



A G E N D A

**CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY**



IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY

AUGUST 16, 2017

**Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

REGULAR MEETING & CLOSED SESSION – 6:00 P.M.

THE CITY COUNCIL ALSO SITS AS THE CITY OF IMPERIAL BEACH PLANNING COMMISSION, PUBLIC FINANCING AUTHORITY, HOUSING AUTHORITY AND IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY.

The City of Imperial Beach is endeavoring to be in total compliance with the Americans with Disabilities Act (ADA). If you require assistance or auxiliary aids in order to participate at City Council meetings, please contact the City Clerk's Office at (619) 628-2347, as far in advance of the meeting as possible.

REGULAR MEETING CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA CHANGES

**MAYOR/COUNCIL REIMBURSEMENT DISCLOSURE/COMMUNITY
ANNOUNCEMENTS/REPORTS ON ASSIGNMENTS AND COMMITTEES**

COMMUNICATIONS FROM CITY STAFF

PUBLIC COMMENT- *Each person wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda.*

PRESENTATIONS (1.1)

1.1* PRESENTATION ON NAVAL OUTLYING LANDING FIELD IMPERIAL BEACH AIR OPERATIONS BY CAPTAIN MULVEHILL (NAVAL BASE CORONADO COMMANDING OFFICER). (0620-80)

* No staff report

CONSENT CALENDAR (2.1-2.9)-*All matters listed under Consent Calendar are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember or member of the public requests that particular item(s) be removed from the Consent Calendar and considered separately. Those items removed from the Consent Calendar will be discussed at the end of the Agenda.*

2.1 MINUTES.

Recommendation: That the City Council approves the Regular Meeting Minutes of July 19, 2017 and the Special City Council Meeting Minutes of August 1, 2017.

2.2 RATIFICATION OF WARRANT REGISTER. (0300-25)

Recommendation: It is respectfully requested that the City Council ratifies the warrant register.

Continued on Next Page

Any writings or documents provided to a majority of the City Council/Planning Commission/Public Financing Authority/Housing Authority/I.B. Redevelopment Agency Successor Agency regarding any item on this agenda will be made available for public inspection in the office of the City Clerk located at 825 Imperial Beach Blvd., Imperial Beach, CA 91932 during normal business hours.

CONSENT CALENDAR (Continued)

2.3 RECEIVE JUNE 2017 TREASURER'S REPORT. (0300-90)

Recommendation: That the City Council receives the Monthly Treasurer's Report.

2.4 RESOLUTION 2017-7845 OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES, VIEWPOINT GOVERNMENT SOLUTIONS, GOVOFFICE WEB SOLUTIONS, AND GLADWELL GOVERNMENTAL SERVICES FOR THE UPGRADE OF THE ENTERPRISE RESOURCE PLANNING SYSTEM. (0180-20)

Recommendation: That the City Council adopts Resolution No. 2017-7845 authorizing the City Manager to enter into an agreement with Tyler Technologies, Viewpoint Government Solutions, GovOffice Web Solutions, and Gladwell Governmental Services for the upgrade of the Enterprise Resource Planning System.

2.5 ADOPTION OF RESOLUTION NO. 2017-7843 APPROVING AND ADOPTING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE MEMBERS OF THE CITY'S MISCELLANEOUS CLASSIFIED SERVICE/SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 221. (0540-50)

Recommendation: That the City Council adopts Resolution No. 2017-7843 approving the MOU between the City and SEIU Local, 221 for Fiscal Years 2017-2019.

2.6 ADOPTION OF RESOLUTION NO. 2017-7846 AUTHORIZING THE CITY MANAGER TO RENEW THE AGREEMENT BETWEEN THE SAN-DIEGO FIRE-RESCUE DEPARTMENT, SAN DIEGO PROJECT HEART BEAT AND THE CITY OF IMPERIAL BEACH FOR AUTOMATIC EXTERNAL DEFIBRILLATOR / PUBLIC ACCESS DEFIBRILLATION (AED/PAD) PROGRAM TRAINING, MANAGEMENT, AND INCIDENT MANAGEMENT SERVICES. (0210-30)

Recommendation: That the City Council adopts Resolution No. 2017-7846.

2.7 ADOPTION OF RESOLUTION NO. 2017-7847 AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR TO ACCEPT A GRANT FROM SAN DIEGO GAS & ELECTRIC AND TO INCREASE THE APPROPRIATION IN THE FIRE-RESCUE DEPARTMENT BUDGET IN THE AMOUNT OF \$2,500 FOR EXPENDITURES IN SUPPORT OF THE IMPERIAL BEACH CERT TEAM. (0210-11 & 0390-90)

Recommendation: That the City Council adopts Resolution No. 2017-7847.

2.8 SECOND READING AND ADOPTION OF ORDINANCE NO. 2017-1164 AMENDING THE IMPERIAL BEACH MUNICIPAL CODE FOR THE PURPOSE OF ADOPTING THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT. (0300-95)

Recommendation: That the City Council conducts the second reading and adopts Ordinance No. 2017-1164, adding the Imperial Beach Uniform Public Construction Cost Accounting Act Policies and Procedures to the Municipal Code, by title only.

2.9 RESOLUTION NO. 2017-7848 CONTINUING THE PROCLAMATION OF A STATE OF LOCAL EMERGENCY RELATING TO IMPACTS FROM CROSS-BORDER POLLUTION IN THE TIJUANA RIVER. (0150-40 & 0210-26)

Recommendation: That the City Council adopts Resolution No. 2017-7848 to maintain a state of local emergency related to the cross-border pollution impacts from the Tijuana River and authorize the City Manager, Mayor, and Council members to work with local, State, Federal, and Mexican authorities to advance binational projects to improve conditions in the Tijuana River.

ORDINANCES/INTRODUCTION & FIRST READING (3)

None.

PUBLIC HEARINGS (4)

None.

REPORTS (5.1-5.3)

5.1 RESOLUTION NO. 2017-7849 AUTHORIZING THE REPLACEMENT OF THE IMPERIAL BEACH BOULEVARD MONUMENT SIGN AND APPROPRIATES \$30,000 FROM THE RISK MANAGEMENT FUND 502-1922-419-2817 TOWARDS THE PROJECT. (0670-45)

Recommendation:

1. Receive a report from City staff and provide direction on the replacement of the Imperial Beach Blvd. monument sign from the revised options presented in Attachment 2 of the Staff Report and
2. Approve Resolution No. 2017-7849.

5.2 RESOLUTION NO. 2017-7850 AUTHORIZING TRACK 1 COMPLIANCE PATHWAY WITH REGIONAL WATER QUALITY CONTROL BOARD TRASH ORDER R9-2017-0077. (0230-90)

Recommendation: That the City Council adopts Resolution No. 2017-7850.

5.3 RESOLUTION NO. 2017-7844 APPROVING AND ADOPTING THE CITY'S FY 2017-19 SALARY SCHEDULE & APPOINTIVE MANAGEMENT & CONFIDENTIAL SALARY AND BENEFITS SUMMARY, AND POSITION DESCRIPTION AND SALARY FOR ENVIRONMENTAL & NATURAL RESOURCES DIRECTOR. (0510-20, 0520-60, & 0520-75)

Recommendation: That the City Council approves Resolution No. 2017-7844 approving and adopting the City's FY 2017-19 Salary Schedule & Appointive Management & Confidential Salary and Benefits Summary, and position description and salary for the Environmental & Natural Resources Director.

Pursuant to Government Code Section 54953(c)(3), the FY 2017-19 Salary Schedule & Appointive Management & Confidential Salary and Benefits Summary, includes compensation for Appointive Management personnel as part of this agenda item for City Council approval which includes a total of 4.5% salary adjustment for non-safety department heads and mid-managers and a total of 6% salary adjustment for safety department heads and mid-managers.

I.B. REDEVELOPMENT AGENCY SUCCESSOR AGENCY REPORTS (6)

None.

ITEMS PULLED FROM THE CONSENT CALENDAR (IF ANY)

ADJOURN REGULAR MEETING

CLOSED SESSION MEETING CALL TO ORDER

ROLL CALL

CLOSED SESSION (1-2)

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Govt. Code section 54956.9(d)(4) (1 case)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957

Title: City Manger

RECONVENE AND ANNOUNCE ACTION (IF APPROPRIATE)

ADJOURN CLOSED SESSION

The Imperial Beach City Council welcomes you and encourages your continued interest and involvement in the City's decision-making process.

FOR YOUR CONVENIENCE, A COPY OF THE AGENDA AND COUNCIL MEETING PACKET MAY BE VIEWED IN THE OFFICE OF THE CITY CLERK AT CITY HALL OR ON OUR WEBSITE AT

www.ImperialBeachCA.gov

_____/s/
Jacqueline M. Kelly, MMC
City Clerk

**THIS PAGE
INTENTIONALLY LEFT BLANK**

**CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY
IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY**

JULY 19, 2017

**Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

REGULAR MEETING & CLOSED SESSION – 6:00 P.M.

REGULAR MEETING CALL TO ORDER

Mayor Dedina called the Regular Meeting to order at 6:00 p.m.

ROLL CALL

Councilmembers present: West, Patton, Spriggs
Councilmembers absent: None
Mayor Pro Tem Present: Bragg
Mayor Present: Dedina
Staff Present: City Manager Hall, City Attorney Lyon, City Clerk Kelly, Assistant City Manager Dush, Administrative Services Director Bradley, Emergency Services Coordinator Roberts, City Planner Foltz

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Fleet Reserve Association Branch 289.

AGENDA CHANGES

None.

**MAYOR/COUNCIL REIMBURSEMENT DISCLOSURE/COMMUNITY
ANNOUNCEMENTS/REPORTS ON ASSIGNMENTS AND COMMITTEES**

Councilmember Spriggs announced the opening of Grocery Outlet, spoke about the success of the Sun and Sea Festival, and reported on his attendance at the League of California Cities Coastal Cities Issues Group in Monterey. He noted that the number one concern of the Group is the California Coastal Commission not overstretching its jurisdiction to impose a one-size-fits-all solution on all cities in the coastal zone. He announced sea level rise guidelines for the state of California are being revised and that at the same time the City is working on its own sea level rise plan with respect to a Local Coastal Plan (LCP) amendment. He also reported on visiting the Scripps Institute of Oceanography where he spent time with the plume tracking team.

Councilmember Patton thanked the coordinators of the Sun and Sea Festival, Leah Goodwin and Shirley Nakawatase, for a successful event. On the same day he participated in two parades and volunteered by parking cars at Mar Vista High School for the swim and water polo teams. He announced the recent soft serve opening of Baskin Robbins and their upcoming grand opening this weekend. He thanked the Kiwanis Club for the City Employee Appreciation Lunch and announced their upcoming Stuff the Bus with school supplies event. He also spoke about attending the South Bay Union School District Opening Day with the Mayor and announced the upcoming Chili Cook-off in which he will be a participating on July 26.

Councilmember West reported on his attendance at the Sun and Sea and Pride events, attending the Underserved Vets with Pets Pet Food Drive, a movie night at Luigi's Pizza along with the Clean Water Movement, the 4th of July Bicycle Parade and the Ribbon Cutting Ceremony at Jersey Mikes. He also announced the upcoming events: a picnic honoring the 69th Anniversary of the United Methodist Church on July 22nd, the Surf Dog Competition on July 29th, and the Clean Cities Initiative on August 5th.

Mayor Pro Tem Bragg revealed the Scallywag Trophy the City Council float won during the Sun and Sea Parade and recognized Dave Clark, his family and his neighbors for their efforts on building the float. She spoke about the success of the 9th and Palm Project, attending the Mayor's Breakfast and she thanked the Historical Society for displaying photos of the former Mayors of Imperial Beach.

Mayor Dedina reported on the success of the stores located at 9th and Palm, he announced the upcoming California Surf Lifesaving Championship and the Jr. Lifeguard State Championship at Silver Strand State Beach. He, along with Councilmember Patton, will present a Proclamation proclaiming Jr. Lifeguard Day. He reported on his attendance at a water quality meeting with Chris Helmer and top officials with the U.S. Environmental Protection Agency (EPA). He spoke about how the EPA does not have the leadership or funding to fix the sewage problems. He also reported on a meeting he had with the Smart Border Coalition in Tijuana regarding the sewage problem. He thanked staff and the community for their efforts on the Mayor's Breakfast and for participating in the Swim, Paddle and Walk events. He spoke about being in the Command Center with Sheriff's Lt. Magana during Sun and Sea Festival and was thankful that it was a fun and safe event. He also recognized Ed Vea for organizing City Council's presence at the Pride Parade.

COMMUNICATIONS FROM CITY STAFF

City Manager Hall thanked the Kiwanis Club for hosting the Employee Appreciation Lunch.

Natural Resources Director Helmer reported the City recently received the American Public Works Association's Project of the Year Award from for the recently completed alley project and he announced construction has commenced for the last batch of unpaved alleys.

PUBLIC COMMENT

Jack Van Zandt spoke in opposition to the litigation against the oil companies because he is concerned about increased costs. He questioned if the City can spend time and resources on something else rather than litigation.

Ronald Short stated he and his neighbors are concerned about the noise and invasion of privacy from the patrons of the Cross Fit business located at Silver Strand Blvd. He spoke of their desire for peace and quiet and suggested the patrons of the business use the commercial corridors rather than the residential zones.

PRESENTATIONS (1.1-1.2)

1.1 PRESENTATION ON THE COUNTY OF SAN DIEGO'S VECTOR CONTROL PROGRAM. (0240-50)

Chris Conlan, Supervising Vector Ecologist, with the County of San Diego Vector Control Program, gave a PowerPoint presentation on the item. In response to questions of City Council, he spoke about the importance of eliminating backyard breeding, educating the public by participating in public events and by visiting the Program's website. He also spoke about County Staff being ready to address issues after high tide events.

Maria "Lupe" Stawarz stated that she reached out to Vector Control about a problem she is experiencing with squirrels but was referred to other agencies. She asked what she can do to address her problem with squirrels.

Mr. Conlan responded that Vector Control can only take an advisory role when it comes to squirrels. It is up to the property owner to decide the course of action.

In response to further questions from City Council, Mr. Conlan stated that presentations are given at schools and with regard to flooding in the South Bay, they treat all locations within 48 hours of a tidal event.

**1.2 SURFRIDER FOUNDATION PRESENTATION ON "THE CARBON CONNECTION."
(0230-20)**

Co-Chair Adam Junod and Policy Manager Julia Chunn-Heer, Surfrider Foundation, gave a PowerPoint presentation on the item, noting the need to address the water/energy nexus in Climate Action Planning.

Mayor Dedina said the City will have a Climate Action Plan as part of the LCP update. He noted that Imperial Beach is experiencing the impacts of sea level rise and climate change with frequent climate instability such as the City experiencing the highest winds recently, the largest southern hemisphere storms with coastal erosion, the hottest temperatures reported in history, significant changes to the coastline, and the most significant flooding along our beachfront, estuary and bay front. He spoke about the need to work with the legislature to ensure cities with a 25% poverty rate get funding to help deal with emissions and climate impacts.

CONSENT CALENDAR (2.1-2.13)

Baron Partlow commented that the International Boundary and Water Commission (IBWC) is not required to take minutes and post them on their website. He asked Councilmember Spriggs if he can get an update from the IBWC on what they are doing about the sewage issues on their upcoming agenda.

Ginger Sacco reported on recent efforts to address the sewage issue.

MOTION BY SPRIGGS, SECOND BY BRAGG, TO APPROVE CONSENT CALENDAR ITEM NOS. 2.1 THROUGH 2.13. MOTION CARRIED UNANIMOUSLY.

2.1 MINUTES.

City Council approved the Special Meeting Minutes of June 21, 2017 and June 27, 2017.

2.2 RATIFICATION OF WARRANT REGISTER. (0300-25)

City Council ratified the warrant register.

2.3 RECEIVE MAY 2017 TREASURER'S REPORT. (0300-90)

The City Council received the monthly Treasurer's report.

2.4 RESOLUTION NO. 2017-7832 AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH QUALITY CODE PUBLISHING TO CONTINUE TO PROVIDE ONGOING CODIFICATION SERVICE TO THE CITY. (0460-10)

Adopted Resolution No. 2017-7832.

2.5 NOTIFICATION OF TRAVEL AND DESIGNATION OF VOTING DELEGATE AND ALTERNATE(S) FOR LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE: SEPTEMBER 13 – SEPTEMBER 15, 2017. (0140-10 & 0410-60)

1. City Council designated Councilmember Spriggs as the voting delegate for the 2017 League Annual Conference Business Meeting and
2. The City Council directed the City Clerk to complete and submit a Voting Delegate/Alternate Form to the League's office by Monday, July 31, 2017.

2.6 SYMPHONY BY THE SEA: RESOLUTION NO. 2017-7830 AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE SAN DIEGO UNIFIED PORT DISTRICT FOR FINANCIAL ASSISTANCE AND OTHER MATTERS AND RESOLUTION NO. 2017-7831 AUTHORIZING THE CITY MANAGER TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH SAN DIEGO EVENT PROS FOR AUDIO/VISUAL SERVICES. (1040-10)

Adopted Resolution Nos. 2017-7830 and 2017-7831.

2.7 RECEIVE REPORT ON AGREED-UPON PROCEDURES APPLIED TO THE FY2016 TRANSNET FUND. (0680-80)

The City Council reviewed and received the Report on Agreed-Upon Procedures Applied to the FY2016 Transnet Fund.

- 2.8 **ADOPT RESOLUTION NO. 2017-7833 APPROVING THE MAYOR'S EXECUTION OF A LEGAL SERVICES AGREEMENT WITH SHER EDLING FOR SPECIALIZED LEGAL SERVICES. (0440-30)**
Adopted Resolution No. 2017-7833.
- 2.9 **RESOLUTION NO. 2017-7836 CONTINUING THE PROCLAMATION OF A STATE OF LOCAL EMERGENCY RELATING TO IMPACTS FROM CROSS-BORDER POLLUTION IN THE TIJUANA RIVER. (0150-40 & 0210-26)**
Adopted Resolution No. 2017-7836.
- 2.10 **RESOLUTION NO. 2017-7835 APPROVING A CHANGE ORDER WITH MICHAEL BAKER INTERNATIONAL FOR THE 2016 SEWER SYSTEM MASTER PLAN, TO INCLUDE THE SEWER MANHOLE VERIFICATION, FIELD SURVEY SERVICES & UPDATE OF THE CITY SEWER HYDRAULIC MODEL AND APPROPRIATE \$43,500 FROM THE SEWER ENTERPRISE ACCOUNT TO THIS PROJECT. (0830-70)**
Adopted Resolution No. 2017-7835.
- 2.11 **ADOPTION OF RESOLUTION NO. 2017-7837 AUTHORIZING THE CITY OF IMPERIAL BEACH TO PARTICIPATE IN A REGIONAL WASTE TIRE ENFORCEMENT PROGRAM IN PARTNERSHIP WITH THE CITY OF SAN DIEGO SOLID WASTE LOCAL ENFORCEMENT AGENCY AND AUTHORIZING THE CITY OF SAN DIEGO TO ACT ON BEHALF OF THE CITY OF IMPERIAL BEACH TO EXECUTE ALL NECESSARY GRANT DOCUMENTS FOR THE PURPOSE OF SECURING GRANT FUNDS AND TO IMPLEMENT AND CARRY OUT THE WORK SPECIFIED IN THE GRANT THROUGH JUNE 30, 2022. (0270-60)**
Adopted Resolution No. 2017-7837.
- 2.12 **ADOPT RESOLUTION NO. 2017-7839 APPROVING AND ADOPTING A LETTER OF INTENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MEMBERS OF THE CITY'S MISCELLANEOUS CLASSIFIED SERVICE, SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 221. (0540-50)**
Adopted Resolution No. 2017-7839.
- 2.13 **APPROVAL OF RESOLUTION NO. 2017-7838 FOR A RELOCATION PLAN FOR TENANTS OF 710-712 5TH STREET AND A BUDGET AMENDMENT FOR RELOCATION COSTS. (0830-10)**
Adopted Resolution No. 2017-7838.

ORDINANCES/INTRODUCTION & FIRST READING (3)

None.

PUBLIC HEARINGS (4.1)

- 4.1 **JEFF KATZ ARCHITECTURE (APPLICANT ON BEHALF OF THE CITY [OWNER]); REGULAR COASTAL PERMIT (CP 170035), DESIGN REVIEW CASE (DRC 170036), SITE PLAN REVIEW (SPR 170037), AND CATEGORICAL EXEMPTION PURSUANT TO CEQA GUIDELINES 15332 (IN-FILL DEVELOPMENT) FOR A NEW SENIOR/COMMUNITY CENTER TO REPLACE THE EXISTING SENIOR CENTER FACILITIES AT 1075 8TH STREET (APN 626-400-71-00). MF 1205; RESOLUTION NO. 2017-7828. (0600-20)**

Mayor Dedina declared the public hearing open.

Assistant City Manager Dush provided history on the item.

Nancy Constandse, Architect/Project Manager for Jeff Katz Architecture, gave a PowerPoint presentation on the item.

Councilmember Spriggs expressed concern about whether or not this project will get built due to the cost which he foresees to be \$8M to \$10M. He suggested further development of the

design options for modularizing the design, cutting the design back to a \$3M level, or maybe proceeding with two designs at the same time. He spoke about having a project that the City can build, not a pie in the sky design that will not happen. He spoke about the need to be realistic and having checks and balances in place during the design phase to avoid ending with something cannot be built later on.

Assistant City Manager Dush responded the City's contract with Jeff Katz Architecture is finite in terms of the outreach process and the initial designs. Deviations to the contract such as alternative and/or parallel designs are outside the scope of the current contract but could be possible with the direction of City Council and additional funding. He explained that an iterative process was involved in creating the design.

Mayor Pro Tem Bragg thanked the architects for being in attendance and for being responsive to the desires of the community. She stressed that the design features were a direct result of the community's input, the design enhances the library, she supported the design of the lobby, and sees the project as a center-city development. She thanked the architects for their design, patience and for visiting other senior centers. She recognized them for achieving the goal that was set for them.

Nancy Dayton, representing seniors and Women's Club, appreciated the design, thanked the City for maintaining the current senior center, and asked the City to complete the project.

Baron Partlow expressed concern about the condition of the current senior center. He spoke in support of the proposed design and said that funding will be found.

Councilmember Patton thanked Mayor Pro Tem Bragg and the committee for going above and beyond and doing their due diligence to ensure they did the right job for the city. He spoke in support of the project and stated that although the proposed project has a larger footprint and is costly, the residents and seniors deserve it. He noted that the youth have been taken care of and now is the opportunity to take care of the seniors. He trusts that City Staff would not present a project if it could not be done. He stressed that the project can be done and will be done.

Councilmember West stated seniors are the fastest growing population and the City should build a bigger project. He also spoke about the opportunity to make the space between the library and senior center an event center. He recognized that the funding will be a challenge but it is also part of their job to find funding and he supported the project.

Mayor Pro Tem Bragg stated she was the Senior Center Program Coordinator prior to being elected. The current building was dedicated 45 years ago, in January 1974. She questioned when was the last time the City made a substantial investment in this community. The Senior Center is for the future and for generations to come and noted that the senior demographic is growing by leaps and bounds. She recognized Councilmember Spriggs' concerns and stressed that she would not bring a pie in the sky project forward if she didn't think it could happen.

City Manager Hall showed a graphic illustration of the Strategic Vision. He noted that the City has the revenues necessary to provide services to the community but noted that to build some of the desired projects such as the Senior Center is beyond the current revenue stream and to do the project would require action to increase revenues. He also explained that the City does not have the funding to build the Senior Center today.

Mayor Pro Tem Bragg commented that with the project design the City can secure grant funding for a new senior center.

Councilmember Spriggs stated this is a great looking project based on the input provided. He stated that he is a senior and appreciates the seniors in this community. He is in favor for a new senior center that can be done in the next 3-6 years. He questioned if the project can be done from a practical financial standpoint and in a reasonable timeframe. He also stated that the

concept is now a community center, but the City has not scoped what it wants in a community center and not just an expanded senior center. He stated that he is in favor of replacing and improving the Senior Center as soon as possible but he would have to abstain on the vote of the item because he has not seen how it will be built in a quick timeframe.

Mayor Dedina spoke about serving the people they represent, that they should be safe and have the highest quality of life as possible and stated the City will get the project done. He thanked Mayor Pro Tem Bragg, the committee and Jeff Katz Architecture for a thoughtful process.

Without dissention from City Council, Mayor Dedina closed the Public Hearing.

MOTION BY PATTON, SECOND BY WEST, TO ADOPT RESOLUTION NO. 2017-7828 REGULAR COASTAL PERMIT (CP 170035), DESIGN REVIEW CASE (DRC 170036), SITE PLAN REVIEW (SPR 170037), AND CATEGORICAL EXEMPTION PURSUANT TO CEQA GUIDELINES 15332 (IN-FILL DEVELOPMENT) FOR A NEW SENIOR/COMMUNITY CENTER TO REPLACE THE EXISTING SENIOR CENTER FACILITIES AT 1075 8TH STREET (APN 626-400-71-00). MF 1205. MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCILMEMBERS: PATTON, WEST, BRAGG, DEDINA
NOES: COUNCILMEMBERS: NONE
ABSTAIN: COUNCILMEMBERS: SPRIGGS

REPORTS (5.1)

5.1 ADOPTION OF RESOLUTION NO. 2017-7834 REMOVING THE DOG LICENSING FEES FROM THE MASTER FEE SCHEDULE. (0390-55)

Emergency Services Coordinator Dean Roberts reported on the item.

Councilmember Patton suggested that the Humane Society mail out new licenses to make the process easy on registered dog owners.

In response to Mayor Pro Tem Bragg, Mr. Roberts reported on the transition process and interactions with the community. With regard to the 4th of July, most animals were reunited with owners and only 6 dogs went to the Humane Society.

MOTION BY WEST, SECOND BY SPRIGGS, TO ADOPT RESOLUTION NO. 2017-7834 REMOVING THE DOG LICENSING FEES FROM THE MASTER FEE SCHEDULE. MOTION CARRIED UNANIMOUSLY.

I.B. REDEVELOPMENT AGENCY SUCCESSOR AGENCY REPORTS (6)

None.

ITEMS PULLED FROM THE CONSENT CALENDAR (IF ANY)

None.

ADJOURN REGULAR MEETING

Mayor Dedina adjourned the Regular Meeting at 8:17 p.m.

CLOSED SESSION MEETING CALL TO ORDER

Mayor Dedina called the Closed Session meeting to order at 8:18 p.m.

ROLL CALL

Councilmembers present:	West, Patton, Spriggs
Councilmembers absent:	None
Mayor Pro Tem Present:	Bragg
Mayor Present:	Dedina
Staff Present:	City Manager Hall, City Attorney Lyon, City Clerk Kelly, Assistant City Manager Dush

CLOSED SESSION (1)

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Govt. Code section 54956.9(d)(4) (1 case)

Mayor Dedina adjourned the meeting to Closed Session at 8:18 p.m. and he reconvened the meeting to Open Session at 9:38 p.m.

Reporting out of Closed Session, City Attorney Lyon announced City Council discussed Closed Session Item No.1, direction was given, and no reportable action was taken.

ADJOURN CLOSED SESSION

Mayor Dedina adjourned the Closed Session Meeting at 9:39 p.m.

Serge Dedina,
Mayor

Jacqueline M. Kelly, MMC
City Clerk

MINUTES

Item No. 2.1

**CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY
IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY**

AUGUST 1, 2017

Location:

**Wooden Observation Deck located at the
Southern end of Seacoast Drive
Imperial Beach, CA 91932**

SPECIAL MEETING – 10:00 A.M.

SPECIAL MEETING CALL TO ORDER

Mayor Dedina called the Special Meeting to order at 10:00 a.m.

ROLL CALL

Councilmembers present: West, Patton, Spriggs
Councilmembers absent: None
Mayor Pro Tem Present: Bragg
Mayor Present: Dedina

PUBLIC COMMENTS

None.

PRESS CONFERENCE

Mayor Dedina announced a series of actions the City of Imperial Beach will take to combat the flow of sewage and toxic waste through the Tijuana River and under the border fence that have repeatedly fouled the ocean and area beaches and threaten the residents and operations of Navy SEALs and Border Patrol agents. The proposed actions include:

- Increase the capacity of the diversion facility at the International Boundary and Water Commission (IBWC) wastewater treatment facility.
- Conduct a complete clean-up of the canyon collection facilities and perform ongoing maintenance and cleaning of the canyons.
- React immediately when Border Patrol Agents and citizens report violations rather than wait for confirmation from Mexican officials.
- Construct a catchment basin to capture smaller rain events and accidental spills that can be diverted to the IBWC treatment facility.
- Encourage Congress to appropriate funding for the Border Water Infrastructure Program and to provide funding to improve the border wall/barrier to capture storm water and waste water.
- Pursue legal strategy against the U.S. Federal Government for continuing to permit the disposal and discharge of toxic waste and toxic sewage into the Tijuana River and along the border fence.

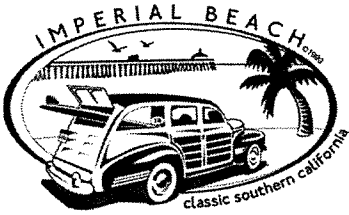
National Border Patrol Council Local 1613 President, Terence (Terry) Shigg and Secretary/Director of Legislative & Political Affairs, Christopher J. Harris spoke in support of the City's efforts.

ADJOURN SPECIAL MEETING

Mayor Dedina adjourned the Special Meeting at 10:22 a.m.

Serge Dedina,
Mayor

Jacqueline M. Kelly, MMC
City Clerk



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ANDY HALL, CITY MANAGER *AH*
MEETING DATE: AUGUST 16, 2017
ORIGINATING DEPT: DOUG BRADLEY, ADMINISTRATIVE SERVICES DEPARTMENT *DB*
SUBJECT: RATIFICATION OF WARRANT REGISTER

EXECUTIVE SUMMARY:

Approval of the warrant register in the amount of \$ 2,257,186.11.

FISCAL ANALYSIS: Warrants are issued from budgeted funds and there is no additional impact on reserves.

RECOMMENDATION:

It is respectfully requested that the City Council ratify the warrant register.

OPTIONS:

- Receive and file the report from the City Manager
- Provide direction to the City Manager to take a specific action
- Request additional information and an additional report

BACKGROUND/ANALYSIS:

As of April 7, 2004 all large warrants above \$100,000 will be separately highlighted and explained on the staff report.

Vendor:	Check:	Amount:	Description:
San Diego County Sheriff	90813	\$ 560,551.62	Jun 2017 Law Enforcement Svcs
San Diego County Sheriff	90815	\$ 551,872.36	Apr 2017 Law Enforcement Svcs
San Diego County Sheriff	90816	\$ 558,217.38	May 2017 Law Enforcement Svcs

The following registers are submitted for Council ratification:

Accounts Payable

DATE	CHECK #	EFT #	AMOUNT (\$)
07/20/2017	90747-90774		87,137.44
07/27/2017	90775-90827	419-428	1,982,813.36
	<i>Sub-Total</i>		2,069,950.80

Payroll Checks/Direct Deposit

DATE	CHECK #		AMOUNT (\$)
PPE 7/20/17	47592-		187,235.31
	<i>Sub-total</i>		187,235.31

TOTAL \$ 2,257,186.11

Note: check numbers not in sequence have been voided.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Warrant Register
2. Warrant Register as Budgeted FY2017

City of Imperial Beach
Warrant Register by Check/EFT Number

2017-07-20	Vendor	Description	Account Number	Invoice	Project Description	Amount	Retainage held
						\$ 87,559.83	
90747	ACE EXCAVATING & ENVIRONMENTAL SERV	WATER MAIN RELOCATE	101-5000-532.20-06	1273	CONST OF VEHICLE WASH PIT	\$ 8,025.43	
		WATER MAIN RELOCATION	101-5000-532.20-06	1273	CONST OF VEHICLE WASH PIT	\$ 422.39	\$ (422.39)
90748	CALIFORNIA AMERICAN WATER	1015-210019027905 JUN 17	101-1910-419.27-02	07-28-2017	(blank)	\$ 469.58	
		1015-210019276868 JUN 17	101-1910-419.27-02	07-28-2017	(blank)	\$ 209.38	
		1015-210019482014 JUN 17	101-1910-419.27-02	07-28-2017	(blank)	\$ 73.35	
		1015-210019600799 JUN 17	101-1910-419.27-02	07-28-2017	(blank)	\$ 269.90	
		1015-210019278093 JUN 17	101-6020-452.27-02	07-28-2017	(blank)	\$ 26.07	
		1015-210019278895 JUN 17	101-6020-452.27-02	07-28-2017	(blank)	\$ 26.07	
		1015-210019279782 JUN 17	101-6020-452.27-02	07-28-2017	(blank)	\$ 26.07	
		1015-210019357057 JUN 17	101-6020-452.27-02	07-28-2017	(blank)	\$ 85.17	
		1015-210019360534 JUN 17	101-6020-452.27-02	07-28-2017	(blank)	\$ 32.16	
		1015-210019481684 JUN 17	101-6020-452.27-02	07-28-2017	(blank)	\$ 26.07	
		1015-210019359015 JUN 17	101-6020-452.27-02	07-31-2017	(blank)	\$ 19.97	
		1015-210018811916 JUN 17	101-1910-419.27-02	08-01-2017	(blank)	\$ 38.70	
		1015-210020153385 JUN 17	101-1910-419.27-02	08-01-2017	(blank)	\$ 29.51	
		1015-210020154739 JUN 17	101-1910-419.27-02	08-03-2017	(blank)	\$ 32.16	
		1015-210019058534 JUN 17	101-1910-419.27-02	08-04-2017	(blank)	\$ 234.29	
		1015-210019176067 JUN 17	101-6020-452.27-02	08-04-2017	(blank)	\$ 637.28	
		1015-210019176128 JUN 17	101-6020-452.27-02	08-04-2017	(blank)	\$ 14.83	
		1015-210019179080 JUN 17	101-6020-452.27-02	08-04-2017	(blank)	\$ 306.47	
		1015-210019748080 JUN 17	101-6020-452.27-02	08-07-2017	(blank)	\$ 8.74	
		1015-210019748332 JUN 17	101-6020-452.27-02	08-07-2017	(blank)	\$ 8.74	
		1015-210019749625 JUN 17	101-6020-452.27-02	08-07-2017	(blank)	\$ 8.74	
		1015-210019749687 JUN 17	101-6020-452.27-02	08-07-2017	(blank)	\$ 8.74	
		1015-210020440898 JUN 17	101-6020-452.27-02	08-17-2017	(blank)	\$ 109.93	
		1015-210019512885 JUN 17	601-5060-436.27-02	08-03-2017	(blank)	\$ 278.79	
		1015-210020125977 JUN 17	601-5060-436.27-02	08-03-2017	(blank)	\$ 19.97	
		1015-210018820255 JUN 17	601-5060-436.27-02	08-04-2017	(blank)	\$ 14.83	
90749	CHULA VISTA ANIMAL CARE FACILITY	JUN 2017 A/C AFTER HOURS	101-3050-425.20-06	JUN 2017	(blank)	\$ 391.64	
90750	COX COMMUNICATIONS	0013110108768102 7/1-7/31	503-1923-419.21-04	07-22-2017	(blank)	\$ 39.48	
		001311015533201 7/1-7/31	503-1923-419.21-04	07-22-2017	(blank)	\$ 42.68	
		0013110091187001 7/4-8/3	503-1923-419.21-04	07-25-2017	(blank)	\$ 230.00	
90751	DEPARTMENT OF JUSTICE	JUN 2017	101-1130-412.21-04	242449	(blank)	\$ 294.00	
90752	FASTENAL	DRILL BITS, ANTI SEIZE	101-6040-454.30-02	CACHU50381	PLAZA/PIER	\$ 90.63	
		HEX LAG PARTS	101-6040-454.30-02	CACHU50402	PLAZA/PIER	\$ 22.12	
		DRILL BITS, SCREWS PARTS	101-6040-454.30-02	CACHU50433	PLAZA/PIER	\$ 103.16	
90753	FIDELITY SECURITY LIFE INSURANCE CO	JUL 2017 VISION PREMIUM	101-0000-209.01-18	163202258	(blank)	\$ 357.12	
90754	FIRST AMERICAN DATA TREE, INC	JUN 2017 PROPERTY DATA	101-1210-413.21-04	20045170617	(blank)	\$ 2.00	
		JUN 2017 PROPERTY DATA	101-3020-422.21-04	20045170617	(blank)	\$ 2.00	
		JUN 2017 PROPERTY DATA	101-3040-424.21-04	20045170617	(blank)	\$ 225.00	
		JUN 2017 PROPERTY DATA	101-3070-427.21-04	20045170617	(blank)	\$ 21.00	
90755	FRANCHISE TAX BOARD	FTB SS# SEARCH INTERCEPT	101-1210-413.20-27	16-248	(blank)	\$ 24.52	
90756	IPMA/SAN DIEGO INTERNATIONALCHAPTER	CORTEZ,E/MORENO,N	101-1130-412.28-04	2017-2018	(blank)	\$ 130.00	
90757	JACQUELINE SUE STENZEL	JUNE YOGA CLASSES	101-6030-453.20-06	48	(blank)	\$ 200.00	
90758	MISCELLANEOUS REFUNDS	REFUND FIN FEES	101-0000-347.77-02	5900	(blank)	\$ 20.00	
90759	KEYSER MARSTON ASSOC INC	JUNE 17 SR75 ENG. SVCS	101-5010-431.20-06	0031140	(blank)	\$ 1,459.07	

City of Imperial Beach
Warrant Register by Check/EFT Number

	Vendor	Description	Account Number	Invoice	Project Description	Amount	Retainage held
90760	MELANIE MARTINEZ-GOODMAN	UNIFORM REIMBURSEMENT	101-3030-423.25-03	13009846	(blank)	\$ 70.93	
90761	NOLTE ASSOCIATES, INC.	ELM AVE ENG SVCS	202-5016-531.20-06	68238	RTIP FY 13-14 ELM AVE ASP	\$ 1,610.01	
		EIGHT ALLEY PAVING	402-5000-532.20-06	68193	EIGHT ALLEY PAVING PROJEC	\$ 2,996.76	
90762	O'REILLY AUTOMOTIVE STORES, INC.	TIRE VALVES	501-1921-419.28-16	3980-458273	(blank)	\$ 2.16	
		AIR HOSE COUPLERS	501-1921-419.28-16	3980-458296	(blank)	\$ 30.13	
90763	OFFICETEAM	SCHLOSSBERG, J WE 6/30	101-1230-413.21-01	48709626	(blank)	\$ 1,216.35	
90764	PADRE JANITORIAL SUPPLIES	CLEANING SUPPLIES	101-6040-454.30-02	393912	(blank)	\$ 350.89	
		JANITORIAL SUPPLIES	101-6040-454.30-02	393389	(blank)	\$ 249.06	
		JANITORIAL SUPPLIES	101-6040-454.30-02	393389-1	(blank)	\$ 41.49	
		CLEANING/DISINFECTANT	101-6040-454.30-02	394576	(blank)	\$ 316.68	
90765	PARTNERSHIP WITH INDUSTRY	P/E 06/30/2017	101-6040-454.21-04	GS08088	TIDELAND MAINTENANCE 2013	\$ 2,050.93	
90766	PHILLIP ANTONOPOULOS	LIFEGUARD GAMES EVENT	101-1110-412.28-08	07-11-2017	(blank)	\$ 1,500.00	
90767	PITNEY BOWES INC(INVOICE PAYMENTS)	JULY-SEP METER RENTAL	101-1210-413.28-09	1004383632	(blank)	\$ 206.88	
90768	SAN DIEGO GAS & ELECTRIC	5649 771 4749 JUN 2017	101-1910-419.27-01	07-26-2017	(blank)	\$ 5,355.39	
		5649 771 4749 JUN 2017	101-5010-431.27-01	07-26-2017	(blank)	\$ 8,873.83	
		5649 771 4749 JUN 2017	101-6020-452.27-01	07-26-2017	(blank)	\$ 935.87	
		5649 771 4749 JUN 2017	601-5060-436.27-01	07-26-2017	(blank)	\$ 5,540.55	
90769	SHARP REES-STEALY MEDICAL CNTR	JUN 2017	101-3030-423.21-04	310220147	(blank)	\$ 164.00	
		JUN 2017	101-6040-454.21-04	310220147	(blank)	\$ 450.00	
		MAY 2017 PRE-EMPLMNT PHY	101-3030-423.21-04	220147	(blank)	\$ 265.00	
90770	SLOAN ELECTRIC COMPANY	PS#4 TROUBLESHOOT STARTER	601-5060-436.21-04	0068343	(blank)	\$ 600.00	
90771	SPARKLETTS	JUN 2017	101-3020-422.30-02	12529930 063017	(blank)	\$ 155.47	
		JUN 2017 WATER DELIVERY	101-1210-413.30-01	16395499 071417	(blank)	\$ 24.17	
		JUL 2017 WATER DELIVERY	101-1210-413.30-01	16395499 071417	(blank)	\$ 13.98	
90772	SUNGARD PUBLIC SECTOR INC.	NAVI SUPPORT FY18	503-1923-419.20-25	139560	(blank)	\$ 40,130.78	
		WK ORDERS/FAC MGMT	503-1923-419.20-25	140979	(blank)	\$ 1,144.16	
		CREDIT MEMO FY18	503-1923-419.20-25	141003	(blank)	\$ (6,865.06)	
90773	VERIZON WIRELESS	06/19/17-07/08/17	101-3020-422.27-05	9788870478	(blank)	\$ 158.74	
		06/19/17-07/08/17	101-3030-423.27-05	9788870478	(blank)	\$ 145.95	
		06/19/17-07/08/17	101-3040-424.27-05	9788870478	(blank)	\$ 76.44	
		06/19/17-07/08/17	101-3070-427.27-05	9788870478	(blank)	\$ 64.17	
		06/19/17-07/08/17	101-5010-431.30-02	9788870478	(blank)	\$ 25.67	
		06/19/17-07/08/17	101-5020-432.27-05	9788870478	(blank)	\$ 404.01	
		06/19/17-07/08/17	101-6020-452.30-02	9788870478	(blank)	\$ 28.69	
		06/19/17-07/08/17	503-1923-419.27-05	9788870478	(blank)	\$ 362.74	
90774	WAXIE SANITARY SUPPLY	RESTROOM SUPPLIES	101-6040-454.30-02	76786940	(blank)	\$ 3,745.26	
2017-07-27						\$ 1,982,813.36	
419	AFLAC	PAYROLL AP PPE 7/06/17	101-0000-209.01-13	20170713	(blank)	\$ 348.81	
		PAYROLL AP PPE 7/20/17	101-0000-209.01-13	408545	(blank)	\$ 348.81	
420	CALIFORNIA STATE DISBURSEMENT UNIT	PAYROLL AP PPE 7/20/17	101-0000-209.01-07	20170727	(blank)	\$ 355.84	
421	COLONIAL LIFE & ACCIDENT	PAYROLL AP PPE 7/06/17	101-0000-209.01-13	20170713	(blank)	\$ 50.09	
		PAYROLL AP PPE 7/20/17	101-0000-209.01-13	9498114-0702338	(blank)	\$ 50.09	
422	FORESTERS INVESTOR SERVICES INC	PAYROLL AP PPE 7/20/17	101-0000-209.01-22	20170727	(blank)	\$ 70.00	
423	FRANCHISE TAX BOARD	PAYROLL AP PPE 7/20/17	101-0000-209.01-07	20170727	(blank)	\$ 89.59	
424	I B FIREFIGHTERS ASSOCIATION	PAYROLL AP PPE 7/20/17	101-0000-209.01-08	20170727	(blank)	\$ 240.00	
425	ICMA RETIREMENT TRUST 457	PAYROLL AP PPE 7/20/17	101-0000-209.01-10	20170727	(blank)	\$ 5,761.51	
426	SEIU LOCAL 221	PAYROLL AP PPE 7/20/17	101-0000-209.01-08	20170727	(blank)	\$ 1,900.83	

City of Imperial Beach
Warrant Register by Check/EFT Number

	Vendor	Description	Account Number	Invoice	Project Description	Amount	Retainage held
427	STATE OF CALIFORNIA FTB	PAYROLL AP PPE 7/20/17	101-0000-209.01-07	20170727	(blank)	\$ 100.00	
428	US BANK	PAYROLL AP PPE 7/20/17	101-0000-209.01-20	20170727	(blank)	\$ 4,358.12	
90775	MISCELLANEOUS VENDOR	CLAIM RELEASE -SEWER	502-1922-419.28-17	07-14-2017	(blank)	\$ 2,980.00	
90776	ACE EXCAVATING & ENVIRONMENTAL SERV	VEHICLE WASH PIT RETENTIN	101-0000-202.00-00	1274	CONST OF VEHICLE WASH PIT	\$ 4,944.89	
90777	ADAM WRAIGHT	REIMBURSE EMT RENEWAL FEE	101-3030-423.28-04	68636000	(blank)	\$ 56.50	
90778	AYALA, ART	REIMBURSE EMT RENEWAL FEE	101-3030-423.28-04	68854393	(blank)	\$ 56.50	
90779	BOCA RIO	BANK FEES FOR UNABLE TO	101-1210-413.20-27	90687	(blank)	\$ 35.00	
90780	MISCELLANEOUS REFUNDS	REFUND OVERPAYMENT	101-0000-221.01-03	CR 239	(blank)	\$ 25.00	
90781	CALIFORNIA BUILDING STANDARDS COMM	APR-JUN 2017 STATE GREEN	101-0000-221.01-07	06-30-2017	(blank)	\$ 369.90	
90782	CHULA VISTA ALARM, INC	DEC 2015 REMOVE ALARM	101-1910-419.20-23	130A	(blank)	\$ 134.95	
		06/30/17 SERVICE CALL	101-1910-419.20-23	43423	(blank)	\$ 49.95	
90783	CITY OF CHULA VISTA	JUN 2017 A/C SERVICES	101-3050-425.20-06	AR137418	(blank)	\$ 21,492.64	
90784	COUNTY RECORDER	NOE 1075 8TH STREET	210-1235-513.20-06	MF 1205	SENIOR CENTER DESIGN	\$ 50.00	
		NOE 640 FLORIDA STREET	101-0000-221.01-02	MF 1237	640 FLORIDA ST	\$ 50.00	
90785	CSAC EXCESS INSURANCE AUTHORITY	FY 2018 GEN LIABILITY PRE	502-1922-419.28-02	18300038	(blank)	\$ 94,600.00	
90786	CSAC EXCESS INSURANCE AUTHORITY	PAYROLL AP PPE 7/06/17	101-0000-209.01-23	20170713	(blank)	\$ -	
		FY 2018 MASTER CRIME PREM	502-1922-419.28-02	18400252	(blank)	\$ 2,857.00	
		FY 2018 EXCESS LIABILITY	502-1922-419.28-02	18400416	(blank)	\$ 11,868.00	
		FY 2018 CYBER LIABILITY P	502-1922-419.28-02	18400734	(blank)	\$ 1,196.00	
		FY 2018 PROPERTY PREMIUM	502-1922-419.28-02	18500043	(blank)	\$ 53,998.00	
90787	D.A.R. CONTRACTORS	JUN 2017 ANIMAL REMOVAL S	101-3050-425.20-06	0704171229	(blank)	\$ 347.00	
90788	DAVE BANG ASSOCIATES INC.	VETERAN & TEEPLE PK ITEMS	101-6020-452.28-01	43575	(blank)	\$ 1,228.51	
90789	DEPT. OF CONSERVATION	APR-JUN 2017 SMIPS FEES	101-0000-211.01-01	06-30-2017	(blank)	\$ 418.65	
90790	EAGLE NEWSPAPER	JUN 2017 LEGAL ADS	101-0000-221.01-02	102633	640 FLORIDA ST	\$ 100.00	
		JUN 2017 LEGAL ADS	101-0000-221.01-02	102585	805 OCEAN LN/23 DATE	\$ 100.00	
		JUN 2017 LEGAL ADS	210-1235-513.20-06	102633	SENIOR CENTER DESIGN	\$ 120.00	
90791	EDCO DISPOSAL CORPORATION	JUL-SEP 2017 TRASH SVC 71	101-1910-419.21-04	07-01-2017	(blank)	\$ 84.99	
		APR-JUN 2017 712 5TH ST	101-1910-419.21-04	07-01-2017	(blank)	\$ 59.05	
90792	EL TAPATIO INC	05/03/17 COUNCIL DINNER	101-1110-412.28-08	13924	(blank)	\$ 137.38	
		05/17/17 COUNCIL DINNER	101-1110-412.28-08	14024	(blank)	\$ 137.38	
90793	ERGOIZEIT	ERGONOMIC CHAIRS/FOOTREST	502-1922-419.29-04	2143	(blank)	\$ 1,120.99	
90794	FLYERS ENERGY LLC	700 GAL REG	501-1921-419.28-15	17-493438	(blank)	\$ 1,861.13	
		1120 G REG/300 G DIESEL	501-1921-419.28-15	17-497023	(blank)	\$ 3,760.44	
		990 G REG/188 G DIESEL	501-1921-419.28-15	17-501565	(blank)	\$ 3,083.95	
90795	GLADWELL GOVERNMENTAL SERVICES INC	BANK FEES FOR UNABLE TO	101-1210-413.20-27	90703	(blank)	\$ 12.00	
90796	GO-STAFF, INC.	KNIGHT, J WE 6/11/17	101-6040-454.21-01	190073	(blank)	\$ 1,348.44	
		KNIGHT, J WE 6/25/17	101-6040-454.21-01	190748	(blank)	\$ 1,348.44	
		W/E 07/02/17 MERINO-RAMIR	101-5010-431.21-01	191420	(blank)	\$ 902.82	
		W/E 07/02/17 KNIGHT,J	101-6040-454.21-01	191422	(blank)	\$ 1,348.44	
		W/E 07/02/17 FERGUSON,N	101-1210-413.21-01	191421	(blank)	\$ 946.68	
		W/E 07/16/17 FERGUSON,N	101-1210-413.21-01	192354	(blank)	\$ 674.57	
		W/E 07/16/17 GARCIA,G	601-5060-436.21-01	192352	(blank)	\$ 1,042.85	
90797	GREEN DE BORTNOWSKY, LLP	ATTORNEY SERVICES	502-1922-419.20-01	45189		\$ 2,512.69	
		ATTORNEY SERVICES	502-1922-419.20-01	45144		\$ 5,736.85	
90798	HOGAN LAW APC	JUN 2015 IB RESORT	101-0000-221.01-02	17950	CONSTRUCTION OF NEW HOTEL	\$ 975.00	
90799	I LOVE A CLEAN SAN DIEGO	APR 2017 DATABASE UPDATES	101-5040-434.29-04	17-4140	RECYCLING GRANT FY 15-16	\$ 250.00	
90800	IMPERIAL BEACH TROPHIES	CUSTOM SUBLIMATED PLATE	101-1110-412.28-08	7206	(blank)	\$ 21.60	

City of Imperial Beach
Warrant Register by Check/EFT Number

Vendor	Description	Account Number	Invoice	Project Description	Amount	Retainage held
90800	IMPERIAL BEACH TROPHIES	CUSTOM SUBLIMATED PLATE	101-1110-412.28-08 7219	(blank)	\$ 43.20	
		ENGRAVED BRASS PLATE	101-1110-412.28-08 7438	(blank)	\$ 18.36	
		BRASS PLATE/BOX ENGRAVING	101-1110-412.28-08 8214	(blank)	\$ 96.98	
90801	JOANNE NORDEN	BANK FEES FOR UNABLE TO	101-1210-413.20-27 90711	(blank)	\$ 20.00	
90802	JOSE MONTANER MADRIGAL	#617 SEAT REUPHOLSTER	101-6040-454.20-06 12842	(blank)	\$ 468.00	
90803	MCDUGAL LOVE ECKIS &	ATTORNEY SERVICES	101-1220-413.20-02 92402		\$ 9,227.00	
90804	OFFICETEAM	W/E 05/26/17 SCHLOSSBERG	101-1230-413.21-01 48451040	(blank)	\$ 1,017.60	
90805	OVERLAND PACIFIC & CUTLER INC	JUN 2017 STORM WATER DETE	101-5000-532.20-06 1706143	LAND PURCHASE 495 PALM AV	\$ 1,148.75	
90806	PADRE JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	101-1910-419.30-02 393602	(blank)	\$ 66.61	
		JANITORIAL SUPPLIES	101-6040-454.30-02 394814	PLAZA/PIER	\$ 311.54	
90807	PERLITA SHOUSE	CAR WASH	101-1210-413.28-04 4660	(blank)	\$ 9.99	
		SHOUSE,P PARKING FEES	101-1210-413.28-04 4660	(blank)	\$ 24.00	
		KELLY,J/CARBALLO,S CITY C	101-1020-411.28-04 12-05-2016	(blank)	\$ 40.00	
		POSTAGE DUE	101-1020-411.28-04 12-14-2016	(blank)	\$ 3.84	
90808	PRAXAIR DISTRIBUTION INC	FLEET WELDING SUPPLIES	501-1921-419.28-15 77970197	(blank)	\$ 171.47	
		FLEET WELDING SUPPLIES	501-1921-419.30-02 77970198	(blank)	\$ 150.80	
		FLEET WELDING SUPPLIES	501-1921-419.30-02 78064350	(blank)	\$ 115.19	
		FLEET WELDING TOOLS	501-1921-419.30-22 77783398	(blank)	\$ 116.02	
		MIG WELDER MULTIMATIC	101-6040-454.30-22 78096530	PLAZA/PIER	\$ 2,310.06	
90809	PRINCIPAL FINANCIAL GROUP	AUG 2017 DENTAL PPO	101-0000-209.01-12 AUG 2017	(blank)	\$ 2,584.84	
90810	PRUDENTIAL OVERALL SUPPLY	05/17/17 PW UNIFORMS	101-5020-432.25-03 30658940	(blank)	\$ 136.00	
		07/05/17 PW UNIFORMS	101-5020-432.25-03 30668947	(blank)	\$ 130.23	
		07/12/17 PW UNIFORMS	101-5020-432.25-03 30670370	(blank)	\$ 119.31	
		07/19/17 PW UNIFORMS	101-5020-432.25-03 30671812	(blank)	\$ 130.23	
90811	ROBERTA OTERO-PETTY CASH	CAR WASH	501-1921-419.29-04 923	(blank)	\$ 12.99	
		EMP APPRECIATION	101-5020-432.29-02 23383506328	(blank)	\$ 21.06	
		SYMPATHY CARD, M MORENO	101-5020-432.29-02 250912070669695	(blank)	\$ 5.05	
		H. LEVEN CARD	101-5020-432.29-02 3499	(blank)	\$ 5.38	
		PICTURES H. LEVEN RETIRME	101-5020-432.29-02 890491	(blank)	\$ 8.78	
		FLOOR MATS VEH#602	101-6040-454.30-02 410194	(blank)	\$ 25.96	
		REFRESHMENTS-ELM AVE	101-5000-532.20-06 23387552865	RTIP FY 13-14 ELM AVE ASP	\$ 18.38	
		ELECTRICAL FOR SHERIFFS	101-1910-419.30-22 630837	(blank)	\$ 8.22	
		REFRESHMENTS-CITRUS AVE	201-5000-532.20-06 23384852865	SIDEWALK INFILL CITRUS AV	\$ 10.19	
		POSTAGE STAMPS/8 ALLEY	402-5000-532.20-06 0536600932	EIGHT ALLEY PAVING PROJEC	\$ 29.40	
		AIR VALVE	601-5060-436.28-01 869163	(blank)	\$ 6.00	
90812	SAN DIEGO COUNTY - ASSESSOR, PO BOX	MAR -JUN 2016 MPR EXTRACT	101-1210-413.29-04 201600467	(blank)	\$ 250.00	
90813	SAN DIEGO COUNTY SHERIFF	JUN 2017 LAW ENF SERVICES	101-3010-421.20-06 07-12-2017	(blank)	\$ 553,641.46	
		JUN 2017 COPPS PRG	212-3036-421.20-06 07-12-2017	(blank)	\$ 8,333.33	
		JUN 2017 TOW FEE CREDIT	101-0000-338.60-03 07-12-2017	(blank)	\$ (1,423.17)	
90814	SAN DIEGO COUNTY SHERIFF	JUL 2016 SWITCHFOOT	101-3010-421.20-06 06-01-2017	(blank)	\$ 3,271.99	
		JUL 2016 4TH EVENT	101-3010-421.20-06 06-02-2017	(blank)	\$ 12,662.14	
		JUL 2016 SUN & SEA EVENT	101-0000-221.01-03 06-01-2017	(blank)	\$ 14,442.52	
90815	SAN DIEGO COUNTY SHERIFF	APR 2017 LAW ENF SERVICES	101-3010-421.20-06 06-12-2017	(blank)	\$ 544,118.84	
		APR 2017 COPPS PRG	212-3036-421.20-06 06-12-2017	(blank)	\$ 8,333.33	
		APR 2017 TOW FEE CREDIT	101-0000-338.60-03 06-12-2017	(blank)	\$ (579.81)	
90816	SAN DIEGO COUNTY SHERIFF	MAY 2017 LAW ENF SERVICES	101-3010-421.20-06 06-29-2017	(blank)	\$ 551,676.19	
		MAY 2017 COPPS PRG	212-3036-421.20-06 06-29-2017	(blank)	\$ 8,333.33	

City of Imperial Beach
Warrant Register by Check/EFT Number

	Vendor	Description	Account Number	Invoice	Project Description	Amount	Retainage held
90816	SAN DIEGO COUNTY SHERIFF	MAY 2017 TOW FEE CREDIT	101-0000-338.60-03	06-29-2017	(blank)	\$ (1,792.14)	
90817	SEACOAST INN L.P.	SEWER LATERAL WORK	601-5060-436.21-04	13225	(blank)	\$ 11,846.18	
90818	SITEONE LANDSCAPE SUPPLY, LLC	PLIERS, DIA	101-6020-452.30-02	80171652	(blank)	\$ 350.21	
90819	SLS PROPERTY SOLUTIONS, INC.	JUN 2017 495 PALM AVE MAI	101-5000-532.20-06	17-2083R	LAND PURCHASE 495 PALM AV	\$ 794.00	
90820	SOUTH COUNTY ECONOMIC	PIONEER AWARD SPONSOR	101-1110-412.28-08	150-17	(blank)	\$ 2,250.00	
90821	SPRINT	05/26/17-06/25/2017	101-3020-422.27-05	594768811-115	(blank)	\$ 149.97	
90822	SWRCB	BANK FEES FOR UNABLE TO	101-1210-413.20-27	90677	(blank)	\$ 25.00	
90823	THYSSENKRUPP ELEVATOR CORPORATION	JUL-SEP 2017 DEMPSEY ELEV	101-3030-423.20-06	3003263539	(blank)	\$ 409.95	
90824	TRISTAR RISK MANAGEMENT	JUN 2017 W/C LOSS	502-0000-106.03-00	101587	(blank)	\$ 8,746.47	
90825	UNDERGROUND SERVICE ALERT OF	JUN 2017	601-5060-436.21-04	620170324	(blank)	\$ 76.50	
90826	US DEPARTMENT OF EDUCATION	PAYROLL AP PPE 7/20/17	101-0000-209.01-07	20170727	(blank)	\$ 11.32	
90827	MISCELLANEOUS REFUNDS	(blank)	101-0000-221.01-07	17-00000408 BON	(blank)	\$ 1.00	
		(blank)	101-0000-322.73-03	17-00000408 BON	(blank)	\$ 93.00	
		(blank)	101-0000-341.74-01	17-00000408 BON	(blank)	\$ 60.45	
		(blank)	101-0000-344.75-03	17-00000408 BON	(blank)	\$ 2.00	
Grand Total						\$ 2,070,373.19	

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
Expense					
101 GENERAL FUND					
ABC-FACILITIES CHARGES	\$ 101,839				\$ 101,839
ABC-FMP EQUIPMENT CHARGE	\$ 304,120				\$ 304,120
ABC-RISK MGMT SVC CHARGE	\$ 135,000				\$ 135,000
ABC-TECHNOLOGY SVC CHARGE	\$ 378,554				\$ 378,554
ADVERTISING	\$ 7,000				\$ 7,000
ATTORNEY SERVICES	\$ 25,000				\$ 25,000
ATTORNEY SERVICES-OTHER	\$ 123,000				\$ 123,000
AUTO ALLOWANCE	\$ 71,880	\$ 2,987			\$ 68,893
BANKING/FIN SRVCS CHARGES	\$ 32,333	\$ 367		\$ 92	\$ 31,874
CELL PHONE ALLOWANCE	\$ 14,390	\$ 754			\$ 13,636
COMMUNITY PROGRAMS	\$ 116,786	\$ 15,521	\$ 1,500		\$ 99,765
CONTINGENCY ACCOUNT	\$ 246,661				\$ 246,661
CONTRACTS-ELECTIONS	\$ 1,500				\$ 1,500
COPIER LEASES	\$ 39,500				\$ 39,500
COUNCIL/RDA BOARD PAY	\$ 35,107	\$ 1,932			\$ 33,175
EMPLOYEE RECOGNITION AWRD	\$ 10,400				\$ 10,400
EQUIPMENT	\$ 58,802				\$ 58,802
FEES & LICENSES	\$ 24,594				\$ 24,594
FICA	\$ 406,627	\$ 20,876			\$ 385,751
FIRE EXTINGUISHER SERVICE	\$ 550				\$ 550
FLSA WAGES	\$ 25,460	\$ 1,065			\$ 24,395
GAS & ELECTRIC (SDG&E)	\$ 250,750				\$ 250,750
LIFE INSURANCE	\$ 20,663	\$ 1,110			\$ 19,553
MAINTENANCE & REPAIR	\$ 79,700				\$ 79,700
MEMBERSHIP DUES	\$ 63,356	\$ 9,967			\$ 53,389
MGT MEDICAL REIMBURSEMENT	\$ 3,360				\$ 3,360

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
MILEAGE REIMBURSEMENT	\$ 550				\$ 550
OFFICE SUPPLIES	\$ 23,700		\$ 14		\$ 23,686
OPERATING SUPPLIES	\$ 275,712			\$ 312	\$ 275,400
OTHER SERVICES & CHARGES	\$ 84,800				\$ 84,800
OVERTIME	\$ 145,900	\$ 19,175			\$ 126,725
PARS CITY CONTRIBUTION	\$ 22,647	\$ 3,029			\$ 19,618
PERS-CITY PORTION	\$ 975,384	\$ 472,267			\$ 503,117
PEST CONTROL SERVICE	\$ 4,616				\$ 4,616
PLAN CHECK SERVCIES	\$ 7,500				\$ 7,500
POSTAGE & FREIGHT	\$ 11,450		\$ 207		\$ 11,243
PRINTING SERVICES	\$ 5,700				\$ 5,700
PROFESSIONAL SERVICES	\$ 10,315,911			\$ 878	\$ 10,315,033
RCS PROGRAM	\$ 51,252				\$ 51,252
RENT-EQUIPMENT	\$ 7,000				\$ 7,000
RENT-UNIFORMS	\$ 50,370			\$ 380	\$ 49,991
SALARIES FULL-TIME	\$ 4,683,287	\$ 235,533			\$ 4,447,754
SALARIES PART-TIME	\$ 739,120	\$ 84,623			\$ 654,497
SECTION 125 CAFETERIA	\$ 887,823	\$ 46,812			\$ 841,012
SECURITY & ALARM	\$ 2,500				\$ 2,500
SMALL TOOLS/NON-CAPITAL	\$ 18,626				\$ 18,626
SUBSCRIBE & PUBLICATIONS	\$ 5,225				\$ 5,225
TECHNICAL SERVICES	\$ 475,875	\$ 3,345		\$ 85	\$ 472,445
TEMPORARY STAFFING	\$ 56,000			\$ 675	\$ 55,325
TRAFFIC CONTROL	\$ 43,000				\$ 43,000
TRAINING & EDUCATION-MOU	\$ 11,200				\$ 11,200
TRANSFER OUT	\$ 17,000				\$ 17,000
TRAVEL, TRAINING, MEETING	\$ 86,980		\$ 130		\$ 86,850
UNEMPLOYMENT INSURANCE	\$ 57,317	\$ 4,444			\$ 52,873

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
UTILITIES-CELL PHONES	\$ 20,300				\$ 20,300
UTILITIES-SEWER	\$ 14,900				\$ 14,900
UTILITIES-WATER	\$ 135,680				\$ 135,680
WORKER'S COMP INSURANCE	\$ 289,020	\$ 18,858			\$ 270,162
201 GAS TAX FUND					
CELL PHONE ALLOWANCE		\$ 2			\$ (2)
FICA		\$ 26			\$ (26)
PERS-CITY PORTION		\$ 23			\$ (23)
PROFESSIONAL SERVICES	\$ 746,320				\$ 746,320
SALARIES FULL-TIME		\$ 337			\$ (337)
SECTION 125 CAFETERIA		\$ 35			\$ (35)
TRANSFER OUT	\$ 700,000				\$ 700,000
WORKER'S COMP INSURANCE		\$ 21			\$ (21)
202 PROP "A" (TRANSNET) FUND					
AUTO ALLOWANCE		\$ 6			\$ (6)
CELL PHONE ALLOWANCE		\$ 2			\$ (2)
FICA		\$ 19			\$ (19)
PERS-CITY PORTION		\$ 23			\$ (23)
PROFESSIONAL SERVICES	\$ 856,261				\$ 856,261
SALARIES FULL-TIME		\$ 238			\$ (238)
SECTION 125 CAFETERIA		\$ 34			\$ (34)
TRANSFER OUT	\$ 216,000				\$ 216,000
WORKER'S COMP INSURANCE		\$ 15			\$ (15)
210 CDBG-FEDERAL ASSISTANCE					
PROFESSIONAL SERVICES	\$ 170,214			\$ 50	\$ 170,164
212 SLESF (COPS) FUND					
PROFESSIONAL SERVICES	\$ 100,000				\$ 100,000
215 LLMD-ASSMT DIST #67 FUND					

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
GAS & ELECTRIC (SDG&E)	\$ 27,000				\$ 27,000
PROFESSIONAL SERVICES	\$ 2,000				\$ 2,000
216 HOUSING AUTHORITY					
ATTORNEY SERVICES	\$ 50,000				\$ 50,000
AUTO ALLOWANCE	\$ 540				\$ 540
CELL PHONE ALLOWANCE	\$ 90				\$ 90
FICA	\$ 1,283				\$ 1,283
LIFE INSURANCE	\$ 33				\$ 33
PERS-CITY PORTION	\$ 1,548				\$ 1,548
PROFESSIONAL SERVICES	\$ 14,200				\$ 14,200
SALARIES FULL-TIME	\$ 15,732				\$ 15,732
SECTION 125 CAFETERIA	\$ 1,620				\$ 1,620
UNEMPLOYMENT INSURANCE	\$ 65				\$ 65
WORKER'S COMP INSURANCE	\$ 881				\$ 881
301 SA DEBT SERVICE FUND					
BOND INTEREST (2010 TAB)	\$ 1,036,120				\$ 1,036,120
BOND PRINCIPAL (2010 TAB)	\$ 265,000				\$ 265,000
INTEREST BOND (2013 TAB)	\$ 756,674				\$ 756,674
PRINCIPAL BOND (2013 TAB)	\$ 760,000				\$ 760,000
303 REDEV OBLIG RETIRE FUND					
ATTORNEY SERVICES	\$ 110,000				\$ 110,000
CELL PHONE ALLOWANCE		\$ 6			\$ (6)
FICA		\$ 59			\$ (59)
OTHER SERVICES & CHARGES	\$ 14,050				\$ 14,050
PERS-CITY PORTION		\$ 50			\$ (50)
PROFESSIONAL SERVICES	\$ 110,000				\$ 110,000
SALARIES FULL-TIME	\$ 250,000	\$ 767			\$ 249,233
SECTION 125 CAFETERIA		\$ 73			\$ (73)

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
TRANSFER OUT	\$ 2,828,080				\$ 2,828,080
WORKER'S COMP INSURANCE		\$ 47			\$ (47)
401 CAPITAL IMPROVEMENT FUND					
PROFESSIONAL SERVICES	\$ 2,466,958				\$ 2,466,958
402 C.I.P. 2010 BOND					
AUTO ALLOWANCE		\$ 17			\$ (17)
CELL PHONE ALLOWANCE		\$ 9			\$ (9)
FICA		\$ 105			\$ (105)
PERS-CITY PORTION		\$ 114			\$ (114)
PROFESSIONAL SERVICES	\$ 1,489,922	\$ 200			\$ 1,489,722
SALARIES FULL-TIME		\$ 1,361			\$ (1,361)
SECTION 125 CAFETERIA		\$ 166			\$ (166)
WORKER'S COMP INSURANCE		\$ 84			\$ (84)
420 PARKS MAJOR MAINTENAN CIP					
PROFESSIONAL SERVICES	\$ 461,302				\$ 461,302
501 VEHICLE REPLACEMENT/MAINT					
EQUIPMENT	\$ 472,000				\$ 472,000
FEES & LICENSES	\$ 3,550				\$ 3,550
FICA	\$ 11,167	\$ 574			\$ 10,593
FIRE EXTINGUISHER SERVICE	\$ 400				\$ 400
LIFE INSURANCE	\$ 289	\$ 17			\$ 272
MAINTENANCE & REPAIR	\$ 22,100				\$ 22,100
OPERATING SUPPLIES	\$ 4,500			\$ 115	\$ 4,385
OTHER SERVICES & CHARGES	\$ 2,650				\$ 2,650
OVERTIME	\$ 300				\$ 300
PERS-CITY PORTION	\$ 20,518	\$ 12,823			\$ 7,695
SALARIES FULL-TIME	\$ 142,413	\$ 7,425			\$ 134,988
SECTION 125 CAFETERIA	\$ 30,000	\$ 1,495			\$ 28,505

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
SMALL TOOLS/NON-CAPITAL	\$ 4,900				\$ 4,900
UNEMPLOYMENT INSURANCE	\$ 955				\$ 955
VEHICLE OPERATE-FUEL/OIL	\$ 212,720			\$ 6,844	\$ 205,876
VEHICLE OPERATE-PARTS M&O	\$ 29,034		\$ 32		\$ 29,002
WORKER'S COMP INSURANCE	\$ 7,921	\$ 436			\$ 7,485
502 RISK MANAGEMENT FUND					
ATTORNEY SERVICES	\$ 75,000				\$ 75,000
AUTO ALLOWANCE	\$ 1,764	\$ 105			\$ 1,659
CELL PHONE ALLOWANCE	\$ 300	\$ 18			\$ 282
FICA	\$ 4,746	\$ 258			\$ 4,488
INSURANCE PREMIUM/DEPOSIT	\$ 184,400	\$ 1,423		\$ 164,519	\$ 18,458
INSURANCE PREMIUM/WK COMP	\$ 343,000				\$ 343,000
LIFE INSURANCE	\$ 288	\$ 17			\$ 271
MGT MEDICAL REIMBURSEMENT	\$ 126				\$ 126
PAYMENT OF CLAIMS	\$ 25,000			\$ 2,980	\$ 22,020
PERS-CITY PORTION	\$ 4,810	\$ 3,312			\$ 1,498
SALARIES FULL-TIME	\$ 66,406	\$ 3,263			\$ 63,143
SECTION 125 CAFETERIA	\$ 7,099	\$ 405			\$ 6,694
THIRD PARTY ADMIN (W/C)	\$ 27,000				\$ 27,000
UNEMPLOYMENT INSURANCE	\$ 260				\$ 260
WORKER'S COMP INSURANCE	\$ 3,706	\$ 196			\$ 3,510
503 TECHNOLOGY/COMMUNICATIONS					
AUTO ALLOWANCE	\$ 6,816	\$ 397			\$ 6,419
CELL PHONE ALLOWANCE	\$ 480	\$ 27			\$ 453
EQUIPMENT	\$ 153,000				\$ 153,000
FEES & LICENSES	\$ 14,755	\$ 7,916			\$ 6,839
FICA	\$ 12,291	\$ 665			\$ 11,626
H.T.E. MAINTENANCE	\$ 60,000		\$ 34,410		\$ 25,590

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
LIFE INSURANCE	\$ 536	\$ 32			\$ 504
MAINTENANCE & REPAIR	\$ 1,500				\$ 1,500
MEMBERSHIP DUES	\$ 340				\$ 340
MGT MEDICAL REIMBURSEMENT	\$ 84				\$ 84
OFFICE SUPPLIES	\$ 100				\$ 100
OPERATING SUPPLIES	\$ 4,165				\$ 4,165
PARS CITY CONTRIBUTION	\$ 793	\$ 58			\$ 735
PERS-CITY PORTION	\$ 21,454	\$ 6,695			\$ 14,759
POSTAGE & FREIGHT	\$ 80				\$ 80
PROFESSIONAL SERVICES	\$ 10,850	\$ 1,639			\$ 9,211
QUESYST	\$ 8,000				\$ 8,000
SALARIES FULL-TIME	\$ 150,716	\$ 7,724			\$ 142,992
SALARIES PART-TIME	\$ 21,138	\$ 1,538			\$ 19,600
SECTION 125 CAFETERIA	\$ 14,395	\$ 777			\$ 13,618
SMALL TOOLS/NON-CAPITAL	\$ 16,100				\$ 16,100
TECHNICAL SERVICES	\$ 59,855	\$ 3,335	\$ 312		\$ 56,208
TRAVEL, TRAINING, MEETING	\$ 2,200				\$ 2,200
UNEMPLOYMENT INSURANCE	\$ 1,215				\$ 1,215
UTILITIES-CELL PHONES	\$ 5,000				\$ 5,000
UTILITIES-TELEPHONE	\$ 5,313				\$ 5,313
WORKER'S COMP INSURANCE	\$ 9,588	\$ 554			\$ 9,034
504 FACILITY MAINT/REPLACMNT					
FICA		\$ 3			\$ (3)
PERS-CITY PORTION		\$ 4			\$ (4)
PROFESSIONAL SERVICES	\$ 282,190				\$ 282,190
SALARIES FULL-TIME		\$ 37			\$ (37)
SECTION 125 CAFETERIA		\$ 10			\$ (10)
TECHNICAL SERVICES	\$ 43,700				\$ 43,700

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
WORKER'S COMP		\$	2		\$ (2)
601 SEWER ENTERPRISE FUND					
ABC-ADMIN SVC CHARGE	\$ 146,527				\$ 146,527
ABC-FACILITIES CHARGES	\$ 9,083				\$ 9,083
ABC-FMP EQUIPMENT CHARGE	\$ 113,709				\$ 113,709
ABC-RISK MGMT SVC CHARGE	\$ 35,000				\$ 35,000
ABC-TECHNOLOGY SVC CHARGE	\$ 60,590				\$ 60,590
AUTO ALLOWANCE	\$ 1,440	\$ 112			\$ 1,328
CELL PHONE ALLOWANCE	\$ 240	\$ 19			\$ 221
EQUIPMENT	\$ 136,675				\$ 136,675
FEES & LICENSES	\$ 5,250				\$ 5,250
FICA	\$ 24,039	\$ 1,427			\$ 22,612
GAS & ELECTRIC (SDG&E)	\$ 70,000				\$ 70,000
LIFE INSURANCE	\$ 707	\$ 40			\$ 667
MAINTENANCE & REPAIR	\$ 45,400				\$ 45,400
MEMBERSHIP DUES	\$ 900				\$ 900
OPERATING SUPPLIES	\$ 15,900				\$ 15,900
OTHER SERVICES & CHARGES	\$ 8,400				\$ 8,400
OVERTIME	\$ 22,900	\$ 375			\$ 22,525
PERS-CITY PORTION	\$ 60,214	\$ 46,284			\$ 13,930
PROFESSIONAL SERVICES	\$ 2,139,378				\$ 2,139,378
PUBLIC WORKS ADMIN	\$ 348,882				\$ 348,882
RENT-EQUIPMENT	\$ 1,000				\$ 1,000
SALARIES FULL-TIME	\$ 312,497	\$ 16,900			\$ 295,597
SECTION 125 CAFETERIA	\$ 57,564	\$ 3,221			\$ 54,343
SECURITY & ALARM	\$ 4,000	\$ 294			\$ 3,707
SMALL TOOLS/NON-CAPITAL	\$ 1,400				\$ 1,400
STAND-BY PAY	\$ 27,300	\$ 1,070			\$ 26,230

Warrant Register as Budgeted (FY18)

	Budget	Previous	2017-07-20	2017-07-27	Remaining Budget
TECHNICAL SERVICES	\$ 2,920,750				\$ 2,920,750
TEMPORARY STAFFING	\$ 45,000			\$ 1,043	\$ 43,957
TRAVEL, TRAINING, MEETING	\$ 5,700				\$ 5,700
UNEMPLOYMENT INSURANCE	\$ 2,344				\$ 2,344
UTILITIES-CELL PHONES	\$ 1				\$ 1
UTILITIES-TELEPHONE	\$ 2,500				\$ 2,500
UTILITIES-WATER	\$ 7,200				\$ 7,200
WORKER'S COMP INSURANCE	\$ 17,312	\$ 962			\$ 16,350
WORKER COMPENSATION		\$ 110			\$ (110)
Asset					
Fund Balance					
Liability					
Revenue					
Grand Total			\$ 36,962	\$ 194,474	
Applied to FY17 Budget			\$ 50,175	\$ 1,788,339	
Total Check Run			\$ 87,137	\$ 1,982,813	



AGENDA ITEM NO. 2.3

**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ANDY HALL, CITY MANAGER ^{AA}
MEETING DATE: AUGUST 16, 2017
ORIGINATING DEPT.: DOUG BRADLEY ADMINISTRATIVE SERVICES DEPARTMENT ^{LB}
SUBJECT: RECEIVE JUNE 2017 TREASURER'S REPORT

EXECUTIVE SUMMARY:

The monthly treasurer's report for June 2017 is submitted for review. Contained in this report is a complete listing of assets, monthly transactions, portfolio summary, statement of compliance with investment policy and a statement that the city has adequate funds to meet cash flow needs.

RECOMMENDATION:

Staff recommends that the City Council receive the monthly treasurer's report.

RATIONALE:

In compliance with the Investment Policy, staff is providing a monthly Treasurers Report which details the City's investment portfolio.

OPTIONS:

1. Receive the monthly treasurer's report.

BACKGROUND:

The City staff has been directed to provide a monthly treasurers report. Within this report is a detailed asset listing, monthly transaction history, a portfolio summary, a statement of compliance with the investment policy and a statement that the city has adequate funds to meet cash flow needs.

ANALYSIS:

The City has funds invested by Chandler Asset Management, in the Local Area Investment Fund, our checking account with Union Bank, in an Escrow Account reserved for the 9th and Palm project, and Bond Reserves held at Wells Fargo. The total amount of cash deposits equal **\$32,520,119**. The estimated annual income from this investment is **\$200,000**.

The funds in which this cash belongs to are listed in the table below. Within each of these funds, the cash is categorized as unassigned, assigned, or restricted. The details of these designations can be found in the City's Financial Statements.

City of Imperial Beach

Treasurer Report: Cash by Fund = Deposit Account

CASH BY FUND (cash belongs here)

	Actual
⊕ GENERAL FUND	\$ 16,344,049
⊕ HOUSING AUTHORITY	\$ 740,777
⊕ 2010 BOND FUND	\$ 1,404,872
⊕ OTHER GOVERNMENT FUNDS	\$ 1,427,447
⊕ SEWER FUND	\$ 3,010,780
⊕ INTERNAL SERVICES	\$ 5,035,201
⊕ AGENCY FUNDS	\$ 399,335
⊕ SUCESSOR AGENCY	\$ 4,157,658
Grand Total	\$ 32,520,119

CASH DEPOSIT ACCOUNTS (cash deposited here)

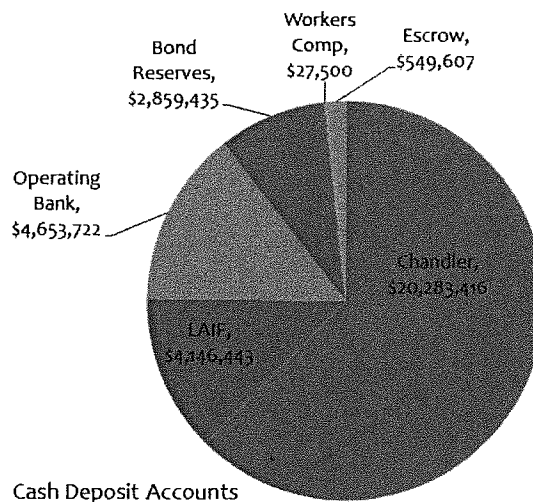
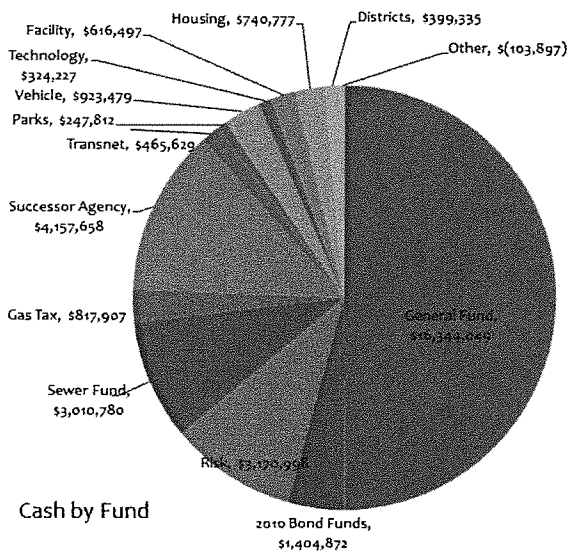
	Actual
CHANDLER ASSET MANAGEMENT	\$ 20,283,416
LOCAL AREA INVESTMENT FUND	\$ 4,146,443
OPERATING BANK	\$ 4,653,722
2010 BOND RESERVES	\$ 2,859,435
WORKERS COMP ACCOUNT	\$ 27,500
9TH AND PALM ESCROW ACCOUNT	\$ 549,607
Grand Total	\$ 32,520,123

Chandler Asset Management Reconciliation

Book Balance	\$ 20,283,416
Market Value of Investment	\$ (183,632)
Statement Balance	<u>\$ 20,099,784</u>

Operating Bank Reconciliation

Book Balance	\$ 4,653,722
Outstanding Checks & Deposits	\$ 178,141
Statement Balance	<u>\$ 4,831,863</u>



The transactions and holdings as detailed in the monthly statement are in compliance with the City's Investment Policy (see attachment 1). The City has adequate funds to meet its cash flow requirements for the next six months.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

The interest income is included in the fiscal budget.

Attachments:

1. Chandler Asset Management monthly account statement.

Note: Other investment statements available upon request.



Monthly Account Statement

City of Imperial Beach

June 1, 2017 through June 30, 2017

Chandler Team

For questions about your account,
please call (800) 317-4747 or

Custodian

US Bank

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



PORTFOLIO CHARACTERISTICS

Average Duration	1.78
Average Coupon	1.43 %
Average Purchase YTM	1.33 %
Average Market YTM	1.50 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	1.91 yrs
Average Life	1.81 yrs

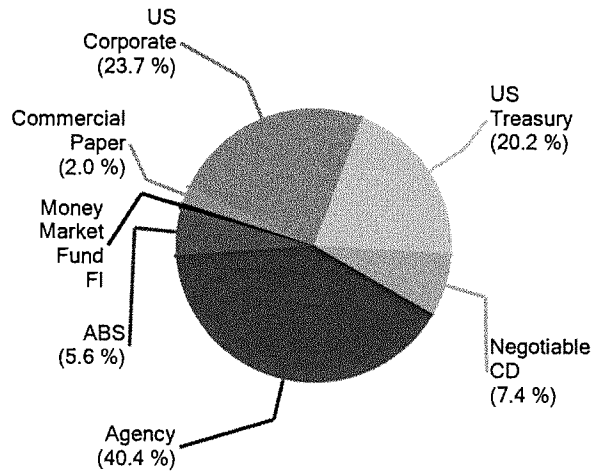
ACCOUNT SUMMARY

	Beg. Values as of 5/31/17	End Values as of 6/30/17
Market Value	20,039,387	20,024,607
Accrued Interest	65,551	75,177
Total Market Value	20,104,938	20,099,784
Income Earned	22,032	22,169
Cont/WD		-1,649
Par	20,045,059	20,045,717
Book Value	20,071,033	20,083,266
Cost Value	20,074,461	20,088,891

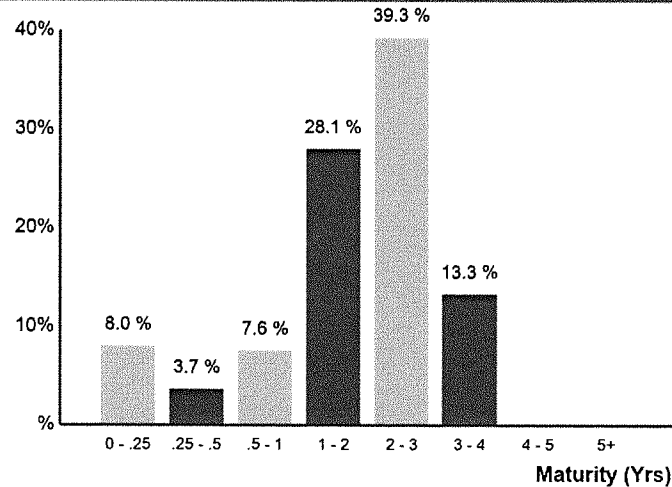
TOP ISSUERS

Issuer	% Portfolio
Government of United States	20.2 %
Federal National Mortgage Assoc	12.8 %
Federal Home Loan Bank	11.9 %
Federal Home Loan Mortgage Corp	9.3 %
Federal Farm Credit Bank	6.5 %
Bank of Nova Scotia Houston	2.5 %
Svenska Handelsbanken NY	2.5 %
Toronto Dominion Holdings	2.4 %
	68.0 %

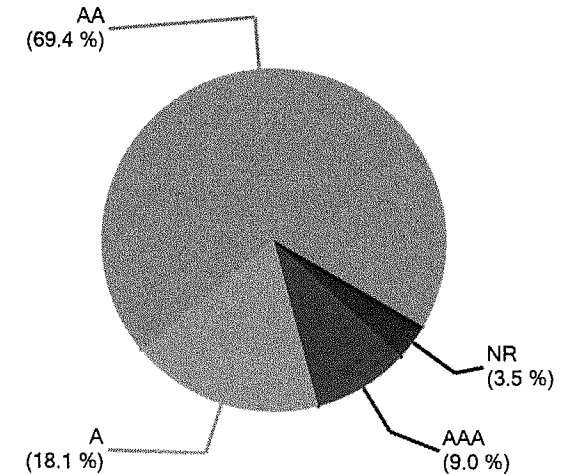
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 6/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			7/31/2013	Since 7/31/2013
					3 Yrs	5 Yrs	10 Yrs		
City of Imperial Beach	-0.02 %	0.33 %	0.69 %	0.26 %	0.93 %	N/A	N/A	0.95 %	3.79 %
BAML 1-3 Yr US Treasury Index	-0.08 %	0.17 %	0.43 %	-0.11 %	0.69 %	N/A	N/A	0.68 %	2.70 %



City of Imperial Beach

June 30, 2017

COMPLIANCE WITH INVESTMENT POLICY

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

Category	Standard	Comment
Treasury Issues	No limitations	Complies
Federal Agencies	20% max callable notes	Complies
Municipal Securities	"A" rated; 5% max per issuer	Complies
Banker's Acceptances	"A-1" rated; "A"-rated issuer; 40% maximum; 5% max per issuer; <180 days maturity	Complies
Commercial Paper	"A-1" rated; "A"-rated issuer; 25% maximum; 5% max per issuer; <270 days maturity	Complies
Medium Term Notes	"A" rated; 30% maximum; 5% max per issuer; 5 years maximum maturity	Complies
Negotiable Certificates of Deposit	"A" or "A-1" rated issuers; 30% maximum; 5% max per issuer; 5 years max maturity	Complies
Bank/Time Deposits	20% maximum; 5% max per issuer; FDIC Insured or Collateralized	Complies
Mortgage Pass-throughs, CMOs and Asset Backed Securities	"AA"-rated issue; "A"-rated issuer; 20% maximum; 5% max per ABS issuer	Complies
Repurchase Agreements	1 year maximum maturity	Complies
Money Market Mutual Funds	"AAA" rated or SEC adviser; 20% maximum; 10% max per fund	Complies
Local Government Investment Pools	not used by adviser	Complies
Local Agency Investment Fund	\$65 million max permitted in LAIF	Complies
Weighted Average Maturity	3 years	Complies
Maximum Maturity	5 years	Complies



Reconciliation Summary

As of 6/30/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$20,071,032.97
Acquisition	
+ Security Purchases	\$962,283.00
+ Money Market Fund Purchases	\$837,039.32
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$1,799,322.32
Dispositions	
- Security Sales	\$311,339.20
- Money Market Fund Sales	\$966,001.88
- MMF Withdrawals	\$1,648.61
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$400,000.00
- Calls	\$0.00
- Principal Paydowns	\$108,730.70
Total Dispositions	\$1,787,720.39
Amortization/Accretion	
+/- Net Accretion	(\$708.56)
	(\$708.56)
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$1,339.20
	\$1,339.20
Ending Book Value	\$20,083,265.54

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$262,064.15
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$311,339.20
Accrued Interest Received	\$323.69
Interest Received	\$16,600.23
Dividend Received	\$45.50
Principal on Maturities	\$400,000.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$108,730.70
Total Acquisitions	\$837,039.32
Disposition	
Withdrawals	\$1,648.61
Security Purchase	\$962,283.00
Accrued Interest Paid	\$3,718.88
Total Dispositions	\$967,650.49
Ending Book Value	\$131,452.98



Holdings Report

As of 6/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
43814GAC4	Honda Auto Receivables 2014-2 A3 0.77% Due 3/19/2018	3,038.17	05/13/2014 0.29 %	3,037.80 3,038.17	99.97 1.53 %	3,037.25 0.84	0.02 % (0.92)	Aaa / AAA NR	0.72 0.03
47787VAC5	John Deere Owner Trust 2014-A A3 0.92% Due 4/16/2018	3,542.47	04/02/2014 0.31 %	3,541.90 3,542.47	99.98 1.89 %	3,541.71 1.45	0.02 % (0.76)	Aaa / NR AAA	0.79 0.02
43814HAC2	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	18,486.95	08/12/2014 0.71 %	18,483.38 18,486.90	99.96 1.40 %	18,480.45 7.23	0.09 % (6.45)	NR / AAA AAA	0.96 0.07
47788MAB6	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	98,313.90	02/23/2016 0.79 %	98,313.61 98,313.76	99.95 1.44 %	98,267.39 50.25	0.49 % (46.37)	Aaa / NR AAA	1.29 0.17
477877AD6	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	50,335.27	Various 0.84 %	50,340.77 50,336.40	99.90 1.52 %	50,286.29 23.93	0.25 % (50.11)	Aaa / NR AAA	1.38 0.22
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	100,039.08	02/24/2015 0.62 %	100,023.95 100,035.87	99.90 1.43 %	99,938.72 49.80	0.50 % (97.15)	Aaa / AAA NR	1.63 0.33
43813NAC0	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	138,798.77	05/13/2015 0.37 %	138,777.46 138,789.46	99.86 1.41 %	138,606.66 40.10	0.69 % (182.80)	NR / AAA AAA	1.65 0.38
65478WAB1	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	119,710.34	08/02/2016 0.85 %	119,705.62 119,707.14	99.87 1.40 %	119,558.24 56.93	0.60 % (148.90)	Aaa / NR AAA	1.87 0.39
89231LAB3	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	166,998.80	10/04/2016 0.88 %	166,985.44 166,989.14	99.85 1.39 %	166,753.28 78.67	0.83 % (235.86)	Aaa / AAA NR	1.87 0.45
43814TAB8	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	120,000.00	03/21/2017 1.27 %	119,997.13 119,997.45	99.99 1.44 %	119,987.88 47.33	0.60 % (9.57)	Aaa / NR AAA	2.06 0.67
47787XAB3	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	90,000.00	02/22/2017 1.50 %	89,999.64 89,999.69	99.97 1.54 %	89,973.72 60.00	0.45 % (25.97)	Aaa / NR AAA	2.29 0.84
654747AB0	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	85,000.00	03/21/2017 1.47 %	84,999.57 84,999.61	99.97 1.52 %	84,970.34 55.53	0.42 % (29.27)	Aaa / NR AAA	2.55 0.84
43814QAC2	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	130,000.00	05/24/2016 1.23 %	129,997.48 129,998.19	99.79 1.59 %	129,724.66 80.31	0.65 % (273.53)	Aaa / NR AAA	2.79 1.09
Total ABS		1,124,263.75	0.95 %	1,124,203.75 1,124,234.25	1.46 %	1,123,126.59 552.37	5.59 % (1,107.66)	Aaa / AAA AAA	1.94 0.54
AGENCY									
3133EDDV1	FFCB Note 1.16% Due 10/23/2017	185,000.00	01/29/2015 0.87 %	186,443.00 185,165.00	100.02 1.08 %	185,042.55 405.36	0.92 % (122.45)	Aaa / AA+ AAA	0.32 0.31
3133EEQM5	FFCB Note 1.11% Due 2/20/2018	510,000.00	08/28/2015 0.94 %	512,065.50 510,534.65	99.92 1.24 %	509,587.41 2,059.98	2.55 % (947.24)	Aaa / AA+ AAA	0.64 0.63
3135G0E33	FNMA Note 1.125% Due 7/20/2018	500,000.00	Various 1.20 %	498,934.27 499,637.17	99.80 1.32 %	498,988.51 2,515.62	2.50 % (648.66)	Aaa / AA+ AAA	1.05 1.04
3135G0E58	FNMA Note 1.125% Due 10/19/2018	495,000.00	Various 1.14 %	494,705.15 494,882.99	99.69 1.37 %	493,460.55 1,113.75	2.46 % (1,422.44)	Aaa / AA+ AAA	1.30 1.29
3135G0G72	FNMA Note 1.125% Due 12/14/2018	515,000.00	10/30/2015 1.17 %	514,232.65 514,641.63	99.64 1.37 %	513,171.24 273.59	2.55 % (1,470.39)	Aaa / AA+ AAA	1.46 1.44



Holdings Report

As of 6/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G0H63	FNMA Note 1.375% Due 1/28/2019	500,000.00	01/06/2016 1.39 %	499,835.00 499,914.84	99.99 1.38 %	499,931.50 2,921.88	2.50 % 16.66	Aaa / AA+ AAA	1.58 1.55
3133782M2	FHLB Note 1.5% Due 3/8/2019	500,000.00	02/09/2016 0.99 %	507,710.00 504,226.07	100.12 1.43 %	500,614.00 2,354.17	2.50 % (3,612.07)	Aaa / AA+ AAA	1.69 1.65
3137EADZ9	FHLMC Note 1.125% Due 4/15/2019	475,000.00	03/18/2016 1.14 %	474,843.25 474,908.61	99.55 1.38 %	472,865.83 1,128.13	2.36 % (2,042.78)	Aaa / AA+ AAA	1.79 1.76
313379EE5	FHLB Note 1.625% Due 6/14/2019	480,000.00	Various 1.10 %	487,262.40 484,871.91	100.34 1.45 %	481,631.52 368.34	2.40 % (3,240.39)	Aaa / AA+ AAA	1.96 1.92
3133EFW52	FFCB Note 1.15% Due 7/1/2019	600,000.00	04/25/2016 1.13 %	600,408.00 600,256.54	99.36 1.48 %	596,146.80 3,450.00	2.98 % (4,109.74)	Aaa / AA+ AAA	2.00 1.96
3137EADK2	FHLMC Note 1.25% Due 8/1/2019	500,000.00	04/29/2015 1.40 %	496,880.00 498,471.14	99.60 1.44 %	498,004.00 2,604.17	2.49 % (467.14)	Aaa / AA+ AAA	2.09 2.04
3135G0N33	FNMA Note 0.875% Due 8/2/2019	225,000.00	07/29/2016 0.93 %	224,622.00 224,736.95	98.80 1.46 %	222,295.05 814.84	1.11 % (2,441.90)	Aaa / AA+ AAA	2.09 2.05
313380FB8	FHLB Note 1.375% Due 9/13/2019	400,000.00	06/23/2016 1.05 %	404,080.00 402,789.39	99.78 1.48 %	399,122.00 1,650.00	1.99 % (3,667.39)	Aaa / AA+ NR	2.21 2.15
3137EADM8	FHLMC Note 1.25% Due 10/2/2019	500,000.00	05/27/2015 1.51 %	494,500.00 497,149.56	99.45 1.50 %	497,249.50 1,545.14	2.48 % 99.94	Aaa / AA+ AAA	2.26 2.21
3135G0ZY2	FNMA Note 1.75% Due 11/26/2019	325,000.00	07/31/2015 1.50 %	328,447.28 326,916.85	100.55 1.51 %	326,801.48 552.95	1.63 % (115.37)	Aaa / AA+ AAA	2.41 2.34
313381C94	FHLB Note 1.25% Due 12/13/2019	500,000.00	07/15/2016 1.06 %	503,155.00 502,271.70	99.41 1.50 %	497,049.00 312.50	2.47 % (5,222.70)	Aaa / AA+ AAA	2.45 2.40
3137EAAE5	FHLMC Note 1.5% Due 1/17/2020	400,000.00	01/12/2017 1.54 %	399,568.00 399,633.10	99.92 1.53 %	399,664.00 2,733.33	2.00 % 30.90	Aaa / AA+ AAA	2.55 2.47
313378J77	FHLB Note 1.875% Due 3/13/2020	500,000.00	07/12/2016 1.04 %	514,900.00 510,971.92	100.75 1.59 %	503,725.50 2,812.50	2.52 % (7,246.42)	Aaa / AA+ NR	2.70 2.61
Total Agency		8,110,000.00	1.18 %	8,142,591.50 8,131,980.02	1.42 %	8,095,350.44 29,616.25	40.42 % (36,629.58)	Aaa / AA+ AAA	1.83 1.79
COMMERCIAL PAPER									
21687AY31	Rabobank Nederland NV NY Discount CP 1.29% Due 11/3/2017	400,000.00	02/07/2017 1.32 %	396,144.33 398,208.33	99.55 1.32 %	398,208.33 0.00	1.98 % 0.00	P-1 / A-1 NR	0.35 0.34
Total Commercial Paper		400,000.00	1.32 %	396,144.33 398,208.33	1.32 %	398,208.33 0.00	1.98 % 0.00	P-1 / A-1 NR	0.35 0.34



Holdings Report

As of 6/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
MONEY MARKET FUND FI									
31846V203	First American Govt Obligation Fund	131,452.98	Various 0.57 %	131,452.98 131,452.98	1.00 0.57 %	131,452.98 0.00	0.65 % 0.00	Aaa / AAA NR	0.00 0.00
Total Money Market Fund FI		131,452.98	0.57 %	131,452.98 131,452.98	0.57 %	131,452.98 0.00	0.65 % 0.00	Aaa / AAA NR	0.00 0.00
NEGOTIABLE CD									
86958JJB6	Svenska Handelsbanken Yankee CD 1.205% Due 9/1/2017	500,000.00	02/07/2017 1.20 %	500,013.53 500,004.07	100.00 1.20 %	500,004.07 2,510.42	2.50 % 0.00	P-1 / A-1+ F-1+	0.17 0.17
06417GPR3	Bank of Nova Scotia Yankee CD 1.35% Due 9/27/2017	500,000.00	03/10/2017 1.27 %	500,195.90 500,087.51	100.02 1.27 %	500,087.51 5,156.25	2.51 % 0.00	P-1 / A-1 NR	0.24 0.24
89113WZM1	Toronto Dominion NY Yankee CD 1.21% Due 9/27/2017	475,000.00	03/15/2017 1.21 %	475,000.00 475,000.00	100.00 1.21 %	475,000.00 1,708.28	2.37 % 0.00	P-1 / A-1+ F-1+	0.24 0.24
Total Negotiable CD		1,475,000.00	1.23 %	1,475,209.43 1,475,091.58	1.23 %	1,475,091.58 9,374.95	7.39 % 0.00	P-1 / A-1 F-1+	0.22 0.22
US CORPORATE									
74005PBC7	Praxair Note 1.05% Due 11/7/2017	150,000.00	02/09/2017 1.16 %	149,877.00 149,941.23	99.85 1.47 %	149,779.95 236.25	0.75 % (161.28)	A2 / A NR	0.36 0.35
94974BFG0	Wells Fargo Corp Note 1.5% Due 1/16/2018	300,000.00	09/09/2014 1.64 %	298,596.00 299,771.74	99.97 1.56 %	299,903.70 2,062.50	1.50 % 131.96	A2 / A AA-	0.55 0.54
808513AK1	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 3/10/2018	315,000.00	Various 1.50 %	314,969.60 314,996.42	100.03 1.45 %	315,087.57 1,456.88	1.57 % 91.15	A2 / A A	0.69 0.60
747525AG8	Qualcomm Inc Note 1.4% Due 5/18/2018	370,000.00	Various 1.45 %	369,416.00 369,828.42	99.94 1.47 %	369,767.28 589.95	1.84 % (61.14)	A1 / A NR	0.88 0.87
037833BQ2	Apple Inc Note 1.7% Due 2/22/2019	300,000.00	02/16/2016 1.71 %	299,949.00 299,972.01	100.27 1.53 %	300,824.70 1,813.33	1.51 % 852.69	Aa1 / AA+ NR	1.65 1.61
89236TDE2	Toyota Motor Credit Corp Note 1.4% Due 5/20/2019	300,000.00	05/17/2016 1.45 %	299,580.00 299,736.11	99.40 1.73 %	298,185.30 478.33	1.49 % (1,550.81)	Aa3 / AA- A	1.89 1.85
594918BN3	Microsoft Note 1.1% Due 8/8/2019	280,000.00	08/01/2016 1.14 %	279,711.60 279,797.72	98.81 1.68 %	276,681.44 1,223.44	1.38 % (3,116.28)	Aaa / AAA AA+	2.11 2.06
69371RN36	Paccar Financial Corp Note 1.2% Due 8/12/2019	215,000.00	08/04/2016 1.20 %	215,000.00 215,000.00	98.52 1.92 %	211,816.28 996.17	1.06 % (3,183.72)	A1 / A+ NR	2.12 2.07
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	300,000.00	10/26/2016 1.55 %	306,051.00 304,600.91	100.99 1.82 %	302,956.50 2,108.33	1.52 % (1,644.41)	A1 / A AA-	2.20 2.04
68389XAX3	Oracle Corp Note 2.25% Due 10/8/2019	250,000.00	10/04/2016 1.44 %	255,922.50 254,479.70	101.23 1.69 %	253,080.00 1,296.88	1.27 % (1,399.70)	A1 / AA- A+	2.27 2.20



Holdings Report

As of 6/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US CORPORATE									
69353REP9	PNC Bank Callable Note 5/2/2020 2.3% Due 6/1/2020	250,000.00	06/07/2017 2.03 %	251,912.50 251,878.06	100.55 2.10 %	251,381.25 479.17	1.25 % (496.81)	A2 / A A+	2.92 2.73
437076BQ4	Home Depot Note 1.8% Due 6/5/2020	250,000.00	05/24/2017 1.82 %	249,855.00 249,858.44	100.05 1.78 %	250,114.25 325.00	1.25 % 255.81	A2 / A A	2.93 2.84
857477AS2	State Street Bank Note 2.55% Due 8/18/2020	250,000.00	06/07/2017 1.90 %	255,017.50 254,935.53	101.88 1.93 %	254,694.50 2,355.21	1.28 % (241.03)	A1 / A AA-	3.14 2.98
02665WAZ4	American Honda Finance Note 2.45% Due 9/24/2020	250,000.00	02/07/2017 2.16 %	252,475.00 252,211.02	101.35 2.01 %	253,387.25 1,650.35	1.27 % 1,176.23	A1 / A+ NR	3.24 3.08
74005PBP8	Praxair Note 2.25% Due 9/24/2020	250,000.00	04/25/2017 1.98 %	252,202.50 252,089.28	100.96 1.94 %	252,407.50 1,515.63	1.26 % 318.22	A2 / A NR	3.24 3.09
92826CAB8	Visa Inc Note 2.2% Due 12/14/2020	200,000.00	05/09/2017 2.02 %	201,246.00 201,198.52	100.84 1.95 %	201,672.20 207.78	1.00 % 473.68	A1 / A+ NR	3.46 3.31
91159HHL7	US Bancorp Callable Note 1X 12/29/2020 2.35% Due 1/29/2021	300,000.00	04/18/2017 2.07 %	302,974.20 302,817.55	100.49 2.20 %	301,484.70 2,976.67	1.51 % (1,332.85)	A1 / A+ AA	3.59 3.31
24422ESL4	John Deere Capital Corp Note 2.8% Due 3/4/2021	200,000.00	06/07/2017 2.03 %	205,498.00 205,421.25	102.03 2.22 %	204,061.40 1,820.00	1.02 % (1,359.85)	A2 / A A	3.68 3.45
Total US Corporate		4,730,000.00	1.68 %	4,760,253.40 4,758,533.91	1.79 %	4,747,285.77 23,591.87	23.74 % (11,248.14)	A1 / A+ A+	2.22 2.11
US TREASURY									
912828RH5	US Treasury Note 1.375% Due 9/30/2018	400,000.00	12/04/2014 1.28 %	401,407.59 400,460.12	100.04 1.34 %	400,156.40 1,382.51	2.00 % (303.72)	Aaa / AA+ AAA	1.25 1.23
912828SX9	US Treasury Note 1.125% Due 5/31/2019	495,000.00	09/29/2015 1.14 %	494,788.96 494,889.83	99.54 1.37 %	492,699.24 471.67	2.45 % (2,190.59)	Aaa / AA+ AAA	1.92 1.89
912828UB4	US Treasury Note 1% Due 11/30/2019	500,000.00	10/29/2015 1.37 %	492,736.05 495,705.90	98.95 1.45 %	494,726.50 423.50	2.46 % (979.40)	Aaa / AA+ AAA	2.42 2.38
912828UL2	US Treasury Note 1.375% Due 1/31/2020	500,000.00	01/06/2016 1.55 %	496,525.11 497,791.05	99.72 1.48 %	498,613.50 2,867.75	2.49 % 822.45	Aaa / AA+ AAA	2.59 2.52
912828UV0	US Treasury Note 1.125% Due 3/31/2020	500,000.00	02/09/2016 1.05 %	501,446.99 500,961.47	98.96 1.51 %	494,824.00 1,413.93	2.47 % (6,137.47)	Aaa / AA+ AAA	2.75 2.69
912828VA5	US Treasury Note 1.125% Due 4/30/2020	480,000.00	01/28/2016 1.32 %	476,064.11 477,379.45	98.90 1.52 %	474,712.32 915.00	2.37 % (2,667.13)	Aaa / AA+ AAA	2.84 2.77
912828XH8	US Treasury Note 1.625% Due 6/30/2020	400,000.00	01/27/2017 1.62 %	400,095.09 400,083.50	100.18 1.56 %	400,703.20 17.66	1.99 % 619.70	Aaa / AA+ AAA	3.00 2.92
912828XM7	US Treasury Note 1.625% Due 7/31/2020	400,000.00	01/09/2017 1.63 %	399,891.96 399,906.28	100.12 1.59 %	400,468.80 2,711.33	2.01 % 562.52	Aaa / AA+ AAA	3.09 2.98



Holdings Report

As of 6/30/17

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
912828L32	US Treasury Note 1.375% Due 8/31/2020	400,000.00	01/09/2017 1.65 %	396,079.47 396,586.87	99.30 1.60 %	397,187.60 1,838.32	1.99 % 600.73	Aaa / AA+ AAA	3.17 3.07
Total US Treasury		4,075,000.00	1.39 %	4,059,035.33 4,063,764.47	1.49 %	4,054,091.56 12,041.67	20.23 % (9,672.91)	Aaa / AA+ AAA	2.55 2.49
TOTAL PORTFOLIO		20,045,716.73	1.33 %	20,088,890.72 20,083,265.54	1.50 %	20,024,607.25 75,177.11	100.00 % (58,658.29)	Aa1 / AA AAA	1.91 1.78
TOTAL MARKET VALUE PLUS ACCRUED						20,099,784.36			



Transaction Ledger

5/31/17 Thru 6/30/17

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	06/01/2017	31846V203	45.50	First American Govt Obligation Fund	1.000	0.38 %	45.50	0.00	45.50	0.00
Purchase	06/05/2017	437076BQ4	250,000.00	Home Depot Note 1.8% Due 6/5/2020	99.942	1.82 %	249,855.00	0.00	249,855.00	0.00
Purchase	06/07/2017	31846V203	311,662.89	First American Govt Obligation Fund	1.000	0.38 %	311,662.89	0.00	311,662.89	0.00
Purchase	06/07/2017	31846V203	400,000.00	First American Govt Obligation Fund	1.000	0.38 %	400,000.00	0.00	400,000.00	0.00
Purchase	06/12/2017	24422ESL4	200,000.00	John Deere Capital Corp Note 2.8% Due 3/4/2021	102.749	2.03 %	205,498.00	1,524.44	207,022.44	0.00
Purchase	06/12/2017	69353REP9	250,000.00	PNC Bank Callable Note 5/2/2020 2.3% Due 6/1/2020	100.765	2.03 %	251,912.50	175.69	252,088.19	0.00
Purchase	06/12/2017	857477AS2	250,000.00	State Street Bank Note 2.55% Due 8/18/2020	102.007	1.90 %	255,017.50	2,018.75	257,036.25	0.00
Purchase	06/13/2017	31846V203	3,125.00	First American Govt Obligation Fund	1.000	0.38 %	3,125.00	0.00	3,125.00	0.00
Purchase	06/14/2017	31846V203	8,996.88	First American Govt Obligation Fund	1.000	0.38 %	8,996.88	0.00	8,996.88	0.00
Purchase	06/15/2017	31846V203	9,155.44	First American Govt Obligation Fund	1.000	0.38 %	9,155.44	0.00	9,155.44	0.00
Purchase	06/15/2017	31846V203	150.58	First American Govt Obligation Fund	1.000	0.38 %	150.58	0.00	150.58	0.00
Purchase	06/15/2017	31846V203	11,548.20	First American Govt Obligation Fund	1.000	0.38 %	11,548.20	0.00	11,548.20	0.00
Purchase	06/15/2017	31846V203	6,625.94	First American Govt Obligation Fund	1.000	0.38 %	6,625.94	0.00	6,625.94	0.00
Purchase	06/15/2017	31846V203	112.50	First American Govt Obligation Fund	1.000	0.38 %	112.50	0.00	112.50	0.00
Purchase	06/15/2017	31846V203	17,076.89	First American Govt Obligation Fund	1.000	0.38 %	17,076.89	0.00	17,076.89	0.00
Purchase	06/15/2017	31846V203	104.13	First American Govt Obligation Fund	1.000	0.38 %	104.13	0.00	104.13	0.00
Purchase	06/15/2017	31846V203	13,182.28	First American Govt Obligation Fund	1.000	0.38 %	13,182.28	0.00	13,182.28	0.00
Purchase	06/15/2017	31846V203	13,160.20	First American Govt Obligation Fund	1.000	0.38 %	13,160.20	0.00	13,160.20	0.00
Purchase	06/15/2017	31846V203	13,587.54	First American Govt Obligation Fund	1.000	0.38 %	13,587.54	0.00	13,587.54	0.00
Purchase	06/20/2017	31846V203	7,757.37	First American Govt Obligation Fund	1.000	0.38 %	7,757.37	0.00	7,757.37	0.00
Purchase	06/21/2017	31846V203	17,355.98	First American Govt Obligation Fund	1.000	0.38 %	17,355.98	0.00	17,355.98	0.00
Purchase	06/21/2017	31846V203	142.00	First American Govt Obligation Fund	1.000	0.38 %	142.00	0.00	142.00	0.00
Purchase	06/30/2017	31846V203	3,250.00	First American Govt Obligation Fund	1.000	0.57 %	3,250.00	0.00	3,250.00	0.00
Subtotal			1,787,039.32				1,799,322.32	3,718.88	1,803,041.20	0.00



Transaction Ledger

5/31/17 Thru 6/30/17

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Short Sale	06/05/2017	31846V203	-249,855.00	First American Govt Obligation Fund	1.000		-249,855.00	0.00	-249,855.00	0.00
	Subtotal		-249,855.00				-249,855.00	0.00	-249,855.00	0.00
TOTAL ACQUISITIONS			1,537,184.32				1,549,467.32	3,718.88	1,553,186.20	0.00
DISPOSITIONS										
Closing Purchase	06/05/2017	31846V203	-249,855.00	First American Govt Obligation Fund	1.000		-249,855.00	0.00	-249,855.00	0.00
	Subtotal		-249,855.00				-249,855.00	0.00	-249,855.00	0.00
Sale	06/05/2017	31846V203	249,855.00	First American Govt Obligation Fund	1.000	0.38 %	249,855.00	0.00	249,855.00	0.00
Sale	06/07/2017	166764BA7	310,000.00	Chevron Corp Note 1.79% Due 11/16/2018	100.432	1.49 %	311,339.20	323.69	311,662.89	1,339.20
Sale	06/12/2017	31846V203	716,146.88	First American Govt Obligation Fund	1.000	0.38 %	716,146.88	0.00	716,146.88	0.00
	Subtotal		1,276,001.88				1,277,341.08	323.69	1,277,664.77	1,339.20
Paydown	06/15/2017	43814HAC2	9,135.18	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	100.000		9,135.18	20.26	9,155.44	0.00
Paydown	06/15/2017	43814QAC2	0.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	100.000		0.00	150.58	150.58	0.00
Paydown	06/15/2017	477877AD6	11,493.07	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	100.000		11,493.07	55.13	11,548.20	0.00
Paydown	06/15/2017	47787VAC5	6,618.15	John Deere Owner Trust 2014-A A3 0.92% Due 4/16/2018	100.000		6,618.15	7.79	6,625.94	0.00
Paydown	06/15/2017	47787XAB3	0.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	100.000		0.00	112.50	112.50	0.00
Paydown	06/15/2017	47788MAB6	16,966.41	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	100.000		16,966.41	110.48	17,076.89	0.00
Paydown	06/15/2017	654747AB0	0.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	100.000		0.00	104.13	104.13	0.00
Paydown	06/15/2017	65478WAB1	13,063.89	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	100.000		13,063.89	118.39	13,182.28	0.00



Transaction Ledger

5/31/17 Thru 6/30/17

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	06/15/2017	89231LAB3	13,001.20	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	100.000		13,001.20	159.00	13,160.20	0.00
Paydown	06/15/2017	89236WAC2	13,481.59	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	100.000		13,481.59	105.95	13,587.54	0.00
Paydown	06/20/2017	43814GAC4	7,750.45	Honda Auto Receivables 2014-2 A3 0.77% Due 3/19/2018	100.000		7,750.45	6.92	7,757.37	0.00
Paydown	06/21/2017	43813NAC0	17,220.76	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	100.000		17,220.76	135.22	17,355.98	0.00
Paydown	06/21/2017	43814TAB8	0.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	100.000		0.00	142.00	142.00	0.00
	Subtotal		108,730.70				108,730.70	1,228.35	109,959.05	0.00
Maturity	06/07/2017	06538BT78	400,000.00	Bank of Tokyo Mitsubishi NY Discount CP 1.11% Due 6/7/2017	99.630		400,000.00	0.00	400,000.00	0.00
	Subtotal		400,000.00				400,000.00	0.00	400,000.00	0.00
Security Withdrawal	06/05/2017	31846V203	1,544.44	First American Govt Obligation Fund	1.000		1,544.44	0.00	1,544.44	0.00
Security Withdrawal	06/26/2017	31846V203	104.17	First American Govt Obligation Fund	1.000		104.17	0.00	104.17	0.00
	Subtotal		1,648.61				1,648.61	0.00	1,648.61	0.00
TOTAL DISPOSITIONS			1,536,526.19				1,537,865.39	1,552.04	1,539,417.43	1,339.20
OTHER TRANSACTIONS										
Interest	06/13/2017	313381C94	500,000.00	FHLB Note 1.25% Due 12/13/2019	0.000		3,125.00	0.00	3,125.00	0.00
Interest	06/14/2017	313379EE5	480,000.00	FHLB Note 1.625% Due 6/14/2019	0.000		3,900.00	0.00	3,900.00	0.00
Interest	06/14/2017	3135G0G72	515,000.00	FNMA Note 1.125% Due 12/14/2018	0.000		2,896.88	0.00	2,896.88	0.00
Interest	06/14/2017	92826CAB8	200,000.00	Visa Inc Note 2.2% Due 12/14/2020	0.000		2,200.00	0.00	2,200.00	0.00
Interest	06/30/2017	912828XH8	400,000.00	US Treasury Note 1.625% Due 6/30/2020	0.000		3,250.00	0.00	3,250.00	0.00
	Subtotal		2,095,000.00				15,371.88	0.00	15,371.88	0.00



Transaction Ledger

5/31/17 Thru 6/30/17

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Dividend	06/01/2017	31846V203	12,209.15	First American Govt Obligation Fund	0.000		45.50	0.00	45.50	0.00
	Subtotal		12,209.15				45.50	0.00	45.50	0.00
TOTAL OTHER TRANSACTIONS			2,107,209.15				15,417.38	0.00	15,417.38	0.00



Income Earned

5/31/17 Thru 6/30/17

CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Unreal G/L Total Income
Fixed Income						
02665WAZ4	American Honda Finance Note 2.45% Due 09/24/2020	02/07/2017 02/10/2017 250,000.00	252,267.19 0.00 0.00 252,211.02	1,139.93 0.00 1,650.35 510.42	0.00 56.17 (56.17) 454.25	0.00 454.25
037833BQ2	Apple Inc Note 1.7% Due 02/22/2019	02/16/2016 02/23/2016 300,000.00	299,970.61 0.00 0.00 299,972.01	1,388.33 0.00 1,813.33 425.00	1.40 0.00 1.40 426.40	0.00 426.40
06406HCW7	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 09/11/2019	10/26/2016 10/31/2016 300,000.00	304,779.93 0.00 0.00 304,600.91	1,533.33 0.00 2,108.33 575.00	0.00 179.02 (179.02) 395.98	0.00 395.98
166764BA7	Chevron Corp Note Due 11/16/2018	11/09/2015 11/17/2015 0.00	310,000.00 0.00 310,000.00 0.00	231.21 323.69 0.00 92.48	0.00 0.00 0.00 92.48	0.00 92.48
24422ESL4	John Deere Capital Corp Note 2.8% Due 03/04/2021	06/07/2017 06/12/2017 200,000.00	0.00 205,498.00 0.00 205,421.25	0.00 (1,524.44) 1,820.00 295.56	0.00 76.75 (76.75) 218.81	0.00 218.81
3133782M2	FHLB Note 1.5% Due 03/08/2019	02/09/2016 02/10/2016 500,000.00	504,432.22 0.00 0.00 504,226.07	1,729.17 0.00 2,354.17 625.00	0.00 206.15 (206.15) 418.85	0.00 418.85
313378J77	FHLB Note 1.875% Due 03/13/2020	07/12/2016 07/13/2016 500,000.00	511,305.75 0.00 0.00 510,971.92	2,031.25 0.00 2,812.50 781.25	0.00 333.83 (333.83) 447.42	0.00 447.42
313379EE5	FHLB Note 1.625% Due 06/14/2019	Various Various 480,000.00	485,076.90 0.00 0.00 484,871.91	3,618.34 3,900.00 368.34 650.00	0.00 204.99 (204.99) 445.01	0.00 445.01
313380FB8	FHLB Note 1.375% Due 09/13/2019	06/23/2016 06/24/2016 400,000.00	402,893.47 0.00 0.00 402,789.39	1,191.67 0.00 1,650.00 458.33	0.00 104.08 (104.08) 354.25	0.00 354.25
313381C94	FHLB Note 1.25% Due 12/13/2019	07/15/2016 07/18/2016 500,000.00	502,347.85 0.00 0.00 502,271.70	2,916.67 3,125.00 312.50 520.83	0.00 76.15 (76.15) 444.68	0.00 444.68



Income Earned

5/31/17 Thru 6/30/17

CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Unreal G/L Total Income
3133EDDV1	FFCB Note 1.16% Due 10/23/2017	01/29/2015 01/30/2015 185,000.00	185,208.42 0.00 0.00 185,165.00	226.52 0.00 405.36 178.84	0.00 43.42 (43.42) 135.42	0.00 135.42
3133EEQM5	FFCB Note 1.11% Due 02/20/2018	08/28/2015 08/31/2015 510,000.00	510,603.20 0.00 0.00 510,534.65	1,588.23 0.00 2,059.98 471.75	0.00 68.55 (68.55) 403.20	0.00 403.20
3133EFW52	FFCB Note 1.15% Due 07/01/2019	04/25/2016 04/26/2016 600,000.00	600,267.08 0.00 0.00 600,256.54	2,875.00 0.00 3,450.00 575.00	0.00 10.54 (10.54) 564.46	0.00 564.46
3135G0E33	FNMA Note 1.125% Due 07/20/2018	Various Various 500,000.00	499,608.82 0.00 0.00 499,637.17	2,046.87 0.00 2,515.62 468.75	28.35 0.00 28.35 497.10	0.00 497.10
3135G0E58	FNMA Note 1.125% Due 10/19/2018	Various Various 495,000.00	494,875.60 0.00 0.00 494,882.99	649.69 0.00 1,113.75 464.06	14.02 6.63 7.39 471.45	0.00 471.45
3135G0G72	FNMA Note 1.125% Due 12/14/2018	10/30/2015 11/03/2015 515,000.00	514,621.39 0.00 0.00 514,641.63	2,687.66 2,896.88 273.59 482.81	20.24 0.00 20.24 503.05	0.00 503.05
3135G0H63	FNMA Note 1.375% Due 01/28/2019	01/06/2016 01/08/2016 500,000.00	499,910.40 0.00 0.00 499,914.84	2,348.96 0.00 2,921.88 572.92	4.44 0.00 4.44 577.36	0.00 577.36
3135G0N33	FNMA Note 0.875% Due 08/02/2019	07/29/2016 08/02/2016 225,000.00	224,726.60 0.00 0.00 224,736.95	650.78 0.00 814.84 164.06	10.35 0.00 10.35 174.41	0.00 174.41
3135G0ZY2	FNMA Note 1.75% Due 11/26/2019	07/31/2015 07/31/2015 325,000.00	326,982.35 0.00 0.00 326,916.85	78.99 0.00 552.95 473.96	0.00 65.50 (65.50) 408.46	0.00 408.46
3137EADK2	FHLMC Note 1.25% Due 08/01/2019	04/29/2015 05/01/2015 500,000.00	498,410.87 0.00 0.00 498,471.14	2,083.33 0.00 2,604.17 520.84	60.27 0.00 60.27 581.11	0.00 581.11
3137EADM8	FHLMC Note 1.25% Due 10/02/2019	05/27/2015 05/28/2015 500,000.00	497,045.65 0.00 0.00 497,149.56	1,024.31 0.00 1,545.14 520.83	103.91 0.00 103.91 624.74	0.00 624.74



Income Earned

5/31/17 Thru 6/30/17

CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Unreal G/L Total Income
3137EADZ9	FHLMC Note 1.125% Due 04/15/2019	03/18/2016 03/21/2016 475,000.00	474,904.41 0.00 0.00 474,908.61	682.81 0.00 1,128.13 445.32	4.20 0.00 4.20 449.52	0.00 449.52
3137EAAE5	FHLMC Note 1.5% Due 01/17/2020	01/12/2017 01/17/2017 400,000.00	399,621.26 0.00 0.00 399,633.10	2,233.33 0.00 2,733.33 500.00	11.84 0.00 11.84 511.84	0.00 511.84
437076BQ4	Home Depot Note 1.8% Due 06/05/2020	05/24/2017 06/05/2017 250,000.00	0.00 249,855.00 0.00 249,858.44	0.00 0.00 325.00 325.00	3.44 0.00 3.44 328.44	0.00 328.44
43813NAC0	Honda Auto Receivables 2015-2 A3 1.04% Due 02/21/2019	05/13/2015 05/20/2015 138,798.77	156,008.54 0.00 17,220.76 138,789.46	45.07 135.22 40.10 130.25	1.68 0.00 1.68 131.93	0.00 131.93
43814GAC4	Honda Auto Receivables 2014-2 A3 0.77% Due 03/19/2018	05/13/2014 05/21/2014 3,038.17	10,788.62 0.00 7,750.45 3,038.17	3.00 6.92 0.84 4.76	0.00 0.00 0.00 4.76	0.00 4.76
43814HAC2	Honda Auto Receivables 2014-3 A3 0.88% Due 06/15/2018	08/12/2014 08/20/2014 18,486.95	27,621.91 0.00 9,135.18 18,486.90	10.80 20.26 7.23 16.69	0.17 0.00 0.17 16.86	0.00 16.86
43814QAC2	Honda Auto Receivables 2016-2 A3 1.39% Due 04/15/2020	05/24/2016 05/31/2016 130,000.00	129,998.13 0.00 0.00 129,998.19	80.31 150.58 80.31 150.58	0.06 0.00 0.06 150.64	0.00 150.64
43814TAB8	Honda Auto Receivables 2017-1 A2 1.42% Due 07/22/2019	03/21/2017 03/28/2017 120,000.00	119,997.35 0.00 0.00 119,997.45	47.33 142.00 47.33 142.00	0.10 0.00 0.10 142.10	0.00 142.10
477877AD6	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	Various Various 50,335.27	61,830.02 0.00 11,493.07 50,336.40	29.40 55.13 23.93 49.66	0.55 1.10 (0.55) 49.11	0.00 49.11
47787VAC5	John Deere Owner Trust 2014-A A3 0.92% Due 04/16/2018	04/02/2014 04/09/2014 3,542.47	10,160.62 0.00 6,618.15 3,542.47	4.15 7.79 1.45 5.09	0.00 0.00 0.00 5.09	0.00 5.09
47787XAB3	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	02/22/2017 03/02/2017 90,000.00	89,999.67 0.00 0.00 89,999.69	60.00 112.50 60.00 112.50	0.02 0.00 0.02 112.52	0.00 112.52



Income Earned

5/31/17 Thru 6/30/17

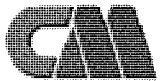
CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Unreal G/L Total Income
47788MAB6	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	02/23/2016 03/02/2016 98,313.90	115,280.13 0.00 16,966.41 98,313.76	58.92 110.48 50.25 101.81	0.04 0.00 0.04 101.85	0.00 101.85
594918BN3	Microsoft Note 1.1% Due 08/08/2019	08/01/2016 08/08/2016 280,000.00	279,789.82 0.00 0.00 279,797.72	966.78 0.00 1,223.44 256.66	7.90 0.00 7.90 264.56	0.00 264.56
654747AB0	Nissan Auto Receivables 2017-A A2A 1.47% Due 01/15/2020	03/21/2017 03/28/2017 85,000.00	84,999.60 0.00 0.00 84,999.61	55.53 104.13 55.53 104.13	0.01 0.00 0.01 104.14	0.00 104.14
65478WAB1	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 05/15/2019	08/02/2016 08/10/2016 119,710.34	132,770.52 0.00 13,063.89 119,707.14	63.14 118.39 56.93 112.18	0.51 0.00 0.51 112.69	0.00 112.69
68389XAX3	Oracle Corp Note 2.25% Due 10/08/2019	10/04/2016 10/07/2016 250,000.00	254,641.81 0.00 0.00 254,479.70	828.13 0.00 1,296.88 468.75	0.00 162.11 (162.11) 306.64	0.00 306.64
69353REP9	PNC Bank Callable Note 5/2/2020 2.3% Due 06/01/2020	06/07/2017 06/12/2017 250,000.00	0.00 251,912.50 0.00 251,878.06	0.00 (175.69) 479.17 303.48	0.00 34.44 (34.44) 269.04	0.00 269.04
69371RN36	Paccar Financial Corp Note 1.2% Due 08/12/2019	08/04/2016 08/11/2016 215,000.00	215,000.00 0.00 0.00 215,000.00	781.17 0.00 996.17 215.00	0.00 0.00 0.00 215.00	0.00 215.00
74005PBC7	Praxair Note 1.05% Due 11/07/2017	02/09/2017 02/10/2017 150,000.00	149,927.57 0.00 0.00 149,941.23	105.00 0.00 236.25 131.25	13.66 0.00 13.66 144.91	0.00 144.91
74005PBP8	Praxair Note 2.25% Due 09/24/2020	04/25/2017 04/28/2017 250,000.00	252,142.35 0.00 0.00 252,089.28	1,046.88 0.00 1,515.63 468.75	0.00 53.07 (53.07) 415.68	0.00 415.68
747525AG8	Qualcomm Inc Note 1.4% Due 05/18/2018	Various Various 370,000.00	369,812.39 0.00 0.00 369,828.42	158.28 0.00 589.95 431.67	16.03 0.00 16.03 447.70	0.00 447.70
808513AK1	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 03/10/2018	Various Various 315,000.00	314,995.99 0.00 0.00 314,996.42	1,063.13 0.00 1,456.88 393.75	9.14 8.71 0.43 394.18	0.00 394.18



Income Earned

5/31/17 Thru 6/30/17

CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Unreal G/L Total Income
857477AS2	State Street Bank Note 2.55% Due 08/18/2020	06/07/2017 06/12/2017 250,000.00	0.00 255,017.50 0.00 254,935.53	0.00 (2,018.75) 2,355.21 336.46	0.00 81.97 (81.97) 254.49	0.00 254.49
89231LAB3	Toyota Auto Receivables Owner 2016-D 1.06% Due 05/15/2019	10/04/2016 10/12/2016 166,998.80	179,989.14 0.00 13,001.20 166,989.14	84.80 159.00 78.67 152.87	1.20 0.00 1.20 154.07	0.00 154.07
89236TDE2	Toyota Motor Credit Corp Note 1.4% Due 05/20/2019	05/17/2016 05/20/2016 300,000.00	299,724.60 0.00 0.00 299,736.11	128.33 0.00 478.33 350.00	11.51 0.00 11.51 361.51	0.00 361.51
89236WAC2	Toyota Auto Receivables Owner 2015-A 1.12% Due 02/15/2019	02/24/2015 03/04/2015 100,039.08	113,516.55 0.00 13,481.59 100,035.87	56.51 105.95 49.80 99.24	0.91 0.00 0.91 100.15	0.00 100.15
91159HHL7	US Bancorp Callable Note 1X 12/29/2020 2.35% Due 01/29/2021	04/18/2017 04/21/2017 300,000.00	302,883.74 0.00 0.00 302,817.55	2,389.17 0.00 2,976.67 587.50	0.00 66.19 (66.19) 521.31	0.00 521.31
912828L32	US Treasury Note 1.375% Due 08/31/2020	01/09/2017 01/10/2017 400,000.00	396,498.37 0.00 0.00 396,586.87	1,389.95 0.00 1,838.32 448.37	88.50 0.00 88.50 536.87	0.00 536.87
912828RH5	US Treasury Note 1.375% Due 09/30/2018	12/04/2014 12/05/2014 400,000.00	400,490.39 0.00 0.00 400,460.12	931.69 0.00 1,382.51 450.82	0.00 30.27 (30.27) 420.55	0.00 420.55
912828SX9	US Treasury Note 1.125% Due 05/31/2019	09/29/2015 09/30/2015 495,000.00	494,885.10 0.00 0.00 494,889.83	15.22 0.00 471.67 456.45	4.73 0.00 4.73 461.18	0.00 461.18
912828UB4	US Treasury Note 1% Due 11/30/2019	10/29/2015 10/30/2015 500,000.00	495,559.84 0.00 0.00 495,705.90	13.66 0.00 423.50 409.84	146.06 0.00 146.06 555.90	0.00 555.90
912828UL2	US Treasury Note 1.375% Due 01/31/2020	01/06/2016 01/07/2016 500,000.00	497,720.85 0.00 0.00 497,791.05	2,298.00 0.00 2,867.75 569.75	70.20 0.00 70.20 639.95	0.00 639.95
912828UV0	US Treasury Note 1.125% Due 03/31/2020	02/09/2016 02/10/2016 500,000.00	500,990.20 0.00 0.00 500,961.47	952.87 0.00 1,413.93 461.06	0.00 28.73 (28.73) 432.33	0.00 432.33



Income Earned

5/31/17 Thru 6/30/17

CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Unreal G/L Total Income
912828VA5	US Treasury Note 1.125% Due 04/30/2020	01/28/2016 01/29/2016 480,000.00	477,303.42 0.00 0.00 477,379.45	465.00 0.00 915.00 450.00	76.03 0.00 76.03 526.03	0.00 526.03
912828XH8	US Treasury Note 1.625% Due 06/30/2020	01/27/2017 01/30/2017 400,000.00	400,085.79 0.00 0.00 400,083.50	2,729.28 3,250.00 17.66 538.38	0.00 2.29 (2.29) 536.09	0.00 536.09
912828XM7	US Treasury Note 1.625% Due 07/31/2020	01/09/2017 01/10/2017 400,000.00	399,903.78 0.00 0.00 399,906.28	2,172.65 0.00 2,711.33 538.68	2.50 0.00 2.50 541.18	0.00 541.18
92826CAB8	Visa Inc Note 2.2% Due 12/14/2020	05/09/2017 05/12/2017 200,000.00	201,227.01 0.00 0.00 201,198.52	2,041.11 2,200.00 207.78 366.67	0.00 28.49 (28.49) 338.18	0.00 338.18
94974BFG0	Wells Fargo Corp Note 1.5% Due 01/16/2018	09/09/2014 09/10/2014 300,000.00	299,737.32 0.00 0.00 299,771.74	1,687.50 0.00 2,062.50 375.00	34.42 0.00 34.42 409.42	0.00 409.42
			17,536,141.11 962,283.00 418,730.70	57,719.14 13,205.04 65,802.16	748.39 1,929.15 (1,180.76)	0.00
TOTAL Fixed Income		18,039,263.75	18,078,512.65	21,288.06	20,107.30	20,107.30

Cash & Equivalent

06417GPR3	Bank of Nova Scotia Yankee CD 1.35% Due 09/27/2017	03/10/2017 03/14/2017 500,000.00	500,117.34 0.00 0.00 500,087.51	4,593.75 0.00 5,156.25 562.50	0.00 29.83 (29.83) 532.67	0.00 532.67
06538BT78	Bank of Tokyo Mitsubishi NY Discount CP Due 06/07/2017	02/07/2017 02/07/2017 0.00	399,926.00 0.00 400,000.00 0.00	0.00 0.00 0.00 0.00	74.00 0.00 74.00 74.00	0.00 74.00
21687AY31	Rabobank Nederland NV NY Discount CP 1.29% Due 11/03/2017	02/07/2017 02/07/2017 400,000.00	397,778.33 0.00 0.00 398,208.33	0.00 0.00 0.00 0.00	430.00 0.00 430.00 430.00	0.00 430.00
31846V203	First American Govt Obligation Fund	Various Various 131,452.98	262,064.15 587,184.32 717,795.49 131,452.98	0.00 45.50 0.00 45.50	0.00 0.00 0.00 45.50	0.00 45.50



Income Earned

5/31/17 Thru 6/30/17

CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Unreal G/L Total Income
86958JJB6	Svenska Handelsbanken Yankee CD 1.205% Due 09/01/2017	02/07/2017 02/07/2017 500,000.00	500,006.04 0.00 0.00 500,004.07	2,008.33 0.00 2,510.42 502.09	0.00 1.97 (1.97) 500.12	0.00 500.12
89113WZM1	Toronto Dominion NY Yankee CD 1.21% Due 09/27/2017	03/15/2017 03/16/2017 475,000.00	475,000.00 0.00 0.00 475,000.00	1,229.33 0.00 1,708.28 478.95	0.00 0.00 0.00 478.95	0.00 478.95
			2,534,891.86 587,184.32 1,117,795.49	7,831.41 45.50 9,374.95	504.00 31.80 472.20	0.00
TOTAL Cash & Equivalent		2,006,452.98	2,004,752.89	1,589.04	2,061.24	2,061.24
			20,071,032.97 1,549,467.32 1,536,526.19	65,550.55 13,250.54 75,177.11	1,252.39 1,960.95 (708.56)	0.00
TOTAL PORTFOLIO		20,045,716.73	20,083,265.54	22,877.10	22,168.54	22,168.54



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/01/2017	Interest	3133EFW52	600,000.00	FFCB Note 1.15% Due 7/1/2019	0.00	3,450.00	3,450.00
07/15/2017	Paydown	43814HAC2	18,486.95	Honda Auto Receivables 2014-3 A3 0.88% Due 6/15/2018	18,486.95	13.56	18,500.51
07/15/2017	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,750.95	150.58	3,901.53
07/15/2017	Paydown	477877AD6	50,335.27	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	10,885.83	44.88	10,930.71
07/15/2017	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,691.71	104.13	2,795.84
07/15/2017	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,153.93	106.74	5,260.67
07/15/2017	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	9,462.46	147.52	9,609.98
07/15/2017	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	4,211.73	112.50	4,324.23
07/15/2017	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	9,002.14	94.22	9,096.36
07/15/2017	Paydown	89236WAC2	100,039.08	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	13,863.03	93.37	13,956.40
07/16/2017	Interest	94974BFG0	300,000.00	Wells Fargo Corp Note 1.5% Due 1/16/2018	0.00	2,250.00	2,250.00
07/17/2017	Interest	3137EAEE5	400,000.00	FHLMC Note 1.5% Due 1/17/2020	0.00	3,000.00	3,000.00
07/20/2017	Interest	3135G0E33	500,000.00	FNMA Note 1.125% Due 7/20/2018	0.00	2,812.51	2,812.51
07/21/2017	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	8,691.41	120.29	8,811.70
07/21/2017	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,544.86	142.00	4,686.86
07/28/2017	Interest	3135G0H63	500,000.00	FNMA Note 1.375% Due 1/28/2019	0.00	3,437.50	3,437.50
07/29/2017	Interest	91159HHL7	300,000.00	US Bancorp Callable Note 1X 12/29/2020 2.35% Due 1/29/2021	0.00	3,525.00	3,525.00
07/31/2017	Interest	912828UL2	500,000.00	US Treasury Note 1.375% Due 1/31/2020	0.00	3,437.50	3,437.50
07/31/2017	Interest	912828XM7	400,000.00	US Treasury Note 1.625% Due 7/31/2020	0.00	3,250.00	3,250.00
Jul 2017					90,745.00	26,292.30	117,037.30
08/01/2017	Interest	3137EADK2	500,000.00	FHLMC Note 1.25% Due 8/1/2019	0.00	3,125.00	3,125.00



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/02/2017	Interest	3135G0N33	225,000.00	FNMA Note 0.875% Due 8/2/2019	0.00	984.38	984.38
08/08/2017	Interest	594918BN3	280,000.00	Microsoft Note 1.1% Due 8/8/2019	0.00	1,540.00	1,540.00
08/12/2017	Interest	69371RN36	215,000.00	Paccar Financial Corp Note 1.2% Due 8/12/2019	0.00	1,290.00	1,290.00
08/15/2017	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,755.29	146.24	3,901.53
08/15/2017	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	8,628.41	85.59	8,714.00
08/15/2017	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,158.52	102.15	5,260.67
08/15/2017	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	9,264.18	139.16	9,403.34
08/15/2017	Paydown	477877AD6	50,335.27	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	10,477.11	35.18	10,512.29
08/15/2017	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	4,139.04	107.24	4,246.28
08/15/2017	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,695.02	100.83	2,795.85
08/15/2017	Paydown	89236WAC2	100,039.08	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	13,475.89	80.43	13,556.32
08/18/2017	Interest	857477AS2	250,000.00	State Street Bank Note 2.55% Due 8/18/2020	0.00	3,187.50	3,187.50
08/20/2017	Interest	3133EEQM5	510,000.00	FFCB Note 1.11% Due 2/20/2018	0.00	2,830.50	2,830.50
08/21/2017	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	8,508.50	112.76	8,621.26
08/21/2017	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,550.45	136.62	4,687.07
08/23/2017	Interest	037833BQ2	300,000.00	Apple Inc Note 1.7% Due 2/22/2019	0.00	2,550.00	2,550.00
08/31/2017	Interest	912828L32	400,000.00	US Treasury Note 1.375% Due 8/31/2020	0.00	2,750.00	2,750.00
Aug 2017					70,652.41	19,303.58	89,955.99
09/01/2017	Maturity	86958JJB6	500,000.00	Svenska Handelsbanken Yankee CD 1.205% Due 9/1/2017	500,000.00	3,548.06	503,548.06
09/04/2017	Interest	24422ESL4	200,000.00	John Deere Capital Corp Note 2.8% Due 3/4/2021	0.00	2,800.00	2,800.00
09/08/2017	Interest	3133782M2	500,000.00	FHLB Note 1.5% Due 3/8/2019	0.00	3,750.00	3,750.00



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/10/2017	Interest	808513AK1	315,000.00	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 3/10/2018	0.00	2,362.50	2,362.50
09/11/2017	Interest	06406HCW7	300,000.00	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	0.00	3,450.00	3,450.00
09/13/2017	Interest	313380FB8	400,000.00	FHLB Note 1.375% Due 9/13/2019	0.00	2,750.00	2,750.00
09/13/2017	Interest	313378J77	500,000.00	FHLB Note 1.875% Due 3/13/2020	0.00	4,687.50	4,687.50
09/15/2017	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	4,066.22	102.06	4,168.28
09/15/2017	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	8,253.15	77.32	8,330.47
09/15/2017	Paydown	89236WAC2	100,039.08	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	13,088.30	67.85	13,156.15
09/15/2017	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,759.64	141.89	3,901.53
09/15/2017	Paydown	477877AD6	50,335.27	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	10,067.74	25.83	10,093.57
09/15/2017	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,698.33	97.53	2,795.86
09/15/2017	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,163.12	97.55	5,260.67
09/15/2017	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	9,065.65	130.97	9,196.62
09/21/2017	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	8,325.36	105.39	8,430.75
09/21/2017	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,556.04	131.24	4,687.28
09/24/2017	Interest	02665WAZ4	250,000.00	American Honda Finance Note 2.45% Due 9/24/2020	0.00	3,062.50	3,062.50
09/24/2017	Interest	74005PBP8	250,000.00	Praxair Note 2.25% Due 9/24/2020	0.00	2,812.50	2,812.50
09/27/2017	Maturity	06417GPR3	500,000.00	Bank of Nova Scotia Yankee CD 1.35% Due 9/27/2017	500,000.00	6,806.25	506,806.25
09/27/2017	Maturity	89113WZM1	475,000.00	Toronto Dominion NY Yankee CD 1.21% Due 9/27/2017	475,000.00	3,113.23	478,113.23
09/30/2017	Interest	912828UV0	500,000.00	US Treasury Note 1.125% Due 3/31/2020	0.00	2,812.50	2,812.50
09/30/2017	Interest	912828RH5	400,000.00	US Treasury Note 1.375% Due 9/30/2018	0.00	2,750.00	2,750.00



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
Sep 2017					1,544,043.55	45,682.67	1,589,726.22
10/02/2017	Interest	3137EADM8	500,000.00	FHLMC Note 1.25% Due 10/2/2019	0.00	3,125.00	3,125.00
10/08/2017	Interest	68389XAX3	250,000.00	Oracle Corp Note 2.25% Due 10/8/2019	0.00	2,812.50	2,812.50
10/15/2017	Interest	3137EADZ9	475,000.00	FHLMC Note 1.125% Due 4/15/2019	0.00	2,671.88	2,671.88
10/15/2017	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,764.00	137.53	3,901.53
10/15/2017	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	7,876.33	69.41	7,945.74
10/15/2017	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,167.73	92.94	5,260.67
10/15/2017	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	8,866.83	122.97	8,989.80
10/15/2017	Paydown	477877AD6	50,335.27	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	9,657.67	16.85	9,674.52
10/15/2017	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,993.25	96.98	4,090.23
10/15/2017	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,701.65	94.22	2,795.87
10/15/2017	Paydown	89236WAC2	100,039.08	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	12,700.25	55.64	12,755.89
10/19/2017	Interest	3135G0E58	495,000.00	FNMA Note 1.125% Due 10/19/2018	0.00	2,784.38	2,784.38
10/21/2017	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	8,141.97	98.17	8,240.14
10/21/2017	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,561.64	125.85	4,687.49
10/23/2017	Maturity	3133EDDV1	185,000.00	FFCB Note 1.16% Due 10/23/2017	185,000.00	1,073.00	186,073.00
10/31/2017	Interest	912828VA5	480,000.00	US Treasury Note 1.125% Due 4/30/2020	0.00	2,700.00	2,700.00
Oct 2017					252,431.32	16,077.32	268,508.64
11/03/2017	Maturity	21687AY31	400,000.00	Rabobank Nederland NV NY Discount CP 1.29% Due 11/3/2017	400,000.00	0.00	400,000.00
11/07/2017	Maturity	74005PBC7	150,000.00	Praxair Note 1.05% Due 11/7/2017	150,000.00	787.50	150,787.50
11/15/2017	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,768.36	133.17	3,901.53



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/15/2017	Paydown	477877AD6	50,335.27	John Deere Owner Trust 2014-B A3 1.07% Due 11/15/2018	9,246.94	8.24	9,255.18
11/15/2017	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,704.97	90.91	2,795.88
11/15/2017	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,172.34	88.33	5,260.67
11/15/2017	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	8,667.76	115.13	8,782.89
11/15/2017	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,920.15	91.99	4,012.14
11/15/2017	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	7,497.97	61.86	7,559.83
11/15/2017	Paydown	89236WAC2	100,039.08	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	12,311.77	43.78	12,355.55
11/20/2017	Interest	747525AG8	370,000.00	Qualcomm Inc Note 1.4% Due 5/18/2018	0.00	2,590.00	2,590.00
11/20/2017	Interest	89236TDE2	300,000.00	Toyota Motor Credit Corp Note 1.4% Due 5/20/2019	0.00	2,100.00	2,100.00
11/21/2017	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	7,958.35	91.11	8,049.46
11/21/2017	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,567.25	120.45	4,687.70
11/26/2017	Interest	3135G0ZY2	325,000.00	FNMA Note 1.75% Due 11/26/2019	0.00	2,843.75	2,843.75
11/30/2017	Interest	912828SX9	495,000.00	US Treasury Note 1.125% Due 5/31/2019	0.00	2,784.38	2,784.38
11/30/2017	Interest	912828UB4	500,000.00	US Treasury Note 1% Due 11/30/2019	0.00	2,500.00	2,500.00
Nov 2017					615,815.86	14,450.60	630,266.46
12/01/2017	Interest	69353REP9	250,000.00	PNC Bank Callable Note 5/2/2020 2.3% Due 6/1/2020	0.00	2,875.00	2,875.00
12/05/2017	Interest	437076BQ4	250,000.00	Home Depot Note 1.8% Due 6/5/2020	0.00	2,250.00	2,250.00
12/13/2017	Interest	313381C94	500,000.00	FHLB Note 1.25% Due 12/13/2019	0.00	3,125.00	3,125.00
12/14/2017	Interest	313379EE5	480,000.00	FHLB Note 1.625% Due 6/14/2019	0.00	3,900.00	3,900.00
12/14/2017	Interest	3135G0G72	515,000.00	FNMA Note 1.125% Due 12/14/2018	0.00	2,896.88	2,896.88
12/14/2017	Interest	92826CAB8	200,000.00	Visa Inc Note 2.2% Due 12/14/2020	0.00	2,200.00	2,200.00



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/15/2017	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,772.72	128.81	3,901.53
12/15/2017	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	7,118.04	54.68	7,172.72
12/15/2017	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,176.95	83.72	5,260.67
12/15/2017	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	8,468.40	107.48	8,575.88
12/15/2017	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,846.91	87.09	3,934.00
12/15/2017	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,708.29	87.60	2,795.89
12/15/2017	Paydown	89236WAC2	100,039.08	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	11,922.83	32.29	11,955.12
12/21/2017	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	7,774.47	84.22	7,858.69
12/21/2017	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,572.87	115.04	4,687.91
12/31/2017	Interest	912828XH8	400,000.00	US Treasury Note 1.625% Due 6/30/2020	0.00	3,250.00	3,250.00
Dec 2017					55,361.48	21,277.81	76,639.29
01/01/2018	Interest	3133EFW52	600,000.00	FFCB Note 1.15% Due 7/1/2019	0.00	3,450.00	3,450.00
01/15/2018	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,777.09	124.44	3,901.53
01/15/2018	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,711.62	84.28	2,795.90
01/15/2018	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	8,268.79	100.00	8,368.79
01/15/2018	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,773.54	82.28	3,855.82
01/15/2018	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	6,736.55	47.86	6,784.41
01/15/2018	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,181.56	79.11	5,260.67
01/15/2018	Paydown	89236WAC2	100,039.08	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	11,533.43	21.17	11,554.60
01/16/2018	Maturity	94974BFG0	300,000.00	Wells Fargo Corp Note 1.5% Due 1/16/2018	300,000.00	2,250.00	302,250.00
01/17/2018	Interest	3137EAAE5	400,000.00	FHLMC Note 1.5% Due 1/17/2020	0.00	3,000.00	3,000.00



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/20/2018	Interest	3135G0E33	500,000.00	FNMA Note 1.125% Due 7/20/2018	0.00	2,812.51	2,812.51
01/21/2018	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,578.49	109.63	4,688.12
01/21/2018	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	7,590.35	77.48	7,667.83
01/28/2018	Interest	3135G0H63	500,000.00	FNMA Note 1.375% Due 1/28/2019	0.00	3,437.50	3,437.50
01/29/2018	Interest	91159HHL7	300,000.00	US Bancorp Callable Note 1X 12/29/2020 2.35% Due 1/29/2021	0.00	3,525.00	3,525.00
01/31/2018	Interest	912828XM7	400,000.00	US Treasury Note 1.625% Due 7/31/2020	0.00	3,250.00	3,250.00
01/31/2018	Interest	912828UL2	500,000.00	US Treasury Note 1.375% Due 1/31/2020	0.00	3,437.50	3,437.50
Jan 2018					354,151.42	25,888.76	380,040.18
02/01/2018	Interest	3137EADK2	500,000.00	FHLMC Note 1.25% Due 8/1/2019	0.00	3,125.00	3,125.00
02/02/2018	Interest	3135G0N33	225,000.00	FNMA Note 0.875% Due 8/2/2019	0.00	984.38	984.38
02/08/2018	Interest	594918BN3	280,000.00	Microsoft Note 1.1% Due 8/8/2019	0.00	1,540.00	1,540.00
02/12/2018	Interest	69371RN36	215,000.00	Paccar Financial Corp Note 1.2% Due 8/12/2019	0.00	1,290.00	1,290.00
02/15/2018	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,700.03	77.56	3,777.59
02/15/2018	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,714.96	80.96	2,795.92
02/15/2018	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,186.18	74.49	5,260.67
02/15/2018	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	8,068.92	92.69	8,161.61
02/15/2018	Paydown	89236WAC2	100,039.08	Toyota Auto Receivables Owner 2015-A 1.12% Due 2/15/2019	11,143.59	10.40	11,153.99
02/15/2018	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,781.47	120.06	3,901.53
02/15/2018	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	6,353.50	41.40	6,394.90
02/18/2018	Interest	857477AS2	250,000.00	State Street Bank Note 2.55% Due 8/18/2020	0.00	3,187.50	3,187.50
02/20/2018	Maturity	3133EEQM5	510,000.00	FFCB Note 1.11% Due 2/20/2018	510,000.00	2,830.50	512,830.50



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/21/2018	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	7,405.99	70.90	7,476.89
02/21/2018	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,584.12	104.21	4,688.33
02/23/2018	Interest	037833BQ2	300,000.00	Apple Inc Note 1.7% Due 2/22/2019	0.00	2,550.00	2,550.00
02/28/2018	Interest	912828L32	400,000.00	US Treasury Note 1.375% Due 8/31/2020	0.00	2,750.00	2,750.00
Feb 2018					562,938.76	18,930.05	581,868.81
03/04/2018	Interest	24422ESL4	200,000.00	John Deere Capital Corp Note 2.8% Due 3/4/2021	0.00	2,800.00	2,800.00
03/08/2018	Interest	3133782M2	500,000.00	FHLB Note 1.5% Due 3/8/2019	0.00	3,750.00	3,750.00
03/10/2018	Maturity	808513AK1	315,000.00	Charles Schwab Corp Callable Note Cont 2/10/2018 1.5% Due 3/10/2018	315,000.00	2,362.50	317,362.50
03/11/2018	Interest	06406HCW7	300,000.00	Bank of New York Callable Note Cont 8/11/2019 2.3% Due 9/11/2019	0.00	3,450.00	3,450.00
03/13/2018	Interest	313378J77	500,000.00	FHLB Note 1.875% Due 3/13/2020	0.00	4,687.50	4,687.50
03/13/2018	Interest	313380FB8	400,000.00	FHLB Note 1.375% Due 9/13/2019	0.00	2,750.00	2,750.00
03/15/2018	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,626.37	72.94	3,699.31
03/15/2018	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	5,968.87	35.31	6,004.18
03/15/2018	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,190.81	69.86	5,260.67
03/15/2018	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,785.85	115.68	3,901.53
03/15/2018	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,718.30	77.63	2,795.93
03/15/2018	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	7,868.78	85.56	7,954.34
03/21/2018	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,589.75	98.79	4,688.54
03/21/2018	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	7,221.38	64.48	7,285.86
03/24/2018	Interest	74005PBP8	250,000.00	Praxair Note 2.25% Due 9/24/2020	0.00	2,812.50	2,812.50



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/24/2018	Interest	02665WAZ4	250,000.00	American Honda Finance Note 2.45% Due 9/24/2020	0.00	3,062.50	3,062.50
03/31/2018	Interest	912828RH5	400,000.00	US Treasury Note 1.375% Due 9/30/2018	0.00	2,750.00	2,750.00
03/31/2018	Interest	912828UV0	500,000.00	US Treasury Note 1.125% Due 3/31/2020	0.00	2,812.50	2,812.50
Mar 2018					355,970.11	31,857.75	387,827.86
04/02/2018	Interest	3137EADM8	500,000.00	FHLMC Note 1.25% Due 10/2/2019	0.00	3,125.00	3,125.00
04/08/2018	Interest	68389XAX3	250,000.00	Oracle Corp Note 2.25% Due 10/8/2019	0.00	2,812.50	2,812.50
04/15/2018	Interest	3137EADZ9	475,000.00	FHLMC Note 1.125% Due 4/15/2019	0.00	2,671.88	2,671.88
04/15/2018	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,790.23	111.30	3,901.53
04/15/2018	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	5,582.66	29.59	5,612.25
04/15/2018	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,195.44	65.23	5,260.67
04/15/2018	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,552.59	68.40	3,620.99
04/15/2018	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,721.64	74.30	2,795.94
04/15/2018	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	7,668.36	78.61	7,746.97
04/19/2018	Interest	3135G0E58	495,000.00	FNMA Note 1.125% Due 10/19/2018	0.00	2,784.38	2,784.38
04/21/2018	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	7,036.53	58.22	7,094.75
04/21/2018	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,595.39	93.36	4,688.75
04/30/2018	Interest	912828VA5	480,000.00	US Treasury Note 1.125% Due 4/30/2020	0.00	2,700.00	2,700.00
Apr 2018					40,142.84	14,672.77	54,815.61
05/15/2018	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,478.67	63.96	3,542.63
05/15/2018	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,200.07	60.60	5,260.67
05/15/2018	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,794.62	106.91	3,901.53



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/15/2018	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	5,194.86	24.24	5,219.10
05/15/2018	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,724.98	70.97	2,795.95
05/15/2018	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	7,467.68	71.84	7,539.52
05/18/2018	Maturity	747525AG8	370,000.00	Qualcomm Inc Note 1.4% Due 5/18/2018	370,000.00	2,561.22	372,561.22
05/20/2018	Interest	89236TDE2	300,000.00	Toyota Motor Credit Corp Note 1.4% Due 5/20/2019	0.00	2,100.00	2,100.00
05/21/2018	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	6,851.43	52.13	6,903.56
05/21/2018	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,601.04	87.92	4,688.96
05/26/2018	Interest	3135G0ZY2	325,000.00	FNMA Note 1.75% Due 11/26/2019	0.00	2,843.75	2,843.75
05/31/2018	Interest	912828UB4	500,000.00	US Treasury Note 1% Due 11/30/2019	0.00	2,500.00	2,500.00
05/31/2018	Interest	912828SX9	495,000.00	US Treasury Note 1.125% Due 5/31/2019	0.00	2,784.38	2,784.38
May 2018					409,313.35	13,327.92	422,641.27
06/01/2018	Interest	69353REP9	250,000.00	PNC Bank Callable Note 5/2/2020 2.3% Due 6/1/2020	0.00	2,875.00	2,875.00
06/05/2018	Interest	437076BQ4	250,000.00	Home Depot Note 1.8% Due 6/5/2020	0.00	2,250.00	2,250.00
06/13/2018	Interest	313381C94	500,000.00	FHLB Note 1.25% Due 12/13/2019	0.00	3,125.00	3,125.00
06/14/2018	Interest	313379EE5	480,000.00	FHLB Note 1.625% Due 6/14/2019	0.00	3,900.00	3,900.00
06/14/2018	Interest	3135G0G72	515,000.00	FNMA Note 1.125% Due 12/14/2018	0.00	2,896.88	2,896.88
06/14/2018	Interest	92826CAB8	200,000.00	Visa Inc Note 2.2% Due 12/14/2020	0.00	2,200.00	2,200.00
06/15/2018	Paydown	47787XAB3	90,000.00	John Deere Owner Trust 2017-A A2 1.5% Due 10/15/2019	3,404.60	59.61	3,464.21
06/15/2018	Paydown	654747AB0	85,000.00	Nissan Auto Receivables 2017-A A2A 1.47% Due 1/15/2020	2,728.33	67.63	2,795.96
06/15/2018	Paydown	89231LAB3	166,998.80	Toyota Auto Receivables Owner 2016-D 1.06% Due 5/15/2019	7,266.73	65.24	7,331.97
06/15/2018	Paydown	43814QAC2	130,000.00	Honda Auto Receivables 2016-2 A3 1.39% Due 4/15/2020	3,799.02	102.51	3,901.53



Cash Flow Report

From 06/30/2017

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/15/2018	Paydown	47788MAB6	98,313.90	John Deere Owner Trust 2016-A A2 1.15% Due 10/15/2018	4,805.48	19.26	4,824.74
06/15/2018	Paydown	65478WAB1	119,710.34	Nissan Auto Receivables Owner 2016-C A2A 1.07% Due 5/15/2019	5,204.71	55.96	5,260.67
06/21/2018	Paydown	43813NAC0	138,798.77	Honda Auto Receivables 2015-2 A3 1.04% Due 2/21/2019	6,666.09	46.19	6,712.28
06/21/2018	Paydown	43814TAB8	120,000.00	Honda Auto Receivables 2017-1 A2 1.42% Due 7/22/2019	4,606.69	82.48	4,689.17
06/30/2018	Interest	912828XH8	400,000.00	US Treasury Note 1.625% Due 6/30/2020	0.00	3,250.00	3,250.00
Jun 2018					38,481.65	20,995.76	59,477.41
Total					4,390,047.75	268,757.29	4,658,805.04



AGENDA ITEM NO. 2.4

**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AH*

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: DOUG BRADLEY, ADMINISTRATIVE SERVICES DEPARTMENT *DB*

SUBJECT: RESOLUTION 2017-7845 OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES, VIEWPOINT GOVERNMENT SOLUTIONS, GOVOFFICE WEB SOLUTIONS, AND GLADWELL GOVERNMENTAL SERVICES FOR THE UPGRADE OF THE ENTERPRISE RESOURCE PLANNING SYSTEM.

EXECUTIVE SUMMARY:

Staff recommends the upgrade of the 14 year old citywide Enterprise Resource Planning System (ERP). The ERP system functionality includes Financial, Personnel, Customer Relations, Land Management and Website.

FISCAL ANALYSIS:

The one-time cost for the ERP System upgrade and the website upgrade is \$187,925. The adopted FY18 budget appropriated \$125,000 for the upgrade. Resolution 2017-7845 requests an additional \$63,000 from the Technology Fund. The FY18 beginning fund balance for the Technology Fund is near \$300,000.

Vendor	Service	Budget
Tyler Technologies	Financial/Personnel	\$ 78,250
Viewpoint	Land Management	\$ 91,000
GovOffice	Website	\$ 9,675
Diane Gladwell	Implementation	\$ 9,000
		<u>\$ 187,925</u>

There is no significant change to the annual operating cost for the new ERP system. The operating costs are already included in the adopted FY18 and FY19 budgets.

RECOMMENDATION:

Staff recommends the City Council adopt Resolution 2017-7845 authorizing the City Manager to enter into an agreement with Tyler Technologies, Viewpoint Government Solutions, GovOffice Web Solutions, and Gladwell Governmental Services for the upgrade of the Enterprise Resource Planning System.

OPTIONS:

- The City Council may adopt Resolution 2017-7845 in its entirety.
- The City Council may modify and adopt a portion of Resolution 2017-7845.
- The City Council may provide direction to the City Manager.

BACKGROUND/ANALYSIS:

The City acquired Naviline, its current ERP System, over 14 years ago from Sungard Public Sector (now named Superion). The system operates on an IBM AS400 computer system (not standard computing technology for a city our size). The software and hardware are outdated and need to be replaced. The City website is also dated and needs to be upgraded.

For the past 3 ½ years, the City has been preparing for this upgrade. In addition to sourcing new solutions, the Finance Department has aggressively transformed the accounting information and modernized processes. This took time but was critical to insure the successful migration of the accounting data.

The Technology Committee and other key staff throughout the City developed a list of needs. All City functions were represented and played a key role in the final decision. The City issued a request for proposal (RFP) for the Financial and Land Management solutions with 5 vendors responding. The proposed costs from each respondent were relatively similar. The City scheduled live demonstrations and made site visits. In the end, the City determined Tyler Technologies and Viewpoint Government Solutions provided the best quality and adaptability to the City needs.

The City also desires to contract with GovOffice Web Solutions for the website upgrade and with Gladwell Governmental Services for the ERP implementation. Both vendors are currently providing services for the City and are familiar with the project. Three competitive quotes were obtained for the website upgrade. Diane Gladwell has intimate knowledge of our Land Management Process and is uniquely qualified for the project. The purchase of these services are within City Manager approval level.

The new ERP system will be a complete makeover providing both internal and external customers of the City a world class experience. The following is a sample of the new features:

Financial/Personnel	Land Management	Website
Paperless workflow	Digitize Plan Review	News Banners
Auditor recommended	Streamline Inspections	Events Calendar
Email alerts	Online Complaints	Search Engine Optimization
Document Management	Mobile Code Enforcement	Weather, Surf Feed
Live Excel Integration	Online Business Lic App	Consistent/Standard Layout
Online Payments/Bill Review	Online Payment/Bill Review	Optimize Social Media
Employee Portal	Integrated with GIS	Resident Portal
Mobile Time Card	Customer/Resident Portal	

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Proposal: Tyler Technologies
2. Proposal: Viewpoint Government Solutions
3. Proposal: GovOffice Web Solutions
4. Proposal: Gladwell Governmental Services
5. Resolution 2017-7845

DUE TO THE LARGE SIZE OF
THE ELECTRONIC FILE
ATTACHMENTS 1-4 ARE AVAILABLE FOR
REVIEW IN THE CITY CLERKS OFFICE

RESOLUTION NO. 2017-7845

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES, VIEWPOINT GOVERNMENT SOLUTIONS, GOVOFFICE WEB SOLUTIONS, AND GLADWELL GOVERNMENTAL SERVICES FOR THE UPGRADE OF THE ENTERPRISE RESOURCE PLANNING SYSTEM.

WHEREAS, the City Enterprise Resource Planning (ERP) system is aged and needs to be replaced; and

WHEREAS, the ERP system functionality includes Financial, Personnel, Customer Relations, Land Management and Website; and

WHEREAS, the City issued a Request for Proposal (RFP) and the vendors that were determined to provide the best quality and adaptability to the City needs were selected; and

WHEREAS, Tyler Technologies and Viewpoint Government Solutions were selected as a result of the RFP; and

WHEREAS, the City also desires to contract with GovOffice Web Solutions for the website upgrade and Gladwell Governmental Services as part of the ERP implementation; and

WHEREAS, the one-time cost for the ERP System upgrade and website upgrade is \$187,925. The adopted FY18 budget appropriates \$125,000. An additional \$63,000 from the Technology Fund is required.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The City Manager is authorized to execute the agreement with Tyler Technologies, ViewPoint Government Solutions, GovOffice Web Solutions, and Gladwell Governmental Services for the upgrade of the enterprise resource planning system.
2. An additional \$63,000 is appropriated from the Technology Fund for the upgrade of the ERP system.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 16th day of August 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

SERGE DEDINA, MAYOR

ATTEST:

JACQUELINE M. KELLY, MMC
CITY CLERK



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER ^{At}

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: ERIKA N. CORTEZ, HUMAN RESOURCES MANAGER ^{EC}

SUBJECT: ADOPTION OF RESOLUTION NO. 2017-7843 APPROVING AND ADOPTING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE MEMBERS OF THE CITY'S MISCELLANEOUS CLASSIFIED SERVICE/SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 221

EXECUTIVE SUMMARY:

Staff is recommending that the City Council adopt Resolution No. 2017-7843 approving the MOU between the City and Service Employees International Union (SEIU) Local 221 for Fiscal Years 2017-2019. City Council approved the Letter of Intent on July 19, 2017. The MOU before Council for approval codifies the terms agreed in Tentative Agreements between the City's Labor Negotiation Team and SEIU during negotiations.

FISCAL ANALYSIS:

The net increase versus prior fiscal year associated with this action is as follows. The approved Fiscal Year 2017-2019 Budget has sufficient funds to cover these costs.

Category	FY 2017-2018	FY2018-2019
Salaries & Fringe	\$197,085	\$113,505
Health Care	\$40,232	\$40,232
Other Benefits	\$28,614	\$960

RECOMMENDATION:

That the City Council adopt Resolution No. 2017-7843 approving the MOU between the City and SEIU Local, 221 for Fiscal Years 2017-2019. City Council approved the Letter of Intent on July 19, 2017. The MOU before Council for approval codifies the terms agreed in Tentative Agreements between the City's Labor Negotiation Team and SEIU during negotiations.

OPTIONS:

- Adopt Resolution No. 2017-7843 approving and adopting the MOU between the City and SEIU, Local 221 for Fiscal Years 2017-2019.
- Provide direction to the City Manager to take a specific action.
- Request additional information and an additional report.

BACKGROUND/ANALYSIS:

The Service Employees International Union, Local 221 ("SEIU") is the exclusive bargaining agent and representative of the City's miscellaneous classified service. The Memorandum of Understanding ("MOU") between the City and SEIU for fiscal years 2015-2017 expired on June 30, 2017. The City's Negotiation Team and representatives of the bargaining unit held "meet and confer" meetings in an effort to reach agreement on a new MOU. During the meet and confer process, the City and SEIU reached tentative agreements on several proposals. The City Council approved the Letter of Intent on July 19, 2017. The MOU before Council for approval codifies the terms in the Tentative Agreements previously agreed upon between the City's Labor Negotiation Team and SEIU during negotiations.

The changes from the previous MOU are as follows:

1. The parties agree to a new MOU for the period of July 1, 2017 through June 30, 2019; and
2. Effective July 1, 2017, all full time miscellaneous employees will receive a 2.7% salary adjustment applied to all classifications. Effective contract amendment with CalPERS on pension cost sharing, all full-time miscellaneous employees will receive a 1.8% salary adjustment applied to all classifications. Effective July 1, 2018, all full time miscellaneous employees will receive a 3% salary adjustment applied to all classifications. Effective July 1, 2017, all full time lifeguard employees will receive a 2.6% salary adjustment applied to all classifications. Effective contract amendment with CalPERS on pension cost sharing, all full-time lifeguard employees will receive a 3.4% salary adjustment applied to all classifications. Effective July 1, 2018, all full time lifeguard employees will receive a 3.5% salary adjustment applied to all classifications. Effective July 1, 2017, all part time miscellaneous and lifeguard employees will receive a 3.5% salary adjustment applied to all classifications. Effective July 1, 2018, all part time miscellaneous and lifeguard employees will receive a 2.5% salary adjustment applied to all classifications; and
3. Employee Cost Sharing: The employees share shall be half of the total Normal Rate towards the CalPERS retirement benefit as set forth below:
 - a. Employee retirement cost sharing contributions that are in addition to the normal CalPERS Member Contribution will be calculated on base pay, special pays, and other pays normally reported as pensionable compensation, and will be made on a tax deferred basis through payroll deduction.
 - b. Miscellaneous Employees (Classic Member-Tier 1): currently, employees/members contribute 8% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 1.8%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code as the total Normal Rate increases.
 - c. Miscellaneous Employees (Classic Member-Tier 2): currently, employees/members contribute 7% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 0.1%, and will continue to contribute fifty

percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code as the total Normal Rate increases.

- d. Safety Other – Lifeguard Employees (Classic Member–Tier 1): currently, employees/members contribute 9% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 3.4%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code as the total Normal Rate increases.
- e. Safety Other – Lifeguard Employees (Classic Member–Tier 2): currently, employees/members contribute 9% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 2.9%, and will contribute to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code as the total Normal Rate increases.

PEPRA employees/members already pay 50% of the normal cost contribution as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). The City must amend the contract with CalPERS every time the total Normal Rate cost increases. The Union and its employees/members agree to comply with CalPERS requirements to amend the contract, which includes an affirmative vote of employees/members to share 50% of the total Normal Rate costs. Parties agree that members/employees paying 50% if the total Normal Rate cost shall survive the expiration of the MOU; and

- 4. Effective July 1, 2017 through December 31, 2017, the City will continue to provide the following cafeteria plan allotment:
 - a. Employee Only enrolled in City medical plan \$900 per month
 - b. Employee + 1 enrolled in City medical plan \$1,100 per month
 - c. Employee + Family enrolled in City medical plan \$1,420 per month

Effective January 1, 2018, the City will provide a cafeteria plan allotment of \$1,650 a month for city provided medical, dental and vision for all employees and their eligible dependents, and employees will not be able to purchase flexible spending accounts utilizing the cafeteria plan allotment. Effective January 1, 2019, the City will provide a cafeteria plan allotment of \$1,700 a month for city provided medical, dental and vision for all employees and their eligible dependents, and employees hired prior to July 1, 2015, may contribute up to \$41.66 per month from the remaining cafeteria plan allotment to a health care flexible spending account.

For employees hired prior to July 1, 2011: Effective January 1, 2018, employees who elect to be covered under the City's medical, dental, and vision insurance plan or who elect not to be covered under the City's medical insurance plans, may receive a taxable cash out benefit up to \$100 per month. Effective January 1, 2019, the taxable cash out benefit will be eliminated.

For employees hired from to July 1, 2011 to June 30, 2015: Effective January 1, 2018, employees who elect to be covered under the City's medical, dental, and vision insurance plans may receive a taxable cash out benefit up to \$100 per month. Effective January 1, 2018, employees who elect not to be covered (waived) under the City's medical insurance plans may receive a taxable cash out benefit of \$25 per month.

Effective January 1, 2019, the taxable cash out benefit will be eliminated.

Vision and dental will be optional for the employee and their eligible dependents. The health care flexible spending account will be \$2,600 per plan year; and

5. Article 8.0 General Provision has language clean-up, and the pay differential for two (2) employees that have the Backflow Certification and three (3) employees that have the Hazardous Material Labeling & Packaging Standard Certification shall receive \$50 per month paid on a bi-weekly basis.

The current designated five (5) employees with the Collection System Maintenance Grade Certification shall receive the following:

- a. Collection System Maintenance Grade Certification Grade 1 - \$30 per month paid on a biweekly basis.
- b. Collection System Maintenance Grade Certification Grade 2 - \$40 per month paid on a biweekly basis.
- c. Collection System Maintenance Grade Certification Grade 3 - \$50 per month paid on a biweekly basis.
- d. Collection System Maintenance Grade Certification Grade 4 - \$60 per month paid on a biweekly basis.

The special assignment pay for the Beach Lifeguard I or Beach Lifeguard II designated to coordinate the activities of the City's Junior Lifeguard Program will increase to \$5.00 an hour in addition to the employee regular base salary. The special assignment pay for the Beach Lifeguard I or Beach Lifeguard II designated to instruct the City's Junior Lifeguard Program will increase to \$2.00 an hour in addition to the employee regular base salary.

The Bi-lingual Pay Differential and the Notary Pay Differential will be paid on a bi-weekly basis; and

6. The educational incentive will be paid on a bi-weekly basis; and
7. To comply with the California Senate Bill 3 (SB 3) the following positions will receive salary adjustments with no retro pays:
 - a. Program Aide – From current Range 10 to Range 16, after MOU ratification, and effective 1/1/18 to Range 17.
 - b. Recreation Program Aide – From current Range 10 to Range 16, after MOU ratification, and effective 1/1/18 to Range 17; and
8. Article 33.0 Holiday Pay Program for part-time employees will be suspended and eliminated effective January 1, 2018.

9. Article 13.0 Holiday Closures has language clean-up and the Observed Holiday Closure Schedule will be as follows:
 - b. 2018: December 26, 27, & 28
 - c. 2019: December 26, 27 & 30

10. Article 15.0 Uniforms has language clean-up.

11. Article 10.0 Hours of Work & Rest Periods has language clean-up, and it provides a flexible work schedules for the employees with a signed agreement, at the discretion of the City Manager and consultation with the department head, considering the impact on work effectiveness, efficiency and productivity.

Paid holidays, vacation, sick leave, compensation time off, floating holiday, and leave without pay hours taken by an employee will not be counted towards the calculation of the overtime requirement, because these hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA.

All employees with current compensatory time balances may cash-out a one-time sum of their choice of their existing compensation time balance. Employees will have 30 days following the MOU ratification to request the one time cash-out. If the cash out option is not exercised within the 30 day time period, the compensation time will remain as compensation time and the ability to cash-out will not be an option, except upon separation/retirement from the CITY.

When an employee is out sick, on vacation, or uses any other leave accruals, stand-by pay will not be provided without prior supervisor approval; and

12. Article 12.0 Holiday and Vacation Benefits has language clean-up, and explains the vacation, sick leave, and holiday pay for employees on an alternate work schedule.
13. Saturday Holiday: When the preceding Friday lands on an employee's regularly scheduled day off per the Alternate 9/80 work schedule, then the employee will receive nine (9) hours of holiday pay for that day.
Effective July 1, 2017, the holiday availability stipend will be eliminated.

Effective July 1, 2017, all Full-Time Lifeguards that work on a recognized holiday as part of their established regular work schedule, will receive holiday credit for the total holiday hours worked, times the rate of .5 (x 0.5). An employee may not receive more than 65 hours in holiday credit each fiscal year. The holiday credit must be used within the same fiscal year earned, July 1 thru June 30, or within 90 days of Memorial Day holiday and will not accumulate year after year. The holiday credit can be taken on a day mutually agreeable to the employee and the department head based on operation needs; and

14. Article 36.0 Paid Release Time has been added defining the paid release time the president of the union or his/her designee and two other employee representatives will be provided for participating in the following activities:
 - a. Formally meeting or conferring with representatives of the Labor Management Team or the SEIU authorized representatives on matters within the scope of representation.
 - b. Testifying or appearing as the designated representative of the employee organization in hearings or proceedings before a board or agent, in matters

relating to a charge filed by the employee against the City or the City against the employee.

- c. Testifying or appearing as the designated representative of the employee in matters before the personnel board or hearing officer; and

- 15. Articles in the MOU will be renumbered to reflect the addition of Article 36.0 and deletion of Article 33.0 described above, and the parties have agreed to clean up language throughout the MOU.

Formal changes to the Salary Schedule implementing the terms agreed upon in these negotiations are being brought to the City Council for approval simultaneously with the MOU.

The membership of the bargaining unit ratified the terms of the MOU on August 1, 2017.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

- 1. Resolution No. 2017-7843
- 2. SEIU MOU FY17-19 Strikethrough Version
- 3. SEIU MOU FY17-19 Final Version

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, APPROVING AND ADOPTING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE MEMBERS OF THE CITY'S MISCELLANEOUS CLASSIFIED SERVICE/SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 221

WHEREAS, Employer-Employee Relations for the City of Imperial Beach (hereinafter, "City") are governed by California Government Code section 3500 through 3511, known as the Meyers-Milias-Brown Act; and

WHEREAS, the employees in the City's Miscellaneous Classified Service (hereinafter, "bargaining unit") are formally represented by the Service Employees International Union, Local 221 (hereinafter, "SEIU"), as the exclusive bargaining agent for the bargaining unit; and

WHEREAS, the Memorandum of Understanding ("MOU") between the City and SEIU for Fiscal Years 2015-2017 expired on June 30, 2017; and

WHEREAS, the parties held "meet and confer" sessions in an effort to reach an agreement on a new MOU; and

WHEREAS, the City's Labor Negotiating Team and SEIU tentatively agreed upon provisions for a new MOU for Fiscal Years 2017-2019; and

WHEREAS, the City Council approved the Letter of Intent on July 19, 2017; and

WHEREAS, the MOU for Fiscal Years 2017-2019 has been ratified and approved by the membership of the SEIU on August 1, 2017; and

WHEREAS, upon approval of the Resolution by City Council, the MOU shall reflect the sole agreement of the parties and supersede all prior agreements whether written or oral.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct.
2. The MOU between the City and SEIU is hereby adopted.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 16th day of August 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

SERGE DEDINA, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK



MEMORANDUM OF UNDERSTANDING

Between

THE CITY OF IMPERIAL BEACH
825 Imperial Beach Boulevard
Imperial Beach, CA. 91932

And

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)
LOCAL 221
4004 Kearny Mesa Road
San Diego, CA. 92111

TERM:

July 1, 201~~7~~⁵ – June 30, 201~~9~~⁷

* * * * *

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
	Preamble	4
Article 1.0	Recognition	4
Article 2.0	Management Rights	4
Article 3.0	Employee Rights.	5
Article 4.0	Responsibilities of the Union.	5
Article 5.0	Unfair Employee Relations Practices	6
Article 6.0	Grievance Procedure.	6
Article 7.0	Discharge of Other Disciplinary Action.	6
Article 8.0	General Provisions	7
Article 9.0	Out of Classification Pay.	9
Article 10.0	Hours of Work & Rest Periods.	9
Article 11.0	Sick Leave and Industrial Accident Benefits	12
Article 12.0	Holiday and Vacation Benefits.	15
Article 13.0	Holiday Closures	17
Article 14.0	Insurance Benefits	18
Article 15.0	Uniforms	22
Article 16.0	Salaries.	24
Article 17.0	Retirement Benefits	24
Article 18.0	Re-negotiation	25
Article 19.0	Implementation	25
Article 20.0	Emergency	25

**TABLE OF CONTENTS
(continued)**

Article 21.0	Savings Clause.	25
Article 22.0	Agreement Review	26
Article 23.0	Safety Program	26
Article 24.0	Smoking	26
Article 25.0	Educational Benefits	26
Article 26.0	Employee Assistance Program	27
Article 27.0	Service Fee	28
Article 28.0	Labor Management Committee	29
Article 29.0	Term	30
Article 30.0	Catastrophic Leave	30
Article 31.0	Payroll Policies	30
Article 32.0	Strikes and Other Concerted Activities	30
Article 33.0	Holiday Pay Program for Part-Time Employees	30

Exhibits:

Exhibit “A” SEIU Recognition of Miscellaneous Service Classifications – FY 15-17

Preamble

Representatives of the City of Imperial Beach and the Service Employees International Union (SEIU) Local 221, have met and conferred in good faith regarding wages, hours and other terms and conditions of employment and have exchanged freely information, opinions and proposals in a sincere effort to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding hereinafter referred to as “M.O.U” is entered into pursuant to the Meyers-Millas-Brown Act (Government Code Section 3500-3511) and has been jointly prepared by the parties.

This M.O.U shall constitute the whole and entire existing agreement for salary and fringe benefits applicable to members of the SEIU Local 221 hereinafter referred to as “UNION”, and it supersedes all prior agreements, commitments, and practices.

It is understood by the parties that part-time seasonal employees continue to be entitled to the benefits that they were receiving as of the effective date of this agreement. It is further understood that those benefits which the part-time seasonal employees are not currently receiving will not apply to them for the duration of this agreement, with the exception of benefits contained in this agreement.

This M.O.U. shall be presented to the Imperial Beach City Council as the joint recommendations of the undersigned for employee salary and fringe benefits adjustments for a two-year (2) period commencing July 1, 2017~~5~~, and ending June 30, 2019~~7~~.

The CITY recognizes that the UNION is the sole and exclusive bargaining agent and representative of the CITY’S Miscellaneous Classified Service which are currently in the bargaining unit or which may later be added pursuant to the Imperial Beach Employer-Employee Relations Policy and State Law.

Article 1.0 Recognition

The CITY recognizes SEIU Local 221 as the exclusive representative for employees in the classifications listed in Exhibit “A”.

Article 2.0 Management Rights

It is agreed that the City of Imperial Beach, hereafter to be referred to as the “CITY” has the exclusive right to determine the mission of each of its constituent departments, divisions, boards, and commissions; to set standards of selection for employment and promotion; to exercise control and discretion over its organization and operations; to direct its employees and to take disciplinary action for proper cause; to relieve its employees from duty because of lack of work or other legitimate reasons; to maintain the efficiency of governmental operations; to determine the methods, means and personnel by which government operations are to be conducted; to determine the context of job classifications; to take all necessary actions to carry out its mission in emergencies; and to exercise complete control and discretion over the technology of performing its work.

The exercise of such rights shall be reasonable and shall not preclude employees of the UNION, from meeting and conferring with management representatives about the effect that these decisions may have on matters pertaining to wages, hours, and other terms and conditions of employment.

Article 3.0 Employee Rights

It is agreed that each individual employee shall have the following rights which he/she may exercise in accordance with applicable laws, ordinances, and rules and regulations:

- a. The right to form, join, and participate in the activities of employee organizations of his/her own choosing for the purpose of representation on matters of his/her employee relations with the CITY, or to refuse to join or participate in the activities of any organization.
- b. The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of his/her department head, his/her supervisor, or other employees, or employees organizations, with respect to his/her membership or non-membership in any employee organization or with respect to any lawful activity associated therewith which is within the scope of representation.
- c. The right to represent himself/herself individually in his/her employee relations with the CITY or through an authorized UNION representative.

It is agreed that whenever a CITY employee desires to represent himself/herself in consulting with CITY management during his/her regular hours of work, he/she shall first request and obtain from his/her department head permission to take time off to do so, which permission shall not be unreasonably withheld.

Article 4.0 Responsibilities of the Union

Recognizing the crucial role of the CITY in the preservation of the public health, safety and welfare of a free society, the UNION agrees that it will take all reasonable steps to cause the employees covered by this agreement, individually and collectively, to perform all of their assigned duties, rendering loyal and efficient service to the very best of their abilities.

The UNION, therefore, agrees that there shall be no interruption of these services for any cause whatsoever by the employees it represent; nor shall there be any concerted failure by them to report for duty; nor shall they absent themselves from their work or abstain, in whole or in part, from the full, faithful, and proper performance of all the duties of their employment.

The UNION further agrees that it shall not encourage any strikes, sit-downs, stay-ins, slow downs, stoppages of work, malingering, or any acts that interfere in any manner or to any degree with the continuity of all CITY services during the term of this agreement.

1. Bulletin Boards: CITY bulletin boards shall be provided to the UNION at City Hall, Fire Department, Public Works, and the Lifeguard station for UNION communications with members including posting announcements, news items, meeting notices, agendas, social activities, and related materials. The UNION shall be responsible to maintain the space provided.

Article 5.0 Unfair Employee Relations Practices

1. It is agreed that it shall be unfair employee relations practice for the CITY and its management representatives:
 1. To interfere with, restrain, discriminate, intimidate, or coerce employees in the exercise of the rights recognized or granted in the M.O.U.
 - b. To dominate or interfere with the formation of any employee organization or contribute financial support to it, provided the rights recognized or granted to employee organizations in this M.O.U. shall not be construed as financial support.
 - c. To refuse to meet and confer in good faith with representatives of recognized employee organizations on matters within the scope of representation.
2. It is agreed that it shall be an unfair employee relations practice for the UNION, its representatives, or members:
 - a. To interfere with, restrain, discriminate, intimidate, or coerce employees in the exercise of the rights recognized or granted in the M.O.U.
 - b. To refuse to meet and confer in good faith CITY officials on matters within the scope of representation.
 - c. To refuse to furnish the CITY in writing the names of its representatives, shop stewards and/or their alternates.

Article 6.0 Grievance Procedure

It is agreed that the UNION shall have the right to assist any employee covered by this M.O.U. who requests representation of his/her grievance and/or work safety measures for consideration of CITY representatives. The CITY shall release authorized personnel during normal work hours to resolve such grievances, and the pay for such personnel will continue during this period, but overtime pay will not be authorized.

The Grievance Procedure is in the City of Imperial Beach Personnel Rules Article X – Grievance Procedure, and incorporated herein.

Article 7.0 Discharge or Other Disciplinary Action

It is agreed that the CITY shall advise the employee involved of his/her right to representation and a statement in writing for the reason or reasons for taking any disciplinary action against him/her.

It is agreed that all appeals relating to disciplinary action shall be submitted in writing to the CITY in accordance with Article IX – Disciplinary Procedure, of the City of Imperial Beach Personnel Rules, incorporated herein.

Article 8.0 General Provisions

1. Dismissal During Probation: It is agreed that the CITY shall have the right to dismiss for cause any newly hired employee during the initial twelve (12) month probationary period, or up to (18) months if the probationary period is extended. In the event that an employee probationary period is extended, the employee will be notified in writing. Such discharge shall not be subject to the Grievance Procedure or to the Discipline Procedure of the City of Imperial Beach Personnel Rules.
2. Discrimination: It is agreed that there shall be no discrimination on the part of the CITY or the UNION by reason of race, religious creed, ancestry, physical disability, mental disability, medical condition, marital status, age, sex, color, national origin, or sexual orientation, or any other federally or state recognized protected class, UNION membership or non-UNION membership.
3. Personnel Folder: Employees have the right to review their individual personnel folder in the presence of a Human Resources Department staff member. Access shall be scheduled at the convenience of the employee and the Human Resources Department. When requested cCopies of all materials to be included in personnel folders shall be provided to individual employees.
4. Visitation Rights: It is agreed that the authorized representatives of the UNION shall be allowed to visit the CITY's work premises for the purpose of ascertaining whether or not this M.O.U. is being observed, to have access to the bulletin boards, and the right to be present at any meeting between the stewards and the employer. If he/she desires to interview any employee privately, he/she shall be permitted to do so during work hours, with the permission of the employee's department head or immediate supervisor ~~or superior~~. The Business Agent or authorized representatives shall not interfere with the normal work hours operations or cause unnecessary loss of time to the CITY.
5. Residence Location: It is agreed that the employees shall keep the CITY informed immediately of any change of their telephone number and mailing address. The CITY shall be deemed to have satisfied all notification requirements under the M.O.U. by attempting to contact the employee through the last address of record.
6. Supervisory Meetings: Any Supervisor covered by this agreement who is required to attend any meeting on CITY business either before or after scheduled work hours shall receive compensation exclusive of travel time.
7. Training Sessions: Employees may be required to attend training sessions necessary to job indoctrination, performance, supervision, workplace safety, and any other training deemed necessary by the CITY, which will be on CITY time.
8. New Employees: The CITY will provide the UNION President and UNION Field Representative with names and departments of newly hired employees.
9. Human Resources Department: Where questions arise as to the benefits employees may receive under the CITY's rules, the employee should direct those questions to the CITY's Human Resources Department.
10. Mileage Reimbursement: If an appropriate CITY owned vehicle is not available, the employee may use their own vehicle to conduct CITY business with prior written authorization from their immediate supervisor or the Human Resources Department. Prior to an employee using the

- employee's personal vehicle to conduct CITY business or for work-related travel, the employee must submit evidence to the Human Resources Department of automobile liability insurance required by the State of California. Employees shall be reimbursed at the current rate allowed by the Internal Revenue Service for the authorized use of their private vehicle on CITY business. However, if a CITY owned vehicle is available and the Employee chooses to use the Employee's own vehicle instead, the Employee will not receive mileage reimbursement. Employees will not receive mileage reimbursement for commute between the Employee's home and work. Employees shall be reimbursed for parking fees paid while using their vehicle on CITY business.
11. Salary Increases: Salary increases that are based on a known date, such as longevity pay and step increase, shall be paid the first day of the employee anniversary date.
 12. Promotion Salary: Upon promotion, an employee's new pay scale shall be at least 5 percent higher or shall fall upon the nearest step within the range of the classification being promoted to, whichever is higher. A person can never be paid higher in base salary than the highest step of the pay range of the classification to which they are being promoted.
 13. Inoculations: Employees who in the course of their regular duties are exposed to raw sewage will receive inoculations as medically necessary at CITY expense. Those employees who in the course of their regular duties may be exposed to sewage contaminated water will be offered inoculations as medically appropriate at CITY expense.
 14. Outsource: The CITY shall notify the Union prior to issuance of any solicitation of work traditionally performed by regular employees of the CITY. The CITY shall notify the UNION in writing thirty (30) days prior to the effective date of any services contract which will require the performance of labor previously provided by CITY employees. In such an event, the UNION may request in writing the discussion of alternatives to such subcontracting. A request to this effect must be received by the City Manager within seven (7) days from receipt by the UNION of the aforementioned notice from the CITY. The CITY shall forestall, for a reasonable period of time, the implementation of any such services contract to allow for a period of negotiation between the CITY and UNION on such alternatives to subcontracting out work previously provided by CITY employees.
 15. Bi-lingual Pay Differential: When an employee possesses competent bi-lingual skills, that full-time employee shall be granted \$50.00 a month paid bi-weekly for use of this skill, with part-time employees receiving \$.40 cents per hour, not to exceed \$50 per month. Competence shall be determined by an oral and written test mutually agreed to by the CITY and UNION.
 16. Skin Cancer Prevention: The CITY shall make available sunscreen for all employees that spend the majority of the workday in an outside environment. The CITY shall provide an annual education session on skin cancer, and how to prevent it.
 17. Pay Differential: As designated by the Public Works Director a maximum of two (2) employees with Backflow Certification and a maximum of three (3) employees with Hazardous Materials Labeling & Packaging Standards Certification shall receive an additional \$50.40 per month paid bi-weekly to maintain and utilize said Certifications for the benefit of the CITY. ~~In addition, The current as designated five (5) employees designated~~ by the Public Works Director, ~~a maximum of five (5) employees~~ with Collection System Maintenance Grade Certification ~~will shall~~ receive either \$30.20 per month paid bi-weekly for Grade 1, \$40.30 per month paid bi-weekly for Grade 2, \$50.40 per month paid bi-weekly for Grade 3, or \$60.50 per month paid bi-weekly for Grade 4.

18. Ergonomics: The CITY will offer ergonomic equipment to meet the reasonable individual needs of employees at a reasonable cost.
19. Direct Deposit: All employees are encouraged to sign up for direct deposit. If the need arises to replace a payroll check for any employee that does not utilize direct deposit, the check will be reissued with the next regularly scheduled payroll distribution.
20. Notary Pay Differential: The CITY will continue to provide \$50.00 per month paid bi-weekly to employees who maintain a public notary and who are designated by the CITY as a Public Notary.
- 20.21. Special Assignment Pay: As designated by the Marine Safety Department Head, when a Beach Lifeguard I or a Beach Lifeguard II is designated to coordinate all the activities of the City's Junior Lifeguard Program, he/she shall receive \$4.75-\$5.00 an hour in addition to the employee regular base salary. As designated by the Marine Safety Department Head, when a Beach Lifeguard I or a Beach Lifeguard II is designated to instruct the City's Junior Lifeguard Program, he/she shall receive \$2.00 an hour in addition to the employee regular base salary. The special assignment pay is subject to taxes and pension reporting. The special assignment pay will be provided between the months of January 1st and August 31st, or as soon as the Marine Safety Department Head makes a recommendation to start or end the special assignment pay between January 1st and August 31st. Only one (1) employee per year may receive the special assignment pay to coordinate the program. The special assignment pay will cease if the City's Junior Lifeguard Program ends.

Forn
numt
Forn
Forn

Article 9.0 Out-of-Classification Pay

An employee who is assigned in writing to work in a higher classification during the fiscal year for three (3) or more cumulative working days within two (2) consecutive pay periods will be paid at the salary schedule for the higher classification at the lowest step or 5 percent above the current salary, whichever is higher.

Article 10.0 Hours of Work & Rest Periods

~~This Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week, or days of work per week.~~

The following provides the various work scheduling arrangements offered by the City to members of the bargaining unit. The availability of flexible work schedules is not intended to change regular hours of operation, nor does it alter the responsibility or diminish the authority of department heads to establish and adjust work schedules.

Eligibility and Guidelines. Eligibility for participating in an alternative work schedule will depend on an assessment by the department head that the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations.

At the discretion of the City Manager, each department head is responsible for determining the best use of a flexible work arrangement and must consider the impact on work effectiveness, efficiency and productivity. Alternative work schedules will be considered on a case-by-case basis and will be reviewed on the basis of feasibility and assurance that the department's efficient and effective services will not be

interrupted. The department head is responsible for ensuring the fair and equitable administration of this procedure.

Flexible work schedules shall not adversely affect the services that are provided to the public, other operating units, or coworkers. The quantity, quality, and timeliness of employee work must be maintained. Adequate supervisory contact and/or employee accountability must be maintained.

It is not required that alternative work schedules be available to all employees in a department. Where multiple employees request the use of a flexible work schedule, the department should develop a method for the equitable allowance of flextime or compressed workweek.

Employees should refer to Article 12 of this MOU for information on how alternative work schedules affect vacation, sick, and holiday leave and how employees will be compensated for such leave.

Agreement. Upon the approval of an alternative work schedule, the employee will sign an agreement establishing the alternative work schedule and workweek. An employee's alternative schedule shall commence on the first day of the pay period. The Agreement shall remain in effect until a change is made to the written agreement. Management may discontinue, temporarily suspend, or alter the arrangement at any time, for any reason after providing a fifteen (15) day notice of such change to the employee. An employee may also request a change to the schedule.

Procedure. An employee can request an Alternative Work Schedule by submitting an Alternative Work Schedule Agreement to his/her immediate supervisor. The supervisor and department head shall review the plan and if approved, forward it to the Human Resources Department. Approval of the proposed schedule shall only be granted when the department head believes that the change in working hours will enhance the effective and efficient operation of the City and the employee's work performance will not be adversely affected. This decision is at the sole discretion of the City and is not subject to the grievance procedure. The Human Resources Department shall review the proposed schedule to ensure compliance with applicable labor laws. When the proposed schedule is approved, the employee shall sign the Agreement.

1. **Normal Work Schedule:** Eight (8) hours per day for not more than five (5) days per week, forty (40) hours ~~per week~~, shall constitute a normal work schedule for employees of the CITY covered by this ~~agreement~~MOU. This Article is intended to define the normal hours of work and shall not be constructed as a guarantee of hours of work per day or per week, or days of work per week. The normal workweek for non-exempt employees is from Sunday at 12:00 a.m. to Saturday at 11:59 p.m. A schedule other than eight (8) hours per day, five (5) days per week may be established with mutual agreement by both the affected employees and management.

1.2. **Alternative Work Schedules.** The following are alternative work schedules that employees may request using the above Procedure.

a. ~~Alternative~~ 9/80 Work Schedule: The normal work schedule for full-time employees participating in the Alternative 9/80 Work Schedule shall be for every two workweeks, eight (8), nine (9) hour days, one (1) eight (8) hour day, and one day off every other week. ten (10) consecutive hours inclusive of a one-hour unpaid lunch period and two paid fifteen (15) minute rest periods in compliance with federal and state wage and hour laws (9 hours of work). In accordance with this 9/80 program, one work day (Friday) falling within each pay period will consist of nine (9) consecutive hours inclusive of a one-hour unpaid lunch period and two paid fifteen (15) minute rest periods in compliance with federal and state wage and hour laws (8 hours of work). The workweek for FLSA overtime purposes shall start four (4) hours into the eight (8) hour work day,

Form
numt

Form
Numl
Align
at: C

and the employee's regular day off shall be on the same day of the week in the following week. Employees cannot change their regular day off. ▲

- b. Flextime Work Schedule. An arrangement that may include a consistent daily schedule with individualized starting and ending times that are the same throughout the week or a varying daily schedule that starts or ends at different times each day. The schedule may consist of consistent eight (8) hours days throughout the week or a varying daily schedule of more or less than eight (8) hours. For full-time employees, the total weekly hours for both consistent and varying schedules must be 40 for the workweek. Employees with a flextime work schedule shall have a workweek from Sunday at 12:00 a.m. to Saturday at 11:59 p.m. If an employee's Flextime work schedule includes a day off during the week, the employee cannot change their regular day off.

2.

3. ~~Public Works Employees Alternate 9/80 Work Schedule: The normal work schedule for full-time employees participating in the Public Works Alternative 9/80 Work Schedule shall be nine and a half (9 ½) consecutive hours inclusive of an unpaid thirty (30) minute lunch period and two paid fifteen (15) minute rest periods in compliance with federal and state wage and hour laws (9 hours of work). In accordance with this 9/80 program, one work day (Friday) falling within each pay period will consist of eight and a half (8 ½) consecutive hours inclusive of an unpaid thirty (30) minute lunch period and two paid fifteen (15) minute rest periods in compliance with federal and state wage and hour laws (8 hours of work). The workweek for FLSA overtime purposes shall start four (4) hours into the eight (8) hour work day, and the employee's regular day off shall be on the same day of the week in the following week. Employees cannot change their regular day off.~~

4. ~~Tidelands Division Employees Alternate 9/80 Work Schedule: The follow position classifications shall participate in the Tidelands Division Employees Alternate 9/80 work schedule:~~

- ~~● Lead Maintenance Worker: 2 positions~~
- ~~● Maintenance Worker II: 1 position one Maintenance Worker II already participates in the Public Work Employees Alternative 9/80 Schedule as described in section 3 above.~~

~~All of the above listed three (3) Tidelands Division classifications must participate in the Tidelands Alternative 9/80 Work Schedule. If the Tidelands Alternative 9/80 Work Schedule is eliminated, it must be eliminated for all of the above listed three (3) Tidelands Division classifications. The normal work schedule for full-time employees participating in the Tidelands Alternative 9/80 Work Schedule shall be nine and a half (9 ½) consecutive hours inclusive of an unpaid thirty (30) minute lunch period and two paid fifteen (15) minute rest periods in compliance with federal and state wage and hour laws (9 hours of work). In accordance with this 9/80 program, one work day (Wednesday or Friday, as assigned by the City) falling within each pay period will consist of eight and a half (8 ½) consecutive hours inclusive of an unpaid thirty (30) minute lunch period and two paid fifteen (15) minute rest periods in compliance with federal and state wage and hour laws (8 hours of work). The workweek for FLSA overtime purposes shall start four (4) hours into the eight (8) hour work day, and the employee's regular day off shall be on the same day of the week in the following week (Wednesday or Friday). Employees cannot change their regular day off. The change in schedule for the Tidelands Alternative 9/80 work schedule will be effective May 29, 2015.~~

Forn

Forn
numt

Forn
numt

~~The Tidelands Division schedule change from summer schedule to winter schedule, and vice versa, must coincide with the first day of a new payperiod.~~

~~5. Alternative 9/80 Schedule: All Alternative 9/80 Work Schedules must be implemented so that they do not create regularly scheduled overtime for employees. The CITY and the Union will continue to study the impact and feasibility of Alternative 9/80 Work Schedules subject to budget and operational constraints, approval of the City Council and vote of the Union membership. Ongoing implementation of an Alternative 9/80 Work Schedule is subject to review by the City of program merits subject to operational and financial impacts. Employees do not have a right to participate in an Alternative 9/80 Work Schedule. The City may modify or discontinue any Alternative 9/80 Work Schedule at any time subject to meet and confer.~~

~~6.3.~~ Sections 1 ~~and~~ 2, 3, 4, ~~and~~ 5 do not apply to the lifeguard employees' work schedule. A schedule for lifeguard employees shall be developed and implemented by the Marine Safety Captain.

~~7.4.~~ Overtime Defined: Overtime work shall include only time worked by employees at the request of department heads, authorized and approved by the City Manager, and that is in excess of 40 hours in a workweek, provided; however, that leave without pay shall not be considered to be work time.

Lifeguards shall receive overtime only when authorized and approved to work over 40 hours in a workweek, provided, however, that leave without pay shall not be considered to be work time.

~~Paid holidays, vacation, sick leave, compensation time off, floating holiday, and leave without pay hours taken by an employee will not be counted towards the calculation of the overtime requirement, because these hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA.~~

~~8.5.~~ Overtime Compensation: This overtime shall be compensated by cash payment or by compensatory time off at one and one-half (1-1/2) times the regular rate of pay. The smallest unit of time to be used in computing overtime shall be one-quarter (1/4) hour. Pursuant to the Fair Labor Standards Act, overtime will be calculated using the regular rate of pay and will include all legally required specialty pays.

An employee may request that overtime worked may be compensated either by a cash payment or compensatory time at one and one-half (1 ½) the employee's permanent established hourly salary rate. Method of compensation (overtime or compensatory time) shall be determined by the department head.

In compliance with the Fair Labor Standards Act, the maximum accrual of compensatory time is 240 hours and may be carried forward from year to year.

~~All employees with current compensatory time balances may cash-out a one-time sum of their choice of their existing compensation time balance. Employees will have 30 days following the MOU ratification to request the one time cash-out. If the cash out option is not exercised within the 30 day time period, the compensation time will remain as compensation time and the ability to cash-out will not be an option, except upon separation/retirement from the CITY.~~

7. Call-Back Pay: An employee required to perform call-back work shall receive a minimum of not less than three (3) hours at one and one half (1-1/2) times his/her regular range for such call-back work, even if less service is required.
8. Stand-by Pay: An employee may be required to be on “stand-by” subject to emergency call-back after working hours and on weekends and holidays whereby personal time is limited. Employees designated to be on stand-by pay shall have a communication device (i.e. cell phone, pager, etc.) issued by the authorized Department for the designated stand-by period. Employees authorized for stand-by pay shall be compensated at the following rates, as follows:
 - a. For a normal work day stand-by shift, pay shall be two (2) hours per day.
 - b. For a normal weekend stand-by shift (Saturday or Sunday), pay shall be three (3) hours per day.
 - c. For a holiday stand-by shift observed in accordance with an employee M.O.U., pay shall be four (4) hours per day.
 - e.d. When an employee is out sick, on vacation, or uses any other leave accruals, stand by pay will not be provided without prior approval.
9. Building inspections on closed Fridays: The position of Building/Housing Inspector (I or II) and Fire Safety Inspector (I or II) may be required to work alternative 9/80 closed Fridays providing building inspections. These inspections shall be scheduled not less than 24 hours in advance beginning at 7:30 a.m. in appropriate increments and shall not be scheduled past 11:30 a.m. The position(s) providing these inspections shall work a minimum of three (3) hours (or up to five (5) hours as warranted by the number of inspections scheduled) performing inspections or office work to earn a minimum of three (3) hours of over-time or a maximum of five (5) hours of overtime. If no inspections are requested on a 9/80 closed Friday then no hours shall be worked. If all field inspection work is completed prior to the three-hour minimum, the employee shall have the option to work less than the three (3) hours (and be paid for actual over-time hours worked) or continue to work in the office to earn the minimum three-hours of overtime.
10. Travel Time: If an employee is required to attend an out-of-town event at the request of the department head, the employee’s time spent traveling to and from the event will be counted as work time. Travel time is defined as time spent driving, or as a passenger, or time spent waiting to purchase a ticket, check baggage, or get on board. Time spent taking a break from travel in order to eat a meal, sleep, or engage in purely personal pursuits not connected with traveling or making necessary travel connections will not be counted as time worked. Any travel time in excess of the normal working hours will be paid overtime if the employee works more than 40 hours in a workweek.
11. As requested by the UNION, the City will study the feasibility of an alternative 4/10 work schedule. An alternative schedule may be established with mutual agreement by both the affected employees and management.

Article 11.0 Sick Leave and Industrial Accident Benefits

Sick leave benefits are subject to the Healthy Workplaces/Healthy Families Act of 2014, and any subsequently adopted state regulations. If there is a conflict between this MOU and the requirements of the Health Workplaces/Healthy Families Act of 2014 or any duly adopted state regulations, the Healthy Workplaces/Healthy Families Act and/or state regulations shall prevail.

Full-Time City Employees:

It is agreed that sick leave for each probationary and regular full-time employee in the CITY service subject to these provisions, shall be authorized as follows:

1. Sick Leave Accrual: Effective July 1, 2011, employees shall accrue sick leave with pay at the rate of 8.334 hours for each full month of service for a total of 100 hours for each full twelve (12) months of service. A maximum of 800 hours may be accumulated.
2. Sick Leave Permitted: Employees may use accrued sick leave with pay for absences necessitated as follows:
 - a. Illness, including contagious disease, or injury for the first fourteen (14) days; thereafter, as a supplement (up to 100% of basic wages) to short-term or long-term disability insurance.
 - b. Authorized absence for medical care and/or appointments for the first fourteen (14) days; thereafter, as a supplement (up to 100% of basic wages) to short-term or long-term disability insurance.
 - c. Death, illness, or injury of a member of the immediate family: parent, child, spouse or domestic partner. To be eligible for the domestic partner benefit, the employee must register their domestic partner with the State of California and provide proof to the CITY.
 - d. Bonding time after the birth or adoption of a child as specified in Section 3 below.
3. Sick Leave Usage for Family Bonding Time: Employees are permitted to use up to 132 hours of sick leave for bonding time after the birth or adoption of a child, in accordance with Federal or State laws, provided that the employee maintains a minimum sick leave balance of 44 sick leave hours after the use of the sick leave for bonding time.

An employee who is eligible for and claims State Disability Insurance for baby bonding will not be permitted to use any accrued sick leave for bonding time after the birth or adoption of a child.

#

#

#

#

4. Sick Leave Payoff:

- a. Employees hired prior to July 1, 2011: Employees may not cash out accrued sick leave in excess of 800 hours.
 - i. Upon retirement from CITY service: regular employees may choose between the following two options:
 1. Regular employees may receive cash payment for fifty (50%) percent of up to 800 accrued sick leave hours with a maximum cash payment for no more than 400 accrued sick leave hours. The

remaining fifty percent (50%) of accrued sick leave hours will be reported to CalPERS for conversion to service credit.

2. Regular employees may choose to report one hundred percent (100%) of accrued sick leave hours to CalPERS for conversion to service credit.

ii. Upon separation in good standing after five (5) years of completed City service: Regular employees shall receive cash payment for fifty (50%) percent of up to 800 accrued sick leave hours with a maximum cash payment for no more than 400 accrued sick leave hours.

iii. Upon the death of a regular employee after five (5) years of completed CITY service:

1. For a deceased employee who was eligible to retire at the time of death: The City will report one hundred percent (100%) of the employee's accrued sick leave at the time of death to CalPERS for conversion to service credit.
2. For a deceased employee who was not eligible to retire at the time of death: The employee's beneficiary shall receive cash payment for fifty (50%) percent of the accrued hours of sick leave to a maximum of 400 hours.

b. Employees hired on or after July 1, 2011:

1. Employees will not be permitted to receive a cash payment for any accrued sick leave.
2. Upon retirement from City service fifty percent (50%) of accrued sick leave hours will be reported to CalPERS for conversion to service credit.

#

#

#

#

5. Sick Leave Payoff Procedure: Sick leave when paid off upon separation shall be compensated at the current or latest pay rate of the employee.

Part-Time Employees:

6. Pursuant to the Healthy Workplaces/Healthy Families Act of 2014, effective July 1, 2015, or upon hire, whichever is later, a part-time employee will receive 24 hours or 3 days of paid sick leave to be used during that fiscal year. Thereafter, on July 1st of each year, part-time employees will be provided with 24 hours or 3 days of paid sick leave that may be used during that fiscal year. Unused paid sick leave must be used during the fiscal year earned and does not rollover

from fiscal year to fiscal year. Part-time employees are not entitled to cash out unused paid sick leave at any time nor upon separation from employment. Part-time employees may begin using paid sick leave upon their 90th day of employment.

All Employees:

7. In accordance with the Healthy Workplaces/Healthy Families Act of 2014, employees may use up to 24 hours or 3 days of paid time off for sick leave in increments of a minimum of 2 hours for the following purposes:

- A) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. Family member includes any of the following:
 - 1. A child, including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of the child's age or dependency status.
 - 2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - 3. A spouse.
 - 4. A registered domestic partner.
 - 5. A grandparent
 - 6. A grandchild
 - 7. A sibling
- B) For an employee who is a victim of domestic violence, sexual assault, or stalking:
 - 1. To obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee or his or her child.
 - 2. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
 - 3. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
 - 4. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.

5. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Implementation of the Healthy Workplaces/Healthy Families Act of 2014, as stated above, does not impact the applicability of the Kin Care law (as reflected in the City's Personnel Rule Article VII, Section 6) that allows employees to use up to one-half (½) of the sick leave that they accrue annually to take time off to care for a sick family member.

The City's Personnel Rules shall be revised and amended to reflect these changes.

8. Industrial Accident Leave: Employees on industrial accident leave shall receive up to 30 working days full pay in lieu of temporary disability payments. Should an industrial injury extend beyond 30 working days, employees may, on a pro rata basis, augment temporary disability pay with accrued sick leave, vacation or compensating time off benefits.

Article 12.0 Holiday and Vacation Benefits

1. HOLIDAYS: It is agreed that holiday benefits for each probationary and regular employee in the CITY shall be authorized as follows:

- | | |
|---|--------------------------------------|
| a. New Year's Day | January 1 |
| b. Martin Luther King, Jr. Day | 3 rd Monday in January |
| c. Washington's Birthday | 3 rd Monday in February |
| d. Cesar Chavez Day | 31 st of March |
| e. Memorial Day | Last Monday in May |
| f. Independence Day | July 4 |
| g. Labor Day | 1 st Monday in September |
| h. Veteran's Day | November 11 |
| i. Thanksgiving | 4 th Thursday in November |
| j. Friday after Thanksgiving | 4 th Friday in November |
| k. Christmas Eve | December 24 |
| —(One full day preceding Christmas | |
| —except when Christmas falls | |
| on Sunday or Monday in which | |
| case the holiday will be on the | |
| Friday preceding) | |
| l. Christmas Day | December 25 |

m. New Year's Eve

December 31

~~(One full day preceding New Year's
Day except when New Year's Day
falls on Sunday or Monday in which
case the holiday will be on the
Friday preceding)~~

2. Sunday Holiday: City Hall will be closed on holidays a. through m. above. When a holiday listed herein falls on a Sunday, the following Monday shall be observed as a holiday. All City administrative offices and departments will be closed except fire suppression and lifeguard services.
3. Saturday Holiday: When a holiday listed herein falls on a Saturday, the preceding Friday will be observed as a Holiday. All City administrative offices and departments will be closed except fire suppression and lifeguard services.
4. ~~4. Holiday Pay for Recognized City Holidays: Miscellaneous employees will be paid eight (8) hours of holiday pay at the employee's hourly rate of pay in the payperiod the holiday occurred for all recognized City holidays listed above. Lifeguard employees will be paid ten (10) hours of holiday pay at the employee's hourly rate of pay in the payperiod the holiday occurred for all recognized City holidays listed above. Holiday pay shall not be considered time worked for the purposes of calculating overtime. Effective the first full payperiod after City Council approval of this MOU, any employee with existing Holiday Bank accruals will be compensated for all Holiday Bank hours at the employee's current hourly rate of pay, and the Holiday Bank will be eliminated.~~
5. Floating Holidays: Employees shall receive 18 hours of floating holiday leave per fiscal year in the first pay period in July to be taken on a day mutually agreeable to the employee and the department head. Floating holidays will be prorated as follows for new employees:
 - a. A new employee with a hire date in July through December will receive eighteen (18) hours of floating holiday time in the fiscal year during which the employee is hired;
 - b. A new employee with a hire date in January and February will receive nine (9) hours of floating holiday time in the fiscal year during which the employee is hired;
 - c. A new employee with a hire date in March and April will receive four and one-half (4.5) hours of floating holiday time in the fiscal year during which the employee is hired;
 - d. A new employee with a hire date in May and June will not receive any floating holiday leave in the fiscal year during which the employee is hired.

An employee may accrue a maximum of 18 hours of floating holiday leave each fiscal year. Once an employee has accrued the maximum allowable floating holiday leave, the employee will earn no additional floating holiday leave until the employee uses the floating holiday leave sufficient to bring the employee below the maximum accrual. Employees using floating holiday time before the holiday passes and subsequently leaving CITY service will be charged for such time.

6. Vacation Accrual: Vacation will accrue as outlined in Article VII Section 4 of the City of Imperial Beach Personnel Rules.

Forn

Forn
Numl
Align
0.5"

Forn
Numl
Align
0.5"

7. Pay for Working on a Recognized City Holiday:

~~A. — Effective July 1, 2015, an employee required to work on a holiday as enumerated in this agreement shall be compensated as follows:~~

~~1. — For the first six (6) holidays in a fiscal year (July 1–June 30) that an employee is required to work, the employee will be compensated at a rate of two (2) times the regular rate of pay for every hour worked. Pay for working on a recognized City holiday is in addition to the Holiday Pay listed in Section 4 above.~~

~~2. — After an employee has worked six (6) holidays in a fiscal year, if an employee is required to work any additional holidays in that fiscal year, the employee will be compensated at a rate of one and one half (1 ½) times the regular rate of pay for every hour worked. Pay for working on a recognized City holiday is in addition to the Holiday Pay listed in Section 4 above.~~

B.A. Effective June 30, 2017, employees required to work on holidays as enumerated in this agreement shall be compensated at a rate of one and one half (1 ½) times the regular rate of pay for every hour worked on all holidays worked. Pay for working on a recognized City holiday is in addition to the Holiday Pay listed in Section 4 above.

For employees that are required to work on a recognized City holiday as part of their established regular work schedule, the pay for working on a recognized City holiday will be reported to CalPERS as special compensation in the same payperiod received as required by CalPERS.

8. Sections 2 and 3 shall not apply to lifeguard employees.

9. Vacation, Sick Leave, and Holiday Pay for Employees on an Alternate Work Schedule. Vacation, holiday pay, and sick leave will reflect the employee's regularly hours scheduled for the workday. For example, if an employee is scheduled for nine (9) hours on Monday and requests vacation for the day, nine (9) hours of vacation will be recorded.

a. Saturday Holiday. When the preceding Friday lands on an employee's regularly scheduled day off per the Alternate 9/80 work schedule, then the employee will receive nine (9) hours of holiday pay for that day.

10. Effective July 1, 2017, all Full-Time Lifeguards that work on a recognized holiday as part of their established regular work schedule, will receive holiday credit for the total holiday hours worked, times the rate of .5 (x 0.5). An employee may not receive more than 40 65 hours in holiday credit each fiscal year. The holiday credit must be used within the same fiscal year earned, July 1 thru June 30, or within 90 days of Memorial Day holiday and will not accumulate year after year. The holiday credit can be taken on a day mutually agreeable to the employee and the department head based on operation needs.

8. CalPERS defines the holiday credit as a form of "compensation" for CalPERS purposes for "classic" CalPERS members. As such, any holiday credit provided to full-time classic members of the beach lifeguards will be reported to CalPERS as part of the employee's annual gross income when earned for purposes of computing the employee's and City's CalPERS contributions. Under PEPRA, a holiday credit is not considered pensionable compensation for "new members" of CalPERS.

Article 13.0 Holiday Closures

Form
Numl
Align
0.5"

Form
Numl
Align
0.5"

Form
numt

Form

Form
numt

Form

Form
numt

Form

Form

~~Effective the first full payperiod after City Council approval of this MOU, the Holiday Furlough Program will terminate, and Article 13 Holiday Furlough Program will be deleted from the MOU. Article 13-Holiday Closures as stated below will become effective the first full payperiod after City Council approval of this MOU.~~

1. The City will implement Holiday Closures to take effect during the otherwise normal workweek between the Actual Holidays of December 25 and January 1 only. During the Holiday Closures all City administrative offices will be closed. Full-time employees, and administrative part-time employees who have an established work schedule of 30 hours or less per week on an annual basis, who are impacted by the closure of City facilities during the Holiday Closures shall be compensated holiday pay for the observed Holiday Closures listed in #2 below. Part-time employees will receive ~~a prorated benefit based on their established work schedule~~ six (6) hours per day for each holiday closure and full-time employees will receive nine (9) hours per day for each holiday closure.

Within 30 days of approval by City Council of this MOU, employees shall be reimbursed the payroll deductions already implemented for the Holiday Furlough Program for 2015.

2. The CITY will make every effort to notify employees of Holiday Closure scheduling by August 1st. In cases where decisions relating to who within a classification will work during the Holiday Closure period, seniority should not be the sole determining factor. Consideration should be given to employee preferences, equity, etc.

Observed Holiday Closure Schedule:

~~2015: December 28, 29 & 30~~
~~2016: December 27, 28 & 29~~
2017: December 26, 27, 28 & 29
~~2018: December 26, 27, 28~~
~~2019: December 26, 27 & 30~~

3. Employees in lifeguard classifications and beach maintenance workers are not eligible for holiday pay for the Holiday Closures listed in #2 above.

Article 14.0 Insurance Benefits

If the Federal Affordable Care Act (ACA), implementing regulations, or similar California legislation impact the benefit plans covered by this MOU, the parties agree to reopen negotiations to meet and confer over any related mandatory subjects of bargaining.

The CITY is required by law to administer the ACA and will implement administrative guidelines such as the stabilization and look back periods for all employees in a manner that provides ease of CITY administration.

1. Cafeteria Plan and Allotment:

The CITY will provide to each full-time represented employee a Cafeteria Plan allotment to purchase benefits qualified under Section 125 of the Internal Revenue Code. ~~The sideletter to this MOU amending health benefits from January 1, 2015 through June 30, 2015 will be extended to be effective July 1, 2015 through December 31, 2015. The maximum Cafeteria Plan Allotment the CITY pays toward the cost of health insurance coverage or the purchase of other qualified benefits is as follows:~~

Effective July 1, 2017 through December 31, 2017, the City will continue to provide the following cafeteria plan allotment:

Effective January 1, 2016:

Employee Only enrolled in City medical plan	\$900 per month
Employee +1 enrolled in City medical plan	\$1,050 per month
Employee + Family enrolled in City medical plan	\$1,350 per month

Effective January 1, 2017:

Employee Only enrolled in City medical plan-	\$900 per month
Employee +1 enrolled in City medical plan-	\$1,100 per month
Employee + Family enrolled in City medical plan-	\$1,420 per month

Effective January 1, 2018, the CITY will provide a Cafeteria Plan allotment of \$1,650 a month for a city provided medical, dental, and vision plans for all employees and their eligible dependents on a pre-tax basis to meet IRS regulations.

Effective January 1, 2019, the CITY will provide a Cafeteria Plan allotment of \$1,700 a month for a city provided medical, dental, and vision plans for all employees and their eligible dependents on a pre-tax basis to meet IRS regulations.

The Cafeteria Plan allotment may only be used to purchase City provided medical, dental, and vision coverages. Employees will not be able to purchase flexible spending accounts utilizing the Cafeteria Plan allotment, except in 2019. Effective January 1, 2019, employees hired prior to July 1, 2015 may contribute up to \$41.66 per month from the remaining Cafeteria Plan Allotment to a Health Care FSA. A City medical plan must be elected in order to participate in the Health Care FSA in 2019 using remaining Cafeteria Plan Allotment. Utilizing the remaining of the Cafeteria Plan Allotment, up to \$41.66 per month, will terminate December 31, 2019.

The employee will pay for any premiums in excess of the Cafeteria Plan allotment through payroll deductions.

The CITY and the ASSOCIATION agree to a re-opener to meet and confer over potential impacts of future medical premium costs.

Health benefits are effective the first of the month following hire date. The Cafeteria Plan allotment terminates the last day of the month upon separation.

Dental election is optional for EMPLOYEE and their eligible dependents.

Vision election is optional for EMPLOYEE and their eligible dependents.

Those EMPLOYEES who elect not to be covered under the CITY's medical health insurance plan must demonstrate proof of alternative medical insurance (i.e. spouse or independent insurance coverage).

The EMPLOYEE, through payroll deductions, will pay any premium cost in excess of the Cafeteria Plan Allotment. The Cafeteria plan is effective the first of the month following hire and upon health benefits effective date. The Cafeteria plan terminates the last day of the month of separation.

~~Represented full-time employees will be eligible to participate in any CITY-sponsored group dental plan. Any difference between the employee's available Cafeteria Plan allotment and the premium for the selected plan will be paid by the employee through payroll deductions. An EMPLOYEE who elects to be covered under the CITY'S medical health insurance plan, must select single employee coverage under one of the CITY'S dental care provider. This selection will ensure that no Third Party Administrator (TPA) administrative costs are associated with EMPLOYEE's participation as described under Section 3, Subpart C of this Article.~~

~~Represented full-time employees will be eligible to participate in any CITY-sponsored group vision plan. Any difference between the employee's available Cafeteria Plan allotment and the premium for the selected plan will be paid by the employee through payroll deductions. Vision election is optional for EMPLOYEE and their dependents.~~

Employees hired prior to July 1, 2011:

~~From July 1, 2015 through December 31, 2015, EMPLOYEES who elect not to be covered under the CITY'S medical health insurance plan, may cash out as a taxable cash benefit a maximum of \$400 per month. Those EMPLOYEES who elect not to be covered under the CITY'S medical health insurance plan must demonstrate proof of alternative medical and dental insurance (i.e. spouse coverage).~~

~~Effective January 1, 2016, employees who elect to be covered under the City's health insurance plans and have remaining Cafeteria Plan Allotment money, or who elect not to be covered under the City's health insurance plans, may cash out as a taxable cash benefit up to a maximum of \$300 per month. Employees may not receive more than \$300 per month as a taxable cash benefit under any circumstances.~~

~~Effective January 1, 2018, employee who elect to be covered under the City's medical, dental, and vision health insurance plans and have remaining Cafeteria Plan Allotment money, or who elect not to be covered under the City's health-medical insurance plans, may receive a taxable cash out as a taxable cash benefit up to a maximum of \$1200 per month. Employees may not receive more than \$1200 per month as a taxable cash benefit under any circumstances.~~

~~Effective January 1, 2019, the taxable cash out benefit will be eliminated.~~

Employees hired from July 1, 2011 to June 30, 2015:

~~From July 1, 2015 through December 31, 2015, employees who elect to be covered under the City's health insurance plans and who have remaining Cafeteria Plan Allotment money may cash out as a taxable cash benefit a maximum of \$400 per month. Employees may not receive more than \$400 per month as a taxable cash benefit under any circumstances.~~

~~From July 1, 2015 through December 31, 2015, employees who elect not to be covered under the CITY'S medical health insurance plan may cash out as a taxable cash benefit a maximum of \$150 per month. Employees may not receive more than \$150 per month as a taxable cash benefit under any circumstances.~~

~~Effective January 1, 2016, employees who elect to be covered under the City's health insurance plans and have remaining Cafeteria Plan Allotment money may cash out as a taxable cash benefit a maximum of \$300 per month. Employees may not receive more than \$300 per month as a taxable cash benefit under any circumstances.~~

~~Effective January 1, 2016, employees who elect not to be covered under the CITY'S medical health insurance plan may cash out as a taxable cash benefit a maximum of \$100 per month. Employees may not receive more than \$100 per month as a taxable cash benefit under any circumstances.~~

Effective January 1, 201~~8~~7, employees who elect to be covered under the City's health-medical, dental, and vision insurance plans ~~and have remaining Cafeteria Plan Allotment money may cash out as taxable cash benefit a maximum of \$200 per month. Employees may not receive more than \$200 per month as a taxable cash~~ out benefit up to \$100 per month. under any circumstances.

Effective January 1, 201~~8~~7, employees who elect not to be covered (waived) under the City's health-medical insurance plans may ~~cash out as receive a taxable a taxable cash~~ out benefit of a maximum of \$2550 per month. Employees may not receive more than \$2550 per month as a taxable cash benefit under any circumstances.

Effective January 1, 2019, the taxable cash out benefit will be eliminated.

Employees hired after July 1, 2015:

Employees shall not be permitted to cash out any amount as a taxable cash benefit.

Forn

~~Those EMPLOYEES who elect not to be covered under the CITY'S medical health insurance plan must demonstrate proof of alternative medical and dental insurance (i.e. spouse coverage).~~

2. ~~Health, Dental and Vision Payroll Deductions Treated as Pre Tax: All payroll deductions for health, dental care and vision are treated by the CITY on a pre-tax basis in order for the CITY to meet IRS regulations or if the IRS regulations change for any reason, this benefit may be discontinued. In the event that the total cost of benefits exceeds the allowance, the difference shall be deducted from the EMPLOYEE's salary as a salary reduction. If the allowance exceeds the total cost of benefits selected, the difference shall be to the EMPLOYEE as taxable income.~~

- 3.2. Flexible Spending Accounts (FSA) for Health Care and Dependent Care: Two Flexible Spending Accounts (FSA's), under Section 125, 105, 129 and 213 of the Internal Revenue Service's Code, are offered to all represented employees. An EMPLOYEE may elect to budget by salary reduction, for certain health care and dependent care reimbursements on a pre-tax basis. If the CITY does not meet IRS regulations or if the IRS regulations change for any reason, this benefit may be discontinued.

a. Health Care FSA

Before the start of the FSA plan year (January 1 to December 31), represented employees may reduce their salary up to maximum of \$2,600 ~~550~~ per plan year to pay for eligible health care expenses. Employees may receive eligible services and submit claims for reimbursement during a 15-month period, from January 1 thru March 15 of the following year. Salary reductions will accrue bi-weekly during the plan year and reimbursements will be made on a schedule to be determined by the CITY. This is a reimbursement program. Participating employees must submit documentation of payment on the appropriate forms to receive reimbursement. Salary reductions not spent by the end of the plan year, by law, are forfeited to the CITY.

b. Dependent Care FSA

Before the start of the FSA plan year (January 1 to December 31), represented employees may reduce their salary up to a maximum of \$5,000 per plan year to pay for eligible dependent care. Employees may receive eligible services and submit claims for reimbursement during a 15-month period from January 1 through March 15 of the following year. In no event can dependent care pre-tax dollars, whether reimbursed through FSA, the CITY Flexible Benefit Plan or a combination of both, exceed \$5,000 per calendar year. Salary reduction will accrue bi-weekly during the plan year and reimbursements will be made on a schedule to be determined by the CITY. Dependent care must qualify under all pertinent IRS regulations. This is a reimbursement program. Participating employees must submit documentation of payment and other information related to dependent care arrangement to receive reimbursement. Salary reductions not spent by the end of the plan year, by law, are forfeited to the CITY.

c. FSA Administration

The CITY reserves the right to contract with the Third Party Administrator (TPA) for administration of both FSA's. The CITY will pay the start-up costs associated with the third party administration, if any required. The CITY pays monthly administration fees.

~~d. Employees must enroll in a City medical plan in order to use any Cafeteria Plan Allotments for Health Care FSA or the Dependent Care FSA. Employees electing not to enroll in a City medical plan can contribute to the Health Care FSA or the Dependent Care FSA as pre-tax salary reductions.~~

4.3. Short Term Disability (STD) and Long Term Disability (LTD):

Each employee will participate in the CITY's STD and LTD Plans. Employees are required to file for STD or LTD after fourteen (14) consecutive days of absence due to illness, contagious disease, injury or an authorized absence for medical care and/or appointments. STD and LTD premiums are paid by the EMPLOYEE as an after-tax deduction.

5.4. State Disability Insurance:

Each non-full time employee will continue to be provided California State Disability Insurance (SDI) with the Employment Development Department (EDD).

6.5. Group Term Life and Accidental Death & Dismemberment Insurance:

Each employee will be provided Group Term Life and Accidental Death & Dismemberment Insurance as agreed to through negotiations.

7.6. Voluntary Life Insurance Program

Employees may purchase Voluntary Life Insurance at an EMPLOYEE'S own cost as an after-tax deduction.

//

8.7. Enrollment and Election:

Election under the CITY'S Cafeteria Benefit Plan Allotment shall take effect on the first of the month following 30 days after approval of the request and/or eligibility for health insurance. Payment shall be divided equally between the first two paydays in each month. If the CITY significantly alters the payment schedule, this payment schedule will be subject to meet and confer.

Once this election is made, the EMPLOYEE will not be allowed to change except as follows:

- a. At the next open enrollment
- b. Subsequent to proof or loss of coverage under the spouse's plan, re-enrollment may occur on the first of the month following 30 days after notice of this event is given to the CITY Human Resources Department via approved and completed enrollment forms.
- c. As allowed under any federal or state regulations.
- d. The CITY shall not be liable for any medical costs resulting to the employee as part of this election.

9.8. Seasonal Employees Benefit:

Non-full time employees may be offered health benefits in accordance with any state or federally mandated programs.

10.9. Health Insurance Committee

The Health Insurance Committee was established for the purpose of investigating and reviewing health related matters and all insurance options, including health, life, disability, etc. The Health Insurance Committee will continue to meet as necessary. Matters subject to the duty to bargain may be discussed, however, the Health Insurance Committee shall not have the authority to add to, amend, or modify this Agreement. The CITY and SEIU may reopen negotiations during the term of this MOU to consider changes to matters investigated and reviewed by the Insurance Committee if agreed to by both parties.

If any legally mandated changes to health insurance should occur during the term of this MOU, both parties agree to re-open negotiations to meet and confer over any related mandatory subjects of bargaining.

Article 15.0 Uniforms

Public Works Employees:

1. The CITY will provide and maintain all uniforms that are required by the CITY for Public Works designated employees. The CITY shall issue to all designated Public Work employees five (5) work uniform t-shirts, after July 1st each year.

2. The CITY will provide designated Public Works employees an amount not to exceed \$175.00 per employee per fiscal year for safety shoes. Employees may purchase more than one pair of safety shoes each fiscal year, as needed, within the annual \$175.00 maximum.

3. The City will report to CalPERS the “monetary value” of no greater than \$230 per fiscal year per employee for the purchase, rental and/or maintenance of uniforms for designated full-time public works employees.

2.

Lifeguard Employees:

3.4. The CITY shall issue all lifeguards the uniforms described in the Lifeguard Policy Manual. Lifeguards shall be responsible for cleaning and maintenance of uniforms. The CITY shall make available for lifeguard use the following: sun screen, pocket mask (CPR), extra thick rubber gloves (rubber), wet suits for winter guards, and jacket. Issued uniform items will be replaced annually if necessary due to normal wear and tear. Old uniform items must be returned prior to being replaced. Lifeguards are responsible and must replace any issued uniform item that is stolen, lost, torn or damaged due to misuse. Expected life of a jacket is three seasons. If jacket is lost, stolen, or abused the lifeguard must purchase a new one. All employees must return all uniforms to the City upon separation from City service.

CITY shall reimburse all lifeguards upon meeting the minimum hours worked per the Lifeguard Orientation Manual one (1) pair safety sunglasses not to exceed \$90.00 per year per employee.

All lifeguards shall adhere to a standard of personal grooming and appearance. Such standards shall be developed in consultation with lifeguard personnel and the UNION.

The City will report to CalPERS the “monetary value” of no greater than \$590 per fiscal year per employee for the purchase, rental and/or maintenance of uniforms for designated full-time public works employees.

Fire Inspector Employees:

5.4. For new full-time fire inspector employees, the City will purchase three (3) pairs of pants, (3) shirts and one (1) jacket, and provide the uniforms to the new employees on the first day of employment. Fire inspectors shall be responsible for cleaning and maintenance of the uniforms. If the uniform is lost, stolen or abused, the fire inspector shall purchase a new one. Existing full-time employees will receive a uniform allowance in the amount of \$250.00 per fiscal year paid on a bi-weekly basis, approximately \$9.61 per pay period for the purchase, rental, and/or maintenance of uniforms. in a separate check the first full payperiod after July 1st each year for the purchase, rental, and/or maintenance of uniforms.

6. The City will report to CalPERS the “monetary value” of no greater than \$250 per fiscal year per employee for the purchase, rental and/or maintenance of uniforms for designated full-time public works employees.

All Employees:

5-7. Uniform allowance as defined by the California Public Employees' Retirement System (CalPERS) is a form of "compensation" for "classic" CalPERS members for CalPERS purposes only. As such, any uniform allowance or the value of uniforms for the purchase, rental and/or maintenance provided by the CITY to designated employees will be reported to CalPERS as part of the employee's annual gross income for purposes of computing the employee's and City's CalPERS contribution. This excludes items that are for personal health and safety related. Under PEPRA, a uniform allowance or the value of uniforms is not considered pensionable compensation for "new members" of CalPERS.

Form
Numl
Align
0.5"

6-8. EMPLOYEES must return all uniforms and protective gear prior to terminating employment with the CITY.

Form
Numl
Align
0.5"

#

#

#

Article 16.0 Salaries

Full-Time Miscellaneous Employees:

Effective MOU ratification, all Full-Time miscellaneous employees will receive a 2.7% salary adjustment applied to all represented classifications. Retropay will be provided effective July 1, 2017. Continuation of this salary adjustment is contingent upon a positive vote on the cost sharing with CalPERS. .

Form

Effective contract amendment with CalPERS on the cost sharing, all Full-Time miscellaneous employees will receive a 1.8% salary adjustment applied to all represented classifications on the first full pay period after the contract with CalPERS is amended. This increase is contingent on a positive vote on the cost sharing with CalPERS.

Effective July 1, 2018, all Full-Time miscellaneous employees will receive a 3% salary adjustment applied to all represented classifications.

Full-Time Lifeguard Employees:

Effective MOU ratification, all Full-Time lifeguard employees will receive a 2.6% salary adjustment applied to all represented classifications. Retropay will be provided effective July 1, 2017. Continuation of this salary adjustment is contingent upon a positive vote on the cost sharing with CalPERS.

Form

Effective contract amendment with CalPERS on the cost sharing, all Full-Time lifeguard miscellaneous employees will receive a 3.4% salary adjustment applied to all represented classifications on the first full pay period after the contract with CalPERS is amended. This increase is contingent on a positive vote on the cost sharing with CalPERS.

Com

Form

Effective July 1, 2018, all Full-Time lifeguard employees will receive a 3.5% salary adjustment applied to all represented classifications.

All Part-Time Employees:

Effective July 1, 2017, retropay after MOU ratification, all Part-Time miscellaneous and lifeguard employees will receive a 3.5% salary adjustment applied to all represented classifications.

Effective July 1, 2018, all Part-Time miscellaneous and lifeguard employees will receive a 2.5% salary adjustment applied to all represented classifications.

~~1. Employees shall receive the following salary increases:~~

~~a. Miscellaneous Employees:~~

~~No cost of living salary adjustments or salary increases shall be provided in Fiscal Year 2015.~~

~~Effective July 1, 2016, all permanent employees will receive a 2% cost of living salary adjustment applied to all classifications.~~

~~b. Lifeguards:~~

~~Effective July 1, 2015, all full-time lifeguards will receive a 1.5% salary adjustment.~~

~~Effective July 1, 2016, all lifeguards will receive a 2% cost of living salary adjustment applied to all classifications.~~

Article 17.0 Retirement Benefits

Retirement benefits are subject to the Public Employees' Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). If there is a conflict between this MOU and requirements pursuant to PEPRA and/or PERL, PEPRA and PERL shall prevail.

~~1. For employees hired prior to March 9, 2012:~~

~~a. Employee Contributions:~~

~~1. Miscellaneous Employees: Effective July 1, 2011, employees shall pay the entire employee portion of the CalPERS retirement contribution.~~

~~2. Lifeguard Employees: Effective July 1, 2012, employees shall pay the entire employee portion of the CalPERS retirement contribution.~~

~~1. The City contracts with the California Public Employees' Retirement System ("CalPERS" or "PERS") to provide retirement benefits for its employees. Pursuant to prior agreements and state mandated reform, the City has implemented first, second, and third tier retirement benefits as follows:~~

~~a. Miscellaneous Employees (Classic Member – Tier 1): The CalPERS formula for employees hired on or after May 1, 1961 through March 8, 2012, shall be 2.7% at 55 with the use of average of the employee's highest-one-year salary.~~

~~b. Miscellaneous Employees (Classic Member – Tier 2): The CalPERS formula for employees hired on or after March 9, 2012 through December 31, 2012, shall be 2% at 60 with the use of average of the employee's highest-three-year salary.~~

~~c. Miscellaneous Employees (PEPRA Member): The CalPERS formula for employees hired on or after January 1, 2013, shall be 2% at 62 with the use of average of the employee's highest-three-year salary as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). All new~~

employees/members hired on or after January 1, 2013 pay 50% of the normal cost contribution.

- d. Safety Other – Lifeguard Employees (Classic Member – **Tier 1**): The CalPERS formula for employees hired on or after December 19, 1996 through March 8, 2012, shall be 2% at 50 with the use of average of the employee's highest-one-year salary.
 - e. Safety Other – Lifeguard Employees (Classic Member – **Tier 2**): The CalPERS formula for employees hired on or after March 9, 2012 through December 31, 2012, shall be 2% at 50 with the use of average of the employee's highest-three-year salary.
 - f. Safety Other – Lifeguard Employees (**PEPRA** Member): The CalPERS formula for employees hired on or after January 1, 2013, shall be 2.7% at 57 with the use of average of the employee's highest-three-year salary as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). All new employees/members hired on or after January 1, 2013 will pay 50% of the normal cost contribution.
- 2. Employee Cost Sharing: The employees share shall be half of the total Normal Rate towards the CalPERS retirement benefit as set forth below. Employee retirement cost sharing contributions that are in addition to the normal CalPERS Member Contribution will be calculated on base pay, special pays, and other pays normally reported as pensionable compensation, and will be made on a tax deferred basis through payroll deduction provided under 414(h)(2).
 - a. Miscellaneous Employees (Classic Member – **Tier 1**): currently, employees/members contribute 8% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 1.8%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
 - b. Miscellaneous Employees (Classic Member – **Tier 2**): currently, employees/members contribute 7% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 0.1%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
 - c. Safety Other – Lifeguard Employees (Classic Member – **Tier 1**): currently, employees/members contribute 9% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 3.4%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
 - d. Safety Other – Lifeguard Employees (Classic Member – **Tier 2**): currently, employees/members contribute 9% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 2.9%, and will contribute to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of

pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.

4. PEPRA employees/members already pay 50% of the normal cost contribution as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL).

5. The City must amend the contract with CalPERS every time the total Normal Rate cost increases. The Union and its employees/members agree to comply with CalPERS requirements to amend the contract, which includes an affirmative vote of employees/members to share 50% of the total Normal Rate costs. Parties agree that members/employees paying 50% if the total Normal Rate cost shall survive the expiration of the MOU.

Forn

b. Retirement Formulas: The CITY will continue to provide the following CalPERS retirement benefit for employees:

1. Miscellaneous Employees: The CITY shall provide CalPERS 2.7% at 55 retirement.

2. Lifeguards: The CITY shall provide full-time lifeguards CalPERS 2% at 50 retirement.

2. Full-time Employees hired on or after March 9, 2012 thru December 31, 2012:

a. Miscellaneous: The CalPERS formula for employees hired on or after March 9, 2012 through December 31, 2012, shall be 2% at 60 with the use of the average of the employee's highest three-year salary. Employees shall pay the entire portion of the CalPERS retirement contribution.

b. Lifeguards: The CalPERS formula for employees hired on or after March 9, 2012 through December 31, 2012, shall be 2% at 50 with the use of the average of the employee's highest three-year salary. Employees shall pay the entire employee portion of the CalPERS retirement contribution.

3. Employees hired on or after January 1, 2013: Pursuant to the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL), new employees (as defined by PEPRA) hired on or after January 1, 2013, will receive the 2% @ 62 retirement formula with the use of the average of the employee's highest three-year salary. All new employees/members hired on or after January 1, 2013 will pay 50% of the normal cost contribution.

64. Part-time employees: All part time employees will be enrolled in (Public Agency Retirement Services) PARS and will not pay into Social Security. Effective January 1, 2012, employees and the CITY will split the contribution equally at 3.75% each.

75. Deferred Compensation:

The CITY will make available a 457 Deferred Compensation Program to all full-time employees.

Article 18.0 Re-negotiation

In the event either party desires to meet and confer on the provisions of a successor M.O.U., it shall serve upon the other its written request to commence meeting and conferring. Each party may then submit its full and entire written proposal on a successor Memorandum of Understanding.

Article 19.0 Implementation

This M.O.U. constitutes a mutual recommendation to be jointly submitted to the Imperial Beach City Council. It is agreed that this M.O.U. shall not be binding either in whole or in part unless and until the City Council acts by majority vote formally to approve and adopt said M.O.U.

Article 20.0 Emergency

Nothing contained herein shall limit the authority of Management to make necessary changes during emergencies. However, Management shall notify the Association of such changes as soon as possible. Such emergency assignments shall not extend beyond the period of the emergency. Emergency is defined as an unforeseen circumstance requiring immediate implementation of the change.

Article 21.0 Savings Clause

If any provisions of this M.O.U. or the enabling resolution is at any time, or in any way, held to be contrary to any law by any court or proper jurisdiction, the remainder of this M.O.U. and the remainder of the enabling resolution shall not be affected thereby, and shall remain in full force and effect.

Article 22.0 Agreement Review

Recognizing the joint concern over the City of Imperial Beach's ability to fund the recommendations contained within the agreement, it is mutually understood that should the California State Legislature mandate a salary or fringe benefit item applicable to employees represented by the association, CITY may at its option require that this M.O.U. be reviewed. It is further understood that should the California State legislature mandate a reduction in a salary or fringe benefit item applicable to the employees represented by the UNION, the UNION may at its option require that this M.O.U. be reviewed.

It is understood that the UNION and the CITY may discuss and consult with each other with respect to non-economic items during the period of this agreement, except as noted above, in order to further communicate between the CITY and UNION in an effort to promote the improvement of personnel management and employer-employee relations.

Article 23.0 Safety Program

A City-wide Safety Program shall be developed and implemented in accordance with federal and state mandated requirements. A Safety Officer shall be appointed among management personnel to develop implement and maintain a City-wide safety awareness program.

Article 24.0 Smoking

No smoking or use of tobacco is allowed in CITY buildings, within twenty feet (20') of CITY doorways and windows, or in CITY vehicles.

Article 25.0 Educational Benefits

1. The CITY shall maintain a program providing for the partial refund of tuition and fees for all job related classes or training. Those employees who are full-time, permanent and have completed a probationary period are eligible for a maximum of \$1,000 in tuition reimbursement per fiscal year for fees, books, and/or tuition for such classes. Classes would require prior approval of the department head and subject to established criteria for reimbursement approval through administrative policy by City Manager. The educational benefit is designed to reimburse representative employees for fees, books, tuition, software, and valid parking fees (associated with the course only) upon conclusion of each individual course. Proof of satisfactory course completion and payment must be provided. Tuition reimbursement shall be limited to the annual budgeted amounts related to tuition costs. The funds will be allocated on a first-come, first-serve basis.

Employees may exceed \$1,000 in the fiscal year by submitting a "Career Plan" to the Human Resources Manager for the City Manager's approval. An employee's Career Plan must be approved prior to submission of documentation for reimbursement. The course completion and proof of payment related to the Career Plan courses must be submitted to the Human Resources Manager by May 30th.

#

#

All employees will be eligible for an education incentive upon proof of completion of a job related degree with demonstrated benefit to the City subject to the approval by the City Manager or his/her designee as follows:

Associate Degree:	\$50.00 per year, <u>paid on a bi-weekly basis</u>
Bachelor's Degree:	\$100.00 per year, <u>paid on a bi-weekly basis</u>
Master's Degree:	\$200.00 per year, <u>paid on a bi-weekly basis</u>

Employees will not receive an education incentive payment for any degrees required as a minimum qualification of the position. Employees will be paid the education incentive in the first full payperiod in June each year.

~~For employees that are classic members (as defined by PEPPA), the City will report the education incentive to CalPERS in the payperiod the incentive is provided to the employee. For employees considered new members (as defined by PEPPA), the education incentive will not be reported to CalPERS as special compensation in accordance with PEPPA.~~

Forn

2. The CITY shall conduct at least three (3) lifeguard training events per summer session. Employees shall be paid to attend mandatory lifeguard training sessions.

3. The CITY shall reimburse lifeguards whom, while at the service to the CITY, successfully complete training and receive a certificate as a San Diego County Emergency Medical Technician (EMT). Only lifeguards that have worked for the CITY at least 400 hours are eligible for EMT reimbursement. Such reimbursement may be up to, but shall not exceed \$900 per eligible employee, and shall be limited to costs incurred for tuition, testing fees, books, and certification fees. Reimbursement requires prior approval of the Public Safety Director. EMT reimbursements shall not exceed \$3,600 per fiscal year, and will be paid on a first come, first serve basis. If any lifeguard who has been the recipient of the above reimbursement should leave the lifeguard service before completing three (3) seasons after being reimbursed, he/she shall refund the full reimbursement to the CITY.

Expenses for EMT certificates of renewal shall be reimbursed to Lifeguard Sergeant, Lifeguard II and Lifeguard I classifications. Reimbursement is limited to actual cost of classes, fees and books.

4. CITY agrees to the continuation of an Employee Computer Purchase Program available to all CITY employees after successfully completing the probationary period during the term of this agreement subject to budgetary constraints and City Council approval.

Article 26.0 Employee Assistance Program

CITY continues to implement and fund an Employee Assistance Program for all CITY employees.

#

#

#

#

Article 27.0 Service Fee

I. Implementation

City of Imperial Beach shall cause the City Auditor to deduct a bi-weekly “Service fee” from the pay warrants of those employees in SEIU Local 221 – represented Bargaining Units who fail to become UNION members within thirty days of employment with the CITY or who terminate UNION membership during CITY employment. Such fee shall be the equivalent to a Fair Share Fee (proportionate share of the Union’s cost of legally authorized representational services) as determined yearly by a CPA. Remittance of the aggregate amount of all dues, fees and other proper deductions made from salaries of employees covered hereunder shall be made to the UNION by the CITY.

- A. UNION agrees to keep an adequate itemized record of its financial transactions and shall make available annually to the CITY, within sixty days after the end of its fiscal year, a written financial statement in the form of a balance sheet and an operating statement certified as to accuracy by the SEIU Local 221221 President and a Certified Public Accountant.

- B. Union further agrees to hold such disputed fees in their entirety in an escrow account to be maintained at the San Diego County Credit Union, 555 Mildred Street, San Diego, California pending resolution of the dispute pursuant to the Service Fee Complaint Procedure.
- C. Hold Harmless: The UNION hereby agrees to indemnify and hold the CITY harmless from any and all liability arising out of such Service Fees pursuant to this Agreement.

II. Service Fee Complaint Procedure

- A. This Complaint Procedure shall be utilized solely to resolve disputes arising out of the deduction of Service fee by the CITY pursuant to a negotiated agreement.

- 1. Issues subject to this complaint shall be limited to the following:
 - a. That a portion of the Service Fee deduction is being utilized for non-representation activities.
 - b. That the non-member is a member of a bona-fide religion, body or sect which has historically held a conscientious objections to joining or financially supporting public employee organizations.

In the event that it is determined pursuant to this procedure that such non-member is a member of a religion or body pursuant to this Section, he or she may designate a charitable fund exempt from taxation under Section 501, Paragraph C, Subsection 3 of the Internal Revenue Code chosen from the following:

Muscular Dystrophy
United Way
American Cancer Society
American Red Cross

CITY agrees to Cause Auditor to deduct and to remit fees so designated in behalf of one of the above charitable organizations to said organization.

- B. Any non-member employee who objects to the deduction of the Service Fee by the CITY shall file a complaint with the Union. The complaint shall be in writing and shall specify the reason(s) for the objection to the deduction. The complaint need not be formal, but shall clearly state the basis for the objection.
 - 1. Any employee who objects to the deduction of the Service Fee shall forward his or her written complaint to the UNION within forty-five (45) calendar days after the fee is initially deducted.
 - 2. Upon receipt of the written complaint, UNION shall place the entire Service Fee Deduction into escrow pending resolution of the dispute, and shall request a list of arbitrators from the State conciliation Service or the American Arbitration Union.
- C. Informal Mediation: Notwithstanding Step B, Subsection 2, above, either the UNION or the complainant may request the services of a State Conciliation mediator in a preliminary effort to resolve the dispute prior to arbitration. Following such non-binding informal advisory mediation, if either complainant or UNION is dissatisfied, either party may request arbitration.

- D. Selection of Arbitrator: The arbitrator shall be selected by mutual agreement between the SEIU Local 221221 and the grievant or his/her representative. If the UNION and the grievant or his/her representative are unable to agree on the selection of an arbitrator, they shall jointly request the State Mediation and Conciliation Service to submit a list of (5) qualified arbitrators. The UNION and the grievant or his/her representative shall then alternately strike names from the list until only one name remains, and that person shall serve as arbitrator.
1. Date for Complaint Hearing - - The UNION shall contact the selected Arbitrator within ten (10) calendar days from the date of the completion of the Mediation process, or in the event that Mediation is not utilized, within (10) working days of receipt of the complaint. Upon confirmation by the Arbitrator, the UNION will forthwith contact the complainant by certified mail indicating the date, time and place of the complaint hearing.
- E. Payments of Costs: In the event that the UNION prevails in said arbitration, the cost of arbitration shall be shared equally between the UNION and complainant. Should complainant prevail, UNION shall pay the entire cost of the arbitration.
- F. Effect of Arbitrator's Decision: The decision of the arbitrator shall be final and binding. Upon receipt of arbitrator's decision, fees being held in escrow shall be disbursed by the UNION in accordance with said decision. In the event that the UNION prevails, the CITY shall continue to deduct the service fees and to remit them to the UNION as determined by the arbitration.

Article 28.0 Labor Management Committee

The CITY and the UNION agree to establish a Labor Management Committee. The purpose of the Committee is to discuss issues relating to this agreement, and other issues of quality of work life. The Committee shall have no authority to change, modify, alter, or amend this agreement. It is the intent of the parties to foster a cooperative atmosphere and harmonious working relations.

The Committee shall be composed of the President of the UNION or his/her designee and two (2) other Employee representatives and one (1) staff representative from the UNION. In addition, the CITY shall appoint the head of the Human Resources Department or his/her designee and two (2) other management employees.

Meetings shall be held quarterly and additionally when mutually agreed upon and at times that are mutually acceptable to both parties. The party desiring to meet shall request the meeting at least fifteen (15) days prior and shall submit an agenda of items to be discussed. Release time will be provided to UNION representatives for the purpose of serving on the Committee.

It is the intention of the UNION to meet with CITY in the context of Labor Management Committee as soon as possible after the adoption of a new M.O.U., to discuss workload and staffing issues throughout the CITY.

Article 29.0 Term

The term of this Memorandum of Understanding (M.O.U.) shall be for a two (2) year period ending June 30, 2019~~7~~. All terms of the M.O.U. shall become effective July 1, 2017~~5~~, unless specifically stated otherwise.

Article 30.0 Catastrophic Leave

The CITY agrees to implement a Catastrophic Leave policy to allow vacation, floating holiday, sick leave or compensatory time credits to be transferred from one employee to another on an hour-for-hour basis for authorized catastrophic leave. A maximum of 20 hours of sick leave, and up to a combined total of 40 hours of vacation, floating holiday, compensatory time and sick leave per employee may be transferred with the receiving employee credits not exceeding more than 520 hours over any 24 month period without City Manager approval.

Article 31.0 Payroll Policies

The CITY will strive to notify employees in advance of any change in deductions from their paychecks and make any corrections within the next pay period.

The CITY will implement a policy regarding final paycheck deductions and notify employees of these procedures.

Article 32.0 Strikes and other Concerted Activities

During the term of this MOU, it is agreed that there will be no strikes, including sympathy strikes, slowdowns, concerted stoppage of work, or sickouts.

Article 33.0 Holiday Pay Program for Part-Time Employees will be suspended and eliminated effective January 1, 2018.

~~In an effort to minimize the financial impact of the non-paid holidays of December 24th, 25th, 31st and January 1st on part-time employees who have an established work schedule of 30 hours or less on an annual basis and who are impacted by the closure of City facilities during those holidays, the employees shall have the option of having their bi-weekly pay reduced by an amount sufficient enough to pay for the holidays. The adjustment will commence upon the first full pay period of the calendar year. Employees may also opt to join the reduction after the start of the year and have an adjusted amount deducted; sufficient to pay for the holidays, allowing them to catch up with amount needed. The reduction will continue until reduced or discontinued by the parties and will have no impact on employee benefits to the extent permitted by law. Participating employees may have the option to opt-out one time per calendar year. Employees opting out mid-calendar year will receive the accumulated contributions in the next regular pay period. Employees that withdraw mid-calendar year may not participate in the program for the rest of that calendar year. Employees choosing to participate in this Part-Time Employee Holiday Pay Program must participate in all four holidays listed above. Employees in lifeguard classifications and beach maintenance workers, are not eligible to participate in this Part-Time Employee Holiday Pay Program.~~

Article 34.0 Life Insurance & Supplemental Life Insurance

- a. Effective January 1, 2016, the City shall provide all full-time Beach Lifeguards a Group Term Life and Accidental Death & Dismemberment policy of \$250,000 as described in the Certificate of Insurance with the City's established vendor.

- b. The City shall offer all full-time Beach Lifeguards the ability to apply for Voluntary Life Insurance (Supplemental Life) as described in the Certificate of Insurance with the City's established vendor.
- c. Effective January 1, 2016, retroactive, the City shall reimburse, through payroll subject to state and federal taxes, all full-time Beach Lifeguards for premiums paid by the employee up to a maximum of \$50.00 per month for a Voluntary Life Insurance policy of no more than \$250,000 for employee only. The employee must elect the Voluntary Life Insurance policy through the City's established vendor in order to be eligible for the premium reimbursement. The premium reimbursement will terminate if the employee cancels the Voluntary Life Insurance policy, or if the City's vendor cancels the policy for the employee for any reason, or if the employee is terminated from employment from the City. All Voluntary Life Insurance policies are subject to the underwriting process. The City will not reimburse employee premiums for outside vendors.
- d. In the event of state legislation providing active duty injury or death benefits for industrial injuries for Lifeguards, the City will reduce the Group Term Life and Accidental Death & Dismemberment policy for full-time Beach Lifeguards to \$50,000 and Section 3 shall be null and void.

Article 35.0 Industrial Salary Continuation

- 1. The City offers workers' compensation benefits to all employees as set by the law. The City provides salary continuation up to 240 hours (30 days) for full time employees of full base salary continuance for work-related injuries or illnesses while performing job duties as set by the City Industrial Injury Illness & Exposure Administrative Policy.
- 2. Effective January 1, 2016, for full-time Beach Lifeguards in those instances due to job-related injuries/illness where the employee's work restrictions are so extensive that: 1) modified duty is,

Forn

Forn
Highl

infeasible; 2) modified duty is unavailable; or 3) the employee is temporarily totally disabled, the City will provide the employee salary continuation of 105% base pay inclusive of workers' compensation insurance and other city funds. The employee salary continuation paid by the City will be paid for up to one (1) year. Employee salary continuation will terminate if the employee returns to full duty with no restrictions. The City will terminate the employee salary continuation for those employees on workers' compensation benefits after one (1) year. The City will not continue the employee salary continuation benefit if an employee separates from City employment, becomes temporarily disabled, or passes away.

3. While an employee is receiving salary continuation as described in Section 2 above, the City will continue health benefits for up to one (1) year to employee's spouse, registered domestic partner, and children under the age of 26. If the employee remarries within the year of the health continuation benefits, benefits for the former spouse will cease, and the new spouse will receive health continuation benefits. If the employee terminates the registered domestic partnership within the year of the health continuation benefits, benefits for the former domestic partner will cease, and the new register domestic partner will not receive health continuation benefits.

4. In the event of state legislation providing active duty injury or death benefits for industrial injuries for Lifeguards, the benefits within Section 2 and Section 3 shall be null and void.

Article 36.0 Paid Release Time

The CITY will allow the President of the UNION or his/her designee and two (2) other employee representatives reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:

1. Formally meeting or conferring with representative of the Labor Management Team or the SEIU authorized representatives on matters within the scope of representation.
2. Testifying or appearing as the designated representative of the employee organization in hearings or proceedings before a board or agent, in matters relating to a charge filed by the employee against the City or the City against the employee.
3. Testifying or appearing as the designated representative of the employee in matters before the personnel board or hearing officer.

Article 37.0 California Minimum Wage

To comply with California Senate Bill 3 (SB 3) the following positions will receive salary adjustments with no retro pays:

Job Title	Current Range	Salary Adjustment Effective Ratification of MOU <i>1/1/17 \$10.50 Minimum</i>	Salary Adjustment Effective 1/1/18 <i>1/1/18 \$11.00 Minimum</i>
Program Aide	Range 10 From \$9.057 to \$11.561	From current Range 10 to current Range 16 (\$10.354-\$13.227) Before any COLA or salary adjustments	From adjusted Range 16 (\$10.716 – \$13.689) to Range 17 (\$11.255 - \$14.368)

Recreation Program Aide	Range 10 From \$9.057 to \$11.561	From current Range 10 to current Range 16 (\$10.354-\$13.227) Before any COLA or salary adjustments	From adjusted Range 16 (\$10.716 – \$13.689) to Range 17 (\$11.255 - \$14.368)
-------------------------	-----------------------------------	---	--

#

#

#

#

#

#

#

#

#

#

#

#

#

#

#

#

#

#

#

#

#

IN WITNESS WHEREOF, the parties hereto have executed this M.O.U. on the ____th day of
_____, 201~~7~~⁵.

CITY OF IMPERIAL BEACH

Andy Hall
City Manager

Steve Dush
Assistant City Manager

Erika N. Cortez
Human Resources Manager

SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 221

Ken Capehart
SEIU **Lead Negotiator**

Mike Murphy
Imperial Beach SEIU President

Jesus Gonzalez
Imperial Beach SEIU Vice President

Kristine Wiesmann
Imperial Beach SEIU **Treasurer**

Michael T. Sherritt
SEIU **Worksite Organizer**

Exhibit "A"

FY 2017~~5~~-2019~~7~~

(SEIU) LOCAL 221 MISCELLANEOUS SERVICE RECOGNIZED CLASSIFICATIONS
(Permanent/Full-Time; Part-Time/Variable; Part-Time/Seasonal)

ADMINISTRATIVE, CLERICAL AND FINANCE GROUP

1. Administrative Assistant (CIP)
2. Administrative Secretary I
3. Administrative Secretary II
4. Account Clerk/Technician
5. Administrative Intern
6. Building/Code Compliance Specialist
7. Clerk Typist
8. Customer Service Specialist
9. Junior Clerk Typist
10. Office Specialist
11. Senior Account/Clerk Technician

MAINTENANCE GROUP

1. Beach Maintenance Worker
2. Custodian
3. Graffiti Program Coordinator
4. Heavy Equipment Operator
5. Lead Maintenance Worker
6. Maintenance Worker II
7. Maintenance Worker I
8. Maintenance Worker
9. Mechanic II
10. Mechanic I
11. Mechanic Helper
12. Pier/Beach Maintenance Worker

PROFESSIONAL, SERVICE, AND TECHNICAL GROUP

1. Assistant Planner
2. Assistant Project Manager
3. Associate Planner
4. Building/Housing Inspector II
5. Building Inspector I
6. Building and Planning Technician
7. Code Compliance Officer
8. Deputy Building Official
9. Environmental Program Specialist
10. Fire Safety Inspector II
11. Network Systems Technician (PT)
12. Program Coordinator
13. Program Aide
14. Project Management Technician
15. Public Works Inspector
16. Recreation Leader

(SEIU) LOCAL 221 MISCELLANEOUS SERVICE RECOGNIZED CLASSIFICATIONS
(Permanent/Full-Time; Part-Time/Variable; Part-Time/Seasonal)

17. Recreation Program Coordinator
18. Recreation Program Aide
19. Residential Fire/Safety Inspector
20. Senior Planner

PUBLIC SAFETY GROUP

1. Beach Lifeguard II
2. Beach Lifeguard I

SUPERVISORY GROUP

1. Beach Lifeguard Lieutenant
2. Beach Lifeguard Sergeant
3. Grounds & Facilities Supervisor
4. Fleet Supervisor
5. Senior Public Works Supervisor
6. Sewer Supervisor
7. Street Supervisor
8. Tidelands Supervisor



MEMORANDUM OF UNDERSTANDING

Between

THE CITY OF IMPERIAL BEACH
825 Imperial Beach Boulevard
Imperial Beach, CA. 91932

And

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)
LOCAL 221
4004 Kearny Mesa Road
San Diego, CA. 92111

TERM:

July 1, 2017 – June 30, 2019

* * * * *

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
	Preamble	4
Article 1.0	Recognition	4
Article 2.0	Management Rights	4
Article 3.0	Employee Rights.	5
Article 4.0	Responsibilities of the Union.	5
Article 5.0	Unfair Employee Relations Practices	6
Article 6.0	Grievance Procedure.	6
Article 7.0	Discharge of Other Disciplinary Action.	6
Article 8.0	General Provisions	7
Article 9.0	Out of Classification Pay.	9
Article 10.0	Hours of Work & Rest Periods.	9
Article 11.0	Sick Leave and Industrial Accident Benefits	12
Article 12.0	Holiday and Vacation Benefits.	15
Article 13.0	Holiday Closures	18
Article 14.0	Insurance Benefits	18
Article 15.0	Uniforms	22
Article 16.0	Salaries.	23
Article 17.0	Retirement Benefits	24
Article 18.0	Re-negotiation	26
Article 19.0	Implementation	26
Article 20.0	Emergency	26

TABLE OF CONTENTS
(continued)

Article 21.0	Savings Clause.	26
Article 22.0	Agreement Review	26
Article 23.0	Safety Program	27
Article 24.0	Smoking	27
Article 25.0	Educational Benefits	27
Article 26.0	Employee Assistance Program	28
Article 27.0	Service Fee	28
Article 28.0	Labor Management Committee	30
Article 29.0	Term	30
Article 30.0	Catastrophic Leave	30
Article 31.0	Payroll Policies	31
Article 32.0	Strikes and Other Concerted Activities	31
Article 33.0	Holiday Pay Program for Part-Time Employees	31
Article 34.0	Life Insurance & Supplemental Life Insurance.	31
Article 35.0	Industrial Salary Continuation.	31
Article 36.0	Paid Release Time	32
Article 37.0	California Minimum Wage	33

Exhibits:

Exhibit “A” SEIU Recognition of Miscellaneous Service Classifications – FY 17-19

Preamble

Representatives of the City of Imperial Beach and the Service Employees International Union (SEIU) Local 221, have met and conferred in good faith regarding wages, hours and other terms and conditions of employment and have exchanged freely information, opinions and proposals in a sincere effort to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding hereinafter referred to as “M.O.U” is entered into pursuant to the Meyers-Millas-Brown Act (Government Code Section 3500-3511) and has been jointly prepared by the parties.

This M.O.U shall constitute the whole and entire existing agreement for salary and fringe benefits applicable to members of the SEIU Local 221 hereinafter referred to as “UNION”, and it supersedes all prior agreements, commitments, and practices.

It is understood by the parties that part-time seasonal employees continue to be entitled to the benefits that they were receiving as of the effective date of this agreement. It is further understood that those benefits which the part-time seasonal employees are not currently receiving will not apply to them for the duration of this agreement, with the exception of benefits contained in this agreement.

This M.O.U. shall be presented to the Imperial Beach City Council as the joint recommendations of the undersigned for employee salary and fringe benefits adjustments for a two-year (2) period commencing July 1, 2017, and ending June 30, 2019.

The CITY recognizes that the UNION is the sole and exclusive bargaining agent and representative of the CITY’S Miscellaneous Classified Service which are currently in the bargaining unit or which may later be added pursuant to the Imperial Beach Employer-Employee Relations Policy and State Law.

Article 1.0 Recognition

The CITY recognizes SEIU Local 221 as the exclusive representative for employees in the classifications listed in Exhibit “A”.

Article 2.0 Management Rights

It is agreed that the City of Imperial Beach, hereafter to be referred to as the “CITY” has the exclusive right to determine the mission of each of its constituent departments, divisions, boards, and commissions; to set standards of selection for employment and promotion; to exercise control and discretion over its organization and operations; to direct its employees and to take disciplinary action for proper cause; to relieve its employees from duty because of lack of work or other legitimate reasons; to maintain the efficiency of governmental operations; to determine the methods, means and personnel by which government operations are to be conducted; to determine the context of job classifications; to take all necessary actions to carry out its mission in emergencies; and to exercise complete control and discretion over the technology of performing its work.

The exercise of such rights shall be reasonable and shall not preclude employees of the UNION, from meeting and conferring with management representatives about the effect that these decisions may have on matters pertaining to wages, hours, and other terms and conditions of employment.

Article 3.0 Employee Rights

It is agreed that each individual employee shall have the following rights which he/she may exercise in accordance with applicable laws, ordinances, and rules and regulations:

- a. The right to form, join, and participate in the activities of employee organizations of his/her own choosing for the purpose of representation on matters of his/her employee relations with the CITY, or to refuse to join or participate in the activities of any organization.
- b. The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of his/her department head, his/her supervisor, or other employees, or employees organizations, with respect to his/her membership or non-membership in any employee organization or with respect to any lawful activity associated therewith which is within the scope of representation.
- c. The right to represent himself/herself individually in his/her employee relations with the CITY or through an authorized UNION representative.

It is agreed that whenever a CITY employee desires to represent himself/herself in consulting with CITY management during his/her regular hours of work, he/she shall first request and obtain from his/her department head permission to take time off to do so, which permission shall not be unreasonably withheld.

Article 4.0 Responsibilities of the Union

Recognizing the crucial role of the CITY in the preservation of the public health, safety and welfare of a free society, the UNION agrees that it will take all reasonable steps to cause the employees covered by this agreement, individually and collectively, to perform all of their assigned duties, rendering loyal and efficient service to the very best of their abilities.

The UNION, therefore, agrees that there shall be no interruption of these services for any cause whatsoever by the employees it represent; nor shall there be any concerted failure by them to report for duty; nor shall they absent themselves from their work or abstain, in whole or in part, from the full, faithful, and proper performance of all the duties of their employment.

The UNION further agrees that it shall not encourage any strikes, sit-downs, stay-ins, slow downs, stoppages of work, malingering, or any acts that interfere in any manner or to any degree with the continuity of all CITY services during the term of this agreement.

1. Bulletin Boards: CITY bulletin boards shall be provided to the UNION at City Hall, Fire Department, Public Works, and the Lifeguard station for UNION communications with members including posting announcements, news items, meeting notices, agendas, social activities, and related materials. The UNION shall be responsible to maintain the space provided.

Article 5.0 Unfair Employee Relations Practices

1. It is agreed that it shall be unfair employee relations practice for the CITY and its management representatives:
 - a. To interfere with, restrain, discriminate, intimidate, or coerce employees in the exercise of the rights recognized or granted in the M.O.U.
 - b. To dominate or interfere with the formation of any employee organization or contribute financial support to it, provided the rights recognized or granted to employee organizations in this M.O.U. shall not be construed as financial support.
 - c. To refuse to meet and confer in good faith with representatives of recognized employee organizations on matters within the scope of representation.
2. It is agreed that it shall be an unfair employee relations practice for the UNION, its representatives, or members:
 - a. To interfere with, restrain, discriminate, intimidate, or coerce employees in the exercise of the rights recognized or granted in the M.O.U.
 - b. To refuse to meet and confer in good faith CITY officials on matters within the scope of representation.
 - c. To refuse to furnish the CITY in writing the names of its representatives, shop stewards and/or their alternates.

Article 6.0 Grievance Procedure

It is agreed that the UNION shall have the right to assist any employee covered by this M.O.U. who requests representation of his/her grievance and/or work safety measures for consideration of CITY representatives. The CITY shall release authorized personnel during normal work hours to resolve such grievances, and the pay for such personnel will continue during this period, but overtime pay will not be authorized.

The Grievance Procedure is in the City of Imperial Beach Personnel Rules Article X – Grievance Procedure, and incorporated herein.

Article 7.0 Discharge or Other Disciplinary Action

It is agreed that the CITY shall advise the employee involved of his/her right to representation and a statement in writing for the reason or reasons for taking any disciplinary action against him/her.

It is agreed that all appeals relating to disciplinary action shall be submitted in writing to the CITY in accordance with Article IX – Disciplinary Procedure, of the City of Imperial Beach Personnel Rules, incorporated herein.

Article 8.0 General Provisions

1. Dismissal During Probation: It is agreed that the CITY shall have the right to dismiss for cause any newly hired employee during the initial twelve (12) month probationary period, or up to (18) months if the probationary period is extended. In the event that an employee probationary period is extended, the employee will be notified in writing. Such discharge shall not be subject to the Grievance Procedure or to the Discipline Procedure of the City of Imperial Beach Personnel Rules.
2. Discrimination: It is agreed that there shall be no discrimination on the part of the CITY or the UNION by reason of race, religious creed, ancestry, physical disability, mental disability, medical condition, marital status, age, sex, color, national origin, or sexual orientation, or any other federally or state recognized protected class, UNION membership or non-UNION membership.
3. Personnel Folder: Employees have the right to review their individual personnel folder in the presence of a Human Resources Department staff member. Access shall be scheduled at the convenience of the employee and the Human Resources Department. When requested, copies of all materials to be included in personnel folders shall be provided to individual employees.
4. Visitation Rights: It is agreed that the authorized representatives of the UNION shall be allowed to visit the CITY's work premises for the purpose of ascertaining whether or not this M.O.U. is being observed, to have access to the bulletin boards, and the right to be present at any meeting between the stewards and the employer. If he/she desires to interview any employee privately, he/she shall be permitted to do so during work hours, with the permission of the employee's department head or immediate supervisor. The Business Agent or authorized representatives shall not interfere with the normal work hours operations or cause unnecessary loss of time to the CITY.
5. Residence Location: It is agreed that the employees shall keep the CITY informed immediately of any change of their telephone number and mailing address. The CITY shall be deemed to have satisfied all notification requirements under the M.O.U. by attempting to contact the employee through the last address of record.
6. Supervisory Meetings: Any Supervisor covered by this agreement who is required to attend any meeting on CITY business either before or after scheduled work hours shall receive compensation exclusive of travel time.
7. Training Sessions: Employees may be required to attend training sessions necessary to job indoctrination, performance, supervision, workplace safety, and any other training deemed necessary by the CITY, which will be on CITY time.
8. New Employees: The CITY will provide the UNION President and UNION Field Representative with names and departments of newly hired employees.
9. Human Resources Department: Where questions arise as to the benefits employees may receive under the CITY's rules, the employee should direct those questions to the CITY's Human Resources Department.
10. Mileage Reimbursement: If an appropriate CITY owned vehicle is not available, the employee may use their own vehicle to conduct CITY business with prior written authorization from their immediate supervisor or the Human Resources Department. Prior to an employee using the

employee's personal vehicle to conduct CITY business or for work-related travel, the employee must submit evidence to the Human Resources Department of automobile liability insurance required by the State of California. Employees shall be reimbursed at the current rate allowed by the Internal Revenue Service for the authorized use of their private vehicle on CITY business. However, if a CITY owned vehicle is available and the Employee chooses to use the Employee's own vehicle instead, the Employee will not receive mileage reimbursement. Employees will not receive mileage reimbursement for commute between the Employee's home and work. Employees shall be reimbursed for parking fees paid while using their vehicle on CITY business.

11. Salary Increases: Salary increases that are based on a known date, such as longevity pay and step increase, shall be paid the first day of the employee anniversary date.
12. Promotion Salary: Upon promotion, an employee's new pay scale shall be at least 5 percent higher or shall fall upon the nearest step within the range of the classification being promoted to, whichever is higher. A person can never be paid higher in base salary than the highest step of the pay range of the classification to which they are being promoted.
13. Inoculations: Employees who in the course of their regular duties are exposed to raw sewage will receive inoculations as medically necessary at CITY expense. Those employees who in the course of their regular duties may be exposed to sewage contaminated water will be offered inoculations as medically appropriate at CITY expense.
14. Outsource: The CITY shall notify the Union prior to issuance of any solicitation of work traditionally performed by regular employees of the CITY. The CITY shall notify the UNION in writing thirty (30) days prior to the effective date of any services contract which will require the performance of labor previously provided by CITY employees. In such an event, the UNION may request in writing the discussion of alternatives to such subcontracting. A request to this effect must be received by the City Manager within seven (7) days from receipt by the UNION of the aforementioned notice from the CITY. The CITY shall forestall, for a reasonable period of time, the implementation of any such services contract to allow for a period of negotiation between the CITY and UNION on such alternatives to subcontracting out work previously provided by CITY employees.
15. Bi-lingual Pay Differential: When an employee possesses competent bi-lingual skills, that full-time employee shall be granted \$50.00 a month paid bi-weekly for use of this skill, with part-time employees receiving \$.40 cents per hour, not to exceed \$50 per month. Competence shall be determined by an oral and written test mutually agreed to by the CITY and UNION.
16. Skin Cancer Prevention: The CITY shall make available sunscreen for all employees that spend the majority of the workday in an outside environment. The CITY shall provide an annual education session on skin cancer, and how to prevent it.
17. Pay Differential: As designated by the Public Works Director a maximum of two (2) employees with Backflow Certification and a maximum of three (3) employees with Hazardous Materials Labeling & Packaging Standards Certification shall receive an additional \$50 per month paid bi-weekly to maintain and utilize said Certifications for the benefit of the CITY. The current designated five (5) employees designated by the Public Works Director, with Collection System Maintenance Grade Certification will receive either \$30 per month paid bi-weekly for Grade 1, \$40 per month paid bi-weekly for Grade 2, \$50 per month paid bi-weekly for Grade 3, or \$60 per month paid bi-weekly for Grade 4.

18. Ergonomics: The CITY will offer ergonomic equipment to meet the reasonable individual needs of employees at a reasonable cost.
19. Direct Deposit: All employees are encouraged to sign up for direct deposit. If the need arises to replace a payroll check for any employee that does not utilize direct deposit, the check will be reissued with the next regularly scheduled payroll distribution.
20. Notary Pay Differential: The CITY will continue to provide \$50.00 per month paid bi-weekly to employees who maintain a public notary and who are designated by the CITY as a Public Notary.
21. Special Assignment Pay: As designated by the Marine Safety Department Head, when a Beach Lifeguard I or a Beach Lifeguard II is designated to coordinate all the activities of the City's Junior Lifeguard Program, he/she shall receive \$5.00 an hour in addition to the employee regular base salary. As designated by the Marine Safety Department Head, when a Beach Lifeguard I or a Beach Lifeguard II is designated to instruct the City's Junior Lifeguard Program, he/she shall receive \$2.00 an hour in addition to the employee regular base salary. The special assignment pay is subject to taxes and pension reporting. The special assignment pay will be provided between the months of January 1st and August 31st, or as soon as the Marine Safety Department Head makes a recommendation to start or end the special assignment pay between January 1st and August 31st. Only one (1) employee per year may receive the special assignment pay to coordinate the program. The special assignment pay will cease if the City's Junior Lifeguard Program ends.

Article 9.0 Out-of-Classification Pay

An employee who is assigned in writing to work in a higher classification during the fiscal year for three (3) or more cumulative working days within two (2) consecutive pay periods will be paid at the salary schedule for the higher classification at the lowest step or 5 percent above the current salary, whichever is higher.

Article 10.0 Hours of Work & Rest Periods

The following provides the various work scheduling arrangements offered by the City to members of the bargaining unit. The availability of flexible work schedules is not intended to change regular hours of operation, nor does it alter the responsibility or diminish the authority of department heads to establish and adjust work schedules.

Eligibility and Guidelines. Eligibility for participating in an alternative work schedule will depend on an assessment by the department head that the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations.

At the discretion of the City Manager, each department head is responsible for determining the best use of a flexible work arrangement and must consider the impact on work effectiveness, efficiency and productivity. Alternative work schedules will be considered on a case-by-case basis and will be reviewed on the basis of feasibility and assurance that the department's efficient and effective services will not be interrupted. The department head is responsible for ensuring the fair and equitable administration of this procedure.

Flexible work schedules shall not adversely affect the services that are provided to the public, other operating units, or coworkers. The quantity, quality, and timeliness of employee work must be maintained. Adequate supervisory contact and/or employee accountability must be maintained.

It is not required that alternative work schedules be available to all employees in a department. Where multiple employees request the use of a flexible work schedule, the department should develop a method for the equitable allowance of flextime or compressed workweek.

Employees should refer to Article 12 of this MOU for information on how alternative work schedules affect vacation, sick, and holiday leave and how employees will be compensated for such leave.

Agreement. Upon the approval of an alternative work schedule, the employee will sign an agreement establishing the alternative work schedule and workweek. An employee's alternative schedule shall commence on the first day of the pay period. The Agreement shall remain in effect until a change is made to the written agreement. Management may discontinue, temporarily suspend, or alter the arrangement at any time, for any reason after providing a fifteen (15) day notice of such change to the employee. An employee may also request a change to the schedule.

Procedure. An employee can request an Alternative Work Schedule by submitting an Alternative Work Schedule Agreement to his/her immediate supervisor. The supervisor and department head shall review the plan and if approved, forward it to the Human Resources Department. Approval of the proposed schedule shall only be granted when the department head believes that the change in working hours will enhance the effective and efficient operation of the City and the employee's work performance will not be adversely affected. This decision is at the sole discretion of the City and is not subject to the grievance procedure. The Human Resources Department shall review the proposed schedule to ensure compliance with applicable labor laws. When the proposed schedule is approved, the employee shall sign the Agreement.

1. Normal Work Schedule: Eight (8) hours per day for not more than five (5) days per week, forty (40) hours per week, shall constitute a normal work schedule for employees of the CITY covered by this MOU. This Article is intended to define the normal hours of work and shall not be constructed as a guarantee of hours of work per day or per week, or days of work per week. The normal workweek for non-exempt employees is from Sunday at 12:00 a.m. to Saturday at 11:59 p.m.
2. Alternative Work Schedules: The following are alternative work schedules that employees may request using the above Procedure.
 - a. 9/80 Work Schedule: The normal work schedule for full-time employees participating in the Alternative 9/80 Work Schedule shall be for every two workweeks, eight (8) nine (9) hour days, one (1) eight (8) hour day, and one day off every other week. The workweek for FLSA overtime purposes shall start four (4) hours into the eight (8) hour work day, and the employee's regular day off shall be on the same day of the week in the following week. Employees cannot change their regular day off.
 - b. Flextime Work Schedule. An arrangement that may include a consistent daily schedule with individualized starting and ending times that are the same throughout the week or a varying daily schedule that starts or ends at different times each day. The schedule may consist of consistent eight (8) hours days throughout the week or a varying daily schedule of more or less than eight (8) hours. For full-time employees, the total weekly hours for both consistent and varying schedules must be 40 for the workweek. Employees with a flextime work schedule shall have a

workweek from Sunday at 12:00 a.m. to Saturday at 11:59 p.m. If an employee's Flextime work schedule includes a day off during the week, the employee cannot change their regular day off.

3. Sections 1 and 2 do not apply to the lifeguard employees' work schedule. A schedule for lifeguard employees shall be developed and implemented by the Marine Safety Captain.
4. Overtime Defined: Overtime work shall include only time worked by employees at the request of department heads, authorized and approved by the City Manager, and that is in excess of 40 hours in a workweek, provided; however, that leave without pay shall not be considered to be work time.

Lifeguards shall receive overtime only when authorized and approved to work over 40 hours in a workweek, provided, however, that leave without pay shall not be considered to be work time.

Paid holidays, vacation, sick leave, compensation time off, floating holiday, and leave without pay hours taken by an employee will not be counted towards the calculation of the overtime requirement, because these hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA.

5. Overtime Compensation: This overtime shall be compensated by cash payment or by compensatory time off at one and one-half (1-1/2) times the regular rate of pay. The smallest unit of time to be used in computing overtime shall be one-quarter (1/4) hour. Pursuant to the Fair Labor Standards Act, overtime will be calculated using the regular rate of pay and will include all legally required specialty pays.

An employee may request that overtime worked may be compensated either by a cash payment or compensatory time at one and one-half (1 ½) the employee's permanent established hourly salary rate. Method of compensation (overtime or compensatory time) shall be determined by the department head.

In compliance with the Fair Labor Standards Act, the maximum accrual of compensatory time is 240 hours and may be carried forward from year to year.

All employees with current compensatory time balances may cash-out a one-time sum of their choice of their existing compensation time balance. Employees will have 30 days following the MOU ratification to request the one time cash-out. If the cash out option is not exercised within the 30 day time period, the compensation time will remain as compensation time and the ability to cash-out will not be an option, except upon separation/retirement from the CITY.

6. Call-Back Pay: An employee required to perform call-back work shall receive a minimum of not less than three (3) hours at one and one half (1-1/2) times his/her regular range for such call-back work, even if less service is required.
7. Stand-by Pay: An employee may be required to be on "stand-by" subject to emergency call-back after working hours and on weekends and holidays whereby personal time is limited. Employees designated to be on stand-by pay shall have a communication device (i.e. cell phone, pager, etc.) issued by the authorized Department for the designated stand-by period. Employees authorized for stand-by pay shall be compensated at the following rates, as follows:
 - a. For a normal work day stand-by shift, pay shall be two (2) hours per day.

- b. For a normal weekend stand-by shift (Saturday or Sunday), pay shall be three (3) hours per day.
 - c. For a holiday stand-by shift observed in accordance with an employee M.O.U., pay shall be four (4) hours per day.
 - d. When an employee is out sick, on vacation, or uses any other leave accruals, stand by pay will not be provided without prior approval.
8. Building inspections on closed Fridays: The position of Building/Housing Inspector (I or II) and Fire Safety Inspector (I or II) may be required to work alternative 9/80 closed Fridays providing building inspections. These inspections shall be scheduled not less than 24 hours in advance beginning at 7:30 a.m. in appropriate increments and shall not be scheduled past 11:30 a.m. The position(s) providing these inspections shall work a minimum of three (3) hours (or up to five (5) hours as warranted by the number of inspections scheduled) performing inspections or office work to earn a minimum of three (3) hours of over-time or a maximum of five (5) hours of overtime. If no inspections are requested on a 9/80 closed Friday then no hours shall be worked. If all field inspection work is completed prior to the three-hour minimum, the employee shall have the option to work less than the three (3) hours (and be paid for actual over-time hours worked) or continue to work in the office to earn the minimum three-hours of overtime.
9. Travel Time: If an employee is required to attend an out-of-town event at the request of the department head, the employee's time spent traveling to and from the event will be counted as work time. Travel time is defined as time spent driving, or as a passenger, or time spent waiting to purchase a ticket, check baggage, or get on board. Time spent taking a break from travel in order to eat a meal, sleep, or engage in purely personal pursuits not connected with traveling or making necessary travel connections will not be counted as time worked. Any travel time in excess of the normal working hours will be paid overtime if the employee works more than 40 hours in a workweek.
10. As requested by the UNION, the City will study the feasibility of an alternative 4/10 work schedule. An alternative schedule may be established with mutual agreement by both the affected employees and management.

Article 11.0 Sick Leave and Industrial Accident Benefits

Sick leave benefits are subject to the Healthy Workplaces/Healthy Families Act of 2014, and any subsequently adopted state regulations. If there is a conflict between this MOU and the requirements of the Health Workplaces/Healthy Families Act of 2014 or any duly adopted state regulations, the Healthy Workplaces/Healthy Families Act and/or state regulations shall prevail.

Full-Time City Employees:

It is agreed that sick leave for each probationary and regular full-time employee in the CITY service subject to these provisions, shall be authorized as follows:

1. Sick Leave Accrual: Effective July 1, 2011, employees shall accrue sick leave with pay at the rate of 8.334 hours for each full month of service for a total of 100 hours for each full twelve (12) months of service. A maximum of 800 hours may be accumulated.
2. Sick Leave Permitted: Employees may use accrued sick leave with pay for absences necessitated as follows:

- a. Illness, including contagious disease, or injury for the first fourteen (14) days; thereafter, as a supplement (up to 100% of basic wages) to short-term or long-term disability insurance.
 - b. Authorized absence for medical care and/or appointments for the first fourteen (14) days; thereafter, as a supplement (up to 100% of basic wages) to short-term or long-term disability insurance.
 - c. Death, illness, or injury of a member of the immediate family: parent, child, spouse or domestic partner. To be eligible for the domestic partner benefit, the employee must register their domestic partner with the State of California and provide proof to the CITY.
 - d. Bonding time after the birth or adoption of a child as specified in Section 3 below.
3. Sick Leave Usage for Family Bonding Time: Employees are permitted to use up to 132 hours of sick leave for bonding time after the birth or adoption of a child, in accordance with Federal or State laws, provided that the employee maintains a minimum sick leave balance of 44 sick leave hours after the use of the sick leave for bonding time.

An employee who is eligible for and claims State Disability Insurance for baby bonding will not be permitted to use any accrued sick leave for bonding time after the birth or adoption of a child.

4. Sick Leave Payoff:
- a. Employees hired prior to July 1, 2011: Employees may not cash out accrued sick leave in excess of 800 hours.
 - i. Upon retirement from CITY service: regular employees may choose between the following two options:
 1. Regular employees may receive cash payment for fifty (50%) percent of up to 800 accrued sick leave hours with a maximum cash payment for no more than 400 accrued sick leave hours. The remaining fifty percent (50%) of accrued sick leave hours will be reported to CalPERS for conversion to service credit.
 2. Regular employees may choose to report one hundred percent (100%) of accrued sick leave hours to CalPERS for conversion to service credit.
 - ii. Upon separation in good standing after five (5) years of completed City service: Regular employees shall receive cash payment for fifty (50%) percent of up to 800 accrued sick leave hours with a maximum cash payment for no more than 400 accrued sick leave hours.
 - iii. Upon the death of a regular employee after five (5) years of completed CITY service:
 1. For a deceased employee who was eligible to retire at the time of death: The City will report one hundred percent (100%) of the employee's accrued sick leave at the time of death to CalPERS for conversion to service credit.

2. For a deceased employee who was not eligible to retire at the time of death: The employee's beneficiary shall receive cash payment for fifty (50%) percent of the accrued hours of sick leave to a maximum of 400 hours.

b. Employees hired on or after July 1, 2011:

1. Employees will not be permitted to receive a cash payment for any accrued sick leave.
 2. Upon retirement from City service fifty percent (50%) of accrued sick leave hours will be reported to CalPERS for conversion to service credit.
5. Sick Leave Payoff Procedure: Sick leave when paid off upon separation shall be compensated at the current or latest pay rate of the employee.

Part-Time Employees:

6. Pursuant to the Healthy Workplaces/Healthy Families Act of 2014, effective July 1, 2015, or upon hire, whichever is later, a part-time employee will receive 24 hours or 3 days of paid sick leave to be used during that fiscal year. Thereafter, on July 1st of each year, part-time employees will be provided with 24 hours or 3 days of paid sick leave that may be used during that fiscal year. Unused paid sick leave must be used during the fiscal year earned and does not rollover from fiscal year to fiscal year. Part-time employees are not entitled to cash out unused paid sick leave at any time nor upon separation from employment. Part-time employees may begin using paid sick leave upon their 90th day of employment.

All Employees:

7. In accordance with the Healthy Workplaces/Healthy Families Act of 2014, employees may use up to 24 hours or 3 days of paid time off for sick leave in increments of a minimum of 2 hours for the following purposes:
 - A) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. Family member includes any of the following:
 1. A child, including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of the child's age or dependency status.
 2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 3. A spouse.

4. A registered domestic partner.
 5. A grandparent
 6. A grandchild
 7. A sibling
- B) For an employee who is a victim of domestic violence, sexual assault, or stalking:
1. To obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee or his or her child.
 2. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
 3. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
 4. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
 5. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Implementation of the Healthy Workplaces/Healthy Families Act of 2014, as stated above, does not impact the applicability of the Kin Care law (as reflected in the City's Personnel Rule Article VII, Section 6) that allows employees to use up to one-half (½) of the sick leave that they accrue annually to take time off to care for a sick family member.

The City's Personnel Rules shall be revised and amended to reflect these changes.

8. Industrial Accident Leave: Employees on industrial accident leave shall receive up to 30 working days full pay in lieu of temporary disability payments. Should an industrial injury extend beyond 30 working days, employees may, on a pro rata basis, augment temporary disability pay with accrued sick leave, vacation or compensating time off benefits.

Article 12.0 Holiday and Vacation Benefits

1. HOLIDAYS: It is agreed that holiday benefits for each probationary and regular employee in the CITY shall be authorized as follows:
 - a. New Year's Day January 1
 - b. Martin Luther King, Jr. Day 3rd Monday in January

- | | | |
|----|---------------------------|--------------------------------------|
| c. | Washington’s Birthday | 3 rd Monday in February |
| d. | Cesar Chavez Day | 31 st of March |
| e. | Memorial Day | Last Monday in May |
| f. | Independence Day | July 4 |
| g. | Labor Day | 1 st Monday in September |
| h. | Veteran’s Day | November 11 |
| i. | Thanksgiving | 4 th Thursday in November |
| j. | Friday after Thanksgiving | 4 th Friday in November |
| k. | Christmas Eve | December 24 |
| l. | Christmas Day | December 25 |
| m. | New Year’s Eve | December 31 |
2. Sunday Holiday: City Hall will be closed on holidays a. through m. above. When a holiday listed herein falls on a Sunday, the following Monday shall be observed as a holiday. All City administrative offices and departments will be closed except fire suppression and lifeguard services.
3. Saturday Holiday: When a holiday listed herein falls on a Saturday, the preceding Friday will be observed as a Holiday. All City administrative offices and departments will be closed except fire suppression and lifeguard services.
4. Holiday Pay for Recognized City Holidays: Lifeguard employees will be paid ten (10) hours of holiday pay at the employee’s hourly rate of pay in the payperiod the holiday occurred for all recognized City holidays listed above. Holiday pay shall not be considered time worked for the purposes of calculating overtime.
5. Floating Holidays: Employees shall receive 18 hours of floating holiday leave per fiscal year in the first pay period in July to be taken on a day mutually agreeable to the employee and the department head. Floating holidays will be prorated as follows for new employees:
- | | |
|----|---|
| a. | A new employee with a hire date in July through December will receive eighteen (18) hours of floating holiday time in the fiscal year during which the employee is hired; |
| b. | A new employee with a hire date in January and February will receive nine (9) hours of floating holiday time in the fiscal year during which the employee is hired; |
| c. | A new employee with a hire date in March and April will receive four and one-half (4.5) hours of floating holiday time in the fiscal year during which the employee is hired; |

- d. A new employee with a hire date in May and June will not receive any floating holiday leave in the fiscal year during which the employee is hired.

An employee may accrue a maximum of 18 hours of floating holiday leave each fiscal year. Once an employee has accrued the maximum allowable floating holiday leave, the employee will earn no additional floating holiday leave until the employee uses the floating holiday leave sufficient to bring the employee below the maximum accrual. Employees using floating holiday time before the holiday passes and subsequently leaving CITY service will be charged for such time.

6. Vacation Accrual: Vacation will accrue as outlined in Article VII Section 4 of the City of Imperial Beach Personnel Rules.

7. Pay for Working on a Recognized City Holiday:

Effective June 30, 2017, employees required to work on holidays as enumerated in this agreement shall be compensated at a rate of one and one half (1 ½) times the regular rate of pay for every hour worked on all holidays worked. Pay for working on a recognized City holiday is in addition to the Holiday Pay listed in Section 4 above.

For employees that are required to work on a recognized City holiday as part of their established regular work schedule, the pay for working on a recognized City holiday will be reported to CalPERS as special compensation in the same payperiod received as required by CalPERS.

8. Sections 2 and 3 shall not apply to lifeguard employees.
9. Vacation, Sick Leave, and Holiday Pay for Employees on an Alternate Work Schedule: Vacation, holiday pay, and sick leave will reflect the employee's regularly hours scheduled for the workday. For example, if an employee is scheduled for nine (9) hours on Monday and requests vacation for the day, nine (9) hours of vacation will be recorded.
10. Saturday Holiday: When the preceding Friday lands on an employee's regularly scheduled day off per the Alternate 9/80 work schedule, then the employee will receive nine (9) hours of holiday pay for that day.
11. Effective July 1, 2017, all Full-Time Lifeguards that work on a recognized holiday as part of their established regular work schedule, will receive holiday credit for the total holiday hours worked, times the rate of .5 (x 0.5). An employee may not receive more than 65 hours in holiday credit each fiscal year. The holiday credit must be used within the same fiscal year earned, July 1 thru June 30, or within 90 days of Memorial Day holiday and will not accumulate year after year. The holiday credit can be taken on a day mutually agreeable to the employee and the department head based on operation needs.

CalPERS defines the holiday credit as a form of "compensation" for CalPERS purposes for "classic" CalPERS members. As such, any holiday credit provided to full-time classic members of the beach lifeguards will be reported to CalPERS as part of the employee's annual gross income when earned for purposes of computing the employee's and City's CalPERS contributions. Under PEPR, a holiday credit is not considered pensionable compensation for "new members" of CalPERS.

Article 13.0 Holiday Closures

1. The City will implement Holiday Closures to take effect during the otherwise normal workweek between the Actual Holidays of December 25 and January 1 only. During the Holiday Closures all City administrative offices will be closed. Full-time employees, and administrative part-time employees who have an established work schedule of 30 hours or less per week on an annual basis, who are impacted by the closure of City facilities during the Holiday Closures shall be compensated holiday pay for the observed Holiday Closures listed in #2 below. Part-time employees will receive six (6) hours per day for each holiday closure and full-time employees will receive nine (9) hours per day for each holiday closure.

Within 30 days of approval by City Council of this MOU, employees shall be reimbursed the payroll deductions already implemented for the Holiday Furlough Program for 2015.

2. The CITY will make every effort to notify employees of Holiday Closure scheduling by August 1st. In cases where decisions relating to who within a classification will work during the Holiday Closure period, seniority should not be the sole determining factor. Consideration should be given to employee preferences, equity, etc.

Observed Holiday Closure Schedule:

2017: December 26, 27, 28 & 29

2018: December 26, 27, 28

2019: December 26, 27 & 30

3. Employees in lifeguard classifications and beach maintenance workers are not eligible for holiday pay for the Holiday Closures listed in #2 above.

Article 14.0 Insurance Benefits

If the Federal Affordable Care Act (ACA), implementing regulations, or similar California legislation impact the benefit plans covered by this MOU, the parties agree to reopen negotiations to meet and confer over any related mandatory subjects of bargaining.

The CITY is required by law to administer the ACA and will implement administrative guidelines such as the stabilization and look back periods for all employees in a manner that provides ease of CITY administration.

1. Cafeteria Plan Allotment:

The CITY will provide to each full-time represented employee a Cafeteria Plan allotment to purchase benefits qualified under Section 125 of the Internal Revenue Code. Effective July 1, 2017 through December 31, 2017, the City will continue to provide the following cafeteria plan allotment:

Effective January 1, 2017:

Employee Only enrolled in City medical plan-	\$900 per month
Employee +1 enrolled in City medical plan-	\$1,100 per month
Employee + Family enrolled in City medical plan-	\$1,420 per month

Effective January 1, 2018, the CITY will provide a Cafeteria Plan allotment of \$1,650 a month for a city provided medical, dental, and vision plans for all employees and their eligible dependents on a pre-tax basis to meet IRS regulations.

Effective January 1, 2019, the CITY will provide a Cafeteria Plan allotment of \$1,700 a month for a city provided medical, dental, and vision plans for all employees and their eligible dependents on a pre-tax basis to meet IRS regulations.

The Cafeteria Plan allotment may only be used to purchase City provided medical, dental, and vision coverages. Employees will not be able to purchase flexible spending accounts utilizing the Cafeteria Plan allotment, except in 2019. Effective January 1, 2019, employees hired prior to July 1, 2015 may contribute up to \$41.66 per month from the remaining Cafeteria Plan Allotment to a Health Care FSA. A City medical plan must be elected in order to participate in the Health Care FSA in 2019 using remaining Cafeteria Plan Allotment. Utilizing the remaining of the Cafeteria Plan Allotment, up to \$41.66 per month, will terminate December 31, 2019.

The employee will pay for any premiums in excess of the Cafeteria Plan allotment through payroll deductions.

The CITY and the ASSOCIATION agree to a re-opener to meet and confer over potential impacts of future medical premium costs.

Health benefits are effective the first of the month following hire date. The Cafeteria Plan allotment terminates the last day of the month upon separation.

Dental election is optional for EMPLOYEE and their eligible dependents.

Vision election is optional for EMPLOYEE and their eligible dependents.

Those EMPLOYEES who elect not to be covered under the CITY's medical health insurance plan must demonstrate proof of alternative medical insurance (i.e. spouse or independent insurance coverage).

Employees hired prior to July 1, 2011:

Effective January 1, 2018, employee who elect to be covered under the City's medical, dental, and vision insurance plans or who elect not to be covered under the City's medical insurance plans, may receive a taxable cash out benefit up to \$100 per month. Employees may not receive more than \$100 per month as a taxable cash benefit under any circumstances.

Effective January 1, 2019, the taxable cash out benefit will be eliminated.

Employees hired from July 1, 2011 to June 30, 2015:

Effective January 1, 2018, employees who elect to be covered under the City's medical, dental, and vision insurance plans may receive a taxable cash out benefit up to \$100 per month.

Effective January 1, 2018, employees who elect not to be covered (waived) under the City's medical insurance plans may receive a taxable cash out benefit of \$25 per month. Employees may not receive more than \$25 per month as a taxable cash benefit under any circumstances.

Effective January 1, 2019, the taxable cash out benefit will be eliminated.

Employees hired after July 1, 2015:

Employees shall not be permitted to cash out any amount as a taxable cash benefit.

2. **Flexible Spending Accounts (FSA) for Health Care and Dependent Care:** Two Flexible Spending Accounts (FSA's), under Section 125, 105, 129 and 213 of the Internal Revenue Service's Code, are offered to all represented employees. An EMPLOYEE may elect to budget by salary reduction, for certain health care and dependent care reimbursements on a pre-tax basis. If the CITY does not meet IRS regulations or if the IRS regulations change for any reason, this benefit may be discontinued.

- a. Health Care FSA

Before the start of the FSA plan year (January 1 to December 31), represented employees may reduce their salary up to maximum of \$2,600 per plan year to pay for eligible health care expenses. Employees may receive eligible services and submit claims for reimbursement during a 15-month period, from January 1 thru March 15 of the following year. Salary reductions will accrue bi-weekly during the plan year and reimbursements will be made on a schedule to be determined by the CITY. This is a reimbursement program. Participating employees must submit documentation of payment on the appropriate forms to receive reimbursement. Salary reductions not spent by the end of the plan year, by law, are forfeited to the CITY.

- b. Dependent Care FSA

Before the start of the FSA plan year (January 1 to December 31), represented employees may reduce their salary up to a maximum of \$5,000 per plan year to pay for eligible dependent care. Employees may receive eligible services and submit claims for reimbursement during a 15-month period from January 1 through March 15 of the following year. In no event can dependent care pre-tax dollars, whether reimbursed through FSA, the CITY Flexible Benefit Plan or a combination of both, exceed \$5,000 per calendar year. Salary reduction will accrue bi-weekly during the plan year and reimbursements will be made on a schedule to be determined by the CITY. Dependent care must qualify under all pertinent IRS regulations. This is a reimbursement program. Participating employees must submit documentation of payment and other information related to dependent care arrangement to receive reimbursement. Salary reductions not spent by the end of the plan year, by law, are forfeited to the CITY.

- c. FSA Administration

The CITY reserves the right to contract with the Third Party Administrator (TPA) for administration of both FSA's. The CITY will pay the start-up costs associated with the third party administration, if any required. The CITY pays monthly administration fees.

3. **Short Term Disability (STD) and Long Term Disability (LTD):**

Each employee will participate in the CITY's STD and LTD Plans. Employees are required to file for STD or LTD after fourteen (14) consecutive days of absence due to illness, contagious

disease, injury or an authorized absence for medical care and/or appointments. STD and LTD premiums are paid by the EMPLOYEE as an after-tax deduction.

4. State Disability Insurance:

Each non-full time employee will continue to be provided California State Disability Insurance (SDI) with the Employment Development Department (EDD).

5. Group Term Life and Accidental Death & Dismemberment Insurance:

Each employee will be provided Group Term Life and Accidental Death & Dismemberment Insurance as agreed to through negotiations.

6. Voluntary Life Insurance Program

Employees may purchase Voluntary Life Insurance at an EMPLOYEE'S own cost as an after-tax deduction.

7. Enrollment and Election:

Election under the CITY'S Cafeteria Plan Allotment shall take effect on the first of the month following 30 days after approval of the request and/or eligibility for health insurance. Payment shall be divided equally between the first two paydays in each month. If the CITY significantly alters the payment schedule, this payment schedule will be subject to meet and confer.

Once this election is made, the EMPLOYEE will not be allowed to change except as follows:

- a. At the next open enrollment
- b. Subsequent to proof or loss of coverage under the spouse's plan, re-enrollment may occur on the first of the month following 30 days after notice of this event is given to the CITY Human Resources Department via approved and completed enrollment forms.
- c. As allowed under any federal or state regulations.
- d. The CITY shall not be liable for any medical costs resulting to the employee as part of this election.

8. Seasonal Employees Benefit:

Non-full time employees may be offered health benefits in accordance with any state or federally mandated programs.

9. Health Insurance Committee

The Health Insurance Committee was established for the purpose of investigating and reviewing health related matters and all insurance options, including health, life, disability, etc. The Health Insurance Committee will continue to meet as necessary. Matters subject to the duty to bargain may be discussed, however, the Health Insurance Committee shall not have the authority to add to, amend, or modify this Agreement. The CITY and SEIU may reopen negotiations during the

term of this MOU to consider changes to matters investigated and reviewed by the Insurance Committee if agreed to by both parties.

If any legally mandated changes to health insurance should occur during the term of this MOU, both parties agree to re-open negotiations to meet and confer over any related mandatory subjects of bargaining.

Article 15.0 Uniforms

Public Works Employees:

1. The CITY will provide and maintain all uniforms that are required by the CITY for Public Works designated employees. The CITY shall issue to all designated Public Work employees five (5) work uniform t-shirts, after July 1st each year.
2. The CITY will provide designated Public Works employees an amount not to exceed \$175.00 per employee per fiscal year for safety shoes. Employees may purchase more than one pair of safety shoes each fiscal year, as needed, within the annual \$175.00 maximum.
3. The City will report to CalPERS the “monetary value” of no greater than \$230 per fiscal year per employee for the purchase, rental and/or maintenance of uniforms for designated full-time public works employees.

Lifeguard Employees:

4. The CITY shall issue all lifeguards the uniforms described in the Lifeguard Policy Manual. Lifeguards shall be responsible for cleaning and maintenance of uniforms. The CITY shall make available for lifeguard use the following: sun screen, pocket mask (CPR), extra thick rubber gloves, wet suits for winter guards, and jacket. Issued uniform items will be replaced annually if necessary due to normal wear and tear. Old uniform items must be returned prior to being replaced. Lifeguards are responsible and must replace any issued uniform item that is stolen, lost, torn or damaged due to misuse. Expected life of a jacket is three seasons. If jacket is lost, stolen, or abused the lifeguard must purchase a new one. All employees must return all uniforms to the City upon separation from City service.
5. CITY shall reimburse all lifeguards upon meeting the minimum hours worked per the Lifeguard Orientation Manual one (1) pair safety sunglasses not to exceed \$90.00 per year per employee.
6. All lifeguards shall adhere to a standard of personal grooming and appearance. Such standards shall be developed in consultation with lifeguard personnel and the UNION.
7. The City will report to CalPERS the “monetary value” of no greater than \$590 per fiscal year per employee for the purchase, rental and/or maintenance of uniforms for designated full-time public works employees.

Fire Inspector Employees:

8. For new full-time fire inspector employees, the City will purchase three (3) pairs of pants, (3) shirts and one (1) jacket, and provide the uniforms to the new employees on the first day of employment. Fire inspectors shall be responsible for cleaning and maintenance of the uniforms.

If the uniform is lost, stolen or abused, the fire inspector shall purchase a new one. Existing full-time employees will receive a uniform allowance in the amount of \$250.00 per fiscal year paid on a bi-weekly basis, approximately \$9.61 per pay period for the purchase, rental, and/or maintenance of uniforms.

9. The City will report to CalPERS the “monetary value” of no greater than \$250 per fiscal year per employee for the purchase, rental and/or maintenance of uniforms for designated full-time public works employees.

All Employees:

10. Uniform allowance as defined by the California Public Employees’ Retirement System (CalPERS) is a form of “compensation” for “classic” CalPERS members for CalPERS purposes only. As such, any uniform allowance or the value of uniforms for the purchase, rental and/or maintenance provided by the CITY to designated employees will be reported to CalPERS as part of the employee’s annual gross income for purposes of computing the employee’s and City’s CalPERS contribution. This excludes items that are for personal health and safety related. Under PEPR, a uniform allowance or the value of uniforms is not considered pensionable compensation for “new members” of CalPERS.
11. EMPLOYEES must return all uniforms and protective gear prior to terminating employment with the CITY.

Article 16.0 Salaries

Full-Time Miscellaneous Employees:

Effective MOU ratification, all Full-Time miscellaneous employees will receive a 2.7% salary adjustment applied to all represented classifications. Retropay will be provided effective July 1, 2017. Continuation of this salary adjustment is contingent upon a positive vote on the cost sharing with CalPERS.

Effective contract amendment with CalPERS on the cost sharing, all Full-Time miscellaneous employees will receive a 1.8% salary adjustment applied to all represented classifications on the first full pay period after the contract with CalPERS is amended. This increase is contingent on a positive vote on the cost sharing with CalPERS.

Effective July 1, 2018, all Full-Time miscellaneous employees will receive a 3% salary adjustment applied to all represented classifications.

Full-Time Lifeguard Employees:

Effective MOU ratification, all Full-Time lifeguard employees will receive a 2.6% salary adjustment applied to all represented classifications. Retropay will be provided effective July 1, 2017. Continuation of this salary adjustment is contingent upon a positive vote on the cost sharing with CalPERS.

Effective contract amendment with CalPERS on the cost sharing, all Full-Time lifeguard employees will receive a 3.4% salary adjustment applied to all represented classifications on the first full pay period after the contract with CalPERS is amended. This increase is contingent on a positive vote on the cost sharing with CalPERS.

Effective July 1, 2018, all Full-Time lifeguard employees will receive a 3.5% salary adjustment applied to all represented classifications.

All Part-Time Employees:

Effective July 1, 2017, retro pay after MOU ratification, all Part-Time miscellaneous and lifeguard employees will receive a 3.5% salary adjustment applied to all represented classifications.

Effective July 1, 2018, all Part-Time miscellaneous and lifeguard employees will receive a 2.5% salary adjustment applied to all represented classifications.

Article 17.0 Retirement Benefits

Retirement benefits are subject to the Public Employees' Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). If there is a conflict between this MOU and requirements pursuant to PEPRA and/or PERL, PEPRA and PERL shall prevail.

1. The City contracts with the California Public Employees' Retirement System ("CalPERS" or "PERS") to provide retirement benefits for its employees. Pursuant to prior agreements and state mandated reform, the City has implemented first, second, and third tier retirement benefits as follows:
 - a. Miscellaneous Employees (Classic Member – Tier 1): The CalPERS formula for employees hired on or after May 1, 1961 through March 8, 2012, shall be 2.7% at 55 with the use of average of the employee's highest-one-year salary.
 - b. Miscellaneous Employees (Classic Member – Tier 2): The CalPERS formula for employees hired on or after March 9, 2012 through December 31, 2012, shall be 2% at 60 with the use of average of the employee's highest-three-year salary.
 - c. Miscellaneous Employees (PEPRA Member): The CalPERS formula for employees hired on or after January 1, 2013, shall be 2% at 62 with the use of average of the employee's highest-three-year salary as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). All new employees/members hired on or after January 1, 2013 pay 50% of the normal cost contribution.
 - d. Safety Other – Lifeguard Employees (Classic Member – Tier 1): The CalPERS formula for employees hired on or after December 19, 1996 through March 8, 2012, shall be 2% at 50 with the use of average of the employee's highest-one-year salary.
 - e. Safety Other – Lifeguard Employees (Classic Member – Tier 2): The CalPERS formula for employees hired on or after March 9, 2012 through December 31, 2012, shall be 2% at 50 with the use of average of the employee's highest-three-year salary.
 - f. Safety Other – Lifeguard Employees (PEPRA Member): The CalPERS formula for employees hired on or after January 1, 2013, shall be 2.7% at 57 with the use of average of the employee's highest-three-year salary as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). All new employees/members hired on or after January 1, 2013 will pay 50% of the normal cost contribution.

2. Employee Cost Sharing: The employees share shall be half of the total Normal Rate towards the CalPERS retirement benefit as set forth below. Employee retirement cost sharing contributions that are in addition to the normal CalPERS Member Contribution will be calculated on base pay, special pays, and other pays normally reported as pensionable compensation, and will be made on a tax deferred basis through payroll deduction provided under 414(h)(2).
 - a. Miscellaneous Employees (Classic Member – Tier 1): currently, employees/members contribute 8% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 1.8%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
 - b. Miscellaneous Employees (Classic Member – Tier 2): currently, employees/members contribute 7% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 0.1%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
 - c. Safety Other – Lifeguard Employees (Classic Member – Tier 1): currently, employees/members contribute 9% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 3.4%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
 - d. Safety Other – Lifeguard Employees (Classic Member – Tier 2): currently, employees/members contribute 9% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 2.9%, and will contribute to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
3. PEPRA employees/members already pay 50% of the normal cost contribution as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL).
4. The City must amend the contract with CalPERS every time the total Normal Rate cost increases. The Union and its employees/members agree to comply with CalPERS requirements to amend the contract, which includes an affirmative vote of employees/members to share 50% of the total Normal Rate costs. Parties agree that members/employees paying 50% if the total Normal Rate cost shall survive the expiration of the MOU.
5. Part-time employees: All part time employees will be enrolled in (Public Agency Retirement Services) PARS and will not pay into Social Security. Effective January 1, 2012, employees and the CITY will split the contribution equally at 3.75% each.

6. Deferred Compensation:

The CITY will make available a 457 Deferred Compensation Program to all full-time employees.

Article 18.0 Re-negotiation

In the event either party desires to meet and confer on the provisions of a successor M.O.U., it shall serve upon the other its written request to commence meeting and conferring. Each party may then submit its full and entire written proposal on a successor Memorandum of Understanding.

Article 19.0 Implementation

This M.O.U. constitutes a mutual recommendation to be jointly submitted to the Imperial Beach City Council. It is agreed that this M.O.U. shall not be binding either in whole or in part unless and until the City Council acts by majority vote formally to approve and adopt said M.O.U.

Article 20.0 Emergency

Nothing contained herein shall limit the authority of Management to make necessary changes during emergencies. However, Management shall notify the Association of such changes as soon as possible. Such emergency assignments shall not extend beyond the period of the emergency. Emergency is defined as an unforeseen circumstance requiring immediate implementation of the change.

Article 21.0 Savings Clause

If any provisions of this M.O.U. or the enabling resolution is at any time, or in any way, held to be contrary to any law by any court or proper jurisdiction, the remainder of this M.O.U. and the remainder of the enabling resolution shall not be affected thereby, and shall remain in full force and effect.

Article 22.0 Agreement Review

Recognizing the joint concern over the City of Imperial Beach's ability to fund the recommendations contained within the agreement, it is mutually understood that should the California State Legislature mandate a salary or fringe benefit item applicable to employees represented by the association, CITY may at its option require that this M.O.U. be reviewed. It is further understood that should the California State legislature mandate a reduction in a salary or fringe benefit item applicable to the employees represented by the UNION, the UNION may at its option require that this M.O.U. be reviewed.

It is understood that the UNION and the CITY may discuss and consult with each other with respect to non-economic items during the period of this agreement, except as noted above, in order to further communicate between the CITY and UNION in an effort to promote the improvement of personnel management and employer-employee relations.

Article 23.0 Safety Program

A City-wide Safety Program shall be developed and implemented in accordance with federal and state mandated requirements. A Safety Officer shall be appointed among management personnel to develop implement and maintain a City-wide safety awareness program.

Article 24.0 Smoking

No smoking or use of tobacco is allowed in CITY buildings, within twenty feet (20') of CITY doorways and windows, or in CITY vehicles.

Article 25.0 Educational Benefits

1. The CITY shall maintain a program providing for the partial refund of tuition and fees for all job related classes or training. Those employees who are full-time, permanent and have completed a probationary period are eligible for a maximum of \$1,000 in tuition reimbursement per fiscal year for fees, books, and/or tuition for such classes. Classes would require prior approval of the department head and subject to established criteria for reimbursement approval through administrative policy by City Manager. The educational benefit is designed to reimburse representative employees for fees, books, tuition, software, and valid parking fees (associated with the course only) upon conclusion of each individual course. Proof of satisfactory course completion and payment must be provided. Tuition reimbursement shall be limited to the annual budgeted amounts related to tuition costs. The funds will be allocated on a first-come, first-serve basis.

Employees may exceed \$1,000 in the fiscal year by submitting a "Career Plan" to the Human Resources Manager for the City Manager's approval. An employee's Career Plan must be approved prior to submission of documentation for reimbursement. The course completion and proof of payment related to the Career Plan courses must be submitted to the Human Resources Manager by May 30th.

All employees will be eligible for an education incentive upon proof of completion of a job related degree with demonstrated benefit to the City subject to the approval by the City Manager or his/her designee as follows:

Associate Degree:	\$50.00 per year, paid on a bi-weekly basis
Bachelor's Degree:	\$100.00 per year, paid on a bi-weekly basis
Master's Degree:	\$200.00 per year, paid on a bi-weekly basis

Employees will not receive an education incentive payment for any degrees required as a minimum qualification of the position. Employees will be paid the education incentive in the first full payperiod in June each year.

2. The CITY shall conduct at least three (3) lifeguard training events per summer session. Employees shall be paid to attend mandatory lifeguard training sessions.
3. The CITY shall reimburse lifeguards whom, while at the service to the CITY, successfully complete training and receive a certificate as a San Diego County Emergency Medical Technician (EMT). Only lifeguards that have worked for the CITY at least 400 hours are eligible for EMT

reimbursement. Such reimbursement may be up to, but shall not exceed \$900 per eligible employee, and shall be limited to costs incurred for tuition, testing fees, books, and certification fees. Reimbursement requires prior approval of the Public Safety Director. EMT reimbursements shall not exceed \$3,600 per fiscal year, and will be paid on a first come, first serve basis. If any lifeguard who has been the recipient of the above reimbursement should leave the lifeguard service before completing three (3) seasons after being reimbursed, he/she shall refund the full reimbursement to the CITY.

Expenses for EMT certificates of renewal shall be reimbursed to Lifeguard Sergeant, Lifeguard II and Lifeguard I classifications. Reimbursement is limited to actual cost of classes, fees and books.

4. CITY agrees to the continuation of an Employee Computer Purchase Program available to all CITY employees after successfully completing the probationary period during the term of this agreement subject to budgetary constraints and City Council approval.

Article 26.0 Employee Assistance Program

CITY continues to implement and fund an Employee Assistance Program for all CITY employees.

Article 27.0 Service Fee

I. Implementation

City of Imperial Beach shall cause the City Auditor to deduct a bi-weekly "Service fee" from the pay warrants of those employees in SEIU Local 221 – represented Bargaining Units who fail to become UNION members within thirty days of employment with the CITY or who terminate UNION membership during CITY employment. Such fee shall be the equivalent to a Fair Share Fee (proportionate share of the Union's cost of legally authorized representational services) as determined yearly by a CPA. Remittance of the aggregate amount of all dues, fees and other proper deductions made from salaries of employees covered hereunder shall be made to the UNION by the CITY.

- A. UNION agrees to keep an adequate itemized record of its financial transactions and shall make available annually to the CITY, within sixty days after the end of its fiscal year, a written financial statement in the form of a balance sheet and an operating statement certified as to accuracy by the SEIU Local 221221 President and a Certified Public Accountant.
- B. Union further agrees to hold such disputed fees in their entirety in an escrow account to be maintained at the San Diego County Credit Union, 555 Mildred Street, San Diego, California pending resolution of the dispute pursuant to the Service Fee Complaint Procedure.
- C. Hold Harmless: The UNION hereby agrees to indemnify and hold the CITY harmless from any and all liability arising out of such Service Fees pursuant to this Agreement.

II. Service Fee Complaint Procedure

- A. This Complaint Procedure shall be utilized solely to resolve disputes arising out of the deduction of Service fee by the CITY pursuant to a negotiated agreement.

1. Issues subject to this complaint shall be limited to the following:
 - a. That a portion of the Service Fee deduction is being utilized for non-representation activities.
 - b. That the non-member is a member of a bona-fide religion, body or sect which has historically held a conscientious objections to joining or financially supporting public employee organizations.

In the event that it is determined pursuant to this procedure that such non-member is a member of a religion or body pursuant to this Section, he or she may designate a charitable fund exempt from taxation under Section 501, Paragraph C, Subsection 3 of the Internal Revenue Code chosen from the following:

Muscular Dystrophy
United Way
American Cancer Society
American Red Cross

CITY agrees to Cause Auditor to deduct and to remit fees so designated in behalf of one of the above charitable organizations to said organization.

- B. Any non-member employee who objects to the deduction of the Service Fee by the CITY shall file a complaint with the Union. The complaint shall be in writing and shall specify the reason(s) for the objection to the deduction. The complaint need not be formal, but shall clearly state the basis for the objection.
 1. Any employee who objects to the deduction of the Service Fee shall forward his or her written complaint to the UNION within forty-five (45) calendar days after the fee is initially deducted.
 2. Upon receipt of the written complaint, UNION shall place the entire Service Fee Deduction into escrow pending resolution of the dispute, and shall request a list of arbitrators from the State conciliation Service or the American Arbitration Union.
- C. Informal Mediation: Notwithstanding Step B, Subsection 2, above, either the UNION or the complainant may request the services of a State Conciliation mediator in a preliminary effort to resolve the dispute prior to arbitration. Following such non-binding informal advisory mediation, if either complainant or UNION is dissatisfied, either party may request arbitration.
- D. Selection of Arbitrator: The arbitrator shall be selected by mutual agreement between the SEIU Local 221221 and the grievant or his/her representative. If the UNION and the grievant or his/her representative are unable to agree on the selection of an arbitrator, they shall jointly request the Sate Mediation and Conciliation Service to submit a list of (5) qualified arbitrators. The UNION and the grievant or his/her representative shall then alternately strike names from the list until only one name remains, and that person shall serve as arbitrator.
 1. Date for Complaint Hearing - - The UNION shall contact the selected Arbitrator within ten (10) calendar days from the date of the completion of the Mediation process, or in the event that Mediation is not utilized, within (10) working days of receipt of the complaint. Upon confirmation by the Arbitrator, the UNION will forthwith contact the complainant by certified mail indicating the date, time and place of the complaint hearing.

- E. Payments of Costs: In the event that the UNION prevails in said arbitration, the cost of arbitration shall be shared equally between the UNION and complainant. Should complainant prevail, UNION shall pay the entire cost of the arbitration.
- F. Effect of Arbitrator's Decision: The decision of the arbitrator shall be final and binding. Upon receipt of arbitrator's decision, fees being held in escrow shall be disbursed by the UNION in accordance with said decision. In the event that the UNION prevails, the CITY shall continue to deduct the service fees and to remit then to the UNION as determined by the arbitration.

Article 28.0 Labor Management Committee

The CITY and the UNION agree to establish a Labor Management Committee. The purpose of the Committee is to discuss issues relating to this agreement, and other issues of quality of work life. The Committee shall have no authority to change, modify, alter, or amend this agreement. It is the intent of the parties to foster a cooperative atmosphere and harmonious working relations.

The Committee shall be composed of the President of the UNION or his/her designee and two (2) other Employee representatives and one (1) staff representative from the UNION. In addition, the CITY shall appoint the head of the Human Resources Department or his /her designee and two (2) other management employees.

Meetings shall be held quarterly and additionally when mutually agreed upon and at times that are mutually acceptable to both parties. The party desiring to meet shall request the meeting at least fifteen (15) days prior and shall submit an agenda of items to be discussed. Release time will be provided to UNION representatives for the purpose of serving on the Committee.

It is the intention of the UNION to meet with CITY in the context of Labor Management Committee as soon as possible after the adoption of a new M.O.U., to discuss workload and staffing issues throughout the CITY.

Article 29.0 Term

The term of this Memorandum of Understanding (M.O.U.) shall be for a two (2) year period ending June 30, 2019. All terms of the M.O.U. shall become effective July 1, 2017, unless specifically stated otherwise.

Article 30.0 Catastrophic Leave

The CITY agrees to implement a Catastrophic Leave policy to allow vacation, floating holiday, sick leave or compensatory time credits to be transferred from one employee to another on an hour-for-hour basis for authorized catastrophic leave. A maximum of 20 hours of sick leave, and up to a combined total of 40 hours of vacation, floating holiday, compensatory time and sick leave per employee may be transferred with the receiving employee credits not exceeding more than 520 hours over any 24 month period without City Manager approval.

Article 31.0 Payroll Policies

The CITY will strive to notify employees in advance of any change in deductions from their paychecks and make any corrections within the next pay period.

The CITY will implement a policy regarding final paycheck deductions and notify employees of these procedures.

Article 32.0 Strikes and other Concerted Activities

During the term of this MOU, it is agreed that there will be no strikes, including sympathy strikes, slowdowns, concerted stoppage of work, or sickouts.

Article 33.0 Holiday Pay Program for Part-Time Employees will be suspended and eliminated effective January 1, 2018.

Article 34.0 Life Insurance & Supplemental Life Insurance

1. Effective January 1, 2016, the City shall provide all full-time Beach Lifeguards a Group Term Life and Accidental Death & Dismemberment policy of \$250,000 as described in the Certificate of Insurance with the City's established vendor.
2. The City shall offer all full-time Beach Lifeguards the ability to apply for Voluntary Life Insurance (Supplemental Life) as described in the Certificate of Insurance with the City's established vendor.
3. Effective January 1, 2016, retroactive, the City shall reimburse, through payroll subject to state and federal taxes, all full-time Beach Lifeguards for premiums paid by the employee up to a maximum of \$50.00 per month for a Voluntary Life Insurance policy of no more than \$250,000 for employee only. The employee must elect the Voluntary Life Insurance policy through the City's established vendor in order to be eligible for the premium reimbursement. The premium reimbursement will terminate if the employee cancels the Voluntary Life Insurance policy, or if the City's vendor cancels the policy for the employee for any reason, or if the employee is terminated from employment from the City. All Voluntary Life Insurance policies are subject to the underwriting process. The City will not reimburse employee premiums for outside vendors.
4. In the event of state legislation providing active duty injury or death benefits for industrial injuries for Lifeguards, the City will reduce the Group Term Life and Accidental Death & Dismemberment policy for full-time Beach Lifeguards to \$50,000 and Section 3 shall be null and void.

Article 35.0 Industrial Salary Continuation

1. The City offers workers' compensation benefits to all employees as set by the law. The City provides salary continuation up to 240 hours (30 days) for full time employees of full base salary continuance for work-related injuries or illnesses while performing job duties as set by the City Industrial Injury Illness & Exposure Administrative Policy.

2. Effective January 1, 2016, for full-time Beach Lifeguards in those instances due to job-related injuries/illness where the employee's work restrictions are so extensive that: 1) modified duty is infeasible; 2) modified duty is unavailable; or 3) the employee is temporarily totally disabled, the City will provide the employee salary continuation of 105% base pay inclusive of workers' compensation insurance and other city funds. The employee salary continuation paid by the City will be paid for up to one (1) year. Employee salary continuation will terminate if the employee returns to full duty with no restrictions. The City will terminate the employee salary continuation for those employees on workers' compensation benefits after one (1) year. The City will not continue the employee salary continuation benefit if an employee separates from City employment, becomes temporarily disabled, or passes away.
3. While an employee is receiving salary continuation as described in Section 2 above, the City will continue health benefits for up to one (1) year to employee's spouse, registered domestic partner, and children under the age of 26. If the employee remarries within the year of the health continuation benefits, benefits for the former spouse will cease, and the new spouse will receive health continuation benefits. If the employee terminates the registered domestic partnership within the year of the health continuation benefits, benefits for the former domestic partner will cease, and the new register domestic partner will not receive health continuation benefits.
4. In the event of state legislation providing active duty injury or death benefits for industrial injuries for Lifeguards, the benefits within Section 2 and Section 3 shall be null and void.

Article 36.0 Paid Release Time

The CITY will allow the President of the UNION or his/her designee and two (2) other employee representatives reasonable time off without loss of compensation or other benefits when they are participating in any one of the following activities:

1. Formally meeting or conferring with representative of the Labor Management Team or the SEIU authorized representatives on matters within the scope of representation.
2. Testifying or appearing as the designated representative of the employee organization in hearings or proceedings before a board or agent, in matters relating to a charge filed by the employee against the City or the City against the employee.
3. Testifying or appearing as the designated representative of the employee in matters before the personnel board or hearing officer.

//

//

//

//

//

//

//

Article 37.0 California Minimum Wage

To comply with California Senate Bill 3 (SB 3) the following positions will receive salary adjustments with no retro pays:

Job Title	Current Range	Salary Adjustment Effective Ratification of MOU <i>1/1/17 \$10.50 Minimum</i>	Salary Adjustment Effective 1/1/18 <i>1/1/18 \$11.00 Minimum</i>
Program Aide	Range 10 From \$9.057 to \$11.561	From current Range 10 to current Range 16 (\$10.354-\$13.227) Before any COLA or salary adjustments	From adjusted Range 16 (\$10.716 – \$13.689) to Range 17 (\$11.255 - \$14.368)
Recreation Program Aide	Range 10 From \$9.057 to \$11.561	From current Range 10 to current Range 16 (\$10.354-\$13.227) Before any COLA or salary adjustments	From adjusted Range 16 (\$10.716 – \$13.689) to Range 17 (\$11.255 - \$14.368)

[illegible]

IN WITNESS WHEREOF, the parties hereto have executed this M.O.U. on the ____th day of _____ 2017.

CITY OF IMPERIAL BEACH

Andy Hall
City Manager

Steve Dush
Assistant City Manager

Erika N. Cortez
Human Resources Manager

SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 221

Michael Murphy
Imperial Beach SEIU 221 President

Jesus Gonzalez
Imperial Beach SEIU 221 Vice President

Kristine Wiesmann
Imperial Beach SEIU 221 Secretary

Ken Capehart
SEIU 221 Lead Negotiator

Michael T. Sherritt
SEIU 221 Worksite Organizer

Exhibit "A"

FY 2017-2019

(SEIU) LOCAL 221 MISCELLANEOUS SERVICE RECOGNIZED CLASSIFICATIONS
(Permanent/Full-Time; Part-Time/Variable; Part-Time/Seasonal)

ADMINISTRATIVE, CLERICAL AND FINANCE GROUP

1. Administrative Assistant (CIP)
2. Administrative Secretary I
3. Administrative Secretary II
4. Account Clerk/Technician
5. Administrative Intern
6. Building/Code Compliance Specialist
7. Clerk Typist
8. Customer Service Specialist
9. Junior Clerk Typist
10. Office Specialist
11. Senior Account/Clerk Technician

MAINTENANCE GROUP

1. Beach Maintenance Worker
2. Custodian
3. Graffiti Program Coordinator
4. Heavy Equipment Operator
5. Lead Maintenance Worker
6. Maintenance Worker II
7. Maintenance Worker I
8. Maintenance Worker
9. Mechanic II
10. Mechanic I
11. Mechanic Helper
12. Pier/Beach Maintenance Worker

PROFESSIONAL, SERVICE, AND TECHNICAL GROUP

1. Assistant Planner
2. Assistant Project Manager
3. Associate Planner
4. Building/Housing Inspector II
5. Building Inspector I
6. Building and Planning Technician
7. Code Compliance Officer
8. Deputy Building Official
9. Environmental Program Specialist
10. Fire Safety Inspector II
11. Network Systems Technician (PT)
12. Program Coordinator
13. Program Aide
14. Project Management Technician
15. Public Works Inspector
16. Recreation Leader

FY 2017-2019
(SEIU) LOCAL 221 MISCELLANEOUS SERVICE RECOGNIZED CLASSIFICATIONS
(Permanent/Full-Time; Part-Time/Variable; Part-Time/Seasonal)

17. Recreation Program Coordinator
18. Recreation Program Aide
19. Residential Fire/Safety Inspector
20. Senior Planner

PUBLIC SAFETY GROUP

1. Beach Lifeguard II
2. Beach Lifeguard I

SUPERVISORY GROUP

1. Beach Lifeguard Lieutenant
2. Beach Lifeguard Sergeant
3. Grounds & Facilities Supervisor
4. Fleet Supervisor
5. Senior Public Works Supervisor
6. Sewer Supervisor
7. Street Supervisor
8. Tidelands Supervisor

**THIS PAGE
INTENTIONALLY LEFT BLANK**



AGENDA ITEM NO. 2.6

**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AH*

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: PUBLIC SAFETY/FIRE-RESCUE *IF*

SUBJECT: ADOPTION OF RESOLUTION NUMBER 2017-7846
AUTHORIZING THE CITY MANAGER TO RENEW THE
AGREEMENT BETWEEN THE SAN-DIEGO FIRE-RESCUE
DEPARTMENT, SAN DIEGO PROJECT HEART BEAT AND
THE CITY OF IMPERIAL BEACH FOR AUTOMATIC EXTERNAL
DEFIBRILLATOR / PUBLIC ACCESS DEFIBRILLATION
(AED/PAD) PROGRAM TRAINING, MANAGEMENT, AND
INCIDENT MANAGEMENT SERVICES.

EXECUTIVE SUMMARY:

The City of Imperial Beach has worked with San Diego Project Heart Beat for program management over the City's AEDs located strategically throughout City premises. This action is to authorize the City Manager to sign an agreement to continue to receive through May 31, 2019 services to assist managing the AED/PAD program mandated by California state law. The agreement will provide program management for 10 AED Units. The City recently purchased six new AEDs to provide greater coverage at Sports Park, The Little League / Softball fields, Council Chambers, the Community Rooms, the Fire Chief's command vehicle, and the Fire-Rescue Emergency Management vehicle. Continued participation in the program provides significant discounts on the devices, training, and program services related to medical oversight, pad replacement, documenting and reporting incidents when the AEDs are utilized.

FISCAL ANALYSIS: There is no fiscal impact in Fiscal Year 2018 or 2019 because the budget for each year includes the funds for these services. The total cost for 2018 will be \$375, and for 2019 the cost will be \$275.

RECOMMENDATION:

That the City Council adopt Resolution No. 2017-7846 authorizing the City Manager to renew the agreement between San Diego Fire-Rescue Department, San Diego Project Heart Beat and the City of Imperial Beach for Automatic External Defibrillator (AED)/Public Access Defibrillation (PAD) Program training, management and incident management services.

OPTIONS:

- Receive and file the report from the City Manager
- Provide direction to the City Manager to take a specific action
- Request additional information and an additional report

BACKGROUND/ANALYSIS:

San Diego Project Heartbeat has a longstanding program to help communities save lives by providing management services over AED programs. Survival rates can be 50% higher if a defibrillator is used within the first five minutes after the onset of sudden cardiac arrest. Project Heartbeat provides training, PAD Program Management, and Incident Management.

This action will allow The City of Imperial Beach to renew the Current Project Heartbeat agreement through May 31, 2019, providing a program to include:

- Training : Train Identified City Staff by CCR Title 22, First Aid Training, Re-certification.
- PAD Program Management: Physician Medical Oversight, 24 Hour AED Emergency Contact Service and record keeping services.
- Incident Management: On-site downloading of data, replacement of electrode pads, process and file requires reports, Counseling services.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Resolution No. 2017-7846
2. San Diego Fire-Rescue Department AED/PAD Program Service Level Agreement

RESOLUTION NO. 2017-7846

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO RENEW THE AGREEMENT BETWEEN THE SAN DIEGO FIRE-RESCUE DEPARTMENT, SAN DIEGO PROJECT HEARTBEAT, AND THE CITY OF IMPERIAL BEACH FOR AUTOMATIC EXTERNAL DEFIBRILLATOR / PUBLIC ACCESS DEFIBRILLATION (AED/PAD) PROGRAM TRAINING, MANAGEMENT, AND INCIDENT MANAGEMENT SERVICES.

WHEREAS, San Diego Project Heartbeat is a Public Access Defibrillator (PAD) program that aims at making Automated External Defibrillators (AED) accessible throughout the community; and

WHEREAS, The San Diego Fire-Rescue Department offers assistance in establishing all of the elements required in a PAD program; and

WHEREAS, the City recognizes that the key to surviving sudden cardiac arrest is the speed of response; and

WHEREAS, the City will have 10 AED units throughout the City facilities accessed by the public.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. Authorize the City Manager to sign an Agreement with San Diego Project Heartbeat and The San Diego Fire-Rescue Department for an AED/PAD Program Service Level Agreement for the provision of training, program management and incident management services.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 16th day of August 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

SERGE DEDINA, MAYOR

ATTEST:

JACQUELINE M. KELLY, MMC
CITY CLERK

SAN DIEGO FIRE-RESCUE DEPARTMENT
AED/PAD PROGRAM
SERVICE LEVEL AGREEMENT

An agreement between San Diego Fire-Rescue Department's (SDFD) Automatic External Defibrillator (AED)/Public Access Defibrillation (PAD) Program, San Diego Project Heart Beat and City of Imperial Beach

(Address) 865 Imperial Beach Blvd., Imperial Beach, CA. 91932

for the period beginning **June 1, 2017 through May 31, 2019**

This agreement will provide program management for 10 AED unit(s) on site.

The purpose and objective of this agreement is to acknowledge that SDFD PAD Program staff can provide to Client certification training as needed and upon signature of this fully executed agreement will provide PAD Program Management services as outlined below in "Service Activities."

"Service Activities" include instruction of certification training (only if chosen to provide Certification Training to the above named client) and complete PAD Program Management services as follows:

Certification Training Identified persons to be trained in the use of AED's as required by CCR Title 22, will receive instruction in the following subjects: Basic Life Support to include but not be limited to; Adult and/or Pediatric CPR, Infant CPR, Foreign Body Airway Obstruction and the proper use of an AED. First Aid Training may be included at an additional rate. Refresher training is recommended for CPR/AED skills competency. Refresher training can be arranged by the Program Liaison and agreed upon by both parties as seen fit for each individual PAD Program. Certification Training as is scheduled shall apply to this Service Level Agreement.

PAD Program Management Minimum management service activities include Physician Medical Oversight, the arrangement of this Service Level Agreement (SLA), 24 hour AED Emergency Contact Service with a designated SDFD PAD Program staff member and complete record keeping services to assure quality program management. This service will be provided at a rate of \$150.00 for the first AED (for the first year), \$25.00 for each additional AED, up to ten units Annual reinstatement: \$50.00 for the first AED with grant assistance, \$25.00 for each additional AED, up to 10 units. After ten AEDs, the price for management is \$10.00 per each additional AED unit.

Incident Management The services described below are effective at the time of notification of an AED deployment. These services are provided at no additional fee Monday through Friday between the hours of 0600 hours and 1800 hours (normal business days/hours). All other hours to include weekends and all county recognized holidays are payable at a rate of \$55.00 per hour and upon request. A separate charge for the replacement of electrode pads at \$50.00 each shall be expected in the case of a deployment incident. Should a deployment incident occur a SDFD PAD Program representative will be notified and will arrive at the scene within a four hour time frame from formal point of notification. Once at the scene they will perform the following services; on-site downloading of data from the AED, *replacement of electrode pads, process and file required reports at the time of an incident for quality assurance and management purposes. Critical Incident Stress Debriefing (CISD) can be arranged within 48 hours of the incident to provide counseling services for the individuals

involved. Certified SDFD PAD Program Associates are available for this service. *In the event that a company owns an AED other than a Cardiac Science AED, please see the note at end of agreement.

SDFD PAD Program Training and Management Responsibilities

- **Provide Physician Medical Oversight** for program direction and review of AED deployment incidents.
- Provide quality PAD Program Staff to include a CA. State licensed Physician/Surgeon, a PAD Program Manager and other qualified personnel to offer 24-hour AED emergency contact service.
- Provide qualified instructors to administer training and instruction as required through CA Code of Regulations, Title 22, Division 9, Chapters 1.8 and 1.5.
- Instructors will have completed all required training and possess the necessary credentials to be eligible to serve as a primary instructor in all of the above listed instruction.
- Instructors will use course curricula and materials approved by the American Heart Association (AHA) for CPR/ AED training.
- SDFD will provide a mutually agreed upon suitable instructional classroom with the necessary training equipment, basic audio/visual equipment and supplies if needed.
- Provide record keeping services for program management, AED maintenance, SLA's, certifications, incident correspondence and data collection and advanced and post notification of expiring program elements.
- Provide location information about customer's AED(s) to the PulsePoint organization (<http://www.pulsepoint.org/>) a system that allows for bystanders to know the location of the AED(s) for use in a CPR event. **City of Imperial Beach** may elect to not participate in this program at any time with written notification to San Diego Project Heart Beat.
- SDFD Finance Department will invoice **City of Imperial Beach** within 30 days from the date of services rendered or agreed upon.

Private/Public Sector Responsibilities

- **City of Imperial Beach** will reimburse SDFD for all Service Activities rendered as outlined within this SLA thirty days from the date of invoice for the services provided. All **payment remittance only** shall be sent to:
City of San Diego Fire/EMS
PO Box 129030
San Diego, CA. 92112-9030

- **City of Imperial Beach** will arrange any certification training and may track any current certifications on the San Diego Project Heart Beat online database management system.
- **City of Imperial Beach** will select a PAD Program Liaison to manage and be the contact person for its PAD Program site. Responsibilities of this position will include oversight of documented maintenance checks, scheduling certification and in-service training and be the responsible party for all necessary correspondence between the AED site and SDFD PAD Program Personnel.
- **City of Imperial Beach** will follow all requirements as outlined for a PAD Program as is written in California Civil Code section 1714.21 and California Health and Safety Code 1797.196.
- The use of any City of San Diego classroom or facility designated for CPR/ AED training (if arranged through SDFD) shall be used solely for that purpose during the training period. Any unauthorized use during that period shall constitute a substantial default and subject this agreement to termination.

Schedules and Time Lines

- All training or other related schedules and time lines related to this SLA are to be established between SDFD PAD Program Personnel and **City of Imperial Beach**.

Dispute Resolution Process

- Initial disputes if they should arise will be discussed and a resolution sought between **City of Imperial Beach** and the SDFD PAD Program Manager.
- If resolution is not achieved, second- and third-level supervisors from SDFD and Client or their designee will seek resolution.

Upon signing this service agreement, **City of Imperial Beach** will be invoiced only for "services agreed upon and rendered" for program management as set forth by this service agreement.

All invoices generated from services rendered are due within 30 days of receipt of invoice.

Termination

City of Imperial Beach may terminate this agreement at any time and for any reason by giving written notice to SDFD of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

SDFD may terminate this agreement at any time and for any reason by giving written notice to said program participant of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

Indemnification

City of Imperial Beach shall defend, indemnify and hold SDFD, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of its officers, agents, or employees.

SDFD shall defend, indemnify and hold **City of Imperial Beach**, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of, its officers, agents, or employees.

Modification of this Service Level Agreement

This Service Level Agreement may only be modified with the prior written approval of both parties.

PAD Program Site Liaison / Contact Number
City of Imperial Beach

Brian Fennessy, Fire Chief / Date
City of San Diego Fire-Rescue Dept.

Authorized Entity Signature / Date
City of Imperial Beach

* For program participants who utilize AEDs other than the Cardiac Science manufactured AED units, it is recommended that the facility owning these units has a back stock of supplies, (defibrillator pads, spare battery, etc.), and needed equipment (i.e. downloading software) per the manufacturers' recommendation. SDFD is not responsible for replacement/maintenance equipment.

** Incident Management will be invoiced for a minimum of two hours of service between the hours of 1800 hours to 0600 hours Monday through Friday and all hours Saturday and Sunday, as well as all County recognized Holidays within San Diego County limits. An hourly cost for Incident Management will be incurred for entities requesting staff response outside of the San Diego County limits at all times.

**THIS PAGE
INTENTIONALLY LEFT BLANK**



AGENDA ITEM NO. 2.7

**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER ^{At}

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: PUBLIC SAFETY / FIRE-RESCUE ^{IF}

SUBJECT: ADOPTION OF RESOLUTION NUMBER 2017-7847
AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR
TO ACCEPT A GRANT FROM SAN DIEGO GAS & ELECTRIC
AND TO INCREASE THE APPROPRIATION IN THE FIRE-
RESCUE DEPARTMENT BUDGET IN THE AMOUNT OF \$2,500
FOR EXPENDITURES IN SUPPORT OF THE IMPERIAL BEACH
CERT TEAM.

EXECUTIVE SUMMARY:

The Fire-Rescue Department applied for and was awarded a grant of \$2,500 for the purpose of providing support to the Imperial Beach Community Emergency Response Team (CERT) Program. CERT is a program designed to train volunteers from the community to safely respond in larger scale emergency incidents. CERT members are trained in fire safety, light search and rescue, and first aid procedures.

FISCAL ANALYSIS: This action will result in acceptance of \$2,500 from San Diego Gas & Electric for deposit into the General Fund, and an increase in appropriations in the Imperial Beach Fire-Rescue Department of the same amount.

RECOMMENDATION:

That the City Council adopt Resolution No. 2017-7847 authorizing the Administrative Services Director to accept a grant from SDG&E, and to increase the appropriation in the Imperial Beach Fire-Rescue Department, in the amount of \$2,500 for expenditures in support of the Imperial Beach CERT program.

OPTIONS:

- Receive and file the report from the City Manager
- Provide direction to the City Manager to take a specific action
- Request additional information and an additional report

BACKGROUND/ANALYSIS:

Annually SDG&E awards grants to organizations and communities to assist:

- First response volunteer agencies, such as the volunteer fire departments and volunteer law enforcement organizations;
- Emergency response agencies including local Fire Safe Councils and Community Emergency Response Teams that provide disaster preparedness training, fire safety and/or disaster medical operations;
- Local charities that provide safety or disaster response support programs, resources, and/or education.

. The company further seeks to invest in projects and programs that:

- Develop environmental champions who are informed and engaged in climate change and clean transportation solutions
- Develop public safety programs that encourage emergency preparedness, response and recovery plans, and strive for resiliency during emergencies and disasters
- Inspire future leaders to develop the next generation of innovative, diverse and talented members of the community to drive economic growth and success.

This year the Fire-Rescue Department applied for and was awarded SDG&E grant funding for the Imperial Beach CERT program. These funds will be used for supplies and equipment to support members, and to assist with outreach for new members of the team. The items that will be purchased will help provide for safe and effective operations and training.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Resolution No. 2017-7847

RESOLUTION NO. 2017-7847

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR TO ACCEPT A GRANT FROM SAN DIEGO GAS & ELECTRIC AND TO INCREASE APPROPRIATION IN THE FIRE-RESCUE DEPARTMENT IN THE AMOUNT OF \$2,500 FOR EXPENDITURES IN SUPPORT OF THE IMPERIAL BEACH CERT PROGRAM.

WHEREAS, the City of Imperial Beach values the participation of citizens in the case of wide-scale emergencies to assist the community with certain disaster support functions; and

WHEREAS, the Fire-Rescue Department would like to recruit more members and provide additionally training and supplies as needed for safe operations and training; and

WHEREAS, San Diego Gas & Electric awards grants yearly to support various groups engaged in community-related efforts, including CERT programs; and

WHEREAS, San Diego Gas & Electric has awarded the City of Imperial Beach Fire-Rescue Department \$2,500 for the Imperial Beach CERT program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The Administrative Services Director is authorized to deposit the grant into the General Fund.
2. The Administrative Services Director is authorized to increase the Fire-Rescue Department appropriation by \$2,500 in account 101-3020-422-30-02, Operational Supplies.
3. The Fire-Rescue Department is authorized to expend said funds for the purpose of supporting recruitment, training and operations of the Imperial Beach CERT Program.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 16th day of August 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

SERGE DEDINA, MAYOR

ATTEST:

JACQUELINE M. KELLY, MMC
CITY CLERK

**THIS PAGE
INTENTIONALLY LEFT BLANK**



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AH*

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: ERIC MINICILLI, PUBLIC WORKS DIRECTOR *EM*

SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE NO. 2017-1164 AMENDING THE IMPERIAL BEACH MUNICIPAL CODE FOR THE PURPOSE OF ADOPTING THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

EXECUTIVE SUMMARY:

Under the California Public Contracting Code (PCC) provisions applicable to the City, all public works projects (i.e. projects to improve infrastructure, buildings, and other capital assets of the City) valued over \$5,000 must be competitively bid under a specific formal procedure that compels the City to prepare engineering drawings and specifications, to publish the opportunity to bid on the project, and to award a construction contract to the lowest responsive and responsible bidder.

The California Uniform Public Construction Cost Accounting Act (UPCCAA) was created in 1983 to provide for alternative bidding procedures designed to reduce costs, expedite the award process, improve efficiencies, and simplify administration of public projects valued at less than \$175,000.

Adoption of Resolution No. 2017-7840 would authorize the City to become subject to the UPCCAA procedures as provided in the California Public Contract Code. Ordinance No. 2017-1164 adds the UPCCAA informal bidding procedures (Chapter 3.06) to the Imperial Beach Municipal Code.

FISCAL ANALYSIS:

There is no direct fiscal impact associated with implementing this program. It is expected that participating in this program will result in future savings due to more efficient processes for hiring contractors on small public works projects.

RECOMMENDATION:

Staff recommends the City Council conducts the second reading and adopts Ordinance No. 2017-1164, adding the Imperial Beach Uniform Public Construction Cost Accounting Act Policies and Procedures to the Municipal Code, by title only.

OPTIONS:

- Conduct second reading and adopt the ordinance by title only; or
- Request additional information and an additional report.

BACKGROUND/ANALYSIS:

The \$5,000 project value limit triggering a formal bidding process for public works construction projects can create inefficiencies and cause delays as the formal bidding process can be both cumbersome and time consuming, especially for small projects. California law provides public agencies relief from the formal bid process on smaller projects if the agency adopts the UPCCAA by resolution and establishes the specific administrative procedures necessary to be in compliance with the Act by allowing the use of alternative procedures to award projects valued at up to \$175,000. However, participating local governments must take steps to ensure accountability to the public, transparent accounting practices, and fair treatment of contractors. If adopted the following bidding procedures may be implemented as an alternative to the regular formal bidding process:

- a. Public projects of \$45,000 or less may be obtained by negotiated contract or by purchase order;
- b. Public projects of \$175,000 or less may be awarded by the informal bidding procedures set forth in the UPCCAA;
- c. Public projects of more than \$175,000 must be awarded by traditional formal bidding procedures.

To allow the City to use the alternative bidding procedures of the UPCCAA, Staff has prepared Resolution No. 2017-7840, which is required to become subject to these procedures and must be submitted to the State Controller's Office. In order to implement the alternative bidding procedures, proposed Ordinance No. 2017-1164 is attached.

The proposed ordinance increases the City's flexibility in awarding public contracts, while maintaining Council control, transparency, accountability and a level playing field for contractors. The UPCCAA accounting procedures are designed to allow agencies to streamline bidding and award procedures in exchange for keeping strict records that allow for periodic auditing by the UPCCAA oversight commission and members of the public to make sure projects the City constructs by force account (i.e., with City Staff or the City acting as a general contractor) are not valued at more than \$175,000 (or \$187,500 for projects that were estimated in good faith at the lower figure but bid just a bit higher). The State Controller has authority to terminate the City's participation in the program if the City should fail to comply with its requirement, and general contractors and the unions which represent their employees monitor local government contracting to ensure these rules are followed. The City's annual audits also provide transparency and ensure that the City's contracting procedures are followed.

While the proposed ordinance increases the City's flexibility in awarding public contracts, it should be noted that the City may always choose to follow the standard formal public bidding procedure for any public works project when doing so is deemed to best serve the City or public.

City Council conducted the first reading and introduction of Ordinance No. 2017-1164 at their meeting of August 2, 2017.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Ordinance No. 2017-1164

ORDINANCE NO. 2017-1164

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ADDING CHAPTER 3.06 TO THE MUNICIPAL CODE OF THE CITY OF IMPERIAL BEACH TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNT ACT (SECTION 22000 ET SEQ. OF THE PUBLIC CONTRACT CODE)

WHEREAS, under the California Public Contracting Code ("PCC") provisions applicable to the City, all public works projects valued over \$5,000 must be competitively bid under a specific procedure that compels the City to prepare engineering drawings and specifications, to publish the opportunity to bid on the project, and to award a construction contract to the lowest responsive and responsible bidder; and

WHEREAS, the California Uniform Public Construction Cost Accounting Act ("UPCCAA" or "Act") was created in 1983 as an alternative bidding procedure designed to reduce costs, expedite the awards process, improve efficiencies, and simplify administration of smaller public projects; and

WHEREAS, the Act allows for public project work in the amount of \$45,000 or less to be performed by the public agency's force account, by negotiated contract, or by purchase order per PCC Section 22032(a). Public projects in the amount of \$175,000 or less can use the informal bidding procedures set forth in the Act in PCC Section 22032(b). Public projects at a cost of more than \$175,000 shall use formal bidding procedures to let the contract pursuant to PCC Section 22032(c).

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH DOES ORDAIN AS FOLLOWS:

Section 1. The above recitals are true and correct and incorporated herein as though set forth in full.

Section 2. Chapter 3.06 of the Imperial Beach Municipal Code is hereby added to read as follows:

Chapter 3.06 ALTERNATIVE BID PROCEDURES FOR PUBLIC WORKS PROJECTS

Section 3.06.010 Purpose.

The purpose of the following sections is to establish alternative bid procedures for public works projects, as provided for by the California Uniform Public Construction Cost Accounting Act ("Act"), which may be used rather than the formal bidding procedures required by the California Public Contracting Code.

Section 3.06.020 Informal Bid Procedures.

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22030 et seq. of the Public Contract Code.

- A. Public projects of forty-five thousand dollars (\$45,000) or less may be performed by the City, by negotiated contract, or by purchase order.

- B. Public projects of one hundred seventy-five thousand dollars (\$175,000) or less may be let to contract by the alternative procedures as set forth in the Act and in this Chapter.
- C. Public projects of more than one hundred seventy-five thousand dollars (\$175,000) shall, except as otherwise provided in the Act, be let to contract by formal bidding procedures.
- D. If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the City Council may, by adoption of a resolution by a four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

Section 3.06.030 Contractors List.

The City shall comply with the requirements of Public Contract Code Section 22034 by developing and maintaining a list of qualified contractors, identified according to categories of work, according to the criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Section 3.06.040 Notice Inviting Informal Bids.

- A. Where a public project is to be performed which is subject to the provisions of the Act and this Chapter, a notice inviting informal bids shall be circulated using one or both of the following alternatives:
 - 1. Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 3.06.030. All mailing of notices to contractors shall be completed not less than 10 calendar days before bids are due.
 - 2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code.
- B. Additional contractors and/or construction trade journals may be notified at the discretion of the City department soliciting bids provided, however, if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.
- C. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and shall state the time and place for the submission of bids.

Section 3.06.050 Award of Contracts.

The City Manager, or designee, is authorized to award informal contracts pursuant to this Chapter for projects that have been approved in the City budget.

Section 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs,

sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Section 4. The City Clerk is directed to prepare and have published a summary of this Ordinance no less than five days prior to the consideration of its adoption and again within fifteen (15) days following adoption indicating votes cast.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Imperial Beach, California, on the 2nd day of August, 2017; and

THEREAFTER ADOPTED at a regular meeting of the City Council of the City of Imperial Beach, California, on the 16th day of August, 2017, by the following vote:

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

Serge Dedina, Mayor

ATTEST:

Jacqueline Kelly, City Clerk

APPROVED AS TO FORM:

Jennifer M. Lyon, City Attorney

I, City Clerk of the City of Imperial Beach, do hereby certify the foregoing to be an exact copy of Ordinance No. 2017 - 1164, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, ADDING CHAPTER 3.06 TO THE MUNICIPAL CODE OF THE CITY OF IMPERIAL BEACH TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNT ACT (SECTION 22000 ET SEQ. OF THE PUBLIC CONTRACT CODE)."

JACQUELINE KELLY, CITY CLERK

DATE

**THIS PAGE
INTENTIONALLY LEFT BLANK**



AGENDA ITEM NO. 2.9

**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER ^{dy}

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: PUBLIC WORKS CH

SUBJECT: RESOLUTION 2017-7848 CONTINUING THE PROCLAMATION OF A STATE OF LOCAL EMERGENCY RELATING TO IMPACTS FROM CROSS-BORDER POLLUTION IN THE TIJUANA RIVER

EXECUTIVE SUMMARY:

Resolution No. 2017-7848 continues the City's proclamation for a state of local emergency related to the cross-border pollution impacts from the Tijuana River including the persistent impacts of treated and untreated wastewater. The Imperial Beach shoreline from the south end of Seacoast Drive to the border was continuously closed for recreational water contact from November 21, 2016 through June 7, 2017 due to contaminated flows in the Tijuana River. Cross border flows in the Tijuana River continue, however, the dry seasonal conditions in the Tijuana River valley allow these flows to infiltrate into the ground before reaching the ocean.

It is necessary to have a local state of emergency in order for the City to respond to unpredictable conditions in the Tijuana River that impact the health, safety, and welfare of Imperial Beach residents, visitors, and environment. Proclamations that set in place a state of local emergency will expire in 30 days unless the City passes a continuing resolution to continue the local state of emergency.

FISCAL ANALYSIS:

None

RECOMMENDATION:

Adopt Resolution 2017-7848 to maintain a state of local emergency related to the cross-border pollution impacts from the Tijuana River and authorize the City Manager, Mayor, and Council members to work with local, State, Federal, and Mexican authorities to advance binational projects to improve conditions in the Tijuana River.

OPTIONS:

- Adopt Resolution and recommendation form staff;
- Reject Resolution; or
- Request additional information and an additional report

BACKGROUND/ANALYSIS:

The health and safety risks from cross border pollution levels in the Tijuana River and lack of action to implement known solutions by Federal and State agencies provides sufficient evidence to declare a state of local emergency within the City.

The City of Imperial Beach is severely impacted by the persistent flow of pollutants in the Tijuana River that impacts the health, safety, and welfare of citizens and wildlife. Pollution in the River is most acute following rain events or illegal discharge events when the watershed transforms into a severely impacted, polluted, and hazardous waterbody with bacterial concentrations so elevated it is often difficult to quantify effectively. The associated impact on the surrounding ecosystem is severe with poor water quality lasting several days to months after each discharge event. The recreational impact on the Imperial Beach shoreline is equally severe with beach closures impacting the beneficial ocean uses for residents and visitors in the City.

Although significant progress has been made during the last 20 year, there still remains significant work to control pollution in the Tijuana River. The Imperial Beach City Council and Mayor have an important role in the policy making process that influence the state, federal, and bi-national solutions to these issues. The City has a long history of binational collaboration to improve conditions in the Tijuana River from uncontrolled flows of sewage, trash, and sediment across the international border. Numerous agencies, government programs, and NGOs already collaborate on programs to address pollution in the Tijuana River. Some of the successful programs in the Tijuana River include:

- Tijuana River Recovery Team
- IBWC Treaty Minute 283
- IBWC Treaty Minute 320
- EPA Border 2020
- North American Development Bank – Border Environment Cooperation Commission
- IBWC Citizen's Forum
- Tijuana River Action Month
- Surfrider No Border Sewage

The City Council has the authority to issue a local state of emergency that will expire in 30 days unless renewed by a continuing resolution.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Resolution No. 2017-7848

RESOLUTION NO. 2017-7848**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, CONTINUING THE PROCLAMATION OF A STATE OF LOCAL EMERGENCY RELATING TO IMPACTS FROM CROSS-BORDER POLLUTION IN THE TIJUANA RIVER**

WHEREAS, Government Code Section 8630 and Imperial Beach Municipal Code (IBMC) Section 2.52.060 empower the City Manager, acting as the Director of Emergency Services, to request that the City Council proclaim the existence of a local emergency when the City is affected by a public calamity; and

WHEREAS, the City Manager, as Director of Emergency Services of the City of Imperial Beach, does hereby find that continued conditions of extreme peril to safety of persons, property, and environment have arisen within said City, caused by persistent impacts from cross-border pollution in the Tijuana River; and

WHEREAS, the persistent impact of cross-border flows of treated and untreated wastewater in the Tijuana River, excessive discharge of sediment into the Tijuana Estuary during storm events, and the continued impact of trash and waste tires in the Tijuana River Valley maintains a condition of extreme peril in the City; and

WHEREAS, on February 24, 2017, the International Boundary and Water Commission notified the City of a sewage spill into the Tijuana River in the amount of 143,000,000 gallons that occurred between February 6th and February 23rd; and

WHEREAS, in 2017 transboundary flows in the Tijuana River have resulted in 157 beach closures to date for Border Field State Park and 68 beach closures to date at Imperial Beach Pier; and

WHEREAS, in 2016 the International Boundary and Water Commission reported 28 transboundary flow events that resulted in over 35,000,000 gallons of unauthorized cross border discharges into the receiving waters of the Tijuana River; and

WHEREAS, in 2016 transboundary flows in the Tijuana River resulted in 162 beach closures for Border Field State Park and 34 beach closures at Imperial Beach Pier, and

WHEREAS, in 2015 transboundary flows in the Tijuana River resulted in 240 beach closures for Border Field State Park and 93 beach closures at Imperial Beach Pier, and

WHEREAS, pursuant to Section 8558(c) of the California Government Code, the pollution in the Tijuana River is beyond the control of the services, personnel, equipment and facilities of the City of Imperial Beach; and

WHEREAS, pollutants in the Tijuana River are causing contamination of the Tijuana River Valley, Tijuana Estuary, and the water and beaches of the City of Imperial Beach threatening the health, safety, and welfare of the citizens of Imperial Beach as well as visitors to our beaches; and

WHEREAS, the flow of the contaminants and untreated wastewater continues to escalate due to inadequate wastewater infrastructure in the city of Tijuana and lack of sufficient operation and maintenance of existing infrastructure; and

WHEREAS, this flow is the acknowledged responsibility of the federal governments of the United States and Mexico; and

WHEREAS, this condition constitutes an economic and public health threat which warrants and necessitates the proclamation and existence of a local emergency.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct.
2. A local emergency exists throughout the City of Imperial Beach.
3. The City Manager, Mayor, and Council members are authorized to work with local, State, Federal, and Mexican authorities and to explore any and all options to improve conditions in the Tijuana River.
4. This proclamation of a local emergency shall expire within 30 days unless renewed by the City Council.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 16th day of August 2017, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

SERGE DEDINA, MAYOR

ATTEST:

JACQUELINE M. KELLY, MMC
CITY CLERK



AGENDA ITEM NO. 5.1

**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AK*

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: PUBLIC WORKS *CH*

SUBJECT: RESOLUTION 2017-7849 AUTHORIZING THE REPLACEMENT OF THE IMPERIAL BEACH BOULEVARD MONUMENT SIGN AND APPROPRIATES \$30,000 FROM THE RISK MANAGEMENT FUND 502-1922-419-2817 TOWARDS THE PROJECT

EXECUTIVE SUMMARY:

In November 2016 the Imperial Beach Blvd. entrance monument sign was destroyed by a vehicle accident. The monument sign on Imperial Beach Blvd. is in need of replacement, which presents an opportunity for City Council to consider the replacement of the sign with a new design. City Council received a presentation on replacement options for the monument sign at the June 21, 2017 Council meeting. Direction was given to staff to revise the design. This staff report presents the revised conceptual design for a new entrance monument for Imperial Beach Blvd. and allocates funds for its replacement.

FISCAL ANALYSIS:

An allocation of \$30,000 from the Risk Management Fund 501-1922-419-2817 is necessary to complete the project. The replacement of the Imperial Beach Blvd. monument sign will be reimbursed to the extent possible from the insurance claim filed from the vehicle accident.

Budget:

Street Division Budget (Design)	\$5,500
Risk Management (Construction)	\$30,000
TOTAL	\$35,500

RECOMMENDATION:

- Receive a report from City staff and provide direction on the replacement of the Imperial Beach Blvd. monument sign from the revised options presented in Attachment 2.
- Approve Resolution 2017-7849.

OPTIONS:

- Authorize Resolution with preferred option for the Imperial Beach Blvd. monument sign
- Recommend the replacement of the Imperial Beach Blvd. monument sign with additional features not presented in Attachment 2.
- Request additional information or report from staff.

BACKGROUND/ANALYSIS:

In November 2016, the Imperial Beach Blvd. entrance monument sign was destroyed by a vehicle accident. The monument sign on Imperial Beach Blvd is in need of replacement, which presents an opportunity for City Council to consider the replacement of the sign with a new design.

City Council received a presentation on replacement options for the monument sign at the June 21, 2017 Council meeting. Direction was given to staff to revise the design with the Imperial Beach woodie logo. This staff report presents the revised conceptual design for the new entrance monument.

Attachment 2 provides two revised options for Council to consider for the new monument sign on Imperial Beach Blvd. Both Option A and Option B provide the same enhanced 3D woodie logo and lighting. The only difference is the size of the monument. Option A provides a monument sign that is similar in size to the old monument. Option B provides a monument sign that is larger.

Both design options were reviewed by the City Traffic Engineer to ensure that the new designs maintained traffic safety and sight lines for Imperial Beach Blvd.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Resolution 2017-7849
2. Revised Imperial Beach Blvd. Monument Sign Design Options

RESOLUTION NO. 2017-7849

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING THE REPLACEMENT OF THE IMPERIAL BEACH BOULEVARD MONUMENT SIGN AND APPROPRIATES \$30,000 FROM THE RISK MANAGEMENT FUND 502-1922-419-2817 TOWARDS THE PROJECT

WHEREAS, the Imperial Beach Blvd. monument sign was destroyed in a vehicle accident in November 2016; and

WHEREAS, the monument sign on Imperial Beach Blvd. is in need of replacement and presents an opportunity for the City Council to modernize the sign with a new design; and

WHEREAS, City Council received a presentation on replacement options for the monument sign at the June 21, 2017 Council meeting; and

WHEREAS, City Council desires to replace the Imperial Beach Blvd. monument sign with a new design; and

WHEREAS, the cost to replace the Imperial Beach monument sign will be reimbursed to the extent possible from the insurance claim filed from the vehicle accident.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct.
2. The City Manager is authorized to proceed with the replacement of the Imperial Beach Blvd. monument sign with a modern design as recommended by Council.
3. The legislative body appropriates \$30,000 from the Risk Management Fund for the replacement of the Imperial Beach Blvd. monument sign.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 16th day of August, 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

SERGE DEDINA, MAYOR

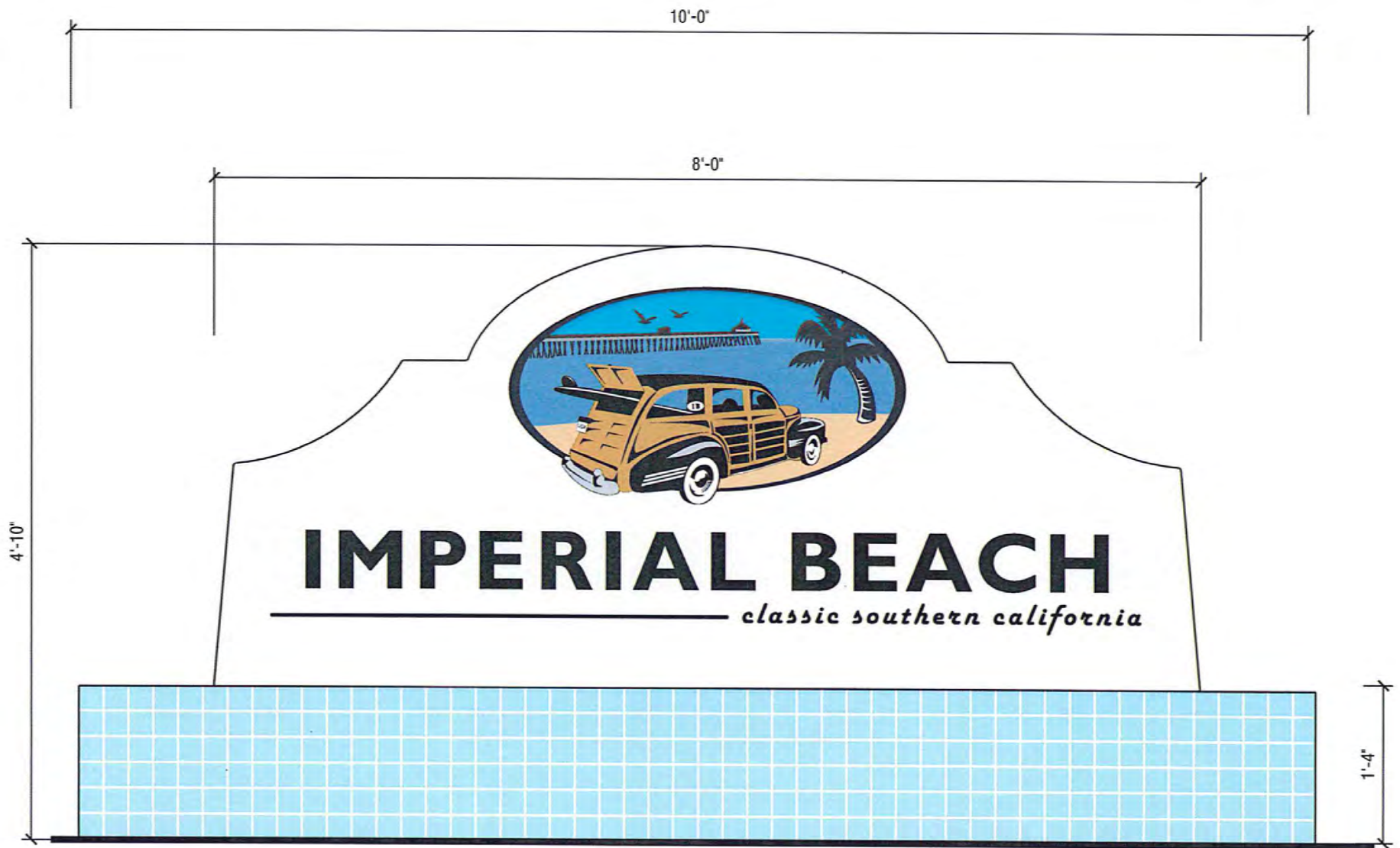
ATTEST:

JACQUELINE M. KELLY, MMC
CITY CLERK

Imperial Beach Boulevard City Entry Monument

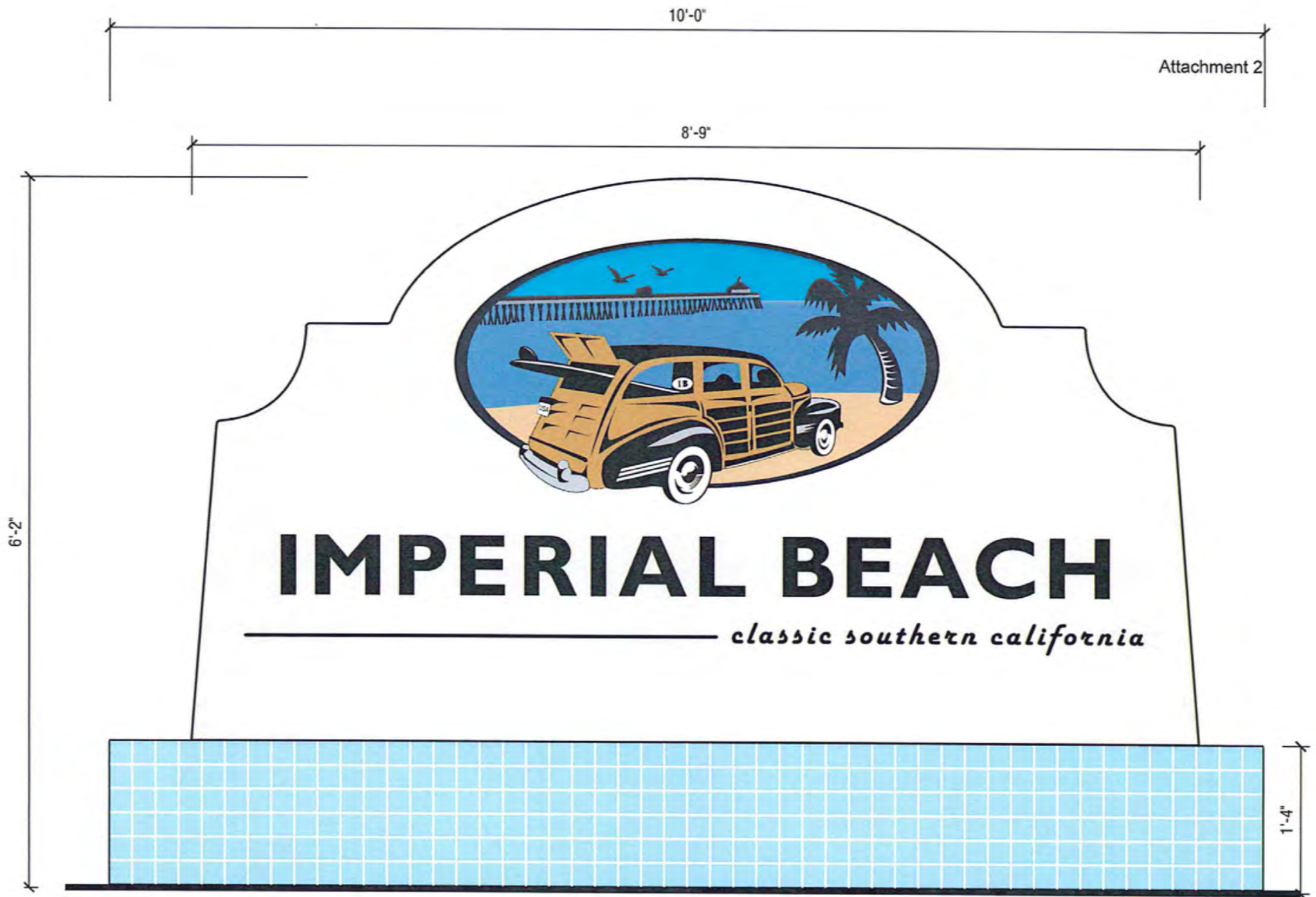
July 31, 2017





OPTION A

PREVIOUS MONUMENT SIGN
SCALE: 1"=1'-0"



OPTION B

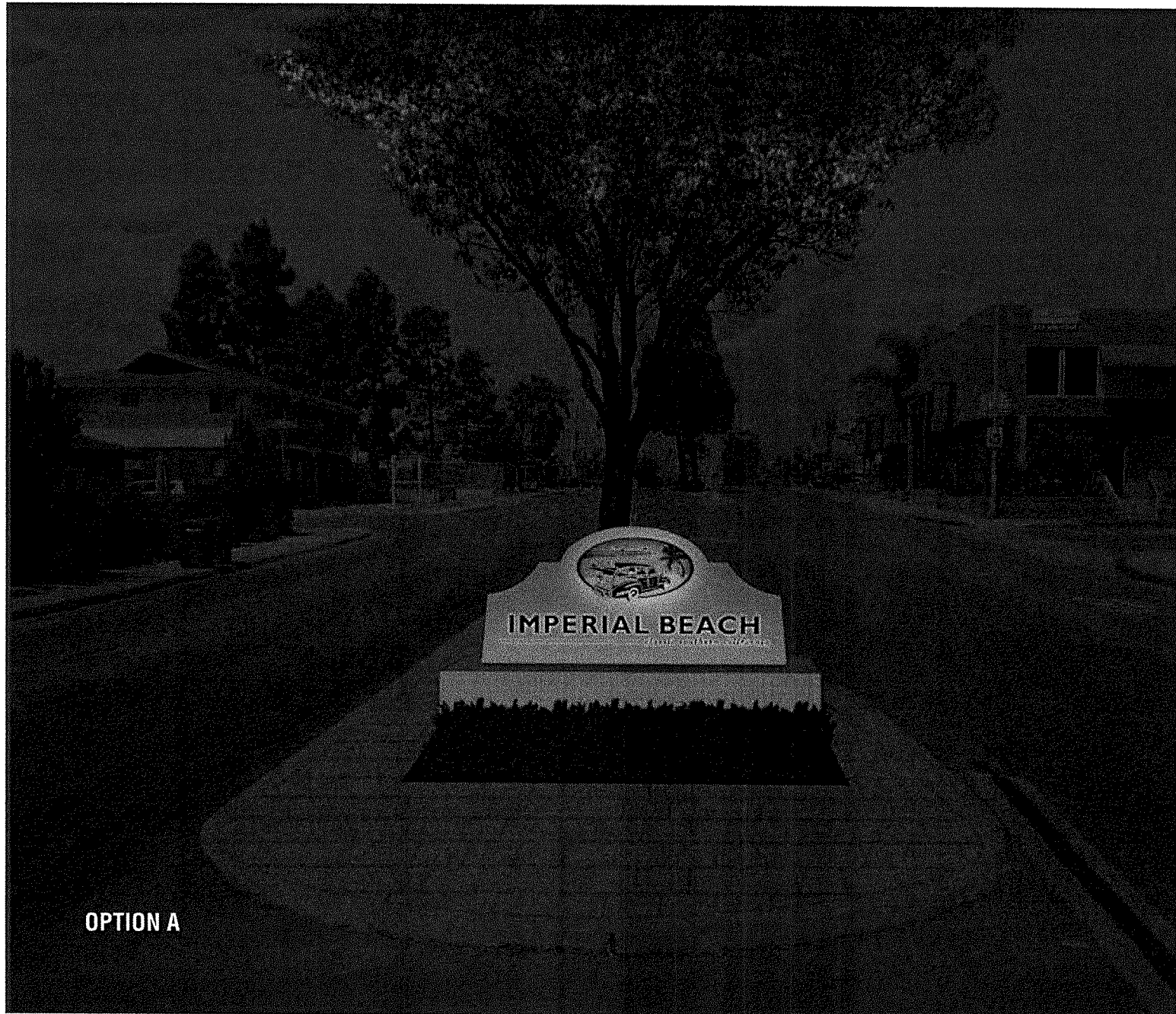
PROPOSED MONUMENT SIGN
SCALE: 1"=1'-0"



OPTION A

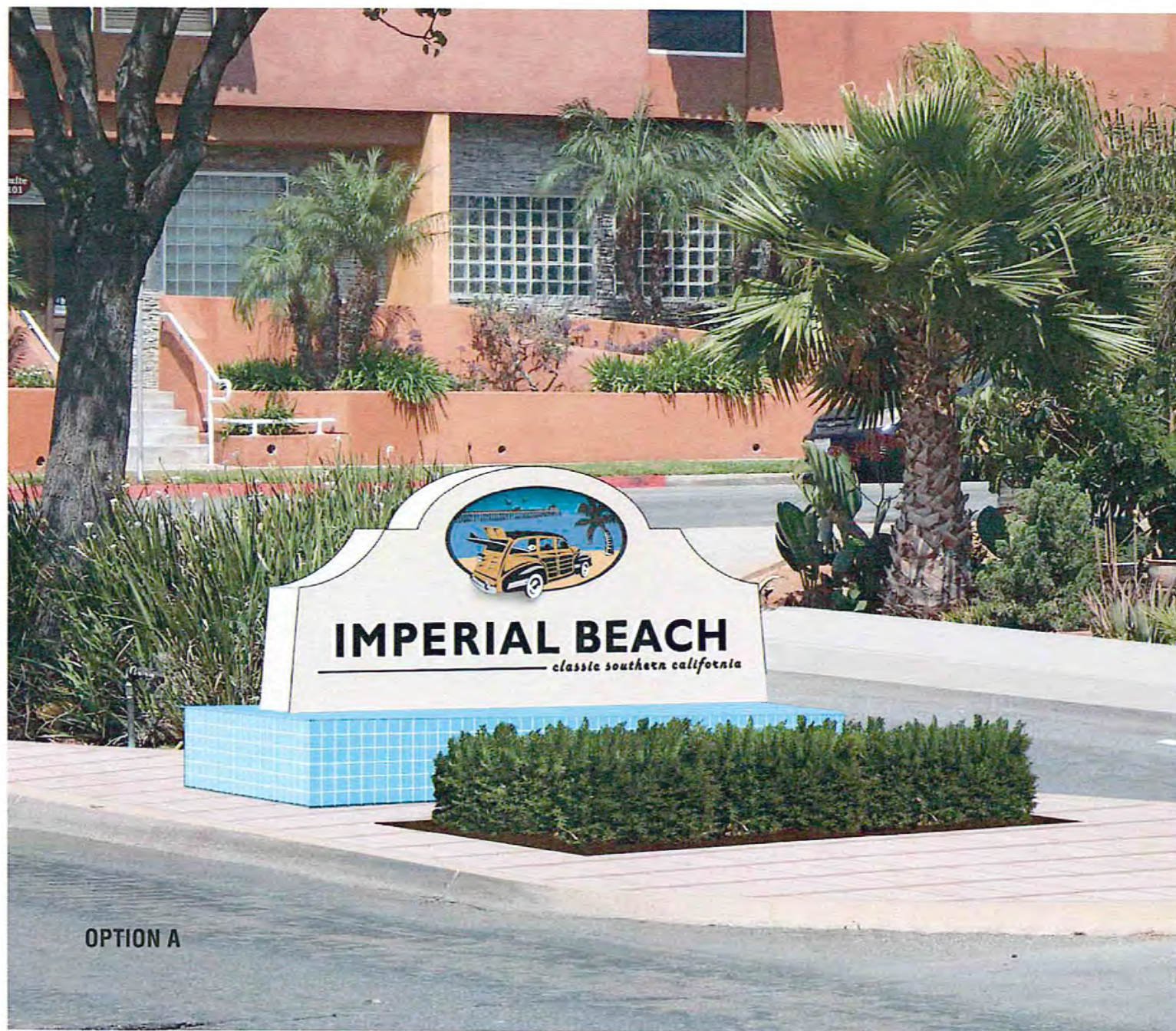


OPTION B

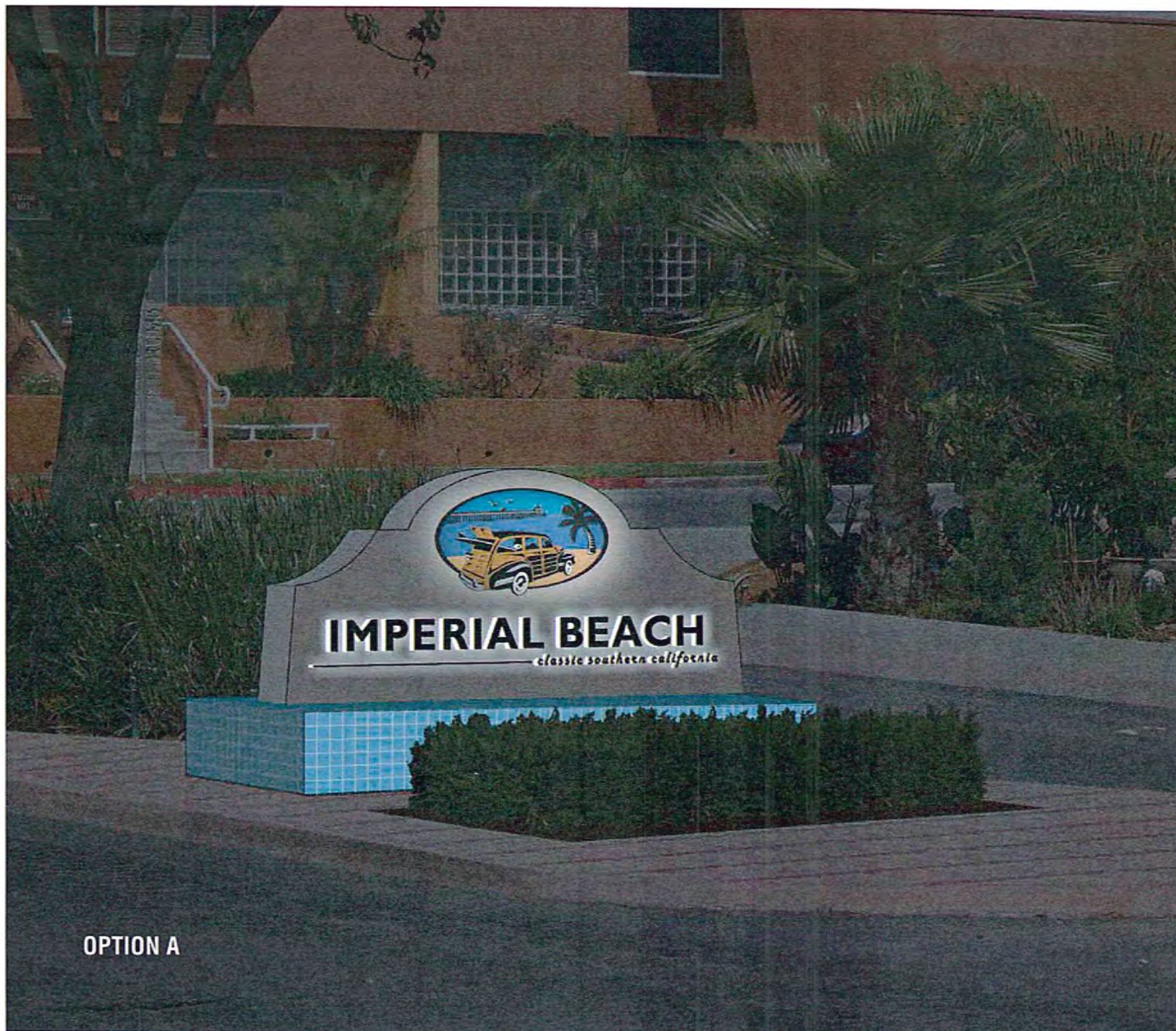




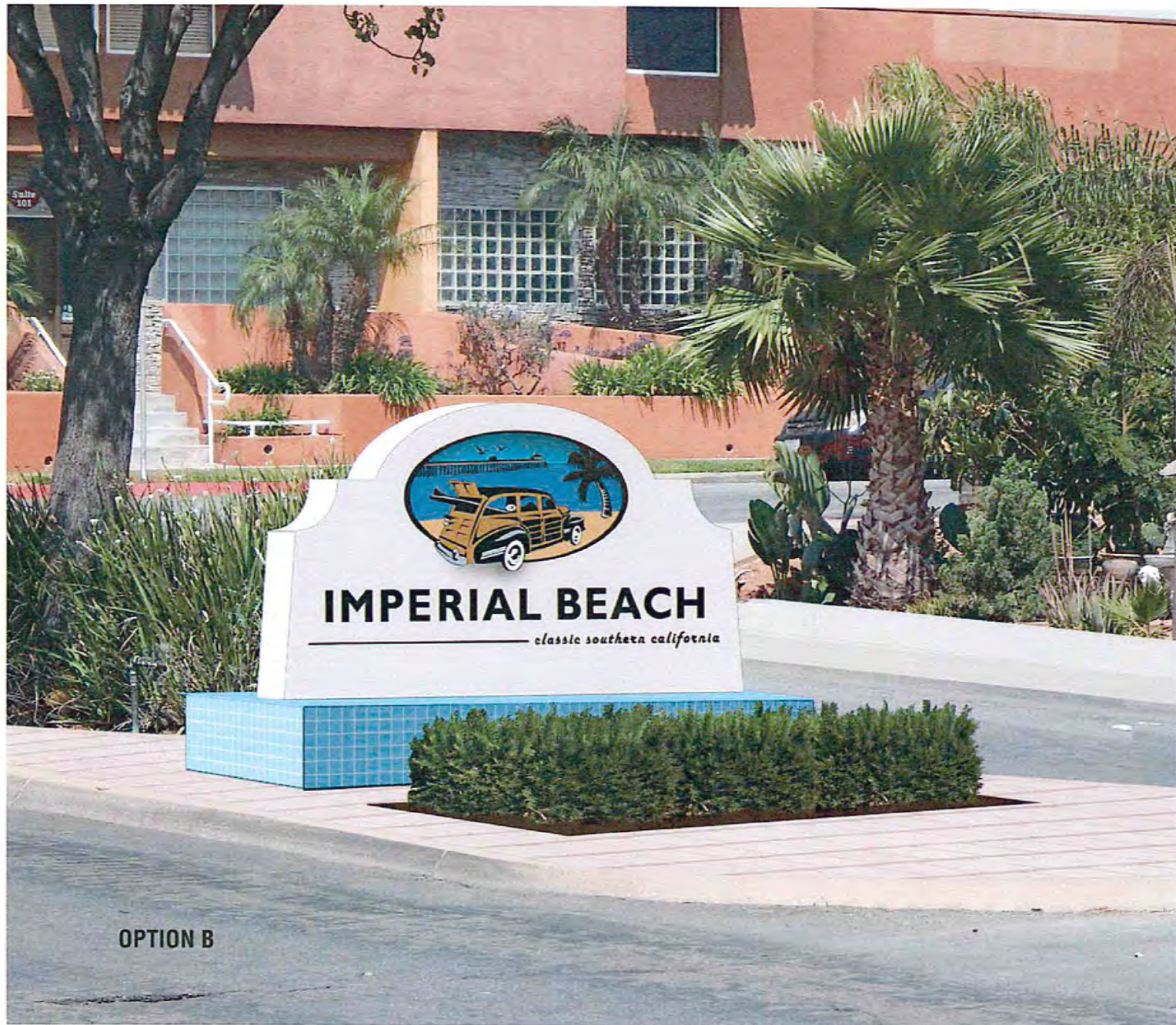
OPTION B



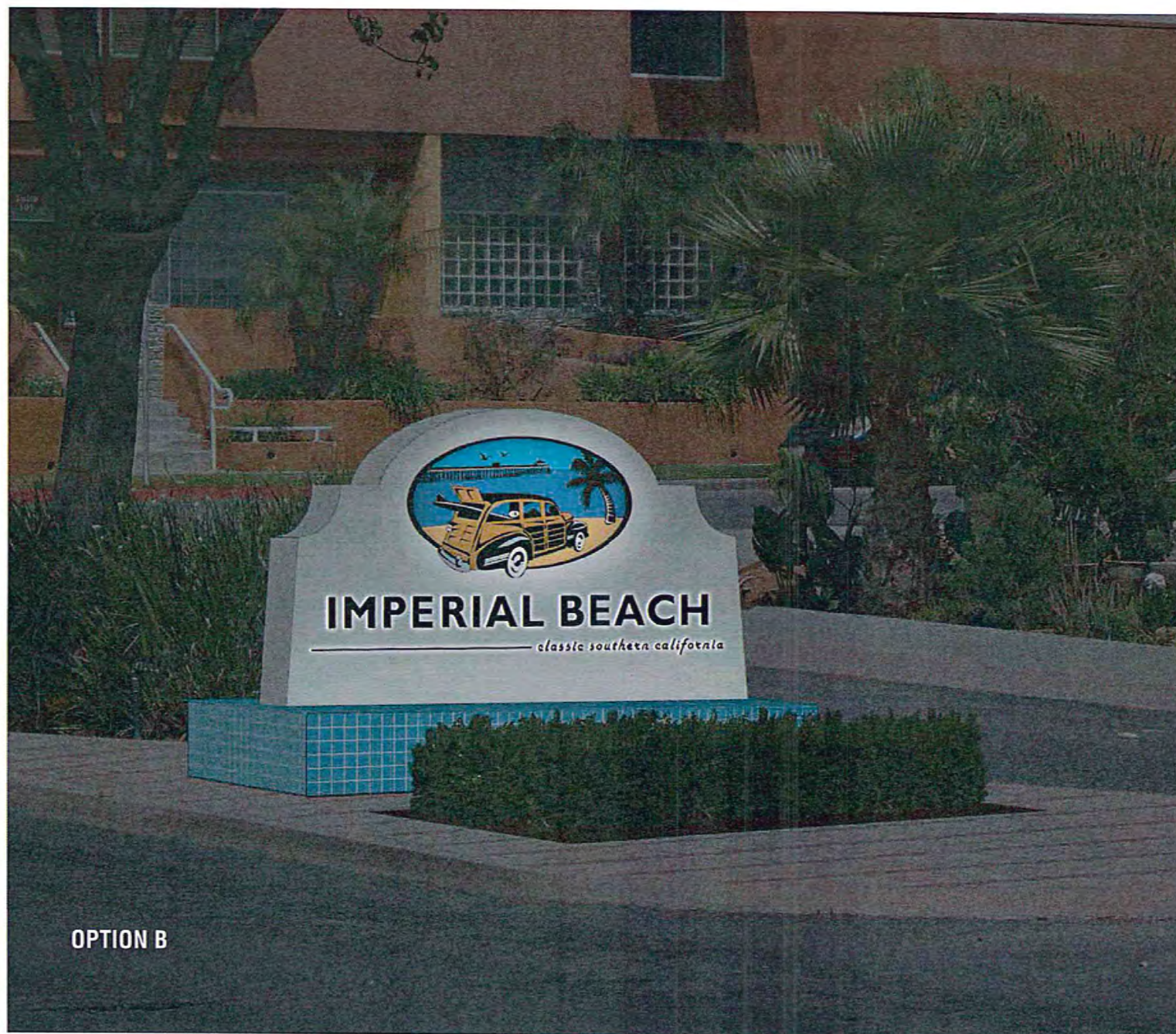
OPTION A



OPTION A



OPTION B



OPTION B



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER ^{AK}

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: PUBLIC WORKS ^{CH}

SUBJECT: RESOLUTION 2017-7850 AUTHORIZING TRACK 1
COMPLIANCE PATHWAY WITH REGIONAL WATER QUALITY
CONTROL BOARD TRASH ORDER R9-2017-0077

EXECUTIVE SUMMARY:

The San Diego Regional Water Quality Control Board (Regional Board) issued Order number R9-2017-0077 (Trash Order) on June 2, 2017 that effectively prohibits the discharge of trash from the municipal separate storm sewer system (MS4) to surface waters. The Trash Order requires local jurisdictions to develop and implement a plan to achieve "full capture" of trash from Priority Land Use Areas by the year 2028 and to notify the Regional Board by September 5, 2017 on the chosen pathway for compliance (Track 1 or Track 2). City staff is recommending to proceed with the Track 1 compliance pathway under the Trash Order because it provides the most efficient, cost effective and predicable option to achieve compliance.

The City has already taken steps through its existing Storm Water Program to implement full trash capture in the City that meet the regulatory requirements of the new Trash Order. The City has been highly successful in securing grants and incorporating storm drain improvements and trash capture systems into our existing CIP program. Approximately a quarter of the City is already in compliance with the Trash Order. City staff will continue to seek opportunities to incorporate full trash capture BMPs into the CIP program and to seek cost effective ways in the region to meet the requirements of this new order.

FISCAL ANALYSIS:

The Trash Order requires a 10-year compliance timeframe once the Order is incorporated into an NPDES Permit. A long-term funding source for device installation and maintenance has not yet been identified. It is likely that retrofits of the storm drain system will be partially funded through grants and through the City's existing CIP program. The O&M for both structural and non-structural BMP trash controls will need to be included in future budgets. The City already spends approximately \$20,000 per year on maintaining existing trash control systems.

RECOMMENDATION:

Receive a report from City staff and adopt Resolution 2017-7850 to notify the Regional Board that the City of Imperial Beach selects Track 1 compliance pathway under Trash Order R9-2017-0077.

OPTIONS:

- Adopt Resolution
- Request additional information or report from staff.

BACKGROUND/ANALYSIS:

In April 2015, the State Water Board adopted an Amendment to the Water Quality Control Plan for Ocean Waters of California (Ocean Plan) as well as the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, and Estuaries (collectively referred to as the "Trash Amendments"). After approval by the State Water Board in April 2015, the Trash Amendments was subsequently approved by the Office of Administrative Law on December 2, 2015 and US EPA on January 12, 2016. The San Diego Regional Board is now tasked with the implementation of this law and recently issued Trash Order R9-2017-0077 to the San Diego Regional Copermittees on June 2, 2017. This Trash Order will need to be incorporated into the City's NPDES permit, which is anticipated for December 2018. Once the Trash Order is incorporated into the NPDES Permit then the San Diego Copermittees have a 10-year time schedule for compliance.

Complying with the Trash Order is expected to have significant capital and operation and maintenance costs for every jurisdiction in the state. The Trash Order requires the installation of state certified full trash capture BMPs for the storm water drainages that are designated as High Priority Land Uses, which include commercial, industrial, high density residential, public transportation, and mixed use areas. For the City of Imperial Beach this narrow definition of High Priority Land Uses effectively includes most of the City's storm water conveyance system.

The Trash Order requires the City to notify the San Diego Regional Board by September 5, 2017 and select a pathway for compliance (Track 1 or Track 2). Track 1 requires installation and maintenance of trash capture devices within storm drain inlets or storm drain lines to attain full capture. Track 2 requires installation of full capture devices to a lesser extent with other structural and non-structural Best Management Practices to achieve the equivalent level of trash removal as Track 1. The level of effort required to comply with Track 2 is not well-defined and may be subject to regulatory discretion. Track 2 also requires complex monitoring and implementation planning, along with detailed data and reporting which is not required for Track 1.

An assessment of these compliance tracks are presented below:

Factor	Track 1 – Full Capture Devices	Track 2 – Full Capture + Best Management Practices (BMPs)
Trash Controls	Full capture devices in priority land uses only. No credit for other activities. Up front capital investment reduces over time.	Combination of full capture devices and other structural and non-structural Best Management Practices. Additional controls may be required based on regulator discretion.
Maintenance & Operations	Increased annual storm drain maintenance costs. Potential for issues with flooding; would need to work with Board staff to negotiate/trade installation in such areas.	Increased storm drain maintenance costs and costs for new trash control programs. Rigorous documentation and administration of these other programs is needed.
Monitoring Program	Not required	Required to demonstrate equivalency with Track 1 (“full capture system equivalency”). Must track and measure trash volumes from operations.
Implementation Plan	Not required	Required, must be approved by Regional Board
Annual Reporting	Locations of installed full capture devices, certify that devices are maintained and operational.	Locations of all full capture devices and other controls, monitoring data, assessment to demonstrate full capture equivalency, special studies.
Compliance Criterion	Installation and maintenance of full capture devices at all required locations. Clear compliance path.	Regional Board and third parties need to agree with City’s assessment that it has achieved full capture equivalency. Risk of third party lawsuits and Regional Board staff interpretation issues.

Staff recommends the City select the Track 1 compliance pathway for the following reasons:

- The City must select a Track and notify the Regional Board before September 5, 2017 to be in compliance with the Trash Order.
- Track 1 requires mapping and timetables, but no complex reporting. Track 1 offers a clear compliance path with less exposure to Regional Board interpretation issues or third party lawsuits.
- The Trash Order does not prohibit switching tracks in future years. Since Track 2 requires full capture devices where feasible, starting implementation of Track 1 in “feasible” locations would still be the first compliance steps towards Track 2, while not incurring the additional monitoring, assessment and reporting requirements associated with Track 2.
- Track 2 requires rigorous and potentially expensive implementation and monitoring plans and annual reporting. The development of these plans is expected to require significant review, clarification, and negotiation with Regional Board staff.
- The Track selection can be re-evaluated when the compliance criteria and costs for Track 2 have been more clearly established. If appropriate, and with Council direction, Track 2 could be selected at a future date.

The City has already taken steps through its existing Storm Water Program to implement full trash capture in the City that meet the regulatory requirements of the new Trash Order. The City has been highly successful in securing grants and incorporating storm drain improvements and

trash capture systems into our existing CIP program. Approximately a quarter of the City is already in compliance with the Trash Order. City staff will continue to seek opportunities to incorporate full trash capture BMPs into the CIP program and to seek cost effective ways in the region to meet the requirements of this new order.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Resolution 2017-7850

RESOLUTION NO. 2017-7850

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AUTHORIZING TRACK 1 COMPLIANCE PATHWAY WITH REGIONAL WATER QUALITY CONTROL BOARD TRASH ORDER R9-2017-0077

WHEREAS, the City of Imperial Beach owns and operates a storm drain system or Municipal Separate Storm Sewer System (MS4); and

WHEREAS, the San Diego Regional Water Quality Control Board (RWQCB) regulates discharges of pollutants, including trash, from MS4s to surface waters; and

WHEREAS, on June 2, 2017 the RWQCB issued Trash Order R9-2017-0077 directing the City to submit reports pertaining to the control of trash, including implementation planning for one of two compliance tracks (Track 1 or Track 2); and

WHEREAS, the City must notify the RWQCB of the preferred compliance Track by September 5, 2017; and

WHEREAS, a preliminary evaluation has been made to assess the costs and feasibility for compliance using each Track; and

WHEREAS, available information leads City staff to conclude that Track 1 will be the most efficient, cost-effective and predictable option to achieve compliance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct.
2. The City Council directs staff to notify the San Diego Regional Water Quality Control Board that Track 1 is the preferred compliance track to comply with Trash Order R9-2017-0077 by September 5, 2017.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 16th day of August 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

SERGE DEDINA, MAYOR

ATTEST:

JACQUELINE M. KELLY, MMC
CITY CLERK

**THIS PAGE
INTENTIONALLY LEFT BLANK**



AGENDA ITEM NO. 5.3

**STAFF REPORT
CITY OF IMPERIAL BEACH**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AH*

MEETING DATE: AUGUST 16, 2017

ORIGINATING DEPT.: ERIKA N. CORTEZ, HUMAN RESOURCES MANAGER *EC*

SUBJECT: RESOLUTION NO. 2017-7844 APPROVING AND ADOPTING THE CITY'S FY 2017-19 SALARY SCHEDULE & APPOINTIVE MANAGEMENT & CONFIDENTIAL SALARY AND BENEFITS SUMMARY, AND POSITION DESCRIPTION AND SALARY FOR ENVIRONMENTAL & NATURAL RESOURCES DIRECTOR

EXECUTIVE SUMMARY:

Staff is recommending that the City Council approve Resolution No. 2017-7844 approving and adopting the City's FY 2017-19 Salary Schedule & Appointive Management & Confidential Salary and Benefits Summary, and position description and salary for the Environmental & Natural Resources Director.

FISCAL ANALYSIS:

The net increase versus prior fiscal year associated with this action is as follows. The approved Fiscal Year 2017-2019 Budget has sufficient funds to cover these costs.

Category	FY 2017-2018	FY2018-2019
Salaries & Fringe	\$208,018	\$124,766
Health Care	\$40,232	\$40,232
Other Benefits	\$28,614	\$960

RECOMMENDATION:

Staff is recommending that the City Council approve Resolution No. 2017-7844 approving and adopting the City's FY 2017-19 Salary Schedule & Appointive Management & Confidential Salary and Benefits Summary, and position description and salary for the Environmental & Natural Resources Director.

Pursuant to Government Code Section 54953(c)(3), the FY 2017-19 Salary Schedule & Appointive Management & Confidential Salary and Benefits Summary, includes compensation for Appointive Management personnel as part of this agenda item for City Council approval which includes a total of 4.5% salary adjustment for non-safety department heads and mid-managers and a total of 6% salary adjustment for safety department heads and mid-managers.

OPTIONS:

- Adopt Resolution No. 2017-7844 approving and adopting the City's FY 2017-19 Salary Schedule & Appointive Management & Confidential Salary and Benefits Summary, and

approving position description and salary for the Environmental & Natural Resources Director.

- Provide direction to the City Manager to take a specific action.
- Request additional information and an additional report.

BACKGROUND/ANALYSIS:

The City's Negotiation Team and representatives of the Service Employees International Union (SEIU) Local 221 bargaining unit held "meet and confer" meetings in an effort to reach agreement on a new Memorandum of Understanding (MOU). On July 19, 2017, the City Council approved Resolution No. 2017-7839 approving and adopting a Letter of Intent to enter into a new MOU with SEIU. Concurrently with this agenda item, Council has been presented with the SEIU MOU for FY 2017-19 for approval. The salary adjustments within the Salary Schedule codify the approved MOU changes per labor negotiations.

On June 21, 2017, the City Council approved Resolution No. 2017-7811 approving and adopting the City's Budget for Fiscal Years 2017-18 and 2018-19. This budget allocates funding for employee wages in accordance with prepared salary schedule and employment agreements as contained in the FY 2017-19 City's Salary Schedule, Appointive Management & Confidential Salary and Benefits Summary.

The SEIU MOU resulting from the meet and confer process includes a salary adjustment for employees represented, as follows:

Employee SEIU Group	Effective Date	% Salary Adjustment
Full-Time General Employees	7/1/17	2.7% salary adjustment (retroactive to July 1, 2017)
Full-Time General Employees	After CalPERS Contract Amendment on cost sharing	1.8% salary adjustment
Full-Time General Employees	7/1/18	3% salary adjustment
Full-Time Lifeguard Employees	7/1/17	2.6% salary adjustment (retroactive to July 1, 2017)
Full-Time Lifeguard Employees	After CalPERS Contract Amendment on cost sharing	3.4% salary adjustment
Full-Time Lifeguard Employees	7/1/18	3.5% salary adjustment
All Part-Time Employees	7/1/17	3.5% salary adjustment
All Part-Time Employees	7/1/18	2.5% salary adjustment

These salary adjustments have been updated and included in the attached FY 2017-19 Salary Schedule.

As it has been past practice, the City Manager desires to pass through to Management, Mid-management and Confidential employees, those compensation and benefits normally provided to employees represented by SEIU in addition to those benefits provided exclusively to Management, Mid-management and Confidential employees as provided in the attached FY 2017-19 Appointive Management & Confidential Salary and Benefits Summary. The salaries for management, mid-management and confidential employees include a salary adjustment, as follows:

Management, Mid-management & Confidential	Effective Date	% Salary Adjustment
Full-Time General Employees	7/1/17	2.7% salary adjustment (retroactive to July 1, 2017)
Full-Time General Employees	CalPERS Contract Amendment on cost sharing	1.8% salary adjustment
Full-Time General Employees	7/1/18	3% salary adjustment
Full-Time Lifeguard Employees	7/1/17	2.6% salary adjustment (retroactive to July 1, 2017)
Full-Time Lifeguard Employees	CalPERS Contract Amendment on cost sharing	3.4% salary adjustment
Full-Time Lifeguard Employees	7/1/18	3.5% salary adjustment
All Part-Time Employees	7/1/17	3.5% salary adjustment
All Part-Time Employees	7/1/18	2.5% salary adjustment

The City Manager maintains the authority under Ordinance No. 41 and under current adopted City Personnel Rules to establish or revise appointive staff and City employee positions as business and operational necessity requires which are then subsequently approved by the City Council. All classifications are subject to modification due to changes in departmental organization, professional expertise and knowledge, budgetary limitations, area size and population growth of the community, and administrative direction. Specifications are reviewed and periodically updated to assure the validity of each class specification, for compliance with all applicable federal or state labor laws, preparation of competitive examinations and during employee labor relations discussions.

The on-going level of workload in the Public Works Department establishes the need for an Environmental & Natural Resources Director position to facilitate the efficiency and effectiveness of the organization in dealing with water quality, storm water, environmental issues, environmental related economic development, as well as the parks and grounds/facilities functions of the City. Staff recommends that the monthly salary range for the Environmental & Natural Resources Director be set at Band \$8,730 to \$11,297 per month. Staff has prepared the attached job description which properly describes the duties of the proposed job classification and is more appropriately identified as the Environmental & Natural Resources Director. Staff has also prepared an updated management organizational chart to reflect the changes.

The FY 2017-19 Salary Schedule reflects the new salary band for the position of Environmental & Natural Resources Director. It also includes a 3% cost of living increase (COLA) resulting from the meet and confer process for employees represented by the Imperial Beach Fire Association (IBFA) as specified in the approved Memorandum of Understanding (MOU) effective July 1, 2016, and pursuant to the California Public Employees' Retirement System (CalPERS) agency review requirements.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

Attachments:

1. Resolution No. 2017-7844
2. City's Salary Schedule & for FY 2017-2019
3. Appointive Management & Confidential Salary and Benefits Summary
4. Environmental & Natural Resources Director Job Description
5. City Organizational Chart

RESOLUTION NO. 2017-7844

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, APPROVING AND ADOPTING THE CITY'S FY 2017-19 SALARY SCHEDULE & APPOINTIVE MANAGEMENT & CONFIDENTIAL SALARY AND BENEFITS SUMMARY, AND POSITION DESCRIPTION AND SALARY FOR ENVIRONMENTAL & NATURAL RESOURCES DIRECTOR

WHEREAS, the provisions of Ordinance No. 41 of the City of Imperial Beach provides that the City Manager maintains the authority under Ordinance No. 41 and under current adopted City Personnel Rules to establish or revise wages, salaries and materials, etc., for appointive staff and City employees as business and operational necessity subsequently approved by the City Council; and

WHEREAS, the employees in the City's Miscellaneous Classified Service are formally represented by the Service Employees International Union Local 22 (SEIU), as the exclusive bargaining agent for the bargaining unit; and

WHEREAS, the Memorandum of Understanding (MOU) between the City and SEIU for Fiscal Years 2015-2017 expired on June 30, 2017; and

WHEREAS, the parties held "meet and confer" sessions in an effort to reach an agreement on a new MOU; and

WHEREAS, at the July 19, 2017 meeting, the City Council approved and adopted a Letter of Intent to enter into a new MOU with SEIU; and

WHEREAS, concurrently, with this Resolution, Council has been presented with another Resolution to approve and adopt the SEIU MOU for FY 2017-19; and

WHEREAS, the SEIU MOU includes a total of 4.5% salary adjustment for full-time non-safety general employees, a total of 6% salary adjustment for safety general full-time employees, and a 3.5% salary adjustment for part-time non-safety general employees for FY 2017-18; and

WHEREAS, the FY 2017-19 Salary & Schedule codify the MOU with SEIU; and

WHEREAS, the City Manager desires to pass through to Appointive Management, Mid-Management and Confidential employees, those compensation and benefits normally provided to employees represented by SEIU in addition to those benefits provided exclusively to Appointive Management, Mid-management and Confidential employees as described in the Appointive Management and Confidential Salary and Benefits Summary; and

WHEREAS, the FY 2017-19 Salary Schedule & Appointive Management and Confidential Salary and Benefits Summary also includes a total of 4.5% salary adjustment for full-time non-safety department heads, mid-managers and confidential employees, a total of 6% salary adjustment for full-time safety department heads, mid-managers and confidential employees, and a 3.5% salary adjustment for part-time confidential employees; and

WHEREAS, the City Manager desires to establish a new position of Environmental & Natural Resources Director as part of the Appointive Management in order to help with the efficiency and effectiveness of the City in dealing with water quality, storm water, environmental issues, environmental related economic development, as well as the parks and grounds/facilities of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct and are hereby incorporated as findings.
2. The City Council hereby approves the Salary Schedule & Appointive Management and Confidential Salary and Benefits Summary for FY 2017-19 which includes:
 - a. A 2.7% salary adjustment for full-time non-safety general employees, retroactive to July 1, 2017, a 2.6% salary adjustment for full-time safety general employees, retroactive to July 1, 2017, and a 3.5% salary adjustment for part-time non-safety general employees, retroactive to July 1, 2017.
 - b. A 1.8% salary adjustment for full-time non-safety general employees effective contract amendment with CalPERS on pension cost sharing, and a 3.4% salary adjustment for full-time safety general employees effective contract amendment with CalPERS on pension cost sharing.
 - c. A 2.7% salary adjustment for full-time non-safety department heads, mid-managers and confidential employees, retroactive to July 1, 2017, a 2.6% salary adjustment for full-time safety department heads, mid-managers and confidential employees, retroactive to July 1, 2017, a 3.5% salary adjustment for part-time non-safety confidential employees, retroactive to July 1, 2017.
 - d. A 1.8% salary adjustment for full-time non-safety department heads, mid-managers and confidential employees effective contract amendment with CalPERS on pension cost sharing, and a 3.4% salary adjustment for full-time safety department heads, mid-managers and confidential employees effective contract amendment with CalPERS on pension cost sharing.
 - e. A 3% COLA increase effective July 1, 2017, as specified in the approved MOU with the Imperial Beach Fire Association.
 - f. A new classification of Environmental & Natural Resources Director and establish the salary "Band" at \$8,730 - \$11,297 per month.
3. The City Council hereby approves job description for Environmental & Natural Resources Director.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its meeting held on the 16th day of August 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

SERGE DEDINA, MAYOR

ATTEST:

JACQUELINE M. KELLY, MMC
CITY CLERK



City of Imperial Beach

**FY 2017-2019
SALARY & SCHEDULE**

**Adopted by Resolution No. 2017-7844
On August 16, 2017**

**CITY OF IMPERIAL BEACH SALARY SCHEDULE
POSITION CLASSIFICATIONS AND MONTHLY COMPENSATION
EFFECTIVE JULY 1, 2017 - JUNE 30, 2019**

Approved by Reso. No. 2017-7844

2.7% for general; 2.6% for lifeguards; 3.5% for PT; 3%fire

<u>Job No.</u>	<u>General Employees</u>	<u>Range</u>	<u>Monthly Salary</u>	
			LOW	HIGH
5010	ACCOUNT/CLERK TECHNICIAN	49	4,055	- 5,177
5014	ADMINISTRATIVE ASSISTANT	45	3,653	- 4,663
5015	ADMINISTRATIVE ASSISTANT (CIP)	41	3,404	- 4,344
5020	ADMINISTRATIVE INTERN (Part-Time)	29P	2,615	- 3,340
5025	ADMINISTRATIVE INTERN-GIS (Part-Time)	29P	2,595	- 3,314
5030	ADMINISTRATIVE SECRETARY I	39	3,278	- 4,183
5040	ADMINISTRATIVE SECRETARY II	43	3,540	- 4,517
5050	ASSISTANT PLANNER	46	3,758	- 4,796
5060	ASSOCIATE PLANNER	52	4,352	- 5,555
5065	ASSISTANT PROJECT MANAGER	52	4,352	- 5,555
8010	BEACH LIFEGUARD I	30	2,718	- 3,470
8020	BEACH LIFEGUARD II (Part-Time)	37	3,146	- 4,015
8020	BEACH LIFEGUARD II (Full-Time)	37F	3,165	- 4,040
8030	BEACH LIFEGUARD LIEUTENANT	50	4,243	- 5,414
8040	BEACH LIFEGUARD SERGEANT	50	4,243	- 5,414
8040	BEACH LIFEGUARD SERGEANT	50L	4,306	- 5,495
9010	BEACH MAINTENANCE WORKER	18	1,957	- 2,499
5068	BUILDING/CODE COMPLIANCE SPECIALIST	32	2,855	3,643
5070	BUILDING & PLANNING TECHNICIAN	42	3,446	- 4,399
5080	BUILDING/HOUSING INSPECTOR I	51	4,287	- 5,473
5090	BUILDING/HOUSING INSPECTOR II	55	4,712	- 6,014
6010	CLERK TYPIST	29	2,595	- 3,314
6020	CODE COMPLIANCE OFFICER (Full-Time)	48	3,957	- 5,051
6020	CODE COMPLIANCE OFFICER (Part-Time)	48P	3,987	5,091
9020	CUSTODIAN	29	2,595	- 3,314
6050	CUSTOMER SERVICE SPECIALIST	41	3,404	- 4,344
6060	DEPUTY BUILDING OFFICIAL	74	7,423	- 9,475
9000	ENVIRONMENTAL PROGRAM SPECIALIST	48	3,957	- 5,051
6065	FIRE SAFETY INSPECTOR II	64	5,797	- 7,398
9030	FLEET SUPERVISOR	57	4,951	- 6,317
6066	GIS FIRE MAPPING INTERN	27	2,457	- 3,136
9040	GRAFFITI PROGRAM COORDINATOR	44	3,621	- 4,622
9050	GROUPS & FACILITIES SUPERVISOR	57	4,951	- 6,317
9060	HEAVY EQUIPMENT OPERATOR	41	3,404	- 4,344
6070	JUNIOR CLERK TYPIST	19	1,996	- 2,548
6072	LEAD MAINTENANCE WORKER	46	3,758	- 4,796
9070	MAINTENANCE WORKER	33	2,907	- 3,710
9080	MAINTENANCE WORKER I	36	3,085	- 3,938
9090	MAINTENANCE WORKER II	41	3,404	- 4,344
11110	MECHANIC HELPER	15	1,798	- 2,294
11120	MECHANIC I	40	3,316	- 4,232
11130	MECHANIC II	48	3,957	- 5,051
6073	NETWORK SYSTEMS TECHNICIAN (Part-Time)	38P	3,249	- 4,145

**CITY OF IMPERIAL BEACH SALARY SCHEDULE
POSITION CLASSIFICATIONS AND MONTHLY COMPENSATION
EFFECTIVE JULY 1, 2017 - JUNE 30, 2019**

Approved by Reso. No. 2017-7844

2.7% for general; 2.6% for lifeguards; 3.5% for PT; 3%fire

<u>Job No.</u>	<u>General Employees (cont.)</u>	<u>Range</u>	<u>Monthly Salary</u>	
			LOW	HIGH
11140	PIER/BEACH MAINTENANCE WORKER (Part-Time)	32P	2,877	- 3,671
6080	PROGRAM AIDE	16	1,857	- 2,373
11153	PUBLIC WORKS INSPECTOR	50	4,243	- 5,414
6090	PROGRAM COORDINATOR	30	2,718	- 3,470
11150	PROJECT MANAGER TECHNICIAN	45	3,653	- 4,663
7000	RECREATION LEADER	17	1,903	- 2,430
7010	RECREATION PROGRAM AIDE	16	1,857	- 2,373
7020	RECREATION PROGRAM COORDINATOR	34	2,936	- 3,748
7025	RESIDENTIAL FIRE/SAFETY INSPECTOR	39	3,278	- 4,183
7030	SENIOR ACCOUNT/CLERK TECHNICIAN	38	3,223	- 4,113
7040	SENIOR PLANNER	69	6,562	- 8,374
11155	SENIOR PUBLIC WORKS SUPERVISOR	64	5,797	- 7,398
11160	SEWER SUPERVISOR	57	4,951	- 6,317
11170	STREET SUPERVISOR	57	4,951	- 6,317
11180	TIDELANDS SUPERVISOR	50	4,243	- 5,414

<u>Job No.</u>	<u>Fire Department (sworn)</u>	<u>Range</u>	<u>Monthly Salary</u>	
			LOW	HIGH
8080	FIREFIGHTER	6	4,674	- 6,264
8085	FIREFIGHTER/PARAMEDIC RECRUIT	FP9	4,367	-
8090	FIREFIGHTER/PARAMEDIC	FP6	5,203	- 6,972
8090	FIREFIGHTER/PARAMEDIC (SAFER)	FPS	4,585	
8060	FIRE ENGINEER	7	5,202	- 6,971
8070	FIRE ENGINEER/PARAMEDIC	FP7	5,592	- 7,494
8050	FIRE CAPTAIN	8	6,157	- 8,250
8055	FIRE CAPTAIN/PARAMEDIC	FP8	6,465	- 8,663

<u>Job No.</u>	<u>Confidential</u>	<u>Range</u>	<u>Monthly Salary</u>	
			LOW	HIGH
4005	ADMINISTRATIVE SECRETARY II (CM Office) (Full-Time)	43	3,540	- 4,517
4005	ADMINISTRATIVE SECRETARY II (CM Office) (Part-Time)	43P	3,567	- 4,552
4020	FINANCIAL SERVICES ASSISTANT	48	3,957	- 5,051
6067	HUMAN RESOURCES TECHNICIAN	41	3,404	4,344
4050	OFFICE SPECIALIST (HR)	29	2,595	- 3,314
4060	NETWORK SYSTEMS TECHNICIAN (Full-Time)	38	3,223	- 4,113
4030	PERSONNEL SERVICES ASSISTANT	51	4,287	- 5,473
4040	SENIOR ACCOUNTANT	63	5,656	- 7,218

**CITY OF IMPERIAL BEACH SALARY SCHEDULE
POSITION CLASSIFICATIONS AND MONTHLY COMPENSATION
EFFECTIVE JULY 1, 2017 - JUNE 30, 2019**

Approved by Reso. No. 2017-7844
2.7% for general; 2.6% for lifeguards; 3.5% for PT; 3%fire

<u>Job No.</u>	<u>Management and Mid-management</u>	<u>Range</u>	<u>Monthly Salary</u>	
			LOW	HIGH
2010	ADMINISTRATIVE SERVICES/FINANCE DIRECTOR	BAND	8,859 -	14,032
2020	ASSISTANT CITY MANAGER/COMMUNITY DEVELOPMENT DIR.	BAND	13,177 -	16,124
9420	ASSISSTANT PUBLIC WORKS DIRECTOR	BAND	7,835 -	10,576
6000	BUILDING OFFICIAL	BAND	6,397 -	9,442
9015	CAPITAL IMPROVEMENT PROGRAM MANAGER	BAND	5,681 -	7,241
2030	CITY CLERK	BAND	6,454 -	11,617
3010	CITY PLANNER	BAND	6,893 -	8,798
3015	CIVIL ENGINEER	BAND	7,715 -	10,008
2040	COMMUNITY DEVELOPMENT DIRECTOR	BAND	13,177 -	16,124
4010	DEPUTY CITY CLERK	BAND	4,426 -	5,387
3022	EMERGENCY SERVICES COORDINATOR	BAND	6,301 -	8,006
2070	ENVIRONMENTAL & NATURAL RESOURCES DIRECTOR	BAND	8,730 -	11,297
3025	ENVIRONMENTAL PROGRAM MANAGER	BAND	5,164 -	7,100
3040	FINANCE SUPERVISOR	BAND	5,164 -	7,100
8045	FIRE CHIEF	BAND	8,859 -	15,767
9035	GIS ADMINISTRATOR	BAND	5,395 -	7,336
3042	HUMAN RESOURCES ANALYST	BAND	4,518 -	5,809
3045	HUMAN RESOURCES MANAGER	BAND	8,619 -	10,127
3047	INFORMATION SYSTEMS MANAGER	BAND	5,164 -	7,100
3060	MANAGEMENT ANALYST (CM)	BAND	5,114 -	6,699
3060	MANAGEMENT ANALYST (FIRE)	BAND	4,518 -	5,809
3050	MARINE SAFETY CAPTAIN	BAND	5,483 -	7,583
2045	MARINE SAFETY CHIEF	BAND	8,615 -	11,286
2050	PUBLIC SAFETY DIRECTOR/FIRE CHIEF	BAND	6,454 -	11,617
2060	PUBLIC WORKS DIRECTOR	BAND	8,859 -	13,159
3070	PUBLIC WORKS SUPERINTENDENT	BAND	5,164 -	7,100
3075	PUBLIC WORKS OPERATIONS & CONSTRUCTION MANAGER	BAND	6,690 -	9,199
11165	SPECIAL PROJECTS MANAGER	BAND	6,266 -	11,277
<u>Job No.</u>	<u>Elected and City Manager</u>	<u>Range</u>	<u>Monthly Salary</u>	
1010	CITY COUNCILMEMBER	N/A	300	
1020	CITY MANAGER	N/A	15,600	
1030	MAYOR	N/A	1,100	

City of Imperial Beach Salary Schedule

Ranges and Steps

Effective July 1, 2017; Reso. No. 2017-7844

RANGE 09	09/01	09/02	09/03	09/04	09/05	09/06
Hourly	9.077	9.533	10.013	10.517	11.043	11.593
BI-WEEKLY	726.16	762.64	801.04	841.36	883.44	927.44
ANNUAL	18880.16	19828.64	20827.04	21875.36	22969.44	24113.44
			10.00965			
RANGE 10	10/01	10/02	10/03	10/04	10/05	10/06
Hourly	9.374	9.843	10.335	10.85	11.394	11.966
BI-WEEKLY	749.92	787.44	826.8	868	911.52	957.28
ANNUAL	19497.92	20473.44	21496.8	22568	23699.52	24889.28
RANGE 11	11/01	11/02	11/03	11/04	11/05	11/06
Hourly	9.533	10.013	10.517	11.043	11.593	12.174
BI-WEEKLY	762.64	801.04	841.36	883.44	927.44	973.92
ANNUAL	19828.64	20827.04	21875.36	22969.44	24113.44	25321.92
		6-Nov				
RANGE 12	12/01	12/02	12/03	12/04	12/05	12/06
Hourly	9.774	10.261	10.774	11.315	11.88	12.477
BI-WEEKLY	781.92	820.88	861.92	905.2	950.4	998.16
ANNUAL	20329.92	21342.88	22409.92	23535.2	24710.4	25952.16
RANGE 13	13/01	13/02	13/03	13/04	13/05	13/06
Hourly	10.023	10.525	11.051	11.602	12.183	12.793
BI-WEEKLY	801.84	842	884.08	928.16	974.64	1023.44
ANNUAL	20847.84	21892	22986.08	24132.16	25340.64	26609.44
RANGE 14	14/01	14/02	14/03	14/04	14/05	14/06
Hourly	10.27	10.78	11.324	11.889	12.484	13.112
BI-WEEKLY	821.6	862.4	905.92	951.12	998.72	1048.96
ANNUAL	21361.6	22422.4	23553.92	24729.12	25966.72	27272.96
RANGE 15	15/01	15/02	15/03	15/04	15/05	15/06
Hourly	10.375	10.889	11.432	12.004	12.609	13.236
BI-WEEKLY	830	871.12	914.56	960.32	1008.72	1058.88
ANNUAL	21580	22649.12	23778.56	24968.32	26226.72	27530.88
RANGE 16	16/01	16/02	16/03	16/04	16/05	16/06
Hourly	10.716	11.256	11.818	12.409	13.035	13.69
BI-WEEKLY	857.28	900.48	945.44	992.72	1042.8	1095.2
ANNUAL	22289.28	23412.48	24581.44	25810.72	27112.8	28475.2
RANGE 17	17/01	17/02	17/03	17/04	17/05	17/06
Hourly	10.981	11.528	12.105	12.715	13.346	14.018
BI-WEEKLY	878.48	922.24	968.4	1017.2	1067.68	1121.44
ANNUAL	22840.48	23978.24	25178.4	26447.2	27759.68	29157.44
RANGE 18	18/01	18/02	18/03	18/04	18/05	18/06
Hourly	11.291	11.856	12.45	13.074	13.729	14.416
BI-WEEKLY	903.28	948.48	996	1045.92	1098.32	1153.28
ANNUAL	23485.28	24660.48	25896	27193.92	28556.32	29985.28
RANGE 19	19/01	19/02	19/03	19/04	19/05	19/06
Hourly	11.518	12.097	12.702	13.337	14.001	14.7
BI-WEEKLY	921.44	967.76	1016.16	1066.96	1120.08	1176
ANNUAL	23957.44	25161.76	26420.16	27740.96	29122.08	30576
RANGE 20	20/01	20/02	20/03	20/04	20/05	20/06
Hourly	11.802	12.393	13.01	13.662	14.342	15.064
BI-WEEKLY	944.16	991.44	1040.8	1092.96	1147.36	1205.12
ANNUAL	24548.16	25777.44	27060.8	28416.96	29831.36	31333.12

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

RANGE 21	21/01	21/02	21/03	21/04	21/05	21/06
Hourly	12.097	12.702	13.337	14.001	14.7	15.436
BI-WEEKLY	967.76	1016.16	1066.96	1120.08	1176	1234.88
ANNUAL	25161.76	26420.16	27740.96	29122.08	30576	32106.88
RANGE 22	22/01	22/02	22/03	22/04	22/05	22/06
Hourly	12.4	13.018	13.669	14.35	15.071	15.823
BI-WEEKLY	992	1041.44	1093.52	1148	1205.68	1265.84
ANNUAL	25792	27077.44	28431.52	29848	31347.68	32911.84
RANGE 23	23/01	23/02	23/03	23/04	23/05	23/06
Hourly	12.709	13.344	14.01	14.708	15.443	16.218
BI-WEEKLY	1016.72	1067.52	1120.8	1176.64	1235.44	1297.44
ANNUAL	26434.72	27755.52	29140.8	30592.64	32121.44	33733.44
RANGE 24	24/01	24/02	24/03	24/04	24/05	24/06
Hourly	13.153	13.809	14.497	15.225	15.985	16.782
BI-WEEKLY	1052.24	1104.72	1159.76	1218	1278.8	1342.56
ANNUAL	27358.24	28722.72	30153.76	31668	33248.8	34906.56
RANGE 25	25/01	25/02	25/03	25/04	25/05	25/06
Hourly	13.483	14.157	14.862	15.605	16.388	17.211
BI-WEEKLY	1078.64	1132.56	1188.96	1248.4	1311.04	1376.88
ANNUAL	28044.64	29446.56	30912.96	32458.4	34087.04	35798.88
RANGE 26	26/01	26/02	26/03	26/04	26/05	26/06
Hourly	13.823	14.515	15.241	16.001	16.799	17.635
BI-WEEKLY	1105.84	1161.2	1219.28	1280.08	1343.92	1410.8
ANNUAL	28751.84	30191.2	31701.28	33282.08	34941.92	36680.8
RANGE 27	27/01	27/02	27/03	27/04	27/05	27/06
Hourly	14.173	14.885	15.629	16.409	17.231	18.091
BI-WEEKLY	1133.84	1190.8	1250.32	1312.72	1378.48	1447.28
ANNUAL	29479.84	30960.8	32508.32	34130.72	35840.48	37629.28
RANGE 27P	27P/01	27P/02	27P/03	27P/04	27P/05	27P/06
Hourly	14.283	15.001	15.751	16.537	17.365	18.232
BI-WEEKLY	1142.64	1200.08	1260.08	1322.96	1389.2	1458.56
ANNUAL	29708.64	31202.08	32762.08	34396.96	36119.2	37922.56
RANGE 28	28/01	28/02	28/03	28/04	28/05	28/06
Hourly	14.528	15.256	16.025	16.821	17.665	18.548
BI-WEEKLY	1162.24	1220.48	1282	1345.68	1413.2	1483.84
ANNUAL	30218.24	31732.48	33332	34987.68	36743.2	38579.84
RANGE 29	29/01	29/02	29/03	29/04	29/05	29/06
Hourly	14.973	15.72	16.511	17.34	18.208	19.122
BI-WEEKLY	1197.84	1257.6	1320.88	1387.2	1456.64	1529.76
ANNUAL	31143.84	32697.6	34342.88	36067.2	37872.64	39773.76
RANGE 29P	29P/01	29P/02	29P/03	29P/04	29P/05	29P/06
Hourly	15.089	15.843	16.64	17.475	18.35	19.271
BI-WEEKLY	1207.12	1267.44	1331.2	1398	1468	1541.68
ANNUAL	31385.12	32953.44	34611.2	36348	38168	40083.68
RANGE 30	30/01	30/02	30/03	30/04	30/05	30/06
Hourly	15.682	16.468	17.295	18.162	19.068	20.019
BI-WEEKLY	1254.56	1317.44	1383.6	1452.96	1525.44	1601.52
ANNUAL	32618.56	34253.44	35973.6	37776.96	39661.44	41639.52

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

RANGE 30F	30F/01	30F/02	30F/03	30F/04	30F/05	30F/06
Hourly	15.546	16.325	17.145	18.004	18.902	19.845
BI-WEEKLY	1243.68	1306	1371.6	1440.32	1512.16	1587.6
ANNUAL	32335.68	33956	35661.6	37448.32	39316.16	41277.6
 RANGE 31	 31/01	 31/02	 31/03	 31/04	 31/05	 31/06
Hourly	15.956	16.751	17.588	18.472	19.392	20.361
BI-WEEKLY	1276.48	1340.08	1407.04	1477.76	1551.36	1628.88
ANNUAL	33188.48	34842.08	36583.04	38421.76	40335.36	42350.88
 RANGE 32	 32/01	 32/02	 32/03	 32/04	 32/05	 32/06
Hourly	16.472	17.294	18.162	19.067	20.019	21.018
BI-WEEKLY	1317.76	1383.52	1452.96	1525.36	1601.52	1681.44
ANNUAL	34261.76	35971.52	37776.96	39659.36	41639.52	43717.44
 RANGE 32P	 32P/01	 32P/02	 32P/03	 32P/04	 32P/05	 32P/06
Hourly	16.6	17.428	18.303	19.216	20.175	21.181
BI-WEEKLY	1328	1394.24	1464.24	1537.28	1614	1694.48
ANNUAL	34528	36250.24	38070.24	39969.28	41964	44056.48
 RANGE 33	 33/01	 33/02	 33/03	 33/04	 33/05	 33/06
Hourly	16.769	17.611	18.493	19.417	20.383	21.406
BI-WEEKLY	1341.52	1408.88	1479.44	1553.36	1630.64	1712.48
ANNUAL	34879.52	36630.88	38465.44	40387.36	42396.64	44524.48
 RANGE 34	 34/01	 34/02	 34/03	 34/04	 34/05	 34/06
Hourly	16.937	17.782	18.672	19.609	20.593	21.623
BI-WEEKLY	1354.96	1422.56	1493.76	1568.72	1647.44	1729.84
ANNUAL	35228.96	36986.56	38837.76	40786.72	42833.44	44975.84
 RANGE 35	 35/01	 35/02	 35/03	 35/04	 35/05	 35/06
Hourly	17.364	18.23	19.145	20.106	21.111	22.165
BI-WEEKLY	1389.12	1458.4	1531.6	1608.48	1688.88	1773.2
ANNUAL	36117.12	37918.4	39821.6	41820.48	43910.88	46103.2
 RANGE 36	 36/01	 36/02	 36/03	 36/04	 36/05	 36/06
Hourly	17.797	18.689	19.625	20.607	21.638	22.722
BI-WEEKLY	1423.76	1495.12	1570	1648.56	1731.04	1817.76
ANNUAL	37017.76	38873.12	40820	42862.56	45007.04	47261.76
 RANGE 37	 37/01	 37/02	 37/03	 37/04	 37/05	 37/06
Hourly	18.15	19.061	20.011	21.011	22.064	23.164
BI-WEEKLY	1452	1524.88	1600.88	1680.88	1765.12	1853.12
ANNUAL	37752	39646.88	41622.88	43702.88	45893.12	48181.12
 RANGE 37F	 37F/01	 37F/02	 37F/03	 37F/04	 37F/05	 37F/06
Hourly	18.262	19.179	20.134	21.141	22.201	23.307
BI-WEEKLY	1460.96	1534.32	1610.72	1691.28	1776.08	1864.56
ANNUAL	37984.96	39892.32	41878.72	43973.28	46178.08	48478.56
 RANGE 38	 38/01	 38/02	 38/03	 38/04	 38/05	 38/06
Hourly	18.597	19.524	20.499	21.522	22.599	23.73
BI-WEEKLY	1487.76	1561.92	1639.92	1721.76	1807.92	1898.4
ANNUAL	38681.76	40609.92	42637.92	44765.76	47005.92	49358.4
 RANGE 38P	 38P/01	 38P/02	 38P/03	 38P/04	 38P/05	 38P/06
Hourly	18.742	19.676	20.659	21.69	22.775	23.915
BI-WEEKLY	1499.36	1574.08	1652.72	1735.2	1822	1913.2
ANNUAL	38983.36	40926.08	42970.72	45115.2	47372	49743.2

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

RANGE 39	39/01	39/02	39/03	39/04	39/05	39/06
Hourly	18.911	19.856	20.848	21.894	22.985	24.131
BI-WEEKLY	1512.88	1588.48	1667.84	1751.52	1838.8	1930.48
ANNUAL	39334.88	41300.48	43363.84	45539.52	47808.8	50192.48
RANGE 40	40/01	40/02	40/03	40/04	40/05	40/06
Hourly	19.128	20.089	21.098	22.149	23.257	24.418
BI-WEEKLY	1530.24	1607.12	1687.84	1771.92	1860.56	1953.44
ANNUAL	39786.24	41785.12	43883.84	46069.92	48374.56	50789.44
RANGE 41	41/01	41/02	41/03	41/04	41/05	41/06
Hourly	19.637	20.616	21.646	22.731	23.869	25.063
BI-WEEKLY	1570.96	1649.28	1731.68	1818.48	1909.52	2005.04
ANNUAL	40844.96	42881.28	45023.68	47280.48	49647.52	52131.04
RANGE 42	42/01	42/02	42/03	42/04	42/05	42/06
Hourly	19.88	20.871	21.916	23.015	24.173	25.379
BI-WEEKLY	1590.4	1669.68	1753.28	1841.2	1933.84	2030.32
ANNUAL	41350.4	43411.68	45585.28	47871.2	50279.84	52788.32
RANGE 43	43/01	43/02	43/03	43/04	43/05	43/06
Hourly	20.422	21.445	22.514	23.635	24.821	26.061
BI-WEEKLY	1633.76	1715.6	1801.12	1890.8	1985.68	2084.88
ANNUAL	42477.76	44605.6	46829.12	49160.8	51627.68	54206.88
RANGE 43P	43P/01	43P/02	43P/03	43P/04	43P/05	43P/06
Hourly	20.581	21.612	22.689	23.82	25.14	26.264
BI-WEEKLY	1646.48	1728.96	1815.12	1905.6	2001.12	2101.12
ANNUAL	42808.48	44952.96	47193.12	49545.6	52029.12	54629.12
RANGE 44	44/01	44/02	44/03	44/04	44/05	44/06
Hourly	20.888	21.933	23.033	24.187	25.395	26.664
BI-WEEKLY	1671.04	1754.64	1842.64	1934.96	2031.6	2133.12
ANNUAL	43447.04	45620.64	47908.64	50308.96	52821.6	55461.12
RANGE 45	45/01	45/02	45/03	45/04	45/05	45/06
Hourly	21.077	22.136	23.241	24.405	25.627	26.904
BI-WEEKLY	1686.16	1770.88	1859.28	1952.4	2050.16	2152.32
ANNUAL	43840.16	46042.88	48341.28	50762.4	53304.16	55960.32
RANGE 46	46/01	46/02	46/03	46/04	46/05	46/06
Hourly	21.682	22.77	23.909	25.101	26.354	27.671
BI-WEEKLY	1734.56	1821.6	1912.72	2008.08	2108.32	2213.68
ANNUAL	45098.56	47361.6	49730.72	52210.08	54816.32	57555.68
RANGE 47	47/01	47/02	47/03	47/04	47/05	47/06
Hourly	22.226	23.342	24.512	25.736	27.019	28.369
BI-WEEKLY	1778.08	1867.36	1960.96	2058.88	2161.52	2269.52
ANNUAL	46230.08	48551.36	50984.96	53530.88	56199.52	59007.52
RANGE 48	48/01	48/02	48/03	48/04	48/05	48/06
Hourly	22.826	23.97	25.17	26.433	27.757	29.142
BI-WEEKLY	1826.08	1917.6	2013.6	2114.64	2220.56	2331.36
ANNUAL	47478.08	49857.6	52353.6	54980.64	57734.56	60615.36
RANGE 48P	48P/01	48P/02	48P/03	48P/04	48P/05	48P/06
Hourly	23.004	24.157	25.366	26.639	27.973	29.369
BI-WEEKLY	1840.32	1932.56	2029.28	2131.12	2237.84	2349.52
ANNUAL	47848.32	50246.56	52761.28	55409.12	58183.84	61087.52

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

RANGE 49	49/01	49/02	49/03	49/04	49/05	49/06
Hourly	23.397	24.566	25.797	27.089	28.446	29.87
BI-WEEKLY	1871.76	1965.28	2063.76	2167.12	2275.68	2389.6
ANNUAL	48665.76	51097.28	53657.76	56345.12	59167.68	62129.6
RANGE 50	50/01	50/02	50/03	50/04	50/05	50/06
Hourly	24.477	25.702	26.987	28.334	29.749	31.234
BI-WEEKLY	1958.16	2056.16	2158.96	2266.72	2379.92	2498.72
ANNUAL	50912.16	53460.16	56132.96	58934.72	61877.92	64966.72
RANGE 50L	50L/01	50L/02	50L/03	50L/04	50L/05	50L/06
Hourly	24.845	26.088	27.392	28.759	30.194	31.702
BI-WEEKLY	1987.6	2087.04	2191.36	2300.72	2415.52	2536.16
ANNUAL	51677.6	54263.04	56975.36	59818.72	62803.52	65940.16
RANGE 51	51/01	51/02	51/03	51/04	51/05	51/06
Hourly	24.735	25.974	27.276	28.64	30.072	31.574
BI-WEEKLY	1978.8	2077.92	2182.08	2291.2	2405.76	2525.92
ANNUAL	51448.8	54025.92	56734.08	59571.2	62549.76	65673.92
RANGE 52	52/01	52/02	52/03	52/04	52/05	52/06
Hourly	25.105	26.362	27.68	29.065	30.522	32.047
BI-WEEKLY	2008.4	2108.96	2214.4	2325.2	2441.76	2563.76
ANNUAL	52218.4	54832.96	57574.4	60455.2	63485.76	66657.76
RANGE 53	53/01	53/02	53/03	53/04	53/05	53/06
Hourly	25.736	27.019	28.369	29.785	31.273	32.836
BI-WEEKLY	2058.88	2161.52	2269.52	2382.8	2501.84	2626.88
ANNUAL	53530.88	56199.52	59007.52	61952.8	65047.84	68298.88
RANGE 54	54/01	54/02	54/03	54/04	54/05	54/06
Hourly	26.378	27.695	29.081	30.536	32.064	33.665
BI-WEEKLY	2110.24	2215.6	2326.48	2442.88	2565.12	2693.2
ANNUAL	54866.24	57605.6	60488.48	63514.88	66693.12	70023.2
RANGE 55	55/01	55/02	55/03	55/04	55/05	55/06
Hourly	27.184	28.548	29.971	31.475	33.047	34.696
BI-WEEKLY	2174.72	2283.84	2397.68	2518	2643.76	2775.68
ANNUAL	56542.72	59379.84	62339.68	65468	68737.76	72167.68
RANGE 56	56/01	56/02	56/03	56/04	56/05	56/06
Hourly	27.865	29.259	30.723	32.257	33.867	35.563
BI-WEEKLY	2229.2	2340.72	2457.84	2580.56	2709.36	2845.04
ANNUAL	57959.2	60858.72	63903.84	67094.56	70443.36	73971.04
RANGE 57	57/01	57/02	57/03	57/04	57/05	57/06
Hourly	28.561	29.988	31.489	33.061	34.711	36.445
BI-WEEKLY	2284.88	2399.04	2519.12	2644.88	2776.88	2915.6
ANNUAL	59406.88	62375.04	65497.12	68766.88	72198.88	75805.6
RANGE 58	58/01	58/02	58/03	58/04	58/05	58/06
Hourly	29.275	30.738	32.27	33.883	35.577	37.36
BI-WEEKLY	2342	2459.04	2581.6	2710.64	2846.16	2988.8
ANNUAL	60892	63935.04	67121.6	70476.64	74000.16	77708.8
RANGE 59	59/01	59/02	59/03	59/04	59/05	59/06
Hourly	30.009	31.513	33.085	34.741	36.476	38.304
BI-WEEKLY	2400.72	2521.04	2646.8	2779.28	2918.08	3064.32
ANNUAL	62418.72	65547.04	68816.8	72261.28	75870.08	79672.32

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

RANGE 60	60/01	60/02	60/03	60/04	60/05	60/06
Hourly	30.76	32.302	33.921	35.617	37.398	39.265
BI-WEEKLY	2460.8	2584.16	2713.68	2849.36	2991.84	3141.2
ANNUAL	63980.8	67188.16	70555.68	74083.36	77787.84	81671.2
RANGE 61	61/01	61/02	61/03	61/04	61/05	61/06
Hourly	31.528	33.108	34.766	36.501	38.343	40.265
BI-WEEKLY	2522.24	2648.64	2781.28	2920.08	3067.44	3221.2
ANNUAL	65578.24	68864.64	72313.28	75922.08	79753.44	83751.2
RANGE 62	62/01	62/02	62/03	62/04	62/05	62/06
Hourly	32.318	33.937	35.632	37.413	39.288	41.256
BI-WEEKLY	2585.44	2714.96	2850.56	2993.04	3143.04	3300.48
ANNUAL	67221.44	70588.96	74114.56	77819.04	81719.04	85812.48
RANGE 63	63/01	63/02	63/03	63/04	63/05	63/06
Hourly	32.628	34.263	35.974	37.77	39.661	41.642
BI-WEEKLY	2610.24	2741.04	2877.92	3021.6	3172.88	3331.36
ANNUAL	67866.24	71267.04	74825.92	78561.6	82494.88	86615.36
RANGE 64	64/01	64/02	64/03	64/04	64/05	64/06
Hourly	33.442	35.112	36.871	38.714	40.65	42.68
BI-WEEKLY	2675.36	2808.96	2949.68	3097.12	3252	3414.4
ANNUAL	69559.36	73032.96	76691.68	80525.12	84552	88774.4
RANGE 65	65/01	65/02	65/03	65/04	65/05	65/06
Hourly	34.276	35.989	37.785	39.675	41.658	43.741
BI-WEEKLY	2742.08	2879.12	3022.8	3174	3332.64	3499.28
ANNUAL	71294.08	74857.12	78592.8	82524	86648.64	90981.28
RANGE 66	66/01	66/02	66/03	66/04	66/05	66/06
Hourly	35.137	36.895	38.738	40.675	42.712	44.849
BI-WEEKLY	2810.96	2951.6	3099.04	3254	3416.96	3587.92
ANNUAL	73084.96	76741.6	80575.04	84604	88840.96	93285.92
RANGE 67	67/01	67/02	67/03	67/04	67/05	67/06
Hourly	36.012	37.817	39.706	41.689	43.773	45.964
BI-WEEKLY	2880.96	3025.36	3176.48	3335.12	3501.84	3677.12
ANNUAL	74904.96	78659.36	82588.48	86713.12	91047.84	95605.12
RANGE 68	68/01	68/02	68/03	68/04	68/05	68/06
Hourly	36.909	38.754	40.689	42.726	44.864	47.112
BI-WEEKLY	2952.72	3100.32	3255.12	3418.08	3589.12	3768.96
ANNUAL	76770.72	80608.32	84633.12	88870.08	93317.12	97992.96
RANGE 69	69/01	69/02	69/03	69/04	69/05	69/06
Hourly	37.856	39.745	41.735	43.818	46.01	48.309
BI-WEEKLY	3028.48	3179.6	3338.8	3505.44	3680.8	3864.72
ANNUAL	78740.48	82669.6	86808.8	91141.44	95700.8	100482.72
RANGE 70	70/01	70/02	70/03	70/04	70/05	70/06
Hourly	38.8	40.744	42.782	44.919	47.164	49.526
BI-WEEKLY	3104	3259.52	3422.56	3593.52	3773.12	3962.08
ANNUAL	80704	84747.52	88986.56	93431.52	98101.12	103014.08
RANGE 71	71/01	71/02	71/03	71/04	71/05	71/06
Hourly	39.769	41.758	43.849	46.04	48.341	50.757
BI-WEEKLY	3181.52	3340.64	3507.92	3683.2	3867.28	4060.56
ANNUAL	82719.52	86856.64	91205.92	95763.2	100549.28	105574.56

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

RANGE 72	72/01	72/02	72/03	72/04	72/05	72/06
Hourly	40.759	42.795	44.933	47.18	49.543	52.019
BI-WEEKLY	3260.72	3423.6	3594.64	3774.4	3963.44	4161.52
ANNUAL	84778.72	89013.6	93460.64	98134.4	103049.44	108199.52
RANGE 73	73/01	73/02	73/03	73/04	73/05	73/06
Hourly	41.781	43.872	46.066	48.365	50.781	53.321
BI-WEEKLY	3342.48	3509.76	3685.28	3869.2	4062.48	4265.68
ANNUAL	86904.48	91253.76	95817.28	100599.2	105624.48	110907.68
RANGE 74	74/01	74/02	74/03	74/04	74/05	74/06
Hourly	42.827	44.971	47.219	49.581	52.058	54.661
BI-WEEKLY	3426.16	3597.68	3777.52	3966.48	4164.64	4372.88
ANNUAL	89080.16	93539.68	98215.52	103128.48	108280.64	113694.88
RANGE 75	75/01	75/02	75/03	75/04	75/05	75/06
Hourly	43.896	46.087	48.395	50.812	53.351	56.018
BI-WEEKLY	3511.68	3686.96	3871.6	4064.96	4268.08	4481.44
ANNUAL	91303.68	95860.96	100661.6	105688.96	110970.08	116517.44
RANGE 76	76/01	76/02	76/03	76/04	76/05	76/06
Hourly	44.996	47.25	49.61	52.089	54.691	57.425
BI-WEEKLY	3599.68	3780	3968.8	4167.12	4375.28	4594
ANNUAL	93591.68	98280	103188.8	108345.12	113757.28	119444
RANGE 77	77/01	77/02	77/03	77/04	77/05	77/06
Hourly	46.119	48.427	50.851	53.391	56.062	58.866
BI-WEEKLY	3689.52	3874.16	4068.08	4271.28	4484.96	4709.28
ANNUAL	95927.52	100728.16	105770.08	111053.28	116608.96	122441.28
RANGE 78	78/01	78/02	78/03	78/04	78/05	78/06
Hourly	47.272	49.635	52.113	54.715	57.448	60.322
BI-WEEKLY	3781.76	3970.8	4169.04	4377.2	4595.84	4825.76
ANNUAL	98325.76	103240.8	108395.04	113807.2	119491.84	125469.76
RANGE 79	79/01	79/02	79/03	79/04	79/05	79/06
Hourly	48.457	50.883	53.43	56.101	58.905	61.849
BI-WEEKLY	3876.56	4070.64	4274.4	4488.08	4712.4	4947.92
ANNUAL	100790.56	105836.64	111134.4	116690.08	122522.4	128645.92
RANGE 80	80/01	80/02	80/03	80/04	80/05	80/06
Hourly	49.666	52.152	54.762	57.503	60.376	63.396
BI-WEEKLY	3973.28	4172.16	4380.96	4600.24	4830.08	5071.68
ANNUAL	103305.28	108476.16	113904.96	119606.24	125582.08	131863.68
RANGE 81	81/01	81/02	81/03	81/04	81/05	81/06
Hourly	50.904	53.453	56.126	58.928	61.871	64.961
BI-WEEKLY	4072.32	4276.24	4490.08	4714.24	4949.68	5196.88
ANNUAL	105880.32	111182.24	116742.08	122570.24	128691.68	135118.88
RANGE 82	82/01	82/02	82/03	82/04	82/05	82/06
Hourly	52.175	54.784	57.527	60.398	63.419	66.587
BI-WEEKLY	4174	4382.72	4602.16	4831.84	5073.52	5326.96
ANNUAL	108524	113950.72	119656.16	125627.84	131911.52	138500.96
RANGE 83	83/01	83/02	83/03	83/04	83/05	83/06
Hourly	53.69	56.371	59.191	62.15	65.256	68.516
BI-WEEKLY	4295.2	4509.68	4735.28	4972	5220.48	5481.28
ANNUAL	111675.2	117251.68	123117.28	129272	135732.48	142513.28

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

RANGE 84	84/01	84/02	84/03	84/04	84/05	84/06
Hourly	55.033	57.782	60.67	63.706	66.89	70.235
BI-WEEKLY	4402.64	4622.56	4853.6	5096.48	5351.2	5618.8
ANNUAL	114468.64	120186.56	126193.6	132508.48	139131.2	146088.8
RANGE 85	85/01	85/02	85/03	85/04	85/05	85/06
Hourly	56.412	59.23	62.188	65.302	68.571	72.001
BI-WEEKLY	4512.96	4738.4	4975.04	5224.16	5485.68	5760.08
ANNUAL	117336.96	123198.4	129351.04	135828.16	142627.68	149762.08
RANGE 86	86/01	86/02	86/03	86/04	86/05	86/06
Hourly	58.394	61.314	64.38	67.602	70.979	74.525
BI-WEEKLY	4671.52	4905.12	5150.4	5408.16	5678.32	5962
ANNUAL	121459.52	127533.12	133910.4	140612.16	147636.32	155012
RANGE 87	87/01	87/02	87/03	87/04	87/05	87/06
Hourly	59.73	62.715	65.851	69.144	72.598	76.23
BI-WEEKLY	4778.4	5017.2	5268.08	5531.52	5807.84	6098.4
ANNUAL	124238.4	130447.2	136970.08	143819.52	151003.84	158558.4
RANGE 88	88/01	88/02	88/03	88/04	88/05	88/06
Hourly	61.221	64.279	67.494	70.87	74.416	78.135
BI-WEEKLY	4897.68	5142.32	5399.52	5669.6	5953.28	6250.8
ANNUAL	127339.68	133700.32	140387.52	147409.6	154785.28	162520.8
RANGE 89	89/01	89/02	89/03	89/04	89/05	89/06
Hourly	62.754	65.89	69.183	72.643	76.275	80.087
BI-WEEKLY	5020.32	5271.2	5534.64	5811.44	6102	6406.96
ANNUAL	130528.32	137051.2	143900.64	151097.44	158652	166580.96
RANGE 90	90/01	90/02	90/03	90/04	90/05	90/06
Hourly	64.325	67.54	70.916	74.463	78.189	82.099
BI-WEEKLY	5146	5403.2	5673.28	5957.04	6255.12	6567.92
ANNUAL	133796	140483.2	147505.28	154883.04	162633.12	170765.92
RANGE 91	91/01	91/02	91/03	91/04	91/05	91/06
Hourly	65.936	69.236	72.696	76.33	80.148	84.152
BI-WEEKLY	5274.88	5538.88	5815.68	6106.4	6411.84	6732.16
ANNUAL	137146.88	144010.88	151207.68	158766.4	166707.84	175036.16
RANGE 92	92/01	92/02	92/03	92/04	92/05	92/06
Hourly	67.587	70.963	74.51	78.235	82.147	86.251
BI-WEEKLY	5406.96	5677.04	5960.8	6258.8	6571.76	6900.08
ANNUAL	140580.96	147603.04	154980.8	162728.8	170865.76	179402.08
RANGE 93	93/01	93/02	93/03	93/04	93/05	93/06
Hourly	69.274	72.736	76.377	80.194	84.206	88.419
BI-WEEKLY	5541.92	5818.88	6110.16	6415.52	6736.48	7073.52
ANNUAL	144089.92	151290.88	158864.16	166803.52	175148.48	183911.52
RANGE 94	94/01	94/02	94/03	94/04	94/05	94/06
Hourly	71.01	74.557	78.282	82.192	86.305	90.617
BI-WEEKLY	5680.8	5964.56	6262.56	6575.36	6904.4	7249.36
ANNUAL	147700.8	155078.56	162826.56	170959.36	179514.4	188483.36
RANGE 95	95/01	95/02	95/03	95/04	95/05	95/06
Hourly	72.457	76.082	79.885	83.88	88.079	92.486
BI-WEEKLY	5796.56	6086.56	6390.8	6710.4	7046.32	7398.88
ANNUAL	150710.56	158250.56	166160.8	174470.4	183204.32	192370.88

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

RANGE 96	96/01	96/02	96/03	96/04	96/05	96/06
Hourly	74.27	77.986	81.891	85.988	90.285	94.8
BI-WEEKLY	5941.6	6238.88	6551.28	6879.04	7222.8	7584
ANNUAL	154481.6	162210.88	170333.28	178855.04	187792.8	197184
RANGE 97	97/01	97/02	97/03	97/04	97/05	97/06
Hourly	76.13	79.939	83.936	88.133	92.539	97.163
BI-WEEKLY	6090.4	6395.12	6714.88	7050.64	7403.12	7773.04
ANNUAL	158350.4	166273.12	174586.88	183316.64	192481.12	202099.04
RANGE 98	98/01	98/02	98/03	98/04	98/05	98/06
Hourly	78.034	81.936	86.035	90.333	94.847	99.585
BI-WEEKLY	6242.72	6554.88	6882.8	7226.64	7587.76	7966.8
ANNUAL	162310.72	170426.88	178952.8	187892.64	197281.76	207136.8
RANGE 99	99/01	99/02	99/03	99/04	99/05	99/06
Hourly	79.985	83.98	88.179	92.585	97.216	102.08
BI-WEEKLY	6398.8	6718.4	7054.32	7406.8	7777.28	8166.4
ANNUAL	166368.8	174678.4	183412.32	192576.8	202209.28	212326.4
100 RANGE	100/01	100/02	100/03	100/04	100/05	100/06
Hourly	81.983	86.08	90.385	94.909	99.656	104.636
BI-WEEKLY	6558.64	6886.4	7230.8	7592.72	7972.48	8370.88
ANNUAL	170524.64	179046.4	188000.8	197410.72	207284.48	217642.88

City of Imperial Beach Salary Schedule
Ranges and Steps
Effective July 1, 2017; Reso. No. 2017-7844

FIRE RANGE 06-40 HRS	6/01	6/02	6/03	6/04	6/05	6/06	6/07
HOURLY	26.966	28.315	29.73	31.218	32.779	34.42	36.141
BI-WEEKLY	2157.28	2265.2	2378.4	2497.44	2622.32	2753.6	2891.28
ANNUAL	56089.28	58895.2	61838.4	64933.44	68180.32	71593.6	75173.28
FIRE RANGE 07-40 HRS	7/01	7/02	7/03	7/04	7/05	7/06	7/07
HOURLY	30.011	31.513	33.086	34.743	36.482	38.304	40.218
BI-WEEKLY	2400.88	2521.04	2646.88	2779.44	2918.56	3064.32	3217.44
ANNUAL	62422.88	65547.04	68818.88	72265.44	75882.56	79672.32	83653.44
FIRE RANGE 08-40 HRS	8/01	8/02	8/03	8/04	8/05	8/06	8/07
HOURLY	35.519	37.294	39.158	41.119	43.173	45.332	47.598
BI-WEEKLY	2841.52	2983.52	3132.64	3289.52	3453.84	3626.56	3807.84
ANNUAL	73879.52	77571.52	81448.64	85527.52	89799.84	94290.56	99003.84
FIRE RANGE 6P-40 HRS	06P/01	06P/02	06P/03	06P/04	06P/05	06P/06	06P/07
HOURLY	30.016	31.517	33.093	34.747	36.485	38.307	40.225
BI-WEEKLY	2401.28	2521.36	2647.44	2779.76	2918.8	3064.56	3218
ANNUAL	62433.28	65555.36	68833.44	72273.76	75888.8	79678.56	83668
FIRE RANGE 7P-40 HRS	07P/01	07P/02	07P/03	07P/04	07P/05	07P/06	07P/07
HOURLY	32.264	33.877	35.57	37.349	39.216	41.177	43.236
BI-WEEKLY	2581.12	2710.16	2845.6	2987.92	3137.28	3294.16	3458.88
ANNUAL	67109.12	70464.16	73985.6	77685.92	81569.28	85648.16	89930.88
FIRE RANGE 8P-40 HRS	08P/01	08P/02	08P/03	08P/04	08P/05	08P/06	08P/07
HOURLY	37.294	39.159	41.116	43.175	45.331	47.599	49.978
BI-WEEKLY	2983.52	3132.72	3289.28	3454	3626.48	3807.92	3998.24
ANNUAL	77571.52	81450.72	85521.28	89804	94288.48	99005.92	103954.2
FIRE RANGE F06-56 HRS	F06/01	F06/02	F06/03	F06/04	F06/05	F06/06	F06/07
Hourly	19.263	20.227	21.238	22.299	23.414	24.584	25.815
BI-WEEKLY	2157.46	2265.42	2378.66	2497.49	2622.37	2753.41	2891.28
ANNUAL	56093.86	58901.02	61845.06	64934.69	68181.57	71588.61	75173.28
FIRE RANGE F07-56 HRS	F07/01	F07/02	F07/03	F07/04	F07/05	F07/06	F07/07
HOURLY	21.437	22.51	23.636	24.815	26.058	27.36	28.727
BI-WEEKLY	2400.94	2521.12	2647.23	2779.28	2918.5	3064.32	3217.42
ANNUAL	62424.54	65549.12	68828.03	72261.28	75880.9	79672.32	83653.02
FIRE RANGE F08-56 HRS	F08/01	F08/02	F08/03	F08/04	F08/05	F08/06	F08/07
HOURLY	25.371	26.639	27.973	29.369	30.839	32.379	33.999
BI-WEEKLY	2841.55	2983.57	3132.98	3289.33	3453.97	3626.45	3807.89
ANNUAL	73880.35	77572.77	81457.38	85522.53	89803.17	94287.65	99005.09
FIRE RANGE FP6-56 HRS	FP6/01	FP6/02	FP6/03	FP6/04	FP6/05	FP6/06	FP6/07
HOURLY	21.44	22.513	23.638	24.819	26.06	27.362	28.73
BI-WEEKLY	2401.28	2521.46	2647.46	2779.73	2918.72	3064.54	3217.76
ANNUAL	62433.28	65557.86	68833.86	72272.93	75886.72	79678.14	83661.76
FIRE RANGE FP7-56 HRS	FP7/01	FP7/02	FP7/03	FP7/04	FP7/05	FP7/06	FP7/07
HOURLY	23.045	24.198	25.407	26.677	28.012	29.411	30.883
BI-WEEKLY	2581.04	2710.18	2845.58	2987.82	3137.34	3294.03	3458.9
ANNUAL	67107.04	70464.58	73985.18	77683.42	81570.94	85644.83	89931.3
FIRE RANGE FP8-56 HRS	FP8/01	FP8/02	FP8/03	FP8/04	FP8/05	FP8/06	FP8/07
HOURLY	26.641	27.971	29.371	30.839	32.381	33.998	35.698
BI-WEEKLY	2983.79	3132.75	3289.55	3453.97	3626.67	3807.78	3998.18
ANNUAL	77578.59	81451.55	85528.35	89803.17	94293.47	99002.18	103952.6
FIRE RANGE FPS-56 HRS	FPS/01						
HOURLY	18.895						
BI-WEEKLY	2116.24						
ANNUAL	55022.24						
FIRE RANGE FP9-56 HRS	FP9/01						
HOURLY	17.995						
BI-WEEKLY	2015.44						
ANNUAL	52401.44						
FIRE RANGE 9P-40 HRS	9P/01						
HOURLY	25.194						
BI-WEEKLY	2015.52						
ANNUAL	52403.52						



**City of Imperial Beach
Appointive Management & Confidential
Salary and Benefits Summary**

**July 1, 2017 – June 30, 2019
Resolution No. 2017-7844**

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

This is a summary of available salary and benefits and it is not intended to provide full details of all programs. Individual employment contracts, policies and procedures will govern any discrepancies and provide program specifics.

Appointive Management

Appointive Management employees are those employees designated by the City Manager as meeting established criteria under the Fair Labor Standards Act (FLSA) compliance provisions for white collar exemptions. Generally, positions in this class are salaried positions and exempt from overtime and special compensation provisions pursuant to FLSA regulations.

Appointive Management classifications have the terms and conditions of employment established by an employment agreement as approved by the City Manager. Appointive Management positions are classified into two categories: Department Head and Mid-Management. Appointive Management positions are subject to at-will provisions as designated by the City Manager with specialized duties and responsibilities.

As of July 1, 2017, the following positions have been so designated:

Department Head

- Administrative Service/Finance Director
- Assistant City Manager
- Assistant Public Works Director
- City Clerk
- Community Development Director
- Environmental & Natural Resources Director
- Human Resources Manager
- Marine Safety Chief
- Public Safety Director/Fire Chief
- Public Works Director

Mid-Management

- Building Official
- Capital Improvement Program (CIP) Manager
- City Planner
- Civil Engineer
- Deputy City Clerk
- Emergency Services Coordinator
- Environmental Program Manager
- Finance Supervisor
- GIS Administrator
- Human Resources Analyst
- Information Systems Manager
- Management Analyst
- Marine Safety Captain
- Public Works Operations & Construction Manager
- Public Works Superintendent

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

- Special Projects Manager

Appointive Confidential:

Confidential employees are those employees designated by the City Manager based on responsibilities which are considered confidential to management with regard to labor relations, personnel services or complex payroll functions. All designated confidential positions receive all benefits that presently accrue to regular miscellaneous classified full-time employees. All existing salary and fringe benefits remain in force unless re-designated by the City Manager.

All Confidential employees are subject to the Personnel Rules, just are not represented by Service Employees International Union. Confidential employees are precluded from participation in any bargaining unit. Employer may terminate the employment relationship for cause or advance notice subject to the City of Imperial Beach Personnel Rules in effect at this time and subsequently amended.

As of July 1, 2017, the following appointive confidential positions have been so designated:

- Administrative Assistant (City Clerk's Office)
- Administrative Secretary II (City Manager's Office)
- Financial Services Assistant
- Human Resources Technician
- Network Systems Technician (Full – Time Position Only)
- Office Specialist (HR Department)
- Senior Accountant

Compensation and Benefits:

All designated full-time Appointive Management and Confidential positions receive all benefits that presently accrue to regular miscellaneous classified full-time employees except as otherwise stated herein or under each employment agreement. All designated part-time Appointive Management and Confidential positions will not receive any benefits unless required by law or specifically stated herein and/or designated by the City Manager.

The City Manager desires to provide alternative benefits to Confidential employees for, annual physical examination, severance agreement, relocation assistance, uniform allowance, cellular allowance and use of City vehicle/auto allowance. The City Manager may negotiate and set the terms to provide these benefits for certain Confidential personnel.

Appointive Management and Confidential positions may receive up to the following benefits:

1. Salary Adjustments: All designated Appointive Management and Confidential employees shall receive salary adjustments to be set within the salary range/band for each classification based on the performance of the incumbent.

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

General Appointive Management, Mid-Management, and full-time Confidential

Effective July 1, 2017, retro pay, all full-time Appointive Management, Mid-Management and Confidential employees will receive a 2.7% salary adjustment. Continuation of this salary adjustment is contingent upon a positive vote on the cost sharing with CalPERS.

Effective contract amendment with CalPERS on the cost sharing, all full-time Appointive Management, Mid-Management and Confidential employees will receive a 1.8% salary adjustment on the first full pay period after the contract with CalPERS is amended. This increase is contingent on a positive vote on the cost sharing with CalPERS.

Effective July 1, 2018, all full-time Appointive Management, Mid-Management and Confidential employees will receive a 3% salary adjustment.

Marine Safety Chief

Effective July 1, 2017, retro pay, the full-time Marine Safety Chief will receive a 2.6% salary adjustment. Continuation of this salary adjustment is contingent upon a positive vote on the cost sharing with CalPERS.

Effective contract amendment with CalPERS on the cost sharing, the full-time Marine Safety Chief will receive a 3.4% salary adjustment on the first full pay period after the contract with CalPERS is amended. This increase is contingent on a positive vote on the cost sharing with CalPERS.

Effective July 1, 2018, the full-time Marine Safety Chief will receive a 3.5% salary adjustment.

General Confidential Part-Time

Effective July 1, 2017, retro pay, all part-time Confidential employees will receive a 3.5% salary adjustment. Effective July 1, 2018, all part-time Confidential employees will receive a 2.5% salary adjustment.

2. Administrative Leave: On July 1 of each fiscal year, designated Appointive Management employees may receive up to sixty (60) hours of Administrative Leave and may accrue a maximum of sixty (60) hours of Administrative Leave each fiscal year. Mid-Management employees may receive up to forty (40) hours of Administrative Leave and may accrue a maximum of forty (40) hours of Administrative Leave each fiscal year. Confidential employees may receive up to thirty (30) hours of Administrative Leave and may accrue a maximum of thirty (30) hours of Administrative Leave each fiscal year. Part-Time Confidential employees may receive up to twenty (20) hours of Administrative Leave and may accrue a maximum of twenty (20) hours of Administrative Leave each fiscal year. Accrued Administrative Leave may be cashed-out when an employee terminates employment with the City.
3. Health Benefits: All Appointive Management and full-time Confidential classifications shall receive the same health benefits that are presently received by regular miscellaneous classified full-time employees.

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

The CITY will provide to each full-time Appointive Management and Confidential employee a Cafeteria Plan allotment to purchase benefits qualified under Section 125 of the Internal Revenue Code. Effective July 1, 2017 through December 31, 2017, the City will continue to provide the following cafeteria plan allotment:

Effective January 1, 2017:

Employee Only enrolled in City medical plan-	\$900 per month
Employee +1 enrolled in City medical plan-	\$1,100 per month
Employee + Family enrolled in City medical plan-	\$1,420 per month

Effective January 1, 2018, the CITY will provide a Cafeteria Plan allotment of \$1,650 a month for a city provided medical, dental, and vision plans for all employees and their eligible dependents on a pre-tax basis to meet IRS regulations.

Effective January 1, 2019, the CITY will provide a Cafeteria Plan allotment of \$1,700 a month for a city provided medical, dental, and vision plans for all employees and their eligible dependents on a pre-tax basis to meet IRS regulations.

The Cafeteria Plan allotment may only be used to purchase City provided medical, dental, and vision coverages. Employees will not be able to purchase flexible spending accounts utilizing the Cafeteria Plan allotment, except in 2019. Effective January 1, 2019, employees hired prior to July 1, 2015 may contribute up to \$41.66 per month from the remaining Cafeteria Plan Allotment to a Health Care FSA. A City medical plan must be elected in order to participate in the Health Care FSA in 2019 using remaining Cafeteria Plan Allotment. Utilizing the remaining of the Cafeteria Plan Allotment, up to \$41.66 per month, will terminate December 31, 2019.

The employee will pay for any premiums in excess of the Cafeteria Plan allotment through payroll deductions.

The CITY and the ASSOCIATION agree to a re-opener to meet and confer over potential impacts of future medical premium costs.

Health benefits are effective the first of the month following hire date. The Cafeteria Plan allotment terminates the last day of the month upon separation.

Dental election is optional for EMPLOYEE and their eligible dependents.

Vision election is optional for EMPLOYEE and their eligible dependents.

Those EMPLOYEES who elect not to be covered under the CITY's medical health insurance plan must demonstrate proof of alternative medical insurance (i.e. spouse or independent insurance coverage).

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

Employees hired prior to July 1, 2011:

Effective January 1, 2018, employee who elect to be covered under the City's medical, dental, and vision insurance plans or who elect not to be covered under the City's medical insurance plans, may receive a taxable cash out benefit up to \$100 per month. Employees may not receive more than \$100 per month as a taxable cash benefit under any circumstances.

Effective January 1, 2019, the taxable cash out benefit will be eliminated.

Employees hired from July 1, 2011 to June 30, 2015:

Effective January 1, 2018, employees who elect to be covered under the City's medical, dental, and vision insurance plans may receive a taxable cash out benefit up to \$100 per month.

Effective January 1, 2018, employees who elect not to be covered (waived) under the City's medical insurance plans may receive a taxable cash out benefit of \$25 per month. Employees may not receive more than \$25 per month as a taxable cash benefit under any circumstances.

Effective January 1, 2019, the taxable cash out benefit will be eliminated.

Employees hired after July 1, 2015:

Employees shall not be permitted to cash out any amount as a taxable cash benefit.

Flexible Spending Accounts (FSA) for Health Care and Dependent Care: Two Flexible Spending Accounts (FSA's), under Section 125, 105, 129 and 213 of the Internal Revenue Service's Code, are offered to all represented employees. An EMPLOYEE may elect to budget by salary reduction, for certain health care and dependent care reimbursements on a pre-tax basis. If the CITY does not meet IRS regulations or if the IRS regulations change for any reason, this benefit may be discontinued.

a. Health Care FSA

Before the start of the FSA plan year (January 1 to December 31), represented employees may reduce their salary up to maximum of \$2,600 per plan year to pay for eligible health care expenses. Employees may receive eligible services and submit claims for reimbursement during a 15-month period, from January 1 thru March 15 of the following year. Salary reductions will accrue bi-weekly during the plan year and reimbursements will be made on a schedule to be determined by the CITY. This is a reimbursement program. Participating employees must submit documentation of payment on the appropriate forms to receive reimbursement. Salary reductions not spent by the end of the plan year, by law, are forfeited to the CITY.

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

b. Dependent Care FSA

Before the start of the FSA plan year (January 1 to December 31), represented employees may reduce their salary up to a maximum of \$5,000 per plan year to pay for eligible dependent care. Employees may receive eligible services and submit claims for reimbursement during a 15-month period from January 1 through March 15 of the following year. In no event can dependent care pre-tax dollars, whether reimbursed through FSA, the CITY Flexible Benefit Plan or a combination of both, exceed \$5,000 per calendar year. Salary reduction will accrue bi-weekly during the plan year and reimbursements will be made on a schedule to be determined by the CITY. Dependent care must qualify under all pertinent IRS regulations. This is a reimbursement program. Participating employees must submit documentation of payment and other information related to dependent care arrangement to receive reimbursement. Salary reductions not spent by the end of the plan year, by law, are forfeited to the CITY.

c. FSA Administration

The CITY reserves the right to contract with the Third Party Administrator (TPA) for administration of both FSA's. The CITY will pay the start-up costs associated with the third party administration, if any required. The CITY pays monthly administration fees.

4. Use of City Vehicle or Auto Allowance: The City Manager shall set the terms of use of City vehicles and may provide auto allowances to designated Appointive Management personnel. Designated Appointive Management may receive \$150 to \$440 a month. Department Heads will receive \$440 a month in lieu of using City vehicles for local business travel. The Public Safety Director/Fire Chief have City vehicles assigned.
5. Cellular Telephone Allowance: The City Manager shall set the terms of use and may provide a cellular telephone allowance of fifty (\$50) dollars to certain Appointive Management personnel or provided City cell phone.
6. Annual Physical Examination: Department Head personnel are eligible to receive City payment for an annual physical examination by the City's selected health care provider or up to \$420 dollars that would otherwise qualify under IRS regulations for Flexible Spending Accounts or for approved health club membership fees.
7. Severance Agreement: The City Manager may negotiate and set the terms to provide severance pay compensation for Appointive Management personnel.
8. Relocation Assistance: The City Manager may negotiate and set the terms to provide relocation assistance for certain Appointive Management personnel.
9. Uniform Allowance: The City Manager may negotiate and set the terms to provide uniform allowance for certain Appointive Management personnel.

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

10. Group Term Life and Accidental Death & Dismemberment Insurance:

Department Head personnel shall receive City paid Group Life Insurance and Accidental Death & Dismemberment Insurance equivalent to \$300,000 and additionally \$2,000 for spouse or qualifying domestic partner, and \$1,000 for children including those of your qualified domestic partner.

Mid-Management and full-time Confidential personnel shall receive City paid Group Life Insurance and Accidental Death & Dismemberment Insurance equivalent to 1.5 the annual salary up to a maximum of \$250,000 rounded to the next higher \$1,000 and additionally \$2,000 for spouse or qualifying domestic partner, and \$1,000 for children including those of your qualified domestic partner.

Marine Safety Chief shall receive City paid Group Life Insurance and Accidental Death & Dismemberment Insurance equivalent to \$250,000.

11. Vacation Sell Back: As determined by the City Manager, Department Heads shall have the option to sell back accumulated vacation at a maximum of 160 hours once per calendar year contingent on a minimum of 80 hours of vacation being maintained by the employee as of the pay period designated for the sell back. Mid-Management and Confidential employees shall have the option to sell back accumulated vacation at a maximum of 100 hours once per calendar year contingent on a minimum of 80 hours of vacation being maintained by the employee as of the pay period designated for the sell back.

12. Floating Holidays:

On July 1 of each fiscal year, designated Appointive Management and Confidential employees will receive two (2) floating holidays at 9 hours per floating holiday for a total of 18 hours. Appointive Management and Confidential employees may accrue a maximum of 18 hours of floating holidays each fiscal year. Accrued floating holiday may be cashed-out when employee terminates employment with the City. Floating holidays will be prorated as follows for new employees:

- a. A new employee with a hire date in July through December will receive eighteen (18) hours of floating holiday time in the fiscal year during which the employee is hired;
- b. A new employee with a hire date in January and February will receive nine (9) hours of floating holiday time in the fiscal year during which the employee is hired;
- c. A new employee with a hire date in March and April will receive four and one-half (4.5) hours of floating holiday time in the fiscal year during which the employee is hired;
- d. A new employee with a hire date in May and June will not receive any floating holiday leave in the fiscal year during which the employee is hired.

13. Vacation, Sick Leave, and Holiday Pay for Employees on an Alternate Work Schedule:

Vacation, holiday pay, and sick leave will reflect the employee's regularly hours scheduled for the workday. For example, if an employee is scheduled for nine (9) hours

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

on Monday and requests vacation for the day, nine (9) hours of vacation will be recorded.

14. Saturday Holiday: When the preceding Friday lands on an employee's regularly scheduled day off per the Alternate 9/80 work schedule, then the employee will receive nine (9) hours of holiday pay for that day.

15. Designated Holidays: The holidays for employees in the management/confidential group are as follows:

a.	New Year's Day	January 1
b.	Martin Luther King, Jr. Day	3rd Monday in January
c.	Washington's Birthday	3rd Monday in February
d.	Cesar Chavez Day	31st of March
e.	Memorial Day	Last Monday in May
f.	Independence Day	July 4
g.	Labor Day	1st Monday in September
h.	Veteran's Day	November 11
i.	Thanksgiving	4th Thursday in November
j.	Friday after Thanksgiving	4th Friday in November
k.	Christmas Eve	December 24
l.	Christmas Day	December 25
m.	New Year's Eve	December 31

16. Holiday Closures: The City will implement Holiday Closures to take effect during the otherwise normal workweek between the Actual Holidays of December 25 and January 1 only. During the Holiday Closures all City administrative offices will be closed. Full-time employees, and administrative part-time employees who have an established work schedule of 30 hours or less per week on an annual basis, who are impacted by the closure of City facilities during the Holiday Closures shall be compensated holiday pay for the observed Holiday Closures listed below. Part-time employees will receive six (6) hours per day for each holiday closure and full-time employees will receive nine (9) hours per day for each holiday closure. Appointive Management, Confidential, and part-time employees shall be compensated holiday pay for the following observed Holiday Closures:

2017: December 26, 27, 28 & 29

2018: December 26, 27, 28

2019: December 26, 27 & 30

17. Vacation Accrual: Appointive Management and Mid-Management will receive vacation credits earned on a monthly basis. Department Heads will accrue vacation credits at 7.70 hours per pay period beginning on hire date and may accumulate up to a maximum of twice their annual accrual rate of vacation time.

Mid-Management and Confidential employees will receive vacation credits accrue on a bi-weekly basis beginning on hire date. Employees may accumulate up to a maximum

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

of twice their annual accrual rate of vacation time. The amount of credits earned is based on years of service:

<u>0-5 Year's Service</u>	<u>Over 5 to 10 yrs</u>	<u>Over 10 to 15 yrs</u>	<u>Over 15 yrs</u>
12 days/year	15 days/year	20 days/year	25 days/year

18. Sick Leave Accrual: Appointive Management and Confidential employees shall accrue sick leave with pay at the rate of 8.334 hours for each full month of service for a total of 100 hours for each full twelve (12) months of service. Sick leave credits accrue on a bi-weekly basis beginning on hire date. A maximum of 1,000 hours may be accrued for Appointive Management and Confidential employees. Appointive Management, Confidential and part-time employees will receive paid sick leave benefits in accordance with the Healthy Workplaces/Healthy Families Act of 2014 or any duly adopted state regulations.
19. Sick Leave Usage for Family Bonding Time: Employees are permitted to use up to 132 hours of sick leave for bonding time after the birth or adoption of a child, in accordance with Federal or State laws, provided that the employee maintains a minimum sick leave balance of 44 sick leave hours after the use of the sick leave for bonding time.
20. Educational Reimbursement: All criteria and tuition reimbursement procedures are determined by the City Manager through the Tuition Reimbursement Program Administrative Policy. Reimbursements are available for tuition, registration fees, laboratory fees, software, parking permits and books only. Appointive Management and Confidential employees are eligible for \$1,500 per fiscal year. Appointive Management and Confidential employees may exceed \$1,500 in the fiscal year by submitting a "career plan" to the Human Resources Manager for the City Manager's approval.

Appointive Management and Confidential employees will be eligible for an education incentive upon proof of completion of a job related degree with demonstrated benefit to the City subject to the approval of the City Manager or his/her designee as follows:

Associate Degree:	\$50.00 per year paid bi-weekly
Bachelor's Degree:	\$100.00 per year paid bi-weekly
Master's Degree:	\$200.00 per year paid bi-weekly

Employees will not receive an education incentive payment for any degrees required as a minimum qualification of the position. Employees will be paid the education incentive in the first full payperiod in June each year.

21. Social Security: The City also participates in the Federal Social Security Administration program.
22. Retirement: Retirement benefits are subject to the Public Employees' Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL).

The City contracts with the California Public Employees' Retirement System ("CalPERS" or "PERS") to provide retirement benefits for its employees. Pursuant to prior

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

agreements and state mandated reform, the City has implemented first, second, and third tier retirement benefits as follows:

- a. Miscellaneous Employees (Classic Member – Tier 1): The CalPERS formula for employees hired on or after May 1, 1961 through March 8, 2012, shall be 2.7% at 55 with the use of average of the employee's highest-one-year salary.
- b. Miscellaneous Employees (Classic Member – Tier 2): The CalPERS formula for employees hired on or after March 9, 2012 through December 31, 2012, shall be 2% at 60 with the use of average of the employee's highest-three-year salary.
- c. Miscellaneous Employees (PEPRA Member): The CalPERS formula for employees hired on or after January 1, 2013, shall be 2% at 62 with the use of average of the employee's highest-three-year salary as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). All new employees/members hired on or after January 1, 2013 pay 50% of the normal cost contribution.
- d. Safety Other – Lifeguard Employees (Classic Member – Tier 1): The CalPERS formula for employees hired on or after December 19, 1996 through March 8, 2012, shall be 2% at 50 with the use of average of the employee's highest-one-year salary.
- e. Safety Other – Lifeguard Employees (Classic Member – Tier 2): The CalPERS formula for employees hired on or after March 9, 2012 through December 31, 2012, shall be 2% at 50 with the use of average of the employee's highest-three-year salary.
- f. Safety Other – Lifeguard Employees (PEPRA Member): The CalPERS formula for employees hired on or after January 1, 2013, shall be 2.7% at 57 with the use of average of the employee's highest-three-year salary as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL). All new employees/members hired on or after January 1, 2013 will pay 50% of the normal cost contribution.

Employee Cost Sharing: The employees share shall be half of the total Normal Rate towards the CalPERS retirement benefit as set forth below. Employee retirement cost sharing contributions that are in addition to the normal CalPERS Member Contribution will be calculated on base pay, special pays, and other pays normally reported as pensionable compensation, and will be made on a tax deferred basis through payroll deduction provided under 414(h)(2).

- a. Miscellaneous Employees (Classic Member – Tier 1): currently, employees/members contribute 8% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 1.8%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.

- b. Miscellaneous Employees (Classic Member – Tier 2): currently, employees/members contribute 7% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 0.1%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
- c. Safety Other – Lifeguard Employees (Classic Member – Tier 1): currently, employees/members contribute 9% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 3.4%, and will continue to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.
- d. Safety Other – Lifeguard Employees (Classic Member – Tier 2): currently, employees/members contribute 9% of the employee rate. Upon the effective date of the contract amendment with CalPERS, members/employees will have Employee Sharing Additional Cost of 2.9%, and will contribute to contribute fifty percent (50%) of the total Normal Rate cost sharing contribution of pensionable compensation towards retirement costs as permitted under Government Code §20516(f) as the total Normal Rate increases.

PEPRA employees/members already pay 50% of the normal cost contribution as defined by the Public Employees Pension Reform Act (PEPRA) and related Public Employees' Retirement Law (PERL).

The City must amend the contract with CalPERS every time the total Normal Rate cost increases. The City must comply with CalPERS requirements to amend the contract, which includes an affirmative vote of employees/members to share 50% of the total Normal Rate costs.

- 23. Short Term Disability (STD) and Long Term Disability (LTD): Each employee will participate in the City's STD and LTD Plans. Employees are required to file for STD or LTD after fourteen (14) consecutive days of absence due to illness, contagious disease, injury or an authorized absence for medical care and/or appointments. STD and LTD premiums are paid by the employee as an after-tax deduction.
- 24. Employee Assistance Program: The City continues to implement and fund an Employee Assistance Program for all City employees.

CITY OF IMPERIAL BEACH
Appointive Management & Confidential
Salary and Benefit Summary

July 1, 2017 – June 30, 2019

Reso. No. 2017-7844

25. Computer Loan: Each employee is eligible to borrow up to a maximum of \$2,000 per a 24-month period and may apply once every 12-month period. Confidential employees must successfully pass their probationary period in order to qualify for a Computer Loan.
- 26 Bilingual-Pay: Employees may receive up to \$50 a month after successfully passing both oral and written tests.

City of Imperial Beach
POSITION DESCRIPTION

Title:	Environmental & Natural Resources Director	Job Number:	2070
Department:	Public Works	Workers' Comp Number:	9410
Division:	Environmental	Employee Labor Group:	N/A; MGT
Date:	August 16, 2017	Reso. No.	2017-7844

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL PURPOSE

Under general administrative direction, plan, direct, manage, and oversee the activities and operations of the environmental and natural resources division, including environmental compliance, parks and facilities; and perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Works under the direct supervision of the City Manager and/or designee. Exercises direct supervision over management, supervisory, professional, technical, clerical staff, interns and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume full management responsibility for all environmental and natural resources services and activities.
- Manage the development and implementation of the City's environmental and natural resources goals, objectives, policies.
- Ensure that all residents of the City are provided with clean, safe, and ecologically sound environment.
- Pursue management strategies that ensures compliance with all applicable environmental laws and regulations.
- Evaluate discretionary project applications for compliance with the Municipal Permit, environmental laws, ordinances, policies, and general principles relating to environmental resource planning.
- Oversee pollution prevention activities including the coordination of water quality improvement strategies with external agencies and organizations.
- Plan and direct the maintenance and operations of the City's parks and facilities.
- Represent the environmental and natural resources division to other City departments, elected officials, and outside agencies; explain and interpret environmental and natural resources programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

- Select, train, motivate and evaluate environmental and natural resources and related personnel; work with employees on performance issues in coordination with the Human Resources Manager; implement discipline and termination procedures in consultation with the Human Resources Manager.
- Manage and participate in the development and administration of the department/division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Provide staff assistance to the City Manager, Assistant City Manager, and City Council; prepare and present staff reports and other necessary correspondence; prepare and provide presentations to City Council, staff and outside organizations.
- Oversee the development of consultant requests for proposals for professional services, maintenance services along with the advertising and bid process; evaluate proposals and bids and recommend project award; coordinate with legal counsel to determine City needs and requirements for contractual services; negotiate contract and agreements and administer same after award.
- Confer with City departments, public agencies, private organizations, local citizens, and various public groups on proposed projects and improvements; confer with subordinates on the design, construction, repair, and maintenance of assigned area and facilities.
- Apply and administer grants received for Public Works, environmental and natural resources projects.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate; manage and supervise the compliance of applicable environmental laws and regulations.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends, innovations, and regulations in the field of Public Works administration, environmental and natural resources as applied to assigned area.
- Identify and respond to concerns, issues and needs of the City Manager, Assistant City Manager, City Council and community as appropriate; respond to and resolve difficult and sensitive inquiries and complaints.
- Oversee responsibilities as assigned by the City Manager or Assistant City Manager such as capital improvement projects, coastal management activities, economic development, climate action plan, and binational activities with Mexico.
- May be required to serve as acting Public Works Director as deemed necessary; perform other related duties and responsibilities as assigned by City Manager or designee.

DESIRED MINIMUM QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in this specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in this specification. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

Principles and practices of management, public administration, supervision, training and public relations; public agency budgetary and contract administration; methods, materials, and techniques used in the construction of public works, environmental and natural resources

projects; applicable federal, state, and local laws, codes, and regulations. English usage, grammar, spelling, vocabulary and punctuation.

Ability to:

Provide administrative and professional leadership and direction for the natural resources, environmental, parks and facilities; develop, implement and administer goals, objectives, and procedures for providing effective and efficient services; plan, organize, direct, and coordinate the work of management, supervisory, and professional personnel; delegate authority and responsibility; select, supervise, train, motivate and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; communicate clearly and concisely, both orally and in writing; conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations; operate modern office equipment including computer equipment and specialized software applications programs.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education

A bachelor's degree from an accredited college or university with major course work in environmental science, natural science, engineering, public or business administration, or a closely related field. A master's degree is highly desirable.

Training and Experience

At least six (6) years of experience managing public works projects, civil engineer, or closely related field with four (4) years of supervisory, management and/or administrative experience.

Licensing and Certification Requirements

Possession of or ability to obtain, prior to employment, a valid Class "C" California driver's license with a safe, satisfactory driving record and able to maintain through the course of employment.

PHYSICAL DEMANDS, WORKING CONDITIONS & ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, inspect City sites, visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone; this is primarily an active indoor assignment although

there will be periods of extensive outdoor assignments; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment; positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and close to retrieve and file information; employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds; incumbents require sufficient mobility to work in the field, in an office setting; stand or sit for prolonged periods of time; see in the normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations.

Employee works in an office environment which include moderate noise levels, controlled temperature conditions; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases and all type of weather and temperature conditions and direct exposure to hazardous physical substances; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures; work is frequently disrupted by the need to respond to in-person and telephone inquiries.

City of Imperial Beach Organizational Chart

