



CITY OF LAWNDALE

14717 Burin Avenue, Lawndale, California 90260
Phone (310) 973-3200 – www.lawndalecity.org

AGENDA
LAWNDALE CITY COUNCIL REGULAR MEETING
Monday, July 20, 2020 - 6:30 p.m.
Lawndale City Hall Council Chamber
14717 Burin Avenue

*** COVID-19 NOTICE ***

Consistent with Executive Orders from the Executive Department of the State of California and the Los Angeles County Health Official’s “Safer at Home” Order, this City Council meeting will not be physically open to the public as City Councilmembers will be teleconferencing into the meeting via Webex Communications.

How to observe the Meeting:

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting on [YouTube “Lawndale CityTV”](#), the [City Website](#), or Lawndale Community Cable Television on Spectrum & Frontier Channel 3.

How to submit Public Comment:

Members of the public may provide public comment by sending comments to the Clerk by email at cityclerk@lawndalecity.org. Please submit your written comments as early as possible, preferably prior to the start of the meeting or if you are unable to email, please call the City Clerk’s Office at (310) 973-3213 by 5:30 p.m. on the date of the meeting. Email comments must identify the Agenda Item Number in the subject line of the email. The public comment period will close once the public comment time for the agenda item has concluded. The comments will be entered into the record and provided to the Council. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. Please see the [Temporary eComment Policy for Public Meetings](#).

Copies of this Agenda packet may be obtained prior to the meeting outside of the Lawndale City Hall foyer or on the [City Website](#). Interested parties may contact the City Clerk Department at (310) 973-3213 for clarification regarding individual agenda items.

This Agenda is subject to revision up to 72 hours before the meeting.

- A. CALL TO ORDER AND ROLL CALL**
- B. CEREMONIALS (Flag Salute)**
- C. PUBLIC SAFETY REPORT**
- D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)**
- E. COMMENTS FROM COUNCIL**
- F. CONSENT CALENDAR**

Items 1 through 6, will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

1. **Consideration of a Claim Against the City**
Recommendation: that the City Council reject Anne E. McInnis' claim and instruct staff to process the appropriate correspondence to the claimant.
2. **Quarterly Investment Report for the Quarter Ended June 30, 2020**
Recommendation: that the City Council receive and file the Quarterly Investment Report for the quarter ended June 30, 2020.
3. **Program Supplement Agreement No. U95 for Project Number LRSPL-5360 (015) for the Preparation of the Local Road Safety Plan Study**
Recommendation: that the City Council (a) adopt Resolution No. CC-2007-041, approving Program Supplement Agreement No. U95 for Project Number LRSPL-5360(015) for the Preparation of the Local Road Safety Plan Study; and (b) authorize the City Manager and City Engineer to execute Program Supplement Agreements, other documents, certifications, and related approvals for Caltrans administered projects.
4. **Accounts Payable Register**
Recommendation: that the City Council adopt Resolution No. CC-2007-039, authorizing the payment of certain claims and demands in the amount of \$858,922.39.
5. **Minutes of the Lawndale City Council Regular Meeting – July 6, 2020**
Recommendation: that the City Council approve.
6. **Minutes of the Lawndale City Council Special Meeting – July 8, 2020**
Recommendation: that the City Council approve.

G. ADMINISTRATION

7. **Cancellation of the 8th Annual Lawndale Blues Festival**
Recommendation: that the City Council cancel the 8th Annual Lawndale Blues Festival scheduled for September 12, 2020 at Jane Addams Park.
8. **Updated Citywide Records Retention Schedules**
Recommendation: that the City Council adopt Resolution No. CC-2007-040, approving and adopting an updated Citywide Records Retention Schedules and Updated City Council Policy No.77-04.
9. **Purchase and Sale Agreement for a strip of property at 16525 Prairie Avenue**
Recommendation: that the City Council (a) approve the Purchase and Sale Agreement for a strip of property at 16525 Prairie Avenue; (b) authorize the Mayor to execute said agreement after all code enforcement violations at 16525 Prairie Avenue have been resolved; and (c) authorize staff undertake all actions necessary to complete the transaction.

H. CITY MANAGER'S REPORT

I. ITEMS FROM CITY COUNCILMEMBERS

10. Mayor/City Councilmembers Report of Attendance at Meetings and/or Events

J. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, August 3, 2020 in the Lawndale City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the Agenda for the regular meeting of the City Council to be held on July 20, 2020 was posted not less than 72 hours prior to the meeting.

Matthew Ceballos, Assistant City Clerk



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: July 20, 2020
TO: Honorable Mayor and City Council
FROM: Kevin M. Chun, City Manager *KMC*
PREPARED BY: Raylette Felton, Assistant to the City Manager/ Human Resources Director *R*
SUBJECT: CONSIDERATION OF CLAIM AGAINST THE CITY

BACKGROUND

The City of Lawndale received a claim for indemnity filed by Hartsuyker, Stratman and Williams-Abrego, representing Anne E. McInnis (Claimant) on or about June 25, 2020. This claim is in response to a claim filed by Jan Marie Munoz on February 12th, 2018, alleging that she tripped and fell on a water meter box in front of the claimant's property in Lawndale, California. This matter was referred to the City's third party claims administrator (Carl Warren & Company) for review and investigation.

STAFF REVIEW

Based on an investigation completed by Carl Warren, it was determined that the liability for the claim could not be assigned to the City. Carl Warren has tendered the claim to Golden State Water, as it relates to a water meter box maintained by Golden State Water. As a result, Carl Warren recommends that the City reject the claim as filed.

LEGAL REVIEW

N/A

FUNDING

N/A

RECOMMENDATION

Staff recommends that the City Council reject Anne E. McInnis' claim and instruct staff to process the appropriate correspondence to the claimant.

Attachments: 1). Claim for Damages to Person or Property – Anne E. McInnis
2). Rejection Notice – Anne McInnis - (1976575 CBG)



**CITY OF LAWNDALE
CLAIM FOR DAMAGES TO PERSON OR PROPERTY**

Reserve for Filing Stamp

File with the City Clerk
14717 Burin Ave., Lawndale, CA 90260
(310) 973-3200, Fax: (310) 644-4556

'20 JUN 25 5:19PM

Claim No.: _____

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than six (6) months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than one (1) year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim form before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Claim must be filed with the City Clerk. (Gov. Code Sec. 915a)

CITY OF LAWNDALE			
Claimant's Name	<i>Anne E. McInnis</i>	Claimant's Occupation	<i>landowner</i>
Claimant's Home Address		Claimant's Home Phone #	<i>(213) 615-2524</i>
Claimant's Business Address	<i>P. O. Box 2109, Manhattan Beach, CA 90267</i>	Claimant's Business Phone #	<i>(213) 615-2524</i>

Address and telephone number to which you desire notices or communications to be sent regarding this claim:
Kathleen Ward, Esq., HARTSUYKER, STRATMAN & WILLIAMS-ABREGO, 700 South Flower Street, Suite 2800, Los Angeles, California 90017

When did DAMAGE or INJURY occur? Date: 10/24/17 Time: _____
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: 3/27/20
Names of any city employees involved in INJURY or DAMAGE

unknown

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:

Near property I own located at 4608 W. 166th Street, on a public sidewalk. Jan Munoz alleges she tripped and fell on a water meter there. I do not have any further information.

Describe in detail how the DAMAGE or INJURY occurred.

I have no information other than Jan Munoz alleges she tripped and fell on a water meter located on a public sidewalk.

Why do you claim the city is responsible?

Alleged injury occurred on property owned and/or maintained by the City of Lawndale.

Describe in detail each INJURY or DAMAGE

I have no information.

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):	\$	Estimated prospective damages as far as known:	\$
Damage to property	\$	Future expenses for medical and hospital care	\$
Expenses for medical and hospital care	\$	Future loss of earnings	\$
Loss of Earnings	\$	Other prospective special damages	\$
Special Damages for	\$	Prospective general damages	\$
		Total estimate prospective damages	\$
General Damages	\$		
Total Damages incurred to date	\$		
Total amount claimed as of date of presentation of this claim			\$

Was damage and/or injury investigated by police? _____ If so, what city? _____ File #: _____

Were paramedics or ambulance called? _____ If so, name city or ambulance _____

If injured, state date, time, _____

name and address of doctor of your first visit _____

WITNESSES to DAMAGE or INJURY: List all persons and addresses of person known to have information:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

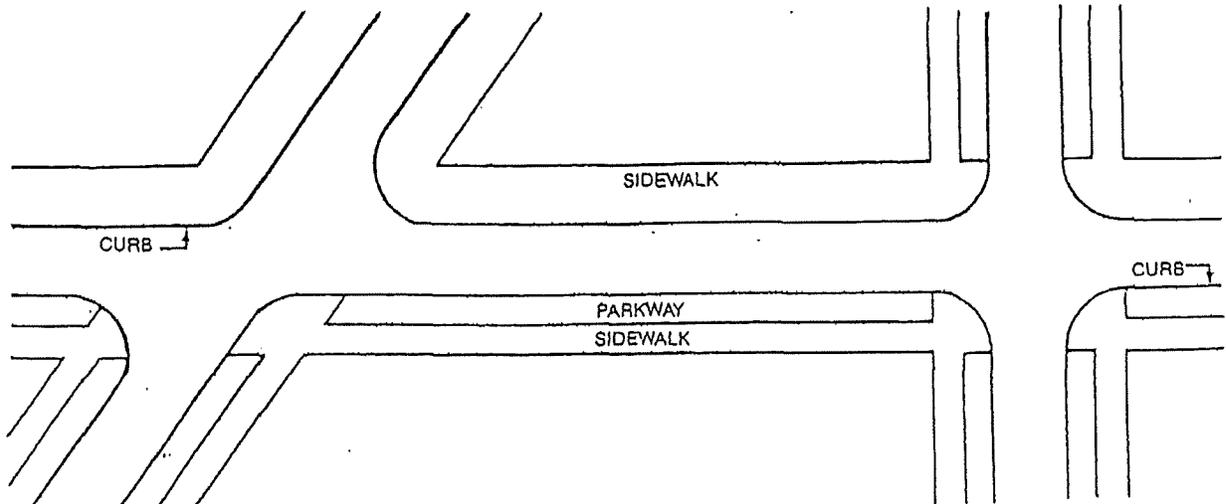
DOCTORS and HOSPITALS:

Hospital _____ Address _____ Date of Hospitalization _____

Doctor _____ Address _____ Date of Treatment _____

Doctor _____ Address _____ Date of Treatment _____

For all accident claims place on following diagram names of streets, including North, East, South and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If city vehicle was involved, designate by letter "A" location of city vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw city vehicle; location of city vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X". NOTE: if diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his/her behalf giving relationship to Claimant:

Kathleen Ward

Typed/Printed Name

Kathleen M. Ward, Atty for Anne E. McInnis

Date

6/4/20

Claim Form

California State Law generally requires that most claims against a public entity (City of Lawndale) be presented within a **six (6) month period** from the date of loss or incident giving rise to the claim (Government Code Section 911.2). Other claims must be filed within a **one (1) year period** from the date of loss or incident (Government Code Section 911.2(a)). **WARNING: This is not intended as legal advice.** Please reference the Government Code to determine what submission period applies to your claim.

HOW TO FILE A CLAIM WITH THE CITY OF LAWNDALE

The *City of Lawndale's Claim for Damages to Person or Property* is a standard claim form that can be used for your convenience. **Please fill out the claim form completely.** Additional sheets may be attached if more space is needed. Missing or incomplete information may delay the processing of your claim.

Please print out the Claim Form, sign it, attach any supporting documentation (e.g. repair estimates, invoices, proof of payments, photos of damage, etc.) and either deliver it in person directly to the Office of the City Clerk OR return it by mail to the Office of the City Clerk, at 14717 Burin Avenue, Lawndale, CA 90260.

All claims received by the City Clerk's Office will be reviewed by the City's Claims Administrator. All claimants will be notified, within 45 days, regarding action taken on the claim or otherwise as it relates to the claim itself. However, neither the City Clerk nor any other City official or employee can provide legal advice concerning the claim or litigation against the City.



CARL WARREN & COMPANY
Claims Management and Solutions

July 8, 2020

To: City of Lawndale
Attn: Raylette Felton

RE:	Claimant:	Anne McInnis
	Date of Loss:	10/24/2017
	Claim Filing Date:	06/25/2020
	Our File Number:	1976575 CBG

We have reviewed the above captioned claim and request that you take the action indicated below:

- *CLAIM REJECTION*: *Send a standard rejection letter to the claimant's attorney.*

Please provide us with a copy of the notice sent, as requested above. If you have any questions please contact the undersigned.

Very Truly Yours,

CARL WARREN & COMPANY

Claudia Bray
Claims Examiner



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: July 20, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager *[Signature]*

PREPARED BY: Marla L. Pendleton, CPA, Director of Finance/ City Treasurer *[Signature]*

SUBJECT: Quarterly Investment Report for the Quarter Ended June 30, 2020

BACKGROUND

The attached Quarterly Investment Report for the quarter ended June 30, 2020 is provided to City Council per the City of Lawndale's Investment Policy and State of California's Government Code Section 53646.

STAFF REVIEW

As of June 30, 2020, the City had total cash and invested funds (cost basis) of \$23,450,891 plus \$2,025,497 held with a trustee from the Lawndale Redevelopment Agency's Tax Allocation Bond 2009 issue; \$655,024 maintained in two retirement enhancement plans and \$1,150 in petty cash. The market value of invested cash was \$23,450,891.

Federal fund rates have consistently ranged from 0-.25% since March 15, 2020 and the City's long-term US Government Agency Securities portfolio has been completely called due to the decline in interest rates. Rather than reinvesting and locking in low rates, 57% of our funds are now held in the Local Agency Investment Fund (LAIF), which are generating higher yields, leaving our options open to reinvest once higher yielding investments are available. Therefore, the liquidity of our portfolio has increased 17%, from 63.2% to 80.2%, in on-demand accounts during the past quarter. The remainder of the portfolio includes 2.9% short-term (maturing in less than one year), 8.4% medium-term (one to three years) and 8.5% long-term (maturing from three to five years) investments.



CITY OF LAWDALE
INVESTMENT REPORT
Summary of Investments
For Quarter Ended June 30, 2020

	Adjusted Cost Basis	Category Total	Percent of Portfolio
<u>On Call Deposits</u>			
Checking Accounts	5,416,232		
LAIF State Pool	13,386,659	18,802,891	80.18%
<u>Short-Term Investments (1 Year or Less)</u>			
Time Deposits FDIC Insured	684,000	684,000	2.92%
<u>Medium-Term Investments (1 to 3 Years)</u>			
Time Deposits FDIC Insured	1,978,000	1,978,000	8.43%
<u>Long-Term Investments (3 to 5 Years)</u>			
Time Deposits FDIC Insured	1,986,000		
US Government Agency Securities	0	1,986,000	8.47%
Total Cash and Investments		23,450,891	100.00%

LEGAL REVIEW

Not applicable.

FISCAL IMPACT

Not applicable.

RECOMMENDATION

Staff recommends that the City Council receive and file the Quarterly Investment Report for the quarter ended June 30, 2020.

Attachment: Quarterly Investment Report for the quarter ended June 30, 2020.



**CITY OF LAWNDALE
DETAIL OF INVESTMENTS
For Quarter Ended June 30, 2020**

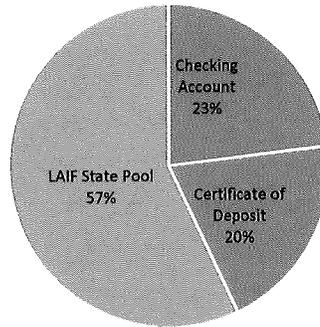
	Par Value	Coupon Rate	Moody's/ S&P Rating	Purchase Date	Maturity/ Called Date	Days to Maturity	Yield to Maturity	Cost Basis	Category total	(memo only) Market Value
On Call Deposits										
Checking Account- Wells Fargo	5,409,236	N/A	N/A		Demand	1	None	5,409,236		5,409,236
Municipal Investment Account - US Bank	6,995	N/A	N/A		Demand	1	None	6,995		6,995
Local Agency Investment Fund- City of Lawndale	13,385,221	N/A	N/A		Demand	1	1.50%	13,385,221		13,385,221
Local Agency Investment Fund- Lawndale Housing Authority	1,438	N/A	N/A		Demand	1	1.50%	1,438		1,438
	18,802,891								18,802,891	18,802,891
Short-Term Investments (1 Year or Less)										
<i>Time Deposits:</i>										
Zions Bancorp	218,000	1.90%	FDIC	7/19	7/16/2020	6	1.90%	218,000		218,000
Avidbank	218,000	1.90%	FDIC	7/19	7/14/2020	14	1.90%	218,000		218,000
Capital One Bank USA NA	248,000	1.35%	FDIC	8/16	8/3/2020	34	1.35%	248,000		248,000
	684,000								684,000	684,000
Medium-Term Investments (1 to 3 Years)										
<i>Time Deposits:</i>										
Ally Bank Utah	247,000	2.10%	FDIC	7/19	7/12/2021	377	2.10%	247,000		247,000
TIAA Bank Jacksonville	247,000	2.05%	FDIC	7/19	7/12/2021	377	2.05%	247,000		247,000
Discover Bank	248,000	1.50%	FDIC	8/16	8/10/2021	406	1.50%	248,000		248,000
Private Bank & Trust Co	248,000	1.50%	FDIC	9/16	8/30/2021	426	1.50%	248,000		248,000
Sallie Mae Bank Salt Lake	247,000	2.20%	FDIC	7/19	7/15/2022	735	2.20%	247,000		247,000
Goldman Sachs Bank	247,000	2.10%	FDIC	7/19	7/11/2022	741	2.10%	247,000		247,000
First Source Bank	247,000	2.00%	FDIC	7/19	9/12/2022	804	2.00%	247,000		247,000
Enerbank USA	247,000	1.80%	FDIC	9/19	3/13/2023	986	1.80%	247,000		247,000
	1,978,000								1,978,000	1,978,000
Long-Term Investments (3 to 5 Years)										
<i>Time Deposits:</i>										
Morgan Stanley Bank NA	247,000	2.20%	FDIC	7/19	7/11/2023	1,106	2.20%	247,000		247,000
Century Next Bank	249,000	2.00%	FDIC	7/19	7/17/2023	1,112	2.00%	249,000		249,000
Morgan Stanley Private Bank	247,000	2.30%	FDIC	7/19	7/11/2024	1,472	2.30%	247,000		247,000
Merrick Bank	249,000	2.10%	FDIC	7/19	7/12/2024	1,473	2.10%	249,000		249,000
Commercial Bank Harrogate Tenn	249,000	2.00%	FDIC	7/19	7/15/2024	1,476	2.00%	249,000		249,000
Washington Federal	249,000	1.95%	FDIC	8/19	8/28/2024	1,520	1.95%	249,000		249,000
First Bank Puerto Rico	249,000	1.90%	FDIC	9/19	9/6/2024	1,529	1.90%	249,000		249,000
Citibank NA	247,000	2.05%	FDIC	11/19	11/4/2024	1,588	2.05%	247,000		247,000
	1,986,000								1,986,000	1,986,000
Total Cash and Investments										
	23,450,891								23,450,891	23,450,891



CITY OF LAWNDALE
INVESTMENT REPORT
 Portfolio Statistics
 For Quarter Ended June 30, 2020

Portfolio Composition

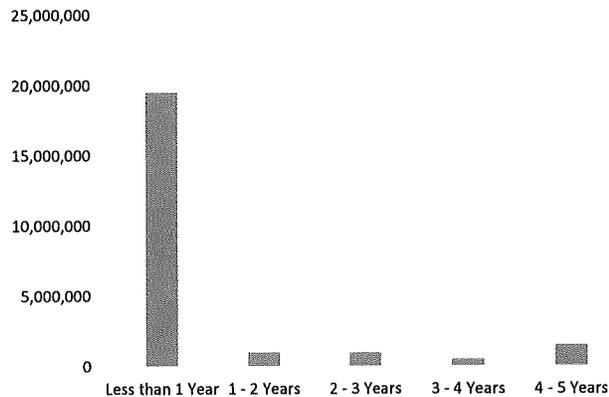
<u>Investment Type</u>	<u>Market Value</u>
Checking Account	5,416,232
Certificate of Deposit	4,648,000
LAIF State Pool	13,386,659
TOTAL	<u><u>23,450,891</u></u>



Portfolio Liquidity

<u>Aging Interval *</u>	<u>PAR Value</u>
Less than 1 Year	19,486,891
1 - 2 Years	990,000
2 - 3 Years	988,000
3 - 4 Years	496,000
4 - 5 Years	1,490,000
TOTAL	<u><u>23,450,891</u></u>

* Age to maturity; doesn't include call date.





CITY OF LAWNDALE
TREASURY REPORT
For Quarter Ended June 30, 2020

Total Cash and Investments 23,450,891

MISCELLANEOUS ACCOUNTS

Petty Cash 1,150

Retirement Enhancement Plans

Public Agency Retirement Services (PARS)-

Retirement Enhancement Plan 649,597

PARS/ City of Lawndale Excess Benefit Trust -

US Bank 4,278 655,024

Total Cash Investments 24,107,065



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: July 20, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager *KMChun*

PREPARED BY: Kahono Oei, P.E., Director of Public Works/City Engineer *OK*
Marla L. Pendleton, CPA, Director of Finance *Marla L. Pendleton, CPA*
Alex Chou, Associate Engineer *AKC*

SUBJECT: Adoption of Resolution No. CC-2007-041 Approving a Program Supplement Agreement No. U95 for Project Number LRSPL-5360(015) for the Preparation of the Local Road Safety Plan Study

BACKGROUND

In December 2019, the City of Lawndale (City) submitted a grant application for the Local Roadway Safety Plan (LRSP). The LRSP is State funded program that provides opportunity for local agencies to conduct a study to improve local roadway safety and perform safety improvements that uniquely contribute to the safety of the statewide highway system. On January 9, 2020, the grant application was approved to fund the LRSP study.

The LRSP project will focus on evaluating roadway safety for the City's entire road system. More specifically, this project will examine the conditions of existing traffic signs and control devices, and analyze intersections to determine compliance with the latest edition of the California Manual on Uniform Traffic Control Devices (CAMUTCD). The study will also review conditions near school zones, senior center areas, crosswalks, truck routes, speed limit areas, and bicycle lanes within the City. The study also includes collecting the Average Daily Traffic (ADT) counts on major streets and update current existing ADT counts. When the report is completed, the City will use the results documented in the LRSP report to address possible safety concerns on its local roadway system with an opportunity to apply for future grants such as the Highway Safety Improvement Program (HSIP).

On July 2, 2020, the City received a Program Supplement Agreement No. U95 for Project LRSPL-5360(015) for a grant in the amount of \$72,000 in which requires local matching funds in the amount of \$8,000, for a total project budget of \$80,000.

STAFF REVIEW

On December 1, 2008, the City executed Master Agreement No. 07-5360R and adopted Resolution No. CC-0812-077 authorizing the Mayor to execute the California Department of Transportation (Caltrans) Master Agreement and adopt Resolution No. CC-0812-076 authorizing the City Manager and the City Engineer to execute program supplement agreements, other documents, certifications, and related approvals for Caltrans administered projects.

Prior to receiving any federal or state funds from the Federal Highway Program for a local project, it is essential that the City execute an Administering Agency – State Agreement for State Funded Projects and a Program Supplement (Supplemental Agreement) that amends a Master Agreement to describe the phases, costs and special conditions that apply to a specific project. A Supplemental Agreement must be executed for each individual project, prior to processing of any invoices seeking reimbursements.

Caltrans requires agencies to adopt a resolution identifying the project and the officials authorized to execute the Supplemental Agreement. Therefore, staff is recommending the City Council to approve Resolution No. CC-2007-041, and authorize the City Manager and City Engineer to execute the Supplemental Agreement to proceed with the preparation of the LRSP study.

LEGAL REVIEW

The City Attorney has reviewed the Supplemental Agreement and the related resolutions, and approved the documents as to form.

FISCAL IMPACT

The estimated cost for the project is \$80,000. However, the State will provide 90% of the maximum grant amount of \$72,000 and the City will fund remainder of 10% local match amount of \$8,000. The City will submit reimbursement requests to Caltrans during the course of the project. Upon contract award the necessary budget adjustment will be recommended for City Council approval.

RECOMMENDATION

Staff recommends that the City Council:

1. Adopt a resolution entitled, “A Resolution of the City Council of the City of Lawndale, California, Adopting Program Supplement No. U95 to Administering Agency-State Agreement for State Funded Project 00570S for the Preparation of the Local Roadway Safety Plan Study,” and
2. Authorize the City Manager and City Engineer to execute program supplement agreements, other documents, certifications, and related approvals for Caltrans administered projects.

Attachments:

1. Resolution No. CC-2007-041
2. Program Supplement Agreement No. U95
3. Resolution No. CC-0812-076

ATTACHMENT 1
Resolution No. CC-2007-041

RESOLUTION NO. CC-2007-041

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA,
ADOPTING PROGRAM SUPPLEMENT NO. U95
TO ADMINISTERING AGENCY-STATE AGREEMENT FOR
STATE FUNDED PROJECT 00570S FOR THE
PREPARATION OF THE LOCAL ROADWAY SAFETY PLAN STUDY**

WHEREAS, on December 23, 2019, the City of Lawndale (City) submitted a grant application for the Local Roadway Safety Plan (LRSP) for the preparation of the LRSP study; and

WHEREAS, on January 9, 2020, California Department of Transportation (Caltrans) approved the grant application to fund the LRSP study; and

WHEREAS, on July 2, 2020, the City received Program Supplement Agreement No. U95 to Administering Agency-State Agreement for State Funded Projects No. 00570S from Caltrans for awarded grant amount of \$72,000 to support a total project budget of \$80,000; and

WHEREAS, Program Supplement Agreement No. U95 to Administering Agency-State Agreement for State Funded Projects No. 00570S requires the City of Lawndale to execute Supplemental Agreements with the Caltrans prior to processing of any invoices seeking reimbursement on the project; and

WHEREAS, on December 1, 2009, City Council adopted Resolution No. CC-0812-076, the City Manager and the City Engineer of the City of Lawndale are authorized to execute the program supplement agreements, other documents, certifications, and related approvals for Caltrans administered projects.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Manage, or his/her designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of all federal and state funded projects.

SECTION 2. The City, as a condition to the payment by the state of any funds for the project, accepts and will comply with the special covenants or remarks set forth on Program Supplemental Agreement No. U95.

SECTION 3. The City Clerk of the City of Lawndale shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED this 20th day of July, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-_____ at a regular meeting of said Council held on the 20th day of July, 2020 by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Bernadette Suarez, Mayor Pro Tem					
James H. Osborne					
Pat Kearney					
Daniel Reid					

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

ATTACHMENT 2
Program Supplement Agreement No. U95

PROGRAM SUPPLEMENT NO. U95
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 00570S

Adv Project ID **Date:** June 29, 2020
0720000278 **Location:** 07-LA-0-LNDL
 Project Number: LRSPL-5360(015)
 E.A. Number:
 Locode: 5360

This Program Supplement, effective _____, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00570S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of _____ and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION: Citywide especially within the school zone

TYPE OF WORK: Road Related - Other

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$80,000.00		\$72,000.00	\$8,000.00	\$0.00

CITY OF LAWDALE

By _____
Title _____
Date _____
Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer Jessica Chang

Date 6/29/20 \$72,000.00

SPECIAL COVENANTS OR REMARKS

1. All obligations of STATE under the terms of this Agreement are subject to the appropriation of resources by the Legislature and the encumbrance of funds under this Agreement. Funding and reimbursement are available only upon the passage of the State Budget Act containing these STATE funds.
2. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

3. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).
4. This PROJECT is funded with State-Only funding from the Local Roadway Safety Plan (LRSP) Program. ADMINISTERING AGENCY agrees to develop an LRSP under this PROJECT.

The ADMINISTERING AGENCY agrees to follow all relevant State laws and requirements including the California Environmental Quality Act (CEQA).

This PSA allows reimbursement of eligible PROJECT expenditures to the ADMINISTERING AGENCY for which the LRSP State funds are allocated. The effective State allocation date establishes the eligibility date for the ADMINISTERING AGENCY to start reimbursable work. Any work performed prior the effective allocation date is not eligible for reimbursement from the LRSP funds.

ADMINISTERING AGENCY agrees that LRSP funds available for reimbursement will be

SPECIAL COVENANTS OR REMARKS

limited to the amount allocated and encumbered by the STATE consistent with the scope of work in the STATE approved application. Funds encumbered may not be used for a modified scope of work after a project is awarded unless approved by the Statewide LRSP Coordinator prior to performing work.

ADMINISTERING AGENCY agrees to the program delivery and reporting requirements. The study and the LRSP must be completed within thirty-six (36) months of the funding allocation. The Final Report of Expenditure, the final invoice and the LRSP report must be submitted to the DLAE within six (6) months of the report completion.

ATTACHMENT 3
Resolution No. CC-0812-076

RESOLUTION NO. CC-0812-076

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA,
AUTHORIZING THE CITY MANAGER AND THE CITY ENGINEER
TO EXECUTE PROGRAM SUPPLEMENT AGREEMENTS,
OTHER DOCUMENTS, AND ISSUE CERTAIN PERMITS, CERTIFICATIONS,
AND RELATED APPROVALS FOR CALIFORNIA DEPARTMENT OF
TRANSPORTATION ADMINISTERED PROJECTS**

WHEREAS, from time to time the City Council of the City of Lawnsdale will authorize and enter into certain master contracts, agreements, and other documents with public agencies, entities, or jurisdictions to fund and/or undertake public improvements, infrastructure construction, or other related municipal projects; and

WHEREAS, from time to time such master agreements, contracts, or other documents will envision or require the City of Lawnsdale to execute implementing agreements, contracts, or execute other documents with the California Department of Transportation ("Caltrans"); and

WHEREAS, one such master agreement exists with Caltrans for the funding, supervision, approval, and implementation of certain qualified street, highway, and other public infrastructure construction, or street and highway related projects; and

WHEREAS, from time to time such master agreements, contracts, and other documents will require the City of Lawnsdale, through its licensed professional staff, to issue, review, approve, or certify agreements, contracts, permits, rights-of-way certifications, plan and specification approvals, and authorizations to bid or proceed with public works; and

WHEREAS, Caltrans requires the City Council for the City of Lawnsdale to either separately authorize each such implementing agreement, contract, or other document, or to adopt a resolution authorizing an appropriate City official to do so; and

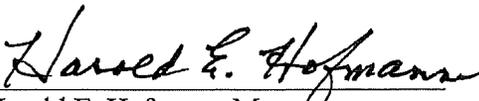
WHEREAS, Caltrans requires the City Council for the City of Lawnsdale to either separately authorize the review, approval, issuance, or certification of certain agreements, contracts, permits, rights-of-way certifications, plan and specification approvals, and authorizations to bid or to proceed with a public work, or to adopt a resolution authorizing an appropriate City official to do so.

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF LAWNSDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Manager of the City of Lawnsdale is hereby authorized to execute the program supplement agreement attached hereto and incorporated herein as Exhibit "A", other program supplement agreements under the master agreement referenced therein, related contracts, permits, or other documents with Caltrans necessary or appropriate to implement the master agreement contracts, or other documents previously approved by the City Council for the City of Lawnsdale.

SECTION 2. The City Engineer of the City of Lawndale is hereby authorized to issue, review, approve, certify, or execute agreements, contracts, permits, rights-of-way certifications, plan and specification approvals, and authorizations to proceed to bid, or to commence a public work with Caltrans which are necessary or appropriate to implement other City Council of the City of Lawndale authorized master agreement, contracts, or related documents for public improvements, infrastructure construction, or other municipal projects.

PASSED, APPROVED AND ADOPTED this 1st day of December, 2008.

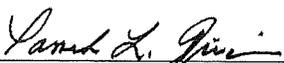

Harold E. Hofmann, Mayor

ATTEST:

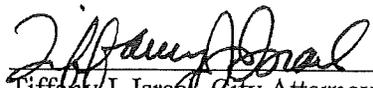
State of California)
County of Los Angeles) SS
City of Lawndale)

I, Paula Hartwill, City Clerk of the City of Lawndale, California, do hereby certify that the foregoing Resolution No. CC-0812-076 was duly approved and adopted by the City Council of the City of Lawndale at a regular meeting of said Council held on the 1st day of December, 2008, by the following roll call vote:

AYES: Hofmann, Ramsey, Rudolph, Pullen-Miles, Osborne
NOES: None
ABSENT: None
ABSTAIN: None


for Paula Hartwill, City Clerk

APPROVED AS TO FORM:


Tiffany J. Israel, City Attorney

RESOLUTION NO. CC-2007-039

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$858,922.39**

THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

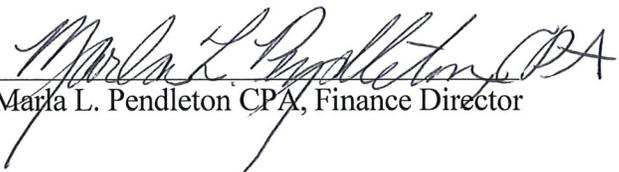
SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Finance Director, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

SECTION 2. That the following claims and demands have been audited as required by law, and that appropriations for these claims and demands are included in the annual budget as approved by the City Council.

SECTION 3. That the claims and demands paid by check numbers 199861 through 199921 for the aggregate total of \$858,922.39 are hereby authorized.

Effective Date: July 20, 2020

Certified by:


Marla L. Pendleton CPA, Finance Director

PASSED, APPROVED AND ADOPTED this 20th day of July, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2007-39 at a regular meeting of said Council held on the 20th day of July, 2020, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Bernadette Suarez, Mayor Pro Tem					
Pat Kearney					
Daniel Reid					
James H. Osborne					

Rhonda Hofmann Gorman, City Clerk

Check Register Report

Date: 07/01/2020
 Time: 8:24 am
 Page: 1

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
199861	07/01/2020	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SERVICES	50,307.51
199862	07/01/2020	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	1,793.25
199863	07/01/2020	Printed		0142	BOULEVARD FLORIST	SYMPATHY FLOWERS	93.38
199864	07/01/2020	Printed		0158	CALIFORNIA J P I A	INSURANCE PREMIUMS	478,825.00
199865	07/01/2020	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	INDUSTRIAL WASTE SERVICES-5-20	1,461.71
199866	07/01/2020	Printed		3886	SIRLEY CUEVAS	PLANNING COMMISSION STIPEND	100.00
199867	07/01/2020	Printed		7560	JOHN R CURRY	CONST&DEMO DEBRIS DEP REFUND	252.00
199868	07/01/2020	Printed		4811	GEO PLASTICS	USED OIL PROGRAM SUPPLIES	979.55
199869	07/01/2020	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	2,456.00
199870	07/01/2020	Printed		7273	H ELECTRIC	REFUND SECURITY DEPOSIT 6/1/19	750.00
199871	07/01/2020	Printed		7570	FADY HERMINA	SITE PLAN REVIEW REFUND	1,504.11
199872	07/01/2020	Printed		7571	TYRONE HURTADO	CONST&DEMO DEBRIS DEP REFUND	1,200.00
199873	07/01/2020	Printed		6051	INFANTE BROS LAWNMOVER SHOP	EQUIPMENT MAINTENANCE	71.65
199874	07/01/2020	Printed		2307	KALBAN, INC.	METRO BUS STOP #35702 PAD REPA	29,927.50
199875	07/01/2020	Printed		7150	KOA CORPORATION	CONTRACT SERVICES	145,112.50
199876	07/01/2020	Printed		6134	JOHN MARTINEZ	PLANNING COMMISSION STIPEND	100.00
199877	07/01/2020	Printed		6428	MINUTEMAN PRESS OF GARDENA	CITYWIDE OFFICE SUPPLIES	264.87
199878	07/01/2020	Printed		1050	UFFE MOLLER	PLANNING COMMISSION STIPEND	100.00
199879	07/01/2020	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES - CSD	679.20
199880	07/01/2020	Printed		7392	ONLINE SOLUTIONS LLC	BILLING FOR CITIZENSERVE	6,970.00
199881	07/01/2020	Printed		7572	ARACELI RIVAS	CONST&DEMO DEBRIS DEP REFUND	4,660.00
199882	07/01/2020	Printed		7241	CARLA L ROSE-PRYOR	PLANNING COMMISSION STIPEND	100.00
199883	07/01/2020	Printed		6680	SCOTT SMITH	PLANNING COMMISSION STIPEND	100.00
199884	07/01/2020	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	32.64
199885	07/01/2020	Printed		0444	SPCA LA	ANIMAL SHELTERING SERVICES	6,265.00
199886	07/01/2020	Printed		4582	STATE CONTROLLER'S OFFICE	2019 OFFSETS PROGRAM	982.60
199887	07/01/2020	Printed		4142	TIME WARNER CABLE	CABLE BROADCAST - CITY HALL	599.22
199888	07/01/2020	Printed		4444	TYLER TECHNOLOGIES INC	ACCOUNTING SOFTWARE MAINT SVCS	7,617.10
199889	07/01/2020	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	248.79
199890	07/01/2020	Printed		4526	URBAN RESTORATION GROUP	GRAFFITI SAFEWIPES	279.91
199891	07/01/2020	Printed		0479	VISION SERVICE PLAN	VISION COBRA - JUN-20	21.49

Total Checks: 31 **Checks Total (excluding void checks): 743,854.98**

Total Payments: 31 **Bank Total (excluding void checks): 743,854.98**

Total Payments: 31 **Grand Total (excluding void checks): 743,854.98**

Check Register Report

Date: 07/09/2020
 Time: 3:28 pm
 Page: 1

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
199892	07/09/2020	Printed		7574	AMPARO ARRIAGA	CONST&DEMO DEBRIS DEP REFUND	105.00
199893	07/09/2020	Printed		0115	AT & T	LONG DISTANCE SERVICES	7.99
199894	07/09/2020	Printed		0613	BERICOM IT & DESIGN	NTWK MAINT/COMPUTER SUPPORT	12,633.12
199895	07/09/2020	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING AND SAFETY SERVICES	32,613.51
199896	07/09/2020	Printed		1288	EWING IRRIGATION PRODUCTS INC	PLUMBING PARTS	142.83
199897	07/09/2020	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES	202.50
199898	07/09/2020	Printed		6530	GENERAL INDUSTRIAL TOOL & SUPP	ANNUAL TOOL SUPPLIES	605.27
199899	07/09/2020	Printed		6231	GREENLAND SUPPLY INC.	CAUTION TAPE	170.94
199900	07/09/2020	Printed		7466	HAWTHORNE ELECTRIC SUPPLY	PLUMBING PARTS	195.69
199901	07/09/2020	Printed		7508	INTRADO INTERACTIVE SERVICES	WEB DESIGN	6,745.00
199902	07/09/2020	Printed		7150	KOA CORPORATION	ENGINEERING / DRAFTING SERVICE	33,375.00
199903	07/09/2020	Printed		0325	LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES	244.00
199904	07/09/2020	Printed		5560	MITSUBISHI ELECTRIC & ELECT, I	MONTHLY ELEVATOR SERVICE	616.46
199905	07/09/2020	Printed		7573	DANIEL MORENO	REIMBURSEMENT-COVID19 TESTING	170.00
199906	07/09/2020	Printed		4566	MYERS & SONS HI WAY SAFETY INC	ANNUAL STREET SIGNS	3,847.67
199907	07/09/2020	Printed		6701	NEW PIG CORPORATION	ABSORBENT MATS	975.32
199908	07/09/2020	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES - CSD	77.15
199909	07/09/2020	Printed		7392	ONLINE SOLUTIONS LLC	DATA MIGRATION: SHELTER PRO	5,500.00
199910	07/09/2020	Printed		6123	PRUDENTIAL OVERALL SUPPLY	UNIFORM CLEANING SERVICE	61.89
199911	07/09/2020	Printed		5895	RICOH USA INC	COPIER LEASE	2,142.66
199912	07/09/2020	Printed		7575	ROGERS, ANDERSON, MALODY &	BILLING ON FY 2019-20 AUDIT	10,500.00
199913	07/09/2020	Printed		6379	SHI	HP COLOR LASERJET PRINTER	327.85
199914	07/09/2020	Printed		3094	SOUTH BAY CENTER FOR DISPUTE	DISPUTE RESOLUTION SERVICES	1,461.00
199915	07/09/2020	Printed		6034	SOUTH COAST MECHANICAL INC	HVAC REPAIR SERVICE	238.00
199916	07/09/2020	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	529.20
199917	07/09/2020	Printed		6349	STEAMX, LLC - SIGNAL HILLS	EQUIPMENT MAINTENANCE	35.53
199918	07/09/2020	Printed		4142	TIME WARNER CABLE	INTERNET SERVICES	1,101.69
199919	07/09/2020	Printed		3672-CCK	U.S. BANK CORPORATE PAYMENT	CREDIT CARD PAYMENT	187.55
199920	07/09/2020	Printed		3672-CDD	U.S. BANK	CREDIT CARD PAYMENT	242.23
199921	07/09/2020	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	12.36

Total Checks: 30 **Checks Total (excluding void checks): 115,067.41**

Total Payments: 30 **Bank Total (excluding void checks): 115,067.41**

Total Payments: 30 **Grand Total (excluding void checks): 115,067.41**

**MINUTES OF THE
LAWNDALE CITY COUNCIL REGULAR MEETING
July 6, 2020**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:30 p.m. in the City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Bernadette Suarez, Councilmember James H. Osborne, Councilmember Pat Kearney, Councilmember Daniel Reid

Other Participants: City Clerk Rhonda Hofmann Gorman, City Manager Kevin M. Chun, City Attorney Tiffany J. Israel, Los Angeles County Sheriff's Department Captain Duane Allen, Community Services Director Mike Estes, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Finance Director Marla Pendleton, Community Development Director Sean Moore, Assistant City Clerk Matthew Ceballos, and Interim Public Works Director Kahono Oei.

B. CEREMONIALS

Councilmember Daniel Reid led the flag salute.

C. PUBLIC SAFETY REPORT

Captain Allen summarized recent law enforcement activities.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

- Randall Abram, Resident, spoke about the fireworks on 4th of July in Lawndale neighborhoods.
- Pam London, Resident, expressed concern for the health and well-being of City Staff around "Project Roomkey", shared her encounter with fireworks on her street and calls to the Sheriff's Department on 4th of July holiday.

E. COMMENTS FROM COUNCIL

The City Council responded generally to the comments, but did not request placement of any issues on a future meeting agenda.

F. CONSENT CALENDAR

1. **Motion to read by title only and waive further reading of all ordinances listed on the Agenda**
Recommendation: that the City Council approve.

2. **Plans and Specifications for the Inglewood Ave. Street Improvement Project Phase 1 from Marine Ave. to Manhattan Beach Blvd.**
Recommendation: that the City Council (a) approve the project plans and specifications; and (b) authorize staff to solicit bids for construction contract.
3. **Los Angeles County Metro, National Transit Database MOU, FY 2016-17 and FY 2017-18**
Recommendation: that the City Council (a) approve both Memorandums of Understanding for FY 2016-17 and 2017-18 with the Los Angeles County Metropolitan Transportation Authority to accept \$68,627.00 of Proposition A eligible local return funds; and (b) authorize the Mayor or City Manager to execute the MOUs on behalf of the City.
4. **Senior Congregate Meals and Senior Case Management Services Agreements**
Recommendation: that the City Council approve the Contract Services Agreements between the City of Lawndale and the City of Gardena for both the Congregate Meals Program and the Senior Case Management agreements for a three year term beginning retroactively on July 1, 2020 and extending through June 30,2023.
5. **Professional Services Agreement with Michael Baker International (MBI) for CDBG Administration and Labor Compliance Services**
Recommendation: that the City Council approve the Contract Service Agreement with Michael Baker International (MBI) for CDBG Administration and Labor Compliance Services, for a not-to-exceed total amount of \$49,327 for Fiscal Year 2020-2021.
6. **Accounts Payable Register**
Recommendation: that the City Council adopts Resolution No. CC-2007-037 authorizing the payment of certain claims and demands in the amount of \$914,988.17.
7. **Minutes of the Lawndale City Council Regular Meeting – June 15, 2020**
Recommendation: that the City Council approve.

Councilmember Kearney inquired about agenda item number 2 and 5. Staff responded accordingly.

A motion by Councilmember Reid to approve the consent calendar was seconded by Councilmember Kearney and carried by a vote of 5-0.

G. ADMINISTRATION

8. **Update on the Use of the Best Western Hotel and the Baymont Inn as a Temporary Homeless Shelter through “Project Roomkey”**
Recommendation: that the City Council receive and file this report, and provide direction to staff as appropriate.

Municipal Services Director Michael Reyes provided a report regarding the Use of the Best Western Hotel and Baymont Inn as Temporary Homeless Shelters through “Project Roomkey”.

Public Comment

Pam London, Resident, expressed her concerns about the amount of homeless individuals in Lawndale and had questions about the “Project Roomkey” present and future process.

Councilmember Kearney inquired about current visits to the “project roomkey” hotels by City staff, Municipal Services Director Michael Reyes explained that in-person visits were on hold and “check-ins” are done by phone.

Mayor Pullen-Miles inquired about the new homeless in the city, Director Reyes responded that he was unable to verify where the new homeless came from and noted that he has seen a rise in homeless individuals in Lawndale.

A motion by Councilmember Kearney to receive and file the Update on the Use of the Best Western Hotel and the Baymont Inn as a Temporary Homeless Shelter through “Project Roomkey” was seconded by Councilmember Reid and carried by a vote of 5-0.

9. South Bay Fiber Network (SBFN) Letter of Intent

Recommendation: that the City Council authorizes the City Manager to execute and submit the letter of intent to the South Bay Cities Council of Governments for participation in the South Bay Fiber Network.

Assistant City Clerk Matthew Ceballos provided a report regarding the background of the South Bay Fiber Network (SBFN) Letter of Intent and was followed by an overview report from Interim Public Works Director Kahono Oei.

A lengthy dialogue ensued between the City Council and staff regarding cost, network security, speed, and service.

A motion by Mayor Pro Tem Bernadette Suarez to approve an amended South Bay Fiber Network (SBFN) Letter of Intent, adding that the monthly service fee would not to exceed \$1,900, was seconded by Councilmember Osborne and carried by a vote of 5-0.

10. Amendment to Council Policy 102-18 – Parkway Design Policy Guidelines

Recommendation: that the City Council adopt Resolution No. CC-2007-038, amending City Council Policy No. 102-18 – Parkway Design Policy Guidelines.

Interim Public Works Director Kahono Oei reported on the proposed amendment to the Council Policy 102-18- Parkway Design Policy Guidelines.

A motion by Councilmember Reid to adopt Resolution No. CC-2007-038, amending City Council Policy No. 102-18 – Parkway Design Policy Guidelines was seconded by Councilmember Kearney and carried by a vote 5-0.

11. Award of Construction Contract to DBX, Inc., for Traffic Signal Installation and Modification Projects at Manhattan Beach Boulevard/Hawthorne Boulevard and Marine Avenue/Osage Avenue

Recommendation: that the City Council (a) adopt the plans, specifications and working details for Traffic Signal Installation and value engineering modification for the project

at Manhattan Beach Boulevard/Hawthorne Boulevard and Marine Avenue/Osage Avenue; (b) award construction contract in the amount of \$907,021 to DBX, Inc., for the project; (c) approve a ten (10%) contingency of \$90,702 to avoid project delays and facilitate timely project completion; and (d) approve engineering services in the amount of \$10,000 for construction support.

Interim Public Works Director Kahono Oei reported on proposed Traffic Signal Installation and Modification Project construction contract agreement with DBX, Inc.

Councilmember Osborne inquired if signal light synchronized on Osage Avenue and Freeman Avenue would be possible. Interim Public Works Director Kahono explained that will occur in future projects and timing synchronization.

Mayor Pullen-Miles and Councilmember Osborne expressed concern over the potential slowdown in traffic due to the additional traffic signals.

A motion by Councilmember Kearney to adopt the plans, specifications and working details for Traffic Signal Installation and value engineering modification for the project at Manhattan Beach Boulevard/Hawthorne Boulevard and Marine Avenue/Osage Avenue; award construction contract in the amount of \$907,021 to DBX, Inc., for the project; approve a ten (10%) contingency of \$90,702 to avoid project delays and facilitate timely project completion; and approve engineering services in the amount of \$10,000 for construction support was seconded by Mayor Robert Pullen-Miles and carried by a vote of 5-0.

12. Updating Lawndale Municipal Code Section 16.04.070 to clarify the City Engineer's Authority to Approve Final Maps

Recommendation: that the City Council approve the first reading to introduce Ordinance 1173-20, which would update Lawndale Municipal Code Section 16.04.070 to clarify the City Engineer's Authority to Approve Final Maps.

City Attorney Tiffany J. Israel reported on proposed Ordinance No. 1173-20, updating the Lawndale Municipal Code Section 16.04.070 to clarify the City Engineer's Authority to Approve Final Maps.

Mayor Pullen-Miles inquired as to why maps are presented to City Council, City Attorney Israel described they are given only as notice to Council.

Councilmember Kearney believed the process should be left as is, and maps should continue to come before City Council for transparency and notice. Mayor Pullen-Miles and Councilmember Reid concurred.

Following careful consideration, the Council came to a unanimous consensus to take no action on adopting Ordinance 1173-20, which would update Lawndale Municipal Code Section 16.04.070 to clarify the City Engineer's Authority to Approve Final Maps.

H. CITY MANAGER'S REPORT

City Manager Kevin Chun expressed thanks to the Los Angeles County Sheriff's Department for the efforts over the 4th of July holiday.

ITEMS FROM CITY COUNCILMEMBERS

13. Mayor/City Councilmembers Report of Attendance at Meetings and/or Events

Councilmember Osborne requested to see staff develop innovative ideas for illegal fireworks enforcements.

Councilmember Reid had nothing to report and wished everyone a great week.

Councilmember Kearney attended the CARE Package giveaway event at the Restoration Life Church in Lawndale.

Mayor Pro Tem Suarez had nothing to report.

Mayor Pullen-Miles added to Councilmembers Osborne's fireworks comment to include the firework stand organizations for additional plans of action and suggested a discussion moving forward abolishing the use of all fireworks, including safe and sane, in the City.

Mayor Pullen- Miles also attended the CARE Package food and supplies giveaway event at the Restoration Life Church in Lawndale, commended Parks, Recreation and Social Services Commission for the \$5,000 contribution and Mike Estes, Community Services Director, for coordinating the event and also followed up on the citation program discussed months ago.

I. CLOSED SESSION

Public Comment

Pam London, Resident, expressed her concerns about Closed Session Item number 15 with follow up inquiries pertaining to possible long-term use of "Project Roomkey" hotels.

At 8:07 p.m. the City Council entered into closed session.

14. Conference with Labor Negotiator

The City Council will conduct a closed session, pursuant to Government Code section 54957.6, with the City Manager, the City Attorney and the City's negotiators, regarding labor negotiations with Local 1895, Council 36, American Federation of State, County and Municipal Employees, AFL-CIO, representing the City's mid-management and classified employees.

15. Conference with Legal Counsel – Anticipated Litigation

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(4), because the City is considering whether to initiate litigation in one case

against Best Western Plus South Bay Hotel, Baymont Inn, and the County of Los Angeles.

16. Public Employee Performance Evaluation

The City Council will hold a closed session, pursuant to Government Code section 54957(b), to conduct an employee evaluation concerning the City Manager.

At 9:33 p.m. the City Council entered back into open session

City Attorney Tiffany Israel reported the City Council met in Closed Session to discuss the three items listed on the Closed Session agenda. The City Council was updated on both items and there was no reportable action taken.

J. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 9:33 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

Approved: 7/20/2020

**MINUTES OF THE
LAWNDALE CITY COUNCIL SPECIAL MEETING
July 8, 2020**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:30 p.m. in the Lawndale Community Center, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Bernadette Suarez, Councilmember James H. Osborne, Councilmember Pat Kearney, Councilmember Daniel Reid

Other Participants: City Clerk Rhonda Hofmann Gorman, City Manager Kevin M. Chun, City Attorney Tiffany J. Israel, and Assistant City Clerk Matthew Ceballos.

B. CEREMONIALS

Councilmember Pat Kearney led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

- Angela Estrada, Resident, spoke about her support for “Project Roomkey” in Lawndale.
- Freshta Sidiqi, Resident, expressed his concerns over the manner City Council has responded to the Best Western and Baymont Inn agreement with County of Los Angeles “Project Roomkey” and expressed her support of the shelter.
- Pam London, Resident, spoke about City parkways and suggested the City hold maintenance responsibility.

D. COMMENTS FROM COUNCIL

Mayor Robert Pullen-Miles suggested the City not pass parkway maintenance to homeowners and commented the City does not have an open litigation for the “Project Roomkey” hotels.

E. CLOSED SESSION

At 6:38 p.m. the City Council entered into closed session.

1. Public Employee Performance Evaluation

The City Council will hold a closed session, pursuant to Government Code section 54957(b), to conduct an employee evaluation concerning the City Manager.

At 8:25 p.m. the City Council entered back into open session.

City Attorney Tiffany Israel reported the City Council met in Closed Session to discuss the one item listed on the Closed Session agenda. The City Council was updated on item number 1 and there was no reportable action taken.

A. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 8:25 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

Approved: 7/20/2020



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: July 20, 2020
TO: Honorable Mayor and City Council
FROM: Kevin M. Chun, City Manager 
PREPARED BY: Mike Estes, Director of Community Services 
SUBJECT: Cancellation of 8th Annual Lawndale Blues Festival

BACKGROUND

The Lawndale Blues and Jazz Music Festival made its debut in Lawndale in September 2013 at the Lawndale Civic Center Plaza and featured three blues bands and two jazz bands. In 2015, the 3rd annual event was moved to Jane Addams Park to take advantage of a setting that is more conducive to a music festival. In 2017, the event was renamed Lawndale Blues Festival and has featured strictly blues bands each year since.

STAFF REVIEW

Due to the COVID-19 (Coronavirus) pandemic and ongoing “Safer at Home” and “Shelter in Place” orders as directed by federal, state and county officials, the City has cancelled most Community Services programs and events until further notice. However, essential programs for seniors such as Senior Congregate Meals Delivery and Meals on Wheels programs have continued during the pandemic and will likely continue to operate through the end of such.

On June 15, 2020, the Inaugural Lawndale Music Festival, scheduled for July 18, 2020, was cancelled due to the pandemic. Although an alternate date of Sunday, September 13, 2020 was proposed, the event was cancelled entirely by the City Council. This action could have been seen as somewhat of a precursor to the formal cancellation of the 8th Annual Lawndale Blues Festival. In addition, several other fall festivals and concerts inside and outside of Los Angeles County have been cancelled. For example, some venues such as the Hollywood Bowl have cancelled the entire 2020 season.

Furthermore, now that the event is fewer than 60 days away, it is believed that we have missed our window of opportunity to functionally market and advertise the event. Under normal circumstances, marketing and advertising of the event would begin approximately 90 days in advance of the event; however, no later than 60 days prior.

Due to the current COVID-19 pandemic, it remains to be seen how the “Safer at Home” and “Shelter in Place” orders will be revised in the coming weeks. However, per Los Angeles County Department of Public Health in its Revised Order of July 14, 2020, the Health Officer orders the closure of higher-risk activities including “All events and gatherings.”

FISCAL IMPACT

At this point no money has been spent on the 8th Annual Lawndale Blues Festival nor have any future financial commitments been made. If the event is cancelled by the City Council, the FY 2020-21 Budget will realize a savings of \$9,500.00.

RECOMMENDATION

Staff recommends that the City Council cancel the 8th Annual Lawndale Blues Festival scheduled for September 12, 2020 at Jane Addams Park.



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: July 20, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Matthew R. Ceballos, Assistant City Clerk 

SUBJECT: Approving and Adopting an Updated Citywide Records Retention Schedules and Updated City Council Policy No.77-04

BACKGROUND

The City of Lawndale selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

STAFF REVIEW

The upgrade of the current records management systems are driven by many factors, including:

- Very limited space in City facilities
- Many departments are filing and storing copies of the same records
- Lawndale produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City.

The retention periods are in compliance with all laws and are standard business practice for California cities.

The new retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Lawndale's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Lawndale will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

In 1978 (36 years ago,) Lawndale adopted Ordinance 2889, which mandated that all requests to destroy originals records be approved by the City Council.

It is now standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Manager and City Attorney, and with verification from the City Clerk Department, which is provided in Section 2 of the resolution. This will reduce costs and improve efficiency for the City.

Any future updates to the Citywide Records Retention Schedule will continue to be done by action of the City Council.

LEGAL REVIEW

The City Attorney has reviewed the Resolution No. CC-2007-040, the revised Citywide Records Retention Schedules, and updated City Council Policy No. 77-04.

FISCAL IMPACT

Lawndale will realize significant savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. CC-2007-040, approving and adopting an updated Citywide Records Retention Schedules and Updated City Council Policy No.77-04.

Attachments: Resolution No. CC-2007-040
 City Council Policy No. 77-04 (Redline)

RESOLUTION NO. CC-2007-040

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
ADOPTING A RECORDS RETENTION
SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS UPON
COMPLIANCE WITH SPECIFIED PROCEDURES,
AND RESCINDING ALL PRIOR RESOLUTION PERTAINING TO RECORDS RETENTION
SCHEDULE**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Lawndale; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention period for various government records; and

WHEREAS, the City Council of the City of Lawndale has established a Council Policy Manual to set forth and identify policies of the City Council which may not otherwise be established in ordinances of the City, or which are restated to further amplify existing City policy; and

WHEREAS, all policies included in the Council Policy Manual are adopted by resolution; and

WHEREAS, the City Council of the City of Lawndale previously adopted Resolution CC-0402-010 adopting a City-wide retention schedule as Council Policy No. 77-04; and

WHEREAS, the City Council desires to adopt an updated retention schedule as an updated version of Council Policy No. 77-04.

**THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, DOES HEREBY
RESOLVE AS FOLLOWS:**

SECTION 1. The City Council hereby rescinds the following Resolutions, approving and/or updating Policy No. 77-04: CC-402-010; CC-1506-019; CC-1703-010; and CC-1711-054.

SECTION 2. The City Council approves the updates to Policy No. 77-04, entitled "Records and Information Management", as attached hereto as Exhibit "A", and incorporated herein by this reference, as if fully set forth herein and directs City staff to include said updated policy in the Policy Manual.

SECTION 3. The records of the City of Lawndale, as set forth in the Records Retention Schedule on Exhibit "A", attached hereto and incorporated herein by this reference, specifying which records are required to be retained and authorizing records to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said

schedule upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk, City Manager, and City Attorney, upon action by the City Council of the City of Lawndale.

SECTION 4. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

SECTION 6. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this 20th day of July, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2007-040 at a regular meeting of said Council held on the 20th day of July, 2020, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Bernadette Suarez, Mayor Pro Tem					
James H. Osborne					
Pat Kearney					
Daniel Reid					

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

Exhibit “A”

COUNCIL POLICY

<u>SUBJECT:</u> Records <u>and Information</u> Management Program	<u>POLICY NO.:</u> 77-04	<u>DATE ADOPTED:</u>
	<u>AUTHORITY:</u> a) Resolution CC-0402-010... b) Resolution CC-1506-019 c) Resolution No. CC-1703-010 d) Resolution No. CC-1711-054 e) <u>Resolution No. CC-2007-040</u>	a) 2/17/04 b) 6/1/15 c) 3/ 06 /17 d) 11/6/17 e) <u>7/20/20</u>

PROGRAM PURPOSE:

1. To control the organization, maintenance, retention, preservation and disposition of the City's records in a uniform manner and in accordance with federal, state and local laws, ordinances, regulations or rules, contractual requirements and ~~regular~~ best business practices. The term "records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the City regardless of physical form or characteristics. The term "writing" includes handwriting, typewriting, printing, photostating, photographing and every other means of recording upon any form of communication or representation including letters, words, pictures, sounds or symbols, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, optical storage devices and other documents.
2. To ensure the following:
 - a. That City records are available ~~at the right~~ when needed, time, maintained in the ~~right place~~ appropriate place, and in ~~the hands of the right person~~ possession of the appropriate department staff;
 - b. That ~~essential, original~~ permanent records are retained;
 - c. That ~~non-essential~~, historical records are retained; and
 - d. That non-essential, non-historical records are appropriately destroyed when the need for their existence has ended.

POLICY:

OBJECTIVES: The objectives of the policy are:

1. Preservation of records with long-term or permanent value;
2. Protection of records vital to the ~~resumption~~ continuation of City operations in the event of a disaster;
3. Reduction or elimination of unnecessary, duplicate records and staff time;
4. Reduction of potential offsite storage cost and maintenance
54. Orderly destruction of records no longer required for administrative/operational, legal, fiscal or historical purposes; and

65. Documentation of records destroyed.

City records are authorized to be destroyed on an ongoing basis in accordance with the retention periods prescribed by the Records Retention Schedule (Exhibit "A"). ~~by a resolution of the City Council. Prior to presentation of such a resolution to the City Council, the~~ Director of the City Department head Director responsible for records requested to be destroyed shall submit the records and an ~~Authorization to Destroy~~ Records Destruction Authorization Form (Exhibit "B") to the City Clerk. ~~The Records Destruction Authorization Form~~ Authorizations to Destroy Records shall be ~~presented to the City Council only upon approval~~ by the Department Director, City Attorney and City Manager, and verified by the City Clerk Department.

The Records Retention Schedule, attached hereto as Exhibit "A", shall serve to govern the disposition of City ~~records inasmuch as records, as~~ the schedule specifies the minimum length of time records shall be maintained either in Departmental files or the City's archives. When more than one legal citation applies to a particular record, the longest retention period shall apply. The City may require a longer retention period than that period established by law based on Departmental preference and/or best business practice.

Notwithstanding the provisions herein and in accordance with Government Code Section 34090, the City is not authorized to destroy any of the following records for any reason:

- Records affecting the title of real property or liens thereon
- Court records or records relating to legal proceedings
- Records required to be kept by statute
- Records less than two years old
- The minutes, ordinances or resolutions of the City Council of the City or of any city board or commission

PROCEDURES:

On a routine, ongoing basis, City staff shall review all records under their control which have been retained for the period of time required by the Records Retention Schedule. All records shall be categorized within one of the Records Retention ~~Groups~~ Categories as set forth in Exhibit "A", attached hereto, which may be amended by resolution of the City Council. Such records shall also be assessed for the following:

Administrative/Operational Value - Records are administratively valuable when they assist the City in performing its primary functions, including current and future work.

Legal Value - Records with legal value are required to be retained by law and/or contain evidence of legally enforceable rights or obligations of the City.

Fiscal Value - Records with fiscal value contain information pertinent to the City's financial transactions, especially when they are required for audit and tax purposes.

Historical Value - Historical documents reflect significant events and trends over time.

Upon determining that specific records no longer retain any of the values described, ~~above, are not exempt from disclosure as set forth above, and~~ above, and are, therefore, obsolete ~~are obsolete.~~

and non-essential, staff will identify the appropriate category of the record, verify the date of the record and request their destruction. An Authority to Destroy Records form, fully describing each record, must be submitted with the records to the City Clerk's Department.

Prior to the destruction of any records, the ~~Department~~ Director~~head~~, City Manager and City Attorney must authorize such destruction by signing the Authority to Destroy Records form. It is imperative that signatories carefully review both the form and the records themselves to determine whether the records listed are involved in litigation or if there is an administrative and/or operational requirement, or an exemption, which may require an extension of the customary retention period.

All records identified as vital or permanent records ~~and records required to be retained permanently~~ shall be protected against theft or ~~damage. Whenever possible, vital~~ damage. Vital and permanent records in their original form shall be secured, ~~preferably in an~~ in an off-site, controlled environment, as well as preserved digitally. ~~If such~~ Non-vital or Non-Permanent records ~~are also~~ necessary to the conduct of normal business, ~~working copies shall be produced for that purpose by~~ can also be preserved and produced ~~whatever~~ in whatever photographic, micrographic or electronic means determined by the ~~Department~~ Director ~~head~~ to be most effective.

The City Council, City Attorney and City staff shall each be responsible for future records management policy development and procedural implementation, as follows:

City Council - The City Council shall approve, by resolution, all records and information management policies, retention schedules, any amendments thereto, ~~and all Authorizations to Destroy Records.~~

City Manager - The City Manager shall:

1. Periodically confirm that all departments comply with the records management policy;
2. Present to the City Council recommendations for policy amendments;
3. Review and approve/disapprove all Records Destruction Authorization Form~~Authorizations to Destroy Records~~; and
4. Perform the responsibilities of ~~Department~~ Director~~reads~~ for Administrative Services (as listed below).

City Attorney - The City Attorney shall:

1. Review recommendations to the City Council regarding amendments to records management policies or document retention schedules;
2. Review and approve/disapprove all Records Destruction Authorization Forms before records may be destroyed~~Authorizations to Destroy Records~~; and
3. Notify the City Clerk's Department immediately of all document discovery requests or any other situations which may arise that would require the City to refrain from destroying records.

City Clerk - The City Clerk, or his/her designee, shall be responsible for the following:

1. In consultation with the City Attorney, present recommendations to the City Manager for amendments to records management policies or records retention schedules;
2. Create, maintain and distribute forms necessary to implement the records management program;
3. Review non-essential, obsolete records and Records Destruction Authorization Authorizations to Destroy Records submitted~~Forms submitted~~ by departments and verify that the documents proposed for destruction are those attached to the form; recommend approval/disapproval of Authorization forms and forward to the City Manager and City Attorney;
4. Supervise the destruction of records, ensuring that confidential records are destroyed by shredding;
5. Certify the destruction of records and maintain a permanent file of Records Destruction Authorization Form Authorizations to Destroy Records and Certificates of Records Destruction (if applicable to confidential records); and
6. Perform the responsibilities of ~~D~~department Director~~heads~~ listed below.

Department ~~Heads~~Director - The designated director/lead ~~heads~~ of each City department shall:

1. Create and maintain reliable and accurate filing systems to ensure the efficient maintenance, retrieval and disposition of records under their control;
2. Institute systems and procedures to protect vital records and ensure their availability in the event of a disaster;
3. On an ongoing basis, identify non-essential, obsolete records and forward such records to the City Clerk's Department to be considered for destruction;
4. Submit to the City Clerk's Department a complete Records Destruction Authorization Form ~~Authorization to Destroy Records form~~ when seeking to destroy records and the records proposed for destruction;
5. Ensure that no City records are destroyed prior to the expiration of their required retention period;
6. Forward to the City Clerk's Department for retention all records which have historical value; and
7. Submit requests to the City Clerk's Department for records management policy or retention schedule amendments.

The records of the City as set forth in the approved departmental Records Retention Schedules are authorized to be destroyed and said destruction shall be witnessed by ~~the~~ City Clerk ~~or a designated representative~~. Department Staff.

CITY OF LAWDALE
RECORDS RETENTION SCHEDULE



Approved February 17, 2004
Resolution No. CC-0402-010
Amended July 20, 2020
Resolution No. CC-2007-040

Latest Revision ~~November 6, 2017~~
Junely 20XX, 2020

RECORDS RETENTION SCHEDULE LEGEND

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

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

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

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

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

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

P = Permanent

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

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

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

Destroy Paper after Imaged & QC’d: “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed) **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

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)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

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)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

GC§34090 is a base minimum retention; the “Total Retention” column is what has been adopted by the City Council.

HOW TO USE RETENTION SCHEDULES

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used by All Departments)								
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-002	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	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; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-003	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	City preference; 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; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
	CW-004	Boards, Commissions, & Committees: External Organizations - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-005	Committees: Ad Hoc Committees, Task Forces, Employee Staff Meetings / Department Staff Meetings Agendas, Minutes, Staff Reports, etc.	2 years		Mag, Ppr			GC §34090 et seq.
Lead (Responding) Dept.	CW-006	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-007	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-008	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, 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-009	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-010	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-011	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-012	Grants (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-013	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-014	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; 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; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-015	Newspaper Clippings	When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Human Resources	CW-016	Personnel Files (Department-level Files)	Separation + 3 years	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-017	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-018	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-019	Public Relations / Press Releases	2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-020	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-021	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
	CW-022	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-023	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by YOUR Department	Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-024	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by OTHER Departments	When Superseded		Mag, Ppr			Copies; GC §34090.7
Lead Dept.	CW-025	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-026	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-027	Safety Meetings (all)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Lead Dept.	CW-028	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-029	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-030	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CABLE TV								
Admin. Services / Cable TV	AS-001	Cable Commission AGENDAS & AGENDA PACKETS	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-002	Cable Commission MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
Admin. Services / Cable TV	AS-003	Cable TV Programming, Production & Scheduling	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090 et seq.
Admin. Services / Cable TV	AS-004	Cable TV Video Footage: Historical events & programming	P		Mag, Mfr, OD	I	Yes: After QC'd & OD	When content is of historic significance; GC §34090.7
Admin. Services / Cable TV	AS-005	Cable TV Video Media - Events (DVD & Video) - Master Files Not public meetings - See City Clerk for City Council, Planning Commission or other public meetings	Minimum 90 days		Mag, Mfr, OD	I	Yes: After QC'd & OD	Consistent with video tape retention for public meetings; GC §34090.7
Admin. Services / Cable TV	AS-006	Media Technology Advisory Committee AGENDAS & AGENDA PACKETS	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-007	Media Technology Advisory Committee MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
HUMAN RESOURCES								

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Admin. Services / Human Resources	AS-008	Benefit Plan Documents (Optical, Dental, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §34090
Admin. Services / Human Resources	AS-009	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Admin. Services / Human Resources	AS-010	Compensation Surveys & Studies	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Admin. Services / Human Resources	AS-011	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Admin. Services / Human Resources	AS-012	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Minimum Final Disposition + 5 years		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Admin. Services / Human Resources	AS-013	DMV Pull Notices (ALL, Including Police Officers)	When Superseded or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Admin. Services / Human Resources	AS-014	Employee Investigations	Minimum Separation + 3 years		Mag, Mfr, OD, Ppr	S	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 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090;
Admin. Services / Human Resources	AS-015	Employee Verifications (responses to outside banks, mortgage brokers, and others about an employee's employment status)	When No Longer Required		Mag, Ppr			Non-records / Content Not Substantive, therefore there is no obligation to retain responses; GC §34090 et seq.
Admin. Services / Human Resources	AS-016	Harassment Prevention Training Certificates	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53237.2(b)
Admin. Services / Human Resources	AS-017	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S	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, 34090

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Admin. Services / Human Resources	AS-018	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Admin. Services / Human Resources	AS-019	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Admin. Services / Human Resources	AS-020	Personnel Board AGENDAS & AGENDA PACKETS	When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-021	Personnel Board MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Admin. Services / Human Resources	AS-022	Personnel Files - Employee File (Main File / Background File) Includes Application, Evaluations, Grievances, Policy Acknowledgements, Personnel Action Forms, Livescan results, Training Certificates, etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Admin. Services / Human Resources	AS-023	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	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, 34090
Admin. Services / Human Resources	AS-024	Recruitment and Testing File - (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Close of Recruitment + 3 years		Mag, Ppr			Department preference (Part Time Employee Recruitments are retained by the Department, except for the Successful Application); EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 34090
Admin. Services / Human Resources	AS-025	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

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Admin. Services / Human Resources	AS-026	Workers Compensation Claim Runs	5 years		Mag Ppr			Department preference (meets municipal government auditing standards); GC §34090
Admin. Services / Human Resources	AS-027	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	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, 34090
RISK MANAGEMENT								
Admin. Services / Risk Manage.	AS-028	Accident Reports / Incident Reports (No Claim Filed)	2 years		Mag, Ppr			GC §34090
Admin. Services / Risk Manage.	AS-029	Claims / Civil & Liability	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-030	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 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, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Admin. Services / Risk Manage.	AS-031	Employee Litigation	Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; ; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-032	Incident Reports where a Loss of Property was incurred that can be recovered (Vandalism, Vehicle Accidents, etc.)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Admin. Services / Risk Manage.	AS-033	OSHA Inspections & Citations	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c

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<i>HOLDS: 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	CC-001	Agenda Packets: City Council, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Cable Usage Corporation and Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; Includes Appeals; GC §34090
City Clerk	CC-002	<p>Agreements - Council-Approved If Imaged, Infrastructure, CIPs, MOUs, MOAs</p> <p>includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal)</p> <p>Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, settlement agreements, subdivision improvement agreements, development, Joint Powers, MOUs, settlement, water rights, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090
City Clerk	CC-003	<p>Agreements - Council-Approved Non-Infrastructure that are NOT Imaged</p> <p>includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal)</p> <p>Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, services, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department preference; 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; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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City Clerk	CC-004	Assessment Districts	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-005	Audits - Final / CAFR (Consolidated Annual Financial Report / Annual Financial Statements / Single Audits	P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	CC-006	Bid Packets: Bids or Proposals in response to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications), Notices, Specifications	2 years		Mag, Ppr			After 2/2012, Purchasing maintains originals for 7 years (their preference to comply with Federal Agency requirements); GC §34090
City Clerk	CC-007	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr			GC §34090
City Clerk	CC-008	Board & Commission Applications - (All Advisory Bodies)	2 years		Mag, Ppr			GC §34090
City Clerk	CC-009	Board & Commission Bylaws - (All Advisory Bodies)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	Bonds: CIP Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permit Bonds, etc.	Release of Bond / Letter of Credit		Mag, Ppr			Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
City Clerk	CC-011	Budgets - Final	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-012	City Articles of Incorporation / Charter	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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City Clerk	CC-013	City Council, Board & Commission Historical List of Members / Rosters	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; GC §34090
Admin. Services / Risk Manag.	CC-014	Claim Forms	Copies - When No Longer Required		Mag, Ppr			GC §34090.7
City Clerk	CC-015	Deeds (Easements and Rights-of-Way are maintained by Public Works)	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(a)
City Clerk	CC-016	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-017	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-018	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-019	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
City Clerk	CC-021	FPPC Lobbyist Authorization / Reporting - FPPC Form 635 / 602	5 years		Mag, Ppr			2 CCR 18615(d); GC §34090
ELECTIONS - CONSOLIDATED								
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)

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City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-025	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-027	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-028	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Ppr			GC §34090
City Clerk	CC-029	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090

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City Clerk	CC-030	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)								
City Clerk	CC-031	Applications to View Voter Registration Information	5 years		Ppr			EC §2188(f)
City Clerk	CC-032	Elections - Ballots, Ballot Security Envelopes - After Election	6 mo.		Ppr			EC §17302
City Clerk	CC-033	Elections - Ballots, Ballot Security Envelopes - After Recount	6 mo.		Ppr			EC §17306
City Clerk	CC-034	Elections - Challenged & Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-035	Elections - Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-036	Elections - Precinct Officer Appointments	6 mo.		Ppr			EC §17503
City Clerk	CC-037	Elections - Roster of Voters	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	EC §17300
City Clerk	CC-038	Elections - Tally Sheets, Logic & Accuracy Tests	6 mo.		Ppr			EC §17304
City Clerk	CC-039	Elections - Vote-by-Mail Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17505
City Clerk	CC-040	Elections - Vote-by-Mail Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk	CC-041	Elections - Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304

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City Clerk	CC-042	Elections - Voter Index Original	5 years		Ppr			EC §17001
(End of Elections Section)								
City Clerk	CC-043	Ethics Training Certificates	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53235.2(b)
City Clerk	CC-044	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-045	Insurance Certificates that are not filed with Contracts (Filed chronologically by month)	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; Covers E&O and Latent Defect Statute of Limitations; CCP §337 et. seq., GC §34090
City Clerk	CC-046	Minutes: All Boards & Commission (Planning Commission, Beautification Committee, Parks, Recreation & Social Services Commission, Senior Citizen Advisory Committee, Youth Advisory Committee, etc.)	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-047	Minutes: City Council , Cable Corporation, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Cable Usage Corporation and Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-048	Oath of Office: City Council, Planning Commission Members, All Boards & Commissions	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113

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City Clerk	CC-049	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-050	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-051	Public Records Requests / Subpoenas Duces Tecum	2 years		Mag, Ppr			GC §34090
City Clerk	CC-052	Recordings - VIDEO - City Council & Planning Commission (and associated bodies)	Minimum 2 years		Mag, OD			Department preference; Video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CC-053	Records Destruction Authorization Forms & Certifications	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-054	Resolutions: All Boards & Commissions (Planning Commission & Parks & Recreation Commission)	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-055	Resolutions: City Council , Cable Corporation, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)

RECORDS RETENTION SCHEDULE: CITY MANAGER & CITY COUNCIL

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CITY MANAGER & CITY COUNCIL								
City Manager	CM-001	City Manager Correspondence / City Council Correspondence (Interoffice, Citizens, Organizations, etc.)	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	Facility Use Permits (Council Chambers or Conference Room only)	2 years		Mag, Ppr			GC §34090
City Manager	CM-003	Proclamations / Commendations / Certificates / Recognitions	2 years		Mag, Ppr			GC §34090
City Manager	CM-004	Projects, Programs, Subject & Issues - General (Issues and/or projects will vary over time - e.g. Sister City, Goals & Objectives, , etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §34090
City Manager	CM-005	Weekly Updates / Weekly Manager's Memo	2 years		Mag, Ppr			GC §34090

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BUILDING								
Comm. Dev. / Building	CD-001	Address Files / Building Permits	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
Comm. Dev. / Building	CD-002	Building Permit Database (CityView / Citizenserve)	P	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Comm. Dev. / Building	CD-003	Building Plans - Cancelled, Expired or Withdrawn	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Comm. Dev. / Building	CD-004	Building Plans - Finalled - TENANT IMPROVEMENTS	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Dev. / Building	CD-005	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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Comm. Dev. / Building	CD-006	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES Energy Calculations, Structural Calculations, Soil Reports, Geotechnical Reports	10 years		Mag, Ppr			Department preference (180 days is required); State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Dev. / Building	CD-007	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §50022.6
Comm. Dev. / Building	CD-008	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Comm. Dev. / Building	CD-009	Correction Notices, Stop Work Notices	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Dev. / Building	CD-010	Plan Check Comments (Site Plan File)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Dev. / Building	CD-011	Reports: Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Preliminary drafts (the database can re-create the reports on demand); GC §34090
Comm. Dev. / Building	CD-012	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090

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Comm. Dev. / Building	CD-013	Utility Clearances, School District Clearances	When Permit Finalled		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
CDBG / HOUSING / FORMER REDEVELOPMENT PROJECTS								
Comm. Dev. / CDBG, Housing, Redev.	CD-014	Five Year Consolidated Action Plan and the related Action Plans / PHA Plans	Expiration of Plan + 5 years		Mag, Ppr			Consolidated Plan Requirement; GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-015	Great Neighborhoods Program (Commercial and Residential Rehabilitation)	5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; 24 CFR 982.158

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Comm. Dev. / CDBG, Housing, Redev.	CD-016	Housing Programs: All, including Low-Mod, CalHome, CDBG & HOME WITH Recapture or Resale Restrictions	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-017	Housing Programs: All, including ow-Mod, CalHome, CDBG & HOME NO RECAPTURE / RESALE RESTRICTIONS	Loan Pay-off or Forgiveness + 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; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-018	HUD Reports (ALL Reports to HUD)	5 years		Mag, Ppr			Department preference; ; GC §34090

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Comm. Dev. / CDBG, Housing, Redev.	CD-019	Redevelopment Plans, Redevelopment Projects (Historical)	P	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-020	Redevelopment Projects (Not Historical)	10 years	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-021	Redevelopment Successor Agency Real Property - Acquisition and Sale or Transfer	P	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
COMMUNITY DEVELOPMENT / ENGINEERING (PRIVATE DEVELOPMENT)								
Community Dev. / Engineering / Private Dev.	CD-022	Design & Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Community Dev. / Engineering / Private Dev.	CD-023	Developer's Bonds / Security	Close or Default + 5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Dev. / Engineering / Private Dev.	CD-024	Parcel Maps / Tract Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	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
Community Dev. / Engineering / Private Dev.	CD-025	Private Development Projects / Job Files: Administration File / Construction Inspection Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, Soil Reports, etc.	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Community Dev. / Engineering / Private Dev.	CD-026	Private Development Projects / Job Files: Permanent Files Certificate of Acceptance / Approval (copy), Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical and Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PLANNING								
Comm. Dev. / Planning	CD-027	<p>Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits</p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans)</p> <p>Examples: Conditional Use Permits (CUPs), Determination of Similarity, Development Review, Development Plan Review, Environmental Assessment, General Plan Amendment, Historic District Designation, Home Occupation Permit, Certificate of Appropriateness, Site Development Permit, Master Sign Program, Mills Act Participation, Outdoor Dining, Public Use Permit, Specific Plans, Tentative Parcel or Tract Map, Variances, Wireless Communication, Zone Changes, etc.</p>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Comm. Dev. / Planning	CD-028	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Comm. Dev. / Planning	CD-029	Census, Demographics	When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / Planning	CD-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA Inside City boundaries	P		Mag, Mfr, OD, Ppr	S	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
Comm. Dev. / Planning	CD-031	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA Outside City boundaries	When No Longer Required		Mag, Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Comm. Dev. / Planning	CD-032	General Plan, Elements and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Comm. Dev. / Planning	CD-033	Long Range Planning / Planning Studies	P		Mag, Mfr, OD, Ppr	S	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
Comm. Dev. / Planning	CD-034	Master Plans, Specific Plans, Land Use Plans and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Dev. / Planning	CD-035	Materials Boards	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Dev. / Planning	CD-036	Planning Commission AGENDAS & AGENDA PACKETS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / Planning	CD-037	Planning Commission AUDIO RECORDINGS	Minimum 2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CD-038	Planning Commission MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Comm. Dev. / Planning	CD-039	Temporary Use Permits (TUP) / Temporary Signs / Banner Permits, etc. (Approved & Unapproved) Christmas Tree Lots, Pumpkin Lots, etc.	Expiration + 2 years	Yes: During Event	Mag, Ppr			Department preference; GC§§34090
Comm. Dev. / Planning	CD-040	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
Comm. Dev. / Planning	CD-041	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY 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
<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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY SERVICES (PARKS & RECREATION)								
Community Services	CS-001	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Community Services	CS-002	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Ppr			Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Community Services	CS-003	Facility Use Requests / Facility Use Applications and Permits (includes ABC Permits, where required)	2 years		Mag, Ppr			GC §34090 et. seq.
Community Services	CS-004	Lawndale Beat / Transportation / Fixed Route Service	5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Community Services	CS-005	Manager's Program Development Files / Activity Files / Program Files / Special Programs / Sports / Seniors, etc.	Minimum 2 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services	CS-006	Meals on Wheels / Senior Meals	5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Community Services	CS-007	Newsletters sent to the Public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Community Services	CS-008	Parks, Recreation & Social Services Commission AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services	CS-009	Parks, Recreation & Social Services Commission AUDIO OR VIDEO RECORDINGS	Minimum 2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CS-010	Parks, Recreation & Social Services Commission MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services	CS-011	Recreation Database / Class Registration Database (Active Net)	Minimum 2 years		Mag, Ppr			Data is interrelated; GC §34090
Community Services	CS-012	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Ppr			GC §34090
Community Services	CS-013	Schedules / Hours	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services	CS-014	Senior Citizen Advisory Committee AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
City Clerk	CS-015	Senior Citizen Advisory Committee MINUTES, BYLAWS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Community Services	CS-016	Senior Citizens Case Management Files / Referral Programs	5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services	CS-017	Senior Programs	5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Community Services	CS-018	Special Transit / Transit	5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Community Services	CS-019	Special Events Permits: City-sponsored, Private Special Event Permits (ALL)	Minimum 2 years	Yes: Before Completion	Mag, Ppr			Department Preference; GC §34090 et. seq.

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services	CS-020	Sponsorships for Events	2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Community Services	CS-021	Volunteers / Applications and Waivers	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Community Services	CS-022	Youth Advisory Committee AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CS-023	Youth Advisory Committee MINUTES, BYLAWS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE								
Finance	FIN-001	1099's / 1096's	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance	FIN-002	Accounts Payable / Invoices and Backup / Warrants (Includes Invoices, Travel Expense Reimbursements and copies of checks)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 5 years	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference for P-Card Invoices (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance	FIN-003	Accounts Receivable: Revenue - Our Invoices to Outside Entities, Transient Occupancy Tax (TOT), etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance	FIN-004	Audit Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts / content not substantive; GC §34090
Finance	FIN-005	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090

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Finance	FIN-006	Bank Deposits	5 years		Mag, Ppr			Department Preference; Meets auditing standards; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance	FIN-007	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance	FIN-008	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance	FIN-009	Budgets Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance	FIN-010	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash / Credit Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.

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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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance	FIN-011	CDBG (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Finance	FIN-012	Checks / Warrants (Cashed - Retained at the Bank)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	May contain Fire District independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; GC § 34090
Finance	FIN-013	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, Ppr			These are bank instruments, and not City records; per bank agreement.
Finance	FIN-014	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance	FIN-015	Film Permits	5 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance	FIN-016	Financial Services Database (Citizenserve / Tyler Fund Balance)	Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance	FIN-017	Fixed Assets	Life of Asset		Mag, Ppr			Department Preference (bond auditing purposes; IRS 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"); 26 CFR 1.6001-1(e); GC §34090
Finance	FIN-018	Investment Reports & Backup	5 years		Mag, Ppr			Department Preference; GC §34090
Finance	FIN-019	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		Mag, Ppr			Department Preference; Meets auditing standards; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance	FIN-020	Journal Entries / Journal Vouchers	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance	FIN-021	OES / FEMA Claims	10 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Finance	FIN-022	Reports, General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance	FIN-023	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance	FIN-024	SB-90 Claims / State Reimbursement for Unfunded Mandates	Initial Payment by State + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 5 years	Department preference; CCP §337 et. seq.; GC §34090
Finance	FIN-025	Surplus Property Disposition	5 years		Mag, Ppr			Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance	FIN-026	Vehicle Titles "Pink Slips"	Upon Disposition of Vehicle		Ppr			Provided to new owner upon sale; GC §34090
Finance	FIN-027	W-9s	Minimum 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090; 29 USC 436
BUSINESS LICENSE								
Finance / Business License	FIN-028	Business License & Permit Database (Citizenserve)	Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Business License	FIN-029	Business License New Applications & Permits (ALL Revenue and Regulatory, Massage Establishment, Taxi, Solicitor, etc) Includes ABC License, Fictitious Business Name Certificates, Sales Permits, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Planning uses initial application for Zoning clearances and history (meets municipal government auditing standards); GC §34090 et seq.
Finance / Business License	FIN-030	Business License Renewals & Notices	5 years		Mag, Ppr			Department preference; meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-031	Fireworks Permits, Including post-sales accounting	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-032	Yard Sale Permits	2 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
FINANCE / PAYROLL								
Finance / Payroll	FIN-033	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		Mag, Ppr			Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Finance / Payroll	FIN-034	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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>								
<i>HOLDS: 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-035	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-036	Deferred Compensation (City Statements)	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-037	Employee Payroll Files - Includes W-4s	Separation + 5 years		Mag, Ppr			Department preference; Meets municipal government auditing standards; W-4s are required 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 §34090
Finance / Payroll	FIN-038	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Ppr			GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-039	Payroll Database	Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-040	Payroll Reports - Periodic Bi-weekly Payroll Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090

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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>								
<i>HOLDS: 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-041	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-042	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
FINANCE / PURCHASING								
Finance / Purchasing	FIN-043	Purchase Order Database (Fund Balance)	Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Purchasing	FIN-044	Purchase Orders and Backup (Quotations, RFPs, Bids, Requisitions)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
INFORMATION TECHNOLOGY								

RECORDS RETENTION SCHEDULE: FINANCE

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Information Technology	FIN-045	Backups - DAILY	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.
Finance / Information Technology	FIN-046	Backups - WEEKLY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Finance / Information Technology	FIN-047	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag.			GC §34090 et seq.
Finance / Information Technology	FIN-048	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Finance / Information Technology	FIN-049	UNALTERABLE MEDIA (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P			OD		For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.
Finance / Information Technology	FIN-050	Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) See City Clerk's schedule for City Council Video Recordings	1 year		Mag			GC §34090.6 et seq,

RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Information Technology	FIN-051	Video Recordings - Public Activity (Doors, Hallways, Parks, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)

RECORDS RETENTION SCHEDULE: MUNICIPAL 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
<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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
MUNICIPAL SERVICES / ADMINISTRATION								
Municipal Services / Admin.	MS-001	Beautification Committee AGENDAS, AGENDA PACKETS	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
City Clerk	MS-002	Beautification Committee MINUTES, BYLAWS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Municipal Services / Admin.	MS-003	CHP-180, towing form	2 years		Mag, Ppr			GC §34090
Municipal Services / Admin.	MS-004	Emergency Preparedness / Plans	Superseded + 2 years		Mag, Ppr			Department preference; GC §34090
Municipal Services / Admin.	MS-005	EOC Activations / FEMA or OES Claims	10 years		Mag, Ppr			Department preference; GC §34090
Municipal Services / Admin.	MS-006	Law Enforcement Support / Tracker Devices	2 years		Mag, Ppr			Sheriff is contracted; GC §34090
Municipal Services / Admin.	MS-007	Neighborhood Block Party Permits	2 years		Mag, Ppr			GC §34090
Municipal Services / Admin.	MS-008	Parking Notices / 72 Hour Warnings (Those not attached to CHP-180, towing form)	2 years		Mag, Ppr			GC §34090
MUNICIPAL SERVICES / ANIMAL CONTROL								

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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Municipal Services / Animal Control	MS-009	Animal Address Files: Bite Reports, Complaints, Cruelty Investigations and Administrative Hearing Officer Findings, Dangerous Dog Reports, Impound Notices, Investigations, Barking Dogs, Loose Dogs, etc.	When Animal Deceased, Minimum 3 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Municipal Services / Animal Control	MS-010	Animal Permits / Registration Database (Shelter Pro)	Minimum 3 years		Mag			Department preference; Data is interrelated; GC §34090
Municipal Services / Animal Control	MS-011	Animal Registration Applications (Includes Rabies and Spay certificates)	3 years	Yes	Mag, Ppr			Department Preference; GC §34090 et seq.
Municipal Services / Animal Control	MS-012	Shelter Slips	3 years	Yes	Mag			Department preference; 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090
MUNICIPAL SERVICES / CODE ENFORCEMENT								
Municipal Services / Code Enforce.	MS-013	Code Enforcement / Abatement Case Files / Substandard Buildings (Includes appeals and Code Enforcement Complaint Letters)	When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (some cases are funded by CDBG); Case is open until satisfactorily resolved (some cases are not resolved); 2 CFR 200.333; 24 CFR 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Municipal Services / Code Enforce.	MS-014	Liens and Releases	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
MUNICIPAL SERVICES / PARKING ENFORCEMENT								
Municipal Services / Parking Enforce.	MS-015	Parking Contesting Forms: Step 1, 2 and 3	2 years		Mag, Ppr			GC §34090 et seq.
Municipal Services / Parking Enforce.	MS-016	Parking District Formation, Boundaries & History (if used)	P	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Municipal Services / Parking Enforce.	MS-017	Parking Permit Database / Data Ticket (Payment Processing Center, Refunds, On-Line Contests, etc.)	Minimum 2 years		Mag, Ppr			Data is interrelated; GC §34090
Municipal Services / Parking Enforce.	MS-018	Parking Permits Applications (RV Applications, Oversize Permits)	2 years		Mag, Ppr			GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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>								
<i>HOLDS: 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 - PUBLIC RIGHT-OF-WAY PROJECTS								
Public Works / Engineering - Public Right-of Way	PW-001	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Hazardous Materials Plans, Meeting Minutes, Photos, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses	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; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering - Public Right-of Way	PW-002	Capital Improvement Projects (CIP): Permanent File Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering - Public Right-of Way	PW-003	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	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 - Public Right-of Way	PW-004	Easements, Right of Ways Deeds are sent to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(ALL DIVISIONS)**

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>HOLDS: 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 - Public Right-of Way	PW-005	Encroachment Permits / Excavation Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, etc.) Includes Insurance Certificates	Final / Completion + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering - Public Right-of Way	PW-006	Encroachments - Permanent (Permanent structures in the City's Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering - Public Right-of Way	PW-007	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering - Public Right-of Way	PW-008	Grading Plans (Public Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / ENGINEERING - TRANSPORTATION								
Public Works / Engineering / Transportation	PW-009	Schedule for Pavement Overlays	10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering / Transportation	PW-010	Traffic Calming Requests / Stop Sign Surveys (Speed Humps, etc.)	10 years		Mag Ppr			Department preference; GC §34090
Sheriff	PW-011	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag Ppr			copies; GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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 / Transportation	PW-012	Traffic Committee - ALL records (internal employee committee)	10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering / Transportation	PW-013	Traffic Counts	10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering / Transportation	PW-014	Traffic Signal Timing Plans	Current Plan Superseded + 5 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering / Transportation	PW-015	Traffic Speed Surveys / Stop Sign Warrants	10 years		Mag Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering / Transportation	PW-016	Transportation Permits issued by the City (Wide Load Permits, Heavy Load Permits, etc.)	2 years		Mag Ppr			GC §34090
PUBLIC WORKS / ENVIRONMENTAL SERVICES								
Public Works / Solid Waste	PW-017	Prop. 218 Fees & Charges: Master Mailing List	2 years		Ppr			GC §34090
Public Works / Solid Waste	PW-018	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §34090
Public Works / Solid Waste	PW-019	Solid Waste / SB 90 Reports / Waste Reduction / Tonnage Reports	10 years		Mag, Ppr			Department Preference; GC §34090 et. seq.
Public Works / Solid Waste	PW-020	Stormwater: NPDES Monitoring Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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Public Works / Solid Waste	PW-021	Stormwater: NPDES Permits / Water Quality Permits	Permit Superseded + 3 years	Yes: Until Expiration	Mag, Ppr			Department Preference to conform with Statewide Guidelines; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Solid Waste	PW-022	Street Sweeping Records	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
PUBLIC WORKS / MAINTENANCE								
Public Works / Maint.	PW-023	AQMD Permits (Generators, etc.)	Issue Date + 5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Lead Dept.	PW-024	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Street Maintenance	PW-025	Graffiti Consent Forms / Agreements	Expiration + 2 years		Mag, Ppr			GC §34090
Lead Dept.	PW-026	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Public Works / Street Maintenance	PW-027	Sidewalk Maintenance Log	10 years		Mag Ppr			Department preference (stored in GIS); GC §34090
Public Works / Street Maintenance	PW-028	Tree Maintenance Database (West Coast Arborists)	Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Equip. Maint. & Fleet	PW-029	Underground Service Alerts (USA's) / Dig Alert	3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(d) & 4216.3(d); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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Division Providing Service / Work	PW-030	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-031	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-032	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §, GC §34090
PUBLIC WORKS / FLEET								
Public Works / Fleet	PW-033	Inspections or Audits by the DMV & CHP	5 years		Mag, Ppr			Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
Public Works / Fleet	PW-034	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(3)
Public Works / Fleet	PW-035	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations, Inspections, Testing of Push-out Windows, Emergency Doors, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

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

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

List records here, or attach a list

<u>File #</u>	<u>Records Description</u>	<u>From (Start Date)</u>	<u>To (End Date)</u>	<u>Box #</u>	<u>Retention #</u>	<u>Retention Period</u>

Check one option for destruction:

Shredding is Required (Records contain private information) OR

Recycle (Records DO NOT contain private information)

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

_____ Date
Department Head

_____ Date
City Manager

_____ Date
City Attorney

Return this form to the City Clerk Department following approval (they coordinate the shredder arrangements)

(Complete after destruction has been performed. If destruction is performed by a commercial vendor, have them provide a certificate.)

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

_____ Date
Assistant City Clerk (or City Clerk Staff)

Date: ~~May 13, 2020~~ _____

Department: _____

Return this form to the City Clerk Department after completed



CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: July 20, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Tiffany Israel, City Attorney
Kahono Oei, P.E, Director of Public Works / City Engineer 
Sean Moore, Community Development Director 

SUBJECT: Approving a Purchase and Sale Agreement for a strip of property located at 16525 Prairie

BACKGROUND

In 1962 a strip of property, approximately, 10.5' feet wide running along the side of a corner lot located at the intersection of Prairie Avenue and 166th Street, referred to as 16525 Prairie Avenue, was transferred to the City. This strip of land is depicted on Attachment 1. The grant deed does not explain why this land was conveyed to the City and the City's circulation element does not contemplate expanded either of these roads.

The property at 16525 Prairie Avenue was developed years ago with a building and parking lot. A business currently occupies the property and has added a fence around the parking lot and the strip of land owned by the City.

On November 20, 2018 Code Enforcement initiated a case at the subject property due to unpermitted construction. The interior of the building was remodeled and windows and doors were replaced without permits. Unpermitted exterior improvements such as repaving and restriping of parking lot areas, painting the building façade a garish blue color, parkway landscaping removed and concreted in, and steel tube fencing was installed along the property frontage, all without permit, the Community Development Department's review or approval.

On September 5, 2019, the property owner submitted plans to Community Development to legalize the unpermitted work outlined in Code Enforcement's correspondence to the property owner. Specifically regarding the unpermitted fencing, staff had concerns with restricted vehicular access, limited pedestrian access into the parking lot area, and a potential violation of ADA parking requirements. In addition, staff had concerns with outdoor storage on the site as related to the business that was being conducted on the property.

Moreover, as staff worked on a code enforcement case relating to the property, it came to staff's attention that the City owns this strip of land and that the fence around the parking lot encroaches on the City's strip of land. Because the City does not need this strip of land and because of the potential liability to the City arising from the City's ownership of this land while the owner of 16525 Prairie fences it in and uses it as a parking lot, staff determined that the best path forward would be to sell the strip of land, which is not large enough to be developed on its own, to the owner of 16525 Prairie Avenue, and have the owner of 16525 prairie Avenue legally merge this strip of property with his lot.

The Planning Division is also requiring the property owner to record a Restrictive Use Covenant on 16525 Prairie Avenue to address the issues of pedestrian and vehicular access to the site, and outdoor storage issues related to the unpermitted fencing. The condition of approval issued by the Community Development Department required that the property owner submit a Restrictive Use Covenant to address the issues of pedestrian and vehicular access to the site, and outdoor storage issues related to the unpermitted fencing which is encroaching the City's right-of-way.

STAFF REVIEW

Typically, when the City elects to sell some of its property, the City is obligated to follow the process in The Surplus Lands Act. Because the City's strip of land is less than 5,000 square feet, the proposed sale of the City's strip of land is exempt from The Surplus Lands Act, and the property may be sold for its fair market value.

Hence, to resolve this code case and eliminate liability for the City in connection with the ownership of the strip of land, Public Works staff obtained an appraisal and then initiated negotiations with the property owner and was able to convince the property owner to purchase the right-of-way being encroached. The appraisal report, dated February 24, 2020, concludes that the fair market value of the strip of land is \$60,000. However, the property owner negotiated and staff agreed to the purchase price of the land is \$50,000.00. As part of the process of the land transfer, it was necessary for the Community Development, Public Works Department and the City Attorney's office to be involved with the review and approval of the legal description, lot merger application, review of the zoning and the Purchase and Sale agreement. The estimated cost of handling the transfer is \$10,000. The strip of land being sold is shown attached (Attachment 3).

The agreement between the City and the property owner has resulted in the Purchase and Sales Agreement (PSA) being considered tonight (Attachment 2). The property owner will sign the Restricted Covenant Agreement and deposit that document into escrow. A lot merger application has been submitted to the City. Accordingly, if the Purchase and Sale Agreement is approved and escrow closes, the merger will be recorded concurrently.

COMMISSION REVIEW

Not applicable.

LEGAL REVIEW

The City Attorney's office has reviewed the Purchase and Sale Agreement and approved it as to form.

FUNDING

As set forth in the Purchase and Sale Agreement, the property owner will pay the City \$50,000.00 to acquire the City's strip of land and additional \$10,000.00 to cover the City's costs to review/process the lot merger, and preparation of the Purchase and Sale Agreement (Total cost to the property owner is \$60,000.00).

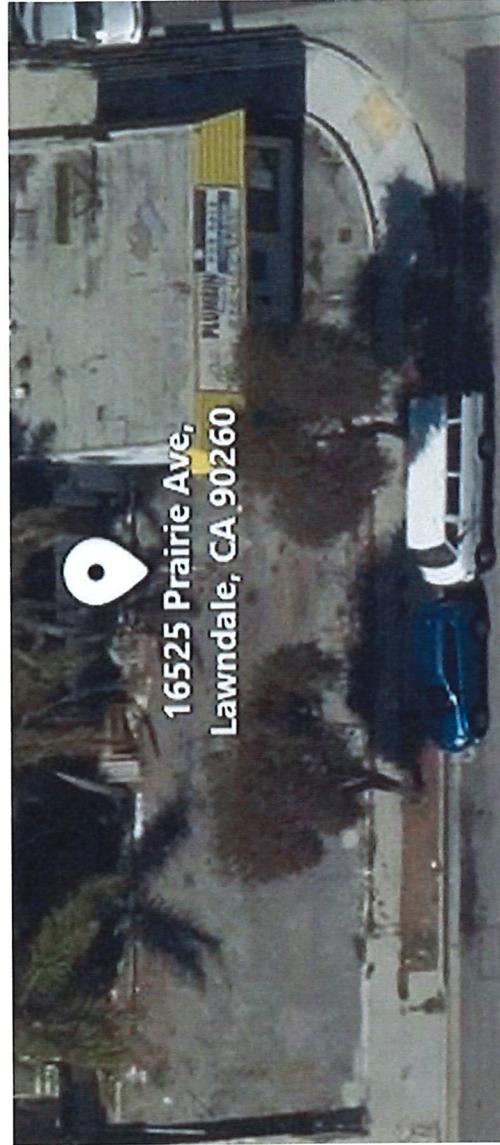
RECOMMENDATION

Staff recommends that the City Council approve the Purchase and Sale Agreement, attached (attachment 2), authorize the Mayor to execute said agreement after all code enforcement violations at 16525 Prairie Avenue have been resolved, and authorize staff undertake all actions necessary to complete the transaction .

Attachments:

1. Depiction of the property at issue
2. Purchase and Sales Agreement
3. Legal Description of land being sold

ATTACHMENT 1



ATTACHMENT 2

LEGAL DESCRIPTION

THAT PORTION OF 166TH STREET PRAIRIE AVENUE DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEASTERLY CORNER OF LOT 399 TRACT NO. 6286, IN THE CITY OF LAWDALE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 74, PAGE 67 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY;

THENCE ALONG THE WESTERLY OF SAID LOT 399 NORTH 00°02'36" WEST 10.00 FEET TO THE NORTHERLY LINE OF THE SOUTHERLY 10.00 FEET OF SAID LOT 399;

THENCE ALONG SAID NORTHERLY LINE NORTH 89°59'57" EAST 81.83 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 18.00 FEET;

THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 56°29'01" AN ARC DISTANCE OF 17.74 FEET TO THE WESTERLY LINE OF THE EASTERLY 20.00 FEET OF SAID LOT 399, A RADIAL TO SAID POINT BEARS SOUTH 56°29'04" EAST;

THENCE ALONG SAID WESTERLY LINE NORTH 00°02'30" WEST 18.02 FEET TO THE NORTHERLY LINE OF SAID LOT 399;

THENCE ALONG SAID NORTHERLY LINE NORTH 89°55'20" EAST 3.50 FEET TO THE WESTERLY LINE OF THE EASTERLY 16.50 FEET OF SAID LOT 399;

THENCE ALONG SAID WESTERLY LINE SOUTH 00°02'30" EAST 19.48 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 16.75;

THENCE SOUTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 89°05'04" AN ARC DISTANCE OF 26.04 FEET;

THENCE SOUTH 89°02'34" WEST 20.83 FEET;

THENCE SOUTH 89°59'57" WEST 63.03 FEET TO THE SOUTHERLY PROLONGATION OF THE WESTERLY LINE OF SAID LOT 399;

THENCE ALONG SAID SOUTHERLY PROLONGATION NORTH 00°02'36" WEST 0.50 FEET TO THE POINT OF BEGINNING.

ATTACHMENT 3

PURCHASE AND SALE AGREEMENT FOR REAL PROPERTY AND JOINT ESCROW INSTRUCTIONS

THIS PURCHASE AND SALE AGREEMENT FOR REAL PROPERTY AND JOINT ESCROW INSTRUCTIONS ("**Agreement**"), is made as of _____ July, 2020 ("**Agreement Date**") is by and between the **CITY OF LAWDALE**, a California municipal corporation ("**Seller**"), and Ty Benton McMillen ("**Buyer**").

RECITALS

A. Buyer owns that certain real property commonly known as 16525 Prairie Avenue in the City of Lawndale, California (APN 4074-019-020) and legally described on Exhibit A-1 and depicted on Exhibit A-2 attached hereto ("**Buyer's Property**").

B. Seller owns that certain real property adjacent to Buyer's Property as legally described on Exhibit B-1 and depicted on Exhibit B-2 attached hereto ("**Property**").

C. Buyer has been using the Property for a number of years without Seller's consent which Property Buyer has fenced within Buyer's Property. Seller, likewise, was unaware it owned the Property, a residual strip of land between the Buyer's Property and the adjacent public sidewalk.

D. Seller desires to sell, and Buyer desires to purchase, the Property all in accordance with the terms set forth below including that the Buyer's Property and Property shall be merged into a single legal parcel and that all claims Seller has with respect to Buyer's use of Buyer's Property and the Property shall be conclusively resolved without any further undertakings by Buyer.

TERMS & CONDITIONS

NOW THEREFORE, in consideration of the foregoing premises and for good and valuable consideration, the receipt and sufficiency of which is acknowledged, Seller and Buyer agree as follows:

1. **PURCHASE AND SALE OF PROPERTY.** Pursuant to the terms and subject to the conditions set forth in this Agreement (including the Recitals which are incorporated herein), Buyer hereby agrees to purchase the Property from Seller, and Seller agrees to sell the Property to Buyer.

2. **EFFECTIVE DATE; OPENING OF ESCROW.**

2.1 **Effective Date.** This Agreement shall be deemed effective upon execution of this Agreement by Seller after its review, consideration and approval by the City Council ("**Effective Date**"). Prior to the City Council meeting where approval of this Agreement is on the agenda, Buyer shall deliver three (3) executed copies of this Agreement to Seller.

2.2 Opening of Escrow. Within three (3) days from the Effective Date, the parties shall open an escrow ("**Escrow**") with Jannette De Lap ("**Escrow Officer**") at Fidelity National Title Insurance Company at 3237 E. Guasti Road, Suite 105, Ontario, CA 91761 (909) 569-0225 Janette.DeLap@fnf.com ("**Escrow Holder**") by causing an executed copy of this Agreement to be deposited with Escrow Holder which Escrow Holder shall sign and accept and Buyer concurrently delivering the Initial Deposit to Escrow Holder as specified in Section 3.2.a ("**Opening of Escrow**"). If Buyer fails to deliver the Initial Deposit in the time specified, Seller shall have the right to terminate this Agreement by delivering written notice to Buyer.

3. PURCHASE PRICE.

3.1 Purchase Price. The purchase price the Property is \$50,000.00 ("**Purchase Price**").

3.2 Payment of Purchase Price. The Purchase Price shall be paid as follows:

- a. **Deposit.** Buyer shall deposit the sum of \$1,500.00 ("**Deposit**").
- b. **Balance.** The balance of the Purchase Price shall be deposited by Buyer in Good Funds not less than one (1) business day prior to the Closing.

3.3 Good Funds. All funds deposited into Escrow shall be in "**Good Funds**" which means a wire transfer of funds, cashier's or certified check drawn on or issued by the offices of a financial institution located in the State of California.

4. CLOSING DELIVERIES TO ESCROW HOLDER.

4.1 By Seller. Not less than one (1) business day prior to the Closing Date (as defined in Section 12.1), Seller shall deliver or cause to be delivered to Escrow Holder the following instruments, documents and funds:

- a. **Grant Deed.** The Grant Deed executed and acknowledged by Seller to the Property to Buyer in the form attached as Exhibit B attached hereto ("**Grant Deed**").
- b. **Lot Merger Documents.** Pursuant to Section 9.2, City shall deliver the original Lot Merger Documents.
- c. **Closing Documents.** Any additional tax forms, recordation forms, 1099s or other documents as may be reasonably required by the Escrow Holder or the Title Company (as defined in Section 5.1) to consummate the transaction contemplated by this Agreement.

4.2 By Buyer. Not less than one (1) business day prior to the Closing Date, Buyer shall deliver the following instruments and documents:

- a. **Purchase Price.** The balance of the Purchase Price and any additional funds necessary to close this transaction.
- b. **Preliminary Change of Ownership Statement.** A Preliminary Change of Ownership Statement completed in the manner required in Los Angeles County.
- c. **Lot Merger Documents.** Buyer shall execute and acknowledge the Lot Merger Documents, as defined in Section 9.2 below, which shall be consented to by any lender holding a deed of trust on Buyer's Property.
- d. **Closing Documents.** Any additional tax forms, recordation forms, or other documents as may be reasonably required by the Escrow Holder or the Title Company to consummate the transaction contemplated by this Agreement.
- e. **Covenant Agreement.** Buyer shall execute and acknowledge that certain Declaration of Restrictive Use Covenant and Equitable Servitude Affecting Real Property Located at 16525 Prairie Avenue, Lawndale, California in the form attached hereto as Exhibit D ("Covenant Agreement") and deposit the \$10,000 City Reimbursement to the City required thereunder.

5. TITLE.

5.1 Preliminary Title Report for Buyer's Property. In order for Seller to process the Lot Merger Documents, Escrow Holder shall order within five (5) days of Opening of Escrow, a preliminary title report from Fidelity National Title Insurance Company ("**Title Company**") for the Buyer's Property which report shall have hyperlinks to the exceptions and a plotting of all easements. Buyer is aware that any lender holding a deed of trust or other lien against Buyer's Property will need to execute and approve the Merger Documents.

5.2 Preliminary Title Report for Property. Within five (5) days of the Opening of Escrow, Escrow Holder shall deliver to Buyer and Seller a preliminary title report for the Property ("**PTR**") from the Title Company which report shall have hyperlinks to the exceptions and a plotting of all easements.

Buyer shall have the right to obtain an ALTA non-extended owner's policy of title insurance for the fair market value of the Buyer's Property and the Property (as legally merged by the Merger Documents) subject to the exceptions already existing on the Buyer's Property and the approved exceptions on the Property.

Buyer shall have ten (10) days from receipt of the PTR to review the PTR and to object to the exceptions shown therein ("**Title Objection Notice**"). Failure to provide the Title Objection Notice in writing within the above period shall constitute Buyer's approval of the PTR and all matters shown therein. If Buyer provides the Title Objection Notice in the time specified indicating the exceptions to which Buyer objects, Seller shall have ten (10) business days from receipt of the Title Objection Notice to elect in writing delivered to Buyer either: (1) to remedy the title defect that is the subject of Buyer's objection by

removal or endorsement, or (2) not remedy the title defect that is the subject of Buyer's objection ("**Seller's Election Notice**"). If Seller delivers the Seller's Election Notice specifying that Seller will remedy the title objection, Seller shall be obligated to do so prior to the Closing by either having the exception removed or endorsed by the Title Company. If Seller's Election Notice specifies that Seller will not remedy the title defect or if Seller fails to deliver the Seller's Election Notice, Seller shall be deemed to have elected to not remedy the title objection. If Seller has elected to not remedy the title objection, Buyer shall have five (5) days following (i) receipt of Seller's Election Notice under the preceding sentence, or (ii) Seller's failure to timely provide Buyer with such written notification, to elect to either (a) waive its title objection and accept title subject to the alleged title defect, or (b) terminate this Agreement and receive a refund of the Deposit (less cancellation charges) ("**Termination Notice**"). If Buyer fails to deliver a Termination Notice in the time and manner specified, Buyer shall be conclusively deemed to have waived the title objection.

If Buyer requires any endorsements to the Title Policy, or if Buyer requires an ALTA extended owner's policy of title insurance or a title binder, then Buyer must (i) make such election in a timely manner so as to not delay the Closing; (ii) timely provide an ALTA survey to the Title Company; and (iii) pay the additional cost of obtaining such endorsements or additional coverage or a binder.

Seller shall execute and deliver to the Title Company an Owner's Affidavit and such other documentation as may be reasonably required by the Title Company to issue the Title Policy.

Notwithstanding anything to the contrary contained in this Agreement, if, at any time prior to the Closing, any updates to the PTR are received by Buyer, Buyer shall have five (5) business days (regardless of the date) following Buyer's receipt of such update and legible copies of all underlying documents referenced therein (that were not referenced in the Title Documents previously provided to Buyer) to notify Seller of objections to items on any such updates ("**Title Updates**"), and in the event Seller does not agree to remedy such objections, Buyer may terminate this Agreement or waive such objections and proceed to Closing. This paragraph shall not entitle Buyer to object to any update which contains an exception which was caused by Buyer.

5.3 Title Policy. If requested by Buyer, the Title Company will commit as of the Closing to issue an ALTA non-extended owner's title policy showing title vested in Buyer for both Buyer's Property and the Property as legally merged by the Merger Documents for the fair market value of said properties subject to (i) non delinquent real estate taxes; (ii) Permitted Exceptions (as defined below); and (iii) any exceptions caused or created by Buyer (including any actions of Buyer under Section 8 ("**Title Policy**").

"**Permitted Exceptions**" means those exceptions (i) disclosed in the PTR that Buyer does not object to pursuant to Section 5.2 for the Property together with (ii) all exceptions showing for the Buyer's Property.

6. POSSESSION. At Closing, Buyer shall retain possession of the Property.

7. CONDITIONS TO CLOSING.

7.1 Closing Conditions for Buyer's Benefit. Buyer's obligation to purchase the Property are subject to and expressly conditioned upon satisfaction (or written waiver) by Buyer of the following conditions precedent to the Closing:

- i. The Title Company will issue the Title Policy in accordance with Section 5.3 if requested by Buyer.
- ii. Buyer has not elected to terminate this Agreement pursuant to Section 8.2.
- iii. The Lot Merger Documents have been submitted are in a condition ready to be recorded at Closing.
- iv. Such agreements, instruments and other documentation in a form and substance reasonably satisfactory to Buyer's counsel evidencing that all claims of noncompliance Seller has with respect to Buyer's use and improvement of Buyer's Property and the Property have been fully and completely resolved without any further undertakings by or costs incurred or otherwise chargeable to Buyer, other than as stated in the Covenant Agreement.
- v. Seller is not in default of this Agreement.

7.2 Closing Conditions for Benefit of Seller. Seller's obligation to sell the Property is subject to and expressly conditioned upon satisfaction (or written waiver) by Seller of the following conditions precedent to the Closing:

- i. Seller has not elected to terminate this Agreement pursuant to Section 8.2.
- ii. The Title Company will issue the Title Policy in accordance with Section 5.2.
- iii. Buyer has paid the Purchase Price.
- iv. Buyer has paid the City's costs and attorneys' fees incurred in connection with the Covenant Agreement and referenced therein as the City Reimbursement.
- v. Buyer has executed and delivered to Escrow the Covenant Agreement for recording at the Closing.
- vi. Buyer is not in breach of this Agreement.
- vii. The Lot Merger Documents, as defined in Section 9.2 below, and application, approved by the City, have been executed by Buyer and

delivered to Escrow for recordation at the Closing and Buyer has paid the applicable City fees to process the Lot Merger.

8. DUE DILIGENCE PERIOD; BUYER'S OBLIGATIONS.

8.1 Scope of Due Diligence. Upon the opening of Escrow, Seller shall provide Buyer with any and all documents and information in Seller's possession and control concerning the Property. Buyer shall have the right to obtain at its cost to conduct such engineering, feasibility studies, soils tests, environmental studies and other investigations as Buyer in its sole discretion may desire, to permit Buyer to determine the suitability of the Property for Buyer's contemplated uses and to conduct such other review and investigation which Buyer deems appropriate to satisfy itself to acquire the Property. Buyer shall have the right to make an examination of all licenses, permits, authorizations, approvals and governmental regulations which affect the Property, including zoning and land use issues and conditions imposed upon the Property by governmental agencies.

8.2 Approval of Due Diligence Matters. Buyer shall notify Seller in writing ("**Buyer's Due Diligence Notice**") no later than five (5) days from the Opening of Escrow ("**Due Diligence Period**"), of Buyer's approval or disapproval of the condition of the Property and Buyer's investigations with respect thereto (excluding title matters which are to be approved or disapproved pursuant to Section 5), which approval may be issued or withheld in Buyer's sole and absolute discretion. Buyer's failure to deliver Buyer's Due Diligence Notice on or before the Due Diligence Date shall be conclusively be deemed Buyer's approval under this section. If Buyer delivers the Buyer's Due Diligence Notice in the time and manner specified and Buyer disapproves the condition of the Property, this Agreement and Escrow shall be deemed terminated and the Initial Deposit (less cancellation charges) shall be returned to Buyer. However, notwithstanding the termination of this Agreement, Buyer shall not be entitled to any compensation or reimbursement for the Work.

8.3 Right to Enter the Property. Commencing with the Effective Date, Seller grants Buyer, its agents and employees a limited license to enter upon the Property for the purpose of conducting engineering surveys, soil tests, investigations or other studies reasonably necessary to evaluate the condition of the Property, which studies, surveys, reports, investigations and tests shall be done at Buyer's sole cost and expense and for such purposes as are consistent with Buyer's prior conduct.

Prior to entry onto the Property, Buyer shall (i) conduct all studies in a diligent, expeditious and safe manner and not allow any dangerous or hazardous conditions to occur on the Property during or after such investigation; (ii) comply with all applicable laws and governmental regulations; (iii) allow an employee of Seller to be present at Seller's election; (iv) keep the Property free and clear of all materialmen's liens, lis pendens and other liens arising out of the entry and work performed under this provision; (v) maintain or assure maintenance of workers' compensation insurance (or state approved self-insurance) on all persons entering the Property in the amounts required by the State of California; (vi) provide to Seller prior to initial entry a certificate of insurance evidencing that Buyer has procured and paid premiums for an all-risk public liability insurance policy written on a per occurrence and not claims made basis in a combined single limit of not

less than TWO MILLION DOLLARS (\$2,000,000) which insurance names Seller as additional insured. Buyer shall return the Property to substantially its original condition following Buyer's entry as a result of Buyer's investigations. Following Buyer's entry, Buyer shall provide Seller copies of all studies, surveys, reports, investigations and other tests derived from any inspection ("**Reports**"); and to take the Property at Closing subject to any title exceptions caused by Buyer exercising this right to enter.

Buyer agrees to indemnify, and hold Seller free and harmless from and against any and all losses, damages (whether general, punitive or otherwise), liabilities, claims, causes of action (whether legal, equitable or administrative), judgments, court costs and legal or other expenses (including reasonable attorneys' fees) which Seller may suffer or incur as a consequence of Buyer's exercise of the license granted pursuant to this Section 8.3 or any act or omission by Buyer, any contractor, subcontractor or material supplier, engineer, architect or other person or entity acting by or under Buyer (except Seller and its agents) with respect to the Property during the term of this Agreement including any claims relating to the payment of prevailing wages, excepting any and all losses, damages (whether general, punitive or otherwise), liabilities, claims, causes of action (whether legal, equitable or administrative), judgments, court costs and legal or other expenses (including reasonable attorneys' fees) arising from the mere discovery by Buyer of any hazardous materials or other conditions and excepting to the extent such claims arise out of the negligence or misconduct of Seller. Buyer's obligations under this Section 8.3 shall survive termination of this Agreement for any reason.

The parties agree that breach of any Property entry or restoration obligations in this Section 8.3 shall constitute a material breach of this Agreement.

9. SELLER DISCLAIMER OF WARRANTIES; LOT MERGER DOCUMENTS.

9.1 Seller Disclaimer of Warranties. Buyer agrees to acquire the Property in its "AS IS" condition and shall be responsible for any and all defects in the Property, whether patent or latent, including, without limitation, the physical, environmental, and geotechnical condition of the Property, and the existence of any contamination, hazardous materials, vaults, debris, pipelines, wells, or other structures located on, under or about the Property. Except as expressly set forth in this Agreement, Seller makes no representation or warranty concerning the physical, environmental, geotechnical or other condition of the Property. Buyer acknowledges that, once Buyer obtains title to the Property, any liability of Seller for the environmental condition of the Property shall be extinguished, and that Seller shall have no liability for remediating any environmental condition of the Property.

9.2 Lot Merger Documents. Upon Opening of Escrow, Seller shall process a lot merger of the Property and Buyer's Property which shall be recorded immediately following recordation of the Grant Deed ("**Lot Merger Documents**"). Buyer shall execute all documents requested by Seller to process the lot merger in accordance with the Subdivision Map Act. Buyer shall also obtain the signature on the Lot Merger Documents of any lender which holds a deed of trust against Buyer's Property.

10. ESCROW PROVISIONS.

10.1 Escrow Instructions. Sections 1 through 5, inclusive, 7, 9.2, 10, 12, 14 & 15 constitute the escrow instructions to Escrow Holder. If required by Escrow Holder, Buyer and Seller agree to execute Escrow Holder's standard escrow instructions, provided that the same are consistent with and do not conflict with the provisions of this Agreement. In the event of any such conflict, the provisions of this Agreement shall prevail. The terms and conditions in sections of this Agreement not specifically referenced above are additional matters for information of Escrow Holder, but about which Escrow Holder need not be concerned. Buyer and Seller will receive Escrow Holder's general provisions directly from Escrow Holder and will execute such provision upon Escrow Holder's request. To the extent that the general provisions are inconsistent or conflict with this Agreement, the general provisions will control as to the duties and obligations of Escrow Holder only. Buyer and Seller agree to execute additional instructions, documents and forms provide by Escrow Holder that are reasonably necessary to close Escrow.

10.2 General Escrow Provisions. Escrow Holder shall deliver the Title Policy to the Buyer and instruct the Los Angeles County Recorder to (i) mail the Grant Deed to Buyer at the address set forth in Section 14 after recordation; and (ii) mail the Lot Merger Documents to Seller at the address set forth in Section 14 after recordation. All funds received in this Escrow shall be deposited in one or more general escrow accounts of the Escrow Holder with any bank doing business in Los Angeles County, California, and may be disbursed to any other general escrow account or accounts. All disbursements shall be according to that party's instructions.

10.3 Proration of Real Property Taxes. As a public agency, Seller is not subject to real property taxes. Accordingly, Buyer shall take the Property subject to non-delinquent general and special real property taxes.

10.4 Payment of Costs.

- a. **Cost Allocation.** Seller shall pay documentary transfer taxes and one-half (1/2) of the escrow costs ("**Seller's Charges**"). Buyer shall pay the cost of an ALTA non-extended owner's policy if requested by Buyer, one-half (1/2) of the escrow fees and all recording charges ("**Buyer's Charges**"). All other costs of Escrow not otherwise specifically allocated by this Agreement shall be apportioned between the parties in a manner consistent with the custom and usage of Escrow Holder in Los Angeles County.
- b. **Closing Statement.** At least two (2) days prior to the Closing Date, Escrow Holder shall furnish Buyer and Seller with a preliminary Escrow closing statement which shall include each party's respective shares of costs. The preliminary closing statement shall be approved in writing by the parties. As soon as reasonably possible following the Close of Escrow, Escrow Holder shall deliver a copy of the final Escrow closing statement to the parties.

10.5 Termination and Cancellation of Escrow. If Escrow fails to close as provided above, either party, which is not in default, may elect to cancel this Escrow upon

written notice to the other party and Escrow Holder. Upon cancellation, Escrow Holder is instructed to return all funds and documents then in Escrow to the respective depositor of the same with Escrow Holder. Cancellation of Escrow, as provided herein, shall be without prejudice to whatever legal rights Buyer or Seller may have against each other arising from the Escrow or this Agreement.

10.6 Information Report. Escrow Holder shall file and Buyer and Seller agree to cooperate with Escrow Holder and with each other in completing any report (“**Information Report**”) and/or other information required to be delivered to the Internal Revenue Service pursuant to Internal Revenue Code Section 6045(e) regarding the real estate sales transaction contemplated by this Agreement, including without limitation, Internal Revenue Service Form 1099-B as such may be hereinafter modified or amended by the Internal Revenue Service, or as may be required pursuant to any regulation now or hereinafter promulgated by the Treasury Department with respect thereto. Buyer and Seller also agree that Buyer and Seller, their respective employees and attorneys, and escrow Holder and its employees, may disclose to the Internal Revenue Service, whether pursuant to such Information Report or otherwise, any information regarding this Agreement or the transactions contemplated herein as such party reasonably deems to be required to be disclosed to the Internal Revenue Service by such party pursuant to Internal Revenue Code Section 6045(e), and further agree that neither Buyer nor Seller shall seek to hold any such party liable for the disclosure to the Internal Revenue Service of any such information.

10.7 No Withholding as Foreign Seller. Seller represents and warrants to Buyer that Seller is not, and as of the Close of Escrow will not be, a foreign person within the meaning of Internal Revenue Code Section 1445 or an out-of-state seller under California Revenue and Tax Code Section 18805 and that it will deliver to Buyer on or before the Close of Escrow a non-foreign affidavit on Escrow Holder's standard form pursuant to Internal Revenue Code Section 1445(b)(2) and the Regulations promulgated thereunder and a California Form 590-RE.

10.8 Brokerage Commissions. Buyer and Seller each represent and warrant to the other that no third party is entitled to a broker's commission and/or finder's fee with respect to the transaction contemplated by this Agreement. Buyer and Seller each agree to indemnify and hold the other parties harmless from and against all liabilities, costs, damages and expenses, including, without limitation, attorneys' fees, resulting from any claims or fees or commissions, based upon agreements by it, if any, to pay a broker's commission and/or finder's fee.

11. BUYER'S DEFAULT. IF BUYER FAILS TO COMPLETE THE PURCHASE OF THE PROPERTY AS PROVIDED IN THIS AGREEMENT BY REASON OF ANY DEFAULT OF BUYER, SELLER SHALL BE RELEASED FROM ITS OBLIGATION TO SELL THE PROPERTY TO BUYER. BUYER AND SELLER ACKNOWLEDGE AND AGREE THAT IT WOULD BE IMPRACTICAL AND/OR EXTREMELY DIFFICULT TO FIX OR ESTABLISH THE ACTUAL DAMAGE SUSTAINED BY SELLER AS A RESULT OF SUCH DEFAULT BY BUYER, AND AGREE THAT THE DEPOSIT IS A REASONABLE APPROXIMATION THEREOF. IN THE EVENT THAT BUYER BREACHES THIS AGREEMENT BY DEFAULTING IN THE COMPLETION OF THE

PURCHASE, THE DEPOSIT SHALL CONSTITUTE AND BE DEEMED TO BE THE AGREED AND LIQUIDATED DAMAGES OF SELLER, AND SHALL BE PAID BY BUYER TO SELLER AS SELLER'S SOLE AND EXCLUSIVE REMEDY EXCEPT FOR ATTORNEYS' AND OTHER FEES RECOVERABLE PURSUANT TO SECTION 15.2 AND ITS RIGHTS TO BE INDEMNIFIED AS PROVIDED IN THIS AGREEMENT. THE PAYMENT OF THE DEPOSIT AS LIQUIDATED DAMAGES IS NOT INTENDED TO BE A FORFEITURE OR PENALTY, BUT IS INTENDED TO CONSTITUTE LIQUIDATED DAMAGES TO SELLER PURSUANT TO CALIFORNIA CIVIL CODE SECTIONS 1671, 1676 AND 1677. THIS PROVISION DOES NOT APPLY TO OR LIMIT IN ANY WAY THE INDEMNITY OBLIGATIONS OF BUYER UNDER THIS AGREEMENT.

SELLER'S INITIALS: _____ BUYER'S INITIALS: _____

12. CLOSING.

12.1 Closing Date. Escrow shall close twenty (20) days after the Opening of Escrow ("**Closing Date**"). Notwithstanding the foregoing if the specified Closing Date falls on a Monday it shall be extended to the next business day. The terms "**Close of Escrow**" and/or "**Closing**" are used herein to mean the date that the Grant Deed and Lot Merger Documents are recorded in that specific order in the Office of the County Recorder of Los Angeles County, California.

12.2 Time is of Essence. Buyer and Seller specifically agree that time is of the essence under this Agreement. The parties agree that the specified dates under this Agreement are specifically enforceable and shall not be subject to substantial compliance arguments.

12.3 Extensions. The City Manager or his or her designee shall, in his or her sole and exclusive discretion, on behalf of Seller, have the authority to approve written requests for extending any deadline under this Agreement for up to an additional ninety (90) days cumulatively. Nothing in this Section shall be construed to imply the right of Buyer to any extensions.

13. NON-COLLUSION. No official, officer, or employee of the Seller is related to Buyer nor as any relative of any official, officer, or employee of Seller participated in any decision relating to this Agreement. Buyer warrants and represents that he has not paid or given, and will not pay or give, to any third party including, but not limited to, any official, officer, or employee of Seller, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded this Agreement. Buyer further warrants and represents that he has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any official, officer, or employee of Seller, as a result or consequence of obtaining or being awarded any agreement. Buyer is aware of and understands that any such act(s), omission(s) or other conduct resulting in the payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Buyer's Initials: _____

14. **NOTICES.** Any notice which either party may desire to give to the other party or to the Escrow Holder must be in writing and may be given (i) by personal delivery (including reputable overnight courier (such as Federal Express, UPS or DHL) which will be deemed received the following day, or (ii) by mailing the same by registered or certified mail, return receipt requested which will be deemed delivered three (3) days after depositing same in the mail, addressed to the party to whom the notice is directed as set forth below, or such other address and to such other persons as the parties may hereafter designate:

To Seller: CITY OF LAWNSDALE
14717 Burin Avenue
Lawndale, California 90260
Attn: City Manager

With a Copy to: Aleshire & Wynder LLP
18881 Von Karman Ave., Suite 1700
Irvine, California 92612
Attn: Tiffany J. Israel, City Attorney

To Buyer: Ty Benton McMillen
16525 Prairie Avenue
Lawndale, California

With a Copy to: Ervin Cohen & Jessup, LLP
9401 Wilshire Blvd., 9th Floor
Beverly Hills, California 90212
Attn: Ellia M. Thompson, Esq.

15. **GENERAL PROVISIONS.**

15.1 **Assignment.** Neither party shall have the right to assign this Agreement or any interest or right hereunder or under the Escrow without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of Buyer and Seller and their respective heirs, personal representatives, successors and assigns.

15.2 **Attorney's Fees.** In any action between the parties hereto, seeking enforcement of any of the terms and provisions of this Agreement or the Escrow, or in connection with the Property, the prevailing party in such action shall be entitled, to have and to recover from the other party its reasonable attorneys' fees and other reasonable expenses in connection with such action or proceeding, in addition to its recoverable court costs.

15.3 **Interpretation; Governing Law.** This Agreement shall be construed according to its fair meaning and as if prepared by both parties hereto. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Titles and captions are for convenience only and shall not constitute a portion of this Agreement. As used in this Agreement, masculine,

feminine or neuter gender and the singular or plural number shall each be deemed to include the others wherever and whenever the context so dictates.

15.4 No Waiver. No delay or omission by either party in exercising any right or power accruing upon the compliance or failure of performance by the other party under the provisions of this Agreement shall impair any such right or power or be construed to be a waiver thereof. A waiver by either party of a breach of any of the covenants, conditions or agreements hereof to be performed by the other party shall not be construed as a waiver of any succeeding breach of the same or other covenants, agreements, restrictions or conditions hereof.

15.5 Modifications and Amendments. Any amendment or modification must be in writing executed by each party.

15.6 Severability. If any term, provision, condition or covenant of this Agreement or the application thereof to any party or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this instrument, or the application of such term, provisions, condition or covenant to persons or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

15.7 Merger. This Agreement and other documents incorporated herein by reference contain the entire understanding between the parties relating to the transaction contemplated hereby and all prior to contemporaneous agreements, understandings, representations and statements, oral or written, are merged herein and shall be of no further force or effect.

15.8 Execution in Counterparts. This Agreement may be executed in several counterparts, and all so executed shall constitute one agreement binding on all parties hereto, notwithstanding that all parties are not signatories to the original or the same counterpart.

15.9 Exhibits. Exhibit A, B, B-1 and C attached hereto are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have executed this Purchase and Sale Agreement and Escrow Instructions as of the date set forth above.

NOTE: Sections 11 & 13 must be separately initialed by the applicable party.

SELLER:

CITY OF LAWDALE, a California
municipal corporation

By: _____
Robert Pullen-Miles, Mayor

Dated: _____, 2020

ATTEST:

By: _____
Rhonda Hofmann Gorman,
City Clerk

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

By: _____
Tiffany J. Israel, City Attorney

BUYER:

Ty Benton McMillen

Dated: _____, 2020

ESCROW ACCEPTANCE & AGREEMENT

Fidelity National Title Insurance Company as the Escrow Holder, hereby (i) agrees to the terms of this Agreement, and (ii) certifies that the Opening of Escrow pursuant to Section 2 of this Agreement (including receipt of the Deposit) occurred as of _____, 2020 and the escrow number is _____.

ESCROW HOLDER:

Fidelity National Title Insurance Company

By: _____
Jannette De Lap, Escrow Officer

EXHIBIT A-1

LEGAL DESCRIPTION OF BUYER'S PROPERTY

That certain real property located in the City of Lawndale, County of Los Angeles, State of California, described as follows:

EXISTING LEGAL DESCRIPTION:

LOT 399 OF TRACT NO. 6286, IN THE CITY OF LAWDALE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 74, PAGE 67 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THE SOUTHERLY 10.00 FEET AND THE EASTERLY 20.00 FEET OF SAID LAND.

ALSO EXCEPT THAT PORTION OF SAID LOT WITHIN THE FOLLOWING DESCRIBED BOUNDARIES.

BEGINNING AT THE INTERSECTION OF THE WESTERLY LINE OF THE EASTERLY 20 FEET OF SAID LOT WITH THE NORTHERLY LINE OF THE SOUTHERLY 10 FEET OF SAID LOT;

THENCE WESTERLY ALONG SAID NORTHERLY LINE 15.01 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST, HAVING A RADIUS OF 18 FEET;

TANGENT TO SAID NORTHERLY LINE AND TANGENT TO THE WESTERLY LINE OF THE EASTERLY 17 FEET OF SAID LOT;

THENCE NORTHEASTERLY ALONG SAID CURVE 17.74 FEET TO FIRST MENTIONED WESTERLY LINE;

THENCE SOUTHERLY ALONG SAID FIRST MENTIONED WESTERLY LINE, 8.06 FEET TO THE POINT OF BEGINNING.

CONTAINING 2,484 SQ. FT.

APN: 4074-019-020



Handwritten signature and date: 06-03-20

EXHIBIT B-1

LEGAL DESCRIPTION OF PROPERTY

That certain real property located in the City of Lawndale, County of Los Angeles, State of California, described as follows:

PROPOSED LEGAL DESCRIPTION

BEING A PORTION OF LOT 399 TRACT NO. 6286, IN THE CITY OF LAWDALE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 74, PAGE 67 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID LOT 399;

THENCE ALONG THE SOUTHERLY PROLONGATION OF SAID LOT 399 SOUTH 00°02'36" EAST 0.50 FEET TO THE TRUE POINT OF BEGINNING.

THENCE PARALLEL WITH 166TH STREET AS SHOWN ON SAID TRACT NO. 6286 NORTH 89°59'57" EAST 63.03 FEET;

THENCE NORTH 89°02'34" EAST 20.83 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 16.75;

THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 89°05'04" AN ARC DISTANCE OF 26.04 FEET, SAID CURVE ALSO BEING TANGENT AT ITS NORTHERLY TERMINUS WITH THE WESTERLY LINE OF THE EASTERLY 16.50 FEET OF SAID LOT 399;

THENCE ALONG SAID WESTERLY LINE NORTH 00°02'30" WEST 19.48 FEET TO THE NORTHERLY LINE OF SAID LOT 399;

THENCE ALONG SAID NORTHERLY LINE SOUTH 89°55'20" WEST 100.35 FEET TO THE NORTHWESTERLY CORNER OF SAID LOT 399;

THENCE ALONG THE WESTERLY LINE AND THE SOUTHERLY PROLONGATION OF SAID LOT 399 SOUTH 00°02'36" EAST 36.45 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 3,595 SQ. FT.

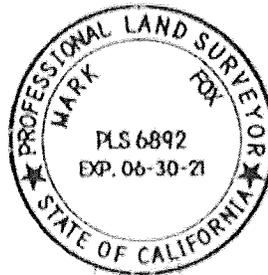
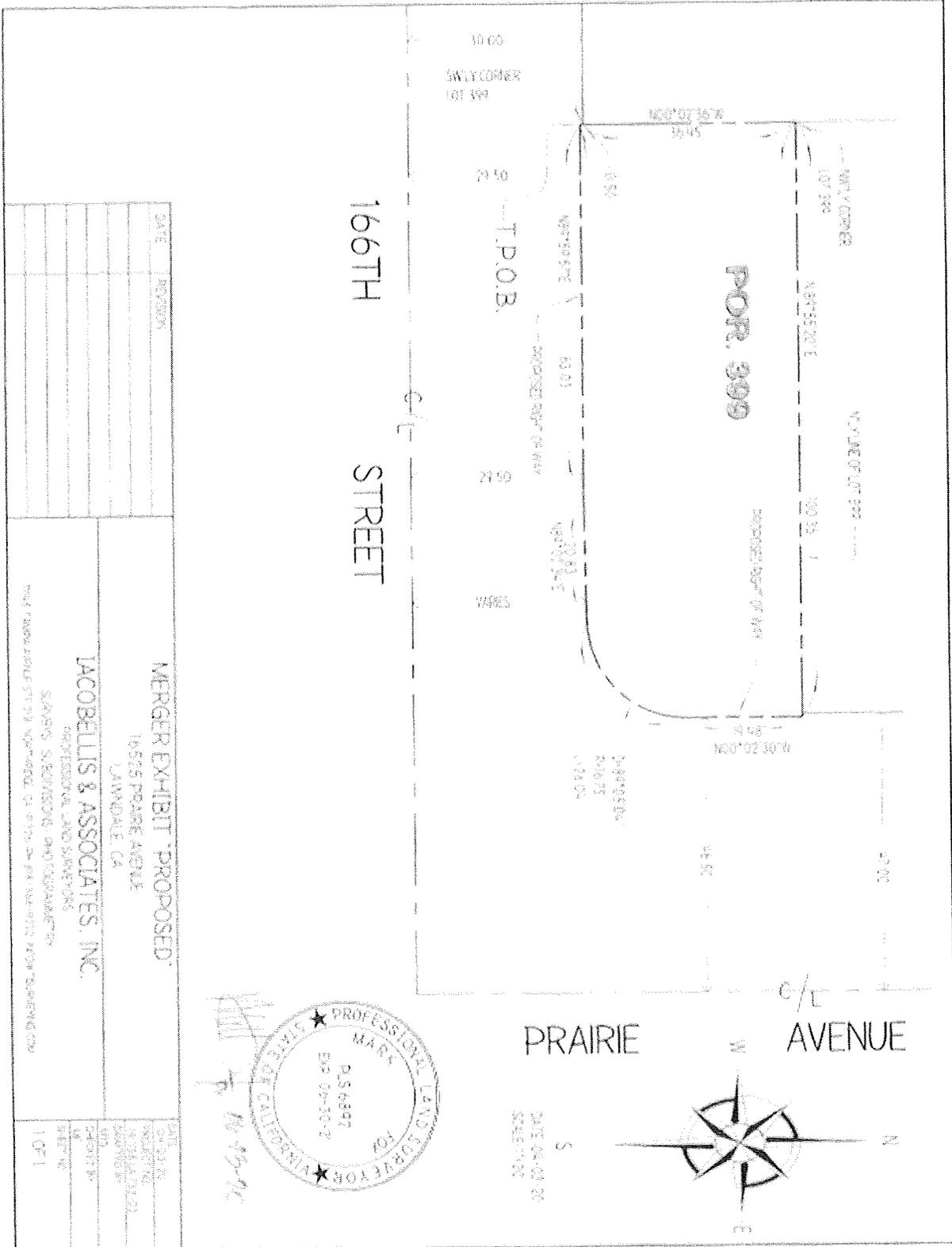


EXHIBIT B-2

DEPICTION OF PROPERTY



DATE	REVISION

MERGER EXHIBIT PROPOSED:
 16525 PEARLE AVENUE
 LANHALE, CA
JACOBELLIS & ASSOCIATES, INC.
 PROFESSIONAL LAND SURVEYORS
 25400 S. BELLFLOWER, CHINO, CALIFORNIA 91709
 THIS PLAN IS SUBJECT TO ANY AND ALL RECORDS AND INSTRUMENTS ON FILE AT THE COUNTY CLERK'S OFFICE IN THE COUNTY OF RIVERSIDE, CALIFORNIA.

DATE	BY	REVISION
08-10-12	MS	1 OF 1

EXHIBIT C

GRANT DEED

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

TY BENTON MCMILLEN
16525 Prairie Avenue
Lawndale, California 90620

APN: _____

SPACE ABOVE THIS LINE FOR RECORDER'S USE

THE UNDERSIGNED GRANTOR DECLARES that
the documentary transfer tax (computer on full value)
is \$ _____

GRANT DEED

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, **CITY OF LAWDALE**, a California municipal corporation ("**Grantor**"), hereby grants to TY BENTON MCMILLEN, a single man ("**Grantee**"), that certain real property in the City of Lawndale, County of Los Angeles, State of California, as more particularly described in Exhibit A and depicted in Exhibit B attached hereto and incorporated herein by this reference ("**Property**").

IN WITNESS WHEREOF, Grantor has caused this Grant Deed to be executed on the date written below.

GRANTOR:

THE CITY OF LAWDALE, a California
municipal corporation

ATTEST:

By: _____
Rhonda Hofmann Gorman,
City Clerk

By: _____
Robert Pullen-Miles, Mayor

Dated: _____, 2020

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

By: _____
Tiffany J. Israel, City Attorney

Exhibit A to Grant Deed

Legal Description of the Property

That certain real property located in the City of Lawndale, County of Los Angeles, State of California, described as follows:

PROPOSED LEGAL DESCRIPTION

BEING A PORTION OF LOT 399 TRACT NO. 6286, IN THE CITY OF LAWNSDALE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 74, PAGE 67 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID LOT 399;

THENCE ALONG THE SOUTHERLY PROLONGATION OF SAID LOT 399 SOUTH 00°02'36" EAST 0.50 FEET TO THE TRUE POINT OF BEGINNING.

THENCE PARALLEL WITH 166TH STREET AS SHOWN ON SAID TRACT NO. 6286 NORTH 89°59'57" EAST 63.03 FEET;

THENCE NORTH 89°02'34" EAST 20.83 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 16.75;

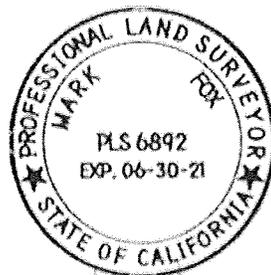
THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 89°05'04" AN ARC DISTANCE OF 26.04 FEET, SAID CURVE ALSO BEING TANGENT AT ITS NORTHERLY TERMINUS WITH THE WESTERLY LINE OF THE EASTERLY 16.50 FEET OF SAID LOT 399;

THENCE ALONG SAID WESTERLY LINE NORTH 00°02'30" WEST 19.48 FEET TO THE NORTHERLY LINE OF SAID LOT 399;

THENCE ALONG SAID NORTHERLY LINE SOUTH 89°55'20" WEST 100.35 FEET TO THE NORTHWESTERLY CORNER OF SAID LOT 399;

THENCE ALONG THE WESTERLY LINE AND THE SOUTHERLY PROLONGATION OF SAID LOT 399 SOUTH 00°02'36" EAST 36.45 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 3,595 SQ. FT.



[Handwritten signature]



CITY OF LAWNDALE
14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: July 20, 2020
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk 
SUBJECT: Mayor/Councilmember Report of Attendance at Meetings and/or Events

No supporting documentation was forwarded to the City Clerk Department for this item.