



# City of Maywood

4319 East Slauson Avenue • Maywood, California 90270  
Tel: (323) 562-5700 • Fax (323) 773-2806

## SPECIAL MEETING OF THE MAYWOOD COMMUNITY DEVELOPMENT COMMISSION 4319 E. Slauson Avenue, Maywood CA 90270

April 29, 2009

6:15 p.m.

### CALL TO ORDER:

### ROLL CALL:

Commissioners: Sergio Calderon, Ana Rosa Rizo, Thomas Martin,  
Vice Chairmember Felipe Aguirre, Chairmember Veronica Guardado

**CITIZEN COMMUNICATIONS:** All persons who wish to speak shall state their name and address prior to speaking. Public participation during the comment period can be limited in time, for each individual, to not more than three minutes [Maywood Resolution #3731, Section 5]. Comments regarding all Community Development Commission Agenda items (except Public Hearing matters) should be addressed at this time.

### RESOLUTION:

1. CDC-09-06 A Resolution of the Community Development Commission (CDC) of the City of Maywood, Approving Demands & Payroll.

**ADJOURNMENT:** To the next Meeting on Tuesday, May 12, 2009 at 6:15 p.m.

I, **TANIA MORENO**, Deputy City Clerk, do hereby certify that this agenda was duly posted at the following locations on or prior to April 22, 2009 at:

4357 E. Slauson Avenue at 5:00 p.m.

4323 E. Slauson Avenue at 5:00 p.m.

4319 E. Slauson Avenue at 5:00 p.m.

*Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (323) 562-5700. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.*





# City of Maywood

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## NOTICE AND CALL OF A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF MAYWOOD

TO THE MEMBERS OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND TO THE CITY CLERK:

NOTICE IS HEREBY GIVEN that a Meeting of the City Council for the City of Maywood is hereby called to be held Wednesday, April 29, 2009 at 6:30 p.m. to begin at the City of Maywood City Council Chambers, 4319 E. Slauson Avenue, Maywood, CA 90270.

Said Special Meeting shall be for the purpose of discussing/taking action on the item(s) listed below:

### AGENDA

**I. Call to Order/Roll Call:** Councilmembers Felipe Aguirre, Sergio Calderon, Thomas Martin, Mayor Pro Tem Ana Rosa Rizo and Mayor Veronica Guardado.

**II. Public comment:**

All persons who wish to speak shall state their name and address prior to speaking. Public participation during the comment period can be limited in time, for each individual, to not more than three minutes [Maywood Resolution #3731, Section 5]. Comments regarding all City Council Agenda items (except Public Hearing matters) should be addressed at this time.

**III. Closed Session:** Conference with Real Property Negotiator  
Property: 5950 Walker Avenue  
Negotiating Party: Paul Philips, David Mango  
Under Negotiation: Price and Terms  
California Gov't Code Subdivision (b) of Section 54956.8

**Closed Session Report:** Report by City Attorney

**IV. Consent Items:**

1. Approve Minutes of the Regular City Council Meeting held on April 14, 2008.
2. Approve recommended selection of (Consultant) City Engineer, Water Engineer, Traffic Engineer and Community Development Commission Engineer and direct CAO to negotiate professional services agreement.
3. Request Gateway Cities COG I-710 project committee to implement a corridor level air Quality Action Plan before building I-710 freeway.
4. To receive and file Southern California Edison Street Light Project Update.

5. Approve Treasury & Investment Report as of March 31, 2009.
6. Res.#5477 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, APPROVING DEMANDS AND PAYROLL.
7. Res.#5478 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, ADOPTING A POLICY FOR THE RETENTION AND DESTRUCTION OF CITY RECORDS, A REQUEST FORM FOR THE DESTRUCTION OF OBSOLETE RECORDS, AND A RECORDS RETENTION SCHEDULE.
8. Res.#5479 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, IN SUPPORT OF "NO TEACHER LAYOFFS" AT LOS ANGELES UNIFIED SCHOOL DISTRICT.

**V. Rejection of Claims:**


9. Salgado vs. City of Maywood

**VI. Ordinance:**

10. Ord.#08-15 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, AMENDING SECTION 2-2.101 OF THE MAYWOOD MUNICIPAL CODE TO EFFECT A CHANGE IN THE TITLE OF CHIEF ADMINISTRATIVE OFFICER TO CITY MANAGER.

- VII. Adjourn:** To the next Regular Council Meeting on Tuesday, May 12, 2009 at 6:30 p.m.

Dated: \_\_\_\_\_ April 22, 2009

  
\_\_\_\_\_  
Tania Moreno  
Deputy City Clerk

In compliance with the American with Disabilities Act, if you need special assistance to participate in a Meeting, please contact the City Clerk's Office at 322- 562-5714. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



# City of Maywood

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## NOTICIA Y LLAMADO DE JUNTA ESPECIAL DE EL CONCILIO DE LA CIUDAD DE MAYWOOD

PARA LOS MIEMBROS DE EL CONCILIO DE LA CIUDAD DE MAYWOOD Y PARA LA SECRETARIA MUNICIPAL:

NOTICIA ES PRESENTADA que la junta de Concilio de la Ciudad de Maywood es llamada para ser conducida el Miércoles, Abril 29, 2009 a las 6:30 p.m. para empezar en la Cámara del Concilio de de la Ciudad de Maywood, 4319 E. Slauson Avenue, Maywood, CA 90270.

La Junta Especial será para el propósito de discutir/tomar acción sobre los artículos listados abajo:

### AGENDA

- I. Llamado al Orden/Llamado de Lista:** Concejal Felipe Aguirre, Sergio Calderon, Thomas Martin, Vice Alcalde Ana Rosa Rizo y Alcalde Verónica Guardado.
- II. Comentario Publico:**
- Todas las personas que desean hablar deberán dar su nombre y dirección antes de hablar. Participación publica durante el periodo de comentario puede ser limitado en tiempo, para cada individuo, a no mas de tres minutos. [Maywood Resolution #3731, Section 5]. Comentarios sobre todos los artículos en la agenda del Concilio (excepto artículos de Audiencia Publica) pueden ser dirigidos en este momento.
- III. Sesión Cerrada:** Conferencia con Negociador de Propiedad  
Propiedad: 5950 Walker Avenue  
Partido Negociante: Paul Philips, David Mango  
Bajo Negociación: Precio y Términos  
Sección 54956.8 Subdivisión del Código del Gobierno de California

**Reporte de Sesión Cerrada:** Reporte por el Abogado de la Ciudad

### IV. Articulos de Consentimiento:

1. Aprovar minutos de la junta regular de el Concilio tomada el 14 de Abril, 2009.
2. Aprobar recomendada selección de (Consultante) Ingeniero de la Ciudad, Ingeniero de Agua, Ingeniero de Trafico y de la Comisión de Desarrollo y dirigir al Administrador para negociar un contrato de servicios profesionales.
3. Pedido por Gateway Cities COG I-710 comité de proyecto para implementar un plan de aire del corredor antes de construir la autopista I-710.
4. Recibir y archivar el reporte de la actualización del Proyecto de Luces de Southern California Edison.

**AGENDA DEL CONCILIO DE LA CIUDAD**  
**ABRIL 29, 2009**  
**PAGINA 2**

5. Aprovar el reporte de Tesorería y Inversión de Marzo 31, 2009.
6. Res.#5477 UNA RESOLUCION DE EL CONCILIO DE LA CIUDAD DE MAYWOOD, CALIFORNIA, APROVANDO DEMANDAS Y NOMINA.
7. Res.#5478 UNA RESOLUCION DE EL CONCILIO DE LA CIUDAD DE MAYWOOD, CALIFORNIA, ADOPTANDO UNA POLIZA PARA LA RETENCION Y DESTRUCCION DE DOCUMENTOS DE LA CIUDAD, LA FORMA DE PEDIR LA DESTRUCCION DE DOCUMENTOS OBSOLETOS, Y LA LISTA DE DOCUMENTOS DE RETENCION.
8. Res.#5479 UNA RESOLUCION DE EL CONCILIO DE LA CIUDAD DE MAYWOOD, CALIFORNIA, EN APOYO DE "NO DESPEDIR MAESTROS" DE EL DISTRITO UNIFICADO DE LOS ANGELES.

**V. Rechazo de reclamos:**

9. Salgado contra la Ciudad de Maywood

**VI. Ordenanza:**

10. Ord.#08-15 UNA ORDENANZA DE EL CONCILIO DE LA CIUDAD DE MAYWOOD, CALIFORNIA, CAMBIANDO SECCION 2-2.101 DE EL CODIGO MUNICIPAL CAMBIANDO SECCION 2-2.101 DE EL CODIGO MUNICIPAL PARA CAMBIAR EL TITULO DE JEFE ADMINISTRATIVO A GERENTE DE LA CIUDAD.

- VII. Diferimiento:** Hasta la próxima junta del Concilio el Martes, Mayo 12, 2009 a las 6:30 p.m.

Dated: April 22, 2009

  
\_\_\_\_\_  
Tania Moreno  
Deputy City Clerk

*En conformidad a el decreto de Americanos con Incapacidad, si usted necesita asistencia para participar en esta junta, por favor comunicarse con la Secretaria Municipal al (323) 562-5714. Notificación 48 horas antes de la junta permitirá a la Ciudad hacer razonables arreglos permitiendo accesibilidad a esta junta.*



# City of Maywood

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**JUNTA REGULAR DE LA COMISION DE DESARROLLO DE LA CIUDAD DE MAYWOOD**  
4319 E. Slauson Ave., Maywood CA 90270

Abril 29, 2009

6:15 p.m.

## **LLAMADO AL ORDEN:**

### **LISTA:**

Miembros de la Comisión: Sergio Calderon, Ana Rosa Rizo, Thomas Martin, Vice Presidente Felipe Aguirre, Presidente Veronica Guardado

**COMUNICACIONES DE CIUDADANOS** –Todas las personas que desean hablar deberán dar su nombre y dirección antes de hablar. Participación pública durante el periodo de comentario puede ser limitado en tiempo, para cada individuo, para no mas de tres minutos. [Maywood Resolution #3731, Section 5]. Comentarios sobre artículos en la agenda (excepto asuntos sobre Audiencia Publica) de la Comisión de Desarrollo pueden ser presentados ahora.

## **RESOLUCION:**

1. CDC-09-06 UNA RESOLUCION DE LA COMISION DE DESARROLLO DE LA CIUDAD DE MAYWOOD, APROVANDO DEMANDAS Y NOMINA.

**DIFERIMIENTO:** Hasta la próxima junta el Martes, Mayo 12, 2009 a las 6:15 p.m.

Yo, **TANIA MORENO**, Secretaria Municipal Diputada, certifico que esta agenda fue anunciada en las siguientes localizaciones el o antes de Abril 22, 2009 en:

4357 E. Slauson Avenue at 5:00 p.m.

4323 E. Slauson Avenue at 5:30 p.m.

4319 E. Slauson Avenue at 5:45 p.m.

[www.cityofmaywood.com](http://www.cityofmaywood.com)

*Cualquier documento publico, relacionado a un articulo en la sesión abierta, que es distribuida dentro las 72 horas antes de la junta es disponible para inspección publica en el Ayuntamiento de la Ciudad, 4319 E. Slauson Avenue, Maywood, CA 90270.*

*En conformidad a el decreto de Americanos con Incapacidad, si usted necesita asistencia para participar en esta junta, por favor comunicarse con la Secretaria Municipal al (323) 562-5714. Notificación 48 horas antes de la junta permitirá a la Ciudad hacer razonables arreglos permitiendo accesibilidad a esta junta.*



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

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION  
OF THE CITY OF MAYWOOD APPROVING DEMANDS

**WHEREAS**, the following listed demands have been audited by the  
Director of Finance, and

**WHEREAS**, the Director of Finance has an affidavit certified to the  
accuracy and availability of funds for payment thereof, and

**WHEREAS**, the Register of Audited Demands has been submitted to the  
Community Development Commission for approval,

**NOW, THEREFORE, BE IT RESOLVED**, that the below listed demands  
are approved and ratified for payment.

**PASSED, APPROVED AND ADOPTED THIS** 29th day of April, 2009

Merged Project Area Warrants No. 1146 thru 1151

\_\_\_\_\_  
COMMISSION CHAIRPERSON

ATTEST:

\_\_\_\_\_  
SECRETARY

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF MAYWOOD            )

I, **Patricia Bravo**, Secretary of the Community Development Commission of the  
City of Maywood, do hereby certify the foregoing Resolution, being Resolution  
No. \_\_\_\_\_ as passed by the Community development Commission of the City of  
Maywood, signed by the Chairperson of said Commission, and attested by the  
Secretary, all at a regular meeting of the Community Development Commission held on  
the \_\_\_ of \_\_\_\_\_ 2009, and that the same was passed by the following vote, to wit:


AYES:  
NAYS

**Maywood Redevelopment**  
 Check/Voucher Register - Warrant/Register  
 1001 - Cash in Bank-CDC Merged Account  
 From 3/1/2009 Through 4/21/2009

<u>Check N...</u>	<u>Effective D...</u>	<u>Vendor Name</u>	<u>Transaction Description</u>	<u>Check Amount</u>
1146	3/19/2009	Kane, Ballmer & Berkman	legal services thru 02.28.09	50.00
1147	3/19/2009	Silvia Construction Inc.	Citywide Street imp.	193,718.64
1148	3/23/2009	AAE Incorporated	Citywide street imp. Feb. 09	26,860.00
	3/23/2009	AAE Incorporated	Slauson and Atlantic-bus. district imp. Jan. 09	140.00
1149	4/1/2009	Glass-Molders-Pottery and Allied Workers...	rehab	26,000.00
1150	4/1/2009	Mayer Hoffman McCann P.C.	CDC 06.30.08 audit	1,309.00
1151	4/6/2009	Silvia Construction Inc.	maywood citywide street imp.	<u>384,497.23</u>
<b>Report Total</b>				<u><u>632,574.87</u></u>



MEMORANDUM

**Date:** April 22, 2009  
**To:** Patricia Bravo, City Clerk  
**From:**  David Mango, Director of Building and Planning  
**Subject:** April 29, 2009 Closed Session Discussion

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For the April 29<sup>th</sup> City Council agenda, please add two items:

1. Lease of City Property - 5950 Walker Avenue, price and terms (closed session)
2. 5515 Maywood Avenue (future park site) - Update and discussion per Mayor Guardado.

*Closed Session*

**April 14, 2009**  
**MINUTES OF THE REGULAR MEETING OF THE MAYWOOD**  
**CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,**  
**4319 E. SLAUSON AVE, MAYWOOD ON THE ABOVE DATE**

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**ROLL CALL:** Councilmember Felipe Aguirre, Sergio Calderon, Thomas Martin, Mayor Pro Tem Rizo, Mayor Guardado

**PRESENT:** Councilmember Felipe Aguirre, Sergio Calderon, Thomas Martin, Mayor Pro Tem Rizo, Mayor Guardado. Also Present Interim Chief Administrative Officer Paul J. Philips; Interim Finance Director Hilda Flores; City Attorney Marco Martinez; Director of Building and Planning David Mango; City Engineer Tom Melendrez; City Clerk Patricia Bravo; Chief of Police Frank Hauptmann; Lieutenant Pine; City Engineer Tom Melendez.

**INVOCATION:** The invocation was led by Councilmember Aguirre.

**PLEDGE OF ALLEGIANCE:** The pledge of allegiance was led by Councilmember Martin.

**CITIZEN COMMUNICATIONS – CLOSED SESSION ITEMS ONLY:** All persons who wish to address the City Council on an item listed on the closed session may do so at this time. Speakers shall state their name and address prior to speaking. Public participation during this comment period can be limited in time, for each individual, to not more than three (3) minutes.

Gerardo Mayagoitia, 4800 58<sup>th</sup> Street, Maywood

Mr. Mayagoitia discussed concerns regarding the lawsuits against the city, the misuse of the taxpayer's money, and the conduct of some police officers.

City Attorney Marco Martinez stated that the City Council would be recessing into closed session on the items listed on the first and second page of the regular meeting agenda. He stated that they have four closed session items to discuss. He stated that he would not be participating during the discussion of item four because of a possible conflict of interest. He stated that no reportable action is expected at the end of the closed session.

Mayor Guardado recessed into closed session.

**CLOSED SESSION:**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(a)  
Scott Anderson and Paul Pine vs. City of Maywood (BC 381608)
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(a)  
Maywood Club Tow vs. City of Maywood (BC 403653)
3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section  
54956.9(b)(3)(A)  
One Potential Case
4. Conference with Real Property Negotiator  
Property: 5313 Pine Avenue  
Negotiating Party: Paul Philips, David Mango, Pascaline Derrick  
Under Negotiation: Price and Terms  
[California Gov't Code Subdivision (b) of Section 54956.8]

**CLOSED SESSION REPORT:** Report by City Attorney

City Attorney Marco Martinez stated that an update was given on closed session items one and two. He stated that a presentation was given for closed session item three. He stated that with respect to closed session item four, Council held discussions with the negotiating parties, provided additional direction, and there was not reportable action taken. He stated that the City Attorney was not present during the discussion of item four.

Mayor Guardado stated that City Clerk Patricia Bravo would be translating the meeting.

**PRESENTATIONS:** 1. La Causa Youthbuild Organization

Executive Director Robert Zardeneta thanked the Council, staff, and Padres Unidos for giving him the opportunity to make the presentation. He provided a brief background of the organization, what they do for the community, their mission, the services being offered, their facilities, their support system, and the student stipend. He stated that their vision is to branch out to the Southeast and Northeast of Los Angeles. He discussed the possibility of establishing a partnership with Maywood.

Council and Executive Director Robert Zardeneta discussed the issue of the organization being legit, the fund grants provided by different foundations, the current projects that the organization is working on, how much it would cost to partnership, the benefits that the organization could bring to the city, and a possible partnership with other cities.

2. Pedro Preciado, Parking Enforcement

Lieutenant Pine introduced new Parking Enforcement Officer Pedro Preciado. He provided a brief background summary and future goals of Mr. Preciado.

A badge was pinned on Parking Enforcement Officer Pedro Preciado.

Council, staff, and Parking Enforcement Officer Pedro Preciado were photographed.

3. Fidelia Iniguez, Liborio Markets

Lieutenant Pine presented a Good Samaritan award to Fidelia Iniguez for her immediate actions taken during an emergency.

Chief of Police Hauptmann thanked Ms. Iniguez for her extraordinary actions.

Council, staff, Lieutenant Pine, Chief of Police Hauptmann, and Mrs. Iniguez were photographed.

**CITIZEN COMMUNICATIONS: Statement of Public Participation:** Thank you for participating in tonight's meeting. Individuals interested in addressing the City Council on any agenda item or topic must fill out a card provided at the entrance, and turn it in to the City Clerk prior to 6:45 p.m. A card does not need to be submitted for public hearing items. Forms turned in after 6:45 p.m. may be held until the next regular meeting.

At this time speakers wishing to address the City Council on an item that is not identified as a public hearing on the agenda will be called upon in the order that his or her speaker card was received. Speakers wishing to address the council on scheduled items will be called first. The City Council reserves the right to limit public comment to no more than one (1) hour during the initial Public Participation period. Persons not accommodated during this one (1) hour period will have an opportunity to speak after all scheduled matters have been considered.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be as specific as possible about the topic on which you wish to speak. Further, in accordance with state law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor and not the audience or staff members.

Mayor Guardado stated that speakers with comments on agenda items would be taken first.

Assemblymember John Perez Office, Betsy Cardenas, 320 W. 4<sup>th</sup> Street, Los Angeles  
Ms. Cardenas invited the Council, staff, and residents to an open house that Assemblymember John Perez would be hosting.

Lourdes Martinez, Boys Scout Troop 548, 5301 Maywood Avenue #15, Maywood  
Ms. Martinez introduced Matty Velez and Jocelyn Sosa, mothers of the Boys Scout Troop 548. She inquired about a previous donation request made to the Council. She requested city transportation for an upcoming event and a booth on the upcoming street fair.

Mayor Guardado stated that the donation request made by the Boys Scout Troop is on the agenda and it would be revised. She stated that City Clerk Patricia Bravo would be contacting her with a response about the transportation and on any future city events. She stated that Interim CAO Paul Philips would give her more information on the street fair.

Southern California Gas Co., Andy Carrasco, 831 Howard Avenue, Los Angeles  
Mr. Carrasco provided documentation to the City Clerk for the Council to receive. He discussed comments made by a previous speaker on how to become green. He provided a brief summary of the programs and services offered to the community by the Gas Co. He discussed the importance of reaching out to the community.

Council and Mr. Carrasco discussed the possibility of publishing the services offered to the community on the newsletter, hosting a resource fair in the city, the possibility of advertising on the marquee board, and the partnerships with private organizations.

Sandra Orozco, 4108 E. 54<sup>th</sup> Street, Maywood  
Ms. Orozco provided documentation to the City Clerk for the Council to receive. She discussed a letter of recognition she wrote to a Maywood police officer. She inquired about item four on the agenda and the involvement of Priest Velasquez on the proposed high school matter. She discussed the issue of the proposed high school, corruption, and the job being conducted by Chief of Police Hauptmann.

Mayor Guardado asked the speakers to direct all comments to her and not to staff.

American Cancer Society, Elisa Rudolph-Perez, 3902 Hill Street, Huntington Park  
Mr. Rudolph-Perez provided a brief background of the American Cancer Society and their attempts to educate the Latino communities. She thanked the city for their contributions. She invited Council to the 5<sup>th</sup> Annual Latino Educational Forum.

**CITY COUNCIL MINUTES**

**APRIL 14, 2009**

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Hector Alvarado, 4020 E. Slauson Avenue, Maywood

Mr. Alvarado discussed the issue of the time limit for public speakers, the importance of implementing community services and programs, the bad street sweeping service on Slauson Avenue, the low quality of materials used on the Slauson and Atlantic Street project, and the issue of the lawsuits against the city.

LaRouche PAC, Carlos Cota, 4007 Verdugo Rd., Los Angeles

Mr. Cota discussed a previous community meeting held in the City of Lynwood, the issue of Lynwood adopting a law protecting banks and homeowners, the need to recognize the national bankruptcy, and the importance of solving the economical deficit.

Federico Gonzalez, 4007 Verdugo Rd., Los Angeles

Mr. Gonzalez requested the Council to ask the Mayor to abstain from any future discussion relating to the possible adoption of the proposed act because of a possible conflict of interest.

Gerardo Mayagoitia, 4800 58<sup>th</sup> Street, Maywood

Mr. Mayagoitia discussed concerns regarding the criminal activities on Randolph and District and the issue of the new lawsuits. He discussed the need for the Council to stand behind the Chief of Police Hauptmann, the importance for the City Attorney to fight the lawsuits.

German Peña, N.A.O.F., Executive Director, 5653 E. Bevetdr Blvd.

Mr. Peña stated that it would be important to celebrate the one-year anniversary of the Riverfront Park. He invited the Council to celebrate the anniversary with them.

Council and Mr. Peña discussed the need to request a permit from the city to host the anniversary celebration.

Maria Lopez, 5612 Maywood Avenue, Maywood

Ms. Lopez thanked the Council for contribution to the Women Day celebration recently held. She requested including their petition as a resolution on the agenda. She discussed an incident in which her windshield window was broken. She inquired about the opening of the new park.

Carlos Husman, 5808 Corona Avenue, Maywood

Mr. Husman inquired about a grant petitioned by Chief of Police Hauptmann. He discussed concerns regarding recent frauds and the need to maintain the park restrooms open at all time.

Mayor Guardado stated that the remaining speakers would have an opportunity to speak during the second citizen communication period.

**CITY COUNCIL COMMENTS & REPORTS:**

Councilmember Calderon discussed the possibility of providing ID badges to the authorized non-profit organizations working in the city.

Councilmember Martin thanked Chief of Police and City Engineer Tom Melendrez for the great job they are performing. He discussed the quality of the Slauson and Atlantic project. He clarified public comments previously made on the issue of the lawsuits against the city. He stated that he attended a meeting with the Minorities Real Estate Organization that encouraged minorities to be part of the real estate business. He discussed the possibility of using syntactic grass on future projects.

Councilmember Aguirre thanked La Causa Youthbuild Organization, Fidelia Iniguez, and the American Cancer Society. He discussed the importance of honoring good Samaritans and focusing on all the different health issues. He discussed the importance of Measure M. He invited everyone to the upcoming Southeast Resource Fair event.

Mayor Pro Tem Rizo stated that she attended the Dream Act press conference at Bell High School. She stated that she participated at the Cesar Chavez Annual Walk. She invited everyone to attend the Southeast Resource Fair Event. She stated that she attended the LAUSD board meeting. She stated that she would be having a meeting with staff on the Elementary Safety School Collaborative. She stated that the city is working with UTLA to set up a forum. She commended Chief of Police Hauptmann for attending a meeting in Sacramento. She stated that Mayor Guardado and she participated in a series of women history month events. She stated that she would be going to Sacramento with the League of Cities to try to pursue monies. She discussed the issue of the I-710 expansion project. She thanked staff for their continuous work. She directed staff to place a resolution on a future agenda in support of teachers and maintaining their jobs.

Mayor Guardado stated that her participation in the discussion of the bank and property resolution does not create a conflict of interest. She discussed the importance of working with LAUSD to find a site for the new high school that would not affect the community and the importance to attend the upcoming community events. She stated that she was presented a Women of Action award. She stated that she would be attending a League of Cities event. She requested placing a discussion item on a future agenda to host a City Council meeting at a local school. She congratulated the new parking enforcement officer and Fidelia Iniguez for her actions. She thanked Betsy Cardenas for her invitation to the upcoming open house. She stated that it is important to attend the American Cancer Society event.

**CONSENT ITEMS:** (1-6)

Roll call vote required. Information concerning the consent items has been posted with the City Clerk prior to the meeting to study. Unless a Councilmember or member of the audience has a question concerning a particular item and asks that it be withdrawn from the consent calendar, the items will be approved all at once by the Council.

1. Approve Minutes of the Regular City Council Meeting held on March 24, 2009.
2. To receive and file Southern California Edison Street Light Project Update.
3. Approve the budget amendment for fund 17 in the amount of \$43,226.
4. Approve the budget amendment for fund 01 in the amount \$400,000 dollars for donations to various organizations.
5. Approve the lease Agreement between Soo K. Sung and the City of Maywood for three years commencing May 1, 2009 and ending May 1, 2012 for the use of the snack bar in the Maywood multi-purpose center.
6. Res.#5476 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, APPROVING DEMANDS AND PAYROLL.

**APPROVE ITEMS 1, 3, 4 AND 6. PULL ITEMS 2 AND 5 SEPARATELY.**

**MOTION:** Councilmember Aguirre

**SECOND:** Councilmember Maritn

**MOTION CARRIED BY:**

**AYES:** Councilmember Aguirre, Calderon, Martin,  
Mayor Pro Tem Rizo, Mayor Guardado

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

Mayor Guardado stated that item four amends the budget to allow funding to the various organizations. She stated the Interim CAO Philips would move forward on the donation process.

A five-minute break was taken.

2. To receive and file Southern California Edison Street Light Project Update.



Council and City Engineer Tom Melendrez discussed the status of phase two, the need to fix certain streetlights, and contacting Edison's supervisors. They discussed the initiation of phase three and four, the wiring of the poles, and the need to complete phase two.

Mayor Guardado motioned to receive and file.

**MOTION:** Mayor Guardado

**SECOND:** Mayor Pro Tem Rizo

**MOTION CARRIED BY:**

**AYES:** Councilmember Aguirre, Mayor Pro Tem Rizo, Mayor Guardado

**NAYES:** None

**ABSENT:** Councilmember Calderon, Martin

**ABSTAIN:** None

5. Approve the lease Agreement between Soo K. Sung and the City of Maywood for three years commencing May 1, 2009 and ending May 1, 2012 for the use of the snack bar in the Maywood multi-purpose center.

Mayor Pro Tem Rizo discussed the issue of community concerns regarding the food quality being sold, the issue of the Department of Health food license being suspended, and the possibility of issuing an RFP.

City Attorney Marco Martinez recommended having a month-to-month contract.

Mayor Pro Tem Rizo motioned to issue an RFP with a month-to-month contract with Soo K. Sung.

**MOTION:** Mayor Pro Tem Rizo

**SECOND:** Councilmember Aguirre

**MOTION CARRIED BY:**

**AYES:** Councilmember Aguirre, Mayor Pro Tem Rizo, Mayor Guardado

**NAYES:** None

**ABSENT:** Councilmember Calderon, Martin

**ABSTAIN:** None

**CITIZEN COMMUNICATIONS (CONTINUED):**

Jesus R. Padilla, 4125 E. 53<sup>rd</sup> Street, Maywood

Mr. Padilla discussed concerns regarding a non-notified city property negotiation and the city's obligation to notify the public of all property negotiations.

Javier Gonzalez, 4440 E. 54<sup>th</sup> Street, Maywood  
Mr. Gonzalez discussed concerns regarding different issues of the Slauson and Atlantic project, which are the need to place a left turn signal lights and the need to mark the pedestrians walking path with different color paint to avoid accidents.

**ADJOURNMENT:** In Memory of Connie Valdez.

To the next City Council meeting on Tuesday, April 28, 2009 at 6:15 p.m.

ATTEST:

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CITY CLERK



# MEMORANDUM

CITY OF MAYWOOD

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**DATE:** APRIL 28, 2009

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** PAUL PHILIPS, INTERIM CHIEF ADMINISTRATIVE OFFICER *Paul J. Philips*

**SUBJECT:** RECOMMENDED SELECTION OF (CONSULTANT) CITY ENGINEER, WATER ENGINEER, TRAFFIC ENGINEER AND COMMUNITY DEVELOPMENT COMMISSION ENGINEER

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## **RECOMMENDATION:**

It is recommended that the City Council and Community Development Commission authorize the Interim Chief Administrative Officer to work with the City Attorney to develop and enter into a five year agreement with Willdan Associates for City Engineer; Traffic Engineer; Water Engineer; CDC Engineering and related services.

## **BACKGROUND:**

The city over the past several months, issued a Request For Proposal (RFP) for consultant City Engineer and related services. The bidding process closed on April 1, 2009 and the City/CDC received 11 bids.

The following companies provided the city staff with formal bids/proposals:

DeiTerra CHZMHill  
Willdan Associates  
Transtech Engineers, Inc.  
AAE Incorporated  
EMC Group  
Onward Engineering  
Charles Abbott Associates  
Norris Repke  
RKA Consulting Group  
TECS Municipal Engineering  
Quantum Quality Consulting Inc.

The evaluation of these bids must include the following criteria:

- (1) Background and experience of the consultant group with emphasis on issues specific to the City of Maywood.
- (2) The overall depth of the consultant and the kinds of additional services they can and will provide.
- (3) The overall cost of consultant services.
- (4) The professional experience and commitment of consultants that will be assigned to work in the City of Maywood.
- (5) The professional references provided by the consultants and included in their proposal.

The recommended consultant/company, Willdan Engineering, has demonstrated the knowledge, experience and commitment necessary to provide the community of Maywood with a high quality of engineering and related services; e.g. water and water quality, sewerage and waste water issues, traffic engineering, lighting issues, municipal finance services. In fact, Mr. Bill Pagett P.E. and Senior Vice President of Willdan is well respected for his water and water issues experience as well as his long standing commitment and work with the Gateway City Council of Governments, a regional governance group which the City of Maywood is a participating member.

The pricing/bids for engineering and related services broke down as follows:

**DeTerra CD2MHILL**

Retainer(s):	City Engineer	\$2,236 per month (17.2 hrs.)
	Traffic Engineer	\$644 per month (4.6 hrs.)
	CDC Engineer	\$621 per month (4.6 hrs.)
	Total	\$3,501 per month (26.4 hrs.)

**Willdan Engineering**

Retainer(s):	City Engineer	\$1,500 per month
	Traffic Engineer	\$900 per month
	Water Engineer	\$900 per month
	CDC Engineer	\$600 per month
	Total	\$3,900 per month

**Transtech Engineers Inc.**

Retainer(s):	City Engineer	\$2,000 per month (16 hrs.)
	Traffic Engineer	\$2,000 per month (16 hrs.)
	Total	\$4,000 per month (32 hrs.)

**AAE Engineering**

Retainer(s):	City Engineer	\$3,000 per month
	Traffic Engineer	\$750 per month
	CDC Engineer	\$1,000 per month
	Total	\$4,750 per month

**ECM Group**

Retainer(s):	City Engineer	\$3,000 per month (20 hrs.)
	Traffic Engineer	\$1,200 per month (10 hrs.)
	CDC Engineering	\$1,250 per month (10 hrs.)
	Total	\$5,450 per month (40 hrs.)

**Onward Engineering**

Retainer(s):	City Engineer	\$3,300 per month
	Traffic Engineer	\$1,700 per month
	CDC Engineer	\$2,000 per month
	Total	\$7,000 per month

**Charles Abbott Associates**

Retainer(s)	City Engineer	\$5,000 per month
	Traffic Engineer	\$3,000 per month
	CDC Engineer	\$2,000 per month
	Total	\$10,000 per month

**Norris-Repke**

Retainer(s)	City Engineer	\$3,750 per month
	Traffic Engineer	\$4,800 per month
	Water Engineer	\$2,000 per month
	CDC Engineer	\$2,000 per month
	Total	\$12,550 per month

**RKA Consulting Group**

Retainer(s):	City Engineer	\$8,000 per month
	Traffic Engineer	\$2,500 per month
	Water Engineer	\$2,500 per month
	CDC Engineer	\$2,500 per month
	Total	\$15,500 per month

**TECS Municipal Engineering**

Retainer(s):	City Engineer	\$9,920 per month (16 hrs.)
	Traffic Engineer	\$4,960 per month (8 hrs.)
	Water Engineer	\$9,920 per month (16 hrs.)
	Total	\$34,720 per month (56 hrs.)

**Quantum Quality Consulting, Inc.**

Retainer(s):	City Engineer	\$24,000 per month
	Traffic Engineer	\$19,200 per month
	Total	\$43,200 per month

**FISCAL IMPACT:**

City Engineer and related services are an ongoing, necessary and budget expense, both General Fund and Restricted Funds.

**RECOMMENDATION:**

Authorize the Interim CAO to work with the City Attorney to enter in a five year agreement with Willdan Associates for City Engineering; Water Engineering; CDC Engineering; Traffic Engineering and related services.



# STAFF REPORT

CITY OF MAYWOOD

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ADMINISTRATION

**DATE:** APRIL 29, 2009

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** PAUL PHILIPS, INTERIM CHIEF ADMINISTRATIVE OFFICER

**SUBJECT:** AUTHORIZE THE MAYOR TO FORWARD CORRESPONDENCE TO THE GATEWAY CITIES COUNCIL OF GOVERNMENTS REQUESTING THAT THE I710 PROJECT COMMITTEE IMPLEMENT A CORRIDOR LEVEL AIR QUALITY ACTION PLAN (AQAP) ADDRESSING AIR QUALITY FOR RESIDENTS BEFORE DECIDING ON AN OPTION TO ALTER, CHANGE OR EXPAND THE 710 FREEWAY

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## **RECOMMENDATION**

It is recommended the Mayor be authorized to send the appropriate correspondence to the Gateway Cities Council of Governments as outlined in the above "subject".

## **BACKGROUND**

The Gateway Cities Council of Governments is moving forward to study and eventually recommend an option to change the 710 Freeway, as outlined in the attached 01/29/2009 correspondence.

January 29, 2009

Dear 710 Project Committee Members,

The Coalition for Environmental Health and Justice (CEHAJ) is a coalition of community-based, public health, environmental and environmental justice organizations dedicated to advancing and promoting community demands for health, clean air and improved quality of life along the I-710 Long Beach Freeway Corridor.

CEHAJ is requesting your support and leadership in implementing a corridor level Air Quality Action Plan (AQAP) that improves air quality for resident's living along the I-710 as originally committed to by the Oversight Policy Committee (OPC) and Metropolitan Transportation Authority (MTA). We ask that you make the AQAP a priority and take action at the next Project Committee meeting to begin development and implementation of the plan.

In 2001, local and state government agencies began the I-710 Major Corridor Study to look at options for expanding the 710 Long Beach Freeway. In response to an outpouring of opposition from residents and advocates government agencies created a system for community input, known as Tier 1 and Tier 2 Community Advisory Committees.

In August of 2004 the Tier 2 Committee completed a report which included a number of recommendations for the proposed I-710 project including health, economic development, safety, noise, congestion, community enhancements, design concepts, environmental justice and process. The major finding of the report was that health is the overriding consideration for the community and that air emissions must be cleaned up prior to any new construction or infrastructure projects being approved.

The Tier 2 report also outlined several specific recommendations for approval of any major infrastructure improvements. Specifically, the report challenged project planners to meet two conditions related to air quality prior to breaking ground on the I-710 project:

- 1) Implementation of a corridor level action plan to improve air quality.
- 2) Major infrastructure improvements must be conditioned on achieving the following air quality goals-
  - Corridor air quality must comply with state and national ambient air quality standards *and*
  - The project as a whole must result in a net reduction in criteria pollutants.



On Nov. 18, 2004, the I-710 OPC took unprecedented action when it voted to agree with the Tier 2 Committee and state that air quality is the number one public health issue facing the I-710 corridor communities today and that the *first step* to address corridor congestion must be the development of an AQAP. OPC further stated the development of such a "plan must begin at once." (The adoption of the AQAP as a means to address air quality and health came as part of OPC's decision to approve the Locally Preferred Strategy-design concept for expanding the I-710 freeway.)

As a result of these commitments to clean up the air and improve communities' health, OPC committee members also gave authority to the Gateway Cities Council Governments (GCCOG) to proceed with operationalizing the AQAP.

OPC's November 18, 2004 motion to the GCCOG specifically stated:

"...return with suggested steps for initiating the development and implementation of a corridor level Air Quality Action Plan to include not only technical, but also funding, institutional structure and legislative strategies as well as an approach to holding public agencies with jurisdiction in the Corridor accountable for progress in meeting air quality and public health objectives in the corridor and region."

The resources to fund the AQAP as outlined in the above OPC motion were approved by the Los Angeles County Metropolitan Transportation Authority (MTA) on June 22, 2006. MTA allocated funding to GCCOG "to complete the 'short-term air quality plan' that addresses near term mitigation of emissions."

Much to the dismay and frustration of community and public health advocates significant time has passed since the adoption of the Locally Preferred Strategy and OPC and MTA's commitment to executing an AQAP without any real progress on the implementation of air quality emission reduction measures in the I-710 corridor. Meanwhile residents of the 710 corridor continue to breathe unhealthy air-air that does not meet national or state air quality standards.

We ask for your support in developing and implementing an AQAP that will reduce existing air quality emissions and result in improvements to the community's health as committed to by the OPC and MTA back in November 2004 and June 2006, respectively.

*Specifically we are asking for your assistance in making the AQAP a reality by placing an action item on the next 710 Project Committee meeting agenda that will instruct GCCOG to proceed with the development and implementation of the AQAP without any further delay.*

Additionally, we ask that you support our ten "early actions" recommendations for improving air quality in the 710 corridor in the near term while the bulk of the

AQAP is being developed. We see these early actions as necessary for addressing the current poor air quality standards that exist along the I-710 corridor cities, as many measures to be addressed in the AQAP will take years to be approved and then implemented.

***Early Action Recommendations:***

- 1) Pool local funding resources to advance the AQAP.
- 2) Maximize use of cleaner transportation technology along the 710 corridor.
- 3) Support legislation establishing container fees and works to ensure resources are used to mitigate air quality impacts in 710 corridor communities.
- 4) Formally establish a partnership between the 710 corridor communities and South Coast Air Quality Management District for the improvement of the Air Quality Monitoring system in the 710 corridor.
- 5) Develop and pass local ordinances to restrict truck idling.
- 6) Adopt criteria for the issuance of conditional use permits on all new warehouses or freight distribution facilities that seek to be built in the 710 corridor.
- 7) Support legislation to reduce emissions from diesel-fueled vehicles and equipment.
- 8) Establish incentives or requirements for companies performing construction in the region to use the cleanest available engine technology.
- 9) Create and implement plans to reduce contact of sensitive receptors to diesel exhaust.
- 10) Develop and implement policies to encourage communities to buy local.

Sincerely,

***The Coalition for Environmental Health and Justice***

Communities for a Better Environment – Bahram Fazeli

Coalition for Clean Air- Candice Kim

Community Partners Council- Marisol Barajas

East Yard Communities for Environmental Justice – Angelo Logan

Long Beach Alliance for Children with Asthma- Elina Green

Natural Resources Defense Council – Tim Grabel

Physicians for Social Responsibility- Kathy Attar

## MEMORANDUM

**DATE:** April 21, 2009

**TO:** Honorable Mayor and Members of the City Council  
Paul Phillips, Interim City Administrative Officer

**FROM:** Tom Melendrez, City Engineer

**SUBJECT:** Southern California Edison Street Light Project Update

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On the January 14, 2009, Ron Garcia of SCE provided City Council, Edison's projected schedules for Phase 1 through 5 of Edison's Street Light Project. This memorandum provides an update on Edison's progress as requested by Mayor Guardado.

**Phase 1 Schedule: Completion by January 12, 2009**

**Status:** Phase 1, located west of Corona Ave and north of Slauson Ave. was completed the week of January 4, and the Edison lights are on. ***Work was completed on schedule***

**Phase 2 Schedule: Completion by end of February.**

**Status:** Phase 2 started week of January 5. Phase 2 is located south of Slauson Ave. and east of Mayflower Ave. Installation of street light poles completed on January 27.

Edison crews completed all the wiring installations and turning on of the lights during the week of March 10<sup>th</sup>, except on 60<sup>th</sup> St., between Woodlawn Ave. and Walker St. On April 15<sup>th</sup>, the lights on 60th Street between Woodlawn Ave. and Alamo St. were turned on with temporary overhead wiring. Edison is still having trouble with one of their conduit pipes being clogged, which prevented them from completing the underground wiring. I don't have a schedule for the permanent underground wiring yet.

***Work is now 8 weeks behind schedule, due to the problems energizing the lights on 60<sup>th</sup> St.***

**Phase 3 Schedule: Completion by Mid-April.**

**Status:** Phase 3 was scheduled to begin after the installation of the Phase 2 street light poles. Edison's contractor installed all the Phase 3 street light poles as of March 2, 2009, north of Slauson between Corona Ave. and Atlantic Blvd.

On April 8, Edison's crew started installing wiring in new poles on Phase 3 and completed energizing to lights by April 15. ***Work was completed on schedule.***

**Phase 4 Schedule: Completion by June.**

**Status:** Phase 4 (located east of Atlantic Blvd. and north of Slauson Ave.) was scheduled to begin after the installation of the Phase 3 street light poles. On April 20, Edison's contractor started constructing the new Phase 4 street light foundations on 52<sup>nd</sup> Place and should complete the pole and light installation within 3 weeks.

*Work is anticipated to be on schedule for completion.*

**Phase 5 Schedule: Completion by July.**

**Status:** Phase 5 (located west of Mayflower Ave. and south of Slauson Ave.) is scheduled to begin after the installation of the Phase 4 street light poles.

*Work is anticipated to be on schedule for completion.*

I did a night time check of Phase 1, 2 and 3 on Sunday, April 19 and noticed a few lights are not on and will address them with Edison.





# Staff Report City of Maywood

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**DATE:** APRIL 28, 2009

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** LIZETH SANDOVAL, CITY TREASURER  
PREPARED BY: HILDA FLORES, INTERIM FINANCE DIRECTOR *Lizeth Sandoval*

**SUBJECT:** TREASURY AND INVESTMENT REPORT FOR CITY OF MAYWOOD  
AND MAYWOOD CDC FOR QUARTER ENDING MARCH 31, 2009

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## RECOMMENDATION

It is recommended to Council and Community Development Commission to receive and file the Investment Report for the quarter ending March 31, 2009 as presented.

## BACKGROUND

The information provided in the attached Investment Report conforms with the City of Maywood & CDC Investment Policy. The City's goal is to obtain the highest yield with the lowest risk investment while maintaining liquidity.

## FISCAL IMPACT

The City invests on highest return possible to earn interest income while protecting the City's assets and investments.

## RECOMMENDATION

It is recommended to Council and Community Development Commission to receive and file the Investment Report for the quarter ending March 31, 2009 as presented.

# Treasury & Investment Report for City of Maywood & Maywood CDC

As of March 31, 2009

Cash and investments held by City	\$	973,090.78
Cash and investments held by CDC		218,764.70
Cash and investments held by trustee-City		269,629.51
Cash and investments held by trustee-CDC		7,755,519.09
<b>Total Cash and Investments</b>	<b>\$</b>	<b>9,217,004.08</b>

## Summary of Cash:

Cash - City	\$	58,676.15
Cash - CDC		214,995.04
<b>Total Cash</b>	<b>\$</b>	<b>273,671.19</b>

## Summary of Investments:

Investments City - Business Savings	\$	100,138.74	10.91%
Local Agency Investment Fund - City		814,275.89	88.68%
Local Agency Investment Fund - CDC		3,769.66	0.41%
<b>Total Investments</b>	<b>\$</b>	<b>918,184.29</b>	<b>100.00%</b>

## Investments Held by Trustee:\*

Cash - CDC		-	0.00%
CDars Program - Reliance Trust Co. - CDC		1,360,918.75	16.96%
Treasury Issues - City		269,629.51	3.36%
Treasury Issues - CDC		6,394,600.34	79.68%
<b>Total Investments Held by Trustee</b>	<b>\$</b>	<b>8,025,148.60</b>	<b>100.00%</b>

	<u>City</u>	<u>CDC</u>
<b>Summary of Investment Portfolio Liquidity</b>		
Investment held:		
On Demand	\$ 973,090.78	\$ 218,764.70
Within one month	\$ 269,629.51	\$ 6,394,600.34
One month to one year	-	-
Within one year to five years	-	\$ 1,360,918.75
Over five years	-	-
Interest Earned This Quarter	\$ 1,662.29	\$ 17.63
Average Daily Investments	\$ 646,687.93	\$ 3,757.91
Average Daily Earnings	\$ 18.47	\$ 0.20
Effective Rate of Return (LAIF)	1.91%	1.91%
Invested Book Value - End of Quarter	\$ 914,414.63	\$ 3,769.66

\*US Bank (City) - 1999 COP - \$0.00 balance. US Bank (CDC) - 1989 Bonds - \$0.00 balance.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING DEMANDS AND PAYROLL.**

**WHEREAS,** the following listed demands and payroll have been audited by the Director of Finance, and

**WHEREAS,** the Director of Finance has by affidavit certified as to the accuracy and availability of funds for payment thereof, and

**WHEREAS,** a Register of Audited Demands has been submitted to the City Council for approval.

**NOW, THEREFORE, BE IT RESOLVED,** that the below listed demands are approved for payment and the payment of the payroll is approved and ratified.

**PASSED, APPROVED AND ADOPTED THIS** 29th day of April, 2009

General Account Warrants No. 74925 thru 775007.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF MAYWOOD                )

I, **PATRICIA BRAVO**, City Clerk of the City of Maywood, do hereby certify that the foregoing resolution, being Resolution No. \_\_\_\_\_, was passed by the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and that the same was passed by the following vote, to wit:

AYES:

NAYES:

ABSENT:

\_\_\_\_\_  
CITY CLERK

**City of Maywood**  
**Check/Voucher Register - Lisa's Warrant Register**  
**Cash In Bank-General Funds - 1001**  
**From 3/1/2009 Through 4/21/2009**

<u>Check #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Check Description</u>	<u>Check Amount</u>
74925	4/8/2009	County of Los Angeles	To reimburse fund due to dep. to DA Asset Forfeiture acct by	0.00
74926	4/8/2009	U. S. Marshal Service	To reimb. fund due to dep to DA: Asset Forfeiture acct	75,907.00
74927	4/15/2009	Advanced Kawasaki	motorcycle repairs	597.49
74928	4/15/2009	AT & T Mobility	council wireless phone services	162.57
74929	4/15/2009	BELL'S GLASS	bldg. maint.	254.97
74930	4/15/2009	BSN Corporation	park supplies	274.92
74931	4/15/2009	Scott Camerson/ Cameron Investigations	pre employment background check	1,033.00
	4/15/2009	Scott Camerson/ Cameron Investigations	pre employment background checks	284.00
74932	4/15/2009	Canning's Hardware Co.	bldg. maint.	411.41
74933	4/15/2009	CDIAC	public financing bond	477.75
74934	4/15/2009	Cintas Corporation	custodial supplies	237.04
74935	4/15/2009	citation management	parking cites	775.21
74936	4/15/2009	Dunn-Edwards Corp. DEPT 27617-107	bldg. maint.	48.94
74937	4/15/2009	Master Protection Corporation/Firemaster	fire extinguisher service	325.78
74938	4/15/2009	Home Depot Commercial Acct Pro	bldg. maint.	580.38
	4/15/2009	Home Depot Commercial Acct Pro	tree purchase	128.86
74939	4/15/2009	Just Tires	vehicle maint.	299.47
74940	4/15/2009	La Opinion	publications	185.00
74941	4/15/2009	Liebert Cassidy Whitmore	legal services	3,267.00
	4/15/2009	Liebert Cassidy Whitmore	police legal services	1,736.80
74942	4/15/2009	M.E. Shapiro Consulting, Inc.	network consulting: city hall March 09	2,125.00
74943	4/15/2009	Pedro Preciado	reimb. for training expenses	89.40
74944	4/15/2009	Preferred Benefit Insurance Administrators, Inc.	Dental Insurance for April 2009	5,863.44
	4/15/2009	Preferred Benefit Insurance Administrators, Inc.	Vision insurance for April 2009	1,348.74
74945	4/15/2009	Puro-Robjohn Inc.	water cooler rental 05.20.09-08.19.09	140.88
74946	4/15/2009	Rocky's Mobilc Auto Detail Inc.	vehicle washes	210.00
74947	4/15/2009	Sal's Propane, Inc.	alternative fuel	943.01
74948	4/15/2009	Sparkletts Drinking Water Corp	office supplies	301.30
74949	4/15/2009	Time Warner Cable	Wi Fi	378.90
74950	4/15/2009	U.S. Healthworks Medical Group	employee medical	186.08
	4/15/2009	U.S. Healthworks Medical Group	employee medical expense	56.93
74951	4/15/2009	Verizon Wireless	police communications: wireless phones	1,832.20
	4/15/2009	Verizon Wireless	staff wireless phones	712.17
74952	4/21/2009	Junior State Of America of Maywood Academy	donations	100.00
74953	4/21/2009	Junior National Young Leaders Conference	donations	100.00
74954	4/21/2009	United Students of the Southeast Cities	donations	100.00
74955	4/21/2009	Boy Scouts Association	donations	100.00

74956 VOID

Date: 4/21/09 01:17:59 PM

74957 VOID



**City of Maywood**  
**Check/Voucher Register - Lisa's Warrant Register**  
**Cash In Bank-General Funds - 1001**  
**From 3/1/2009 Through 4/21/2009**

<u>Check #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Check Description</u>	<u>Check Amount</u>
74958	4/20/2009	Nationwide Retirement Solutions-Standard Core USCM Payroll	Employer contribution for periods 03.15.09-04.15.09	289.14
74959	4/20/2009	Tax Deferred Services, Inc.	Employer contribution for periods 03.15.09-04.15.09	945.00
74960	4/21/2009	Adelfia Monje	hall rental dep. refund	300.00
74961	4/21/2009	All American Home Center	park canopy purchase	150.47
74962	4/21/2009	American Homeland Solutions	contractual services: final payment for invoice	4,840.63
	4/21/2009	American Homeland Solutions	contractual services: partial payment for invoice	10,159.37
74963	4/21/2009	Ana Valdez	basketball reimb.	25.00
74964	4/21/2009	AT & T	A/C park line	35.80
	4/21/2009	AT & T	bldg. dept. modem	40.71
	4/21/2009	AT & T	DSL park line	31.45
	4/21/2009	AT & T	elevator service	30.91
	4/21/2009	AT & T	finance modem	35.80
	4/21/2009	AT & T	finance modems	30.91
	4/21/2009	AT & T	long distance for main frame city park & police	130.12
74965	4/21/2009	At & T	A/C line	14.12
	4/21/2009	At & T	phone for boxing gym	15.14
	4/21/2009	At & T	phone for finance modem	27.66
	4/21/2009	At & T	phone signal line	679.57
	4/21/2009	At & T	police dept. modem	15.50
	4/21/2009	At & T	police line	0.63
	4/21/2009	At & T	police T-1 line	230.66
	4/21/2009	At & T	T-1 line for police	178.07
74966	4/21/2009	AT & T Mobility	council wireless phones	1,241.15
74967	4/21/2009	AT & T	city hall & police server	608.35
74968	4/21/2009	BSN Corporation	park supplies	459.93
74969	4/21/2009	California State Security Inc.	security service for hall 03.14.09, 03.21.09	468.00
74970	4/21/2009	Arturo Sanchez/Calmex Graphics	dial a ride passes	292.79
74971	4/21/2009	Certifion Corporation d.b.a. Entersect	Identi-shield call for March 09	26.85
74972	4/21/2009	CI Solutions	office supplies	321.76
74973	4/21/2009	DataQuick	rcalty search info	405.47
74974	4/21/2009	EMPLOYMENT DEVELOPMENT DEPT	PIT owed thru 03.23.09	205.22
	4/21/2009	EMPLOYMENT DEVELOPMENT DEPT	unemployment paid thru 03.26.09	5,462.21
74975	4/21/2009	Forensic Nurse Specialists, Inc.	victim expense	1,300.00
74976	4/21/2009	GARVEY EQUIPMENT COMPANY	equip. repairs	51.86
74977	4/21/2009	Hasler Financial	postage meter charge	6.00

**City of Maywood**  
**Check/Voucher Register - Lisa's Warrant Register**  
**Cash In Bank-General Funds - 1001**  
**From 3/1/2009 Through 4/21/2009**

<u>Check #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Check Description</u>	<u>Check Amount</u>
74978	4/21/2009	ITL, Inc.	police fuel	337.40
74979	4/21/2009	L.B. Johnson Hardware Co.	bldg. maint.	64.87
	4/21/2009	L.B. Johnson Hardware Co.	safety supplies	95.18
74980	4/21/2009	Leovardo Mota Delgado	basketball reimb.	30.00
74981	4/21/2009	Lorena Nevarez	Hall rental refund	200.00
74982	4/21/2009	Los Angeles County Fire Department	Fiscal year 2008-2009 dumping fees	905.00
74983	4/21/2009	LYNN PEAVEY COMPANY	prisoner expense	54.95
	4/21/2009	LYNN PEAVEY COMPANY	prisoner supplies	388.45
74984	4/21/2009	Maria Luisa Lopez	hall rental dep. refund	300.00
74985	4/21/2009	Maria Montes	basketball reimb.	30.00
74986	4/21/2009	Maywood Mutual Water No.3	water service @ bike path	19.00
	4/21/2009	Maywood Mutual Water No.3	water service @ maywood riverfront park	1,338.80
	4/21/2009	Maywood Mutual Water No.3	water service @ new park	32.60
	4/21/2009	Maywood Mutual Water No.3	water service @ new park riverpark	11.00
	4/21/2009	Maywood Mutual Water No.3	water service @ riverfront park	168.40
74987	4/21/2009	Municipal Auditing Services	business license discovery fees	3,462.25
74988	4/21/2009	Newport Farms, Inc.	prisoner meal	42.44
	4/21/2009	Newport Farms, Inc.	prisoner meals	256.44
74989	4/21/2009	Office Depot	credit memo	(29.64)
	4/21/2009	Office Depot	office supplies	81.57
74990	4/21/2009	PARS	PARS	326.57
74991	4/21/2009	PSYCHOLOGICAL CORP., INC.	employee psychological treatment	60.00
74992	4/21/2009	Public Engineering Services	NPDED Jan.09-March 09	600.00
74993	4/21/2009	RECALL SECURE DESTRUCTION SRVC	shredding service 02.24.09-03.10.09	139.08
74994	4/21/2009	Robert Leach	Settlement and Release payment # 15	5,064.60
74995	4/21/2009	Sal's Propane, Inc.	alternative fuel	580.44
74996	4/21/2009	Southern California Edison	electric service @ 4801 Slauson ave.	89.80
	4/21/2009	Southern California Edison	electric service @ 4853 Slauson ave.	16.34
	4/21/2009	Southern California Edison	electric service @ 5151 60th street	1,091.97
	4/21/2009	Southern California Edison	electric service @ 55th & Atlantic	5,015.22
	4/21/2009	Southern California Edison	electric service @ various locations	4,480.79
	4/21/2009	Southern California Edison	electric service 5910 Everett	42.87
74997	4/21/2009	Southern California Gas Co.	gas service @ 4801 58th street	258.26

**City of Maywood**  
**Check/Voucher Register - Lisa's Warrant Register**  
**Cash In Bank-General Funds - 1001**  
**From 3/1/2009 Through 4/21/2009**

<u>Check #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Check Description</u>	<u>Check Amount</u>
	4/21/2009	Southern California Gas Co.	gas service @ 5750 Heliotrope Maywood pool	59.66
	4/21/2009	Southern California Gas Co.	gas service for 4747 56th Street	42.97
74998	4/21/2009	Sparkletts Drinking Water Corp	bottled water	566.19
74999	4/21/2009	Staffmark	temp. staff assist week ending 03.22.09	781.20
	4/21/2009	Staffmark	temp. staff assist week ending 03.29.09	827.70
	4/21/2009	Staffmark	temp. staff assistant week ending 04.05.09	883.50
75000	4/21/2009	Stericycle , Inc	prisoner expense	62.42
75001	4/21/2009	Sylvia Medina	hall rental dep. refund	300.00
75002	4/21/2009	U.S. Bank Corporate Payment System	meetings	3,647.00
75003	4/21/2009	U.S. Healthworks Medical Group	pre employment physical	67.00
75004	4/21/2009	West Coast Arborists, Inc.	tree maint. service	3,864.50
75005	4/21/2009	Wright Express Fleet Fueling	alternative fuel	104.02
75006	4/21/2009	XEROX	lease for xerox # MTC-017069	576.84
75007	4/21/2009	Zumar Industries, Inc.	safety supplies	<u>1,917.27</u>
			Total Cash In Bank-General Funds - 1001	<u>169,886.81</u>
Report Total				<u><u>169,886.81</u></u>

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** CITY ATTORNEY  
**SUBJECT:** ADOPTION OF RECORDS RETENTION AND DESTRUCTION POLICY  
**DATE:** APRIL 28, 2009

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**RECOMMENDATION:**

It is recommended that the City Council of the City of Maywood ("City") review and adopt the Resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, ADOPTING A POLICY FOR THE RETENTION AND DESTRUCTION OF CITY RECORDS, A REQUEST FORM FOR THE DESTRUCTION OF OBSOLETE RECORDS, AND A RECORDS RETENTION SCHEDULE

**DISCUSSION:**

Various State and Federal laws and regulations govern the length of time a City must keep its records and when records may be destroyed. To assist the City in complying with the necessary legal requirements for records retention, the City Attorney has prepared a Records Retention and Destruction Policy, which includes a sample Request Form for the Destruction of Obsolete Records and a Records Retention Schedule. All documents may be used by all City departments as guidelines for record retention.

The Policy sets out general and specific instructions on the retention and destruction protocols. The Schedule provides similar information in a reader-friendly format. The sample Request Form for the Destruction of Obsolete Records provides a standard method for the destruction of certain documents and ensures that records are not unnecessarily destroyed.

In addition to adopting these documents, the proposed Resolution also authorizes the Chief Administrative Officer and/or City Attorney to make minor amendments to the documents from time to time and authorized the City Clerk to destroy duplicate records less than two (2) years old when such records are no longer required.

**Attachments:**

Resolution

Policy with Request for Destruction Form and Retention Schedule

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, ADOPTING A POLICY FOR THE RETENTION AND DESTRUCTION OF CITY RECORDS, A REQUEST FORM FOR THE DESTRUCTION OF OBSOLETE RECORDS, AND A RECORDS RETENTION SCHEDULE**

**WHEREAS**, Section 34090 of the California Government Code provides that, with the approval of the City Council by resolution and the written consent of the City Attorney, the head of a city department may destroy any record, document, instrument, book or paper under his or her charge without making a copy thereof, after the same is no longer required, provided that certain records are exempt from such destruction; and

**WHEREAS**, City staff has prepared a "Records Retention and Destruction Policy" which includes a sample "Request Form for the Destruction of Obsolete Records" and a "Records Retention Schedule" ("proposed documents"); and

**WHEREAS**, the proposed documents contain current information on legally required retention periods for City records established by the California Government Code and other State and Federal laws and regulations, as well as information from the California Secretary of State's Local Government Records Management Guidelines; and

**WHEREAS**, the City Council recognizes the City's need for a comprehensive records retention and destruction program and wishes to adopt the proposed documents.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**SECTION 1.** The City Council hereby adopts the "Records Retention and Destruction Policy" (Pages 1 through 11; Dated 04-28-09) with its attached sample "Request for Destruction of Obsolete Records" form (1 Page; Dated 04-28-09) and "Records Retention Schedule" (Pages 1 through 37; Dated 04-28-09) which are attached

hereto as Exhibit "A" and incorporated herein and made a part of this Resolution.

**SECTION 2.** The City Council further grants the Chief Administrative Officer and/or City Attorney ongoing authority, without further approval by the City Council, to make minor amendments to Exhibit "A" of this Resolution from time to time, in accordance with changes to State and federal laws and regulations which may affect retention periods for City records.

**SECTION 3.** Pursuant to the authority provided in Government Code section 34090.7, the City Council hereby prescribes that the City Clerk may at any time authorize the destruction of any duplicate records that are less than two (2) years old if such duplicate records are no longer required. The City Clerk shall follow the destruction procedure provided in Exhibit "A" of this Resolution when destroying any such duplicate records, except that City Council approval shall not be required for destruction of such duplicate records.

**SECTION 4.** If any provision of this Resolution is held invalid, the remainder of this Resolution shall not be affected thereby and, to this end, the provisions of this Resolution are severable.

**SECTION 5.** The City Clerk shall certify to the passage and adoption of this Resolution.

**SECTION 6.** This Resolution shall become effective immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of April 2009.

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MAYOR

ATTEST:

APPROVED AS TO FORM:

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City Clerk

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BEST BEST & KRIEGER LLP  
City Attorney



**EXHIBIT "A"**

**CITY OF MAYWOOD  
RECORDS RETENTION AND DESTRUCTION POLICY**

[See Attached:

- \* Records Retention and Destruction Policy  
(Pages 1 through 11)
- \* Attachment "A" to Policy - Request for Destruction of Obsolete Records  
(sample form) (1 Page)
- \* Attachment "B" to Policy - Records Retention Schedule  
(Pages 1 through 37)

All Dated 04-28-09]

## CITY OF MAYWOOD

### RECORDS RETENTION AND DESTRUCTION POLICY

#### I. PURPOSE

The purpose of this Policy is to provide guidelines to staff regarding the retention and destruction of obsolete and unnecessary records of the City of Maywood ("City"); provide for the identification, maintenance, safeguarding and destruction of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

#### II. AUTHORIZATION

Pursuant to Government Code section 34090, staff must receive approval from the City Council by resolution and written consent from the City Attorney before destroying any City records.

#### III. PROCEDURE

- A. The Department Head completes and signs a "Request for Destruction of Obsolete Records" form, listing the date and description of each document to be destroyed. A sample form is attached to this Policy as **Attachment "A"** and incorporated herein by reference, and the City Clerk or his or her designee shall have the authority to make all changes to this form which he or she deems necessary from time to time. The Department Head submits the form to the City Clerk.
- B. The City Clerk checks the documents listed on the submitted form to confirm that each document is: (1) not required to be permanently retained, or (2) has been retained for the legally required period of time. The City Clerk also confirms that any applicable reproduction requirements (i.e., electronic imaging, etc.) for each document are complete. The City Clerk also verifies that the documents are not relevant to a lawsuit, administrative charge or investigation, or similar proceeding, which is in progress or which can reasonably be anticipated.
- C. The City Clerk submits the form to the City Attorney, who reviews and signs the form and then returns the signed form to the City Clerk.
- D. After receiving the signed form, the City Clerk submits the form and a resolution to the City Council for approval to destroy the documents.
- E. After the City Council approves destruction, the City Clerk oversees the destruction of the documents, indicates the method of destruction on the form and signs the form.

- E. The City Clerk will retain all original signed forms requesting destruction of records for a minimum period of two (2) years.
- F. The City Clerk will keep a master log of all destroyed documents which includes the titles or brief descriptions of the documents that were destroyed, the method of destruction and the date of destruction.

#### IV. GENERAL GUIDELINES

- A. Unless otherwise provided by law or this Policy, the obsolete and unnecessary records of the City are authorized to be destroyed as provided by Government Code sections 34090 – 34090.7 and as those sections may be added to and amended from time to time by the California Legislature. However, the following conditions apply to all City records: (1) no record may be destroyed without prior approval of the City Council and the City Attorney, and (2) no record may be destroyed if it is relevant to a lawsuit, administrative charge or investigation, or similar proceeding which is in progress or which can reasonably be anticipated.
- B. The City Clerk shall be responsible for the administration of this Policy and shall assist all City personnel to comply with the provisions of this Policy and with the Records Retention Schedule, set forth in **Attachment "B"** attached hereto and incorporated herein by reference. The City Council shall approve all substantial changes to the Records Retention Schedule; provided, however, that the City Manager and/or City Attorney shall have ongoing authority, without further approval by the City Council, to make minor amendments from time to time, in accordance with changes to State and federal laws and regulations which may affect retention periods for City records.
- C. The following general guidelines apply to all City records:
  - 1. Pursuant to Government Code section 34090, the City shall not destroy any of the following records:
    - (a) Records affecting the title to real property or liens thereon.
    - (b) Court records.
    - (c) Records required to be kept by statute.
    - (d) Records less than two years old.
    - (e) The minutes, ordinances, or resolutions of the City or of a City board or commission.
  - 2. The City Clerk may authorize the destruction of any **duplicate** records less than two (2) years old at any time, pursuant to the procedures listed in this Policy. (Gov. Code § 34090.7.)
  - 3. Unless otherwise provided by State or federal law, the City may authorize the destruction of any original document which is more than two (2) years

old, with the approval of the City Council and written consent from the City Attorney, without retaining a copy of the document as long as the retention and destruction of the document complies with the retention schedule as set forth in this Policy (Gov. Code § 34090.)

4. The City Clerk may authorize the destruction of City records upon complying with all of the requirements of Government Code section 34090.5, including having the records reproduced either: (i) electronically, (ii) recorded on optical disk, (iii) reproduced on film or other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, (iv) reproduced on film, optical disk, or other medium complying with standards found in Government Code section 12168.7 for recording permanent and nonpermanent documents in electronic media, or (v) otherwise reproduced in the manner prescribed in Government Code section 34090.5.
5. The records preserved pursuant to Government Code section 34090.5 shall be made as accessible for public reference as the original records were. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes. Any page of a record that cannot be reproduced on film with full legibility shall be permanently preserved in a manner that will afford easy reference.
6. The reproduction of an original record made in accordance with Government Code section 34090.5 shall be deemed to be an original record and a transcript, exemplification, or certified copy of such reproduction shall be deemed to a transcript, exemplification, or certified copy of the original.
7. In addition to the retention period required under this Policy, the City shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired.

#### **IV. SPECIFIC GUIDELINES**

##### **A. Accounting Records**

1. Accounting Records include, but are not limited to, the following:
  - (a) Source Documents
    - Invoices
    - Warrants
    - Vouchers
    - Requisitions/Purchase Orders (attached to invoices)
    - Cash Receipts
    - Claims (attached to warrants in place of invoices)
    - Bank Statements
    - Bank Deposits

- Checks
- Bills
- Various accounting authorizations taken from City Council meeting or City commission meeting minutes, resolutions or contracts.

(b) Journals

- Cash Receipts
- Accounts Receivable or Payable Register
- Check or Warrant Register
- General Journal
- Payroll Journal

(c) Ledgers

- Expenditure
- Revenue
- Accounts Payable or Receivable Ledger
- Assets/Depreciation
- Warrants payable
- Construction
- General ledger

(d) Trial Balance

(e) Adjusting Entries

(f) Statements (Interim or Certified - Individual or All Fund)

- Balance Sheet
- Analysis of Changes in Available Fund Balance
- Cash Receipts and Disbursements
- Inventory of Fixed Assets (Purchasing)

(g) Closing Entries

(h) Reversing Entries

(j) Other

- Inventory Records (Purchasing)
- Capital Asset Records (Purchasing)
- Depreciation Schedule
- Cost Accounting Records

2. General ledgers must be kept a minimum of four (4) years after audited. (Code Civ. Proc. § 337.) The Secretary of State Local Government Records Management Guidelines recommends permanent retention.

3. In general, the City should retain original source documents that are detailed in a register, journal, ledger or statement **until audited plus four (4) years**. Certain source documents may be retained for a shorter period of time. Refer to the Records Retention Schedule for specific accounting documents.

4. The City may destroy at any time rough drafts, notes, working papers (except audit), cards, listings, nonpermanent indices, and papers used for controlling work or transitory files.
5. In addition to any required legal retention period, the City shall not authorize the destruction of any record subject to audit until it has been determined that the audit has been performed. (Gov. Code § 34090.)

**B. Long-Term Debt Records**

1. The City Clerk shall retain the original records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc. after issuance or execution. Original records may be microfilmed or otherwise reproduced, as described in Government Code section 34090.5. (Gov. Code, §§ 34090, 34090.5.)
2. The City Clerk shall retain **permanently** the original records of the terms and conditions of bonds, including authorization, public hearing records, prospectus, proposals, notices, transcripts, etc. Original records may be microfilmed or otherwise reproduced, as described in Government Code section 34090.5. (Gov. Code, §§ 34090, 34090.5.)
3. Upon such conditions as the City Treasurer may set, the City Clerk may destroy paid or canceled bonds, warrant certificates and interest coupons after **two years**, upon approval of the City Administrator and written consent of the City Attorney. (Gov. Code, § 53921.) Unsold bonds may also be destroyed after **two years** and upon meeting the requirements of Government Code sections 43900, et seq.
4. Final bond documentation, including monthly statements of transactions and other supporting documents must be retained for **10 years**. (Code Civ. Pro. § 337.5.)

**C. City Records**

1. The City shall retain original records of the minutes of meetings of the City Council and City commissions **indefinitely**. (Gov. Code § 34090, subd. (e).)
2. The City shall retain original ordinances and resolutions **indefinitely**. (Gov. Code § 34090, subd. (e).)

**D. Statements and Reports Filed Pursuant to the Political Reform Act.**

1. The City Clerk shall **permanently** retain original campaign statements of the elected Mayor, City Council members, and Committees supporting such officeholders. Such statements may be imaged as described in Government Code section 34090.5 after **two (2) years**. (Gov. Code, § 81009, subds.(b), (g).)

2. The City Clerk shall retain original campaign statements of candidates NOT elected to Mayor or City Council and the Committees supporting such candidates for **five (5) years**. Such statements may be imaged as described in Government Code section 34090.5 after **two (2) years**. (Gov. Code, §81009, subds. (b), (g).)
3. The City Clerk shall retain original campaign statements and reports for persons and committees other than Mayor and City Council for **seven (7) years**. (Gov. Code § 81009 (c), (e).)
4. The City Clerk shall retain copies of statements or reports for **four (4) years**. The officer does not have to keep more than one copy of a statement or report. (Gov. Code § 81009 (f).)
5. The City Clerk, as Filing Officer, shall retain copies of the original Statements of Economic Interests that are forwarded to the Fair Political Practices Commission for the Mayor, City Council, Planning Commission, City Manager, City Attorney, City Treasurer and all other City officials who manage public investments, as defined by 2 Cal. Code of Regs § 18701(b), and are subject to the disclosure requirements of Government Code § 87200. City Clerk retains the copies for **four (4) years**, provided there are no requirements to keep more than one copy. Such copies may be imaged as described in Government Code section 34090.5 after **two (2) years**. (Gov. Code, §81009, subds. (f), (g).)
6. The City Clerk, as Filing Officer, shall retain original Statements of Economic Interests for other City employees designated in the City's Conflict of Interest Code as defined in Government Code section 82019. The City Clerk shall retain such originals for **seven (7) years**. Such statements may be microfilmed or otherwise reproduced as described in Government Code section 34090.5 after **two (2) years**. (Gov. Code, §81009, subds. (f), (g).)

**E. Contracts**

1. The City shall retain original contracts/agreements and any back-up materials for **four (4) years** after termination/completion of the contracts. (Code Civ. Proc. § 337.)
2. The City shall retain original contracts/agreements and any back-up materials with any person or entity who develops real property or furnishes the design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property for **ten (10) years** after substantial completion of the development or improvement. (Code Civ. Proc. § 337.15.)

**F. Property Records.**

The City shall retain original property records, such as title documents, **indefinitely**, or until the property is transferred or otherwise no longer owned by the City. (Gov. Code § 34090.)

**G. Payroll and Personnel Records.**

1. Payroll and personnel records include, but are not limited to, the following:
  - Accident reports, injury claims and settlements
  - Applications, changes or terminations of employees
  - Earnings records and summaries
  - Fidelity bonds
  - Garnishments
  - Injury frequency charts
  - Insurance records of employees
  - Job descriptions
  - Medical histories
  - Retirements
  - Time cards or time sheets

2. The City shall retain personnel files for **three (3) years** after an individual's employment terminates. (29 CFR 1627.3.)

3. The City shall retain medical records of employees who have been exposed to toxic substances or harmful physical agents for **thirty (30) years beyond the length of employment**. Such medical records shall include records maintained by a physician, nurse, or other health care personnel or technician pertaining to exposure to hazardous substances. (8 Cal. Code Regs. § 3204 (d)(1)(A)(B).)

For employees who are employed by the City for less than one year, the City does not need to retain the employee's medical records regarding exposure to hazardous substances if the City provides the employee with such records upon termination of employment. (*ibid.*)

Routine medical records such as first aid records for one-time treatment, observation of minor injuries, records relating to medical leave taken by employees, burns, splinters, etc., should be kept for the **length of employment plus three (3) years**. (Gov. Code §§ 12946, 34090; 29 CFR 1627.3.)

4. The City may destroy fidelity bonds **two (2) years** after termination and garnishments **three (3) years** after termination.

5. The City shall retain payroll records containing the name, address, date of birth, sex, job classification, hours worked, and regular and overtime wages for each employee for **three (3) years** beyond the length of employment. (29 CFR Part 516.5(a); Labor Code §§ 1174, 1197.5) The Secretary of State Local Government Records Management Guidelines recommends permanently retaining payroll registers listing labor costs by employee and program.



6. The City shall retain basic time and earning cards or sheets on which are entered daily starting and stopping time of individual employees for **two (2) years**. (29 CFR Part 516.6(a)(1).)
7. The City shall retain employment applications and employment referral records and files for **two (2) years** after such records or files are created. (Gov. Code § 12946; 29 CFR 1627.3.)
8. The City shall retain records regarding the race, sex, and national origin of each applicant and the job for which such applicant applied for **two (2) years** from the date of the making of the record or the date of the personnel action involved, whichever occurs later. The City may either retain the original documents used to identify applicants, or keep statistical summaries of the collected information. (2 CCR § 7287.0, subds. (b)(2), (c).)
9. The City shall retain any records pertaining to any payments, loans, promises or agreements by the City to any labor organization or representative of a labor organization for **five (5) years**. (29 USC § 436.)

#### **H. Construction and Engineering Records.**

1. The City shall retain certain original construction records, such as bids, correspondence, and change orders, for **four (4) years** after project completion, unless the records pertain to a project which includes a guarantee or grant, in which event they shall be retained for the **life of the guarantee or grant plus four (4) years**.
2. The City shall retain during the life of the building an official copy of all building plans filed with the City and for which the City issued a building permit. This retention requirement does not include any building containing a financial institution or a public utility. (Health & Saf. Code §§ 19850 – 19853.)
3. The City shall retain supporting documents on capital improvement projects, including bidders lists, specifications, reports, plans, work orders, schedules, etc., for **ten (10) years after project completion**. (Code Civ. Proc. § 337.15.)

#### **I. Exposure/Safety Records and Material Safety Data Sheets (MSDS).**

1. The City shall retain employee exposure records and exposure assessment records for at least **thirty (30) years**. Such records should reveal the identity of the toxic substance or harmful physical agent and where and when such substance or agent was used. (8 CCR § 3204.)
2. The City may destroy the material safety data sheet (MSDS) for a hazardous substance after the City stops using the hazardous substance provided it keeps a record of the substance (chemical name if known) and when and where it was used for **thirty (30) years** (8 CCR § 3204(d)(1)(B)(2).)

**J. Video Monitoring, Telephone and Radio Communications; Other Video and Audio Recordings**

1. The City shall retain recordings of **routine video monitoring** (e.g., building security taping systems) for at least **one (1) year**. After the one year retention period, the City may destroy the video recording pursuant to the procedure stated in this Policy. (Gov. Code § 34090.6.) If the recordings are evidence in any claim filed or pending litigation, they shall be preserved until the pending litigation is resolved.
2. Upon authorization of the City, recordings of telephone and radio communications maintained by the City may be destroyed after **100 days** pursuant to the procedure stated in this Policy. (Gov. Code § 34090.6.) If the recordings are evidence in any claim filed or pending litigation, they shall be preserved until the pending litigation is resolved.
3. Video or digital recordings of City meetings, made at the direction of the City, must be retained for **at least 30 days** after the meeting. (Gov. Code § 54953.5.)
4. If the City keeps another record, such as written minutes, of an event (other than City meetings) that is recorded on video tape or digitally recorded, the City must keep the video tape recording of the event for **at least 90 days** after the occurrence of the event. **After 90 days**, the video tape may be destroyed or erased, pursuant to the procedure stated in this Policy.. (Gov. Code § 34090.7.)
5. When an audio tape recording of a meeting is made solely to facilitate the preparation of minutes for that meeting, the tape recording may be destroyed or erased after it is no longer required and after the minutes for that meeting have been approved. (Gov. Code § 34090; 64 Ops.Atty.Gen. 317.)

**V. RECORDS RETENTION SCHEDULE**

The "Records Retention Schedule" is attached to this Policy as Attachment "B" and is incorporated herein by reference.

Attachments:

- Attachment "A" - Request for Destruction of Obsolete Records (sample form) (1 Page)
- Attachment "B" - Records Retention Schedule (Pages 1 through 41)

**ATTACHMENT "A"**  
**REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS**

[See Attached Form (1 Page)]

CITY OF MAYWOOD

To: City Clerk
From: Department Head
Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

Department Head

Date

Table with 2 columns: DATE OF RECORD, DESCRIPTION OF RECORD. Contains 4 empty rows for data entry.

(If additional space is needed to describe records, please attach additional pages)

APPROVED

City Attorney

Date

The obsolete records described above (and on any attached pages) were approved by the City Council for destruction on:

Date: Resolution No.

The obsolete records described above (and on any attached pages) were destroyed under my supervision using the following method:

- Shredding, Burning, Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and federal law.

City Clerk

Date of Records Destruction

**ATTACHMENT "B"**  
**RECORDS RETENTION SCHEDULE**

[See Attached Schedule (Pages 1 through 37)]

## RECORDS RETENTION SCHEDULE FOR CITIES

Destruction of any City record must have City Council approval and written consent from the City Attorney,  
unless otherwise provided by law. (Gov. Code § 34090.)

Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Accident/Illness Reports	<p>Not a public record For Employee Medical Records &amp; Employee Exposure Records regarding exposure to toxic substances or harmful physical agents --Includes Material Safety Data Sheets (MSDS) Does NOT include: health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination</p>	<p>GC 6254(c)  8 CCR 3204(d)(1)(A)(B)</p>	Length of employment + 30 years
Accidents/Damage to City Property	Risk management administration	GC 34090 CCP 337.15	10 years
Accounting Records – General Ledger	General Ledger	GC 34090 CCP 337	Until audited + 4 years  Sec. of State Guidelines recommends permanent retention
Accounting Records – - Permanent Books of Accounts	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations)	26 CFR 1.6001-1(c) & (e)	Permanent

### Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	PC	Penal Code (California)
CCR	California Code of Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
CFR	Code of Federal Regulations	IRS	Internal Revenue Service	USC	United States Code
EC	Elections Code (California)	LC	Labor Code (California)		

## RECORDS RETENTION SCHEDULE FOR CITIES

Destruction of any City record must have City Council approval and written consent from the City Attorney, unless otherwise provided by law. (Gov. Code § 34090.)

Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Accounts Payable	Invoices and back-up documents, purchase orders, travel expense reimbursements, petty cash, postage, PERS reports, check requests, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Guidelines recommendation	Until audited + 4 years
Accounts Receivable	Receipt books, cash receipts, cash register tapes, payments for building permits/parking permits/utility bills/Transient Occupancy Tax, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Guidelines recommendation	Until audited + 4 years
Affidavits of Publication / Posting	Legal Notices	GC 34090	2 years
Agenda / Agenda Packets	City Council, Redevelopment Agency, Commissions – agendas and packets can be imaged immediately for permanent retention, if desired. A paper copy can be maintained for one year, if desired.	GC 34090 GC 34090.5	2 years
Agenda reports (staff reports)	Council/Redevelopment Agency/Commissions - Paper copies of agenda packets can be maintained for one year as complete packets. Originals can be imaged immediately for permanent retention, if desired. The imaged record can serve as the permanent record, if desired.	GC 34090 GC 34090.5	2 years

### Legal Authority Abbreviations

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## RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Agreements (See also Contracts)	Original contracts and agreements and back-up materials	CCP 337	4 years after termination/ completion
Annexations / Reorganizations	Notices, Resolutions, Certificates of Completion	GC 34090	Permanent
Applications for Boards, Commissions Committees	Not selected	GC 34090	2 years
Applications for Boards, Commissions, Committees	Selected	GC 34090 Sec. of State Guidelines	Current + 5 years
Appraisals	For Real Property Owned by City or Redevelopment Agency – Not a public record until real estate transaction is complete	GC 34090 GC 6254(h)	2 years
Articles of Incorporation		GC 34090	Permanent
Assessment Districts	Original Documentation	GC 34090	Permanent
Annual Financial Report		GC 34090	Until audited + 2 years
Audit Reports	Financial services; internal and/or external reports; independent auditor analysis	GC 34090	2 years Sec. of State Guidelines recommends permanent retention – may be revised at a later time

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Audit Hearing or Review	Documentation created and or received in connection with an audit hearing or review	GC 34090	2 years
Backflow Test Reports	Reports of testing and maintenance – water systems	17 CCR § 7605	3 years
Bank Account Reconciliations	Bank statements, receipts, certificates of deposit, etc.	26 CFR 31.6001-1(e)(2)	Until audited + 4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)
Benchmark Data	Horizontal, vertical & control	GC 34090	2 years
Bids, Accepted	Includes plan and specifications; notices/affidavits.	GC 34090 CCP 337, 337.1	4 years
Bids, Unaccepted	Unaccepted bid packages only	GC 34090	2 years
Bonds	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	GC 34090	Permanent
Bonds, Development	Housing; Industrial Development	CCP 337.5	10 years
Bonds, Employee	Personnel fidelity bonds	GC 34090	While employed + 2 years
Bonds - Final	Final bond documentation; monthly statement of transactions; supporting documents	GC 34090 CCP 337.5	10 years

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Bonds - Paid	Paid Bonds; warrant certificates; interest coupons	GC 34090 GC 53921	2 years
Bonds, Surety	Documentation created and/or received in connection with the performance of work/services for the City, or for parcel maps and subdivision work	CCP 337	4 years
Bonds - Unsold	Unsold Bonds	GC 34090 GC 43900 et seq.	2 years
Brochures/ Publications	Retain selected documents only for historic value.	GC 34090	2 years
Budget, Annual	Adjustments, journal entries, account transfers	GC 34090	Current + 2 years
Building, Blueprints/ Specifications	Copies submitted by contractors with application for building permit or Certificate of Occupancy	GC 34090	Current + 2 years
Building, Certificates	Compliance, elevation, occupancy – affecting title to real property or liens on real property	GC 34090	Permanent
Building, Construction (Approved)	New commercial and residential construction, tenant improvements, room additions, spas, signs, block wall, remodel (including security bonds)	CCP 337.15 GC 34090	10 years
Building, Inspection	Correspondence, fees, appeal requests, reports	GC 34090	2 years
Building, Permits	Permits for buildings; signs; grading; encroachment permits	GC 34090	Until completed + 2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Building Plans	Official copy -- Not to be reproduced until written permission is obtained from architect of record. and current building owner (Retention requirement not applicable to buildings containing a financial institution or public utility.)	GC 34090 H&S 19850, 19851	For the life of the building
Building, Signs (temporary)	Home occupation, off-premise signs	GC 34090	2 years
Business License Annual Reports	Finance	GC 34090	2 years
Business Licenses/Permits	City issued	GC 34090	While current plus 2 years
Cal-OSHA	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA)	LC 6410; 8 CCR 14300.33	5 years
California State Tax Records	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Campaign Statements - Mayor, City Council - <u>elected</u> (originals)	<u>Original</u> statements of elected candidates and committees supporting elected candidates for Mayor, City Council	GC 81009(b) GC 81009(g)	Permanent (can image after 2 years)
Campaign Statements - candidates for Mayor, City Council - <u>not elected</u> (originals)	<u>Original</u> statements of candidates and supporting committees for candidates not elected for Mayor, City Council	GC 81009(b) GC 81009(g)	5 years (can image after 2 years)

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Campaign Statements for other than Mayor, City Council; other campaign reports (originals)	Original statements of all other persons and committees; other original reports and statements	GC 81009(c), (e) GC 81009(g)	7 years (can image after 2 years)
Campaign Statements/Reports Copies of	<u>Copies</u> of reports/statements (if filing officer is not required to keep more than one copy)	GC 81009(f) GC 81009(g)	4 years (can image after 2 years)
Certificates of Compliance	Building department documents	GC 34090	2 years
Checks	Includes payroll, canceled and voided checks	GC 34090 CCP 337 26 CFR 31.6001-1(e)	Until audited +4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)
Citizen Feedback	General correspondence.	GC 34090	2 years
Claims Against the City	Paid/Denied	GC 34090	Until settled + 2 years
Code Enforcement, Case files (see Nuisance Abatement)	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, citations [records on vehicle abatement/abandoned vehicles - generally Police Records]	GC 34090	2 years

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Code Enforcement, Liens & Releases	Utilities, abatement, licenses	GC 34090	2 years Permanent if document is recorded
Code Enforcement - Logs	Lien recovery	GC 34090	2 years
Code Enforcement Regulations	Includes rules	GC 34090	2 years
Code Enforcement Reports, Federal and State	Code enforcement statistics; may contain records affecting title to real property or liens thereon	GC 34090	Minimum 2 years; Permanent if records affect title or lien
Collective Bargaining Agreements		29 CFR 516.5	3 years
Community Surveys	Review final survey reports for historic significance	GC 34090	2 years
Complaints/Requests	Various files, non-code enforcement, not related to specific lawsuits involving the City and not otherwise specifically covered by the Retention Schedule.	GC 34090	2 years
Comprehensive Annual Financial Reports (CAFR)	Finance	GC 34090	2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Contracts, City	Original contracts and agreements and back-up materials.	CCP 337	4 years after termination/ completion
	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property	CCP 337.15	10 years after termination/completion
Correspondence	General correspondence, including letters and e-mail; Various files, not related to specific cases and not otherwise specifically covered by the retention schedule.	GC 34090	2 years
Deeds, Real Property	File with recorded documents; originals may not be destroyed.	GC 34090	Permanent
Deferred Compensation Reports	Finance - pension/retirement funds	29 CFR 516.5	3 years
Demographic/ Statistical Data		GC 34090	2 years
Deposits, Receipts	Receipts for deposited checks, coins, currency	GC 34090 CCP 337	Until audited + 4 years
DMV Driver Information Reports	Personnel--Not a public record.	GC 34090 GC 6254(c)	Until superseded
Development Conditions	Mitigation measures; filed with project files	GC 34090	For the life of the project

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Development Agreements	Infrastructure contracts, franchises. Original maintained for seven years.	CCP 337, 337.1, CCP 337.15 GC 34090 48 CFR 4.703	Permanent
Development, General Subject Files	Internal working files including correspondence	GC 34090	2 years
Development, Incident Files	Emergency Call Outs	GC 34090	2 years
Development Logs	Logs, registers or similar records listing permits, certificates of occupancy issued, may include inspection, building activity, daily, plan check, utility	GC 34090(a) GC 4003, GC 4004 H&S 19850 - 19853	5 years
Development, Photographs	Aerial Photographs	GC 30490	Current + 2 years
Development, Projects-Not completed or denied	Building, engineering, planning	GC 34090	2 years
Development, Reports	Activity, Periodic	GC 34090	2 years
Development, Seismic Retrofit Program	Includes Certificates of Compliance	GC 34090	Permanent
Development, Street Names and House Numbers	Street dedications, closings, address assignment/changes	GC 34090	Permanent

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Development, Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation	GC 34090	2 years
Development, Surveys	Recording data and maps	GC 34090	Permanent
Development Standards	Landscape mediums, parkway landscape development, public works construction	GC 34090	Permanent
Drawings, Project Plan	Does not include those usually filed with case or project.	GC 34090	2 years
Easements, Real Property	File with recorded documents; originals may not be destroyed.	GC 34090	Permanent
Economic Development Projects	Administrative records/Staff reports/Project files	GC 34090	2 years
Economic Interest Statements - Form 700 (copies) (elected officials)	Copies of original statements of elected officials forwarded to Fair Political Practices Commission.	GC 81009(f), (g)	4 years (can image after 2 years)
Economic Interest Statements - Form 700 (originals) (non-elected)	Originals of statements of designated employees	GC 81009(e), (g)	7 years (can image after 2 years)
Election - Administrative Documents	Not ballot cards or absentee voter lists/applications.	GC 34090	2 years
Election – Affidavit Index		EC 17001	5 years

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Election - Ballots and Related Documents	STATE & LOCAL ELECTIONS: All ballot cards (voted, spoiled, canceled) arranged by precinct, unused absentee ballots, ballot receipts, absent voter identification envelopes, absentee voter applications. May be destroyed subject to any pending contest.	EC 17302, 17306, 17505	6 months
Election - Ballots and identification envelope – Federal offices	For elections to Federal office (President, Vice President, US Senator, US Representative)	EC 17301	22 months
Election - Ballots - Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	California Constitution Art. XIII	Permanent
Election - Canvass	Notifications and Publication of Election Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results	EC 17304	6 months
Election - Certificates of Election	Certificates of election; original reports and statements	GC 81009(a)(d)	Termination + 4 years
Election - Charter Amendments/Measures	Chapter designations by Secretary of State following adoption of voters	GC 34458-60 GC 34090	Permanent

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Election - Election Official's Package of Documents	Package of 2 tally sheets, copy of index, challenge lists, assisted voters list. Public record - all voters may inspect after commencement of official canvass of voters	EC 17304	6 months
Election - Nomination Documents - successful	All nomination documents and signatures in lieu of filing petitions	EC 17100	during term and 4 years after
Election - Nomination Documents - unsuccessful		GC 81009(b)	5 years
Election Petitions - Initiative/Recall/Ref. Charter Amendments	Not a public record - documents resulting in an election - retention is from election certification.	EC 17200, 17400 GC 6253.5; EC 17400; GC 34458-60	8 months
Election Petitions - No election	Not a public record. Not resulting in an election. Retention is from final examination.	EC 17200, 17400 GC 6253.5	8 months
Election - Precinct Records	From date of election: Precinct official material; declaration of intention; precinct board member applications; orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service	EC 17503	5 months
Election - Roster of Voters	From date of election; initiative; referendum recall; general municipal election; Charter Amendments	EC 17300	5 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Election - Voter Affidavits		EC 17000	5 years
Election - Voter Registration Signature Copy	Fire, special or school district	EC 17000	5 years
Employee Bonds	Personal fidelity bonds	GC 34090	While current + 2 years
Employee Files	Personnel--Not a public record.	GC 12946 GC 6254(c)	While current + 2 years
Employee Information, General	Name, address, date of birth, occupation, rate of pay and weekly compensation earned	GC 12946 29 CFR 1627.3 LC 1174	3 years
Employee Information - CEIR	Personnel--California Employer Information Report (for employers of 100 or more employees)	2 CCR 7287(a), 2 CCR 7287(c)(2) GC 12946	2 years
Employee Information - Applicant Identification Records	Personnel--Data regarding race, sex, national origin of applicants	2 CCR 7287(b), (c)(2)	2 years

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Employee, Medical & Exposure Records (toxic substances or harmful physical agents)	<p>Medical records are part of personnel file --not a public record.</p> <p>Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents.</p> <p>Does <u>not</u> include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job.</p> <p>(For employees of less than 1 year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employee upon termination)</p>	<p>GC 6254(c)</p> <p>29 CFR 1910.1020 8 CCR 3204 (d)(1)(A)(B)</p>	<p>Length of employment + 30 years</p>
Employee, Motor Vehicle Pulls (DMV)		GC 12946	2 years

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Employee, Noise Exposure	Noise exposure measurement records Employee audiometric test records	8 CCR 5100 8 CCR 5100	Current + 2 years Length of employment
Employee, Non-safety	Non-safety employee records may include release authorizations; certifications; reassignments; outside employment; commendations, disciplinary actions; terminations; oaths of office; pre-employment medical evaluations; fingerprints; identification cards (ID's)	29 CFR 1627.3 GC 12946 GC 34090	Length of employment + 3 years
Employee Programs	Includes EAP and Recognition	GC 34090 GC 12946	2 years
Employee, Recruitment	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602.31 29 CFR 1627.3	2 years
Employee, Reports	Employee statistics, benefit activity, liability loss	GC 34090	2 years

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Employee, Safety	Police (except for peace officers), fire, emergency employees- - records may include release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; pre-employment medical evaluations	29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. 45 CFR 1068.6(a) GC 34090 GC 12946	Length of employment + 3 years
	Peace officer personnel records	Op. Atty. Gen. No. 99-1111 [May 2, 2000]	Length of employment + 5 years
Employee Rights - General		GC 12946 29 CFR 1602.14	Length of employment + 2 years
Employment Applications - Not Hired	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 34090 GC 12946 29 CFR 1627.3	2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Employment Eligibility Verification (I-9 Forms)	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3) Pub. Law 99-603	3 years after date of hire, or 1 year after date of termination, whichever is later
Employment - Surveys and Studies	Includes classification, wage rates	GC 12946 GC 34090 29 CFR 516.6	2 years
Employment - Training Records, Non-Safety	Volunteer program training - class training materials, internships	GC 34090 GC 12946	Length of employment + 2 years
Employment - Personnel (by name)	Paperwork documenting internal and external training	GC 34090	Length of employment + 2 years
Employment - Public Safety	Certification/designations	GC 34090	Length of employment + 2 years
Employment - Vehicle Mileage Reimbursement Rates	Annual mileage reimbursement rates	GC 34090	Until superseded + 2 years
Engineering Capital Improvement Projects	Supporting documentation including bidders list, specifications, reports, plans, work orders, schedules, etc.	GC 34090	Project completion + 2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Engineering Construction Tracking, Daily		CCP 337.15	Project completion + 10 years
Engineering Drawings, Traffic Control Plan	Signs, signing and striping, road construction	GC 34090	Permanent
Engineering Flood Control	Storm Drains	GC 34090	Permanent
Engineering Special Districts	Supporting documents re: improvement, lighting, underground utility; bonds, taxes and construction	GC 34090	Permanent
Engineering Street/Alley (Abandonment/ Vacation)	Relinquishment of rights and fee title	GC 34090	Permanent
Engineering Traffic Signals	Counts, collisions, accidents	GC 34090	Completion + 2 years
Environmental Quality Air Quality (AQMD)	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	CCP 338(k); GC 34090	3 years
Environmental Quality Asbestos	Documents, abatement projects, public buildings	GC 34090	Permanent

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Environmental Quality California Environmental Quality Act (CEQA)	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090 CEQA Guidelines	Permanent
Environmental Quality Congestion Management	Ride sharing, trip management	GC 34090	Completion + 2 years
Environmental Quality Environmental Review	Correspondence, consultants, issues, conservation	GC 34090	Completion + 2 years
Environmental Quality Pest Control	Pesticide applications, inspections and sampling, documents	GC 34090	Completion + 2 years
Environmental Quality Soil	Analysis, construction recommendations	GC 34090	Completion + 2 years
Environmental Quality Soil Reports	Final Reports	GC 34090	Permanent
ERISA Records	Employee Retirement Income Security Act of 1974 - plan reports, certified information filed	29 USC 1027	6 years
ERISA Records	Employee Retirement Income Security Act of 1974 - records of benefits due	29 USC 1059	Indefinitely

### Legal Authority Abbreviations

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## RECORDS RETENTION SCHEDULE FOR CITIES

Destruction of any City record must have City Council approval and written consent from the City Attorney, unless otherwise provided by law. (Gov. Code § 34090.)

Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Ethics Training Records (AB 1234; effective 1/1/06)	Records required to be kept under Gov. Code section 53235.2 (effective 1/1/06). Records must show dates that local officials satisfied the training requirements and the entity that provided the training	GC 53235.2	5 years after receipt of training
Events Planning, Community	Review for historic significance	GC 34090	2 years
Family and Medical Leave Act (federal)	Records of leave taken, City policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	3 years (federal) 2 years (State)
Federal Tax Records	May include Forms 1096, 1099, W-4 and W-2	29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6	6 years
Fee Schedules/Studies	Considered by the City Council	GC 34090	2 years
Fire Protection District Administration	Administrative documents.	GC 34090	2 years

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## RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Fire Safety Administration	General orders, policies & procedures	GC 34090	Until superseded + 2 years
Fixed Assets Inventory	Reflects purchase date, cost, account number	GC 34090	Until audited + 2 years
Fixed Assets Surplus Property	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 CCP 337	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title	Title transfers when vehicle is sold.	VC 9900 et. seq.	Until sold
Flood Plain Maps	FEMA - not a City record, for information only.		Until Superseded
Forms	Administrative - blank		Until Superseded
Fund Transfers	Internal; bank transfers & wires	GC 34090	Until audited + 2 years
General Ledgers	All annual financial summaries--all agencies	GC 34090 CCP 337	Until audited + 4 years Sec. of State Guidelines recommends permanent retention

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## RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
General Plan	Image on completion. 1 paper copy in library until superseded.	GC 34090	Until Completed
General Plan Amendments	Image on completion.	GC 34090	Until Completed
Gifts/Bequests	Finance - to the City (kept with cash receipts)	GC 34090	2 years
Grading Permits		GC 34090	Until completed + 2 years
Grading Variances		GC 34090	Until completed + 2 years
Grants Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Grants - Unsuccessful	Applications not entitled	GC 34090	2 years
Hazardous Materials & Hazardous Waste Disposal Records	Examples of hazardous materials/hazardous waste: medical waste; used oil; pesticides	HSC 117945 HSC 118165 22 CCR 66279.91 3 CCR 6624(g)	3 years
Hazardous Materials - Permits, Hazardous Materials Storage	[Permanent retention of environmentally sensitive materials is recommended]	GC 34090	While current + 2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Hazardous Materials - Programs, Household Hazardous Waste	Documents regarding federal, State or local programs on disposal of household hazardous waste	GC 34090	Until superseded + 2 years
Hazardous Materials - Exposure Records, etc.	Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used	8 CCR 3204(d) et. seq.	Length of employment + 30 years
Hazardous Materials - Underground Storage Tank Compliance	Documents regarding: storage, location, installation, removal, remediation	GC 34090	Permanent
Hazardous Materials - Underground Storage Tank Maintenance and Repair	Documents regarding: repairs, lining and upgrades	23 CCR 2660(j), 2712	For the life of the tank
Historic Preservation Inventory	Records of historic landmarks, including historic register	GC 34090	Current + 2 years
Home Occupation Permits	Business license related	GC 34090	Current + 2 years
Housing Programs	Planning/ Redevelopment Agency files.	GC 34090	Current + 2 years
Housing Programs	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificates, Housing Bond Advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance	24 CFR 570.502 24 CFR 85.42	4 years

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## RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Information Services, Internet/World Wide Web	Management policies and supporting documentation	GC 34090	Until superseded + 2 years
Information Systems, Inventory	Hardware/software inventory logs; systems manuals	GC 34090	Until superseded + 2 years
Information Systems, Network Information Systems (LAN/WAN)	Configuration maps and plans	GC 34090	2 years
Information Systems, Program Files and Directories		GC 34090	2 years
Information Systems, Tapes	System generation	GC 34090	2 years
Insurance	Personnel related	GC 34090	Until Superseded
Insurance, Joint Powers Agreement	Accreditation, MOU, agreements and agendas	GC 34090	Current + 2 years
Insurance Certificates, City	Liability, performance bonds, employee bonds, property; Insurance certificates filed separately from contracts, includes insurance filed by licensees.	GC 34090	Until superseded
Insurance, Liability/Property	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090	Until superseded

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Insurance, Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090	5 years (Federal) 2 years (State)
Investment Reports, Transactions	Summary of transactions, inventory and earnings report	GC 34090 CCP 337	Until audited + 4 years
Invoices	Copies sent for fees owed, billing, related documents	GC 34090	Until audited + 2 years
Land Use and Development Code		GC 34090	Until superseded
Legal Notices/Affidavits of Publication		GC 34090	2 years
Legal Opinions	Confidential – not for public disclosure (attorney-client privilege)	GC 34090	Until superseded + 2 years
Licenses/Permits – Special (Events; Solicitation)	This category DOES NOT include business licenses/permits	GC 34090	Current + 2 years
Litigation	Case files	GC 34090	Until settled + 2 years
Local Appointments List (“Maddy List”)	List of all regular and ongoing boards, commissions, and committees appointed by the City Council – pursuant to the Maddy Local Appointive List Act	GC 54970 GC 34090	Until superseded (new list prepared each Dec. 31 <sup>st</sup> )
Lot Line Adjustments	Land use - case files.	GC 34090	Permanent
Maintenance Manuals	Equipment service/maintenance	GC 34090	Until superseded

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Maintenance/Repair Records	Equipment	GC 34090	2 years
Maps & Plats	Engineering & field notes and profiles; cross section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	GC 34090	Permanent
Marketing, Promotional	Brochures, announcements, etc.	GC 34090	2 years
Master Plans, Annual	Special or long range program plan for municipalities – coordination of services; strategic planning	GC 34090	2 years
Materials Board, Renderings Boards & Photographs	Planning/Engineering	GC 34090	2 years
Minutes	Council/Redevelopment Agency/Commissions. Documents are to be imaged immediately. Paper records are to be maintained permanently by the City Clerk Division.	GC 34090(e)	Permanent
Municipal Code	Cities may wish to retain old versions for historic value.	GC 34090	Until superseded
Municipal Facilities Construction	Contains records regarding plans, design, construction, conversion or modification of local government-owned facilities, structures and systems	GC 34090 H&S 19850	For the life of the building

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## RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Municipal Facilities Facility Rentals; Use	Permits, contracts, diagrams, schedules, insurance binders	GC 34090	Current + 2 years
Municipal Facilities Maintenance and Operations	Service requests, invoices supporting documentation, buildings, equipment, field engineering, public facilities including work orders and graffiti removal	GC 34090	2 years
Neighborhood Planning	Area and neighborhood Planning case records.	GC 34090	Until Completed
Newsletter, City	May wish to retain permanently for historic reference.	GC 34090	2 years
Notices – Public Meetings	Special Meetings	GC 34090	2 years
NPDES Permits – sewage/sludge	National Pollutant Discharge Elimination System (NPDES) – permit – sewage sludge use and disposal – monitoring records	40 CFR 503.17	5 years
NPDES Permits -	NPDES permit - monitoring information, including calibration and maintenance records, original strip chart recordings, required reports and all data used to complete the permit application	40 CFR 122.41	3 years
Nuisance Abatement	Includes citations (not police), nuisance abatement, and liens resulting from nuisance abatement.	GC 34090	Until settled + two years
Oaths of Office	Elected and public officials (i.e., Council members; commissioners; etc.)	GC 34090 29 USC 1113 Sec. of State Guidelines	Current plus 6 years

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## RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Offers of Dedication		GC 34090	Until Completed
Ordinances	Vital records - originals may never be destroyed. Image immediately.	GC 34090(e)	Permanent
OSHA	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	LC 6410; 8 CCR 14300.33 29 CFR 1904.2 - 1904.6	5 years
OSHA (Accident/Illness Reports)	Personnel - Employee Exposure Records & Employee Medical Records Not a public record	LC 6410; 8 CCR 14300.33; 8 CCR. 3204; GC 6254(c)	Duration of employment plus 30 years
Paramedic Services	Documents other than original contracts.	GC 34090	2 years
Parcel Map Waivers	Land use - planning case files	GC 34090	Permanent
Parcel Maps	Land use - planning/engineering case files	GC 34090	Permanent
Parking Citations	Includes administrative parking citations and appeals	GC 34090	Until settled/adjudicated + 2 years
Parking Studies	Engineering	GC 34090	2 years

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## RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Payroll - Federal/State Reports	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	29 USC 436 26 CFR 31.6001-4 R&TC 19530 R&TC 19704 IRC 6001 IRS Reg. 301.6501(a)-1 26 CFR 31.6001-1(e) 29 CFR 516.5 – 516.6	6 years
Payroll Deduction/ Authorizations	Finance	29 CFR 516.6(c)	While Current
Payroll records, terminated employees	Finance files	29 CFR 516.5	3 years from date of last entry

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Payroll, registers	Finance Labor costs by employee & program	29 CFR 516.5(a) LC 1174(d)	3 years  (Sec. of State Guidelines – recommended permanent retention)
Payroll, time cards/sheets	Employee	29 CFR 516.6(a)(1) LC 1174(d)	2 years (Sec. of State guidelines – recommended retention: until audited + 6 years)
Payroll - Wage Rates / Job Classifications	Employee records	LC 1197.5(d) LC 1174(d) GC 34090 GC 12946 29 CFR 516.6 29 CFR 1602.4 29 CFR 1627.3	While current + 3 years
Permits, Construction	Other than building permits - For signs, grading, encroachment, including blueprints and specifications	GC 34090	Until completed + 2 years

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## RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Permits, Other	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	GC 34090	Until completed + 2 years
PERS - Employee Benefits	Retirement Plan	29 USC 1027	6 years
Personnel Records	Payroll <b>or other</b> records containing name, address, date of birth, occupation, rate of pay, etc., including records relating to promotion, demotion, transfer, lay-off, termination	29 CFR 1627.3	3 years
Personnel Rules and Regulations	Including employee handbook	GC 34090	Until superseded + 2 years
Petitions	Submitted to legislative bodies	GC 34090	Current + 2 years
Planning Commissioners	Applications and other documents relating to commissioners.	GC 34090	Until Superseded + 2 years
Police - Administration Investigations Administrative/Internal	Initiated by citizen complaints or internally initiated; includes complaint, reports, findings  [Detailed listings of retention periods for police and other public safety records should be governed by a separate records retention schedule.]	PC 832.5 EVC 1045 PC 801.5	Until closed + 5 years
Policies, Administrative	All policies and procedures, directives rendered by Council not assigned a resolution or ordinance number	GC 34090	Until Superseded + 2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Policies, Council/RDA/Commissions	Original policies adopted by the City Council/RDA/Commissions. Imaged immediately as part of Council packet or minutes.	GC 34090	Until Superseded
Political Support/Opposition, Requests & Responses	Related to legislation.	GC 34090	2 years
Press Releases	City related.	GC 34090	2 years
Procedure Manuals	Administrative.	GC 34090	Until superseded + 2 years
Proclamations	City issued proclamations	GC 34090	2 years
Property, Abandonment	Buildings, condemnation, demolition	GC 34090	Permanent
Property Acquisition/Disposition	City and RDA owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by City	CCP 337.15	10 years
Public Records Request	Requests from the public to inspect or copy public documents	GC 34090	2 years
Purchasing RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 34090	Current + 2 years
Purchasing, Requisitions, Purchase Orders	Original Documents	GC 34090 CCP 337	Until audited + 4 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Recordings - audiotaped (for preparation of meeting minutes)	Council/Commission/ Redevelopment Agency meetings	GC 34090 64 Ops.Atty.Gen 317	Until no longer required for preparation of minutes (after minutes are approved)
Recordings - routine video monitoring, telephone, and radio communications	Routine daily taping/recording of telephone communications & radio communications; routine video monitoring including in-car video systems, jail observation/monitoring systems, building security systems	GC 34090, 34090.6	Videos - 1 year; Phone & Radio communications - 100 days (destruction must be approved by City Council & City Attorney)
Recordings, videotaped – meetings of legislative bodies	Tapes of public meetings made by or at the direction of the city (e.g., Council/Commission/Redevelopment Agency meetings)	GC 54953.5	30 days
Recordings, videotaped –	Other than videotapes of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes)	GC 34090, 34090.7	90 days after event is recorded
Records Management Disposition Certification	Documentation of final disposition of records	GC 34090	Permanent
Records Retention Schedules		GC 34090	Current + 2 years
Recruitments and Selection	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Refuse Collection	General administrative records	GC 34090	2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Registration Forms	Human Services Recreation Programs	GC 34090	2 years
Release Forms/Waivers	Human Services Recreation Programs	GC 34090	2 years
Resolutions	Vital records - originals may never be destroyed. Image immediately.	GC 34090(e)	Permanent
Returned Checks	Finance-NSF (not City checks)	GC 34090	2 years after audit
Salary Surveys		GC 34090	2 years
Sewer Construction/ Improvement/ Maintenance	Administrative records.	GC 34090	2 years
Sister Cities	Correspondence, etc. (May wish to retain permanently for historic reference.)	GC 34090	2 years
Social Events/Celebrations	Review for historic significance, only documents deemed significant will be imaged and maintained permanently.*	GC 34090	2 years
Speed Surveys	Engineering	GC 34090	Until superseded plus 2 years
State Controller	Annual reports.	GC 34090	2 years
Stop Payments	Finance - bank statements	GC 34090	2 years
Storm Drain Construction/ Improvement/ Maintenance	Administrative records.	GC 34090	2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Street Construction/Improvements	Administrative records	GC 34090	2 years
Street Vacations	Offers to dedicate; drainage; access rights, etc.	GC 34090	Permanent
Studies, Various City		GC 34090	While current + 2 years
Taxes, Special	Special tax levied by a local agency on a per parcel basis	CCP 338	Until audited + 3 years
Unemployment Insurance Records		IRC 3301-3311	4 years
Utility Services - Applications	Applications for utility connections, disconnects, registers, service	GC 34090	Completion + 2 years
Utility Services - Billing Records	Customer name, service address, meter reading, usage, payments, applications/cancellations	GC 34090	Until audited + 2 years
Utility Services - Journals, Utility Billing	Billing including monthly activity	GC 34090	Until audited + 2 years
Utility Services - Meter Reading; Reports		GC 34090	Current + 2 years
Utility Services - Utility Rebates, Reports		GC 34090	Current + 2 years
Vouchers - Payments	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period
Warrant Register/Check Register	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090	Until audited + 2 years
Waste Management	Solid Waste – Administrative documents	GC 34090	2 years
Workers Compensation Files	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102 8 CCR 15400.2	Until settled + 5 years

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# STAFF REPORT

CITY OF MAYWOOD

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ADMINISTRATION

**DATE:** APRIL 28, 2009

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** PAUL PHILIPS, INTERIM CHIEF ADMINISTRATIVE OFFICER

**SUBJECT:** RESOLUTION NO. \_\_\_\_ IN SUPPORT OF "NO TEACHER LAYOFFS" AT  
LOS ANGELES UNIFIED SCHOOL DISTRICT

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## **RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. \_\_\_\_ which calls on Los Angeles Unified School District to take action to avoid teacher layoffs.

## **BACKGROUND**

The teachers and leadership of the Los Angeles Unified School District are working on the issues surrounding potential teacher layoffs.

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD SUPPORTING THE TEACHERS OF THE LOS ANGELES UNIFIED SCHOOL DISTRICT IN THE EFFORTS TO AVOID TEACHER LAYOFFS.**

**WHEREAS**, education is an essential component of our society; and

**WHEREAS**, our children all deserve a quality education that provides each child with necessary life skills; and

**WHEREAS**, the population of the greater Los Angeles Metropolitan area continues to increase; and

**WHEREAS**, the need for teachers at all levels of our education system is essential; and

**WHEREAS**, teachers are very valuable ongoing asset to our community; and

**NOW THEREFORE**, The City of Maywood expresses its support for teachers of Los Angeles Unified School District as they work to avoid layoffs during this and future budget cycles.

PASSED, APPROVED and ADOPTED this \_\_\_ day of \_\_\_\_\_, 2009

\_\_\_\_\_  
Veronica Guardado  
Mayor

ATTEST:

\_\_\_\_\_  
Patricia Bravo  
City Clerk

**STATE OF CALIFORNIA            )**  
**COUNTY OF LOS ANGELES        )        ss**  
**CITY OF MAYWOOD                )**

I, \_\_\_\_\_, City Clerk of the City of Maywood, do hereby certify that the foregoing resolution, being Resolution No. \_\_\_\_\_ was passed by the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the \_\_\_ day of \_\_\_\_\_ 2008, and that the same was passed and adopted by the following vote, to wit.

AYES:

NAYES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Patricia Bravo  
City Clerk



## STAFF REPORT

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
FROM: HILDA FLORES, INTERIM FINANCE DIRECTOR *HF*  
DATE: APRIL 24, 2009  
SUBJECT: **REJECTION OF CLAIM AGAINST THE CITY**

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### RECOMMENDATION:

The following claim is recommended to be rejected.

Jerry Salgado (The complainant alleges City of Maywood and the Maywood police department engaged in illegal activities and misconduct.)

A Copy of the claim rejection letter from Carl Warren & Co. is attached. Following the City Council's approval, a rejection notice will be sent to the claimant.



April 14, 2009

TO: The City of Maywood

ATTENTION: Ira L. Peterson, Finance Director/Risk Manager

RE: Claim : Salgado vs. The City of Maywood  
Claimant : Jerry Salgado  
D/Event : 2/3/2009  
Rec'd Y/Office : 4/9/2009  
Our File : S-1494599-CKQ

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

**CLAIM REJECTION: Send a standard rejection letter to the claimant.**

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

Richard D. Marque

cc: CJPIA w/enc.

Attn.: Executive Director

**CARL WARREN & CO.**  
**CLAIMS MANAGEMENT CLAIMS ADJUSTERS**

770 Placentia Avenue, Placentia, CA 92870-6832  
Mail: P.O. Box 25180 · Santa Ana, Ca 92799-5180  
Phone: (714) 572-5200 · (800) 572-6900 · Fax: (714) 961-8131

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** CITY ATTORNEY  
**SUBJECT:** ORDINANCE CHANGING POSITION TITLE OF CHIEF  
ADMINISTRATIVE OFFICER TO CITY MANAGER  
**DATE:** APRIL 22, 2009

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**RECOMMENDATION:**

It is recommended that the City Council of the City of Maywood ("City") review and adopt the Ordinance entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, AMENDING SECTION 2-2.101 OF THE MAYWOOD MUNICIPAL CODE TO EFFECT A CHANGE IN THE TITLE OF CHIEF ADMINISTRATIVE OFFICER TO CITY MANAGER

**DISCUSSION:**

In September 2008, a majority of the City Council directed the City Attorney prepare an "Ethics in Government Hiring & Contracting Practices" measure known as "Measure M." Among other things, Measure M proposed a reform to the City's Municipal Code that would make it clear the Chief Administrative Officer ("CAO") is the administrative head of the City and has the power to hire, discipline, and dismiss department heads and employees. The change removed the City Council's authority to hire and fire department heads and a paragraph was added to make clear that the City Council must deal directly with the CAO on all administrative and personnel matters. Measure M passed by voters in November 2008.

More recently, the City Council directed the City Attorney to prepare an Ordinance that would rename the title of the CAO to "City Manager" to emphasize the administrative changes made by Measure M as discussed above.

According to California Government Code Section 34851, an Ordinance establishing a City Manager form of government may be enacted by the legislative body; submitted to the electors by the legislative body at any municipal or special election; or submitted by the people as an initiative



measure. The Ordinance must define the powers and duties of the City Manager. (Cal. Gov. Code § 34852.)

The proposed Ordinance amends Section 2-2.101 of the City Municipal Code, which created the office of the Chief Administrative Officer. After adoption of the Ordinance, Section 2-2.101 will also state that the position of Chief Administrative Officer shall be known as the City Manager. The Ordinance does not amend all references to Chief Administrative Officer in the City Municipal Code because that approach may result in significant publishing costs.

The powers and duties of the governmental position, as recently amended, are consistent with the powers and duties of a City Manager as identified in California Government Code Section 34856. Therefore, no substantive change in the form of government is effected by the Ordinance; the purpose of the Ordinance is simply to effect a change in a position title.

**Attachment:**  
Ordinance

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

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, AMENDING SECTION 2-2.101 OF THE MAYWOOD MUNICIPAL CODE TO EFFECT A CHANGE IN THE TITLE OF CHIEF ADMINISTRATIVE OFFICER TO CITY MANAGER**

**WHEREAS**, in 1978, the City Council of the City of Maywood ("City") adopted an ordinance creating the position of Chief Administrative Officer to serve as the administrative head of the City government under the direction and control of the City Council; and

**WHEREAS**, in 2008, the City Council prepared Measure M known as the "Ethics in Hiring and Contracting Practices Initiative" in Ordinance No. 08-15;

**WHEREAS**, in November 2008, the people of the City approved Measure M in an election; and

**WHEREAS**, Measure M amended the City Municipal Code to clarify, among other things, that the Chief Administrative Officer is the administrative head of the City with the power to hire, discipline, and dismiss department heads and employees; and

**WHEREAS**, the City Council finds that the title of "City Manager" more appropriately reflects the amended powers of the position; and

**WHEREAS**, the powers and duties of the position, as recently amended, are consistent with the powers and duties of a City Manager as identified in California Government Code Section 34856; and

**WHEREAS**, the City Council desires to amend the definition of Chief Administrative Officer in the City Municipal Code to mean City Manager without effecting any substantive change in the form of government.

**THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Section 2-2.101 of the Maywood Municipal Code is hereby amended to read as follows:

“There is hereby created and established in the unclassified service of the City the position of Chief Administrative Officer, which shall be known by the title of City Manager.”

**SECTION 2.** Purpose. The purpose of this Ordinance is to effect a change in the title of a governmental position. Adoption of this Ordinance shall not effect a substantive change in the form of government.

**SECTION 3.** Severability. If any provision or clause of this Ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this Ordinance which can be given effect without the invalid provision or application.

**SECTION 4.** CEQA Compliance. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 5.** Publication. The City Clerk shall cause this Ordinance to be published within fifteen (15) days after adoption in a newspaper of general circulation printed and published in the City, in accordance with Government Code Section 36933.

**SECTION 6.** Effective Date. This Ordinance shall become effective thirty (30) days after its adoption.

PASSED, APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_\_ 2009.

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VERONICA GUARDADO  
MAYOR

**ATTEST:**

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PATRICIA BRAVO  
CITY CLERK

**APPROVED AS TO FORM:**

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MARCO A. MARTINEZ  
CITY ATTORNEY

**I-710/MAJOR CORRIDOR STUDY**  
Tier 2 Community Advisory Committee

**Major Opportunity/Strategy Recommendations  
and Conditions**



August, 2004

# Acknowledgements

## TIER 2 COMMITTEE MEMBERS

Glenna J. Amos\*  
*City of South Gate*

Harold Arsenian\*  
*City of Vernon*

Dr. Ed Avol  
*USC School of Medicine*

Hamid Bahadori  
*Automobile Club of Southern California*

Gerald Burgess\*  
*City of Paramount*

Victor Caballero\*  
*City of Huntington Park*

Gustavo Camacho\*  
*East Los Angeles*

Malcolm Carson  
*Legal Aid Foundation of Los Angeles*

Roberto Chavez\*  
*City of Compton*

Louis Diaz  
*International Brotherhood of Teamsters*

Clifford Dunbar\*  
*City of Bell Gardens*

Bob Eula\*  
*City of Commerce*

Belinda Faustinos  
*San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy*

Larry Galvan\*  
*City of Cudahy*

Julie C. Gonzalez\*  
*City of Bell*

Steve Goodling  
*Long Beach Area Convention and Visitors Bureau*

Patricia Herrera\*  
*City of Long Beach*

Roger Holman\*  
*City of Long Beach*

Alan Hose\*  
*City of Long Beach*

Tom Houston\*  
*City of Compton*

Randy Kendrick  
*City of Bell*

Bobbi Kimble\*  
*City of Long Beach*

Angelo Logan  
*Coalition for Environmental Health and Justice*

Dr. Joseph Magaddino  
*California State University at Long Beach*

Mandy McLaughlin\*  
*City of Compton*

Dr. Domenick Miretti  
*Marine Clerks Association*

Dr. Elisa Nicholas  
*Long Beach Alliance for Children with Asthma*

Harold Omel\*  
*City of Long Beach*

Servando Ornelas\*  
*East Los Angeles*

Bill Pagett  
*Technical Advisory Committee Chair*

Noel Park  
*San Pedro Peninsula Homeowners Coalition*

Ray Park\*  
*City of Carson*

Luis Romero\*  
*City of Maywood*

Patty Senecal  
*Transport Express*

Harold Tseklenis\*  
*City of Downey*

Linda Vitale\*  
*City of Long Beach*

Rod White\*  
*City of Lynwood*

Harold Williams  
*South Bay Council of Governments*

\*Designated Tier 1 Community Advisory Committee Member representing corridor communities.

Note: Some communities had a change in representatives during the process

## STAFF SUPPORT

*Metro*: Lynda Bybee, Susan Gilmore, Ray Maekawa, Ernest Morales

*Gateway Cities COG*: Deborah Chankin, Richard Powers, Jerry Wood

*MIG*: Pat McLaughlin, Esmeralda Garcia, Sam Gennawey, Katherine Padilla

# Executive Summary

## INTRODUCTION

This report presents the final consensus resulting from nine months of deliberations by a broad-based group appointed by I-710 corridor communities and the I-710 Oversight Policy Committee. Known as the Tier 2 Committee, this group represented a broad base of interests, including local communities, academic, environmental, business, community and environmental justice. The most directly impacted communities in the corridor were invited to form community-level committees (known as the Tier 1 Committees). The chairs of these committees were also represented on the Tier 2 Committee, along with a representative named by each City Council in the remaining corridor cities.

The following guiding principles define the priorities of the Tier 2 Committee and reflect the consensus that emerged during this process:

1. **This is a corridor – considerations go beyond the freeway and infrastructure.**
2. **Health is the overriding consideration.**
3. **Every action should be viewed as an opportunity for repair and improvement of the current situation.**

The Committee recognizes that something must be done to address the current congestion and design of the I-710 freeway. The high number of trucks on the freeway uses up capacity and the mix of cars and trucks poses a serious safety concern. The committee agrees that the hybrid design concept presented could accomplish maximum build out in a manner that reflects the Tier 1 CACs' concerns and recommendations for their communities, with the exception of the City of Commerce and East Los Angeles area, which require further study. However, the I-710 corridor is more than just a place for trucks to pass through on their way to their final destination. It is the location of our homes, businesses, schools, parks, and lives. Today, particulates and other pollutants from diesel truck traffic in the I-710 Corridor and the ports of Long Beach and Los Angeles are our communities' primary air-quality-related health concern. **Therefore, the conditions for major infrastructure improvements must be as follows:**

1. Implement a corridor level action plan to improve community air quality.
2. Major infrastructure improvements must be conditioned on achieving air quality goals to protect public health; corridor air quality must comply with county, state and federal standards prior to the start of mainline construction

and the entire project taken as a whole must result in a net reduction in criteria pollutants.

3. Prior to the initiation of the environmental review process, all Tier 1 Community Advisory Committees must have formally endorsed the freeway improvement design concept.
4. Prior to adopting a preferred alternative the OPC must conduct a study and cost benefit analysis of potential goods movement alternatives as an alternative to increasing the capacity of the I-710 Freeway.
5. A study of the impact of construction on air quality, traffic, congestion, noise and impact on surrounding communities must be conducted, and if construction does go forward, specific mitigation plans must be developed and put into effect during the construction process to minimize and mitigate the impact of construction on the surrounding communities.
6. Major infrastructure improvements must be conditioned on achieving a net decrease in noise impacts upon the affected communities.

The Committee recognizes that certain aspects of the design concepts, particularly for designated on-ramps, may be appropriate for implementation prior to addressing the “mainline” issues. However, these improvements cannot be constructed in isolation from all of the other recommendations such as public health, community enhancement, and noise abatement. The I-710 design must take into account the safety and quality of life of the communities in the corridor, including provisions for greenbelts and open space.

This Executive Summary presents a synopsis of our committee’s findings and recommendations, which are presented, in eight topic areas. (Greater detail is provided in the full report.)

## HEALTH

Air quality is the number one public health issue. Poor air quality has had significant negative impacts on public, economic, environmental and community health in the corridor. Particulates and other pollutants from diesel truck traffic in the I-710 Corridor and the ports of Los Angeles and Long Beach are our communities’ primary air-quality-related health concern. The first consideration for approval of any improvements within the I-710 corridor must be the project’s ability to reduce air quality impacts. Therefore, these steps must be taken before construction can begin on the “mainline” project to reduce air pollution.

The Tier 2 Committee recommends the following air quality improvement strategies:



1. Develop an action plan to improve air quality in the corridor.
2. Implement a corridor level action plan to improve community air quality.
3. Implement local alternative fuels/electrification and/or hydrogen policies and programs to reduce diesel emissions.
4. Pursue opportunities for incremental improvements.
5. Implement port-specific air quality improvement strategies.

## JOBS AND ECONOMIC DEVELOPMENT

The twin ports of the San Pedro Bay generate significant economic benefits for the region as a whole. However, the cost associated with the movement of goods is primarily borne by local communities. These external costs, including increased levels of pollution, have reduced the attractiveness and livability of these communities. To address this imbalance, local residents and businesses must become net beneficiaries of the continued growth in international trade through the local ports. Improvement of air quality and the environment are essential for the area to take advantage of and capitalize on the area's assets. In addition, an investment in education is necessary to continue to diversify the economy and provide economic opportunity for residents.

The Tier 2 Committee recommends the following economic development strategies:

1. Position the I-710 corridor and Gateway communities for a post-oil economy.
2. Create a community environment that attracts and retains businesses and residents who can support a new gateway cities economy.
3. Enable the I-710 corridor and Gateway communities to become more proactive in today's economy.
4. Institute corridor-wide programs and partnerships to equip area residents with the skills needed to move into higher-paying jobs in this new economy.
5. While promoting the importance of all business, specifically recognize small business as an economic driver and foster its growth within the communities.
6. Consistent with current law, advocate policies at the national, state, regional and local levels to require businesses that benefit from any potential I-710 improvements to pay living wages.

## SAFETY

The I-710 corridor is one of the most unsafe freeways in the State. Increasing truck traffic, conflicts between cars and trucks, aging infrastructure, and outdated design are all contributing causes to accidents in and around the freeway. The high concentration of older trucks, which frequently become disabled, poses a significant safety hazard, as do truck intrusions into nearby communities and neighborhoods. Just as the Alameda Corridor helped reduce conflicts between trains and automobiles, any improvements to the I-710 corridor must resolve the inherent conflicts between automobiles and trucks.

The Tier 2 Committee recommends the following safety improvement strategies:

1. Continue support and implementation of safety programs.
2. Increase enforcement of traffic and vehicle safety laws and regulations.
3. Increase public and trucker education on safety and neighborhood issues.
4. Implement infrastructure improvements.
5. Separate trucks and cars.

## NOISE

Excessive noise is a serious public health concern in the corridor and cannot be resolved by simply building more sound walls. A comprehensive analysis of noise along the corridor must lead to a plan that recognizes the health impacts to our communities and seeks to resolve those impacts by providing appropriate relief. Major infrastructure improvements must be conditioned on achieving a net decrease in noise impact upon the affected communities.

The Tier 2 Committee recommends the following noise control strategies:

1. Provide appropriate and effective sound walls to reduce noise impacts to neighborhoods and schools adjacent to the freeway.
2. Implement noise mitigation programs.
3. Conduct a study to assess how truck traffic from extended gate hours for trucks and 24/7 port operations will impact communities, and assess what mitigations may be appropriate.

## CONGESTION AND MOBILITY

The major purpose of congestion relief must be to improve the quality of life and economic vitality of the corridor rather than simply to accommodate port growth. The current corridor capacity is not adequate even for the existing demands in the area. The current conditions along the corridor are simply not acceptable. The Committee suggests an approach that provides multiple options for personal mobility – auto, pedestrian, bike and transit – within the corridor. Likewise, goods movement requires a comprehensive, regional approach that reduces bottlenecks in all segments – ship, truck, and rail.

The Tier 2 Committee recommends the following congestion and mobility strategies:

1. Maximize use of existing infrastructure
2. Implement expanded public transit solutions.
3. Provide a comprehensive bicycle and pedestrian network with connectivity throughout the area.
4. Develop a consistently implemented plan with cities and residents to mitigate construction impacts and maintain access.
5. Support cooperative planning among all ports along the West Coast.

## COMMUNITY ENHANCEMENTS

The I-710 corridor is more than just a place for trucks to pass through on their way to their final destination. It is the location of our homes, businesses, schools, parks, and lives. Plans for future improvements to the I-710 are not intended to solely address congestion and mobility problems. Instead a revitalized I-710 must be the catalyst to enhance local communities along the corridor, creating an even more desirable place to live, work, and play. Major infrastructure improvements must also be conditioned on conclusion of satisfactory agreements with the neighboring communities to fully mitigate negative aesthetic impacts and to mitigate the impacts of any increased light and glare.

The Tier 2 Committee recommends the following community enhancement strategies:

1. Preserve existing parks, open space, and natural areas.
2. Develop and implement community enhancement projects.
3. Provide programs to minimize construction impacts.
4. Develop and implement a plan for arterial streetscapes.
5. Mitigate light and glare in surrounding communities.

## DESIGN CONCEPTS

A new design concept for I-710 and/or alternative transportation modes for vehicles and goods movement is needed that responds to the specific design recommendations developed by the Tier 1 CACs to minimize or limit take of homes within their communities along I-710. The hybrid design, as developed to date, does a credible job of accomplishing this goal. However, final decisions on project configuration can only be made subsequent to incorporation of the further study of East Los Angeles and City of Commerce and upon completion of cost benefit and environmental studies. The I-710 design must take into account the safety and quality of life of the communities located next to the freeway, including provisions for greenbelts and open space.

The Tier 2 Committee recommends the following design concept strategies:

1. Endorse the specific Tier 1 CAC recommendations included in the Appendix.
2. Support capacity enhancement improvements for the I-710 Freeway upon meeting the conditions recommended in this report, including those recommended by both Tier 1 and Tier 2 CACs.
3. If economic and environmental studies show that expansion of the freeway is necessary, develop new transportation infrastructure for I-710 that separates cars from trucks.
4. If economic and environmental studies show that expansion of the freeway is necessary, locate the new truck lanes in such a way as to minimize community impacts.
5. Redesign unsafe and congested interchanges on I-710.
6. Consider future needs and requirements in implementing any new I-710 design.
7. If economic and environmental studies show that expansion of the freeway is necessary, upgrade of the existing freeway must satisfy criteria detailed in this report.

## ENVIRONMENTAL JUSTICE

In the fifty years since the freeway was first built, the corridor has become home to minority and low-income populations. For many years, the people who live within the corridor have shouldered an unfair burden in health, economic, and quality of life issues. Environmental justice requires a mechanism for the meaningful involvement of all people in the transportation decision-making process and to ensure that the low-income and

minority communities receive equitable distribution of the benefits from transportation activities without suffering disproportionate adverse impacts.

The Tier 2 Committee recommends the following environmental justice strategies:

1. Include the corridor communities in the planning process in a meaningful way, including provision of appropriate language translation.
2. Ensure that impacts do not disproportionately fall on low-income people or people of color.
3. Ensure that the benefits from the projects flow to the corridor communities.

## ORGANIZATION AND PROCESS

To ensure that the work of the Tier 2 Committee is carried forward as set forth in the full report, a task force of representatives from the Tier 2 CAC, the OPC and the TAC should be established to plan and oversee the implementation of the conditions and recommendations of the Tier 2 CAC.

The Tier 2 Committee recommends the following organization and process strategies:

1. This Tier 2 Report will be formally “agendized” and presented to the OPC when it convenes in September 2004 for its consideration and decision. All Tier 2 members will be invited to the OPC meeting, and the presentation of the Tier 2 report will be delivered by a representative group of Tier 2 spokespersons.
2. Following the OPC’s meeting, there will be a follow-up meeting(s) of the Tier 2 Committee to discuss actions taken by the OPC.
3. Prior to the beginning of any formal EIR for the I-710 Major Corridor Study, Metro (MTA) and the Gateway Cities COG will work with the communities, appropriate agencies, organizations and community groups in developing a collaborative process for community participation in the environmental review process. This process will continue to work collaboratively throughout the EIR process.

## CONCLUSIONS AND NEXT STEPS

This report is hereby presented by the Tier 2 CAC to the I-710 Oversight Policy Committee. The Committee expects that its recommendations will be carried forward by the OPC, the Gateway Cities COG, the Los Angeles County Metropolitan Transportation Authority (Metro), the Southern California Association of Governments (SCAG) and the

California State Department of Transportation (Caltrans). Further, we expect our recommendations to be used as required guidance in the planning and development of future corridor improvements. The Committee and the communities we represent expect to have continued formal and meaningful participation in the I-710 corridor improvement process and look forward to working with the OPC and future project sponsors toward an improved and revitalized I-710 Corridor.

Health determinant	Examples of conditions and changes that affect health determinant	What do we know about this project that affects this health determinant?	Positive Impacts	Negative Impacts	What could be done to study the potential impacts?	Design strategies and mitigations to improve health outcomes
<b>Housing:</b> adequate shelter; affordability; physical hazards; displacement/ dislocation; disinvestment/ blight	<ul style="list-style-type: none"> <li>•Displacement results in loss of social networks and stresses of increased distance to jobs;</li> <li>•Crowded conditions increase risk for infections, respiratory disease, mental health and fire risk;</li> <li>•Unaffordable rents or mortgages result in trade-offs between housing, food and medical care</li> </ul>					
<b>Air Quality:</b> pollutants in outdoor air and indoor air; environmental tobacco smoke	<ul style="list-style-type: none"> <li>•Proximity to busy roads leads to increased exposure to vehicle emissions that exacerbate respiratory disease and increase cardio-pulmonary mortality;</li> <li>•Indoor aero-allergens cause or exacerbate asthma</li> </ul>					
<b>Noise:</b> environmental; occupational	<ul style="list-style-type: none"> <li>•Chronic noise exposure harms sleep, temperament, hearing, and blood pressure</li> </ul>					
<b>Safety:</b> violent crime; property crime; fire hazards; traffic hazards	<ul style="list-style-type: none"> <li>•Physical injury;</li> <li>•Indirect effects of crime include fear, stress, and poor mental health;</li> <li>•Fear of violence inhibits walking behavior</li> </ul>					
<b>Social Networks:</b> contact with and support from friends and family	<ul style="list-style-type: none"> <li>•Physical and emotional support buffers stressful situations, supports illness recovery, prevents isolation, contributes to self-esteem, and reduces risk of early death;</li> <li>•Social contact across ethnic and class groups ensures equitable access to public health and educational services</li> </ul>					
<b>Nutrition:</b> food costs; food quality; food safety; proximity of food resources	<ul style="list-style-type: none"> <li>•Adequate nutrition prevents infectious disease;</li> <li>•Proximity to good nutrition source can reduce risk of obesity;</li> <li>•Low birth-weight predicts chronic disease in later life;</li> <li>•Consumption of fruits and vegetables linked to reduced cancer risk</li> </ul>					

Health determinant	Examples of conditions and changes that affect health determinant	What do we know about this project that affects this health determinant?	Positive Impacts	Negative Impacts	What could be done to study the potential impacts?	Design strategies and mitigations to improve health outcomes
<b>Parks and Natural Space:</b> park quality; park services; park access	<ul style="list-style-type: none"> <li>•Regular physical activity reduces risk of heart disease, diabetes, osteoporosis, and obesity, reduces blood pressure, relieves symptoms of depression and anxiety, and prevents falls in the elderly;</li> <li>•Access to places for physical activity can increase the frequency of physical activity; •Views of trees enhance</li> </ul>					
<b>Private Goods and Services:</b> quality and proximity of financial institutions; childcare services; health services	<ul style="list-style-type: none"> <li>•Timely access to primary health services prevents serious hospitalizations; •Local financial institutions help families create and maintain wealth; •Quality childcare increases childhood educational and job outcomes</li> </ul>					
<b>Public Services:</b> quality and proximity of health services	<ul style="list-style-type: none"> <li>•Timely access to primary health services prevents serious hospitalizations</li> </ul>					
<b>Transportation:</b> access to jobs, goods, services and educational resources; non-motorized travel; vehicle miles	<ul style="list-style-type: none"> <li>•Public transit provides access to employment, educations, parks, and health care services; •Sidewalks, bicycle lanes, parks and open space facilitate physical activity reducing heart disease, diabetes, obesity, blood pressure, and osteoporosis, symptoms of depression, anxiety, and falls in the elderly</li> </ul>					
<b>Social Equity:</b> proportion of the population living in relative poverty; attitudes towards/ stereotypes of minority racial, social and ethnic groups; segregation of residences; degree of inequalities in income or wealth	<ul style="list-style-type: none"> <li>•Residents of low-income and ethnically segregated neighborhoods experience higher rates of tuberculosis, cardiovascular disease, homicide and teenage childbearing; •Economic exclusion in segregated neighborhoods limits wealth which is a buffer against illness and stress</li> </ul>					
<b>Livelihood:</b> security of employment; wages and income; benefits and leave; job hazards; job autonomy; economic diversity; wealth	<ul style="list-style-type: none"> <li>•Unemployment is a source of chronic stress and low self esteem and is associated with health adverse behaviors and premature death;</li> <li>•Income is strongly associated with life expectancy; •Sick leave supports timely use of health care; •Rates of unemployment and poverty are proportional to crime rates</li> </ul>					



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<b>Water Quality:</b> contaminants in drinking water; infectious agents in drinking water; recreational water quality	•Contaminated water can spread infectious disease; •Some chemical contaminants in water increase risk of cancer; •Recreational physical activity reduces cardiovascular disease risk					
<b>Education:</b> school quality; school proximity	•Children commuting to school have less sleep, less exercise, and greater exposure to vehicle pollution; •Local community schools can promote parent participation and good educational outcomes					

Health determinant	Examples of conditions and changes that affect health determinant	What do we know about this project that affects this health determinant?	Positive Impacts	Negative Impacts	What could be done to study the potential impacts?	Design strategies and mitigations to improve health outcomes
<b>Housing:</b> adequate shelter; affordability; physical hazards; displacement/ dislocation; disinvestment/ blight	<ul style="list-style-type: none"> <li>•Displacement results in loss of social networks and stresses of increased distance to jobs;</li> <li>•Crowded conditions increase risk for infections, respiratory disease, mental health and fire risk;</li> <li>•Unaffordable rents or mortgages result in trade-offs between housing, food and medical care</li> </ul>					
<b>Air Quality:</b> pollutants in outdoor air and indoor air; environmental tobacco smoke	<ul style="list-style-type: none"> <li>•Proximity to busy roads leads to increased exposure to vehicle emissions that exacerbate respiratory disease and increase cardio-pulmonary mortality;</li> <li>•Indoor aero-allergens cause or exacerbate asthma</li> </ul>					
<b>Noise:</b> environmental; occupational	<ul style="list-style-type: none"> <li>•Chronic noise exposure harms sleep, temperament, hearing, and blood pressure</li> </ul>					
<b>Safety:</b> violent crime; property crime; fire hazards; traffic hazards	<ul style="list-style-type: none"> <li>•Physical injury;</li> <li>•Indirect effects of crime include fear, stress, and poor mental health;</li> <li>•Fear of violence inhibits walking behavior</li> </ul>					
<b>Social Networks:</b> contact with and support from friends and family	<ul style="list-style-type: none"> <li>•Physical and emotional support buffers stressful situations, supports illness recovery, prevents isolation, contributes to self-esteem, and reduces risk of early death;</li> <li>•Social contact across ethnic and class groups ensures equitable access to public health and educational services</li> </ul>					
<b>Nutrition:</b> food costs; food quality; food safety; proximity of food resources	<ul style="list-style-type: none"> <li>•Adequate nutrition prevents infectious disease;</li> <li>•Proximity to good nutrition source can reduce risk of obesity;</li> <li>•Low birth-weight predicts chronic disease in later life;</li> <li>•Consumption of fruits and vegetables linked to reduced cancer risk</li> </ul>					

Health determinant	Examples of conditions and changes that affect health determinant	What do we know about this project that affects this health determinant?	Positive Impacts	Negative Impacts	What could be done to study the potential impacts?	Design strategies and mitigations to improve health outcomes
<b>Parks and Natural Space:</b> park quality; park services; park access	<ul style="list-style-type: none"> <li>•Regular physical activity reduces risk of heart disease, diabetes, osteoporosis, and obesity, reduces blood pressure, relieves symptoms of depression and anxiety, and prevents falls in the elderly;</li> <li>•Access to places for physical activity can increase the frequency of physical activity; •Views of trees enhance</li> </ul>					
<b>Private Goods and Services:</b> quality and proximity of financial institutions; childcare services; health services	<ul style="list-style-type: none"> <li>•Timely access to primary health services prevents serious hospitalizations; •Local financial institutions help families create and maintain wealth; •Quality childcare increases childhood educational and job outcomes</li> </ul>					
<b>Public Services:</b> quality and proximity of health services	<ul style="list-style-type: none"> <li>•Timely access to primary health services prevents serious hospitalizations</li> </ul>					
<b>Transportation:</b> access to jobs, goods, services and educational resources; non-motorized travel; vehicle miles	<ul style="list-style-type: none"> <li>•Public transit provides access to employment, educations, parks, and health care services; •Sidewalks, bicycle lanes, parks and open space facilitate physical activity reducing heart disease, diabetes, obesity, blood pressure, and osteoporosis, symptoms of depression, anxiety, and falls in the elderly</li> </ul>					
<b>Social Equity:</b> proportion of the population living in relative poverty; attitudes towards/ stereotypes of minority racial, social and ethnic groups; segregation of residences; degree of inequalities in income or wealth	<ul style="list-style-type: none"> <li>•Residents of low-income and ethnically segregated neighborhoods experience higher rates of tuberculosis, cardiovascular disease, homicide and teenage childbearing; •Economic exclusion in segregated neighborhoods limits wealth which is a buffer against illness and stress</li> </ul>					
<b>Livelihood:</b> security of employment; wages and income; benefits and leave; job hazards; job autonomy; economic diversity; wealth	<ul style="list-style-type: none"> <li>•Unemployment is a source of chronic stress and low self esteem and is associated with health adverse behaviors and premature death;</li> <li>•Income is strongly associated with life expectancy; •Sick leave supports timely use of health care; •Rates of unemployment and poverty are proportional to crime rates</li> </ul>					

Health determinant	Examples of conditions and changes that affect health determinant	What do we know about this project that affects this health determinant?	Positive Impacts	Negative Impacts	What could be done to study the potential impacts?	Design strategies and mitigations to improve health outcomes
<b>Water Quality:</b> contaminants in drinking water; infectious agents in drinking water; recreational water quality	•Contaminated water can spread infectious disease; •Some chemical contaminants in water increase risk of cancer; •Recreational physical activity reduces cardiovascular disease risk					
<b>Education:</b> school quality; school proximity	•Children commuting to school have less sleep, less exercise, and greater exposure to vehicle pollution; •Local community schools can promote parent participation and good educational outcomes					

**I-710/MAJOR CORRIDOR STUDY**  
Tier 2 Community Advisory Committee

**Major Opportunity/Strategy Recommendations  
and Conditions**



August, 2004

# Acknowledgements

## TIER 2 COMMITTEE MEMBERS

Glenna J. Amos* <i>City of South Gate</i>	Larry Galvan* <i>City of Cudahy</i>	Dr. Elisa Nicholas <i>Long Beach Alliance for Children with Asthma</i>
Harold Arsenian* <i>City of Vernon</i>	Julie C. Gonzalez* <i>City of Bell</i>	Harold Omel* <i>City of Long Beach</i>
Dr. Ed Avol <i>USC School of Medicine</i>	Steve Goodling <i>Long Beach Area Convention and Visitors Bureau</i>	Servando Ornelas* <i>East Los Angeles</i>
Hamid Bahadori <i>Automobile Club of Southern California</i>	Patricia Herrera* <i>City of Long Beach</i>	Bill Pagett <i>Technical Advisory Committee Chair</i>
Gerald Burgess* <i>City of Paramount</i>	Roger Holman* <i>City of Long Beach</i>	Noel Park <i>San Pedro Peninsula Homeowners Coalition</i>
Victor Caballero* <i>City of Huntington Park</i>	Alan Hose* <i>City of Long Beach</i>	Ray Park* <i>City of Carson</i>
Gustavo Camacho* <i>East Los Angeles</i>	Tom Houston* <i>City of Compton</i>	Luis Romero* <i>City of Maywood</i>
Malcolm Carson <i>Legal Aid Foundation of Los Angeles</i>	Randy Kendrick <i>City of Bell</i>	Patty Senecal <i>Transport Express</i>
Roberto Chavez* <i>City of Compton</i>	Bobbi Kimble* <i>City of Long Beach</i>	Harold Tseklenis* <i>City of Downey</i>
Louis Diaz <i>International Brotherhood of Teamsters</i>	Angelo Logan <i>Coalition for Environmental Health and Justice</i>	Linda Vitale* <i>City of Long Beach</i>
Clifford Dunbar* <i>City of Bell Gardens</i>	Dr. Joseph Magaddino <i>California State University at Long Beach</i>	Rod White* <i>City of Lynwood</i>
Bob Eula* <i>City of Commerce</i>	Mandy McLaughlin* <i>City of Compton</i>	Harold Williams <i>South Bay Council of Governments</i>
Belinda Faustinos <i>San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy</i>	Dr. Domenick Miretti <i>Marine Clerks Association</i>	

\*Designated Tier 1 Community Advisory Committee Member representing corridor communities.

Note: Some communities had a change in representatives during the process

## STAFF SUPPORT

*Metro*: Lynda Bybee, Susan Gilmore, Ray Maekawa, Ernest Morales

*Gateway Cities COG*: Deborah Chankin, Richard Powers, Jerry Wood

*MIG*: Pat McLaughlin, Esmeralda Garcia, Sam Gennawey, Katherine Padilla

# Executive Summary

## INTRODUCTION

This report presents the final consensus resulting from nine months of deliberations by a broad-based group appointed by I-710 corridor communities and the I-710 Oversight Policy Committee. Known as the Tier 2 Committee, this group represented a broad base of interests, including local communities, academic, environmental, business, community and environmental justice. The most directly impacted communities in the corridor were invited to form community-level committees (known as the Tier 1 Committees). The chairs of these committees were also represented on the Tier 2 Committee, along with a representative named by each City Council in the remaining corridor cities.

The following guiding principles define the priorities of the Tier 2 Committee and reflect the consensus that emerged during this process:

1. **This is a corridor – considerations go beyond the freeway and infrastructure.**
2. **Health is the overriding consideration.**
3. **Every action should be viewed as an opportunity for repair and improvement of the current situation.**

The Committee recognizes that something must be done to address the current congestion and design of the I-710 freeway. The high number of trucks on the freeway uses up capacity and the mix of cars and trucks poses a serious safety concern. The committee agrees that the hybrid design concept presented could accomplish maximum build out in a manner that reflects the Tier 1 CACs' concerns and recommendations for their communities, with the exception of the City of Commerce and East Los Angeles area, which require further study. However, the I-710 corridor is more than just a place for trucks to pass through on their way to their final destination. It is the location of our homes, businesses, schools, parks, and lives. Today, particulates and other pollutants from diesel truck traffic in the I-710 Corridor and the ports of Long Beach and Los Angeles are our communities' primary air-quality-related health concern. **Therefore, the conditions for major infrastructure improvements must be as follows:**

1. Implement a corridor level action plan to improve community air quality.
2. Major infrastructure improvements must be conditioned on achieving air quality goals to protect public health; corridor air quality must comply with county, state and federal standards prior to the start of mainline construction

and the entire project taken as a whole must result in a net reduction in criteria pollutants.

3. Prior to the initiation of the environmental review process, all Tier 1 Community Advisory Committees must have formally endorsed the freeway improvement design concept.
4. Prior to adopting a preferred alternative the OPC must conduct a study and cost benefit analysis of potential goods movement alternatives as an alternative to increasing the capacity of the I-710 Freeway.
5. A study of the impact of construction on air quality, traffic, congestion, noise and impact on surrounding communities must be conducted, and if construction does go forward, specific mitigation plans must be developed and put into effect during the construction process to minimize and mitigate the impact of construction on the surrounding communities.
6. Major infrastructure improvements must be conditioned on achieving a net decrease in noise impacts upon the affected communities.

The Committee recognizes that certain aspects of the design concepts, particularly for designated on-ramps, may be appropriate for implementation prior to addressing the “mainline” issues. However, these improvements cannot be constructed in isolation from all of the other recommendations such as public health, community enhancement, and noise abatement. The I-710 design must take into account the safety and quality of life of the communities in the corridor, including provisions for greenbelts and open space.

This Executive Summary presents a synopsis of our committee’s findings and recommendations, which are presented, in eight topic areas. (Greater detail is provided in the full report.)

## HEALTH

Air quality is the number one public health issue. Poor air quality has had significant negative impacts on public, economic, environmental and community health in the corridor. Particulates and other pollutants from diesel truck traffic in the I-710 Corridor and the ports of Los Angeles and Long Beach are our communities’ primary air-quality-related health concern. The first consideration for approval of any improvements within the I-710 corridor must be the project’s ability to reduce air quality impacts. Therefore, these steps must be taken before construction can begin on the “mainline” project to reduce air pollution.

The Tier 2 Committee recommends the following air quality improvement strategies:



1. Develop an action plan to improve air quality in the corridor.
2. Implement a corridor level action plan to improve community air quality.
3. Implement local alternative fuels/electrification and/or hydrogen policies and programs to reduce diesel emissions.
4. Pursue opportunities for incremental improvements.
5. Implement port-specific air quality improvement strategies.

## JOBS AND ECONOMIC DEVELOPMENT

The twin ports of the San Pedro Bay generate significant economic benefits for the region as a whole. However, the cost associated with the movement of goods is primarily borne by local communities. These external costs, including increased levels of pollution, have reduced the attractiveness and livability of these communities. To address this imbalance, local residents and businesses must become net beneficiaries of the continued growth in international trade through the local ports. Improvement of air quality and the environment are essential for the area to take advantage of and capitalize on the area's assets. In addition, an investment in education is necessary to continue to diversify the economy and provide economic opportunity for residents.

The Tier 2 Committee recommends the following economic development strategies:

1. Position the I-710 corridor and Gateway communities for a post-oil economy.
2. Create a community environment that attracts and retains businesses and residents who can support a new gateway cities economy.
3. Enable the I-710 corridor and Gateway communities to become more proactive in today's economy.
4. Institute corridor-wide programs and partnerships to equip area residents with the skills needed to move into higher-paying jobs in this new economy.
5. While promoting the importance of all business, specifically recognize small business as an economic driver and foster its growth within the communities.
6. Consistent with current law, advocate policies at the national, state, regional and local levels to require businesses that benefit from any potential I-710 improvements to pay living wages.

## SAFETY

The I-710 corridor is one of the most unsafe freeways in the State. Increasing truck traffic, conflicts between cars and trucks, aging infrastructure, and outdated design are all contributing causes to accidents in and around the freeway. The high concentration of older trucks, which frequently become disabled, poses a significant safety hazard, as do truck intrusions into nearby communities and neighborhoods. Just as the Alameda Corridor helped reduce conflicts between trains and automobiles, any improvements to the I-710 corridor must resolve the inherent conflicts between automobiles and trucks.

The Tier 2 Committee recommends the following safety improvement strategies:

1. Continue support and implementation of safety programs.
2. Increase enforcement of traffic and vehicle safety laws and regulations.
3. Increase public and trucker education on safety and neighborhood issues.
4. Implement infrastructure improvements.
5. Separate trucks and cars.

## NOISE

Excessive noise is a serious public health concern in the corridor and cannot be resolved by simply building more sound walls. A comprehensive analysis of noise along the corridor must lead to a plan that recognizes the health impacts to our communities and seeks to resolve those impacts by providing appropriate relief. Major infrastructure improvements must be conditioned on achieving a net decrease in noise impact upon the affected communities.

The Tier 2 Committee recommends the following noise control strategies:

1. Provide appropriate and effective sound walls to reduce noise impacts to neighborhoods and schools adjacent to the freeway.
2. Implement noise mitigation programs.
3. Conduct a study to assess how truck traffic from extended gate hours for trucks and 24/7 port operations will impact communities, and assess what mitigations may be appropriate.

## CONGESTION AND MOBILITY

The major purpose of congestion relief must be to improve the quality of life and economic vitality of the corridor rather than simply to accommodate port growth. The current corridor capacity is not adequate even for the existing demands in the area. The current conditions along the corridor are simply not acceptable. The Committee suggests an approach that provides multiple options for personal mobility – auto, pedestrian, bike and transit – within the corridor. Likewise, goods movement requires a comprehensive, regional approach that reduces bottlenecks in all segments – ship, truck, and rail.

The Tier 2 Committee recommends the following congestion and mobility strategies:

1. Maximize use of existing infrastructure
2. Implement expanded public transit solutions.
3. Provide a comprehensive bicycle and pedestrian network with connectivity throughout the area.
4. Develop a consistently implemented plan with cities and residents to mitigate construction impacts and maintain access.
5. Support cooperative planning among all ports along the West Coast.

## COMMUNITY ENHANCEMENTS

The I-710 corridor is more than just a place for trucks to pass through on their way to their final destination. It is the location of our homes, businesses, schools, parks, and lives. Plans for future improvements to the I-710 are not intended to solely address congestion and mobility problems. Instead a revitalized I-710 must be the catalyst to enhance local communities along the corridor, creating an even more desirable place to live, work, and play. Major infrastructure improvements must also be conditioned on conclusion of satisfactory agreements with the neighboring communities to fully mitigate negative aesthetic impacts and to mitigate the impacts of any increased light and glare.

The Tier 2 Committee recommends the following community enhancement strategies:

1. Preserve existing parks, open space, and natural areas.
2. Develop and implement community enhancement projects.
3. Provide programs to minimize construction impacts.
4. Develop and implement a plan for arterial streetscapes.
5. Mitigate light and glare in surrounding communities.

## DESIGN CONCEPTS

A new design concept for I-710 and/or alternative transportation modes for vehicles and goods movement is needed that responds to the specific design recommendations developed by the Tier 1 CACs to minimize or limit take of homes within their communities along I-710. The hybrid design, as developed to date, does a credible job of accomplishing this goal. However, final decisions on project configuration can only be made subsequent to incorporation of the further study of East Los Angeles and City of Commerce and upon completion of cost benefit and environmental studies. The I-710 design must take into account the safety and quality of life of the communities located next to the freeway, including provisions for greenbelts and open space.

The Tier 2 Committee recommends the following design concept strategies:

1. Endorse the specific Tier 1 CAC recommendations included in the Appendix.
2. Support capacity enhancement improvements for the I-710 Freeway upon meeting the conditions recommended in this report, including those recommended by both Tier 1 and Tier 2 CACs.
3. If economic and environmental studies show that expansion of the freeway is necessary, develop new transportation infrastructure for I-710 that separates cars from trucks.
4. If economic and environmental studies show that expansion of the freeway is necessary, locate the new truck lanes in such a way as to minimize community impacts.
5. Redesign unsafe and congested interchanges on I-710.
6. Consider future needs and requirements in implementing any new I-710 design.
7. If economic and environmental studies show that expansion of the freeway is necessary, upgrade of the existing freeway must satisfy criteria detailed in this report.

## ENVIRONMENTAL JUSTICE

In the fifty years since the freeway was first built, the corridor has become home to minority and low-income populations. For many years, the people who live within the corridor have shouldered an unfair burden in health, economic, and quality of life issues. Environmental justice requires a mechanism for the meaningful involvement of all people in the transportation decision-making process and to ensure that the low-income and

minority communities receive equitable distribution of the benefits from transportation activities without suffering disproportionate adverse impacts.

The Tier 2 Committee recommends the following environmental justice strategies:

1. Include the corridor communities in the planning process in a meaningful way, including provision of appropriate language translation.
2. Ensure that impacts do not disproportionately fall on low-income people or people of color.
3. Ensure that the benefits from the projects flow to the corridor communities.

## ORGANIZATION AND PROCESS

To ensure that the work of the Tier 2 Committee is carried forward as set forth in the full report, a task force of representatives from the Tier 2 CAC, the OPC and the TAC should be established to plan and oversee the implementation of the conditions and recommendations of the Tier 2 CAC.

The Tier 2 Committee recommends the following organization and process strategies:

1. This Tier 2 Report will be formally "agendized" and presented to the OPC when it convenes in September 2004 for its consideration and decision. All Tier 2 members will be invited to the OPC meeting, and the presentation of the Tier 2 report will be delivered by a representative group of Tier 2 spokespersons.
2. Following the OPC's meeting, there will be a follow-up meeting(s) of the Tier 2 Committee to discuss actions taken by the OPC.
3. Prior to the beginning of any formal EIR for the I-710 Major Corridor Study, Metro (MTA) and the Gateway Cities COG will work with the communities, appropriate agencies, organizations and community groups in developing a collaborative process for community participation in the environmental review process. This process will continue to work collaboratively throughout the EIR process.

## CONCLUSIONS AND NEXT STEPS

This report is hereby presented by the Tier 2 CAC to the I-710 Oversight Policy Committee. The Committee expects that its recommendations will be carried forward by the OPC, the Gateway Cities COG, the Los Angeles County Metropolitan Transportation Authority (Metro), the Southern California Association of Governments (SCAG) and the

California State Department of Transportation (Caltrans). Further, we expect our recommendations to be used as required guidance in the planning and development of future corridor improvements. The Committee and the communities we represent expect to have continued formal and meaningful participation in the I-710 corridor improvement process and look forward to working with the OPC and future project sponsors toward an improved and revitalized I-710 Corridor.