



MEMORANDUM

To: Gerry Serrano
Santa Ana Police Officers Association
President **Date:** November 6, 2018

From: David Valentin, Chief of Police

Subject: Cash-Out Request

As directed by City Manager Raul Godinez II on October 24, 2018 and following research by staff, under the direction of City Attorney Sonia Carvalho and Executive Director of Human Resources Department Steven Pham, I am providing you a written response to your cash out request, dated September 12, 2018. Written research and analysis was completed on October 30, 2018 and all related data was made available for review on November 1, 2018.

Your request for cash-out of leave balances as reflected in the attached City of Santa Ana request form (dated October 26, 2018) will be granted as follows:

- ▶ 80 hours of holiday time in accordance with the POA MOU (\$8,040.80).
- ▶ 60 hours of vacation time in accordance with the POA MOU (\$6,030.60).
- ▶ Additionally, although you did not request, but according to the current MOU, you are eligible to cash-out up to 80 hours of Comp. Time (\$8,040.80)

If you can demonstrate that you have taken at least 80 hours of vacation time in 2018 you will be eligible to cash-out an additional 40 hours of vacation time per the POA MOU.

If you submit an additional request for this Comp time the total estimated value of your total cash-out for 2018 will be \$22,112.20 (total of 220 hours).

In evaluating your request for a cash-out which exceeds the parameters of the POA MOU, staff reviewed past practices for both you and former POA Presidents. The City's payment to you in 2017 for 312 hours of time off appears to be an anomaly. The three people responsible for making that payment (Interim City Manager, Finance Director and Personnel Director) are no longer employed by the City and there are no records of the reasoning used by those individuals to exceed the authority granted to them.

The City's research also revealed that your cash-out in 2016 complied with the MOU (80 holiday and 60 vacation hours) and that cash-out payments for the former POA Presidents similarly complied with the terms of the MOU or applicable side letters.

The Human Resources and Finance Departments have already begun processing your initial request and will immediately process a request for your Comp time leave balance in accordance with the terms of the POA MOU should you submit a request. If you file the additional request you will receive a total estimated payout for 2018 of \$22,112.20.

Any additional questions regarding this request can be directed to the Executive Director of Human Resources Department.

Thank you,

A handwritten signature in blue ink, appearing to read 'DAVID VALENTIN', with a large, stylized flourish extending to the left.

DAVID VALENTIN
Chief of Police

cc: City Manager Raul Godinez II
City Attorney Sonia Carvalho
Human Resources Director Steven Pham