



# AGENDA

EL SEGUNDO CITY COUNCIL  
REGULAR MEETING  
TUESDAY, NOVEMBER 16, 2021

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

MEETING ID: 964 5963 7962  
PIN: 730770

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

**PUBLIC ADVISORY:**  
**THE CITY COUNCIL CHAMBER AND/OR LOBBY WILL ONLY BE OPEN TO THE PUBLIC FOR PUBLIC COMMUNICATIONS.**  
**(Face masks/coverings are required to be worn inside City facilities)**

**Drew Boyles, Mayor**  
**Chris Pimentel, Mayor Pro Tem**  
**Carol Pirsztuk, Councilmember**  
**Scot Nicol, Councilmember**  
**Lance Giroux, Councilmember**

Tracy Weaver, City Clerk  
Matthew Robinson, City Treasurer

## Executive Team

Scott Mitnick, City Manager  
Barbara Voss, Deputy City Manager  
Jaime Bermudez, Interim Police Chief  
Michael Allen, Dev. Services Director  
Elias Sassoon, Public Works Director  
Melissa McCollum, Com. Services Dir.

Mark Hensley, City Attorney  
Joe Lillio, Chief Financial Officer  
Deena Lee, Fire Chief  
Rebecca Redyk, HR Director  
Charles Mallory, IT Director

### 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.”

## How Can Members of the Public Observe and Provide Public Comments?

- Residents can watch the meeting live via Spectrum Channel 3, AT&T U-Verse Channel 99 and/or El Segundo TV at YouTube.com. Access remotely via Zoom from a PC, Mac, iPad, iPhone, or Android device or by phone. Use URL <https://zoom.us/j/96459637962> and enter PIN: 730770 or visit [www.zoom.us](http://www.zoom.us) on device of choice, click on “Join a Meeting” and enter meeting ID and PIN.
- Join by phone at 1-669-900-9128 and enter meeting ID and PIN. **Your phone number is captured by the Zoom software and is subject to the Public Records Act. Dial \*67 BEFORE dialing in to remain anonymous.**
- For Public Communications, members of the public may provide comments in the Lobby and/or Council Chamber or via Zoom. For in person comments, please fill out a Speaker Card located in the Chamber Lobby and for Zoom comments, notify meeting host by raising your virtual hand (see hand icon at bottom of screen) and you will be invited to speak. (If you do not wish for your name to appear on the screen, then use the drop-down menu and click on “rename” to rename yourself “anonymous”) Please note that you will be placed in a “listen only” mode and your video feed will not be shared with City Council or members of the public.
- For written communication, submit to [ALLELECTEDOFFICIALS@elsegundo.org](mailto:ALLELECTEDOFFICIALS@elsegundo.org) by 3:00 PM to be uploaded to the Website. Emails received after 3:00 PM will be posted the next day.
- For Public Hearings, public communication will be via zoom only.
- Speaker cards and attendee’s information captured by Zoom software will be considered public documents subject to possible posting on the City’s Website and are subject to disclosure under the Public Records Act.

### Additional Information:

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](http://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. Before speaking to the City Council, please state: your name, residence, and organization/group you represent, if desired. Please respect the time limits.

**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**

**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 – ANTICIPATED LITIGATION**

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

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

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

**INVOCATION** – Pastor Rob McKenna, The Bridge Church

**PLEDGE OF ALLEGIANCE** – Mayor Pro Tem Pimentel

**SPECIAL PRESENTATIONS**

1. Holiday Events Update
2. Los Angeles Hyperion Sewage Treatment Plant Spill Update

**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)

**A. PROCEDURAL MOTIONS**

**Read all ordinances and resolutions on the Agenda by title only.**

Recommendation - Approval

**B. CONSENT**

**3. City Council Meeting Minutes**

Recommendation -

Approve the regular City Council meeting minutes of November 2, 2021.

**4. Warrant Demand Register for October 25, 2021 through November 16, 2021**

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 9A and 9B: warrant numbers 3037945 through 3038130, and 9002243 through 9002279.

**5. Construction Contract with Union Construction Company for the Civic Center Maintenance and Repairs Project**

Recommendation –

Authorize City Manager to execute a standard Public Works Construction Contract with Union Construction Company for \$662,525 for the Civic Center Maintenance and Repairs project (Project No. PW 21-11), and authorize an additional \$132,000 as contingency funds for potential unforeseen conditions.

**6. 2022 City Council Meeting Calendar**

Recommendation –

Approve the proposed 2022 City Council meeting calendar.

**7. Purchase of One New Ford F-550 Dump Truck**

Recommendation -

1. Pursuant to El Segundo Municipal Code ("ESMC") § 1-7-9 (C), waive the bidding process and purchase one (1) new Ford F-550 dump truck for use by the Public Works Department.
2. Authorize the City Manager to execute an agreement to purchase one (1) new Ford F-550 Dump Truck.

**8. Agreement with Bureau Veritas to Prepare an Americans with Disabilities Act (ADA) Transition Plan for the City**

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Recommendation –

Authorize the City Manager to execute a Professional Services Agreement with Bureau Veritas for \$150,000.

**9. Resolution Approving Application for Per Capita Grant Funds**

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Recommendation –

Adopt a Resolution allowing application for Per Capita Grant Funds to receive funding from the Parks and Water Bond Act of 2018 (Proposition 68).

**10. Resolution Adopting Citywide Records Retention Schedule for City Documents**

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Recommendation –

Adopt Resolution

**11. Resolutions to Rescind Intent to Withdraw Membership from Independent Cities Risk Management Authority (ICRMA) for FY 22/23 and Provide Written Notice of intent to Withdraw in FY 23/24.**

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Recommendation -

1. Adopt resolution authorizing the City Manager to rescind the written notice of intent to withdraw membership from the Independent Cities Risk Management Authority (ICRMA) for FY 22/23.
2. Adopt resolution authorizing the City Manager to provide written notice of intent to withdraw membership from the Independent Cities Risk Management Authority (ICRMA) for FY 23/24.

**12. Second Reading of an Ordinance Amending the El Segundo Municipal Code Land Use Zoning Standards.**

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Recommendation -

Waive second reading and adopt Ordinance No. 1629 for Environmental Assessment No. 1240 and Zone Text Amendment No. ZTA 18-07, amending Municipal Code Title 15 (Zoning Regulations), Chapter 14: Historic Preservation, Chapter 15: Off-street Parking and Loading Spaces, Chapter 22: Administrative Determinations, Administrative Use Permits, and Adjustments, Chapter 23: Director Discretionary Decisions, Chapter 24: Variances and Conditional Use Permits, Chapter 25: Site Plan Review, Chapter 26: Coastal Zone Development Permits, Chapter 27: Amendments, Chapter 28: Public Hearings, and Chapter 29: Appeals, and streamline the review and approval processes for discretionary applications.

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(This proposed zone text amendment is exempt from review under the California Environmental Quality Act (CEQA). Specifically, Section 15061(b)(3) applies, which is the “common sense exemption.” This is applied “where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment...” The proposed Zoning Code revisions consolidate permit types and processes. This Code revision does not delete or substantially change any lists of uses, development standards or findings required thereof, and therefore does not have the potential to cause significant effects on the environment.)

### **C. PUBLIC HEARINGS**

#### **13. Resolution Adopting Preferential Parking Zone 2 for Portions of California Street, Holly Avenue, and Kansas Street**

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Recommendation –

Continue the public hearing to December 7, 202 Council Meeting

### **D. STAFF PRESENTATIONS**

#### **14. Candy Cane Lane Update and Safety Plan**

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Recommendation -

1. Approve the traffic and pedestrian safety plan and related expenditures for the Candy Cane Lane annual holiday lights event in the 1200 block of East Acacia Avenue and surrounding neighborhood.
2. Approve an appropriation from the General Fund Balance Reserve (001-299-0000-2990) in the amount of \$46,955 to Recreation Special Events (001-400-5210-4101 for \$36,000 and 001-400-5210-6214 for f\$10,955)

#### **15. Recreation Park Needs Assessment and Master Plan Recommendations**

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Recommendation -

1. Review Proposed Recreation Park Needs Assessment and Master Plan.
2. Approve the Proposed Recreation Park Master Plan to serve as a working document for the planning, enhancement, and development of Recreation Park over the next 15 years.
3. Direct staff to move forward with improvements to the Teen Center, Skate Park, and basketball courts.

**16. LA Metro Funding for Law Enforcement Services**

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Recommendation –

Support Funding for LA Metro to Maintain Law Enforcement Services.

**17. Conversion of Hillcrest Street and West Pine Avenue Intersection from Two-Way Stop Signs to Four-Way Stop Signs**

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Recommendation –

Direct staff to install four-way stop signs at the intersection of Hillcrest Street and West Pine Avenue.

**18. Resolution to Support *The Brand-Huang-Mendoza Tripartisan Land Use Initiative*, Providing that City Land Use and Zoning Laws Override Conflicting State Laws.**

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Recommendation –

Adopt a Resolution supporting proposed Initiative No. 21-0016A1 (Local Land Use), providing that city and county land use and zoning laws (including local housing laws) override all conflicting state laws, except in certain circumstances related to the following three areas of statewide concern: California Coastal Act of 1976; siting of power plants; and development of water, communication, or transportation infrastructure projects.

**19. Fiscal Year 2021-2022 First Quarter Financial Review**

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Recommendation -

1. Receive and File FY 2021-2022 First Quarter Financial Review
2. Authorize staff to bring back a staff report and bylaws to form a City Council Finance Committee

**20. Ordinance Adding Chapter 9 to Title 5 of the El Segundo Municipal Code Regarding Mandatory Organic Waste Disposal Reduction**

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Recommendation -

1. Waive the first reading and introduce an ordinance adding Chapter 9 to Title 5 of El Segundo Municipal Code regarding Mandatory Organic Waste Disposal Reduction.
2. Schedule the second reading for the December 7, 2021 City Council meeting.

**E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS**

**F. REPORTS - CITY CLERK**

**G. REPORTS - CITY TREASURER**

**H. REPORTS - COUNCILMEMBERS**

COUNCILMEMBER GIROUX

COUNCILMEMBER NICOL

COUNCILMEMBER 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)

**MEMORIAL** - Calvin Smith

**ADJOURNMENT**

POSTED:

DATE: November 12, 2021

TIME: 12:00 PM

BY: Tracy Weaver, City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, NOVEMBER 2, 2021

CLOSED SESSION – Mayor Boyles called to order at 4:04 PM

ROLL CALL

Mayor Boyles - Present  
Mayor Pro Tem Pimentel - Present at 4:24 PM  
Council Member Pirsztuk - Present  
Council Member Nicol - Present  
Council Member Giroux - Present at 4:40 PM

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

SPECIAL ORDER OF BUSINESS:

Mayor Boyles announced that Council would be meeting in closed session pursuant to the items listed on the Agenda.

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 as follows:*

DISCUSSION OF PERSONNEL MATTERS (GOV'T CODE §54957): -1- MATTERS

City Manager Performance Review

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (GOV'T CODE §54957.6): -2- MATTER(S)

Employee Organizations: Firefighters' Association (FFA) and Police Officers' Association (POA)

Agency Designated Representatives; City Manager, Scott Mitnick, Human Resources Director, Rebecca Redyk, and Irma Moisa Rodriquez.

Adjourned Closed Session at 5:47 PM

OPEN SESSION – Mayor Boyles called to order at 6:01PM

## ROLL CALL

Mayor Boyles - Present  
Mayor Pro Tem Pimentel - Present  
Council Member Pirsztuk - Present  
Council Member Nicol - Present  
Council Member Giroux - Present

INVOCATION – Reverend Dina Ferguson, St. Michael Episcopal Church

PLEDGE OF ALLEGIANCE – Council Member Nicol

## SPECIAL PRESENTATIONS:

1. Los Angeles Hyperion Treatment Plant Wastewater Spill and Recovery Update, report given by Elias Sassoon, Public Works Director
2. Proclamation read by Council Member Nicol, proclaiming November 14 – 20, 2021 as United Against Hate Week and accepted by Christibelle Villena, DEI Committee member.
3. Proclamation read by Council Member Giroux, proclaiming November 15 – December 16, 2021 for the Spark of Love Toy Drive and accepted by Deena Lee, Fire Chief.
4. Barbara Levine, District Director | LA County Economic Development Corporation presented Barbara Voss, Deputy City Manager, the Los Angeles County Economic Development Corporation Most Business-Friendly City Award Certificate.

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

### ***In Chamber –***

Karen Fowler, resident, commented on alley way speeding near Candy Cane Lane Park on the corner of Whiting St. and Binder Place.

Marianne Bjorklund, resident, commented on the many recent coyote sightings in town.

Arthur Verge, resident, commented on the many recent coyote sightings in town.

### ***Via Zoom –***

None

## CITY MANAGER FOLLOW-UP COMMENTS:

Stated Portland Bates will follow-up with Ms. Fowler and commented on the coyote situation. Jaime Bermudez, Interim Chief of Police commented on the coyote situation and what the City is doing educate the residents on coyotes. Interim Chief Bermudez stated a town hall meeting will take place in the near future (late November, early December) regarding coyotes with Department of Fish and Wildlife.

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

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

B. CONSENT:

5. Approve Special and Regular City Council Minutes of October 19, 2021.  
(Fiscal Impact: None)
6. PULLED BY MAYOR PRO TEM PIMENTEL
7. Adopt Resolution No. 5277 allowing public meetings to continue to be conducted via teleconferencing pursuant to Assembly Bill No. 361.  
(Fiscal Impact: None)
8. Reject Cedro Construction, Inc.'s bid as nonresponsive, reject CEM Construction Corporation's bid as nonresponsive, authorize City Manager to execute standard Public Works Construction Contract No. 6206 with Stephen Doreck Equipment Rentals, Inc. for \$1,598,162.80 for the Water Main Improvements Project on Grand Ave. and authorize an additional \$159,816 as contingency funds for potential unforeseen conditions and authorize City Manager to execute Professional Services Agreement No. 6207 with Wallace & Associates, Inc. for \$157,048 for construction inspection services for project and authorize an additional \$15,705 as contingency funds for potential unforeseen conditions.  
(Project No. PW 21-05)  
(Fiscal Impact: \$2,000,000.00 included in adopted budget)
9. Waive first reading and introduce Ordinance No. 1629 amending El Segundo Municipal Code Title 15, Chapters 14, 15, 22, 23, 24, 25, 26, 27, 28, and 29; and schedule a second reading for the November 16, 2021 City Council meeting.  
(Fiscal Impact: None)

MOTION by Council Member Giroux, SECONDED by Mayor Pro Tem Pimentel, approving Consent Agenda items 5, 7, 8 and 9. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

PULLED ITEM:

6. Warrant Demand Register for October 11, 2021 through October 24, 2021  
(Fiscal Impact: Total of \$4,098,662.22 (\$669,873.50 in check warrants and \$3,428,788.72 in wire warrants))

Joe Lillio, Chief Financial Officer and Mark Hensley, City Attorney answered Mayor Pro Tem Pimentel's questions regarding workmen's compensation payments.

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Giroux approving warrants demand register for October 11, 2021 through October 24, 2021, numbers 8A and 8B and warrant numbers 3037707 through 3037944, and 9002238 through 9002242. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. PUBLIC HEARING: None

D. STAFF PRESENTATIONS:

10. Adopt Resolutions Amending City Contributions for CalPERS Medical Premiums (Fiscal Impact: Funding for actions related to previously approved MOUs for calendar year 2022 are incorporated in the adopted FY 2021-2022 Citywide Budget. Sufficient funding for actions related to Non-PERS Elected Officials and Unrepresented Hourly Employees considered full-time under the ACA is included in the adopted FY 2021-2022 Citywide Budget)

Rebecca Redyk, Human Resources Director reported on the item.

Council discussion

Mark Hensley, City Attorney read by title only;

#### RESOLUTION NO. 5278

FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 003 CITY EMPLOYEES' ASSOCIATION

MOTION by Council Member Giroux, SECONDED by Council Member Nicol adopting Resolution No. 5278. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mark Hensley, City Attorney read by title only;

#### RESOLUTION NO. 5279

FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 005 SUPERVISORY/PROFESSIONAL EMPLOYEES' ASSOCIATION

MOTION by Council Member Pirsztuk, SECONDED by Council Member Nicol adopting Resolution No. 5279. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5280

FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 008 POLICE SUPPORT SERVICES EMPLOYEES' ASSOCIATION

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk adopting Resolution No. 5280. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. XXX

FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 700 NON-PERS ELECTED OFFICIALS

MOTION by Council Member Giroux, SECONDED by Council Member Nicol adopting Resolution No. 5280. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5281

FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 900 UNREPRESENTED HOURLY EMPLOYEE GROUP

MOTION by Council Member Giroux, SECONDED by Council Member Nicol adopting Resolution No. 5281. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mayor Boyles left the dais due to possible conflict of interest

11. Smokey Hollow On-Street Parking Pilot Project  
(Fiscal Impact: \$24,951.00)

Elias Sassoon, Public Works Director gave a presentation.

Council Discussion

MOTION by Council Member Giroux, SECONDED by Council Member Nicol authorizing staff to execute Professional Services Agreement No. 6208 with KOA for conceptual design of the of the Smokey Hollow On-Street Parking Pilot Project. MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/0

Mayor Boyles returned to the dais.

12. Aquatics Fee Study and Cost Recovery Policy  
(Fiscal Impact: None)

Joe Lillio, Chief Financial Officer and Melissa McCollum, Community Services Director, gave a presentation on the item.

Council discussion

Council consensus to receive and file the review of the Aquatics Fee Study.

MOTION by Council Member Giroux, SECONDED by Mayor Boyles to retain the existing Aquatics fee structure, and apply the consumer price index (CPI) cost inflator to the Aquatics fees each year as part of the annual Master Fee Schedule update. MOTION FAILED BY VOICE VOTE. 2/3 Yes: Boyles Giroux No: Pirsztuk Pimentel Nicol

13. FY 2021-2022 Fire Department Budget Reductions Follow-Up Report  
(Fiscal Impact: Potential FY 2021-2022 General Fund expenditure savings is up to \$1,000,000)

Scott Mitnick, City Manager gave a presentation and Deena Lee, Fire Chief and Joe Lillio, Chief Financial Officer answered Council questions.

Council Discussion

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk directing the City Manager to take action on recommendations #1-9 (1. Suspend Fire Engine #32 through June 30, 2020, 2. Underfill one vacant Battalion Chief position with a temporary Special Projects Coordinator through June 30, 2022, 4. Maintain one frozen Firefighter/Paramedic position through June 30, 2022, 5. Maintain one frozen Fire Prevention Specialist through June 30, 2022, 6. Continue to work with City of Redondo Beach and City of Manhattan Beach to establish a tri-cities Battalion Chief position, as part of the ongoing "Shared Fire Service" review, 7. Complete Fire Service Accreditation study by April 1, 2022, 8. Review process and benefits to City of El Segundo to transfer from Disaster Management Service Area G to Disaster Management Service Area A, and 9. Report back to City Council by June 30, 2022 with FY 2021-2022 expenditure savings and service impacts of items 1 through 8 and provide recommended Fire Department expenditures savings and service revisions as part of the FY 2022-2023 General Fund Budget preparation process) with the exception of item #3 (3. Fill frozen Fire Marshall position after planned Battalion Chief retirement). MOTION PASSED BY VOICE VOTE. 3/2 Yes: Boyles Pirsztuk Giroux No: Pimentel Nicol

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: None

F. REPORTS – CITY CLERK – No report

G. REPORTS – CITY TREASURER – Not Present

H. REPORTS – COUNCIL MEMBERS

Council Member Giroux – No Report

Council Member Nicol – No Report

Council Member Pirsztuk – Gave a shout out to the Halloween Frolic organizers and encouraged residents to apply for the DEI (Diversity, Equity, and Inclusion) committee, the application process is now open.

Mayor Pro Tem Pimentel – Mentioned the upcoming annual celebration of the SBWIB (South Bay Workforce Investment Board), congratulated the City of Compton on their Youth Build opening and mentioned he will be attending the Transportation Committee and Aging and Homelessness task force meetings next week.

Mayor Boyles – Attended and gave an update on the SBCOG (South Bay Council of Governments) Board of Directors meeting.

I. REPORTS – CITY ATTORNEY – No Report

J. REPORTS/FOLLOW-UP – CITY MANAGER – Mentioned Interim Chief Bermudez reminded him the Police Department will be meeting with the Department of Fish and Wildlife tomorrow (Nov. 3<sup>rd</sup>) regarding the increase in coyotes in town, mentioned the LA Chargers plan to build their headquarters here in El Segundo and stated the next City Council meeting will be November 16, 2021.

MEMORIALS – Tom Curtis

Adjournment at 8:41 PM

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Tracy Weaver, City Clerk



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.4

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### TITLE:

Warrant Demand Register for October 25, 2021 through November 16, 2021

### 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 9A and 9B: warrant numbers 3037945 through 3038130, and 9002243 through 9002279.

### FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2021-2022 Adopted Budget. The total of \$1,240,449.10 (\$805,421.58 in check warrants and \$435,027.52 in wire warrants) are for demands drawn on the FY 2021-2022 Budget.

### BACKGROUND:

California Government Code Section 37208 provides General Law cities flexibility in how budgeted warrants, demands, and payroll are audited and ratified by their legislative body. Pursuant to Section 37208 of the California 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, 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, local governments, and companies or individual taxpayers receiving a refund.

**Warrant Demand Register**

**November 16, 2021**

**Page 2 of 2**

**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:**

Wei Cao, CPA, CPFO, Management Analyst

**REVIEWED BY:**

Joseph Lillio, Chief Financial Officer

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Register 9A Summary
2. Register 9B Summary

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3037945 - 3038036  
9002243 - 9002245

DATE OF APPROVAL: AS OF 11/16/21

REGISTER # 9A

001	GENERAL FUND	270,955.94
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	1,988.00
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	837.72
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	18,320.00
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	5,975.00
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	3,805.81
502	WASTEWATER FUND	1,571.14
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	49.16
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	245.28
703	EXPENDABLE TRUST FUND - OTHER	4,500.00
704	CULTURAL DEVELOPMENT	24,356.25
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		<u>\$ 332,604.30</u> ✓

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

DATE:

*[Signature]*  
11-1-2021

CITY MANAGER

DATE:

*[Signature]*  
11-2-21

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  
 PAYMENTS BY WIRE TRANSFER  
 10/25/21 THROUGH 10/31/21**

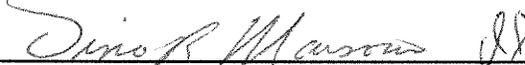
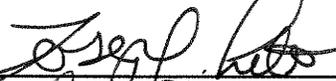
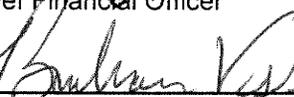
<u>Date</u>	<u>Payee</u>		<u>Description</u>
10/28/2021	Dept. of Health Care Svcs	6,784.26	Ground EMT Transport Q2-21
10/28/2021	Mission Square	4,095.18	457 payment Vantagepoint
10/28/2021	Mission Square	1,600.99	401(a) payment Vantagepoint
10/18/21-10/24/21	Workers Comp Activity	59,805.05	SCRMA checks issued
10/18/21-10/24/21	Liability Trust - Claims	0.00	Claim checks issued/(voided)
10/18/21-10/24/21	Retiree Health Insurance	0.00	Health Reimbursement checks issued
		<u>72,285.48</u>	

**DATE OF RATIFICATION: 10/29/21**

**TOTAL PAYMENTS BY WIRE:**

72,285.48

Certified as to the accuracy of the wire transfers by:

	<u>10/29/21</u>
Treasury & Customer Services Manager	Date
	<u>11-1-2021</u>
Chief Financial Officer	Date
	<u>11-2-21</u>
City Manager	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 DEPARTMENT  
 AS OF 11/16/21  
 REGISTER # 9A

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	370.69
1201	City Treasurer	23.06
1300	City Clerk	40.48
2101	City Manager	9,357.16
2102	Communications	5,914.12
2201	City Attorney	2,350.00
2401	Economic Development	42,587.44
2402	Planning	33,782.50
2500	Administrative Services	24,455.48
2601	Government Buildings	8,268.87
2700	Community Outreach/Planning	1,723.20
2900	Nondepartmental	42,187.71
6100	Library	9,481.48
		180,542.19
<b>PUBLIC SAFETY</b>		
3100	Police	36,407.44
3200	Fire	20,965.15
2403	Building Safety	1,472.50
2404	Plng/Bldg Sfty Administration	338.28
		59,183.37
<b>PUBLIC WORKS</b>		
4101	Engineering	4,801.36
4200	Streets/Park Maintenance	6,738.28
4300	Wastewater	2,292.82
4601	Equipment Maintenance	1,716.50
4801	Administration	100.45
		15,649.41
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	20,986.59
5400	Centennial	0.00
		20,986.59
<b>EXPENDITURES</b>		
	CAPITAL IMPROVEMENT	5,975.00
	ALL OTHER ACCOUNTS	50,267.74
	<b>TOTAL WARRANTS</b>	332,604.30 ✓

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3038037 - 3038130  
9002246 - 9002279

DATE OF APPROVAL: AS OF 11/16/21

REGISTER # 9B

001	GENERAL FUND	365,316.23
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	16,894.20
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	4,360.48
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 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	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	2,482.25
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	3,837.76
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	18,236.20
502	WASTEWATER FUND	2,089.28
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	57,350.03
603	WORKERS COMP. RESERVE/INSURANCE	465.00
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	749.85
703	EXPENDABLE TRUST FUND - OTHER	1,036.00
704	CULTURAL DEVELOPMENT	-
708	OUTSIDE SERVICES TRUST	-

TOTAL WARRANTS

\$ 472,817.28 ✓

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

CHIEF FINANCIAL OFFICER

*Joseph Hies*  
11-8-2021

CITY MANAGER

*dm*

DATE:

DATE:

11/8/2021

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

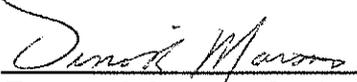
**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 11/01/21 THROUGH 11/07/21**

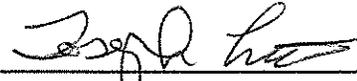
<u>Date</u>	<u>Payee</u>		<u>Description</u>
11/1/2021	IRS	269,535.62	Federal 941 Deposit
11/1/2021	Employment Development	4,687.03	State SDI payment
11/1/2021	Employment Development	64,239.73	State PIT Withholding
11/2/2021	Cal Pers	200.00	Admin Fee - Late Payroll Reporting
11/2/2021	Cal Pers	200.00	Admin Fee - Late Payroll Reporting
11/5/2021	Cal Pers	2,250.00	GASB 68 Reporting Sevices Fee
11/5/2021	Pitney Bowes	1,000.00	Postage for Library
10/25/21-10/31/21	Workers Comp Activity	20,629.66	SCRMA checks issued
10/25/21-10/31/21	Liability Trust - Claims	0.00	Claim checks issued/(voided)
10/25/21-10/31/21	Retiree Health Insurance	0.00	Health Reimbursement checks issued
		<u>362,742.04</u>	

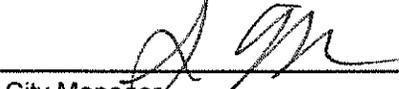
**DATE OF RATIFICATION: 11/08/21  
 TOTAL PAYMENTS BY WIRE:**

362,742.04

Certified as to the accuracy of the wire transfers by:

 DD 11/8/21  
 Treasury & Customer Services Manager Date

 11-8-2021  
 Chief Financial Officer Date

 11/8/2021  
 City Manager 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 DEPARTMENT  
 AS OF 11/16/21  
 REGISTER # 9B

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	642.85
1201	City Treasurer	200.00
1300	City Clerk	133.70
2101	City Manager	5,321.46
2102	Communications	1,368.61
2201	City Attorney	4,377.50
2401	Economic Development	3,489.84
2402	Planning	9,215.00
2500	Administrative Services	141,700.36
2601	Government Buildings	9,310.66
2700	Community Outreach/Planning	
2900	Nondepartmental	6,357.06
6100	Library	3,774.89
		185,891.93
<b>PUBLIC SAFETY</b>		
3100	Police	34,076.88
3200	Fire	34,139.84
2403	Building Safety	17,464.05
2404	Plng/Bldg Sfty Administration	578.19
		86,258.96
<b>PUBLIC WORKS</b>		
4101	Engineering	10,942.91
4200	Streets/Park Maintenance	37,793.35
4300	Wastewater	2,096.92
4601	Equipment Maintenance	40,991.58
4801	Administration	280.00
		92,104.76
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	11,792.99
5400	Centennial	
		11,792.99
<b>EXPENDITURES</b>		
CAPITAL IMPROVEMENT		3,837.76
ALL OTHER ACCOUNTS		92,930.88
<b>TOTAL WARRANTS</b>		472,817.28 ✓



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.5

---

### TITLE:

Construction Contract with Union Construction Company for the Civic Center Maintenance and Repairs Project

### RECOMMENDATION:

Authorize City Manager to execute a standard Public Works Construction Contract with Union Construction Company for \$662,525 for the Civic Center Maintenance and Repairs project (Project No. PW 21-11), and authorize an additional \$132,000 as contingency funds for potential unforeseen conditions.

### FISCAL IMPACT:

Included in Adopted FY 2021/22 Budget

Amount Budgeted: \$850,000

Additional Appropriation: No

Account Number: 708-400-2403-8807 (Trust Fund for Permit Center Surcharge)

### BACKGROUND:

On September 7, 2021, City Council adopted plans and specifications for the Civic Center Maintenance and Repairs Project ("Project"), and authorized staff to advertise for construction bids for the following rehabilitation work within the Civic Center:

1. Development Services/Public Works "One Stop Customer Permit Center" Rehabilitation
2. Human Resources Department Office Relocation
3. West Conference Room Rehabilitation

This Project was approved by the Capital Improvement Program Advisory Committee, and funding for the project was included in the FY2021-22 Capital Improvement Program Budget which was adopted by the City Council on June 15, 2021.

## **Award Contract for Civic Center Maintenance and Repairs Project**

**November 16, 2021**

**Page 2 of 2**

### **DISCUSSION:**

On October 12, 2021, the City Clerk received and opened five (5) bids as follows:

1. Union Construction Company (Glendale, CA) - \$662,525
2. G2K Construction, Inc. (Agoura Hills, CA) - \$667,985
3. Golden Sun Enterprises, Inc. (Van Nuys, CA) - \$693,777
4. CWS Systems, Inc. (Pasadena, CA) - \$798,400
5. Newman Midland Corporation (Cypress, CA) - \$933,815

The lowest responsive bidder is Union Construction Company. The staff checked references and the contractor's license status and found them satisfactory. Union Construction Company has successfully completed similar projects for other public agencies.

Staff recommends that City Council approve the recommended actions. With City Council's authorization, construction is anticipated to commence in December 2021 and be substantially completed in April 2021.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

#### **PREPARED BY:**

James Rice, Associate Engineer

#### **REVIEWED BY:**

Elias Sassoon, Public Works Director

#### **APPROVED BY:**

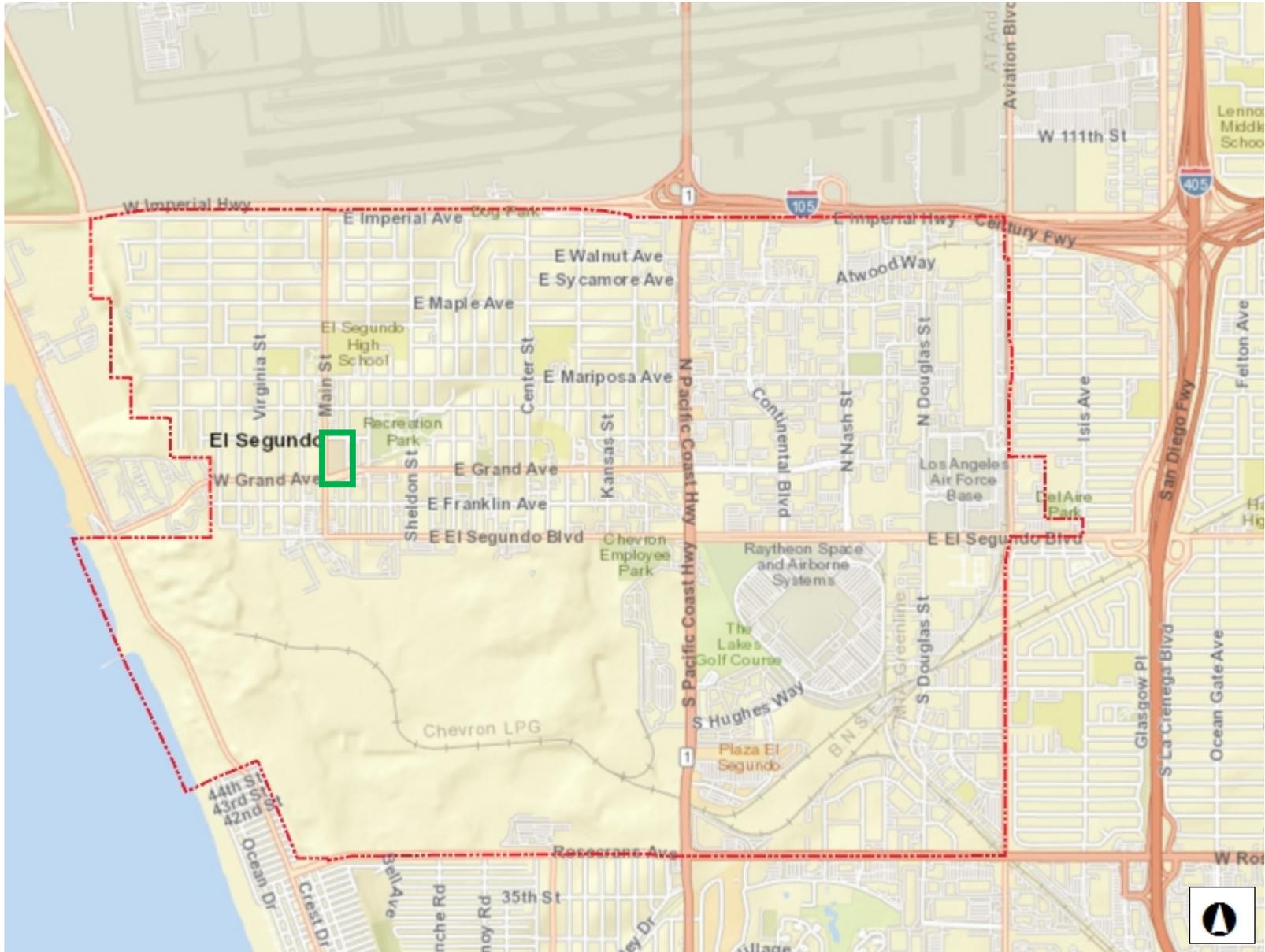
Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map PW 21-11
2. Location Map PW 21-11
3. Contract PW 21-11
4. PW 21-11 Civic Center Maintenance and Repair Project - Bid Log Sheet



# PW 21-11 Vicinity Map Civic Center Maintenance and Repairs Project



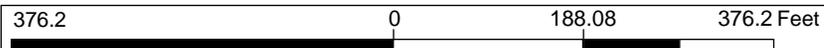
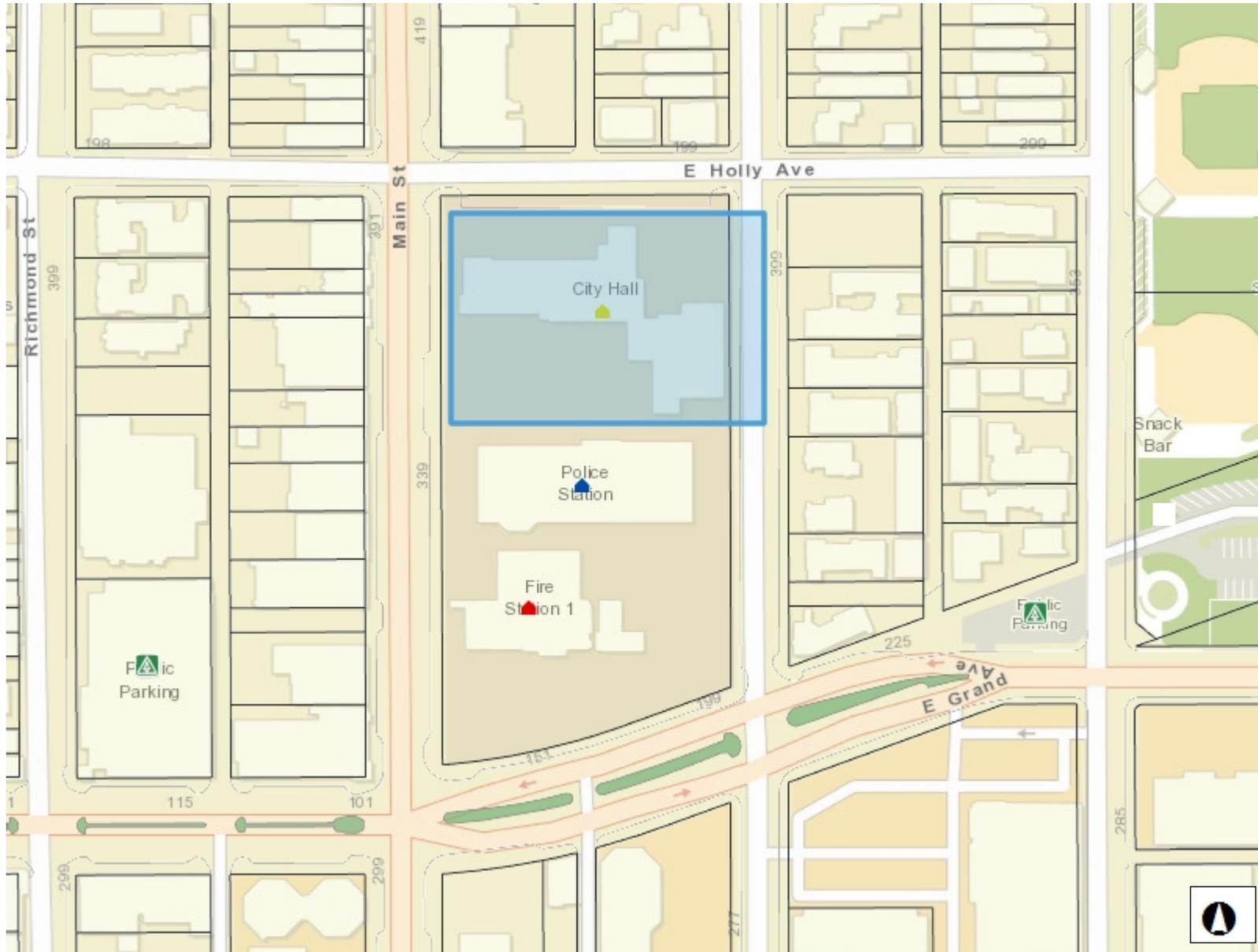
6,018.7 0 3,009.33 6,018.7 Feet

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.*



# PW 21-11 Location Map Civic Center Maintenance and Repairs Project



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.

**PUBLIC WORKS CONTRACT  
BETWEEN  
THE CITY OF EL SEGUNDO AND  
UNION CONSTRUCTION COMPANY**

CIVIC CENTER MAINTENANCE AND REPAIRS PROJECT  
PROJECT NO.: PW 21-11

This CONTRACT is entered into this 16th day of November, 2021, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation (“the City”) and UNION CONSTRUCTION COMPANY, a California Corporation (“the Contractor”).

**1. WORK.**

- A. The Contractor will provide all work required by the Contract Documents (the “Work”). The Contractor agrees to do additional work arising from changes ordered by the City in accordance with the Contract Documents.
  - B. The Contractor and the City agree to abide by the terms and conditions contained in the Contract Documents;
  - C. The Contractor will furnish all of the labor; supplies and materials; equipment; printing; vehicles; transportation; office space and facilities; all tests, testing and analyses; and all matters whatsoever (except as otherwise expressly specified to be furnished by the City) needed to perform and complete the Work and provide the services required of the Contractor by the Contract Documents.
  - D. “Contract Documents” means the Notice Inviting Bids; Instructions to Bidders; Supplementary Instructions to Bidders; Proposal; this Contract; Standard Specifications; Supplementary Conditions; Exhibits; Technical Specifications; List of Drawings; Drawings; Addenda; Notice to Proceed; Change Orders; Notice of Completion; and all other documents identified in the Contract Documents which together form the contract between the City and the Contractor for the Work. The Contract Documents constitute the complete agreement between the City and the Contractor and supersede any previous agreements or understandings.
- 2. CONTRACT SUM.** The City agrees to pay the Contractor a sum not to exceed a total of Six Hundred Sixty Two Thousand Five Hundred Twenty Five dollars (\$662,525) plus a contingency amount, which may or may not be used, of One Hundred Thirty Two Thousand dollars (\$132,000) for the Work in the manner set forth in the Contract Documents. The City may adjust this amount as set forth in the Contract Documents.
- 3. TIME FOR PERFORMANCE.**
- A. The Contractor will fully complete the Work within Sixty (60) working days (the “Contract Time.”)

- B. The Contract Time will commence when the City issues a Notice to Proceed. The Contract Documents will supersede any conflicting provisions included on the notice to proceed issued pursuant to this Contract.
  - C. The Contractor may not perform any Work until:
    - i. The Contractor furnishes proof of insurance as required by the Contract Documents; and
    - ii. The City gives the Contractor a written, signed, and numbered purchase order and notice to proceed.
  - D. By signing this Contract, the Contractor represents to the City that the Contract Time is reasonable for completion of the Work and that the Contractor will complete the Work within the Contract Time.
  - E. Should the Contractor begin the Work before receiving written authorization to proceed, any such Work is at the Contractor's own cost and risk.
4. **DISPUTES.** Disputes arising from this contract will be determined in accordance with the Contract Documents and Public Contracts Code §§ 10240-10240.13.
5. **THIRD PARTY CLAIMS.** In accordance with Public Contracts Code § 9201, the City will promptly inform the Contractor regarding third-party claims against the Contractor, but in no event later than ten (10) business days after the City receives such claims. Such notification will be in writing and forwarded in accordance with the "Notice" section of the Contract Documents. As more specifically detailed in the Contract Documents, the Contractor agrees to indemnify and defend the City against any third-party claim.
6. **TAXPAYER IDENTIFICATION NUMBER.** The Contractor will provide the City with a Taxpayer Identification Number.
7. **PERMITS AND LICENSES.** Unless otherwise provided, the Contractor, at its sole expense, will obtain and maintain during the Contract Time, all necessary permits, licenses, and certificates that may be required in connection with the Work.
8. **OWNERSHIP OF DOCUMENTS.** All documents, data, studies, drawings, maps, models, photographs and reports prepared by the Contractor under the Contract Documents are the City's property. The Contractor may retain copies of said documents and materials as desired, but will deliver all original materials to the City upon the City's written notice.
9. **INDEMNIFICATION.** The Contractor agrees to indemnify, defend, and hold the City harmless as set forth in the Contract Documents. The requirements as to the types and limits of insurance coverage to be maintained by the Contractor as required by the Contract Documents, and any approval of such insurance by the City, are not intended to and will not

in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to the Contract Documents, including, without limitation, to the provisions concerning indemnification.

10. **INDEPENDENT CONTRACTOR.** The City and the Contractor agree that the Contractor will act as an independent contractor and will have control of all work and the manner in which is it performed. The Contractor will be free to contract for similar service to be performed for other employers while under contract with the City. The Contractor is not an agent or employee of the City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits the City provides for its employees. Any provision in this Contract that may appear to give the City the right to direct the Contractor as to the details of doing the work or to exercise a measure of control over the work means that the Contractor will follow the direction of the City as to end results of the work only.
11. **AUDIT OF RECORDS.** The Contractor will maintain full and accurate records with respect to all services and matters covered under this Contract. The City will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. The Contractor will retain such financial and program service records for at least three (3) years after termination or final payment under the Contract Documents.
12. **NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

The City  
City of El Segundo-Public Works  
350 Main Street  
El Segundo, CA 90245  
Attention: James Rice  
jrice@elsegundo.org  
(310) 524-2316

The Contractor  
Union Construction Company  
1353 N. Pacific Avenue  
Glendale, CA 91202  
Attention: Paul Shin  
unioncpc@yahoo.com  
(213) 422-5004

Any such written communications by mail will be conclusively deemed to have been received by the addressee three (3) days after deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

13. **NO THIRD PARTY BENEFICIARY.** This Contract and every provision herein is for the exclusive benefit of the Contractor and the City and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of the Contractor's or the City's obligations under this Contract.

14. **INTERPRETATION.** This Contract was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this Contract will be in Los Angeles County.
15. **EFFECT OF CONFLICT.** In the event of any conflict, inconsistency, or incongruity between any provision of the Contract Documents, precedence will be as follows:
- A. This Contract;
  - B. The Standard Specifications; and
  - C. Precedence of documents as determined in the Standard Specifications.
16. **SEVERABILITY.** If any portion of the Contract Documents are declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Contract will continue in full force and effect.
17. **AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Contract and to engage in the actions described herein. This Contract may be modified by written amendment. The City's city manager, or designee, may execute any such amendment on the City's behalf.
18. **ACCEPTANCE OF FACSIMILE SIGNATURES.** The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.
19. **COVENANTS AND CONDITIONS.** The parties agree that all of the provisions hereof will be construed as both covenants and conditions, the same as if the words importing such covenants and conditions had been used in each separate paragraph.
20. **CAPTIONS.** The captions of the paragraphs of this Contract are for convenience of reference only and will not affect the interpretation of this Contract.
21. **TIME IS OF ESSENCE.** Time is of the essence for each and every provision of the Contract Documents.

IN WITNESS WHEREOF the parties hereto have executed this Contract the day and year first hereinabove written.

CITY OF EL SEGUNDO

UNION CONSTRUCTION COMPANY

\_\_\_\_\_  
Scott Mitnick  
City Manager

\_\_\_\_\_  
Name:  
Title:

ATTEST:

\_\_\_\_\_  
Tracy Weaver,  
City Clerk

Taxpayer ID No. \_\_\_\_\_

Contractor State

License No.: \_\_\_\_\_

Contractor City Business

License No.: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley,  
City Attorney

Insurance Reviewed by: \_\_\_\_\_

**CITY OF EL SEGUNDO  
 BID LOG  
 BID NO. PW 21-11  
 City of El Segundo – Public Works Department  
 Civic Center Maintenance and Repair Project**

Date of BID Opening: **Tuesday, October 12, 2021**  
 Time of BID Opening: **11 AM**  
 Place of BID Opening: **City Clerk's Office**

COMPANY NAME/ADDRESS	Total BID Amount	Addendum	Bond
1. Union Construction Co. 1353 N. Pacific Ave. Glendale, CA 91202 Received: 10/12/2021 @ 10:46AM	\$662,525 <sup>00</sup>	✓	✓
2. CWS Systems, Inc. 3814 E. Colorado Blvd., #102 Pasadena, CA 91107 Received: 10/12/2021 @ 10:46 AM	\$798,400 <sup>00</sup>	✓	✓
3. Golden Sun Enterprise, Inc. 6732 White Oak Ave. Van Nuys, CA 91406 Received: 10/12/2021 @ 10:50 AM	\$693,777 <sup>00</sup> <i>pm</i>	✓	✓
4. <b>G2K Construction Inc.</b> <b>28348 Roadside Dr. #205</b> <b>Agona Hills, CA 91201</b> Received 10/12/21 10:56 AM	\$667,985 <sup>00</sup>	None provided	✓
5. Newman Midland Corp 9242 Walker St. Ste Cypress, CA 91030 Received: 10/12/21 10:59 AM	\$933,815 <sup>00</sup>	✓	✓
6.  Received:			
7.			
8.			
9.			
10.			

Staff Present: , City Clerk's Office  
, City Clerk's Office  
, PW Representative



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.6

---

### TITLE:

2022 City Council Meeting Calendar

### RECOMMENDATION:

Approve the proposed 2022 City Council meeting calendar.

### FISCAL IMPACT:

None

### BACKGROUND:

Since December of 2019, the Clerk's office has presented a proposed City Council meeting calendar for the following calendar year. An approved annual calendar allows for better agenda planning and advanced notification of meeting dates to the community. Traditionally, a meeting occurring around a holiday is cancelled due to the fact that certain city facilities are closed.

### DISCUSSION:

Staff recommends canceling the following meeting dates and approving the meeting calendar for 2022 (Exhibit A):

January 4th	(holiday recess)
April 5th	(due to the ESUSD Spring Recess)
July 5th	(holiday recess)
August 2nd	(National Night Out – national Police Department event)

**CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

**PREPARED BY:**

Tracy Weaver, City Clerk

**REVIEWED BY:**

Tracy Weaver, City Clerk

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. 2022 CC Prep Calendar - Exhibit A





## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.7

---

### TITLE:

Purchase of One New Ford F-550 Dump Truck

### RECOMMENDATION:

1. Pursuant to El Segundo Municipal Code ("ESMC") § 1-7-9 (C), waive the bidding process and purchase one (1) new Ford F-550 dump truck for use by the Public Works Department.
2. Authorize the City Manager to execute an agreement to purchase one (1) new Ford F-550 Dump Truck.

### FISCAL IMPACT:

Included in Adopted FY 2021-22 Budget

Amount Budgeted: \$66,383

Additional Appropriation: No

Account Number(s): 601-400-4202-8105 (Equipment Replacement)

### BACKGROUND:

The Street Division within the Public Works Department has been using a small dump truck that was originally purchased in 2003. At that time, the unit had a recommended life expectancy of ten years and was scheduled for replacement in 2013. However, this truck remained in service until this year when it developed significant electrical system issues. The current mileage on this vehicle is 94,891 miles.

### DISCUSSION:

The truck was diagnosed by its manufacturer and they have informed us that repair of this vehicle would require a replacement of the entire wiring harness, which is no longer available for purchase.

## **Purchase of Dump Truck**

**November 16, 2021**

**Page 2 of 2**

Taking into consideration the age of the vehicle, the estimated remaining life expectancy, and the potential for other breakdowns to occur due to its age, staff is recommending replacement of this dump truck rather than attempting to repair the vehicle.

Electric and hybrid powered vehicles were also researched as a possible option for this vehicle, however, even after incentives and rebates the purchase cost would be more than double the cost of the unleaded fueled vehicle.

Finally, the replacement for this dump truck has been quoted using Sourcewell, also known as the National Joint Powers Alliance ("NJPA") contract for government pricing and identified as a cooperative competitive bidding process by the Purchasing Officer. City Council can elect to waive the bidding process under ESMC § 1-7-9(C) and instead opt to use this competitive bid government pricing through the NJPA.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

#### **PREPARED BY:**

Ron Fajardo, General Services Manager

#### **REVIEWED BY:**

Elias Sassoon, Public Works Director

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Sourcewell quote for Dump Truck



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

09/03/2021

Quote ID#29302

Greg Booras  
City of El Segundo  
Public Works  
150 Illinois St.  
El Segundo, CA 90245

Dear Greg Booras,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.  
**One (1) New/Unused (2022 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA with 11' Rugby Dump Body), delivered to your department yard, each for**

	(1) Contract Price
Price	\$ 41,794.38
Harbor/11' Rugby Dump Body	\$ 18,372.68
Tax (9.500%)	\$ 5,715.87
Tire Fee	\$ 10.50
<b>Total</b>	<b>\$ 65,893.43</b>

Per the attached specification. Price includes 1 additional key(s).

This vehicle(s) is available under the Sourcewell (Formerly known as NJPA) 120716-NAF.  
Please reference this Contract Number on all Purchase Orders to National Auto Fleet Group.  
Payment terms are Net 20 days after receipt of vehicle.  
Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
National Fleet Manager  
Office (855) 289-6572  
Fax (831) 480-8497



## Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

### Additional Resources

Learn how to track your vehicle: [www.NAFGETA.com](http://www.NAFGETA.com)

Use the upfitter of your choice: [www.NAFGpartner.com](http://www.NAFGpartner.com)

Vehicle Status: [ETA@NationalAutoFleetGroup.com](mailto:ETA@NationalAutoFleetGroup.com)

General Inquiries: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)

For general questions or assistance please contact our main office at:

# 1-855-289-6572



255 Voyager Ave  
 Brea, CA 92821  
 Phone: 714-996-0411  
 Fax: 714-996-0695

# Sales Quote

Page 1 of 1

Sales Quote: SQ57507  
 Sales Quote Date: 9/2/2021  
 Inside Sales Rep.: Kimberly Bellamy

Sell  
 To: NATIONAL AUTO FLEET GROUP  
 1330 W. MAIN ST.  
 ALHAMBRA, CA 91801  
 626-414-2000

Ship  
 To: CITY OF EL SEGUNDO  
 150 ILLINOIS STR.  
 EL SEGUNDO, CA 90245

Tax Ident. Type Legal Entity

Customer ID FLW01

Ship Via HARBOR  
 Terms 2% 10 Days, Net 30  
 Location BREA  
 Territory REGION 1

Dealer Number DEALER # 71E0G1  
 SalesPerson JENNIFER  
 VIN

Harbor Truck and Van is Not Held Responsible for any items not listed on this quote/order. Pricing on the quote/order is valid 30 days from the sales quote/order date that is signed (and requested as needed) and the chassis/truck assigned to the quote/order arrives within that 30-day period. Both conditions must be met or the quote/order becomes null and void and must be re-quoted/re-signed.

Item No.	Description	Exp. Notes	Unit	Qty.
FORD-084-R-DRW-DSL	FORD 84" CA REGULAR CAB DRW DIESEL---		EACH	1
HTDU11-3D-CS	11-FT 3D-Rugby Dump Body with SR4016 Hoist & 1/4 Cab Shield W/ Coal Shute (HAS 12" SIDES)		EACH	1
SEO_1	RUGBY COAL SHUTE / P/N 1663605	*WANTS 3 IN THE REAR END GATE*	EACH	3
UB361818	UNDERBED BOX 36"L X 18"H X 18"D RECESSED FOR HOOK ACCESS		EACH	1
Y11FB-BLACK	Painted Black		EACH	1
DU-UB-MNT-KIT	UB BOX MOUNT BRACKET KIT FOR DUMP BODY (EA BOX)		EACH	1
DU12	DROP-IN SIDE BOARD FOR RUGBY DUMP BODY		EACH	1
Z11DU	MOUNT 11FT RUGBY DUMP BODY		EACH	1
MREC-LAND-VI2.5	RECEIVER CLASS VI, LANDSCAPER - 20,000LB INCLUDES 2" INSERT		EACH	1
M7PRONG	7 PRONG TRAILER CONNECTOR (POLLAK)		EACH	1
MTARP12FB	ROLLUP TARP SPRING ASSIST FOR 12FT FLATBED		EACH	1
MALARM	BACK UP ALARM - PRECO		EACH	1
MBCK-UP-CAM-LB1	REAR BACKUP CAMERA INSTALL LABOR-1 ONLY (MBCK-UP-CAM-LB1)		EACH	1
MPDI	PDI FOR NEW VEHICLE		EACH	1
FREIGHT	Freight		EACH	1
FUEL CHARGE	FUEL CHARGE		EACH	1

Amount Subject to Sales Tax 0  
 Amount Exempt from Sales Tax 18,372.68  
 Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Dealer VIN/VON \_\_\_\_\_  
 P.O.# \_\_\_\_\_

**Subtotal: 18,372.68**  
 Invoice Discount: 0.00  
 Total Sales Tax: 0.00  
**Total: 18,372.68**

## Vehicle Configuration Options

ENGINE	
Code	Description
99N	ENGINE: 7.3L 2V DEVCT NA PFI V8 GAS, (STD)
TRANSMISSION	
Code	Description
44G	TRANSMISSION: TORQSHIFT 10-SPEED AUTOMATIC, -inc: 10R140 w/neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery (STD)
TIRES	
Code	Description
TGJ	TIRES: 225/70RX19.5G BSW A/P, (STD)
PRIMARY PAINT	
Code	Description
Z1	OXFORD WHITE
PAINT SCHEME	
Code	Description
___	STANDARD PAINT
SEAT TYPE	
Code	Description
AS	MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X8L	LIMITED SLIP W/4.88 AXLE RATIO
ADDITIONAL EQUIPMENT	
Code	Description
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Folding Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window
62R	TRANSMISSION POWER TAKE-OFF PROVISION, -inc: mobile and stationary PTO modes

68M	GVWR: 19,500 LB PAYLOAD PLUS UPGRADE PACKAGE, -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706, Note: See Order Guide Supplemental Reference for further details on GVWR
63A	UTILITY LIGHTING SYSTEM, -inc: LED side-mirror spotlights
54L	FOLDING TRAILER TOW MIRRORS, -inc: 102" width, manual telescoping power/heated glass, heated convex spotter mirror and integrated clearance lamps/turn signals, Utility Lighting System, LED side-mirror spotlights
153	FRONT LICENSE PLATE BRACKET
59H	CENTER HIGH-MOUNTED STOP LAMP (CHMSL)
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED)
<b>OPTION PACKAGE</b>	
<b>Code</b>	<b>Description</b>
660A	ORDER CODE 660A

# 2022 Fleet/Non-Retail Ford Super Duty F-550 DRW XL 2WD Reg Cab 169" WB 84" CA

## WINDOW STICKER

2022 Ford Super Duty F-550 DRW XL 2WD Reg Cab 169" WB 84" CA

CODE	MODEL	MSRP
F5G	2022 Ford Super Duty F-550 DRW XL 2WD Reg Cab 169" WB 84" CA	\$42,040.00
<b>OPTIONS</b>		
99N	ENGINE: 7.3L 2V DEVCT NA PFI V8 GAS, (STD)	\$0.00
44G	TRANSMISSION: TORQSHIFT 10-SPEED AUTOMATIC, -inc: 10R140 w/neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery (STD)	\$0.00
TGJ	TIRES: 225/70RX19.5G BSW A/P, (STD)	\$0.00
Z1	OXFORD WHITE	\$0.00
—	STANDARD PAINT	\$0.00
AS	MEDIUM EARTH GRAY. HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X8L	LIMITED SLIP W/4.88 AXLE RATIO	\$360.00
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Folding Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window	\$915.00
62R	TRANSMISSION POWER TAKE-OFF PROVISION, -inc: mobile and stationary PTO modes	\$280.00
68M	GVWR: 19,500 LB PAYLOAD PLUS UPGRADE PACKAGE, -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706, Note: See Order Guide Supplemental Reference for further details on GVWR	\$1,155.00
63A	UTILITY LIGHTING SYSTEM, -inc: LED side-mirror spotlights	INC
54L	FOLDING TRAILER TOW MIRRORS, -inc: 102" width, manual telescoping power/heated glass, heated convex spotter mirror and integrated clearance lamps/turn signals, Utility Lighting System, LED side-mirror spotlights	\$645.00
153	FRONT LICENSE PLATE BRACKET	\$0.00
59H	CENTER HIGH-MOUNTED STOP LAMP (CHMSL)	\$0.00
76C	EXTERIOR BACKUP ALARM (PRE-INSTALLED)	\$140.00
660A	ORDER CODE 660A	\$0.00

Please note selected options override standard equipment

<b>SUBTOTAL</b>	<b>\$45,535.00</b>
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,695.00
<b>TOTAL PRICE</b>	<b>\$47,230.00</b>

Est City: N/A MPG  
Est Highway: N/A MPG  
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

## Standard Equipment

### MECHANICAL

Engine: 7.3L 2V DEVCT NA PFI V8 Gas
Transmission: TorqShift 10-Speed Automatic -inc: 10R140 w/neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery
4.88 Axle Ratio
GVWR: 18,000 lbs Payload Package
50-State Emissions System
Transmission w/Oil Cooler
Rear-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
HD 240 Amp Alternator
Towing Equipment -inc: Trailer Sway Control
Trailer Wiring Harness
11290# Maximum Payload
HD Shock Absorbers
Front And Rear Anti-Roll Bars
Firm Suspension
Hydraulic Power-Assist Steering
40 Gal. Fuel Tank
Single Stainless Steel Exhaust
Dual Rear Wheels
Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs and Brake Assist
Upfitter Switches

### EXTERIOR

Wheels: 19.5" x 6" Argent Painted Steel -inc: Hub covers/center ornaments not included
Tires: 225/70Rx19.5G BSW A/P
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Fender Flares
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Manual Extendable Trailer Style Mirrors
Fixed Rear Window

Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Front Splash Guards
Black Grille
Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cab Clearance Lights

**ENTERTAINMENT**

Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Radio w/Seek-Scan and Clock
Fixed Antenna
SYNC Communications & Entertainment System -inc: enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls
2 LCD Monitors In The Front

**INTERIOR**

4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
FordPass Connect 4G Mobile Hotspot Internet Access
Manual Air Conditioning
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
3 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Manual 1st Row Windows

Systems Monitor
Trip Computer
Outside Temp Gauge
Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints
Air Filtration

**SAFETY**

Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.8

---

### **TITLE:**

Agreement with Bureau Veritas to Prepare an Americans with Disabilities Act (ADA) Transition Plan for the City

### **RECOMMENDATION:**

Authorize the City Manager to execute a Professional Services Agreement with Bureau Veritas for \$150,000.

### **FISCAL IMPACT:**

Included in Adopted FY 2021/22 Budget

Amount Budgeted: \$150,000

Additional Appropriation: No

Account Number(s): 106-400-4202-6214 (Gas Tax, Professional & Technical)

### **BACKGROUND:**

Title II of the Americans with Disabilities Act (ADA) requires state and local governments to provide services and activities related to accessibility programs for persons with disabilities to the public. Retaining a qualified experienced firm to conduct a City self-evaluation and prepare an ADA Transition Plan is the most cost-effective approach to identifying and addressing accessibility issues. This plan also provides steps to remove those barriers from city facilities, parks, and public right-of-way.

### **DISCUSSION:**

An ADA transition plan consists of the following:

- ADA compliance evaluation of City buildings, public rights-of-way, parks and open spaces;

## **Professional Services Agreement to Bureau Veritas**

**November 16, 2021**

**Page 2 of 3**

- A detailed outline of methods necessary to remove accessibility barriers;
- A specified schedule for achieving compliance;
- Recommendations for complying with accessibility requirements as mandated by the ADA and State of California Access Codes.

On July 22, 2021, City staff advertised a Request for Proposal (RFP) for consultant services to prepare an ADA Transition Plan for the City. The following two consulting firms responded and provided proposals on August 31, 2021:

1. Bureau Veritas (Irvine, CA)
2. Miller Architectural Corporation (Redlands, CA)

The staff reviewed the submittals and Bureau Veritas' proposal indicated this firm has the experience, expertise, ability, and personnel in order to successfully prepare an ADA Transition Plan for the City of El Segundo. This firm has prepared an ADA transition plan for many public agencies, including the cities of Rancho Cucamonga, Tracy, Pomona and Seal Beach. The Bureau Veritas' fee for the project is \$150,000, which is well within the range of the same projects for other cities.

Staff recommends City Council approve the recommended action as noted. With City Council's authorization, the consulting services are anticipated to commence in December, 2021, and will be substantially completed in June, 2022.

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

**Professional Services Agreement to Bureau Veritas**

**November 16, 2021**

**Page 3 of 3**

**PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

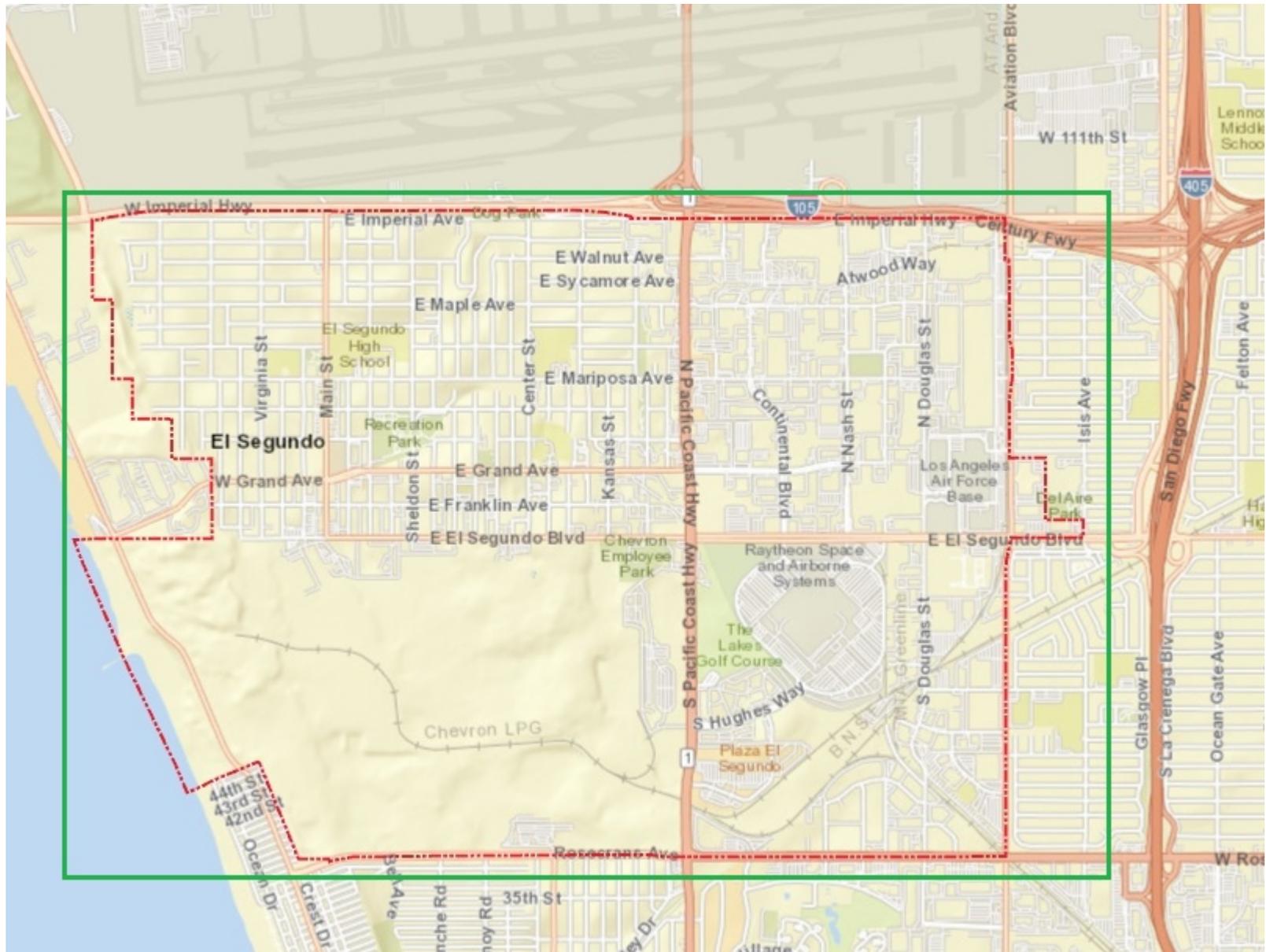
**ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map
3. Bureau Veritas ADA Transition Plan Agreement



# Vicinity Map

## ADA Self Evaluation and Transition Plan



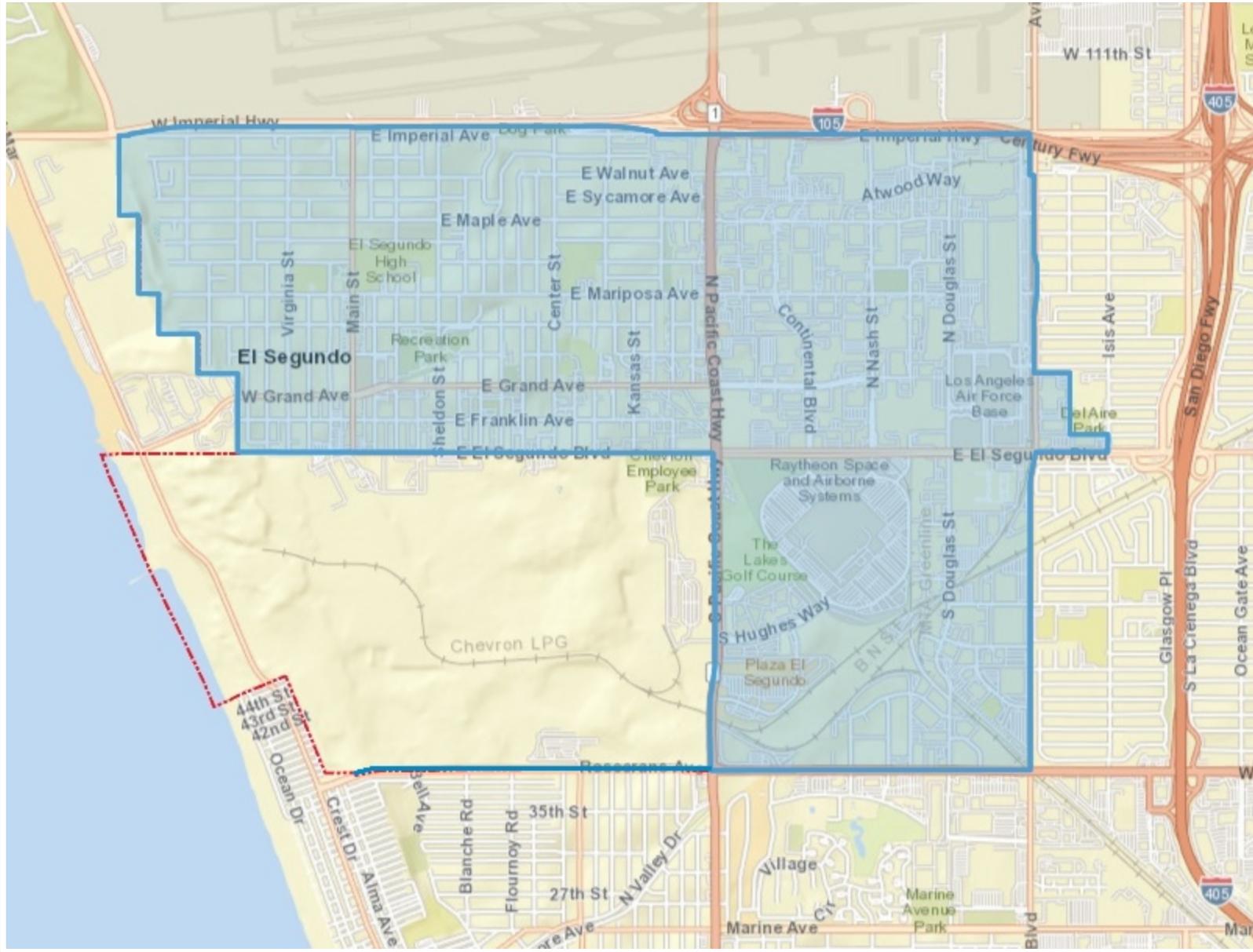
6,018.7 0 3,009.33 6,018.7 Feet

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.



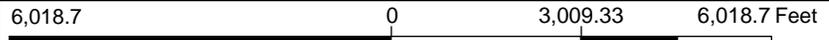
# Location Map ADA Self Evaluation and Transition Plan



**Legend**

- City Boundary
- Project Region

**Notes**



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.



**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF EL SEGUNDO AND  
BUREAU VERITAS TECHNICAL ASSESSMENTS LLC**

This AGREEMENT is made and entered into this 17th day of November, 2021, by and between the CITY OF EL SEGUNDO, a municipal corporation and general law city ("CITY") and BUREAU VERITAS TECHNICAL ASSESSMENTS LLC., a limited liability company ("CONSULTANT"). The parties agree as follows:

**1. CONSIDERATION.**

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed ONE HUNDRED FIFTY THOUSAND dollars (\$150,000) for CONSULTANT's services. CITY may modify this amount as set forth below. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum as specified in the attached Exhibit "A," which is incorporated by reference.

**2. SCOPE OF SERVICES.**

- A. CONSULTANT will perform services listed in the attached Exhibit "A," which is incorporated by reference.
- B. CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

**3. PERFORMANCE STANDARDS.** While performing this Agreement, CONSULTANT will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. CITY will continuously monitor CONSULTANT's services. CITY will notify CONSULTANT of any deficiencies and CONSULTANT will have fifteen (15) days after such notification to

cure any shortcomings to CITY's satisfaction. Costs associated with curing the deficiencies will be borne by CONSULTANT.

4. **PAYMENTS.** For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit a detailed invoice to CITY which lists the hours worked and hourly rates for each personnel category and reimbursable costs (all as set forth in Exhibit "A") the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, the total cost of that work during the preceding billing month and a cumulative cash flow curve showing projected and actual expenditures versus time to date.

5. **NON-APPROPRIATION OF FUNDS.** Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement will cover only those costs incurred up to the conclusion of the current fiscal year.

6. **FAMILIARITY WITH WORK.**

- A. By executing this Agreement, CONSULTANT agrees that it has:
  - i. Carefully investigated and considered the scope of services to be performed;
  - ii. Carefully considered how the services should be performed; and
  - iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- B. If services involve work upon any site, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at CONSULTANT's own risk until written instructions are received from CITY.

7. **TERM.** The term of this Agreement will be from November 22, 2021, to June 30, 2022. Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

- A. Completion of the work specified in Exhibit "A";

- B. Termination as stated in Section 15.

**8. TIME FOR PERFORMANCE.**

- A. CONSULTANT will not perform any work under this Agreement until:
  - i. CONSULTANT furnishes proof of insurance as required under Section 22 of this Agreement; and
  - ii. CITY gives CONSULTANT a written notice to proceed.
- B. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.

**9. TIME EXTENSIONS.** Should CONSULTANT be delayed by causes beyond CONSULTANT's control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the Manager within forty-eight (48) hours, in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement's schedule. The Manager will extend the completion time, when appropriate, for the completion of the contracted services.

**10. CONSISTENCY.** In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

- A. Exhibit: A: Budget, Proposal for Services, and Scope of Work.

**11. CHANGES.** CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

**12. TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT will provide CITY with a Taxpayer Identification Number.

**13. PERMITS AND LICENSES.** CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

**14. WAIVER.** CITY's review or acceptance of, or payment for, work product prepared by CONSULTANT under this Agreement will not be construed to operate as a waiver of

any rights CITY may have under this Agreement or of any cause of action arising from CONSULTANT's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

**15. TERMINATION.**

- A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.
- B. CONSULTANT may terminate this Agreement at any time with CITY's mutual consent. Notice will be in writing at least thirty (30) days before the effective termination date.
- C. Upon receiving a termination notice, CONSULTANT will immediately cease performance under this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT's own cost; CITY will not be obligated to compensate CONSULTANT for such work.
- D. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).
- E. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
- F. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

**16. OWNERSHIP OF DOCUMENTS.** All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this Agreement are CITY's property. CONSULTANT may retain copies of said documents and materials as desired but will deliver all original materials to CITY upon CITY's written notice. CITY agrees that use of CONSULTANT's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY's own risk.

**17. PUBLICATION OF DOCUMENTS.** Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art

work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or public CITY without CITY's prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

## 18. INDEMNIFICATION.

### A. CONSULTANT agrees to the following:

- i. ***Indemnification for Professional Services.*** CONSULTANT will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives, in the performance of this Agreement, except for such loss or damage arising from CITY's sole negligence or willful misconduct.
- ii. ***Indemnification for other Damages.*** CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance, except for such loss or damage arising from CITY's sole negligence or willful misconduct. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, CONSULTANT will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.

- B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and certified volunteers.
- C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
- D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 22, and any

approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

**19. ASSIGNABILITY.** This Agreement is for CONSULTANT’s professional services. CONSULTANT’s attempts to assign the benefits or burdens of this Agreement without CITY’s written approval are prohibited and will be null and void.

**20. INDEPENDENT CONTRACTOR.** CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

**21. AUDIT OF RECORDS.** CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

**22. INSURANCE.**

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000
Professional Liability	\$1,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement

- B. Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name CITY, its officials, and employees as “additional insureds” under said insurance coverage and to state that such insurance will be deemed “primary” such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance will be on an “occurrence,” not a “claims made,” basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.
- C. Professional liability coverage will be on an “occurrence basis” if such coverage is available, or on a “claims made” basis if not available. When coverage is provided on a “claims made basis,” CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- D. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).
- E. CONSULTANT will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of “A:VII.”
- F. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT’s expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section 15.

**23. USE OF SUBCONTRACTORS.** CONSULTANT must obtain CITY’s prior written approval to use any consultants while performing any portion of this Agreement. Such approval must approve of the proposed consultant and the terms of compensation.

**24. INCIDENTAL TASKS.** CONSULTANT will meet with CITY monthly to provide the status on the project, which will include a schedule update and a short narrative

description of progress during the past month for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

**25. NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

If to CONSULTANT:

Bureau Veritas  
220 Technology Drive  
Irvine, CA 92618  
Attn: Erik Piller, Senior Vice President  
Phone: 800-733-0660  
Email: erik.piller@bureauveritas.com

If to CITY:

City of El Segundo  
350 Main Street  
El Segundo, CA  
Attention: Lifan Xu, City Engineer  
Phone: 310-524-2368  
Email: lxu@elsegundo.org

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

**26. CONFLICT OF INTEREST.** CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY’s conflict of interest regulations.

**27. SOLICITATION.** CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT’s bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT’s bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

**28. THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT’s or CITY’s obligations under this Agreement.

**29. INTERPRETATION.** This Agreement was drafted in and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

**30. COMPLIANCE WITH LAW.** CONSULTANT agrees to comply with all federal, state, and local laws applicable to this Agreement.

**31. ENTIRE AGREEMENT.** This Agreement, and its Exhibit(s), sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

**32. RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

**33. SEVERABILITY.** If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

**34. AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment.

**35. ACCEPTANCE OF ELECTRONIC SIGNATURES.** The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by electronic (.pdf) or facsimile transmission. Such electronic or facsimile signature will be treated in all respects as having the same effect as an original signature.

**36. CAPTIONS.** The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

**37. TIME IS OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.

**38. FORCE MAJEURE.** Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately terminate without obligation of either party to the other.

**39. STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

[Signatures on next page]

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first hereinabove written.

CITY OF EL SEGUNDO

BUREAU VERITAS TECHNICAL  
ASSESSMENTS, LLC

\_\_\_\_\_  
Scott Mitnick,  
City Manager

\_\_\_\_\_  
Erik Piller,  
Senior Vice President

ATTEST:

\_\_\_\_\_  
Tracy Weaver,  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley,  
City Attorney



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.9

---

### **TITLE:**

Resolution Approving Application for Per Capita Grant Funds

### **RECOMMENDATION:**

Adopt a Resolution allowing application for Per Capita Grant Funds to receive funding from the Parks and Water Bond Act of 2018 (Proposition 68).

### **FISCAL IMPACT:**

The total grant amount is \$188,087 (Acacia Park project funding).

### **BACKGROUND:**

The California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) announced allocations for the Per Capita program funded through the Parks and Water Bond Act of 2018 (Proposition 68). The objectives of the grant are to support the creation, rehabilitation, and enhancement of parks. In addition, funds are available to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure as well as address deficiencies in neighborhoods lacking access to the outdoors.

Per Capita allocation for the City in the "All Cities and Local Districts" category is \$177,952. In addition, the City of El Segundo is also receiving \$10,135 in funding under the "Urban County Per Capita" category. These additional funds are allocated at a rate of \$.61 per capita to cities and districts in urbanized counties (a county with a population of 500,000 or more) providing park and recreation services within jurisdictions of 200,000 or less in population. The total grant amount is \$188,087.

This grant funding was allocated towards the Acacia Park project. The park was completed in April 2021 with the following funds; Measure W, Wastewater, Park Development, General and Proposition 68. Staff is in the process of seeking reimbursement of Proposition 68 Funds allocated to the Acacia Park project.

## **Resolution Approving Application for Per Capita Grant Funds**

**November 16, 2021**

**Page 2 of 3**

### **DISCUSSION:**

As a grant recipient, the City is required to adopt a resolution in which the City agrees to the terms of the grant and related contract. The resolution provides confirmation that the city has the funding to complete, operate and maintain projects associated with the contract. Upon City Council approval, staff will submit the resolution to OGALS to ensure compliance with grant requirements.

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

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

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

Melissa McCollum, Community Services Director

### **REVIEWED BY:**

Melissa McCollum, Community Services Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

**Resolution Approving Application for Per Capita Grant Funds**

**November 16, 2021**

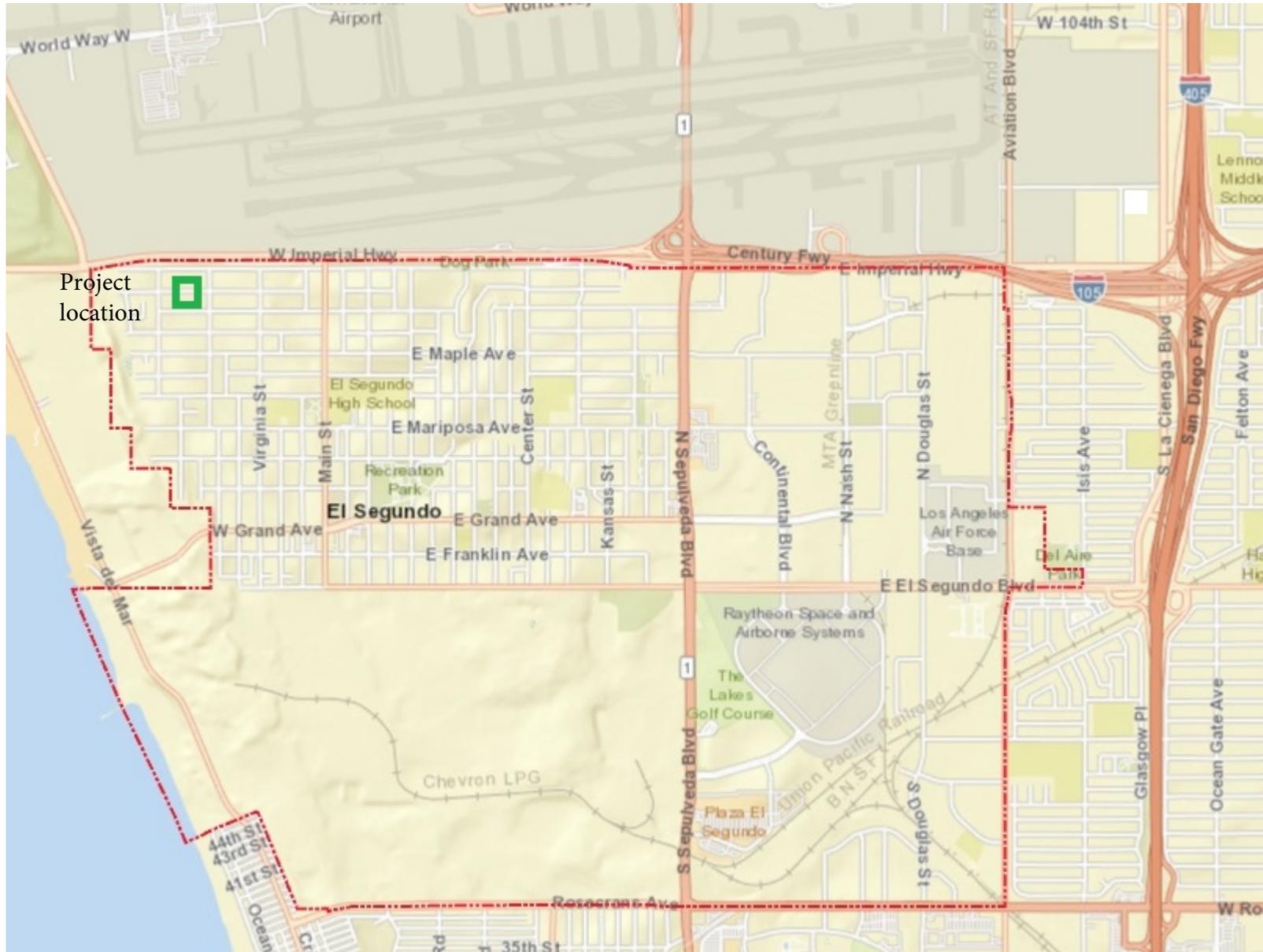
**Page 3 of 3**

**ATTACHED SUPPORTING DOCUMENTS:**

1. Acacia Park Vicinity Map
2. Acacia Park Plan
3. Per Capita Grant Resolution



# Vicinity Map Acacia Park Playground and site Improvements



Project location

6,018.7 0 3,009.33 6,018.7 Feet

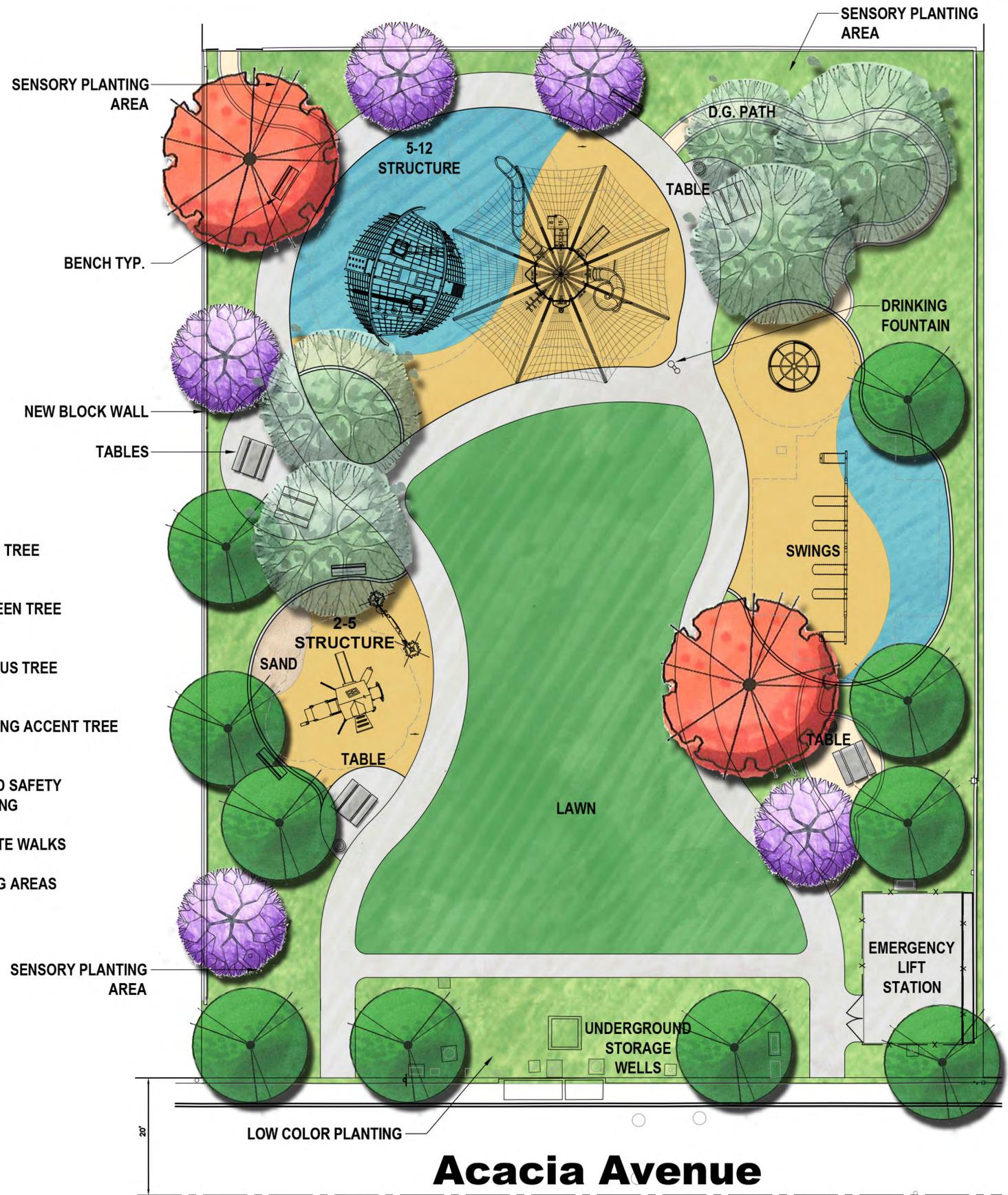
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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.





- LEGEND**
- EXISTING TREE
  - EVERGREEN TREE
  - DECIDUOUS TREE
  - FLOWERING ACCENT TREE
  - COLORED SAFETY SURFACING
  - CONCRETE WALKS
  - PLANTING AREAS
  - LAWN



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF EL SEGUNDO APPROVING APPLICATION FOR  
STATE PER CAPITA GRANT FUNDS.**

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

**SECTION 1.** *Findings.*

- A. The State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing applications.
- B. Said procedures established by the State Department of Parks and Recreation require the grantees Governing Body to certify by resolution the approval of a project application before submission of said application to the State of California.

**SECTION 2.** *Approval.* The City Council:

- A. Approves the filing of necessary project applications for Per Capita program grant project(s);
- B. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the projects;
- C. Certifies that the grantee has or will have sufficient funds to operate and maintain the projects;
- D. Certifies that all projects proposed will be consistent with the park and recreation element of the City of El Segundo general or recreation plan (PRC §80063(a)),
- E. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)),
- F. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code (PRC §80001(b)(8)(A-G));
- G. To the extent practicable, as identified in the “Presidential Memorandum-- Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters,” dated January 12, 2017, the City of El Segundo will consider a range of actions that include, but are not limited to, the following:
  - 1. Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.

2. Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
  3. Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
  4. Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
  5. Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
  6. Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
  7. Identifying possible staff liaisons to diverse populations.
- H. Agrees that to the extent practicable, the projects will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5));
- I. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d));
- J. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide;
- K. Delegates the authority to the City Manager or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scopes; and
- L. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

**SECTION 3.** *Severability.* If any part of this Resolution 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 Resolution are severable.

**SECTION 4.** *Electronic Signatures.* This Resolution 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 5. Signature Authority.** The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 6. Effective Date.** This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

**SECTION 7. City Clerk Direction.** The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Drew Boyles, Mayor

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 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 \_\_\_\_ day of \_\_\_\_ 2021, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley, City Attorney



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.10

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### **TITLE:**

Resolution Adopting Citywide Records Retention Schedule for City Documents

### **RECOMMENDATION:**

Adopt Resolution

### **FISCAL IMPACT:**

The City will realize savings in reduced storage expenses and improved operational efficiency.

### **BACKGROUND:**

One of the City Clerk's goals for Fiscal Year 2021-2022 is to develop and implement a Citywide records retention schedule. This is needed to efficiently reduce current and future document storage expenses, eliminate duplication of effort, and increase efficiency.

### **DISCUSSION:**

The City Clerk's Office, in partnership with the Information Technology Services Department and consultant Gladwell Governmental Services, Inc., an expert in local government records, has developed a Citywide records retention schedule. The purpose of the schedule is to reduce current and future record storage expenses, eliminate duplication of effort, and increase efficiency. The schedules provide clear, specific record descriptions and retention periods and apply current law. By identifying clear retention periods for different categories of records, the City will reduce expenses and improve operational efficiencies.

The new retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law to the management of EI

## **Resolution Adopting Citywide Records Retention Schedule**

**November 16, 2021**

**Page 2 of 2**

Segundo's records. The schedules identify the department responsible for maintaining original records and establishes clear retention periods for different categories of records.

The proposed Resolution would authorize the City Clerk to destroy records no longer required for retention (pursuant to state law and the retention policy) at the request of the City Manager or designee and written City Attorney approval using the form attached to this report.

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

#### **PREPARED BY:**

Mona Shilling, Deputy City Clerk II

#### **REVIEWED BY:**

Tracy Weaver, City Clerk

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution - Citywide Records Retention
2. How to Use Retention Schedules
3. Retention Legend
4. Records Destruction - Sample Form

## RESOLUTION NO. XXXX

### 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 This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
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 \_\_\_\_\_ day of \_\_\_\_\_, 2021, 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: 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?	
(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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CITY WIDE (Used by all Departments)</b>										
Lead Dept.	CW-001	Accident Report / Injury Reports / Incident Reports: <b>PUBLIC</b>  (Send Employee Reports to Human Resources)	2 years		2 years			Mag, Ppr		GC §34090
City Clerk	CW-002	Agreements & Contracts - <b>APPROVED BY CITY COUNCIL</b>	Send Originals to the City Clerk		Send Originals to the City Clerk			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD GC §34090.7
Lead Dept.	CW-003	Agreements & Contracts - <b>ADMINISTRATION RECORDS</b>  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	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>											
<b>HOLDS:</b> <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 <b>AGENDAS, AGENDA PACKETS</b>	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 <b>MINUTES, BYLAWS</b>	P		P	Yes		Mag, Mfr, OD, Ppr	S	No	GC §34090
	CW-007	Boards, Commissions, & Committees: <b>External</b> Organizations  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required			Mag, Ppr			Non-records
Lead Dept.	CW-008	Committees <b>Internal - Attended by employees:</b> 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?	
(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>										
<b>HOLDS:</b> <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-009	Complaints / Concerns from Citizens ( <b>operational</b> )	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-010	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required			Mag Ppr		GC §34090.7
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-011	Correspondence - <b>ROUTINE (Content relates in a substantive way to the conduct of the public's business)</b>  (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

**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?	
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<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>										
<b>HOLDS:</b> <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-012	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></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?	
(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>										
<b>HOLDS:</b> <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-013	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-014	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-015	Grants ( <b>UNSUCCESSFUL</b> 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?	
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Lead Dept.	CW-016	Grants / CDBG / Reimbursable Claims / Subventions / FEMA Claims / OES Claims <b>(SUCCESSFUL</b> 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 - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>				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-017	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-018	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

**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?	
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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>										
<b>HOLDS:</b> <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	CW-019	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
Lead Dept.	CW-020	Personnel Supervisory Files ( <b>Supervisor's Notes</b> )	(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-021	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-022	Photographs	When No Longer Required		When No Longer Required			Mag, Ppr		Considered preliminary drafts; GC §§34090, 6252, 6254(a)
Lead Dept.	CW-023	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

**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?	
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<b>HOLDS:</b> <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. (Who Ordered the Appraisal)	CW-024	Real Estate Appraisal Reports (Acquisition or Sale): Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		2 years			Mag, Ppr		Not accessible to the public; - GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-025	Real Estate Appraisal Reports (Acquisition or Sale): <b>Purchased</b> Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - <b>Minimum 5 years</b>	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-026	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by <b>YOUR Department</b>	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department preference; GC §34090
Lead Dept.	CW-027	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by <b>OTHER Departments</b>	When Superseded		When Superseded			Mag, Ppr		Copies; 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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-028	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, & Reports: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-Records
Lead Dept.	CW-029	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
Lead Dept.	CW-030	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

**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?		
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<b>HOLDS:</b> <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	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; <b>SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090
Lead Dept.	CW-032	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-033	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?	
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Lead Dept.	CW-034	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-035	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 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)											
<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>											
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>CITY MANAGER &amp; CITY COUNCIL OFFICE</b>											
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 <b>Agendas, Agenda Packets</b>	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**

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>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>										
<b>HOLDS:</b> <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-007	Diversity, Equity and Inclusion Committee <b>Minutes</b>	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 <b>Agendas, Agenda Packets</b>	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 <b>Minutes</b>	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?	
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<b>HOLDS:</b> <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.

**RECORDS RETENTION SCHEDULE: CITY MANAGER**

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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>MEDIA and COMMUNICATIONS</b>										
City Manager / Media & Commun.	CW-016	Boards, Commissions, & Committees: <b>AUDIO RECORDINGS or VIDEO RECORDINGS</b> 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 <b>AUDIO RECORDINGS or VIDEO RECORDINGS</b> 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 <b>Agenda Packets</b>	Minimum 2 years		Minimum 2 years	Yes (all)		Mag, Ppr		Department preference; GC §34090
City Manager / Media & Commun.	CW-019	Community Cable Advisory Council <b>Minutes &amp; Bylaws</b>	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 ATTORNEY**

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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CITY ATTORNEY</b>										
City Attorney	<a href="#">CA-001</a>	<a href="#">Advice Files / Subject Files (Advice provided to the City on a variety of subjects) e.g. Cable TV, etc.-)</a>	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	<a href="#">CA-002</a>	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	<a href="#">CA-002</a>	City Attorney Opinion Index	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/I	No	<del>Department preference; Statewide guidelines propose superseded + 2 years; GC §34090</del>
City Attorney	<a href="#">CA-003</a>	City Attorney Opinions	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/I	No	<del>Department preference; Statewide guidelines propose superseded + 2 years; GC §34090</del>
City Attorney & Finance / Risk Manag.	<a href="#">CA-004</a>	Claims - <b>Not Juveniles</b>	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	<del>Finance maintains settlement records;</del> 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

**RECORDS RETENTION SCHEDULE: CITY ATTORNEY**

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>										
<b>HOLDS:</b> <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 & Finance / Risk Manag.	<a href="#">CA-005</a>	Claims - <b>Juveniles</b>	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	<del>Finance maintains settlement records;</del> Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney & City Clerk	<a href="#">CA-006</a>	Closed Session Materials	2 years		2 years		Mag, Ppr			GC §34090
	<del><a href="#">CA-007</a></del>	<del>Copies or duplicates of any record</del>	<del>When No Longer Required</del>		<del>When No Longer Required</del>	-	Mag Ppr			<del>GC §34090.7</del>
Lead Dept.	<del><a href="#">CA-008</a></del>	<del>Correspondence—ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, etc.)</del>	<del>2 years</del>		<del>2 years</del>	-	Mag, Ppr			<del>Should be routinely destroyed if not kept in the regular course of business and are not needed to discharge the public duties of the person drafting such documents. Consult the City Attorney with any questions; GC §§ 6252, 34090</del>
Lead Dept.	<del><a href="#">CA-009</a></del>	<del>Correspondence—TRANSITORY (e.g. checklists, logs, mailing lists, supply inventories, transmittal letters, thank yous, e-mails, voice-mails, etc.)</del>	<del>When No Longer Required</del>		<del>When No Longer Required</del>	-	Mag, Ppr			<del>Should be routinely destroyed if not kept in the regular course of business and are not needed to discharge the public duties of the person drafting such documents. Consult the City Attorney with any questions. GC §§ 6252, 34090</del>

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

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>										
<b>HOLDS:</b> <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.	<a href="#">CA-010</a>	Drafts & Notes: Drafts that are revised (retain final version), Telephone messages, etc.	When No Longer Required		When No Longer Required	-	Mag, Ppr			Should be routinely destroyed if not kept in the regular course of business and are not needed to discharge the public duties of the person drafting such documents. Consult the City Attorney with any questions; GC §§ 6252, 34090
City Attorney	<a href="#">CA-011</a>	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 2 years		Final Disposition + 2 years		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
AS Human Resources	<a href="#">CA-007</a>	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	<a href="#">CA-008</a>	Litigation Files / Legal Case Files <a href="#">Send Final Settlement Agreements to the City Clerk</a>	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
City Attorney or City Treasurer	<a href="#">CA-014</a>	Small Claims	Fully Paid + 2 years		Fully Paid + 2 years	Yes: Until Closed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Meets auditing needs; GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CITY CLERK</b>										
City Clerk & Public Works / Engineering	<a href="#">CC-001</a>	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	<a href="#">CC-002</a>	Agenda Staff Reports	P		P		Mag, <a href="#">Mfr, OD</a> , Ppr	S / <a href="#">I</a>	Yes: After <a href="#">QC &amp; OD</a> -5 years	Department Preference; GC §34090
City Clerk	<a href="#">CC-003</a>	Agenda Packets	<a href="#">P</a> 5 years		<a href="#">P</a> 5 years		Mag, <a href="#">Mfr, OD</a> , Ppr	S / <a href="#">I</a>	Yes: After <a href="#">QC &amp; OD</a>	<a href="#">Department Preference</a> ; GC §34090
City Clerk	<del><a href="#">CC-003</a></del>	<del>Agendas: Council Advisory Bodies, except Planning Commission and Recreation</del>	2 years		2 years		<del>Mag, Ppr</del>			<del>GC §34090</del>
City Clerk	<a href="#">CC-004</a>	Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers Authorities (JPAs)	Superseded + 2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / <a href="#">I</a>	<a href="#">Yes: After QC &amp; OD</a> <del>No</del>	Administrative & legal value (Emergency Preparedness), GC §34090

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

RECORDS RETENTION SCHEDULE: CITY CLERK

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
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>									
City Clerk	CC-005	<p>Agreements &amp; Contracts: <b>ALL INFRASTRUCTURE OR IMAGED:</b> <u>Includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) and insurance certificates</u></p> <p><del>Architects, Buildings, bridges, development agreement, park improvements, public works, reservoirs, sewers, sidewalks, street &amp; alley improvements, utilities, water.</del> <b>Exceptions:</b> <del>Demolitions, landscaping, street paving</del></p> <p><u>Examples of Infrastructure:</u> <u>Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property &amp; property restrictions, redevelopment, reservoirs, sewers, sidewalks, street &amp; alley improvements, settlement, subdivisions, utilities, water, etc.</u></p>	Completion + 2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	<p>Yes: <u>After QC &amp; OD</u></p> <p>After-<del>Inactive</del></p> <p><u>Department preference:</u> All infrastructure, JPAs, &amp; Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors &amp; Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703</p>

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

## RECORDS RETENTION SCHEDULE: CITY CLERK

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>									
<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>									
<b>HOLDS:</b> <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	<a href="#">CC-006</a>	Agreements & Contracts Approved by Council: <b>NON-INFRASTRUCTURE (NOT IMAGED)</b> : <u>Includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) and insurance certificates</u> <del>Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Professional Services, etc.</del>  <u>Examples of NON-Infrastructure: Consulting, grants, disposal, franchises, housing, leases, legal services, loans, paving, painting, professional services, slurry seals, tree trimming, etc.</u>	Completion + 2 years	8 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> After Inactive  <u>Department preference: Statute of Limitations is 10 years for Errors &amp; Omissions; Statewide guidelines propose completion + 5 years for non-capital improvement contracts &amp; completion + 4 years for transportation and concessionaire agreements.</u> Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15 GC §34090
City Clerk	<a href="#">CC-007</a>	Agreements & Contracts Approved by Council: Retirement Agreements (PERS)	2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> No  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, <u>12960</u> , 34090
City Clerk	<a href="#">CC-008</a>	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: <u>After QC &amp; OD</u> No  Land Records; GC §34090
City Clerk	<a href="#">CC-009</a>	Agreements & Contracts Approved by Council: Title Insurance, Land Records	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> No  GC §34090

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

RECORDS RETENTION SCHEDULE: CITY CLERK

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>										
<b>HOLDS:</b> <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	<a href="#">CC-010</a>	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	<a href="#">Yes: After QC &amp; OD</a>	EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, <a href="#">12960</a> , 34090
City Clerk	<del>CC-011</del>	<del>Agreements &amp; Contracts:-- Unsuccessful Bids-</del>	<del>Bid Opening + 2 years</del>		<del>Bid Opening + 2 years</del>		<del>Ppr</del>			<del>GC § 34090</del>
City Clerk	<a href="#">CC-012</a>	Annexations	P		P		Mag, Mfr, OD, Ppr	S/I	No	GC § 34090
City Clerk	<del>CC-013</del>	<del>Assessment Districts:-- Boundary Maps, Diagrams, District Folders</del>	<del>Termination of District + 5 years</del>		<del>Termination of District + 5 years</del>		<del>Mag, Mfr, OD, Ppr</del>	<del>S/I</del>	<del><a href="#">Yes: After QC &amp; OD</a></del> <del>No</del>	<del>Consistent with non-infrastructure Agreement retention; GC §34090</del>
City Clerk	<del>CC-014</del>	<del>Audio Recordings Tapes of Council Meetings</del>	<del>Upon receipt and verification of DVD</del>		<del>City Council meetings and streaming video kept permanently on most current media</del>		<del>Mag</del>			<del>Council video tapes retained until DVD's have been created and verified; Streaming video files retained on internet for 3 years (then copied to DVD) and on in-house server no less than 5 years. At an interval of time not to exceed 10 years, Council meeting and streaming video media will be transferred to new media and 1 copy kept in City Clerk's Office and 1 copy sent off site. City Council meetings and streaming video will be kept permanently on most current media. GC- §54052.5(b)</del>

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

## RECORDS RETENTION SCHEDULE: CITY CLERK

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> <b>HOLDS:</b> <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-012	<u>Bid Submittals - Formal Bids Only: Specification / RFP and Responses, Unsuccessful Bids and Proposals, etc.</u>	<u>Bid Opening + 2 years</u>		<u>Bid Opening + 2 years</u>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
City Clerk	CC-015	Certificates of Insurance (Normally filed with Agreement) <del>–Also see Workers Compensation</del>	2 years	9 years	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD After Inactive	Longest Statute of Limitations is 10 years; <del>Conforms with Agreement Retention; statewide guidelines propose permanent; CCP §337 et seq.; GC §34090</del>
City Clerk	CC-016	Chronological History of Mayors and City Council	2 years	P	P		Mag, Ppr			Historical Value; GC §34090
City Clerk	CC-017	<del>City Attorney: Opinions</del>	<del>2 years</del>	<del>P</del>	<del>P</del>		<del>Mag, Mfr, OD, Ppr</del>	<del>S / I</del>	<del>Yes: After QC &amp; OD No</del>	<del>Originals are maintained by City Attorney, copies by City Clerk Permanently; GC §34090.7</del>
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. City Clerk	CC-020	Claims <u>Forms</u>	<u>2 years Settle + 1 year</u>	<u>Settle + 4 years</u>	<u>2 years Settle + 5 years</u>	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD After Inactive	<u>Risk Management is Office of Record for the Claim File; GC §§34090</u> <del>Statute of Limitations runs 6 months – 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5</del>

Adopted: 12/17/2002  
Amended: 06/07/06  
Amended: 11/08/06

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>										
<b>HOLDS:</b> <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 / Admin. Services	<a href="#">CC-021</a>	Comprehensive Annual Financial Report (CAFR)	P		P			Mag, Mfr, OD, Ppr	S/H	Yes: After QC & OD After Inactive Department Preference; City Clerk retains original permanently; statewide guidelines propose 7 years; Other city shows 7 years; GC §34090.7
		Copies or duplicates of any record	When No Longer Required		When No Longer Required	-		Mag-Ppr		GC §34090.7
Lead-Dept.		Correspondence – ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, etc.)	2 years		2 years	-		Mag, Ppr		Should be routinely destroyed if not kept in the regular course of business and are not needed to discharge the public duties of the person drafting such documents. Consult the City Attorney with any questions; GC §§ 6252, 34090
Lead-Dept.		Correspondence – TRANSITORY (e.g. checklists, logs, mailing lists, supply inventories, transmittal letters, thank yous, e-mails, voice-mails, etc.)	When No Longer Required		When No Longer Required	-		Mag, Ppr		As long as they are not retained in the "Regular Course of Business". If not mentioned here, consult the City Attorney to determine if a record is considered transitory. GC §34090, GC §6252
City Clerk	<a href="#">CC-022</a>	Council Policies & Procedures	2 years	P	P			Mag, Mfr, OD, Ppr	S/H	Yes: After QC & OD No Historic and Administrative Value; GC §34090
City Clerk	<a href="#">CC-023</a>	Deeds: Property owned by City (property acquisition files)	2 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S	No GC §34090

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

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>										
<b>HOLDS:</b> <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.		<del>Drafts &amp; Notes: Drafts that are revised (retain final version), Telephone messages, etc.</del>	<del>When No Longer Required</del>		<del>When No Longer Required</del>	-		<del>Mag, Ppr</del>		<del>Should be routinely destroyed if not kept in the regular course of business and are not needed to discharge the public duties of the person drafting such documents. Consult the City Attorney with any questions; GC §§ 6252,34090</del>
City Clerk	<a href="#">CC-024</a>	Easements	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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?
(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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ELECTIONS - CONSOLIDATED</b>										
City Clerk	<a href="#">CC-025</a>	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials) <a href="#">All, whether filed electronically or not</a>	2 years	P	P		Mfr, OD, Ppr	S	After 2 years	<a href="#">Data that has been maintained for at least 10 years may then be archived in a secure format.</a> Paper must be retained for at least 2 years; GC §81009(b)&(g); <a href="#">GC §84615(i)</a>
City Clerk	<a href="#">CC-026</a>	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): <b>UNSUCCESSFUL CANDIDATES</b> <a href="#">Includes Unsuccessful Candidates Without Committees that Don't File Electronically</a>	5 years		5 years		Ppr			<a href="#">Candidates without committees are not required to file their statements, reports or copies online or electronically.</a> Paper must be retained for at least 2 years; GC §81009(b)&(g); <a href="#">GC §84615</a>
<a href="#">City Clerk</a>	<a href="#">CC-027</a>	<a href="#">Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees</a>	<a href="#">10 years</a>		<a href="#">10 years</a>		<a href="#">Mag. Mfr. OD, Ppr</a>	<a href="#">S / I</a>	<a href="#">Yes: After QC</a>	<a href="#">Statements filed electronically are required for 10 years; GC §81009(b)&amp;(g); GC §84615</a>
City Clerk	<a href="#">CC-028</a>	Elections - Campaign Reports (FPPC 400 Series Forms): <b>OTHER COMMITTEES (PACS - not candidate-controlled)</b>	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	<a href="#">CC-029</a>	Elections - Campaign Reports (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)</b>	4 years		4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(f)

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

## RECORDS RETENTION SCHEDULE: CITY CLERK

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>										
<b>HOLDS:</b> <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	<a href="#">CC-030</a>	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; <del>Statewide guidelines propose 4 years; recommend term + 4 years for administrative value</del> ; GC § 34090
City Clerk	<a href="#">CC-031</a>	Elections - Certificates of Election	Duration of Office + 4 years		Duration of Office + 4 years		Ppr	S / I	Yes: <del>After</del> <a href="#">QC &amp; OD</a> After Inactive	Department Preference; No specific legal requirement; <del>Statewide guidelines propose 4 years; recommend term + 4 years for administrative value</del> ; GC § 34090
City Clerk	<a href="#">CC-032</a>	<b>WORKING or ADMINISTRATION Election File</b> (Correspondence to candidates or FPPC, <a href="#">Applications for vacancies on the Council</a> , Master of Candidate's Packet, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk	<a href="#">CC-033</a>	Elections - <b>HISTORICAL File</b> (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	<a href="#">CC-034</a>	Elections - Nomination Papers: <b>SUCCESSFUL CANDIDATES</b>	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr			Department Preference; <del>Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful</del> ; CA law states term of office and 4 years after the expiration of term <del>and does not delineate between the two</del> ; EC §17100

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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>									
<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>									
<b>HOLDS:</b> <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	<a href="#">CC-035</a>	Elections - Nomination Papers: <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr		<del>Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful</del> ; CA law states term of office and 4 years after the expiration of term <del>and does not delineate between the two</del> ; EC §17100
City Clerk	<a href="#">CC-036</a>	Elections - Petitions (Initiative, Recall or Referendum)	Results + <u>8 months</u> or Final Examination if No Election + <u>1 year after petition examination if petition is insufficient</u> <del>8 mo.</del>		Results + <u>8 months</u> or Final Examination if No Election + <u>1 year after petition examination if petition is insufficient</u> <del>8 mo.</del>		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	<a href="#">CC-037</a>	Elections - Precinct Maps	2 years		2 years		Mag, Ppr		No specific legal requirement; <del>Statewide guidelines propose 2 years</del> ; <del>County Clerk sends to Secretary of State</del> ; EC §17501, GC §34090
<b>ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)</b>									
City Clerk	<a href="#">CC-038</a>	Elections - <u>Vote-by-Mail Applications / Absentee Applications, Roster of Absentee Applications</u>		6 mo.	6 mo.		Ppr		EC §17505

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 Amended: 11/08/06

## 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	
<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>									
<b>HOLDS:</b> <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	<a href="#">CC-039</a>	Elections - <a href="#">Vote-by-Mail Identification Envelopes / Absentee Identification Envelopes</a>		6 mo.	6 mo.		Ppr		EC §17302
City Clerk	<a href="#">CC-040</a>	Elections - Ballots - After Election		6 mo.	6 mo.		Ppr		EC §17302
City Clerk	<a href="#">CC-041</a>	Elections - Ballots - After Recount		6 mo.	6 mo.		Ppr		EC §17306
City Clerk	<a href="#">CC-042</a>	Elections - Assessment District Ballots - Prop. 218 proceedings		<del>6 mo.</del> <a href="#">2 years</a>	<del>6 mo.</del> <a href="#">2 years</a>		Ppr		<a href="#">GC §53753(c)(2)</a> <i>Consistent with retention for Election Ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII</i>
City Clerk	<a href="#">CC-043</a>	Elections - Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr		If uncontested, EC §17304
City Clerk	<a href="#">CC-044</a>	Elections - Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr		EC 17302, 17306
City Clerk	<a href="#">CC-045</a>	Elections - Precinct Officer Appointments		6 mo.	6 mo.		Ppr		EC §17503
City Clerk	<a href="#">CC-046</a>	Elections - Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr		EC §17300
City Clerk	<a href="#">CC-047</a>	Elections - Tally Sheets		6 mo.	6 mo.		Ppr		EC §17304
City Clerk	<a href="#">CC-048</a>	Elections - Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr		EC §17304
City Clerk	<a href="#">CC-049</a>	Elections - Voter Index Original		5 years	5 years		Ppr		EC §17001
<b>(End of Elections Section)</b>									

Adopted: 12/17/2002  
Amended: 06/07/06  
Amended: 11/08/06

## RECORDS RETENTION SCHEDULE: CITY CLERK

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>										
<b>HOLDS:</b> <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	<a href="#">CC-050</a>	Employee Bonds / Fidelity Bonds	Separation + 4 years		Separation + 4 years	Yes	Mag, Mfr, OD, Ppr	S	No	Statute of Limitations for Public-official misconduct is discovery of offense + 4 years; GC §§36507, 34090; PC §§801.5, 803(e); 29- USC 1113
City Clerk	<a href="#">CC-051</a>	Ethics Training Certificates	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
City Clerk	<a href="#">CC-052</a>	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES</b> (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)
City Clerk	<a href="#">CC-053</a>	FPPC 700 Series Forms (Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	3 2-years	4 2-years	7 4 years		Mfr, OD, Ppr	S	Yes: After 2 years	Department preference; City maintains copies only <u>and the mandate is 4 years</u> ; original statements are filed with FPPC; GC §81009(f) & (g)
City Clerk	<a href="#">CC-054</a>	<a href="#">FPPC Form 801 (Gift to Agency Report)</a>	7 4-years		7 4-years		Mag, Ppr			<u>Must post on website; GC §81009(e)</u>
City Clerk	<a href="#">CC-055</a>	<a href="#">FPPC Form 802 (Tickets Provided by Agency Report)</a>	7 years		7 years		Mag, Ppr			<u>Must post on website for 4 years; GC §81009(e)</u>
City Clerk	<a href="#">CC-056</a>	<a href="#">FPPC Form 803 (Behested Payment Report)</a>	7 years		7 years		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	<a href="#">CC-057</a>	<a href="#">FPPC Form 806 (Agency Report of Public Official Appointments)</a>	7 years		7 years		Mag, Ppr			<u>Must post on website; 2 CCR 18702.5(b)(3) 48705-5; GC §34090; GC §81009(e)</u>

Adopted: 12/17/2002  
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 Amended: 11/08/06

## RECORDS RETENTION SCHEDULE: CITY CLERK

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>										
<b>HOLDS:</b> <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		<del>FPPC Blank Forms, Lists, and Administration</del>	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes	FPPC opinion ( <a href="#">no longer a requirement</a> )
City Clerk	<a href="#">CC-058</a>	Franchise Agreements - <b>Unsuccessful bids</b> (e.g. Cable TV, Electric, Gas, etc.)	Bid Opening + 2 years		Bid Opening + 2 years		Ppr			GC § 34090
City Clerk	<a href="#">CC-059</a>	<del>Franchise Agreements (e.g. Cable TV, Electric, Gas, Taxi, etc.)</del>	<del>Term + 2 years</del>	<del>3 years</del>	<del>Term + 5 years</del>	<del>Yes: Until Expiration</del>	<del>Mag, Mfr, OD, Ppr</del>	<del>S/H</del>	<del>Yes: After QC &amp; OD After Inactive</del>	<del>Statewide guidelines propose completion + 5 years for non-capital improvement contracts &amp; completion + 4 years for transportation and concessionaire agreements. Department preference; Statute of Limitations is 4 years; 10 years for Errors &amp; Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703</del>
City Clerk	<a href="#">CC-060</a>	<del>Government Agencies (Outside e.g. LAFCO, etc.)</del>	<del>2 years</del>		<del>2 years</del>		<del>Mag, Ppr</del>			<del>GC §34090</del>
City Clerk	<a href="#">CC-061</a>	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
City Clerk	<a href="#">CC-062</a>	<del>Insurance Policies &amp; Certificates (City-owned NOT liability insurance): Fire, Flood, etc.</del>	<del>Completion + 5 years</del>		<del>Completion + 5 years</del>	<del>Yes: Before Expiration</del>	<del>Mag, Mfr, OD, Ppr</del>	<del>S/H</del>	<del>Yes: After QC &amp; OD Expiration</del>	<del>Consistent with Agreement retention; CCP §§337; GC §34090</del>

Adopted: 12/17/2002  
Amended: 06/07/06  
Amended: 11/08/06

## RECORDS RETENTION SCHEDULE: CITY CLERK

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			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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<b>HOLDS:</b> <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	<del>CC-063</del>	<del>Insurance Policies &amp; Certificates (City-owned): ICMA, Self-insurance &amp; Liability (General &amp; Public), Workers Compensation</del>	<del>P</del>		<del>P</del>	<del>Yes: Before Expiration</del>	<del>Mag, Mfr, OD, Ppr</del>	<del>S/H</del>	<del>Yes: After QC &amp; OD -Expiration</del>	<del>For protection from litigation; CCP §§337. GC §34090</del>
City Attorney	<del>CC-064</del>	<del>Lawsuits, Litigation, Pending Litigation</del>	<del>Copies When No Longer Required</del>		<del>Copies When No Longer Required</del>	<del>Yes: Before Settlement</del>	<del>Mag, Mfr, OD, Ppr</del>	<del>S/H</del>	<del>Yes: After QC &amp; OD -Settled</del>	<del>City Attorney is OFR; Claim must be filed 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</del>
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.	<u>When No Longer Required 2 years</u>		<u>When No Longer Required 2 years</u>		Mag, Ppr			<u>Preliminary Drafts (transmittals to Codifier and departments); GC § 34090</u>
City Clerk	CC-067	Municipal Code <u>Supplement Books and History File (always retain 1 supplement)</u>	<u>When No Longer Required P</u>		<u>When No Longer Required P</u>		Mag, Mfr, OD, Ppr	S	No	<u>Preliminary Drafts (transmittals to Codifier and departments); GC § 34090</u>

Adopted: 12/17/2002  
Amended: 06/07/06  
Amended: 11/08/06

RECORDS RETENTION SCHEDULE: CITY CLERK

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>										
<b>HOLDS:</b> <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	<a href="#">CC-068</a>	Oaths of Office - <a href="#">City Council and Volunteers</a> (required of all "City Officers", Elected and Boards & Commissions)	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> After- Inactive	<a href="#">Department preference:</a> Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; <del>statewide guidelines propose Termination + 6 years;</del> GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	<a href="#">CC-069</a>	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	<del><a href="#">CC-070</a></del>	<del>Ordinances: Not Adopted - Unsuccessful (all material)</del>	<del>5 years</del>		<del>5 years</del>		<del>Mag, Ppr</del>			<del>Department Preference; GC §34090 et seq.</del>
City Clerk	<a href="#">CC-071</a>	Petitions (submitted to Council on any subject - <a href="#">Dog Parks, Parking, Traffic Calming, etc.</a> )  See Elections for Initiative, Recall or Referendum Petitions	<a href="#">2 years</a> <del>1 year</del>		<a href="#">2 years</a> <del>1 year</del>		Ppr			<a href="#">Department preference;</a> Law requires 1 year for petitions; GC §50115
City Clerk	<a href="#">CC-072</a>	Property Deeds / Offers of Dedication: Processed (presented to Council)	P		P		Mag, Mfr, OD, Ppr	S / I	No Yes: After- Inactive	City Clerk is OFR and maintains them permanently; GC §34090
City Clerk	<a href="#">CC-073</a>	Publications issued by the City - Historically Significant	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> No	City Clerk determines historical significance; GC §34090
City Clerk	<a href="#">CC-074</a>	Real Estate Surplus Property Sales	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> After- Inactive	GC §34090

Adopted: 12/17/2002  
 Amended: 06/07/06  
 Amended: 11/08/06

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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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>										
<b>HOLDS:</b> <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	<a href="#">CC-075</a>	Records Management: Destruction Lists / Retention Schedule	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> After- Inactive	<a href="#">Department preference:</a> GC §34090 et. seq.
City Clerk	<a href="#">CC-076</a>	Resolutions - City Council	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	<a href="#">CC-077</a>	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: <a href="#">After QC &amp; OD</a> After- Inactive	Not all Encroachment permits are submitted to Council; <del>Statewide-guidelines-propose-Permanent;</del> GC § 34090
City Clerk	<a href="#">CC-078</a>	Scan Logs	P		P		Mag, Ppr	S	Yes: After 1 year	Department Preference; GC §34090
City Clerk	<a href="#">CC-079</a>	Streets: Vacations	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> No	<a href="#">Department preference:</a> <del>Statewide-Guidelines-show-2-years;</del> GC §34090
City Clerk	<a href="#">CC-080</a>	Subpoenas ( <a href="#">Miscellaneous</a> ), Requests for Public Records, Miscellaneous	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	<a href="#">CC-081</a>	Title Reports: Property owned by City	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> No	GC §34090
City Clerk		<del>Uniform Codes (Uniform Building Code, etc.)</del>	<del>When No Longer Required</del>		<del>When No Longer Required</del>		Ppr			<del>Uniform Codes are published privately and can be obtained from them; GC §34090</del>
City Clerk	<a href="#">CC-082</a>	Utilities Administration (Correspondence with PUC, etc.)	2 years		2 years		Mag, Ppr			GC § 34090

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RECORDS RETENTION SCHEDULE: CITY CLERK

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<b>HOLDS:</b> <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	<a href="#">CC-083</a>	Vehicle Pink Slips	Transfer to New Owner		Transfer to New Owner		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	<a href="#">CC-084</a>	<del>Video Recordings / tapes of regular Council meetings</del>	2 years		2 years		Tape- (Mag)			<del>ALSO SEE AUDIO TAPES -- Department Preference; Legally required for 90 days; GC §34090.7</del>
City Clerk		<del>Workers Compensation Policies -- for Agreements and Contracts (supplied to prove coverage by Contractor)</del>	5 years		5 years	Yes: Until Completion	Mag- Mfr, OD, Ppr	S / I	Yes: After QC & OD After- Inactive	<del>Statute of Limitations for contracts- is 4 years; CCP §337 et seq.; GC- §34090</del>

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 Amended: 11/08/06

**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		
(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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CITY TREASURER</b>										
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 <b>Agenda Packets</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes (all)	Mag, Ppr			Department preference; GC §34090
City Treasurer	CT-005	Investment Committee <b>Minutes &amp; Bylaws</b>	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**

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>											
<b>HOLDS:</b> <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: 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		
(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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>FINANCE / MANAGEMENT</b>										
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: <b>Debt</b> 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 <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Mgmt.	FIN-006	Golf Course Subcommittee <b>AGENDAS, AGENDA PACKETS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
Finance / Mgmt.	FIN-007	Golf Course Subcommittee <b>MINUTES, BYLAWS</b>	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
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

**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		
(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>										
<b>HOLDS:</b> <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-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**

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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>FINANCE/ ACCOUNTS PAYABLE</b>										
Finance / Accounts Payable	FIN-014	1099's Issued / 1096-	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**

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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>FINANCE / BUSINESS SERVICES</b>										
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
			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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>FINANCE / PAYROLL</b>										
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, W-4s, 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**

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>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>										
<b>HOLDS:</b> <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**

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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PURCHASING</b>										
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**

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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<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>UTILITY BILLING</b>										
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**

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>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>										
<b>HOLDS:</b> <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 <b>Database</b>	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>										
<b>HOLDS:</b> <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: 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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>RISK MANAGEMENT</b>										
City Attorney & Finance / Risk Manag.	RM-001	Claims - <b>Juveniles</b>	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
City Attorney & Finance / Risk Manag.	RM-002	Claims - <b>Not Juveniles</b> 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		
(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>										
<b>HOLDS:</b> <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

**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		
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<b>HUMAN RESOURCES</b>										
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	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 1602.32
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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<b>HOLDS:</b> <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-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 - <b>All Employees</b>  (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 - <b>Fire Department Background Files</b>	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 - <b>Medical</b> 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	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 11013(c); 8 CCR §11040(7.( c)), GC §§12946, 12960, 34090
Human Resources	HR-021	Recruitment Files - Full-time Employees  (Includes Applications, Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, Eligible Lists, Reference Checks, Background Checks from PD, etc.)	Minimum 3 years		Minimum 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**

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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

**RECORDS RETENTION SCHEDULE - FIRE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>FIRE / EMERGENCY MEDICAL SERVICES</b>										
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, UFC §104.3.2, §104.3.4, 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): <b>ADULTS</b>	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): <b>MINORS / JUVENILES</b>	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
<b>FIRE ADMINISTRATION</b>											

**RECORDS RETENTION SCHEDULE - FIRE**

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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 - <b>UNSUCCESSFUL Applicants</b>  (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

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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 <b>Minimum 2 years</b>		When Superseded <b>Minimum 2 years</b>		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, <b>Minimum 10 years</b>		3 years After Reimbursement, <b>Minimum 10 years</b>		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 <b>Database</b>	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
<b>FIRE / Environmental Safety - CUPA (Certified Unified Program Agencies)</b>											
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**

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)											
<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>											
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Fire / Environ. Safety	FR-022	Chemical Inventory Reporting / New Construction, Site Assessments	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>			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	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

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	
<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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
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
<b>FIRE MARSHAL / FIRE PREVENTION</b>										
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 - <b>Minimum 5 years</b>		Until Building Demolished - <b>Minimum 5 years</b>		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

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
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 - <b>Capital Crimes &amp; Suspected Capital Crimes (Arson, etc)</b>	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 - <b>Criminal &amp; Citations (Administrative, Infraction, or Misdemeanor), Service Requests</b>	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-Built") 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
<b>OPERATIONS / SUPPRESSION</b>										

## 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)											
<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>											
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
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 <b>Training File</b> - 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 - <b>Minimum 2 years</b>		Expiration of Certificate - <b>Minimum 2 years</b>			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: 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		
(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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>INFORMATION TECHNOLOGY SERVICES DEPARTMENT</b>										
Information Technology Services	ITS-001	Backup Tapes / Disks - <b>Daily</b>	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 - <b>Weekly</b>		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 (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); GC §§34090, 12168.7, EVC §1550, 2 CCR 22620 et seq..

**RECORDS RETENTION SCHEDULE: COMMUNITY 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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>LIBRARY</b>										
Community Services / Library	CS-001	Arts & Culture Advisory Committee <b>Agendas, Agenda Packets</b>	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 <b>Minutes</b>	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**

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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			
(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>											
<b>HOLDS:</b> <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: <b>LSCA</b> (Library Services and Construction), <b>LSTA</b> (Library Services and Technology), <b>SLRC</b> (State Literacy Resource Centers), <b>CLLS</b> (California Library Literacy Services); <b>CLSA</b> (California Library Services Act) and <b>PLF</b> (Public Library Foundation) <b>ONLY</b> . 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 <b>Agendas, Agenda Packets</b>	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**

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<b>HOLDS:</b> <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-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**

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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
<b>PARK MAINTENANCE</b>										
Community Services / Park Maint.	PW-018	Gateway Committee <b>Agendas, Agenda Packets</b>	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 / Park Maint.	PW-019	Gateway Committee <b>Minutes</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: <a href="#">After QC &amp; OD</a>	Department Preference; GC §34090
<b>RECREATION</b>										
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

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES**

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<b>HOLDS:</b> <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 / Recreation	CS-020	Daily Vehicle Inspections	2 years		2 years			Ppr		GC §34090
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 <b>MINUTES, BYLAWS</b>	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD GC §34090
Community Services / Recreation	CS-027	Recreation & Parks Commission <b>AGENDAS, AGENDA PACKETS</b>	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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<b>HOLDS:</b> <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 / Recreation	CS-028	Recreation Database	Indefinite		Indefinite			Mag		Department Preference; data is interrelated; GC §34090
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 / Plunge 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 / Plunge 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

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES**

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<b>HOLDS:</b> <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 / 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

**RECORDS RETENTION SCHEDULE: COMMUNITY 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>										
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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
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

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<b>BUILDING SAFETY</b>										
Develop. Services / Building Safety	DS-001	Building Permit <b>Database</b>	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.

**RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES**

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<b>HOLDS:</b> <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 - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	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 - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS, PRODUCTION HOMES</b>	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 - <b>Minimum Close + 2 years</b>		When No Longer Required - <b>Minimum Close + 2 years</b>		Mag, Ppr			GC §34090

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Develop. Services / Building Safety	DS-009	Covenants	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Develop. Services / Building Safety	DS-010	<b>Inspection Construction Notices / Inspection Notices</b> (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
<b>CODE ENFORCEMENT</b>										

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<b>HOLDS:</b> <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 / 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  <b>Liens &amp; Releases</b>	P		P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
<b>DEVELOPMENT / PRIVATE DEVELOPMENT</b>										
Develop. / Private Develop.	DS-016	Private Development Projects / Job Files: <b>Administration File</b>  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

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Develop. / Private Develop.	DS-017	Private Development Projects / Job Files: <b>Permanent Files</b>  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
<b>HOUSING AND SENIOR HOUSING (PARK VISTA)</b>										
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

**RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES**

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Develop. Services / Housing	DS-019	Housing Programs: All, including Home Repair, Low-Mod, CalHome, CDBG & HOME  <b>WITH Recapture or Resale Restrictions</b>	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  <b>NO RECAPTURE / REALE RESTRICTIONS</b>	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

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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) <b>AGENDAS, AGENDA PACKETS</b>	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Develop. Services / Housing	DS-024	Senior Housing Board (Park Vista) <b>MINUTES, BYLAWS</b>	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
<b>PLANNING</b>										
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. ) <b>Inside City Boundaries</b>	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

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Develop. Services / Planning	DS-029	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. ) <b>Outside City Boundaries</b>	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 <b>Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action</b>	Completion of CEQA Process		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

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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
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 <b>Agenda Packets</b>	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 <b>Minutes &amp; Bylaws</b>	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
Develop. Services / Planning	DS-038	Planning Commission <b>Resolutions</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090 et seq.

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Develop. Services / Planning	DS-039	<p><b>Planning Project Files - Permanent Entitlements (All)</b></p> <p>(Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans &amp; Maps, copies of Resolutions and Ordinances)</p> <p>Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, Zone Text Amendments, etc.</p>	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.

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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
Develop. Services / Planning	DS-044	Temporary Use Permits / Special Use Permits / Temporary Entitlements:  <b>Christmas Tree Lots</b> , 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
<b>RESIDENTIAL SOUND INSULATION</b>										
Airport	DS-048	Airport Noise Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records

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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
Develop. Services / Residential Sound Insulation	DS-050	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

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Develop. Services / Residential Sound Insulation	DS-051	FAA Financial Information / Grant Funding	2 years	After FAA Audit, if Required - <b>Minimum 5 years</b>	After FAA Audit, if required - <b>Minimum 5 years</b>				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-052	List of Projects (Historical Excel File)	P		P				Mag, Ppr	Department preference; GC §34090
Develop. Services / Residential Sound Insulation	DS-053	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

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Develop. Services / Residential Sound Insulation	DS-054	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: POLICE

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<b>POLICE ADMINISTRATION / CHIEF / INTERNAL INVESTIGATIONS / SUPPORT SERVICES</b>										
Police		Bicycle Licenses	4 years		4 years		Mag, Ppr			Licenses expire every 2 years;
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.
		Copies or duplicates of any record	When No Longer Required		When No Longer Required	-	Mag, Ppr			GC §34090.7
Lead Dept.		Correspondence -- ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, etc.)	2 years		2 years	-	Mag, Ppr			GC §34090
Lead Dept.		Correspondence -- TRANSITORY (e.g. checklists, logs, mailing lists, supply inventories, transmittal letters, thank yous, e-mails, voice mails, etc.)	When No Longer Required		When No Longer Required	-	Mag, Ppr			As long as they are not retained in the "Regular Course of Business". If not mentioned here, consult the City Attorney to determine if a record is considered transitory. GC §34090, GC §6252
Lead Dept.		Drafts & Notes: Drafts that are revised (retain final version), Telephone messages, etc.	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 Clerk to determine if a record is considered a draft. GC §34090, GC §6252
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

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Police / Admin	PD-003	Crime Statistics / Uniform Crime Reporting (UCR), <a href="#">NIBRS Statistical Reporting</a> : PERIODIC (Monthly, Bi-monthly, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.		<del>Grants (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance</del>	2 years	After-Funding-Agency-Audit, if Required - Minimum 4 years	After-Funding-Agency-Audit, if required - Minimum 4 years	-	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<del>Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 &amp; 570.502(b), 29 CFR 97.42, GC §34090</del>
Lead Dept.		<del>Grants (UNSUCCESSFUL Applications, Correspondence)</del>	2 years		2 years	-	Mag, Ppr			GC §34090
Police / Admin	PD-004	<a href="#">Homeless Services: Supportive Housing, Outreach, Rapid Re-housing, Continuing Care Grants, etc.</a>	5 years		5 years		Mag, Ppr			<a href="#">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, &amp; 570.502(a&amp;b), 29 CFR 97.42; GC §34090; 24 CFR 982.158</a>

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Police / <a href="#">Admin</a>	<a href="#">PD-005</a>	Internal Investigations: Sustained, 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; <del>IA and Statewide guidelines recommend 25 years for officer-involved shootings</del> ; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
AS / City Admin.		<del>Issues &amp; Projects (Issues and/or projects will vary over time – e.g. Women's Club etc.)</del>	<del>When No Longer Required – Minimum 2 years</del>		<del>When No Longer Required – Minimum 2 years</del>	<del>Yes: While Active Issues</del>	Mag, Ppr		<del>GC §34090</del>
Police / <a href="#">Admin</a>	<a href="#">PD-006</a>	Light Duty Reports	2 years		2 years		Ppr		Original Workers Compensation part of Personnel file; GC §34090 et seq.
Police / <a href="#">Admin</a>	<a href="#">PD-007</a>	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

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<a href="#">Police / Admin</a>	<a href="#">PD-008</a>	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
<b>ANIMAL REGULATION</b>									
<a href="#">Police / Animal Reg.</a>	<a href="#">PD-009</a>	Animal Licenses	<u>2-4</u> years		<u>2-4</u> years		Mag, Ppr		<del>Meets auditing standards;</del> GC §34090
<a href="#">Police / Animal Reg.</a>	<a href="#">PD-010</a>	<a href="#">Animal Control County Reports / Lists</a>	<u>2</u> years		<u>2</u> years		<a href="#">Mag, Ppr</a>		<a href="#">GC §34090</a>
<b>INVESTIGATIONS (ALL)</b>									
		<del>Alcohol Beverage Applications</del>	<del>When No-Longer-Required</del>		<del>When No-Longer-Required</del>		Ppr		<del>Non-records; GC §34090</del>
<a href="#">Police / Investig.</a>	<a href="#">PD-011</a>	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
<a href="#">Police / Investig.</a>	<a href="#">PD-012</a>	Background Files - <a href="#">CCW</a> , 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
<a href="#">Police / Investig.</a>	<a href="#">PD-013</a>	<a href="#">Background Files - U Visas, T-Visas with INS Letters / Victims of Crime</a>	<u>4</u> years		<u>4</u> years		<a href="#">Mag, Mfr, OD, Ppr</a>	<a href="#">S / I</a>	<a href="#">Yes: After QC &amp; OD</a> <a href="#">Per Immigration; GC §34090</a>

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<a href="#">Police / Investig.</a>	<a href="#">PD-014</a>	Background Files - Unsuccessful Applicants (Not Hired)	<del>5</del> 10 years		<del>5</del> 10 years				Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7( c), GC §§12946, 34090	
<a href="#">Police / Investig.</a>	<a href="#">PD-015</a>	Field Interview Cards <a href="#">(may include photos)</a>	<del>1 year</del> After Data-Entered into RMS-System		<del>1 year</del> After Data-Entered into RMS-System		Mag, <a href="#">Mfr.</a> <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes: After QC &amp; OD</a>	Notes destroyed in the regular course of business; GC §34090 et seq.
<a href="#">Police / Investig.</a>	<a href="#">PD-016</a>	Guns: Dealers Record of Sale	When No Longer Required		When No Longer Required		Mag, Ppr			<a href="#">Based on DOJ Inventory Requirements</a> ; Some dealers have an automated link to DOJ; PC §12070
<a href="#">Police / Investig.</a>	<a href="#">PD-017</a>	<a href="#">Intelligence Reports</a>	<a href="#">5 years</a>		<a href="#">5 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">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</a>
<b>RECORDS and PROPERTY</b>										
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-018</a>	Arrest Reports (LA County Booking #)	Follows Retention of Crime Report		Follows Retention of Crime Report	Yes: Before Disposition	Mag, Mfr, OD, Ppr	<a href="#">S / I</a>	Yes: After QC & OD	Department Preference; GC §34090
Finance	<a href="#">PD-019</a>	Auction Receipts & Records (Evidence)	4 years		4 years		Ppr			Consistent with auditing standards; GC §34090
<a href="#">Police / Investig.</a>	<a href="#">PD-020</a>	<a href="#">Background Clearance Letters</a>	<a href="#">3 years</a>		<a href="#">3 years</a>		<a href="#">Mag, Mfr, OD, Ppr</a>	<a href="#">S / I</a>	<a href="#">Yes: After QC &amp; OD</a>	<a href="#">Department preference; GC §34090</a>

**RECORDS RETENTION SCHEDULE: POLICE**

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<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-021</a>	Citations: Marijuana Citations or Reports (less than 28.5 grams)	2 years		2 years		Mag, Ppr		GC §34090, H&S §11361.5
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-022</a>	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
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-023</a>	Crime Reports: <b>Felonies and Misdemeanors - ALL</b> 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.
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-024</a>	Crime Reports: <b>Homicide</b> , 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

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<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-025</a>	Crime Reports: <b>Marijuana</b> less than 28.5 grams	<a href="#">Conviction or Arrest (if No Conviction)</a> + 2 years <del>or subject 18-years-old</del>		<a href="#">Conviction or Arrest (if No Conviction)</a> + 2 years <del>or subject 18-years-old</del>		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	<a href="#">(Courts and other Agencies "Shall" destroy)</a> ; H&S§ 11361.5 et seq., GC§3409
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-026</a>	Crime Reports: <b>Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours</b> (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)
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-027</a>	Crime Reports: <b>Missing Person</b> 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
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-028</a>	Crime Reports: <b>Public Assist</b> and other Non-Criminal Police Contact Reports	2 years		2 years		Mag, Mfr, OD, Ppr			Also see Crime Reports; GC §34090
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-029</a>	Crime Reports: <b>Sealed Cases ("Factual Innocence")</b>	<a href="#">Date of Arrest + 3</a> years		<a href="#">Date of Arrest + 3</a> years		Mag, Mfr, OD, Ppr			<a href="#">"shall" destroy</a> ; Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a) Statute of Limitations runs up to age 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)
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-030</a>	Crime Reports: <b>Sealed Cases (e.g. Juveniles)</b>	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 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)

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<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-031</a>	Department of Justice Validation Lists	2 years		2 years		Mag, Ppr		Information received by DOJ; GC §34090
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-032</a>	Drug Registrants (maintained in RMS)	<del>5</del> 7 years		<del>5</del> 7 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)
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-033</a>	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
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-034</a>	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
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-035</a>	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
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-036</a>	<a href="#">Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data</a>	P		P	-	Mag.		<a href="#">PC§ 832.18(b)(5)(E); GC §34090.6 et seq.</a>

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<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-037</a>	<a href="#">Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</a>	<a href="#">Follows retention for Evidence, Minimum 2 years</a>		<a href="#">Follows retention for Evidence, Minimum 2 years</a>	-	<a href="#">Mag.</a>		<a href="#">PC§ 832.18(b)(5)(B)&amp;(C); GC §34090.6 et seq.</a>
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-038</a>	<a href="#">Officer Recordings: Body-Worn Cameras - that are NOT evidence</a>	<a href="#">60 days</a>		<a href="#">60 days</a>	-	<a href="#">Mag.</a>		<a href="#">PC§ 832.18(b)(5)(A); GC §34090.6 et seq.</a>
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-039</a>	<a href="#">Officer Recordings: Mobile Audio/Video Recordings that are not evidence ("hip recorders", etc.)</a>	<a href="#">1 year</a>		<a href="#">1 year</a>		<a href="#">Mag</a>		<a href="#">Department preference; Recordings that become evidence are stored with evidence; consistent with Lexipol requirements; GC §34090.6(a)</a>
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-040</a>	<a href="#">Pawn Slips / Secondhand</a>	<a href="#">2 years</a>		<a href="#">2 years</a>		<a href="#">Ppr</a>		<a href="#">Department Preference; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090</a>
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-041</a>	<a href="#">Photos: Crime Scenes</a>	<a href="#">Follows Retention of Crime Report</a>		<a href="#">Follows Retention of Crime Report</a>		<a href="#">Mag, Mfr, OD, Ppr</a>	<a href="#">S / I</a>	<a href="#">Yes: After QC &amp; OD</a> <a href="#">See appropriate Crime Report</a>
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-042</a>	<a href="#">Photos: Mug Shots</a>	<a href="#">P 100 years</a>		<a href="#">P 100 years</a>		<a href="#">Mag, Mfr, OD, Ppr</a>	<a href="#">S / I</a>	<a href="#">Yes: After QC &amp; OD</a> <a href="#">Retained for administrative value; GC §34090</a>
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-043</a>	<a href="#">Photos: Request Forms</a>	<a href="#">2 years</a>		<a href="#">2 years</a>		<a href="#">Ppr</a>		<a href="#">Department Preference; GC §34090</a>

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<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-044</a>	Restraining Orders	Expiration of Order		Expiration of Order		Ppr		Department Preference; Non-records (Court is OFR); GC §34090
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-045</a>	Search Warrants	<a href="#">Follows Retention of Crime Report</a> <del>Returned to Court</del>		<a href="#">Follows Retention of Crime Report</a> <del>Returned to Court</del>		Mag, Ppr		Copies; Court is OFR; GC §34090
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-046</a>	Sex Offender Registrations	10 years	P <a href="#">or Death of Registrant</a>	P <a href="#">or Death of Registrant</a>		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;
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-047</a>	Subpoenas and Subpoena Logs	When No Longer Required		When No Longer Required		Ppr		Transitory Non-Record; Courts are OFR; GC §34090
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-048</a>	Taxi Permits ( <a href="#">Backgrounds</a> )	Expiration + 2 years		Expiration + 2 years		Mag, Ppr		GC §34090
<del>Police</del>		<del>Teletype Slips</del>	<del>When No Longer Required</del>		<del>When No Longer Required</del>		<del>Ppr</del>		<del>Transitory Record; GC §34090.7</del>
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-049</a>	Video Interviews	(Follows evidence retention)		Follows evidence retention)		Mag		Department Preference; GC §34090
<del>Police</del>		<del>Video Vehicle Tapes</del>	<del>90 days</del>		<del>90 days</del>		<del>Mag</del>		<del>GC §34090.7</del>
<a href="#">Police / Records &amp; Prop.</a>	<a href="#">PD-050</a>	Weapons, Lost / Stolen, Serialized, if no activity from date of report and CLETS purge	Until Found		Until Found		Ppr		Department Preference ( <a href="#">Based on DOJ Inventory and ATF History Report</a> ); GC §34090
<b>POLICE INFORMATION TECHNOLOGY MIS (MANAGEMENT INFORMATION SYSTEMS)</b>									

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>										
<b>HOLDS:</b> <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 - <del>Daily</del> Tapes - <del>DAILY (includes e-mail)</del> - Network, All Files on Shared Drives	When No Longer Required 14 days		When No Longer Required 14 days	Yes	Mag.			<a href="#">Used for Disaster Recovery purposes only</a> ; 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 - <del>Weekly</del> - <del>FIRST 3 WEEKS OF THE OF THE MONTH (Excludes e-mail)</del> - Network, All Files on Shared Drives	90 days	When No Longer Required	When No Longer Required 90 days	Yes	Mag.			<a href="#">Used for Disaster Recovery purposes only</a> ; 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-056	Backup Tapes - <del>WEEKLY</del> - <del>LAST WEEK OF THE MONTH (Excludes e-mail)</del> - Network, All Files on Shared Drives	90 days		90 days	Yes	Mag.			<del>Used for Disaster Recovery purposes only</del> ; 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-058	<del>Recordings of Telephone &amp; Radio Communications Tapes - Dispatch / 911 (CAD)</del>	180 days		180 days		Mag			<del>Department preference; (legally mandated for 100 days); GC-§§34090, 34090.6</del>
Police / IT	PD-054	<a href="#">Recordings of Telephone Calls - Front Desk and Watch Commander</a>	100 days		100 days		Mag			<a href="#">Department preference; (legally mandated for 100 days); GC §§34090, 34090.6</a>

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference
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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>									
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
<a href="#">Police / IT</a>	<a href="#">PD-055</a>	<a href="#">Video Recordings - Employees / City Operations / Holding Cell</a>	<a href="#">1 year</a>		<a href="#">1 year</a>		<a href="#">Mag</a>		<a href="#">1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)</a>
<a href="#">Police / IT</a>	<a href="#">PD-056</a>	<a href="#">Video Recordings - Public Areas (Streets, Sidewalks, Lobbies, Hallways, etc.)</a>	<a href="#">When No Longer Required</a>		<a href="#">When No Longer Required</a>		<a href="#">Mag</a>		<a href="#">Does not record regular ongoing operations of the City (preliminary drafts); GC §34090 etc.</a>

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(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>										
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PUBLIC WORKS / ENGINEERING</b>										
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 <b>(FORMATION, BOUNDARIES, ENGINEERS REPORTS)</b>	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): <b>Administration File</b>  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**

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(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>										
<b>HOLDS:</b> <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): <b>Permanent File</b>  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): <b>Unsuccessful Proposals</b>	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP): <b>Where City is NOT the Lead Agency (Grade Separation, etc.)</b>	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 ( <b>all lines</b> )	10 years		10 years		Mag			Department Preference; GC §34090 et seq.

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Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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(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>										
<b>HOLDS:</b> <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-008	Correspondence - <b>Regulatory Agencies</b>	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
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 - <b>Permanent Encroachments</b>	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 ( <b>Not Acquired or Developed</b> )	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

**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)											
<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>											
<b>HOLDS:</b> <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-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-Builts", 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
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

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(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>										
<b>HOLDS:</b> <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 & 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
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 - <b>Minimum 2 years</b>		When Superseded - <b>Minimum 2 years</b>		Mag, Ppr			Confidential; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(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>										
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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
<b>ENGINEERING - PRIVATE DEVELOPMENT</b>										
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
<b>ENGINEERING - TRAFFIC &amp; TRANSPORTATION</b>										
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

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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		Destroy Paper after Imaged & QC'd?
(OFR)										
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<b>HOLDS:</b> <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 <b>AGENDAS, AGENDA PACKETS</b>	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-034	Traffic Commission <b>MINUTES, BYLAWS</b>	P		P			Mag, Mfr, OD, Ppr	S	No GC §34090

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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		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>										
<b>HOLDS:</b> <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-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
<b>GENERAL SERVICES / EQUIPMENT MAINTENANCE &amp; FLEET</b>										
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

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

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<b>HOLDS:</b> <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 / 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.
Public Works / Division Providing Service / Work	PW-044	Work Orders / Service Requests / Service Tracker <b>CMMS DATABASE</b> (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 - <b>All Information Entered in CMMS Database</b>	When No Longer Required		When No Longer Required			Mag Ppr			Preliminary drafts (the database is the original); GC §34090

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Public Works / Division Providing Service / Work	PW-046	Work Orders / Service Requests / Service Tracker - <b>NOT entered in CMMS Database</b> (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
<b>GENERAL SERVICES / GOVERNMENT BUILDINGS</b>										
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; GC §34090
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

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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>										
<b>HOLDS:</b> <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 / Recreation OR Public Works / Government Buildings	PW-051	Swimming Pool / Plunge Chemical Readings & Additions	5 years		5 years			Mag, Ppr		Health Department regulations; 8 CCR §3195.12; GC §34090
Public Works / Division <b>Providing</b> Service / Work	PW-052	Work Orders / Service Requests / Service Tracker <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Division <b>Providing</b> Service / Work	PW-053	Work Orders / Service Requests / Service Tracker - <b>All Information Entered in CMMS Database</b>	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
<b>GENERAL SERVICES / STORMWATER</b>										
Public Works / Division <b>Providing</b> Service / Work	PW-054	Work Orders / Service Requests / Service Tracker / Inspections / Maintenance / Spills and Responses / Repairs / Mitigations - <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; 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)										
<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>										
<b>HOLDS:</b> <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 <b>Providing Service / Work</b>	PW-055	Work Orders / Service Requests / Service Tracker / Spills and Responses / Repairs / Mitigations - <b>All Information Entered in CMMS Database</b>	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
<b>GENERAL SERVICES / WASTEWATER</b>										
Public Works / General Services / Wastewater	PW-056	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings & Reports <b>(all lines)</b>	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 - <b>Regulatory Agencies</b>	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
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

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

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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		Destroy Paper after Imaged & QC'd?
(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>										
<b>HOLDS:</b> <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-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		Destroy Paper after Imaged & QC'd?
(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>										
<b>HOLDS:</b> <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 <b>Providing</b> Service / Work	PW-066	Work Orders / Service Requests / Service Tracker <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Division <b>Providing</b> Service / Work	PW-067	Work Orders / Service Requests / Service Tracker - <b>All Information Entered in CMMS Database</b>	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); 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)										
<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>										
<b>HOLDS:</b> <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-068	Work Orders / Service Requests / Service Tracker - <b>NOT entered in CMMS Database</b> (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
<b>PARK MAINTENANCE</b>										
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

**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)										
<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>										
<b>HOLDS:</b> <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 / 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
<b>SOLID WASTE</b>										
Public Works / Solid Waste	PW-075	AB 939 Compliance / Solid Waste Tonnage Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-076	Environmental Committee <b>AGENDAS, AGENDA PACKETS</b>	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-077	Environmental Committee <b>MINUTES, BYLAWS</b>	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

**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)										
<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>										
<b>HOLDS:</b> <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-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
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
<b>STREETS</b>										
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

**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)										
<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>										
<b>HOLDS:</b> <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 / 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
Public Works / Division <b>Providing</b> Service / Work	PW-091	Work Orders / Service Requests / Service Tracker <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Division <b>Providing</b> Service / Work	PW-092	Work Orders / Service Requests / Service Tracker - <b>All Information Entered in CMMS Database</b>	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); 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>										
<b>HOLDS:</b> <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-093	Work Orders / Service Requests / Service Tracker - <b>NOT entered in CMMS Database</b> (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
<b>WATER DISTRIBUTION</b>										
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
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	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

**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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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
Public Works / Lead Div.	PW-103	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment			Mag, Ppr		Department preference; GC §34090

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<b>HOLDS:</b> <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-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: <b>Bacteriological &amp; Organics</b>	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: <b>Chemical</b>	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: <b>Lead &amp; Copper</b>	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**

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<b>HOLDS:</b> <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
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.

# 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).**"

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

**Records Description:** The record series (a group of like records).

**Transitory Records** not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:  
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*):  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record should be microfilmed

**Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record:** “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF** the document has been imaged (electronically generated, scanned or imported **and placed on Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image **must contain all significant details from the original and be an adequate substitute for the original document for all purposes**, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

### **Legend for legal citations** (§: Section)

CC: Civil Code (CA)  
CFC: California Fire Code  
EVC: Evidence Code (CA)  
FTB: Franchise Tax Board (CA)  
HUD: Housing & Urban Develop. (US)  
PC: Penal Code (CA)  
UFC: Uniform Fire Code  
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)  
CCP: Code of Civil Procedure (CA)  
CFR: Code of Federal Regulations (US)  
FA: Food & Agriculture Code  
GC: Government Code (CA)  
LC: Labor Code (CA)  
PRC: Public Resources Code  
USC: United States Code (US)

CBC: California Building Code  
CCR: California Code of Regulations (CA)  
EC: Elections Code (CA)  
FC: Family Code (CA)  
H&S: Health & Safety Code (CA)  
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)  
R&T: Revenue & Taxation Code (CA)  
VC: Vehicle Code (CA)

Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM**

The records listed below (or on the attached list) are **scheduled to be destroyed**, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

(List records here, or attach a list)

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period

Check one option for destruction:

Shredding is Required (Records contain private information) OR

Recycle (Records do NOT contain private information)

**DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION**

\_\_\_\_\_  
Department Head / Division Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

Return this form to the originating department following approval (they coordinate the shredder arrangements)

-----  
*(Complete after destruction has been performed, if done by City Employees. If destruction is performed by a commercial vendor, have them provide you with a certificate.)*

**I HEREBY CERTIFY** that the items listed above have been destroyed in accordance with City policies and procedures:

\_\_\_\_\_  
Employee Performing Destruction

\_\_\_\_\_  
Date

Return this form to the City Clerk department after completed



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.11

---

### **TITLE:**

Resolutions to Rescind Intent to Withdraw Membership from Independent Cities Risk Management Authority (ICRMA) for FY 22/23 and Provide Written Notice of intent to Withdraw in FY 23/24.

### **RECOMMENDATION:**

1. Adopt resolution authorizing the City Manager to rescind the written notice of intent to withdraw membership from the Independent Cities Risk Management Authority (ICRMA) for FY 22/23.
2. Adopt resolution authorizing the City Manager to provide written notice of intent to withdraw membership from the Independent Cities Risk Management Authority (ICRMA) for FY 23/24.

### **FISCAL IMPACT:**

There is no specific fiscal impact associated with this action. The budget impacts of changing to an alternative insurance risk pool are still being evaluated and will be brought back to City Council in August or September 2022.

### **BACKGROUND:**

Independent Cities Risk Management Authority (ICRMA) is a risk-sharing pool which bears risk at varying layers and purchases insurance above these layers. The term "risk sharing pool" refers to the pooling of risks among a group of entities, generally in a Joint Powers Authority (JPA). Member cities joined to share losses in the pooled layer. The ICRMA Governing Board is composed of one voting member from each member city and sets the funding levels and rates. The annual premium amount each member pays for the program is the best actuarial estimate of what will be needed to fund the claims for a given program year.

ICRMA was founded in 1980 and is currently comprised of 16 Southern California cities including Adelanto, Bell, Downey, El Monte, El Segundo, Fullerton, Glendora,

**Resolutions to Rescind Intent to Withdraw Membership from Independent Cities Risk Management Authority (ICRMA) for FY 22/23 and Provide Written Notice of intent to Withdraw in FY 23/24.**

**November 16, 2021**

**Page 2 of 3**

Hawthorne, Hermosa Beach, Huntington Park, Inglewood, Lynwood, Monterey Park, San Fernando, Santa Ana and South Gate. The City of El Segundo has been a member of ICRMA since 1985.

The City is enrolled in the self-insured general liability and workers' compensation programs, along with property, cyber liability and crime bond programs. Currently, the City maintains a member retained limit (MRL) of \$750,000 per claim for general liability and a MRL of \$500,000 per claim for workers' compensation. The City's Risk Manager provides oversight and coordination of the claims administration process and services provided by our third-party administrator (TPA) AdminSure for these programs.

**DISCUSSION:**

In order to do our due diligence and review the benefits of other risk-sharing pool options that are available to the City, staff reached out to several risk pools to conduct a preliminary comparison of ICRMA and other risk-sharing pools. Staff worked with representatives from California Joint Powers Insurance Authority (CJPIA), Public Entity Risk Management Authority (PERMA) and Public Risk Innovation, Solutions, and Management (PRISM). Staff gathered information with regards to our current coverage with ICRMA and obtained all costs that the City will incur if our intent to withdraw from ICRMA notice is not rescinded by December 1, 2021. Staff is requesting additional time to further evaluate the costs and benefits of joining another risk pool. The City will need to rescind the intent to withdraw from ICRMA for FY 22/23 so that the City won't lose insurance coverage for the upcoming fiscal year.

The City would once again submit a formal notice of intent to withdraw from membership prior to the June 30, 2022 deadline that would be effective for FY 23/24.

**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:**

Hank Lu, Risk Manager, Finance

**REVIEWED BY:**

Joseph Lillio, Chief Financial Officer

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**Resolutions to Rescind Intent to Withdraw Membership from Independent Cities Risk Management Authority (ICRMA) for FY 22/23 and Provide Written Notice of intent to Withdraw in FY 23/24.**

**November 16, 2021**

**Page 3 of 3**

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution to Rescind Withdraw ICRMA
2. Rescind Notice of Intent to Withdraw from ICRMA
3. Resolution to Withdraw ICRMA
4. Notice of Intent to Withdraw from ICRMA

**RESOLUTION NO \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO RESCIND THE WRITTEN NOTICE OF INTENT TO WITHDRAW FROM THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY (ICRMA)**

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

SECTION 1. The City Council finds as follows:

A. The City of El Segundo is a member of the Independent Cities Risk Management Authority (“ICRMA”), a joint powers authority created pursuant to the provisions of the California Government Code; and

B. Providing a written notice to withdraw before June 20, 2021 does not preclude the City from rescinding such notice should the City wish to remain with the ICRMA during the 2022/2023 fiscal year based upon any analysis completed by the city of based upon any need for additional time to conduct such analysis, provided that rescission is provided not later than December 1, 2021.

SECTION 2. The City Manager is authorized to rescind the written notice of intent to withdraw membership from the Independent Cities Risk Management Authority (ICRMA). A copy of the Resolution will be provided to the Independent Cities Risk Management Authority (ICRMA) as part of that notice.

SECTION 3. That a copy of the Resolution shall be provided to ICRMA.

PASSED, APPROVED, AND ADOPTED this 16th day of November 2021

\_\_\_\_\_  
Mayor Drew Boyles, City of El Segundo

ATTEST:

\_\_\_\_\_  
City Clerk Tracy Weaver, City of El Segundo

Resolution No. \_\_\_\_\_  
Page 2 of 2

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney, Mark D. Hensley, City of El Segundo

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 15th day of June 2021, and the same was so passed and adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

City Clerk, Tracy Weaver, City of El Segundo



# City of El Segundo

## Office of the City Manager

November 16, 2021

### Elected Officials

*Drew Boyles,  
Mayor*

*Chris Pimentel,  
Mayor Pro Tem*

*Carol Pirsztuk,  
Councilmember*

*Scot Nicol,  
Councilmember*

*Lance Giroux,  
Councilmember*

*Tracy Weaver,  
City Clerk*

*Matthew Robinson,  
City Treasurer*

---

### Appointed Officials

*Scott Mitnick,  
City Manager*

*Mark D. Hensley,  
City Attorney*

---

### Department Directors

*Barbara Voss,  
Deputy City Manager*

*Melissa McCollum,  
Community Services Director*

*Sam Lee,  
Development Services Director*

*Joseph Lillio,  
Finance Director*

*Deena Lee,  
Fire Chief*

*Rebecca Redyk,  
Human Resources Director*

*Charles Mallory,  
IT Director*

*Jaime  
Bermudez,  
Police Chief*

*Elias Sassoon,  
Public Works Director*

Independent Cities Risk Management Authority  
Attn: John Nielsen  
18201 Von Karman, Suite 200  
Irvine, CA 92612

Re: Rescind Notice of Withdrawal from ICRMA Membership

Dear Mr. Nielsen,

Please accept this letter from the City of El Segundo as a formal notice to rescind the City's notice of intent to withdraw from the Independent Cities Risk Management Authority (ICRMA) and any/all of the ICRMA joint protection programs in which the City currently participates. This notice complies with ICRMA's bylaws (Article V – Membership, Section F.) for the City to rescind its notice.

Sincerely,

Scott Mitnick  
City Manager

c: City Council  
City Attorney  
Finance Director

**RESOLUTION NO \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO PROVIDE THE WRITTEN NOTICE OF INTENT TO WITHDRAW FROM THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY (ICRMA)**

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

SECTION 1. The City Council finds as follows:

- A. The City wishes to explore various options of insurance coverage including other risk-sharing pools or purchasing commercial insurance directly;
- B. The City is interested in performing an analysis on the feasibility of continuing its participation in the Independent Cities Risk Management Authority (ICRMA);
- C. Should the city wish to transition to another insurance provider/carrier in the upcoming fiscal year, the Bylaws of the Liability and Workers' Compensation programs for the ICRMA requires that notice of intent to withdraw membership as of July 1, 2023, must be provided not later than July 1, 2022; and
- D. Providing a written notice to withdraw does not preclude the City from rescinding such notice should the City wish to remain with the ICRMA during the 2022/2023 fiscal year based upon any analysis completed by the city of based upon any need for additional time to conduct such analysis, provided that rescission is provided not later than December 1, 2022.

SECTION 2. The City Manager is authorized to provide written notice of intent to withdraw membership from the Independent Cities Risk Management Authority (ICRMA). A copy of the Resolution will be provided to the Independent Cities Risk Management Authority (ICRMA) as part of that notice.

SECTION 3. That a copy of the Resolution shall be provided to ICRMA.

PASSED, APPROVED, AND ADOPTED this 16th day of November 2021

\_\_\_\_\_  
Mayor Drew Boyles, City of El Segundo

ATTEST:

\_\_\_\_\_  
City Clerk Tracy Weaver, City of El Segundo

Resolution No. \_\_\_\_\_

Page 2 of 2

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney, Mark D. Hensley, City of El Segundo

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 15th day of June 2021, and the same was so passed and adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

City Clerk, Tracy Weaver, City of El Segundo



# City of El Segundo

## Office of the City Manager

November 16, 2021

### Elected Officials

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Mayor*

*Chris Pimentel,  
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*Carol Pirsztuk,  
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*Scot Nicol,  
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*Deena Lee,  
Fire Chief*

*Rebecca Redyk,  
Human Resources Director*

*Charles Mallory,  
IT Director*

*Jaime  
Bermudez,  
Police Chief*

*Elias Sassoon,  
Public Works Director*

Independent Cities Risk Management Authority  
Attn: John Nielsen  
18201 Von Karman, Suite 200  
Irvine, CA 92612

Re: Notice of Withdrawal from ICRMA Membership

Dear Mr. Nielsen,

Please accept this letter from the City of El Segundo as a formal notice of intent to withdraw from the Independent Cities Risk Management Authority (ICRMA) and any/all of the ICRMA joint protection programs in which the City currently participates in effective July 1, 2023.

Sincerely,

Scott Mitnick  
City Manager

c: City Council  
City Attorney  
Finance Director



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Consent

Item Number: B.12

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### **TITLE:**

Second Reading of an Ordinance Amending the El Segundo Municipal Code Land Use Zoning Standards.

### **RECOMMENDATION:**

Waive second reading and adopt Ordinance No. 1629 for Environmental Assessment No. 1240 and Zone Text Amendment No. ZTA 18-07, amending Municipal Code Title 15 (Zoning Regulations), Chapter 14: Historic Preservation, Chapter 15: Off-street Parking and Loading Spaces, Chapter 22: Administrative Determinations, Administrative Use Permits, and Adjustments, Chapter 23: Director Discretionary Decisions, Chapter 24: Variances and Conditional Use Permits, Chapter 25: Site Plan Review, Chapter 26: Coastal Zone Development Permits, Chapter 27: Amendments, Chapter 28: Public Hearings, and Chapter 29: Appeals, and streamline the review and approval processes for discretionary applications.

(This proposed zone text amendment is exempt from review under the California Environmental Quality Act (CEQA). Specifically, Section 15061(b)(3) applies, which is the "common sense exemption." This is applied "where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment..." The proposed Zoning Code revisions consolidate permit types and processes. This Code revision does not delete or substantially change any lists of uses, development standards or findings required thereof, and therefore does not have the potential to cause significant effects on the environment.)

### **FISCAL IMPACT:**

There are no direct or indirect fiscal impacts associated with the approval of this amendment to the zoning regulations.

### **BACKGROUND:**

On October 19, 2021, City Council conducted a public hearing considering adoption of an ordinance amending discretionary permit processes in the El Segundo Municipal

**Second Reading of Ordinance (EA-1240 and ZTA 18-07)**

**November 16, 2021**

**Page 2 of 2**

Code Title 15: Zoning Code. After a discussion on the item, the City Council directed staff to make revisions to the Ordinance and schedule introduction and first reading on November 2, 2021. After making changes to require all off-site parking covenants be reviewed and approved by the Development Services Director, and conditional use permits for bars be reviewed and approved by City Council, the revised ordinance was introduced on November 2, 2021 (staff reports attached).

**DISCUSSION:**

City Council may waive second reading and adopt the Ordinance. If the Ordinance is adopted by City Council at its November 16th meeting, the effective date of the Ordinance will be December 16 2021, 30 days from the adoption date.

**CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Goal 5: Champion Economic Development and Fiscal Sustainability

**PREPARED BY:**

Eduardo Schonborn, AICP, Principal Planner

**REVIEWED BY:**

Michael Allen, AICP, Development Services Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Draft Ordinance 11-16-2021
2. City Council & Planning Commission Staff Report

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE TITLE 15 (ZONING REGULATIONS) TO REORGANIZE CHAPTERS AND STREAMLINE THE REVIEW AND APPROVAL PROCESSES FOR DISCRETIONARY APPLICATIONS.**

**(ZONE TEXT AMENDMENT NO. 18-07)**

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

SECTION 1: The Council finds and declares as follows:

- A. On December 18, 2018, the City initiated the process to amend El Segundo Municipal Code (ESMC) Title 15 (Zoning Regulations) to reorganize chapters and streamline the review and approval processes for discretionary applications;
- B. The City reviewed the project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA"), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines");
- C. On March 25, 2021, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the application including information provided by city staff; and, adopted Resolution No. 2863 recommending that the City Council approve the proposed amendments;
- D. On October 19, 2021, City Council held a public hearing and considered the information provided by City staff and public testimony regarding this Ordinance; and
- E. This Ordinance and its findings are made based upon the entire administrative record including testimony and evidence presented to the City Council at its October 19, 2021 hearing and the staff report submitted by the Development Services Department.

SECTION 2: *Factual Findings and Conclusions.* The City Council finds that implementing this ordinance will result in the following amendments to the ESMC:

- A. Sections 3(H), 3(J), 5, 6, and 7 of Chapter 15-15 regarding Off Street Parking and Loading are amended to establish new processes for various parking-related application requests;
- B. Section 15-18-5(B) regarding sign regulations is amended to update references to other ESMC chapters;

- C. Chapters 15-12, 15-23, 15-24A, 15-27A, 15-28, 15-29, and 15-30 are renumbered without modification to the text;
- D. Chapters 15-22, 15-24, 15-25, 15-26, and 15-27 regarding administrative determinations, administrative use permits, adjustments, appeals, amendments and public hearings are reorganized and application approval processes amended;

SECTION 3: General Plan Findings. As required under Government Code Section 65860, the ESMC amendments proposed by the Ordinance are consistent with the El Segundo General Plan in that the proposed ordinance establishes new, and streamlines existing, processes for the review and approval of ministerial and discretionary planning permits. As such, the Ordinance is consistent with the General Plan goals, objectives and policies.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC Chapter 15-26 (Amendments), and based on the findings set forth in Section 2, the proposed ordinance is consistent with and necessary to carry out the purpose of the ESMC as follows:

- A. The ordinance is 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. The ordinance is necessary to facilitate the development process and ensure the orderly development of buildings, parking areas, landscaping, and the location of uses in the City. The intent of the ordinance is to establish new, and streamline existing, processes for the review and approval of ministerial and discretionary planning permits, which will facilitate and expedite the development process and provide economic and social benefits resulting from the orderly planned use of land resources.

SECTION 5: Environmental Assessment. Pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Sections 21000, *et seq.* (“CEQA”), and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the “State CEQA Guidelines”), the proposed ordinance is exempt from further review, because it consists only of minor revisions and clarifications to existing zoning regulations and related procedures. It does not have the effect of deleting or substantially changing any regulatory standards or findings required thereof. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment. In addition, any environmental impacts associated with this ordinance are adequately addressed in the General Plan FEIR. Accordingly, this ordinance is consistent with the General Plan FEIR and is exempt from further environmental review requirements under the California Environmental Quality Act. Furthermore, this ordinance constitutes a component of the El Segundo Municipal Code which the Planning Commission determined to be consistent with the FEIR for the City of El Segundo General Plan adopted on December 1, 1992. Accordingly, no further environmental review is required pursuant to 14 Cal. Code Regs. §15168(c)(2).

SECTION 6: ESMC Section 15-5G-10 regarding the C-4 (Commercial Center) zone Site Plan Review process is deleted.

SECTION 7: ESMC Chapter 15-12 regarding Coastal Zone Development Permits is deleted.

SECTION 8: ESMC Sections 2-7, 9, and 11 of Chapter 15-14 regarding Historic Preservation are amended as follows:

**Chapter 14  
HISTORIC PRESERVATION**

- 15-14-1: PURPOSE**
- 15-14-2: AUTHORITY OF PLANNING COMMISSION**
- ~~**15-14-3: NOTICE OF PUBLIC HEARINGS**~~
- ~~**15-14-43: DESIGNATION OF CULTURAL RESOURCES**~~
- ~~**15-14-54: LIST OF DESIGNATED CULTURAL RESOURCES**~~
- ~~**15-14-65: DESIGNATED CULTURAL RESOURCES; CERTIFICATE OF APPROPRIATENESS**~~
- ~~**15-14-76: PROCEDURE AND CRITERIA; AUTHORITY TO GRANT CERTIFICATE OF APPROPRIATENESS**~~
- ~~**15-14-7: CERTIFICATE OF APPROPRIATENESS CRITERIA AND CRITERIA EXEMPTIONS**~~
- 15-14-8: DUTY TO KEEP IN GOOD REPAIR**
- 15-14-9: ORDINARY MAINTENANCE AND REPAIR**
- 15-14-10: EMERGENCY WORK ON DESIGNATED CULTURAL RESOURCES:**
- 15-14-11: ENFORCEMENT AND PENALTIES**

\* \* \* \* \*

**15-14-2: AUTHORITY OF PLANNING COMMISSION:**

- A. The Planning Commission shall have the power and authority to perform all of the duties enumerated and provided in this Chapter and shall act in accordance with its established rules and bylaws.
- B. For the purposes of this Chapter, the Director of Community, Economic and Planning and Building Safety, or the Director's designee, shall serve as administrative staff and as secretary to the Commission. ~~The secretary shall keep minutes of each meeting, record the official actions taken, record the vote on all official actions, certify each official act and resolution of the Commission, and maintain records of operation.~~
- C. The Commission shall have the following powers and duties:
  - 1. To maintain a local register of cultural resources and historic sites.

2. To recommend removal of a designated cultural resource.
3. To review and comment upon the conduct of land use, housing, ~~M~~municipal improvements, and other types of planning and programs undertaken by any agency of the City, the County, or the State as they relate to the cultural resources and historical sites ~~of~~within the City.
4. To report to the City Council on the use of various Federal, State, local, or private funding sources and mechanisms available to promote preservation of cultural resources and historical sites in the City.
5. To review applications for alteration, construction, demolition, relocation, and restoration of proposed or designated cultural resources and approve or deny certificates of appropriateness for such actions pursuant to Sections ~~15-14-85~~ 15-14-7 of this Chapter.
6. To cooperate with local, County, State and Federal governments and private organizations in the pursuit of the objectives of historic preservation within the City.
7. To ensure that designation of a building or structure as a designated cultural resource shall not infringe upon the rights of private owners to make any and all reasonable uses of such designated cultural resource which are not inconsistent with the purposes of this Chapter.

**~~15-14-3: NOTICE OF PUBLIC HEARINGS:~~**

- ~~A. Whenever this Chapter calls for a public hearing, the owner of the affected building or structure and all property owners within a three hundred foot (300') radius of the subject property shall be sent written notice of the public hearing by mail not less than ten (10) days prior to the hearing. Notice shall also be advertised once ten (10) days prior to a hearing in a newspaper of general circulation.~~
- ~~B. The notice shall give the date, time and place of the hearing, the location of the property, and a description of the proposed action affecting the property. (Ord. 1212, 11-16-1993)~~

**~~15-14-43: DESIGNATION OF CULTURAL RESOURCES:~~**

- A. Procedures: Requests for designation of a cultural resource are voluntary and may be made by or with the written consent of the property owner, by filing an application with the Development Services Department of ~~Community, Economic and Development Services~~. The designation of a cultural resource is strictly voluntary, not mandatory.
1. The Commission shall hold a ~~noticed~~ public hearing on the matter **as set forth in Chapter 15-28** ~~within forty five (45) days of receipt of the complete~~

~~application. Within seven (7) days of the hearing, the Commission shall~~  
**and** provide a written recommendation to the City Council as to whether the building or structure should be made a designated cultural resource. ~~If the recommendation of the Commission is to designate the building or structure as a designated cultural resource, the recommendation shall include the reasons for designating the building or structure as a designated cultural resource and shall include a determination of whether to mark it with a uniform and distinctive marker.~~

2. ~~Within thirty (30) days after~~**After** receiving the recommendation of the Commission, the City Council shall hold a ~~noticed~~ public hearing **as set forth in Chapter 15-28** and approve or deny the recommendation.
  3. Any hearing may be continued for any reason by the consent of the City and the property owner. If the property owner does not consent, there may be no more than one continuance for a period not to exceed ~~thirty one (31)~~ days if the additional time is needed to conduct further study of the cultural resource. If an EIR or negative declaration is required, the time limits set forth in California Public Resources Code section 21151.5 shall apply.
  4. The City Council shall declare designated cultural resources by resolution, which shall contain a statement as to why the cultural resource is so designated. Any such resolution shall include a legal description of the property involved, including lot and block number and the name of the property owner. The resolution shall be duly recorded by the City Clerk in the County Recorder's office.
- B. Criteria: A cultural resource may be declared a designated cultural resource if it meets the following criteria:
1. Must be at least ~~fifty (50)~~ years old; and
  2. It is associated with persons or events significant in local, State, or national history; or
  3. It reflects or exemplifies a particular period of national, State, or local history; or
  4. It embodies the distinctive characteristics of a type, style, period of architecture, or method of construction.
- C. Temporary Stay On Permits Pending Designation: No construction, alteration, demolition, relocation, or restoration shall be allowed and no other entitlement permits shall be issued with regard to any proposed designated cultural resource from the time an application for designation is made until the City Council has made a final decision to either approve or deny the request for designation.

- D. Removal Of Designation: A cultural resource designation may be removed subject to the same procedures set forth above.

**15-14-54: LIST OF DESIGNATED CULTURAL RESOURCES:**

The ~~Department of Community, Economic and Development Services~~**Development Services Department** shall maintain a designated cultural resources list which shall include the following information:

- A. A legal description of each designated cultural resource, the names and addresses of all owners of designated cultural resources, and assessor's parcel numbers of designated cultural resources.
- B. A legal description of the property included in any historic district, including the special historical, aesthetic, cultural, architectural, or engineering interests or value of the District.
- C. Sketches, photographs or drawings of structures of all designated cultural resources and other significant buildings or historical sites.
- D. A statement of the condition of designated cultural resources and other significant buildings or historical sites.
- E. An explanation of any known threats to any designated cultural resource and other significant buildings or historic sites.

**15-14-65: DESIGNATED CULTURAL RESOURCES; CERTIFICATE OF APPROPRIATENESS:**

- A. A certificate of appropriateness ~~issued by the Commission, or the City Council on appeal,~~ shall be required before the following actions affecting a designated cultural resource may be undertaken: construction, alteration, restoration, relocation, and demolition.
- B. No building permit for any work on a designated cultural resource shall be issued until a certificate of appropriateness is issued in the manner provided for in this Chapter.
- C. A certificate of appropriateness is not required for any ordinary repair and maintenance as described in Section 15-14-9 of this Chapter.

**15-14-76: PROCEDURE AND CRITERIA; AUTHORITY TO GRANT CERTIFICATE OF APPROPRIATENESS:**

**The Planning Commission may grant a certificate of appropriateness, subject to the process set forth in Chapter 28 of this title.**

A. Procedure:

1. ~~Application: No person shall carry out or cause to be carried out, any alteration, construction, demolition, relocation or restoration of a designated cultural resource without first submitting an application for such work and obtaining the approval of the Commission or, on appeal thereof, of the City Council. Application for such approval shall be made to the Community, Economic and Development Services Department on forms provided by the City. The application shall include all required plans, materials, documents and other information from the applicant which are reasonably necessary for proper review and action by the Commission.~~
2. ~~Commission Hearing: Upon submittal of an application which is accepted as complete by the Department of Community, Economic and Planning and Building Safety, the Commission shall hold a public hearing on the application within forty five (45) days. Notice of the hearing shall be given as required by Section 15-14-3 of this Chapter. The Commission shall make a decision on the application within five (5) days after the completion of the hearing. The Commission may approve, approve with conditions or deny the application. The Commission's decision shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. A copy of the decision shall be mailed to the property owner within five (5) days of the date of the decision.~~
3. ~~Appeal To City Council: The decision of the Commission to approve, deny, or approve with conditions any application as set forth in this Section is appealable to the City Council. Such appeal shall be made in writing and delivered to the office of the City Clerk not later than ten (10) calendar days from the date of mailing of the notice of the Commission's decision. At the time of filing, the applicant shall pay a fee as required by City Council Resolution 3617. No application for appeal shall be deemed complete until the prescribed fee has been received by the City. Such appeal shall specify the reasons for the appeal from the decision of the Commission. Upon the filing of the appeal, the Clerk shall set the matter for public hearing within thirty (30) days and shall give notice of the hearing as required by Section 15-14-3 of this Chapter. Upon the hearing of such appeal, the City Council may, by resolution, affirm or modify or reverse the determination of the Commission. The City Council shall render its decision within five (5) days of the completion of the hearing.~~

**15-14-7: CERTIFICATE OF APPROPRIATENESS CRITERIA AND CRITERIA EXEMPTIONS**

- BA.** Criteria; Alteration, Construction ~~Or~~ Restoration: A certificate of appropriateness for the alteration, construction or restoration of a designated cultural resource shall not be issued unless the Commission or City Council, on appeal, find all of the following conditions exist:

1. The proposed alteration, construction or restoration will not adversely affect exterior architectural features of the building or structure specified in the designation; and
2. The proposed alteration, construction or restoration will not adversely affect the special character; special historical, architectural or aesthetic interest; nor the relationship and congruity between the subject structure or feature and its neighboring structures and surroundings, as specified in the designation.

**CB.** **Criteria; Demolition:** A certificate of appropriateness for the demolition of a designated cultural resource shall not be issued unless the Commission or City Council, on appeal, find one or more of the following conditions exist:

1. The structure or building is a hazard to public health or safety; or
2. The site on which the designated cultural resource is located is required for a public use which will be of more benefit to the public than its use as a cultural resource and there is no practical alternative location for the public use; or
3. Denial of the proposed application will result in unreasonable economic hardship to the owner; it is not feasible to preserve or restore the designated cultural resource; and the property owner will be denied the reasonable beneficial use of the property if the application is denied.

**DC.** **Criteria; Relocation:** A certificate of appropriateness for the relocation of a designated cultural resource shall not be issued unless the Commission or City Council, on appeal, finds that:

1. One or more of the conditions set forth in subsection **CB** of this Section exist;
2. The relocation will not destroy the historic, cultural or architectural value of the designated cultural resource; and
3. The relocation is part of a definitive series of actions which will assure the preservation of the designated cultural resource.

**ED.** **Exemption for Unreasonable Economic Hardship:** A property owner may request an exemption from the provisions of this Chapter on the grounds of unreasonable economic hardship for any alteration, construction, restoration, demolition or relocation of a designated cultural resource.

A property owner requesting an exemption on the grounds of unreasonable economic hardship shall provide the following information; including, but not limited to:

1. Ownership and operation of the property, mortgage and financing information, market value, structural integrity, rehabilitation costs, assessed value, real estate taxes, debt service, and potential adaptive re-use.
2. For income-producing property: a) annual gross income from the property for the previous two (2) years; b) itemized operating and maintenance expenses for the previous two (2) years; and c) annual cash flow, if any, for the previous two (2) years.
3. For low-income owners: a statement of present household income and number of persons in the household. "Low-income" households shall be defined as meeting the income level established by the U.S. Department of Housing and Urban Development.
4. The staff may require that a property owner furnish additional information which would assist the Commission in making a determination as to whether or not the property does yield or may yield a reasonable return to the owner(s) (i.e., pro forma financial analysis). In the event that any of the required information is not reasonably available to the property owner and cannot be obtained by the property owner, the property owner shall file with his affidavit a statement of the information which cannot be obtained and shall describe the reasons why such information cannot be obtained.

The property owner shall have the burden of proof to establish unreasonable economic hardship.

The Commission, or City Council on appeal, may grant an exemption on the grounds of unreasonable economic hardship if it finds that the application of the provisions of this Chapter to the proposed alteration, construction, restoration, demolition or relocation would deny the property owner reasonable beneficial use of the property and a reasonable rate of return on the owner's investment in the property.

\* \* \* \* \* **\*15-14-9: ORDINARY MAINTENANCE AND REPAIR:**

Nothing in this Chapter shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in or on any designated cultural resource that does not involve a change in design, material, or external appearance thereof, nor does this Chapter prevent the construction, alteration, restoration, demolition, or removal of any such architectural feature if the Director of ~~Community, Economic and Planning and Building Safety~~ certifies to the Commission that such action is required for the public safety due to an unsafe or dangerous condition.

\* \* \* \* \*

## 15-14-11: ENFORCEMENT AND PENALTIES:

- A. Any person who violates any provision of this Chapter or fails to obey an order issued by the Commission or comply with a condition of approval of any certificate of appropriateness issued under this Chapter shall be guilty of a misdemeanor and subject to provisions of Section ~~45-28-2~~**15-30-2** of this Title.
- B. Any person who constructs, alters, removes, relocates, restores or demolishes a designated cultural resource in violation of any provision of this Chapter shall be required to restore the building, object, site, or structure to its appearance or setting prior to the violation.
- C. The Building Official shall have the authority to enforce all provisions of this Chapter.

**SECTION 9:** ESMC Subsection 3(H) of Chapter 15-15 (Off Street Parking and Loading) regarding Off-Site Parking is amended as follows:

- H. Off-Site Parking:
  - 1. Applicability/**authority**: The Director may approve off-site parking locations within the City for nonresidential uses to meet the parking requirements of this chapter **subject to the process set forth in Chapter 23 of this Title**. Such off-site parking locations must be secured with a covenant, approved by the City Attorney, and recorded in the County Recorder's Office before the City issues building permits. ~~The off-site parking spaces used to satisfy the parking requirements for a different site must be surplus to the required parking spaces required for uses of the off site location. Alternatively, the Planning Commission may approve a reduction of required parking spaces as provided in this chapter.~~ **The parking covenant may include such conditions as the Director may lawfully impose. The Director may refer decisions on off-site parking requests to the Planning Commission at his discretion.**
  - 2. ~~Director Review: The Director may review off site parking covenants for a maximum of twenty (20) parking spaces or twentypercent (20%) of the required number of parking spaces, whichever is more. The parking covenant may include such conditions as the Director may lawfully impose.~~
  - 3. ~~Planning Commission Review: The Planning Commission must review all off site parking covenants for more spaces than the Director is authorized to approve. The parking covenant may include such conditions as the Planning Commission may lawfully impose.~~

43. Off-Site Parking Findings ~~Of~~ Approval: Requests for off-site parking must meet the following requirements:
- a. The off-site parking must be located so that it will adequately serve the use for which it is intended. In making this determination, the following factors, among other things, must be considered:
    - (1) Proximity of the off-site parking facilities (i.e., 750 feet is a reasonable maximum walking distance for high turnover uses such as retail sales, services and restaurants);
    - (2) Ease of pedestrian access to the off-site parking facilities;
    - (3) Provisions for transportation to and from the off-site parking facility (e.g., shuttle or valet services);
    - (4) The type of use the off-site parking facilities are intended to serve.
  - b. The off-site parking spaces must be surplus to the required parking spaces for uses at the off-site location, unless an adjustment is approved based on an approved parking demand study pursuant to Sections 15-15-3(J) and 15-15-6(C) of this chapter.**

SECTION 10: ESMC Subsection 3(J) of Chapter 15-15 (Off Street Parking and Loading Spaces) regarding Parking Exceptions is amended as follows:

- J. Parking Exceptions:
  1. Director Review: The Director of ~~Planning and Building Safety~~ may review and approve requests for ~~administrative~~ adjustments from the requirements of this chapter as provided in ~~chapter 24,~~ "Adjustments" **Chapters 22 and 23**, of this title including, ~~without limitation,~~ the design and layout of parking facilities; the required number of parking spaces; the dimensions of parking spaces; the type of loading spaces required; aisles; driveways and curb cuts; paving materials and colors; and striping. The types and extent of adjustments the Director of ~~Planning and Building Safety~~ is authorized to review ~~administratively or is authorized to review subject to a public hearing~~ are specified in sections 15-15-5, 15-15-6, and 15-15-7 of this chapter.
  2. Planning Commission Review: The Planning Commission must review requests for ~~parking reductions as specified in subsection 15-15-6C of this chapter and may review administrative adjustments~~ **that are referred to it by the Director of Planning and Building Safety. at a public hearing as set forth in Chapter 28 of this title.**

SECTION 11: Section 15-15-5 (Parking Area Development Standards) is amended as follows:

## 15-15-5: PARKING AREA DEVELOPMENT STANDARDS:

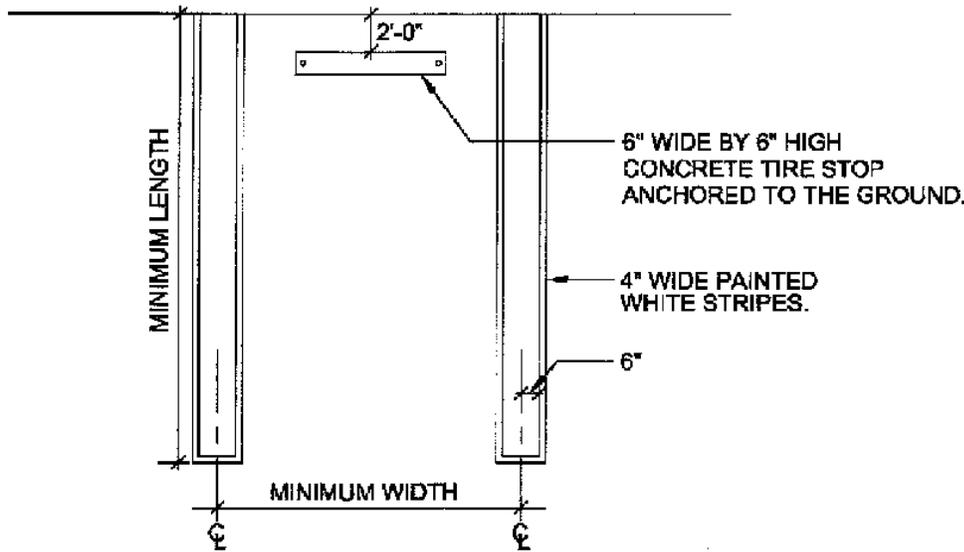
### A. Access ~~And~~ and Circulation

1. Design: Parking facilities must be designed so that a car within a facility will not have to enter a street to move from one (1) location to any other location within the same facility.
2. Exit: Parking facilities in nonresidential zones must be designed in such a manner that any vehicle on the property will be able to ~~maneuver as necessary so that it may~~ exit from the property traveling in a forward direction. However, vehicles may exit onto an alley traveling in a reverse direction.
3. ~~Administrative Adjustments:~~ The Director of Planning and Building Safety may approve ~~administrative adjustments~~ from the site access and circulation standards as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.

### B. Driveway and Parking Area Paving and Surfacing: All permanent on-site parking, loading, vehicle storage and vehicle sales areas must be paved with approved concrete or asphaltic concrete. On-site parking areas to be used for not longer than one (1) year must be surfaced and maintained with an impervious material acceptable to the Director so as to eliminate dust and mud. All on-site parking areas must be graded and drained so as to dispose of all surface water in accordance with the applicable storm water regulations. ~~The Director may at his discretion, approve~~ **Acceptable** alternative paving materials ~~such as~~ **include** decorative concrete, permeable concrete, grasscrete, brick, or similar material of equivalent durability. The Director may approve ~~administrative adjustments~~ from the driveway and parking area paving standards for non-standard roadbed construction and alternative roadway surfaces (such as drivable reinforced turf) as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.

### C. Parking Area Striping: All parking spaces must be clearly striped with white, double four-inch (4") wide stripes, one foot (1') apart. The Director of Planning and Building Safety may approve ~~administrative adjustments~~ from the parking area striping standards as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title. The alternative designs may include, ~~without limitation,~~ the use of colored concrete and other decorative materials **provided that alternative** ~~Approved striping options~~ **alternatives** must clearly identify parking spaces and distinguish them from adjoining walkways and drive aisles.

FIGURE 1 - PARKING AREA STRIPING



D. Parking Space Location:

1. Residential Spaces:

a. Required parking spaces, excepting guest spaces, must be located within a garage or carport as required in Subsection S of this Section.

~~ab.~~ ~~Guest Spaces:~~ No required guest parking space for any residential use may be located, in whole or in part, in ~~any~~ a required front yard or front two-thirds of ~~any~~ a required side yard.

~~b.~~ ~~Required Spaces:~~ Required parking spaces, excepting required guest parking spaces, for any residential use must be located within a required garage or carport as required in subsection S of this section.

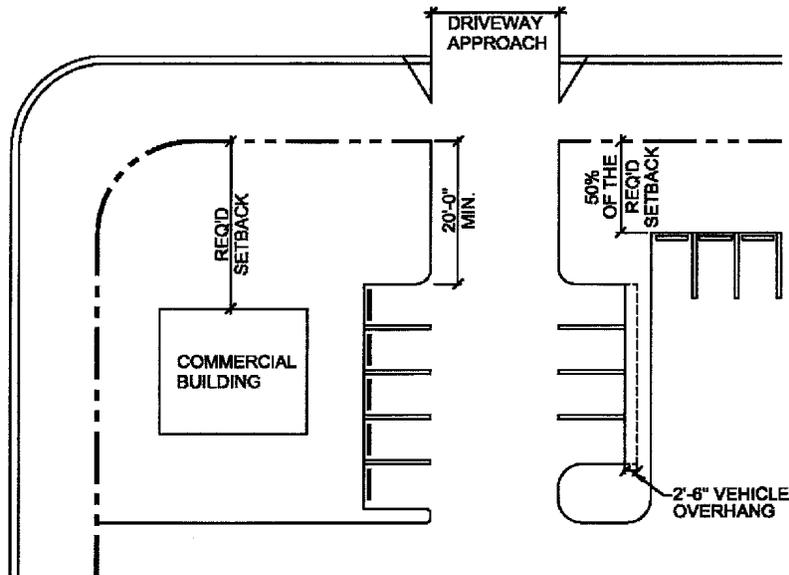
2. Nonresidential Spaces:

a. ~~Encroachment:~~ Parking spaces may encroach into a required street-facing setback up to a maximum of ~~fifty~~ **50** percent (~~50%~~) of the required setback area, provided a minimum landscaped setback of five feet (~~5'~~) is maintained. Parking spaces may encroach into a required interior side and rear setback up to the interior side or rear property line, provided that the interior side and rear property line does not abut a public or private street.

b. ~~Minimum Landscaped Setback:~~ Parking spaces that back up directly into a driveway entrance must maintain a minimum landscaped setback of ~~twenty~~ **20** feet (~~20'~~) from any street facing property line.

- c. ~~Access By Alley:~~ Where vehicular access is provided by an alley, parking may intrude into the required rear yard; provided, however, the amount of setback intruded upon must be replaced by increasing the other required yards on site by an equivalent amount.

FIGURE 2 - PARKING SPACE LOCATION

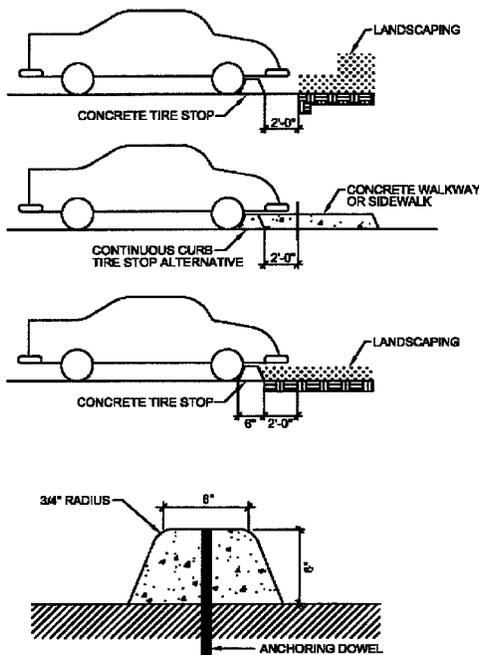


- E. Parking Lot Slope: The maximum slope for parking lots is five percent (5%). The Director of Planning and Building Safety may approve administrative adjustments from the parking lot slope standard as provided in chapter 24, "Adjustments", **Chapters 22 and 23** of this title.
- F. Tire Stops:
1. ~~Dimensions:~~ Tire stops must be a minimum of six inches (6") wide by six inches (6") in height.
  - 21.** Location: Concrete tire stops must be provided in all parking lot areas abutting a building, structure, sidewalk, planting area, street, or alley or other permanent feature such as a tree, bollard, utility box, or sign. Tire stops shall be located two feet (2') from the front of a parking space.
  - 32.** Continuous Curb: ~~In lieu of a tire stop,~~ **a** continuous concrete curb may be provided in lieu of a tire stop, provided the area within two feet of the curb face (overhang area) is not required for pedestrian or handicap access. The vehicle overhang area may be landscaped,

however this landscaped area does not count toward the required vehicle use area landscaping.

**3. Dimensions: Tire stops or curbs must be a minimum of six inches wide and six inches tall.**

FIGURE 3 - TIRE STOP DESIGN AND LOCATION



4. ~~Adjustment Approval: The Director of Planning and Building Safety may approve adjustments from the tire stop standards as provided in chapter 24, "Adjustments", Chapters 22 and 23~~ of this title.

G. Lighting:

1. Lights provided to illuminate any parking area or vehicle sales areas as permitted by this Code must be arranged so as to direct the light away from any premises upon which a residential dwelling unit is located.
2. Parking area light standards located within ~~fifty~~**50** feet (50') of a property line must not exceed ~~twenty five~~**25** feet (25') in height.
3. The Director may approve ~~administrative~~ adjustments from the lighting standards as provided in chapter 24, "Adjustments", of this title.

- H. Landscaping:
  - 1. All new or substantially redesigned parking areas must provide landscaping as provided in chapter 2, "General Provisions", of this title.
- I. Parking Space Dimensions:
  - 1. Minimum ~~Parking Space Interior Dimensions~~ **Interior Dimensions**:

Space Type	Minimum Width	Minimum Length
Commercial standard	8.5 feet	18 feet
Residential standard	9 feet	20 feet
Residential - narrow lots <sup>1</sup>	8.5 feet	20 feet
Vehicle lift	11 feet	21 feet
Compact	8.5 feet	15 feet
Parallel	8.5 feet	24 feet
Accessible	See note 2	See note 2
Motorcycle	5 feet	9 feet
Bicycle	2 feet	5 feet

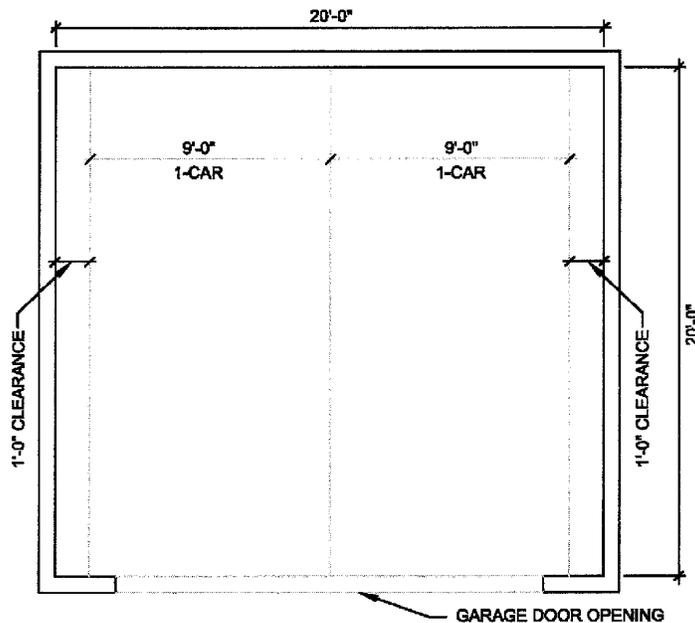
**Notes:**

- 1. Lots under 40 feet in width.
- 2. The dimensions of accessible parking spaces must comply with the Americans With Disabilities Act (ADA), title III and California Code of Regulations (CCR), California Access Code, title 24.

- 2. ~~Single-Family Dwellings: Minimum Garage Dimensions: Two-car garages for single-family dwellings must have minimum interior dimensions of twenty feet by twenty feet (20' x 20'), except for narrow lots as indicated above.~~

- a. Two-car garages must have minimum interior dimensions of 20 feet by 20 feet, except for narrow lots as indicated above.

FIGURE 4 - SINGLE-FAMILY DWELLING GARAGE



- 3b. ~~Single-Family Dwelling Maximum Garage Dimensions:~~ Individual garages for single-family dwellings must not exceed nine hundred (900) square feet in size or a four (4)-car capacity, whichever is less. Subterranean garages and semi-subterranean garages that meet the definition of a basement are exempt from this requirement.
43. ~~Adjustment Approval:~~ The Director of Planning and Building Safety may approve adjustments to the parking space dimensions standards as provided in chapter 24, "Adjustments", **Chapters 22 and 23** of this title.
- J. ~~Compact Spaces Permitted:~~ Compact parking is allowed for office, industrial, hotel, and recreational uses up to a maximum of ~~twenty~~**20** percent (~~20%~~) of required parking spaces. Parking provided in excess of the required number may be compact in size. Compact spaces cannot be allowed for retail uses.
- K. ~~Tandem Spaces Permitted:~~ All tandem parking spaces, where allowed, must be clearly outlined on the surface of the parking facility.

TANDEM SPACES PERMITTED

Use	<u>Maximum Percentage of Required Spaces</u>	<u>Maximum Percentage of Required Spaces in Smoky Hollow</u>	Maximum Depth
Single-family and two-family <u>residential dwellings</u>	100	n/a	2 spaces <sup>1</sup>
Multiple-family residential	Prohibited <sup>2</sup>	n/a	n/a
Retail uses and services	Prohibited	30	2 spaces
Industrial uses	20	85	2 spaces
Offices	20	85	2 spaces
Restaurants	Prohibited	10	2 spaces

Notes:

1. Tandem spaces for single- and two-family dwellings must be assigned to the same unit.
2. Tandem parking is permitted for multiple-family residential developments involving density bonuses, pursuant to Government Code section 65915.

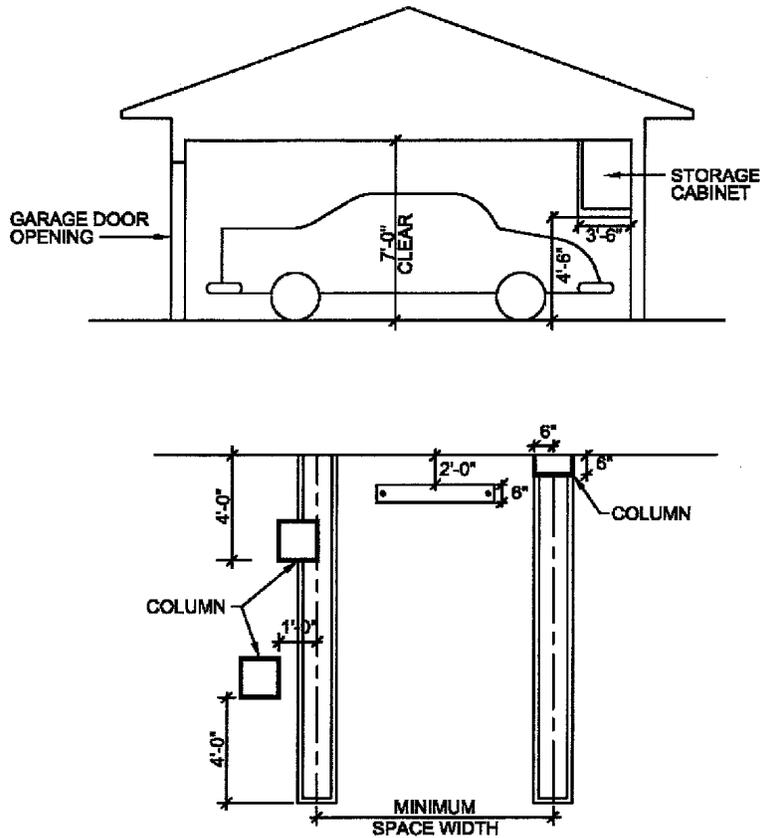
The Director may approve ~~tandem parking and/or administrative adjustments to the tandem parking standards as provided in chapter 24, "Adjustments", of this title,~~ **required number and standards for tandem parking spaces as provided in Chapters 22 and 23 of this title,** subject to conditions. The conditions may include recording of a covenant agreement, requiring a parking attendant, requiring valet service, and other operational conditions. The Director may also approve tandem parking in excess of the above limits for permitted temporary uses and/or special events.

- L. Parking Clearance and **Obstructions:**
  1. Vertical Clearance: The minimum vertical clearance for all parking areas must be seven feet ~~(7')~~, **except that storage cabinets and other obstructions shall be permitted in an area above the front end of**

**parking spaces that must be at least 4.5 feet above the ground and no more than 3.5 feet from the front end of the space.**

- a. ~~Exceptions: Storage cabinets and other obstructions shall be permitted in an area above the front end of parking spaces that must be at least 4.5 feet above the ground and no more than 3.5 feet from the front end of the space.~~
2. Horizontal Clearance: Parking spaces located next to walls, columns, or similar obstructions must provide an additional one foot (1') of ~~clearance~~**width** on the side of the obstruction, **except as follows:-**
  - a. ~~Exceptions:~~
    - (1)**a.** Columns or similar obstructions are permitted in ~~the one foot (1')~~ clearance area **up to** four feet (4') ~~of~~**at** the front and rear end of a parking space.
    - (2)**b.** ~~Walls,~~ **C**olumns, or similar obstructions may project six inches (6") into the front end corners of a parking space.
3. Disabled Access: Where necessary to comply with the Americans ~~W~~**W**ith Disabilities Act (ADA), ~~†~~**T**itle III and California Code of Regulations ~~(CCR)~~, California Access Code, ~~†~~**T**itle 24, parking facilities may deviate from the parking clearance and obstructions standards.

FIGURE 5 - REQUIRED CLEARANCE AND PERMITTED OBSTRUCTIONS

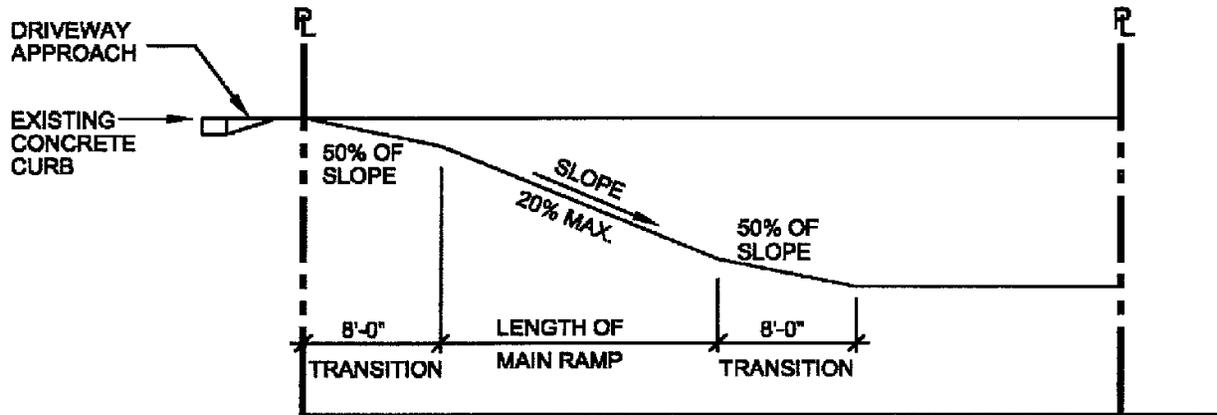


**4.** ~~The Director of Planning and Building Safety~~ may approve adjustments to the parking clearance and obstructions standards as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.

M. Vehicle Ramps:

Ramp <b>Maximum</b> slope	20 percent <del>maximum</del>
Transitions <b> slopes</b> required	<b>Required at</b> At each end of ramps that exceed a 6 percent slope
<b>Minimum</b> <del> transition</del> length	8 feet <del>minimum</del>
<b>Slope of</b> <del> transition</del> slope	At least 50 percent of the main ramp slope

FIGURE 6 - VEHICLE RAMP DESIGN



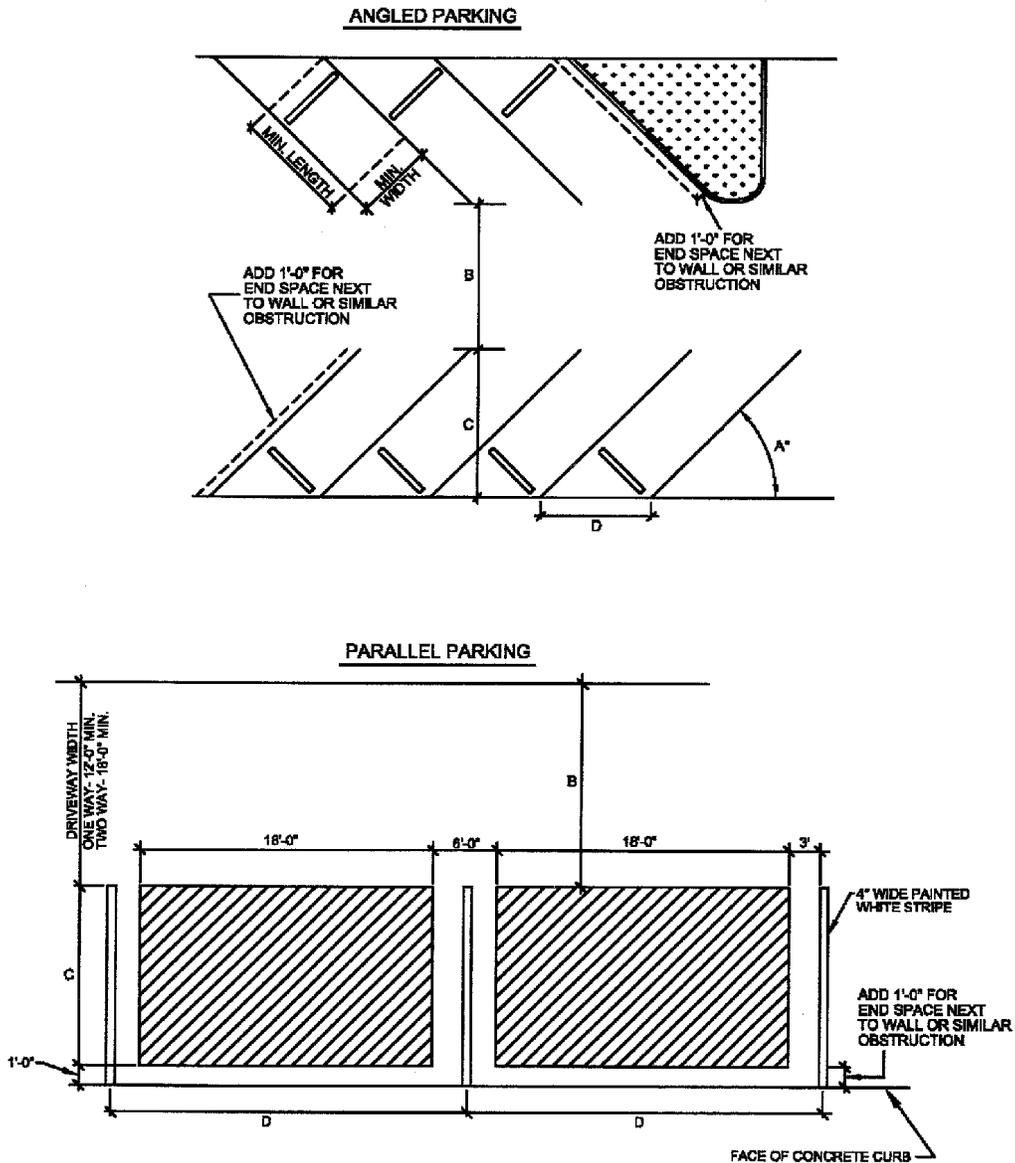
The Director of Planning and Building Safety may approve administrative adjustments to the vehicle ramps standards as provided in chapter 24, "Adjustments", **Chapters 22 and 23** of this title.

N. Drive Aisle Width ~~And~~ and Parking Row Depth:

1. ~~Drive Aisle Width And Parking Space Depth: General drive aisle width and parking space depth requirements:~~

Parking Angle	Aisle Width - One-Way	Aisle Width - Two-Way	Standard Space Depth	Compact Space Depth	Space Width
A	B	B	C	C	D
0° - parallel	12'	18'	8.5'	8.5'	24'
30°	12'	18'	16.36'	14.86'	17'
45°	15'	18'	18.74'	16.62'	12.02'
60°	16'	18'	19.84'	17.24'	9.82'
90°	25'	25'	18'	15'	8.5'

FIGURE 7 - PARKING AISLE AND PARKING SPACE DIMENSIONS



- 2- Exceptions For NinetyDegree Parking Angle: For ninety **90**-degree ( $90^\circ$ ) parking, the parking aisle width can deviate from the above requirements based on the following table:

EXCEPTIONS FOR 90° PARKING ANGLE<sup>1</sup>  
 (STANDARD PARKING SPACES ONLY)<sup>1</sup>

Parking Space Minimum Width <b>(in feet)</b>	Parking Aisle Width <b>(in feet)</b>
8.5 feet	25 feet
9.0 feet	24 feet
9.5 feet	23 feet
10 feet	22 feet

Note:

1. The exceptions for 90-degree parking do not apply to garages for single- and two-family dwellings.

~~32.~~ ~~Adjustment Approval:~~ The Director of Planning and Building Safety may approve adjustments to the drive aisle width and parking space depth standards as provided in chapter 24, "Adjustments", **Chapters 22 and 23** of this title.

O. ~~Driveway And~~ **and** Curb Cuts: All curb cuts and driveways must lead directly to required parking. Curb cuts not leading to parking, must be removed whenever new buildings are constructed or additions are made to existing buildings. The location and design of all driveway entrances and exits must comply with the standards listed below. The goal of these standards is to: 1) preserve on street parking spaces, 2) improve traffic safety, and 3) improve on-site vehicle circulation.

1. ~~Driveway And~~ **and** Curb Cut Width:

Zone	Curb Cut Width <u>(in feet)</u> <sup>1</sup>		Driveway Width (in feet)	
	Minimum	Maximum	Minimum	Maximum
R-1 and R-2 - lots less than 50 feet wide	<del>10 feet</del>	20 feet	<del>10 feet</del>	<del>20 feet</del>
R-1 and R-2 - lots at least 50 feet wide	10 feet	25 feet	<del>10 feet</del>	<del>28 feet</del>
R-3 - serving 12 or fewer parking spaces or one-way	12 feet	30 feet	<del>12 feet</del>	<del>30 feet</del>
R-3 - serving 13 or more parking spaces or two-way	18 feet	30 feet	<del>18 feet</del>	<del>30 feet</del>
Nonresidential - one-way	12 feet	<del>30 feet</del>	<del>12 feet</del>	<del>30 feet</del>
Nonresidential - two-way	18 feet	30 feet	<del>18 feet</del>	<del>30 feet</del>

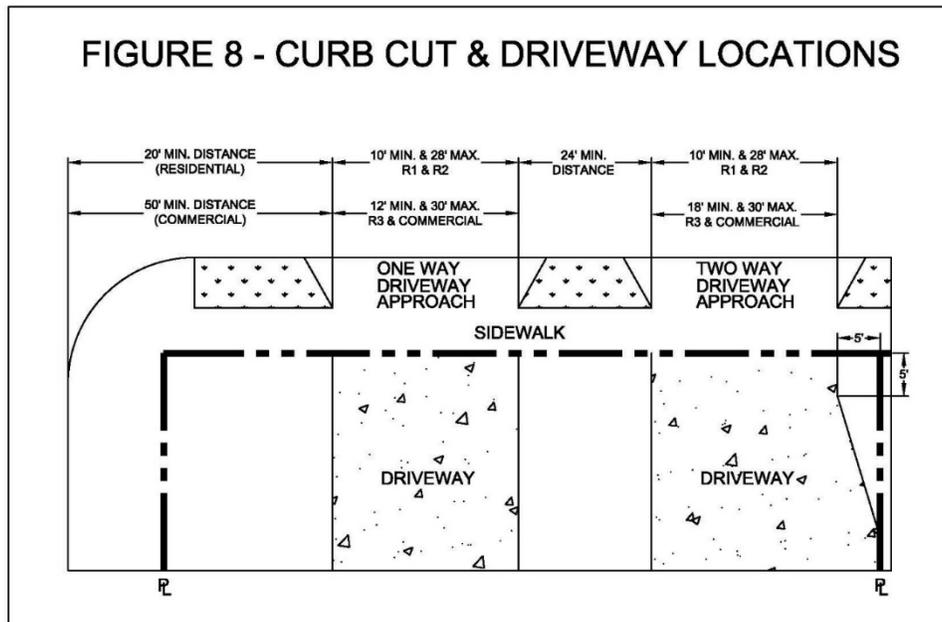
**Note:**

1. Curb cut width excludes the width of aprons.

2. Curb Cut Locations:

Zone	Minimum Distance Between Curb Cuts On The Same Property	Minimum Distance From Curb Cuts To Street Corners	Minimum Distance From Curb Cuts To Property Lines
Residential	24 feet	20 feet	5 feet
Nonresidential	24 feet	50 feet	5 feet

FIGURE 8 - CURB CUT AND DRIVEWAY LOCATIONS

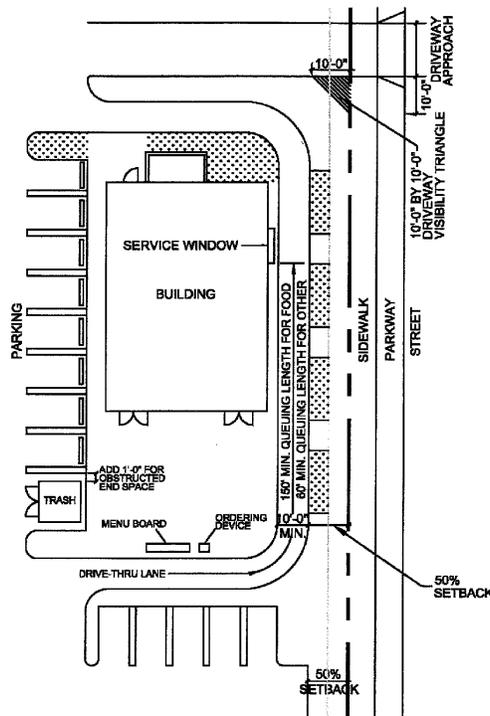


3. ~~Adjustment Approval:~~ The Director may approve administrative adjustments to the driveway and curb cut standards as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.
- P. ~~Corner Clearance And~~ **and** Driveway Visibility:
  - ~~4.~~ All parking areas must meet the corner clearance and driveway visibility standards as provided in chapter 2, "General Provisions", of this title.
- Q. Drive-Through Facilities:
  1. Drive-through lanes may encroach into required landscaped setbacks up to a maximum of ~~five~~ **50** percent (~~50%~~) of the required setback area, provided a minimum landscaped setback of five feet (~~5'~~) is maintained.
  2. Drive-through lanes must be located and designed in such a manner as to not interfere with on-site and off-site circulation. The location and design of the drive-through lane ~~must be~~ **is** subject to ~~the~~ **Director** review and approval of ~~the Director of Planning and Building Safety.~~

## DRIVE-THROUGH LANE DIMENSIONS

Use	Minimum Length (Continuous)	Minimum Width
Eating and drinking establishments	150 feet	10 feet
Banks, pharmacies, and cleaners	60 feet	10 feet

FIGURE 9 - DRIVE-THROUGH FACILITIES



3. The ~~director of Planning and Building Safety~~ **Director** may at his discretion require wider drive-through lanes.
4. The ~~director of planning and building safety~~ **Director** may approve adjustments to the drive-through facilities standards as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.

R. Parking Structure Standards:

1. The following setback requirements apply to all subterranean parking facilities:

Zone	Projection Above Grade	Setback
Residential	Completely subsurface	Must meet required front setback
		No rear or side setback required
	No more than 3 feet above grade	Must meet required setbacks
	More than 3 feet above grade	Must meet required setbacks and must be screened from public view
Nonresidential	Completely subsurface	No setbacks required <sup>1</sup>
	Above grade	Must meet required setbacks

Note:

1. The parking structure must be designed in such a manner as to maintain sufficient soil above for landscaping (ground cover, shrubs and trees) to grow above grade.

~~2. The director of planning and building safety may approve administrative adjustments to allow parking structures that project no more than three feet (3') above grade to encroach into the required setbacks as provided in chapter 24, "Adjustments", of this title.~~

~~32.~~ **32.** The ~~director of planning and building safety~~ **Director** may approve adjustments to the parking structure standards as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.

S. Special Residential Parking Provisions:

1. Covered **Parking parking**: All required parking spaces must be covered and enclosed in the following manner:

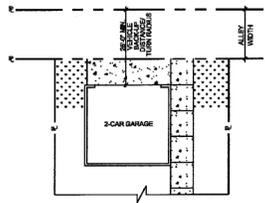
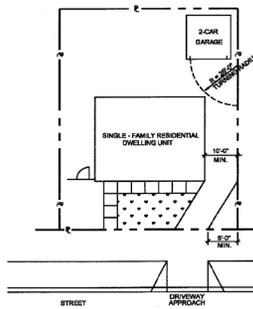
Use	Minimum Parking Enclosure
Single- and two-family dwellings	Fully enclosed garage
Multiple-family dwellings	Covered structure enclosed on 3 sides
Guest parking spaces	May be uncovered and unenclosed

2. Residential Garage Openings: All garages must meet the minimum and maximum widths listed below:

Type Of Garage	Minimum Opening Width	Maximum Opening Width
Single car	8 feet	14 feet
2 car	16 feet	20 feet
Multiple-family residential	16 feet	Equal to the drive aisle width it serves

3. Residential Turn Radius Requirements:
- One or two (2) car garages located behind a residence must provide a minimum turning radius of ~~twenty five~~ **25** feet (~~25'~~).
  - Residential garages that take access directly from an alley may measure the required turn radius to the opposite side of the alley.

FIGURE 10 - RESIDENTIAL TURN RADIUS AND ALLEY ACCESS



4. ~~Adjustment Approval: The director of planning and building safety~~ **Director** may approve adjustments to the special residential parking provisions standards as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.
- T. Vehicle Lifts: Vehicle lifts may be used by-right to provide off street parking spaces on lots in the single-family residential (R-1) zone and the two-family residential (R-2) zone where the vehicle lifts provide parking in excess of the minimum number of required parking spaces subject to the standards in this section and in this chapter.
1. A conditional use permit is required for vehicle lifts providing required off street parking spaces on lots in the ~~single-family residential (R-1) zone and the two-family residential (R-2) zones~~ **s** subject to the following:
- The vehicle lift must be located only within a fully enclosed garage.
  - A vehicle lift may only be used to store two ~~(2)~~ vehicles vertically where a minimum vertical height clearance from the floor to the ceiling plate of the garage is a minimum of ~~fourteen~~ **14** feet ~~(14')~~ clear of obstructions.
  - A vehicle lift must be designed and used as a designated parking space for use only by occupants in the same dwelling unit as the parking space located directly below the vehicle lift.
  - ~~A vehicle lift must be permitted only with a key locking mechanism.~~
  - ed.** A vehicle lift must be permitted only if it is operated with an automatic shutoff safety device and is installed in accordance to manufacturer specifications.

2. In the ~~two-family residential (R-2)~~**R-2** zone, vehicle lifts for required off street parking are subject to the following additional requirements:
  - a. The vehicle lift must be used only on a lot less than ~~forty five~~**45** feet (45') in width.
  - b. A vehicle lift must only be used to meet the minimum number of required off street parking spaces in addition to a minimum of two ~~(2)~~ fully accessible parking stalls located on the floor surface within a garage or garages.

**SECTION 12:** ESMC Section 15-15-6 regarding Required Parking Spaces is amended as follows:

**15-15-6: REQUIRED PARKING SPACES:**

The number of on-site parking spaces required for the establishment of a building or use must be provided and thereafter maintained at the ratios set forth below. For uses not listed, the required number of spaces will be determined by the ~~Director~~**Director** ~~director of planning and building safety~~ based on most similar listed use or a parking demand study. A parking demand study must include, ~~without limitation,~~**at a minimum,** information specifying the number of employees, customers, visitors, clients, shifts, deliveries, parking spaces, or other criteria established by the ~~Director~~**Director** ~~director of planning and building safety~~. The ~~Director~~**Director** ~~director of planning and building safety~~ may ~~at the director's discretion,~~ refer any decision regarding uses not listed to the planning commission for review. Unless stated otherwise, parking must be based on net floor area as defined in this code. Accessible parking spaces must be provided and comply with the Americans With Disabilities Act (ADA), title III and California Code of Regulations (CCR), California Access Code, title 24.

A. Automobile Spaces Required:

*[NOTE TO CODIFIER: No changes proposed to this section]*

B. Bicycle Spaces Required:

Use	Number Of Bicycle Spaces Required
Single-family and two-family dwellings	None

Multiple-family residential	10 percent of the required vehicle parking spaces for projects with 6 or more units
Nonresidential	A minimum of 4 spaces for buildings up to 15,000 square feet, plus a minimum of 5 percent of the required vehicle spaces for the portion above 15,000 square feet. Maximum of 25 spaces

The Director of ~~Planning and Building Safety~~ may approve administrative adjustments to reduce or eliminate the requirement for bicycle spaces as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.

C. Reductions ~~in~~ **in** ~~the~~ **the** Number ~~Of~~ **of** Required Parking Spaces

1. Reductions For Single Uses:

a. The Director of ~~Planning and Building Safety~~ may approve an administrative adjustment to the required number of parking spaces for any use up to a maximum of ~~ten~~**20** percent (10%) or ~~twenty~~ (20) parking spaces, whichever is less, based on the submittal of a parking demand study. The Director of ~~Planning and Building Safety~~ may refer any such request to the Planning Commission for review.

~~b. The Planning Commission may approve a reduction of the required number of parking spaces in any zone for any use, up to a maximum of twenty percent (20%), based on the submittal of a parking demand study.~~

~~eb.~~ **eb.** Parking studies submitted in conjunction with requests for reductions must include, ~~without limitation,~~ **at a minimum** information specifying the number of employees, customers, visitors, clients, shifts, deliveries, parking spaces, or other criteria established by the Director of ~~Planning and Building Safety~~.

2. Reductions For Joint/Shared Uses:

a. The Director of ~~Planning and Building Safety~~ may approve an administrative adjustment to reduce the required number of parking spaces in any zone for uses that share parking facilities for a maximum of ~~ten~~**20** percent (10%) or ~~twenty~~ (20) parking spaces, whichever is less, based on the submittal of a parking demand study. The Director of ~~Planning and Building Safety~~ may refer any request for an administrative adjustment from the required number of parking spaces to the Planning Commission for review.

- ~~b.~~ ~~The Planning Commission may approve a reduction of the required number of parking spaces in any zone for uses that share parking facilities with significantly different peak hours of operation for a maximum of twenty percent (20%), based on the submittal of a parking demand study.~~
- ~~e~~**b.** Requests for shared and/or joint uses are subject to the following requirements:
- (1) A parking study must be submitted by the applicant demonstrating that there will not exist substantial conflict in the peak hours of parking demand for the uses for which joint **parking** use is proposed;
  - (2) The number of parking stalls which may be credited against the requirements of the structures or uses involved must not exceed the number of stalls reasonably anticipated to be available during differing hours of operation; and
  - (3) A written agreement, in a form approved by the City Attorney, must be executed by all parties concerned assuring the continued availability of the number of stalls designed for joint use.
3. Sites ~~With~~**with** Transportation Systems Management Plans: The number of required parking spaces ~~in this section~~ may be modified subject to approval of a transportation systems management plan submitted pursuant to the procedures and requirements of chapters ~~16 or 17~~, "~~Developer Transportation Demand Management (TDM)~~", or chapter 17, "~~Employer/Occupant Transportation Systems Management~~", of this title.
4. ~~Reductions In Parking Due To~~**for** Disabilities Upgrades: When required solely as needed to upgrade existing parking facilities to comply with the Americans ~~With~~**with** Disabilities Act (ADA), title III and California Code of Regulations (CCR), California Access Code, title 24, the total number of parking spaces may be reduced at the discretion of the Director.
- D. Parking In-Lieu Fees: Notwithstanding any provision of this Code to the contrary, the City Council may designate certain areas within the City where, in lieu of providing the number of ~~on-site~~ parking spaces required by this chapter or applicable specific plan, such requirement may be satisfied by paying a parking in-lieu fee in an amount set by City Council resolution. Designated parking in-lieu fee areas and the process for payment of parking in-lieu fees are described in chapter ~~29~~**33** of this title.

SECTION 13: ESMC Section 15-15-7 regarding Off Street Loading Space Standards is amended as follows:

**15-15-7: OFF-STREET LOADING SPACE STANDARDS:**

A. General Provisions:

4. ~~Applicability:~~ Every building established, erected, enlarged or expanded for commercial, manufacturing or institutional purposes must provide loading space as set forth below. However, for any building or use enlarged or increased in capacity, additional loading spaces are required only for such enlargement or increase. All required loading spaces are in addition to the required on-site parking spaces set forth in this chapter and must be developed and maintained in accordance with this chapter. Loading spaces may be provided either completely or partially within a building when such building is ~~designated~~ **designed** to include adequate ingress and egress to the loading spaces. Unless stated otherwise, loading requirements must be based on net floor area as defined in section 15-1-6 of this title.

~~21.~~ **21.** Location: Loading spaces, with the exception of passenger loading spaces, must be located to the side or rear of buildings on site whenever possible as determined by the ~~Director of Planning and Building Safety~~. Loading spaces cannot interfere with vehicular and pedestrian circulation on site.

~~32.~~ **32.** Screening: Loading spaces must be appropriately screened from view from public streets. The screening may include decorative walls, landscaped berms, shrubs, trees and other landscaping, and any other screening methods deemed appropriate by the ~~Director of Planning and Building Safety~~.

B. Types ~~And~~ **and** Dimensions ~~Of Loading Spaces:~~

**LOADING SPACE TYPES AND SIZES (in feet)**

Type	Width	Length	Height
Passenger	<del>10-feet</del>	<del>20-feet</del>	<del>7-feet</del>
Small truck	<del>12-feet</del>	<del>25-feet</del>	<del>14-feet</del>
Large truck	<del>13-feet</del>	<del>50-feet</del>	<del>16-feet</del>

C. Number Of Loading Spaces Required:

[NOTE TO CODIFIER: No changes made to this section]

D. ~~Administrative Adjustments And~~ Adjustments:

1. The Director of ~~Planning and Building Safety~~ may approve administrative adjustments to the **location, number**, types and dimensions of loading spaces as provided in ~~chapter 24, "Adjustments",~~ **Chapters 22 and 23** of this title.
2. ~~The Director of Planning and Building Safety may approve adjustments to the number of loading spaces required as provided in chapter 24, "Adjustments", of this title. (Ord. 1444, 8-3-2010)~~

SECTION 14: ESMC Subsection 15-18-5 (B) of Chapter 15-18 (Signs) regarding Administrative Use Permits, Adjustments, Variances, And Conditional Uses for signs is amended as follows:

B. Administrative Use Permits, Adjustments, Variances, ~~And~~**and** Conditional Uses:

1. ~~Proposed signs that require discretionary review must be approved by the Director before building permits are issued.~~
21. Signs that require the approval of an administrative use permit will be processed pursuant to ~~chapter 22~~**Chapters 22 and 23** of this title.
32. Deviations from any nonstructural provision of this chapter, including, but not limited to, the number of permitted signs, the size of proposed signs up to a maximum of ~~twenty~~**20** percent (~~20%~~) of the area of the building face, and setbacks, may be granted upon the approval of an adjustment, pursuant to ~~chapter 24~~ **Chapters 22 and 23** of this title. The Director may consider a deviation request to be a request for a variance and refer the request to the Planning Commission for review pursuant to ~~chapter 23~~**Chapters 24 and 28** of this title.
43. Except as otherwise provided, all deviations from this chapter must comply with the variance procedures set forth in ~~chapter 23~~**Chapters 24 and 28** of this title. All sign regulations for land uses requiring conditional use permits are controlled by this chapter and must be processed without regard to the proposed message, content, or copy of proposed signs.

SECTION 15: ESMC Chapter 15-22 regarding Administrative Determinations is deleted and replaced with a new Chapter 22 to read as follows:

**Chapter 22**  
**ADMINISTRATIVE DETERMINATIONS, ADMINISTRATIVE USE PERMITS,**  
**AND ADJUSTMENTS**

**15-22-1: PURPOSE**

**15-22-2: ADMINISTRATIVE DETERMINATIONS**

**15-22-3: ADMINISTRATIVE USE PERMITS**

**15-22-4: ADJUSTMENTS**

**15-22-1: PURPOSE**

The purpose of this chapter is to establish the Director's authority to make administrative determinations and to grant administrative use permits and adjustments, and to set the required findings for making such decisions.

**15-22-2: ADMINISTRATIVE DETERMINATIONS FOR USES NOT LISTED**

- A. Authority to make administrative determinations. When a use is not specifically listed as either a permitted use or conditional use under a particular zone, the Director, upon written request or upon his or her own initiative, shall determine whether said use is sufficiently similar to a listed use in the particular zone to justify a finding that it should be deemed either a permitted use, a conditional use or that an administrative use permit is necessary. The Director or designee may make administrative determinations, subject to the process outlined in Chapter 23 of this title.
- B. Administrative determination findings. Before permitting or classifying an unlisted use, the Director shall first make the following findings:
  - 1. The proposed use is consistent with the purpose of this Title;
  - 2. The proposed use and its operation are compatible with the uses allowed in the zone; and
  - 3. The proposed use is similar in impact and character to one or more permitted uses in the zone.

**15-22-3: ADMINISTRATIVE USE PERMITS**

- A. Authority to grant. When a particular use is listed as subject to administrative use permit, or if the Director determines that a use not listed is similar to other uses subject to administrative use permit in a particular zone, the Director may review and grant administrative use permits, subject to the process set forth in Chapter 23 of this title.
- B. Findings. Before granting an administrative use permit, the Director shall first make the following findings:

1. There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.
  2. The proposed use is consistent and compatible with the purpose of the zone in which the site is located.
  3. The proposed location and use and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.
  4. Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic and hazards have been recognized and compensated for.
- C. Alcohol-related use findings: In addition to the four findings above, before an alcohol-related administrative use permit may be granted, it shall also be found that the State Department of Alcohol Beverage Control has issued or will issue a license to sell alcohol to the applicant.

#### **15-22-4 ADJUSTMENTS TO DEVELOPMENT STANDARDS**

- A. Authority to grant. Whenever a strict interpretation of the provisions of this title or its application to any specific case or situation pertaining to the following items would result in the unreasonable deprivation of the use or enjoyment of property, the Director or designee may grant an adjustment, subject to the process set forth in Chapter 23 of this title.
- B. Applicability. Adjustments may be granted for the following standards:
1. Fence or wall height to exceed permitted height by two feet.
  2. Architectural landscape features which exceed the standards set forth in section 15-2-14 of this title.
  3. Signs which exceed the standards set forth in Chapter 18 of this title.
  4. Noise permits which exceed the standards set forth in section 7-2-11 of this Code.
  5. Parking and loading space standards as set forth in Chapter 15 of this title.
  6. Reduction of retention of a minimum of 50 percent of exterior building perimeter wall height and/or deviation from development standards for life safety purposes.

7. Deviation from development standards for reasonable access accommodations.
  8. Dimensions of required open space and size of required landscaping area within required open space in the Multi-Family Residential (R-3) Zone as set forth in section 15-4C-5 of this title.
  9. Building height to exceed the maximum allowable height by not more than five feet.
- C. Findings. Before granting an adjustment, the Director shall make the following findings:
1. That the proposed adjustment would not be detrimental to the neighborhood or district in which the property is located;
  2. That the proposed adjustment is necessary in order that the applicant may not be deprived unreasonably in the use or enjoyment of his property; and
  3. That the proposed adjustment is consistent with the legislative intent of this title.
- D. Reasonable access accommodations: In addition to the adjustment findings above, the following findings must be made before any action is taken to approve or deny a request for a deviation from development standards for reasonable access accommodations:
1. The housing, which is the subject of the request for reasonable accommodation, will be used by an individual protected under the California Fair Employment and Housing Act, Government Code § 12900 *et seq.* ("Act"), as amended.
  2. The request for reasonable accommodation is necessary to make specific housing available to an individual protected under the Act.

SECTION 16: ESMC Chapter 15-23 regarding Variances and Conditional Use Permits is deleted and replaced with a new Chapter 15-23 regarding Director Discretionary Decisions to read as follows:

## Chapter 23

### DIRECTOR DISCRETIONARY DECISIONS

<b>15-23-1:</b>	<b>APPLICABILITY</b>
<b>15-23-2:</b>	<b>APPLICATION PROCEDURE</b>
<b>15-23-3:</b>	<b>REVIEW FOR COMPLETENESS</b>
<b>15-23-4:</b>	<b>DECISION</b>
<b>15-23-5:</b>	<b>PLANNING COMMISSION REVIEW</b>
<b>15-23-6:</b>	<b>NOTIFICATION</b>
<b>15-23-7:</b>	<b>APPEALS</b>
<b>15-23-8:</b>	<b>EFFECTIVE DATE</b>
<b>15-23-9:</b>	<b>EXPIRATION</b>
<b>15-23-10:</b>	<b>TIME EXTENSIONS</b>

#### **15-23-1: APPLICABILITY**

The Director shall make administrative decisions on discretionary applications including, but not limited to, the following:

1. Adjustments
2. Administrative determinations
3. Administrative use permits
4. Downtown design review, as set forth in Downtown Specific Plan Chapter V
5. Off-site parking covenants, as set forth in Chapter 15 of this Title
6. Precise plan modifications
7. Other discretionary applications as specified in this Title

#### **15-23-2: APPLICATION PROCEDURE**

The applicant for any of the above-referenced applications shall apply in writing using application forms provided by the Development Services Department, stating the type of discretionary permit desired. The applicant must submit the application form and any additional materials required by the Department along with the required filing fee to cover the cost of investigation and processing.

**15-23-3: REVIEW FOR COMPLETENESS**

The Director or designee may request any additional information deemed necessary to evaluate the application. After all the necessary information and material are submitted, the Director or designee shall deem an application complete.

**15-23-4: DECISION**

After an application is deemed complete, a written determination as to the approval or denial of the application must be issued within 10 business days. The written determination shall state the findings for a decision. In approving an application, the Director has the authority to attach conditions to the approval if deemed necessary.

**15-23-5: PLANNING COMMISSION REVIEW**

The Director or designee must send copies of the findings and decision to the applicant. Written determinations on discretionary decisions made by the Director or designee must be placed as receive and file items on the next available agenda of the Planning Commission. Any Planning Commissioner may request that an item be discussed and a decision on the application be made by the Planning Commission instead of received and filed. No decision of the Director is final until the decision is received and filed or acted upon by the Planning Commission, or upheld on appeal.

**15-23-6: NOTIFICATION**

Before the written determination is placed on a Planning Commission agenda the Director or designee shall give public notice, as provided for in Chapter 28 of this Title, of the Planning Commission's intent to receive and file the Director's determination. The notice shall be mailed or delivered only to the owners and occupants of real property within 150 feet of the real property that is the subject of the determination. Administrative determinations that are not associated with a specific property, are not subject to this public notification requirement.

**15-23-7: APPEALS**

Decisions by the Director or designee on applications listed in Section 15-23-1 are appealable to the Planning Commission. All appeals must be processed as provided by chapter 29 of this title.

**15-23-8: EFFECTIVE DATE**

Permits granted pursuant to this chapter shall not become effective until 10 days from the granting thereof has elapsed or, if an appeal is filed or a review called, until final determination has been made on the appeal or review.

**15-23-9: EXPIRATION**

Permits granted pursuant to this chapter shall become null and void if the privileges granted thereunder are not utilized within one year from the effective date thereof.

**15-23-10: TIME EXTENSIONS**

Permits granted pursuant to this chapter may be extended for an additional period to be specified by the Director; provided that prior to the expiration date, a written request for a time extension is filed with the Director.

SECTION 17: ESMC Chapter 24 regarding Adjustments is repealed and replaced with a new Chapter 24 regarding Variances and Conditional Use Permits:

**Chapter 24  
VARIANCES AND CONDITIONAL USE PERMITS**

**15-24-1: PURPOSE OF VARIANCE**

**15-24-2: AUTHORITY TO GRANT VARIANCE**

**15-24-3: VARIANCE FINDINGS**

**15-24-4: PURPOSE OF CONDITIONAL USE PERMIT**

**15-24-5: AUTHORITY TO GRANT CONDITIONAL USE PERMIT**

**15-24-6: CONDITIONAL USE PERMIT FINDINGS**

**15-24-1: PURPOSE OF VARIANCE**

The purpose of any variance is to allow for deviations from the development standards contained in this Title. Those standards which are determined at the discretion of the Planning Commission, City Council, or administratively shall not be subject to the variance process. However, a variance shall not grant a special privilege not shared by other property in the same vicinity and zone.

**15-24-2: AUTHORITY TO GRANT VARIANCE**

When practical difficulties, unnecessary hardships or results inconsistent with the general purpose of this Title result through the strict and literal interpretation and enforcement of the provisions thereof, the Planning Commission shall have authority, subject to the provisions of this Title, to grant upon such conditions as it may determine such variance from the provisions of this Title as may be in harmony with its general purpose and intent, so that the spirit of this Title shall be observed, public safety and welfare secured and substantial justice done. A variance granted pursuant to the provisions of this Section shall run with the land and shall continue to be valid upon change of ownership. Variance requests shall be processed as set forth in Chapter 28 of this Title.

### **15-24-3: VARIANCE FINDINGS**

Before any variance may be granted, it shall be found:

- A. That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same vicinity and zone;
- B. That the variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone but which is denied to the property in question;
- C. That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvement in such vicinity and zone in which the property is located; and
- D. That the granting of the variance will not adversely affect the General Plan.

### **15-24-5: PURPOSE OF CONDITIONAL USE PERMIT**

The purpose of a conditional use permit shall be:

- A. To assure the compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located;
- B. To assure the proposed use is consistent and compatible with the purpose of the zone in which the site is located; and
- C. To recognize and compensate for potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic and hazards.

### **15-24-4: AUTHORITY TO GRANT CONDITIONAL USE PERMIT**

The Planning Commission may grant a conditional use permit upon application for such uses allowed by this Title, subject to the process set forth in Chapter 28 of this Title.

### **15-24-6: CONDITIONAL USE PERMIT FINDINGS**

- A. General: Before a conditional use permit may be granted, it shall be found that:
  - 1. The proposed location of the use is in accord with the purpose of this Title and the purposes of the zone in which the site is located;

2. The proposed location of the use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity; and
  3. The proposed use will comply with each of the applicable provisions of this Chapter.
- B. Alcohol sales: Before a conditional use permit may be granted for the sale of alcohol, it shall be found that:
1. The State Department of Alcohol Beverage Control has issued or will issue a license to sell alcohol to the applicant;
  2. There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located;
  3. The proposed use is consistent and compatible with the purpose of the zone in which the site is located;
  4. The proposed location and use and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity; and
  5. Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic and hazards have been recognized and compensated for.

SECTION 18: ESMC Chapter -15-24A regarding Right of Way Dedications and Improvements is renumbered as Chapter 15-31.

SECTION 19: ESMC Chapter 15-25 regarding Appeal or Review is deleted and replaced with a new Chapter 15-25 regarding Site Plan Review to read as follows:

## **Chapter 25 SITE PLAN REVIEW**

### **15-25-1: PURPOSE**

### **15-25-2: APPLICABILITY**

### **15-25-3: AUTHORITY TO GRANT**

### **15-25-4: FINDINGS**

### **15-25-1: PURPOSE**

A site plan review is a discretionary land use permit that is required for any proposed project that meets the criteria set forth in section 15-25-2 of this chapter. The purpose of the site plan review process is to:

- A. Ensure that the project is compatible with the area in which it is located;
- B. Allow all City departments the opportunity to review development proposals and place reasonable conditions to ensure that the public health, safety and welfare are maintained.

### **15-25-2: APPLICABILITY**

A site plan review pursuant to this chapter is required for development that meets any of the following criteria:

- A. Single-family residential development of more than 10 residential units;
- B. Multi-family residential development of more than 10 units;
- C. New commercial, institutional or industrial development that includes structures which have a combined gross floor area of more than 50,000 square feet (not including parking structures);
- D. Additions to existing structures if the combined total additions exceed 50,000 square feet of gross floor area, but not including parking structures;
- E. For projects with a mix of residential and commercial, institutional or industrial uses, if any criteria above applies, the entire project is subject to site plan review.

### **15-25-3: AUTHORITY TO GRANT**

The Planning Commission is shall review and consider site plan review applications, subject to the process set forth in Chapter 28 of this Title.

#### **15-25-4: FINDINGS**

In order to approve or conditionally approve the site plan, the approval authority shall make the following findings:

- A. The proposed development, including the general uses and the physical design of the development, is consistent with the General Plan;
- B. The proposed development, including the general uses and the physical design of the development, is consistent with the intent and general purpose of the provisions of this Code and any applicable development agreement; and
- C. The proposed development, including the general uses and the physical design of the development, will not adversely affect the orderly and harmonious development of the area and the general welfare of the City.

If such findings cannot be made, the site plan shall be denied.

SECTION 20: ESMC Chapter 15-26 regarding Amendments is deleted and replaced with a new Chapter 15-26 regarding Coastal Zone Development Permits:

### **Chapter 26 COASTAL ZONE DEVELOPMENT PERMITS**

#### **15-26-1: PURPOSE**

#### **15-26-2: APPLICABILITY**

#### **15-26-3: EXEMPT DEVELOPMENT**

#### **15-26-4: AUTHORITY TO GRANT**

#### **15-26-5: FINDINGS**

#### **15-26-1: PURPOSE**

Coastal development permits are required to ensure that all public and private development in the Coastal Zone of El Segundo is consistent with the City's certified Local Coastal Plan. The area affected by these regulations is located west of Vista Del Mar. As used in this chapter, "Coastal Zone" is as defined by the California Coastal Act, Public Resources Code sections 30100 *et seq.*

#### **15-26-2: APPLICABILITY**

- A. In addition to any other permits or approvals required by the City, a coastal development permit (CDP) shall be required and obtained from the City prior to commencement of any development in the City's Coastal Zone, except:

1. Developments on tide lands, submerged lands, or public trust lands over which the Coastal Commission has original permit jurisdiction.
2. Developments determined to be exempt from the CDP requirements pursuant to State law or regulations.

#### **15-26-3: EXEMPT DEVELOPMENT**

- A. No fee, public hearing, notice, or development permit shall be required for the types of development classified as exempt from CDP requirements by State law or regulations.
- B. Whenever a permit is issued in the Coastal Zone by any City department and it is determined that the subject of the permit does not require a CDP because it is exempt, a memorandum to that effect shall be appended to the City's file copy of the permit. The file copy of the permit and the memorandum shall contain the applicant's name, the location of the project, and a brief description of the project.

#### **15-26-4: AUTHORITY TO GRANT**

The Planning Commission shall have the authority to grant all CDPs within the City's Coastal Zone subject to the findings listed below and the process set forth in Chapter 15-28 of this Title, California Government Code sections 65920-665964.1 (Permit Streamlining Act), and in Public Resources Code Division 20 (California Coastal Act).

#### **15-26-5: FINDINGS**

Before any CDP may be granted, the Planning Commission shall make the following findings:

- A. That the development conforms to the certified Local Coastal Plan; and
- B. That the development conforms to the Coastal Act public access and recreational policies.

SECTION 21: ESMC Chapter 15-27 regarding Hearings, Notices and Fees is deleted and replaced with a new Chapter 15-27 regarding Amendments:

**Chapter 27  
AMENDMENTS**

- 15-27-1: PURPOSE**
- 15-27-2: AUTHORITY TO GRANT**
- 15-27-3: FINDINGS**

**15-27-1: PURPOSE**

Whenever public necessity, convenience and general welfare require, a modification of the General Plan, a specific plan, or the zoning boundaries established by this Title, the classification of permitted or conditionally permitted uses, or other provisions of this Title, such changes may be undertaken in one of the following methods:

- A. A General Plan Amendment;
- B. A Specific Plan Amendment;
- C. A Precise Plan Amendment;
- D. A Zone Map Change; and
- E. A Zone Text Amendment.

**15-27-2: AUTHORITY TO GRANT**

The City Council is authorized to approve amendments listed in Section 15-27-1, subject to the process set forth in Chapter 28 of this Title.

**15-27-3: FINDINGS**

- A. General: Before any amendment is approved, the City Council shall make the following findings:
  - 1. The amendment must be consistent with the General Plan.
  - 2. The amendment is necessary to serve the public health, safety, and general welfare.
- B. Zone Changes: The City Council shall make the following additional findings for zone changes:
  - 3. There are changed conditions since the existing zoning became effective to warrant other or additional zoning.

4. The benefits of the proposed change of zone will clearly outweigh any potential adverse effects to adjoining property or the area.

SECTION 22: ESMC Chapter 15-27A regarding Development Impact Fees is renumbered as Chapter 15-32.

SECTION 23: ESMC Chapter 15-28 regarding Enforcement; Penalty is renumbered as Chapter 15-30

SECTION 24: ESMC Chapter 15-28 regarding Public Hearings is added as follows:

**Chapter 28  
PUBLIC HEARINGS**

- 15-28-1: PURPOSE**
- 15-28-2: APPLICABILITY AND HEARING AUTHORITY**
- 15-28-3: APPLICATION PROCEDURE**
- 15-28-4: REVIEW FOR COMPLETENESS**
- 15-28-5: SETTING OF HEARING DATES**
- 15-28-6: NOTICE REQUIREMENTS**
- 15-28-7: CONTINUATION**
- 15-28-8: PLANNING COMMISSION DECISIONS**
- 15-28-9: PLANNING COMMISSION RECOMMENDATIONS**
- 15-28-10: APPLICATION AND HEARING RECORD**

**15-28-1: PURPOSE**

The purpose of this Chapter is to establish procedures for processing applications in this Title that require public hearings before the Planning Commission and/or City Council.

**15-28-2: APPLICABILITY AND HEARING AUTHORITY**

Public hearings shall be held by the following two bodies as follows:

- A. City Council. Applications that require a public hearing before the City Council include, but are not limited to:
  1. Conditional Use Permit for onsite sale and consumption of alcohol at bars.
  2. Density Bonus Agreement.
  3. Development Agreement.
  4. Final Map/Subdivision.

5. General Plan Amendment.
  6. Historic Resource Designation as set forth in Chapter 14 of this Title.
  7. Precise Plan Amendment.
  8. Zoning Text Amendment.
  9. Change of Zoning District.
  10. Applications referred to the City Council by the Planning Commission.
  11. Appeals of Planning Commission decisions.
- B. Planning Commission. Applications that require a public hearing before the Planning Commission include, but are not limited to:
1. All applications listed in Subsection A (Planning Commission role is advisory).
  2. Animal Permit Appeal as set forth in Chapter 2 of title 6.
  3. Certificate of Appropriateness as set forth in Chapter 14 of this title.
  4. Coastal Development Permit.
  5. Conditional Use Permit.
  6. Off-site parking covenant as set forth in Chapter 15 of this Title.
  7. Downtown Design Review as set forth in the Downtown Specific Plan.
  8. Site Plan Review.
  9. Tentative Map/Subdivision.
  10. Variance.
  11. Waiver of Parcel Map.
  12. Requests referred by the Director.
  13. Appeals of Director's decisions.

**15-28-3: APPLICATION PROCEDURE**

The applicant for any of the above requests, except those initiated by elected or appointed bodies of the City or City Staff, shall apply in writing using application forms provided by the Development Services Department, stating the type of

discretionary permit desired. The applicant must submit the application form and any additional materials required by the Department along with the required filing fee, in an amount established by the City Council.

**15-28-4: REVIEW FOR COMPLETENESS**

The Director or designee has the authority to request any additional information deemed necessary to evaluate the application. After all necessary information and material are submitted, the Director or designee shall deem an application complete.

**15-28-5: SETTING OF HEARING DATES**

All proposals requiring a public hearing shall be set by the secretary of the Planning Commission for hearings to be held before the Planning Commission, and by the City Clerk for hearings to be held before the City Council.

**15-28-6: NOTICE REQUIREMENTS**

Applications requiring a public hearing shall contain specific information and be distributed in the manner prescribed below.

A. Notification Process: Notice shall be provided in all of the following ways:

1. Notice of the hearing shall be mailed or delivered at least 10 days prior to the hearing to:
  - a) the owner of the subject real property as shown on the latest equalized assessment roll;
  - b) the owner's duly authorized agent, if any;
  - c) the project applicant;
  - d) each local agency expected to provide water, sewage, streets, roads, schools, or other essential facilities or services to the project, whose ability to provide those facilities and services may be significantly affected;
  - e) all owners of real property as shown on the latest equalized assessment roll within 300 feet and all occupants within 150 feet of the real property that is the subject of the hearing, unless the application is for director discretionary decisions, in which case only the owners and occupants of real property as shown on the latest equalized assessment roll within 150 feet of the real property that is the subject of the director decision shall be notified;
  - f) any owner of a mineral right pertaining to the subject real property who has recorded a notice of intent to preserve the mineral right pursuant to Section

883.230 of the Civil Code, when a public hearing is required for a tentative, final, or parcel map pursuant to the Subdivision Map Act;

- g) any person who has filed a written request for notice with either the City Clerk or the Director;
  - h) any other party as required by California Government Code §§ 65090-65096 (Public Hearings);
  - i) The California Coastal Commission, if the development/project requires a Coastal Development Permit according to Chapter 15-26 of this Title.
2. In lieu of using the assessment roll, the City may use records of the county assessor or tax collector which contain more recent information than the assessment roll.
  3. If the number of owners to whom notice would be mailed or delivered pursuant to subsection A1(e) is greater than 1,000, the City, in lieu of mailed or delivered notice, may provide notice by placing a display advertisement of at least 1/8-page in at least one newspaper of general circulation within the City at least 10 days prior to the hearing.
  4. Notice of the hearing shall also be published in at least one newspaper of general circulation in the City at least 10 days prior to the hearing, or posted in at least three public places within the City boundaries, including one public place on the site or in the area directly affected by the proceeding. The posting on the affected site or area and maintenance of such notice shall be the responsibility of the applicant. Such notices shall be posted in a manner prescribed by the Director.
- B. Contents of notification: The contents of the public hearing notice shall include:
1. A title stating "Notice of Public Hearing;"
  2. The date, time and place of a public hearing;
  3. The identity of the hearing body;
  4. The City's file number(s) assigned to the application;
  5. A general explanation of the matter to be considered; and
  6. A general description, in text or as a diagram of the location of the property.
  7. Coastal Development Permits. If the development requires a Coastal Development Permit, the notice shall also include a statement that the

project is located within the coastal zone and the procedures of City and Coastal Commission appeals, including any City fees required, and a statement of whether or not the proposed development is appealable to the Coastal Commission.

**15-28-7: CONTINUATION OF PUBLIC HEARING**

If, for any reason, testimony on a case set for public hearing cannot be completed on the date set for the hearing, the person presiding at the public hearing may, before adjournment or recess thereof, publicly announce the time and place at which the hearing will be continued. No further notice is required.

**15-28-8: PLANNING COMMISSION DECISIONS**

A. Decision: the Planning Commission shall announce its findings by formal resolution. The resolution must recite the facts and findings for the granting or denial of the application. If granted, the resolution shall also recite such conditions and limitations as the Planning Commission may impose.

B. Notice: A copy of the Planning Commission resolution shall be mailed to the applicant at the address shown on the application filed with the Development Services Department and to any other person requesting a copy.

Coastal development permits. Within seven calendar days following Coastal Development Permit decisions, the City shall send a notice of final local action to the Coastal Commission. The notice shall include a copy of the Planning Commission resolution stating conditions of approval and written findings and the procedures for appeal of the action to the Coastal Commission.

C. Effective date: The action of the Planning Commission in granting or denying an application shall become final and effective the day following the end of a 10-day appeal period, unless a written appeal is filed with the City Council or the Coastal Commission as provided by Chapter 26 of this Title.

D. Expiration: Requests approved by the Planning Commission shall expire two years after the effective date if the privileges granted have not been utilized.

F. Time extensions. Planning Commission decisions may be extended for an additional period to be specified by the Planning Commission; provided that prior to the expiration date, a written request for a time extension is filed with the Director.

G. Appeals. Planning Commission decisions are appealable to the City Council, except decisions on Coastal Development Permits, which are

appealable directly to the Coastal Commission. All appeals must be processed as provided by Chapter 29 of this title.

- H. Suspension and revocation of approval. Upon violation of an applicable provision of this Title, or if granted subject to conditions, upon failure to comply with conditions, or if approval was obtained by fraud, an approved permit may be suspended automatically. The Planning Commission shall hold a public hearing, in accordance with the procedures prescribed in this Chapter, and if not satisfied that the regulation, general provision, or condition is being complied with, may revoke the approval or take such action as may be necessary to ensure compliance with the regulation, general provision, or condition.

**15-28-9: PLANNING COMMISSION RECOMMENDATIONS**

All requests listed above requiring a decision by the City Council, except for Development Agreements, shall first be reviewed by the Planning Commission at a public hearing as set forth in this Chapter and the Planning Commission shall make a recommendation to the City Council by resolution.

**15-28-10: APPLICATION AND HEARING RECORD**

The material related to any of the applications discussed in this chapter shall become a part of the permanent official records of the respective hearing authority. The permanent records shall consist of the following:

- A. Application material, including the submitted application form, plans, exhibits, and any other material submitted with the application form.
- B. Reports and exhibits prepared by City staff prior to the hearings.
- C. Hearing files, including minutes of the proceedings, exhibits, names of persons who spoke, copies of notices and affidavits pertaining thereto.
- D. Special studies performed to assist in the evaluation of requests, including but not limited to, environmental assessments and related documentation.
- E. Decisions, including resolutions, ordinances, findings, and conditions of approval.

SECTION 25: ESMC Chapter 15-29 regarding Parking In-lieu Fees is renumbered as Chapter 15-33 and new ESMC Chapter 15-29 regarding Appeals is added as follows:

## Chapter 29

### APPEALS

- 15-29-1: PURPOSE**
- 15-29-2: APPEAL OF DIRECTOR'S DECISION**
- 15-29-3: APPEAL OF PLANNING COMMISSION DECISION**
- 15-29-4: CITY COUNCIL ACTION**
- 15-29-5: ADVERSE DECISION BY CITY COUNCIL**

#### **15-29-1: PURPOSE**

The purpose of this Chapter is to establish procedures for appeal of Director and Planning Commission decisions for those individuals aggrieved by those decisions.

#### **15-29-2: APPEAL OF DIRECTOR'S DECISION**

- A. Any individual may appeal a decision or determination of the Director to the Planning Commission. The appeal shall be made within 10 calendar days after the date of the Director's decision by filing a letter of appeal, with the required appeal fee, with the secretary of the Planning Commission. In the event that the tenth day falls on a holiday or weekend, the appeal letter may be filed on the next business day. Any appeal of an administrative use permit must be received, with the required appeal fee, prior to the decision being received and filed by the Planning Commission. All appeals shall state specifically wherein it is claimed there was an error or abuse of discretion by the decision maker or where a decision is not supported by the evidence in the record.
- B. Following the receipt of an appeal, the Secretary shall transmit to the Planning Commission the letter of appeal, the application and all other papers constituting the record upon which the action of the Director was taken. The Planning Commission shall hold at least one public hearing, in the manner prescribed in Chapter 28 of this Title, on the matter. The hearing shall be held within 40 calendar days of the appeal request, and the Planning Commission may affirm, reverse, or modify the Director's decision. The decision of the Planning Commission is appealable to the City Council, pursuant to Section 15-29-3 of this Chapter.

#### **15-29-3: APPEAL OF PLANNING COMMISSION DECISION**

- A. Any individual may appeal a decision of the Planning Commission to the City Council, except a decision regarding a Coastal Development Permit. The appeal shall be made within 10 calendar days after the date of the Planning Commission decision by filing a letter of appeal and paying the

required appeal fee with the City Clerk. In the event that the tenth day falls on a holiday or weekend, the appeal letter may be filed on the next business day. The appeal shall state specifically wherein it is claimed there was an error or abuse of discretion by the Planning Commission or a decision is not supported by the evidence in the record.

- B. Scope of Hearing on Appeal: Appeals shall be reviewed de novo. The City Council is not bound by the decision that has been appealed or limited to the issues raised on appeal.
- C. Coastal Development Permits. Planning Commission decisions on Coastal Development Permits are appealable directly to the Coastal Commission. An appeal of a Coastal Development Permit decision must be filed pursuant to 14 Cal. Code Regs § 13111(c). The appeal must be received in the Coastal Commission district office with jurisdiction over El Segundo on or before the tenth working day after receipt of the notice of the permit decision by the Coastal Commission's executive director. The appeal period for projects approved by operation of law shall begin to run only upon the receipt of the local government notice that it has to take final action by operation of law pursuant to Government Code sections 65950 to 65957.1.

**15-29-4: CITY COUNCIL ACTION**

The City Council shall hold at least one hearing, in the manner prescribed in Chapter 28 of this Title, on the decision of the Planning Commission which has been appealed. The hearing shall be held within 40 calendar days of the appeal request. The City Council may affirm, reverse or modify a decision of the Planning Commission; provided, that if an appealed decision is reversed or modified, the City Council shall, on the basis of the record transmitted and such additional evidence as may be submitted, make the findings required by this Chapter a prerequisite to granting the application or shall specifically decline to make such findings. The decision of the City Council shall be final.

**15-29-5: ADVERSE DECISION BY CITY COUNCIL**

If the City Council, upon appeal of a Planning Commission decision, proposes an action that is in any way contrary to the recommendations of the Planning Commission, it may, before final action is taken, request further information from the Planning Commission on the matter. Failure of the Planning Commission to report to the City Council within 40 calendar days after the request may be deemed to be consent by the Planning Commission to the proposed change.

SECTION 26: ESMC Chapter 15-30 regarding Site Plan Review is deleted.

SECTION 27:        *CONSTRUCTION.* This Ordinance must be broadly construed in order 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 28:        *ENFORCEABILITY.* Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 29:        *VALIDITY OF PREVIOUS CODE SECTIONS.* If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this Ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 30: *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 31: 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 32: This Ordinance will go into effect and be in full force and effect 30 days after its passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Drew Boyles, Mayor

APPROVED AS TO FORM:

By: \_\_\_\_\_  
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 \_\_\_\_\_ 2021, 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 \_\_\_\_\_, 2021, 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: November 2, 2021

Agenda Heading: Consent

Item Number: B.9

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### **TITLE:**

Ordinance Amending El Segundo Municipal Code Title 15 (Zoning Code), Chapter 14: Historic Preservation, Chapter 15: Off-street Parking and Loading Spaces, Chapter 22: Administrative Determinations, Administrative Use Permits, and Adjustments, Chapter 23: Director Discretionary Decisions, Chapter 24: Variances and Conditional Use Permits, Chapter 25: Site Plan Review, Chapter 26: Coastal Zone Development Permits, Chapter 27: Amendments, Chapter 28: Public Hearings, and Chapter 29: Appeals

### **RECOMMENDATION:**

Waive the first reading and introduce an ordinance amending El Segundo Municipal Code Title 15, Chapters 14, 15, 22, 23,24,25, 26, 27, 28, and 29; and schedule a second reading for the November 16, 2021 City Council meeting.

(This proposed zone text amendment is exempt from review under the California Environmental Quality Act (CEQA). Specifically, Section 15061(b)(3) applies, which is the "common sense exemption." This is applied "where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment..." The proposed Zoning Code revisions consolidate permit types and processes. This Code revision does not delete or substantially change any lists of uses, development standards or findings required thereof, and therefore does not have the potential to cause significant effects on the environment.)

### **FISCAL IMPACT:**

There are no direct fiscal impacts associated with amending the El Segundo Municipal Code ("ESMC").

### **BACKGROUND:**

On October 19, 2021, the City Council conducted a public hearing considering adoption of an ordinance amending the discretionary permit processes in the ESMC Title 15/Zoning Code (staff report attached). After a discussion on the item, the City Council

## **Zone Text Amendment – Zoning Processes**

**November 2, 2021**

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directed staff to make revisions to the ordinance and schedule it for re-introduction and first reading on November 2, 2021.

### **DISCUSSION:**

The City Council directed staff to make the following changes:

- Off-site parking covenants. Require all off-site parking covenants to be reviewed and approved by the Development Services Director. In addition, clarify that the Director may, at his discretion, refer off-site parking covenants to the Planning Commission for review and approval (Section 9, page 10 of the ordinance).
- Conditional use permits for bars. Require conditional use permits for bars to be reviewed and approved by the City Council (Section 24, page 48 of the ordinance).

The revised ordinance (attached) reflects the above changes requested by the City Council. If no other changes are needed and the ordinance is introduced on November 2, 2021, it will be scheduled for second reading and adoption at the November 16, 2021 City Council meeting.

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo Provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Goal 5: Champion Economic Development and Fiscal Sustainability

#### **PREPARED BY:**

Paul Samaras, AICP, Principal Planner

#### **REVIEWED BY:**

Michael Allen, AICP, Development Services Director

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

**Zone Text Amendment – Zoning Processes  
November 2, 2021  
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**ATTACHED SUPPORTING DOCUMENTS:**

1. EA 1240 - Draft Ordinance 11-2-2021
2. Oct 19 2021 City Council Report



## City Council Agenda Statement

Meeting Date: October 19, 2021

Agenda Heading: Public Hearings

Item Number: C.8

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### **TITLE:**

Introduction of an Ordinance Amending El Segundo Municipal Code Title 15 (Zoning Code), Chapter 14: Historic Preservation, Chapter 15: Off-street Parking and Loading Spaces, Chapter 22: Administrative Determinations, Administrative Use Permits, and Adjustments, Chapter 23: Director Discretionary Decisions, Chapter 24: Variances and Conditional Use Permits, Chapter 25: Site Plan Review, Chapter 26: Coastal Zone Development Permits, Chapter 27: Amendments, Chapter 28: Public Hearings, and Chapter 29: Appeals

### **RECOMMENDATION:**

Waive the first reading and introduce an ordinance amending El Segundo Municipal Code Title 15, Chapters 14, 15, 22, 23,24,25, 26, 27, 28, and 29; and schedule a second reading for the November 2, 2021 City Council meeting.

*(This proposed zone text amendment is exempt from review under the California Environmental Quality Act (CEQA). Specifically, Section 15061(b)(3) applies, which is the "common sense exemption." This is applied "where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment..." The proposed Zoning Code revisions consolidate permit types and processes. This Code revision does not delete or substantially change any lists of uses, development standards or findings required thereof, and therefore does not have the potential to cause significant effects on the environment.)*

### **FISCAL IMPACT:**

There are no direct fiscal impacts associated with amending the Municipal Code.

### **BACKGROUND:**

The proposed amendments to Title 15 of the El Segundo Municipal Code (Zoning Code) result from staff's ongoing efforts to improve the City's development review process. In the past several years, staff have made efforts to simplify and streamline the review of planning permits, both discretionary (approved by the Planning Commission and/or City

## **Zone Text Amendment – Zoning processes**

**October 19, 2021**

**Page 2 of 5**

Council) and ministerial (approved by the Development Services Director). The proposed Ordinance (Attachment 1) consolidates the permit review processes located throughout several chapters of the Zoning Code.

The Zoning Code was last comprehensively updated in 1993. Since 1993, the Zoning Code has been amended to address specific issues or update singular chapters. For example, updates to the parking regulations in 2011, and updates to the R-1 regulations and a “clean-up” ordinance (i.e. correcting typographical errors, adding clarifying language in the Zoning Code, eliminating redundancies or conflict within the Zoning Code) in 2017. The proposed ordinance is a first step towards a much needed semi-comprehensive update of the Zoning Code, to simplify and streamline the approval process for planning associated permits.

This update consolidates the processes associated with various discretionary permit types, making the Zoning Code easier to manage and understand. Providing clearer and simpler processes will improve customer service, consistent with City Council Strategic Goal No. 1, to enhance customer service and engagement. Simplifying the development process is also consistent with City Council Strategic Goal No. 5, to champion economic development and fiscal sustainability. Finally, the proposed process improvements coincide with the City’s new permit software system. The new software system will have several features that ease the permit process, including integration with the City’s accounting software, web-based permit processing and tracking, and process workflow. The proposed ordinance is therefore consistent with Strategic Goal No. 4, to develop and maintain quality infrastructure and technology.

### **DISCUSSION:**

The following summarizes the more significant proposed revisions recommended to the City Council by the Planning Commission. The Planning Commission staff report is attached to provide additional information regarding the proposed amendments.

The proposed amendments fall into three categories:

1. Permits approved by the Development Services Director.
2. Permits approved by the Planning Commission.
3. General clean-up items (i.e. references to the Department’s name change from Planning and Building Safety to Development Services).

#### 1. Development Services Director Permits

There are six existing types of administrative permits considered by the Development Services Director, each with its own unique process:

1. Administrative Adjustment
2. Adjustment

## Zone Text Amendment – Zoning processes

October 19, 2021

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3. Administrative Use Permit
4. Administrative Use Permit (alcohol)
5. Off-site parking Covenants (Director)
6. Minor Coastal Development Permit

The six existing administrative permit types are proposed to be reduced to three, simplifying and creating consistency between the processes as follows:

1. 'Administrative Adjustments' is consolidated with 'Adjustments' because they are redundant permit types.
2. 'Administrative Use Permit' and an 'Administrative Use Permit (alcohol)' are combined into a single 'Administrative Use Permit.' The only current difference between the two is that the alcohol permit is forwarded to City Council for review. Council review is proposed to be removed, thus consolidating the two processes. It is important to note that if a concern arises from City Council, the appeal process remains, which allows the Director's decision to be appealed to the Planning Commission and ultimately to the City Council. This consolidation of alcohol use permits will typically save the applicant at least 30 days in processing time.
3. Director-reviewed 'Off-site Parking Covenants' authorize the Director to administratively approve up to 20 off-site parking spaces or 20 percent of the required parking spaces, whichever is greater. This permit type will remain, but the review process has been revised to be consistent with the other administrative permits considered by the Development Services Director.
4. 'Minor Coastal Development Permits' are consolidated with more significant coastal permits that are considered by the Planning Commission. All coastal permits will now be heard by the Planning Commission (there are few of these).

Each permit type currently has a unique process. Staff has determined where unique processes can be consolidated to make the overall procedure more efficient. The proposed ordinance reduces the number of permit types to three: Adjustments, Administrative Use Permits, and Off-Site Parking Covenants, and will result in more efficiency by consolidating them into a single standardized process.

### 2. Planning Commission Permits

There are five existing types of permits considered by the Planning Commission, each with its own unique process:

1. Conditional Use Permits (CUP)
2. CUPs for Bars
3. Variance
4. Off-site Parking Covenant (Planning Commission)
5. Coastal Development Permit

## Zone Text Amendment – Zoning processes

October 19, 2021

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The five existing permit types are proposed to be reduced to four, simplifying and creating consistency between the processes as follows:

- CUP for bars is consolidated with other CUPs. Currently, a CUP for alcohol service at a bar must be considered by both the Planning Commission and City Council. The proposed ordinance eliminates the additional City Council step for final approval. However, City Council may still consider alcohol permits if there is an appeal, as is the case with all Planning Commission decisions.
- CUPs, Variances, Off-Site Parking Covenants, and Coastal Development Permits are proposed to be consolidated into one process.

### 3. General Clean-up Items

The proposed Ordinance also includes text clarifications and miscellaneous clean-up edits to the Zoning Code. Staff positions and titles are updated, Historical Preservation procedures are clarified, several of the Chapters are re-ordered, and cross-references are included to facilitate ease of use by staff and the public.

#### **FUTURE UPDATES:**

Staff continues to review and evaluate the need for future updates to the Zoning Code and will be bringing forth additional ordinances to further streamline the standards and permit processes. Future ordinance updates may include:

**Simplifying development standards:** The Zoning Code establishes development standards for buildings and uses. Some standards are overly complicated and are often located in obscure locations within the Zoning Code. A future ordinance would simplify those standards and relocate them to more intuitive places in the Zoning Code with cross-references, making the Code more user-friendly.

**Standardize permitted uses:** A future Zoning Code amendment will standardize the lists of permitted uses using consistent terminology. The absence of integrated use tables is a significant deficiency in the current Zoning Code, causing delays and frustration for both the public and staff.

**Outdoor dining areas:** The Zoning Code currently requires a CUP for outdoor dining in most nonresidential zones. A future ordinance would make outdoor dining areas a permitted accessory use, with applicable design and development standards (i.e. aesthetics, parking, etc.).

**Temporary uses and special events:** Events on private property are not clearly addressed in the Zoning Code, which causes confusion and delay for both public and staff. A future ordinance would establish a clear process and standards for temporary uses and special events.

## **Zone Text Amendment – Zoning processes**

**October 19, 2021**

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### **GENERAL PLAN CONSISTENCY:**

Zoning Code Section 15-1-1 (Purpose, Title) states that the Zoning Code is the primary tool for implementation of the goals, objectives, and policies of the El Segundo General Plan. Outlined in the proposed Ordinance, the Planning Commission has found that this Zone Text Amendment is consistent with the General Plan goals, objectives, and policies to recommend City Council approval of the proposed amendment.

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo Provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Goal 5: Champion Economic Development and Fiscal Sustainability

### **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. Draft Ordinance Amending ESMC Title 15
2. Planning Commission Staff Report - March 25, 2021



## Planning Commission Agenda Statement

Meeting Date: March 25, 2021  
Agenda Heading: Public Hearing.

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### **TITLE:**

Amendments to various chapters in Title 15 (Zoning Code) of the El Segundo Municipal Code (ESMC) to update and streamline the planning permit review processes. (Fiscal Impact: None)

Case numbers: Environmental Assessment No. EA-1240 and Zone Text Amendment No. ZTA 18-07

### **RECOMMENDATION:**

Adopt resolution No. 2863 recommending that the City Council approve the proposed Zoning Code amendments.

### **INTRODUCTION:**

The proposed Zoning Code amendments are part of staff's efforts to continuously improve the City's development review process. In the past five years, staff has made substantial progress at simplifying and streamlining the review of planning permits –discretionary and ministerial. The proposed ordinance (Exhibit No. 1) takes a further step by clarifying and consolidating the review processes. Exhibit No. 2 is an outline of the proposed ordinance, which provides an overview of the changes made in each affected Zoning Code chapter.

### **BACKGROUND:**

The Zoning Code was last updated in a comprehensive manner in 1993. Since 1993, it was amended several times to address specific issues or to update specific chapters, such as an update to the City's off-street parking regulations in 2011, updates to the R-1 zone regulations and a "clean-up" ordinance in 2017. It is time that we begin updating the Zoning Code to meet today's expectations. Staff is proposing that we begin a several phase program to update the Zoning Code.

Our first priority is to update how we process the various permit types. Over time the processes we use for the various permit types have become too varied. The proposed ordinance is intended to simplify the processes, making it easier for all to understand.

Another reason to update the existing planning/zoning permit processes is to improve customer service. Providing clear and simple processes will improve the customer experience, which is consistent with the City Council's Strategic Goal No. 1 to enhance customer service and engagement. Furthermore, the proposed improvements will provide a more predictable development process, which is consistent with the City Council's Strategic Goal No. 5 to champion economic development and fiscal sustainability.

Finally, the proposed process improvements will facilitate the process of updating the City's permit software system. The new software system will have several features that will facilitate the

permit process including integration with the City’s accounting software, web-based permit processing and tracking, and process flow/work management functions. The process flow functions will enable tracking of planning permits at each stage, including the submittal, review, department comment, report writing, public notification, approval, and post approval stages. Clearly defining and standardizing the processes in the code will help feed needed information in the new permit software system to better track permit processing, maintain better records, and produce data to help improve performance. The proposed ordinance is therefore consistent with the City Council’s Strategic Goal No. 4 to develop and maintain quality infrastructure and technology.

**DISCUSSION:**

The proposed amendments generally fall into three categories:

1. Those permits heard and determined by the Development Services Director.
2. Those permits heard and determined by the Planning Commission. Legislative items, that is those items determined by the City Council, are not affected by these revisions. That includes General Plan Amendments, Specific Plans and their amendments, and rezonings, both to the Zoning Code text and maps. In those cases, the Planning Commission is advisory to the City Council.
3. The third section includes some general clean-up items, such as references to the Department’s name change.

**1. Development Services Director Permits**

Table 1 below describes the six types of permits that are heard by Development Services Director and the process criteria.

<b>Table 1: Summary of Existing Administrative Discretionary Permits</b>						
<b>Permit type</b>	<b>Findings</b>	<b>Director Hearing</b>	<b>Public Notification</b>	<b>Notification Radius</b>	<b>Planning Commission Review</b>	<b>City Council Review</b>
Administrative Adjustment	Yes	No	No	None	Receive and File only	No
Adjustment	Yes	Yes	Yes	Abutting Owners	Yes	No
Administrative Use Permit	Yes	No	Yes	Owners - 300'	Yes	No
Administrative Use Permit (alcohol)	Yes	No	Yes	Owners - 300'	Yes	Yes
Minor Coastal Development permits	Yes	No	Yes	Owners & Occupants - 100'	Upon request	No
Off-site Parking Covenants (Director)	Yes	No	No	None	No	No

As can be seen in Table 1 there are six different processes for the six types of Director permits. Table 2, below, shows how the proposed ordinance would consolidate the six processes into one.

<b>Table 2: Summary of <u>Proposed</u> Administrative Discretionary Permits</b>						
<b>Permit type</b>	<b>Findings</b>	<b>Director Hearing</b>	<b>Public Notification</b>	<b>Notification Radius</b>	<b>Planning Commission Review</b>	<b>City Council Review</b>
Adjustment	Yes	No	Yes	Owners & occupants - 150'	Yes	No
<i>Administrative Adjustment*</i>						
Administrative Use Permit						
Administrative Use Permit (alcohol)**						
<i>Minor Coastal Development Permits***</i>						
Off-site Parking Covenants (Director)						

\*The Administrative Adjustment application type is eliminated by the proposed ordinance and any exceptions currently subject to an Administrative Adjustment would be subject to an Adjustment.

\*\*Pursuant to City Council direction in 1995, Administrative Use Permits involving alcohol sales currently have to be reviewed by the City Council, which is not required for other Administrative Use Permits. Staff recommends that the City Council change that requirement, so that requests involving alcohol sales do not have that extra step in the process.

\*\*\*The Minor Coastal Development Permit type is eliminated by the proposed ordinance and any requests currently subject to one would be subject to a Major Coastal Development Permit.

While there are numerous small updates that are proposed in the Director Review process, there are several key items that should be pointed out:

- a) The proposed ordinance eliminates administrative adjustments, because they are a redundant exception process. Instead, a single ‘adjustment’ process is maintained, which will be consistent with the other administrative applications covered in this new chapter.
- b) Planning Commission review. As is currently the case, the new process will continue to require the director’s decisions to be reviewed by the Planning Commission. The Planning Commission will have the option to receive and file the decisions or discuss them and reach an alternative decision.
- c) Notification. As is currently the case, the new process will continue to require public notification of the director’s decisions before Planning Commission review. However, there is a difference between the existing and the proposed. The existing process requires notification of property owners only. The proposed process requires notification of both owners and occupants of properties around the subject site.

- d) Off-site parking covenants. Currently, the Zoning Code authorizes the Director to approve at a ministerial level off-site parking covenants for up to 20 spaces or 20 percent of the required number of spaces, whichever is more. Staff believes that off-site parking covenant review involves substantial discretion and should more appropriately be subject to the proposed director discretionary decision review level.

As a result of the above-described changes to the Zoning Code, “Director Discretionary Decisions” will be consolidated into a single process for all the above Director-level applications types. Staff believes a single well-defined process will make application processing more efficient overall and more predictable for residents and businesses.

**2. Planning Commission Permits**

To some extent, the same issue affects discretionary permits that are decided at the Planning Commission or City Council level. Again, there is a range of processes involved depending on the permit type, as shown in Table 3.

<b>Table 3: Summary of <u>Existing</u> Planning Commission Discretionary Permits</b>						
<b>Permit type</b>	<b>Findings</b>	<b>Director Hearing</b>	<b>Public Notification</b>	<b>Notification Radius</b>	<b>Planning Commission Decision</b>	<b>City Council Review</b>
Conditional Use Permit	Yes	No	Yes	Owners – 300'	Yes	No
Conditional Use Permit for bars	Yes	No	Yes	Owners – 300'	No	Yes
Variance	Yes	No	Yes	Owners – 300'	Yes	No
Off-site covenant (Planning Commission)	Yes	No	No	None	Yes	No
Coastal Development Permit (Major)	Yes	No	Yes	Owners & occupants – 100'	Yes	No

As can be seen in Table 3 above, there are four different processes for the application types listed. Table 4, below, shows how the proposed ordinance would consolidate the four processes into one Planning Commission Discretionary Permit process.

<b>Table 4: Summary of <u>Proposed</u> Planning Commission Discretionary Permits</b>						
<b>Permit type</b>	<b>Findings</b>	<b>Director Hearing</b>	<b>Public Notification</b>	<b>Notification Radius</b>	<b>Planning Commission Review</b>	<b>City Council Review</b>
Conditional Use Permits	Yes	No	Yes	Owners – 300’ and occupants – 150’	Yes	No
<i>Conditional Use Permit for bars*</i>						
Variances						
Off-site covenants (PC)						
Coastal Development Permits						

\* Conditional Use Permits for bars currently have to be reviewed by the City Council, which is not required for other Conditional Use Permits. Staff recommends that the City Council change that requirement, so that requests involving bars do not have that extra step in the process.

There are a few other key items in the proposed Planning Commission review process that should be pointed out:

- a) Public hearings. The chapter updates the existing public notification provisions to reflect current state law and to incorporate notification of property occupants in addition to owners. As drafted, the chapter would continue to require notification of owners of property within 300 feet, but also require notification of occupants of property within 150 feet of a property subject to a hearing.
- b) Alcohol permits for bars. Currently a CUP for alcohol service at bars must be reviewed and approved by both the Planning Commission and the City Council. The proposed ordinance would eliminate the additional City Council step. The Council will still be able to consider the projects if there is an appeal, as is the case with all Planning Commission decisions.
- c) Parking reductions. Currently, the Zoning Code (15-15-6C) authorizes the Director to approve parking reductions up to 10 percent of the required number of parking spaces through an administrative adjustment process, and the Planning Commission can approve reductions up to 20 percent of the required number of parking spaces. The proposed ordinance would authorize the Director to approve adjustments for up to 20 percent of the required number of parking spaces. Under both the existing and proposed ordinances, the Variance process allows a reduction of more than 20 percent by the Planning Commission, if the proper findings can be made.
- d) Off-site parking covenants. Currently, the Zoning Code authorizes the Planning Commission to approve off-site parking covenants for more than 20 spaces or 20 percent of the required number of spaces. However, the review process is not defined in the Zoning Code. Staff believes that off-site parking covenant review involves substantial discretion and should more appropriately be subject to the proposed Planning Commission discretionary review process.

- e) Minor/Major Coastal Development Permits. Currently, the Zoning Code authorizes the Director to approve certain minor coastal development permits. The current process requires notification of neighboring property owners and occupants within 100 feet of the subject site, but a public hearing is not required unless a property owner or resident requests it. The proposed ordinance would require all projects subject to a coastal development permit to go through a Planning Commission hearing as outlined in proposed Zoning Code Chapter 15-28.

As a result of the above-described changes to the Zoning Code, Planning Commission Discretionary Permits will be consolidated into a single process. Staff believes a single well-defined process will make application processing more efficient overall and more predictable for residents and businesses.

### **3. Clarifications and miscellaneous edits.**

This section of the report summarizes certain text clarifications and miscellaneous edits made in the proposed ordinance.

- Delegation of authority. The proposed ordinance delegates authority for approval of conditional use permits for bars from the City Council to the Planning Commission. In addition, it delegates authority for approval of parking reductions up to 20 percent of the required parking from the Planning Commission to the Director.
- Positions and titles. The proposed ordinance replaces references to the Community Development Director with Director.
- Chapter 15-14 (Historic Preservation). In Zoning Code Chapter 15-14, the proposed ordinance amends the procedures for designations of cultural resources and certificates of appropriateness to make them consistent with the discretionary process in proposed Chapter 15-28.
- Chapter 15-15 (Off-street parking and loading). In Zoning Code Chapter 15-15, the proposed ordinance removes references to the administrative adjustment application type, because it is eliminated in the revised Zoning Code Chapters 15-22 and 15-23.
- Re-ordering of chapters. The ordinance re-orders several chapters in the Zoning Code. Exhibit No. 2 (Ordinance outline) provides an overview of the existing and proposed locations of individual chapters in the Zoning Code. However, it should be noted that in the proposed chapters 15-30 through 15-33 only minor, non-substantive edits are proposed.
- Cross-referencing. References throughout the Zoning Code are updated to refer to the new and renumbered chapters in the proposed ordinance.

As a result of the changes outlined in this section, staff believes that the discretionary review process will become more streamlined and the Zoning Code more user-friendly.

### **Future updates**

Staff plans to bring forth additional ordinances starting in early Summer to further streamline the standards and processes in the Zoning Code. Some of the topics to be covered in future ordinance updates include:

*Simplify development standards.* The Zoning Code establishes development standards for buildings and uses in the various residential and nonresidential zones of the City. Some standards are unnecessarily complicated and sometimes located in obscure locations within the Code. A future ordinance would simplify those standards and locate them in intuitive places in the Code thereby facilitating its administration and the development process.

*Standardize permitted uses.* A future Zoning Code amendment will standardize the lists of permitted uses using consistent terminology and incorporate use tables showing the permitted uses in all residential, commercial, and industrial zones in the City. The absence of integrated uses tables has been a significant deficiency in the current Code, causing delays and frustration for both the public and staff. A future ordinance with integrated use tables would make the Code more user-friendly and improve customer service.

*Outdoor dining areas.* Currently, the Zoning Code requires a Conditional Use Permit for outdoor dining in all nonresidential zones, except for the C-4 and M-1 zones. A future ordinance would make outdoor dining areas a permitted accessory use in each of the City’s nonresidential zones.

*Temporary uses and special events.* Events on private property are not clearly addressed in the Zoning Code. The lack of a defined process and specificity on the types of events requiring a permit, have caused confusion, delays and frustration for both the public and staff. A future ordinance would establish a clear process and standards for temporary uses and special events that is predictable and efficient for both the public and staff.

### **GENERAL PLAN CONSISTENCY:**

Zoning Code Section 15-1-1 (Purpose, Title) states that the Zoning Code is the primary tool for implementation of the goals, objectives, and policies of the El Segundo General Plan. Accordingly, the Planning Commission must find that the proposed Zone Text Amendment is consistent with those goals, objectives, and policies. Planning staff believes that the Planning Commission can make the findings in order to recommend City Council approval of the proposed amendment. The findings are discussed in the proposed resolution.

### **ENVIRONMENTAL CONSIDERATION:**

The proposed zone text is exempt from review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§15000, et seq., the “State CEQA Guidelines”) because it consists only of minor revisions and clarifications to existing zoning regulations and related procedures. It does not have the effect of deleting or substantially changing any regulatory

standards or findings required thereof. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment. In addition, any environmental impacts associated with this ordinance are adequately addressed in the General Plan FEIR. Accordingly, this ordinance is consistent with the General Plan FEIR and is exempt from further environmental review requirements under the California Environmental Quality Act. Furthermore, this ordinance constitutes a component of the El Segundo Municipal Code which the Planning Commission determined to be consistent with the FEIR for the City of El Segundo General Plan on December 1, 1992. Accordingly, no further environmental review is required pursuant to 14 Cal. Code Regs. §15168(c)(2).

### CONCLUSION/RECOMMENDATION

Staff believes that the proposed ordinance will streamline and simplify the planning discretionary permit process and improve customer service, by the following:

1. Creating a single, standard process for Director Discretionary Decisions.
2. Creating a single, standard process for Planning Commission Discretionary Decisions.
3. Delegating decision-making authority where appropriate and re-organizing the Zoning Code.

In addition, the proposed ordinance is consistent with the General Plan and the purpose of the Zoning Code. The proposed ordinance is exempt from environmental review under CEQA. Therefore, staff recommends that the Planning Commission adopt Resolution No. 2863 recommending that the City Council adopt the proposed Ordinance.

### CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance customer service and engagement

Objective A: El Segundo provides unparalleled service to internal and external customers

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Goal 5: Champion Economic Development and Fiscal Sustainability

**PREPARED BY:** Paul Samaras, Principal Planner <sup>AS</sup>  
**REVIEWED BY:** Denis Cook, Planning Consultant <sup>DC</sup>  
**APPROVED BY:** Sam Lee, Director of Planning and Building Safety 

### ATTACHED SUPPORTING DOCUMENTS:

1. Planning Commission Resolution No. 2863
2. Draft ordinance
3. Ordinance outline



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Staff Presentations

Item Number: D.14

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### TITLE:

Candy Cane Lane Update and Safety Plan

### RECOMMENDATION:

1. Approve the traffic and pedestrian safety plan and related expenditures for the Candy Cane Lane annual holiday lights event in the 1200 block of East Acacia Avenue and surrounding neighborhood.
2. Approve an appropriation from the General Fund Balance Reserve (001-299-0000-2990) in the amount of \$46,955 to Recreation Special Events (001-400-5210-4101 for \$36,000 and 001-400-5210-6214 for \$10,955)

### FISCAL IMPACT:

The City's total estimated cost for Candy Cane Lane is \$46,955. A new appropriation from the General Fund Balance Reserve will be required for this event.

### BACKGROUND:

The 1200 block of East Acacia Avenue began hosting an annual holiday lights display in 1949. The event did not take place last year due to public health concerns related to the pandemic, but organizers plan to bring back a modified version of Candy Cane Lane from December 11-December 23, 2021.

Residents annually obtain a permit from the City to allow for temporary road closures during the impacted hours from 6:00 p.m. to 10:00 p.m. During these hours, residents place Type III barricades in the street to prevent vehicular travel. They are partially removed each evening to allow for residential vehicular travel during non-impacted times. These barricades are provided by the City.

Through the years, this event has increased in popularity, subsequently increasing the number of people and vehicles visiting the neighborhood on a nightly basis. Additionally,

## Candy Cane Lane Update and Safety Plan

November 16, 2021

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due to the road closures, visitors congregate in the street while viewing the lighting displays.

### DISCUSSION:

Due to ongoing COVID-19 safety protocols, organizers modified Candy Cane Lane plans this year. Santa will make an appearance on Opening Night (December 11) to light up the block, but there will be no canopy or Santa sleigh in the cul-de-sac this year.

Candy Cane Lane organizers requested the following from the City of El Segundo for this event:

1. Use of street barricades
2. Transportation for Santa via the El Segundo Fire Department
3. Street closures and assistance with crowd control
4. Trash removal and increased street sweeping
5. Coordination with Southern California Edison to turn off streetlights on the 1200 block of East Acacia from December 9-December 26, 2021.

In addition, the City recommends obtaining special event insurance, scheduling code enforcement officers, and contracting with a private security company to help manage the crowd.

See the attached map for planned street closures at Center Street and East Acacia Avenue and East Walnut Avenue and California Street. Estimated (not to exceed) City costs for Candy Cane Lane are outlined below.

<b>El Segundo Police Staffing</b>	\$9,565
<b>Private Security</b>	9,090
<b>Public Works (Streets and Park Maintenance) Staff, Vehicles, Barricades and Message Boards</b>	6,500
<b>Development Services (Code Compliance) Staff</b>	15,000
<b>Recreation Staff</b>	1,500
<b>Special Event Insurance</b>	2,800
<b>Sound System for Opening Night</b>	2,500

**Candy Cane Lane Update and Safety Plan**

**November 16, 2021**

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<b>Total</b>	<b>\$46,955</b>
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**CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

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

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

**PREPARED BY:**

Melissa McCollum, Community Services Director

**REVIEWED BY:**

Melissa McCollum, Community Services Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Candy Cane Lane Map 2021

# Candy Cane Lane Map

12/11/21





## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Staff Presentations

Item Number: D.15

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### **TITLE:**

Recreation Park Needs Assessment and Master Plan Recommendations

### **RECOMMENDATION:**

1. Review Proposed Recreation Park Needs Assessment and Master Plan.
2. Approve the Proposed Recreation Park Master Plan to serve as a working document for the planning, enhancement, and development of Recreation Park over the next 15 years.
3. Direct staff to move forward with improvements to the Teen Center, Skate Park, and basketball courts.

### **FISCAL IMPACT:**

The estimated cost to implement all of the proposed projects in the Recreation Park Needs Assessment report exceeds \$35 million as outlined in the attached Order of Magnitude Opinion of Probable Construction Cost Estimate. Staff will use this document in preparing the ten-year Capital Improvement Program (CIP) as part of the Proposed FY 2022-2023 & FY 2023-2024 Biennial Budget preparation process. Potential funding sources for both one-time capital construction and recurring maintenance will need to be developed at a later date.

The adopted FY 2021-2022 Capital Improvement Program includes \$800,000 for Recreation Park projects. To date, \$50,000 was allocated to prepare the Recreation Park Needs Assessment and Master Plan recommendations. This leaves a balance of \$750,000 which staff recommends to be dedicated to immediate Teen Center, Skate Park, and basketball court improvements.

## Recreation Park Needs Assessment and Master Plan Recommendations

November 16, 2021

Page 2 of 5

### BACKGROUND:

#### Recreation Park History and Use

The City purchased land in 1954 for a large central park located at 401 Sheldon Street (see attached vicinity and location maps), and constructed many of the recreational amenities community members continue to enjoy today, including a baseball field for use by the El Segundo High School team, another field for Little League and other youth leagues, a softball field, a two-story community clubhouse, tennis and basketball courts, concession stands, and picnicking space.

Over the years, the City has continued to improve and add to Recreation Park, constructing additional buildings, including the Checkout Building (1961), Joslyn Center (1966), Teen Center (1980), and volleyball courts, pickleball courts, a paddle tennis court, a roller hockey rink, a community garden, and more.

Community members continue to advocate for additional Recreation Park improvements, with recent requests focusing on expansion of pickleball courts and the community garden, as well as renovation of public restrooms and the Skate Park. Due to age and deferred maintenance, significant investment is needed to upgrade or replace existing Recreation Park facilities.

In order to best serve El Segundo residents, park facilities and recreation services must continue to evolve, responding to the community's changing demographics and interests. A comprehensive Recreation Park Needs Assessment is designed to reflect community needs, address aging infrastructure, serve as a planning document for Capital Projects, help prioritize needs, and serve as a practical plan of action for meeting immediate, short-term, and long-range goals for City of El Segundo parks and recreational facilities.

#### Agreement with RJM Design Services to prepare a Recreation Park Needs Assessment

The Adopted FY 2019-2020 General Fund CIP Budget included \$800,000 to fund the planning, design, and construction of needed renovations to the El Segundo Teen Center site located at 405 E. Grand Avenue. The 0.55 acre Teen Center complex currently contains the following three uses: (1) a 5,480 square foot Teen Center building, (2) outdoor basketball court, and (3) outdoor Skate Park.

On February 18, 2020, City Council authorized staff to issue a Request for Proposals (RFP) to conduct a Recreation Park Needs Assessment in order to obtain a more comprehensive understanding of community needs with respect to all Recreation Park facilities and operations as well as facility conditions prior to spending a large amount of money renovating the City's traditional stand-alone Teen Center.

On April 20, 2021, City Council awarded a consultant contract to RJM Design Group to

## Recreation Park Needs Assessment and Master Plan Recommendations

November 16, 2021

Page 3 of 5

prepare a Recreation Park Needs Assessment, including public engagement, recreation and parks trend analysis, comprehensive review of City recreation programming, facility condition assessments, accessibility survey and American Disabilities Act requirements, and master plan recommendations and cost estimates. The City Council directed staff and the consultant to complete the outreach and analysis faster than the nine months outlined in the original proposal if possible. In response to this request, the project schedule was revised to seven months.

On October 20, 2021, RJM Design Group presented summary information about their analysis and professional recommendations to the Recreation and Parks Commission.

### **DISCUSSION:**

#### Recreation Park Needs Assessment and Master Plan Overview

RJM will provide a presentation which includes the following:

- Outreach Summary and Survey Results
- Community Needs Summary
- Professional Assessments
- Immediate, Short-Term, and Long-Term Recommendations

The final recommendations were developed from the top community responses, combined with the professional site and building assessments prepared by the design team. Realistic achievable improvements were categorized into three sections:

- Immediate Recommendations (0-5 years)
- Short-Term Recommendations (5-10 years)
- Long-Term Recommendations (10-15 years)

To assist with planning the future improvements, the design team prepared master plan level estimates of probable construction costs for each of the recommended improvements.

#### Staff Recommendation

The estimated cost to implement all of the proposed projects in the Recreation Park Needs Assessment report exceeds \$35 million as outlined in the attached Order of Magnitude Opinion of Probable Construction Cost Estimate. Staff will use this document in preparing the ten-year Capital Improvement Program (CIP) as part of the Proposed FY 2022-2023 & FY 2023-2024 Biennial Budget preparation process. Potential funding sources for both one-time capital construction and recurring maintenance will need to be developed at a later date.

## **Recreation Park Needs Assessment and Master Plan Recommendations**

**November 16, 2021**

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The adopted FY 2021-2022 Capital Improvement Program includes \$800,000 for Recreation Park projects. To date, \$50,000 was allocated to prepare the Recreation Park Needs Assessment and Master Plan recommendations. This leaves a balance of \$750,000 which staff recommends allocating in the following manner:

- Teen Center - \$300,000 (Interior upgrades, including bathrooms)
- Basketball Courts - \$250,000 (Regrade, resurface, and restripe Teen Center court and adjacent paving, repair and repaint surfacing at Rec Park court, and replace and renovate hoops and fencing)
- Skate Park - \$200,000 (Renovating and refurbishing skate features and fencing and removing and replacing Skate Park pedestrian lighting)

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

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

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

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

### **PREPARED BY:**

Melissa McCollum, Community Services Director

### **REVIEWED BY:**

Melissa McCollum, Community Services Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Recreation Park Needs Assessment Vicinity Map
2. Recreation Park Needs Assessment Location Map

## **Recreation Park Needs Assessment and Master Plan Recommendations**

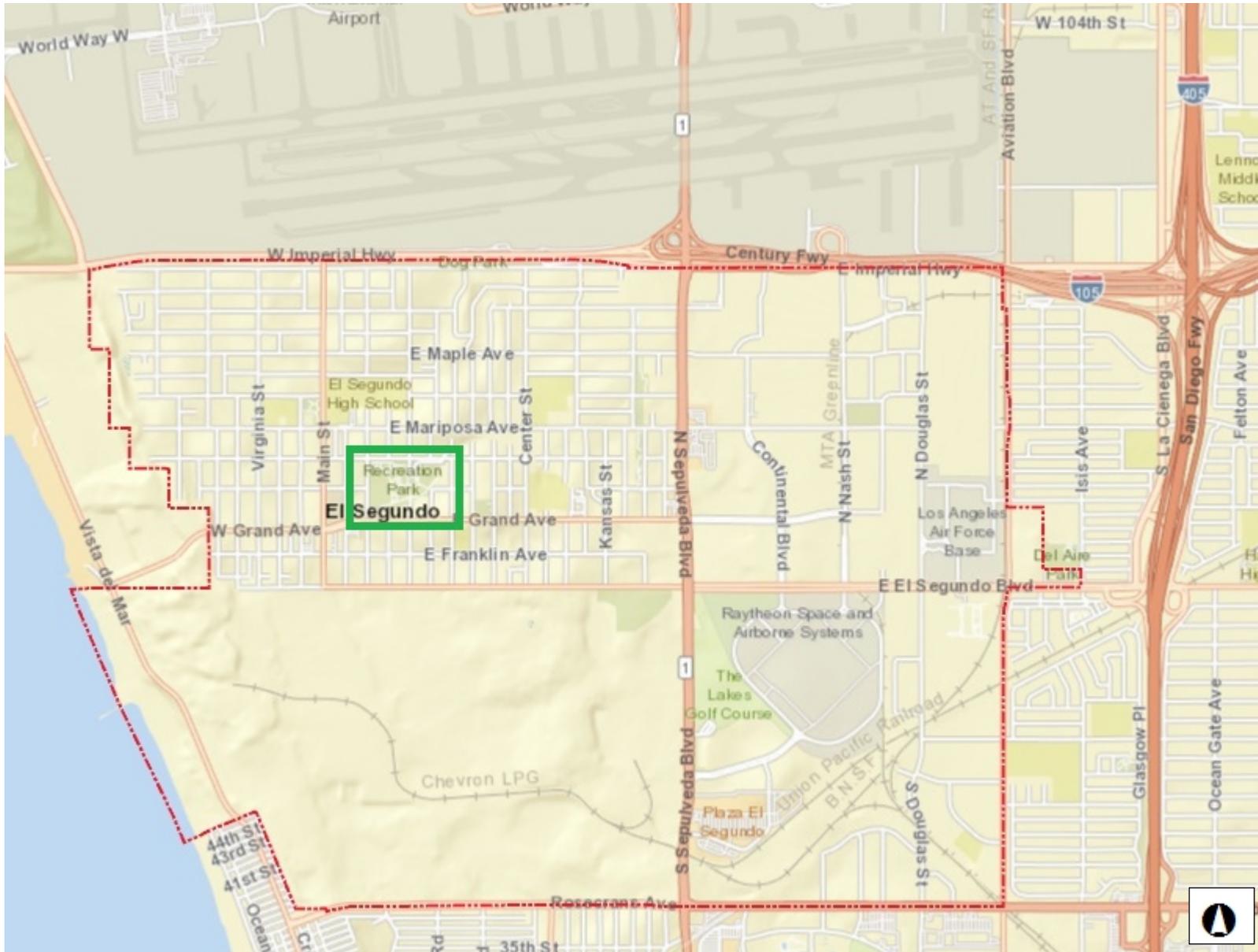
**November 16, 2021**

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3. Recreation Park Needs Assessment Executive Summary
4. Recreation Park Needs Assessment Order of Magnitude Construction Cost Estimate
5. Recreation Park Needs Assessment Presentation



# RFP 20-05: Recreation Park Needs Assessment Vicinity Map



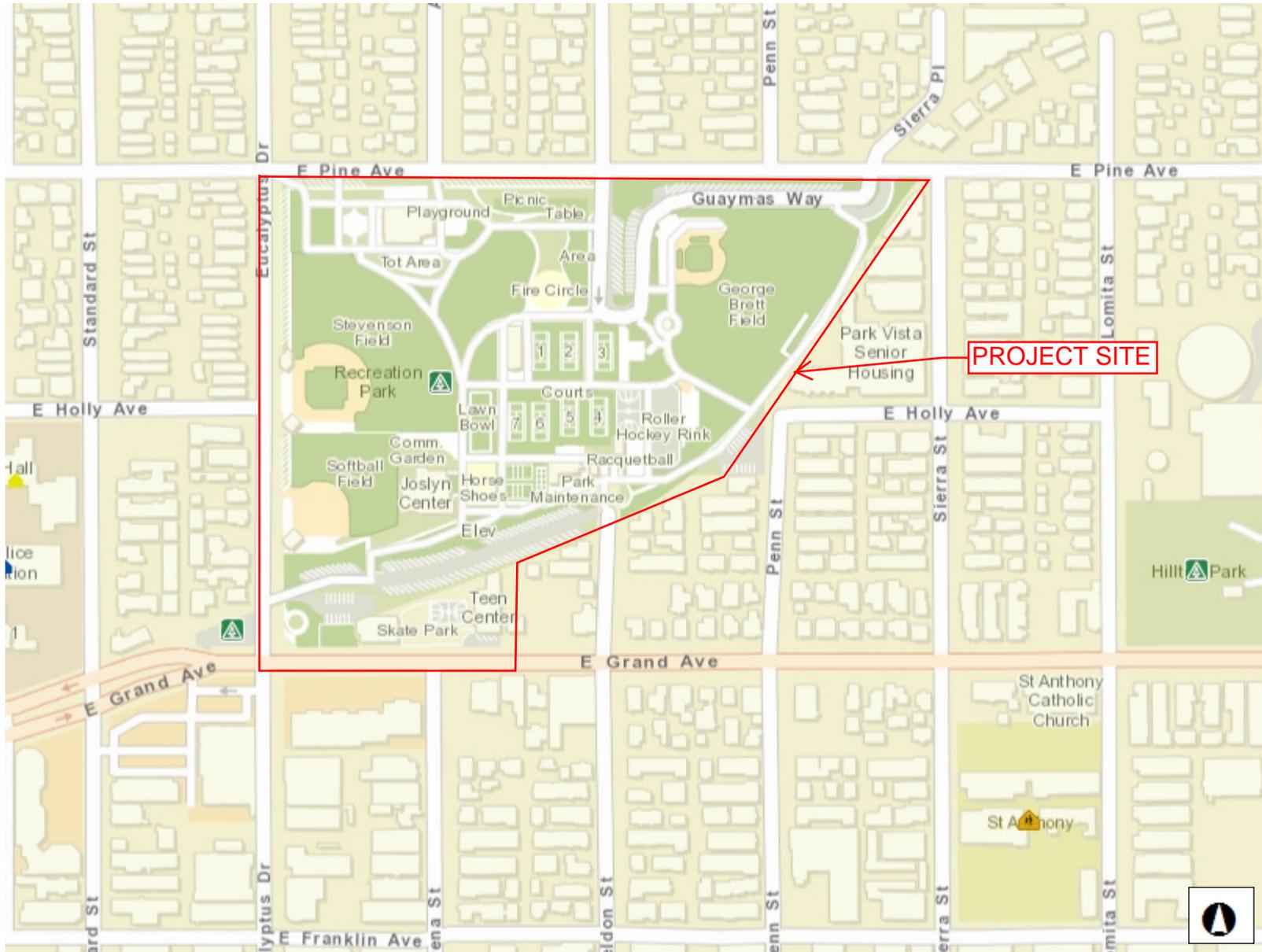
6,018.7 0 3,009.33 6,018.7 Feet

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.



# RFP 20-05: Recreation Park Needs Assessment Location Map



752.3 0 376.17 752.3 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.



# City of El Segundo Recreation Park Needs Assessment

November 5, 2021



## **Acknowledgments**

### **City Council**

Drew Boyles, Mayor  
Chris Pimentel, Mayor Pro Tempore  
Lance Giroux, Councilmember  
Scott Nicol, Councilmember  
Carol Pirsztuk, Councilmember

### **City Manager's Office**

Scott Mitnick, City Manager

### **Recreation and Parks Commission**

Robert Motta, Chair  
Lee Davis, Commissioner  
Dave Lubs, Commissioner  
Julie Stolnack, Commissioner  
Kelly Watson, Commissioner

### **Community Services Department**

Melissa McCollum, Community Services Director  
Arecia Hester, Recreation Superintendent

### **Public Works Department**

Elias Sassoon, Public Works Director  
Cheryl Ebert, Senior Civil Engineer  
Christopher Hentzen, Park Maintenance Superintendent

### **Planning and Design Consultant Team**

Zachary Mueting, Principal Landscape Architect, RJM Design Group Inc.  
Kristen Schnell, Project Manager, RJM Design Group Inc.  
Tamara McClory, Project Landscape Architect, RJM Design Group Inc.  
Tim Gallagher, Program Specialist, RJM Design Group Inc.  
Adam Probolsky, Survey Specialist, Probolsky Research  
Chris Curry, Irrigation Specialist, Glasir Design  
Mark Surdam, Building Assessment, Bureau Veritas

Special thanks to the stakeholders and community members  
who participated in the planning process!

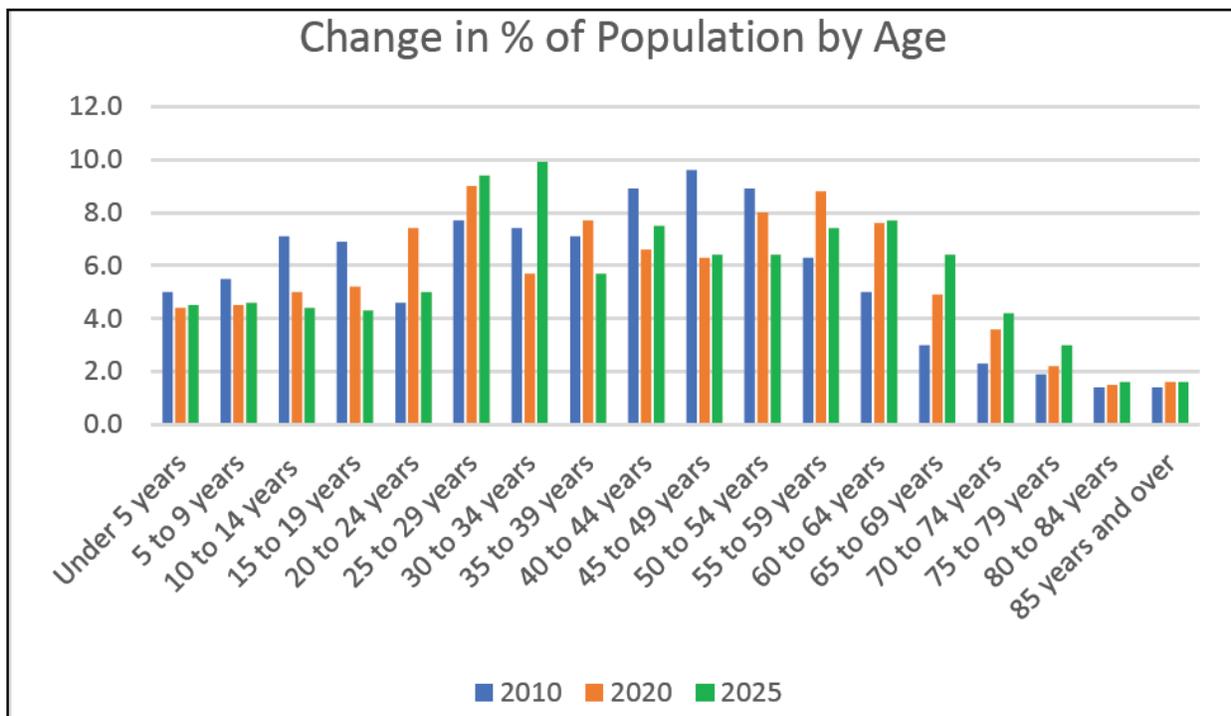
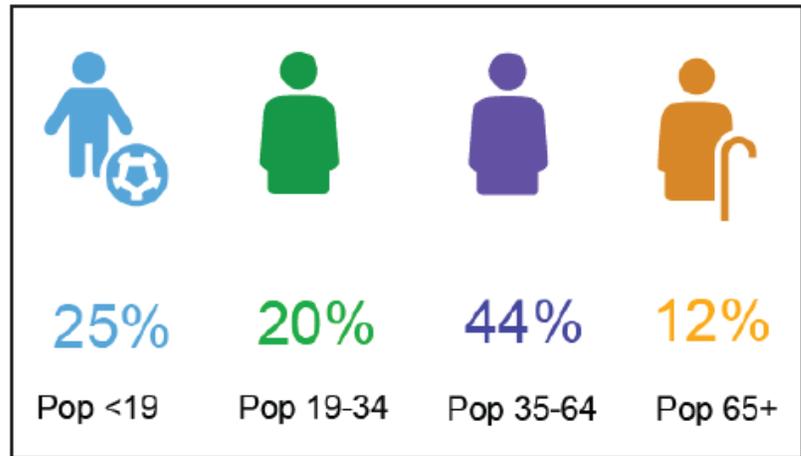
## Executive Summary

The El Segundo Recreation Park Needs Assessment (referred to as Needs Assessment) serves as a guide and implementation tool for the management and development of park amenities and programs available at the City's most popular park. The process commenced with a demographic assessment of the City and an examination of the existing conditions at Recreation Park. From this baseline assessment of available resources and community demographics, an extensive community outreach effort was planned for and implemented by the project team to collect citywide feedback on the community's recreation desires. Both professional assessments and community input was combined to ultimately develop master plan level recommendations to be implemented at Recreation Park. The recommendations include a prioritized list to be implemented over immediate (0-5 years), short-term (5-10 years), and long-term (10-15 years) increments. Specific city-wide needs identified in the community survey and program assessment may be implemented at other park facilities within the city to help redistribute recreation resources through the community.



## Demographic Summary

A review of the demographic information as detailed in the 2020 ESRI dataset indicates the community of El Segundo is an aging community with an above average household income in comparison to LA County. From 2010 to 2020 the largest populations with significant growth were 60 to 74 years of age ranging from 52% to 63%. The largest percent of the population (44%) is between the ages of 35 to 64 as a result the median age increased to 40.9 years. Further contributing to the increase in median age is the decline in the population under the age of 18. Housing values have increased over 80% from 2010 to 2020 in the El Segundo area and housing unit growth is low compared to the county average (1.2% compared to 3.7%). These factors support increased development in health and well-being adult programming and facility designs.



## Existing Conditions

Recreation Park is centrally located in the heart of the residential area in El Segundo totaling approximately 17 acres. The Park hosts numerous passive and active recreation amenities including but not limited to ballfields, tennis courts, basketball courts, indoor racquetball, horseshoes, hockey rink, community garden, pickleball courts, paddle tennis, volleyball, playgrounds, soccer, a skatepark, and picnicking facilities. Additionally, Recreation Park is home to the George E. Gordon Clubhouse, Checkout Building, Teen Center, and the Joslyn Center. As part of this study an existing conditions assessment was conducted to evaluate the buildings and park site elements. While the park maintenance was noticeably in excellent condition many of the elements have begun to show signs of age and fatigue. This is common for parks with high community traffic that have lasted more than 50 years.

Many of the existing buildings were built in the 1960's and will require significant investment to maintain their condition. Over the next five years alone there are 4.1 million dollars in necessary maintenance upgrades to various building facilities across the park site. Over the next 20 years the necessary maintenance upgrades are anticipated to reach more than 11 million dollars. In addition to the building improvements there are additional cost considerations for various site amenity improvements. Each of these site improvements are outlined in detail in the master plan bubble diagram.



## Community Outreach

The Recreation Park Needs Assessment community outreach campaign utilized multiple methods of information sharing and community data collection including two public online surveys, an animated informational video, a statistically valid multi-modal survey, a dedicated project website, stakeholder outreach to teens, community pop-up events including paper survey handouts. The purpose of gathering community input through a variety of methods is to ensure the process is as inclusive as possible and it reflects the views, preferences, and recreation patterns of El Segundo residents. The results of the outreach efforts totaled over 1,200 completed surveys and almost 3,000 website page visits. Each of the outreach methods collected geographic information to ensure an even geographic distribution of responses across the community.

Throughout the community outreach process information, schedules, and survey results were posted to the project website. The website enabled community members to review project updates and provide immediate feedback at any point in time.

Important findings discovered during the community outreach was the low use of the George E. Gordon Clubhouse, Teen Center, and the Joslyn Center. Utilizing the statistically valid data collected in the multi modal survey, participation rates were evaluated. These results were then tested through qualitative online surveys. Low building usage was prevalent across each outreach method identifying further review and analysis conducted in the professional assessments.



### Outreach Summary

Multi-Modal Survey	300
	<i>Representing 711 surveyed residents</i>
Survey One	588
Stakeholders	10
Survey Two	212
Stakeholders	14
Feedback	87
Website Views	2,977

## Needs Analysis

Throughout the process, numerous needs were identified and recorded across multiple input modes of outreach (stakeholder surveys, online surveys, feedback comments, and Statistically Valid Survey). Each of these modes represents a specific segment of the community outreach methodology. The community voice is developed through synthesizing all the data into a single summary representing both facility and program needs.

Since each of the input modes is directly or indirectly based on community input (qualitative and quantitative measures), it is fair to say that all the needs identified are significant and important to some portion of the community. However, it is generally helpful to attempt to determine which needs have the highest priority as perceived by the largest number of residents.

To determine priority each response recorded from the community is cataloged in a matrix. As an individual program or facility need is brought up (swimming, sports facilities, trails, shade, etc.) it is recorded for frequency in the specific outreach tool and mode in which it was received. Needs that have been identified in all the three modes have a higher impact across the community than needs identified in only one of these modes. The recommendations were developed from the planning tools and outreach modes in which the community's voice was recorded and evaluated. Both qualitative and quantitative measures are combined to illustrate where improvements will have the maximum impact across the entire community.

The needs analysis chart illustrates the classification of these categories as Frequent (3 modes), Apparent (2 modes), and Identified (1 mode). The top needs were identified as an area of maximum community impact. There is an inherent priority of needs based on the number of times a need comes up in each category. For example, Basketball Courts (4) is ranked higher than Tennis Courts (2) in the Frequent category (which has the maximum impact across the entire community) However, cost implications should take precedence if the city does not have the funds for higher-ranked needs but does for a lower-ranked need. Funding considerations may cause priorities to shift. The following represent the prioritized needs as identified by the community.

EL SEGUNDO - RECREATION PARK NEEDS ASSESSMENT

RECREATION PARK FACILITY NEEDS	STAKEHOLDERS (Teen Advisory & Staff)		ONLINE SURVEY #1			MULTI-MODAL SURVEY		GRAND TOTAL
		TOTAL		FEEDBACK COMMENTS - (From website)	TOTAL		TOTAL	
Basketball Courts (more; resurface)	●	1	●	●	2	●	1	4
Baseball/Little League/Softball Field Improvements (quality of grass; snack bar; announcer's booth; storage; irrigation; repair fields; batting cages; scoreboard; dugout; Stevenson Field fencing raised, tables at concessions)	●	1	●	●	2	●	1	4
Open Space/Landscaping (keep green; native plants; partner w/ES native Plant group; coastal buckwheat/butterflies; butterfly habitat, like the trees; add flowers)	●	1	●	●	2	●	1	4
Picnic Areas (update picnic tables; add shade; improve fire pit)	●	1	●	●	2	●	1	4
Playgrounds (update; keep fenced in; more seating; needs shade; expansion )	●	1	●	●	2	●	1	4
Restrooms (upgrade; improve; ADA; upgrade restrooms at Gordon Clubhouse and Joslyn Center)	●	1	●	●	2	●	1	4
Teen Center (renovate; outdated; not welcoming)	●	1	●	●	2	●	1	4
Walking Paths (modernize; better access; lighting; ADA needs; widen)	●	1	●	●	2	●	1	4
Dog Area (enclosed dog run; dog walking, off leash area)	●	1	●	●	2		0	3
Joslyn Center Senior Center (upgrade meeting rooms, upgrade front area, better storage)	●	1		●	1		0	2
Pickleball Courts (add more; convert/share with Tennis; open play opportunities )		0	●	●	2	●	1	3
Racquetball		0	●		1	●	1	2
Skate Park (enlarge; improve)	●	1	●	●	2		0	3
Tennis Courts (improve)		0	●		1	●	1	2
Badminton Court (indoor)		0		●	1		0	1
Check out building front area repair upgrade		0		●	1		0	1
Community Garden (shouldn't be lottery based; partner w/ES Environmental Committee; better organized; greenhouse; vegetables)		0	●	●	2		0	2
Court lighting		0		●	1		0	1
Electric Vehicle charging stations		0		●	1		0	1
Fitness Stations (community workout equipment)		0		●	1		0	1
Gym		0			0	●	1	1
Lawn Bowling (add astro turf, use as dog area)		0		●	1		0	1
Mural/Art (at George Brett Field retaining wall or teen center)		0		●	1		0	1
Outreach Building (lack of City staff office spaces)	●	1			0		0	1
Paddle Tennis		0	●	●	2		0	2
Practice Hitting Wall and rink used by LaCrosse; add netting above Hitting Wall for lost balls		0		●	1		0	1
Roller Hockey		0	●	●	2		0	2
Sand Volleyball or Beach Tennis Court		0		●	1		0	1
Soccer Fields		0	●	●	2		0	2
Splash Pad (outdoor water recreation area)		0		●	1		0	1
Teen Girl Area		0	●	●	2		0	2
Trash Cans (add more)		0		●	1		0	1
Volleyball Court (enlarge; level/fix)		0	●	●	2		0	2
Yoga (designated area)		0		●	1		0	1

Frequent Need / Highest Community Impact (listed in alpha order):

- Basketball Courts
- Baseball/Little League/Softball Field Improvements
- Open Space/Landscaping
- Picnic Areas
- Playgrounds
- Restrooms
- Teen Center Improvements
- Walking Paths

Apparent Need / Medium Community Impact (listed in alpha order):

- Dog Area
- Joslyn Center Senior Center Improvements
- Pickleball Courts
- Racquetball
- Skate Park
- Tennis Courts

Identified Need / Low Community Impact (listed in alpha order):

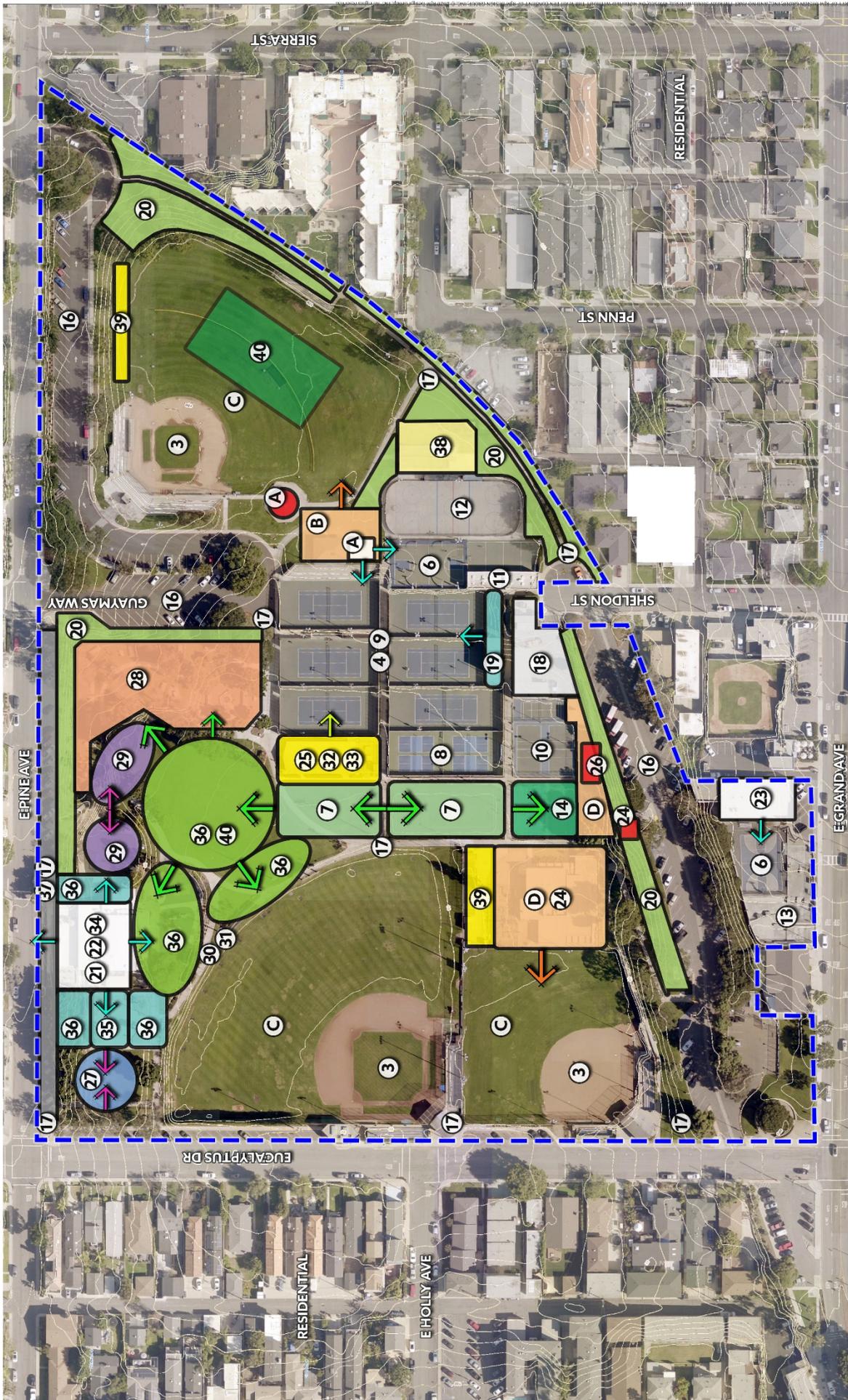
- Badminton Court (indoor)
- Checkout Building Front Area
- Community Garden
- Court lighting
- Electric Vehicle Charging Stations
- Fitness Stations
- Lawn Bowling (add astro turf, use as dog area)
- Mural/Art (at George Brett Field retaining wall or teen center)
- Outreach Building (lack of City staff office spaces)
- Paddle Tennis
- Practice Hitting Wall
- Roller Hockey
- Sand Volleyball or Beach Tennis Court
- Soccer Fields
- Splash Pad (outdoor water recreation area)
- Teen Girl Area
- Trash Cans (add more)
- Volleyball Court
- Yoga Designated Area

## Prioritized Recommendations

The final recommendations were developed from the top community responses combined with the professional site and building assessments prepared by the design team. Realistic achievable improvements were categorized into three sections: Immediate Recommendations (0-5 years), Short-Term Recommendations (5-10 years), and Long-Term Recommendations (10-15 years). To assist with planning the future improvements, the design team prepared master plan level estimates of probable construction costs for each of the recommended improvements.



This long-range master plan represents non-phased-restricted, primary, and secondary improvement recommendations for Recreation Park. The recommendations are framed with the assumption that non-phased-restricted improvement recommendations may be done at any point in time and are not contingent on future building removal, renovation, or replacement. Primary improvement recommendations reflect building specific improvements that will create a significant impact on the park site during the time they are performed. Secondary improvement recommendations may only be completed after the primary building recommendations have been completed. Several final recommendations are provided as design considerations only, based on professional analysis and modern park designs. Should funding be available in the future after the primary and secondary recommendations have been accomplished or considered, the design considerations may be addressed if deemed a need in the community exists.



PARK MASTER PLAN ILLUSTRATIVE BUBBLE DIAGRAM  
 RECREATION PARK NEEDS ASSESSMENT  
 CITY OF EL SEGUNDO, CALIFORNIA

09/27/2021

### Immediate Recommendations (0-5 years):

These non-phased-restricted improvement recommendations are focused on elements that can be immediately implemented to improve the user experience at Recreation Park. A detailed list with additional descriptions can be found in the appendix. Major elements include continued building maintenance improvements, various park upgrades and recommendation to begin planning for a new Multigenerational Facility.

- Restroom (1)
- Walking paths (2)
- Sports field maintenance / upgrades, court lighting, field irrigation improvements, scoreboard, court repairs, pickleball and tennis repairs, volleyball upgrades, racquetball, practice hitting wall, skate improvements, soccer overlay (3, 4, 6, 8, 9, 10, 11, 12, 13, 40)
- Park Lighting (5)
- Dog Area / Lawn Bowling (7)
- Park Amenities – Standardization / upgrade (15)
- Parking Lot Repairs (16)
- Court Storage Area (19)
- Open Space Landscaping (20)
- Building Facility Required Improvements (21a, 23a, 24a, 25a, for 0-5 years (FCA))

### Short-term Recommendations (5-10 years):

These primary improvement recommendations are focused on significant improvements to the building facilities and smaller park site improvements. Major elements include the recommendation of a new Multi-Generational Community Center Building. This specific recommendation was developed from the apparent low building usage reported by the community and the increase on costs to maintain multiple facilities causing the design team to evaluate the usage and costs for a new facility. The results indicated facility usage, site ADA access, lower maintenance costs, and increased open space park opportunities would be possible in a new facility. The cost of the new facility was also found to be equal to the required maintenance costs for multiple aging facilities. It is important to note that the existing Teen Center building is not included in the removal recommendation, however it is recommended that the facility is eventually repurposed for future City programs. This cost is also calculated in the Cost Estimate included the Appendix.

- New Multi-Generational Community Center Building (21, 22, 23, 24, 25, 26)
- Wayfinding Signage (17)
- Park Skate Spot Development (27)
- Playgrounds (29)
- Walking Paths (30)
- Fitness Stations (31)

- Mural Art (34)
- Paddle Tennis (35)
- Table Tennis (35)
- Multi-Use / Flex Programmable Space (36)

Long-term Recommendations (10-15 years):

The final secondary improvement recommendations are focused on infilling program and amenities through new opportunities developed from the removal of the older buildings. These final improvements include additional active recreation courts, a new restroom and continued Teen Center Building Improvements. It is important to note that some of these recommendations can be implemented at other park site locations in the city to fulfil the community need.

- Building Facility Required Improvements at Teen Center 5-15 YR (23b)
- Community Garden (14)
- Maintenance Yard (18)
- Picnic Areas (28)
- Tennis Courts (32)
- Pickleball Courts (33)
- Electric Vehicle Charging Stations and Parking (37)
- Sand / Beach Volleyball Court – Paddle Tennis Court Expansion (38)
- Batting Cages (39)
- New Restrooms (A)
- Team Staging Area (B)
- Synthetic Turf / Sports Turf Drainage (C)
- Plaza / Hardscape Expansion (D)

**Recreation Park  
EL SEGUNDO, CA  
Order of Magnitude  
Opinion of Probable Construction Cost Estimate**



**10/13/2021**

1. This draft opinion of order of magnitude probable construction cost is based upon the Park Master Plan Illustrative Bubble Diagram for Recreation Park prepared by RJM Design Group for the City of El Segundo Needs Assessment. This estimate is based upon our understanding of the project's scope of work and design goals as outlined in the recommendations associated with the Illustrative Bubble Diagram. The costs associated with this estimate are considered "order of magnitude" and are not based on any designs, construction documents or final approved designs.

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
<b>Non Phase-Restricted Improvements</b>					
<b>1</b>	<b>Restrooms</b>				
a	Renovate Clubhouse Restroom (per Accessibility Report per item 21a)	1	LS	Allow	NIC
b	Renovate Joslyn Senior Center Restroom (per Accessibility Report per item 24a)	1	LS	Allow	NIC
c	Renovate Teen Center Restroom (per Accessibility Report per 23a)	1	LS	Allow	NIC
d	Renovate Little League Field Bldg for ADA Improvements Only	1	LS	Allow	\$ 50,000.00
e	Renovate Checkout Bldg Restroom	1	LS	Allow	NIC
				<b>TOTAL</b>	<b>\$ 50,000.00</b>
<b>2</b>	<b>Walking Paths</b>				
a	Remove / Repair / Replace Non - Compliant ADA Ramps, Walks, Curb Ramps, and Stairs (Park Main Complex / General Exterior Improvements per Accessibility Report)	1	LS	Allow	\$ 585,792.00
b	Remove / Repair / Replace Damaged Concrete with City Standard Concrete Pedestrian Paving	5,000	SF	\$ 18.00	\$ 90,000.00
				<b>TOTAL</b>	<b>\$ 675,792.00</b>
<b>3</b>	<b>Baseball Field / Little League Field / Softball Field</b>				
a	Renovate Field Irrigation - see #20	-	-	-	NIC
b	Renovate Snack Bar, Announcer's Booth, Equipment Storage Areas	1	LS	Allow	\$ 90,000.00
c	Remove and Replace Scoreboards, Bleacher Seating	3	EA	\$ 35,000.00	\$ 105,000.00
d	Remove / Replace / Renovate Backstop Fencing, Backstop Netting, Foul Line Fencing, Outfield Netting, Batting Cages all Fields	1	LS	Allow	\$ 350,000.00
e	Renovate Dugouts, Field Infield and Outfields	1	LS	Allow	\$ 45,000.00
f	Remove and Replace Sport Light Fixtures with LED's (6 poles per field)	1	LS	Allow	\$ 360,000.00
				<b>TOTAL</b>	<b>\$ 950,000.00</b>
<b>4</b>	<b>Sport Court Lighting</b>				
a	Renovate / Replace Fixture Lighting with LED's (13 Double, 11 Single fixtures)	1	LS	Allow	\$ 90,000.00
				<b>TOTAL</b>	<b>\$ 90,000.00</b>
<b>5</b>	<b>Park Lighting</b>				
a	Remove and Replace Park Pedestrian Lighting (Poles, Fixtures, Base, Wiring)	15	EA	\$ 10,000.00	\$ 150,000.00
b	Remove and Replace Park Vehicular Lighting (Poles, Fixtures, Base, Wiring)	21	EA	\$ 10,000.00	\$ 210,000.00
c	Renovate Panel, Transformers, Power POC, etc.	1	LS	Allow	\$ 20,000.00
				<b>TOTAL</b>	<b>\$ 380,000.00</b>
<b>6</b>	<b>Basketball Courts</b>				
a	Remove / Replace / Renovate Hoops and Fencing at Park and Teen Center Courts	1	LS	Allow	\$ 90,000.00
b	Restrip / Repaint Surfacing at Park Court	6,060	SF	\$ 4.00	\$ 24,240.00
c	Regrade and Resurface and Restrip Court Paving and Adjacent Paving -Teen Center	5,300	SF	\$ 24.00	\$ 127,200.00
				<b>TOTAL</b>	<b>\$ 241,440.00</b>
<b>7</b>	<b>Dog Area / Lawn Bowling</b>				
a	Remove Existing Turf, Fencing, Walkways, Steps, Drainage Channel, Complete	21,400	SF	\$ 4.00	\$ 85,600.00
b	Construct New Small Dog and Big Dog Areas with Fencing, Entry Gates, Water, Trash, Seating, Turf, Renovate Irrigation, Complete	21,400	SF	\$ 12.00	\$ 256,800.00
				<b>TOTAL</b>	<b>\$ 342,400.00</b>
<b>8</b>	<b>Pickleball Courts</b>				
a	Remove and Replace Netting and Posts	4	EA	\$ 500.00	\$ 2,000.00
b	Remove and Replace Bench Seating	8	EA	\$ 3,000.00	\$ 24,000.00
				<b>TOTAL</b>	<b>\$ 26,000.00</b>

**Recreation Park  
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<b>9</b>	<b>Tennis Courts</b>				
a	Remove and Replace Netting and Posts	6	EA	\$ 600.00	\$ 3,600.00
b	Remove and Replace Bench Seating	12	EA	\$ 3,000.00	\$ 36,000.00
c	Remove and Replace Fencing (Allowance of 800 LF)	800	LF	\$ 85.00	\$ 68,000.00
				<b>TOTAL</b>	<b>\$ 107,600.00</b>
<b>10</b>	<b>Volleyball Courts and Paddle Tennis Courts</b>				
a	Remove and Replace Netting and Posts	2	EA	\$ 800.00	\$ 1,600.00
b	Remove and Replace Bench Seating	4	EA	\$ 3,000.00	\$ 12,000.00
c	Remove and Replace Fencing (Volleyball and adjacent paddle tennis)	350	LF	\$ 85.00	\$ 29,750.00
				<b>TOTAL</b>	<b>\$ 43,350.00</b>
<b>11</b>	<b>Racquetball / Badminton Indoor Courts / Practice Hitting Wall</b>				
a	Renovate Courts, Complete	1	LS	Allow	\$ 80,000.00
b	Resurface Practice Hitting Wall Paving	3,280	SF	\$ 4.00	\$ 13,120.00
				<b>TOTAL</b>	<b>\$ 93,120.00</b>
<b>12</b>	<b>Roller Hockey</b>				
a	Remove and Replace Fencing, Upgrade bleachers and Goals	450	LF	\$ 90.00	\$ 40,500.00
b	Construct Concrete paving	1,000	SF	\$ 16.00	\$ 16,000.00
				<b>TOTAL</b>	<b>\$ 56,500.00</b>
<b>13</b>	<b>Skate Park at Teen Center</b>				
a	Renovate / Refurbish Skate Features and Fencing	1	LS	Allow	\$ 80,000.00
b	Remove and Replace Skate Park Pedestrian Lighting (Poles, Fixtures, Base, Wiring)	6	EA	\$ 10,000.00	\$ 60,000.00
				<b>TOTAL</b>	<b>\$ 140,000.00</b>
<b>14</b>	<b>Community Garden</b>				
a	Remove and Dispose of Fencing, Paving, DG, Park Amenities, planting and irrigation at Cornhole, Shuffleboard, and Horseshoes footprint (approximate 6,000 sq ft)	1	LS	Allow	\$ 15,000.00
b	Furnish and Install New Community Garden, Complete (Fencing, DG paving, 30 Garden Plots with Aisles, Trash, Water, Seating, Material Storage Shed, Equipment Storage Shed)	6,000	SF	\$ 35.00	\$ 210,000.00
				<b>TOTAL</b>	<b>\$ 225,000.00</b>
<b>15</b>	<b>Park Amenities / Site Furnishings</b>				
a	Remove and Dispose of Existing Site Furnishings	1	LS	Allow	\$ 25,000.00
b	Furnish and Install Bench Seating (-54)	30	EA	\$ 3,000.00	\$ 90,000.00
c	Furnish and Install Picnic Table (-47)	30	EA	\$ 3,500.00	\$ 105,000.00
d	Furnish and Install Trash Receptacle (-106)	40	EA	\$ 1,500.00	\$ 60,000.00
e	Furnish and Install Drinking Fountain with Bottle Filler and/or Dog Bowl (-5)	6	EA	\$ 8,500.00	\$ 51,000.00
f	Furnish and Install Pedestal BBQ (-14)	12	EA	\$ 3,000.00	\$ 36,000.00
g	Furnish and Install Bike Racks (-0)	6	EA	\$ 2,000.00	\$ 12,000.00
h	Furnish and Install Dog Waste Stations (-0)	6	EA	\$ 1,500.00	\$ 9,000.00
				<b>TOTAL</b>	<b>\$ 388,000.00</b>
<b>16</b>	<b>Parking Lots</b>				
a	Slurry and Re-Seal Lots, Stall / ADA Striping and Wheelstops at all Lots	97,000	SF	\$ 3.00	\$ 291,000.00
b	Furnish and Install Regulatory / ADA Signage at all Lots	1	LS	Allow	\$ 7,500.00
c	Furnish and Install Truncated Domes and Curb Ramps at all Lots (5)	1	LS	Allow	\$ 25,000.00
				<b>TOTAL</b>	<b>\$ 323,500.00</b>
<b>17</b>	<b>Wayfinding Signage</b>				
a	Remove and Dispose of Existing Wayfinding / Risk Management / Field Signage (3)	1	LS	Allow	\$ 15,000.00
b	Furnish and Install Information / Regulatory signage for Sport Courts / Park Rules	1	LS	Allow	\$ 15,000.00
c	Furnish and Install Park Entry Monument Signage	2	EA	\$ 35,000.00	\$ 70,000.00
d	Furnish and Install Park Wayfinding Signage	1	LS	Allow	\$ 15,000.00
				<b>TOTAL</b>	<b>\$ 115,000.00</b>
<b>18</b>	<b>Maintenance Yard</b>				
a	Replace / Construct New 'Open Air' Corrugated Steel Equipment + Material Storage Canopy Structure w/Doors	2,000	SF	\$ 50.00	\$ 100,000.00
b	Replace / Furnish and Install New Modular Office / Breakdown Building	800	SF	\$ 300.00	\$ 240,000.00
b	Construct New 'All Weather' Trash Enclosure	1	EA	\$ 50,000.00	\$ 50,000.00
				<b>TOTAL</b>	<b>\$ 390,000.00</b>

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<b>19</b>	<b>Court Storage</b>				
a	Furnish and Install Sun Pac 20' Storage Container adjacent Maintenance Yard	1	EA	\$ 8,000.00	\$ 8,000.00
				<b>TOTAL</b>	<b>\$ 8,000.00</b>
<b>20</b>	<b>Landscaping / Softscape / Irrigation (Entire Park Site)</b>				
<b>a</b>	<b>Remove / Replace / Renovate Irrigation:</b>	-	-	-	-
1	(2) New Controllers and Points of Connection (Master Valve and Flow Sensor)	2	LS	\$ 40,000.00	\$ 80,000.00
2	Reconfigure Irrigation Zones in Outfields Where Drainage is an Issue	106,900	SF	\$ 0.75	\$ 80,175.00
3	Provide Domestic Water Supply for Washdown	1	LS	\$ 20,000.00	\$ 20,000.00
4	Run New Wires for Current Battery Operated Control Valves	5	EA	\$ 2,400.00	\$ 12,000.00
5	Provide New Irrigation for Current Non Irrigated Areas	19,150	SF	\$ 3.50	\$ 67,025.00
6	Remove / Replace / Renovate Irrigation at Turf Removals Areas for Shrub / Groundcovers	58,120	SF	\$ 3.50	\$ 203,420.00
<b>b</b>	<b>Remove and replace entire irrigation system;</b>	<b>630,400</b>	<b>SF</b>	<b>\$ 2.20</b>	<b>\$ 1,386,880.00</b>
<b>c</b>	<b>Remove / replace / renovate irrigation at ballfields for synthetic turf</b>	-	-	-	-
<b>1</b>	<b>Stevenson Baseball Field</b>	<b>100,470</b>	<b>SF</b>	<b>\$ 0.50</b>	<b>\$ 50,235.00</b>
<b>2</b>	<b>Softball Field</b>	<b>44,720</b>	<b>SF</b>	<b>\$ 0.50</b>	<b>\$ 22,360.00</b>
<b>3</b>	<b>George Brett Little League Field</b>	<b>44,365</b>	<b>SF</b>	<b>\$ 0.50</b>	<b>\$ 22,182.50</b>
<b>4</b>	<b>George Brett Little League Field Outfield / Open Turf Areas</b>	<b>36,200</b>	<b>SF</b>	<b>\$ 0.50</b>	<b>\$ 18,100.00</b>
d	Remove and Dispose of Turf Areas (non-active play)	58,120	SF	\$ 0.25	\$ 14,530.00
e	Provide Soil Preparation / Fine Grading at New Shrub and Groundcover Planting	58,120	SF	\$ 0.50	\$ 29,060.00
f	Furnish and Install Shrub Planting (58,120 SF - 75% 48" O.C. Spacing / 25% 36" O.C. Spacing)	5,025	EA	\$ 20.00	\$ 100,500.00
g	Furnish and Install 3" Mulch Layer at Shrub and Groundcover Planting	538	CY	\$ 40.00	\$ 21,520.00
h	Furnish and Install 24" Box Tree w/Root Barriers and Staking	40	EA	\$ 500.00	\$ 20,000.00
i	Furnish and Install 36" Box Tree w/Root Barriers and Staking	20	EA	\$ 850.00	\$ 17,000.00
j	90 Day Maintenance and Weed Eradication	58,120	SF	\$ 0.35	\$ 20,342.00
	<i>(DOES NOT INCLUDE b, remove and replace irrigation system or c. synthetic turf)</i>			<b>TOTAL</b>	<b>\$ 685,572.00</b>
	<i>(DOES NOT INCLUDE a. renovate existing system or c. synthetic turf)</i>			<b>TOTAL</b>	<b>\$ 2,295,404.00</b>
<b>SUB TOTAL NON PHASE-RESTRICTED IMPROVEMENTS</b> <i>(does not include irrigation system replacement or synthetic turf)</i>				<b>\$</b>	<b>5,331,274.00</b>
<b>COST PER ACRE (17):</b>				<b>\$</b>	<b>313,604.35</b>

**Recreation Park  
EL SEGUNDO, CA  
Order of Magnitude  
Opinion of Probable Construction Cost Estimate**



**10/13/2021**

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
<b>Primary Phased Improvements</b>					
<b>21</b>	<b>Gordon E. Clubhouse</b>				
a	Renovate Clubhouse for <b>0-5 year timeline per Facility Condition and Accessibility Report</b>	1	LS	Allow	\$ 1,841,139.00
b	Demolish and Remove Gordon E. Clubhouse and Surrounding Hardscape	10,800	SF	\$ 14.00	\$ 151,200.00
				<b>TOTAL</b>	<b>\$ 1,992,339.00</b>
<b>22</b>	<b>Multi-Generational Community Center Building</b>				
a	Construct New Multi-Generational Community Center Building (10,000-15,000 SF)	12,500	SF	\$ 700.00	\$ 8,750,000.00
b	Demolish and Remove Existing Block Wall at Street Level	130	LF	\$ 12.00	\$ 1,560.00
				<b>TOTAL</b>	<b>\$ 8,751,560.00</b>
<b>23</b>	<b>Teen Center Improvements</b>				
a	Renovate Teen Center for <b>0-5 year timeline per Facility Condition and Accessibility Report</b>	1	LS	Allow	\$ 671,445.00
b	Renovate Teen Center for <b>5-20 year year timeline per Facility Condition and Accessibility Report</b>	2	LS	Allow	\$ 857,456.00
c	Allowance for Non Maintenance Related Improvements	1	LS	Allow	\$ 250,000.00
				<b>TOTAL</b>	<b>\$ 1,778,901.00</b>
<b>24</b>	<b>Joslyn Center and Elevator</b>				
a	Renovate Joslyn Center and Elevator for <b>0-5 year timeline per Facility Condition and Accessibility Report</b>	1	LS	Allow	\$ 975,239.00
a	Demolish and Remove Joslyn Center and Elevator	7,500	SF	\$ 11.00	\$ 82,500.00
				<b>TOTAL</b>	<b>\$ 1,057,739.00</b>
<b>25</b>	<b>Checkout Building</b>				
a	Renovate Checkout Building for <b>0-5 year timeline per Facility Condition and Accessibility Report</b>	1	LS	Allow	\$ 78,345.00
b	Demolish and Remove Checkout Building	1,000	SF	\$ 10.00	\$ 10,000.00
				<b>TOTAL</b>	<b>\$ 88,345.00</b>
<b>26</b>	<b>Outreach Building</b>				
a	Demolish and Remove Outreach Building	800	SF	\$ 10.00	\$ 8,000.00
				<b>TOTAL</b>	<b>\$ 8,000.00</b>
<b>SUB TOTAL PRIMARY PHASED IMPROVEMENTS</b>				<b>\$</b>	<b>13,676,884.00</b>

**Recreation Park  
EL SEGUNDO, CA  
Order of Magnitude  
Opinion of Probable Construction Cost Estimate**



**10/13/2021**

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
<b>Secondary Phased Improvements</b>					
<b>27</b>	<b>Park Skate Spot</b>				
a	Demolish and Remove / Renovate Hardscape Area	5,500	SF	\$ 2.00	\$ 11,000.00
b	Construct New Skate Spot with Skateable Features	5,500	SF	\$ 19.00	\$ 104,500.00
				<b>TOTAL</b>	<b>\$ 115,500.00</b>
<b>28</b>	<b>Picnic Areas</b>				
a	Remove / Repair / Replace Walkways and Turf at Picnic Areas	18,000	SF	\$ 18.00	\$ 324,000.00
b	Renovate Fire Pit and Surrounding Area	10,000	SF	\$ 8.00	\$ 80,000.00
				<b>TOTAL</b>	<b>\$ 404,000.00</b>
<b>29</b>	<b>Playgrounds</b>				
a	Demolish Existing Playgrounds (2), Complete				
b	Construct, Furnish and Install New 2-5 and 5-12 Playground Equipment	1	LS	Allow	\$ 250,000.00
c	Construct Poured in Place Rubber Surfacing and Concrete Slab for Playgrounds	6,500	SF	\$ 25.00	\$ 162,500.00
d	Construct Concrete Bondbeam For Playgrounds	400	LF	\$ 85.00	\$ 34,000.00
e	Construct Concrete Walkway / Paving / Hardscape	3,500	SF	\$ 18.00	\$ 63,000.00
f	Construct New Low Tubular Steel Fencing	300	LF	\$ 55.00	\$ 16,500.00
g	Furnish and Install Overhead Shade Structure (20'x20')	4	EA	\$ 75,000.00	\$ 300,000.00
				<b>TOTAL</b>	<b>\$ 826,000.00</b>
<b>30</b>	<b>Walking Paths</b>				
a	Remove / Repair / Replace Concrete Surrounding Demolished / New Buildings	10,000	SF	\$ 18.00	\$ 180,000.00
				<b>TOTAL</b>	<b>\$ 180,000.00</b>
<b>31</b>	<b>Fitness Stations</b>				
a	Furnish and Install Outdoor Fitness Stations	4	EA	\$ 3,500.00	\$ 14,000.00
b	Construct DG Pad and Concrete Curb for Station	320	SF	\$ 18.00	\$ 5,760.00
				<b>TOTAL</b>	<b>\$ 19,760.00</b>
<b>32</b>	<b>Tennis Courts</b>				
a	Construct New Tennis Court with 4 Court Pickleball Overlay	1	LS	Allow	\$ 165,000.00
				<b>TOTAL</b>	<b>\$ 165,000.00</b>
<b>33</b>	<b>Pickleball Courts</b>				
a	See #32a above	-	-	-	NIC
				<b>TOTAL</b>	<b>\$ -</b>
<b>34</b>	<b>Mural Art</b>				
a	Provide in Park or Multi-Generational Building	-	-	-	NIC
				<b>TOTAL</b>	<b>\$ -</b>
<b>35</b>	<b>Paddle Tennis / Table Tennis</b>				
a	Relocate Steel Table and Replace Concrete Table with New Steel Table	1	LS	Allow	\$ 3,500.00
				<b>TOTAL</b>	<b>\$ 3,500.00</b>
<b>36</b>	<b>Multi-Use / Flex Programming Space</b>				
a	Demolish and Remove Existing Hardscape and Landscape Areas	56,700	SF	\$ 2.00	\$ 113,400.00
b	Construct New Hardscape Paving Areas and Walkways	10,000	SF	\$ 18.00	\$ 180,000.00
c	Construct New Open Turf Areas with Trees and Irrigation	46,700	SF	\$ 5.00	\$ 233,500.00
				<b>TOTAL</b>	<b>\$ 526,900.00</b>
<b>37</b>	<b>Electric Vehicle Charging Stations and Parking</b>				
a	Furnish and Install EV Charging Stations based on Required Number Per New Facility	4	EA	\$ 5,000.00	\$ 20,000.00
				<b>TOTAL</b>	<b>\$ 20,000.00</b>
<b>38</b>	<b>Sand / Beach Volleyball Court or Tennis Court</b>				
a	Construct New Sand / Beach Volleyball Or Tennis Court	1	LS	Allow	\$ 165,000.00
				<b>TOTAL</b>	<b>\$ 165,000.00</b>
<b>39</b>	<b>Batting Cages</b>				
a	Demolish and Dispose of Batting Cages at Little League Field	1	LS	\$ 8,500.00	\$ 8,500.00
b	Construct New Batting Cages (2) at Little League Field and Softball Field (1)	3	EA	\$ 45,000.00	\$ 135,000.00
				<b>TOTAL</b>	<b>\$ 143,500.00</b>

**Recreation Park  
EL SEGUNDO, CA  
Order of Magnitude  
Opinion of Probable Construction Cost Estimate**



**10/13/2021**

<b>40</b>	<b>Soccer Fields</b>				
a	Maintain Existing Overlay at Little League Field	1	LS	Allow	\$ 5,000.00
b	Provide Temporary Striping at Open Turf Areas as Needed for Practice Field Overlay	1	LS	Allow	\$ 5,000.00
				<b>TOTAL</b>	<b>\$ 10,000.00</b>
<b>SUB TOTAL SECONDARY PHASED IMPROVEMENTS</b>					<b>\$ 2,579,160.00</b>
<b>COST PER ACRE (17):</b>					<b>\$ 151,715.29</b>

**Recreation Park  
EL SEGUNDO, CA  
Order of Magnitude  
Opinion of Probable Construction Cost Estimate**



**10/13/2021**

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
<b>Design Considerations</b>					
<b>A</b>	<b>Restrooms</b>				
a	Demolish Little League / Park Restroom building, Complete	900	SF	\$ 11.50	\$ 10,350.00
b	Furnish and Install New Pre-Fab Restroom (4 stalls) Building with Concrete Paving	1	LS	\$ 650,000.00	\$ 650,000.00
				<b>TOTAL</b>	<b>\$ 660,350.00</b>
<b>B</b>	<b>Team Staging Area</b>				
a	Remove Existing Turf and Cap Irrigation	7,125	SF	\$ 2.00	\$ 14,250.00
b	Construct New Hardscape Paving	7,125	SF	\$ 18.00	\$ 128,250.00
c	Furnish and Install Overhead Shade Structure (20'x20')	1	EA		\$ 75,000.00
				<b>TOTAL</b>	<b>\$ 217,500.00</b>
<b>C</b>	<b>Synthetic Turf</b>				
<b>a</b>	<b>Stevenson Baseball Field</b>				
1	Demolish and Remove Existing Ballfield Organics, Earthwork Exports, Sub Surface Drainage, Catch Basins, Storm Drain Lines, Irrigation (provided for in #20c, Pitcher's Mound, Rubber, Plates, Anchors, Etc.	100,470	SF	\$ 2.00	\$ 200,940.00
2	Provide Site Grading/Earthwork, Erosion Control, Storm Drain Improvements, Synthetic Turf Base and Drainage System, Synthetic Turf, Geotextile Fabric, Concrete Grade Beam, and Irrigation Quick Couplers	100,470	SF	\$ 15.00	\$ 1,507,050.00
				<b>TOTAL</b>	<b>\$ 1,707,990.00</b>
<b>b</b>	<b>Softball Field</b>				
1	Demolish and Remove Existing Ballfield Organics, Earthwork Exports, Sub Surface Drainage, Catch Basins, Storm Drain Lines, Irrigation (provided for in #20c, Pitcher's Mound, Rubber, Plates, Anchors, Etc.	44,750	SF	\$ 2.00	\$ 89,500.00
2	Provide Site Grading/Earthwork, Erosion Control, Storm Drain Improvements, Synthetic Turf Base and Drainage System, Base Aggregate, Synthetic Turf, Concrete Grade Beam, and Irrigation Quick Couplers	44,720	SF	\$ 15.00	\$ 670,800.00
				<b>TOTAL</b>	<b>\$ 760,300.00</b>
<b>c</b>	<b>George Brett Little League Field</b>				
1	Demolish and Remove Existing Ballfield Organics, Earthwork Exports, Sub Surface Drainage, Catch Basins, Storm Drain Lines, Irrigation (provided for in #20c, Pitcher's Mound, Rubber, Plates, Anchors, Etc.	44,365	SF	\$ 2.00	\$ 88,730.00
2	Provide Site Grading/Earthwork, Erosion Control, Storm Drain Improvements, Synthetic Turf Base and Drainage System, Base Aggregate, Synthetic Turf, Concrete Grade Beam, and Irrigation Quick Couplers	44,365	SF	\$ 15.00	\$ 665,475.00
				<b>TOTAL</b>	<b>\$ 754,205.00</b>
<b>d</b>	<b>George Brett Little League Field Outfield</b>				
	Demolish and Remove Existing Ballfield Organics, Earthwork Exports, Sub Surface Drainage, Catch Basins, Storm Drain Lines, Irrigation (provided for in #20c, Pitcher's Mound, Rubber, Plates, Anchors, Etc.	36,200	SF	\$ 2.00	\$ 72,400.00
	Provide Site Grading/Earthwork, Erosion Control, Storm Drain Improvements, Synthetic Turf Base and Drainage System, Base Aggregate, Synthetic Turf, Concrete Grade Beam, and Irrigation Quick Couplers	36,200	SF	\$ 15.00	\$ 543,000.00
				<b>TOTAL</b>	<b>\$ 615,400.00</b>
				<b>TOTAL ALL FIELDS</b>	<b>\$ 3,837,895.00</b>

**Recreation Park  
EL SEGUNDO, CA  
Order of Magnitude  
Opinion of Probable Construction Cost Estimate**



**10/13/2021**

<b>D</b>	<b>Plaza / Hardscape Expansion</b>				
a	Construct New Hardscape Paving	24,000	SF	\$ 18.00	\$ 432,000.00
b	Furnish and Install Overhead Shade Structure (20'x20')	4	EA	\$ 75,000.00	\$ 300,000.00
c	Furnish and Install Picnic Table	4	EA	\$ 3,500.00	\$ 14,000.00
d	Furnish and Install Trash Receptacle	2	EA	\$ 1,500.00	\$ 3,000.00
e	Furnish and Install Drinking Fountain with Bottle Filler and/or Dog Bowl	1	EA	\$ 8,500.00	\$ 8,500.00
f	Furnish and Install Bike Racks	1	EA	\$ 2,000.00	\$ 2,000.00
				<b>TOTAL</b>	<b>\$ 759,500.00</b>
<b>SUB TOTAL DESIGN CONSIDERATION IMPROVEMENTS</b>					<b>\$ 5,475,245.00</b>
<b>COST PER ACRE (17):</b>					<b>\$ 322,073.24</b>

**Recreation Park  
EL SEGUNDO, CA  
Order of Magnitude  
Opinion of Probable Construction Cost Estimate**



**10/13/2021**

<b>BASE BID ALL IMPROVEMENTS SUBTOTAL =</b>	<b>\$</b>	<b>27,062,563.00</b>
<b>30% CONTINGENCY =</b>	<b>\$</b>	<b>8,118,769.00</b>
<b>ESCALATION FEE 3% PER ANNUM =</b>		<b>NIC</b>
<b>GRAND TOTAL =</b>	<b>\$</b>	<b>35,181,332.00</b>
<b>COST PER ACRE</b>	<b>\$</b>	<b>2,069,490.12</b>

**Note: The Preceding cost estimate does not include the following:**

1. Relocation and or undergrounding of existing utilities/infrastructure, unless indicated.
2. Utility meters and connection fees.
3. Environmental monitoring or mitigation.
4. Hazardous material cleanup and/or removal.
5. Construction management fees.
6. Plan check fees, building permit fees, professional inspection, or testing fees.
7. Design Fees, Project Management Fees, Construction Management Fees, Soft Costs
8. Traffic Control
9. Import OR Export Soil Material

\* All On-Site Utility infrastructure (Sewer, Water, Reclaimed Water, Electrical, Telephone, etc., service and meters are to be provided to the Park Site by Owner. Utility connection and meter fees are not included in the above estimate.

THE ABOVE ESTIMATE DOES NOT INCLUDE PROFESSIONAL FEES FOR DESIGN SERVICES. RJM HAS PREPARED THIS ESTIMATE OF PROBABLE CONSTRUCTION COSTS ON THE BASIS OF ITS BEST PROFESSIONAL JUDGMENT AND EXPERIENCE WITH THE CONSTRUCTION INDUSTRY. THE ESTIMATE, HOWEVER, REPRESENTS ASSUMPTIONS AND OPINIONS OF THE CONSTRUCTION MARKET AND CONTRACTORS' METHODS OF DETERMINING ACTUAL CONSTRUCTION COSTS OVER WHICH RJM HAS NO CONTROL. IF THE OWNER WISHES GREATER ASSURANCE AS TO THE CONSTRUCTION COST, HE SHALL EMPLOY AN INDEPENDENT COST ESTIMATOR.



# El Segundo Recreation Park Needs Assessment

City Council Meeting  
Presented by RJM Design Group  
November 16, 2021



# Recreation Park Needs Assessment



Purpose:



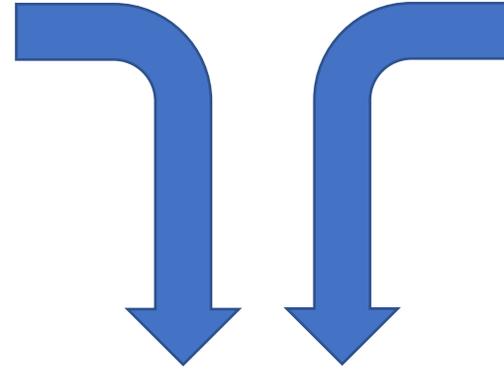
To develop a comprehensive set of sound recommendations to improve Recreation Park that can be implemented in an immediate, short-term, and long-term time frame.



Recommendations should be based on both extensive community input and professional site investigations.



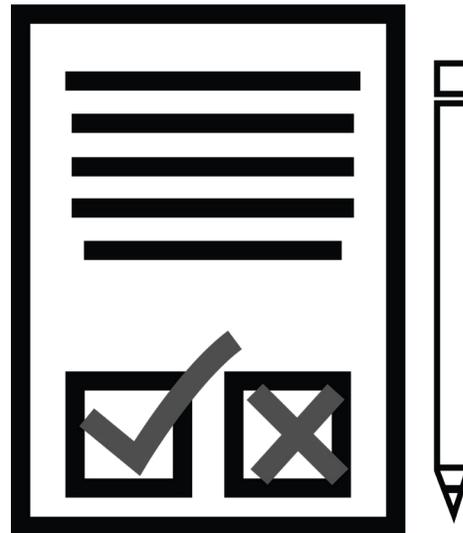
**Professional  
Analysis**



**Community  
Voice**



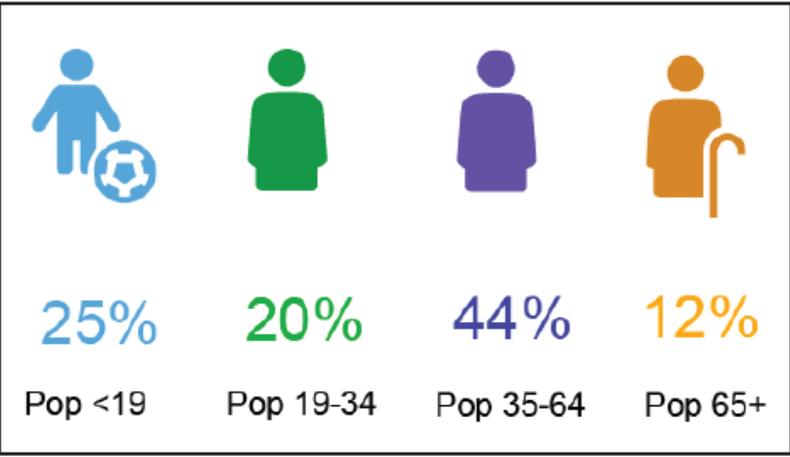
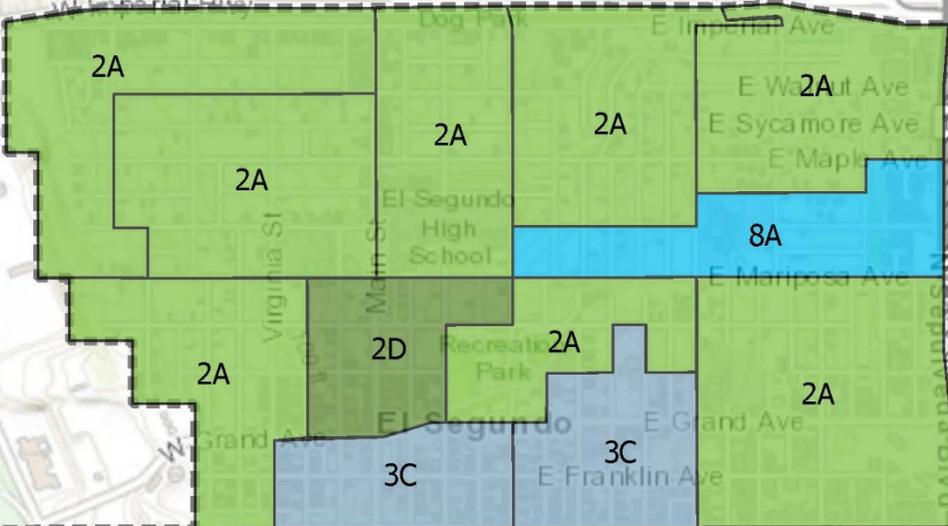
**Recommendations**



<b>Immediate</b>	<b>0-5 year</b>
<b>Short-Term</b>	<b>5-10 year</b>
<b>Long-Term</b>	<b>10-15 year</b>

# ESRI TAPESTRY SEGMENTATION DATA

# DEMOGRAPHIC ASSESSMENT



**7.1%**  
**AGE 13-19**

**3C Trendsetters**

**Household:** Singles  
Median Age: 36.3  
Median Income: \$63k

**Housing:** High-Density Apartments  
Households: 1,319,400

**Prof/Svcs/Mgmt College Degree White**

- Travel frequently
- Seek financial advice; build stock portfolios
- Shop at Whole Foods, Trader Joe's
- Stay connected; prefer texting
- Choose subcompacts, public transportation

**2A Urban Chic**

**Household:** Married Couples  
Median Age: 43.3  
Median Income: \$109k

**Housing:** Single Family  
Households: 1,635,200

**Prof/Mgmt College Degree White**

- Visit museums, art galleries
- Own healthy portfolios
- Ski; practice yoga; hike; play tennis
- Shop, bank online
- Choose luxury imports

**8A City Lights**

**Household:** Married Couples  
Median Age: 39.3  
Median Income: \$69k

**Housing:** Multi-Units; Single Family  
Households: 1,813,400

**Prof/Svcs College Degree White**

- Play the lottery
- Bank in person; pay bills online
- Shop for trusted brands
- Listen to contemporary, urban, R&B music
- Take public transportation

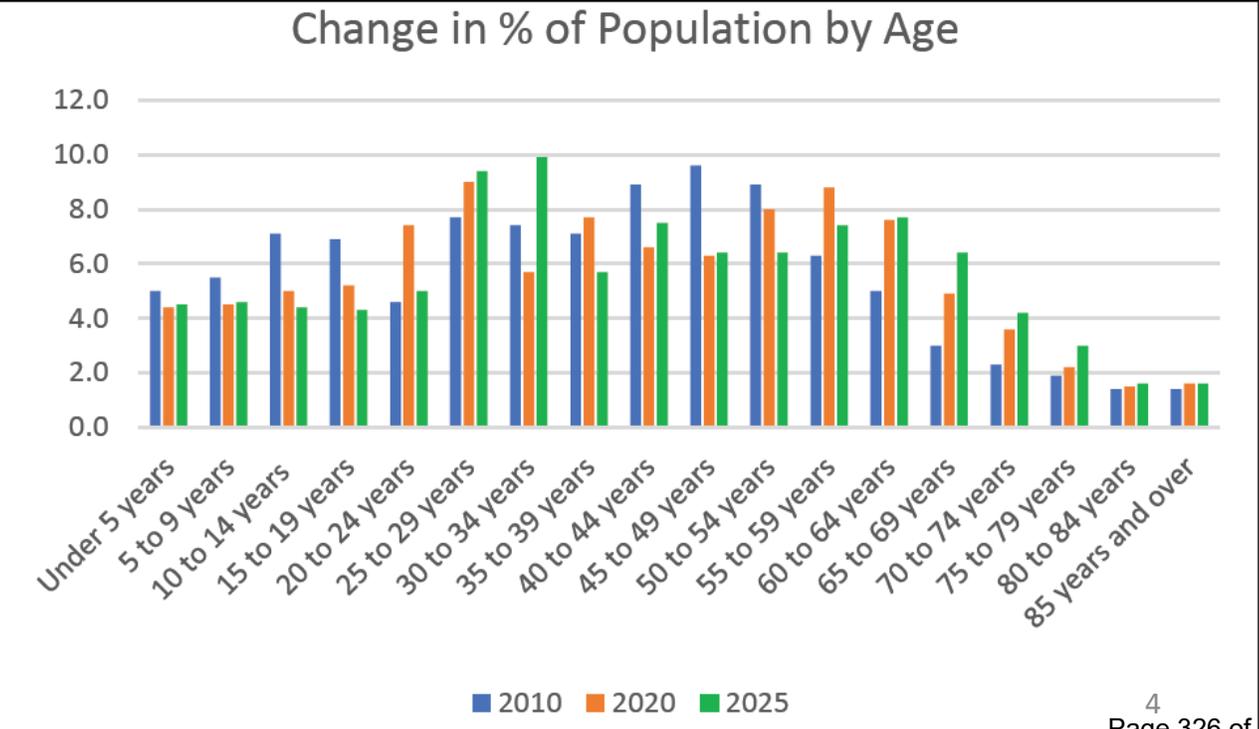
**2D Enterprising Professionals**

**Household:** Married Couples  
Median Age: 35.3  
Median Income: \$87k

**Housing:** Multi-Units; Single Family  
Households: 1,737,200

**Prof/Mgmt College Degree White**

- Gamble; visit museums
- Own 401(k) through work
- Buy trendy clothes online
- Watch movies, TV on demand
- Buy digital books for tablet





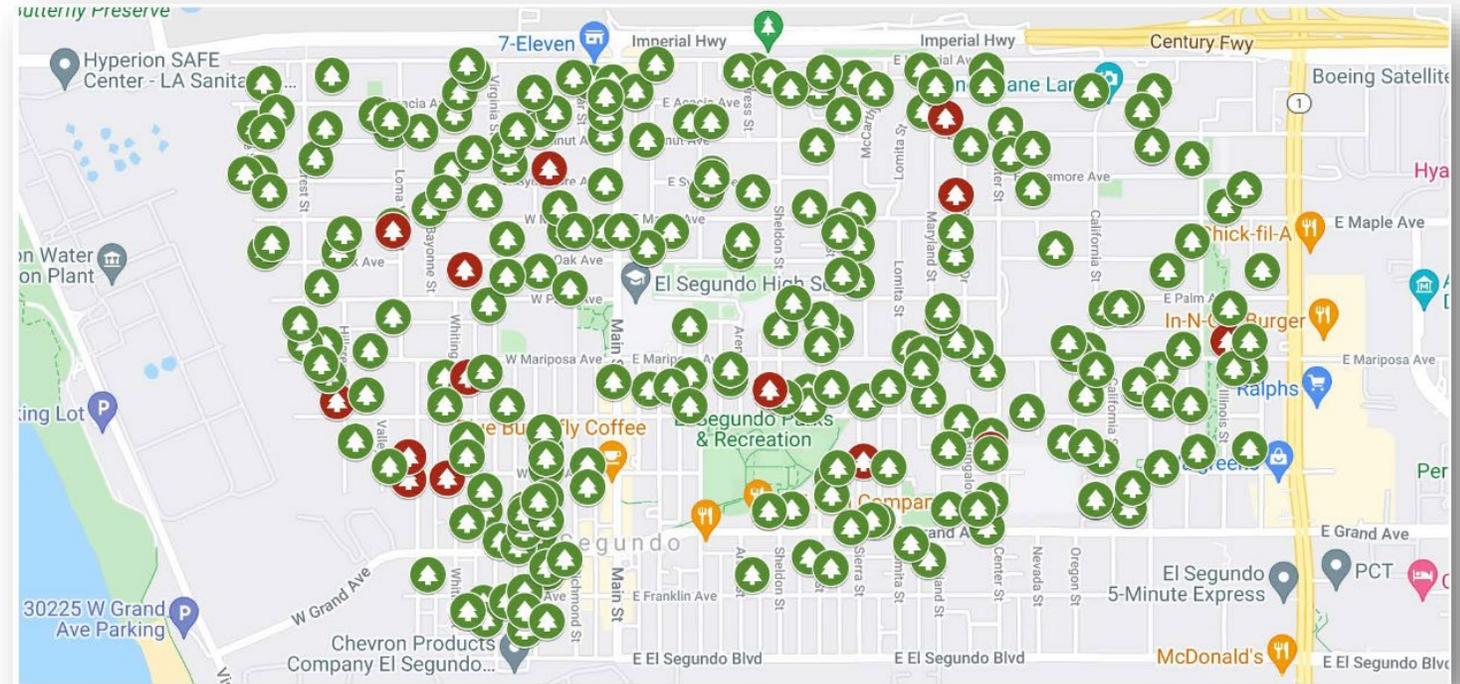
# Outreach Summary

- Multi-Modal Survey **300**  
*Representing 711 surveyed residents*
- Survey One **588**
  - Stakeholders **10**
- Survey Two **212**
  - Stakeholders **14**
- Website Views **2,977**
- Feedback **87**



# Multi-Modal Survey Results

- Multi-Modal Survey
- Statistically Valid
- 300 completed Surveys
- English and Spanish
- July 12<sup>th</sup> July 22<sup>nd</sup>
- City-wide survey on general department satisfaction as well as recreation park specific elements





# Multi-Modal Survey Results

76%

**APPROVE** of recreation programs, activities and community events planning

82%

Rate overall quality of recreational facilities and parks as **good or excellent**

83%

**APPROVE** of parks, trees, and facilities maintenance

*City-Wide Data*

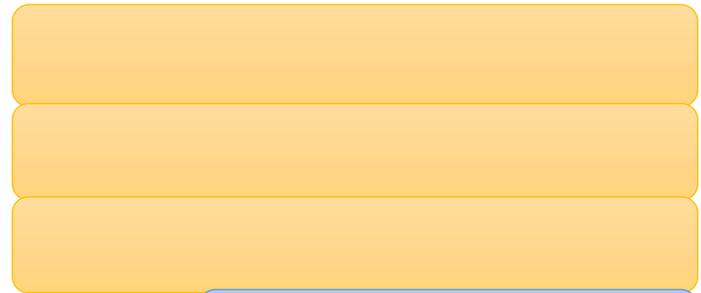


# Multi-Modal Survey Results

**59%** Participate in classes or recreation programs **several times a year**

**84%** Rate overall quality of classes and recreation programs as **good or excellent**

**67%** Enjoy passive recreation as **MOST** common park activities

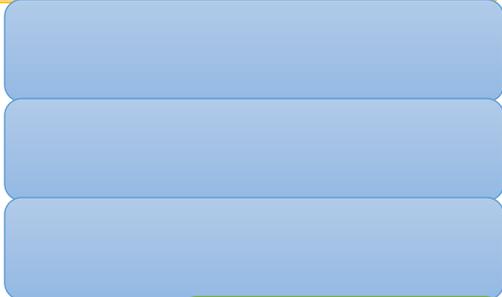
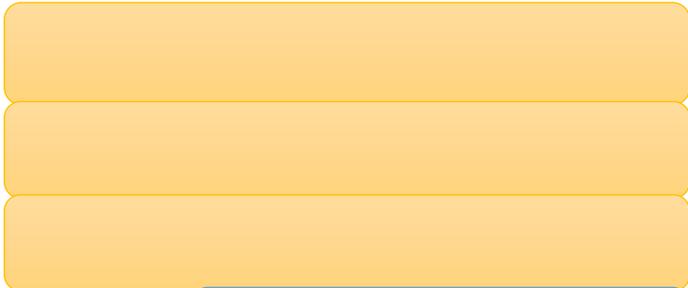




# Multi-Modal Survey Results

**31%** Visit Recreation Park more than once a week

**50%** Use Recreation Park the **MOST** (59.3% if you include answers with specific Recreation Park facilities mentioned)



*Park*

*Specific*



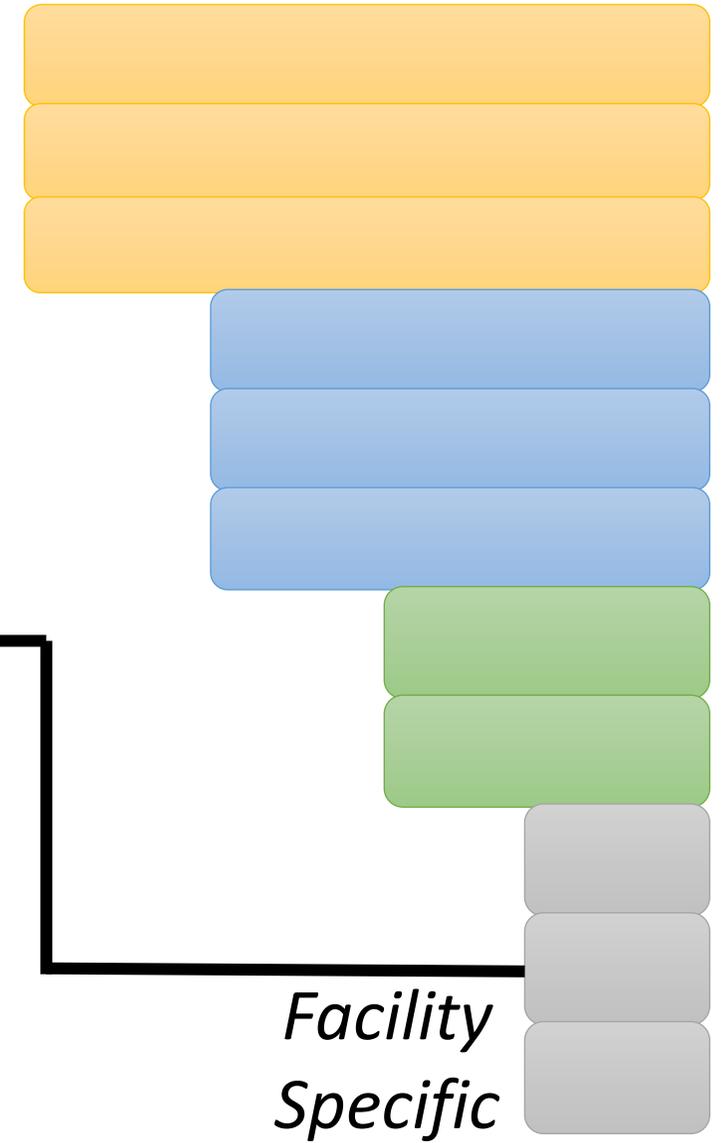


# Multi-Modal Survey Results

**64%** Identify as **never** using the Joslyn Center

**56%** Identify as **never** visiting the Gordan Clubhouse

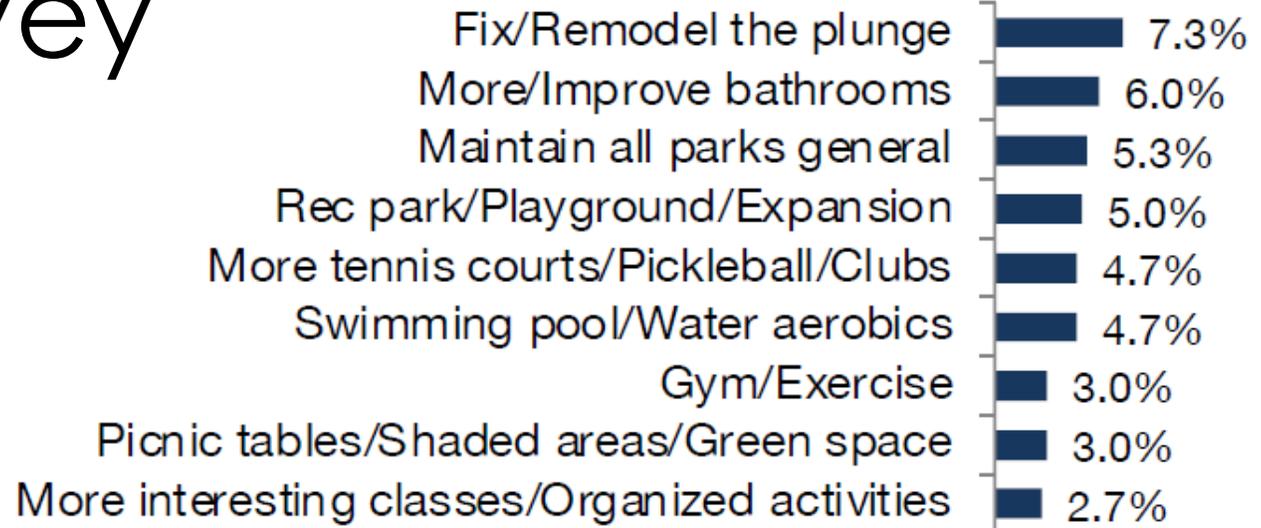
**69%** Identify as **never** visiting the Teen Center





# Multi-Modal Survey Results

## *What Park and Recreation Facility Project Would you Most Like to See in El Segundo?*



## *What program would you most like to see in El Segundo?*

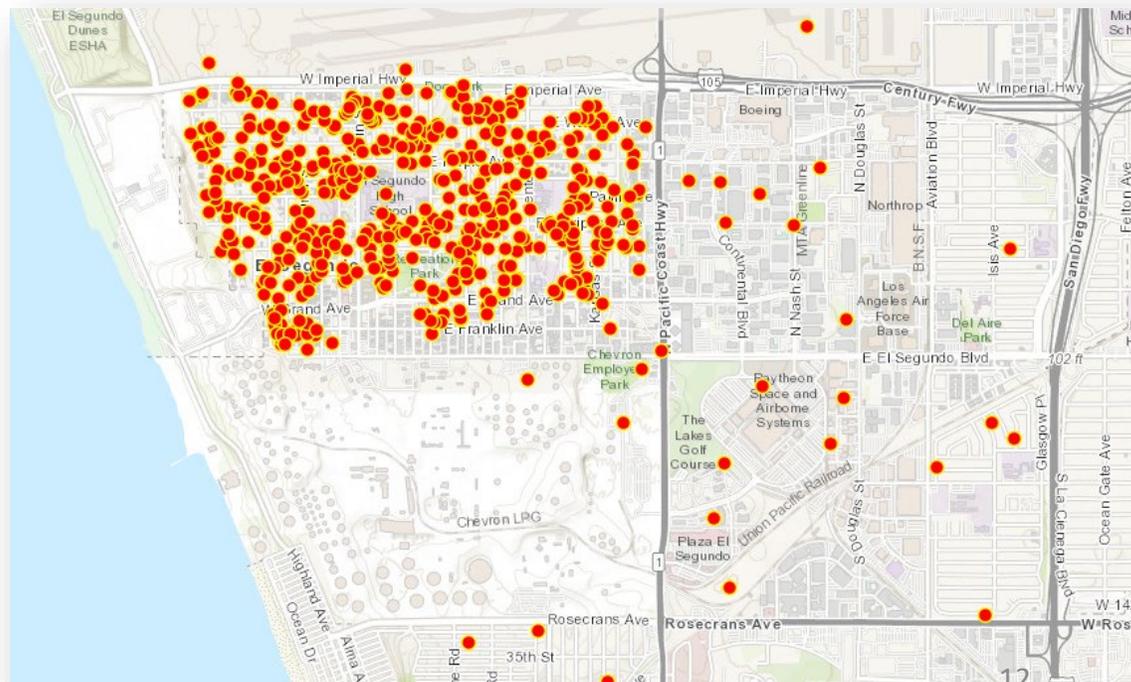
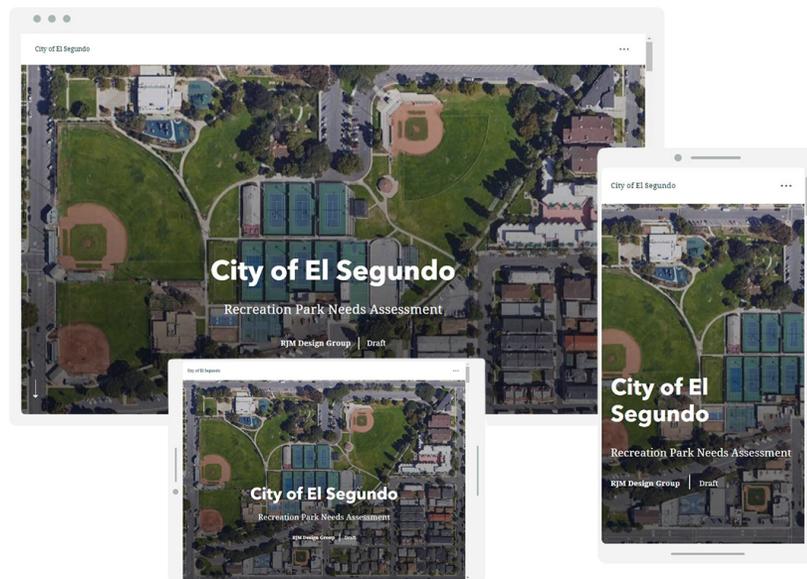


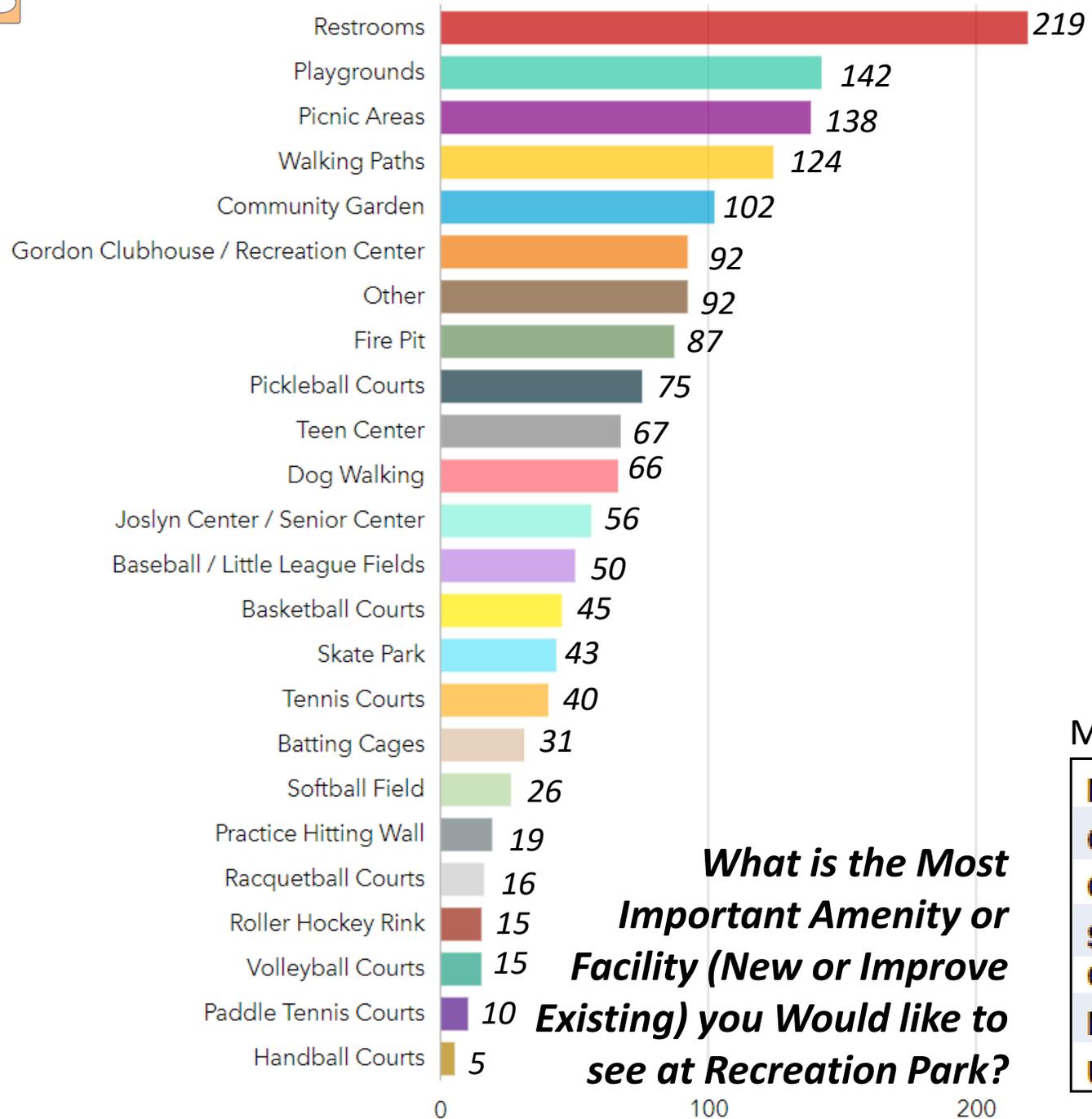


# Survey ONE

## Online Survey 1

- Completed Surveys: **588**
- August 2<sup>nd</sup> through August 16<sup>th</sup>
- Likes
- Dislikes
- How often you visit Recreation Park
- What buildings you visit? Why?
- Important Park Amenities and Programs





**47%** Visit Recreation Park more than once a week

**27%** Visit Recreation Park 3 to 4 times per month

Low Building Utilization for Joslyn Center, Teen Center, Clubhouse

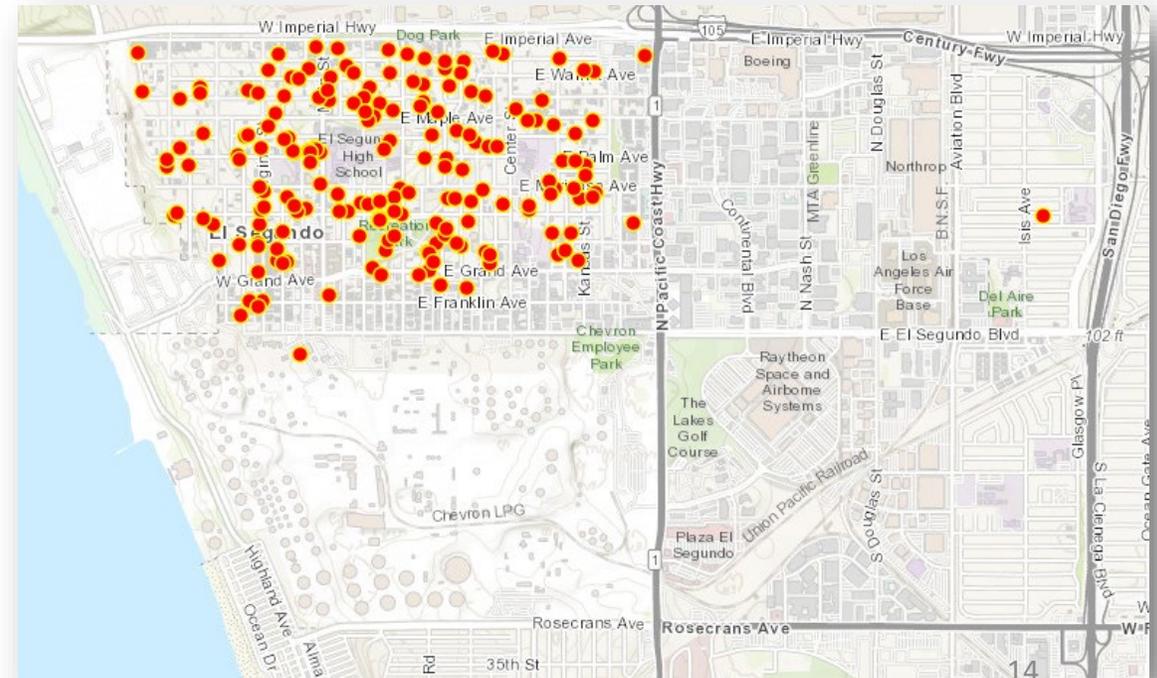
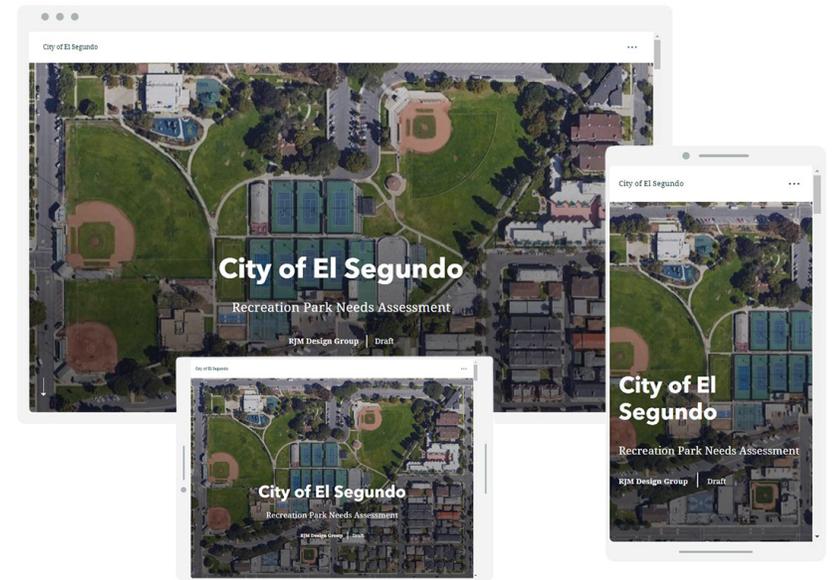
Multi-Modal Survey Recall

More than once a week	31.3%
Once a week or 3 to 4 times per month	22.3%
Once or twice a month	14.3%
Several times a year	15.3%
Once a year	5.7%
Never	9.0%
Unsure	2.0%

# Survey TWO

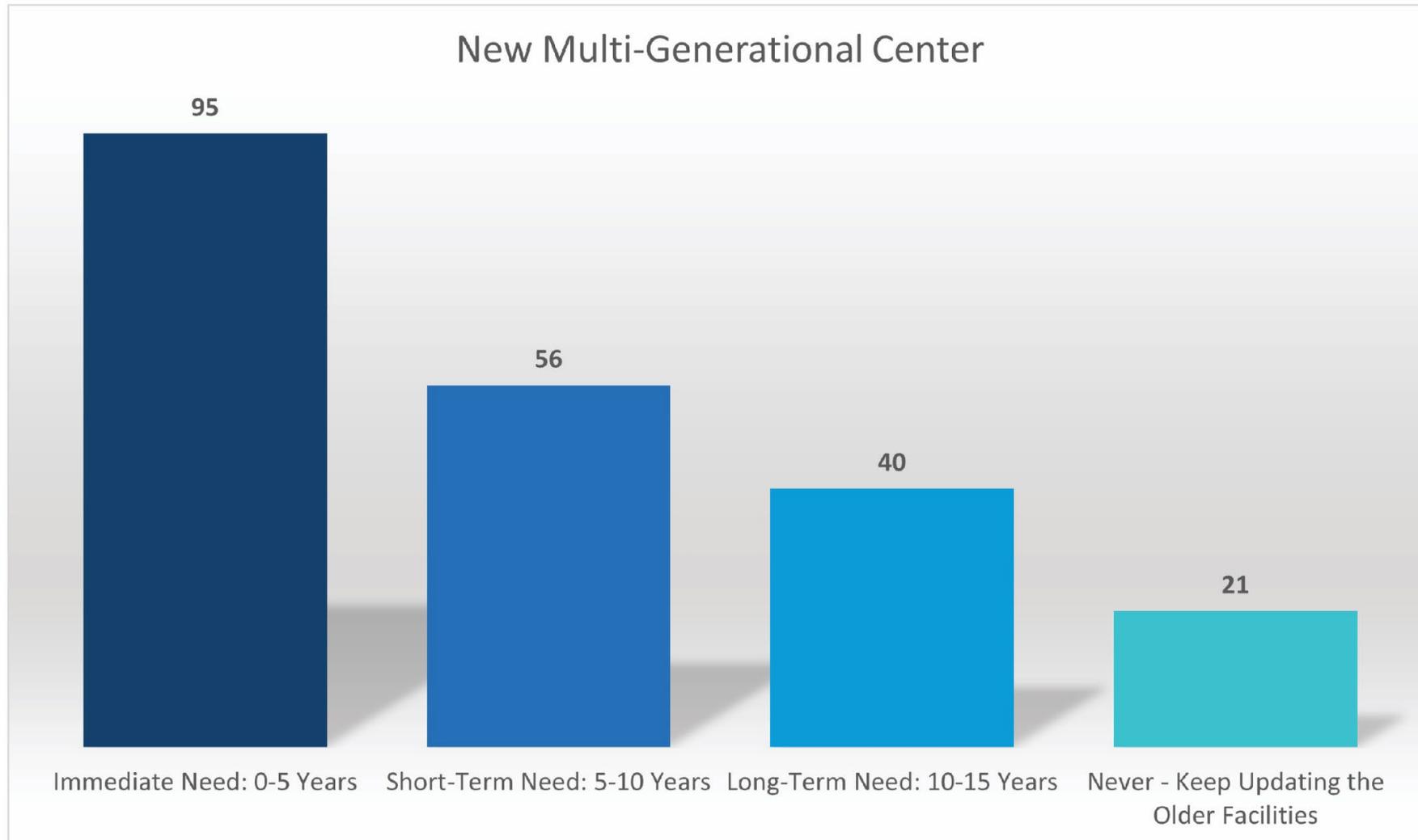
## Online Survey 2

- Completed Surveys: **212**
- September 1<sup>st</sup> - September 15<sup>th</sup>
- Supplemental Video
- Prioritization of Programs and Facilities based on
  - Immediate (0-5),
  - Short-Term (5-10),
  - Long-Term (10 – 15 year).





With a new multigenerational center in mind, the rising costs for improvements on the older facilities, ADA building improvement cost, and low usage of the buildings, when would you prefer to see the city potentially invest in a new multigenerational center at Recreation Park and remove the older facilities to make room for more outdoor recreation programming opportunities.





# Community Voice

## Community outreach mode identification

Three modes of community outreach were utilized to collect data:

- Statistically valid survey (Multimodal Survey)

- Community at large (online survey and website Feedback comments)

- One on one / Small group (stakeholder surveys)

The more often a need is identified the higher the impact across the community.

- Frequent Needs (High):** Indicates elements that have come up in all THREE outreach modes

- Apparent Needs (Medium):** Indicates elements that have come up in all TWO outreach modes

- Identified Needs (Low):** Indicates elements that have come up in all ONE outreach mode



**RECREATION PARK  
FACILITY NEEDS**

	One on One / Small Group		Community/Public			Survey		GRAND TOTAL
	STAKEHOLDERS (Teen Advisory & Staff)	TOTAL	ONLINE SURVEY #1	FEEDBACK COMMENTS - (From Website)	TOTAL	MULTI-MODAL SURVEY	TOTAL	
Basketball Courts (more; resurface)	●	1	●	●	2	●	1	4
Baseball/Little League/Softball Field Improvements (quality of grass; snack bar; announcer's booth; storage; irrigation; repair fields; batting cages; scoreboard; dugout; Stevenson Field fencing raised, tables at concessions)	●	1	●	●	2	●	1	4
Open Space/Landscaping (keep green; native plants; partner w/ES native Plant group; coastal buckwheat/butterflies; butterfly habitat, like the trees; add flowers)	●	1	●	●	2	●	1	4
Picnic Areas (update picnic tables; add shade; improve fire pit)	●	1	●	●	2	●	1	4
Playgrounds (update; keep fenced in; more seating; needs shade; expansion )	●	1	●	●	2	●	1	4
Restrooms (upgrade; improve; ADA; upgrade restrooms at Gordon Clubhouse and Joslyn Center)	●	1	●	●	2	●	1	4
Teen Center (renovate; outdated; not welcoming)	●	1	●	●	2	●	1	4
Walking Paths (modernize; better access; lighting; ADA needs; widen)	●	1	●	●	2	●	1	4
Dog Area (enclosed dog run; dog walking, off leash area)	●	1	●	●	2		0	3
Joslyn Center Senior Center (upgrade meeting rooms, upgrade front area, better storage)	●	1		●	1		0	2
Pickleball Courts (add more; convert/share with Tennis; open play opportunities )		0	●	●	2	●	1	3
Racquetball		0	●		1	●	1	2
Skate Park (enlarge; improve)	●	1	●	●	2		0	3
Tennis Courts (improve)		0	●		1	●	1	2



# Community Needs Summary

## Frequent / High Need:

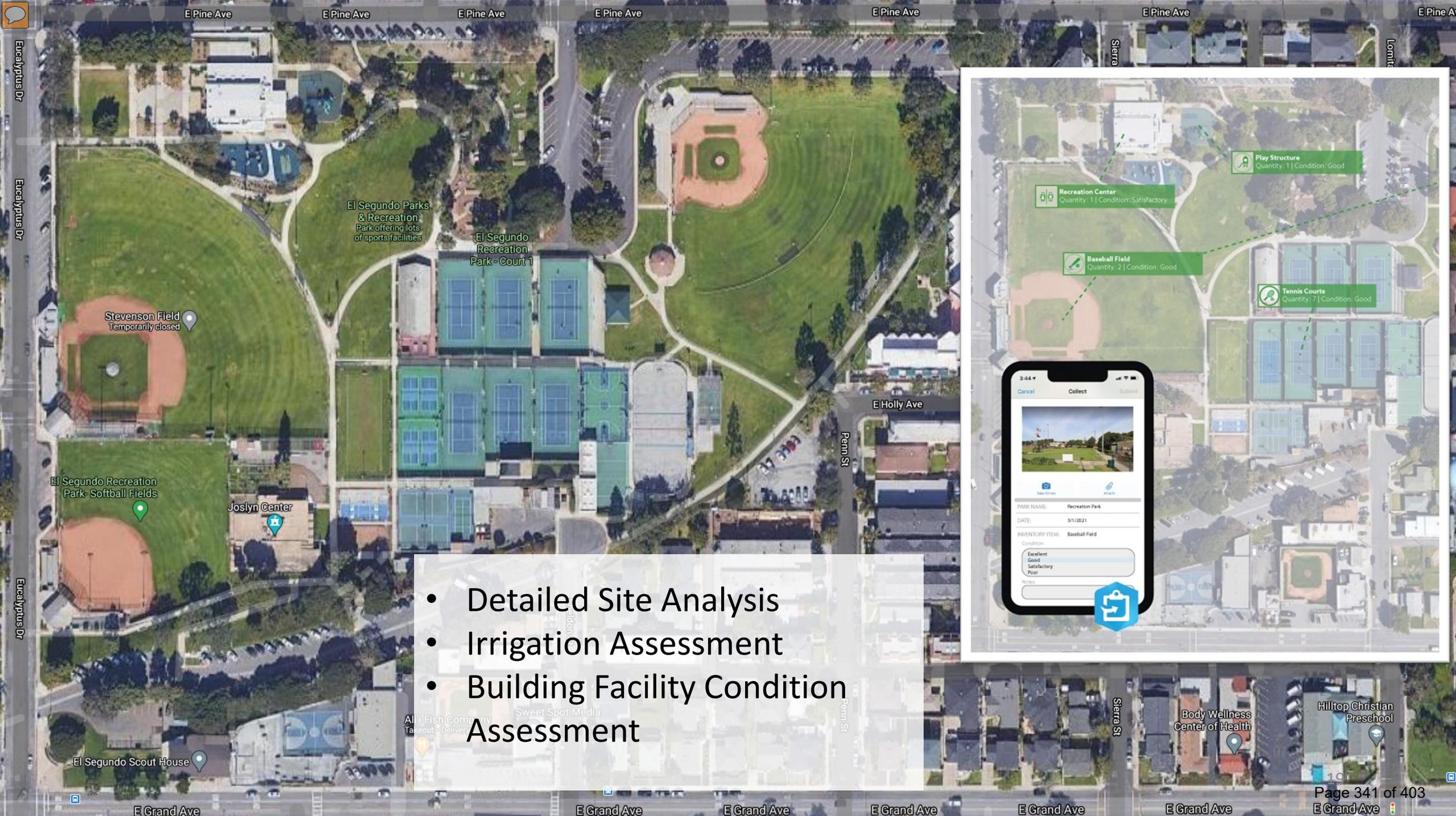
- Basketball Courts
- Baseball/Little League/Softball Field Improvements
- Open Space/Landscaping
- Picnic Areas
- Playgrounds
- Restrooms
- Teen Center Improvements
- Walking Paths

## Apparent / Medium Need:

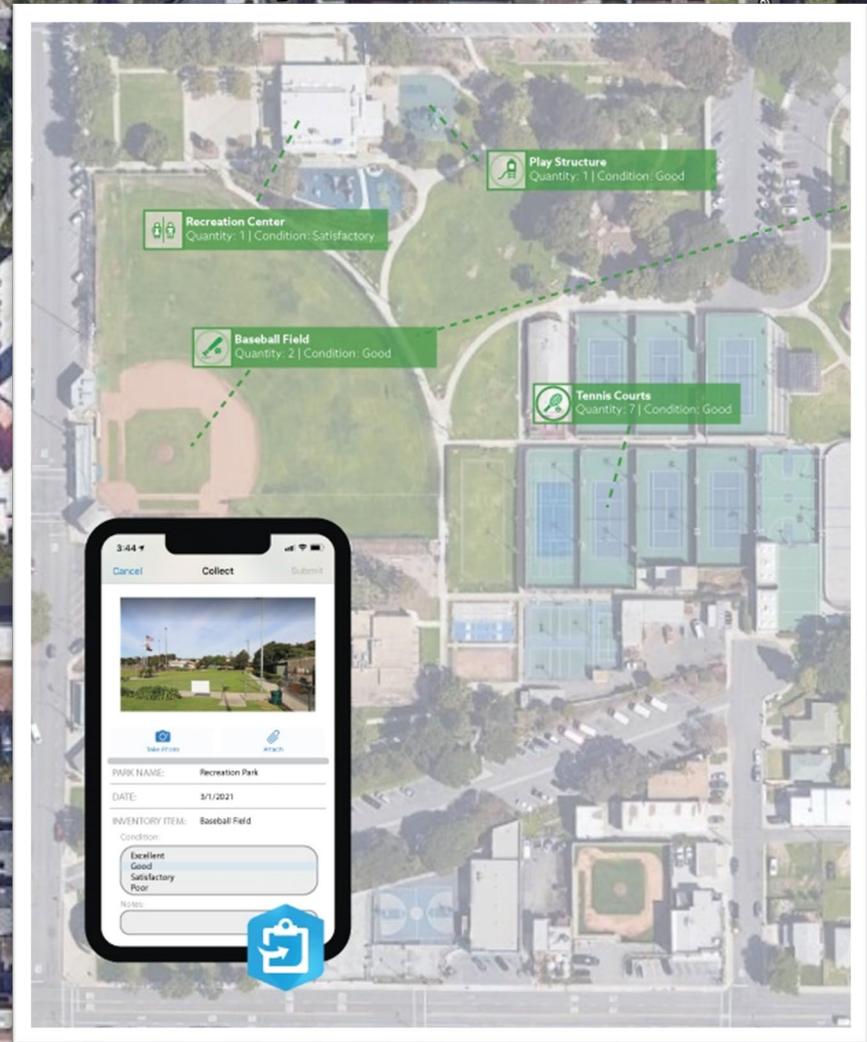
- Dog Area
- Joslyn Center Senior Center Improvements
- Pickleball Courts
- Racquetball
- Skate Park
- Tennis Courts

## Identified / Low Need:

- Badminton Court (indoor)
- Checkout Building Front Area
- Community Garden
- Court lighting
- Electric Vehicle Charging Stations
- Fitness Stations
- Lawn Bowling (add astro turf, use as dog area)
- Mural/Art (at George Brett Field retaining wall or teen center)
- Outreach Building (lack of City staff office spaces)
- Paddle Tennis
- Practice Hitting Wall
- Roller Hockey
- Sand Volleyball or Beach Tennis Court
- Soccer Fields
- Splash Pad (outdoor water recreation area)
- Teen Girl Area
- Trash Cans (add more)
- Volleyball Court
- Yoga Designated Area



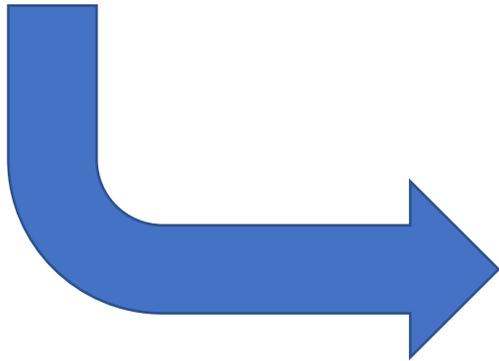
- Detailed Site Analysis
- Irrigation Assessment
- Building Facility Condition Assessment





# Professional Assessments

1. Building analysis and cost considerations
2. ADA analysis and cost considerations
3. Irrigation analysis and cost considerations



## Recommendations

- Non-Phased-Restricted Improvements
- Primary Phased Improvements
- Secondary Phased Improvements



## Non-Phased-Restricted Improvements

1. **Restrooms**
2. **Walking Paths**
3. **Baseball / Little League / Softball Field**
4. **Sport Court Lighting**
5. Park Lighting
6. **Basketball Courts**
7. **Dog Area / Lawn Bowling**
8. **Pickleball Courts**
9. **Tennis Courts**
10. **Volleyball Courts and Paddle Tennis Courts**
11. **Racquetball / Badminton Indoor Courts / Practice Hitting Wall**
12. **Roller Hockey**
13. **Skate Park**
14. **Community Garden**
15. Park Amenities
16. Parking Lots
17. Wayfinding Signage
18. Maintenance Yard
19. Court Storage
20. **Open Space / Landscaping**

## Primary Phased Improvements

21. Gordon E. Clubhouse
22. **NEW Multi-Generational Community Center Building**
  - The City should consider dedicating a portion of the park access from the sidewalk on Pine Ave through the northern parking lot to the new Multi-Generational Community Center Building as Public / City ROW in order to qualify for an ADA Access Hardship Exemption. Primary ADA access shall be provided from the existing ADA parking at the Clubhouse / Multi-Generational Building location via the new building elevator to the park / ground level below.
23. **Teen Center improvements**
24. **Joslyn Center Improvements and Elevator**
25. **Checkout Building**
26. **Outreach Building**

**\*Highlights represent identified Community Voice**



## Non-Phased-Restricted Improvements

1. **Restrooms**
2. **Walking Paths**
3. **Baseball / Little League / Softball Field**
4. **Sport Court Lighting**
5. Park Lighting
6. **Basketball Courts**
7. **Dog Area / Lawn Bowling**
8. **Pickleball Courts**
9. **Tennis Courts**
10. **Volleyball Courts and Paddle Tennis Courts**
11. **Racquetball / Badminton Indoor Courts / Practice Hitting Wall**
12. **Roller Hockey**
13. **Skate Park**
14. **Community Garden**
15. Park Amenities
16. Parking Lots
17. Wayfinding Signage
18. Maintenance Yard
19. Court Storage
20. **Open Space / Landscaping**

## Secondary Phased Improvements

27. **Park Skate Spot**
28. **Picnic Areas**
29. **Playgrounds**
30. **Walking Paths**
31. **Fitness Stations**
32. **Tennis Courts**
33. **Pickleball Courts**
34. **Mural Art**
35. Table Tennis
36. Multi-Use / Flex Programming Space / **Teen Girl Space**
37. **Electric Vehicle Charging Stations and Parking**
38. **Sand Volleyball / Beach Tennis Court / Volleyball Court**
39. Batting Cages
40. **Soccer Fields**

**\*Highlights represent identified Community Voice**

# Professional Assessments

## Design Considerations

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- A. New Restrooms** - demolish Little League field restroom, provide new prefabricated restroom building east of picnic shade shelter by tennis courts
- B. Team Staging Area** – provide additional seating / shade / park amenities at picnic shade shelter east of tennis courts for use by Little League and east of Softball Field after Joslyn Center removal.
- C. Synthetic Turf** - replace Little League, Softball and / or Baseball Fields with synthetic turf for water savings / maintenance / year-round play
- D. Plaza / Hardscape Expansion** – provide hardscape improvements with park amenities and utilize for flexible programming / staging areas.



# Immediate-, Short-, and Long-Term Recommendations

Immediate  
0-5 years

Short-Term  
5-10 years

Long-Term  
10-15 years

10-15 Yrs.

5-10 Yrs.

0-5 Yrs.



- **Restroom (1)**
- **Walking paths (2)**
- **Sports field maintenance / upgrades, court lighting, field irrigation improvements, scoreboard, court repairs, pickleball and tennis repairs, volleyball upgrades, racquetball, practice hitting wall, skate improvements, soccer overlay (3, 4, 6, 8, 9, 10, 11, 12, 13, 40)**
- Park Lighting (5)
- **Dog Area / Lawn Bowling (7)**
- Park Amenities – Standardization / upgrade (15)
- Parking Lot Repairs (16)
- Court Storage Area (19)
- **Open Space Landscaping (20)**
- Building Facility Required Improvements (21a, 23a, 24a, 25a, for 0-5 years (FCA))

**\*Highlights represent identified Community Voice**



10-15 Yrs.

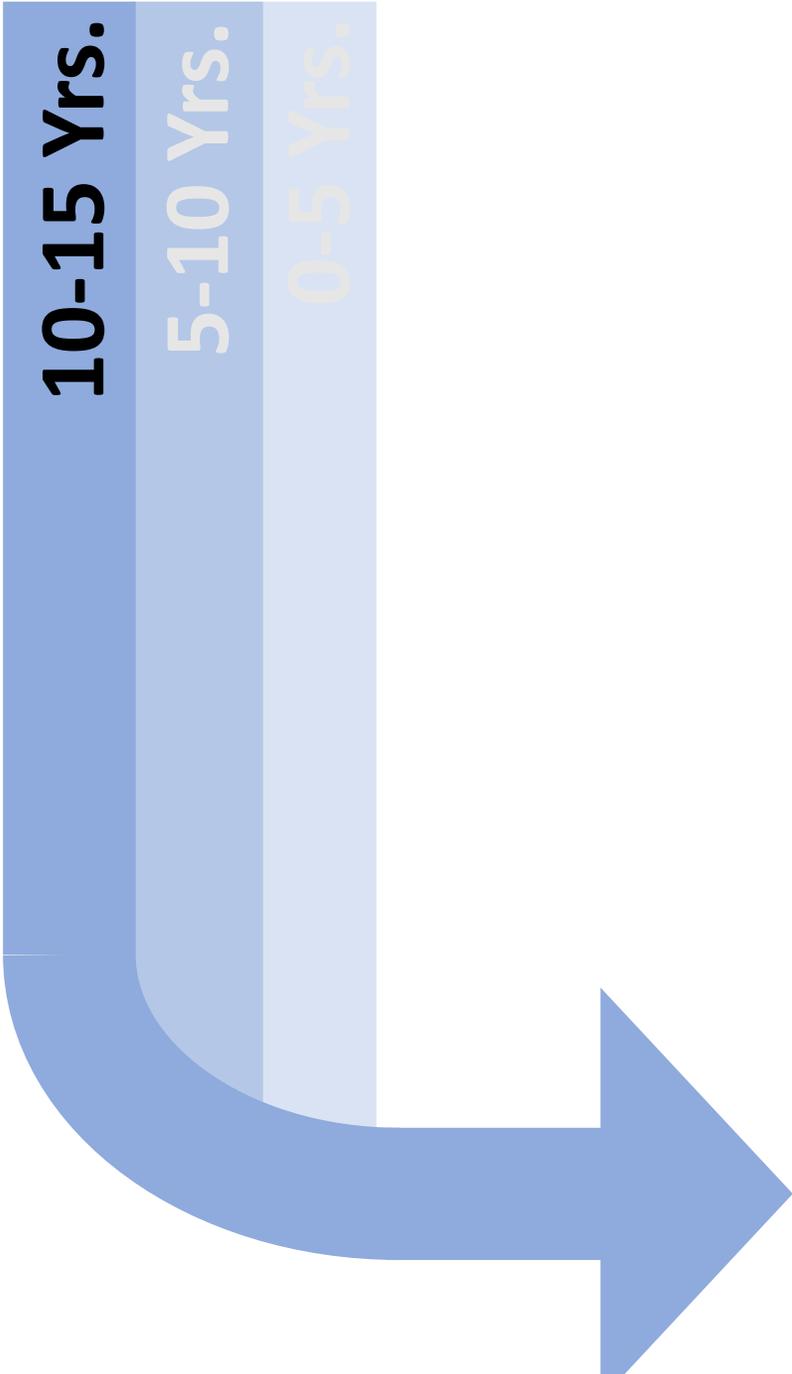
5-10 Yrs.

0-5 Yrs.



- ***New Multi-Generational Community Center Building (21, 22, 23, 24, 25, 26)***
- Wayfinding Signage (17)
- ***Park Skate Spot Development (27)***
- ***Playgrounds (29)***
- ***Walking Paths (30)***
- ***Fitness Stations (31)***
- ***Mural Art (34)***
- ***Paddle Tennis (35)***
- Table Tennis (35)
- Multi-Use / Flex Programmable Space (36)

***\*Highlights represent identified Community Voice***



10-15 Yrs.

5-10 Yrs.

0-5 Yrs.

- **Building Facility Required Improvements at Teen Center 5-15 YR (23b)**
- **Community Garden (14)**
- Maintenance Yard (18)
- **Picnic Areas (28)**
- **Tennis Courts (32)**
- **Pickleball Courts (33)**
- **Electric Vehicle Charging Stations and Parking (37)**
- **Sand / Beach Volleyball Court – Paddle Tennis Court Expansion (38)**
- Batting Cages (39)
- **New Restrooms (A)**
- Team Staging Area (B)
- Synthetic Turf / Sports Turf Drainage (C)
- Plaza / Hardscape Expansion (D)

**\*Highlights represent identified Community Voice**



# ***PARK MASTER PLAN ILLUSTRATIVE BUBBLE DIAGRAM***

*Thank you*





## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Staff Presentations

Item Number: D.16

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### TITLE:

LA Metro Funding for Law Enforcement Services

### RECOMMENDATION:

Support Funding for LA Metro to Maintain Law Enforcement Services.

### FISCAL IMPACT:

None

### BACKGROUND:

Recently, the Metro Public Safety Advisory Committee (PSAC) voted to recommend to the Metro Board of Directors, that they fully defund law enforcement services from Metro. The PSAC "Policing Practices Ad-Hoc Committee" submitted a motion to the PSAC body recommending the Metro Board of Directors do the following:

1. Allocate \$0.00 for all three policing contracts through the end of the fiscal year.
2. Go to a non-contract LE Model (i.e. local agencies are called for service)
3. Shift the \$75 million needed through the end of the FY to un-vetted alternatives. This was voted on and passed with all members present voting yes on the above motion with next steps being votes by the full Metro Board of Directors at their meeting on December 2, 2021.

### DISCUSSION:

Efforts to remove uniformed law enforcement presence from the public transit system of Los Angeles County sacrifices public safety, specifically, any measure that adversely

## **Support for LA Metro Maintaining Funding for Law Enforcement Services**

**November 16, 2021**

**Page 2 of 2**

impacts the presence, capabilities, or efforts of the LA County Sheriff's Metro Bureau. Any such move constitutes a danger to the riders using Metro services and to the public at large on or near train/bus lines and stations.

Staff is recommending a letter opposing attempts to defund the detailed law enforcement services from the Metro.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2. Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

#### **PREPARED BY:**

Portland Bates, Sr. Analyst

#### **REVIEWED BY:**

Jaime Bermudez, Interim Police Chief

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. LA Metro Defunding Opposition Letter



# City of El Segundo

## Office of City Council

November 16, 2021

Los Angeles County Metropolitan Transit Authority  
One Gateway Plaza  
3rd Floor Board Room  
Los Angeles, CA

**RE: Support for LA Metro Maintaining Funding for Law Enforcement**

The City of El Segundo is aware of the recent action by the Metro Public Safety Advisory Council to end all current Metro law enforcement contracts and have Metro policed by law enforcement on an on-call basis by the local forces governing the jurisdictions through which Metro bus and rail lines run.

The City Council of the City of El Segundo is strongly opposed to this misguided idea.

While the City Council understands the need to reassess approaches to law enforcement, this would be a terrible experiment and would inevitably lead to more crime and lawlessness on our transit systems. Surveys repeatedly show that riders, especially women, highly value safety on the transit system and that fear of crime and harassment is one of the biggest impediments to increased ridership on Metro. The law enforcement personnel who currently police Metro systems are specially trained to deal with the unique challenges of transit and shifting these responsibilities to local law enforcement would constitute an unacceptable unfunded mandate and lead to less safety on our buses and trains and at our bus stops and rail stations.

We strongly encourage the Metro Board to extend the current law enforcement contracts for a year or more and use that time to intelligently design a law enforcement system that maintains safety on the system while implementing social service programs and personnel to deal with the problems of the unhoused, the mentally ill, and similar issues.

Sincerely,

City of El Segundo City Council

\_\_\_\_\_  
Drew Boyles  
Mayor

\_\_\_\_\_  
Chris Pimentel  
Mayor Pro Tem

\_\_\_\_\_  
Carol Pirsztuk  
Councilmember

\_\_\_\_\_  
Scot Nicol  
Councilmember

\_\_\_\_\_  
Lance Giroux  
Councilmember

**Elected Officials**

*Drew Boyles,  
Mayor*

*Chris Pimentel,  
Mayor Pro Tem*

*Carol Pirsztuk,  
Councilmember*

*Scot Nicol,  
Councilmember*

*Lance Giroux,  
Councilmember*

*Tracy Weaver,  
City Clerk*

*Matthew Robinson,  
City Treasurer*

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**Appointed Officials**

*Scott Mitnick,  
City Manager*

*Mark D. Hensley,  
City Attorney*

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**Department Directors**

*Barbara Voss,  
Deputy City Manager*

*Joseph Lillio,  
Chief Financial Officer*

*Melissa McCollum,  
Community Services Director*

*Michael Allen,  
Development Services Director*

*Deena Lee,  
Fire Chief*

*Rebecca Redyk,  
Human Resources Director*

*Charles Mallory,  
Information Technology Director*

*Jaime Bermudez,  
Interim Police Chief*

*Elias Sassoon,  
Public Works Director*



## **City Council Agenda Statement**

**Meeting Date:** November 16, 2021

**Agenda Heading:** Staff Presentations

**Item Number:** D.17

---

### **TITLE:**

Conversion of Hillcrest Street and West Pine Avenue Intersection from Two-Way Stop Signs to Four-Way Stop Signs

### **RECOMMENDATION:**

Direct staff to install four-way stop signs at the intersection of Hillcrest Street and West Pine Avenue.

### **FISCAL IMPACT:**

Installation of four-way stop signs at this intersection is estimated to cost \$500, which can be absorbed via the City's adopted FY 2021-2022 Annual Budget (General Fund - Public Works Dept. Budget)

### **BACKGROUND:**

On August 17, 2021, City Council directed staff to obtain input on a proposal to convert the current two-way stop signs to four-way stop signs at the intersection of Hillcrest Street and West Pine Avenue from property owners within a 300-foot radius of this intersection. Furthermore, the City Council directed staff to implement this conversion if 60% of the property owners support this conversion. There are 44 property owners within the 300 foot radius of this intersection, and the consent of 27 property owners would be needed to achieve this objective.

### **DISCUSSION:**

A survey regarding the proposed conversion of the current two-way stop signs to four-way stop signs at this intersection was sent out in the mail to the 44 property owners within a 300 foot radius of this intersection, and 33 property owners returned responses. Thirty property owners indicated that they would support the conversion, and three property owners indicated that they would not be in support of this conversion. The 30 supporting responses exceeded the minimum 27 responses needed to support this

## **Four-Way Stop Sign Control at Hillcrest Street and West Pine Avenue**

**November 16, 2021**

**Page 2 of 2**

conversion. The staff is therefore requesting the approval and adoption of the attached resolution to implement the conversion of two-way stop signs to four-way stop signs at the intersection of Hillcrest Street and West Pine Avenue. Subsequently, staff will immediately install the necessary signs to make this conversion.

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo Provides unparalleled service to internal and external customers.

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

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

### **PREPARED BY:**

Lifan Xu, City Engineer

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

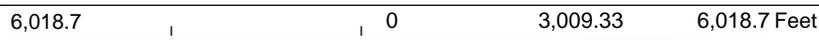
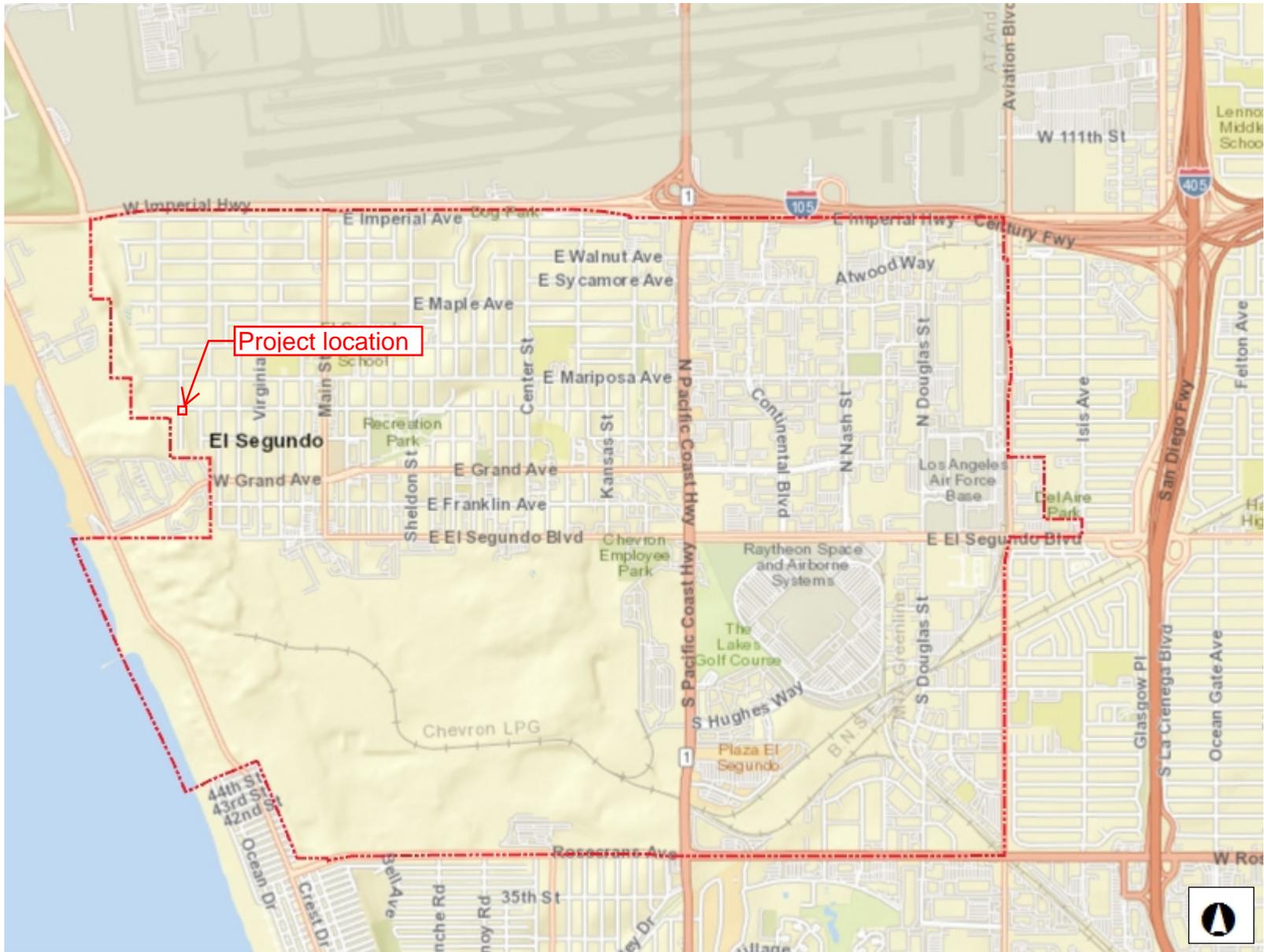
Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Hillcrest St. and Pine Ave. Vicinity Map
2. Hillcrest St. and Pine Ave. Project Location Map
3. Hillcrest St. and Pine Ave. Aerial Map
4. Hillcrest St. and W. Pine Ave. Stop Signs Resolution



# Attachment 1: Hillcrest St. and Pine Ave. Stop Signs Vicinity Map

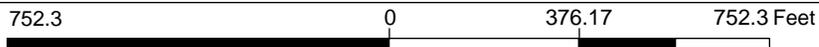
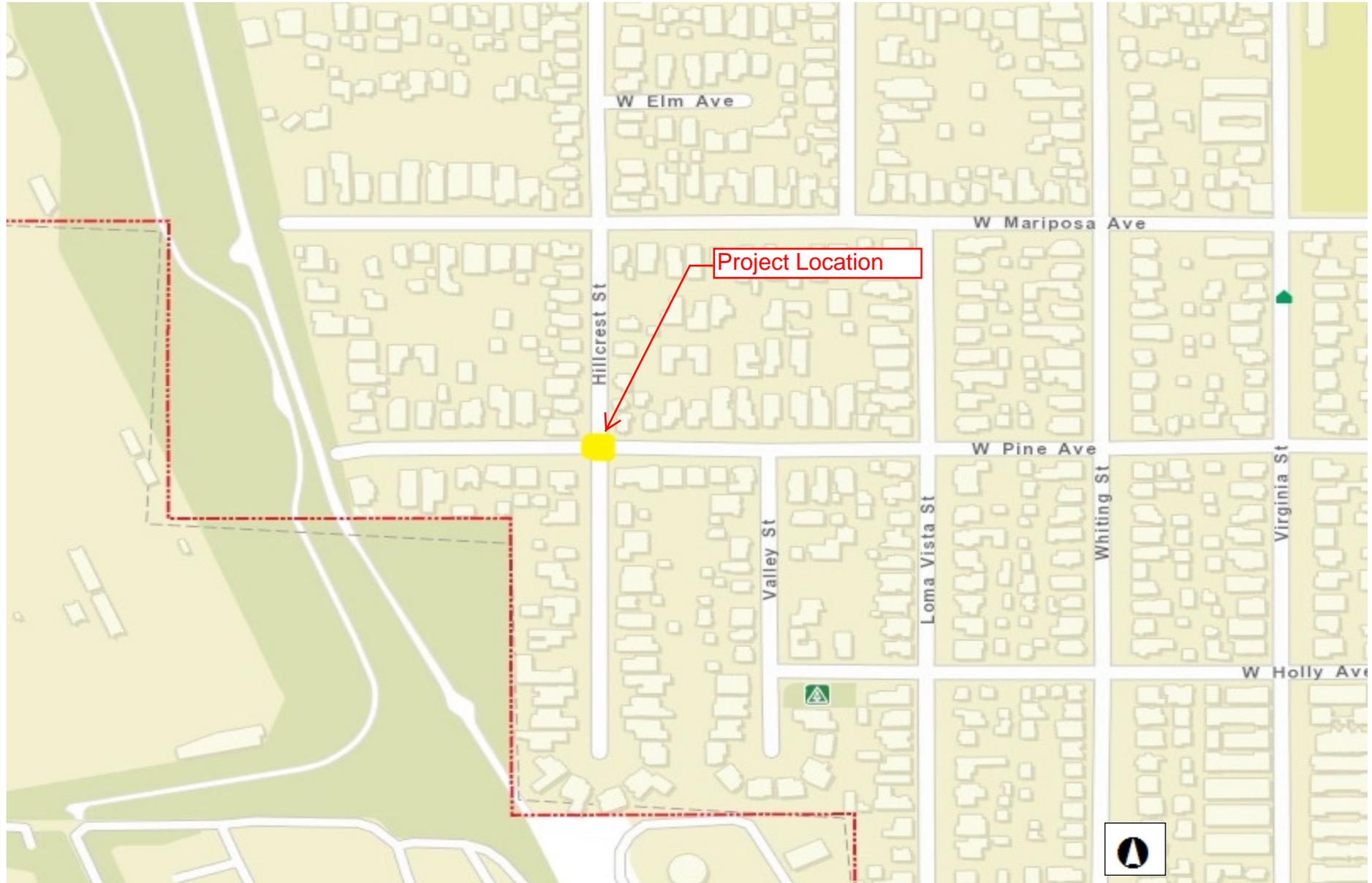


WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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.



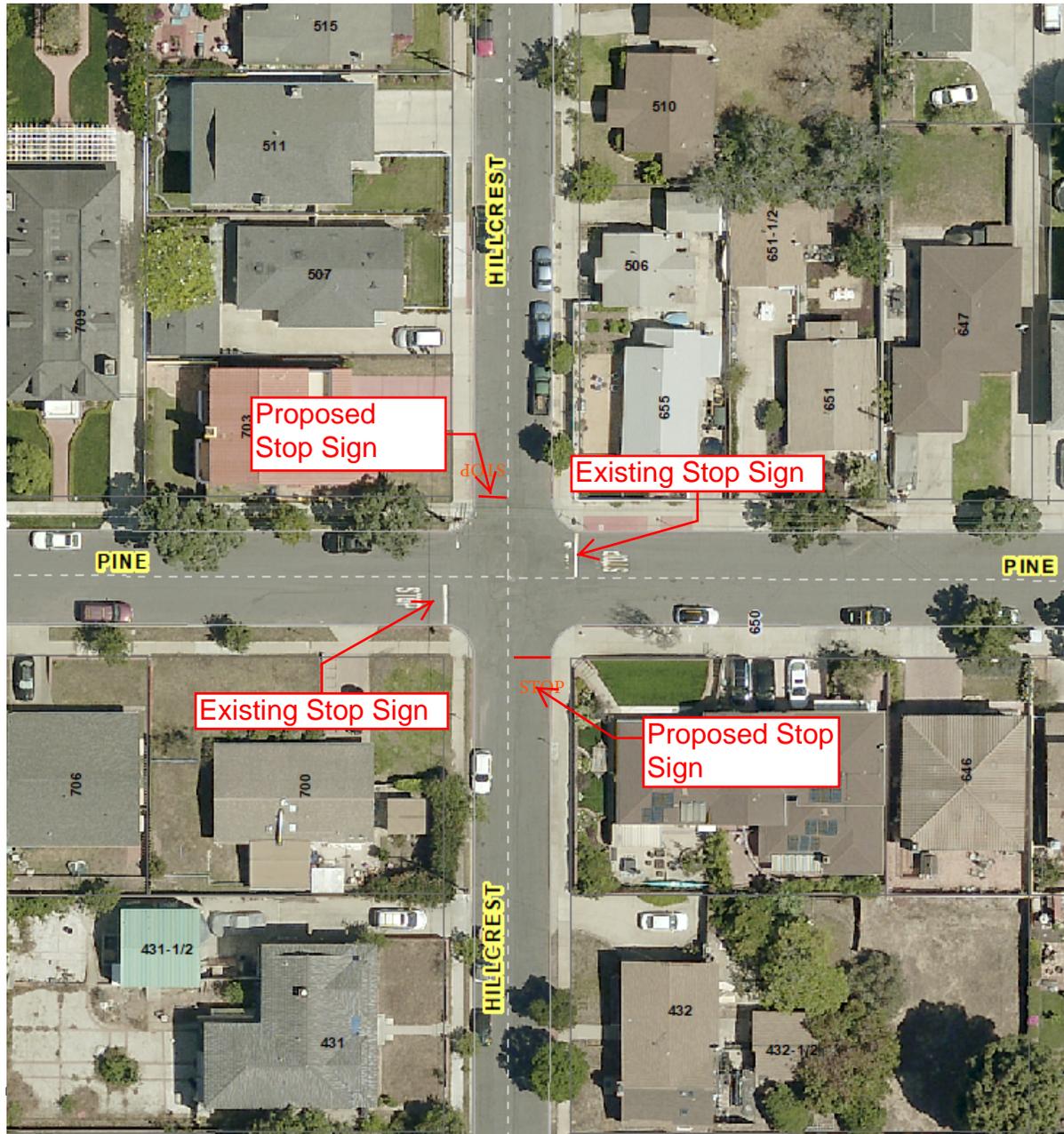
# Hillcrest St. and Pine Ave. Project Location Map



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.

# Attachment 3: Hillcrest St. and Pine Ave. Stop Signs Aerial Map



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA AUTHORIZING THE CITY'S INSTALLATION OF FOUR-WAY STOP SIGNAGE AT THE INTERSECTION OF HILLCREST STREET AND WEST PINE AVENUE.**

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

**SECTION 1.** *Findings; Direction.*

A. Pursuant to El Segundo Municipal Code ("ESMC") § 8-5D-2 and the Public Works Department's agenda report accompanying this Resolution, the City Council finds that stop signs must be installed at each of the four entrances to the intersection of Hillcrest Street and West Pine Avenue to protect the public, health, safety, and welfare.

B. The Public Works Director, or designee, will take necessary action to safely and expeditiously install four-way stop signage at the intersection of Hillcrest Street and West Pine Avenue in accordance with applicable laws.

**SECTION 2.** *Severability.* If any part of this Resolution 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 Resolution are severable.

**SECTION 3.** *Electronic Signatures.* This Resolution 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 4.** *Signature Authority.* The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 5.** *Effective Date.* This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

**SECTION 6.** *City Clerk Direction.* The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_,  
2021.

\_\_\_\_\_  
Drew Boyles, Mayor

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 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 \_\_\_\_ day of \_\_\_\_ 2021, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley, City Attorney



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Staff Presentations

Item Number: D.18

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### TITLE:

Resolution to Support *The Brand-Huang-Mendoza Tripartisan Land Use Initiative*, Providing that City Land Use and Zoning Laws Override Conflicting State Laws.

### RECOMMENDATION:

Adopt a Resolution supporting proposed Initiative No. 21-0016A1 (Local Land Use), providing that city and county land use and zoning laws (including local housing laws) override all conflicting state laws, except in certain circumstances related to the following three areas of statewide concern: California Coastal Act of 1976; siting of power plants; and development of water, communication, or transportation infrastructure projects.

### FISCAL IMPACT:

There are no direct or indirect fiscal impacts associated with the approval of this resolution.

### BACKGROUND:

The California Alliance of Local Electeds (CALE), is a network of mayors, councilmembers, and other elected officials who advocated in opposition of Senate Bill 9 (SB 9) and Senate Bill 10 (SB 10), and in support of significant issues including the preservation of local control. CALE is asking city leaders to adopt a resolution expressing support for The "Brand-Huang-Mendoza Tripartisan Land Use Initiative" to amend Article XI of the Constitution of the State of California to make zoning and land use community affairs and not of State interest.

The City of El Segundo seeks to adopt a resolution to support CALE's call to action and send a strong message to legislators.

### History:

The legislature of the State of California has proposed and adopted several bills addressing housing and local zoning issues that preempt the City's local control over land use and zoning issues. During the 2020 legislative session, the El Segundo City

## **Brand-Huang-Mendoza Tripartisan Land Use Initiative**

**November 16, 2021**

**Page 2 of 3**

Council opposed Senate Bill 1120 and Senate Bill 902 seeking to threaten and erode local control. In 2021, these bills were reintroduced by the same authors as SB 9 (Atkins) and SB 10 (Weiner), proposing by-right ministerial approval of housing developments of two units, subdivision of parcels, and provisions allowing density increases within the single family residential zone.

On February 2, 2021, during the El Segundo City Council Meeting, the El Segundo City Council adopted Resolution NO. 5247 opposing the proposed Housing Legislation SB 9 (Atkins) and SB 10 (Weiner). Despite the growing opposition to SB 9 and SB 10 throughout the state, both bills were passed by the State Assembly and State Senate on August 25 and 28, 2021, respectively. On September 16, 2021, California State Governor Newsom signed both bills into law, to be effective January 1, 2022.

On November 1, 2021, the title and summary of proposed Initiative No. 21-0016A1 were approved by the California State Attorney General for circulation. The Initiative is currently available for public comment, under review by the Department of Finance for fiscal impacts, and will be eligible to collect signatures for six-months. To qualify for the November 2022 general election, the proposed initiative will require 997,139 California residents' signatures by May 2022.

### **DISCUSSION:**

In recent years, several laws have been enacted regulating local land use planning and housing policy at the State level. These laws supersede local authorities' land use policies and practices, and result in a "one size fits all" mandate. The State mandates do not factor in the unique needs of each city or jurisdiction, and do not incentivize the development of affordable housing.

Local zoning and housing issues differ from city to city. Each local agency must evaluate and determine for themselves how to address land use patterns, design standards (e.g. size, height, setbacks, etc.), parking demand and need, access to transit, and impacts on infrastructure including roadway capacity, water, sewer, energy, and emergency access. Maintaining local control ensures that development of a building's orientation, relationship to the street and pedestrian experiences, access to light and air, and design aesthetics all uphold the values and characteristics of the single-family residential neighborhood in El Segundo.

Recently adopted State legislation will drive up housing costs, lack affordable housing provisions, and inhibits El Segundo from assessing and responding to the unique needs of our community. The proposed Initiative states that local land use and community development will not be controlled by State planners but by local governments and local initiatives approved by voters, except for the following:

## **Brand-Huang-Mendoza Tripartisan Land Use Initiative**

**November 16, 2021**

**Page 3 of 3**

1. The California Coastal Act of 1976;
2. Siting of power generating facility as determined by California Public Utilities Commission; or
3. An ordinance or regulation addressing the development of water, communication or transportation infrastructure projects is a matter of statewide concern.

Staff is recommending City Council approve the resolution for the Brand-Huang-Mendoza Tripartisan Land Use Initiative, supporting the efforts of the proposed Initiative, and expressing opposition to actions of the legislature of the State of California overriding local zoning and land use authority. The proposed resolution for City Council consideration aligns with the City of El Segundo's Legislative Platform that strongly opposes state and federal legislation that seeks to preempt the city's local authority.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

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

#### **PREPARED BY:**

Portland Bates, Sr. Analyst

#### **REVIEWED BY:**

Michael Allen, AICP, Development Services Director

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Brand-Huang-Mendoza Tripartisan Resolution
2. Attachment A

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO SUPPORTING THE “BRAND-HUANG-MENDOZA TRIPARTISAN LAND USE INITIATIVE” ENSURING LOCAL ZONING AND LAND USE AUTHORITY.**

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

**SECTION 1.** *Findings.*

- A. The Legislature of the State of California (the “Legislature” of the “State”) in recent years has proposed, passed, and signed into law a number of bills addressing a range of land use planning and housing issues.
- B. The majority of these bills usurp the authority of local jurisdictions, like the city of El Segundo (the “City”) to determine for themselves the land use policies and practices that best suit each city and its residents and instead impose “one-size-fits-all” mandates that do not take into account the unique needs and differences of local jurisdictions throughout the State.
- C. The majority of these bills do not provide any incentives or requirements for low-income affordable or moderate-income workforce housing, but instead impose new policies that will incentivize speculation and result in the addition of market-rate or luxury housing, thereby eliminating the opportunity for local jurisdictions to implement effective policies that will create more affordable housing and affirmatively further fair housing practices.
- D. The ability of local jurisdictions to determine for themselves which projects require review beyond ministerial approval; what parking requirements are appropriate for various neighborhoods; what housing plans and programs are suitable and practical for each community; and what zoning should be allowed for residential properties, rather than having these decisions imposed upon cities without regard for the unique circumstances and needs of each individual community, is a matter of critical importance to the City; and
- E. The City is best able to assess and respond to the unique needs of its respective community and hereby objects to the proliferation of State legislation, including Senate Bills 9 and 10, that would deprive it of that ability.
- F. The City opposes the Legislature’s ongoing proposal and adoption of legislation that overrides local governments’ zoning and land use authority and inhibits their ability to effectively plan for and implement policies to stimulate the City’s efficient production of housing, especially affordable housing.

**SECTION 2.** *Declaration of Support.* The City Council supports approval of the Brand-Huang-Mendoza Tripartisan Land Use Initiative, attached as Exhibit “A,” that would amend Article XI of the California Constitution to ensure zoning and land use authority rests with local government entities that represent the communities in which the residents reside and to allow local governments to participate in solving our affordable housing crisis through solutions that effectively address the unique needs and conditions of each local community.

**SECTION 3.** *Severability.* If any part of this Resolution 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 Resolution are severable.

**SECTION 4.** *Electronic Signatures.* This Resolution 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 5.** *Signature Authority.* The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 6.** *Effective Date.* This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

**SECTION 7.** *City Clerk Direction.* The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_,  
2021.

\_\_\_\_\_  
Drew Boyles, Mayor

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 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 \_\_\_\_ day of \_\_\_\_ 2021, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tracy Weaver, City Clerk

APPROVED AS TO FORM:

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Mark D. Hensley, City Attorney

SECTION 1. The people of the State of California find and declare all of the following:

- (a) The circumstances and environmental impacts of local land use decisions vary greatly across the state from locality to locality.
- (b) The infrastructure required to maintain appropriate levels of public services, including police and fire services, parklands and public open spaces, transportation, water supply, schools, and sewers varies greatly across the state from locality to locality.
- (c) Land use decisions made by local officials must balance development with public facilities and services while addressing the economic, environmental, and social needs of the particular communities served by those local officials.
- (d) Thus, it is in the best interests of the state and local communities for these complex decisions to be made at the local level to ensure that the specific, unique characteristics, constraints, and needs of those communities are properly analyzed and addressed.
- (e) Gentrification of housing adjacent to public transportation will reduce or eliminate the availability of low or very low income housing near public transit, resulting in the loss of access by low or very low income persons to public transit, declines in public transit ridership, and increases in vehicle miles travelled.
- (f) The State Legislature cannot properly assess the impacts upon each community of sweeping centralized and rigid state land use rules and zoning regulations that apply across the state without regard to community impacts and, as a result, statewide land use and zoning will do great harm to local communities with differing circumstances and concerns.
- (g) Community development should not be controlled by state planners, but by local governments that know and can address the needs of, and the impacts upon, local communities. Local initiatives approved by voters pertaining to land use and zoning restrictions should not be nullified or superseded by the actions of any local or state legislative body.
- (h) Numerous state laws that target communities for elimination of zoning standards have been enacted, and continue to be proposed, that eliminate or erode local control over local development and circumvent the California Environmental Quality Act (“CEQA”), creating the potential for harmful environmental impacts to occur.
- (i) The purpose of this measure is to ensure that all decisions regarding local land use controls, including zoning law and regulations, are made by the affected communities in accordance with applicable law, including but not limited to CEQA (Public Resources Code § 21000 et seq.), the California Fair Employment and Housing Act (Government Code §§ 12900 – 12996), prohibitions against discrimination (Government Code § 65008), and affirmatively furthering fair housing (Government Code § 8899.50). This constitutional amendment would continue to provide for state control in the coastal zone, the siting of a power plant that can generate more than 50 megawatts of electricity, or the development or construction of water, communication or transportation infrastructure projects which the Legislature declares are matters of statewide concern and are in the best interests of the state. For purposes of this measure, it is the intent that a transportation infrastructure project shall not include a transit-oriented development project that is residential, commercial, or mixed-use.

SECTION 2. Section 4.5 is added to Article XI of the California Constitution, to read:

SEC. 4.5. (a) Except as provided in subdivision (b), in the event of a conflict with a state statute, a county charter provision, general plan, specific plan, ordinance or a regulation adopted pursuant to a county charter, that regulates the zoning, development or use of land within the boundaries of an unincorporated area of the county shall be deemed a county affair within the meaning of Section 4 and shall prevail over a conflicting state statute. No voter approved local initiative that regulates the zoning, development or use of land within the boundaries of any county shall be overturned or otherwise nullified by any legislative body.

(b) A county charter provision, general plan, specific plan, ordinance or a regulation adopted and applicable to an unincorporated area within a county, may be determined only by a court of competent jurisdiction, in accordance with Section 4, to address either a matter of statewide concern or a county affair if that provision, ordinance, or regulation conflicts with a state statute with regard to only the following:

(1) The California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), or a successor statute.

(2) The siting of a power generating facility capable of generating more than 50 megawatts of electricity and the California Public Utilities Commission has determined that a need exists at that location that is a matter of statewide concern.

(3) The development or construction of a water, communication or transportation infrastructure project for which the Legislature has declared in statute the reasons why the project addresses a matter of statewide concern and is in the best interests of the state. For purposes of this paragraph, a transportation infrastructure project does not include a transit-oriented development project, whether residential, commercial, or mixed-use.

(c) No modification to appropriations for state funded programs shall occur, and no state grant applications or funding shall be denied as a result of the application of this section. No benefit or preference in state appropriations or grants shall be given to an entity that opts not to utilize the provisions of this section.

(d) The provisions of this section are severable. If any provision of this section or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

SECTION 3. Section 5.5 is added to Article XI of the California Constitution, to read:

SEC. 5.5. (a) Except as provided in subdivision (b), in the event of a conflict with a state statute, a city charter provision, general plan, specific plan, ordinance or a regulation adopted pursuant to a city charter, that establishes land use policies or regulates zoning or development standards within the boundaries of the city shall be deemed a municipal affair within the meaning of Section 5 and shall prevail over a conflicting state statute. No voter approved local initiative that regulates the zoning, development or use of land within the boundaries of any city shall be overturned or otherwise nullified by any legislative body.

(b) A city charter provision, general plan, specific plan, ordinance or a regulation adopted pursuant to a city charter, may be determined only by a court of competent jurisdiction, in accordance with Section 5, to address either a matter of statewide concern or a municipal affair

if that provision, ordinance, or regulation conflicts with a state statute with regard to only the following:

- (1) The California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), or a successor statute.
- (2) The siting of a power generating facility capable of generating more than 50 megawatts of electricity and the California Public Utilities Commission has determined that a need exists at that location that is a matter of statewide concern.
- (3) The development or construction of a water, communication or transportation infrastructure project for which the Legislature has declared in statute the reasons why the project addresses a matter of statewide concern and is in the best interests of the state. For purposes of this paragraph, a transportation infrastructure project does not include a transit-oriented development project, whether residential, commercial, or mixed-use.

(c) No modification to appropriations for state funded programs shall occur, and no state grant applications or funding shall be denied as a result of the application of this section. No benefit or preference in state appropriations or grants shall be given to an entity that opts not to utilize the provisions of this section.

(d) The provisions of this section are severable. If any provision of this section or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

SECTION 4. Section 7 of Article XI of the California Constitution is amended to read:

SEC. 7. (a) A county or city may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not that are not, except as provided in subdivision (b), in conflict with general laws. A county or city may not supersede or otherwise interfere with any voter approved local initiative pertaining to land use or zoning restrictions.

(b) A county or city general plan, specific plan, ordinance or regulation that regulates the zoning, development or use of land within the boundaries of the county or city shall prevail over conflicting general laws, except for only the following:

(A) A coastal land use plan, ordinance or regulation that conflicts with the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), or a successor statute.

(B) An ordinance or regulation that addresses the siting of a power generating facility capable of generating more than 50 megawatts of electricity and the California Public Utilities Commission has determined that a need exists at that location that is a matter of statewide concern.

(C) An ordinance or regulation that addresses the development or construction of a water, communication or transportation infrastructure project for which the Legislature has declared in statute the reasons why the project addresses a matter of statewide concern and is in the best interests of the state. For purposes of this subparagraph, a transportation infrastructure project does not include a transit-oriented development project, whether residential, commercial, or mixed-use.

(c) No modification to appropriations for state funded programs shall occur, and no state grant applications or funding shall be denied as a result of the application of this section. No benefit or preference in state appropriations or grants shall be given to an entity that opts not to utilize the provisions of this section.

(d) The provisions of this subdivision are severable. If any provision of this subdivision or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.



## City Council Agenda Statement

Meeting Date: November 16, 2021

Agenda Heading: Staff Presentations

Item Number: D.19

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### TITLE:

Fiscal Year 2021-2022 First Quarter Financial Review

### RECOMMENDATION:

1. Receive and File FY 2021-2022 First Quarter Financial Review
2. Authorize staff to bring back a staff report and bylaws to form a City Council Finance Committee

### FISCAL IMPACT:

No fiscal impact

### BACKGROUND:

#### **First Quarter Financial Review for Fiscal Year 2021-2022**

Staff has reviewed all revenues and expenditures for the first quarter of FY 2021-22, with an emphasis on the General Fund, to determine if all sources and uses are on target with the originally adopted budget. As we review the first quarter results, the City continues to experience lower General Fund revenues in comparison to pre-COVID revenues; however, the City has been experiencing steady economic growth coming out of the COVID-19 economic shutdown. In addition to the challenges associated with COVID, there are financial challenges related to funding infrastructure needs throughout the City.

Overall, the economy is showing signs of steady growth locally, as well as statewide. While we are projecting moderate growth in many City revenues, the concentration of revenues coming from the business and industry sector creates a higher level of volatility in our core tax revenues that can be challenging to forecast. These core revenues will be closely observed during the next quarter and staff will be able to better estimate the performance of the budget at the mid-year review scheduled for February 2022.

**1st Quarter FY 2021-22 General Fund Financials**

**November 16, 2021**

**Page 2 of 2**

**DISCUSSION:**

Please refer to the attached document, Finance Department Memorandum on FY 2021-22 First Quarter Financial Review, for an in-depth discussion on the first quarter financials.

**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:**

Joseph Lillio, Chief Financial Officer

**REVIEWED BY:**

Joseph Lillio, Chief Financial Officer

**APPROVED BY:**

**ATTACHED SUPPORTING DOCUMENTS:**

1. Staff Report 2021-22 1st Quarter Financial Review



# Finance Department Memorandum

350 Main Street El Segundo, CA 90245  
Phone 310-524-2300 | [www.elsegundo.org](http://www.elsegundo.org)

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**To:** Honorable Mayor Boyles and Members of City Council  
**From:** Scott Mitnick, City Manager & Joseph Lillio, Chief Financial Officer  
**Date:** November 16, 2021  
**Subject:** FY 2021-22 First Quarter Financial Review

## **DISCUSSION:**

### FY 2021-22 General Fund Revenue First Quarter Actuals

The table below displays the Adopted FY 2021-2022 General Fund Budget revenue estimate (\$74,802,700). The FY 2021-22 revenue estimate reflects a \$6.4 million (-8%) decrease from the actual revenues received in FY 2018-19: the last full fiscal year that did not include the global pandemic, COVID-19. If COVID-19 had never occurred, the City had been trending with healthy annual revenue growth. If this trend would have continued into FY 2021-22, the General Fund revenue projection for FY 2021-22 could have been approximately \$84 million. This represents a decrease of \$9 million (\$84M v. \$74.8M) when comparing the lost revenue opportunity if COVID had never occurred. While the local economy is improving, the short-term and long-term economic impacts of COVID-19 are significant and concerning.

The City switched from a Federal fiscal year (Oct. 1 – Sept. 30) to a traditional fiscal year (July 1 – June 30) beginning with FY 2021-22. Many of the large General Fund revenues are cyclical rather than rerecurring monthly revenue sources. As a result, the first quarter (July 1 – September 30) tends to be the lowest three-month period for General Fund revenues received. This makes the first quarter financial review somewhat less significant as a gauge to measure if the actual revenues are trending in line with the budget. In general, the City's General Fund revenues are slightly improved compared to the same three-month period last year.

**General Fund (GF) Revenues 1<sup>st</sup> Quarter**

	Revenue Source	FY 2021-2022 Budget	Actual Through 9/30/2021	% of Budget Received	Prior Year Actual Through 9/30/2020
1	Sales & Use Tax	\$12,250,000	\$950,350	8%	\$890,150
2	Business License	11,750,000	42,776	0%	128,029
3	Property Tax	10,432,525	0	0%	380,255
4	Transient Occupancy Tax	8,420,000	981,130	12%	353,094
5	Chevron Tax Reso Agreement	6,600,000	0	0%	0
6	Utility User Tax (UUT)	6,289,500	1,083,454	17%	926,824
7	Charges for Services	4,755,511	1,156,051	24%	909,119
8	Transfers In	4,013,235	2,011,733	50%	140,000
9	Franchise Tax	3,000,000	0	0%	43,110
10	Other Revenues	2,267,770	53,594	6%	121,400
11	Intergovernmental	2,178,909	37,935	2%	191,181
12	License & Permits	1,825,000	554,279	30%	314,850
13	Interest & Rental Income	726,250	67,559	14%	394,838
14	Fines & Forfeitures	294,000	40,034	14%	78,793
	<b>Total General Fund Revenues</b>	<b>\$74,802,700</b>	<b>\$6,978,895</b>	<b>9%</b>	<b>\$4,871,643</b>

The following revenue analysis of each General Fund revenue category provides further insight on revenue trends and receipts.

1. Sales & Use Tax

First quarter Sales Tax revenue appears to be trending with the adopted budget. Staff meets quarterly with the City’s Sales Tax consultant, HdL, to review sales tax activity within the City, trends, and review of the Sales Tax projections for the fiscal year.

2. Business License Tax (BLT)

BLT is assessed each December and collected by the City December 1 – January 31 each year. The BLT will be reviewed during the third quarter financial review which will include revenue from the month of January. Since this revenue source reflects the number of jobs in place at the beginning of the fiscal year, it is possible that the impact of COVID-19 may not be reflected until the later part of FY 2021-2022. As a result, the actual Business License Tax is a “lagging indicator” and staff will continue to track its activity over the next couple years.

3. Property Tax

Property Tax payments are received by the City in December and January and then in April and May of each year. Staff will continue to monitor the progress of property tax payments as the actual payments are received by the City. Staff did meet with the City's property tax consultant, HdL, in late October 2021. As a result of this meeting, the expectation is the actual property tax may come in \$250,000 under budget due to a large Prop. 8 assessment appeal that was successful by the property owner. Staff will monitor this revenue source closely.

4. Transient Occupancy Tax

This revenue source is driven by two factors: hotel occupancy rates and room rates. Immediately after COVID-19 hit, the City's occupancy rates at 15 hotels fell from an average of 90% to below 50%. Occupancy rates in some hotels slid to below 10% during March and April of 2020. Hotel occupancy rates are now rising; however, occupancy rates are still well below 90%. The actual hotel room rates have also dropped and remain lower than pre COVID-19 rates. Early indications seem to support this revenue source is trending with the adopted budget. TOT was generating about \$15 million per year prior to COVID-19. Even if the current year actuals meet the budget projection of \$8.4 million, this is far below the pre-COVID revenue levels.

5. Chevron Tax Resolution Agreement (TRA)

The Chevron TRA is remitted to the City each year and is due by March 31. There is an established annual tax floor for Chevron that is increased each year by the applicable Consumer Price Index (CPI). This revenue source will be evaluated during the third quarter financial review.

6. Utility User Tax

Gas, Water, Electric, Telephone combined: The City has received 17% of the total budgeted UUT during the first quarter of FY 2021-22. This revenue is tracking in line with the anticipated budget at this time. Staff will continue to closely monitor this category and provide an update during mid-year review.

7. Charges for Services

This revenue source includes Zoning and Planning fees, Plan Check fees, Plan Retention fees, Energy Plan Check fees, Planning Service fees, Paramedic Transport, and Recreation and cultural Arts programming. The combined first quarter revenue was \$1,156,051, or 24% of budget received. At this time Charges for Services is projected to be in line with budget. Staff will continue to monitor and report any changes due to the economic conditions..

8. Transfers-in

The total budget of \$4,013,235 is from three sources: \$2,425,000 transferred over from the OPEB Trust to balance the FY 2021-22 Budget; \$1,563,235 in American Rescue Act Funds (ARPA); and \$25,000 as a transfer-in from the Traffic Safety Fund. The transfer-in from the OPEB Trust will be evaluated at mid-year to determine if it is still necessary in order to balance the budget. The \$1,563,235 in ARPA Funds have been revised to \$1,986,733 for an increase in \$423,498. There will be another ARPA payment of \$1,986,733 in July of 2022. The Traffic Safety Fund transfer-in of \$25,000 has already been recorded. Depending on how the total General Fund revenues perform through the first six months of FY 2021-22, will be a driving factor if the OPEB Trust is utilized and for how much.

9. Franchise Tax

This revenue source is impacted by the price of commodities such as natural gas, its consumption demand, the price of electricity and its demand. The annual payments from Southern California Edison and The Gas Co. are received in April of each year. The Gas Co. payment is calculated using the average price of natural gas for the prior calendar year.

10. Other Revenue

This revenue source includes developer contributions, internal administrative charges to other funds, Fire Strike Team reimbursements, SB90 State mandated reimbursements, and other miscellaneous revenues. Revenues in this category are anticipated to be aligned with the projected budget.

11. Intergovernmental Revenue

This revenue source includes Vehicle License Fee (VLF) swap and reimbursement from ESUSD for school librarians. VLF revenue was part of the State's reorganization of VLF and Property Tax revenues to municipalities in the late 1990s, also referred to as triple flip, which tied VLF to Property Tax valuations. In 2004, the CA State Legislature permanently reduced the VLF tax rate and eliminated State General Fund backfill to cities and counties. Instead, cities and counties now receive additional transfers of Property Tax revenues in lieu of VLF. The VLF payments are received in December, January, April, and May of each year.

12. Licenses and Permits

This revenue source includes animal licensing, various building permits, and street permits. The City recorded revenues of \$554,279, or 30% of budget received. This revenue stream is somewhat seasonal and is trending higher due to increased revenues in building permits, electrical permits, and street permits. This revenue usually ticks further upward in the spring and summer. If this trend

occurs, the revenues will more than likely exceed the adopted budget. Staff will continue to closely monitor this category and provide an update during mid-year review.

13. Interest Earnings & Rental Income

Interest rates for U.S. Treasuries, Federal Agencies, municipal bonds, and CDs were at historic lows during the first quarter of FY 2021-22. The City Treasurer is closely monitoring investment opportunities that fall in compliance with the City's investment policy.

14. Fines & Forfeitures

This revenue source includes parking citations, fines for towed vehicles, and other miscellaneous fines. The revenues received through the first quarter, about \$40,000 or 14% received, are trending under budget.

Fiscal Year-end (FYE) 2020-2021 General Fund Appropriations

Adopted General Fund Appropriations for FY 2021-2022 are \$77,651,553. The first quarter total expenditures are \$23,507,991, or 31% of appropriations have been spent. The table below illustrates the adopted budget to first quarter expenditures as a percent of total actuals by department. The prior period expenditures from July 1 – September 30, 2020, are listed in the table as reference.

	Expenditure Source	FY 2021-22 Adopted Budget	July 1 – Sept. 30 2021	% of Budget Expensed	July 1 – Sept. 30 2020
1	Police	\$19,436,175	\$3,691,992	19%	\$6,226,496
2	Fire	13,782,667	3,132,305	23%	5,040,255
3	Transfers Out	10,538,908	10,538,908	100%	1,249,000
4	Public Works	8,695,404	1,474,104	17%	2,265,775
5	Non-departmental	5,904,993	1,368,512	24%	1,410,785
6	Community Services	5,878,231	1,051,616	18%	914,964
7	Development Services	3,098,785	453,290	15%	860,321
8	Information Technology	3,023,930	506,018	17%	692,728
9	City Manager	2,453,282	426,628	18%	597,854
10	Finance	2,412,820	432,859	18%	568,884
11	Human Resources	977,063	139,127	15%	326,524
12	City Attorney	561,950	9,952	2%	307,168
13	City Clerk	530,749	92,071	18%	192,765
14	City Council	356,596	66,165	19%	101,193
15	FEMA (COVID) Exp.	0	124,444	N/A	494,430
16	<b>Total GF Expenditures</b>	<b>\$77,651,553</b>	<b>\$23,507,991</b>	<b>31%</b>	<b>\$21,249,142</b>

As noted in the table above, the majority of City Departments/Operations are trending well below the adopted appropriations. This is due to numerous budgeted vacant positions throughout the City. The following discussion provides further analysis of the budgetary trend within each Department listed in the table above.

1. Police: Salaries, benefits, and overtime are trending below budget due to position vacancies.
2. Fire: Trending with the adopted Department budget.
3. Transfers Out: Trending with the adopted budget. Transfers Out represent \$225,500 in transfer out to the CIP Fund, with the remaining amount earmarked for the Pension Obligation Bonds (POBs) payment due on December 31 and June 30. The POBs were issued in May 2021 saving the City approximately \$84 million over the next 19 years.
4. Public Works: Salaries, benefits, and overtime are trending below budget due to position vacancies.
5. Non-departmental: Trending with the adopted Department budget. The Non-departmental budget includes retiree medical premiums, accrued vacation/sick

payouts for employees retiring or leaving the City, unemployment compensation claims, and other miscellaneous items.

6. Community Services: Salaries, benefits, and overtime are trending below budget due to position vacancies.
7. Development Services: Salaries, benefits, and overtime are trending below budget due to position vacancies.
8. Information Technology: Salaries, benefits, and overtime are trending below budget due to position vacancies.
9. City Manager: Salaries, benefits, and overtime are trending below budget due to position vacancies.
10. Finance & Treasury: Salaries and benefits are trending below budget due to position vacancies.
11. Human Resources: Salaries and benefits are trending below budget due to position vacancies.
12. City Attorney: Due to the City not being billed until mid-October for attorney services provided in July, August, and September, the actuals are reflective of little expenditure activity. This will be reconciled with the mid-year report.
13. City Clerk: Professional services budgeted items are trending below budget. This is more of a timing issue of when the services are provided and expensed.
14. City Council: Council's budget is trending below the adopted budget primarily due to little activity in dues and subscriptions as well as meetings and travel. This is a timing issue of when these services are utilized and when annual subscriptions become due.
15. FEMA (COVID) Expenditures: These costs were tracked separately in order to claim reimbursement from FEMA for the COVID related activities. This activity was not budgeted for; however, the City has filed several claims with FEMA with the intent of being reimbursed up to 100% for the COVID related expenditures. The All Hazards Incident Management Team (AHIMT) is providing the services to track these costs and submit for reimbursement to FEMA.

**DEBT SERVICE FUND**

The Debt Service fund records the City's lease payments for the Douglas Street Gap Closure capital improvement project. In September 2005, the City entered into a facility lease agreement with California Infrastructure and Economic Development Bank (CIEDB) whereby CIEDB issued \$10,000,000 in bonds to finance the Douglas Street Gap Closure Project. The City makes semi-annual lease payments over a 30-year period from Traffic Mitigation Fees which began in February 2006. The General Fund does not fund the debt service. The interest rate on the bonds is 2.87% per annum. Payments on the lease obligation are due February 1 and August 1 of each year.

Debt Service Fund	Revenues	Expenses
FY 2021-22 Adopted Budget	\$360,000	\$545,000
FY 2021-22 Actuals (1 <sup>st</sup> Q)	\$31,087	\$442,540

**ENTERPRISE FUNDS**

The City of El Segundo purchases all potable and recycled water from West Basin Municipal Water District. In addition to purchasing water, the City also operates and maintains water reservoirs, pipelines, and equipment. Water revenues are trending with the adopted budget. Water expenses are trending under budget primarily due to \$3.5 million in capital projects that are budgeted and will begin in the coming months. Also, due to the expenses only reflecting two months of bills from West Basin WD for the purchase of potable and recycled water.

Water Fund	Revenues	Expenses
FY 2021-22 Adopted Budget	\$35,735,911	\$31,314,039
FY 2021-22 Actuals (1 <sup>st</sup> Q)	\$9,345,604	\$5,171,334

Wastewater Fund revenues are trending with the adopted revenues. The expenses are trending below budget due to \$1.4 million in capital projects that are budgeted and will begin in the coming months. The City budgeted \$2.6 million for the wastewater treatment services for the City of Los Angeles' Hyperion Treatment Plant which provides services to residents and businesses west of Pacific Coast Highway.

Wastewater Fund	Revenues	Expenses
FY 2021-22 Adopted Budget	\$5,533,582	\$6,520,356
FY 2021-22 Actuals (1 <sup>st</sup> Q)	\$1,174,771	\$988,690

**INTERNAL SERVICE FUNDS**

General Liability Fund revenues are transferred in from operating departments and programs throughout the City. In addition, the City occasionally receives revenue from recovery of claims paid. The City participates in the following insurance risk pool programs: auto physical damage program, crime, cyber, earth movement and flood, general liability, property and equipment breakdown program, and terrorism. The revenues are expected to trend with the approved revenue budget. Expenses are primarily the annual insurance premiums paid and claims paid. The annual premiums are paid each July (\$1.4M for FY 2021-22) and claims are paid as they occur. Expenses are trending with the adopted budget.

General Liability Fund	Revenues	Expenses
FY 2021-22 Adopted Budget	\$3,030,000	\$3,094,306
FY 2021-22 Actuals (1 <sup>st</sup> Q)	\$416,747	\$1,882,381

Workers' Compensation Fund revenues and expenses are in trend with the adopted budget. Expenses are primarily the annual insurance premium paid and claims paid. The annual premium is paid each July (\$900,000 for FY 2021-22) and claims are paid as they occur.

Workers' Compensation Fund	Revenues	Expenses
FY 2021-22 Adopted Budget	\$3,125,374	\$3,490,975
FY 2021-22 Actuals (1 <sup>st</sup> Q)	\$980,442	\$1,212,894

**SENIOR HOUSING FUND**

In 1986, the City constructed a 97-unit senior housing project, Park Vista. The City continues to own and maintain Park Vista. The property is overseen by the Senior Citizen Housing Corporation Board and managed by a third-party property management firm, The Cadman Group. The budget includes an appropriation for \$60,000 earmarked for the plumbing design study for Park Vista.

Senior Housing Fund	Revenues	Expenses
FY 2021-22 Adopted Budget	\$20,000	\$75,313
FY 2021-22 Actuals (1 <sup>st</sup> Q)	\$0	\$13,052

**OTHER FUNDS**

The Adopted FY 2021-2022 Citywide Budget also includes a number of other Special Revenue Funds and Proprietary Funds not included in this first quarter financial update.

These funds will be included in the City's official FY 2021-2022 Mid-year Financial Report which will be presented to City Council in February 2022.

**CONCLUSION:**

Balancing the FY 2021-2022 Budget was a major challenge since the fiscal year operated under a radically different scenario from normal, pre-COVID fiscal years. While the organization was able to make the necessary adjustments to ensure that the General Fund and other major Funds ended the year in the black, considerable financial difficulties remain as the cost of providing services rise and the effects of COVID-19 continue to impact the local economy. The City will continue to focus its efforts on keeping local residents and businesses safe during an unprecedented global pandemic. Expenditures on employee retirement benefits will continue to rise as CalPERS continues to phase in a lower discount rate and a lower their investment risk tolerance for the CalPERS portfolio. In addition, medical premiums are seeing significant increases for 2022. Other budgetary pressures are the rising inflationary pressures on goods and services purchased by the City and the rising costs of construction materials.

Overall General Fund revenues at first quarter review are tracking in line with the adopted budget and trending higher than the same period from the prior year. Staff will continue monitoring revenues and expenditures and will report any changes to the budgeted estimates during the mid-year review which will occur in February.

**Proposed City Council Finance Committee**

In addition to the first quarter financial report, staff is recommending that City Council form a formal Finance Committee made up of two Council Members. Establishing a Finance Committee has become a Best Management Practice (BMP) in California. Some of the benefits include:

- Provide City Management with an effective sound board for financial and budget issues;
- Ensure that financial elements of the City remain in compliance with City Council's vision, mission, and strategic plan;
- Act as an advisory body on financial operations and provide input during City's Biennial Budget process;
- Provide input on prioritizing capital infrastructure projects and to remain in compliance with City Council direction;
- Assist in quarterly review of City's fiscal operation on a quarterly basis;

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- As necessary, meet with the outside auditors to better understand the City's financial picture and to review staff implementation of any corrective measures of accounting or audit findings; and
- Review potential revenue measures.

If City Council is in agreement with the proposal, staff will bring back a report to form a Finance Committee with recommended bylaws in either December 2021 or January 2022.



## **City Council Agenda Statement**

**Meeting Date:** November 16, 2021

**Agenda Heading:** Staff Presentations

**Item Number:** D.20

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### **TITLE:**

Ordinance Adding Chapter 9 to Title 5 of the El Segundo Municipal Code Regarding Mandatory Organic Waste Disposal Reduction

### **RECOMMENDATION:**

1. Waive the first reading and introduce an ordinance adding Chapter 9 to Title 5 of El Segundo Municipal Code regarding Mandatory Organic Waste Disposal Reduction.
2. Schedule the second reading for the December 7, 2021 City Council meeting.

### **FISCAL IMPACT:**

There is no direct fiscal impact associated with adding this ordinance to the Municipal Code. Indirect cost of staff time will be absorbed via the City's adopted FY 2021-2022 Annual Budget.

### **BACKGROUND:**

In 2016, Governor Brown signed into law Senate Bill (SB) 1383, establishing methane emissions reduction targets in a statewide effort to reduce emissions of Short-Lived Climate Pollutants (SLCP) in various sectors of California's economy. SB 1383 is the state's most ambitious waste reduction law in the last 30 years and enacts the following targets to reduce organic waste in landfills:

- Achieve a 50% reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75% reduction by 2025
- Recover at least 20% of currently disposed surplus food by 2025

SLCPs, including methane, adversely affect indoor and outdoor air quality. Methane emissions are more potent than carbon dioxide but live a short time in the atmosphere.

## **Mandatory Organic Waste Disposal Reduction Ordinance**

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The decomposition of organic waste in landfills is a significant source of methane emissions. Actions to reduce SLCPs are essential to address the many impacts of climate change on human health and the environment.

### **DISCUSSION:**

Since landfills are the third largest producer of methane, the state's SLCP strategy includes managing organic waste. Food scraps, green waste, paper, and cardboard are organic materials that account for a significant portion of California's overall waste stream. Increasing food waste prevention, encouraging edible food rescue, and expanding the composting and in-vessel digestion of organic waste will reduce methane from landfill operations. In addition to setting specific emissions reduction goals, SB 1383 mandates cities and counties to:

- Provide organic waste collection services for all residents and businesses
- Develop and adopt an enforcement mechanism or ordinance by January 2022
- Establish an edible food recovery program
- Update the City's procurement policy to purchase recycled paper content and recycled organic waste products (e.g., compost, mulch, and renewable natural gas) at a volume of 0.08 tons/resident
- Provide outreach and education for generators, haulers, facilities, edible food recovery organizations, and municipal departments
- Plan and secure access for recycling and edible food recovery capacity
- Monitor compliance and conduct enforcement
- Maintain accurate compliance records

To meet the SB 1383 regulations, jurisdictions throughout the State are required to adopt an ordinance or other similarly enforceable mechanism by January 1, 2022. The proposed ordinance will mandate that organic waste generators, haulers, and other entities subject to the requirements of SB 1383 regulations and subject to the jurisdiction's authority, comply with SB 1383 regulatory requirements. It will also help reduce food insecurity by requiring commercial edible food generators to arrange to have the maximum amount of their edible food, that would otherwise be disposed of, be recovered for human consumption.

## **Mandatory Organic Waste Disposal Reduction Ordinance**

**November 16, 2021**

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The proposed ordinance addresses the SB 1383 regulatory requirements the City needs to enforce on other entities, including requirements for generators to participate in organic waste collection programs; multi-family and business owners and property managers to support organic waste disposal reduction; commercial edible food generators to recover edible food through contracts or written agreements with food recovery organizations and services; and more.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

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

### **PREPARED BY:**

Elias Sassoon, Public Works Director

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Organic Waste Ordinance (SB 1383)

**CITY OF EL SEGUNDO**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADDING CHAPTER 9 TO TITLE 5 OF THE EL SEGUNDO MUNICIPAL CODE REGARDING MANDATORY ORGANIC WASTE DISPOSAL REDUCTION**

**THE CITY COUNCIL OF THE CITY OF EL SEGUNDO DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** A new Chapter 9 entitled “Mandatory Organic Waste Disposal Reduction” is added to Title 5 (Health and Sanitation) of the El Segundo Municipal Code (“ESMC”) to read as follows:

**“Chapter 9**

**MANDATORY ORGANIC WASTE DISPOSAL REDUCTION**

**5-9-1 Purpose.**

This chapter is adopted in accordance with Article XI, § 7 of the California Constitution and Public Resources Code § 40059 to protect public health, safety and well-being, to control the spread of vectors, and to limit sources of air pollution, noise and traffic within the City. This chapter is adopted to supplement and implement the legal requirements of AB 939 and, in particular, the SB 1383 Regulations.

**5-9-2 Definitions.**

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter. Words and phrases not given a meaning by this Chapter have the meaning set forth in the Act and the regulations promulgated to implement the Act, if defined therein, and if not, to the definitions found in RCRA and the regulations promulgated to implement RCRA, as amended, or in this code (see Chapter 5-2). References to an undesignated regulation are to Title 14 of the California Code of Regulations.

“AB 939” or “Act” means the California Integrated Waste Management Act of 1989 codified in part at Public Resources Code, §§ 40000 *et seq.*, as amended.

“City Enforcement Official” means the city manager, or designee.

“Commercial Business” or “Commercial” means a firm, partnership,

proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multifamily residential dwelling, or as otherwise defined in § 18982(a)(6). A Multi-Family Residential Dwelling that consists of fewer than five units is not a Commercial Business for purposes of implementing this chapter.

“Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in this chapter or as otherwise defined in 18982(a)(73) and (a)(74). For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to § 18982(a)(7).

“Compliance Review” means a review of records by the city to determine compliance with this chapter.

“Community Composting” means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and Compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in § 17855(a)(4) or as otherwise defined by § 18982.

“Compost” has the same meaning as in § 17896.2(a)(4), which stated, as of the effective date of this chapter, that “Compost” means the product resulting from the controlled biological decomposition of organic Solid Wastes that are Source Separated from the municipal Solid Waste stream, or which are separated at a centralized facility.

“Compostable Plastics” or “Compostable Plastic” means plastic materials that meet the ASTM D6400 standard for compostability, or as otherwise described in § 18984.1 or § 18984.2.

“Edible Food” means food intended for human consumption, or as otherwise defined in § 18982(a)(18). For purposes of this chapter or as otherwise defined in § 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not discarded. Nothing in this chapter requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code.

“Designee” means the person designated by the city manager pursuant to § 18981.2(b).

“Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in § 18982(a)(24).

“Food Waste” means Food Scraps, Food-Soiled Paper, and Compostable Plastics.

“Gray Container” has the same meaning as in § 18982(28).

“Gray Container Waste” means Solid Waste that is collected in a Gray Container that is part of a three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Gray Container as specified in § 18984.1(a) and (b), or as otherwise defined in § 17402(a)(6.5).

“Green Container” has the same meaning as in § 18982(a)(29) and will be used for the purpose of storage and collection of Source Separated Green Container Organic Waste.

“Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

“RCRA” means the Resource Conservation and Recovery Act as set forth at 42 U.S.C. §§ 6901, *et seq.*, as amended.

“SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Health and Safety Code §§ 39730.5, 39730.6, 39730.7, and 39730.8 and added Public Resources Code Chapter 13.1 (commencing with § 42652), establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.

“SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this chapter, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations found at Titles 14 (Chapter 12) and 27 of the California Code of Regulations.

“Single-Family” means of, from, or pertaining to any residential premises with fewer than five units.

“Source Separated Green Container Organic Waste” means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the generator, excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.

“Source Separated Recyclable Materials” means Source Separated Non-Organic Recyclables and Source Separated Blue Container Organic Waste.

**5-9-3 Requirements for Single-Family Generators.**

Except as otherwise provided for Self-Haulers, Single-Family Organic Waste Generators must:

- A. Subscribe to Organic Waste collection services for all generated Organic Waste. City may review the number and size of a generator’s containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials. Single-Family generators must adjust their collection service level as directed by the City to maintain a level of service that is consistent with the purpose of this chapter. Generators must manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste on site, and/or using a Community Composting site pursuant to § 18984.9(c).
- B. Participate in the Organic Waste collection service by placing designated materials in designated containers as described below. It is unlawful to place Prohibited Container Contaminants in collection containers.
- C. Generators must
  - 1. Place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container;
  - 2. Place Source Separated Recyclable Materials in the Blue Container; and
  - 3. Place Gray Container Waste in the Gray Container.
- D. It is unlawful for Generators to place materials designated for the Gray Container into the Green Container or Blue Container.

**5-9-4 Requirements for Commercial Businesses and Multi-Family Residential Dwellings.**

- A. Except as provided for Self-Haulers, all generators that are Commercial Businesses or Multi-Family Residential Dwellings must subscribe to City’s three container collection services and comply with requirements of those services as described below.

- B. City may review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials.
- C. Commercial Businesses and Multi-Family Residential Dwellings must adjust their collection service level as directed by the City to maintain a level of service that is consistent with the purpose of this chapter and to avoid adverse impacts to public health, safety or welfare.
- D. Commercial Businesses and Multi-Family Residential Dwellings must participate in the City's Organic Waste collection service by placing designated materials in designated containers as follows:
  - 1. Place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container;
  - 2. Place Source Separated Recyclable Materials in the Blue Container; and
  - 3. Place Gray Container Waste in the Gray Container. Generator must not place materials designated for the Gray Container into the Green Container or Blue Container.
- E. Commercial Businesses and Multi-Family Residential Dwellings must supply, and allow, employees, contractors, tenants, and customers unfettered access to collection containers of adequate number and size, consistent with City's Blue Container, Green Container, and Gray Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program. All collection containers must be labeled or colored as set forth below.
- F. Commercial Businesses and Multi-Family Residential Dwellings must provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials in all indoor and outdoor areas where disposal containers are provided for customers to deposit materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers.
- G. Pursuant to § 18984.9(b), the containers provided by the business must have either:

1. A body or lid that conforms with the container colors provided through the collection service provided by City, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased before January 1, 2022, that do not comply with the requirements of this subsection before the end of the useful life of those containers, or before January 1, 2036, whichever comes first.
  2. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant § 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.
- H. Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirements pursuant to § 18984.9(b).
- I. Commercial Businesses must, to the extent practicable, prohibit employees from placing materials in a container not designated for those materials per the City’s Blue Container, Green Container, and Gray Container collection service or, if self-hauling, per the Commercial Businesses’ instructions to support its compliance with its self-haul program.
- J. Commercial Businesses must periodically inspect Blue Containers, Green Containers, and Gray Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to § 18984.9(b)(3).
- K. Commercial Businesses must annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials.
- L. Commercial Businesses must provide education information before or within 14 days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste and Source Separated Recyclable Materials separate from Gray Container Waste (when applicable) and the location of containers and the rules governing their use at each property.
- M. Commercial Businesses must provide or arrange access for City or

Designee to their properties during all Inspections conducted in accordance with this chapter to confirm compliance with the requirements of this chapter.

- N. If a Commercial Business wants to self-haul, it must meet the Self-Hauler requirements in this chapter.
- O. Nothing in this Section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a Community Composting site pursuant to § 18984.9(c).
- P. Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators must comply with Food Recovery requirements.

**5-9-5 De Minimis Waivers for Generators.**

- A. The City may waive a Commercial Business's obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of this chapter if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described below.
- B. Commercial Businesses requesting a de minimis waiver must submit an application specifying the services that they are requesting a de minimis waiver for and provide the following documentation:
  - 1. The Commercial Business's total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or
  - 2. The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business's total waste.
- C. Notify City if circumstances change such that Commercial Business's Organic Waste exceeds the threshold required for de minimis waiver, in which case the waiver will be rescinded.
- D. Acknowledge that if the City obtains information at any time that the Commercial Business is exceeding the organic waste thresholds for the de minimis waiver, that the City will rescind waiver.

- E. At least every five years after receiving a de minimis waiver, allow the City to conduct an inspection for the purpose of verifying continued eligibility for the de minimis waiver.

**5-9-6 Physical Space Waivers.**

- A. City may waive a Commercial Business's or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste collection service requirements of this code if the Commercial Business or property owner provides documentation, or the City obtains evidence, from a hauler, California licensed architect, or California licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with this chapter.
- B. A Commercial Business or property owner must request a physical space waiver through the following process:
  - 1. Submit an application form specifying the type(s) of collection services for which a waiver is requested.
  - 2. Provide documentation that the premises lacks adequate space.
  - 3. If City grants a waiver, allow access by a Designee to verify the ongoing need for a waiver.

**5-9-7 Requirements for Commercial Edible Food Generators.**

- A. Tier One Commercial Edible Food Generators must comply with the requirements of this section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024.
- B. Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, must require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this section commencing January 1, 2024.
- C. Commercial Edible Food Generators must:
  - 1. Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.
  - 2. Contract with, or enter into a written agreement with, Food Recovery Organizations or Food Recovery Services for: (i) the collection of Edible Food for Food Recovery; or (ii) acceptance of

the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.

3. Allow City Enforcement Officials, upon reasonable notice, to access the premises and review records pursuant to § 18991.4.
- D. Additionally, Commercial Edible Food Generators must keep, for a minimum period of five years, records that includes the documentation, contacts, and such additional information needed to comply with § 18991.3(b) on forms provided by the City or Designee.
- E. Not later than March 31<sup>st</sup> of each year commencing no later than February 1, 2023 for Tier One Commercial Edible Food Generators and February 1, 2025 for Tier Two Commercial Edible Food Generator, provide an annual Food Recovery report to the City that includes the following information:
1. A copy of all contracts or written agreements established under § 18991.3(b).
  2. The quantity of food, measured in annual pounds recovered, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.
  3. The name, address and contact information of the Food Recovery Service or Food Recovery Organization.
- F. Nothing in this chapter will be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017.

#### **5-9-8 Requirements for Food Recovery Organizations and Services.**

- A. A Food Recovery Service that has established a contract or written agreement to collect or receive Edible Food directly from Commercial Edible Food Generators must keep, for a minimum period of five years, records that includes the documentation, contacts, and such additional information needed to comply with § 18991.5 on forms provided by the City or Designee.
- B. No later than March 31<sup>st</sup> of each year, commencing March 31, 2023 Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to § 18991.3(b) must report to the City the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier

Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to § 18991.3(b).

- C. In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the City Food Recovery Services and Food Recovery Organizations operating in the City must provide information and consultation to the City, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City must respond to such request for information within 60 days unless a shorter timeframe is otherwise specified by the City.

**5-9-9 Requirements for Haulers and Facility Operators.**

- A. An exclusive franchised hauler or permitted hauler providing residential, Commercial, or industrial Organic Waste collection services to generators within the City's boundaries must meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the City to collect Organic Waste:
  - 1. Through written notice to the City annually on or before March 15<sup>th</sup>, identify the facilities to which they will transport Organic Waste including facilities for Source Separated Recyclable Materials and Source Separated Green Container Organic Waste.
  - 2. Transport Source Separated Recyclable Materials, Source Separated Green Container Organic Waste to a facility, operation, activity, or property that recovers Organic Waste.
  - 3. Obtain approval from the City to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting C&D in a manner that complies with § 18989.1 or other applicable law including this code.
- B. Owners of facilities, operations, and activities that recover Organic Waste, including, without limitation, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works must, upon City request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City must respond within 60 days after a request is sent by the City.
- C. Community Composting operators, upon City request, will provide

information to the City to support Organic Waste capacity planning, including, without limitation, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City must respond within 60 days after a request is sent by the City.

**5-9-10 Requirements for Self-Haulers of Organic Waste.**

- A. Self-Haulers must source separate all recyclable materials and Organic Waste (materials that City otherwise requires generators to separate for collection in the City's organics and recycling collection program) generated on site from Solid Waste in a manner consistent with §§ 18984.1 and 18984.2, or must haul Organic Waste to a High Diversion Organic Waste Processing Facility as required by § 18984.3.
- B. Self-Haulers must haul their Source Separated Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste.
- C. Self-Haulers must keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; these records must be kept for a minimum of five years and are subject to Inspection by the City upon request. The records must include the following information:
  - 1. Delivery receipts and weight tickets from the entity accepting the waste.
  - 2. The amount of material in cubic yards or tons transported by the generator to each entity.
  - 3. If the material is transported to an entity that does not have scales on-site or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but must keep a record of the entities that received the Organic Waste.
- D. Except for a residential Organic Waste Generator that self-hauls Organic Waste, Self-Haulers that are Commercial Businesses (including Multi-Family Self-Haulers) must provide any information required by City within 60 days after City sends the request.

**5-9-11 Procurement Requirements for City Departments, Direct Service Providers, and Vendors.**

- A. City's direct service providers must comply with the City's Recovered Organic Waste Product and Recycled-Content Paper procurement policy.
- B. All vendors providing Paper Products and Printing and Writing Paper must:
  - 1. If fitness and quality are equal, provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber instead of non-recycled products whenever recycled Paper Products and Printing and Writing Paper are available at the same or lesser total cost than non-recycled items or at a total cost of no more than 10% of the total cost for non-recycled items.
  - 2. Provide Paper Products and Printing and Writing Paper that meet Federal Trade Commission recyclability standard as defined in 16 Code of Federal Regulations (CFR) § 260.12 (January 1, 2013).
  - 3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
  - 4. Certify in writing, on invoices or receipts provided, that the Paper Products and Printing and Writing Paper offered or sold to the City is eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations (CFR) § 260.12 (January 1, 2013).
  - 5. Provide records to the City's Recovered Organic Waste Product procurement recordkeeping Designee, in accordance with the City's Recycled-Content Paper procurement policy(ies) of all Paper Products and Printing and Writing Paper purchases within 30 days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by any division or department or employee of the City. Records must include a copy (electronic or paper) of the invoice or other documentation of purchase, written certifications as required by this chapter for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-recycled content

Paper Products or Printing and Writing Papers are provided, include a description of why Recycled-Content Paper Products or Printing and Writing Papers were not provided.

**5-9-12 Inspections and Investigations by City.**

Designees are authorized to conduct inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this chapter by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws.

**5-9-13 Enforcement.**

Subject to the requirements of § 18995.4 including, without limitation, the need for a 60-day compliance period after issuing a Notice of Violation, the City may enforce this chapter in accordance with applicable law including, without limitation, ESMC Chapters 1-2, 1-2A, and 5-2.”

**SECTION 2:** *Education Period for Noncompliance.* Beginning January 1, 2022 and through December 31, 2023, City or Designee will conduct Inspections, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance with this Ordinance. If City determines that Organic Waste Generator, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it will provide educational materials to the entity describing its obligations under this chapter and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024. Beginning January 1, 2024, the City may enforce the ESMC in accordance with ESMC Chapters 1-2, 1-2A, and 5-2.

**SECTION 3.** *Environmental Review.* This Ordinance was reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the “CEQA Guidelines”). Based upon that review, this Ordinance is exempt from further review pursuant to CEQA Guidelines §15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

**SECTION 4.** *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 5.** *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 6.** *Enforceability.* Repeal or amendment of any provision of the MPMC will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

**SECTION 7.** *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 8.** *Recording.* 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.** *Execution.* The Mayor, or presiding officer, is hereby authorized to affix his signature to this Ordinance signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or duly appointed deputy, is directed to attest thereto.

**SECTION 10.** *Effectiveness.* This Ordinance will take effect on the 30th day following its final passage and adoption. It may be enforced commencing on January 1, 2022.

**ORDINANCE NO. \_\_\_\_ HAD ITS FIRST READING ON \_\_\_\_\_, ITS SECOND READING ON \_\_\_\_\_, AND WAS DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF EL SEGUNDO AT ITS REGULAR MEETING OF \_\_\_\_\_.**

\_\_\_\_\_  
Drew Boyles, Mayor

ATTEST:

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**Tracy Weaver, City Clerk**

**APPROVED AS TO FORM:**

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**Mark Hensley, City Attorney**