



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, MARCH 7, 2023

4:00 PM CLOSED SESSION
6:00 PM OPEN SESSION

CITY COUNCIL CHAMBER
350 MAIN STREET, EL SEGUNDO, CA 90245

Drew Boyles, Mayor
Chris Pimentel, Mayor Pro Tem
Carol Pirsztuk, Council Member
Lance Giroux, Council Member
Ryan W. Baldino, Council Member

Tracy Weaver, City Clerk
Matthew Robinson, City Treasurer

Executive Team

Darrell George, City Manager
Barbara Voss, Deputy City Manager
Jaime Bermudez, Police Chief
Michael Allen, Community Development Dir.
Jose Calderon, IT Director
Aly Mancini, Recreation, Parks & Library Dir.

Mark Hensley, City Attorney
Joe Lillio, Chief Financial Officer
Deena Lee, Fire Chief
Rebecca Redyk, HR Director
Elias Sassoon, Public Works Dir.

MISSION STATEMENT:

“Provide a great place to live, work, and visit.”

VISION STATEMENT:

“Be a global innovation leader where big ideas take off while maintaining our unique small-town character.”

The City Council, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of City Council regarding any matter on this agenda that the City received after issuing the agenda packet are available for public inspection in the City Clerk's Office during normal business hours. Such documents may also be posted on the City's website at www.elsegundo.org and additional copies will be available at the City Council meeting.

Unless otherwise noted in the agenda, the public can only comment on City-related business that is within the jurisdiction of the City Council and/or items listed on the agenda during the Public Communications portions of the Meeting. Additionally, members of the public can comment on any Public Hearing item on the agenda during the Public Hearing portion of such item. The time limit for comments is five (5) minutes per person.

Those wishing to address the City Council are requested to complete and submit to the City Clerk a "Speaker Card" located at the Council Chamber entrance. You are not required to provide personal information in order to speak, except to the extent necessary for the City Clerk to call upon you, properly record your name in meeting minutes and to provide contact information for later staff follow-up, if appropriate.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 310-524-2305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

4:00 PM CLOSED SESSION – CALL TO ORDER / ROLL CALL

PUBLIC COMMUNICATION – (RELATED TO CITY BUSINESS ONLY – 5-MINUTE LIMIT PER PERSON, 30-MINUTE LIMIT TOTAL) *Individuals who have received value of \$50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing City Council. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda. City Council and/or City Manager will respond to comments after Public Communications is closed.*

SPECIAL ORDERS OF BUSINESS

1. Appoint Darrell George, City Manager and Mark Hensley, City Attorney, as Real Property Negotiators for Wyle Park located at the corner of Franklin Avenue and Maryland Street, El Segundo CA 90245 (Assessor Parcel Numbers: 4135-027-023, 006,007, 008, 009, 010, 011, 032, 033, 034, 035, 036, 025, 024) for recreation and open space purpose)

RECESS INTO CLOSED SESSION: City Council may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for purposes of conferring with City’s Real Property Negotiator; and/or conferring with City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with City’s Labor Negotiators.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV’T CODE §54956.9(D)(1): -9- MATTER(S))

1. Scott O’Connor (City Police Officer) v. City of El Segundo, United States District Court (Central District of California), Civil Case No. 2:20-CV-0311 DMG (PLAx).
2. Scott Martinez (Retired City Fire Fighter) v. City of El Segundo, Los Angeles Superior Court Case No. 21ST CV10637.
3. James Tulette (Retired City Fire Fighter) v. City of El Segundo, Los Angeles Superior Court, Case No. 205T, CV44025.
4. Shawn Bonfield Retired (City Fire Department Battalion Chief) v. City of El Segundo, Los Angeles Superior Court Case no. 20ST CV48677.
5. William Hatcher (Retired El Segundo Fire Fighter) v. City of El Segundo, Los Angeles Superior Court, Case No. 21ST CV37399.
6. Richard Towne (Retired El Segundo Fire Fighter) v. City of El Segundo, Los Angeles Superior Court, Case No. 21ST CV19113.

7. Rebecca Smith (Former Non-Sworn Police Department Employee) v. City of El Segundo - Binding Arbitration Personnel Case.
8. Amy McDaniels (Non-Sworn Police Department Employee) v. City of El Segundo - Binding Arbitration Personnel Case.
9. Brent Beardmore (City Police Officer) v. City of El Segundo, Los Angeles Superior Court Case No. 22STCV25047.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d) (2) and (3): -1- matter.

Government Tort Claim by Keith Puckett

Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter.

DISCUSSION OF PERSONNEL MATTERS (GOV'T CODE §54957): -0- MATTER(S)

APPOINTMENT OF PUBLIC EMPLOYEE (GOV'T. CODE § 54957): -0 MATTER(S)

PUBLIC EMPLOYMENT (GOV'T CODE § 54957) -0- MATTER(S)

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (GOV'T CODE §54957.6): -7- MATTER(S)

1. Employee Organizations: Police Officers' Association (POA), Fire Fighters' Association (FFA), Supervisory Professional Employee Association (SPEA), Professional Support Services Employee Association (PSSEA), City Employees' Association (CEA), Police Managers' Association (PMA), and Management Confidential.

Representative: City Manager, Darrell George, Human Resources Director, Rebecca Redyk, Laura Droltz Kalty, and Alex Volberding.

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOV'T CODE §54956.8): -1- MATTER(S)

Wyle Park - Corner of Franklin Avenue and Maryland Street, El Segundo CA 90245 (Assessor Parcel Numbers: 4135-027-023, 006,007, 008, 009, 010, 011, 032, 033, 034, 035, 036, 025, 024)

Real Property Negotiators: Darrell George, City Manager and Mark Hensley, City Attorney

Owner: Wyle Laboratories

6:00 PM – CONVENE OPEN SESSION – CALL TO ORDER / ROLL CALL

INVOCATION – Jonathon Elmore, The Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Giroux

SPECIAL PRESENTATIONS

- 2. Women's History Month

PUBLIC COMMUNICATIONS – (RELATED TO CITY BUSINESS ONLY – 5 MINUTE LIMIT PER PERSON, 30 MINUTE LIMIT TOTAL) *Individuals who have received value of \$50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed.*

CITY MANAGER FOLLOW-UP COMMENTS – (Related to Public Communications)

- Hyperion Water Reclamation Plant Update

A. PROCEDURAL MOTIONS

Read All Ordinances and Resolutions on the Agenda by Title Only

Recommendation -

Approval

B. CONSENT

3. City Council Meeting Minutes

Recommendation -

1. Approve Regular City Council meeting minutes of February 21, 2023 and Special City Council meeting minutes of February 22, 2023.
2. Alternatively, discuss and take other action related to this item.

4. Warrant Demand Register for January 23, 2023 through February 19, 2023

Recommendation -

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 15A, 15B and 16A: warrant numbers 3044225 through 3044479, and 9002796 through 9002828. The wire transfers for the dates January 30, 2023, through February 5, 2023, will be included for the next City Council meeting.

3. Alternatively, discuss and take other action related to this item.

5. **Ordinances Amending El Segundo Municipal Code Title 15 (Zoning) to Establish Regulations for the State Density Bonus, Transitional and Supportive Housing, and Micro-Units**

Recommendation -

1. Waive second reading and adopt three ordinances amending El Segundo Municipal Code ("ESMC") Title 15 to establish regulations for the State Density Bonus, Transitional and Supportive Housing, and Micro-Units and find they are exempt under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines § 15061(b)(3)) because they do not approve any particular development project, they consist only of minor revisions to existing zoning regulations and related procedures, and they do not have the potential for causing a significant effect on the environment.

2. Alternatively, discuss and take other action related to this item.

6. **Approve Plans and Specifications for FY 2022-23 Annual Concrete Improvements Project**

Recommendation -

1. Adopt a resolution to approve plans and specifications for the FY 2022-23 Annual Concrete Improvements Project No. PW 22-17.

2. Authorize staff to advertise the project for construction.

3. Alternatively, discuss and take other action related to this item.

7. **Main Street / Imperial Highway Monument Entry Feature Sign Project**

Recommendation -

1. Adopt a resolution authorizing the Public Works Director, or designee, to approve the plans and specifications for the construction of Main Street / Imperial Highway Monument Entry Feature Sign Project (No. PW 23-04), pursuant to Government Code § 830.6 and El Segundo Municipal Code Section 1-7C-11.

2. Authorize staff to advertise the project for construction bids.

3. Alternatively, discuss and take other action related to this item.

8. Notice of Completion for the Sewer Main Closed Circuit Television Inspection Project

Recommendation -

1. Accept the Sewer Main Closed Circuit Television Inspection Project, Project No. PW 21-12, by Empire Pipe Cleaning and Equipment and deem the project complete.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

9. Notice of Completion for Water Main Improvements on Grand Avenue Project

Recommendation -

1. Accept Water Main Improvements on Grand Avenue Project, Project No. PW 21-05, by Stephen Doreck Equipment Rentals, Inc. as complete.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

10. Resolution Adopting Updated Records Retention Schedule

Recommendation -

1. Adopt the proposed Resolution to update the City's records retention schedule.
2. Alternatively, discuss and take other action related to this item.

11. Amendment to Agreement with Waterline Technologies, Inc. to Add an Additional \$50,000 for the Purchase of Needed Pool Chemicals and Waive Bidding Requirements

Recommendation -

1. Authorize the City Manager to execute an amendment to Contract No. 6467 with Waterline Technologies, Inc. to add an additional \$50,000 for the purchase of pool chemicals and waive bidding requirements pursuant to El Segundo Municipal Code § 1-7-9(A).
2. Alternatively, discuss and take other action related to this item.

12. 2023 Legislative Platform

Recommendation -

1. Approve the 2023 Legislative Platform.
2. Alternatively, discuss and take other action related to this item.

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

13. Smoky Hollow Parking Pilot Project Plan Adoption

Recommendation -

1. Adopt a resolution to approve plans and specifications for Smoky Hollow Parking Pilot Project No. PW 23-05.
2. Authorize staff to advertise the project for construction.
3. Alternatively, discuss and take other action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

14. Announce Appointment to the Planning Commission

Recommendation -

1. Announce appointment.
2. Alternatively, discuss and take other action related to this item.

F. REPORTS - CITY CLERK

G. REPORTS - CITY TREASURER

H. REPORTS - COUNCIL MEMBERS

COUNCIL MEMBER BALDINO

COUNCIL MEMBER GIROUX

15. Discussion of Possibly Restructuring the Makeup of the Aquatics Subcommittee

Recommendation -

1. Discuss possibly restructuring the makeup of the Aquatics Subcommittee.
2. Alternatively, discuss and take other action related to this item.

COUNCIL MEMBER PIRSZTUK

MAYOR PRO TEM PIMENTEL

MAYOR BOYLES

I. REPORTS - CITY ATTORNEY

J. REPORTS/FOLLOW-UP - CITY MANAGER

CLOSED SESSION

The City Council may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for the purposes of conferring with the City's Real Property Negotiator; and/or conferring with the City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with the City's Labor Negotiators.

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

MEMORIALS

ADJOURNMENT

POSTED:

DATE: March 2, 2023

TIME: 10:00 AM

BY: Tracy Weaver, City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, FEBRUARY 21, 2023

CLOSED SESSION – Mayor Pro Tem Pimentel called the meeting to order at 5:00 PM due to a lack of quorum at 4:00 PM

ROLL CALL

Mayor Boyles - Present via teleconference
Mayor Pro Tem Pimentel - Present
Council Member Pirsztuk - Present
Council Member Giroux - Present
Council Member Baldino - Present

PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) None

SPECIAL ORDER OF BUSINESS:

1. Appoint Alex Volberding as Labor Negotiator for the City Employees' Association and Laura Drotz Kalty as Labor Negotiator for the Police Officers' Association.

MOTION by Council Member Baldino, SECONDED by Council Member Pirsztuk appointing Alex Volberding and Laura Drotz Kalty as Labor Negotiators. MOTION PASSED BY A VOTE. 3/0 Pimentel Pirsztuk Baldino

Mayor Pro Tem Pimentel announced that Council would be meeting in closed session pursuant to the items listed on the Agenda. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (GOV'T CODE §54957.6): -7-MATTER(S)

1. Employee Organizations: Fire Fighters Association (FFA), Police Officers Association (POA), Supervisory Professional Employee Association (SPEA), Professional Support Services Employee Association (PSSEA), City Employees' Association (CEA), Police Managers' Association (PMA), and Management Confidential.

Representative: City Manager, Darrell George, Human Resources Director, Rebecca Redyk. Laura Drotz Kalty and Alex Volberding.

Adjourned at 5:55 PM

OPEN SESSION – Mayor Pro Tem Pimentel called to order at 6:03 PM

ROLL CALL

Mayor Boyles - Present – Via Teleconference
Mayor Pro Tem Pimentel - Present
Council Member Pirsztuk - Present
Council Member Giroux - Present
Council Member Baldino - Present

INVOCATION – Pastor Rob McKenna, The Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Pirsztuk

SPECIAL PRESENTATIONS:

1. Elyse Beardsley, Chair of the Board, El Segundo Chamber of Commerce, announced the 2022 Holiday Parade Winners.
2. Roz Templin, Library Assistant, announced “Women of the West: A Live Concert Celebration of Women’s History Month” will be held at the El Segundo Performing Arts Center on Saturday, March 4, 2023.

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)

Mike Harriel, LA Region Manager for Public Affairs with the Gas Company, gave an update on the winter gas bills.

Kyle Patterson, non-resident, Carpenter’s Union, commented on item D14.

Anya Goldstein, resident and SWEAT Equity Alliance member, commented on item #E17.

Greg Maechling, resident, commented Raytheon Field regarding the ESLL usage.

Chris Eidem, resident, commented on El Segundo’s Skatepark.

John Pickhaver, resident and SWEAT Equity Alliance member, commented on item #E17.

Eric Petterson, resident, and restaurant owner, commented on development at the north portion of Main Street.

CITY MANAGER FOLLOW-UP COMMENTS:

Darrell George, City Manager gave an update on the Hyperion Water Reclamation Plant and responded to several commenters in response to their comments.

- A. Read all Ordinances and Resolutions on the Agenda by Title Only.

MOTION by Council Member Giroux, SECONDED by Council Member Baldino to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

B. CONSENT:

3. Approve Special City Council meeting minutes of February 3, 2023 and Regular City Council meeting minutes of February 7, 2023.
(Fiscal Impact: None)
4. Approve warrants demand register for December 26, 2022 through January 15, 2023. Warrant demands 14C, warrant numbers 3044125 through 3044224, and 9002795. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.
(Fiscal Impact: \$655,560.13 (\$456,928.53 in check warrants and \$198,631.60 in wire warrants))
5. Authorize the City Manager to execute Standard Professional Services Agreement No. 6600 with Z&K Consultants for construction inspection services on the El Segundo Boulevard Improvement Project. Project No. PW 23-02
(Fiscal Impact: \$259,560, plus \$30,000 for related contingencies)
6. PULLED BY COUNCIL MEMBER PIMENTEL
7. Approve and authorize the City Manager to execute Agreement No. 6601 with law firm Liebert Cassidy Whitmore, P.C. ("LCW") for special consulting, representational, and legal services pertaining to employment relations matters.
(Fiscal Impact: The increase for the blended rate on all attorney services would constitute an approximate 2% per year increase over the rate the City Council approved in 2018. Based on LCW's charges for labor and personnel services the past three fiscal years (approximately \$140,000 per year), the average yearly increase would be approximately \$15,000. If approved by City Council, the increase will be programmed into the FY 2023-24 budget)
8. PULLED BY MAYOR PRO TEM PIMENTEL
9. PULLED BY MAYOR PRO TEM PIRSZTUK
10. VOTED ON SEPARATELY

MOTION by Council Member Baldino, SECONDED by Council Member Giroux approving Consent Agenda items 3, 4, 5, and 7. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

10. Resolution Allowing Continued Teleconferenced Public Meetings under AB 361
(Fiscal Impact: None)

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Baldino adopting Resolution No. 5393. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

PULLED ITEMS:

6. Resolution Adopting Updated Records Retention Schedule Council
(Fiscal Impact: None)

Consensus to postpone the item at a future meeting.

8. 2023 Legislative Platform
(Fiscal Impact: None)

Consensus to postpone the item at a future meeting.

9. Amendment to Agreement with Dennis Grubb and Associates, LLC
(Fiscal Impact: \$150,000, requesting an additional appropriation of \$75,000 is requested with the mid-year report is adopted as proposed)

Council discussion

MOTION by Council Member Pirsztuk, SECONDED Council Member Giroux approving amendment to City Professional Services Agreement No. 6379 with Dennis Grubb and Associates, LLC to increase the total contract amount by \$75,000 from \$150,000 to \$225,000 for fire prevention plan check services and authorize the City Manager to execute amended Agreement No. 6379C. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

COUNCIL MEMBER REPORTS – *(item #H19 moved forward on the agenda)*
Council Member Pirsztuk

19. Percent for Arts Development Fee Program Discussion
(Fiscal Impact: None)

Council discussion

Council requested staff prepare a comprehensive update regarding the Percent for the Arts Development Fee Program and present the report at a future City Council meeting.

C. PUBLIC HEARINGS:

11. Amendments to El Segundo Municipal Code Title 15 (Zoning) Regarding the State Density Bonus, Transitional and Supportive Housing, and Micro-Units
(Fiscal Impact: None)

Mayor Pro Tem Pimentel stated this was the time place for a public hearing regarding waiving first reading and introducing three (3) ordinances amending Title 15 of the El Segundo Municipal Code to establish regulations for the state density bonus, transitional and supportive housing, and micro-units and find they are exempt under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines § 15061(b)(3)) because they do not approve any particular development project, they

consist only of minor revisions to existing zoning regulations and related procedures, and they do not have the potential for causing a significant effect on the environment.

Clerk Weaver stated that proper notice had been given in a timely manner and that no written communication had been received in the City Clerk's office.

Michael Allen, Community Development Director introduced the item.

Paul Samaras, AICP, Principal Planner gave a presentation and answered questions on the item.

Public Input: None

MOTION by Council Member Pirsztuk, SECONDED by Mayor Boyles to close the public hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Council Discussion

Mark Hensley, City Attorney read by title only:

ORDINANCE NO. 1645

AN ORDINANCE ADDING CHAPTER 15-35 (DENSITY BONUS) TO THE
EL SEGUNDO MUNICIPAL CODE

Council Member Baldino introduced the Ordinance.

ORDINANCE NO. 1646

AN ORDINANCE AMENDING TITLE 15 OF THE EL SEGUNDO
MUNICIPAL CODE TO PERMIT TRANSITIONAL AND SUPPORTIVE
HOUSING IN RESIDENTIAL ZONES

Council Member Pirsztuk introduced the Ordinance.

ORDINANCE NO. 1647

AN ORDINANCE ADDING CHAPTER 15-13C (MICRO-UNITS) TO EL
SEGUNDO MUNICIPAL CODE TITLE 15 TO IMPLEMENT THE 2021-
2029 EL SEGUNDO HOUSING ELEMENT

Council Member Giroux introduced the Ordinance as amended.

Council consensus to remove the Pacific Coast Commons Project, as this project as already been negotiated and approved.

Second readings and possible adoption is scheduled for the regular City Council meeting of March 7, 2023.

D. STAFF PRESENTATIONS: *(Item #D15 and #D16 moved forward on the agenda)*

15. Annual Comprehensive Financial Report for Fiscal Year Ending June 30, 2022

Joe Lillio, Chief Financial Officer introduced the item.

Tiffany Fung, Manager, State and Local Government, CLA (CliftonLarsonAllen LLP) gave a presentation.

Council Discussion

Council consensus to receive and file report.

Recessed at 8:00 PM

Reconvened at 8:06 PM

16. Two Acre Land Dedication Offer by CDC Mar East Campus 1 LLC to City
(Fiscal Impact: After vote, check fiscal impact on staff report)

Michael Allen, Community Development Director gave a presentation.

Council discussion

MOTION by Mayor Boyles, SECONDED by Council Member Giroux directing staff to conduct further due diligence including Phase I and/or Phase II environmental study, analysis of full title report, and potential operation and maintenance costs. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

12. Side Letter Agreement Between the City of El Segundo and the El Segundo Supervisory and Professional Employees' Association
(Fiscal Impact: Thirteen Tier I or Tier II Classic CalPERS SPEA employees will be subject to the side letter; it does not apply to Tier III PEPRA employees. The fiscal impact for FY 2022-23 is de minimus with savings in subsequent years of approximately \$19,000 per year. As Classic SPEA members retire or separate from the City, the savings will be reduced. Included in Adopted FY 2022-23 Budget in salaries and benefits)

Rebecca Redyk, Human Resources Director reported on the item.

Council Discussion

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Pirsztuk approving the side letter Agreement No. 5759A between the City of El Segundo and El Segundo Supervisory and Professional Employees' Association. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5//0

Mark Hensley, City Attorney, read by title only:

EL SEGUNDO CITY COUNCIL MEETING MINUTES
FEBRUARY 21, 2023
PAGE 6

RESOLUTION NO. 5394

A RESOLUTION ADOPTING A SIDE LETTER AGREEMENT BETWEEN MEMBERS OF THE SUPERVISORY AND PROFESSIONAL EMPLOYEES' ASSOCIATION ("SPEA") AND THE CITY OF EL SEGUNDO TO SHARE THE COSTS OF THE EMPLOYER CONTRIBUTION PURSUANT TO GOVERNMENT CODE SECTION 20516

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Giroux adopting Resolution No. 5394. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

13. FY 2022-23 Mid-Year Citywide Budget Report, Recommended Adjustments, and Resolution to Establish Basic Salary Ranges for the Human Resources Analyst and Utilities Superintendent Classifications
(Fiscal Impact: The proposed General Fund, CUPA Fund, State Grants Fund, Trust Fund, Transportation Fund, and Solid Waste Fund Budget adjustments are necessary to ensure FY 2022-2023 ends with a balanced budget on June 30, 2023, as well as ensure City Council strategic goals are implemented. The total fiscal impact on the General Fund is an increase in appropriations of \$1,813,900 and an increase to General Fund revenues in the amount of \$2,167,688. An increase in the CUPA Fund (Fund 126) appropriations of \$2,000, an increase to the State Grants Fund (Fund 125) appropriations of \$20,000 and revenue of \$5,000, an increase in the Solid Waste Fund (Fund 505) appropriations of \$40,000, an increase in the Trust Fund – Special Revenue/Donations (Fund 702) appropriations of \$5,971 and an increase in the Transportation Fund (Fund 112) appropriations of \$249,406)

Darrell George, City Manager introduced the item.

Joe Lillio, Chief Financial Officer, gave a presentation.

Council Discussion

MOTION by Council Member Giroux, SECONDED by Mayor Pro Tem Pimentel amending FY 2022-2023 General Fund Revenues from \$81,750,523 to \$83,918,210 and Appropriations from \$85,941,128 to \$87,704,028 as corrected during the presentation (see exhibit A for details), amending FY 2022-2023 Certified Unified Program Agency (CUPA) Fund Appropriations from \$557,643 to \$559,643 (see exhibit A for details), amending FY 2022-2023 State Grants Fund Appropriations from \$0 to \$20,000 and revenue from \$15,000 to \$20,000 (see exhibit A for details), amending FY 2022-2023 Solid Waste Fund Appropriations from \$270,000 to \$310,000 (see exhibit A for details), amending FY 2022-2023 Transportation Fund Appropriations from \$4,840,258 to \$5,089,664 (see exhibit A for details), and amending FY 2022-2023 Trust Funds – Special Revenue/Donations from \$0 to \$5,971 (see exhibit A for details). MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mark Hensley, City Attorney read by title only:

RESOLUTION NO. 5395

A RESOLUTION ESTABLISHING BASIC MONTHLY SALARY RANGE FOR FULL TIME JOB CLASSIFICATIONS

MOTION by Council Member Pirsztuk, SECONDED by Council Member Giroux adopting Resolution No. 5395. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: *(Moved to before the Downtown Specific Plan)*

17. Amended Committees, Commissions and Boards Bylaws and Possibly Broadcasting and/or Recording Committee, Commission and Board Meetings (Fiscal Impact: None)

Barbara Voss, Deputy City Manager reported on the item.

Council discussion

MOTION by Council Member Baldino, SECONDED by Council Member Pirsztuk approving the amended bylaws for the Arts and Culture Advisory Committee, Capital Improvement Program Advisory Committee, Diversity, Equity and Inclusion Committee, Environmental Committee, Library Board of Trustees, Planning Commission, Recreation and Parks Commission and Senior Citizen Housing Corporation Board as amended. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Requested Council Amendments:

- Remove High School students' eligibility to interview for a CCB and directed staff to develop an internship program for students to participate in CCB's.
- Will revisit the appointment of an El Segundo Unified School District appointee after reevaluation of the reason "why" this member was established.

Council directed staff to allow the recording of meetings using Zoom Webinar beginning with the DEI Committee as a pilot program.

18. Announce Appointments to the Investment Advisory Committee and the Arts and Culture Advisory Committee (Fiscal Impact: None)

Mayor Pro Tem Pimentel announced Vincent Zuppo to a full term and Roger Nieves to a partial term on the Investment Advisory Committee and Natalie Strong, Maureen Kingsley to a full term and John Pickhaver and Ioana Urma to partial terms on the Arts and Culture Advisory Committee.

Mayor Boyles and Council Member Pirsztuk left the dais due to conflict of interest.

14. Downtown Specific Plan Update
(Fiscal Impact: The Downtown Specific Plan Update is funded by the General Plan Maintenance Fund (not the General Fund). This fund receives revenue from a dedicated permit fee that is collected from land development projects to be used for updates to the City's General Plan, including its Specific Plans. No additional appropriation is requested)

Michael Allen, Community Development Director gave a presentation on the item.

Council Discussion

Council consensus to receive and file the report.

- F. REPORTS – CITY CLERK – No report
- G. REPORTS – CITY TREASURER – Not present
- H. REPORTS – COUNCIL MEMBERS

Council Member Baldino – Thanked Chief Bermudez for the tour of the Police Department, his time and transparency.

Council Member Giroux – No report

Council Member Pirsztuk – No report
(item #H19 moved forward on the agenda)

Mayor Pro Tem Pimentel – Mentioned Sanitation District will be hosting virtual tours, mentioned the C/Green line extension, which will end at the new Torrance Transit Center will be hosing Ride Along's on March 2, 2023 and attended LA Chamber of Commerce event at SoFi stadium.

Mayor Boyles – Mentioned the Los Angeles Times wrote an article regarding the future of Scattergood.

- I. REPORTS – CITY ATTORNEY – No report
- J. REPORTS/FOLLOW-UP – CITY MANAGER – No report

MEMORIALS – William “Bill” Bue

Adjourned at 10:47 PM

Tracy Weaver, City Clerk

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
WEDNESDAY, FEBRUARY 22, 2023
3:00 PM

CALL TO ORDER – Mayor Pro Tem Pimentel at 3:03 PM

ROLL CALL

Mayor Boyles	-	Present via telecon
Mayor Pro Tem Pimentel	-	Present
Council Member Pirsztuk	-	Present
Council Member Giroux	-	Present at
Council Member Baldino	-	Present

PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) None

SPECIAL ORDER OF BUSINESS:

1. Conduct Planning Commission Interviews

Council conducted interviews and Council appointed Mario Inga to a partial term expiring June 30, 2024.

Council will announce the appointments at the 6:00 PM, March 7, 2023, regular City Council meeting.

ADJOURNMENT at 3:56 PM

Tracy Weaver, City Clerk



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.4

TITLE:

Warrant Demand Register for January 23, 2023 through February 19, 2023

RECOMMENDATION:

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 15A, 15B and 16A: warrant numbers 3044225 through 3044479, and 9002796 through 9002828. The wire transfers for the dates January 30, 2023, through February 5, 2023, will be included for the next City Council meeting.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2022-2023 Adopted Budget. The total of \$5,486,162.63 (\$1,349,358.77 in check warrants and \$4,136,803.86 in wire warrants) are for demands drawn on the FY 2022-2023 Budget.

BACKGROUND:

California Government Code § 37208 provides general law cities, like El Segundo, flexibility in how budgeted warrants, demands, and payroll are audited and ratified by their legislative body. Pursuant to Government Code § , warrants drawn in payments of demands are certified by the City's Chief Financial Officer and City Manager as conforming to the authorized expenditures set forth in the City Council adopted budget need not be audited by the City Council prior to payment, but may be presented to the City Council at the first meeting after delivery.

In government finance, a warrant is a written order to pay that instructs a federal, state,

Warrant Demand Register

March 7, 2023

Page 2 of 2

county, or city government treasurer to pay the warrant holder on demand or after a specific date. Such warrants look like checks and clear through the banking system like checks. Warrants are issued for payroll to individual employees, accounts payable to vendors, to local governments, and to companies or individual taxpayers receiving a refund.

DISCUSSION:

The attached Warrants Listing delineates the warrants that have been paid for the period identified above. The Chief Financial Officer certifies that the listed warrants were drawn in payment of demands conforming to the adopted budget and that these demands are being presented to the City Council at its first meeting after the delivery of the warrants.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Joseph Lillio, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 15a summary
2. Register 15b summary
3. Register 16a summary

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3044225 - 3044297
9002796 - 9002796

DATE OF APPROVAL: AS OF 2/21/2023

REGISTER # 15a

001	GENERAL FUND	326,807.81
003	EXPENDABLE TRUST FUND - OTHER	10,404.15
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	5.80
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	2,870.60
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
120	C.O.P.S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	3,942.83
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	48,733.28
502	WASTEWATER FUND	455.20
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	40.64
603	WORKERS COMP. RESERVE/INSURANCE	93.32
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	1,088.36
704	CULTURAL DEVELOPMENT	71.24
708	OUTSIDE SERVICES TRUST	11,225.59
	TOTAL WARRANTS	\$ 406,386.82

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

For Approval: Regular checks held for City council authorization to release.

CODES:

R = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

For Ratification:

A = Payroll and Employee Benefit checks

AP - U = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances where prompt payment discounts can be obtained or late payment penalties can be avoided or when a situation arises that the City Manager approves.

H = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

CHIEF FINANCIAL OFFICER

Joseph R. [Signature]
2-9-2023

CITY MANAGER

Joseph R. [Signature], Acting City Manager
2-9-2023

DATE:

DATE:

VOID CHECKS DUE TO ALIGNMENT:
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 2/21/2023
REGISTER # 15a

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	63.75
1201	City Treasurer	(192.38)
1300	City Clerk	2.43
2101	City Manager	3,879.27
2102	Communications	(59.68)
2103	El Segundo Media	
2201	City Attorney	33,680.90
2401	Economic Development	30,741.24
2402	Planning	1,917.18
2405	Human and Health Services	
2500	Administrative Services	104,925.89
2601	Government Buildings	2,824.45
2900	Nondepartmental	2,806.41
6100	Library	1,818.98
		<hr/> 182,408.44
PUBLIC SAFETY		
3100	Police	(215.80)
3200	Fire	24,724.53
2403	Building Safety	14,767.20
2404	Plng/Bldg Sfty Administration	
		<hr/> 39,275.93
PUBLIC WORKS		
4101	Engineering	926.21
4200	Streets/Park Maintenance	40,036.98
4300	Wastewater	
4601	Equipment Maintenance	6,069.90
4801	Administration	
		<hr/> 47,033.09
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	9,653.45
5400	Centennial	
		<hr/> 9,653.45
EXPENDITURES		
CAPITAL IMPROVEMENT		
ALL OTHER ACCOUNTS		
		128,015.91
TOTAL WARRANTS		
		<hr/> <hr/> 406,386.82

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 1/23/23 THROUGH 1/29/23**

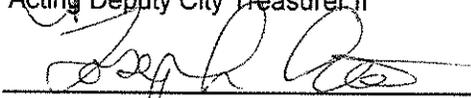
<u>Date</u>	<u>Payee</u>		<u>Description</u>
1/23/2022	IRS	326,617.90	Federal 941 Deposit
1/23/2022	Employment Development	2,232.94	State SDI payment
1/23/2022	Employment Development	81,464.53	State PIT Withholding
1/23/2023	Unum	180.90	Long Term Care Premium - February 2023
1/2/23-1/8/23	Workers Comp Activity	16,135.10	SCRMA checks issued
1/2/23-1/8/23	Liability Trust - Claims	52,822.97	Claim checks issued/(voided)
1/2/23-1/8/23	Retiree Health Insurance		Health Reimbursement checks issued
1/2/23-1/8/23	Flexible Spending Account		Employee Health and DCA card charges
		<u>479,454.34</u>	

DATE OF RATIFICATION: 2/2/23

TOTAL PAYMENTS BY WIRE:

479,454.34

Certified as to the accuracy of the wire transfers by:

 _____ Acting Deputy City Treasurer II	<u>2/2/2023</u> Date
 _____ Chief Financial Officer	<u>2-9-2023</u> Date
 _____ City Manager	<u>2-9-2023</u> Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3044298 - 3044389
9002797 - 9002821

DATE OF APPROVAL: AS OF 2/21/2023

REGISTER # 15b

001	GENERAL FUND	257,917.71
003	EXPENDABLE TRUST FUND - OTHER	7,500.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	5.76
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	3,383.00
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	738.07
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HGME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 621 BIKEWAY FUND	-
119	MTA GRANT	-
120	C.O.P. S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	287.35
127	MEASURE "M"	17,843.97
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	27,878.25
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	5,928.09
502	WASTEWATER FUND	13,789.83
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	48.73
603	WORKERS COMP. RESERVE/INSURANCE	117.22
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	343.06
704	CULTURAL DEVELOPMENT	8.01
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 335,596.85

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

For Approval: Regular checks held for City council authorization to release.

CODES:

R = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

For Ratification:

A = Payroll and Employee Benefit checks

AP - U = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances where prompt payment discounts can be obtained or late payment penalties can be avoided or when a situation arises that the City Manager approves.

H = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

CHIEF FINANCIAL OFFICER *Joseph Hillis*
DATE: *2-14-2023*

CITY MANAGER *[Signature]*
DATE: *2/15/23*

VOID CHECKS DUE TO ALIGNMENT: _____
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE: _____

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR: _____

NOTES _____

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 2/21/2023
REGISTER # 15b

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	80.00
1201	City Treasurer	200.00
1300	City Clerk	713.16
2101	City Manager	18,794.13
2102	Communications	159.22
2103	El Segundo Media	1,077.31
2201	City Attorney	
2401	Economic Development	1,990.32
2402	Planning	420.00
2405	Human and Health Services	1,000.00
2500	Administrative Services	27,090.42
2601	Government Buildings	3,510.29
2900	Nondepartmental	2,374.70
6100	Library	3,974.40
		61,383.95
PUBLIC SAFETY		
3100	Police	35,749.28
3200	Fire	33,470.72
2403	Building Safety	2,810.74
2404	Ping/Bldg Sfty Administration	2,548.64
		74,579.38
PUBLIC WORKS		
4101	Engineering	405.35
4200	Streets/Park Maintenance	45,140.68
4300	Wastewater	4,580.39
4601	Equipment Maintenance	1,508.99
4801	Administration	1,033.83
		52,669.24
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	13,978.90
5400	Centennial	
		13,978.90
EXPENDITURES		
	CAPITAL IMPROVEMENT	27,876.25
	ALL OTHER ACCOUNTS	105,109.13
	TOTAL WARRANTS	335,596.85

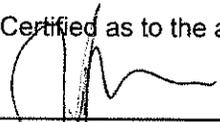
**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 2/6/23 THROUGH 2/12/23**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
2/6/2023	IRS	233,507.26	Federal 941 Deposit
2/6/2023	Employment Development	3,855.15	State SDI payment
2/6/2023	Employment Development	50,835.33	State PIT Withholding
2/9/2023	Cal Pers	617,605.57	EFT Health Insurance Payment
2/10/2023	West Basin	1,971,773.84	H2O payment
2/10/2023	Cal Pers	60,519.53	EFT Retirement Safety Police Classic - 1st Tier 28
2/10/2023	Cal Pers	49,895.34	EFT Retirement Safety Fire- Classic 30168
2/10/2023	Cal Pers	51,317.48	EFT Retirement Misc - PEPRA New 26013
2/10/2023	Cal Pers	32,792.75	EFT Retirement Misc - Classic 27
2/10/2023	Cal Pers	28,539.78	EFT Retirement Safety-Police-PEPRA New 25021
2/10/2023	Cal Pers	13,419.99	EFT Retirement Safety-Fire-PEPRA New 25020
2/10/2023	Cal Pers	7,421.50	EFT Retirement Sfty Police Classic-2nd Tier 30169
2/10/2023	Cal Pers	44.87	EFT Retirement Misc - Classic 27
1/16/23-1/22/23	Workers Comp Activity	35,316.33	SCRMA checks issued
1/16/23-1/22/23	Liability Trust - Claims	20,654.40	Claim checks issued/(voided)
1/16/23-1/22/23	Retiree Health Insurance		Health Reimbursement checks issued
1/16/23-1/22/23	Flexible Spending Account		Employee Health and DCA card charges
		<u>3,177,499.12</u>	

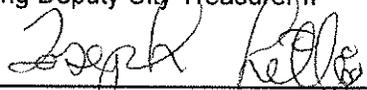
**DATE OF RATIFICATION: 2/2/23
 TOTAL PAYMENTS BY WIRE:**

3,177,499.12

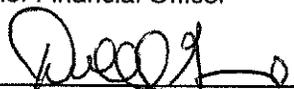
Certified as to the accuracy of the wire transfers by:



 Acting Deputy City Treasurer II 2/13/2023
 Date



 Chief Financial Officer 2-14-2023
 Date



 City Manager 2-15-23
 Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3044390 - 3044479
9002822 - 9002828

DATE OF APPROVAL: AS OF 3/7/2023

REGISTER # 16a

001	GENERAL FUND	405,860.31
003	EXPENDABLE TRUST FUND - OTHER	12,211.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	10,133.43
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 621 BIKEWAY FUND	-
119	MTA GRANT	-
120	C.O.P.S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	640.00
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	3,959.13
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	2,756.19
502	WASTEWATER FUND	10,901.44
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	160,000.00
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	693.60
704	CULTURAL DEVELOPMENT	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 607,375.10

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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H = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

CHIEF FINANCIAL OFFICER

Joseph P. [Signature]
2-23-23

CITY MANAGER

[Signature]
2-23-23

DATE:

DATE:

VOID CHECKS DUE TO ALIGNMENT:
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 3/7/2023
REGISTER # 16a

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	
1201	City Treasurer	
1300	City Clerk	
2101	City Manager	
2102	Communications	3,466.00
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	8,045.50
2402	Planning	
2405	Human and Health Services	
2500	Administrative Services	142,039.33
2601	Government Buildings	101,288.10
2900	Nondepartmental	25,250.64
6100	Library	952.68
		<u>281,042.25</u>
PUBLIC SAFETY		
3100	Police	4,383.52
3200	Fire	3,523.00
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	17,550.40
		<u>25,456.92</u>
PUBLIC WORKS		
4101	Engineering	8,961.59
4200	Streets/Park Maintenance	33,560.28
4300	Wastewater	
4601	Equipment Maintenance	29,628.19
4801	Administration	
		<u>72,150.06</u>
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	15,171.94
5400	Centennial	
		<u>15,171.94</u>
EXPENDITURES		
CAPITAL IMPROVEMENT		3,959.13
ALL OTHER ACCOUNTS		209,594.80
TOTAL WARRANTS		<u><u>607,375.10</u></u>

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 2/13/23 THROUGH 2/19/23**

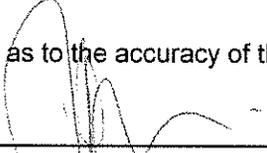
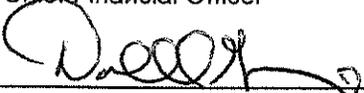
<u>Date</u>	<u>Payee</u>		<u>Description</u>
2/17/2023	IRS	233,507.26	Federal 941 Deposit
2/17/2023	Employment Development	3,855.15	State SDI payment
2/17/2023	Mission Square	1,038.46	401(a) payment Vantagepoint
2/17/2023	Mission Square	2,896.95	401(a) payment Vantagepoint
2/17/2023	Mission Square	50.00	IRA payment Vantagepoint
2/17/2023	ExpertPay	2,720.76	EFT Child support payment
1/23/23-1/29/23	Workers Comp Activity	75,186.94	SCRMA checks issued
1/23/23-1/29/23	Liability Trust - Claims	43,867.66	Claim checks issued/(voided)
1/23/23-1/29/23	Retiree Health Insurance		Health Reimbursement checks issued
1/23/23-1/29/23	Flexible Spending Account		Employee Health and DCA card charges
		<u>479,850.40</u>	

DATE OF RATIFICATION: 2/21/23

TOTAL PAYMENTS BY WIRE:

479,850.40

Certified as to the accuracy of the wire transfers by:

	<u>2/17/2023</u>
Acting Deputy City Treasurer II	Date
	<u>2-23-23</u>
Chief Financial Officer	Date
	<u>2-23-23</u>
City Manager	Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.5

TITLE:

Ordinances Amending El Segundo Municipal Code Title 15 (Zoning) to Establish Regulations for the State Density Bonus, Transitional and Supportive Housing, and Micro-Units

RECOMMENDATION:

1. Waive second reading and adopt three ordinances amending El Segundo Municipal Code ("ESMC") Title 15 to establish regulations for the State Density Bonus, Transitional and Supportive Housing, and Micro-Units and find they are exempt under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines § 15061(b)(3)) because they do not approve any particular development project, they consist only of minor revisions to existing zoning regulations and related procedures, and they do not have the potential for causing a significant effect on the environment.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

On February 21, 2023, the City Council considered three draft ordinances establishing regulations regarding the State Density Bonus, Transitional and Supportive Housing, and Micro-Units. During the public hearing, City Council directed staff to amend the ordinance establishing Micro-Unit regulations to remove the recently-approved Pacific Coast Commons Specific Plan (PCCSP) from the list of zones, specific plans, and overlay districts where micro-unit developments are permitted. At the conclusion of the public hearing, the City Council introduced and approved the three ordinances, as amended, for first reading.

Amendments to ESMC Title 15 (Zoning)

March 7, 2023

Page 2 of 2

DISCUSSION:

The Council may waive the second reading and adopt the ordinances. If adopted on March 7, 2023, the effective date of the ordinances will be April 7, 2023, which is 30 days from the adoption date.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for business and the community.

PREPARED BY:

Paul Samaras, AICP, Principal Planner

REVIEWED BY:

Michael Allen, AICP, Development Services Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Density Bonus Ordinance
2. Transitional and Supportive Housing Ordinance
3. Micro-Unit Ordinance

ORDINANCE NO. ____

AN ORDINANCE ADDING CHAPTER 15-35 (DENSITY BONUS) TO THE EL SEGUNDO MUNICIPAL CODE

The City Council of the city of El Segundo does ordain as follows:

SECTION 1: The Council finds and declares as follows:

- A. The State Legislature has declared that the lack of housing, including providing for a variety of housing types for all income levels and special needs groups, is a critical problem that threatens the economic, environmental, and social quality of life in California.
- B. Government Code Section 65583 requires that the City's Housing Element address governmental constraints to the development of housing, including providing for a variety of housing types for all income levels.
- C. The City Council of the City of El Segundo adopted the City's 2021-2029 Housing Element on February 1, 2022.
- D. Government Code Section 65915 requires that local governments adopt procedures for processing a density bonus application.
- E. Program 7 of the City's 2014-2021 Housing Element provides that the City will establish a density bonus program that is consistent with California Law.
- F. The Legislature amended Government Code Section 65915 in 2019 to clarify certain provisions of Density Bonus Law, and the City wishes to update the Development Code to ensure consistency with State law and clarify how to implement the density bonus program.
- G. On June 23, 2022, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed ordinance; the Planning Commission adopted Resolution No. 2921 recommending that the City Council introduce and adopt the density bonus ordinance.
- H. On February 21, 2023, the City Council held a duly noticed public hearing and considered the information provided by City staff and public testimony regarding the updated Ordinance; and
- I. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its February 21, 2023 hearing and the staff report submitted by the Community Development Department.

SECTION 2: Factual Findings and Conclusions. The City Council finds that introducing and adopting the proposed ordinance will amend the City’s municipal code to bring it into compliance with state law.

SECTION 3: General Plan Findings. As required under Government Code § 65454 the proposed Ordinance is consistent with the City’s General Plan as follows:

- A. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove development restrictions that limit the number of affordable housing units that can be produced in the City. In addition, the zone text amendment is consistent with Goal No. 2 (assisting in the production of affordable housing) and Program 7, Zoning Revisions.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC § 15-26-4 and based on the findings set forth in Section 3, the proposed amendments are consistent with the goals, policies, and objectives of the ESMC as follows:

- A. The amendments are consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources.
- B. It is necessary to facilitate the development process and ensure the orderly location of uses within the City.

SECTION 5: Environmental Assessment. Based on the facts set forth in Section 2, the City Council finds that the zone text amendment is exempt from further review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures and does not have the potential for causing a significant effect on the environment.

SECTION 6: ESMC Chapter 15-35 (Density Bonus) is added to read as follows:

**CHAPTER 35
Density Bonus**

- 15-35-1: Purpose**
- 15-35-2: Application**
- 15-35-3: Density Bonus Application**
- 15-35-4: Review and Determination**
- 15-35-5: Waiver of Development Standards**
- 15-35-6: Agreement and Additional Provisions**

15-35-1: Purpose

It is the purpose of this Chapter to encourage the production of very low-income, low-income, moderate-income and senior citizens housing units in accordance with Government Code Sections 65915 through 65918, as may be amended from time to time (“State Density Bonus Law”). In enacting this section, it is also the intent of the City to facilitate the development of affordable housing and to implement the goals, objectives, and policies of the housing element of the City’s General Plan. A copy of the current State Density Bonus Law shall be kept on file with the Development Services Department.

15-35-2: Application

This Chapter shall apply to any qualifying residential development application which meets the criteria to receive a density bonus.

15-35-3: Density Bonus Application

- A. In addition to any other review required for a proposed housing development, applications for density bonus shall be filed on a form approved by the Development Services Director (“director”). The application for a density bonus shall be filed concurrently with an application for a development. At the time the application is submitted, the applicant shall pay a density bonus application fee, established by City Council resolution.
- B. An applicant for a density bonus must file an application for a density bonus with the director concurrently with the application for all other entitlements necessary for the proposed housing development.
- C. The application must contain information sufficient to fully evaluate the request under the requirements of this chapter and Government Code section 65915, including, without limitation, the following:
 - 1. A description of the proposed housing development, including an explanation of how the proposed project will satisfy the eligibility requirements of Government Code section 65915;
 - 2. The total number of housing units proposed in the project, including unit sizes and the number of bedrooms;
 - 3. The total number of units proposed to be granted through the density increase over and above the otherwise maximum density for the project site;
 - 4. The total number of units to be made affordable to or reserved for sale or rental to very low, low or moderate-income households, or senior citizens, or other qualifying residents consistent with state law;

5. A list of any concessions or incentives being requested to facilitate the development of the project, together with documentation of resulting cost reductions necessary to provide for affordable housing costs; and
6. Any other information the director determines necessary to process and evaluate the proposal consistent with Government Code section 65915.

15-35-4: Review and Determination

- A. For a housing development qualifying pursuant to the requirements of Government Code Section 65915, the City shall grant a density bonus in an amount specified by Government Code Section 65915. Except as otherwise required by Government Code Section 65915, the density bonus units shall not be included when calculating the total number of housing units that qualifies the housing development for a density bonus.
- B. For the purpose of calculating the density bonus, the “maximum allowable residential density” shall be the maximum density allowed under the zoning ordinance and land use element of the general plan, or, if a range of density is permitted, the maximum allowable density for the specific zoning range and land use element of the general plan applicable to the project. Where the density allowed under the zoning ordinance is inconsistent with the density allowed under the land use element of the general plan, the maximum density allowed in the general plan shall prevail.
- C. The City shall grant the applicant the number of incentives and concessions required by Government Code Section 65915. The City shall grant the specific concession(s) or incentive(s) requested by the applicant, unless it makes any of the relevant written findings stated in Government Code Section 65915(d)(1).
- D. The applicant may request, and the City shall grant, a reduction in parking requirements in accordance with Government Code Section 65915(p), as that section may be amended from time to time.

15-35-5: Waiver of Development Standards

- A. Except as restricted by Government Code Section 65915, the applicant for a density bonus may submit a proposal for the waiver or reduction of development standards that have the effect of physically precluding the construction of a housing development incorporating the density bonus and any incentives or concessions granted to the applicant. A request for a waiver or reduction of development standards shall be accompanied by documentation demonstrating that the waiver or reduction is physically necessary to construct the housing development with the additional density allowed pursuant to the density bonus and incorporating any incentives or concessions required to be granted. The City shall approve a waiver or reduction of a development standard, unless it finds that:

1. The application of the development standard does not have the effect of physically precluding the construction of a housing development at the density allowed by the density bonus and with the incentives or concessions granted to the applicant;
2. The waiver or reduction of the development standard would have a specific, adverse impact, as defined in paragraph (2) of subdivision (d) of Section 65589.5, upon health, safety, or the physical environment, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact;
3. The waiver or reduction of the development standard would have an adverse impact on any real property that is listed in the California Register of Historical Resources; or
4. The waiver or reduction of the development standard would be contrary to state or federal law.

15-35-6: Agreement and Additional Provisions

- A. The applicant shall enter into an agreement with the City to ensure the continued affordability of all affordable units or the continued reservation of such units for qualifying senior citizens. Prior to receiving a building permit for any project that receives a density bonus or any incentive, concession, waiver, or reduction of development standards pursuant to this section, such agreement shall be recorded as a covenant against the property.
- B. For any development project that is granted a density bonus or other benefit pursuant to this section, the affordable units that qualify the project as eligible for a density bonus, must be constructed concurrently with or prior to the construction of any market rate units.
- C. In addition, the affordable units must be integrated with the market rate units so that there is a mix of affordable and market rate units, if any, in each building of the development project.
- D. An applicant shall not receive a density bonus or other incentive or concession unless the housing development is entitled to such a bonus, incentive or concession under Government Code Section 65915.
- E. The provisions of this subdivision shall be interpreted to fulfill the requirements of Government Code Section 65915. Any changes to that Government Code Section 65915 shall be deemed to supersede and govern any conflicting provisions contained herein.
- F. The director is authorized to adopt administrative regulations and procedures necessary to implement this chapter consistent with Chapter 4.3 (Density Bonuses and Other Incentives) of Division 1 of Title 7 of the Government Code.

SECTION 7: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 8: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 9: This Ordinance will become effective 30 days following its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2023.

Drew Boyles, Mayor

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ___ day of _____ 2023, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2023, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE 15 OF THE EL SEGUNDO MUNICIPAL CODE TO PERMIT TRANSITIONAL AND SUPPORTIVE HOUSING IN RESIDENTIAL ZONES

The City Council of the City of El Segundo does ordain as follows:

SECTION 1: The Council finds and declares as follows:

- A. The State Legislature has declared that the lack of housing, including providing for a variety of housing types for all income levels and special needs groups, is a critical problem that threatens the economic, environmental, and social quality of life in California.
- B. Government Code Section 65583 requires that the City's Housing Element address governmental constraints to the development of housing, including providing for a variety of housing types for all income levels.
- C. The City Council of the City of El Segundo adopted the City's 2021-2029 Housing Element on February 1, 2022.
- D. Government Code Section 65583 requires transitional and supportive housing to be considered a residential use and only subject to those restrictions that apply to other residential uses of the same type in the same zone.
- E. Program 8 of the City's 2021-2029 Housing Element provides that the City will amend the ESMC to permit transitional and supportive housing as required by California Law.
- F. On June 23, 2022, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed ordinance; the Planning Commission adopted Resolution No. 2922 recommending that the City Council introduce and adopt the transitional and supportive housing ordinance.
- G. On February 21, 2023, the City Council held a duly noticed public hearing and considered the information provided by City staff and public testimony regarding the updated Ordinance; and
- H. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its February 21, 2023 hearing and the staff report submitted by the Community Development Department.

SECTION 2: Factual Findings and Conclusions. The City Council finds that introducing and adopting the proposed ordinance will amend the City’s municipal code to bring it into compliance with state law.

SECTION 3: General Plan Findings. As required under Government Code § 65454 the proposed Ordinance is consistent with the City’s General Plan as follows:

- A. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove development restrictions that limit the number of affordable housing units that can be produced in the City. In addition, the zone text amendment is consistent with Housing Element Program 8, Zoning Revisions.

SECTION 3: Zone Text Amendment Findings. In accordance with ESMC § 15-27-3 and based on the findings set forth in Section 3, the proposed amendments are consistent with the goals, policies, and objectives of the ESMC as follows:

- A. The amendments are consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources.
- B. It is necessary to facilitate the development process and ensure the orderly location of uses within the City.

SECTION 4: Environmental Assessment. Based on the facts set forth in Section 2, the City Council finds that the zone text amendment is exempt from further review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures and does not have the potential for causing a significant effect on the environment.

SECTION 5: ESMC Section 15-1-6 (Definitions) is amended to add the following definitions:

(after studio/soundstage):

“Supportive housing” means housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Supportive housing shall be considered a residential use of property. Supportive housing can take the form of single-family or multi-family units and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.

(after synthetic grass):

“Target population” means persons with low incomes who have one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, or individuals eligible for services provided pursuant to the Lanterman Developmental Disabilities Services Act (Welfare and Institutions Code § 4500, et seq.) and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people.

(after transit support facility):

“Transitional housing” means buildings configured as rental housing developments but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance. Transitional housing shall be considered a residential use of property. Transitional housing can take the form of single-family or multi-family units and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.

SECTION 6: ESMC Section 15-4A-2 (R-1 Zone Permitted Uses) is amended to read as follows:

15-4A-2: PERMITTED USES:

Only the following uses and developments may be conducted or constructed in the R-1 Zone:

- A. A State authorized, certified or licensed family care home, foster family home, or group home serving six (6) or fewer children.
- B. A State authorized, certified or licensed residential facility, residential care facility, residential care facility for the elderly, intermediate care facility, developmentally disabled habilitative or nursing, or congregate living health facility, serving six (6) or fewer persons.

C. Transitional or Supportive Housing.

D G. Home occupations.

E D. Large family daycare homes pursuant to section 15-4A-4 of this article.

F E. One (1) mobile or manufactured home subject to the following:

1. The mobile or manufactured home has been certified pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974, and has not been altered in violation of applicable codes; and
2. The mobile or manufactured home must be installed on a permanent foundation in compliance with all applicable building regulations and division 13, part 2 (commencing with section 18000) of the California Health and Safety Code.

G F. Parks, playgrounds, recreational areas (publicly owned and operated) but excluding ballparks, bleachers, swimming pools or other types of facilities where racing or contests are conducted or public amusement devices are for hire.

H G. Single-family dwellings; provided, that where a dwelling containing seven hundred (700) square feet or less exists on the rear portion of the lot and was placed thereon prior to, or for which a building permit was issued prior to December 26, 1947, in conformance to the requirements of ordinance 293 of the City, a second one-family dwelling may be erected on the front portion of the lot, whereupon the dwelling on the rear portion of the lot shall assume the status of a nonconforming use as defined herein, but may be expanded to a maximum of seven hundred (700) square feet.

I H. Small family daycare homes.

J I. The keeping of animals and pets in accordance with [title 6, chapter 2](#) of this Code.

K J. On compliant parcels only, home sharing of a permitted single-family dwelling unit, or portion thereof, when conducted in accordance with a valid Short-term Home Sharing Rental Permit issued pursuant to Title 4, Chapter 16 of this Code. This subsection will automatically sunset 15 months after the pilot program established by Chapter 4-16 commences.

1. For purposes of this subsection, a compliant parcel is one that provides off-street parking on the parcel at a ratio of not less than one parking space per guest bedroom in the residence on the parcel. Parking spaces may include garage or driveway spaces. Tandem parking spaces are acceptable provided each tandem space measures at least 9 feet by 20 feet and does not extend into public right-of-way
2. Home sharing is not a permitted use in the absence of a valid Short-term Home Sharing Rental Permit.
3. An accessory dwelling unit may not be used for home sharing or as a short-term rental.

L K. Other similar uses approved by the Director, as provided by [chapter 22](#) of this title.

SECTION 7: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 8: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 9: This Ordinance will become effective 30 days following its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2023.

Drew Boyles, Mayor

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ____ day of _____ 2023, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ____ day of _____, 2023, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

ORDINANCE NO. ____

AN ORDINANCE ADDING CHAPTER 15-13C (MICRO-UNITS) TO EL SEGUNDO MUNICIPAL CODE TITLE 15 TO IMPLEMENT THE 2021-2029 EL SEGUNDO HOUSING ELEMENT

The City Council of the city of El Segundo does ordain as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The State Legislature has declared that the lack of housing, including providing for a variety of housing types for all income levels and special needs groups, is a critical problem that threatens the economic, environmental, and social quality of life in California.
- B. Government Code Section 65583 requires that the City's Housing Element address governmental constraints to the development of housing, including providing for a variety of housing types for all income levels.
- C. The City Council of the City of El Segundo adopted the City's 2021-2029 Housing Element on February 1, 2022.
- D. Program 8 of the City's 2021-2029 Housing Element provides that the City will establish regulations for micro-units.
- E. On June 23, 2022, the Planning Commission held a study session to receive public testimony and provide direction to staff on drafting a micro-unit ordinance. The Planning Commission appointed a subcommittee of two Commissioners to work with staff on drafting the proposed ordinance ("Ordinance").
- F. On January 12, 2023, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the Ordinance and adopted Resolution No. 2928 recommending that the City Council introduce and adopt the micro-unit Ordinance.
- G. On February 21, 2023, the City Council held a duly noticed public hearing and considered the information provided by City staff and public testimony regarding the updated Ordinance; and
- H. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its February 21, 2023 hearing and the staff report submitted by the Community Development Department.

SECTION 2: Factual Findings and Conclusions. The City Council finds that introducing and adopting the Ordinance will amend the City's municipal code to establish:

- A. a minimum unit size in the City's residential zones;
- B. a definition for Micro-Unit developments;
- C. development, design, and operational standards; and
- D. ministerial and discretionary review and approval processes for micro-unit developments.

SECTION 3: General Plan Findings. As required under Government Code § 65855 the proposed Ordinance is consistent with the City's General Plan as follows:

- A. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove development restrictions that limit the number of affordable housing units that can be produced in the City. In addition, the zone text amendment is consistent with Goal No. 2 to provide sufficient new, affordable housing opportunities in the City. Further, the Ordinance is consistent with Program 7e, (Zoning Revisions) to consider an amendment to the ESMC to establish regulations for Single Room Occupancy (SRO) or Micro-unit Housing.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC § 15-27-3, the Planning Commission finds that:

- A. The amendment is consistent with the General Plan, in that it is consistent with and implements several Housing Element goals and programs as set forth in Section 3 above.
- B. The amendment is necessary to serve the public health, safety, and general welfare in that it will facilitate the construction of new affordable housing units ranging from 250 to 450 square feet, which will meet the needs of certain groups with special requirements, including the needs of lower and moderate- income households as identified in the 2021-2029 Housing Element.

SECTION 5: Environmental Assessment. Based on the facts set forth in Section 2, the City Council finds that the Ordinance is exempt from the California Environmental Quality Act (“CEQA”) (Pub. Resources Code, § 21000 et seq.) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures, and, therefore, it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment. Furthermore, the Ordinance does not approve any specific project, and City staff will conduct discrete environmental review for any project proposed under this Ordinance’s provisions.

SECTION 6: ESMC Subsection 15-4A-6(F) regarding the R-1 zone Floor Area Ratio for lots wider than 25 feet is amended to read as follows:

F. Minimum Unit Size and Floor Area Ratio:

The minimum dwelling unit size shall be 250 square feet and the floor area ratio shall be as follows:

1. The maximum total building area on the lot shall not exceed an overall floor area ratio (FAR) of 0.60. There is no minimum building size.
2. The maximum FAR for the second floor of the primary structure shall not exceed 0.25.
3. In calculating the overall FAR, floor area is measured to the interior of a building's perimeter walls and shall include all floors of the primary dwelling (i.e., main structure), attached and detached accessory dwelling units, habitable attic space, accessory buildings, and balconies, decks, verandas and porches.
4. Areas where the vertical measurement between the floor and ceiling directly above is fourteen feet (14') or more shall be counted on both the first and second stories for FAR calculations (areas such as rotundas, spaces with vaulted ceilings, and other similar areas with volume).
5. Stairs and elevators are counted once and are applied to the first floor.

6. For purposes of calculating floor area, the following are not included:
 - a. Basements as defined in section [15-1-6](#) of this title;
 - b. Up to five hundred (500) square feet of interior floor area of an attached or detached garage;
 - c. Detached accessory structures measuring not more than one hundred twenty (120) square feet;
 - d. Up to five hundred (500) square feet cumulative of first floor decks, verandas and porches, covered or uncovered, attached or detached, and at least thirty inches (30") in height (as measured from adjacent grade to the walking surface), provided that the deck, veranda or porch is at least fifty percent (50%) open on the sides.
 - e. Second floor balconies and decks that are not covered.
 - f. Up to twelve (12) square feet of second floor decks and balconies that are covered by roof, lattice, or trellis.
 - g. The area of decks, balconies, verandas or porches covered by eave projections up to eighteen inches (18").
7. In cases of uncertainty or ambiguity, the director will determine whether an area is counted toward FAR.

SECTION 7: ESMC Subsection 15-4A-6-1(F) regarding the R-1 zone Building Area for lots 25 feet wide or less is amended to read as follows:

F. ~~Building Area: No minimum requirement.~~ **Minimum Unit Size:**

The minimum dwelling unit size shall be 250 square feet.

SECTION 8: ESMC Subsection 15-4B-6(F) regarding the R-2 zone Building Area is amended to read as follows:

F. ~~Building Area: No minimum requirement.~~ **Minimum Unit Size:**

The minimum dwelling unit size shall be 250 square feet.

SECTION 9: ESMC Subsection 15-4C-5(F) regarding the R-3 zone Building Area is amended to read as follows:

F. ~~Building Area: The minimum lot area per dwelling unit shall be as follows:~~ **Minimum Unit Size and Density:**

The minimum dwelling unit size shall be 250 square feet and the density shall be as follows:

1. On property of ~~fifteen thousand (15,000)~~ square feet or less in size, one unit for every ~~one thousand six hundred thirteen (1,613)~~ square feet of lot area is allowed. A fraction of a lot greater than ~~one thousand seventy five (1,075)~~ square feet will allow an additional unit.

2. On property greater than ~~fifteen thousand (15,000)~~ square feet in size, one ~~(1)~~ unit for every ~~two thousand four hundred twenty (2,420)~~ square feet of lot area is allowed. A fraction of a lot greater than ~~one thousand six hundred thirteen (1,613)~~ square feet will allow an additional unit.

SECTION 10: A new Chapter 15-13C (Micro-Units) is added to ESMC Title 15 to read as follows:

CHAPTER 15-13C Micro-Units

15-13C-1: Purpose

15-13C-2: Applicability; Locations

15-13C-3: Unit size; Unit size mix

15-13C-4: Concentration; Unit mix

15-13C-5: Development agreement required

15-13C-6: Operational standards

15-13C-7: In-unit amenities

15-13C-8: Development standards

15-13C-9: Common onsite amenities

15-13C-10: Design standards

15-13C-11: Prohibition of condominium subdivisions

15-13C-12: Development impact mitigation fees

15-13C-13: Administration and enforcement

15-13C-1: Purpose

It is the purpose of this chapter to encourage the production of a more diverse housing stock and more affordable housing options. In enacting this chapter, it is also the intent of the City to implement the goals, objectives, and policies of the Housing Element of the City's General Plan.

15-13C-2: Applicability; Locations

- A. Housing developments containing 5 or more units 250 to 450 square feet shall be considered "Micro-Unit developments" and be subject to the standards in the underlying zoning district, specific plan or overlay and the standards in this chapter. If the standards in this chapter conflict with the underlying zoning, the standards in this chapter will take precedence. Housing developments containing fewer than 5 units 250 to 450 square feet shall not be considered Micro-Unit developments and shall be subject only to the standards in the underlying zoning district, specific plan or overlay.

B. Micro-Unit developments are permitted in the following zones, overlays, specific plans, and other locations that the City Council may designate:

1. Multi-family Residential (R-3) Zone
2. Housing Overlay (HO) District
3. Mixed-Use Overlay (MU-O) District
4. Downtown Specific Plan (DSP)

15-13C-3: Unit size; Unit size mix

- A. *Unit size.* Each unit must be at least 250 square feet in floor area but cannot exceed 450 square feet in floor area.
- B. *Unit size mix.* 50% of the micro-units in a project must be at least 350 square feet in floor area.

15-13C-4: Concentration; Unit mix

A maximum 25% of residential units in a development may be micro-units, unless otherwise agreed to via development agreement under section 15-13C-6.

15-13C-5: Development agreement required

- A. A development agreement pursuant to Government Code § 65854 et seq. is required for a micro-unit development proposing more than 40 total units or in excess of the 25% micro-unit limit set forth in section 15-13C-4. The foregoing notwithstanding, no development may not exceed a maximum of 75% micro-units of the total number of residential units in a development.
- B. A development agreement is required for projects with 40 or fewer total units that do not comply with the required standards, amenities, or unit mix specified in this chapter.
- C. The Community Development Director, or designee, may require the person requesting the development agreement to include reasonable information or documentation as part of the development agreement application process.

15-13C-6: Operational standards

Projects subject to this chapter must comply with this section's operational standards, unless otherwise provided in a development agreement pursuant to section 15-13C-6:

- A. Onsite manager required for projects pursuant to California Code of Regulations Title 25 section 42.
- B. The minimum length of stay shall be 30 days; short-term rentals are prohibited.
- C. Occupancy is limited to two persons, not including children up to three years of age.
- D. A management plan must be submitted to the Community Development Director before the City issues building permits or before a development agreement is approved for review and approval and must, without limitation, provide for the following:
 - 1. Security;
 - 2. Rental periods;
 - 3. Tenant screening and residency requirements;
 - 4. Parking; and
 - 5. Occupancy limits.

15-13C-7: In-unit amenities

Each micro-unit must contain the following amenities, unless otherwise provided in a development agreement pursuant to section 15-13C-6:

- A. One kitchen in every unit, including the following minimums:
 - 1. 30-inch sink;
 - 2. 18-inch by 24-inch counter;
 - 3. Stove and/or oven feature;
 - 4. 24-inch wide, full height refrigerator; and
 - 5. Microwave
- B. One bathroom, including the following minimums:
 - 1. Toilet;
 - 2. Sink; and
 - 3. Bathtub or shower.
- C. A minimum 48 square feet of storage space in a closet.

15-3C-8: Development standards

Projects subject to this chapter must comply with this section's development standards for micro-units, unless otherwise provided in a development agreement pursuant to section 15-13C-6:

- A. Vehicle parking. One space for studio and one-bedroom units or 1.5 spaces for two-bedroom units.
- B. Other parking standards in Chapter 15-15 (Off-street parking)
- C. Bicycle parking – 1 rack (two-bike capacity) for every 3 units
- D. Deviation from parking standards. Any person requesting deviation from the vehicle parking requirements in section 15-3C-9 must submit a parking demand study and Transportation Demand Management (TDM) program to the City with its development agreement application, or at a later time, for review and approval by the Community Development Director or designee. The Community Development Director or designee will consider the following mobility amenities and incentives in reviewing the TDM program and proposed deviations from the parking requirements in this section:
 - 1. Bicycle parking/storage beyond minimum code requirements;
 - 2. Onsite bike-share station;
 - 3. Onsite car-share stop;
 - 4. Shuttle service to major hubs;
 - 5. Onsite childcare service;
 - 6. Subsidized transit passes for residents;
 - 7. Unbundling parking spots from the regular rent; or
 - 8. Use of point system or consideration of proximity to public transit.
- E. Security.
 - 1. Minimum lighting of 1.25 foot-candles is required in all parking areas.
 - 2. Projects must comply with all applicable security code provisions in this code.

15-13C-9: Common onsite amenities

- A. *Private Open Space*. All units must have a minimum of 50 square feet of private open space.

B. *Common Open Space*. There must be a minimum of 400 square feet of common open space for the first 30 project units overall, plus 15 square feet per each unit above the first 30 project units.

C. *Common Indoor Space*.

1. Projects must include common indoor space equal to at least the greater of 10 square feet per unit or 200 square feet.
2. Common indoor space must consist of the following amenities:
 - a. Communal kitchen. Projects with more than 30 units must incorporate at least one common full kitchen and
 - b. Multipurpose space. Projects must incorporate multipurpose space on each floor that may include any of the following:
 - i. Office/meeting room;
 - ii. Fitness room/gym;
 - iii. Game/craft room;
 - iv. Living room; or
 - v. Other similar uses.
3. Required common indoor space excludes janitorial storage, laundry facilities, and common hallways.

D. *Laundry*. Projects must provide one washer and dryer per 10 units or fraction thereof.

15-13C-10: Design Standards

Projects subject to this chapter must comply with the following design standards, unless otherwise provided in a development agreement pursuant to section 15-13C-6:

- A. *Unit configuration*. Project configuration must facilitate the future combination of micro-units into larger units.
- B. *Ceiling height*. Micro-unit ceiling height must be at least nine feet.
- C. *Access to natural light*. Micro-units must have direct access to natural light.
- D. *Window size*. The total square-foot area of windows in a micro-unit must equal at least 15% of the unit's floor area.

15-13C-11: Prohibition of condominium subdivisions

The subdivision or individual sale of micro-units is prohibited.

15-13C-12: Development impact mitigation fees

Micro-units are subject to the same development impact mitigation fees as other multi-family residential units.

15-13C-13: Administration and enforcement.

- A. The City Council may establish fees by resolution for the City's ongoing administration of this chapter.
- B. The Community Development Director, or designee, may promulgate regulations to facilitate the City's ongoing administration of this chapter, and such regulations will become effective upon publication on the City's website.

SECTION 11: *Electronic Signatures*. This Ordinance may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 12: *Construction*. This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 13: *Severability*. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 14: *Recordation*. The City Clerk, or designee, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 15: Effective Date. This Ordinance will become effective 30 days following its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2023.

Drew Boyles, Mayor

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ____ day of _____ 2023, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ____ day of _____, 2023, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.6

TITLE:

Approve Plans and Specifications for FY 2022-23 Annual Concrete Improvements Project

RECOMMENDATION:

1. Adopt a resolution to approve plans and specifications for the FY 2022-23 Annual Concrete Improvements Project No. PW 22-17.
2. Authorize staff to advertise the project for construction.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in the Adopted FY 2022-23 Budget.

Amount Budgeted: \$200,000
Additional Appropriation: None.
Account Number(s): 106-400-8203-8606 (Sidewalk Repair- Gas Tax Fund)
301-400-8203-8705 (Sidewalk Repair - CIP Fund)

BACKGROUND:

The Public Works Department administers an annual concrete improvements program to repair defective sidewalks, curbs and gutters throughout the City. The program eliminates potential trip hazards, ensures public safety, and restores proper drainage flows affected by the defective areas.

FY 2022-23 Concrete Improvements Project

March 7, 2023

Page 2 of 3

DISCUSSION:

Staff have identified 42 repair locations citywide as shown on the attached map.

The project includes the following improvements, per the plans and specifications:

- Removal and replacement of existing damaged sidewalks
- Removal and replacement of broken curbs & gutters
- Removal and replacement of damaged/cracked driveway approaches
- Removal of nonstandard approaches and replacement of standard approaches with proper sidewalks
- Adjustment of utility meter boxes/covers
- Repair of streets/sidewalks uplifted by tree roots
- Removal of tree(s), if necessary

Capital Improvement Funding in the amount of \$200,000 for the FY 2022-23 Annual Concrete Improvements Project is available.

Staff therefore recommends City Council approve the recommended actions as noted. With the City Council's authorization, the anticipated schedule for the concrete project is as follows:

March 2023: Advertise for Construction

April 2023: Award Construction Contract

June 2023: Begin Construction

August 2023: Project Completion

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an inviting and safe community.

PREPARED BY:

Floriza Rivera, Principal Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

FY 2022-23 Concrete Improvements Project

March 7, 2023

Page 3 of 3

Barbara Voss, Deputy City Manager

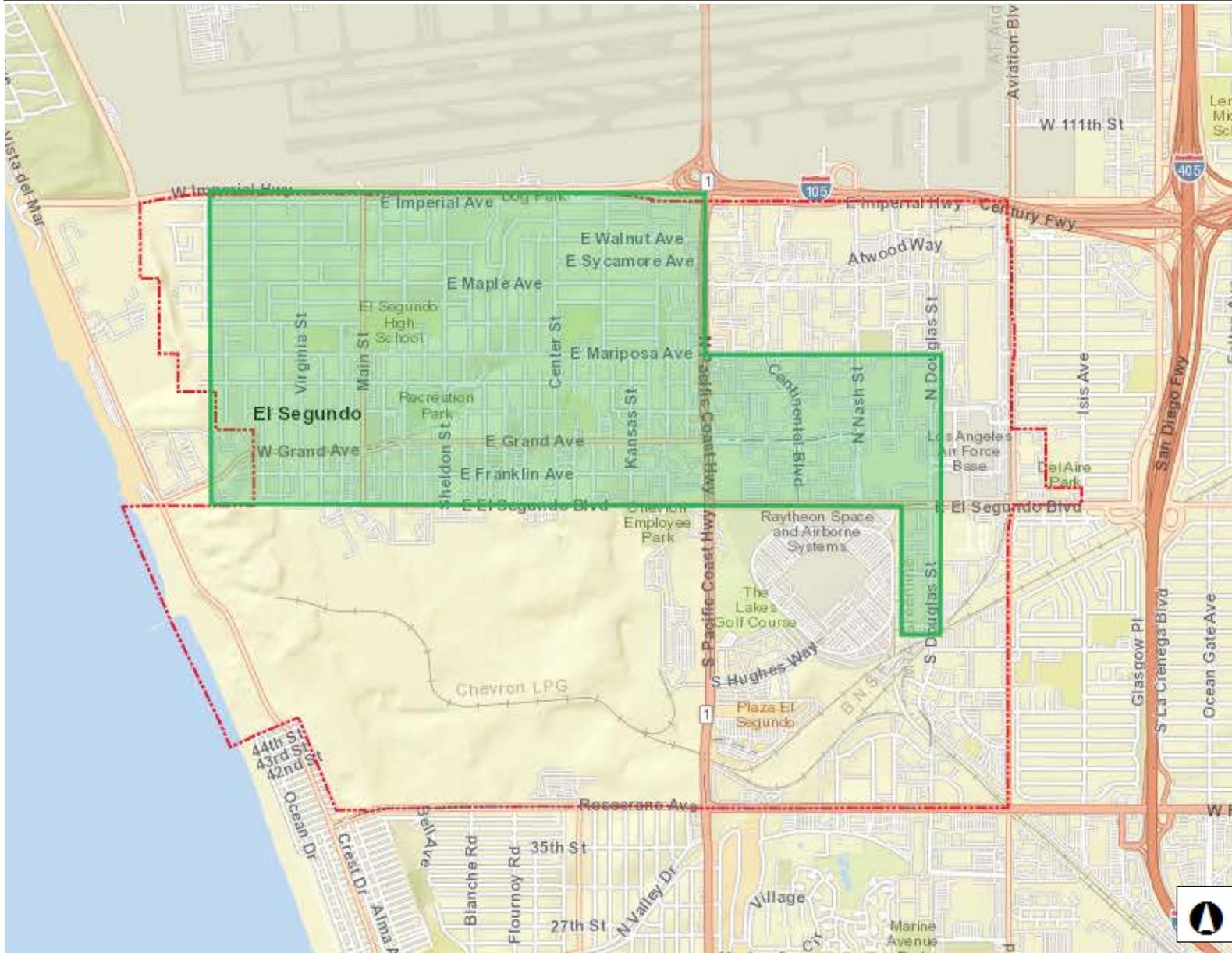
ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map PW 22-17
2. Location Map PW 22-17
3. Resolution PW 22-17



Vicinity Map

PW 22-17: FY 22-23 Annual Concrete Improvements Project



6,018.7 0 3,009.33 6,018.7 Feet

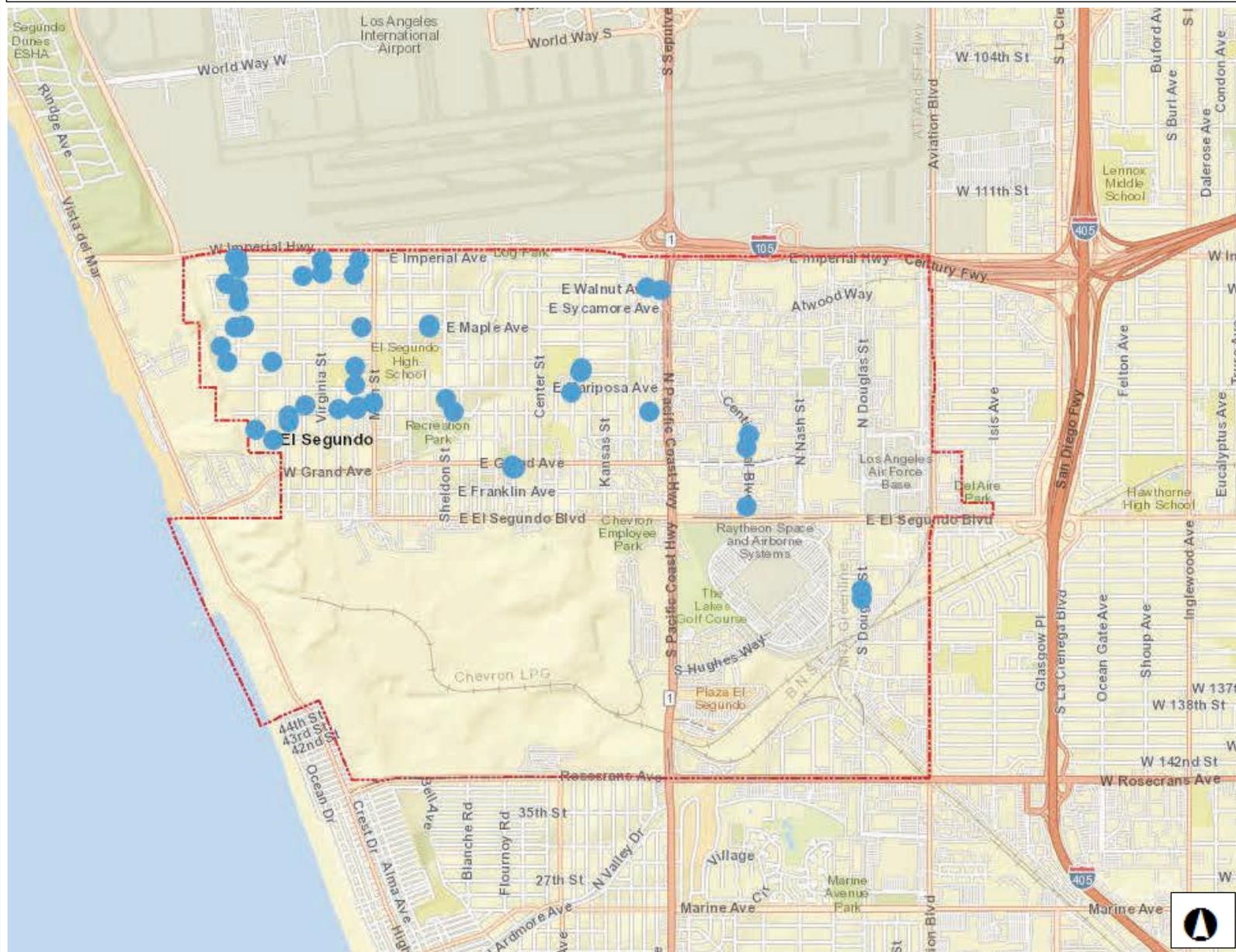
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DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible for any claims, losses or damages resulting from the use of this map.



Location Map

FY 22/23 Annual Concrete Improvements Project, PW 22-17



Legend

- - - City Boundary
- Concrete Repair Areas

Notes

No Scale

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RESOLUTION NO. _____

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE FY 22-23 ANNUAL CONCRETE IMPROVEMENTS PROJECT, PROJECT NO. PW 22-17 PURSUANT TO GOVERNMENT CODE SECTION 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

The City Council of the City of El Segundo does resolve as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The City Engineer prepared specifications and plans requesting Construction of the FY 22-23 Annual Concrete Improvements Project (the "Project"). These plans are complete. Bidding for construction of the Project may begin;
- B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: Design Immunity; Authorization.

- A. The design and plans for the Project are determined to be consistent with the City's standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms with the City's General Plan.
- D. The City Engineer, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: Project Payment Account. For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project ("Project Payment Account") following receipt of construction bids. The Project Payment Account will be the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2023.

Drew Boyles, Mayor

ATTEST:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

_____ for
Mark D. Hensley
City Attorney



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.7

TITLE:

Main Street / Imperial Highway Monument Entry Feature Sign Project

RECOMMENDATION:

1. Adopt a resolution authorizing the Public Works Director, or designee, to approve the plans and specifications for the construction of Main Street / Imperial Highway Monument Entry Feature Sign Project (No. PW 23-04), pursuant to Government Code § 830.6 and El Segundo Municipal Code Section 1-7C-11.
2. Authorize staff to advertise the project for construction bids.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted in FY 2022-23: \$442,500

- Design: \$78,110 (Hirsch & Associates)
- Remaining Budget for Project Construction: \$364,390 (Demolition, Electrical, Lighting, Irrigation, Landscaping and Sign)

Additional Appropriation: If the cost of the project (once bid) exceeds the budgeted amount, an additional appropriation would be required.

Account Number(s): 301-400-8203-8214 (City Gateway Entry Project)

BACKGROUND:

On January 18, 2022, City Council authorized staff to execute a Professional Services Agreement with Hirsch & Associates, Inc. ("Consultant") to prepare the design of the Main Street / Imperial Highway Monument Entry Feature Sign Project (the "Project") and authorized staff to remove the existing signage at the Main Street and Imperial Highway

Main Street / Imperial Highway Monument Entry Feature Sign Project

March 7, 2023

Page 2 of 3

intersection. By the end of January 2022, Public Works staff had removed the sign at the site intersection. Additionally, the Consultant investigated the site and prepared two concepts for this entry feature. The Consultant was asked to provide a design that is reflective of El Segundo's small-town charm and beach orientation, which would tie this entry feature into the evolving nature of the downtown area and connect to the historic El Segundo High School, Library and Library Park.

At the September 6, 2022 and September 20, 2022 City Council meetings, the Consultant presented two conceptual options, being the "Character of El Segundo" concept and the "Old Time Postcard Inspiration" concept. The City Council provided feedback on the two presented options and selected the second option, the "Old Time Postcard Inspiration" concept design. This concept is inspired by the city's rich history. This bold, clean, and modern design will be a stand-out statement in the landscape which will invite visitors to explore all that the City has to offer.

DISCUSSION:

The design of this project is complete and the plans were submitted to the City's Building and Safety Division in early 2023 for review. The Building and Safety Division asked for additional structural engineering calculations, which were submitted. This last step of the approval process is for the Building and Safety Division to review and approve these calculations, which is expected to be done by mid March 2023. Subsequently, the building permit will be issued and the project will be ready to be advertised for construction.

The proposed Resolution will authorize the Public Works Director, or designee to review and approve the Project's design and plans, under his discretion, pursuant to state and local law. The Public Works Director, or designee, must approve the Project's design and plans to determine consistency with the applicable standards and requirements before any Project construction begins. Finally, the Resolution will allow the Public Works Director, or designee, to act on the City's behalf in approving any alterations or modifications of the approved design and plans.

Staff respectfully ask that the City Council approve the actions as recommended.

With the City Council's authorization, the construction of this project is anticipated for award by June 2023, and the construction is scheduled to be completed by late fall 2023.

Main Street / Imperial Highway Monument Entry Feature Sign Project

March 7, 2023

Page 3 of 3

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an inviting and safe community.

Objective 4B: El Segundo's technology supports effective, efficient, and proactive operations.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for business and the community.

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:

Cheryl Ebert, Senior Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. PW 23-04 Monument Sign Plan Adoption Resolution
2. PW 23-04 Monument Entry Feature Design

RESOLUTION NO. __

A RESOLUTION AUTHORIZING THE PUBLIC WORKS DIRECTOR, OR DESIGNEE, TO APPROVE THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF MAIN STREET / IMPERIAL HIGHWAY MONUMENT ENTRY FEATURE SIGN PROJECT (NO. PW 23-04), PURSUANT TO GOVERNMENT CODE § 830.6 AND EL SEGUNDO MUNICIPAL CODE SECTION 1-7C-11 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

The City Council of the city of El Segundo does resolve as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The City retained Hirsch & Associates, Inc. ("Consultant") as the architect to design and prepare plans for the Main Street / Imperial Highway Monument Sign Project, City Public Works Department project no. 23-04 (the "Project");
- B. Government Code § 830.6 provides design or plans immunity to a local agency where the legislative body or employee approves the design or plans in advance of construction.
- C. El Segundo Municipal Code ("ESMC") § 1-7C-11 authorizes the Public Works Director or City Council to approve the Project's design or plans in advance of construction pursuant to Government Code § 830.6.
- D. The Consultant has informed the City Engineer that Project's plans are nearing completion.
- E. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the Project's plans and construction.

SECTION 2: *Design Immunity Determination Authorization.*

- A. The City Council authorizes the Public Works Director or designee to review and potentially approve the Project's design and plans, under his or her discretion, pursuant to Government Code § 830.6 and ESMC § 1-7C-11.
- B. The Public Works Director, or designee, must approve the Project's design and plans to determine consistency with the applicable standards and requirements before any Project construction begins.
- C. The Public Works Director, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the approved design and plans.

- D. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: *Project Payment Account.* For purposes of the contract documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”). The Project Payment Account is the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 7th day of March, 2023.

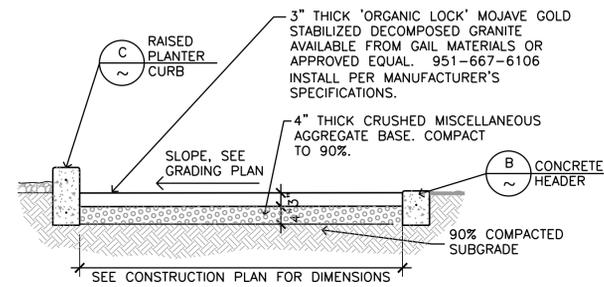
Drew Boyles, Mayor

ATTEST:

Tracy Weaver, City Clerk

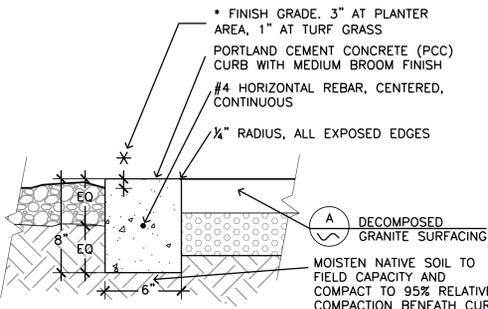
APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Joaquin Vazquez, Assistant City Attorney

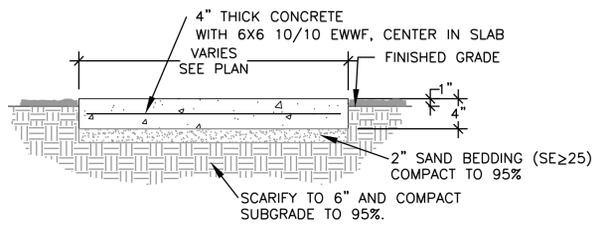


STABILIZED DECOMPOSED GRANITE (A) NOT TO SCALE

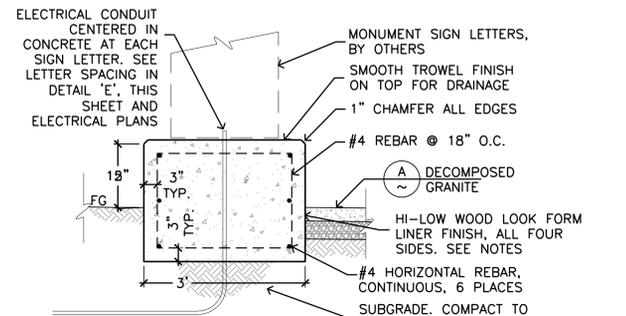
NOTE: CONTROL JOINT MAX. SPACING: 15', SPACED EVENLY BETWEEN EXPANSION JOINTS. ALIGN EXPANSION JOINTS AT BEGINNING/END OF CURVE AND AT CENTER OF SEGMENTS GREATER THAN 50' IN LENGTH.



CONCRETE HEADER (B) NOT TO SCALE

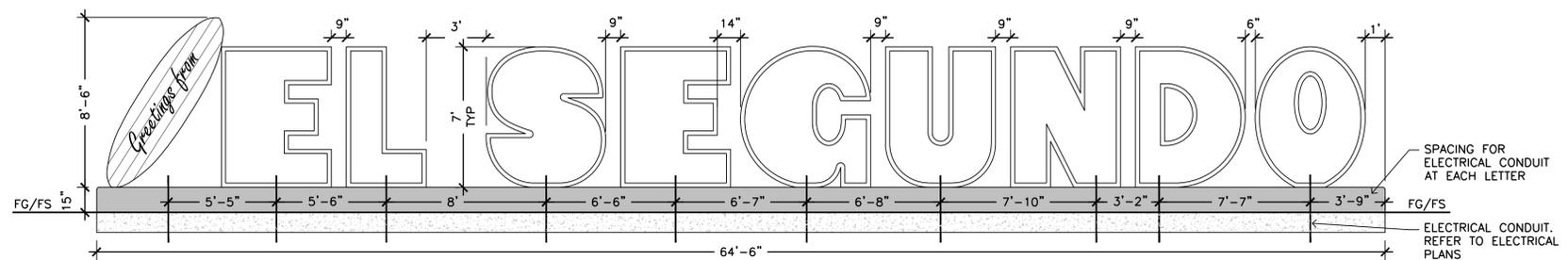


4" THICK REINFORCED CONCRETE (C) NOT TO SCALE

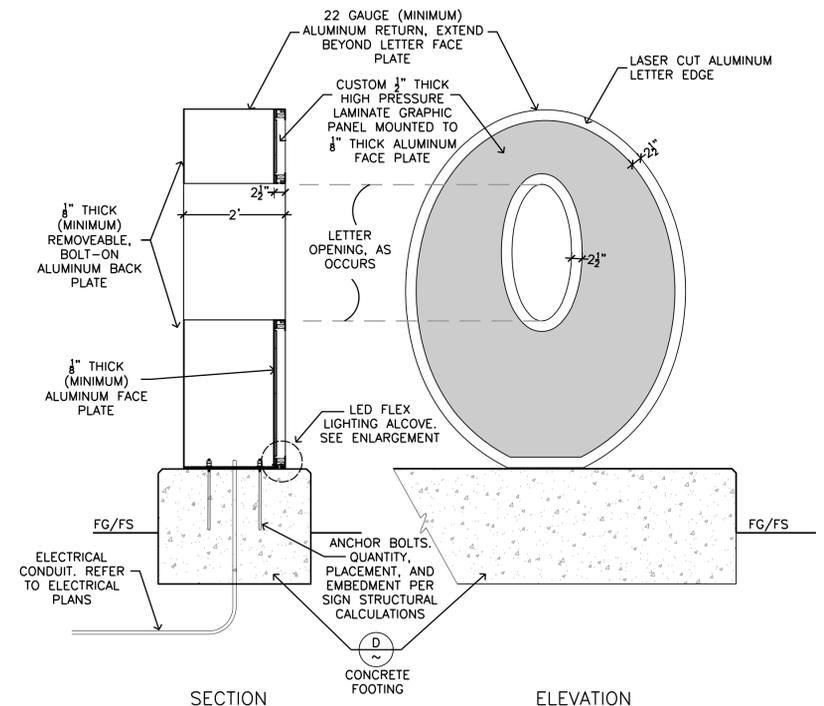


NOTES:
 1. CONCRETE TYPE SHALL BE NATURAL GREY, 3,000 PSI 5 SACK MIX WITH SIKAVISCRETE-2100 SUPERPLASTICIZER ADMIXTURE, OR EQUAL. SUPERPLASTICIZER ALLOWS FOR BETTER FLOW OF CONCRETE MIX INTO THE FINE LINES OF THE FORM LINER.
 2. FORM LINER: HI-LOW CEDAR BOARD, ITEM #465 BY SIKA, OR EQUAL.

MONUMENT SIGN BASE/FOOTING (D) NOT TO SCALE

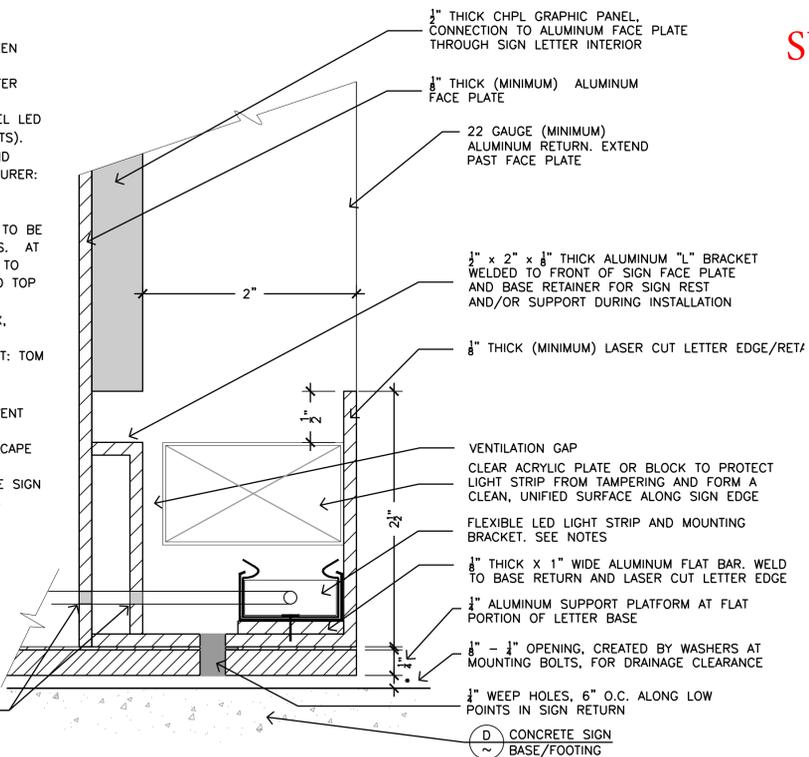


MONUMENT SIGN ELEVATION (E) SCALE: 1/4" = 1'-0"



MONUMENT SIGN LETTER FABRICATION (F) NOT TO SCALE

- NOTES:
- ALL WELDS SHALL BE GROUND SMOOTH AND NOT SEEN FROM THE OUTSIDE OF THE SIGN, ALL SIDES.
 - ALL ALUMINUM PARTS MUST BE POWDER COATED AFTER WELDING. COLOR: WHITE
 - LINE VOLTAGE FLEXIBLE LINEAR, DRIVERLESS NO-PIXEL LED LIGHT STRIP. COLOR: TEMPERATURE: 4000K (6.0 WATTS). MODEL: DL-AC-FLEX2-HW08-FR-4090. ENDCAPS AND CONNECTING CABLES, LENGTH AS NEEDED. MANUFACTURER: JESCO, OR EQUAL. AVAILABLE THROUGH FORMAN & ASSOCIATES. CONTACT: TOM WONG. (949) 233-3004
 - PLASTIC LIGHT STRIP MOUNTING CHANNEL MAY NEED TO BE CUT AND SHORTENED AT AREAS WITH A TIGHT RADIUS. AT LOCATIONS WHERE MOUNTING BRACKET WILL NOT FIT TO RADIUS, SCREW MOUNTING CLIP WITHOUT BRACKET TO TOP OF FLAT BAR AT 5.5" O.C. SPACING. MANUFACTURER: JESCO, OR EQUAL. MOUNTING CHANNEL: DL-AC-FLEX, LENGTH AS NEEDED. MOUNTING BRACKET: SG-MC-V. AVAILABLE THROUGH FORMAN & ASSOCIATES. CONTACT: TOM WONG. (949) 233-3004
 - GAUGE/THICKNESS OF ALUMINUM IS SUGGESTED BUT THICKNESS MAY BE INCREASED, IF NEEDED, TO PREVENT OIL CANNING. OIL CANNING IS NOT ACCEPTABLE.
 - CONTRACTOR TO PROVIDE SHOP DRAWINGS TO LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO FABRICATION. MODIFICATIONS TO THE DESIGN CAN BE MADE BY THE SIGN MANUFACTURER AS LONG AS DESIGN INTENT REMAINS INTACT.

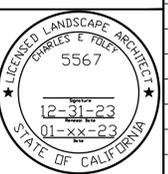


LIGHTING ALCOVE ENLARGEMENT (G) NOT TO SCALE

SUBJECT TO CHANGE

SPECIAL NOTE:
 SEWER, WATER & STORM DRAIN UNDERGROUND UTILITIES DELINEATED ON THIS MAP WERE SCALED FROM EXISTING PLANS FROM THE CITY OF EL SEGUNDO. PRECISE LOCATION OF ALL OTHER EXISTING UNDERGROUND UTILITIES TO BE VERIFIED BY THE CONTRACTOR IN THE FIELD PRIOR TO CONSTRUCTION.

DIG ALERT:
 DIAL TOLL FREE 1-800-422-4133 AT LEAST TWO WORKING DAYS BEFORE YOU DIG UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA



REVISIONS		
NO.	DATE	BY

CITY OF EL SEGUNDO
 CALIFORNIA
 ENGINEERING DIVISION

PLAN
 CONSTRUCTION DETAILS
 CD-1

DATE: _____

SHEET 7 OF 19

PR. NO. _____ PW XXXX

CITY ENGINEER R. E. _____





City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.8

TITLE:

Notice of Completion for the Sewer Main Closed Circuit Television Inspection Project

RECOMMENDATION:

1. Accept the Sewer Main Closed Circuit Television Inspection Project, Project No. PW 21-12, by Empire Pipe Cleaning and Equipment and deem the project complete.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The fiscal impact of the project is \$336,311.35.

Amount Budgeted: \$390,0000

Additional Appropriation: None

Account Number: 502-400-8204-8647 (Sewer Main Repair Annual Program)

BACKGROUND:

On May 17, 2022, City Council awarded a standard Public Works Contract to Empire Pipe Cleaning and Equipment in the amount of \$388,445.03 for the Sewer Main Closed Circuit Television (CCTV) Inspection Project (Project). The project identifies pipe defects in the existing underground sanitary sewer collection system and allows staff to establish future sanitary sewer rehabilitation projects.

DISCUSSION:

Empire Pipe Cleaning and Equipment began closed circuit television inspections in July 2022 and completed the task by January 2023. The project was completed in

Sewer Main Inspection Project

March 7, 2023

Page 2 of 2

accordance with the plans and specifications and to the City's satisfaction. This project was completed under budget, and the unspent funds will be returned to the funding source for future projects. The results of the CCTV inspection report will be analyzed and noted defects will be repaired in future capital improvement projects.

Staff recommends the City Council to approve the recommended actions as noted.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an inviting and safe community.

PREPARED BY:

Floriza Rivera, Principal Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

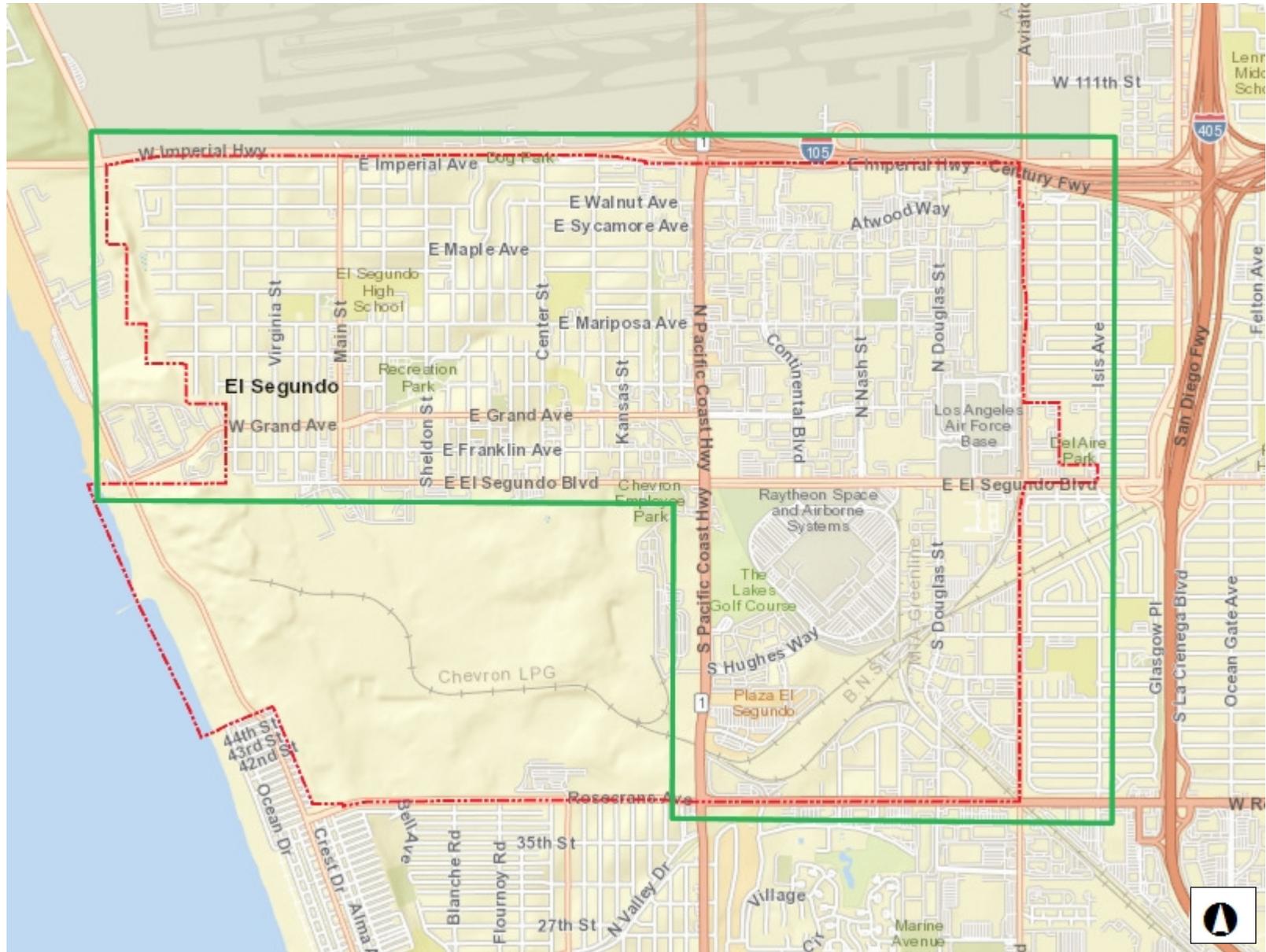
ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map PW 21-12
2. Location Map PW 21-12
3. Notice of Completion PW 21-12



Vicinity Map

Citywide Sewer Closed Circuit Television (CCTV) Inspection Project



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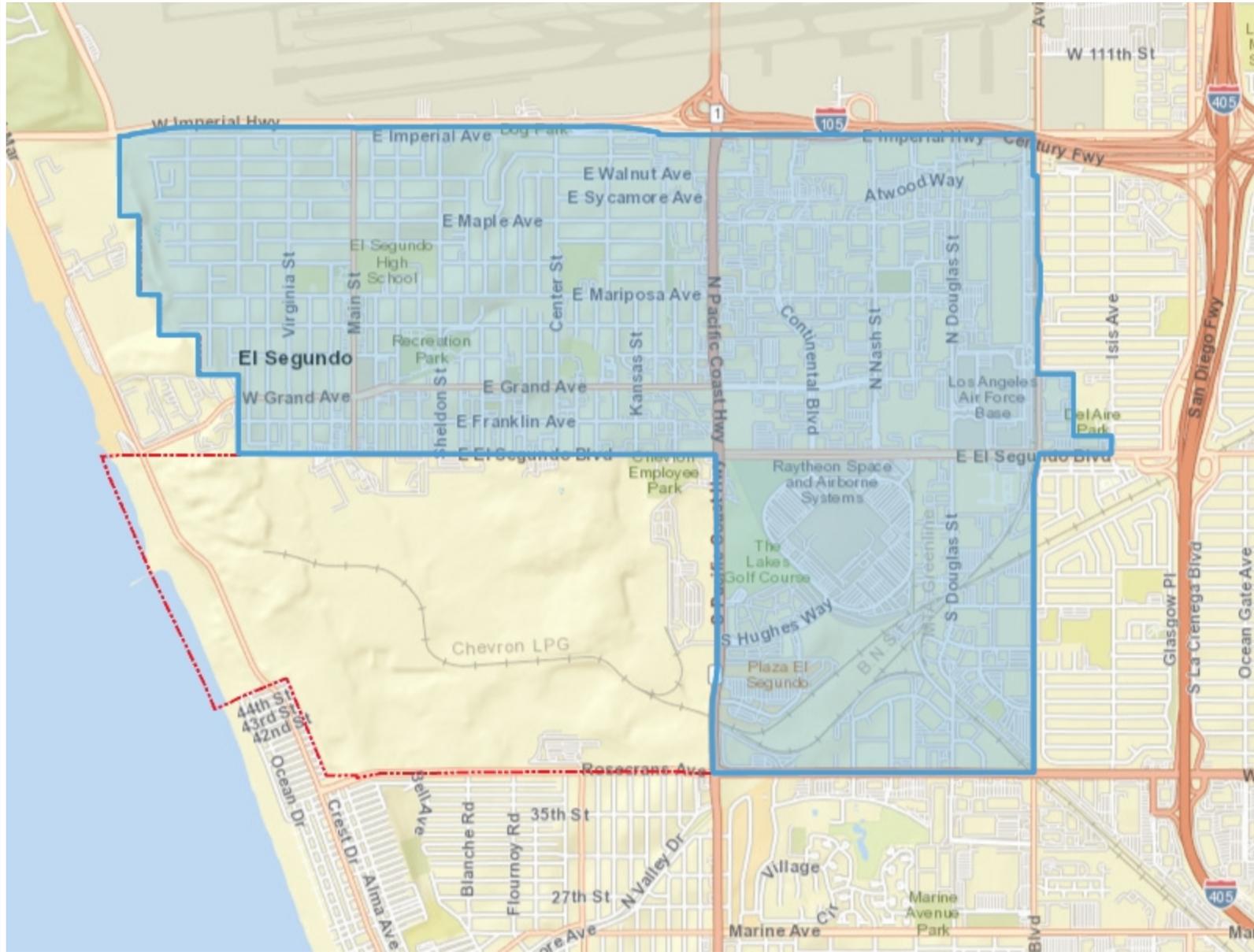
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Location Map

Citywide Sewer Closed Circuit Television (CCTV) Inspection Project



Legend

- City Boundary
- Project Region

Notes



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**Recording Requested by
and When Recorded Mail To:**

**City Clerk, City Hall
350 Main Street
El Segundo, CA 90245**

NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Sewer Closed Circuit Television Inspection Project.
Project No. PW 21-12 Contract No.6367

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2. The full name of the owner is: City of El Segundo
3. The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245
4. The nature of the interest of the owner is: Public Facilities
5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on January 18, 2023. The work done was: Sewer Closed Circuit Television Inspection.
6. On March 7, 2023, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7. The name of the Contractor for such work of improvement was: Empire Pipe Cleaning and Equipment, Inc.
8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows:
 - Various locations citywide
9. The street address of said property is: None

Dated: _____

Elias Sassoon
Public Works Director

VERIFICATION

I, the undersigned, say: I am the Director of Public Works of the City El Segundo, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury the foregoing is true and correct.

Executed on _____, 2023 at El Segundo, California.

Elias Sassoon
Public Works Director



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.9

TITLE:

Notice of Completion for Water Main Improvements on Grand Avenue Project

RECOMMENDATION:

1. Accept Water Main Improvements on Grand Avenue Project, Project No. PW 21-05, by Stephen Doreck Equipment Rentals, Inc. as complete.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The project cost: \$1,480,778.66 for construction & inspection

Amount Budgeted: \$1,598,162.80

Additional Appropriation: No.

Account Number: \$1,000,000.00 from 501-400-7103-8206 (Water Fund Infrastructure Replacement)

\$ 598,162.80 from 501-400-7103-8207 (Water Fund Main Replacement)

BACKGROUND:

On November 2, 2021, City Council awarded a construction contract to Stephen Doreck Equipment Rentals, Inc. for the amount of \$1,598,162.80. The scope of the project was to replace the water main along Grand Avenue (between Center Street and Pacific Coast Highway), upgrade city connections to the new main, relocate water meters, and relocate fire hydrants.

DISCUSSION:

Notice of Completion Water Main Grand Ave.

March 7, 2023

Page 2 of 2

Construction began in May 2022, and was completed by Stephen Doreck Equipment Rentals, Inc. in December 2022. The project was completed under budget and the unspent amount will be returned to the source fund for future projects.

Staff respectfully recommends that the City Council accepts the work performed by Stephen Doreck Equipment Rentals, Inc. for the Water Main Improvements on Grand Avenue Project, and authorize the City Clerk to file a Notice of Completion with the County Recorder's office.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an inviting and safe community.

PREPARED BY:

Floriza Rivera, Principal Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

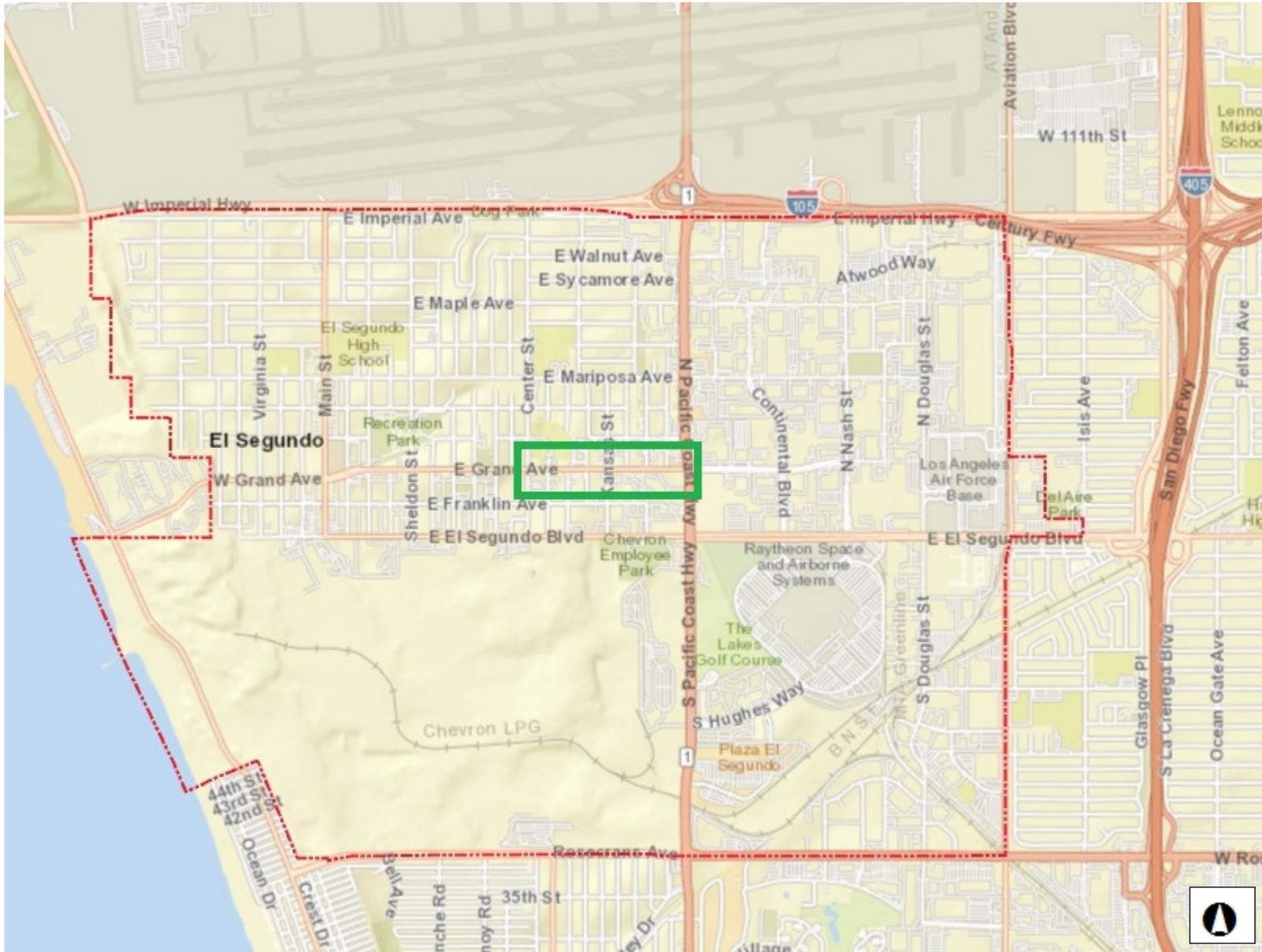
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map PW 21-05
2. Location Map PW 21-05
3. Notice of Completion PW 21-05
4. Before and After Pictures PW 21-05



Vicinity Map Water Main Improvements Project on Grand Avenue



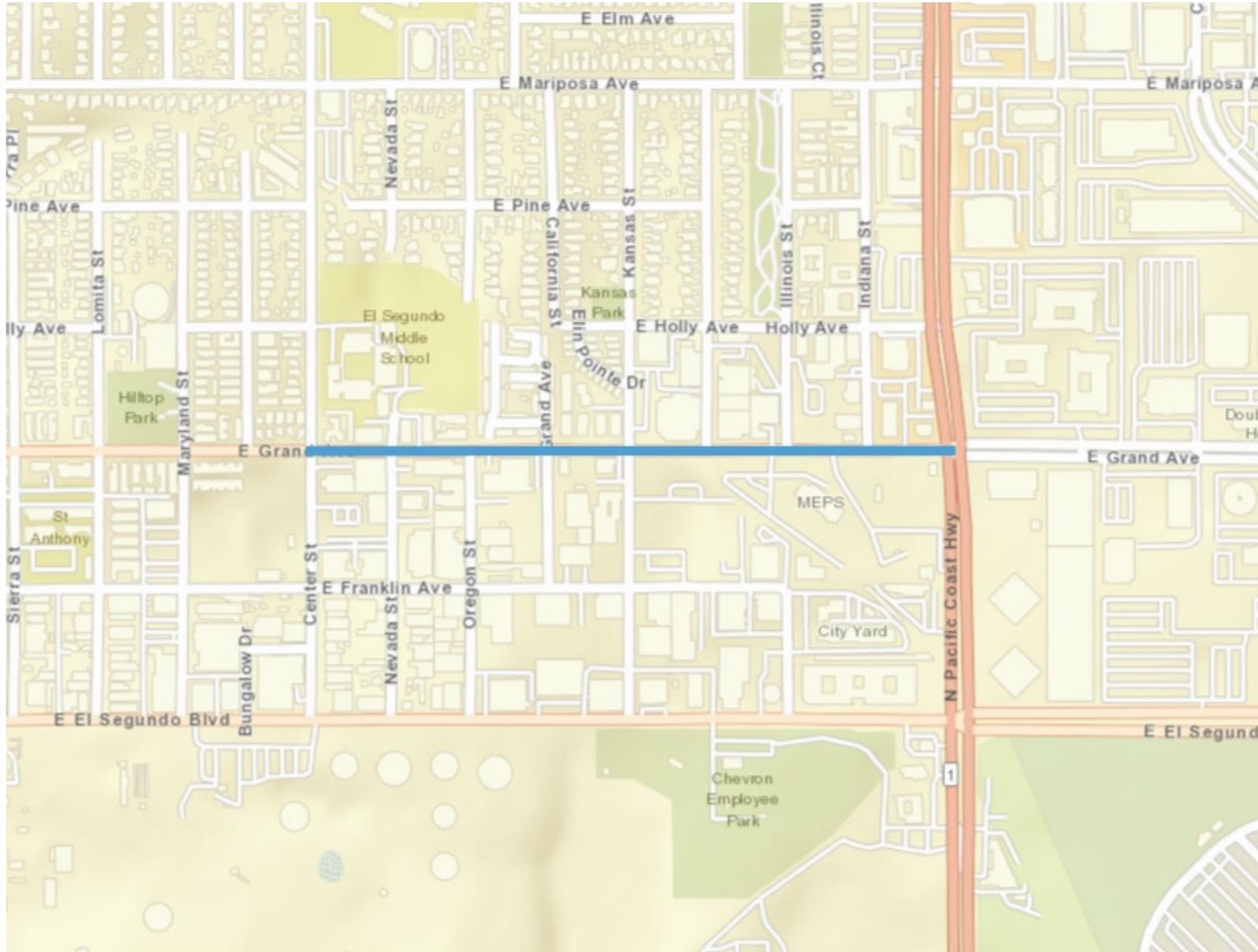
6,018.7 0 3,009.33 6,018.7 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere

DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible for any claims, losses or damages resulting from the use of this map.



Location Map Water Main Improvements on Grand Avenue



- Legend**
-  City Boundary
 -  Project Area:
E. Grand Avenue
between Center Street
and Pacific Coast
Highway

Notes

DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible for any claims, losses or damages resulting from the use of this map.

**Recording Requested by
and When Recorded Mail To:**

**City Clerk, City Hall
350 Main Street
El Segundo, CA 90245**

NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Water Main Improvements on Grand Avenue Project

Project No. PW 21-05 Contract No. 6206

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2. The full name of the owner is: City of El Segundo
3. The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245
4. The nature of the interest of the owner is: Public Water System Facilities
5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on December 2, 2022. The work done was: Water Main Improvements on Grand Avenue Project
6. On March 7, 2023, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7. The name of the Contractor for such work of improvement was: Stephen Doreck Equipment Rentals, Inc.
8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows:
 - E. Grand Avenue from Center Street to Pacific Coast Highway
9. The street address of said property is: None

Dated: _____

Elias Sassoon
Public Works Director

VERIFICATION

I, the undersigned, say: I am the Director of Public Works of the City El Segundo, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury the foregoing is true and correct.

Executed on _____, 2023 at El Segundo, California.

Elias Sassoon
Public Works Director

BEFORE AND AFTER PICTURES, PW 21-05

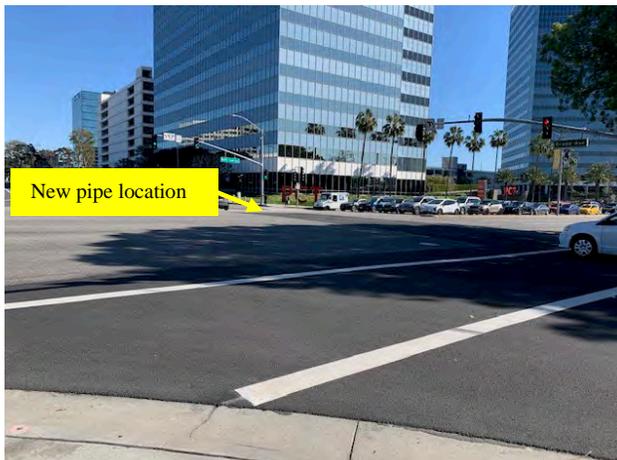
1. Before: Pacific Coast Hwy / Grand Ave. intersection



During: Night work on Pacific Coast Highway



After:



2. Before: At rear of 155 Pacific Coast Hwy on the south side of E. Grand Ave. - nonstandard mechanical connection on fireflow assembly



After:



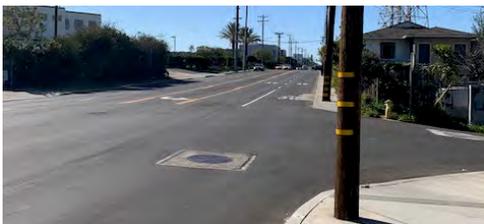
3. Before: Grand Ave. looking west toward Illinois St.



During: Pipe installation, backfilled trench, asphalt grinding



After:



4. Before: Center St. at Grand Ave. original striping



After: Yellow high-visibility crosswalks in all directions





City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.10

TITLE:

Resolution Adopting Updated Records Retention Schedule

RECOMMENDATION:

1. Adopt the proposed Resolution to update the City's records retention schedule.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Over time, the City will realize General Fund operational savings in reduced storage expenses and improved operational efficiency. The amount of budgetary savings related to reduced storage expense is to be determined, but could be in the range of \$500 - \$1,200 per month.

BACKGROUND:

The City Clerk's office, in consultation with its consultant Gladwell Governmental Services, Inc. ("Gladwell"), prepared a comprehensive update to the City's records retention schedule ("Retention Schedule"), which determines how long the City must keep electronic or physical copies of City documents. Different schedules are outlined with respect to each City department. The City Council approved the updated Retention Schedule upon its adoption of Resolution No. 5284 on November 16, 2021.

DISCUSSION:

To ensure ongoing legal compliance of the City's Retention Schedule, staff, in consultation with Gladwell, conducted an annual review and identified minor, necessary updates in accordance with state law. The Community Development, Finance, Police and Information Technology Services Departments are the subject of the minor Retention Schedule modifications. The underlying policy approach for approving and destroying records following the expiration of a retention requirement will remain the same, i.e., the City Clerk may dispose of records based on the intervals listed in the

Resolution Adopting updates to Citywide Records Retention Schedule

March 7, 2023

Page 2 of 2

Retention Schedule, upon City Manager's request and written City Attorney authorization. The proposed Resolution would adopt the updated Retention Schedule and authorize the City Clerk to make minor updates to the Retention Schedule, in consultation with the City Attorney.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4B: El Segundo's technology supports effective, efficient, and proactive operations.

PREPARED BY:

Lili Sandoval, Deputy City Clerk

REVIEWED BY:

Tracy Weaver, City Clerk

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution
2. El Segundo - Retention Schedule (with changes)
3. El Segundo - Retention Schedule (without changes)
4. How to Use Retention Schedules

RESOLUTION NO.

A RESOLUTION ADOPTING A CITYWIDE RECORDS RETENTION SCHEDULE FOR CITY DOCUMENTS.

BE IT RESOLVED by the Council of the City of El Segundo as follows

SECTION 1. The City Council finds as follows

- A. Keeping and maintaining public records that are unnecessary or duplicative results in the consumption of public resources including money, time and space,
- B. Government Code §§ 34090, *et seq* establish methods by which the City may approve the destruction of unneeded documents,
- C. It is in the public interest to reduce the City's cost for storing documents while, at the same time, ensuring that the City preserves those records that are required to conduct City business.

SECTION 2 As used in this Resolution; "record" has the same definition as set forth in Government Code § 6252.

SECTION 3 Pursuant to Government Code § 34090, the City Council approves the Citywide records retention schedule in attached Exhibit "A," which is incorporated by reference, and authorizes the City Clerk to dispose of records according to the time intervals listed in that schedule upon the request of the City Manager, or designee, and the written approval of the City Attorney.

SECTION 4 Notwithstanding the records retention schedule adopted by this Resolution, the City Clerk may, upon complying with the provisions of Government Code § 34090.5, dispose of documents in any legal manner without the further approval of the City Council or City Attorney.

SECTION 5 Upon destroying any documents in accord with this Resolution, the City Clerk is directed to complete a certificate verifying the destruction of such records and file the certificate with the City's official records.

SECTION 6 The City Clerk is directed to certify the adoption of this Resolution, record this Resolution, in the book of the City's original resolutions, and make a minute of the adoption of the Resolution in the City Council's records and minutes of this meeting.

SECTION 7 The City Clerk is authorized to make periodic updates to Exhibit "A" in consultation with the City Attorney, however, the City Council must approve major modifications to the records retention policy.

SECTION 8 This Resolution will become effective immediately upon adoption and remain in effect until repealed or superseded. Resolution No. 5284 and any other Resolution adopting a records retention schedule is repealed and superseded by this Resolution.

PASSED AND ADOPTED this 21st day of February, 2023

Drew Boyles, Mayor

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, hereby certify that the whole number of members of the City Council of the City is five, that the foregoing Resolution No. _____ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the 21st day of February, 2023, and the same was so passed and adopted by the following roll call vote

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Tracy Weaver, City Clerk

APPROVED AS TO FORM

By _____
Mark D. Hensley, City Attorney

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
BUILDING SAFETY										
Develop. Services / Building Safety	DS-001	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090,
Develop. Services / Building Safety	DS-002	Building Permits / Building Address Files - Permanent Documents Permits & Attachments, Certificate of Occupancy, Geotechnical / Geological Reports, Grading Permits, Lab Test Reports, Structural Observation Reports, Sile Plans Special Inspection Reports, Soils Reports, Structural Observation Reports, Final Inspection Reports	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090; H&S §19850
Develop. Services / Building Safety	DS-003	Building Plans - Expired	Expiration + 6 months		Expiration + 6 months		Mag, Ppr			Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.
Develop. Services / Building Safety	DS-004	Building Plans - Withdrawn	Upon Withdrawal		Upon Withdrawal		Mag, Ppr			Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Building Safety	DS-005	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans are not required to be submitted for these projects, but if they are, the CBC requires they be retained for at least completion + 180 days; H&S§19850; CBC §§104.7 & 107.5; GC §34090
Develop. Services / Building Safety	DS-006	Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS, PRODUCTION HOMES	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial only; ÷ CBC §§104.7 & 107.5; H&S§19850, GC §34090
Develop. Services / Building Safety	DS-007	California Building Codes (CBC, etc.)	Minimum While Ordinance is in Force		Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Develop. Services / Building Safety	DS-008	Complaints (Written correspondence received or sent)	When No Longer Required - Minimum Close + 2 years		When No Longer Required - Minimum Close + 2 years		Mag, Ppr			GC §34090
Develop. Services / Building Safety	DS-009	Covenants	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Building Safety	DS-010	Inspection Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion		Until Cleared or Project Completion			Mag, Ppr		Department Preference (preliminary documents); GC §34090
Develop. Services / Building Safety	DS-011	Modification Approvals / Deviations from Code Requirements	P		P	Yes		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090
Develop. Services / Building Safety	DS-012	Plan Check Review / Plan Review / Extension of Time for Permit or Plans	Project Completion or Upon Expiration		Project Completion or Upon Expiration	Yes		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090; H&S §19850
Develop. Services / Building Safety	DS-013	Requests & Permissions to Receive Copies of Plans (to and from architects)	2 years		2 years			Mag, Ppr		GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CODE ENFORCEMENT										
Develop. Services / Code Enforce.	DS-014	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum Close + 2 years		Minimum Close + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; GC §34090
Develop. Services / Code Enforce.	DS-015	Code Enforcement / Abatement Case Files Liens & Releases	P		P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
DEVELOPMENT / PRIVATE DEVELOPMENT										
Develop. / Private Develop.	DS-016	Private Development Projects / Job Files: Administration File Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports <i>Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; -CCP §337 et. seq., GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. / Private Develop.	DS-017	Private Development Projects / Job Files: Permanent Files Drainage, Encroachments, Rights of Way, Soils Reports, Stormwater, etc. Copies of Deeds, Dedications, Easements, Abandonments (City Clerk is OFR) <i>Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs</i>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
HOUSING AND SENIOR HOUSING (PARK VISTA)										
Develop. Services / Housing	DS-018	Five Year Consolidated Action Plan and the related Action Plans / PHA Plans	Expiration of Plan + 5 year		Expiration of Plan + 5 years		Mag, Ppr			Consolidated Plan Requirement; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan			
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Develop. Services / Housing	DS-019	Housing Programs: All, including Home Repair, Low-Mod, CalHome, CDBG & HOME WITH Recapture or Resale Restrictions	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090
Develop. Services / Housing	DS-020	Housing Programs: All, including Home Repair, Low-Mod, CalHome, CDBG & HOME NO RECAPTURE / RESALE RESTRICTIONS	Loan Pay-off + 5 years		Loan Pay-off + 5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090
Develop. Services / Housing	DS-021	HUD Reports (ALL Reports to HUD)	5 years		5 years			Mag, Ppr			Department preference; ; GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Housing	DS-022	Senior Housing / Park Vista Apartments (Property Management / Tenant Records, Income Verifications, etc. are Contracted)	5 years		5 years		Mag, Ppr			Department preference; ; GC §34090
Develop. Services / Housing	DS-023	Senior Housing Board (Park Vista) AGENDAS, AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Develop. Services / Housing	DS-024	Senior Housing Board (Park Vista) MINUTES, BYLAWS	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
PLANNING										
Develop. Services / Planning & City Clerk	DS-025	Annexations / Boundaries / Consolidations / LAFCO	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Develop. Services / Planning	DS-026	Congestion Management Plan.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Planning	DS-027	Director Hearings / Adjustments	2 years		2 years		Mag, Ppr			The final decision is filed in the Project Entitlement Folder; GC §34090
Develop. Services / Planning	DS-028	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City Boundaries	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Planning	DS-029	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City Boundaries	When No Longer Required		When No Longer Required			Ppr, OD		Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Develop. Services / Planning	DS-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA / NEPA <u>Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project</u> submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action	<u>Project Approval or Denial + 2 years</u> Completion of CEQA Process		<u>Project Approval or Denial + 2 years</u> Completion of CEQA Process			Mag, Ppr		Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (D076605, D076924, D076993) (4th Dist. 2020); PRC 21167,6 GC §34090
Develop. Services / Planning	DS-031	General Plan Working Papers	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts; GC §34090
Develop. Services / Planning	DS-032	General Plan, Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan			
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Develop. Services / Planning	DS-033	Land Use Studies / Plans / Reports	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Develop. Services / Planning	DS-034	Master Plans, Specific Plans, Bikeway Plans, etc.	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Planning	DS-035	Miscellaneous Planning Research Projects (by property address)	Minimum 2 years		Minimum 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference GC §34090 et seq.
Develop. Services / Planning	DS-036	Planning Commission Agenda Packets	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - Copies (the original Staff Reports are filed in the Project Entitlement Folder); GC §34090.7
Develop. Services / Planning	DS-037	Planning Commission Minutes & Bylaws	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
Develop. Services / Planning	DS-038	Planning Commission Resolutions	P		P	Yes		Mag, Mfr, OD, Ppr	S	No	GC §34090 et seq.

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Planning	DS-039	Planning Project Files - Permanent Entitlements (All) (Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans & Maps, copies of Resolutions and Ordinances) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, Zone Text Amendments, etc.	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
Develop. Services / Planning	DS-040	Preliminary Review File (No Final Application)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Preliminary Documents (no application submitted); GC §34090
Develop. Services / Planning	DS-041	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Planning	DS-042	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090 et seq.
Develop. Services / Planning	DS-043	Special Studies (Not related to a specific project)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Develop. Services / Planning	DS-044	Temporary Use Permits / Special Use Permits / Temporary Entitlements: Christmas Tree Lots , Ambient Sound, Banners, Pumpkin Lots, Outdoor Events, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
City Clerk	DS-045	Zoning Amendments, Zoning Text Amendments	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
Develop. Services / Planning	DS-046	Zoning Conformance	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Develop. Services / Planning	DS-047	Zoning Maps of Significant Historical Value	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
RESIDENTIAL SOUND INSULATION										
Airport	DS-048	Airport Noise Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Develop. Services / Residential Sound Insulation	DS-049	Contractor Correspondence / Project Administration	10 years		10 years		Mag, Ppr			Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

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Develop. Services / Residential Sound Insulation	DS-050	FAA Financial Information / Grant Funding	2 years	After FAA Audit, if Required - Minimum 5 years	After FAA Audit, if required - Minimum 5 years					Mag, Ppr Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Develop. Services / Residential Sound Insulation	DS-051	List of Projects (Historical Excel File)	P		P					Mag, Ppr Department preference; GC §34090
Develop. Services / Residential Sound Insulation	DS-052	Residential Sound Insulation Homeowner File / RSI Homeowner File (for each property) / Window & Door Replacements	Project Completion + 10 years		Project Completion + 10 years					Mag, Ppr Department preference; covers all warrantee periods; CCP §337 et. seq., GC §34090
Develop. Services / Residential Sound Insulation	DS-053	Standard Specifications Used for Residential Sound Insulation / RSI projects (provided by the City to Contractors)	P		P					Mag, Ppr Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / MANAGEMENT										
Finance / Mgmt.	FIN-001	Audit Reports / Consolidated Annual Financial Report	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard within the profession; GC §34090
Finance / Mgmt.	FIN-002	Audit Work Papers / Audit Schedules	2 years	3 years	5 years		Mag, Ppr			Meets municipal government auditing standards; GC §34090
Finance / Mgmt.	FIN-003	Bonds: Debt Official Statements / Certificates of Participations (COPs)	Cancellat., Redemption or Maturity	1 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)&(b); 26 CFR 1.6001-1(e):337.5(a); GC §§34090, 43900 et seq.
Finance / Mgmt.	FIN-004	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must be filed with County Auditor; GC §34090, 40802, 53901
Finance / Mgmt.	FIN-005	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Mgmt.	FIN-006	Golf Course Subcommittee AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Finance / Mgmt.	FIN-007	Golf Course Subcommittee MINUTES, BYLAWS	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Mgmt.	FIN-008	Journal Entries / Back Up Documents / Budget Adjustments	5 years		5 years			Mag, Ppr		Meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / Mgmt.	FIN-009	Management Audit Letters	5 years		5 years			Mag, Ppr		Meets auditing requirements; GC §34090
Finance / Mgmt.	FIN-010	Management Reports / Measure "A" / Single Audits	5 years	P	P			Mag, Mfr, OD, Ppr	S / I Yes: After QC & OD	Department preference; Meets auditing requirements; GC §34090
Finance / Mgmt.	FIN-011	Reports / Registers - Balance Sheet, Revenue, Expenditure. Trial Balance, etc.	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts (the database is the original); GC §34090 et seq.
Finance / Mgmt.	FIN-012	Reports: Annual State or Federal: State Controller's Report, Street Report, etc.	5 years		5 years			Mag, Mfr, OD, Ppr	S / I Yes: After QC & OD	Department preference; GC §34090
Finance / Mgmt.	FIN-013	Reports: Year-end General Ledger	5 years		5 years			Mag, Mfr, OD, Ppr	S / I Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE/ ACCOUNTS PAYABLE										
Finance / Accounts Payable	FIN-014	1099's, Issued 1096, DE542 (California Report of Independent Contractors)	5 years		5 years			Mag, Ppr		IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530, GC §34090
Finance / Accounts Payable	FIN-015	GRANT-FUNDED Vendor File / Accounts Payable / Check Copies / Invoices and Backup / Credit Card Statements / Credit Card Receipts / Travel Reimbursement	2 years	5 years	7 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Meets municipal government auditing standards; GC §34090
Finance / Accounts Payable	FIN-016	NOT GRANT FUNDED Vendor File / Accounts Payable / Check Copies / Invoices and Backup / Credit Card Statements / Credit Card Receipts / Travel Reimbursement	2 years	3 years	5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Meets municipal government auditing standards; GC §34090
Finance / Accounts Payable	FIN-017	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Meets IRS Auditing Standards; GC §34090
Finance / Accounts Payable	FIN-018	Warrant (Check) Register (Detail) - Includes Grant Funded and Non-Grant Funded	2 years	5 years	7 years			Mag, Ppr		Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / BUSINESS SERVICES										
Finance / Business Services	FIN-019	Accounts Receivable (Paramedic Billing, TOT, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department preference; GC §34090
Finance / Business Services	FIN-020	Accounts Receivable Write-Offs (due to non-payment)	5 years		5 years		Mag, Ppr			Meets Municipal Government auditing standards (negative information remains on credit ratings for 7 years); GC §34090
Finance / Business Services	FIN-021	Business License Applications, Licenses and Renewals, Letters	5 years		5 years		Mag, Ppr			Meets auditing standards; GC §34090 et seq.
Finance / Business Services	FIN-022	Business License Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Business Services	FIN-023	Collection Agency Assignments	5 years		5 years		Mag, Ppr			Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
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FINANCE / PAYROLL										
Finance / Payroll	FIN-024	Batch Activity Reports / Payroll Processing File	2 years	3 years	5 years		Mag, Ppr		Department preference; meets municipal government auditing standards; GC §34090	
Finance / Payroll	FIN-025	Checks / Warrants (Payroll Only) / Cancelled Checks	2 years	3 years	5 years		Mag, Ppr		Department preference; meets municipal government auditing standards; GC §34090	
Finance / Payroll	FIN-026	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years	Yes Current Year	Mag, Ppr		Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1	
Finance / Payroll	FIN-027	Payroll Employee File: Benefit Deduction Authorizations, Garnishments, etc.	Separation + 5 years		Separation + 5 years		Mag, Ppr		Department preference; IRS Regulations for W-4s: four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1 GC §60201 GC §34090	
Finance / Payroll	FIN-028	Payroll Processing Report / Payroll Registers / Payroll Check Registers / Earnings Register	2 years	3 years	5 years		Mag, Ppr		Department preference; meets municipal government auditing standards; GC §34090	
Finance / Payroll	FIN-029	PERS Report - Retirement Reports (CalPERS)	2 years	3 years	5 years		Mag, Ppr		Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090	

RECORDS RETENTION SCHEDULE: FINANCE

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FIN-030	Timecards / Timesheets	2 years	3 years	5 years			Mag, Ppr		Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Finance / Payroll	FIN-031	W-2's	2 years	3 years	5 years			Mag, Ppr		Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-032	W-4s	No Longer in Effect + 4 years		No Longer in Effect + 4 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1 GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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PURCHASING										
Finance / Purchasing	FIN-033	Informal Bids & Quotes from Vendors (Quotes may be submitted by the Department)	2 years	3 years	5 years		Mag, Ppr			Department preference for grant auditing purposes; GC §34090
Finance / Purchasing	FIN-034	Purchase Orders, Requisitions, Quotes, Change Orders	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Finance / Purchasing	FIN-035	Surplus Property Disposal / Sale	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Finance / Purchasing	FIN-036	Vendor List	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory / preliminary drafts; GC §§34090, 6252, 6254(a)

RECORDS RETENTION SCHEDULE: FINANCE

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UTILITY BILLING										
Finance / Utility Billing	FIN-037	Bankruptcies (Where City does not pursue a claim)	5 years		5 years			Mag, Ppr		Department preference; GC §34090
Finance / Utility Billing	FIN-038	Billing Registers / Reports, Daily Update, Bank Draft, Adjustment Posting, etc.	When No Longer Required		When No Longer Required			Mag, Ppr		Transitory records not retained in the ordinary course of business; Financial system qualifies as a trusted system and can re-create reports accurately; GC §34090
Finance / Utility Billing	FIN-039	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions			Mag, Ppr		These are bank instruments, and not City records; per bank agreement.
Finance / Utility Billing	FIN-040	Collection Agency Assignments / Write Offs	5 years		5 years			Mag, Ppr		Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq.
Finance / Utility Billing	FIN-041	Payment Stubs (mailed) / Utility Receipts	4 months		4 months			Mag, Ppr		Transitory records not retained in the ordinary course of business; GC §34090
Finance / Utility Billing	FIN-042	Prop 218 Notices: Master Mailing List	2 years		2 years			Ppr		GC §34090
Finance / Utility Billing	FIN-043	Prop 218 Notices: Undeliverable Mail	3 months		3 months			Ppr		Transitory records not retained in the ordinary course of business; GC §34090
Finance / Utility Billing	FIN-044	Returned Checks (NSF, etc.)	5 years		5 years	Yes: Until Paid		Mag, Ppr		Meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Utility Billing	FIN-045	Service Applications	5 years		5 years		Mag, Ppr			Department preference; GC §34090
Finance / Utility Billing	FIN-046	Utility Billing Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Utility Billing	FIN-047	Utility Users Tax Exemptions (Low Income / Senior / Disabled)	Close + 5 years		Close + 5 years		Mag, Ppr			Department preference; GC §34090
Finance / Utility Billing	FIN-048	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-049	Water Billing: Auto-Billing Authorizations	2 years		2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	GC §34090
Finance / Utility Billing	FIN-050	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-051	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-052	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Finance / Utility Billing	FIN-053	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Utility Billing	FIN-054	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Finance / Utility Billing	FIN-055	Water Turn On / Turn Offs (includes Work Orders)	5 years		5 years		Mag, Ppr			City preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342; GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
INFORMATION TECHNOLOGY SERVICES DEPARTMENT										
Information Technology Services	ITS-001	Backup Tapes / Disks - Daily	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology Services	ITS-002	Backup Tapes / Disks - Weekly		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; stored off-site; GC §34090 et seq.
Information Technology Services	ITS-003	Enterprise System Catalogue (posted on line)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Information Technology Services	ITS-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology Services	ITS-005	Software Licenses, Warrantees, Installation Media	When No Longer Used		When No Longer Used		Mag.			Department preference; GC §34090 et seq.
Information Technology Services	ITS-006	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location" ; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
POLICE ADMINISTRATION / CHIEF / INTERNAL INVESTIGATIONS / SUPPORT SERVICES										
Police / Admin	PD-001	Concealed Weapon Permits (CCW) - Civilians / Retirees	Expiration + 2 years		Expiration + 2 years		Ppr			DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §34090, PC §12070 et seq.
Police / Admin	PD-002	Crime Statistics / Uniform Crime Reporting (UCR): ANNUAL	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §34090
Police / Admin	PD-003	Crime Statistics / Uniform Crime Reporting (UCR), NIBRS Statistical Reporting: PERIODIC (Monthly, Bi-monthly, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin	PD-004	Homeless Services: Supportive Housing, Outreach, Rapid Re-housing, Continuing Care Grants, etc.	5 years		5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Police / Admin	PD-005	Internal Investigations: Sustained <u>WITHOUT Sustained Finding of Misconduct as defined in PC §832.7</u> , Not Sustained and Officer Involved Shootings	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr		Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
<u>Police / Admin</u>	<u>PD-005.1</u>	<u>Internal Investigations: Sustained WITH Sustained Finding of Misconduct as defined in PC §832.7</u>	<u>Final Disposition + 15 years</u>		<u>Final Disposition + 15 years</u>		<u>Mag, Ppr</u>		<u>PC §832.7; GC §34090</u>
Police / Admin	PD-006	Light Duty Reports	2 years		2 years		Ppr		Original Workers Compensation part of Personnel file; GC §34090 et seq.
Police / Admin	PD-007	POST Data, Files and Printouts (Training Courses)	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Claims can be made for 30 years for toxic substance exposure; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin	PD-007.5	Report to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin	PD-008	Work Assignments (Schedules)	7 years		7 years	Yes: Current Schedule only	Ppr			Department Preference; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ANIMAL REGULATION										
Police / Animal Reg.	PD-009	Animal Licenses	2 years		2 years		Mag, Ppr			GC §34090
Police / Animal Reg.	PD-010	Animal Control County Reports / Lists	2 years		2 years		Mag, Ppr			GC §34090
Police / Animal Reg.	PD-010.1	Animals - Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant.	2 years		2 years		Mag, Ppr			FA §§31108.3 and 31752.1; GC §34090
INVESTIGATIONS (ALL)										
Police / Investig.	PD-011	Background Checks for Business Licenses: Bingo, Massage Technicians & Parlors, Peddlers, Taxi, etc.	Expiration of License + 2 years		Expiration of License + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investig.	PD-012	Background Files - CCW, Employees, Volunteers & Reservists	Separation + 30 years		Separation + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for administrative value; GC §34090
Police / Investig.	PD-013	Background Files - U Visas, T-Visas with INS Letters / Victims of Crime	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per Immigration; GC §34090
Police / Investig.	PD-014	Background Files - Unsuccessful Applicants (Not Hired)	5 years		5 years					Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 4-2-3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Police / Investig.	PD-015	Field Interview Cards (may include photos)	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes destroyed in the regular course of business; GC §34090 et seq.
Police / Investig.	PD-016	Guns: Dealers Record of Sale	When No Longer Required		When No Longer Required		Mag, Ppr			Based on DOJ Inventory Requirements; Some dealers have an automated link to DOJ; PC §12070
Police / Investig.	PD-017	Intelligence Reports	5 years		5 years		Mag, Ppr			Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
RECORDS and PROPERTY										
Police / Records & Prop.	PD-018	Arrest Reports (LA County Booking #)	Follows Retention of Crime Report		Follows Retention of Crime Report	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance	PD-019	Auction Receipts & Records (Evidence)	4 years		4 years		Ppr			Consistent with auditing standards; GC §34090
Police / Investig.	PD-020	Background Clearance Letters	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police / Records & Prop.	PD-021	Citations: Marijuana Citations or Reports (less than 28.5 grams)	2 years		2 years		Mag, Ppr			GC §34090, H&S §11361.5
Police / Records & Prop.	PD-022	Citations: Misdemeanor Traffic, Parking, or Criminal	2 years		2 years		Mag, Ppr			Statute of Limitations is up to two years; Also See Crime Reports; GC §34090, PC §802

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records & Prop.	PD-023	Crime Reports: Felonies and Misdemeanors - ALL except those otherwise specifically mentioned in this retention schedule	7 years or upon DOJ Notification		7 years or upon DOJ Notification	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records & Prop.	PD-024	Crime Reports: Homicide , Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Suicide, Officer Involved shootings (Crimes Subject to Death Penalty or without statute of Limitations)	P		P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799
Police / Records & Prop.	PD-025	Crime Reports: Marijuana less than 28.5 grams	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., GC§3409

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records & Prop.	PD-026	Crime Reports: Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records & Prop.	PD-027	Crime Reports: Missing Person Reports (unsolved)	2 years or Until Located	P	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Dept. Preference; Also see Crime Reports; GC §34090
Police / Records & Prop.	PD-028	Crime Reports: Public Assist and other Non-Criminal Police Contact Reports	2 years		2 years		Mag, Mfr, OD, Ppr			Also see Crime Reports; GC §34090
Police / Records & Prop.	PD-029	Crime Reports: Sealed Cases ("Factual Innocence")	Date of Arrest + 3 years		Date of Arrest + 3 years		Mag, Mfr, OD, Ppr			"shall" destroy; Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a)
Police / Records & Prop.	PD-030	Crime Reports: Sealed Cases (e.g. Juveniles) Except those with Child Abuse or Severe Neglect, (Substantiated),outstanding stolen property, including firearms, or lost firearms	Sealing date + 5 years (or Court Order)		Sealing date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr			Statute of Limitations runs up to age 22, or within five years of date of discovery of injury / illness occurring after age of majority, whichever is later of majority + 8- years ; Sealing for Juveniles and Wards of the Court retained for 5 years; CCP §§340.1, GC §34090; W&I §781(d)
Police / Records & Prop.	PD-030.1	Crime Reports: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year		Court Order + 1 year		Mag, Mfr, OD, Ppr			Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Police / Records & Prop.	PD-031	Department of Justice Validation Lists	2 years		2 years		Mag, Ppr		Information received by DOJ; GC §34090
Police / Records & Prop.	PD-032	Drug Registrants (maintained in RMS)	5 years		5 years		Mag, Ppr		Department Preference (follows crime report retention); Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records & Prop.	PD-033	Evidence Sheets (Property cards and records)	(Criminal Report Retention)		(Criminal Report Retention)		Ppr		Statute of Limitations is 1 year for property seized by officers; CCP §340(d); GC §34090
Police / Records & Prop.	PD-034	Evidence Sheets: Found Property Lawfully disposed (over \$10,000)	2 years	P	P		Mag, Ppr		If artifact over \$10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090
Police / Records & Prop.	PD-035	Evidence Sheets: Found Property Lawfully disposed (under \$10,000)	2 years		2 years		Mag, Ppr		If artifact over \$10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090
Police / Records & Prop.	PD-036	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P		P		Mag,		PC§ 832.18(b)(5)(E); GC §34090.6 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
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Police / Records & Prop.	PD-037	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Follows retention for Evidence, Minimum 2 years		Mag,		PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Records & Prop.	PD-038	Officer Recordings: Body-Worn Cameras - that are NOT evidence	60 days		60 days		Mag,		PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Records & Prop.	PD-039	Officer Recordings: Mobile Audio/Video Recordings that are not evidence	1 year		1 year		Mag		Department preference; Recordings that become evidence are stored with evidence; consistent with Lexipol requirements; GC §34090.6(a)
Police / Records & Prop.	PD-040	Pawn Slips / Secondhand	2 years		2 years		Ppr		Department Preference; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Records & Prop.	PD-041	Photos: Crime Scenes	Follows Retention of Crime Report		Follows Retention of Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD See appropriate Crime Report
Police / Records & Prop.	PD-042	Photos: Mug Shots	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Retained for administrative value; GC §34090
Police / Records & Prop.	PD-043	Photos: Request Forms	2 years		2 years		Ppr		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR	Records Description	Retention / Disposition						Comments / Reference	
(OFR)	File Number		Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records & Prop.	PD-044	Restraining Orders	Expiration of Order		Expiration of Order		Ppr			Department Preference; Non-records (Court is OFR); GC §34090
Police / Records & Prop.	PD-045	Search Warrants	Follows Retention of Crime Report		Follows Retention of Crime Report		Mag, Ppr			Copies; Court is OFR; GC §34090
Police / Records & Prop.	PD-046	Sex Offender Registrations	10 years	P or Death of Registrant	P or Death of Registrant		Mag, Ppr			Pursuant to PC §290 et seq.; If released from CAY, records are destroyed after age 25 or sealing pursuant to W&I §781;
Police / Records & Prop.	PD-046.1	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		3 years		Ppr			11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Records & Prop.	PD-047	Subpoenas and Subpoena Logs	When No Longer Required		When No Longer Required		Ppr			Transitory Non-Record; Courts are OFR; GC §34090
Police / Records & Prop.	PD-048	Taxi Permits (Backgrounds)	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			GC §34090
Police / Records & Prop.	PD-049	Video Interviews	(Follows evidence retention)		Follows evidence retention)		Mag			Department Preference; GC §34090
Police / Records & Prop.	PD-050	Weapons, Lost / Stolen, Serialized, if no activity from date of report and CLETS purge	Until Found		Until Found		Ppr			Department Preference (Based on DOJ Inventory and ATF History Report); GC §34090
POLICE INFORMATION TECHNOLOGY										

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / IT	PD-051	Backup Tapes / Disks - Daily	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery purposes only; Consistent with City MIS; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Police / IT	PD-052	Backup Tapes / Disks - Weekly		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery purposes only; Consistent with City MIS; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Police / IT	PD-053	Daily Crime Report No. Log: Case Numbers (Maintained by MIS)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / IT	PD-054	Recordings of Telephone Calls - Front Desk and Watch Commander	100 days		100 days		Mag			Department preference; (legally mandated for 100 days); GC §§34090, 34090.6
Police / IT	PD-055	Video Recordings - Employees / City Operations / Holding Cell	1 year		1 year		Mag			1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
Police / IT	PD-056	Video Recordings - Public Areas (Streets, Sidewalks, Lobbies, Hallways, etc.)	When No Longer Required		When No Longer Required		Mag			Does not record regular ongoing operations of the City (preliminary drafts); GC §34090 etc.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY WIDE (Used by all Departments)										
Lead Dept.	CW-001	Accident Report / Injury Reports / Incident Reports: PUBLIC (Send Employee Reports to Human Resources)	2 years		2 years			Mag, Ppr		GC §34090
City Clerk	CW-002	Agreements & Contracts - ALL APPROVED BY CITY COUNCIL <u>Send ALL Originals to the City Clerk</u>	<u>Copies - When No Longer Required</u> Send Originals to the City Clerk		<u>Copies - When No Longer Required</u> Send Originals to the City Clerk			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD GC §34090.7
Lead Dept.	CW-003	Agreements & Contracts - ADMINISTRATION RECORDS Project Schedules, Correspondence with Vendor, etc.	Completion	10 years	Completion + 10 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-004	Appeals	The Retention of the Appealed Record Series		The Retention of the Appealed Record Series			Mag, Ppr		Department preference (Appeals usually are retained as part of an Agenda Packet); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Staffing Dept.	CW-005	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA PACKETS	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090	
Staffing Dept.	CW-006	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL MINUTES, BYLAWS	P		P	Yes		Mag, Mfr, OD, Ppr	S	No	GC §34090
	CW-007	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required			Mag, Ppr			Non-records
Lead Dept.	CW-008	City Council Subcommittees / Ad-Hoc City Council Subcommittees	2 years		2 years			Mag, Ppr			GC §34090
Lead Dept.	CW-009	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years			Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead (Responding) Dept.	CW-010	Complaints / Concerns from Citizens (operational)	Minimum 2 years		Minimum 2 years			Mag Ppr		City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342; GC §34090
	CW-011	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required			Mag Ppr		GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-012	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading File, Working Files, etc.)	2 years		2 years			Mag, Ppr		GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-013	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media postings, instant messaging, ¶ invitations, instant messaging, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required			Mag, Ppr		<p>Refer to the City's e-mail policy. Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-014	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-015	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-016	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-017	Grants / CDBG / Reimbursable Claims / Subventions / FEMA Claims / OES Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Send Grant Financial Reports to Finance Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Lead Dept.	CW-018	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-019	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §34090
Human Resources	CW-020	Personnel Files (Full-time and Part-time)	Upon Separation or Transfer, Send to Human Resources		Upon Separation or Transfer, Send to Human Resources		Mag, Ppr			Human Resources is OFR; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-021	Personnel Supervisory Files (Supervisor's Notes)	(After Incorp. In Performance Evaluation)		(After Incorp. In Performance Evaluation)	Before Annual Performance Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-022	Personnel Work Schedules	When No Longer Required		When No Longer Required		Mag, Ppr			Time Cards are the final (these are preliminary drafts); GC §34090
Lead Dept.	CW-023	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Considered preliminary drafts; GC §§34090, 6252, 6254(a)
Lead Dept.	CW-024	Public Hearing Notices (Mailed)	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090
Lead Dept. (Who Ordered the Appraisal)	CW-025	Real Estate Appraisal Reports (Acquisition or Sale): Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; GC §§34090, 6254(h)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept. (Who Ordered the Appraisal)	CW-026	Real Estate Appraisal Reports (Acquisition or Sale): Purchased Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), 24 CFR 97.42(b), 24 CFR 570.502(b); 29 CFR 97.42, GC §34090
Lead Dept.	CW-027	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by YOUR Department	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Lead Dept.	CW-028	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-029	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, & Reports: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-030	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-031	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	5 years		5 years		Mag, Ppr			Department preference; Information is outdated after 5 years; GC §34090
Lead Dept.	CW-032	SDS (Safety Data Sheets) / MSDS (Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Previous MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090
Lead Dept.	CW-033	Speaker Cards (submitted at public meetings)	When No Longer Required		When No Longer Required		Ppr			Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §§34090 et seq., 6254(a)
Lead Dept.	CW-034	Special Event Permits	Expiration + 2 years		Expiration + 2 years	Yes: During Class or Program	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-035	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept.	CW-036	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; OSHA requires 5 years for safety records; Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY ATTORNEY										
City Attorney	CA-001	Advice Files / Subject Files (Advice provided to the City on a variety of subjects)	When No Longer Required		When No Longer Required		Mag, Ppr			Reference materials and copies of documents generated by other departments pertaining to various topics required by Attorney staff; GC §34090 et seq.
City Attorney	CA-002	Citations and Complaints (All are misdemeanors. Includes inspections, warrants, etc.)	3 years		3 years		Mag, Ppr			Provided there are no outstanding warrants, do not involve identifiable items which have not been recovered, GC §34090
City Attorney	CA-003	City Attorney Opinions	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/I	No	Department preference; GC §34090
City Attorney & Finance / Risk Manag.	CA-004	Claims - Not Juveniles	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney & Finance / Risk Manag.	CA-005	Claims - Juveniles	Age of Majority (minimum Settle + 5 years)		Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Attorney & City Clerk	CA-006	Closed Session Materials	2 years		2 years		Mag, Ppr			GC §34090
AS Human Resources	CA-007	Grievances (Escalated from Human Resources)	Return to Human Resources		Return to Human Resources	Yes: Before Disposition	Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
City Attorney	CA-008	Litigation Files / Legal Case Files Send Final Settlement Agreements to the City Clerk	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6, 68150; PC §832.5

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY CLERK										
City Clerk & Public Works / Engineering	CC-001	Abandonments / Vacations (Streets) / Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-002	Agenda Staff Reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-003	Agenda Packets	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-004	Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers Authorities (JPAs)	Superseded + 2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative & legal value (Emergency Preparedness), GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-005	<p>Agreements & Contracts Approved by Council: ALL</p> <p>INFRASTRUCTURE OR IMAGED: Includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) and insurance certificates</p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p>	Completion + 2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<p>Department preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703</p>

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
City Clerk	CC-006	<p>Agreements & Contracts Approved by Council: ALL NON-INFRASTRUCTURE (NOT IMAGED):</p> <p>Includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) and insurance certificates</p> <p>Examples of NON-Infrastructure: Consulting, grants, disposal, franchises, housing, leases, legal services, loans, paving, painting, professional services, slurry seals, tree trimming. etc.</p>	Completion + 2 years	8 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations is 10 years for Errors & Omissions; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15 GC §34090
City Clerk	CC-007	Agreements & Contracts Approved by Council: Retirement Agreements (PERS)	2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 12960, 34090
City Clerk	CC-008	Agreements & Contracts Approved by Council: Subdivision, LLA's (Lot Line Adjustments), & LSA's (Lot Split Agreements)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
City Clerk	CC-009	Agreements & Contracts Approved by Council: Title Insurance, Land Records	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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City Clerk	CC-010	Agreements & Contracts Approved by Council: MOUs - Memorandas of Understanding	5 years	Expiration + 5 years	Expiration + 5 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 12960, 34090
City Clerk	CC-012	Annexations	P		P		Mag, Mfr, OD, Ppr	S/I	No	GC § 34090
City Clerk	CC-012	Bid Submittals - Formal Bids Only: Specification / RFP and Responses, Unsuccessful Bids and Proposals, etc.	Bid Opening + 2 years		Bid Opening + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
City Clerk	CC-015	Certificates of Insurance (Normally filed with Agreement)	2 years	9 years	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Longest Statute of Limitations is 10 years; CCP §337 et seq.; GC §34090
City Clerk	CC-016	Chronological History of Mayors and City Council	2 years	P	P		Mag, Ppr			Historical Value; GC §34090
City Clerk	CC-018	City Incorporation, Logo, City Seal	P		P		Mag, Ppr			GC §§34090
City Clerk	CC-019	City Clerk - Notary Public	Expiration of Term + 10 years		Expiration of Term + 10 years		Mag, Mfr, OD, Ppr	S	No	Statute of Limitations for Errors and Omissions is 10 years; CCP §337 et seq.; GC §34090
Risk Manag.	CC-020	Claims Forms	2 years		2 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Risk Management is Office of Record for the Claim File; GC §§34090

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City Clerk	CC-023	Deeds: Property owned by City (property acquisition files)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-024	Easements	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
ELECTIONS - CONSOLIDATED										
City Clerk	CC-025	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): SUCCESSFUL CANDIDATES (Elected Officials) All, whether filed electronically or not	2 years	P	P		Mfr, OD, Ppr	S	After 2 years	Data that has been maintained for at least 10 years may then be archived in a secure format; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615(i)
City Clerk	CC-026	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years		5 years		Ppr			Candidates without committees are not required to file their statements , reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-027	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615

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City Clerk	CC-028	Elections - Campaign Reports (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-029	Elections - Campaign Reports (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(f)
City Clerk	CC-030	Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years		Duration of Office + 4 years		Ppr	S / M / I	After 2 years	Department Preference; No specific legal requirement; GC § 34090
City Clerk	CC-031	Elections - Certificates of Election	Duration of Office + 4 years		Duration of Office + 4 years		Ppr	S / I	Yes: After QC & OD	Department Preference; No specific legal requirement; GC § 34090
City Clerk	CC-032	WORKING or ADMINISTRATION Election File (Correspondence to candidates or FPPC, Applications for vacancies on the Council, Master of Candidate's Packet, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk	CC-033	Elections - HISTORICAL File (Sample ballot, all Resolutions (calling the election, canvass, etc.), election summary)	8 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-034	Elections - Nomination Papers: SUCCESSFUL CANDIDATES	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term; EC §17100

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City Clerk	CC-035	Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr		CA law states term of office and 4 years after the expiration of term; EC §17100
City Clerk	CC-036	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr		Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-037	Elections - Precinct Maps	2 years		2 years		Mag, Ppr		No specific legal requirement; EC §17501, GC §34090
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)									
City Clerk	CC-038	Elections - Vote-by-Mail Applications / Absentee Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr		EC §17505
City Clerk	CC-039	Elections - Vote-by-Mail Identification Envelopes / Absentee Identification Envelopes		6 mo.	6 mo.		Ppr		EC §17302
City Clerk	CC-040	Elections - Ballots - After Election		6 mo.	6 mo.		Ppr		EC §17302
City Clerk	CC-041	Elections - Ballots - After Recount		6 mo.	6 mo.		Ppr		EC §17306
City Clerk	CC-042	Elections - Assessment District Ballots - Prop. 218 proceedings		2 years	2 years		Ppr		GC §53753(c)(2)

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City Clerk	CC-043	Elections - Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-044	Elections - Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-045	Elections - Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
City Clerk	CC-046	Elections - Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk	CC-047	Elections - Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-048	Elections - Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-049	Elections - Voter Index Original		5 years	5 years		Ppr			EC §17001
(End of Elections Section)										
City Clerk	CC-051	Ethics Training Certificates	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
City Clerk	CC-052	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the City's Conflict of Interest code)	3 years	4 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	City maintains original statements; GC §81009(e) & (g)

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City Clerk	CC-053	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	3 years	4 years	7 years		Mfr, OD, Ppr	S	Yes: After 2 years Department preference; City maintains copies only and the mandate is 4 years; original statements are filed with FPPC; GC §81009(f) & (g)
City Clerk	CC-054	FPPC Form 801 (Gift to Agency Report)	7 4-years		7 4-years		Mag, Ppr		Must post on website; GC §81009(e)
City Clerk	CC-055	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr		Must post on website for 4 years; GC §81009(e)
City Clerk	CC-056	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr		FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-057	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr		Must post on website; 2 CCR 18702.5(b)(3) 18705-5; GC §34090; GC §81009(e)
City Clerk	CC-058	Franchise Agreements - Unsuccessful bids (e.g. Cable TV, Electric, Gas, etc.)	Bid Opening + 2 years		Bid Opening + 2 years		Ppr		GC § 34090
City Clerk	CC-061	Historical Records	P		P		Mag, Mfr, OD, Ppr	S	No City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090

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City Clerk	CC-065	Minutes: City Council	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-066	Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts (transmittals to Codifier and departments); GC § 34090
City Clerk	CC-067	Municipal Code Supplement Books	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts (transmittals to Codifier and departments); GC § 34090
City Clerk	CC-068	Oaths of Office - City Council and Volunteers (required of all "City Officers", Elected and Boards & Commissions)	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-069	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-071	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	2 years		2 years		Ppr			Department preference; Law requires 1 year for petitions; GC §50115

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City Clerk	CC-072	Property Deeds / Offers of Dedication: Processed (presented to Council)	P		P		Mag, Mfr, OD, Ppr	S / I	No	City Clerk is OFR and maintains them permanently; GC §34090
City Clerk	CC-073	Publications issued by the City - Historically Significant	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk determines historical significance; GC §34090
City Clerk	CC-074	Real Estate Surplus Property Sales	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-075	Records Management: Destruction Lists / Retention Schedule	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
City Clerk	CC-076	Resolutions - City Council	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-077	Revocable Lease Agreements or Licenses / Encroachments (see Public Works for utility encroachments, wide load permits, etc.)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all Encroachment permits are submitted to Council; GC § 34090
City Clerk	CC-078	Scan Logs	P		P		Mag, Ppr	S	Yes: After 1 year	Department Preference; GC §34090
City Clerk	CC-079	Streets: Vacations	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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City Clerk	CC-080	Subpoenas (Miscellaneous), Requests for Public Records, Miscellaneous	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-081	Title Reports: Property owned by City	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-082	Utilities Administration (Correspondence with PUC, etc.)	2 years		2 years		Mag, Ppr			GC § 34090
City Clerk	CC-083	Vehicle Titles / Pink Slips	Transfer to New Owner		Transfer to New Owner		Mag, Mfr, OD, Ppr	S	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

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(OFR)										
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CITY MANAGER & CITY COUNCIL OFFICE										
City Clerk	CM-001	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	GC §34090.7
City Manager & City Council Office	CM-002	Awards & Certificates to the City	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-003	City Council Correspondence (directly to and from Council Members)	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-004	City Manager's Correspondence	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-005	Department Files	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §34090
City Manager & City Council Office	CM-006	Diversity, Equity and Inclusion Committee Agendas, Agenda Packets	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: CITY MANAGER

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City Manager & City Council Office	CM-007	Diversity, Equity and Inclusion Committee Minutes	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council Office	CM-008	Economic Development Advisory Commission Agendas, Agenda Packets	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Manager & City Council Office	CM-009	Economic Development Advisory Commission Minutes	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council Office	CM-010	Maddy Act List (Board and Commission Vacancies)	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-011	Proclamations / Commendations / Certificates / Recognitions (includes requests)	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-012	Project / Program Working Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager & City Council Office	CM-013	Public Relations - City Produced Publications, Press Releases, Photos	Minimum 2 years		Minimum 2 years			Mag, Ppr		Review for historical significance. Transfer historical documents to SMC Historical Association; Department Policy; GC §34090
City Manager & City Council Office	CM-014	Recruitments for Boards and Commissions, Advisory Boards: Applications, Interview Notes, etc.	2 years		2 years			Mag, Ppr		GC §34090
City Manager & City Council Office	CM-015	Speeches / PowerPoint Presentations	When No Longer Required		When No Longer Required			Mag, Ppr		Notes, drafts, or preliminary documents; GC §34090 et seq.
MEDIA and COMMUNICATIONS										
City Manager / Media & Commun.	CW-016	Boards, Commissions, & Committees: AUDIO RECORDINGS or VIDEO RECORDINGS of Meetings / Audio Tapes	4 years		4 years			Tape (Mag)		Department preference; State law only requires for 30 days for audio recordings, 90 days for video recordings; GC §§54953.5(b), 34090.7
City Manager / Media & Commun.	CW-017	City Council AUDIO RECORDINGS or VIDEO RECORDINGS of Meetings / Audio Tapes	4 years		4 years			Tape (Mag)		Department preference; State law only requires for 30 days for audio recordings, 90 days for video recordings; GC §§54953.5(b), 34090.7
City Manager / Media & Commun.	CW-018	Community Cable Advisory Council Agenda Packets	Minimum 2 years		Minimum 2 years	Yes (all)		Mag, Ppr		Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager / Media & Commun.	CW-019	Community Cable Advisory Council Minutes & Bylaws	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Manager / Media & Commun.	CW-020	Community Programming / Government Access Channel / Cable TV Programming	2 years		2 years		Mag, Ppr			Department Preference; GC §§34090 et seq., 34090.6 and 34090.7
City Manager / Media & Commun.	CW-021	Legislation (Correspondence from the City Supporting or Opposing proposed Legislation)	2 years		2 years		Mag, Ppr			GC §34090
City Manager / Media & Commun.	CW-022	Press Releases	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY TREASURER

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY TREASURER										
City Treasurer	CT-001	Bank Statements	7 years		7 years			Mag, Ppr		Department preference; GC §34090, 26 CFR 31.6001-1
City Treasurer	CT-002	Checks - Cashed (maintained by the bank)	7 years		7 years			Mag, Mfr, OD, Ppr	S	Yes: After QC Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337
City Treasurer	CT-003	Historical Treasurers Records (samples of old Leather-bound books, etc.)	P		P			Mag, Mfr, OD, Ppr	S	No Department preference; GC §34090
City Treasurer	CT-004	Investment Committee Agenda Packets	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes (all)		Mag, Ppr		Department preference; GC §34090
City Treasurer	CT-005	Investment Committee Minutes & Bylaws	P		P			Mag, Mfr, OD, Ppr	S / I	No GC §34090
City Treasurer	CT-006	Investments / Certificates of Deposit (CDs) / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund)	7 years		7 years	Yes: Until Paid		Mag, Ppr		Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337
City Treasurer	CT-007	Receipts (Citations, Outside Firm Collections, Property Tax, Sales Tax, Utility Tax, etc.)	7 years		7 years			Mag, Mfr, OD, Ppr	S	Yes: After QC Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337
City Treasurer	CT-008	Treasurer's Report (Also in City Council Agenda Packet)	7 years		7 years			Mag, Ppr		Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE: CITY TREASURER

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Treasurer	CT-009	Voided Checks	7 years		7 years			Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES - LIBRARY AND RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
LIBRARY										
Community Services / Library	CS-001	Arts & Culture Advisory Committee Agendas, Agenda Packets	Minimum 2 years		Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services / Library	CS-002	Arts & Culture Advisory Committee Minutes	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
Community Services / Library	CS-003	Disruptive Patrons / Patron Complaints / Incident Reports	Minimum 2 years		Minimum 2 years			Mag, Mfr, OD, Ppr	S / I	Department Preference; GC §34090
Finance	CS-004	El Segundo Unified School District School Libraries Management Invoices, Backups and Copies of Checks	2 years		2 years			Mag. Ppr		Department preference for auditing purposes; GC §34090.7
Community Services / Library	CS-005	Gifts to Library	2 years	3 years	5 years			Mag. Ppr		Department preference; meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES - LIBRARY AND RECREATION

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community Services / Library	CS-006	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act) and PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	Final Expenditure + 5 years		Final Expenditure + 5 years			Mag, Mfr, OD, Ppr	S	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Community Services / Library	CS-007	Historical Records of Significant Historical Value	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
Community Services / Library	CS-008	Inter-Library Loan Records - Reports to the State Library (for reimbursement)	5 years		5 years		Mag, Ppr			Department preference to ensure reimbursements; GC §34090
Community Services / Library	CS-009	Internet User Statistics	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Library	CS-010	Library Board of Trustees Agendas, Agenda Packets	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES - LIBRARY AND RECREATION

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Community Services / Library	CS-011	Library Board of Trustees Minutes	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-012	Library Management System / Database	Indefinite		Indefinite	Yes	Mag, Ppr			Data Fields / Records are interrelated; GC §34090
Community Services / Library	CS-013	Patron Applications for Library Cards	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary / Transitory documents not retained in the ordinary course of business (entered into database); GC §34090
Community Services / Library	CS-014	Program Sign Ups (e.g. Summer Reading)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090
Community Services / Library	CS-015	Release Forms (Photos of Children, etc.)	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Lead Division	CS-016	Volunteer Applications & Agreements / Reserves - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES - LIBRARY AND RECREATION

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Lead Division	CS-017	Volunteer Applications & Agreements / Reserves - Unsuccessful Applicants	3 years		3 years			Ppr		Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090
RECREATION										
Community Services / Recreation	CS-018	Activity Guide / Class Schedules	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department preference for historical value; GC §34090
Community Services / Recreation	CS-019	Class Registration / Trip Permits / Fee & Charge / Liability Waiver Forms / Release of Liability Forms / Permissions / Sign-in Sheets etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years			Mag, Ppr		GC §34090
Community Services / Recreation	CS-020	Daily Vehicle Inspections	2 years		2 years			Ppr		GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES -
LIBRARY AND RECREATION**

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Community Services / Recreation	CS-021	Facility Use Permits and Equipment Applications, Books, Alcoholic Beverage Applications Includes Certificates of Insurance	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Community Services / Recreation	CS-022	Lifeguard Certifications	Termination + 3 years		Termination + 3 years		Mag, Ppr			Department Preference; GC §34090
Community Services / Recreation	CS-023	Outreach / Community Referrals / Correspondence	2 years		2 years		Ppr			GC §34090
Community Services / Recreation	CS-024	Privilege Suspension Record (Difficult Participants)	Minimum 2 years		Minimum 2 years		Mag, Ppr			GC §34090
Community Services / Recreation	CS-025	Receipts / Daily Deposits (Detail Backup)	2 years		2 years		Mag, Ppr			The detail is NOT forwarded to Finance; GC §34090 et seq.
Community Services / Recreation	CS-026	Recreation & Parks Commission MINUTES, BYLAWS	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-027	Recreation & Parks Commission AGENDAS, AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community Services / Recreation	CS-028	Recreation Database	Indefinite		Indefinite		Mag			Department Preference; data is interrelated; GC §34090

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Community Services / Recreation	CS-029	Special Event Permits	2 years		2 years		Ppr			GC §34090
Community Services / Recreation	CS-030	Sports - Rosters, Waivers, Applications, Ejection Letters, etc,	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Recreation	CS-031	Surveys / Evaluations (Program Feedback or Evaluations)	2 years		2 years		Mag, Ppr			Preliminary Drafts / Transitory records not retained in the ordinary course of business; GC §34090
Community Services / Recreation OR Public Works / Government Buildings	CS-032	Swimming Pool Chemical Readings & Additions	5 years		5 years		Mag, Ppr			Health Department regulations; 8 CCR §3195.12; GC §34090
Community Services / Recreation	CS-033	Swimming Pool Incidents	5 years		5 years		Mag, Ppr			Health Department regulations; 8 CCR §3195.12; GC §34090
Community Services / Recreation	CS-034	Transportation Dial-A-Ride Applications	5 years		5 years		Mag, Ppr			Department Preference for grant funding audits; GC §34090
Community Services / Recreation	CS-035	Transportation Dial-A-Ride Monthly Reports - Transit	5 years		5 years		Mag, Ppr			Department Preference for grant funding audits; GC §34090

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Community Services / Recreation	CS-036	Transportation Dial-A-Ride Vehicle & Equipment History Files	Disposal of Vehicle + 2 years		Disposal of Vehicle + 2 years			Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §34090
Community Services / Recreation	CS-037	Transportation Dial-A-Ride Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks / CHP Inspections / Pre-Trip Inspections	2 years		2 years			Ppr		13 CCR 1234(c); GC§34090
Community Services / Recreation	CS-038	Transportation Shuttles: Beach, Lunchtime, etc. - Daily Logs, Passenger Counts, etc.	5 years		5 years			Ppr		Department Preference for grant funding audits; GC §34090
Community Services / Recreation	CS-039	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks / CHP Inspections / Pre-Trip Inspections	2 years		2 years			Ppr		13 CCR 1234(c); GC§34090
Lead Division	CS-040	Volunteer Applications & Agreements / Reserves - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES -
LIBRARY AND RECREATION**

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Lead Division	CS-041	Volunteer Applications & Agreements / Reserves - Unsuccessful Applicants	3 years		3 years			Ppr		Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090
Community Services / Recreation	CS-042	Youth Sports Council - All Records (Comprised of representatives from various sports organizations)	2 years		2 years			Ppr		GC §34090

RECORDS RETENTION SCHEDULE - FIRE

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FIRE / EMERGENCY MEDICAL SERVICES									
Fire / EMS	FR-000	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	2 years		2 years		Mag, Ppr		Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §34090
Fire / EMS	FR-001	EMS / Paramedic Training Records / Continuing Education	4 years		4 years		Mag, Ppr		22 CCR 100395, GC §34090
Fire / EMS	FR-002	EMS Complaints	3 years		3 years		Mag, Ppr		Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, GC §34090
Fire / EMS	FR-003	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S Yes: After 1 year	24 CFR 164.530(j)

RECORDS RETENTION SCHEDULE - FIRE

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Fire / EMS	FR-004	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): ADULTS Includes e-PCR Database / Electronic Patient Care Report Database	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145

RECORDS RETENTION SCHEDULE - FIRE

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Fire / EMS	FR-005	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): MINORS / JUVENILES Includes e-PCR Database / Electronic Patient Care Report Database	20 years		20 years			Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FIRE ADMINISTRATION										
Fire / Admin.	FR-006	All-Hazards Incident Management Team (AHIMT) Partially Funded by FEMA / OES	10 years		10 years			Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Fire / Admin.	FR-007	Background Packets - UNSUCCESSFUL Applicants (Successful Applicants are sent to Human Resources)	3 years		3 years			Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090
Fire / Admin.	FR-008	Billing: Alarms, Annual Inspections, Life & Safety Inspections, Sprinkler Testing, etc.	5 years		5 years			Mag, Ppr		Department preference (meets municipal government auditing standards); GC §34090
Fire / Admin.	FR-009	Citizen's Emergency Response Training / Neighborhood Training Disaster Service Worker Certification, Roster, etc.	5 years		5 years			Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd
(OFR)										
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Fire / Admin.	FR-010	Department Safety Committee Minutes	5 years		5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090
Fire / Admin.	FR-011	Emergency Plans / Disaster Preparedness Manuals, etc.	When Superseded Minimum 2 years		When Superseded Minimum 2 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090
Fire / Admin.	FR-012	FEMA Reports / FEMA Reimbursements / EOC Activations / Cal OES Strike Team Reimbursements	3 years After Reimbursement, Minimum 10 years		3 years After Reimbursement, Minimum 10 years		Mag, Ppr			Department preference to allow for FEMA audits (up to 6 years & 3 months from the date of the final inspection report); Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; (Also See Grants on City-wide); GC §34090 et seq.
Fire / Admin.	FR-013	Fire RMS Incident Database	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §34090 et seq.
Fire / Admin. OR Fire Prevention or Police (for Arson)	FR-014	Fire Incident Reports	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr			Department preference; data is in RMS database; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Admin.	FR-015	ISO Insurance Ratings	15 years		15 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
City Clerk	FR-016	Memoranda of Understanding (MOUs) / Mutual Aid Agreements / Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-017	Programs and Projects	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-018	Requests for Copies of Incident Reports	2 years		2 years		Ppr			GC §34090
Human Resources	FR-019	Respiratory Fit Tests for Breathing Apparatus	Send to Human Resources		Send to Human Resources		Mag, Ppr			Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Admin.	FR-020	Staff Meeting Minutes	2 years		2 years	Yes	Ppr			GC §34090
FIRE / Environmental Safety - CUPA (Certified Unified Program Agencies)										
Fire / Environ. Safety	FR-021	Business Inspections	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference for environmental contamination investigations; Reporting is required for 5 years, enforcement actions for 3 years after resolved; GC §26202, 34090; 27 CCR 15188(a)

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Environ. Safety	FR-022	Chemical Inventory Reporting / New Construction, Site Assessments	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; GC §34090
Fire / Environ. Safety	FR-023	CUPA Self-Audit, State Summary Report	5 years		5 years		Mag, Ppr			GC §§26202, 60201 et seq.; 27 CCR 15188(a), 15280(a)(2)
Fire / Environ. Safety	FR-024	Enforcement Files / Notice of Violation / Compliance History / Enforcement Actions / Hazardous Materials Enforcement Actions / Hazardous Waste Enforcement Actions (Except UST Violations Resulting in a Release - see Site Mitigation)	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090
Fire / Environ. Safety	FR-025	Hazardous Materials Disclosures / Business Emergency Plans	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Fire / Environ. Safety	FR-026	Hazardous Materials Notifications / Hazardous Waste Treatment Notifications	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090
Fire / Environ. Safety & Fire Marshal / Fire Prevention	FR-027	Hazardous Materials Responses	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Environ. Safety	FR-028	Lab Data / Sampling Data (by address)	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Fire / Environ. Safety	FR-029	Site Assessments / Mitigations (Contaminated Soil, UST Closures / Violations Resulting in a Release, Site Assessment and Remedial Action Records, etc.)	P		P	Yes	Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
FIRE MARSHAL / FIRE PREVENTION										
Commun. Develop. / Building	FR-030	Alarm Plans and Sprinkler Plans (large format drawings)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-031	Annual Fire Inspections / Business Inspection Files / Annual Inspections, Life & Safety Inspections (Approvals, Inspections, Fires, Modification / Alternative Methods or Materials)	Until Building Demolished Minimum 5 years		Until Building Demolished Minimum 5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Required for the Life of the Structure or Activity, or Minimum 5 years CFC §§ 104.6 – 104.6.4
Fire / Fire Marshal & Fire Prevention	FR-032	Citations / Notice of Violations (Fire Department)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; GC §34090
Fire / CUPA & Fire Marshal & Fire Prevention	FR-033	Hazardous Materials Responses	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Fire Marshal & Fire Prevention	FR-034	Fire Code Permits / Film Permits, Special Event Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-035	Investigation Reports - Capital Crimes & Suspected Capital Crimes (Arson, etc)	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference (no statute of limitations on these incidents/crimes); California Fire Code requires 3 years; CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-036	Investigation Reports - Criminal & Citations (Administrative, Infraction, or Misdemeanor), Service Requests	5 years		5 years		Mag, Ppr			Department Preference; California Fire Code requires 3 years; CFC §§ 104.6 – 104.6.4, GC §34090
Community Develop / Building	FR-037	Plan Checks / Conditions of Approval	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-038	Public Information / Education (when produced internally)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community Develop / Building	FR-039	Record Drawings ("As-Builts") and CAD drawings of buildings	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Copies; GC §34090.7
OPERATIONS / SUPPRESSION										

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd
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Fire / Operations	FR-040	Apparatus & Equipment (LARGE) Records & Testing Ladder, Hose, Pump Testing	Disposal + 2 years		Disposal + 2 years		Mag, Ppr			Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5 GC §34090
Human Resources	FR-041	Personnel Training File - Tests, Bulletins, Certificates, Field Training, etc.	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090
Fire / Operations	FR-042	Pre-Fire Plans	When Superseded		When Superseded		Mag, Ppr			GC §34090 et seq.
Fire / Operations	FR-043	Self-contained Breathing Apparatus (SCBA) and Bottles	Expiration of Certificate - Minimum 2 years		Expiration of Certificate - Minimum 2 years		Mag, Ppr			Certificates are issued for 3-5 years; GC §34090 et. seq.
Fire / Operations	FR-044	Station Log Books (Incidents - kept at Fire Stations)	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	No	Retained for historical and administrative value; GC §34090
Lead Dept.	FR-045	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
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HUMAN RESOURCES										
Human Resources	HR-001	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years			Mag, Ppr		Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-002	Classification Specifications / Job Descriptions	Minimum 3 years		Minimum 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090;
Human Resources	HR-004	Compensation Surveys & Studies	3 years		3 years			Mag, Ppr		Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-005	Confidential Investigations	Separation + 6 years		Separation + 6 years	Yes: Until Separation	Mag, Ppr			Department Preference to match Personnel Files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174
Human Resources	HR-006	COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k), GC §34090
Human Resources	HR-007	DMV - Addition, Deletion Form	2 years		2 years		Mag, Ppr			GC §34090
Human Resources	HR-008	DMV-Pull Notices, Waivers for Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-009	Drug Testing Program / DOT Testing - Eligible Pool Lists, Drug & Alcohol Test Results, Training, BIT Inspections, etc.	2 years	3 years	5 years			Mag Ppr		D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	HR-010	Equal Opportunity Employment - Complaints / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Separation + 3 years		Separation + 3 years			Mag, Ppr		Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 12960, 34090
Human Resources	HR-011	Equal Opportunity Employment - EEOC Reports (EEO-4 Reports)	3 years		3 years			Mag, Ppr		29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
Human Resources	HR-012	Grievances	Separation + 6 years		Separation + 6 years	Yes: Until Separation		Mag, Ppr		Department Preference to match Personnel Files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-013	I-9s	Separation + 3 years		Separation + 3 years			Mag, Mfr, OD, Ppr	S / i	Yes:--After QC & OD Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090; INA 274A(b)(3); INS Rule 274a.1(b)(2)
Human Resources	HR-014	LiveScan Fingerprint Clearance Forms - for Employees, Contractors, Volunteers, Interns	Separation + 3 years		Separation + 3 years			Mag, Ppr		Department preference (protects City in the event of past employee misconduct); DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC§ 34090 et seq.
Human Resources	HR-015	Negotiation Binders / Notes, Side Letters, Correspondence, etc.	10 years		10 years	Yes while current		Mag, Ppr		Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-017	Personnel Files - All Employees (Part-time employee's files are forwarded to Human Resources when they are Separated)	Separation + 1 year	5 years	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / i	Yes:—After QC & OD	Department Preference; Statute of Limitations for Retirement Benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090, 3105; LC §1198.5; 29 CFR 1602.14; 53235.2(b); 53237.2(b); LC §1198.5
Human Resources	HR-018	Personnel Files - Fire Department Background Files (Successful Applicants)	Separation + 1 year	5 years	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / i	Yes:—After QC & OD	Department Preference; Statute of Limitations for Retirement Benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090, 3105; LC §1198.5; 29 CFR 1602.14; 53235.2(b); 53237.2(b); LC §1198.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-019	Personnel Files - Medical Records (all employees) Includes Breathing Apparatus Fit Tests & LiveScan Log	Separation + 1 year	29 years, OR Termination of Benefits + 5 years (whichever is longer)	Separation + 30 years, OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / i	Yes: -After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-020	Recruitment Database - NeoGov	4 3 years		4 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090
Human Resources	HR-021	Recruitment Files - Full-time Employees (Includes Applications (Unsuccessful), Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, Eligible Lists, Reference Checks, Background Checks from Fire or PD , etc.)	Minimum 4 3 years		Minimum 4 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090
Human Resources	HR-022	Studies & Surveys Conducted on Behalf of the City (Attrition, Benefits, Succession Planning, etc.)	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-023	Training - Harassment Prevention and Violence in the Workplace (for others, see the City-wide Schedule) (Attendance Rosters, Outlines and Materials)	5 years		5 years			Mag, Mfr, OD, Ppr	S / i	Yes:--After QC & OD Department Preference; OSHA requires 5 years for safety records;-Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)
Human Resources	HR-024	Workers' Compensation or Disability Claims / Employee or Volunteer Accident Reports Includes all Employee Accident, Incident, or Injury Reports, Refusal of Medical Treatment of an Industrial Accident	Until Closed	29 years, OR Termination of Benefits + 5 years (whichever is longer)	Separation + 30 years, OR Termination of Benefits + 5 years (whichever is longer)			Mag, Mfr, OD, Ppr	S / i	Yes:--After QC & OD Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PUBLIC WORKS / ENGINEERING										
City Clerk & Public Works / Engineering	PW-001	Abandonments / Vacations (Streets) / Survey File	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
Public Works / Engineering	PW-002	Assessment Districts / Sewer Districts / Maintenance Districts / Landscape & Lighting / Street Improvement Districts (FORMATION, BOUNDARIES, ENGINEERS REPORTS)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337.337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering	PW-003	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Insurance Certificates, Meeting Minutes, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): Permanent File Plans, Specifications, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): Unsuccessful Proposals	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP): Where City is NOT the Lead Agency (Grade Separation, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records (another agency is the lead)
Public Works / Engineering	PW-007	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings (all lines)	10 years		10 years		Mag			Department Preference; GC §34090 et seq.
Public Works / Engineering	PW-008	Correspondence - Regulatory Agencies	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Public Works / Engineering	PW-009	Design & Construction Standards	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	PW-010	Easements	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Public Works / Engineering	PW-011	Encroachment Permits - Permanent Encroachments	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	Minimum 5 years		Minimum 5 years			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-013	Engineering Studies / Surveys (City Built Projects)	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-014	Geotechnical and Soils Reports	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-015	Grading Permits & Plans	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-016	Maps, Plans and Record Drawings (Capital Improvement Project "As-Built", Record Drawings, etc.)	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-017	NPDES Permits - Stormwater	Expiration + 5 years		Expiration + 5 years	Yes: Until Expiration	Mag, Ppr		Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44	
Public Works / Engineering	PW-018	NPDES Reporting and Monitoring - Stormwater	5 years		5 years	Yes: Until Expiration	Mag, Ppr		Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44	
Public Works / Engineering	PW-019	Pretreatment Annual / Quarterly Reports Industrial Pre-Treatment	5 years		5 years		Mag, Ppr		Department Preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090	
City Clerk & Public Works / Engineering	PW-020	Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (copies); GC §34090.7
Public Works / Engineering	PW-021	Standard Construction Drawings / Details / Plans	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-022	Subdivisions	P		P		Mag, Ppr			Official record held by City Clerk; GC §34090.7
Public Works / Engineering	PW-023	Underground Service Alerts (USA's) / Dig Alerts-- City	3 years		3years		Ppr			Department Preference (the warrantee period for work done is 5 years); Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Engineering	PW-024	Urban Water Management Plans (UWMP)	10 years		10 years	Yes	Mag, Ppr		Department Preference; GC §34090
Public Works / Engineering	PW-025	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment	When Superseded - Minimum 2 years		When Superseded - Minimum 2 years		Mag, Ppr		Confidential; GC §34090
Public Works / Engineering	PW-026	Wastewater / Sewer System Management Plans (SSMP) and Audits, Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	10 years		10 years		Mag, Ppr		Department Preference; plans must be updated every 5 years, audits are required every 2 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(i)(2); GC §34090
ENGINEERING - PRIVATE DEVELOPMENT									
Public Works / Engineering / Private Develop.	PW-027	Maps, Plans and Record Drawings (Final Maps, Parcel Maps, Right of Way, Tract Maps, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
ENGINEERING - TRAFFIC & TRANSPORTATION									
Public Works / Engineering / Traffic & Trans.	PW-028	Master Plans - Transportation	Superseded + 5 years		Superseded + 5 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department Preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-029	Newsrack Permits	2 years		2 years		Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Engineering / Traffic & Trans.	PW-030	Residential Parking Permits	2 years		2 years		Mag, Ppr		GC §34090
Public Works / Engineering / Traffic & Trans.	PW-031	Studies - Transportation	Minimum 5 years		Minimum 5 years		Mag Ppr		Department Preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-032	Traffic Calming Requests	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-033	Traffic Commission AGENDAS, AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Ppr		Department Preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-034	Traffic Commission MINUTES, BYLAWS	P		P		Mag, Mfr, OD, Ppr	S	No GC §34090
Public Works / Engineering / Traffic & Trans.	PW-035	Traffic Speed Surveys	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering / Traffic & Trans.	PW-036	Traffic Studies / Traffic Counts	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department preference; GC §34090
GENERAL SERVICES / EQUIPMENT MAINTENANCE & FLEET									

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
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Lead Depart.	PW-037	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr		40 CFR 70.6; GC §34090
Public Works / Fleet	PW-038	Fleet Management Database	Indefinite		Indefinite		Mag, Ppr		Department preference (data is inter-related); If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et seq., GC §34090
Lead Depart.	PW-039	Generator Operation Logs / Inspections	5 years		5 years		Mag, Ppr		AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Lead Depart.	PW-040	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr		Department preference; GC §34090
Public Works / Fleet	PW-041	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Current + 2 Previous Certificates		Current + 2 Previous Certificates		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department preference; GC §34090 et. seq.
Lead Depart.	PW-042	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr		13 CCR 1234(c); GC§34090
Public Works / Fleet	PW-043	Used Oil Disposal	3 years		3 years		Mag, Ppr		22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Division Providing Service / Work	PW-044	Work Orders / Service Requests / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag		Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-045	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-046	Work Orders / Service Requests / Service Tracker - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr		City preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
GENERAL SERVICES / GOVERNMENT BUILDINGS									
Public Works / Government Buildings	PW-047	Elevator Permits	When Superseded		When Superseded		Mag, Ppr		GC §34090
Lead Depart.	PW-048	Hazardous Materials Manifests	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department Preference; 40 CFR 262.40 , 8 CCR 3204(d)(1)(A) , 22 CCR 66262.40 ; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Depart.	PW-049	Hazardous Materials Manifests - State Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Lead Depart.	PW-050	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Community Services / Recreation OR Public Works / Government Buildings	PW-051	Swimming Pool Chemical Readings & Additions	5 years		5 years		Mag, Ppr			Health Department regulations; 8 CCR §3195.12; GC §34090
Public Works / Division Providing Service / Work	PW-052	Work Orders / Service Requests / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-053	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
GENERAL SERVICES / STORMWATER										

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Division Providing Service / Work	PW-054	Work Orders / Service Requests / Service Tracker / Inspections / Maintenance / Spills and Responses / Repairs / Mitigations - CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag		Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-055	Work Orders / Service Requests / Service Tracker / Spills and Responses / Repairs / Mitigations - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr		Preliminary drafts (the database is the original); GC §34090
GENERAL SERVICES / WASTEWATER									
Public Works / General Services / Wastewater	PW-056	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings & Reports (all lines)	When Superseded		When Superseded		Mag		Department Preference (preliminary drafts not retained in the ordinary course of business); GC §34090 et seq.
Public Works / General Services / Wastewater	PW-057	Correspondence - Regulatory Agencies	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr		Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
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Public Works / General Services / Wastewater	PW-058	Daily Vehicle & Equipment Safety Checks / DMV Reports / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr		GC §34090
Public Works / General Services / Wastewater	PW-059	Flow Measurements	5 years		5 years		Mag, Ppr		Department preference; GC §34090
Public Works / General Services / Wastewater	PW-060	FOG (Fats, Oil & Grease) / Hot Spots	5 years		5 years		Mag, Ppr		Department Preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
Public Works / General Services / Wastewater	PW-061	Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits	5 years		5 years		Mag, Ppr		Department Policy (sewage sludge is required for 5 years); WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Public Works / General Services / Wastewater	PW-062	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr		Department preference; GC §34090
Public Works / General Services / Wastewater	PW-063	Pumping Station Logs / Sewer Lift Station Logs / Motor Logs, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / General Services / Wastewater	PW-064	Sanitary Sewer Overflows (SSOs)	5 years		5 years		Mag, Ppr		Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / General Services / Wastewater	PW-065	Waste Discharge Monitoring Reports	5 years		5 years		Mag, Ppr		Department preference; Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Public Works / Division Providing Service / Work	PW-066	Work Orders / Service Requests / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag		Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-067	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-068	Work Orders / Service Requests / Service Tracker - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr		City preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
PARK MAINTENANCE											
Public Works / Park Maint.	PW-069	Memory Trees / Memory Benches	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Lead Depart.	PW-070	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment			Mag, Ppr			Department preference; GC §34090
Public Works / Park Maint.	PW-071	Pesticide Application / Use	2 years		2 years			Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623(c), 40-CFR 171.11 et seq. ; GC §34090
Public Works / Park Maint.	PW-072	Playground Inspections / Playground Maintenance	10 years		10 years			Mag, Ppr			Department Preference; GC §34090
Public Works / Park Maint.	PW-073	Tree Crew Schedule / City Tree Trimming	10 years		10 years			Mag, Ppr			Department Preference; GC §34090
Public Works / Park Maint.	PW-074	Tree Maintenance Database (West Coast Arborist)	Minimum 10 years		Minimum 10 years			Mag, Ppr			Department Preference; GC §34090
SOLID WASTE											

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Solid Waste	PW-075	AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) / Solid Waste Tonnage Reports	10 years		10 years		Mag, Ppr		Department preference; SB 1383 compliance is required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995;.2 H&S §39730.7; GC §34090	
Public Works / Solid Waste	PW-076	Environmental Committee AGENDAS, AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Ppr		Department Preference; GC §34090	
Public Works / Solid Waste	PW-077	Environmental Committee MINUTES, BYLAWS	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Public Works / Solid Waste	PW-078	Environmental Programs / Conservation Programs: Beach Cleanups, etc.	5 years		5 years		Mag, Ppr			Department preference to meet any grants or subventions; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Solid Waste	PW-079	Environmental Work Plan	Superseded + 5 years		Superseded + 5 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-080	Exemptions from Mandatory Trash Services	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-081	Haulers, Trash Company, Solid Waste Vendor Permits and Applications	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Solid Waste	PW-082	Hazardous Materials Manifests	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-083	Hazardous Materials Manifests - State Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-084	Solid Waste - Recycling - SRRE (Source Reduction and Recycling Element)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-085	Solid Waste Enforcement Letters	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
STREETS										
Public Works / Streets	PW-086	Graffiti Removal / Weed Abatement	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Streets	PW-087	Inspections (Contractor's work in Right-of-Way)	3 years		3 years		Mag, Ppr			Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Streets	PW-088	Sidewalk Inspections & Repairs: Bicycle Ways, Curbs, Sidewalks, etc.	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Streets	PW-089	Street Signal Outages & Maintenance	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Streets	PW-090	Street Sweeping	3 years		3 years		Mag, Ppr			Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Division Providing Service / Work	PW-091	Work Orders / Service Requests / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag		Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-092	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-093	Work Orders / Service Requests / Service Tracker - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr		City preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
WATER DISTRIBUTION									
Public Works / Water Dist.	PW-094	Backflow: Cross-Connection Backflow Device Inspections and Maintenance	5 years		5 years		Mag, Ppr		Department Preference; Meets California Department of Public Health requirements (3 years); GC §34090; 17 CCR 7605(f)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Depart.	PW-095	Confined Space Entries	3 years		3 years		Mag, Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Water Dist.	PW-096	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (regarding Potable Water)	5 years		5 years		Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Public Works / Water Dist.	PW-097	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	Minimum 2 years		Minimum 2 years		Mag, Ppr		Department Preference; GC §34090
Public Works / Water Dist.	PW-098	Fire Flow Test Applications and Witness to Test	10 years		10 years		Mag, Ppr		Department Preference; Meets California Department of Public Health requirements (3 years); GC §34090; 17 CCR 7605
Public Works / Water Dist.	PW-099	Hydrant Inspections / Flushing / Turning Sheets / Valve Exercises / Valve Activations	10 years		10 years		Mag, Ppr		Department preference; GC §34090 et seq.
Lead Depart.	PW-100	Lockout-Blockout / Lockout-Tagout	2 years		2 years		Mag, Ppr		GC §34090
Public Works / Water Dist.	PW-101	Meter Change Cards / Replacement Cards	Upon Disposal of Meter		Upon Disposal of Meter		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; GC §34090
Public Works / Water Dist.	PW-102	Metropolitan Information	When No Longer Required		When No Longer Required		Mag, Ppr		Non-records

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Lead Div.	PW-103	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr		Department preference; GC §34090
Public Works / Water Dist.	PW-104	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Water Dist.	PW-105	Temporary Hydrant Meters - Rentals (Pools, Construction)	End of Rental		End of Rental		Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Lead Depart.	PW-106	Underground Service Alerts (USA's) / Dig Alerts-- City	3 years		3 years		Ppr		Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Public Works / Water Dist.	PW-107	Videos - Reservoirs, Tanks, etc.	P		P		Mag		Department preference; GC §34090
Public Works / Water Dist.	PW-108	Water Analysis & Sampling: Bacteriological & Organics	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 40 CFR 141.33(a); 22 CCR §64470
Public Works / Water Dist.	PW-109	Water Analysis & Sampling: Chemical	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 40 CFR 141.33(a); 22 CCR §64470
Public Works / Water Dist.	PW-110	Water Analysis & Sampling: Lead & Copper	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Water Dist.	PW-111	Water Pressure Charts	5 years		5 years		Mag, Ppr		Department Preference; GC §34090 et seq.
Public Works / Water Dist.	PW-112	Water Quality Reports / Consumer Confidence Reports	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64470; 22 CCR §64483
City Clerk	PW-113	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No GC §34090.7
Public Works / Water Dist.	PW-114	Water Usage Reports	Minimum 2 years		Minimum 2 years		Mag, Ppr		Department preference; GC §34090 et seq.
Public Works / Water Dist.	PW-115	Well History / Well Decommissions or Abandonments	P		P		Mag, Mfr, OD, Ppr		Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
RISK MANAGEMENT										
City Attorney & Finance / Risk Manag.	RM-001	Claims - Juveniles	Age of Majority (minimum Settle + 5 years)		Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Juveniles may have additional legal recourse; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney & Finance / Risk Manag.	RM-002	Claims - Not Juveniles Tort Claims / Liability Claims	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Risk Manage.	RM-003	Claims Against Others (Damage to City Property, etc.)	Final Settlement	5 years	Final Settlement + 5 years	Yes: Until Resolution	Mag, Ppr			Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Risk Manage.	RM-004	Insurance Policies & Certificates (City-owned - NOT liability insurance): Fire, Flood, etc.	Completion + 5 years		Completion + 5 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Agreement retention; CCP §§337; GC §34090
Risk Manage.	RM-005	Insurance Policies & Certificates (City-owned): ICMA, Self-insurance & Liability (General & Public), Workers Compensation	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For protection from litigation; CCP §§337. GC §34090

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Risk Manage.	RM-006	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A, etc.	2 years	3 years	5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429(c)
Risk Manage.	RM-007	Safety Committee Minutes	5 years		5 years		Mag, Mfr, OD, Ppr	S / i	Yes:—After QC & OD	Department Preference; OSHA requires 5 years for safety records; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.11

TITLE:

Amendment to Agreement with Waterline Technologies, Inc. to Add an Additional \$50,000 for the Purchase of Needed Pool Chemicals and Waive Bidding Requirements

RECOMMENDATION:

1. Authorize the City Manager to execute an amendment to Contract No. 6467 with Waterline Technologies, Inc. to add an additional \$50,000 for the purchase of pool chemicals and waive bidding requirements pursuant to El Segundo Municipal Code § 1-7-9(A).
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted: \$100,000

Additional Appropriation: N/A (an additional \$50,000 was approved on February 21, 2023, with the mid-year budget appropriations)

Account Number: 001-400-2601-5204 (Operating Supplies)

BACKGROUND:

The City of El Segundo has two recreational aquatic facilities which require routine chemical supplies and maintenance to ensure proper function and continued availability to the City's residents. The City has been contracting with Waterline Technologies, Inc. for pool chemical services for the past several years. This amended agreement covers the purchase of all pool chemicals needed to maintain the City's recreational aquatic facilities.

DISCUSSION:

Historically, a contract in the amount of \$50,000 would have been sufficient to cover the costs of all pool chemical deliveries for the City's aquatic facilities per fiscal year. However, due to inflation, supply chain issues with chemicals, and the rising costs of all

Amendment to Agreement with Waterline Technologies, Inc.

March 7, 2023

Page 2 of 3

goods, this amount is no longer adequate to cover the costs of these same purchases in the current economic climate. The current contract has already reached the "not to exceed" limit in the mid-fiscal-year and consequently, staff attempted to solicit quotations from other vendors for similar services. Throughout these attempts, staff found that other vendors either did not carry the chemicals needed, had long delivery delays, or were not interested in providing services for the City in a timely manner. Staff included an additional appropriation request of \$50,000 related to this item in the FY 2022-23 mid-year budget report to City Council on February 21, 2023. City Council approved the additional appropriation. Since the contract amendment exceeds the City Manager's authority, staff is required to bring the contract amendment before City Council for approval. This contract amendment is required in order to continue maintaining the proper water quality in the various pools operated by the City.

Over the past five years, Waterline Technologies, Inc. has accommodated the city with respect to its needs regarding chemical deliveries for the City's pools. In addition to providing competitive pricing, quality products, and in-stock inventory, Waterline Technologies, Inc. is the only vendor in the area that can cover most delivery requests the very next day. Requiring a formal bidding process would halt current pool chemical deliveries and affect the operation of the two aquatic facilities. Staff believe that it is in the City's best interest to waive the bidding process and amend the current agreement with Waterline Technologies, Inc. to facilitate the purchase of needed chemicals which would provide the City with continued stable and reliable needed supplies and services for pools and ensure that our aquatic facilities remain operational and open to the public.

Staff recommends that the City Council authorize the City Manager to execute the amendment to the contract with Waterline Technologies, Inc. and waive bidding requirements pursuant to El Segundo Municipal Code § 1-7-9(A).

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe, and effective City.

PREPARED BY:

Erica Miramontes, Management Analyst

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

Amendment to Agreement with Waterline Technologies, Inc.

March 7, 2023

Page 3 of 3

None



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Consent

Item Number: B.12

TITLE:

2023 Legislative Platform

RECOMMENDATION:

1. Approve the 2023 Legislative Platform.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

The purpose of the City's Legislative Platform is to represent the City's official positions on proposed regional, state, and federal legislation. The Legislative Platform is aligned with the City's five Strategic Goals, which focus on providing the highest level of service to the City's residents and businesses.

DISCUSSION:

The Legislative Platform provides clear directions for the City Manager to respond and take action quickly, under the direction of City Council, as initiatives that impact the City are considered at the regional, state, and federal levels. The City Manager will coordinate the monitoring of legislative issues that impact the City and ensure that the City takes a position on all applicable proposed regional, statewide, and national legislation, regulations, and related matters.

The City Manager may update the Legislative Platform throughout the year, if necessary, to address and prioritize new issues as they relate to the City or the region. The Legislative Platform does not preclude the City Council from considering legislative and regulatory matters arising throughout the year and revising the Legislative Platform, if needed.

2023 Legislative Platform

March 7, 2023

Page 2 of 2

The City's primary legislative focus includes protecting local government control, especially in the area of land use, supporting economic development and growth, improving air quality monitoring, and funding for public facilities, transportation, technology, clean air initiatives and public infrastructure improvements.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Goal 2: Support Community Safety and Preparedness

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Goal 5: Champion Economic Development and Fiscal Sustainability

PREPARED BY:

Barbara Voss, Deputy City Manager

REVIEWED BY:

Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 2023 Legislative Platform



2023 Legislative Platform

Introduction

The purpose of the City's annual Legislative Platform is to represent the official City positions on proposed regional, state, and federal legislation. The Legislative Platform is aligned with the City's five Strategic Goals which focus on providing the highest level of service to the City's residents and businesses.

The Legislative Platform provides clear direction to the City Manager to respond and take action quickly, under the direction of City Council, as initiatives that impact the City are considered at the regional, state, and federal levels. The City Manager shall coordinate the monitoring of legislative issues that impact the City and ensure that the City takes a position on all applicable proposed regional, state-wide, and national legislation, regulation, and related matters.

Staff will update the Legislative Platform throughout the year at the direction of the City Manager, as necessary, to address and prioritize new issues as they relate to the City or the region. The Legislative Platform does not preclude City Council consideration of additional legislative and regulatory matters arising throughout the year. As necessary, Staff will solicit City Council authorization to amend the Legislative Platform to include items not included in the existing Legislative Platform.

For proposed legislation, either consistent with the City's Legislative Platform or consistent with legislative positions the City has taken in the past, City Staff shall be authorized to prepare position letters on behalf of the Mayor and/or City Councilmembers. Items not addressed in the City's Legislative Platform may require further City Council direction. Legislative priorities may only address issues directly relevant to or impacting the provision of municipal services. Generally, the City will not address matters that are not pertinent to the City's local government services such as international issues.

City departments are encouraged to monitor and be knowledgeable of any legislative issues related to their discipline. However, requests for the City to take positions on a legislative matter must be directed to the City Manager's Office. City departments may not take positions on legislative issues without City Manager's Office review and approval.

The City's primary legislative focus includes protecting local government control, maintaining local government revenue, pursuing public security funding, obtaining funding for environmental sustainability, transportation, recreational, technology and public infrastructure improvements.



Guiding Principles – City Strategic Plan

The Legislative Platform is aligned with the City’s five strategic goals.

1. Enhance Customer Service, Diversity, Equity, Inclusion and Communication
2. Support Community Safety and Preparedness
3. Promote a Quality Workforce through Teamwork and Organizational Efficiencies
4. Develop and Maintain Quality Infrastructure and Technology
5. Champion Economic Development and Fiscal Sustainability

2023 Legislative Priorities

1. Ensure local city input on all regional land use and planning issues.
2. Support efforts to increase the amount of transportation funds allocated to local jurisdictions for discretionary projects.
3. Pursue funding for projects that improve the quality of life in El Segundo.
4. Support regional economic development policies that provide for planned economic growth in the City and neighboring communities.
5. Oppose unfunded mandates to the City for any new or continuing program/service.
6. Support local control over the administration of local programs.
7. Ensure that the County’s responsibilities for mandated programs are not passed on to the City in the form of undue burdens/financial mandates.
8. Support efforts to monitor air quality and promote clean air initiatives and programs.



General Government

City of El Segundo supports:

1. Efforts that are consistent with the doctrine of local control especially in the areas of police power, land use planning and public safety.
2. Enhanced local control of resources and that allows the City to address the needs of its constituents within a framework of regional cooperation.
3. Preserving local control of short-term rentals and online hotel intermediaries.
4. The use of federal and state incentives for local government, rather than mandates.
5. Funding opportunities for public facilities and services including capital improvement projects, public works projects, homeland security, library, parks and social service facilities.
6. Keeping land use local and not a matter of state authority.
7. Applying lessons learned during the COVID-19 pandemic to allow expanded use of email notification, postings on agency websites, publicizing at community groups, and/or other methods of outreach available.
8. Developing and supporting a long term strategy to hold large scale municipal organizations accountable for environmental violations that place the quality of life and health of residents and businesses at risk.

City of El Segundo opposes:

1. State and federal legislation that preempts the City's local authority.
2. State or federal mandates without the direct or indirect reimbursement for the costs associated with complying with new and/or modified laws, regulations, policies, procedures, permits and/or programs.



City Clerk/Electoral Process

City of El Segundo supports:

1. Safeguards ensuring that all eligible voters are provided with the mechanisms to exercise the right to vote.
2. Transparency, public participation and first amendment rights, while preserving procedures that continue to foster efficient government proceedings.
3. Efforts to enhance local governments' ability to achieve greater transparency of governmental business by improving the platform in which agencies can publish and advertise notices, resolutions, orders, or other matters required by law.
4. Measures that preserve the integrity and fundamentals of the Brown Act and oppose measures that would constrain communication among staff and local officials.
5. Increased local autonomy, protecting privacy and maintaining the City's authority over public records. This includes measures that provide for the recovery of costs concerning public records requests.
6. Maximizing the City's ability to efficiently and effectively administer local elections, including programs designed to encourage and increase voter education, registration and voter turn-out.

Community Services

City of El Segundo supports:

1. Funding for the development and rehabilitation of infrastructure in parks, libraries, public right of ways, and similar neighborhood and community-serving facilities.
2. Funding for ADA upgrades.
3. Enhanced California State Library funding and budget.
4. Statewide initiatives for:
 - Early education
 - Services for vulnerable populations
 - Adult/family literacy
 - Healthy lifestyles
 - Digital literacy
 - Career support
 - After-school/summer programs for youth



5. Expanded opportunities for healthy “aging in place” options and services for the older adult population.
6. Equitable access to library and information services including:
 - Broadband equity for California communities
 - eMedia and electronic resources
 - Technology for use in the home, including laptops and hotspots
7. Enhanced school sites and support of educational partnerships between cities and school districts.
8. Intellectual freedom and privacy.
9. Increased state resources for local arts, recreation, cultural events and library programs.

Economic Development

City of El Segundo supports:

1. Measures that enhance the City’s business attraction and retention efforts.
2. Providing resources and incentives to supports job creation, business attraction, and retention.

Emergency Management

City of El Segundo supports:

1. Funding that promotes mitigation, preparedness, response, and recovery efforts for manmade and natural disaster hazards.
2. Funding for disaster relief for all types of natural and manmade disasters.
3. Efforts to coordinate the development of telecommunications infrastructure within the region for use during large scale emergencies.
4. I.C.I. System (Interagency Communications Interoperability System) participation among jurisdictions and funding for equipment and operations.
5. Funding for the Urban Area Security Initiative (UASI) and other funding initiatives administered by the Department of Homeland Security to enhance the City’s ability to respond to regional or national threats.



Environmental Sustainability

City of El Segundo supports:

1. State bonds, funding, and legislation aimed at improving ocean water quality and reducing ocean pollution, banning new offshore oil or gas drilling or extraction, and funding coastal clean-up and restoration.
2. Cost-effective, sustainable, and responsible environmental policy and programs in the areas of energy efficiency, greenhouse gases, climate change, potable water, wastewater, solid waste removal and stormwater, among others.
3. State funding opportunities to assist agencies in meeting sustainability objectives including energy and water efficiencies, active transportation enhancements, connectivity and mobility improvements and carbon sequestration through natural landscape management and protection.
4. Protecting, preserving and restoring the natural environment where it does not conflict with local control and land use designations.
5. Creating partnerships among the City, El Segundo Unified School District, businesses, residents, and all other community stakeholders as necessary to achieve a sustainable community.
6. Proactively addressing climate change and improving air quality. Support funding to foster an environmentally sustainable city, walkable community that provides ample goods, services and benefits to all residents while respecting the local environment.
7. Funding for the Los Angeles County Metropolitan Transportation Authority (Metro) and other regional transit authorities to continue to create multi-modal transportation systems that minimize pollution and reduce motor vehicle congestion while ensuring access and mobility for all.

Fiscal and Administrative

City of El Segundo supports:

1. Fiscal sustainability and best-practice administrative initiatives to ensure the delivery of unparalleled city services.
2. Full cost reimbursement to the City for all federal, state and county-mandated programs.
3. Protect the integrity of existing revenue sources for local government.



4. Efforts to achieve public employee pension reform.
5. Efforts to maintain and expand the types of municipal investment-grade revenue bonds.
6. Efforts to achieve public employee workers' compensation reform.
7. Measures that will create stricter rules for local municipalities to raise state and local taxes, fees, assessments, and property-related fees.

City of El Segundo opposes:

1. Any attempt to eliminate or limit the traditional tax exemption for municipal bonds.
2. Legislation that makes local agencies more dependent on the State for financial stability and policy direction.
3. Changes in revenue allocations that negatively affect local government, including the redistribution of sales tax, property tax, COPS grants, Proposition 172 funds, gas tax (HUTA), transient occupancy tax (TOT) and vehicle in-lieu fees (VLF).
4. Efforts by the State or Federal government to preempt the City's right to levy and collect taxes, fees and assessments.
5. Diminishing the City's authority over local taxes and fees.

Human Resources

City of El Segundo supports:

1. Measures that place reasonable parameters over public pension plans, while opposing measures that would eliminate local control over plan specifics.
2. Managing the rising cost of health insurance and urging officials to fully consider the financial impact on local governments when considering any health care coverage legislation.

City of El Segundo opposes:

1. Measures that mandate upon local governments additional and costly programs for employee benefits without local control.



Planning, Housing and Land Use

City of El Segundo supports:

1. Increased input from municipalities in the development of the Regional Housing Needs Assessment (RHNA).
2. Flexibility for local jurisdictions to work together to provide housing that counts toward the Regional Housing Needs Assessment (RHNA) requirements.
3. Maintaining local control over medical marijuana dispensaries and upholding cities' ability to regulate and ban dispensaries.
4. Funding for affordable senior housing opportunities and projects.
5. California Environmental Quality Act (CEQA) reform to expedite and streamline both project development and delivery, especially for transportation, transit-oriented, infill, and/or housing projects.
6. Measures that require transparency in CEQA litigation and eliminate duplicative CEQA lawsuits.
7. The restoration and expansion of tax increment tools to build affordable housing stock, improve public transit, and reduce climate-warming carbon emissions. Incentivize collaboration among potentially impacted jurisdictions by sharing the net proceeds from future tax increment financing districts, and emphasize tax increment as a public financing tool that does not increase taxes to residents.
8. Secure adequate and sustainable funding for cities to increase construction of housing at all income levels, particularly affordable housing and workforce housing.
9. Reform state housing laws to ensure cities retain local decision-making to meet the needs of their communities.
10. Redevelopment like process to facilitate community development focused on infrastructure to support housing, improved jobs/housing balance, infill and improved conditions/opportunities for disadvantaged communities.

City of El Segundo opposes:

1. Limiting the City's ability to condition and deny projects that negatively impact the community.
2. Overriding the City's adopted zoning ordinances.



3. Legislation that establishes detrimental, residential rent control restrictions (such as AB 1482)
4. Legislation that reduces local land-use authority and/or alters local land use zoning designations without approval of local City Council (such as SB 50).
5. Any additional mandatory general plan elements that don't allow cities and counties the flexibility to determine how to include new mandatory subject matter.

Public Safety

City of El Segundo supports:

1. Assistance for local police, fire, and homeland security initiatives, and any measures that will help contribute to local public safety.
2. Strengthening local law enforcement's ability to prevent and fight crime.
3. Funding and alternative avenues of health care to local first response agencies to adequately address behavioral health issues.
4. Strengthening programs that support crime victims and their families through advocacy, and outreach.
5. Strengthening state and regional collaboration to reduce and prevent homelessness as well as programs that provide funding to cities to implement local strategies.
6. Strengthening efforts to eradicate human trafficking.
7. Fire prevention and environmental safety legislation and funding.
8. Legislation that aids paramedics and other emergency medical service practitioners in their ability to be responsive to community needs, including AB 40 - Reduction of Ambulance Patient Offloading Time at Hospitals.
9. Funding initiatives for Peace Officers Standards and Training (POST) and other law enforcement support organizations.
10. Upholding local control and preserves a city's "Section 201" and "Section 224" rights to continue to contract for or provide pre-hospital medical care and transport.



City of El Segundo opposes:

1. Impeding local law enforcement from addressing crime problems and recovering costs resulting from a crime committed by the guilty party.
2. Limiting local police departments' ability to collect and utilize asset forfeiture funds for a wide variety of police services.
3. Modifying bail programs that are potentially harmful to El Segundo community.
4. Expanding "early release" for serious and violent offenders.
5. Expanding the definition of "early release", non-serious crimes, and non-violent crimes.
6. Any further actions that would re-categorizing serious crimes as non-serious crimes.
7. Decriminalizing existing crimes in California or reducing the sentences of any offenses, resulting in the release of serious criminals who may further harm the safety of the public and law enforcement personnel.
8. Legislation that requires local Public Safety agencies to take on more services without providing full funding to provide new/enhanced services.

Public Works

City of El Segundo supports:

1. Increased funding for maintaining and upgrading the City's major streets, allowing for better traffic flow and user safety.
2. Funding for transportation infrastructure projects that improve mobility for residents, businesses and visitors.
3. Expanded transportation funding to encourage use of public transit, alternative fuel vehicles and fleets, pedestrian ways, bikeways, and multi-use trails.
4. Measures that provide City's fair share of funding from the State's "Cap and Trade" funding sources.
5. Measures that seek to reevaluate the method and manner in which the state and federal gas taxes are collected and allocated to local jurisdictions to emphasize actual roadway usage (i.e. working/daytime population-based).



6. Efforts to secure the City’s fair share of funding from SB 1 revenues to fund local transportation projects.
7. Working with other agencies in the region to support current state and federal funding levels and encourage increased funding and flexibility in both operating and capital funding for mass transit.
8. Working with the South Bay Cities Council of Governments and other regional agencies to support legislation that provides incentives for the improvement and/or development of regional transportation corridors.

City of El Segundo opposes:

1. Efforts to remove local regulatory authority on wireless infrastructure development.
2. Any legislation that threatens to withhold State-allocated funds reserved for roadway or other public infrastructure maintenance and/or improvements if certain actions are not taken by the local jurisdiction, such as construction of housing or homeless shelters.
3. Legislation that supersedes local authorities’ land use policies and practices, that result in a “one size fits all” mandate.



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Staff Presentations

Item Number: D.13

TITLE:

Smoky Hollow Parking Pilot Project Plan Adoption

RECOMMENDATION:

1. Adopt a resolution to approve plans and specifications for Smoky Hollow Parking Pilot Project No. PW 23-05.
2. Authorize staff to advertise the project for construction.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

This project is not included in the Adopted FY 2022-23 Budget. An additional appropriation of \$200,000 will be requested at the time of contract award, as follows:

1. Undesignate \$170,350 from 001-277-0000-8840 (designated Parking In-Lieu Fee) and appropriate to 001-400-4101-6304 (PW Engineering - Smoky Hollow Parking In-Lieu).
2. Appropriate \$29,650 from 001-299-0000-2990 (General Fund Unassigned Fund Balance) to 001-400-4101-6304 (PW Engineering - Smoky Hollow Parking In-Lieu).

BACKGROUND:

Adopted in October 2018, the Smoky Hollow Specific Plan, "Action 16. North/South Streets Reconfiguration" calls to "reconfigure (re-stripe) key north/south running streets to provide a 20-foot one-way travel lane and a 20-foot angled parking lane to increase on-street parking capacity." In order to implement Action 16, at the September 20, 2022 City Council meeting, staff proposed a pilot project in order to implement the reconfiguration on a sample of north/south oriented streets.

Smoky Hollow Parking Pilot

March 7, 2023

Page 2 of 3

On September 20, 2022, City Council directed staff to complete the design of the Parking Pilot project with the needed signage and striping to add some parking stalls to the Smoky Hollow Area. The scope of this pilot project is to convert Nevada Street and Oregon Street (between El Segundo Boulevard and Grand Avenue), and California Street (between El Segundo Boulevard and Franklin Avenue) from the current two-way operation to a one-way operation and create angled parking stalls along those streets as contemplated in the Smoky Hollow Specific Plan. On November 2, 2022, a community outreach meeting was conducted by staff at the City Council Chamber to seek community input and feedback. The design of this pilot project is now completed by KOA Corporation and is ready to be presented to the City Council for approval, plan adoption, and advertisement for construction. In summary, an additional 43 parking spaces will be created by this pilot project. A presentation will be provided at the City Council meeting which will show the details of the design.

DISCUSSION:

During the Community outreach meetings, about half of residents and business owners expressed concerns that angled parking could potentially make it harder to park on hills and would create additional difficulty for delivery and food trucks. The other half of residents voiced their support for the pilot project since it would create additional parking stalls. As part of input from the community, it was suggested that the angled parking be moved to the opposite side of streets. Staff and the consultant firm incorporated this suggestion into the design which allowed for more parking stalls. This project, once constructed, will add 43 additional parking stalls to the existing 107 parking spaces.

Staff respectfully ask that the City Council approve the actions as recommended. With City Council's authorization, the anticipated construction award for this project is May 2023, with anticipated construction completion by the end of summer 2023. Subsequent to the construction, the success of this pilot project can be evaluated by:

- Survey businesses and adjacent property owners in the Smoky Hollow area to gather feedback.
- Keep logs of feedback/complaints from residents, business owners, truck drivers and adjacent property owners.
- Review citations issued by the Police Department.
- Monitor the use of newly installed parking stalls.

Smoky Hollow Parking Pilot

March 7, 2023

Page 3 of 3

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an inviting and safe community.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for business and the community.

PREPARED BY:

Lifan Xu, City Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

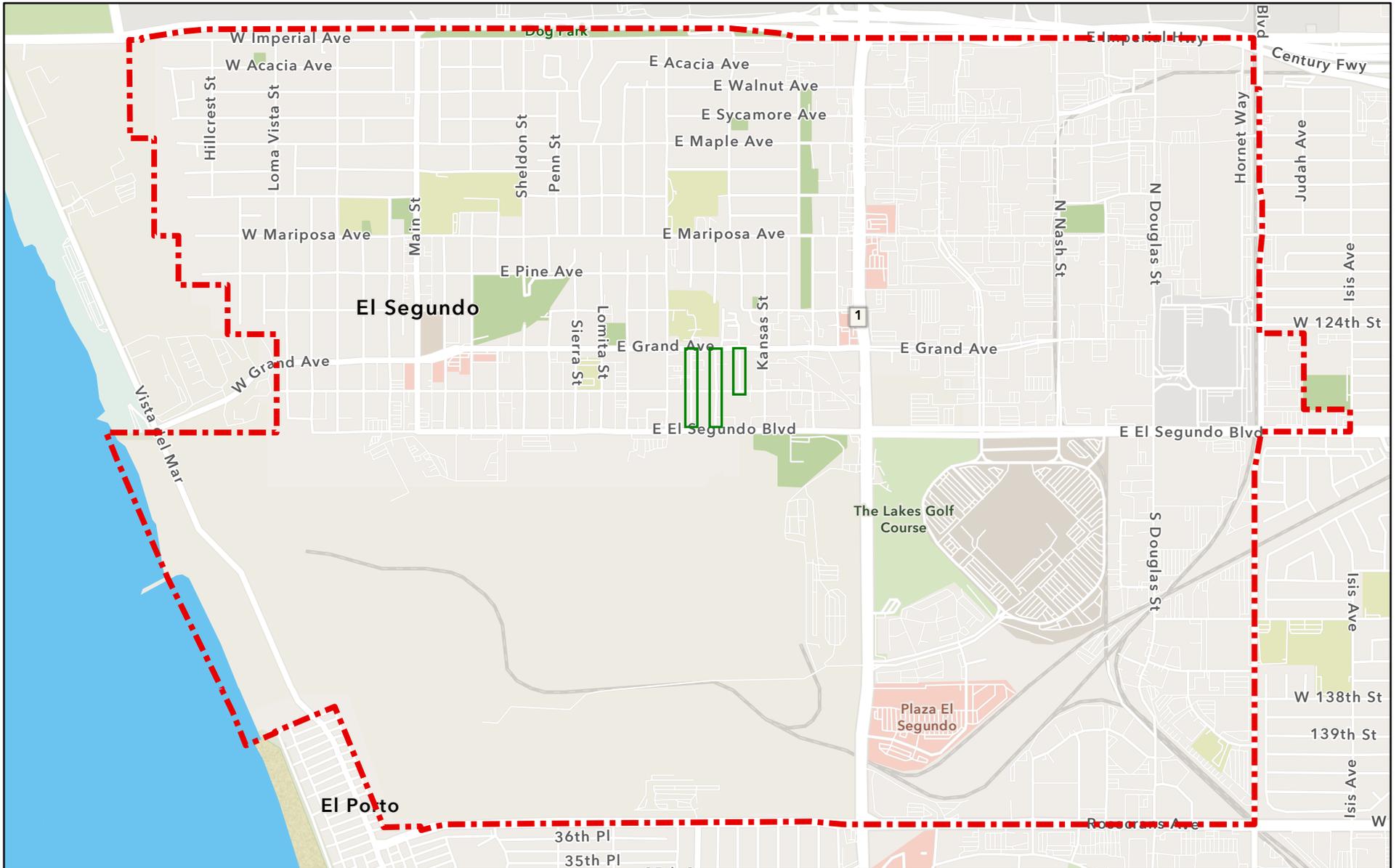
APPROVED BY:

Barbara Voss, Deputy City Manager

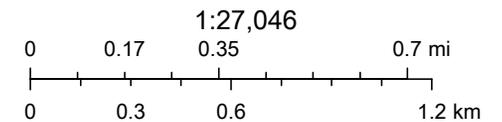
ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map
2. Location Map
3. PW 23-05, Smoky Hollow Parking Pilot Plan Adoption Resolution

Vicinity Map - PW 23-05 Smoky Hollow Parking Pilot Project

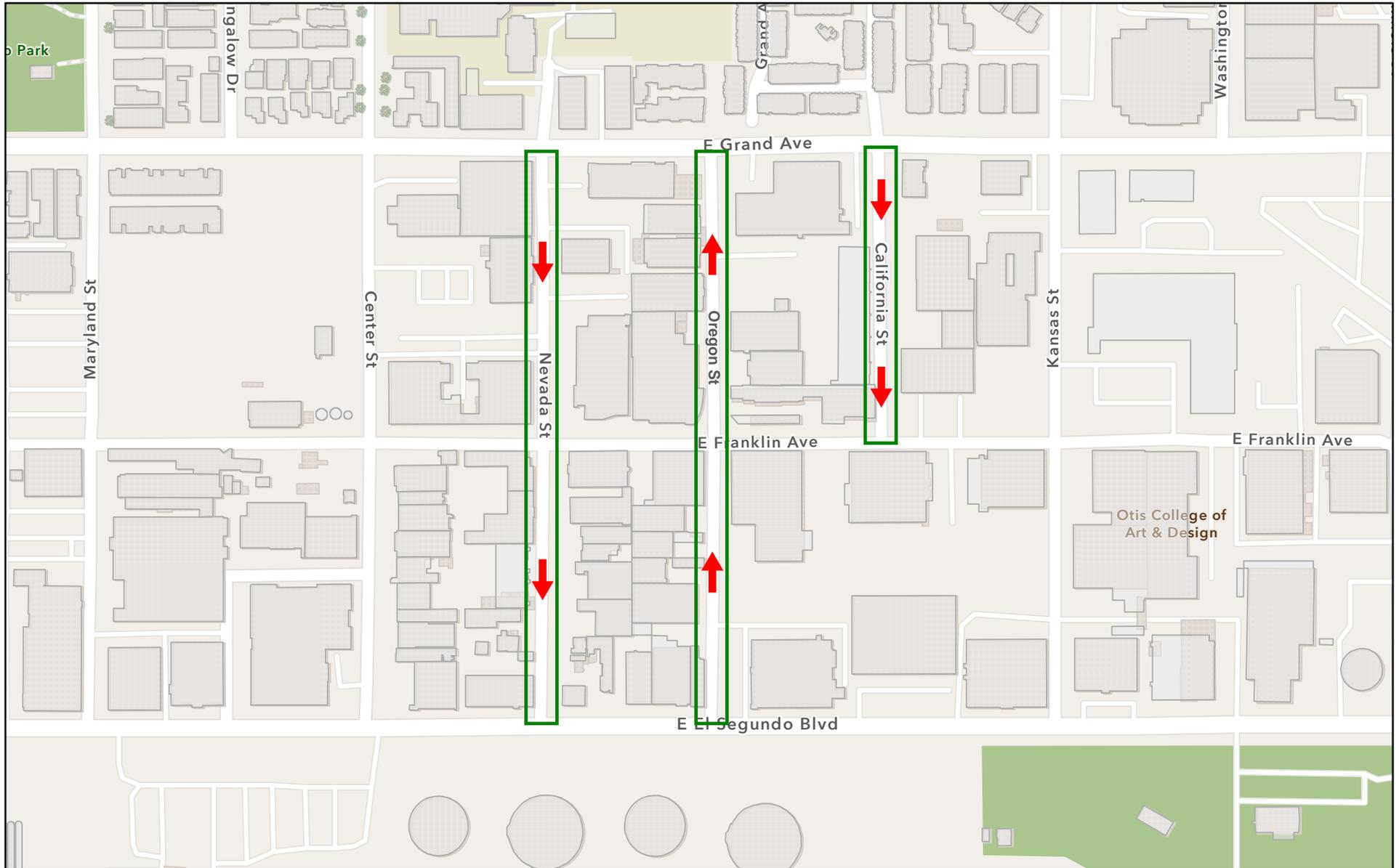


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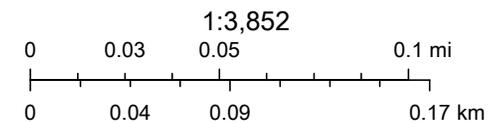


City of El Segundo, County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,

Location Map - PW 23-05 Smoky Hollow Parking Pilot Project



2/23/2023



Esri Community Maps Contributors, City of El Segundo, County of Los Angeles, California State Parks, © OpenStreetMap, Microsoft, Esri, HERE,

RESOLUTION NO. __

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE CONSTRUCTION OF PROJECT PW 23-05, SMOKY HOLLOW PARKING PILOT PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

The City Council of the City of El Segundo does resolve as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The City retained KOA Corporation (“Consultant”) as the engineer to design and prepare the plans for project PW 23-05, Smoky Hollow Parking Pilot.
- B. The Consultant informed the City Engineer that these plans are complete and that construction of the Project may begin;
- C. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultant that the plans are complete and the Project may be constructed;
- D. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Design Immunity; Authorization.*

- A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms with the City’s General Plan.
- D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: *Project Payment Account.* For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”). The Project Payment Account is the sole

source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2023.

Drew Boyles, Mayor

ATTEST:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Joaquin Vazquez, Assistant City Attorney



City Council Agenda Statement

Meeting Date: March 7, 2023

Agenda Heading: Committees, Commissions and Boards
Presentations

Item Number: E.14

TITLE:

Announce Appointment to the Planning Commission

RECOMMENDATION:

1. Announce appointment.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None

BACKGROUND:

The Planning Commission makes recommendations to City Council on the adoption or amendment of the City's General Plan; performs duties with respect to land subdivision, planning and zoning as prescribed by City and State law; advises City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities.

DISCUSSION:

The commission is comprised of five members who must be residents of El Segundo. Each member serves a four-year term, without term limits. Currently, there is one opening.

There is one opening on the Planning Commission.

Candidate	Applying to: CCBs
1. Mario Inga	Planning Commission – Partial term to expire, June 30, 2024

Announce Appointment to the Planning Commission

March 7, 2023

Page 2 of 2

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance customer service and engagement.

Objective A: El Segundo's engagement with the community ensures excellence.

PREPARED BY:

Mishia Jennings, Executive Assistant to City Council

REVIEWED BY:

Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement
Meeting Date: March 7, 2023
Agenda Heading: Council Member Giroux
Item Number: 15

TITLE:

Discussion of Possibly Restructuring the Membership of the Aquatics Subcommittee

RECOMMENDATION:

1. Discuss possibly restructuring the membership of the Aquatics Subcommittee.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

The City established the Aquatics Subcommittee nearly 20 years ago to discuss the development of an Aquatics Complex in the City of El Segundo. Over the years, the makeup and the focus of the Aquatics Subcommittee has changed to meet the evolving needs of aquatics programming.

The current membership of the Aquatics Subcommittee includes two Councilmembers, two Recreation and Park Commissioners and two City staff. The most recent focus of the current subcommittee has been to assist in the design of the Plunge renovation.

DISCUSSION:

The purpose of this discussion is to determine the most effective makeup of the Aquatics Subcommittee members to provide guidance regarding the City's numerous aquatics-related activities.

Aquatics Subcommittee

March 7, 2023

Page 2 of 2

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1 B: El Segundo's engagement with the community ensures excellence.

ATTACHED SUPPORTING DOCUMENTS:

None