



CITY OF SANTA FE SPRINGS
MEETINGS OF THE HOUSING SUCCESSOR, SUCCESSOR
AGENCY, AND CITY COUNCIL
AGENDA

TUESDAY, FEBRUARY 4, 2025
AT 6:00 P.M.

CITY HALL COUNCIL CHAMBERS
11710 TELEGRAPH ROAD
SANTA FE SPRINGS, CA 90670

CITY COUNCIL

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

CITY MANAGER

René Bobadilla, P.E.

CITY ATTORNEY

Rick Olivarez

CITY STAFF

Assistant City Manager
Fire Chief
Police Chief
Director of Community Development
Director of Community Services
Director of Finance
Director of Parks & Recreation
Director of Police Services
Director of Public Works
City Clerk

Nicholas Razo
Chad Van Meeteren
Aviv Bar
Cuong Nguyen
Maricela Balderas
Lana Dich
Gus Hernandez
Arlene Salazar
James Enriquez
Fernando N. Muñoz

NOTICES

This City Council Meeting ("Council") will be held in person and will meet at City Hall – City Council Chambers, 11710 E. Telegraph Road, Santa Fe Springs, California. The meeting will be live streamed on the City's YouTube Channel and can be accessed on the City's website via the following link:

https://santafesprings.org/city_council/city_council_meetings/index.php

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

SB 1439: Effective January 1, 2025, City Council Members are subject to SB 1439 and cannot participate in certain decisions for a year after accepting campaign contributions of more than \$500 from an interested person. The Council Member would need to disclose the donation and abstain from voting.

Public Comments: The public is encouraged to address City Council on any matter listed on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council on the day of the meeting, please fill out a speaker card provided at the door and submit it to City Clerk staff. You may also submit comments in writing by sending them to the City Clerk's Office at cityclerk@santafesprings.org. All written comments received by 12:00 p.m. the day of the City Council Meeting will be distributed to the City Council and made a part of the official record of the meeting. Written comments will not be read at the meeting, only the name of the person submitting the comment will be announced. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Council Meeting Start Times: If there is a closed session or study session scheduled on the agenda, the regular meeting shall be scheduled to start at 5:00 p.m. and open session shall start at 6:00 p.m. If there is no closed session or study session scheduled on the agenda, the regular meeting shall be scheduled to start at 6:00 p.m.

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

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PRESENTATIONS

1. LAKESIDE MIDDLE SCHOOL – 8TH GRADE WASHINGTON DC SUPPORT
(CITY MANAGER)
2. RECOGNITION OF POLICE SERVICES AND FIRE STAFF FOR THEIR
SUPPORT AT THE EATON AND PALISADES FIRES
(POLICE SERVICES/FIRE)
3. RELAY FOR LIFE – EVENT OF THE YEAR (CITY MANAGER)
4. PROCLAIMING FEBRUARY 2025 AS “BLACK HISTORY MONTH”
(COMMUNITY SERVICES)
- 4A. LA CADA PRESENTATION (CITY MANAGER)

CHANGES TO AGENDA

PUBLIC COMMENTS ON NON-AGENDA & NON-PUBLIC HEARING AGENDA ITEMS

At this time, the general public may address the City Council on both non-agenda *and* non-public hearing agenda items. Comments relating to public hearing items will be heard during the public hearing. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the City Council.

STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

PUBLIC HEARING – NONE

OLD BUSINESS – NONE

REGULAR BUSINESS – NONE

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any Ordinance.

HOUSING SUCCESSOR

5. **MINUTES OF THE JANUARY 14, 2025 HOUSING SUCCESSOR MEETINGS (CITY CLERK)**

RECOMMENDATION: It is recommended that the Housing Successor:

- 1) Approve the minutes as submitted.

SUCCESSOR AGENCY

6. **MINUTES OF THE JANUARY 14, 2025 SUCCESSOR AGENCY MEETINGS (CITY CLERK)**

RECOMMENDATION: It is recommended that the Successor Agency:

- 1) Approve the minutes as submitted.

CITY COUNCIL

7. **MINUTES OF THE JANUARY 14, 2025 CITY COUNCIL MEETINGS (CITY CLERK)**

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve the minutes as submitted.

8. **RESOLUTION NO. 9944 – WEED ABATEMENT (CITY CLERK)**

RECOMMENDATION: It is recommended that the City Council:

- 1) Adopt Resolution No. 9944 declaring weeds a public nuisance, declaring the intention to remove them, and setting Tuesday, February 18, 2025 as the date for Public Hearing.

9. **INTRODUCTION OF ORDINANCE NO. 1156 TO AMEND SECTION 70.01 (DEFINITIONS) OF CHAPTER 70 (GENERAL PROVISIONS) AND TO ADD SECTION 72.26 (PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET) TO CHAPTER 72 (STOPPING, STANDING, AND PARKING) WITHIN TITLE VII (TRAFFIC CODE) OF THE SANTA FE SPRINGS MUNICIPAL CODE (POLICE SERVICES)**

RECOMMENDATION: It is recommended that the City Council:

- 1) Determine that Ordinance No. 1156 is exempt from the California Environmental Quality Act ("CEQA") pursuant to the Section 15061(b)(3) of the CEQA Guidelines; and
 - 2) Waive full reading and introduce by title only Ordinance No. 1156: An Ordinance of the City of Santa Fe Springs amending Section 70.1 of Chapter 70 and adding Section 72.26 to Chapter 72 of Title VII (Traffic Code) of the Santa Fe Springs Municipal Code; and
 - 3) Authorize an appropriation not-to-exceed \$40,000 to cover the cost of purchasing required parking signage, supplies and associated installation costs.
10. **INTRODUCTION OF ORDINANCE NO. 1157 TO AMEND TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07 TO ESTABLISH REGULATIONS CONCERNING THE ABANDONMENT OF PERSONAL PROPERTY ON PUBLIC PROPERTY (POLICE SERVICES)**

RECOMMENDATION: It is recommended that the City Council:

- 1) Determine that Ordinance No. 1157 is exempt from the California Environmental Quality Act ("CEQA") pursuant to the Section 15061(b)(3) of the CEQA Guidelines; and
 - 2) Waive full reading and introduce by title only Ordinance No. 1157, amending Title XIII, Chapter 136 of the Santa Fe Springs Municipal Code ("SFSMC") establishing regulations concerning the abandonment of personal property on public property; and
 - 3) Authorize an appropriation not-to-exceed \$30,000 to cover associated costs with storing personal property abandoned on City property.
11. **GRANT AWARD AGREEMENT WITH SAVE THE CHILDREN FOR THE SANTA FE SPRINGS CITY LIBRARY (COMMUNITY SERVICES)**

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve and authorize the Director of Community Services to execute the Subaward Agreement Between Save The Children Federation, Inc. And The Santa Fe Springs City Library; and
- 2) Approve the recognition of \$15,000 grant funds awarded by Save the Children and authorize the deposit of these funds into the Library & Cultural Services Administration's Contribution – Association/Private revenue account (No. 10105699-430020); and

- 3) Approve an increase in expense authority by \$15,000 in the Library & Cultural Services Activity (No. 10105699) as outlined in the Fiscal Impact section to allow for the expenditure of the grant funds; and
 - 4) Take such additional, related, action that may be desirable.
12. **SECOND READING OF ORDINANCE NO. 1154 – ADDING SECTION 10.24 (NAMING OF PUBLIC FACILITIES AND STREETS) TO CHAPTER 10 (GENERAL PROVISIONS) OF TITLE I (GENERAL PROVISIONS) OF THE SANTA FE SPRINGS MUNICIPAL CODE AND DETERMINE THAT THE ACTION IS EXEMPT UNDER CEQA (COMMUNITY DEVELOPMENT)**

RECOMMENDATION: It is recommended that the City Council:

- 1) Adopt Ordinance No. 1154:
AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS ADDING SECTION 10.24 (NAMING OF PUBLIC FACILITIES AND STREETS) TO CHAPTER 10 (GENERAL PROVISIONS) OF TITLE I (GENERAL PROVISIONS) OF THE SANTA FE SPRINGS MUNICIPAL CODE RELATING TO THE NAMING OF PUBLIC FACILITIES AND STREETS
- 2) Take such additional, related, action that may be desirable.

APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS

COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING

Council member announcements; requests for future agenda items; conference/meetings reports. Members of the City Council will provide a brief report on meetings attended at the expense of the local agency as required by Government Code Section 53232.3(d).

ADJOURNMENT

I, Fernando N. Muñoz, City Clerk for the City of Santa Fe Springs hereby certify that a copy of this agenda has been posted no less than 72 hours at the following locations; City's website at www.santafesprings.org; Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road.

FOR ITEM NO. 5, PLEASE SEE ITEM NO. 7

FOR ITEM NO. 6, PLEASE SEE ITEM NO. 7



CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Fernando N. Muñoz, City Clerk

SUBJECT: MINUTES OF THE JANUARY 14, 2025 CITY COUNCIL MEETINGS

DATE: February 4, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

- 1) Approve the minutes as submitted.

FISCAL IMPACT

N/A

BACKGROUND

Staff has prepared minutes for the following meeting:

- Council Meeting of January 14, 2025

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

N/A

ATTACHMENT(S):

A. January 14, 2025 Meeting Minutes

<u>ITEM STATUS:</u>	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐



APPROVED:

MINUTES OF THE MEETINGS OF THE CITY COUNCIL

January 14, 2025

CALL TO ORDER

Mayor Rounds called the meeting to order at 5:01 p.m.

ROLL CALL

Members present: Councilmembers/Directors: Mora, Martin, Rodriguez, Mayor Pro Tem/Vice Chair Zamora, and Mayor/Chair Rounds.

Members absent: None

PUBLIC COMMENTS ON CLOSED SESSION: None

1. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: One Matter
(Pursuant to Government Code Section 54956.9(d)(2) and 54956.9(e)(1))

City Attorney, Rick Olivarez announced that there was one additional walk-on item for closed session consideration pursuant to Government Code Section 54954.2(b)(2).

CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code Section 54956.8)

Property: APNs: 8011-002-901, -902, -903, and 8011-003-955 to -979 (MC&C IV)

Agency negotiator: René Bobadilla, City Manager and Cuong Nguyen, Director of Community Development

Negotiation parties: Bridgeland Resources LLC

Under negotiation: Price and terms of payment as relates to interests in real property

Mayor Rounds recessed the meeting at 5:03 p.m.

Mayor Rounds reconvened the meeting at 6:01 p.m.

CLOSED SESSION REPORT

City Attorney Olivarez provided a closed session report: Direction was given to staff and no reportable action was taken.

INVOCATION

Cindy Jarvis led the invocation.

PLEDGE OF ALLEGIANCE

Councilmember Mora led the pledge of allegiance.

INTRODUCTIONS

Mayor Rounds introduced the following members from the Chamber of Commerce:

1. Wendy Meador-Kunert
2. Scott Summerfield

PRESENTATIONS

2. RECOGNITION OF HOLIDAY HOME DECORATING WINNERS

CHANGES TO AGENDA

City Manager, René Bobadilla announced that Item No. 9 on the agenda was being pulled for consideration and would be brought back at a subsequent meeting.

PUBLIC COMMENTS

None.

STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

Director of Public Works, James Enriquez provided a brief update on the Rosecrans/Marquardt Grade Separation Project. Director of Community Services, Maricela Balderas spoke about the donations received for the victims of the Palisades and Eaton Fires.

REGULAR BUSINESS

3. RESOLUTION NOS. 9942 AND 9943 – RESOLUTIONS OF THE SANTA FE SPRINGS CITY COUNCIL, AMENDING CERTAIN RULES FOR ADVISORY COMMITTEES AND ESTABLISHING RULES FOR CITIZENS' OVERSIGHT COMMITTEE FOR MEASURE SFS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve Resolution No. 9942; and
- 2) Approve Resolution No. 9943, establishing a Citizens' Oversight Committee; and
- 3) Take such additional, related action that may be desirable.

It was moved by Mayor Pro Tem Zamora, seconded by Councilmember Rodriguez, to approve Resolution Nos. 9942 and 9943, by the following vote:

Ayes:	Mora, Martin, Rodriguez, Zamora, Rounds
Noes:	None
Absent:	None
Recuse:	None

4. APPOINTMENTS TO CITY COMMISSIONS/COMMITTEES, AND EXTERNAL ORGANIZATIONS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

- 1) Review and make appointments to City commissions and committees as desired; and
- 2) Review and make appointments to City Council subcommittees as desired; and
- 3) Review and make appointments to external organizations as desired; and
- 4) Take such additional, related action that may be desirable.

Council made the following appointments to external organizations:

Organization	Council Liaison
California Contract Cities Association	Martin
Chamber Youth Enrichment Fund Board	Rounds
City Selection Committee (League of Cal Cities) (Mayor is Rep)	Mayor Alt - Zamora
Gateway Cities Council of Governments	Zamora Alt - Martin
91/605/405 Committee (Subcommittee of COG)	Zamora
I-5 Consortium Policy Board	Rodriguez Alt - Martin
Joint Powers Insurance Authority	Martin Alt - Rounds

LA CADA	Rodriguez Alt - N/A
League of California Cities	Mayor Alt - Martin
Sanitation District (Mayor is Rep)	Mayor Alt - Zamora
SFHS Education Foundation	Rodriguez
SASSFA	Mora Alt - N/A
SEAACA	Martin Alt - Rodriguez
Southeast Water Coalition Board	Zamora
Southern California Association of Governments (SCAG)	Zamora Alt - Martin
Vector Control Appt can be for 2 or 4 yrs.	Rounds

Mayor Rounds announced that appointments to the newly formed Citizens' Oversight Committee would be made at the next council meeting to allow for more interested persons to submit applications.

It was moved by Mayor Pro Tem Zamora, seconded by Councilmember Rodriguez, to approve the appointments to City commissions and committees, approve the appointments to City Council subcommittees, and approve the appointments to external organizations, by the following vote:

Ayes: Mora, Martin, Rodriguez, Zamora, Rounds

Noes: None
Absent: None
Recuse: None

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any ordinance.

CITY COUNCIL

5. MINUTES OF THE DECEMBER 2 AND 17, 2024 SPECIAL CITY COUNCIL MEETINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve the minutes as submitted.

6. SECOND READING OF ORDINANCE NO. 1151 – AMENDING SECTIONS 32.33, 32.34, AND 32.36 OF CHAPTER 32 OF TITLE III, AND SECTION 38.45 OF CHAPTER 38 OF TITLE III OF THE CODE OF SANTA FE SPRINGS (CITY CLERK)

RECOMMENDATION: It is recommended that the City Council:

- 1) Adopt Ordinance No. 1151:

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS AMENDING SECTIONS 32.33, 32.34, AND 32.36 OF CHAPTER 32 (COMMISSIONS AND COMMITTEES) OF TITLE III, AND SECTION 38.45 OF CHAPTER 38 (CITY POLICIES) OF TITLE III OF THE CODE OF SANTA FE SPRINGS RELATING TO CITY COMMISSIONS AND COMMITTEES

- 2) Take such additional, related, action that may be desirable.

7. ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR THE UPRR LOS NIETOS SUBDIVISION QUIET ZONE STUDY – AWARD OF CONTRACT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

- 1) Award Task Order No. 8 to JMDiaz Inc., of City of Industry, California for the UPRR Los Nietos Subdivision Quiet Zone Study in the amount of \$55,500; and
- 2) Authorize the City Manager to execute Task Order No. 8 for on-call professional engineering services with JMDiaz, Inc.; and
- 3) Appropriate \$55,500 from the Utility Users Tax (UUT) Capital Improvements Fund to fund the Task Order; and
- 4) Take such additional, related, action that may be desirable.

8. TOWN CENTER HALL PAINTING AND FLOORING PROJECT – AWARD OF CONTRACT (PUBLIC WORKS)

RECOMMENDATION: It is recommended that the City Council:

- 1) Award a construction contract to Restoration Unlimited of Santa Fe Springs, California in the amount of \$88,000.00 for the construction of the Town Center Hall Painting and Flooring Project and authorize the City Manager to execute the agreement; and
- 2) Take such additional, related, action that may be desirable.

10. APPROVE AGREEMENT WITH DANA SAFETY SUPPLY, INC. FOR VEHICLE EQUIPMENT AND INSTALLATION SERVICES (FINANCE)

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve the attached agreement with Dana Safety Supply, Inc. (Dana) for vehicle equipment and installation services; and
- 2) Authorize the City Manager to approve a (1) year extension option, if needed; and
- 3) Take such additional, related, action that may be desirable.

It was moved by Councilmember Martin, seconded by Mayor Pro Tem Zamora, to approve the consent calendar without Item No. 9, by the following vote:

Ayes:	Mora, Martin, Rodriguez, Zamora, Rounds
Noes:	None
Absent:	None
Recuse:	None

COUNCIL COMMENTS/AB1234 COUNCIL CONFERENCE REPORTING

Councilmember Mora talked about the Christmas float and about the recent fires in Los Angeles County.

Councilmember Martin talked about attending Sacramento Legislative Tour. Topics included homelessness and fund allocation. She also mentioned that State Senator Bob Archuleta talked about possible exemptions for certain projects and mentioned that Prop 36 was also a topic of discussion.

Councilmember Rodriguez welcomed everyone to the new year and commented on the senior New Year's dance. She also talked about the LA CADA donations from the community.

Mayor Pro Tem Zamora talked about the outpouring of support to firefighters battling the fires. He also mentioned the upcoming Council of Government meetings and about the future of unhoused transitional age youth.

Mayor Rounds talked about attending the Sacramento Legislative Tour and promoted The Whole Child project opening on February 1st. He wished everyone in attendance a Happy New Year and asked for prayers for all the fire victims and those battling to put out the fires.

ADJOURNMENT

Mayor Rounds adjourned the meeting in memory of Caol Murry at 7:00 p.m.

William K. Rounds
Mayor

ATTEST:

Fernando N. Muñoz
City Clerk

Date



CITY OF SANTA FE SPRINGS
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: René Bobadilla, P.E., City Manager
BY: Fernando N. Muñoz, City Clerk
SUBJECT: RESOLUTION NO. 9944 – WEED ABATEMENT
DATE: February 4, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

- 1) Adopt Resolution No. 9944 declaring weeds a public nuisance, declaring the intention to remove them, and setting Tuesday, February 18, 2025 as the date for Public Hearing.

FISCAL IMPACT

N/A

BACKGROUND

The City contracts with the Los Angeles County Agricultural Commissioner for the abatement of weeds. The county has conducted their annual inspection of the properties in the City and listed those needing weeds abated. If the proposed resolution is passed, it will declare hazardous weeds, brush, rubbish, etc., growing or occurring upon or in front of the listed properties as a seasonal and recurrent public nuisance. Weed abatement notices will be mailed to all property owners listed on or before February 1st, 2025.

Resolution No. 9944 declares the weeds to be a public nuisance and sets a Public Hearing on the matter for Tuesday, February 18, 2025, at 6:00 p.m. where property owners will have an opportunity to object to any part of the weed abatement process.

Resolution No. 9944 provides property owners with the option of abating the weeds themselves, contracting the work to others, or having the County Agricultural

Commissioner's contractor perform the work. Costs for work performed by the County, if approved by the City Council, will be assessed to the respective property owner's tax bill.

ANALYSIS

N/A

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

If approved, the public hearing for weed abatement charges will be held on February 18, 2025.

ATTACHMENT(S):

- A. Resolution No. 9944
- B. Declaration List

<u>ITEM STATUS:</u>	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

RESOLUTION NO. 9944

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DECLARING THAT WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE, AND DECLARING ITS INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF

THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES RESOLVE AS FOLLOWS:

BE IT RESOLVED THAT, pursuant to the provisions of Title 4, Division 3, Part 2, Chapter 13, Article 2, of the California Government Code, Sections 39560 to 39588, inclusive, and evidence received by it, the City Council of the City of Santa Fe Springs specifically finds:

SECTION 1. That the weeds, brush or rubbish growing or existing upon the streets, sidewalks, or private property in the city attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

SECTION 2. That the presence of dry grass, stubble, refuse, or other flammable materials are conditions which endanger the public safety by creating a fire hazard.

SECTION 3. That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property constitute a seasonal and recurrent public nuisance and should be abated as such.

SECTION 4. That the private property, together with the streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto and by this reference made a part hereof as though set forth in full at this point.

BE IT THEREFORE RESOLVED, pursuant to the findings of fact, by this Council heretofore made, that the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material in and upon and in front of the real property hereinbefore described constitute and are hereby declared to be a seasonal and recurrent public nuisance which should be abated. The Agricultural Commissioner/Director of Weights and Measures, County of Los Angeles, is hereby designated the person to give notice to destroy said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material and shall cause notices to be given to each property owner by United States Mail and said notice shall be substantially in the following form to wit.

NOTICE TO DESTROY WEEDS,
REMOVE BRUSH, RUBBISH AND REFUSE

Notice is hereby given that on February 4, 2025, the City Council of the City of Santa Fe Springs passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse. The resolution further declares that, if not abated, the vegetation and/or rubbish and refuse may be removed and the nuisance abated by County authorities in which case the cost of removal shall be assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed. Such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors of the County of Los Angeles authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a hearing of the City Council of said city to be held at 11710 East Telegraph Road, Santa Fe Springs, CA 90670, in the Council Chambers on February 18, 2025 at 6:00 p.m. where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearing.

City Clerk of the City of Santa Fe Springs

BE IT THEREFORE RESOLVED, that the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

BE IT FURTHER RESOLVED THAT, the 18th day of February, 2025, at the hour of 6:00 p.m. of said day is the day and hour, and the Meeting Room of the City Council of the City of Santa Fe Springs in the City Hall in the City of Santa Fe Springs is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration; and

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 18, 2025.

PASSED and ADOPTED this 4th day of February, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

William K. Rounds, Mayor

ATTEST:

Fernando N. Muñoz, City Clerk

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
7005 001 803		SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005 014 801		SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005 014 803		SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
7005 014 913	13560 FIRESTONE BLVD	DEPARTMENT OF TRANSPORTATION	100 S MAIN ST MS 13	LOS ANGELES CA	90012
7005 014 915	13580 FIRESTONE BLVD	DEPARTMENT OF TRANSPORTATION	100 S MAIN ST MS 13	LOS ANGELES CA	90012
7005 014 917	13460 FIRESTONE BLVD	STATE OF CALIFORNIA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
7005 014 918	13500 FIRESTONE BLVD	STATE OF CALIFORNIA	100 S MAIN ST STE 1300	LOS ANGELES CA	90012
8002 013 801		SOU PAC TRANS CO S B OF E PAR 1 MAP 872-19-130			
8002 013 803		SOU PAC TRANS CO S B OF E PAR 1 MAP 872-19-130			
8002 015 800		SOU PAC CO SBE PAR 13 72-19-130D			
8002 015 801		SOU PAC COS B OF E PAR 8 MAP 72- 19-56			
8002 015 805		SOU PAC TRANS CO SBE PAR 12 MAP 72-19-130C			
8002 015 806		SOU PAC TRANS CO S B E PAR 12 AP 872-19-129E			
8002 017 803		A T&S F RY COS B OF E PAR 7 MAP 04- 19-43			
8002 019 042		MCMASTER CARR SUPPLY COMPANY	PO BOX 54960	LOS ANGELES CA	90054
8002 021 801		A T&S F RY COS B OF E PAR 8 MAP 04- 19-43			
8002 021 803	LOS NIETO RD	A T AND S F RY CO	8920 REX RD	PICO RIVERA CA	92660

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8002 021 804		A T&S F RY COS B OF E PAR 9 MAP 04-19-43			
8005 009 800		SOU PAC COS B OF E PAR 3 MAP 72-19-129A			
8005 010 801		SOU PAC TRANS CO SBE PAR 15 MAP 72-19-129F			
8005 012 027		GEARY AVENUE PROPERTIES LLC	8536 WHITE FISH CIR	FOUNTAIN VALLEY CA	92708
8005 012 047	10137 NORWALK BLVD	GEMINIS PROPERTY DEVELOPMENT LLC	PO BOX 2767	SANTA FE SPRINGS CA	90670
8005 012 800		SOU PAC TRANS CO SBE PAR 13 MAP 72-19-129E			
8005 015 047		WG HOLDINGS SPV LLC	109 N POST OAK LN STE 230	HOUSTON TX	77024
8005 015 048		CENTRIS TELEGRAPH POINT LLC	448 N LASALLE DR 2ND FL	CHICAGO IL	60654
8005 015 049		CENTRIS TELEGRAPH POINT LLC	448 N LASALLE DR 2ND FL	CHICAGO IL	60654
8005 015 050		WG HOLDINGS SPV LLC	249 OCEAN BLVD	LONG BEACH CA	90802
8005 015 051		WG HOLDINGS SPV LLC	109 N POST OAK LN STE 230	HOUSTON TX	77024
8008 017 800		SOU PAC TRANS CO SBE PAR 10 MP 72-19-128F 2 PT			
8009 001 095		TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 097		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 098		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 001 101		TOWNLOT FEE LLC	717 WILSHIRE BLVD., 46TH FL	LOS ANGELES CA	90017
8009 004 078		TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 079		TOWNLOT FEE LLC	707 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8009 004 116		TOWNLOT FEE LLC	717 WILSHIRE BLVD., 46TH FL	LOS ANGELES CA	90017
8009 004 117		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 118		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 119		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 127		TOWNLOT FEE LLC	717 WILSHIRE BLVD 46TH FL	LOS ANGELES CA	90017
8009 004 128		TOWNLOT FEE LLC	717 WILSHIRE BLVD., 46TH BLVD	LOS ANGELES CA	90017
8009 022 071		SFS REAL ESTATE AND RECOVERY LLC	14555 N 82ND ST	SCOTTSDALE AZ	85260
8009 025 800		SOU PAC TRANS CO SBE PAR 11 MAP 72-19-128F			
8009 026 809		SOU PAC TRANS CO SBE 72-19-129G PAR 17	1700 FARNAM ST 10 FL	OMAHA NE	68102
8011 002 807		AT AND SF RY CO SBE PAR 34&35 M 804-19-43 M			
8011 002 808		AT AND SF RY CO S B OF E PAR 38 AP 804-19-43P			
8011 004 031		12720 TELEGRAPH LLC	109 N POST OAK LN	HOUSTON TX	77024
8011 004 064		SFW SYSTEMS LLC	PO BOX 235	RANCHO SANTA FE CA	92067
8011 005 013	13007 TELEGRAPH RD	GREEN LEAF XC, LLC	3010 OLD RANCH PARKWAY SUITE 470	SEAL BEACH CA	90740
8011 005 034	10330 GREENLEAF AVE	PLAINS WEST COAST TERMINALS LLC	333 CLAY ST STE 1600	HOUSTON TX	77002
8011 007 026		TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011 007 027		TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011 007 028		TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8011 007 029		TALL PROPERTIES LLC	PO BOX 5547	FULLERTON CA	92838
8011 007 038		12720 TELEGRAPH LLC	109 N POST OAK LN	HOUSTON TX	77024
8011 007 039		PRODUCTOL INC	12243 BRANFORD ST	SUN VALLEY CA	91352
8011 007 040		12720 TELEGRAPH LLC	109 N POST OAK LN STE	HOUSTON TX	77024
8011 007 041		PRODUCTOL INC	12243 BRANFORD ST	SUN VALLEY CA	91352
8011 015 041	10765 PAINTER AVE	WESTMONT PROPERTIES INC	10805 PAINTER AVE	SANTA FE SPRINGS CA	90670
8011 016 802		A T AND S F RY CO SBE PAR 27 MA 804-19-43J W PT			
8011 017 015		WADE,CYNTHIA S CO TR ET AL	10720 S BLUE WATER BAY	MOHAVE VALLEY AZ	86440
8011 017 035		12720 TELEGRAPH LLC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011 017 036		SFSA INVESTMENT CO INC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011 017 037		12720 TELEGRAPH LLC	10345 W OLYMPIC BLVD	LOS ANGELES CA	90064
8011 017 064		YEH FAMILY LIMITED PTNSHP LTD	12928 SANDOVAL ST	SANTA FE SPRINGS CA	90670
8011 017 808		A T AND S F RY CO S B E PAR 2 M 804- 19-44			
8011 017 809		A T AND S F RY CO S B OF E PAR MAP 804-19-43J			
8011 017 810		A T AND S F RY CO S B OF E PAR MAP 804-19-43J			
8017 018 800		SOU PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8017 018 801		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8017 018 802		SO PAC CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8026 001 800		A T&S F RY COS B OF E PAR 19 MAP 04-19-43			
8044 001 801		AT AND SF RY CO SBE PAR 82 MAP 4-19-45Z			
8059 029 016		BPW INC	13639 BORA DR	SANTA FE SPRINGS CA	90670
8059 029 800		A T AND S F RY CO S B E PAR 2 M 804-19-45B			
8069 004 803		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069 006 044	14150 ROSECRANS AVE	VALLEY VIEW-SANTA FE SPRINGS LLC	26100 NORTHWESTERN HWY STE 1913	SOUTHFIELD MI	48076
8069 006 801		A T&S F RY COS B OF E PAR 1 MAP 04-19-45C			
8069 007 802		A T AND S F RY CO S B OF E PAR MAP 804-19-45L			
8069 011 801		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069 011 802		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069 013 802		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8069 016 903		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 907		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 908		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 910		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 911		STATE OF CA	100 S MAIN ST MS 6	LOS ANGELES CA	90012
8069 016 915		State of California Department of Transportation	100 S Main St MS 6	Los Angeles CA	90012

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8082 003 801		SOU PAC TRANS CO SB OF E PAR 1 AP 872-19-55			
8082 003 806		SOU PAC CO SBE PAR 30 MP 72-19- 54H 2 PT			
8167 001 807		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8167 002 055		GREENLEAF BUSINESS CENTER LLC	5215 OLD ORCHARD RD STE 420	SKOKIE IL	60077
8168 001 815		UNION PACIFIC RAILROAD COMPANY	1400 DOUGLAS ST	OMAHA NE	68179
8168 001 816		UNION PACIFIC RAILROAD COMPANY	1400 DOUGLAS ST	OMAHA NE	68179
8168 002 901		LA COUNTY FLOOD CONTROL DISTRICT	900 S FREMONT AVE	ALHAMBRA CA	91803
8168 007 026	9005 SORENSEN AVE, SANTA FE SPRINGS CA 90670	MCKESSON CORPORATION	PO BOX 92129	SOUTHLAKE TX	68179
8168 007 814		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 007 816		SOU PACIFIC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 009 027		VALVOLINE LLC	100 VALVOLINE WAY	LEXINGTON KY	40509
8168 009 030		VALVOLINE LLC	100 VALVOLINE WAY	LEXINGTON KY	40509
8168 011 802		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 011 803		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 012 814		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8168 023 048	11790 SLAUSON AVE	CEM CONSTRUCTION CORPORATION	8207 BROOKGREEN RD	DOWNEY CA	90240
8177 029 810		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8177 029 815		SO CALIF EDISON CO	2 INNOVATION WAY 2ND FL	POMONA CA	91768
8177 029 823		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SANTA FE SPRINGS
KEY OF 8, CITY CODE 623 (UNIMPROVED)

DATE: 1/15/2025

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
8177 029 825		SOUTHERN PACIFIC TRANS COSBE 72-19-283B PAR 7	1700 FARMAN ST. 10TH FLR	OMAHA NE	68102
8178 004 065		CHAVEZ,WILLIAM AND	2923 VIA SAN DELARRO	MONTEBELLO CA	90640
8178 035 811		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178 035 812		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178 035 814		AT AND SF RY CO SBE PAR 36 MAP 4- 19-43N	2500 LOU MENK DR	FORT WORTH TX	76131
8178 035 815		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178 036 803		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178 036 804		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178 037 805		A T AND S F RY CO	8920 REX ROAD	PICO RIVERA CA	90660
8178 037 806		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
8178 037 810		SOU PAC TRANS CO S B E PAR 6 AP 872-19-284 A			
8178 037 811		SOU PAC TRANS CO	1400 DOUGLAS ST STOP 1690	OMAHA NE	68179
TOTAL VACANT/IMPROVED RECORDS					0
TOTAL UNIMPROVED RECORDS					119
TOTAL RECORDS					119



CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Arlene Salazar, Director of Police Services

SUBJECT: **INTRODUCTION OF ORDINANCE NO. 1156 TO AMEND SECTION 70.01 (DEFINITIONS) OF CHAPTER 70 (GENERAL PROVISIONS) AND TO ADD SECTION 72.26 (PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET) TO CHAPTER 72 (STOPPING, STANDING, AND PARKING) WITHIN TITLE VII (TRAFFIC CODE) OF THE SANTA FE SPRINGS MUNICIPAL CODE**

DATE: February 4, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

- 1) Determine that Ordinance No. 1156 is exempt from the California Environmental Quality Act ("CEQA") pursuant to the Section 15061(b)(3) of the CEQA Guidelines; and
- 2) Waive full reading and introduce by title only Ordinance No. 1156: An Ordinance of the City of Santa Fe Springs amending Section 70.1 of Chapter 70 and adding Section 72.26 to Chapter 72 of Title VII (Traffic Code) of the Santa Fe Springs Municipal Code; and
- 3) Authorize an appropriation not-to-exceed \$40,000 to cover the cost of purchasing required parking signage, supplies and associated installation costs.

FISCAL IMPACT

There is a direct fiscal impact anticipated with these amendments due to the need to install parking restriction signage before enforcement action begins. The Department is requesting an appropriation not-to-exceed \$40,000 to cover the cost of purchasing required parking signage, supplies, advertising material and associated installation costs. Additionally, with implementation of a Recreational Vehicle Parking Permit Program, there

INTRODUCTION OF ORDINANCE NO. 1156 – AMEND SECTION 70.01 OF CHAPTER 70 AND TO ADD SECTION 72.26 TO CHAPTER 72 WITHIN TITLE VII OF THE SANTA FE SPRINGS MUNICIPAL CODE

Page 2 of 4

is expected to be minimal cost associated with staff time to advertise permit requirement, process applications and issue permits. Should additional funds be required, the Department will include additional funding in the FY 25/26 budget process.

BACKGROUND

The City of Santa Fe Springs (the “City”) has received an increased number of complaints regarding Recreational Vehicles (RVs) parking on City streets. In many instances, complaints involve RVs parked long-term, parking too close to intersections, which causes visibility issues, and moving only on days when street sweeping occurs. Assembly Bill 413, also referred to as daylighting, took effect January 1, 2025, prevents parking or stopping a vehicle along a curb at least 20 feet from a marked crosswalk which will further assist with compliance on this issue. Additionally, RVs parked on City streets have negatively impacted both residential and non-residential areas as RVs are often used for habitation purposes creating health and safety concerns due to leaking and dumping of harmful substances, trash, litter and debris onto public right-of-way. Currently, complaints regarding RVs parked/stored long-term are addressed by staff through the red-tag process. The red-tag process as authorized by the SFSMC Section 72.04 provides for the identification of motorized vehicles and trailers parked upon any City street in excess of 72 consecutive hours be subject to removal. For purposes of this proposed Ordinance, the red-tag process includes chalking/tagging the RV tires, issuing a red-tag warning notice, and returning to the location within 72 hours to ensure that the RV has moved. During follow up, staff often finds that RVs move a short distance or onto a neighboring street. As such, complaints are not properly resolved and often escalate, resulting in the City prohibiting parking on affected streets pursuant to complaints received.

ANALYSIS

N/A

ENVIRONMENTAL

In accordance with the California Environmental Quality Act (“CEQA”) (Pub. Res. Code § 21000 *et seq.*) and CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 *et seq.*) this Ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that the adoption of this Ordinance would not result in a significant environmental impact and is therefore exempt from CEQA.

DISCUSSION

Investigating and enforcing RV complaints consumes a significant amount of Public Safety and Whittier Police Department resources. Current enforcement tools are limited, come with challenges, and are ineffective long-term. Public Safety personnel continue to

INTRODUCTION OF ORDINANCE NO. 1156 – AMEND SECTION 70.01 OF CHAPTER 70 AND TO ADD SECTION 72.26 TO CHAPTER 72 WITHIN TITLE VII OF THE SANTA FE SPRINGS MUNICIPAL CODE

Page 3 of 4

respond to calls for service regarding RVs, following them from one location to another after being red-tagged and moving a short distance to remain in compliance with the City's 72-hour parking restriction. The Santa Fe Springs Municipal Code (SFSMC) does not regulate or restrict RV parking citywide and current practices do not address the problem on a citywide level. In order to effectively address citywide RV parking issues, staff recommends establishing a citywide Recreational Vehicle Permit program to regulate and authorize the parking of RVs on the City's streets by temporary permit. The proposed Ordinance would establish a program that would permit temporary parking of RVs on the City's streets through issuance of a temporary parking permit. By adopting this Ordinance, the City will also have the ability to effectively address RV parking issues on City streets and ensure equitable and fair parking enforcement practices. In order to enable parking enforcement, parking restriction signage will need to be installed at City entrances prohibiting RV parking on City streets except by permit. The penalty for violation of any provision of this Ordinance shall constitute a misdemeanor and a civil violation subject to the penalties provided for under Section 10.97 of the SFSMC. The proposed parking violation fine for parking an RV without a permit is \$63.00, which is consistent with the City's current bail schedule.

Furthermore, staff has conducted a survey of surrounding cities with established Recreational Vehicle Permit programs, which include the cities of Norwalk, La Mirada, Bellflower and Lakewood and found that most cities issue temporary RV permits free of charge to residents. Considering that the application and permitting process is intended to be an over-the-counter process that will require minimal staff time, staff recommends that permits be issued to residents free of charge. Each resident may be issued no more than three (3) temporary RV parking permits per calendar month.

SUMMARY/NEXT STEPS

Upon approval of the recommended actions, the Ordinance will be scheduled for a second reading and adoption at the next regularly scheduled City Council meeting. Once the Ordinance becomes effective, staff will advertise the implementation of the Recreational Vehicle Parking Permit Program to allow for community awareness about the process. In addition, staff will coordinate with the Department of Public Works to install the required signage prior to enforcement. Permits are expected to be issued starting on March 28, 2025, with a one-month grace period so that staff can provide warnings and permit enforcement starting on April 28, 2025.

ATTACHMENT(S):

- A. Ordinance No. 1156
- B. Temporary RV Permit Draft Application

<u>ITEM STATUS:</u>	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ORDINANCE NO. 1156

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA TO AMEND SECTION 70.01 (DEFINITIONS) OF CHAPTER 70 (GENERAL PROVISIONS) AND TO ADD SECTION 72.26 (PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET) TO CHAPTER 72 (STOPPING, STANDING, AND PARKING) WITHIN TITLE 7 (TRAFFIC CODE) OF THE SANTA FE SPRINGS MUNICIPAL CODE.

WHEREAS, the City of Santa Fe Springs (the "City") is a general law city, incorporated under the laws of the State of California; and

WHEREAS, California Constitution Article XI, Section 7, enables the City to enact local planning and land use regulations; and

WHEREAS, California Vehicle Code Sections 22507 and 22507.5 also empowers cities to regulate vehicular parking within their jurisdictions; and

WHEREAS, pursuant to its police power, the City may enact and enforce laws within its boundaries that promote the public health, morals, safety, or general welfare of the community, and are not in conflict with general laws; and

WHEREAS, the City currently prohibits the parking of any vehicle upon any street or alley for more than a consecutive period of seventy-two (72) hours; and

WHEREAS, the City currently prohibits the parking of vehicles which exceeds either 23 feet in length or 80 inches in width, or large vehicles, on any street in residential areas for a period of time longer than thirty (30) minutes between the hours of 2:00 a.m. and 4:00 a.m. of any day; and

WHEREAS, the City currently permits the parking of operable automobiles, recreational vehicles, boats or boat trailers in the required driveways within the front and/or side yards for any single-family use in a residential zone; and

WHEREAS, the City has received an increased number of complaints regarding increased numbers of recreational vehicles parking on City streets for several days; and

WHEREAS, the City has traditionally prohibited parking on affected streets pursuant to complaints it has received; and

WHEREAS, the City's current practices do not address the problem on a citywide level; and

WHEREAS, the City finds it necessary to establish a citywide program to regulate and authorize the parking of recreational vehicles on the City's streets; and

WHEREAS, the proposed ordinance would establish a program that would permit

temporary parking of recreational vehicles on the City's streets through a temporary parking permit; and

WHEREAS, consistent with Policies C-10.1 and C-10.2 of the General Plan's Circulation Element, the Ordinance will establish a parking program that will address parking problems on City streets and ensure equitable and fair parking enforcement practices; and

WHEREAS, consistent with Policies C-13.4 and C-14.3 of the General Plan's Circulation Element, the Ordinance will prohibit knowingly allowing the leakage of harmful substances onto any public right-of-way and will require the use of permitted RV sanitary wastewater dump stations; and

WHEREAS, the City Council has held a duly noticed public hearing, considered, the ordinance, all reports, testimony, materials, and findings.

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

SECTION 1. Findings.

The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Section 70.01 (Definitions) of Chapter 70 (General Provisions) of Title 7 (Traffic Code) of the City of Santa Fe Springs Municipal Code ("SFSMC" or "Code") is hereby amended as follows (unless otherwise noted, where ~~Strikethrough Text~~ is language to be removed from the existing Code and Underline Text is language to be added to the Code):

For the purpose of this traffic code, the following definitions shall apply unless the context clearly indicates or requires a different meaning. Whenever any words or phrases used in this title are not defined in this section but are now defined in the California Vehicle Code, such definitions are incorporated in this section and shall be deemed to apply to such words and phrases used herein as though set forth in this section in full.

BUSINESS DISTRICT. That portion of a highway and the property contiguous thereto upon one side of which highway, for a distance of 600 feet, 50% or more of the contiguous property fronting thereon is occupied by buildings in use for business, or, upon both sides of which highway, collectively, for a distance of 300 feet, 50% or more of the contiguous property fronting thereon is so occupied. A ***BUSINESS DISTRICT*** may be longer than the distance specified in this section if the above ratio of buildings in use for business to the length of highway exists.

LOADING ZONE. The space adjacent to a curb reserved for the exclusive use of

vehicles during the loading or unloading of passengers or materials.

OUT-OF-TOWN VISITOR. Any natural person who does not reside in the city who is temporarily visiting as a guest of a Resident of the city and who has applied for a Temporary RV Parking Permit.

PARK. To stand or leave standing any vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading of passengers or materials.

PARKWAY. That portion of a street other than a roadway or a sidewalk.

PASSENGER LOADING ZONE. The space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

PEDESTRIAN. Any person afoot.

POLICE OFFICER. Every officer of the Police Department of the city or any officer authorized to direct or regulate traffic or make arrests for violations of traffic regulations.

RECREATIONAL VEHICLE or "RV". A motorhome, travel trailer, truck camper, camping trailer, or other vehicle or trailer, with or without motive power, designed or altered for human habitation for recreational, emergency, or other human occupancy, or any structure inspected, approved and designated as a recreational vehicle by, and bearing the insignia of, the State of California or any other state or federal agency having the authority to approve recreational vehicles. Recreational Vehicle shall include, without limitation, any of the following: a "camp trailer," as defined by California Vehicle Code Section 242; a "fifth wheel travel trailer" as defined by California Vehicle Code Section 324; a "house car" as defined in California Vehicle Code Section 362; a "trailer" as defined in California Vehicle Code Section 630; a "trailer coach" as defined in California Vehicle Code Section 635; a "mobile home," as defined by California Vehicle Code Section 396; a boat, watercraft and/or trailer for a boat or watercraft; a "park trailer" as defined in the California Health and Safety Code Section 18009.3; a "recreational vehicle as defined in California Health and Safety Code Section 18010; and a "truck camper" as defined in California Health and Safety Code Section 18013.4.

RESIDENT. A person who customarily resides and maintains a place of residence or who owns land within the city. It shall not mean a person who maintains an address at a mailbox drop or who rents a room which is not his or her primary place of residence, nor shall it mean a person who maintains only a post office box unless that person also provides valid and verifiable evidence of residence, such as a utility bill/contract, and federal or state government-issued Identification, at a street address within the city.

STOP. When required, complete cessation of movement.

STOP OR STAND. When prohibited, any stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic-control device.

TEMPORARY RV PARKING PERMIT. A limited duration parking permit for a recreational vehicle belonging to a resident or an out-of-town visitor issued by the Director of Police Services or his or her designee in accordance with the provisions of this title.

SECTION 3. Chapter 72 (Stopping, Standing and Parking) of Title 7 (Traffic Code) of the City of Santa Fe Springs Municipal Code is hereby amended by the addition of a new Section 72.26 as follows (unless otherwise noted, where ~~Strikethrough Text~~ is language to be removed from the existing Code and Underline Text is language to be added to the Code):

§ 72.26 PARKING RECREATIONAL VEHICLES IS PROHIBITED ON ANY CITY STREET.

(A) No person shall stop, stand, or park a recreational vehicle on any street or alley for a period of time longer than two hours unless a temporary RV parking permit has been issued to such RV pursuant this section.

(B) Notice. Signs giving reasonable notice of the prohibitions contained in this section will be erected within the City as required by the California Vehicle Code.

(C) Temporary RV Parking Permit.

(1) Purpose. The purpose of the temporary RV parking permit is to allow users of RVs to park adjacent to their residences to load, unload, clean, and maintain their RV and to allow out-of-town visitors to park their RVs in front of the residence in which they are visiting for a limited period of time.

(2) Application and Fee.

(a) The City shall establish a temporary RV parking permit application and may promulgate administrative regulations regarding the issuance of such permits.

(b) Any person applying for a temporary RV parking permit shall file an application with Department of Police Services containing the following information:

1. The name, residential address, and phone number of the

resident, who is applying for the permit or is being visited by an out-of-town visitor, along with proof of residency satisfactory to the Director of Police Services or his or her designee, such as a current driver's license or identification card, property tax bill, or public utility bill; and

2. The name, address, and phone number of the registered owner or renter of the RV for which a permit is sought along with a copy of the vehicle registration from the California Department of Motor Vehicles or equivalent agency from another state. If the resident applying for the permit is not the registered owner or renter, a letter of authorization from the registered owner shall be included; and

3. The license number, year, make, and model of the RV; and

4. Such information that the Director of Police Services or his or her designee may reasonably require.

(c) Any person applying for a temporary RV parking permit shall pay a fee in such amount as may be established by resolution of the City Council to recover the costs of processing such permits.

(3) Issuance of Permit. Subject to the requirements set forth in this section, the Director of Police Services or his or her designee may issue temporary RV parking permits upon receipt and approval of an application on a form established by the City.

(a) Any resident may obtain a temporary RV parking permit authorizing him or her or an out-of-town visitor to park an RV in front of his or her residence.

(b) Restrictions on the Number of Permits.

1. Each resident may be issued no more than three (3) temporary RV parking permits per calendar month.

2. Temporary RV parking permits issued to out-of-town visitors shall not exceed seven (7) consecutive days per month and twenty-one (21) days per calendar year for all out-of-town visitors per residential address.

3. No more than one (1) temporary RV parking permit, whether issued to a resident or out-of-town visitor, shall be issued per residential address at any given time.

(c) Duration.

1. A temporary RV parking permit issued to a resident for his or her own RV or for an out-of-town visitor shall be valid for seventy-two (72) hours.

2. A temporary RV parking permit issued to an out-of-town visitor shall be valid for no more than seven (7) consecutive days.

(d) Denial of Application. The Director of Police Services or his or her designee may deny the issuance of a temporary RV parking permit where there are public safety concerns relating to the parking of the RV on the street which the parking would be provided, including but not limited to a street being too narrow to safely accommodate the RV.

(4) Permit Conditions.

(a) Non-Transferable. The temporary RV parking permit shall be non-transferable and shall only be valid for the RV, date(s), and location specified on the permit.

(b) Display and Description of Permit. The temporary RV parking permit shall be placed in the RV in such a manner as to be clearly visible to law enforcement personnel and the City's code/parking enforcement officers. The temporary RV parking permit shall include the license plate number of the RV authorized to be parked on the City's street, the date of issuance, and the date and time through which the permit is valid.

(c) Notwithstanding any other provision in this Title to the contrary, an RV may stop, stand, or park on any street or alley in accordance with the conditions of the temporary RV parking permit issued for the RV.

(d) Parking Restrictions. Temporary RV parking permits shall be subject to the following restrictions regarding where RVs may be parked with an issued permit:

1. The permittee may only stop, stand, or park his or her RV directly in front of or within 100 feet of the residential address specified on the temporary RV parking permit. If the property is a corner lot, then the permittee may stop, stand, or park his or her RV directly on the side of, or within 100 feet of, the residential address specified on the temporary RV parking permit. If the RV is not parked directly in front of, or on the side of, as set forth herein, such residence, the RV will be subject to citation, towing, or both.

2. The permittee shall not stop, stand, or park his or her RV within ten feet from the beginning of the apron of any driveway, except at the residential address specified on the temporary RV parking permit, provided that the driveway is not shared with another residence or business.

3. The permittee shall not stop, stand, or park his or her RV within 20 feet of any street intersection, as measured from the curb line or edge of

roadway.

4. Nothing in this section is designed to prevent any resident or individual who uses an RV to travel to the City of Santa Fe Springs to receive care, medical services, or to engage in any otherwise lawful business activity.

(D) Prohibited Activities. No person, regardless of whether they were issued a temporary RV parking permit, shall:

(1) Use slide outs/pop outs or other appurtenances on an RV that encroach on or into the roadway, parkway, and/or sidewalk in such a manner as to interfere with the path of safe travel of vehicles and/or pedestrians.

(2) Open or partially open any awnings on an RV in such a manner as to interfere with the path of safe travel of vehicles and/or pedestrians.

(3) Cause or permit any utility connections, electrical cords, extension cords, hoses, or cables to cross over, above, on or across any street or sidewalk to or from an RV.

(4) Use power generators or other noise-generating equipment between the hours of 10:00 p.m. and 7:00 a.m. within or adjacent to an RV.

(5) Conduct any commercial activity while an RV is parked on the public right-of-way.

(6) Connect an RV to the public sewer system or dump waste onto public or private land or into streets, gutters, or storm drains, other than lawfully at a designated licensed and permitted RV sanitary wastewater dump station.

(7) Knowingly allow any type of grease, oil, fuel, human waste or other harmful substances to leak or be emitted onto any public right-of-way.

(8) Trailers must be at all times properly hitched to a vehicle capable of safely towing the trailer on public streets and highways pursuant to Section 72.16 of this code.

(E) Violations and Penalties.

(1) Any RV parked in violation of this section shall be subject to citation, towing as authorized by California Vehicle Code Sections 22650 and 22651, or both, and revocation of any permit issued pursuant to this section.

(2) Any violation of this section is punishable pursuant to Section 70.99 of this code.

(3) Any RV parked on any street or alley in excess of 72 consecutive hours without a valid temporary RV parking permit displayed shall be subject to removal pursuant to Section 72.04 of this code.

(F) Revocation.

(1) The City shall have the authority to revoke a temporary RV parking permit if the City makes any one of the following findings:

(a) The RV has fallen into a state of disrepair and has become a public nuisance or a danger to pedestrians or other vehicles.

(b) The RV has become inoperable.

(c) There has been a parking citation issued for the RV associated with the temporary RV parking permit.

(d) The applicant has provided information that was materially false.

(e) There has been a violation of this section.

(2) To revoke a temporary RV parking permit, the City shall issue a notice of revocation in writing to the permittee specifying the basis for and the effective date of the revocation, which date shall be at least two days after the date of the notice of revocation. To the extent a permit expires pursuant to its own terms before the effective date of such revocation, the City may use such revocation as a basis to deny a future application from the same permittee. The City's determination to revoke a temporary RV parking permit shall be final.

SECTION 4. CEQA.

This Ordinance is exempt from the California Environmental Quality Act (CEQA) (Pub. Res. Code § 21000 *et seq.*) pursuant to CEQA Guidelines (Cal. Code Regs., § 15000 *et seq.*) Section 15061(b)(3) under the general rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment. The proposed actions would not create any environmental impacts, therefore no additional action under CEQA is required.

SECTION 5. Clerical Errors.

The City Council authorizes the City Attorney to make any clarifying changes necessary to this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

SECTION 6. Penalty.

Violation of any provision of this Ordinance shall constitute a misdemeanor and a civil violation subject to the penalties provided for under Section 10.97 of the SFSMC. Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance. In addition to the foregoing, any violation of this Ordinance shall constitute a public nuisance and shall be subject to abatement as provided by all applicable provisions of law.

SECTION 7. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Ordinance, or any part thereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Ordinance or of Chapters 70 (General Provisions) and 72 (Stopping, Standing and Parking) of the SFSMC, or any part thereof. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase in this Ordinance irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases may be declared invalid or unconstitutional.

SECTION 8. Savings Clause.

Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 9. Effective Date and Extension of Ordinance.

In accordance with Government Code Section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

SECTION 10. Certification and Posting.

The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santa Fe Springs at a regular meeting on this _____ day of 2025.

William K. Rounds, Mayor

ATTEST:

Fernando Muñoz, City Clerk

APPROVED AS TO FORM:

Rick R. Olivarez, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF SANTA FE SPRINGS)

I, Fernando Muñoz, City Clerk of the City of Santa Fe Springs, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council held on the [DATE] day of [MONTH, 2025, and was carried by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Fernando Muñoz, City Clerk

City of Santa Fe Springs

Police Services Center, 11576 Telegraph Rd, 90670 – (562) 409-1850

Temporary RV Parking Permit

☐ Recreational Vehicle

Permit must be displayed in driver's side front windshield of recreational vehicle.



☐ Recreational Trailer

Permit must be displayed in driver's side front windshield of tow vehicle.

PERMIT GRANTED FOR THE FOLLOWING DATE(S):

From: _____

To: _____

Make: _____

Model: _____

Year: _____

Color: _____

License Plate: _____

Vin: _____

Address: _____

Applicant Name:	Telephone #:	Signature of Applicant:
Registered Owner Name:	Telephone #:	Registered Owner Address:

By signing this application, I certify that all of the information I have provided is true and correct, and that I will abide by all applicable rules, regulations, laws and conditions.

Approved by: _____

Date: _____

RECREATIONAL VEHICLE/TRAILER **PARKING PERMIT RULES**

- Permit is non-transferable and valid to the permittee only.
- Permit is only valid for dates specified (without a permit, it is illegal to park recreational vehicles or recreational trailers on City streets).
- Trailers must be attached to appropriately sized tow vehicle.
- Permitted vehicle/trailer must be parked within 100 feet of the permit holder's address listed on permit.
- Utility connections (e.g. electrical cords, water lines, etc.) may not at any time encroach upon City property.
- Recreational vehicle or recreational trailer must comply with street sweeping and other parking regulations.
- Parking within 20 feet of any intersection is prohibited.



CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Arlene Salazar, Director of Police Services

SUBJECT: INTRODUCTION OF ORDINANCE NO. 1157 TO AMEND TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07 TO ESTABLISH REGULATIONS CONCERNING THE ABANDONMENT OF PERSONAL PROPERTY ON PUBLIC PROPERTY

DATE: February 4, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

- 1) Determine that Ordinance No. 1157 is exempt from the California Environmental Quality Act ("CEQA") pursuant to the Section 15061(b)(3) of the CEQA Guidelines; and
- 2) Waive full reading and introduce by title only Ordinance No. 1157, amending Title XIII, Chapter 136 of the Santa Fe Springs Municipal Code ("SFSMC") establishing regulations concerning the abandonment of personal property on public property; and
- 3) Authorize an appropriation not-to-exceed \$30,000 to cover associated costs with storing personal property abandoned on City property.

FISCAL IMPACT

There is a direct fiscal impact anticipated with these amendments due to the need to store personal property removed during encampment cleanups for sixty (60) days. Upon approval, the Department is requesting the following appropriations in an amount not-to-exceed \$30,000:

- \$10,000 for the cost to store personal property collected during cleanups.
- \$10,000 to cover the cost of miscellaneous storage supplies including but not

INTRODUCTION OF ORDINANCE NO.1157 TO AMEND TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07 TO ESTABLISH REGULATIONS CONCERNING THE ABANDONMENT OF PERSONAL PROPERTY ON PUBLIC PROPERTY

Page 2 of 3

limited to signage for public rights-of-way, locking mechanisms, storage racks, bags, property tags, etc.

- \$10,000 for contracted disposal of abandoned property that is not claimed within the allotted time frame.

Should additional funds be required, the Department will include additional funding in the FY 25/26 budget.

BACKGROUND

The City of Santa Fe Springs (the “City”) enacted Santa Fe Springs Municipal Code (“SFSMC”) Chapter 136 in 2010 to disincentivize the erection of encampments on public property throughout the City. The Department of Police Services, in cooperation with the Whittier Police Department, has enforced these laws since their adoption. However, the SFSMC does not provide guidance on the encampment cleanup process, or the storage or disposal of items removed during a cleanup event.

Under California Civil Code section 2080 et seq. a city may adopt ordinances relating to the storage and disposition of personal property held for safekeeping. This Ordinance specifically incorporates the authority and responsibilities provided under Civil Code section 2080.10 (“CC section 2080.10”) and the guidance provided in Governor Gavin Newsome’s Executive Order N-1-24 (the “Executive Order”), signed July 25, 2024. The Executive Order provides guidance on such procedures in light of the 2024 U.S. Supreme Court holding in *Grants Pass v. Johnson*, 603 U.S. 520 (2024). This Ordinance does not address lost items discovered by a City employee or members of the public, or items that may be considered evidence to a crime.

ANALYSIS

The proposed Ordinance provides the City direction on how to carry out cleanup events, how to handle personal property collected during cleanup events, and how to store and dispose of unclaimed items. By adopting this Ordinance, the City will codify these processes and the City’s local authority store and dispose of property. Under CC section 2080.10, the Executive Order, and this Ordinance personal property collected during noticed clean up events must be stored for sixty (60) days.

ENVIRONMENTAL

In accordance with the California Environmental Quality Act (“CEQA”) (Pub. Res. Code § 21000 et seq.) and CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.) this Ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that the adoption of this Ordinance would not result in a significant environmental impact and is therefore exempt from CEQA.

CITY COUNCIL AGENDA REPORT – MEETING OF FEBRUARY 4, 2025
**INTRODUCTION OF ORDINANCE NO.1157 TO AMEND TITLE XIII, CHAPTER 136
OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND
SECTIONS 136.03 TO 136.07 TO ESTABLISH REGULATIONS CONCERNING THE
ABANDONMENT OF PERSONAL PROPERTY ON PUBLIC PROPERTY**
Page 3 of 3

DISCUSSION

The proposed amendments to Chapter 136 include notice requirements for encampment cleanups and the pre- and post-removal of items, the information required to be in the pre- and post-removal notices, exceptions to pre-removal notices, how the City will store items removed, how the City will determine what items to store, how long the items will be stored, and how the items can be repossessed by the owner. These changes align with the City's mission to maximize operational efficiency, improve resource allocation, and address quality of life concerns.

SUMMARY/NEXT STEPS

Following adoption of this Ordinance after the second reading at the next regularly scheduled City Council meeting, the Department will prepare guidelines describing best practices to follow during a cleanup event.

ATTACHMENT(S):

A. Ordinance No. 1157

<u>ITEM STATUS:</u>	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ORDINANCE NO. 1157

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS AMENDING TITLE XIII, CHAPTER 136 OF THE SANTA FE SPRINGS MUNICIPAL CODE ADDING NEW DEFINITIONS AND SECTIONS 136.03 TO 136.07.

WHEREAS, the City of Santa Fe Springs (the "City") is responsible for the possession and storage of personal property; and

WHEREAS, the City has identified the need to codify local authority for the City to store and dispose of personal property collected during encampment abatement actions that go unclaimed; and

WHEREAS, California Civil Code Section 2080 et. seq. allows for the adoption of local ordinances relating to the disposition of personal property held for safekeeping after storage for sixty (60) days and permits jurisdictions to dispose of the property after the holding period expires; and

WHEREAS, the adoption of this Ordinance would provide the City with the local authority and guidelines to store and dispose unclaimed property collected during encampment abatement actions.

THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES ORDAIN AS FOLLOWS:

Section 1. The foregoing recitals are true and correct and incorporated herein by this reference.

Section 2. Section 136.01 of Chapter 136 (Prohibited Uses of Public Property) of Title XIII (General Offenses) of the Santa Fe Springs Municipal Code is hereby amended to add the following definitions to read as follows:

"Personal Property", means any tangible property, and includes, but is not limited to, goods, materials, merchandise, electronics, solar panels, tents, tarpaulins, bedding, sleeping bags, hammocks, sheds, structures, mattresses, couches, chairs, other furniture, appliances, and personal items such as household items, luggage, backpacks, clothing, documents, and medication.

"Unattended", means no person is present with the Personal Property who asserts or claims ownership of the Personal Property. Conversely, property is considered "**Attended**" if a person is present and claims ownership over the Personal Property.

Section 3. Chapter 136 (Prohibited Uses of Public Property) of Title XIII (General Offenses) of the Santa Fe Springs Municipal Code is hereby amended to add new sections beginning at 136.03, relating to the storage and disposition of Personal Property to read in its entirety as follows:

136.03 STORING PERSONAL PROPERTY IN PUBLIC

(A) No person shall store Personal Property on public property or public right-of-way.

- (B) No person shall store any Personal Property on public property in a manner that obstructs City operations, including street or sidewalk maintenance or cleaning.
- (C) No person shall store Personal Property in a manner that prevents passage as provided in the Americans with Disabilities Act (ADA) of 1990, Pub. L. No. 101-336, 104 Stat. 328 (1990), as amended from time to time.
- (D) No person shall store Personal Property, whether attended or unattended, within:
 - (1) 10 feet from any operational or utilizable driveway or loading dock;
 - (2) 5 feet from any operational or utilizable building entrance or exit; or
 - (3) 2 feet of any fire hydrant, fire plug, or other fire department connection.Without prior notice, the City may move and may immediately impound any Personal Property, whether attended or unattended, stored in violation of this section (D).
- (E) Personal Property shall be deemed stored on public property if it has not been removed within twenty-four (24) hours. Moving Personal Property to another location on public property shall not be considered "removing" the Personal Property.

136.04 PRE-REMOVAL NOTICE

- (A) With noted exceptions, before removing Personal Property the City shall provide written pre-removal notice to the person storing Personal Property, to the person claiming ownership over Personal Property, or notice shall be conspicuously posted on or near the Personal Property. The written notice shall contain the following information:
 - (1) The date and time the notice was posted;
 - (2) A general description of the Personal Property to be removed;
 - (3) The location from which the Personal Property will be removed;
 - (4) The City Code section(s) violated by storing the Personal Property;
 - (5) A statement that the Personal Property may be impounded if not removed within forty-eight (48) hours after notice is given or posted;
 - (6) A statement that moving the Personal Property to another location on public property will not be considered removed;
 - (7) The address where removed Personal Property will be located, including the City's telephone number and website, and information on voluntary storage location; and
 - (8) A statement that removed Personal Property will be impounded and may be discarded is not claimed within sixty (60) days after impoundment.
- (B) The City may remove Personal Property without pre-removal notice when:
 - (1) An emergency exists, or the Personal Property poses an imminent threat to life, health, or safety;
 - (2) Any Personal Property is obstructing necessary City operations, such as street or sidewalk cleaning, the City may temporarily move attended or unattended Personal Property;
 - (3) Any Personal Property prevents passage as required by the ADA; or
 - (4) Any Personal Property is stored in violation of section 136.03(D).
 - (5) Any Personal Property obstructing County, State, Federal or Utilities access.

136.05 POST-REMOVAL NOTICE

Upon removal of stored Personal Property, a receipt shall be given to the Personal Property owner, or a written notice shall be conspicuously posted for five (5) days in the area from which the unattended Personal Property was removed. The receipt or written notice shall contain the following information:

- (A) A general description of the Personal Property removed;
- (B) The date and approximate time the Personal Property was removed;
- (C) The City Code section(s) violated by storing the Personal Property;
- (D) The address where the Personal Property can be retrieved, when the Personal Property can be retrieved, and the City's telephone number and website where more information can be found on retrieving Personal Property;
- (E) A statement that the removed Personal Property has been impounded and may be discarded if not claimed within sixty (60) days after impoundment; and
- (F) A statement that within sixty (60) days the person may do any of the following:
 - (1) Retrieve the Personal Property;
 - (2) Authorize in writing another person to retrieve the Personal Property; or
 - (3) Notify the City in writing that they are in custody and unable to retrieve the Personal Property themselves or authorize another person to retrieve the Personal Property, and request that the City hold the Personal Property.

136.06 STORAGE AND DISPOSAL BY CITY

- (A) Except as provided herein, the City shall move Personal Property to a place of storage and maintain an inventory identifying the Personal Property, the date and time it was removed, and the location from which they were removed.
- (B) Except as specified elsewhere, the City shall store impounded Personal Property for sixty (60) days, after which time, if not claimed, will be considered abandoned and may be discarded. The City shall not be required to undertake any search for, or return, any impounded Personal Property stored for longer than sixty (60) days.
- (C) Any Personal Property determined to be dangerous to health or safety or perishable, or commingled with items posing a health risk, may be immediately disposed of without notice and in such a manner as determined to be in the public interest.
- (D) Personal Property that reasonably appears to have been dumped or abandoned such as trash, garbage, debris, and/or broken items, may be immediately disposed of without notice and in such a manner as determined to be in the public interest.

136.07 REPOSSESSION OF PROPERTY

- (A) The owner of impounded Personal Property may repossess the Personal Property prior to its disposal upon submitting satisfactory proof of ownership. A person may establish satisfactory proof of ownership by, among other methods, describing the location from and the date when the Personal Property was impounded, and providing a reasonably specific and detailed description of the Personal Property. Valid, government-issued identification is not required to claim impounded Personal Property.
- (B) If a person submits a written request to the City to hold the Personal Property because the person is in custody and is unable to authorize another person to retrieve the Personal

Property, the City shall hold the Personal Property for up to a maximum of ten (10) additional months.

Section 4. In accordance with the California Environmental Quality Act ("CEQA") (Pub. Res. Code § 21000 *et seq.*) and CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 *et seq.*) Section 15061(b)(3), because it can be seen with certainty that the adoption of this Ordinance would not result in a significant environmental impact and is therefore exempt from CEQA.

Section 5. Any provision of the Code of Santa Fe Springs inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

Section 6. If any section, subsequent subdivision, paragraph, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, phrase, or clause thereof irrespective of the fact that any one or more section, subsections, phrases, or clauses may be declared unconstitutional or invalid.

Section 7. This Ordinance shall take effect thirty (30) days after its final passage by City Council, after which the City Clerk of the City of Santa Fe Springs shall certify the same be published in the same manner required by law.

PASSED and ADOPTED this _____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ASTAIN:

William K. Rounds, Mayor

ATTEST:

Fernando Munoz, City Clerk



CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Maricela Balderas, Director of Community Services

SUBJECT: GRANT AWARD AGREEMENT WITH SAVE THE CHILDREN FOR THE SANTA FE SPRINGS CITY LIBRARY

DATE: February 4, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

- 1) Approve and authorize the Director of Community Services to execute the Subaward Agreement Between Save The Children Federation, Inc. And The Santa Fe Springs City Library; and
- 2) Approve the recognition of \$15,000 grant funds awarded by Save the Children and authorize the deposit of these funds into the Library & Cultural Services Administration's Contribution – Association/Private revenue account (No. 10105699-430020); and
- 3) Approve an increase in expense authority by \$15,000 in the Library & Cultural Services Activity (No. 10105699) as outlined in the Fiscal Impact section to allow for the expenditure of the grant funds; and
- 4) Take such additional, related, action that may be desirable.

FISCAL IMPACT

Save the Children has awarded the Santa Fe Springs City Library (SFS Library) a total of \$15,000 in grant funds. These funds will be recorded in the Library & Cultural Services Administration's Contribution – Association/Private revenue account (No. 10105699-430020), and the following expenditure accounts: \$1,000 to the Supplies Account (No. 10105699-521000), \$10,000 to the Books & Subscriptions Account (No. 10105699-522000), and \$4,000 to the Contractual Services Account (No. 10105699-542050). This

grant requires no matching funds.

BACKGROUND

Save the Children is an international organization founded in 1919 with the goal of helping children worldwide. Today, Save the Children is active in over 100 countries. SFS Library staff have been diligent in applying for library grants and in January 2025, the City was notified that the Save the Children grant had been awarded to the SFS Library in support of programs and resources for the community.

ANALYSIS

Through the Save the Children grant, the SFS Library will be able to provide resources to the community that may not be feasible otherwise. This helps the SFS Library offer a wider range of up-to-date and diverse resources for library patrons.

Specifically, the Save the Children grant provides funds for SFS Library staff to purchase \$5,000 in books for the library's collection, \$5,000 in books to give to children for their home libraries, \$1,000 in other supplies, and \$4,000 for an author visit.

ENVIRONMENTAL

N/A

DISCUSSION

N/A

SUMMARY/NEXT STEPS

Upon approval of the Community Services Director to execute the grant agreements, SFS Library staff will submit all necessary documentation to Save the Children to ensure that the monetary awards are received in a timely manner.

ATTACHMENT(S):

A. Grant Award Agreement

<u>ITEM STATUS:</u>	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

Non-Traditional Subaward Agreement Between
SAVE THE CHILDREN FEDERATION, INC.



Save the Children®

And
Santa Fe Springs City Library

In accordance with the basic information, terms and conditions listed below Save the Children Federation, Inc. (hereafter referred to as “SCUS”) and Santa Fe Springs City Library (hereafter referred to as “Sub-recipient”) enter into this Subaward Agreement **#999007201** (hereafter referred to as “Agreement”).

BASIC INFORMATION

Duration of Grant:	7 Months	Start Date:	12/1/2024	End Date:	6/30/2025
Organization:	Santa Fe Springs City Library	Save the Children Federation, Inc.			
Address:	11700 Telegraph Road Santa Fe Springs, CA 90670	501 Kings Highway East Fairfield, CT 06825			
Representative Contact Information:	Olga Gonzalez Librarian olgagonzalez@santafesprings.org	Lucero Chavez Ramirez State Director lchavezramirez@savechildren.org			
Finance Contact Information:	Deborah Raia Library Services Manager deborahraia@santafesprings.org	Stefanie Dittert Sr. Advisor, Finance Management sdittert@savechildren.org			

ATTACHMENTS

1. Attachment 1 – Additional Agreement Terms (Budget & Narrative)
2. Attachment 2 – Save the Children Child Safeguarding Policy
3. Attachment 3 – Save the Children Zero-tolerance Fraud Policy
4. Attachment 4 – Save the Children Conflict of Interest Policy
5. Attachment 5 – Save the Children Code of Ethics and Business Conduct
6. Attachment 6 – Save the Children Social Media Policy

TERMS AND CONDITIONS

1. SCUS hereby grants to Sub-recipient an amount of **\$15,000.00** for **2024 - CA Winter Literacy Micro Grant (the “Program”).**
2. Beneficiaries: TBD

Non-Traditional Subaward Agreement Between
SAVE THE CHILDREN FEDERATION, INC.



Save the Children®

And
Santa Fe Springs City Library

3. Budget and Funding.

a. SCUS shall make periodic payments to Sub-recipient as detailed in the section below.

i. Total obligated Amount - **\$15,000.00**

Payment Installment	Payment Amount	Requirements
Subaward Payment	100% of total obligated amount	• Signed agreement

b. A completed W-9 is required for this Agreement, as this contribution may require Sub-recipient to complete a Form 1099.

c. Please provide a copy of your tax-exempt certificate, if applicable.

4. Program/Project and Financial Reporting.

a. Sub-recipient shall submit reports as requested by SCUS. **Final programmatic report shall be submitted by July 15, 2025.** SCUS reserves the right to request additional information to fulfill donor requirements and requests.

b. If adjustments to Sub-recipient's accounting of this subaward occur after the end of the subaward period, thus reducing the final financial amount spent, then SCUS requires that the Sub-recipient provide a revised financial report by no later than 30 days of the close of the month in which the adjustment occurred, along with payment to SCUS for the balance of any unspent subaward funds. Any unspent funds remaining at the close of the Project are to be refunded within 30 days following the close of the project or on **7/15/2025**.

5. No-cost Extension. **No-cost extension will not be allowable for this Agreement due to the nature of the funding available. Any unspent funds remaining as of 9/30/25 will be forfeited and any remaining advances should be refunded to SCUS as per section 4b.**

6. Confidentiality and Data. It is not anticipated that confidential or personal information will be shared during the course of this agreement. If, however, the terms of the subaward require the sharing of such information, the parties will enter into a separate agreement.

7. Termination.

a. This Agreement may be terminated by SCUS, with or without cause, upon thirty (30) days prior written notice. In the event of such termination, and notwithstanding any other provision in this Agreement, fees will be paid by SCUS only for work or services completed prior to the termination date.

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SAVE THE CHILDREN FEDERATION, INC.**



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- b. Further, this Agreement may be terminated by SCUS with immediate effect upon written notice to Sub-recipient in the event of Sub-recipient's breach of any of the terms of this Agreement which shall not have been remedied within fourteen (14) days of written notice with request to do so.
 - c. Upon termination, Sub-recipient will provide an accounting per the terms of Section 4.b. above.
8. Representations, Warranties, and Indemnities.
- a. The Sub-recipient represents and warrants that:
 - i. it is authorized and has the right and ability to undertake the obligations as set forth in this Subaward;
 - ii. it is properly registered in all jurisdictions as may be required to perform its obligations under this Subaward;
 - iii. it fully complies with Section 8;
 - iv. it fully complies with Executive Order 13224 - BLOCKING PROPERTY AND PROHIBITING TRANSACTIONS WITH PERSONS WHO COMMIT, THREATEN TO COMMIT, OR SUPPORT TERRORISM.
 - b. Sub-recipient shall hold harmless and indemnify SCUS and its directors, officers, agents and employees from and against all causes of action, losses, claims, liabilities, damages (including but not limited to costs, reasonable attorneys' fees, and amounts paid in reasonable settlement thereof) which arise or are alleged to arise as a result of the breach or alleged breach of Section 8(a); the negligent acts, errors or omissions or willful misconduct of Sub-recipient, its directors, officers, agents or employees. Additionally, the Sub-recipient shall indemnify and hold harmless SCUS for and from all costs, risks, delays, losses, damages and other liability incurred by SCUS due to the Sub-recipient's noncompliance with any applicable laws or failure to secure any necessary licenses, permits, and other approvals. This paragraph shall survive the expiration or termination of this Agreement for a period equal to the running of any applicable statute of limitations, including all tolling periods.
 - c. Sub-recipient shall not use funds issued under this Agreement to engage in sectarian instruction, worship, prayer, or to proselytize. If the Sub-recipient is a faith-based or religious organization that offers such activities, these activities shall be voluntary for the individuals receiving services and offered separately from the Project/Program Plan.
 - d. Sub-recipient shall not use funds issued under this Agreement to lobby any federal, state, or local government official(s) to receive additional funding or influence legislation.

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9. Insurance. Sub-recipient shall procure and keep in force full adequate insurance coverage of all of its operations, including but not limited to, Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation and Employer Liability Insurance, to perform under this Agreement. Such procurement is the sole responsibility of Sub-recipient and as such, Sub-recipient shall bear any cost for said insurance. Upon reasonable request of SCUS, Sub-recipient shall provide evidence of such insurance.

Initial: _____

Deborah Raia, Library
Services Manager

10. Compliance with SCUS Policies (Attachments 2-6)

- a. Child Safeguarding Policy.
 - i. Sub-recipient agrees to comply with either:
 - (a) The SCUS Child Safeguarding Policy, which can be found at http://www.savethechildren.org/site/c.8rKLIXMGlpI4E/b.9364821/k.A2E4/Terms_Conditions.htm (the "Child Safeguarding Policy"); or
 - (b) Sub-recipient's internal policy that is substantially similar to SCUS's Child Safeguarding Policy and approved by SCUS. The Child Safeguarding Policy defines prohibited conduct and, among other things, requires Sub-recipient to:
 - a. take preventive measures, including requiring compliance by subcontractors, agents, and employees,
 - b. promptly report any actual or suspected violation to SCUS, and
 - c. take appropriate corrective measures when necessary. Child Safeguarding Focal Points (CSFPs) are embedded throughout the US to assist sub-recipients in reporting suspected or known violations, as well as to answer and consult on any Child Safeguarding issues within the sub-recipient's program.
 - ii. SCUS Program Implementation sub-recipients are required to participate in mandatory Child Safeguarding training. There are two separate training modules. First, all sub-recipient staff having direct contact with children or their data must complete the Child Safeguarding Foundations Course located on Save the Children's partner portal. Second, all sub-recipients are required to attend a live Child Safeguarding webinar annually.

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- iii. All Sub-recipient employees must undergo proper vetting including but not limited to, criminal background checks and sexual offender registry search, and partner organizations must use reasonable processes for “clearing” any discrepancy to ensure that employee does not pose a risk to any child or vulnerable adult.
- b. Zero-tolerance Fraud Policy. The Sub-recipient represents that its responsible officer(s) have received and reviewed SCUS Zero-Tolerance for Fraud, Bribery and Corruption Policy, and that Sub-recipient will comply with these policies in all activities undertaken pursuant to this agreement, including, without limitation:
 - i. Informing Sub-recipient staff of these policies
 - ii. Promptly report to SCUS any credible information or allegation of fraud, bribery, or corruption relating to its work with SCUS;
 - iii. Preserve all documents pertaining to any credible information or allegation of fraud, bribery, or corruption relating to its work with SCUS and shall cooperate fully in any investigation or audit commenced by SCUS or its donors, including making documents, facilities, and personnel available to SCUS or its donors
 - iv. Promptly and fully reimburse SCUS for any losses or penalties arising from any incident of fraud, bribery, or corruption involving their employees or agents and shall hold SCUS harmless from and against any claims, demands or expenses (including attorney’s or other professional fees) arising from or relating to Sub-recipient’s noncompliance with the terms of the anti-corruption clauses of this Agreement.
 - v. SCUS shall have the right to terminate this Agreement with immediate effect, and shall have no further obligation to Sub-recipient, if SCUS reasonably believes that Sub-recipient is in noncompliance with the anti-corruption clauses of this Agreement.
- c. Conflict of Interest. The Sub-recipient agrees to abide by the SCUS’ Conflict of Interest Policy. SCUS requires that all conflicts of interest involving employees (or the families of employees) be disclosed in writing to the SCUS Representative. All Sub-recipients should have and maintain a copy of their own Conflict of Interest policy and it should be available upon request from SCUS.
- d. Code of Ethics and Business Conduct. The Sub-recipient agrees to abide by the SCUS’ Code of Ethics and Business Conduct, which can be found at <https://indd.adobe.com/view/40575d0a-8239-4193-b4e5-4f342516801c> and all Sub-recipient staff should be informed of this policy.
- e. Social Media Policy. The Sub-recipient agrees to abide by the SCUS’ Social Media Policy, and all Sub-recipient staff should be informed of this policy.

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SAVE THE CHILDREN FEDERATION, INC.**



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- f. Reporting Concerns. If you see or hear something you believe is violation of SCUS's Policies share your concern by reporting it to your SCUS Representative or contact the Ethics Hotline:
- i. Phone toll-free within the US: 1-844-287-1892
 - ii. Fax: 1-475-999-3293
 - iii. Web: Savethechildren.ethicspoint.com

Initial: _____

Deborah Raia, Library
Services Manager

11. Right to Audit. SCUS shall have the right, at its own expense, to conduct an audit of the relevant books, records and accounts of Sub-recipient related to the Services during normal business hours upon giving reasonable notice of the intent to conduct such an audit. Such audit shall not occur more than once in any twelve (12) month period. In the event of such audit, Sub-recipient shall comply with the reasonable requests of SCUS and provide access to all books, records and accounts necessary to the audit.
12. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut. The parties shall settle any controversy or claim arising out of or relating to this Agreement, or the breach thereof, by binding arbitration in Connecticut.
13. Invalid Provision. If any provision of this Agreement, or the application of any provision to any party or circumstance, is held invalid, the remainder of this Agreement, and the application of the provision other than to the extent it is held invalid, will not be invalidated or affected.
14. Waiver. The failure of either party to enforce any provision or condition contained in this Agreement at any time will not be construed as a waiver of that condition or provision nor will it operate as a forfeiture of any right of future enforcement of the condition or provision.
15. Counterparts. This agreement may be executed (including by electronic signature, as defined in the Electronic Signatures in Global and National Commerce Act of 2000) in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single legally binding agreement.
16. Assignment. Provider shall not assign this Agreement without the prior written consent of SCUS.
17. Entire Agreement. This Agreement, together with any exhibits or addenda annexed hereto, is the sole, complete, and exclusive expression of the parties' intent with respect to the subject matter hereof. Notwithstanding the foregoing, in the event of any conflict or discrepancy between the terms and conditions of this Agreement and those of any exhibit, rider, or

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SAVE THE CHILDREN FEDERATION, INC.**



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addendum hereto, the terms of this Agreement shall control. This Agreement may be amended or modified only by a writing countersigned by authorized representatives of each party.

Santa Fe Springs City Library

Signature: _____

Deborah Raia,
Library Services Manager

Date: _____

Save the Children Federation, Inc.

Signature: _____

Lucero Chavez Ramirez,
State Director

Date: _____

Budget Narrative

Instructions: Please complete for Save the Children Funded Costs Only and provide as much detail as possible. These figures should match the budget amounts entered into the system.

Certified Staff (Salaried Staff)

d Staff (Salaried Staff)		#	%	annual salary	Save the Children:	
	@				\$	-
	@				\$	-
		#	per event	# events	# days/ year	
Author stipend	@	1	\$ 4,000.00	1		\$ 4,000.00
	@					\$ -
	@					\$ -
Total Certified Staff					\$	4,000.00

Materials, Supplies and Equipment

Office Supplies	Total Cost	Save the Children:
		\$ -
		\$ -
Program Supplies & Materials		
Books (\$5k home libraries; \$5k permanent collection)	\$ 10,000.00	\$ 10,000.00
Other program supplies	\$ 500.00	\$ 500.00
Food and Food Supplies & Materials		
Refreshments for events	\$ 500.00	\$ 500.00
		\$ -
Other Supplies & Materials		
		\$ -
		\$ -
Equipment		
		\$ -
		\$ -
Total Materials, Supplies and Equipment		\$ 11,000.00

Training and Travel

Mileage	#	Cost per mile	Total miles/ mo	# months	Save the Children:
	@				\$ -
	@				\$ -
Other	#	Cost			
					\$ -
					\$ -
Total Training and Travel					\$ -

Other

Other Costs - if approved	Direct Total	%	Total Cost	Save the Children:
	\$ 15,000.00		\$ -	\$ -
Total Other				\$ -
				Save the Children:
TOTAL SAVE THE CHILDREN FUNDED PROGRAM BUDGET				\$ 15,000.00

Policy Title	Safeguarding and Counter-Human Trafficking Policy
Version No.	SG-01
Effective Date	3/25/2024
Summary	This Policy describes Save the Children's commitments to safeguarding children and adults in the communities we serve and to preventing Human Trafficking, including standards of conduct applicable to all Representatives.
Implementing Procedures	Safeguarding and Counter-Human Trafficking Procedures
Approver	Senior Leadership Team
Policy Owner	General Counsel
Point of Contact	Managing Director of Safeguarding
Applicability	☒ Save the Children Federation, Inc. ☒ SCUS Head Start ☒ Save the Children Action Network ☒ Other: Sub-awardees, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products (collectively, "Partners")
Legal / Compliance Requirements or Other Standards	USAID ADS 303 Mandatory Standard Provisions on Trafficking in Persons (July 2015), and Safeguarding Against Exploitation, Sexual Abuse, Child Abuse, And Child Neglect (October 2023), Inter-Agency Standing Committee (IASC) Six Core Principles Relating to Sexual Exploitation and Abuse
Applicable Code of Ethics Principle	Principal 1 – Safeguarding is at the core of every decision that we make. Principal 5 – We raise our concerns, even if we are not sure something bad has happened

Purpose

This Policy, together with the Save the Children [Code of Ethics](#) and the Save the Children [Global Child Safeguarding Protocol](#) set out the commitments of Save the Children Federation, Inc., Save the Children Action Network, and SCUS Head Start Programs (collectively “SCUS”) to safeguarding and are fundamental to our mission and values.

Safeguarding is how we make SCUS *safe* for the children and adults who live in the communities where we operate. It refers to our individual and collective responsibility to prevent and respond to actions and omissions by our Representatives, whether deliberate or inadvertent, that place children and adults in the communities that we serve at risk of any kind of harm, abuse, or exploitation, including Human Trafficking.

Scope

This Policy is intended to cover all aspects of SCUS’ activities. It applies to all SCUS Representatives (including employees, volunteers, interns, consultants, and Trustees), as well as SCUS Partners and Program Visitors.

SCUS Representatives must demonstrate the highest standards of behavior and conduct, both in their private and professional lives, 24 hours a day, and 7 days a week. When traveling to other countries, SCUS Representatives will also follow the applicable policies of Save the Children International or other Save the Children Association Members.

The Policy applies to Program Visitors while visiting SCUS Programs or attending SCUS events.

SCUS’ Sub-awardees will be required to comply with this Policy or their own substantially similar policy when implementing part of a SCUS program. Other Partners will also be required to comply as per donor conditions and when provided with access to SCUS program participants or their data.

Policy Statement(s)

Upholding Our Legal Duties and Children’s Rights

SCUS will comply with all applicable laws and donor requirements concerning child protection, child welfare, nondiscrimination, human trafficking, and the prevention of sexual exploitation and abuse. In addition, we affirm our commitment to the [Inter-Agency Standing Committee’s Six Core Principles on Protection from Sexual Exploitation and Abuse](#), the [Save the Children Global Child Safeguarding Protocol](#), and the [Save the Children Disability Inclusion Policy](#). Where the SCUS Safeguarding Policy standard is higher than the applicable law, the SCUS’ Policy shall be followed.

SCUS is committed to giving primary consideration to the best interests of children and children’s rights in all actions we take related to preventing and responding to safeguarding violations. These rights include the child’s right to life and development, the

child's right to be heard/participate, and the child's right to non-discrimination as set forth in the United Nations Convention on the Rights of the Child. SCUS recognizes that certain individuals are at increased safeguarding risk, including children with disabilities, and we will take additional care to ensure that we protect their rights.

Behavioral Guidelines and Prohibited Conduct

SCUS Representatives and Program Visitors will review and adhere to the [Safeguarding Behavioral and Conduct Guidelines](#) in all their interactions with children and adults, including program participants and community members. Consistent with these materials, **SCUS prohibits all forms of Abuse, Exploitation, Human Trafficking, and Discrimination against child and adult program participants and community members**, including, without limitation, the following:

- Physical Abuse, Emotional Abuse, or Neglect of children.
- Engaging in any form of sexual activity with anyone under the age of 18 regardless of the age of consent locally. This includes grooming a child for sexual purposes. Ignorance or mistaken belief in the age of a child is not a defense.
- Engaging in sexual activity with an adult program participant or the caretaker of a child program participant, except in the circumstance that such relationship predates one or both parties' involvement with SCUS. Representatives are required to disclose any pre-existing relationships to their line manager.
- Exchanging money, employment, goods, or services for any form of sexual activity, including sexual favors or other forms of humiliating, degrading, or exploitative behavior. This includes exchanging assistance that is due to people participating in, or eligible for, SCUS Programs or buying or procuring sex acts from anyone at any time even when commercial sex transactions would be legal in the jurisdiction where they would occur.
- Engaging or attempting to engage in any form of sexual abuse or sexual harassment toward any program participants and community members, including any child or adult.
- The use of forced labor or engaging anyone under the age of 18 in any form of illegal or harmful child labor.
- The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of any activity prohibited by this policy.
- Destroying, concealing, confiscating, or otherwise denying access by an employee to the employee's identity or immigration documents or engaging in other activities that contribute to Human Trafficking.
- Discriminating against program participants or community members, including any child or adult, on any basis, including but not limited to race, ethnicity, religion, sex, sexual orientation, gender identity, disability, or any other basis prohibited by federal, state, or local law.

See Annex 1 for definitions for the prohibited behaviors outlined above and Annex 3 for additional detail on activities that contribute to Human Trafficking.

Essential Standards

Per the standards set out in the Save the Children [Global Child Safeguarding Protocol](#), SCUS will adopt, maintain, and adhere to [agency-wide procedures](#) with respect to awareness and training of staff, prevention, reporting, and incident response. The People & Culture Division shall also maintain appropriate policies, procedures, and practices to combat human trafficking as set out in [Annex 3](#). In addition, SCUS Divisions may develop internal procedures and guidance to address safeguarding-related risks in their areas of responsibility, so long as they are consistent with this Policy and its associated procedures and guidance.

To ensure that safeguarding considerations are always prioritized, if any other agency Policy or Procedure appears to conflict with this Policy, this Policy shall prevail.

Reporting and Incident Response

All SCUS Representatives and Visitors must report concerns, suspicions, and known violations of this Policy or its Procedures - no matter how trivial the issue may seem - within 24 hours of becoming aware of the concern. Reports may be made anonymously. Reporting pathways include:

- **By phone:** (844) 287-1892
- **Online:** [SavetheChildren.EthicsPoint.com](https://www.savethechildren.org/ethicspoint)
- **By email:** safeguardingscus@savechildren.org or hotline@savechildren.org
- **In person:** Speak with your manager, HR Business Partner, or a safeguarding practitioner. Managers, HR Business Partners, and safeguarding practitioners are required to report all allegations of Safeguarding policy violations disclosed to them to EthicsPoint within 24 hours.
- **International programs:** Employees traveling to international programs are required to report concerns via [Datix](#) or to the local Safeguarding Focal Point. Upon return from travel, employees must inform the SCUS National Safeguarding Team of any concerns, suspicions, or known incidents that have been reported.

Where Partners have safeguarding reporting requirements under their agreements with SCUS, they must also report concerns, suspicions, and known violations of this Policy through the channels noted above.

Representatives and Visitors reporting concerns or complaints will be protected from any form of retaliation or negative employment consequences, per Save the Children's [Reporting and Resolving Policy Violations or Other Concerns Policy](#). Failure to report and/or knowingly reporting false information will be considered a breach of this Policy and may result in disciplinary action.

Information concerning suspected or reported safeguarding incidents should be treated as Confidential as defined in the Data and Information Classification Policy. Personal details concerning individuals involved in safeguarding incidents is Sensitive Personal

Information, as defined in the Personal Information Protection Policies. The collection and use of this information is governed by the relevant provisions of those policies.

All safeguarding concerns, suspicions, and incidents as well as any potential violations of this Policy will be thoroughly examined and where needed, investigated by SCUS' National Safeguarding Team. Where a Representative leaves SCUS prior to the commencement or completion of a safeguarding investigation and any subsequent disciplinary process, the process will continue, and a clear outcome will be recorded.

Ensuring a Survivor-Centered Approach

SCUS is committed to safeguarding approaches that put survivors at the heart of this Policy and related Guidance or Procedures. This means that the safety, dignity, and well-being of the survivor are the primary considerations in all steps SCUS takes to prevent and respond to concerns of safeguarding policy violations. Survivors have the right to decide whether they wish to be involved in any investigation. If desired, and with the informed Consent or Assent of the survivor, survivors will be referred to support services, which may include but are not limited to medical, psychosocial, and legal assistance. Support will be provided to survivors of safeguarding policy violations regardless of status or outcome of an investigation, including when a survivor does not wish to participate in an investigation.

Zero-Tolerance

SCUS has a zero-tolerance approach to Abuse, Exploitation, Human Trafficking, Harassment, and Discrimination against program participants and community members by any of our Representatives. Failure to adhere to the requirements set out in this Policy is a serious disciplinary breach and will result in disciplinary action up to and including termination of employment.

For Partners, violation of this Policy or their own substantially equivalent policy, failure to comply with contractual reporting requirements, and failure to take appropriate corrective action may result in suspension or immediate termination of the agreement and may also result in the party being deemed ineligible for future agreements with SCUS.

Exception Approval Procedure

Procedure/ Action	Action Owner
Exceptions to this policy requires written approval by the Vice President, General Counsel	Person seeking exception to policy
File and retain exception approval	General Counsel

Version Control

Version number	Version Date	Revisions made
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SG-01	3/25/2024	New comprehensive Policy which includes PSEA, Adult Safeguarding, and Human Trafficking
CS-01.7	12/15/2021	Updates to match new titling structure
CS-01.6	10/01/2020	Revisions of existing Child Safeguarding Policy
CS-01.5	02/01/2019	Revision of existing Child Safeguarding Policy
CS-01.4	04/12/2017	Updated format
CS-01.3	07/25/2016	Revision of existing Child Safety Policy

Annex 1 – Definitions

Term/Acronym	Definition
Assent	Assent is the expressed willingness or agreement of the child that is unable to give informed consent due to their age or maturity.
Child	Anyone under 18 years of age.
Best interest of the child	A commitment to ensuring that the child's wellbeing and interests are always the primary priority.
Child Abuse	Anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. Abuse may occur through direct contact, online or without the knowledge of the child. Child Abuse includes Physical Abuse, Emotional Abuse, Neglect, Sexual Exploitation & Abuse, and Exploitation.
Child Labor	Work that deprives children of their childhood, their potential, and their dignity, and that is harmful to physical and mental development. It includes work that is illegal, is mentally, physically, socially, or morally dangerous and harmful to children, or interferes with their schooling by: • depriving them of the opportunity to attend school; • obliging them to leave school prematurely; or • requiring them to attempt to combine school attendance with excessively long and heavy work.
Child Protection	Our programmatic area of work aimed at protecting children from all forms of abuse and exploitation in all regions of the world.
Child Welfare	Making the community safe for children. It refers to risks that are <i>external</i> to SCUS programs/operations. Child Welfare matters are required by law or local norms to be reported to local authorities, which may include familial, communal, or institutional child abuse allegations.
Children with disabilities	Children who have long-term physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.
Consent	Informed consent is an ongoing agreement which is freely given based upon a clear appreciation and understanding of the facts, implications, and future consequences of an action.
Discrimination	The treatment of one individual differently than another because of that individual's membership in, or affiliation with, a protected category, or that of the individual's relatives, friends, or associates.

	<i>Protected categories can be found in SCUS' Policy and Procedures Regarding Discrimination, Harassment and Workplace Culture.</i>
Emotional Abuse	Harm to a child's emotional, intellectual, mental, or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment, failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating, or confining a child.
Exploitation	An umbrella term used to describe the abuse of children and adults who are forced, tricked, coerced, or trafficked into exploitative activities. Exploitation includes modern slavery and trafficking and children forced or recruited into armed conflict. <i>Sexual Exploitation definition can be found below.</i>
Grooming	Behavior that makes it easier for an offender to procure a child or vulnerable adult for sexual activity. It often involves the act of building the trust of children and/or their carers or a vulnerable adult, to gain access to them to sexually abuse them. Grooming may occur in person or online.
Harassment	For the purposes of this policy, harassment of program participants and community members is conduct that denigrates or shows hostility or aversion toward an individual because of that person's membership in, or affiliation with, a protected category, or that of the individual's relatives, friends, or associates, and that has the purpose or effect of creating an intimidating, degrading, humiliating, hostile or offensive environment. <i>Sexual Harassment definition can be found below.</i>
Human Trafficking	The recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation includes, at a minimum, the exploitation or the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery, or practices similar to slavery, servitude or the removal of organs.

	The definition of human trafficking also includes bonded labor, debt bondage, involuntary domestic servitude, child labor, the recruitment and deployment of child soldiers, and child sex trafficking.
Neglect	Failure to meet a child's basic physical and/or psychological needs either deliberately or through negligence.
Partner	Sub-awardees, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products.
Physical Abuse	Non-accidental use of physical force that inadvertently or deliberately causes a risk of or actual injury or suffering to a child.
Program Participant	Individuals or communities who receive direct or indirect assistance from SCUS' activities, including but not limited to our campaigns, event, fundraising, and programming. Program participants include the caretakers of children that we support.
Program Visitors	Any non-employee, non-Representative invited to visit programs or partake in an event or activity sponsored by SCUS.
Safeguarding	How we make SCUS <i>safe</i> for the children and adults who live in the communities where we operate. It refers to our individual and collective responsibility to prevent and respond to actions and omissions by our Representatives, whether deliberate or inadvertent, that place children and adults in the communities that we serve at risk of any kind of harm, abuse, or exploitation, including Human Trafficking.
Safeguarding Practitioners	SCUS staff with dedicated safeguarding responsibilities including the National Safeguarding Team, Safeguarding Focal Points, and Safeguarding Advisors.
SCUS Representatives	Employees, volunteers, interns, consultants, and Trustees/Board Members of SCUS.
Sensitive Personal Information ("Sensitive PI")	Sensitive PI includes certain types of information that relates to an identified or identifiable Data Subject that require additional security safeguards and other types of information that SCUS considers to be sensitive.
Sexual Abuse	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It includes all forms of sexual violence and coercion, sexual solicitation, manipulation, or trickery. Any sexual activity with children (persons under the age of 18) is considered sexual abuse.
Sexual Exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but

	not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.
Sexual Favors	Any sexual or sexualised acts, in exchange for something such as money, goods, services, opportunities and so on. Also includes demands for inappropriate photographs, filming, and exposure to pornography and so on.
Sexual Harassment	Unwelcome conduct of a sexual nature, which has the purpose, or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating, or offensive environment. Such conduct may take place on a single occasion or on several occasions.
Sub-awardees	An entity that receives a sub-award from SCUS to carry out part of a SCUS program or activity.
Survivor	The term “survivor” is used to describe a person who has experienced some form of violence, abuse, or another form of misconduct.
Survivor-Centered Approach	A survivor-centered approach is one for which the survivor’s dignity, experiences, considerations, needs, and resiliencies are placed at the center of every step we take in responding to safeguarding concerns.
Zero Tolerance	Zero tolerance refers to the principle that every allegation is taken seriously and acted upon in line with SCUS established procedures for responding to safeguarding concerns as outlined in this Policy.

Annex 2 – Safeguarding Policy Framework

In addition to this Safeguarding Policy, the Safeguarding Policy Framework sets out the ‘key documents’ that detail the organization’s safeguarding commitments and practices so that they can be consistently incorporated and operationalized.

Key Documents	Description
<u>Code of Ethics</u>	The Code is the overarching policy of this Framework, outlining the Agency’s Core Values and Key Principles, and linking these to workplace behaviors. The Code of Ethics emphasizes workforce expectations through five individual pledges focused on: Safeguarding; Reporting; Speaking with care, dignity, and integrity; Being a trusted voice; Upholding trust of supporters; and being a safe and supportive workplace.
<u>Global Child Safeguarding Protocol</u>	The Protocol ensures that SCI and each Member take all reasonable steps to make itself safe for children both as an organization and in the conduct of all aspects of its day-to-day operations of emergency, humanitarian, developmental, policy and campaigning work. The Protocol describes the standards that SCI and each Member are required to apply and monitor to ensure that any children who we come into contact with are respected and protected from abuse and sexual exploitation of any sort.
<u>Safeguarding Behavior and Conduct Guidelines</u>	The aim of this document is to help SCUS Representatives understand prohibited behaviors and preventative actions that relate to safeguarding and provides practical non-exhaustive list of examples of behaviors that would be considered conduct violations under key policies.
<u>Safeguarding & Counter-Human Trafficking Procedures</u>	These Procedures operationalize the Safeguarding & Counter-Human Trafficking Policy. The Procedures have been developed to align with the Global Child Safeguarding Protocol and outline key actions and responsibilities across all programming, operations, campaigns, and activities to ensure that SCUS is safe for children, their caregivers, and other adults in the communities in which we work.
<u>Safeguarding Investigations & Case Management Procedures</u>	This document sets out accountabilities and mandatory actions required during investigations and case management of safeguarding concerns.
<u>Safeguarding Risk</u>	While not a policy, the Safeguarding Risk Management Framework is an inter-departmental tool that identifies agency-level safeguarding risks,

<u>Management Framework</u>	key mitigations and controls, and trainings, policies, and procedures for addressing these risks across programs and divisions.
<u>Head Start Child Safeguarding Policy Notebook</u>	These policies outline additional requirements for Head Start Representatives to ensure that Head Start programs are delivered safely for children and to ensure compliance with federal Head Start rules and regulations.

In addition, certain elements of Safeguarding awareness, prevention, reporting and responding framework are addressed in other Policies, including but not limited to:

<u>Reporting and Resolving Policy Violations or Other Concerns</u>	Reflecting the Core Values and Key Principles in the Code of Ethics, particularly the Reporting Pledge, this Policy outlines reporting procedures including contact information, a statement of confidentiality and anonymity for the reporting party, steps that are taken during an investigation, and a statement of non-retaliation.
<u>Background Check and Employee Disclosure Policy</u>	Statement of policy outlining SCUS policy on pre-employment/engagement background checks, re-check policy of current employees, and policy on disclosure of personal disclosure of criminal activity process.
<u>Alcohol and Drugs Policy</u>	Describes the Agency's policy with respect to illegal or recreational drugs and alcohol, including their use, possession, sale, or transfer while on or during the use of Agency property. The policy requires employees to report certain drug or alcohol-related criminal convictions and describes potential remedies for violation of the policy by employees.
<u>Social Media Policy</u>	This policy establishes employees' responsibilities regarding the use of personal and official SCUS Social Media accounts while employed by SCUS. This policy establishes good use practices that will protect the employee and SCUS from damaging our reputation and putting our work at risk.
<u>Save the Children Disability Inclusion Policy</u>	Our Policy for Disability Inclusion guides Save the Children to program, advocate, partner and organize with and for adults and children with disabilities to enjoy their rights and fundamental freedoms on an equal basis with others.
<u>Personal Information Protection Policy</u>	This Policy sets out the principles SCUS applies in handling and safeguarding Personal Information entrusted to SCUS and sets out the obligations of Staff in relation to Personal Information SCUS holds or Processes. Staff members each have a responsibility in securing and protecting the Personal Information in SCUS's care.

<u>Workplace Culture Policy</u>	This policy sets forth the type of behavior that violates workplace culture, including discrimination and harassment, how employees can report that behavior, and the Agency's procedures for investigating and responding to that behavior.
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Annex 3 – Human Trafficking Prohibitions

The People and Culture Division shall adopt appropriate policies, procedures, and practices to combat trafficking persons, and the following activities shall be prohibited by SCUS:

- Use of forced labour.
- Destroying, concealing, confiscating, or otherwise denying access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority.
- Using misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work;
- Using recruiters that do not comply with local Labor laws of the country in which the recruiting takes place.
- Charging employees recruitment fees.
- Failing to provide return transportation or pay for the cost of return transportation upon the end of employment, for an employee who is not a national of the country in which the work is taking place and who was brought into that country for the purpose of working on a SCUS contract or subcontract;
- Providing or arranging housing that fails to meet the host country housing and safety standards; and
- Failing to provide an employment contract, recruiting agreement or other work document in writing where required by law in the language that the employee understands. If the employment requires the employee to relocate, the work document shall be provided to the employee at least five days prior to the employee relocating. The work document shall include, but not be limited to, details about work description, wages, prohibition on charging recruitment fees, work location(s), living accommodations and associated costs (if applicable), time off, roundtrip transportation arrangements, grievance process, and the content of applicable laws and regulations that prohibit trafficking in persons.

Policies and Procedures Reference No.	COMPL-01.4
Policy Title	Zero Tolerance Policy for Fraud, Bribery, and Corruption
Category	Big 9 Policies
Author	Chief Compliance Officer
Vice President with Oversight	Vice President and General Counsel
Approver	Senior Management Team
Purpose and Description	These policies and related procedures describe Save the Children's zero tolerance approach to fraud, bribery, and corruption and reinforces our commitment to the highest standards of corporate governance, fiduciary duty, responsibility, and ethical behavior.
Compliance Requirement	☒ Statute: Foreign Corrupt Practices Act, 15 U.S.C. §§ 78dd-1, et seq. ☒ Regulation: 48 C.F.R. § 9.4; 2 C.F.R. § 200.113 ☒ Industry Standards: USAID Fraud Prevention and Compliance Standards; Transparency International Handbook of Good Practices: Preventing Corruption in Humanitarian Operations Circumstances ☐ Not Applicable
Audience	☒ SCUS ☒ All Head Start ☒ SCAN ☒ Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products (collectively, "Partners")
Effective date	May 5, 2015
Revision date	March 5, 2018
Retirement Rationale	N/A

POLICIES

1. Zero Tolerance Policy

Save the Children Federation Inc., Save the Children Action Network, and Save the Children Head Start (collectively, “SCUS”) are committed to the highest standards of corporate governance, fiduciary duty, responsibility and ethical behavior. Fraud, bribery, and corruption go against our core values of Accountability, Ambition, Creativity, Collaboration, and Integrity, diminish our impact for children, undermine the viability of our organization, and breach the trust placed in us by our donors.

SCUS has a **zero tolerance** policy with respect to fraud, bribery, corruption, and other forms of corporate dishonesty in its programs and operations. For the purposes of this policy, the following definitions apply:

- **Fraud** – Any act or omission that intentionally misleads, or attempts to mislead, another party in order to obtain a financial or other benefit or to avoid an obligation.
- **Bribery** – Giving, paying, promising, offering, or authorizing the payment of anything of value to any party to influence any person or entity to act improperly.
- **Corruption** – The use or abuse of one’s authority or position within Save the Children for private gain.

Conduct that constitutes fraud, bribery, or corruption includes, but is not limited to, the following:

- **Abuse of a Position of Trust** – The improper use of one’s position within SCUS or a connected organization to materially benefit oneself or any other party (*e.g.*, intentionally providing confidential material – such as the contents of a tender process – to a third party).
- **Bank or Check Fraud** – The dishonest manipulation of any banking system or record (*e.g.*, a check, bank statement, or electronic transfer).
- **Brand Fraud** – The use of Save the Children’s name, branding, or documentation for unauthorized or illegitimate ends.
- **Corruption of Government Officials** – Giving gifts to Government Officials in violation of applicable laws and/or gifts and ethics rules or making payments that are not required by law to Government Officials or to another person at the request of the Government Official. This includes so-called “Facilitating Payments.”
- **Embezzlement** – The misuse of funds, property, resources, or other assets that belong to SCUS or a connected organization or individual for personal gain.
- **Expenses Fraud** – The dishonest use of the expenses system to pay money or other benefits to which the recipient is not entitled or the falsification of expense reimbursement reports.
- **False Accounting** – The deliberate entry of false or misleading information into any form of accounting or financial record or the deliberate omission of relevant information, including maintaining “off-book” accounts.

- **Forgery or Falsification of Documents** – The dishonest creation, alteration, signing, or use of all or any part of a document, including without limitation contracts, reports, or other records.
- **Paying or Receiving Kickbacks** – Payments improperly made to an individual by a supplier or vendor, usually in exchange for unduly providing a business advantage or benefit to the supplier or vendor.
- **Money Laundering** – The concealment of illegally obtained money.
- **Nepotism or Patronage** – The improper use of one’s employment to favor or materially benefit friends, relatives or other associates.
- **Payroll Fraud** – The manipulation of the payroll system to make unauthorized payments to oneself or another.
- **Procurement Fraud** – Any dishonest behavior relating to procurement or tendering process, (e.g., falsely creating bids or quotes, sharing confidential procurement-related information with third parties, paying for product that does not meet the description of the product SCUS contracted to purchase, or agreeing to requests for false invoices).
- **Supply Chain Fraud** – The misdirection or theft of goods, forging of stock records, or creation of fictitious companies through which to channel payments.
- **Tax or Duty Evasion** – The avoidance of paying a tax or other duty that one is aware should be paid.
- **Theft** – The taking of anything of value that belongs to another.
- **Undisclosed Conflicts of Interest** – Failing to disclose accurate and complete information about personal or financial interests, commitments, or loyalties that relate to one’s duties at Save the Children.

2. Compliance with Applicable Laws and Regulations

SCUS’s policy is to comply with all applicable laws pertaining to fraud, bribery, and corruption, including the Foreign Corrupt Practices Act (FCPA) and relevant donor requirements pertaining to fraud reporting and investigations. In the event of any perceived difference between the requirements of this Policy and any legal requirement, SCUS should always act in accordance with the highest applicable standard. For a detailed discussion of the FCPA, see Annex A.

3. Prevention and Detection of Fraud, Bribery and Corruption

In addition to personally refraining from the types of conduct prohibited above, all SCUS employees are responsible for taking appropriate steps to prevent, deter, and detect fraud, bribery, and corruption within their areas of responsibility. As set forth in Procedure II, SCUS employees should consider fraud, bribery, and corruption risks at the outset of new programs, operations, or other significant activities and take reasonable steps to mitigate those risks (in coordination with SCI, where appropriate). All SCUS employees and, especially Managers, must routinely monitor program activities and operations for any irregularities that could suggest the presence of fraud, bribery,

corruption, or corporate dishonesty and report any concerns in compliance with the procedures set forth below.

4. Reporting Requirements and Whistleblower Protections

As detailed in Procedures III and IV, all SCUS employees or Partners who suspect any type of behavior that is inconsistent with this Policy is occurring, may have occurred, or may occur must report it to their manager, the Legal Department, or through SCUS's anonymous hotline: <http://savethechildren.ethicspoint.com>. As indicated in Procedure V, reports of misconduct or concern may be made without fear of harassment, demotion, dismissal, disciplinary action, remedial action, suspension, threats or any method of retaliation by any party. SCUS will not tolerate any retaliation against an employee for making an allegation of fraud, bribery, or corruption in good faith.

5. Accountability of SCUS Management

As stated in Procedures VI and VII, SCUS Management is committed to taking all appropriate disciplinary, legal, and other corrective action in light of any findings of fraud, bribery, or corruption and to taking steps following any incidents of fraud, bribery, or corruption to review controls and protocols to identify and address any gaps or weaknesses in our procedures or, where relevant, our Partners' procedures.

6. Seeking Guidance About this Policy

The SCUS Chief Compliance Officer oversees and manages SCUS's anti-fraud and anti-corruption compliance efforts, and is responsible for the administration of this Policy. Any questions or concerns regarding topics covered in this Policy may be directed to your manager or the Chief Compliance Officer.

PROCEDURES

#	Procedure/ Action
I. General Compliance with the Zero Tolerance Policy	
1.	At the time of their onboarding or as directed by their managers, all SCUS employees must receive training on the contents of this Policy and certify that they have read and agree to comply with all provisions of this Policy. The certification may be submitted through an online training course.
2.	SCUS Employees in positions with internal control responsibilities (e.g., legal, compliance, risk management, finance, procurement, and internal audit) will receive trainings associated with detecting, preventing, reporting, investigating, and addressing fraud, bribery, and corruption relating to these particular areas, as requested by their manager.
3.	SCUS employees are encouraged to seek guidance from managers, relevant departments (e.g., Finance or Human Resources), or the Chief Compliance Officer any time questions arise about fraud, corruption, and bribery.

II. Prevention and Detection of Fraud Bribery and Corruption	
1.	All SCUS employees must be alert to potential fraud, bribery, or corruption risks in their area of responsibility and take reasonable steps to verify the accuracy of information in documents that they create or approve. If there is any reason to believe something is inaccurate in a document they are signing, distributing, or reviewing, SCUS employees have an obligation to find out whether it is inaccurate and correct it or report the inaccuracy.
2.	SCUS Division VPs shall ensure that potential fraud, bribery, and corruption risks arising from activities and business processes under their management are assessed and reasonably mitigated. Key areas of potential risk include: international and remote programming in locations with moderate to high corruption risk; procurement of goods and services; working with Partners (see Procedure IV, below); conflicts of interest; providing and receiving hospitality, including gifts, meals, entertainment, travel, and other benefits; and interactions with government officials or entities (see Annex A on the Foreign Corrupt Practice Act for information about interactions with foreign officials).
3.	Resources to assist SCUS staff in assessing and mitigating fraud risks in their areas of responsibility are included in Annex B and are available on the Legal site on SaveNet.
III. Employee Reporting of Fraud, Bribery and Corruptions Concerns	
1.	SCUS employees must promptly report any information or suspicion concerning fraud, bribery, or corruption in SCUS's programs or operations (including those implemented by Save the Children International (SCI) on our behalf) through one of the reporting mechanisms: • Consistent with the <i>Policy on Resolving Employee Grievances and Reporting Possible Agency Policy Violations or Other Misconduct</i>, SCUS employees may report the matter to their direct managers or the Senior Manager of their Team or Department, who will refer the matter to the Chief Compliance Officer. • If an SCUS employee has any concern about reporting through their Team or Department Management, they can report the matter to the Legal Department directly via hotline@savechildren.org • SCUS employees also may file an anonymous report: ○ online at http://SavetheChildren.EthicsPoint.com or ○ via phone +1 (844) 287-1892 in the United States. If you are outside of the United States and would like to report by phone, go to http://SavetheChildren.EthicsPoint.com for a full listing of contact numbers by country.
2.	Information or suspicion concerning fraud, bribery or corruption must be reported by SCUS employees through one of the above mechanisms regardless of whether the suspected incident occurred in the U.S. or overseas in an SCI or other partner office. If/as relevant, the Chief

	Compliance Officer will inform SCI of allegations involving its programs, offices, staff and/or assets.
3.	Failure to report a reasonable suspicion of fraud, bribery, or corruption in accordance with this Policy will be treated as a serious issue and may result in disciplinary action being taken.
4.	Reports should be factual and include as much detail as possible so that SCUS can properly assess the nature and extent of the allegations. Reports will be treated confidentially upon request, to the extent permitted by applicable legal requirements.

IV. Rules and Procedures for SCUS Partners (other than SCI)

1.	SCUS Budget Holders or Business Teams responsible for managing relationships with sub-awardees, vendors, suppliers, consultants and others to whom we provide assets in exchange for services or products (“Partners”) should be alert to red flags indicating potential fraud, bribery, or corruption by the Partner and take reasonable steps to assess and monitor risks related to fraud, bribery, and corruption. Such monitoring can include exercising contractual audit clauses, ensuring commissioned work has been performed, ordered goods have been received before paying invoices, performing random site visits, and routinely checking inventory.
2.	SCUS’s Partners shall receive and review this policy prior to executing their agreements with SCUS. The policy shall be provided to the Partner by the SCUS Department issuing the agreement to them.
3.	Agreements with SCUS Partners shall include provisions in which the Partner acknowledges this Policy, and agrees (1) to report any credible allegations of fraud, bribery, or corruption related to their work with SCUS, (2) cooperate fully with any investigation or inquiry by SCUS and its donors, and (3) reimburse SCUS for all liabilities, losses, costs, penalties, charges, or other amounts incurred by SCUS due to a violation or breach by a Partner of this Policy. Pre-approved language satisfying these requirements is set forth in Annex C. Any exceptions to this requirement must be approved in writing by the Legal Department.

V. Whistleblower Protections

1.	As set forth in SCUS’s Code of Ethics and Business Conduct, every SCUS employee and Partner has the right to address ethical concerns in good faith without fear of retribution, including punishment or harassment from co-workers, managers, or SCUS management. Reports of concerns will be treated confidentially upon request, to the extent permitted by applicable law. SCUS forbids retaliation of any kind against employees and Partners who in good faith report potential or actual violations of this Policy. If working on a USG-funded award, SCUS employees and Partners are also afforded the employee whistleblower protections and rights provided under 41 U.S.C. § 4712.
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VI. Investigating and Remediating Allegations of Fraud, Bribery, and Corruption

1.	SCUS employees must cooperate fully with any investigation or inquiry by SCUS and preserve all records relating to any alleged fraud.
2.	The Chief Compliance Officer, his/her delegate, or the General Counsel is responsible for recording and reviewing all allegations of fraud, bribery, and corruption relating to SCUS activities and operations and determining the appropriate next steps.
3.	Unless otherwise directed by the Chief Compliance Officer or the General Counsel, credible allegations of fraud, bribery, and corruption shall be investigated as follows: • Consistent with the Master Programming Agreement between SCUS and SCI, credible allegations arising from SCUS's international programs implemented by SCI shall be investigated by SCI, with results reported to the Chief Compliance Officer; and • Credible allegations arising from SCUS's domestic programs and operations shall, at the request of the Chief Compliance Officer, be investigated by the Internal Audit Department with support from other SCUS divisions as appropriate, with the results reported to the Chief Compliance Officer. At the direction of the Chief Compliance Officer and/or the General Counsel, SCUS may assign additional staff to any investigation or retain an external party to conduct or assist in any investigation.
4.	The findings from any fraud, bribery, or corruption investigation conducted by SCUS shall be documented in writing and filed with the allegation. If the investigation identifies any misconduct by an employee or Partner of SCUS or any weakness in SCUS's internal controls, then the report shall include recommendations on how to respond, including measures to prevent or deter similar misconduct in the future.
5.	SCUS Management shall take timely and appropriate corrective action in response to any recommendations arising from a fraud, bribery, or corruption investigation. Such actions shall be documented in writing by Management and the management actions will be monitored by the Internal Audit Department with results reported to the CCO (unless another representative of Management, if this responsibility is delegated).
6.	As appropriate, the Chief Compliance Officer, his/her delegate, or the General Counsel shall provide notice and updates on fraud, bribery, and corruption allegations and investigations to relevant SCUS staff, SCUS's external auditors, and SCUS's Board of Trustees. In addition, and in accordance with applicable regulations and donor terms and conditions, the Chief Compliance Officer, his/her delegate, or the General Counsel shall provide notice and updates to SCUS donors, federal or state law enforcement agencies, and other persons or entities.
VII. Consequences for Violations	
1.	Participating in fraud or corruption can result in serious criminal, civil, and reputational, consequences for SCUS, for individual SCUS employees, and for SCUS Partners.

2.	Any SCUS employee who is found to have engaged in fraud, bribery, or corruption or to have known that fraud, bribery, or corruption was ongoing and not reported it in compliance with this policy and procedures shall be subject to disciplinary action up to and including separation from SCUS and to legal action by SCUS. SCUS may also disclose information concerning their identity and actions to donors, government regulators, enforcement agencies, and other entities.
3.	SCUS will also take appropriate remedial measures if any SCUS or SCI Partner is found to have engaged fraud, bribery, or corruption in their interactions with SCUS or SCI, including terminating the relationship with the Partner, barring them from participating in future work, and taking additional legal action where appropriate. SCUS may also disclose information concerning their identity and actions to donors, government regulators, enforcement agencies, and other entities.

TRAINING REQUIREMENTS

Training Course	Frequency	Training moment
Fraud, Bribery, and Corruption Awareness Training	Every 2 years	Initial training within three months of induction or, for current employees, within three months following promulgation of this Policy. Subsequent trainings will be provided according to agency training calendar.
Other trainings as directed by the Senior Management Team or Division Vice Presidents based on specific risks and responsibilities	To be decided on a case-by-case-basis	To be decided on a case-by-case-basis

MONITORING MECHANISMS

What are you monitoring?	Data source	Action Owner	Escalation levels	Frequency
Policies and procedures are being communicated	Certifications on file with Human Resources	Policies and Procedures Management	Vice President of Human Resources	Annual

to relevant audience		System Administrator		
Relevant Trainings	Human Resources training tracker	Human Resources	Vice President of Human Resources	Annual
Reporting of Fraud, Bribery, and Corruption Information	Emails to hotline@savechildren.org and reports to Ethicspoint	Associate Legal Counsel	Chief Compliance Officer	Annual
Incorporation of anti-corruption clause into partner agreements	Partner and Vendor Agreements	Grants & Contracts; Strategic Sourcing; Legal	Chief Financial Officer General Counsel	As needed
Policies and procedures are reviewed at least every 3 years	Expiry date from the Policies and Procedures Library	Policies and Procedures Library Administrator	Vice President(s) who has oversight of the policies and procedures.	Quarterly

EXCEPTION APPROVAL PROCEDURE

Procedure/ Action	Action Owner
Submit a written request to the Chief Compliance Officer, setting forth the relevant circumstances and the reasons for the requested exceptions.	Employee seeking exception to Policy
Review the request and respond to the employee seeking the exception	Chief Compliance Officer (or his/her delegate)
File and retain relevant documents	Chief Compliance Officer (or his/her delegate)

VERSION CONTROL

Version number	Version Date	Revisions made
COMPL-01.4	March 5, 2018	Revision of existing Zero Tolerance Policy
COMPL-01.3	May 5, 2016	Revision of existing Zero Tolerance Policy
COMPL-01.2	May 5, 2015	Revision of existing Zero Tolerance Policy
COMPL-01.1	November 23, 2013	
COMPL-01.4	March 5, 2018	Revision of existing Zero Tolerance Policy

Annex A:

The FCPA and Other Anti-Corruption Laws

The prohibition on bribery in this policy covers dealings with any party. However, interactions with government officials present heightened risk, and thus receive special attention in this Policy and in many international and domestic anti-corruption laws – including the U.S. Foreign Corrupt Practices Act (“FCPA”), the UK Bribery Act (“UKBA”), and other applicable laws.

FCPA

The FCPA was enacted by the U.S. Congress in 1977. The FCPA is aimed at preventing corrupt practices by business organizations and individuals doing or seeking business in foreign countries. As a U.S. entity, SCUS, as well as every SCUS employee, is subject to the FCPA. In addition to the FCPA, SCUS and its employees may be subject to other anti-corruption laws and regulations, particularly the laws of those countries in which SCUS operates or has a physical presence, or where we conduct or seek to work.

Anti-Bribery Provisions

The FCPA’s anti-bribery provisions prohibit certain entities, such as SCUS, and their officers, directors, employees, and representatives, as well as third parties under their control or direction, from:

- Offering, promising, authorizing, or paying
- Anything of value (whether money or gifts, hospitality, etc.)
- Directly or indirectly (e.g., through another party)
- To a foreign official (including any officer or employee, or elected or appointed official, of a local, state, provincial, regional or national government, at any level; anyone “acting in an official capacity” on behalf of a government to carry out government responsibilities; any political party, party official, or candidate for political office; any official or employee of a public international organization such as the World Bank, the United Nations, or the International Organization for Migration; or any officer or employee of a state-owned entity.
- With a corrupt intent to
- Obtain or retain business or an improper advantage (e.g., award of contract, favorable tax or customs treatment, etc.).

Facilitating Payments

The FCPA provides a very narrow exception for payments made to low-level government officials in order to expedite or secure routine government actions, such as processing paperwork. However, many other anti-corruption laws, including the UKBA, make facilitating payments illegal, and they are prohibited by Save the Children International’s Policy on Fraud Bribery and Corruption. Because of the many legal and ethical issues they pose, facilitating payments are likewise prohibited by the SCUS.

Penalties and Sanctions

Under the FCPA, companies are subject to criminal and civil liability, including criminal prosecution (in federal court), criminal and civil fines, disgorgement of profits, and prejudgment interest. Individuals are also subject to criminal and civil liability, including criminal prosecution and incarceration, criminal and civil fines, and other consequences. An individual may be the target of a DOJ or SEC enforcement action under the FCPA independent of any related action against SCUS.

Additional collateral sanctions for companies include termination of government licenses, debarment from contracting with U.S. and other governments and international organizations (e.g., USAID or the World Bank). Further, enforcement agencies are increasingly seeking appointment of independent compliance monitors over FCPA corporate violators for multi-year periods, a process that can be very expensive and cumbersome for companies.

Other Anti-Corruption Laws

In addition to the FCPA, we must also be mindful of the laws of the countries in which we operate or where we seek to conduct any business. Many countries have enacted laws designed to prohibit and penalize acts of corruption and bribery, which apply to us because of our status in those countries. Please direct questions about compliance with the FCPA, the UKBA, or any other anti-corruption laws or regulations to the SCUS Chief Compliance Officer.

Annex B:

Fraud, Bribery, and Corruption Risk Assessment and Mitigation Resources

An interactive, web-based training on fraud, bribery and corruption for all SCUS staff is available on Cornerstone.

In addition, several of SCUS's core policies and procedures address fraud risks in our operations. These include:

- the SCUS Procurement Policy;
- the SCUS Code of Ethics and Business Conduct;
- the SCUS IT Procedures and Guidelines; and
- the SCUS Employee Entertainment Expenses Policy

SCUS and SCI have also jointly developed tools to identify fraud risk in our programs, including the SCI Joint Opportunity Risk Tool and the SCI Award Risk Assessment, and in our work with partners, specifically the SCI Partner Assessment Tool. SCI has also developed a Fraud Red Flags Guide.

Finally, we encourage staff to review relevant donor resources and best practices from our sector, including:

- USAID Fraud Prevention and Compliance Standards;
- Transparency International Handbook of Good Practices: Preventing Corruption in Humanitarian Operations Circumstances;
- Global Fund "i Speak Out Now" eLessons on Coercion, Collusion, Corruption, and Fraud.

Please contact the SCUS Chief Compliance Officer if you require with any requests for additional fraud, bribery and corruption risk assessment and mitigation resources.

Annex C:

Model Clauses

The following clauses have been approved for use in contracts with SCUS's sub-awardees (excluding SCI), vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products ("Partners") subject to any additional, donor-specific requirements. If you have any questions about the use of these clauses, or if the Partner refuses to accept or wishes to alter the language significantly, please contact the Legal Department. Upon incorporation of this clause into a contract, please replace all references to "the Partner" in square brackets with the appropriate term used throughout the contract (for example, the counterparty's company name).

Anti-Corruption Clauses

[The Partner] represents that its responsible officer(s) have received and reviewed SCUS's Code of Ethics and Business Conduct, SCUS's Zero Tolerance for Fraud, Bribery, and Corruption Policy, and SCUS's Child Safeguarding Policy, and that [the Partner] will comply with these policies in all activities undertaken pursuant to this agreement, including without limitation:

- 1) [The Partner] represents and warrants that it has complied and will comply with all applicable anti-corruption laws. [NB: If the contract includes work to be performed outside the United States, add the following "including the U.S. Foreign Corrupt Practices Act ("FCPA"), and that it has not made, offered, or authorized and will not make, offer, or authorize any payment, gift, promise or other benefit, whether directly or through any other person or entity, to any "government official" (as defined in the FCPA), for purposes of influencing official actions or decisions or securing any improper advantage in order to obtain or retain business. Except as otherwise disclosed in writing to SCUS, as of the date of this Agreement's execution and during the term of this Agreement, no "government official" or immediate family member of a "government official" is or will become associated with, or presently owns or will own any interest in [the Partner].]
- 2) [The Partner] shall promptly report to SCUS any credible information or allegation of fraud, bribery, or corruption relating to its work with SCUS:
 - a) Reports may be submitted to the Partners' key contact(s) at SCUS; or
 - b) Reports may be made directly to SCUS's Legal Department via hotline@savechildren.org or file an anonymous report:
 - i) online at <http://SavetheChildren.EthicsPoint.com> or
 - ii) via phone +1 (844) 287-1892 in the United States. If you are outside of the United States and would like to report by phone, go to <http://SavetheChildren.EthicsPoint.com> for a full listing of contact numbers by country.
- 3) [The Partner] shall preserve all documents pertaining to any credible information or allegation of fraud, bribery, or corruption relating to its work with SCUS and shall cooperate fully in any investigation or audit commenced by SCUS or its donors, including making documents, facilities, and personnel available to SCUS or its donors.
- 4) [The Partner] shall promptly and fully reimburse SCUS for any losses or penalties arising from any incident of fraud, bribery, or corruption involving their employees or agents and shall hold SCUS harmless from and against any claims, demands or expenses (including attorney's or other professional fees) arising from or relating to [the Partner's] noncompliance with the terms of the anti-corruption clauses of this Agreement.

- 5) SCUS shall have the right to terminate this Agreement with immediate effect, and shall have no further obligation to [the Partner] if SCUS reasonably believes that [the Partner] is in noncompliance with the anti-corruption clauses of this Agreement.

Policies and Procedures Reference No.	BIG 8.1
Policy Title	Conflict of Interest
Category	Big 9 Policies
Author	Deputy General Counsel & Chief Ethics Officer
Vice President with Oversight	General Counsel
Approver	Senior Management Team
Purpose and Description	This policy provides guidance to identify and address conflicts of interest at Save the Children.
Compliance Requirement	☐ Statute: ☐ Regulation: ☒ Industry Standards: ☐ Not Applicable
Audience	☒ SCUS ☒ All Head Start ☒ SCAN ☒ Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products (collectively, "Partners") ☒ Interns, Fellows, and Volunteers ☒ Board members
Effective date	November 11, 2021
Revision date	
Retirement Rationale	Not Applicable

DEFINITION & ACRONYMS

Conflict of Interest	A situation in which an individual has personal interests or loyalties that compete with the interests of Save the Children or could cause the individual to act in a manner that is not in the best interests of Save the Children or the children and families we serve.
Conflicted Person	A member of staff faced with a choice, decision, or opportunity that could present a Conflict of Interest.
Family Member	For purposes of this policy, Family Member means an employee's (i) spouse or domestic partner, and the spouse or domestic partner's parents and siblings; (ii) children, stepchildren, grandchildren, siblings, parents, and the spouses thereof; and any other person living in the same home as the employee.
Decision Maker	The person or group of people who review the disclosure of an actual or potential Conflict of Interest and decide whether the transaction should still proceed. Often, the Decision Maker will be the Conflicted Person's manager. If the Conflict of Interest involves a hiring opportunity, the Senior Director of Talent Acquisition should also be a Decision Maker.
Personal Relationship	A Personal Relationship is any relationship with a Family Member or any other individual formed by a Save the Children employee or Board Member that has the capacity to cause that employee or Board Member to put the interests of that individual or Family Member above the interests of Save the Children or the children and families it serves.
Secondary Work	Work performed for remuneration by a Save the Children employee for an organization other than Save the Children, whether as an employee, consultant, vendor, or otherwise.
Save the Children	Save the Children means Save the Children Federation, Inc., Save the Children Action Network, and Save the Children Head Start.

POLICIES

I. Introduction

At Save the Children, integrity is one of our core values. When acting on behalf of Save the Children, staff and Board Members must put the best interests of the organization and the children and families it serves above their own. This policy provides guidance to identify and address actual and potential conflicts of interest when they arise.

II. What is a Conflict of Interest?

A Conflict of Interest is a situation in which an individual has personal interests or loyalties that compete with the interests of Save the Children. In the context of our work, a Conflict of Interest may exist if an individual has Personal Relationships or interests that could cause them to act in a manner that is not in the best interests of Save the Children or the children and families we serve.

It is impossible to describe all the different situations in which a Conflict of Interest might arise, but the following scenarios, if not disclosed appropriately within Save the Children, could cause a Conflict of Interest:

- Causing the Agency to hire, retain, or enter into a business relationship with Family Members, friends, or other individuals outside Save the Children with whom you have a Personal Relationship.
- Having a romantic or Personal Relationship with someone in the same line of supervision.
- Accepting inappropriate gifts from organizations with whom Save the Children works.
- Having business relationships with organizations that seek to do business with Save the Children or do work that is similar to Save the Children.

If you are unsure whether an opportunity or relationship that you have presents a conflict of interest, consider it from the perspective of an outsider: could the situation be viewed as prioritizing your own interests, or those of another individual or organization over the interests of Save the Children or the children and families we serve? If so, the situation may pose a potential Conflict of Interest and should be disclosed as detailed below.

III. Addressing Actual and Potential Conflicts of Interest

Addressing Conflicts of Interests involves three steps: **Avoid, Disclose, Recuse**. The general rule is:

Save the Children staff and Board members must **AVOID** even the appearance of impropriety. They must **DISCLOSE** actual and potential Conflicts of Interest when they arise and **RECUSE** themselves from all decision-making regarding any situation involving actual or potential Conflicts of Interest.

A. Avoiding Actual and Potential Conflicts of Interest

In most instances, Conflicts of Interest can be avoided simply by continuing to exercise good judgment. For example, if a hiring manager or interview panel participant realized they had a

Personal Relationship with a candidate, good judgment would dictate they disclose that relationship to Human Resources. We rely on all staff and Board Members to use good judgment to avoid any appearance of impropriety.

Sometimes, identifying whether something is a Conflict of Interest can be more difficult. If you're unsure, please seek guidance from your manager, a more senior member of staff, your HR Business Advisor, or a member of the Legal Department.

B. Disclosing Actual and Potential Conflicts of Interest

Save the Children staff must disclose actual and potential Conflicts of Interest. Potential Conflicts of Interest arise in situations that might present Conflicts of Interest or that carry even the appearance of impropriety. Full disclosure helps to alleviate or avoid future misunderstandings.

A staff member faced with a choice, decision, or opportunity that could present a Conflict of Interest ("Conflicted Person"), must disclose the possible Conflict of Interest by email before making the decision or taking any action. Members of staff should send their disclosure to their immediate supervisor. If the potential/actual Conflict of Interest involves a hiring opportunity, the disclosure should also be sent to RecruitingAdmin@savechildren.org (see section V).

The Decision Maker(s) will review details concerning the proposed transaction and determine, using reasonable business judgment, whether (a) the opportunity contains terms that are fair and reasonable, and (b) whether a Conflict of Interest exists. If the Decision Maker has any questions or concerns about making that determination, they can seek guidance from their own line management, HR Business Advisor, or a member of the Legal Department. The Decision Maker will document the basis of their decision by email to the employee making the disclosure.

C. Recusal From Actual Conflicts of Interest

In the event of an actual Conflict of Interest, the Conflicted Person may not participate in any decision regarding whether or not to move forward with the proposed transaction. If, following the disclosure of the potential Conflict of Interest, a Decision Maker determines that the transaction can continue, the Decision Maker must disclose the conflict to their immediate manager and HR Business Advisor by email and include the methods used to ensure that the Conflicted Person will not participate in any decision-making regarding that transaction.

IV. Gifts, Hospitality, and Entertainment

When giving and receiving gifts, hospitality, and entertainment (collectively, "Gifts"), staff should consider whether it would give rise to a potential or actual Conflict of Interest, and they must decline to give or receive any Gifts that would give rise to an appearance of impropriety.

Save the Children staff or Board members may give or receive token Gifts that are consistent with local customs and laws, are in line with Save the Children's best interests, and do not obligate either party. However, to avoid any appearance of impropriety, Save the Children staff must obtain the prior written approval of their Division VP before accepting Gifts totaling more than \$100 in any twelve month period from a single source that does business or seeks to do business with Save the Children. Furthermore, any Gift received by an individual due to their employment at Save the Children that is valued at more than \$100 shall be considered property of Save the

Children. If acknowledgment of a gift over \$100 is appropriate, it must be acknowledged on behalf of Save the Children.

In addition, special care should be taken with respect to giving Gifts to government employees, as these are typically regulated by law. Gifts for government officials should be cleared with your manager and/or the Legal team before they are given to ensure compliance with applicable legal requirements.

For avoidance of doubt, these requirements do not apply to gifts that are given to support Save the Children's charitable activities. For information regarding the solicitation of gifts for charitable purposes, please refer to Save the Children's [Gift Acceptance Policy](#).

Please contact the Legal Department if you are unsure about the appropriateness of accepting Gifts or invitations. For information relating to the reimbursement of expenses for Gifts, please refer to Save the Children's [Employee Entertainment Policy](#).

V. Conflicts of Interest Involving Employment

Save the Children is proud of its rich history of spouses, Family Members, and friends working for our organization and we encourage employees to refer people they know to apply for open positions. However, these situations present potential Conflicts of Interest. Save the Children must and will be objective about all hires and will follow our [recruiting process](#) to ensure a fair and open selection. If a hiring manager, an interview panel participant, or anyone else involved in the recruitment process has a Personal Relationship with any candidate for the position that they are recruiting for, the employee should notify RecruiterAdmin@savechildren.org and recuse themselves from any decisions relating to the hiring or retention of that individual. For more information on anti-nepotism, please see Save the Children's [Employee Handbook](#).

Save the Children encourages staff to pursue their career ambitions, including by pursuing external opportunities ("Secondary Work"), so long as that Secondary Work does not create a Conflict of Interest with Save the Children. Staff who receive an offer of Secondary Work outside Save the Children must notify their immediate manager and HR Business Advisor by email. Decision Makers will determine whether the Secondary Work opportunity presents a potential Conflict of Interest. In making that determination, Decision Makers should consider factors such as:

- Whether the work will be performed on personal time or otherwise negatively impact the staff member's ability to perform work for Save the Children;
- Whether the staff member will use resources owned by Save the Children in performance of the work;
- Whether the Secondary Work will negatively impact the best interests of Save the Children or the children and families it serves; and
- Whether the Secondary Work otherwise presents a Conflict of Interest.

PROCEDURES

#	Procedure/ Action	Action Owner
Disclosure and Resolution of Conflicts of Interest – All Staff		
1.	A staff member faced with a choice, decision, or opportunity that could present a Conflict of Interest (“Conflicted Person”), must disclose the possible Conflict of Interest by email before making the decision or taking any action.	All staff
2.	Members of staff should send their disclosure to their immediate supervisor. If the potential/actual Conflict of Interest involves a hiring opportunity, the disclosure should also be sent to RecruitingAdmin@savechildren.org .	All staff
3.	Decision Makers will review the material facts concerning the proposed transaction and determine, using reasonable business judgment, whether the proposed transaction (a) has terms that are fair and reasonable and (b) is consistent with Save the Children’s best interests. Based on that analysis, the Decision Maker will determine whether to approve the proposed transaction and will document the basis of their decision in an email to the disclosing member of staff. If Decision Makers have questions or concerns during this process, they should seek guidance from their own line management, their HR Business Advisor, and/or a member of the Legal Department.	Supervisory staff
4.	The Conflicted Person must provide relevant facts as necessary to enable the Decision Maker to make the determination described above.	All staff
5.	If the Decision Maker determines that the transaction can continue, the Decision Maker must ensure that the Conflicted Person does not participate in any decision-making involving that transaction.	All staff
6.	If the Decision Maker determines that the transaction can continue, the Decision Maker must document the basis of their decision by email to their own manager and HR Business Advisor. The email must include the	Supervisory staff



	methods that will be taken to ensure the Conflicted Person does not participate in decision-making regarding that transaction.	
Disclosure and Resolution of Conflicts of Interest – All Staff With Budget-Approval Authority		
7.	In addition to disclosure procedures 1-7, all staff with budget-approval authority are required to complete an Annual Conflict of Interest Disclosure form.	All staff with budget-approval authority
8.	All staff with budget-approval authority must provide completed Conflict of Interest Disclosure forms to the Secretary of the Corporation on an annual basis.	All staff with budget-approval authority
9.	Completed Annual Conflict of Interest Disclosure forms are reviewed by external auditors.	KPMG
Disclosure and Resolution of Conflicts of Interest – Board Members		
10.	Board members must follow the Conflict of Interest procedures outlined in Save the Children's bylaws.	Board Members
11.	Board members must also comply with disclosure procedures 7-9.	Board Members
Gifts, Hospitality, and Entertainment		
12.	Staff must decline to give or receive any Gifts that would give rise to an appearance of impropriety.	All staff
13.	Staff must obtain prior written approval of their Division VP before accepting Gifts totaling more than \$100 in any twelve month period from a single source that does business or seeks to do business with Save the Children.	All staff
14.	If approved, gifts over \$100 must be acknowledged on behalf of Save the Children.	All staff
15.	Gifts to government officials must be cleared by the giver's direct manager and/or the Legal Department.	All staff
Employment Referrals / Hiring Opportunities		

16.	If a hiring manager, an interview panel participant, or anyone else involved in the recruitment process has a Personal Relationship with any candidate for the position that they are recruiting for, the employee should notify RecruiterAdmin@savechildren.org and recuse themselves from any decisions relating to the hiring or retention of that individual.	All staff
Secondary Work		
17.	Staff who receive an offer of Secondary Work outside Save the Children, US must notify their immediate manager and HR Business Advisor by email.	All staff
18.	Decision Makers will review the Secondary Work opportunity and determine whether the employment presents a potential or actual Conflict of Interest for Save the Children. In making that determination, Decision Makers should consult with their HR Business Advisors, their own line management, and the Legal Department as necessary.	Supervisory Staff

TRAINING REQUIREMENTS

Training Course	Frequency	Training moment
N/A	N/A	N/A

MONITORING MECHANISMS

What are you monitoring?	Data source	Action Owner	Escalation levels	Frequency
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

EXCEPTION APPROVAL PROCEDURE

Procedure/ Action	Action Owner
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If you have any questions about this policy, or its application, please err on the side of caution and transparency and seek advice from your manager, HR Business Advisor, or the Legal department.

All staff

VERSION CONTROL

Version number	Version Date	Revisions made
1.0	11/11/2021	Policy updated after revision to Code of Ethics

Policies and Procedures Reference No.	BIG 7.3
Policy Title	Code of Ethics & Business Conduct
Category	Big 9 Policies
Author	Human Resources
Vice President with Oversight	Vice President, Legal and Risk Services
Approver	Senior Management Team
Purpose and Description	Save the Children's Code of Ethics and Business Conduct requires our employees and other representatives of our organization conduct Agency activities honestly, with integrity and good judgment, in compliance with all applicable laws and regulations, and in the best interests of the Agency and the children, families and communities we serve. The Code also contains specific requirements addressing financial transactions, conflicts of interest, beneficiary safety, gifts and gratuities, and confidentiality. The Code of Conduct contains Save the Children's expectation that those representing the organization will conduct themselves with honesty, integrity, and in compliance with all applicable legal and regulatory requirements.
Compliance Requirement	☐ Statute: ☐ Regulation: ☐ Industry Standards: ☒ Not Applicable
Audience	☒ SCUS ☒ All Head Start ☒ SCAN ☒ Interns, Fellows and Volunteers ☒ Board Members and Trustees ☒ Employee's Immediate Family Members

	☒ Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products (collectively, "Partners")
Effective date	01/01/06
Revision date	12/15/20
Retirement Rationale	N/A

DEFINITION & ACRONYMS

None.

POLICIES

Statement of Policy

Trustees, officers, employees, volunteers and other representatives of Save the Children US will acquaint themselves with the legal and ethical standards of conduct and restrictions applicable to their duties and responsibilities and will conduct themselves accordingly. Save the Children US trustees, officers, employees, volunteers and consultants are expected to observe the additional standards of personal and business ethics and conduct specified in this Policy and to conduct themselves in a manner that will not be an embarrassment or detriment to Save the Children.

Introduction

Save the Children's work is inspired by the vision of a world in which every child attains the right to survival, protection, development and participation. Our values – Accountability, Ambition, Collaboration, Creativity and Integrity – describe in broad terms the high standards to which we hold ourselves. We commonly identify ourselves as the world's leading independent organization for children.

When we act in a way that is consistent with our identity and standards, we build trust and strengthen our ability to deliver our mission for children successfully. When we fail to act according to our identity and standards, we risk the failure of our mission and damage to our reputation.

Building on our vision, identity and values, Save the Children US's Code of Ethics & Business Conduct represents our commitment to work for children with integrity, honesty and good judgment, and in the best interests of the Agency and the children, families and communities we serve. It requires that our conduct upholds the Agency's reputation, is respectful of the rights of others, and complies with all applicable laws, regulations and standards.

What's Inside?

Our Code of Ethics & Business Conduct contains the following sections, which describe specific requirements for Save the Children representatives.

Compliance with Law, Regulations and Standards

Financial Transactions/Records and Reports

Gifts and Gratuities

Conflicts of Interest

Beneficiary Safety and Protection Confidential and Proprietary Information

Reporting a Possible Violation

Each section starts with a "statement of practice" that states what the policy is, followed by additional information to help you understand how to apply the policy in practice. Our Code will not address every situation you may come across, but in the sections below you will find guidelines meant to help you make decisions consistent with Save the Children's vision, identity, and values. If you have

questions about Save the Children's Code of Ethics & Business Conduct or would like guidance about a specific matter, speak to your supervisor or contact the Legal & Compliance, Finance, or Human Resources Departments for assistance.

I. Compliance with Law, Regulations and Standards

Statement of Practice: Employees and representatives will at all times comply with all prevailing and applicable laws, regulations and standards, in keeping with the highest legal and ethical principles.

As a representative of Save the Children, you must be familiar and comply with:

- The laws and regulations of the United States and the countries in which the Agency works;
- Save the Children's own policies and procedures; and
- Professional standards common to other charitable and non-governmental organizations.

If you have any questions about the laws, regulations and standards that apply to your work for Save the Children, speak to your supervisor or contact the Division of Legal & Risk Services for assistance.

II. Financial Transactions / Records and Reports

Statement of Practice: All financial transactions, records and reports will comply with donor requirements and applicable financial and accounting standards.

Save the Children has put in place a range of procedures and controls to ensure that all financial transactions comply with agency and legal requirements and applicable financial and accounting standards. The following are some examples:

- Record all financial transactions accurately and properly. No undisclosed or unrecorded funds or assets may be established or maintained for any purpose.
- Use only headquarters-approved bank accounts for payments and cash transactions.
- Do not take loans on behalf of Save the Children from local lending institutions or individuals without the prior written approval of the Vice President for Finance.
- Ensure that financial data submitted to donors, including governments, is accurate, complete, current and meets the requirements of the grant or contract.
- Do not make personal loans or personal advances to staff or consultants under any circumstances without the prior written approval of the Vice President for Finance.
- Account for and document travel advances within 30 days.
- In the case of compensation advances where staff business travel prohibits the normal receipt of funds, obtain two levels of written supervisory approval.

If you have any questions about financial transactions, records and reports, speak to your supervisor or contact the Division of Finance for assistance.

III. Gifts and Gratuities

Statement of Practice: All gifts and gratuities, whether to be given or received, will comply with applicable laws, rules, regulations, agency policies, and local standards and customs and will not result in obligating either party.

In the United States and elsewhere, giving and receiving gifts is bound by a variety of rules, standards and customs, as well as good sense. In some cases, it may be OK to give or accept small gifts, donations, payments or favors, but be sure you understand all requirements and customs that may apply and have thought the matter through carefully.

The following gifts or payments are not acceptable under any circumstances:

- Political contributions made from Save the Children funds.
- Payments to anyone, including government officials, candidates for a political office, any political party or party official, or others whom you believe might pass that payment onward to any of these prohibited parties in order to obtain or retain business.
- Gifts, entertainment, favors, or reimbursement of expenses for employees (or the families of employees) of Save the Children by a supplier of Save the Children.

The following gifts or payments may be acceptable:

- Gifts with a value of less than \$10 for Members of Congress or their staff, and meals and event invitations subject to the rules established by the U.S. House of Representatives and the U.S. Senate.
- Giving or receiving token gifts, entertainment, or meals in line with local customs and laws, that amount to less than \$50 in value (or the equivalent in local currency), and do not obligate either party.
- Travel and participation in a business-related, group activity hosted by a supplier or customer representative, with the approval of your supervisor and next-level supervisor.

If you have any questions about a gift, payment or other transaction, speak to your supervisor or contact the Division of Legal & Risk Services for assistance.

IV. Conflicts of Interest

Statement of Practice: All conflicts of interest involving employees (or the families of employees) must be disclosed in writing to the employee's supervisor and next level supervisor, and the employee must not take part in decisions related to the transaction.

What is a conflict of interest? Simply put, a conflict of interest occurs when your obligations to Save the Children can be influenced or compromised by competing personal or financial interests, commitments or loyalties. Save the Children seeks to avoid both the appearance of and any actual conflict of interest.

The following are some examples of conflicts of interest:

- When an employee or family member has a connection to, or significant financial interest in, another party which does or seeks to do business with Save the Children.
- When an employee engages in an independent business venture or works for another organization in a way that prevents the employee from devoting the time and effort to Save the Children required by his or her position.
- When an employee diverts a business opportunity of Save the Children to another person or organization.
- When an employee participates in an employment-related decision regarding a family member or other person with whom the employee has a close personal relationship.

Resolving Conflicts of Interest

Conflicts of interest arise in many contexts and do not necessarily mean the transaction cannot go forward. If you have a conflict of interest:

1. You must report it promptly and in writing to your supervisor and next level supervisor; and
2. You must not take part in decisions related to the transaction. (If you are in doubt about a potential conflict, speak with your supervisor.)

V. Beneficiary Safety and Protection

Statement of Practice: Employees and other representatives of Save the Children have a duty to treat the children, families and communities we serve with dignity and respect and to ensure their safety and protection.

In 2002 the Inter-Agency Standing Committee (IASC), an organization established to coordinate humanitarian assistance, established the following core principles for implementation by humanitarian organizations to ensure beneficiary safety and protection:

- Sexual exploitation and abuse by employees constitute acts of gross misconduct and are therefore grounds for termination of employment;
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense;

- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes exchange of assistance that is due to beneficiaries;
- Any sexual relationship between employees or anyone providing humanitarian assistance and protection and a person benefiting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work;
- Where an employee develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same aid agency or not, he or she must report such concerns via established agency reporting mechanisms; and
- Employees must create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of their Code of Conduct. Managers at all levels have a responsibility to support and develop systems that maintain this environment.

Employees must treat all beneficiaries with dignity and respect and be sensitive to actions that could be misunderstood or appear disrespectful or intrusive (for example, be sure to ask permission before taking a photo of an individual).

If you have any questions about beneficiary safety, speak to your supervisor or contact the Senior Director of child Safeguarding, the Legal & Risk Services Division, or the Human Resources Division for assistance.

VI. Confidential and Proprietary Information

Statement of Practice: Employees and other representatives of Save the Children will maintain and protect confidential and proprietary information from unauthorized disclosure to and use by any third party.

Save the Children possesses information (whether in written or electronic form, or communicated orally) that has been created, discovered and developed by the Agency, or has been disclosed to the Agency and/or to individuals working in the Agency under the obligation of confidentiality.

Confidential information includes:

- Trade secrets
- Donor lists
- Information concerning beneficiaries and programming
- Financial accounts and reports
- Projections
- Marketing or programmatic plans or strategies
- Software and computer programs
- Information concerning employees and their families (including salary, personnel and medical information)
- Confidential correspondence

- Information about other organizations associated with the Agency's work

Proprietary information includes:

- Art work
- Photography

Save the Children employees and other individuals having access to Confidential and Proprietary Information are required, during and after employment with the Agency, to keep all such Confidential and Proprietary Information in strictest confidence.

Unauthorized disclosure or carelessness in the handling of Confidential and Proprietary Information may be grounds for discipline up to and including dismissal from employment and may also be grounds for legal action.

Confidential and Proprietary Information is specific information. This policy is not intended to prevent you from utilizing your general knowledge, intellect, experience and skills for gainful employment elsewhere if you are no longer working for Save the Children.

If you have any questions about the handling and protection of confidential and proprietary information, speak to your supervisor or contact the Human Resources, Finance, or Legal & Risk Services Division for assistance.

VII. Reporting a Possible Violation

Statement of Practice: Employees and other representatives of Save the Children will report promptly any possible violations of the Code of Ethics & Business Conduct or other Save the Children policy to their supervisor, their Vice President or to any of the Agency's central reporting channels. Save the Children will not tolerate any retaliation against or harassment of an employee who has reported a concern in good faith.

When misconduct occurs, it affects Save the Children's ability to achieve its mission for children. As an employee of our organization, you are required to report any concerns you have about possible violations of our Code of Ethics and Business Conduct or any other Agency policy. When you communicate a concern, you help the Agency prevent misconduct and contribute to an ethical culture at Save the Children.

Instructions for making a report are outlined in Save the Children's policy "Resolving Employee Grievances and Reporting Policy Violations."

Save the Children practices a zero-tolerance approach in connection with any form of retaliation against or harassment of an employee who has reported a concern in good faith. Retaliation and harassment will result in discipline against the harasser, up to and including discharge from employment.

If you have any questions about our Code of Ethics and Business Conduct or procedures for reporting a concern, speak to your supervisor or contact the Legal & Risk Services, Finance, and/or Human Resources Divisions for assistance.

PROCEDURES

None.

TRAINING REQUIREMENTS

Training Course	Frequency	Training moment
Code of Ethics & Business Conduct Online Training Module	Yearly	Within first 90 days of employment; yearly thereafter
New Employee Orientation Training	One-off	Within first 90 days of employment

MONITORING MECHANISMS

What are you monitoring?	Data source	Action Owner	Escalation levels	Frequency
Policy is being communicated to all new hires	Attendance confirmation at New Employee Orientation; Cornerstone	Associate Director, Employee Engagement	Vice President, Legal & Risk Services	One-off
Staff receipt acknowledgement in writing during onboarding	Code of Ethics & Business Conduct Acknowledgement	Coordinator, Human Resources	1) Human Resources Business Advisor 2) Vice President, Human Resources	One-off
Policies and procedures are reviewed at least every 3 years	Expiry date from the Policies and Procedures Library	Policies and Procedures Library Administrator	Vice President, Legal and Risk Services	Quarterly

EXCEPTION APPROVAL PROCEDURE

Procedure/ Action	Action Owner
None	N/A

VERSION CONTROL

Version number	Version Date	Revisions made
6	12/15/20	Revised language re PSEA to comply with donor obligations
5	4/15/18	Revised language re child safeguarding
4	4/20/17	Revised format
3	2/24/16	Revised to new template; department/divisions updated
2	11/2/11	Unknown
1	1/1/06	Code of Ethics & Business Conduct Policy first created and approved

Policies and Procedures Reference No.	SM 1.1
Policy Title	Policy on Social Media (“Social Media Policy”)
Category	Resource Development
Author	Sr. Director, Social Business Strategy & Innovation
Vice President with Oversight	Vice President, Resource Development
Approver	Senior Management Team
Purpose and Description	This policy establishes employees’ responsibilities regarding the use of personal and official Save the Children Social Media accounts while employed by Save the Children Federation, Inc. (“Save the Children US”). The purpose of this policy is to establish good use practices that will protect both the employee and Save the Children from damaging our reputation and putting our work at risk.
Compliance Requirement	☐ Statute: ☐ Regulation: ☐ Industry Standards: ☒ Not Applicable
Audience	☒ SCUS (Save the Children US Staff) ☒ All Head Start ☐ SCAN* ☒ “External Parties” such as donors, sponsors, sub-awardees, corporate partners, vendors, suppliers, consultants and others ☒ Board of Trustees, Interns, and Volunteers *Save the Children Action Network, Inc. has its own Social Media Policy as a separate legal entity.
Effective date	March 1, 2017
Revision date	March 14, 2018
Retirement Rationale	N/A

DEFINITIONS AND ACRONYMS:

Geotagging: the process of adding geographical identification metadata to various media such as a geotagged photograph or video, websites, SMS messages, QR Codes or RSS feeds and is a form of GPS (Global Positioning System) data. This data usually consists of latitude and longitude coordinates.

Internet: the global network of computing device networks.

Personally identifiable information (PII): any data that could potentially identify a specific individual such as first and/or last name, social security number, phone number, email, mailing address, date of birth, school or any combination thereof.

Public Communication: dialogue in the public sphere in order to deliver a message to a specific audience. Speaking events, newspaper editorials, advertisements, email, and Social Media are a few forms of public communication.

Social Media: forms of electronic communication/content used to share information, comments, messages, images, video and other content via a Social Network.

Social Network: A public or private dedicated website or other application that enables users to communicate with each other via Social Media. Examples of private Social Networks are Workplace by Facebook, Yammer, Sharepoint, Skype for Business, Viber, WhatsApp and examples of public Social Networks are Facebook, Twitter, SnapChat, Google+, LinkedIn, YouTube and Skype.

Website: a location on the graphical portion of the Internet typically abbreviated with WWW.

INTRODUCTION

This Policy is intended to provide guidelines to Save the Children US staff around the use of Social Media. It applies to all aspects of Social Media and Social Networking including any content you contribute personal sites, especially when referencing projects or programs on which you may be working.

This Policy will continually evolve as new technologies and Social Networking tools emerge—so it is important to periodically check for updates, which shall be appended at the end in the form of dated revisions.

Certain employees have been authorized to speak to the public as spokespersons. These policies and procedures are related to personal communications/networks and do not pre-empt this authorization. If you are communicating for or on behalf of Save the Children US, you should clearly state your role and be sure that any posting has been pre-approved by the VP of Resource Development and/or his/her designee.

SCOPE

Save the Children US respects freedom of speech and employees' rights and this policy is not meant to infringe upon their personal opinions and/or personal communications. However, in the realm of online Social Networks, the lines are blurred between public and private, personal and professional.

The same principles and policies that apply to Save the Children US employees' activities offline, in general, apply to their activities online. Social Networking activities are subject to all of Save the Children US's policies, including but not limited to "SCUS Child Safeguarding Policy," "Code of Ethics and Business Conduct," "Commitment to Nonpartisan Status Policy," "Harassment Prevention and Sexual Harassment Prevention Policy" and "Use of Property and Electronic Technology Policy."

PROCEDURES

1. **Be Transparent:** You should clearly state that the views being expressed on Social Media are your personal views alone, and do not necessarily represent the views of Save the Children US or its partners. You may use a disclaimer such as "The opinions expressed are my own and do not necessarily represent the views of Save the Children" or a shorter form such as "my own personal views." The ideal place for this disclosure is in the account profile bio/about me section and not in each post. This does not apply if you are posting to internal channels (Workplace by Facebook, SaveNet, etc.). Contact information, such as phone number and email address should be your personal contacts and not your Save the Children contacts unless you are authorized to officially represent Save the Children US. For example, if you sign a petition not officially representing Save the Children US, you should always use your personal contact information (email, phone number, mailing address) and not contact information associated with or issued by Save the Children US.
2. **Be Sensible:** You should ensure that your personal online profile(s) and the content associated with you on the Internet is consistent with how you wish to present yourself to colleagues and constituents as well your friends and family. Use common sense when posting controversial content and if posting something gives you pause, then you should pause. You should assume that anything posted on Social Media even if it seems private, could become public.
3. **Be Truthful:** When posting, any and all statements about Save the Children US should be true and not misleading. In addition all claims about our programs and practices must be substantiated and if the source of the information is a third-party, it should be cited.
4. **Seek Consent:** Employees are required to protect the dignity and privacy of our beneficiaries in any Public Communication in accordance with Save the Children US Child Safeguarding Policy. When posting images or videos, you should check with Save the Children US program staff prior to publication to confirm that the beneficiaries have given permission to use their images publicly.
5. **Ask Permission:** Always get approval to post images from donors and/or colleagues with whom you might be traveling and who are personally identifiable by name or likeness in Social Media. Respect the property rights of others, only include your original content or be sure you have

permission to publish or reproduce material belonging to someone else in your Public Communication.

6. **Follow Terms of Use:** When posting, be sure you follow the terms and conditions for any sites which you may use. Social Media sites such as Facebook, Google+, Twitter, YouTube, and Pinterest all have rules and practices regarding what kind of activities, communications, and content is permitted or prohibited on their Websites. It is your responsibility to respect and adhere to these rules, as you could be ultimately responsible for any violations and jeopardize your participation on these sites.

WHAT TO AVOID

1. **Exact Location:** Do not disclose specific information regarding the location of our programs, or any information which could endanger the wellbeing of children or our staff. It is not permissible to publish exact locations (GPS coordinates, home address, or office address) of programs or location of country offices, except in an emergency. It is especially important that you do not give any information about a child that could lead to the child being traced.
2. **Personally Identifiable Information:** Do not reveal Personally Identifiable Information of yourself, other staff members, or our beneficiaries (children) except when permitted in this Policy.
3. **Internal Information:** Do not publish material about the internal operations of Save the Children US or its affiliates outside of the Agency's protected intranet environments (SaveNet, Workplace, etc.). Similarly, employees should not publish, share, or report on conversations that are meant to be private or internal to SCUS, our corporate partners or peer organizations.
4. **Legal Matters:** Do not comment on anything related to legal matters, litigation, or any parties with whom Save the Children US is in litigation without the appropriate approval from the Office of the General Counsel.
5. **Confidential Material:** While Save the Children US encourages our employees to share our Public Communications (for example the *Forced to Flee: 21st Largest Country* report) the publication of confidential material (i.e. technical or program methodologies; finances; resource strategies; and employment information or employee performance) is not permitted.
6. **Tradename/Logo:** Do not create Social Media accounts or Social Networks for personal or professional use using the "Save the Children" name or logo without prior written approval from the VP of Resource Development.

NON-SECTARIAN, NONPARTISAN SPEECH AND ACTION

To maintain Save the Children US's independence and credibility and to preserve its status as a non-sectarian and nonpartisan organization, personal communications by Save the Children US staff on

sectarian or partisan matters should not be directly or indirectly attributed to or reasonably interpreted as statements by Save the Children US. Remember to use a disclaimer such as “my own personal views and do not represent those of Save the Children.” See our Commitment to Nonpartisan Status Policy.

Remember, the higher your position within our organization (e.g. AVP or above), the more difficult it will be to distinguish between a personal opinion and a statement made by or on behalf of Save the Children US.

USE OF SOCIAL MEDIA IN THE CHILD SPONSORSHIP CONTEXT AND DURING FIELD VISITS

All representatives or official guests of Save the Children US on project visits involving children must be advised of the terms of this Social Media Policy. Once at the project, there should be a verbal presentation made to the guests regarding appropriate conduct. Additional and more specific guidance on Social Media in relation to Child Sponsorship and Field Visits can be found in Exhibit A.

IN CASE OF DOUBT, MISTAKES, OR SUSPECTED POLICY VIOLATIONS

If you make a mistake in any Social Media you publish about Save the Children US, quickly make any necessary corrections/deletions, immediately advise your manager, and notify the VP of Resource Development if necessary.

If you are unsure of any part of this policy, or what may be posted or not posted, please reach out to the Resource Development Division/Social Media Unit (socialmedia@savechildren.org).

If you witness or suspect a policy violation, you should alert your manager or contact the Ethics Hotline: <https://SavetheChildren.EthicsPoint.com> or by phone at 1-844-287-1892 (in the USA) or 1-475-999-3292 (internationally).

CONSEQUENCES OF POLICY VIOLATION

Violation of Save the Children US policies may result in negative employment action, up to and including termination of employment. Any person who is aware of a possible violation of Save the Children US policies has the right and responsibility, and is strongly encouraged, to report such violations so Save the Children US can respond rapidly and take appropriate action.

NOTIFICATION REQUIREMENTS

What are you monitoring?	Forum	Action Owner	Escalation levels	Frequency
Policies and procedures are communicated to relevant audience	All Staff Meeting	Director, Internal Communications	VP, Resource Development	Upon publication (next available)
Policies and procedures are communicated to relevant audience	Savenet	Director, Internal Communications	VP, Resource Development	Upon publication
Policies and procedures are communicated to relevant audience	Weekly Word	Director, Internal Communications	VP, Resource Development	Upon publication
Policies and procedures are communicated to relevant audience	MCM SMT Meeting	SD, Social Business Strategy	VP, Integrated Marketing & Fundraising	Upon launch and revision
Policies and procedures are communicated to relevant audience	Digital Marketing	SD, Social Business Strategy	VP, Integrated Marketing & Fundraising	Upon launch and revision
Policies and procedures are communicated to relevant audience	Social Media	AD, Social Media & Community Management	SD, Social Business Strategy	Upon launch and revision
Policies and procedures are communicated to relevant audience	Sponsorship	Director, Sponsorship Retention Marketing	SD, Sponsorship Marketing, Acquisition & Retention	Upon launch and revision
Policies and procedures are communicated to relevant audience	SCUS Departments	AD, Social Media & Community Management	SD, Social Business Strategy	Biennially

VERSION CONTROL

Version number	Version Date	Revisions made
SM 1.1	March 14, 2018	Revised “category” and “VP with oversight” fields. Policy moved from the Marketing & Communications volume to the Resource Development volume.
MCM No.1	March 1, 2017	Policy first created

EXHIBIT A: USE OF SOCIAL MEDIA IN THE CHILD SPONSORSHIP CONTEXT AND DURING FIELD VISITS

Purpose: To document what Public Communication, Social Media and data can be posted online and via Social Networks by Save the Children US (SCUS) employees and External Parties such as donors, sponsors, sub-awardees, corporate partners, vendors, suppliers, consultants and others in relation to beneficiaries, sponsored children and their communities. This is meant to serve as an internal resource for use by SCUS employees when posting content online as official representatives of SCUS or on personal pages and for creating guidance for External Parties on what they can and cannot post online. The guidance is broken into three categories:

1. **Public Posting by SCUS Employee:** For donor/sponsor acquisition and retention materials on Public Websites, Social Media pages and general public marketing materials.
2. **Public Posting by External Parties:** Social Media posts and other Public Communication (e.g. blogs). Staff members who are not posting on official SCUS channels fall into this category.
3. **Private Posting by Sponsors only:** For sponsor retention experience only on password protected sponsorship portals.

Social Media & Data	Public Posting by SCUS Employees	Public Posting by External Parties	Private Posting by Sponsors only
Child photo/video (appropriately portrayed)	Yes ⁱ	Yes for Intl, No for US ⁱⁱ	Yes
Child first name	Yes ⁱ	Yes	Yes
Child last name	No	No	No
Child birth date	Yes for Intl, No for US ⁱⁱ	Yes for Intl, No for US ⁱⁱ	Yes
Child age	Yes	Yes	Yes
Child gender	Yes	Yes	Yes
Child language	Yes	Yes	Yes
Child sponsorship ID	No	No	Yes
Child interests & activities	Yes	Yes	Yes
Child chores	Yes	Yes	Yes
Child house type	Yes	Yes	Yes
Child parents' first name	Yes	Yes	Yes
Child parents' last name	No	No	No
Child parents' employment (generic)	Yes	Yes	Yes
Child sibling information	Treat content related to siblings under 18 the same as child content detailed in this document. You may treat content related to siblings over 18 similarly to child's parents. Should not be part of a stand-alone communication, can only be included as supporting details in sponsored child communication.		
Child school participation	Yes	Yes	Yes
Child grade level & favorite subject	Yes	Yes	Yes
Child school name	No	No	No
Child school logo	No	No	No
Child school address	No	No	No
Child project participation	Yes	Yes	Yes

Child medical condition	On case by case basis, provided it does not compromise the child's dignity		
Child disability	Not as a marketing product focus, but okay to use natural images that don't compromise the child's dignity		On a case by case basis, provided it does not compromise the child's dignity
Child religion	No	No	No
Child letters and drawings	Excerpts only. No address or location, last name, ID, age or specific, sensitive or confidential info. Must comply with all data-sharing restrictions.		Yes
Child home address	No	No	No
Child telephone number	No	No	No
Child email address	No	No	No
Child Social Media account names	No	No	No
GPS co-ordinates (geo-tagging) of any child's house, sponsored or other	No	No	No
GPS co-ordinates (geo-tagging) of any child photos, sponsored or other	No	No	No
Country name	Yes	Yes	Yes
Country information	Yes	Yes	Yes
Impact area name	Yes	Yes	Yes
Impact area info	Yes	Yes	Yes
Community photo/video with caption	Yes, provided image and caption comply with all data-sharing restrictions. No Geotagging.	Yes, provided image and caption comply with all data-sharing restrictions. No Geotagging.	Yes, provided image and caption comply with all data-sharing restrictions. No Geotagging.
Community/village ID number	No	No	No
Community/village name	Use larger geographic region when possible. If specificity is critical, consider changing a child's name for child safeguarding purposes.	No	Yes for Intl, No for US ⁱⁱ
General community information	Yes	Yes	Yes
SC national office address	Yes	Yes	Yes
SC field office address	Yes	Yes	Yes

ⁱ Refer to the SCUS Child Safeguarding Policy for guidelines on when you should change the name and/or obscure the visual identity of a child.

ⁱⁱ Since the majority of our sponsors live in the U.S, there are more stringent requirements in place for children sponsored in our U.S. programs in order to further protect child privacy.



CITY OF SANTA FE SPRINGS

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, P.E., City Manager

BY: Cuong Nguyen, Director of Community Development
Gus Hernandez, Director of Parks & Recreation

SUBJECT: SECOND READING OF ORDINANCE NO. 1154 – ADDING SECTION 10.24 (NAMING OF PUBLIC FACILITIES AND STREETS) TO CHAPTER 10 (GENERAL PROVISIONS) OF TITLE I (GENERAL PROVISIONS) OF THE SANTA FE SPRINGS MUNICIPAL CODE

DATE: February 4, 2025

RECOMMENDATION(S):

It is recommended that the City Council:

- 1) Adopt Ordinance No. 1154

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS ADDING SECTION 10.24 (NAMING OF PUBLIC FACILITIES AND STREETS) TO CHAPTER 10 (GENERAL PROVISIONS) OF TITLE I (GENERAL PROVISIONS) OF THE SANTA FE SPRINGS MUNICIPAL CODE RELATING TO THE NAMING OF PUBLIC FACILITIES AND STREETS

- 2) Take such additional, related, action that may be desirable.

FISCAL IMPACT

N/A

BACKGROUND

Currently, the Santa Fe Springs Municipal Code (SFSMC) is silent on the procedures for naming public facilities, streets, and other municipal properties. Staff recommends the proposed Ordinance (Attachment A) to define and identify those procedures:

Ordinance No. 1154

Page 2 of 2

- Key Changes:
 - o Add Section 10.24 (Naming of Public Facilities and Streets) to Chapter 10 (General Provisions) of Title 1 (General Provisions).
 - o Codification of clear procedures for naming and renaming.
 - o Inclusion of community input and structured nomination processes.
 - o Limitations on duplicative names for better distinction.
 - o Defined roles for the Department of Parks and Recreation, Historical and Community Preservation Advisory Committee, and City Council in the decision-making process.

ANALYSIS

The proposed Ordinance will create local standards for the naming of public facilities and streets. This Ordinance aims to establish a process for naming municipal properties.

ENVIRONMENTAL

At its January 21, 2025, City Council meeting, the City Council determined that the adoption of Ordinance No. 1154 was exempt from CEQA.

DISCUSSION

The City of Santa Fe Springs has introduced Ordinance No. 1154, establishing a structured and equitable policy for naming public facilities and streets. This ordinance ensures that the naming process reflects community values, history, and culture while maintaining consistency and transparency.

SUMMARY

Ordinance No. 1154 will be effective 30 days after its adoption.

ATTACHMENT(S):

A. Ordinance No. 1154

<u>ITEM STATUS:</u>	
APPROVED:	☐
DENIED:	☐
TABLED:	☐
DIRECTION GIVEN:	☐

ORDINANCE NO. 1154

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS ADDING SECTION 10.24 (NAMING OF PUBLIC FACILITIES AND STREETS) TO CHAPTER 10 (GENERAL PROVISIONS) OF TITLE I (GENERAL PROVISIONS) OF THE SANTA FE SPRINGS MUNICIPAL CODE RELATING TO THE NAMING OF PUBLIC FACILITIES AND STREETS

WHEREAS, the City Council desires to establish a uniform and equitable policy and procedure for considering names for City parks, facilities and streets; and

WHEREAS, these policies and procedures shall apply to parks, buildings, plazas, streets, and other eligible municipal property; and

WHEREAS, the names implemented through this process shall aim to foster a shared sense of pride and belonging, while recognizing the unique attributes of these public spaces.

NOW THEREFORE, the City Council of the City of Santa Fe Springs does ordain as follows:

SECTION 1. Section 10.24 is hereby added to Chapter 10 of Title I of the Municipal Code of Santa Fe Springs to read as follows:

§ 10.24 NAMING OF PUBLIC FACILITIES AND STREETS

(A) Eligibility.

- (1) City owned parks including recreational or open space sites and trails.
- (2) City owned facilities including but not limited to athletic fields, large amenities, community centers, and recreational and sporting facilities.
- (3) Public city streets.
- (4) There shall be no duplicative naming of facilities or streets.
- (5) The provisions of this section shall not apply to the application of donor recognition of minor items such as benches, trees, water fountains, or similar items.
- (6) Private streets shall not be subject to provisions of this section.

(B) General Naming Criteria. The following may be deemed as appropriate naming nominations:

- (1) Geographical locations or natural features.
- (2) Adjoining subdivisions or streets.
- (3) Names of historical significance, such as an event, group, culture, landmark or place.
- (4) Names representative of the City's ethnic or cultural identity.

- (5) Outstanding features, design, or themes.
- (6) Native flora or fauna.
- (7) Appropriate Language. All nominations shall be free of vulgar, offensive, or politically charged language.

(C) Naming After Individuals. There may be instances in which a community member has demonstrated extraordinary contributions towards a specific municipal project or the City at large and is eligible for nomination.

- (1) To be considered for a naming opportunity, the individual must have been deceased for at least two years, unless the City Council deems it appropriate to take such action on the basis of a significant contribution, which warrants deviation from this guideline.
- (2) Individuals may only have one eligible facility and one street named after them.
- (3) Considerations:
 - (a) Donation of land or financial contributions to a specific facility.
 - (b) Contributed substantially and improved the quality of life in the City through:
 - (i) Voluntary work of outstanding contribution.
 - (ii) Service to local school, community, elected or appointed positions, nonprofit groups, or other community organizations.
- (4) Individual's legacy would be reviewed to ensure alignment of their character with the city's values.

(D) Procedures.

- (1) Nomination Filing. Any person, group, organization may submit a nomination for the consideration of naming a public facility or street. Nominations shall be filed to the Department of Parks and Recreation and must include the following:
 - (a) Completed nomination form.
 - (b) Supplemental documentation in support of the nomination.
 - (i) Supplemental documentation may include letters of support, resident signed petitions, newspaper clippings, maps, or any other significant evidence of eligibility.
- (2) Department of Parks and Recreation Review. Upon receipt of a nomination request, the Department of Parks and Recreation shall review the request as follows:
 - (a) Confirm completion of the appropriate nomination form and supplemental documentation submitted.
 - (b) Assess compliance with the Naming Criteria of subsections 10.24 (B) and 10.24 (C).
 - (c) Make a recommendation to the Historical and Community Preservation Advisory Committee for their review.
- (3) Historical and Community Preservation Advisory Committee Review. Upon receipt of a nomination from the Department of Parks and

Recreation the Historical and Community Preservation Advisory Committee shall review the request as follows:

- (a) Hold a public hearing considering the nomination request and providing a recommendation to the City Council.
- (b) Consideration of nomination material:
 - (i) Compliance with the Naming Criteria of subsections 10.24 (B) and 10.24 (C).
 - (ii) Assessment of the supplemental documentation.
 - (iii) Input of public comments received.
- (c) Provide a recommendation to the City Council to approve or deny the nomination or direct the Department of Parks and Recreation to provide further justification of the nomination.
- (4) City Council Action. Upon receipt of a recommendation by the Historical and Community Preservation Advisory Committee, the City Council shall consider the nomination at a public meeting and approve or deny the nomination or direct the Historical and Community Preservation Advisory Committee to provide further justification of the nomination. The City Council decision is final.

(E) City Council Initiated Nominations.

- (1) Notwithstanding subsection 10.24 (D) of this section, an active city council member may initiate a name nomination during a city council meeting and shall be exempt from the nomination filing, staff review and recommendation of the Historical and Community Preservation Advisory Committee. Nominations shall be compliant with subsections 10.24 (A), 10.24 (B), and 10.24 (C).
- (2) A city council initiated nomination shall be approved by unanimous decision.

(F) Renaming of Public Facilities and Streets.

- (1) Renaming Criteria. The renaming of public facilities and streets shall only be considered under exceptional circumstances such as:
 - (a) Correction of historical inaccuracies or removal of inappropriate and offensive language.
 - (b) Recognition of significant contributions.
 - (c) Public safety or operational concerns.
 - (d) Alignment with modernization or rebranding.
 - (e) Requests from the community with substantial support.
- (2) Renaming Process. The renaming process shall be the same procedures as those outlined in subsection 10.24 (D).

SECTION 2. Any provision of the Code of Santa Fe Springs inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provision of this Ordinance.

SECTION 3. In any section, subsection, subdivision, paragraph, sentence, phrase, or clause of this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid, such decision will not affect the validity of the remaining portion of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, subdivision, paragraph, sentence, phrase, or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses may be declared unconstitutional or invalid.

SECTION 4. The City Clerk shall certify the passage and adoption of this ordinance and shall cause the same to be published in the same manner required by law. In accordance with Government Code 36937, this ordinance shall take full force and effect thirty (30) days from its passage and adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santa Fe Springs at a regular meeting on this 4th day of February, 2025.

ATTEST:

William K. Rounds, Mayor

Fernando Muñoz, City Clerk

APPROVED AS TO FORM:

Rick R. Olivarez, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF SANTA FE SPRINGS)

I, Fernando Muñoz, City Clerk of the City of Santa Fe Springs, do hereby certify that the foregoing Urgency Ordinance was adopted at a regular meeting of the City Council held on the 4th day of February, 2025, and was carried by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Fernando Muñoz, City Clerk