFM Funds	\$52,339
Amortized Cost:	\$31,525,155
Yield at Market:	2.93%
Yield at Cost:	2.17%
Effective Duration:	2.35 Years
Duration to Worst:	2.40 Years
Average Maturity:	2.77 Years
Average Credit: *	AA

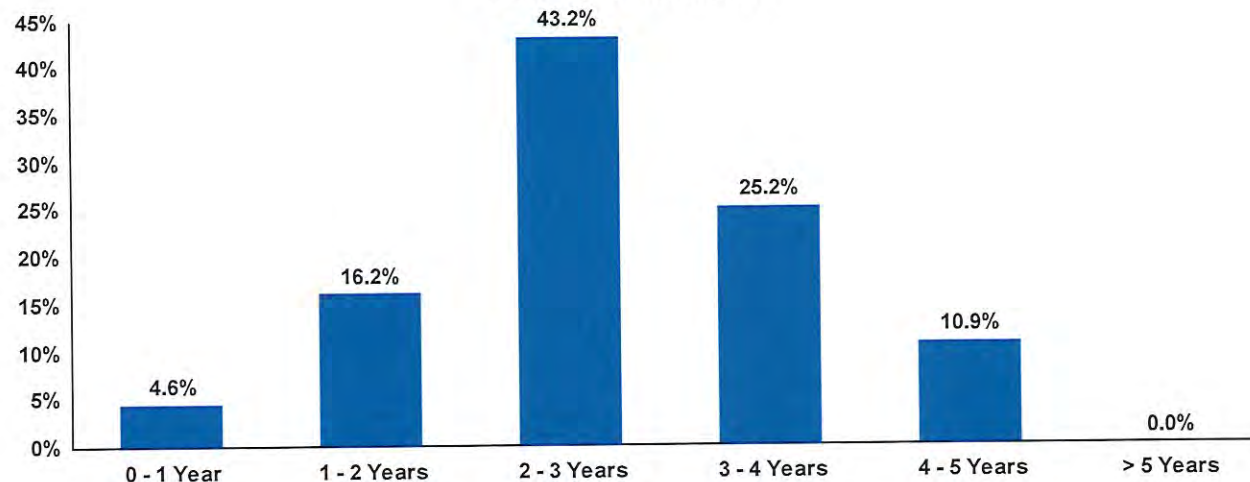
Credit Quality (S&P Ratings)



Sector Allocation



Maturity Distribution



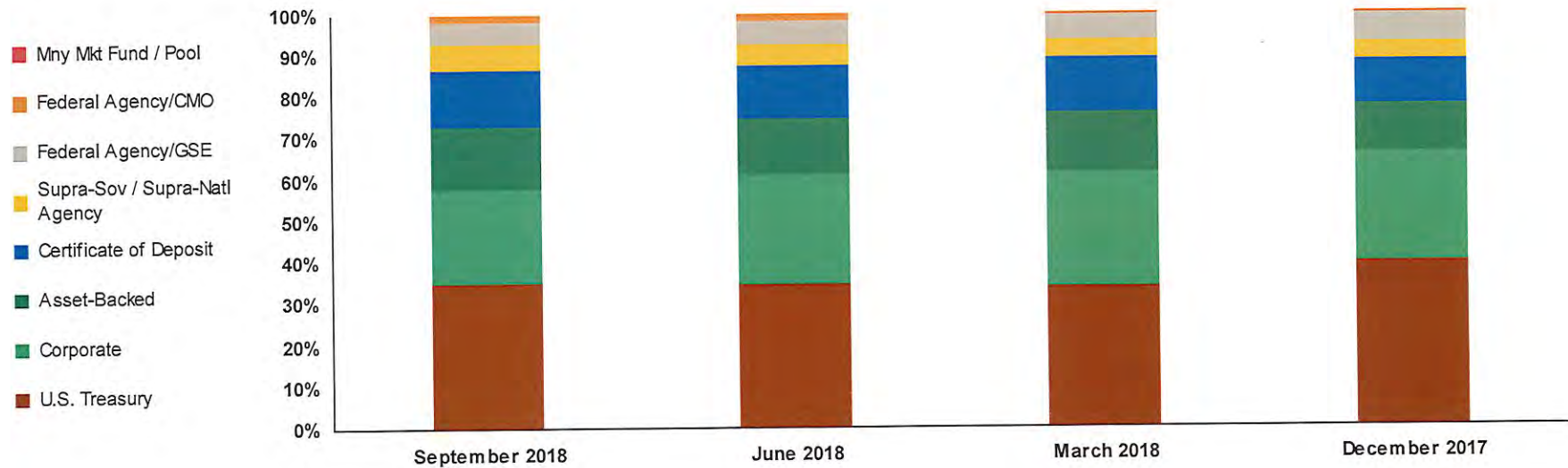
*An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

** The Not Rated Category is comprised of securities rated AAA by Moody's and/or Fitch.

***The BBB+ category is comprised of securities rated A by Moody's and/or Fitch.

Sector Allocation

Sector	September 30, 2018		June 30, 2018		March 31, 2018		December 31, 2017	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	10.9	35.2%	10.7	34.7%	10.5	34.0%	12.3	39.7%
Corporate	7.0	22.7%	8.0	26.1%	8.5	27.6%	8.2	26.5%
Asset-Backed	4.7	15.1%	4.3	13.9%	4.4	14.2%	3.5	11.2%
Certificate of Deposit	4.2	13.6%	3.9	12.7%	4.1	13.4%	3.4	11.0%
Supra-Sov / Supra-Natl Agency	1.9	6.1%	1.6	5.2%	1.2	4.0%	1.3	4.1%
Federal Agency/GSE	1.7	5.5%	1.7	5.6%	2.0	6.4%	2.2	7.1%
Federal Agency/CMO	0.5	1.6%	0.6	1.8%	0.1	0.3%	0.1	0.3%
Mny Mkt Fund / Pool	0.1	0.2%	0.0	0.0%	0.0	0.1%	0.0	0.1%
Total	\$31.0	100.0%	\$30.9	100.0%	\$30.8	100.0%	\$30.9	100.0%

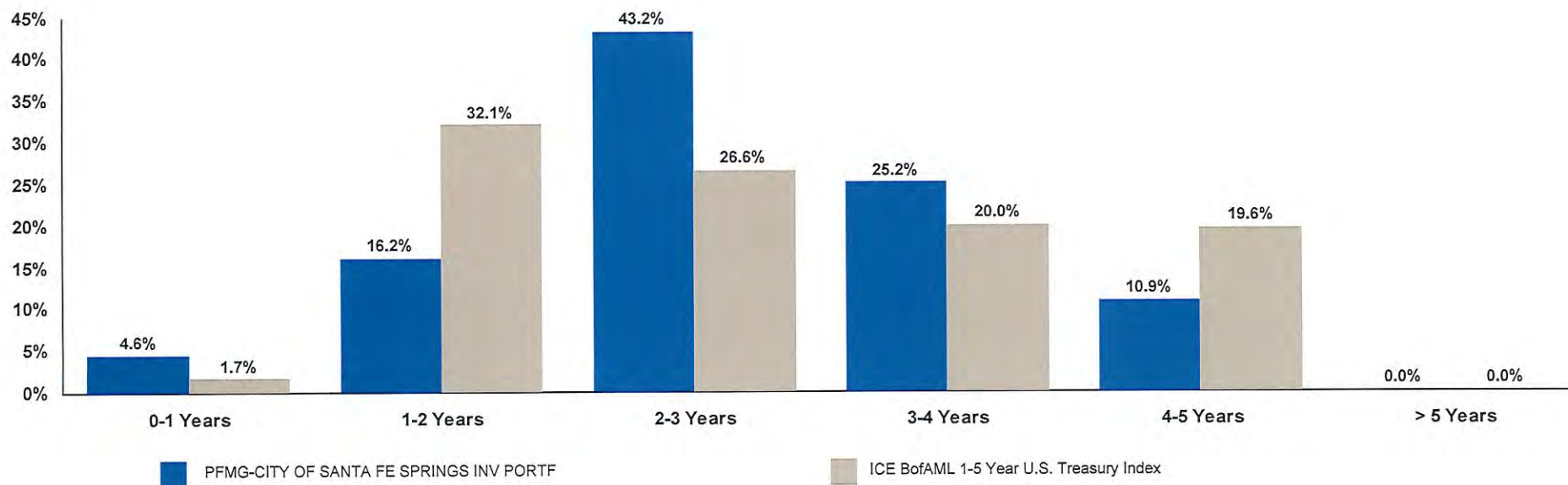


Detail may not add to total due to rounding.

Maturity Distribution

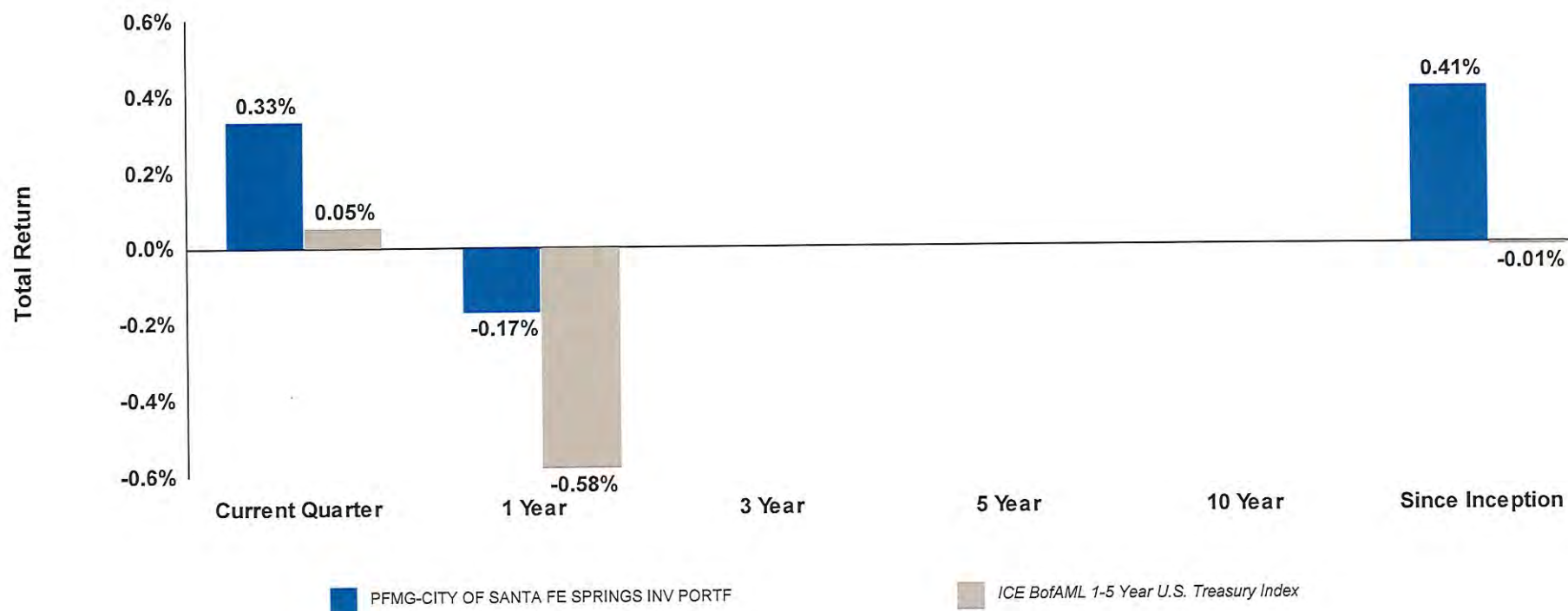
As of September 30, 2018

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CITY OF SANTA FE SPRINGS	2.93%	2.77 yrs	4.6%	16.2%	43.2%	25.2%	10.9%	0.0%
ICE BofAML 1-5 Year U.S. Treasury Index	2.86%	2.77 yrs	1.7%	32.1%	26.6%	20.0%	19.6%	0.0%



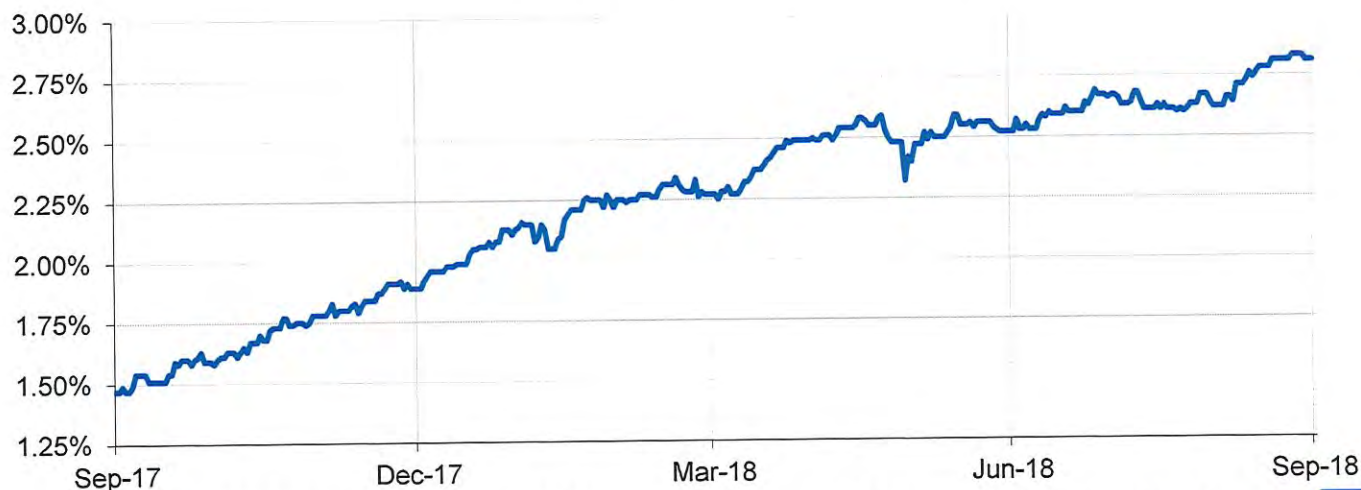
Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	1 Year	Annualized Return			
				3 Year	5 Year	10 Year	Since Inception (03/31/16) **
PFMG-CITY OF SANTA FE SPRINGS INV PORTF	2.35	0.33%	-0.17%	-	-	-	0.41%
ICE BofAML 1-5 Year U.S. Treasury Index	2.57	0.05%	-0.58%	-	-	-	-0.01%
Difference		0.28%	0.41%	-	-	-	0.42%



Portfolio performance is gross of fees unless otherwise indicated. **Since Inception performance is not shown for periods less than one year.

Annual Portfolio Earnings
2-Year Treasury Yields
 September 30, 2017 – September 30, 2018



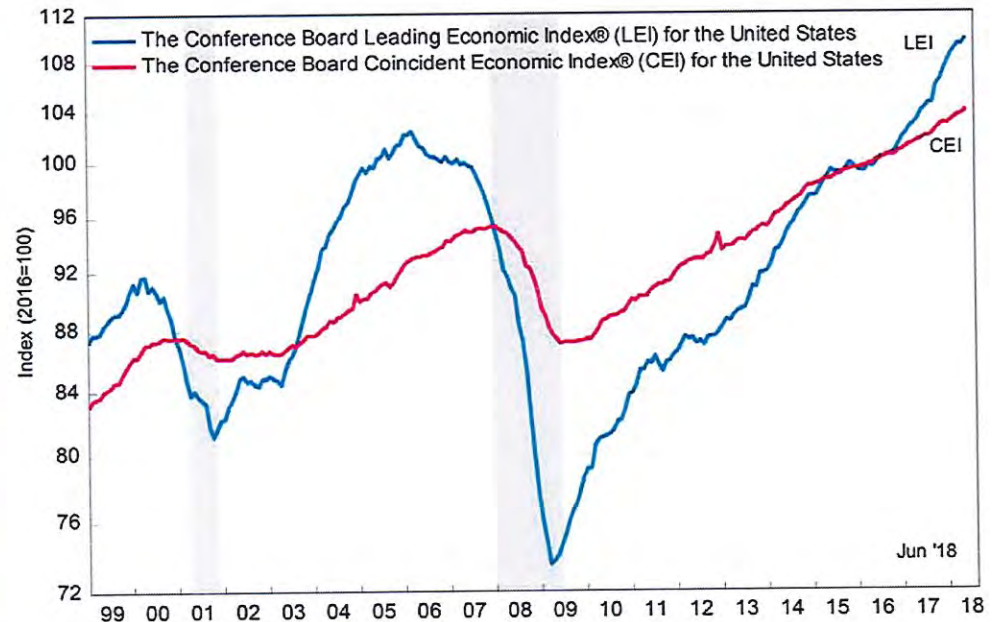
	4Q 17	1Q 18	2Q 18	3Q 18	12-Mo.Totals
Change in 2-Yr UST	+0.42%	+0.38%	+0.26%	+0.29%	+1.35%
Market Value Earnings					
Interest Earned	\$144,669	\$147,281	\$157,046	\$165,744	\$614,740
Change in Value	(\$238,558)	(\$311,014)	(\$58,500)	(\$62,399)	(\$670,472)
Portfolio Earnings	(\$93,889)	(\$163,733)	\$98,546	\$103,345	(\$55,732)
Total Return	-0.30%	-0.53%	0.32%	0.43%	-0.17%
Accrual Earnings					
Interest Earned	\$144,669	\$147,281	\$157,046	\$165,744	\$614,740
Change in Value	(\$35,156)	(\$63,621)	(\$51,214)	(\$37,226)	(\$187,216)
Portfolio Earnings	\$109,513	\$83,660	\$105,832	\$128,518	\$427,524

Where Are We in the Economic Cycle?

Different Indicators Give Differing Views

Duration	Length of cycle	Late
Slack	Labor market slack	Late
	Output market slack	Late
Cost pressures	Wage growth	Mid
	Unit labor cost growth	Early
Cyclical demand	Resi investment/GDP	Early
	Housing starts	Mid
	Consumer durables/GDP	Early
	Capital spending	Mid
Confidence	Cyclically adj. confidence	Mid
Leverage	Household leverage	Early
	Most levered companies	Mid
Credit	Bond default rates	Mid
	Loan delinquencies	Mid
	Bank lending standards	Mid
Profits	S&P 500 margins	Late
	Earnings rel. to normalized	Mid

The Conference Board Leading Economic Index Continues to Rise



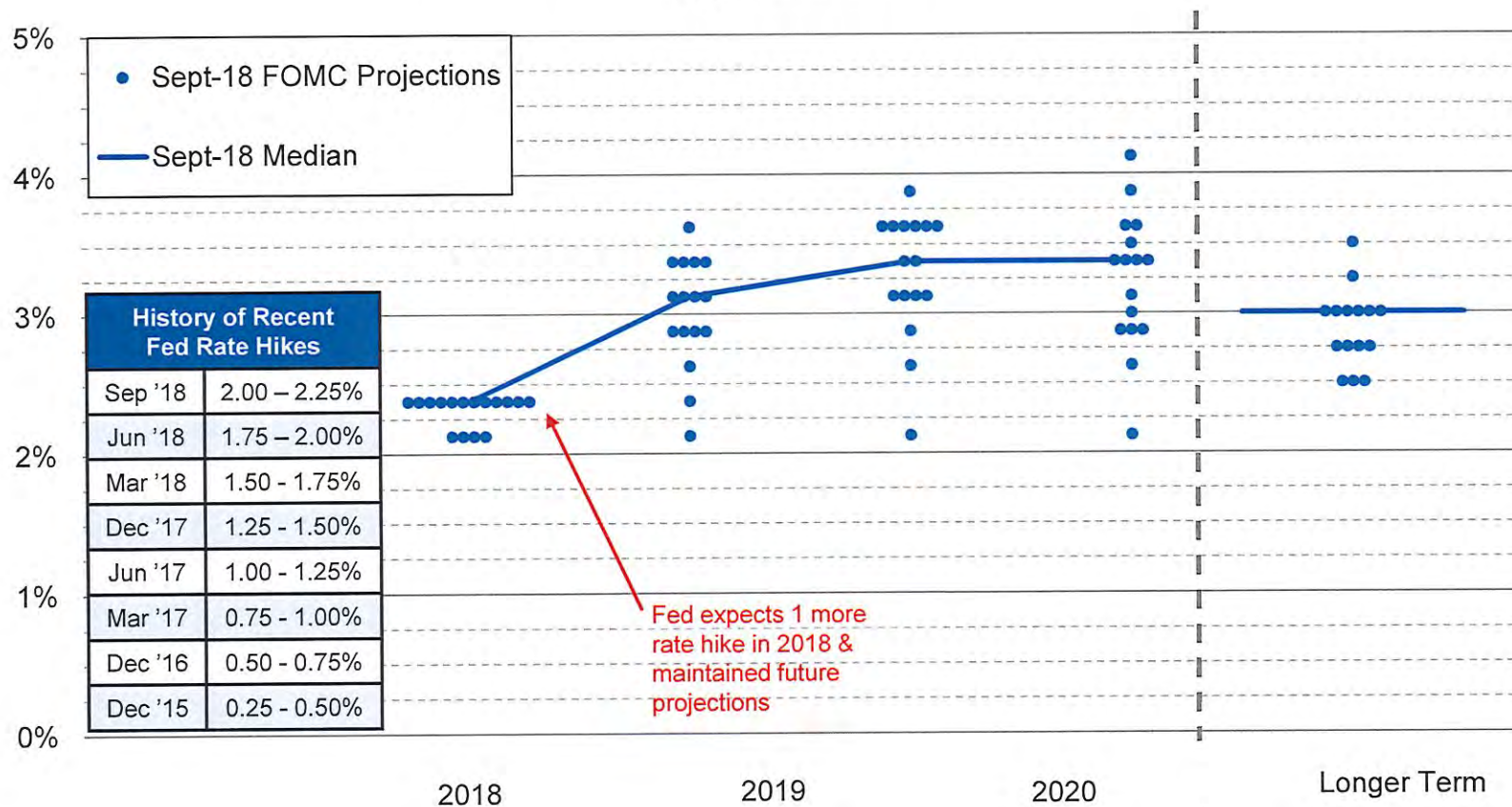
Latest LEI Trough March 2009, Latest CEI Trough June 2009

Shaded areas represent recessions as determined by the NBER Business Cycle Dating Committee.

- Supports the continuing solid growth in the economy
- Suggests no recession in the near-term

Source (left): Wall Street Journal; Deutsche Bank. Source (right): Conference Board.

FOMC "Dot Plot" – A Third 2018 Rate Hike in September

Fed Participants' Assessments of 'Appropriate' Monetary Policy
September 2018

Source: Federal Reserve and Bloomberg. Individual dots represent each Fed members' judgment of the midpoint of the appropriate target range for the federal funds rate at each year-end. Fed funds futures as of 9/26/2018.

Fourth Quarter Outlook and Strategy

- While the Fed's policy actions will depend on future economic data, we believe the current strength of the U.S. Economy, coupled with a strong labor market and rising inflation, will cause the Fed to continue raising rates at a pace of about one quarter-percent hike per quarter well into 2019. Therefore, we plan to maintain a defensive duration posture to mitigate a portion of interest rate risk relative to the benchmark.
- Over the past several quarters, we have maintained a positive view on corporates and other spread products (non-government investments); however, we are cognizant of potential headwinds that could surface towards year-end. While diversification away from U.S. Treasury securities has added significant value over the last several quarters, very narrow spreads across most investment-grade sectors give us reason to turn a bit more cautious.
- Federal agency securities remain expensive as most maturities offer less than five basis points of incremental yield relative to U.S. Treasuries. We will continue to reduce agency exposure where spreads are tight, seeking better relative value in other sectors. As an alternative, we may selectively add callable agency issues because, in our view, they provide better value in today's market in addition to favorable diversification and income benefits.
- In conjunction with tight spreads, we plan to be more selective and defensive with corporate positioning. Our preference continues to favor financials and select industrial issuers with stronger balance sheets and fair valuations, which we think can better withstand the current phase of the credit cycle
- Broad diversification across all investment-grade sectors remains a key component of our portfolio strategy; we will also continue to maintain a high credit quality for the PFM-managed portfolio.

Issuer Distribution

Issuer Distribution

As of September 30, 2018

Issuer	Market Value (\$)	% of Portfolio
UNITED STATES TREASURY	10,909,748	35.2%
FANNIE MAE	1,900,743	6.1%
HONDA AUTO RECEIVABLES	859,992	2.8%
INTER-AMERICAN DEVELOPMENT BANK	852,936	2.8%
CITIGROUP INC	692,035	2.2%
TOYOTA MOTOR CORP	621,746	2.0%
ALLY AUTO RECEIVABLES TRUST	617,514	2.0%
NISSAN AUTO RECEIVABLES	597,799	1.9%
SKANDINAVISKA ENSKILDA BANKEN AB	596,112	1.9%
WESTPAC BANKING CORP	532,249	1.7%
INTERNATIONAL FINANCE CORPORATION	523,643	1.7%
INTL BANK OF RECONSTRUCTION AND DEV	502,431	1.6%
UNITED PARCEL SERVICE INC	469,954	1.5%
UBS AG	451,077	1.5%
SUMITOMO MITSUI FINANCIAL GROUP INC	418,924	1.4%
NORDEA BANK AB	413,286	1.3%
HYUNDAI AUTO RECEIVABLES	383,504	1.2%
CARMAX AUTO OWNER TRUST	344,999	1.1%

Top 5 = 49.2%

Top 10 = 58.7%

CITY OF SANTA FE SPRINGS

Portfolio Composition

ssuer	Market Value (\$)	% of Portfolio
THE WALT DISNEY CORPORATION	333,783	1.1%
AMERICAN EXPRESS CO	323,717	1.1%
FREDDIE MAC	311,167	1.0%
CREDIT AGRICOLE SA	310,595	1.0%
WAL-MART STORES INC	303,402	1.0%
BANK OF NOVA SCOTIA	301,449	1.0%
CREDIT SUISSE GROUP	299,867	1.0%
DEERE & COMPANY	299,799	1.0%
BANK OF MONTREAL	299,615	1.0%
GOLDMAN SACHS GROUP INC	298,819	1.0%
STATE STREET CORPORATION	297,688	1.0%
CISCO SYSTEMS INC	297,622	1.0%
MITSUBISHI UFJ FINANCIAL GROUP INC	297,537	1.0%
AMERICAN HONDA FINANCE	296,866	1.0%
US BANCORP	296,685	1.0%
IBM CORP	294,835	1.0%
APPLE INC	294,661	1.0%
SWEDBANK AB	294,096	1.0%
MORGAN STANLEY	293,117	1.0%
BANK OF AMERICA CO	260,382	0.8%
UNILEVER PLC	257,495	0.8%

CITY OF SANTA FE SPRINGS

Portfolio Composition

Issuer	Market Value (\$)	% of Portfolio
PACCAR FINANCIAL CORP	256,179	0.8%
CATERPILLAR INC	250,533	0.8%
FORD CREDIT AUTO OWNER TRUST	236,306	0.8%
BB&T CORPORATION	205,957	0.7%
CHARLES SCHWAB	190,024	0.6%
PFIZER INC	184,959	0.6%
JOHN DEERE OWNER TRUST	168,116	0.5%
MERCEDES-BENZ AUTO RECEIVABLES	159,808	0.5%
VISA INC	147,404	0.5%
GENERAL ELECTRIC CO	127,704	0.4%
HERSHEY COMPANY	124,952	0.4%
GM FINANCIAL SECURITIZED TERM	124,761	0.4%
NATIONAL RURAL UTILITIES CO FINANCE CORP	124,130	0.4%
TEXAS INSTRUMENTS INC	99,249	0.3%
HOME DEPOT INC	98,402	0.3%
FORD CREDIT AUTO LEASE TRUST	84,995	0.3%
HONEYWELL INTERNATIONAL	84,168	0.3%
PROCTER & GAMBLE CO	83,176	0.3%
3M COMPANY	74,873	0.2%
JOHNSON & JOHNSON	63,686	0.2%
GM FINANCIAL AUTO LEASING TRUST	60,009	0.2%

CITY OF SANTA FE SPRINGS

Portfolio Composition

ssuer	Market Value (\$)	% of Portfolio
PFM FUNDS - GOVT SELECT, INSTL CL	52,339	0.2%
Grand Total:	30,953,615	100.0%

Portfolio Transactions

Quarterly Portfolio Transactions

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	7/1/18	7/25/18	105,495.31	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	234.64		
INTEREST	7/1/18	7/25/18	160,000.00	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	412.00		
INTEREST	7/1/18	7/25/18	92,598.30	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	137.35		
INTEREST	7/1/18	7/25/18	200,000.00	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	593.33		
PAYDOWNS	7/1/18	7/25/18	177.42	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	177.42		0.00
PAYDOWNS	7/1/18	7/25/18	1,804.49	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	1,804.49		0.00
BUY	7/3/18	7/6/18	500,000.00	9128284U1	US TREASURY N/B NOTES	2.62%	6/30/23	(497,030.40)	2.76%	
SELL	7/3/18	7/6/18	500,000.00	912828M98	US TREASURY NOTES	1.62%	11/30/20	489,314.81	2.62%	(14,112.89)
INTEREST	7/6/18	7/6/18	100,000.00	24422ETL3	JOHN DEERE CAPITAL CORP NOTES	2.65%	1/6/22	1,325.00		
INTEREST	7/10/18	7/10/18	100,000.00	172967LF6	CITIGROUP INC (CALLABLE) CORP NOTE	2.45%	1/10/20	1,225.00		
INTEREST	7/10/18	7/10/18	310,000.00	22532XHT8	CREDIT AGRICOLE CIB NY FLT CERT DEPOS	2.88%	4/10/20	2,199.96		
SELL	7/11/18	7/16/18	250,000.00	94974BFU9	WELLS FARGO & COMPANY CORP NOTE	2.12%	4/22/19	250,124.58	2.71%	(1,281.44)
BUY	7/11/18	7/18/18	125,000.00	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	(124,970.85)	3.03%	
INTEREST	7/15/18	7/15/18	95,000.00	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	186.04		
INTEREST	7/15/18	7/15/18	250,000.00	89237RAD0	TOYOTA ABS 2017-C A3	1.78%	11/15/21	370.83		
INTEREST	7/15/18	7/15/18	48,994.53	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	63.69		
INTEREST	7/15/18	7/15/18	105,000.00	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	112.88		
INTEREST	7/15/18	7/15/18	100,000.00	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	176.67		
INTEREST	7/15/18	7/15/18	200,000.00	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	321.67		
INTEREST	7/15/18	7/15/18	188,388.75	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	282.58		

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	7/15/18	7/15/18	300,000.00	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	437.50		
INTEREST	7/15/18	7/15/18	280,000.00	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	408.33		
INTEREST	7/15/18	7/15/18	240,000.00	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	338.00		
INTEREST	7/15/18	7/15/18	70,000.00	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	155.17		
INTEREST	7/15/18	7/15/18	260,000.00	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	572.00		
INTEREST	7/15/18	7/15/18	250,000.00	44932GAD7	HYUNDAI ABS 2017-B A3	1.77%	1/15/22	368.75		
INTEREST	7/15/18	7/15/18	250,000.00	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	414.58		
INTEREST	7/15/18	7/15/18	179,609.24	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	245.47		
INTEREST	7/15/18	7/15/18	310,000.00	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	434.00		
INTEREST	7/15/18	7/15/18	100,000.00	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	151.67		
INTEREST	7/15/18	7/15/18	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
PAYDOWNS	7/15/18	7/15/18	17,741.92	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	17,741.92		0.00
PAYDOWNS	7/15/18	7/15/18	14,557.65	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	14,557.65		0.00
PAYDOWNS	7/15/18	7/15/18	4,624.74	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	4,624.74		0.00
BUY	7/17/18	7/25/18	160,000.00	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	(159,993.86)	3.03%	
INTEREST	7/18/18	7/18/18	300,000.00	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	447.50		
BUY	7/18/18	7/25/18	290,000.00	459058GH0	INTL BANK OF RECONSTRUCTION AND DEV NOTE	2.75%	7/23/21	(289,321.40)	2.83%	
BUY	7/18/18	7/25/18	75,000.00	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	(74,989.78)	3.36%	
SELL	7/18/18	7/25/18	80,000.00	912828M98	US TREASURY NOTES	1.62%	11/30/20	78,310.99	2.67%	(2,295.97)
SELL	7/18/18	7/25/18	250,000.00	94974BFU9	WELLS FARGO & COMPANY CORP NOTE	2.12%	4/22/19	250,257.40	2.73%	(1,276.05)
INTEREST	7/20/18	7/20/18	300,000.00	17305EGK5	CCCIT 2018-A1 A1	2.49%	1/20/23	3,527.50		
SELL	7/23/18	7/25/18	10,000.00	912828M98	US TREASURY NOTES	1.62%	11/30/20	9,791.61	2.65%	(284.26)

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	7/25/18	7/25/18	230,000.00	45950KCM0	INTERNATIONAL FINANCE CORPORATION NOTE	2.25%	1/25/21	2,587.50		
INTEREST	7/31/18	7/31/18	1,000,000.00	912828P38	US TREASURY NOTES	1.75%	1/31/23	8,750.00		
INTEREST	7/31/18	7/31/18	315,000.00	912828WY2	US TREASURY N/B	2.25%	7/31/21	3,543.75		
INTEREST	7/31/18	7/31/18	500,000.00	9128282P4	US TREASURY NOTES	1.87%	7/31/22	4,687.50		
INTEREST	7/31/18	7/31/18	1,000,000.00	912828N89	US TREASURY NOTES	1.37%	1/31/21	6,875.00		
INTEREST	8/1/18	8/1/18	155,000.00	05531FAZ6	BRANCH BANKING & TRUST (CALLABLE) NOTES	2.15%	2/1/21	1,666.25		
BUY	8/1/18	8/3/18	300,000.00	06370REU9	BANK OF MONTREAL CHICAGO CERT DEPOS	3.19%	8/3/20	(300,000.00)	3.23%	
SELL	8/1/18	8/3/18	280,000.00	912828M98	US TREASURY NOTES	1.62%	11/30/20	273,839.38	2.73%	(8,382.01)
INTEREST	8/1/18	8/25/18	103,690.82	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	230.63		
INTEREST	8/1/18	8/25/18	200,000.00	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	613.56		
INTEREST	8/1/18	8/25/18	160,000.00	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	412.00		
INTEREST	8/1/18	8/25/18	92,420.88	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	137.09		
PAYDOWNS	8/1/18	8/25/18	5,235.51	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	5,235.51		0.00
PAYDOWNS	8/1/18	8/25/18	5,714.52	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	5,714.52		0.00
PAYDOWNS	8/1/18	8/25/18	1,696.75	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	1,696.75		0.00
INTEREST	8/2/18	8/2/18	600,000.00	83050FXT3	SKANDINAV ENSKILDA BANKEN NY CD	1.84%	8/2/19	5,550.67		
INTEREST	8/5/18	8/5/18	100,000.00	44932HAG8	IBM CORP CORP NOTES	2.65%	2/5/21	1,317.64		
INTEREST	8/7/18	8/7/18	540,000.00	96121T4A3	WESTPAC BANKING CORP NY CD	2.05%	8/3/20	5,535.00		
INTEREST	8/15/18	8/15/18	161,867.32	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	221.22		
INTEREST	8/15/18	8/15/18	173,831.10	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	260.75		
INTEREST	8/15/18	8/15/18	240,000.00	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	338.00		
INTEREST	8/15/18	8/15/18	310,000.00	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	434.00		

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	8/15/18	8/15/18	95,000.00	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	186.04		
INTEREST	8/15/18	8/15/18	90,000.00	084664CK5	BERKSHIRE HATHAWAY INC CORPORATE NOTES	1.30%	8/15/19	585.00		
INTEREST	8/15/18	8/15/18	105,000.00	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	112.88		
INTEREST	8/15/18	8/15/18	250,000.00	44932GAD7	HYUNDAI ABS 2017-B A3	1.77%	1/15/22	368.75		
INTEREST	8/15/18	8/15/18	280,000.00	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	408.33		
INTEREST	8/15/18	8/15/18	100,000.00	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	151.67		
INTEREST	8/15/18	8/15/18	44,369.79	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	57.68		
INTEREST	8/15/18	8/15/18	100,000.00	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	176.67		
INTEREST	8/15/18	8/15/18	160,000.00	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	269.33		
INTEREST	8/15/18	8/15/18	300,000.00	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	437.50		
INTEREST	8/15/18	8/15/18	250,000.00	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	414.58		
INTEREST	8/15/18	8/15/18	260,000.00	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	572.00		
INTEREST	8/15/18	8/15/18	200,000.00	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	321.67		
INTEREST	8/15/18	8/15/18	70,000.00	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	155.17		
INTEREST	8/15/18	8/15/18	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
INTEREST	8/15/18	8/15/18	250,000.00	89237RAD0	TOYOTA ABS 2017-C A3	1.78%	11/15/21	370.83		
INTEREST	8/15/18	8/15/18	75,000.00	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	130.42		
PAYDOWNS	8/15/18	8/15/18	17,710.06	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	17,710.06		0.00
PAYDOWNS	8/15/18	8/15/18	14,365.10	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	14,365.10		0.00
PAYDOWNS	8/15/18	8/15/18	4,278.34	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	4,278.34		0.00
INTEREST	8/16/18	8/16/18	125,000.00	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	293.61		
INTEREST	8/17/18	8/17/18	300,000.00	3135G0N82	FNMA NOTES	1.25%	8/17/21	1,875.00		

CITY OF SANTA FE SPRINGS

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	8/17/18	8/17/18	120,000.00	3135G0N82	FNMA NOTES	1.25%	8/17/21	750.00		
INTEREST	8/17/18	8/17/18	380,000.00	3135G0N82	FNMA NOTES	1.25%	8/17/21	2,375.00		
INTEREST	8/18/18	8/18/18	300,000.00	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	447.50		
INTEREST	8/18/18	8/18/18	300,000.00	857477AS2	STATE STREET CORP NOTES	2.55%	8/18/20	3,825.00		
INTEREST	8/19/18	8/19/18	200,000.00	459200JF9	IBM CORP NOTES	2.25%	2/19/21	2,250.00		
INTEREST	8/20/18	8/20/18	415,000.00	65590ASN7	NORDEA BANK AB NY CD	2.72%	2/20/20	5,581.29		
INTEREST	8/31/18	8/31/18	785,000.00	912828D72	US TREASURY NOTES	2.00%	8/31/21	7,850.00		
INTEREST	8/31/18	8/31/18	600,000.00	912828D72	US TREASURY NOTES	2.00%	8/31/21	6,000.00		
INTEREST	8/31/18	8/31/18	250,000.00	912828B90	US TREASURY NOTES	2.00%	2/28/21	2,500.00		
INTEREST	8/31/18	8/31/18	150,000.00	912828D72	US TREASURY NOTES	2.00%	8/31/21	1,500.00		
INTEREST	9/1/18	9/1/18	175,000.00	69371RN93	PACCAR FINANCIAL CORP NOTES	2.80%	3/1/21	2,504.44		
INTEREST	9/1/18	9/25/18	160,000.00	3137BM6P6	FHLMC MULTIFAMILY STRUCTURED P POOL	3.09%	8/25/22	412.00		
INTEREST	9/1/18	9/25/18	87,185.37	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	129.32		
INTEREST	9/1/18	9/25/18	194,285.48	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	586.79		
INTEREST	9/1/18	9/25/18	101,994.07	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	226.85		
PAYDOWNS	9/1/18	9/25/18	34,426.19	3137BNN26	FHLMC SERIES KP03 A2	1.78%	7/1/19	34,426.19		0.00
PAYDOWNS	9/1/18	9/25/18	5,465.25	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	5,465.25		0.00
PAYDOWNS	9/1/18	9/25/18	1,702.43	3137B5JL8	FHLMC MULTIFAMILY STRUCTURED P	2.66%	2/25/23	1,702.43		0.00
INTEREST	9/3/18	9/3/18	125,000.00	0258M0EE5	AMERICAN EXPRESS CREDIT (CALLABLE) NOTE	2.20%	3/3/20	1,375.00		
INTEREST	9/4/18	9/4/18	450,000.00	90275DHG8	UBS AG STAMFORD CT LT CD	2.90%	3/2/20	6,597.50		
INTEREST	9/4/18	9/4/18	155,000.00	14913Q2A6	CATERPILLAR FINL SERVICE NOTE	1.85%	9/4/20	1,433.75		
INTEREST	9/4/18	9/4/18	40,000.00	25468PDP8	WALT DISNEY COMPANY CORP NOTES	1.95%	3/4/20	390.00		

For the Quarter Ended September 30, 2018

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
BUY	9/4/18	9/7/18	185,000.00	717081EM1	PFIZER INC CORP NOTE	3.00%	9/15/21	(184,750.25)	3.05%	
BUY	9/5/18	9/7/18	125,000.00	9128284X5	UNITED STATES TREASURY NOTES	2.75%	8/31/23	(124,954.17)	2.77%	
SELL	9/5/18	9/7/18	90,000.00	084664CK5	BERKSHIRE HATHAWAY INC CORPORATE NOTES	1.30%	8/15/19	88,970.80	2.63%	(1,073.01)
SELL	9/5/18	9/7/18	105,000.00	713448DR6	PEPSICO INC CORP NOTE	1.55%	5/2/19	104,893.10	2.54%	(646.04)
INTEREST	9/9/18	9/9/18	300,000.00	45950VLQ7	INTERNATIONAL FINANCE CORPORATION NOTE	2.63%	3/9/21	3,798.00		
INTEREST	9/9/18	9/9/18	310,000.00	02665WBG5	AMERICAN HONDA FINANCE CORP NOTES	1.70%	9/9/21	2,635.00		
BUY	9/11/18	9/14/18	75,000.00	88579YBA8	3M COMPANY	3.00%	9/14/21	(74,846.25)	3.07%	
INTEREST	9/12/18	9/12/18	220,000.00	45905UP32	INTL BANK OF RECONSTRUCTION AND DEV NOTE	1.56%	9/12/20	1,718.20		
INTEREST	9/12/18	9/12/18	100,000.00	882508AY0	TEXAS INSTRUMENTS INC (CALLABLE) NOTE	2.75%	3/12/21	1,375.00		
BUY	9/12/18	9/14/18	230,000.00	9128284X5	UNITED STATES TREASURY NOTES	2.75%	8/31/23	(229,112.58)	2.86%	
SELL	9/12/18	9/14/18	205,000.00	717081EB5	PFIZER INC CORP NOTE	1.70%	12/15/19	203,176.07	2.77%	(2,623.93)
SELL	9/12/18	9/14/18	100,000.00	12189TBC7	BURLINGTON NRTH CORP	4.70%	10/1/19	104,009.06	2.86%	(1,457.35)
INTEREST	9/13/18	9/13/18	85,000.00	24422ETQ2	JOHN DEERE CAPITAL CORP NOTES	2.20%	3/13/20	935.00		
INTEREST	9/15/18	9/15/18	100,000.00	14913Q2G3	CATERPILLAR FINANCIAL SERVICES CORP NOTE	2.90%	3/15/21	1,450.00		
INTEREST	9/15/18	9/15/18	260,000.00	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	572.00		
INTEREST	9/15/18	9/15/18	95,000.00	02007MAE0	ALLYA 2018-1 A3	2.35%	6/15/22	186.04		
INTEREST	9/15/18	9/15/18	70,000.00	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	155.17		
INTEREST	9/15/18	9/15/18	125,000.00	63743HER9	NATIONAL RURAL UTIL COOP	2.90%	3/15/21	2,003.82		
INTEREST	9/15/18	9/15/18	159,466.00	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	239.20		
INTEREST	9/15/18	9/15/18	144,157.26	14314WAC5	CARMX ABS 2017-3 A2A	1.64%	9/15/20	197.01		
INTEREST	9/15/18	9/15/18	105,000.00	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	112.88		
INTEREST	9/15/18	9/15/18	250,000.00	44932GAD7	HYUNDAI ABS 2017-B A3	1.77%	1/15/22	368.75		

CITY OF SANTA FE SPRINGS

Portfolio Activity

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
INTEREST	9/15/18	9/15/18	280,000.00	02007FAC9	ALLY ABS 2017-4 A3	1.75%	12/15/21	408.33		
INTEREST	9/15/18	9/15/18	160,000.00	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	404.00		
INTEREST	9/15/18	9/15/18	205,000.00	65478DAD9	NAROT 2018-A A3	2.65%	5/15/22	452.71		
INTEREST	9/15/18	9/15/18	300,000.00	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	437.50		
INTEREST	9/15/18	9/15/18	40,091.45	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	52.12		
INTEREST	9/15/18	9/15/18	300,000.00	91159HHC7	US BANK NA CINCINNATI (CALLABLE) NOTE	3.00%	3/15/22	4,500.00		
INTEREST	9/15/18	9/15/18	100,000.00	65478HAD0	NAROT 2017-C A3	2.12%	4/15/22	176.67		
INTEREST	9/15/18	9/15/18	200,000.00	89238KAD4	TAOT 2017-D A3	1.93%	1/15/22	321.67		
INTEREST	9/15/18	9/15/18	100,000.00	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	151.67		
INTEREST	9/15/18	9/15/18	250,000.00	89237RAD0	TOYOTA ABS 2017-C A3	1.78%	11/15/21	370.83		
INTEREST	9/15/18	9/15/18	250,000.00	02007YAC8	ALLYA 2017-5 A3	1.99%	3/15/22	414.58		
INTEREST	9/15/18	9/15/18	240,000.00	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	338.00		
INTEREST	9/15/18	9/15/18	310,000.00	43811BAC8	HONDA ABS 2017-2 A3	1.68%	8/15/21	434.00		
INTEREST	9/15/18	9/15/18	75,000.00	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	195.63		
PAYDOWNS	9/15/18	9/15/18	2,186.75	44891EAC3	HYUNDAI ABS 2016-B A3	1.29%	4/15/21	2,186.75		0.00
PAYDOWNS	9/15/18	9/15/18	17,473.58	14314WAC5	CARMAX ABS 2017-3 A2A	1.64%	9/15/20	17,473.58		0.00
PAYDOWNS	9/15/18	9/15/18	15,096.37	14314RAH5	CARMX 2017-4 A2A	1.80%	4/15/21	15,096.37		0.00
PAYDOWNS	9/15/18	9/15/18	4,344.65	44930UAD8	HYUNDAI ABS 2016-A A3	1.56%	9/15/20	4,344.65		0.00
INTEREST	9/16/18	9/16/18	125,000.00	36962G4R2	GENERAL ELECTRIC CAPITAL CORP CORP NOTE	4.37%	9/16/20	2,734.38		
INTEREST	9/16/18	9/16/18	125,000.00	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	314.58		
INTEREST	9/18/18	9/18/18	300,000.00	43814PAC4	HAROT 2017-3 A3	1.79%	9/18/21	447.50		
BUY	9/18/18	9/21/18	85,000.00	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	(84,992.82)	3.41%	

For the Quarter Ended September 30, 2018

Portfolio Activity

CITY OF SANTA FE SPRINGS

Tran. Type	Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield	Realized G/L (BV)
BUY	9/18/18	9/26/18	60,000.00	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	(59,995.26)	3.19%	
INTEREST	9/20/18	9/20/18	300,000.00	17305EGH2	CCCIT 2017-A9 A9	1.80%	9/20/21	2,700.00		
BUY	9/20/18	9/21/18	220,000.00	9128284X5	UNITED STATES TREASURY NOTES	2.75%	8/31/23	(218,340.03)	2.95%	
SELL	9/20/18	9/21/18	110,000.00	458140AZ3	INTEL CORP NOTES	1.85%	5/11/20	109,000.16	2.84%	(1,711.58)
SELL	9/20/18	9/21/18	185,000.00	037833CS7	APPLE INC BONDS	1.80%	5/11/20	183,087.10	2.86%	(3,011.06)
INTEREST	9/22/18	9/22/18	260,000.00	904764AZ0	UNILEVER CAPITAL CORP NOTES	2.75%	3/22/21	3,575.00		
INTEREST	9/25/18	9/25/18	300,000.00	06539RGM3	MUFG BANK LTD/NY CERT DEPOS	2.07%	9/25/19	6,261.75		
INTEREST	9/30/18	9/30/18	250,000.00	912828W89	US TREASURY NOTES	1.87%	3/31/22	2,343.75		
INTEREST	9/30/18	9/30/18	625,000.00	912828L57	US TREASURY NOTES	1.75%	9/30/22	5,468.75		
INTEREST	9/30/18	9/30/18	600,000.00	912828W89	US TREASURY NOTES	1.87%	3/31/22	5,625.00		
TOTALS								56,783.28		(38,155.59)

Portfolio Holdings

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 01/31/2016 1.375% 01/31/2021	912828N89	1,000,000.00	AA+	Aaa	5/26/2016	5/27/2016	1,000,781.25	1.36	2,316.58	1,000,398.15	966,680.00
US TREASURY NOTES DTD 02/28/2014 2.000% 02/28/2021	912828B90	250,000.00	AA+	Aaa	10/3/2016	10/5/2016	259,101.56	1.15	428.18	255,047.48	244,990.25
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828Q78	250,000.00	AA+	Aaa	12/1/2016	12/5/2016	245,029.30	1.85	1,438.52	247,038.24	240,781.25
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828Q78	1,000,000.00	AA+	Aaa	6/8/2017	6/9/2017	990,273.44	1.63	5,754.08	993,482.67	963,125.00
US TREASURY NOTES DTD 06/30/2014 2.125% 06/30/2021	912828WR7	550,000.00	AA+	Aaa	6/26/2017	6/28/2017	560,033.20	1.65	2,953.63	556,951.37	539,107.25
US TREASURY N/B DTD 07/31/2014 2.250% 07/31/2021	912828WY2	315,000.00	AA+	Aaa	11/22/2016	11/23/2016	321,693.75	1.78	1,194.09	319,111.09	309,585.78
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	150,000.00	AA+	Aaa	7/5/2017	7/7/2017	151,101.56	1.82	256.91	150,783.20	146,332.05
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	600,000.00	AA+	Aaa	4/3/2017	4/5/2017	604,781.25	1.81	1,027.62	603,210.09	585,328.20
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	785,000.00	AA+	Aaa	1/3/2017	1/5/2017	787,514.45	1.93	1,344.48	786,607.17	765,804.40
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	1,200,000.00	AA+	Aaa	8/31/2017	9/1/2017	1,181,250.00	1.64	6,277.17	1,186,005.47	1,142,203.20
US TREASURY NOTES DTD 12/01/2014 1.875% 11/30/2021	912828G53	525,000.00	AA+	Aaa	8/1/2017	8/3/2017	528,219.73	1.73	3,308.15	527,381.89	508,983.30
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	250,000.00	AA+	Aaa	12/7/2017	12/8/2017	247,734.38	2.10	12.88	248,148.72	241,425.75
US TREASURY NOTES DTD 03/31/2017 1.875% 03/31/2022	912828W89	600,000.00	AA+	Aaa	12/1/2017	12/5/2017	595,148.44	2.07	30.91	596,043.76	579,421.80
US TREASURY N/B NOTES DTD 06/30/2015 2.125% 06/30/2022	912828XG0	600,000.00	AA+	Aaa	5/21/2018	5/22/2018	583,335.94	2.85	3,222.15	584,732.42	583,125.00
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	912828P4	500,000.00	AA+	Aaa	11/1/2017	11/3/2017	497,207.03	2.00	1,579.48	497,728.05	481,074.00

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 09/30/2015 1.750% 09/30/2022	912828L57	625,000.00	AA+	Aaa	1/2/2018	1/3/2018	611,596.68	2.23	30.05	613,609.24	597,241.25
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	1,000,000.00	AA+	Aaa	6/4/2018	6/6/2018	956,171.88	2.76	2,948.37	959,033.41	951,680.00
US TREASURY N/B NOTES DTD 07/02/2018 2.625% 06/30/2023	9128284U1	500,000.00	AA+	Aaa	7/3/2018	7/6/2018	496,816.41	2.76	3,316.92	496,958.91	492,890.50
UNITED STATES TREASURY NOTES DTD 08/31/2018 2.750% 08/31/2023	9128284X5	125,000.00	AA+	Aaa	9/5/2018	9/7/2018	124,887.70	2.77	294.37	124,889.16	123,906.25
UNITED STATES TREASURY NOTES DTD 08/31/2018 2.750% 08/31/2023	9128284X5	220,000.00	AA+	Aaa	9/20/2018	9/21/2018	217,989.06	2.95	518.09	217,999.71	218,075.00
UNITED STATES TREASURY NOTES DTD 08/31/2018 2.750% 08/31/2023	9128284X5	230,000.00	AA+	Aaa	9/12/2018	9/14/2018	228,867.97	2.86	541.64	228,878.16	227,987.50
Security Type Sub-Total		11,275,000.00					11,189,534.98	2.01	38,794.27	11,194,038.36	10,909,747.73
Supra-National Agency Bond / Note											
INTER-AMERICAN DEVEL BK NOTE DTD 04/12/2017 1.625% 05/12/2020	4581X0CX4	210,000.00	AAA	Aaa	4/5/2017	4/12/2017	209,502.30	1.70	1,317.60	209,735.77	205,890.93
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	220,000.00	AAA	Aaa	9/12/2017	9/19/2017	219,472.00	1.64	181.25	219,652.00	214,221.26
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	275,000.00	AAA	Aaa	10/2/2017	10/10/2017	277,549.00	1.81	2,305.03	276,758.45	270,496.88
INTERNATIONAL FINANCE CORPORATION NOTE DTD 01/25/2018 2.250% 01/25/2021	45950KCM0	230,000.00	AAA	Aaa	1/18/2018	1/25/2018	229,323.80	2.35	948.75	229,473.83	226,354.73
INTERNATIONAL FINANCE CORPORATION NOTE DTD 03/16/2018 2.635% 03/09/2021	45950VLQ7	300,000.00	AAA	Aaa	3/9/2018	3/16/2018	299,775.00	2.66	483.08	299,813.81	297,288.00

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Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Supra-National Agency Bond / Note											
INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	380,000.00	AAA	Aaa	4/12/2018	4/19/2018	379,164.00	2.70	4,488.75	379,285.23	376,547.70
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	290,000.00	AAA	Aaa	7/18/2018	7/25/2018	289,321.40	2.83	1,462.08	289,361.41	288,209.54
Security Type Sub-Total		1,905,000.00					1,904,107.50	2.32	11,186.54	1,904,080.50	1,879,009.04
Federal Agency Collateralized Mortgage Obligation											
FHLMC SERIES KP03 A2 DTD 04/01/2016 1.780% 07/01/2019	3137BNN26	52,759.18	AA+	Aaa	4/15/2016	4/28/2016	53,285.51	1.10	78.26	52,822.49	52,366.93
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	188,820.23	AA+	Aaa	4/11/2018	4/30/2018	192,576.05	2.27	560.17	192,164.30	190,601.37
FHLMC MULTIFAMILY STRUCTURED P POOL DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	160,000.00	AA+	Aaa	4/4/2018	4/9/2018	161,362.50	2.61	412.00	161,193.92	159,470.70
FHLMC MULTIFAMILY STRUCTURED P DTD 11/01/2013 2.669% 02/25/2023	3137B5JL8	100,291.64	AA+	Aaa	6/13/2018	6/18/2018	99,778.42	2.81	223.07	99,795.17	99,329.02
Security Type Sub-Total		501,871.05					507,002.48	2.36	1,273.50	505,975.88	501,768.02
Federal Agency Bond / Note											
FNMA BENCHMARK NOTE DTD 05/16/2016 1.250% 05/06/2021	3135G0K69	200,000.00	AA+	Aaa	8/1/2016	8/2/2016	200,850.00	1.16	1,006.94	200,469.81	191,873.20
FANNIE MAE NOTES DTD 06/25/2018 2.750% 06/22/2021	3135G0U35	370,000.00	AA+	Aaa	6/22/2018	6/25/2018	369,914.90	2.76	2,713.33	369,921.97	368,213.27
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	300,000.00	AA+	Aaa	9/1/2016	9/2/2016	298,164.00	1.38	458.33	298,919.54	286,570.50
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	380,000.00	AA+	Aaa	8/17/2016	8/19/2016	378,461.00	1.33	580.56	379,100.82	362,989.30

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Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	120,000.00	AA+	Aaa	8/17/2016	8/19/2016	119,589.48	1.32	183.33	119,760.18	114,628.20
FANNIE MAE NOTES DTD 04/10/2017 1.875% 04/05/2022	3135G0T45	400,000.00	AA+	Aaa	4/6/2017	4/10/2017	398,204.00	1.97	3,666.67	398,716.80	385,867.20
Security Type Sub-Total		1,770,000.00					1,765,183.38	1.77	8,609.16	1,766,889.12	1,710,141.67
Corporate Note											
HONEYWELL INTERNATIONAL CORP NOTES DTD 10/30/2017 1.800% 10/30/2019	438516BQ8	85,000.00	A	A2	10/23/2017	10/30/2017	84,933.70	1.84	641.75	84,963.89	84,167.68
CITIGROUP INC (CALLABLE) CORP NOTE DTD 01/10/2017 2.450% 01/10/2020	172967LF6	100,000.00	BBB+	Baa1	1/4/2017	1/10/2017	99,960.00	2.46	551.25	99,982.65	99,127.00
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	125,000.00	A-	A2	2/28/2017	3/3/2017	124,870.00	2.24	213.89	124,937.31	123,600.00
WALT DISNEY COMPANY CORP NOTES DTD 03/06/2017 1.950% 03/04/2020	25468PDP8	40,000.00	A+	A2	3/1/2017	3/6/2017	39,989.60	1.96	58.50	39,994.97	39,455.96
JOHN DEERE CAPITAL CORP NOTES DTD 03/15/2017 2.200% 03/13/2020	24422ETQ2	85,000.00	A	A2	3/10/2017	3/15/2017	84,933.70	2.23	93.50	84,967.32	83,945.58
WALT DISNEY COMPANY CORP NOTES DTD 06/06/2017 1.800% 06/05/2020	25468PDU7	300,000.00	A+	A2	6/1/2017	6/6/2017	299,652.00	1.84	1,740.00	299,802.87	294,326.70
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BQ4	100,000.00	A	A2	5/24/2017	6/5/2017	99,942.00	1.82	580.00	99,967.19	98,401.50
CISCO SYSTEMS INC CORP NOTES DTD 06/17/2015 2.450% 06/15/2020	17275RAX0	300,000.00	AA-	A1	6/6/2017	6/9/2017	305,832.00	1.79	2,164.17	303,334.92	297,621.90
JOHN DEERE CAPITAL CORP NOTES DTD 06/22/2017 1.950% 06/22/2020	24422ETS8	120,000.00	A	A2	6/19/2017	6/22/2017	119,926.80	1.97	643.50	119,957.40	117,870.12

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Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
STATE STREET CORP NOTES DTD 08/18/2015 2.550% 08/18/2020	857477AS2	300,000.00	A	A1	6/8/2017	6/13/2017	305,550.00	1.95	913.75	303,324.57	297,688.20
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	14913Q2A6	155,000.00	A	A3	9/5/2017	9/7/2017	154,869.80	1.88	215.06	154,915.33	151,241.87
GENERAL ELECTRIC CAPITAL CORP CORP NOTE DTD 09/16/2010 4.375% 09/16/2020	36962G4R2	125,000.00	A	A2	8/30/2017	8/31/2017	134,350.00	1.84	227.86	131,079.35	127,704.25
THE PROCTER & GAMBLE CO CORP NOTES DTD 10/25/2017 1.900% 10/23/2020	742718FA2	85,000.00	AA-	Aa3	10/23/2017	10/25/2017	84,869.95	1.95	708.81	84,909.66	83,175.73
JOHNSON & JOHNSON CORP NOTE DTD 11/10/2017 1.950% 11/10/2020	478160CH5	65,000.00	AAA	Aaa	11/8/2017	11/10/2017	64,930.45	1.99	496.44	64,950.70	63,686.29
PACCAR FINANCIAL CORP NOTES DTD 11/13/2017 2.050% 11/13/2020	69371RN85	85,000.00	A+	A1	11/6/2017	11/13/2017	84,992.35	2.05	667.96	84,994.56	82,997.40
APPLE INC DTD 11/13/2017 2.000% 11/13/2020	037833DJ6	300,000.00	AA+	Aa1	11/6/2017	11/13/2017	299,748.00	2.03	2,300.00	299,820.66	294,660.90
VISA INC (CALLABLE) CORP NOTES DTD 12/14/2015 2.200% 12/14/2020	92826CAB8	150,000.00	A+	A1	8/25/2017	8/30/2017	151,650.00	1.85	980.83	151,103.09	147,404.40
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	310,000.00	AA	Aa2	10/11/2017	10/20/2017	309,550.50	1.95	1,734.28	309,680.63	303,401.65
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	155,000.00	A-	A2	10/23/2017	10/26/2017	154,928.70	2.17	555.42	154,946.93	151,282.64
IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	100,000.00	A+	A1	2/1/2018	2/6/2018	99,951.00	2.67	412.22	99,961.32	98,873.30
IBM CORP NOTES DTD 02/19/2016 2.250% 02/19/2021	459200JF9	200,000.00	A+	A1	6/8/2017	6/13/2017	202,028.00	1.96	525.00	201,330.27	195,962.00
PACCAR FINANCIAL CORP NOTES DTD 02/27/2018 2.800% 03/01/2021	69371RN93	175,000.00	A+	A1	2/22/2018	2/27/2018	174,914.25	2.82	408.33	174,930.94	173,181.58

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Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
TEXAS INSTRUMENTS INC (CALLABLE) NOTE DTD 03/12/2014 2.750% 03/12/2021	882508AY0	100,000.00	A+	A1	4/27/2017	5/4/2017	102,279.00	2.13	145.14	101,450.43	99,248.60
CATERPILLAR FINANCIAL SERVICES CORP NOTE DTD 03/15/2018 2.900% 03/15/2021	14913Q2G3	100,000.00	A	A3	3/12/2018	3/15/2018	99,946.00	2.92	128.89	99,955.46	99,291.60
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	125,000.00	A	A2	2/21/2018	2/26/2018	124,861.25	2.94	161.11	124,888.68	124,130.00
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	260,000.00	A+	A1	3/19/2018	3/22/2018	258,671.40	2.93	178.75	258,895.69	257,494.64
UNITED PARCEL SERVICE CORPORATE BOND DTD 11/14/2017 2.050% 04/01/2021	911312BP0	175,000.00	A+	A1	11/9/2017	11/14/2017	174,723.50	2.10	1,793.75	174,792.39	170,409.40
TOYOTA MOTOR CREDIT CORP NOTES DTD 04/13/2018 2.950% 04/13/2021	89236TEU5	180,000.00	AA-	Aa3	4/10/2018	4/13/2018	179,928.00	2.96	2,478.00	179,938.79	179,175.06
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	200,000.00	A-	A3	6/8/2017	6/13/2017	201,422.00	2.43	2,362.50	200,958.69	196,789.40
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	200,000.00	BBB+	A3	6/8/2017	6/13/2017	200,510.00	2.43	2,222.22	200,345.37	195,411.20
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	100,000.00	BBB+	A3	2/13/2018	2/15/2018	98,320.00	3.06	1,111.11	98,640.57	97,705.60
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	125,000.00	A	A1	5/3/2018	5/10/2018	124,913.75	3.12	1,517.71	124,924.80	124,952.38
AMERICAN EXPRESS CO DTD 05/17/2018 3.375% 05/17/2021	025816BU2	200,000.00	BBB+	A3	5/14/2018	5/17/2018	199,966.00	3.38	2,512.50	199,970.04	200,117.00
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	190,000.00	A	A2	5/17/2018	5/22/2018	189,994.30	3.25	2,212.71	189,994.87	190,023.56
BRANCH BANKING & TRUST CORP NOTES DTD 06/05/2018 3.200% 09/03/2021	05531FBD4	55,000.00	A-	A2	5/31/2018	6/5/2018	54,934.55	3.24	567.11	54,942.49	54,674.24

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Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
AMERICAN HONDA FINANCE CORP NOTES DTD 09/09/2016 1.700% 09/09/2021	02665WBG5	310,000.00	A+	A2	9/9/2016	9/14/2016	307,882.70	1.84	322.06	308,728.95	296,866.23
3M COMPANY DTD 09/14/2018 3.000% 09/14/2021	88579YBA8	75,000.00	AA-	A1	9/11/2018	9/14/2018	74,846.25	3.07	106.25	74,848.58	74,872.58
PFIZER INC CORP NOTE DTD 09/07/2018 3.000% 09/15/2021	717081EM1	185,000.00	AA	A1	9/4/2018	9/7/2018	184,750.25	3.05	370.00	184,755.66	184,958.93
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	65,000.00	A-	A3	9/13/2017	9/18/2017	65,000.00	2.33	756.60	65,000.00	63,592.95
JOHN DEERE CAPITAL CORP NOTES DTD 01/06/2017 2.650% 01/06/2022	24422ETL3	100,000.00	A	A2	3/10/2017	3/15/2017	99,559.00	2.75	625.69	99,695.95	97,983.40
US BANK NA CINCINNATI (CALLABLE) NOTE DTD 03/02/2012 3.000% 03/15/2022	91159HHC7	300,000.00	A+	A1	6/8/2017	6/13/2017	309,087.00	2.32	400.00	306,661.09	296,685.30
GOLDMAN SACHS GROUP INC (CALLABLE) NOTE DTD 01/26/2017 3.000% 04/26/2022	38141GWC4	305,000.00	BBB+	A3	6/8/2017	6/13/2017	308,412.95	2.75	3,939.58	307,309.13	298,818.87
UNITED PARCEL SERVICE (CALLABLE) NOTES DTD 05/16/2017 2.350% 05/16/2022	911312BC9	310,000.00	A+	A1	6/8/2017	6/13/2017	312,979.10	2.14	2,731.88	312,211.34	299,544.63
Security Type Sub-Total		7,120,000.00					7,155,359.80	2.34	43,476.08	7,142,765.50	7,012,522.22
Certificate of Deposit											
SUMITOMO MITSUI BANK NY CD DTD 05/04/2017 2.050% 05/03/2019	86563YVN0	420,000.00	A-1	P-1	5/3/2017	5/4/2017	420,000.00	2.05	3,611.42	420,000.00	418,923.96
SKANDINAV ENSKILDA BANKEN NY CD DTD 08/04/2017 1.840% 08/02/2019	83050FXT3	600,000.00	A-1	P-1	8/3/2017	8/4/2017	599,766.00	1.85	1,840.00	599,901.97	596,112.00
MUFG BANK LTD/NY CERT DEPOS DTD 09/27/2017 2.070% 09/25/2019	06539RGM3	300,000.00	A-1	P-1	9/25/2017	9/27/2017	300,000.00	2.07	103.50	300,000.00	297,536.70

CITY OF SANTA FE SPRINGS

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	300,000.00	A	A1	2/7/2018	2/8/2018	300,000.00	2.67	5,184.25	300,000.00	299,866.50
NORDEA BANK AB NY CD DTD 02/22/2018 2.720% 02/20/2020	65590ASN7	415,000.00	AA-	Aa3	2/20/2018	2/22/2018	415,000.00	2.72	1,285.58	415,000.00	413,285.64
UBS AG STAMFORD CT LT CD DTD 03/06/2018 2.900% 03/02/2020	90275DHG8	450,000.00	A+	Aa2	3/2/2018	3/6/2018	450,000.00	2.93	978.75	450,000.00	451,077.30
CREDIT AGRICOLE CIB NY FLT CERT DEPOS DTD 04/10/2018 2.884% 04/10/2020	22532XHT8	310,000.00	A	A1	4/6/2018	4/10/2018	310,000.00	2.85	2,002.25	310,000.00	310,595.20
BANK OF NOVA SCOTIA HOUSTON CD DTD 06/07/2018 3.080% 06/05/2020	06417GU22	300,000.00	A+	Aa2	6/5/2018	6/7/2018	299,886.00	3.10	2,926.00	299,903.50	301,448.70
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	300,000.00	A+	Aa2	8/1/2018	8/3/2018	300,000.00	3.23	1,568.42	300,000.00	299,615.10
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	540,000.00	AA-	Aa3	8/3/2017	8/7/2017	540,000.00	2.05	1,660.50	540,000.00	532,248.84
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	300,000.00	AA-	Aa2	11/16/2017	11/17/2017	300,000.00	2.30	2,610.50	300,000.00	294,095.70
Security Type Sub-Total		4,235,000.00					4,234,652.00	2.46	23,771.17	4,234,805.47	4,214,805.64
Asset-Backed Security / Collateralized Mortgage Obligation											
HYUNDAI ABS 2016-A A3 DTD 03/30/2016 1.560% 09/15/2020	44930UAD8	35,746.80	AAA	Aaa	3/22/2016	3/30/2016	35,739.86	1.57	24.78	35,744.11	35,605.84
CARMAX ABS 2017-3 A2A DTD 07/26/2017 1.640% 09/15/2020	14314WAC5	126,683.68	AAA	NR	7/18/2017	7/26/2017	126,681.71	1.64	92.34	126,682.43	126,279.41
HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	102,813.25	AAA	Aaa	9/14/2016	9/21/2016	102,799.41	1.30	58.95	102,806.17	101,848.76

CITY OF SANTA FE SPRINGS

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security / Collateralized Mortgage Obligation											
CARMX 2017-4 A2A DTD 10/25/2017 1.800% 04/15/2021	14314RAH5	144,369.63	AAA	NR	10/17/2017	10/25/2017	144,359.03	1.79	115.50	144,361.76	143,720.15
GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	60,000.00	AAA	Aaa	9/18/2018	9/26/2018	59,995.26	3.19	26.50	59,995.28	60,008.75
HONDA ABS 2017-2 A3 DTD 06/27/2017 1.680% 08/15/2021	43811BAC8	310,000.00	AAA	Aaa	6/20/2017	6/27/2017	309,973.19	1.68	231.47	309,981.05	306,107.61
HAROT 2017-3 A3 DTD 09/29/2017 1.790% 09/18/2021	43814PAC4	300,000.00	AAA	NR	9/25/2017	9/29/2017	299,967.51	1.94	193.92	299,975.38	295,721.94
CCCIT 2017-A9 A9 DTD 10/02/2017 1.800% 09/20/2021	17305EGH2	300,000.00	AAA	NR	9/25/2017	10/2/2017	299,977.65	1.80	165.00	299,983.05	297,055.11
JOHN DEERE ABS 2017-B A3 DTD 07/15/2017 1.820% 10/15/2021	47788BAD6	100,000.00	NR	Aaa	7/11/2017	7/18/2017	99,992.68	1.82	80.89	99,994.56	98,629.80
NISSAN ABS 2017-B A3 DTD 08/23/2017 1.750% 10/15/2021	65478GAD2	300,000.00	NR	Aaa	8/16/2017	8/23/2017	299,983.23	1.75	233.33	299,987.56	295,624.17
FORD ABS 2017-B A3 DTD 06/27/2017 1.690% 11/15/2021	34531HAD1	240,000.00	AAA	Aaa	6/20/2017	6/27/2017	239,989.32	1.69	180.27	239,992.29	236,306.04
TOYOTA ABS 2017-C A3 DTD 08/02/2017 1.780% 11/15/2021	89237RAD0	250,000.00	AAA	Aaa	7/25/2017	8/2/2017	249,980.08	2.00	197.78	249,985.50	245,951.40
ALLY ABS 2017-4 A3 DTD 08/23/2017 1.750% 12/15/2021	02007FAC9	280,000.00	AAA	NR	8/15/2017	8/23/2017	279,996.39	1.75	217.78	279,997.32	276,755.33
FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	85,000.00	NR	Aaa	9/18/2018	9/21/2018	84,992.82	3.41	75.32	84,992.88	84,995.10
TAOT 2017-D A3 DTD 11/15/2017 1.930% 01/15/2022	89238KAD4	200,000.00	AAA	Aaa	11/7/2017	11/15/2017	199,981.56	2.26	171.56	199,985.33	196,619.04
HYUNDAI ABS 2017-B A3 DTD 08/16/2017 1.770% 01/15/2022	44932GAD7	250,000.00	AAA	Aaa	8/9/2017	8/16/2017	249,956.68	1.78	196.67	249,967.39	246,048.95
HAROT 2018-1 A3 DTD 02/28/2018 2.640% 02/15/2022	43814UAC3	260,000.00	AAA	Aaa	2/22/2018	2/28/2018	259,966.38	2.65	305.07	259,971.11	258,162.68
ALLYA 2017-5 A3 DTD 11/22/2017 1.990% 03/15/2022	02007YAC8	250,000.00	AAA	Aaa	11/14/2017	11/22/2017	249,980.60	1.99	221.11	249,984.33	246,621.65

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security / Collateralized Mortgage Obligation											
NAROT 2017-C A3 DTD 12/13/2017 2.120% 04/15/2022	65478HAD0	100,000.00	NR	Aaa	12/6/2017	12/13/2017	99,983.09	2.13	94.22	99,987.02	98,544.12
JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	70,000.00	NR	Aaa	2/21/2018	2/28/2018	69,994.97	2.66	82.76	69,995.66	69,486.59
NAROT 2018-A A3 DTD 02/28/2018 2.650% 05/15/2022	65478DAD9	205,000.00	AAA	Aaa	2/21/2018	2/28/2018	204,976.57	2.66	241.44	204,979.69	203,630.56
ALLYA 2018-1 A3 DTD 01/31/2018 2.350% 06/15/2022	02007MAE0	95,000.00	AAA	NR	1/23/2018	1/31/2018	94,989.02	2.32	99.22	94,990.59	94,137.25
MBART 2018-1 A3 DTD 07/25/2018 3.030% 01/15/2023	58772RAD6	160,000.00	AAA	Aaa	7/17/2018	7/25/2018	159,993.86	3.03	215.47	159,994.17	159,807.71
CCCIT 2018-A1 A1 DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	300,000.00	NR	Aaa	1/25/2018	1/31/2018	299,958.48	2.54	1,473.25	299,964.42	295,853.31
GMCAR 2018-3 A3 DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	125,000.00	AAA	NR	7/11/2018	7/18/2018	124,970.85	3.03	157.29	124,972.02	124,760.93
CARMAX AUTO OWNER TRUST DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	75,000.00	AAA	NR	7/18/2018	7/25/2018	74,989.78	3.36	104.33	74,990.15	74,999.06
Security Type Sub-Total		4,724,613.36					4,724,169.98	2.12	5,256.22	4,724,261.22	4,673,281.26
Managed Account Sub Total		31,531,484.41					31,480,010.12	2.17	132,366.94	31,472,816.05	30,901,275.58
Money Market Mutual Fund											
PFM Funds - Govt Select, Instl CI		52,339.19	AAAm	NR			52,339.19		0.00	52,339.19	52,339.19
Money Market Sub Total		52,339.19					52,339.19		0.00	52,339.19	52,339.19
Securities Sub-Total		\$31,583,823.60					\$31,532,349.31	2.17%	\$132,366.94	\$31,525,155.24	\$30,953,614.77
Accrued Interest											\$132,366.94
Total Investments											\$31,085,981.71

Bolded items are forward settling trades.

IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Portfolio Earnings

Quarter-Ended September 30, 2018

	Market Value Basis	Accrual (Amortized Cost) Basis
Beginning Value (06/30/2018)	\$30,850,012.45	\$31,396,379.12
Net Purchases/Sales	\$166,001.73	\$166,001.73
Change in Value	(\$62,399.41)	(\$37,225.61)
Ending Value (09/30/2018)	\$30,953,614.77	\$31,525,155.24
Interest Earned	\$166,005.89	\$166,005.89
Portfolio Earnings	\$103,606.48	\$128,780.28

**City of Santa Fe Springs***City Council Meeting**December 13, 2018***CONSENT AGENDA**Authorize the Disposal of Surplus Equipment by Way of Public Auction**RECOMMENDATION**

Authorize the disposal of various obsolete equipment at public auction.

BACKGROUND

There are a number of items that are obsolete and need to be declared as surplus goods and disposed of by way of public auction.

The following is a list of obsolete equipment.

- (3) Pallets of IT parts. (i.e.; monitors, cpu's, & printers)
- (4) 20th century style video game consoles
- (1) Commercial refrigerator
- (1) Pallet of vehicle maintenance parts
- (2) Pallets of office furniture

FISCAL IMPACT

Auction sale proceeds are recognized as applied revenue in department budget accounts.

A handwritten signature in black ink, appearing to read "Raymond R. Cruz".

Raymond R. Cruz
City Manager



City of Santa Fe Springs

City Council Meeting

December 13, 2018

CONSENT AGENDA

Community Facilities District No. 2004-1 (Bloomfield-Florence) – Annual Special Tax Levy Report for Fiscal Year 2017-18

RECOMMENDATION


That the City Council receive and file the Special Tax Levy Annual Report for Community Facilities District 2004-1 for Fiscal Year 2017-18.

BACKGROUND

The Mello-Roos Community Facilities Act of 1982 requires that an annual special tax levy report be prepared for each Community Facilities District (CFD). This report must detail the special taxes that are levied within a CFD and any construction activity at the time the report is prepared. The methodology and amounts to be levied were established at the time the CFD was formed.

FISCAL IMPACT

Repayment of the bonds and payment of services are secured by the special taxes levied on all property within the CFD, other than those properties that are exempt as provided in the respective rate and method of apportionment. Annual administrative expenses are also funded through the annual special tax levy.


Raymond R. Cruz
City Manager

Attachments:

Special Tax Levy Annual Report for CFD 2004-1 for Fiscal Year 2017-18





Special Tax Levy Annual Report

for

**City of Santa Fe Springs
Community Facilities District No. 2004-1
(Bloomfield-Florence)**

Fiscal Year 2017-18

**Submitted to:
City of Santa Fe Springs
Los Angeles County, California**

November 12, 2018



Harris & Associates

**CITY OF SANTA FE SPRINGS
COMMUNITY FACILITIES DISTRICT NO. 2004-1
(Bloomfield-Florence)**

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APPENDIX

Exhibit A	Boundary Map
Exhibit B	Amended and Restated Rate and Method of Apportionment of the Special Tax
Exhibit C	Reimbursement Agreement
Exhibit D	Debt Service Schedule
Exhibit E	Special Tax Roll

INTRODUCTION

The City Council of the City of Santa Fe Springs established Community Facilities District No. 2004-1 (Bloomfield-Florence) ("CFD", "CFD No. 2004-1", or the "District") for the purpose of constructing, maintaining and the administration of certain public improvements. The District established a Rate and Method of Apportionment of Special Tax and a Payment Agreement as shown in the Appendix as Exhibit B.

A map showing the boundaries of CFD No. 2004-1 is included in the Appendix as Exhibit A. In compliance with the proceedings governing the formation of CFD No. 2004-1, the special tax has been levied on each assessable parcel within the District according to the provisions of the Rate and Method of Apportionment of Special Taxes as shown in the Appendix as Exhibit B.

The City of Santa Fe Springs granted the Development Plan Approval ("DPA No. 778-785") authorizing the principle sum of \$700,000 on February 26, 2004. The Payment Agreement that was provided for in the DPA established a 15-year, fully amortized repayment schedule with interest accruing from the date of the loan.

The payments should have commenced in Fiscal Year 2004-05 and continued until Fiscal Year 2018-19. As of the close of Fiscal Year 2009-10, no payments had been received from the property owners in CFD 2004-1.

It was determined by the City Finance Department and legal counsel to amend the Rate and Method of Apportionment with a revised Payment Schedule to begin collecting payments commencing in Fiscal Year 2011-12. The Amended and Restated Rate and Method of Apportionment of Special Tax was approved in a property owner special election on July 14, 2011. Prior to Amending the District, the property owners were offered the option of paying off their portion of the loan interest free (including unpaid interest).

In March 2016, parcel 8011-016-026 paid off their lien. The debt schedule and tables in this report have been revised to reflect that change.

Payment Summary

Total Original Principal Amount	\$700,000
Total Liens Paid	\$485,862
Remaining Principal Balance	\$214,138
Interest Rate (annual)	5.75%
Repayment Term (in years)	15.00

Building No.	Assessor's Parcel No.	Bldg SqFt	% of Total	Original Principal Amount Per Bldg	Liens Paid To-Date	Principal Paid-to-Date *	Remaining Principal *
1	8011-016-026	19,973	5.32%	\$37,229.32	\$37,229.32	\$0.00	\$0.00
2	8011-016-027	112,014	29.83%	\$208,792.14	\$0.00	\$62,313.46	\$146,478.68
3	8011-016-030	26,573	7.08%	\$49,531.61	\$49,531.61	\$0.00	\$0.00
4	8011-016-033	35,384	9.42%	\$65,955.16	\$0.00	\$19,684.14	\$46,271.02
5	8011-016-034	16,356	4.36%	\$30,487.30	\$0.00	\$9,098.85	\$21,388.45
6	8011-016-035	21,399	5.70%	\$39,887.36	\$39,887.36	\$0.00	\$0.00
7	8011-016-036	45,964	12.24%	\$85,676.09	\$85,676.09	\$0.00	\$0.00
8	8011-016-903	97,877	26.06%	\$182,441.02	\$182,441.02	\$0.00	\$0.00
Total		375,540	100.00%	\$700,000.00	\$394,765.40	\$91,096.45	\$214,138.15

* Principal paid-to-date and remaining principal are through the April 2016 Payment.

The Special Taxes as hereinafter defined shall be levied on all remaining Assessor's Parcels in CFD No. 2004-1 and collected each Fiscal Year commencing in Fiscal Year 2011-12, in the amounts determined as described below. All of the real property in CFD No. 2004-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

The City agreed to waive the interest and administrative cost associated with the District for the years prior to Fiscal Year 2011-12.

I. FACILITIES AND SERVICES FINANCED BY THE DISTRICT

The public facilities financed by CFD No. 2004-1 include all or a portion of design, construction, indirect costs (fees) and administration relating to the following improvements: the installation of a new traffic signal and a reclaimed water line to serve the area within the boundaries of CFD No. 2004-1, together with appurtenances and appurtenant work. All improvements are complete.

Development Status

Construction has been complete since 2005. The total Assessed Value and number of properties sold since 2004 are shown in the following table.

**TABLE 1
PARCEL STATUS**

	Total Parcels	Total Assessed Value	Properties Sold Since
	2017-18	2017-18	2004
Developed Non-Residential Property	8	\$ 36,159,530	0
Undeveloped Non-Residential Property	0	\$ -	0
Total	8	\$ 36,159,530	0

II. IMPROVEMENT AREA

The Rate and Method of Apportionment of the Special Tax for Services establishes the apportionment of Special Taxes for Capital Improvements.

Each Fiscal Year, each developed parcel of land within the Special Tax for Services area shall be subject to Special Taxes in accordance with the Rate and Method of Apportionment (RMA).

The Special Tax amount attributed to each parcel is apportioned by the relative square footage of the building on each property. As of the date the District was amended and Restated in July 2011, all the development was complete and the annualized tax schedule commenced for each property according to the revised payment schedule. The following table represents the revised annualized tax schedule after applying the paid lien in 2016.

TABLE 2

COMMUNITY FACILITIES DISTRICT

Address	Bldg SF	Total Obligation	Amortized Annual Expense	Amortized Annual Exp./SF
12661 Corral Pl	19,973	Paid 2016	-	
12681 Corral Pl	112,014	\$208,792.14	\$20,748.19	\$0.1852
12662 Corral Pl	26,573	Paid 2011	-	
10818 Bloomfield Ave	35,384	\$65,955.16	\$6,554.13	\$0.1852
10838 Bloomfield Ave	16,356	\$30,487.30	\$3,029.60	\$0.1852
10928 Bloomfield Ave	21,399	Paid 2011	-	
10988 Bloomfield Ave	45,964	Paid 2011	-	
12680 Corral Pl	97,877	Paid 2011	-	
Total	375,540	\$305,234.60	\$30,331.92	

Figures may be off slightly due to rounding.

III. ADMINISTRATIVE FEES

The Rate and Method of Apportionment of the Special Tax allows for the collection of fees associated with the servicing of the loan.

Each Fiscal Year, each developed parcel of land within the Special Tax for Services area shall be subject to their proportional share of the administrative fee based on the relative square footage of the building on each property in accordance with the Rate and Method of Apportionment. The total administrative fee for Fiscal Year 2017-18 is \$6,741.64. When the District was Amended and Restated in Fiscal Year 2011-12, four of the original eight properties paid off their apportioned share of the loan and the City agreed to absorb the administrative costs that would have been paid by those four parcels. In 2016 an additional parcel paid off their share of the loan. Rather than reapportioning the total administrative fee to the remaining three properties, the City decided to keep ratio the same as prior years to avoid placing an additional burden to the remaining parcels. The tables have been modified to reflect this modification, resulting in an Administrative Fee of \$3,298.24, which is the amount that was collected from the remaining three parcels.

The following table represents proportional spread of the administrative fee for Fiscal Year 2017-18. The fee is subject to increase as set forth in the amended Rate and Method of Apportionment (RMA).

TABLE 3

ADMINISTRATIVE FEE

Address	Bldg SF	Annual Expense	Annual Exp./SF
12661 Corral Pl	19,973	-	-
12681 Corral Pl	112,014	\$2,256.12	\$0.02014
12662 Corral Pl	26,573	-	-
10818 Bloomfield Ave	35,384	\$712.68	\$0.02014
10838 Bloomfield Ave	16,356	\$329.43	\$0.02014
10928 Bloomfield Ave	21,399	-	-
10988 Bloomfield Ave	45,964	-	-
12680 Corral Pl	97,877	-	-
Total	375,540	\$3,298.24	

Figures may be off slightly due to rounding.

IV. SOURCES AND OBLIGATIONS

A statement showing the Sources and Obligations of special tax funds for CFD No. 2004-1 for Fiscal Year 2017-18 is presented in Table 4. The Special Tax Requirement for Fiscal Year 2017-18 was determined as specified in the adopted Rate and Method of Apportionment of the Special Tax.

TABLE 4
SOURCES AND OBLIGATIONS

	Fiscal Year 2016-17 <u>Amount</u>	Fiscal Year 2017-18 <u>Amount</u>
<u>Sources</u>		
Annual Special Tax Roll		
Developed Property	\$33,543.44	\$33,630.16
Undeveloped Property	\$0.00	\$0.00
Subtotal	\$33,543.44	\$33,630.16
Total Special Taxes From All Sources	\$33,543.44	\$33,630.16
<u>Obligations</u>		
Debt Service	\$30,331.92	\$30,331.92
Collected Administration and Incidentals	\$3,211.52	\$3,298.24
2017 Fund Balance (Reserve)	\$0.00	\$0.00
Subtotal	\$33,543.44	\$33,630.16
Surplus/(Shortage) to District	\$0.00	\$0.00
Total Obligations For Special Taxes	\$33,543.44	\$33,630.16

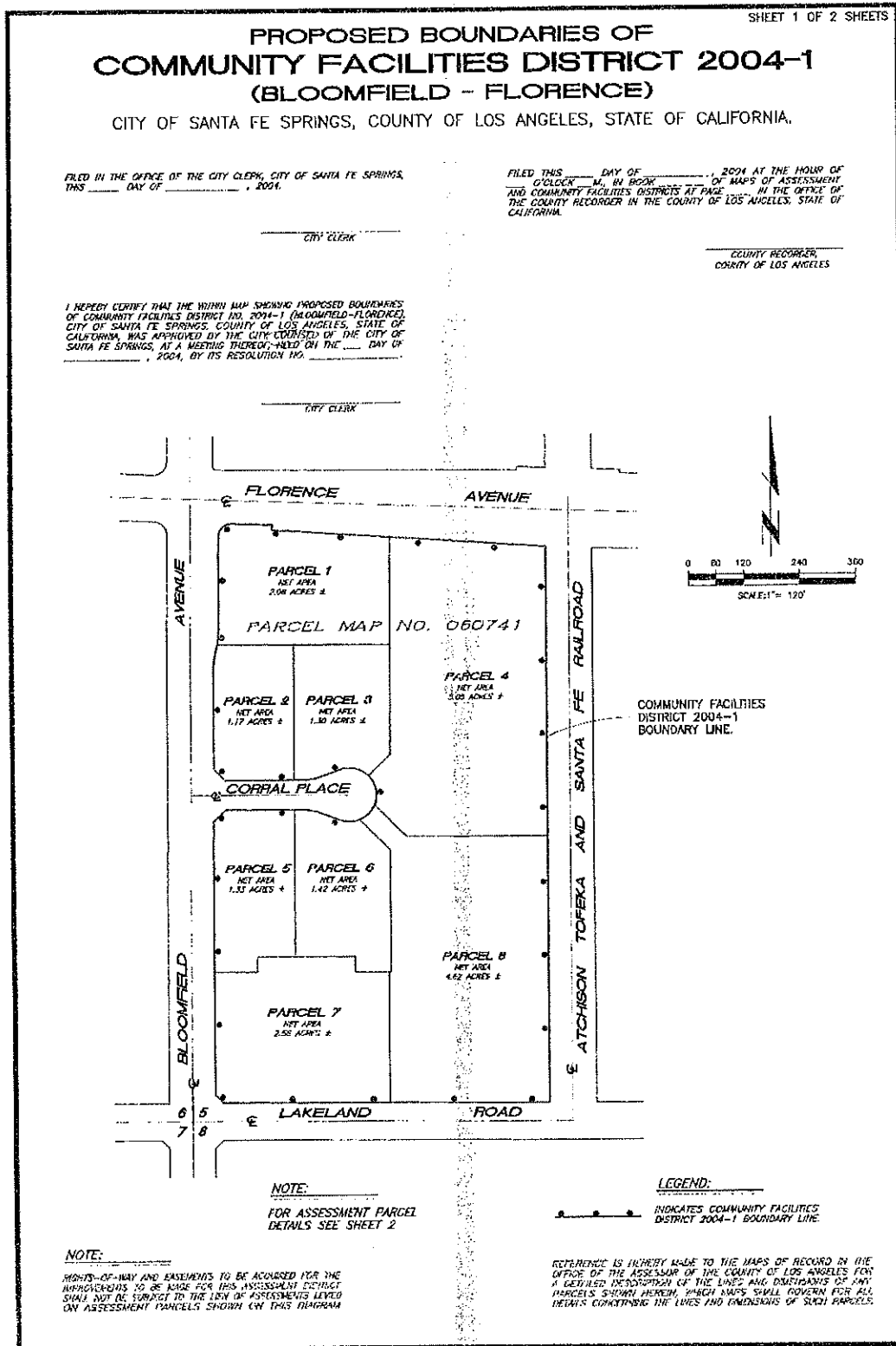
V. SPECIAL TAX ROLL

The Special Tax Roll lists the special tax levy on each parcel within the boundaries of CFD No. 2004-1 for Fiscal Year 2017-18. A copy of the Special Tax Roll is included in the Appendix of this report as Exhibit E.

EXHIBIT A

Boundary Map

EXHIBIT A
Boundary Map



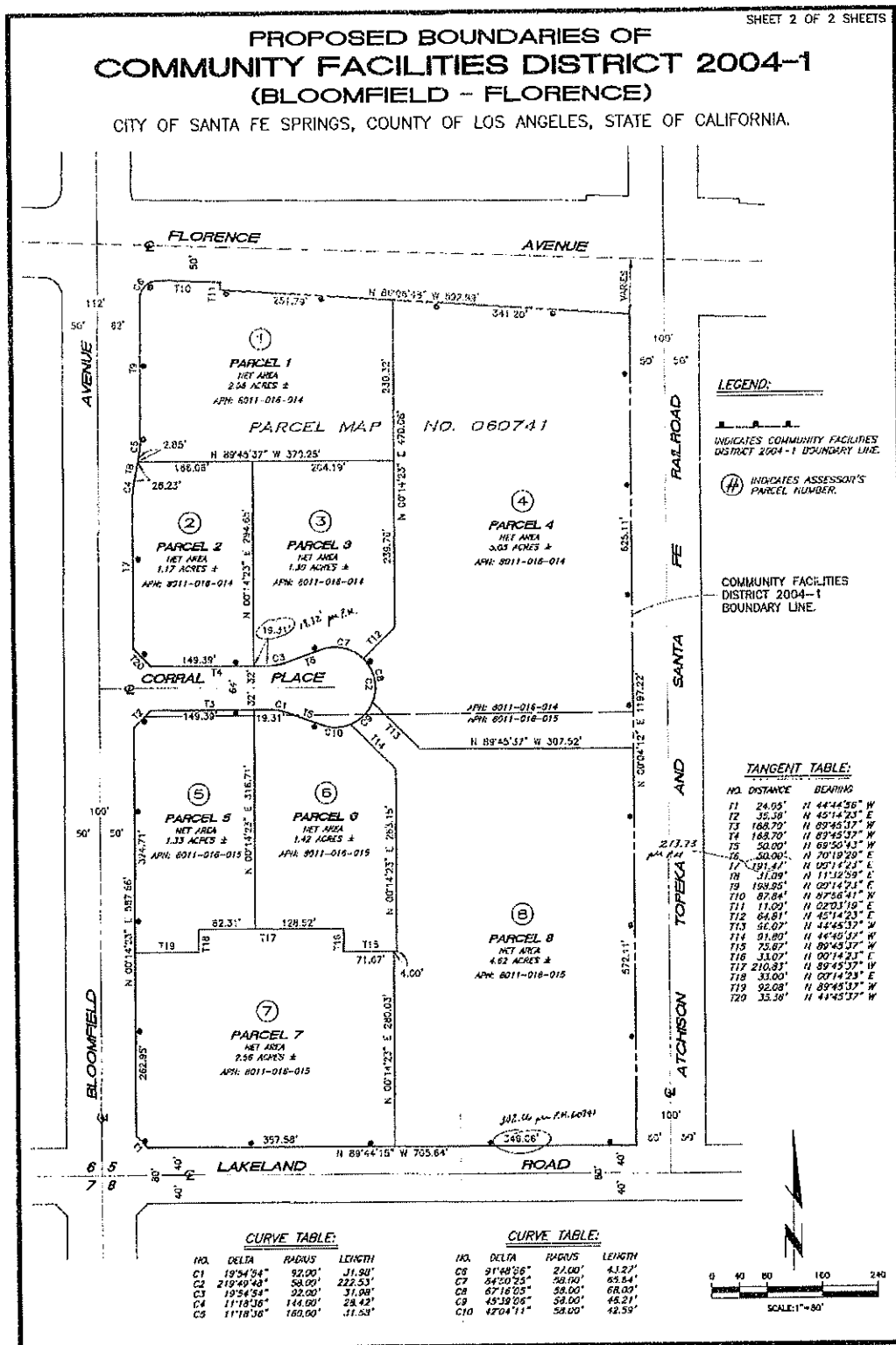


EXHIBIT B

***Amended and Restated Rate and Method of
Apportionment of the Special Tax***

AMENDED AND RESTATED RATE AND METHOD OF APPORTIONMENT

EXHIBIT "B"

**AMENDED AND RESTATED
RATE AND METHOD OF APPORTIONMENT FOR
CITY OF SANTA FE SPRINGS
COMMUNITY FACILITIES DISTRICT NO. 2004-1
(Bloomfield-Florence)**

This Amended and Restated Rate and Method of Apportionment of Special Tax amends and restates in its entirety that certain Rate and Method of Apportionment of Special Tax (the "Original Rate and Method"). The Original Rate and Method was attached as Exhibit B to the Notice of Special Tax Lien for City of Santa Fe Springs Community Facilities District No. 2004-1 (Bloomfield-Florence) ("CFD No. 2004-1"), which was recorded in the real property records of the County of Los Angeles on November 3, 2004, as Document No. 04-2853634.

The Special Taxes as hereinafter defined shall be levied on all Assessor's Parcels in CFD No. 2004-1 and collected each fiscal year commencing in Fiscal Year 2011-12, in the amounts determined as described below. All of the real property in CFD No. 2004-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the following actual or reasonably estimated costs directly related to the administration of CFD No. 2004-1: the costs of computing the Special Taxes and preparing the annual Special Tax collection schedules (whether by the City or designee thereof or both); the costs of collecting the Special Taxes (whether by the City or otherwise); the costs to the City, CFD No. 2004-1 or any designee thereof of complying with disclosure requirements of the City, CFD No. 2004-1 or obligated persons associated with applicable federal and state securities laws and the Act; the costs associated with preparing Special Tax disclosure statements and responding to public inquiries regarding the Special Taxes; the costs of the City, CFD No. 2004-1 or any designee thereof related to any appeal of the Special Tax; and the City's annual administration fees and third party expenses. Administrative Expenses shall also include amounts estimated by the CFD Administrator or advanced by the City or CFD No. 2004-1 for any other administrative purposes of CFD No. 2004-1, including attorney's fees and other costs related to commencing and pursuing to completion any foreclosure of delinquent Special Taxes. The maximum amount for the Administrative Expenses is set at \$6,500 for Fiscal Year 2011-12; the maximum amount for subsequent Fiscal Years shall be equal to (i) the maximum amount for the Administrative Expenses for the previous year plus (ii) the product of multiplying (A) the maximum amount for the Administrative Expenses for the previous year times (B) the annual percentage change (if positive) in CPI for the preceding year ending in March.

AMENDED AND RESTATED RATE AND METHOD OF APPORTIONMENT

"Annual Debt Service" means the annual amount of principal and interest required to satisfy the \$700,000 loan amount set forth in the Reimbursement Agreement, over a 15 year period commencing Fiscal Year 2011-12 (assuming no delinquencies) at an interest rate of 5.75%, assuming level payments.

"Assessor's Parcel" means a parcel shown in an Assessor's Parcel Map with an assigned Assessor's parcel number.

"Assessor's Parcel Map" means an official map of the Assessor of the County of Los Angeles designating parcels by Assessor's Parcel number.

"Building Square Footage" means the building area as shown on the building permit.

"CFD Administrator" means the person or firm that the City chooses to make responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"CFD No. 2004-1" means City of Santa Fe Springs Community Facilities District No. 2004-1 (Bloomfield-Lakeland).

"City" means the City of Santa Fe Springs.

"City Council" means the City Council of the City of Santa Fe Springs, acting as the legislative body of CFD No. 2004-1.

"County" means the County of Los Angeles.

"CPI" means the Consumer Price Index for All Urban Consumers, for the Los Angeles, Riverside and Orange County areas, published by the U.S. Department of Labor, Bureau of Labor Statistics, or, if such index is no longer published, a reasonably equivalent index selected by the CFD Administrator.

"Exempt Property" means all Assessor's Parcels not subject to the Special Tax for Payment Amount as described under Section G.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"Maximum Special Tax for Payment Amount" means the maximum Special Tax for Payment Amount, determined in accordance with Section C below that can be levied in any Fiscal Year on any Assessor's Parcel.

"Parcel" means Assessor's Parcel.

"Reimbursement Agreement" means that certain Reimbursement Agreement, dated as of September 23, 2004, by and between the City and Bloomfield Partners II, LLC, which Reimbursement Agreement is attached as Exhibit A.

"Proportionately" means for Taxable Property, in any Fiscal Year, that the ratio of the actual Special Tax levy to the Maximum Special Tax is equal for all Assessor's Parcels of Taxable Property.

AMENDED AND RESTATED RATE AND METHOD OF APPORTIONMENT

"Public Property" means any Assessor's Parcel within the boundaries of CFD No. 2004-1 that is transferred to a public agency or public utility on or after the date of formation of CFD No. 2004-1 and is used for rights-of-way, or any other purpose and is owned by, dedicated or irrevocably offered for dedication to the federal government, the State of California, the County, the City, a public utility or any other public agency; provided however that any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act shall be taxed and classified in accordance with its use. Privately-owned property that is otherwise constrained by public or utility easements making impractical its utilization for other than the purposes set forth in the easement shall be considered Public Property.

"Special Tax for Payment Amount" means the special tax to be levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Special Tax for Payment Amount Requirement.

"Special Tax for Payment Amount Requirement" means that amount required in any Fiscal Year for CFD No. 2004-1 equal to the Annual Debt Service and the maximum amount of Administrative Expenses.

"Special Taxes" means, collectively, the Special Tax for Payment Amount and the Special Tax for Maintenance.

"State" means the State of California.

"Taxable Property" means all of the Assessor's Parcels within the boundaries of CFD No. 2004-1 which are not Exempt Property.

B. CLASSIFICATION OF PROPERTIES

All Assessor's Parcels shall be classified as Taxable Property or Exempt Property.

Once classified as Taxable Property, a parcel may not be subsequently re-classified or changed to Exempt Property without the Special Tax for Payment Amount being paid off in full in accordance with Section E.

C. SPECIAL TAX FOR PAYMENT AMOUNT RATE

Maximum Special Tax for Payment Amount

The Maximum Special Tax for Payment Amount for Assessor's Parcels of Taxable Property shall be calculated for each Fiscal Year as follows:

First: the City shall add the Annual Debt Service plus Administrative Expenses for the Fiscal Year.

Second, the amount calculated in First shall be apportioned to all parcels of Taxable Property Proportionately based on the amount of Building Square Footage.

D. MANNER OF COLLECTION OF SPECIAL TAXES

The Special Taxes shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that CFD No. 2004-1 may directly bill the

AMENDED AND RESTATED RATE AND METHOD OF APPORTIONMENT

Special Taxes, may collect Special Taxes at a different time or in a different manner if necessary to meet its financial obligations, and may covenant to foreclose and may actually foreclose on delinquent Assessor's Parcels as permitted by the Act.

E. PREPAYMENT OF SPECIAL TAX FOR PAYMENT AMOUNT

The Special Tax for Payment Amount may be prepaid, in whole or in part, at any time.

F. TERM OF SPECIAL TAX FOR PAYMENT AMOUNT

The Special Tax for Payment Amount shall be levied on Taxable Property for a period not to exceed 15 years; provided, however, that the Special Tax for Payment Amount may be levied for a longer period of time if, as a result of delinquencies in the payment of the Special Tax for Payment Amount, it has not collected an amount sufficient to pay the Payment Sum (as defined in the Reimbursement Agreement).

G. EXEMPTIONS

The CFD Administrator shall classify Assessor's Parcels of Public Property as Exempt Property.

Tax-exempt status will be assigned by the CFD Administrator in the chronological order in which Assessor's Parcels become Public Property. However, should an Assessor's Parcel no longer be classified as Public Property, its tax exempt status will be revoked.

At the time CFD No. 2004-1 was originally formed, Assessor's Parcel number 8011-016-903 was not then a publicly owned property. Therefore, in accordance with Section B, this property continues to be considered Taxable Property.

H. ENFORCEMENT

If not paid when due, the City shall have the right to foreclose any delinquent Special Tax for Payment Amount by appropriate action in a court of competent jurisdiction, such action to include all court costs, attorney fees and costs of sale.

EXHIBIT C
REIMBURSEMENT AGREEMENT

Reimbursement Agreement

REIMBURSEMENT AGREEMENT

This Agreement is made and entered into as of September 23, 2004, by and between the City of Santa Fe Springs ("City"), the Community Development Commission of the City of Santa Fe Springs ("CDC") and Bloomfield Partners II, LLC, a Delaware limited liability company ("Developer").

RECITALS:

- A. Developer intends to develop that certain real property located in City, legally described in Exhibit "A" attached hereto (the "Property").
- B. On February 23, 2004, City's Planning Commission granted Development Plan Approval No. 778-785 (the "DPA") for Developer's proposed development of the Property (the "Project"); on February 26, 2004, CDC also approved the DPA. A copy of the DPA is attached hereto as Exhibit "B", and is incorporated by reference as though fully set forth herein.
- C. The DPA requires that the parties enter into this Agreement.
- D. Developer intends to subdivide the Property into eight (8) separate legal parcels.

Based on the Recitals set forth above and the mutual promises set forth below, the parties agree as follows:

1. City shall pay for and contract for the construction of the following items of public infrastructure pertaining to the Project: (a) the new traffic signal to be located at the intersection of Bloomfield Avenue and the new cul-de-sac street (Corral Place) to be constructed to lead into the Property; and (b) the reclaimed water line to be located beneath Bloomfield Avenue (both set forth in DPA Condition No. 30).

2. CDC shall loan to Developer an amount not to exceed \$700,000 (the "Loan"), to be used by Developer to pay for the construction of the following items of public infrastructure and related costs pertaining to the Project: (a) a public cul-de-sac street (DPA Condition No. 2); (b) the resurfacing of portions of the streets adjacent to the Project (DPA Condition No. 5); (c) a sidewalk on Bloomfield Avenue (DPA Condition No. 6); (d) street sign replacements (DPA Condition Nos. 11 and 12—to be performed by City and reimbursed by Developer); (e) re-striping required by traffic study (DPA Condition No. 13); (f) storm drain costs (DPA Condition No. 20); (g) demolition of existing improvements to make way for new public improvements; (h) landscaping within public right-of-way along Bloomfield, Lakeland and Florence; (i) costs associated with the mitigation of environmental impacts; (j) costs for public storm drain facilities; (k) any other public improvements deemed appropriate by mutual agreement of the parties; (l) all permits, fees, soft costs or other costs associated with the public infrastructure, including City art fees; and (m) interest accruing from the date of funding until the date of issuance of the last of the eight building permits.

3. The loan shall bear simple interest at an annual rate of 5.75%. Principal and interest shall be paid on a 15-year, fully amortized schedule with interest accruing from the date of the loan. Funding of the loan from CDC to Developer shall be completed within ten (10) business days of the submission of a written request for such funding from Developer to CDC.

705269.01/OC
\$7335-451/9-14-04/awd/wrd

DPA

RECEIVED
CITY OF SANTA FE SPRINGS
PUBLIC WORKS
2004



Reimbursement Agreement

4. It is the intention of the parties that City will form a Community Facilities District ("CFD") comprised entirely of the eight (8) parcels ("Parcels") to be created by Developer's subdivision of the Property, for the purpose of repaying the Loan. The percentage of the special tax on each subdivided parcel shall be based on the relative size of the building to be constructed on each such parcel. The amount of the special tax for each subdivided parcel shall, in combination with the special tax amounts for the other subdivided parcels, be equivalent to the annual payment obligation of the loan and shall, when delivered to the City, constitute the annual payment of the loan. See the proposed CFD Repayment Allocation Schedule attached as Exhibit "C". It is the intention of the parties that Developer pay the cost of forming such CFD.

5. No funds shall be released until after the CFD is formed. Upon formation of the CFD, the City shall record separate special tax liens against each of the Parcels so the tax can appear on the tax roll. Thereafter, payments on the loan shall be made to City semi-annually, through the property tax bills on the Parcels. The first payment shall be due the later of (i) December 2005 or (ii) the first tax payment date on which the special tax lien is reflected on the tax bills of the Parcels.

6. This Agreement shall be assignable and shall run with the land, inure to the benefit of and be binding upon the parties, and all of their successors and assigns.

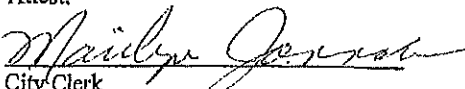
7. This document contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior agreements. No amendment hereto, or waiver of any provision hereof, can be made except in a writing executed by both parties.

Intending to be legally bound, the parties have executed this Agreement, below, as of the date first set forth above.

CITY OF SANTA FE SPRINGS


Mayor

Attest:


City Clerk

COMMUNITY DEVELOPMENT
COMMISSION OF THE CITY OF SANTA FE
SPRINGS



Chairman

Attest:


Commission Secretary

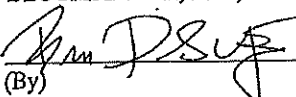
EXHIBIT C
Reimbursement Agreement

Approved as to form.



City/CDC Attorney

BLOOMFIELD II, LLC, a Delaware limited liability company


(By)

Approved as to form.



Attorney for Developer

EXHIBIT C
Reimbursement Agreement

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

BEING A PORTION OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 3 SOUTH, RANGE 11 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF SANTA FE SPRINGS, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, LYING WEST OF THE ATCHISON, TOPEKA AND SANTA FE RAILROAD RIGHT OF WAY, AS RECORDED AS PARCEL MAP NO. 06741 IN BOOK _____, PAGES _____ TO _____.

EXCEPT THEREFROM ANY STREETS OF RECORD.

Reimbursement Agreement



11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org
February 27, 2004 Re: Development Plan Approval Case No. 778-785
Modification Permit Case No. 1154

Peter Rooney
Sares-Regis Group
18802 Bardeen Avenue
Irvine, California 92612-1521

Dear Mr. Rooney:

The Planning Commission and Community Development Commission, at their respective meetings held February 23, 2004 and February 26, 2004, took action on your request for Development Plan Approval Case Nos. 778-785 to allow the construction of eight (8) concrete, tilt-up industrial buildings totaling approximately 383,177 sq ft and a Modification of Property Development Standards (Modification Permit Case No. 1154) to reserve and not provide a portion of the required number of parking spaces on the 19.51-acre property located on the east side of Bloomfield Avenue between Florence Avenue to the north, Lakeland Road to the south and the Burlington Northern Santa Fe Railroad (BNSF) track to the east, in the M-2, Heavy Manufacturing, Zone within the Consolidated Redevelopment Project Area.

The Planning Commission and Community Development Commission approved your requests subject to the following conditions:

1. The owner and/or developer shall dedicate a street right-of-way easement as required to accommodate construction of a northbound right-turn-only lane on the southeast corner of Bloomfield Avenue and Florence Avenue. Dedication shall be at no cost to the City. The dedicated area shall be kept clear of any permanent structure and shall be landscaped and maintained until such time as the lane is constructed by the City.
2. The owner and/or developer shall construct the new cul-de-sac street in accordance with City requirements and shall dedicate a street right-of-way easement to the City for the new street. All work and dedication is to be done at no cost to the City.

Gustavo R. Velasco, Mayor
Betty Pulnam, Mayor Pro-Tempore
City Council
Louie González • Ronald S. Karmes • Joseph D. Serrano, Sr.
City Manager
Frederick W. Latham

Item No.



Reimbursement Agreement

3. The owner and/or developer shall prepare a Street Improvement Plan for all street improvements to be completed on all street frontages, including new improvements and modifications to existing improvements. This includes the new cul-de-sac street and any changes needed to implement traffic mitigation measures. Said Plan shall be prepared by a Registered Civil Engineer in accordance with City standards and approved by the City Engineer before any street improvements are installed.
4. The owner and/or developer shall install streetlights on the new cul-de-sac in accordance with plans to be prepared by the City and shall reimburse the City for 100% of the actual cost of design, engineering and inspection of the streetlights.
5. The owner and/or developer shall slurry/resurface the Bloomfield Avenue, Lakeland Road and Florence Avenue street frontages to the centerline of each street, excluding intersections and concrete areas, if required, to the satisfaction of the City Engineer.
6. The owner and/or developer shall construct 5-foot-wide meandering sidewalks within a dedicated easement along Bloomfield Avenue.
7. The owner and/or developer shall agree to the addition of a cost-of-living adjustment to the existing Street Light Assessment District. Annual adjustments shall be based on the Consumer Price Index for Los Angeles County.
8. The owner and/or developer shall install all water mains and facilities needed to supply fire, domestic and irrigation water to the site in accordance with City requirements. Minimum water main size is 12-inch diameter. A Water System Plan shall be developed that shows how all systems and buildings will connect to off-site water lines and how all on-site lines serving the site will be located. Water system for the site will need to be supplied through two points of connection to off-site mains. Facilities within dedicated street right-of-way and any on-site facilities to be dedicated to the City must be designed and constructed in accordance with City standards. Said Plan shall be prepared by a Registered Civil Engineer and approved by the Public Works and Fire Departments before any water facilities are installed.
9. The owner and/or developer shall comply with Congestion Management Program (CMP) requirements and provide mitigation of trips generated by the development. The owner and/or developer will receive credit for demolition of any buildings which formerly occupied the site to the extent they generated traffic. If owner and/or developer cannot meet the mitigation requirements, the owner and/or developer shall pay a mitigation fee to be determined by the City Engineer for offsite transportation improvements.

Reimbursement Agreement

10. The owner and/or developer shall agree to participate in a future street maintenance district or other type of benefit assessment district to slurry seal, resurface and reconstruct the street frontage on regular intervals (5-year, 10-year and 20-year intervals, respectively, as determined by the City Engineer). The owner shall retain the right to challenge the costs and method of spreading future assessments.
11. The owner and/or developer shall reimburse the City for 100% of the actual cost for the installation/replacement of street name signs, traffic control signs and pavement markings. The City will complete the work.
12. Adequate "on site" parking shall be provided per City requirements, and adjacent public streets, including the new cul-de-sac street, shall be posted "No Stopping Any Time." The City will cause off-site signage to be installed. The cost of sign installation shall be paid by the owner/developer.
13. A traffic study has been prepared by a Professional Engineer and submitted as required by the City. The traffic study shows the present traffic in the area and projected traffic after the development of the property and includes an analysis of the following intersections: Florence Avenue and Bloomfield Avenue; Florence Avenue and Shoemaker Avenue; Florence Avenue and Norwalk Boulevard; Telegraph Road, Bloomfield Avenue and Santa Fe Springs Road; Telegraph Road and Norwalk Boulevard; Lakeland Road and Norwalk Boulevard; and Florence Avenue and Pioneer Boulevard. Owner and/or developer agree that the improvements and mitigation measures recommended by the study shall be completed to the satisfaction of the City Engineer before the project is occupied.
14. The owner and/or developer shall agree to modify the southbound left-turn lane on Bloomfield Avenue at the intersection with the proposed cul-de-sac street or implement on-site mitigation measures to limit the number of trucks using the left-turn lane to eliminate the backup of left-turning traffic into the southbound through-lane of Bloomfield Avenue should that situation begin to occur on a regular basis.
15. The landscape irrigation system shall be connected to the reclaimed water line to be installed by the City. Separate meter(s) shall be installed by owner and/or developer to accommodate connection of irrigation systems to the water line.
16. Access to the site from existing public streets and any new streets shall be approved by the City Engineer. All points of access must be located, sized and designed to accommodate the volume and type of traffic that will be entering and leaving the site. Access points shall be located so that traffic generated by the development will not adversely affect the flow of traffic on any adjacent City Street.

Reimbursement Agreement

17. A grading plan shall be submitted for drainage approval by the City Engineer. The owner/developer shall pay drainage review fees in conjunction with this submittal. The grading plan shall be prepared by a professional engineer registered in the State of California.
18. A hydrology study shall be submitted to the City if requested by the City Engineer. The study shall be conducted by a Professional Engineer.
19. A soils report shall be prepared and submitted as directed by the City Engineer.
20. A Storm Drain Plan shall be developed that shows all on-site and off-site drainage facilities. The existing drainage ditch located in the southeast corner of the site shall be replaced with an underground system that is not located under any permanent structure. New easements shall be granted to accommodate the new location of this facility. The storm drain system shall be designed and constructed in accordance with City Standards and requirements. Property owner shall obtain a Storm Drain Connection permit for any connection to the City or County storm drain system. Plan shall be prepared by a Registered Civil Engineer and approved by the City Engineer before any storm drain facilities are installed.
21. The east and south frontages of the development shall be designed to accommodate the future grade separation on Lakeland Road at the BNSF Railroad. Areas needed for temporary or permanent easements shall be kept clear of any permanent structures. Owner shall be entitled to the full use of said easement areas until such time as construction is ready to begin and shall be compensated for said easements by separate agreement prior to the beginning of construction.
22. The owner and/or developer shall install all sewer mains and facilities needed to supply sewer service to the site in accordance with City requirements. A Sewer System Plan shall be developed that shows how all systems and buildings will connect to off-site sewer lines and how all on-site lines serving the site will be located. A sewer study shall be submitted to document how sewer mains have been sized. Facilities within dedicated street right-of-way and any on-site facilities to be dedicated to the City must be designed and constructed in accordance with City standards. Said Plan shall be prepared by a Registered Civil Engineer and approved by the City Engineer before any sewer facilities are installed.
23. The owner and/or developer shall comply with all requirements of, make application to, and pay all fees required by the County Sanitation Districts of Los Angeles County to provide for sewer service to the project site.

Reimbursement Agreement

24. Upon completion of public improvements constructed by developers, the developer's civil engineer shall submit Mylar record drawings and AutoCAD V.14 drawing files to the office of the City Engineer.
25. Final parcel map checking of \$3,900 plus \$260 per parcel shall be paid to the City. Developer shall comply with Los Angeles County's Digital Subdivision Ordinance (DSO) and submit final maps to the City and County in digital format.
26. No common driveways shall be allowed unless approved by the City Engineer. Proposed driveways shall be located to clear existing fire hydrants, streetlights, water meters, etc.
27. All known abandoned oil wells, pipelines, tanks and related lines, between the existing curb and right-of-way, and within the right-of-way line, excluding the two utility casings in Bloomfield Avenue, and one utility casing in Lakeland Road, and within the areas to be dedicated for the right-turn-only lane, new cul-de-sac street, and meandering sidewalk easement, that hinder construction of improvements within those areas shall be removed unless otherwise approved by the City Engineer.
28. Developer shall comply with the National Pollutant Discharge Elimination System (NPDES) program and shall require the general contractor to implement storm water/urban runoff pollution prevention controls and Best Management Practices (BMP's) on all construction sites in accordance with Chapter 52 of the City Code. The owner/developer will also be required to submit a Certification for the project and may be required to prepare a Storm Water Pollution Prevention Plan (SWPPP). Projects over 5 acres in size will be required to file a Notice of Intent (NOI) with the State Water Resources Control Board (SWRCB). The owner/developer can obtain the current application packet by contacting the SWRCB, Division of Water Quality at (916) 657-1977 or by downloading the forms from their website, at <http://www.swrcb.ca.gov/stormwtr/construction.html>. The project shall also conform to Ordinance 915 regarding the requirements for the submittal of a Standard Urban Storm Water Mitigation Plan ("SUSMP"). The SUSMP includes a requirement to implement Post Construction BMP's to mitigate (infiltrate or treat) the first 3/4" of runoff from all storm events and to control peak-flow discharges. Unless exempted by the Los Angeles Regional Water Quality Control Board, a Covenant and Restriction ensuring the provisions of the approved SWPPP shall also be required.
29. The owner and/or developer shall provide at no cost to the City one Mylar print of the recorded parcel map from the County of Los Angeles Department of Public Works, P.O. Box 1460, Alhambra, CA 91802-1460, Attention: Bill Slenniken (626) 458-5131.

Reimbursement Agreement

30. An Agreement shall be executed and recorded in the Office of the Los Angeles County Recorder that addresses the obligations of the owner and/or developer and City regarding the following work that is to be completed and paid for by the City:

- Installation of a traffic signal at the intersection of Bloomfield Avenue and the new cul-de-sac street.
- Extension of a reclaimed water line southerly in Bloomfield Avenue from Florence Avenue to a point south of Lakeland Road.

Agreement shall be subject to the approval of the City Attorney and executed by the owner and/or developer before a certificate of occupancy is issued by the City.

31. That an "Owners' Association" or a Community Association shall be created with CC&R's stipulating maintenance requirement for landscaping and all common areas of the development. Level of maintenance shall be to the highest of standards as required by the City, and all maintenance costs shall be borne by the Association. Such CC&R's shall be subject to the approval of the Director of Planning and Development.
32. A Reciprocal Access Easement Agreement covering each parcel of the subject map shall be prepared, executed and recorded in the Office of the Los Angeles County Recorder. Such Agreement and any CC&R's shall be subject to the approval of the City Attorney.
33. That the fire sprinkler plans, which show the proposed double-check valve detector assembly location, shall have a stamp of approval from the Planning Department and Public Works Department prior to the Fire Department's review for approval. Disinfection, pressure and bacteriological testing on the line between the street and detector assembly shall be performed in the presence of personnel from the City Water Department. The valve on the water main line shall be operated only by the City and only upon the City's approval of the test results.
34. That if the Department of Planning and Development requires that the double-check detector assembly be screened by shrubs or any other material, the screening shall only be applicable to the double-check detector assembly and shall not include the fire department connector (FDC). Notwithstanding, the Fire Marshall shall have discretionary authority to require the FDC to be located a minimum distance from the double-check detector assembly.

Reimbursement Agreement

35. That all projects over \$50,000 are subject to the requirements of Ordinance No. 914 to reuse or recycle 75% of the project waste. Contact Recycling Coordinator, Department of Planning and Development at (562) 868-0511.
36. That the owner/developer shall comply with Public Resource Code, Section 42900 et seq. (California Solid Waste Reuse Recycling Access Act of 1991 (Act) relating to providing adequate areas for collection and loading of recyclable materials in development projects.
37. That the applicant shall comply with the City's "Heritage Artwork in Public Places Program" in conformance with City Ordinance No. 909.
38. That all buildings over 5,000 sq ft shall be protected by an approved automatic sprinkler system.
39. That the owner shall comply with the requirements of Section 117.131 of the Santa Fe Springs Municipal Code, Requirement for a Soil Gas Study.
40. That the interior gates or fences are not permitted across required Fire Department access roadways.
41. That if on-site fire hydrants are required by the Fire Department, a minimum flow must be provided at 2,500 gpm with 1,500 gpm flowing from the most remote hydrant.
42. That the minimum width of required Fire Department access roadways shall be not less than twenty-six (26) feet with a minimum clear height of thirteen (13) feet six (6) inches. Internal driveways shall have a turning radius of not less than fifty-two (52) feet.
43. That prior to submitting plans to the Building Department or Planning Commission, a preliminary site plan shall be approved by the Fire Department for required access roadways and on-site fire hydrant locations. The site plan shall be drawn at a scale between 20 to 40 feet per inch. Include on plan all entrance gates that will be installed.
44. That Knox boxes are required on all new construction. All entry gates shall also be equipped with Knox boxes or Knox key switches for power-activated gates.
45. That signs and markings required by the Fire Department shall be installed along the required Fire Department access roadways.

Reimbursement Agreement

46. That prior to issuance of building permits, the applicant shall comply with the following conditions to the satisfaction of the City of Santa Fe Springs:
- A. Owner/developer shall obtain a "Closure Letter," "No Further Action Letters" or other appropriate documentation certifying that the required soil remediation standards have been achieved shall be secured from the Los Angeles Regional Water Quality Control Board.
 - B. Owner/developer shall submit a soils management plan (SMP) which addresses site monitoring and potential soil remediation activities during site development is required. The SMP must be approved by the Fire Department prior to the issuance of a grading permit. A final SMP report must be submitted and approved once the grading is complete.
 - C. Permits and approvals. Owner/developer shall, at its own expense, secure or cause to be secured any and all permits or other approvals, which may be required by the City and any other governmental agency having jurisdiction as to the environmental condition of the Property. Permits shall be secured prior to beginning work related to the permitted activity.
 - D. Covenants.
 - 1. Owner/developer shall provide a written covenant to the Planning Commission that, except as may be revealed by the environmental remediation described above and except as applicant may have otherwise disclosed to the City, Commission, Planning Commission or their employees, in writing, applicant has investigated the environmental condition of the property and does not know, or have reasonable cause to believe, that (a) any crude oil, hazardous substances or hazardous wastes, as defined in state and federal law, have been released, as that term is defined in 42 U.S.C. Section 9601 (22), on, under or about the Property, or that (b) any material has been discharged on, under or about the Property that could affect the quality of ground or surface water on the Property within the meaning of the California Porter-Cologne Water Quality Act, as amended, Water Code Section 13000, et seq.
 - 2. Owner/developer shall provide a written covenant to the City that, based on reasonable investigation and inquiry, to the best of owner/developer knowledge, it does not know or have reasonable cause to believe that it is in violation of any notification, remediation or other requirements of any federal, state or local agency having jurisdiction concerning the environmental conditions of the Property.

Reimbursement Agreement

3. Owner/developer understands and agrees that it is the responsibility of the applicant to investigate and remedy, pursuant to applicable federal, state and local law, any and all contamination on or under any land or structure affected by this approval and issuance of related building permits. The City, Commission, Planning Commission or their employees, by this approval and by issuing related building permits, in no way warrants that said land or structures are free from contamination or health hazards.
4. Owner/developer understands and agrees that any representations, actions or approvals by the City, Commission, Planning Commission or their employees do not indicate any representation that regulatory permits, approvals or requirements of any other federal, state or local agency have been obtained or satisfied by the applicant and, therefore, the City, Commission, Planning Commission or their employees do not release or waive any obligations the applicant may have to obtain all necessary regulatory permits and comply with all other federal, state or other local agency regulatory requirements. Applicant, not the City, Commission, Planning Commission or their employees, will be responsible for any and all penalties, liabilities, response costs and expenses arising from any failure of the applicant to comply with such regulatory requirements.
47. That all known abandoned pipelines, tanks and related facilities shall be removed unless approved by the City Engineer and Fire Chief. Appropriate permits for such work shall be secured before abandonment work begins.
48. That the owner shall require all tenants, prior to occupancy, to acquire a Business Operations Tax Certificate (BOTC) from the Department of Finance and submit an approved Statement of Intended Use Form to the Santa Fe Springs Fire Department.
49. That the owner/developer shall comply with all Federal, State and local requirements and regulations included, but not limited to, the Santa Fe Springs City Municipal Code, Uniform Building Code, Uniform Fire Code, Certified Unified Program Agency (CUPA) programs, the Air Quality Management District's Rules and Regulations and all other applicable codes and regulations.
50. That the owner shall comply with all conditions, limitations and requirements of the approved Industrial Wastewater Discharge Permit in addition to applicable sections of the Wastewater Ordinance and Chapter 97 of the City Code, as it relates to industrial waste disposal. The owner/operator shall submit an Industrial Wastewater Discharge Permit Application prior to generating, storing, treating or discharging any industrial wastewater to the sanitary sewer.

Reimbursement Agreement

51. That the owner shall comply with for the Regional Water Quality Control Board's Stormwater Pollution Prevention Plan permit requirements.
52. That the owner/developer shall submit for approval to the Police Services Department of the City a lighting and security plan for the property. The lighting shall be installed to provide adequate lighting throughout the property. Further, all exterior lighting shall be designed/installed in such a manner that light and glare are not transmitted onto adjoining properties in such concentration/quantity as to create a hardship to adjoining property owners or a public nuisance.
53. That the owner/developer shall provide an emergency phone number and a contact person to the Department of Police Services and the Fire Department. Emergency information shall allow emergency service to reach the applicant or their representative any time, 24 hours a day.
54. That approved suite numbers/letters or address numbers shall be placed on the proposed building in such a position as to be plainly visible and legible from the street fronting the property. Said numbers shall contrast with their background. The size recommendation shall be 12" minimum.
55. That all roof-mounted mechanical equipment and/or duct work which projects above the roof or roof parapet of the proposed development and is visible from adjacent property or a public street at ground level shall be screened by an enclosure which is consistent with the architecture of the building and approved by the Director of Planning and Development.
56. That the owner/developer shall submit for approval a detailed landscape and automatic irrigation plan pursuant to the Landscaping Guidelines of the City. Said landscape plan shall indicate the location and type of all plant materials to be used and shall include 2 to 3 foot high berms (as measured from the parking lot grade elevation), shrubs designed to fully screen the interior yard and parking areas from public view and 24" box trees along the street frontage.
57. That the owner shall be responsible for his tenants and require that all work is performed inside the building. No portion of the required off-street parking area shall be used for outdoor storage of any type or for special-event activities, unless prior written approval is obtained from the Director of Planning and Development and the Fire Marshall.

Reimbursement Agreement

58. That in order to facilitate the removal of unauthorized vehicles parked on the property, the applicant shall post, in plain view and at each entry to the property, a sign not less than 17" wide by 22" long. The sign shall prohibit the public parking of vehicles and indicate that vehicles will be removed at the owner's expense and that a citation may be issued for the violation. The sign shall also contain the telephone number of the local law enforcement agency. The lettering within the sign shall not be less than one inch in height.
59. That all vehicles associated with the businesses on the subject property shall be parked on the subject site at all times. Off-site parking is not permitted and may result in the restriction or revocation of privileges granted under this Permit. In addition, any vehicles associated with the property shall not obstruct or impede any traffic.
60. That the location of electrical transformers shall be subject to the approval of the Planning Department.
61. That all fences, walls, signs and similar improvements for the proposed development shall be subject to the approval of the Fire Department and the Department of Planning and Development.
62. That pursuant to the sign standards of the Zoning Ordinance and related sign guidelines of the City, a comprehensive sign program for the proposed development shall be prepared and submitted to the Director of Planning and Development for approval. All signs shall be installed in accordance with the approved sign program.
63. That a sufficient number of approved outdoor trash enclosures shall be provided for the development subject to the approval of the Director of Planning and Development.
64. That the "mainline railroad right-of-way," which is considered as a "public way" as per Los Angeles County Building Code Manual No. 505.1, Article 1, and is located adjacent to Buildings 4 and 8 as depicted on the approved site plan dated February 17, 2004, for the proposed development, may be used to increase the basic allowable area of Buildings 4 and 8, as per Section 505.1 of the Los Angeles County Building Code (2002 Edition).
65. That the final plot plan, floor plan and elevations of the proposed development and all other appurtenant improvements, textures and color schemes shall be subject to the final approval of the Director of Planning and Development.

Reimbursement Agreement

66. That the development shall otherwise be substantially in accordance with the plot plan, floor plan and elevations submitted by the owner and on file with the case.
67. That Development Plan Approval Case Nos. 778-785 shall not be valid until approved by the Community Development Commission and shall be subject to any other conditions the Commission may deem to impose.
68. That Development Plan Approval Case Nos. 778-785 shall not be effective for any purpose until the owner/developer has filed with the City of Santa Fe Springs an affidavit stating he/she is aware of and accepts all of the conditions of approval.
69. That the owner/developer agrees to defend, indemnify and hold harmless the City of Santa Fe Springs, its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the City or any of its councils, commissions, committees or boards concerning Development Plan Approval Case Nos. 778-785 when action is brought within the time period provided for in the City's Zoning Ordinance, Section 155.865. Should the City, its agents, officers or employees receive notice of any such claim, action or proceeding, the City shall promptly notify the owner/developer of such claim, action or proceeding and shall cooperate fully in the defense thereof.

Your attention is called to the fact that this approval is not effective until an affidavit has been signed and notarized to indicate your willingness to accept and abide by the conditions of this approval. Two copies of an affidavit are enclosed for this purpose. One copy is to be returned to this office upon completion; the second copy is for your files.

The Zoning Ordinance sets forth an appeal period of fourteen days, beginning with the date you receive this letter, during which any party aggrieved by the Commission's action can appeal the matter to the City Council. You are hereby notified that the time within which judicial review must be sought is governed by the provisions of California Code of Civil Procedure, Section 1094.6.

EXHIBIT D

***Debt Service Schedule
(Revised 2016)***

Debt Service Schedule (Revised 2016)

\$230,270 Principal Amount
5.75% Interest Rate
FY 25-26 last year of collection
10 years
0.131723 level debt factor (A/P)
\$30,332 total annual installment due

Fiscal Year	Beginning Principal Balance	Principal	Interest	Principal + Interest Amount
FY 16-17	\$230,270	\$17,549	\$12,783	\$30,332
FY 17-18	\$212,721	\$18,585	\$11,747	\$30,332
FY 18-19	\$194,136	\$19,682	\$10,649	\$30,332
FY 19-20	\$174,454	\$20,844	\$9,487	\$30,332
FY 20-21	\$153,609	\$22,075	\$8,257	\$30,332
FY 21-22	\$131,534	\$23,378	\$6,953	\$30,332
FY 22-23	\$108,156	\$24,759	\$5,573	\$30,332
FY 23-24	\$83,397	\$26,220	\$4,111	\$30,332
FY 24-25	\$57,176	\$27,769	\$2,563	\$30,332
FY 25-26	\$29,408	\$29,408	\$924	\$30,332

EXHIBIT E
Special Tax Roll

EXHIBIT E
Special Tax Roll

Exhibit E
SPECIAL TAX ROLL

APN	Building Square Feet	Total Special Tax Amount FY 2017-18
8011-016-027	112,014	\$23,004.32
8011-016-033	35,384	\$7,266.81
8011-016-034	16,356	\$3,359.03
	163,754	\$33,630.16



City of Santa Fe Springs

City Council Meeting

December 13, 2018

CONSENT AGENDA

Community Facilities District No. 2002-1 (Bloomfield-Lakeland) - Annual Special Tax Levy Report for Fiscal Year 2017-18

RECOMMENDATION

That the City Council receive and file the Special Tax Levy Annual Report for Community Facilities District 2002-1 for Fiscal Year 2017-18.

BACKGROUND

The Mello-Roos Community Facilities Act of 1982 requires that an annual special tax levy report be prepared for each Community Facilities District (CFD). This report must detail the special taxes that are levied within a CFD and any construction activity at the time the report is prepared. The methodology and amounts to be levied were established at the time the CFD was formed.

FISCAL IMPACT

Repayment of the bonds and payment of services are secured by the special taxes levied on all property within the CFD, other than those properties that are exempt as provided in the respective rate and method of apportionment. Annual administrative expenses are also funded through the annual special tax levy.

Raymond R. Cruz
City Manager

Attachment:

Special Tax Levy Annual Report for CFD 2002-1 for Fiscal Year 2017-18



Special Tax Levy Annual Report

for

**City of Santa Fe Springs
Community Facilities District No. 2002-1
(Bloomfield-Lakeland)**

Fiscal Year 2017-18

**Submitted to:
City of Santa Fe Springs
Los Angeles County, California**

November 12, 2018



Harris & Associates

**CITY OF SANTA FE SPRINGS
COMMUNITY FACILITIES DISTRICT NO. 2002-1
(Bloomfield-Lakeland)**

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APPENDIX

Exhibit A	Boundary Map
Exhibit B	Amended and Restated Rate and Method of Apportionment of the Special Tax
Exhibit C	Payment Agreement
Exhibit D	Amended Debt Service Schedule
Exhibit E	Special Tax Roll

INTRODUCTION

The City Council of the City of Santa Fe Springs established Community Facilities District No. 2002-1 (Bloomfield-Lakeland) ("CFD", "CFD No. 2002-1", or the "District") for the purpose of constructing, maintaining and the administration of certain public improvements. The District established a Rate and Method of Apportionment of Special Tax and a Payment Agreement as shown in the Appendix as Exhibits B and C.

A map showing the boundaries of CFD No. 2002-1 is included in the Appendix of this report as Exhibit A. In compliance with the proceedings governing the formation of CFD No. 2002-1, the special tax has been levied on each taxable parcel within the District according to the provisions of the Rate and Method of Apportionment of Special Taxes as shown in the Appendix as Exhibit B.

The City of Santa Fe Springs granted the Development Plan Approval ("DPA No. 737-739") authorizing the principle sum of \$800,000 on March 14, 2002. The Payment Agreement that was provided for in the DPA established a repayment period that was to commence the 1st day of the month following the Permit Anniversary Date and continue until the Payment Sum has been paid in full (approximately 175 months or 14.5 years).

The payments should have commenced in Fiscal Year 2003-04 and continued until Fiscal Year 2016-17 (established by the Permit Issue dates according to the Rate and Method of Apportionment). As of the close of Fiscal Year 2009-10, no payments had been received from the property owners in CFD 2002-1.

It was determined by the City Finance Department and legal counsel to amend the Rate and Method of Apportionment with a revised Payment Schedule to begin collecting payments commencing in Fiscal Year 2011-12. The Amended and Restated Rate and Method of Apportionment of Special Tax was approved in a property owner special election on July 14, 2011.

The Special Taxes as hereinafter defined shall be levied on all Assessor's Parcels in CFD No. 2002-1 and collected each Fiscal Year commencing in Fiscal Year 2011-12, in the amounts determined as described below. All of the real property in CFD No. 2002-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

The City agreed to waive the interest and maintenance cost associated with the District for the years prior to Fiscal Year 2011-12. The annual street maintenance will continue as originally established in the Rate and Method of Apportionment and will also be levied on the county tax bill as long as the City provides for the maintenance of streets within the District.

I. FACILITIES AND SERVICES FINANCED BY THE DISTRICT

The public facilities financed by CFD No. 2002-1 include all or a portion of design, construction, indirect costs (fees) and administration relating to the following improvements: the grading and construction of streets, curbs, gutters, sidewalks, street lighting, storm drainage, water, sewer and utility improvements (both on and off-site) to serve the area within the boundaries of CFD No. 2002-1, together with appurtenances and appurtenant work. All improvements are complete.

In addition to the improvements above, the CFD is anticipated to cover the on-going costs for maintenance services and administration of those improvements.



Development Status

Construction was completed for the whole project on May 16, 2003. The total Assessed Value and number of properties sold since 2003 are shown in the following table.

**TABLE 1
PARCEL STATUS**

<u>Development Status</u>	<u>Total Parcels</u> <u>2017-18</u>	<u>Total</u> <u>Assessed Value</u> <u>2017-18</u>	<u>Properties</u> <u>Sold Since</u> <u>2016-17</u>
Developed Non-Residential Property	3	\$ 42,033,593	0
Undeveloped Non-Residential Property	0	\$ -	0
Total	3	\$ 42,033,593	0

II. IMPROVEMENT AREA

The Rate and Method of Apportionment of the Special Tax for Services establishes the apportionment of Special Taxes for Capital Improvements.

Each Fiscal Year, each developed parcel of land within the Special Tax for Services area shall be subject to Special Taxes in accordance with the Rate and Method of Apportionment (RMA).

The Special Tax amount attributed to each parcel is apportioned by the relative square footage of the building on each property. As of the date the District was amended and Restated in July 2011, all the development was complete and the annualized tax schedule commenced for each property according to the revised payment schedule. The following table represents the annualized tax schedule.

TABLE 2

COMMUNITY FACILITIES DISTRICT

Address	Bldg SF	Total Obligation	Amortized Annual Expense	Amortized Annual Exp./SF
11020 Bloomfield	84,651	\$148,410.28	\$15,032.03	\$0.1776
11130 Bloomfield	240,252	\$421,210.24	\$42,663.12	\$0.1776
11320 Bloomfield	131,405	\$230,379.48	\$23,334.45	\$0.1776
Total	456,308	\$800,000.00	\$81,029.60	

Note: figures may be off slightly due to rounding

III. SPECIAL TAX FOR SERVICES

The Rate and Method of Apportionment of the Special Tax for Services establishes the apportionment of Street Maintenance Services.

Each Fiscal Year, each developed parcel of land within the Special Tax for Services area shall be subject to their proportional share of the Street Maintenance Services based on the relative square footage of the building on each property in accordance with the amended Rate and Method of Apportionment. The annual Street Maintenance Service for Fiscal Year 2017-18 was \$5,915.38 which included a CPI increase of 2.7% over Fiscal Year 2016-17.

The following table represents the proportional spread of maintenance services tax and administrative fees for Fiscal Year 2017-18.

TABLE 3

STREET MAINTENANCE

Address	Bldg SF	Annual Expense	Annual Exp./SF
11020 Bloomfield	84,651	\$1,097.38	\$0.01296
11130 Bloomfield	240,252	\$3,114.52	\$0.01296
11320 Bloomfield	131,405	\$1,703.48	\$0.01296
Total	456,308	\$5,915.38	

Note: figures may be off slightly due to rounding

IV. ADMINISTRATIVE FEES

Each Fiscal Year, each developed parcel of land within the Special Tax for Services area shall be subject to their proportional share of the Administrative Fees based on the relative square footage of the building on each property in accordance with the amended Rate and Method of Apportionment. The annual Administrative Fee was \$6,933.16 which included a CPI increase of 2.7% over Fiscal Year 2016-17.

The following table represents the proportional spread of the administrative fees for Fiscal Year 2017-18.

TABLE 4

ANNUAL ADMINISTRATION FEE

Address	Bldg SF	Annual Administration	Annual Exp./SF
11020 Bloomfield	84,651	\$1,320.92	\$0.01560
11130 Bloomfield	240,252	\$3,748.96	\$0.01560
11320 Bloomfield	131,405	\$2,050.48	\$0.01560
Total	456,308	\$7,120.36	

Note: figures may be off slightly due to rounding

V. SOURCES AND OBLIGATIONS

A statement showing the Sources and Obligations of special tax funds for CFD No. 2002-1 for Fiscal Year 2017-18 is presented in Table 5. The Special Tax Requirement for Fiscal Year 2017-18 was determined as specified in the adopted Rate and Method of Apportionment of the Special Tax.

TABLE 5
SOURCES AND OBLIGATIONS

	Fiscal Year 2016-17 <u>Amount</u>	Fiscal Year 2017-18 <u>Amount</u>
<u>SOURCES</u>		
Annual Special Tax Roll		
Developed Property	\$93,722.62	\$94,065.33
Undeveloped Property	\$0.00	\$0.00
Subtotal	<u>\$93,722.62</u>	<u>\$94,065.33</u>
TOTAL SPECIAL TAXES FROM ALL SOURCES	<u>\$93,722.62</u>	<u>\$94,065.33</u>
<u>OBLIGATIONS</u>		
Debt Service	\$81,029.60	\$81,029.60
Special Tax for Maintenance Services	\$5,759.86	\$5,915.38
Administration and Incidentals	\$6,933.16	\$7,120.36
2017 Fund Balance (Reserve)	\$0.00	\$0.00
Subtotal	<u>\$93,722.62</u>	<u>\$94,065.33</u>
Surplus/Shortage to District	\$0.00	\$0.00
TOTAL OBLIGATIONS FOR SPECIAL TAXES	<u>\$93,722.62</u>	<u>\$94,065.33</u>

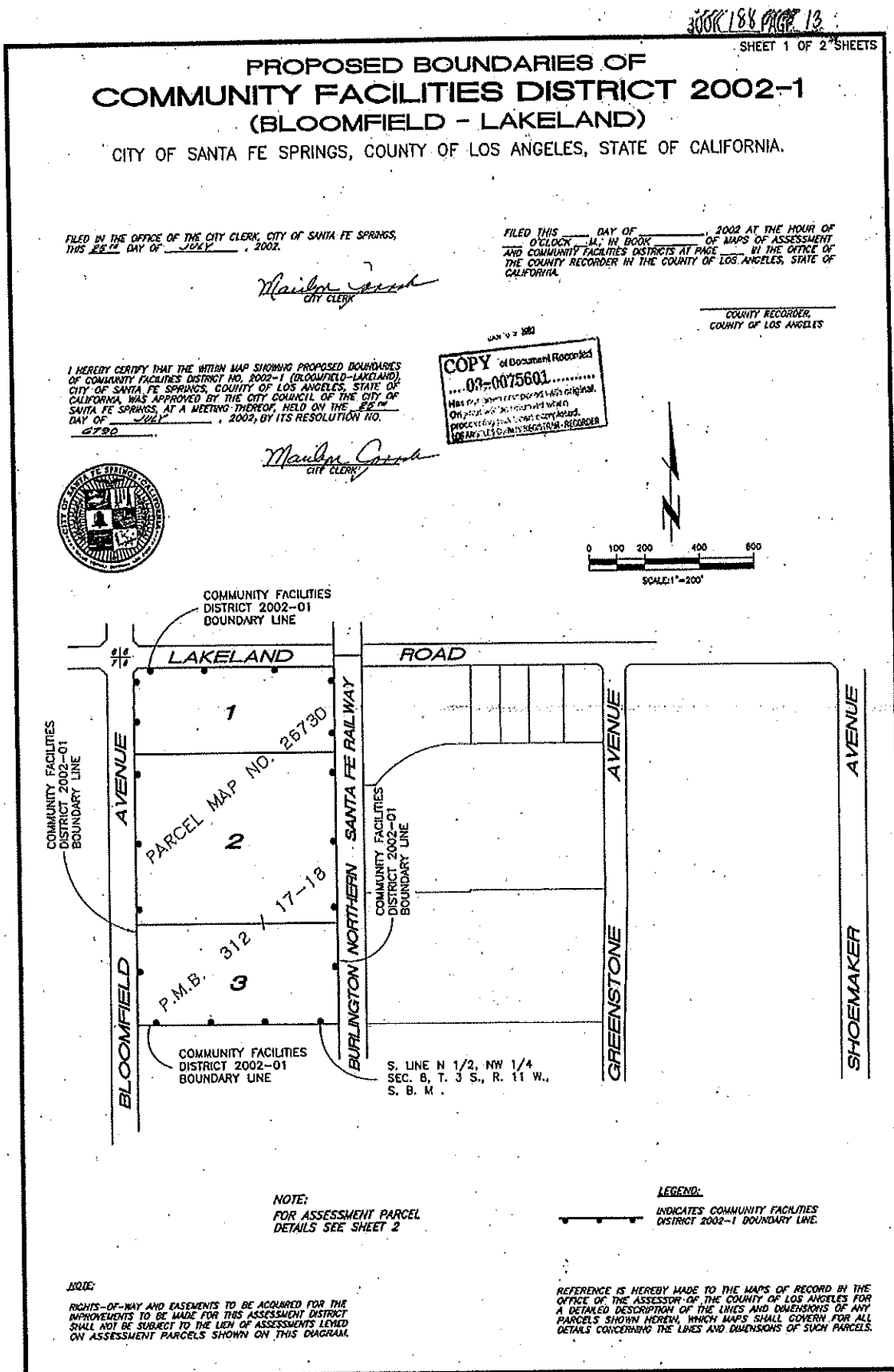
VI. SPECIAL TAX ROLL

The Special Tax Roll lists the special tax levy on each parcel within the boundaries of CFD No. 2002-1 for Fiscal Year 2017-18. A copy of the Special Tax Roll is included in the Appendix of this report as Exhibit E.

EXHIBIT A

Boundary Map





Boundary Map

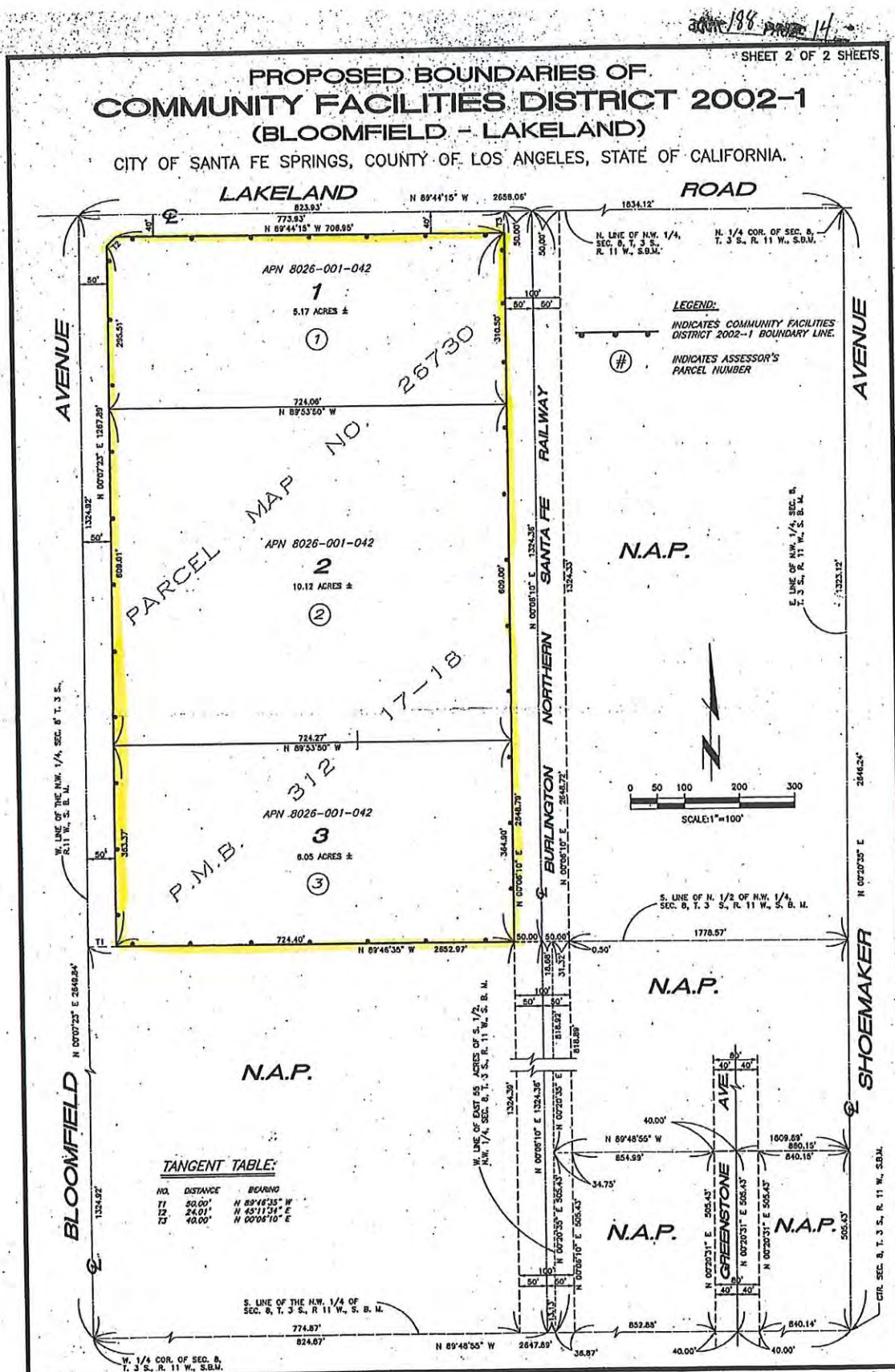


EXHIBIT B

***Amended and Restated Rate and Method of
Apportionment of the Special Tax***

Amended and Restated Rate and Method of Apportionment of Special Tax

**AMENDED AND RESTATED RATE AND METHOD OF APPORTIONMENT
OF SPECIAL TAX**

This Amended and Restated Rate and Method of Apportionment of Special Tax amends and restates in its entirety that certain Rate and Method of Apportionment of Special Tax (the "Original Rate and Method"). The Original Rate and Method was attached as Exhibit B to the Notice of Special Tax Lien for City of Santa Fe Springs Community Facilities District No. 2002-1 (Bloomfield-Lakeland) ("CFD No. 2002-1"), which was recorded in the real property records of the County of Los Angeles on January 9, 2003, as Document No. 03-0077048.

The Special Taxes as hereinafter defined shall be levied on all Assessor's Parcels in CFD No. 2002-1 and collected each Fiscal Year commencing in Fiscal Year 2011-12, in the amounts determined as described below. All of the real property in CFD No. 2002-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the following actual or reasonably estimated costs directly related to the administration of CFD No. 2002-1: the costs of computing the Special Taxes and preparing the annual Special Tax collection schedules (whether by the City or designee thereof or both); the costs of collecting the Special Taxes (whether by the City or otherwise); the costs to the City, CFD No. 2002-1 or any designee thereof of complying with disclosure requirements of the City, CFD No. 2002-1 or obligated persons associated with applicable federal and state securities laws and the Act; the costs associated with preparing Special Tax disclosure statements and responding to public inquiries regarding the Special Taxes; the costs of the City, CFD No. 2002-1 or any designee thereof related to any appeal of the Special Tax; and the City's annual administration fees and third party expenses. Administrative Expenses shall also include amounts estimated by the CFD Administrator or advanced by the City or CFD No. 2002-1 for any other administrative purposes of CFD No. 2002-1, including attorney's fees and other costs related to commencing and pursuing to completion any foreclosure of delinquent Special Taxes. The maximum amount for the Administrative Expenses is set at \$6,500 for Fiscal Year 2011-12; the maximum amount for subsequent Fiscal Years shall be equal to (i) the maximum amount for the Administrative Expenses for the previous year plus (ii) the product of multiplying (A) the maximum amount for the Administrative Expenses for the previous year times (B) the annual percentage change (if positive) in CPI for the preceding year ending in March.

"Annual Debt Service" means the annual amount of principal and interest required to satisfy the \$800,000 loan amount set forth in the Payment Agreement, over a 15 year period commencing Fiscal Year 2011-12 (assuming no delinquencies) at an interest rate of 5.75%, assuming level payments.

"Assessor's Parcel" means a parcel shown in an Assessor's Parcel Map with an assigned Assessor's parcel number.

"Assessor's Parcel Map" means an official map of the Assessor of the County of Los Angeles designating parcels by Assessor's Parcel number.

"Building Square Footage" means the building area as shown on the building permit.



Amended and Restated Rate and Method of Apportionment of Special Tax

"CFD Administrator" means the person or firm that the City chooses to make responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"CFD No. 2002-1" means City of Santa Fe Springs Community Facilities District No. 2002-1 (Bloomfield-Lakeland).

"City" means the City of Santa Fe Springs.

"City Council" means the City Council of the City of Santa Fe Springs, acting as the legislative body of CFD No. 2002-1.

"County" means the County of Los Angeles.

"CPI" means the Consumer Price Index for All Urban Consumers, for the Los Angeles, Riverside and Orange County areas, published by the U.S. Department of Labor, Bureau of Labor Statistics, or, if such index is no longer published, a reasonably equivalent index selected by the CFD Administrator.

"Exempt Property" means all Assessor's Parcels not subject to the Special Tax for Payment Amount as described under Section I.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"Maintenance Expenses" means the expenses of the City, whether incurred by the City or designee of the City, or both, in the furnishing of services (as defined in Section 53317 of the Act) and materials for maintenance of certain streets as specified in condition No. 26 of the Development Plan Approval No. 737-739 approved by the City's Community Development Commission on March 14, 2002 and attached as Exhibit B to the Payment Agreement. The maximum amount for Maintenance Expenses, including reserve funding, is set at \$5,663.58 for Fiscal Year 2016-17; the maximum amount for subsequent Fiscal Years will be equal to (i) the Maintenance Expenses for the previous year plus (ii) the product of multiplying (A) the Maintenance Expenses for the previous year times (B) the annual percentage change (if positive) in CPI for the preceding year ending in March.

"Maximum Special Tax for Payment Amount" means the maximum Special Tax for Payment Amount, determined in accordance with Section C below that can be levied in any Fiscal Year on any Assessor's Parcel.

"Maximum Special Tax for Maintenance" means the maximum Special Tax for Maintenance, determined in accordance with Section G below that can be levied in any Fiscal Year on any Assessor's Parcel.

"Parcel" means Assessor's Parcel.

"Payment Agreement" means that certain Payment Agreement, dated as of March 28, 2002, by and between the City and Bloomfield Partners, LLC, which Payment Agreement is attached as Exhibit A.

"Proportionately" means for Taxable Property, in any Fiscal Year, that the ratio of the actual Special Tax levy to the Maximum Special Tax is equal for all Assessor's Parcels of Taxable Property.

"Public Property" means any Assessor's Parcel within the boundaries of CFD No. 2002-1 that is transferred to a public agency or public utility on or after the date of formation of CFD No. 2002-1 and is used for rights-of-way, or any other purpose and is owned by, dedicated or irrevocably offered for dedication to the federal government, the State of California, the County, the City, a public utility



Amended and Restated Rate and Method of Apportionment of Special Tax

or any other public agency; provided however that any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act shall be taxed and classified in accordance with its use. Privately-owned property that is otherwise constrained by public or utility easements making impractical its utilization for other than the purposes set forth in the easement shall be considered Public Property.

"Special Tax for Maintenance" means the special tax to be levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Special Tax for Maintenance Requirement.

"Special Tax for Maintenance Requirement" means that amount required in any Fiscal Year for CFD No. 2002-1 equal to the maximum amount for Maintenance Expenses and the maximum amount of Administrative Expenses.

"Special Tax for Payment Amount" means the special tax to be levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Special Tax for Payment Amount Requirement.

"Special Tax for Payment Amount Requirement" means that amount required in any Fiscal Year for CFD No. 2002-1 equal to the Annual Debt Service.

"Special Taxes" means, collectively, the Special Tax for Payment Amount and the Special Tax for Maintenance.

"State" means the State of California.

"Taxable Property" means all of the Assessor's Parcels within the boundaries of CFD No. 2002-1 which are not Exempt Property.

B. CLASSIFICATION OF PROPERTIES

All Assessors' Parcels shall be classified as Taxable Property or Exempt Property.

Once classified as Taxable Property, a parcel may not be subsequently re-classified or changed to Exempt Property without the Special Tax for Payment Amount being paid off in full in accordance with Section E. The Special Tax for Maintenance cannot be prepaid and any parcel of Taxable Property that is re-classified as Exempt Property with respect to the Special Tax for Payment Amount shall remain subject to the Special Tax for Maintenance.

C. SPECIAL TAX FOR PAYMENT AMOUNT RATE

Maximum Special Tax for Payment Amount

The Maximum Special Tax for Payment Amount for Assessor's Parcels of Taxable Property shall be calculated for each Fiscal Year as follows:

First, the City shall calculate the Annual Debt Service for the Fiscal Year.

Second, the amount calculated in First shall be apportioned to all parcels of Taxable Property Proportionately based on the amount of Building Square Footage.

D. MANNER OF COLLECTION OF SPECIAL TAXES

The Special Taxes shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that CFD No. 2002-1 may directly bill the Special Taxes, may

Amended and Restated Rate and Method of Apportionment of Special Tax

collect Special Taxes at a different time or in a different manner if necessary to meet its financial obligations, and may covenant to foreclose and may actually foreclose on delinquent Assessor's Parcels as permitted by the Act.

E. PREPAYMENT OF SPECIAL TAX FOR PAYMENT AMOUNT

The Special Tax for Payment Amount may be prepaid, in whole or in part, at any time.

F. TERM OF SPECIAL TAX FOR PAYMENT AMOUNT

The Special Tax for Payment Amount shall be levied on Taxable Property for a period not to exceed 15 years; provided, however, that the Special Tax for Payment Amount may be levied for a longer period of time if, as a result of delinquencies in the payment of the Special Tax for Payment Amount, it has not collected an amount sufficient to pay the Payment Sum (as defined in the Payment Agreement).

G. SPECIAL TAX FOR MAINTENANCE RATE

Maximum Special Tax for Maintenance

Commencing with Fiscal Year 2011-12 and for each subsequent Fiscal Year, the Council shall levy the Special Tax for Maintenance on all Assessor's Parcels of Taxable Property up to the applicable Maximum Special Tax for Maintenance to fund the Special Tax for Maintenance Requirement.

The Special Tax for Maintenance Requirement shall be apportioned to all parcels of Taxable Property Proportionately based on the amount of Building Square Footage.

H. TERM OF SPECIAL TAX FOR MAINTENANCE

The Special Tax for Maintenance shall be levied in perpetuity to fund the Special Tax for Maintenance Requirement unless no longer required as determined at the sole discretion of the Council.

If the levy of the Special Tax for Maintenance is repealed by initiative or any other action participated in by the owners of the Assessor's Parcels in CFD 2002-1, the City shall have no obligation to provide the services for which the Special Tax for Maintenance was levied.

I. EXEMPTIONS

The CFD Administrator shall classify Assessor's Parcels of Public Property as Exempt Property.

Tax-exempt status will be assigned by the CFD Administrator in the chronological order in which Assessor's Parcels become Public Property. However, should an Assessor's Parcel no longer be classified as Public Property, its tax exempt status will be revoked.

J. ENFORCEMENT

If not paid when due, the City shall have the right to foreclose any delinquent Special Tax for Payment Amount by appropriate action in a court of competent jurisdiction, such action to include all court costs, attorney fees and costs of sale.

EXHIBIT C
PAYMENT AGREEMENT

EXHIBIT C
Payment Agreement

PAYMENT AGREEMENT

This Payment Agreement ("Agreement") is made and entered into as of March 28, 2002, by and between the City of Santa Fe Springs ("City"), and Bloomfield Partners, LLC, a Delaware limited liability company (together with its successor and assigns, "Developer").

Recitals

A. Developer intends to develop that certain real property located in City, legally described in Exhibit "A", attached hereto (the "Property").

B. On March 11, 2002, City's Planning Commission granted Development Plan Approval ("DPA No. 737-739") for Developer's proposed development of the Property (the "Project"); on March 14, 2002, the Community Development Commission of the City of Santa Fe Springs also approved DPA No. 737-739. A copy of DPA No. 737-739 is attached hereto as Exhibit "B", and is incorporated by reference as though fully set forth herein.

C. DPA No. 737-739 provides that the parties may enter into this Agreement.

D. Developer intends to apply for a subdivision of the Property ("Proposed Subdivision"), pursuant to which the Property would be divided into three (3) separate legal parcels. A number of the conditions contained in DPA No. 737-739, including, but not limited to, those described in Section 1 below, were imposed in anticipation of said Proposed Subdivision (the "Proposed Subdivision Conditions").

E. The conditions imposed in conjunction with DPA No. 737-739 were intended to address all impacts anticipated by the City and likely to arise in connection with the full permitting and development of the Project ("Anticipated Impacts").

Based on the Recitals set forth above and the mutual promises set forth below, the parties agree as follows:

1. Developer shall pay to City the principal sum of \$800,000.00 (the "Payment Sum") in accordance with the provisions of this Agreement, which payment shall constitute full satisfaction of the following, except as set forth in Sections 2 and 3, below:

(i) Developer's obligations set forth in DPA No. 737-739 Condition Nos. 5, 6, 7, 14, 21, 22, 25, 26.a and 27, as well as similar conditions that may be imposed in respect of the Anticipated Impacts, including similar conditions that may be imposed in respect of the Proposed Subdivision Conditions. Developer shall not be obligated to construct any of the items described in such conditions, and City holds Developer harmless from and against such obligations, notwithstanding: (a) the fact that the Payment Sum has not yet been fully paid (so long as Developer is making payments in accordance with Section 4 below); and (ii) the failure of City to commence or complete such construction (although the City shall have no obligation to Developer to undertake such construction).

EXHIBIT C
Payment Agreement

(ii) Developer's obligation to pay any City imposed fees or charges in connection with the planning, permitting, or inspection of the Project (collectively, the "Project Fees"), including, without limitation, fees and charges in respect of (a) the City's review, processing and approval of any building, grading, drainage, utility, street and sidewalk, subdivision (including, without limitation, any filing fees or map checking fees required in connection with the Proposed Subdivision), environmental compliance (including, without limitation, any fees required in connection with soil or methane gas monitoring programs), excavation or similar plans, (b) any applications for building, mechanical, electrical, plumbing, structural, occupancy, environmental, or similar permits, (c) any building, grading, fire, health and safety, street and sidewalk or other inspections; and (d) any development impact fees, including the City's Heritage Artwork in Public Places Program.

2. In the event that the total amount chargeable to Developer in Project Fees exceeds \$300,000.00, then Developer shall pay to City the amount by which such Project Fees exceed \$300,000.00, prior to the issuance of any building permits for the Project. The payment of such amount shall be a condition precedent to the issuance of any such permits by City. Such payment shall be separate from, and in addition to, the payment of \$800,000.00, as described in Section 1, above.

3. As to DPA No. 737-738 Condition No. 25, the payment described in Section 1, above, satisfies Developer's obligations, except that it does not satisfy the obligation to agree to adjustments to the existing Street Light Assessment District, as set forth in Condition No. 25.

4. Developer shall pay the Payment Sum to City in accordance with the following:

A. Interest shall accrue at a fixed annual rate of Five and Three Quarters Percent (5.75%), which both the City and Developer agree is the Prime Rate plus One Hundred (100) basis points on the date of this Agreement, and shall be payable in installments as set forth in Section 4B. Interest shall begin to accrue as of the first date any Project Fees would have otherwise been due and payable to the City but for the agreements set forth herein.

B. Developer shall make monthly installment payments of principal and interest of \$6,750.00 ("Installment Payments"), beginning and continuing as provided in Section 4.C. That portion of the Installment Payments not allocated to accrued interest under Section 4.A shall be allocated to the principal amount of the Payment Sum. The parties hereto estimate that the term of the Installment Payments will be 175 months.

C. Payment of Installment Payments shall begin on the first day of the month following the Permit Anniversary Date, and shall continue on the first day of each month thereafter until the Payment Sum has been paid in full.

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D. As used herein, "Permit Anniversary Date" shall mean the date 12 months following issuance of first building permit for development of the Property.

E. It is expressly stipulated and agreed to be the intent of the parties at all times to comply with applicable state law regarding prevailing wages (including, but not limited to, California Labor Code Sections 1720 and 1771) and that this Section shall control every other covenant and agreement in this Agreement and other related documents between the parties regarding the interest rate paid thereunder. If the applicable prevailing wages law, for any reason, is ever found or judicially interpreted to: (i) render the interest rate under this Agreement to be a public works and/or paid for in whole or in part out of public funds (and such interest rate does not comply with any de minimus exception under the applicable prevailing wages law); and/or (ii) subject the terms of this Agreement to prevailing wages, then it is the parties' express intent that (1) Bloomfield Partners LLC shall immediately pay to the City of Santa Fe Springs, as to all payments previously made under this Agreement, the difference between the interest rate paid pursuant to this Agreement and the appropriate interest rate which would not subject this Agreement to prevailing wages, and (2) the provisions of this Agreement and other related documents immediately be deemed reformed to reflect the appropriate interest rate, without the necessity of the execution of any new documents, so as to not subject the terms of this Agreement to the applicable prevailing wages law.

Upon the commencement of Installment Payments, the parties agree to execute and deliver in a timely fashion an agreement which specifically sets forth the remaining term of the Developer's obligations to make Installment Payments under Section 4B above. Further, upon full repayment of the Payment Sum, City shall provide to Developer, at Developer's request, a letter or similar document reasonably acceptable to Developer, confirming that the Developer's payment obligations under this Section 4 are satisfied.

5. In the event that the City approves the Proposed Subdivision, the Payment Sum shall be apportioned between the newly created parcels, based on the relative square footage of the building to be built on each parcel. As of the date of the recording of the final parcel map for the Proposed Subdivision, the owner of each newly created parcel shall be separately obligated to pay to City its apportioned share of the Payment Sum, and shall be relieved of any liability to pay sums allocable to any other parcel owner. In no event shall a default by one parcel owner be attributable to any other parcel owner.

6. Developer shall secure the Payment Sum by providing City with security as follows: a letter of credit in favor of the City obtained by Developer in the amount of \$800,000. The form of the letter of credit and any letter of credit agreement necessary to describe the security arrangement shall be proposed by Developer and approved by the City Attorney, which approval shall not be unreasonably withheld. The letter of credit or letter of credit agreement shall contain customary provisions releasing the security provided thereby proportionately as the principal amount of the Payment Sum is reduced.

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The letter of credit or letter of credit agreement shall also contain provisions permitting the Developer to replace existing security with other security of comparable value, subject to approval by the City Attorney, which approval shall not be unreasonably withheld. The approval and perfecting of such security is a condition precedent to City's issuance of any building permits for the Project.

7. Developer and City have agreed to form a Community Facilities District No. 2002-1 (the "Community Facilities District"). After the Ordinance of the City Council of the City of Santa Fe Springs levying special taxes within such Community Facilities District becomes effective, City acknowledges and agrees that all of Developer's obligations under this Agreement, except as specifically provided in this Section 7 (collectively referred to herein as the "Payment Amount") shall be deemed fully satisfied and complied with including, without limitation, Developer's obligation (i) to pay the Payment Sum to the City or to satisfy the DPA Conditions as described in Section 1, (ii) to provide security for the Payment Sum under Section 6, and any letter of credit issued pursuant thereto shall be released by the City and terminated immediately upon formation of the Community Facilities District, and (iii) to comply with the conditions set forth in DPA No. 737-739 Condition No. 26. Provided, however, Developer acknowledges and agrees that notwithstanding formation of the Community Facilities District, Developer shall not be relieved of its obligation to pay to the City (a) Project Fees in excess of \$300,000 as, and to the extent, described in Section 2 above, or (b) the amount equal to any adjustments to the existing Street Light Assessment District as, and to the extent, described in Section 3 above.

8. This Agreement shall be assignable by Developer and (subject to Section 5 above) shall run with the land, inure to the benefit of and be binding upon the parties, and all of their successors and assigns. In the event of an assignment of all or any portion of Developer's obligations, the assignor shall be relieved of liability as to that portion assigned, but only if the security described in Section 6, above, is left in place, or replaced with equivalent security, or the obligation is deemed satisfied pursuant to Section 7 above.

9. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior agreements. No amendment hereto, or waiver of any provision hereof, can be made except in a writing executed by both parties.

10. This Agreement shall be governed by the laws of the State of California.

11. If any lawsuit, arbitration, or other action is brought by either party against the other party, the prevailing party shall be entitled to recover the reasonable attorneys' fees and court costs it incurred in connection therewith.

EXHIBIT C
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Intending to be legally bound, the parties have executed this Agreement, below,
as of the date first set forth above.

City of Santa Fe Springs

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

Bloomfield Partners LLC, a Delaware
limited liability company

By: Calsmart L.L.C., a Delaware limited liability company
its Manager

By: RREEF America, L.L.C., a Delaware limited liability company
its authorized agent

By: 

LEGAL DESCRIPTION OF PROPERTY

THE NORTH HALF OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 3 SOUTH; RANGE 11 WEST, SAN BERNARDINO BASE AND MERIDIAN, IN THE CITY OF SANTA FE SPRINGS, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, LYING WEST OF THE ATCHISON, TOPEKA AND SANTA FE RAILROAD RIGHT-OF-WAY,

EXCEPT THEREFROM THE FOLLOWING THREE (3) STRIPS OF LAND:

STRIP NO. 1; BLOOMFIELD AVENUE:

BEING THE WEST 50.00 FEET OF SAID NORTHWEST QUARTER, MEASURED AT RIGHT ANGLES TO THE WESTERLY LINE THEREOF.

STRIP NO. 2; LAKELAND ROAD:

BEING THE NORTH 40.00 FEET OF SAID NORTHWEST QUARTER, MEASURED AT RIGHT ANGLES TO THE NORTHERLY LINE THEREOF.

STRIP NO. 3; CORNER CUT-OFF:

BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF SAID STRIP NO. 2 WITH THE EAST LINE OF SAID STRIP NO. 1;

THENCE SOUTHERLY 17.00 FEET ALONG SAID EAST LINE;

THENCE NORTHEASTERLY IN A DIRECT LINE TO A POINT ON SAID SOUTH LINE, DISTANT EAST THEREON, 17.00 FEET FROM THE POINT OF BEGINNING OF THIS STRIP;

THENCE WESTERLY ALONG SAID SOUTH LINE 17.00 FBET TO THE POINT OF BEGINNING OF THIS DESCRIPTION.

DESCRIBED PARCEL CONTAINS 21.35 ACRES MORE OR LESS.



March 12, 2002

Sares Regis Group
Attn: Peter Rooney
18802 Bardeen Avenue
Irvine, CA 92612-1521

RE: Development Plan Approval Case No. 737-739

Dear Mr. Rooney:

The Planning Commission, at their regular meeting of March 11, 2002, acted on your request for approval of development plans to allow the construction of three concrete tilt-up industrial buildings totaling approximately 455,783 sq ft in area on a 21.32-acre property located on the southeast corner of Bloomfield Avenue and Lakeland Road in the M-2, Heavy Manufacturing, Zone within the Consolidated Redevelopment Project.

The Planning Commission subsequently approved your request for Development Plan Approval for the proposed industrial buildings and related improvements subject to the following list of conditions:

SUGGESTED CONDITIONS OF APPROVAL

1. The owner/developer shall construct a meandering sidewalk within a dedicated easement along Bloomfield Avenue frontage.
2. The owner/developer shall comply with Congestion Management Program (CMP) requirements and provide mitigation of trips generated by the development. The owner/developer will receive credit for demolition of any buildings which formerly occupied the site.
3. Existing public fire hydrants shall be upgraded, if required by the City Engineer.

Louie Gonzalez, Mayor • Ronald S. Kernes, Mayor Pro-Tempore
City Council
George Minnehan • Benny Putnam • Gustavo R. Velasco
City Manager
Frederick W. Lathin

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4. Adequate "on-site" parking shall be provided per City requirements, and streets shall be posted "No Stopping Any Time." The cost of sign installation shall be paid by the owner/developer.
5. The owner/developer shall provide \$50,000 to the City to mitigate traffic impacts from this development to the Bloomfield Avenue intersections at Telegraph Road, Florence Avenue and Lakeland Road.
6. The landscape irrigation system shall be connected to a reclaimed water distribution system when available in the street. Separate meter(s) shall be installed for landscape irrigation systems. Owner/Developer shall provide funds to design and construct a 6" reclaimed water distribution pipeline along frontage of development.
7. Point of access to each parcel shall be approved by the City Engineer. Owner/developer shall be responsible for the cost of the design and construction of raised landscaped medians adjacent to the property on Bloomfield Avenue, as approved by the City Engineer.
8. Sanitary sewers shall be constructed in accordance with City specifications to serve subject development. The plans for the sanitary sewers shall be approved by the City Engineer. A sewer study shall be submitted along with the sanitary sewer plans.
9. The owner/developer shall comply with all requirements of the Department of County Engineer-Facilities, make application for and pay the sewer maintenance fee.
10. No common driveways shall be allowed unless approved by the City Engineer. If proposed driveways conflict with existing fire hydrants, street lights, water meters, etc., owner/developer shall pay for relocation.
11. Owner/developer's general contractor shall implement storm water and urban runoff pollution prevention controls and Best Management Practices (BMP's) on construction sites in accordance with Chapter 52, Storm Water Runoff, of the City Code (Ordinance 851). The contractor may also be required to file a Notice of Intent (NOI) with the Regional Water Quality Control Board and prepare a Storm Water Pollution Prevention Plan (SWPPP) as specified in the State of California General Permit for Storm Water Discharges associated with the construction activities in accordance with the NPDES mandate to protect receiving waters and storm drains from construction activity, related erosion and pollution. A copy of the September 8, 1992 instructions and NOI form are available from the

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Public Works Department. In addition, this project shall conform to Ordinance 915, which amends Chapter 52 "Stormwater/Urban Runoff" of the City Code and implements the requirements of the approved Standard Urban Stormwater Mitigation Plan ("SUSMP"). The SUSMP includes a requirement to implement Post Construction BMP's to mitigate (infiltrate or treat) the first 3/4" of runoff from all storm events and to control peak flow discharges.

12. Planning and Development and Public Works Departments shall approve the location of double-check valves. All sprinkler plans shall have a stamp of approval from Planning and Development prior to Fire Department submittal. Disinfection, pressure and bacteriological testing on the line between the street and detector assembly shall be performed in the presence of City Water Department. The valve on water main line shall be operated only by the City upon approval of test results.
13. All projects over \$50,000 are subject to the requirements of Ordinance No. 914 to reuse or recycle 75% of the project construction waste per approval of the Department of Planning and Development.
14. The Owner/Developer shall comply with the City's "Heritage Artwork in Public Places Program" in conformance with City Ordinance No. 755.
15. The owner/developer shall comply with the requirements of Ordinance 829 with respect to Oil and Gas Regulations.
16. Prior to issuance of building permits, the applicant shall comply with the following environmental assessment conditions to the satisfaction of the City of Santa Fe Springs:
 - A. Environmental Audit. Recognizing that NFA letters have been issued by both the DTSC and RWQCB and a large volume of site assessment work has already been performed, only limited additional assessment work will be required. This additional assessment shall focus on properly closing the six (6) UST's that were previously removed but not closed. A Soil Management Plan for mitigating contamination in excess of City standards must be submitted and approved by the Fire Department.
 - B. Permits and Approval. Owner/developer shall, at its own expense, secure or cause to be secured any and all permits which may be required by the City in furtherance of complying with Paragraph 16 (A) set forth herein. Permits shall be secured prior to beginning work related to the permitted activity.

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C. Covenants.

1. Owner/developer shall provide a written covenant to the Planning Commission that, except as revealed in previous studies as part of DTSC and RWQCB NFA certification and except as applicant may have otherwise disclosed to the City, Commission, Planning Commission or their employees, in writing, applicant has investigated the environmental condition of the property and does not know or have reasonable cause to believe that (a) any crude oil, hazardous substances or hazardous wastes, as defined in state and federal law, have been released, as that term is defined in 42 U.S.C. Section 9601 (22), on, under or about the Property, or that (b) any material has been discharged on, under or about the Property that could affect the quality of ground or surface water on the Property within the meaning of the California Porter-Cologne Water Quality Act, as amended, Water Code Section 13000, et seq.
2. Owner/developer shall provide a written covenant to the City that, based on reasonable investigation and inquiry, to the best of owner/developer's knowledge, it does not know or have reasonable cause to believe that it is in violation of any notification, remediation or other requirements of any federal, state or local agency having jurisdiction concerning the environmental conditions of the Property.
3. Owner/developer understands and agrees that it is the responsibility of the applicant to investigate and remedy, pursuant to applicable federal, state and local law, any and all contamination on or under any land or structure affected by this approval and issuance of related building permits. The City, Commission, Planning Commission or their employees, by this approval and by issuing related building permits, in no way warrants that said land or structures are free from contamination or health hazards.
4. Owner/developer understands and agrees that any representations, actions or approvals by the City, except to the extent that it acts as the lead environmental agency, Commission, Planning Commission or their employees do not indicate any representation that regulatory permits, approvals or requirements of any other federal, state or local agency have been obtained or satisfied by the applicant and, therefore, the City,

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Commission, Planning Commission or their employees do not release or waive any obligations the applicant may have to obtain all necessary regulatory permits and comply with all other federal, state or other local agency regulatory requirements. Applicant, not the City, Commission, Planning Commission or their employees will be responsible for any and all penalties, liabilities, response costs and expenses arising from any failure of the applicant to comply with such regulatory requirements.

17. Owner/Developer agrees to comply with all portions of Cleanup and Abatement Order Nos. 85-18 and 97-118 issued by the Regional Water Quality Control Board (RWQCB) as it relates to this property.
18. Not used.
19. That the owner/developer shall comply with all Federal, State and local requirements and regulations included, but not limited to, the Santa Fe Springs City Municipal Code, Uniform Building Code, Uniform Fire Code, Certified Unified Program Agency (CUPA) programs and all other applicable codes and regulations.
20. That the subject property shall submit an Industrial Wastewater Discharge Permit Application prior to generating, storing, treating or discharging any industrial wastewater to the sanitary sewer.
21. In order to meet the current public health and safety standards relating to emergency response and to provide for safety of responders and the community at large, the owner/developer shall install one (1) Emergency traffic signal control device (Opticom) to aid in the rapid and safe response of emergency vehicles at the intersection of Bloomfield Avenue and Lakeland Road.
22. The owner/developer shall install two 4-inch schedule 80 PVC ducts and appurtenances encased in concrete along the eastside of Bloomfield Avenue from a point 1,300 feet south of Lakeland Road centerline. Said ducts for future fiber optic system shall be placed in locations designed by the City Engineer.
23. The owner/developer, or successors in interest, shall be obligated to pay for a portion of the cost of undergrounding existing overhead utilities on Bloomfield Avenue and Lakeland Road adjacent to the subject property. The owner/developer, or successors in interest, shall satisfy said obligation by paying to the City an amount equal to the fair market value of the property to be acquired from owner/developer, or successors in interest, in fee or in easement, by CalTrans, the BNSF Railroad, or other public or

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quasi-public agency, for construction of a grade separation on Lakeland Road at the BNSF railroad crossing. Payment shall be provided per terms of the "Agreement" between the Sares-Regis Goup (owner/developer) and the City.

24. The owner/developer shall remove the existing wall along Bloomfield Avenue at the south end of the property.
25. The owner/developer shall pay to the City the entire costs of design, engineering, installation and inspection of five (5) street lights on Bloomfield Avenue. The City shall design and cause construction of the street lighting system (\$25,000 Estimated Cost). The owner/developer shall also agree to the addition of a cost of living adjustment to the existing Street Light Assessment District. Annual adjustments shall be based on the Consumer Price Index for Los Angeles County.
26. The owner/developer shall enter into an agreement with the City for the City to maintain the south half of Lakeland Road between Bloomfield Avenue and the easterly property line at the BNSF right-of-way and the east half of Bloomfield Avenue between the southerly property line and Lakeland Road. Maintenance may include slurry seal every five years, resurfacing approximately every ten years and reconstruction at the end of twenty years, if needed, as determined by the City Engineer as reasonably related to the condition of the individual roadway. This condition may be satisfied by the creation of assessment districts, Mello-Roos Districts or other methods of financing approved by the City pursuant to the Agreement, or eliminated in any areas constructed with Portland Cement Concrete (PCC) pavement. (\$27,000 Estimated Annual Cost)
- 26a. The owner/developer shall pay \$96,500 for past and immediate resurfacing of the Lakeland Road and the Bloomfield Avenue frontage to the street centerline, the funding of which shall be provided per terms of the Agreement.
27. The developer shall pay to the City one-fourth (1/4) of any and all costs to construct a Portland cement concrete street intersection at Bloomfield Avenue and Lakeland Road.
28. Owner/developer may defer completion of satisfaction of Conditions 5, 6, 7, 14, 21, 22, 25, 26, 26a and 27, as numbered above, contingent on owner/developer entering into an agreement with the City regarding such performance. Entry into such agreement shall be a condition precedent to the issuance of any necessary permits (e.g., building permits) or other approvals (e.g., parcel map) for development of the subject property. Such agreement shall: (a) require developer

EXHIBIT C
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to provide adequate security for such performance in a form approved by the City, which approval will not be unreasonably withheld; (b) provide for interest, at a market rate, on developer's financial obligations to the City; (c) provide for completion of performance or repayment within seven (7) years of the date of approval hereof unless otherwise approved by the City; and (d) provide for the potential, with the City's approval, of incorporating work into street maintenance, landscaping or lighting districts.

29. A grading plan shall be submitted for drainage approval by the City Engineer. The site is subject to storm water retention, and the drainage plan shall incorporate retention on site. The owner/developer shall pay drainage review fees in conjunction with this submittal. The hydrology study to be conducted shall evaluate the amount and disposition of storm water on the subject property. The hydrology study shall be conducted by a Professional Engineer and subject to the approval of the City Engineer. The grading plan shall also accommodate the existing drainage from the railroad right-of-way at southeast portion of property.
30. The owner/developer shall pay to the City a one-time cost (not to exceed \$2,500) for the replacement of street name signs, traffic control signs, raised pavement markers and pavement markings, as required by the City Engineer.
31. Land and access rights shall be reserved for a future grade separation on Lakeland Road between Bloomfield Avenue and the BNSF Railroad. Sufficient right-of-way includes: construction easement, utilities easement and slope easement along Lakeland Road frontage and railroad shoofly along portion of east property line. Project design shall accommodate the future grade separation. No permanent structure shall be placed within the reservation area.
32. All buildings shall be protected by an approved automatic sprinkler system.
33. All buildings that are to be used for high-piled storage shall be equipped with required access doors as per Article 81 of the Uniform Fire Code.
34. Interior gates or fences are not permitted across required fire access roadways.
35. On-site fire hydrants must be provided along required Fire Department access roads. Minimum flow shall be 2500 GPM.

36. The minimum width of required Fire Department access roadways shall be not less than twenty-six (26) feet. Internal driveways shall have a turning radius of not less than fifty-two (52) feet.
37. Prior to submitting plans to the Building Department or Planning Commission, a preliminary site plan shall be approved by the Fire Department for required access roadways and on-site fire hydrant locations. Plan must be between 20 and 40 scale. Include on plan all entrance gates that will be installed.
38. Knox boxes are required on all new construction. All entrance gates shall also be equipped with Knox boxes.
39. That an "Owners' Association" or a Community Association shall be created with CC&R's stipulating maintenance requirements for landscape maintenance, including the pedestrian walkways, if the property is subdivided. Levels of maintenance shall be to the highest of standards as required by the City, and all maintenance costs shall be borne by the Association.
40. That the applicant shall submit for approval a detailed Xeriscape landscape and irrigation system for the on-site and parkway landscape areas for the development design pursuant to the Landscape Design Guidelines of the City. Said landscape plan shall indicate the location and type of all plant materials to be used.
41. That no portion of the required off-street parking and loading areas shall be used for outdoor storage, manufacturing or similar uses at any time, unless approved by the Director of Planning and Development.
42. That all fences, walls, signs and similar improvements for the proposed development shall be subject to the approval of the Director of Planning and Development.
43. That a sufficient number of approved outdoor trash enclosures shall be provided for the development subject to the approval of the Director of Planning and Development.
44. That a security and lighting plan for the proposed industrial development shall be submitted to the Department of Police Services for review and approval.
45. That all truck yard areas shall be screened from the public streets in the area by a decorative screen wall subject to the approval of the Director of Planning and Development.

EXHIBIT C
Payment Agreement

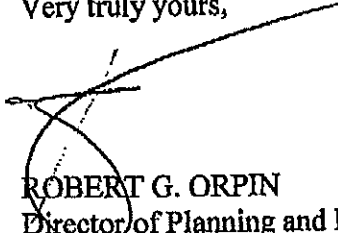
46. The applicant understands that other than indicated within these conditions, the applicant shall comply with the requirements of the City's Zoning Ordinance, Building Code, Property Maintenance Ordinance, Fire Code and all other applicable regulations as pertain to this property.
47. That Development Plan Approval Case No. 737-739 shall not be valid until approved by the Community Development Commission and shall be subject to any other conditions the Board deems necessary to impose.
48. That Development Plan Approval Case No. 737-739 shall not be effective for any purpose until the applicant has filed with the City of Santa Fe Springs an affidavit stating he is aware of and accepts all the conditions of this approval.

Your attention is called to the fact that this approval is not effective until an affidavit has been signed and notarized to indicate your willingness to accept and abide by the conditions of approval. **Two copies of an affidavit are enclosed for this purpose. One copy should be returned to this office upon completion; the other copy is for your files.**

The Zoning Ordinance sets forth an appeal period of four (14) days, beginning with the date you receive this letter, during which any party aggrieved by the Commission's action can appeal the matter to the City Council. You are hereby notified that the time within which judicial review must be sought is governed by the provisions of California Code of Civil Procedure, Section 1094.6.

If you have any questions regarding this matter, please feel free to call me at (562) 868-0511, Ext. 211.

Very truly yours,



ROBERT G. ORPIN
Director of Planning and Development

cc: City Council
Frederick W. Latham, City Manager
Marina Sueiro, Director of Intergovernmental Relations
Building Division
Fire Department
Property Maintenance Officer
Sue Janikowski, Assistant Planner
Monica Mendoza, Planning Intern

Payment Agreement

MAY 01 '02 09:55AM SARES-REGIS GROUP (949) 756-5955

P.12/12

ACCEPTANCE OF CONDITIONS
IN DEVELOPMENT PLAN APPROVAL CASE

AFFIDAVIT

I Dwight L. Merriman, HEREBY STATE THAT I am the owner, or the authorized agent of the owner, of property involved in Development Plan Approval Case No. 737-739.

I FURTHER STATE THAT I have read, understand and accept, and will comply with all the conditions of approval established by the Planning Commission at its meeting of March 14, 2002.

I AM ALSO AWARE THAT if any of the provisions of this approval are violated or held to be invalid, or any law, statute or ordinance is violated, the Permit shall be void and the privileges granted thereunder shall lapse.

signature

Principal

title (if any)

RREEF America L.L.C. (c/o Bloomfield Partners L.L.C.)

company name (if any)

101 California Street, 26th Floor

mailing address

San Francisco, CA 94111

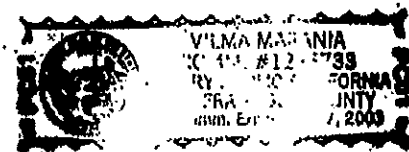
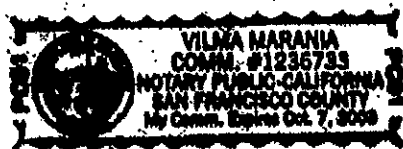
city, state, zip

(415) 781-3300

phone

STATE OF CALIFORNIA)
COUNTY OF San Francisco) ss.

On May 13, 2002 before me, Vilma Marania, Notary Public,
personally appeared Dwight L. Merriman
Name(s) of Signer(s)



- ☒ personally known to me
☐ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument,

WITNESS my hand and official seal.

Vilma Marania
Notary Public

EXHIBIT D
Amended Debt Service Schedule

Amended Debt Service Schedule

\$800,000 Principal Amount
5.75% Interest Rate
FY 25-26 Last year of collection
15 Years
0.101287 Level debt factor (A/P)
\$81,030 Total annual installment due

Fiscal Year	Principal Balance	Principal	Interest	Principal + Interest Amount
FY 11-12	\$800,000	\$35,030	\$46,000	\$81,030
FY 12-13	\$764,970	\$37,044	\$43,986	\$81,030
FY 13-14	\$727,927	\$39,174	\$41,856	\$81,030
FY 14-15	\$688,753	\$41,426	\$39,604	\$81,030
FY 15-16	\$647,328	\$43,808	\$37,222	\$81,030
FY 16-17	\$603,520	\$46,327	\$34,703	\$81,030
FY 17-18	\$557,193	\$48,991	\$32,039	\$81,030
FY 18-19	\$508,203	\$51,808	\$29,222	\$81,030
FY 19-20	\$456,395	\$54,787	\$26,243	\$81,030
FY 20-21	\$401,609	\$57,937	\$23,093	\$81,030
FY 21-22	\$343,672	\$61,268	\$19,762	\$81,030
FY 22-23	\$282,404	\$64,791	\$16,239	\$81,030
FY 23-24	\$217,614	\$68,517	\$12,513	\$81,030
FY 24-25	\$149,097	\$72,456	\$8,574	\$81,030
FY 25-26	\$76,642	\$76,642	\$4,388	\$81,030

EXHIBIT E
Special Tax Roll

EXHIBIT E
Special Tax Roll

Exhibit E
SPECIAL TAX ROLL

APN	Building Square Feet	Total Special Tax Amount Fiscal Year 2017-18
8026-001-069	84,651	\$17,450.33
8026-001-070	240,252	\$49,526.60
8026-001-071	131,405	\$27,088.40
	456,308	\$94,065.33



PUBLIC HEARING

Alcohol Sales Conditional Use Permit Case No. 76

Request for approval of Alcohol Sales Conditional Use Permit Case No. 76 to allow the operation and maintenance of an alcoholic beverage use involving the warehousing and distribution of alcoholic beverages at Harbor Distributing located at 11204 Norwalk Boulevard within the Heavy Manufacturing (M-2).

(Harbor Distributing, LLC)

RECOMMENDATION: That the City Council:

- Open the Public Hearing and receive any comments from the public regarding Alcohol Sales Conditional Use Permit Case No. 76, and thereafter close the Public Hearing.
- Approve Alcohol Sales Conditional Use Permit Case No. 76 subject to the conditions of approval contained as "Exhibit A" in Resolution No. 9611.
- Adopt Resolution 9611, which incorporates the Planning Commission's findings and action regarding this matter.

BACKGROUND

The Applicant, Harbor Distribution, LLC, is a beer distributor in the Southern California region, in 1989 they merged with Reyes Holdings. Reyes Holdings is one of the largest beer distributors in the United States. The union of the two businesses greatly benefited Harbor Distribution throughout the years. Today, Harbor Distribution delivers over 20-million cases of beer and maintains approximately 5,600 accounts.

As a result of their growth, Harbor Distribution, LLC, recently obtained a lease agreement with the owners of the property at 11204 Norwalk Boulevard to occupy the entire 389,414 square foot industrial warehouse building for the operation of an alcohol distribution facility. The Harbor Distribution expansion warehouse will provide new jobs to approximately 300-500 employees.

City Ordinance No. 834 approved by the City Council on March 10, 1994, added Section 155.628 to the City Code requiring all businesses engaged in the sale, storage or manufacture of any type of alcoholic beverage meant for on or off-site consumption to apply for and be granted a valid Alcohol Sales Conditional Use Permit (ASCUP).

In accordance with Section 155.628, Harbor Distribution, LLC is requesting approval of Alcohol Sales Conditional Use Permit Case No. 76 to allow the operation and maintenance of an alcoholic beverage warehouse/distribution facility. Concurrent with this request, the applicant is also in the preliminary review process with the State Alcohol Beverage Commission ("ABC") to obtain a Type 17 Beer Wholesaler license for the this

location. Staff does not foresee that the ABC License will be denied to the applicant; nevertheless, should the license be denied, the applicant will have one-year to make alternative arrangements to satisfy ABC's requirements and obtain the necessary licenses, otherwise this Permit will become null and void pursuant to Section 155.811 of the City Code.

This matter was presented to the Planning Commission at their Adjourned Meeting of November 19, 2018. The Planning Commission moved to recommend that this matter be approved by the City Council subject to the Conditions of Approval as listed on Resolution No. 9611, "Exhibit A".

STREETS AND HIGHWAYS

The subject site has access from Norwalk Boulevard and Getty Drive. Getty Drive is a local industrial street that intersects with Lakeland Road. Norwalk Boulevard is designated as a major Highway on the Circulation Element of the City's General Plan.

ZONING AND LAND USES

The site, comprised of a single parcel of approximately 15-acres, has an address of 11204 Norwalk Boulevard and within the M-2, Heavy Manufacturing, Zone. The subject property is developed with a 389,414 square foot tilt-up warehouse building. M-2 Zoned areas and uses are also found on the west and north of the location. The property to the east and south are within the City of Norwalk and developed with a state rehabilitation center.

ENVIRONMENTAL DOCUMENTS

Staff finds and determines that because the building is now built, this proposed Alcohol Sales Conditional Use Permit request before the Planning Commission is a categorically-exempt project pursuant to Section 15301 (Class 1, Existing Facilities) of the California Environmental Quality Act (CEQA); consequently, no other environmental documents are required by law.

LEGAL NOTICE OF PUBLIC HEARING

This matter was set for Public Hearing in accordance with the requirements of Sections 65090 and 65091 of the State Planning, Zoning and Development Laws and the requirements of Sections 155.860 through 155.864 of the City's Municipal Code.

Legal notice of the Public Hearing for the proposed Alcohol Sales Conditional Use Permit was posted within the Santa Fe Springs City Hall, Library, and Town Center Hall as required by the State Zoning and Development Laws and by the City's Zoning Regulations. A Notice was also published in the Whittier Daily Newspaper on November 27, 2018. To date, staff has not received any inquiries regarding the proposal.

ZONING ORDINANCE REQUIREMENTS

Section 155.628, regarding the warehousing, sale or service of alcoholic beverages, states the following:

"A Conditional Use Permit shall be required for the establishment, continuation or enlargement of any retail, commercial, wholesale, warehousing or manufacturing business engaged in the sale, storage or manufacture of any type of alcoholic beverage meant for on or off-site consumption. In establishing the requirements for such uses, the City Planning Commission and City Council shall consider, among other criteria, the following":

- a. **Conformance with parking regulations.** *The subject property was built in 1999 in accordance with Development Plan Approval (DPA) Case No. 648. Upon completion of the building, 444-parking spaces were required. The property continues to maintain the full 444 on-site parking spaces; moreover, the property maintains on-site trailer and truck parking typical for distribution facilities.*
- b. **Control of vehicle traffic and circulation.** *The subject property provides its own on-site vehicular circulation with two 26-foot driveways provided off Norwalk Boulevard and Getty Drive for ingress and egress; moreover, the property maintains a "crash-gate" access on the southwest corner of the property for emergency vehicle access.*
- c. **Hours and days of operation.** *The applicant has noted that the hours of operation will be conducted Monday through Saturday from 4:00 a.m. to 8:00 p.m.*
- d. **Security and/or law enforcement plans.** *A security plan will be required as part of the conditions of approval, however, staff does not feel a need for on-site uniformed security.*
- e. **Proximity to sensitive and/or incompatible land uses, such as schools, religious facilities, recreational or other public facilities attended or utilized by minors.** *The subject site is approximately one-quarter mile walking-distance from Lakeland Elementary to west, and approximately 1-mile from St. Pius Church, however the facility will not be maintaining an on-site retail element at the location and all alcohol beverages will be stored in a bulk condition. Staff believes that the proposed alcoholic beverage use will have minimal to no impact to sensitive uses in the area.*
- f. **Proximity to other alcoholic beverage uses to prevent the incompatible and undesirable concentration of such uses in an area.** *The proposed alcoholic beverage use will not be permitted to have any on-site consumption or on-site retail sales. As a result, staff does not feel that there will be any negative impacts to other retail establishments and/or create or contribute an undesirable concentration of alcoholic beverages sales to the general area.*

- g. Control of noise, including noise mitigation measures.** *The subject site will operate as a warehouse/distribution facility and all activities will be conducted indoors. Noise control measures or mitigation measures to minimize noise are not foreseen as a requirement at this time. It should be noted that the City Code has maximum allowable ambient noise requirements, all land use activities are required to operate under those requirements.*
- h. Control of littering, including litter mitigation measures.** *As part of the Conditions of Approval and pursuant to the City's Property Maintenance Ordinance, the applicant is required to maintain the property free of all trash and debris.*
- i. Property maintenance.** *As part of the conditions of approval, the applicant is required to maintain the immediate area in compliance with the City's Property Maintenance Ordinance.*
- j. Control of public nuisance activities, including, but not limited to, disturbance of the peace, illegal controlled substances activity, public drunkenness, drinking in public, harassment of passersby, gambling, prostitution, sale of stolen goods, public urination, theft, assaults, batteries, acts of vandalism, loitering, curfew violations, sale of alcoholic beverages to a minor, lewd conduct or excessive police incident responses resulting from the use.** *The subject proposed alcohol warehouse/distribution facility is a low-key operation providing alcoholic beverages to established businesses in the City and outside of Santa Fe Springs. Staff does not foresee that the business or its respective activities will generate any of the listed public nuisances. Nevertheless, a compliance review will be conducted within the first year from the approval of this permit, and five years thereafter. If any of the listed items occur, and if the applicant is unresponsive to address them, staff has the authority to bring this matter back to the Commission with a request to revoke the Permit.*

APPEAL PROCESS

Section 155.865 of the City's Zoning Code sets an appeal process for the Planning Commission's decision as follows:

- (A) Unless otherwise specified in the resolution or motion of the Planning Commission in acting upon a request for a variance, modification, conditional use permit, approval for relocation of a building or development plan approval, the Commission's action shall become effective 14 days after receipt by the applicant of written notice of the Commission's action.
- (B) Said 14 day period shall be for the purpose of allowing for an appeal to the City Council, either by the applicant or any other interested party. Said appeal shall be made in writing and filed with the City Clerk. The filing of an appeal within the

prescribed time limit shall have the effect of staying the effective date of the Commission's action until such time as the City Council has acted on the appeal.

STAFF COMMENTS

Staff finds that the proposed use will have minimal to no impact to the overall general area and is consistent with the warehouse/distribution activities already present in the general area. Moreover, Staff believes that the business will also have minimal impacts if it operates in compliance with the City's Municipal Codes, Conditions of Approval, and with the Regulations imposed by ABC.

Staff is recommending approval of the Alcohol Sales Conditional Use Permit request by the applicant, subject to the conditions of approval set forth herein. Staff is also recommending a compliance review report of this Permit within one year from the approval date by the City Council.

CONIDITONS OF APPROVAL

Conditions of Approval are attached to Resolution No. 9611 as "Exhibit A".

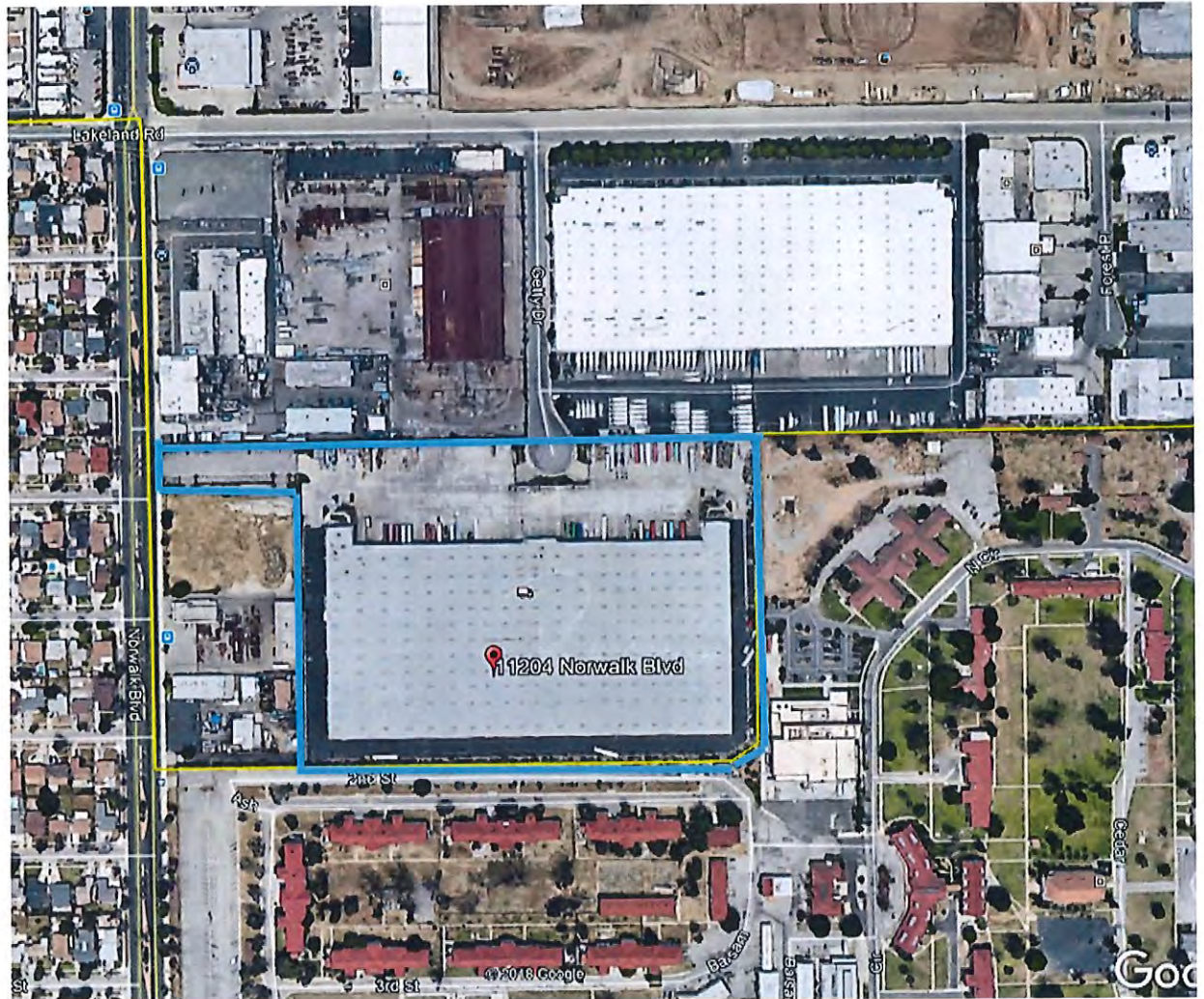


Raymond R. Cruz
City Manager

Attachment(s)

1. Location Map
2. Application
3. Site Pictures
4. Resolution No. 9611

Location Map



ALCOHOL SALES CONDITIONAL USE PERMIT CASE NO. 76

Harbor Distribution, LLC
11204 Norwalk Boulevard
Santa Fe Springs

Application

City of Santa Fe Springs Department of Police Services

11576 Telegraph Road • Santa Fe Springs, CA 90670 • (562) 409-1850 • Fax (562) 409-1854

Supplemental Application for an Alcohol Sales Conditional Use Permit

This application is to be completed as a supplement to a full Conditional Use Permit application filed with the City's Department of Planning and Development.

Circle One: Corporation Partnership / LLC Sole Proprietor

1. Applicant's Name: Harbor Dist. Buting, LLC

Doing Business As: Harbor Distributing

Business Address: 11208 Norwalk Blvd, SFS Phone: 714-933-2400

Mailing Address: 5901 Bolsa Ave, HB, CA 92647

Residence Address: _____ Phone: _____

Age Sex Ht. Wt. Eyes Hair Date of Birth Place of Birth Drivers Lic. #

Have you ever been convicted of a criminal charge other than a minor traffic violation? Yes No

If yes, complete the following:

Court _____ Date _____

Charge _____ Disposition _____

2. Give Name and Address of owner or owners of premises:

PDC Norwalk, LLC

120 N. Robertson Blvd, Third Floor

Los Angeles, CA 90048

3. Describe the type or nature of the business:

Beverage Distribution

4. Give the name of the person exercising authority or control of the location and authorized to accept legal notice of process: Mark Smith

5. Do you presently or have you in the past owned or operated a business at other locations for which a Conditional Use Permit or Business Regulatory Permit was required? (Circle one) Yes ☐ No ☒

If yes, complete the following for each business:

	Business Name	Address	Dates of Operation	Type of Permit
1.				
2.				
3.				
4.				

6. Do you have applications for doing business which are under review or are in the process of being granted, suspended or revoked before any regulatory agency? (Circle one) Yes ☐ No ☒

If yes, explain by giving the type of action and name of regulatory agency:

7. Have you ever had a business license/permit denied, suspended or revoked? (Circle one) Yes ☐ No ☒

If yes, explain:

8. Will minors be permitted on the premises? (Circle one) Yes ☒ No ☐

9. Describe alcoholic beverages and types of foods to be sold or distributed on the premises:

malt beverages from several manufacturers

10. Give days and hours during which alcohol sales are to be conducted:

Monday - Saturday
4am - 8pm

11. Do you presently hold an alcoholic beverage control license from the Department of Alcoholic Beverage Control? (Circle one) Yes ☒ No ☐

If yes, give location and license number: *5901 Bolsa Ave, HB, CA 92647*
17-546738

12. Will there be other activities conducted at your place of business? (Circle one) No ☒

If yes, please explain:

13. Describe any Department of Alcoholic Beverage Control actions now pending:

None

Applicant is hereby made by the undersigned for a Conditional Use Permit on the property located at:

11204 Norwalk Blvd
Santa Fe Springs, CA 90670

The correct legal description of the property involved: (Include only the portion proposed to be utilized for the Conditional Use Permit. If the description is lengthy, attach a supplementary sheet.)

Record owner of the property: PDC Norwalk, LLC

Name:

Phone No. 310-652-3620

Mailing Address: 120 Al Robertson Blvd, 3rd Floor, LA, CA 90048

Date of Purchase:

Is this application being filed by the record owner? No

(If filed by anyone other than the record owner, written authorization signed by the owner must be attached to this application.)

Representative authorized by the record owner to file this application:

Name:

Phone No.

Mailing Address:

Describe any easements, covenants or deed restrictions, controlling the use of the property:

The conditional Use Permit is requested for the following use:

(Describe in detail the nature of the proposed use, the buildings and other improvements proposed.) Beverage Distribution

NOTE: It is the responsibility of the applicant to notify the City of changes in the information submitted within this application. Failure to do so may constitute grounds for revocation of the permit.

I solemnly swear that the information contained herein is true and correct to the best of my knowledge and belief. I agree that there shall be full compliance with all state and city laws in the conduct of the activities for which the permit is granted.

Tam A. Ray

Applicant's Signature

12/15/18

Date

Site Picture



RESOLUTION NO. 9611

A RESOLUTION OF THE SANTA FE SPRINGS CITY COUNCIL APPROVING ALCOHOL SALES CONDITIONAL USE PERMIT CASE NO. 76

WHEREAS, the Alcohol Sales Conditional Use Permit Case No. 76 is considered a "project" pursuant to the terms of the California Environmental Quality Act (CEQA); and

WHEREAS, a request was filed for Alcohol Sales Conditional Use Permit Case No. 76 to allow the operation and maintenance of an alcoholic beverage use involving the warehousing and distribution of alcoholic beverages at Harbor Distributing located at 11204 Norwalk Boulevard, and

WHEREAS, the property owner is PDC Norwalk, LLC, located at 120 N. Robertson Boulevard, Los Angeles, CA 90048; and

WHEREAS, the subject property is located at the vicinity of the southeast corner of Norwalk Boulevard and Lakeland Road, with Accessor's Parcel Numbers of 8025-001-021, as shown in the latest rolls of the Los Angeles County Office of the Assessor; and

WHEREAS, the City of Santa Fe Springs Department of Police Services on November 7, 2018 published a legal notice in the *Whitter Daily News*, a local paper of general circulation, indicating the date and time of the public hearing, and also mailed said public hearing notice on November 7, 2018 to each property owner within a 500 foot radius of the project site in accordance with state law; and

WHEREAS, the proposed request is categorically-exempt project pursuant to Section 15301 (Class 1, Existing Facilities) of the California Environmental Quality Act (CEQA); consequently, no other environmental documents are required by law; and

WHEREAS, at their Adjourned Meeting of November 19, 2018, the City of Santa Fe Springs Planning Commission considered the application, the written and oral staff report, the General Plan and Zoning of the subject property, the testimony, written comments, and other materials concerning Alcohol Sales Conditional Use Permit Case No. 76; and

WHEREAS, at their Adjourned Meeting of November 19, 2018, the City of Santa Fe Springs Planning Commission received from the applicant and staff findings as required by Section 155.628 and determined that the proposed project will not have a significant adverse effect on the City or to the public in general; and

WHEREAS, at their Adjourned Meeting of November 19, 2018, the City of Santa Fe Springs Planning Commission unanimously voted to recommend to the City Council to approve Alcohol Sales Conditional Use Permit Case No. 76.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY FINDS, DETERMINES, RESOLVES, AND ORDERS AS FOLLOWS:

SECTION 1. The City Council of the City of Santa Fe Springs finds that the facts in this matter are as follows:

1. That the facts in this matter are as stated in the staff report and Planning Commission Resolution No. 106-2018. The staff report provided the following subject matter: the background of the request, the general plan land use designation and zoning of the subject property and the surrounding area, the streets and highways, reference to the environmental document and the public hearing requirements. Said staff report and resolution is on file.
2. That Alcohol Sales Conditional Use Permit Case No. 76 satisfies the criteria provided in Section 65090-65091 of the State Planning, Zoning and Development Laws.

SECTION 2. The City Council of the City of Santa Fe Springs further finds as follows:

The proposed Alcohol Sales Conditional Use Permit Case No. 76 is a project under the California Environmental Quality Act (CEQA) and as a result, the project is subject to the City's environmental review process. Staff finds and determines that because the building at the proposed site is now built, this proposed Alcohol Sales Conditional Use Permit request before the Planning Commission is a categorically-exempt project pursuant to Section 15301 (Class 1, Existing Facilities) of the California Environmental Quality Act (CEQA); consequently, no other environmental documents are required by law.

SECTION 3. The City Council of the City of Santa Fe Springs further finds as follows:

Pursuant to Section 155.628 of the Zoning Regulations, the City Council has considered the criteria in approving Alcohol Sales Conditional Use Permit Case No. 76 and finds that the proposal will not be detrimental to persons or property in the immediate vicinity and will not have an adverse effect on the City in general.

SECTION 4. Based on the application, the written and oral staff report, the testimony, written comments, the Planning Commission's recommendation for approval, or other materials presented at the City Council Meeting and the findings made by the City Council, the City Council hereby adopts Resolution No. 9611 to approve Alcohol Sales Conditional Use Permit Case No. 76, subject to the conditions of approval hereby attached as "Exhibit A".

APPROVED AND ADOPTED ON THIS 13TH DAY OF DECEMBER 2018.

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF SANTA FE SPRINGS

By: _____
Mayor

ATTEST

Janet Martinez, CMC, City Clerk

Exhibit A

Conditions of Approval
11204 Norwalk
Harbor Distributing, LLC

CONDITIONS OF APPROVAL

1. That this Permit shall be voided if the State Alcohol Beverage Commission does not grant the applicant's request for an Alcohol Sales License to 11204 Norwalk Boulevard.
2. That in order to facilitate the removal of unauthorized vehicles parked on the property, the applicant shall post, in plain view and at each entry to the property, a sign not less than 17" wide by 22" long. The sign shall prohibit the public parking of unauthorized vehicles and indicate that unauthorized vehicles will be removed at the owner's expense and also contain the California Vehicle Code that permits this action. The sign shall also contain the telephone number of the local law enforcement agency (Police Services Center (562) 409-1850). The lettering within the sign shall not be less than one inch in height. The applicant shall contact the Police Services Center for an inspection no later than 30 days after the project has been completed and prior to the occupancy permit being issued.
3. That the building, including any lighting, fences, walls, cabinets, and poles shall be maintained in good repair, free from trash, debris, litter and graffiti and other forms of vandalism. Any damage from any cause shall be repaired within 72 hours of occurrence, weather permitting, to minimize occurrences of dangerous conditions or visual blight. Paint utilized in covering graffiti shall be a color that matches, as closely possible, the color of the existing and/or adjacent surfaces.
4. That the applicant shall be responsible for maintaining control of litter, debris, boxes, pallets and trash on the subject property, and shall implement a daily clean-up program to maintain the area clean and orderly.
5. That the required off-street parking areas shall not be encroached on, reduced or used for outdoor storage of trucks, trailers, equipment or any other related material.
6. That the applicant and/or his employees shall prohibit the public consumption of alcoholic beverages on the subject property at all times.
7. That the alcoholic beverages shall not be sold to the general public from the subject site at any time.

8. That this permit is contingent upon the approval by the Department of Police Services of a security plan that, within thirty (30) days of the effective date of this approval, shall be submitted by the applicant and shall address the following for the purpose of minimizing risks to the public health, welfare and safety:
 - (A) A description of the storage and accessibility of alcohol beverages on display as well as surplus alcohol beverages in storage;
 - (B) A description of crime prevention barriers in place at the subject premises, including, but not limited to, placement of signage, landscaping, ingress and egress controls, security systems and site plan layouts;
 - (C) A description of how the permittee plans to educate employees on their responsibilities, actions required of them with respect to enforcement of laws dealing with the sale of alcohol to minors and the conditions of approval set forth herein;
 - (D) A business policy requiring employees to notify the Police Services Center of any potential violations of the law or this Conditional Use Permit occurring on the subject premises and the procedures for such notifications.
 - (E) The City's Director of Police Services may, at his discretion, require amendments to the Security Plan to assure the protection of the public's health, welfare and safety
9. That the applicant shall, at all times, maintain in working order an alarm system and/or service that notifies the Whittier Police Department immediately if a breach occurs.
10. That the owner, corporate officers and managers shall cooperate fully with all City officials, law enforcement personnel, and shall not obstruct or impede their entrance into the licensed premises while in the course of their official duties.
11. That in the event the owner(s) intend to sell, lease or sublease the subject business operation or transfer the subject Permit to another party or licensee, the Director of Police Services shall be notified in writing of said intention not less than (60) days prior to signing of the agreement to sell or sublease.
12. That ASCUP Case No. 76 shall be subject to a compliance review in one (1) year, no later than November 13, 2019, to ensure that the business and its related alcohol sales activity is still operating in strict compliance with the original conditions of approval. At which time the applicant may request an extension of the privileges granted herein, provided that the use has been continuously maintained in strict compliance with these conditions of approval.

13. That all other applicable requirements of the City Zoning Ordinance, Uniform Building Code, Uniform Fire Code, the determinations of the City and State Fire Marshall, the security plan as submitted under Condition No. 9 and all other applicable regulations shall be strictly complied with.
14. That Alcohol Sales Conditional Use Permit Case No. 76 shall not be valid until approved by the City Council and shall be subject to any other conditions the City Council may deem necessary to impose.
15. That this Permit shall not be effective for any purpose until the applicant has filed with the City of Santa Fe Springs an affidavit stating that he is aware of and accepts all the conditions of this Permit.
16. It is hereby declared to be the intent that if any provision of this Permit is violated or held to be invalid, or if any law, statute or ordinance is violated, the Permit shall be void and the privileges granted hereunder shall lapse.



City of Santa Fe Springs

City Council Meeting

ITEM NO. 12

December 13, 2018

INTRODUCTION OF ORDINANCE

Ordinance No. 1095 – An Ordinance of the City of Santa Fe Springs Amending Section 130.04(B) (Unlawful Conduct Within a Park) of Chapter 130 (General Provisions) of Title XIII (General Offenses) of the Santa Fe Springs Municipal Code with the Revision of Subsection 18 (Gathering of 50 or more Persons) and the Additions of Subsection 23 and 24 (Canopy Use) to Regulate the Use of the Parks

RECOMMENDATION

That the City Council read by title only, waive further reading and introduce Ordinance No. 1095.

BACKGROUND

The Parks and Recreation Advisory Committee discussed the use of canopies on City parks at their meeting on Wednesday, October 3, 2018. The Committee discussed the use of large “event” style canopies on the parks, and how it negatively impacts the use of the park and is a safety concern. There is limited parking available at all parks in the City; Little Lake Park, Los Nietos Park, Lakeview Park and Santa Fe Springs Park. When there is a reservation for the covered picnic area at any of these parks and when another large party uses the same park, vehicles spill into the residential areas. The use of large canopies increases the amount of patronage on the park and causes overuse in which the local residents bear the brunt of the congestion. The large canopies can also be a safety hazard as they are large structures that can easily be uplifted or blown into park amenities or patrons causing damage and/or injury.

PROPOSED CHANGES

The Parks and Recreation Advisory Committee reviewed different ways to address these concerns and how to modify the Municipal Code to restrict this type of use on City parks. The committee brainstormed and develop the following three recommendations for review by City Council.

1. **AMENDMENT: M.C. 130.04(B)(18)**

It is unlawful to: Call, hold, conduct, arrange for, or be present at any distinct, individual, or separate, group, gathering, lodge, association, company, corporate or other picnic, meeting or assembly having, or which will have, in excess of 400 ~~50~~ persons in attendance thereat without special written permit from the Director of Recreation Services.

2. **ADDITION: M.C. 130.04(B)(23)**

It is unlawful to: Have in excess of (3) three 10ft x10ft “pop-up” canopies per group/party.

3. **ADDITION: M.C. 130.04(B)(24)**

It is unlawful to: Have, erect and/or construct a canopy larger than 10ft x10ft.

It is at the discretion of the City Council to review these recommendations by the Parks and Recreation Advisory Committee and act accordingly.

1. The City Council may introduce for first reading, by title only, Ordinance No. 1095: Amending M.C. 130.04(B)(18) and adding new sections M.C. 130.04(B)(23) and M.C. 130.04(B)(24) for adoption.
2. The City Council may choose to not continue with Ordinance No. 1095: Amending M.C. 130.04(B)(18) and adding new sections M.C. 130.04(B)(23) and M.C. 130.04(B)(24).
3. The City Council may ask for additional information and make a motion not listed in the staff report.

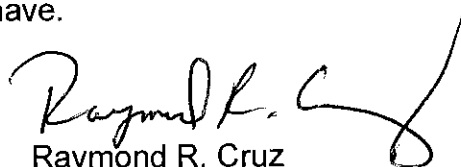
FISCAL IMPACT

There may be a very small financial impact from citation fees for those that do not comply with the amendments to the Municipal Code. There is not an associated fiscal impact on staffing as those levels would be unaffected by the changes to the Municipal Code.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process at City Hall, the City Library, and on the City's website.

The Mayor may call upon Parks and Recreation Services Manager, Adam Matsumoto to answer questions the Council may have.


Raymond R. Cruz
City Manager

Attachment:

1. Ordinance No. 1095

ORDINANCE NO. 1095

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS AMENDING SECTION 130.04(B) (UNLAWFUL CONDUCT WITHIN PUBLIC PARKS) OF CHAPTER 130 (GENERAL PROVISIONS) OF TITLE XIII (GENERAL OFFENSES) OF THE CITY OF SANTA FE SPRINGS MUNICIPAL CODE WITH THE REVISION OF SUBSECTION 18 AND THE ADDITIONS OF A SUBSECTIONS 23 AND 24 TO REGULATE THE USE OF THE PARKS.

WHEREAS, The Parks and Recreation Advisory Committee has made three recommendations to the City Council to help address the overuse of City Parks and to make them safer: and

WHEREAS, The City Council wishes to amend the City of Santa Fe Springs Municipal Code in order to implement the recommendations of the Parks and Recreation Advisory Committee.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENT: Section 130.04(B)(18) of the City of Santa Fe Springs Municipal Code is hereby amended to read as follows to make it unlawful to:

(18) Call, hold, conduct, arrange for, or be present at any distinct, individual, or separate, group, gathering, lodge, association, company, corporate or other picnic, meeting or assembly having, or which will have, in excess of 50 persons in attendance thereat without special written permit from the Director of Recreation Services.

SECTION 2. ADDITION: Section 130.04(B) of the City of Santa Fe Springs Municipal Code is hereby amended with the addition of sub-section (23) as follows to make it unlawful to:

(23) Have in excess of (3) three 10ftx10ft "pop-up" canopies per group/party.

SECTION 3. ADDITION: Section 130.04(B) of the City of Santa Fe Springs Municipal Code is hereby amended with the addition of sub-section (24) to read as follows to make it unlawful to:

(24) Have, erect and/or construct a canopy larger than 10ftx10ft.

SECTION 4. The City Clerk shall certify to the adoption of this Ordinance, including the vote for and against and shall post a certified copy of this ordinance, within 15 days after its passage to be posted in at least three (3) public places within the City as established by ordinance, and, in compliance with Section 36933 of the Government Code.

PASSED and ADOPTED this day of December 13, 2018, by the following roll call vote:

APPROVED:
ITEM NO.:

AYES:

NOES:

ABSENT:

ATTEST:

Mayor

Janet Martinez, CMC, City Clerk



City of Santa Fe Springs

City Council Meeting

ITEM NO. 13

December 13, 2018

NEW BUSINESS

Approval of the Memorandum of Understanding (MOU) between the City of Santa Fe Springs and the City of Santa Fe Springs General City Employees Association (SFSCEA) and the City of Santa Fe Springs Firefighters Association (SFSFFA).

RECOMMENDATION(S)

That the City Council take the following actions:

- Approve the FY 2018-19 Memorandum of Understanding with the SFSCEA.
- Approve the FY 2018-19 Memorandum of Understanding with the SFSFFA.

BACKGROUND

Earlier this fiscal year, negotiations with the SFSCEA (representing the general employees) and the SFSFFA (representing safety employees) concluded and tentative agreements were reached with each group. The members of each bargaining group have ratified the tentative agreements. Subsequently, Human Resources staff worked with the labor groups to update the language contained in the existing MOU's. This process is completed and the updated MOU's for each bargaining group are attached.

The most notable highlights in the proposed agreement are:

- 1) It is a one year agreement (July 1, 2018 through June 30, 2019).
- 2) Classifications represented by these agreements shall receive no cost of living increases for the term of these MOU's.
- 3) There shall be no increase to the medical cap during the term of these MOU's.

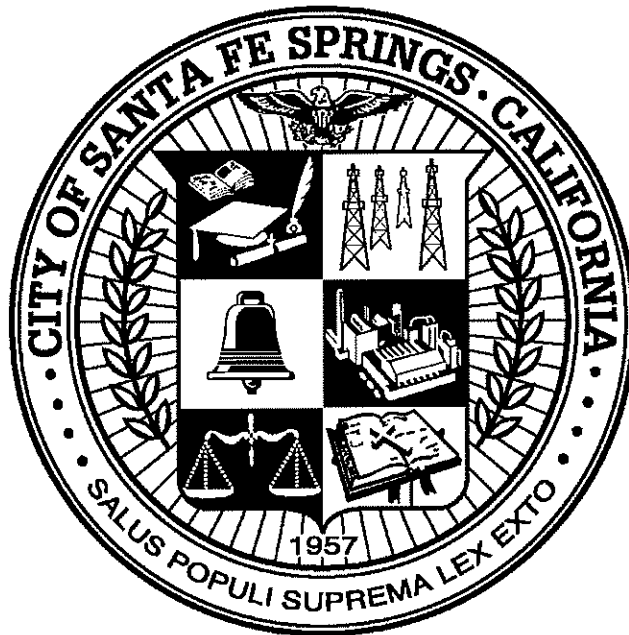
FISCAL IMPACT

None.

Raymond R. Cruz
City Manager

Attachment(s):

1. SFSCEA MOU
2. SFSFFA MOU



MEMORANDUM OF UNDERSTANDING

between the

CITY OF SANTA FE SPRINGS

and the

SANTA FE SPRINGS EMPLOYEES ASSOCIATION

July 1, 2018 - June 30, 2019

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Preamble

It is the purpose of this Memorandum of Understanding (hereinafter referred to as the "MOU") to promote and provide for harmonious relations, cooperation, and understanding between the City and its representatives and the general employees covered under this MOU and to set forth the agreement of the parties reached as a result of good faith negotiations regarding wages, hours and other terms and conditions of employment of the employees covered under this MOU, which agreement the parties intend jointly to submit and recommend for City Council approval and implementation.

Article I. **Recognition and Rights**

Section 1. Representation and Duration

This MOU is between the City of Santa Fe Springs (City or Employer) and the Santa Fe Springs Employees Association (hereinafter referred to as the Association) and shall remain in full force and effect between the dates of July 1, 2016 and June 30, 2018.

Section 2. Recognition

Pursuant to the provisions of City Council Resolution No. 3005, the City recognizes the Association as the exclusive bargaining representative with regards to the meet and confer process relating to wages, hours and other terms and conditions of employment contained in this MOU. The job titles represented by the Association are those identified in Appendix A. The City shall recognize its obligations under this MOU, the Meyers-Milias-Brown Act, Government Code Section 3500, et.seq.

Section 3. Release Time

During periods of formal labor negotiations between the Association and City, Association negotiation team members who are on-duty shall be granted release time. Association Board members will be granted reasonable time off without loss of pay but for not more than two days at any one time, and limited to not more than five Board members at any one time, to attend but not exclusively limited to legislative and employer-employee relations conferences and training sessions. Approval by the City Manager for release time requests of this nature beyond two meetings per year is needed. The Association will use its best faith efforts to keep the frequency and number of members attending to a reasonable level. The Association will always work with department management to ensure that the release time requested is properly scheduled to avoid undue hardship to the operations of the department. All expenses associated with such release time will be borne by the Association unless otherwise permitted by the City. (PPPM 6-1.3, 05-06 MOU)

Section 4. Labor Relations Committee

A Labor Relations Committee composed of City and Association representatives will meet quarterly to discuss workplace issues regarding wages, hours and working conditions or special projects related to those areas. When beneficial, the committee may consult with outside individuals with specific knowledge on the topic of discussion. (PPPM 7-9 MOU 2007-2009)

Section 5. Association Dues Deduction

The City shall deduct from each paycheck of unit employees the regular [periodic] Association membership dues as certified by an authorized official of the Association, pursuant to the City's deduction authorization form duly completed and signed by the employee, and transmit such deductions each pay period to the Association. Such deductions shall be made only when the Association member's earnings for a pay period are sufficient after other legally required deductions are made. It is agreed that the City assumes no liability on account of any actions taken pursuant to this section.

Section 6. Bulletin Board Space

The Association will be permitted to maintain areas accessible for all represented employees adequate bulletin board space suitable for the display of Association business.

Article II. **Management Rights**

Section 1. General Provision

The exclusive rights of the City include, but are not limited to, the right to determine the mission of its constituent departments, divisions or commissions and boards; set standards of service and municipal fees and charges; determine the procedures and standards of selection for employment, assignment, transfer and promotions; direct its employees; take disciplinary actions; relieve its employees from duty for legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; exercise complete control and discretion over its organization and the technology of performing its work. The City is in no way precluded from seeking alternative ways of providing services if the City Council deems it is in the City's best interest to do so.

The parties recognize that there are existing ordinances, resolutions and policies relating to benefits and other conditions of employment and the same are not affected by this Agreement except as provided herein. The City agrees not to reduce or abridge the level of supplemental benefits currently available to all represented employees during the term of this Agreement without mutual consent.

The parties hereto recognize that the City shall and will retain the exclusive right to manage and direct the performance of City services and work force performing such services. The City and Association agree that nothing in this Memorandum of Understanding shall in any way abridge, restrict or modify the rights and prerogatives of the City as set forth in Section 6 of Resolution No. 3005 of the Santa Fe Springs City Council and such section is hereby incorporated by this reference and made part hereof as though set forth in full. (*Resolution No. 3005, PPPM 7-1 and 7-2*)

Section 2. Disciplinary Action and Employment Separations

An employee may be suspended, demoted or dismissed whenever the employee's work or conduct so warrants. Any such action shall be in accordance with the procedures as set forth in the Personnel Resolution and appropriate Personnel Policy & Procedure. Whenever employee performance falls below the required level or when an employee's conduct falls under one of the causes for action listed in the Personnel Resolution, the supervisor shall inform the employee promptly and specifically of such lapses. If appropriate and justified, following a discussion of the matter, a reasonable time for improvement or correction may be allowed before any further disciplinary action is initiated. In situations where oral warning has not resulted in the correction of the condition or where more severe initial action is warranted, a written reprimand shall be sent to the employee and a copy placed in the employee's personnel file. When other forms of disciplinary action have proven ineffective, or where the seriousness of the offense or condition warrants, the City Manager may reduce pay, transfer, demote or dismiss the employee for any cause listed in the Personnel Resolution No. 5969. (*Res. #5969, XI.1; PPPM 5-13.1*)

Suspensions - In those cases where one or more written reprimands have not proven to be effective, or in those cases where the seriousness of the events or conditions warrant it, an employee may be suspended without pay by their Department Head a maximum of three days without the approval of the City Manager or with the approval of the City Manager for a period not to exceed 30 calendar days for each offense for any cause listed in the Personnel Resolution. (*Res. #5969, XI.1; PPPM 5-13.1*)

Section 3. Re-Opener

If state or federal law is adopted or documented evidence such as the passage of the California State budget indicates a significant change in the City's financial conditions which adversely affects the City's capability to meet the terms of this agreement, any part of the total agreement can be opened to the meet and confer process during the term of this agreement.

Section 4. Waiver

Except as provided herein, the Association hereby expressly waives any right to request any improvements or changes in salaries, benefits or other terms and conditions of employment for the employees represented by the Association which would take effect prior to July 1, 2018, and the City of Santa Fe Springs, through its representatives, shall

not be required to meet and confer as to any such request.

Article III.

Work Period, Hours and Staffing

Section 1. Work Period

The traditional work period is a seven day work cycle beginning on Monday at 12:01 a.m. and ending on the following Sunday at midnight. Upon the authorization of the City Manager, employees may work a traditional 5/40, 4/10 or 9/80 work period. For employees working the alternative work schedule known as the 9/80, each such employee's work week shall begin and end four hours into the eight hour work day which the employee works in alternating weeks. Regularly scheduled hours within the 7 day work period shall be comprised of 40 hours. (*Res. # 5969, IX.1 and IX.2; PPPM 6-1.1*)

Section 2. Modified Duty

If the industrial medical provider recommends modified duty on the same date an injury occurs and with approval from the City Manager, the employee will report to work for the remainder of the shift in a modified duty capacity. The City has the right to revert the employee to a traditional 5/40 schedule during the time the employee is on modified duty. A request to work a 4/10 or 9/80 work schedule or another schedule may be approved by the City at its sole discretion, until the industrial medical provider returns the employee to regular duty. (*PPPM 5-10. 2*)

The same procedure shall be followed to schedule modified duty for employees whose medical status change, such as from "unable to return to duty" to "able to return to modified duty" as determined by the industrial medical provider.

At the sole discretion of the City, modified duty may be available for employees whose temporary restrictions, as certified by a medical provider, can be accommodated by the City. Priority will be given to those employees whose injuries are industrial. The City's decision to provide modified duty is final and is not subject to appeal.

Article IV.

Wages and Compensation

Section 1. Pay Plan

All employees will be paid on a bi-weekly basis. Payroll checks will be made available to employees on the Thursday following the completion of each bi-weekly period. In the event that a payday falls on a holiday, payroll checks may be made available on the first day preceding the holiday. Direct deposit is also available to all employees. The City will directly deposit the payroll check into the employee's savings or checking account. Funds are normally available on Friday morning. (*Res. #5969, IV.13, PPPM 2-1.1*)

Section 2. Wages

Cost of Living Adjustments (COLA)

The City and the Santa Fe Springs Employees Association agree that each classification represented by this Agreement shall receive no COLA for the term of this MOU.

The salary range for each classification covered by this agreement for fiscal year July 1, 2018, shall be as set forth in Appendix A.

Upon recommendation of the Department Director that an employee's performance has been above average, an employee receiving less than the maximum rate of base pay within the assigned range for the classification may be given a merit salary adjustment upon approval by the City Manager. A full time employee is eligible for this adjustment upon completion of 6 months service each in Steps A and in Step B and 1 year service each in Steps C and D. (PPPM 2-2.1b)

Section 3. Special Assignment Pay - Bilingual

Bilingual pay may be paid to positions where the need to speak in another language is deemed useful by the City. To receive compensation, employees must pass a testing process as determined by the Human Resources Office. Compensation is granted at the level needed for the position and as designated:

		Full-Time	Part-Time Benefitted	Tests
Level 1	ability to speak and understand basic Spanish	\$100/month	\$50/month	Oral test every 2 years
Level 2	ability to speak and understand Spanish fluently	\$175/month	\$90/month	Oral test every 4 years
Level 3	ability to speak, understand, read, write and translate Spanish fluently	\$250/month	\$125/month	Oral and written test every 4 years

The City shall maintain an approved list of positions recognized by the City to receive bilingual pay. Approval of the incentive pay and the number of employees who receive this incentive pay are at the sole discretion of the City and are not subject to appeal. (PPPM 2-2.5c)

Section 4. Excellence in Performance Pay

The City Manager may approve a 5½% incentive payment to the rate of base pay to recognize excellence in performance. Continuance of pay is reviewed annually and is measured against predetermined goals and objectives. (PPPM 2-2.3, 2.21c)

Section 5. Longevity Pay

Full time-general employees who commenced service prior to January 1, 1983 and have maintained continuous service to the City of Santa Fe Springs are entitled to the following:

- A 5½ % salary increase upon completion of 8 years of continuous full-time service
- An additional 5 ½% salary increase upon completion of 16 years of continuous full-time service
- An additional 5 ½% salary increase upon completion of 22 years of continuous full-time service

Regardless of hire date, a full-time general employee who has 25 years of service as a benefitted employee of the City of Santa Fe Springs will receive a 3.0% longevity pay adjustment upon their completion of 25 years of service. (PPPM2.21e)

Section 6. Physical Fitness Incentive Program

A full-time employee is eligible for physical fitness pay upon satisfactory completion of the first six months of the employee's probationary period, passage of the annual physical fitness test and certification as a non-smoker. The eligible employee is entitled to the "P" step in the range. The test shall assess cardiovascular fitness, flexibility and strength.

The program shall be administered by the City as set forth by Personnel Policies and Procedures Section 2-2.7a: Physical Fitness Pay – General Employees. Participation in this program is optional and is not required of employees. All decisions regarding the Physical Fitness Incentive Program are at the sole discretion of the City and are not subject to appeal. (*Res. #5969; PPPM 2-2.7a*)

Section 7. Overtime Compensation

When necessary to perform essential work, Department Directors, Managers or Supervisors may require employees to work at any time other than during their regular working hours until such work is accomplished. Payment of overtime shall be paid at a rate of one and one half (1½) the rate of pay in accordance with the Fair Labor Standards Act and shall apply to all designated non-exempt positions. The maximum number of hours worked per work period paid at the regular rate shall be 40 hours. An employee may, with Department Head approval, take time off in lieu of overtime pay if it is taken in the same work period the overtime is earned. For example, if an employee works 2 hours overtime on Monday, the employee may take 2 hours off before the end of the work week. For the purpose of overtime calculations, furlough hours will be considered hours worked. (*PPPM 2-2.9a*)

Section 8. Standby Compensation

An employee required to be available for emergency service between the end of their work day and the beginning of the next work day will be paid \$35.00 for each standby period. They must be available for immediate response to a telephone call or a page. Employees

who are on standby and who are called back to duty shall receive standby pay and call back pay. (80-81, 99-01, 05-06 MOU; PPPM 2-2.10a)

Section 9. Call Back Compensation

Employees called back to work shall receive a minimum of 4 hours pay. If a second call back of the same employee occurs within the four hours of the first call back, additional call back pay is not allowed. If the second call back occurs after four hours have elapsed since the first call back, it shall be treated as a new incident and the employee shall receive a minimum of four hours pay. After three hours of call back, all hours, including the first three, will be paid at time and one-half (1½). Scheduled work, even though not during normal working hours, shall not qualify for call back pay. (PPPM 2-2.11)

Section 10. Deferred Compensation Program

The City's deferred compensation program is designed to provide employees with a supplemental retirement savings plan. It is established and regulated according to Internal Revenue Service (IRS) guidelines and is known as an IRS 457(b) Plan. It is a tax deferral program in which an employee may elect to defer compensation up to the amount permitted by the IRS for any particular calendar year and thereby realize an immediate tax benefit. The money is invested and available to the employee with interest after retirement. IRS "catch-up" provisions are also available under this plan.

Effective June 27, 2016, the City agrees to match employee contributions into their deferred compensation plan an additional 0.5% (for a maximum of 1.5%). The match will be at a rate of 2:1. To receive the City's maximum 1.5% match, the employee must contribute 0.75%. Employee contributions less than 0.75% are matched by the City at a proportional 2:1 ratio. Lump sum amounts listed in Article IV, Section 2 are not eligible for the match contribution.

Specifics concerning program application and investment options change periodically. The most current information can be obtained from the Human Resources Office. (86-87, 88-89, 89-90, 90-91, 05-07 MOU, PPPM 2-5.1)

Section 11. Class A Driver's License

The City shall pay a monthly \$100 pay differential to fifteen (15) Public Works Maintenance Division employees who possess and maintain a valid California Commercial driver's license. This pay differential will not be given to those in positions where a Commercial driver's license is a required minimum qualification for the position. (PPPM 2-2.5k rev 5/25/06)

Section 12. Cost of Living Data

Cost of living data shall consist of the March to March change in the All Urban Consumer Price Index issued by the Department of Labor, Bureau of Labor Statistics for the Los Angeles/Riverside/Orange County Area. (PPPM 7-4.2)

Article V.
Retirement Benefits

California Public Employee's Retirement System (CalPERS) Coverage. All full-time employees covered by this MOU shall participate in the CALPERS retirement plan.

Section 1. For employees hired prior to November 19, 2012 (Classic Members/Tier 1), the City shall provide the CalPERS 2.7% @ age 55 retirement formula.

The City shall continue to provide CalPERS Classic Members with retirement benefits in accordance with the existing contract with CalPERS, and all amendments to the contract, including:

1. Retirement Benefit Formula - 2.7% @ age 55 Formula for Local Miscellaneous Members (Government Code Section 21354.5).
2. To be eligible for service retirement, you must be at least age 50 and have a minimum of five years of CalPERS-credited service.
3. Employee Cost Share - The employee's eight percent (8%) portion of the retirement cost is paid fully by the City as "Employer Paid Member Contribution (EPMC). The value of the EPMC is reported as special EPMC compensation (Government Code Section 20516).
4. Employee Contribution – Full-time employees contribute eight percent (8%) of their salary (cost share) on a pre-tax basis to offset the City's cost in providing enhanced retirement benefits (Government Code Section 20516(f)). If there are any changes that legally require the cost sharing to terminate, any percentage of cost sharing shall be applied towards the Employer Paid Member Contribution (EPMC).
5. Death Benefits - Pre-Retirement Death Benefits to continue after marriage of survivor (Government Code Section 21551).
6. 1959 Survivor Benefit Level 4 – provides a monthly benefit for eligible survivor(s) who are not covered by social security (Government Code Section 21574).
7. Additional Service Credit of 2 years for Local Miscellaneous Members (Government Code Section 20903).
8. Military Service Credit as Public Service (Government Code Section 21024).
9. Unused Sick Leave Credit – Unused sick leave will be converted to service credit at the rate of .004 year of service for each day of sick leave, provided there are less than 120 days between the member's separation date and retirement date (Government Code Section 20965).
10. Final Compensation - The average full-time monthly pay rate for the highest 12 consecutive month period (Government Code Section 20042). If service is coordinated with Social Security, member is subject to the \$133.33 reduction in final compensation.
11. 2% Annual Cost of Living Allowance Increase (Government Code Section 21329).
12. Death Benefit (Retired) - Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's survivor (Government Code Section 21620).
13. Prior Service Credit (Government Code Section 20055). Service credit payment

by payroll deduction is pre-tax.

Section 2. For employees hired between November 19, 2012 and December 31, 2012 (Tier 2), the City shall provide the CalPERS 2% @ age 55 retirement formula.

The City shall continue to provide CalPERS Tier 2 Members with retirement benefits in accordance with the existing contract with CalPERS, and all amendments to the contract, including:

1. Retirement Benefit Formula – 2% @ age 55 Formula for Local Miscellaneous Members (Government Code Section 21354).
2. To be eligible for service retirement, you must be at least age 50 and have a minimum of five years of CalPERS-credited service.
3. Employee Contribution – Full-time employees pay the seven percent (7%) member contribution.
4. Death Benefits - Pre-Retirement Death Benefits to continue after marriage of survivor (Government Code Section 21551).
5. 1959 Survivor Benefit Level 4 – provides a monthly benefit for eligible survivor(s) who are not covered by social security (Government Code Section 21574).
6. Additional Service Credit of 2 years for Local Miscellaneous Members (Government Code Section 20903).
7. Military Service Credit as Public Service (Government Code Section 21024).
8. Unused Sick Leave Credit – Unused sick leave will be converted to service credit at the rate of .004 year of service for each day of sick leave, provided there are less than 120 days between the member's separation date and retirement date (Government Code Section 20965).
9. Final Compensation – The highest average annual compensation earnable by the member during the consecutive 36-month period of employment (Government Code Section 20037). If service is coordinated with Social Security, member is subject to the \$133.33 reduction in final compensation.
10. 2% Annual Cost of Living Allowance Increase (Government Code Section 21329).
11. Death Benefit (Retired) - Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's survivor (Government Code Section 21620).
12. Prior Service Credit (Government Code Section 20055). Service credit payment by payroll deduction is pre-tax.

Section 3. For employees hired on or after January 1, 2013 and meeting the definition of "New Member" set forth in Government Code 7522.02(c), shall be eligible for the retirement plan pursuant to California Public Employees' Pension Reform Act of 2013 (PEPRA).

The City shall provide CalPERS Members with retirement benefits in accordance with PEPRA, including:

1. Retirement Benefit Formula – 2% @ age 62 Formula for Local Miscellaneous Members (Government Code Section 7522.20).
2. To be eligible for service retirement, you must be at least age 52 and have a

- minimum of five years of CalPERS-credited service.
3. Employee Contribution – Full-time employees pay the member contribution of fifty percent (50%) of normal cost as determined by CalPERS.
 4. Death Benefits - Pre-Retirement Death Benefits to continue after marriage of survivor (Government Code Section 21551).
 5. 1959 Survivor Benefit Level 4 – provides a monthly benefit for eligible survivor(s) who are not covered by social security (Government Code Section 21574).
 6. Additional Service Credit of 2 years for Local Miscellaneous Members (Government Code Section 20903).
 7. Military Service Credit as Public Service (Government Code Section 21024).
 8. Unused Sick Leave Credit – Unused sick leave will be converted to service credit at the rate of .004 year of service for each day of sick leave, provided there are less than 120 days between the member's separation date and retirement date (Government Code Section 20965).
 9. Final Compensation – The highest average annual compensation earnable by the member during the consecutive 36-month period of employment (Government Code Section 20037).
 10. 2% Annual Cost of Living Allowance Increase (Government Code Section 21329).
 11. Death Benefit (Retired) - Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's survivor (Government Code Section 21620).
 12. Prior Service Credit (Government Code Section 20055). Service credit payment by payroll deduction is pre-tax.

Section 4. Sick Leave Credit

Full-time general employees shall be compensated annually in November for one-half of their accumulated sick leave in excess of 960 hours. The remaining excess leave shall be accumulated in an individual retirement credit account. The balance in the account, along with other accumulated sick leave, shall be applied to the Retirement "Sick Leave Credit" benefit upon the employee's retirement. (*PPPM 5-11.2*)

Section 5. Part-Time Employees

In accordance with the Federal Omnibus Budget act of 1990, Section 3121 (b)(7)(F), 7.5% of qualified salary is deposited in a retirement plan for part-time employees. The terms and conditions for withdrawal of these funds shall be as set forth in the existing plan and as permitted by IRS Code Section 457.

The City makes a 3.75% contribution based upon gross earnings towards this plan. Part-time employees may contribute the maximum allowable under IRS regulations or a minimum of 3.75% of their gross earnings. The retirement plan used by the City is a defined contribution plan which means that an employee is fully vested and may withdraw all funds, including interest earnings, upon separation. (*PPPM 2-4.1*)

Article VI.
Health and Other Insurance Benefits

Section 1. Health Insurance

Full-Time Employees:

The City and the Santa Fe Springs Employees Association agree that there shall be no increase to the medical cap for the term of this MOU.

The City contracts with the Public Employees' Retirement System (PERS) for employee, spouse, registered domestic partner and dependent health insurance benefits. An open enrollment period is held annually in the fall to permit employees to change plans and add/delete dependents.

Tier 1: (Employees hired into full-time positions on or before November 18, 2012:

The full-time medical benefit that the City will pay for medical insurance premiums for employees and eligible dependents will be capped at \$1,458.75 per month effective July 1, 2018.

Tier 2 (Classic and PEPRA):

For employees hired into full-time positions after November 18, 2012 and subject to the second tier benefits, the City's maximum contribution for medical insurance premiums for employees and their eligible dependents is \$1,059.97 per month.

Retiree Medical

An employee who is vested in CalPERS and retires from the City is eligible for medical coverage through retirement. The City pays the insurance premium up to the current applicable medical cap.

Part-Time Benefited Employees

The City contracts with the PAC FED for part-time benefited employee, spouse, registered domestic partner and dependent HMO health insurance benefits. An open enrollment period is held annually in the fall, to permit employees to change plans and add/delete dependents. Effective July 1, 2013, the part-time medical benefit that the City will pay for insurance premiums for employees and eligible dependents will be capped at the medical premium cost for employee and one dependent in the Kaiser PEBT plan. Employees who chose other alternate plans or family coverage will pay the difference in premiums via payroll deduction.

Medical Opt Out:

Requirements for a full-time employee to receive employer contributions that may be cashed out: Pursuant to the Affordable Care Act (ACA) Employer Mandate "affordability" determination, an eligible opt-out arrangement requires the following in order for employees who opt-out of employer-provided health coverage to receive cash in lieu:

- a. Employee must provide reasonable evidence that the employee and each member of the employee's expected tax family (i.e. individuals for whom the employee expects to claim a personal exemption deduction) has or will have the minimum essential coverage (other than coverage in the individual market, whether or not obtained through Covered California) during the period of coverage to which the opt-out arrangement applies;
- b. Employee must provide proof of coverage by completing the Health Insurance Waiver Form.
- c. Employee must provide proof of coverage every plan year, by completing a new Health Insurance Waiver Form to which the eligible opt-out arrangement applies; and
- d. The opt-out payment cannot be made if the City knows or has reason to know that the employee or any other member of the employee's expected tax family does not have or will have the alternative minimum essential coverage.

Full-Time employees electing to opt-out will receive the medical opt-out amount stabilized at the July 1, 2012 rates as follows:

Single party:	\$214.61
Two party:	\$429.22
Family:	\$557.98

Part-Time Benefitted Employees electing to opt-out will receive the Medical Opt Out amount, stabilized at the July 1, 2012 rates as follows:

Single party:	\$200.50
Two-party or more:	\$390.50

Section 2. Dental Insurance

The City contracts with Delta Dental to provide dental benefits to all full-time and part-time benefitted employees and eligible dependents. An open enrollment period is held annually to permit employees to change plans and add/delete dependents. Retired full-time employees may continue dental coverage for self, spouse and eligible dependents with entire cost borne by the retiree. (78-80, 80-81, 82-83, 83-84, 94-95, 97-98, 01-02, 05-07 MOU; PPPM 2-3.2)

Full-time Employees:

The City offers Delta Care and Delta Premiere options. Employees who elect enrollment in the Delta Premiere plan will contribute \$50 per month towards the dental insurance premium. Employees who elect enrollment in Delta Care pay no contribution toward dental insurance premium.

Part-Time Benefitted Employees:

The City offers and pays the dental insurance premiums for Delta Care dental coverage for the employee and eligible dependents.

Section 3. Vision Plan

The City has established a vision care plan for full-time employees, spouses, registered domestic partners and dependents up to the age of 26, consistent with the Affordable Care Act (ACA). There is a \$20 deductible for eye examinations and no deductible for frames, lenses, contact lenses, or vision therapy. The employee reimbursement cap is \$350 per fiscal year; the spouse, registered domestic partner and other dependents are capped at \$300 per person per fiscal year. Employees and eligible dependents may choose laser surgery in lieu of receiving an annual reimbursement for four years. Employees are eligible for \$1,400 reimbursement for laser surgery and eligible dependents are eligible for \$1,200 reimbursement. If the employee retires or resigns during the four-year reimbursement period, the employee is responsible for reimbursing the City the prorated difference for him/herself and dependents. (95-96, 97-98, 01-02, 05-07 MOU; PPPM 2-3.6)

Section 4. Life Insurance

The City pays the premium cost for each full-time employee to receive a basic level of life insurance under a group policy. Full-time employees are eligible for coverage upon hire. The basic amount specified in the group contract is \$50,000. Employee members must authorize payroll deduction for any premium costs related to policy coverage in excess of the basic amount (including dependent coverage). (91-92 MOU; PPPM 2-3.3a)

Section 5. Long Term Disability Insurance

The City pays the premium cost for each full-time employee to receive long term disability insurance. This plan is administered by Standard Insurance. Full-time employees are eligible on the first day of the month following the first day of employment. However, the employee must not be off duty for illness or injury on that date. If the employee is off, then the effective date is the first day of the month following the date of return to work. Employees are covered for both sickness and accident. Maximum benefit period for disability due to injury or illness is age 65 or 12 months, whichever is longer. Employees are paid 66 2/3% of basic monthly earnings up to a maximum payment of \$8,000. Sick leave, Workers' Compensation and PERS payments are integrated into this amount. If the employee dies during a period for which benefits are payable, three additional months of payment will be paid to the designated beneficiary. A copy of the actual plan description

is on file in the Human Resources office. (PPPM 2-3.4a)

Section 6. Physical Examination

Full-time and part-time employees and their spouses are eligible to participate in the annual physical examination program. Employees are invited to participate during the month of their birthday. The cost for the physical is paid for by the employee. If an employee wishes to participate, the employee must identify their choice of physical examination and method of payment. Should the employee wish to pay by payroll deduction, the employee must deduct an amount large enough to pay the cost of the physical within one year. Examinations for full-time employees may be scheduled during regular work hours. At no time will the City review the results of the test. (*Letter from City Manager dated 2-24-83; Fee Schedule for Annual Physical; 94-95 MOU*)

Article VII. **Leave Benefits**

Section 1. Bereavement Leave

Full-time and part-time benefited employees are entitled to a maximum absence of three days with pay for bereavement purposes in the event of death of a member of the immediate family. Leave for benefited part-time employees shall be consistent with the employee's regularly scheduled hours. An employee may take additional leave for bereavement purposes by charging the time off to sick leave. Such leave shall be granted up to the employee's accumulated sick leave balance with the approval of the employee's Department Head. Immediate family is defined as father, mother, brother, sister, son, daughter, spouse, registered domestic partner, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step-mother, step-father, step-sister, step-brother, step-child and step-grandchild. An employee will be allowed bereavement leave to accompany a minor child (under 18 years old) in the employee's sole custody if a parent of the child, who is not defined as a member of the employee's immediate family such as an ex-spouse, passes away. (*Res. #5969, IX.7; 77-78 04-05 MOU; PPPM 6-8*)

Section 2. Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)

An employee is eligible for FMLA/CFRA leave after 12 months of continuous employment, if he or she has worked at least 1,250 hours during the previous 12-month period. FMLA/CFRA leave is unpaid leave. An employee requesting FMLA/CFRA leave may utilize any accumulated leave, except sick leave, for part or all of the leave period, if leave is for a purpose other than the employee's own serious health condition. If the leave is for the employee's own serious health condition, any accumulated sick leave must also be used.

Under FMLA, an eligible employee is entitled to a total of 12 work weeks of leave during any 12-month period in four situations: (1) for the employee's own serious health condition; (2) to care for a family member with a serious health condition; (3) for the birth or placement of a child for adoption or foster care; and (4) to address a "qualifying exigency" involving an employee's family member on active military duty status in support of a contingency operation.

In addition, an employee is entitled to up to 26 weeks of leave during a single 12-month period to care for a family member or "next of kin" service member who incurs a serious injury or illness while on active duty. The single 12-month period applicable to military caregiver leave can be different from the 12 month period applicable to other FMLA leave.

The CFRA regulation provides that if an employee takes pregnancy disability leave which is also an FMLA leave, and then wants to take CFRA leave to bond with her child immediately after her pregnancy disability leave, the 12-month period during which she must have worked 1,250 hours is that period immediately preceding her first day of FMLA leave based on her pregnancy, not the first day of the subsequent CFRA leave for reason of the birth of her child. (*Res. #5969, IX.8; PPPM 6-4.3*)

Section 3. Flexible Leave

General full-time employees will receive 36 hours of flex leave each fiscal year. As of June 30 of each year, all unused flexible leave up to a maximum of 24 hours shall be carried over to the next fiscal year. Benefited part-time employees will receive 12 hours per fiscal year with a not to exceed cap of 20 hours per fiscal year. (*Res. #5969, IX.4; 76-77, 81-82, 83-84, 90-91, 97-98, 01-04, MOU and Addendum to 01-04 MOU, 07-08 MO; PPPM 6-5*)

Section 4. Holidays

The following are observed City holidays:

- | | |
|---|-----------------------------|
| • New Year's Day | January 1 |
| • Dr. Martin Luther King Jr.'s Birthday | Third Monday in January |
| • Lincoln's Birthday | Second Monday in February |
| • President's Day | Third Monday in February |
| • Cesar Chavez's Birthday | March 31 |
| • Memorial Day | Last Monday in May |
| • Independence Day | July 4 |
| • Labor Day | First Monday in September |
| • Veteran's Day | November 11 |
| • Thanksgiving Day | Fourth Thursday in November |
| • Day after Thanksgiving | Fourth Friday in November |
| • The day before Christmas | December 24 |
| • Christmas Day | December 25 |
| • Every day appointed by the President or Governor as a holiday | |

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

Section 5. Bonus Day Holiday

A bonus day off with pay per fiscal year may be taken as a floating holiday for any full-time general employee who does not utilize any sick leave during the fiscal year. Part-time benefited employees shall receive a prorated number of hours based upon their regular work schedule. (*Res. #5969, IX.3; 76-77, 83-84, 86-87, 92-93, 97-98, 05-07 MOU; PPPM 6-7.1*)

Section 6. Jury Duty

Leave of absence with pay shall be granted to a maximum of fifteen (15) working days to an employee who serves on a jury. In such cases, the employee shall be paid their regular salary, or their normal hours scheduled to work. Employees on call for jury duty are expected to report for work. Jury and witness fees the employee may receive from court service shall be remitted to the City. Mileage reimbursement will be kept by the employee (*Res. #5969, IX, 13; 92-93; 01-02 MOU; PPPM 6-10*). On a case-by-case basis, the City Manager may extend said leave of absence with pay for jury duty. (11-12 MOU)

Section 7. Leaves of Absence

Leaves of absence without pay may be granted at the sole discretion of the City Manager. A leave of absence shall be granted only to an employee who desires to return to City service and has a satisfactory service record. The City Council must approve leaves of absence involving pay or benefit issues. (*Res. #5969, IX.12; PPPM 6-4.1*)

Section 8. California Kin Care Leave

Employees may use one-half of their annual sick leave accrual (e.g., 48 hours for full-time employees) to care for their grandparents, grandchildren, and siblings, as well as children, parents, spouse or domestic partner who is ill. Use of sick leave for this purpose is to be recorded on leave slips and turned in with employee time cards. Notice should be given for appointments seven days in advance. If emergencies arise, an exception can be made to this policy. (*PPPM 6-3.6*)

Section 9. Military Leave

Military leave is granted in accordance with state and federal law. If you are entitled to military leave, you must give the City an opportunity, within the limit of military regulations, to determine when such leave will be taken. Each request for military leave will be referred to the City Attorney for interpretation of such related issues as entitlement to pay, benefits, reinstatement, etc. (See Appendix for Military Leave Policy) (*Res. #5969, IX.14; PPPM 6-9*)

Section 10. Sick Leave

Sick leave shall not be considered a right, which employees may use at their discretion, but shall be allowed as an employee benefit only in case of actual sickness or disability of the employee which prevents the employee from working. Exceptions are made for cases of pregnancy, childbirth or related conditions, for a doctor's appointment or to care for a sick child in accordance with these rules and regulations. Up to 32 hours per fiscal year of sick leave may be used for doctor's appointments.

Employees are eligible to use accrued sick leave at any time after original appointment subject to the provisions of these rules and regulations. Sick leave shall be accrued while an employee is absent from duty because of injury or illness arising out of and in the course of employment as determined under the provisions of workers' compensation law.

In order to receive compensation when absent on sick leave, employees shall notify their department no later than 15 minutes after the time set for beginning their daily duties. When absent for three or more consecutive working days, the employee may be required by the Department Head to obtain and submit a physician's certification of illness.

Sick leave with pay for full-time general employees shall be accrued at the rate of 8 hours for each calendar month of service beginning with probationary appointment. Benefited part-time employees shall accrue a total of 1 hour sick leave per pay period but only if the employee works a minimum of 20 hours within that pay period. If the benefited part-time employee works a minimum of 32 hours per week per pay period, they will accrue 2.77 hours of sick leave for that pay period. At the discretion of the Department Head, full-time employees only may request an advance of up to five days of sick leave. (PPPM 6-3.1, 6-3.2, 6-3.4, and 6-3.6)

Section 11. Vacation

General full-time employees on a 40 hour work week schedule will accrue vacation leave as follows:

<u>Years of Service</u>	<u>Days per Year</u>	<u>Hours per Year</u>	<u>Hours per Month</u>
0-1	10.00	80	6.64
1-2	11.25	90	7.52
2-3	12.50	100	8.32
3-4	13.75	110	9.20
4-5	15.00	120	10.00
5-6	15.50	124	10.32
6-7	16.00	128	10.64
7-8	16.50	132	11.04
8-9	17.00	136	11.36
9-10	17.50	140	11.68
10-11	18.00	144	12.00
11-12	18.50	148	12.32

12-13	19.00	152	12.64
13-14	19.50	156	12.96
14-15+	20.00	160	13.28
20+	21.00	168	14.00

The following methodology is used regarding the initial accrual of vacation time:

<u>Date hired</u>	<u>1st through 15th</u>	<u>16th through end of month</u>
Month hired	Accrues vacation	Does not accrue vacation
Month terminated	Does not accrue vacation	Accrues vacation

The anniversary month for additional vacation accrual is based on the same time periods. If an employee is hired before the 15th of the month, the anniversary month is the month hired; if hired after the 15th of the month, the anniversary is the month following.

Benefited part-time employees who work between 20 and 59¾ hours within a pay period shall receive a prorated accrual of 1.85 hours. For each pay period in which the number of hours worked by a benefited part-time employee is 60 hours or more, the bi-weekly accrual rate shall be 3.00 hours.

At the discretion of the Department Head, full-time employees may request an advance of up to five days of vacation.

Vacation shall be accrued when an employee is absent from duty because of injury or illness arising out of and in the course and scope of employment as determined under the provisions of the workers' compensation law.

Vacation Maximum Accrual

General employees may accumulate 240 vacation hours in their vacation bank. Once this balance has been reached, the Department of Finance and Administrative Services will advise the employee that they must take the vacation and reduce their balance. Employees whose vacation balance exceeds the maximum accrual will be given the opportunity to work with their supervisor/department head on a balance reduction plan. Employees who have extenuating circumstances and request the maximum accrual be temporarily lifted due to an anticipated parenthood leave, extended worker's compensation leave or similar situation will notify their supervisor and Human Resources of their special circumstance and be granted a temporary reprieve from vacation accrual enforcement. (*Res. #5969, IX.5; 76-77, 82-83, 86-87 MOU; PPPM 6-2.1, 6-2.3, 6-2.4, 6-2.5 and 6-2.6*)

Reserve Vacation Bank

The Reserve Vacation Bank contains the balance of vacation leave hours accrued through August 31, 2011.

When vacation hours are used, they will be first deducted from the Vacation Bank (accruals

after September 1, 2011), and then from the Reserve Vacation Bank (accruals prior to September 1, 2011).

If an employee is unable to take pre-approved vacation time due to staffing needs, and that causes the employee's Vacation Bank to go over the 240 hour cap, the hours above the cap may be moved to the Reserve Vacation Bank only with the written recommendation of the Department Head, a review by the Human Resources Office and approval by the City Manager

Vacation Cash-Out

Effective July 1, 2016, represented members who are exempt from overtime will be permitted to cash-out up to six (6) hours of accrued vacation leave hours annually.

Section 12. Critical Family Leave

At the sole discretion of the City Manager, authorization for whatever amount of paid leave that may be necessary for full-time and benefited part-time employees to care for a child or spouse with a terminal or critical life-threatening situation may be given. This action may be taken at the request of the employee with the concurrence of the employee's Department Head with full pay and benefits and without loss of seniority. Leave will be exclusive of the employee's vacation, flex and sick leave. Leave balances do not have to be exhausted for the City Manager to authorize critical family leave. This policy is intended to be applied in conjunction with the Federal Family and Medical Leave Act of 1993 and the California Family Rights Act. (CC 3-14-96, PPPM 6-4.4)

Section 13. Voluntary Vacation and Flexible Leave Time Donation

If an employee suffers a personal medical crisis or catastrophic event that requires a prolonged absence from duty that will result in a substantial loss of income to the employee and if the employee has exhausted all available paid leave time, the employee may request assistance from other employees by means of leave time donation. Leave time donation may be in the form of vacation leave, flexible leave or any combination of these two leave types. Sick leave may not be donated.

The value of the donated leave will be paid to the recipient employee at the recipient's normal rate of compensation. The amounts paid to the recipient employee under the conditions of this policy are treated as regular income of the recipient under Internal Revenue Code Section 61. Employee(s) who donate leave do not incur any income or any deductible expense or loss upon the donation of this leave. Any leave accrued by the recipient employee during a pay period will first be applied, supplemented by voluntary leave donations in order for the recipient to receive a regular paycheck. Under no circumstances will the recipient employee be paid for more than their regular number of hours in a pay period.

On a case-by-case basis, the City Manager may allow voluntary donations of vacation and flex leave to an employee who suffers a catastrophic event. The City Manager may seek

recommendation from a committee, made up of one member from each of the recognized employee associations and the Human Resources Office, regarding the determination of a catastrophic event. The City Manager's decision shall be final and not subject to appeal. (PPPM 6-13)

Section 14. Family School Leave

In accordance with the California Labor Code, a full-time employee may take up to 40 hours per calendar year, not exceeding 8 hours in any calendar month, to participate in their children's school or licensed day care facility activities. The employee shall utilize vacation leave, flexible leave or time off without pay for this purpose. The employee shall give reasonable notice of the planned absence. The City may require the employee to provide documentation from the school or licensed day care facility as proof that they actually participated in the activities on the specified day at a particular time. (Res. 5969, IX.10; PPPM 6-2.6)

Article VIII. **Additional Benefits**

Section 1. Tuition Reimbursement

All full-time employees are eligible for tuition reimbursement. Each employee is allowed up to \$350 during each fiscal year. The maximum reimbursement for employees engaged in a degree program is \$2,000 per year including books. The employee must complete the course(s) listed on the tuition reimbursement agreement with a grade of "C" or better. The employee must return all text materials which have been paid for by the City and the employee must remain employed with the City after completion of the course for a period of one year or refund to the City the full amount reimbursed for the course(s).

There is no tuition reimbursement for part-time employees except for those requiring certification. (Res. #5969, X.3; 1977, 95-96 MOU; PPPM 9-1.2)

Section 2. Uniforms

Uniforms provided are as follows. Any and all parts of the uniforms may be replaced at the discretion of the Department Head.

- Lifeguard Personnel – two shirts, one pair of shorts, one swimming suit for instruction, one swimming suit for lifeguarding. Parkas are available on location for use, but are not required.
- Public Safety Officers – Two short sleeve shirts, one class "A" shirt, two pairs of pants, one class "A" pair of pants, one jacket, one pair of boots, one rain coat, one utility belt with accessories, one Sam Brown belt and one tie.
- Public Works Maintenance, Inspectors, and Storekeeper – six shirts, six pairs of pants or shorts, if desired, one jacket, one pair of boots and one hat. Safety belts for maintenance personnel only.

- Recreation Leaders – Two shirts upon hire, one additional shirt mid-summer and one jacket. Employees may purchase additional uniforms.
- Teachers – Three shirts.
- Bus Drivers – Five shirts, five pairs of pants or shorts and one jacket.
- Heritage Park Rangers – Two dress shirts, two polo shirts, two pairs of pants, one jacket, one pair of boots and one belt.

Uniforms issued by the City are considered as compensation and the value of such is reported to the Public Employees' Retirement System annually as special compensation. Those items issued as safety equipment, even if worn as part of regular duty, are exempt from being reported as compensation. These items include steel toe safety shoes/boots, high visibility orange shirts, hard hats and high visibility orange work jackets. (*PPPM 2-9.1 and 2-9.2*)

Section 3. Employee Personal Computer Purchase Plan

Any (non-probationary) full-time employee or part-time benefited employee with five years of service with the City is eligible to purchase a personal computer or digital camera in conjunction with a computer; peripheral equipment and software through an interest free loan of City funds. Only one computer loan is allowed at a time. Repayment is guaranteed through bi-weekly payroll deductions. The employee agrees that the computer equipment is for their own or their immediate family's use only. The minimum loan amount is \$500 and the maximum loan amount is \$3,000. Full details for this plan may be found under PPPM 7-8.2. (*CC action of 1-8-98 and 5-10-01; PPPM 7-8.2*)

Section 4. Section 125 Program

The City has implemented an Internal Revenue Section 125 program which allows employees to allocate specified amounts of monthly pre-tax salary or wages for the reimbursement of medical care expenses or dependent care expenses or both. (*PPPM 2-6*)

Section 5. Employee Assistance Program

The City provides an Employee Assistance Program (EAP) for full-time employees. Employees contact the EAP provider confidentially on an as-needed basis.

Article IX.

Appointments, Promotions, and Temporary Assignments

Section 1. Original and Promotional Appointments

Original or promotional appointments shall be made by the City Manager from among the candidates on a certified eligibility list who indicate a willingness to accept the position. The individual standing first on any given closed promotional list should generally be appointed by the Department Head. Any other appointment must receive approval by the

City Manager. When an employee is promoted, the employee shall be entitled to the step in the new range which provides at least a 5 ½% increase. (*PPPM 5-1; PPPM 5-6.2*)

Section 2. Appointment – Probationary Status

Full-Time employees are on probation for six months from the date of hire and Part-Time benefited employees are on probation for one year from date of hire. During the probationary period, employee performance evaluations are required. A probationary employee may be terminated without appeal during the probationary period. The appointment is made to regular status at the end of the probationary period upon the recommendation of the Department Head and the approval of the City Manager. In the event the probationary employee's performance does not qualify for regular status, the City Manager may grant a one-time extension of the probationary period up to the length of the original probationary period. (*Res. #5969, VII.1 and .2; PPPM 5-9.1*)

Section 3. Temporary Appointments

When vacancies occur that appear to be of a temporary duration but are not emergencies, a temporary appointment may be made. Such appointments will be made primarily in those cases where the incumbent has been temporarily disabled because of an on or off the job injury. When the duration of the incumbent's absence is expected to be of such length that the replacement will be required to assume virtually all responsibilities inherent in the position, a temporary appointment will be made. Temporary appointments must be made from an appropriate eligibility list, if one exists. The appointment will be made on the recommendation of the Department Head with the approval of the City Manager. Temporary appointees are not in the same status as regular employees and only attain such after receiving a regular appointment. (*PPPM 5-1; PPPM 5-4.1*)

Section 4. Veteran's Preference

Veterans of the Armed Forces of the United States of America will be given preference over other identically qualified applicants on an eligibility list. (*PPPM 4-8 and State Government Code Section 50088*)

Section 5. Eligibility Lists – Certification

The Human Resources Office shall certify lists of candidates who have successfully competed in examinations. The names may be placed on the list in order of their total rating in the examination or may be grouped in a tier based on similar ratings. The list will be certified for a minimum of one year and a maximum of two years. The list may be extended at the discretion of the City Manager. A candidate's name may be removed from the eligibility list for any of the following reasons:

- Appointment to fill a position for which the examination was given
- Evidence that the candidate no longer meets the qualifications of the position
- Removal by the City Manager after rejection of the candidate for a vacant position by the Department Head

Whenever a vacant position is to be filled, the Department Head shall consider the candidates and recommend one from the appropriate list to the City Manager unless the Department Head rejects in writing all candidates. (PPPM 4-6.1)

Article X. **Employment Policies**

Section 1. Alcohol and Drugs

It is the policy of the City of Santa Fe Springs that employees shall:

- Not report to work, or be subject to City duty, while under the influence of unlawful drugs, controlled substances or alcohol
- Not possess or ingest alcohol or impairing drugs, including illegal drugs and prescription drugs without prescription, during work hours or while subject to duty, on breaks, during meal periods or at anytime while on City property
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty
- Not use City property or premises to manufacture, sell or distribute alcohol, unlawful drugs or controlled substances during work and non-work hours
- Notify their supervisors before beginning work when they are taking legally prescribed medication which could foreseeably interfere with the safe and effective performance of their duties or the operation of City equipment

The use of illegal drugs or controlled substances, on or off the job, by City employees will not be tolerated and is grounds for immediate termination. (See Appendix for Alcohol & Drug Abuse Policy revised as of 02-09-06) (PPPM 7-10)

Section 2. Computer Usage

The City's Computer Usage policy outlines the use of the City's electronic mail (e-mail) system by all full-time and part-time employees, as well as elected officials, independent contractors, seasonal employees and any vendors with authorized use of the City computer resources. Technology staff will change your password on a regular basis (annually). All City electronic media is to be used for City and employment purposes only and is not to be used for personal non-job related purposes. Electronic media includes all computers, computer equipment, hardware, peripherals, medium (connection lines), cameras, televisions and telecommunications equipment of any kind, whether owned, leased, rented or used by the City. It also includes all documents, records, software, and stored and deleted files relating to City business regardless of form including but not limited to hard copy, computer stored data, disks, hard drives, tapes and any other form in which data may be stored or retained.

Employees have no privacy rights or expectations thereto in any transmission created, received or sent using City property whether the employee is on working time or not. Routine searches or inspection of City property may include computer files, voice mail boxes or similar places where City property or City related information may be placed or stored, regardless of whether such places are locked or protected by access codes or passwords. Because even a routine search might result in discovery of employee personal possessions, employees are encouraged not to bring into the workplace any item of personal property that the employee would not want revealed to the City. (See Appendix for Electronic Media Policy revised as of 02-02-06) (*PPPM 7-8.1*)

Section 3. Harassment, Discrimination and Retaliation

In keeping with the City's strong commitment to providing a work environment that is free of harassment, discrimination and retaliation, the City maintains a strict policy prohibiting harassment, discrimination and retaliation by or against any of its employees, applicants, volunteers, independent contractors, customers, invitees and members of the public. The City prohibits harassment in any form, including verbal, physical or visual harassment.

The City will not tolerate discrimination or harassment based upon race, color, national origin, ancestry, sex, sexual orientation, disability, medical condition, marital status, age or religion. All employees are to be treated with dignity and respect. Employees who believe they have been discriminated against or harassed by a co-worker, vendor, volunteer or member of the public should report the allegation to their Department Head, the City Manager or Human Resources. An investigation of the allegations will be conducted immediately and appropriate disciplinary action will be taken in the event that the allegations are substantiated.

Each employee is personally liable under the Fair Employment and Housing Act (FEHA) for unlawful harassment perpetrated by that employee.

False Claims: An employee who deliberately makes a false claim or charge of unlawful discrimination or harassment will likewise be subject to disciplinary action up to and including termination.

Retaliation: Any retaliation against a person for filing a discrimination or harassment charge or making a discrimination or harassment complaint or a person assisting in a discrimination or harassment investigation is prohibited. An employee found to be retaliating against another employee, volunteer or person in the act of volunteering shall be subject to disciplinary action up to and including termination. (See Appendix for Harassment, Discrimination and Retaliation Policy revised 02-9-06) (*CC Minutes 10-28-97, AB 1856; PPPM 5-13-.5*)

Section 4. Military Leave

In accordance with state and federal laws, the City will grant military leave to all employees. Any employee who is ordered to report for military duty shall, after receiving

such an order, promptly provide the City with notice of the order to report along with a written request for military leave and a copy of the order. However, an employee is not required to provide the City with notice if the giving of such notice is precluded by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable. (See Appendix for Military Leave Policy revised as of 02-09-06) (PPPM 6-9)

Section 5. Workplace Safety/Security

The City is committed to providing a work environment that is safe, secure and free of intimidation, threats and violence. The City maintains this commitment with a policy of "zero tolerance" to acts of violence and by training its employees to recognize and effectively respond to violent/potential violent behavior in the workplace. All acts of violence or force, either threatened or actual, are prohibited and are met with disciplinary action, up to and including termination and criminal prosecution. (See Appendix for Workplace Safety/Security Policy revised as of 02-16-06) (PPPM 5-13.2; 7-2; 8-9.1; 8-9.2)

Section 6. Workplace Safety, Security, Inspection and Access

To ensure a safe work environment, the City reserves the right, based upon reasonable suspicion, to inspect, search and access all property which is brought to or utilized by an employee in the workplace. This property includes, but is not limited to, offices, facilities, vehicles, desks, tool boxes, safes, lockers, files, file cabinets, closets, documents, computer data storage, voice and e-mail, internet use, telephones, electronic data, file and fax transmissions and audio/video tape recordings. The City reserves the right to conduct searches described in this policy without notice or consent of the affected employee or that employee's representative. Searches shall be conducted with the approval of the City Manager or designee, by the employee's supervisor, law enforcement and Human Resources. (PPPM 8-9.2)

Section 7. Tuberculosis (TB) Testing

The State and County require those employees in direct contact with children to be tested for tuberculosis once every four years. The provision applies to the following employee groups: (PPPM 12-1.5)

1. Child Care personnel
2. Library and Cultural Services personnel
3. Public Safety Officers
4. Recreation personnel
5. Family and Human Services personnel

Section 8. Blood-borne Pathogens and Hepatitis B Vaccinations

Employees who can be "reasonably anticipated" to come in contact with contaminants and potentially infectious materials through the performance of their work are subject to this

policy. This would include employees in the following job classifications:

1. Bus Drivers
2. Recreation personnel
3. Family and Human Services personnel
4. Public Safety Officers
5. Maintenance Workers
6. Designated Maintenance personnel

These classifications are deemed to be within the group of employees that may have frequent contact with infectious materials. Employees who may have frequent contact are required to receive the Hepatitis B vaccination series. Vaccinations will be available to the employee within 10 working days of job assignment at no cost to the employee. Employees must sign a declaration form if they choose not to be vaccinated but may later opt to receive the vaccine at no cost. Should booster doses later be recommended, employees will be offered them at no cost to the employee. (PPPM 12-4)

Section 9. Additional Employment

Employees must report outside employment to their Department Head prior to the start of employment utilizing the City's "Additional Employment" form. The City Manager or Department Head may prohibit or restrict additional employment if it would bring discredit or embarrassment to the City, reduce the effectiveness of work as an employee of the City, create a conflict or perceived conflict with the employee's duties of the City or create a potential conflict when an employee's outside employment is related to employment matters of another City employee. Reasonable conditions may be attached to the approval of additional employment. Employees are expected to give priority to City work if called for emergency duty or required to work overtime. (Res. #5969, XIV; PPPM 10-2)

Section 10. Gambling

Gambling or conducting games of chance is not permitted on City premises or on City time or by utilizing City property for on-line gambling. (Res. #5969, XI.5, PPPM 5-13.1)

Section 11. Gifts and Gratuities

City employees are prohibited from receiving personal gifts, including gratuities, from citizens, persons or firms doing business with or being regulated by the City or likely to do business with or be regulated by the City. (Res. #5969, XI.5), PPPM 5-13-.1) In addition, City employees will also abide by the restrictions on gifts and honoraria, set forth by the Fair Political Practices Commission.

Section 12. Use of City Vehicles

City vehicles shall be used for official business only and only as authorized. Seat and shoulder belts are to be used at all times. Failure to follow this policy shall result in

disciplinary action. Employees must have a valid California driver's license whenever they drive City vehicles or use their own vehicle for City business. (PPPM 8-6.1 and 8-6.2)

Section 13. No Smoking in City Vehicles

Smoking is prohibited in City vehicles or while operating City equipment. (PPPM 8-6.6)

Section 14. Driver's License

Designated employees required to drive City vehicles in the line of duty will be enrolled in an Employer Pull Notice Program. Enrollment in the Pull Program will enable the City to learn of any citations or changes in the employee's driver's license which may impact their ability to drive as part of their work duties. Driver's License will be checked once a year for all other employees by the Human Resources Office. If a position requires a Class "A" or "B" driver's license, the employee is responsible for obtaining the license. If an employee in another classification is requested by the City to obtain a Class "A" or "B" license, the City will reimburse the employee for the cost of the license. Employees driving City vehicles without a valid California Driver's License are subject to serious disciplinary action. If an employee's driver's license status changes in any way, the employee must immediately advise their supervisor and the Human Resources Office. (PPPM 8-6.3a)

Section 15. Use of Personal Vehicles

Employees shall be reimbursed for mileage while driving in personal automobiles on City business at the rate approved by the City Council. This is for employees who use their own cars on official City business and who have a current "Automobile Insurance Affidavit" on file in Human Resources. Employees who drive a personal vehicle while on City business must complete an "Automobile Insurance Affidavit". Each employee must identify whether they carry sufficient liability insurance of at least the following:

- \$50,000 injury per person
- \$100,000 bodily injury each occupant
- \$25,000 property damage each occupant or
- \$100,000 combined single limits

Employees who do not carry automobile insurance or do not have sufficient coverage are not permitted to drive their personal vehicles for City business.

City employees are prohibited from working on personal vehicles on City premises and using City equipment and supplies. Said work can only be done if it is approved in advance by the Director of Public Works (or his designee). (PPPM 2-10, 8-6.4 and 8-6.5)

Section 16. Bids for City Jobs

Employees may submit bids for City jobs. A conflict of interest would not exist so long as the employee was not in a position to determine who would be awarded the contract. (PPPM 7-5.1)

Section 17. Political Activities of Employees

No City employee will solicit, either directly or indirectly, political contributions, favors, etc. from other City employees on behalf of any political candidate. No City employee will use their position in the City to benefit any political candidate. No City employee will engage in political activities during working hours or while in uniform at any time. City employees are permitted to exercise their political rights like any other citizen during their off-duty hours when out of uniform. (PPPM 7-7)

Article XI. **Layoff and Reductions in Force**

Section 1. Layoff and Reductions in Force

Whenever it becomes necessary for one or more employees to be laid off because of lack of work or financial reasons, all non-regular employees in the affected classification shall be laid off before any regular employees and in the following order: emergency, provisional and temporary. If additional reductions are necessary, regular employees in the affected classifications shall be laid off in reverse order of their seniority. If the person in one of the affected classifications has seniority over someone in a lower classification, the person with seniority may accept a voluntary demotion to a lower classification if the employee is qualified for the classification. This process may continue until the person in the lowest classification with the least seniority is laid off. All employees laid off shall be given written notice of such layoff at least 10 working days prior to the effective date of the layoff. (PPPM 5-12.1)

Section 2. Seniority and Bumping Rights

Full-time seniority shall be defined as regular full-time City service within the affected vertically related classifications. Regular service time shall include probationary time in the affected classification if regular status has been acquired. Part-time hours accumulated in the City do not have consideration in full-time seniority calculations.

“Bumping” into a lower related classification shall occur on the basis of total seniority attained within a series of vertically related classifications. Vertically related classifications carry cumulative seniority downward and not upward. For example, an employee who has five years of seniority as an Administrative Clerk II and five years seniority as an Administrative Clerk I (10 years total) is in a senior position to an Administrative Clerk I who has nine years of seniority in that classification. An Administrative Clerk I with 11

years of seniority in that classification is in a senior position to the Administrative Clerk II cited in the example above. Length of qualifying service, not rank, is the determining factor when calculating seniority.

Seniority calculations shall not include time on unpaid leave, time on inactive service or time during breaks in City service. (PPPM 5-12.2)

Section 3. Layoffs – Call-backs

The names of regular and probationary employees laid off shall be placed on a reemployment list for the class of positions involved in the layoff. Persons on the list shall retain eligibility for reappointment for a period of three years from the date the name was first placed on the list. Recall shall be by inverse order, i.e., the most recent person laid off shall be first rehired. Persons reinstated shall return to the same position and step previously held. Persons who are on a reemployment list and have committed an offense while on layoff which would have been cause for termination, will not be reinstated. Any person who is refused reinstatement because of the commission of such an offense may appeal such action to the City Manager and to the Personnel Advisory Board. (PPPM 5-12.3)

Section 4. Lay-off Procedures

The parties agree to discuss during the term of this MOU.

Article XII. **Appeal and Grievance Rights and Procedures**

Section 1. Appeal Process

An employee who has been subject to disciplinary action, excluding written or oral counseling, warnings or reprimand shall be entitled to appeal such action to the City Manager and to the Personnel Advisory Board in accordance with the proper procedures. *Res. #5969, XI.6; PPPM 11-3)*

Section 2. Grievance Procedure

A grievance is defined as a claim of violation, misinterpretation or misapplication of a specific written City or Department rule or regulation or specific provision of a Memorandum of Understanding. A grievance procedure has been established to provide adequate opportunities for employees to bring forth their concerns relating to any claim of unfair or improper aspect of their employment situation and to seek correction.

The employee concerned shall first make efforts to resolve the grievance with the immediate supervisor. In the event a mutual solution is not reached, the aggrieved employee may submit the complaint in writing. The complaint shall set forth all the facts

necessary to understand the issue involved. The grievance shall be signed by the employee and submitted to the immediate supervisor within 10 calendar days of the resolution effort. The Department Head shall make an investigation of the facts and issues. Within 10 calendar days of receipt of the grievance statement, the Department Head shall reply in writing stating the department's views on the issue involved.

If the employee wishes to discuss the grievance further, the employee shall submit a written request for a meeting with the City Manager within 10 working days of the receipt of the Department Head's reply.

The requested meeting will be held by the City Manager at the earliest date possible at which the employee, the Department Head, and any other persons invited by the City Manager, the employee, or the Department Head may be present. The decision made by the City Manager as the result of the findings and conclusions determined at this meeting shall be final. However, in cases which involve alleged violations of the Personnel Resolution or Personnel Rules, the employee may, within 10 calendar days, request that the issue be submitted to the Personnel Advisory Board if the employee does not accept the decision of the City Manager.

Upon receipt of the request from the employee, the Personnel Advisory Board shall conduct hearing(s) as it deems necessary to determine the pertinent facts related to the alleged violation of Personnel Resolution No. 5969, Personnel Policies and Procedures or personnel rules. The employee(s) and management representative(s) shall have the right to appear before the Board and to have counsel present. If either party appears before the Board, both shall be present. Within 10 calendar days of the conclusion of the Board's hearing(s), it shall certify its findings and submit them to the City Manager for consideration. Any action thereafter taken by the City Manager affirming or modifying his earlier decision shall be final. (*Res. #5969, XII.2; PPPM 11-1, 11-2*)

Article XIII. **Other Legal Clauses**

Section 1. Non-discrimination

The City and the Association agree that they shall not discriminate against any employee because of race, citizenship status, uniformed service member status, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (cancer or genetic characteristics), marital status, sex (including gender and pregnancy), age, sexual orientation (including heterosexuality, homosexuality and bisexuality) or the exercise of rights under the Meyers-Milius-Brown Act. The City and the Association shall reopen any provision of this MOU for the purpose of complying with any final order of a federal or state agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this MOU or to be in compliance with federal or state anti-discrimination laws.

Section 2. Severability

Should any provision of this MOU be found to be inoperative, void or invalid by a final decision of a court of competent jurisdiction, all other provisions of the MOU shall remain in full force and effect during the term of this Memorandum of Understanding.

Section 3. Strikes, Work Stoppages and Slowdowns

The City and Association mutually agree that differences shall be resolved without interruption in work. During the terms of this agreement, neither the Association, its officers or agents or any employees will, for any reason, authorize, condone, encourage or engage in a work slowdown or stoppage, strike or other interference with the work and functions or obligations to the City for the benefit of public safety. (*Resolution No. 3005*)

Section 4. Applicability of Memorandum of Understanding

It is the intent of the parties hereto that the provisions of this MOU shall supersede all prior agreements in prior Memoranda of Understanding or other understandings, oral or written, express or implied, between the parties. This MOU shall govern the entire relationship of the parties and shall be the sole source between all rights which may be asserted hereunder. This MOU is intended to set forth the full statement of wages, hours and other terms and conditions of employment for employees represented by the Association during the term of this MOU. The City's personnel rules, policies and procedures are included in full in City Personnel Resolution No. 5969 and the City Personnel Policy and Procedures Manual (PPPM) and incorporated into the MOU by reference. If a provision in City Resolution No. 5969 or PPPM contradicts the MOU, the MOU governs. The parties agree that during the term of this MOU they shall not seek to negotiate or bargain concerning wages, hours, or other terms and conditions of employment, regardless of whether covered by this MOU or in the negotiations leading thereto irrespective of whether such matters were discussed or were even within the contemplation of the parties hereto during the negotiations leading to this MOU. Regardless of the waiver contained in this paragraph, the parties may, by mutual agreement, and in writing, agree to meet and confer by any matter during the term of this MOU.

Should an additional, viable source of City revenue become available during the term of this Agreement, the City agrees to evaluate the possibility of relieving any portion of any concessions provided by the Association in the MOU.

Section 5. Part-Time Employees

The City agrees to reopen this agreement, if 1) any other bargaining unit receives any benefit(s) greater to that which is contained in this agreements.

Section 6. Ratification and Execution

This MOU shall be effective only upon ratification by the Association and adoption by the City Council. Subject to the foregoing, this MOU is hereby executed by the authorized representatives of the City and the Association.

City of Santa Fe Springs

Santa Fe Springs Employees Association

Mayor

William Dill, President

Date

Date

PAYROLL SYSTEM
TIME 12:52 PM

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
01000 COUN	COUNCIL MEMBER	A- 1	970.840	448.080	5.601					2080.00
01300 C/A	CITY ATTORNEY	A- 1	16635.996	7678.152	95.977					2080.00
01400 CMGR	CITY MANAGER	A- 1	16750.000	7730.769	96.635	A- 1				2080.00
01600 D/H	ASST CMGR/DIR OF FIN	A- 1	11840.351	5464.777	68.310	A- 1	12490.861	5765.013	72.062	2080.00
		B- 2	12490.861	5765.013	72.063	B- 2	13177.629	6081.983	76.024	
		C- 3	13177.629	6081.983	76.025	C- 3	13902.788	6416.671	80.208	
		D- 4	13902.788	6416.671	80.208	D- 4	14667.403	6769.571	84.619	
		E- 5	14667.403	6769.571	84.620	E- 5	15474.676	7142.158	89.276	
01700 BAT	FIRE CHIEF	A- 1	10488.143	4840.681	60.509					2080.00
		B- 2	11066.137	5107.448	63.843					
		C- 3	11675.057	5388.488	67.356					
		D- 4	12318.102	5685.278	71.066					
		E- 5	12996.339	5998.310	74.979					
02400 D/H	DIR COMM SVCS	A- 1	9707.531	4480.399	56.005	A- 1	10241.802	4726.986	59.087	2080.00
		B- 2	10241.802	4726.986	59.087	B- 2	10804.866	4986.861	62.335	
		C- 3	10804.866	4986.861	62.336	C- 3	11398.857	5261.011	65.762	
		D- 4	11398.857	5261.011	65.763	D- 4	12025.906	5550.418	69.380	
		E- 5	12025.906	5550.418	69.380	E- 5	12686.013	5855.083	73.188	
02700 D/H	DIR POLICE SERVICES	A- 1	8022.603	3702.740	46.284	A- 1	8464.097	3906.506	48.831	2080.00
02710 D/H	DIR PLANNING	B- 2	8464.097	3906.506	48.831	B- 2	8930.117	4121.592	51.519	
		C- 3	8930.117	4121.592	51.520	C- 3	9421.733	4348.492	54.356	
		D- 4	9419.600	4347.508	54.344	D- 4	9940.008	4587.696	57.346	
		E- 5	9937.875	4586.712	57.334	E- 5	10487.076	4840.189	60.502	
02800 D/H	DIR PUBLIC WORKS	A- 1	10811.265	4989.815	62.373	A- 1	11406.321	5264.456	65.805	2080.00
02810 D/H	DIR FINANCE	B- 2	11406.321	5264.456	65.806	B- 2	12033.370	5553.863	69.423	
		C- 3	12033.370	5553.863	69.423	C- 3	12695.612	5859.513	73.243	
		D- 4	12695.612	5859.513	73.244	D- 4	13394.110	6181.897	77.273	
		E- 5	13394.110	6181.897	77.274	E- 5	14130.999	6522.000	81.524	
03000 BAT	BATTALION CHIEF	A- 1	9547.569	4406.570	39.344					2912.00
		B- 2	10029.587	4629.040	41.331					
		C- 3	10536.131	4862.830	43.418					
		D- 4	11048.008	5099.081	45.528					
		E- 5	11603.608	5355.511	47.817					

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
03900 MT	DIR TECHNOLOGY SVC M	A- 1	8463.030	3906.014	48.825	A- 1	8927.985	4120.608	51.507	2080.00
03910 MT	DIR FISCAL SERVICES	B- 2	8927.985	4120.608	51.508	B- 2	9418.533	4347.015	54.337	
		C- 3	9419.600	4347.508	54.344	C- 3	9937.875	4586.712	57.333	
		D- 4	9937.875	4586.712	57.334	D- 4	10482.810	4838.220	60.477	
		E- 5	10482.810	4838.220	60.478	E- 5	11059.739	5104.495	63.806	
05000 MT	HUMAN RESOURCE MGR	A- 1	8022.603	3702.740	46.284	A- 1	8463.030	3906.014	48.825	2080.00
		B- 2	8463.030	3906.014	48.825	B- 2	8927.985	4120.608	51.507	
		C- 3	8927.985	4120.608	51.508	C- 3	9419.600	4347.508	54.343	
		D- 4	9419.600	4347.508	54.344	D- 4	9937.875	4586.712	57.333	
		E- 5	9937.875	4586.712	57.334	E- 5	10482.810	4838.220	60.477	
05400 MT	DIR PURCHASING SVCS	A- 1	6931.665	3199.230	39.990	A- 1	7312.374	3374.942	42.186	2080.00
		B- 2	7312.374	3374.942	42.187	B- 2	7715.477	3560.989	44.512	
		C- 3	7715.477	3560.989	44.512	C- 3	8139.908	3756.881	46.961	
		D- 4	8139.908	3756.881	46.961	D- 4	8587.800	3963.600	49.545	
		E- 5	8587.800	3963.600	49.545	E- 5	9060.219	4181.640	52.270	
08540 MT	LIBRARY SVCS DIV DIR	A- 1	6931.665	3199.230	39.990	A- 1	7312.907	3375.188	42.189	2080.00
08550 MT	PARK & REC SVCS MGR	B- 2	7312.374	3374.942	42.187	B- 2	7714.554	3560.563	44.507	
08560 MT	FAM & HUMAN SVCS MGR	C- 3	7715.477	3560.989	44.512	C- 3	8139.827	3756.843	46.960	
		D- 4	8139.908	3756.881	46.961	D- 4	8587.602	3963.509	49.543	
		E- 5	8587.800	3963.600	49.545	E- 5	9060.129	4181.598	52.269	

PAYROLL SYSTEM
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CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

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DATE 07-17-2018

CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
12000	FIRE	DIR OF EPD-FPB	A- 1	9547.569	4406.570	85.082					2080.00
			B- 2	10029.587	4629.040	57.863					
			C- 3	10536.131	4862.830	60.785					
			D- 4	11048.008	5099.081	63.739					
			E- 5	11603.608	5355.511	66.944					
12100	FIRE	DEPUTY FIRE MARSHALL	A- 1	9028.994	4167.228	52.090					2080.00
			B- 2	9525.588	4396.425	54.955					
			C- 3	10049.496	4638.229	57.978					
			D- 4	10602.219	4893.332	61.167					
			E- 5	11185.340	5162.465	64.531					
12200	FIRE	DEPUTY DIR EPD	A- 1	8134.577	3754.420	46.930					2080.00
			B- 2	8581.979	3960.913	49.511					
			C- 3	9053.987	4178.763	52.235					
			D- 4	9551.957	4408.596	55.107					
			E- 5	10077.314	4651.068	58.138					
12300	FIRE	FIRE&ENV SAF INSP II	A- 1	6596.012	3044.313	38.054					2080.00
			B- 2	6958.792	3211.750	40.147					
			C- 3	7341.525	3388.396	42.355					
			D- 4	7745.310	3574.758	44.684					
			E- 5	8171.302	3771.370	47.142					
12400	MT	CAPITAL IMPRVMTS MGR	A- 1	7711.908	3559.342	44.492	A- 1	8136.064	3755.106	46.938	2080.00
			B- 2	8136.064	3755.106	46.939	B- 2	8583.436	3961.586	49.519	
			C- 3	8583.547	3961.637	49.520	C- 3	9055.642	4179.527	52.244	
			D- 4	9055.642	4179.527	52.244	D- 4	9553.701	4409.400	55.117	
			E- 5	9553.701	4409.400	55.118	E- 5	10079.156	4651.918	58.148	
12500	MT	ASST MUNI SVCS MGR	A- 1	6917.900	3192.877	39.911	A- 1	7298.386	3368.486	42.106	2080.00
			B- 2	7298.386	3368.486	42.106	B- 2	7699.796	3553.752	44.421	
			C- 3	7699.796	3553.752	44.422	C- 3	8123.285	3749.208	46.865	
			D- 4	8123.285	3749.208	46.865	D- 4	8570.067	3955.416	49.442	
			E- 5	8570.067	3955.416	49.443	E- 5	9041.420	4172.963	52.162	
12800	FIRE	FIRE CAPTAIN	A- 1	7759.199	3581.169	31.111					2992.86
			B- 2	8167.635	3769.678	32.748					
			C- 3	8618.726	3977.874	34.557					
			D- 4	9065.552	4184.101	36.349					
			E- 5	9560.366	4412.477	38.333					

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
12900 MT	MUNICIPAL SVCS MGR	A- 1	7237.725	3340.488	41.756	A- 1	7635.496	3524.075	44.050	2080.00
		B- 2	7635.496	3524.075	44.051	B- 2	8055.661	3717.997	46.474	
		C- 3	8055.661	3717.997	46.475	C- 3	8498.222	3922.256	49.028	
		D- 4	8498.222	3922.256	49.028	D- 4	8965.309	4137.835	51.722	
		E- 5	8965.309	4137.835	51.723	E- 5	9458.401	4365.416	54.567	
		F- 6	9458.401	4365.416	54.568	F- 6	9978.612	4605.513	57.568	
		G- 7	9978.612	4605.513	57.569	G- 7	10527.433	4858.815	60.735	
		H- 8	10527.433	4858.815	60.735	H- 8	11106.441	5126.050	64.075	
13110 FIRE	EPD-FPB SPECIALIST	A- 1	7382.757	3407.426	42.593					2080.00
		B- 2	7775.196	3588.552	44.857					
		C- 3	8184.697	3777.552	47.219					
		D- 4	8618.726	3977.874	49.723					
		E- 5	9077.282	4189.515	52.369					
13200 MISC	ASSOC CIVIL ENGINEER	A- 1	6539.226	3018.104	37.726	A- 1	6894.341	3182.004	39.775	2080.00
		B- 2	6900.740	3184.957	39.812	B- 2	7277.182	3358.699	41.983	
		C- 3	7287.846	3363.621	42.045	C- 3	7686.683	3547.700	44.346	
		D- 4	7700.547	3554.099	44.426	D- 4	8114.314	3745.068	46.813	
		E- 5	8140.974	3757.373	46.967	E- 5	8583.535	3961.632	49.520	
13300 MT	UTILITY SVCS MANAGER	A- 1	6870.880	3171.175	39.640	A- 1	7248.389	3345.410	41.817	2080.00
		B- 2	7248.389	3345.410	41.818	B- 2	7647.227	3529.489	44.118	
		C- 3	7647.227	3529.489	44.119	C- 3	8067.392	3723.412	46.542	
		D- 4	8067.392	3723.412	46.543	D- 4	8511.019	3928.163	49.102	
		E- 5	8511.019	3928.163	49.102	E- 5	8979.172	4144.233	51.802	
13400 MT	ACCOUNTING MANAGER	A- 1	6718.660	3100.920	38.762	A- 1	7088.187	3271.471	40.893	2080.00
		B- 2	7088.187	3271.471	40.893	B- 2	7478.037	3451.402	43.142	
		C- 3	7478.037	3451.402	43.143	C- 3	7889.330	3641.229	45.515	
		D- 4	7889.330	3641.229	45.515	D- 4	8323.243	3841.497	48.018	
		E- 5	8323.243	3841.497	48.019	E- 5	8781.021	4052.779	50.659	
13673 MISC	ST & GRNDS MTC SUPT	A- 1	5869.521	2709.010	33.863	A- 1	6192.643	2858.143	35.726	2080.00
		B- 2	6192.643	2858.143	35.727	B- 2	6539.226	3018.104	37.726	
		C- 3	6539.226	3018.104	37.726	C- 3	6894.341	3182.004	39.775	
		D- 4	6894.341	3182.004	39.775	D- 4	7287.846	3363.621	42.045	
		E- 5	7287.846	3363.621	42.045	E- 5	7686.683	3547.700	44.346	
		F- 6	7686.683	3547.700	44.346	F- 6	8140.974	3757.373	46.967	
		G- 7	8140.974	3757.373	46.967	G- 7	8593.132	3966.061	49.575	
		H- 8	8593.132	3966.061	49.576	H- 8	9057.021	4180.164	52.252	

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
13700 MISC	CHILDREN'S SVCS ADM E	A- 1	6231.722	2876.179	35.952	A- 1	6573.740	3034.034	37.925	2080.00
		B- 2	6573.740	3034.034	37.925	B- 2	6934.886	3200.717	40.008	
		C- 3	6934.886	3200.717	40.009	C- 3	7317.407	3377.265	42.215	
		D- 4	7317.407	3377.265	42.216	D- 4	7719.054	3562.640	44.533	
		E- 5	7719.054	3562.640	44.533	E- 5	8143.203	3758.401	46.980	
13810 FIRE	FIRE ENGINEER	A- 1	6661.864	3074.706	26.711					2992.86
		B- 2	7010.579	3235.652	28.109					
		C- 3	7388.088	3409.887	29.623					
		D- 4	7759.199	3581.169	31.111					
		E- 5	8170.833	3771.154	32.761					
13910 MT	SENIOR PLANNER	A- 1	6190.511	2857.159	35.714	A- 1	6527.496	3012.690	37.658	2080.00
		B- 2	6527.496	3012.690	37.659	B- 2	6881.544	3176.097	39.701	
		C- 3	6881.544	3176.097	39.701	C- 3	7257.986	3349.840	41.872	
		D- 4	7257.986	3349.840	41.873	D- 4	7653.625	3532.442	44.155	
		E- 5	7653.625	3532.442	44.156	E- 5	8070.591	3724.888	46.561	
14100 MT	CITY CLERK	A- 1	6015.619	2776.440	34.705	A- 1	6337.675	2925.081	36.563	2080.00
14110 MT	SENIOR HR ANALYST	B- 2	6337.675	2925.081	36.564	B- 2	6676.794	3081.597	38.519	
		C- 3	6676.794	3081.597	38.520	C- 3	7031.908	3245.496	40.568	
		D- 4	7031.908	3245.496	40.569	D- 4	7410.484	3420.223	42.752	
		E- 5	7410.484	3420.223	42.753	E- 5	7809.321	3604.302	45.053	
14200 MT	ASST TO DIR POL SVCS	A- 1	5577.324	2574.150	32.177	A- 1	5879.119	2713.440	33.917	2080.00
		B- 2	5879.119	2713.440	33.918	B- 2	6197.975	2860.604	35.757	
		C- 3	6197.975	2860.604	35.758	C- 3	6537.093	3017.120	37.713	
		D- 4	6537.093	3017.120	37.714	D- 4	6894.341	3182.004	39.775	
		E- 5	6894.341	3182.004	39.775	E- 5	7269.717	3355.254	41.940	
14300 CONF	ACCOUNTANT	A- 1	5190.218	2395.485	29.944	A- 1	5473.883	2526.408	31.580	2080.00
		B- 2	5469.617	2524.439	31.555	B- 2	5765.012	2660.775	33.259	
		C- 3	5775.677	2665.697	33.321	C- 3	6091.334	2811.385	35.142	
		D- 4	6100.932	2815.815	35.198	D- 4	6429.386	2967.409	37.092	
		E- 5	6434.719	2969.870	37.123	E- 5	6786.633	3132.282	39.153	
14400 MISC	CIVIL ENGR ASST I	A- 1	5348.047	2468.329	30.854	A- 1	5642.376	2604.174	32.552	2080.00
		B- 2	5642.376	2604.174	32.552	B- 2	5951.635	2746.908	34.336	
		C- 3	5951.635	2746.908	34.336	C- 3	6279.022	2898.010	36.225	
		D- 4	6279.022	2898.010	36.225	D- 4	6624.539	3057.480	38.218	
		E- 5	6624.539	3057.480	38.218	E- 5	6989.251	3225.808	40.322	

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
14500 CONF	SR MGMT ASSISTANT	A- 1	6015.619	2776.440	34.705	A- 1	6337.675	2925.081	36.563	2080.00
		B- 2	6337.675	2925.081	36.564	B- 2	6676.794	3081.597	38.519	
		C- 3	6676.794	3081.597	38.520	C- 3	7031.908	3245.496	40.568	
		D- 4	7031.908	3245.496	40.569	D- 4	7410.484	3420.223	42.752	
		E- 5	7410.484	3420.223	42.753	E- 5	7809.321	3604.302	45.053	
14620 MISC	CIVIL ENGR TECH II	A- 1	5269.132	2431.907	30.399	A- 1	5559.196	2565.783	32.072	2080.00
		B- 2	5559.196	2565.783	32.072	B- 2	5865.255	2707.041	33.838	
		C- 3	5865.255	2707.041	33.838	C- 3	6187.311	2855.682	35.696	
		D- 4	6187.311	2855.682	35.696	D- 4	6527.496	3012.690	37.658	
		E- 5	6527.496	3012.690	37.659	E- 5	6885.810	3178.066	39.725	
14705 MISC	FLEET SEC SUPERVISOR	A- 1	5190.218	2395.485	29.944	A- 1	5469.617	2524.439	31.555	2080.00
14720 MISC	WATER UTILITY SEC SUPV	B- 2	5469.617	2524.439	31.555	B- 2	5775.677	2665.697	33.321	
14721 MISC	ST & GRNDS MTC SUPV	C- 3	5775.677	2665.697	33.321	C- 3	6100.932	2815.815	35.197	
14723 MISC	FACILITY SEC SUPV	D- 4	6100.932	2815.815	35.198	D- 4	6429.386	2967.409	37.092	
14730 MISC	TRAF SGNL & LGT SUPV	E- 5	6429.386	2967.409	37.093	E- 5	6786.633	3132.292	39.153	
14740 MISC	COMPUTER SPECCLST III	F- 6	6786.633	3132.292	39.154	F- 6	7172.674	3310.465	41.380	
14754 MISC	LIBRARIAN II	G- 7	7172.674	3310.465	41.381	G- 7	7575.777	3496.512	43.706	
		H- 8	7575.777	3496.512	43.706	H- 8	7992.743	3688.958	46.111	
14810 FIRE	FIRE/RNV SFT INSP I	A- 1	5727.689	2643.549	33.044					2080.00
		B- 2	6028.416	2782.346	34.779					
		C- 3	6344.074	2928.034	36.600					
		D- 4	6676.794	3081.597	38.520					
		E- 5	7027.642	3243.527	40.544					
14910 MISC	CODE ENFORCMT INSP I	A- 1	4991.866	2303.938	28.799	A- 1	5258.468	2426.985	30.337	2080.00
14920 MISC	ELECTRICIAN	B- 2	5258.468	2426.985	30.337	B- 2	5541.066	2557.415	31.967	
14975 MISC	P/W INSPECTOR I	C- 3	5557.063	2564.798	32.060	C- 3	5869.521	2709.010	33.862	
14980 MISC	MECHANIC II	D- 4	5869.521	2709.010	33.863	D- 4	6192.643	2858.143	35.726	
		E- 5	6192.643	2858.143	35.727	E- 5	6527.496	3012.690	37.658	
15000 MISC	LIBRARIAN III	A- 1	5577.324	2574.150	32.177	A- 1	5879.119	2713.440	33.917	2080.00
15040 MISC	COMMUNITY SVCS SUPVR	B- 2	5879.119	2713.440	33.918	B- 2	6197.975	2860.604	35.757	
		C- 3	6197.975	2860.604	35.758	C- 3	6537.093	3017.120	37.713	
		D- 4	6537.093	3017.120	37.714	D- 4	6894.341	3182.004	39.775	
		E- 5	6894.341	3182.004	39.775	E- 5	7269.717	3355.254	41.940	

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15100 MISC	ASST CIVIL ENGINEER	A- 1	5200.000	2400.000	30.000	A- 1	5486.000	2532.000	31.650	2080.00
		B- 2	5486.000	2532.000	31.650	B- 2	5787.000	2670.923	33.386	
		C- 3	5787.000	2670.923	33.387	C- 3	6106.000	2818.154	35.226	
		D- 4	6106.000	2818.154	35.227	D- 4	6442.000	2973.231	37.165	
		E- 5	6442.000	2973.231	37.165	E- 5	6796.000	3136.615	39.207	
15200 FIRE	FF/PARA II	A- 1	6277.956	2897.518	25.172					2992.86
		B- 2	6496.570	2998.417	26.048					
		C- 3	6711.985	3097.839	26.912					
		D- 4	6929.532	3198.246	27.784					
		E- 5	7143.881	3297.176	28.644					
		F- 6	7359.296	3396.598	29.507					
		G- 7	7581.109	3498.973	30.397					
		H- 8	7797.590	3598.888	31.265					
		I- 9	8011.939	3697.818	32.124					
		J-10	8231.619	3799.209	33.005					
15300 FIRE	FF/PARA I	A- 1	5950.568	2746.416	23.859					2992.86
		B- 2	6157.451	2841.900	24.689					
		C- 3	6361.136	2935.909	25.505					
		D- 4	6568.020	3031.394	26.335					
		E- 5	6772.770	3125.894	27.156					
		F- 6	6976.454	3219.902	27.972					
		G- 7	7186.538	3316.864	28.815					
		H- 8	7391.288	3411.364	29.636					
		I- 9	7594.972	3505.372	30.452					
		J-10	7801.856	3600.857	31.282					
15400 FIRE	FF/PARA TRAINEE	A- 1	5640.243	2603.189	22.615					2992.86
		B- 2	5836.462	2693.752	23.402					
		C- 3	6030.549	2783.330	24.180					
		D- 4	6281.155	2898.995	25.185					
		E- 5	6418.722	2962.487	25.736					
		F- 6	6613.875	3052.558	26.519					
		G- 7	6811.161	3143.613	27.310					
		H- 8	7006.314	3233.683	28.092					
		I- 9	7198.268	3322.278	28.862					
		J-10	7395.554	3413.333	29.653					
15500 CONF	HUMAN RESRCE ANALYST	A- 1	5115.569	2361.032	29.513	A- 1	5397.102	2490.970	31.137	2080.00
		B- 2	5397.102	2490.970	31.137	B- 2	5694.629	2628.290	32.853	
		C- 3	5694.629	2628.290	32.854	C- 3	6007.088	2772.502	34.656	
		D- 4	6007.088	2772.502	34.656	D- 4	6337.675	2925.081	36.563	
		E- 5	6337.675	2925.081	36.564	E- 5	6685.325	3085.535	38.569	

CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
15630	MISC	LEAD PSO	A- 1	4733.795	2184.828	27.310	A- 1	4993.999	2304.923	28.811	2080.00
15650	MISC	YTH INTRVNTN PRG SUP	B- 2	4993.999	2304.923	28.812	B- 2	5269.132	2431.907	30.398	
			C- 3	5269.132	2431.907	30.399	C- 3	5559.196	2565.783	32.072	
			D- 4	5559.196	2565.783	32.072	D- 4	5865.255	2707.041	33.838	
			E- 5	5865.255	2707.041	33.838	E- 5	6187.311	2855.682	35.696	
15700	MISC	LIBRARIAN I	A- 1	4832.970	2230.602	27.883	A- 1	5098.507	2353.157	29.414	2080.00
			B- 2	5098.507	2353.157	29.414	B- 2	5378.972	2482.602	31.032	
			C- 3	5378.972	2482.602	31.033	C- 3	5674.368	2618.939	32.736	
			D- 4	5674.368	2618.939	32.737	D- 4	5986.826	2763.150	34.539	
			E- 5	5986.826	2763.150	34.539	E- 5	6315.280	2914.745	36.434	
15810	CONF	MANAGEMENT ASST II C	A- 1	5386.437	2486.048	31.076	A- 1	5680.767	2621.892	32.773	2080.00
			B- 2	5680.767	2621.892	32.774	B- 2	5994.291	2766.596	34.582	
			C- 3	5994.291	2766.596	34.582	C- 3	6324.878	2919.174	36.489	
			D- 4	6324.878	2919.174	36.490	D- 4	6672.528	3079.628	38.495	
			E- 5	6672.528	3079.628	38.495	E- 5	7039.373	3248.941	40.611	
			Y-25	7410.484	3420.223	42.753	Y-25	7809.321	3604.302	45.053	
15900	MISC	PUB RELATIONS TECH	A- 1	4716.916	2177.038	27.213	A- 1	4976.346	2296.775	28.709	2080.00
			B- 2	4976.346	2296.775	28.710	B- 2	5250.046	2423.098	30.288	
			C- 3	5250.046	2423.098	30.289	C- 3	5538.798	2556.368	31.954	
			D- 4	5538.798	2556.368	31.955	D- 4	5843.431	2696.968	33.712	
			E- 5	5843.431	2696.968	33.712	E- 5	6164.821	2845.302	35.566	
16010	MISC	WATER WELL OPERATOR	A- 1	4663.411	2152.344	26.904	A- 1	4919.350	2270.469	28.380	2080.00
16040	MISC	TRF SIG LGT TECH II	B- 2	4919.350	2270.469	28.381	B- 2	5189.151	2394.993	29.937	
			C- 3	5189.151	2394.993	29.937	C- 3	5469.617	2524.439	31.555	
			D- 4	5469.617	2524.439	31.555	D- 4	5776.743	2666.189	33.327	
			E- 5	5776.743	2666.189	33.327	E- 5	6091.334	2811.385	35.142	
16100	CONF	MANAGEMENT ASST I C	A- 1	4556.770	2103.125	26.289	A- 1	4806.310	2218.297	27.728	2080.00
			B- 2	4806.310	2218.297	27.729	B- 2	5070.780	2340.360	29.254	
			C- 3	5070.780	2340.360	29.255	C- 3	5349.113	2468.821	30.860	
			D- 4	5349.113	2468.821	30.860	D- 4	5644.509	2605.158	32.564	
			E- 5	5644.509	2605.158	32.564	E- 5	5953.768	2747.893	34.348	
16200	FIRE	FIREFIGHTER	A- 1	5346.980	2467.837	21.439					2992.86
			B- 2	5531.469	2552.986	22.179					
			C- 3	5715.958	2638.134	22.918					
			D- 4	5901.513	2723.775	23.662					
			E- 5	6083.870	2807.940	24.394					
			F- 6	6269.425	2893.581	25.138					
			G- 7	6456.046	2979.714	25.886					
			H- 8	6640.536	3064.863	26.626					
			I- 9	6823.958	3149.519	27.361					
			J-10	7010.579	3235.652	28.109					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
16300 MISC	MANAGEMENT ASST I	A- 1	4556.770	2103.125	26.289	A- 1	4806.310	2218.297	27.728	2080.00
		B- 2	4806.310	2218.297	27.729	B- 2	5070.780	2340.360	29.254	
		C- 3	5070.780	2340.360	29.255	C- 3	5349.113	2468.821	30.860	
		D- 4	5349.113	2468.821	30.860	D- 4	5644.509	2605.158	32.564	
		E- 5	5644.509	2605.158	32.564	E- 5	5953.768	2747.893	34.348	
16440 MISC	WTR UTILITY LEAD WKR	A- 1	4485.320	2070.148	25.877	A- 1	4731.662	2183.844	27.298	2080.00
		B- 2	4717.798	2177.445	27.218	B- 2	4991.866	2303.938	28.799	
		C- 3	4991.866	2303.938	28.799	C- 3	5267.000	2430.923	30.386	
		D- 4	5267.000	2430.923	30.387	D- 4	5555.996	2564.306	32.053	
		E- 5	5555.996	2564.306	32.054	E- 5	5862.056	2705.564	33.819	
16450 MISC	HUMN SVC CASE WKR II	A- 1	4398.942	2030.281	25.379	A- 1	4639.950	2141.515	26.768	2080.00
		B- 2	4639.950	2141.515	26.769	B- 2	4895.889	2259.641	28.245	
		C- 3	4895.889	2259.641	28.246	C- 3	5164.624	2383.673	29.795	
		D- 4	5164.624	2383.673	29.796	D- 4	5448.289	2514.595	31.432	
		E- 5	5448.289	2514.595	31.432	E- 5	5750.083	2653.884	33.173	
16500 MISC	TRANSPORT SVCS SUPV	A- 1	4398.942	2030.281	25.379	A- 1	4639.950	2141.515	26.768	2080.00
		B- 2	4639.950	2141.515	26.769	B- 2	4895.889	2259.641	28.245	
		C- 3	4895.889	2259.641	28.246	C- 3	5164.624	2383.673	29.795	
		D- 4	5164.624	2383.673	29.796	D- 4	5448.289	2514.595	31.432	
		E- 5	5448.289	2514.595	31.432	E- 5	5750.083	2653.884	33.173	
16620 MISC	PUB WKS DEPT SECTY	A- 1	4217.652	1946.609	24.333	A- 1	4449.063	2053.414	25.667	2080.00
		B- 2	4449.063	2053.414	25.668	B- 2	4693.271	2166.125	27.076	
		C- 3	4693.271	2166.125	27.077	C- 3	4951.342	2285.235	28.565	
		D- 4	4951.342	2285.235	28.565	D- 4	5224.343	2411.235	30.140	
		E- 5	5224.343	2411.235	30.140	E- 5	5511.207	2543.634	31.795	
16630 CONF	SEC TO CITY MGR & CC	A- 1	4217.652	1946.609	24.333	A- 1	4449.063	2053.414	25.667	2080.00
		B- 2	4449.063	2053.414	25.668	B- 2	4693.271	2166.125	27.076	
		C- 3	4693.271	2166.125	27.077	C- 3	4951.342	2285.235	28.565	
		D- 4	4951.342	2285.235	28.565	D- 4	5224.343	2411.235	30.140	
		E- 5	5224.343	2411.235	30.140	E- 5	5511.207	2543.634	31.795	
16700 MISC	PRG COORD-LIB OUTRCH	A- 1	4475.499	2065.615	25.820	A- 1	4723.116	2179.900	27.248	2080.00
		B- 2	4723.116	2179.900	27.249	B- 2	4983.137	2299.909	28.748	
		C- 3	4983.137	2299.909	28.749	C- 3	5255.030	2425.398	30.317	
		D- 4	5255.030	2425.398	30.317	D- 4	5538.797	2556.368	31.954	
		E- 5	5538.797	2556.368	31.955	E- 5	5843.431	2696.968	33.712	
16710 MISC	PRG COORD-PARK/YOUTH	A- 1	4475.499	2065.615	25.820	A- 1	4723.116	2179.900	27.248	2080.00
		B- 2	4723.116	2179.900	27.249	B- 2	4983.137	2299.909	28.748	
		C- 3	4983.137	2299.909	28.749	C- 3	5255.030	2425.398	30.317	
		D- 4	5255.030	2425.398	30.317	D- 4	5538.797	2556.368	31.954	
		E- 5	5538.797	2556.368	31.955	E- 5	5843.431	2696.968	33.712	
16800 CONF	ACCOUNT CLERK SUPV	A- 1	4663.411	2152.344	26.904	A- 1	4919.350	2270.469	28.380	2080.00
		B- 2	4919.350	2270.469	28.381	B- 2	5189.151	2394.993	29.937	
		C- 3	5189.151	2394.993	29.937	C- 3	5469.617	2524.439	31.555	
		D- 4	5469.617	2524.439	31.555	D- 4	5776.743	2666.189	33.327	
		E- 5	5776.743	2666.189	33.327	E- 5	6091.334	2811.385	35.142	
16990 CONF	PUB RELATIONS SPEC	A- 1	4365.883	2015.023	25.188	A- 1	4606.891	2126.257	26.578	2080.00
		B- 2	4606.891	2126.257	26.578	B- 2	4859.631	2242.907	28.036	
		C- 3	4859.631	2242.907	28.036	C- 3	5126.233	2365.954	29.574	
		D- 4	5126.233	2365.954	29.574	D- 4	5408.832	2496.384	31.204	
		E- 5	5408.832	2496.384	31.205	E- 5	5706.360	2633.705	32.921	

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
17010 MISC	PROGRAM COORDINATOR	A- 1	4242.179	1957.929	24.474	A- 1	4475.723	2065.718	25.821	2080.00
17050 MISC	PUB SAF OFFCR/ADMIN	B- 2	4475.723	2065.718	25.821	B- 2	4719.931	2178.430	27.230	
17070 MISC	PUB SAF OFFCR/FIELD	C- 3	4719.931	2178.430	27.230	C- 3	4974.803	2296.063	28.700	
17080 MISC	YTH INTRVNTN CSE WKR	D- 4	4974.803	2296.063	28.701	D- 4	5258.468	2426.985	30.337	
17090 MISC	HUMAN SVCS CS WKR I	E- 5	5258.468	2426.985	30.337	E- 5	5541.066	2557.415	31.967	
17210 MISC	ACCOUNT CLERK III	A- 1	4106.745	1895.421	23.693	A- 1	4332.824	1999.765	24.997	2080.00
17240 MISC	BUS DRIVER III	B- 2	4332.824	1999.765	24.997	B- 2	4571.700	2110.015	26.375	
		C- 3	4571.700	2110.015	26.375	C- 3	4822.306	2225.680	27.820	
		D- 4	4822.306	2225.680	27.821	D- 4	5091.041	2349.711	29.371	
		E- 5	5091.041	2349.711	29.371	E- 5	5365.109	2476.204	30.952	
17400 CONF	ACCOUNT CLERK III C	A- 1	4106.745	1895.421	23.693	A- 1	4332.824	1999.765	24.997	2080.00
17410 CONF	CITY CLERK TECH C	B- 2	4332.824	1999.765	24.997	B- 2	4571.700	2110.015	26.375	
		C- 3	4571.700	2110.015	26.375	C- 3	4822.306	2225.680	27.820	
		D- 4	4822.306	2225.680	27.821	D- 4	5091.041	2349.711	29.371	
		E- 5	5091.041	2349.711	29.371	E- 5	5365.109	2476.204	30.952	
17500 MISC	TRAF & LITE TECH I	A- 1	4045.960	1867.366	23.342	A- 1	4267.773	1969.741	24.621	2080.00
17510 MISC	FACILITY SPECIALIST	B- 2	4267.773	1969.741	24.622	B- 2	4505.583	2079.500	25.993	
17540 MISC	TREE WORKER SPECIALST	C- 3	4505.583	2079.500	25.994	C- 3	4751.923	2193.195	27.414	
		D- 4	4751.923	2193.195	27.415	D- 4	5013.194	2313.782	28.922	
		E- 5	5013.194	2313.782	28.922	E- 5	5274.464	2434.368	30.429	
		F- 6	5274.464	2434.368	30.430	F- 6	5580.524	2575.626	32.195	
		G- 7	5580.524	2575.626	32.195	G- 7	5888.716	2717.869	33.973	
		H- 8	5888.716	2717.869	33.973	H- 8	6210.772	2866.510	35.831	
17600 MISC	MANAGEMENT ASST II	A- 1	5386.437	2486.048	31.076	A- 1	5680.767	2621.892	32.773	2080.00
		B- 2	5680.767	2621.892	32.774	B- 2	5994.291	2766.596	34.582	
		C- 3	5994.291	2766.596	34.582	C- 3	6324.878	2919.174	36.489	
		D- 4	6324.878	2919.174	36.490	D- 4	6672.528	3079.628	38.495	
		E- 5	6672.528	3079.628	38.495	E- 5	7039.373	3248.941	40.611	
17800 MISC	WATER UTILITY WORKER	A- 1	3882.799	1792.061	22.401	A- 1	4095.014	1890.006	23.625	2080.00
17850 MISC	COMM SVCS SPECIALIST	B- 2	4095.014	1890.006	23.625	B- 2	4321.093	1994.351	24.929	
17860 MISC	HEAD TEACHER	C- 3	4321.093	1994.351	24.929	C- 3	4558.903	2104.109	26.301	
		D- 4	4558.903	2104.109	26.301	D- 4	4809.509	2219.773	27.747	
		E- 5	4809.509	2219.773	27.747	E- 5	5069.713	2339.868	29.248	

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
18010	MISC	ACCOUNT CLERK II	A- 1	3684.447	1700.514	21.256	A- 1	3887.065	1794.030	22.425	2080.00
18020	MISC	MAINTENANCE WORKER	B- 2	3887.065	1794.030	22.425	B- 2	4093.949	1889.515	23.618	
18085	MISC	BLDG PERMIT CLERK II	C- 3	4093.949	1889.515	23.619	C- 3	4327.492	1997.304	24.966	
18097	MISC	PROG ASST/CMO	D- 4	4327.492	1997.304	24.966	D- 4	4562.102	2105.586	26.319	
18098	MISC	PROGRAM ASSIST PLAN	E- 5	4562.102	2105.586	26.320	E- 5	4807.376	2218.789	27.734	
18400	MISC	ENVR PROTEC CLRK II	A- 1	3497.361	1614.167	20.177	A- 1	3689.715	1702.945	21.286	2080.00
			B- 2	3689.715	1702.945	21.287	B- 2	3892.649	1796.607	22.457	
			C- 3	3892.649	1796.607	22.458	C- 3	4106.745	1895.421	23.692	
			D- 4	4106.745	1895.421	23.693	D- 4	4332.616	1999.669	24.995	
			E- 5	4332.616	1999.669	24.996	E- 5	4570.910	2109.651	26.370	
18510	MISC	RECREATION SPECIALIS	A- 1	3470.098	1601.584	20.020	A- 1	3657.786	1688.209	21.102	2080.00
			B- 2	3657.786	1688.209	21.103	B- 2	3855.073	1779.264	22.240	
			C- 3	3855.073	1779.264	22.241	C- 3	4064.089	1875.733	23.446	
			D- 4	4064.089	1875.733	23.447	D- 4	4284.835	1977.616	24.720	
			E- 5	4284.835	1977.616	24.720	E- 5	4516.247	2084.422	26.055	
			F- 6	4516.247	2084.422	26.055	F- 6	4761.521	2197.625	27.470	
18815	MISC	ADMIN CLERK II	A- 1	3315.469	1530.216	19.128	A- 1	3496.759	1613.889	20.173	2080.00
18820	MISC	HUMAN RSRC ASSISTANT	B- 2	3496.759	1613.889	20.174	B- 2	3690.846	1703.467	21.293	
18860	MISC	ENVR PROTECT CLERK I	C- 3	3690.846	1703.467	21.293	C- 3	3887.065	1794.030	22.425	
			D- 4	3887.065	1794.030	22.425	D- 4	4093.949	1889.515	23.618	
			E- 5	4106.745	1895.421	23.693	E- 5	4327.492	1997.304	24.966	
19615	MISC	ADMIN CLERK I	A- 1	2979.550	1375.177	17.190	A- 1	3142.711	1450.482	18.131	2080.00
19620	MISC	LIBRARY CLERK I	B- 2	3142.711	1450.482	18.131	B- 2	3317.602	1531.201	19.140	
			C- 3	3317.602	1531.201	19.140	C- 3	3499.958	1615.365	20.192	
			D- 4	3499.958	1615.365	20.192	D- 4	3684.447	1700.514	21.256	
			E- 5	3684.447	1700.514	21.256	E- 5	3887.065	1794.030	22.425	

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
50300 PART	HEAD TEACHER B	A- 1			22.401					
		B- 2			23.625					
		C- 3			24.929					
		D- 4			26.302					
		E- 5			27.747					
50410 PART	BUS DRIVER II B	A- 1			21.115					
		B- 2			22.271					
		C- 3			23.555					
		D- 4			24.873					
		E- 5			26.201					
50610 PART	TEACHER III	A- 1			19.999					
		B- 2			21.115					
		C- 3			22.330					
		D- 4			23.579					
		E- 5			24.837					
51010 PART	COMM SVCS LEAD III B	A- 1			17.833					
		B- 2			18.822					
		C- 3			19.892					
		D- 4			21.015					
		E- 5			22.156					
		F- 6			23.373					
52010 PART	COMM SVCS LEAD II B	A- 1			15.397					
52080 PART	CHILD CARE TEACH IIB	B- 2			16.172					
		C- 3			16.977					
		D- 4			17.821					
		E- 5			18.718					
52500 PART	CHILD CARE TEACH I B	A- 1			13.966					
		B- 2			14.667					
		C- 3			15.397					
		D- 4			16.172					
		E- 5			16.977					
53530 PART	CLD CARE AST TEACH B	A- 1			13.407					
		B- 2			14.073					
		C- 3			14.766					
		D- 4			15.507					
		E- 5			16.279					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
57000 PART	ADMIN CLERK I	A- 1			16.082					
		B- 2			17.002					
		C- 3			17.971					
		D- 4			18.983					
		E- 5			19.999					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
70400 NB	PUBLIC SAFETY OFCR	A- 1			19.999					
70410 NB	CODE ENFORCMT INSP I	B- 2			21.115					
		C- 3			22.330					
		D- 4			23.579					
		E- 5			24.837					
70545 NB	LITERACY INTERN N	A- 1			14.938					
70580 NB	ADMIN INTERN N	B- 2			15.761					
		C- 3			16.627					
		D- 4			17.541					
		E- 5			18.509					
70600 NB	PT HUMAN RSRC ASSIST	A- 1			19.128					
		B- 2			20.174					
		C- 3			21.293					
		D- 4			22.425					
		E- 5			23.693					
70700 NB	HUMAN SVCS CS WKR I	A- 1			24.474					
		B- 2			25.851					
		C- 3			27.230					
		D- 4			28.701					
		E- 5			30.337					
71010 NB	TRAF SIGNAL APRENT N	A- 1			14.228					
71040 NB	WATER UTILTY APPRENT	B- 2			14.938					
71050 NB	ELECTRICIAN APPRENT	C- 3			15.681					
		D- 4			16.469					
		E- 5			17.290					
71520 NB	CLD CARE TEACH IISUB	A- 1			13.764					
		B- 2			14.521					
		C- 3			15.364					
		D- 4			16.240					
		E- 5			17.109					
72000 NB	FIRE HSNG INSPEC PTN	A- 1			28.799					
		B- 2			30.382					
		C- 3			32.052					
		D- 4			33.815					
		E- 5			35.731					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
72100 NB	INSTR LIFEGUARD IIIN	A- 1			21.115					
		B- 2			22.271					
		C- 3			23.555					
		D- 4			24.873					
		E- 5			26.201					
72220 NB	POLICE SVCS CLERK	A- 1			14.932					
		B- 2			15.754					
		C- 3			16.619					
		D- 4			17.533					
		E- 5			18.500					
72300 NB	INSTR LIFEGUARD II N	A- 1			17.855					
		B- 2			18.838					
		C- 3			19.875					
		D- 4			20.967					
		E- 5			22.118					
72400 NB	INSTR LIFEGUARD I N	A- 1			16.927					
		B- 2			17.855					
		C- 3			18.838					
		D- 4			19.875					
		E- 5			20.967					
72530 NB	CHILD CARE TEACH I N	A- 1			12.991					
72540 NB	HERITAGE PK RANGER N	B- 2			13.642					
72560 NB	PSO APPRENTICE N	C- 3			14.323					
		D- 4			15.043					
		E- 5			15.794					
72600 NB	LIB INFO DESK ASST	A- 1			17.700					
72610 NB	PUBLIC AFFAIRS ASST.	B- 2			18.675					
		C- 3			19.701					
		D- 4			20.787					
		E- 5			21.929					
72710 NB	ADMIN CLERK I NB	A- 1			14.521					
		B- 2			15.320					
		C- 3			16.163					
		D- 4			17.051					
		E- 5			17.989					

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
72800	NB	BUS DRIVER I NB	A- 1			15.000					
			B- 2			15.825					
			C- 3			16.695					
			D- 4			17.614					
			E- 5			18.582					
73000	NB	COMM SVCS LEAD II N	A- 1			12.382					
			B- 2			13.001					
			C- 3			13.643					
			D- 4			14.337					
			E- 5			15.044					
73100	NB	FINANCE OFFICE AIDE	A- 1			12.817					
73110	NB	WAREHOUSE ASSISTANT	B- 2			13.453					
			C- 3			14.114					
			D- 4			14.826					
			E- 5			15.564					
74300	NB	PUB WORKS AIDE II N	A- 1			11.788					
			B- 2			12.436					
			C- 3			13.120					
			D- 4			13.839					
			E- 5			14.600					
74560	NB	LIBRARY SVCS AIDE N	A- 1			11.657					
			B- 2			12.240					
			C- 3			12.852					
			D- 4			13.494					
			E- 5			14.169					
75000	NB	CLD CARE AST TEACH N	A- 1			11.545					
75010	NB	C/C ASST TEACH SUB N	B- 2			12.122					
			C- 3			12.728					
			D- 4			13.365					
			E- 5			14.034					
75400	NB	COMM SVCS LEAD I N	A- 1			11.609					
			B- 2			12.190					
			C- 3			12.800					
			D- 4			13.439					
			E- 5			14.112					

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
75500	NB	PUBLIC WORKS AIDE N	A- 1			11.000					
75530	NB	OFFICE AIDE N	B- 2			11.550					
75550	NB	AQUATICS AIDE N	C- 3			12.128					
75580	NB	COMM SVC FACILITY WK	D- 4			12.734					
75590	NB	FOOD SERVICE AIDE N	E- 5			13.370					
77000	NB	SYSTEMS ANALYST PTNB	A- 1			38.633					
			B- 2			40.756					
			C- 3			42.959					
			D- 4			45.363					
			E- 5			47.858					
78000	NB	LITERACY ASSISTANT N	A- 1			16.092					
78010	NB	COMPUTER TECHNICIAN	B- 2			16.976					
78020	NB	ENVIRONMENTAL INTERN	C- 3			17.909					
			D- 4			18.896					
			E- 5			19.934					
79800	NB	REC INSTRUCTOR	A- 1			31.659					
			K-11			26.638					
			N-14			22.198					
			P-16			19.239					
			V-22			13.320					
			X-24			11.000					
79901	NB	TEMP-ACCT CLERK III	O-15			26.440					
79960	NB	TEMP-NEW BUS INSP SP	P-16			52.369					

**City of Santa Fe Springs
Alcohol and Drug Abuse Policy
(Revised February 9, 2006)**

PURPOSE:

The City of Santa Fe Springs is responsible for maintaining a safe, healthy and productive work environment for all employees. Employees are responsible for performing services to the public as safely, effectively and efficiently as possible.

The City recognizes that drug and alcohol hinders an employee's ability to perform duties safely and effectively. The City establishes the following drug and alcohol policy to eliminate the detrimental effects of drugs and alcohol in the workplace, as well as to promote a safe and productive work environment.

The City urges employees who think they may have an alcohol or drug usage problem to voluntarily seek confidential assistance from the Employee Assistance Program. While the City will be supportive of those who seek help voluntarily, the City will be equally firm in identifying and disciplining those whose continued substance abuse, even if enrolled in counseling or rehabilitation programs, results in performance problems, danger to the health and safety of others and themselves, and/or violations of federal or City laws/policies.

POLICY:

This policy applies to all employees and all applicants for positions with the City of Santa Fe Springs. This policy applies to alcohol, unlawful drugs and controlled substances, including all substances, drugs or medications, whether legal or illegal, which could impair an employee's ability to effectively and safely perform his/her, job functions.

City employees shall:

- Not report to work, or be subject to City duty, while under the influence of unlawful drugs, controlled substances or alcohol;
- Not possess or ingest alcohol or impairing drugs, including illegal drugs and prescription drugs without prescription, during work hours or while subject to duty, on breaks, during meal periods or at anytime while on City property;
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty;
- Not use City property or premises to manufacture, sell or distribute alcohol, unlawful drugs, or controlled substances during work or non-work hours; and
- Notify their supervisors before beginning work when they are taking legally prescribed medications which could foreseeably interfere with the safe and effective performance of their duties or the operation of City equipment.
- Not use City property or premises to manufacture, sell or distribute alcohol, unlawful drugs, or controlled substances during work or non-work hours; and

- Notify their supervisors before beginning work when they are taking legally prescribed medications which could foreseeably interfere with the safe and effective performance of their duties or the operation of City equipment.

The use of illegal drugs or controlled substances, on or off the job, by City employees will not be tolerated and is a ground for immediate termination.

The use of medications prescribed by licensed physicians is not a violation of this policy. Employees who fail to notify their supervisors that they are taking prescribed medications, which could foreseeably interfere with the safe and effective performance of their duties or the operation of City equipment, may be disciplined up to and including termination. In the event there is a question regarding an employee's ability to safely perform assigned duties while using such prescribed medications, clearance by a licensed physician may be required.

Refusal to submit immediately to a drug and alcohol analysis when requested by City management or law enforcement personnel, or refusal to submit to a search of personal properties if requested by law enforcement personnel, may constitute insubordination and may be grounds for discipline, up to and including termination.

Employees reasonably believed to be under the influence of alcohol; unlawful drugs or controlled substances shall be prevented from engaging in further work and shall be detained for a reasonable time until they can be safely transported from the work site.

REHABILITATION

The City of Santa Fe Springs is committed to providing reasonable accommodation to employees with an alcohol, drug or substance abuse problem. Accordingly, the City has established an Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or substance abuse. Participation in the EAP is confidential. Employees should contact their supervisor, the Department Head, or the Personnel Office for additional information.

GROUND FOR DRUG TESTING

The City requires drug testing under the following circumstances: pre-employment physicals, promotional physicals, and "for cause" with reasonable suspicion.

"Reasonable suspicion" is a belief on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of unlawful drugs, controlled substances or alcohol which impairs the employee's ability to perform his/her job functions or ability to perform his/her job safely. The following alone or in combination, may constitute reasonable suspicion depending on the circumstances:

- Involvement in a workplace accident where it appears the employee's conduct is at fault;
- Physical altercation;
- Verbal altercation;

- Unusual behavior;
- Possession of alcohol or drugs;
- Physical impairment such as slurred speech, unsteady gait, inability to walk a straight line, shaking, erratic movement or glazed, dilated pupils;
- Apparent disorientation or confusion without apparent reason;
- Alcohol odor on breath;
- Information obtained from a reliable person with personal knowledge;
- Unsafe work behavior that endangers the employee, fellow employees, or the public, such as the reckless handling of equipment or City vehicles.

Managers and supervisors will, when possible, get approval from the Personnel Services Office prior to ordering an employee to submit to a drug/controlled substance and/or alcohol analysis. Where there is a reasonable suspicion that the employee is then under the influence of alcohol, controlled substance or drugs, the manager or supervisor should arrange for the employee to be safely transported home.

An employee who refuses to submit to a drug/controlled substance or alcohol analysis upon request shall be reminded by the supervisor of the requirements and consequences of this policy.

Managers and supervisors shall not physically search an employee, or search his/her personal possessions, without the subject employee's voluntary written consent. An authorized search of the subject employee's personal property must be performed in the employee's presence.

ALCOHOL AND DRUG ANALYSIS:

The drug/controlled substance and alcohol analysis may test for any substance which could impair an employee's ability to perform the functions of his/her job effectively and safely, including but not limited to prescription medication, opiates and its derivations (e.g., heroin, codeine, and morphine), cocaine, phencyclidine (PCP), marijuana, benzodiazepines (e.g., Valium and Librium), barbiturates, alcohol and amphetamines/methamphetamines.

DRUG RESULTS

1. Pre-Employment Physical

A positive result from a drug, controlled substance and/or alcohol analysis may result in the applicant not being hired where the applicant's use of drugs, controlled substances and/or alcohol could affect requisite job standards, duties or responsibilities.

If a drug screen is positive, the job applicant must provide, within 24 hours of the City's request, a bona fide verification of a valid current prescription for the drug(s) identified in the drug screen. The medical prescription must be in the tested applicant's name. The applicant may not be hired if: (a) the prescription is not in the applicant's name, (b) the applicant does not provide acceptable

verification, or (c) the drug is one that is likely to impair the applicant's ability to perform the job duties.

2. During Employment Physical or Drug, Controlled Substance or Alcohol Tests

A positive drug, controlled substance and/or alcohol analysis may result in discipline, up to and including termination.

If a drug screen is positive, the employee must provide, within 24 hours of the City's request, a bone fide verification of a valid current prescription for the drug(s) identified in the drug screen. The medical prescription must be in the employee's name. The employee may be subject to discipline, up to and including termination if: (a) the prescription is not in the employee's name, (b) the employee does not provide acceptable verification, or (c) the employee had not previously notify his/her supervisor of the prescription drug.

ACTIONS AFTER TESTING

If an alcohol or drug analysis is positive, the City shall conduct an investigation to gather all related facts. The decision to discipline shall be carried out in conformance with City personnel rules and regulations.

CONFIDENTIALITY

Laboratory reports and results will be placed in a separate confidential medical folder that will be securely maintained by the Personnel Office.

The test results may be disclosed to City management on a strictly need-to-know basis and to the tested employee upon request.

Disclosure of test reports or results without the tested employee's consent may occur when (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the City and the employee; (3) the information is to be used in administering an employee benefit plan; or (4) the information is needed by medical personnel for the diagnosis or treatment of the tested employee who is unable to authorize such disclosure.

City of Santa Fe Springs
Electronic Media
(Revised February 9, 2006)

POLICY:

Definition of Electronic Mail (e-mail):

E-mail is defined as the electronic mail system used by employees to communicate information that would otherwise be in the form of a conversation, telephone conversation, or, written documentation. The City's e-mail system exists solely for the purpose of conducting City business, and is not intended for personal use. However the incidental use of electronic mail that may contain non- City related matters is permitted. This incidental use should be limited, and must not interfere with employee productivity.

Records Management:

Those E-mail messages which are intended to be retained in the ordinary course of City business and recognized as official records by the California Public Records Act, should be stored in an electronic file folder outside the e-mail system (such as your personal hard drive and/or network system drive) or printed and the hard copy filed in the appropriate subject file. Such e-mail messages will be subject to the City's Record Retention Schedule and may become public records unless exempt from disclosure under other applicable provisions of the Public Records Act (example: personnel files, attorney-client communications, etc.) In addition, e-mail items are also subject to the Brown Act, therefore all e- mail discussions between elected officials must follow the Brown Act guidelines.

E-mail messages that are deleted by the user will be electronically deleted by Technology Services from all computer devices and systems on the 45th day after receipt.

Privacy:

The following privacy guidelines are established to ensure the protection of the City of Santa Fe Springs in accordance with all Federal and/or State regulations. Confidentiality is not provided for on the e-mail system. Accordingly, employees should have **no expectations** of privacy in their e- mail messages (or any other data files residing on City owned hardware), whether sent or received.

While e-mail messages and other data files will not be routinely monitored, the City reserves the right for authorized staff to access and review all e-mail messages and data files on the City's information systems at any time. Reasons for doing so include but not limited to:

- Retrieving lost data.
- Recovering from system failures or monitoring system performance.
- Complying with lawful requests for information.
- Ensuring that City information systems are being used in accordance with this policy.

Employees of the City of Santa Fe Springs, who are approved for access to any of the city's computer systems, or have access to any of the city personal computers are bound by the policies and procedures stated herein. By accepting access and signing on to the system, you agree to abide by these policies.

Access Limitations:

While the City reserves the right to access and review all data on its information systems, no employee, including Director of Technology Services, Technology Services Staff, or independent contractor is allowed to access e-mail or other data files for other than business purposes.

Prohibited Use of Electronic Mail:

E-mail messages may not be used in any manner that violates City rules, policies and procedures. E-mail shall not be used for any illegal, offensive or harassing purposes. Inappropriate, illegal or offensive use of the E-mail system can result in disciplinary action up to and including termination.

Prohibited use of the E-mail system includes and is not limited to, the following activities:

- Transmittal of anything in violation of any federal, state or local law, ordinance or regulation.
- Misrepresentation, under any circumstances, of an employee's true identity
- Compromise the integrity of the City and its business operations in any way.
- Break the law by sending chain letters or copies of documents in violation of copyright laws, or by committing any other illegal acts.
- Contain offensive, abusive, threatening or obscene language or graphics.
- Violate the City's affirmative action or sexual harassment policies by including content that is sexually explicit or could be construed as discriminatory based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- Transmittal of a security code or password
- Distribution of chain letters and spam
- Advertise or promote commercial ventures, religious beliefs or political causes.
- Result in private gain or advantage for the employee (such as conducting business related to economic interests outside of City employment); or violate the City's ethics policy.
- Downloading of entertainment software or games, including participation in Internet gaming.

Receipt of Inappropriate Electronic-Mail:

If you receive an inappropriate email message under these guidelines, please contact your department head or the Director of Finance and Administrative Services or the City Manager.

Email Guidelines:

Employees who are granted E-Mail access are required to abide by the following guidelines. Employees are to:

1. Remember that they are representing the City through their communications both internally and externally, and it is critical that they maintain a positive image for both themselves and the City.
2. As a good business practice, E-Mail is to be checked at least once each work day and messages responded to promptly.
3. Capitalized words should only be used to emphasize an important point. Capitalizing whole words are generally considered shouting.
4. Be professional and careful of what is said about others. E-mail is easily forwarded and blind copied.
5. Be cautious when using sarcasm and humor, without face to face communication, humor may be viewed as criticism or harassment.
6. The maximum mailbox limit you have is 200 megabytes. You can check the size of your mailbox by clicking tools on the menu bar and select the mailbox cleanup item.
7. You are limited to a maximum of 10 megabytes when sending an email internally or externally.
8. You are limited to a maximum of 10 megabytes when receiving an email internally or externally.
9. When sending out an email, please limit the use of fancy graphics or backgrounds or animated icons/graphics. They are not necessary and take up unwanted disc space and bandwidth. Remember, not all employees are connected to the network via high bandwidth connection.
10. When sending out an e-mail with a file attachment, take care of the size of document. Not all employees are connected to the network via high bandwidth connection. A simple email with a 1 megabyte file attachment can take up to 30 minutes to open up depending on the bandwidth.
11. Tag each email with your name, title, email address, and your telephone number.
12. Do not send a message that you would not want published. It is common for an innocent note to be misconstrued, causing embarrassment or liability to the user or to the City.
13. Work out problems face-to-face, not on E-mail.

14. Protect your password, and always log off when not using the system.
15. Technology staff will change your password on a regular basis (annually).

**City of Santa Fe Springs
Harassment, Discrimination and Retaliation Policy
(Revised February 9, 2006)**

POLICY:

Because it is unlawful to engage in workplace harassment, discrimination and retaliation, the City has a strong commitment to provide a work environment that is free of harassment, discrimination and retaliation. The City has zero tolerance for these unlawful acts by or against any of its employees, applicants, volunteers, independent contractors, customers, invitees and members of the public.

The City prohibits harassment and discrimination based on an individual's race, citizenship status, uniformed service member status, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (cancer or genetic characteristics), marital status, sex (including gender and pregnancy), age or sexual orientation (including heterosexuality, homosexuality and bisexuality). The City also prohibits harassment in any form, including verbal, physical or visual harassment.

In addition, the City prohibits retaliation against an individual for filing a complaint or participating in the complaint investigation and resolution process.

POLICY COVERAGE:

This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

This policy prohibits employer officials, officers, employees, volunteers or contractors from harassing, discriminating and retaliating against applicants, officials, officers, employees, volunteers, contractors, vendors, invitees and members of the public because: (1) of an individual's protected classification, (2) of the perception that an individual has a protected classification, or (3) the individual associates with a person who has or is perceived to have a protected classification.

Individuals found to have violated this policy are subject to disciplinary action up to and including termination.

DEFINITIONS

1. Protected classifications: race, citizenship status, uniformed service member status, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (cancer or genetic characteristics), marital status, sex (including gender and pregnancy), age or sexual orientation (including heterosexuality, homosexuality and bisexuality).
2. Harassment may include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts or even members of the public. Prohibited harassment includes but is not limited to the following types of behavior that is taken because of a person's protected classification:

- a. Speech, e.g., epithets, derogatory comments or slurs and propositioning on any of the above enumerated bases.
 - b. Physical acts, e.g., leering, making sexual gestures, offensive touching or assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual on any of the above enumerated bases.
 - c. Visual insults of harassment, e.g., derogatory posters, cartoons, or drawings on any of the above enumerated bases.
 - d. Sexual favors, e.g., unwanted sexual advances, requests for sexual favors and/or other conduct of a sexual nature which occurs under the following circumstances:
 - i. Submission to such conduct is explicitly or implicitly made a term or condition of employment/volunteering; or
 - ii. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee, applicant or volunteer status; or
 - iii. Such conduct has the purpose or effect of substantially interfering with the individual's performance and/or creating an intimidating, hostile or offensive working/volunteer environment.
 - e. Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
 - f. It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
 - g. Simply because no one has complained about a joke, gesture, picture, physical contact or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
 - h. Even visual, verbal and/or physical conduct between two individuals who appear to welcome it can constitute harassment of a third individual, i.e., applicant, officer, official, employee, volunteer, contractor, vendor, invitee or member of the public who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
3. Discrimination is treating individuals differently because of the individual's protected classification as defined in this policy.
 4. Retaliation is adverse conduct which is taken because an applicant, employee, volunteer, contractor, invitee or member of the public has reported harassment or discrimination, or has participated in the complaint and investigation process.

- a. Adverse conduct includes: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complainant, shunning and avoiding an individual who reports harassment or discrimination, real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.
- b. The following individuals are protected from retaliation: those who make good faith reports of harassment or discrimination, those who associate with an individual who is involved in reporting harassment or discrimination, and those who participate in the complaint or investigation process.

COMPLAINT PROCEDURE

1. An applicant, employee, volunteer or independent contractor who believes that he/she has been harassed, discriminated against or retaliated against should immediately submit a written and/or verbal complaint to the City regarding the facts of the incident(s) and the name(s) of the individual(s) involved. There is no need to follow the chain of command:
 - a) Immediate supervisor;
 - b) Any supervisor or manager within or outside of the department;
 - c) Department Head; or
 - d) Human Resources Manager.
2. If the complaint is against a Department Head, the complainant submits his/her complaint directly to the City Manager.
3. A supervisor or department head who receives a complaint, or otherwise becomes aware of a violation of this policy, must immediately notify the Human Resources Manager about the complaint and/or policy violation. Failure to do so may result in disciplinary action, up to and including termination.
4. Upon receiving notice of a complaint alleging harassment/discrimination/retaliation, the Human Resources Manager, or another individual designated by the City Manager, shall:
 - a) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: i) the complainant; ii) the accused harasser; and iii) other persons who have relevant knowledge concerning the complaint.
 - b) Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
 - c) Report a summary of the determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, the supervisor, and the department head. If discipline is imposed, the level of discipline will not be communicated to the complainant.
5. If conduct in violation of this Policy occurred, the Human Resources Manager or another individual designated by the City Manager, shall:

- a) Take and/or recommend to the appointing authority prompt and effective remedial action where the action is commensurate with the severity of the offense;
 - b) Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation; and
 - c) Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
6. If the complaint is against a patron of City services, the City will take reasonable steps within its power to investigate and remediate the problem.

INVESTIGATION

City employees, volunteers, contractors, officers and officials who are interviewed during the course of an investigation of any harassment/discrimination/retaliation complaint are prohibited from discussing the substance of their interviews, except as otherwise directed by a supervisor or the Human Resources Manager. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction.

The City of Santa Fe Springs will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings or to comply with the law or a court order.

CONFIDENTIALITY

Confidentiality will be maintained to the extent possible. However, complete confidentiality is not possible because the City must fully investigate and has the duty to take effective remedial action.

CITY OF SANTA FE SPRINGS
INJURY AND ILLNESS PREVENTION PROGRAM
POLICY STATEMENT

It is the policy of the City of Santa Fe Springs to provide safe and healthful working conditions for all employees. Safety and health considerations must be a part of every operation. It is every employee's responsibility at all levels.

It is the intent of the City to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. The detection of hazards by City employees and, in turn, controlling them, is a condition of employment. Supervisors must be informed immediately of any situation beyond the employee's ability or authority to correct.

The personal safety and health of each City employee is of primary importance. Prevention of occupational injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical safeguards necessary for personal safety and health, in keeping with the highest standards.

Management will maintain a safety and health program conforming to the best practices of municipalities. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can safety program in the best interest of all be established and preserved.

The City's objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum.

The safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correcting the problem so it won't happen again.

The City recognizes that the responsibilities for safety and health are shared:

- The employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for ensuring that employees are trained in, and follow safe work practices, and that all operations are performed with the utmost regard for the health and safety of all personnel.
- Employees are responsible for complying with all rules and regulations and for using safe work practices while performing their duties. Employees also have the responsibility of informing their supervisor of hazards and are encourage to make recommendations for increasing workplace safety.

**City of Santa Fe Springs
Military Leave
(Revised February 9, 2006)**

POLICY:

Military leave will be granted to all employees in accordance with state and federal laws. Any employee who is ordered to report for military duty shall, after receiving such an order, promptly provide the City with notice of the order to report along with a written request for military leave and a copy of the order. However, an employee is not required to provide the City with notice if the giving of such notice is precluded by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable. The request for military leave shall state the date when the leave of absence begins and the anticipated date of return.

WAGES AND BENEFITS:

- A. An employee who is on temporary military leave, and who has been in City service for at least one year, is entitled to receive his/her full compensation for the first 30 calendar days of such leave provided that the period of ordered duty does not exceed 180 calendar days. Such compensation shall not exceed 30 days in any one fiscal year. In determining the one year of City service, all service of said employee in a recognized military service shall be counted as City service. The City is not legally responsible for compensation for inactive duty training; therefore, an employee on temporary military leave for inactive duty training is not eligible to receive compensation.
- B. An employee's benefits, vacation, sick leave, holiday privileges, seniority, etc., will continue to accrue while on temporary military leave in the same manner as if the employee were working for the City during that time. However, an uncompleted probationary period, if any, must be completed upon reinstatement as provided by law or City rules and regulations.
- C. An employee who has been ordered to military duty and is on military leave, other than temporary military leave, and who has at least one year service with the City before the date that his/her military leave begins, shall be provided with full compensation for the first 30 calendar days of military leave in any one fiscal year. However, an employee who is ordered to active duty as a member of the National Guard shall receive his/her full compensation for the first 30 calendar days of military leave, regardless of the length of his/her service with the City.
- D. An employee on military leave for the purpose of active duty, except as a member of the National Guard, shall not accrue sick leave or vacation while on such leave. An employee who is ordered to active military duty as a member of the National Guard shall accrue vacation and holiday privileges during his/her military leave, but not sick leave, as if he/she had not taken military leave.
- E. An employee returning from military leave is entitled to non-seniority based rights and benefits as are generally provided by the City to employees having similar seniority, status and pay who are on furlough or non-military leave of absence under a contract, agreement, policy, practice, or plan in effect at the time of his/her military service or established while the employee performs military service.

RE-EMPLOYMENT:

- A. An employee on military leave is entitled to be reinstated to his/her previous position (or a position of similar seniority, status and pay) with the City upon termination of his/her military duty. If no position exists, then the returning employee shall have the same rights that he/she would have had if he/she occupied the position when it ceased to exist and he/she had not taken any military leave of absence.
- B. The returning veteran shall provide his/her Department Head with oral or written notification of his/her request for reinstatement. The returning employee must also submit proof that he/she received a discharge from military service that was not dishonorable. A dishonorable discharge from military service would require review by the City Manager.
 - 1. Employees returning from active military duty must seek reinstatement with the City within six (6) months after returning from active military duty.
 - 2. If an employee is hospitalized, convalescing or recovering from an illness or injury incurred or aggravated during the active duty, the employee must report at the end of the period needed for recovery up to two years, unless the ability to report within the two year period is made impossible or unreasonable due to circumstances beyond the employee's control.
 - 3. The right to reemployment does not extend to an employee who fails to return to his/her job position within twelve (12) months after the first date that he/she could terminate his/her active military service.
- C. The City may refuse to reemploy a returning service member for the following reasons:
 - 1. The City's circumstances have changed so much as to make the reemployment impossible or unreasonable.
 - 2. The reemployment would cause undue hardship on the City.
 - 3. The employment from which the person left was for a brief, non-recurrent period and there is no reasonable expectation that the job would continue indefinitely or for any significant period.

**HUMAN RESOURCES OFFICE
PHYSICAL FITNESS STANDARDS
NON-SAFETY EMPLOYEES**

I. Areas and Standards of Testing For Men

1.1 Cardiovascular Fitness

Employees have a choice of one of the following four alternatives:

a. Stationary Bicycle

Test is conducted on a resistance factor stationary bike. The fractions indicated represent resistance levels. A completed test is 10 minutes in duration with 2.5 miles completed. (4.2 kilometers)

(Age)

<u>Body Weight (lbs)</u>	<u>20 - 29</u>	<u>30 - 39</u>	<u>40 - 49</u>	<u>50 +</u>
243+	4.25	4.25	3.75	3.50
236	4.25	4.00	3.50	3.25
229	4.00	4.00	3.50	3.00
223	4.00	3.75	3.25	3.00
216	3.75	3.75	3.25	3.00
209	3.75	3.50	3.25	3.00
203	3.50	3.50	3.00	2.75
196	3.50	3.25	3.00	2.75
190	3.25	3.25	2.75	2.50
183	3.25	3.00	2.75	2.50
176	3.00	3.00	2.50	2.25
170	3.00	2.75	2.50	2.25
163	2.75	2.75	2.25	2.00
157	2.75	2.50	2.25	2.00
150	2.50	2.50	2.25	2.00
147	2.50	2.25	2.00	1.75
144	2.25	2.00	1.75	1.50
141	2.25	2.00	1.75	1.50

b. 1.5 mile run. Time (minutes). (Lake Center – 8 laps)

<u>Age</u>	<u>Time</u>	<u>Age</u>	<u>Time</u>	<u>Age</u>	<u>Time</u>
Up to 20	11:30	34	12:54	48	14:18
21	11:36	35	13:00	49	14:24
22	11:42	36	13:06	50	14:30
23	11:48	37	13:12	51	14:36
24	11:54	38	13:18	52	14:42
25	12:00	39	13:24	53	14:48
26	12:06	40	13:30	54	14:54
27	12:12	41	13:36	55	15:00
28	12:18	42	13:42	56	15:06
29	12:24	43	13:48	57	15:12
30	12:30	44	13:54	58	15:18
31	12:36	45	14:00	59	15:24
32	12:42	46	14:06	Over 60	15:30
33	12:48	47	14:12		

c. 500 yard swim. Time (minutes) (up and down = 1 lap x 10 = 500 yards)

<u>Age</u>	<u>Time</u>	<u>Age</u>	<u>Time</u>	<u>Age</u>	<u>Time</u>
Up to 23	10:00	36 - 37	11:30	48 - 49	13:00
24 - 26	10:15	38 - 39	11:45	50 - 51	13:15
27 - 29	10:30	40 - 41	12:00	52 - 53	13:30
30 - 31	10:45	42 - 43	12:15	54 - 55	13:45
32 - 33	11:00	44 - 45	12:30	56 - 57	14:00
34 - 35	11:15	46 - 47	12:45	58 - 59	14:15
				Over 60	14:30

d. 3 mile walk. Time (minutes) (Lake Center – 16

<u>laps) Age</u>	<u>Time</u>
Under 20	39:00
20-24	40:00
25-29	40:30
30-34	41:00
35-39	42:00
40-44	43:00
45-49	44:30
50-54	46:00
55-59	48:00
60+	50:00

1.2 Flexibility

Ability to sit with legs extended out straight and reach to touch toes.

<u>Age</u>	<u>Inches from Toes</u>
Up to 24	0"
25 - 29	0"
30 - 34	0"
35 - 39	1"
40 - 44	1"
45 - 49	2"
50 and above	2"

1.3 Strength

Employee has a choice of one of two exercises for testing chest strength plus a choice of one of two exercises for testing back strength.

a. Chest

Strength Push-

Ups

<u>Age</u>	<u>Repetitions</u>
Up to 24	24
25 - 29	24
30 - 34	23
35 - 39	23
40 - 44	22
45 - 49	21
50 +	20

Bench Press

67% of body weight rounded down to nearest lower weight increment on machine.

<u>Age</u>	<u>Repetitions</u>
Up to 24	12
25 - 29	11
30 - 32 ½	10
Over 32 ½ - 35	9
36 - 37 ½	8
Over 37 ½ - 40	7
41 - 42 ½	6
Over 42 ½ - 45	5
46 - 47 ½	4

Over 47 ½ 3

APPENDIX G

b. Back

Strength Pull-Ups

Pull-ups are performed palms away. Chin must clear bar at top end of movement.

<u>Age</u>	<u>Repetitions</u>
Up to 29	7
30 - 39	6
40 - 49	5
50 +	4

Lateral Pull Down

Lateral pull downs are performed on a lateral pull down station on a weight machine.

Employee is in a sitting position. A bar is located directly above employee's head. Employee pulls bar down to a position either in front or behind the head, approximately even with the nose. Weight pulled down is 67% of body weight rounded to the nearest lower weight increment on machine.

<u>Age</u>	<u>Repetitions</u>
Up to 24	12
25 - 29	11
30 - 32 ½	10
Over 32 ½ - 35	9
36 - 37 ½	8
Over 37 ½ - 40	7
41 - 42 ½	6
Over 42 ½ - 45	5
46 - 47 ½	4
Over 47 ½	3

**HUMAN RESOURCES OFFICE
PHYSICAL FITNESS STANDARDS
NON-SAFETY EMPLOYEES**

I. Areas and Standards of Testing For Women

2.1 Cardiovascular Fitness

Employees have a choice of one of the following four alternatives:

a. Stationary Bicycle

Test is conducted on a resistance factor stationary bike. The fractions indicated represent resistance levels. A completed test is 10 minutes in duration with 2.5 miles completed. (4.2 kilometers)

(Age)

<u>Body Weight (lbs)</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>
200	2.25	2.25	1.75	1.50
194	2.25	2.25	1.75	1.50
187	2.25	2.00	1.75	1.50
180	2.00	2.00	1.50	1.25
174	2.00	2.00	1.50	1.25
167	2.00	2.00	1.50	1.25
154	1.75	1.75	1.25	1.00
147	1.75	1.75	1.25	1.00
141	1.75	1.75	1.25	1.00
134	1.75	1.50	1.25	1.00
128	1.50	1.50	1.00	1.00
121	1.50	1.50	1.00	0.75
114	1.50	1.50	1.00	0.75
108	1.50	1.25	1.00	0.75
101	1.25	1.25	0.75	0.50
95	1.25	1.00	0.75	0.50
88	1.00	1.00	0.75	0.50

b. 1.5 mile run. Time (minutes) (Lake Center – 8 laps)

<u>Age</u>	<u>Time</u>
Under 20	14:30
20-24	15:00
25-29	15:30
30-34	16:00
35-39	16:30
40-44	17:00
45-49	17:30
50-54	18:00
55-59	18:30
60+	19:00

- c. 500 yard swim. Time (minutes). (up and down = 1 lap x 10 = 500

yards) <u>Age</u>	<u>Time</u>
Under 24	11:00
25-29	11:30
30-34	12:00
35-39	12:30
40-44	13:00
45-49	13:30
50-54	14:00
55-59	14:30
60+	15:00

- d. 3 mile walk. Time (minutes) (Lake Center – 16

laps) <u>Age</u>	<u>Time</u>
Under 20	48:45
20-24	50:00
25-29	50:37
30-34	51:15
35-39	52:30
40-44	53:45
45-49	55:37
50-54	57:30
55-59	60:00
60+	62:30

2.2 Flexibility

Ability to sit with legs extended out straight and reach to touch toes.

<u>Age</u>	<u>Inches from Toes</u>
Up to 24	0"
25-29	0"
30-34	0"
35-39	1"
40-44	1"
45-49	2"
50 and above	2"

2.3 Strength

Employee has a choice of one of two exercises for testing chest strength.

a. Chest

Strength ModifiedPush-Ups

<u>Age</u>	<u>Repetitions</u>
Up to 24	17
25-29	17
30-34	16
35-39	16
40-44	15
45-49	14
50+	13

Bench Press

50% of body weight rounded down to nearest lower weight increment on machine.

<u>Age</u>	<u>Repetitions</u>
Up to 24	11
25-29	10
30-32½	9
Over 32½-35	8
36-37½	7
Over 37½-40	6
41-42½	5
Over 42½-45	4
46-47½	3
Over 47½	2

b. Back

Strength LateralPull Down

Lateral pull downs are performed on a lateral pull down station on a weight machine.

Employee is in sitting position. A bar is located directly above employee's head. Employee pulls bar down to a position either in front or behind the head, approximately even with the nose. Weight pulled down is 50% of body weight rounded to the nearest lower weight increment on machine.

<u>Age</u>	<u>Repetitions</u>
Up to 24	11
25-29	10
30-32½	9
Over 32½-35	8
36-37½	7
Over 37½-40	6
41-42½	5
Over 42½-45	4
46-47½	3
Over 47½	2

City of Santa Fe Springs
Workplace Violence/Security Policy
(Revised February 16, 2006)

POLICY

To establish a safe working environment through prevention, control, response and evaluation of violence in the workplace; to educate and train City personnel on how to properly respond to potential and actual violations of the City of Santa Fe Springs' Violence in the Work Place Policy.

POLICY

The City is committed to providing a work environment that is safe, secure and free of intimidation, threats and violence. The City intends to maintain this commitment with a policy of "**zero tolerance**" to acts of violence, and by training its employees to recognize and effectively respond to violent/potential violent behavior in the workplace.

All acts of violence or force, either threatened or actual, are prohibited and shall be met with disciplinary action, up to and including termination and criminal prosecution. These include acts directed toward elected officials, employees, volunteers, contractors, or the public, either on public or private property. The City further prohibits the presence, possession, exhibition or the carrying of firearms, knives, crossbows, explosives, hazardous materials, or other weapons which are prohibited by law, whether concealed or not, at or in the workplace. (This policy is not intended to prevent authorized officers or agents whose jobs require the carrying and use of weapons from doing so as authorized under State law.) Exception: Fire Safety personnel, Public Works Maintenance and Inspectors, and Home Repair Crew may utilize knives that meet the following requirements:

1. The blade must fold. No fixed blade is permitted.
2. The maximum blade length in the open position is 4". The maximum blade width is 1".
3. The blade shall have only one edge designed for cutting (no two-edged blades).
4. The cutting edge may have no more than 1 ½" of serrations. The serrations must be at the proximal end of the blade (near the handle) and must be continuous.
5. The knife may not be carried in a concealed location. It must be carried in its casing (folded).
6. Carrying of more than one knife is prohibited.
7. The knife must be commercially available.
8. The knife is to be used as a tool. Use of the knife as a weapon is prohibited.

The City offers an Employee Assistance Program (EAP) for all City employees to receive support in handling any difficulties that may arise. When such difficulties become known, departments should inform affected employees of the services provided by the EAP.

I. SYMPTOMS OF POTENTIAL VIOLENT BEHAVIOR:

- ☐ Increased use of alcohol and/or illegal drugs.
- ☐ Unexpected increase in absenteeism.
- ☐ Noticeable decrease in attention to appearance and hygiene.
- ☐ Explosive outburst of anger or rage without provocation.

- ☐ Depression/withdrawal.
- ☐ Suicidal: comments about "putting things in order" and the impact on others in case of his/her permanent departure.
- ☐ Comments approving publicly reported incidents of workplace violence, "I wish I could do that (bland) too".
- ☐ Frequent, vague physical complaints.
- ☐ Noticeably unstable emotional responses.
- ☐ Behavior which suggests paranoia such as "everybody is against me".
- ☐ Talking about previous incidents of violence (may include child/spouse abuse and barroom-type fighting).
- ☐ Increased mood swings.
- ☐ Inappropriate comments to co-workers and supervisors about other employees or situations.
- ☐ Resistance and overreaction to changes in procedures and policies.
- ☐ Repeated violations of company policies.
- ☐ Increase of unsolicited comments about firearms and other dangerous weapons, violent crimes, and empathy with individuals committing violence.
- ☐ Escalation of domestic problems.
- ☐ Loner, effective socially.

II. DEFINITIONS:

- A. Weapon - any item, tool or object which can be used as a dangerous weapon, including those which are defined as such by law.
- B. Workplace Violence - violence in which an individual inflicts, or threatens to inflict, on others at the place of work, damage to property, serious harm or injury to a person, or death.
- C. Violence - any acts or attempt to frighten, intimidate, injure, damage or destroy another person or property, e.g., gestures, innuendos, intimidation, physical force, retaliation, self-prediction of loss of control, stalking, strong negative feeling/emotion or written/verbal threats.
- D. Threat - a direct or implied oral or written statement expressing intent to inflict physical harm and/or actions that a reasonable person would perceive as a threat to physical safety or property. The following are some examples, but not an inclusive list, of behaviors that may be considered threats:
 - 1. Striking, punching, slapping or assaulting another person
 - 2. Fighting or challenging another person to fight
 - 3. Actions or words tending to provoke reaction
 - 4. Grabbing, pinching or touching another person in any m l invited/unwanted way
 - 5. Engaging in dangerous, threatening or uninvited horseplay
 - 6. Possession, use, or threat of use, of a gun, knife or other weapons of any kind on City property, including parking lots, other exterior premises, vehicles, or while engaged in activities for the City in other locations. (This policy is not intended to prevent authorized officers or agents whose jobs require the carrying and use of weapons from doing so as authorized under State Law.)
- E. Harassing Conduct - a direct or implied oral or written expression of intent to cause emotional and/or physical harm. The following are some examples, but not an inclusive list, of behaviors that may be considered harassing conduct:
 - 1. Teasing and practical jokes that cause anger or humiliation

2. Intimidation, bullying
3. Angry outbursts
4. Verbal abuse, name calling, biting sarcasm, or obscene language
5. Threats (verbal, written or gestured)
6. Harassment (general or sexual)
7. Throwing or breaking objects
8. Romantic obsessions and stalking

- F. Self-expression - all individuals have the right to self-expression; however, the City has a "zero tolerance" policy toward all expressions of violence or potential violence. Because intent may not always be discerned by co-workers, no employee of the City shall joke about physical acts of violence.
- G. Threat Management Team - an organized group of individuals/positions whose responsibility it is to manage and mitigate workplace violence issues. The team is comprised of the following: City Manager, Director of Finance and Administrative Services, Human Resources Manager, Director of Police Services, Director of Community Intervention Services, Assistant Director of Police Services, and alternate support personnel.
- H. Police Services Crisis Incident Team - an organized group of sworn and non-sworn City and contract law enforcement personnel whose responsibility it is to respond to community violence issues. The team is comprised of the following positions: Director of Police Services, Director of Community Intervention Services, Assistant Director of Police Services, and a dedicated Whittier Police Sergeant.

III. LEVELS OF VIOLENCE:

A. Level I

1. Spreads malicious rumors or gossip to harm others
2. Is constantly swearing at others
3. Refuses to obey City policies and procedures or to cooperate with their supervisor
4. Consistently argues with co-workers
5. Makes unwanted sexual comments or overtures
6. Is belligerent toward other employees, customers or clients

B. Level II

1. Expresses threats of suicide
2. Argues increasingly with customers, vendors, co-workers, and management
3. Expresses intent to sabotage equipment and/or steal property
4. Expresses intent to hurt co-worker and/or management
5. Sends sexual or violent notes to co-worker and/or management
6. Engages in physical touching of a sexual nature
7. Engages in stalking
8. Participates in a physical altercation
9. Expresses threat
10. Displays firearms, knife, explosive or weapon

C. Level III

1. Recurrent suicidal or homicidal threats
2. Recurrent physical altercations
3. Destruction or improper use of property
4. Sabotage of equipment or theft of property
5. Use of weapons or other objects that cause harm
6. Acts of murder, rape, or other violent acts

IV. RESPONSIBILITIES:

A. Levels I and II

1. Supervisors and Managers - it is the responsibility of all managers and supervisors to ensure that a safe workplace exists. In the event of a direct or implied threat, or an act of violence, the immediate supervisor or responsible person shall:
 - a. Immediately inform the employee who was threatened, that threats or acts of violence will not be tolerated, and that an investigation will take place.
 - b. Immediately inform the accused employee that threats or acts of violence will not be tolerated and disciplinary action may follow. The employee should be strongly encouraged to access the services of the EAP.
 - c. Avoid escalating the situation by making counter threats or humiliating the employee who is allegedly threatening violence.
 - d. Evaluate the need to remove the employee who allegedly made the threat or committed the act of violence from the workplace.
 - e. If the accused employee makes a threat and presents a danger by their presence on the job, the employee shall be required to leave the workplace immediately. (The Human Resources Office shall subsequently determine the pay status of the employee.)
 - f. Take reasonable steps to prevent escalation of threats or acts of violence.
 - g. Conduct a full investigation of the facts by gathering information from individuals who were at the scene where the alleged threat or act was committed. (IV.A.3)
 - h. Supervisors and management will immediately take measures, appropriate for the situation, to prevent harm to persons or property.
 - i. When appropriate, the local law enforcement agency will be called for assistance. (IV.B.3)
 - j. Supervisors or Department Heads will immediately contact the Human Resources Office for assistance or appropriate action to take before the employee can return to work or to seek guidance for the conduct of the investigation.
2. Employees - every employee is responsible for compliance with this policy, and to report any and all acts or threats of violence immediately to department management without fear of reprisal. The report of an act or threat of violence should include at a minimum the information listed in "Investigations, Section C" described below. In addition, employees will adhere to the following:

- a. All threats need to be reported and taken seriously. Employees who become aware of an allegation that a threat may have been made will promptly notify department management of the details of the alleged threat.
 - b. In the event an employee obtains a restraining order against another person, the employee is required to report this information and provide written documentation to department management and Police Services to ensure a safe workplace. A description of the individual (photograph if available) whom the restraining order is filed against should also be provided to department management and Police Services. Under certain circumstances, the City can offer assistance in obtaining a restraining order against persons who are harassing, threatening or stalking employees.
 - c. Get copies of restraining orders if the individual appears at City facility and allow employees to be informed of the provisions of the restraining order such as distance limitations.
 - d. If an individual, who has allegedly made a threat, unexpectedly arrives at the workplace, the employee making the observation shall notify their supervisor who will then advise the Department Head and call for law enforcement assistance, if needed.
3. Investigations - all reported acts of threats of violence will be investigated by the Whittier Police Department, Police Services Department, with the assistance of the Human Resources Office.
- a. Prior to beginning any investigation, the investigating officers must become aware of the employee's rights in such circumstances. This shall be done prior to the interviewing of any witnesses or accused employee.
 - b. Through regular fact-finding procedures, document what was said and what was heard when the alleged threat was made:
 - (1) Who committed the act of violence and the names of any victims or witnesses?
 - (2) What was said or done (be as accurate as possible)?
 - (3) When did the incident occur?
 - (4) Where did the incident take place?
 - (5) Why was the act committed?
 - c. Collect written statements from everyone involved. Take pictures of personal injuries and/or property damaged.
 - d. The Human Resources Office shall maintain files and records relating to workplace violence.

B. Level III

1. Supervisors and managers:

- a. Call 911 and request assistance
- b. Assist the responding agencies as directed by containing the area and providing necessary information
- c. Notify the Department Head and the Human Resources Office of the incident and action taken
- d. Document all pertinent information and assist the Human Resources Office and Threat Management Team with the administrative investigation

2. Human Resources Office:

- a. Dispatch a representative to the incident location to work with the responding law enforcement, fire agencies and Police Services' Crisis Incident Team.
- b. Activate the Threat Management Team and the Police Services Department's Crisis Incident Team.
- c. Work with responding agencies/departments to obtain all necessary facts and evaluate the situation for the best course of action, e.g., the closure of City facilities or services for a period of time, sending employees home, and/or immediate disciplinary action.
- d. Assist traumatized or affected employees as needed by coordinating immediate non-emergency transportation, trauma assistance, contacting Police Services' Crisis Incident Team, family members or next-of-kin, if needed.
- e. Ensure that appropriate safety procedures are followed for risk management purposes.
- f. Keep appropriate management personnel and City Attorney, if necessary, apprised of the situation at hand.
- g. At the end of the incident, coordinate the administrative investigation with the appropriate departments, Threat Management Team, and support personnel.
- h. Assess the need for and coordinate follow-up crisis counseling and employee assistance with the Threat Management Team and Police Services' Crisis Incident Team.

3. Department of Police Services:

- a. Take action to mitigate any immediate danger
- b. Assess the need for police intervention in a non-emergency situation
- c. When applicable, complete a police report
- d. Advise the victim of the option to obtain a civil restraining order against the identified suspect(s)
- e. Facilitate appropriate searches for dangerous weapons on City property or pursuant to a criminal or administrative investigation
- f. Advise all parties that the criminal investigative interviews take precedence over administrative interviews of the involved parties
- g. Provide or obtain professional counseling for victim(s)
- h. Advise and dispatch Crisis Incident Team

4. Fire Department:

- a. Provide immediate medical treatment, if needed
- b. Coordinate additional fire/medical responses. *All direction of fire/police/ medical will be through their respective chains of command. Firefighters and emergency personnel shall not enter an unsecured location to address first aid and other property/life threatening conditions until they are advised that it is safe to enter by the police.
- c. Maintain an update of the status of the incident

5. City Attorney

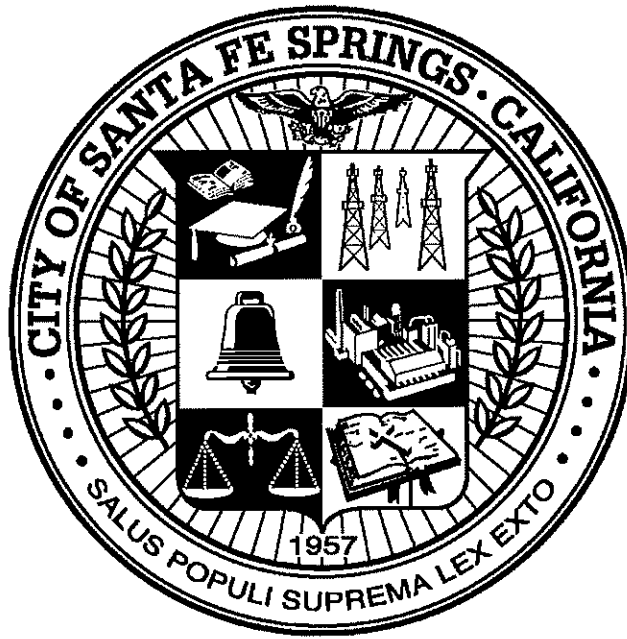
- a. Upon notification of the incident, assess the need for legal assistance
- b. Make contact with City Manager and Human Resources Office

- c. Assist with administrative investigation by reviewing facts and evidence, and directing staff on course of action
- d. Advise staff on legal issues to protect the City from potential claims and litigation, e.g., personnel, safety, medical and political issues

6. Threat Management Team:

As necessitate by the seriousness of the incident, the Human Resources Office may assemble the Threat Management Team to establish protocol in the event of a threat or violent incident that includes, but is not limited to:

- a. Evaluating potential violence programs
- b. Assessing an employee's fitness for duty through a mental health professional and Director of Intervention Services
- c. Selecting intervention techniques to include defusing and debriefing
- d. Establishing a plan for the protection of co-workers and other potential targets
- e. Coordinating with affected parties such as victims, witnesses, employees' families, media, or law enforcement personnel
- f. Referring victims to appropriate assistance and community service programs
- g. Assuring that immediate and ongoing counseling is available to traumatized individual(s) and their families.



MEMORANDUM OF UNDERSTANDING

between the

CITY OF SANTA FE SPRINGS

and the

SANTA FE SPRINGS FIREFIGHTERS' ASSOCIATION, Inc.
AFL-CIO Local 3507

July 1, 2018– June 30, 2019

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Preamble

It is the purpose of this Memorandum of Understanding (hereinafter referred to as the "MOU") to promote and provide for harmonious relations, cooperation, and understanding between the City and its representatives and the local fire employees covered under this MOU and to set forth the agreement of the parties reached as a result of good faith negotiations regarding wages, hours and other terms and conditions of employment of the employees covered under this MOU, which agreement the parties intend jointly to submit and recommend for City Council approval and implementation.

Article I. **Recognition and Rights**

Section 1. Representation and Duration

This MOU is between the City of Santa Fe Springs (City or Employer) and the Santa Fe Springs Firefighters Association, Inc. affiliated with the International Association of Firefighters and recognized therewith as Santa Fe Springs Firefighters Union Local 3507 (hereinafter referred to as the Association) and shall remain in full force and effect between the dates of July 1, 2018 and June 30, 2019.

Section 2. Recognition

Pursuant to the provisions of City Council Resolution No. 3005, the City recognizes the Association as the exclusive bargaining representative with regards to the meet and confer process relating to wages, hours, and other terms and conditions of employment contained in this MOU. The job titles represented by the Association are those identified in Appendix A. The City shall recognize its obligations under this MOU, the Meyers-Milius-Brown Act, Government Code Section 3500, et seq.

Section 3. Release Time

During periods of formal labor negotiations between the Association and City, Association negotiation team members who are on-duty shall be taken out of a response mode to the extent possible. Association Board members will be granted reasonable time-off without loss of pay but for not more than two consecutive 24-hour shifts at any one time, and limited to not more than five Board members at any one time, to attend but not exclusively limited to legislative and employer-employee relations conferences. Approval by the Fire Chief and City Manager for release time requests of this nature beyond two meetings per year is needed. The Association will use its best-faith efforts to keep the frequency and number of members attending to a reasonable level. The Association will always work with department management to ensure that the release time requested is properly scheduled to avoid undue hardship to the operations of the department. All expenses associated with such release time will be borne by the Association unless otherwise permitted by the City. (PPPM 6-1.3, 05-06 MOU)

Section 4. Labor Relations Committee

A Labor Relations Committee composed of two City representatives, two Association representatives and the Fire Chief or their designee may meet at a mutually agreed upon frequency to discuss workplace issues regarding wages, hours and working conditions, or special projects related to those areas. When beneficial, the committee may consult with outside individuals with specific knowledge on the topic of discussion. (PPPM 7-9.)

Section 5. Bulletin Board Space

The Association will be permitted to maintain at each station and in an area accessible for all represented employees adequate bulletin board space suitable for the display of Association business.

Article II. **Management Rights**

Section 1. General Provision

The exclusive rights of the City include, but are not limited to, the right to determine the mission of its constituent departments, divisions, or commissions and boards; set standards of service and municipal fees and charges; determine the procedures and standards of selection for employment, assignment, transfer, and promotions; direct its employees; take disciplinary actions; relieve its employees from duty for legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means, and personnel by which governmental operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; exercise complete control and discretion over its organization and the technology of performing its work. The City is in no way precluded from seeking alternative ways of providing fire service if the City Council deems it is in the City's best interest to do so including, but not limited to, entry into the Los Angeles County Fire Protection District, consolidation with one or more municipal fire departments, and the possible closure of or combination of one or more fire stations.

The parties recognize that there are existing ordinances, resolutions, and policies relating to benefits and other conditions of employment and the same are not affected by this Agreement except as provided herein. The City agrees not to reduce or abridge the level of supplemental benefits currently available to all safety employees during the term of this Agreement without mutual consent.

The parties hereto recognize that the City shall and will retain the exclusive right to manage and direct the performance of City services and work force performing such services. The City and Association agree that nothing in this Memorandum of Understanding shall in any way abridge, restrict or modify the rights and prerogatives of the City as set forth in Section 6 of Resolution No. 3005 of the Santa Fe Springs City Council and such section is hereby incorporated by this reference and made part hereof as though set forth in full. (*Resolution No. 3005, PPPM 7-1 and 7-2*)

Section 2. Disciplinary Action and Employment Separations

An employee may be suspended, demoted, or dismissed whenever the employee's work or conduct so warrants. Any such action shall be in accordance with the procedures as set forth in the Personnel Resolution. Whenever employee performance falls below the required level or when an employee's conduct falls under one of the causes for action listed in the Personnel Resolution, the supervisor shall inform the employee promptly and specifically of such lapses. If appropriate and justified, following a discussion of the matter, a reasonable time for improvement or correction may be allowed before any further disciplinary action is initiated. In situations where oral warning has not resulted in the correction of the condition or where more severe initial action is warranted, a written reprimand shall be sent to the employee and a copy placed in the employee's personnel file. When other forms of disciplinary action have proved ineffective, or where the seriousness of the offense or condition warrants, the Fire Chief may reduce pay, transfer, demote or dismiss the employee for any cause listed in the Personnel Resolution No. 5969. (*Res. #5969, XI.1; PPPM 5-13.1, PPPM 11-3.1*)

Suspensions - In those cases where one or more written reprimands have not proven to be effective, or in those cases where the seriousness of the events or conditions warrant it, an employee not on a 24 hour shift schedule may be suspended without pay by the Fire Chief for each offense for any cause listed in the Personnel Resolution. A safety employee on a 24 hour shift schedule may be suspended without pay by the Fire Chief for each offense for any cause listed in the Personnel Resolution. (*Res. #5969, XI.1; PPPM 5-13.1, PPPM 11-3.1*)

Section 3. Re-Opener

If state or federal law is adopted or documented evidence indicates a significant change in the City's financial conditions which adversely affects the City's capability to meet the terms of this agreement, any part or the total agreement can be open to the meet and confer process during the term of this agreement.

Section 4. Waiver

Except as provided herein, the Association hereby expressly waives any right to request any improvements or changes in salaries, benefits or other terms and conditions of employment for the employees represented by the Association which would take effect prior to July 1, 2018, and the City of Santa Fe Springs, through its representatives, shall not be required to meet and confer as to any such request.

Article III. **Work Period, Hours and Staffing**

Section 1. Work Period - 24 Hour Shift Schedule

The work period for Firefighters, Engineers and Captains on a 24 hour shift schedule shall be 24 consecutive 24 hour days commencing at 7:31 a.m. on the first day and ending at 7:30 a.m. on the

24th day. Safety employees not on a 24 hour shift schedule will work a seven day work cycle, commencing on Monday at 12:01 a.m. and ending the following Sunday at midnight. (Res. # 5969, IX.1; 87-88, 88-89, 92-93, 01-02 MOU; PPPM 6-1.1)

Section 2. Work Period - Not on 24 Hour Shift Schedule

The traditional work period is a seven day work cycle beginning on Monday at 12:01 a.m. and ending on the following Sunday at midnight. Upon the authorization of the Fire Chief, employees may work a traditional 5/40, 4/10 or 9/80 work period. For employees working the alternative work schedule known as the 9/80, each such employee's work week shall begin and end four hours into the eight hour work day which the employee works in alternating weeks. Regularly scheduled hours within the 7 day work period shall be comprised of 40 hours. (Res. # 5969, IX.1 and IX.2; 87-88, 88-89, 92-93, 04-05 MOU; PPPM 6-1.1)

Section 3. Work Schedule – Suppression Employees

The work schedule for fire suppression employees will be a 48/96 work schedule whereby each employee will work two consecutive 24 hour shifts, or 48 straight hours, followed by four consecutive 24 hour days, or 96 hours, off from work. No employee shall work more than 120 consecutive hours without consent from the Fire Chief. Strike team deployment is exempt from this provision. Any employee who works 120 consecutive hours shall be required to take off at least 24 consecutive hours before being allowed to return to work. The Fire Chief and/or Battalion Chief reserves the prerogative to determine, at their discretion, whether an employee has become so fatigued or otherwise unable to perform the functions of their job. If it is determined that an employee has become so fatigued or unable to perform their duties, the Chief shall have the prerogative to relieve the employee from further duty and send them home on unpaid status. The employee may use accrued and unused vacation or flexible leave to cover the remaining portion of the scheduled shift if qualified relief is available to work.

Section 4. Suppression Staffing

The minimum level of staffing will be 15 fire personnel per shift. This will consist of one Battalion Chief, four Captains, four Engineers, two Firefighter/Paramedics and four Firefighters per shift.

Section 5. Station and Shift Transfer and Bid System

The following Station and Shift Transfer and Bid System will remain in effect during the term of this MOU. If problems occur during the term of the MOU, the City and the Association will meet to look at alternative approaches to resolve those problems. If the problems cannot be worked out to the satisfaction of both parties, the City will revert back to its previously effective Transfer and Rotation programs at the discretion of the Fire Chief.

Transfers may be initiated in two ways:

- Employee Requested
- Department Initiated

Employee Requested Transfers

A. Open Position Transfer:

- When a station and shift assignment has been vacated by annual bids, promotion, termination, retirement or severance of employment, it may be filled through the open position transfer process.
- Notice of vacancies shall be posted on Fire Department bulletin boards and department e-mail.
- Any employee desiring to fill a vacant position must submit a written request to the Administrative Battalion Chief within seven (7) calendar days of posting of the vacancy.
- If more than one employee requests to be transferred to an open position, consecutive seniority in current rank shall be the determining factor.
- The transfer request will be approved or denied, in writing, within fourteen (14) calendar days of posting of the vacancy.
- An employee desiring a transfer to a vacant position that has been vacated for an extended period of time will submit their request to the Administrative Battalion Chief and follow the above procedures in filling the vacancy.
- If a position becomes available for an unknown extended period of time, an employee may temporarily request to transfer to the open position. When the employee creating the vacancy returns to his original assignment, the employee that moved to the temporary vacancy will return to any open available position. This employee will not have the option of returning to his original assignment prior to the temporary transfer if it has already been filled by another employee.
- The Fire Chief shall have the prerogative to either grant or deny a request for transfer.

B. Mutual Agreement Transfers:

- Employees of equal rank may request to switch or exchange their current assignments between themselves.
- Requests for transfers shall be submitted, in writing, through chain of command to the Administrative Battalion Chief.
- The Fire Chief shall have the prerogative to either grant or deny the request. The request, approved or denied, shall be returned to the employee within fourteen (14) calendar days of receipt of the request.

C. Annual Station and Shift Transfer and Bids:

The bidding process of the Station and Shift Transfer and Bid System will take place annually. Bidding will commence the Monday following the Thanksgiving holiday. Station and shift selection shall be open for bid according to the following:

- All classifications shall have the option of bidding for transfer to be effective in January of each year. The Captains will bid first followed by Engineers and then Firefighters. The most senior member of that rank will have first bid.

- The Fire Chief shall have the prerogative to approve or deny such requests. The approval or denial of a request for transfer shall not be subject to the grievance or appeal process.
- Upon the conclusion of the annual selection process, the senior Firefighter/Paramedic for each shift may select a remaining open position for the shift's third Firefighter/Paramedic to rotate to when not assigned to Station Four. Truck 811 is not an open selection for the Firefighter/Paramedic position.

Department-Initiated Transfers: The Department reserves the right to initiate transfer of personnel to meet the needs of the organization, taking into consideration concerns of employees. The decision to transfer, or the denial of a request to transfer, pursuant to all types of transfers mentioned herein shall not be subject to the grievance procedure or appeal process.

Section 6. Modified Duty

If the industrial medical provider recommends modified duty on the same date an injury occurs, and with approval from the Fire Chief, the employee will report to Headquarters and work the remainder of the day, until 5:00 p.m., in a modified duty capacity. If the following day is the employee's regularly scheduled shift, the employee will report to Headquarters and work 8:00 a.m. – 5:00 p.m. in a modified duty capacity. If the industrial medical provider continues to recommend modified duty that would include the employee's next work segment, the employee will be required to report to Headquarters and work the modified duty schedule, beginning with the employee's normally scheduled next shift and continuing on a Monday through Friday, 8:00 a.m. to 5:00 p.m. A request to work a 4/10 work schedule or another schedule (including a 24 hour shift) to be approved by the Fire Chief at their sole discretion until the industrial medical provider returns the employee to regular duty. Safety employees shall not be assigned to another department unless both City and employee concur. For non-shift light duty assignments, seven days written notice of duties and restrictions shall be provided the employee. (*PPPM 5-10.1 and 5-10.2*)

The same process shall be used to schedule modified duty for employees whose medical status change, according to the industrial medical provider, regardless of the date of the injury. If the industrial medical provider recommends a change in status, such as from "unable to return to duty" to "able to return to modified duty," and, after approval from the Fire Chief and confirmation that modified duty is available, the employee will report to headquarters on his/her regularly scheduled shift, and work 8:00 a.m. to 5:00 p.m. If, the following day will be the employee's regularly scheduled shift, the employee will report to headquarters and work 8:00 a.m. to 5:00 p.m. in a modified duty capacity. If the industrial medical provider continues to recommend modified duty that would include the employee's next work segment, the employee is required to report to headquarters and work the modified duty schedule, beginning with the employee's normally scheduled next shift and continuing on a Monday thru Friday, 8:00 a.m. to 5:00 p.m. schedule, a 4/10 work schedule or another schedule (including a 24 hour shift) to be determined by the Fire Chief at his sole discretion until the industrial medical provider returns the employee to regular duty.

Article IV. Wages and Compensation

Section 1. Pay Plan

All employees will be paid on a bi-weekly basis. Payroll checks will be made available to employees on the Thursday following the completion of each bi-weekly period. In the event that a payday falls on a holiday, payroll checks may be made available on the first day preceding the holiday. Direct deposit is also available to all employees. The City will directly deposit the payroll check into the employee's savings or checking account. Funds are normally available on Friday morning. (*Res. #5969, IV.13, PPPM 2-1.1*)

Section 2. Wages

Cost of Living Adjustments (COLA)

The City and the Firefighters Association agree that each classification represented by this Agreement shall receive no COLA for the term of this MOU.

The salary range for each classification covered by this agreement for fiscal year July 1, 2018, shall be set forth in Appendix A.

Upon certification by the Fire Chief that the employee's performance has been satisfactory or above, an employee receiving less than the maximum rate of base pay within the assigned range for the above classifications may be given a merit salary adjustment upon approval by the City Manager. A full time employee is eligible for this adjustment upon completion of 6 months services each in Steps A and in Step B and 1 year service each in Steps C and D. The Firefighter classification is eligible for this adjustment upon completion of 6 months service each in Steps A,B,C,D,E,F,G,H,I. (*PPPM 2-2.1b*)

Upon recommendation of the Fire Chief, the City Manager may appoint probationary Firefighters above Step A if they exceed minimum qualification requirements (education and experience) at time of appointment.

The City agrees to work with the labor relations committee during the term of this agreement on the possibility of changing top step of Engineering to reflect the same amount as top step of Firefighter/Paramedic.

Section 3. Paramedic Pay Rate

The City may establish classifications with corresponding salary ranges for the following positions: Firefighter/Paramedic Trainee, Firefighter/Paramedic I and Firefighter/Paramedic II. These classifications shall be considered equivalent to the Firefighter classification in terms of rank, authority and privileges in the chain of command.

The City shall promote a safety employee who enters paramedic training as a Firefighter/Paramedic Trainee, effective the first day of school. The City shall promote a Firefighter/Paramedic Trainee to

Firefighter/Paramedic I after one year of service as a certified Firefighter/Paramedic. The City shall promote a Firefighter/Paramedic I to Firefighter/Paramedic II upon recertification and completion of one year of service as a Firefighter/Paramedic I. Any Firefighter/Paramedic who does not maintain their certification will not be allowed to serve as a Firefighter/Paramedic and will be reverted back to the Firefighter classification until such time as the employee is recertified as a Paramedic.

Firefighter/Paramedics in any of the above three classifications, who are promoted to Fire Captain or Fire Engineer and maintain their Paramedic Certifications shall receive a monthly stipend of \$250. Those who receive the stipend will be expected to use their paramedic skills whenever necessary but most regularly when assigned to the Paramedic Assessment Unit. Failure to maintain the paramedic certification will result in the termination of the stipend. (Side Letter #3 MOU 2007-10)

Firefighter who has acquired a valid Paramedic license at his own time and expense, may be appointed as a Firefighter Paramedic Trainee at the sole discretion of the City.

Upon recommendation of the Fire Chief and approval of the City Manager, a Firefighter/Paramedic Trainee may be assigned as a Firefighter/Paramedic I after one year as a Firefighter/Paramedic Trainee with the City. A Firefighter/Paramedic I may be assigned as a Firefighter/Paramedic II after one year experience as a Firefighter/Paramedic I with the City.

Fire suppression employees not regularly assigned to Paramedic duties who maintain their Paramedic license and local accreditation may receive a monthly stipend of \$250, upon recommendation of the Fire Chief and approval of the City Manager. (Side Letter #1 MOU 2012-14 MOU)

The City agrees to work with the labor relations committee during the term of this agreement on the possibility of consolidating Firefighter and Firefighter/Paramedic salary steps into 5 steps from current 10 steps to mirror the rest of the salary table.

Section 4. Educational Pay

Employees will be eligible for all educational pay at time of hire with the Fire Chief's recommendation. All classes required for the California State Fire Marshal's Chief Fire Officer Curriculum must be submitted to the Fire Chief for approval.

A. Bachelor's Degree/Chief Fire Officer/Environmental Certificate Incentive

Employees who have received a Bachelor's Degree/Chief Fire Officer/Environmental Certificate from an accredited university, shall receive the following incentive:

Without Fitness Pay:

Bachelor's Degree, Chief Fire Officer Certificate or Environmental Certificate, shall receive 3%.

Bachelor's Degree or Chief Fire Officer Certificate and Environmental Certificate, shall receive 3.09%

With Fitness Incentive:

Bachelor's Degree, Chief Fire Officer or Environmental Certificate, shall receive 3.17%.

Bachelor's Degree or Chief Fire Officer and Environmental Certificate, shall receive 3.26%

B. Master's Degree Incentive

Employees in the Fire Management Unit who have a Master's Degree from an accredited university, shall receive a 5% incentive. This incentive is a stand-alone benefit and replaces the Bachelor Degree incentive.

Section 5. Educational Pay – Urban Search and Rescue (US&R) Stipend

The City shall pay \$250 per month to safety employees who complete the four required core US&R courses which are Rescue Systems I and II, Confined Space Rescue and Trench Rescue. (95-96, 05-06 MOU, PPPM 2-2.4h)

Section 6. Special Assignment Pay – Hazardous Materials Specialist Stipend

An employee qualified and certified as a Hazardous Materials Specialist will be eligible for a \$250/month stipend. When the State of California sets standards required to maintain the Hazardous Materials Specialist certification, the employee will need to meet the recertification standards to continue to be eligible for the stipend. (94-95, 95-96, 97-98, 05-06 MOU, PPPM 2-2.5a)

Effective 07/01/07, the City moved the Hazardous Materials Specialist Stipend of \$250 per month as part of base salary. The Hazardous Materials Specialist Certificate requirement will be a condition of continued employment for all represented positions within 24 months of employment. The extension of the 24 month period will be at the sole discretion of the Fire Chief. (MOU 2007-10)

Section 7. Special Assignment Pay - Bilingual

Bilingual pay may be paid to Firefighter, Firefighter/Paramedic, Engineer and Captain. To receive compensation, employees must be tested. Compensation is granted at the level designated:

	<u>Test</u>
Level 1 - ability to speak and understand basic Spanish, \$100/month	Oral test every 2 years
Level 2 - ability to speak and understand Spanish fluently, \$175/month	Oral test every 4 years
Level 3 - ability to speak, understand, read, write and translate Spanish fluently, \$250/month	Oral and written test every 4 years

The City shall designate one position in Fire Prevention and one position in Environmental Protection to be on the approved list of positions recognized by the City to receive bilingual pay. Each of these two positions will be eligible for bilingual pay up to Level 2 upon Department Head recommendation and successful completion of the bilingual testing process. (PPPM 2-2.5c, MOU 04-05)

Section 8. Special Assignment Pay – Scott Air Pac Testing and Maintenance

The City shall pay \$200 per month to one safety employee with an Air-Pac Coordinator Certificate and \$100 per month to one safety employee with an Air-Pac Technician Certificate. The Fire Chief shall designate the two employees who will receive this compensation. (*CC Minutes 3-28-96, PPPM 2-2.5h*)

Section 9. Special Assignment Pay - Administrative Captain

The City shall pay \$100 per month to three Captains assigned by the Fire Chief to an administrative detail. The detail is limited to three individuals currently holding the rank of Captain and who are presently or have previously been on a Battalion Chief promotional eligibility list. This requirement may be waived at the Fire Chief's discretion. Payment will be made only during the Captain's tenure as an Administrative Captain. In order to maximize the training potential provided in this assignment, the Fire Chief may rotate or reassign Captains at the Chief's sole discretion. At no time will more than three Captains serve in this capacity simultaneously. (*DRP memo 3-29-96, PPPM 2-2.5j*)

Section 10. Special Assignment Pay - Emergency Medical Services Coordinator

The Fire Chief may assign one Emergency Medical Services (EMS) Coordinator who will receive an EMS Coordinator stipend of \$200 per month. (*04-05 MOU*)

Section 11. Special Assignment Pay - Underground Storage Tank UST Inspections

Up to three safety employees assigned to the Environmental Protection Division who obtain, maintain and utilize UST Inspection certification in the scope of their employment will be eligible for a \$200/month UST stipend. (*05-07 MOU*)

Effective 07/01/07, the Underground Storage tank (UST) Inspector Stipend was increased from \$200 to \$225. Effective 07/01/08, the Underground Storage Tank (UST) Inspector Stipend was increased from \$225 to \$250. (*MOU 2007-10*)

Section 12. Acting Pay – Firefighter/Paramedic

Acting pay will not apply where it would cause an individual to be paid a greater rate than if the employee were promoted to the higher classification. For example, a Firefighter/Paramedic with three 5 ½ % steps of proficiency pay would not be eligible for acting pay when acting as an Engineer as the employee's pay level would then surpass that of an Engineer. A Firefighter/Paramedic when serving in the capacity of acting Captain is eligible to receive acting pay of one full step provided the employee has completed the required number of shifts (10) worked in the higher classification and has completed the Acting Captain certification program required by the Fire Chief. (*1980-81 MOU, PPPM 2-2.2b*)

Section 13. Acting Pay - Time Exchanges

An employee working in an acting position will receive credit for acting pay when time exchanges occur with a qualified relief. If the time exchange is with someone not qualified, the employee will not receive acting pay, and another qualified relief person will move into the acting position. Time exchanges shall not cause additional acting pay. When a time exchange occurs out of rank with someone who is not qualified to act in that position on a voluntary basis, a qualified relief shall move into the acting position without receiving acting pay. It is understood that, in order to maintain a flexible time exchange policy, anyone who does not wish to work in an acting position without compensation because of time exchanges will notify their Battalion Chief and the Firefighter's Association. (1980-81 MOU, PPPM 2-2.2c)

Section 14. Excellence in Performance Pay

The City Manager may approve a 5 ½% incentive payment to the rate of base pay to recognize excellence in performance. Continuance of pay is reviewed annually and is measured against predetermined goals and objectives. (PPPM 2-2.3)

Section 15. Longevity Pay

Special Compensation Table Fire Suppression, Prevention & Environmental Employees (Percentages apply to base salary)						
Section A -- Fitness Pay	Without Fitness Pay 0%			With Fitness Pay 5.5%		
Section B -- Special Comp. Increments						
	None	BA/BS, Chief Fire Officer Certificate, or Environmental Certificate	BA/BS, or Chief Fire Officer Certificate, and Environmental Certificate	None	BA/BS, Chief Fire Officer Certificate, or Environmental Certificate	BA/BS, or Chief Fire Officer Certificate, and Environmental Certificate
As titled in columns		3.00%	3.09%		3.17%	3.26%
Section C -- Longevity						
<i>MOU Article IV, Sections 4,5 Longevity Pay</i>						
Step 1 @ 5 years	3.00%	3.09%	3.18%	3.17%	3.26%	3.36%
Step 2 @ 8 years	6.00%	6.18%	6.37%	6.33%	6.52%	6.72%
Step 3 @ 12 years	9.18%	9.46%	9.74%	9.68%	9.98%	10.27%
Step 4 @ 16 years	12.36%	12.73%	13.11%	13.04%	13.43%	13.83%
Step 5 @ 19 years	15.73%	16.20%	16.69%	16.60%	17.09%	17.61%
Step 6 @ 22 years	19.10%	19.67%	20.26%	20.15%	20.76%	21.38%

Step 7 @ 25 years	22.67%	23.35%	24.05%		23.92%	24.63%	25.37%
<p>Note: This list is not intended to be inclusive of other forms of Special Compensation.</p> <p>Calculation Instructions:</p> <ol style="list-style-type: none"> 1. From Salary Table (Appendix A), locate range/step to corresponding class/title to verify base pay for employee. 2. In Section A, determine which portion of table corresponds to employee; "with fitness" pay or "without fitness" pay. Only if employee is eligible for fitness pay, multiply base pay by 5.5%. 3. In Section B, identify applicable incentive pay type(s) and percentage(s) on table and multiply base pay by each special compensation percentage. 4. In Section C, identify Section B applicable special compensation increment(s). Among the applicable column(s) in Section B, select the column furthest to the right and follow downward into Section C, multiplying the base salary by the corresponding longevity step. 5. Add the amounts calculated above from Sections A, B, & C to the base pay. 							

Section 16. Temporary Pay

Temporary appointments will result in a one-step pay increase for the appointee. During the period of the appointment, the appointee will receive all other pay and benefits for which the employee would be entitled in the permanent classification. No merit step increases will be granted in the range for the temporary appointment. However, if a permanent employee receives a temporary appointment to a higher classification, e.g., permanent firefighter to temporary engineer, the employee is entitled to any step increases or supplemental benefits to which they would have been entitled in their previous classification, or to which regular appointees would otherwise be entitled. (PPPM2-2.13)

Section 17. Physical Fitness Incentive Program

A full-time employee is eligible for physical fitness pay upon satisfactory completion of the first six months of the employee's probationary period, passage of the annual physical fitness test, and certification as a non-smoker. The eligible employee is entitled to the "P" step, which is a 5 ½% salary adjustment. Employees who violate the non-smoking agreement are subject to disciplinary action which includes, but is not limited to, the temporary or permanent loss of physical fitness pay. If an employee cannot perform one or more of the methods of testing due to a disability, alternative procedures will be selected to measure the employee's fitness level. An employee shall not lose the incentive due to a physician-certified illness, injury or approved leave. An employee absent from the certification test due to the above reasons shall, upon return to regular work, be scheduled for the test within 10 shifts of return to regular duty. If an employee is unable to perform a portion of the certification test due to a physical limitation caused by something other than fitness, an industrial medical provider or other agreed upon medical consultants will confirm the limitation and identify alternative methods of testing or certify an exemption in that area.

The tests shall be administered to shifts while on duty. Employees failing the annual certification test will lose the incentive pay. An employee failing a particular testing alternative may choose to be retested or tested on one of the other alternatives during that same shift and if the Human Resources staff is available to monitor the test. A retake of the test will be offered two and six months following the annual certification test. Passage at one of those points will result in payment

of the incentive for the remainder of the one year.

Age standards will be applied on the date the test is administered, for any test including a retest.

Participation in this fitness incentive program is optional and is not required of employees. (See Appendix for Physical Fitness Standards) (*Res. #5969; 88-89 MOU, PPPM 2-2.7b*)

Section 18. Standby Compensation

An employee required to be available for emergency service between the end of their work day and the beginning of the next work day will be paid \$35.00 for each standby period. They must be available for immediate response to a telephone call or a page. Employees who are on standby and

who are called back to duty shall receive standby pay and call back pay. Safety personnel must report to the incident within 1 hour. (*80-81, 99-00, 05-07 MOU, PPPM 2-2.10a*)

Section 19. Overtime Compensation

When necessary to perform essential work, the Fire Chief may require safety employees to work at any time other than during their regular working hours until such work is accomplished. Payment of overtime shall be paid at a rate of one and one half (1 1/2) the rate of pay in accordance with the Fair Labor Standards Act and shall apply to the positions of Captain, Fire Engineer, Firefighter/Paramedic and Firefighter. The maximum number of hours worked per work period paid at the regular rate shall be 182 hours. Sick leave shall be deducted from all hours worked in excess of 182 before overtime is paid for those hours. An employee may, with Department Head approval, take time off in lieu of overtime pay if it is taken in the same work period the overtime is earned. For example, if an employee works 12 hours overtime in any 24 day cycle, the employee may take 12 hours off before the end of the 24 day cycle. (*77-80, 80-81, 81-82, 82-83, 87-88 MOU, PPPM 2-2.9b*)

The Fire Chief and Fire Battalion Chiefs are considered exempt from the overtime provisions of the Fair Labor Standards Act. Only Battalion Chiefs who perform overtime while on duty in a suppression capacity are eligible to receive overtime compensation, which will be paid at straight time. Overtime will not be paid for any time worked by a Battalion Chief in excess of his normal schedule to attend meetings, training or travel time. (PPPM 2-2.9c). The Fire Chief is not eligible for overtime.

Section 20. Time Exchanges

In compliance with the Fair Labor Standards Act (FLSA), the trading of work time between employees shall be permitted under the following conditions:

- Traded time worked shall not be counted as additional hours worked per each 28 day work period.
- Traded time is done voluntarily by the participating safety employees.
- Traded time may be for any shift of an employee's regular work schedule.

- Traded time must be traded back within 12 months of its occurrence.
- Traded time must be approved by a superior officer as provided in the Fire Department's Rules and Regulations.
- Any additional procedures as set forth in the Fire Department's Rules and Regulations. (PPPM 6-11)

Section 21. Call Back Compensation

Employees called back to work shall receive a minimum of 4 hours pay. If a second call back of the same employee occurs within the four hours of the first call back, additional call back pay is not allowed. If the second call back occurs after four hours have elapsed since the first call back, it shall be treated as a new incident and the employee shall receive a minimum of four hours pay. After three hours of call back, all hours, including the first three, will be paid at time and one-half (1/2). Scheduled work, even though not during normal working hours, shall not qualify for call back pay. (PPPM 2-2.11)

Section 22. Deferred Compensation Program

The City's deferred compensation program is designed to provide employees with a supplemental retirement savings plan. It is established and regulated according to Internal Revenue Service (IRS) guidelines and is known as an IRS 457(b) Plan. It is a tax deferral program in which an employee may elect to defer compensation up to the amount permitted by the IRS for any particular calendar year and thereby realize an immediate tax benefit. The money is invested and available to the employee with interest after retirement. IRS "catch-up" provisions are also available under this plan.

The City agrees to match employee contributions into their deferred compensation plan (for a maximum of 3%). The match will be at a rate of 1:1. To receive the City's maximum 3% match, the employee must contribute 3%. Employee contributions less than 3% are matched by the City at a proportional 1:1 ratio. Lump sum amounts listed in Article IV, Section 2 are not eligible for the for the match contribution. (81-82, 86-87, 88-89, 91-92, 94-95, 05-06 MOU, PPPM 2-5.1)

Section 23. Cost of Living Data

Cost of living data shall consist of the March to March change in the All Urban Consumer Price Index issued by the department of Labor, Bureau of Labor Statistics for the Los Angeles/Riverside/Orange County Area. (PPPM 7-4.2)

Article V. **Retirement Benefits**

California Public Employee's Retirement System (CalPERS) Coverage. All full-time employees covered by this MOU shall participate in the CalPERS retirement plan.

Section 1. For employees hired prior to November 19, 2012 (Classic Members/Tier 1), the City shall provide the CalPERS 3% @ age 50 retirement formula.

The City shall continue to provide CalPERS Classic Members with retirement benefits in accordance with the existing contract with CalPERS, and all amendments to the contract, including:

1. Retirement Benefit Formula – 3% @ age 50 Formula for Local Safety Member (Government Code Section 21362.2).
2. To be eligible for service retirement, you must be at least age 50 and have a minimum of five years of CalPERS – credited service.
3. Employee Cost Share – The employee’s nine percent (9%) portion of the retirement cost is paid fully by the City as “Employer Paid Member Contribution” (EPMC).
4. Employee Contribution – Full-Time employees contribute nine (9%) of their salary (cost share) on a pre-tax basis to offset the City’s cost in providing enhanced retirement benefits (Government Code Section 20516(f)). If there are any changes that legally require the cost sharing to terminate, any percentage of cost sharing shall be applied towards the Employer Paid Member Contribution (EPMC).
5. Pre-Retirement Death Benefit Option 2W - Eligible spouse or registered domestic partner will receive a monthly allowance equal to the amount the member would have received if member had retired under a service retirement on the date of member’s death and elected Option 2W. The benefit is payable to eligible spouse or domestic partner until death. Upon the death of your spouse or domestic partner the benefit will continue to your natural or adopted unmarried children under age 18 who have never been married (Government Code 21548).
6. Pre-Retirement Death Benefits to continue after marriage of survivor (Government Code Section 21551).
7. 1959 Survivor Benefit Level 4 – provides a monthly benefit for eligible survivor(s) who are not covered by social security (Government Code Section 21574).
8. Death Benefit (Retired) – Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree’s survivor (Government Code Section 21620).
9. Post Retirement Survivor Allowance (Government Code Section 21624/21626).
10. Post Retirement Survivor Allowance to continue after remarriage (Government Code Section (21635).
11. Additional Service Credit of 2 years for Local Member (Government Code Section 20903).
12. Military Service Credit as a Public Service (Government Code Section 21024).
13. Military/Relocation Credit – Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service (Government Code Section 21023.5).
14. Military Service Credit for Retired Persons (Government Code Section 21027).
15. Unused Sick Leave Credit – Unused sick leave will be converted to service credit at the rate of .004 year of service for each day of sick leave, provided there are less than 120 days between the member’s separation date and retirement date (Government Code Section 20965).
16. Final Compensation – The average full-time monthly pay rate for the highest 12 consecutive month period (Government Code Section 20042). If service is coordinated with Social Security, member is subject to the \$133.33 reduction in final compensation.
17. 2% Annual Cost of Living Allowance Increase (Government Code Section 21329).

18. Prior Service Credit (Government Code Section 20055). Service credit payment by payroll deduction is pre-tax.
19. Public Service Credit for Periods of Layoff (Government Code Section 21022).

Section 2. For employees hired between November 19, 2012 and December 31, 2012, or those that meet the CalPERS definition of Classic Members (Tier 2), the City shall provide the CalPERS 3% @ age 55 retirement formula.

The City shall continue to provide CalPERS Classic Members Tier 2 with retirement benefits in accordance with the existing contract with CalPERS, and all amendments to the contract, including:

1. Retirement Benefit Formula – 3% @ age 55 Formula for Local Safety Member (Government Code Section 21363.1).
2. To be eligible for service retirement, you must be at least age 50 and have a minimum of five years of CalPERS – credited service.
3. Employee Contribution – Full-time employees contribute nine (9%) of their salary on a pre-tax basis.
4. Pre-Retirement Death Benefit Option 2W - Eligible spouse or registered domestic partner will receive a monthly allowance equal to the amount the member would have received if member had retired under a service retirement on the date of member's death and elected Option 2W. The benefit is payable to eligible spouse or domestic partner until death. Upon the death of your spouse or domestic partner the benefit will continue to your natural or adopted unmarried children under age 18 who have never been married (Government Code 21548).
5. Pre-Retirement Death Benefits to continue after marriage of survivor (Government Code Section 21551).
6. 1959 Survivor Benefit Level 4 – provides a monthly benefit for eligible survivor(s) who are not covered by social security (Government Code Section 21574).
7. Death Benefit (Retired) – Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's survivor (Government Code Section 21620).
8. Post Retirement Survivor Allowance (Government Code Section 21624/21626).
9. Post Retirement Survivor Allowance to continue after remarriage (Government Code Section (21635).
10. Additional Service Credit of 2 years for Local Member (Government Code Section 20903).
11. Military Service Credit as a Public Service (Government Code Section 21024).
12. Military/Relocation Credit – Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service (Government Code Section 21023.5).
13. Military Service Credit for Retired Persons (Government Code Section 21027).
14. Unused Sick Leave Credit – Unused sick leave will be converted to service credit at the rate of .004 year of service for each day of sick leave, provided there are less than 120 days between the member's separation date and retirement date (Government Code Section 20965).
15. Final Compensation – The average full-time monthly pay rate for the highest 36 consecutive month period (Government Code Section 20037). If service is coordinated with Social Security, member is subject to the \$133.33 reduction in final compensation.
16. 2% Annual Cost of Living Allowance Increase (Government Code Section 21329).

17. Prior Service Credit (Government Code Section 20055). Service credit payment by payroll deduction is pre-tax.
18. Public Service Credit for Periods of Layoff (Government Code Section 21022).

Section 3. For employees hired on or after January 1, 2013, and meet the CalPERS definition of "New Member" set forth in Government Code 7522.02©, shall be eligible for the retirement plan pursuant to California Public Employees' Reform Act of 2013 (PEPRA).

The City shall provide CalPERS Members with retirement benefits in accordance with PEPRA, including:

1. Retirement Benefit Formula – 2.7% @ age 57 Formula for Local Safety Member (Government Code Section 7522.25(d)).
2. To be eligible for service retirement, you must be at least age 50 and have a minimum of five years of CalPERS – credited service.
3. Employee Contribution – Full-time employees pay the member contribution of fifty percent (50%) of normal cost as determined by CalPERS.
4. Pre-Retirement Death Benefit Option 2W - Eligible spouse or registered domestic partner will receive a monthly allowance equal to the amount the member would have received if member had retired under a service retirement on the date of member's death and elected Option 2W. The benefit is payable to eligible spouse or domestic partner until death. Upon the death of your spouse or domestic partner the benefit will continue to your natural or adopted unmarried children under age 18 who have never been married (Government Code 21548).
5. Pre-Retirement Death Benefits to continue after marriage of survivor (Government Code Section 21551).
6. 1959 Survivor Benefit Level 4 – provides a monthly benefit for eligible survivor(s) who are not covered by social security (Government Code Section 21574).
7. Death Benefit (Retired) – Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's survivor (Government Code Section 21620).
8. Post Retirement Survivor Allowance (Government Code Section 21624/21626).
9. Post Retirement Survivor Allowance to continue after remarriage (Government Code Section 21635).
10. Additional Service Credit of 2 years for Local Member (Government Code Section 20903).
11. Military Service Credit as a Public Service (Government Code Section 21024).
12. Military/Relocation Credit – Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service (Government Code Section 21023.5).
13. Military Service Credit for Retired Persons (Government Code Section 21027).
14. Unused Sick Leave Credit – Unused sick leave will be converted to service credit at the rate of .004 year of service for each day of sick leave, provided there are less than 120 days between the member's separation date and retirement date (Government Code Section 20965).
15. Final Compensation – The average full-time monthly pay rate for the highest 36 consecutive month period (Government Code Section 20037). If service is coordinated with Social Security, member is subject to the \$133.33 reduction in final compensation.
16. 2% Annual Cost of Living Allowance Increase (Government Code Section 21329).

17. Prior Service Credit (Government Code Section 20055). Service credit payment by payroll deduction is pre-tax.
18. Public Service Credit for Periods of Layoff (Government Code Section 21022).

Section 4. Sick Leave Cash Out and Sick Leave Credit

Employees not on a 24 hour shift schedule shall be compensated annually in November for one-half of their accumulated sick leave in excess of 960 hours. Safety employees on a shift schedule shall be compensated annually in November for one-half of their accumulated sick leave in excess of 1,440 hours. The remaining excess leave shall be accumulated in an individual retirement credit account. The balance in the account, along with other accumulated sick leave, shall be applied to the Retirement "Sick Leave Credit" benefit upon the employee's retirement for those who are eligible to receive this optional benefit. (PPPM 5-11.2)

Section 5. Sick Leave Cash Out at Retirement

Effective July 1, 2007, upon normal service retirement of any association member who reaches the CalPERS 90% cap, the City will pay out any unused sick leave hours in any and all of the employee's sick leave banks at 25% of the employee's current hourly pay.

In the event of an employee's death resulting from injuries sustained in the line of duty, the City will pay out any unused hours in any and all of the employee's sick leave banks at 100% of the employee's hourly pay to the designated surviving beneficiary.

Article VI. **Health and Other Insurance Benefits**

Section 1. Health Insurance

Full-Time Employees:

The City and the Firefighters Association agree that there shall be no increase to the medical cap for the term of this MOU.

The City contracts with the Public Employees' Retirement System (PERS) for employee, spouse, registered domestic partner, and dependent health insurance benefits. An open enrollment period is held annually in the fall to permit employees to change plans and add/delete dependents.

Tier 1: (Employees hired into full-time positions on or before November 18, 2012:

The full-time medical benefit that the City will pay for medical insurance premiums for employees and eligible dependents will be capped at \$1,456.44 per month effective July 1, 2018.

Tier 2 (Classic and PEPRA):

For employees hired into full-time positions after November 18, 2012 and subject to the second tier benefits, the City's maximum contribution for medical insurance premiums for employees and their eligible dependents is \$1,074.56 per month.

Retire Medical:

An employee who is vested in CalPERS and retires from the City is eligible for medical coverage through retirement. The City pays the insurance premium up to the current applicable medical cap.

The City will assume the financial and administrative responsibility for PORAC dues for safety employees and affected safety retirees. *(91-92, 01-02, 05-07 MOU; PPPM 2-3.1a)*

Medical Opt-Out:

Requirements for a full-time employee to receive employer contributions that may be cashed out: Pursuant to the Affordable Care Act (ACA) Employer Mandate "affordability" determination, an eligible opt-out arrangement requires the following in order for employees who opt-out of employer-provided health coverage to receive cash in lieu:

- a. Employee must provide reasonable evidence that the employee and each member of the employee's expected tax family (i.e. individuals for whom the employee expects to claim a personal exemption deduction) has or will have the minimum essential coverage (other than coverage in the individual market, whether or not obtained through Covered California) during the period of coverage to which the opt-out arrangement applies;
- b. Employee must provide proof of coverage by completing the Health Insurance Waiver Form.
- c. Employee must provide proof of coverage every plan year, by completing a new Health Insurance Waiver Form to which the eligible opt-out arrangement applies; and
- d. The opt-out payment cannot be made if the City knows or has reason to know that the employee or any other member of the employee's expected tax family does not have or will have the alternative minimum essential coverage.

Full-Time employees electing to opt-out will receive the medical opt-out amount stabilized at the July 1, 2012 rates as follows:

Single Party:	\$214.61
Two-Party:	\$429.22
Family:	\$557.98

Section 2. Dental Insurance

The City Contracts with Delta Dental to provide dental benefits to all full-time employees and eligible dependents. An open enrollment period is held annually in May to permit employees to

change plans and add/delete dependents. Retired full-time safety employees may continue dental coverage for self and spouse and eligible with entire cost borne by the retiree (78-80, 80-81, 82-83, 83-84, 94-95, 97-98, 01-02, 05-07 MOU; PPPM 2-3.2)

The City offers Delta Care and Delta Premiere options. Employees who elect enrollment in the Delta Premier plan will contribute \$50 per month towards the dental insurance premium. Employees who elect enrollment in Delta Care pay no contribution toward dental insurance premium.

Section 3. Vision Plan

The City has established a vision care plan for full-time employees, spouses, registered domestic partners, and dependents up to age 26, consistent with the Affordable Care Act (ACA). There is a \$20 deductible for eye examinations and no deductible for frames, lenses, contact lenses, or vision therapy. The employee reimbursement cap is \$350 per fiscal year; the spouse, registered domestic partner and other dependents are capped at \$300 per person per fiscal year. Employees and eligible dependents may choose laser surgery in lieu of receiving an annual reimbursement for four years. Employees are eligible for \$1,400 reimbursement for laser surgery and eligible dependents are eligible for \$1,200 reimbursement. If the employee retires or resigns during the four-year reimbursement period, the employee is responsible for reimbursing the City the prorated difference for him/herself and dependents. (95-96, 97-98, 01-02, 05-06 MOU; PPPM 2-3.6)

Section 4. Life Insurance

The City pays the premium cost for each full-time employee to receive a basic level of life insurance under a group policy. Full-time employees are eligible for coverage upon hire. The basic amount specified in the group contract is \$50,000. Employee members must authorize payroll deduction for any premium costs related to policy coverage in excess of the basic amount (including dependent coverage). Retiree members of the Association may participate in the group policy coverage at their cost. (89-90 MOU; PPPM 2-3.3b)

Section 5. Long Term Disability Insurance

The City pays the premium cost for each full-time employee to receive long term disability insurance. This plan is administered by the California Association of Professional Firefighters. Full-time employees are eligible on the first day of the month following the first day of employment. However, the employee must not be off duty for illness or injury on that date. If the employee is off, then the effective date is the first day of the month following the date of return to work. The maximum monthly benefit is 80% of wages for industrial causes and 80% of wages for non-industrial disability to a maximum of \$8,758. The elimination period is 30 calendar days. The benefit period is lifetime for non-industrial disabilities and to age 65 for industrial disabilities. There is a \$10,000 death benefit for on or off duty death. The premium is waived after 30 calendar days. A copy of the actual plan description is on file in the Human Resources Office. (CA Assn. of Professional Firefighters; PPPM 2-3.4b)

Section 6. Physical Examination

Medical surveillance examinations for safety employees are mandatory and provided each year. The exam will be scheduled during the month of the employee's birth and administered during on-duty hours. The City will assume the cost of the physical commonly called a "Medical Surveillance" examination. For male employees 40 years of age and older, the exam will include a prostate specific antigen (PSA) blood test. For female employees 40 years of age and older the exam may include a Pap Test if the employee requests. If the female employee chooses to have the Pap Test performed by a personal physician and the expense of the examination is not covered through the City's group insurance, the City will reimburse the employee for this test.

A more comprehensive exam called the Lifestyle Plus Physical will also be made available to the employee as an alternative. If the employee selects this option, the exam requirement will be met in this manner:

- The City assumes only \$310 of this examination's cost. The employee assumes the balance.
- The exam is scheduled by the Fire Rescue Department and will take place off duty.
- The employee will complete and sign an "Authorization for Payment" form which allows payment in full or through payroll deduction of the fee exceeding \$310.
- If the employee is eligible for insurance pick up of \$310 of the exam cost, the employee assumes responsibility for completing the insurance form and insurance reimbursement goes directly to the employee. (*Fed. Reg. No. 5144(h); memo between S. Bergeron-Vance & Chief Schnabel; PPPM 12-1.4b*)

Article VII. **Leave Benefits**

Section 1. Bereavement Leave

Safety employees not on a 24 hour schedule, are entitled to a maximum absence of three days with pay for bereavement purposes in the event of death of a member of the immediate family. Safety employees on a 24 hour schedule, are entitled to the maximum leave of two 24 hour shifts. An employee may take additional leave for bereavement purposes by charging the time off to sick leave. Such leave shall be granted up to the employee's accumulated sick leave balance with the approval of the Fire Chief. Immediate family is defined as father, mother, brother, sister, son, daughter, spouse, registered domestic partner, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step-mother, step-father, step-sister, step-brother, step-child and step-grandchild. (*Res. #5969, IX.7; 77-78 04-05 MOU; PPPM 6-8*)

Section 2. Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)

An employee is eligible for FMLA/CFRA leave after 12 months of continuous employment, if he or she has worked at least 1250 hours during the previous 12-month period. FMLA/CFRA leave is unpaid leave. An employee requesting FMLA/CFRA leave may utilize any accumulated leave,

except sick leave, for part or all of the leave period, if leave is for a purpose other than the employee's own serious health condition. If the leave is for the employee's own serious health condition, any accumulated sick leave must also be used. Although FMLA leave shall be used for this purpose, CFRA leave shall not be taken for absence due to the employee's pregnancy, childbirth or related condition. Maternity leave is available for the period of the employee's actual disability up to a maximum of four months. CFRA leave may be taken, if the employee is otherwise eligible, for up to 12 weeks, because of the birth of the employee's child. (*Res. #5969, IX.8; PPM 6-4.3*)

Section 3. Flexible Leave

Safety employees will receive 36 hours of flex leave each fiscal year. As of June 30 of each year, all unused flexible leave up to a maximum of 24 hours shall be carried over to the next fiscal year. Any accrued but unused flexible leave in excess of 24 hours for any employee as of the close of business on June 30 shall be paid to the employee at each employee's then effective hourly rate. (*Res. #5969, IX.4; 76-77, 81-82, 83-84, 90-91, 97-98, 01-04 MOU and Addendum to 01-04 MOU; PPM 6-5*)

Section 4. Holidays

The following are observed City holidays:

- | | |
|---|-----------------------------|
| • New Year's Day | January 1 |
| • Dr. Martin Luther King Jr.'s Birthday | Third Monday in January |
| • Lincoln's Birthday | Second Monday in February |
| • President's Day | Third Monday in February |
| • Cesar Chavez's Birthday | March 31 |
| • Memorial Day | Last Monday in May |
| • Independence Day | July 4 |
| • Labor Day | First Monday in September |
| • Veteran's Day | November 11 |
| • Thanksgiving Day | Fourth Thursday in November |
| • Day after Thanksgiving | Fourth Friday in November |
| • The day before Christmas | December 24 |
| • Christmas Day | December 25 |
| • Every day appointed by the President or Governor as a holiday | |

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Safety employees not on a 24 hour shift schedule will be paid for the above holidays. Safety employees on a 24 hour schedule shall accumulate 6.25 shifts per year of vacation leave in lieu of holiday leave. (*Res. #5969, IX.3; 76-77, 83-84, 86-87, 92-93, 97-98, 05-07 MOU; PPM 6-7.1*)

Section 5. Jury or Witness Duty

Leave of absence with pay shall be granted to a maximum of fifteen (15) working days to an employee who serves on a jury or is called as a witness for cases encountered in the course and scope

of his/her employment. The employee shall be paid their regular salary. Employees on call for jury duty are expected to report for work. Jury and witness fees the employee may receive from court service shall be remitted to the City. Mileage reimbursement will be kept by the employee (*Res. #5969, IX.13; 92-93, 01-02 MOU; PPPM 6-10*). On a case-by-case basis, the City Manager may extend said leave of absence with pay for jury duty. (*11-12 MOU*)

Section 6. Leaves of Absence

Leaves of absence without pay may be granted by the City Manager at his/her sole discretion. A leave of absence shall be granted only to an employee who desires to return to City service and has a satisfactory service record. The City Council must approve leaves of absence involving pay or benefit issues. (*Res. #5969, IX.12; PPPM 6-4.1*)

Section 7. California Kin Care Leave

Employees may use one-half of their annual sick leave accrual (48 hours for employees not on a 24 hour shift schedule, 72 hours for employees on a 24 hour shift schedule) to care for their grandparents, grandchildren, and siblings, as well as children, parents, spouse or domestic partner who is ill. Use of sick leave for this purpose is to be recorded on leave slips and turned in with employee time cards. Notice should be given for appointments seven days in advance. If emergencies arise, an exception can be made to this policy. (*PPPM 6-3.6*)

Section 8. Military Leave

Military leave is granted in accordance with state and federal law. If you are entitled to military leave, you must give the City an opportunity, within the limit of military regulations, to determine when such leave will be taken. Each request for military leave will be referred to the City Attorney for interpretation of such related issues as entitlement to pay, benefits, reinstatement, etc. (See Appendix for Military Leave Policy revised as of 02-09-06) (*Res. #5969, IX.14; PPPM 6-9*)

Section 9. Sick Leave

Sick leave shall not be considered a right, which employees may use at their discretion, but shall be allowed as an employee benefit only in case of actual sickness or disability of the employee which prevents the employee from working. Exceptions are made for cases of pregnancy, childbirth or related conditions, for a doctor's appointment or to care for a sick child in accordance with these rules and regulations. Up to 32 hours per year of sick leave may be used for doctor's appointments.

Employees are eligible to use accrued sick leave at any time after original appointment subject to the provisions of these rules and regulations. Sick leave shall be accrued while an employee is absent from duty because of injury or illness arising out of and in the course of employment as determined under the provisions of workers' compensation law.

When the City's industrial medical provider notifies Human Resources that an employee has a medical condition(s) requiring further investigation, the employee will charge the time off to sick leave and will then be placed on light duty, if appropriate and available, until released by the medical

provider. If said condition is determined to be work-related, the used leave time and additional time for scheduling and undergoing medical testing will be charged to worker's compensation. Medical tests required by a physician to determine the cause of a medical problem will be the employee's responsibility. If the medical condition is then determined to be work related, the costs will be subject to payment through the worker's compensation process.

In order to receive compensation when absent on sick leave, safety employees shall notify the on-duty Headquarters Captain not less than 45 minutes prior to shift change which is 07:30 a.m. When absent for two or more consecutive shifts for a safety employee on a 24 hour shift schedule, the employee may be required, at the City's sole discretion, to obtain and submit a physician's certification of illness. Any safety employee who demonstrates a pattern of sick leave use will be required to present a physician's certification of illness for each shift where illness is reported. Affected employees will be notified of this requirement by department management.

Sick leave with pay for safety employees not on a 24 hour shift schedule shall be accrued at the rate of eight hours for each month of service beginning with probationary appointment. Sick leave will be accrued for safety employees on a 24 hour shift schedule at the rate of 12 hours per month. At the discretion of the Department Head, up to five days of sick leave may be advanced. (PPPM 6-3.1, 6-3.3, 6-3.3b, 6-3.4, and 6-3.6)

Section 10. Vacation

Safety employees on a 40 hour work week schedule will accrue vacation leave as follows:

<u>Years of Service</u>	<u>Annual Rate (hrs)</u>
0-1	80
1-2	90
2-3	100
3-4	110
4-5	120
5-6	124
6-7	128
7-8	132
8-9	136
9-10	140
10-11	144
11-12	148
12-13	152
13-14	156
14-15+	160
20+.....	168

Safety Employees on a 24 hour shift schedule will accrue vacation leave (inclusive of 6.25 hours of holiday leave) as follows:

<u>Years of Service</u>	<u>Shifts per Year</u>	<u>Hours per Year</u>	<u>Hours per Month</u>
0-1	11.250	270	22.50
1-2	11.875	285	23.75
2-3	12.500	300	25.00
3-4	13.125	315	26.25
4-5	13.750	330	27.50
5-6	14.000	336	28.00
6-7	14.250	342	28.50
7-8	14.500	348	29.00
8-9	14.750	354	29.50
9-10	15.000	360	30.00
10-11	15.250	366	30.50
11-12	15.500	372	31.00
12-13	15.750	378	31.50
13-14	16.000	384	32.00
14-15	16.250	390	32.50
15+	16.250	390	32.50
20+	16.583	398	33.17

The following methodology is used regarding the initial accrual of vacation time:

<u>Date hired</u>	<u>1st through 15th</u>	<u>16th through end of month</u>
Month hired	Accrues vacation	Does not accrue vacation
Month terminated	Does not accrue vacation	Accrues vacation

The anniversary month for additional vacation accrual is based on the same time periods. If an employee is hired before the 15th of the month, the anniversary month is the month hired; if hired after the 15th of the month, the anniversary is the month following.

At the discretion of the Department Head, up to five days of vacation may be advanced.

Vacation shall be accrued when an employee is absent from duty because of injury or illness arising out of and in the course and scope of employment as determined under the provisions of the workers' compensation law.

Vacation Selection:

- Vacation selections will begin at the completion of the Station and Shift Bid process that will take place the Monday following the Thanksgiving holiday.
- Each suppression member shall pick a minimum of one segment (two shifts) during the annual vacation selection process. Additional picks can be made at the employee's discretion. Double picks are allowable but then the next round of picks must be skipped.

- All three columns are available at start of picks and remain open. Order-ins will not be made on holidays for third column picks.
- Throughout the year, vacation segments may be chosen in any of the three columns. These requests must be made at least 18 days in advance.
- Inside of 18 days, vacation time will only be granted if qualified relief is available.
- Individual vacation time will be granted based on available vacation hours banked and qualified relief.
- Leave other than vacation time (WC, SP, SL, JD, FM, FL, CU, BR) does not impact the availability of these three columns. Qualified relief must be available to work.
- Battalion Chiefs do not pick on the vacation schedule.
- Suppression employees have 36 hours of flex leave per fiscal year. Suppression employees must use available flex leave/ vacation. Qualified relief must be available to work.

An employee may cash-out, at straight time rates, a maximum of 3 shifts (72 hours) of accrued vacation after the employee has utilized 9 shifts (216 hours) each fiscal year. (*Res. #5969, IX.5; 76-77, 01-02, 05-06 MOU; PPPM 6-2.2, 6-2.2a, 6-2.3, 6-2.4, 6-2.5 and 6-2.6*)

Reserve Vacation Bank

Effective July 1, 2012, a second vacation bank with a starting balance of zero will be created for each full-time non-suppression employee. This second bank will be subject to a 240 hour "hard" cap, and will not allow accruals above 240 hours.

The first vacation bank will not accrue vacation leave hours and contain all vacation leave hours accrued prior to July 1, 2012. Vacation hours used will be first deducted from the second vacation leave bank, then from the first vacation leave bank.

If vacation hours that cannot be taken because of the City's needs cause an employee's second vacation leave bank to reach the hard cap of 240 hours, those hours may be moved to the first vacation bank with the written recommendation of the Fire Chief, a review by the Human Resources Manager and approval by the City Manager.

The Labor Relations Committee will convene to discuss the implementation of a vacation cap for fire suppression personnel.

Section 11. Critical Family Leave

The City Manager, at their sole discretion, may authorize whatever amount of paid leave may be necessary for full time and benefited part time employees to care for a child or spouse with a terminal or critical life threatening situation. This action may be taken at the request of the employee with the concurrence of the Fire Chief with full pay and benefits and without loss of seniority. Leave will be exclusive of the employee's vacation, flex and sick leave. Leave balances do not have to be exhausted for the City Manager to authorize critical family leave. This policy is intended to be

applied in conjunction with the Federal Family and Medical Leave Act of 1993 and the California Family Rights Act. (CC 3-14-96, PPPM 6-4.4)

Section 12. Leave Usage for National Marrow Donor Program (NMDP)

Employees who choose to donate bone marrow through the NMDP will be permitted to take time off and charge the time against any accrued leave, i.e., flexible, sick or vacation leave. (PPPM 6-12)

Section 13. Voluntary Vacation and Flexible Leave Time Donation

If an employee who suffers personal medical crisis that requires a prolonged absence from duty that will result in a substantial loss of income to the employee and who have exhausted all available paid leave time, the employee may request assistance from other employees by means of leave time donation. Leave time donation may be in the form of vacation leave, flexible leave or any combination of these two leave types. Sick leave may not be donated. The value of the donated leave will be paid to the recipient employee at the recipient's normal rate of compensation. The amounts paid to the recipient employee under the conditions of this policy are treated as regular income of the recipient under internal revenue Code Section 61. Employee(s) who donate leave do not incur any income or any deductible expense or loss upon the donation of this leave. The recipient employee will not accrue sick, vacation or flexible leave and will not accrue seniority while receiving this benefit. (PPPM 6-13)

Section 14. Family School Leave

In accordance with the California Labor Code, an employee may take up to 40 hours per calendar year, not exceeding 8 hours in any calendar month, to participate in their children's school or license day care facility activities. The employee shall utilize vacation leave, flexible leave, or time off without pay for this purpose. The employee shall give reasonable notice of the planned absence. The City may require the employee to provide documentation from the school or licensed day care facility as proof that they actually participated in the activities on the specified day at a particular time. (PPPM 6-2.6)

Article VIII. **Additional Benefits**

Section 1. Tuition Reimbursement

All full-time employees are eligible for tuition reimbursement. Each employee is allowed up to \$350, excluding books, during each fiscal year. The maximum reimbursement for employees engaged in a degree program is \$2,000 per year including books. The \$2,000 per year is also available to fire personnel pursuing the educational incentive program. The employee must complete the course(s) listed on the tuition reimbursement agreement with a grade of "C" or better. The employee must return all text materials which have been paid for by the City and the employee must remain employed with the City after completion of the course for a period of one year, or refund

to the City the full amount reimbursed for the course(s). (*Res. #5969, X.3; 1977, 95-96 MOU; PPPM 9-1.2*)

Section 2. Uniforms

Uniforms provided:

- Fire Administrative Safety Personnel – Five shirts, three pants, two skirts (for females), tie, jacket, and one pair of shoes. Effective 07/01/07, the following additional items will continue to be provided: one belt, one set of athletic apparel, one pair of athletic shoes and a class A uniform, which includes a tie. Any or all parts of attire may be replaced at the discretion of the Fire Chief.
- Fire Suppression Personnel – Three shirts, three pants, belt, gloves, eye protection, one set of athletic apparel, one pair of athletic shoes, steel toe boots, turnouts, helmet, and rubber boots. All personnel receive a Class A uniform which includes a tie. Captains receive three shirts, a tie, hat, a pair of dress shoes, blazer, and sweater. Any or all parts of attire may be replaced at the discretion of a Chief Fire Officer.

Uniforms issued by the City are considered as compensation and the value of such is reported to the Public Employees' Retirement System annually as special compensation. Those items issued as safety equipment, even if worn as part of regular duty, are exempt from being reported as compensation. These items include steel toe safety shoes/boots, turnout coats, helmets, and rubber boots. Additionally, all suppression personnel are provided Level B hazardous material coveralls, an air purifying respirator, canisters for the respirator, a radiological dosimeter, and chemical resistant boots. (*PPPM 2-9.1 and 2-9.2*)

Section 3. Employee Personal Computer Purchase Plan

Any regular (non-probationary) full-time employee is eligible to purchase a personal computer, or digital camera in conjunction with a computer; peripheral equipment and software through an interest free loan of City funds. Repayment is guaranteed through bi-weekly payroll deductions. The employee agrees that the computer equipment is for their own or their immediate family's use only. The minimum loan amount is \$500 and the maximum loan amount is \$3,000. Full details for this plan may be found under PPPM 7-8.2. (*CC action of 1-8-98 and 5-10-01; PPPM 7-8.2*)

Section 4. Section 125 Program

The City has implemented an Internal Revenue Section 125 program which allows employees to allocate specified amounts of monthly pre-tax salary or wages for the reimbursement of medical care expenses or dependent care expenses, or both. (*PPPM 2-6*)

Section 5. Employee Assistance Program

The City provides an Employee Assistance Program (EAP) for full-time employees. Employees contact the EAP provider confidentially on an as-needed basis.

Article IX.
Appointments, Promotions and Acting Assignments

Section 1. Appointment – Probationary Status

Safety employees are on probation for one year from the date of hire. During the probationary period, employee performance evaluations are required. A probationary employee may be terminated without appeal during the probationary period. The appointment is made to regular status at the end of the probationary period, upon the recommendation of the Fire Chief and the approval of the City Manager. In the event the probationary employee's performance does not qualify for regular status, the City Manager may grant a one-time extension of the probationary period up to the length of the original probationary period. (*Res. #5969, VII.1 and .2; PPPM 5-9.1*)

Section 2. Promotional Appointments

If a Temporary Firefighter, Firefighter, Firefighter/Paramedic, or Fire Engineer is promoted to a higher classification as a result of another employee's separation from employment (resignation, termination, or retirement), and the promoted employee has served in a continuous temporary or conditional appointment, then upon promotion to the vacant position the employee will receive all rights and privileges of rank beginning at the date of their temporary appointment including time granted toward the one year probationary period. When an employee is promoted, the employee shall be entitled to the step in the new range which provides at least a 5 ½% increase. (*04-05 MOU, 2-2.1d*)

The individual standing first on any given closed promotional list should generally be appointed by the Fire Chief. The Fire Chief may recommend and appoint any candidate on the list irrespective of ranking subject to the approval by the City Manager. (*PPPM 5.1*)

Fire Department promotional eligibility lists will be tiered to a maximum of five points per tier, i.e., 90 – 95, 95 – 100, etc. It is within the Fire Chief's discretion to rank the list within tiers prior to any appointments being made from the eligibility list. (*PPPM 4-6.3*)

Section 3. Promotion of Firefighter/Paramedic to Engineer

A Firefighter/Paramedic promoted to Engineer will be placed in the Engineer salary range closest to his Firefighter step plus Paramedic pay differential. He/she will be utilized in the department as an Engineer/Relief Paramedic. Paramedic Proficiency pay will be retained until one of following occurs:

- The employee's salary step(s) increases to the point he/she would not lose pay due to the promotion; or
- The loss of certification due to failure in the recertification process or failure to meet standards established by Los Angeles County.

This section will also apply to those employees promoted from Engineer/Paramedic to Captain. (*80-81 MOU, PPPM 2-2.4c*)

Section 4. Acting Assignments

All short term vacancies occurring in the Engineer and the Captain classifications may be filled in the following order:

1. Highest on the eligibility list and assigned to the station where the vacancy occurs.
2. Highest on the eligibility list working that shift. This excludes those working overtime.
3. The employee determined "qualified to act" by the Battalion Chief and assigned to the station where the vacancy occurs.
4. The employee determined "qualified to act" by the Battalion Chief and assigned to the shift. (PPPM 5-4.2)

Section 5. Temporary and Conditional Appointments

To fill the position of a person who is absent and whose return to work is in question, a candidate on the eligibility list for a promotional position shall be appointed to a temporary position in that position. If after six months the disabled member's return is still in question and the appointee has received satisfactory performance evaluations, the appointee will receive a conditional appointment. This appointment entitles the conditional appointee to all privileges of the rank, including time in grade and merit increases from the time the appointee first filled the position on a temporary basis. If a Firefighter, Firefighter/Paramedic, or Fire Engineer is promoted to a higher classification as a result of another employee's separation from employment (resignation, termination, or retirement), and the appointee has served continuously in the appointment then; upon promotion to the vacant position the employee will receive all rights and privileges of rank beginning at the date of their temporary appointment including time granted toward the one year probationary period. (PPPM 5.1)

Section 6. Promotions – Educational Requirements

The following are educational requirements for suppression personnel:

Classification	Education	Experience	License/Certification
Engineer	H.S./GED & 12 units in Fire Science	3 years as SFS Firefighter including Temporary	Class B or Firefighter Exempt, EMT-1, EMT-D, CPR
Captain	H.S./GED & 24 units in Fire Science & State Fire Officer Certification or AA/AS Fire Science	5 years as SFS Firefighter (2 of 5 as a Fire Engineer) or 7 years SFS Firefighter & on current Engineer Eligibility List or 10 years SFS Firefighter & past Engineer Eligibility List	Class B or Firefighter Exempt, EMT-1, EMT-D, CPR

The Fire Chief may find occasion to make alterations to these requirements when unusual conditions or extenuating circumstances warrant. Experience credit will not be counted for experience outside of the Santa Fe Springs Fire Department. (PPPM 5-6.3)

Section 7. Appointment – Due to Disability

Where an appointment is necessary to fill the position of a person who is absent due to a disability and whose return to work is in question, the following procedures will apply:

- A candidate on the existing eligibility list for that position shall be appointed on a temporary basis. The appointee will receive probationary and quarterly performance evaluations.
- The temporary appointee's appointment will become conditional, if after six months, the disabled member's return to work is still in question and the temporary appointee has received satisfactory quarterly evaluations. This appointment shall entitle the appointee to all privileges of the rank, including time in grade and merit increases from the time the employee first filled the position on a temporary basis.
- Said conditional appointment shall become permanent in the event the disabled employee becomes permanent and stationary and is determined to be unable to return to work, or in the event any other permanent opening for that rank becomes available.
- Demotion of a conditional appointment will occur only when the injured employee returns to work and no permanent appointment opportunity becomes available in the succeeding six months.
- Temporary appointees who have not obtained conditional status are not entitled to retain the appointment or any of the privileges of the rank temporarily being filled.
- If a Firefighter, Firefighter/Paramedic, or Fire Engineer is promoted to a higher classification as a result of another employee's separation from employment (resignation, termination, or retirement), and the promoted employee has served in a continuous temporary and conditional appointment, then upon promotion to the vacant position, the employee will receive all rights and privileges of rank beginning the date of their temporary appointment including time in grade granted toward the one year probationary period. (PPPM 5-6.4)

Section 8. Veteran's Preference

Veterans of the Armed Forces of the United States of America will be given preference over other identically qualified applicants on an eligibility list. (PPPM 4-8 and State Government Code Section 50088)

Section 9. Eligibility Lists – Certification

The City Manager shall certify lists of candidates who have successfully competed in examinations. The names may be placed on the list in order of their total rating in the examination or may be grouped in a tier based on similar ratings. The list will be certified for a minimum of one year or a maximum of two years. The list may be extended at the discretion of the City Manager. A candidate's name may be removed from the eligibility list for any of the following reasons:

- Appointment to fill a position for which the examination was given
- Evidence that the candidate no longer meets the qualifications of the position
- Removal by the City Manager after rejection of the candidate for a vacant position by the Fire Chief

Whenever a vacant position is to be filled, the Fire Chief shall consider the candidates and recommend one from the appropriate list to the City Manager unless the Fire Chief rejects in writing all candidates. (*PPPM 4-6.1*)

Article X. **Employment Policies**

Section 1. Alcohol and Drugs

It is the policy of the City of Santa Fe Springs that employees shall:

- Not report to work, or be subject to City duty, while under the influence of unlawful drugs, controlled substances or alcohol
- Not possess or ingest alcohol or impairing drugs, including illegal drugs and prescription drugs without prescription, during work hours or while subject to duty, on breaks, during meals periods or at anytime while on City property
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty
- Not use City property or premises to manufacture, sell or distribute alcohol, unlawful drugs, or controlled substances during work and non-work hours
- Notify their supervisors before beginning work when they are taking legally prescribed medication which could foresee ably interfere with the safe and effective performance of their duties or the operation of City equipment

The use of illegal drugs or controlled substances, on or off the job, by City employees will not be tolerated and is grounds for immediate termination. (See Appendix for Alcohol & Drug Abuse Policy revised as of 02-09-06) (*PPPM 7-10*)

Section 2. Electronic Media

The City's Electronic Media policy outlines the use of the City's electronic mail (e-mail) system by all full-time and part-time employees, as well as elected officials, independent contractors, seasonal employees, and any vendors with authorized use of the City computer resources. (See Appendix for Electronic Media Policy revised as of 02-02-06) (*PPPM 7-8.1*)

Section 3. Harassment, Discrimination and Retaliation

In keeping with the City's strong commitment to providing a work environment that is free of

harassment, discrimination and retaliation, the City maintains a strict policy prohibiting harassment, discrimination and retaliation by or against any of its employees, applicants, volunteers, independent contractors, customers, invitees and members of the public. The City prohibits harassment in any form, including verbal, physical, or visual harassment.

The City will not tolerate discrimination or harassment based upon race, color, national origin, ancestry, sex, sexual orientation, disability, medical condition, marital status, age or religion. All employees are to be treated with dignity and respect. Employees who believe they have been discriminated against or harassed by a co-worker, vendor, volunteer or member of the public should report the allegation to their Department Head, the City Manager, or Human Resources. An investigation of the allegations will be conducted immediately, and appropriate disciplinary action will be taken in the event that the allegations are substantiated.

Each employee is personally liable under the Fair Employment and Housing Act (FEHA) for unlawful harassment perpetrated by that employee.

False Claims: An employee who deliberately makes a false claim or charge of unlawful discrimination or harassment will likewise be subject to disciplinary action up to and including termination.

Retaliation: Any retaliation against a person for filing a discrimination or harassment charge or making a discrimination or harassment complaint or a person assisting in a discrimination or harassment investigation is prohibited. An employee found to be retaliating against another employee, volunteer or person in the act of volunteering shall be subject to disciplinary action up to and including termination. (See Appendix for Harassment, Discrimination and Retaliation Policy revised 02-9-06) (*CC Minutes 10-28-97, AB 1856; PPPM 5-13-.5*)

Section 4. Workplace Safety/Security

The City is committed to providing a work environment that is safe, secure and free of intimidation, threats and violence. The City maintains this commitment with a policy of “**zero tolerance**” to acts of violence, and by training its employees to recognize and effectively respond to violent/potential violent behavior in the workplace. All acts of violence or force, either threatened or actual, are prohibited and are met with disciplinary action, up to and including termination and criminal prosecution. (See Appendix for Workplace Safety/Security Policy revised as of 02-22-01) (*PPPM 5-2.7; 5-13.1; 5-13.2; 5-13.3; 7-2; 8-9.1; 8-9.2*)

Section 5. Workplace Safety, Security, Inspection and Access

To ensure a safe work environment, the City reserves the right, based upon reasonable suspicion, to inspect, search and access all property which is brought to or utilized by an employee in the workplace. This property includes, but is not limited to, offices, facilities, vehicles, desks, tool boxes, safes, lockers, files, file cabinets, closets, documents, computer data storage, voice and e-mail, internet use, telephones, electronic data, file and fax transmissions, and audio/video tape recordings. The City reserves the right to conduct searches described in this policy without notice or consent of the affected employee or that employee’s representative. Searches shall be conducted

with the approval of the City Manager or designee, by the employee's supervisor, law enforcement, and Human Resources. (PPPM 8-9.2)

Section 6. Tuberculosis (TB) Testing

The State and County require those employees in direct contact with children to be tested for tuberculosis once every four years. Fire suppression personnel are tested annually. (PPPM 12-1.5)

Section 7. Blood-borne Pathogens and Hepatitis B Vaccinations

Safety employees who can be "reasonably anticipated" to come in contact with contaminants and potentially infectious materials through the performance of their work are subject to this policy. Safety employees in the following job classifications: Fire Captain, Fire Engineer, Firefighter/Paramedic, Firefighter and Auxiliary Firefighter are deemed to be within the group of employees that may have frequent contact with infectious materials. Employees who may have frequent contact are required to receive the Hepatitis B vaccination series. Vaccinations will be available to the employee within 10 working days of job assignment at no cost to the employee. Employees must sign a declaration form if they choose not to be vaccinated but may later opt to receive the vaccine at no cost. Should booster doses later be recommended, employees will be offered them at no cost to the employee. (PPPM 12-4)

Section 8. Additional Employment

Employees must report outside employment to the Fire Chief prior to the start of employment utilizing the City's "Additional Employment" form. The City Manager or Fire Chief may prohibit or restrict additional employment if it would bring discredit or embarrassment to the City, reduce the effectiveness of work as an employee of the City, create a conflict or perceived conflict with the employee's duties of the City or create a potential conflict when an employees' outside employment is related to employment matters of another City employee. Reasonable conditions may be attached to the approval of additional employment. Employees are expected to give priority to City work if called for emergency duty or required to work overtime. (Res. #5969, XIV; PPPM 10-2)

Section 9. Gambling

Gambling, or conducting games of chance is not permitted on City premises or on City time or by utilizing City property for on-line gambling. (Res. #5969, XI.5, PPPM 5-13.1)

Section 10. Gifts and Gratuities

City employees are prohibited from receiving personal gifts, including gratuities, from citizens, persons, or firms doing business with or being regulated by the City, or likely to do business with or be regulated by the City. (Res. #5969, XI.5), PPPM 5-13-.1)

Section 11. Use of City Vehicles

City vehicles shall be used for official business only, and only as authorized. Seat and shoulder belts are to be used at all times. Failure to follow this policy shall result in disciplinary action. Employees must have a valid California driver's license whenever they drive City vehicles or use their own vehicle for City business. (PPPM 8-6.1 and 8-6.2)

Section 12. No Smoking in City Vehicles

Smoking is prohibited in City vehicles or while operating City equipment. (PPPM 8-6.6)

Section 13. Driver's License

All employees must possess a driver's license issued by the California Department of Motor Vehicles (DMV). Minimum Class C driver's license is required during the first year of employment during the probationary period. Suppression employees must obtain a Class B driver's license or Firefighter Exemption with the required air brake and tank endorsements before completion of their second year of City employment. A current DMV form DL51A, Medical Examiner's Certificate, is also required with a Class A or B or Firefighter Exemption license. An employee must notify his/her supervisor and Human Resources if their driver's license status changes in any way. (PPPM 8-6.3a)

Section 14. Use of Personal Vehicles

Employees shall be reimbursed for mileage while driving in personal automobiles on City business at the rate approved by the City Council. This is for employees who use their own cars on official City business and who have a current "Automobile Insurance Affidavit" on file in Human Resources. Employees who drive a personal vehicle while on City business must complete an "Automobile Insurance Affidavit". Each employee must identify whether they carry sufficient liability insurance of at least the following:

- \$50,000 injury per person
- \$100,000 bodily injury each occupant
- \$25,000 property damage each occupant or
- \$100,000 combined single limits

Employees who do not carry automobile insurance or do not have sufficient coverage are not permitted to drive their personal vehicles for City business.

City employees are prohibited from working on personal vehicles on City premises and using City equipment and supplies. Said work can only be done if it is approved in advance by the Fire Chief or his designee. (PPPM 2-10, 8-6.4 and 8-6.5)

Section 15. Bids for City Jobs

Employees may submit bids for City jobs. A conflict of interest would not exist so long as the employee was not in a position to determine who would be awarded the contract. (PPPM 7-5.1)

Section 16. Political Activities of Employees

No City employee will solicit, either directly or indirectly, political contributions, favors, etc. from other City employees on behalf of any political candidate. No City employee will use their position in the City to benefit any political candidate. No City employee will engage in political activities during working hours or while in uniform at any time. City employees are permitted to exercise their political rights like any other citizen during their off-duty hours when out of uniform. (PPPM 7-7)

Article XI. **Working Conditions**

Section 1. Injury and Illness Prevention Program

It is both policy and practice of the City of Santa Fe Springs to provide safe and healthful working conditions for all employees. Safety and health considerations must be a part of every operation. It is every employee's responsibility at all levels. It is the intent of the City to comply with all laws. To do this, one must constantly be aware of conditions in all work areas that can create injuries. No employee is required to work at a job he/she knows is not safe or healthful. The detection of hazards by City employees and, in turn, controlling them, is a condition of employment. Supervisors must be informed immediately of any situation beyond the employee's ability or authority to correct.

The personal health and safety of each City employee is of primary importance. Prevention of occupational injuries and illnesses is of such consequences that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical safeguards necessary for personal safety and health, in keeping with the highest standards.

Management will maintain a health and safety program conforming to the best practices of municipalities. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

The City's objective is a health and safety program that will reduce the number of injuries and illnesses to an absolute minimum. The health and safety program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting health and safety inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the health and safety standards for every job.
- Training all employees in good health and safety practices.
- Providing necessary personal protective equipment and instructions for use and care.
- Developing and enforcing health and safety rules, and requiring that employees cooperate with these rules as a condition of employment.

- Promptly and thoroughly investigating every accident to find out what caused it and correcting the problem so it won't happen again.

The City recognizes that the responsibilities for health and safety are shared:

- The employer accepts responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for ensuring that employees are trained in, and follow safe work practices, and that all operations are performed with the utmost regard for the health and safety of all personnel.
- Employees are responsible for complying with all rules and regulations and for using safe work practices while performing their duties. Employees also have the responsibility of informing their supervisor of hazards and are encouraged to make recommendations for increasing workplace safety. (PPPM 8-1.2)

Section 2. Training

Full-time equivalent (FTE) funds received from Rio Hondo Community College or Joint Apprenticeship Committee (JAC) funds shall be placed into a Fire Department training account. Any unused training funds from these two sources shall be rolled over to the following year's training budget. (04-05 MOU)

Article XII. **Layoff and Reductions in Force**

Section 1. Layoff and Reductions in Force

Whenever it becomes necessary for one or more employees to be laid off because of lack of work or financial reasons, all non-regular employees in the affected classification shall be laid off before any regular employees and in the following order: emergency, provisional, and temporary. If additional reductions are necessary, regular employees in the affected classifications shall be laid off in reverse order of their seniority. If the person in one of the affected classifications has seniority over someone in a lower classification, the person with seniority may accept a voluntary demotion to a lower classification, if the employee is qualified for the classification. This process may continue until the person in the lowest classification with the least seniority will then be laid off. All employees laid off shall be given written notice of such layoff at least 10 working days prior to the effective date of the layoff. The City may exercise layoff and reductions in force rights unilaterally subject to the meet and confer process on the impact of such rights. (PPPM 5-12.1 and 5-12.2)

Section 2. Seniority and Bumping Rights

Full-time seniority shall be defined as regular full-time City service within the affected vertically related classifications, e.g., Firefighter, Engineer, Fire Captain, and Battalion Chief. Regular service time shall include probationary time in the affected classification if regular status has been acquired. Part-time hours accumulated in the City do not have consideration in full-time seniority calculations.

An employee "bumping" into a lower related classification shall occur on the basis of total seniority attained within a series of vertically related classifications. Vertically related classifications carry cumulative seniority downward and not upward. For example, an employee who has five years of seniority as a Captain, five years seniority as an Engineer and five years as a Firefighter (15 years in total) is in a senior position to an Engineer who has five years as a Firefighter and five years as an Engineer (10 years in total). An Engineer that has five years as a Firefighter and fifteen years as an Engineer (20 years in total), is in a senior position to the 15-Year Captain cited in the example above. Length of qualifying service, not rank, is the determining factor when calculating seniority.

Seniority calculations shall not include time on unpaid leave, time on inactive service, or time during breaks in City service. (PPPM 5-12.2)

Section 3. Layoffs – Call-backs

The names of regular and probationary employees laid off shall be placed on a reemployment list for the class of positions involved in the layoff. Persons on the list shall retain eligibility for reappointment for a period of three years from the date the name was first placed on the list. Recall shall be by inverse order, i.e., the most recent person laid off shall be first rehired. Persons reinstated shall return to the same position & step previously held. Persons who are on a reemployment list & have committed an offense while on layoff which would have been cause for termination will not be reinstated. Any person who is refused reinstatement because of the commission of such an offense may appeal such action to the City Manager and to the Personnel Advisory Board. (PPPM 5-12.3)

Article XIII. **Appeal and Grievance Rights and Procedures**

Section 1. Appeal Process

Any safety employee who has been subject to disciplinary action, excluding written or oral counseling, warning or reprimand, shall be entitled to appeal such action to the Fire Chief, Personnel Advisory Board and the City Manager, in accordance with Personnel Policy Section 11-3.1 (PPPM 11-3.1).

Section 2. Informal Hearing Procedure

The Informal Hearing Procedure, as opposed to the formal procedures, may be used in the City's sole discretion in any of the following circumstances:

1. When there is no disputed issue of material fact, or
2. When there is a disputed issue of material fact, but it is limited to:
 - a. A monetary amount of not more than one thousand dollars (\$1,000) or
 - b. A disciplinary action imposed on an employee that does not involve termination from employment, demotion, or suspension without pay for more than five (5) shifts or five (5) days.

This constitutes the sole Government Code section 11445.30 notice of hearing that states the Department's selection of the informal hearing procedure. Therefore, such notice shall not be repeated in conjunction with each hearing governed by the informal hearing procedure.

The Fire Chief or designee shall be the presiding officer and shall regulate the course of the proceeding. The presiding officer shall permit the parties to offer written or oral comments on the issues. The presiding officer may limit the use of witnesses, testimony, evidence and argument, and may limit or eliminate the use of pleadings, intervention, discovery, pre-hearing conferences and rebuttal.

The presiding officer may deny use of the informal procedure, or may convert an informal hearing to a formal hearing after an informal hearing is commenced, if it appears to the presiding officer that cross-examination is necessary for proper determination of the matter and that delay, burden or complication due to allowing cross-examination in the informal hearing will be more than minimal.

Pursuant to section 11445.50(b), the Fire Department has determined that cross-examination is not necessary for proper determination of the matters subject to review under the informal hearing procedure. However, the presiding officer may allow cross-examination of witnesses in an informal hearing notwithstanding the City's determination, if it appears to a presiding officer that in the circumstances cross-examination is necessary for proper determination of the matter. (Section 11445.50(b).)

If the presiding officer has reason to believe that material facts are in dispute, the presiding officer may require a party to state the identity of the witnesses or other sources through which the party would propose to present proof if the proceeding were converted to a formal hearing procedure. If disclosure of a fact, allegation or source is privileged or expressly prohibited by a regulation, statute or the federal or state constitution, the presiding officer may require the party to indicate that confidential facts, allegations or sources are involved, but not to disclose the confidential facts, allegations or sources. (Section 11445.60(a).)

If a party has reason to believe that essential facts must be obtained in order to permit an adequate presentation of the case, the party may inform the presiding officer regarding the general nature of the facts and the sources from which the party would propose to obtain the facts if the proceeding were converted to a formal hearing procedure. (Section 11445.60(b).)

Section 3. Formal Hearing Procedure:

The formal appeal shall be conducted in procedural compliance with section 11500 et. seq. Pursuant to section 11512, the City has determined that, in those instances where a formal hearing is required, the City shall continue to hear the case through pre-existing processes (i.e., via the Personnel Advisory Board) with an administrative law judge (ALJ) present during the consideration of the case. (Section 11517(b).) The proceedings governing such an appeal are set forth in detail below.

The following procedure will be followed in the conduct of a formal administrative hearing:

- A. Within 10 calendar days of the receipt of a written Notice of Intent to Suspend, Demote or Dismiss, the employee may submit a written response to the disciplinary action to the Fire Chief or designee. The employee shall set forth all the facts necessary to understand the issues involved. The response shall be signed by the employee and shall be submitted to the Fire Chief's office within 10 calendar days. In lieu of a written appeal, the employee may request a (*Skelly*) meeting with the Fire Chief to make his/her response verbally.
- B. Within 10 calendar days following the receipt of the employee's response, the Fire Chief or designee will set a date and time for the pre-disciplinary (*Skelly*) meeting.
- C. If the response is submitted in writing, the Fire Chief will give consideration to the matter and inform the employee in writing within 20 calendar days, as to whether the intended disciplinary action has been affirmed, revoked or modified.
- D. Following conclusion of a pre-disciplinary (*Skelly*) meeting by the Fire Chief or designee, where the resultant punitive action results in the imposition of punitive action within the jurisdiction of this formal hearing process, the City shall serve the employee with a final Notice of Discipline. At a minimum, Notice of Discipline shall include a post card or other form of notice which, when signed by or on behalf of the employee and returned to the City, will acknowledge service of the Notice. The Notice shall also state that the employee's request for a hearing must be received by the City within fifteen (15) calendar days after the Notice is personally served or mailed. (Please refer to section 11505 for what should be included in the Notice of Discipline.)
- E. The employee may file an appeal of the disciplinary action to the Personnel Advisory Board (Board) by submitting an appeal to the Human Resources Office within fifteen (15) calendar days of being served with the Notice of Discipline. The appeal shall constitute a request for a hearing, any objection to the factual basis for the discipline, objection to the form of the Notice of Discipline, procedural objection, or any other grounds for defense. (See section 11506 for what should be included in a Notice of Defense by the employee.)
- F. Upon receipt of the request from the employee, the Human Resources Office shall set the matter for hearing before the Personnel Advisory Board (Board) as expeditiously as possible and shall give the employee and his representative written notice of the time and place of the hearing.
- G. The Board will conduct the hearing(s) as it deems necessary to determine the pertinent facts related to the disciplinary action with the ALJ presiding. (Section 11512.) The ALJ shall rule on the admission and exclusion of evidence and on matters of law. The Board shall exercise all other powers relating to the conduct of the hearing, but may delegate any or all of them to the ALJ. Such hearing(s) will be closed to the public unless the employee requesting the hearing(s) requests in advance that the hearing(s) be open to the public. The employee(s) and Fire Department representative(s) shall have the right to appear before the Board during such hearings and may have counsel present. If either party appears before the Board, both shall be present.

Conduct of Formal Hearing

1. A record of the hearing shall be made and kept by use of a certified shorthand reporter who shall be selected by the City. The per diem fee of the shorthand reporter shall be borne by the City. The costs of transcription shall be borne by the party ordering the transcript.
2. All fees and expenses of the ALJ shall be borne by the City.
3. All fees and expenses related to the securing of a representative and/or legal counsel, witness fees and other expenses attendant to the presentation of evidence, shall be borne by the party at whose direction said expense is incurred.
4. At the time set for the hearing, the Board, with the assistance of the ALJ, shall hear, *de novo*, and consider the evidence presented on behalf of the appointing authority which purportedly constitutes the grounds for the disciplinary action. The employee shall have the right to cross-examine any witness called. Thereafter, the employee shall be given the opportunity to present any competent and relevant evidence and to be represented by an attorney or other person, employed at such employee's expense, in a representative capacity.
5. Proceedings before the Board need not be conducted in strict conformity with the rules of evidence as applied in a court of law, but all parties shall observe the substance of the rules of evidence, to the end that the matter may be fully heard and determined upon reliable evidentiary matter. Hearsay that would be inadmissible in a civil or criminal proceeding cannot in and of itself support a finding by the hearing officer without corroboration. In general, the hearing officer shall admit evidence, including hearsay, which is of such reliability that reasonable persons rely upon it in the conduct of serious matters such as the hearing.
6. The burdens of proof and production of evidence on the charges shall be borne by the Department. The standard of proof shall be by a preponderance of the evidence. The employee will have the burden of proof on any affirmative defenses.
7. The ALJ shall rule on all questions pertaining to procedure, in connection with hearings held before the Board and the administrative law judge, provided that the Board shall retain the right to overrule the ALJ on any determination made by majority vote.
8. No later than ten (10) days prior to the date of commencement of the hearing the parties shall exchange lists of witnesses each intends to call at the hearing, and a list of documents it intends to introduce at the hearing. Copies of such documents shall be attached to the list provided for herein. They shall be served on opposing side on or before the tenth (10th) day prior to commencement of the hearing. Absent a showing of good cause, failure to comply with these requirements shall result in exclusion of witness testimony and/or rejection of exhibits not designated in the

submissions. These disclosure requirements do not apply to rebuttal witnesses. Neither party to the proceedings shall issue threats or take other actions reasonably calculated to discourage an identified witness from either testifying or from testifying other than consistent with the witnesses' best recollection and honest belief as to matters within his/her knowledge. However, the act of interviewing a witness shall not in and of itself be deemed violative of this section.

9. The Board and/or the ALJ shall be empowered to issue subpoenas for the production of persons and documents. The Board and/or the ALJ shall designate the subpoena form to be utilized in such case. The California Code of Procedure, Evidence Code and other applicable statutes shall apply to the validity and processing of subpoenas and to the method of service of the same.
- H. The Board shall prepare and certify its findings and recommendations in writing and submit them to the City Manager for review. The Secretary of the Board shall give written notice to the employee and the Fire Chief of its determination. A copy of the findings and recommendations shall be provided to the employee.
- I. The Board, with the assistance of the ALJ shall recommend to the City Manager to affirm, reverse or modify the decision appealed. The City Manager's decision shall constitute final administrative action by the City.
- J. Within 21 calendar days of receiving the Board's written findings and recommendations, the City Manager will issue his/her decision adopting, rejecting or modifying the discipline. The City Manager's decision shall become effective thirty (30) days after delivered or mailed to the employee.
- K. Continuances - A party shall apply for any continuance within ten (10) working days following the time the party discovered or reasonably should have discovered the event or occurrence which establishes good cause for the continuance. A continuance may be granted for good cause after the ten (10) working days have elapsed if the party seeking the continuance is not responsible for and has made a good faith effort to prevent the condition or event establishing the good cause. (Section 11524.)
- L. Judicial Review - Judicial review of the City Manager's decision shall be sought within the time constraints of California Civil Procedure section 1094.6 (mandating that a petition for peremptory writ of mandate shall be filed not later than the 90th day following the date on which the City Manager's decision is mailed by first-class mail, postage pre-paid, including a copy of the affidavit or certificate of mailing).

Article XIV.

Other Legal Clauses

Section 1. Non-discrimination

The City and the Association agree that they shall not discriminate against any employee because of race, citizenship status, uniformed service member status, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (cancer or genetic characteristics), marital status, sex (including gender and pregnancy), age, sexual orientation (including heterosexuality, homosexuality and bisexuality) or the exercise of rights under the Meyers-Milias-Brown Act. The City and the Association shall reopen any provision of this MOU for the purpose of complying with any final order of a federal or state agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this MOU or to be in compliance with federal or state anti-discrimination laws.

Section 2. Severability

Should any provision of this MOU be found to be inoperative, void or invalid by a final decision of a court of competent jurisdiction, all other provisions of the MOU shall remain in full force and effect during the term of this Memorandum of Understanding.

Section 3. Strikes, Work Stoppages and Slowdowns

The City and Association mutually agree that differences shall be resolved without interruption in work. During the terms of this agreement, neither the Association, its officers or agents or any employees will for any reason authorize, condone, encourage or engage in a work slowdown or stoppage, strike or other interference with the work and functions or obligations to the City for the benefit of public safety. (*Resolution No. 3005*)

Section 4. Applicability of Memorandum of Understanding

It is the intent of the parties hereto that the provisions of this MOU shall supersede all prior agreements in prior Memoranda of Understanding or other understandings, oral or written, express or implied, between the parties. This MOU shall govern the entire relationship of the parties and shall be the sole source between all rights which may be asserted hereunder. This MOU is intended to set forth the full statement of wages, hours and other terms and conditions of employment for employees represented by the Association during the term of this MOU. The City's personnel rules, policies and procedures are included in full in City Personnel Resolution No. 5969 and the City Personnel Policy and Procedures Manual (PPPM) and incorporated into the MOU by reference. If a provision in City Resolution No. 5969 or PPPM contradicts the MOU, the MOU governs. The parties agree that during the term of this MOU they shall not seek to negotiate or bargain concerning wages, hours, or other terms and conditions of employment, regardless of whether covered by this MOU or in the negotiations leading thereto irrespective of whether such matters were discussed or were even within the contemplation of the parties hereto during the negotiations leading to this MOU. Regardless of the waiver contained in this paragraph, the parties may, by mutual agreement, and in writing, agree to meet and confer by any matter during the term of this MOU.

Section 5. Acknowledgement

This Memorandum of Understanding also recognizes the continuing efforts of the Santa Fe Springs Firefighter s Association in assisting the City of Santa Fe Springs in filling the budget gap caused by the economic recession through concessions in pay and benefits for their represented members.

Section 6. Ratification and Execution

This MOU shall be effective only upon ratification by the Association and adoption by the City Council. Subject to the foregoing, this MOU is hereby executed by the authorized representatives of the City and the Association.

City of Santa Fe Springs

Santa Fe Springs Firefighters Association

Mayor

Joseph Walls, President

Date

Date

PAYROLL SYSTEM
TIME 12:52 PM

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
01000 COUN	COUNCIL MEMBER	A- 1	970.840	448.080	5.601					2080.00
01300 C/A	CITY ATTORNEY	A- 1	16635.996	7678.152	95.977					2080.00
01400 CMGR	CITY MANAGER	A- 1	16750.000	7730.769	96.635	A- 1				2080.00
01600 D/H	ASST CMGR/DIR OF FIN	A- 1	11840.351	5464.777	68.310	A- 1	12490.861	5765.013	72.062	2080.00
		B- 2	12490.861	5765.013	72.063	B- 2	13177.629	6081.983	76.024	
		C- 3	13177.629	6081.983	76.025	C- 3	13902.788	6416.671	80.208	
		D- 4	13902.788	6416.671	80.208	D- 4	14667.403	6769.571	84.619	
		E- 5	14667.403	6769.571	84.620	E- 5	15474.676	7142.158	89.276	
01700 BAT	FIRE CHIEF	A- 1	10488.143	4840.681	60.509					2080.00
		B- 2	11066.137	5107.448	63.843					
		C- 3	11675.057	5388.488	67.356					
		D- 4	12318.102	5685.278	71.066					
		E- 5	12996.339	5998.310	74.979					
02400 D/H	DIR COMM SVCS	A- 1	9707.531	4480.399	56.005	A- 1	10241.802	4726.986	59.087	2080.00
		B- 2	10241.802	4726.986	59.087	B- 2	10804.866	4986.861	62.335	
		C- 3	10804.866	4986.861	62.336	C- 3	11398.857	5261.011	65.762	
		D- 4	11398.857	5261.011	65.763	D- 4	12025.906	5550.418	69.380	
		E- 5	12025.906	5550.418	69.380	E- 5	12686.013	5855.083	73.188	
02700 D/H	DIR POLICE SERVICES	A- 1	8022.603	3702.740	46.284	A- 1	8464.097	3906.506	48.831	2080.00
02710 D/H	DIR PLANNING	B- 2	8464.097	3906.506	48.831	B- 2	8930.117	4121.592	51.519	
		C- 3	8930.117	4121.592	51.520	C- 3	9421.733	4348.492	54.356	
		D- 4	9419.600	4347.508	54.344	D- 4	9940.008	4587.696	57.346	
		E- 5	9937.875	4586.712	57.334	E- 5	10487.076	4840.189	60.502	
02800 D/H	DIR PUBLIC WORKS	A- 1	10811.265	4989.815	62.173	A- 1	11406.321	5264.456	65.805	2080.00
02810 D/H	DIR FINANCE	B- 2	11406.321	5264.456	65.806	B- 2	12033.370	5553.863	69.423	
		C- 3	12033.370	5553.863	69.423	C- 3	12695.612	5859.513	73.243	
		D- 4	12695.612	5859.513	73.244	D- 4	13394.110	6181.897	77.273	
		E- 5	13394.110	6181.897	77.274	E- 5	14130.999	6522.000	81.524	
03000 BAT	BATTALION CHIEF	A- 1	9547.569	4406.570	39.344					2912.00
		B- 2	10029.587	4629.040	41.331					
		C- 3	10536.131	4862.830	43.418					
		D- 4	11048.008	5099.081	45.528					
		E- 5	11603.608	5355.511	47.817					

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
03900 MT	DIR TECHNOLOGY SVC M	A- 1	8463.030	3906.014	48.825	A- 1	8927.985	4120.608	51.507	2080.00
03910 MT	DIR FISCAL SERVICES	B- 2	8927.985	4120.608	51.508	B- 2	9418.533	4347.015	54.337	
		C- 3	9419.600	4347.508	54.344	C- 3	9937.875	4586.712	57.333	
		D- 4	9937.875	4586.712	57.334	D- 4	10482.810	4838.220	60.477	
		E- 5	10482.810	4838.220	60.478	E- 5	11059.739	5104.495	63.806	
05000 MT	HUMAN RESOURCE MGR	A- 1	8022.603	3702.740	46.284	A- 1	8463.030	3906.014	48.825	2080.00
		B- 2	8463.030	3906.014	48.825	B- 2	8927.985	4120.608	51.507	
		C- 3	8927.985	4120.608	51.508	C- 3	9419.600	4347.508	54.343	
		D- 4	9419.600	4347.508	54.344	D- 4	9937.875	4586.712	57.333	
		E- 5	9937.875	4586.712	57.334	E- 5	10482.810	4838.220	60.477	
05400 MT	DIR PURCHASING SVCS	A- 1	6931.665	3199.230	39.990	A- 1	7312.374	3374.942	42.186	2080.00
		B- 2	7312.374	3374.942	42.187	B- 2	7715.477	3560.989	44.512	
		C- 3	7715.477	3560.989	44.512	C- 3	8139.908	3756.881	46.961	
		D- 4	8139.908	3756.881	46.961	D- 4	8587.800	3963.600	49.545	
		E- 5	8587.800	3963.600	49.545	E- 5	9060.219	4181.640	52.270	
08540 MT	LIBRARY SVCS DIV DIR	A- 1	6931.665	3199.230	39.990	A- 1	7312.907	3375.188	42.189	2080.00
08550 MT	PARK & REC SVCS MGR	B- 2	7312.374	3374.942	42.187	B- 2	7714.554	3560.563	44.507	
08560 MT	FAM & HUMAN SVCS MGR	C- 3	7715.477	3560.989	44.512	C- 3	8139.827	3756.843	46.960	
		D- 4	8139.908	3756.881	46.961	D- 4	8587.602	3963.509	49.543	
		E- 5	8587.800	3963.600	49.545	E- 5	9060.129	4181.598	52.269	

PAYROLL SYSTEM
TIME 12:52 PM

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
12000 FIRE	DIR OF EPD-FPB	A- 1	9547.569	4406.570	55.082					2080.00
		B- 2	10029.587	4629.040	57.863					
		C- 3	10536.131	4862.830	60.785					
		D- 4	11048.008	5099.081	63.739					
		E- 5	11603.608	5355.511	66.944					
12100 FIRE	DEPUTY FIRE MARSHALL	A- 1	9028.994	4167.228	52.090					2080.00
		B- 2	9525.588	4396.425	54.955					
		C- 3	10049.496	4638.229	57.978					
		D- 4	10602.219	4893.332	61.167					
		E- 5	11185.340	5162.465	64.531					
12200 FIRE	DEPUTY DIR EPD	A- 1	8134.577	3754.420	46.930					2080.00
		B- 2	8581.979	3960.913	49.511					
		C- 3	9053.987	4178.763	52.235					
		D- 4	9551.957	4408.596	55.107					
		E- 5	10077.314	4651.068	58.138					
12300 FIRE	FIRE&ENV SAF INSP II	A- 1	6596.012	3044.313	38.054					2080.00
		B- 2	6958.792	3211.750	40.147					
		C- 3	7341.525	3388.396	42.355					
		D- 4	7745.310	3574.758	44.684					
		E- 5	8171.302	3771.370	47.142					
12400 MT	CAPITAL IMPRVMTS MGR	A- 1	7711.908	3559.342	44.492	A- 1	8136.064	3755.106	46.938	2080.00
		B- 2	8136.064	3755.106	46.939	B- 2	8583.436	3961.586	49.519	
		C- 3	8583.547	3961.637	49.520	C- 3	9055.642	4179.527	52.244	
		D- 4	9055.642	4179.527	52.244	D- 4	9553.701	4409.400	55.117	
		E- 5	9553.701	4409.400	55.118	E- 5	10079.156	4651.918	58.148	
12500 MT	ASST MUNI SVCS MGR	A- 1	6917.900	3192.877	39.911	A- 1	7298.386	3368.486	42.106	2080.00
		B- 2	7298.386	3368.486	42.106	B- 2	7699.796	3553.752	44.421	
		C- 3	7699.796	3553.752	44.422	C- 3	8123.285	3749.208	46.865	
		D- 4	8123.285	3749.208	46.865	D- 4	8570.067	3955.416	49.442	
		E- 5	8570.067	3955.416	49.443	E- 5	9041.420	4172.963	52.162	
12800 FIRE	FIRE CAPTAIN	A- 1	7759.199	3581.169	31.111					2992.86
		B- 2	8167.635	3769.678	32.748					
		C- 3	8618.726	3977.874	34.557					
		D- 4	9065.552	4184.101	36.349					
		E- 5	9560.366	4412.477	38.333					

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
12900 MT	MUNICIPAL SVCS MGR	A- 1	7237.725	3340.488	41.756	A- 1	7635.496	3524.075	44.050	2080.00
		B- 2	7635.496	3524.075	44.051	B- 2	8055.661	3717.997	46.474	
		C- 3	8055.661	3717.997	46.475	C- 3	8498.222	3922.256	49.028	
		D- 4	8498.222	3922.256	49.028	D- 4	8965.309	4137.835	51.722	
		E- 5	8965.309	4137.835	51.723	E- 5	9458.401	4365.416	54.567	
		F- 6	9458.401	4365.416	54.568	F- 6	9978.612	4605.513	57.568	
		G- 7	9978.612	4605.513	57.569	G- 7	10527.433	4858.815	60.735	
		H- 8	10527.433	4858.815	60.735	H- 8	11106.441	5126.050	64.075	
13110 FIRE	SPD-FPB SPECIALIST	A- 1	7382.757	3407.426	42.593					2080.00
		B- 2	7775.196	3588.552	44.857					
		C- 3	8184.697	3777.552	47.219					
		D- 4	8618.726	3977.874	49.723					
		E- 5	9077.282	4189.515	52.369					
13200 MISC	ASSOC CIVIL ENGINEER	A- 1	6539.226	3018.104	37.726	A- 1	6894.341	3182.004	39.775	2080.00
		B- 2	6900.740	3184.957	39.812	B- 2	7277.182	3358.699	41.983	
		C- 3	7287.846	3363.621	42.045	C- 3	7686.683	3547.700	44.346	
		D- 4	7700.547	3554.099	44.426	D- 4	8114.314	3745.068	46.813	
		E- 5	8140.974	3757.373	46.967	E- 5	8583.535	3961.632	49.520	
13300 MT	UTILITY SVCS MANAGER	A- 1	6870.880	3171.175	39.640	A- 1	7248.389	3345.410	41.817	2080.00
		B- 2	7248.389	3345.410	41.818	B- 2	7647.227	3529.489	44.118	
		C- 3	7647.227	3529.489	44.119	C- 3	8067.392	3723.412	46.542	
		D- 4	8067.392	3723.412	46.543	D- 4	8511.019	3928.163	49.102	
		E- 5	8511.019	3928.163	49.102	E- 5	8979.172	4144.233	51.802	
13400 MT	ACCOUNTING MANAGER	A- 1	6718.660	3100.920	38.762	A- 1	7088.187	3271.471	40.893	2080.00
		B- 2	7088.187	3271.471	40.893	B- 2	7478.037	3451.402	43.142	
		C- 3	7478.037	3451.402	43.143	C- 3	7889.330	3641.229	45.515	
		D- 4	7889.330	3641.229	45.515	D- 4	8323.243	3841.497	48.018	
		E- 5	8323.243	3841.497	48.019	E- 5	8781.021	4052.779	50.659	
13673 MISC	ST & GRNDS MTC SUPT	A- 1	5869.521	2709.010	33.863	A- 1	6192.643	2858.143	35.726	2080.00
		B- 2	6192.643	2858.143	35.727	B- 2	6539.226	3018.104	37.726	
		C- 3	6539.226	3018.104	37.726	C- 3	6894.341	3182.004	39.775	
		D- 4	6894.341	3182.004	39.775	D- 4	7287.846	3363.621	42.045	
		E- 5	7287.846	3363.621	42.045	E- 5	7686.683	3547.700	44.346	
		F- 6	7686.683	3547.700	44.346	F- 6	8140.974	3757.373	46.967	
		G- 7	8140.974	3757.373	46.967	G- 7	8593.132	3966.061	49.575	
		H- 8	8593.132	3966.061	49.576	H- 8	9057.021	4180.164	52.252	

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
13700 MISC	CHLDREN'S SVCS ADM E	A- 1	6231.722	2876.179	35.952	A- 1	6573.740	3034.034	37.925	2080.00
		B- 2	6573.740	3034.034	37.925	B- 2	6934.886	3200.717	40.008	
		C- 3	6934.886	3200.717	40.009	C- 3	7317.407	3377.265	42.215	
		D- 4	7317.407	3377.265	42.216	D- 4	7719.054	3562.640	44.533	
		E- 5	7719.054	3562.640	44.533	E- 5	8143.203	3758.401	46.980	
13810 FIRE	FIRE ENGINEER	A- 1	6661.864	3074.706	26.711					2992.86
		B- 2	7010.579	3235.652	28.109					
		C- 3	7388.088	3409.887	29.623					
		D- 4	7759.199	3581.169	31.111					
		E- 5	8170.833	3771.154	32.761					
13910 MT	SENIOR PLANNER	A- 1	6190.511	2857.159	35.714	A- 1	6527.496	3012.690	37.658	2080.00
		B- 2	6527.496	3012.690	37.659	B- 2	6881.544	3176.097	39.701	
		C- 3	6881.544	3176.097	39.701	C- 3	7257.986	3349.840	41.872	
		D- 4	7257.986	3349.840	41.873	D- 4	7653.625	3532.442	44.155	
		E- 5	7653.625	3532.442	44.156	E- 5	8070.591	3724.888	46.561	
14100 MT	CITY CLERK	A- 1	6015.619	2776.440	34.705	A- 1	6337.675	2925.081	36.563	2080.00
14110 MT	SENIOR HR ANALYST	B- 2	6337.675	2925.081	36.564	B- 2	6676.794	3081.597	38.519	
		C- 3	6676.794	3081.597	38.520	C- 3	7031.908	3245.496	40.568	
		D- 4	7031.908	3245.496	40.569	D- 4	7410.484	3420.223	42.752	
		E- 5	7410.484	3420.223	42.753	E- 5	7809.321	3604.302	45.053	
14200 MT	ASST TO DIR POL SVCS	A- 1	5577.324	2574.150	32.177	A- 1	5879.119	2713.440	33.917	2080.00
		B- 2	5879.119	2713.440	33.918	B- 2	6197.975	2860.604	35.757	
		C- 3	6197.975	2860.604	35.758	C- 3	6537.093	3017.120	37.713	
		D- 4	6537.093	3017.120	37.714	D- 4	6894.341	3182.004	39.775	
		E- 5	6894.341	3182.004	39.775	E- 5	7269.717	3355.254	41.940	
14300 CONF	ACCOUNTANT	A- 1	5190.218	2395.485	29.944	A- 1	5473.883	2526.408	31.580	2080.00
		B- 2	5469.617	2524.439	31.555	B- 2	5765.012	2660.775	33.259	
		C- 3	5775.677	2665.697	33.321	C- 3	6091.334	2811.385	35.142	
		D- 4	6100.932	2815.815	35.198	D- 4	6429.386	2967.409	37.092	
		E- 5	6434.718	2969.870	37.123	E- 5	6786.633	3132.292	39.153	
14400 MISC	CIVIL ENGR ASST I	A- 1	5348.047	2468.329	30.854	A- 1	5642.376	2604.174	32.552	2080.00
		B- 2	5642.376	2604.174	32.552	B- 2	5951.635	2746.908	34.336	
		C- 3	5951.635	2746.908	34.336	C- 3	6279.022	2898.010	36.225	
		D- 4	6279.022	2898.010	36.225	D- 4	6624.539	3057.480	38.218	
		E- 5	6624.539	3057.480	38.218	E- 5	6989.251	3226.808	40.322	

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
AS OF PERIOD ENDING: 07/08/2018

CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
14500	CONF	SR MGMT ASSISTANT	A- 1	6015.619	2776.440	34.705	A- 1	6337.675	2925.081	36.563	2080.00
			B- 2	6337.675	2925.081	36.564	B- 2	6676.794	3081.597	38.519	
			C- 3	6676.794	3081.597	38.520	C- 3	7031.908	3245.496	40.568	
			D- 4	7031.908	3245.496	40.569	D- 4	7410.484	3420.223	42.752	
			E- 5	7410.484	3420.223	42.753	E- 5	7809.321	3604.302	45.053	
14620	MISC	CIVIL ENGR TECH II	A- 1	5269.132	2431.907	30.399	A- 1	5559.196	2565.783	32.072	2080.00
			B- 2	5559.196	2565.783	32.072	B- 2	5865.255	2707.041	33.838	
			C- 3	5865.255	2707.041	33.838	C- 3	6187.311	2855.682	35.696	
			D- 4	6187.311	2855.682	35.696	D- 4	6527.496	3012.690	37.658	
			E- 5	6527.496	3012.690	37.659	E- 5	6885.810	3178.066	39.725	
14705	MISC	FLEET SEC SUPERVISOR	A- 1	5190.218	2395.485	29.944	A- 1	5469.617	2524.439	31.555	2080.00
14720	MISC	WATER UTILITY SEC SUPV	B- 2	5469.617	2524.439	31.555	B- 2	5775.677	2665.697	33.321	
14721	MISC	ST & GRNDS MTC SUPV	C- 3	5775.677	2665.697	33.321	C- 3	6100.932	2815.815	35.197	
14723	MISC	FACILITY SEC SUPV	D- 4	6100.932	2815.815	35.198	D- 4	6429.386	2967.409	37.092	
14730	MISC	TRAF SGNL & LGT SUPV	E- 5	6429.386	2967.409	37.093	E- 5	6786.633	3132.292	39.153	
14740	MISC	COMPUTER SPECLST III	F- 6	6786.633	3132.292	39.154	F- 6	7172.674	3310.465	41.380	
14754	MISC	LIBRARIAN II	G- 7	7172.674	3310.465	41.381	G- 7	7575.777	3496.512	43.706	
			H- 8	7575.777	3496.512	43.706	H- 8	7992.743	3688.958	46.111	
14810	FIRE	FIRE/ENV SFT INSP I	A- 1	5727.689	2643.549	33.044					2080.00
			B- 2	6028.416	2782.346	34.779					
			C- 3	6344.074	2928.034	36.600					
			D- 4	6676.794	3081.597	38.520					
			E- 5	7027.642	3243.527	40.544					
14910	MISC	CODE ENFORCMT INSP I	A- 1	4991.866	2303.938	28.799	A- 1	5258.468	2426.985	30.337	2080.00
14920	MISC	ELECTRICIAN	B- 2	5258.468	2426.985	30.337	B- 2	5541.066	2557.415	31.967	
14975	MISC	P/W INSPECTOR I	C- 3	5557.063	2564.798	32.060	C- 3	5869.521	2709.010	33.862	
14980	MISC	MECHANIC II	D- 4	5869.521	2709.010	33.863	D- 4	6192.643	2858.143	35.726	
			E- 5	6192.643	2858.143	35.727	E- 5	6527.496	3012.690	37.658	
15000	MISC	LIBRARIAN III	A- 1	5577.324	2574.150	32.177	A- 1	5879.119	2713.440	33.917	2080.00
15040	MISC	COMMUNITY SVCS SUPVR	B- 2	5879.119	2713.440	33.918	B- 2	6197.975	2860.604	35.757	
			C- 3	6197.975	2860.604	35.758	C- 3	6537.093	3017.120	37.713	
			D- 4	6537.093	3017.120	37.714	D- 4	6894.341	3182.004	39.775	
			E- 5	6894.341	3182.004	39.775	E- 5	7269.717	3355.254	41.940	

CITY OF SANTA FE SPRINGS
SALARY TABLES BY CLASS
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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
15100 MISC	ASST CIVIL ENGINEER	A- 1	5200.000	2400.000	30.000	A- 1	5486.000	2532.000	31.650	2080.00
		B- 2	5486.000	2532.000	31.650	B- 2	5787.000	2670.923	33.386	
		C- 3	5787.000	2670.923	33.387	C- 3	6106.000	2818.154	35.226	
		D- 4	6106.000	2818.154	35.227	D- 4	6442.000	2973.231	37.165	
		E- 5	6442.000	2973.231	37.165	E- 5	6796.000	3136.615	39.207	
15200 FIRE	FF/PARA II	A- 1	6277.956	2897.518	25.172					2992.86
		B- 2	6496.570	2998.417	26.048					
		C- 3	6711.985	3097.839	26.912					
		D- 4	6929.532	3198.246	27.784					
		E- 5	7143.881	3297.176	28.644					
		F- 6	7359.296	3396.598	29.507					
		G- 7	7581.109	3498.973	30.397					
		H- 8	7797.590	3598.888	31.265					
		I- 9	8011.939	3697.818	32.124					
		J-10	8231.619	3799.209	33.005					
15300 FIRE	FF/PARA I	A- 1	5950.568	2746.416	23.859					2992.86
		B- 2	6157.451	2841.900	24.689					
		C- 3	6361.136	2935.909	25.505					
		D- 4	6568.020	3031.394	26.335					
		E- 5	6772.770	3125.894	27.156					
		F- 6	6976.454	3219.902	27.972					
		G- 7	7186.538	3316.864	28.815					
		H- 8	7391.288	3411.364	29.636					
		I- 9	7594.972	3505.372	30.452					
		J-10	7801.856	3600.857	31.282					
15400 FIRE	FF/PARA TRAINEE	A- 1	5640.243	2603.189	22.615					2992.86
		B- 2	5836.462	2693.752	23.402					
		C- 3	6030.549	2783.330	24.180					
		D- 4	6281.155	2898.995	25.185					
		E- 5	6418.722	2962.487	25.736					
		F- 6	6613.875	3052.558	26.519					
		G- 7	6811.161	3143.613	27.310					
		H- 8	7006.314	3233.683	28.092					
		I- 9	7198.268	3322.278	28.862					
		J-10	7395.554	3413.333	29.653					
15500 CONF	HUMAN RESRCE ANALYST	A- 1	5115.569	2361.032	29.513	A- 1	5397.102	2490.970	31.137	2080.00
		B- 2	5397.102	2490.970	31.137	B- 2	5694.629	2628.290	32.853	
		C- 3	5694.629	2628.290	32.854	C- 3	6007.088	2772.502	34.656	
		D- 4	6007.088	2772.502	34.656	D- 4	6337.675	2925.081	36.563	
		E- 5	6337.675	2925.081	36.564	E- 5	6685.325	3085.535	38.569	

CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
15630 MISC	LEAD PSC	A- 1	4733.795	2184.828	27.310	A- 1	4993.999	2304.923	28.811	2080.00
15650 MISC	YTH INTRVNTN PRG SUP	B- 2	4993.999	2304.923	28.812	B- 2	5269.132	2431.907	30.398	
		C- 3	5269.132	2431.907	30.399	C- 3	5559.196	2565.783	32.072	
		D- 4	5559.196	2565.783	32.072	D- 4	5865.255	2707.041	33.838	
		E- 5	5865.255	2707.041	33.838	E- 5	6187.311	2855.682	35.696	
15700 MISC	LIBRARIAN I	A- 1	4832.970	2230.602	27.883	A- 1	5098.507	2353.157	29.414	2080.00
		B- 2	5098.507	2353.157	29.414	B- 2	5378.972	2482.602	31.032	
		C- 3	5378.972	2482.602	31.033	C- 3	5674.368	2618.939	32.736	
		D- 4	5674.368	2618.939	32.737	D- 4	5986.826	2763.150	34.539	
		E- 5	5986.826	2763.150	34.539	E- 5	6315.280	2914.745	36.434	
15810 CONF	MANAGEMENT ASST II C	A- 1	5386.437	2486.048	31.076	A- 1	5680.767	2621.892	32.773	2080.00
		B- 2	5680.767	2621.892	32.774	B- 2	5994.291	2766.596	34.582	
		C- 3	5994.291	2766.596	34.582	C- 3	6324.878	2919.174	36.489	
		D- 4	6324.878	2919.174	36.490	D- 4	6672.528	3079.628	38.495	
		E- 5	6672.528	3079.628	38.495	E- 5	7039.373	3248.941	40.611	
		Y-25	7410.484	3420.223	42.753	Y-25	7809.321	3604.302	45.053	
15900 MISC	PUB RELATIONS TECH	A- 1	4716.916	2177.038	27.213	A- 1	4976.346	2296.775	28.709	2080.00
		B- 2	4976.346	2296.775	28.710	B- 2	5250.046	2423.098	30.288	
		C- 3	5250.046	2423.098	30.289	C- 3	5538.798	2556.368	31.954	
		D- 4	5538.798	2556.368	31.955	D- 4	5843.431	2696.968	33.712	
		E- 5	5843.431	2696.968	33.712	E- 5	6164.821	2845.302	35.566	
16010 MISC	WATER WELL OPERATOR	A- 1	4663.411	2152.344	26.904	A- 1	4919.350	2270.469	28.380	2080.00
16040 MISC	TRF SIG LGT TECH II	B- 2	4919.350	2270.469	28.381	B- 2	5189.151	2394.993	29.937	
		C- 3	5189.151	2394.993	29.937	C- 3	5469.617	2524.439	31.555	
		D- 4	5469.617	2524.439	31.555	D- 4	5776.743	2666.189	33.327	
		E- 5	5776.743	2666.189	33.327	E- 5	6091.334	2811.385	35.142	
16100 CONF	MANAGEMENT ASST I C	A- 1	4556.770	2103.125	26.289	A- 1	4806.310	2218.297	27.728	2080.00
		B- 2	4806.310	2218.297	27.729	B- 2	5070.780	2340.360	29.254	
		C- 3	5070.780	2340.360	29.255	C- 3	5349.113	2468.821	30.860	
		D- 4	5349.113	2468.821	30.860	D- 4	5644.509	2605.158	32.564	
		E- 5	5644.509	2605.158	32.564	E- 5	5953.768	2747.893	34.348	
16200 FIRE	FIREFIGHTER	A- 1	5346.980	2467.837	21.439					2992.86
		B- 2	5531.469	2552.986	22.179					
		C- 3	5715.958	2638.134	22.918					
		D- 4	5901.513	2723.775	23.662					
		E- 5	6083.870	2807.940	24.394					
		F- 6	6269.425	2893.581	25.138					
		G- 7	6456.046	2979.714	25.886					
		H- 8	6640.536	3064.863	26.626					
		I- 9	6823.958	3149.519	27.361					
		J-10	7010.579	3235.652	28.109					

CITY OF SANTA FE SPRINGS
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16300 MISC	MANAGEMENT ASST I	A- 1	4556.770	2103.125	26.289	A- 1	4806.310	2218.297	27.728	2080.00
		B- 2	4806.310	2218.297	27.729	B- 2	5070.780	2340.360	29.254	
		C- 3	5070.780	2340.360	29.255	C- 3	5349.113	2468.821	30.860	
		D- 4	5349.113	2468.821	30.860	D- 4	5644.509	2605.158	32.564	
		E- 5	5644.509	2605.158	32.564	E- 5	5953.768	2747.893	34.348	
16440 MISC	WTR UTILITY LEAD WKR	A- 1	4485.320	2070.148	25.877	A- 1	4731.662	2183.844	27.298	2080.00
		B- 2	4717.798	2177.445	27.218	B- 2	4991.866	2303.938	28.799	
		C- 3	4991.866	2303.938	28.799	C- 3	5267.000	2430.923	30.386	
		D- 4	5267.000	2430.923	30.387	D- 4	5555.996	2564.306	32.053	
		E- 5	5555.996	2564.306	32.054	E- 5	5862.056	2705.564	33.819	
16500 MISC	TRANSPORT SVCS SUPV	A- 1	4398.942	2030.281	25.379	A- 1	4639.950	2141.515	26.768	2080.00
		B- 2	4639.950	2141.515	26.769	B- 2	4895.889	2259.641	28.245	
		C- 3	4895.889	2259.641	28.246	C- 3	5164.624	2383.673	29.795	
		D- 4	5164.624	2383.673	29.796	D- 4	5448.289	2514.595	31.432	
		E- 5	5448.289	2514.595	31.432	E- 5	5750.083	2653.884	33.173	
16620 MISC	PUB WKS DEPT SECTY	A- 1	4217.652	1946.609	24.333	A- 1	4449.063	2053.414	25.667	2080.00
		B- 2	4449.063	2053.414	25.668	B- 2	4693.271	2166.125	27.076	
		C- 3	4693.271	2166.125	27.077	C- 3	4951.342	2285.235	28.565	
		D- 4	4951.342	2285.235	28.565	D- 4	5224.343	2411.235	30.140	
		E- 5	5224.343	2411.235	30.140	E- 5	5511.207	2543.634	31.795	
16700 MISC	PRG COORD-LIB OUTRCH	A- 1	4475.499	2065.615	25.820	A- 1	4723.116	2179.900	27.248	2080.00
		B- 2	4723.116	2179.900	27.249	B- 2	4983.137	2299.909	28.748	
		C- 3	4983.137	2299.909	28.749	C- 3	5255.030	2425.398	30.317	
		D- 4	5255.030	2425.398	30.317	D- 4	5538.797	2556.368	31.954	
		E- 5	5538.797	2556.368	31.955	E- 5	5843.431	2696.968	33.712	
16800 CONF	ACCOUNT CLERK SUPV	A- 1	4663.411	2152.344	26.904	A- 1	4919.350	2270.469	28.380	2080.00
		B- 2	4919.350	2270.469	28.381	B- 2	5189.151	2394.993	29.937	
		C- 3	5189.151	2394.993	29.937	C- 3	5469.617	2524.439	31.555	
		D- 4	5469.617	2524.439	31.555	D- 4	5776.743	2666.189	33.327	
		E- 5	5776.743	2666.189	33.327	E- 5	6091.334	2811.385	35.142	
16990 CONF	PUB RELATIONS SPEC	A- 1	4365.883	2015.023	25.188	A- 1	4606.891	2126.257	26.578	2080.00
		B- 2	4606.891	2126.257	26.578	B- 2	4859.631	2242.907	28.036	
		C- 3	4859.631	2242.907	28.036	C- 3	5126.233	2365.954	29.574	
		D- 4	5126.233	2365.954	29.574	D- 4	5408.832	2496.384	31.204	
		E- 5	5408.832	2496.384	31.205	E- 5	5706.360	2633.705	32.921	

CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
17010	MISC	PROGRAM COORDINATOR	A- 1	4242.179	1957.929	24.474	A- 1	4475.723	2065.718	25.821	2080.00
17050	MISC	PUB SAF OFFPCR/ADMIN	B- 2	4475.723	2065.718	25.821	B- 2	4719.931	2178.430	27.230	
17070	MISC	PUB SAF OFFPCR/FIELD	C- 3	4719.931	2178.430	27.230	C- 3	4974.803	2296.063	28.700	
17080	MISC	YTH INTRVNTN CSE WKR	D- 4	4974.803	2296.063	28.701	D- 4	5258.468	2426.985	30.337	
17090	MISC	HUMAN SVCS CS WKR I	E- 5	5258.468	2426.985	30.337	E- 5	5541.066	2557.415	31.967	
17210	MISC	ACCOUNT CLERK III	A- 1	4106.745	1895.421	23.693	A- 1	4332.824	1999.765	24.997	2080.00
17240	MISC	BUS DRIVER III	B- 2	4332.824	1999.765	24.997	B- 2	4571.700	2110.015	26.375	
			C- 3	4571.700	2110.015	26.375	C- 3	4822.306	2225.680	27.820	
			D- 4	4822.306	2225.680	27.821	D- 4	5091.041	2349.711	29.371	
			E- 5	5091.041	2349.711	29.371	E- 5	5365.109	2476.204	30.952	
17400	CONF	ACCOUNT CLERK III	C A- 1	4106.745	1895.421	23.693	A- 1	4332.824	1999.765	24.997	2080.00
17410	CONF	CITY CLERK TECH	C B- 2	4332.824	1999.765	24.997	B- 2	4571.700	2110.015	26.375	
			C- 3	4571.700	2110.015	26.375	C- 3	4822.306	2225.680	27.820	
			D- 4	4822.306	2225.680	27.821	D- 4	5091.041	2349.711	29.371	
			E- 5	5091.041	2349.711	29.371	E- 5	5365.109	2476.204	30.952	
17500	MISC	TRAF & LITE TECH I	A- 1	4045.960	1867.366	23.342	A- 1	4267.773	1969.741	24.621	2080.00
17510	MISC	FACILITY SPECIALIST	B- 2	4267.773	1969.741	24.622	B- 2	4505.583	2079.500	25.993	
17540	MISC	TREE WORKER SPCLALST	C- 3	4505.583	2079.500	25.994	C- 3	4751.923	2193.195	27.414	
			D- 4	4751.923	2193.195	27.415	D- 4	5013.194	2313.782	28.922	
			E- 5	5013.194	2313.782	28.922	E- 5	5274.464	2434.368	30.429	
			F- 6	5274.464	2434.368	30.430	F- 6	5580.524	2575.626	32.195	
			G- 7	5580.524	2575.626	32.195	G- 7	5888.716	2717.869	33.973	
			H- 8	5888.716	2717.869	33.973	H- 8	6210.772	2866.510	35.831	
17600	MISC	MANAGEMENT ASST II	A- 1	5386.437	2486.048	31.076	A- 1	5680.767	2621.892	32.773	2080.00
			B- 2	5680.767	2621.892	32.774	B- 2	5994.291	2766.596	34.582	
			C- 3	5994.291	2766.596	34.582	C- 3	6324.878	2919.174	36.489	
			D- 4	6324.878	2919.174	36.490	D- 4	6672.528	3079.628	38.495	
			E- 5	6672.528	3079.628	38.495	E- 5	7039.373	3248.941	40.611	
17800	MISC	WATER UTILITY WORKER	A- 1	3882.799	1792.061	22.401	A- 1	4095.014	1890.006	23.625	2080.00
17850	MISC	COMM SVCS SPECIALIST	B- 2	4095.014	1890.006	23.625	B- 2	4321.093	1994.351	24.929	
17860	MISC	HEAD TEACHER	C- 3	4321.093	1994.351	24.929	C- 3	4558.903	2104.109	26.301	
			D- 4	4558.903	2104.109	26.301	D- 4	4809.509	2219.773	27.747	
			E- 5	4809.509	2219.773	27.747	E- 5	5069.713	2339.868	29.248	

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CLASS	UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
18010	MISC	ACCOUNT CLERK II	A- 1	3684.447	1700.514	21.256	A- 1	3887.065	1794.030	22.425	2080.00
18020	MISC	MAINTENANCE WORKER	B- 2	3887.065	1794.030	22.425	B- 2	4093.949	1889.515	23.618	
18085	MISC	BLDG PERMIT CLERK II	C- 3	4093.949	1889.515	23.619	C- 3	4327.492	1997.304	24.966	
18097	MISC	PROG ASST/CMO	D- 4	4327.492	1997.304	24.966	D- 4	4562.102	2105.586	26.319	
18098	MISC	PROGRAM ASSIST PLAN	E- 5	4562.102	2105.586	26.320	E- 5	4807.376	2218.789	27.734	
18400	MISC	ENVR PROTEC CLRK II	A- 1	3497.361	1614.167	20.177	A- 1	3689.715	1702.945	21.286	2080.00
			B- 2	3689.715	1702.945	21.287	B- 2	3892.649	1796.607	22.457	
			C- 3	3892.649	1796.607	22.458	C- 3	4106.745	1895.421	23.692	
			D- 4	4106.745	1895.421	23.693	D- 4	4332.616	1999.669	24.995	
			E- 5	4332.616	1999.669	24.996	E- 5	4570.910	2109.651	26.370	
18510	MISC	RECREATION SPECIALIS	A- 1	3470.098	1601.584	20.020	A- 1	3657.786	1688.209	21.102	2080.00
			B- 2	3657.786	1688.209	21.103	B- 2	3855.073	1779.264	22.240	
			C- 3	3855.073	1779.264	22.241	C- 3	4064.089	1875.733	23.446	
			D- 4	4064.089	1875.733	23.447	D- 4	4284.835	1977.616	24.720	
			E- 5	4284.835	1977.616	24.720	E- 5	4516.247	2084.422	26.055	
			F- 6	4516.247	2084.422	26.055	F- 6	4761.521	2197.625	27.470	
18815	MISC	ADMIN CLERK II	A- 1	3315.469	1530.216	19.128	A- 1	3496.759	1613.889	20.173	2080.00
18820	MISC	HUMAN RSRC ASSISTANT	B- 2	3496.759	1613.889	20.174	B- 2	3690.846	1703.467	21.293	
18860	MISC	ENVR PROTECT CLERK I	C- 3	3690.846	1703.467	21.293	C- 3	3887.065	1794.030	22.425	
			D- 4	3887.065	1794.030	22.425	D- 4	4093.949	1889.515	23.618	
			E- 5	4106.745	1895.421	23.693	E- 5	4327.492	1997.304	24.966	
19615	MISC	ADMIN CLERK I	A- 1	2979.550	1375.177	17.190	A- 1	3142.711	1450.482	18.131	2080.00
19620	MISC	LIBRARY CLERK I	B- 2	3142.711	1450.482	18.131	B- 2	3317.602	1531.201	19.140	
			C- 3	3317.602	1531.201	19.140	C- 3	3499.958	1615.365	20.192	
			D- 4	3499.958	1615.365	20.192	D- 4	3684.447	1700.514	21.256	
			E- 5	3684.447	1700.514	21.256	E- 5	3887.065	1794.030	22.425	

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
50300 PART	HEAD TEACHER B	A- 1			22.401					
		B- 2			23.625					
		C- 3			24.929					
		D- 4			26.302					
		E- 5			27.747					
50410 PART	BUS DRIVER II B	A- 1			21.115					
		B- 2			22.271					
		C- 3			23.555					
		D- 4			24.873					
		E- 5			26.201					
50610 PART	TEACHER III	A- 1			19.999					
		B- 2			21.115					
		C- 3			22.330					
		D- 4			23.579					
		E- 5			24.837					
51010 PART	COMM SVCS LEAD III B	A- 1			17.833					
		B- 2			18.822					
		C- 3			19.892					
		D- 4			21.015					
		E- 5			22.156					
		F- 6			23.373					
52010 PART	COMM SVCS LEAD II B	A- 1			15.397					
52080 PART	CHILD CARE TEACH IIB	B- 2			16.172					
		C- 3			16.977					
		D- 4			17.821					
		E- 5			18.718					
52500 PART	CHILD CARE TEACH I B	A- 1			13.966					
		B- 2			14.667					
		C- 3			15.397					
		D- 4			16.172					
		E- 5			16.977					
53530 PART	CLD CARE AST TEACH B	A- 1			13.407					
		B- 2			14.073					
		C- 3			14.766					
		D- 4			15.507					
		E- 5			16.279					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
57000 PART	ADMIN CLERK I	A- 1			16.082					
		B- 2			17.002					
		C- 3			17.971					
		D- 4			18.983					
		E- 5			19.999					

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70400 NB	PUBLIC SAFETY OFCR	A- 1			19.999					
70410 NB	CODE ENFORCMT INSP I	B- 2			21.115					
		C- 3			22.330					
		D- 4			23.579					
		E- 5			24.837					
70545 NB	LITERACY INTERN N	A- 1			14.938					
70580 NB	ADMIN INTERN N	B- 2			15.761					
		C- 3			16.627					
		D- 4			17.541					
		E- 5			18.509					
70600 NB	PT HUMAN RSRC ASSIST	A- 1			19.128					
		B- 2			20.174					
		C- 3			21.293					
		D- 4			22.425					
		E- 5			23.593					
70700 NB	HUMAN SVCS CS WKR I	A- 1			24.474					
		B- 2			25.851					
		C- 3			27.230					
		D- 4			28.701					
		E- 5			30.337					
71010 NB	TRAF SIGNAL APRENT N	A- 1			14.228					
71040 NB	WATER UTILTY APPRENT	B- 2			14.938					
71050 NB	ELECTRICIAN APPRENT	C- 3			15.681					
		D- 4			16.469					
		E- 5			17.290					
71520 NB	CLD CARE TEACH IISUB	A- 1			13.764					
		B- 2			14.521					
		C- 3			15.364					
		D- 4			16.240					
		E- 5			17.109					
72000 NB	FIRE HSNG INSPEC PTN	A- 1			28.799					
		B- 2			30.382					
		C- 3			32.052					
		D- 4			33.815					
		E- 5			35.731					

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72100 NB	INSTR LIFEGUARD IIIN	A- 1			21.115					
		B- 2			22.271					
		C- 3			23.555					
		D- 4			24.873					
		E- 5			26.201					
72220 NE	POLICE SVCS CLERK	A- 1			14.932					
		B- 2			15.754					
		C- 3			16.619					
		D- 4			17.533					
		E- 5			18.500					
72300 NB	INSTR LIFEGUARD II N	A- 1			17.855					
		B- 2			18.838					
		C- 3			19.875					
		D- 4			20.967					
		E- 5			22.118					
72400 NB	INSTR LIFEGUARD I N	A- 1			16.927					
		B- 2			17.855					
		C- 3			18.838					
		D- 4			19.875					
		E- 5			20.967					
72530 NB	CHILD CARE TEACH I N	A- 1			12.991					
72540 NB	HERITAGE PK RANGER N	B- 2			13.642					
72560 NB	PSO APPRENTICE N	C- 3			14.323					
		D- 4			15.043					
		E- 5			15.794					
72600 NB	LIB INFO DESK ASST	A- 1			17.700					
72610 NB	PUBLIC AFFAIRS ASST.	B- 2			18.675					
		C- 3			19.701					
		D- 4			20.787					
		E- 5			21.929					
72710 NB	ADMIN CLERK I NB	A- 1			14.521					
		B- 2			15.320					
		C- 3			16.163					
		D- 4			17.051					
		E- 5			17.989					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
72800 NB	BUS DRIVER I NB	A- 1			15.000					
		B- 2			15.825					
		C- 3			16.695					
		D- 4			17.614					
		E- 5			18.582					
73000 NB	COMM SVCS LEAD II N	A- 1			12.382					
		B- 2			13.001					
		C- 3			13.643					
		D- 4			14.337					
		E- 5			15.044					
73100 NB	FINANCE OFFICE AIDE	A- 1			12.817					
73110 NB	WAREHOUSE ASSISTANT	B- 2			13.453					
		C- 3			14.114					
		D- 4			14.826					
		E- 5			15.564					
74300 NB	PUB WORKS AIDE II N	A- 1			11.788					
		B- 2			12.436					
		C- 3			13.120					
		D- 4			13.839					
		E- 5			14.600					
74560 NB	LIBRARY SVCS AIDE N	A- 1			11.657					
		B- 2			12.240					
		C- 3			12.852					
		D- 4			13.494					
		E- 5			14.169					
75000 NB	CLD CARE AST TEACH N	A- 1			11.545					
75010 NB	C/C ASST TEACH SUB N	B- 2			12.122					
		C- 3			12.728					
		D- 4			13.365					
		E- 5			14.034					
75400 NB	COMM SVCS LEAD I N	A- 1			11.609					
		B- 2			12.190					
		C- 3			12.800					
		D- 4			13.439					
		E- 5			14.112					

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CLASS UNIT	JOB TITLE	STEP	MONTHLY	NON-PHYS BI-WEEKLY	HOURLY	STEP	MONTHLY	PHYSICAL BI-WEEKLY	HOURLY	ANNUAL HOURS
75500 NB	PUBLIC WORKS AIDE N	A- 1			11.000					
75530 NB	OFFICE AIDE N	B- 2			11.550					
75550 NB	AQUATICS AIDE N	C- 3			12.128					
75580 NB	COMM SVC FACILITY WK	D- 4			12.734					
75590 NB	FOOD SERVICE AIDE N	E- 5			13.370					
77000 NB	SYSTEMS ANALYST PTNB	A- 1			38.633					
		B- 2			40.756					
		C- 3			42.999					
		D- 4			45.363					
		E- 5			47.858					
78000 NB	LITERACY ASSISTANT N	A- 1			16.092					
78010 NB	COMPUTER TECHNICIAN	B- 2			16.976					
78020 NB	ENVIRONMENTAL INTERN	C- 3			17.909					
		D- 4			18.896					
		E- 5			19.934					
79800 NB	REC INSTRUCTOR	A- 1			31.659					
		K-11			26.638					
		N-14			22.198					
		P-16			19.239					
		V-22			13.320					
		X-24			11.000					
79901 NB	TEMP-ACCT CLERK III	O-15			26.440					
79960 NB	TEMP-NEW BUS INSP SP	P-16			52.369					

**City of Santa Fe Springs
Alcohol and Drug Abuse Policy
(Revised February 9, 2006)**

PURPOSE:

The City of Santa Fe Springs is responsible for maintaining a safe, healthy and productive work environment for all employees. Employees are responsible for performing services to the public as safely, effectively and efficiently as possible.

The City recognizes that drug and alcohol hinders an employee's ability to perform duties safely and effectively. The City establishes the following drug and alcohol policy to eliminate the detrimental effects of drugs and alcohol in the workplace, as well as to promote a safe and productive work environment.

The City urges employees who think they may have an alcohol or drug usage problem to voluntarily seek confidential assistance from the Employee Assistance Program. While the City will be supportive of those who seek help voluntarily, the City will be equally firm in identifying and disciplining those whose continued substance abuse, even if enrolled in counseling or rehabilitation programs, results in performance problems, danger to the health and safety of others and themselves, and/or violations of federal or City laws/policies.

POLICY:

This policy applies to all employees and all applicants for positions with the City of Santa Fe Springs. This policy applies to alcohol, unlawful drugs and controlled substances, including all substances, drugs or medications, whether legal or illegal, which could impair an employee's ability to effectively and safely perform his/her, job functions.

City employees shall:

- Not report to work, or be subject to City duty, while under the influence of unlawful drugs, controlled substances or alcohol;
- Not possess or ingest alcohol or impairing drugs, including illegal drugs and prescription drugs without prescription, during work hours or while subject to duty, on breaks, during meal periods or at anytime while on City property;
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty;
- Not use City property or premises to manufacture, sell or distribute alcohol, unlawful drugs, or controlled substances during work or non-work hours; and
- Notify their supervisors before beginning work when they are taking legally prescribed medications which could foreseeably interfere with the safe and effective performance of their duties or the operation of City equipment.
- Not use City property or premises to manufacture, sell or distribute alcohol, unlawful drugs, or controlled substances during work or non-work hours; and

- Notify their supervisors before beginning work when they are taking legally prescribed medications which could foreseeably interfere with the safe and effective performance of their duties or the operation of City equipment.

The use of illegal drugs or controlled substances, on or off the job, by City employees will not be tolerated and is a ground for immediate termination.

The use of medications prescribed by licensed physicians is not a violation of this policy. Employees who fail to notify their supervisors that they are taking prescribed medications, which could foreseeably interfere with the safe and effective performance of their duties or the operation of City equipment, may be disciplined up to and including termination. In the event there is a question regarding an employee's ability to safely perform assigned duties while using such prescribed medications, clearance by a licensed physician may be required.

Refusal to submit immediately to a drug and alcohol analysis when requested by City management or law enforcement personnel, or refusal to submit to a search of personal properties if requested by law enforcement personnel, may constitute insubordination and may be grounds for discipline, up to and including termination.

Employees reasonably believed to be under the influence of alcohol; unlawful drugs or controlled substances shall be prevented from engaging in further work and shall be detained for a reasonable time until they can be safely transported from the work site.

REHABILITATION

The City of Santa Fe Springs is committed to providing reasonable accommodation to employees with an alcohol, drug or substance abuse problem. Accordingly, the City has established an Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or substance abuse. Participation in the EAP is confidential. Employees should contact their supervisor, the Department Head, or the Personnel Office for additional information.

GROUND FOR DRUG TESTING

The City requires drug testing under the following circumstances: pre-employment physicals, promotional physicals, and "for cause" with reasonable suspicion.

"Reasonable suspicion" is a belief on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of unlawful drugs, controlled substances or alcohol which impairs the employee's ability to perform his/her job functions or ability to perform his/her job safely. The following alone or in combination, may constitute reasonable suspicion depending on the circumstances:

- Involvement in a workplace accident where it appears the employee's conduct is at fault;
- Physical altercation;
- Verbal altercation;

- Unusual behavior;
- Possession of alcohol or drugs;
- Physical impairment such as slurred speech, unsteady gait, inability to walk a straight line, shaking, erratic movement or glazed, dilated pupils;
- Apparent disorientation or confusion without apparent reason;
- Alcohol odor on breath;
- Information obtained from a reliable person with personal knowledge;
- Unsafe work behavior that endangers the employee, fellow employees, or the public, such as the reckless handling of equipment or City vehicles.

Managers and supervisors will, when possible, get approval from the Personnel Services Office prior to ordering an employee to submit to a drug/controlled substance and/or alcohol analysis. Where there is a reasonable suspicion that the employee is then under the influence of alcohol, controlled substance or drugs, the manager or supervisor should arrange for the employee to be safely transported home.

An employee who refuses to submit to a drug/controlled substance or alcohol analysis upon request shall be reminded by the supervisor of the requirements and consequences of this policy.

Managers and supervisors shall not physically search an employee, or search his/her personal possessions, without the subject employee's voluntary written consent. An authorized search of the subject employee's personal property must be performed in the employee's presence.

ALCOHOL AND DRUG ANALYSIS:

The drug/controlled substance and alcohol analysis may test for any substance which could impair an employee's ability to perform the functions of his/her job effectively and safely, including but not limited to prescription medication, opiates and its derivations (e.g., heroin, codeine, and morphine), cocaine, phencyclidine (PCP), marijuana, benzodiazepines (e.g., Valium and Librium), barbiturates, alcohol and amphetamines/methamphetamines.

DRUG RESULTS

1. Pre-Employment Physical

A positive result from a drug, controlled substance and/or alcohol analysis may result in the applicant not being hired where the applicant's use of drugs, controlled substances and/or alcohol could affect requisite job standards, duties or responsibilities.

If a drug screen is positive, the job applicant must provide, within 24 hours of the City's request, a bona fide verification of a valid current prescription for the drug(s) identified in the drug screen. The medical prescription must be in the tested applicant's name. The applicant may not be hired if: (a) the prescription is not in the applicant's name, (b) the applicant does not provide acceptable

verification, or (c) the drug is one that is likely to impair the applicant's ability to perform the job duties.

2. During Employment Physical or Drug, Controlled Substance or Alcohol Tests

A positive drug, controlled substance and/or alcohol analysis may result in discipline, up to and including termination.

If a drug screen is positive, the employee must provide, within 24 hours of the City's request, a bone fide verification of a valid current prescription for the drug(s) identified in the drug screen. The medical prescription must be in the employee's name. The employee may be subject to discipline, up to and including termination if: (a) the prescription is not in the employee's name, (b) the employee does not provide acceptable verification, or (c) the employee had not previously notify his/her supervisor of the prescription drug.

ACTIONS AFTER TESTING

If an alcohol or drug analysis is positive, the City shall conduct an investigation to gather all related facts. The decision to discipline shall be carried out in conformance with City personnel rules and regulations.

CONFIDENTIALITY

Laboratory reports and results will be placed in a separate confidential medical folder that will be securely maintained by the Personnel Office.

The test results may be disclosed to City management on a strictly need-to-know basis and to the tested employee upon request.

Disclosure of test reports or results without the tested employee's consent may occur when (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the City and the employee; (3) the information is to be used in administering an employee benefit plan; or (4) the information is needed by medical personnel for the diagnosis or treatment of the tested employee who is unable to authorize such disclosure.

City of Santa Fe Springs
Electronic Media
(Revised February 9, 2006)

POLICY:

Definition of Electronic Mail (e-mail):

E-mail is defined as the electronic mail system used by employees to communicate information that would otherwise be in the form of a conversation, telephone conversation, or, written documentation. The City's e-mail system exists solely for the purpose of conducting City business, and is not intended for personal use. However the incidental use of electronic mail that may contain non- City related matters is permitted. This incidental use should be limited, and must not interfere with employee productivity.

Records Management:

Those E-mail messages which are intended to be retained in the ordinary course of City business and recognized as official records by the California Public Records Act, should be stored in an electronic file folder outside the e-mail system (such as your personal hard drive and/or network system drive) or printed and the hard copy filed in the appropriate subject file. Such e-mail messages will be subject to the City's Record Retention Schedule and may become public records unless exempt from disclosure under other applicable provisions of the Public Records Act (example: personnel files, attorney-client communications, etc.) In addition, e-mail items are also subject to the Brown Act, therefore all e- mail discussions between elected officials must follow the Brown Act guidelines.

E-mail messages that are deleted by the user will be electronically deleted by Technology Services from all computer devices and systems on the 45th day after receipt.

Privacy:

The following privacy guidelines are established to ensure the protection of the City of Santa Fe Springs in accordance with all Federal and/or State regulations. Confidentiality is not provided for on the e-mail system. Accordingly, employees should have **no expectations** of privacy in their e- mail messages (or any other data files residing on City owned hardware), whether sent or received.

While e-mail messages and other data files will not be routinely monitored, the City reserves the right for authorized staff to access and review all e-mail messages and data files on the City's information systems at any time. Reasons for doing so include but not limited to:

- Retrieving lost data.
- Recovering from system failures or monitoring system performance.
- Complying with lawful requests for information.
- Ensuring that City information systems are being used in accordance with this policy.

Employees of the City of Santa Fe Springs, who are approved for access to any of the city's computer systems, or have access to any of the city personal computers are bound by the policies and procedures stated herein. By accepting access and signing on to the system, you agree to abide by these policies.

Access Limitations:

While the City reserves the right to access and review all data on its information systems, no employee, including Director of Technology Services, Technology Services Staff, or independent contractor is allowed to access e-mail or other data files for other than business purposes.

Prohibited Use of Electronic Mail:

E-mail messages may not be used in any manner that violates City rules, policies and procedures. E-mail shall not be used for any illegal, offensive or harassing purposes. Inappropriate, illegal or offensive use of the E-mail system can result in disciplinary action up to and including termination.

Prohibited use of the E-mail system includes and is not limited to, the following activities:

- Transmittal of anything in violation of any federal, state or local law, ordinance or regulation.
- Misrepresentation, under any circumstances, of an employee's true identity
- Compromise the integrity of the City and its business operations in any way.
- Break the law by sending chain letters or copies of documents in violation of copyright laws, or by committing any other illegal acts.
- Contain offensive, abusive, threatening or obscene language or graphics.
- Violate the City's affirmative action or sexual harassment policies by including content that is sexually explicit or could be construed as discriminatory based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- Transmittal of a security code or password
- Distribution of chain letters and spam
- Advertise or promote commercial ventures, religious beliefs or political causes.
- Result in private gain or advantage for the employee (such as conducting business related to economic interests outside of City employment); or violate the City's ethics policy.
- Downloading of entertainment software or games, including participation in Internet gaming.

Receipt of Inappropriate Electronic-Mail:

If you receive an inappropriate email message under these guidelines, please contact your department head or the Director of Finance and Administrative Services or the City Manager.

Email Guidelines:

Employees who are granted E-Mail access are required to abide by the following guidelines. Employees are to:

1. Remember that they are representing the City through their communications both internally and externally, and it is critical that they maintain a positive image for both themselves and the City.
2. As a good business practice, E-Mail is to be checked at least once each work day and messages responded to promptly.
3. Capitalized words should only be used to emphasize an important point. Capitalizing whole words are generally considered shouting.
4. Be professional and careful of what is said about others. E-mail is easily forwarded and blind copied.
5. Be cautious when using sarcasm and humor, without face to face communication, humor may be viewed as criticism or harassment.
6. The maximum mailbox limit you have is 200 megabytes. You can check the size of your mailbox by clicking tools on the menu bar and select the mailbox cleanup item.
7. You are limited to a maximum of 10 megabytes when sending an email internally or externally.
8. You are limited to a maximum of 10 megabytes when receiving an email internally or externally.
9. When sending out an email, please limit the use of fancy graphics or backgrounds or animated icons/graphics. They are not necessary and take up unwanted disc space and bandwidth. Remember, not all employees are connected to the network via high bandwidth connection.
10. When sending out an e-mail with a file attachment, take care of the size of document. Not all employees are connected to the network via high bandwidth connection. A simple email with a 1 megabyte file attachment can take up to 30 minutes to open up depending on the bandwidth.
11. Tag each email with your name, title, email address, and your telephone number.
12. Do not send a message that you would not want published. It is common for an innocent note to be misconstrued, causing embarrassment or liability to the user or to the City.
13. Work out problems face-to-face, not on E-mail.

14. Protect your password, and always log off when not using the system.
15. Technology staff will change your password on a regular basis (annually).

**City of Santa Fe Springs
Harassment, Discrimination and Retaliation Policy
(Revised February 9, 2006)**

POLICY:

Because it is unlawful to engage in workplace harassment, discrimination and retaliation, the City has a strong commitment to provide a work environment that is free of harassment, discrimination and retaliation. The City has zero tolerance for these unlawful acts by or against any of its employees, applicants, volunteers, independent contractors, customers, invitees and members of the public.

The City prohibits harassment and discrimination based on an individual's race, citizenship status, uniformed service member status, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (cancer or genetic characteristics), marital status, sex (including gender and pregnancy), age or sexual orientation (including heterosexuality, homosexuality and bisexuality). The City also prohibits harassment in any form, including verbal, physical or visual harassment.

In addition, the City prohibits retaliation against an individual for filing a complaint or participating in the complaint investigation and resolution process.

POLICY COVERAGE:

This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

This policy prohibits employer officials, officers, employees, volunteers or contractors from harassing, discriminating and retaliating against applicants, officials, officers, employees, volunteers, contractors, vendors, invitees and members of the public because: (1) of an individual's protected classification, (2) of the perception that an individual has a protected classification, or (3) the individual associates with a person who has or is perceived to have a protected classification.

Individuals found to have violated this policy are subject to disciplinary action up to and including termination.

DEFINITIONS

1. Protected classifications: race, citizenship status, uniformed service member status, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (cancer or genetic characteristics), marital status, sex (including gender and pregnancy), age or sexual orientation (including heterosexuality, homosexuality and bisexuality).
2. Harassment may include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts or even members of the public. Prohibited harassment includes but is not limited to the following types of behavior that is taken because of a person's protected classification:

CITY OF SANTA FE SPRINGS
INJURY AND ILLNESS PREVENTION PROGRAM
POLICY STATEMENT

It is the policy of the City of Santa Fe Springs to provide safe and healthful working conditions for all employees. Safety and health considerations must be a part of every operation. It is every employee's responsibility at all levels.

It is the intent of the City to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. The detection of hazards by City employees and, in turn, controlling them, is a condition of employment. Supervisors must be informed immediately of any situation beyond the employee's ability or authority to correct.

The personal safety and health of each City employee is of primary importance. Prevention of occupational injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical safeguards necessary for personal safety and health, in keeping with the highest standards.

Management will maintain a safety and health program conforming to the best practices of municipalities. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can safety program in the best interest of all be established and preserved.

The City's objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum.

The safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correcting the problem so it won't happen again.

The City recognizes that the responsibilities for safety and health are shared:

- The employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for ensuring that employees are trained in, and follow safe work practices, and that all operations are performed with the utmost regard for the health and safety of all personnel.
- Employees are responsible for complying with all rules and regulations and for using safe work practices while performing their duties. Employees also have the responsibility of informing their supervisor of hazards and are encourage to make recommendations for increasing workplace safety.

- a. Speech, e.g., epithets, derogatory comments or slurs and propositioning on any of the above enumerated bases.
 - b. Physical acts, e.g., leering, making sexual gestures, offensive touching or assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual on any of the above enumerated bases.
 - c. Visual insults of harassment, e.g., derogatory posters, cartoons, or drawings on any of the above enumerated bases.
 - d. Sexual favors, e.g., unwanted sexual advances, requests for sexual favors and/or other conduct of a sexual nature which occurs under the following circumstances:
 - i. Submission to such conduct is explicitly or implicitly made a term or condition of employment/volunteering; or
 - ii. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee, applicant or volunteer status; or
 - iii. Such conduct has the purpose or effect of substantially interfering with the individual's performance and/or creating an intimidating, hostile or offensive working/volunteer environment.
 - e. Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
 - f. It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
 - g. Simply because no one has complained about a joke, gesture, picture, physical contact or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
 - h. Even visual, verbal and/or physical conduct between two individuals who appear to welcome it can constitute harassment of a third individual, i.e., applicant, officer, official, employee, volunteer, contractor, vendor, invitee or member of the public who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- 3. Discrimination is treating individuals differently because of the individual's protected classification as defined in this policy.
 - 4. Retaliation is adverse conduct which is taken because an applicant, employee, volunteer, contractor, invitee or member of the public has reported harassment or discrimination, or has participated in the complaint and investigation process.

- a. Adverse conduct includes: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complainant, shunning and avoiding an individual who reports harassment or discrimination, real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.
- b. The following individuals are protected from retaliation: those who make good faith reports of harassment or discrimination, those who associate with an individual who is involved in reporting harassment or discrimination, and those who participate in the complaint or investigation process.

COMPLAINT PROCEDURE

1. An applicant, employee, volunteer or independent contractor who believes that he/she has been harassed, discriminated against or retaliated against should immediately submit a written and/or verbal complaint to the City regarding the facts of the incident(s) and the name(s) of the individual(s) involved. There is no need to follow the chain of command:
 - a) Immediate supervisor;
 - b) Any supervisor or manager within or outside of the department;
 - c) Department Head; or
 - d) Human Resources Manager.
2. If the complaint is against a Department Head, the complainant submits his/her complaint directly to the City Manager.
3. A supervisor or department head who receives a complaint, or otherwise becomes aware of a violation of this policy, must immediately notify the Human Resources Manager about the complaint and/or policy violation. Failure to do so may result in disciplinary action, up to and including termination.
4. Upon receiving notice of a complaint alleging harassment/discrimination/retaliation, the Human Resources Manager, or another individual designated by the City Manager, shall:
 - a) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: i) the complainant; ii) the accused harasser; and iii) other persons who have relevant knowledge concerning the complaint.
 - b) Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
 - c) Report a summary of the determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, the supervisor, and the department head. If discipline is imposed, the level of discipline will not be communicated to the complainant.
5. If conduct in violation of this Policy occurred, the Human Resources Manager or another individual designated by the City Manager, shall:

- a) Take and/or recommend to the appointing authority prompt and effective remedial action where the action is commensurate with the severity of the offense;
 - b) Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation; and
 - c) Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
6. If the complaint is against a patron of City services, the City will take reasonable steps within its power to investigate and remediate the problem.

INVESTIGATION

City employees, volunteers, contractors, officers and officials who are interviewed during the course of an investigation of any harassment/discrimination/retaliation complaint are prohibited from discussing the substance of their interviews, except as otherwise directed by a supervisor or the Human Resources Manager. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction.

The City of Santa Fe Springs will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings or to comply with the law or a court order.

CONFIDENTIALITY

Confidentiality will be maintained to the extent possible. However, complete confidentiality is not possible because the City must fully investigate and has the duty to take effective remedial action.

**City of Santa Fe Springs
Military Leave
(Revised February 9, 2006)**

POLICY:

Military leave will be granted to all employees in accordance with state and federal laws. Any employee who is ordered to report for military duty shall, after receiving such an order, promptly provide the City with notice of the order to report along with a written request for military leave and a copy of the order. However, an employee is not required to provide the City with notice if the giving of such notice is precluded by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable. The request for military leave shall state the date when the leave of absence begins and the anticipated date of return.

WAGES AND BENEFITS:

- A. An employee who is on temporary military leave, and who has been in City service for at least one year, is entitled to receive his/her full compensation for the first 30 calendar days of such leave provided that the period of ordered duty does not exceed 180 calendar days. Such compensation shall not exceed 30 days in any one fiscal year. In determining the one year of City service, all service of said employee in a recognized military service shall be counted as City service. The City is not legally responsible for compensation for inactive duty training; therefore, an employee on temporary military leave for inactive duty training is not eligible to receive compensation.
- B. An employee's benefits, vacation, sick leave, holiday privileges, seniority, etc., will continue to accrue while on temporary military leave in the same manner as if the employee were working for the City during that time. However, an uncompleted probationary period, if any, must be completed upon reinstatement as provided by law or City rules and regulations.
- C. An employee who has been ordered to military duty and is on military leave, other than temporary military leave, and who has at least one year service with the City before the date that his/her military leave begins, shall be provided with full compensation for the first 30 calendar days of military leave in any one fiscal year. However, an employee who is ordered to active duty as a member of the National Guard shall receive his/her full compensation for the first 30 calendar days of military leave, regardless of the length of his/her service with the City.
- D. An employee on military leave for the purpose of active duty, except as a member of the National Guard, shall not accrue sick leave or vacation while on such leave. An employee who is ordered to active military duty as a member of the National Guard shall accrue vacation and holiday privileges during his/her military leave, but not sick leave, as if he/she had not taken military leave.
- E. An employee returning from military leave is entitled to non-seniority based rights and benefits, as are generally provided by the City to employees having similar seniority, status and pay who are on furlough or non-military leave of absence under a contract, agreement, policy, practice, or plan in effect at the time of his/her military service or established while the employee performs military service.

**HUMAN RESOURCES OFFICE
PHYSICAL FITNESS STANDARDS
NON-SAFETY EMPLOYEES**

I. Areas and Standards of Testing For Men

1.1 Cardiovascular Fitness

Employees have a choice of one of the following four alternatives:

a. Stationary Bicycle

Test is conducted on a resistance factor stationary bike. The fractions indicated represent resistance levels. A completed test is 10 minutes in duration with 2.5 miles completed. (4.2 kilometers)

(Age)

<u>Body Weight (lbs)</u>	<u>20 - 29</u>	<u>30 - 39</u>	<u>40 - 49</u>	<u>50 +</u>
243+	4.25	4.25	3.75	3.50
236	4.25	4.00	3.50	3.25
229	4.00	4.00	3.50	3.00
223	4.00	3.75	3.25	3.00
216	3.75	3.75	3.25	3.00
209	3.75	3.50	3.25	3.00
203	3.50	3.50	3.00	2.75
196	3.50	3.25	3.00	2.75
190	3.25	3.25	2.75	2.50
183	3.25	3.00	2.75	2.50
176	3.00	3.00	2.50	2.25
170	3.00	2.75	2.50	2.25
163	2.75	2.75	2.25	2.00
157	2.75	2.50	2.25	2.00
150	2.50	2.50	2.25	2.00
147	2.50	2.25	2.00	1.75
144	2.25	2.00	1.75	1.50
141	2.25	2.00	1.75	1.50

b. 1.5 mile run. Time (minutes). (Lake Center – 8 laps)

<u>Age</u>	<u>Time</u>	<u>Age</u>	<u>Time</u>	<u>Age</u>	<u>Time</u>
Up to 20	11:30	34	12:54	48	14:18
21	11:36	35	13:00	49	14:24
22	11:42	36	13:06	50	14:30
23	11:48	37	13:12	51	14:36
24	11:54	38	13:18	52	14:42
25	12:00	39	13:24	53	14:48
26	12:06	40	13:30	54	14:54
27	12:12	41	13:36	55	15:00
28	12:18	42	13:42	56	15:06
29	12:24	43	13:48	57	15:12
30	12:30	44	13:54	58	15:18
31	12:36	45	14:00	59	15:24
32	12:42	46	14:06	Over 60	15:30
33	12:48	47	14:12		

c. 500 yard swim. Time (minutes) (up and down = 1 lap x 10 = 500 yards)

<u>Age</u>	<u>Time</u>	<u>Age</u>	<u>Time</u>	<u>Age</u>	<u>Time</u>
Up to 23	10:00	36 - 37	11:30	48 - 49	13:00
24 - 26	10:15	38 - 39	11:45	50 - 51	13:15
27 - 29	10:30	40 - 41	12:00	52 - 53	13:30
30 - 31	10:45	42 - 43	12:15	54 - 55	13:45
32 - 33	11:00	44 - 45	12:30	56 - 57	14:00
34 - 35	11:15	46 - 47	12:45	58 - 59	14:15
				Over 60	14:30

d. 3 mile walk. Time (minutes) (Lake Center – 16

<u>laps) Age</u>	<u>Time</u>
Under 20	39:00
20-24	40:00
25-29	40:30
30-34	41:00
35-39	42:00
40-44	43:00
45-49	44:30
50-54	46:00
55-59	48:00
60+	50:00

1.2 Flexibility

Ability to sit with legs extended out straight and reach to touch toes.

<u>Age</u>	<u>Inches from Toes</u>
Up to 24	0"
25 - 29	0"
30 - 34	0"
35 - 39	1"
40 - 44	1"
45 - 49	2"
50 and above	2"

1.3 Strength

Employee has a choice of one of two exercises for testing chest strength plus a choice of one of two exercises for testing back strength.

a. Chest

Strength Push-Ups

<u>Age</u>	<u>Repetitions</u>
Up to 24	24
25 - 29	24
30 - 34	23
35 - 39	23
40 - 44	22
45 - 49	21
50 +	20

Bench Press

67% of body weight rounded down to nearest lower weight increment on machine.

<u>Age</u>	<u>Repetitions</u>
Up to 24	12
25 - 29	11
30 - 32 ½	10
Over 32 ½ - 35	9
36 - 37 ½	8
Over 37 ½ - 40	7
41 - 42 ½	6
Over 42 ½ - 45	5
46 - 47 ½	4

Over 47 ½ 3

APPENDIX G

b. Back

Strength Pull-Ups

Pull-ups are performed palms away. Chin must clear bar at top end of movement.

<u>Age</u>	<u>Repetitions</u>
Up to 29	7
30 - 39	6
40 - 49	5
50 +	4

Lateral Pull Down

Lateral pull downs are performed on a lateral pull down station on a weight machine.

Employee is in a sitting position. A bar is located directly above employee's head. Employee pulls bar down to a position either in front or behind the head, approximately even with the nose. Weight pulled down is 67% of body weight rounded to the nearest lower weight increment on machine.

<u>Age</u>	<u>Repetitions</u>
Up to 24	12
25 - 29	11
30 - 32 ½	10
Over 32 ½ - 35	9
36 - 37 ½	8
Over 37 ½ - 40	7
41 - 42 ½	6
Over 42 ½ - 45	5
46 - 47 ½	4
Over 47 ½	3

**HUMAN RESOURCES OFFICE
PHYSICAL FITNESS STANDARDS
NON-SAFETY EMPLOYEES**

I. Areas and Standards of Testing For Women

2.1 Cardiovascular Fitness

Employees have a choice of one of the following four alternatives:

a. Stationary Bicycle

Test is conducted on a resistance factor stationary bike. The fractions indicated represent resistance levels. A completed test is 10 minutes in duration with 2.5 miles completed. (4.2 kilometers)

(Age)

<u>Body Weight (lbs)</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>
200	2.25	2.25	1.75	1.50
194	2.25	2.25	1.75	1.50
187	2.25	2.00	1.75	1.50
180	2.00	2.00	1.50	1.25
174	2.00	2.00	1.50	1.25
167	2.00	2.00	1.50	1.25
154	1.75	1.75	1.25	1.00
147	1.75	1.75	1.25	1.00
141	1.75	1.75	1.25	1.00
134	1.75	1.50	1.25	1.00
128	1.50	1.50	1.00	1.00
121	1.50	1.50	1.00	0.75
114	1.50	1.50	1.00	0.75
108	1.50	1.25	1.00	0.75
101	1.25	1.25	0.75	0.50
95	1.25	1.00	0.75	0.50
88	1.00	1.00	0.75	0.50

b. 1.5 mile run. Time (minutes) (Lake Center – 8 laps)

<u>Age</u>	<u>Time</u>
Under 20	14:30
20-24	15:00
25-29	15:30
30-34	16:00
35-39	16:30
40-44	17:00
45-49	17:30
50-54	18:00
55-59	18:30
60+	19:00

- c. 500 yard swim. Time (minutes). (up and down = 1 lap x 10 = 500)

yards)	<u>Age</u>	<u>Time</u>
	Under 24	11:00
	25-29	11:30
	30-34	12:00
	35-39	12:30
	40-44	13:00
	45-49	13:30
	50-54	14:00
	55-59	14:30
	60+	15:00

- d. 3 mile walk. Time (minutes) (Lake Center – 16

laps)	<u>Age</u>	<u>Time</u>
	Under 20	48:45
	20-24	50:00
	25-29	50:37
	30-34	51:15
	35-39	52:30
	40-44	53:45
	45-49	55:37
	50-54	57:30
	55-59	60:00
	60+	62:30

2.2 Flexibility

Ability to sit with legs extended out straight and reach to touch toes.

<u>Age</u>	<u>Inches from Toes</u>
Up to 24	0"
25-29	0"
30-34	0"
35-39	1"
40-44	1"
45-49	2"
50 and above	2"

2.3 Strength

Employee has a choice of one of two exercises for testing chest strength.

a. Chest

Strength ModifiedPush-Ups

<u>Age</u>	<u>Repetitions</u>
Up to 24	17
25-29	17
30-34	16
35-39	16
40-44	15
45-49	14
50+	13

Bench Press

50% of body weight rounded down to nearest lower weight increment on machine.

<u>Age</u>	<u>Repetitions</u>
Up to 24	11
25-29	10
30-32½	9
Over 32½-35	8
36-37½	7
Over 37½-40	6
41-42½	5
Over 42½-45	4
46-47½	3
Over 47½	2

b. Back

Strength LateralPull Down

Lateral pull downs are performed on a lateral pull down station on a weight machine.

Employee is in sitting position. A bar is located directly above employee's head. Employee pulls bar down to a position either in front or behind the head, approximately even with the nose. Weight pulled down is 50% of body weight rounded to the nearest lower weight increment on machine.

<u>Age</u>	<u>Repetitions</u>
Up to 24	11
25-29	10
30-32½	9
Over 32½-35	8
36-37½	7
Over 37½-40	6
41-42½	5
Over 42½-45	4
46-47½	3
Over 47½	2

RE-EMPLOYMENT:

- A. An employee on military leave is entitled to be reinstated to his/her previous position (or a position of similar seniority, status and pay) with the City upon termination of his/her military duty. If no position exists, then the returning employee shall have the same rights that he/she would have had if he/she occupied the position when it ceased to exist and he/she had not taken any military leave of absence.
- B. The returning veteran shall provide his/her Department Head with oral or written notification of his/her request for reinstatement. The returning employee must also submit proof that he/she received a discharge from military service that was not dishonorable. A dishonorable discharge from military service would require review by the City Manager.
 - 1. Employees returning from active military duty must seek reinstatement with the City within six (6) months after returning from active military duty.
 - 2. If an employee is hospitalized, convalescing or recovering from an illness or injury incurred or aggravated during the active duty, the employee must report at the end of the period needed for recovery up to two years, unless the ability to report within the two year period is made impossible or unreasonable due to circumstances beyond the employee's control.
 - 3. The right to reemployment does not extend to an employee who fails to return to his/her job position within twelve (12) months after the first date that he/she could terminate his/her active military service.
- C. The City may refuse to reemploy a returning service member for the following reasons:
 - 1. The City's circumstances have changed so much as to make the reemployment impossible or unreasonable.
 - 2. The reemployment would cause undue hardship on the City.
 - 3. The employment from which the person left was for a brief, non-recurrent period and there is no reasonable expectation that the job would continue indefinitely or for any significant period.

City of Santa Fe Springs
Workplace Violence/Security Policy
(Revised February 16, 2006)

POLICY

To establish a safe working environment through prevention, control, response and evaluation of violence in the workplace; to educate and train City personnel on how to properly respond to potential and actual violations of the City of Santa Fe Springs' Violence in the Work Place Policy.

POLICY

The City is committed to providing a work environment that is safe, secure and free of intimidation, threats and violence. The City intends to maintain this commitment with a policy of "**zero tolerance**" to acts of violence, and by training its employees to recognize and effectively respond to violent/potential violent behavior in the workplace.

All acts of violence or force, either threatened or actual, are prohibited and shall be met with disciplinary action, up to and including termination and criminal prosecution. These include acts directed toward elected officials, employees, volunteers, contractors, or the public, either on public or private property. The City further prohibits the presence, possession, exhibition or the carrying of firearms, knives, crossbows, explosives, hazardous materials, or other weapons which are prohibited by law, whether concealed or not, at or in the workplace. (This policy is not intended to prevent authorized officers or agents whose jobs require the carrying and use of weapons from doing so as authorized under State law.) Exception: Fire Safety personnel, Public Works Maintenance and Inspectors, and Home Repair Crew may utilize knives that meet the following requirements:

1. The blade must fold. No fixed blade is permitted.
2. The maximum blade length in the open position is 4". The maximum blade width is 1".
3. The blade shall have only one edge designed for cutting (no two-edged blades).
4. The cutting edge may have no more than 1 ½" of serrations. The serrations must be at the proximal end of the blade (near the handle) and must be continuous.
5. The knife may not be carried in a concealed location. It must be carried in its casing (folded).
6. Carrying of more than one knife is prohibited.
7. The knife must be commercially available.
8. The knife is to be used as a tool. Use of the knife as a weapon is prohibited.

The City offers an Employee Assistance Program (EAP) for all City employees to receive support in handling any difficulties that may arise. When such difficulties become known, departments should inform affected employees of the services provided by the EAP.

I. SYMPTOMS OF POTENTIAL VIOLENT BEHAVIOR:

- ☐ Increased use of alcohol and/or illegal drugs.
- ☐ Unexpected increase in absenteeism.
- ☐ Noticeable decrease in attention to appearance and hygiene.
- ☐ Explosive outburst of anger or rage without provocation.

- ☐ Depression/withdrawal.
- ☐ Suicidal: comments about "putting things in order" and the impact on others in case of his/her permanent departure.
- ☐ Comments approving publicly reported incidents of workplace violence, "I wish I could do that (bland) too".
- ☐ Frequent, vague physical complaints.
- ☐ Noticeably unstable emotional responses.
- ☐ Behavior which suggests paranoia such as "everybody is against me".
- ☐ Talking about previous incidents of violence (may include child/spouse abuse and barroom-type fighting).
- ☐ Increased mood swings.
- ☐ Inappropriate comments to co-workers and supervisors about other employees or situations.
- ☐ Resistance and overreaction to changes in procedures and policies.
- ☐ Repeated violations of company policies.
- ☐ Increase of unsolicited comments about firearms and other dangerous weapons, violent crimes, and empathy with individuals committing violence.
- ☐ Escalation of domestic problems.
- ☐ Loner, effective socially.

II. DEFINITIONS:

- A. Weapon - any item, tool or object which can be used as a dangerous weapon, including those which are defined as such by law.
- B. Workplace Violence - violence in which an individual inflicts, or threatens to inflict, on others at the place of work, damage to property, serious harm or injury to a person, or death.
- C. Violence - any acts or attempt to frighten, intimidate, injure, damage or destroy another person or property, e.g., gestures, innuendos, intimidation, physical force, retaliation, self-prediction of loss of control, stalking, strong negative feeling/emotion or written/verbal threats.
- D. Threat - a direct or implied oral or written statement expressing intent to inflict physical harm and/or actions that a reasonable person would perceive as a threat to physical safety or property. The following are some examples, but not an inclusive list, of behaviors that may be considered threats:
 - 1. Striking, punching, slapping or assaulting another person
 - 2. Fighting or challenging another person to fight
 - 3. Actions or works tending to provoke reaction
 - 4. Grabbing, pinching or touching another person in any m l invited/unwanted way
 - 5. Engaging in dangerous, threatening or uninvited horseplay
 - 6. Possession, use, or threat of use, of a gun, knife or other weapons of any kind on City property, including parking lots, other exterior premises, vehicles, or while engaged in activities for the City in other locations. (This policy is not intended to prevent authorized officers or agents whose jobs require the carrying and use of weapons from doing so as authorized under State Law.)
- E. Harassing Conduct - a direct or implied oral or written expression of intent to cause emotional and/or physical harm. The following are some examples, but not an inclusive list, of behaviors that may be considered harassing conduct:
 - 1. Teasing and practical jokes that cause anger or humiliation

2. Intimidation, bullying
 3. Angry outbursts
 4. Verbal abuse, name calling, biting sarcasm, or obscene language
 5. Threats (verbal, written or gestured)
 6. Harassment (general or sexual)
 7. Throwing or breaking objects
 8. Romantic obsessions and stalking
- F. Self-expression - all individuals have the right to self-expression; however, the City has a "zero tolerance" policy toward all expressions of violence or potential violence. Because intent may not always be discerned by co-workers, no employee of the City shall joke about physical acts of violence.
- G. Threat Management Team - an organized group of individuals/positions whose responsibility it is to manage and mitigate workplace violence issues. The team is comprised of the following: City Manager, Director of Finance and Administrative Services, Human Resources Manager, Director of Police Services, Director of Community Intervention Services, Assistant Director of Police Services, and alternate support personnel.
- H. Police Services Crisis Incident Team - an organized group of sworn and non-sworn City and contract law enforcement personnel whose responsibility it is to respond to community violence issues. The team is comprised of the following positions: Director of Police Services, Director of Community Intervention Services, Assistant Director of Police Services, and a dedicated Whittier Police Sergeant.

III. LEVELS OF VIOLENCE:

A. Level I

1. Spreads malicious rumors or gossip to harm others
2. Is constantly swearing at others
3. Refuses to obey City policies and procedures or to cooperate with their supervisor
4. Consistently argues with co-workers
5. Makes unwanted sexual comments or overtures
6. Is belligerent toward other employees, customers or clients

B. Level II

1. Expresses threats of suicide
2. Argues increasingly with customers, vendors, co-workers, and management
3. Expresses intent to sabotage equipment and/or steal property
4. Expresses intent to hurt co-worker and/or management
5. Sends sexual or violent notes to co-worker and/or management
6. Engages in physical touching of a sexual nature
7. Engages in stalking
8. Participates in a physical altercation
9. Expresses threat
10. Displays firearms, knife, explosive or weapon

C. Level III

1. Recurrent suicidal or homicidal threats
2. Recurrent physical altercations
3. Destruction or improper use of property
4. Sabotage of equipment or theft of property
5. Use of weapons or other objects that cause harm
6. Acts of murder, rape, or other violent acts

IV. RESPONSIBILITIES:

A. Levels I and II

1. Supervisors and Managers - it is the responsibility of all managers and supervisors to ensure that a safe workplace exists. In the event of a direct or implied threat, or an act of violence, the immediate supervisor or responsible person shall:
 - a. Immediately inform the employee who was threatened, that threats or acts of violence will not be tolerated, and that an investigation will take place.
 - b. Immediately inform the accused employee that threats or acts of violence will not be tolerated and disciplinary action may follow. The employee should be strongly encouraged to access the services of the EAP.
 - c. Avoid escalating the situation by making counter threats or humiliating the employee who is allegedly threatening violence.
 - d. Evaluate the need to remove the employee who allegedly made the threat or committed the act of violence from the workplace.
 - e. If the accused employee makes a threat and presents a danger by their presence on the job, the employee shall be required to leave the workplace immediately. (The Human Resources Office shall subsequently determine the pay status of the employee.)
 - f. Take reasonable steps to prevent escalation of threats or acts of violence.
 - g. Conduct a full investigation of the facts by gathering information from individuals who were at the scene where the alleged threat or act was committed. (IV.A.3)
 - h. Supervisors and management will immediately take measures, appropriate for the situation, to prevent harm to persons or property.
 - i. When appropriate, the local law enforcement agency will be called for assistance. (IV.B.3)
 - j. Supervisors or Department Heads will immediately contact the Human Resources Office for assistance or appropriate action to take before the employee can return to work or to seek guidance for the conduct of the investigation.
2. Employees - every employee is responsible for compliance with this policy, and to report any and all acts or threats of violence immediately to department management without fear of reprisal. The report of an act or threat of violence should include at a minimum the information listed in "Investigations, Section C" described below. In addition, employees will adhere to the following:

- a. All threats need to be reported and taken seriously. Employees who become aware of an allegation that a threat may have been made will promptly notify department management of the details of the alleged threat.
 - b. In the event an employee obtains a restraining order against another person, the employee is required to report this information and provide written documentation to department management and Police Services to ensure a safe workplace. A description of the individual (photograph if available) whom the restraining order is filed against should also be provided to department management and Police Services. Under certain circumstances, the City can offer assistance in obtaining a restraining order against persons who are harassing, threatening or stalking employees.
 - c. Get copies of restraining orders if the individual appears at City facility and allow employees to be informed of the provisions of the restraining order such as distance limitations.
 - d. If an individual, who has allegedly made a threat, unexpectedly arrives at the workplace, the employee making the observation shall notify their supervisor who will then advise the Department Head and call for law enforcement assistance, if needed.
3. Investigations - all reported acts of threats of violence will be investigated by the Whittier Police Department, Police Services Department, with the assistance of the Human Resources Office.
- a. Prior to beginning any investigation, the investigating officers must become aware of the employee's rights in such circumstances. This shall be done prior to the interviewing of any witnesses or accused employee.
 - b. Through regular fact-finding procedures, document what was said and what was heard when the alleged threat was made:
 - (1) Who committed the act of violence and the names of any victims or witnesses?
 - (2) What was said or done (be as accurate as possible)?
 - (3) When did the incident occur?
 - (4) Where did the incident take place?
 - (5) Why was the act committed?
 - c. Collect written statements from everyone involved. Take pictures of personal injuries and/or property damaged.
 - d. The Human Resources Office shall maintain files and records relating to workplace violence.

B. Level III

1. Supervisors and managers:

- a. Call 911 and request assistance
- b. Assist the responding agencies as directed by containing the area and providing necessary information
- c. Notify the Department Head and the Human Resources Office of the incident and action taken
- d. Document all pertinent information and assist the Human Resources Office and Threat Management Team with the administrative investigation

2. Human Resources Office:

- a. Dispatch a representative to the incident location to work with the responding law enforcement, fire agencies and Police Services' Crisis Incident Team.
- b. Activate the Threat Management Team and the Police Services Department's Crisis Incident Team.
- c. Work with responding agencies/departments to obtain all necessary facts and evaluate the situation for the best course of action, e.g., the closure of City facilities or services for a period of time, sending employees home, and/or immediate disciplinary action.
- d. Assist traumatized or affected employees as needed by coordinating immediate non-emergency transportation, trauma assistance, contacting Police Services' Crisis Incident Team, family members or next-of-kin, if needed.
- e. Ensure that appropriate safety procedures are followed for risk management purposes.
- f. Keep appropriate management personnel and City Attorney, if necessary, apprised of the situation at hand.
- g. At the end of the incident, coordinate the administrative investigation with the appropriate departments, Threat Management Team, and support personnel.
- h. Assess the need for and coordinate follow-up crisis counseling and employee assistance with the Threat Management Team and Police Services' Crisis Incident Team.

3. Department of Police Services:

- a. Take action to mitigate any immediate danger
- b. Assess the need for police intervention in a non-emergency situation
- c. When applicable, complete a police report
- d. Advise the victim of the option to obtain a civil restraining order against the identified suspect(s)
- e. Facilitate appropriate searches for dangerous weapons on City property or pursuant to a criminal or administrative investigation
- f. Advise all parties that the criminal investigative interviews take precedence over administrative interviews of the involved parties
- g. Provide or obtain professional counseling for victim(s)
- h. Advise and dispatch Crisis Incident Team

4. Fire Department:

- a. Provide immediate medical treatment, if needed
- b. Coordinate additional fire/medical responses. *All direction of fire/police/ medical will be through their respective chains of command. Firefighters and emergency personnel shall not enter an unsecured location to address first aid and other property/life threatening conditions until they are advised that it is safe to enter by the police.
- c. Maintain an update of the status of the incident

5. City Attorney

- a. Upon notification of the incident, assess the need for legal assistance
- b. Make contact with City Manager and Human Resources Office

- c. Assist with administrative investigation by reviewing facts and evidence, and directing staff on course of action
- d. Advise staff on legal issues to protect the City from potential claims and litigation, e.g., personnel, safety, medical and political issues

6. Threat Management Team:

As necessitate by the seriousness of the incident, the Human Resources Office may assemble the Threat Management Team to establish protocol in the event of a threat or violent incident that includes, but is not limited to:

- a. Evaluating potential violence programs
- b. Assessing an employee's fitness for duty through a mental health professional and Director of Intervention Services
- c. Selecting intervention techniques to include defusing and debriefing
- d. Establishing a plan for the protection of co-workers and other potential targets
- e. Coordinating with affected parties such as victims, witnesses, employees' families, media, or law enforcement personnel
- f. Referring victims to appropriate assistance and community service programs
- g. Assuring that immediate and ongoing counseling is available to traumatized individual(s) and their families.