



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, FEBRUARY 17, 2026

5:00 PM CLOSED SESSION
6:00 PM OPEN SESSION

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

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

Susan Truax, City Clerk

Executive Team

Darrell George, City Manager
Barbara Voss, Deputy City Manager
Saul Rodriguez, Police Chief
Michael Allen, Community Development Dir.
Todd Selby, Interim IT Director
Aly Mancini, Recreation, Parks & Library Dir.

Mark Hensley, City Attorney
Paul Chung, CFO/City Treasurer
Ryan Allee, Fire Chief
Rebecca Redyk, HR Director
Elias Sassoon, Public Works Dir.

MISSION STATEMENT:

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

VISION STATEMENT:

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

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

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

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

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.

5:00 PM CLOSED SESSION – CALL TO ORDER / ROLL CALL

PUBLIC COMMUNICATION – (RELATED TO CITY BUSINESS ONLY –UP-TO 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 CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -3-MATTER(S)

1. Employee Organizations: Supervisory Professional Employee Association (SPEA), Professional Support Services Employee Association (PSSEA), and Management Confidential (Unrepresented Employee Group)

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

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

INVOCATION – Pastor Jonathan Elmore, The Bridge

PLEDGE OF ALLEGIANCE – Council Member Keldorf

SPECIAL PRESENTATIONS

1. Announce the 2025 Holiday Parade Winners

PUBLIC COMMUNICATIONS – (RELATED TO CITY BUSINESS ONLY – UP TO 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

2. City Council Meeting Minutes

Recommendation -

1. Approve the Regular City Council meeting minutes of February 3, 2026.
2. Alternatively, discuss and take other action related to this item.

3. Warrant Demand Register for January 5, 2026 through February 1, 2026

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 13B-EFT, 13B-Manual Checks, 13B-Payroll Warrant, 14A-EFT, 14A-Manual Checks, 14A-Payroll Warrant, 14B-EFT, 14B-Manual Checks, 15A-EFT, 15A-Manual Checks, and 15A-Payroll Warrant: warrant numbers 3057687 through 3057704, 3071070 through 3071408, 9003432 through 9003433, and 9100052 through 9100071.
3. Alternatively, discuss and take other action related to this item.

4. Waiver of City's Code to Allow Adults Over 21 Years of Age to Consume Alcohol in Approved Public Areas During Special Events

Recommendation -

1. Approve requests by applicants to waive enforcement of certain El Segundo Municipal Code (ESMC) prohibitions to allow alcohol in public spaces designated for El Segundo Kiwanis Club Chilipalooza, Gundo Comedy and BBQ Fest, El Segundo Art Walk, and El Segundo Kiwanis Main St. Fair through December 2026.
2. Waive enforcement of certain ESMC prohibitions to allow adults over 21 years of age to bring and consume alcohol at Library Park for the

Summer Concerts in the Park Series for 2026.

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

5. Resolution Adopting a Citywide Records Retention Schedule

Recommendation -

1. Adopt a resolution updating the City's record retention schedule.

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

6. Fifth Amended and Restated Joint Powers Agreement for the South Bay Cities Council of Governments

Recommendation -

1. Approve and authorize the Mayor to execute the Fifth Amended and Restated Joint Powers Agreement (JPA) of the South Bay Cities Council of Governments (SBCCOG), which allows the City of Los Angeles to designate a non-elected senior staff member as an alternate to the SBCCOG Governing Board representative.

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

7. Resolution Adopting Plans and Specifications for the Phase 2 City Hall HVAC Improvements Project

Recommendation -

1. Adopt a resolution to approve engineering plans and specifications for the Phase 2 City Hall HVAC Improvements Project No. PW 25-18.

2. Appropriate \$700,000 from the General Fund Reserves to FY 2025-26 budget expenditure account 301-511-4101-1-88400.

3. Authorize staff to advertise the project for bids.

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

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

8. Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report

Recommendation -

1. Receive and file the FY 2025-26 Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report.

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2. Amend FY 2025-26 General Fund Revenues from \$104,573,049 to \$102,923,049
 3. Amend FY 2025-26 General Fund Appropriations from \$104,960,713 to \$105,482,713.
 4. Amend FY 2025-26 Equipment Replacement Fund Appropriations from \$8,146,058 to \$8,186,058
 5. Approve to reclassify one Management Analyst and one Special Projects Administrator positions to Senior Management Analyst positions (no change to FTE total count).
 6. Alternatively, discuss and take other actions related to this item.

9. Adoption of a Side Letter Agreement Between the City of El Segundo and the El Segundo Police Officers' Association

Recommendation -

1. Adopt a Side Letter Agreement Between the City of El Segundo and the El Segundo Police Officers' Association ("ESPOA") to the Memorandum of Understanding ("MOU") for the term July 1, 2025 through June 30, 2029 regarding the Voluntary Binding Arbitration bonus payment for two Police Officers that were hired under the prior MOU and successfully completed probation under the current MOU.
2. Alternatively, discuss and take other action related to this item.

10. Annual Fee Waivers for Special Events

Recommendation -

1. Approve the updated list of fee waivers for events through December 2026.
2. Alternatively, discuss and take other action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

11. DEI Workplan Report

Recommendation -

1. Review and approve the proposed DEI Workplan.
2. Alternatively, discuss and take other action related to this item.

F. REPORTS - CITY CLERK

G. REPORTS - COUNCIL MEMBERS

Council Member Keldorf

Council Member Giroux

Council Member Boyles
Mayor Pro Tem Baldino
Mayor Pimentel

H. REPORTS - CITY ATTORNEY

I. REPORTS/FOLLOW-UP - CITY MANAGER

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

MEMORIALS

ADJOURNMENT

POSTED:

DATE: February 12, 2026
TIME: 9:00 AM
BY: Susan Truax, City Clerk

**MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, FEBRUARY 3, 2026**

CLOSED SESSION – Mayor Pimentel called the meeting to order at 4:51 PM

ROLL CALL

Mayor Pimentel	-	Present
Mayor Pro Tem Baldino	-	Present
Council Member Boyles	-	Present
Council Member Giroux	-	Absent
Council Member Keldorf	-	Present

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

SPECIAL ORDER OF BUSINESS:

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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Threats to Significant Exposure to Litigation Pursuant to (Government Code §54956.9(d)(2) or (d)(3)): -1 Matter

Claim No. 25-190377 Claimant: Benjamin Mason (minor); Philip Mason (guardian)

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -1-MATTER(S)

Employee Organizations: Supervisory Professional Employee Association (SPEA)

Representatives: City Manager, Darrell George
Human Resources Director, Rebecca Redyk
SPEA Representative: Alex Volberding.

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

Covenant Restrictions and Easements Owned by Chevron, USA Throughout the City of El Segundo

City of El Segundo Property Negotiator - Darrell George, City Manager
Chevron, USA Property Negotiator - Todd Littleworth, Senior Counsel

Adjourned at 5:50 PM.

Minutes are prepared and ordered to correspond to the agenda.

OPEN SESSION – Mayor Pimentel called the meeting to order at 6:00 PM

ROLL CALL

Mayor Pimentel	-	Present
Mayor Pro Tem Baldino	-	Present
Council Member Boyles	-	Present
Council Member Giroux	-	Absent
Council Member Keldorf	-	Present

INVOCATION – Father Alexei Smith, St. Andrew Russian Greek Catholic Church

PLEDGE OF ALLEGIANCE – Council Member Boyles

SPECIAL PRESENTATIONS:

1. City Event Sponsorship Recognition – Presented to resident and local realtor Bill Ruane for his generosity and support for the City of El Segundo, particularly for his ongoing sponsorship of Recreation Park events and activities.
2. Black History Month Proclamation – Received by Ruth Wright, DEI Committee Member.

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

John Pickhaver, resident, representing a group of community members, thanked the Council for their efforts on behalf of El Segundo residents, Carmen A. and her husband, AJ, who was held in detention by ICE from October 17, 2025 until his recent release on bail. Mr. Pickhaver expressed the group’s gratitude for Council Members’ outreach on behalf of these constituents.

CITY MANAGER FOLLOW-UP COMMENTS:

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

MOTION by Council Member Boyles, SECONDED by Council Member Keldorf to read all ordinances and resolutions on the agenda by title only.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Boyles, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Giroux

B. CONSENT:

3. Approve Regular City Council Meeting minutes of January 20, 2026:

(Fiscal Impact: None.)

4. Warrant Demand Register for December 22, 2025 through January 4, 2026:

Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and wire transfers. Approve Warrant Demand Register numbers 12C-Wire, 13A-EFT, 13A- Manual Checks, and 13A-Payroll Warrant: warrant numbers 3057681 through 3057686, 3070958 through 3071069, 9003431 through 9003431, and 9100046 through 9100051.

(Fiscal Impact: The warrants presented were drawn in payment of demands included within the FY 2025-2026 Adopted Budget. The total of \$5,938,339.32 (\$3,351,165.86 in check warrants and \$2,587,173.46 in wire warrants) are for demands drawn on the FY 2025-2026 Budget.)

5. Contract with Partner Engineering and Science, Inc. for Citywide Facilities

Condition Assessment Services: Authorize the City Manager to execute a Professional Services Agreement No. 7531 with Partner Engineering and Science, Inc. (Partner ESI) in the amount of \$69,900 for facility assessment services of fourteen (14) City facilities and authorize an additional \$10,000 for contingency.

(Fiscal Impact:

Amount Budgeted: \$150,000

Additional Appropriation: None

Account Number: 001-511-4101-7-56204)

MOTION by Mayor Pimentel, SECONDED by Council Member Boyles to approve Consent Items 3, 4, and 5.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Boyles, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Giroux

D. STAFF PRESENTATIONS:

6. Discussion of City of El Segundo's Participation in the South Bay Regional Housing Trust and Resolution Authorizing Execution of a Joint Powers

Agreement: Discuss joining the South Bay Regional Housing Trust, a joint powers authority. Adopt Resolution No. 5581 approving the City as a member of the Trust and authorizing the City Manager to execute a Joint Powers Agreement on the City's behalf. (Fiscal Impact: There is no immediate fiscal impact associated with approving the South Bay Regional Housing Trust Joint Powers Agreement. If determined necessary and approved by its Board of Directors in the future, membership dues may be required.)

David Leger and Ronson Chu from the South Bay Cities Council of Governments presented the item.

Council Discussion

Mark Hensley, City Attorney, read by title only:

RESOLUTION NO. 5581

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO
AUTHORIZING THE EXECUTION AND DELIVERY OF A JOINT POWERS
AGREEMENT CREATING THE SOUTH BAY REGIONAL HOUSING TRUST (SBRHT)
AND APPROVING THE MEMBERSHIP OF THE CITY

MOTION by Mayor Pro Tem Baldino, SECONDED by Council Member Keldorf to adopt Resolution No. 5581 approving the City as a member of the Trust and authorizing the City Manager to execute Joint Powers Agreement #7533 on the City's behalf.

MOTION PASSED 3/1

AYES: Baldino, Boyles, and Keldorf

NOES: Pimentel

ABSTAIN: None

ABSENT: Giroux

7. Side Letter Agreement Between the City of El Segundo and the El Segundo Firefighters' Association Updating the Holiday Pay Provision in the Memorandum of Understanding: Adopt a Side Letter Agreement Between the City of El Segundo and the El Segundo Firefighters' Association ("ESFA") updating the Holiday Pay provision in the Memorandum of Understanding ("MOU") to define the observed holidays that represent the annual hours paid to comply with Public Employees' Retirement Law ("PERL"), Government Code 20636, and the California Code of Regulations ("CCR") Section 571.
(Fiscal Impact: None.)

Rebecca Redyk, Director of Human Resources, presented the item.

Council Discussion

MOTION by Council Member Boyles, SECONDED by Mayor Pro Tem Baldino to adopt a Side Letter Agreement No. 7532B Between the City of El Segundo and the El Segundo Firefighters' Association ("ESFA") updating the Holiday Pay provision.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Boyles, and Keldorf

NOES: None

ABSTAIN: None
ABSENT: Giroux

8. Resolution and Side Letter Agreement Between the City of El Segundo and the El Segundo Police Managers' Association Updating the Basic Salary

Schedule for the Police Lieutenant Classification: Adopt a Side Letter Agreement Between the City of El Segundo and the El Segundo Police Managers' Association ("ESPMA") to the Memorandum of Understanding ("MOU") for the term October 1, 2023 through June 30, 2026 updating the basic salary schedule for Police Lieutenant classification. Adopt Resolution No. 5582 Modifying the Basic Salary Range for the Police Lieutenant classification.

(Fiscal Impact: The fiscal impact of the proposed salary and benefit changes to update the Police Lieutenant's basic salary range is approximately \$34,900 for FY 2025-26.

Additional Appropriation: Staff is requesting an additional appropriation of \$34,900 in FY 2025-26 from General Fund Reserves for implementing the terms of the salary and benefit changes for the Police Lieutenant classification.

Account Numbers:
\$34,900 to 001-509-3102-2-54101.)

Rebecca Redyk, Director of Human Resources, presented the item.

Council Discussion

Mark Hensley, City Attorney, read by title only:

RESOLUTION NO. 5582

A RESOLUTION MODIFYING THE BASIC SALARY RANGE FOR A FULL-TIME JOB CLASSIFICATION

MOTION by Council Member Keldorf, SECONDED by Mayor Pro Tem Baldino to adopt a Side Letter Agreement No. 6801B Between the City of El Segundo and the El Segundo Police Managers' Association ("ESPMA") and to adopt Resolution No. 5582 Modifying the Basic Salary Range for the Police Lieutenant classification.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Boyles, and Keldorf
NOES: None
ABSTAIN: None
ABSENT: Giroux

9. Resolution Updating Salary and City Contribution Towards Medical Premiums for the Police Officer Trainee Classification: Adopt Resolution No. 5583

updating salary and City contribution towards medical premiums for the Police Officer Trainee classification.

Rebecca Redyk, Director of Human Resources, presented the item.

Council Discussion

Mark Hensley, City Attorney, read by title only:

RESOLUTION NO. 5583

A RESOLUTION ESTABLISHING UPDATED SALARY AND VARIOUS BENEFITS FOR POLICE OFFICER TRAINEES

MOTION by Council Member Keldorf, SECONDED by Mayor Pimentel to adopt Resolution No. 5583 updating salary and City contribution towards medical premiums for the Police Officer Trainee classification.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Boyles, and Keldorf
NOES: None
ABSTAIN: None
ABSENT: Giroux

F. REPORTS – CITY CLERK – Acknowledged with great sadness the passing of her step father-in-law, Tom Billings, USNA Class of 1959, who died at his home in Annapolis, MD on January 24, 2026.

G. REPORTS – COUNCIL MEMBERS

Council Member Keldorf – No Report

Council Member Giroux – ABSENT

Council Member Boyles – No Report

Mayor Pro Tem Baldino – Hyperion will hold an informational community forum for citizens tomorrow at 6:00 PM at the El Segundo Library.

Mayor Pimentel – Received Council consensus to ask the Arts and Culture Committee to explore installing Citywide historic plaques to designate the location of important buildings, such as the oldest house in town, or significant occurrences, such as where GPS was created. Attended the Mayor’s Conference, which in part focused on how cities are using technology to evaluate and apportion resources. There is a Jazz Fest meeting tomorrow to explore hosting a summer festival in El Segundo in conjunction with the city of Los Angeles. The Japanese Business Association will host City representatives on

Friday at which they will meet with the new head of Mitsubishi to discuss several potential business interests in town.

I. REPORTS – CITY ATTORNEY – No Report

J. REPORTS/FOLLOW-UP – CITY MANAGER – County Vector Control is reporting a significant reduction in Mosquito activity based on trap counts, which have decreased by sixty-six percent in the last two weeks. Ongoing abatement measures are working to eliminate the nuisance. The AQMD received 3 odor complaints and issued no notices of violation since January 20. Hyperion has notified the US Environmental Protection Agency that it did not meet the December 31 deadline for the Headworks Overflow Bypass Improvement Project due to a lack of resources; Hyperion is working with the EPA to establish a new date for project completion. The operational testing of the one-mile outfall gate was successfully completed on January 29.

MEMORIAL: None

Adjourned at 7:00 PM.

Susan Truax, City Clerk



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Consent

Item Number: B.3

TITLE:

Warrant Demand Register for January 5, 2026 through February 1, 2026

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 13B-EFT, 13B-Manual Checks, 13B-Payroll Warrant, 14A-EFT, 14A-Manual Checks, 14A-Payroll Warrant, 14B-EFT, 14B-Manual Checks, 15A-EFT, 15A-Manual Checks, and 15A-Payroll Warrant: warrant numbers 3057687 through 3057704, 3071070 through 3071408, 9003432 through 9003433, and 9100052 through 9100071.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2025-2026 Adopted Budget. The total of \$8,341,645.69 (\$1,734,637.06 in check warrants and \$6,607,008.63 in wire warrants) are for demands drawn on the FY 2025-2026 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,

Warrant Demand Register

February 17, 2026

Page 2 of 2

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

DISCUSSION:

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

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy A: Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Wei Cao, CPA, CPFO, Finance Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 13b - EFT - summary
2. Register 13b - Manual Checks - summary
3. Register 13b Payroll Warrant - summary
4. Register 14a - EFT - summary
5. Register 14a - Manual Checks - summary
6. Register 14a Payroll Warrant - summary
7. Register 14b - EFT - summary
8. Register 14b - Manual Checks - summary
9. Register 15a - EFT - summary
10. Register 15a - Manual Checks - summary
11. Register 15a- Payroll Warrant - summary

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/08/2026
WARRANT: 010826E
AMOUNT: 14,002.50

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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

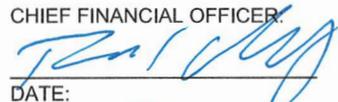
For Ratification:

A = Payroll and Employee Benefit checks

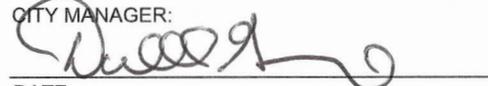
B - F = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances 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: 1/12/26

CITY MANAGER:


DATE: 1-12-26

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 010826E 01/08/2026
 DUE DATE: 01/08/2026

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund	001-505-0000-0-10803- Inventory - Garage Pa	2,087.86
001	General Fund	001-510-3203-2-56209- Meetings & Travel	118.64
FUND TOTAL			2,206.50
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
301	Capital Improvement F	301-511-4101-0-20203- Retention Payable	11,796.00
FUND TOTAL			11,796.00
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
WARRANT SUMMARY TOTAL			14,002.50
GRAND TOTAL			14,002.50

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 1/5/26 THROUGH 1/11/26**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
1/9/2026	Cal Pers	817,616.93	Calpers Healthcare PA Billing
12/29/25-1/4/26	Workers Comp Activity	31,681.47	Corvel checks issued/(voided)
12/29/25-1/4/26	Liability Trust - Claims	-	Claim checks issued/(voided)
12/29/25-1/4/26	Retiree Health Insurance	618.00	Health Reimbursement checks issued
		<u>849,916.40</u>	

**DATE OF RATIFICATION: 1/9/26
 TOTAL PAYMENTS BY WIRE:**

849,916.40

Certified as to the accuracy of the wire transfers by:

 1/9/26
 Deputy City Treasurer II Date

 1/12/26
 Chief Financial Officer Date

 1-12-26
 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, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/08/2026
WARRANT: 01082026
AMOUNT: 427,591.74

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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

B - F = 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:

[Handwritten signature]
DATE: 1/12/26

CITY MANAGER:

[Handwritten signature]
DATE: 1-12-26

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 01082026 01/08/2026
 DUE DATE: 01/08/2026

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-501-0000-1-55205-	Operating Supplies 591.57	-82.65
001	General Fund 001-501-0000-1-56201-	Advertising/Publishin 1,100.00	3,500.00
001	General Fund 001-501-0000-1-56254-	Telephone 29.40	-5,685.12
001	General Fund 001-501-1301-1-56254-	Telephone 49.73	2,327.65
001	General Fund 001-503-2101-1-55205-	Operating Supplies 511.08	4,697.51
001	General Fund 001-503-2101-1-56209-	Meetings & Travel 7,750.67	19,274.15
001	General Fund 001-503-2101-1-56245-	Employee Engagement 150.00	18,795.32
001	General Fund 001-503-2101-1-56406-	LAX Master Plan Inter 2,115.30	14,188.87
001	General Fund 001-503-2102-1-56254-	Telephone 95.38	-2,486.83
001	General Fund 001-503-2103-1-55205-	Operating Supplies 1,014.16	394.56
001	General Fund 001-503-2401-3-56201-	Advertising/Publishin 58,012.75	19,388.21
001	General Fund 001-503-2401-3-56204-	Contractual Services 2,600.00	4,800.00
001	General Fund 001-503-2401-3-56208-	Dues & Subscriptions 1,000.00	-3,490.30
001	General Fund 001-504-0000-1-56310-	Labor Negotiation 5,084.00	47,801.25
001	General Fund 001-505-0000-1-56204-	Contractual Services 463.20	6,913.96
001	General Fund 001-505-0000-1-56254-	Telephone 423.18	1,578.83
001	General Fund 001-505-0000-3-43801-	Zoning & Planning Fee 2,510.00	0.00
001	General Fund 001-505-1201-1-56214-	Professional & Techni 1,426.32	1,677.47
001	General Fund 001-505-1201-1-56254-	Telephone 77.36	2,629.54
001	General Fund 001-505-2501-1-56254-	Telephone 338.86	1,278.56
001	General Fund 001-505-2502-1-56214-	Professional & Techni 15,632.50	5,197.70
001	General Fund 001-505-2504-1-55205-	Operating Supplies 16.44	0.00
001	General Fund 001-505-2504-1-56214-	Professional & Techni 10,217.39	52,025.60
001	General Fund 001-506-0000-1-56081-	Miscellaneous Compute 19.34	2,238.17
001	General Fund 001-506-0000-1-56214-	Professional & Techni 3,043.94	474,423.42
001	General Fund 001-506-0000-1-56217-	Software Maintenance 154,870.79	742,470.21
001	General Fund 001-506-0000-1-56254-	Telephone 1,358.30	1,716.53
001	General Fund 001-507-0000-1-56214-	Professional & Techni 17,020.40	196,704.09
001	General Fund 001-507-0000-1-56262-	Testing/Recruitment 1,939.00	84,400.79
001	General Fund 001-508-2404-3-56254-	Telephone 125.27	68.98
001	General Fund 001-509-3101-2-55205-	Operating Supplies 557.85	-2,339.54
001	General Fund 001-509-3101-2-56204-	Contractual Services 9,999.00	5,768.23
001	General Fund 001-509-3101-2-56205-	Other Printing & Bind 422.10	-1,825.70
001	General Fund 001-509-3101-2-56209-	Meetings & Travel 170.16	-734.18
001	General Fund 001-509-3101-2-56212-	Laundry & Cleaning 352.68	0.00
001	General Fund 001-509-3101-2-56214-	Professional & Techni 47.61	10,491.72
001	General Fund 001-509-3101-2-56254-	Telephone 1,049.23	-54,396.19
001	General Fund 001-509-3101-2-56273-	In-Custody Medical Ch 63.60	2,256.79
001	General Fund 001-509-3101-2-56289-	Education Reimburseme 2,000.00	-9,804.85
001	General Fund 001-509-3107-2-56254-	Telephone 1,540.07	1,510.75

Report generated: 01/08/2026 12:27:19
 User: Heather Harding (131hharding)
 Program ID: apwarrnt

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-510-3201-2-56254-	Telephone	722.66	12,572.25
001	General Fund	001-510-3203-2-56208-	Dues & Subscriptions	750.00	789.00
001	General Fund	001-510-3255-2-55205-	Operating Supplies	123.98	2,279.99
001	General Fund	001-511-4101-7-56204-	Contractual Services	11,603.64	13,864.30
001	General Fund	001-511-4101-7-56254-	Telephone	63.99	665.16
001	General Fund	001-511-4202-7-55205-	Operating Supplies	95.53	97,533.59
001	General Fund	001-511-4202-7-56102-	Electricity Utility	607.23	-5,843.19
001	General Fund	001-511-4302-7-56226-	Repairs & Maintenance	6,777.50	11,302.00
001	General Fund	001-511-4601-1-55215-	Vehicle Gasoline Char	135.76	101,540.66
001	General Fund	001-511-4601-1-56254-	Telephone	402.68	-603.31
001	General Fund	001-511-4801-7-56254-	Telephone	63.99	-3.93
001	General Fund	001-512-5101-8-55205-	Operating Supplies	880.22	0.00
001	General Fund	001-512-5102-8-55205-	Operating Supplies	1,945.28	-75.08
001	General Fund	001-512-5102-8-56102-	Electricity Utility	159.99	3,667.94
001	General Fund	001-512-5102-8-56204-	Contractual Services	22,170.00	23,765.08
001	General Fund	001-512-5102-8-56212-	Laundry & Cleaning	142.41	734.08
001	General Fund	001-512-5102-8-56254-	Telephone	52.73	2,585.90
001	General Fund	001-512-5202-8-56254-	Telephone	31.88	202.06
001	General Fund	001-512-5203-8-55205-	Operating Supplies	2,260.19	863.86
001	General Fund	001-512-5203-8-56214-	Professional & Techni	8,375.95	-44,794.42
001	General Fund	001-512-5205-8-56254-	Telephone	169.09	220.40
001	General Fund	001-512-5206-8-56254-	Telephone	68.51	926.06
001	General Fund	001-512-5213-8-55205-	Operating Supplies	60.35	2,127.33
001	General Fund	001-512-5213-8-56223-	Training & Education	141.00	0.00
001	General Fund	001-512-6102-8-56254-	Telephone	1,561.65	3,733.06
001	General Fund	001-512-6103-8-55205-	Operating Supplies	122.45	626.77
001	General Fund	001-512-6104-8-55205-	Operating Supplies	106.38	3,991.42
001	General Fund	001-512-6104-8-55501-	Books/Other Printed M	18.11	3,219.43
001	General Fund	001-512-6104-8-56409-	Audiovisual Materials	21.90	308.26
001	General Fund	001-512-6104-8-56410-	E-Books	4,473.95	621.57
001	PUBLIC WORKS	001-511-2601-1-55203-	Repair & Maintenance	1,344.34	8,472.94
001	PUBLIC WORKS	001-511-2601-1-55205-	Operating Supplies	4,567.64	53,582.00
001	PUBLIC WORKS	001-511-2601-1-56204-	Contractual Services	7,095.00	136,758.65
001	PUBLIC WORKS	001-511-2601-1-56254-	Telephone	190.25	-1,026.17

FUND TOTAL 383,094.86

CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00

109	Asset Forfeiture Fund	109-509-3109-2-56208-	Dues & Subscriptions	167.94	105.67
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FUND TOTAL 167.94

CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00

117	Hyperion Mitigation F	117-503-2101-6-56254-	Telephone	63.99	24.63
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ACCOUNTS PAYABLE WARRANT REPORT

CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00	FUND TOTAL	63.99
118	TDA Article 3-SB 821	118-511-4101-3-43725-		TDA Article 3 - SB821	24,395.97
118	TDA Article 3-SB 821	118-511-4101-9-43601-		Interest on Investmen	982.63
				FUND TOTAL	25,378.60
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
301	Capital Improvement F	301-511-4101-1-88421-		Recreation Park Proje	5,905.00
				FUND TOTAL	5,905.00
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
501	Water Utility Fund	501-000-7102-5-55205-		Operating Supplies	94.49
501	Water Utility Fund	501-000-7102-5-55207-		Small Tools & Equipme	687.40
501	Water Utility Fund	501-000-7102-5-56212-		Laundry & Cleaning	223.59
501	Water Utility Fund	501-000-7102-5-56254-		Telephone	676.73
				FUND TOTAL	1,682.21
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
502	Sewer Fund	502-000-4301-5-56102-		Electricity Utility	2,662.62
502	Sewer Fund	502-000-4301-5-56254-		Telephone	31.54
				FUND TOTAL	2,694.16
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
601	Equipment Replacement	601-500-2901-1-88108-		Capital/Computer Hard	4,800.00
				FUND TOTAL	4,800.00
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
702	Trust Funds - Spec Re	702-512-8703-8-52561-		Library Admin Expense	54.98
				FUND TOTAL	54.98
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
704	Cultural Development	704-512-3101-8-56204-		Contractual Services	3,000.00
704	Cultural Development	704-512-3101-8-88114-		Other Improvements	750.00
				FUND TOTAL	3,750.00
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
WARRANT SUMMARY TOTAL					427,591.74

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3057687 - 3057688

DATE OF APPROVAL: AS OF 1/20/26

REGISTER # 13b

001	GENERAL FUND	68,459.32
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	346.70
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	3.10
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	491.80
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	4,558.94
502	WASTEWATER FUND	2,082.02
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	174.42
603	WORKERS COMP. RESERVE/INSURANCE	264.76
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	71.81
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		76,452.87

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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

NOTES:

For Ratification:

A = Payroll and Employee Benefit checks

B - F = 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:

Paul Uy
1/12/26

CITY MANAGER:

D. J. ...

DATE:

DATE:

1-12-26



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/15/2026
WARRANT: 011526E
AMOUNT: 65,655.40

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer's office in the City of El Segundo.

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

CHIEF FINANCIAL OFFICER:

[Handwritten signature]
DATE: 1/15/26

CITY MANAGER:

[Handwritten signature]
DATE: 1-20-26

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 011526E 01/15/2026
 DUE DATE: 01/15/2026

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-504-0000-1-56301-	Legal Counsel 54,489.30	-34,479.67
001	General Fund 001-504-0000-1-56302-	Plaintiff/Defense Lit 740.87	103,084.64
001	General Fund 001-504-0000-1-56311-	Code Enforcement 49.80	28,626.30
001	General Fund 001-511-4601-1-56224-	Vehicle Operating Cha 1,611.58	47,078.51
		FUND TOTAL	56,891.55
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
301	Capital Improvement F 301-511-4101-3-88110-	EV Charging station 191.25	67,510.00
		FUND TOTAL	191.25
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
501	Water Utility Fund 501-000-7103-5-88381-	Water Reservoir Rehab 7,055.00	650,000.00
		FUND TOTAL	7,055.00
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
504	Senior Housing 504-508-2404-3-56301-	Legal Counsel 1,201.20	4,078.60
		FUND TOTAL	1,201.20
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
602	Liability Insurance 602-500-2501-1-56246-	Claims Expense (SIR) 316.40	1,521,442.72
		FUND TOTAL	316.40
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
WARRANT SUMMARY TOTAL			65,655.40
GRAND TOTAL			65,655.40

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 1/12/26 THROUGH 1/18/26**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
1/12/2026	West Basin	2,097,707.68	H2O payment
1/12/2026	Cal Pers	817,616.93	Health PA Billing Pers
1/13/2026	Cal Pers	33,020.10	misc classic 2nd tier 27
1/13/2026	Cal Pers	58,270.28	safety police classic 1st tier 28
1/13/2026	Cal Pers	31,685.33	safety fire PEPRA New 25020
1/13/2026	Cal Pers	61,706.91	safety police PEPRA New 25021
1/13/2026	Cal Pers	67,506.08	misc PEPRA New 26013
1/13/2026	Cal Pers	53,675.58	safety fire classic 30168
1/13/2026	Cal Pers	20,441.68	safety police classic 30169
1/16/2026	Mission Square	74,841.68	457 payment Vantagepoint
1/16/2026	Mission Square	1,162.51	401(a) payment Vantagepoint
1/16/2026	Mission Square	2,613.30	401(a) payment Vantagepoint
1/16/2026	Mission Square	676.97	IRA payment Vantagepoint
1/16/2026	ExpertPay	1,615.30	EFT Child support payment
1/16/2026	IRS	295,171.39	Federal 941 Deposit
1/16/2026	Employment Development	6,099.51	State SDI payment
1/16/2026	Employment Development	71,511.03	State PIT Withholding
1/5/26-1/11/26	Workers Comp Activity	77,904.48	Corvel checks issued/(voided)
1/5/26-1/11/26	Liability Trust - Claims	3,061.00	Claim checks issued/(voided)
1/5/26-1/11/26	Retiree Health Insurance	188.00	Health Reimbursement checks issued
		<u>3,776,475.74</u>	

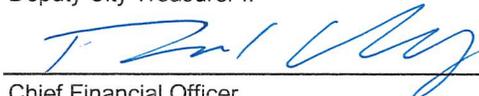
DATE OF RATIFICATION: 1/15/26

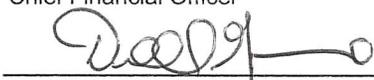
TOTAL PAYMENTS BY WIRE:

3,776,475.74

Certified as to the accuracy of the wire transfers by:


 Deputy City Treasurer II 1/15/26
 _____ Date


 Chief Financial Officer 1/15/26
 _____ Date


 City Manager 1-20-26
 _____ Date

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



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/15/2026
WARRANT: 011526
AMOUNT: 344,706.52

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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

B - F = 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:

[Handwritten signature of Chief Financial Officer]

DATE:

1/15/26

CITY MANAGER:

[Handwritten signature of City Manager]

DATE:

1-20-26

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 011526 01/15/2026
 DUE DATE: 01/15/2026

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-501-0000-1-55205-	Operating Supplies 64.62	-82.65
001	General Fund 001-501-1301-1-55205-	Operating Supplies 44.42	-34.99
001	General Fund 001-501-1301-1-56214-	Professional & Techni 850.00	10,544.81
001	General Fund 001-501-1301-1-56260-	Equipment Leasing Cos 418.84	10,498.39
001	General Fund 001-503-2101-1-55205-	Operating Supplies 67.26	4,697.51
001	General Fund 001-503-2101-1-56214-	Professional & Techni 4,346.04	33,319.58
001	General Fund 001-503-2101-1-56245-	Employee Engagement 55.44	18,795.32
001	General Fund 001-503-2101-1-56254-	Telephone 230.15	-345.03
001	General Fund 001-503-2102-1-56254-	Telephone 149.14	-2,486.83
001	General Fund 001-503-2401-3-56201-	Advertising/Publishin 12,537.50	19,388.21
001	General Fund 001-503-2401-3-56254-	Telephone 92.26	-94.68
001	General Fund 001-505-0000-0-10803-	Inventory - Garage Pa 3,776.57	
001	General Fund 001-505-0000-1-54204-	Group Insurance 639.60	-543,364.21
001	General Fund 001-505-0000-1-56254-	Telephone 71.26	1,578.83
001	General Fund 001-505-0000-1-56405-	ESUSD Funding Agreeeme 15,352.56	608.33
001	General Fund 001-505-0000-2-43503-	Parking Fines 6,146.00	0.00
001	General Fund 001-505-1201-1-56214-	Professional & Techni 3,973.32	1,677.47
001	General Fund 001-505-2501-1-55205-	Operating Supplies 951.96	54,344.26
001	General Fund 001-505-2501-1-56214-	Professional & Techni 40.37	1,946.79
001	General Fund 001-506-0000-1-55205-	Operating Supplies 137.41	1,140.32
001	General Fund 001-506-0000-1-56254-	Telephone 2,451.62	1,716.53
001	General Fund 001-507-0000-1-55221-	Employee Physicals 400.00	27,753.00
001	General Fund 001-507-0000-1-56204-	Contractual Services 3,125.00	0.00
001	General Fund 001-507-0000-1-56214-	Professional & Techni 40.37	196,704.09
001	General Fund 001-507-0000-1-56262-	Testing/Recruitment 77.96	84,400.79
001	General Fund 001-508-2402-3-56201-	Advertising/Publishin 825.00	699.00
001	General Fund 001-508-2402-3-56263-	Commissioners Expense 62.54	15,340.30
001	General Fund 001-508-2403-2-56214-	Professional & Techni 52,761.05	35,203.10
001	General Fund 001-508-2403-2-56223-	Training & Education 35.00	6,203.66
001	General Fund 001-508-2404-0-21290-E1353	Project Deposit 4,203.00	
001	General Fund 001-508-2404-3-56214-	Professional & Techni 4,993.75	25,106.16
001	General Fund 001-509-3101-2-54215-	Uniform Replacement 2,250.79	2,858.32
001	General Fund 001-509-3101-2-56254-	Telephone 7,906.49	-54,396.19
001	General Fund 001-509-3108-2-56204-	Contractual Services 3,327.46	0.00
001	General Fund 001-510-3201-2-56101-	Gas Utility 545.60	2,598.14
001	General Fund 001-510-3201-2-56205-	Other Printing & Bind 122.77	216.82
001	General Fund 001-510-3201-2-56209-	Meetings & Travel 296.44	4,528.00
001	General Fund 001-510-3201-2-56254-	Telephone 165.84	12,572.25
001	General Fund 001-510-3202-2-55205-	Operating Supplies 4,012.13	4,518.15
001	General Fund 001-510-3202-2-56209-	Meetings & Travel 6.04	1,170.49

Report generated: 01/15/2026 11:13:51
 User: Heather Harding (131hharding)
 Program ID: apwarrnt

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-510-3202-2-56251-	Communication/Mobile	2,102.03	-342.49
001	General Fund	001-510-3203-2-55205-	Operating Supplies	326.38	1,972.00
001	General Fund	001-510-3203-2-56208-	Dues & Subscriptions	500.00	789.00
001	General Fund	001-510-3203-2-56209-	Meetings & Travel	1,125.74	-11.36
001	General Fund	001-510-3204-2-55205-	Operating Supplies	122.78	1,243.33
001	General Fund	001-510-3255-2-56209-	Meetings & Travel	26.18	12,722.58
001	General Fund	001-510-3255-2-56254-	Telephone	50.53	4,600.74
001	General Fund	001-511-4201-7-56204-	Contractual Services	417.72	111,573.17
001	General Fund	001-511-4202-7-54215-	Uniform Replacement	440.00	13,276.91
001	General Fund	001-511-4202-7-55205-	Operating Supplies	401.92	97,533.59
001	General Fund	001-511-4202-7-56101-	Gas Utility	294.96	1,495.74
001	General Fund	001-511-4205-7-56102-	Electricity Utility	31,255.52	-109,743.29
001	General Fund	001-511-4302-7-56102-	Electricity Utility	4,358.01	-787.82
001	General Fund	001-511-4601-1-55205-	Operating Supplies	372.32	805.11
001	General Fund	001-511-4601-1-56101-	Gas Utility	210.69	1,211.24
001	General Fund	001-511-4601-1-56212-	Laundry & Cleaning	330.03	-222.71
001	General Fund	001-511-4601-1-56224-	Vehicle Operating Cha	6,252.52	47,078.51
001	General Fund	001-512-5102-8-55205-	Operating Supplies	461.98	-75.08
001	General Fund	001-512-5102-8-56101-	Gas Utility	277.51	12,484.71
001	General Fund	001-512-5102-8-56102-	Electricity Utility	490.04	3,667.94
001	General Fund	001-512-5102-8-56103-	Water Utility	275.02	36,466.77
001	General Fund	001-512-5201-8-55205-	Operating Supplies	644.72	2,268.40
001	General Fund	001-512-5203-8-55205-	Operating Supplies	740.30	863.86
001	General Fund	001-512-5203-8-56214-	Professional & Techni	1,033.20	-44,794.42
001	General Fund	001-512-5204-8-55205-	Operating Supplies	7,655.00	4,130.69
001	General Fund	001-512-5210-8-55205-	Operating Supplies	240.92	3,247.26
001	General Fund	001-512-5210-8-56204-	Contractual Services	2,227.53	9,883.43
001	General Fund	001-512-5213-8-56226-	Repairs & Maintenance	2,401.12	6,485.36
001	General Fund	001-512-5214-8-55205-	Operating Supplies	454.41	2,002.94
001	General Fund	001-512-6101-8-56226-	Repairs & Maintenance	32,900.00	3,986.68
001	General Fund	001-512-6103-8-55205-	Operating Supplies	52.53	626.77
001	General Fund	001-512-6104-8-55205-	Operating Supplies	155.27	3,991.42
001	PUBLIC WORKS	001-511-2601-1-55203-	Repair & Maintenance	307.17	8,472.94
001	PUBLIC WORKS	001-511-2601-1-55205-	Operating Supplies	9,407.86	53,582.00
001	PUBLIC WORKS	001-511-2601-1-56101-	Gas Utility	2,635.66	21,387.12
001	PUBLIC WORKS	001-511-2601-1-56105-	Aquatics Gas Utilitie	17,918.87	92,895.18
001	PUBLIC WORKS	001-511-2601-1-56204-	Contractual Services	3,860.00	136,758.65
001	PUBLIC WORKS	001-511-2601-1-56212-	Laundry & Cleaning	200.02	1.47
001	PUBLIC WORKS	001-511-2601-1-56254-	Telephone	5.30	-1,026.17
			FUND TOTAL	270,485.33	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
003	Trust Funds-Refundabl	003-508-8506-0-22641-	Buildg-PlanCheck Refu	16,995.00	

ACCOUNTS PAYABLE WARRANT REPORT

CASH ACCOUNT 999-000-0000-0-10003-			BALANCE	FUND TOTAL	16,995.00	
109	Asset Forfeiture Fund	109-509-3105-2-56214-		Professional & Techni	1,137.54	0.00
				FUND TOTAL	1,137.54	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE			
112	Prop A Transportation	112-512-5293-7-56206-		Beach Cities Transit	12,510.00	43,933.42
112	Prop A Transportation	112-512-5294-7-56228-		Rental Charges	1,416.80	18,370.30
				FUND TOTAL	13,926.80	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE			
126	CUPA	126-510-3205-2-56254-		Telephone	247.98	298.17
				FUND TOTAL	247.98	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE			
501	Water Utility Fund	501-000-7102-5-55205-		Operating Supplies	6,461.37	25,153.74
501	Water Utility Fund	501-000-7102-5-56102-		Electricity Utility	2,487.36	437.47
501	Water Utility Fund	501-000-7102-5-56214-		Professional & Techni	8,872.17	42,806.28
501	Water Utility Fund	501-000-7102-5-56223-		Training & Education	125.00	4,449.82
501	Water Utility Fund	501-000-7102-5-56254-		Telephone	161.40	10,671.25
501	Water Utility Fund	501-000-7102-5-88108-		Capital/Computer Hard	3,983.75	-1,327.92
				FUND TOTAL	22,091.05	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE			
502	Sewer Fund	502-000-4301-5-55205-		Operating Supplies	431.93	13,720.05
502	Sewer Fund	502-000-4301-5-56101-		Gas Utility	126.41	1,926.74
502	Sewer Fund	502-000-4301-5-56204-		Contractual Services	540.00	1,215,694.66
502	Sewer Fund	502-000-4301-5-56212-		Laundry & Cleaning	337.53	1,078.56
502	Sewer Fund	502-000-4301-5-56254-		Telephone	8.44	2,084.25
				FUND TOTAL	1,444.31	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE			
601	Equipment Replacement	601-500-2901-1-88108-		Capital/Computer Hard	8,000.00	660,949.58
601	PUBLIC WORKS	601-511-5213-4-88464-		WiseburnRoutineRepair	7,636.28	0.00
				FUND TOTAL	15,636.28	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE			
602	Liability Insurance	602-500-2501-1-56214-		Professional & Techni	800.00	13,150.00

ACCOUNTS PAYABLE WARRANT REPORT

CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	FUND TOTAL	800.00	
603	Workers Comp Reserve/	603-500-2501-2-56214-	Professional & Techni	200.00	-1,045.00
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	FUND TOTAL	200.00	
704	Cultural Development	704-512-3101-8-56204-	Contractual Services	1,742.23	58,018.01
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	FUND TOTAL	1,742.23	
			WARRANT SUMMARY TOTAL	344,706.52	
			GRAND TOTAL	344,706.52	

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3057689 - 3057697
9003432 - 9003432

DATE OF APPROVAL: AS OF 2/3/26

REGISTER # 14a

001	GENERAL FUND	50,103.40
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	173.35
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	2.29
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	354.90
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	2,177.47
502	WASTEWATER FUND	1,024.68
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	87.78
603	WORKERS COMP. RESERVE/INSURANCE	134.25
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	61.96
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		54,120.08

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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:

NOTES:

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

B - F = 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:

CITY MANAGER:

DATE:

DATE:

T. Williams
1/20/26

W. Williams
1-20-26

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/22/2026
WARRANT: 01-22-26
AMOUNT: 5,843.89

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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

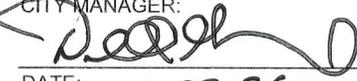
B - F = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances 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: 1/27/26

CITY MANAGER:


DATE: 1-27-26

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 01-22-26 01/22/2026
 DUE DATE: 01/22/2026

FUND		ACCOUNT		AMOUNT	AVLB BUDGET
001	General Fund	001-511-4601-1-55215-	Vehicle Gasoline Char	1,067.00	101,540.66
001	General Fund	001-511-4601-1-56224-	Vehicle Operating Cha	1,026.89	47,078.51
				FUND TOTAL	2,093.89
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
106	State Gas Tax Fund	106-511-4101-7-56204-	Contractual Services	3,750.00	23,224.54
				FUND TOTAL	3,750.00
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
				WARRANT SUMMARY TOTAL	5,843.89
				GRAND TOTAL	5,843.89

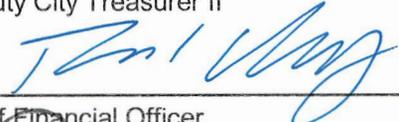
**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 1/12/26 THROUGH 1/18/26**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
1/12/26-1/18/26	Workers Comp Activity	14,840.81	Corvel checks issued/(voided)
1/12/26-1/18/26	Liability Trust - Claims	-	Claim checks issued/(voided)
1/12/26-1/18/26	Retiree Health Insurance	505.40	Health Reimbursement checks issued
		<u>15,346.21</u>	

**DATE OF RATIFICATION: 1/23/26
 TOTAL PAYMENTS BY WIRE:**

15,346.21

Certified as to the accuracy of the wire transfers by:

	<u>1/23/26</u>
Deputy City Treasurer II	Date
	<u>1/26/26</u>
Chief Financial Officer	Date
	<u>1-27-26</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, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/22/2026
WARRANT: 012226C
AMOUNT: 251,284.42

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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

B - F = 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:

[Signature]
DATE: 1/27/26

CITY MANAGER:

[Signature]
DATE: 1-27-26

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 012226C 01/22/2026
 DUE DATE: 01/22/2026

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-501-0000-1-56254-	Telephone 416.12	-5,685.12
001	General Fund 001-501-1301-1-55205-	Operating Supplies 61.39	-34.99
001	General Fund 001-501-1301-1-56214-	Professional & Techni 4,900.00	10,544.81
001	General Fund 001-501-1301-1-56254-	Telephone 136.47	2,327.65
001	General Fund 001-503-2101-1-55205-	Operating Supplies 122.78	4,697.51
001	General Fund 001-503-2101-1-56214-	Professional & Techni 400.00	33,319.58
001	General Fund 001-503-2101-1-56254-	Telephone 230.07	-345.03
001	General Fund 001-503-2102-1-56254-	Telephone 46.11	-2,486.83
001	General Fund 001-503-2401-3-56201-	Advertising/Publishin 3,495.00	19,388.21
001	General Fund 001-503-2401-3-56254-	Telephone 92.22	-94.68
001	General Fund 001-505-0000-0-10803-	Inventory - Garage Pa 869.64	
001	General Fund 001-505-0000-1-56204-	Contractual Services 500.24	6,913.96
001	General Fund 001-505-0000-1-56216-	GASB 87 Lease-Debt Pr 4,200.49	75,809.06
001	General Fund 001-505-1201-1-56254-	Telephone 45.49	2,629.54
001	General Fund 001-505-2501-1-55205-	Operating Supplies 18.65	54,344.26
001	General Fund 001-505-2501-1-56254-	Telephone 141.52	1,278.56
001	General Fund 001-505-2502-1-56214-	Professional & Techni 7,245.00	5,197.70
001	General Fund 001-506-0000-1-55206-	Computer Supplies 22.67	2,895.59
001	General Fund 001-506-0000-1-56200-	Copy Machine Charges 2,857.04	8,250.79
001	General Fund 001-506-0000-1-56204-	Contractual Services 11,336.15	82,732.42
001	General Fund 001-506-0000-1-56214-	Professional & Techni 5,280.00	474,423.42
001	General Fund 001-506-0000-1-56217-	Software Maintenance 3,500.00	742,470.21
001	General Fund 001-506-0000-1-56254-	Telephone 437.14	1,716.53
001	General Fund 001-507-0000-1-55205-	Operating Supplies 61.39	878.34
001	General Fund 001-507-0000-1-56254-	Telephone 263.74	2,227.28
001	General Fund 001-508-2402-3-56254-	Telephone 46.11	938.16
001	General Fund 001-508-2403-2-56254-	Telephone 265.61	2,439.64
001	General Fund 001-508-2404-0-21290-E1353	Project Deposit 6,650.00	
001	General Fund 001-508-2404-3-56254-	Telephone 51.17	68.98
001	General Fund 001-508-2405-3-56254-	Telephone 86.85	1,470.18
001	General Fund 001-509-3101-2-55205-	Operating Supplies -705.54	-2,339.54
001	General Fund 001-509-3101-2-56214-	Professional & Techni 972.00	10,491.72
001	General Fund 001-509-3101-2-56223-	Training & Education 300.00	-629.50
001	General Fund 001-509-3101-2-56273-	In-Custody Medical Ch 618.00	2,256.79
001	General Fund 001-510-3201-2-56101-	Gas Utility 124.02	2,598.14
001	General Fund 001-510-3201-2-56102-	Electricity Utility 3,491.96	3,059.41
001	General Fund 001-510-3202-2-56226-	Repairs & Maintenance 4,622.79	12,944.59
001	General Fund 001-510-3203-2-54215-	Uniform Replacement 12.34	7,649.05
001	General Fund 001-510-3203-2-55205-	Operating Supplies 423.60	1,972.00
001	General Fund 001-510-3203-2-56208-	Dues & Subscriptions 250.00	789.00

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 User: Lennis Gomez (131lgomez)
 Program ID: apwarmt

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-510-3203-2-56214-	Professional & Techni	4,765.00	4,663.77
001	General Fund	001-511-4101-7-56204-	Contractual Services	6,577.50	13,864.30
001	General Fund	001-511-4101-7-56254-	Telephone	368.57	665.16
001	General Fund	001-511-4201-7-56254-	Telephone	122.22	1,600.00
001	General Fund	001-511-4202-7-55205-	Operating Supplies	1,695.02	97,533.59
001	General Fund	001-511-4202-7-56102-	Electricity Utility	1,179.68	-5,843.19
001	General Fund	001-511-4202-7-56212-	Laundry & Cleaning	168.54	3,026.75
001	General Fund	001-511-4202-7-56254-	Telephone	398.39	-431.47
001	General Fund	001-511-4205-7-56102-	Electricity Utility	5,947.46	-109,743.29
001	General Fund	001-511-4205-7-56204-	Contractual Services	24,255.36	40,625.69
001	General Fund	001-511-4206-6-56204-	Contractual Services	14,003.68	51,796.95
001	General Fund	001-511-4302-7-56101-	Gas Utility	438.29	10,000.00
001	General Fund	001-511-4302-7-56102-	Electricity Utility	1,065.89	-787.82
001	General Fund	001-511-4601-1-55205-	Operating Supplies	67.30	805.11
001	General Fund	001-511-4601-1-56102-	Electricity Utility	842.63	-2,784.60
001	General Fund	001-511-4601-1-56204-	Contractual Services	2,320.24	39,329.87
001	General Fund	001-511-4601-1-56224-	Vehicle Operating Cha	950.00	47,078.51
001	General Fund	001-511-4601-1-56254-	Telephone	230.55	-603.31
001	General Fund	001-511-4801-7-55205-	Operating Supplies	17.22	8.77
001	General Fund	001-511-4801-7-56254-	Telephone	214.44	-3.93
001	General Fund	001-511-5102-8-56102-	Electricity Utility	177.19	0.00
001	General Fund	001-512-5101-8-55205-	Operating Supplies	82.80	0.00
001	General Fund	001-512-5102-8-55205-	Operating Supplies	1,237.13	-75.08
001	General Fund	001-512-5102-8-56101-	Gas Utility	1,074.36	12,484.71
001	General Fund	001-512-5102-8-56102-	Electricity Utility	4,244.85	3,667.94
001	General Fund	001-512-5102-8-56204-	Contractual Services	5,190.00	23,765.08
001	General Fund	001-512-5102-8-56212-	Laundry & Cleaning	345.31	734.08
001	General Fund	001-512-5102-8-56226-	Repairs & Maintenance	72.72	12,063.52
001	General Fund	001-512-5102-8-56254-	Telephone	414.99	2,585.90
001	General Fund	001-512-5201-8-56254-	Telephone	399.82	273.18
001	General Fund	001-512-5203-8-56204-	Contractual Services	850.00	-10,076.58
001	General Fund	001-512-5206-8-56204-	Contractual Services	3,605.84	11,069.49
001	General Fund	001-512-5206-8-56254-	Telephone	211.00	926.06
001	General Fund	001-512-5208-8-56249-	Fees & Licenses	410.00	1,887.19
001	General Fund	001-512-5210-8-55205-	Operating Supplies	781.56	3,247.26
001	General Fund	001-512-5210-8-56204-	Contractual Services	641.00	9,883.43
001	General Fund	001-512-5213-8-56254-	Telephone	132.96	25.75
001	General Fund	001-512-6101-8-55205-	Operating Supplies	43.66	2,006.89
001	General Fund	001-512-6101-8-56254-	Telephone	46.11	5,555.16
001	General Fund	001-512-6102-8-56102-	Electricity Utility	4,492.11	-5,134.90
001	General Fund	001-512-6102-8-56254-	Telephone	368.40	3,733.06
001	General Fund	001-512-6103-8-55205-	Operating Supplies	137.57	626.77
001	General Fund	001-512-6103-8-55505-	Young Peoples Books	1,836.93	0.00
001	General Fund	001-512-6103-8-55507-	School Library Materi	1,306.18	0.00
001	General Fund	001-512-6104-8-55205-	Operating Supplies	9.37	3,991.42

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-512-6104-8-55501-	Books/Other Printed M	17.51	3,219.43
001	General Fund	001-512-6104-8-56214-	Professional & Techni	600.00	148.71
001	PUBLIC WORKS	001-511-2601-1-55203-	Repair & Maintenance	1,654.54	8,472.94
001	PUBLIC WORKS	001-511-2601-1-55205-	Operating Supplies	1,441.27	53,582.00
001	PUBLIC WORKS	001-511-2601-1-56101-	Gas Utility	1,170.23	21,387.12
001	PUBLIC WORKS	001-511-2601-1-56102-	Electricity Utility	20,784.13	-70,284.54
001	PUBLIC WORKS	001-511-2601-1-56104-	Electricity Charges	7,291.32	207.36
001	PUBLIC WORKS	001-511-2601-1-56254-	Telephone	276.66	-1,026.17
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	190,863.73	
106	State Gas Tax Fund	106-511-4101-7-88606-	New Sidewalk Repair	1,232.00	49,059.73
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	1,232.00	
109	Asset Forfeiture Fund	109-509-3109-2-56208-	Dues & Subscriptions	12.44	105.67
109	Asset Forfeiture Fund	109-509-3109-2-88117-	Equipment	4,685.51	188,007.69
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	4,697.95	
126	CUPA	126-510-3205-2-56254-	Telephone	38.01	298.17
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	38.01	
501	Water Utility Fund	501-000-7102-5-56101-	Gas Utility	173.22	1,612.36
501	Water Utility Fund	501-000-7102-5-56212-	Laundry & Cleaning	415.10	1,673.12
501	Water Utility Fund	501-000-7102-5-56254-	Telephone	672.10	10,671.25
501	Water Utility Fund	501-000-7102-5-88108-	Capital/Computer Hard	40.74	-1,327.92
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	1,301.16	
502	Sewer Fund	502-000-4301-5-55203-	Repair & Maintenance	589.79	8,495.85
502	Sewer Fund	502-000-4301-5-55205-	Operating Supplies	829.29	13,720.05
502	Sewer Fund	502-000-4301-5-56102-	Electricity Utility	3,661.73	-3,169.22
502	Sewer Fund	502-000-4301-5-56254-	Telephone	484.77	2,084.25
502	Sewer Fund	502-000-4301-5-88108-	Capital/Computer Hard	46.11	-1,829.76
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	5,611.69	

City of El Segundo, CA 90245



ACCOUNTS PAYABLE WARRANT REPORT

601	Equipment Replacement	601-500-2901-1-88108-	Capital/Computer Hard	8,000.00	660,949.58
			FUND TOTAL	8,000.00	
	CASH ACCOUNT 999-000-0000-0-10003-	BALANCE .00			
602	Liability Insurance	602-500-2501-1-56214-	Professional & Techni	800.00	13,150.00
			FUND TOTAL	800.00	
	CASH ACCOUNT 999-000-0000-0-10003-	BALANCE .00			
603	Workers Comp Reserve/	603-500-2501-1-56211-	Insurance & Bonds	38,611.68	-103,292.13
			FUND TOTAL	38,611.68	
	CASH ACCOUNT 999-000-0000-0-10003-	BALANCE .00			
702	Trust Funds - Spec Re	702-512-8703-8-52561-	Library Admin Expense	128.20	5,104.89
			FUND TOTAL	128.20	
	CASH ACCOUNT 999-000-0000-0-10003-	BALANCE .00			
WARRANT SUMMARY TOTAL				251,284.42	
GRAND TOTAL				251,284.42	



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/29/2026
WARRANT: 012926E
AMOUNT: 9,544.33

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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

B - F = 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: 1/29/26

CITY MANAGER:


DATE: 2-3-26

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 012926E 01/29/2026
 DUE DATE: 01/29/2026

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-503-2102-1-56254-	Telephone 80.00	-2,486.83
001	General Fund 001-505-2501-1-56254-	Telephone 80.00	1,278.56
001	General Fund 001-506-0000-1-56254-	Telephone 80.00	1,716.53
001	General Fund 001-507-0000-1-56221-	Tuition Reimbursement 2,000.00	3,288.10
001	General Fund 001-511-4601-1-56224-	Vehicle Operating Cha 539.93	47,078.51
001	General Fund 001-512-5102-8-56254-	Telephone 80.00	2,585.90
001	General Fund 001-512-5213-8-56214-	Professional & Techni 3,704.40	21,656.84
001	PUBLIC WORKS 001-511-2601-1-56204-	Contractual Services 2,500.00	136,758.65
		FUND TOTAL	9,064.33
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
126	CUPA 126-510-3205-2-56254-	Telephone 80.00	298.17
		FUND TOTAL	80.00
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
502	Sewer Fund 502-000-4301-5-56208-	Dues & Subscriptions 400.00	846.00
		FUND TOTAL	400.00
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
		WARRANT SUMMARY TOTAL	9,544.33
		GRAND TOTAL	9,544.33

**CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
1/26/26 THROUGH 2/1/26**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
1/26/2026	Cal Pers	31,436.35	misc classic 2nd tier 27
1/26/2026	Cal Pers	58,305.06	safety police classic 1st tier 28
1/26/2026	Cal Pers	30,553.84	safety fire PEPRA New 25020
1/26/2026	Cal Pers	57,736.37	safety police PEPRA New 25021
1/26/2026	Cal Pers	73,916.92	misc PEPRA New 26013
1/26/2026	Cal Pers	51,936.82	safety fire classic 30168
1/26/2026	Cal Pers	20,544.83	safety police classic 30169
1/28/2026	Cal Pers	65,115.00	FY2025-2026 Unfunded Acc'd Liab-Misc Classic 27
1/28/2026	Cal Pers	93,264.50	FY2025-2026 Unfunded Acc'd Liab-Police 1st Tier 28
1/28/2026	Cal Pers	79,452.08	FY2025-2026 Unfunded Acc'd Liab-Fire Classic 30168
1/29/2026	Cal Pers	2,173.26	FY2025-2026 Unfunded Acc'd Liab-Fire Classic 30168
1/29/2026	Cal Pers	823,940.06	Health PA Billing Pers
1/30/2026	IRS	323,566.82	Federal 941 Deposit
1/30/2026	Employment Development	6,099.51	State SDI payment
1/30/2026	Employment Development	71,511.03	State PIT Withholding
1/30/2026	Mission Square	43,042.85	457 payment Vantagepoint
1/30/2026	Mission Square	1,162.51	401(a) payment Vantagepoint
1/30/2026	ExpertPay	1,615.30	EFT Child support payment
1/30/2026	State of California	63,172.45	CA Infrastructure Economic Develoment Bank
1/19/26-1/25/26	Workers Comp Activity	66,499.72	Corvel checks issued/(voided)
1/19/26-1/25/26	Liability Trust - Claims	-	Claim checks issued/(voided)
1/19/26-1/25/26	Retiree Health Insurance	225.00	Health Reimbursement checks issued
		<u>1,965,270.28</u>	

DATE OF RATIFICATION: 1/29/26

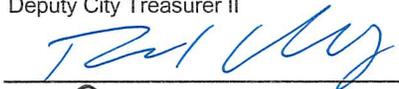
TOTAL PAYMENTS BY WIRE:

1,965,270.28

Certified as to the accuracy of the wire transfers by:


Deputy City Treasurer II

1/29/26
Date


Chief Financial Officer

2/29/26
Date


City Manager

2-3-26
Date

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



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/29/2026
WARRANT: 012926
AMOUNT: 461,918.94

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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.

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

CHIEF FINANCIAL OFFICER:

[Signature]
DATE: 1/29/26

CITY MANAGER:

[Signature]
DATE: 2-3-26

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 012926 01/29/2026
 DUE DATE: 01/29/2026

FUND	ACCOUNT	AMOUNT	AVL BUDGET
001	General Fund 001-501-0000-1-56254- Telephone	29.47	-5,685.12
001	General Fund 001-501-1301-1-55205- Operating Supplies	241.36	-34.99
001	General Fund 001-501-1301-1-56254- Telephone	49.94	2,327.65
001	General Fund 001-503-2101-1-55205- Operating Supplies	161.63	4,697.51
001	General Fund 001-503-2101-1-56214- Professional & Techni	9,550.00	33,319.58
001	General Fund 001-503-2102-1-56254- Telephone	96.43	-2,486.83
001	General Fund 001-503-2401-3-56204- Contractual Services	2,500.00	4,800.00
001	General Fund 001-503-2401-3-56208- Dues & Subscriptions	2,500.00	-3,490.30
001	General Fund 001-504-0000-1-56310- Labor Negotiation	3,472.00	47,801.25
001	General Fund 001-505-0000-0-10803- Inventory - Garage Pa	223.07	
001	General Fund 001-505-0000-0-22613- BLDG Permit SMI Fee #	11,489.99	
001	General Fund 001-505-0000-0-22614- BLDG Permit SMI Fee #	10,733.55	
001	General Fund 001-505-0000-0-23802- SB 1473 BldingStdsAdm	4,474.80	
001	General Fund 001-505-0000-1-56214- Professional & Techni	3,796.02	7,515.27
001	General Fund 001-505-0000-1-56216- GASB 87 Lease-Debt Pr	1,073.47	75,809.06
001	General Fund 001-505-0000-1-56222- Lease Payment Parking	55,640.94	-8,396.61
001	General Fund 001-505-0000-1-56254- Telephone	425.82	1,578.83
001	General Fund 001-505-0000-2-43843- Paramedic Transport	3,653.00	0.00
001	General Fund 001-505-1201-1-56214- Professional & Techni	8,603.20	1,677.47
001	General Fund 001-505-1201-1-56254- Telephone	31.97	2,629.54
001	General Fund 001-505-2501-1-56254- Telephone	197.95	1,278.56
001	General Fund 001-505-2502-1-56214- Professional & Techni	1,365.00	5,197.70
001	General Fund 001-505-2504-1-56214- Professional & Techni	8,553.70	52,025.60
001	General Fund 001-505-5206-3-43871- Joslyn Contract Class	117.60	0.00
001	General Fund 001-506-0000-1-55205- Operating Supplies	26.14	1,140.32
001	General Fund 001-506-0000-1-56204- Contractual Services	377.81	82,732.42
001	General Fund 001-506-0000-1-56217- Software Maintenance	22,655.04	742,470.21
001	General Fund 001-506-0000-1-56254- Telephone	1,363.37	1,716.53
001	General Fund 001-507-0000-1-55221- Employee Physicals	80.00	27,753.00
001	General Fund 001-507-0000-1-56204- Contractual Services	9,375.00	0.00
001	General Fund 001-507-0000-1-56214- Professional & Techni	18,177.70	196,704.09
001	General Fund 001-507-0000-1-56221- Tuition Reimbursement	310.00	3,288.10
001	General Fund 001-507-0000-1-56262- Testing/Recruitment	354.00	84,400.79
001	General Fund 001-508-2402-3-56201- Advertising/Publishin	392.00	699.00
001	General Fund 001-508-2402-3-56214- Professional & Techni	10,337.50	134,012.05
001	General Fund 001-508-2403-2-56214- Professional & Techni	1,428.48	35,203.10
001	General Fund 001-508-2404-3-55205- Operating Supplies	217.26	3,788.70
001	General Fund 001-508-2404-3-56254- Telephone	125.86	68.98
001	General Fund 001-509-3101-2-54215- Uniform Replacement	782.86	2,858.32
001	General Fund 001-509-3101-2-56204- Contractual Services	1,864.63	5,768.23

Report generated: 01/29/2026 09:02:09
 User: Heather Harding (131hharding)
 Program ID: apwarrmt

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-509-3101-2-56208-	Dues & Subscriptions	341.93	-49.77
001	General Fund	001-509-3101-2-56209-	Meetings & Travel	314.50	-734.18
001	General Fund	001-509-3101-2-56214-	Professional & Techni	1,047.00	10,491.72
001	General Fund	001-509-3101-2-56254-	Telephone	1,056.43	-54,396.19
001	General Fund	001-509-3101-2-56275-	K-9 Dog Care Services	58.20	-2,737.36
001	General Fund	001-509-3107-2-56254-	Telephone	1,550.28	1,510.75
001	General Fund	001-510-3201-2-55201-	Office Supplies	67.83	790.10
001	General Fund	001-510-3201-2-55205-	Operating Supplies	30.08	15,018.11
001	General Fund	001-510-3201-2-56254-	Telephone	729.02	12,572.25
001	General Fund	001-510-3202-2-55203-	Repair & Maintenance	57.03	3,860.29
001	General Fund	001-510-3202-2-55214-	Housing Supplies	300.00	635.59
001	General Fund	001-510-3202-2-56226-	Repairs & Maintenance	480.00	12,944.59
001	General Fund	001-510-3203-2-54215-	Uniform Replacement	91.22	7,649.05
001	General Fund	001-510-3203-2-55205-	Operating Supplies	2,988.06	1,972.00
001	General Fund	001-510-3203-2-56214-	Professional & Techni	11,319.81	4,663.77
001	General Fund	001-510-3204-2-55205-	Operating Supplies	27.38	1,243.33
001	General Fund	001-510-3204-2-56214-	Professional & Techni	20,855.00	1,784.65
001	General Fund	001-510-3255-2-56214-	Professional & Techni	3,240.00	24,006.95
001	General Fund	001-511-4101-7-56204-	Contractual Services	4,725.00	13,864.30
001	General Fund	001-511-4101-7-56254-	Telephone	64.42	665.16
001	General Fund	001-511-4202-7-55205-	Operating Supplies	4,494.30	97,533.59
001	General Fund	001-511-4205-7-56102-	Electricity Utility	1,029.16	-109,743.29
001	General Fund	001-511-4205-7-56204-	Contractual Services	2,808.94	40,625.69
001	General Fund	001-511-4302-7-56254-	Telephone	220.17	590.01
001	General Fund	001-511-4601-1-55201-	Office Supplies	229.38	0.00
001	General Fund	001-511-4601-1-55205-	Operating Supplies	198.89	805.11
001	General Fund	001-511-4601-1-55215-	Vehicle Gasoline Char	1,965.16	101,540.66
001	General Fund	001-511-4601-1-56224-	Vehicle Operating Cha	3,338.21	47,078.51
001	General Fund	001-511-4601-1-56254-	Telephone	407.26	-603.31
001	General Fund	001-511-4801-7-56254-	Telephone	64.42	-3.93
001	General Fund	001-512-5102-8-55205-	Operating Supplies	700.33	-75.08
001	General Fund	001-512-5102-8-56102-	Electricity Utility	178.06	3,667.94
001	General Fund	001-512-5102-8-56204-	Contractual Services	47,957.00	23,765.08
001	General Fund	001-512-5102-8-56226-	Repairs & Maintenance	4,679.84	12,063.52
001	General Fund	001-512-5201-8-55205-	Operating Supplies	701.46	2,268.40
001	General Fund	001-512-5202-8-56254-	Telephone	9.25	202.06
001	General Fund	001-512-5203-8-55205-	Operating Supplies	3,015.00	863.86
001	General Fund	001-512-5204-8-55205-	Operating Supplies	296.33	4,130.69
001	General Fund	001-512-5204-8-56214-	Professional & Techni	13,828.40	-23,394.49
001	General Fund	001-512-5205-8-55205-	Operating Supplies	176.65	1,379.77
001	General Fund	001-512-5206-8-55205-	Operating Supplies	1,225.00	3,166.64
001	General Fund	001-512-5206-8-56254-	Telephone	68.65	926.06
001	General Fund	001-512-5213-8-56201-	Advertising/Publishin	672.00	3,740.87
001	General Fund	001-512-5213-8-56226-	Repairs & Maintenance	1,099.38	6,485.36
001	General Fund	001-512-6102-8-56214-	Professional & Techni	155.83	619.10

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-512-6102-8-56254-	Telephone	1,573.34	3,733.06
001	General Fund	001-512-6103-8-55507-	School Library Materi	29.45	0.00
001	General Fund	001-512-6104-8-55205-	Operating Supplies	38.37	3,991.42
001	FINANCE	001-505-8004-1-56139-	Bank Service Charges	1,086.01	-53,077.60
001	PUBLIC WORKS	001-511-2601-1-55205-	Operating Supplies	1,988.27	53,582.00
001	PUBLIC WORKS	001-511-2601-1-56204-	Contractual Services	20,125.84	136,758.65
001	PUBLIC WORKS	001-511-2601-1-56254-	Telephone	190.78	-1,026.17
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	360,742.88	
117	Hyperion Mitigation F	117-503-2101-6-56254-	Telephone	64.42	24.63
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	64.42	
126	CUPA	126-510-3205-0-20220-	A/P State ASPA Progra	52.00	
126	CUPA	126-510-3205-0-20223-	A/P CUPA Oversight Su	282.00	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	334.00	
301	Capital Improvement F	301-511-4101-1-88236-	Plunge Rehab(includ70	3,772.91	7,714,542.90
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	3,772.91	
501	Water Utility Fund	501-000-7102-5-55205-	Operating Supplies	444.02	25,153.74
501	Water Utility Fund	501-000-7102-5-55207-	Small Tools & Equipme	2.74	91,914.10
501	Water Utility Fund	501-000-7102-5-56204-	Contractual Services	1,314.84	210,770.83
501	Water Utility Fund	501-000-7102-5-56214-	Professional & Techni	168.72	42,806.28
501	Water Utility Fund	501-000-7102-5-56253-	Postage	295.96	19,613.85
501	Water Utility Fund	501-000-7102-5-56254-	Telephone	630.83	10,671.25
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	2,857.11	
502	Sewer Fund	502-000-4301-5-55203-	Repair & Maintenance	234.57	8,495.85
502	Sewer Fund	502-000-4301-5-56204-	Contractual Services	3,914.09	1,215,694.66
502	Sewer Fund	502-000-4301-5-56212-	Laundry & Cleaning	225.02	1,078.56
502	Sewer Fund	502-000-4301-5-56214-	Professional & Techni	253.05	11,081.13
502	Sewer Fund	502-000-4301-5-56253-	Postage	295.98	8,302.34
502	Sewer Fund	502-000-4301-5-56254-	Telephone	758.64	2,084.25
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			FUND TOTAL	5,681.35	

ACCOUNTS PAYABLE WARRANT REPORT

CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
603	Workers Comp Reserve/	603-500-2501-2-56214-	Professional & Techni	784.00	-1,045.00
			FUND TOTAL	784.00	
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
702	Trust Funds - Spec Re	702-512-8703-8-52561-	Library Admin Expense	71.28	5,104.89
			FUND TOTAL	71.28	
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
704	Cultural Development	704-512-3101-8-56204-	Contractual Services	1,775.00	58,018.01
704	Cultural Development	704-512-3101-8-88114-	Other Improvements	31,250.00	40,000.00
			FUND TOTAL	33,025.00	
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
708	Trust Funds-Proj Dep	708-508-2402-3-56214-	Professional & Techni	54,585.99	810,733.89
			FUND TOTAL	54,585.99	
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
WARRANT SUMMARY TOTAL				461,918.94	
GRAND TOTAL				461,918.94	

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3057698 - 3057704
9003433 - 9003433

DATE OF APPROVAL: AS OF 2/17/26

REGISTER # 15a

001	GENERAL FUND	22,165.16
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	47.90
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TD A ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	58.86
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTE WATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	771.45
502	WASTEWATER FUND	329.18
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	55.16
603	WORKERS COMP. RESERVE/INSURANCE	73.94
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	14.72
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		23,516.37

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer'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:

NOTES:

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

B - F = 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:

CITY MANAGER:

DATE:

DATE:

T. Zui
1/28/27

Dellano
2-3-26



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Consent

Item Number: B.4

TITLE:

Waiver of City's Code to Allow Adults Over 21 Years of Age to Consume Alcohol in Approved Public Areas During Special Events

RECOMMENDATION:

1. Approve requests by applicants to waive enforcement of certain El Segundo Municipal Code (ESMC) prohibitions to allow alcohol in public spaces designated for El Segundo Kiwanis Club Chilipalooza, Gundo Comedy and BBQ Fest, El Segundo Art Walk, and El Segundo Kiwanis Main St. Fair through December 2026.
2. Waive enforcement of certain ESMC prohibitions to allow adults over 21 years of age to bring and consume alcohol at Library Park for the Summer Concerts in the Park Series for 2026.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

State law allows the City to adopt an ordinance prohibiting open containers of alcoholic beverage in public spaces. (Bus. & Prof. Code section 25620(a).) The City's Code states that it is unlawful to drink any alcoholic beverage or possess an open container of any alcoholic beverage on any public street, alley, sidewalk, pathway, parking lot, park, beach, or other public property. (ESMC Sections 7-6-8(A), 10-1-4(c).) One exception to these rules is if the City issues a permit for an event on the property that expressly allows the consumption or possession of alcohol (ESMC Section 7-6-8(C).) Accordingly, consumption in public areas can be allowed if the City issues a permit allowing the same or if the City Council otherwise waives enforcement of the prohibitions.

In 2025, the City Council voted to waive the above-referenced open container

Special Event Alcohol Waiver

February 17, 2026

Page 2 of 3

prohibitions for four annual permitted events within the City of El Segundo. The approved events included those hosted by local community service organizations and non-profits. Waiving the code allowed organizers to offer and sell alcohol in a controlled environment to support local businesses and organizations, enhance cultural and social activities, and increase tourism and revenue.

In addition, the City of El Segundo Recreation, Parks, and Library Department proudly presents an annual series of Concerts in the Park each summer. The family-friendly concerts take place on Sunday evenings throughout June, July, and August. Each event begins at 4:00 p.m. with activities and the concert begins around 4:30 p.m. Bands typically play two 45-minute sets and conclude around 6:30 p.m. Many of the concert-goers walk to the event from the adjacent neighborhoods and many families come early to enjoy games and picnics in the park.

DISCUSSION:

Throughout 2025, City Council approved a waiver for the following events:

1. El Segundo Kiwanis Club Chilipalooza at Library Park
2. Gundo Comedy and BBQ Fest at Library Park
3. El Segundo Art Walk at the Fire Station Parking Lot and 300 block of Richmond Street
4. El Segundo Kiwanis Main St. Fair at the Fire Station Parking Lot

Special event permit organizers are required to apply for permits through the City, outlining security plans and coordinating with local law enforcement and event staff to ensure proper oversight. All event organizers are subject to compliance with California Department of Alcohol Beverage Control (ABC) regulations and need to obtain an ABC permit. Staff is requesting City Council approval to waive the above-referenced municipal code sections to allow alcohol for the same permitted special events in calendar year 2026.

Similarly, the above-referenced municipal code sections have been suspended for Summer Concerts for the past several years. City staff have not experienced any negative incidents allowing alcohol consumption at Concerts in the Park. Staff respectfully requests that the above-referenced municipal code sections be suspended for the 2026 summer concert series.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Special Event Alcohol Waiver

February 17, 2026

Page 3 of 3

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy D: Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.

PREPARED BY:

Linnea Palmer, Recreation Manager

REVIEWED BY:

Aly Mancini, Recreation, Parks, and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Consent

Item Number: B.5

TITLE:

Resolution Adopting a Citywide Records Retention Schedule

RECOMMENDATION:

1. Adopt a resolution updating the City's record retention schedule.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

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

BACKGROUND:

The City Clerk's office, in consultation with its consultant Gladwell Governmental Services, Inc. ("Gladwell"), prepared a comprehensive update to the City's records retention schedule ("Retention Schedule"), which determines how long the City must keep electronic or physical copies of City documents. Different schedules are outlined with respect to each City department. The City Council approved the updated Retention Schedule, with significant revisions, upon its adoption of Resolution No. 5476 on May 7, 2024. The City Clerk has annually presented minor adjustments to this schedule for City Council review and approval.

DISCUSSION:

To ensure ongoing legal compliance of the City's Retention Schedule, staff, in consultation with Gladwell, conducted an annual review and identified necessary updates in accordance with state law.

The retention periods are in compliance with all laws and are standard business practice for California cities. The following departments' retention schedules were

Updates to Citywide Records Retention Schedule

February 17, 2026

Page 2 of 2

updated and/or modified, to ensure ongoing legal compliance:

- Citywide Standards
- City Clerk
- Community Development Department
- Fire
- Human Resources
- Information Technology Services
- Police

All schedules were updated to comply with SB 513/ Labor Code 1198.5 for ALL "education or training records" to be included in an employee's personnel record.

The underlying policy approach for approving and destroying records following the expiration of a retention requirement will remain the same, i.e., the City Clerk may dispose of records based on the intervals listed in the Retention Schedule, upon City Manager's request and written City Attorney authorization.

The proposed resolution would adopt the updated retention schedule and authorize the City Clerk to make minor updates to the City's Retention Schedule, in consultation with the City Attorney.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy B: Improve organizational excellence by implementing processes and tools that facilitate data collection and analysis while promoting data-driven decision-making.

PREPARED BY:

Lili Sandoval, Assistant City Clerk

REVIEWED BY:

Susan Truax, City Clerk

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 2026 Records Retention Resolution
2. Exhibit A - Records Retention Schedule_2026

RESOLUTION NO.

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

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

SECTION 1. The City Council finds as follows:

- A. Keeping and maintaining public records that are unnecessary or duplicative results in the consumption of public resources including money, time, and space;
- B. Government Code §§ 34090 *et seq.*, establish methods by which the City may approve the destruction of unneeded documents; and
- 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" means "public records" as defined in Government Code § 7920.530.

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

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

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

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

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

SECTION 8. This Resolution will become effective immediately upon adoption and remain in effect until repealed or superseded. Resolution No. 5476 and any other Resolution adopting a records retention schedule is repealed and superseded by this Resolution.

PASSED AND ADOPTED this 17th day of February, 2026.

Chris Pimentel, Mayor

ATTEST:

Susan Truax, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term “records” shall include all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

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. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

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 office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period (and has SUBSTANTIVE CONTENT) must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention (“**Minimum 2 years**”), **the destruction / deletion must be authorized before it is destroyed,** as it is an official (original) record.

Copies, drafts, notes and non-records (or originals that do NOT have SUBSTANTIVE CONTENT) 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, copy, or the Content is NOT Substantive.

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 resolution).**”

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

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

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

Retention/Disposition:
Active (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is 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 and certain data may require minimum retention.

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

Media Options (guideline) terms used in State law:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper, Mylar, Linen, “Hard Copy”
OD = Optical Disk or other **Unalterable 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 was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means 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 (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed)** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

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)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY WIDE (Used by ALL Departments)								
Lead Dept.	CW-001	Accident Report / Injury Reports / Incident Reports: PUBLIC (Send Employee Reports to Human Resources)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CW-002	Agreements / Contracts - ALL Send ALL Originals to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Lead Dept. (Managing the Agreement / Contract)	CW-003	Agreements / Contracts - ADMINISTRATION RECORDS Project Schedules, Correspondence with Vendor, etc.	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Appeals usually are retained as part of an Agenda Packet); GC §34090 et seq.
Staffing Dept.	CW-005	Boards, Commissions, / Committees: Citizens Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Staffing Dept.	CW-006	Boards, Commissions, / Committees: Citizens Advisory Bodies Formed by CITY COUNCIL MINUTES / BYLAWS	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
	CW-007	Boards, Commissions, / Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Lead Dept.	CW-008	City Council Subcommittees / Ad-Hoc City Council Subcommittees	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-009	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead (Responding) Dept.	CW-010	Complaints / Concerns from Citizens (operational)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342; GC §34090
	CW-011	Copies / duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-012	Correspondence - ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. Administrative Files , Chronological Files , e-mail / email with SUBSTANTIVE content , General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, etc.) SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 GC §34090;

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-013	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency / Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive , / NOT made / retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail / <u>email</u> / social media postings, instant messaging, invitations, logs, mailing lists, meeting room registrations, speaker slips, <u>staff Teams</u> videoconference chats, notes / recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT E-mails, electronic records, or social media postings 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 printing them out and placing them in a file folder, or saving them electronically . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500; 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	CW-014	Drafts / Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, 7927.500
Lead Dept.	CW-015	GIS Database / Data / Layers (both City-wide / Specialized)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Managing the Grant)	CW-016	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Managing the Grant)	CW-017	Grants / CDBG / Reimbursable Claims / Subventions / FEMA Claims / OES Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Send Grant Financial Reports to Finance Applications (successful), program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 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
Lead Dept.	CW-018	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-019	Notices: Public Hearing Notices / Proofs of Publications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for some Municipal Government actions is 3 - 6 months; CCP§ 335 337 et seq; GC §§34090, 65009(c)(1)
Human Resources	CW-020	Personnel Files (Department Level Files) (Full-time / Part-time) Send all originals to Human Resources	Upon Separation or Transfer, Send to Human Resources		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Human Resources is OFR; GC §34090.7
Lead Dept.	CW-021	Personnel Supervisory Files (Supervisor's Notes)	(After Incorp. In Performance Evaluation)	Before Annual Performance Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-022	Personnel Work Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Time Cards are the final (these are preliminary drafts); GC §34090
Lead Dept.	CW-023	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered preliminary drafts; GC §34090
Lead Dept.	CW-024	Public Hearing Notices (Mailed)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090
Lead Dept. (Who Ordered the Appraisal)	CW-025	Real Estate Appraisal Reports (Acquisition / Sale): Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-026	Real Estate Appraisal Reports (Acquisition / Sale): Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; GC §§34090 7928.705
Lead Dept.	CW-027	Reference Materials: Policies, Procedures, Brochures, Handbooks , Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Newsletters / Reports (if not provided in the schedule) ,: Produced by YOUR Department	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-028	Reference Materials: Policies, Procedures, Brochures, Handbooks , Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Newsletters / Reports (if not provided in the schedule) .: Produced by OTHER Departments	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
	CW-029	Reference Materials: Policies, Procedures, Brochures, Handbooks , Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Newsletters, / Reports (if not provided in the schedule) .: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.	CW-030	Reports, Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-031	Reports, Studies (other than Historically significant reports - e.g. Annual Reports)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 5 years; GC §34090
Lead Dept.	CW-032	SDS (Safety Data Sheets) / MSDS (Material Safety Data Sheets) / Chemical Use Report Form (/ records of the chemical / substance / agent, where / when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years ; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090
Lead Dept.	CW-033	Speaker Cards (submitted at public meetings)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §§34090 et seq.,

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-034	Special Event Permits	Expiration + 2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-035	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft / transitory record, / can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-035.5	<u>Training EMPLOYEE RECORDS (If Records are Created)</u> <u>Required Information for all Employee Training:</u> <u>Employee Name</u> <u>Training Provider's Name</u> <u>Date</u> <u>Duration (length)</u> <u>Core Competencies / Skills</u> <u>Certifications / Qualifications</u>	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<u>LC §1198.5, 6401.9(f), 6429(c); 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b)</u>
Lead Dept. <u>(Presenting the Training)</u>	CW-036	Training Presented by Staff - COURSE RECORDS (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, <u>Fiscal & Financial</u> , Harassment, Workplace Violence, Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics, <u>Fiscal and Financial</u> , Harassment & <u>Workplace Violence</u> Prevention Training are 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires <u>4 2-3</u> years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); <u>53238.3(b)</u> ; LC §6401.9(f),

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY ATTORNEY								
City Attorney	CA-001	Advice Files / Subject Files (Advice provided to the City on a variety of subjects)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Reference materials and copies of documents generated by other departments pertaining to various topics required by Attorney staff; GC §34090 et seq.
City Attorney	CA-002	Citations / Complaints (All are misdemeanors. Includes inspections, warrants, etc.)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Provided there are no outstanding warrants, do not involve identifiable items which have not been recovered, GC §34090
City Attorney	CA-003	City Attorney Opinions	P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
City Attorney & Finance / Risk Manag.	CA-004	Claims - Not Juveniles	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney & Finance / Risk Manag.	CA-005	Claims - Juveniles	Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney & City Clerk	CA-006	Closed Session Materials	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
AS Human Resources	CA-007	Grievances (Escalated from Human Resources)	Return to Human Resources	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Attorney	CA-008	Litigation Files / Legal Case Files Send Final Settlement Agreements to the City Clerk	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6, 68150; PC §832.5

RECORDS RETENTION SCHEDULE: CITY CLERK
(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
City Clerk & Public Works / Engineering	CC-001	Abandonments / Vacations (Streets) / Rights of Way	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-002	Agenda Staff Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-003	Agenda Packets	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-005	<p>Agreements / Contracts: ALL INFRASTRUCTURE / IMAGED: Includes all contractual obligations (e.g. Amendments / Scope of Work / Successful Proposal) / insurance certificates</p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property / property restrictions, redevelopment, reservoirs, sewers, sidewalks, street / alley improvements, settlement, subdivisions, utilities, water, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: CITY CLERK
(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-006	Agreements / Contracts ALL NON-INFRASTRUCTURE (NOT IMAGED): Includes all contractual obligations (e.g. Amendments / Scope of Work / Successful Proposal) / insurance certificates Examples of NON-Infrastructure: Consulting, grants, disposal, franchises, housing, leases, legal services, loans, paving, painting, professional services, slurry seals, tree trimming, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations is 10 years for Errors & Omissions; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15 GC §34090
City Clerk	CC-007	Agreements / Contracts Approved by Council: Retirement Agreements (PERS)	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(1)(2); GC §§12946, 12960, 34090
City Clerk	CC-008	Agreements / Contracts Approved by Council: Subdivision, LLA's (Lot Line Adjustments), / LSA's (Lot Split Agreements)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
City Clerk	CC-009	Agreements / Contracts Approved by Council: Title Insurance, Land Records	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-010	Agreements / Contracts Approved by Council: MOUs - Memorandas of Understanding	Expiration + 5 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 12960, 34090
City Clerk	CC-012	Annexations	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC § 34090
City Clerk	CC-012	Bid Submittals - Formal Bids Only: Specification / RFP / Responses, Unsuccessful Bids / Proposals, etc.	Bid Opening + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-015	Certificates of Insurance (Normally filed with Agreement)	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Longest Statute of Limitations is 10 years; CCP §337 et seq.; GC §34090
City Clerk	CC-016	Chronological History of Mayors / City Council	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §34090
City Clerk	CC-018	City Incorporation, Logo, City Seal	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§34090
City Clerk	CC-019	City Clerk - Notary Public	Expiration of Term + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors and Omissions is 10 years; CCP §337 et seq.; GC §34090
Risk Manag.	CC-020	Claims Forms	2 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Risk Management is Office of Record for the Claim File; GC §§34090
City Clerk	CC-023	Deeds: Property owned by City (property acquisition files)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-024	Easements	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
CITY CLERK / ELECTIONS – CONSOLIDATED								
City Clerk / Elections	CC-025	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): SUCCESSFUL CANDIDATES (Elected Officials) All, whether filed electronically / not	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers ; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk / Elections	CC-026	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Candidates without committees are not required to file their statements , reports or copies online or electronically; Paper must be retained for at least 2 years ; GC §81009(b)&(g); GC §84615

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk / Elections	CC-027	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH / WITHOUT Committees	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
City Clerk / Elections	CC-028	Elections - Campaign Reports (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk / Elections	CC-029	Elections - Campaign Reports (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(f)
City Clerk / Elections	CC-030	Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years		Ppr	S / M / I	Yes: After QC & OD	Department Preference; No specific legal requirement; GC § 34090
City Clerk / Elections	CC-031	Elections - Certificates of Election	Duration of Office + 4 years		Ppr	S / I	Yes: After QC & OD	Department Preference; No specific legal requirement; GC § 34090
City Clerk / Elections	CC-032	WORKING / ADMINISTRATION Election File (Correspondence to candidates / FPPC, Applications for vacancies on the Council, Master of Candidate's Packet, etc.)	2 years		Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk / Elections	CC-033	Elections - HISTORICAL File (Sample ballot, all Resolutions (calling the election, canvass, etc.), election summary)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk / Elections	CC-034	Elections - Nomination Papers: SUCCESSFUL CANDIDATES	Duration of Office + 4 years		Mag, Mfr, OD, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term; EC §17100
City Clerk / Elections	CC-035	Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Mfr, OD, Ppr			CA law states term of office and 4 years after the expiration of term; EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk / Elections	CC-036.1	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - IF Examined by Proponents	Final Examination + 1 year after petition examination		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 / Elections	CC-036.2	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - NOT Examined by Proponents	Determination of Insufficiency + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-036.32	Elections - Petitions (Initiative, Recall / Referendum) - IF SUFFICIENT	Results + 8 months		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 / Elections	CC-037	Elections - Precinct Maps	2 years		Mag, Ppr			No specific legal requirement; EC §17501, GC §34090
CITY CLERK / ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)								
City Clerk / Elections	CC-038	Elections - Vote-by-Mail Applications / Absentee Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-039	Elections - Vote-by-Mail Identification Envelopes / Absentee Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-040	Elections - Ballots - After Election	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-041	Elections - Ballots - After Recount	6 mo.		Ppr			EC §17306
City Clerk / Elections	CC-042	Elections - Assessment District Ballots - Prop. 218 proceedings	2 years		Ppr			GC §53753(e)(2), 53755(d)

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk / Elections	CC-043	Elections - Challenged / Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk / Elections	CC-044	Elections - Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk / Elections	CC-045	Elections - Precinct Officer Appointments	6 mo.		Ppr			EC §17503
City Clerk / Elections	CC-046	Elections - Roster of Voters	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk / Elections	CC-047	Elections - Tally Sheets	6 mo.		Ppr			EC §17304
City Clerk / Elections	CC-048	Elections - Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304
City Clerk / Elections	CC-049	Elections - Voter Index Original	5 years		Ppr			EC §17001
(End of Elections Section)								
City Clerk	CC-051	Ethics Training Certificates	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b); LC §1198.5
City Clerk	CC-052	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the City's Conflict of Interest code)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(e) & (g)
City Clerk	CC-053	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected / not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer / City Attorney)	7 years		Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers. City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-054	FPPC Form 801 (Gift to Agency Report)	7 4-years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-055	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website for 4 years; GC §81009(e)

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-056	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-057	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
City Clerk	CC-058	Franchise Agreements - Unsuccessful bids (e.g. Cable TV, Electric, Gas, etc.)	Bid Opening + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
City Clerk	CC-061	Historical Records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	CC-065	Minutes: City Council	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-066	Municipal Code Administration, Distribution, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (transmittals to Codifier and departments); GC § 34090
City Clerk	CC-067	Municipal Code Supplement Books	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (transmittals to Codifier and departments); GC § 34090
City Clerk	CC-068	Oaths of Office - City Council / Volunteers (required of all "City Officers", Elected / Boards / Commissions)	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-069	Ordinances	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-071	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall / Referendum Petitions	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Law requires 1 year for petitions; GC §50115
City Clerk	CC-072	Property Deeds / Offers of Dedication: Processed (presented to Council)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk is OFR and maintains them permanently; GC §34090
City Clerk	CC-073	Publications issued by the City - Historically Significant	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk determines historical significance; GC §34090
City Clerk	CC-074	Real Estate Surplus Property Sales	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-075	Records Management: Destruction Lists / Retention Schedule	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
City Clerk	CC-076	Resolutions - City Council	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-077	Revocable Lease Agreements / Licenses / Encroachments (see Public Works for utility encroachments, wide load permits, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all Encroachment permits are submitted to Council; GC § 34090
City Clerk	CC-078	Scan Logs	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-078.5	Secretary of State Statement of Facts / Registry of Public Agencies	2 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-079	Streets: Vacations	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-080	Subpoenas (Miscellaneous), Requests for Public Records, Miscellaneous	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-081	Title Reports: Property owned by City	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-082	Utilities Administration (Correspondence with PUC, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090

RECORDS RETENTION SCHEDULE: CITY CLERK
[\(Elections\)](#)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-083	Vehicle Titles / Pink Slips	Transfer to New Owner		Mag, Mfr, OD, Ppr	S / I		GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER
(City Council Office, Media And Communications)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER AND CITY COUNCIL OFFICE								
City Clerk	CM-001	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
City Manager & City Council Office	CM-002	Awards / Certificates to the City	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council Office	CM-003	City Council Correspondence (directly to / from Council Members)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council Office	CM-004	City Manager's Correspondence	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council Office	CM-005	Department Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council Office	CM-006	Diversity, Equity / Inclusion Committee Agendas, Agenda Packets	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: CITY MANAGER
(City Council Office, Media And Communications)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Manager & City Council Office	CM-007	Diversity, Equity / Inclusion Committee Minutes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council Office	CM-008	Economic Development Advisory Commission Agendas, Agenda Packets	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Manager & City Council Office	CM-009	Economic Development Advisory Commission Minutes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council Office	CM-010	Maddy Act List (Board / Commission Vacancies)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council Office	CM-011	Proclamations / Commendations / Certificates / Recognitions (includes requests)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council Office	CM-012	Project / Program Working Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER
[\(City Council Office, Media And Communications\)](#)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Manager & City Council Office	CM-013	Public Relations - City Produced Publications, Press Releases, Photos	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / Commissions, Advisory Boards: Applications, Interview Notes, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council Office	CM-015	Speeches / PowerPoint Presentations	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes, drafts, or preliminary documents; GC §34090 et seq.
CITY MANAGER / MEDIA AND COMMUNICATIONS								
City Manager / Media & Commun.	CW-016	Boards, Commissions, / Committees: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	4 years		(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-016.5	Boards, Commissions, / Committees: Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	4 years		(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: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	4 years		(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-017.5	City Council: Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	4 years		(Mag)			Department preference; State law only requires for 30 days for audio recordings, 90 days for video recordings; GC §§54953.5(b), 34090.7

RECORDS RETENTION SCHEDULE: CITY MANAGER
(City Council Office, Media And Communications)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Manager / Media & Commun.	CW-018	Community Cable Advisory Council Agenda Packets	Minimum 2 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager / Media & Commun.	CW-019	Community Cable Advisory Council Minutes / Bylaws	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager / Media & Commun.	CW-020	Community Programming / Government Access Channel / Cable TV Programming	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§34090 et seq., 34090.6 and 34090.7
City Manager / Media & Commun.	CW-021	Legislation (Correspondence from the City Supporting / Opposing proposed Legislation)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager / Media & Commun.	CW-022	Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY TREASURER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY TREASURER								
City Treasurer	CT-001	Bank Statements	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, 26 CFR 31.6001-1
City Treasurer	CT-002	Checks - Cashed (maintained by the bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Treasurer	CT-004	Investment Committee Agenda Packets	Minimum 2 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Treasurer	CT-005	Investment Committee Minutes / Bylaws	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Treasurer	CT-006	Investments / Certificates of Deposit (CDs) / Advisor Reports / Statements / Trade Tickets / LAIF (Local Agency Investment Fund)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337
City Treasurer	CT-009	Voided Checks	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Library, Recreation)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY SERVICES / LIBRARY								
Community Services / Library	CS-001	Arts / Culture Advisory Committee Agendas, Agenda Packets	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services / Library	CS-002	Arts / Culture Advisory Committee Minutes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-003	Disruptive Patrons / Patron Complaints / Incident Reports	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance	CS-004	El Segundo Unified School District School Libraries Management Invoices, Backups / Copies of Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for auditing purposes; GC §34090.7
Community Services / Library	CS-005	Gifts to Library	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Community Services / Library	CS-006	Grants: LSCA (Library Services / Construction), LSTA (Library Services / Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act) / PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, / Financial Information) Send copy of application / award to Finance	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-008	Inter-Library Loan Records - Reports to the State Library (for reimbursement)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to ensure reimbursements; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Library, Recreation)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services / Library	CS-009	Internet User Statistics	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Library	CS-010	Library Board of Trustees Agendas, Agenda Packets	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services / Library	CS-011	Library Board of Trustees Minutes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-012	Library Management System / Database	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Community Services / Library	CS-013	Patron Applications for Library Cards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Division	CS-016	Volunteer Applications / Agreements / Reserves - Successful Applicants	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 §§ 12960, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Library, Recreation)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Division	CS-017	Volunteer Applications / Agreements / Reserves - Unsuccessful Applicants	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 §§12960, 34090
COMMUNITY SERVICES / RECREATION								
Community Services / Recreation	CS-018	Activity Guide / Class Schedules	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-020	Daily Vehicle Inspections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-021	Facility Use Permits / Equipment Applications, Books, Alcoholic Beverage Applications Includes Certificates of Insurance	2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-022	Lifeguard Certifications	Termination + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Recreation	CS-023	Outreach / Community Referrals / Correspondence	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES (Library, Recreation)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services / Recreation	CS-024	Privilege Suspension Record (Difficult Participants)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-025	Receipts / Daily Deposits (Detail Backup)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The detail is NOT forwarded to Finance; GC §34090 et seq.
Community Services / Recreation	CS-026	Recreation / Parks Commission MINUTES / BYLAWS	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-027	Recreation / Parks Commission AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Recreation	CS-028	Recreation Database	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; data is interrelated; GC §34090
Community Services / Recreation	CS-029	Special Event Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-030	Sports - Rosters, Waivers, Applications, Ejection Letters, etc.,	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-031	Surveys / Evaluations (Program Feedback / Evaluations)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts / Transitory records not retained in the ordinary course of business; GC §34090
Community Services / Recreation OR Public Works / Government Buildings	CS-032	Swimming Pool Chemical Readings / Additions	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Health Department regulations; 8 CCR §3195.12; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Library, Recreation)

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Community Services / Recreation	CS-033	Swimming Pool Incidents	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Health Department regulations; 8 CCR §3195.12; GC §34090
Community Services / Recreation	CS-034	Transportation Dial-A-Ride Applications	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for grant funding audits; GC §34090
Community Services / Recreation	CS-035	Transportation Dial-A-Ride Monthly Reports - Transit	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for grant funding audits; GC §34090
Community Services / Recreation	CS-036	Transportation Dial-A-Ride Vehicle / Equipment History Files	Disposal of Vehicle + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(c); GC§34090
Community Services / Recreation	CS-038	Transportation Shuttles: Beach, Lunchtime, etc. - Daily Logs, Passenger Counts, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(c); GC§34090
Lead Division	CS-040	Volunteer Applications / Agreements / Reserves - Successful Applicants	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 §§ 12960, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Library, Recreation)

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Lead Division	CS-041	Volunteer Applications / Agreements / Reserves - Unsuccessful Applicants	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 §§12960, 34090
Community Services / Recreation	CS-042	Youth Sports Council - All Records (Comprised of representatives from various sports organizations)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES
(Building Safety, Code Enforcement, Private Development, Housing, Planning, Res. Sound)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
DEVELOPMENT SERVICES / BUILDING SAFETY								
Develop. Services / Building Safety	DS-001	Building Permit Database	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104-6 104.7 and 107.5; H&S §19850; 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, Final Inspection Reports	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104-6 104.7 and 107.5; H&S §19850; GC §34090
Develop. Services / Building Safety	DS-003	Building Plans - Expired	Expiration + 6 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104-6 104.7 and 107.5; H&S §19850; GC §34090
Develop. Services / Building Safety	DS-004	Building Plans - Withdrawn	Upon Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104-6 104.7 and 107.5; H&S §19850; GC §34090
Develop. Services / Building Safety	DS-005	Building Plans / Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR / APPURTENANCES	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104-6 104.7 and 107.5; H&S §19850; GC §34090
Develop. Services / Building Safety	DS-006	Building Plans / Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS, PRODUCTION HOMES	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104-6 104.7 and 107.5; H&S §19850; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES
(Building Safety, Code Enforcement, Private Development, Housing, Planning, Res. Sound)

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Develop. Services / Building Safety	DS-007	California Building Codes (CBC, etc.)	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 / sent)	Minimum Close + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Develop. Services / Building Safety	DS-009	Covenants	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Develop. Services / Building Safety	DS-010	Inspection Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (preliminary documents); GC §34090
Develop. Services / Building Safety	DS-011	Modification Approvals / Deviations from Code Requirements	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 / Plans	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 / from architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
DEVELOPMENT SERVICES / CODE ENFORCEMENT								

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES
(Building Safety, Code Enforcement, Private Development, Housing, Planning, Res. Sound)

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Develop. Services / Code Enforce.	DS-014	Code Enforcement / Abatement Case Files (Includes appeals / Code Enforcement Complaint Letters)	Minimum Close + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; GC §34090
Develop. Services / Code Enforce.	DS-015	Code Enforcement / Abatement Case Files Liens / Releases	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
DEVELOPMENT SERVICES / PRIVATE DEVELOPMENT								
Develop. / Private Develop.	DS-016	Private Development Projects / Job Files: Administration File Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports <i>Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs</i>	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Develop. / Private Develop.	DS-017	Private Development Projects / Job Files: Permanent Files Drainage, Encroachments, Rights of Way, Soils Reports, Stormwater, etc. Copies of Deeds, Dedications, Easements, Abandonments (City Clerk is OFR) <i>Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs</i>	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
DEVELOPMENT SERVICES / HOUSING AND SENIOR HOUSING (PARK VISTA)								

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES
(Building Safety, Code Enforcement, Private Development, Housing, Planning, Res. Sound)

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Develop. Services / Housing	DS-018	Housing Plans: Consolidated Annual Performance and Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) / Consolidated Action Plan / Analysis of Impediments to Fair Housing Choices / Citizen Participation Plan / Action Plans, etc.	<u>Superseded</u> + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	24 CFR 91.105(h); 24 CFR 92.508(a); GC §34090
Develop. Services / Housing	DS-019	Housing Programs: All, including Home Repair, Low-Mod, CalHome, CDBG / HOME WITH Recapture / Resale Restrictions	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		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; 24 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29-CFR-97.42 , GC §34090
Develop. Services / Housing	DS-020	Housing Programs: All, including Home Repair, Low-Mod, CalHome, CDBG / HOME NO RECAPTURE / RESALE RESTRICTIONS	Loan Pay-off + 5 years		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; 24 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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ; GC §34090

(Building Safety, Code Enforcement, Private Development, Housing, Planning, Res. Sound)

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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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ; GC §34090
Develop. Services / Housing	DS-023	Senior Housing Board (Park Vista) AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Housing	DS-024	Senior Housing Board (Park Vista) MINUTES / BYLAWS	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
DEVELOPMENT SERVICES / PLANNING								
Develop. Services / Planning & City Clerk	DS-025	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Develop. Services / Planning	DS-026	Congestion Management Plan	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The final decision is filed in the Project Entitlement Folder; GC §34090
Develop. Services / Planning	DS-028	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City Boundaries	P		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
Develop. Services / Planning	DS-029	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City Boundaries	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES
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Develop. Services / Planning	DS-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA / NEPA Correspondence / staff notes that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 (2020) 53 Cal.App.5th 733; PRC 21167,6 GC §34090
Develop. Services / Planning	DS-031	General Plan Working Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090
Develop. Services / Planning	DS-032	General Plan, Elements / Amendments	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		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		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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference GC §34090 et seq.
Develop. Services / Planning	DS-036	Planning Commission Agenda Packets	P	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

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Develop. Services / Planning	DS-037	Planning Commission Minutes / Bylaws	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Develop. Services / Planning	DS-038	Planning Commission Resolutions	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Develop. Services / Planning	DS-039	Planning Project Files - Permanent Entitlements (All) (Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans / Maps, copies of Resolutions / Ordinances) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, Zone Text Amendments, etc.	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
<u>Develop. Services / Planning</u>	<u>DS-039.5</u>	<u>Planning Project Files - Cancelled / Expired / Withdrawn</u>	<u>Minimum Cancellation, Expiration or withdrawal + 2 years</u>	-	<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>Department preference (project was not pursued by applicant); GC §34090</u>
Develop. Services / Planning	DS-039.5	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing / Community Development	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090,

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Develop. Services / Planning	DS-040	Preliminary Review File (No Final Application)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary Documents (no application submitted); GC §34090
Develop. Services / Planning	DS-041	Project Log Index / Spreadsheet / Binders of Historic Actions	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §34090 et seq.
Develop. Services / Planning	DS-043	Special Studies (Not related to a specific project)	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: Christmas Tree Lots, Ambient Sound, Banners, Pumpkin Lots, Outdoor Events, etc.	2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Develop. Services / Planning	DS-046	Zoning Conformance	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		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
DEVELOPMENT SERVICES / RESIDENTIAL SOUND INSULATION								
Airport	DS-048	Airport Noise Documents	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Develop. Services / Residential Sound Insulation	DS-049	Contractor Correspondence / Project Administration	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	FAA Financial Information / Grant Funding	After FAA Audit, if required - Minimum 5 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
Develop. Services / Residential Sound Insulation	DS-051	List of Projects (Historical Excel File)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Develop. Services / Residential Sound Insulation	DS-052	Residential Sound Insulation Homeowner File / RSI Homeowner File (for each property) / Window / Door Replacements	Project Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; covers all warrantee periods; CCP §337 et. seq., GC §34090
Develop. Services / Residential Sound Insulation	DS-053	Standard Specifications Used for Residential Sound Insulation / RSI projects (provided by the City to Contractors)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE (Management, A/P, Business Svcs., Payroll, Purchasing, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / MANAGEMENT								
Finance / Mgmt.	FIN-001	Audit Reports / Annual Comprehensive Financial Report (ACFR)	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	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Finance / Mgmt.	FIN-002.5	Bank Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / Mgmt.	FIN-003	Bonds: Debt Official Statements / Certificates of Participations (COPs)	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds ; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); 26 CFR § 1.148-5(d)(6)(iii)(E) ; GC §43900 et seq.
Finance / Mgmt.	FIN-004	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must be filed with County Auditor; GC §34090, 40802, 53901
Finance / Mgmt.	FIN-005	Financial Services Database	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; Grant-funded invoices are 7 years; meets municipal government auditing standards; GC §34090
Finance / Mgmt.	FIN-006	Golf Course Subcommittee AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Mgmt.	FIN-007	Golf Course Subcommittee MINUTES / BYLAWS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Management, A/P, Business Svcs., Payroll, Purchasing, Utility Billing)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Mgmt.	FIN-008	Journal Entries / Back Up Documents / Budget Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / Mgmt.	FIN-009	Management Audit Letters	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing requirements; GC §34090
Finance / Mgmt.	FIN-010	Management Reports / Measure "A" / Single Audits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing requirements; GC §34090
Finance / Mgmt.	FIN-011	Reports / Finance Reports created from Database / Registers - Balance Sheet, Revenue, Expenditure. Trial Balance, etc.	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090 et seq.
Finance / Mgmt.	FIN-012	Reports: Annual State / Federal: State Controller's Report, Street Report, etc.	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
FINANCE/ ACCOUNTS PAYABLE								
Finance / Accounts Payable	FIN-014	1099's, 1096, DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / Backup / Credit Card Statements / Credit Card Receipts / Travel Reimbursement	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 / Backup / Credit Card Statements / Credit Card Receipts / Travel Reimbursement	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS Auditing Standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Management, A/P, Business Svcs., Payroll, Purchasing, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounts Payable	FIN-018	Warrant (Check) Register (Detail) - Includes Grant Funded / Non-Grant Funded	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE (Management, A/P, Business Svcs., Payroll, Purchasing, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / BUSINESS SERVICES								
Finance / Business Services	FIN-019	Accounts Receivable (Cash Receipts Paramedic Billing, TOT, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Business Services	FIN-020	Accounts Receivable Write-Offs (due to non-payment)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / Renewals, Letters	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090 et seq.
Finance / Business Services	FIN-022	Business License Database	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; Grant-funded invoices are 7 years; meets municipal government auditing standards; GC §34090
Finance / Business Services	FIN-023	Collection Agency Assignments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq.
FINANCE / PAYROLL								
Finance / Payroll	FIN-024	Batch Activity Reports / Payroll Processing File	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-025	Checks / Warrants (Payroll Only) / Cancelled Checks	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	5 years	Yes Current Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Finance / Payroll	FIN-027	Payroll Employee File: Benefit Deduction Authorizations, Garnishments, etc.	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

RECORDS RETENTION SCHEDULE: FINANCE

(Management, A/P, Business Svcs., Payroll, Purchasing, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-028	Payroll Processing Report / Payroll Registers / Payroll Check Registers / Earnings Register	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-029	PERS Report - Retirement Reports (CalPERS)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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-030	Timecards / Timesheets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		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
FINANCE / PURCHASING								
Finance / Purchasing	FIN-033	Informal Bids / Quotes from Vendors (Quotes may be submitted by the Department)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for grant auditing purposes; GC §34090
Finance / Purchasing	FIN-034	Purchase Orders, Requisitions, Quotes, Change Orders	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	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory / preliminary drafts; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE (Management, A/P, Business Svcs., Payroll, Purchasing, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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FINANCE / UTILITY BILLING								
Finance / Utility Billing	FIN-037	Bankruptcies (Where City does not pursue a claim)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Utility Billing	FIN-038	Billing Registers / Reports, Daily Update, Bank Draft, Adjustment Posting, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Finance / Utility Billing	FIN-040	Collection Agency Assignments / Write Offs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Finance / Utility Billing	FIN-043	Prop 218 Notices: Undeliverable Mail	3 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business; GC §34090
Finance / Utility Billing	FIN-044	Returned Checks (NSF, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Finance / Utility Billing	FIN-045	Service Applications	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Utility Billing	FIN-046	Utility Billing Database	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; Grant-funded invoices are 7 years; meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Management, A/P, Business Svcs., Payroll, Purchasing, Utility Billing)

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Finance / Utility Billing	FIN-047	Utility Users Tax Exemptions (Low Income / Senior / Disabled)	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Utility Billing	FIN-048	Water Billing: Appeals - Payment Delinquency / Impending Discontinuation	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		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		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		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		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		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Utility Billing	FIN-054	Water Billing: Report of Annual Discontinuations of Residential Service	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	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

(EMS, Admin., Environmental Safety, Fire Marshal / Prevention, Ops / Suppression)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE / EMERGENCY MEDICAL SERVICES								
Fire / EMS	FR-000	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - required for 3 years; 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233; FA §32003(e), B&P 4081; GC §34090
Fire / EMS	FR-001	EMS / Paramedic Training Records / Continuing Education	Separation ± 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 100395, GC §34090; LC §1198.5
Fire / EMS	FR-002	EMS Complaints	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, GC §34090
Fire / EMS	FR-003	HIPAA Policies / Procedures (Health Insurance Portability / Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / EMS	FR-004	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): ADULTS Includes e-PCR Database / Electronic Patient Care Report Database	10 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 10 years for Medi-Cal patients , 7 years for non-Medi-Cal adults ; minors until 1 year after age of majority, but not less than 10 years for Medi-Cal patients , 7 years for non-Medi-Cal minors; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, H&S §§1797.98e 123145; 42 CFR 482.24(b); 9-CCR-9444 , 22 CCR 97530.9(c)(3) , 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §30490

RECORDS RETENTION SCHEDULE - FIRE

(EMS, Admin., Environmental Safety, Fire Marshal / Prevention, Ops / Suppression)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / EMS	FR-005	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): MINORS / JUVENILES Includes e-PCR Database / Electronic Patient Care Report Database	20 years	Yes	Mag. Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 10 years for Medi-Cal patients , 7 years for non-Medi-Cal adults ; minors until 1 year after age of majority, but not less than 10 years for Medi-Cal patients , 7 years for non-Medi-Cal minors; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, H&S §§1797.98e 123145; 42 CFR 482.24(b); 9-CGR-9444 , 22 CCR 97530.9(c)(3) , 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §30490
FIRE / ADMINISTRATION								
Fire / Admin.	FR-006	All-Hazards Incident Management Team (AHIMT) Partially Funded by FEMA / OES	10 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29-CFR-97-42 ; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Fire / Admin.	FR-007	Background Packets - UNSUCCESSFUL Applicants (Successful Applicants are sent to Human Resources)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE - FIRE

(EMS, Admin., Environmental Safety, Fire Marshal / Prevention, Ops / Suppression)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Fire / Admin.	FR-008	Billing: Alarms, Annual Inspections, Life / Safety Inspections, Sprinkler Testing, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090
Fire / Admin.	FR-010	Department Safety Committee Minutes	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)(1)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090
Fire / Admin.	FR-011	Emergency Plans / Disaster Preparedness Manuals, etc.	When Superseded - Minimum 2 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090
Fire / Admin.	FR-012	FEMA Reports / FEMA Reimbursements / EOC Activations / Cal OES Strike Team Reimbursements	3 years After Reimbursement, Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.

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Fire / Admin.	FR-013	Fire RMS Incident Database	Indefinite - Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; If used for Inspections, California Fire Code requires 5 years or Life of the Structure or Activity for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 1.8.4.3.1 , 104.7 - 104.7.4 104.6 104.6.4 and 107.5 ; GC §34090
Fire / Admin. OR Fire Prevention or Police (for Arson)	FR-014	Fire Incident Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; data is in RMS database; GC §34090 et seq.
Fire / Admin.	FR-015	ISO Insurance Ratings	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-017	Programs / Projects	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-018	Requests for Copies of Incident Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Human Resources	FR-019	Respiratory Fit Tests for Breathing Apparatus	Send to Human Resources		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

(EMS, Admin., Environmental Safety, Fire Marshal / Prevention, Ops / Suppression)

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Fire / Admin.	FR-020	Staff Meeting Minutes	2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
FIRE / Environmental Safety - CUPA (Certified Unified Program Agencies)								
Fire / Environ. Safety	FR-021	Business Inspections	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)
Fire / Environ. Safety	FR-022	Chemical Inventory Reporting / New Construction, Site Assessments	Minimum 3 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; GC §34090
Fire / Environ. Safety	FR-023	CUPA Self-Audit, State Summary Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§26202, 34090 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)	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 - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Fire / Environ. Safety	FR-026	Hazardous Materials Notifications / Hazardous Waste Treatment Notifications	P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090

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Fire / Environ. Safety & Fire Marshal / Fire Prevention	FR-027	Hazardous Materials Responses	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
Fire / Environ. Safety	FR-028	Lab Data / Sampling Data (by address)	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 / Remedial Action Records, etc.)	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

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(EMS, Admin., Environmental Safety, Fire Marshal / Prevention, Ops / Suppression)

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FIRE / FIRE MARSHAL / FIRE PREVENTION								
Commun. Develop. / Building	FR-030	Alarm Plans / Sprinkler Plans (large format drawings)	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 / Materials), Fire Citations / Notice of Violations	Until Building Demolished - Minimum 5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	CFC § 104.6 104.7 ; GC §34090
Fire / CUPA & Fire Marshal & Fire Prevention	FR-033	Hazardous Materials Responses	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
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	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC § 104.6 104.7 ; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-035	Investigation Reports - Capital Crimes / Suspected Capital Crimes (Arson, etc.)	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 §§ 1.8.4.3.1 , 104.7 – 104.7.4 104.6 – 104.6.4 and 107.5 ; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-036	Investigation Reports - Criminal / Citations (Administrative, Infraction, / Misdemeanor), Service Requests	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; California Fire Code requires 3 years; CFC §§ 1.8.4.3.1 , 104.7 – 104.7.4 104.6 – 104.6.4 and 107.5 ; GC §34090

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Community Develop / Building	FR-037	Plan Checks / Conditions of Approval	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-037.5	Plans: Fire Sprinkler, Fire Safety Plans / Fire Construction Documents (Final, Approved by the Fire Department Only)	Until Building Demolished - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §§ 1.8.4.3.1 , 104.6 104.7 and CBC § 107.5 ; H&S §19850; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-038	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop / Building	FR-039	Record Drawings ("As-Builts") / CAD drawings of buildings	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Copies; GC §34090.7

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FIRE / OPERATIONS / SUPPRESSION								
Fire / Operations	FR-040	Apparatus / Equipment (LARGE) Records / Testing Ladder, Hose, Pump Testing	Disposal + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5 GC §34090
Human Resources	FR-041	Personnel Training File - Tests, Bulletins, Certificates, Field Training, etc. Required Information for all Employee Training: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualifications	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)(1)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090 LC §1198.5
Fire / Operations	FR-042	Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Fire / Operations	FR-043	Self-contained Breathing Apparatus (SCBA) / Bottles	Expiration of Certificate - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Certificates are issued for 3-5 years; GC §34090 et. seq.
Fire / Operations	FR-044	Station Log Books (Incidents - kept at Fire Stations)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Retained for historical and administrative value; GC §34090
Lead Dept.	FR-045	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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HUMAN RESOURCES								
Human Resources	HR-001	Classification / Reorganization Studies (for employee classifications / department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090
Human Resources	HR-004	Compensation Surveys / Studies	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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-005	Confidential Investigations	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Personnel Files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 - years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174
Human Resources	HR-007	DMV - Addition, Deletion Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Human Resources	HR-008	DMV-Pull Notices, Waivers for Pull Notices	When Superseded or Separated		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Human Resources	HR-009	Drug Testing Program / DOT Testing - Eligible Pool Lists, Drug / Alcohol Test Results, Training, BIT Inspections, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH / EEOC) Claims / Harassment Claims	Minimum Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Human Resources	HR-011	Equal Opportunity Employment - EEOC Reports (EEO-4 Reports); EDD Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
Human Resources	HR-012	Grievances	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Personnel Files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174

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Human Resources	HR-013	I-9s	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 + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (protects City in the event of past employee misconduct); State law requires 4 years after a personnel action; DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC §§12946, 12960, 34090,
Human Resources	HR-015	Negotiation Binders / Notes, Side Letters, Correspondence, etc.	10 years	Yes while current	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 29 CFR 405.9; GC §34090
Human Resources	HR-017	Personnel Files - All Employees (Part-time employee's files are forwarded to Human Resources when they are Separated) Includes Training Certificates	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 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC §1198.5
Human Resources	HR-018	Personnel Files - Fire Department Background Files (Successful Applicants)	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 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC §1198.5

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Human Resources	HR-019	Personnel Files - Medical Records (all employees) Includes Breathing Apparatus Fit Tests / LiveScan Log	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	5 4 years	<u>Yes</u>	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference <u>to allow for successful selection and hiring</u> ; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090
Human Resources	HR-021	Recruitment Files - Full-time Employees (Includes Applications (Unsuccessful), Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, Eligible Lists, Reference Checks, Background Checks from Fire / PD, etc.)	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Human Resources	HR-023	Training Presented by Staff - COURSE RECORDS ONLY Harassment Prevention / Violence in the Workplace (for others, see the City-wide Schedule) (Attendance Rosters, Sign-in Sheets, Outlines / Materials; includes Ethics, Harassment, Workplace Violence, Safety Training, Tailgates) Excludes Training Certificates	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, Harassment & Workplace Violence Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions ; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(1)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b); 53237.2(b) ; LC §6401.9(f)
Human Resources	HR-023.5	Verifications of Employment, Child Support, etc. (From lenders / other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-024	Workers' Compensation / Disability Claims / Employee / Volunteer Accident Reports Includes all Employee Accident, Incident, / Injury Reports, Refusal of Medical Treatment of an Industrial Accident	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
Human Resources	HR-024.5	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations- training , etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY SERVICES DEPARTMENT								
Information Technology Services	ITS-001	Backups / Computer Backups (ALL Disaster Recovery Computer Backups)	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-003	Enterprise System Catalogue (posted on line)	2 years		Mag, Ppr			GC §34090 et seq.
Information Technology Services	ITS-004	Network Configuration Maps / Plans	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		Mag.			Department preference; GC §34090 et seq.
Information Technology Services	ITS-006	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup) / (WORM / DVD-r / CD-r / Blue Ray-R) / other unalterable media that does not permit additions, deletions, / changes	P Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq

RECORDS RETENTION SCHEDULE: POLICE

(Admin. / Chief, Animal Regulation, Investigations, Records And Property, IT)

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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POLICE / ADMINISTRATION / CHIEF / INTERNAL INVESTIGATIONS / SUPPORT SERVICES								
Police / Admin	PD-001	Concealed Weapon Permits (CCW) - Civilians / Retirees	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §34090
Police / Admin	PD-002	Crime Statistics / Uniform Crime Reporting (UCR): ANNUAL	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §34090
Police / Admin	PD-003	Crime Statistics / Uniform Crime Reporting (UCR), NIBRS Statistical Reporting: PERIODIC (Monthly, Bi-monthly, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin	PD-004	Homeless Services: Supportive Housing, Outreach, Rapid Re-housing, Continuing Care Grants, etc.	5 years		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, 92.508, 570.490, & 570.502(a), 29 CFR 97.42 ; GC §34090; 24 CFR 982.158
Police / Admin	PD-005	Internal Investigations: Sustained WITHOUT Sustained Finding of Misconduct as defined in PC §832.7 , Not Sustained / Officer Involved Shootings	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
Police / Admin	PD-005.1	Internal Investigations: Sustained WITH Sustained Finding of Misconduct as defined in PC §832.7	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §832.7; GC §34090
Police / Admin	PD-006	Light Duty Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Workers Compensation part of Personnel file; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE (Admin. / Chief, Animal Regulation, Investigations, Records And Property, IT)

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Police / Admin	PD-007	POST Data, Files / Printouts (Training Courses) Training Records (If Records are Created) Required Information for all Employee Training: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualifications	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)(1)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; LC §1198.5
Police / Admin	PD-007.5	Report to the State Commission on Peace Officer Standards / Training (POST Commission) of peace officer employment, compliant, finding, disposition, / judgement pursuant to §PC 13510.9	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin	PD-008	Work Assignments (Schedules)	7 years	Yes: Current Schedule only	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
POLICE / ANIMAL REGULATION								
Police / Animal Reg.	PD-009	Animal Licenses	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Animal Reg.	PD-010	Animal Control County Reports / Lists	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: POLICE

(Admin. / Chief, Animal Regulation, Investigations, Records And Property, IT)

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Police / Animal Reg.	PD-010.1	Animals - Record of All Efforts to Contact Owner /// Microchip's Primary Registrant	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	FA §§31108.3 and 31752.1; GC §34090
POLICE / INVESTIGATIONS (ALL)								
Police / Investig.	PD-011	Background Checks for Business Licenses: Bingo, Massage Technicians / Parlors, Peddlers, Taxi, etc.	Expiration of License + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investig.	PD-012	Background Files - CCW, Employees, Volunteers / Reservists	Separation + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for administrative value; GC §34090
Police / Investig.	PD-013	Background Files - U Visas, T-Visas with INS Letters / Victims of Crime	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per Immigration; GC §34090
Police / Investig.	PD-014	Background Files - Unsuccessful Applicants (Not Hired)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 4 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090
Police / Investig.	PD-015	Field Interview Cards (may include photos)	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes destroyed in the regular course of business; GC §34090 et seq.
Police / Investig.	PD-016	Guns: Dealers Record of Sale	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Based on DOJ Inventory Requirements; Some dealers have an automated link to DOJ; GC §34090
Police / Investig.	PD-017	Intelligence Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
POLICE / RECORDS AND PROPERTY								
Police / Records & Prop.	PD-018	Arrest Reports (LA County Booking #)	Follows Retention of Crime Report	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE (Admin. / Chief, Animal Regulation, Investigations, Records And Property, IT)

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Finance	PD-019	Auction Receipts / Records (Evidence)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with auditing standards; GC §34090
Police / Investig.	PD-020	Background Clearance Letters (Not Employees)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police / Records & Prop.	PD-021	Citations: Marijuana Citations / Reports (less than 28.5 grams)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §11361.5
Police / Records & Prop.	PD-022	Citations: Misdemeanor Traffic, Parking, / Criminal	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is up to two years; Also See Crime Reports; GC §34090, PC §802
Police / Records & Prop.	PD-023	Crime Reports: Felonies / Misdemeanors - ALL except those otherwise specifically mentioned in this retention schedule	7 years or upon DOJ Notification	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Domestic Violence incident reports are required or a minimum of 5 years; 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, FC 6228(d)
Police / Records & Prop.	PD-024	Crime Reports: Homicide , Falsification of Public Records, Kidnapping, Unsolved Child / Elder Abuse, Sexual Assault / Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Suicide, Officer Involved shootings (Crimes Subject to Death Penalty / without statute of Limitations)	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

RECORDS RETENTION SCHEDULE: POLICE

(Admin. / Chief, Animal Regulation, Investigations, Records And Property, IT)

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Police / Records & Prop.	PD-025	Crime Reports: Marijuana less than 28.5 grams	Conviction or Arrest (if No Conviction) + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	("Shall" Destroy); GC §§68152(c)(8), 34090; H&S §11361.5
Police / Records & Prop.	PD-026	Crime Reports: Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in HS §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records & Prop.	PD-027	Crime Reports: Missing Person Reports (unsolved)	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Dept. Preference; Also see Crime Reports; GC §34090
Police / Records & Prop.	PD-028	Crime Reports: Public Assist / other Non-Criminal Police Contact Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Crime Reports; GC §34090
Police / Records & Prop.	PD-029	Crime Reports: Sealed Cases ("Factual Innocence")	Date of Arrest + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	"shall" destroy; Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a)
Police / Records & Prop.	PD-030	Crime Reports: Sealed Cases (e.g. Juveniles) Except those with Childhood Sexual Assault, Child Abuse / Severe Neglect, (Substantiated),outstanding stolen property, including firearms, / lost firearms	Sealing date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations runs up to age 22, or within five years of date of discovery of injury / illness occurring after age of majority, whichever is later Sealing for Juveniles and Wards of the Court retained for 5 years; CCP §§340.1, GC §34090; W&I §781(d)
Police / Records & Prop.	PD-030.1	Crime Reports: Sealed Juvenile / Ward Cases - Childhood Sexual Assault - Before January 1, 2024	Age of Majority + 22 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Records & Prop.	PD-030.2	DR Reports / Crime Reports Sealed Juvenile / Ward Cases - Childhood Sexual Assault - After January 1, 2024	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090

RECORDS RETENTION SCHEDULE: POLICE (Admin. / Chief, Animal Regulation, Investigations, Records And Property, IT)

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Police / Records & Prop.	PD-030.5	Crime Reports: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records & Prop.	PD-031	Department of Justice Validation Lists	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Information received by DOJ; GC §34090
Police / Records & Prop.	PD-032	Drug Registrants (maintained in RMS) Narcotic Registrants	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (follows crime report retention); Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records & Prop.	PD-033	Evidence Sheets (Property cards / records)	(Criminal Report Retention)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is 1 year for property seized by officers; CCP §340(d); GC §34090
Police / Records & Prop.	PD-034	Evidence Sheets: Found Property Lawfully disposed (over \$10,000)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If artifact over \$10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090
Police / Records & Prop.	PD-035	Evidence Sheets: Found Property Lawfully disposed (under \$10,000)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If artifact over \$10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090
Police / Records & Prop.	PD-035.2	Gang Registrants: Adults / Juveniles	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); GC §34090
Police / Records & Prop.	PD-035.5	Gang Registrants: Adults Shared Gang Databases / CalGang	5 years After Last Reset	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); 11 CCR 773.8; GC §34090

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Police / Records & Prop.	PD-035.6	Gang Registrants: Juveniles Shared Gang Databases / CalGang	3 years After Last Reset	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); Records are destroyed pursuant to W&I §781; 11 CCR 774; PC §186.30; GC §34090 et seq.
Police / Records & Prop.	PD-036	Officer Recordings: Body-Worn Cameras – LOGS of Access / Deletion of Data	P		(Mag)			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Records & Prop.	PD-037	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention / Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		(Mag)			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Records & Prop.	PD-038	Officer Recordings: Body-Worn Cameras - that are NOT evidence	60 days		(Mag)			PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Records & Prop.	PD-038.5	Recordings: Body-Worn Cameras – Accidental Recordings Reviewed and Approved for Deletion (Non-evidentiary)	After Approval	-	(Mag)			Department preference; consistent with Lexipol policies (review, supervisory authorization, and documentation required); PC§ 832.18 et seq. GC §34090.6 et seq.
Police / Records & Prop.	PD-039	Officer Recordings: Mobile Audio/Video Recordings that are not evidence	1 year		(Mag)			Department preference; Recordings that become evidence are stored with evidence; consistent with Lexipol requirements; GC §34090.6(a)
Police / Records & Prop.	PD-039.2	Officer Recordings: Automated License Plate Reader Data / ALPR Recordings	When No Longer Required		Mag			Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §34090.6 et seq;
Police / Records & Prop.	PD-039.5	Officer Recordings: Drone (Unmanned Aerial Vehicle) Recordings	When No Longer Required		(Mag)			Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §34090.6 et seq;

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Police / Records & Prop.	PD-040	Pawn Slips / Secondhand	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Records & Prop.	PD-041	Photos: Crime Scenes	Follows Retention of Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	See appropriate Crime Report
Police / Records & Prop.	PD-042	Photos: Mug Shots	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for administrative value; GC §34090
Police / Records & Prop.	PD-043	Photos: Request Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records & Prop.	PD-044	Restraining Orders	Expiration of Order		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Non-records (Court is OFR); GC §34090
Police / Records & Prop.	PD-045	Search Warrants	Follows Retention of Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; Court is OFR; GC §34090
Police / Records & Prop.	PD-046	Sex Offender Registrations	P or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §290 et seq.; If released from CAY, records are destroyed after age 25 or sealing pursuant to W&I §781;
Police / Records & Prop.	PD-046.1	STOP Source Data, Audit Log / Racial / Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §§12525.5, 34090
Police / Records & Prop.	PD-047	Subpoenas / Subpoena Logs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory Non-Record; Courts are OFR; GC §34090

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records & Prop.	PD-048	Taxi Permits (Backgrounds)	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records & Prop.	PD-049	Video Interviews	Follows evidence retention)		(Mag)			Department Preference; GC §34090
Police / Records & Prop.	PD-050	Weapons, Lost / Stolen, Serialized, if no activity from date of report / CLETS purge	Until Found		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Based on DOJ Inventory and ATF History Report); GC §34090
POLICE / INFORMATION TECHNOLOGY								
Police / IT	PD-051	Backups / Computer Backups (Police Disaster Recovery Computer Backups)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Used for Disaster Recovery purposes only; Consistent with City ITSD; 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)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / IT	PD-054	Recordings of Telephone Calls - Front Desk / Watch Commander	100 days		(Mag)			Department preference; (legally mandated for 100 days); GC §§34090, 34090.6
Police / IT	PD-055	Video Recordings - Employees / City Operations / Holding Cell	1 year		(Mag)			1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
Police / IT	PD-056	Video Recordings - Public Areas (Streets, Sidewalks, Lobbies, Hallways, etc.)	When No Longer Required		(Mag)			Does not record regular ongoing operations of the City (preliminary drafts); GC §34090 etc.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
PUBLIC WORKS / ENGINEERING								
City Clerk & Public Works / Engineering	PW-001	Abandonments / Vacations (Streets) / Survey File	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
Public Works / Engineering	PW-002	Assessment Districts / Sewer Districts / Maintenance Districts / Landscape / Lighting / Street Improvement Districts (FORMATION, BOUNDARIES, ENGINEERS REPORTS)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering	PW-003	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Insurance Certificates, Meeting Minutes, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs / Responses, etc.	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
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): Permanent File Plans, Specifications, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): Unsuccessful Proposals	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP): Where City is NOT the Lead Agency (Grade Separation, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records (another agency is the lead)

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-007	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes / Digital Recordings (all lines)	10 years		(Mag)			Department Preference; GC §34090 et seq.
Public Works / Engineering	PW-008	Correspondence - Regulatory Agencies	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	PW-010	Easements	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Public Works / Engineering	PW-011	Encroachment Permits - Permanent Encroachments	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired / Developed)	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		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-014	Geotechnical / Soils Reports	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-015	Grading Permits / Plans	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-016	Maps, Plans / Record Drawings (Capital Improvement Project "As-Builts", Record Drawings, etc.)	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	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-018	NPDES Reporting / Monitoring - Stormwater	5 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
City Clerk & Public Works / Engineering	PW-020	Rights of Way	P	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		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-022	Subdivisions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Official record held by City Clerk; GC §34090.7
Public Works / Engineering	PW-023	Underground Service Alerts (USA's) / Dig Alerts-- City	3years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank ; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Engineering	PW-024	Urban Water Management Plans (UWMP)	10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-025	Vulnerability Assessment / Emergency Response Plan / Risk / Resiliency Assessment	When Superseded - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2 (c); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-026	Wastewater / Sewer System Management Plans (SSMP) / Audits, Sanitary Spills Overflow Prevention Plan (SSOPP) / Sanitary Sewer Overflow Response Plan	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be retained 5 years and updated every 6 5 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03 ; & 2022-0103-DWQ; GC §34090
PUBLIC WORKS / ENGINEERING / PRIVATE DEVELOPMENT								
Public Works / Engineering / Private Develop.	PW-027	Maps, Plans / Record Drawings (Final Maps, Parcel Maps, Right of Way, Tract Maps, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / ENGINEERING / TRAFFIC AND TRANSPORTATION								
Public Works / Engineering / Traffic & Trans.	PW-028	Master Plans - Transportation	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineering / Traffic & Trans.	PW-030	Residential Parking Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineering / Traffic & Trans.	PW-031	Studies - Transportation	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-032	Traffic Calming Requests	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-033	Traffic Commission AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Engineering / Traffic & Trans.	PW-034	Traffic Commission MINUTES / BYLAWS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineering / Traffic & Trans.	PW-035	Traffic Speed Surveys	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		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
PUBLIC WORKS / GENERAL SERVICES / EQUIPMENT MAINTENANCE AND FLEET								
Lead Depart.	PW-037	AQMD Permits (Generators, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Fleet	PW-038	Fleet Management Database	Indefinite - Minimum Life of the Vehicle	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Lead Depart.	PW-040	Operations / Maintenance Manuals / O&M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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Public Works / Fleet	PW-041	Pressure Vessel Certifications / Permits (Air Compressors, Propane, etc.)	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090
Public Works / Fleet	PW-043	Used Oil Disposal	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342. GC §34090
Public Works / Division Providing Service / Work	PW-045	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-046	Work Orders / Service Requests / Service Tracker - NOT entered in CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
PUBLIC WORKS / GENERAL SERVICES / GOVERNMENT BUILDINGS								

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Government Buildings	PW-047	Elevator Permits	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Depart.	PW-048	Hazardous Materials Manifests	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §34090
Lead Depart.	PW-049	Hazardous Materials Manifests - State Reports	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Services / Recreation OR Public Works / Government Buildings	PW-051	Swimming Pool Chemical Readings / Additions	2-years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 65523; GC §34090
Public Works / Division Providing Service / Work	PW-052	Work Orders / Service Requests / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342 , GC §34090
Public Works / Division Providing Service / Work	PW-053	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
PUBLIC WORKS / GENERAL SERVICES / STORMWATER								

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Division Providing Service / Work	PW-054	Work Orders / Service Requests / Service Tracker / Inspections / Maintenance / Spills / Responses / Repairs / Mitigations - CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Public Works / Division Providing Service / Work	PW-055	Work Orders / Service Requests / Service Tracker / Spills / Responses / Repairs / Mitigations - All Information Entered in CMMS Database	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
PUBLIC WORKS / GENERAL SERVICES / WASTEWATER								
Public Works / General Services / Wastewater	PW-056	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes / Digital Recordings / Reports (all lines)	When Superseded		(Mag)			Department Preference (preliminary drafts not retained in the ordinary course of business); GC §34090 et seq.
Public Works / General Services / Wastewater	PW-057	Correspondence - Regulatory Agencies	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / General Services / Wastewater	PW-059	Flow Measurements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / General Services / Wastewater	PW-060	FOG (Fats, Oil / Grease) / Hot Spots	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

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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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / General Services / Wastewater	PW-063	Pumping Station Logs / Sewer Lift Station Logs / Motor Logs, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / General Services / Wastewater	PW-064	Sanitary Sewer Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2022-0103-DWQ ; 2002-0103-DWQ & 2006-03 ; 40 CFR 122.41(j)(2); GC §34090
Public Works / General Services / Wastewater	PW-065	Waste Discharge Monitoring Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Public Works / Division Providing Service / Work	PW-066	Work Orders / Service Requests / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342 , GC §34090
Public Works / Division Providing Service / Work	PW-067	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Division Providing Service / Work	PW-068	Work Orders / Service Requests / Service Tracker - NOT entered in CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
PUBLIC WORKS / PARK MAINTENANCE								
Public Works / Park Maint.	PW-069	Memory Trees / Memory Benches	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Park Maint.	PW-071	Pesticide Application / Use	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623; 40 CFR 110.3(d)
Public Works / Park Maint.	PW-072	Playground Inspections / Playground Maintenance	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Park Maint.	PW-073	Tree Crew Schedule / City Tree Trimming	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Park Maint.	PW-074	Tree Maintenance Database (West Coast Arborist)	Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / SOLID WASTE								
Public Works / Solid Waste	PW-075	AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection / Recycling) / Solid Waste Tonnage Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC §34090

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Solid Waste	PW-076	Environmental Committee AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-077	Environmental Committee MINUTES / BYLAWS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Solid Waste	PW-078	Environmental Programs / Conservation Programs: Beach Cleanups, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-080	Exemptions from Mandatory Trash Services	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-081	Haulers, Trash Company, Solid Waste Vendor Permits / Applications	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-082	Hazardous Materials Manifests	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		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 / Recycling Element)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-085	Solid Waste Enforcement Letters	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / STREETS								
Public Works / Streets	PW-086	Graffiti Removal / Weed Abatement	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Streets	PW-087	Inspections (Contractor's work in Right-of-Way)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

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Public Works / Streets	PW-088	Sidewalk Inspections / Repairs: Bicycle Ways, Curbs, Sidewalks, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Streets	PW-089	Street Signal Outages / Maintenance	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Streets	PW-090	Street Sweeping	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Division Providing Service / Work	PW-091	Work Orders / Service Requests / Service Tracker CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342 , GC §34090
Public Works / Division Providing Service / Work	PW-092	Work Orders / Service Requests / Service Tracker - All Information Entered in CMMS Database	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-093	Work Orders / Service Requests / Service Tracker - NOT entered in CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342 , GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
PUBLIC WORKS / WATER DISTRIBUTION								
Public Works / Water Dist.	PW-094	Backflow: Cross-Connection Backflow Device Inspections / Maintenance	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years; GC §34090
Lead Depart.	PW-095	Confined Space Entries	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Water Dist.	PW-096	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Public Works / Water Dist.	PW-097	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water Dist.	PW-098	Fire Flow Test Applications / Witness to Test	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Lead Depart.	PW-100	Lockout-Blockout / Lockout-Tagout	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Water Dist.	PW-101	Meter Change Cards / Replacement Cards	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Lead Div.	PW-103	Operations / Maintenance Manuals / O&M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water Dist.	PW-104	SCADA Database (Supervisory Control / Data Acquisition)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ ; GC §§34090, 12168.7
Public Works / Water Dist.	PW-105	Temporary Hydrant Meters - Rentals (Pools, Construction)	End of Rental		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank ; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Water Dist.	PW-108	Water Analysis / Sampling: Bacteriological / Organics	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	Lab Reports / Chains of Custody: Chemical (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, / Disinfection Byproduct Precursors)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537, 64692
Public Works / Water Dist.	PW-109.2	Public Notices - Potable Water (Tier 1, 2, / 3)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Public Works / Water Dist.	PW-109.5	Reservoirs: Dive Videos	10 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §34090
Public Works / Water Dist.	PW-109.6	Reservoirs: Flushing, Disinfection / Cleaning	Minimum 3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090
Public Works / Water Dist.	PW-109.7	Reservoirs: Inspection Reports, Maintenance Records	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Engineering, Equip. Maint. And Fleet, Govt Bldgs., Stormwater, Wastewater, Parks, Solid Waste, Streets, Water)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water Dist.	PW-110	Water Analysis / Sampling: Lead / Copper	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water Dist.	PW-111	Water Pressure Charts	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Public Works / Water Dist.	PW-112	Water Quality Reports / Consumer Confidence Reports	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91
City Clerk	PW-113	Water Supply Agreements	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Public Works / Water Dist.	PW-114	Water Usage Reports	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Water Dist.	PW-115	Well History / Well Decommissions / Abandonments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
RISK MANAGEMENT								
City Attorney & Finance / Risk Manag.	RM-001	Claims - Juveniles	Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 - Not Juveniles Tort Claims / Liability Claims	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	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	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For protection from litigation; CCP §§337. GC §34090
Risk Manage.	RM-006	OSHA Inspections / Citations, Log 200 / Log 300, 301, 301A, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		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)(1)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Consent

Item Number: B.6

TITLE:

Fifth Amended and Restated Joint Powers Agreement for the South Bay Cities Council of Governments

RECOMMENDATION:

1. Approve and authorize the Mayor to execute the Fifth Amended and Restated Joint Powers Agreement (JPA) of the South Bay Cities Council of Governments (SBCCOG), which allows the City of Los Angeles to designate a non-elected senior staff member as an alternate to the SBCCOG Governing Board representative.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority composed of 16 cities and the County of Los Angeles that collaborate on regional and subregional issues, including transportation and land use, energy and sustainability, homelessness, and more. The SBCCOG was originally formed in 1995 through a JPA which has since been amended four times to reflect evolving membership and governance needs.

On August 21, 2025, Los Angeles City Councilmember Tim McOsker (Council District 15) submitted a request to amend the Joint Powers Agreement to allow the City of Los Angeles to designate a non-elected alternate representative. Under the existing JPA, only another elected official could serve as an alternate for city members of the SBCCOG. Council District 15 is the only Los Angeles City Council district within the SBCCOG's jurisdiction. Council District 11 has historically served as the alternate representative, but has no jurisdictional ties to the South Bay subregion.

Fifth Amended and Restated SBCCOG JPA

February 17, 2026

Page 2 of 3

The SBCCOG Steering Committee reviewed this request and recommended approval, with the stipulation that the language mirror the provision for the Los Angeles County Board of Supervisors' alternates, allowing either the chief of staff or a senior staff person to serve in this role.

At its meeting on October 23, 2025, the SBCCOG Board of Directors voted to recommend member agencies adopt the Fifth Amended and Restated Joint Powers Agreement incorporating this amendment.

DISCUSSION:

The proposed amendment updates Section 5(a)(2) of the JPA to read:

"The 15th Council District Representative of the City of Los Angeles shall designate their chief of staff or a senior staff person from their office as the City of Los Angeles's Alternate Governing Board Representative."

This change ensures consistent representation of the City of Los Angeles within the SBCCOG Governing Board, even when the elected Councilmember is unavailable to attend meetings. The amendment also maintains parity with the alternate designation provision for the County of Los Angeles. A red-lined version of the JPA is included in this item.

Per the terms of the JPA, amendments require approval by two-thirds (2/3) of all SBCCOG member agencies before they become effective. Each member city's governing body must therefore take formal action to approve the amended agreement.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy D: Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.

PREPARED BY:

Sabina Almeida, Management Analyst

REVIEWED BY:

Darrell George, City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

Fifth Amended and Restated SBCCOG JPA

February 17, 2026

Page 3 of 3

1. City of Los Angeles Request Letter
2. Red-Lined 5th Amendment to SBCCOG JPA
3. 5th Amendment to SBCCOG JPA



TIM McOSKER
Councilmember, 15th District

August 21, 2025

Ms. Jacki Bacharach
Executive Director
South Bay Cities Council of Governments
357 Van Ness Way, #110
Torrance, CA 90501

RE: City of Los Angeles, Council District 15: Alternate Member Request

Dear Ms. Bacharach:

As the representative of the 15th Council District of the City of Los Angeles, I represent the communities of Watts, Harbor Gateway, Harbor City, San Pedro, and Wilmington. My district is the only one in the City of Los Angeles that falls within the jurisdiction of the South Bay Cities Council of Governments (SBCCOG). As the City's sole voice within this body, it is imperative that a representative of my district is always present at proceedings to advocate for the residents I serve.

The 15th Council District encompasses five distinct neighborhoods and is home to over 260,000 residents. Due to its size and geographic scope, my ability to attend every meeting of the SBCCOG is sometimes limited. Under the current Joint Powers Authority rules, I would be required to have another member of the Los Angeles City Council attend in my place when I must be absent. Still, given that my colleagues' districts are equally large and complex, this is difficult to accomplish.

The responsibilities and scope of my role, as well as the size of my district, are more akin to those of a Los Angeles County Supervisor than my Council counterparts in the other cities on the SBCCOG. To ensure my district has consistent representation on the SBCCOG Board of Directors, I respectfully request that Council District 15 of the City of Los Angeles be allowed to designate a non-elected alternate to attend and vote on matters on my behalf, similar to the system used by the County Supervisors.

I hope that you will consider my request to amend Joint Powers Authority Section 5(a)(2), which governs the South Bay Cities Council of Governments, to allow Council District 15 to appoint a non-elected alternate to the Board of Directors to represent me as the Councilmember when I am not available to attend. Should you have any questions or require further information, please contact Aksel Palacios, my Director of Port & Capital Projects, via email at aksel.palacios@lacity.org.

Sincerely,

Tim McOsker
Councilmember, 15th District

~~FOURTH~~FIFTH AMENDED AND RESTATED JOINT POWERS AGREEMENT
“SOUTH BAY CITIES COUNCIL OF GOVERNMENTS”
(A JOINT POWERS AUTHORITY)

This ~~Fourth~~Fifth Amended and Restated Joint Powers Agreement which is dated for identification purposes ~~August-October 2325~~, 2025~~44~~, is made and entered into by and between the public entities (collectively, “Members”) whose names are set forth on Exhibit A, pursuant to Section 6500 *et seq.* of Government Code and other applicable law:

WITNESSETH:

The parties hereto do agree as follows:

- Section 1. Recitals. This ~~Fourth~~Fifth Amended and Restated Agreement is made and entered into with respect to the following facts.
- a. The South Bay Cities Council of Governments was formed effective as of April 1, 1995. A Notice of Joint Powers Agreement was filed with the California Secretary of State as of June 22, 1995, and assigned file number 1450. The objective of the organization is to explore areas of inter-governmental cooperation and coordination of government programs and provide recommendations and solutions to problems of common and general concern to its Members.
 - b. This joint powers agreement has been amended ~~three~~four times to make various changes to the rules governing the operation of the organization.
 - c. The Members now desire to further amend the joint powers agreement to effectuate additional changes to the rules governing the operation of the organization.
- Section 2. Creation of Separate Legal Entity. A separate legal entity is created within the meaning of Section 6503.5 of the California Government Code; this entity shall exercise its powers in accordance with the provisions of this ~~Fourth~~Fifth Amended and Restated Agreement and applicable law.
- Section 3. Name. The name of this separate legal entity shall be the South Bay Cities Council of Governments (“Council”).
- Section 4. Purpose and Powers of the Council.
- a. Purpose of Council. The purpose of the Council is to provide a vehicle for the Members to engage voluntarily in regional and cooperative planning and coordination of

government services and responsibilities, to assist the Members in the conduct of their affairs. It is the express intent of the members that the Council shall not possess the authority to compel any Member to conduct any activity or to implement any plan or strategy that the Member does not wish to undertake (except for the payment of dues). The goal and intent of the Council is one of voluntary cooperation among cities in the South Bay for the collective benefit of all.

- b. Common Powers. The Council shall have, and may exercise, the following powers:
- (1) Serve as an advocate in representing the Members of the South Bay Cities at the regional, state and federal levels on issues of importance to the South Bay Cities;
 - (2) Serve as a forum for the review, consideration, study, development and recommendation of public policies and plans with subregional or regional significance;
 - (3) Assemble information helpful in the consideration of problems peculiar to the Members;
 - (4) Employ Member resources or presently-existing, single-purpose public/private groups to carry out its programs and projects;
 - (5) Explore practical avenues for voluntary intergovernmental cooperation, coordination, and action in the interest of local public welfare and improving the administration of governmental services;
 - (6) Assist in coordinating subregional planning efforts and in resolving conflicts among the cities in the South Bay as they work toward achieving planning goals;
 - (7) Build consensus among the Members on the implementation of policies and programs for addressing subregional and regional issues;
 - (8) Serve as a mechanism for obtaining regional, state, and federal grants to assist in financing the expenditures of the Council;
 - (9) Make and enter into contracts, including contracts for the services of engineers, consultants, planners, attorneys and single purpose public/private groups;
 - (10) Employ agents, officers and employees;

- (11) Apply for, receive and administer a grant or grants under any regional, state, or federal program;
 - (12) Receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;
 - (13) Lease, manage, maintain, and operate any buildings, works, or improvements; and
 - (14) Delegate some or all of its powers to the Executive Director as provided below.
- c. Exercise of Powers. The Council shall, in addition, have all implied powers necessary to perform its functions. It shall exercise its powers only in a manner consistent with the provisions of applicable law, this ~~Fourth~~Fifth Amended and Restated Agreement and the Bylaws. For the purpose of determining the restrictions to be imposed on the Council in its manner of exercising its powers pursuant to Government Code Section 6509, reference shall be made to, and the Council shall observe, the restrictions imposed upon the City of Lomita.

Section 5. Creation of Governing Board and General Assembly.

- a. Creation of Governing Board. A Governing Board for the Council ("Governing Board") is created to conduct the affairs of the Council. The Governing Board shall be constituted as follows:
- (1) Designation of Governing Board Representatives. The city council or the Mayor (if the Mayor is so authorized by the Member's charter, ordinances or rules) of each of the city Members except for the City of Los Angeles shall in writing designate one person as the Member's representative on the Governing Board ("Governing Board Representative"). The Governing Board Representative from the City of Los Angeles shall be the elected city councilmember from the 15th District. The Board of Supervisors of the County of Los Angeles shall designate the members of the Board from the 2nd and 4th Supervisorial Districts as its representatives on the Governing Board.
 - (2) Designation of Alternate Governing Board Representatives. The city council or the Mayor (if the Mayor is so authorized by the Member's charter, ordinances or rules) of each of the city Members except for the City of Los Angeles, shall designate one or more persons to serve as the Member's alternate representative

on the Governing Board ("Alternate Governing Board Representative"). The 15th Council District Representative of the City of Los Angeles shall designate their chief of staff or a senior staff person from their office as the City of Los Angeles's Alternate Governing Board Representative. The Supervisors from the 2nd and 4th Supervisorial Districts shall each designate their chief of staff or a senior staff person from their office as the County's Alternate Governing Board Representatives.

(3) Eligibility. No person shall be eligible to serve as a Governing Board Representative or Alternate Governing Board Representative unless that person is, at all times during the tenure of that person as a Governing Board Representative or Alternate Governing Board Representative, a member of the legislative body of one of the appointing Members, except for the City of Los Angeles and the County of Los Angeles Alternate Governing Board Representatives. Should any person serving on the Governing Board fail to maintain the status required by this Section 5, that person's position on the Governing Board shall be deemed vacated as of the date such person ceases to qualify pursuant to the provisions of this Section 5, and the Member shall be entitled to appoint a qualified replacement.

b. Creation of General Assembly. A General Assembly for the Council ("General Assembly") is created to discuss issues and make recommendations to the Governing Board. All elected officials of the legislative bodies of all Members shall be members of the General Assembly. The Chair of the Governing Board shall be the Chair of the General Assembly. A General Assembly may be called by the Chair of the Governing Board or by a majority of the Governing Board representatives.

Section 6. Use of Public Funds and Property. The Council shall be empowered to utilize for its purposes, public and/or private funds, property and other resources received from the Members and/or from other sources. Where applicable, the Governing Board of the Council may permit one or more of the Members to provide in-kind services, including the use of property, in lieu of devoting cash to the funding of the Council's activities.

Section 7. Functioning of Governing Board.

a. Voting and Participation. Through its Governing Board Representative, each Member may cast only one vote for each issue before the Governing Board except for the County of Los Angeles, which shall have two votes – one for District 2 and one for District 4. An Alternate Governing Board Representative may vote in the proceedings of the Governing Board only in the absence of that Member's Governing Board

Representative. A Governing Board Representative or Alternate Governing Board Representative seated on the Governing Board shall be entitled to participate and vote on matters pending before the Governing Board only if such person is physically present at the meeting of the Governing Board and if the Member which that Governing Board Representative of Alternate Governing Board Representative represents is not on inactive status (as defined in Section 21.b of this ~~Fourth~~Fifth Amended and Restated Agreement).

- b. Proxy Voting. No absentee ballot or proxy shall be permitted.
- c. Quorum. A quorum of the Governing Board shall consist of not less than fifty percent (50%) plus one (1) of its total membership excluding inactive and suspended members.
- d. Committees. As needed, the Governing Board may create permanent or ad hoc advisory committees to give advice to the Governing Board on such matters as may be referred to such committees by the Governing Board. All committees shall have a stated purpose before they are formed. Standing committees shall remain in existence until they are dissolved by the Governing Board. Ad hoc committees shall be dissolved upon completion of their designated functions. Committees, unless otherwise provided by law, this ~~Fourth~~Fifth Amended and Restated Agreement, the Bylaws or by direction of the Governing Board, may be composed of representatives to the Governing Board and nonrepresentatives to the Governing Board.
- e. Actions. Actions taken by the Governing Board shall be by not less than fifty percent (50%) plus one (1) of the voting representatives of the Governing Board who are present provided that a quorum has been established, unless by a provision of applicable law, this ~~Fourth~~Fifth Amended and Restated Agreement, the Bylaws or by direction of the Governing Board, a higher number of votes is required to carry a particular motion.

Section 8. Duties of the Governing Board. The Governing Board shall be deemed, for all purposes, the policy making body of the Council. All of the powers of the Council, except as may be expressly delegated to others pursuant to the provisions of applicable law, this ~~Fourth~~Fifth Amended and Restated Agreement, the Bylaws or by direction of the Governing Board, shall be exercised by and through the Governing Board.

Section 9. Roberts Rules of Order. The substance of Roberts Rules of Order shall apply to proceedings of the Governing Board, except as may otherwise be provided by provisions of applicable law, this ~~Fourth~~Fifth Amended and Restated Agreement, the Bylaws or by direction of the Governing Board.

Section 10. Meetings of Governing Board. The Governing Board shall by resolution establish the dates and times of regular meetings of the Governing Board. The location of each such meeting shall be as directed by the Governing Board.

Section 11. Election of Chair and Vice-Chairs. The Chair of the Governing Board shall conduct all meetings of the Governing Board and perform such other duties and functions as required of such person by provisions of applicable law, this ~~Fourth~~Fifth Amended and Restated Agreement, the Bylaws or by direction of the Governing Board. The 1st Vice-Chair shall serve as Chair in the absence of the Chair and shall perform such duties as may be required by provisions of applicable law, this ~~Fourth~~Fifth Amended and Restated Agreement, the Bylaws, or by the direction of the Governing Board or the Chair. The 2nd Vice-Chair shall serve as Chair in the absence of the Chair and the 1st Vice-Chair and shall perform such duties as may be required by provisions of applicable law, this ~~Fourth~~Fifth Amended and Restated Agreement, the Bylaws, or by the direction of the Governing Board or the Chair. In addition, the 2nd Vice-Chair shall supervise the Treasurer in the performance of the duties assigned to him or her by Section 14 of the ~~Fourth~~Fifth Amended and Restated Agreement.

A Governing Board Representative shall be elected annually to the position of Chair of the Governing Board, a second Governing Board Representative shall be elected to the position of 1st Vice-Chair of the Governing Board and a third Governing Board Representative shall be elected to the position of 2nd Vice-Chair of the Governing Board, at the first regular meeting of the Governing Board held in June of each calendar year. The terms of office of the Chair, 1st Vice-Chair and 2nd Vice-Chair shall commence on July 1 and expire of the succeeding June 30.

If there is a vacancy, for any reason, in the position of Chair, 1st Vice-Chair or 2nd Vice-Chair, the Governing Board shall forthwith conduct an election and fill such vacancy for the unexpired term of such prior incumbent. A vacancy shall be declared in the event the Member represented by Chair, 1st Vice-Chair or 2nd Vice-Chair is suspended or becomes inactive as provided in Section 21.

Section 12. Executive Director. The Governing Board may appoint by a vote of fifty percent (50%) plus one (1) of the total voting membership a qualified person to be Executive Director, on any basis it desires including, but not limited to, a contract or employee basis. The Executive Director shall be neither a Governing Board Representative, nor an Alternate-Governing Board Representative, nor an elected official of any Eligible Public Entity (as defined in Section 21(c) of this ~~Fourth~~Fifth Amended and Restated Agreement). The Executive Director shall be the chief administrative officer of the Council. The Executive

Director shall receive such compensation as may be fixed by the Governing Board. The Executive Director shall serve at the pleasure of the Governing Board and may be relieved from such position at any time, without cause, by a vote of fifty percent (50%) plus one (1) of the total voting membership of the Governing Board taken at a regular, adjourned regular or special meeting of the Governing Board. The Executive Director shall perform such duties as may be imposed upon that person by the provisions of applicable law, this ~~Fourth~~Fifth Amended and Restated Agreement, the Bylaws, or by the direction of the Governing Board.

- Section 13. Designation of Treasurer. The Governing Board shall, in accordance with applicable law, designate a qualified person to act as the Treasurer of the Council. The compensation, if any, of a person or persons holding the office of Treasurer shall be set by the Governing Board.
- Section 14. Duties of Treasurer. The person holding the position of Treasurer of the Council shall have charge of the depositing and custody of all funds held by the Council. The Treasurer shall perform such other duties as may be imposed by provisions of applicable law, including those duties described in Section 6505.5 of the Government Code, and such duties as may be required by the Governing Board. The Governing Board may engage a qualified person to assist the Treasurer in the performance of his or her duties.
- Section 15. Designation of Other Officers and Employees. The Governing Board may appoint or employ such other officers or employees as it deems appropriate and necessary to conduct the affairs of the Council.
- Section 16. Obligations of Council. The debts, liabilities and obligations of the Council shall be the debts, liabilities or obligations of the Council alone. No Member of the Council shall be responsible, directly or indirectly, for any obligation, debt or liability of the Council, whatsoever.
- Section 17. Control and Investment of Council Funds. The Governing Board shall adopt a policy for the control and investment of its funds and shall require strict compliance with such policy. The policy shall comply, in all respects, with all provisions of applicable law.
- Section 18. Implementation Agreements. When authorized by the Governing Board, affected Members may execute an Implementation Agreement for the purpose of authorizing the Council to implement, manage and administer area-wide and regional programs in the interest of the local public welfare. The costs incurred by the Council in implementing a program, including indirect costs, shall be assessed only to those Members who are parties to that Implementation Agreement.

Section 19. Term. The Council created pursuant to this ~~Fourth~~~~Fifth~~ Amended and Restated Agreement shall continue in existence until such time as this ~~Fourth~~~~Fifth~~ Amended and Restated Agreement is terminated. This ~~Fourth~~~~Fifth~~ Amended and Restated Agreement may not be terminated except by an affirmative vote of not less than fifty percent (50%) plus one (1) of the then total voting membership of the Governing Board.

Section 20. Application of Laws to Council Functions. The Council shall comply with all applicable laws in the conduct of its affairs, including, but not limited to, the Ralph M. Brown Act. (Section 54950 et seq. of the Government Code.)

Section 21. Members.

- a. Withdrawal. A member may withdraw from the Council by filing its written notice of withdrawal with the Chair of the Governing Board 60 days before the actual withdrawal. Such a withdrawal shall be effective at 12:00 o'clock a.m. on the last day of that 60-day period. The withdrawal of a Member shall not in any way discharge, impair or modify the voluntarily- assumed obligations of the withdrawn Member in existence as of the effective date of its withdrawal. Withdrawal of a Member shall not affect the remaining Members. A withdrawn Member shall not be entitled to the return of any funds or other assets belonging to the Council, until the effective date of termination of this ~~Fourth~~~~Fifth~~ Amended and Restated Agreement, except that a withdrawn Member shall be entitled to the balance of the annual dues paid for the year by that Member which were intended for the remaining part of that year. Withdrawal from any Implementation Agreement shall not be deemed withdrawal from the Council.
- b. Suspension/Inactive Status. A Member will be placed on Suspension or Inactive Status if the following events occur:
 - (1) Non-Payment of Dues. If a Member fails to pay dues within three months of the annual dues assessment as required under Section 23 of this ~~Fourth~~~~Fifth~~ Amended and Restated Agreement and the Bylaws, and after a 30-day written notice is provided to that Member, the Member shall be deemed to be suspended from this ~~Fourth~~~~Fifth~~ Amended and Restated Agreement and the Council. When a Member is suspended, no representative of that Member shall participate or vote on the Governing Board. Such a Member shall be readmitted only upon the payment of all dues then owed by the Member, including dues incurred prior to the suspension and during the suspension.

(2) Failure to Attend Meetings. If a Member is not represented by its Governing Board Representative or Alternate Governing Board Representative for three consecutive regular meetings of the Governing Board, that Member will be placed on Inactive Status until such time as its Governing Board Representative or Alternate Governing Board Representative next attends a regular meeting of the Governing Board.

c. Admitting Eligible Public Entities. Eligible public entities whose names are set forth on Exhibit C to this ~~Fourth~~Fifth Amended and Restated Agreement ("Eligible Public Entities") shall be admitted to the Council by 1) adopting this ~~Fourth~~Fifth Amended and Restated Agreement by a majority vote of the legislative body of the Eligible Public Entity and 2) properly signing this ~~Fourth~~Fifth Amended and Restated Agreement. An Eligible Public Entity may be admitted regardless of whether it adopted and signed this ~~Fourth~~Fifth Amended and Restated Agreement before or after the Effective Date (as defined in Section 28 of this ~~Fourth~~Fifth Amended and Restated Agreement). No vote of the Governing Board shall be required to admit an Eligible Public Entity.

d. Admitting Additional Members. Additional Members who are not Eligible Public Entities may be admitted to the Council upon an affirmative vote of not less than fifty percent (50%) plus one (1) of the total voting membership of the Governing Board provided that such a proposed new Member is a city whose jurisdiction, or part thereof, lies immediately adjacent to one or more of the Eligible Public Entities. Admission shall be subject to such terms and conditions as the Governing Board may deem appropriate.

Section 22. Non-Interference with Function of Members. The Governing Board shall not take any action that constitutes an interference with the exercise of lawful powers by a Member of the Council.

Section 23. Limitation of Liability. All agreements entered into by the Council shall contain a limitation of liability provision, providing that, except as voluntarily assumed by a particular Member, Members shall not be liable to employees, contractors and other third parties.

Section 24. Dues of Members. The Members of the Council shall be responsible for the payment to the Council, annually, of dues in the amounts periodically budgeted by the Governing Board, as and for the operating costs of the Council ("Dues"), as provided in the Bylaws.

Section 25. Disposition of Assets. Upon termination of this ~~Fourth~~Fifth Amended and Restated Agreement, after the payment of all obligations of the Council, any assets remaining shall

be distributed to the Members in proportion to the then obligation of those Members' obligation to participate in the funding of the Council.

Section 26. Amendment. This ~~Fourth~~Fifth Amended and Restated Agreement may be amended at any time with the consent of two-thirds (2/3) of all of the legislative bodies of the Members.

Section 27. Incorporation by Reference. Each Exhibit to this ~~Fourth~~Fifth Amended and Restated Agreement is incorporated into the agreement by this reference, as though it were fully set forth in the body of the agreement.

Section 28. Effective Date. The effective date ("Effective Date") of this ~~Fourth~~Fifth Amended and Restated Agreement shall be the first day of the first month following the date on which two-thirds (2/3) of the legislative bodies of the Members adopt and sign this ~~Fourth~~Fifth Amended and Restated Agreement.

That the Members of this ~~Fourth~~Fifth Amended and Restated Agreement have caused this agreement to be executed on their behalf, respectively, as follows:

EXHIBIT A

[List of Member Agencies]

Carson	Los Angeles (15 th Council District
County of Los Angeles	Representative)
El Segundo	Manhattan Beach
Gardena	Palos Verdes Estates
Hawthorne	Rancho Palos Verdes
Hermosa Beach	Redondo Beach
Inglewood	Rolling Hills
Lawndale	Rolling Hills Estates
Lomita	Torrance

EXHIBIT B

[List of Member Agencies in the South Bay Corridor JPA]

Carson	City of Los Angeles
El Segundo	Manhattan Beach
Gardena	Palos Verdes Estates
Hawthorne	Rancho Palos Verdes
Hermosa Beach	Redondo Beach
Inglewood	Rolling Hills
Lawndale	Rolling Hills Estates
Lomita	Torrance

EXHIBIT C

[List of Eligible Public Entities]

Carson	Manhattan Beach
El Segundo	Palos Verdes Estates
Gardena	Rancho Palos Verdes
Hawthorne	Redondo Beach
Hermosa Beach	Rolling Hills
Inglewood	Rolling Hills Estates
Lawndale	Torrance
Lomita	County of Los Angeles
Los Angeles (15 th Council District Representative)	

FIFTH AMENDED AND RESTATED JOINT POWERS AGREEMENT
“SOUTH BAY CITIES COUNCIL OF GOVERNMENTS”
(A JOINT POWERS AUTHORITY)

This Fifth Amended and Restated Joint Powers Agreement which is dated for identification purposes October 23, 2025, is made and entered into by and between the public entities (collectively, “Members”) whose names are set forth on Exhibit A, pursuant to Section 6500 *et seq.* of Government Code and other applicable law:

WITNESSETH:

The parties hereto do agree as follows:

- Section 1. Recitals. This Fifth Amended and Restated Agreement is made and entered into with respect to the following facts.
- a. The South Bay Cities Council of Governments was formed effective as of April 1, 1995. A Notice of Joint Powers Agreement was filed with the California Secretary of State as of June 22, 1995, and assigned file number 1450. The objective of the organization is to explore areas of inter-governmental cooperation and coordination of government programs and provide recommendations and solutions to problems of common and general concern to its Members.
 - b. This joint powers agreement has been amended four times to make various changes to the rules governing the operation of the organization.
 - c. The Members now desire to further amend the joint powers agreement to effectuate additional changes to the rules governing the operation of the organization.
- Section 2. Creation of Separate Legal Entity. A separate legal entity is created within the meaning of Section 6503.5 of the California Government Code; this entity shall exercise its powers in accordance with the provisions of this Fifth Amended and Restated Agreement and applicable law.
- Section 3. Name. The name of this separate legal entity shall be the South Bay Cities Council of Governments (“Council”).
- Section 4. Purpose and Powers of the Council.
- a. Purpose of Council. The purpose of the Council is to provide a vehicle for the Members to engage voluntarily in regional and cooperative planning and coordination of

government services and responsibilities, to assist the Members in the conduct of their affairs. It is the express intent of the members that the Council shall not possess the authority to compel any Member to conduct any activity or to implement any plan or strategy that the Member does not wish to undertake (except for the payment of dues). The goal and intent of the Council is one of voluntary cooperation among cities in the South Bay for the collective benefit of all.

- b. Common Powers. The Council shall have, and may exercise, the following powers:
- (1) Serve as an advocate in representing the Members of the South Bay Cities at the regional, state and federal levels on issues of importance to the South Bay Cities;
 - (2) Serve as a forum for the review, consideration, study, development and recommendation of public policies and plans with subregional or regional significance;
 - (3) Assemble information helpful in the consideration of problems peculiar to the Members;
 - (4) Employ Member resources or presently-existing, single-purpose public/private groups to carry out its programs and projects;
 - (5) Explore practical avenues for voluntary intergovernmental cooperation, coordination, and action in the interest of local public welfare and improving the administration of governmental services;
 - (6) Assist in coordinating subregional planning efforts and in resolving conflicts among the cities in the South Bay as they work toward achieving planning goals;
 - (7) Build consensus among the Members on the implementation of policies and programs for addressing subregional and regional issues;
 - (8) Serve as a mechanism for obtaining regional, state, and federal grants to assist in financing the expenditures of the Council;
 - (9) Make and enter into contracts, including contracts for the services of engineers, consultants, planners, attorneys and single purpose public/private groups;
 - (10) Employ agents, officers and employees;

- (11) Apply for, receive and administer a grant or grants under any regional, state, or federal program;
 - (12) Receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;
 - (13) Lease, manage, maintain, and operate any buildings, works, or improvements; and
 - (14) Delegate some or all of its powers to the Executive Director as provided below.
- c. Exercise of Powers. The Council shall, in addition, have all implied powers necessary to perform its functions. It shall exercise its powers only in a manner consistent with the provisions of applicable law, this Fifth Amended and Restated Agreement and the Bylaws. For the purpose of determining the restrictions to be imposed on the Council in its manner of exercising its powers pursuant to Government Code Section 6509, reference shall be made to, and the Council shall observe, the restrictions imposed upon the City of Lomita.

Section 5. Creation of Governing Board and General Assembly.

- a. Creation of Governing Board. A Governing Board for the Council ("Governing Board") is created to conduct the affairs of the Council. The Governing Board shall be constituted as follows:
- (1) Designation of Governing Board Representatives. The city council or the Mayor (if the Mayor is so authorized by the Member's charter, ordinances or rules) of each of the city Members except for the City of Los Angeles shall in writing designate one person as the Member's representative on the Governing Board ("Governing Board Representative"). The Governing Board Representative from the City of Los Angeles shall be the elected city councilmember from the 15th District. The Board of Supervisors of the County of Los Angeles shall designate the members of the Board from the 2nd and 4th Supervisorial Districts as its representatives on the Governing Board.
 - (2) Designation of Alternate Governing Board Representatives. The city council or the Mayor (if the Mayor is so authorized by the Member's charter, ordinances or rules) of each of the city Members except for the City of Los Angeles, shall designate one or more persons to serve as the Member's alternate representative

on the Governing Board ("Alternate Governing Board Representative"). The 15th Council District Representative of the City of Los Angeles shall designate their chief of staff or a senior staff person from their office as the City of Los Angeles's Alternate Governing Board Representative. The Supervisors from the 2nd and 4th Supervisorial Districts shall each designate their chief of staff or a senior staff person from their office as the County's Alternate Governing Board Representatives.

(3) Eligibility. No person shall be eligible to serve as a Governing Board Representative or Alternate Governing Board Representative unless that person is, at all times during the tenure of that person as a Governing Board Representative or Alternate Governing Board Representative, a member of the legislative body of one of the appointing Members, except for the City of Los Angeles and the County of Los Angeles Alternate Governing Board Representatives. Should any person serving on the Governing Board fail to maintain the status required by this Section 5, that person's position on the Governing Board shall be deemed vacated as of the date such person ceases to qualify pursuant to the provisions of this Section 5, and the Member shall be entitled to appoint a qualified replacement.

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a. Voting and Participation. Through its Governing Board Representative, each Member may cast only one vote for each issue before the Governing Board except for the County of Los Angeles, which shall have two votes – one for District 2 and one for District 4. An Alternate Governing Board Representative may vote in the proceedings of the Governing Board only in the absence of that Member's Governing Board

Representative. A Governing Board Representative or Alternate Governing Board Representative seated on the Governing Board shall be entitled to participate and vote on matters pending before the Governing Board only if such person is physically present at the meeting of the Governing Board and if the Member which that Governing Board Representative of Alternate Governing Board Representative represents is not on inactive status (as defined in Section 21.b of this Fifth Amended and Restated Agreement).

- b. Proxy Voting. No absentee ballot or proxy shall be permitted.
- c. Quorum. A quorum of the Governing Board shall consist of not less than fifty percent (50%) plus one (1) of its total membership excluding inactive and suspended members.
- d. Committees. As needed, the Governing Board may create permanent or ad hoc advisory committees to give advice to the Governing Board on such matters as may be referred to such committees by the Governing Board. All committees shall have a stated purpose before they are formed. Standing committees shall remain in existence until they are dissolved by the Governing Board. Ad hoc committees shall be dissolved upon completion of their designated functions. Committees, unless otherwise provided by law, this Fifth Amended and Restated Agreement, the Bylaws or by direction of the Governing Board, may be composed of representatives to the Governing Board and nonrepresentatives to the Governing Board.
- e. Actions. Actions taken by the Governing Board shall be by not less than fifty percent (50%) plus one (1) of the voting representatives of the Governing Board who are present provided that a quorum has been established, unless by a provision of applicable law, this Fifth Amended and Restated Agreement, the Bylaws or by direction of the Governing Board, a higher number of votes is required to carry a particular motion.

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A Governing Board Representative shall be elected annually to the position of Chair of the Governing Board, a second Governing Board Representative shall be elected to the position of 1st Vice-Chair of the Governing Board and a third Governing Board Representative shall be elected to the position of 2nd Vice-Chair of the Governing Board, at the first regular meeting of the Governing Board held in June of each calendar year. The terms of office of the Chair, 1st Vice-Chair and 2nd Vice-Chair shall commence on July 1 and expire of the succeeding June 30.

If there is a vacancy, for any reason, in the position of Chair, 1st Vice-Chair or 2nd Vice-Chair, the Governing Board shall forthwith conduct an election and fill such vacancy for the unexpired term of such prior incumbent. A vacancy shall be declared in the event the Member represented by Chair, 1st Vice-Chair or 2nd Vice-Chair is suspended or becomes inactive as provided in Section 21.

Section 12. Executive Director. The Governing Board may appoint by a vote of fifty percent (50%) plus one (1) of the total voting membership a qualified person to be Executive Director, on any basis it desires including, but not limited to, a contract or employee basis. The Executive Director shall be neither a Governing Board Representative, nor an Alternate-Governing Board Representative, nor an elected official of any Eligible Public Entity (as defined in Section 21(c) of this Fifth Amended and Restated Agreement). The Executive Director shall be the chief administrative officer of the Council. The Executive Director shall receive such compensation as may be fixed by the Governing Board. The Executive

Director shall serve at the pleasure of the Governing Board and may be relieved from such position at any time, without cause, by a vote of fifty percent (50%) plus one (1) of the total voting membership of the Governing Board taken at a regular, adjourned regular or special meeting of the Governing Board. The Executive Director shall perform such duties as may be imposed upon that person by the provisions of applicable law, this Fifth Amended and Restated Agreement, the Bylaws, or by the direction of the Governing Board.

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- Section 15. Designation of Other Officers and Employees. The Governing Board may appoint or employ such other officers or employees as it deems appropriate and necessary to conduct the affairs of the Council.
- Section 16. Obligations of Council. The debts, liabilities and obligations of the Council shall be the debts, liabilities or obligations of the Council alone. No Member of the Council shall be responsible, directly or indirectly, for any obligation, debt or liability of the Council, whatsoever.
- Section 17. Control and Investment of Council Funds. The Governing Board shall adopt a policy for the control and investment of its funds and shall require strict compliance with such policy. The policy shall comply, in all respects, with all provisions of applicable law.
- Section 18. Implementation Agreements. When authorized by the Governing Board, affected Members may execute an Implementation Agreement for the purpose of authorizing the Council to implement, manage and administer area-wide and regional programs in the interest of the local public welfare. The costs incurred by the Council in implementing a program, including indirect costs, shall be assessed only to those Members who are parties to that Implementation Agreement.

Section 19. Term. The Council created pursuant to this Fifth Amended and Restated Agreement shall continue in existence until such time as this Fifth Amended and Restated Agreement is terminated. This Fifth Amended and Restated Agreement may not be terminated except by an affirmative vote of not less than fifty percent (50%) plus one (1) of the then total voting membership of the Governing Board.

Section 20. Application of Laws to Council Functions. The Council shall comply with all applicable laws in the conduct of its affairs, including, but not limited to, the Ralph M. Brown Act. (Section 54950 et seq. of the Government Code.)

Section 21. Members.

- a. Withdrawal. A member may withdraw from the Council by filing its written notice of withdrawal with the Chair of the Governing Board 60 days before the actual withdrawal. Such a withdrawal shall be effective at 12:00 o'clock a.m. on the last day of that 60-day period. The withdrawal of a Member shall not in any way discharge, impair or modify the voluntarily- assumed obligations of the withdrawn Member in existence as of the effective date of its withdrawal. Withdrawal of a Member shall not affect the remaining Members. A withdrawn Member shall not be entitled to the return of any funds or other assets belonging to the Council, until the effective date of termination of this Fifth Amended and Restated Agreement, except that a withdrawn Member shall be entitled to the balance of the annual dues paid for the year by that Member which were intended for the remaining part of that year. Withdrawal from any Implementation Agreement shall not be deemed withdrawal from the Council.
- b. Suspension/Inactive Status. A Member will be placed on Suspension or Inactive Status if the following events occur:
 - (1) Non-Payment of Dues. If a Member fails to pay dues within three months of the annual dues assessment as required under Section 23 of this Fifth Amended and Restated Agreement and the Bylaws, and after a 30-day written notice is provided to that Member, the Member shall be deemed to be suspended from this Fifth Amended and Restated Agreement and the Council. When a Member is suspended, no representative of that Member shall participate or vote on the Governing Board. Such a Member shall be readmitted only upon the payment of all dues then owed by the Member, including dues incurred prior to the suspension and during the suspension.
 - (2) Failure to Attend Meetings. If a Member is not represented by its Governing Board Representative or Alternate Governing Board Representative for three consecutive

regular meetings of the Governing Board, that Member will be placed on Inactive Status until such time as its Governing Board Representative or Alternate Governing Board Representative next attends a regular meeting of the Governing Board.

- c. Admitting Eligible Public Entities. Eligible public entities whose names are set forth on Exhibit C to this Fifth Amended and Restated Agreement ("Eligible Public Entities") shall be admitted to the Council by 1) adopting this Fifth Amended and Restated Agreement by a majority vote of the legislative body of the Eligible Public Entity and 2) properly signing this Fifth Amended and Restated Agreement. An Eligible Public Entity may be admitted regardless of whether it adopted and signed this Fifth Amended and Restated Agreement before or after the Effective Date (as defined in Section 28 of this Fifth Amended and Restated Agreement). No vote of the Governing Board shall be required to admit an Eligible Public Entity.
- d. Admitting Additional Members. Additional Members who are not Eligible Public Entities may be admitted to the Council upon an affirmative vote of not less than fifty percent (50%) plus one (1) of the total voting membership of the Governing Board provided that such a proposed new Member is a city whose jurisdiction, or part thereof, lies immediately adjacent to one or more of the Eligible Public Entities. Admission shall be subject to such terms and conditions as the Governing Board may deem appropriate.

Section 22. Non-Interference with Function of Members. The Governing Board shall not take any action that constitutes an interference with the exercise of lawful powers by a Member of the Council.

Section 23. Limitation of Liability. All agreements entered into by the Council shall contain a limitation of liability provision, providing that, except as voluntarily assumed by a particular Member, Members shall not be liable to employees, contractors and other third parties.

Section 24. Dues of Members. The Members of the Council shall be responsible for the payment to the Council, annually, of dues in the amounts periodically budgeted by the Governing Board, as and for the operating costs of the Council ("Dues"), as provided in the Bylaws.

Section 25. Disposition of Assets. Upon termination of this Fifth Amended and Restated Agreement, after the payment of all obligations of the Council, any assets remaining shall be distributed to the Members in proportion to the then obligation of those Members' obligation to participate in the funding of the Council.

- Section 26. Amendment. This Fifth Amended and Restated Agreement may be amended at any time with the consent of two-thirds (2/3) of all of the legislative bodies of the Members.
- Section 27. Incorporation by Reference. Each Exhibit to this Fifth Amended and Restated Agreement is incorporated into the agreement by this reference, as though it were fully set forth in the body of the agreement.
- Section 28. Effective Date. The effective date ("Effective Date") of this Fifth Amended and Restated Agreement shall be the first day of the first month following the date on which two-thirds (2/3) of the legislative bodies of the Members adopt and sign this Fifth Amended and Restated Agreement.

That the Members of this Fifth Amended and Restated Agreement have caused this agreement to be executed on their behalf, respectively, as follows:

[CITY NAME]

By _____
[NAME OF MAYOR/SIGNATORY, TITLE]

Date _____

ATTEST:

By _____
[CITY CLERK]

APPROVED AS TO FORM:

By _____
[CITY ATTORNEY]

EXHIBIT A

[List of Member Agencies]

Carson	Los Angeles (15 th Council District
County of Los Angeles	Representative)
El Segundo	Manhattan Beach
Gardena	Palos Verdes Estates
Hawthorne	Rancho Palos Verdes
Hermosa Beach	Redondo Beach
Inglewood	Rolling Hills
Lawndale	Rolling Hills Estates
Lomita	Torrance

EXHIBIT B

[List of Member Agencies in the South Bay Corridor JPA]

Carson	City of Los Angeles
El Segundo	Manhattan Beach
Gardena	Palos Verdes Estates
Hawthorne	Rancho Palos Verdes
Hermosa Beach	Redondo Beach
Inglewood	Rolling Hills
Lawndale	Rolling Hills Estates
Lomita	Torrance

EXHIBIT C

[List of Eligible Public Entities]

Carson	Manhattan Beach
El Segundo	Palos Verdes Estates
Gardena	Rancho Palos Verdes
Hawthorne	Redondo Beach
Hermosa Beach	Rolling Hills
Inglewood	Rolling Hills Estates
Lawndale	Torrance
Lomita	County of Los Angeles
Los Angeles (15 th Council District Representative)	



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Consent

Item Number: B.7

TITLE:

Resolution Adopting Plans and Specifications for the Phase 2 City Hall HVAC Improvements Project

RECOMMENDATION:

1. Adopt a resolution to approve engineering plans and specifications for the Phase 2 City Hall HVAC Improvements Project No. PW 25-18.
2. Appropriate \$700,000 from the General Fund Reserves to FY 2025-26 budget expenditure account 301-511-4101-1-88400.
3. Authorize staff to advertise the project for bids.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted in FY 2025-26: \$300,000. These funds have already been allocated for the Clubhouse and Fire Station 2 HVAC projects.

Additional Appropriation: \$700,000

Account Number(s): 301-511-4101-1-88400 (Citywide HVAC)

The amount currently budgeted in FY 2025–26 was allocated to fund the Clubhouse and Fire Station 2 HVAC projects. The estimated construction cost for the Phase 2 City Hall HVAC project is \$700,000.

The FY 2025–26 Five-Year Capital Improvement Plan identifies \$250,000 per year to be set aside for future HVAC projects. To install the Phase 2 City Hall HVAC system in a timely manner, it is proposed to utilize the future HVAC allocations for three years instead of reserving the funds over the next three fiscal years. This approach allows the City to address critical HVAC needs at City Hall now, while remaining consistent with the overall funding strategy outlined in the Capital Improvement Plan.

Phase 2 City Hall HVAC Improvement Project

February 17, 2026

Page 2 of 3

BACKGROUND:

The El Segundo City Hall building was constructed in 1955 and has been strongly recommended for critical HVAC system upgrades to avoid further system failures. Heating and cooling are provided by two large capacity, roof-mounted air handling units.

Due to the high cost of the project, the system replacement was split into two phases:

- Phase 1: Replace the unit located on the northwest side of the building.
- Phase 2: Replace the unit located on the east side of the building, including the Media Room.

On September 19, 2023, the City Council authorized the plans and specifications for Phase 1. On December 5, 2023, the City awarded a standard Public Works Contract to NKS Mechanical Contracting, Inc. for this phase of the work. The construction was completed on April 16, 2025, and accepted by the City Council on July 1, 2025, for a final construction cost of \$717,938.

DISCUSSION:

After the successful completion of Phase 1, the City reviewed and updated the engineering plans and specifications for Phase 2, originally prepared by J.C. Chang and Associates, Inc. These documents have been finalized and approved by the Building Division and are ready for advertisement.

The anticipated lead time for procurement of the unit is approximately one-year from the contract award. With the City Council's authorization, the anticipated schedule for this project is as follows:

February 2026 — Advertising and Bid Process

May 2026 — Contract Award

May 2027 — Begin Construction

July 2027 — Project Completion

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

Phase 2 City Hall HVAC Improvement Project

February 17, 2026

Page 3 of 3

PREPARED BY:

Eric Brown, Associate Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

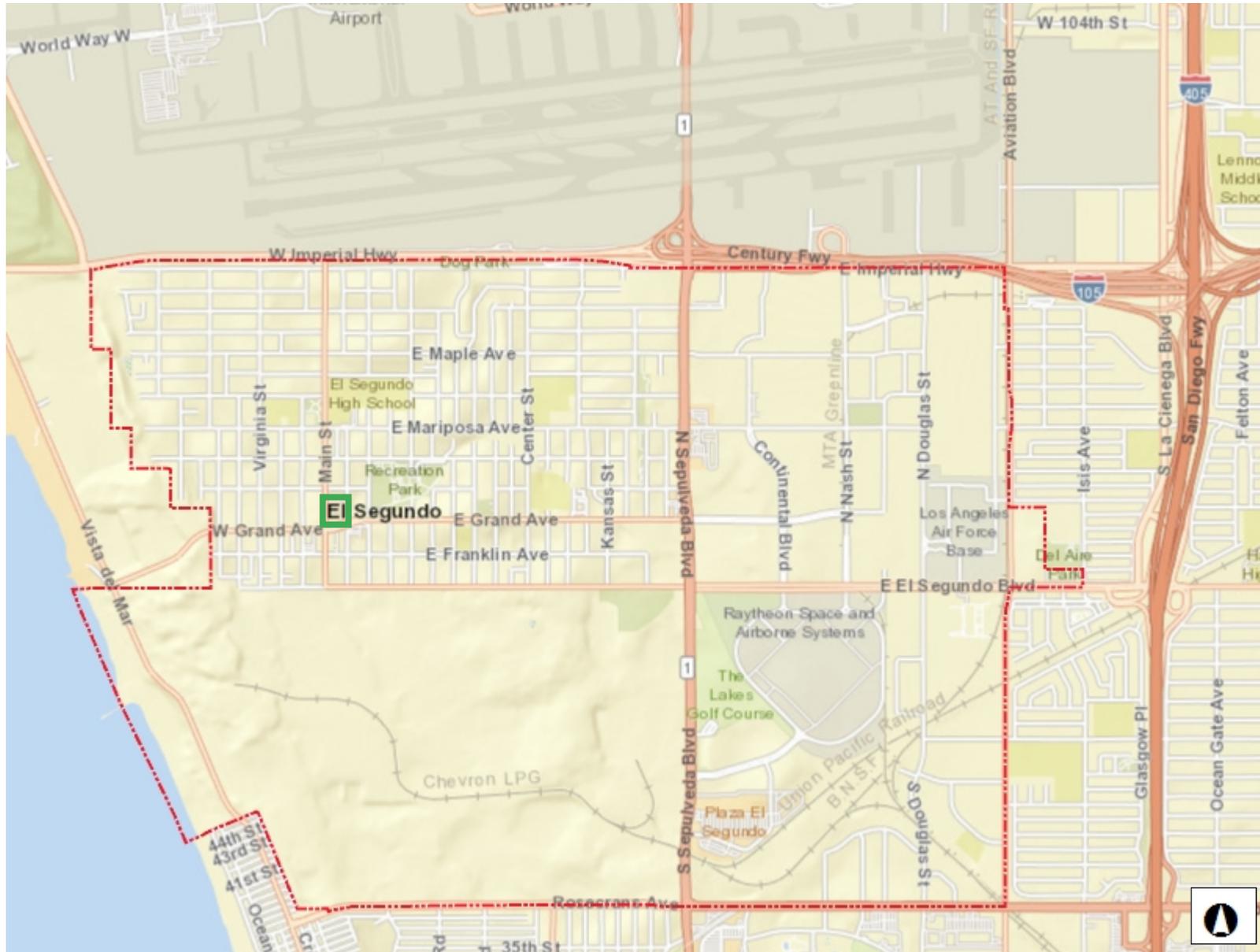
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map
2. Location Map
3. Resolution



PW 25-18: Phase 2 City Hall HVAC Improvements Project Vicinity Map



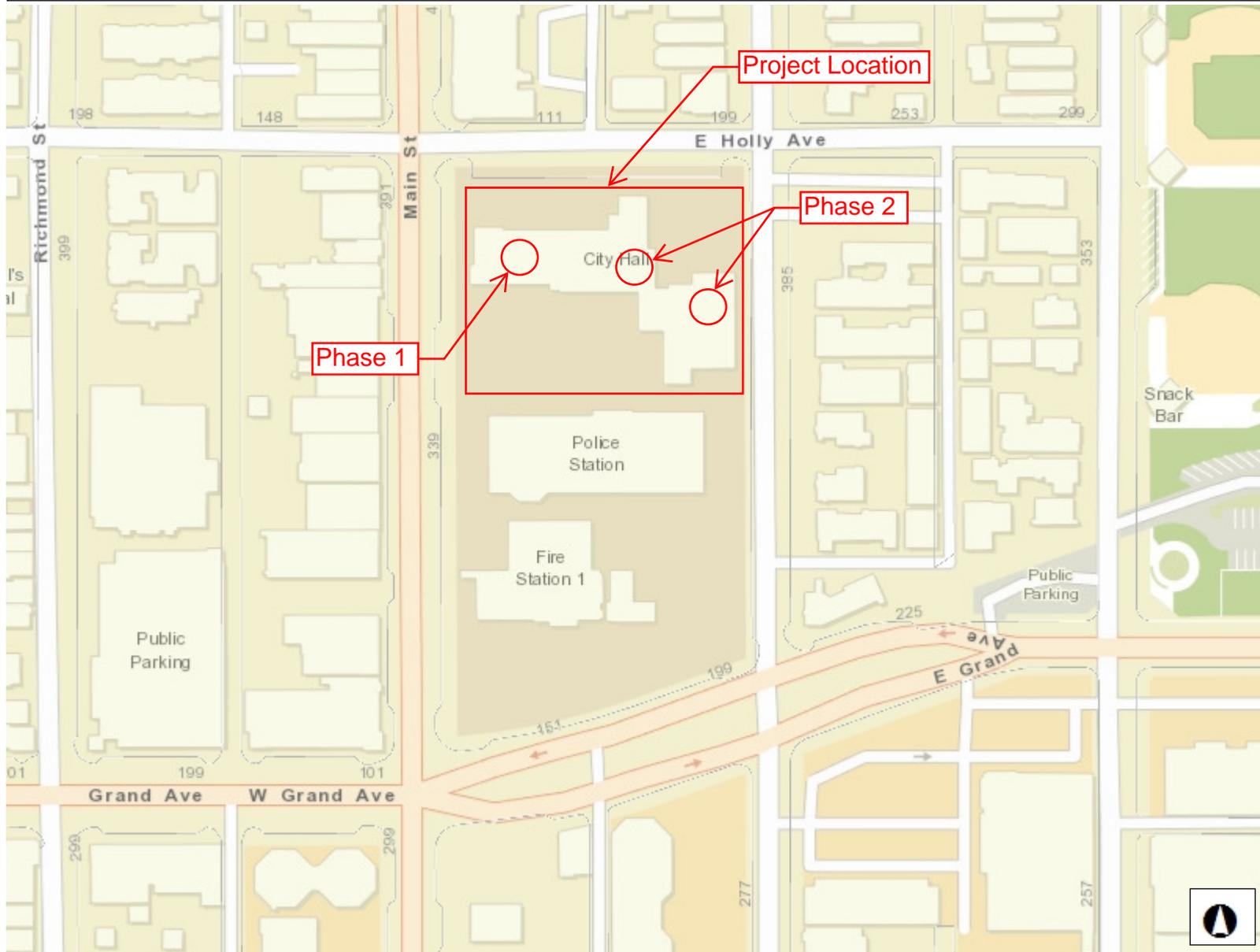
6,018.7 0 3,009.33 6,018.7 Feet

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.



PW 25-18: Phase 2 City Hall HVAC Improvements Project Location Map



376.2 0 188.08 376.2 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.

RESOLUTION NO. ___

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR PHASE 2 CITY HALL HVAC IMPROVEMENTS PROJECT NO. PW 25-18, PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

- A. J.C. Change and Associates, Inc. prepared plans and specifications for the PW 25-18, Phase 2 City Hall HVAC Improvements Project (“Project”) to replace existing and install new rooftop HVAC units at City Hall. These plans and specifications are complete. Services related to the Project may begin;
- B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Design Immunity; Authorization.*

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

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

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

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

PASSED AND ADOPTED this 17 day of February, 2026.

Chris Pimentel, Mayor

ATTEST:

Susan Truax, City Clerk

APPROVED AS TO FORM:

_____ for
Mark D. Hensley
City Attorney



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Staff Presentations

Item Number: D.8

TITLE:

Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report

RECOMMENDATION:

1. Receive and file the FY 2025-26 Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report.
2. Amend FY 2025-26 General Fund Revenues from \$104,573,049 to \$102,923,049
3. Amend FY 2025-26 General Fund Appropriations from \$104,960,713 to \$105,482,713.
4. Amend FY 2025-26 Equipment Replacement Fund Appropriations from \$8,146,058 to \$8,186,058
5. Approve to reclassify one Management Analyst and one Special Projects Administrator positions to Senior Management Analyst positions (no change to FTE total count).
6. Alternatively, discuss and take other actions related to this item.

FISCAL IMPACT:

The proposed General Fund, and Equipment Replacement Fund Budget adjustments are necessary to ensure continued City services, as well as ensure City Council strategic goals are implemented. The total fiscal impact is a net total decrease in appropriations of -\$1,088,000 to all funds and a net decrease of -\$1,128,000 to the General Fund.

BACKGROUND:

On June 3, 2025, City Council adopted the FY 2025-26 Citywide Operating and Capital Budget of \$218,850,160 for all funds. Of this amount, \$104,678,219 was allocated to the General Fund Budget. During the fiscal year, additional expenditures are appropriated following City Council approval, and so, the fiscal year budget total may fluctuate throughout the fiscal year.

The General Fund pays for the majority of the City's basic operations, services, and

FY 2025-26 Mid-Year Budget Review

February 17, 2026

Page 2 of 3

general capital improvement projects. General Fund services include: public safety (police, fire, paramedics, emergency services), public works (highways, streets, engineering), community services (parks, recreation programs, senior programs, teen programs, library, arts & culture), development services (planning, building services, zoning, housing), support services (City Clerk, City Treasurer, finance, information technology, human resources), and general governance and administration (City Council, City Manager, City Attorney).

The following table provides an overview of the FY 2025-26 Citywide Budget, which reflects Council-approved changes during the fiscal year:

	Fund Name	FY 2025-26 Adopted Budget	FY2025-26 Revised Budget	Variances
1	General Fund	\$104,678,219	\$104,960,713	\$282,494
2	Water Fund	39,449,617	40,519,416	1,069,799
3	Transportation Funds	2,020,037	2,041,806	21,769
4	Debt Service POBs	9,497,648	9,497,648	0
5	Wastewater Fund	7,962,952	8,053,698	90,746
6	General Fund CIP	28,830,349	23,270,210	(5,560,139)
7	Equip. Replacement Fund	7,539,900	8,146,058	606,158
8	Workers Comp. Fund	3,498,108	3,498,108	0
9	General Liability Fund	3,777,967	3,777,967	0
10	Dev. Services Trust	975,000	975,000	0
11	Public Safety Special Rev.	3,135,849	3,130,849	(5,000)
12	Other Special Rev.	1,381,277	2,635,887	1,254,610
13	Rec & Econ Dev Trust Fund	4,948,394	4,948,394	0
14	Cultural Dev. Trust Fund	251,617	378,117	126,500
15	Debt Service Fund	541,606	541,606	0
16	Solid Waste Fund	346,000	346,000	0
17	Senior Housing Fund	15,621	53,621	38,000
	Total	\$218,850,160	\$216,775,097	(\$2,075,063)

DISCUSSION:

After six months (July 2025-December 2025) of fiscal activity in the current fiscal year, overall, the City's budget will continue to be evaluated for its revenue and expenditure performance.

At this time, staff is requesting a few expenditure amendments to the City's budget. These are discussed in the report titled "Mid-Year Budget and Second Quarter Fiscal

FY 2025-26 Mid-Year Budget Review

February 17, 2026

Page 3 of 3

Year 2025-26 Financial Report."

These additional budget appropriations reflect:

- Items that need additional appropriations to maintain or fulfill the City's services;

These recommended additional appropriations result in a net total decrease in appropriations of -\$1,088,000 to all funds and a net decrease of -\$1,128,000 to the General Fund. Each change is listed by fund in Exhibit A. These appropriation recommendations are one-time changes.

Please refer to the attached report for discussion of the Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Paul Chung, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report
2. Exhibit A
3. Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report - presentation



**Mid-Year Budget and Second Quarter Fiscal
Year 2025-26 Financial Report**
February 17, 2026
Staff Presentation
Item Number: D.4

Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report

EXECUTIVE SUMMARY:

After six months (July 2025-December 2025) of fiscal activity in the current fiscal year, overall, the City's budget will continue to be evaluated for its revenue and expenditure performance.

The City's significant revenue sources such as Sales and Use Tax, Business License, Transient Occupancy Tax, Property Tax, and Utility Users Tax, which equate to 68% of the General Fund revenues, will be continually monitored through the end of the fiscal year; to date, they are coming in slightly lower (percentage) than in this period in the previous fiscal year primarily due to timing of receipts. Sales & Use Tax are coming in lower than anticipated due to a business that closed in the past year. Additionally details will be provided below.

Expenditures are under control and are trending lower (percentage) than in this period in the previous fiscal year primarily due to vacancy savings.

Staff is requesting a few Mid-year budget amendments to the City's budget which will be discussed below.

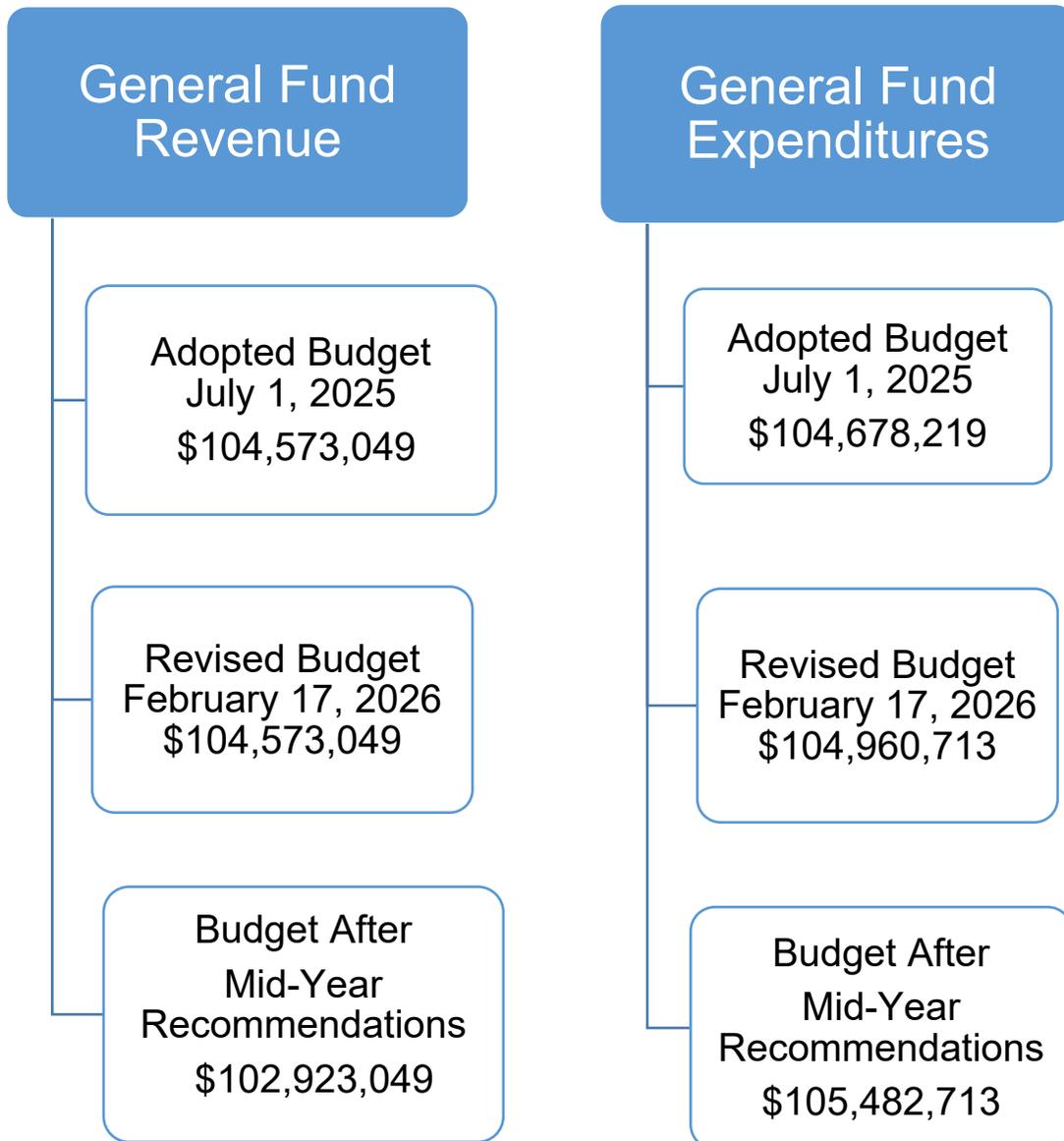
The following is the summary table of notable General Fund activity in the first sixth months of FY 2025-26 (July-December 2025):

This report also outlines additional budget appropriations which reflect:

- Items that need additional appropriations to maintain or fulfill the City's services.

These recommended additional appropriations result in a net total decrease of all funds in the amount of -\$1,088,000 and a net decrease in the General Fund of -\$1,128,000.

Each change is listed by fund in Exhibit A, and by category in the tables in this report.



Changes from Adopted to Revised budget totals are due to final changes in project carryover amounts, and appropriations by City Council approval during the fiscal year.

DISCUSSION:

FY 2025-26 General Fund Revenue Through Second Quarter

The following tables reflect actual General Fund revenues received in the current fiscal year compared to the previous fiscal year.

Fiscal Year 2025-26					
	Revenue Source	Revised Full Year Budget	Actual Revenues Received Through Q2	Variance in Dollars - Budget to Actuals	Percentage Received
1	Sales & Use Tax (a)	\$16,804,178	\$4,508,581	(\$12,295,597)	27%
2	Business License (b)	14,090,976	3,103,188	(10,987,788)	22%
3	Transient Occupancy Tax (c)	14,800,000	5,193,183	(9,606,817)	35%
4	Property Tax (d)	14,037,884	4,801,042	(9,236,842)	34%
5	Chevron Tax Reso Agreement (e)	6,100,000	0	(6,100,000)	0%
6	Utility User Tax (UUT) (f)	11,093,769	3,039,173	(8,054,596)	27%
7	Charges for Services	5,900,748	2,545,419	(3,355,328)	43%
8	Transfers In (g)	4,754,994	84,280	(4,670,714)	2%
9	Franchise Tax (h)	5,200,000	48,596	(5,151,404)	0.9%
10	Other Revenues (i)	2,875,178	2,711,993	(163,185)	94%
11	Intergovernmental	355,000	31,397	(323,603)	9%
12	License & Permits (j)	2,329,000	887,978	(1,441,022)	38%
13	Interest & Rental Income	5,886,646	2,435,146	(3,451,500)	41%
14	Fines & Forfeitures	344,677	136,630	(208,047)	40%
Total General Fund Revenues		\$104,573,049	\$29,526,607	(\$75,046,442)	28.24%

Fiscal Year 2024-25			
	Revenue Source	Revised Full Year Budget	Actual Revenues Received Through Q2
1	Sales & Use Tax	\$15,487,500	\$4,626,390
2	Business License	14,000,000	2,793,947
3	Transient Occupancy Tax	13,387,500	5,364,115
4	Property Tax	13,391,758	4,624,424
5	Chevron Tax Reso Agreement	5,500,000	0
6	Utility User Tax (UUT)	11,165,700	3,478,278
7	Charges for Services	5,150,122	2,449,707
8	Transfers In	36,000	36,000
9	Franchise Tax	4,536,000	21,251
10	Other Revenues	2,513,657	1,548,866
11	Intergovernmental	200,000	18,407
12	License & Permits	2,582,372	1,176,925
13	Interest & Rental Income	4,736,926	2,123,112
14	Fines & Forfeitures	346,727	200,953
Total General Fund Revenues		\$93,034,263	\$28,462,377

Footnotes:

(a,c) Sales & Use Tax and Transient Occupancy Tax revenues are collected in arrears, and future quarterly reports will provide clearer pictures of revenue actuals compared to projected budgeted amounts. These revenue sources will be closely monitored as staff prepares for the FY 2026-27 budget.

Staff is anticipating Sales & Use Tax revenues to decrease approximately \$2 million primarily due to a closure of Insight Direct USA, which equates to \$1.2 million. This closure and decrease was not anticipated when the revenue budget was adopted back in June 2025.

Regarding Transient Occupancy Tax revenues, occupancy rates hovering at 84%, similar levels from last year, but the Average Daily Rate (ADR) is tracking slightly lower compared to last year.

(b) The majority of Business License Tax is collected between December-February for annual renewals, and more information on the performance of this revenue source will be available in future financial reports.

(d) Property Tax is typically received in arrears; future quarterly reports will provide a clearer picture of Property Tax revenue actuals.

(e) Chevron Tax Resolution Agreement (TRA) true-up payment occurs in the Spring.

(f) A decrease to Utility Users Tax revenue in this fiscal year from last year was anticipated, and the FY2025-26 budget reflects this projection. This revenue source will be closely monitored for the remainder of the FY and as staff prepares the FY2026-27 budget.

(g) Transfers In will be recorded later in the fiscal year.

(h) Franchise Tax is received in the Spring.

(i) Other Revenues is trending above budget because internal Administrative Charges were recorded in the beginning of the fiscal year.

(j) Building permit and electrical permit revenue were trending low in the second quarter, but future quarterly reports will reflect updated activity.

FY 2025-26 General Fund Expenditures Through Second Quarter

The following tables reflect actual General Fund appropriations expended in the current fiscal year compared to the previous fiscal year.

Fiscal Year 2025-26					
	Expenditure Source	Revised Full Year Budget	Actual Appropriations Expended Through Q2*	Variance in Dollar - Budget to Actuals	Percentage Expended*
1	Police (a)	\$24,867,038	\$13,012,480	(\$11,854,558)	52%
2	Fire (b)	18,363,290	8,698,656	(9,664,634)	47%
3	Transfers Out	15,138,648	7,023,639	(8,115,009)	46%
4	Public Works (c)	9,962,675	3,676,383	(6,286,292)	37%

5	Non-departmental	7,508,339	3,106,116	(4,402,224)	41%
6	Recreation, Parks & Library	11,294,648	4,777,393	(6,517,255)	42%
7	Community Development (d)	3,957,955	1,479,439	(2,478,517)	37%
8	Information Technology (e)	4,177,660	1,511,021	(2,666,639)	36%
9	City Manager (f)	3,175,547	1,207,587	(1,967,959)	38%
10	Finance (g)	2,807,702	1,076,567	(1,731,135)	38%
11	Human Resources (h)	2,059,083	500,083	(1,559,000)	24%
12	City Attorney (i)	825,000	226,122	(598,878)	27%
13	City Clerk (j)	596,030	188,702	(407,327)	32%
14	City Council (k)	227,098	81,955	(145,143)	36%
Total General Fund Expenditures		\$104,960,713	\$46,566,143	(\$58,394,570)	44.37%
*Does not include encumbrances					

Fiscal Year 2024-25			
	Expenditure Source	Revised Full Year Budget	Actual Appropriations Expended Through Q2
1	Police	\$22,381,342	\$12,750,224
2	Fire	16,132,214	8,425,109
3	Transfers Out	15,081,546	7,024,159
4	Public Works	10,250,794	3,860,083
5	Non-departmental	6,785,227	3,753,077
6	Recreation, Parks & Library	10,889,279	4,650,114
7	Community Development	3,994,592	1,327,662
8	Information Technology	3,911,403	1,823,763
9	City Manager	2,882,713	1,201,004
10	Finance	2,766,646	1,250,568
11	Human Resources	2,134,785	662,349
12	City Attorney	897,450	333,568
13	City Clerk	658,095	179,517
14	City Council	224,272	104,165
15	COVID-19 Reimbursements	0	(488,905)
Total General Fund Expenditures		\$98,990,357	\$46,856,457

Footnotes:

- (a) More than half of the annual contract payment to SBRPCA for Police dispatching services was remitted during the first and second quarters of FY 2026-27.
- (b) The Emergency Management division is underbudget year-to-date.
- (c) Some Operating & Maintenance line items (Emergency Repair, Vehicle Operating Charges) are trending low, and others have encumbered amounts that are not reflected in the total expended to-date.
- (d) Building-Safety full-time salaries are trending low due to vacancies; encumbered amounts (particularly in Building-Safety) are not reflected in the total expended to-date.

- (e) Salaries and benefits in Information Technology are trending underbudget due to vacancies.
- (f) Communications division in City Manager department is trending low in Salaries and Benefits. Encumbered amounts in City Manager and Economic Development divisions are not reflected in the total expended to-date.
- (g) Encumbered amounts in Business Services are not reflected in the total expended. Business Services and Treasury full-time salaries are trending underbudget to-date.
- (h) Salaries and benefits in Human Resources are trending underbudget due to vacancies.
- (i) City Attorney’s billing occurs in arrears in several months, and these expenditures will be reconciled with future quarterly reports.
- (j) City Clerk reflects underbudget in salaries and benefits due to a vacancy in the first quarter of the fiscal year.
- (k) Operating and Maintenance budget items for City Council are trending low year-to-date.

FY 2025-26 All Funds Revenue Through Second Quarter

The following table reflects actual revenues for all funds received in the current fiscal year compared to the revised budget.

Fiscal Year 2025-26					
	Fund Name	Revised Full Year Budget	Actual Revenues to Date	Variance in Dollar	Percentage Received
1	General Fund (a)	\$104,573,049	\$29,526,607	(\$75,046,442)	28%
2	Water Fund	37,223,245	17,963,383	(19,259,862)	48%
3	Transportation Funds	2,646,436	1,744,284	(902,152)	66%
4	Debt Service POBs (b)	9,505,304	1,419,469	(8,085,835)	15%
5	Wastewater Fund	6,214,470	2,912,544	(3,301,926)	47%
6	General Fund CIP (c)	5,302,000	5,311,887	9,887	100.2%
7	Equip. Replacement Fund (d)	2,027,142	2,027,142	0	100%
8	Workers Comp. Fund (e)	3,597,350	1,010,621	(2,586,729)	28%
9	General Liability Fund (f)	3,687,030	3,682,029	(5,001)	100%
10	Dev. Services Trust	250,000	113,582	(136,418)	45%
11	Public Safety Special Rev. (g)	3,084,987	470,263	(2,614,724)	15%
12	Other Special Rev.	1,124,263	979,863	(144,400)	87%
13	Rec & Econ Dev Trust Fund (h)	5,144,400	94,819	(5,049,581)	2%
14	Cultural Development Fund	257,500	82,722	(174,778)	32%
15	Debt Service Fund (i)	36,050	36,556	506	101%
16	Solid Waste Fund (j)	211,000	211,000	0	100%
17	Senior Housing Fund	287,414	223,991	(63,423)	78%
	Total	\$185,171,641	\$67,810,762	(\$117,360,878)	36.62%

Footnotes:

- (a) General Fund revenue performance was discussed previously in this report.
- (b) The full Debt Service POB's will be recorded in the second half of the fiscal year.
- (c, d, f, i, j) The majority of these revenue categories were completed through recording of transfers to their respective non-General Funds from the General Fund; the recordings of these transfers occurred previously in the Fiscal Year.
- (e) Workers Compensation revenues for the second quarter will be reflected in future financial reports.
- (g) Timing of program-specific revenue or grant revenue.
- (h) Includes budget for plunge rehabilitation donations.

FY 2025-26 All Funds Appropriations Through Second Quarter

The following table reflects actual appropriations for all funds expended in the current fiscal year compared to the revised budget.

Fiscal Year 2025-26					
	Fund Name	Revised Full Year Budget	Actual Expenditures to Date*	Variance in Dollar	Percentage Expended*
1	General Fund (a)	\$104,960,713	\$46,575,513	(\$58,385,200)	44%
2	Water Fund	40,519,416	19,412,942	(21,106,474)	48%
3	Transportation Funds (b)	2,041,806	307,446	(1,734,360)	15%
4	Debt Service POBs	9,497,648	9,469,821	(27,827)	99.7%
5	Wastewater Fund	8,053,698	4,444,951	(3,608,746)	55%
6	General Fund CIP (c)	23,270,210	5,466,572	(17,803,638)	23%
7	Equip. Replacement Fund (d)	8,146,058	650,583	(7,495,475)	8%
8	Workers Comp. Fund	3,498,108	2,493,617	(1,004,490)	71%
9	General Liability Fund	3,777,967	2,469,734	(1,308,233)	65%
10	Dev. Services Trust (e)	975,000	72,412	(902,588)	7%
11	Public Safety Special Rev. (f)	3,130,849	709,235	(2,421,614)	23%
12	Other Special Rev. (g)	2,635,887	136,514	(2,499,373)	5%
13	Rec & Econ Dev Trust Fund (h)	4,948,394	(10,385)	(4,958,779)	-0.2%
14	Cultural Dev. Trust Fund	378,117	146,248	(231,868)	39%
15	Debt Service Fund	541,606	458,433	(83,172)	85%
16	Solid Waste Fund	346,000	104,245	(241,755)	30%
17	Senior Housing Fund	53,621	12,241	(41,379)	23%
	Total	\$216,775,097	\$92,920,124	(\$123,854,973)	42.86%

*Does not include encumbrances

Footnotes:

- (a) General Fund expenditure performance is discussed elsewhere in this report.
- (b, c) Timing of projects impacts Transportation Fund and CIP Fund expenditures.
- (d) Equipment Replacement Fund depends on purchases made in the department by

the end of the fiscal year.

- (e) Development Services Trust has encumbered amounts that are not reflected as expended year-to-date.
- (f, g) Timing of program-specific revenue or grant expenditures.
- (h) This fund is used to pay back the General Fund for anticipated Plunge donations. Expenditures are offset by a donation.

Mid-Year Recommended Adjustments:

General Fund Revenues:

Staff recommends the following General Fund expenditure Mid-Year budget appropriations:

- **Sales & Use Tax:** Based on anticipated performance by the end of the fiscal year, staff recommends reducing the sales & use tax budget by **\$2,000,000**.
- **Community Development:** Budget increase of **\$350,000** to the General Fund for plan check fee revenue for the purpose of:
Offsetting a contract amount increase for True North and Willdan for plan check services, at 75% recoverable costs. This requires a revenue budget increase of \$350,000.

General Fund Revenues with Mid-Year recommended Adjustments:

Fiscal Year 2025-26					
	Revenue Source	Revised Full Year Budget	Mid-Year Recommended Changes	Revised Budget with Recommended Additions	% Increase
1	Sales & Use Tax	\$16,804,178	-\$2,000,000	\$14,804,178	-12%
2	Business License	14,090,976		14,090,976	0%
3	Transient Occupancy Tax	14,800,000		14,800,000	0%
4	Property Tax	14,037,884		14,037,884	0%
5	Chevron Tax Reso Agreement	6,100,000		6,100,000	0%
6	Utility User Tax (UUT)	11,093,769		11,093,769	0%
7	Charges for Services	5,900,748	350,000	6,250,748	6%
8	Transfers In	4,754,994		4,754,994	0%
9	Franchise Tax	5,200,000		5,200,000	0%
10	Other Revenues	2,875,178		2,875,178	0%
11	Intergovernmental	355,000		355,000	0%
12	License & Permits	2,329,000		2,329,000	0%
13	Interest & Rental Income	5,886,646		5,886,646	0%
14	Fines & Forfeitures	344,677		344,677	0%
Total General Fund Revenues		\$104,573,049	-\$1,650,000	\$102,923,049	-1.58%

All Fund Revenues:

There are no recommendations for non-General Fund revenue changes.

All Funds Revenues with Mid-Year recommended Adjustments:

	Fund Name	Revised Budget	Mid-Year Recommended Changes	Revised Budget with Recommended Additions	% Increase
1	General Fund	\$104,573,049	-\$1,650,000	\$102,923,049	-1.58%
2	Water Fund	37,223,245	0	37,223,245	0%
3	Transportation Funds	2,646,436	0	2,646,436	0%
4	Debt Service POBs	9,505,304	0	9,505,304	0%
5	Wastewater Fund	6,214,470	0	6,214,470	0%
6	General Fund CIP	5,302,000	0	5,302,000	0%
7	Equip. Replacement Fund	2,027,142	0	2,027,142	0%
8	Workers Comp. Fund	3,597,350	0	3,597,350	0%
9	General Liability Fund	3,687,030	0	3,687,030	0%
10	Dev. Services Trust	250,000	0	250,000	0%
11	Public Safety Special Rev.	3,084,987	0	3,084,987	0%
12	Other Special Rev.	1,124,263	0	1,124,263	0%
13	Rec & Econ Dev Trust Fund	5,144,400	0	5,144,400	0%
14	Cultural Development Fund	257,500	0	257,500	0%
15	Debt Service Fund	36,050	0	36,050	0%
16	Solid Waste Fund	211,000	0	211,000	0%
17	Senior Housing Fund	287,414	0	287,414	0%
	Total	\$185,171,641	-\$1,650,000	\$183,521,641	-0.89%

General Fund Appropriations:

Staff recommends the following General Fund expenditure Mid-Year budget appropriations:

- **Community Development:** Appropriation of **\$500,000** from unassigned fund balance of the General Fund for maintenance & operations related to:
Increases to the contract amounts for True North and Willdan (\$250,000 each) for plan check services. This requires a budget appropriation to maintenance and operations in the amount of **\$500,000**.
- **City Manager:** Appropriation of **\$11,000** from unassigned fund balance of the General Fund for salaries & benefits related to:
Reclassification of current Special Projects Administrator position to Senior Management Analyst (no change to FTE count).
- **Finance:** Appropriation of **\$11,000** from unassigned fund balance of the General Fund for salaries & benefits related to:
Reclassification of current Management Analyst position to Senior Management Analyst (no change to FTE count).

The net total expenditure appropriation request for the General Fund is **\$522,000**.

With the offsetting revenue request increase, the net total expenditure appropriation request for the General Fund is **-\$1,128,000**.

General Fund Appropriations with Mid-Year Recommended Adjustments:

	Expenditure Source	Current Budget	Mid-Year Recommended Changes	Revised Budget with Recommended Additions	% Increase
1	Police	\$24,867,038	0	\$24,867,038	0.00%
2	Fire	18,363,290	0	18,363,290	0.00%
3	Transfers Out	15,138,648	0	15,138,648	0.00%
4	Public Works	9,962,675	0	9,962,675	0.00%
5	Non-departmental	7,508,339	0	7,508,339	0.00%
6	Recreation, Parks & Library	11,294,648	0	11,294,648	0.00%
7	Community Development	3,957,955	500,000	4,457,955	12.63%
8	Information Technology	4,177,660	0	4,177,660	0.00%
9	City Manager	3,175,547	11,000	3,186,547	0.35%
10	Finance	2,807,702	11,000	2,818,702	0.39%
11	Human Resources	2,059,083	0	2,059,083	0.00%
12	City Attorney	825,000	0	825,000	0.00%
13	City Clerk	596,030	0	596,030	0.00%
14	City Council	227,098	0	227,098	0.00%
Total		\$104,960,713	\$522,000	\$105,482,713	0.50%

All Funds Appropriations:

Staff recommends the following non-General Fund expenditure Mid-Year budget changes:

- Equipment Replacement Fund:** Appropriation of **\$40,000** from unassigned General Fund balance to the Equipment Replacement Fund for maintenance and operations related to: Pool Filter and Locker Room remodel at Wiseburn Aquatic Center. On October 16, 2025, the El Segundo Wiseburn Aquatic Center Committee approved the expense for pool filter replacement and locker room doors and wall repairs.

All Funds Appropriations with Mid-Year recommended Adjustments:

	Expenditure Source	Revised Budget	Mid-Year Recommended Changes	Revised Budget with Recommended Additions	% Increase
1	General Fund	\$104,960,713	\$522,000	\$105,482,713	0.50%
2	Water Fund	40,519,416	0	40,519,416	0.00%
3	Transportation Funds	2,041,806	0	2,041,806	0.00%

4	Debt Service POBs	9,497,648	0	9,497,648	0.00%
5	Wastewater Fund	8,053,698	0	8,053,698	0.00%
6	General Fund CIP	23,270,210		23,270,210	0.00%
7	Equip. Replacement Fund	8,146,058	40,000	8,186,058	0.49%
8	Workers Comp. Fund	3,498,108	0	3,498,108	0.00%
9	General Liability Fund	3,777,967	0	3,777,967	0.00%
10	Dev. Services Trust	975,000	0	975,000	0.00%
11	Public Safety Special Rev.	3,130,849	0	3,130,849	0.00%
12	Other Special Rev.	2,635,887	0	2,635,887	0.00%
13	Rec & Econ Dev Trust Fund	4,948,394	0	4,948,394	0.00%
14	Cultural Dev. Trust Fund	378,117	0	378,117	0.00%
15	Debt Service Fund	541,606	0	541,606	0.00%
16	Solid Waste Fund	346,000	0	346,000	0.00%
17	Senior Housing Fund	53,621	0	53,621	0.00%
	Total	\$216,775,097	\$562,000	\$217,337,097	0.26%

RECOMMENDED: Non-Budget Actions

The following items have no fiscal impact but require City Council approval and relate to Mid-Year activities referenced in the appropriation recommendations or are associated with Mid-Year ‘clean-up’ activities.

- Staff recommends the following reclassifications to FTE positions (no change to FTE total count):

One (1) Management Analyst to Senior Management Analyst and one (1) Special Projects Administrator to Senior Management Analyst: The Management Analyst position is in the Finance Department, and the Special Projects Administrator position is in the City Manager’s office. Both departments have expressed their need for these respective positions to be reclassified to the Senior Management Analyst to take on more complex projects and additional duties and responsibilities.

ENTERPRISE RESOURCE PLANNING (ERP) IMPLEMENTATION UPDATE

- SSRS (Custom) Report-Building: Training completed in December 2025
- Payroll/HR modules: Began in January 2026
- Budget Central: Began in January 2026
- Utility Billing Module (Accounts Receivable/General Billing): Go-Live date is April 2026

CONCLUSION

The revised year-end revenue estimates and expenditure recommendations represent a net total decrease in appropriations of -\$1,088,000 to all funds and a net decrease of -\$1,128,000 to the General Fund.

RECOMMEDNATION

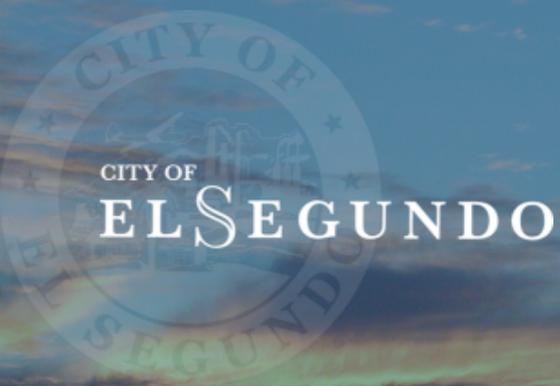
Staff recommends that the City Council:

1. Receive and file the Second Quarter Fiscal Year 2025-26 Financial Report.
2. Approve to amend the FY 2025-26 Budget to reflect the revised year-end revenue estimates and year-end expenditures, which were noted in this Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report, and are listed in Exhibit A.
3. Approve to reclassify one (1) Management Analyst position to Senior Management Analyst in the Finance department; and to reclassify one (1) Special Projects Administrator position to Senior Management Analyst in the City Manager's office.

Exhibit A:

Fiscal Year 2025-26 Mid-Year Budget Adjustments

			<u>Fiscal Impact</u>		
<u>Item #</u>	<u>Dept:</u>	<u>Description</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Account</u>
Revenues					
1	#N/A	Plan Check Fees	350,000	-	001-505-0000-3-43808-
2	#N/A	Sales & Use Tax	(2,000,000)		001-505-0000-9-43201-
Increase in General Fund and Other Fund Revenues			(1,650,000)	-	
Expenditures					
3	Finance	Salaries Full Time	11,000	-	001-505-2501-1-54101-
4	City Manager	Salaries Full Time	11,000	-	001-503-2101-1-54101-
5	Recreation, Parks & Library	WiseburnRoutineRepair	-	40,000	601-511-5213-4-88464-
6	Community Development	Professional & Technical	500,000	-	001-508-2403-2-56214-
Increase in General Fund and Other Funds Expenditures			522,000	40,000	



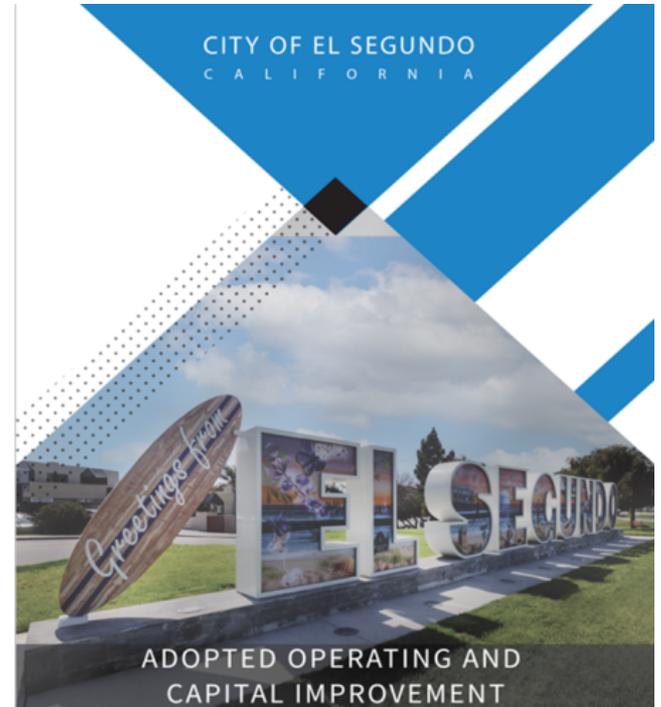
FY 2025-26 Second Quarter Financial Report & Mid-Year Adjustment Requests

February 17, 2026

City of El Segundo | 350 Main St. El Segundo, CA 90245

PRESENTATION AGENDA

1. **FY 2025-26** Second Quarter (Q2) - Financial Report
2. **FY 2025-26** Mid-Year Adjustment Requests
3. **Staff Recommendations**
4. **Next Steps**



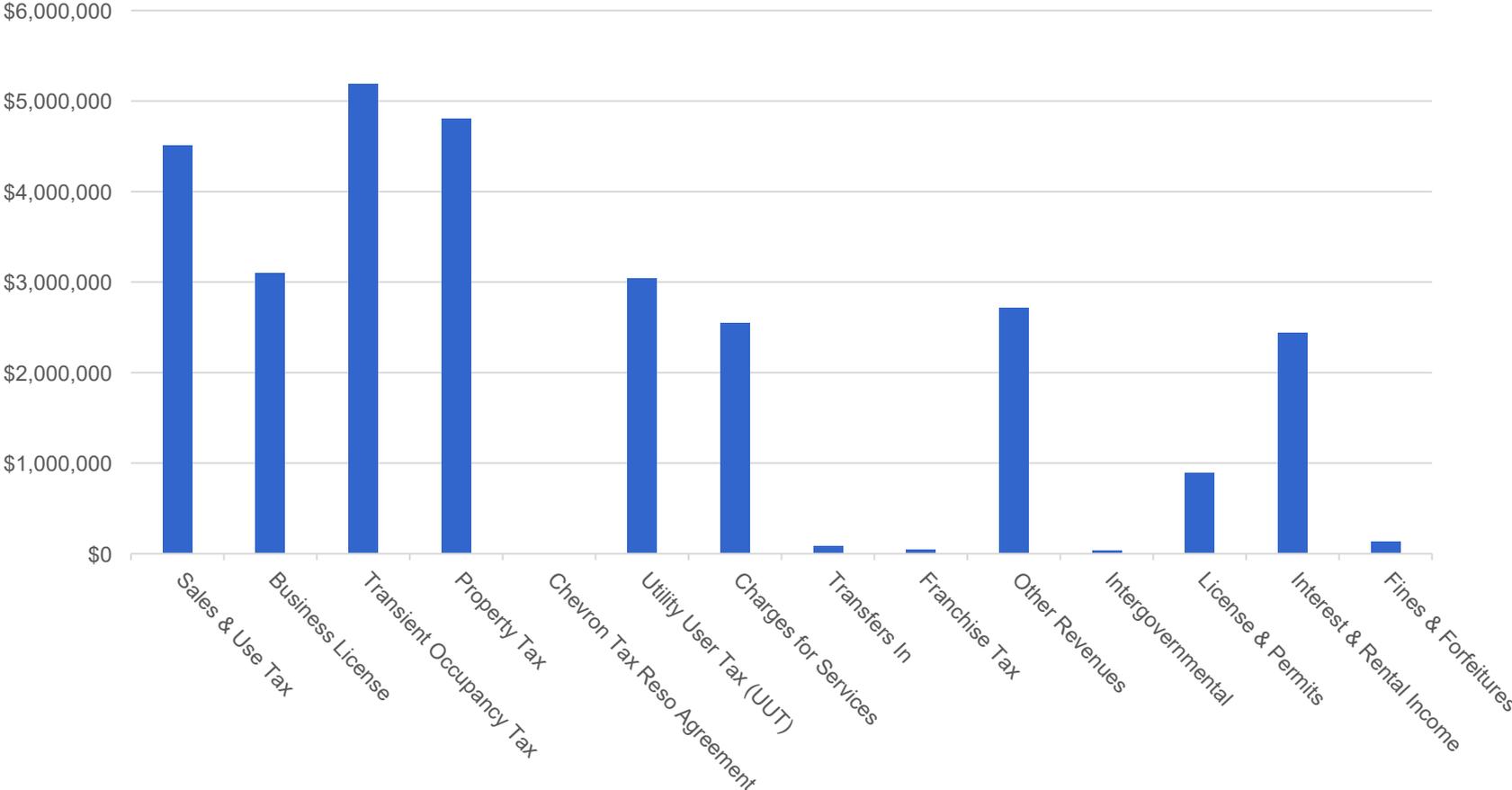
FY 2025-26 Q2 - Financial Report

Q2: GENERAL FUND – REVENUE (HIGHLIGHTS)

- General Fund had realized **\$29.5M** or **28%** current year revenues versus **\$28.5M** or **30%** prior year
- The big 5 revenues sources will be monitored closely in the remainder of the fiscal year
- Q3 & Q4 Financial Report will provide better financial picture

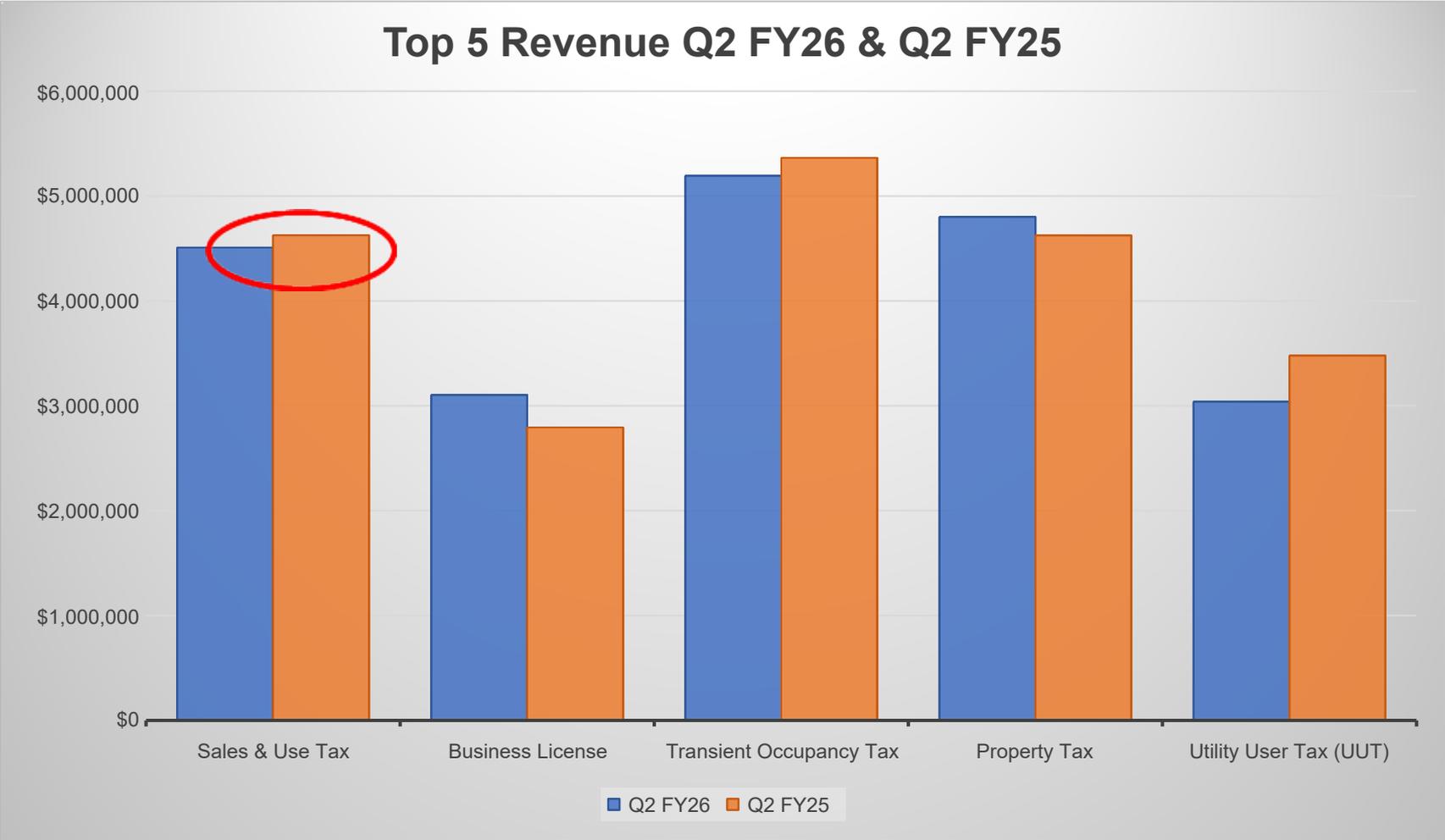
Q2: GENERAL FUND REVENUE

Q2 General Fund Revenues Actuals: **\$29,526,607**



Q2: GENERAL FUND REVENUE

Top 5 Revenue Q2 FY26 & Q2 FY25



FY 2025-26 GENERAL FUND REVENUES (6 MONTHS)

Fiscal Year 2025-26					
	Revenue Source	Revised Full Year Budget	Actual Revenues Received Through Q2	Variance in Dollar - Budget to Actuals	Percentage Received
1	Sales & Use Tax	\$16,804,178	\$4,508,581	(\$12,295,597)	27%
2	Business License	14,090,976	3,103,188	(10,987,788)	22%
3	Transient Occupancy Tax	14,800,000	5,193,183	(9,606,817)	35%
4	Property Tax	14,037,884	4,801,042	(9,236,842)	34%
5	Chevron Tax Reso Agreement	6,100,000	0	(6,100,000)	0%
6	Utility User Tax (UUT)	11,093,769	3,039,173	(8,054,596)	27%
7	Charges for Services	5,900,748	2,545,419	(3,355,328)	43%
8	Transfers In	4,754,994	84,280	(4,670,714)	2%
9	Franchise Tax	5,200,000	48,596	(5,151,404)	0.9%
10	Other Revenues	2,875,178	2,711,993	(163,185)	94%
11	Intergovernmental	355,000	31,397	(323,603)	9%
12	License & Permits	2,329,000	887,978	(1,441,022)	38%
13	Interest & Rental Income	5,886,646	2,435,146	(3,451,500)	41%
14	Fines & Forfeitures	344,677	136,630	(208,047)	40%
Total General Fund Revenues		\$104,573,049	\$29,526,607	(\$75,046,442)	28.24%

FY 2025-26 ALL FUND REVENUES (6 MONTHS)

Fiscal Year 2025-26

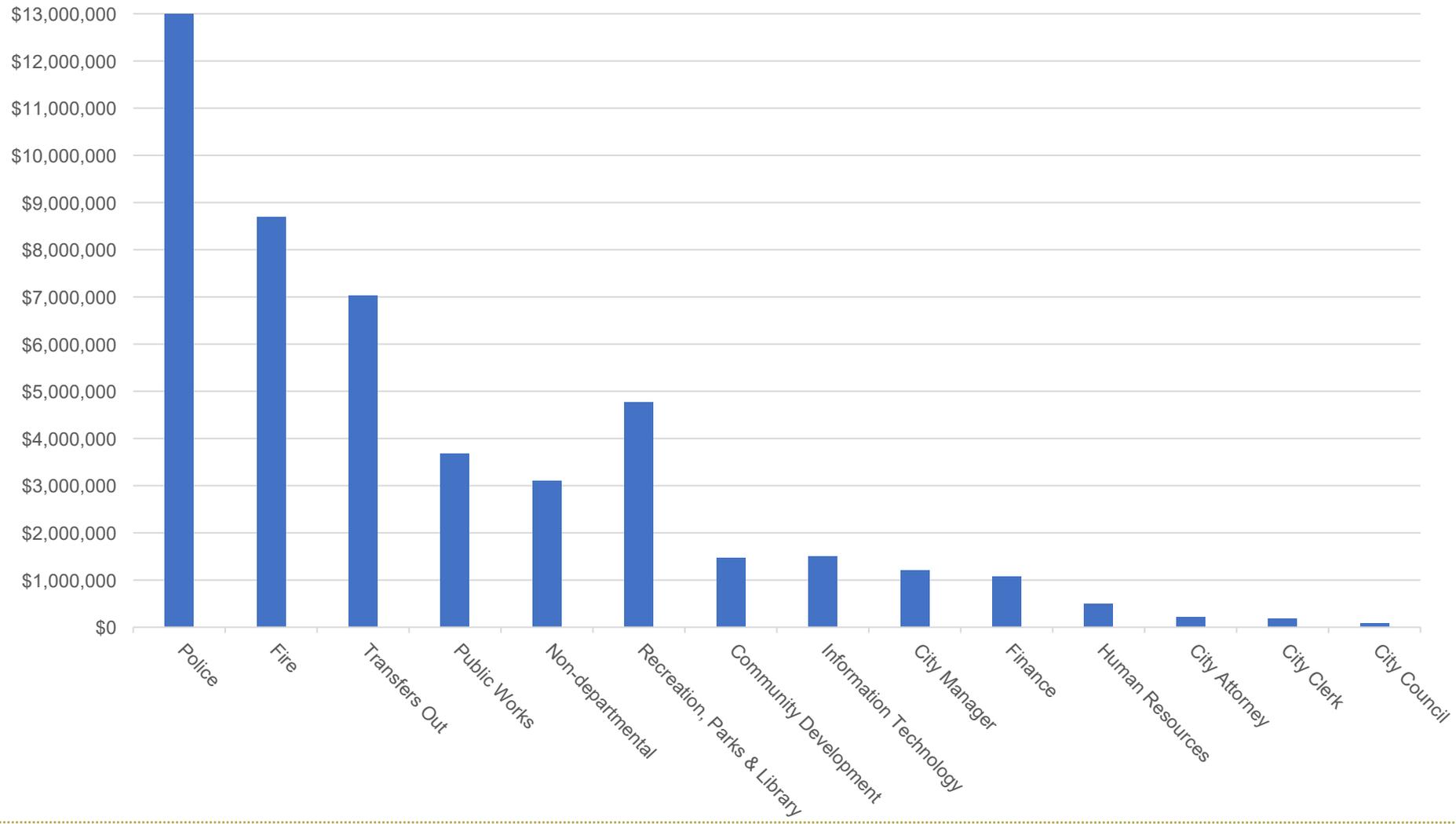
	Fund Name	Revised Full Year Budget	Actual Revenues to Date	Variance in Dollar	Percentage Received
1	General Fund	\$104,573,049	\$29,526,607	(\$75,046,442)	28%
2	Water Fund	37,223,245	17,963,383	(19,259,862)	48%
3	Transportation Funds	2,646,436	1,744,284	(902,152)	66%
4	Debt Service POBs	9,505,304	1,419,469	(8,085,835)	15%
5	Wastewater Fund	6,214,470	2,912,544	(3,301,926)	47%
6	General Fund CIP	5,302,000	5,311,887	9,887	100.2%
7	Equip. Replacement Fund	2,027,142	2,027,142	0	100%
8	Workers Comp. Fund	3,597,350	1,010,621	(2,586,729)	28%
9	General Liability Fund	3,687,030	3,682,029	(5,001)	100%
10	Dev. Services Trust	250,000	113,582	(136,418)	45%
11	Public Safety Special Rev.	3,084,987	470,263	(2,614,724)	15%
12	Other Special Rev.	1,124,263	979,863	(144,400)	87%
13	Rec & Econ Dev Trust Fund	5,144,400	94,819	(5,049,581)	2%
14	Cultural Development Fund	257,500	82,722	(174,778)	32%
15	Debt Service Fund	36,050	36,556	506	101%
16	Solid Waste Fund	211,000	211,000	0	100%
17	Senior Housing Fund	287,414	223,991	(63,423)	78%
	Total	\$185,171,641	\$67,810,762	(\$117,360,878)	36.62%

Q2: GENERAL FUND – EXPENDITURE (HIGHLIGHTS)

- General Fund has expended **\$46.4M** or **44%** current year versus **\$46M** or **47%** prior year
- Encumbered amounts (those earmarked with specific vendors for projects or services) are not included in expenditures to date, but will be reflected as the actual costs are expended in future quarterly reports
- O&M costs are on pace with budget

Q2: GENERAL FUND EXPENDITURES

Q2 General Fund Expenditures Actuals: **\$46,566,143**



FY 2025-26 GENERAL FUND EXPENDITURES (6 MONTHS)

Fiscal Year 2025-26

	Expenditure Source	Revised Full Year Budget	Actual Appropriations Expended Through Q2*	Variance in Dollar - Budget to Actuals	Percentage Expended*
1	Police	\$24,867,038	\$13,012,480	(\$11,854,558)	52%
2	Fire	18,363,290	8,698,656	(9,664,634)	47%
3	Transfers Out	15,138,648	7,023,639	(8,115,009)	46%
4	Public Works	9,962,675	3,676,383	(6,286,292)	37%
5	Non-departmental	7,508,339	3,106,116	(4,402,224)	41%
6	Recreation, Parks & Library	11,294,648	4,777,393	(6,517,255)	42%
7	Community Development	3,957,955	1,479,439	(2,478,517)	37%
8	Information Technology	4,177,660	1,511,021	(2,666,639)	36%
9	City Manager	3,175,547	1,207,587	(1,967,959)	38%
10	Finance	2,807,702	1,076,567	(1,731,135)	38%
11	Human Resources	2,059,083	500,083	(1,559,000)	24%
12	City Attorney	825,000	226,122	(598,878)	27%
13	City Clerk	596,030	188,702	(407,327)	32%
14	City Council	227,098	81,955	(145,143)	36%
Total General Fund Expenditures		\$104,960,713	\$46,566,143	(\$58,394,570)	44.37%

*Does not include encumbrances

FY 2025-26 ALL FUND EXPENDITURES (6 MONTHS)

Fiscal Year 2025-26

	Fund Name	Revised Full Year Budget	Actual Expenditures to Date*	Variance in Dollar	Percentage Expended*
1	General Fund	\$104,960,713	\$46,575,513	(\$58,385,200)	44%
2	Water Fund	40,519,416	19,412,942	(21,106,474)	48%
3	Transportation Funds	2,041,806	307,446	(1,734,360)	15%
4	Debt Service POBs	9,497,648	9,469,821	(27,827)	99.7%
5	Wastewater Fund	8,053,698	4,444,951	(3,608,746)	55%
6	General Fund CIP	23,270,210	5,466,572	(17,803,638)	23%
7	Equip. Replacement Fund	8,146,058	650,583	(7,495,475)	8%
8	Workers Comp. Fund	3,498,108	2,493,617	(1,004,490)	71%
9	General Liability Fund	3,777,967	2,469,734	(1,308,233)	65%
10	Dev. Services Trust	975,000	72,412	(902,588)	7%
11	Public Safety Special Rev.	3,130,849	709,235	(2,421,614)	23%
12	Other Special Rev.	2,635,887	136,514	(2,499,373)	5%
13	Rec & Econ Dev Trust Fund	4,948,394	(10,385)	(4,958,779)	0%
14	Cultural Dev. Trust Fund	378,117	146,248	(231,868)	39%
15	Debt Service Fund	541,606	458,433	(83,172)	85%
16	Solid Waste Fund	346,000	104,245	(241,755)	30%
17	Senior Housing Fund	53,621	12,241	(41,379)	23%
	Total	\$216,775,097	\$92,920,124	(\$123,854,973)	42.86%

*Does not include encumbrances

ESTIMATED FUND BALANCE (GENERAL FUND)

<u>Description</u>	<u>Estimated</u>
Beginning Unassigned Fund Balance on July 1, 2025 (unaudited)	\$35,858,323
Estimated FY 2025-26 <u>Revenues</u>	\$102,573,049
Estimated FY 2025-26 <u>Expenditures</u>	\$(104,960,713)
Estimated Ending Fund Balance (June 30, 2026)	\$35,470,659
25% Reserve Requirement	\$26,240,178
Estimated Available Unassigned Reserve	\$7,230,481

FY 2025-26 Mid-Year Adjustment Requests

MID-YEAR ADJUSTMENTS - SUMMARY

- Revenues & Expenditure changes less than **1%** of adopted budget
 - Revenue adjustment: **-\$1,650,000** (General Fund)
 - Expenditure adjustment: **\$522,000** (General Fund)
\$ 40,000 (Non-General Funds)
 - Net Change in budget: **-\$1,128,000** (General Fund)
-\$1,088,000 (All Funds)

RECOMMENDED ADJUSTMENTS - REVENUES

	Fund Name	Revised Budget	Mid-Year Recommended Changes	Revised Budget with Recommended Additions	% Increase
1	General Fund	\$104,573,049	-\$1,650,000	\$102,923,049	-1.58%
2	Water Fund	37,223,245	0	37,223,245	0%
3	Transportation Funds	2,646,436	0	2,646,436	0%
4	Debt Service POBs	9,505,304	0	9,505,304	0%
5	Wastewater Fund	6,214,470	0	6,214,470	0%
6	General Fund CIP	5,302,000	0	5,302,000	0%
7	Equip. Replacement Fund	2,027,142	0	2,027,142	0%
8	Workers Comp. Fund	3,597,350	0	3,597,350	0%
9	General Liability Fund	3,687,030	0	3,687,030	0%
10	Dev. Services Trust	250,000	0	250,000	0%
11	Public Safety Special Rev.	3,084,987	0	3,084,987	0%
12	Other Special Rev.	1,124,263	0	1,124,263	0%
13	Rec & Econ Dev Trust Fund	5,144,400	0	5,144,400	0%
14	Cultural Development Fund	257,500	0	257,500	0%
15	Debt Service Fund	36,050	0	36,050	0%
16	Solid Waste Fund	211,000	0	211,000	0%
17	Senior Housing Fund	287,414	0	287,414	0%
	Total	\$185,171,641	-\$1,650,000	\$183,521,641	-0.89%

RECOMMENDED ADJUSTMENTS - EXPENDITURES

	Expenditure Source	Revised Budget	Mid-Year Recommended Changes	Revised Budget with Recommended Additions	% Increase
1	General Fund	\$104,960,713	\$522,000	\$105,482,713	0.50%
2	Water Fund	40,519,416	0	40,519,416	0.00%
3	Transportation Funds	2,041,806	0	2,041,806	0.00%
4	Debt Service POBs	9,497,648	0	9,497,648	0.00%
5	Wastewater Fund	8,053,698	0	8,053,698	0.00%
6	General Fund CIP	23,270,210	0	23,270,210	0.00%
7	Equip. Replacement Fund	8,146,058	40,000	8,186,058	0.49%
8	Workers Comp. Fund	3,498,108	0	3,498,108	0.00%
9	General Liability Fund	3,777,967	0	3,777,967	0.00%
10	Dev. Services Trust	975,000	0	975,000	0.00%
11	Public Safety Special Rev.	3,130,849	0	3,130,849	0.00%
12	Other Special Rev.	2,635,887	0	2,635,887	0.00%
13	Rec & Econ Dev Trust Fund	4,948,394	0	4,948,394	0.00%
14	Cultural Dev. Trust Fund	378,117	0	378,117	0.00%
15	Debt Service Fund	541,606	0	541,606	0.00%
16	Solid Waste Fund	346,000	0	346,000	0.00%
17	Senior Housing Fund	53,621	0	53,621	0.00%
	Total	\$216,775,097	\$562,000	\$217,337,097	0.26%

MID-YEAR SUMMARY BY DEPARTMENT

<u>Department / Request (Expenditures)</u>	<u>Amount</u>
Community Development: True North and Willdan contract increases	\$500,000
Finance/Non-Departmental: Reclassify Management Analyst	\$11,000
Public Works: Pool filter and Locker Room remodel at ESAQ	\$40,000
City Manager: Reclassify Special Projects Administrator	\$11,000
Total Mid-Year Adjustment Request (Expenditures):	\$562,000

<u>Department / Request (Revenue)</u>	<u>Amount</u>
Community Development: Revenue offset for plan check fees to be received	\$350,000
Finance: Reduce Sales & Use Tax	-\$2,000,000
Total Mid-Year Adjustment Request (Revenue):	-\$1,650,000

Community Development:

O&M – True North contract increase

- **Total Expenditure: \$500,000**
- **Total Revenue: \$350,000 (Plan Check Fees)**

MID-YEAR ADJUSTMENT

Finance/Non-Departmental:

Sales & Use Tax – Reduce budget by \$2,000,000 based on anticipated performance of this revenue category by fiscal year-end

Primary Reason for decrease: Loss of Insight Direct USA, Inc.

- **Total Revenue: -\$2,000,000**

Salaries & Benefits – Appropriation of \$11,000 to reclassify current Management Analyst position to Senior Management Analyst (no change to FTE count)

- **Total Expenditure: \$11,000**

City Manager:

Salaries & Benefits – Appropriation of \$11,000 to reclassify current Special Projects Administrator position to Senior Management Analyst (no change to FTE count)

- **Total Expenditure: \$11,000**

Public Works:

O&M – Pool filter and locker room remodel at Wiseburn Aquatic Center.

- **Total Expenditure: \$40,000**

STAFF RECOMMENDATIONS

1. **Approve** to amend the FY 2025-26 Budget to reflect the revised year-end revenue estimates and year-end expenditures, which were noted in the Mid-Year Budget and Second Quarter Fiscal Year 2025-26 Financial Report.
2. **Receive and File** the Second Quarter Fiscal Year 2025-26 Financial Report.
3. **Approve** to reclassify one (1) Management Analyst position to Senior Management Analyst in the Finance department; and to reclassify one (1) Special Projects Administrator position to Senior Management Analyst in the City Manager's office.

Proposed Fiscal Year 2026-27 Budget Calendar:

- Master Fee Schedule to be updated by CPI-U (**April 2026**)
- Budget Study Session (**May 13, 2026**)
- Public Hearing and Adoption for the Budget (**June 2, 2026**)
- Beginning of FY 2026-27 (**July 1, 2026**)



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Staff Presentations

Item Number: D.9

TITLE:

Adoption of a Side Letter Agreement Between the City of El Segundo and the El Segundo Police Officers' Association

RECOMMENDATION:

1. Adopt a Side Letter Agreement Between the City of El Segundo and the El Segundo Police Officers' Association ("ESPOA") to the Memorandum of Understanding ("MOU") for the term July 1, 2025 through June 30, 2029 regarding the Voluntary Binding Arbitration bonus payment for two Police Officers that were hired under the prior MOU and successfully completed probation under the current MOU.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The fiscal impact of the proposed changes to provide the prior bonus payment amount to two Police Officers is \$10,000 for FY 2025-26. No budget amendment is necessary at this time as the department has budgetary savings.

BACKGROUND:

The City and the ESPOA are currently Parties to a Memorandum of Understanding ("MOU") for the term July 1, 2025 through June 30, 2029 which was adopted by the City Council on December 3, 2025. This MOU, along with the prior MOU, included a section regarding voluntary binding arbitration and bonus payment conditioned upon successful completion of probation. The amount of the bonus payment in exchange for voluntarily entering into a binding arbitration agreement under the prior MOU was \$30,000 paid in four installments, whereas the new MOU provides a one-time \$10,000 lump sum payment.

Two Police Officers were hired during the term of the prior MOU and successfully completed probation during the term of the new MOU. The ESPOA approached the City requesting to provide the two Police Officers with the bonus payment from the prior

Adoption of a Side Letter Agreement

February 17, 2026

Page 2 of 3

MOU should they decide to voluntarily enter the binding arbitration agreement.

DISCUSSION:

In the current MOU, Article 23, Section 23.05 Voluntary Binding Arbitration and Bonus Payment states, "Voluntary Agreement to Binding Arbitration in Exchange for \$10,000 Bonus Payment: Employees may voluntarily enter into an Arbitration Agreement according to the terms of the agreement. During the term of this Agreement, only, POA employees in the classifications of Police Officer and Police Sergeant may enter into the Arbitration Agreement. (See Appendix B.) For Police Officer and Police Sergeant employees hired during the term of this MOU, they are not eligible to participate in the program unless and until they have satisfactorily completed probation. Upon satisfactory completion of probation, newly hired employees during the term of the MOU shall have 90 days from satisfactory completion of probation to sign the Arbitration Agreement." This section remained the same in the prior MOU with the exception of the bonus payment amount.

Nicholas Duarte and Edward Zavala were hired into the Police Officer classification during the prior MOU for the term April 1, 2023 through June 30, 2025 and successfully completed their probation on January 21, 2026 (during the term of the current MOU). The City and the ESPOA reached agreement for a successor MOU that was approved by the City Council on December 3, 2025, seven weeks prior to their successful completion of probation.

Under the prior MOU with a \$30,000 bonus payment, the first payment of \$15,000 is to be paid within 30 days of the employee's delivery of an executed Agreement to the City, and then the remaining \$15,000 shall be paid in \$5,000 increments every six months thereafter. The fiscal impact to extend the prior bonus payment results in an additional \$10,000 for the two Police Officers during FY 2025-2026 because the total amount is paid in payments over a period of a year and a half.

The Parties are interested in extending the \$30,000 bonus payment to Duarte and Zavala, only, in exchange for voluntarily entering into the Binding Arbitration Agreement should they execute the agreement within 90 days from satisfactory completion of probation (which would be April 21, 2026). A Side Letter outlining this item is attached to this report for City Council's consideration.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy A: Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.

Adoption of a Side Letter Agreement

February 17, 2026

Page 3 of 3

PREPARED BY:

Rebecca Redyk, Director of Human Resources & Risk Management

REVIEWED BY:

Rebecca Redyk, Director of Human Resources & Risk Management

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. POA Side Letter Agreement

**SIDE LETTER AGREEMENT BETWEEN THE CITY OF EL SEGUNDO
AND THE EL SEGUNDO POLICE OFFICERS' ASSOCIATION**

This Side Letter of Agreement ("Agreement") between the City of El Segundo ("City") and the El Segundo Police Officers' Association ("ESPOA") (hereinafter referred to as the "Parties") is entered into with respect to the following:

WHEREAS, the Parties have entered into a Memorandum of Understanding ("MOU") for the term of July 1, 2025 through June 30, 2029 which was adopted by the City Council on December 3, 2025;

WHEREAS, the current MOU includes Article 23, Section 23.05 Voluntary Binding Arbitration and Bonus Payment which states, "Voluntary Agreement to Binding Arbitration in Exchange for \$10,000 Bonus Payment: Employees may voluntarily enter into an Arbitration Agreement according to the terms of the agreement. During the term of this Agreement, only, POA employees in the classifications of Police Officer and Police Sergeant may enter into the Arbitration Agreement. (See Appendix B.) For Police Officer and Police Sergeant employees hired during the term of this MOU, they are not eligible to participate in the program unless and until they have satisfactorily completed probation. Upon satisfactory completion of probation, newly hired employees during the term of the MOU shall have 90 days from satisfactory completion of probation to sign the Arbitration Agreement.";

WHEREAS, the prior MOU for the term April 1, 2023 through June 30, 2025 provided a \$30,000 bonus payment in exchange for voluntarily entering into an Arbitration Agreement;

WHEREAS, Nicholas Duarte and Edward Zavala were hired into the Police Officer classification during the prior MOU for the term April 1, 2023 through June 30, 2025, but successfully completed their probation on January 21, 2026 (during the term of the current MOU);

WHEREAS, the Parties have agreed to extend the \$30,000 bonus payment to Duarte and Zavala, only, in exchange for voluntarily entering into the Binding Arbitration Agreement;

WHEREAS, the following sets forth the Parties' Agreement:

Police Officers Nicholas Duarte and Edward Zavala shall be provided with an opportunity to voluntarily enter into the Binding Arbitration Agreement effective during the term of the prior MOU in exchange for a \$30,000 bonus payment. The first payment of \$15,000 is to be paid within 30 days of the Employee's delivery of an executed Agreement to the City, and then the remaining \$15,000 shall be paid in \$5,000 increments every six months thereafter. Duarte and Zavala shall have 90 days from satisfactory completion of probation to sign the Arbitration Agreement. All terms of the Binding Arbitration Agreement remain the same.

Side Letter Between the City of El Segundo and ESPOA- Voluntary Binding Arbitration

This Agreement shall become effective following City Council approval and adoption.

FOR THE CITY OF EL SEGUNDO

Darrell George (Feb 11, 2026 08:42:56 PST)
Darrell George, City Manager

Feb 11, 2026
Date


Rebecca Redyk
Director of Human Resources & Risk Management

2/11/2026
Date

Laura Drottz Kalty (Feb 11, 2026 08:48:54 PST)
Laura Drottz Kalty, Chief Negotiator

02/11/2026
Date

FOR THE EL SEGUNDO POLICE OFFICERS' ASSOCIATION


Jeff Humphrey, President

2/11/26
Date


Paul Saldana, Vice President

2/10/26
Date



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Staff Presentations

Item Number: D.10

TITLE:

Annual Fee Waivers for Special Events

RECOMMENDATION:

1. Approve the updated list of fee waivers for events through December 2026.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Staff estimates fee waivers for FY 2026-27 to be approximately \$160,000 based on historical costs. If Council wishes to adjust for CPI (3%), this estimate would increase to approximately \$165,000. If additional events are approved by the Council during the 2026 calendar year, this estimate will increase. The fees waived are actual costs for City staff to provide services and are charged against Department overtime budgets.

BACKGROUND:

In 2009, the City Council began approving fee waiver requests for several annual events that the City had been supporting for many years including those hosted by the El Segundo Unified School District and other community non-profit organizations such as the Rotary, the Kiwanis and El Segundo Little League.

In December 2013, due to increasing requests for fee waivers for new events, the Council appointed a subcommittee to work toward a recommendation for a formalized process to assist in the determination of granting fee waivers to special event applicants.

At the June 2014 City Council meeting, the subcommittee presented two documents to be utilized by applicants and City staff as fee waivers were requested. The two documents were the Fee Waiver Request Form (Attachment 1), to be completed by the applicant, and the Fee Waiver Scorecard (Attachment 2), to be completed by City Staff. Since that time, Council has been approving fee waivers annually in December for many of these historical events without requiring event organizers to submit an annual

Annual Fee Waivers

February 17, 2026

Page 2 of 4

application.

All other applicants who are not approved annually in December, are required to submit a Fee Waiver Request Form no later than three months prior to the proposed event date. Staff evaluate the Fee Waiver Request Form utilizing the Fee Waiver Scorecard and bring a recommendation to the City Council for consideration at a regular City Council meeting.

During calendar year 2025, the following fee waivers were granted, totaling approximately \$157,000:

100% Fee Waivers

1. Holiday Parade (El Segundo Chamber of Commerce) — Estimated fees waived: \$24,000
2. Opening Day Parade (El Segundo Little League) — Estimated fees waived: \$12,900
3. Pancake Breakfast (El Segundo Firefighters Association): \$1,300
4. Soapbox Derby (El Segundo Boy Scouts Association) — Estimated fees waived: \$4,800
5. Homecoming Parade (El Segundo Unified School District) — Estimated fees waived: \$11,300

75% Fee Waivers

1. El Segundo Kiwanis Club Chili Cookoff Event — \$2,800
2. Main Street Car Show: \$7,000
3. El Segundo Fire Association Fun Run — Estimated fees waived: \$16,000
4. Movie in the Park (Rotary) — Estimated fees waived: \$14,000
5. Main Street Fair — Estimated fees waived: \$12,500
6. El Segundo Run for Education — Estimated fees waived: \$41,000
7. Art Walk (El Segundo Art Walk) — Estimated fees waived: \$9,200

DISCUSSION:

Staff are requesting that the City Council approve the following fee waivers for calendar year 2026 with a cap set for each event at 2025 dollar amounts or adjusting each event for CPI.

100% Fee Waivers

1. Holiday Parade (El Segundo Chamber of Commerce) — Estimated fees waived:

Annual Fee Waivers

February 17, 2026

Page 3 of 4

\$24,000

2. Opening Day Parade (El Segundo Little League) — Estimated fees waived: \$12,900
3. Main Street Car Show (El Segundo Chamber of Commerce / El Segundo POA): \$10,000
4. Pancake Breakfast (El Segundo Firefighters Association): \$1,300
5. Soapbox Derby (El Segundo Boy Scouts Association) — Estimated fees waived: \$4,800
6. Homecoming Parade (El Segundo Unified School District) — Estimated fees waived: \$11,300

75% Fee Waivers

1. El Segundo Kiwanis Club Chili Cookoff Event — \$2,800
2. El Segundo Fire Association Fun Run — Estimated fees waived: \$16,000
3. Movie in the Park (Rotary) — Estimated fees waived: \$14,000
4. Main Street Fair — Estimated fees waived: \$12,500
5. El Segundo Run for Education — Estimated fees waived: \$41,000
6. Art Walk (El Segundo Art Walk) — Estimated fees waived: \$9,200

The El Segundo Municipal Code ("ESMC") addresses fee waivers for certain events in streets, sidewalks, or public rights of way in ESMC § 8-8-7 as follows:

Fee Waivers: Upon an applicant's request, the director may, but is not required to, seek a fee waiver from the City Council for an event. Fees may only be waived for the following applicants:

1. Non-profit groups with current internal revenue code 501(c)(3) status of 501(c)(6) status, government agencies, and public schools; or
2. Community service groups or organizations without current internal revenue code 501(c)(3) status or 501(c)(6) status where the city council, by resolution, determines that the proposed event provides services that meet community needs, and it is in the public interest to waive such fees.

Similarly, for events in City parks and facilities, ESMC Chapter 9-8 provides certain fee waivers and discounts for certain nonprofit organizations.

Because of rising costs of expenses and an increasing number of requests for fee waivers, staff will be reviewing potential modifications to the Fee Waiver process to be presented to the City Council for consideration within the next six months. Any modifications or revised policies, if approved, would be implemented for calendar year 2027.

Annual Fee Waivers

February 17, 2026

Page 4 of 4

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

PREPARED BY:

Viviann Gonzalez, Senior Administrative Specialist

REVIEWED BY:

Aly Mancini, Recreation, Parks, and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: February 17, 2026

Agenda Heading: Committees, Commissions and Boards

Presentations

Item Number: E.11

TITLE:

DEI Workplan Report

RECOMMENDATION:

1. Review and approve the proposed DEI Workplan.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no fiscal impact related to this item.

BACKGROUND:

The Diversity, Equity, and Inclusion Committee (DEI) was established July 21, 2020, for the purpose of advising the City Council on issues of diversity, equity, and inclusion. This work includes examination of four key City areas to produce a clear picture of the current practices, as well as the El Segundo community's sentiments towards these practices. Upon finding areas for improvement, the DEI Committee made recommendations to City Council intended to address any marginalized or underrepresented segment of our community. The Committee is a standing advisory committee that serves at the behest of the City Council.

In addition, the DEI Committee's purpose is to inspire and activate efforts to integrate diversity, equity and inclusion into City of El Segundo decisions, service-delivery and policies to improve the well-being of all our communities.

The DEI Committee commits to listening and advising with an equity lens to help foster a healthy, just and inclusive El Segundo, instilling a sense of understanding, healing and belonging for all who live, work and play here.

The DEI Committee will engage the community and be accountable to acknowledge and correct historical and current inequities and disparities, and change outdated, harmful narratives.

DEI Workplan Report

February 17, 2026

Page 2 of 4

The DEI Committee will move forward with urgency and purpose, allyship and collaboration, to support transparent, deliberate and actionable solutions that will remedy these inequities and serve our diverse community.

DISCUSSION:

2025 KEY NOTES & ACHIEVEMENTS

- Participated in the Vision 2050 effort to update the General Plan Land Use Element and the South Bay Community Coalition Against Hate.
- Hosted United Against Hate Week on October 22, 2025 at City Hall Plaza. This was the DEI's most successful yet, with over 100 in attendance and performances/speeches from more than 20 residents, including many ESHS students.
- Hosted a booth at Hometown Fair and Joy Around the World, and supported Gundo Pride with volunteer recruitment and coordination.
- Met with Police Chief Rodriguez to continue building rapport with ESPD. Also, Chairperson Villena met with each Council member to gather priorities to inform the 2026 work plan.
- Contributed draft proclamations and recommended residents to accept throughout the year.
- For much of 2025, the committee had five active members. By November 2025, the committee had eight active members. Currently there are seven active members and two vacancies.

Proposed 2026 Workplan

The DEI has drafted a 2026 Workplan (Attachment 1) that aims to support the following preliminary outcomes, benefits and systems change with support from the City in the short- to long-term.

Increases and growth in:

- Sense of belonging
- Understanding of El Segundo's history, its impact on the city today, and its relevance for moving forward
- Policies, resources and support that are responsive to those experiencing inequity and disparity
- Dialogue, openness to, and understanding among El Segundo residents
- Diverse leadership
- Opportunities, health, wellness and quality of life for all our residents

The following subcommittees have been established with a list of specific projects and priorities.

Civic Outreach Subcommittee

Q1 2026 – Q3 2026: Survey El Segundo-based businesses (small, mid, large) to learn more about ways to increase their sense of belonging in El Segundo. This may include an online survey, informational interviews, and group sessions. The team will then prepare a report on the findings and recommendations.

Q2 2026 – Q1 2027: Explore gaps and opportunities to increase inclusivity throughout City events and facilities for residents/visitors with disabilities.

Q4 2026 – Q1 2027: Design and manage an award for achievements in diversity, equity and inclusion. Could include recognition for an El Segundo student, an adult resident, a small business, nonprofit, and/or a large corporation operating in El Segundo.

Ongoing: Review and analysis of City demographics, employee surveys and other data. Liaison to the Vision 2050 Task force and other City committees/groups that benefit from a DEI perspective.

Communications Subcommittee

Q1 2026: Deliver a full year of proclamation packages by month, including draft proclamations, social media posts, email blurbs, recommended groups/residents to accept, and resources (book displays, film/TV, websites, etc.).

Q2 – Q4 2026: Increase awareness and education around El Segundo and DEI. Ideas include a presentation on El Segundo's history and its impact/relevance on the City today and tomorrow in partnership with local groups such as El Segundo Historical Committee or a panel discussion on past practices such as redlining and subprime lending in partnership with a local group/resident (such as a realtor).

Q2 – Ongoing: Establish a quarterly DEI memo to City Council (April, July, September, January) to share updates and highlights as our efforts progress.

Ongoing: Compilation of resources (tools, workshops, books, etc.) offered on the City website with DEI trainings, videos, articles, books, movies, documentaries, websites and other helpful information for the City/community to access and use.

Events Engagement Subcommittee

Q2 – Q3 2026 and 2027: United Against Hate Week 10/18-24/2026.

Q2 – Q4 2026 and 2027: Support other community events such as Juneteenth 6/19/2026, Gundo Pride 6/28/2026, and Joy Around the World 12/4/2026.

DEI Workplan Report

February 17, 2026

Page 4 of 4

Q4 2026 – Q1 2027: Prepare to host one community event in partnership with Chiefs of Police and Fire. Brainstormed topics include how we are addressing bias through public safety or innovative tools for de-escalation.

Ongoing: Liaise with South Bay Community Coalition Against Hate. Meet with Chiefs of Fire and Police about how we might support past/existing efforts (e.g., Fired UP Girls Camp) and other needs.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Optimize Community Safety and Preparedness

Strategy D: Ensure that the community feels safe and is satisfied with the services of the El Segundo Police Department.

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy B: Implement Diversity, Equity, and Inclusion (DEI) initiatives to cultivate representation and opportunities for all the members of the community.

PREPARED BY:

Viviann Gonzalez, Senior Administrative Specialist

REVIEWED BY:

Aly Mancini, Recreation, Parks, and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. DEI Proposed Workplan

CITY OF EL SEGUNDO – DEI COMMITTEE

February 2026 – February 2027 Work Plan

GOALS & OBJECTIVES

The DEI Committee aims to inspire and activate efforts to integrate diversity, equity and inclusion into City of El Segundo decisions, service-delivery, and policies to improve our community well-being. We commit to:

- Listening and advising with an equity lens as we help foster a healthy, just, and inclusive El Segundo, instilling a sense of understanding, healing, and belonging for all who live, work and play here.
- Engaging the community and holding ourselves accountable to acknowledge and correct historical inequities and current disparities, and change outdated, harmful narratives.
- Moving forward with urgency and purpose, allyship and collaboration, to support transparent and actionable solutions that will remedy these inequities and serve our diverse community.

The DEI Committee will continue ongoing activities from the past five years to further the principles and values of diversity, equity, inclusion and belonging throughout the City of El Segundo. Key priorities include:

TEAM	KEY PRIORITIES
Civic Outreach Subcommittee (Kelly Allen)	<ol style="list-style-type: none"> 1. Survey El Segundo-based businesses (small, mid, large) to learn more about ways to increase their sense of belonging in El Segundo 2. Explore gaps and opportunities to increase inclusivity throughout City events and facilities for residents/visitors with disabilities 3. Design and manage a student, adult, and business for their achievements in diversity, equity and inclusion
Communications Subcommittee (Emily Atmore)	<ol style="list-style-type: none"> 4. Explore ways to increase awareness and education around El Segundo’s history as it relates to DEI 5. Quarterly update memo to City Council (April, July, September, January) 6. Deliver a full year of proclamation packages by month, including draft proclamation language, recommended groups/residents to accept, and resources (book displays, film/TV, websites, etc.)
Events Engagement Subcommittee (La Ruth Wright)	<ol style="list-style-type: none"> 7. Plan United Against Hate Week 10/18-24/2026 and support other events such as Juneteenth 6/19/2026, Gundo Pride 6/28/2026, and Joy Around the World 12/4/2026 8. Prepare to host one Public Safety community event in partnership with Chiefs of Police and Fire

Outcomes

Through this work plan, the DEI Committee aims to support the following preliminary outcomes, benefits and systems change with support from the City in the short- to long-term.

1. Increased sense of belonging, safety, connection, and quality of life for our residents and businesses
2. More understanding of El Segundo’s history, its impact today, and its relevance for moving forward
3. Greater responsiveness through policies, initiatives, and support that meet diverse needs across the City
4. Stronger decision-making, community trust, and diverse leadership
5. Improved employee engagement, retention, and productivity

SUBCOMMITTEES & PRIORITIES

Here is additional information on team structure, ongoing activities, and priorities for the DEI Committee. There will be three teams and each team (subcommittee) can have up to three members. This may increase to four members once we have all nine members.

All committee members will be encouraged to participate in ESPD Community Police Academy, ESFD ride-alongs and DEI trainings, and promote and support all DEI-related events, campaigns, and activities.

Civic Outreach Subcommittee: **Kelly Allen, Sean O'Brien, Valerie Green (pending)**

*Point of contact for **City** (HR, City Council) and **local businesses**. Build an evidence-based understanding of who lives and works in the community, what barriers exist, and where targeted inclusion efforts will have the greatest impact—by combining local history/research with direct resident and business listening.*

1. **Q1 2026 – Q3 2026:** Survey El Segundo-based businesses (small, mid, large) to learn more about ways to increase their sense of belonging in El Segundo. This may include an online survey, informational interviews, group sessions. Team will then prepare a report on findings and recommendations.
2. **Q2 2026 – Q1 2027:** Explore gaps and opportunities to increase inclusivity throughout City events and facilities for residents/visitors with disabilities.
3. **Q4 2026 – Q1 2027:** Design and manage an award for achievements in diversity, equity and inclusion. Could include recognition for an El Segundo student, an adult resident, a small business, nonprofit, and/or a large corporation operating in El Segundo.

Ongoing: Review and analysis of City demographics, employee surveys and other data. Liaison to the Vision 2050 Task force and other City committees/groups that benefit from a DEI perspective.

Communications Subcommittee: **Emily Atmore, Demorrio Wright, La Ruth Wright**

*Point of contact for **community awareness and education, DEI trainings and resources**. Explore community awareness and educational opportunities, and provide clear, consistent, and equitable public-facing DEI guidance to City Council, including proclamations, holidays and other DEI-related recognition that are meaningful, accessible, and aligned with community needs and City priorities.*

4. **Q1 2026:** Deliver a year of proclamation packages by month, including draft proclamations, social media posts, email blurbs, recommended residents to accept, and resources (book displays, film, websites, etc.).
5. **Q2 – Q4 2026:** Increase awareness and education around El Segundo and DEI. Ideas include a presentation on El Segundo's history and its impact/relevance on the City today and tomorrow in partnership with local groups such as El Segundo Historical Committee or a panel discussion on past practices such as redlining and subprime lending in partnership with a local group/resident (such as a realtor).
6. **Q2 – Ongoing:** Establish a quarterly DEI memo to City Council (April, July, September, January) to share updates and highlights as our efforts progress.

Ongoing: Compilation of resources offered on the [City website](#) with DEI trainings, videos, articles, books, movies, documentaries, trainings, workshops, websites and other helpful information for the City/community to access and use.

Events Engagement Subcommittee: **La Ruth Wright, Emily Atmore, Demorrio Wright**

*Point of contact for **events**. Strengthen community belonging through well-produced, inclusive events and trusted partnerships—ensuring events are accessible, collaborative, and connected to measurable DEI outcomes, while creating consistent channels for community briefings and recognition.*

7. **Q2 – Q3 2026 and 2027:** United Against Hate Week 10/18-24/2026.
8. **Q2 – Q4 2026 and 2027:** Support other community events such as Juneteenth 6/19/2026, Gundo Pride 6/28/2026, and Joy Around the World 12/4/2026.
9. **Q4 2026 – Q1 2027:** Prepare to host one community event in 2027 in partnership with Chiefs of Police and Fire. Brainstormed topics include how we are addressing bias through public safety or innovative tools for de-escalation.

Ongoing: Liaison to the South Bay Community Coalition Against Hate. Meet with Chiefs of Fire and Police about how we might support past/existing efforts (i.e. Fired UP Girls Camp) and other needs.

OVERVIEW OF ACTION ITEMS

Here is an overview of proposed priorities by subcommittee and quarter. Details and timing are subject to change – the Committee will establish more detailed timelines and project plans by March 11, 2026.

SUBCOMMITTEE	DELIVERABLE	Q1	Q2	Q3	Q4
Civic Outreach	DATA: Survey El Segundo-based businesses (small, mid, large) to increase their sense of belonging in El Segundo. Team will share a report on findings/recommendations.	X	X	X	
Civic Outreach	COMMUNITY: Explore gaps and opportunities to increase inclusivity throughout City events and facilities for residents/visitors with disabilities.		X	X	X
Civic Outreach	RECOGNITION: Design and manage an award for achievements in diversity, equity and inclusion.				X
Civic Outreach	ONGOING: Review and analysis of City demographics, employee surveys and other data. Liaison to the Vision 2050 Task force and other City committees/groups that benefit from a DEI perspective.	X	X	X	X
SUBCOMMITTEE	DELIVERABLE	Q1	Q2	Q3	Q4
Communications	CITY: Deliver a full year of proclamation packages by month, including draft proclamations, social media posts, email blurbs, recommended groups/residents to accept, and resources.	X			
Communications	COMMUNITY: Increase awareness and education around El Segundo and DEI. Ideas include a presentation on El Segundo's history and its impact/relevance on the City today and tomorrow or on past practices such as redlining and subprime lending in partnership with a local group/resident (such as a realtor).		X	X	
Communications	CITY: Establish a quarterly DEI update memo to City Council (April, July, September, January).		X	X	X
Communications	ONGOING: Compilation of resources for City/community to access and use.	X	X	X	X
SUBCOMMITTEE	DELIVERABLE	Q1	Q2	Q3	Q4
Event Engagement	COMMUNITY: United Against Hate Week 10/18-24/2026.		X	X	
Event Engagement	COMMUNITY: Support other community events such as Juneteenth 6/19/2026, Gundo Pride 6/28/2026, and Joy Around the World 12/4/2026.	X	X	X	X
Event Engagement	PUBLIC SAFETY: Prepare to host one community event in partnership with Chiefs of Police and Fire.				X
Event Engagement	ONGOING: Liaise with South Bay Community Coalition Against Hate. Meet with Chiefs of Fire and Police about how we might support past/existing efforts (i.e. Fired UP Girls Camp) and other needs.	X	X	X	X