CITY OF HUNTINGTON PARK

City Council

Regular Meeting
Agenda

Tuesday, November 7, 2017

6:00 p.m.
City Hall Council Chambers
6550 Miles Avenue, Huntington Park, CA 90255

Marilyn Sanabria
Mayor

Jhonny Pineda
Vice Mayor

Karina Macias
Council Member

Graciela Ortiz
Council Member

Manuel "Manny" Avila
Council Member

All agenda items and reports are available for review in the City Clerk's Office and www.hpca.gov. Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the City Clerk's Office either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6230. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION. Thank you.

PLEASE NOTE--The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Members of the City Council. Members of the City Council and the public are reminded that they must preserve order and decorum throughout the Meeting. In that regard, Members of the City Council and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the presiding officer constitutes a violation of these rules.

- The conduct of City Council meetings is governed by the portion of the California Government Code commonly known as the "Brown Act" and by the Huntington Park City Council Meeting Rules of Procedure.

- The City Council meeting is for conducting the City's business, and members of the audience must obey the rules of decorum set forth by law. This means that each speaker will be permitted to speak for three minutes to address items that are listed on the City Council agenda or topics which are within the jurisdictional authority of the City.

- No profanity, personal attacks, booing, cheering, applauding or other conduct disruptive to the meeting will be permitted. Any person not adhering to the Rules of Procedure or conduct authorized by the Brown Act may be asked to leave the Council Chambers.

- All comments directed to the City Council or to any member of the City Council must be directed to the Mayor (or Chairperson if Mayor is absent).

We ask that you please respect the business nature of this meeting and the order required for the proceedings conducted in the Council Chambers.

Public Comment

The Council encourages all residents of the City and interested people to attend and participate in the meetings of the City Council.

If you wish to address the Council, please complete the speaker card that is provided at the entrance to the Council Chambers and give to City Clerk prior to the start of Public Comment.

For both open and closed session each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another. **This is the only opportunity for public input except for scheduled public hearing items**.

All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

Additions/Deletions to Agenda

Items of business may be added to the agenda upon a motion adopted by a minimum two-thirds vote finding that there is a need to take immediate action and that the need for action came to the attention of the City or Agency subsequent to the agenda being posted. Items may be deleted from the agenda upon the request of staff or Council.

Important Notice

The City of Huntington Park shows replays of City Council Meetings on Local Access Channel 3 and over the Internet at www.hpca.gov. NOTE: Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

CALL TO ORDER

ROLL CALL

Mayor Marilyn Sanabria
Vice Mayor Jhonny Pineda
Council Member Karina Macias
Council Member Graciela Ortiz
Council Member Manuel "Manny" Avila

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Proclamation Proclaiming November 6-10, 2017, as "National Key Club Week"

Update on the City of Huntington Park's "Haunt'ington Park Festival" that took place on October 31, 2017

"Certificates of Appreciation" Presented to Volunteers and Organizations for Their Time and Donations to the Huntington Park's "Haunt'ington Park Festival"

PUBLIC COMMENT

Pursuant to Government Code Section 54954.3(a) Members of the public will have an opportunity to address the City Council on items listed on this agenda. For items on this agenda each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another.

STAFF RESPONSE

RECESS TO CLOSED SESSION

CLOSED SESSION

1. PUBLIC EMPLOYEE RELEASE
   Government Code Section 54957(b)(1)

2. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation
   Government Code Section 54956.9(d)(1) – [Two Matters]
   Rita Salgado, et al. v. City of Huntington Park, et al.
   MKay v. City of Huntington Park

3. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
   Government Code Section 54956.9(d)(2) – [One Matter]
   BKK Landfill Tolling Agreement

RECONVENE TO OPEN SESSION

CLOSED SESSION ANNOUNCEMENT

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time the Council votes on the motion unless members of the Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

OFFICE OF THE CITY CLERK

1. Approve Minute(s) of the following City Council Meeting(s):

1-1 Regular City Council Meeting held October 3, 2017;
1-2 Special City Council Meeting held October 5, 2017; and
1-3 Regular City Council Meeting held October 17, 2017.

FINANCE

2. Approve Accounts Payable and Payroll Warrants dated November 7, 2017

COMMUNITY DEVELOPMENT

3. Approve Award of Contract to De La Torre Construction Services in Connection to the City's Lead Based Paint Hazard Control Program

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve contract with De La Torre Construction Services, for an amount not to exceed $7,950 to remediate lead-based paint hazards on a single-family unit located at 7323 Randolph Street; and

2. Authorize City Manager to execute contract and approve change orders in an amount not to exceed 10% of the total contract amount.

4. Approve Award of Contract to Sarahang Construction in Connection to the City's Lead Based Paint Hazard Control Program

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve contract with Sarahang Construction, for an amount not to exceed $6,800 to remediate lead-based paint hazards on a single-family unit located at 6312 Arbutus Avenue; and

2. Authorize City Manager to execute contract and approve change orders in an amount not to exceed 10% of the total contract amount.

CONSENT CALENDAR (CONTINUED)

COMMUNITY DEVELOPMENT (CONTINUED)

5. Approve Award of Contract to Vizion's West in Connection to the City's Lead Based Paint Hazard Control Program

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve contract with Vizion's West, for an amount not to exceed $10,265 to remediate lead-based paint hazards on a single-family unit located at 3612 Cudahy Street; and

2. Authorize City Manager to execute the contracts and approve change orders in an amount not to exceed 10% of the total contract amount.

CITY MANAGER

6. Consideration and Approval to Enter into a Subcontract Agreement with South Bay Workforce Investment Board for Subsidized Employment Opportunities for CalWORKs Recipients

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve entering into a subcontract agreement with South Bay Workforce Investment Board for subsidized employment opportunities for CalWORKs recipients; and

2. Authorize City Manager to execute agreement.

END OF CONSENT CALENDAR

REGULAR AGENDA

CITY ATTORNEY

7. Consideration and Approval of a Resolution Supporting the Maintenance of an Indoor Pool at Huntington Park High School

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2017-35, Supporting the Maintenance of an Indoor Pool at Huntington Park High School; and

2. Direct staff to send a certified copy of said resolution to the Los Angeles Unified School District ("LAUSD") Board.

8. Consideration of Action Amending Ordinance Amending the City of Huntington Park's Municipal Code Related to Elections and Resolution Adopting Plans Pertaining to the Future Consolidation of Elections with a Statewide Election No Later than the November 8, 2022, Statewide Election to Comply with California Senate Bill SB 415 "California Voter Participation Rights Act:

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Waive first reading and introduce Ordinance No. 2017-961, Amending Ordinance No. 2017-960, Amending the City of Huntington Park's Municipal Code, Title 2 "Administration," Chapter 9 "Municipal Elections," Section 2-9.01 "Elections" and Section 2-9.03(c) "Limitation of Terms" to Comply with California Senate Bill SB 415 "California Voter Participation Rights Act";

2. Schedule the second reading and adoption of said ordinance on Tuesday, November 21, 2017; and

3. Adopt Resolution No. 2017-36, Amending Resolution No. 2017-26, Adopting Plans Pertaining to the Future Consolidation of Elections with a Statewide Election no later than the November 8, 2022, Statewide General Election.

OFFICE OF THE CITY CLERK

9. Consideration and Approval of a Resolution Approving A Destruction of Business Records of the Various Departments of the City

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2017-37, Authorizing and Approving the Destruction of Certain Business Records No Longer Required.

COMMUNITY DEVELOPMENT

10. Consideration and Approval to Adopt a Three-Year Strategy for the Enhanced Code Enforcement Program

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt a Three-Year Strategy for an Enhanced Code Enforcement Program to comply with Community Development Block Grant (CDBG) funding requirements.

FINANCE

11. Consideration and Approval of a First Amendment to a Professional Services Agreement (PSA) with Lan Wan Enterprise, Inc. to Provide Cabling Installation for the City's Network System

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve First Amendment to the Professional Services Agreement with Lan Wan Enterprise, Inc. (Lan Wan) approving an expansion of existing services for the purpose of having Lan Wan or a subcontractor, subject to the City's approval, to enhance and install new Ethernet cable for the City's network system for an amount not to exceed $85,000;

2. Make a finding to waive formal bidding requirements pursuant to Huntington Park Municipal Code, Section 2-5.12 and further find that due to Lan Wan's special knowledge and expertise in the City's network system that Lan Wan can provide this service and installation in the most efficient and economical manner; and

3. Authorize Mayor to execute the first amendment to agreement.

HUMAN RESOURCES

12. Consideration and Approval of a Resolution Adopting the City's New Policy Prohibiting Discrimination, Harassment, Abusive Conduct and Retaliation

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2017-38, Repealing Resolution No's 85-80 and 92-49 and Adopting the City of Huntington Park's new Policy Prohibiting Discrimination, Harassment, Abusive Conduct and Retaliation.

POLICE

13. Consideration and Approval of a Request for Additional Budget Appropriation for Service Level Request Agreement with the County of Los Angeles Department of Animal Care and Control

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve additional budget appropriation of $ 28,557 for the increase to Animal Care and Control Services Agreement with the County of Los Angeles, Department of Animal Care and Control.

PUBLIC WORKS

14. Consideration and Approval for Acceptance of Work Completed for the Salt Lake Park Splash Pad Project

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve acceptance of work performed by Micon Construction, Inc. for the construction of the Salt Lake Park Splash Pad Project with a total final amount of $727,632; including $8,192 staff authorized additional work to improve the future operational efficiency and reduce maintenance costs;

2. Authorize Director of Public Works to sign the “Notice of Completion” (NOC);

3. Direct City Clerk to file the NOC with the Los Angeles County Recorder’s Office; and

4. Release the 5% retention being withheld from the payment to Contractor after 35 days of the effective date of the recordation of the Notice of Completion, if no Stop Notices are filed within the 35-day period.

PARKS AND RECREATION

15. Consideration and Approval for Additional Budget Appropriation for the Installation, Storage, and Removal of Holiday Decorations on Pacific Boulevard and Holiday Tree Decorations at City Hall

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve authorization of Dekra-Lite as a sole source for the purchase of additional holiday decoration lights;

2. Approve reallocation of funds for $16,806 into account number 111-6020-451.56-41; and

3. Authorize Finance Director to make necessary adjustments to City Budget.

END OF REGULAR AGENDA

PUBLIC HEARING

COMMUNITY DEVELOPMENT

16. Consideration and Approval of a Resolution Upholding the Planning Commission's Determination Revoking Conditional Use Permit (CUP) Case No. 1459 in Connection with Real Property located at 3256 Gage Avenue, Huntington Park, California

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Conduct a public hearing;

2. Take public testimony; and

3. Adopt Resolution No. 2017-39, Upholding the Planning Commission's Determination to Revoke Conditional Use Permit (CUP) Case No, 1459 in connection with Real Property Located at 3256 Gage Avenue, Huntington Park, California.

DEPARTMENTAL REPORTS (Information only)

WRITTEN COMMUNICATIONS

COUNCIL COMMUNICATIONS

Council Member Manuel "Manny" Avila

Council Member Graciela Ortiz

Council Member Karina Macias

Vice Mayor Jhonny Pineda

Mayor Marilyn Sanabria

ADJOURNMENT

The City of Huntington Park City Council will adjourn to a Regular Meeting on Tuesday, November 21, 2017, at 6:00 P.M

I Donna G. Schwartz, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park City Hall and made available at www.hpca.gov not less than 24 hours prior to the meeting. Dated this 2nd day of November 2017.

Donna G. Schwartz, CMC, City Clerk

MINUTES

Regular Meeting of the
City of Huntington Park City Council
Tuesday, October 3, 2017

Sergeant at Arms read the Rules of Decorum before the start of the meeting.

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:00 p.m. on Tuesday, October 3, 2017, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Marilyn Sanabria presiding.

PRESENT: Council Member(s): Manuel "Manny" Avila, Karina Macias, Graciela Ortiz, Vice Mayor Jhonny Pineda (Arrived at 7:25 p.m.) and Mayor Marilyn Sanabria.

CITY OFFICIALS/STAFF: Edgar Cisneros, City Manager; Cosme Lozano, Chief of Police; Chris Cardinale, Legal; Ricardo Reyes, Assistant City Manager; John Ornelas, Interim Finance Director; Martha Castillo, Director of Human Resources; Sergio Infanzon, Director of Community Development; Manuel Acosta, Economic Development Manager, Daniel Hernandez, Director of Public Works; Cynthia Norzagaray, Director of Parks and Recreation and Donna G. Schwartz, City Clerk.

INVOCATION

Invocation was led by Mayor Sanabria.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Stacy Lozano, Huntington Park Elementary School.

PRESENTATIONS

Council presented a "Certificate of Appreciation" to Stacy Lozano for leading the Pledge of Allegiance.

Council presented a proclamation to City of Huntington Park Police Department, in Remembrance of Officer Keller.

Chief of Police Cosme Lozano introduced City of Huntington Park Police Department's New Narcotic Detection K9 "Kaz."

Council presented a "Certificate of Appreciation," to the Huntington Park Library for recognizing Hispanic Heritage Month, September 15 through October 15, 2017.

Council presented a proclamation to the American Cancer Society, proclaiming "October as Breast Cancer Awareness Month."

PUBLIC COMMENT

1. Vaughn Becht, commented on a federal judge who fined a company who hired illegal immigrants.

At this time Mayor Sanabria reminded the public that there is no talking amongst each other.

Mayor Sanabria called Tom Green, not present, Mayor Sanabria moved on.

2. Silvia Merlos, spoke in opposition to those who attend the meetings and are disruptive, noted the City of Torrance meetings she has attended, states Mr. Schaper shoved her and not report was taken.

Mayor Sanabria called Harim Uziel, not present, Mayor Sanabria moved on.

At this time Mayor Sanabria gave a 1st warning to the gentleman in orange.

DRAFT

At this time Mayor Sanabria gave Raul Rodriguez a 1st and 2nd warning.

PUBLIC COMMENT (CONTINUED)

3. Francesco Luppino, spoke in regards to parking on Marconi Street.

4. Francisco Rivera, commented on trash in the curbs on Zoe Avenue between Rita and Seville Avenue, parking enforcement, Officer Keller and his support of law enforcement.

5. Mike McCoy, spoke in regards to securing boarders, ending illegal immigration, and being anti-illegal immigration.

6. Robert Lauten, commented on the Las Vegas massacre.

7. Arthur Schaper, spoke in regards to victims of the Las Vegas massacre, spoke in opposition to staff and Senator Ricardo Lara, acknowledged Francisco Rivera for standing up for law enforcement, showed a picture of a homicide, and commented on brown and white supremacist.

8. Greg Susca, commented on sanctuary cities, ICE agents, those who make accusation and wants to see it stop.

9. DeAnn D'Lean, remarked on a folder coming to Council, acknowledged those who passed in the Las Vegas massacre, showed something she received from attorney general, noted her letter of complaint she sent and what was in the folder.

10. Betty Retama, commented on DACA, and homicides by illegal immigrants.

11. Raul Rodriguez Jr., held a sign, spoke in opposition to Council, read a scripture, and remarked do the right thing.

At this time Mayor Sanabria gave Arthur Schaper his 1st warning for being disruptive.

At this time Mayor Sanabria notified public that it is Mr. Rodriquez's time to speak and that if anyone continues to disrupt they will be called out of order.

12. Elsa Aldeguer, stated the reason why she comes to the meetings and commented on law and order.

13. Robin Hvidston, We the People Rising and Remembrance Project, agrees with previous speaker regarding law and order, reiterated Mr. Bechts comment, commented on lawfulness, appointment of the two commissioners, asked to do the right thing and appoint two citizens.

STAFF RESPONSE – None.

CLOSED SESSION

At 7:07 p.m. Chris Cardinale, Legal, recessed to closed session.

1. LICENSE/PERMIT DETERMINATION
   Government Code Section 54956.7 – One Matter

2. CONFERENCE WITH LEGAL COUNSEL – Pending Litigation
   Government Code Section 54956.9(a) – One Matter

At 7:35 p.m. Mayor Sanabria reconvened to open session with all Council Members present with the exception of Vice Mayor Pineda who ARRIVED at 7:25 p.m. and was not in closed session.

DRAFT

CLOSED SESSION ANNOUNCEMENT

Chris Cardinale, Legal, announced that all Council Members were present (with the exception of Vice Mayor Pineda ABSENT) and discussed items 1 and 2. Item 2) Jose Alvarez vs. City of Huntington Park matter, direction given regarding settlement, nothing finalized, nothing to report. Item 1) appeal of business license by Jose Moreno, City Council by unanimous vote approved denial for misstatements made in the application.

CONSENT CALENDAR

Motion: Council Member Macias motioned to approve consent calendar, seconded by Council Member Avila. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

OFFICE OF THE CITY CLERK

1. Approved Minute(s) of the following City Council Meeting(s):

1-1 Regular City Council Meeting held September 19, 2017.

FINANCE

2. Approved Accounts Payable and Payroll Warrants dated October 3, 2017.

COMMUNITY DEVELOPMENT

3. Approved contract with MC General Contractors, Inc. in an amount not to exceed $7,500 to perform eligible work under the City's Minor Home Repair Program for property located at 6602 Marconi Street, Huntington Park, California and authorized City Manager to execute contract and approve change orders in an amount not to exceed 10% of the total contract amount.

POLICE

4. Approved requisition of funds to purchase and install commercial washing machine and dryer from PWS Inc., authorized Chief of Police or designee to purchase appliances and authorized additional budget appropriation of $10,512 from the Welfare Inmate Fund Account #121-7040-421.56-14.

END OF CONSENT CALENDAR

REGULAR AGENDA

PARKS AND RECREATION

5. Presentation on New Salt Lake Park Splash Pad

- UPDATE ONLY -

PUBLIC WORKS

6. Consideration and Approval of Pacific Boulevard Project Options

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

DRAFT

1. Upon Council approval, direct staff to proceed with purchase and installation of hardscape for Pacific Boulevard Pedestrian Improvement Project along Pacific Boulevard.

Director of Public Works Daniel Hernandez and Director of Community development Sergio Infanzon presented the item.

Motion: Mayor Sanabria motioned to table item to a special meeting, Monday, October 9, 2017, seconded by Council Member Ortiz. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

City Manager Cisneros requested Item 8 be heard before Item 7. Council concurred.

POLICE

8. Approve Award of a Professional Services Agreement (PSA) with All City Management Services (ACMS) for Crossing Guard Services

Chief of Police Cosme Lozano presented item.

Council Member Ortiz suggested staff reach out to the Los Angeles Unified School District to see if they can incur some of the cost.

Motion: Council Member Ortiz motioned to approve professional services agreement with All City Management Services for Crossing Guard Services and authorize City Manager to execute agreement, seconded by Council Member Macias. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

7. Resolution Approving List of Potential Street Rehab Projects for Fiscal Year (FY) 2017/18 Under the Road Repair and Accountability Act of 2017 (SB1 Beall)

Director of Public Works Daniel Hernandez presented the item.

Motion: Mayor Sanabria motioned to adopt Resolution No. 2017-32, approving list of potential street rehab projects for FY 2017/18 under the Road Repair and Accountability Act of 2017 (SB1 Beall), seconded by Vice Mayor Pineda. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

COMMUNITY DEVELOPMENT

9. Approve Amendment to a Parking Easement Agreement with Huntington Park 607, L.P. to Allow the Use of 60 Parking Spaces Located at 6330 Rugby Avenue, Huntington Park, California

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

DRAFT

1. Approve Amendment to Agreement to Parking Easement to permit Huntington Park 607, L.P. access to 60 parking spaces in the City Public Parking Structure located at 6330 Rugby Avenue; and

2. Authorize City Manager to execute the amendment and related documents.

Assistant City Manager Ricardo Reyes introduced Director of Community Development Sergio Infanzon, who presented the item.

City Manager Edgar Cisneros noted that the tenant requested the item be continued.

Motion: Council Member Ortiz motioned to table item and for City Attorney to review contract and copy to Council for review, seconded by Council Member Macias. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

10. Consideration and Approval of an Extension on Payment of the Balance of the Greater Huntington Park Area Chamber of Commerce's Carnaval Primavera Fees

Assistant City Manager Ricardo Reyes introduced Director of Community Development Sergio Infanzon, who presented the item.

Motion: Council Member Macias motioned to approve the request by the Greater Huntington Park Area Chamber of Commerce for a 30-day extension to pay the balance of fees for the Carnaval Primavera Festival**, but if not paid within 30 days, the Chambers may not have an event for one (1) year**, seconded by Mayor Sanabria. Motion
passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

END OF REGULAR AGENDA

DEPARTMENTAL REPORTS (Information only)

WRITTEN COMMUNICATIONS – None.

COUNCIL COMMUNICATIONS

Council Member Manuel "Manny" Avila, nothing to report.

Council Member Graciela Ortiz, would like to see the holiday lights installed the first week of November and wished everyone a good night.

Council Member Karina Macias, thanked staff for all their support, to Parks and Recreation for a successful Senior Luau, acknowledged Rays BBQ, a local business, was featured in the LA Times and wished everyone a good night.

Vice Mayor Jhonny Pineda, nothing to report.

Mayor Marilyn Sanabria, thanked staff for all their support and wished everyone a good night.

DRAFT

ADJOURNMENT

At 9:20 p.m. Mayor Sanabria adjourned the City of Huntington Park City Council, in remembrance of Officer Keller, to a Regular Meeting on Tuesday, October 17, 2017, at 6:00 P.M

Respectfully submitted,

_____
Donna G. Schwartz, CMC, City Clerk

DRAFT

MINUTES

Special Meeting of the
City of Huntington Park City Council
Thursday, October 5, 2017

Sergeant at Arms read the Rules of Decorum before the start of the meeting.

The special meeting of the City Council of the City of Huntington Park, California was called to order at 6:30 p.m. on Thursday, October 5, 2017, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Marilyn Sanabria presiding.

PRESENT: Council Member(s): Manuel "Manny" Avila, Karina Macias, Graciela Ortiz, Vice Mayor Jhonny Pineda and Mayor Marilyn Sanabria.

CITY OFFICIALS/STAFF: Ricardo Reyes, Assistant City Manager; Chris Cardinale, Legal; John Ornelas, Interim Finance Director; Sergio Infanzon, Director of Community Development; Daniel Hernandez, Director of Public Works; and Estefania Zamora, City Clerk Staff. ABSENT: Donna G. Schwartz, City Clerk.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Mayor Pineda.

PUBLIC COMMENT

Mayor Sanabria opened up public comment, there being none, closed public comment.

REGULAR AGENDA

PUBLIC WORKS

1. *Continued from the City Council Meeting of October 3, 2017*: **Consideration and Approval of Finishing Options for Pacific Boulevard Pedestrian Improvement Project and Additional Budget Appropriation**

Assistant City Manager Ricardo Reyes introduced Sergio Infanzon, Director of Community Development, who presented the item.

At 7:09 p.m. Mayor Sanabria called for a RECESS.

At 7:14 p.m. Mayor Sanabria RECONVENED the meeting with all Council Members present.

Motion: Council Member Ortiz motioned to approve Option 1). 26 LNI Bus Shelters with an additional $150,000 to $200,000 for upgrades to project, seconded by Vice Mayor Pineda. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

ADJOURNMENT

At 7:14 p.m. Mayor Sanabria adjourned the City of Huntington Park City Council.

Respectfully submitted,

_____
Estefania Zamora, City Clerk Staff

DRAFT

MINUTES

Regular Meeting of the
City of Huntington Park City Council
Tuesday, October 17, 2017

Sergeant at Arms read the Rules of Decorum before the start of the meeting.

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:01 p.m. on Tuesday, October 17, 2017, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Marilyn Sanabria presiding.

PRESENT: Council Member(s): Manuel "Manny" Avila, Karina Macias, Graciela Ortiz, Vice Mayor Jhonny Pineda and Mayor Marilyn Sanabria.

CITY OFFICIALS/STAFF: Ricardo Reyes, Assistant City Manager; Cosme Lozano, Chief of Police; Arnold Alvarez-Glasman, City Attorney; John Ornelas, Interim Finance Director; Martha Castillo, Director of Human Resources; Sergio Infanzon, Director of Community Development; Daniel Hernandez, Director of Public Works; Cynthia Norzagaray, Director of Parks and Recreation and Donna G. Schwartz, City Clerk. ABSENT: Edgar Cisneros, City Manager.

INVOCATION

Invocation was led by Mayor Sanabria.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Mayor Pineda.

PRESENTATIONS

Senior Officer Farmer, presented a PowerPoint presentation on Public Safety: School Zone Safety and Traffic & Pedestrian Awareness.

Robert Taylor, Los Angeles Unified School District, Project Development Manager, presented pictures of Huntington Park High School Modernization Project.

PUBLIC COMMENT

1. Rodolfo Cruz, voiced concern with parking in his neighborhood and how much traffic there is due to a charter school nearby and asked to have an in-depth traffic study.

2. Sandra Armenta, introduced herself as a new representative for United Pacific Waste (UPW) and if anyone has any questions to please contact her.

STAFF RESPONSE – None.

CLOSED SESSION

At 6:48 p.m. Arnold Alvarez-Glasman, City Attorney, recessed to closed session.

1. PUBLIC EMPLOYEE RELEASE
   Government Code Section 54957(b)(1)

2. PUBLIC EMPLOYEE EMPLOYMENT
   Government Code Section 54957(b)(1) -
   Title: Director of Finance

At 7:25 p.m. Mayor Sanabria reconvened to open session with all Council Members present.

DRAFT

CLOSED SESSION ANNOUNCEMENT

City Attorney Arnold Alvarez-Glasman announced all Council Member were present and discussed closed session items 1 and 2. Item 1) direction was given, no action taken, nothing to report. Item 2) direction given, no action taken, nothing to report.

CONSENT CALENDAR

Motion: Council Member Ortiz motioned to approve consent calendar, seconded by Council Member Avila. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

FINANCE

1. Approved Accounts Payable and Payroll Warrants dated October 17, 2017.

END OF CONSENT CALENDAR

REGULAR AGENDA

FINANCE

2. Approve a Professional Services Agreement (PSA) with Lan Wan Enterprise, Inc. for Voice Over Internet Protocol (VOIP) Telephone System Services

Assistant City Manager Ricardo Reyes announced the item and introduced Interim Finance Director John Ornelas who presented the staff report.

Council Member Ortiz requested all proposals accompany staff reports.

Motion: Council Member Ortiz motioned to approve Professional Service Agreement with Lan Wan Enterprise, Inc. for voice over internet protocol telephone system services with *amendment to term of contract from a 5-year term to a 7-year term* and authorize City Manager to execute the agreement, seconded by Council Member Macias. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES:	Council Member(s):	Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES:	Council Member(s):	None

COMMUNITY DEVELOPMENT

3. Resolution Authorization Acceptance and Execution of a Funding Agreement with Metro for Staff Support for the Review of the Recirculated Draft Environmental Impact Report (EIR) / Environmental Impact Statement (EIS) Project

Assistant City Manager Reyes announced the item and introduced Director of Community Development Sergio Infanzon who presented the staff report.

Motion: Council Member Ortiz motioned to adopt Resolution No. 2017-33, Authorizing the Acceptance and Execution of a Funding Agreement with the Los Angeles County Metropolitan Transportation Authority (Metro) for staff time pertaining to the I-710 South Corridor Project EIR/EIS Project and authorize City Manager or Director of Community

DRAFT

Development to direct staff to proceed with the study's implementation, seconded by Council Member Macias. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

4. Resolution Authorizing Submittal of Letter to Caltrans in Response to the I-710 South Corridor Recirculated Draft Environmental Impact Report (EIR) / Environmental Impact Statement (EIS) Project

Assistant City Manager Reyes announced the item and introduced Director of Community Development Sergio Infanzon who presented the staff report.

Council Member Macias suggested adding to the letter a request for funding to repave Florence Avenue.

Motion: Council Member Ortiz motioned to adopt Resolution No. 2017-34, Authorizing submittal of letter to Caltrans in response to the I-710 to the I-710 South Corridor Recirculated EIR/EIS Project, seconded by Council Member Macias. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

PARKS AND RECREATION

5. Authorization and Ratification of Certain Expenditures for the Huntington Park's 2017 Holiday Parade

Assistant City Manager Reyes announced the item and introduced Director of Parks and Recreation Cynthia Norzagaray who presented the staff report and recommended Billy Valdivia Entertainment for TV Production, ABC 7 for TV Broadcasting and American Eagle Protective Services for Parade Security.

Motion: Council Member Ortiz motioned to authorize and ratify the expenditures in a not-to-exceed amount of $55,000 for TV Production (Billy Valdivia Entertainment), TV Broadcasting (ABC 7) and Parade Security (American Eagle Protective Services) for the 2017 Holiday Parade, seconded by Mayor Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

PUBLIC WORKS

6. Approve Award of Contract to Valley Alarm for Fire and Security Alarm Services

Assistant City Manager Reyes announced the item and introduced Director of Public Works Daniel Hernandez who presented the staff report.

Motion: Mayor Sanabria motioned to approve contract with Valley Alarm for Fire and Security Alarm Services and authorize City Manager to execute contract, seconded by Council Member Macias. Motion passed 5-0, by the following vote:

DRAFT

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

END OF REGULAR AGENDA

DEPARTMENTAL REPORTS (Information only)

WRITTEN COMMUNICATIONS – None.

COUNCIL COMMUNICATIONS

Council Member Manuel "Manny" Avila, thanked all those who participated and organized in the Employee Appreciation Picnic.

Council Member Graciela Ortiz, thanked all those who participated in the Employee Appreciation Picnic and hopes to see the community at the Haunt'ington Park Halloween Event on October 31st.

Council Member Karina Macias, thanked staff for all their support and all those who attended the Employee Appreciation Picnic.

Vice Mayor Jhonny Pineda, acknowledged all the catastrophic events happening in the world and recommended to review the Emergency Preparedness Plan.

Mayor Marilyn Sanabria, announced the Haunt'ington Park's Halloween Event on October 31st from 5-9 p.m., the passing of Ms. Maria Elena Arreola and asked for a moment of silence in her honor.

ADJOURNMENT

At 7:56 p.m. Mayor Sanabria adjourned the City of Huntington Park City Council to a Regular Meeting on Tuesday, November 7, 2017, at 6:00 P.M

Respectfully submitted,

_____
Donna G. Schwartz, CMC, City Clerk

DRAFT

City of Huntington Park
List of Funds

Fund	Description
111	General Fund
114	Spec Events Contrib Rec
120	Special Revenue DNA ID
121	Special Revnu Welfare Inm
122	Prevention Intervention
123	Board of Corrections - LEAD
124	Auto Theft
150	Emergency Preparedness
151	Economic Development
201	Environmental Justice
202	CFP Crosswalks
204	SR2S Middleton Safe Route
205	CFP Pacific Blvd
206	CFP iPark Pay Station
207	CFP Signal Syncronization
208	CMAQ Metro Rapid
209	CFP City Street Resurfacing
216	Employees Retirement Fund
217	OPEB
219	Sales Tax-Transit Fund A
220	Sales Tax-Transit C
221	State Gasoline Tax Fund
222	Measure R
223	Local Origin Program Fund
224	Office of Traffc & Safety
225	Cal Cops Fund
226	Air Quality Improv Trust
227	Offc of Criminal Justice
228	Bureau of Justice Fund
229	Police Forfeiture Fund
231	Parking System Fund
232	Art in Public Places Fund
233	Bullet Proof Vest Grant
234	Congressional Earmark
235	Federal Street Improvmnt
237	Community Planning
239	Federal CDBG Fund
240	HUD EZ/EC Soc Sec Block
242	HUD Home Program
243	HUD 108 B03MC060566
245	EPA Brownfield
246	LBPHCP-Lead Base
247	Neighborhood Stabilzation
248	Homelessness Prevention
252	ABC
275	Successor Agency
283	Sewer Maintenance Fund
285	Solid Waste Mgmt Fund
286	Illegal Disposal Abatemnt
287	Solid Waste Recycle Grant
288	COMPBC
334	Ped/Bike Path Fund
349	Capital Improvement Fund
475	Public Financng Authority
533	Business Improv Dist Fund
535	Strt Lght & Lndscp Assess
681	Water Department Fund
741	Fleet Maintenance
745	Worker's Compensation Fnd
746	Employee Benefit Fund
748	Veh & Equip Replacement
779	Deferred Comp. Trust Fund
800	Pooled Cash
801	Pooled Cash Fund
802	Pooled Interest

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
A PLUS PROMOTIONS	648	111-6020-451.56-41	Contractual Srvc - Other	1,000.00
				$1,000.00
ADAMSON POLICE PRODUCTS	INV245226	229-7010-421.74-10	Equipment	454.26
	INV250288	229-7010-421.74-10	Equipment	127.83
	INV255524	229-7010-421.74-10	Equipment	533.02
	INV257108	229-7010-421.74-10	Equipment	1,999.03
	INV257109	229-7010-421.74-10	Equipment	3,048.63
				$6,162.77
ADLERHORST INTERNATIONAL LLC	90826	122-7010-421.74-10	Equipment	311.40
				$311.40
ADOLFO PACHECO	65092/65964	111-6060-466.33-20	Contractual Srv Class	243.20
	65454/65821	111-6060-466.33-20	Contractual Srv Class	447.20
				$690.40
AFSCME COUNCIL 36	PPE 10/22/2017	802-0000-217.60-10	Association Dues	727.32
				$727.32
ALFARO COMMUNICATIONS CONSTRUCTION	FIVE	239-8010-431.73-10	Improvements	66,783.15
				$66,783.15
ALFARO, MARIA	18665-7810	681-0000-228.70-00	Deposit Refund	39.06
				$39.06
ALL CITY MANAGEMENT SERVICES	50600	111-7022-421.56-41	Contractual Srvc - Other	6,017.63
	50867	111-7022-421.56-41	Contractual Srvc - Other	6,828.89
				$12,846.52
ALVAREZ-GLASMAN & COLVIN	2017-08-16450	111-0220-411.32-70	Contractual Srv Legal	33,594.83
	2017-08-16451	111-0220-411.32-70	Contractual Srv Legal	4,773.42
	2017-08-16452	111-0220-411.32-70	Contractual Srv Legal	2,082.94
	2016-11-15654-0	745-9031-413.32-70	Contractual Srv Legal	2,214.09
	2017-08-16453	745-9031-413.32-70	Contractual Srv Legal	2,109.00
				$44,774.28
AMERICAN FAMILY LIFE ASSURANCE	PPE 10/22/2017	802-0000-217.50-40	Life-Cancer Insurance	106.58
				$106.58
AMERIFACTORS	19623	111-8024-421.43-10	Buildings - O S & M	610.50
				$610.50
ARAMARK UNIFORM & CAREER APPAREL	20137521	741-8060-431.43-20	Fleet Maintenance	59.78
	20141485	741-8060-431.43-20	Fleet Maintenance	76.10
	20142310	741-8060-431.43-20	Fleet Maintenance	54.34
	20198930	741-8060-431.43-20	Fleet Maintenance	16.32
	532803520	741-8060-431.61-20	Dept Supplies & Expense	106.20
	532820419	741-8060-431.61-20	Dept Supplies & Expense	101.18
				$413.92
ARMANDO ACOSTA	10/24/2017	111-6030-451.33-90	Referee Services	120.00
				$120.00
ARROYO BACKGROUND INVESTIGATIONS	1403	111-7010-421.56-41	Contractual Srvc - Other	800.00
				$800.00

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
AT& T	10/12/2017	111-7010-421.53-10	Telephone & Wireless	83.06
				$83.06
AT&T	000010313306	111-9010-419.53-10	Telephone & Wireless	1,004.50
	000010331416	111-9010-419.53-10	Telephone & Wireless	792.31
	000010331417	111-9010-419.53-10	Telephone & Wireless	3,859.86
	000010331418	111-9010-419.53-10	Telephone & Wireless	1.32
	000010331419	111-9010-419.53-10	Telephone & Wireless	247.34
				$5,905.33
AT&T MOBILITY	X10142017	111-7010-421.53-10	Telephone & Wireless	4,013.42
	X10142017	111-9010-419.53-10	Telephone & Wireless	119.24
				$4,132.66
AT&T PAYMENT CENTER	10/7/17-11/6/17	111-9010-419.53-10	Telephone & Wireless	513.93
				$513.93
BARR & CLARK INC	44648	246-5098-463.56-41	Contractual Srvc - Other	234.00
	44748	246-5098-463.56-41	Contractual Srvc - Other	330.00
				$564.00
BATTERY SYSTEMS INC	4116024	741-8060-431.43-20	Fleet Maintenance	228.96
	4166360	741-8060-431.43-20	Fleet Maintenance	388.00
				$616.96
BENNETT LANDSCAPE	161966	535-8090-452.61-20	Dept Supplies & Expense	70.00
				$70.00
BLACK AND WHITE EMERGENCY VEHICLES	2157	111-7022-421.74-10	Equipment	280.00
	2158	111-7022-421.74-10	Equipment	210.00
	2131	741-8060-431.43-20	Fleet Maintenance	137.66
	2136	741-8060-431.43-20	Fleet Maintenance	143.98
	2139	741-8060-431.43-20	Fleet Maintenance	462.13
				$1,233.77
BOTACH TACTICAL	1113032	229-7010-421.74-10	Equipment	99.50
				$99.50
BRANDING GROUP	500560DMS	111-6040-451.61-35	Recreation Supplies	360.00
				$360.00
BRIZUELA'S IRON WORK	0696	111-8022-419.43-10	Buildings - O S & M	470.00
	0696	535-8090-452.61-20	Dept Supplies & Expense	1,371.20
				$1,841.20
CALIF PUBLIC EMPLOYEES RETIREMENT	15078708/733	111-0110-411.23-50	Unfunded PERS Contr-Misc	2,104.88
	100000015078738	111-0210-413.23-50	Unfunded PERS Contr-Misc	6.10
	15078708/733	111-0210-413.23-50	Unfunded PERS Contr-Misc	2,704.94
	15078708/733	111-0230-413.23-50	Unfunded PERS Contr-Misc	1,891.91
	15078708/733	111-1010-411.23-50	Unfunded PERS Contr-Misc	1,885.17
	15078708/733	111-3010-415.23-50	Unfunded PERS Contr-Misc	9,488.42
	100000015078738	111-5010-419.23-50	Unfunded PERS Contr-Misc	3.35
	15078708/733	111-5010-419.23-50	Unfunded PERS Contr-Misc	9,052.87

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
CALIF PUBLIC EMPLOYEES RETIREMENT	15078708/733	111-6010-451.23-50	Unfunded PERS Contr-Misc	4,341.15
	15078708/733	111-7010-421.23-50	Unfunded PERS Contr-Misc	19,002.48
	100000015078709	111-7010-421.24-50	Unfunded PERS Contr-Sworn	129,967.25
	100000015078721	111-7010-421.24-50	Unfunded PERS Contr-Sworn	29.22
	15078708/733	111-8010-431.23-50	Unfunded PERS Contr-Misc	14,816.68
	PPE 9/24/2017	802-0000-217.30-10	PERS	33,944.16
	PPE 9/24/2017	802-0000-218.10-10	PERS Employer	58,285.12
				$287,523.70
CARD INTEGRATORS	0092659-CM	111-7010-421.61-20	Dept Supplies & Expense	-141.38
	0094538-IN	111-7010-421.61-20	Dept Supplies & Expense	643.19
				$501.81
CARE AMBULANCE SERVICES	10/24/2017	745-9031-413.52-30	Ins - Benefits Active EEs	615.91
				$615.91
CARL WARREN & CO.	1821730	745-9031-413.33-70	Contractual Srv 3rd Party	2,250.00
	1821731	745-9031-413.33-70	Contractual Srv 3rd Party	375.00
				$2,625.00
CARLOS LUIS	036953	111-5030-465.59-15	Professional Development	20.00
	039361	111-5030-465.59-15	Professional Development	20.00
				$40.00
CCAP AUTO LEASE LTD	10/15/2017	226-9010-419.74-20	Vehicle Leases	223.72
				$223.72
CENTRAL BASIN MWD	HP-SEP17	681-8030-461.41-00	Water Purchase	25,624.81
				$25,624.81
CENTRAL FORD	306537	741-8060-431.43-20	Fleet Maintenance	284.29
	306588	741-8060-431.43-20	Fleet Maintenance	355.04
				$639.33
CHAMPION CJD	500814	741-8060-431.43-20	Fleet Maintenance	155.70
				$155.70
CHARTER COMMUNICATIONS	0389644102117	121-7040-421.56-14	Welfare Inmate Fd Expense	231.33
				$231.33
CHRISTIAN'S FLOWER SHOP	10/3/17	111-7010-421.61-20	Dept Supplies & Expense	65.55
				$65.55
CHRISTIANSEN AMUSEMENT	0989	681-0000-228.30-00	Deposit Refund	997.21
				$997.21
CITY OF HUNTINGTON PARK FLEXIBLE	PPE 10/22/2017	802-0000-217.30-30	Med Reimb 125	380.84
				$380.84
CITY OF HUNTINGTON PARK GEA	PPE 10/22/2017	802-0000-217.60-10	Association Dues	127.10
				$127.10
CLINICAL LAB OF SAN BERNARDINO, INC	958815	681-8030-461.56-41	Contractual Srvc - Other	948.50
				$948.50
COLONIAL SUPPLEMENTAL INSURANCE	PPE 10/22/2017	802-0000-217.50-40	Life-Cancer Insurance	1,051.59
				$1,051.59

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
CUSTOM BUILDING PRODUCTS	13831	111-0000-228.20-00	Rec Deposit Refundable	500.00
				$500.00
CYNTHIA NORZAGARAY	01590C	111-6020-451.61-35	Recreation Supplies	96.47
				$96.47
DAPEER, ROSENBLIT & LITVAK	13762	111-0220-411.32-20	Legal Exp - Prosecutor Sv	1,371.60
	CREDIT	111-0220-411.32-20	Legal Exp - Prosecutor Sv	-1,297.99
	13661	111-5055-419.32-50	Contractual Srv - Prosecu	9,483.16
	13664	111-5055-419.32-50	Contractual Srv - Prosecu	341.00
	13665	111-5055-419.32-50	Contractual Srv - Prosecu	247.50
	13666	111-5055-419.32-50	Contractual Srv - Prosecu	122.06
	13663	111-8030-461.56-42	Storm Water WMP	105.00
				$10,372.33
DAPPER TIRE CO.	44956352	219-0250-431.43-21	Metro Transit O S & M	837.87
				$837.87
DATA TICKET INC.	83238	111-3010-415.44-00	Rentals & Leases	1,219.80
	83238	111-3010-415.56-15	Citation Prkng Collection	4,905.18
	83238	111-3010-415.56-41	Contractual Srvc - Other	2,640.32
	82352	111-5055-419.56-41	Contractual Srvc - Other	59.67
	83238	111-9010-419.53-10	Telephone & Wireless	652.40
				$9,477.37
DATAPROSE, INC.	DP1702918	681-3022-415.53-20	Postage	1,485.50
	DP1702918	681-3022-415.56-41	Contractual Srvc - Other	945.90
				$2,431.40
DAVID DURKIN	2049/70277	285-0000-228.75-00	Deposit Refund	540.00
				$540.00
DEKRA-LITE INDUSTRIES, INC.	ARINV001894	111-6010-451.61-20	Dept Supplies & Expense	908.63
				$908.63
DEPARTMENT OF ANIMAL CARE & CONTROL	10/15/2017	111-7065-441.56-41	Contractual Srvc - Other	8,933.18
				$8,933.18
DEPARTMENT OF HEALTH CARE SERVICES	10/24/2017	745-9031-413.52-30	Ins - Benefits Active EEs	190.59
				$190.59
DEPARTMENT OF JUSTICE	259059	111-7030-421.56-41	Contractual Srvc - Other	567.00
				$567.00
DIAMOND ENVIRONMENTAL SERVICES	0001222756	111-8023-451.61-20	Dept Supplies & Expense	1,802.76
				$1,802.76
DISH NETWORK	9/27/17	111-7010-421.56-41	Contractual Srvc - Other	63.66
				$63.66
DOLCE CONSTRUCTION	0020533	111-0000-228.70-00	Deposit Refund	910.00
				$910.00
DUNN EDWARDS CORPORATION	2009234779	111-8022-419.43-10	Buildings - O S & M	55.23
				$55.23
DYNAMIC MACHINE INC	0002278	111-0000-228.70-00	Deposit Refund	5.27
				$5.27

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
E.J. WARD, INC.	0061248-IN	741-8060-431.43-20	Fleet Maintenance	450.00
				$450.00
EDITH TOLEDO	64516/65893	111-0000-228.20-00	Deposit Refund	250.00
	64516/65893	111-0000-347.70-00	Deposit Refund	57.00
				$307.00
ENTERPRISE FM TRUST	FBN3322653	226-9010-419.74-20	Vehicle Leases	1,761.52
	FBN3322653	229-7010-421.74-10	Equipment	311.18
				$2,072.70
ESTELA RAMIREZ	65735/65939	111-6060-466.33-20	Contractual Srv Class	291.20
				$291.20
EXPRESS PIPE & SUPPLY CO., LLC	S102679363.001	111-8023-451.43-10	Buildings - O S & M	731.99
	S102806441.001	535-8090-452.61-20	Dept Supplies & Expense	1,946.27
				$2,678.26
EXPRESS TRANSPORTATION SERVICES LLC	HPE10312017	111-0000-362.20-15	Metro Transit Lease	-5,200.00
	HPE10312017	219-0000-340.30-00	Fixed Route Fares	-7,276.39
	HPE10312017	219-0000-362.20-10	Lease Payment	-500.00
	DAR10312017	219-0000-395.41-15	Fuel Reimbursement	-4,566.67
	HPE10312017	219-0000-395.41-15	Fuel Reimbursement	-7,551.09
	HPE10312017	219-0250-431.56-43	Fixed Route Transit	89,497.00
	DAR10312017	219-0250-431.56-45	Dial-A-Ride (All City)	51,500.00
	HPE10312017	220-0250-431.56-43	Fixed Route Transit	9,114.73
				$125,017.58
EXSTATIC PRINTING	XX00206	741-8060-431.43-20	Fleet Maintenance	366.30
				$366.30
F.S. CONTRACTORS INC	1	204-4010-431.73-10	Improvements	219,315.00
	1	226-9010-419.74-10	Equipment	33,048.70
				$252,363.70
F&A FEDERAL CREDIT UNION	PPE 10/22/2017	802-0000-217.60-40	Credit Union	12,254.00
				$12,254.00
FAIR HOUSING FOUNDATION	10/5/2017	239-5060-463.56-41	Contractual Srvc - Other	889.22
				$889.22
FARSHIDEH NASSERI &	10/12/2017	745-9031-413.52-30	Ins - Benefits Active EEs	69,500.00
				$69,500.00
FODDRILL CONSTRUCTION CORPORATION	FC-6459	221-8014-429.74-10	Equipment	4,914.44
				$4,914.44
FOLSOM CHEVROLET/GEO INC	20171016B	229-7010-421.74-10	Equipment	36,420.06
				$36,420.06
GALLS, LLC	BC0440573	111-7010-421.61-20	Dept Supplies & Expense	63.49
	BC0476270	111-7010-421.61-20	Dept Supplies & Expense	34.88
	BC0495128	111-7010-421.61-20	Dept Supplies & Expense	164.55
				$262.92

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
GARDA CL WEST, INC.	10336383	111-9010-419.33-10	Bank Services	686.31
	20256894	111-9010-419.33-10	Bank Services	146.63
				$832.94
GRAFFITI PROTECTIVE COATINGS INC.	1005-0917	111-8095-431.56-75	Contract Graffiti Removal	31,050.00
	1005-0917	239-8095-431.56-75	Contract Graffiti Removal	1,200.00
				$32,250.00
GRAINGER	9578269228	111-8022-419.43-10	Buildings - O S & M	125.88
	9563557389	535-8090-452.61-20	Dept Supplies & Expense	68.68
				$194.56
HALLOWEEN CLUB	HUNTINGTON PRK2	111-6020-451.61-35	Recreation Supplies	320.61
	HUNTINGTON PRK3	111-6020-451.61-35	Recreation Supplies	165.33
	HUNTINGTON PRK4	111-6020-451.61-35	Recreation Supplies	130.66
				$616.60
HARRIS, WILLIAM	17473-25248	681-0000-228.70-00	Deposit Refund	98.66
				$98.66
HOLLYVALE RENTAL HOLDINGS, LLC	22587-13902	681-0000-228.70-00	Deposit Refund	251.45
				$251.45
HOME DEPOT - PARKS & RECREATION	7260113	111-6020-451.61-35	Recreation Supplies	562.61
	8260201	111-6020-451.61-35	Recreation Supplies	352.02
				$914.63
HOME DEPOT - PUBLIC WORKS	3260304	111-0210-413.61-20	Dept Supplies & Expense	163.51
	1260346	111-8022-419.43-10	Buildings - O S & M	53.39
	1260579	111-8022-419.43-10	Buildings - O S & M	44.24
	260588	111-8022-419.43-10	Buildings - O S & M	37.64
	4260052	111-8022-419.43-10	Buildings - O S & M	75.38
	4260045	111-8023-451.43-10	Buildings - O S & M	75.01
	4260441	111-8023-451.43-10	Buildings - O S & M	38.08
	1260351	220-8070-431.61-20	Dept Supplies & Expense	96.10
	1313951	475-6010-415.73-10	Improvements	-98.02
	21260483	475-6010-415.73-10	Improvements	240.21
	2260320	475-6010-415.73-10	Improvements	136.28
	260360	475-6010-415.73-10	Improvements	199.23
	3260455	475-6010-415.73-10	Improvements	174.00
	3260464	475-6010-415.73-10	Improvements	1,804.50
	4260448	475-6010-415.73-10	Improvements	112.39
	6260556	475-6010-415.73-10	Improvements	934.92
	7260542	475-6010-415.73-10	Improvements	406.17
	9260380	475-6010-415.73-10	Improvements	345.83
	260368	535-8090-452.61-20	Dept Supplies & Expense	42.41
	3260057	535-8090-452.61-20	Dept Supplies & Expense	518.92
	3260061	535-8090-452.61-20	Dept Supplies & Expense	28.44
	5260033	535-8090-452.61-20	Dept Supplies & Expense	87.85
	9260594	535-8090-452.61-20	Dept Supplies & Expense	26.09
				$5,542.57

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
HUNTINGTON PARK POLICE MGMT ASSN.	PPE 10/22/2017	802-0000-217.60-10	Association Dues	150.00
				$150.00
HUNTINGTON PARK POLICE OFFICER ASSN	PPE 10/22/2017	802-0000-217.60-10	Association Dues	5,435.17
				$5,435.17
HUNTINGTON PARK RUBBER STAMP CO.	RGC004606	111-0210-413.61-20	Dept Supplies & Expense	62.78
	RGC004977	111-7010-421.61-20	Dept Supplies & Expense	32.68
				$95.46
IMPACT TIRE SERVICE	6840	219-0250-431.43-21	Metro Transit O S & M	30.00
	6841	219-0250-431.43-21	Metro Transit O S & M	25.00
				$55.00
INTEGRATED MECHANICAL SYSTEMS	0020308	111-0000-228.70-00	Deposit Refund	20.91
				$20.91
INTER VALLEY POOL SUPPLY, INC	101079	681-8030-461.41-00	Water Resource/Purchase	142.08
	101080	681-8030-461.41-00	Water Resource/Purchase	175.51
	101081	681-8030-461.41-00	Water Resource/Purchase	217.30
	101198	681-8030-461.41-00	Water Resource/Purchase	1,087.04
	101357	681-8030-461.41-00	Water Resource/Purchase	167.15
	101358	681-8030-461.41-00	Water Resource/Purchase	117.01
	101359	681-8030-461.41-00	Water Resource/Purchase	217.30
	101360	681-8030-461.41-00	Water Resource/Purchase	125.36
	101556	681-8030-461.41-00	Water Resource/Purchase	234.01
	101557	681-8030-461.41-00	Water Resource/Purchase	167.15
	101558	681-8030-461.41-00	Water Resource/Purchase	170.50
				$2,820.41
IRVING PACHECO	219911	111-0120-413.59-15	Professional Development	365.70
				$365.70
JAVIER CARRILLO	10/24/2017	111-6030-451.33-90	Referee Services	60.00
				$60.00
JAVIER GAMINO	63574/65899	111-0000-228.20-00	Deposit Refund	550.00
				$550.00
JCL TRAFFIC	90968	221-8012-429.61-20	Dept Supplies & Expense	1,108.72
	91742	221-8012-429.61-20	Dept Supplies & Expense	764.95
	92181	221-8012-429.61-20	Dept Supplies & Expense	1,352.79
				$3,226.46
JDS TANK TESTING & REPAIR INC	10891	741-8060-431.43-20	Fleet Maintenance	135.00
				$135.00
JERRY'S AUTO BODY, INC.	30901	741-8060-431.43-20	Fleet Maintenance	3,371.01
				$3,371.01
JOEL GORDILLO	10/03/2017	111-1010-411.56-41	Contractual Srvc - Other	1,650.00
				$1,650.00
JOSE LUIS PEDROZA	65596/65892	111-0000-347.60-00	Deposit Refund	10.00
				$10.00

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
KONICA MINOLTA BUSINESS SOLUTIONS	247785486	111-0110-411.43-05	Office Equip - O S & M	103.79
	247785750	111-0110-411.43-05	Office Equip - O S & M	103.79
	247785773	111-0110-411.43-05	Office Equip - O S & M	103.79
	247785775	111-0110-411.43-05	Office Equip - O S & M	116.57
	247785486	111-0210-413.43-05	Office Equip - O S & M	103.79
	247785750	111-0210-413.43-05	Office Equip - O S & M	103.79
	247785773	111-0210-413.43-05	Office Equip - O S & M	103.79
	247785775	111-0210-413.43-05	Office Equip - O S & M	116.58
	246757388	111-7010-421.44-10	Rent (Incl Equip Rental)	65.72
	246757390	111-7010-421.44-10	Rent (Incl Equip Rental)	137.45
	247399977	111-7010-421.44-10	Rent (Incl Equip Rental)	207.58
	247399987	111-7010-421.44-10	Rent (Incl Equip Rental)	207.58
	247400324	111-7010-421.44-10	Rent (Incl Equip Rental)	207.58
	247400515	111-7010-421.44-10	Rent (Incl Equip Rental)	207.58
	247785589	111-7010-421.44-10	Rent (Incl Equip Rental)	207.58
	247785757	111-7010-421.44-10	Rent (Incl Equip Rental)	207.58
	247785758	111-7010-421.44-10	Rent (Incl Equip Rental)	216.14
	247785779	111-7010-421.44-10	Rent (Incl Equip Rental)	137.45
	247786024	111-7010-421.44-10	Rent (Incl Equip Rental)	65.72
	247786193	111-7010-421.44-10	Rent (Incl Equip Rental)	335.76
	247399986	111-7030-421.44-10	Rent (Incl Equip Rental)	294.84
	247400166	111-7030-421.44-10	Rent (Incl Equip Rental)	294.84
	247786009	111-7030-421.44-10	Rent (Incl Equip Rental)	294.84
	247786012	111-7030-421.44-10	Rent (Incl Equip Rental)	391.73
	247400172	111-7040-421.44-10	Rent (Incl Equip Rental)	294.84
	247400181	111-7040-421.44-10	Rent (Incl Equip Rental)	294.84
	247400182	111-7040-421.44-10	Rent (Incl Equip Rental)	374.47
	247400510	111-7040-421.44-10	Rent (Incl Equip Rental)	374.47
	247786197	111-7040-421.44-10	Rent (Incl Equip Rental)	294.84
	247786199	111-7040-421.44-10	Rent (Incl Equip Rental)	248.55
	247786201	111-7040-421.44-10	Rent (Incl Equip Rental)	374.47
	247786204	111-7040-421.44-10	Rent (Incl Equip Rental)	420.85
				$7,013.19
LA COUNTY SHERIFF'S DEPT	180928LA	111-7022-421.56-41	Contractual Srvc - Other	753.21
				$753.21
LAC+USC MEDICAL CENTER	90008	111-7030-421.56-16	Victims' Medical Services	730.00
				$730.00
LACMTA	100494	219-0250-431.58-50	Bus Passes	6,240.00
	101061	219-0250-431.58-50	Bus Passes	5,240.00
	101227	219-0250-431.58-50	Bus Passes	4,680.00
				$16,160.00

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
LAN WAN ENTERPRISE, INC	59212	111-7010-421.56-41	Contractual Srvc - Other	952.88
	59219	111-7010-421.56-41	Contractual Srvc - Other	61.23
	59359	111-7010-421.56-41	Contractual Srvc - Other	148.82
	59075	111-9010-419.43-15	Financial Systems	23,500.00
				$24,662.93
LB JOHNSON HARDWARE CO #1	692214	111-8023-451.61-20	Dept Supplies & Expense	147.42
	692542	111-8023-451.61-20	Dept Supplies & Expense	106.28
	692577	111-8023-451.61-20	Dept Supplies & Expense	82.90
	692197	475-6010-415.73-10	Improvements	80.79
	691849	535-8090-452.61-20	Dept Supplies & Expense	40.38
	692006	535-8090-452.61-20	Dept Supplies & Expense	120.56
	692007	535-8090-452.61-20	Dept Supplies & Expense	-45.85
	692122	535-8090-452.61-20	Dept Supplies & Expense	3.27
	692223	535-8090-452.61-20	Dept Supplies & Expense	91.70
	692434	535-8090-452.61-20	Dept Supplies & Expense	38.22
	692472	535-8090-452.61-20	Dept Supplies & Expense	128.03
	692512	535-8090-452.61-20	Dept Supplies & Expense	25.17
	692519	535-8090-452.61-20	Dept Supplies & Expense	139.57
	692521	535-8090-452.61-20	Dept Supplies & Expense	84.50
	692648	535-8090-452.61-20	Dept Supplies & Expense	223.62
	692094	741-8060-431.43-20	Fleet Maintenance	28.37
				$1,294.93
LEE ANDREWS GROUP, INC	2017196	111-0210-413.56-41	Contractual Srvc - Other	6,207.32
				$6,207.32
LEONIDES ELIZABETH TEPAZ	65776/65900	111-0000-347.20-00	Deposit Refund	65.00
				$65.00
LGP EQUIPMENT RENTALS INC	102162	111-7010-421.61-20	Dept Supplies & Expense	387.31
				$387.31
LOS ANGELES COUNTY CLERK'S OFFICE	CASE NO 2017-08	111-5010-419.54-00	Advertising & Publication	75.00
				$75.00
LOS ANGELES TIMES	10/07/2017	121-7040-421.56-14	Welfare Inmate Fd Expense	321.75
				$321.75
LUZIER, NAOMI	20847-6572	681-0000-228.70-00	Deposit Refund	100.00
				$100.00
MACKEY INDUSTRIAL REPAIR	4265	741-8060-431.43-20	Fleet Maintenance	350.00
				$350.00
MANUEL PRIETO	65786/65966	111-6060-466.33-20	Contractual Srv Class	273.60
				$273.60
MARTHA V. CASTILLO	10/4/17-10/6/17	111-0230-413.59-15	Professional Development	110.21
	10/4/2017	111-0230-413.59-15	Professional Development	34.00
	10/6/2017	111-0230-413.59-15	Professional Development	18.00
				$162.21

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
METROPCS CALIFORNIA, LLC	0017291	111-0000-228.70-00	Deposit Refund	10.54
				$10.54
NABIL KHEIR	2264/6734	285-0000-228.75-00	Deposit Refund	1,500.00
				$1,500.00
NACHO'S LOCK & KEY SERVICE	13581	111-7010-421.61-20	Dept Supplies & Expense	220.00
				$220.00
NAPA PARTS WHOLESALE	4832-236797	219-0250-431.43-21	Metro Transit O S & M	486.24
	4832-238535	219-0250-431.43-21	Metro Transit O S & M	158.22
	4832-238834	219-0250-431.43-21	Metro Transit O S & M	147.20
	4832-238656	741-8060-431.43-20	Fleet Maintenance	124.34
				$916.00
NATION WIDE RETIREMENT SOLUTIONS	PPE 10/22/2017	802-0000-217.40-10	Deferred Compensation	15,892.00
				$15,892.00
NCM AUTOMOTIVE SOLUTIONS LLC	9/01/2017	741-8060-431.43-20	Fleet Maintenance	391.00
				$391.00
NEIL CASTELLI	9/5/2017	111-7010-421.59-30	Prof Dev - STC & Training	112.35
				$112.35
NETMOTION SOFTWARE, INC	10038361	111-7010-421.56-41	Contractual Srvc - Other	2,362.50
				$2,362.50
NEW CHEF FASHION INC.	889217	111-7010-421.61-20	Dept Supplies & Expense	1,779.08
	889576	111-7010-421.61-20	Dept Supplies & Expense	164.22
	891225	111-7010-421.61-20	Dept Supplies & Expense	147.79
	891374	111-7010-421.61-20	Dept Supplies & Expense	49.26
	891541	111-7010-421.61-20	Dept Supplies & Expense	65.69
	892115	111-7010-421.61-20	Dept Supplies & Expense	98.53
				$2,304.57
NORMA A URENA	65711/65969	111-6060-466.33-20	Contractual Srv Class	79.20
				$79.20
O'REILLY AUTO PARTS	2959-296564	219-0250-431.43-21	Metro Transit O S & M	94.24
	2959-296904	219-0250-431.43-21	Metro Transit O S & M	85.97
	2959-298843	219-0250-431.43-21	Metro Transit O S & M	45.97
	2959-299991	219-0250-431.43-21	Metro Transit O S & M	22.98
	2959-301942	219-0250-431.43-21	Metro Transit O S & M	115.73
	2959-297325	741-8060-431.43-20	Fleet Maintenance	115.76
	2959-298853	741-8060-431.43-20	Fleet Maintenance	13.88
	2959-298855	741-8060-431.43-20	Fleet Maintenance	32.84
	2959-298893	741-8060-431.43-20	Fleet Maintenance	130.33
	2959-298978	741-8060-431.43-20	Fleet Maintenance	108.72
	2959-298979	741-8060-431.43-20	Fleet Maintenance	111.62
	2959-299068	741-8060-431.43-20	Fleet Maintenance	6.70
	2959-299313	741-8060-431.43-20	Fleet Maintenance	16.03
	2959-299317	741-8060-431.43-20	Fleet Maintenance	8.33

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
O'REILLY AUTO PARTS	2959-299319	741-8060-431.43-20	Fleet Maintenance	54.31
	2959-299625	741-8060-431.43-20	Fleet Maintenance	177.32
	2959-299964	741-8060-431.43-20	Fleet Maintenance	65.66
	2959-301546	741-8060-431.43-20	Fleet Maintenance	278.50
				$1,484.89
OEM AUTO PAINT SUPPLIES	106204	535-8090-452.61-20	Dept Supplies & Expense	522.00
				$522.00
ORANGE COUNTY SHERIFF'S DEPT	11/16/2017	111-7010-421.59-20	Professional Develop Post	60.00
				$60.00
ORIENTAL TRADING COMPANY, INC.	685849855-01	111-6020-451.61-35	Recreation Supplies	299.80
	686194850-01	111-6020-451.61-35	Recreation Supplies	181.28
				$481.08
OSUNA SINALOA AUTO GLASS CORP	1000637	219-0250-431.43-21	Metro Transit O S & M	81.75
	1000638	741-8060-431.43-20	Fleet Maintenance	316.10
				$397.85
OWEN GROUP, INC	3944	222-4010-431.56-41	Contractual Srvc - Other	20,173.65
				$20,173.65
PARAMOUNT ICELAND INC.	65605/65810	111-6060-466.33-20	Contractual Srv Class	169.60
				$169.60
PARS	38429	111-9010-419.56-41	Contractual Srvc - Other	375.38
	38363	217-3010-413.56-41	Contractual Srvc - Other	2,251.01
				$2,626.39
PATRICIA VALDOVINO	65472/65898	111-0000-228.20-00	Deposit Refund	320.00
				$320.00
PERFORMANCE NURSERY	0000195707	535-8090-452.61-20	Dept Supplies & Expense	1,510.07
				$1,510.07
PROMOEVENTS MARKETING	65565/65897	111-0000-228.20-00	Deposit Refund	2,265.00
				$2,265.00
PRUDENTIAL OVERALL SUPPLY	52052325	111-6010-451.56-41	Contractual Srvc - Other	129.02
	52057975	111-6010-451.56-41	Contractual Srvc - Other	129.02
	52058901	111-7010-421.61-20	Dept Supplies & Expense	20.07
	52053235	111-8022-419.43-10	Buildings - O S & M	31.20
	52058902	111-8022-419.43-10	Buildings - O S & M	31.20
				$340.51
PSYCHOLOGICAL CONSULTING ASSOC, INC	523096	111-7010-421.56-41	Contractual Srvc - Other	400.00
				$400.00
PURCHASE POWER	10/15/2017	111-9010-419.53-20	Postage	931.07
				$931.07
READYREFRESH	07J0034574871	111-7010-421.61-20	Dept Supplies & Expense	278.79
				$278.79
RICOH AMERICAS CORP	56439431	111-6010-451.56-41	Contractual Srvc - Other	234.96
				$234.96

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
RIO HONDO COLLEGE	F17-81-ZHPK	111-7010-421.59-15	Professional Development	53.00
	4410-31715-17-0	111-7010-421.59-20	Professional Develop Post	30.00
	F17-73-ZHPK	111-7010-421.59-20	Professional Develop Post	36.80
	PAC 4376	111-7010-421.59-20	Professional Develop Post	53.00
				$172.80
RODRIGO LUCIETTO	65166/65890	111-0000-228.20-00	Deposit Refund	500.00
				$500.00
RODRIGO PELAYO	040146	111-5030-465.59-15	Professional Development	20.00
				$20.00
SALVADOR ORTEGA	10/19/2017	111-4010-431.15-20	Tool Allowance	4.69
	10/19/2017	111-8020-431.15-20	Tool Allowance	18.28
	10/19/2017	111-8022-419.15-20	Tool Allowance	23.66
	10/19/2017	221-4010-431.15-20	Tool Allowance	23.66
	10/19/2017	221-8014-429.15-20	Tool Allowance	23.66
	10/19/2017	681-8030-461.15-20	Tool Allowance	47.31
				$141.26
SAN BERNARDINO COUNTY SHERIFF DEPT	9/14/2017	111-7010-421.59-20	Professional Develop Post	200.00
				$200.00
SAN BERNARDINO COUNTY SHERIFF-EVOC	16911	111-7010-421.56-41	Contractual Srvc - Other	440.00
				$440.00
SANTA FE BUILDING MAINTENANCE	16382	111-8020-431.56-41	Contractual Srvc - Other	1,041.75
	16382	111-8022-419.56-41	Contractual Srvc - Other	3,845.60
	16382	111-8023-451.56-41	Contractual Srvc - Other	8,220.23
	16382	111-8024-421.56-41	Contractual Srvc - Other	5,203.82
				$18,311.40
SARAHANG CONSTRUCTION INC	422	246-5098-463.73-10	Improvements	5,700.00
				$5,700.00
SC FUELS	3431314	741-8060-431.62-30	Metro Transit Fuel & Oil	19,798.33
				$19,798.33
SEVERN TRENT ENVIRONMENTAL SERVICES	23996	283-8040-432.56-41	Contractual Srvc - Other	12,006.76
	23996	681-8030-461.56-41	Contractual Srvc - Other	94,396.39
				$106,403.15
SMART & FINAL	045999	111-6020-451.61-35	Recreation Supplies	47.39
	050522	111-6020-451.61-35	Recreation Supplies	32.88
	051206	111-6020-451.61-35	Recreation Supplies	48.48
	47720	111-7010-421.61-20	Dept Supplies & Expense	31.37
	48784	111-7010-421.61-20	Dept Supplies & Expense	35.96
	49751	111-7010-421.61-20	Dept Supplies & Expense	86.82
	56452	111-7010-421.61-20	Dept Supplies & Expense	13.37
				$296.27
SO CAL TRIUMPH. INC	11709204	741-8060-431.43-20	Fleet Maintenance	2,379.05
				$2,379.05

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
SOMEYRA GODINEZ	60961/66063	111-0000-228.20-00	Deposit Refund	500.00
				$500.00
SOURCE ONE OFFICE PRODUCTS, INC.	WO-31926-1	111-3010-415.61-20	Dept Supplies & Expense	171.19
				$171.19
SOUTH COAST AIR QUALITY MGMT DISTR.	3174680	681-8030-461.41-00	Water Resource/Purchase	1,354.85
	3177000	681-8030-461.41-00	Water Resource/Purchase	127.46
	3154113	741-8060-431.43-20	Fleet Maintenance	378.28
	3157144	741-8060-431.43-20	Fleet Maintenance	127.46
				$1,988.05
SOUTHERN CALIFORNIA EDISON	9/5-10/4/2017	535-8016-431.62-10	Heat Light Water & Power	53.25
				$53.25
SPARKLETTS	15142085 091417	111-0110-411.61-20	Dept Supplies & Expense	88.78
	15142085 091417	111-0210-413.61-20	Dept Supplies & Expense	88.78
	15142085 091417	111-0230-413.61-20	Dept Supplies & Expense	68.20
	15142085 091417	111-1010-411.61-20	Dept Supplies & Expense	58.81
	15142085 091417	111-3010-415.61-20	Dept Supplies & Expense	107.46
	15142085 091417	111-5010-419.61-20	Dept Supplies & Expense	88.54
	15142085 091417	111-8020-431.61-20	Dept Supplies & Expense	88.54
	15142085 091417	239-5060-463.61-20	Dept Supplies & Expense	88.54
	15142085 091417	741-8060-431.43-20	Fleet Maintenance	124.33
				$801.98
ST FRANCIS, LLC.	1661029	221-8014-429.56-41	Contractual Srvc - Other	7,230.00
	1661030	221-8014-429.56-41	Contractual Srvc - Other	2,242.50
				$9,472.50
STACY MEDICAL CENTER	3160-21859	111-7022-421.56-15	Prisoner Medical Services	1,180.00
	3160-22496	111-7022-421.56-15	Prisoner Medical Services	1,635.00
				$2,815.00
STAPLES ADVANTAGE	8046718599	111-0210-413.61-20	Dept Supplies & Expense	315.35
	8046718599	111-0230-413.61-20	Dept Supplies & Expense	287.09
	8046718599	111-1010-411.61-20	Dept Supplies & Expense	52.37
	8046133862	111-3010-415.61-20	Dept Supplies & Expense	-10.84
	8046718599	111-3010-415.61-20	Dept Supplies & Expense	368.75
	8046133862	111-5010-419.61-20	Dept Supplies & Expense	-10.20
	8046133862	111-6010-451.61-20	Dept Supplies & Expense	-59.80
	8046718599	111-6010-451.61-20	Dept Supplies & Expense	91.87
	8046718599	111-7010-421.61-20	Dept Supplies & Expense	432.99
	8046718599	111-7040-421.61-31	Dept Supplies Records	38.23
	8046718599	111-7040-421.61-32	Dept Supplies Comm Center	462.18
	8046718599	111-8020-431.61-20	Dept Supplies & Expense	131.90
				$2,099.89
SUPERCO SPECIALTY PRODUCTS	15050540	535-8016-431.62-10	Heat Light Water & Power	384.64
				$384.64

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
SUPERIOR COURT OF CALIFORNIA	SEPT 2017	111-3010-415.56-10	Parking Citation Surcharg	20,301.81
				$20,301.81
SUSAN CRUM	728200009314	111-0110-411.61-20	Dept Supplies & Expense	18.47
	728200009314	111-0210-413.61-20	Dept Supplies & Expense	18.47
	001206/023754	111-0240-466.61-20	Dept Supplies & Expense	32.85
	728900252207	111-0240-466.61-20	Dept Supplies & Expense	27.47
	1042000314	111-6020-451.61-35	Recreation Supplies	38.38
	174010141042	111-6020-451.61-35	Recreation Supplies	16.22
	8489	111-6020-451.61-35	Recreation Supplies	46.14
	8490	111-6020-451.61-35	Recreation Supplies	33.05
	C1732828	111-6020-451.61-35	Recreation Supplies	53.90
				$284.95
THE FORMS DESK, INC.	25943	111-3010-415.61-20	Dept Supplies & Expense	565.59
	25951	111-3010-415.61-20	Dept Supplies & Expense	450.03
				$1,015.62
TRANSTECH ENGINEERS, INC.	20172610	111-4010-431.56-62	Contract Engineer Service	7,150.08
	20172611	111-4010-431.56-62	Contract Engineer Service	3,420.00
	20172630	111-4010-431.56-62	Contract Engineer Service	125.00
	20172637	111-4010-431.56-62	Contract Engineer Service	3,920.00
	20172607	221-8010-431.56-41	Contractual Srvc - Other	3,870.00
	20172613	221-8010-431.56-41	Contractual Srvc - Other	270.00
	20172617	221-8010-431.56-41	Contractual Srvc - Other	837.50
	20172619	221-8010-431.56-41	Contractual Srvc - Other	495.00
	20172620	221-8010-431.56-41	Contractual Srvc - Other	495.00
	20172621	221-8010-431.56-41	Contractual Srvc - Other	720.00
	20172622	221-8010-431.56-41	Contractual Srvc - Other	182.50
	20172623	221-8010-431.56-41	Contractual Srvc - Other	907.50
	20172624	221-8010-431.56-41	Contractual Srvc - Other	720.00
	20172625	221-8010-431.56-41	Contractual Srvc - Other	245.00
	20172626	221-8010-431.56-41	Contractual Srvc - Other	245.00
	20172627	221-8010-431.56-41	Contractual Srvc - Other	542.50
	20172628	221-8010-431.56-41	Contractual Srvc - Other	320.00
	20172629	221-8010-431.56-41	Contractual Srvc - Other	270.00
	20172614	251-6010-451.73-10	Improvements	4,376.50
				$29,111.58
TRIANGLE SPORTS	35428	111-6030-451.61-35	Recreation Supplies	183.81
				$183.81
TRIMMING LAND CO INC	9902	231-8010-415.56-41	Contractual Srvc - Other	3,000.00
	10077	535-8090-452.56-60	Contract Landscape Labor	2,000.00
	8054	535-8090-452.56-60	Contract Landscape Labor	8,385.00
	9902	535-8090-452.56-60	Contract Landscape Labor	7,095.00
				$20,480.00

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
TYCO INTEGRATED SECURITY	29428849	111-7010-421.56-41	Contractual Srvc - Other	3,702.21
				$3,702.21
U.S. BANK	PPE 10/22/2017	802-0000-217.30-20	PARS	3,996.06
	PPE 10/22/2017	802-0000-218.10-05	PARS EMPLOYER	17,763.72
				$21,759.78
U.S. HEALTH WORKS	3201000-CA	111-0230-413.56-41	Contractual Srvc - Other	1,401.00
				$1,401.00
UFCW LOCAL 770	65701/65975	111-0000-228.20-00	Deposit Refund	500.00
				$500.00
UNDERGROUND SERVICE ALERT OF SO CAL	920170128	221-8014-429.56-41	Contractual Srvc - Other	165.10
				$165.10
UNITED PACIFIC WASTE & RECYCLING	4/1-8/1/17	111-0000-115.30-20	Delinquent-L.A. Assessors	66,037.58
	4/1-8/1/17	111-0000-318.10-00	Franchise Fee	-9,905.64
	4/1-8/1/17	111-0000-395.10-00	Reimbursements	-6,603.76
	1904368	111-8027-431.56-59	Contract-Trash Collection	16,680.00
				$66,208.18
VALLARTA COLLISION & BODY SHOP INC.	1031	741-8060-431.43-20	Fleet Maintenance	1,367.89
				$1,367.89
VERIZON WIRELESS	9794647220	111-0110-411.53-10	Telephone & Wireless	307.80
	9794647220	111-0210-413.53-10	Telephone & Wireless	173.13
	9793706652	111-6010-419.53-10	Telephone & Wireless	158.65
	9794647220	111-6010-419.53-10	Telephone & Wireless	36.57
	9793706652	111-6010-451.56-41	Contractual Srvc - Other	38.01
	9793706652	111-8010-431.53-10	Telephone & Wireless	911.04
	9794647220	111-9010-419.53-10	Telephone & Wireless	25.23
				$1,650.43
VERONICA MACIAS	65637/66062	111-0000-347.20-00	Deposit Refund	135.00
				$135.00
VULCAN MATERIALS COMPANY	71597167	111-8010-431.61-21	Materials	175.77
	71600039	111-8010-431.61-21	Materials	82.91
	71603253	111-8010-431.61-21	Materials	411.76
				$670.44
WATER REPLENISHMENT DISTRICT OF	8/31/2017	681-8030-461.41-00	Water Purchase	126,500.40
				$126,500.40
WELLS FARGO	24323007T61AYT7	111-0110-411.66-05	Council Meeting Expenses	145.22
	24493988660ZSZ3	111-0210-413.59-15	Professional Development	33.09
	24445008800X1X9	111-8022-419.43-10	Buildings - O S & M	128.04
				$306.35
WELLS FARGO BANK-FIT	PPE 10/22/2017	802-0000-217.20-10	Federal W/Holding	58,222.12
				$58,222.12
WELLS FARGO BANK-MEDICARE	PPE 08/17/2017	802-0000-217.10-10	Medicare	247.62
	PPE 10/22/2017	802-0000-217.10-10	Medicare	7,075.42
				$7,323.04

CITY OF HUNTINGTON PARK
DEMAND REGISTER
11-7-2017

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
WELLS FARGO BANK-SIT	PPE 10/22/2017	802-0000-217.20-20	State W/Holding	18,528.37
				$18,528.37
WEST GOVERNMENT SERVICES	836949526	111-7030-421.56-41	Contractual Srvc - Other	600.00
	837035676	111-7030-421.56-41	Contractual Srvc - Other	54.75
				$654.75
WESTERN EXTERMINATOR COMPANY	5471707	111-8020-431.56-41	Contractual Srvc - Other	67.50
	5471707	111-8022-419.56-41	Contractual Srvc - Other	49.00
	5471707	111-8023-451.56-41	Contractual Srvc - Other	92.50
	5471707	111-8024-421.56-41	Contractual Srvc - Other	50.00
	5471707	535-8090-452.56-60	Contract Landscape Labor	139.50
				$398.50
WHITTIER FERTILIZER CO.	325050	535-8090-452.61-20	Dept Supplies & Expense	631.47
	325226	535-8090-452.61-20	Dept Supplies & Expense	1,431.18
	325496	535-8090-452.61-20	Dept Supplies & Expense	446.25
				$2,508.90
WILLDAN FINANCIAL SERVICES	010-35838	111-9010-419.56-41	Contractual Srvc - Other	200.00
	010-35837	535-8016-431.56-41	Contractual Srvc - Other	2,031.90
				$2,231.90
XEROX CORPORATION	090793955	111-8020-431.43-05	Office Equip - O S & M	158.31
	090793955	287-8055-432.61-20	Dept Supplies & Expense	158.31
	090793955	681-8030-461.61-20	Dept Supplies & Expense	158.31
				$474.93
				$1,749,960.37

CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE AWARD OF CONTRACT TO DE LA TORRE CONSTRUCTION SERVICES IN CONNECTION TO THE CITY'S LEAD BASED PAINT HAZARD CONTROL PROGRAM

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve contract with De La Torre Construction Services, for an amount not to exceed $7,950 to remediate lead-based paint hazards on a single-family unit located at 7323 Randolph Street; and

2. Authorize City Manager to execute contract and approve change orders in an amount not to exceed 10% of the total contract amount.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On August 27, 2015, The U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes and Lead Hazard Control awarded the City $1,676,997 in competitive grant funds to implement its Lead Based Paint Hazard Control Program over a three-year period. Through the program the City will be able to identify and remediate lead-based paint hazards in a total of 90 single and multi-family units occupied by low and very-low income families with children (under 6 years of age), and educate the community about lead poisoning prevention and healthy homes. The program provides eligible property owners grants averaging $15,900 per unit in single-family properties (owner or renter occupied), $9,000 per unit in multifamily rental properties, and $4,500 for vacant properties.

The owner residing at the single family property located at 7323 Randolph Street qualifies to participate in the program. The City received bids from three qualified contractors for the scope of work, and Alfredo De La Torre Construction was the lowest responsive bidder. The following table summarizes the bids received:

Contractor		Bid Amount
De La Torre	$	7,950
Sarahang	$	8,600
Vizions	$	10,295

Based on the bid analysis performed, Alfredo De La Torre Construction is considered to be the lowest qualified bidder for this project. Therefore, staff recommends that City Council approve the attached contracts and authorize the City Manager to approve change orders not to exceed 10% of the total contract amount.

Scope of Work under the Lead Based Paint Program

The general scope of work eligible under the program is comprised of the following:

1. Removal of all paint friction portions of lead-laden interior and exterior components (i.e. doors, windows and floors) that tests positive for lead based paint

2. Removal of all loose and peeling paint from interior and exterior components (i.e. door, door frames, window frames, eaves, rafters, fascia, columns, ceilings, walls, etc.) that tests positive for lead based paint

3. Removal of lead positive dust from all floors window sills and window wells positive for lead based paint

4. Interim control measures through removal of soil that tests positive for lead above regulatory limits.

5. Window replacement that tests positive for lead based paint

6. Paint/color match interior and exterior treated areas

7. Healthy homes interventions focusing on allergen reduction, moisture control, pest management, and injury prevention

FISCAL IMPACT/FINANCING

The contract will be fully paid through the City's Lead Based Paint Grant Program. Funding for this program was approved in the City's FY 2017-18 Adopted Budget under account number 246-5098-463.73-10 for a total of $350,000. No additional budget appropriation is required.

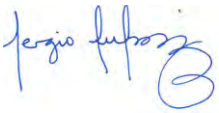
CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager



SERGIO INFANZON
Community Development Director

ATTACHMENT(S)

A. Bid Evaluation
B. Draft contract for the Lead Based Paint Hazard Control Program

ATTACHMENT “A”

CITY OF HUNTINGTON PARK Lead Based Paint Grant Program
Bid Evaluation
7323 Randolph

	ITEM	DE LA TORRE	Sarahang	VIZION'S
	LBPH			
1	Interior/exterior door frame at kitchen	700	600	550
2	Roof trim	2,200	3,000	2,800
3	Beams at front porch	350	800	90
4	Exterior door frame to garage	450	400	75
5	Eaves on garage	1,500	1,500	1,050
10	clean floor, window sills and window wells	1,200	800	2,850
11	waste disposal	700	500	350
	Subtotal	**$ 7,100**	**$ 7,600**	**$ 7,765**
	Healthy Homes			
1	Smoke & Carbon Monoxide Detectors	175	300	190
2	Ground fault circuit interceptors	650	400	2,250
3	Cover hole at front wall/porch	25	300	90
	Subtotal	**$ 850**	**$ 1,000**	**$ 2,530**
	TOTAL	**$ 7,950**	**$ 8,600**	**$ 10,295**

ATTACHMENT “B”

LEAD HAZARD CONTROL PROGRAM

This Agreement, is made and entered into this **7th day of November 2017**, by and between City of Huntington Park (hereinafter "Grantor") **Deborah Zamora** (hereinafter "Owner and Grantee") and **Alfredo De La Torre Construction Services** (hereinafter "Contractor"), bearing California Contractor's License No.789226.

RECITALS

A. The City of Huntington Park has established the Lead Hazard Control Program (the "Program") pursuant to which the City makes grants for lead abatement purposes to a qualified person or persons in accordance with the income and household size requirements of the Program.

B. The tenants residing at the property are deemed Qualified Persons who have received a grant under the Program for use in connection with the Program guidelines for lead contaminated single and multi-family occupied by Owner or renter located on certain real property known as **3723 Randolph Street,** Huntington Park, California 90255 ("Property").

C. City has selected Contractor to perform the work proposed for the Property and Contractor has represented that he is properly licensed and fully qualified to perform the work upon the terms and conditions set forth in this Agreement;

NOW, THEREFORE, the parties, in consideration of the mutual covenants below and for valuable consideration, the adequacy is acknowledged, agree as follows:

1. Description of Project and Description of the Significant Materials to Be Used and Equipment to Be Installed. Contractor shall furnish all labor, services and materials necessary to construct and complete in a good, workmanlike and prompt manner, the work described on plans and/or specifications attached hereto and incorporated herein by this reference as Exhibit A at the Property ("Work"). Contractor agrees to perform such work in accordance with this Agreement, all applicable laws, including Federal Standard Labor Provisions and Prevailing Wage Laws as applicable, and the City of Huntington Park's Rehabilitation Standards and Specifications.

2. Execution of Agreement. Owner has executed this contract November 7, 2017**.** The Owner may cancel this contract at any time prior to midnight on the third day after the date of this transaction by providing to Contractor a notice of Cancellation to be mailed to Contractor oat the address set forth in section 28 of this contract.

3. Work Write-Up, Specifications and Drawings. The Contractor has carefully compared and studied the work write-up, rehabilitation specifications, and drawings. Any part of the work or any item not specifically set forth in the work write-up or

DRAFT

drawings but which is necessary for the proper completion of the work and which is not specifically excluded from the Contract shall be supplied and set in place at the expense of the Contractor as though it had been shown on the drawings or mentioned in the work write-up.

4. Contract Price. For the Work described in this Agreement included as Exhibit A, Contractor shall receive an amount not to exceed Seven Thousand Nine Hundred and Fifty Dollars ($7,950)

5. Progress Payments. Progress payments for the Work are to be made by the City to Contractor, upon City's approval of completion of the Work as to each indicated stage as follows:

Contractor shall submit an invoice for progress payments for Work completed in such detail as required by the City. Within twenty days after receipt of a properly submitted invoice, a progress payment shall be made to Contractor. In connection with each progress payment, five percent (5%) of all sums otherwise due to Contractor for work performed shall be retained. By submitting an invoice to the City, Contractor makes the following representations to the City: that to the best of Contractor's knowledge, information and belief, the design and construction have progressed to the point indicated; that the quality of the portion of the Work covered by the invoice is in accordance with the Work Write-Up; and that Contractor is entitled to payment in the amount requested.

Payments shall be made directly to the Contractor by the City. The City retains the right to approve all payments described in this Contract, as amended, and shall have the right to withhold its approval of any payment of funds requested by the Contractor, if in its determination such payment would be in violation of the terms of this Agreement.

Contractor shall pay each subcontractor from payments received from the City, and Contractor's payments to subcontractors shall be made promptly after receipt of payment from the City. The City nor Owner shall have an obligation or requirement to pay a subcontractor of Contractor.

Contractor warrants that: (1) title to the portions of the Work, materials and equipment covered by a payment invoice shall pass to the City, either by incorporation in construction or upon receipt of payment by Contractor, whichever occurs first; (2) the portions of the Work, materials and equipment covered by a previous payment application are free and clear of liens, claims, security interests or encumbrances (collectively referred to as "liens" hereinafter); and (3) no portion of the Work, materials or equipment covered by a payment application will have been acquired by Contractor, or any other person performing construction at the project site or furnishing materials or equipment for the Work.

DRAFT

Final payment constituting the entire unpaid balance due and any amount retained, shall be paid to Contactor upon receipt of Contractor's final invoice for payment when the Work has been completed, this Contract has been fully performed and all applicable lien periods have expired, except for those responsibilities of Contractor that survive final payment and provided that no liens have been filed, and all lien released have been submitted and a notice of completion has been recorded. Contractor agrees that the work shall be completed free from any and all liens and claims of artisans, materials, suppliers, subcontractors, laborers and any other party.

The schedule of progress payments must specifically describe each phase of work, including the type and amount of work or services scheduled to be supplied in each phase, along with the amount of each proposed progress payment. IT IS AGAINST THE LAW FOR A CONTRACTOR TO COLLECT PAYMENT FOR WORK NOT YET COMPLETED OR FOR MATERIALS NOT YET DELIVERED. HOWEVER, A CONTRACTOR MAY REQUIRE A DOWN PAYMENT.

6. Warranty. Contractor hereby warrants that all labor and materials provided in conjunction with this Agreement, or under any change orders which may be made in conjunction with this Agreement, shall meet the accepted standards of the trade. Contractor specifically warrants that any such defects which are found within one year from the date of completion of this contract shall be repaired or replaced, at Contractors option, at no expense to the Owner.

7. Approximate Start Date and Approximate Completion Date. The Work shall commence within **five (5)** calendar days of receipt of written notice from City to Contractor to proceed ("Notice to Proceed") and the Work shall be substantially completed within **10** calendar days thereafter. This schedule is subject to any unforeseen delays which are not in anyway, the fault of the Contractor, and which are caused by acts of god. The above stated substantial completion schedule shall be substantially adhered to during the term of this Contract unless Owner and Contractor agree in writing that a schedule modification is appropriate.

The term "substantial completion" as used herein, shall be defined as completion of the work suitable to meet the requirements of the issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy by the City of Huntington Park and/or approval of the Owner if no Certificate of Occupancy is required of the improvement contemplated by this Agreement.

8. Inspection. The City of Huntington Park and their designees ("City") shall have the right to inspect all work performed under this Contract. The Contractor and Owner will take all steps necessary to assure that the City are permitted to examine and inspect the Property, and all contracts, materials, equipment, payrolls, and conditions of employment pertaining to the work, including all relevant data and records. By such inspection, the City assumes no responsibility to the Owner for defective material or work under this Agreement or to either party for any breach of this Contract by the other. However, the City may determine whether or not work by

DRAFT

Contractor on the project is in compliance with the plans and specifications. The City may determine the adequacy of Contractor's methods, plans and appurtenances and make such directions relative to sufficiency of forces as may be reasonably necessary to insure proper and continuous execution of work. The City may stop the work of Contractor if necessary to prevent improper execution and may determine the amount, quality, and fitness of the several kinds of work and materials. The City may reject all work and materials that do not conform to the requirements of this Agreement. All instructions, rulings, and decisions of the City of Huntington Park shall be binding on Owner and Contractor when delivered or mailed to Owner or Contractor in writing.

9. Lead Based Paint Clearance. Upon Completion of work performed by the contractor the City is to retain an Environmental Consultant to conduct a Lead Based Paint Clearance Inspection. Funds are to be released to the Contractor upon issue of Hazard Reduction Notice. In the event the work performed by the Contractor fails to pass clearance, Contractor agrees to re-clean spaces that failed until clearance is achieved. City is to deduct funds from Contractor's Contract Price equal to costs for each occasion that sampled areas fail clearance.

10. List of Documents to be Incorporated into the Contract. The following documents shall be deemed, for all purposes, the contract documents applicable to the work to be performed by Contractor pursuant hereto:

a. This Agreement;
b. The plans and specifications, which are attached hereto as Exhibit A.
c. Notice inviting proposals, if any; and
d. The proposal by Contractor.

11. Assignment. Contractor shall not assign the performance of this Contract, or any party thereof, nor any monies due hereunder, without the prior written consent of the Owner and the City of Huntington Park.

12. Insurance Requirements. Contractor shall take out and maintain in full force during the term of this contract, the following insurance coverage.

a. Workers' Compensation Insurance in minimum amounts required by law for all employees.

b. General Comprehensive Liability Insurance coverage in minimum amounts of $1,000,000.00, covering injury to person and/or property, including, but not limited to injury to the person of Owner or damage to his property.
Contractor shall supply City with certificates of insurance, evidencing the existence of such insurance and each certificate shall contain a provision that the said policies represented by such certificates cannot be canceled; except upon 30 days prior written notice to City of such cancellation. In the event that such insurance is canceled; City may direct Contractor to cease all activities pursuant to this

DRAFT

Agreement, or, in the alternative, at Owner's discretion, obtain such insurance coverage in the name of Contractor, and deduct the costs of such premiums from such sums as may be due to Contractor. The Owner and City shall be named as additional insureds on the general comprehensive liability insurance coverage.

Contractor carries commercial general liability insurance written by Fairbanks Insurance Brokers, Inc. (949) 595-0284

13. Indemnification. The Contractor and Owner agrees to defend, indemnify, protect and hold harmless the City of Huntington Park and the City of Huntington Park Community Development Commission, their officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind, including claims for injury to or death of persons, or damage to property arising out of Contractor's negligent or wrongful acts or omissions in performing or failing to perform under the terms of this Agreement.

14. Performance and Labor and Material Bonds. [Check Provision if Applicable]

___ Prior to commencement of the work, Contractor shall provide the City with a Performance Bond in the amount of the Contract and a Labor and Materials Bond in the amount of the Contract from a surety acceptable to the City.

15. Cooperation of Owner. While this Agreement is in force, Owner and or Renter shall permit Contractor to use existing utilities such as light, heat, power and water to carry out and complete the work, and shall cooperate with Contractor to facilitate the performance of the work, including the removal and replacement of rugs, draperies, coverings, furniture, etc., as necessary.

16. Protection. The Contractor shall at all times provide protection to persons and property against weather, rain, wind, storms and heat and all activities associated with the work performed in conjunction with this Agreement so as to maintain the entire premises and all work, materials, apparatus and fixtures free from injury or damage. At the end of a day's work, all new work, and the premises, likely to be damaged shall be protected and/or secured. Any work or any portion of the premises damaged by failure to provide protection as required above shall be replaced or repaired at Contractor's expense.

17. Project Insurance. The Contractor will procure, at his expense, “builder’s all risk” course of construction insurance covering one hundred percent (100%) replacement cost of the completed work to be performed under this Contract and such other insurance to protect against fire, vandalism and malicious mischief pertaining to construction of the project.

18. Change Orders. No change in work, as described in the work write-up, specifications and drawings, shall be made except upon the mutual written consent of

DRAFT

Owner, Contractor and the City of Huntington Park. Contractor shall not be entitled to any compensation for any extra work unless such written agreement is made and entered into. Such agreement shall describe the nature of the extra work, the estimated time for completion thereof, and the terms of compensation to be paid to Contractor for the performance of the same.

19. Note about Extra Work and Change Orders. Extra Work and Change Orders become part of the contract once the order is prepared in writing ad signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments.

20. Real Property Liens. Contractor shall pay promptly all valid bills and charges for material, labor or otherwise in connection with or arising out of the construction of the improvements on the Property and will hold Owner of the property free and harmless against all liens and claims of lien for labor and material, or either of them, filed against the property or any part thereof, and from and against all expense and liability in connection therewith, including, but not limited to; court costs and attorney's fees resulting or arising there from. Should any liens or claims of lien be filed for record against the property, or should Owner receive notice of any unpaid bill or charge in connection with the construction, Contractor shall forthwith either pay and discharge the same and cause the same to be released of record, or shall furnish Owner with proper indemnity either by of satisfactory corporate surety bond or satisfactory title policy, which indemnity shall also be subject to approval of lien holder.

21. Equal Opportunity Provision. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion or national origin.

Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

DRAFT

22. Cleanup. Upon completion of the work contemplated by this Agreement, the Contractor shall cause all debris resulting from such construction to be removed from the Owner's property and shall leave the Owner's property in a neat and broom-clean condition.

23. Contactor's Affidavit. After the completion of the work contemplated by this Contract, Contractor shall file with the City his affidavit stating that all workmen and persons employed, all firms supplying materials, and all subcontractors on the work have been paid in full, and that there are no claims outstanding against the project for either labor or materials, except certain items, if any, to be set forth in an affidavit covering disputed claims or items in connection with a Stop Notice which has been filed under the provisions of the laws of the State of California.

24. Suspension or Termination of Contract. The Owner may at any time, for any reason, with or without cause, suspend or terminate this Contract, or any portion hereof, by serving upon the Contractor at least five (5) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the Owner suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

In the event this Agreement is terminated pursuant to this Section, the Owner shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the Owner. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 2.

25. Automatic Termination. This Agreement is contingent upon the funding of the grant necessary to fund the payment of all costs, provided for under this agreement. Failure to obtain such funding for whatever reason shall cause this Agreement to be automatically terminated.

26. Discrimination. Contractor represents that it has not, and agrees that it will not, discriminate in its employment practices on the basis of race, creed, religion, national origin, color, sex, age, or handicap.

27. Attorney's Fees. In the event of litigation between the parties arising out of or connected with this Agreement, the prevailing party in such litigation shall be entitled to recover, in addition to any other amounts, reasonable attorney's fees and costs of such litigation, if awarded by the court.

28. Authority to Execute this Agreement. The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

DRAFT

29. Notices. Notices pursuant to this Agreement shall be given by personal service on the person to be noticed, or by deposit in the custody of the United States Postal Service, of an envelope containing the notices, sealed and postage pre-paid, addressed as follows:

Owner: Deborah Zamora
7323 Randolph Street
Huntington Park, CA 90255

Contractor: Alfredo De La Torre
2630 Cudahy Street
Huntington Park, CA 90255

30. Lead Based Paint. Contractor and Owner agree that the use of any lead based paints is strictly prohibited and shall not be used on this project.

31. Disputes. Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties, including but not limited to submission to non-binding mediation if agreed upon by both parties. If the parties agree to non-binding mediation, any disputes under this Agreement shall be submitted to mediation to the American Arbitration Association ("AAA") and shall be conducted under the rules of AAA for non-binding mediation of commercial disputes. Mediation shall take place in Los Angeles County unless both parties agree to an alternate location. If such dispute is submitted to non-binding mediation, neither party may commence litigation with respect to the matters submitted to mediation until after the completion of the initial mediation session, or forty-five (45) days after the date of filing the written request for mediation, whichever occurs first. The provisions of this Section may be enforced by any court of competent jurisdiction.

32. Contractor Eligibility. Contractor hereby warrants and states that Contractor is eligible for award of a contract receiving Federal assistance. Further Contractor agrees only eligible subcontractors, who have certified eligibility in written contracts containing Federal Labor Standard Provisions, if applicable, shall be awarded subcontracts in connection with the work described herein.

33. Conflicts of Interest. Contractor hereby warrants and states that none of the following have any interest or benefit, direct or indirect, in this Agreement:

a. Any officer or employee of the City who exercises any function or responsibility in connection with administration of the Lead Hazard Control Program, or any member of the governing body of the City.

b. Any member of the governing body of the locality [as defined by 24 CFR 510.4(m)].

c. Any member of or delegate to the Congress of the United States.

DRAFT

d. Any Resident Commissioner.
e. Any person employed by HUD at a grade level of GS-9 or above.

34. Consumer Notice—Performance of Extra or Change-Order Work Notice.

A contractor is not required to perform additional work or changes without written approval in a "change Order" before any of the new work is stated.

(i) The scope of work encompassed by the order.
(ii) The amount to be added or subtracted from the contract.
(iii) The effect the order will make in the progress payments or the completion date.

The Contractors failure to comply with the requirements of this section does not preclude the recover of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

35. Three Day Right to Cancel.

The law requires that the Contractor give you a notice explaining your right to cancel. Initial the box if the contractor has given you a "notice of the Three-Day Right to Cancel."

36. Entire Agreement. This Contract and its exhibits, contain the entire understanding between the parties relating to the obligations of the parties described therein. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Contract and shall be of no further force or effect. Each party is entering into this Contract based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

//
//
//
//

DRAFT

Parties have caused this Agreement to be executed as follows:

OWNER

_____
Signature

_____
Name

_____
Signature

_____
Name

CONTRACTOR

_____
Signature

UNDER THE REQUIREMENTS OF STATE CONTRACTOR LAW THE OWNER OR TENANT HAS THE RIGHT TO REQUIRE THE CONTRACTOR TO HAVE A PERFORMANCE AND PAYMENT BOND.

YOU ARE ENTITLED TO A COMPLETELY FILLED IN COPY OF THIS AGREEMENT, SIGNED BY BOTH YOU AND THE CONTRACTOR, BEFORE ANY WORK MAY BE STARTED.

THE ABOVE AGREEMENT HAS BEEN REVIEWED AND APPROVED AS TO FORM BY THE CITY OF HUNTINGTON PARK.

_____ _____
Ricardo Reyes, Acting City Manager Date

DRAFT

EXHIBIT A
Lead Based Paint Abatement & Healthy Homes Specifications

	ITEM	DE LA TORRE
	LBPH	
1	Interior/exterior door frame at kitchen	700
2	Roof trim	2,200
3	Beams at front porch	350
4	Exterior door frame to garage	450
5	Eaves on garage	1,500
10	clean floor, window sills and window wells	1,200
11	waste disposal	700
	Subtotal	**$ 7,100**
	Healthy Homes	
1	Smoke & Carbon Monoxide Detectors	175
2	Ground fault circuit interceptors	650
3	Cover hole at front wall/porch	25
	Subtotal	**$ 850**
	TOTAL	**$ 7,950**

DRAFT

CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE AWARD OF CONTRACT TO SARAHANG CONSTRUCTION IN CONNECTION TO THE CITY'S LEAD BASED PAINT HAZARD CONTROL PROGRAM

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve contract with Sarahang Construction, for an amount not to exceed $6,800 to remediate lead-based paint hazards on a single-family unit located at 6312 Arbutus Avenue; and

2. Authorize City Manager to execute contract and approve change orders in an amount not to exceed 10% of the total contract amount.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On August 27, 2015, The U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes and Lead Hazard Control awarded the City $1,676,997 in competitive grant funds to implement its Lead Based Paint Hazard Control Program over a three-year period. Through the program the City will be able to identify and remediate lead-based paint hazards in a total of 90 single and multi-family units occupied by low and very-low income families with children (under 6 years of age), and educate the community about lead poisoning prevention and healthy homes. The program provides eligible property owners grants averaging $15,900 per unit in single-family properties (owner or renter occupied), $9,000 per unit in multifamily rental properties, and $4,500 for vacant properties.

The tenant residing at the single family property located at 6312 Arbutus Avenue qualifies to participate in the program. The City received bids from three qualified contractors for the scope of work, and Sarahang Construction, Inc. was the lowest responsive bidder. The following table summarizes the bids received:

Contractor		Bid Amount
Sarahang	$	6,800
De La Torre	$	10,650
Vizions	$	14,745

Based on the bid analysis performed, Sarahang Construction, Inc. is considered to be the lowest qualified bidder for this project. Therefore, staff recommends that City Council approve the attached contracts and authorize the City Manager to approve change orders not to exceed 10% of the total contract amount.

Scope of Work under the Lead Based Paint Program

The general scope of work eligible under the program is comprised of the following:

1. Removal of all paint friction portions of lead-laden interior and exterior components (i.e. doors, windows and floors) that tests positive for lead based paint

2. Removal of all loose and peeling paint from interior and exterior components (i.e. door, door frames, window frames, eaves, rafters, fascia, columns, ceilings, walls, etc.) that tests positive for lead based paint

3. Removal of lead positive dust from all floors window sills and window wells positive for lead based paint

4. Interim control measures through removal of soil that tests positive for lead above regulatory limits.

5. Window replacement that tests positive for lead based paint

6. Paint/color match interior and exterior treated areas

7. Healthy homes interventions focusing on allergen reduction, moisture control, pest management, and injury prevention

FISCAL IMPACT/FINANCING

The contract will be fully paid through the City's Lead Based Paint Grant Program. Funding for this program was approved in the City's FY 2017-18 Adopted Budget under account number 246-5098-463.73-10 for a total of $350,000. No additional budget appropriation is required.

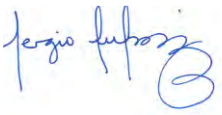
CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager



SERGIO INFANZON
Community Development Director

ATTACHMENT(S)

A. Bid Evaluation
B. Draft contract for the Lead Based Paint Hazard Control Program

ATTACHMENT “A”

CITY OF HUNTINGTON PARK Lead Based Paint Grant Program
Bid Evaluation
6312 Arbutus

	ITEM	DE LA TORRE	Sarahang	VIZION'S
	LBPH			
1	Interior/exterior door frame at kitchen	550	300	250
2	Interior louvered window frame in kitchen	450	500	95
3	Interior cabinet doors and frames in nook	2,800	1,200	4,950
4	Exterior door frames and threshold to living room	550	300	250
5	Exterior window components	2,800	2,500	4,950
6	Exterior wood wals	-	-	n/a
7	Roof Trim	-	-	n/a
8	corner boards	-	-	140
9	access panel on north side	450	400	90
10	clean floor, window sills and window wells	1,500	500	1,150
11	waste disposal	700	500	350
	Subtotal	**$ 9,800**	**$ 6,200**	**$ 12,225**
	Healthy Homes			
1	Smoke & Carbon Monoxide Detectors	175	300	270
2	Ground fault circuit interceptors	650	300	2,250
3	Replace damaged exterior wood siding and paint to match	25		
	Subtotal	**$ 850**	**$ 600**	**$ 2,520**
	TOTAL	**$ 10,650**	**$ 6,800**	**$ 14,745**

ATTACHMENT “B”

LEAD HAZARD CONTROL PROGRAM

This Agreement, is made and entered into this **7th day of November, 2017**, by and between the City of Huntington Park (hereinafter "City") Agustin **Brambila** (hereinafter "Owner") and **Sarahang Construction, Inc.** (hereinafter "Contractor"), bearing California Contractor's License No 897724.

RECITALS

A. The City of Huntington Park has established the Lead Hazard Control Program (the "Program") pursuant to which the City makes grants for lead abatement purposes to a qualified person or persons in accordance with the income and household size requirements of the Program.

B. The tenants residing at the property are deemed Qualified Persons who have received a grant under the Program for use in connection with the Program guidelines for lead contaminated single and multi-family occupied by Owner or renter located on certain real property known as **6312 Arbutus Avenue,** Huntington Park, California 90255 ("Property").

C. City has selected Contractor to perform the work proposed for the Property and Contractor has represented that he is properly licensed and fully qualified to perform the work upon the terms and conditions set forth in this Agreement;

NOW, THEREFORE, the parties, in consideration of the mutual covenants below and for valuable consideration, the adequacy is acknowledged, agree as follows:

1. Description of Project and Description of the Significant Materials to Be Used and Equipment to Be Installed. Contractor shall furnish all labor, services and materials necessary to construct and complete in a good, workmanlike and prompt manner, the work described on plans and/or specifications attached hereto and incorporated herein by this reference as Exhibit A at the Property ("Work"). Contractor agrees to perform such work in accordance with this Agreement, all applicable laws, including Federal Standard Labor Provisions and Prevailing Wage Laws as applicable, and the City of Huntington Park's Rehabilitation Standards and Specifications.

2. Execution of Agreement. Owner has executed this contract on **November 7, 2017.** The Owner may cancel this contract at any time prior to midnight on the third day after the date of this transaction by providing to Contractor a notice of Cancellation to be mailed to Contractor at the address set forth in section 29 of this contract.

3. Work Write-Up, Specifications and Drawings. The Contractor has carefully compared and studied the work write-up, rehabilitation specifications, and drawings. Any part of the work or any item not specifically set forth in the work write-up or

DRAFT

drawings but which is necessary for the proper completion of the work and which is not specifically excluded from the Contract shall be supplied and set in place at the expense of the Contractor as though it had been shown on the drawings or mentioned in the work write-up.

4. Contract Price. For the Work described in this Agreement, Contractor shall receive an amount not to exceed Six Thousand and Eight Hundred Dollars ($6,800)

5. Progress Payments. Progress payments for the Work are to be made by the City to Contractor, upon City's approval of completion of the Work. Contractor shall submit an invoice for progress payments for Work completed in such detail as required by the City. Within twenty days after receipt of a properly submitted invoice, a progress payment shall be made to Contractor. In connection with each progress payment, five percent (5%) of all sums otherwise due to Contractor for work performed shall be retained. By submitting an invoice to the City, Contractor makes the following representations to the City: that to the best of Contractor's knowledge, information and belief, the design and construction have progressed to the point indicated; that the quality of the portion of the Work covered by the invoice is in accordance with the Work Write-Up; and that Contractor is entitled to payment in the amount requested.

Payments shall be made directly to the Contractor by the City. The City retains the right to approve all payments described in this Contract, as amended, and shall have the right to withhold its approval of any payment of funds requested by the Contractor, if in its determination such payment would be in violation of the terms of this Agreement.

Contractor shall pay each subcontractor from payments received from the City, and Contractor's payments to subcontractors shall be made promptly after receipt of payment from the City. The City nor Owner shall have an obligation or requirement to pay a subcontractor of Contractor.

Contractor warrants that: (1) title to the portions of the Work, materials and equipment covered by a payment invoice shall pass to the City, either by incorporation in construction or upon receipt of payment by Contractor, whichever occurs first; (2) the portions of the Work, materials and equipment covered by a previous payment application are free and clear of liens, claims, security interests or encumbrances (collectively referred to as "liens" hereinafter); and (3) no portion of the Work, materials or equipment covered by a payment application will have been acquired by Contractor, or any other person performing construction at the project site or furnishing materials or equipment for the Work.

Final payment constituting the entire unpaid balance due and any amount retained, shall be paid to Contactor upon receipt of Contractor's final invoice for payment when the Work has been completed, this Contract has been fully performed and all applicable lien periods have expired, except for those responsibilities of Contractor

DRAFT

that survive final payment and provided that no liens have been filed, and all lien released have been submitted and a notice of completion has been recorded. Contractor agrees that the work shall be completed free from any and all liens and claims of artisans, materials, suppliers, subcontractors, laborers and any other party.

The schedule of progress payments must specifically describe each phase of work, including the type and amount of work or services scheduled to be supplied in each phase, along with the amount of each proposed progress payment. IT IS AGAINST THE LAW FOR A CONTRACTOR TO COLLECT PAYMENT FOR WORK NOT YET COMPLETED OR FOR MATERIALS NOT YET DELIVERED. HOWEVER, A CONTRACTOR MAY REQUIRE A DOWN PAYMENT.

6. Warranty. Contractor hereby warrants that all labor and materials provided in conjunction with this Agreement, or under any change orders which may be made in conjunction with this Agreement, shall meet the accepted standards of the trade. Contractor specifically warrants that any such defects which are found within one year from the date of completion of this contract shall be repaired or replaced, at Contractors option, at no expense to the Owner.

7. Approximate Start Date and Approximate Completion Date. The Work shall commence within **five (5)** calendar days of receipt of written notice from City to Contractor to proceed ("Notice to Proceed") and the Work shall be substantially completed within **21** calendar days thereafter. This schedule is subject to any unforeseen delays which are not in anyway, the fault of the Contractor, and which are caused by acts of god. The above stated substantial completion schedule shall be substantially adhered to during the term of this Contract unless Owner and Contractor agree in writing that a schedule modification is appropriate.

The term "substantial completion" as used herein, shall be defined as completion of the work suitable to meet the requirements of the issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy by the City of Huntington Park and/or approval of the Owner if no Certificate of Occupancy is required of the improvement contemplated by this Agreement.

8. Inspection. The City of Huntington Park and their designees ("City") shall have the right to inspect all work performed under this Contract. The Contractor and Owner will take all steps necessary to assure that the City are permitted to examine and inspect the Property, and all contracts, materials, equipment, payrolls, and conditions of employment pertaining to the work, including all relevant data and records. By such inspection, the City assumes no responsibility to the Owner for defective material or work under this Agreement or to either party for any breach of this Contract by the other. However, the City may determine whether or not work by Contractor on the project is in compliance with the plans and specifications. The City may determine the adequacy of Contractor's methods, plans and appurtenances and make such directions relative to sufficiency of forces as may be reasonably necessary to insure proper and continuous execution of work. The City may stop the

DRAFT

work of Contractor if necessary to prevent improper execution and may determine the amount, quality, and fitness of the several kinds of work and materials. The City may reject all work and materials that do not conform to the requirements of this Agreement. All instructions, rulings, and decisions of the City of Huntington Park shall be binding on Owner and Contractor when delivered or mailed to Owner or Contractor in writing.

9. Lead Based Paint Clearance. Upon Completion of work performed by the contractor the City is to retain an Environmental Consultant to conduct a Lead Based Paint Clearance Inspection. Funds are to be released to the Contractor upon issue of Hazard Reduction Notice. In the event the work performed by the Contractor fails to pass clearance, Contractor agrees to re-clean spaces that failed until clearance is achieved. City is to deduct funds from Contractor's Contract Price equal to costs for each occasion that sampled areas fail clearance.

10. List of Documents to be Incorporated into the Contract. The following documents shall be deemed, for all purposes, the contract documents applicable to the work to be performed by Contractor pursuant hereto:

a. This Agreement;
b. The plans and specifications, which are attached hereto as Exhibit A.
c. Notice inviting proposals, if any; and
d. The proposal by Contractor.

11. Assignment. Contractor shall not assign the performance of this Contract, or any party thereof, nor any monies due hereunder, without the prior written consent of the Owner and the City of Huntington Park.

12. Insurance Requirements. Contractor shall take out and maintain in full force during the term of this contract, the following insurance coverage.

a. Workers' Compensation Insurance in minimum amounts required by law for all employees.

b. General Comprehensive Liability Insurance coverage in minimum amounts of $1,000,000.00, covering injury to person and/or property, including, but not limited to injury to the person of Owner or damage to his property.

Contractor shall supply City with certificates of insurance, evidencing the existence of such insurance and each certificate shall contain a provision that the said policies represented by such certificates cannot be canceled; except upon 30 days prior written notice to City of such cancellation. In the event that such insurance is canceled; City may direct Contractor to cease all activities pursuant to this Agreement, or, in the alternative, at Owner's discretion, obtain such insurance coverage in the name of Contractor, and deduct the costs of such premiums from such sums as may be due to Contractor. The Owner and City shall be named as additional insureds on the general comprehensive liability insurance coverage.

DRAFT

Contractor carries commercial general liability insurance written by Ferrante Insurance Services, Inc. 925-674-1755

13. Indemnification. The Contractor and Owner agrees to defend, indemnify, protect and hold harmless the City of Huntington Park and the City of Huntington Park Community Development Commission, their officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind, including claims for injury to or death of persons, or damage to property arising out of Contractor's negligent or wrongful acts or omissions in performing or failing to perform under the terms of this Agreement.

14. Performance and Labor and Material Bonds. [Check Provision if Applicable]

___ Prior to commencement of the work, Contractor shall provide the City with a Performance Bond in the amount of the Contract and a Labor and Materials Bond in the amount of the Contract from a surety acceptable to the City.

15. Cooperation of Owner. While this Agreement is in force, Owner and or Renter shall permit Contractor to use existing utilities such as light, heat, power and water to carry out and complete the work, and shall cooperate with Contractor to facilitate the performance of the work, including the removal and replacement of rugs, draperies, coverings, furniture, etc., as necessary.

16. Protection. The Contractor shall at all times provide protection to persons and property against weather, rain, wind, storms and heat and all activities associated with the work performed in conjunction with this Agreement so as to maintain the entire premises and all work, materials, apparatus and fixtures free from injury or damage. At the end of a day's work, all new work, and the premises, likely to be damaged shall be protected and/or secured. Any work or any portion of the premises damaged by failure to provide protection as required above shall be replaced or repaired at Contractor's expense.

17. Project Insurance. The Contractor will procure, at his expense, “builder’s all risk” course of construction insurance covering one hundred percent (100%) replacement cost of the completed work to be performed under this Contract and such other insurance to protect against fire, vandalism and malicious mischief pertaining to construction of the project.

18. Change Orders. No change in work, as described in the work write-up, specifications and drawings, shall be made except upon the mutual written consent of Owner, Contractor and the City of Huntington Park. Contractor shall not be entitled to any compensation for any extra work unless such written agreement is made and entered into. Such agreement shall describe the nature of the extra work, the

DRAFT

estimated time for completion thereof, and the terms of compensation to be paid to Contractor for the performance of the same.

19. Note about Extra Work and Change Orders. Extra Work and Change Orders become part of the contract once the order is prepared in writing ad signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments.

20. Real Property Liens. Contractor shall pay promptly all valid bills and charges for material, labor or otherwise in connection with or arising out of the construction of the improvements on the Property and will hold Owner of the property free and harmless against all liens and claims of lien for labor and material, or either of them, filed against the property or any part thereof, and from and against all expense and liability in connection therewith, including, but not limited to; court costs and attorney's fees resulting or arising there from. Should any liens or claims of lien be filed for record against the property, or should Owner receive notice of any unpaid bill or charge in connection with the construction, Contractor shall forthwith either pay and discharge the same and cause the same to be released of record, or shall furnish Owner with proper indemnity either by of satisfactory corporate surety bond or satisfactory title policy, which indemnity shall also be subject to approval of lien holder.

21. Equal Opportunity Provision. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion or national origin.

Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

22. Cleanup. Upon completion of the work contemplated by this Agreement, the Contractor shall cause all debris resulting from such construction to be removed from the Owner's property and shall leave the Owner's property in a neat and broom-clean condition.

DRAFT

23. Contactor's Affidavit. After the completion of the work contemplated by this Contract, Contractor shall file with the City his affidavit stating that all workmen and persons employed, all firms supplying materials, and all subcontractors on the work have been paid in full, and that there are no claims outstanding against the project for either labor or materials, except certain items, if any, to be set forth in an affidavit covering disputed claims or items in connection with a Stop Notice which has been filed under the provisions of the laws of the State of California.

24. Suspension or Termination of Contract. The Owner may at any time, for any reason, with or without cause, suspend or terminate this Contract, or any portion hereof, by serving upon the Contractor at least five (5) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the Owner suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

In the event this Agreement is terminated pursuant to this Section, the Owner shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the Owner. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 2.

25. Automatic Termination. This Agreement is contingent upon the funding of the grant necessary to fund the payment of all costs, provided for under this agreement. Failure to obtain such funding for whatever reason shall cause this Agreement to be automatically terminated.

26. Discrimination. Contractor represents that it has not, and agrees that it will not, discriminate in its employment practices on the basis of race, creed, religion, national origin, color, sex, age, or handicap.

27. Attorney's Fees. In the event of litigation between the parties arising out of or connected with this Agreement, the prevailing party in such litigation shall be entitled to recover, in addition to any other amounts, reasonable attorney's fees and costs of such litigation, if awarded by the court.

28. Authority to Execute this Agreement. The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

29. Notices. Notices pursuant to this Agreement shall be given by personal service on the person to be noticed, or by deposit in the custody of the United States Postal Service, of an envelope containing the notices, sealed and postage pre-paid, addressed as follows:

DRAFT

Owner:	Agustin Brambila
	6312 ½ Arbutus Avenue.
	Huntington Park, CA 90255
Contractor:	Sarahang Construction, Inc
	11905 Darlene Ln
	Moorpark, CA 93025

30. Lead Based Paint. Contractor and Owner agree that the use of any lead based paints is strictly prohibited and shall not be used on this project.

31. Disputes. Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties, including but not limited to submission to non-binding mediation if agreed upon by both parties. If the parties agree to non-binding mediation, any disputes under this Agreement shall be submitted to mediation to the American Arbitration Association ("AAA") and shall be conducted under the rules of AAA for non-binding mediation of commercial disputes. Mediation shall take place in Los Angeles County unless both parties agree to an alternate location. If such dispute is submitted to non-binding mediation, neither party may commence litigation with respect to the matters submitted to mediation until after the completion of the initial mediation session, or forty-five (45) days after the date of filing the written request for mediation, whichever occurs first. The provisions of this Section may be enforced by any court of competent jurisdiction.

32. Contractor Eligibility. Contractor hereby warrants and states that Contractor is eligible for award of a contract receiving Federal assistance. Further Contractor agrees only eligible subcontractors, who have certified eligibility in written contracts containing Federal Labor Standard Provisions, if applicable, shall be awarded subcontracts in connection with the work described herein.

33. Conflicts of Interest. Contractor hereby warrants and states that none of the following have any interest or benefit, direct or indirect, in this Agreement:

a. Any officer or employee of the City who exercises any function or responsibility in connection with administration of the Lead Hazard Control Program, or any member of the governing body of the City.

b. Any member of the governing body of the locality [as defined by 24 CFR 510.4(m)].

c. Any member of or delegate to the Congress of the United States.

d. Any Resident Commissioner.

e. Any person employed by HUD at a grade level of GS-9 or above.

34. Consumer Notice—Performance of Extra or Change-Order Work Notice.

DRAFT

A contractor is not required to perform additional work or changes without written approval in a “change Order” before any of the new work is stated.

(i) The scope of work encompassed by the order.
(ii) The amount to be added or subtracted from the contract.
(iii) The effect the order will make in the progress payments or the completion date.

The Contractors failure to comply with the requirements of this section does not preclude the recover of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

35. Three Day Right to Cancel.

The law requires that the Contractor give you a notice explaining your right to cancel. Initial the box if the contractor has given you a “notice of the Three-Day Right to Cancel.”

36. Entire Agreement. This Contract and its exhibits, contain the entire understanding between the parties relating to the obligations of the parties described therein. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Contract and shall be of no further force or effect. Each party is entering into this Contract based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

//
//
//
//

DRAFT

Parties have caused this Agreement to be executed as follows:

OWNER

_____
Signature

_____
Name

_____
Signature

_____
Name

CONTRACTOR

_____
Signature

UNDER THE REQUIREMENTS OF STATE CONTRACTOR LAW THE OWNER OR TENANT HAS THE RIGHT TO REQUIRE THE CONTRACTOR TO HAVE A PERFORMANCE AND PAYMENT BOND.

YOU ARE ENTITLED TO A COMPLETELY FILLED IN COPY OF THIS AGREEMENT, SIGNED BY BOTH YOU AND THE CONTRACTOR, BEFORE ANY WORK MAY BE STARTED.

THE ABOVE AGREEMENT HAS BEEN REVIEWED AND APPROVED AS TO FORM BY THE CITY OF HUNTINGTON PARK.

_____ _____
Ricardo Reyes, Acting City Manager Date

DRAFT

EXHIBIT A
Lead Based Paint Abatement & Healthy Homes Specifications

	ITEM	Sarahang
	LBPH	
1	Interior/exterior door frame at kitchen	300
2	Interior louvered window frame in kitchen	500
3	Interior cabinet doors and frames in nook	1,200
4	Exterior door frames and threshold to living room	300
5	Exterior window components	2,500
6	Exterior wood wals	-
7	Roof Trim	-
8	corner boards	-
9	access panel on north side	400
10	clean floor, window sills and window wells	500
11	waste disposal	500
	Subtotal	**$ 6,200**
	Healthy Homes	
1	Smoke & Carbon Monoxide Detectors	300
2	Ground fault circuit interceptors	300
3	Replace damaged exterior wood siding and paint to match	
	Subtotal	**$ 600**
	TOTAL	**$ 6,800**

DRAFT

CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE AWARD OF CONTRACT TO VIZION'S WEST IN CONNECTION TO THE CITY'S LEAD BASED PAINT HAZARD CONTROL PROGRAM

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve contract with Vizion's West, for an amount not to exceed $10,265 to remediate lead-based paint hazards on a single-family unit located at 3612 Cudahy Street; and

2. Authorize City Manager to execute the contracts and approve change orders in an amount not to exceed 10% of the total contract amount.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On August 27, 2015, The U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes and Lead Hazard Control awarded the City $1,676,997 in competitive grant funds to implement its Lead Based Paint Hazard Control Program over a three-year period. Through the program the City will be able to identify and remediate lead-based paint hazards in a total of 90 single and multi-family units occupied by low and very-low income families with children (under 6 years of age), and educate the community about lead poisoning prevention and healthy homes. The program provides eligible property owners grants averaging $15,900 per unit in single-family properties (owner or renter occupied), $9,000 per unit in multifamily rental properties, and $4,500 for vacant properties.

The tenant residing at the single family property located at 3612 Cudahy Street qualifies to participate in the program. The City received bids from three qualified contractors for the scope of work, and Vizion's West was the lowest responsive bidder. The following table summarizes the bids received:

Contractor		Bid Amount
De La Torre	$	20,050
Sarahang	$	10,300
Vizions	$	10,265

Based on the bid analysis performed, Vizion's West is considered to be the lowest qualified bidder for this project. Therefore, staff recommends that City Council approve the attached contracts and authorize the City Manager to approve change orders not to exceed 10% of the total contract amount.

Scope of Work under the Lead Based Paint Program

The general scope of work eligible under the program is comprised of the following:

1. Removal of all paint friction portions of lead-laden interior and exterior components (i.e. doors, windows and floors) that tests positive for lead based paint

2. Removal of all loose and peeling paint from interior and exterior components (i.e. door, door frames, window frames, eaves, rafters, fascia, columns, ceilings, walls, etc.) that tests positive for lead based paint

3. Removal of lead positive dust from all floors window sills and window wells positive for lead based paint

4. Interim control measures through removal of soil that tests positive for lead above regulatory limits.

5. Window replacement that tests positive for lead based paint

6. Paint/color match interior and exterior treated areas

7. Healthy homes interventions focusing on allergen reduction, moisture control, pest management, and injury prevention

FISCAL IMPACT/FINANCING

The contract will be fully paid through the City's Lead Based Paint Grant Program. Funding for this program was approved in the City's FY 2017-18 Adopted Budget under account number 246-5098-463.73-10 for a total of $350,000. No additional budget appropriation is required.

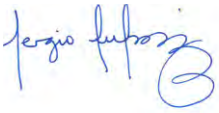
CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager



SERGIO INFANZON
Community Development Director

ATTACHMENT(S)

A. Bid Evaluation
B. Draft contract for the Lead Based Paint Hazard Control Program

ATTACHMENT “A”

CITY OF HUNTINGTON PARK Lead Based Paint Grant Program
Bid Evaluation
3612 Cudahy

	ITEM	DE LA TORRE	Sarahang	VIZION'S
	LBPH			
1	Interior/exterior frames at storage room	750	300	275
2	Interior transom window sash in storage room	750	300	190
3	Exterior door and door frame at entry	1,200	300	550
4	Exterior window components	5,700	3,500	4,400
5	Roof trim on north, east and west side	5,500	2,000	750
6	Exterior beams at front porch	850	500	190
7	Exterior wood electric utility box on south side	250	200	90
8	Exterior columns, beams and wood walls at carport	1,800	1,000	1,050
9	Garage door frame	750	300	750
10	clean floor, window sills and window wells	1,800	300	1,150
11	waste disposal	700	500	350
	Subtotal	**$ 20,050**	**$ 9,200**	**$ 9,745**
	Healthy Homes			
1	Windows- replace wood filler with 3/4 round pine		800	250
2	Smoke and Carbon monoxide detectors(hallway & 2 bedrooms		300	270
	Subtotal	**$ -**	**$ 1,100**	**$ 520**
	TOTAL	**$ 20,050**	**$ 10,300**	**$ 10,265**

ATTACHMENT “B”

LEAD HAZARD CONTROL PROGRAM

This Agreement, is made and entered into this **7th day of November, 2017**, by and between the City of Huntington Park (hereinafter "City") **Alexandra Monzon** (hereinafter "Owner") and **Vizion's West, Inc.** (hereinafter "Contractor"), bearing California Contractor's License No 812067.

RECITALS

A. The City of Huntington Park has established the Lead Hazard Control Program (the "Program") pursuant to which the City makes grants for lead abatement purposes to a qualified person or persons in accordance with the income and household size requirements of the Program.

B. The tenants residing at the property are deemed Qualified Persons who have received a grant under the Program for use in connection with the Program guidelines for lead contaminated single and multi-family occupied by Owner or renter located on certain real property known as **3612 Cudahy Street,** Huntington Park, California 90255 ("Property").

C. City has selected Contractor to perform the work proposed for the Property and Contractor has represented that he is properly licensed and fully qualified to perform the work upon the terms and conditions set forth in this Agreement;

NOW, THEREFORE, the parties, in consideration of the mutual covenants below and for valuable consideration, the adequacy is acknowledged, agree as follows:

1. Description of Project and Description of the Significant Materials to Be Used and Equipment to Be Installed. Contractor shall furnish all labor, services and materials necessary to construct and complete in a good, workmanlike and prompt manner, the work described on plans and/or specifications attached hereto and incorporated herein by this reference as Exhibit A at the Property ("Work"). Contractor agrees to perform such work in accordance with this Agreement, all applicable laws, including Federal Standard Labor Provisions and Prevailing Wage Laws as applicable, and the City of Huntington Park's Rehabilitation Standards and Specifications.

2. Execution of Agreement. Owner has executed this contract on **November 7, 2017.** The Owner may cancel this contract at any time prior to midnight on the third day after the date of this transaction by providing to Contractor a notice of Cancellation to be mailed to Contractor oat the address set forth in section 28 of this contract.

3. Work Write-Up, Specifications and Drawings. The Contractor has carefully compared and studied the work write-up, rehabilitation specifications, and drawings. Any part of the work or any item not specifically set forth in the work write-up or

drawings but which is necessary for the proper completion of the work and which is not specifically excluded from the Contract shall be supplied and set in place at the expense of the Contractor as though it had been shown on the drawings or mentioned in the work write-up.

4. Contract Price. For the Work described in this Agreement, Contractor shall receive an amount not to exceed Ten Thousand Two Hundred and Sixty Five Dollars ($10,265)

5. Progress Payments. Progress payments for the Work are to be made by the City to Contractor, upon City's approval of completion of the Work. Contractor shall submit an invoice for progress payments for Work completed in such detail as required by the City. Within twenty days after receipt of a properly submitted invoice, a progress payment shall be made to Contractor. In connection with each progress payment, five percent (5%) of all sums otherwise due to Contractor for work performed shall be retained. By submitting an invoice to the City, Contractor makes the following representations to the City: that to the best of Contractor's knowledge, information and belief, the design and construction have progressed to the point indicated; that the quality of the portion of the Work covered by the invoice is in accordance with the Work Write-Up; and that Contractor is entitled to payment in the amount requested.

Payments shall be made directly to the Contractor by the City. The City retains the right to approve all payments described in this Contract, as amended, and shall have the right to withhold its approval of any payment of funds requested by the Contractor, if in its determination such payment would be in violation of the terms of this Agreement.

Contractor shall pay each subcontractor from payments received from the City, and Contractor's payments to subcontractors shall be made promptly after receipt of payment from the City. The City nor Owner shall have an obligation or requirement to pay a subcontractor of Contractor.

Contractor warrants that: (1) title to the portions of the Work, materials and equipment covered by a payment invoice shall pass to the City, either by incorporation in construction or upon receipt of payment by Contractor, whichever occurs first; (2) the portions of the Work, materials and equipment covered by a previous payment application are free and clear of liens, claims, security interests or encumbrances (collectively referred to as "liens" hereinafter); and (3) no portion of the Work, materials or equipment covered by a payment application will have been acquired by Contractor, or any other person performing construction at the project site or furnishing materials or equipment for the Work.

Final payment constituting the entire unpaid balance due and any amount retained, shall be paid to Contactor upon receipt of Contractor's final invoice for payment when the Work has been completed, this Contract has been fully performed and all

DRAFT

applicable lien periods have expired, except for those responsibilities of Contractor that survive final payment and provided that no liens have been filed, and all lien released have been submitted and a notice of completion has been recorded. Contractor agrees that the work shall be completed free from any and all liens and claims of artisans, materials, suppliers, subcontractors, laborers and any other party.

The schedule of progress payments must specifically describe each phase of work, including the type and amount of work or services scheduled to be supplied in each phase, along with the amount of each proposed progress payment. IT IS AGAINST THE LAW FOR A CONTRACTOR TO COLLECT PAYMENT FOR WORK NOT YET COMPLETED OR FOR MATERIALS NOT YET DELIVERED. HOWEVER, A CONTRACTOR MAY REQUIRE A DOWN PAYMENT.

6. Warranty. Contractor hereby warrants that all labor and materials provided in conjunction with this Agreement, or under any change orders which may be made in conjunction with this Agreement, shall meet the accepted standards of the trade. Contractor specifically warrants that any such defects which are found within one year from the date of completion of this contract shall be repaired or replaced, at Contractors option, at no expense to the Owner.

7. Approximate Start Date and Approximate Completion Date. The Work shall commence within **five (5)** calendar days of receipt of written notice from City to Contractor to proceed ("Notice to Proceed") and the Work shall be substantially completed within **10** calendar days thereafter. This schedule is subject to any unforeseen delays which are not in anyway, the fault of the Contractor, and which are caused by acts of god. The above stated substantial completion schedule shall be substantially adhered to during the term of this Contract unless Owner and Contractor agree in writing that a schedule modification is appropriate.

The term "substantial completion" as used herein, shall be defined as completion of the work suitable to meet the requirements of the issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy by the City of Huntington Park and/or approval of the Owner if no Certificate of Occupancy is required of the improvement contemplated by this Agreement.

8. Inspection. The City of Huntington Park and their designees ("City") shall have the right to inspect all work performed under this Contract. The Contractor and Owner will take all steps necessary to assure that the City are permitted to examine and inspect the Property, and all contracts, materials, equipment, payrolls, and conditions of employment pertaining to the work, including all relevant data and records. By such inspection, the City assumes no responsibility to the Owner for defective material or work under this Agreement or to either party for any breach of this Contract by the other. However, the City may determine whether or not work by Contractor on the project is in compliance with the plans and specifications. The City may determine the adequacy of Contractor's methods, plans and appurtenances and make such directions relative to sufficiency of forces as may be reasonably

DRAFT

necessary to insure proper and continuous execution of work. The City may stop the work of Contractor if necessary to prevent improper execution and may determine the amount, quality, and fitness of the several kinds of work and materials. The City may reject all work and materials that do not conform to the requirements of this Agreement. All instructions, rulings, and decisions of the City of Huntington Park shall be binding on Owner and Contractor when delivered or mailed to Owner or Contractor in writing.

9. Lead Based Paint Clearance. Upon Completion of work performed by the contractor the City is to retain an Environmental Consultant to conduct a Lead Based Paint Clearance Inspection. Funds are to be released to the Contractor upon issue of Hazard Reduction Notice. In the event the work performed by the Contractor fails to pass clearance, Contractor agrees to re-clean spaces that failed until clearance is achieved. City is to deduct funds from Contractor's Contract Price equal to costs for each occasion that sampled areas fail clearance.

10. List of Documents to be Incorporated into the Contract. The following documents shall be deemed, for all purposes, the contract documents applicable to the work to be performed by Contractor pursuant hereto:

a. This Agreement;
b. The plans and specifications, which are attached hereto as Exhibit A.
c. Notice inviting proposals, if any; and
d. The proposal by Contractor.

11. Assignment. Contractor shall not assign the performance of this Contract, or any party thereof, nor any monies due hereunder, without the prior written consent of the Owner and the City of Huntington Park.

12. Insurance Requirements. Contractor shall take out and maintain in full force during the term of this contract, the following insurance coverage.

a. Workers' Compensation Insurance in minimum amounts required by law for all employees.

b. General Comprehensive Liability Insurance coverage in minimum amounts of $1,000,000.00, covering injury to person and/or property, including, but not limited to injury to the person of Owner or damage to his property.

Contractor shall supply City with certificates of insurance, evidencing the existence of such insurance and each certificate shall contain a provision that the said policies represented by such certificates cannot be canceled; except upon 30 days prior written notice to City of such cancellation. In the event that such insurance is canceled; City may direct Contractor to cease all activities pursuant to this Agreement, or, in the alternative, at Owner's discretion, obtain such insurance coverage in the name of Contractor, and deduct the costs of such premiums from

DRAFT

such sums as may be due to Contractor. The Owner and City shall be named as additional insureds on the general comprehensive liability insurance coverage.

Contractor carries commercial general liability insurance written by Bonding & Insurance Specialist Agency, Inc. 708-598-6686

13. Indemnification. The Contractor and Owner agrees to defend, indemnify, protect and hold harmless the City of Huntington Park and the City of Huntington Park Community Development Commission, their officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind, including claims for injury to or death of persons, or damage to property arising out of Contractor's negligent or wrongful acts or omissions in performing or failing to perform under the terms of this Agreement.

14. Performance and Labor and Material Bonds. [Check Provision if Applicable]

___ Prior to commencement of the work, Contractor shall provide the City with a Performance Bond in the amount of the Contract and a Labor and Materials Bond in the amount of the Contract from a surety acceptable to the City.

15. Cooperation of Owner. While this Agreement is in force, Owner and or Renter shall permit Contractor to use existing utilities such as light, heat, power and water to carry out and complete the work, and shall cooperate with Contractor to facilitate the performance of the work, including the removal and replacement of rugs, draperies, coverings, furniture, etc., as necessary.

16. Protection. The Contractor shall at all times provide protection to persons and property against weather, rain, wind, storms and heat and all activities associated with the work performed in conjunction with this Agreement so as to maintain the entire premises and all work, materials, apparatus and fixtures free from injury or damage. At the end of a day's work, all new work, and the premises, likely to be damaged shall be protected and/or secured. Any work or any portion of the premises damaged by failure to provide protection as required above shall be replaced or repaired at Contractor's expense.

17. Project Insurance. The Contractor will procure, at his expense, “builder’s all risk” course of construction insurance covering one hundred percent (100%) replacement cost of the completed work to be performed under this Contract and such other insurance to protect against fire, vandalism and malicious mischief pertaining to construction of the project.

18. Change Orders. No change in work, as described in the work write-up, specifications and drawings, shall be made except upon the mutual written consent of Owner, Contractor and the City of Huntington Park. Contractor shall not be entitled to any compensation for any extra work unless such written agreement is made and

DRAFT

entered into. Such agreement shall describe the nature of the extra work, the estimated time for completion thereof, and the terms of compensation to be paid to Contractor for the performance of the same.

19. Note about Extra Work and Change Orders. Extra Work and Change Orders become part of the contract once the order is prepared in writing ad signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments.

20. Real Property Liens. Contractor shall pay promptly all valid bills and charges for material, labor or otherwise in connection with or arising out of the construction of the improvements on the Property and will hold Owner of the property free and harmless against all liens and claims of lien for labor and material, or either of them, filed against the property or any part thereof, and from and against all expense and liability in connection therewith, including, but not limited to; court costs and attorney's fees resulting or arising there from. Should any liens or claims of lien be filed for record against the property, or should Owner receive notice of any unpaid bill or charge in connection with the construction, Contractor shall forthwith either pay and discharge the same and cause the same to be released of record, or shall furnish Owner with proper indemnity either by of satisfactory corporate surety bond or satisfactory title policy, which indemnity shall also be subject to approval of lien holder.

21. Equal Opportunity Provision. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion or national origin.

Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

22. Cleanup. Upon completion of the work contemplated by this Agreement, the Contractor shall cause all debris resulting from such construction to be removed from

DRAFT

the Owner's property and shall leave the Owner's property in a neat and broom-clean condition.

23. Contactor's Affidavit. After the completion of the work contemplated by this Contract, Contractor shall file with the City his affidavit stating that all workmen and persons employed, all firms supplying materials, and all subcontractors on the work have been paid in full, and that there are no claims outstanding against the project for either labor or materials, except certain items, if any, to be set forth in an affidavit covering disputed claims or items in connection with a Stop Notice which has been filed under the provisions of the laws of the State of California.

24. Suspension or Termination of Contract. The Owner may at any time, for any reason, with or without cause, suspend or terminate this Contract, or any portion hereof, by serving upon the Contractor at least five (5) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the Owner suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

In the event this Agreement is terminated pursuant to this Section, the Owner shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the Owner. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 2.

25. Automatic Termination. This Agreement is contingent upon the funding of the grant necessary to fund the payment of all costs, provided for under this agreement. Failure to obtain such funding for whatever reason shall cause this Agreement to be automatically terminated.

26. Discrimination. Contractor represents that it has not, and agrees that it will not, discriminate in its employment practices on the basis of race, creed, religion, national origin, color, sex, age, or handicap.

27. Attorney's Fees. In the event of litigation between the parties arising out of or connected with this Agreement, the prevailing party in such litigation shall be entitled to recover, in addition to any other amounts, reasonable attorney's fees and costs of such litigation, if awarded by the court.

28. Authority to Execute this Agreement. The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

29. Notices. Notices pursuant to this Agreement shall be given by personal service on the person to be noticed, or by deposit in the custody of the United States

DRAFT

Postal Service, of an envelope containing the notices, sealed and postage pre-paid, addressed as follows:

Owner:	Alexandra Monzon
	3612 Cudahy Street
	Huntington Park, CA 90255
Contractor:	Vizion's West, Inc
	26025 Newport Road
	Menifee, CA 92584

30. Lead Based Paint. Contractor and Owner agree that the use of any lead based paints is strictly prohibited and shall not be used on this project.

31. Disputes. Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties, including but not limited to submission to non-binding mediation if agreed upon by both parties. If the parties agree to non-binding mediation, any disputes under this Agreement shall be submitted to mediation to the American Arbitration Association ("AAA") and shall be conducted under the rules of AAA for non-binding mediation of commercial disputes. Mediation shall take place in Los Angeles County unless both parties agree to an alternate location. If such dispute is submitted to non-binding mediation, neither party may commence litigation with respect to the matters submitted to mediation until after the completion of the initial mediation session, or forty-five (45) days after the date of filing the written request for mediation, whichever occurs first. The provisions of this Section may be enforced by any court of competent jurisdiction.

32. Contractor Eligibility. Contractor hereby warrants and states that Contractor is eligible for award of a contract receiving Federal assistance. Further Contractor agrees only eligible subcontractors, who have certified eligibility in written contracts containing Federal Labor Standard Provisions, if applicable, shall be awarded subcontracts in connection with the work described herein.

33. Conflicts of Interest. Contractor hereby warrants and states that none of the following have any interest or benefit, direct or indirect, in this Agreement:

a. Any officer or employee of the City who exercises any function or responsibility in connection with administration of the Lead Hazard Control Program, or any member of the governing body of the City.

b. Any member of the governing body of the locality [as defined by 24 CFR 510.4(m)].

c. Any member of or delegate to the Congress of the United States.

d. Any Resident Commissioner.

e. Any person employed by HUD at a grade level of GS-9 or above.

DRAFT

34. Consumer Notice—Performance of Extra or Change-Order Work Notice.

A contractor is not required to perform additional work or changes without written approval in a "change Order" before any of the new work is stated.

(i) The scope of work encompassed by the order.
(ii) The amount to be added or subtracted from the contract.
(iii) The effect the order will make in the progress payments or the completion date.

The Contractors failure to comply with the requirements of this section does not preclude the recover of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

35. Three Day Right to Cancel.

The law requires that the Contractor give you a notice explaining your right to cancel. Initial the box if the contractor has given you a "notice of the Three-Day Right to Cancel."

36. Entire Agreement. This Contract and its exhibits, contain the entire understanding between the parties relating to the obligations of the parties described therein. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Contract and shall be of no further force or effect. Each party is entering into this Contract based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

//
//
//
//

DRAFT

Parties have caused this Agreement to be executed as follows:

OWNER

_____
Signature

_____
Name

_____
Signature

_____
Name

CONTRACTOR

_____
Signature

UNDER THE REQUIREMENTS OF STATE CONTRACTOR LAW THE OWNER OR TENANT HAS THE RIGHT TO REQUIRE THE CONTRACTOR TO HAVE A PERFORMANCE AND PAYMENT BOND.

YOU ARE ENTITLED TO A COMPLETELY FILLED IN COPY OF THIS AGREEMENT, SIGNED BY BOTH YOU AND THE CONTRACTOR, BEFORE ANY WORK MAY BE STARTED.

THE ABOVE AGREEMENT HAS BEEN REVIEWED AND APPROVED AS TO FORM BY THE CITY OF HUNTINGTON PARK.

_____ _____
Ricardo Reyes, Acting City Manager Date

DRAFT

EXHIBIT A
Lead Based Paint Abatement & Healthy Homes Specifications

DRAFT

CITY OF HUNTINGTON PARK

City Manager
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL TO ENTER INTO A SUBCONTRACT AGREEMENT WITH SOUTH BAY WORKFORCE INVESTMENT BOARD FOR SUBSIDIZED EMPLOYMENT OPPORTUNITES FOR CALWORKS RECIPIENTS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve entering into a subcontract agreement with South Bay Workforce Investment Board for subsidized employment opportunities for CalWORKs recipients; and

2. Authorize City Manager to execute agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Transitional Subsidized Employment (TSE) program provides subsidized employment opportunities for CalWORKs recipients. The TSE is exclusively designed for participants who remain unemployed or underemployed to help participants overcome employment barriers through fully supervised, paid work experience with the goal of enabling the participant to secure unsubsidized employment during or after completion of the TSE Program. South Bay Workforce Investment Board is the employer of record and arranges these services through sub-contracts with One-Stops/Service Providers such as Hub Cities. Participants may work in supervised internships for up to 40 hours a week for up to 8 months in Public worksites who are certified and approved by SBWIB. TSE Participants earn $12.00 per hour plus benefits (i.e., FICA & Workers Compensation), during the supervised internship period.

The Department of Public Social Services identifies the individuals and refers them to Hub Cities to conduct Intake and Eligibility to collect documentation that supports the determination of eligibility for the TSE program. Hub Cities pre-screens the participants and refers them based on the worksite requirements. Hub Cities works with public and

private employers to assist them with the certification to become a worksite. Hub Cities conducts the case management and follow up for the participants.

FISCAL IMPACT/FINANCING

No Fiscal impact.

CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager

ATTACHMENT(S)

A. Subcontract agreement.

ATTACHMENT “A”

Contract No. 16 – WXXX
California Work Opportunity and Responsibility to Kids (CalWORKs)
Greater Avenues for Independence (GAIN)
General Relief Opportunities for Work (GROW)
LA County Department of Children and Family Services (DCFS)
Work Experience/Work Study/Community Service Combined Agreement

This Subcontract Agreement is entered into this **7th** day of **November 2017,** between the South Bay Workforce Investment Board, Inc. on behalf of the City of Inglewood, hereinafter referred to as INTERMEDIARY CONTRACTOR, and the **City of Huntington Park,** hereinfater referred to as SUBCONTRACTOR.

Recitals:

This contract is a subcontract under the terms of a Prime Contract with the County of Los Angeles, hereinafter referred to as COUNTY. All representations and warranties expressed herein shall inure to the benefit of the COUNTY. The contract is non-financial.

Non-financial agreements connote that there shall be no cost to the INTERMEDIARY CONTRACTOR or the COUNTY for services provided by the SUBCONTRACTOR. All representations and warranties expressed herein shall inure to the benefit of the COUNTY.

In providing activities for the CalWORKs/GAIN/GROW/DCFS Programs hereunder, SUBCONTRACTOR shall conform to the provisions set forth in this subcontract agreement, including any and all Exhibits hereto and all current and future CalWORKs/GAIN/GROW/DCFS directives. INTERMEDIARY CONTRACTOR will notify SUBCONTRACTOR of any CalWORKs/GAIN/GROW/DCFS directives in writing upon receiving said CalWORKs/GAIN/GROW/DCFS directives from the COUNTY. This shall be done in order to maintain the various programs integrity and avoid any conflict of interest in its administration.

For this agreement, if applicable, Work Experience (WEX) shall be defined as a salaried or non-salaried work assignment with a public, private for-profit or private non-profit organization that supplies a given participant with work behavior skills and a reference for future unsubsidized employment or on-the-job enhancement of existing or recently acquired work skills.

For this agreement, if applicable, Work Study (WS) shall be defined as an academic program that enables college students to gain work experience while continuing their studies. The employment is temporary and the worksite is not expected to retain the participant beyond the work assignment.

For this agreement, if applicable, Community Service (CS) is a non-salaried activity performed by the eligible participants in the public or private non-profit sector under the close supervision of a community service provider. Community Service activities are intended to provide participants with necessary job skills that can lead to full-time unsubsidized employment and self-sufficiency.

I. GENERAL PROVISIONS

A. STATEMENT OF WORK

SUBCONTRACTOR agrees to perform the duties and activities contained in the Work Experience/Work Study Statement of Work, which is attached hereto, respectively labeled EXHIBIT 1, and is incorporated herein by reference, as if set forth in full.

B. TERM OF AGREEMENT

The term of this agreement shall be effective from the date of its execution through February 28, 2019. Both parties shall perform and complete services for those activities covered by this subcontract until this subcontract expires or is terminated in writing by either party.

C. CHANGES AND AMENDMENTS OF TERMS

This Agreement may be amended upon mutual written consent of both parties.

D. NOTICE

Any notice or notices required pursuant to this subcontract may be personally served on the other party, or may be served by certified mail, postage prepaid or return receipt request. All notices required to be given to the INTERMEDIARY CONTRACTOR shall be delivered or mailed to the parties as follows:

Mr. Jan Vogel, Executive Director
South Bay Workforce Investment Board, Inc.
11539 Hawthorne Boulevard, 5th Floor
Hawthorne, CA 90250
310.970.7700

All notices required to be given to the SUBCONTRACTOR shall be delivered or mailed to the address below:

Ricardo Reyes, Acting City Manager
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255
(323) 582-6161

Either party may designate a new address by giving written notice to the other party.

E. SUBCONTRACTOR CONFIDENTIALITY AGREEMENT

Employees of SUBCONTRACTOR who have access to participant files and/or information must complete, sign, and adhere to the "SUBCONTRACTOR EMPLOYEE ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT," attached hereto as EXHIBIT 2, which is incorporated herein by reference, as if set forth in full. Subcontractor will identify specific staff who will have access to participant files. A copy of this form must be on file prior to a worksite employee commencing any work under to this agreement.

F. SUBCONTRACTING

No part of the SUBCONTRACTOR'S service obligations may be further subcontracted to any person or entity without the express written consent of the INTERMEDIARY CONTRACTOR and the COUNTY.

G. INSURANCE

SUBCONTRACTOR agrees to maintain in force at all times Comprehensive General Liability Insurance that willfully protect the SUBCONTRACTOR, INTERMEDIARY CONTRACTOR AND COUNTY from claims arising out of any act or employer's liability laws. Policies shall stipulate that the INTERMEDIARY CONTRACTOR, its employees, officers and agents and COUNTY, its Special Districts, its officials, officers and employees be named as additional insured and that INTERMEDIARY CONTRACTOR be given 30 days written notice of any modification or cancellations of insurance by the carrier. SUBCONTRACTOR, prior to the commencement of a subcontract with INTERMEDIARY CONTRACTOR, shall deliver to INTERMEDIARY CONTRACTOR a current certificate evidencing the required insurance coverages, secured through carriers reasonably satisfactory to the INTERMEDIARY CONTRACTOR. SUBCONTRACTOR shall maintain coverages and limits as follows:

1. General Liability

SUBCONTRACTOR is required to maintain a general liability insurance policy (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

General Aggregate:	$2 million
Products /Completed Operations Aggregate:	$1 million
Personal and Advertising Injury	$1 million
Each Occurrence:	$1 million

2. **Automobile Liability**

If a SUBCONTRACTOR, in conducting activities under this Agreement, uses motor vehicles, the SUBCONTRACTOR is required to maintain an automobile insurance policy (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than $1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto." Should SUBCONTRACTOR and its employees not use any motor vehicles to provide the services required under this agreement, SUBCONTRACTOR shall furnish to INTERMEDIARY CONTRACTOR, on SUBCONTRACTOR's letterhead, a letter stating "Company owned or operated vehicles will not be used to perform any of the services contemplated by the agreement between SUBCONTRACTOR and the South Bay Workforce Investment Board, Inc."

3. **Workers Compensation and Employers' Liability**

SUBCONTRACTOR is required to maintain and provide evidence of insurance providing workers compensation benefits for subcontractor's employees, as required by the Labor Code of the State of California or by any other state, and for which sub-contractor is responsible. Such insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	$1 million
Disease - policy limit:	$1 million
Disease - each employee:	$1 million

SUBCONTRACTOR shall not be responsible to provide workers compensation benefits for participants under this subcontract agreement. The parties hereto further agree and recognize that the participants assigned to Subcontractor's worksites are not employees of SUBCONTACTOR and are not entitled to any benefits to which SUBCONTRACTOR's employees are entitled, including, but not limited to, unemployment insurance, state disability, or health insurance.

H. PUBLIC ENTITY EVIDENCE OF INSURANCE

Subject to review and approval by INTERMEDIARY CONTRACTOR'S counsel, INTERMEDIARY CONTRACTOR will accept from public entity subcontractors evidence of an on-going self-insurance program as an equivalent for such coverage as described above in Section H, parts 1, 2, and 3. (General Liability and Automobile Coverage Limits).

I. RELIGIOUS ACTIVITIES PROHIBITED

SUBCONTRACTOR agrees that no participant shall be asked or required to participate in the promotion of religious activities. Furthermore, SUBCONTRACTOR agrees that it will not perform, nor permit to be performed, any religious activities in connection with the performance of this subcontract agreement.

J. POLITICAL ACTIVITIES PROHIBITED

No participant shall be asked or required to participate in any political activity of any kind. Participants shall not be asked or required to participate in any manner in any partisan political activity, or activity for or against the election of candidates for office.

K. REPORTING WELFARE FRAUD, ELDER ABUSE AND CHILD ABUSE

SUBCONTRACTOR shall report all suspected or actual welfare fraud, elder abuse and child abuse discovered by SUBCONTRACTOR. Welfare fraud is specified in the State Operations Manual, Section 20000, elder abuse is specified in DPSS Administrative Directive 2898, and child abuse is specified in Penal Code 11166 and 11167. Reports shall be made by telephone call as required by the referenced regulations and followed up in writing to the GAIN Services Worker (GSW) or DCFS Counterpart within three (3) workdays after discovery.

II. COMPLIANCE WITH THE LAW

A. CIVIL RIGHTS

SUBCONTRACTOR shall ensure that services and benefits are provided without regard to race, color, religion, sex, age or national origin, political affiliation, marital status or disability in accordance with Title VI of the Civil Rights Act of 1964, and California Government Code, Section 11135. SUBCONTRACTOR shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified disabled persons under any program or activity which receives or benefits from Federal or State financial assistance. SUBCONTRACTOR shall comply with provisions of Titles VI and VII of the Federal Civil Rights Act of 1964 as amended; Executive Order 11246, as amended; the Age Discrimination in Employment Act of 1973, as amended; Title IX of the Education Amendments Act of 1972; the Food Stamp Act of 1977, as amended; the Welfare and Institutions Code Section 1000; DPSS Operations Handbook Section 21; the Americans with Disabilities Act (ADA) of 1990; and other applicable nondiscrimination laws.

INTERMEDIARY CONTRACTOR is required to conduct an investigation of civil rights complaints received from GAIN/GROW/DCFS participants against SUBCONTRACTOR. SUBCONTRACTOR agrees that its staff shall be available at times agreeable to both parties to consult with INTERMEDIARY CONTRACTOR's staff as needed.

B. DISPLACEMENT GRIEVANCE

SUBCONTRACTOR shall ensure that labor unions and non-union employees are notified that GAIN/GROW/DCFS participants are working or otherwise participating at specified work locations and that employees have the right to grieve displacement by such participants. Regulations establish a three-fold grievance process for regular employees who believe they have been displaced by GAIN/GROW/DCFS participants. Employees must be notified of the following:

1. GAIN/GROW/DCFS participants have been included in the workforce at their location.
2. State law prohibits employers from using GAIN/GROW/DCFS participants in a way that will cause employees to lose their job, or have their hours reduced.

3. Employers may not place GAIN/GROW/DCFS participants in jobs that would be promotional opportunities for employees.
4. Employers may not violate any personnel rules when including a GAIN/GROW/DCFS participant in the workforce.

Grievance procedures for both the Work Experience and Work Study programs are available through the South Bay Workforce Investment Board, 11539 Hawthorne Blvd., 5th Floor, Hawthorne, CA 90250**.** All complaints against an employer must be in writing and contain the following information:

1. The full name, address and telephone number of the employee.
2. The full name and address of the employer.
3. A clear and brief statement of the facts, including dates, which have led to the complaint.
4. A statement that this complaint has been filed under penalty of perjury.
5. The complaint must be sent to City of South Bay Workforce Investment Board- (at above listed address).

SUBCONTRACTOR agrees that its staff shall be available at times agreeable to both parties to consult with INTERMEDIARY CONTRACTOR's staff as needed on matters related to this section.

C. <u>DRUG FREE WORKPLACE COMPLIANCE</u>

SUBCONTRACTOR shall comply with Government Code Section 8355, in matters related to providing a drug-free workplace as follows:

1. Publish a statement notifying employees/participants that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees/participants for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355 (b), to inform employees/participants about all of the following:
    a. The dangers of drug abuse in the workplace,
    b. SUBCONTRACTOR'S policy of maintaining a drug-free workplace,

c. Any available counseling, rehabilitation and employee/participant programs,

d. Penalties that may be imposed upon employees/participants for drug abuse violations.

D. NON-DISCRIMINATION

SUBCONTRACTOR shall ensure that no portion of its programs shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, sex, condition of disability, political affiliation or belief. Subcontractor further agrees not to employ legally-prohibited discriminatory practices of any kind and to take positive measures to assure that equal employment opportunities, including employment, training, and promotion in all job classifications are made available without regard to race, color, religion, sex, age, national origin, physical or condition of disability, marital status, political affiliation or belief as required by Federal and State Laws and regulations.

E. COMPLIANCE WITH OTHER LAWS

SUBCONTRACTOR agrees to comply with all applicable Federal, State, and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein, and are hereby incorporated by this reference. These shall include, but are not be limited to:

1. California Welfare and Institutions Code
2. State Department of Social Services Manual of Policies and Procedures
3. Social Security Act
4. Title 24, California Administrative Code-Energy Plan
5. Occupational Safety Act of 1970, as amended.
6. Family Economic and Security Act
7. American Recovery and Investment Act
8. Fair Labor Standards Act
9. Applicable Child Labor Laws
10. California Education Code
11. Workforce Investment Act

SUBCONTRACTOR acknowledges that Los Angeles County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contracts are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

SUBCONTRACTOR warrants and certify that to the best of its knowledge that it is now in compliance, and during the term of this Contract will maintain compliance, with Los Angeles County Code Chapter 2.206, unless Contractor qualifies for an exemption or exclusion.

F. HOLD HARMLESS

SUBCONTRACTOR shall release, indemnify, defend, and hold harmless INTERMEDIARY CONTRACTOR, the COUNTY and its agents, officers and employees from and against any and all loss, damage or expense arising out of or relating to, or by reason of any act or omission in performance of this subcontract by SUBCONTRACTOR or any of SUBCONTRACTOR'S officers and employees. Conversely, INTERMEDIARY CONTRACTOR, shall release, indemnify, defend, and hold harmless SUBCONTRACTOR, and its agents, officers and employees from and against any and all loss, damage or expense arising out of or relating to, or by reason of any act or omission in performance of this subcontract by INTERMEDIARY CONTRACTOR, or any of INTERMEDIARY CONTRACTOR's officers, employees or participants.

III. RECORDS

A. CONFIDENTIALITY OF RECORDS

SUBCONTRACTOR agrees to comply and require employees to comply with the provisions of Section 10850 of the California Welfare and Institutions Code and Chapter 19-000 of the SDSS Manual of Policies and Procedures, Federal, State, and local laws, regulations, ordinances, and directives relating to confidentiality. SUBCONTRACTOR shall comply with the following provisions in matters relating to confidentiality:

1. All applications and records concerning an individual made or kept by any public officer or agency in connection with the administration of any provision of the Welfare and Institutions Code relating to any form of public social services for which grants-in-aid are received by this

State from the Federal Government will be confidential and will not be open to examination for any purpose not directly connected with administration of such public social services.

2. No person will publish or disclose, or use or permit, or cause to be published, disclosed or used, any confidential information pertaining to an applicant or recipient. SUBCONTRACTOR agrees to inform its employees, agents, subcontractors and partners that any person who knowingly and intentionally violates the provisions of State law is guilty of a misdemeanor.
3. SUBCONTRACTOR agrees that all information and records obtained in the course of providing services to project participants shall be subject to confidentiality and disclosure provisions of applicable Federal and State statutes and regulations adopted pursuant thereto and no such information may be relayed to anyone except those employees of the Los Angeles County Department of Public Social Services (DPSS) and Department of Children and Family Services (DCFS) so designated, GAIN/DCFS contractors, as approved by the County, and organizations approved and designated by DPSS/DCFS.

B. RECORDS RETENTION

SUBCONTRACTOR agrees to maintain all records pertaining to participant attendance for five years following the term of the subcontract agreement or until all pending Federal, State, COUNTY or INTERMEDIARY CONTRACTOR audits are completed, whichever is later. Upon request, the SUBCONTRACTOR shall make these records available to all authorized Federal, State, (including the Auditor General), COUNTY and INTERMEDIARY CONTRACTOR personnel. Such records shall be kept in the County of Los Angeles, State of California and be accessible to authorized Federal, State, COUNTY representatives, and representatives of INTERMEDIARY CONTRACTOR for the retention period specified herein.

IV. TERMINATION OF AGREEMENT

A. TERMINATION WITHOUT CAUSE

Either party may, at any time during the term of this agreement hereof, terminate it without cause by giving thirty (30) days written notice to the other party.

1. Should INTERMEDIARY CONTRACTOR give notice of termination, upon receipt, SUBCONTRACTOR shall immediately cease all work under this Subcontract, unless the notice otherwise expressly provides. In the event this Subcontract is terminated by SUBCONTRACTOR, it shall be deemed released from any liability for any work assigned but not completed as of the effective date of such termination.
2. Should SUBCONTRACTOR terminate this agreement, SUBCONTRACTOR shall defend, indemnify and hold INTERMEDIARY CONTRACTOR, its employees, officers and agents harmless from any and all claims of liability or damage against INTERMEDIARY CONTRACTOR resulting from such termination.

B. <u>TERMINATION WITH CAUSE</u>

INTERMEDIARY CONTRACTOR may immediately terminate this Agreement upon written notification to SUBCONTRACTOR without complying with Subsection A above for any of the following reasons:

1. If INTERMEDIARY CONTRACTOR determines that there is an immediate danger of injury to participant(s) or increased potential liability to INTERMEDIARY CONTRACTOR.
2. Violation by SUBCONTRACTOR of any term of this Subcontract.
3. Failure by SUBCONTRACTOR to accept and/or implement any additional conditions that may be required by law.
4. If funding is not available to INTERMEDIARY CONTRACTOR through the County of Los Angeles.

V. REQUIRED FORMS

When necessary, SUBCONTRACTOR shall complete the forms listed on EXHIBIT 3. Such forms shall be completed according to the conditions described in the Scope of Work, or as directed by INTERMEDIARY CONTRACTOR or the COUNTY. These forms shall be provided by either the INTERMEDIARY CONTRACTOR or a COUNTY Gain Service Worker/DCFS Case Worker when

needed to ensure program integrity.

VI. CONTRACT OBLIGATION

The signatories hereto assure that in providing activities for the CalWORKs/Greater Avenues for Independence (GAIN) /Department of Children and Family Service (DCFS), Work Experience, Work Study and/or Community Service programs, they will comply with the terms set forth in this subcontract agreement including all Exhibits thereto, which collectively constitute the entire agreement.

VII - ENTIRE AGREEMENT

This agreement, including all Exhibits referenced, constitutes the entire agreement of the parties and supersedes any previous oral negotiations or written expressions of intent between the parties.

/ /

/ /

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the date first above written.

SUBCONTRACTOR

_____

Authorized Signature

Ricardo Reyes

_____

Name (please print)

Acting City Manager

_____

Title

SOUTH BAY WORKFORCE INVESTMENT BOARD, Inc.

_____

Jan Vogel, Chief Executive Officer

APPROVED AS TO FORM:

_____

Jack Ballas, Attorney at Law

EXHIBIT 1

WORK EXPERIENCE//WORK STUDY/Community Service

STATEMENT OF WORK

General Description of Work Experience

Work Experience (WEX) is a GAIN//GROWDCFS work activity in which participants receive salaried or non-salaried work assignments with public, private for-profit or private non-profit organizations.

The goal of WEX is to prepare participants for permanent unsubsidized employment and self-sufficiency.

A WEX assignment should provide work behavior skills, acquisition of new skills, enhancement of existing or recently acquired skills and employment references to use when seeking salaried employment. A successful WEX work assignment will result in helping a participant transition to salaried employment.

Participation in WEX is limited to a period no longer than twelve (12) months, but may be limited to shorter durations depending upon program goals and funding considerations.

General Description of Work Study

Work Study is a GAIN work assignment that provides part-time paid internships to CalWorks participants enrolled in Community Colleges to help offset college expenses at Public Agencies, assisting them in meeting their work requirements under Temporary Assistance for Needy Families Reauthorization (TANF) legislation. CalWorks participants earn $9.00 per hour working at subcontracted agencies on or off campus for a period of time to be determined by the college/County. Community Colleges will fund a portion of the hourly wage with the County to fund the remaining percentage and employer taxes. Wages paid to participants will be paid by the Intermediary Contractor as Employer of Record. Worksites may be with public, private for-profit or private non-profit organizations.

General Description of Community Service

Community Service is a non-salaried work activity performed eligible CalWORKs participants in the public or private non-profit sector. While fulfilling an unmet community need, they are intended to provide participants with jobs skills training that may lead to full-time unsubsidized employment and self-sufficiency.

General Provisions

A. SUBCONTRACTOR shall ensure that a WEX/WS/CS position will not be created as the result of, or may not result in:

1. The displacement of current employees, including overtime currently worked by these employees.

2. The filling of established unfilled positions, unless the positions are unfunded in a public agency budget.

3. The filling of positions which would otherwise be promotional opportunities for current employees.

4. The filling of positions, prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.

5. The filling of a position created by termination, layoff, or reduction in workforce.

6. The filling of a work assignment customarily performed by a worker in a job classification within a recognized collective bargaining unit in that specific work site, or the filling of a work assignment in any bargaining unit in which funded positions are vacant or in which regular employees are on layoffs.

B. SUBCONTRACTOR shall assist and encourage qualified WEX/WS/CS participants to compete for job openings within the SUBCONTRACTOR'S organization.

C. Public agency SUBCONTRACTORS shall ensure to the extent permitted under federal or state law, local ordinances, applicable bargaining agreements or personnel procedures, that time worked in the WEX/WS/CS position will apply toward the participant's seniority, *if applicable* in merit system employment positions.

D. Public agency SUBCONTRACTORS, to the extent possible, shall allow GAIN/GROW/DCFS WEX/WS/CS participants to participate in:

1. Classified service examinations equivalent to the WEX/WS/CS position.

2. All open and promotional examinations for which experience in the position or other relevant experience would qualify the person to the extent permitted under federal or state law, local ordinances, applicable collective bargaining agreements, or personnel procedures.

E. Upon request SUBCONTRACTOR shall provide WEX/WS/CS assignments within the GAIN Priority Occupations, or the Los Angeles County growth occupations, or such other documentation from the Bureau of Labor Statistics.

F. SUBCONTRACTOR shall comply with a six month review requirement, if appropriate, consisting of a discussion with the GAIN Services Manager, participant's supervisor and participant regarding the assignment, the participant's progress in the assignment and job search activities.

G. The California Department of Social Services (CDSS) contracts with the State Compensation Insurance Fund (SCIF) to administer the workers' compensation benefits to GAIN participants assigned to non-salaried WEX/WS/CS activities.

H. Subcontractor shall provide a safe and healthy work environment with the same job safety and working conditions as provided to regular employees.

I. Subcontractor shall supervise all participants at the Worksite at all times and require participant conformance with Subcontractor's standard of conduct for agency personnel. Participants are not to be considered a part of the Subcontractor's personnel. Subcontractor shall provide an orientation to each participant prior to beginning work which includes worksite rules/conduct, procedures, participant responsibilities and reporting requirements.

J. During the training period, Subcontractor shall expose participants to all customary and normal requirements of the job. Worksite shall provide enhanced training for participants, whenever necessary, to enable participants to master the job.

K. Subcontractor shall provide facilities which are adequate to fulfill the requirements of this Agreement.

L. Subcontractor shall Prepare and submit a bi-weekly evaluation and discuss the evaluation with participants.

M. Subcontractor shall notify Intermediary Contractor immediately of any changes in designation of personnel who will be supervising participants. This includes temporary designations of more than 2 days duration. Additionally Subcontractor shall designate a qualified alternate supervisor who has received a Work Experience Program Supervisor Orientation to supervise the participant(s) if the regular supervisor is absent. The Worksite must advise Intermediary Contractor if a new supervisor is assigned to the participants.

N. Subcontractor shall allow release time for counseling, educational training, unsubsidized job interviews and other related activities only with written authorization from Intermediary Contractor or County Representative.

O. Subcontractor shall adhere to policies and rules as discussed in the Supervisor Handbook. The Supervisor Handbook will be provided to Subcontractor upon execution of this agreement.

P. Subcontractor shall fully cooperate with authorized representatives of the Intermediary Contractor, County, State and Federal governments including independent auditors. In particular, cooperation is required with respect to those representatives seeking to interview any program participant or staff member of the Subcontractor, as well those representatives who evaluate, inspect and/or monitor facilities and operations of the Subcontractor that are directly involved in the implementation of programs funded through this Agreement, including program records.

Q. Subcontractor shall provide an orientation to participants that explains the program's purpose, applicable procedures, and the right to file a grievance in accordance with County regulations.

R. Should Subcontractor employ a participant as staff, then said participant shall cease to be a participant in the WEX/WS/CS programs.

S. Subcontractor shall provide Worksite supervisors with appropriate written materials describing the tasks necessary for the performance of his/her duties, including a copy of this Agreement and WEX/WS/CS regulations and policies.

T. Subcontractor shall assist the Worksite supervisor in resolving any problems concerning the participant's performance on the job.

U. **In the event of injury or death of a GAIN participant** in a WEX/WS/CS assignment, the SUBCONTRACTOR shall immediately contact: South Bay Workforce Investment board – GAIN Unit, at (310) 970-7796 within 24 hours of occurrence or knowledge of occurrence.

SUBCONTRACTOR shall also:

- Provide the injured participant with State Compensation Insurance Form (SCIF) 3301.
- Complete SCIF Form 3367.
- Obtain completed SCIF Form 3301 from participant and submit Forms 3301 and to, GAIN Intermediary Contractor, SBWIB/City of Inglewood, 11539 Hawthorne Blvd., 5th Floor, Hawthorne, CA. 90250.

In the event of extreme injury or death of a GAIN participant immediately contact:

Tracey Atkins, Program Manager
South Bay Workforce Investment Board
11539 Hawthorne Blvd., Ste. 500
Hawthorne, CA 90250
(310) 970-7796

and

Lorraine Sinelkoff, CalWORKs/GAIN/ Program Division
Los Angeles County Department of Public Social Services
12860 Crossroads Parkway South
City of Industry, CA 91746
(562) 908-5863

In the event of extreme injury or death of a DCFS participant immediately contact:

Tracey Atkins, Program Manager
South Bay Workforce Investment Board
11539 Hawthorne Blvd., Ste. 500
Hawthorne, CA 90250
(310) 970-7796

and

Wendy Luke, Division Chief
Los Angeles Department of Children and Family Services
3530 Wilshire Blvd., Ste. 400
Los Angeles, CA 90010
(213) 351-0102

V. During the assigned work period, the SUBCONTRACTOR shall provide each participant with:

1. Instruction as well as reasonable and proper supervision regarding duties/work activities.

2. Safety instructions and equipment necessary for protection against injury and damage, in accordance with OSHA guidelines.

3. The same working conditions as employees similarly employed, e.g., coffee breaks, lunch breaks.

Special Provisions

A. INTERMEDIARY CONTRACTOR has contracted with the COUNTY to serve as Employer of Record for the Transitional Subsidized Employment project. SUBCONTRACTOR agrees to provide services specifically related to the Transitional Subsidized Employment program, including but not limited to the following:

1. Maintain participant Time Sheets and forward them to INTERMEDIARY CONTRACTOR or other agent on a bi weekly basis.

2. If necessary, Distribute paychecks delivered by INTERMEDIARY CONTRACTOR to participants participating in the Transitional Subsidized Employment program.

3. Maintain a signature log recording the distribution of paychecks to participants.

4. Immediately inform referral agency, INTERMEDIARY CONTRACTOR and the participant's GAIN Service Worker/DCFC Case Worker should the participant ceases to attend, requires corrective measure, withdraws from, or is terminated from his/her assignment.

Tracking and Reporting

INTERMEDIARY CONTRACTOR, the COUNTY or authorized referral agent shall supply all necessary CalWORKs/GAIN/GROW/DCFS forms.

SUBCONTRACTOR shall comply with WEX/WS/CS tracking and reporting requirements and instructions for completing forms referenced in EXHIBIT 6 hereto.

A. SUBCONTRACTOR shall schedule a WEX/WS/CS enrollment appointment for GAIN/ GROW/DCFS participants by telephone when contacted by an authorized referral agent/GSW. GAIN Participants (only) will be referred by the GSW on Service Provider Referral Form GN 6006. The referral form will contain the name and telephone number of the GSW.

B. SUBCONTRACTOR shall complete as appropriate (entering the planned completion date) the GN 6006 referral form and mail the original completed, signed and dated to the GSW within eight (8) workdays after the receipt of same.

C. If requested, SUBCONTRACTOR shall mail a copy of the GN 6006 to the INERMEDIARYY CONTRACTOR, South Bay Workforce Investment Board - GAIN, 11539 Hawthorne Blvd., 5th Fl., Hawthorne, CA 90250.

D. Upon enrollment in a WEX/WS/CS assignment, SUBCONTRACTOR shall complete a Job Specification Sheet. A copy of this Job Specification Sheet shall be mailed to the GSW attached to the GN 6006, a copy shall be given to the participant, and a copy shall be retained in the file.

E. SUBCONTRACTOR shall reschedule the enrollment date when requested to do so by the GAIN participant, GSW or authorized referral agent. If an enrollment date is rescheduled, confirmation of the new enrollment will be made by a telephone call to the authorized referral agent/GSW within one (1) workday. SUBCONTRACTOR shall refer back to the authorized referral agent/GSW any participant who contacts the SUBCONTRACTOR after SUBCONTRACTOR has reported the participant's failure to keep the appointment.

F. SUBCONTRACTOR shall notify the authorized referral agent/GSW within five (5) workdays of any change in circumstances that will affect program participation on the Notification of Change from Service Provider (GN 6007B for GAIN Participants only), including, but not limited to the following:

1. Prior to the scheduled start date and time, the participant called and re-scheduled the appointment.

2. The participant did not keep the scheduled appointment to enroll in or to start the WEX/WS/CS assignment;

3. The WEX/WS/CS assignment is completed.

4. The participant obtains employment; during or immediately after the WEX/WS/CS assignment.

5. The participant refuses employment.

6. The participant fails to attend or to satisfactorily progress in his/her WEX/WS/CS assignment.

7. The participant needs a change in supportive services.

8. Any other change relevant to CalWORKS, GAIN and/or DCFS case.

G. If SUBCONTRACTOR determines that the given WEX/WS/CS work/training assignment is inappropriate for a participant, SUBCONTRACTOR’s recommendation for change in assignment must be made within thirty (30) workdays from the program start date. Recommendations for change must be made via the GN 6007B form (GAIN Participant only.)

H. SUBCONTRACTOR shall cancel or stop WEX/WS/CS as requested by County on Service Provider Cancellation/Stop Notice (GN 6011).

I. Each and every quarterly period, or at the midpoint, if the training program is less than three months, SUBCONTRACTOR is required to complete a Progress/Attendance Report (GN6070) provided by the GAIN participant. The completed GN6070 shall be returned to the GSW by either the participant or SUBCONTRACTOR.

EXHIBIT 2

SUBCONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

GENERAL INFORMATION

The City of Inglewood, on behalf of the South Bay Workforce Investment Board, Inc., hereinafter referred to as SBWIB, has entered into a contract with the County of Los Angeles hereafter known as County to provide various services for participants in the Greater Avenue for Independence (GAIN) Program. As a result, your signature is required on this Subcontractor Employee Acknowledgement and Confidentiality Agreement.

As part of your employment, you may be involved with work pertaining to COUNTY services and have access to confidential data pertaining to persons and/or other entities who receive services from the COUNTY, which has a legal obligation to protect all such data, including welfare recipient records. If you are to be involved in such work, the COUNTY must ensure that you will protect the confidentiality of all data and requires that you consider and sign this confidentiality agreement as a condition of your work.

EMPLOYEE ACKNOWLEDGEMENT

I understand and agree that my employer is my sole employer for purposes of employment. I rely exclusively upon it for payment of salary and any and all other benefits payable to me or on my behalf during the period of this employment. I am not an employee of SBWIB/COUNTY for any purpose. I do not have and will not acquire any rights or benefits of any kind from SBWIB/COUNTY during the period of this employment, and do not have, and will not acquire, any rights or benefits pursuant to any agreement between SBWIB/COUNTY.

CONFIDENTIALITY REPORT

I hereby agree that I will not divulge to any unauthorized person, data obtained while performing work pursuant to the contract between SBWIB/COUNTY. I will forward all requests for the release of information received by me to my immediate supervisor, ensure that said supervisor reports such violation to SBWIB/COUNTY, and return all confidential materials to my immediate supervisor upon termination of my employment or completion of the presently assigned work tasks, whichever occurs first.

I understand that a violation of this agreement and acknowledgement may subject me to civil and/or criminal action and that SBWIB/COUNTY may seek all possible legal redress.

Name: _____ Name: _____
(signature) (print)

Date: _____ Position: _____
(print)

EXHIBIT 3

GAIN REQUIRED FORMS FOR WEX/WS/CS SUBCONTRACTORS

Sample forms included in this section are to be completed or processed by SUBCONTRACTOR according to the terms and conditions hereinabove set forth or as directed by INTERMEDIARY CONTRACTOR or the COUNTY. The forms will be provided by either the INTERMEDIARY CONTRACTOR, authorized referral agent, or the COUNTY GAIN service worker as needed.

Forms to be completed or processed by SUBCONTRACTOR include but are not limited to:

1. GN 6006-Service Provider Referral
2. GN 6007B-Notification of Change From Service Provider
3. GN 6070-Progress/Attendance Report
4. WEX/CS Job Specification Sheet
5. GN 6011, Service Provider Cancellation/Stop Notice
6. State of California Insurance Forms-SCIF 3367 and SCIF 3301
7. Worksite Information Sheet
8. Youth Report to Work Form

CITY OF HUNTINGTON PARK

Administration
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF A RESOLUTION SUPPORTING THE MAINTENANCE OF AN INDOOR POOL AT HUNTINGTON PARK HIGH SCHOOL

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt Resolution No. 2017-35, Supporting the Maintenance of an Indoor Pool at Huntington Park High School; and

2. Direct staff to send a certified copy of said resolution to The Los Angeles Unified School District ("LAUSD") Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Huntington Park High School ("HPHS") was founded in 1909, but the earliest buildings were constructed in the 1920's. The existing gymnasium and indoor pool at HPHS were constructed prior to the historic 1933 Earthquake that caused major damage to school buildings.

The Los Angeles Unified School District ("LAUSD") is proposing a comprehensive modernization of HPHS, at 6020 Miles Avenue, Huntington Park, Los Angeles County, California. As currently proposed, the LAUSD comprehensive modernization of HPHS results in the demolition and removal of the existing indoor pool and adds an outdoor pool with a supporting building.

The City Council received public calls for the maintenance of an indoor pool at HPHS during its regularly scheduled City Council meeting on September 19, 2017. The indoor pool at HPHS is a historic city hallmark valued by City residents. Furthermore, the public expressed a preference for an indoor pool, since an indoor pool is accessible to HPHS students and residents year-round regardless of weather conditions. Other benefits in maintaining an indoor pool at HPHS may generally include: lower maintenance costs and the use of less chlorination and sanitization.

At the regular meeting of the City Council on October 17, 2017, the City Council directed City staff to prepare a proposed resolution in support of the maintenance of an indoor pool at HPHS for City Council review and approval.

LEGAL CONSIDERATIONS

None.

FISCAL IMPACT/FINANCING

None.

CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager



ARNOLD M. ALVAREZ-GLASMAN
City Attorney

ATTACHMENT(S)

A. Resolution No. 2017-35, Supporting the Maintenance of an Indoor Pool at Huntington Park High School.

ATTACHMENT “A”

RESOLUTION NO. 2017-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK SUPPORTING THE MAINTENANCE OF AN INDOOR POOL AT HUNTINGTON PARK HIGH SCHOOL

WHEREAS, historic properties and resources are rare and valuable assets of a community that cannot be replaced; and

WHEREAS, the City of Huntington Park ("City") promotes the protection, enhancement, preservation, and designation of historic properties and resources for the culture, education, enjoyment and economic welfare of the City's resident; and

WHEREAS, Section 37361 of the California Government Code grants cities the power to protect properties and resources of historical and aesthetic interest; and

WHEREAS, Title 9, Chapter 3, Article 18 of the Huntington Park Municipal Code implements the City's historic preservation goals, policies and programs; and

WHEREAS, Huntington Park High School ("HPHS") was founded in 1909, but the earliest buildings on the campus were constructed in the 1920s; and

WHEREAS, following a 6.4-magnitude 1933 Long Beach Earthquake ("1933 Earthquake"), school buildings that either were destroyed or suffered major damage were removed and completely reconstructed, while a few buildings were only partially reconstructed; and

WHEREAS, HPHS was evaluated as part of a historic resources survey conducted by the Los Angeles Unified School District ("LAUSD") in 2002; and

WHEREAS, HPHS was assigned a California Historical Resources Status Code of "3S", which indicates that the campus "appears eligible for the National Register of Historic Places or California Register of Historic Resources through survey evaluation; and

///

///

WHEREAS, based on information and belief the existing gymnasium and indoor pool were constructed prior to the 1933 Earthquake, in 1923; and

WHEREAS, LAUSD is proposing a comprehensive modernization of HPHS; and

WHEREAS, the HPHS Comprehensive Modernization Project ("Project") is designed to address the most critical physical concerns of the building and grounds at the campus while upgrading, renovating, modernizing, and reconfiguring the campus to provide facilities that are safe, secure, and better aligned with the current instructional program; and

WHEREAS, in August of 2017, an Initial Study was prepared in accordance with CEQA and CEQA Guidelines; and

WHEREAS, pre-construction and design activities began in the fourth quarter of 2015 and are anticipated to be completed in the third quarter of 2019; and

WHEREAS, the campus wide modernization process will occur in several phases, so that HPHS may continue operating while school is in session; and

WHEREAS, Phase 3 of the proposed Project includes, the partial demolition and removal of the Gymnasium (Building 13), including the demolition and removal of the historic HPHS indoor pool; and

WHEREAS, Phase 5 of the proposed Project includes, the construction of an outdoor pool of 25-yards x 25 meters, including decking, fencing, and bleacher seats as well as a 1-story pool support building that would be located immediately north of the new gym building, housing: field restrooms, pool equipment storage, and chemical storage; and

WHEREAS, the City Council received public calls for the maintenance of an indoor pool at HPHS during its regular City Council meeting on September 19, 2017; and

WHEREAS, the indoor pool at HPHS is a historic city hallmark valued by the public; and

///

///

WHEREAS, the public expressed preference for an indoor pool, since an indoor pool is accessible to HPHS students and the general public year-round regardless of weather conditions; and

WHEREAS, the maintenance cost of an indoor pool is generally lower than an outdoor pool, since it is not exposed to outside dust and debris that would normally make its way into an outdoor pool; and

WHEREAS, generally an indoor pool is sheltered from direct sunlight, which means it is generally not exposed to UV radiation and may not require as much chlorination and sanitization;

WHEREAS, the City supports the maintenance of an indoor pool at HPHS to preserve this historical hallmark and preserve students' and the public's continued enjoyment of an indoor pool at HPHS.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The indoor pool at HPHS is a historic hallmark valued by students and residents.

SECTION 2. The public called for the maintenance of an indoor pool at HPHS as part of the Comprehensive Modernization Project.

SECTION 2. The City supports the maintenance of an indoor pool at HPHS as part of the Comprehensive Modernization Project.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

///

///

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

THE FOREGOING RESOLUTION is approved and adopted by the City Council of the City of Huntington Park this 7th day of November 2017.

_____
Marilyn Sanabria, Mayor

ATTEST:

_____
Donna G. Schwartz, CMC
City Clerk

CITY OF HUNTINGTON PARK

City Manager/Office of the City Clerk
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION OF ACTION AMENDING ORDINANCE AMENDING THE CITY OF HUNTINGTON PARK'S MUNICIPAL CODE RELATED TO ELECTIONS AND RESOLUTION ADOPTING PLANS PERTAINING TO THE FUTURE CONSOLIDATION OF ELECTIONS WITH A STATEWIDE ELECTION NO LATER THAN THE NOVEMBER 8, 2022, STATEWIDE ELECTION TO COMPLY WITH CALIFORNIA SENATE BILL SB 415 "CALIFORNIA VOTER PARTICIPATION RIGHTS ACT"

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Waive first reading and introduce Ordinance No. 2017-961, Amending Ordinance No. 2017-960, Amending the City of Huntington Park's Municipal Code, Title 2 "Administration," Chapter 9 "Municipal Elections," Section 2-9.01 "Elections" and Section 2-9.03(c) "Limitation of Terms" to Comply with California Senate Bill SB 415 "California Voter Participation Rights Act";

2. Schedule the second reading and adoption of said ordinance on Tuesday, November 21, 2017; and

3. Adopt Resolution No. 2017-36, Amending Resolution No. 2017-26, Adopting Plans Pertaining to the Future Consolidation of Elections with a Statewide Election no later than the November 8, 2022, Statewide General Election.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On September 1, 2015, Governor Edmund G. Brown signed into law Senate Bill 415 (SB 415) "Voter Participation." The City of Huntington Park falls under the mandates laid out by SB 415.

After further review and consideration in will most efficient to amend the previously adopted SB 415 compliance ordinance, Ordinance 2017-960. The proposed election date changes are as follows:

Elected Official	Elected	End of Term	Next End of Term/Election Date
Mayor/Councilmember (Sanabria)	March 2015	November 2019	June 2024
Vice Mayor/Councilmember (Pineda)	March 2015	November 2019	June 2024
Councilmember (Ortiz)	March 2015	November 2019	June 2024
Councilmember (Macias)	March 2017	November 2021	June 2026
Councilmember (Avila)	March 2017	November 2021	June 2026

BACKGROUND

The rationale behind SB 415 was to address waning civic engagement in politics as illustrated by declining voter turnout in federal, state, and municipal elections. The legislative analysis asserts that one major contributing factor to low voter turnout – the timing of elections – could be addressed by synchronizing municipal elections with statewide elections. The Public Policy Institute of California surveyed 350 California cities and found that moving municipal elections to coincide with statewide elections could result in a 20-36% boost in voter turnout.

Elections Code Section 10403.5(b) requires that "no term of office shall be increased or decreased by more than 12 months ...." which limits the City's ability to comply with SB 415 due to the City's current March of odd numbered years' election dates. Typically, when faced with changes in state law addressing election dates, cities will increase terms, rather than decrease terms. However, in Huntington Park, the City's regular election is in March of odd years, which means that any term increase to June or November of the following even year exceeds the 12-month cap imposed by Elections Code Section 10403.5(b). Thus, the two step process was adopted in Ordinance 2017-960. However, in order to align the general municipal elections with other similar elections held in November or June where great voter turnout is likely, the proposed change is recommended which would establish election dates in November in odd numbered years until 2022 and then in June of even numbered years commencing 2024 and continuing thereafter. The election dates would be as follows:

RECOMMENDED ACTION

The above proposed realignment of elections would comply with SB 415 and Election Code 10403.5. It would be more efficient and ultimately align the local municipal election with a November or June election date, rather than the historically lower voter turnout dates of March of odd numbered years.

LEGAL IMPACTS

Notification to City Registered Voters

The proposed Ordinance requires the City Clerk, in accordance with the Elections Code Section 10403.5(e), to cause a notice to be mailed to all registered voters informing the voters of: (1) the change in the election date; and (2) the accompanying adjustment to the terms of elected officials.

FISCAL IMPACT

The fiscal impacts associated with this item are unknown at this time. Election costs vary based on the number of agencies consolidating in a particular election, number of candidates, number of polling sites, etc. It is possible that election costs could decrease as more jurisdictions are required to consolidate with statewide elections. The cost of the City's last general municipal and special election held March 7, 2017 was $33,000.

CONCLUSION

Upon Council approval staff will proceed with the recommended action to begin synchronization of the City's general municipal elections to statewide election dates in a manner that does not negatively affect the terms of duly elected council members in accordance with the spirit and intent of California Senate Bill 415.

Respectfully submitted,

RICARDO REYES
Acting City Manager

ARNOLD M. ALVAREZ-GLASMAN
City Attorney

DONNA G. SCHWARTZ, CMC
City Clerk

ATTACHMENT(S)

A. (SB415) "Voter Participation"

B. Ordinance No. 2017-961, Amending Ordinance No. 2017-960, Amending the City of Huntington Park's Municipal Code, Title 2 "Administration," Chapter 9 "Municipal Elections," Section 2-9.01 "Elections" and Section 2-9.03(c) "Limitation of Terms" to Comply with California Senate Bill SB 415 "California Voter Participation Rights Act"

C. Ordinance No. 2017-960.

D. Resolution No. 2017-36, Amending Resolution No. 2017-26, Adopting Plans Pertaining to the Future Consolidation of Elections with a Statewide Election no later than the November 8, 2022, Statewide General Election.

E. Resolution No. 2017-26.

ATTACHMENT “A”

SB-415 Voter participation. (2015-2016)

SHARE THIS:

Senate Bill No. 415

CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[Approved by Governor September 01, 2015. Filed with Secretary of State September 01, 2015.]

LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

CHAPTER 1.7. Voter Participation

14050. This chapter shall be known and may be cited as the California Voter Participation Rights Act.

14051. As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited to, a city, a school district, a community college district, or other district

organized pursuant to state law.

(b) "Significant decrease in voter turnout" means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) "Voter turnout" means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

14052. (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

14053. Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

14054. In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney's fee consistent with the standards established in Serrano v. Priest (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14055. A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

14056. This chapter does not apply to special elections.

14057. This chapter shall become operative on January 1, 2018.

ATTACHMENT “B”

ORDINANCE NO. 2017-961

A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AMENDING ORDINANCE 2017-960 AMENDING THE CITY OF HUNTINGTON PARK'S MUNICIPAL CODE, TITLE 2 "ADMINSITRATION," CHAPTER 9 "MUNICIPAL ELECTIONS," SECTION 2-9.01 "ELECTIONS" AND SECTION 2-9.03(c) "LIMITATION OF TERMS" TO COMPLY WITH CALIFORNIA SENATE BILL SB 415 "CALIFORNIA VOTER PARTICIPATION RIGHTS ACT"

WHEREAS, Senate Bill 415 ("SB 415") was adopted in 2016 and establishes the "California Voter Participation Rights Act," which is codified in Election Code sections 14050 through 14507 ("Act");

WHEREAS, SB 415 requires a municipality to hold general municipal elections on a statewide election date, if holding general municipal election on a non-concurrent date previously resulted in a "significant decrease in voter turnout;"

WHEREAS, Pursuant to §1301 and §10403.5 of the California Elections Code the date of the General Municipal Election of the City of Huntington Park, California is moved from the first Tuesday after the first Monday in March of each odd-numbered year to the first Tuesday after the first Monday in March of each even-numbered year;

WHEREAS, In accordance with the change of election date, increase the terms in a two-step process: (1) Change the election dates for the next two elections to increase both current terms by twelve (12) months from March 2019 to March 2020 and March 2021 to March 2022, respectively, and then (2) increase future terms of future council members by 3 months, the terms ending in March 2020 to June 2024 and the terms ending March 2022 to June 2026;

WHEREAS, The terms of office of those members of the City Council presently serving shall be extended for a period of approximately twelve (12) months until election results are declared by the city council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AS FOLLOWS:

SECTION 1. Title 2 "Administration," Chapter 9 "Municipal Elections," Section 2-9.01 "Elections" and Section 2-9.03(c) "Limitation of Terms," is hereby amended to read as follows:

Chapter 9

MUNICIPAL ELECTIONS

Sections:
2-9.01 Elections.

2-9.03 Limitation of terms.

2-9.01 Elections.
The date of the City's General Municipal Election shall be conducted on the first Tuesday after the first Monday in November of odd-numbered years, in November 2019 and also November 2021. Commencing in 2024, the date of the City's General Municipal Election shall be conducted on the first Tuesday after the first Monday in June of even-numbered years. The terms of those persons who were elected to City offices in March, 2015, shall run until November 2019; those persons who were elected to City offices in March, 2017, shall have their terms run until November 2021. Those elected in November 2019 shall have their terms run until June 2024. Those elected in November 2021 shall have their terms run until June 2026.

(§ 1, Ord. 543-NS, eff. June 15, 1994, as amended by § 1, Ord. 930-NS, eff. August 21, 2014, Ord 959, eff. September 14, 2017 and Ord. 2017-960, eff. September 14, 2017)

2-9.03 Limitation of terms.
(a) No person shall serve more than three (3) full consecutive terms of office as a City Councilmember (each term is for four (4) years).
(b) A person who has served three (3) full consecutive terms as a City Councilmember shall be eligible to serve either as an appointed or elected City Councilmember after being out of office for at least one general municipal election.
(c) The term limits established by this chapter shall be applicable to all terms of office for City Councilmembers from and commencing with the terms of City Councilmembers elected at the March 7, 2015, general municipal election.

(§ 1, Ord. 700A-NS, eff. March 4, 2003, Ord 959, eff. September 14, 2017 and Ord. 2017-960, eff. September 14, 2017)

SECTION 2. This ordinance shall take effect thirty (30) days after its final passage.

SECTION 3. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

PASSED, APPROVED and ADOPTED this 21th day of November, 2017.

_____
Marilyn Sanabria, Mayor

ATTEST:

_____
Donna G. Schwartz, CMC
City Clerk

ATTACHMENT “C”

ORDINANCE NO. 2017-960

A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AMENDING THE CITY OF HUNTINGTON PARK'S MUNICIPAL CODE, TITLE 2 "ADMINSITRATION," CHAPTER 9 "MUNICIPAL ELECTIONS," SECTION 2-9.01 "ELECTIONS" AND SECTION 2-9.03(c) "LIMITATION OF TERMS" TO COMPLY WITH CALIFORNIA SENATE BILL SB 415 "CALIFORNIA VOTER PARTICIPATION RIGHTS ACT"

WHEREAS, Senate Bill 415 ("SB 415") was adopted in 2016 and establishes the "California Voter Participation Rights Act," which is codified in Election Code sections 14050 through 14507 ("Act");

WHEREAS, SB 415 requires a municipality to hold general municipal elections on a statewide election date, if holding general municipal election on a non-concurrent date previously resulted in a "significant decrease in voter turnout;"

WHEREAS, Pursuant to §1301 and §10403.5 of the California Elections Code the date of the General Municipal Election of the City of Huntington Park, California is moved from the first Tuesday after the first Monday in March of each odd-numbered year to the first Tuesday after the first Monday in March of each even-numbered year;

WHEREAS, In accordance with the change of election date, increase the terms in a two-step process: (1) Change the election dates for the next two elections to increase both current terms by twelve (12) months from March 2019 to March 2020 and March 2021 to March 2022, respectively, and then (2) increase future terms of future council members by 3 months, the terms ending in March 2020 to June 2024 and the terms ending March 2022 to June 2026;

WHEREAS, The terms of office of those members of the City Council presently serving shall be extended for a period of approximately twelve (12) months until election results are declared by the city council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AS FOLLOWS:

SECTION 1. Title 2 "Administration," Chapter 9 "Municipal Elections," Section 2-9.01 "Elections" and Section 2-9.03(c) "Limitation of Terms," is hereby amended to read as follows:

Chapter 9

MUNICIPAL ELECTIONS

Sections:

2-9.01 Elections.
2-9.03 Limitation of terms.

2-9.01 Elections.

The date of the City's General Municipal Election shall be conducted on the first Tuesday after the first Monday in March of even-numbered years, beginning March 2020. The terms of those persons who were elected to City offices in March, 2015, shall run until March, 2020; and then increase terms by three (3) months, the terms ending in March 2020 to June 2024 and those persons who were elected to City offices in March, 2017, shall run until March 2022 and then increase terms by three (3) months to June 2026.

(§ 1, Ord. 543-NS, eff. June 15, 1994, as amended by § 1, Ord. 930-NS, eff. August 21, 2014, Ord 959, eff. September 14, 2017 and Ord. 2017-960, eff. September 14, 2017)

2-9.03 Limitation of terms.

(a) No person shall serve more than three (3) full consecutive terms of office as a City Councilmember (each term is for four (4) years).

(b) A person who has served three (3) full consecutive terms as a City Councilmember shall be eligible to serve either as an appointed or elected City Councilmember after being out of office for at least one general municipal election.

(c) The term limits established by this chapter shall be applicable to all terms of office for City Councilmembers from and commencing with the terms of City Councilmembers elected at the March 7, 2015, general municipal election.

(§ 1, Ord. 700A-NS, eff. March 4, 2003, Ord 959, eff. September 14, 2017 and Ord. 2017-960, eff. September 14, 2017)

SECTION 2. This ordinance shall take effect thirty (30) days after its final passage.

SECTION 3. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

PASSED, APPROVED and ADOPTED this 15th day of August, 2017.

Marilyn Sanabria, Mayor

ATTEST:

Donna G. Schwartz, CMC
City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF HUNTINGTON PARK)

I, Donna G. Schwartz, City Clerk of the City of Huntington Park, California, do hereby certify that the foregoing Ordinance No. 2017-960 was introduced at a special meeting on August 8, 2017, and duly passed and adopted by the City Council of the City of Huntington Park at a regular meeting of the City Council held on the 15th day of August, 2017, by the following vote, to wit:

AYES: Council Member(s): Macias, Ortiz, Avila, Vice Mayor Pineda and Mayor Sanabria

NOES: Council Member(s): None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Huntington Park, this 16th day of August 2017.

Donna G. Schwartz, CMC, City Clerk

ATTACHMENT “D”

RESOLUTION NO. 2017-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, AMENDING RESOLUTION NO. 2017-26 ADOPTING PLANS PERTAINING TO THE FUTURE CONSOLIDATION OF ELECTIONS WITH A STATEWIDE ELECTION NO LATER THAN THE NOVEMBER 8, 2022, STATEWIDE GENERAL ELECTION

WHEREAS, the City of Hunting Park, California, is a political subdivision as defined by §14051(a) of the Elections Code of the State of California; and

WHEREAS, §14052(b) of the Elections Code of the State of California provides that a political subdivision may adopt a plan to consolidate future elections by January 1, 2018; and

WHEREAS, as of the date of this resolution, §10402.5 of the Elections Code of the State of California applies and allows the county board of supervisors to deny consolidation based on incompatible ballot style, voting equipment, or computer capacity;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the City plans to move their election date and consolidate their election with the County of Los Angeles, by November 8, 2022.

SECTION 2. That pursuant to §1301 of the Elections Code of the State of California, the City will change their election date from the first Tuesday after the first Monday in March of each odd-numbered years to the first Tuesday after the first Monday in November of odd-numbered years starting in November 2019 and then commencing in June 2024 to the first Tuesday after the first Monday in June of even-numbered years.

SECTION 3. That the City has the discretion by ordinance pursuant to §1301(b) of the Elections Code of the State of California, to change the date of consolidation if the board of supervisors approves an earlier consolidation time frame.

SECTION 4. That pursuant to §10403.5(b) of the Elections Code of the State of California, no city office term shall be increased or decreased by more than twelve (12) months.

SECTION 5. This resolution shall take effect immediately after its adoption.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED and ADOPTED this 7th day of November 2017.

_____
Marilyn Sanabria, Mayor

ATTEST:

_____
Donna G. Schwartz, CMC
City Clerk

ATTACHMENT “E”

RESOLUTION NO. 2017-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, ADOPTING PLANS PERTAINING TO THE FUTURE CONSOLIDATION OF ELECTIONS WITH A STATEWIDE ELECTION NO LATER THAN THE NOVEMBER 8, 2022, STATEWIDE GENERAL ELECTION

WHEREAS, the City of Hunting Park, California, is a political subdivision as defined by §14051(a) of the Elections Code of the State of California; and

WHEREAS, §14052(b) of the Elections Code of the State of California provides that a political subdivision may adopt a plan to consolidate future elections by January 1, 2018; and

WHEREAS, as of the date of this resolution, §10402.5 of the Elections Code of the State of California applies and allows the county board of supervisors to deny consolidation based on incompatible ballot style, voting equipment, or computer capacity;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the City plans to move their election date and consolidate their election with the County of Los Angeles, by November 8, 2022.

SECTION 2. That pursuant to §1301 of the Elections Code of the State of California, the City will change their election date from the first Tuesday after the first Monday in March of each odd-numbered years to the first Tuesday after the first Monday in March of even-numbered years starting in March 2020 and then increase terms by three (3) months, the term ending in March 2020 to June 2024 and the term ending March 2022 to June 2026.

SECTION 3. That the City has the discretion by ordinance pursuant to §1301(b) of the Elections Code of the State of California, to change the date of consolidation if the board of supervisors approves an earlier consolidation time frame.

SECTION 4. That pursuant to §10403.5(b) of the Elections Code of the State of California, no city office term shall be increased or decreased by more than twelve (12) months.

SECTION 5. This resolution shall take effect immediately after its adoption.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED and ADOPTED this 8th day of August 2017.

Marilyn Sanabria, Mayor

ATTEST:

Donna G. Schwartz, CMC
City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF HUNTINGTON PARK)

I, Donna G. Schwartz, City Clerk of the City of Huntington Park, California, do hereby certify that the foregoing Resolution No. 2017–26 was duly passed and adopted by the City Council of the City of Huntington Park at a regular meeting of the City Council held on the 8th day of August 2017, by the following vote, to wit:

AYES: Council Member(s): Macias, Ortiz, Avila, Vice Mayor Pineda and Mayor Sanabria

ABSENT: Council Member(s): None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Huntington Park, this 9th day of August 2017.

Donna G. Schwartz, CMC, City Clerk

CITY OF HUNTINGTON PARK

Office of the City Clerk
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING A DESTRUCTION OF BUSINESS RECORDS OF THE VARIOUS DEPARTMENTS OF THE CITY

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt Resolution No. 2017-37, Authorizing and Approving the Destruction of Certain Business Records No Longer Required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

With the passage of time, department records progress through a life cycle of creation/ receipt, active use, inactive storage and final disposition, which may be permanent retention or disposal.

Government Code Section 34090 provides a procedure whereby any City record that has served its purpose and is no longer required may be disposed of, as long as the disposal of said record will not interfere with the services and functions of the City.

The referenced logs (Exhibit A) have been reviewed by the City Manager and the City Attorney (written consent of approval Exhibit B) and approved for destruction.

FISCAL IMPACT

No fiscal impact, aside from a future positive fiscal impact due to savings due to not requiring additional storage space to store these records which are no longer required.

CONCLUSION

Upon Council approval staff will proceed with the recommended action.

Respectfully submitted,

RICARDO REYES
Acting City Manager

DONNA G. SCHWARTZ, CMC
City Clerk

ATTACHMENT(S)

A. Resolution No. 2017-37, Authorizing and Approving the Destruction of Certain Business Records No Longer Required (Exhibits A & B attached).

ATTACHMENT “A”

RESOLUTION NO. 2017-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AUTHORIZING AND APPROVING THE DESTRUCTION OF CERTAIN BUSINESS RECORDS NO LONGER REQUIRED

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AS FOLLOWS:

SECTION 1. The City Council, upon the recommendation of the City Clerk does hereby find and determine that the business records of the various departments of the City described in the attached (Exhibit "A"), which is incorporated herein by reference, and which documents are now stored in the basement of City Hall, are no longer required; that more than seven years have elapsed for all records which must be maintained for seven years; that more than five years have elapsed for all records which must be maintained for five years; that more than two years have elapsed for all records which must be maintained for two years; that such records are not of sufficient historical, legal, fiscal, research, or other value to justify their retention; and that such records are of a type which may lawfully be destroyed pursuant to the provisions of Government Code Section 34090 without retention of a copy thereof.

SECTION 2. The City Council does hereby authorize and approve the destruction of said records, without making a copy thereof, provided that prior to such destruction the written consent of the City Attorney (Exhibit "B") thereto shall have first been obtained as required by Government Code Section 34090.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 7th day of November, 2017.

_____
Marilyn Sanabria, Mayor

ATTEST:

_____
Donna G. Schwartz, CMC
City Clerk

EXHIBIT “A”

CITY ATTORNEY WRITTEN CONSENT TO DESTROY RECORDS PURSUANT TO GOVERNMENT CODE SECTION 34090

I, Arnold M. Alvarez-Glasman, serves as the City Attorney for the City of Huntington Park. I have reviewed the request to destroy the documents as set forth in the logs submitted to the City Council pursuant to Resolution 2017-37. The request submitted complies with the requirements set forth in California Government Code Section 34090. By executing this document, I hereby consent to the destruction of said documents and confirm that their destruction complies with California Government Code Section 34090.

Executed this 2nd day of November, 2017 at Huntington Park, California.

Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT “B”

DATE SUBMITTED TO CITY CLERK: _____

Box 2 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		(2 pages)			
		12/19/1980 — 1/8/2003			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature: Edgar Lopez — Date: 7/31/17

City Manager Signature: Donna Schwing, City Clerk — Date: 10-18-17

Box 5 6/25/2014

Aug. 4, 1982 - June 6, 1989 Board report submissions / Aug. 04, 1982 - June 6, 1989
Jan. 1993 - Feb. 1999 Retrospects / Jan. 1993 - Feb. 1999
Jan. 26, 1982 - April 5, 1999 C.A.O personal file / Jan. 26, 1982 - April 5, 1999
No dates File drawer inventory / No dates
Dec. 19, 1980 - June 17, 1999 Administrative Directive copies / Dec. 19, 1980 June 17, 1999
Jan 3, 2000 - March 5, 2001 Chief Administrative officer agenda items/comments 2000 / Jan 3, 2000. - March 5, 2001
April 6, 1998 - Feb. 18, 1999 Council & Administrators / Apr. 6, 1998 - Feb. 18, 1999.
Aug. 17, 1998 - Aug. 7, 2001 Chief Administrative officer budget file - fy 99-00
Dec. 1999 - March 2000 Rivertransit Services request for proposals Dec. 1999 - March 2000
Oct. 18, 1999 - Oct 07, 1999 Paratransit Service (Request for proposals) Jan. 2000
March. 1997 - Jan. 1997 Proposition 218
April 18, 1994 - Nov 8, 1999 Fireworks / April 18, 1994 - Nov 8, 1999
May 04, 1992 - June 05, 1995 Greater Watts economic incentive program
Sep 21, 1998 - May 20, 2002 Community Development ordinance/resolutions 1996
July 05, 1994 - Feb. 19, 2003 Ordinance - Alcoholic Beverages
Jan. 1990 - April 1999 Solid Waste management / Jan. 1990 - April 1999
Jan. 1989 - Dec 05, 1990 Sewer maintenance fee / Jan. 1989 - Nov 05, 1990
Sep. 1997 Trash disposal Rates Survey 1997 / Sep. 1997
Jun. 17, 1996 - Jun. 21, 1999 Weeds / Jun. 17, 1996 - Jun 21, 1999
11-01-01 - Feb-06, 2002 Chief Administrative officer paid billings/PCS 2001
01-08-2000 - Dec-24-2000 Chief Administrative officer cellular bills 2000
Jan 03, 2000 - Nov 01, 2000 Chief Administrative officer Paid billings/PCS 2000
Jan. 26, 2000 - Dec. 1, 2000 Paid billings/credit card currentyear 2000
March 7, 2001 - Dec 10, 2001 Paid billings/credit cards 2001
Dec 9, 2000 - Dec 3, 2001 Chief Administrative officer cellular bills 2001

Box 8 contd 6/25/04

n. 8, 2003	City Manager cellular bills 2003
c. 8, 2002	City Manager cellular bills 2002
n. 26-28, 2000	Conference Attendance 2000
v. 14, 2000	
a. 3-5, 1999	Conference Attendance 1999
t. 10-12, 1999	
n. 24, 2001	Conference Attendance 2001
n. 8-10, 2001	

DATE SUBMITTED TO CITY CLERK: _____ Box 6 OF 7

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		10/3/1996 – 5/6/2009			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date _____

City Manager Signature _____ Date 7/31/17

July 27, 2011

Box 6

10/26/04 - 3/19/08
3/21/06 - 12/11/06
7/7/05 - 10/18/05
1/12/06 - 12/11/06
12/12/06 - 7/11/07
2/18/08 - 12/16/08
1/7/09 - 3/6/09
3/17/08 - 5/6/09
9/11/01 - 5/12/02
10/3/06 - 12/12/01

3/9/04 - 12/8/05

2/1/03 - 12/20/03

5/1/02 - 5/15/02

4/5/04 - 2/24/05

4/20/04 - 12/26/05

4/1/02 - 12/25/03

2/6/15 2004

10/6/03 - 12/3/03

- Cell phone Usage "Elan Reno" 2007
- Elan Reno (Concept Letters)
- Elan Reno Concept 2005
- Cell phone Usage Elan Reno 2006
- Cell phone Elan Reno 2007
- Cell phone Usage Elan Reno 2005
- Cell phone Usage Elan Reno 2003
- Personnel Action Forms
- Richard Loya's Cellular Usage
- Richard V. Loya Correspondence Awards
- Richard V. Loya Resume
- Richard Loya Cellphone Usage 2004
- Richard Loya Cell phone Usage 2003
- Richard Loya Cellular Usage 2002
- Notes from the mayor Current Year
- Edward Escareno Cellphone Usage 2004
- Edward Escareno Cellphone Usage 2005
- Edward Escareno Monthly Expense Report 2004
- Edward Escareno Monthly Expense Report 2003

①

DATE SUBMITTED TO CITY CLERK: _____ Box 5 OF 7

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		2/16/1997 – 2/7/2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Box 5

July 20, 2016

7/13-17/2010	- ICA 15th Annual Seminar Rancho Bernardo
2/5-7/2010	- ICA 22nd Annual Water Seminar Santa Barbara, CA
9/10/2009	- ICA Tribal Liaison Meeting/Dinner Claremont, CA
7/9-12/2009	- ICA 40th Annual Seminar San Diego, CA July 9-12, 2009
2/24/2009	
2/18-20/2009	- ICA Santa Barbara, CA Feb 18-20
7/7-10/2008	- ICA 43rd Annual Seminar Rancho Bernardo 7/7-10/08
2/21-23/2008	- ICA 16th Annual Water Seminar Rancho Mirage, CA
7/8/2008	
7/8-11/2008	- ICA 44th Annual Seminar 7/8-11 Rancho Bernardo, San Diego
2/24/2008	
2/21-23/2008	- ICA Santa Barbara, Feb. 21-23, 08
7/9/2007	- ICA Seminar Santa Barbara
2/28/2007	Desert Hot Springs Feb 28, 2007-Dec 20
7/10-13/2006	- ICA Rancho Bernardo 7/10-13, 06
2/21-24/2006	- ICA 14th Annual Water Seminar Santa Barbara, CA Feb. 21-24, 2006
7/11/2005	- ICA 7/11-9/2005
2/23-25/2005	- ICA 13th Annual Water Sem Santa Barbara, CA Feb. 23-25
7/12-15/2004	- ICA San Diego, CA 7/12-15/2004
7/6-9/2003	- ICA Rancho Bernardo 7/6-9/2003

July 20, 2016

	- ICA 12th Annual Seminar Coronado, CA July 7-10, 2002
7/8-11/2001	- ICA San Diego, July 8-11, 2001
2/25-27/2001	- ICA 11th Annual Water Seminar Santa Barbara, Feb. 25-27, 2001
7/9-12/2000	- ICA Annual Seminar Coronado San Diego, July 9-12, 2000
2/14-16/2000	- ICA Santa Barbara, Feb 14-16, 00

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		(2 pages)			
		10/10/1996 — 6/18/2013			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Dispose prior to 1931/2007

1 City Council

4-6

Beg Date	End Date	Title
1/21/97	-Aug 2004	County of LA (Corresp
9/ 196	- 03/31/03	" " " Board Su
02-05-97	— 09-09-2003	" " Fire Dept.
09-20-2003	— 10-08-2003	" " " Library
06-19-1997	— 03-18-2004	" " " Sheriffs
07-21-2003	— 08-01-2003	" " " Sup. Court
10-24-2003		Governor (Arnold S)
05-09-1997	— 01-07-2004	Congresswoman (Lucille
08-08-2003	— 08-19-2004	Competition (Lucille R
02-17-2008	— 02-27-2008	Assembly Speaker (Fabic
08-02-1996	— 05-10-04	Assembly (Marco A.
02-2002	— 05-23-2002	Senator (Barbara Boxe
09-07-1999	— 07-21-2004	State Senator (Martha Escuti
07-01-2003	— 07-01-2003	Treasures (Rosario Marin
05-16-2003	— 10-10-2003	Middle school (Chester W.

3/11/04 — July 12, 04 ✓	Gage Middle School (Corresp (Fireworks Stand / financial Summary Report
7/21/2003	Huntington Park Baptist Elementary School
4/11/1997 — 6/21/2004	Huntington Park High School (Corresponden
3/2/1998 - 11/26/2003	Charter Communications
9/6/1996 - 2/18/2004	L.A United school District (Corresp. flyers
4/30/2002	Middleton Street Elementary School
5/6/2003 — 4/22/2004	Miles Ave. school (corresp., flyers & invit.
1/14/2004 — 1/10/2004	Abuelitos International (corresp. & invitat
7/23/2003 - 8/16/2003	Academy of Business Leadership (corres fax-
10/10/1996 - 5/9/2002	Alameda Corridor Transportation Authority (corresp, Agenda, Report, Memo.

(1)

Box -

→ Continue from pg 1. Monday July 13, 2016

6/18/2004	Administrative Service CO-OP Fiesta Taxi (Corresp.
10/26/2003 - 8/14/2004	American Cancer Society (Flyers, Invitations ? correspondence)
2/17/2005	American Cancer Society Newsletter
4/5/2001 - 5/3/2002	Bienvenidos Family Services (Correspondence
6/10/2008 - 6/30/2010	California Cities Home Ownership Authority (corresp. copy defer
4/24/2002 — 4/24/2007	General Correspondence / Minutes
3/17/2004 —	California Contract Cities Association (Agenda, Memo, Meetings, Invoice
12/17/2007	California Contract Cities Association (Agenda, Memo Meetings, Inve
7/30/1999 - 9/15/2005	El Grito de Independencia (Correspondence)
11/24/1996 - 9/1/2006	Huntington Park Chamber of Commerce (corresp. flyers, In
7/30/2003 - 3/15/2006	Gateways Cities (corresp. invitations Folder)
4/14/2003 - 10/10/2003	First LA 5 (correspondence, Folder, Binders) sample proclamation text
3/25/2003 - 5/10/2004	ELKS USA Afraternal Organization (Invitation Correspond
4/14/2004	The Emergency Preparedness Commission (corresp repor-
7/8/2004	Dept. of Health Services (Correspondence)
1/21/2004 - 12/17/2008	County Wide Criminal Justice (Correspondence meetings
11/24/2008	Community & Mission Hospital of Hp (Invitation)
1/1/2002 - 6/24/2004	Charo (Flyers, Invitations, Newsletter)
2/7/2001	Tom Jackson Retirement Dinner
10/31/2007	Strike Service Complaint
8/12/2004	Building & Engineering (Correspondence
11/4/2003 — 6/18/2013	City Council (Request for Leave form) Invoice
10/4/1999 - 4/21/2003	Memos from City Manager Secretary (Memorandum
3/23/2006 - 3/28/2006	Emails (SIR's for Council)
2/28/2008 - 5/14/2009	Correspondence, Mayor Elba Guerrero
11/1/2000 - 6/22/2010	General Correspondence
12/3/1999 - 6/21/2010	Administration Correspondence

DATE SUBMITTED TO CITY CLERK: _____ Box 7 OF 7

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached			1
		6/18/1997 – 3/23/2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 7/31/17

City Manager Signature — Date: 10-18-17

Box 7

July 20, 2016

6/23/2009 - 8/26/2009 - NALEO Hollywood, CA June 25-27, 0

3/13/2008 - 4/16/2008 - NALEO Philadelphia, PA April 25-27,

1/11/08 - 5/7/08 - NALEO Educational Fund Feb. 8-10, 08

3/10/08 - 3/11/08 - NALEO CA. State Wide Institute on Health March 14-16, 08

1/5/07 - 1/24/07 - NALEO Educational Fund Manhattan Beach, CA Jan. 19-21, 07

10/7/06 - 12/8-10/06 - NALEO Education Fund John Nogvez Dec. 8-10, 06

1/11/05 - 3/7/2005 - NALEO Education Fund Ofelia Hanandez March 11-13, 05

3/28-29/03 - NALEO Education Sanhoin Regional California Policy Inst. on Health March 28-29, 2003

9/11/03 - 1/9/04 - NALEO Monterey, CA Nov. 7-8, 03

6/26/02 - 6/29/02 - NALEO Albuquerque, New Mexico June 27-29, 2002

6/21/01 - 6/28/01 - NALEO San Jose, CA June 28-30, 01

6/22,24/00 - NALEO Denver Colorado June 22-24, 00

6/18/1997 - 6/19.21/1997 - NALEO Annual Conference Miami, Florida June 19-21, 1997

5/21/1999 - 5/17/1999 - NALEO Annual Conference Philadelphia, PA June 17-19, 1999

3/18/2010 - 3/22,23/2010 - National League of Cities Long Beach, CA March 22-23, 2010

12/3/04 - 12/7/04 - National League of Cities Edward Escamilla March 5-9, 04

Cont'd

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		2004 – 2010			

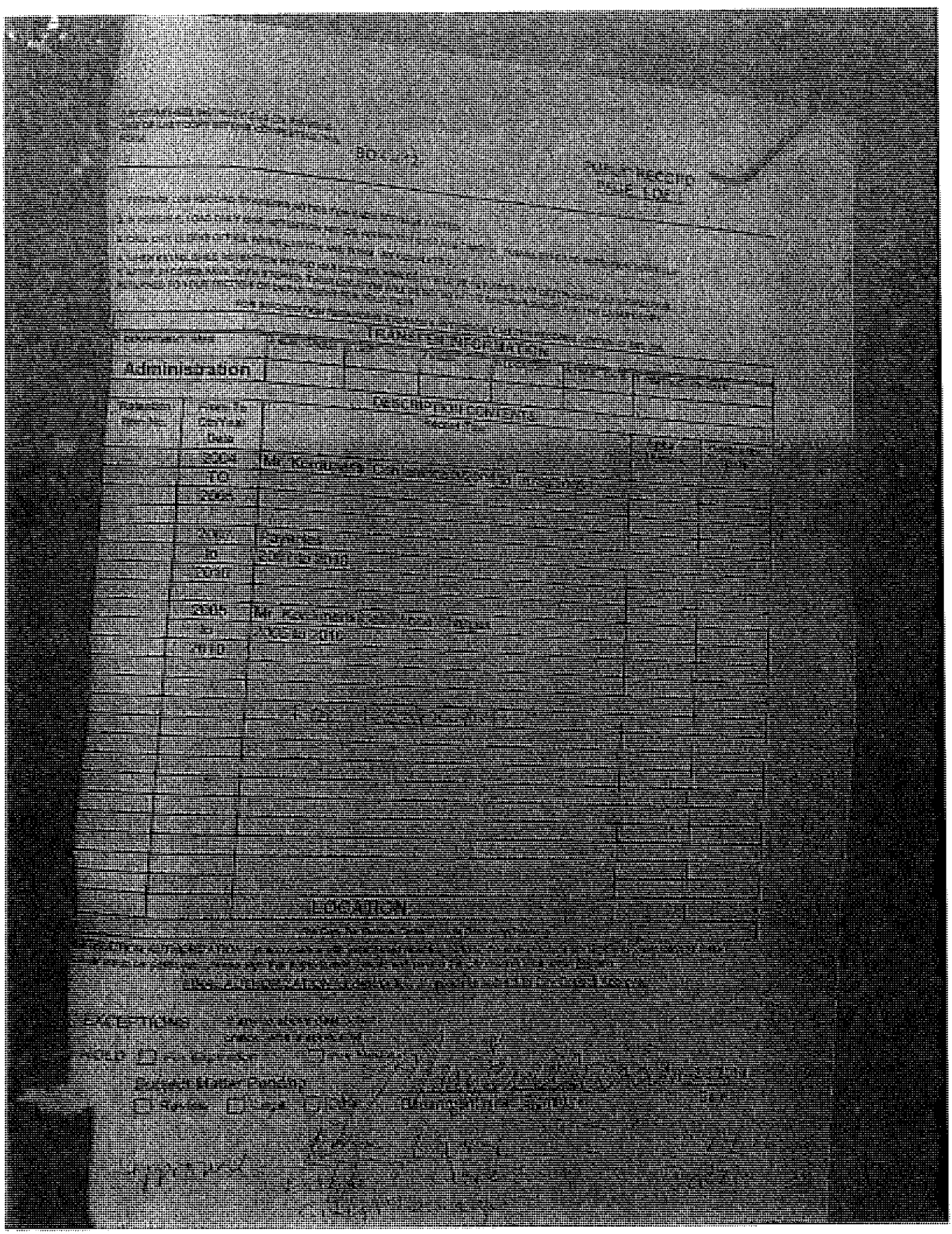
Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17


Administration

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210		

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		2002 - 2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

TRANSFER INFORMATION

dministration

	2008	CITY MANAGER CONF
	TO	2008 TO 2010
	2008	

LOCATION:

EXCEPTIONS

HOLD

DATE SUBMITTED TO CITY CLERK: _____ Box 2 OF 2

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		9/25/2009 – 3/30/2015			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Box 2.2

BUDGET 2009 April 1st, 2011 — June 2012
MUNICIPAL ENERGY SOLUTIONS N/A
MAG SWEEPING February 20, 2012 — Feb. 23, 2012
TRANSPORTATION RFP TIMELINE July 6, 2009 — Aug. 16, 2011
SWIPE CARD Nov. 27, 2006 — Sept. 7, 2012
LGC - SACRAMENTO 9/13 Sept. 12, 2013 — Sept. 17, 2013
SOLAR N/A
LIEBERT CASSIDY WHITMORE March 7, 2013
ALTA PLANNING AND DESIGN N/A
PRELIMINARY ANALYSIS OF COMMUNITY AND MESSON HOSPITALS March 23, 2015
ACTIVE TRANSPORTATION PROGRAM N/A
WILMINGTON MOBILITY PLAN N/A
PUBLIC WORKS April 2, 2007 — February 29, 2012
NEWSLETTER CONTRACT Dec. 19, 2007 — June 15, 2011
LOBBYIST REPORT Jan. 19, 2011 — Feb 7, 2011
MIKE BUSCH PROPOSAL 1/2/12 January 27, 2012 — March 2, 2012
CHECK COVERS May 16, 2011 — April 02, 2012
PUBLIC WORKS CHANGE ORDER Sept. 24, 2012 — Oct. 31, 2012
CONTRACTS Feb 28, 2013
PROMOTOR Oct. 7, 2013
CITY ATTORNEY Dec. 11, 2014
CITY COUNCIL AGENDA PREPARATION PROCESS Jan. 7, 2013 — July 29, 2013
CITY COUNCIL AGENDA STAFF REPORTS Sep. 23, 2009
PROPERTIES PURIS N/A
TRAFFIC AUTHORITY AGENDA 11/19/2013

DATE SUBMITTED TO CITY CLERK: _____

Box 2 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached (2 pages) 11/30/1999 – 9/9/2004	Copy		1

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Box 8

- Varios Info. Packets (Historic Consultant Inc, Los Angeles County Children Planning Council, HKMS, Insurance, Services, AON, Labor relationship conference, Los Angeles county Housing Authority) Oct 1, 2002 - Jan. 16, 2003
- Component Unit Financial Statements - June 30, 2001
- Component Unit Financial Statements - June 2000
- MMASC (Municipal Management Association of Southern California - May 2002 - December 10, 2003
- Transportation Grant - November 28, 2001
- Htp Transit (General) March 22, 2004 - October 5, 2004
- Expenditure Approval lists - August 2, 2004 - September 29, 2004
- Litigation Billings - August 18, # 31, 2004
- IT Committee - May 24, 2004 - September 28, 2004
- Van Camp v. City of H.P. - September 24, 2001 - April 25, 02
- Blue book (City of H.P. Budget Expenditure worksheet for every department & 2003 - 2004 (Adopted Budget)

(1)

--> Continue

ordinance →

- White Book - (City of Huntington Park Adopted Budget) 2001-200
- Vivian Garcia Expense Report 2003 - Jan. 6, 2003 - Jan 2(
  2004
- White Book (City of Huntington Park) Adopted Budget 2002-200
- Goal Setting Workshop - February 13, 2002
- Charter Communications Semi Annual & Annual reports
  June 30, 1999 - July 26, 2001
- Enviro Communications proposal - Nov. 30, 1999 - July 17, 200
- TMC - Cable franchise Renewal - October 17, 2000
- V.E.S Inc Corporate office - June 5, 2002 - June 21, 2004
- Stress Management Solutions - NO DATE
- Vivian Garcia Expense report - Jan 7, 2002
- Dell Computer Corporation lease of City Hall Computers
  September 5, 2001 - January 17, 2002
- RiTech Intergration Group, Inc Computer technician -
  January 22, 2002 - July 25, 2002
- Attorney Agreements - November 25, 2003 - March 9, 2004
- Lobbyist General Correspondence - ~~January 2003~~
  September 12, 2002 - January 6, 2003
- Information Technology Program Committee -
  July 9, 2002 - June 24, 2003
- Shell Chemical Co. V. Los Angeles County -
  April 8, 2003 - September 9, 2004

BOX 1

DATE SUBMITTED TO CITY CLERK: _____

Box 4 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		5/24/1994 – 7/13/2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

BOX 4

8/26/2016

Claims Feb. 14, 2008 – Nov. 26, 2008
City Council (City of El Monte) May 22, 2008 – March 17, 20
Civic Center project April 2010
Copy machine March 6, 2008
City manager's office Feb. 26, 2008 – July 21, 2009
Correspondence May 24, 1994 – June 9, 2009
C & D Ordinance 2007 – 2008
California Community foundation Feb. 8, 2010
CDBG June 17, 2009 – July 13, 2010
Chamber of Commerce February 9, 2010 –
Children's Day parade October 8, 2008
City attorney May 7, 2007 – May 3, 2010
City manager Jan 1, 2008 – January 26, 2010
Budget 2 of 2 May 15, 2008 – Dec. 4, 2008
Building May 1, 2009
Caltrans May 6, 2009 – Aug. 25, 2009.
Caltrans 2 of 2 May 23, 2006 – Dec. 15, 2008
Amigos de los Rios March 31, 2009 – March 17, 2010
Banners March 6, 2006 –
Beagles and buddies Oct 4 2007 – May 6, 2009
Bonds 2005
Budget March 24, 2008 – June 1, 2010

DATE SUBMITTED TO CITY CLERK: _____

Box 5 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached (4 pages) 10/14/1997 — 9/18/2009	Copy		1

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 7/31/17

City Manager Signature — Date: 10-18-17

City Clerk

Box 65 Pg 174

June 22, 2016

9/16-18/2009 - League of Cal. Cities
San Jose, CA Sept. 16-18 2009

5/27-30/2009 - League of Cal. Cities
San Diego, CA May 27-30, 2009

4/15-16/2009 - League of Cal. Cities
Sacramento, CA April 15-16, 2009

1/21-23/2009 - League of Cal. Cities
Sacramento, CA Jan. 21-23, 2009

11/19/2008 - League of Cal. Cities
Sacramento Ca. Nov. 19, 2008

9/24-27/2008 - League of cal. Cities
Long Beach, CA Sept. 24-27, 2008

6/4-7/2008 - League of cali. Cities
Squaw Creek June 4-7, 2008

1/16-18/2008 - League of Cali. Cities
Sacramento, CA Jan. 16-18, 2008

11/28/2007 - League of Cal. Cities
Pasadena Ca. Nov. 28, 2007

11/19/2007 - LCC Executive Forum
John Nogvez Nov. 19, 2007

9/5-8/2007 - LCC Mario Gomez
Sacramento CA Sept. 5-8, 2007

7/5-8/2007 - League of Cal Cities
Sacramento, CA Sept. 5-8-2007

7/25-28/2007 - LCC 2007 Executive Forum
Monterey, CA July 25-28, 2007

6/29/2007 - LCC San Jose, CA June 29, 2007

Box 6 Pg 284

continue

9/6-9/2006	-LCC San Diego Sept. 6-9, 2006
6/1/06 - 7/31/06	-LCC Installation Dinner
1/20-22/2010	-LCC Sacramento CA Jan. 20-22,
9/15-17/2010	-LCC San Diego Sept. 15-17, 2010
1/10-12/2007	-LCC Sacramento, CA Jan. 10-12, 200
7/27/2005	-LCC Monterey, CA July 27, 2005
10/6-8/2005	-LCC San Francisco, CA Oct. 6-8, 2005
9/17-19/2004	-LCC Longbeach CA Sept. 17-19, 20
7/28-30/2004	-LCC Monterey, CA July 28-30, 200
5/14-15/2003	-LCC Sacramento, CA May 14-15, 200
7/16-19/2003	-LCC Monterey, CA July 16-19, 2003
9/7-10/2003	-LCC Edward Escareno Sept. 7-10, 20
1/18-20/2002	-US/Mexico Sister cities Ass. Nti. Conv. Commerce, CA Jan. 18-20, 2002
1/25/2002	-LCC Policy Committe Mtg. Community Service San Jose, CA 1/25/0
7/24-27/2002	-LCC Monterey, CA July 24-27, 200
8/16/2002	-LCC Sacramento August 16, 2002 Policy committee
10/2-5/2002	-LCC Longbeach, CA Oct. 2-5, 2002
1/10-12/2001	-LCC Mayors and Council Sacramento, CA Jan. 10-12, 2001
1/25/2002	-LCC Policy Committee Meeting - Commty. Service. San Jose, CA Jan. 25, 2002
7/25-27/2001	-LCC Monterey, CA July 25-27, 2001
8/16/2001	-Swearing in Ceremony - U.S treasure Washington D.C. - August 16, 2001

(2)

Continue... Box 6

9/12-15/2001 - LCC Sacramento, CA Sept. 12-15, 2001

1/7/2000 - LCC Policy Committee Meeting L.A. International Airport Jan. 7, 2000

1/22-23/2000 - LCC Latino Caucus San Diego Jan. 22-23, 2000

3/23/2000 - LCC Community Services Policy meeting San Jose, CA March 23, 200

4/12/2000 - Sacramento - Seced 4/12/2000

5/2-3/2001 - LCC Latino Caucus Sacramento May 2-3, 2001

7/26-28/2000 - LCC Executive Forum Monterey, CA July 26-28, 2000

8/4/2000 - LCC Policy Committee Meeting San Francisco, CA August 4, 2000

9/6/2000 - LCC Leadership Academy Anaheim, CA Sept. 6, 2000

9/7-9/2000 - LCC Annual Conference Anaheim, CA Sept. 7-9, 2000

1/6-8/1999 - LCC Mayors and Councils Sacramento, CA Jan. 6-8, 1999

1/15/1999 - LCC Community Services Meeting San Francisco, CA Jan. 15, 1999

5/14/1999 - LCC Latino 8th annual legislative Conference May. 14, 1999

6/25/1999 - LCC Public Safety Meetings San Jose, June ~~24~~ 25, 1999

7/28-30/1999 - LCC Executive Forum Monterey, CA July 28-30, 1999

Box 6

7/28-30/1999 - LCC Executive Forum Monterey, CA July 28-30, 1999

8/27/1999 - LCC Policy Committee Meeting Ontario, CA August 27, 1999

10/11/1999 - LCC L.A. County Division Annual Meeting San Jose Oct. 11 1999

3/19/1998 - LCC Policy Committee Meetings Oakland, California March 19, 1998

7/23-24/1998 - LCC Monterey Conference July 23-24, 1998

10/2-4/1998 - LCC Centennial Annual Conference Oct. 2-4, 1998 Long Beach

1/8-10/1997 - LCC Council members Inst. Jan 8-10, 1997

1/23/1997 - LCC Employee Relations Committee Meeting Los Angeles LAX Airport Jan. 23, 1997

5/6/1997 - LCC Latino Caucus May 6, 1997

3/7/1997 - LCC Latino Caucus Retreat San Diego, CA March 7, 1997

8/28/1997 - LCC Employee Relations Committee Mee Sacramento, CA August 28, 1997

10/12-14/1997 - LCC Annual Conference San Francisco, CA Oct. 12-14 1997

DATE SUBMITTED TO CITY CLERK: _____

Box 5 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached (4 pages)	Copy		1
		10/14/1997 — 9/18/2009			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 7/31/17

City Manager Signature — Date 10-18-17

Box 45 Pg 134

June 22, 2016

9/16-18/2009 - League of Cal. Cities
San Jose, CA Sept. 16-18 2009

5/27-30/2009 - League of Cal. Cities
San Diego. CA May 27-30, 2009

4/15-16/2009 - League of Cal. Cities
Sacramento, CA April 15-16, 2009

1/21-23/2009 - League of Cal. Cities
Sacramento, CA Jan. 21-23, 2009

11/19/2008 - League of Cal. Cities
Sacramento Ca. Nov. 19, 2008

9/24-27/2008 - League of cal. Cities
Long Beach, CA Sept. 24-27, 2008

6/4-7/2008 - League of cali. Cities
Squaw Creek June 4-7, 2008

1/16-18/2008 - League of Cali. Cities
Sacramento. CA Jan. 16-18, 2008

11/28/2007 - League of Cal. Cities
Pasadena Ca. Nov. 28, 2007

11/19/2007 - LCC Executive Forum
John Nogvez Nov. 19, 2007

9/5-8/2007 - LCC Mario Gomez
Sacramento CA Sept. 5-8, 2007

7/5-8/2007 - League of Cal. Cities
Sacramento, CA Sept. 5-8-2007

7/25-28/2007 - LCC 2007 Executive Forum
Monterey, CA July 25-28, 2007

/29/2007 - LCC San Jose, CA June 29, 2007

Box 6 Pg 234

Continue

9/6-9/2006	-LCC San Diego Sept. 6-9, 2006
6/1/06 - 7/31/06	-LCC Installation Dinner
1/20-22/2010	-LCC Sacramento CA Jan. 20-22,
9/15-17/2010	-LCC San Diego Sept. 15-17, 2010
1/10-12/2007	-LCC Sacramento, CA Jan. 10-12, 200
7/27/2005	-LCC Monterey, CA July 27, 2005
10/6-8/2005	-LCC San Francisco, CA Oct. 6-8, 2005
9/17-19/2004	-LCC Longbeach CA Sept. 17-19, 20
7/28-30/2004	-LCC Monterey, CA July 28-30, 200
5/14-15/2003	-LCC Sacramento, CA May 14-15, 200
7/16-19/2003	-LCC Monterey, CA July 16-19, 2003
9/7-10/2003	-LCC Edward Escareno Sept. 7-10, 2
1/18-20/2002	-US/Mexico Sister cities Ass. Nti. conv. Commerce, CA Jan. 18-20, 2002
1/25/2002	-LCC Policy Committe Mtg. Community Service San Jose, CA 1/25/0
7/24-27/2002	-LCC Monterey, CA July 24-27, 200
8/16/2002	-LCC Sacramento August 16, 2002 Policy committee
10/2-5/2002	-LCC Longbeach, CA Oct. 2-5, 2002
1/10-12/2001	-LCC Mayors and Council Sacramento, CA Jan. 10-12, 2001
1/25/2002	-LCC Policy Committee Meeting - Commty. Service. San Jose, CA Jan. 25, 2002
7/25-27/2001	-LCC Monterey, CA July 25-27, 2001
8/16/2001	-Swearing in Ceremony - US treasure Washington D.C. - August 16, 2001

(2)

Continue... Box 6

9/12-15/2001 - LCC Sacramento, CA Sept. 12-15, 2001

1/7/2000 - LCC Policy Committee Meeting L.A. International Airport Jan. 7, 2000

1/22-23/2000 - LCC Latino Caucus San Diego Jan. 22-23, 2000

3/23/2000 - LCC Community Services Policy meeting San Jose, CA March 23, 200

4/12/2000 - Sacramento - Seced 4/12/2000

5/2-3/2001 - LCC Latino Caucus Sacramento May 2-3, 2001

7/26-28/2000 - LCC Executive Forum Monterey, CA July 26-28, 2000

8/4/2000 - LCC Policy Committee Meeting San Francisco, CA August 4, 2000

9/6/2000 - LCC Leadership Academy Anaheim, CA Sept. 6, 2000

9/7-9/2000 - LCC Annual Conference Anaheim, CA Sept. 7-9, 2000

1/6-8/1999 - LCC Mayors and Councils Sacramento, CA Jan. 6-8, 1999

1/15/1999 - LCC Community Services Meeting San Francisco, CA Jan. 15, 1999

5/14/1999 - LCC Latino 8th annual Legislative Conference May. 14, 1999

6/25/1999 - LCC Public Safety Meetings San Jose, June ~~24~~ 25, 1999

7/28-30/1999 - LCC Executive Forum Monterey, CA July 28-30, 1999

Box 6

7/28-30/1999 - LCC Executive Forum Monterey, CA July 28-30, 1999

8/27/1999 - LCC Policy Committee Meeting Ontario, CA August 27, 1999

10/11/1999 - LCC L.A. County Division Annual Meeting San Jose Oct. 11 199

3/19/1998 - LCC Policy Committee Meetings Oakland, California March 19, 1998

7/23-24/1998 - LCC Monterey Conference July 23-24, 1998

10/2-4/1998 - LCC Centennial Annual Conference Oct. 2-4, 1998 Long Beach

1/8-10/1997 - LCC Council members Inst. Jan 8-10, 1997

1/23/1997 - LCC Employee Relations Committee Meeting Los Angeles LAX Airport Jan. 23, 1997

5/6/1997 - LCC Latino Caucus May 6, 1997

3/7/1997 - LCC Latino Caucus Retreat San Diego, CA March 7, 1997

8/28/1997 - LCC Employee Relations Committee Mee Sacramento, CA August 28, 1997

10/12-14/1997 - LCC Annual Conference San Francisco, CA Oct. 12-14 1997

DATE SUBMITTED TO CITY CLERK: _____

Box 2 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached (2 pages) 4/10/1985 – 11/30/2012	Copy		1

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Basement

Box 2

6/28/2016

Utility Users Tax / May 31, 1989 - Aug. 6, 1999
Finance Dept. Utility Users Tax Reports 1995-1996
Utility Users tax special Election / May 1997 - Dec. 1997.
Court Fines and Forfeitures / July 1982 - June 1996
City Sponsored Circus / Jan. 19, 1999 - March 1, 1999
Independence Day Celebration / June 7, 1993 - 1996
Parks and Recreation (Volunteer Program) Jan. 19, 1993 Feb. 16, 1993
Cops ahead Grant / Jun. 05, 1995 - Jan. 30, 2012
Metro Gang task force / Jan 19, 1993 - Nov. 19, 1996
Gang Problems / Nov. 12, 1992 - Nov. 12, 1992
Narcotics Task Force March 9, 1993 / Nov. 29, 1994
pril 1st, 2002 Police Department Ordinance / Resolutions 2000
Training 2000 June 16, 2000 / November 20, 2001
Water Conservation March 18, 1991 / Dec. 21, 1992
Water Department Rate increase May 12, 1988 / July 6, 1999.
Earthquake Information Sep. 17, 1987 / June 26, 1995
Attendance Record N/A
Community Information billboard April 10, 1985 / June 21, 1988
Letterheads General Dec. 19, 1966 / Dec. 6, 1989
Council Request forms N/A
Susan - Telephone / pbx information Jan. 10, 1990 / May 10, 90
File drawer inventory N/A
File drawer inventory N/A
- Chief Administrative officer Payroll / time cards 2001 June 7, 2001 / December 9, 2001
n. 9, 2000 / ec. 27, 2000. Chief Administrative officer Payroll / time cards 2000
1) Paid billings / Credit Cards 2003 Dec. 23, 2002 / Dec. 15, 2003

Basement

Box 2 continue. 6/28/2016

Paid Billing/Credit cards 2002 Dec. 24, 01/Dec. 12, 2002

eb. 28, 2002 City Manager Paid billings/PO's 2002

Dec. 17, 2003

eb. 17, 2003 City Manager Paid billings/PO's 2003

lov. 30, 2005

larch 18, 1991 Local Agency debt financing program

anuary 30, 1997

~~Huntington Park card club~~

- Utility Users tax Rates Oct. 5, 1992/Dec. 2, 1993
- All Sites with Regulatory Program Hazard May 30, 95/Sep 12, 95

(2)

DATE SUBMITTED TO CITY CLERK: _____

Box 3 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		2004 – 6/17/2012			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Box 3

6/28/2016

Election flyers Feb. 27, 2010 – Dec. 06, 2011
City Attorney Matters Jan. 3, 11 – Jul. 25, 11
Gateway Business plan Aug 4, 2009 – Jul. 8, 2011
Contributions Jul. 18, 2011 – Aug. 11, 2011
Budget Jun. 25, 2011 – Aug. 15, 2011
Record Request Dec. 19. 2011
Employee Pending Cases Aug. 18, 2011 – October 201
Gateway Aug. 31, 2011
CM jobs Nov. 1, 2010 – Oct. 7, 2011
Veterans Permanent Supportive Housing Model N/A
City attorney Jul. 12, 2011 – Aug. 19, 2011
PLA April, 29, 2010 – Dec. 10, 2010
Budget July 1, 2009 – Jan. 27, 2010
Rene/water Coolers July. 31, 2009 – Nov. 04, 2009
Election Nov. 3, 2009 – Nov. 8, 2011
CM jobs June 17, 2011 – July 14, 2011
Proposal to provide Services to City of El monte (White folder) July 6, 2009
Council Women Martinez June 30, 2011 – May 4, 2012
Trash haulers May, 04, 2009 – March 22, 2010
Water Initiative April, 9, 2009 – May 6, 2009
Xebec March 11, 2009 – July 13, 2009
Vehicles 2004 – 2006
Vendors N/A
Walmart March 5, 2009
Warrants Jan. 14, 2008 – Jan 23, 2008
Water Feb 07, 2008 – Oct 27, 2008

8/26/2016

Box 3 continue

Utilities 2 of 3 March 11, 2008 – Feb 27, 2009
Utilities 3 of 3 March 9, 2009 – June 8, 2009
Valet Services June 4, 2009
Flowerline Gardens Feb. 7, 2011 – Jul. 17, 2012

DATE SUBMITTED TO CITY CLERK: _____

Box 5 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		Dec 1 1992 – March 31 2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature: Susan Crum — Date: 7/31/17

City Manager Signature: [signature] — Date: 10-5-17

Box 5

6/28/2016

Accidents Feb. 8, 2008 — March 31, 2010
Agendas Community Development May 1, 2008 — Sep 21 2009
Agenda Public Works Jan. 14, 2008 — May 11, 200
Air Quality Dec. 19, 2007 — April 24, 2009.
Transit Correspondence Sep. 30, 2009.
Transit Village 2009-2010
Transit Village 2007-2008
Staff reports July 31, 2007 — Aug. 18, 2009.
Street sweeping Feb. 17, 2004 — July 7, 2009.
SWRCB March 27, 2008 — April 10, 2009.
Titan April 30, 2009
Traffic Safety October 18, 1999 — Aug. 6, 2008
Skyscraper Brewery Jan. 2010
Soccer Stadium March 15, 2010
Staff meetings Agenda Feb. 8, 2010
Santa Anita Valley March 19, 2009.
Sewer Enterprise Aug. 18, 2008
Sewer Enterprise 2 of 2 Feb. 13, 2008 — April 24, 20
Sicle Walk projects Aug. 6, 2008 — Oct. 27, 2008
Sikard Survey May 16, 2008 — Sep. 2, 2008
Ramona grade seperation Feb. 28, 2008 — April 9, 20
Ramona valley project Sep. 22, 2009
Redevelopment Aug. 18, 2009 — Oct. 12, 2009.
Resumes N/A.
Rosemead/Tellstar traffic signal Feb 17, 2009 — April 15, 200
Safety Dec. 1992.

DATE SUBMITTED TO CITY CLERK: _____

Box 4 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		8/8/1995 - 12/30/2008			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Boy 4

4/2/1983 – 5/16/2005	General Optometrist
9/1/1962 – 2/25/2011	
11/30/2020	
2/14/1985 – 5/1/2021	
2/1/1994 – 6/10/1996	
3/29/2001 – 4/1/2002	
4/24/2011 – 7/12/2013	
6/5/1999	
7/7/1996 – 5/21/1998	
7/6/1994 – 10/27/1999	
7/2/1999 – 10/25/1999	
2/15/2005 – 5/15/2015	
9/1996 – 12/1998	
1/10/1993 – 5/25/2011	
6/15/2020	
9/5/2004 – 9/29/2006	
12/11/2007 – 12/17/2007	
12/6/2005 – 12/29/2007	
12/7/2006 – 1/5/2007	
12/4/2005 – 12/26/2005	
12/24/2004 – 1/5/2005	
1/4/2011 – 2/15/2004	
9/24/2002 – 10/9/2005	
6/1/1994 – 11/1/1995	
9/15/2014 – 3/29/2015	
11/6/1997 – 11/1/2002	
2/14/2005 – 10/2/2007	

Optometrist

12/11/2007 – 12/17/2007

DATE SUBMITTED TO CITY CLERK: _____

Box 6 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		11/6/2002 — 6/22/2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date _____

City Manager Signature _____ Date 7/31/17

_____ 10-18-17

Add Locations

- PWMD Wood Canyon
- PWMD Relocation 2 of 2
- Orchard Scuba
- Parks Mc Rec
- P.D. SWAT / Police Dept (MA)
- Police Officers Association (POA)
- Metro 4 of 4
- Metro 2 of 4
- Metro 3 of 4
- Metro Mt. Station
- NTA Bus Station
- Open Hook
- Daze Resort (Incl Games)
- MAYSD (Except El Mirage)
- MWMD (Except El Mirage)
- MWD
- [illegible] Palms 2 of 2 (Except El Mirage)
- [illegible]
- [illegible]
- [illegible]

DATE SUBMITTED TO CITY CLERK: _____

Box 1 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		5/18/1998 – 4/2012			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10/18/17

City Clerk

Box 1

Consolidated-Commercial / Apr. 2001 - Feb 2008

Solid Waste / Jan. 2007 - Dec. 2006

Waste Management / July 2005 - Apr. 2012

Waste Management Residential / May 18, 1998 - June 27, 2011

State Mandated Recycling / Jan 2002 - Oct 2002

Confirm Box 1 are in basement

1/31/17

Sir, M.O.K.

Shall I pull any docs for you to see? ✓

if not, they are going to the basement for 3yr Storage, then destruction.

To the basement yes

DATE SUBMITTED TO CITY CLERK: _____ Box 7 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		11/8/1978 – 3/9/2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 7/31/17

City Manager Signature — Date 10/18/17

Box 7 6/23/2016

Utilities April 18, 2008 - August 14, 2009
tree trimming November 8, 1978 - May 1, 2008
Uniforms October 1, 2002 - November 4, 2008
gateway 2 of 2 September 10, 2008 - March 18, 2009
gibson/mariposa park July 30, 2008 - February 9, 201
golf commission April 22, 2009
Grants December 18, 2007 - February 26, 2008
hazmat June 19, 2016 - October 1, 2008
housing October 7, 2008 - October 8, 2009
hotel project No papers / just green folders
gateway project March 24, 2009 - October 16, 2008
falcon September 9, 2008
festival project July 2007 - August 27, 2009
fire department March 9 - 24, 2010
garvey project April 21, 2009 —
edison N/A
el monte operating unit E.M.O.U. May 29, 2008 - Sept. 29, 08
encroachment permits January 30, 2008
energy April 30th, 2009 - July 30th, 2009
energy arra April 13, 2009 - October 8, 2009
evaluations March 16, 2006 - February 13, 2008
~~COG~~ COG February 25th, 2008 - April 20th, 2009
community services (P & R) January 20 - 26, 2010
complaints December 10, 2007 - October 29, 2008
congestion pricing November 15, 2007 - June 14, 2008
corner record July 29, 2008 - August 6, 2008

DATE SUBMITTED TO CITY CLERK: _____ Box 9 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		(2 pages)			
		11/18/1976 – 9/1/1999			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Box 9 6/28/2016

Key information — 8-5-81 / July 27, 1995
file drawer inventory / ND
- Aggregate recycling systems public Nuisance 2 of 2 April 26, 1999 / Feb. 1, 2000
- Alameda corridor transportation authority settlement agreement. July 15, 1997
Jimenez, Andrea. April 19, 1999 / May 11, 1999
Claims against the city Tony martin (civil) April 6, 1998 May 14, 1999
Pac I, II, III Settlement. April 5, 1993 / March 3, 1997
December 21, 1989 Feb. 18, 1994 Hazardous waste clean-up cost recovery lawsuit
Legal defense provided to city employees. Sep-10, 1992 Dec. 5, 1996
Tuner - Florida Inc. (Ft. P. Casino). Oct. 16, 1996 / April 1, 97
Earthquake information. Jan. 12, 1994 / Feb 7, 1994
file drawer inventory. ND
American Disabilities Act Assessment. Oct-2, 1992 / Dec-21, 1992
Handicapped information (General) Feb. 22, 1997
Street banner info. June 24, 1987 / March 10, 1988
Certificates of appreciation (General) / June 28, 1982 / April 22, 1999
Complaints (Misc.) General. March 15, 1982 / June 2, 1999
Complaints - Dogs (General). May 22, 1975 / July 11, 1995
Huntington Park Newsletters. October 1993 / August 1998
Mexican Independence Day. Sep. 9, 1997 / Sep. 1, 1999
Smoking Policy. Jan. 27, 1992 / April 24, 1995
Spanish translator info. March 11, 1992 / May. 27, 1992
- Tri-city merger proposal / Community Service, public works. Jan. 19, 1993 / May 7, 1993
We tip program. Jul. 8, 1993 / April 17, 1998

1)

Box 9 continue...

Special census. Nov. 18, 1976. / May 29, 1985-
Election information (current) June 3, 1997 / March 2, 1999
Organization chart information (General) June 1, 1976
June 1990
Scrapbook materials 1982-1996.

ND - No dates

DATE SUBMITTED TO CITY CLERK: _____ Box 12 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		2001 – 2011			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10/18/17

Box #12

- Administration Budget 2003-2004
- Police Department Correspondence 2010
- Core Investigations - Cortez Report 2011
- Assistant City Manager Correspondence Oct. 2001 - March 2002
- Agreement, Amendments. June 2003
- Invoices / Billings Aug. 2003 - Sep. 2004
- Misc. InFo. Dec. 2002 - Jan. 2003
- LAUSD 2001 - 2003
- Transit Mou's Flyers, maps 2003
- Transit Correspondence 2004

DATE SUBMITTED TO CITY CLERK: _____ Box 11 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		1998 — 1999			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 7/31/17

City Manager Signature — Date 10/19/17

Box # 11

- Chief Administrative Officer Agenda 1999
- Chief Administrative Officer Paid Billings 1999
- City Clerk General Correspondence 1999
- Community Development General Correspondence 1999
- Community Development Code Enforcement 1999
- Community Development Block Grants 1999
- Engineering Department Correspondence 1999
- Engineering Department Projects 1999
- Field Services Department Correspondence 1999
- Field Services Department Highlights 1999
- Finance Department Correspondence 1999
- Finance Department Investment Reports 1999
- Finance Department Parking Citations 1999
- Parks and Rec. Correspondence 1999
- Parks and Rec. Highlights 1999
- Parks and Rec. Graffity 1999
- Parks and Rec. Tree Trimming 1999
- Parks and Rec. Youth Program 1999
- Personal Department Correspondence 1999
- Police Department Correspondence 1999
- Police Department Crime Reports 1999 #1
- Police Department Crime Reports 1999 #2
- Police Department Ordinance/Resolutions 1999
- Police Department Training 1999
- Water Department Correspondence 1999
- Cable System Generator N/A

DATE SUBMITTED TO CITY CLERK: _____

Box 10 OF 12

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		9/1971 — 11/2000			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

Box 10 6/25/2016

- Safety Committee: Working materials for safety agenda and future meetings N/A
- Safety committee on-the-job injury/vehicle accidents 1998-1999
- City Safety Committee: Safety p. July 1991 / Jan. 1994
- Civil Service Commission Minutes 1995
- City Safety Committee 1991
- City Safety Committee Newsletter Jan. 1993 - Feb. 200
- Top Health Nov. 1994 - Dec. 1997
- City Safety Committee 1998
- Agenda Item Circulation Packet N/A
- Department Budget Capital Outlay N/A.
- Quarterly Insp. Aug. 1997 - Aug. 1998
- Record Transfer Notice 1998
- Thomas E. Jackson Feb. 1987 - Nov. 2000
- Abandoned Vehicle Board Sep. 1971 - Oct. 1996
- Board of Appeals 1995
- Public Finance Authority April 1989 - Feb. 1993
- Mayor's Task Force on Education Jan. 1993 - Sep. 1995
- Mayor's Task on Health Sep. 1993
- Parking Authority May 1988 - March 1993
- File Drawer Inventory N/A
- Ray Harris Aug. 1999 - June 2000
- City Attorney General Correspondence 1999
- Chief Administrative Officer Payroll time Cards 1999

DATE SUBMITTED TO CITY CLERK: _____ Box 3 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		10/19/1983 — 10/13/2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/3/17

City Manager Signature _____ Date 10-18-17

Box 3

9/24/2003 - 8/24/2004	SPA 7 Children Queen (Correspondence)
9/18/2008 - 8/18/2009	Senior Olders Awards 12, 11, 10, 9th (Correspondence)
4/25/2004 - 5/21/2006	The Town Fundation (Correspondence)
9/11/1996 - 2/23/2006	The United States Conference of Mayors (Correspondence)
2/20/2007 - 6/12/2007	U.S. Census Bureau (Letters)
12/15/2005	Nondonly Rangers Banquet
12/2/1997 - 12/1/2005	YMCA (Correspondence)
12/4/2002 - 12/16/2004	South East Rio Vista YMCA (Correspondence)
6/27/2003 - 2/10/1997	South East Rio Vista YMCA (Correspondence)
2/15/2002 - 2/20/2002	South East Rio Vista YMCA Friends of the YMCA
10/19/1993 - 11/15/1996	South East Rio Vista YMCA (Correspondence)
10/23/1996 - 1/8/2004	South East Water Coalition (Correspondence)
4/3/2003 - 4/15/2003	South East Churches Service Center
10/15/2010	SE School Coalition (Correspondence)
2/14/1996 - 9/4/2003	Southern Cal. Association of Gov. (Correspondence)
8/19/2005 - 12/5/2005	South East Mayors (Correspondence)
5/13/1992 - 6/20/1996	South East Mayors and Council Members
4/10/2002	South East Mayors & Council Members
8/4/2009	Baja California Resorts
6/25/2007	Sister City Valmadrera Visit
11/18-21/2003	Hunnegbai Park Sister City Visit
6/17/2002 - 11/24/2010	Sister City Agreements
2/17/2003	Sister City Valmadrera/Rosario DC Agreement
6/20/1996 - 6/27/1997	Int'l National Sister City

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 6

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		2/23/1981 – 7/25/2007			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

March 3, 2017
Analeé

June 2016

Box 1

- LAUSD highschool – May 2, 2005 – July 25, 2007
- Mitigation Plan – May 6, 2004 - September 2004
- Hazard Mitigation Info. – February 9, 2004 – November 4, 2004
- Disaster Preparedness – January 1, 1993
- Emergency Disaster Response Plan – March 11, 1988 – Nov 7, 1988
- Earthquake Preparedness – September 21, 83 – April 1, 1992
- Aggregate Recyling Systems – April 4, 1996 – Dec 4, 1996
- Sister cities Conference – November 4, 2003
- City Attorney proposals – August 22, 01 – May 7, 03
- Alameda Truck Expansion project – July 8 – 22, 2003
- Alameda Truck Expansion project – October 31, 1989 – July 15, 2002
- Enviro Communications – Sept. 24, 2001 – March 25, 2003
- Utility Users tax – February 23, 1981 – June 29, 1989
- Legislative Advocacy group – April 22, 2002 – July 2002

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 2

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		11/10/1999 – 11/27/2012			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/3/14

City Manager Signature _____ Date 10-18-17

Box 1.2

CITY MANAGER Nov. 10, 1999 —— October 2008
CITY ATTORNEY Jan 17, 2000 —— Feb 19
CITY ATTORNEY RFPS Jul 25, 2001 — Nov. 20,
CITY CLERK Aug 26, 2002 - March 26, 2
FILE Jan. 12, 2012 — Sept 2012
FINANCE Feb 9, 2000 — Jul 24, 2002
PERSONAL MATERIAL Jan 1, 2012 - Jan. 19, 2012
MERCHANTS MEETINGS Sept 23, 2012 — Nov. 27, 2012
CODE ENFORCEMENT Aug. 21, 2002 -
2012 DAY PLANNER 2012
MARTZ MIDDLE SCHOOL 11-1-12 SAFETY COLLABORATIVE MEETING Nov. 1, 2012
LOG OF CITY BOOKS Aug 13, 2013
WATER Dec. 13 2011 — March 29, 2012
AGENTS June 6, 2011 - Sep 29, 2011
CONTRACT SERVICES REPORT/MATRIX July 23, 2012 — Aug. 1, 2012
MISC MATERIAL 7/9/12 Jun. 13, 2012
CITY MANAGER/ASSISTANT CITY MANAGER APPLICATIONS Aug 18, 2011
TRANSITION Feb 9, 2012 — April 9, 2012
PARADE Nov 8, 2011 — Feb 29, 2012
CHANGE CALAHAN MENDY JACOBS INTELLIGENCE Feb 9, 2012
TOWN HALL MEETING Feb. 5, 2002
Y2K Feb. 3, 1999 — July 6, 1999

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		1998 — 2013			

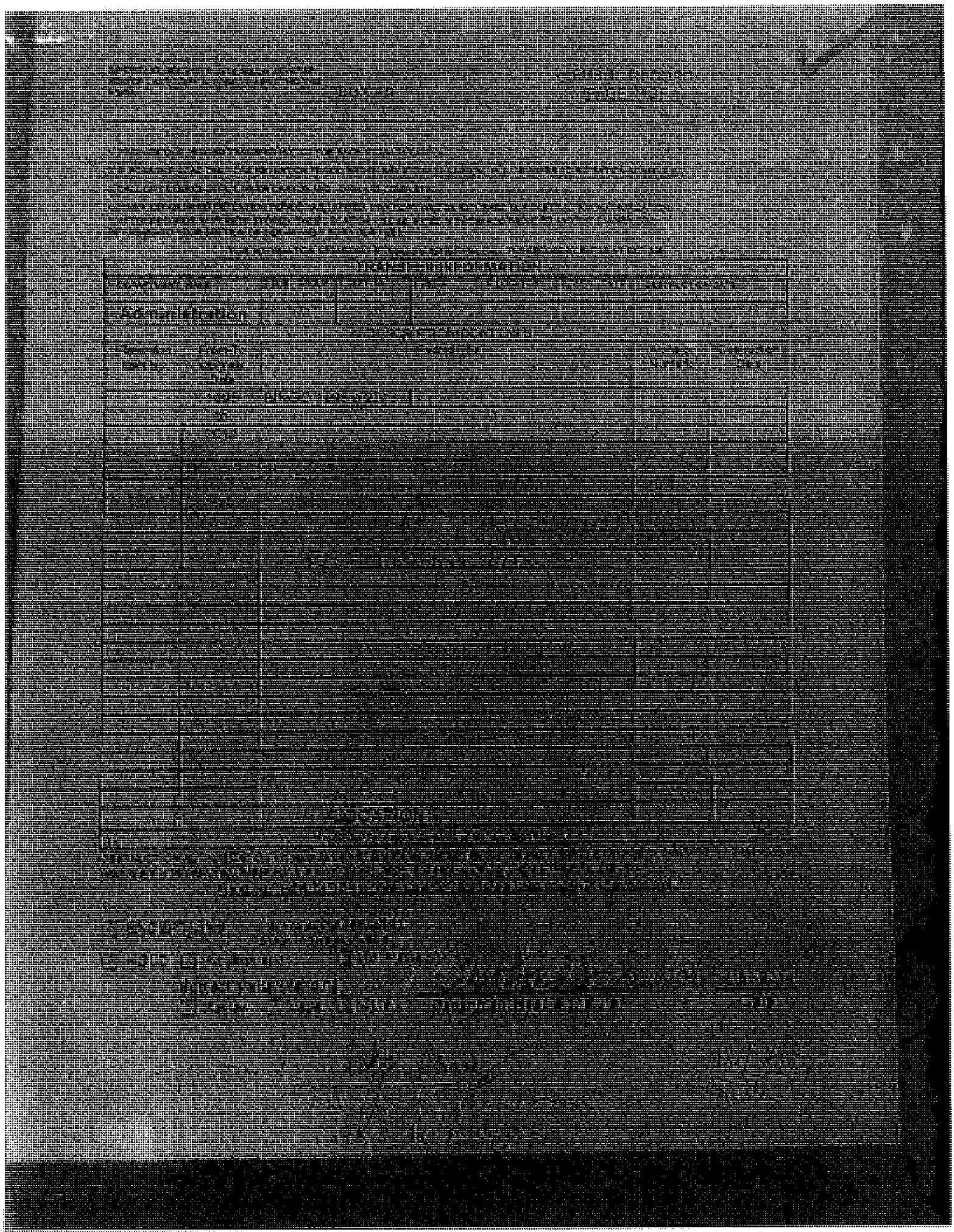
Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 11/3/17

City Manager Signature _____ Date 10-18-17



DATE SUBMITTED TO CITY CLERK: _____ Box 4 OF 7

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		3/1983 – 5/2010			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

4

Box 4

50. Project Implementation (consultants)
- July 2004

51. Pacific Bell
- March 1983 - July 2001

52. Public Engineering Services
- April 1988 - August 1989

Box 4

55. Congestion Management Program
- August 1994 - May 1989

54. Engineering underground Public Utilities
- September 1995

55. Richard Shaurette
- October 2002 - June 2004

56. Richards Watson Gershon
- February 2016 - May 2010

Box 4

57. Steven Skolnik (billings 2000 - current)
- January 2000 - April 2002

58. City Attorney (Steve Skolnik) (agreements)
May 1993 - May 2003

59. Steven Skolnik (Attorney billing 1999 - 2001)
January 1999 - December 2000

60. Southeast Community development Corporation (SCDC)
June 1999 - July 1999

61. Southeast area water coalition (joint powers Authority)
July 1991 - May 1999

62. City of South Gate (project Jade)
June 1994 - April 1996

DATE SUBMITTED TO CITY CLERK: _____ Box 3 OF 7

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		3/1990 – 7/2012			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

City Clerk

#3

Box 3

35. Gage Middle School (CLOSED)
- June 1994 - February 2002

34. Samantha Lubarani invoices
- October 2008 - July 2012

36. MAG Sweeping (Street Sweeping Contract) TO CM 10/18/16 &
- March 1990 - October 2005

37. Maywood club towing (Roads-up towing & storage)
- September 2002

38. The Monarch Agency - TO CM 10/13/16 &
- November 2004

39. Police chief Recruitment (Norma Traub & Associate)
- August 1994 - March 2002

Box 4

40 Old Timers Foundation (Senior Escort / transportation)
- July 1994 - April 2004

41. Old Timers Foundation Invoices 2009
- December 2008 - January 2010

42. Old Timers Foundation Invoices 2008
- January 2008 - September 2008

43. Old Timers Billing 2007
- October 2007 - December 2007

44. Old Timers Billings 2006 -
- January 2006 - December 2006

45. Old timers Payable 2005
- January 2005 - December 2005

46. Old timers (Billings : 2004)
- February 2004 - December 2004

47. Old timers (billings - 2003)
- February 2003 - December 2003

48. Old times (billings - 2002)
- March 2002 - January 2003

49. Old Timers Foundation (billings 1999 - 2001)

DATE SUBMITTED TO CITY CLERK: _____ Box 2 OF 7

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached	Copy		1
		6/1986 – 4/2004			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature: Edgar Cabral — Date: 7/31/17

City Manager Signature: [signature] — Date: 10-18-17

Box 2

~~19~~ City of LA - ~~Health Center Library Bldg (Bldg & Land Lease~~
~~June 1986 - Oct 1999~~

* 20 Civic Center Parking Fact Sh (Health) Library)
July 1966 - June 1999

✓ 21. Civic Center Parking (Permits)
September 1975 - July 1991

✓ 22. Civic Center Development 1 3 D Project File #1
February 1966 - March 1999

✓ 23 Los Angeles Unified School Dist. (General Correspondence)
January 2002 - October 2002

✓ 24. Los Angeles Unified School District (Corona Park construction)
August 2002 - February 2003

✓ 25. Gage Middle School (Cable TV local Broadcasting)
January 1996 - August 2002

Box 3

26. City Manager chronological File 2004 = To CM 10/13/1
April 2004 - August 2004 (3 files)

27. Chronological 2004 (City Manager)
January 2004 - February 2004

28. Chronological 2004 (City Manager)
February 2004 - April 2004

✓ 29. Gateway Cities - Council of Gov (Magnac 1994)
- March 1999

Box 4

30. Gateway Cities - Council of Gov (Minutes 2000)
- July 2000 - June 2001

✓ 31 Gateway Cities (orangeline)
- October 2001 - November 2002

✓ 32. Los Angeles Unified School District Cable TV local
Access channel Request
- September 1996 - October 2000

2

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 7

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Administration	City Manager	210	Susan Crum	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See attached (2 pages) 6/1986 - 11/2007	Copy		1

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 7/31/17

City Manager Signature _____ Date 10-18-17

#1

File Basement List July 1, 2016

Box 1

1. Independent Cities Lease - Finance Authority
   July 1999 - August 2004
2. International City Manager Association
   Sep 1993 - Jan 2003
3. International City Managers Association
   Newsletters July 1995 - Dec. 2002
4. Travel and Expense Reinbursement Policy
   Dec. 2001 - Jan. 2002
5. Regional Transportation Project 1999
   Nov. 1998 - May 1999
6. Gateway Cities Projects
   Feb. 1997 - Apr. 1999
7. Southeast Area Bus Restructuring Study (SABRE
   Jan. 1999 - June 1999
8. H.P. General Employee's Association
   Oct. 1990 - June 2005
9. General Employee Association (GEA) Negotiations 2002
   Jan. 2001 - March 2002
10. General Employee Association (GEA) Negotiations
    March 1999 - May 2002.
11. Legislative Advocacy Correspondence
    April 2002 - Nov. 2007
12. Legislative Advocacy Invoices
    April 2001 - Jan. 2003
13. Liebert Cassidy Whitmore
    Nov. 2001 - April 2006.

cont.

→ Continue

Book 1 cont.

July 2016

14. Liebert Cassidy Whitmore (General)
Nov. 2001 - Jan 2003

15. Liebert Cassidy Whitmore (Workshop)
March 2002 - Jan 2003

16. Liebert Cassidy Whitmore (Legislative)
Jan 2002 - Feb. 2003.

17. Liebert Cassidy Whitmore (Client Up Date)
Oct. 2001 - Nov. 2002.

18. Lopez Tow (Back-up towing and storage service
Sep. 2002

19. Land Lease/Building (Health Cr. Library, Courthouse
June 1986 - Sep. 1999

#1

DATE SUBMITTED TO CITY CLERK: _____ Box _____OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	1997 - 2009

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Correspondence - Cities / Agencies	O	P	1
53-98	1994-1995	East Los Angeles College (ELAC) Info	O	P	
53-98	10/1997	Community Development Department Special Event Permits Policy Correspondence	O	P	
53-98	11/1980	Police Department SE Area Gang Project Correspon.	O	P	
53-98	10/2001	Parks & Recreation After School Program	O	P	
53-98	12/2000	Parks & Recreation After School Program	O	P	
53-98	12/1995	Economic Development Year-End Activities Report	O	P	
53-98	04/1994	City Clerk Files: Pay for Performance Work File	O	P	
53-98	04/1997	CAO Files: Gov't Services TV Network Video Topics	O	P	
52-98	1996-2000	A	O	P	
52-98	1996-2000	B	O	P	
52-98	1996-2000	C	O	P	
52-98	1996-2000	D	O	P	
52-98	1996-2000	E	O	P	
52-98	1996-2000	F	O	P	
52-98	1996-2000	G	O	P	
52-98	1996-2000	H	O	P	
52-98	1996-2000	I	O	P	
52-98	1996-2000	J	O	P	
52-98	1996-2000	K	O	P	
52-98	1996-2000	L	O	P	
52-98	1996-2000	M	O	P	
52-98	1996-2000	N	O	P	
52-98	1996-2000	O	O	P	
52-98	1996-2000	P	O	P	
52-98	1996-2000	Q	O	P	
52-98	1996-2000	R	O	P	
52-98	1996-2000	S	O	P	
52-98	1996-2000	T	O	P	
52-98	1996-2000	U	O	P	
52-98	1996-2000	V	O	P	
52-98	1996-2000	W	O	P	
		See Attachments	Total # of Boxes:		1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10-19-17

Assistant

City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-19-17

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	2002

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		PROJECTS - Completed	O	P	1
36-98	5/5/1993	91-001 Salt Lake Park Renovation	O	P	
36-98	9/7/1993	91-006 Rita Avenue Parking Structure #1	O	P	
36-98	9/7/1993	91-006 Rita Avenue Parking Structure #2	O	P	
36-98	2/1/1993	91-009 Sealing Windows for AC in PD	O	P	
36-98	3/26/1993	92-003 Street Resurfacing & Reconst for Arbutus	O	P	
36-98	6/8/1993	92-006 Improvement of Alleys	O	P	
36-98	7/20/1993	92-007 8 Inch Watermain in Alley Const	O	P	
36-98	11/8/1994	92-008 Corona Park and Recreation Center Imp.	O	P	
36-98	1/6/1994	92-009 Women Shower Room at PD	O	P	
36-98	11/4/1993	92-012 Well Site No. 9 Construction	O	P	
36-98	10/20/1993	93-001 Wheelchair Ramp at Various Locations	O	P	
36-98	11/30/1994	93-003 Sewer Main Installation	O	P	
36-98	2/24/1994	93-004 Street Reconst & Resufacing Alameda	O	P	
36-98	6/21/1994	93-005 Improvements of Alleys E&W of Pacific	O	P	
36-98	3/8/1994	93-006 Resurfacing & Reconst Salt Lake	O	P	
36-98	5/3/1994	93-011 Rebuild Restroom at Baseball Diamond	O	P	
36-98	11/29/1994	93-012 Recreation Ctr. Improvements	O	P	
36-98	10/4/1994	94-009 Wheelchair Ramp at Various Locaitons	O	P	
36-98	11/8/1994	94-010 Painting of Residential Curb Numbers	O	P	
				Total # of Boxes:	1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 10-19-17

Assistant City Manager Signature — Date: 11/2/17

City Clerk Signature — Date: 10-19-17

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON, PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	/DESTRUCTION DATE (7)
CITY CLERK		110	YES	Destroy Pile	09/12/02	2002

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)		Alpha or Numeric Series (11)	Destruction Date (12)
36-98		**PROJECTS-Completed (Destroy after 7 years)**			2003
		91-001 Salt Lake Park Renovation	5/5/1993		
		91-006 Rita Avenue Parking Structure #1	9/7/1993		
		91-006 Rita Avenue Parking Structure #2	9/7/1993		
		91-009 Sealing Windows for AC in PD	2/1/1993		
		92-003 Street Resurfacing & Reconst for Arbutus	3/26/1993		
		92-006 Improvement of Alleys	6/8/1993		
		92-007 8 Inch Watermain in Alley Const	7/20/1993		
		92-008 Corona Park and Recreation Center Imp.	11/8/1994		
		92-009 Women Shower Room at PD	1/6/1994		
		92-012 Well Site No.9 Construction	11/4/1993		
		93-001 Wheelchair Ramp at Various Loc.	10/20/1993		
		93-003 Sewer Main Installation	11/30/1994		
		93-004 Street Reconst & Resurfacing Alameda	02/24/1994		
		93-005 Improvements of Alleys E&W of Pacific	06/21/1994		
		93-006 Resurfacing & Reconst Salt Lake	3/8/1994		
		93-011 Rebuild Restroom at Baseball Diamond	5/3/1994		
		93-012 Recreation Ctr. Improvements	11/29/1994		
		94-009 Wheelchair Ramp at Various Loc.	10/4/1994		
		94-010 Painting of Residential Curb Numbers	11/8/1994		

(13) For Records Center Pink Copy Destruction follow-up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days.

Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any too above destruction,

checks were applicable and return unsigned to City Clerk

☐ HOLD ☐ for expiration Media ☐

☐ for review - Subject Matter Pending

☐ Legal Other ☐

DEPARTMENT HEAD DATE

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	2002

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
N/A	1994	Jimenez/Uriquez v. City of Huntington Park	O	P	1
		Permits - Revokable (After Expiration)	O	P	
31-98	1997	Miscellaneous Permits	O	P	
31-98	1998	Miscellaneous Permits	O	P	
31-98	1999	Miscellaneous Permits	O	P	
31-98	1999	Used Car Lot Permits	O	P	
31-98	1981-1983	Scrap Metal - (Wrecker & Junkyard) Permit	O	P	
31-98	1981-1983	Sam Blaiwes	O	P	
31-98	1981-1983	Scrap Metal - (Wrecker & Junkyard) Permit	O	P	
		Correspondence - Cities / Agencies	O	P	
52-98	1997	Newspaper Publication Listings 1997 - 2 Files	O	P	
52-98	1998	Newspaper Publication Listings 1998 - 2 Files	O	P	
52-98	1999	Newspaper Publication Listings 1999 - 2 Files	O	P	
		Closed Claims	O	P	
N/A	1994	Bertsch, Daniel	O	P	
N/A	1996	Maria Castillo	O	P	
N/A	1997	Poker Club	O	P	
N/A	1997	Juan Castro	O	P	
N/A	1997	Ramon Aguilar	O	P	
N/A	1997	Miguel Martinez	O	P	
N/A	1997	Servando Moreno	O	P	
N/A	1997	Omar Guzman	O	P	
N/A	1997	Carlos Ortiz	O	P	
N/A	1997	Danny Zamora	O	P	
N/A	1997	Fancisco Lopez	O	P	
N/A	1997	Wilson Mejia	O	P	
N/A	1997	Enrique Meza	O	P	
N/A	1997	Harold Zeltner	O	P	
N/A	1998	Hector Suarez	O	P	
N/A	1988	Jose Luis Banda	O	P	
N/A	1998	Dolores Sanchez	O	P	
N/A	1988	Pedro Munoz	O	P	
N/A	1999	Jamie Durandez	O	P	
N/A	1999	Luis Ortiz	O	P	
N/A	1999	Cruz Marleny Mustada	O	P	
N/A	2000	Guzman Fidel	O	P	
N/A	2001	Edgar Rodriguez	O	P	
N/A	2001	Felimon Ruelas	O	P	
		See Attachments		Total # of Boxes:	1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10-14-17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-14-17

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	1999 to 2005

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
05-98	2003	Ordinances City Council N/R (No Retention) Scanned into Questys Database	O	P	1
51-98	1999	Weeds Abatement Program Annual (Weeds)	O	P	
51-98	1995	Weeds Abatement Program Annual (Weeds)	O	P	
51-98	1996	Weeds Abatement Program Annual (Weeds)	O	P	
51-98	1997	Weeds Abatement Program Annual (Weeds)	O	P	
51-98	1998	Weeds Abatement Program Annual (Weeds)	O	P	
53-98	2005	Interdepartmental Correspondence and City Clerk Files	O	P	
53-98	2005	Earthlink File	O	P	
53-98	2005	Office Depot / National Furniture File	O	P	
53-98	2005	Imaging Estimate Files (Not Budgeted)	O	P	
53-98	2005	Xerox Model 1090 File	O	P	
54-98	1991-1997	Election Files - Parks and Recreation Commission Statement of Economic Interest	O	P	
54-98	1981-1995	Election Files - Civil Service Commission Statement of Economic Interest	O	P	
		See Attachments			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10/19/17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

DATE SUBMITTED TO CITY CLERK: _____ Box _____OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel Olea**	2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
N/A	2001	Extra Copies of Forms 497	C	P	1
N/A					
N/A					
N/A					
N/A					
N/A					
N/A					
N/A					
N/A					
N/A					
N/A					
N/A					
N/A					
N/A					

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10/19/17

Yvonne Delgado

City Manager Signature — Date 11/2/17

Assistant

City Clerk Signature — Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES
5. CALL CITY CLERK'S OFFICE WHEN STORAGE CARTON(S) IS(ARE) READY AND LOG IS COMPLETED
6. A COPY OF THE SIGNED LOG WILL BE RETURNED TO THE DEPT AFTER COUNCIL APPROVAL AND ALL SIGNATURES HAVE BEEN OBTAINED

DATE SUBMITTED TO CITY CLERK: _____ Box ___1___OF ___1___

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's			Miguel A. Olea	08 - 2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
n/a		**City Property Damage Report Packet** (Traffic Collision Reports, Incident Reports, Pictures) (Supplemental Narratives, Correspondence, PW Estimates, Receipts)	O	P	1
n/a	08/2006	Juan Manuel Sanchez	O	P	1
n/a	04/2007	Rafael Figueroa	O	P	1
n/a	04/2007	Mark Anthony Godinez	O	P	1
n/a	08/2007	Cynthia Lizette Gonzalez	O	P	1
n/a	06/2008	Eduardo Herrera	O	P	1
n/a	12/2008	Carlos Alvarez	O	P	1
n/a	05/2009	Daniel Ruiz	O	P	1
n/a	11/2009	Alfonso Juarez	O	P	1
n/a	12/2009	Christopher Jimenez	O	P	1
n/a	12/2009	Luis Rosas	O	P	1
n/a	12/2009	Luis Telon	O	P	1
n/a	05/2010	Teodoro Monteon	O	P	1
n/a	08/2010	David Delgado	O	P	1
n/a	08/2010	Scott Naranjo	O	P	1
				Total # of Boxes:	1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 10/19/17

Assistant City Manager Signature — Date: 11/2/17

City Clerk Signature — Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

DATE SUBMITTED TO CITY CLERK: _____ Box ___1___ OF ___1___

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's			Estefania Zamora	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
n/a	2014	2014 Public Records Requests	O	P	1

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10/19/17 — c/mma Acheverry 10/19/17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES
5. CALL CITY CLERK'S OFFICE WHEN STORAGE CARTON(S) IS(ARE) READY AND LOG IS COMPLETED

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel Olea	2006

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Closed Claims	O	P	1
	3/31/1999	Silvia Maravilla File 1	O	P	
	3/31/1999	Silvia Maravilla File 2	O	P	
	3/31/1999	Silvia Maravilla File 3	O	P	
	1959 to 1965	Phillips Petroleum Co. Re: Cal Compact Site	O	P	
	1959 to 1965	Shell Oil Company Re: Cal Compact Site	O	P	
	10/6/1997	Saucedo File 1	O	P	
	10/6/1997	Saucedo File 2	O	P	
	10/6/1997	Saucedo File 3	O	P	
			Total # of Boxes:		1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10/19/17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES
5. CALL CITY CLERK'S OFFICE WHEN STORAGE CARTON(S) IS(ARE) READY AND LOG IS COMPLETED
6. A COPY OF THE SIGNED LOG WILL BE RETURNED TO THE DEPT AFTER COUNCIL APPROVAL AND ALL SIGNATURES HAVE BEEN OBTAINED

Closed Claims

Box 3

Silvia Maravilla DOI: 03/31/99 File 1

Silvia Maravilla DOI: 03/31/99 File 2

Silvia/Maravilla DOI: 03/31/99 File 3

Phillips Petroleum Co., Union Oil Re: Cal Compact site 1959 to 1965

Shell Oil Company Re: Cal Compact Site 1959 to 1965

Saucedo DOI: 10/06/97 File 1

Saucedo DOI: 10/06/97 File 2

Saucedo, Mario DOI: 05/12/1999 File 3

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON

2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.

3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED

4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.

5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	CONTAINER DESTRUCTION DATE
City Clerks Office	Records	110	NO	Destroy	12/23/2003	2003

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	File Destruction Date
8	9	10	11	12
		Correspondence - Cities / Agencies		
53-98	1994-1995	East Los Angeles College (ELAC) Info		1997
53-98	Oct-97	Community Development Department		
		Special Event Permits Policy correspondendence		1999
53-98	Nov-80	Police Department SE Area Gang Project correspond.		1982
53-98	Oct-01	Parks & Recreation After School Program		2003
53-98	Dec-00	Parks & Recreation After-School Program		2002
53-98	Dec-95	Economic Development Year-end Activities Report		1997
53-98	Apr-94	City Clerk Files: Pay for Performance Work File		1996
53-98	Apr-97	CAO Files: Gov't Services TV Network Video Topics		1999
		LOCATION: Destruction Pile		

Pink Copy For Records Center - Use for Destruction Follow Up

TRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these ds are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

Roxanna Ruiz
Department Head Signature

1-6-04
Date

6

2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.

3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED

4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.

5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	CONTAINER DESTRUCTION DATE
City Clerks Office	Records	110	NO	Destroy	12/23/2003	2002

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	File Destruction Date
8	9	10	11	12
		Correspondence - Cities / Agencies		
52-98	1996-2000	**A**	A	2002
52-98	1996-2000	**B**	B	2002
52-98	1998-2000	**C**	C	2002
52-98	1996-2000	**D**	D	2002
52-98	1996-2000	**E**	E	2002
52-98	1996-2000	**F**	F	2002
52-98	1996-2000	**G**	G	2002
52-98	1996-2000	**H**	H	2002
52-98	1996-2000	**I**	I	2002
52-98	1991-2000	**J**	J	2002
52-98	1996-2000	**K**	K	2002
52-98	1995-2000	**L**	L	2002
52-98	1996-2000	**M**	M	2002
52-98	1996-2000	**N**	N	2002
52-98	1996-2000	**O**	O	2002
52-98	1996-2000	**P**	P	2002
52-98	1996-2000	**Q**	Q	2002
52-98	1996-2000	**R**	R	2002
52-98	1996-2000	**S**	S	2002
52-98	1996-2000	**T**	T	2002
52-98	1996-2000	**U**	U	2002
52-98	1996-2000	**V**	V	2002
52-98	1996-2000	**W**	W	2002
		LOCATION: Destruction Pile		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction check where applicable

☐ HOLD ☐ For Expiration ☐ Fo

Subject Matter Pending

☐ Review ☐ Legal ☐ Ot

Rosanna Pan

rtment Head Signature

1-6-04

Date

6

IMPORTANT-SEE INSTRUCTIONS ON REVERSE
SIDE OF LAST COPY BEFORE COMPLETING THIS

PUBLIC RECORD
PAGE ___OF ___

RECORD TRANSFER NOTICE

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	CONTAINER DESTRUCTION DATE
City Clerks Office	Records	110	YES	Destroy	12/23/2003	2003

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	File Destruction Date
8	9	10	11	12
		Weed Abatement Program Annual		
51-98	1995	**Weeds**		2000
51-98	1996	**Weeds**		2001
51-98	1997	**Weeds**		2002
51-98	1998	**Weeds**		2003
		LOCATION: Destruction Pile		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending
☐ Review ☐ Legal ☐ Other

Roxanna Rau
Department Head Signature

1-8-04
Date

3

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	2003 - 2009

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		PROJECTS	O	P	1
36-98	1995	94-001 Improvement of Alleys	O	P	
36-98	1995	94-002 St. Resurfacing & Reconst.	O	P	
36-98	1995	94-003 Improvement of Pacific Blvd.	O	P	
36-98	1995	94-004 Storm Drain Restoration	O	P	
36-98	1995	94-001 Wheelchair Ramps at Various Locaitons	O	P	
36-98	1996	93-009 L.A. County for Reconstruction	O	P	
36-98	1996	95-009 St. Improvement Middleton	O	P	
36-98	1996	95-011 P.E.S., Construction & Expansion of Police Department	O	P	
		Correspondence-Interdepartmental / General	O	P	
53-98	1978-1983	Motor Vehicles	O	P	
53-98	1984-1987	Motor Vehicles	O	P	
53-98	1988-1990	Motor Vehicles	O	P	
53-98	1991-1993	Motor Vehicles	O	P	
53-98	1993	Motor Vehicles	O	P	
53-98	1994	Motor Vehicles	O	P	
53-98	1998	Motor Vehicles	O	P	
53-98	1999	Motor Vehicles	O	P	
53-98	2000	Motor Vehicles	O	P	
		See Attachments	Total # of Boxes:		1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10-19-17

Assistant
City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-19-17

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER RECORD RETENTION SCHEDULE.
3. CALL CITY CLERK'S OFFICE WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED - PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT.

FOR INFORMATION REGARDING RECORDS STORAGE & RETENTION, CALL THE RECORDS CENTER

TRANSFER INFORMATION

DEPARTMENT	SUB-GROUP	DEPARTMENT NO.	MEDIA	LOCATOR NO.	TRANSFER DATE	DESTRUCTION DATE
1 CITY CLERK	2	3	4 NO	5 5-4-3D	6 7-16-96	2003 7 SEE BELOW

DESCRIPTION OF CONTENTS

Item No.	From - To Qtr./Date/Year	Record Title	Alpha or Numeric Series	Destruction Date
8	9	10 PROJECTS	11	12
44 36-96	1995	94-001 Improvement of Alleys 94-002 St. Resurfacing & Reconst. 94-003 Improvement of Pacific Blvd. 94-004 Storm Drain Restoration 95-001 Wheelchair Ramps at Various Locations		2002
44 36-96	1996	93-009 L.A. County for Reconstruction 95-009 St. Improvement Middleton 95-011 P.E.S., Construction & Expansion of Police Dept.		2003

113)

For Records Center Pink Copy Destruction Follow-up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk.

☒ HOLD for review - Subject Matter Pending For:
☐ Legal Other ☒

Hold for scanning

DEPARTMENT HEAD DATE 8

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE ___ OF ___

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON, PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT	SUB-GROUP	DEPARTMENT NO.	MEDIA	LOCATION NO.	TRANSFER DATE	DESTRUCTION DATE
CITY CLERK		110	NO MEDIA	SEE Below	10/06/00	2005
1	2	3	4	5	6	7

DESCRIPTION OF CONTENTS

Item No.	From - To Quarter/ Date/ Year	Record Title	Alpha or Numeric Series	Destruction Date
8	9	10	11	12
53-98		Correspondence-Interdepartmental / General		
	1978-1983	Motor Vehicles		2005
	1984-1987	Motor Vehicles		2005
	1988-1990	Motor Vehicles		2005
	1991-1993	Motor Vehicles		2005
	1993	Motor Vehicles		2005
	1994	Motor Vehicles		2005
		LOC: 5-A-31		
		As Requested by Deputy City Clerk Blanca De La Mora Keep these files in storage for 5 years and destroy after October 2005		

(13)

For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, **check where applicable and return unsigned to City Clerk**

☐ HOLD ☐ for expiration Media ☐

☐ for review - Subject Matter Pending

☐ Legal Other ☐

Blanca De La Mora 10/23/00

DEPARTMENT HEAD DATE

5

IMPORTANT-SEE INSTRUCTIONS ON REVERSE
SIDE OF LAST COPY BEFORE COMPLETING THIS

PUBLIC REC.
PAGE ___OF

RECORD TRANSFER NOTICE

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	CONTAINER DESTRUCTION DATE
City Clerks Office	Records	110	NO	5-4-3H	1/8/2004	2009

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	File Destruction Date
8	9	10	11	12
		Correspondence-Interdepartmental / General		
53-98	1998	MOTOR VEHICLES		2009
	1999	MOTOR VEHICLES		2009
	2000	MOTOR VEHICLES		2009
		As requested by Deputy City Clerk Blanca de La Mora		
		Keep these files for five years and destroy in 2009		
		LOCATION: 5-4-3H		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☒ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

Department Head Signature _____ Date _____

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	2004

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
43-98	1997	**Claims - City Liability**	O	P	1
43-98	1997	Alcantar, Violeta - File 1	O	P	
43-98	1997	Alcantar, Violeta - File 2	O	P	
43-98	1997	Alcantar, Violeta - File 3	O	P	
43-98	1997	Alcantar, Violeta - File 4	O	P	
43-98	1997	Alcantar, Violeta - File 5	O	P	
43-98	1997	Alcantar, Violeta - File 6	O	P	
		See Attachment			

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10-19-17

Assistant
City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-19-17

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE ___ OF ___

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON, PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT	SUB-GROUP	DEPARTMENT NO.	MEDIA	LOCATION NO.	TRANSFER DATE	DESTRUCTION DATE
CITY CLERK		110	YES 10/2002	SEE BELOW	10/09/2002	2004
1	2	3	4	5	6	7

DESCRIPTION OF CONTENTS

Item No.	From - To Quarter/ Date/ Year	Record Title	Alpha or Numeric Series	Destruction Date
8	9	10	11	12
43-98	DOI 9/21/1997	**CLAIMS – CITY LIABILITY** YES DESTROY ORIGINAL 2 YEARS AFTER SETTLEMENT ALCANTAR , VIOLETA - FILE 1 CLOSED May 2001 ALCANTAR, VIOLETA - FILE 2 ALCANTAR , VIOLETA - FILE 3 ALCANTAR , VIOLETA - FILE 4 ALCANTAR , VIOLETA - FILE 5 ALCANTAR , VIOLETA -FILE 6 LOC: 5-4 3B		2004

(13)

For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

■ HOLD ■ for expiration Media ☐

☐ for review - Subject Matter Pending

☐ Legal Other ☐

DEPARTMENT HEAD DATE

IMPORTANT - SEE INSTRUCTIONS ON

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	2002

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		PROJECTS - Completed	O	P	1
36-98	5/5/1993	91-001 Salt Lake Park Renovation	O	P	
36-98	9/7/1993	91-006 Rita Avenue Parking Structure #1	O	P	
36-98	9/7/1993	91-006 Rita Avenue Parking Structure #2	O	P	
36-98	2/1/1993	91-009 Sealing Windows for AC in PD	O	P	
36-98	3/26/1993	92-003 Street Resurfacing & Reconst for Arbutus	O	P	
36-98	6/8/1993	92-006 Improvement of Alleys	O	P	
36-98	7/20/1993	92-007 8 Inch Watermain in Alley Const	O	P	
36-98	11/8/1994	92-008 Corona Park and Recreation Center Imp.	O	P	
36-98	1/6/1994	92-009 Women Shower Room at PD	O	P	
36-98	11/4/1993	92-012 Well Site No. 9 Construction	O	P	
36-98	10/20/1993	93-001 Wheelchair Ramp at Various Locations	O	P	
36-98	11/30/1994	93-003 Sewer Main Installation	O	P	
36-98	2/24/1994	93-004 Street Reconst & Resufacing Alameda	O	P	
36-98	6/21/1994	93-005 Improvements of Alleys E&W of Pacific	O	P	
36-98	3/8/1994	93-006 Resurfacing & Reconst Salt Lake	O	P	
36-98	5/3/1994	93-011 Rebuild Restroom at Baseball Diamond	O	P	
36-98	11/29/1994	93-012 Recreation Ctr. Improvements	O	P	
36-98	10/4/1994	94-009 Wheelchair Ramp at Various Locaitons	O	P	
36-98	11/8/1994	94-010 Painting of Residential Curb Numbers	O	P	
				Total # of Boxes:	1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 10-19-17

City Manager Signature _____ Date 11/2/17

City Clerk Signature _____ Date 10-19-17

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON, PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	/DESTRUCTION DATE (7)
CITY CLERK		110	YES	Destroy Pile	09/12/02	2002

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)		Alpha or Numeric Series (11)	Destruction Date (12)
36-98		**PROJECTS-Completed** (Destroy after 7 years)			2003
		91-001 Salt Lake Park Renovation	5/5/1993		
		91-006 Rita Avenue Parking Structure #1	9/7/1993		
		91-006 Rita Avenue Parking Structure #2	9/7/1993		
		91-009 Sealing Windows for AC in PD	2/1/1993		
		92-003 Street Resurfacing & Reconst for Arbutus	3/26/1993		
		92-006 Improvement of Alleys	6/8/1993		
		92-007 8 Inch Watermain in Alley Const	7/20/1993		
		92-008 Corona Park and Recreation Center Imp.	11/8/1994		
		92-009 Women Shower Room at PD	1/6/1994		
		92-012 Well Site No.9 Construction	11/4/1993		
		93-001 Wheelchair Ramp at Various Loc.	10/20/1993		
		93-003 Sewer Main Installation	11/30/1994		
		93-004 Street Reconst & Resurfacing Alameda	02/24/1994		
		93-005 Improvements of Alleys E&W of Pacific	06/21/1994		
		93-006 Resurfacing & Reconst Salt Lake	3/8/1994		
		93-011 Rebuild Restroom at Baseball Diamond	5/3/1994		
		93-012 Recreation Ctr. Improvements	11/29/1994		
		94-009 Wheelchair Ramp at Various Loc.	10/4/1994		
		94-010 Painting of Residential Curb Numbers	11/8/1994		

(13) For Records Center Pink Copy Destruction follow-up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days.

Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any too above destruction,

checks were applicable and return unsigned to City Clerk

☐ HOLD ☐ for expiration Media ☐

☐ for review - Subject Matter Pending

☐ Legal Other ☐

DEPARTMENT HEAD DATE

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
49-98	1998	**PAID BILLINGS / WRITE-OFFS (INVOICES FILE #1)**	O	P	1
		4084 - Nevarez, Reyes H.	O	P	
		4126 - Miranda, Jesus A.	O	P	
		4130 - Sanchez, Dolores	O	P	
		4134 - Copete & Sons / Hernandez, Francisco	O	P	
		4136 - Sanchez, Dolores	O	P	
		4137 - Sanchez, Dolores	O	P	
		4138 - Sanchez, Dolores	O	P	
		4143 - Boerner Truck Center / Stanley Lewis, Owner	O	P	
		4146 - Gonzalez, Robert D. c/o Farmers Ins. Co.	O	P	
49-98	1998	**PAID BILLINGS / WRITE-OFFS (INVOICES FILE #2)**	O	P	
		4091 - Chaidez, Emmanuel	O	P	
		4133 - Reyes, Neopolean	O	P	
		4137 - Sanchez, Dolores	O	P	
		4142 - Hernandez, Luis	O	P	
		4145 - Sanchez, Dolores	O	P	
		4148 - Sanchez, Dolores	O	P	
		4150 - Cuen, Mario	O	P	
		4156 - Presiado, Roberto	O	P	
49-98	1998	**PAID BILLINGS / WRITE-OFFS (INVOICES FILE #2)**	O	P	
		4150 - Valley Economic Development Center	O	P	
		4157 - Sanchez, Dolores	O	P	
		See Attachments	Total # of Boxes:		1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Sergio Rutiaga 10/19/17
Dept Head Signature — Date

Assistant 11/2/17
City Manager Signature — Date

Jovana Schwartz

City Clerk Signature — Date

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	10/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/2001	Box 55: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(1))	O	P	1
N/A	11/2001	Box 56: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(2))	O	P	1
N/A	11/2001	Box 57: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(3))	O	P	1
N/A	11/2001	Box 58: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(4))	O	P	1
N/A	11/2001	Box 59: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(5))	O	P	1
N/A	11/2001	Box 60: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(1))	O	P	1
N/A	11/2001	Box 61: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(2))	O	P	1
N/A	11/2001	Box 62: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(3))	O	P	1
N/A	11/2001	Box 63: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(1))	O	P	1
N/A	11/2001	Box 64: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(2))	O	P	1
N/A	11/2001	Box 65: Ferniza v. City of Huntington Park, et al L.A. Superior Court Case No. VC027259 Edgar Contreras v. City of Huntington Park, et al L.A Superior Court Case No. 031484 (See Attachment D(1))	O	P	1
				Total # of Boxes:	11

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 10/19/17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date

Exhibit A(1)

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT	SUB-GROUP	DEPARTMENT NO.	MEDIA	LOCATION NO.	TRANSFER DATE	DESTRUCTION DATE
CITY CLERK (1)	Attorney Files (2)	110 (3)	NO (4)	SEE BELOW	10/30/01	October 2003 See Hold notes (7)

DESCRIPTION OF CONTENTS

Item No.	From - To Quarter/ Date/ Year	Record Title	Alpha or Numeric Series	Destruction Date
8	9	10 **Berger, Khan,** **Shafton, Moss, Figler,** **Simon & Gladstone** Box 55: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeal Docket Nos. 96-55268 and 96-55431 (Box 1 of 5) LOC: 5-3-5A	11	12 10/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, **check where applicable and return unsigned to City Clerk**

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending,

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-13-01

DEPARTMENT HEAD DATE

DATE SUBMITTED TO CITY CLERK: _____

Box 2 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	10/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/2001	Box 55: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(1))	O	P	1
N/A	11/2001	Box 56: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(2))	O	P	1
N/A	11/2001	Box 57: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(3))	O	P	1
N/A	11/2001	Box 58: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(4))	O	P	1
N/A	11/2001	Box 59: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(5))	O	P	1
N/A	11/2001	Box 60: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(1))	O	P	1
N/A	11/2001	Box 61: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(2))	O	P	1
N/A	11/2001	Box 62: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(3))	O	P	1
N/A	11/2001	Box 63: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(1))	O	P	1
N/A	11/2001	Box 64: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(2))	O	P	1
N/A	11/2001	Box 65: Ferniza v. City of Huntington Park, et al L.A. Superior Court Case No. VC027259 Edgar Contreras v. City of Huntington Park, et al L.A Superior Court Case No. 031484 (See Attachment D(1))	O	P	1
				Total # of Boxes:	11

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date _____

City Manager Signature _____ Date _____

City Clerk Signature _____ Date _____

Exhibit A(2)

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO.	TRANSFER DATE	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	10/30/01	October 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 56: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeal Docket Nos. 96-55268 and 96-55431 (Box 2 of 5) LOC: 5-3-5B		10/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending,

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-13-01

DEPARTMENT HEAD DATE

DATE SUBMITTED TO CITY CLERK: _____

Box 3 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	10/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/2001	Box 55: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(1))	O	P	1
N/A	11/2001	Box 56: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(2))	O	P	1
N/A	11/2001	Box 57: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(3))	O	P	1
N/A	11/2001	Box 58: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(4))	O	P	1
N/A	11/2001	Box 59: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(5))	O	P	1
N/A	11/2001	Box 60: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(1))	O	P	1
N/A	11/2001	Box 61: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(2))	O	P	1
N/A	11/2001	Box 62: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(3))	O	P	1
N/A	11/2001	Box 63: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(1))	O	P	1
N/A	11/2001	Box 64: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(2))	O	P	1
N/A	11/2001	Box 65: Ferniza v. City of Huntington Park, et al L.A. Superior Court Case No. VC027259 Edgar Contreras v. City of Huntington Park, et al L.A Superior Court Case No. 031484 (See Attachment D(1))	O	P	1
				Total # of Boxes:	11

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

Exhibit A(3)

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT	SUB-GROUP	DEPARTMENT NO.	MEDIA	LOCATION NO.	TRANSFER DATE	DESTRUCTION DATE
CITY CLERK (1)	Attorney Files (2)	110 (3)	NO (4)	SEE BELOW	10/30/01	October 2003 See Hold notes (7)

DESCRIPTION OF CONTENTS

Item No.	From - To Quarter/ Date/ Year	Record Title	Alpha or Numeric Series	Destruction Date
8	9	10 **Berger, Khan,** **Shafton, Moss, Figler,** **Simon & Gladstone** Box 57: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeal Docket Nos. 96-55268 and 96-55431 (Box 3 of 5) LOC: 5-3-5C	11	12 10/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS — If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending,

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-13-01

DEPARTMENT HEAD DATE

DATE SUBMITTED TO CITY CLERK: _____ Box 4 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	10/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/2001	Box 55: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(1))	O	P	1
N/A	11/2001	Box 56: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(2))	O	P	1
N/A	11/2001	Box 57: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(3))	O	P	1
N/A	11/2001	Box 58: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(4))	O	P	1
N/A	11/2001	Box 59: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(5))	O	P	1
N/A	11/2001	Box 60: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(1))	O	P	1
N/A	11/2001	Box 61: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(2))	O	P	1
N/A	11/2001	Box 62: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(3))	O	P	1
N/A	11/2001	Box 63: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(1))	O	P	1
N/A	11/2001	Box 64: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(2))	O	P	1
N/A	11/2001	Box 65: Ferniza v. City of Huntington Park, et al L.A. Superior Court Case No. VC027259 Edgar Contreras v. City of Huntington Park, et al L.A Superior Court Case No. 031484 (See Attachment D(1))	O	P	1
				Total # of Boxes:	11

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

Exhibit A(4)

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON, PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT	SUB-GROUP	DEPARTMENT NO.	MEDIA	LOCATION NO.	TRANSFER DATE	DESTRUCTION DATE
CITY CLERK (1)	Attorney Files (2)	110 (3)	NO (4)	SEE BELOW	10/30/01	October 2003 See Hold notes (7)

DESCRIPTION OF CONTENTS

Item No.	From - To Quarter/ Date/ Year	Record Title	Alpha or Numeric Series	Destruction Date
8	9	10 **Berger, Khan,** **Shafton, Moss, Figler,** **Simon & Gladstone** Box 58: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeal Docket Nos. 96-55268 and 96-55431 (Box 4 of 5) LOC: 5-3-5D	11	12 10/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS — If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration *Media* ☐

☒ for review - Subject Matter Pending,

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez — DEPARTMENT HEAD

11-13-01 — DATE

DATE SUBMITTED TO CITY CLERK: _____

Box 5 OF 5

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	10/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/2001	Box 55: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(1))	O	P	1
N/A	11/2001	Box 56: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(2))	O	P	1
N/A	11/2001	Box 57: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(3))	O	P	1
N/A	11/2001	Box 58: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(4))	O	P	1
N/A	11/2001	Box 59: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeals Docket Nos. 96-55268 and 96-55431(See Attachment Exhibti A(5))	O	P	1
N/A	11/2001	Box 60: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(1))	O	P	1
N/A	11/2001	Box 61: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(2))	O	P	1
N/A	11/2001	Box 62: Mendez v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit B(3))	O	P	1
N/A	11/2001	Box 63: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(1))	O	P	1
N/A	11/2001	Box 64: Alcantar v. City of Huntington Park, et al L.A. Superior Court Case No. VC026830 (See Attachment Exhibit C(2))	O	P	1
N/A	11/2001	Box 65: Ferniza v. City of Huntington Park, et al L.A. Superior Court Case No. VC027259 Edgar Contreras v. City of Huntington Park, et al L.A Superior Court Case No. 031484 (See Attachment D(1))	O	P	1
				Total # of Boxes:	11

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

Exhibit A(5)

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. *CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.*
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	10/30/01	October 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 59: Cabrera v. City of Huntington Park, et al Ninth Circuit Court of Appeal Docket Nos. 96-55268 and 96-55431 (Box 5 of 5) LOC: 5-2-5A/B		10/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending,

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-13-01

DEPARTMENT HEAD DATE

DATE SUBMITTED TO CITY CLERK: _____

Box 1 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 10-19-17

Assistant
City Manager Signature _____ Date 11/2/17

City Clerk Signature _____ Date 10-19-17

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 1

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 Of 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No.	From - To Quarter/ Date/ Year	Record Title	Alpha or Numeric Series	Destruction Date
8	9	10	11	12
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 01: See Attached Document Description LOC: 6-3-1A		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 1(A)

Box #1

Huntington Park 00009-1200.05 Agreements Amendment for Hearing Examiner Svs.
Huntington Park 00009-1200.06 Agreements Latimar
Huntington Park 00009-1200.07 Agreements Welhead Treatment
Huntington Park 00009-1200.08 Agreements Mandated Cost Claiming Service
Huntington Park 00009-1200.09 Agreements Between City and LO&J
Huntington Park 00009-1200.10 Agreements Amendment to Lease of H.P. Courthouse
Huntington Park 00009-1200.11 Agreements Service Agrmt. with Loomis Fargo & Co.
Huntington Park 00009-1200.12 Agreements ENSR for Environmental Services
Huntington Park 00009-1200.13 Agreements Alarm Monitoring System Agreement
Huntington Park 00009-1200.14 Resolutions & Agrmts Supporting Assembly Bill 1997
Huntington Park 00009-1200.15 Agreements Hazen Consulting Services (Transportation)
Huntington Park 00009-1200.16 Agreements Book Publishing Company
Huntington Park 00009-1200.17 Agreements Pacific Bell-Public Pay Telephone Service
Huntington Park 00009-1200.18 Agreements General Correspondence re Various Agrmts
Huntington Park 00009-1200.19 Agreements General Plan Element Agreement for Consultant Services
Huntington Park 00009-1200.20 Agreements Berryman & Henigar Consulting Services
Huntington Park 00009-1200.21 Agreements Architectural Renderings and Illustraions
Huntington Park 00009-1200.22 Agreements Al Perez dba MAG Sweeping
Huntington Park 00009-1200.23 Agreements Best Access Systems ER Call Boxes
Huntington Park 00009-1200.24 Agreements JRC Discount Safes & Wrought Iron, Inc.
Huntington Park 00009-1200.25 Agreements Air Support Unit Pilot (Don Forrester)
Huntington Park 00009-1200.26 Agreements Circus Hermanos Vasquez
Huntington Park 00009-1200.27 Agreements Computer Service Company, Inc.
Huntington Park 00009-1200.28 Agreements Agreements for Lobbying Services
Huntington Park 00009-1200.29 Agreements AAE Consultants, Inc. Agreement
Huntington Park 00009-1200.30 Agreements Home Depot USA, Inc.
Huntington Park 00009-1200.31 Agreements Vasquez, Farukhi & Company LLP
Huntington Park 00009-1200.32 Agreements Census 2000 Complete Count Agreement
Huntington Park 00009-1200.33 Agreements Eco Resources, Inc (ECO)
Huntington Park 00009-1200.34 Agreements Metricom Communication Facility Lease
Huntington Park 00009-1200.35 Agreements PYRO Spectaculars, Inc.
Huntington Park 00009-1200.36 Agreements Arly Sound
Huntington Park 00009-1200.37 Agreements Zaragoza Pictures/HP Promotional Video
Huntington Park 00009-1200.38 Agreements Amidi Partnership
Huntington Park 00009-1200.39 Agreements Spohn Ranch

DATE SUBMITTED TO CITY CLERK: _____ Box 2 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 2

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 02 : See Attached Document Description LOC: 6-3-1B		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 2(A)

Box #2

Huntington Park / Research 00009-300.20 4/5th Moratorium Requirements
Huntington Park / Research 00009-300.21 CAO to City Manager Ord.
Huntington Park / Research 00009-300.23 Conflict code of Interest (Research)
Huntington Park / Research 00009-300.24Elimination of Board of Appeals
Huntington Park / Research 00009-300.25 City Commisions
Huntington Park / Research 00009-300.26 Regulations – Family Leave Act
Huntington Park / Research 00009-300.27 Workers Comp. Research
Huntington Park / Research 00009-300.28 Water Main Research
Huntington Park / Research 00009-300.29 Public Employee Rt./Free Speech
City of Huntington Park / Finance Department Business License for BML
City of Huntington Park / Finance Department NPO License Fee
City of Huntington Park / Finance Department Professional Billing Statement
City of Huntington Park / Finance Department Lit./Audit Letter to Lance, Soll & Lunghard
City of Huntington Park / Finance Department Investigation
City of Huntington Park / Finance Department Sanyo Icon Service Agreement
City of Huntington Park / Finance Department Proposed RFP & Agreement for Auditing Services
City of Huntington Park / Finance Department Recruitment Proposal for Director of Finance
City of Huntington Park / Finance Department Clinica Humanitaria – Bankruptcy

DATE SUBMITTED TO CITY CLERK: _____

Box 3 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 3

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 03 : See Attached Document Description LOC: 6-3-1C		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ray 11-14-01

DEPARTMENT HEAD DATE

Exhibit 3(A)

Box #3

City of Huntington Park City Council Agendas

DATE SUBMITTED TO CITY CLERK: _____ Box 4 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 4

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 04 : See Attached Document Description LOC: 6-3-1D		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ray 11-14-01

DEPARTMENT HEAD DATE

Exhibit 4(A)

Box #4

City of Huntington Park / Agenda

Planning Commission Meeting-03/21/01
Planning Commission Meeting-02/21/01
Planning Commission Meeting-02/07/01
City Council Meeting Agendas-September, 2000-December, 2000
City Council Meeting Agendas-June, 2000-September, 2000

DATE SUBMITTED TO CITY CLERK: _____

Box 5 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____

Dept Head Signature Date

_____ _____

City Manager Signature Date

_____ _____

City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 5

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 05 : See Attached Document Description LOC: 6-3-1E		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 5(A)

Box #5

Huntington Park / City Council- Agenda, April 2, 2001
Huntington Park / City Council- Agenda, 2001
Huntington Park / Lawsuits- Correspondence Clip

DATE SUBMITTED TO CITY CLERK: _____ Box 6 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 6

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 06 : See Attached Document Description LOC: 6-3-1F		08/03

(13) DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

For Records Center Pink Copy Destruction Follow-Up

☐ EXCEPTIONS If any to above destruction.

check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 6(A)

Box #6

City of Huntington Park / Redevelopment 3635 E. 60th Street
Huntington Park Police Department – General Order Manual
Huntington Park City Council Agendas June, 1999 – Oct. 1999
Newspaper-San Gabriel Valley Tribune, Friday, August 6th 1999

DATE SUBMITTED TO CITY CLERK: _____

Box 7 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 7

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 07 : See Attached Document Description LOC: 6-3-4A		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ray 11-14-01

DEPARTMENT HEAD DATE

Exhibit 7(A)

Box #7

6-3-4A

Medrano v. Huntington Park 97/99
City of Huntington Park/Redevelopment – Charter Cable – Research 2001
City of Huntington Park/Redevelopment – Charter Cable Oct 99 June 2001
Daniel Ornales Patino v. Huntington Park May 97 May 97
Workers Comp. William Rieffanaugh v. Huntington Park Feb 2000

DATE SUBMITTED TO CITY CLERK: _____ Box 8 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 8

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 08 : See Attached Document Description LOC: 6-3-4B		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authprization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 8(A)

Box #8 6-3-4B

City of Huntington Park/Agreements - Urban Design Studio jun/oct 2000
City of Huntington Park/Agreements - Ladco Leasing 98 99
City of Huntington Park/Agreements - Boerner Truck Center jul 2000 - jan 2001
City of Huntington Park/Agreements - Christmas Parade Agreement DEC 2000
City of Huntington Park/Agreements - Merona Enterprise In Lieu Parking Fee Agreement Nov 2000
City of Huntington Park/Agreements - -Commercial L.B. Hayhurst & Associates Agreement Dec 2000
City of Huntington Park/Agreements - Gail Lyon Agreement – "Dia De Los ReyesMagos" Event DEC 2000
City of Huntington Park/Agreements - Ammendment to Agreement for Spanish Translation Svcs. Oct 2000
City of Huntington Park/Agreements - Day Laborer Center Agreement July - Dec 2000
City of Huntington Park/Agreements - Old Timers Foundation jun 2000
City of Huntington Park/Agreements - AMA Construction sep 2000
City of Huntington Park/Agreements - Southeast Water Coalition joint Powers Agreement jul 2000
City of Huntington Park/Agreements - AT&T Agreement dec 2000
City of Huntington Park/Agreements - 5 Star Parking Lease nov 2000
City of Huntington Park/Agreements - Oce-Document Printing Systems 1995
City of Huntington Park/Agreements - 51st Street (Sewer Connection) mar 2001
City of Huntington Park/Agreements - Community Housing Dev. Org. Mar 2001
City of Huntington Park/Agreements - City Engineer Contract – Wes Lind Jan 2001
City of Huntington Park/Agreements - Beautification Lease Agreement May 2001
City of Huntington Park/Agreements - Beautification Lease 2001
City of Huntington Park/Agreements - Pre-Goal Setting Workshop May 2001
City of Huntington Park/Agreements - Ammendment to Solute Discharge 2001
City of Huntington Park/Agreements - Southern Pacific Comp Lease ~~2001~~
City of Huntington Park/Agreements - DMG Maximus 2001
City of Huntington Park/Agreements - Charter Communications June 2001
City of Huntington Park/Agreements - Multiscreen Theater Project June 2001
City of Huntington Park/Agreements - Merona Invest. for Sketchers 2001
Huntington Park Miscellaneous May 99 - Oct 95
City of Huntington Park/General – Refuse Collection Docs. Pro. 99 Aug 99

DATE SUBMITTED TO CITY CLERK: _____

Box 9 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 9

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

PUBLIC RECORD

RECORD TRANSFER NOTICE

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 09 : See Attached Document Description LOC: 6-3-4C		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction. **check where applicable and return unsigned to City Clerk**

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 9(A)

Box #9 6-3-40

City of Huntington Park/Business Improvement District – Advisory Board (Organization, Membership & Duties) 95-2001

City of Huntington Park/Business Improvement District – Marketing & Services Programs Recommendations 99-00 9/2000

City of Huntington Park/Agreements – Diversified Paratransit, Inc. (Dial-A-Ride) 94-2000

City of Huntington Park/Transportation – Fiesta Taxi 2000

City of Huntington Park/Transportation – Administrative Services Co-Operatative, Inc. 2000

City of Huntington Park/Transportation –Taxi Cab Services

City of Huntington Park/Transportation –Taxi Cab Services 2000

DATE SUBMITTED TO CITY CLERK: _____ Box 16 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

Exhibit 10

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 10 : See Attached Document Description LOC: 6-3-4D		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS — If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 10(A)

Box #10 6-3-4D

Community Development Department–Purchase 2518 E. 54th Street (CEQA issue) 2000
Community Development Department-Oldtimers Housing Development Corp. IV 2000
Community Development Department-Master Agreement. with State of CA/State Funded Project 2000
Community Development Department-HP's loan loss to Luis and Blanca Perez (3635 E. 60th Street) 2000
Community Development Department-Memo of Understanding HP & Harry Hwang 2001
Community Development Department-Community Bank Agreement 2001
Community Development Department-MTA Grant Application 2001
Community Development Department-Trash TMDL 2001
Community Development Department-Datum Bid Research Skate Park 2001
Community Development Department-Steve Skolnik 2001
Building & Planning-Miles Ave. Resurfacing & Reconstruction 1999
Building & Planning-6814 Hood Avenue 99-2000
Building & Planning-General Building & Planning Correspondence 2000
Building & Planning-Nobest's Certificate of Liability Insurance 2000
Community Development Department-Notice of Code Violation-6330 Rugby Ave 2000
Building & Planning-LAUSD New School Sites 2001
Building & Planning-Demolition of Bonelli Park 2001
City Engineer-City Wide Sewer Main Study 99-2001
City Engineer-Water Main on Rugby Avenue 99
City Engineer-Marconi St, & Arbutus Ave; Gage Middle School Expansion 99
City Engineer-General Correspondance 2000-2001
City Engineer-Various Specifications 99-2000
City Engineer-Disadvantaged Business Enterprise Program 99-2000
City Engineer-Water Replenishment District 2000
City Engineer-Public Engineering Services, Inc. 2000
City Engineer-Southwest Water Coalition 98-2000

DATE SUBMITTED TO CITY CLERK: _____

Box 11 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 11

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 Of 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 11 : See Attached Document Description LOC: 6-3-4E		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 11(A)

6-34E

Box #11

Fics Fitm

98-2001

Agenda-City Council Meeting 10/19/98
Agenda-City Council Special Meeting Notices
City Attorney-First Amendment Issues
Elections-Sample Ballot 03/02/99 Election
Elections-Systems Disposal Referendum Election
Elections-H.P. General Elections 2001
Elections-Election Claims
Elections-H.P. General Elections 2001
City Council & Officials-Term Limits
City Council & Officials-Remedies & Restitution-Linda Guev
City Council-Public Comment Period
City Council-Jessica Maes-Conflict of Interest
BLM Proposal for City Attorney Services
BLM Agreement with H.P.
Interim City Attorney Agreement
City Attorney-Stmt. Of Economic Interests Form 700
City Attorney-2000 Conflict of Interest Code
City Attorney-General Memorandums
City Attorney-Dapeer R&L Pros. Serv. Ag.
City Attorney-Linda Guevara Allegations/Invest.
City Attorney-Private Telephone Directories
City Attorney- Misc. Memos
City Attorney-Notice of Rejection of Claims
City Attorney-Claim File
City Council-City Council Research
City Council-General Correspondence (includes PO subfile)
City Council & Officials-Council Member Ric Loya
City Council & Officials-Tom Jackson, Council Member
City Council-Petitioner for Intervention
City Council-Council Member Conflict of Interest

DATE SUBMITTED TO CITY CLERK: _____ Box 12 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 12

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 12 : See Attached Document Description LOC: 6-3-4F		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez.

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 12(A)

Box # 12 6-3-4F

Andres Jimenez & Gonzalo Urquidez v. City of Huntington Park 1999
Jorge & Karla Jimenez v. City of Huntington Park 99 - 2000
City of Huntington Park-Misc. Filing 2001
Sexual Harassment 1999

DATE SUBMITTED TO CITY CLERK: _____

Box 13 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____

Dept Head Signature Date

_____ _____

City Manager Signature Date

_____ _____

City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 13

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 13 : See Attached Document Description LOC: 6-4-1A		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 13(A)

Box # 13

6-年-14

Internal Organization-Y2K Compliance
Internal Organization-Statement of Economic Interest
Internal Organization-Y2K Contract File (IBM)
CAO Consideration of Investigators
Court Ticket Counter Remodel
Admin. Issues-Code Review
Admin. Issues-Loophole Re Salary Raise Article
Admin. Issues-Petition for Intervention-South Gate
Admin. Issues-Administration Pars
Admin. Issues-Outside Counsel-Himmelfarb
Admin. Issues-Equipment Lease Application
Admin. Issues-Police Department Copier
Personnel-General Personnel Correspondence
Personnel-Employment Agreements (Various)
Personnel-Employment Agreement (Greg Korduner)
Personnel-Employment Agreement (Jack Wong)
Personnel-Sexual Harassment Material
Personnel-Code Enforcement Investigation (Confidential)
Code Enforcement-Rosa Linda Rodriguez
Personnel-CalPERS
Personnel-Workers Compensation
Personnel-Donald L. Pruyn
Personnel-Michael Ewing Medical Reports
Personnel-Juan Vasquez v. City of Huntington Park

DATE SUBMITTED TO CITY CLERK: _____ Box 14 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 01: See Attachment Exhibit 1 to 1(A)	O	P	1
N/A	11/1/2001	Box 02: See Attachment Exhibit 2 to 2(A)	O	P	1
N/A	11/1/2001	Box 03: See Attachment Exhibit 3 to 3(A)	O	P	1
N/A	11/1/2001	Box 04: See Attachment Exhibit 4 to 4(A)	O	P	1
N/A	11/1/2001	Box 05: See Attachment Exhibit 5 to 5(A)	O	P	1
N/A	11/1/2001	Box 06: See Attachment Exhibit 6 to 6(A)	O	P	1
N/A	11/1/2001	Box 07: See Attachment Exhibit 7 to 7(A)	O	P	1
N/A	11/1/2001	Box 08: See Attachment Exhibit 8 to 8(A)	O	P	1
N/A	11/1/2001	Box 09: See Attachment Exhibit 9 to 9(A)	O	P	1
N/A	11/1/2001	Box 10: See Attachment Exhibit 10 to 10(A)	O	P	1
N/A	11/1/2001	Box 11: See Attachment Exhibit 11 to 11(A)	O	P	1
N/A	11/1/2001	Box 12: See Attachment Exhibit 12 to 12(A)	O	P	1
N/A	11/1/2001	Box 13: See Attachment Exhibit 13 to 13(A)	O	P	1
N/A	11/1/2001	Box 14: See Attachment Exhibit 14 to 14(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 14

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 14 : See Attached Document Description LOC: 6-4-1B		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 14(A)

Box # 14

6-4-1B

Rita Ramirez v. City of Huntington Park
Rita Ramirez v. City of Huntington Park
John Maley et al. v. Huntington Park

DATE SUBMITTED TO CITY CLERK: _____ Box 15 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 15

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 15 : See Attached Document Description LOC: 6-4-1C		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 15(A)

Box # 15

6-4-10

Agenda-City Council Meeting Agendas
Agenda-City Council Meeting Agendas
Agenda-City Council Meeting Agendas

DATE SUBMITTED TO CITY CLERK: _____ Box 16 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 16

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 16 : See Attached Document Description LOC: 6-4-1D		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 16(A)

Box # 16

6-4-100

Ordinances-Adult Business Ordinance
Planning-Pink Flavors Adult Business
Ordinances-Adult Business Ordinance
Ordinances-Tow Ordinance
Ordinances-Tree Ordinance
Ordinances-Permitting Still Photographers
Ordinances-Parking Meter Rates and Time Limits
Ordinances-Day Laborer/Anti-Solicitation Ordinance
Ordinances-Policies and Procedures re Operation of Taxicabs in Huntington Park (including corr re cases)
Ordinances-NPDES Storm Water Ordinance
Ordinances-Retroactive Application of Ords.
Legislative-2000 Legislative Session-Agenda
Legislative-Retroactive Application of Ords.
Ordinances-Skate Park / Memos etc.
Ordinances-Emergency Ordinance
Legislative-General Legislative Correspondence

DATE SUBMITTED TO CITY CLERK: _____ Box 17 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 17

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 17 : See Attached Document Description LOC: 6-4-1E		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 17(A)

Box # 17

6-4-10

People v. Richard Avalos
Huntington Park Misc.
Huntington Park Misc.
City Council Minutes 2001
Agenda- Meeting April 16,2001

DATE SUBMITTED TO CITY CLERK: _____ Box 18 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

Exhibit 18

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 18 : See Attached Document Description LOC: 6-4-1F		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 18(A)

Box # 18

6-4-10

Claims/Litigation-Antonio Saucedo v. City of Huntington Park
Finance Department-Finance Director
Finance Department-FY 2001 Budget Prep. Packages
Finance Department-Labor Negotiations
Finance Department-Labor Negotiations
Finance Department/Bonds-Installments Purchase Revenues Bond Series
Planning Commission-Planning Commission
Planning Commission-Parking Lots in 6400 Block of Rita Ave (JCPenny)
Planning Commission-Planning Administrative Commission
Planning Commission-Expansion of Restaurant (Roberto Hernandez)
Planning Commission-Planning Commission Report
H.P. Civil Service Commission
Claims-Estella E. Carrara
Claims-Antonio A. Cervantes
Claims/Litigation-Juan Ramirez
Claims/Litigation-HP v. CA Regional Water Quality Control Board
Claims/Litigation-Joseph Lavering v. City of Huntington Park
Claims/Litigation-Nathan I. Allen v. City of Huntington Park
Claims/Litigation-Nelly Lopez, et al. v. City of Huntington Park
Claims/Litigation-Regina McGoy v. City of Huntington Park
Community Development Commission-"By-Laws"

DATE SUBMITTED TO CITY CLERK: _____ Box 19 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date _____

City Manager Signature _____ Date _____

City Clerk Signature _____ Date _____

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 19

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 19 : See Attached Document Description LOC: 6-4-2A		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 19(A)

Box # 19 6-4-2A

Huntington Park Agenda Items May 21, 2001
Huntington Park Agenda Items Feb. 16, 2001
Huntington Park Agenda Items June 04, 2001
Huntington Park Agenda Items June 18, 2001
Huntington Park Agenda Items July 02, 2001
Huntington Park-City Council Purples/Special Meeting
Huntington Park Misc. (Copies of Checks)

DATE SUBMITTED TO CITY CLERK: _____ Box 20 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 20

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
x		**Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone** Box 20 : See Attached Document Description LOC: 6-4-2B		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 20(A)

Box # 20

6-4-2B

Beridon v. City of Huntington Park
Beridon v. City of Huntington Park
Police Department-Seperation & Release Agreement-Sylvia Solis
Police Department-Municipal Code Revision Review
Police Department-Off. Loy Cleveland-Fitness for Duty Eval.
Police Department-Incident Report-Jose Cortez
Police Department-Alarm Monitoring System Agreement
Police Department-Transfer of Forfeited Prop. 6542 Miles

DATE SUBMITTED TO CITY CLERK: _____ Box 21 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 21

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 21 : See Attached Document Description LOC: 6-4-2C		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 21(A)

Box # 21

6-4-20

Resolutions-App. For Grant Funds
Resolutions-Joiner of California Gaming
Resolutions-Payroll Costs
Resolutions-Park Restrictions/Street Sweeping
Resolutions-Danny Saul Rosales
Resolutions-Council Member Expense Allowance
Resolutions-Council Per Diem Allowance
Resolutions-Verbatim Minutes
Resolutions-Council Necessary Expense Allowance
Resolutions-Independent Cities Lease Fin. Auth.
Resolutions-1999-2000 Budget
Resolutions-Attendance at Conferences and Meetings
Resolutions-Street Lighting and Public Landscaping
Resolutions-Appt. Dir. To HUB Cities Consortium
Resolutions-Public Employee Disability (Whisenant)
Resolutions-Vacating Portion of Marconi St./Gage
Resolutions-Increasing Compfor Non-Rep. Empl.
Resolutions-Rules of Conduct for Council Members
Resolutions-Approv. Conveyance of 6532 Rugby Ave
Resolutions-Auth. Of Ammendment b/w CALPERS & Hunt. Park
Resolutions-Graffiti Abatement
Resolutions-General Resolutions
Resolutions-Community/to Meet its Housing Needs/1999-2000
Resolutions-Apprvng Applic. Grant Funds for H.P. Imprvmt Project
Resolutions-HPPD Participation in Pedestrian Safety Enforcement Grant
Resolutions-Enterprise Zone
Resolutions-Repeal Censure Reso. Rosario Martin
Agreements-Cable TV Franchise
Agreements-Billing of Direct Assesment
Agreements-Community Forum (Smothers)
Agreements-Waste Hauler
Agreements-Waste Hauler

DATE SUBMITTED TO CITY CLERK: _____ Box 22 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date _____

City Manager Signature _____ Date _____

City Clerk Signature _____ Date _____

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 22

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 22: See Attached Document Description LOC: 6-4-2D		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction. check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 22(A)

Box # 22

6-4-2D

Agreements-Waste Hauler

DATE SUBMITTED TO CITY CLERK: _____ Box 23 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 23

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 23; See Attached Document Description LOC: 6-4-2E		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 23(A)

6-4-2E

Box # 23

Police Department-School Crossing Guard
Police Department-Vehicle Towing Services
Police Department-Employee Agreement for Police Chief
Police Department-Notice of Termination (Rossberger)
Police Department-Computer Project
Police Department-1998 Police Budget Proposal Overview
Police Department-Suspension of LaRanna Taylor Corr.
Police Department-Substance Abuse Program
Police Department-General Orders
Police Department-D A's SAGE Program
Police Department-Misc. Police Correspondance
Police Department-Crime Suppression Unit
Police Department-Police Officers Association
Police Department-Commission of PO Standards and Training
Police Department-Gun Control Laws
Police Department-Concealed Weapons Permits
Police Department-Computer Systems Purchase
Police Department-Richard Avalos-Pitches
Police Department-Pro Systems Alarm Monitoring
Agenda-New Elementary School No. 7
Agenda-Redev. Agency 01/04/99
Agenda-Minutes
Agenda-07/19/99 Meeting
Agenda-Misc. Agenda Items (Purple Sheets)

DATE SUBMITTED TO CITY CLERK: _____ Box 24 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signetures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

Exhibit 24

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 24: See Attached Document Description LOC: 6-4-2F		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 24(A)

6-4-2F
2F

Box # 24

Police Department-Juveniles at Risk (JAR) Intervention Program
Police Department-Police Department's Fees for Copying Reports
Police Department-"Pay to Stay" Inmate Worker Program
Police Department-Overtime Pay for K-9 Police Officers
Police Department-Rio Hondo Comm. College Weapons Firing Range Agrmt
Police Department-Installation of Video Cameras in Public Parking Lots
Police Department-Protocal Officer Involved Shooting Response Program
Police Department-JAC-Cal I.D.-Fingerprint Services
Police Department-MOU Between HPPD and US Customs Service
Police Department-Agreement b/w Treasury Law Enforcement & Local, State & county Law Enforcement Reimbursement of Expenses
Police Department-Record Retention Materials
Police Department-Significant Incident Reports
Police Department-Smart Tow
Police Department-Gerald Larson Subpeona Duces Tecum
Police Department-Inmate worker Program
Police Department-JAR Program
Police Department-Senior Off. D. Cassidy K-9 Incident
Police Department-Misc File
Police Department-Omar Martinez(Record Correction)
Police Department-Arrest Records Requests
Police Department-Subpeonas Duces Tecum
Police Department-Conduct of Elections/Police Off. Involvement
Police Department-Bonelli Center
Police Department-ATM Services at Station
City Departments-Misc Filings 1999-2000
Police Department-Volunteer Police Officers
Community Development-AQMD/MSRC Contract
Community Development-Fees for Outdoor Telephone Permits
Community Development- Bylaws and Compensation
Community Development-Micro Loans (Hugo's Auto Parts)
Community Development-Micro Loans (Marthas Fashions)
Community Development-Micro Loan-Southeast Comm. Dev. Corp.
Community Development-Proposals for Pay Telephone Services
Community Development-Community Development Commissions
Community Development-Revisions to ESG and CDBG Agreements
Community Development-Challenging City Ordinance
City of H.P. v. 6208 S. Alameda Corp.-Stipulation for Entry of Judgement

DATE SUBMITTED TO CITY CLERK: _____ Box 25 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title .	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 25

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 25: See Attached Document Description LOC: 6-4-3A		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS — If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 25(A)

Box # 25 6-4-3A

Personnel Department-Juan Vasquez (Appeal)
Personnel Department-Legal Research on Severance Pay
Personnel Department-Lowest Bidder Research
Personnel Department-Nepotism Policy
Personnel Department-Holidays/Police Off. Ass. & GEA
Personnel Department-Paid Temp Military Leave(Boot Camp)
Personnel Department-Government Immunity
Personnel Department-Medical File
Councilmember-Jessica Maes
Councilwoman-Jessica Maes
Personnel Department-Alan Himmelfarb
Huntington Park Travel Expense
H.P. Investigation re Alleged Political Activity at City-Funded Facility
City Council & Officials-Council Member Expenses
City Council & Officials-Rules for Conduct/City Council Members
City Council & Officials-Mayor Rosario Marin
City Council-Public be Provided Copy of Agenda

DATE SUBMITTED TO CITY CLERK: _____ Box 26 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 26

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 26: See Attached Document Description LOC: 6-4-3B		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.

check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 26(A)

Box # 26 6-4-38

Sam Chew, Aggregate Recycling Systems
LAUSD "Secede"
Community Development-Santa Fe Acupuncture Pain Clinic(Investigation)
Community Development-New Huntington Park School District
Community Development-Alameda Corridor(Task Force Report)
Community Development-General/Misc. Correspondance
Community Development-Transnational Immigration Refugee Group
Community Development-Amidi Home Funds Loans

DATE SUBMITTED TO CITY CLERK: _____ Box 27 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 27

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 27: See Attached Document Description LOC: 6-4-3C		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 27(A)

Box # 27 6-4-30

Police Department-K-9 officers Overtime Compensation
Police Department-Use of Police Dogs
Police Department-Police Officers Compensatory Time Off (CTO)
Police Department-Agreement re Reimbursement of Expenses
Police Department-HPPD Employment Agreements (various)
Police Department-Incident Report re Elizabeth Meredith
Police Department-Last Chance Agreement of Jeanetta Vann
City Commissions & Brds/Planning Committee-Planning Admin. Committee
Police Department-Police Dept. Records Destruction Ordinance
Police Department-Cruising Ordinance
Police Department-KCOP 13 Interview/Investigation
Police Department-Police Management Association
Police Department-Dale Shields Subpeona
Police Department-Antonio Flores Civil Subpeona
Police Department-Bob Lein, Investigator
Police Department-DAG Forms
Police Department-Employee Performance Improvement Plan
Police Department-HPPD Evaluations
Police Department-Traffic Collision with Ya-Ya Burgers
Police Department-JADE Project
Police Department-Order for Restitution to Crime Victim (Form)
Police Department-Alcohol Consumption by Police Officers during Holiday
Police Department-K-9 Agreements

DATE SUBMITTED TO CITY CLERK: _____ Box 28 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 15: See Attachment Exhibit 15 to 15(A)	O	P	1
N/A	11/1/2001	Box 16: See Attachment Exhibit 16 to 16(A)	O	P	1
N/A	11/1/2001	Box 17: See Attachment Exhibit 17 to 17(A)	O	P	1
N/A	11/1/2001	Box 18: See Attachment Exhibit 18 to 18(A)	O	P	1
N/A	11/1/2001	Box 19: See Attachment Exhibit 19 to 19(A)	O	P	1
N/A	11/1/2001	Box 20: See Attachment Exhibit 20 to 20(A)	O	P	1
N/A	11/1/2001	Box 21: See Attachment Exhibit 21 to 21(A)	O	P	1
N/A	11/1/2001	Box 22: See Attachment Exhibit 22 to 22(A)	O	P	1
N/A	11/1/2001	Box 23: See Attachment Exhibit 23 to 23(A)	O	P	1
N/A	11/1/2001	Box 24: See Attachment Exhibit 24 to 24(A)	O	P	1
N/A	11/1/2001	Box 25: See Attachment Exhibit 25 to 25(A)	O	P	1
N/A	11/1/2001	Box 26: See Attachment Exhibit 26 to 26(A)	O	P	1
N/A	11/1/2001	Box 27: See Attachment Exhibit 27 to 27(A)	O	P	1
N/A	11/1/2001	Box 28: See Attachment Exhibit 28 to 28(A)	O	P	1
				Total # of Boxes:	14

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date _____

City Manager Signature _____ Date _____

City Clerk Signature _____ Date _____

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.
4. ATTACH A COPY OF THE LOG TO THE STORAGE CARTON AFTER OBTAINING THE DEPT HEAD AND CITY MANAGER SIGNATURES

Exhibit 28

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 28: See Attached Document Description LOC: 6-4-3D		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ram 11-14-01

DEPARTMENT HEAD DATE

Exhibit 28(A)

Box # 28 6-4-3D

Allen v. City of Huntington Park
Tavakoli v. City of Huntington Park
Tavakoli v. City of Huntington Park-Medical Records
Misc. Un-Opened Mail Re: File # 00006.700.02
City of Maywood-People v. Richard Avalos
Baldwin Park-Litigation-A.M. Classic Construction v. City of Baldwin Park
Baldwin Park Redevelopment Agency-RE: Weihe, et al. LASC BC 146784

DATE SUBMITTED TO CITY CLERK: _____

Box 29 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 29: See Attachment Exhibit 29 to 29(A)	O	P	1
N/A	11/1/2001	Box 30: See Attachment Exhibit 30 to 30(A)	O	P	1
N/A	11/1/2001	Box 31: See Attachment Exhibit 31 to 31(A)	O	P	1
N/A	11/1/2001	Box 32: See Attachment Exhibit 32 to 32(A)	O	P	1
N/A	11/1/2001	Box 33: See Attachment Exhibit 33 to 33(A)	O	P	1
N/A	11/1/2001	Box 34: See Attachment Exhibit 34 to 34(A)	O	P	1
N/A	11/1/2001	Box 35: See Attachment Exhibit 35 to 35(A)	O	P	1
N/A	11/1/2001	Box 36: See Attachment Exhibit 36 to 36(A)	O	P	1

Total # of Boxes: 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____

Dept Head Signature Date

_____ _____

City Manager Signature Date

_____ _____

City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

Exhibit 29

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 29: See Attached Document Description LOC: 6-4-3E		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez
DEPARTMENT HEAD

11-14-01
DATE

Exhibit 29(A)

Box # 29

6-4-3E

Agenda-City Council Meeting Agenda Feb.-May 2001
Planning Commissions Notices Meetings
Community Development Commission Agendas-2001
Planning Commissions Agendas 2001
General Resolutions
General Agreements
General Ordinances
Misc. Filings

DATE SUBMITTED TO CITY CLERK: _____ Box 36 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 29: See Attachment Exhibit 29 to 29(A)	O	P	1
N/A	11/1/2001	Box 30: See Attachment Exhibit 30 to 30(A)	O	P	1
N/A	11/1/2001	Box 31: See Attachment Exhibit 31 to 31(A)	O	P	1
N/A	11/1/2001	Box 32: See Attachment Exhibit 32 to 32(A)	O	P	1
N/A	11/1/2001	Box 33: See Attachment Exhibit 33 to 33(A)	O	P	1
N/A	11/1/2001	Box 34: See Attachment Exhibit 34 to 34(A)	O	P	1
N/A	11/1/2001	Box 35: See Attachment Exhibit 35 to 35(A)	O	P	1
N/A	11/1/2001	Box 36: See Attachment Exhibit 36 to 36(A)	O	P	1

Total # of Boxes: 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

Exhibit 30

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 Of 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 30: See Attached Document Description LOC: 6-4-3F		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS — If any to above destruction, **check where applicable and return unsigned to City Clerk**

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez — DEPARTMENT HEAD

11-14-01 — DATE

Exhibit 30(A)

Box # 30

6-4-3F

Research-Co-Sponsering with NPO's
Research-News Articles
Research-Redevelopment Agency
Research-Brown Act
Research-Brown Act Susequent Need Memo
Research-Gumball Machine Regulations
Research-Competitive Biding
Research-MTA Research
Research-Recovering Attorneys Fees
Research-Americans with Disabilities Act and Floor Coverings
Research-Establishment of a Marks Ross Utility
Research-Jack Wong Employment Contract Research
Research-Fees/Costs City May Collect in connection with HPPD
Research-Term Limits Research
Research-Recycling Policy Research

DATE SUBMITTED TO CITY CLERK: _____ Box 31 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 29: See Attachment Exhibit 29 to 29(A)	O	P	1
N/A	11/1/2001	Box 30: See Attachment Exhibit 30 to 30(A)	O	P	1
N/A	11/1/2001	Box 31: See Attachment Exhibit 31 to 31(A)	O	P	1
N/A	11/1/2001	Box 32: See Attachment Exhibit 32 to 32(A)	O	P	1
N/A	11/1/2001	Box 33: See Attachment Exhibit 33 to 33(A)	O	P	1
N/A	11/1/2001	Box 34: See Attachment Exhibit 34 to 34(A)	O	P	1
N/A	11/1/2001	Box 35: See Attachment Exhibit 35 to 35(A)	O	P	1
N/A	11/1/2001	Box 36: See Attachment Exhibit 36 to 36(A)	O	P	1

Total # of Boxes: 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

Exhibit 31

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE. WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 31: See Attached Document Description LOC: 6-4-4A		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 31(A)

Box # 31 6-4-4A

City Council Meeting Agendas-6/19/01--7/3/01--7/17/01
City Council Meeting Agendas-8/21/00--9/5/00--9/18/00--10/16/00
City Council Meeting Agendas-5/1/00--5/15/00--6/5/00

Exhibit 31(A)

Box # 31 6-4-4A

City Council Meeting Agendas-6/19/01--7/3/01--7/17/01
City Council Meeting Agendas-8/21/00--9/5/00--9/18/00--10/16/00
City Council Meeting Agendas-5/1/00--5/15/00--6/5/00

DATE SUBMITTED TO CITY CLERK: _____ Box 32 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 29: See Attachment Exhibit 29 to 29(A)	O	P	1
N/A	11/1/2001	Box 30: See Attachment Exhibit 30 to 30(A)	O	P	1
N/A	11/1/2001	Box 31: See Attachment Exhibit 31 to 31(A)	O	P	1
N/A	11/1/2001	Box 32: See Attachment Exhibit 32 to 32(A)	O	P	1
N/A	11/1/2001	Box 33: See Attachment Exhibit 33 to 33(A)	O	P	1
N/A	11/1/2001	Box 34: See Attachment Exhibit 34 to 34(A)	O	P	1
N/A	11/1/2001	Box 35: See Attachment Exhibit 35 to 35(A)	O	P	1
N/A	11/1/2001	Box 36: See Attachment Exhibit 36 to 36(A)	O	P	1

Total # of Boxes: 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

Exhibit 32

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 32: See Attached Document Description LOC: 6-4-4B		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 32(A)

Box # 32

6-4-4B

Stephany Rodriguez v. Huntington Park-Litigation File
Claims-Rieffanaugh, Williams
Huntington Park Senior Citizen Housing
Solis v. Huntington Park
Enriquez (Taconazo) v. Huntington Park- Correspondence

DATE SUBMITTED TO CITY CLERK: _____ Box 33 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 29: See Attachment Exhibit 29 to 29(A)	O	P	1
N/A	11/1/2001	Box 30: See Attachment Exhibit 30 to 30(A)	O	P	1
N/A	11/1/2001	Box 31: See Attachment Exhibit 31 to 31(A)	O	P	1
N/A	11/1/2001	Box 32: See Attachment Exhibit 32 to 32(A)	O	P	1
N/A	11/1/2001	Box 33: See Attachment Exhibit 33 to 33(A)	O	P	1
N/A	11/1/2001	Box 34: See Attachment Exhibit 34 to 34(A)	O	P	1
N/A	11/1/2001	Box 35: See Attachment Exhibit 35 to 35(A)	O	P	1
N/A	11/1/2001	Box 36: See Attachment Exhibit 36 to 36(A)	O	P	1

Total # of Boxes: 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

Exhibit 33

RECORD TRANSFER NOTICE

PUBLIC RECORD

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 33: See Attached Document Description LOC: 6-4-4C		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS: If any to above destruction.
check where applicable and
return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 33(A)

Box # 33 6-4-40

Cable Franchise Renewal Objectives and Recommendations Oct. 2000
Miscellaneous Filing
City Clerk-Emergency Preparedness
Farias v. Huntington Park- Correspondence-Vol. 1
Parks & Recreation-Christmas parade Agreement
Parks & Recreation-Musical Theatre Class
Parks & Recreation-Pumas
Parks & Recreation-Municipal Recreation Center Improvement
H.P. Claims Summary
City Engineer-Nueva Azalea Power Plant
City Engineer-Bids for Installation of Water Main
City Engineer-L.A. River Watershed
City Engineer-Research
City Clerk-Encroachment Permit-Thrifty Realty
City Clerk-American Systems Publ.(Permit)
City Clerk-Resolution Weeds/Public Nuisance
City Clerk-General Correspondence
Parks & Recreation-Bonelli Center leases/Agreements & Corr.
City Council & Officials-Councilmember-Linda Luz Guevara
City Clerk-Public Records Request
City Clerk-Public Records Request

DATE SUBMITTED TO CITY CLERK: _____ Box 34 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			Miguel A. Olea	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 29: See Attachment Exhibit 29 to 29(A)	O	P	1
N/A	11/1/2001	Box 30: See Attachment Exhibit 30 to 30(A)	O	P	1
N/A	11/1/2001	Box 31: See Attachment Exhibit 31 to 31(A)	O	P	1
N/A	11/1/2001	Box 32: See Attachment Exhibit 32 to 32(A)	O	P	1
N/A	11/1/2001	Box 33: See Attachment Exhibit 33 to 33(A)	O	P	1
N/A	11/1/2001	Box 34: See Attachment Exhibit 34 to 34(A)	O	P	1
N/A	11/1/2001	Box 35: See Attachment Exhibit 35 to 35(A)	O	P	1
N/A	11/1/2001	Box 36: See Attachment Exhibit 36 to 36(A)	O	P	1
				Total # of Boxes:	8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

Exhibit 34

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 34: See Attached Document Description LOC: 6-4-4D		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction.
check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01
DEPARTMENT HEAD DATE

Exhibit 34(A)

Box # 34

6-4-4D

Parks & Recreation-Reduce Commissioners from 7 to 5
Claims-Ronnie Weathers
Public Works Department-General Correspondence
People v. Marialinda Pena-Pitchless Motion
Parks & Recreation-H.P. Jr. Athletic Association License Agreement
Parks & Recreation-General Correspondence
Research-Recall
Pitchless Motion-John Maley
Pitchless Motion-Lehman v. Housing Authority, et al.
City Council & Officials-Linda Guevara(subfile)
Maley v. Huntington Park-Research

DATE SUBMITTED TO CITY CLERK: _____ Box 35 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 29: See Attachment Exhibit 29 to 29(A)	O	P	1
N/A	11/1/2001	Box 30: See Attachment Exhibit 30 to 30(A)	O	P	1
N/A	11/1/2001	Box 31: See Attachment Exhibit 31 to 31(A)	O	P	1
N/A	11/1/2001	Box 32: See Attachment Exhibit 32 to 32(A)	O	P	1
N/A	11/1/2001	Box 33: See Attachment Exhibit 33 to 33(A)	O	P	1
N/A	11/1/2001	Box 34: See Attachment Exhibit 34 to 34(A)	O	P	1
N/A	11/1/2001	Box 35: See Attachment Exhibit 35 to 35(A)	O	P	1
N/A	11/1/2001	Box 36: See Attachment Exhibit 36 to 36(A)	O	P	1

Total # of Boxes: 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

_____ _____
Dept Head Signature Date

_____ _____
City Manager Signature Date

_____ _____
City Clerk Signature Date

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

Exhibit 35

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Desruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 35: See Attached Document Description LOC: 6-4-4E		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS — If any to above destruction, check where applicable and return unsigned to City Clerk

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 35(A)

Box # 35

6-4-4E

Redevelopment-Agency 3/1/99 Hearing
Redevelopment-L.A. Courthouse
Redevelopment-Casino
Redevelopment-3635 E. 60Th Street
Redevelopment-Theatre Project Research
Redevelopment-Theatre Project
Ordinances-Pay Telephone Ordinance
Ordinances-Regulating Gambling Establishments
Ordinances-Delinquent Tax Penalty
Ordinances-Amending §4-7.1607.1/Street Sweeping
Ordinances-Cable Systems Franchise(Media One)
Ordinances-Amending §6-5.205 Water Svs. Billing
Ordinances-Need for Comm. Development Comm.
Ordinances-City Council as Comm. Development Comm.
Ordinances-Saturday Night Specials
Ordinances-Reducing Penalties for Delinquent Taxes
Ordinances-Adding Subsection (G) to §3-1.118
Ordinances-Estab. Downtown Bus. Improvement Dist.
Ordinances-Adding §4-8.11 Re Sales Fireworks
Ordinances-Publicly Accessable Telephones
Ordinances-Amdmt. To Employ. Ret. System Contract
Ordinances-Amended Merged Redevelopment Project
Ordinances-Traffic on Sidewalks and Parkways
Ordinances-Fees Re Sponsoring Carnivals
Ordinances-Regulation and Revenue of Card Clubs
Ordinances-Open Alcoholic Beverage Containers
Ordinances-Comp. Of Members of the City Council
Ordinances-Dance and Entertainment Permits
Ordinances-Parking Regulations in Municipal Lots
Ordinances-Public Stock Sales by Cable TV Franchisee
Ordinances-Gang Anti-Loitering Ordinances
Legislation-ARCO Franchise Ordinance

DATE SUBMITTED TO CITY CLERK: _____

Box 36 OF 36

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
City Clerk's Office			**Miguel A. Olea**	08/2003

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Files			
N/A	11/1/2001	Box 29: See Attachment Exhibit 29 to 29(A)	O	P	1
N/A	11/1/2001	Box 30: See Attachment Exhibit 30 to 30(A)	O	P	1
N/A	11/1/2001	Box 31: See Attachment Exhibit 31 to 31(A)	O	P	1
N/A	11/1/2001	Box 32: See Attachment Exhibit 32 to 32(A)	O	P	1
N/A	11/1/2001	Box 33: See Attachment Exhibit 33 to 33(A)	O	P	1
N/A	11/1/2001	Box 34: See Attachment Exhibit 34 to 34(A)	O	P	1
N/A	11/1/2001	Box 35: See Attachment Exhibit 35 to 35(A)	O	P	1
N/A	11/1/2001	Box 36: See Attachment Exhibit 36 to 36(A)	O	P	1

Total # of Boxes: 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 10-19-17

Assistant City Manager Signature — Date: 11/2/17

City Clerk Signature — Date: 10-19-17

DISPOSITION OF RECORDS: NOTICE INSTRUCTIONS

1. PREPARE "DISPOSITION OF RECORDS" NOTICE FOR EACH STORAGE CARTON
2. PLEASE REFER TO CITY'S RECORDS RETENTION SCHEDULE TO DETERMINE RETENTION PERIODS. IF NOT FOUND WITHIN THE CITY'S RECORDS RETENTION SCHEDULE, PLEASE REFER TO THE CALIFORNIA SECRETARY OF STATE RECORDS MANAGEMENT GUIDELINES.
3. ONCE RETENTION PERIOD HAS BEEN ESTABLISHED, PREPARE RECORDS FOR DESTRUCTION.

Exhibit 36

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	08/07/2001	August 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 36: See Attached Document Description LOC: 6-4-4F		08/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval

☐ EXCEPTIONS If any to above destruction, **check where applicable and return unsigned to City Clerk**

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending.

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez 11-14-01

DEPARTMENT HEAD DATE

Exhibit 36(A)

Box # 36

6-4-490

Claims/Litigation-Edwin R. Carpio v. City of Huntington Park
Lawsuits-John A. Vasquez v. City of Huntington Park
Claims/Litigation-Michael Carney (Claim)
Claims/Litigation-MTA Employee(Dwight McLaughlin)(Claim)
Litigation-Sung Won Hong
Claims-Sung Won Hong
Claims-Felimon Ruelas
Claims-Motor Vehicle Center
Claims-Perfecta Espinoza
Litigation-So. CA Asso. Of Gov. SCAG
Claims/Litigation-Pitches Motion-People v. Jimenez-Jimenez
Claims/Litigation-Pitches Motion-People v. Michael Clark
Claims/Litigation-Pitches Motion-People v. Javier Inzunza
Claims/Litigation-Pitches Motion-Jose Alberto Rios v. City of H.P.
Claims/Litigation-Pitches Motion-People v. Angel Marin
Claims/Litigation-Pitches Motion-People v. Marcelino Perez
Claims/Litigation-Pitches Motion-People v. Luis Alberto Gonzalez
Claims/Litigation-Pitches Motion-People v. Jaime Garcia
Claims/Litigation-Pitches Motion-People v. Marialinda Pena
Claims/Litigation-Pitches Motion-People v. Gerardo Romero
Claims/Litigation-Pitches Motion-People v. David Enriquez
Claims/Litigation-Pitches Motion-Siverio Rangel Hernandez
Public Records-General Folder
Public Records-Valley Economic Development PRA
Police Department-HP Police Department Public Records Research
Public Records-Member Records Online Himmelfarb and Borderud
Public Records-News Reporters Request
Gaming-Correspondence
Gaming-Card Clubs
Gaming-Casino Correspondence
Gaming-Coalition of California Gaming Cities
Gaming
Municipal Code-Amendment Re: 1997 Legislative Req
Municipal Code-Revision

Exhibit D(1)

IMPORTANT - SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

RECORD TRANSFER NOTICE

PUBLIC RECORD

PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON.
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RECORD RETENTION SCHEDULE
3. CALL CITY CLERK'S OFFICE, WHEN CARTON AND FORM ARE COMPLETED.
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 299

TRANSFER INFORMATION

DEPARTMENT (1)	SUB-GROUP (2)	DEPARTMENT NO. (3)	MEDIA (4)	LOCATION NO. (5)	TRANSFER DATE (6)	DESTRUCTION DATE (7)
CITY CLERK	Attorney Files	110	NO	SEE BELOW	10/30/01	October 2003 See Hold notes

DESCRIPTION OF CONTENTS

Item No. (8)	From - To Quarter/ Date/ Year (9)	Record Title (10)	Alpha or Numeric Series (11)	Destruction Date (12)
		Berger, Khan, Shafton, Moss, Figler, Simon & Gladstone Box 65: Ferniza etc. v. City of Huntington Park, et al L.A. Superior Court Case No. VC 027259 Edgar Contreras v. City of Huntington Park, et al., (Box 2 of 2) L.A. Superior Court Case No. VC 031484 LOC: 5-2-5A		10/03

(13) For Records Center Pink Copy Destruction Follow-Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to City Clerk within five days. Final authorization for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS — If any to above destruction, **check where applicable and return unsigned to City Clerk**

☒ HOLD ☐ for expiration Media ☐

☒ for review - Subject Matter Pending,

☐ Legal Other ☒ Ask Rosanna Ramirez

Rosanna Ramirez — DEPARTMENT HEAD

11-13-01 — DATE

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Comm. Dev.			Edgar Trujillo	2017

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See Attachment	C	P	1

Total # of Boxes 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 07/03/2017

City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

Attachment

IMPORTANT-SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

PUBLIC RECORD
PAGE 1 OF 1

RECORD TRANSFER NOTICE

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT	2 SUB-GROUP	3 DEPARTMENT	4 MEDIA	5 LOCATION No.	6 TRANSFER DATE	7 DESTRUCTION DATE
Community Development			**NO**			**2015**

DESCRIPTION CONTENTS

Retention Item No. 8	From-To Qtr/Year Date 9	Record Title 10	Alpha or Numeric 11	Destruction Date 12
		City Council Agenda Packets		
		January thru December 2011		**NR***
		January thru December 2012		**NR***
		*NR = No Retention required		
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable and return unsigned to City Clerks Office

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending
☐ Review ☐ Legal ☐ Other

Department Head Signature _____ Date _____

CD Dept Copy

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Comm. Dev.			Edgar Trujillo	2017

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See Attachment	C	P	1

Total # of Boxes 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 07/03/2017

Assistant
City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10/5-17

Page _____ Of _____

Attachment

Disposition of Records

Record Series Item No.	Record Title
20-98	PES Correspondence 2000, 2001, 2002 (3 files)
8-98	PES Billing 2001, 2002, 2003, 2004 (4 files)
20-98	Comm. Dev. Monthly Division Reports 2004, 2003 (2 files)
20-98	Calendar of Events 2003, 2002 (2 files)
13-98	Papeer and Rosenblit 2003, 2002, 2001 (3 files)
20-98	Misc. Correspondence 2003, 2002, 2001, 1999 (4 files)
20-98	Goal Setting 1999-2002 (1 file)
20-98	Intern Applications 2002, 2001, 2000 & Sept. 2000 (4 files)
7-98	Budget 2001-2002, 1998-1999, 1999-2000, 2000-2001 (4 files) [copy]
20-98	Misc Correspondence 1988-1990 (1 file)

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Comm. Dev.			Edgar Trujillo	2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See Attachment	C	P	1

Total # of Boxes 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 07/03/17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

Disposition of Records ATTACHMENT

and Series
or Item Record Title

5-98 VECS Monthly Program Report of Expenditures [copy] Sept-2004,
NOV-DEC 2004, Jan-Mar 2005, Aug-Oct 2006, Mar-Dec 2007
Feb-Mar 2008, July 2008, Sept-Nov 2008 (26 Files)

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Comm. Dev.			Edgar Trujillo	2017

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
		See Attachment	C	P	1

Total # of Boxes 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature 07/03/2017 Date

Assistant
City Manager Signature 11/2/17 Date

City Clerk Signature 10-18-17 Date

Disposition of Records | Attachment

Record Series Item No.	Record Title
20-98	Agency Supremacy Over Zoning 1990-1996 (1 file)
20-98	Trash 2002 - 2003 (1 file)
1-98	Tenant's Rights 2003 (1 file)
6-98	Rita Parking Structure 2003 (1 file)
20-98	Reder. Plan Adoption 2003 (1 file)
7-98	Budget 2001-2002, 2002-2003, 2003 (3 files) [COPY]
7-98	Budget Projections 2002-2003 (1 file) [COPY]
20-98	Rugby St. Housing Cordial 1994 (1 file)
5-98	Reder "PAC" 2003 (1 file)
20-98	Goal Setting 1999, 1999-2001 (2 files)
20-98	Dr. Nash (2 files) 2001-2002
20-98	Courthouse Modular (1 file) 2003
6-98	Casino Ground Lease 1998-1999 (1 file)
20-98	Affordable Housing Law 2001-2003 (1 file)
2-98	Conflict of Interest 2001 (1 file)

DATE SUBMITTED TO CITY CLERK: _____

Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION

1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Human Resources		**210**		

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
25-98	01/01/01-04/01/1993	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-03/01/1993	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-02/01/1993	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-05/01/1993	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-09/05/1992	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-10/03/1992	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-06/01/1993	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-11/01/1992	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-01/01/1993	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
25-98	01/01/01-12/01/1992	Workers' Compensation Claims Information (Greenfield-Thompson Associates)	O	P	1
	1992-1993	United Way Payments	O	P	1
	1996-1997	United Way Payments	O	P	1
	1994-1995	United Way Payments	O	P	1
23-98	1989	Individual Claim Reports Workers Comp. (Greenfield-Thompson Associates)	O	P	1
	1995	CDBG Program 15th Program Year Drug-Free Work Place Certification	O	P	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 11-2-17

City Manager Signature _____ Date _____

City Clerk Signature _____ Date 11-2-17

Page _____ Of _____

IMPORTANT-SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

PUBLIC RECORD
PAGE ___ OF ___

RECORD TRANSFER NOTICE

2 of 7

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT	2 SUB-GROUP	3 DEPARTMENT	4 MEDIA	5 LOCATION No.	6 TRANSFER DATE	7 DESTRUCTION DATE

DESCRIPTION CONTENTS

Retention Item No. 8	From-To Qtr/Year Date 9	Record Title 10	Alpha or Numeric 11	Destruction Date 12
19-98	2004-05	Part Time Employees Hours		
19-98	1995-2003	Part Time Employees Hours		
10-98	4/98-3/00	Deferred Compensation Disbursement		
10-98	3/95-4/98	Deferred Compensation Disbursement		
20-98	2004	Injuries and Illnesses		
20-98	2003	Injuries and Illnesses		
20-98	2002	Injuries and Illnesses		
20-98	2001	Injuries and Illnesses		
20-98	1999	Injuries and Illnesses		
20-98	2005	Injuries and Illnesses		
18-98	1998	Service Pins		
18-98	2000-04	Service Pin Award Luncheon		
29-98	2004	Goal Setting Workshop		
16-98	2005	City Safety Committee Agenda		
		LOCATION:		

13

Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS — If any to above destruction, check where applicable and return unsigned to City Clerks Office

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending
☐ Review ☐ Legal ☐ Other

11/2/17

2/14/14

Department Head Signature — Date

OK

11-2-17

City Clerk

IMPORTANT-SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS

Billing

397

PUBLIC RECORD
PAGE 1 OF 2

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	7 DESTRUCTION DATE
Human Resources Division						

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	Destruction Date
	2009	Conferences Alan Shear		
	2007 to	Delta Care billing from 9/1/07 to 12/1/09		
	2009			
	2007 to	Delta Dental PPO billing from 7/1/07 to Nov. 1. 2009		
	2009			
	2009 to	Claim Benefits Account Balance Summary		
	20110	Jan 2009 to December 2011		
	2004 to	Claims benefits Account balance summary		
	2008	Jan 2004 to December 2008		
	2000 to	Claim Benefits Account Balance Summary		
	2003	Jan 2009 to December 2011		
	2009 to	MHN invoice Jan 2009 to Dec. 2009		
	2010			
	2008 to	CalPERS Health billings Dec. 2008 to June 2010		
	2010			
	2009	Relay for Life Event2009 fundraiser and POA Fujdraiser		
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

Department Head Signature

11/2/17
2/11/14
Date

JK

Joanna Schwartz
City Clerk

11-2-17

IMPORTANT-SEE INSTRUCTIONS ON REVERSE
SIDE OF LAST COPY BEFORE COMPLETING THIS

PUBLIC RECORD
PAGE 1 OF 2

RECORD TRANSFER NOTICE

Box 487

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	7 DESTRUCTION DATE
Human Resources Division						

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	Destruction Date
	Jan-94 to Dec-94	Bi-Weekly I.O.D. Reports for City of HP		
	1978 to 1992	OSHA Survey of Occupational Injuries and Illness forms		
	1999 to 2006	Bring your Daughters and Sons to Work Day		
	2001 to 2006	Employee Appreciation Luncheon File		
	Jan-00 to Sep-04	Flexible Benefits Plan (sect. 125) billings from Jan. 2000 to Sept. 2004.		
	Sep-95 to Jun-96	Firms Solutions Workers' Comp. reports 7/1/95 to 6/30/96		
	2003 to 2006	Payables from 2003 to 2006		
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

Department Head Signature

11/2/17

2/11/14

Date

OK

11-2-17

IMPORTANT-SEE INSTRUCTIONS ON REVERSE
SIDE OF LAST COPY BEFORE COMPLETING THIS

PUBLIC RECORD
PAGE 2 OF 2

RECORD TRANSFER NOTICE

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	7 DESTRUCTION DATE
Human Resources Division						

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	Destruction Date
		Field		
	Mar-94 to	Filed Services Saftery Training/Meetings		
	Dec-07	From March 1994 to December 2007		
	Jan-05 to	United Way Payments Jan 2005 to Dec 2008		
	Dec-08			
	2004	United Way Payments for 2004		
	2004	Vehicle Accident Report 2004		
	1998	Vehicle Accident Report 1998 to 2006		
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

By [signature] 11/2/17
Department Head Signature

2/11/16
Date

[signature] 11-2-17

IMPORTANT-SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS

Billing 587

PUBLIC RECORD
PAGE 1 OF 1

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	7 DESTRUCTION DATE
Human Resources Division						

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	Destruction Date
		Payables from 2007 to 2009		
	2009			
	2005	Service Pin Luncheon 2005 to 2006		
	2006			
	2006 to	Ballys Total Fitness 2006 to 2009		
	2009			
	1988 to	Dental Group Continuation Plan		
	2002	1988 to 2002		
	2001 to	Dental Group continuation Plan		
	2004	2001 to 2004		
	2004 to	Holiday Reception 2004 to 2006		
	2006			
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

By Bastuch — Department Head Signature — 2/11/14 Date

JE 11/2/17

OK

Shawna Schwab City Clerk 11-2-17

IMPORTANT-SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY
BEFORE COMPLETING THIS FORM

PUBLIC RECORD
PAGE 1 OF 1

RECORD TRANSFER NOTICE

closet 111
Coffee area
left

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	7 DESTRUCTION DATE
Human Resources Division						

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	Destruction Date
8	9	10	11	12
	2006 to 2007	Delta Dental - DPO July 2006 to June 2007		
		Billings		
	2006	Delta Dental - PMI July 2006 to June 2007		
	to 2007	Billings		
	2004	Flexible Benefits Plan (billings)		
	to 2007	January 2004 to December 2007		
	2007 to 2008	MHN July 2007 to June 2008 - billings		
	2006 to 2007	MHN May 2006 to May 2007 - billings		
	2007	Nationwide -Payments		
	to 2008	August 2007 to December 2008		
	2008	PERS medical January 2008 to December 2008		
	2007	PERS Medical Jan. 2007 to December 2007		
	2006	PERS Medical Jan. 2006 to December 2006		
	2004 to 2007	Standard March 2005 to Sept. 2007		
	2004 to 2005	Vision Plan July 2004 to June 2005		
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS

If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending
☐ Review ☐ Legal ☐ Other

11/2/17

Department Head Signature

2/11/19
Date

Tonya Adams 11-2-17
City Clerk

IMPORTANT-SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS FORM

PUBLIC RECORD
PAGE 1 OF 1

RECORD TRANSFER NOTICE

Box 17

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	7 DESTRUCTION DATE
Human Resources		HR Division				

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	Destruction Date
8	9	10	11	12
10-98	1994	Deferred compsensation Disbursement List		
		03/1994 to 12/1994		
10-98	1993	Deferred compsensation Disbursement List		
		01-1993 to 1/1993.		
10-98	1991 - 1992	Deferred compsensation Disbursement List		
		1991 to 1992		
10-98	1989 - 1990	Deferred compsensation Disbursement List		
		1989 to 1990		
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS — If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending
☐ Review ☐ Legal ☐ Other

Department Head Signature — 11-2-17 Date

OK

City Clerk — 11-2-17

IMPORTANT-SEE INSTRUCTIONS ON REVERSE
SIDE OF LAST COPY BEFORE COMPLETING THIS

PUBLIC RECORD
PAGE ___OF ___

RECORD TRANSFER NOTICE

193 Recruitment

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	CONTAINER DESTRUCTION DATE
Human Resources		210	NO		Jun. -19-06	P

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	File Destruction Date
		ELIGIBILITY LISTS		
8	9	10	11	12
6-98	11/03-	Recreation Coordinator ✓		
	5-Nov	Eligibility List		
6-98	2/05-2/07	Recreation Coordinator ✓		
6-98	2004 sept.	Recreation Leader ✓		
6-98	6/02-6/04	Senior Officer ✓		
		Eligibility		
6-98	3/00-3/02	Sergeant 1 of 1 ✓		
6-98	3/00-3/02	Sergeant 1 of 2 ✓		
~~6-98~~	~~Aug. 1999~~	~~CAO Intervies~~		
6-98	10/03-	Recreation Supervisor ✓		
	5-Oct			
6/23/03	-6/2/05	SR OFFICER Eligibility List Exhausted -		
11/5/02	-11/K/05	SR. OFFICER Eligibility LIST		
		LOCATION:		
13		Pink Copy For Records Center - Use for Destruction Follow Up		

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

Department Head Signature — Date: 2/11/14

11/2/17

OK

Donna Seppala 11-2-17
City Clerk

Recruitments 2 of 3

IMPORTANT-SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS

PUBLIC RECORD PAGE 1 OF 1

RECORD TRANSFER NOTICE

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	7 DESTRUCTION DATE
Human Resources Division						

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	Destruction Date
	Jan-03 to	Accounting Manager Elegibility List from		
	Jan-05	January 30, 03 to January 30, 05 (1 of 1)		
	2001 to	Assistant Recreation Leader Applications		
	2003	2001 to 2003		
	2001	Assistant Recreation Leader Eligible Appts.		
	July-03 to	Business Dev. Supervisor Eligibility List & (1 of 2		
	Jul-05	Non-Elegilbe (2 of 2) July 24, 03 to July 24, 05.		
	Sept.-04 to	Equipment Mechanic Eligiblity List (1 of 1)		
	Sept.-06	Sept. 22, 04 to Sept. 22, 06		
	Oct.-03 to	Jailer Waiting List (Oct. 7, 03 to Oct. 7, 05)		
	Oct.-05			
	Oct.-03 to	Jailer Elegigility List, (Oct. 7, 03 to Oct. 7, 05)		
	Oct.-05			
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of recods is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☐ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

Department Head Signature — Date 11/2/17

Donna Shaltz City Clerk — Date 11-2-17

Recruitment

IMPORTANT-SEE INSTRUCTIONS ON REVERSE SIDE OF LAST COPY BEFORE COMPLETING THIS

PUBLIC RECORD
PAGE ___ OF ___

3 7 3

RECORD TRANSFER NOTICE

1. PREPARE ONE RECORD TRANSFER NOTICE FOR EACH STORAGE CARTON
2. IF POSSIBLE, LOAD ONLY ONE RETENTION PERIOD WITHIN ANY STORAGE CARTON. PLEASE REFER TO RETENTION SCHEDULE.
3. CALL CITY CLERKS OFFICE WHEN CARTON AND FORM ARE COMPLETED
4. WHEN ESTABLISHED RETENTION PERIOD HAS EXPIRED, PINK COPY WILL BE RETURNED FOR DESTRUCTION AUTHORIZATION.
5. AFTER RECORDS HAVE BEEN STORED, THEIR LOCATION WILL BE NOTED IN THE SPACE PROVIDED AND THE CANARY COPY RETURNED TO YOUR SECTION OR DEPARTMENT FOR YOUR FILES.

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL THE RECORDS CENTER AT EXT. 296.

TRANSFER INFORMATION

1 DEPARTMENT NAME	2 SUB GROUP	3 DEPT. No.	4 MEDIA	5 LOCATOR	6 TRFR. DATE	CONTAINER DESTRUCTION DATE
Human Resources		210	NO		Jun. -19-06	
						P

DESCRIPTION CONTENTS

Retention Item No.	From-To Qtr/Year Date	Record Title	Alpha or Numeric	File Destruction Date
8	9	10	11	12
6-98	11/03-	ACCOUNT Clerk 1 / Cashier		
	5-Nov	Eligible and Non Eligible		
6-98	1/02-1/04	Assistant to the City Manager		
6-98	sept. 2004	Assitant Recreation Leader		
6-98	1/2/2004	Assistant to the city Manager		
		Applications not interviewed		
6-98	7/02-7/04	Communications Operator		
6-98	10/03-	Communication Operator		
	5-Oct			
6-98	8/04-8/06	Communication Operator 1 of 3		
		LOCATION:		

13 Pink Copy For Records Center - Use for Destruction Follow Up

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. If these records are to be destroyed, please sign this authorization (below) and send to the City Clerks Office within five days.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

☐ EXCEPTIONS If any to above destruction, check where applicable

☒ HOLD ☐ For Expiration ☐ For Media

Subject Matter Pending

☐ Review ☐ Legal ☐ Other

11/2/17

Department Head Signature

2/11/14
Date

Donna Schwartz 11-2-17
City Clerk

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE DEPARTMENT	RECORDS		KAREN TRUONG	9/26/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media (P=Paper)	11. No of Boxes
		DR #06-00991 to 06-01530 (purgable reports)	O	P	1
		DR #06-01531 to 06-02120 (purgable reports)	O	P	1
		DR #06-02121 to 06-02560 (purgable reports)	O	P	1
		September 2016 Teletypes	O	P	1
		October 2016 Teletypes	O	P	1
		November 2016 Teletypes	O	P	1
		December 2016 Teletypes	O	P	1
		January 2017 Teletypes	O	P	1
		2005 NCIC Validations	O	P	1
		Juvenile Sealed Records (5 year retention expired)	O	P	1
		Juvenile Sealed Records (5 year retention expired)	O	P	1
		February 2017 Teletypes	O	P	1
		March 2017 Teletypes	O	P	2
		April 2017 Teletypes	O	P	1
		1995-2010 DMV Bulletins	O	P	1
		DR #06-07241 to 06-07900 (purgable reports)	O	P	1
		May 2017 Teletypes	O	P	2
		Expired Restraining Orders	O	P	1
		June 2017 Teletypes	O	P	1
		July 2017 Teletypes	O	P	1
		August 2017 Teletypes	O	P	1
		DOJ Statistics 2013	O	P	1
				Total # of Boxes:	24

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-26-17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HRRD	DET.	(323)826-6653	MARTINEZ #6019	09/19/17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2015-2018	JOIC FORMS / SUBPOENAS	COPY	PAPER	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 9-26-17

Assistant City Manager Signature — Date: 11/2/17

City Clerk — Date: 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPD	DETECTIVES	(325) 826-6653	CSO MANAGER	01/24/17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	01/2016 - 01/2017	MISC. PAPER WORK / JOIC	O/C BOTH	P	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 11/2/17

City Clerk _____ Date 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	DETECTIVES	826-6656	Cervantes	1-24-17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	11-2016 -01-24-17	MISC REPORTS, ETC	BOTH	CD/DVD	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant
City Manager Signature _____ Date 11/2/17

Norma Schmidt 11-18-17
City Clerk

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	DETECTIVES	521-6651	SGT. ESLEDGE	12/18/11

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	11/16 - 12/16	MISC. LOG CLOSED CASES / DVDS AND LOGS	O/C BOTH	CD	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 11/2/17

City Clerk _____ Date 10/18/17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO 323	4. PREPARER	5. DESTRUCTION DATE
HP Police	**Det. Bureau**	826-6600	**M. Diaz**	1/25/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. **O**riginal or **C**opy	10. Media	11. No of Boxes
1	1/16/1/17 2016/2017	Reports / Crimes against persons -	Copy	Yes	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-26-17

Assistant City Manager Signature — Date 11/2/17

10/4/17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPPD	DETECTIVES	(323) 826-6653	CSO MARTINEZ	01/24/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	01/2016 TO 01/2017	MISC PAPER WORK/JDIC	O/C BOTH	P ~~NONE~~	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 9/2/17

_____ 10/12/17 _____

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Police	Detectives	826-6642	Det. Gallegos	12-27-16

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2016	Misc. Cases / Reports	Both	—	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 11/2/17

_____ 10/10/17 _____

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: ..... Box _____ OF .....

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	DETECTIVES		ESCOBAR	

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	11/2016 - 01/2017	LOG'S, DOCS, FILES, CASES / CLOSED CASES DISPOSITIONED	X		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 9-26-17

Assistant City Manager Signature — Date: 11/4/17

10/19/17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Huntington Park	Detectives	826-6656	M Gallegos	3-2-17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2015-2016	Old Files/photos	Both	P	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 5-26-17

City Manager Signature — Date

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPPD/DETECTIVES	DET.	(303) 826-4053	C80 MARTINEZ	01/26/17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2015-2017	REPORTS/SUPP./MISC. JDIC	O/C BOTH	P/CD	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 11/2/17

_____ 10-18-17 _____

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Hunting Park	Detectives	323/826-6656	M Gallegos	3-2-17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2015 – 2016	Old Files	Both	P	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-26-17

City Manager Signature — Date

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	DISPATCH		SGT. ESTRADA	3/24/17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	4/17 - 3/17	MISC. DOCUMENTS / CALENDARS	COPIES		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant
City Manager Signature _____ Date 11/2/17

_____ 10-11-17 _____

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	DETECTIVES		SGT. ESCOBAR	3/21/18

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	1/16 1/17	CDs / MISC DOCUMENTS	COPIES		

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-26-17

Assistant City Manager Signature — Date 11/2/17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HUNTINGTON PARK PD	DETECTIVES	320 6666	C. MARTINEZ	03/14/17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2015 - 2017	DOJ PAPER WORK/SUBPOENAS RECORDS	O/C BOTH	P	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9.26.17

Assistant City Manager Signature _____ Date 11/2/17

_____ 11-18-17 _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Police	Detectives		Cervantes	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	3-01-17 to 4-22-17	Documents, ETC.	Copy		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant _____ 11/2/17

City Manager Signature _____ Date

_____ 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPDA / DB	Detectives	(303) 826-6643	Gallegos	4-26-17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2016 - 2017	old Files	Both		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant
City Manager Signature _____ Date 11/2/17

_____ 10-18-17 _____

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPD (Police)	Investigations		Dist 2	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1-17/4-17	Misc Documents/Reports	Copy		1

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPPD/DB	DET.	(303)826-6653	CSO MANNEL	04/18/17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. **O**riginal or **C**opy	10. Media	11. No of Boxes
1	2014-2017	VOIC/SURVEILLANCE	BOTH	P	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 11/2/17

_____ 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Police	Detective		Sgt. Eggar	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	3/17-4/26	Documents, Envelopes, CDs	Copy		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 11/2/17

_____ 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Detectives			Gallegos	7-20-17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2016 - 2017	Reports / MISC	Copy		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-26-17

Assistant City Manager Signature — Date 11/2/17

Date 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Investigations	D.P.		M.P.	7-19-17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2017/2017	Reports/misc.	COPY		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 11/3/17

City Manager Signature _____ Date 10-10-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
DET. BUREAU	D.B.		E. COBIAN	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media YES	11. No of Boxes
1	DEC. 2016 07/19/17	CRIME/ARREST & FOLLOW-UP REPORTS ETC..	COPY	DVD-R/ CD-R	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-26-17

Assistant City Manager Signature — Date 10/2/17

Date 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
Detectives			Cervantes	7-20-17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2016-2017	Reports / Misc	Copy		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 9-26-17

Assistant City Manager Signature — Date: 11/2/17

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

1 / 2

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPPD	Police		Eguizar	8/17/12

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	May 17 - Aug 2012	DESTROY FILES	X	X	2

Total # of Boxes: 2

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-26-17

Assistant City Manager Signature _____ Date 11/2/17

Tonia Smith 10-18-17

Page 1 Of 2

DATE SUBMITTED TO CITY CLERK: _____ Box 2 OF 2

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPD	Police		Eslobar	8/17/17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	May 17 - Aug 2017	DETECTIVE FILES	X	X	2

Total # of Boxes: 2

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9/26/17

Assistant

City Manager Signature — Date 11/2/17

Norma Sepulveda — 10-18-17

Page 2 Of 2

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPPD	DB	323/826-6653	MARTINEZ #8619	07/25/17

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2015-2017	SUBPOENAS JDIC PMNT ORDS	O/C	P	1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-26-17

Assistant City Manager Signature — Date 11/2/17

10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
PD	**Admin**		**J, Carrillo**	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	1995-2005	Admin Memos	Original		1

Total # of Boxes: 3

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 4.20.17

Assistant City Manager Signature — Date: 11/2/17

City Clerk Signature — Date: 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box 1 OF 1

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
HPPD	C.S.U.	323)826-6648	PORRAS, J.	05/25/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	Q3 15 - Q2 17	MISC. PAPER COPIES	COPY	N/A	1

Total # of Boxes: 1

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 5-29-17

Assistant City Manager Signature — Date 11/2/17

10-18-17

Page 1 Of 1

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
	P.D.		M. RODRIGUEZ	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	2004-2013	H-J D.Q. FILES	O		1
1	1999-2013	G-H D.Q. FILES	O		1
1	2002-2013	G D.Q. FILES	O		1
1	2002-2013	C D.Q. FILES	O		1
1	2001-2013	D-E D.Q. FILES	O		1
1	2002-2013	F-G D.Q. FILES	O		1

Total # of Boxes: 6

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 3-1-17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
PD	**Admin**		**J, Carrillo**	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	1995-2005	Admin Memos	Original		1

Total # of Boxes: 3

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9.20.17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
PD	Admin		J. Carrillo	2/8/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	S-V 2001-08	DQ Folders	Original		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 9-28-17

Assistant

City Manager Signature — Date: 11/2/17

City Clerk Signature — Date: 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
PD	Admin		J. Carrillo	2/8/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	P-S 1996-2008	DQ Folders	Original		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-28-17

Assistant City Manager Signature — Date 11/2/17

10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
PD	Admin		J. Carrillo	2/8/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	M-P 2004-2008	DQ Folders	Original		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9.28.17

Assistant

City Manager Signature — Date 11/2/17

10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
PD	Admin		J. Carrillo	2/8/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	A-C 2005-10	DQ Folders	Original		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date: 9-28-17

Assistant
City Manager Signature — Date: 11/2/17

City Clerk Signature — Date: 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box _____ OF _____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
PD	Admin		J. Carrillo	2/8/2017

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
	V-Z 2003-07	DQ Folders	Original		1

Total # of Boxes: _____

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-28-17

Assistant
City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box __1____OF ___8____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	ADMINISTRATION		LT. A. MARTINEZ	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1995-2011	INTERNAL AFFAIRS INVESTIGATIONS	O	P	8

Total # of Boxes 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-28-17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box __2____OF ___8_____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	**ADMINISTRATION**		**LT. A. MARTINEZ**	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1995-2011	INTERNAL AFFAIRS INVESTIGATIONS	O	P	8

Total # of Boxes 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-28-17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box 3 OF 8

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	ADMINISTRATION		LT. A. MARTINEZ	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1995-2011	INTERNAL AFFAIRS INVESTIGATIONS	O	P	8

Total # of Boxes 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9.28.17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box __4____OF __8____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	ADMINISTRATION		LT. A. MARTINEZ	

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1995-2011	INTERNAL AFFAIRS INVESTIGATIONS	O	P	8

Total # of Boxes 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-28-17

Assistant

City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box __5____OF ___8____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	ADMINISTRATION		LT. A. MARTINEZ	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1995-2011	INTERNAL AFFAIRS INVESTIGATIONS	O	P	8

Total # of Boxes 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-28-17

Assistant
City Manager Signature _____ Date 11/2/17

City Clerk Signature _____ Date 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box __6____OF ___8____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	ADMINISTRATION		LT. A. MARTINEZ	

DESCRIPTION OF CONTENTS					
6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1995-2011	INTERNAL AFFAIRS INVESTIGATIONS	O	P	8

Total # of Boxes 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature — Date 9-28-17

Assistant City Manager Signature — Date 11/2/17

City Clerk Signature — Date 10-18-17

Page _____ Of _____

DATE SUBMITTED TO CITY CLERK: _____ Box __7____OF __8____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	ADMINISTRATION		LT. A. MARTINEZ	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1995-2011	INTERNAL AFFAIRS INVESTIGATIONS	O	P	8

Total # of Boxes 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-28-17

Assistant City Manager Signature _____ Date 11/2/17

City Clerk Signature _____ Date 10-18-17

DATE SUBMITTED TO CITY CLERK: _____ Box __8____OF ___8____

DISPOSITION OF RECORDS

FOR INFORMATION REGARDING STORAGE & RETENTION, CALL CITY CLERK EXT. 230.

RECORDS INFORMATION				
1. DEPARTMENT NAME	2. DIVISION	3. DEPT NO.	4. PREPARER	5. DESTRUCTION DATE
POLICE	**ADMINISTRATION**		**LT. A. MARTINEZ**	

DESCRIPTION OF CONTENTS

6. Record Series Item No.	7. From-To Qtr/Year Date	8. Record Title	9. Original or Copy	10. Media	11. No of Boxes
1	1995-2011	INTERNAL AFFAIRS INVESTIGATIONS	O	P	8

Total # of Boxes 8

DESTRUCTION AUTHORIZATION - In accordance with established retention periods, the above records are eligible for destruction. Return log to the City Clerk once all signatures have been obtained.

FINAL AUTHORIZATION for destruction of records is subject to City Council Approval.

Dept Head Signature _____ Date 9-28-17

Assistant
City Manager Signature _____ Date 11/2/17

City Clerk Signature _____ Date 10-18-17

CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL TO ADOPT A THREE-YEAR STRATEGY FOR THE ENHANCED CODE ENFORCEMENT PROGRAM

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt a Three-Year Strategy for an Enhanced Code Enforcement Program to comply with Community Development Block Grant (CDBG) funding requirements.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The United States Department of Housing and Urban Development (HUD) requires that if cities fund code enforcement activities with CDBG monies, they must adequately define a target area with distinct strategies for addressing deterioration and providing metrics to assess the effectiveness of CDBG-funded code enforcement activities. This allows cities to be able to report to HUD on the success in addressing blighting conditions within eligible targeted project areas. The Community Development Department has developed the attached Three-Year Strategy for the Enhanced Code Enforcement Program (Strategy) to comply with CDBG program requirements. Under this Strategy, which is included as Attachment A, the Code Enforcement Division will conduct "enhanced" code enforcement activities within two target areas for the next three fiscal years (Attachment B - Target Areas Map). These target areas, which comprise of a total of 845 residential units, 35 commercial uses, and 32 industrial/other uses, were selected based on present blighting conditions and lack of reactive calls.

The "enhanced" Code Enforcement Program differs from "general" Code Enforcement as it is designed to bring a comprehensive and informative approach to proactive code enforcement activities in specific target areas. City Departments will commit resources to create noticeable changes within the two target areas. Public Works will conduct street improvements, while Community Development staff will provide assistance

through its Residential Rehabilitation, and Lead Based Paint Grant Programs to qualified property owners and tenants, as well as referral to other State and County programs available to residents.

Program Eligibility and Justification

The primary purpose of the CDBG program is the development of viable communities by providing decent housing, suitable living environments and expanding economic opportunities, principally for persons of low and moderate-income. Eligible activities and projects funded by the CDBG program must meet at least one of three national objectives:

1. Benefit low- and moderate-income persons;
2. Assist in the prevention of elimination of slums or blight; and/or
3. Meet an urgent need.

General Code Enforcement activities are not an eligible use of CDBG Funds. However, Section 570.208(a) (1) of CDBG regulations stipulate that Code Enforcement activities may meet the national objective of benefit to low- and moderate-income persons on an area basis when, carried out in deteriorated or deteriorating areas, and in conjunction with public or private improvements, rehabilitation, or services that may be expected to arrest the deterioration of an area. This Strategy serves to identify how the Enhanced Code Enforcement Program meets CDBG eligibility requirements as it defines the following:

1. Provides a definition of blighting conditions;

2. Identifies specific boundaries in those areas to be considered eligible for CDBG-funded code enforcement inspections. These areas must be primarily residential and, at a minimum, 51 percent of the residents in the project areas have incomes that are at or below 80 percent of the median income;

3. Provides a description, in sufficient detail, of the conditions in each area to support a determination that the area qualifies as deteriorated under the City's definition of blight;

4. Provides a strategy for using code enforcement together with other activities to arrest the decline in each specific service area; and

5. Describes a methodology and metrics it will use to assess whether code enforcement and other activities are arresting the decline of each service area during the period that CDBG funds are being used to carry out code enforcement activities.

It is important to note that, although the City adopted a Code Enforcement Strategy during FY 2009-10, a recent audit by the Office Inspector General (OIG) found that the City's *"code enforcement program was inadequate as it did not designate deteriorated targeted areas for conducting code enforcement activities, but, rather, conducted city-wide "general" code enforcement activities."* While about 90 percent of the City is designated as low to moderate-income, the 2009 Strategy did not define specific target areas. Further, the OIG found that expenditures incurred for the Code Enforcement Program during FY 2014-15 and 2015-16 were unsupported. Implementation of the proposed Strategy will ensure that Code Enforcement complies with CDBG funding requirements.

FISCAL IMPACT/FINANCING

CDBG has been an important source of funding for code enforcement activities since FY 2009-10. Funding for the Code Enforcement Program was approved in the City's FY 2017-18 Adopted Budget under account numbers 239-5055 and 111-5055 for a total of $550,755. Fifty percent of code enforcement activities are being funded from CDBG (Fund 239) and the other fifty percent from general fund (Fund 111).

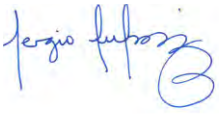
CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager



SERGIO INFANZON
Community Development Director

ATTACHMENT(S)

A. Three-Year Strategy for the Enhanced Code Enforcement Program
B. Target Areas Map

ATTACHMENT “A”

Three-Year Strategy Enhanced Code Enforcement Program FY 2017-2020

Community Development Department

November 7, 2017

CITY OF HUNTINGTON PARK

DRAFT - Strategy for Enhanced Code Enforcement Program FY 2017-18 through FY 2019-20

I. PROGRAM SUMMARY

The City of Huntington Park has developed a Strategy for the Enhanced Code Enforcement Program as three-year plan to improve blighting conditions in specific target areas. Under this Strategy, Code Enforcement will conduct "enhanced" code enforcement activities in two target areas for the next three fiscal years. These target areas, of which 92 percent of properties comprise of residential units (845 units), were selected based on present blighting conditions and lack of reactive calls. This strategy serves as an attachment to the Memorandum of Understanding (MoU) between the City of Huntington Park's Community Development Department and Code Enforcement Division. The objective of the Enhanced Code Enforcement Program is to maintain and improve the quality of the community by identifying substandard housing conditions and then correcting violations in accordance with local and Federal codes, including municipal, property maintenance, housing, and zoning codes. It also strives to promote and maintain a safe and desirable living and working environment for designated low and moderate-income neighborhoods.

The Enhanced Code Enforcement Program comports with 24 CFR 570.202(c), in that the Program offsets costs incurred for the inspection and enforcement codes "in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline in the area." The Program differs from "general" Code Enforcement as it is designed to bring a comprehensive and informative approach to proactive Code Enforcement in specific target areas. City Departments will commit resources to create noticeable changes within these two (2) target areas. Public Works will conduct street improvements, while Community Development staff will provide assistance through its Residential Rehabilitation, and Lead Based Paint Grant Programs to qualified property owners and tenants.

Specifically, this strategy serves to identify how the Enhanced Code Enforcement Program meets CDBG eligibility requirements as it defines the following:

1. Provides a definition of blight;
2. Identifies target area boundaries;
3. Provides a description of blighting conditions within the target areas;
4. Describes how the program will arrest decline within identified target areas; and
5. Delineates performance standards for documenting the results of the program.

The scope of services and implementation activities described in this strategy is dependent on both staffing and budget levels and, consequently, may be altered based on opportunities and limitations presented during the fiscal year. In the event that the

staffing or budget levels change, the Code Enforcement Division will consider proper revisions to this strategy.

II. USE OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

Project Eligibility and Justification

The primary purpose of the CDBG program is the development of viable communities by providing decent housing, suitable living environments and expanding economic opportunities, principally for persons of low and moderate income. Eligible activities and projects funded by the CDBG program must meet at least one of three national objectives:

1. Benefit low- and moderate-income persons;
2. Assist in the prevention of elimination of slums or blight; and/or
3. Meet an urgent need.

Section 570.208(a) (1) of the CDBG regulations stipulate that Code Enforcement activities may meet the national objective of benefit to low- and moderate-income persons on an area basis when, per section 24 CFR 570.202 (c), carried out in deteriorated or deteriorating areas, and in conjunction with public or private improvements, rehabilitation, or services that may be expected to arrest the deterioration of an area. Further, eligible CDBG funded code enforcement activities must be located in primarily residential areas where a minimum of 51 percent of the residents in those areas are low- and moderate-income. The City's Strategy for the Enhanced Code Enforcement Program meets the requirements for CDBG funding as it delineates the following:

1. Provides a definition of blighting conditions;

2. Identifies specific boundaries in those areas to be considered eligible for CDBG-funded code enforcement inspections. These areas must be primarily residential and, at a minimum, 51 percent of the residents in the project areas have incomes that are at or below 80 percent of the median income;

3. Provides a description, in sufficient detail, of the conditions in each area to support a determination that the area qualifies as deteriorated under the City's definition of blight;

4. Provides a strategy for using code enforcement together with other activities to arrest the decline in each specific service area; and

5. Describes a methodology and metrics it will use to assess whether code enforcement and other activities are arresting the decline of each service area during the period that CDBG funds are being used to carry out code enforcement activities.

III. DEFINITION OF BLIGHT

The core mission of the Huntington Park Enhanced Code Enforcement Program is to promote housing and livable neighborhoods for residents that live within designated low and moderate-income areas. By enforcing compliance with all local, State, and Federal codes including the City's municipal, property maintenance, residential, and zoning codes, the City hopes to reduce common violations that contribute to blighting conditions in the City. A blighted area, also known as deteriorated or deteriorating areas or properties, is defined by certain types of adverse physical and economic conditions that have been analyzed and determined to necessitate Federal investment. More specifically, blighting conditions within target areas include the following:

Adverse Physical Conditions

- Substandard housing[1];
- Unsafe building conditions;
- Aging, deteriorating, and poorly maintained buildings, sometimes interspersed with well-maintained buildings/properties; and
- Inadequate and obsolete infrastructure, (i.e. utilities, storm drainage, sewers, street lighting, and confusing and inefficient street systems).

Adverse Economic Conditions

- High business vacancies, low commercial leases, and high turnover rates;
- Vacant and underutilized land or buildings;
- Depreciated or stagnant property values and other evidence of disinvestment;
- Hazardous waste and other negative environmental conditions;
- Residential Overcrowding.

The City recognizes that the legislative intent of arresting the decline of an area through code enforcement implies a greater emphasis on structural issues. Consequently, the City will emphasize code deficiencies in buildings. Ancillary efforts to address violations of codes concerning vacant lots, signs and motor vehicles are permitted in conjunction with efforts regarding buildings, but should represent a minor part of the Enhanced Code Enforcement Program.

[1] Substandard housing is defined as housing that has been found to have any violation(s) of the City's substandard and premises code, an/or violations of the Los Angeles County Building, Residential, Plumbing, Electrical or Mechanical Codes.

IV. PROJECT AREA BOUNDARIES

The Code Enforcement Program has historically carried out a majority of its activities in residential areas. The City's Code Enforcement Program is not limited to only residential areas; commercial and other non-residential zones receive incidental code enforcement services also since: 1) virtually all of the census tracts in Huntington Park are comprised of predominantly low and moderate income residents (see ***Exhibit A: Low and Moderate Income Areas Map***); and 2) commercial and residential uses are greatly integrated so that non-residential uses cannot be completely segregated from the rest of the City. In accordance with 24 CFR 570.208 (a)(10)(i), any activity, where at least 51 percent of the residents are of low and moderate income, meets the national objective of assisting low and moderate income persons.

Although blighting conditions exist throughout different areas within the City, the Code Enforcement Division has identified two (2) eligible low- and moderate-income target areas to conduct "enhanced" Code Enforcement activities to address blighting conditions during a three- year period. About 92 percent of the properties within the target areas comprise of residential units, and 8 percent of commercial/industrial/other uses. A map illustrating these target areas is included as ***Exhibit B: Target Areas Map***.

Target Area 1: Located in Census Tract 5331.03, Block Group 2. This target area comprises of 432 residential units on 153 residential parcels, 21 commercial parcels, and 13 industrial/other parcels (***Exhibit C: Target Area 1 by Unit Type***). The boundaries are defined as:

- North boundary is Zoe Avenue that runs West to East on the South side of the street from the 2000 block to the 2300 block, even addresses only.
- South boundary is Florence Avenue that runs West to East on the North side of the street from the 2100 block to the 2300 block, odd addresses only.
- East boundary is Santa Fe Avenue that runs North to South on the West side of the street from the 6500 block to the 7100 block, odd addresses only.
- West boundary is Alameda Street that runs North to South on the East side of the street from the 6600 block to the 7100 block, even addresses only.

Target Area 2: Located in Census Tract 5335.01, Block Group 1; and comprised of 413 residential units on 149 residential parcels, 14 commercial parcels, and 19 industrial/other parcels. Of the 19 industrial, 18 of those parcels make up Chester W. Nimitz Middle School (***Exhibit D: Target Area 2 by Unit Type***). The boundaries are defined as:

- North boundary is just South of Slauson Avenue. The North boundary is comprised of the 5900 block of Maywood Avenue (even addresses only), 5900 Everett Avenue, 5900 Loma Vista Avenue, 5900 Carmelita Avenue (odd addresses only), and 3500-3600 East 59th Place.

- South boundary is East 61st Street that runs West to East on the North side of the street from the 3500 block to the 3700 block, odd addresses only.
- East boundary is Carmelita Avenue that runs North to South on the West side of the street from the 5900 block to the 6000 block, odd addresses only.
- West boundary is Maywood Avenue that runs North to South on the East side of the street from the 5900 block to the 6000 block, even addresses only.

V. CONDITIONS IN PROJECT AREAS

The target areas were selected based on present blighting conditions and lack of reactive calls for the area. ***Exhibit E: Target Area 1 Blighting Conditions and F***: ***Target Area 2 Blighting Conditions*** identify the type of blighting conditions found in each target area by property type. Under the Enhanced Code Enforcement Program, Code Enforcement Officers (CEOs) will focus on these two (2) target areas for FY 2017-18 through FY 2019-20. The following table illustrates a summary of visible blighting conditions that exist within each target area:

Blighting Conditions	**Target Area 1**	**Target Area 2**
Adverse Physical Conditions:		
Substandard Housing	✓	✓
Unsafe Buildings	✓	✓
Aging/deteriorating buildings	✓	✓
Inadequate/obsolete infrastructure	✓	✓
Adverse Economic Conditions:		
High business vacancies/turnover rates	✓	
Vacant/underutilized property		
Depreciated/stagnant property values	✓	✓
Hazardous waste/other environmental conditions		✓
Residential overcrowding	✓	✓

It is important to note that Target Area 2 is a neighborhood that was affected by the operations of a battery recycling facility in Vernon (Exide Technologies) which contaminated residential properties with environmental toxins (lead and arsenic). Code Enforcement will focus its efforts in marketing the City's Lead Based Paint Grant program to address lead issues within this neighborhood.

VI. DESCRIPTION OF THE ENHANCED CODE ENFORCEMENT PROGRAM

A. Residential Code Enforcement

Code enforcement activities in residential areas has historically constituted 80 percent or more of the Code Enforcement Division's efforts. Through proactive patrolling of residential neighborhoods within target areas and responding to reports from residents, interested citizens, or City employees, the Enhanced Code Enforcement Program will be able to identify and facilitate the abatement of physical conditions and characteristics of substandard and unsanitary residential properties and buildings which render them unfit or unsafe for residential occupancy and habitation. Violations of building, zoning, and housing codes are also inspected and remediation sought through voluntary compliance. Some objectives of the Enhanced Code Enforcement Program within low- and moderate income neighborhoods are the following:

- Focus on the elimination of substandard structures by either refurbishing or demolition, with an emphasis on voluntary compliance, or with the help of available grants for low income, owner occupied structures.

- Target substandard rental properties which are being allowed to deteriorate by owner neglect and disinterest, by encouraging voluntary compliance with current codes and regulations.

- Target abandoned vehicles for removal and eliminate illegal auto repair businesses located in residential districts.

- Investigate and enforce ordinances for illegal dumping, high weeds and grass, trash and debris and other similar nuisances.

- Investigate and report work being conducted without proper building permits.

- Investigate citizen complaints in a timely manner and resolve problems as quickly as possible and maintain an open dialogue with all parties concerned.

- Continue tracking citizen contacts, investigations, types of violations, number of letters sent, follow ups, warning letters sent, citations issued, status of case, and resulting actions taken.

B. Commercial Code Enforcement

In addition to providing code enforcement services in residential areas, the Code Enforcement Division is also responsible for enforcing municipal, property maintenance, housing, and zoning codes for all commercial businesses and properties. Code Enforcement Officers regularly inspect all commercial sites for common violations as:

- Substandard buildings and property maintenance code violations;
- Improper outdoor storage and/or over-flowing trash containers/dumpsters;
- Illegal signage placed in public right-of-ways, buildings, or private property;
- Un-permitted building, plumbing, and electrical work; and
- Unregulated sidewalk sales in commercial zones.

C. Activities Performed within Target Areas

All parcels in the target areas are identified by blighted conditions. Parcels are distinguished by three (3) types: Type 1-visible exterior blighted conditions; Type 2-no visible blighted conditions; Type 3-non-residential property (***Exhibits E: Target Area 1 by Blighting Conditions and F Target Area 2 by Blighting Conditions***). Once a target area has been established, CEOs will conduct cursory inspections to determine the blighting condition type for each parcel.

Prior to conducting inspections, CEOs will post “Important Notice” door hangers on every accessible unit on Type-1 and Type-2 properties (***Exhibit G: Sample Door Hanger Notification)***. Door hangers will be in English and Spanish to inform residents that Code Enforcement will be conducting proactive inspections to further identify blighted and deteriorated conditions in the neighborhood. These notices will urge property owners and tenants to maintain their properties by eliminating blighted conditions.

The Enhanced Code Enforcement Program has integrated checklist forms to provide a comprehensive inspection approach. There will be two checklists: one Target Area Inspection Checklist Form (***Exhibit H: Target Area Inspection Checklist Form***) and a Multi-Unit Inspection Form (***Exhibit I: Target Area Multi-Unit Inspection Checklist Form***). These checklist forms will be used at every inspection within the target areas and will help CEOs monitor all violations observed during inspections of target areas.

The only similarity Enhanced Code Enforcement and General Code Enforcement has is the way the cases are handled. The case setup, research, and violation

notices issued resemble how a General Code Enforcement case is enforced. The major difference is that the Enhanced Code Enforcement Program uses a proactive approach to correct violations, and continues to follow-up with property owners and tenants about City services or programs available to residents of focused neighborhoods (e.g. residential rehabilitation, commercial rehabilitation, minor home repair, economic development, after-school care, emergency services, health services, lead and other hazard reduction and elimination services, etc.).

The Enhanced Code Enforcement Program is designed to bring a comprehensive and informative approach to address blighted and substandard conditions. CEOs will work with other City Departments to ensure blighted conditions are reduced in target areas. Additionally, CEOs will provide quarterly reports to demonstrate the effectiveness of the program. The following Flow Chart illustrates the work involved within the Enhanced Code Enforcement program activities, as well as the difference with general code enforcement activities:

City of Huntington Park
Code Enforcement

Flow Chart

Code Enforcement

Start of Case
Reactive/ Proactive
Initiation of enforcement action based on complaint or field observation.

Conducting Inspections
Inspection of property based on reporting party's compaint or officer's field observation. Refer landlords and tenants to any service, grants, and programs they may be interested in.

Case Setup
Officers research property owners, permits, and other property records. Upload initial findings, photos, and sends a request for correction (RFC) letter.

Re-inspection and Follow-up
After due date from RFC letter has passed, officers conduct re-inspections to verify if the violations are corrected, if the violations have not been corrected, additional enforcement may include: additional RFC's, Administrative Citations, substandard lien, and/or City Prosecutor action.

vs. Enhanced Code Enforcement

Target Area Identification
Two target areas are selected out of thirty-eight target areas every fiscal year. Target areas are eligible due to low/mod income and block groups.

Property Type Identification
All parcels in the target areas will be identified by property type. Type 1 - visible blighted conditions, Type 2 - no visible blighted conditions, and Type 3 - non-residential property.

Door Hanger Canvasing
Officers will post "Important Notices" on every Type 1 and Type 2 unit.

Start of Case
Proactive
Initiation of enforcement action based on field observation.

Conducting Inspections
Officers will inspect interiors and exteriors of properties using an Inspection Checklist Form. Officers will provide informational packets to landlords and tenants. The packets will include available grants and programs they may qualify for which can help them eliminate blighted conditions on their property.

Case Setup
Officers research property owners, permits, and other property records. Upload initial findings, photos, and sends a request for correction (RFC) letter.

Re-inspection and Follow-up
After due date from RFC letter has passed, officers conduct re-inspections to verify if the violations are corrected. If the violations have not been corrected, additional enforcement may include: additional RFC's, Administrative Citations, substandard lien, and/or City Prosecutor action. CEOs will follow up with the property owner to see if they qualify for any available grants or programs. If they do, CEOs will ensure applications are submitted.

Statistics and Results
Quarterly reports will provide documentation of work in target areas. Additional reports will demonstrate the effectiveness of the program.

VII. PERFORMANCE STANDARDS

Performance standards, or measures, are indicators that provide qualitative and/or quantitative information needed to measure the extent to which a program is achieving its intended outcomes/goals. Qualitative data can be expressed in terms of change or comparison between two states, while quantitative indicators can be in the form of a ratio, percentage, comparison, or figure.

Numerous performance measures have been developed for the Enhanced Code Enforcement Program to evaluate program achievement in the reduction of blight and deteriorated/deteriorating areas. The measures, coupled with planned goals, set a performance standard for which Code Enforcement should strive to accomplish. The Code Enforcement Division will be responsible for reporting on each of the goals on a quarterly basis in order to measure program performance. Each performance measure/goal has been incorporated into ***Exhibit J: Subrecipient Performance Report (SPR) for Enhanced Code Enforcement Program*** for ease of completion and submittal to the Community Development Department.

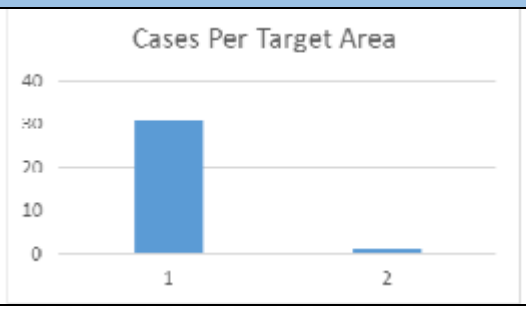
1. Enhanced Code Enforcement Inspections, Compliance, and Referrals		
	Performance Measures	***Goal***
1.	Number of units inspected	70 units per quarter 280 units per fiscal year
2.	Number of cases closed by voluntary compliance	18 cases per quarter 72 cases per fiscal year
3.	Number of properties that had graffiti abated as a result of a CEO contacting the graffiti abatement contractor	15 properties per quarter 60 per fiscal year
4.	Number of properties that had bulky items removed as a result of a CEO contacting the trash contractor	15 properties per quarter 60 per fiscal year
5.	Number of units enrolled in the LEAD Based Paint Program	3 units per quarter 10 units per fiscal year
6.	Number of units enrolled in the Minor Home Repair Program	1 unit per quarter 3 units per fiscal year.
7.	Number of units enrolled in the Residential Rehab Program with the assistance of a CEO	1 unit per fiscal year
8.	Number of properties enrolled in the Commercial Rehab Program with the assistance of a CEO	1 property per fiscal year

2. Sample Performance Statistics

Quarterly Report Types	*Data Table*

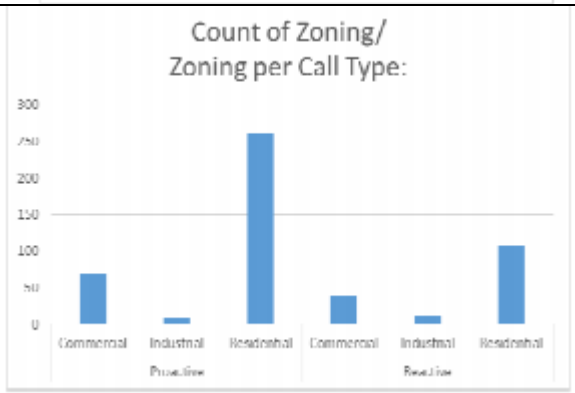
1. **Quarterly Cases by Target Area**

Target Area	# of Cases
1	31
2	1



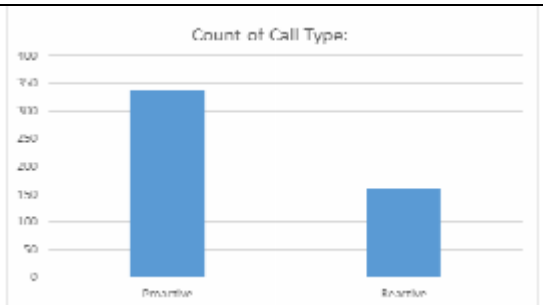
2. **Quarterly Cases by Zoning Type**

Call Type	Zoning	Count of Zoning
Proactive	Commercial	69
Proactive	Industrial	9
Proactive	Residential	260
Reactive	Commercial	39
Reactive	Industrial	12
Reactive	Residential	108



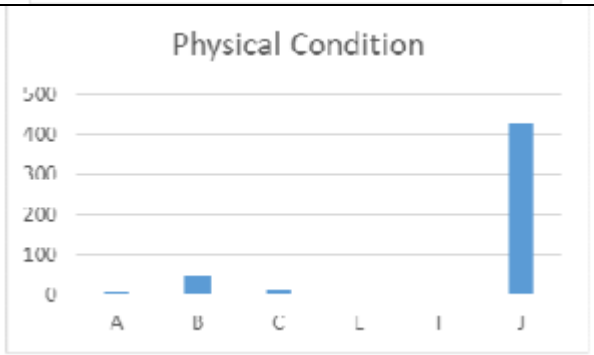
3. **Quarterly Cases by Call Type**

Call Type	Count of Call Type
Proactive	338
Reactive	159



4. **Quarterly Cases by Physical Conditions**

Physical Condition	Count of Physical Condition
A	8
B	46
C	12
E	2
F	1

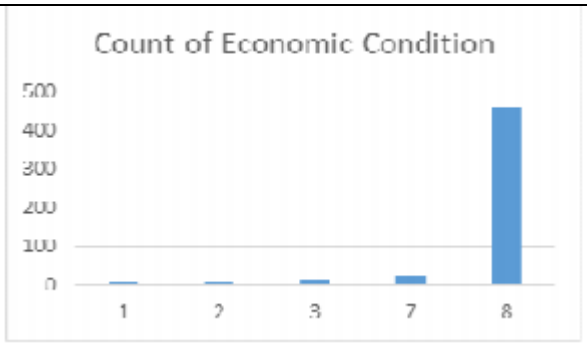


KEY

A	Substandard housing
B	Unsafe building condition(s)
C	Aging, deteriorating, and poorly maintained properties/buildings
D	Inadequate infrastructure
E	None of the above

5. **Cases by Economic Conditions**

Economic Condition	Count of Economic Condition
1	1
2	1
3	15
7	21
8	459



KEY

1	High business vacancies, low commercial leases
2	Vacant and underutilized land or buildings
3	Depreciated or stagnant property values; disinvestment
4	Hazardous waste and other negative environmental factors
5	Residential overcrowding
6	None of the above

3. Sample Quarterly Before and After PHOTOS

BEFORE	*AFTER*
6531 Rita Ave	**6531 Rita Ave**
	
3637 60th Pl	**3637 60th Pl**
	

4. Required Source Documentation		
	Report Provided	*Elements of Report*
1.	Monthly Case Log Report (***Exhibit K***) • Provided each quarter	Report to include violations reported via third party complaint or through field observations. Reports to include the following: • Date received or observed • Address or location • Call Type • Census Tract • Target Area • Zone Type • Date of Initial Inspection • Blighted Conditions Observed
2.	Quarterly Performance Indicator Map (***Exhibit L***) • Provided each quarter	Target Area Map to include the following: • Parcels marked per status of case o AWAITING (inspection pending) o IN PROGRESS (violations being enforced) o COMPLETED (violations abated by owner or no violations observed)
3.	Monthly Referral Log Report • Provided each quarter	Report to include the following: • Date of referral • Address or location • Program Referred • Department responsible for follow-up • How was the referral made • Referral Status o Completed application o Department to handle
4.	Monthly/Quarterly Activity Report (***Exhibit M***) • Provided each quarter	Report to include the following: • Beginning cases for each CEO • Assigned cases for each CEO • Closed cases for each CEO • Ending cases for each CEO
5.	Quarterly Closed Cases Report (***Exhibit N***) • Provided each quarter	Report to include the following: • Call Type • Violation Type • Created Date • Closed Date • Address

VIII. RECORDS AND REPORTS

In using Federal funds the cardinal rule is: **documentation.** The achievement of program goals and the completion of activities must be supported by adequate documentation of the facts. If activities, personnel, procedures, expenditures, and results are not documented properly, from the Federal Government's perspective, the City has not done its job, *regardless of its accomplishments*. Appropriate records are the lifeblood of all successful CDBG agencies.

To that end, the following reports, documentation, and records are required to be retained and/or submitted to the Community Development Department for monitoring and performance reporting purposes.

A. Administrative Records

These are files and records that apply to the overall administration of the Code Enforcement Program's CDBG activities. They are to be retained by the Code Enforcement Division and be made available to the Community Development Department for monitoring purposes. They include the following:

- Personnel files for all staff involved with carrying out CDBG-funded code enforcement activities.

- General program files including the Memorandum of Understanding with the Community Development Department, program policies and guidelines, and correspondence with the Community Development Department.

B. Financial Records

There are two types of financial records; ones that are maintained by the City's Finance Department, and others that are retained by the programs' implementing department. The Finance Department is to have available the chart of accounts, a manual on accounting procedures, accounting journals and ledgers, bank account records, financial reports, and audit files. The Code Enforcement Division will, in contrast, keep all source documentation such as specific purchase orders, invoices, canceled checks, procurement files, and time sheets to support CDBG expenditures. These records are to be retained for monitoring purposes.

C. Program Files

These files document the activities undertaken with respect to specific individual beneficiaries and program performance. The reports listed below are to be

submitted to the Community Development Department at the close of each quarter of the fiscal year.

a. Subgrantee Performance Report (SPR)

As the responsible party for ensuring that performance goals and program eligibility are met annually, the Community Development Department has developed a Subgrantee Performance Report, or SPR, for each subrecipient of CDBG funds. The report, included in this Strategy as Exhibit J - Subrecipient Performance Report for Code Enforcement Program, is required to be completed quarterly by the Code Enforcement Division and submitted for review to the Community Development Department. Timely submission of the SPR is significant for two reasons: 1) updated program files are necessary in the event of a monitoring visit by the Department of Housing and Urban Development (HUD); and 2) the Community Development Department uses information recorded on the report to update the Federal Integrated Disbursement & Information System (IDIS) which demonstrates, among other things, the positive effect the program has on the community. Without a tool to measure the performance of a program, HUD and its program partners will not be able to capture the difference that grantees are making in their communities, and convey these important program outcomes to policymakers and the public.

The SPR's are to be submitted by these quarterly deadlines:

- October 15th for Quarter 1 (July 1st – September 30th)
- January 15th for Quarter 2 (October 1st – December 31st)
- April 15th for Quarter 3 (January 1st – March 31st)
- July 15th for Quarter 4 (April 1st – June 30th)

b. Quarterly Performance Measures Report

Another requirement of the Community Development Department is the quarterly submission of the Quarterly Performance Measures Report (QPMR), which will include the following six sections:

1. Cases by Target Area
2. Cases by Zoning Type
3. Cases by Call Type
4. Cases by Physical Conditions
5. Cases by Economic Conditions
6. Before and After Photos of Closed Cases

c. Enhanced Code Enforcement Case Log Report

The Enhanced Code Enforcement Case Log and Referral Log Report (***Exhibit O***) must be completed on a daily basis and a copy submitted to the Community

Development Department at the end of each quarter along with the quarterly Subrecipient Performance Report.

The case log report, at minimum for CDBG eligibility purposes, must show and identify violations reported through field observations or via third party complaint (phone call, walk-in). Each violation reported or observed must contain the following information: date received or observed; address or location; census tract; zone type; violation type; date of initial inspection; date(s) of additional inspections; date formal notice issued (if appropriate); date of voluntary compliance (if appropriate); and date case closed.

A new case log report should be created for each quarter of the fiscal year and should begin with, and identify, the open cases carried over from the previous quarter.

IX. MONITORING

The Community Development Department is responsible for ensuring that all CDBG funds under its oversight are used in accordance with all program requirements, and for determining the adequacy of its subrecipients' performance. Accordingly, the Community Development Department is authorized to make site visits and review program files as necessary to fulfill these responsibilities (24 CFR 570.501(b), 24 CFR 85.40(a) and (e), and 24 CFR 84.51(a)).

The specific purposes of monitoring are to:

- Validate the accuracy of information presented in the program participant's performance reports;
- Follow-up on problems identified during the Consolidated Annual Performance and Evaluation Report (CAPER) assessment that are not resolved as of the date of the monitoring;
- Determine compliance for those activities where there is sufficient information to make eligibility and/or national objective determinations;
- Evaluate the reasonableness of judgments made for those activities that necessarily involve high levels of program participant judgment;
- Ascertain the program participant's ability to ensure that activities carried out by subrecipients meet compliance requirements;
- Verify the accuracy of the program participant's records; and
- Identify apparent causes of any problem(s) and offer recommendations for corrective actions.

Monitoring will typically occur at two levels:

1. On a quarterly basis, an informal review will be performed wherein the Code Enforcement Division is to submit information regarding requests for funds, beneficiaries, accomplishments, and all of the required data as described in Section VIII. Records and Reports (above). Community Development Staff will review for purposes of updating the Integrated Disbursement and Information System: and

2. On a quarterly or annual basis (depending on Community Development risk assessments and resources) following the close of the City's program year, the City is to conduct a formal monitoring of the Enhanced Code Enforcement Program that will either be conducted remotely using documentation submitted throughout the year, or an onsite visit.

X. RISKS OF NON-COMPLIANCE

Pursuant to 24 CFR 570.503(b)(6), the Community Development Department is responsible for taking appropriate actions for correcting problems that arise in performance of a subrecipient, including suspending or terminating the CDBG activities being carried out by the subrecipient (24 CFR 570.501(b).

Additionally, consistent with 24 CFR 570.503(b)(6), the written Memorandum of Understanding between the Community Development Department and Code Enforcement Division specifies that suspension or termination may occur if the Code Enforcement Division materially fails to comply with any term of the CDBG award, and that the agreement may also be terminated for convenience 24 CFR 85.43–85.44 and 84.62.

XI. EXHIBITS

Exhibit A: Low and Moderate-Income Area Map

Exhibit B: Target Areas Map

Exhibit C: Target Area 1 by Unit Type

Exhibit D: Target Area 2 by Unit Type

Exhibit E: Target Area 1 Blighting Conditions

Exhibit F: Target Area 2 Blighting Conditions

Exhibit G: Sample Door Hangers Notifications

Exhibit H: Target Area Inspection Checklist Form

Exhibit I: Target Area Multi-Unit Inspection Checklist Form

Exhibit J: Subrecipient Quarterly Performance Report

Exhibit K: Monthly Case Logs

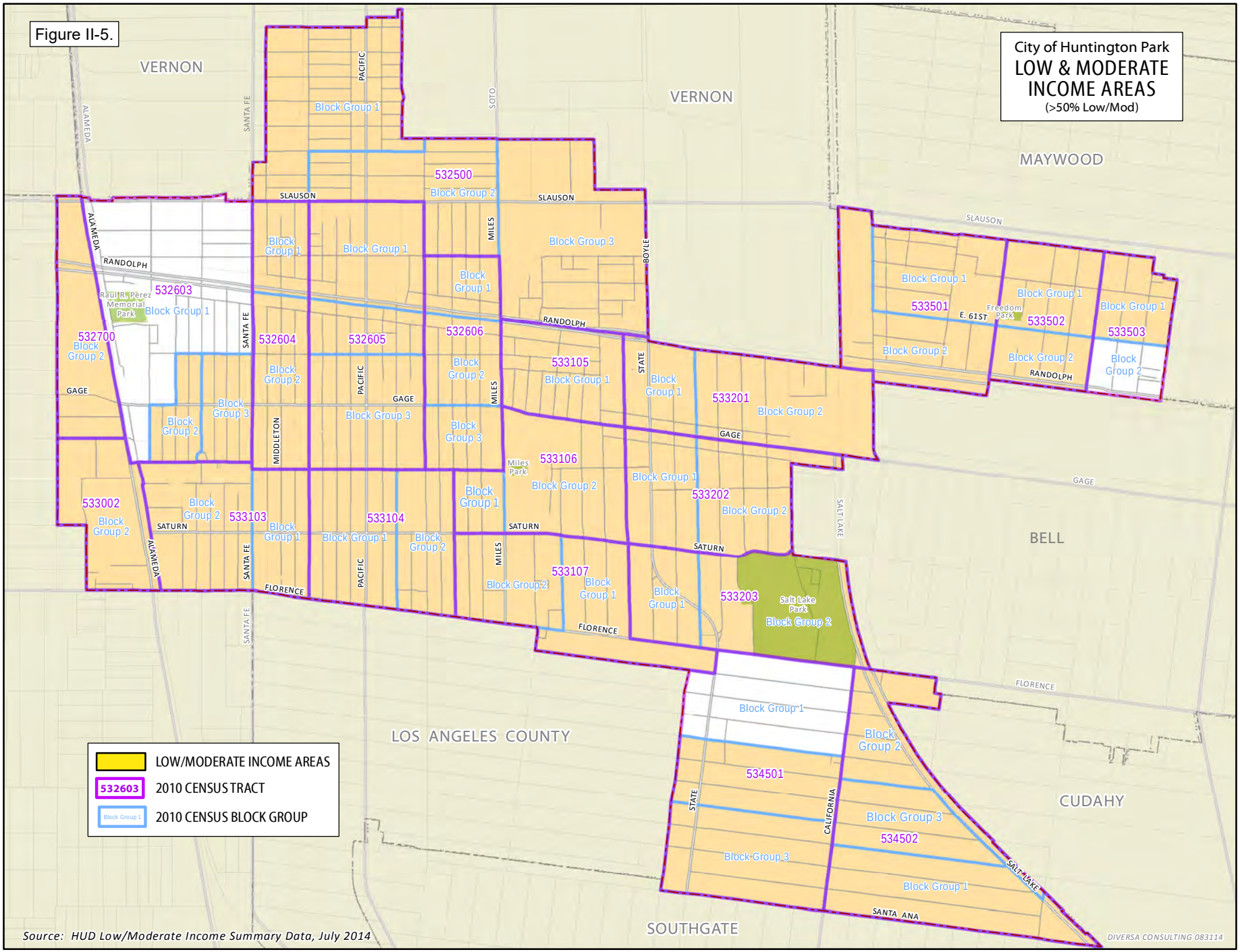
Exhibit L: Quarterly Performance Indicator Map

Exhibit M: Monthly Referral Log Report

Exhibit N: Closed Cases Report

Exhibit O: Referral Log

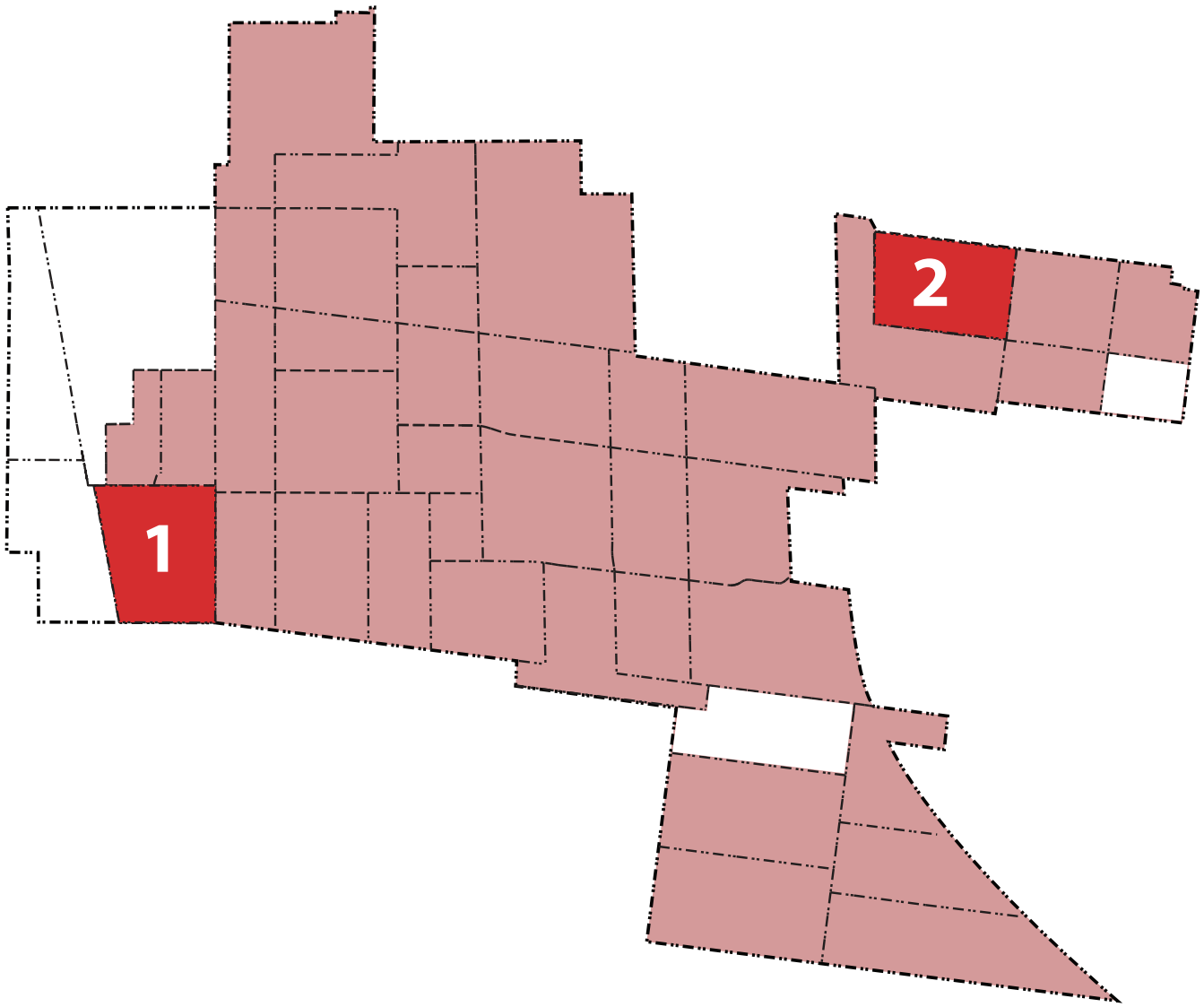
EXHIBIT A


Figure II-5.
City of Huntington Park
LOW & MODERATE INCOME AREAS
(>50% Low/Mod)
VERNON
MAYWOOD
BELL
CUDAHY
SOUTHGATE
LOS ANGELES COUNTY
532500
532603
532604
532605
532606
532700
533002
533103
533104
533105
533106
533107
533201
533202
533203
533501
533502
533503
534501
534502
Block Group 1
Block Group 2
Block Group 3
Raul R. Perez Memorial Park
Miles Park
Freedom Park
Salt Lake Park
ALAMEDA
SANTA FE
PACIFIC
SOTO
MILES
BOYLE
STATE
MIDDLETON
SALT LAKE
CALIFORNIA
SLAUSON
RANDOLPH
GAGE
SATURN
FLORENCE
E. 61ST
SANTA ANA
LOW/MODERATE INCOME AREAS
2010 CENSUS TRACT
2010 CENSUS BLOCK GROUP
Source: HUD Low/Moderate Income Summary Data, July 2014
DIVERSA CONSULTING 083114

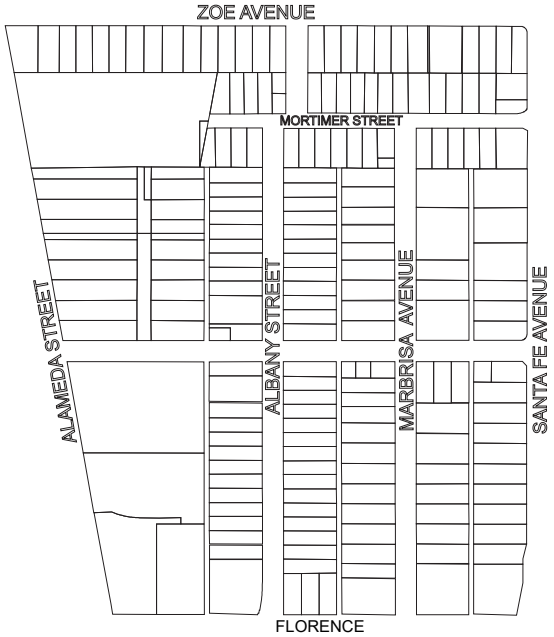
City of Huntington Park
Enhanced Code Enforcement

CDBG Target Areas
FY 2017-18 through FY 2019-20

EXHIBIT B



Target Area 1
5331.03 Block Group 2



Target Area 2
5335.01 Block Group 1

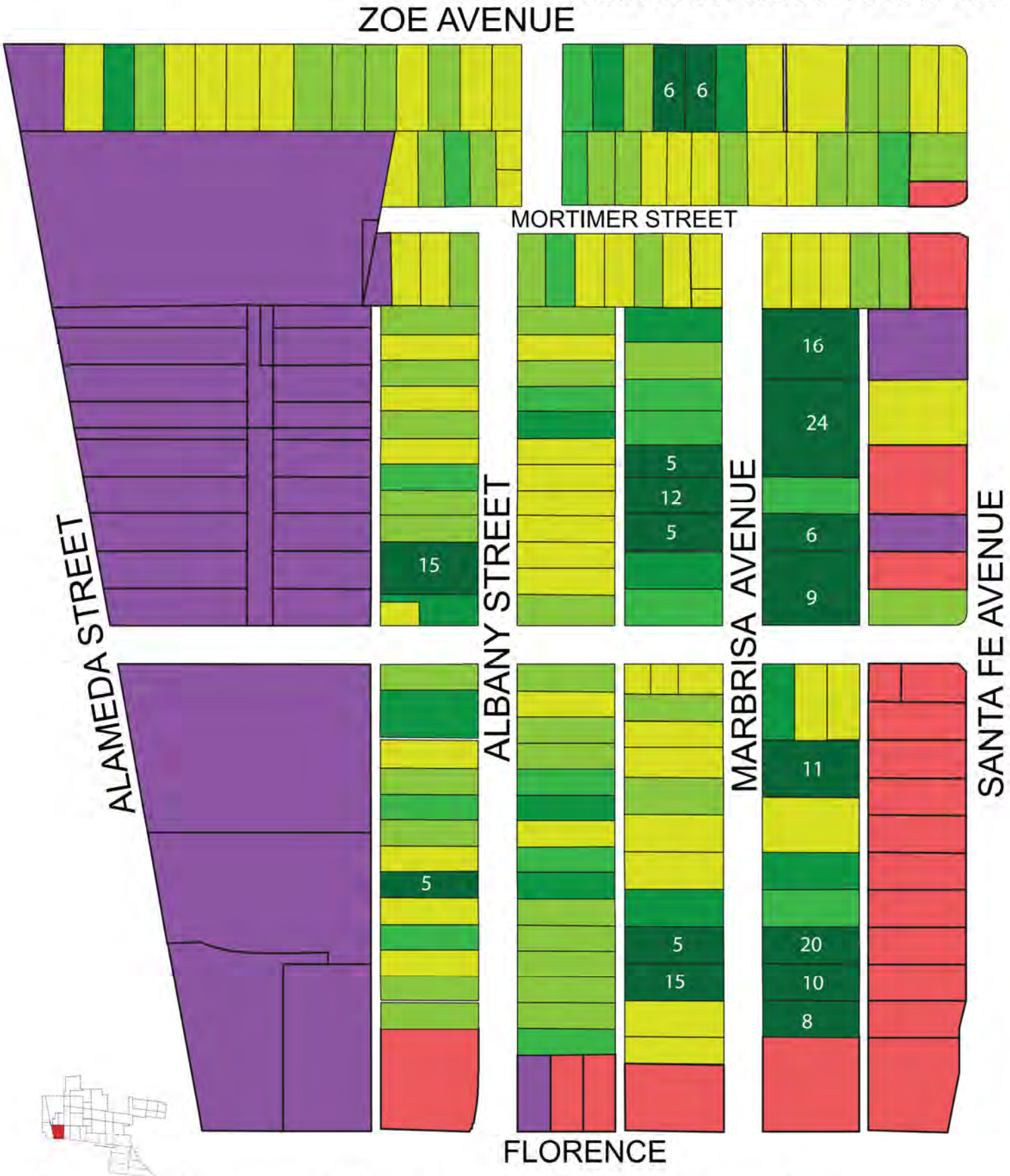


City of Huntington Park Enhanced Code Enforcement

EXHIBIT C

Target Area 1: By Unit Type

Total Amount of Residential Units: 432



Legend: color represents the amount of units within the parcel

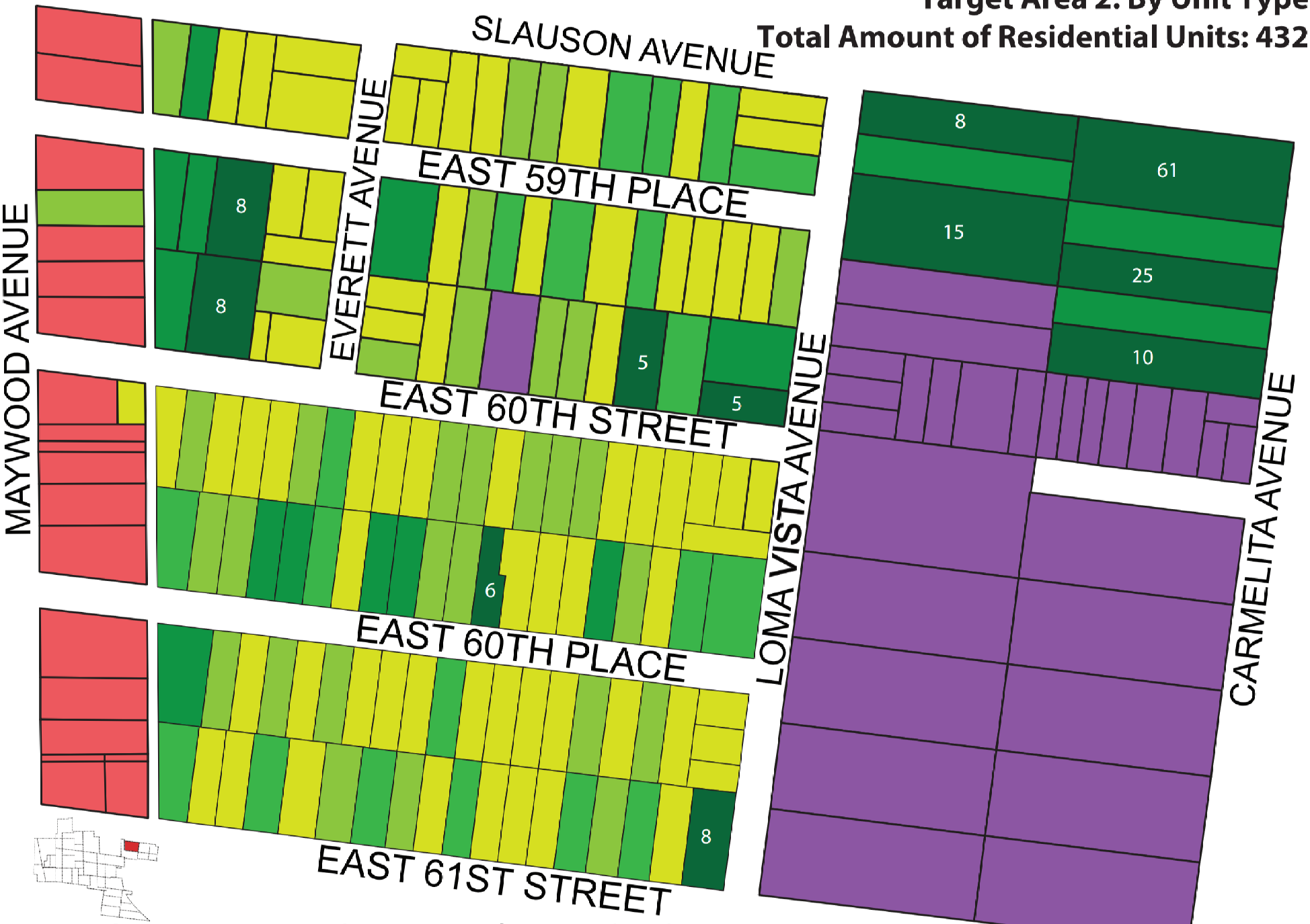
1 2 3 4 5+ Other Commercial

EXHIBIT D

City of Huntington Park Enhanced Code Enforcement

Target Area 2: By Unit Type

Total Amount of Residential Units: 432



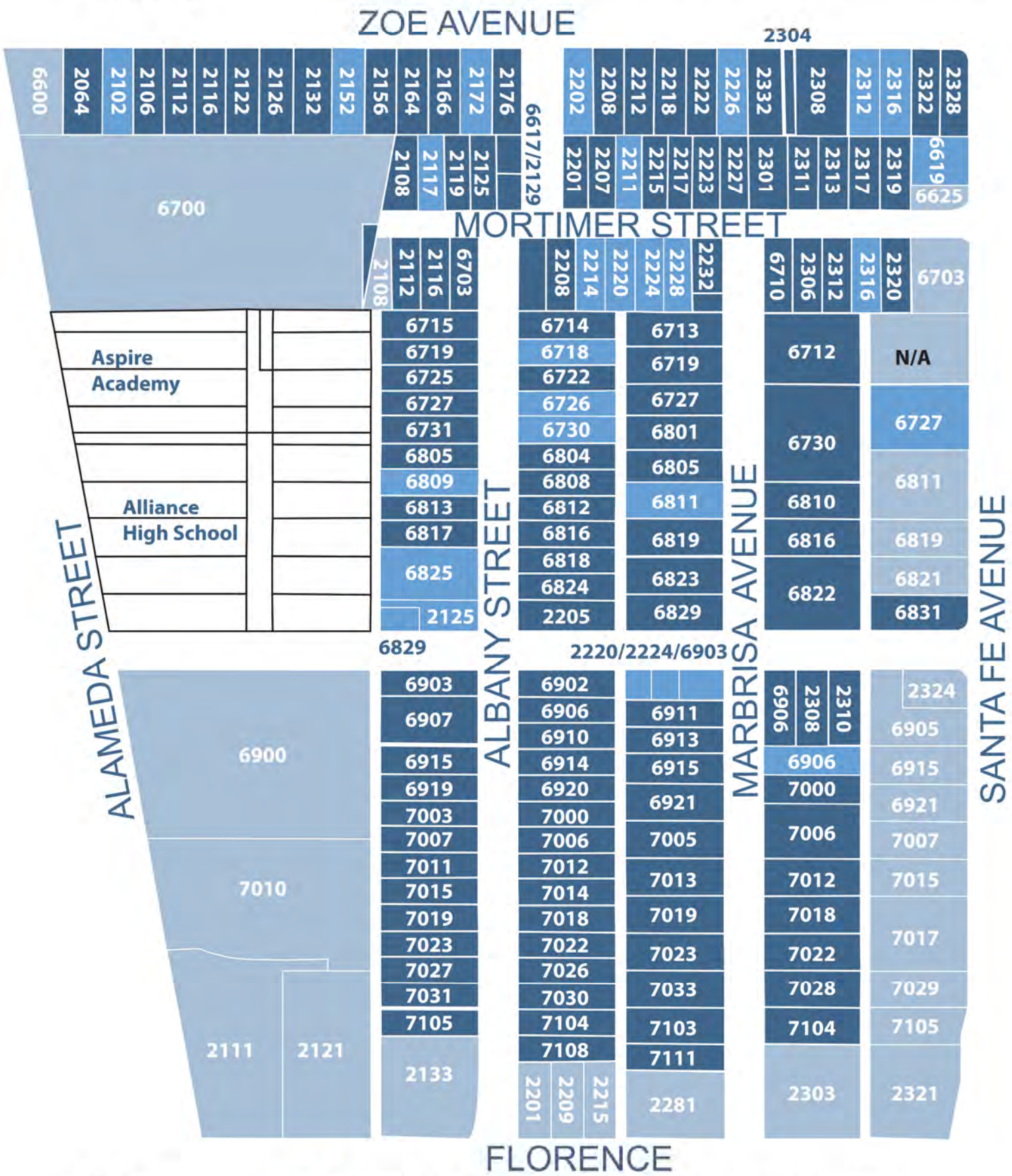
Legend: color represents the amount of units within the parcel

1 2 3 4 5+ Other Commercial

City of Huntington Park Enhanced Code Enforcement

Target Area 1: Blighting Conditions

EXHIBIT E

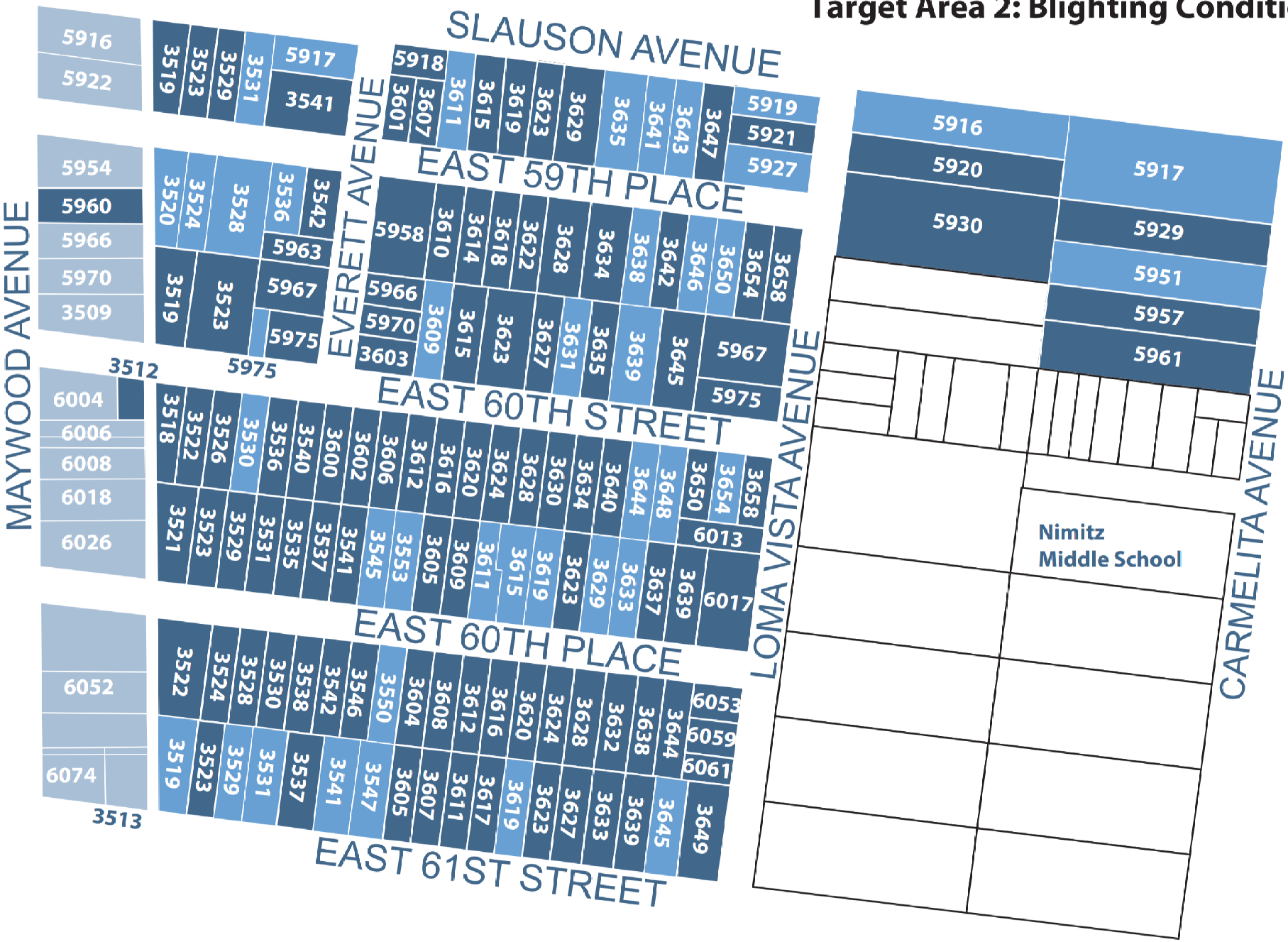


Type Identification

- Type 1 - Visible exterior blighted conditions
- Type 2 - No visible blighted conditions
- Type 3 - Non-residential property

EXHIBIT F

City of Huntington Park Enhanced Code Enforcement
Target Area 2: Blighting Conditions



Type Identification

- Type 1 - Visible exterior blighted conditions
- Type 2 - No visible blighted conditions
- Type 3 - Non-residential property

EXHIBIT G

IMPORTANT NOTICE

City of Huntington Park Code Enforcement will be conducting property inspections in your neighborhood in 3 weeks.

Why? The Enhanced Code Enforcement Program has been established to improve quality of life by eliminating substandard conditions. Well-maintained neighborhoods promote a safer family environment while increasing property values.

What Can I do? Whether you're a tenant or a property owner, there are improvements you can make. The following is an example of some of the violations that may be identified on your property:

- ✓ Unpermitted structures/additions/alterations
- ✓ Garage conversion
- ✓ Chipped and peeling paint
- ✓ Broken or falling fences
- ✓ Broken windows and/or missing window screens
- ✓ Temporary canopy/tarp structures
- ✓ Landscape
- ✓ Trash, litter, and debris accumulation
- ✓ Furniture, appliances, and storage in public view
- ✓ Inoperable vehicles
- ✓ Trash cans in public view

Property owners and tenants are encouraged to correct any violations prior to the Code Enforcement Inspection.

If you have any questions, please don't hesitate to contact the Code Enforcement Officer listed below.

AVISO IMPORTANTE

El Departamento de Aplicación del Código Municipal de la ciudad de Huntington Park va a conducir inspecciones en su vecindario en las próximas 3 semanas.

Porque? El programa de Aplicación del Código convoca a que los ciudadanos contribuyan a mejorar la calidad de vida en la comunidad y a eliminar condiciones inferiores a los estándares de vivienda establecidos. Comunidades con buen mantenimiento promueven un ambiente más seguro para los residentes y el creciente valor de las propiedades.

Que Puedo Hacer? Si rentas o eres dueño de casa, hay mejoramientos en la propiedad que se pueden hacer antes de que se realice la inspección. Los siguientes ejemplos son algunas de las violaciones municipales que podrían ser identificados en la propiedad durante la inspección:

- ✓ Estructuras no permitidas/adiciones y alteraciones sin permisos
- ✓ Garajes convertidos en vivienda
- ✓ Pintura agrietada o despegada
- ✓ Cercos en mal estado
- ✓ Ventanas quebradas/falta de pantallas (mosquiteros)
- ✓ Toldos o marquesinas temporales
- ✓ Mantenimiento de jardines y áreas verdes
- ✓ Acumulación de basura y escombros
- ✓ Almacén exterior de muebles o electrodomésticos en vista publica
- ✓ Botes de basura en vista pública
- ✓ Vehículos inoperables

Residentes y dueños de propiedad son alentados a corregir cualquier violación en la propiedad antes de que se realice la inspección.

Si tiene alguna pregunta, no dude en contactar al Oficial de Aplicación del Código Municipal.



EXHIBIT H

City of Huntington Park Enhanced Code Enforcement
Target Area Inspection Checklist Form

Date:_____ Time:_____ CEO:_____ Target Area:_____

Address:_____ Blighted Conditions Present? ☐ YES OR ☐ NO

Blighted/Substandard Conditions

Violation Description	Viol?	HPMC Section	Comments
Broken walls/roofs/windows/doors	☐	8-9.02(h)(2)	
Building Code Violations	☐	8-1.05, §107.1 or §8.1B.02(a), §R107.1	
Ceilings/Roofs that sage/split/deteriorate	☐	8-9.02(c)(6)	
Chipped/peeling paint	☐	8-9.02.1(a)(12)(iv)	
Crumbling or loose plaster	☐	8-9.02(h)(1)	
Dilapidated structure (falling fence, structure, etc)	☐	8-9.02(d)(4)	
Electrical Code Violations	☐	8-10.04, §81-2	
Emergency escape mech. (every sleeping room/44 inch sill)	☐	8-4.04	
Fire Rated Door (20 min) reqd bet garage and house	☐	8-4.04	
Foundation screens broken or missing	☐	8-9.02(b)(2)	
Garage Conversion	☐	9-3.803(10)	
Improper occupancy	☐	8-9.02(l)	
Inadequate exits	☐	8-9.02(k)	
Lack of comfort heating	☐	5-35.02(e)(1)	
Mechanical Code Violations (vent/heating/cooling)	☐	8-11.04	
Plumbing Code Violations	☐	8-5.04, §103.1	
Property Maintenance (int & ext, paint, roof)	☐	9-3.103(18)	
Residential Code Violations	☐	8-4.04	
Smoke alarms required	☐	8-4.04	
Unsightly decoration, design, fence, structure, etc.	☐	8-9.02.1(a)(12)(iv)	
Walls/Vertical Supports buckling due to deterioration	☐	8-9.02(c)(4)	
Other:	☐		

General Maintenance Violations

Violation Description	Viol?	HPMC Section	Comments
Dead trees, weeds, or debris	☐	8-9.02.1(a)(2)	
Discarded furniture or household equip in yard areas	☐	8-9.02.1(a)(6)	
Garbage cans stored in public view (front or side yards)	☐	8-9.02.1(a)(8)	
Inoperable vehicles	☐	5-18.01	
Landscape required in front yard	☐	9-3.810.3(c)	
Lumber, junk, trash, or debris accumulation	☐	8-9.02.1(a)(12)(i)	
Maintaining public streets free of dumped items	☐	5-11.05.3	
Maintaining public streets free of organic rubbish (weeds)	☐	5-11.05.3	
Overgrown vegetation	☐	8-9.02.1(a)(1)	
Parking facilities not maintained	☐	9-3.803(10)	
Parking on un-approved service	☐	9-3.810(5)	
Parking standards (boats, trailers, at rear 50%)	☐	9-3.810(2)	
Phase III drought regulations	☐	6-5.405	
Poorly maintained landscape	☐	9-3.410(1)	
Posted building addresses (front and along alley)	☐	9-3.103.26(c)(5)	
Trash service required and/or insuff service	☐	6-2.205	
Other:	☐		

Commercial Violations

Violation Description	Viol?	HPMC Section	Comments
Dirty awnings in need of cleaning or replacement	☐	8-9.02.1(a)(2)	
Improperly maintained/deteriorated sign	☐	8-9.02.1(a)(6)	
Sign/banner installed without permits	☐	9-3.1207(1)(A)	
Prohibited display of merchandise	☐	9-4.203(B)(1)	
Graffiti on private property prohibited (7 day removal)	☐	5-27.11(a)	
Conducting business without a license	☐	3-1.103(a)	
Abandoned signage	☐	9-3.1211(2)	
Reserved parking spaces prohibited	☐	9-3.803(12)	
Other:	☐		
Other:	☐		

Multi-Unit Violations

Unit # _____

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		
Other:	☐		

Multi-Unit Violations

Unit # _____

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		
Other:	☐		

Multi-Unit Violations

Unit # _____

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		

EXHIBIT I

City of Huntington Park Enhanced Code Enforcement
Target Area Inspection Checklist Form

Date:_____ Time:_____ CEO:_____ Target Area:_____

Address:_____ Blighted Conditions Present? ☐ YES OR ☐ NO

Multi-Unit Violations **Unit # _____**

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		
Other:	☐		

Multi-Unit Violations **Unit # _____**

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		
Other:	☐		

Multi-Unit Violations **Unit # _____**

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		
Other:	☐		

Multi-Unit Violations **Unit # _____**

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		
Other:	☐		

Multi-Unit Violations **Unit # _____**

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		
Other:	☐		

Multi-Unit Violations **Unit # _____**

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		

Multi-Unit Violations **Unit # _____**

Room Inspected	Viol?	Type(s) of Violation(s)	Description(s) of Violation(s)
Exterior	☐		
Living Room	☐		
Dining Room	☐		
Kitchen	☐		
Hallway	☐		
Bedroom #1	☐		
Bedroom #2	☐		
Bathroom #1	☐		
Bathroom #2	☐		
Other:	☐		

EXHIBIT J

City of Huntington Park
Enhanced Code Enforcement
Quarterly Performance Measures Report

FY_____ Quarter____

1. Code Enforcement Inspections, Compliance, and Referrals		
	Performance Measure	***Goal***
1.	Number of units inspected during **1st Qtr.** **Proactive _____** **Reactive _____** **Total _____**	ECE will inspect **70 units** during the quarter. **Was this goal met? _____**
2.	Number of cases closed by voluntary compliance during **1st Qtr.** **Proactive _____** **Reactive _____** **Total _____**	ECE will close **18 cases** during the quarter. **Was this goal met? _____**
3.	Number of properties that had graffiti abated as a result of a CEO contacting the graffiti abatement contractor. **Total _____**	ECE will assist in the abatement of graffiti on **15 properties** during the quarter. **Was this goal met? ____**
4.	Number of properties that had bulky items removed as a result of a CEO contacting the trash contractor. **Total ____**	ECE will assist in the removal of bulky items on **15 properties** during the quarter. **Was this goal met? ____**
5.	Number of units enrolled in the LEAD Program with the assistance of a CEO. **Total ____**	ECE will assist in enrolling **3 units per quarter, 10 units per fiscal year.** **Was this goal met? ____**
6.	Number of units enrolled in the Minor Home Repair Program with the assistance of a CEO. **Total ____**	ECE will assist in enrolling **1 unit per quarter, 3 units per fiscal year.** **Was this goal met? ____**
7.	Number of units enrolled in the Residential Rehab Program with the assistance of a CEO. **Total ____**	ECE will assist in enrolling **1 unit per fiscal year.** **Was this goal met? ____**

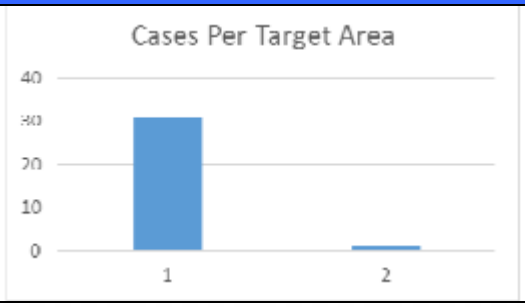
8.	Number of properties enrolled in the Commercial Rehab Program with the assistance of a CEO. **Total ____**	ECE will assist in enrolling **1 property per fiscal year.** **Was this goal met? ____**

2. Additional Performance Statistics

Quarterly Report Types	*Data Table*

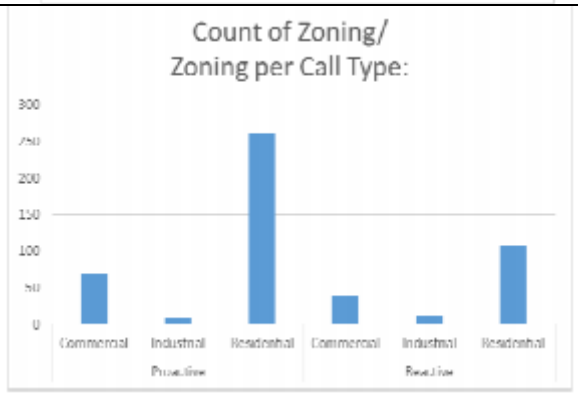
1. Quarterly Cases by Target Area

Target Area	# of Cases
1	31
2	1



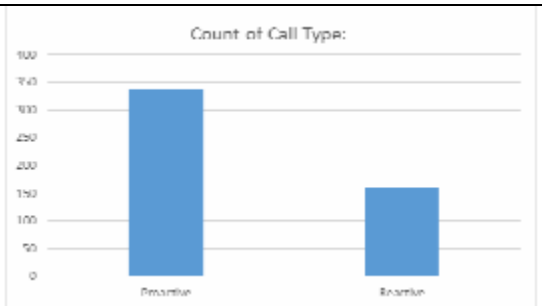
2. Quarterly Cases by Zoning Type

Call Type	Zoning	Count of Zoning
Proactive	Commercial	69
Proactive	Industrial	9
Proactive	Residential	260
Reactive	Commercial	39
Reactive	Industrial	12
Reactive	Residential	108



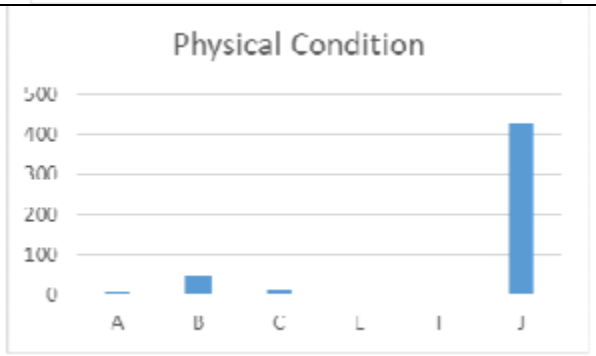
3. Quarterly Cases by Call Type

Call Type	Count of Call Type
Proactive	338
Reactive	159



4. Quarterly Cases by Physical Conditions

Physical Condition	Count of Physical Condition
A	8
B	46
C	12
D	2
E	1



KEY

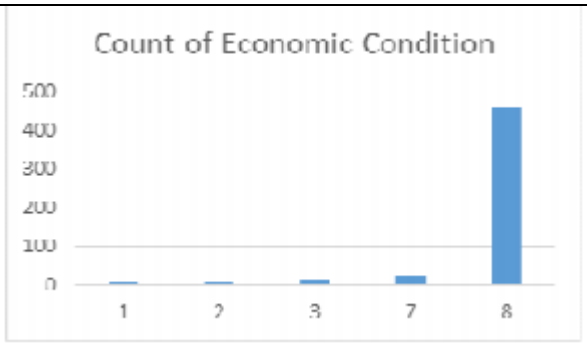
A	Substandard housing
B	Unsafe building condition(s)
C	Aging, deteriorating, and poorly maintained properties/buildings
D	Inadequate infrastructure
E	None of the above

City of Huntington Park
Enhanced Code Enforcement
Quarterly Performance Measures Report

FY_____ Quarter____

5. **Cases by Economic Conditions**

Economic Condition	Count of Economic Condition
1	1
2	1
3	15
5	21
6	459



KEY

1	High business vacancies, low commercial leases
2	Vacant and underutilized land or buildings
3	Depreciated or stagnant property values; disinvestment
4	Hazardous waste and other negative environmental factors
5	Residential overcrowding
6	None of the above

3. Quarterly Before and After PHOTOS

BEFORE	*AFTER*
6531 Rita Ave	**6531 Rita Ave**
	
3637 60th Pl	**3637 60th Pl**
	

4. Required Source Documentation		
	Report Provided	*Elements of Report*
1.	**Monthly Case Log Report** • **Provided each quarter**	**Report to include violations reported via third party complaint or through field observations. Reports to include the following:** • **Date received or observed** • **Address or location** • **Call Type** • **Census Tract** • **Target Area** • **Zone Type** • **Date of Initial Inspection** • **Blighted Conditions Observed**
2.	**Quarterly Performance Indicator Map** • **Provided each quarter**	**Target Area Map to include the following:** • **Parcels marked per status of case** o **AWAITING (inspection pending)** o **IN PROGRESS (violations being enforced)** o **COMPLETED (violations abated by owner or no violations observed)**
3.	**Monthly Referral Log Report** • **Provided each quarter**	**Report to include the following:** • **Date of referral** • **Address or location** • **Program Referred** • **Department responsible for follow-up** • **How was the referral made** • **Referral Status** o **Completed application** o **Department to handle**
4.	**Monthly/Quarterly Activity Report** • **Provided each quarter**	**Report to include the following:** • **Beginning cases for each CEO** • **Assigned cases for each CEO** • **Closed cases for each CEO** • **Ending cases for each CEO**
5.	**Quarterly Closed Cases Report** • **Provided each quarter**	**Report to include the following:** • **Call Type** • **Violation Type** • **Created Date** • **Closed Date** • **Address**

EXHIBIT K

CITY OF HUNTINGTON PARK ENHANCED CODE ENFORCEMENT
FY 2017-2018
JULY 2017 STATS

BLIGHTING CONDITION CODES

Adverse Physical Conditions

- **A-** Substandard housing
- **B-** Unsafe building condition(s)
- **C-** Aging, deteriorating, and poorly maintained propertys/buildings, often interspersed with well-maintained buildings.
- **D-** Inadequate and obsolete infrastructure (utilities, sewers, etc)
- **E-** None of the above.

Adverse Economic Conditions

- **1-** High business vacancies, low commercial leases, and high turnover
- **2-** Vacant and underutilized land or buildings.
- **3-** Depreciated or stagnant property values and evidence of disinvestment.
- **4-** Hazardous waste and other negative environmental conditions.
- **5-** Residential overcrowding.
- **6-** None of the above.

Date	Address/ Location	Call Type	Census Tract	Target Area	Zoning	Violation(s)	Violation Info	Violation Type	Blighting Conditions Observed		Date(s) of Follow-Up Inspections		Citation Issued? Y / N	Date of Compliance / Case Closed	Reported by:	Assigned to:
									Physical Condition	Economic Condition	1st	2nd				

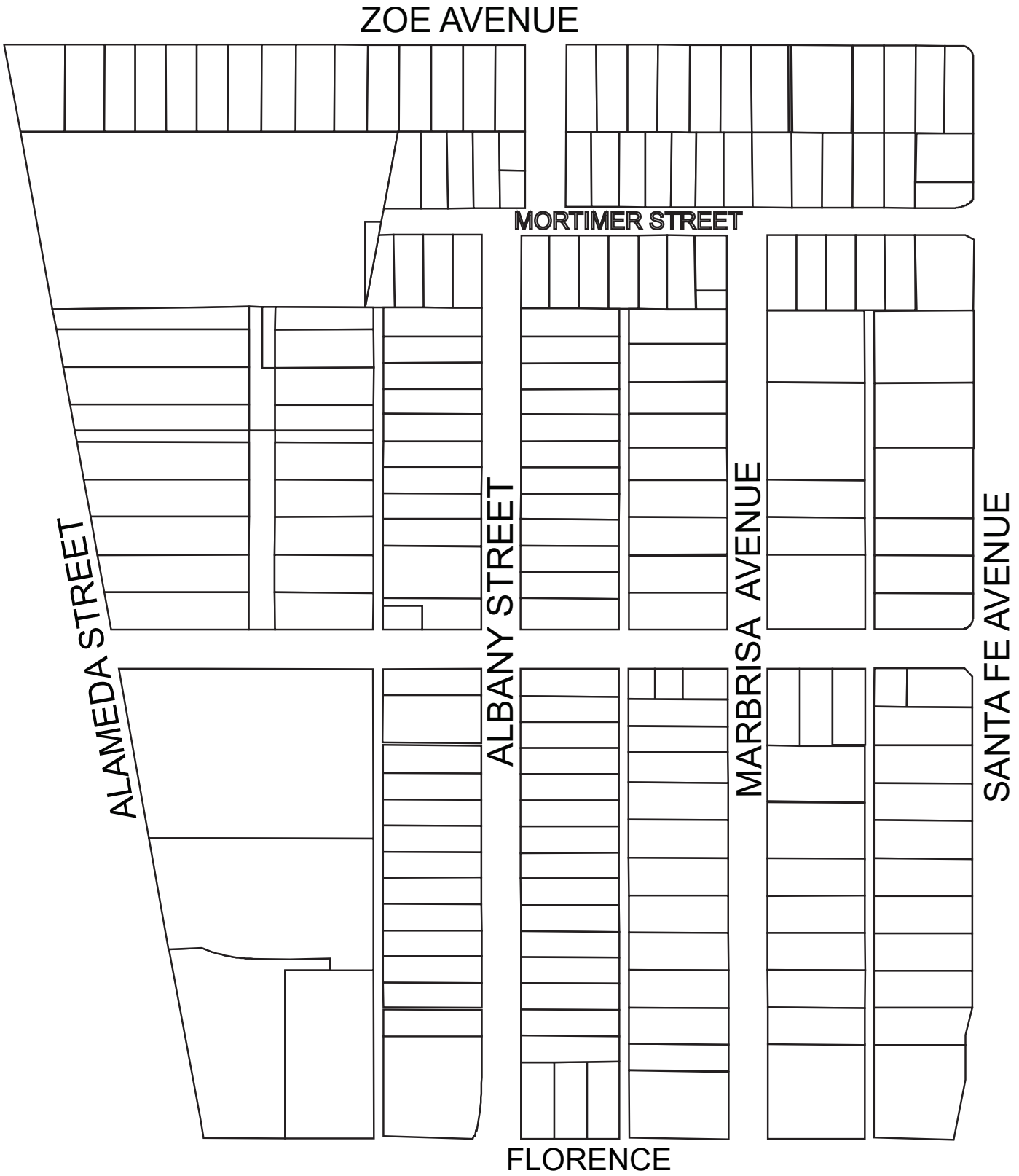
EXHIBIT L

City of Huntington Park Enhanced Code Enforcement
Target Area 2: Progress Map
Fiscal Year _____ Quarter _____



Awaiting (inspection pending)
In Progress (violations are being enforced)
Completed (violations were abated by owner or no violations observed)

City of Huntington Park Enhanced Code Enforcement
Target Area 1: Progress Map
Fiscal Year _____ Quarter _____



Awaiting (inspection pending)
In Progress (violations are being enforced)
Completed (violations were abated by owner or no violations observed)

EXHIBIT M

Huntington Park Code Enforcement Activity Report

2017-06-01 to 2017-06-30

Jonathan Zapien

Beginning Open	71	Residential	Commercial
Proactive	21		
Building Code Violations	1	0	1
Building Maintenance	6	0	6
Inoperable Vehicles	4	4	0
Property Maintenance	10	1	8
Reactive	50		
Building Code Violations	17	2	10
Building Maintenance	12	2	10
Garage Conversion	4	3	0
Illegal Units	5	3	0
Inoperable Vehicles	2	1	1
Property Maintenance	10	5	4

Assigned	78	Residential	Commercial
Proactive	62		
Building Code Violations	2	1	1
Building Maintenance	2	0	1
Property Maintenance	32	26	6
Referral	26	18	7
Reactive	16		
Building Code Violations	5	0	3
Building Maintenance	3	2	1
Illegal Units	1	0	1
Inoperable Vehicles	1	0	1
Property Maintenance	6	1	5

Closed	83	Residential	Commercial
Proactive	65		
Building Maintenance	1	0	1
Inoperable Vehicles	1	1	0
Property Maintenance	36	27	9
Referral	27	19	7
Reactive	18		
Building Code Violations	5	1	2
Building Maintenance	2	0	2
Illegal Units	2	1	0
Inoperable Vehicles	1	0	1
Property Maintenance	8	2	5

Ending Open	69	Residential	Commercial
Proactive	21		
Building Code Violations	3	1	2
Building Maintenance	7	0	6
Inoperable Vehicles	3	3	0
Property Maintenance	8	2	5
Reactive	48		
Building Code Violations	17	1	11

EXHIBIT N

CLOSED CASES FY 2016-2017 4TH Quarter

Closed Date:2017-04-01 to 2017-06-30, Code Enforcement Group By:Assigned To Sort By:Newest

Call Type	Violation(s)	Created Date	Closed Date	Address	Parcel/Census Tract	Property Type
App-Order Admin						
	Building Code Violations	10/31/2016	05/18/2017	2601-2607 East Gage Avenue		
count: 1						
Jonathan Zapien						
Proactive	Referral	04/05/2017	04/06/2017	7004 PACIFIC BLVD	5331.04	Commercial
Proactive	Property Maintenance	03/17/2017	04/06/2017	6832 PACIFIC BLVD	5331.04	Commercial
Reactive	Property Maintenance	03/08/2017	04/07/2017	6700 PACIFIC BLVD	5331.04	Commercial
Proactive	Property Maintenance	03/23/2017	04/07/2017	6514 PACIFIC BLVD	5326.05	Commercial
Proactive	Referral	04/07/2017	04/08/2017	6311 PACIFIC BLVD	5326.05	Commercial
Proactive	Property Maintenance	04/08/2017	04/08/2017	3514 FLOWER ST	5345.02	Residential
Proactive	Property Maintenance	04/08/2017	04/08/2017	3520 FLOWER ST	5345.02	Residential
Proactive	Referral	04/08/2017	04/08/2017	6722 PACIFIC BLVD	5331.04	Commercial
Proactive	Referral	04/08/2017	04/08/2017	3520 FLOWER ST	5345.02	Residential
Proactive	Referral	04/08/2017	04/08/2017	3514 FLOWER ST	5345.02	Residential
Proactive	Property Maintenance	04/08/2017	04/08/2017	6221 PACIFIC BLVD	5326.05	Commercial
Proactive	Referral	04/08/2017	04/08/2017	6010 ARBUTUS AVE APT G	5325	Residential
Proactive	Referral	04/08/2017	04/08/2017	6300 PACIFIC BLVD	5326.05	Commercial
Proactive	Property Maintenance	04/08/2017	04/08/2017	3517 FLOWER ST	5345.02	Residential
Proactive	Property Maintenance	04/07/2017	04/20/2017	2560 CLARENDON AVE	5326.05	Commercial
Proactive	Referral	04/15/2017	04/21/2017	6722 RUGBY AVE	5331.04	Commercial
Proactive	Referral	04/07/2017	04/12/2017	6312 PACIFIC BLVD	5326.05	Commercial
Proactive	Referral	04/14/2017	04/15/2017	6712 MARBRISA AVE	5331.03	Commercial

EXHIBIT O

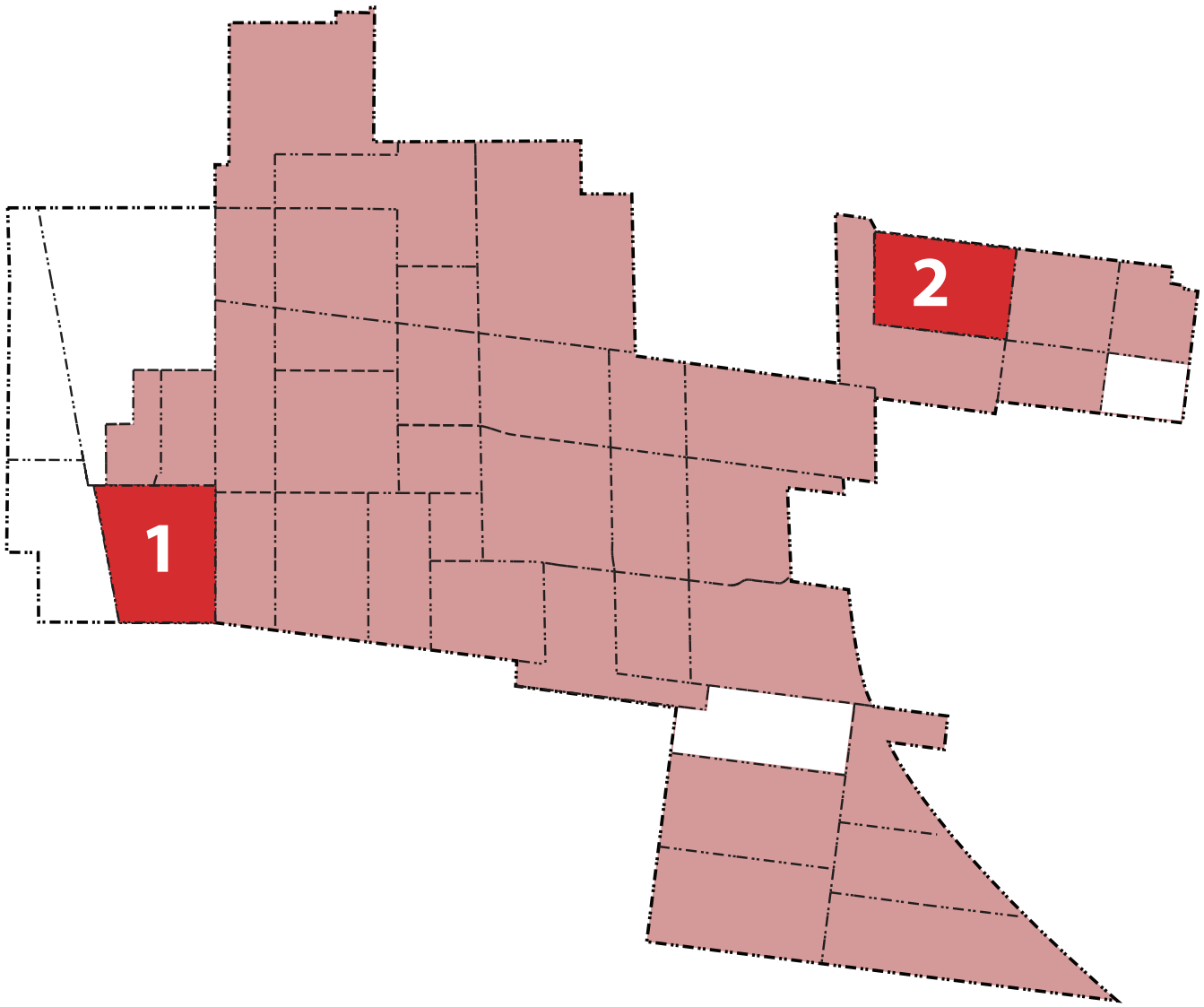
Code Enforcement Referral Log
August-17

Date	Address / Location	Name of Person Contacted	Relationship to Property	Program Referred	Department Responsible for Referral Follow-Up	Contact for Program *(If any)*	Referred via? *(email, handout, phone, etc.)*	Referral Status? *(completed application w/ program manager, or dept. is handling referral)*	Code Enforcement Officer
Example - 10/1/09	*1234 Miles Avenue*			*GPC (graffiti removal)*	*Public Works*		*Phone*	*completed*	*Haining*

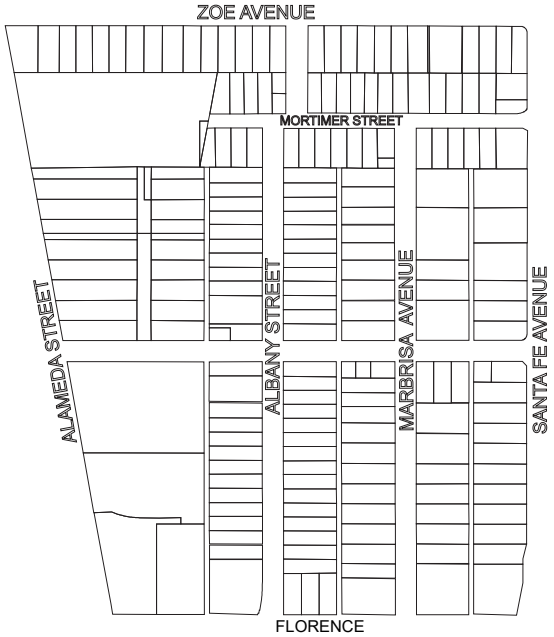
ATTACHMENT “B”

City of Huntington Park
Enhanced Code Enforcement

CDBG Target Areas
FY 2017-18 through FY 2019-20



Target Area 1
5331.03 Block Group 2



Target Area 2
5335.01 Block Group 1



CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF A FIRST AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT (PSA) WITH LAN WAN ENTERPRISE, INC. TO PROVIDE CABLING INSTALLATION FOR THE CITY'S NETWORK SYSTEM

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve First Amendment to the Professional Services Agreement with Lan Wan Enterprise, Inc. (Lan Wan) approving an expansion of existing services for the purpose of having Lan Wan or a subcontractor, subject to the City's approval, to enhance and install new Ethernet cable for the City's network system for an amount not to exceed $85,000;

2. Make a finding to waive formal bidding requirements pursuant to Huntington Park Municipal Code, Section 2-5.12 and further find that due to Lan Wan's special knowledge and expertise in the City's network system that Lan Wan can provide this service and installation in the most efficient and economical manner; and

3. Authorize the Mayor to execute the first amendment to agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In the process of Lan Wan managing and overseeing the City's network system, it was discovered certain improvements must be addressed that results in a cabling installation amendment to their Professional Services Agreement.

This amended scope of work would result in improved technological services throughout City Hall and its other facilities. Since Lan Wan has the essential knowledge and expertise in the City's IT and network system, they or a subcontractor of their choice, subject to the City's approval would be best to provide such service.

FISCAL IMPACT/FINANCING

Funding for IT improvements was approved in the City's FY 2017-18 Adopted Budget under account number 475-9010-419.74-10 for $150,000. No additional budget appropriation is required.

CONCLUSION

Approval of the First Amendment along with the findings set forth above will allow for the cabling network installation to commence and for significant improvements to the City's overall IT system.

Respectfully submitted,



RICARDO REYES
Acting City Manager



JOHN ORNELAS
Acting Finance Director

ATTACHMENT(S)

A. Draft First Amendment to Professional Services Agreement (PSA) with Lan Wan Enterprise, Inc.

ATTACHMENT “A”

DRAFT

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN LAW WAN ENTERPRISE, INC. AND THE CITY OF HUNTINGTON PARK

This FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT ("First Amendment") BETWEEN LAN WAN ENTERPRISE, INC. ("Consultant") AND THE CITY OF HUNTINGTON PARK ("City") is entered into on the _____ day of November, 2017.

I. RECITALS

A. On December 1, 2016, the City and Consultant entered into a Professional Services Agreement ("Agreement") with the Consultant to provide a Statement of Work as set forth in Exhibit A to the Agreement, which provides, in part, for Consultant to perform general technology, networking and IT services for the City and its various facilities.

B. In the process of providing these services, the Consultant has identified the need for general network cabling improvement, enhancement and installation for the IT system.

C. The purpose of this First Amendment is to amend the scope of services to authorize the Consultant, or a subcontractor of their choosing, subject to the approval of the City staff, to perform the work as defined in Exhibit 1 attached to this First Amendment. The City Council hereby authorizes the work herein to be award without the formal bidding requirements pursuant to Huntington Park Municipal Code, Section 2-5.12 and further finds that due to Consultant's special knowledge and expertise in the City's network system that Consultant can provide this service and installation in the most efficient and economical manner

D. All terms and conditions of services contained in the Agreement not specifically amended by this First Amendment shall remain in full force and effect.

NOW, THEREFORE, City and Consultant agree as follows:

II. AMENDMENTS TO AGREEMENT

The Scope of Services is hereby amended to add the authorization for the Consultant or a Subcontractor, subject to the prior written consent of the appropriate City staff, to perform the Statement of Work ("SOW") as set forth in Exhibit 1, attached hereto and incorporated herein. The compensation for the work, equipment, materials and services for the additional SOW as set forth in Exhibit 1 shall be in an amount not to exceed Eighty Thousand and 00/100 Dollars ($80,000.00) and shall be invoiced and paid in the manner as set forth in the Agreement.

All provisions of the Agreement addressing Scope of Services, Changes and Additions to Statement of Work and Use of Subcontractors, in addition to all other provisions of the Agreement not herein changed by the terms of this First Amendment are to remain in full force and effect.

IN WITNESS WHEREOF, the City of Huntington Park (City) has caused this First Amendment to be signed and executed on its behalf by its Mayor and duly attested by its City Clerk, and by Lan Wan Enterprises, Inc. (Consultant) by its authorized officer.

LAN WAN ENTERPRISES, INC.	CITY OF HUNTINGTON PARK
_____	_____
Rami Dababneh	Marilyn Sanabria, Mayor
ATTEST	APPROVED AS TO FORM
_____	_____
Donna Schwartz, City Clerk	Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT 1 – ADDITIONAL WORK AUTHORIZED BY THE FIRST AMENDMENT

The scope of this project includes:

- All infrastructure will be installed according to local, state and federal building codes and according to industry best practices as of the date of installation.
- Installation, routing and termination of all new Ethernet cable
- All new infrastructure will be tested and certified with a finalized report provided no more than three (3) weeks from project completion.
- The contractor will label jacks at both ends according to the existing building scheme or as otherwise requested at time of installation by the City.
- Cable shall be Category 6A with correspondingly rated termination (color is not specified).
    - For Wireless Antenna runs, industrial-grade Ethernet cable required (Outdoor Shielded Ethernet Cable).
- Install (6) 48 Port Patch Panels
- New patch panels will be installed on two posts (data and VoIP) and will be located in newly constructed server room.
- Wireless Access Point jacks will all have the same color termination jack but will be different than the general use jacks.
- The contractor will use shielded cable for runs which may experience interference from other equipment along the run's path.
- The contractor will provide appropriate wire management components as requested by the City.
- The contractor shall be responsible for all obtaining permits and appropriate inspections/approvals as required by law.
- The contractor shall utilize wiring that is appropriate fire-rated and in compliance with all fire and electrical codes.
- The contractor shall ensure that the cabling is covered under warranty against defect for a minimum of one (1) year from the date of installation. Such warranty shall fully cover all repair/replacement costs, as well as time/labor/material costs associated with executing the warranty process.

General Information:

- 120 drops/stations (250 Cables)
    - 110 Drops / 2 Cables (55 workstations)
    - 10 Drops / 3 Cables (5 workstations)
- City Hall is a two story building
- Wireless Antenna located on roof of building
- There are approximately 25 offices, 4 conference rooms and series of cubicles workstations. Additional drops will be added for future expansion.

CITY OF HUNTINGTON PARK

Administration
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF A RESOLUTION ADOPTING THE CITY'S NEW POLICY PROHIBITING DISCRIMINATION, HARASSMENT, ABUSIVE CONDUCT AND RETALIATION

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt Resolution No. 2017-38, Repealing Resolution No's 85-80 and 92-49 and Adopting the City of Huntington Park's new Policy Prohibiting Discrimination, Harassment, Abusive Conduct and Retaliation.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On July 1, 2015, Assembly Bill 1825 provided the requirement for all supervisory staff to receive two (2) hours of sexual harassment training. The City complies with all sections of this law as required. In January 2015, AB 2053 passed which updated language from the original bill. City staff, in conjunction with the City Attorney's office, reviewed the existing City Policy, which was last adopted in 1992, and is suggesting updates to our existing policy to be consistent with the state requirements.

FISCAL IMPACT/FINANCING

No fiscal impact to the City for the recommended update to the policy.

CONCLUSION

Upon adoption of the resolution, the new policy will be distributed to all City employees and will also be used during the AB1825 Mandatory Sexual Harassment Prevention Training which will be scheduled after the adoption of the resolution.

Respectfully submitted,

RICARDO REYES
Acting City Manager

MARTHA V. CASTILLO
Director of Human Resources

ATTACHMENT(S)

A. Adopt Resolution No. 2017-38, Repealing Resolution Nos 85-80 and 92-49 and Adopting the City of Huntington Park's new Policy Prohibiting Discrimination, Harassment, Abusive Conduct and Retaliation (Exhibit A attached).

B. Resolution No. 85-80.

C. Resolution No. 92-49.

ATTACHMENT “A”

RESOLUTION NO. 2017-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK REPEALING RESOLUTION NO. 85-80 AND 92-49 AND ADOPTING A NEW CITY'S POLICY PROHIBITING DISCRIMINATION, HARASSMENT, ABUSIVE CONDUCT AND RETALIATION AND REPEALING

WHEREAS, the City of Huntington Park Policy Prohibiting Discrimination or Harassment of City Employees, adopted by Resolution 85-80 and amended by Resolution 92-49 is hereby repealed;

WHEREAS, a new form of policy has been prepared and presented to the City Council prohibiting discrimination, harassment, abusive conduct and retaliation of City employees;

WHEREAS, the City Council wishes to adopt that policy, as presented;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES RESOLVE AS FOLLOWS:

SECTION 1: Resolution Number 85-80 and 92-49 are hereby repealed.

SECTION 2. The City Council of the City of Huntington Park hereby adopts and approves the Policy Prohibiting Discrimination, Harassment, Abusive Conduct and Retaliation, a copy of which is attached hereto as Exhibit A.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution

PASSED, APPROVED AND ADOPTED this 7th day of November, 2017.

_____
Marilyn Sanabria, Mayor

ATTEST:

_____
Donna G. Schwartz, City Clerk

EXHIBIT “A”

CITY OF HUNTINGTON PARK
POLICY PROHIBITING DISCRIMINATION, HARASSMENT, ABUSIVE CONDUCT AND RETALIATION

I. PURPOSE STATEMENT

The City of Huntington Park ("City") is committed to providing a workplace in which all individuals are treated professionally and with respect; free from harassment, discrimination, abusive conduct and retaliation in the workplace. The City prohibits and does not tolerate the harassment of its employees by elected officials, the city manager, department heads, supervisors, co-employees or non-employees. Consistent with this commitment, the City's zero-tolerance Policy Prohibiting Discrimination, Harassment, Abusive Conduct and Retaliation ("Policy") complies with all state and federal laws prohibiting such conduct.

The City prohibits workplace discrimination and harassment based on protected characteristics listed below pursuant to the Fair Employment and Housing Act ("FEHA") (Government Code §12900 *et seq.*), Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*) and other state and federal laws:

- Age (40 or older)
- Ancestry
- Color
- Religion
- Disability (physical or mental and including HIV and AIDS)
- Marital Status
- Medical Condition (genetic characteristics, cancer or history of cancer)
- Genetic information
- Military and Veteran Status
- National Origin
- Race
- Sex (includes pregnancy, childbirth, breastfeeding, medical conditions relating to pregnancy, childbirth or breastfeeding)
- Gender, Gender Identity, and Gender Expression
- Sexual Orientation

The policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits and selection for training.

This policy applies to all officers, elected officials and employees of the City, including but not limited to, full-time and part-time employees, temporary employees, and persons working under contract for the city. Unpaid interns and volunteers are also protected under this policy.

II. RIGHTS OF THE EMPLOYEE

Each employee of the City has the right to a work environment free from discrimination, harassment, abusive conduct or retaliation, as defined by law. No elected official, department head, supervisor or co-employee has the right or authority to annoy, vex, harass,

discriminate, retaliate or engage in abusive conduct against any employee of the City. Any employee of the City who believes he or she is the victim or target of discrimination, harassment, abusive conduct, or retaliation has the right to seek corrective action.

III. GROUNDS FOR DISCIPLINE

The City has zero tolerance for harassment or any other form of unlawful discrimination. The City considers violations of this Policy to be serious matters. Any department head, supervisor or employee who engages in discrimination, harassment, abusive conduct, or retaliation will be subject to discipline calculated to end the harassment, up to and including immediate termination from employment. Disciplinary action shall be consistent with the nature and severity of the offense and any other factors relating to the fair and efficient administration of the City's operation.

IV. COMPLAINTS AND GRIEVANCE PROCEDURE

Elected officials, the city manager, department heads, supervisors or employees shall report incidents of discrimination, harassment, abusive conduct, or retaliation they experience or witness without fear of reprisal. Complaints should be in writing and should include a detailed description of the alleged violation and the names of the individuals and witnesses involved. Written complaints should be submitted to the Director of Human Resources.

Any City employee who feels he or she has been the target or victim of discrimination or harassment has the right to grieve that treatment and shall follow the grievance procedure established by Civil Service Rules & Regulations Section 12.

However, if the employee feels that he or she cannot follow the grievance procedure due to some reasonable circumstance, such as his or her supervisor or manager through whom he or she would have to proceed under the grievance procedure may be a perpetrator, then he or she may proceed directly to the department head, the City's Human Resources Director, the City Manager, or the City Attorney.

The City will take immediate and appropriate corrective action to end the conduct and to investigate the alleged violations. Any complaint of discrimination, harassment, abusive conduct, or retaliation will be thoroughly and competently investigated with the objectives of insuring that the complaint of conduct does not recur in the future, and determining what has already occurred so that appropriate corrective action, if any, can be taken.

The City will proceed with concern for confidentiality and an effort will be made to protect the privacy of parties and witnesses involved in the complaint. Notwithstanding, disciplinary action, hearing, legal action, or disclosure of public records under state law may result in broader information dissemination.

V. INVESTIGATION

The City will conduct prompt, objective, and thorough investigations of alleged violations of this Policy.

Upon the filing of a complaint with the City, the complainant will be provided with a copy of this policy. The Human Resources Department is the department designated by the City to investigate complaints of alleged violations of this Policy. However, the Human Resources Director may delegate the investigation to an outside agency upon his/her discretion. In the event the complaint is against the Human Resources Director, an outside investigator shall be appointed by the City Manager and/or City Attorney.

Based upon the investigation and any other relevant information, the investigator shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes conduct prohibited by this Policy. In making that determination, the investigator shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any occurred; and the conduct of the person complaining of harassment, discrimination, abusive conduct or retaliation. The determination of whether a violation occurred will be made on a case-by-case basis by the investigator.

If, after the investigation, the City determines that harassment, discrimination, abusive conduct, or retaliation occurred, the perpetrator will be subject to discipline calculated to end the harassment, up to and including immediate termination from employment. The City will advise the complainant that it has taken appropriate action.

VI. RETALIATION PROHIBITED

Retaliating against an employee because he or she made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing, or litigation related to prohibitions against violations of this Policy is strictly prohibited.

The initiation of a grievance for discrimination, harassment, abusive conduct or retaliation shall not cause any reflection on the employee, nor shall it affect such persons' future employment with the City. Acts or threats of retaliation are in and of themselves violations of this Policy, and are likewise prohibited.

It is also unlawful under state law and this policy prohibits the retaliation against employees and applicants who exercise certain rights afforded by the Labor Code, including, but not limited to the following: a wage claim pursuant to Section 98.6 of the Labor Code, a whistle-blower claim pursuant to Section 1102.5 of the Labor Code, a health or safety claim pursuant to Section 6310 of the Labor Code, victims of domestic violence, sexual assault, or stalking pursuant to Sections 230 and 230.1 of the Labor Code. It is also prohibited to retaliate against a person for requesting a reasonable accommodation based on a religious beliefs or disability, pursuant to Section 12940 of the Government Code.

VII. ADMINISTRATIVE AGENCIES

Employees may also contact the California Department of Fair Employment and Housing ("DFEH"), and/or the United States Equal Employment Opportunity Commission ("EEOC") and seek remedies through these agencies.

DFEH

The DFEH complaint process starts with filling out and filing a form a titled "pre-complaint inquiry." In general complainants must submit this form within one year of the last incident of discrimination, harassment, or retaliation. The DFEH's Los Angeles Office is located at 320 West 4th Street, 10th Floor, Los Angeles, California 90013. More information about the DFEH is available at www.dfeh.ca.gov.

EEOC

The EEOC complaint process begins with filing a "charge of discrimination." There are time limits for filing a charge depending on the type of employment discrimination. The EEOC's Los Angeles Office is located in the Roybal Federal Building, 255 East Temple St., 4th Floor, Los Angeles, California 90012. More information about the EEOC is available at www.eeoc.gov.

VIII. DISTRIBUTION AND MANDATORY TRAINING

This Policy shall be distributed to all current City employees within thirty (30) days of adoption of this Policy by the City. All future City employees shall receive a copy of this Policy at the time they assume employment with the City.

The City shall provide at least two (2) hours of training on sexual harassment and prevention of abusive conduct to all supervisory employees who have not received such training every two (2) years, pursuant to Section 12950.1 of the Government Code. Additionally, all newly hired supervisors are required to attend two (2) hours of training on sexual harassment and prevention of abusive conduct within six (6) months of their hiring or promotion.

Furthermore, all local agency officials (*i.e.,* members of local agency legislative bodies or elected local agency officials, who receive any type of compensation, salary, or stipend) must receive at least two (2) hours of sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter, pursuant to Sections 53237 and 53237.1 of the Government Code.

DISCRIMINATION DEFINED

A. DISCRIMINATION AND HARASSMENT

The City of Huntington Park strictly prohibits employment discrimination and harassment. The City prohibits workplace discrimination and harassment based on protected characteristics pursuant FEHA (Government Code §12900 *et seq.*), Title VII of the Civil

Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*) and other state and federal laws, including: Age (40 or older), Ancestry, Color, Religion, Disability (physical or mental and including HIV and AIDS), Marital Status, Medical Condition (genetic characteristics, cancer or history of cancer), Genetic information, Military and Veteran Status, National Origin, Race, Sex (includes pregnancy, childbirth, breastfeeding, medical conditions relating to pregnancy, childbirth or breastfeeding), Gender, Gender Identity, and Gender Expression, and Sexual Orientation. The City prohibits unlawful discrimination based on the perception that an individual has protected characteristics, or that an individual is perceived to associate with another having protected characteristics.

Any department head, supervisor or employee shall report incidents of discrimination they experience or witness without fear of reprisal, pursuant to Section IV of this Policy. The City will conduct prompt, objective, and thorough investigations of alleged discrimination, pursuant to Section V of this Policy. If, after the investigation, the City determines that harassment occurred, the perpetrator will be subject to discipline calculated to end the harassment, up to and including immediate termination from employment.

B. SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination.

Sexual harassment of an applicant, employee, intern or volunteer by a supervisor, management employee, co-worker or non-employee at the City, will not be tolerated.

Sexual harassment involves unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature when submission to sexual advances or behavior is made either explicitly or implicitly a term or condition of an individual's employment, submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature, including, but not limited to the following:

- **Verbal Conduct** such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitation, or comments.
- **Visual Displays** such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures.
- **Physical conduct** including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race, or any other protected basis.
- **Threats and demands** to submit to sexual requests as a condition of continued employment, or avoid some other loss, and offers of employment benefits in return for sexual favors.

Additionally, prohibited sexual harassment may include sexual flirtation, advances, propositions; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's physical attributes or body, sexually degrading word uses to describe an individual; and the display in the workplace of sexually suggestive objects, cartoons, or pictures.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser can be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area of the City, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury or discharge of the victim.
- The harasser's conduct must be unwelcome.

Sexual Harassment is prohibited and can include the following:

- Sexual propositions.
- Sexual innuendo.
- Sexually suggestive comments, epithets or slurs.
- Sexually oriented teasing or kidding.
- Sexually oriented jokes.
- Obscene gestures of language.
- Obscene or sexually suggestive pictures or drawing.
- Physical contact, such as patting, pinching or touching.
- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying of sexual suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature such as graphic verbal commentaries about an individual's body, sexually degrading words to describe and individual, suggestive or obscene letters, notes or invitations.
- Offensive gestures (including attempts to look inside an employee's clothing).
- Questioning an employee about his or her sexual history or sexual practices.
- Any offensive touching (i.e., touching that would be found offensive under the circumstances by a reasonable person of the harassed employee's sex).
- Physical conduct such as touching, assault, impeding or blocking movements.

Any department head, supervisor or employee shall report incidents of sexual harassment they experience or witness without fear of reprisal, pursuant to Section IV of this Policy. The

City will conduct prompt, objective, and thorough investigations of alleged sexual harassment, pursuant to Section V of this Policy. If, after the investigation, the City determines that harassment occurred, the perpetrator will be subject to discipline calculated to end the sexual harassment, up to and including immediate termination from employment. City employees may also file complaints with state and federal agencies listed in Section VII of this Policy.

C. ABUSIVE CONDUCT

Abusive conduct means conduct of an employer in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interest. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

ATTACHMENT “B”

RESOLUTION NO. 85- 80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK APPROVING POLICY PROHIBITING DISCRIMINATION OR HARASSMENT OF CITY EMPLOYEES.

WHEREAS, a form of policy has been prepared and presented to the City Council prohibiting discrimination or harassment of City employees; and

WHEREAS, the City Council wishes to adopt that policy, as presented;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES RESOLVE AS FOLLOWS:

SECTION 1: The attached form of Policy Prohibiting Discrimination or Harassment of City Employees is hereby approved.

SECTION 2: The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 5th day of August, 1985.

Mayor of the City of Huntington Park

ATTEST:

City Clerk

CITY OF HUNTINGTON PARK POLICY PROHIBITING DISCRIMINATION OR HARASSMENT OF CITY EMPLOYEES

1. STATEMENT OF POLICY.

The City of Huntington Park strongly and unequivocally opposes discrimination and harassment in the City work force. The City expects Department Heads and Supervisors to convey strong disapproval of such behavior to their employees by their example.

2. REASON FOR POLICY.

Discrimination and harassment undermine the integrity of the employment relationship. Discrimination and harassment can result in economic loss to both the City and the employee, cause reduced productivity, excessive employee absenteeism and turnover, loss of morale, polarization of staff, and decrease in management credibility.

3. RIGHTS OF THE EMPLOYEE.

Each employee of the City has the right to a discrimination-free and harassment-free work environment. No Department Head, Supervisor or co-employee has the right or authority to annoy, vex, harass or discriminate against any employee of the City. Any employee of the City who believes he or she is the victim or target of discrimination or harassment has the right to seek and insist upon corrective action.

4. DISCRIMINATION DEFINED.

Discrimination is defined as the biased or prejudiced treatment of an employee because of his or her race, ancestry, national origin, religious creed, color, marital status, or handicap.

5. HARASSMENT DEFINED.

Harassment is defined as unsolicted and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, written or visual conduct of a sexual nature which occurs under any one of three circumstances: (1) submission is made either explicitly or implicitly as a term or condition of employment; (2) submission or rejection of an employee is used as a basis for employment decisions effecting the employee; (3) such conduct has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive working environment.

All sexual harassment is prohibited and examples include sexual flirtations, advances, propositions; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's physical attributes or body, sexually degrading words uses to describe an individual; and the display in the work place of sexually suggestive objects, cartoons or pictures.

6. GROUNDS FOR DISCIPLINE.

Participation in or encouragement of discrimination or harassment is grounds for discipline as set forth in Civil Service Rule 9.1(i).

7. GRIEVANCE PROCEDURE.

Any City employee who fees he or she has been the target or victim of discrimination or harassment has the right to grieve that treatment and shall follow the grievance procedure established by Civil Service Rule 12.3(f).

8. RETALIATION PROHIBITED.

The initiation of a grievance for discrimination or harassment shall not cause any reflection on the employee, nor shall it affect such persons' future employment with the City. Acts or threats of retaliation are in and of themselves violations of this Policy, and are likewise prohibited.

9. CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

Any City employee who files a grievance for discrimination or harassment pursuant to Civil Service Rule 12 and is dissatisfied with the results of the investigation and outcome of the grievance procedure, may contact the California Department of Fair Employment and Housing, 322 West First Street, Los Angeles, California 90012, telephone number: (213) 620-2610.

10. DISTRIBUTION.

This Policy shall be distributed to all current City employees within thirty (30) days of adoption of this Policy by the City. All future City employees shall receive a copy of this Policy at the time they assume employment with the City.

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

I, MARILYN A. BOYETTE, City Clerk of the City of Huntington Park, do hereby certify that the foregoing resolution, being Resolution No. 85-80, was passed and adopted by the City Council of the City of Huntington Park, 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 5th day of August, 1985, and that the same was passed and adopted by the following vote, to wit:

AYES: Councilmen- Hennes, Cunningham, Parks, Jackson, Roberts

NOES: Councilmen- None

ABSENT: Councilmen- None

Marilyn A. Boyette
City Clerk

ATTACHMENT “C”

RESOLUTION NO. 92-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AMENDING THE CITY OF HUNTINGTON PARK POLICY PROHIBITING DISCRIMINATION OR HARASSMENT OF CITY EMPLOYEES.

THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES RESOLVE AS FOLLOWS:

SECTION 1: Section 3 of the City of Huntington Park Policy Prohibiting Discrimination or Harassment of City Employees, adopted by Resolution No. 85-80 ("the Policy"), is hereby amended to read as follows:

> Each employee of the City has the right to a discrimination-free and harassment-free work environment. No elected official, department head, supervisor or co-employee has the right or authority to annoy, vex, harass or discriminate against any employee of the City. Any employee of the City who believes he or she is the victim or target of discrimination or harassment has the right to seek and insist upon corrective action.

SECTION 2: Section 4 of the Policy is hereby amended to read as follows:

> Discrimination is defined as the biased or prejudiced treatment of an employee because of his or her race, ancestry, national origin, religious creed, political beliefs, color, marital status or handicap.

SECTION 3: Except as amended herein, the Policy remains in full force and effect.

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

///

PASSED, APPROVED AND ADOPTED this 15th day of June 1992.

Mayor of the City of Huntington Park

ATTEST:

City Clerk

hpres\harass.res

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

I, MARILYN A. BOYETTE, CITY CLERK OF THE CITY OF HUNTINGTON PARK, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 92-49, was passed and adopted by the City Council of the City of Huntington Park, 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 15th day of June, 1992, and that the same was passed and adopted by the following vote, to wit:

AYES: Councilmen - Loya, Cunningham, Jackson, Hernandez, Perez

NOES: Councilmen - None

ABSENT: Councilmen - None

Marilyn A. Boyette
City Clerk

CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF A REQUEST FOR ADDITIONAL BUDGET APPROPRIATION FOR SERVICE LEVEL REQUEST AGREEMENT WITH THE COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE AND CONTROL

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve additional budget appropriation of $ 28,557 for the increase to Animal Care and Control Services Agreement with the County of Los Angeles, Department of Animal Care and Control.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of Huntington Park has received animal sheltering services for several years from the Los Angeles County Department of Animal Care and Control through a contractual agreement. The current agreement is in effect from July 1, 2014 through June 30, 2019. The billing rates for sheltering costs is reviewed every year by Los Angeles County and new increases can be implemented if the County deems it necessary. Recently the City received the proposed billing rates for FY 17-18 pursuant to the agreement. The fees to the City for services are based on the city's level of use. See table below for estimated financial impact to the City.

Contract Year	Cost
2016-2017 – Actual	$111,430
2017-2018 – Estimate	$127,557
Estimated Increase	$16,127 (14.47%)

FISCAL IMPACT/FINANCING

Funding for the animal sheltering services agreement with Los Angeles County Department of Animal Care and Control was approved in the City's FY 17-18 Adopted Budget in account # 111-7065-441.56-41 for $99,000. With the proposed billing rates received by the County of Los Angeles for FY 17-18, this service is expected to be $127,557 (based on FY 16-17 estimated actual). Staff is requesting an additional budget appropriation of $28,557 to account #111-7065-441.56-41 to cover these services for the remainder of the fiscal year.

CONCLUSION

Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,



RICARDO REYES
Assistant City Manager



Chief of Police

ATTACHMENT(S)

A. Animal Control Agreement.

B. FY 2017-18 Service Level Request.

ATTACHMENT “A”

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

TABLE OF CONTENTS

COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE
AND CONTROL AND CITY OF HUNTINGTON PARK

PARAGRAPH	TITLE	PAGE
RECITALS	.....	2
1.0	AGREEMENT TO PROVIDE SERVICES UNDER STATE AND LOCAL STATUTES.....	2
2.0	ADMINISTRATION OF PERSONNEL.....	2
3.0	DEPLOYMENT OF PERSONNEL.....	4
4.0	PERFORMANCE OF CONTRACT.....	4
5.0	INDEMNIFICATION.....	4
6.0	TERM OF CONTRACT.....	5
7.0	RIGHT OF TERMINATION.....	5
8.0	CONTRACT SUM.....	5
9.0	PAYMENT PROCEDURES.....	6
10.0	ENTIRE AGREEMENT.....	6
	SIGNATURES.....	8

CITY OF
HUNTINGTON PARK
CITY CLERK
2014 AUG 14 PM 2:23

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE AND CONTROL AND CITY OF HUNTINGTON PARK

THIS AGREEMENT is made by and between the COUNTY OF LOS ANGELES, hereinafter referred to as County, and the CITY OF HUNTINGTON PARK, hereinafter referred to as City.

RECITALS

a. The City is desirous of contracting with the County for the performance of animal care and control functions described herein by the County.

b. The County of Los Angeles is agreeable to rendering such services on the terms and conditions set forth in this Agreement.

c. Such contracts are authorized and provided for by the provisions of Section 56-1/2 and 56-3/4 of the Charter of the County of Los Angeles and Section 51300 et seq. of the Government Code of the State of California.

1.0 AGREEMENT TO PROVIDE SERVICES UNDER STATE AND LOCAL STATUTES

1.1 The County agrees, through the County Department of Animal Care and Control, to provide general animal care and control services within the corporate limits of the City to the extent and in the manner hereinafter set forth.

1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by the County under the Charter of the County and the Statutes of the State of California and under the municipal codes of the City. The County will provide services in accordance with the provisions of Title 10, Animals of the Los Angeles County Code, and all amendments thereto, except as otherwise agreed by the parties in the attached Service Level Request.

2.0 ADMINISTRATION OF PERSONNEL

2.1 The rendition of the services performed by the County, the standards of performance, the discipline of officers and staff, and the matters incident to the performance of such services and the control of personnel so employed shall remain with the County.

2.2 In the event of a dispute between the parties to this contract as to the extent of the duties and functions to be rendered hereunder, or the

minimum level or manner of performance of such service, the City shall be consulted and a mutual determination thereof shall be made by both the County and the City.

2.3 With regard to Sections 2.1 and 2.2, the County, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.

2.4 All City employees who work in conjunction with the County's Department of Animal Care and Control pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No City employee as such shall become employees of the County unless by specific additional agreement in the form of a merger contract which must be concurrently adopted by the City and County. To the extent the County provides the City with animal licensing services, City employees or their agents shall not perform any function related to the licensing of animals, including collection of license fees, penalties, or field enforcement fees, except as otherwise agreed to by the parties in the attached Service Level Request of other prior written agreement. Field enforcement fees will only be collected for services performed by employees of the County of Los Angeles Department of Animal Care and Control.

2.5 For the purpose of performing services and functions, pursuant to this Agreement and only for the purpose of giving official status to the performance thereof, every County officer and/or employee engaged in performing any such service and function shall be deemed to be a contracted officer or employee of the City while performing such service for the City, as long as the service is within the scope of this Agreement and in a municipal function.

2.6 The contracting City shall not be called upon to assume any liability for the direct payment of any County Department of Animal Care and Control salaries, wages, or other compensation to any County personnel performing services hereunder for said City. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment as a contract employee of the City.

2.7 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Services Rules to which it is subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this contract be read and understood to prohibit discrimination.

3.0 DEPLOYMENT OF PERSONNEL

3.1 Services performed hereunder and specifically requested by the City shall be developed in conjunction with the County Department of Animal Care and Control.

3.2 The City agrees to complete a Service Level Request form annually (Attachment A) and the level of service to be provided and contract sum shall be signed and authorized by the City and the County Department of Animal Care and Control or his/her designee and shall be attached to this contract as an amendment.

3.3 The City may request a change in level of service and complete an additional Service Level Request form and submit such form to the County Department of Animal Care and Control. The revised level of service to be provided and contract sum shall be signed and authorized by the City and the County Department Animal Care and Control or his/her designee and attached to this contract as an amendment to the level of service and the contract sum.

3.4 The City is not limited to the foregoing services indicated, but may also request any other services in the field of public safety, animal welfare, or related fields within the legal power of the Director of Animal Care and Control to provide.

4.0 PERFORMANCE OF CONTRACT

4.1 For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the agreed level of service to be rendered hereunder.

4.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.

4.3 Notwithstanding the foregoing, it is mutually agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied by the City at its own cost and expense.

5.0 INDEMNIFICATION

5.1 The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991, and/or a revised Joint Indemnity Agreement approved by the Board of Supervisors on August 9, 1993. Whichever of these documents the City has signed later in time is currently in effect and

hereby made a part of and incorporated into this Agreement as if set out in full herein.

5.2 In the event the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the Joint Indemnity Agreement previously in effect between the parties hereto.

6.0 TERM OF CONTRACT

6.1 Unless sooner terminated as provided for herein, this Agreement shall be effective July 1, 2014, and shall remain in effect until June 30, 2019.

6.2 At the option of the Board of Supervisors and with the consent of the City Council, this Agreement may be renewable for successive periods not to exceed five years each.

7.0 RIGHT OF TERMINATION

7.1 Either party may terminate this Agreement as of the first day of July of any year upon notice in writing to the other party of not less than 60 days prior thereto.

7.2 Notwithstanding any provision herein to the contrary, the City may terminate this Agreement upon notice in writing to the County given within 60 days of receipt of hereunder, and in such an event this Agreement shall terminate 60 calendar days from the date of the City's notice to the County.

7.3 This Agreement may be terminated at anytime, with or without cause, by either party upon written notice given to the other party at least 180 days before the date specified for such termination.

7.4 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 CONTRACT SUM

8.1 The City shall pay for the services provided under the terms of this service agreement at the rate established by the County's Department of Animal Care and Control and approved by the Auditor-Controller.

8.2 The rates indicated in the Service Level Request form shall be readjusted by the County annually effective the first day of July each year to reflect the cost of such service in accordance with the policies and procedures for

the determination of such rate as adopted by the County Board of Supervisors.

8.3 The City shall be billed based on the service level provided within the parameters of the Service Level Request form.

8.4 The cost of other services requested pursuant to this Agreement and not set forth in the Service Level Request form shall be determined by the County's Department of Animal Care and Control and in accordance with the policies and procedures established by the County Board of Supervisors.

9.0 PAYMENT PROCEDURES

9.1 The County, through the County of Los Angeles Department of Animal Care and Control, shall render to said City within 15 days after the close of each calendar month a summarized invoice which covers all services performed during said month, and said City shall pay County for all undisputed amounts within 30 days after date of said invoice.

9.2 If such payment is not delivered to the County office which is described on said invoice within 60 days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within 15 days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within 60 days after the dispute resolution is memorialized.

9.3 Interest shall be calculated at the rate of seven percent (7%) annually or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution is memorialized.

9.4 Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within 60 days after the date of the invoice, or in the case of disputed amounts, from the date the resolution is memorialized, the County may satisfy such indebtedness, including interest thereon, from any funds of the City on deposit with the County without giving further notice to City of County's intention to do so.

10.0 ENTIRE AGREEMENT

10.1 This Agreement and Attachment A hereto, constitute the complete and exclusive statements of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter hereof. All changes or amendments to this

Agreement must be in writing and mutually executed by authorized personnel on behalf of the City and the County. The Director of Animal Care and Control or his/her designee is authorized by the County to execute supplemental agreements.

//
//
//

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT
COUNTY OF LOS ANGELES DEPARTMENT OF ANIMAL CARE
AND CONTROL AND CITY OF HUNTINGTON PARK

IN WITNESS WHEREOF, the County of Los Angeles Board of Supervisors has caused this Agreement to be subscribed by its Chair and the City has caused this Agreement to be subscribed on its behalf by its authorized officer.

COUNTY OF LOS ANGELES

By _____
MARCIA MAYEDA
Director, Animal Care and Control

CITY OF HUNTINGTON PARK

By _____
Julio Morales, Interim City Manager

ATTEST:

By _____ 7/23/14
Todd Litfin,
Interim City Attorney Date

By _____ 07/23/2014
Yesenia Gomez,
Acting Jr. Deputy City clerk Date

APPROVED AS TO FORM:
RICHARD D. WEISS
~~JOHN KRATTLI~~
Acting County Counsel

By _____
Principal Deputy County Counsel

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

COUNTY OF LOS ANGELES
DEPARTMENT OF ANIMAL CARE AND CONTROL

AND

THE CITY OF

HUNTINGTON PARK

FY 2014-15 SERVICE LEVEL REQUEST

Part One: Billing Rates for the period July 1, 2014, through June 30, 2015

Kennel Services*	
Dog and Cat per day	$20.07
Other animals per day	$ 9.95
Observation per day	$24.08
Dog license processing per license	$ 2.45
Dead animal disposal per animal	$12.84
Field Services per hour	$85.02
Animal License Field Enforcement per hour	$67.34
Liability Trust Fund (applied to **Field Services** and **Animal License Field Enforcement** hourly amounts **only**)	4%

Part Two: Annual/Amended Service Request Approval

Alfred Martinez		7.15.14
Authorized Representative (Printed Name)	Authorized Signature (Signature)	Date

Lieutenant Huntington Park Police	(323) 826 - 6649
Title	Telephone Number

Part Three: Annual Service Level

Standard Shelter Services:

Full Service - All animals acquired in the field, within the boundaries of the City or determined to have originated within the boundaries of the City, may be impounded at a County animal care center. Impounded animals will be vaccinated and provided medical care, food, and shelter. The animal's picture will generally be posted on the Department's website to assist residents in reclaiming a lost or missing pet. Residents may also visit the associated animal care center to find their lost or missing pet. The hours of operation of each animal care center are scheduled at the discretion of the Department. **See Part One for the associated shelter services billing rates.**
Primary animal care center*: (Downey Animal Care Center)

*The Department shall take reasonable action to shelter all animals at this location. There may be circumstances in which the Department must shelter animals at an alternate location. In general, such sheltering shall be temporary and animals shall subsequently be transferred to the primary animal care center.

Contract cities are charged for the first five days of care for animals impounded within the city's jurisdiction. If an animal leaves our care earlier for any reason, cities will be charged based upon the actual number of days (1-4). If an animal is redeemed, the redemption fees collected from owners will be credited to the city up to the maximum number of days that would otherwise be billed. The County assumes liability and disposition of these animals after five days with the exception of animals held as a result of a seizure or criminal case, abandoned animals, observation animals (quarantine), potentially dangerous or vicious dogs, and return to owner animals.

Below are the kennel services maximum number of days billed and the description:

*Kennel Services Description	Maximum number of days billed
Kennel Services: Stray or relinquished animals.	5 days
Private Veterinarian: If the owner is unable to be located and the injury or condition is life threatening and the scene of the incident is not in the vicinity of a County animal care center, or if the medical staff at the animal care center are not available, the animal will be taken to the nearest private contract veterinarian. Cities will be charged for the private contracted veterinarian visit.	5 days
Observation Animals: Animal bite that causes any penetration of the skin by teeth which requires a bite report be taken and the animal quarantined. The animal will be placed in quarantine confinement and observed for ten (10) days minimum from the date of the bite at the discretion of the Department of Veterinary Public Health.	10 days
Return to Owner Animal: The owner or person entitled to the custody of any animal impounded can redeem such animal by paying impound and boarding fees accruing up to the time of such redemption.	10 days
Abandoned Animals: Hold at least fifteen (15) calendar days; determine whether the owner had an agreement with someone to care for the animal in their absence, post a Form 58 (Notice of Impoundment) at the premises for the owner if they return, and mail a registered or certified letter to the last address	15 days
Special Intake: Confiscated, Court Case, Police Request, Owner Arrested, Potentially Dangerous or Vicious Dog	Unlimited days

Field Services:

The County will provide the services set forth below in accordance with the provisions of the Los Angeles County Code, Title 10 - Animals, and all amendments, except as otherwise agreed to by the parties in this Service Level Request.

☐ Standard Service Plan - Includes answering calls for service (24 hours per day, daily); dispatching or assigning field staff; and performance of duties in the field based on priority, location, and availability of staff.

☐ Limited Standard Service Plan:

- Daily between the hours of ____ (a.m./p.m.) and ____ (a.m./p.m.)
- Weekend days and holidays
- Emergency Services - As needed
- Humane Investigations and Prosecution - As needed

Regular Business hour contact information:
Department Name: _____
Telephone: _____
Address: _____
_____
_____

Outreach and Enforcement Services:

County will enforce the fees set forth in Los Angeles County Code Section 10.90.010 et seq. unless the City provides an alternate fee schedule approved by the City and provided to the County.

Animal License Field Enforcement

License Enforcement Services - Provides for dedicated staff to perform license enforcement activities (issuing new licenses, license renewals, collecting delinquency charges and other fees) in the field.

☐ Authorized Animal License Enforcement Services

- County and City shall subsequently agree to the time and scope of this service.

☑ No Animal License Enforcement Services

- Note: All license enforcement revenue collected will be contributed toward offsetting the cost of services

Animal Facility Licensing

Animal Facility Licensing Services - Provides for dedicated staff to perform animal facility inspection and licensing to any lot, building, structure, enclosure, or premises for any animal related business or organization which is required to be licensed. The animal facility licensing staff inspects animal related facilities annually and when otherwise necessary, to ensure the health and safety of the public and animals. Businesses are provided a letter grade based on the results of the inspection. Animal facility licenses are generally valid for one year from the date of issue. The Department will inspect animal facilities and any revenues collected will offset services.

☐ Animal Facility Licensing

- o Licensing and Inspection/Grading Services

☑ No Animal Facility Licensing

Clinic(s)

In addition to the vaccination and licensing services provided in all County Animal Care Centers, the city may request the following additional services in its jurisdiction by checking the applicable box(es):

- ☐ Request County to provide or arrange for vaccination clinic(s) in its jurisdiction;
- ☐ If a vaccination clinic(s) is/are requested by checking the box above, the City also requests County to provide personnel to license animals during the vaccination clinic.

Part Four: License Information (required if the Department manages City licensing)

Standard Licensing Services:

License renewal notices are mailed or transmitted to the animal owner of record, the renewal and payment is received and processed annually on a fee per license basis. Licenses will be required before an animal will be released to a resident of a City participating in the Standard Licensing Services program. Fees from licenses collected will be credited to the City monthly in arrears.

☐ City has adopted the license fees outlined in Title 10 of the Los Angeles County Code

Altered Dog	$ 20.00	Altered Cat	$ 5.00
Unaltered Dog	$ 60.00	Unaltered Cat	$ 10.00
Senior* Dog	$ 7.50	*Senior age is defined as	60 years.
Delinquency Charge	$ Equal to Amount of License		

Delinquency Charge applies after: 10 days

Field Enforcement Fee $ 40.00 (licensing initiated in the field)

☐ City has adopted the following license fees:

Altered Dog	$_____	Altered Cat	$_____
Unaltered Dog	$_____	Unaltered Cat	$_____
Senior* Dog	$_____	Senior* Cat	$_____
_____	$_____	_____	$_____

*Senior age is defined as _____ years.

Delinquency Charge $_____

Delinquency Charge applies after: _____ days.

Field Enforcement Fee $_____ (licensing initiated in the field)

Current license fees adopted by the City on _____, 20_____.

☑ No Animal Licensing Services

Spay/Neuter Trust Fund:

The City may elect to contribute $5.00 per altered and unaltered dog licenses to the Spay/Neuter Trust Fund. The Spay/Neuter Trust Fund will allow the Department to offer a low cost spay/neuter program for the City's residents who wish to have their pets spayed or neutered but cannot afford the surgery. Once residents are qualified, Department staff will work with shelter clinics as well as mobile clinics to assist qualified residents in obtaining spay/neuter services in an area near them. Indicate preference by checking one of the following boxes:

☐ Participate in the mandatory Spay/Neuter Trust Fund

☑ No participation in the mandatory Spay/Neuter Trust Fund

Part Five: Animal Regulations/Enforcement (required if the Department performs field services)

The City hereby agrees to the enforcement of Title 10 as indicated below. Check one of the following boxes regarding Title 10 Enforcement.

☐ City agree to the enforcement of Title 10 with no exceptions

☐ City agrees to the enforcement of Title 10 with the following exception(s):

Records:

Upon reasonable notice, the Department shall make available to authorized representatives of City of Huntington Park, for examination, audit, excerpt, copy, or transcription, any pertinent transaction, activity, or other record relating to this Agreement. The City of Huntington Park shall ensure such records are handled in a manner consistent with all applicable privacy laws and all related to public records, including, but not limited to the Public Records Act (Government Code § 6250 et. seq.).

Part Six: Contact Information

Primary Contact

Name: LT. Alfred Martinez, Huntington Park Police
Address: 6542 Miles Avenue
Huntington Park, CA 90255
Telephone: (323) 826-6649
Alt. Telephone: (323) 826-6629
E-mail: amartinez@huntingtonparkpd.org

Alternate Contact

Name: Enrique Mendez, Code Enforcement
Address: 6542 Miles
Huntington Park, CA 90255
Telephone: (323) 826-6643
Alt. Telephone: (323) 826-6693
E-mail: emendez@huntingtonparkpd.org

ATTACHMENT “B”

Marcia Mayeda
Director

County of Los Angeles
Department of Animal Care and Control

Administrative Office
5898 Cherry Avenue
Long Beach, California 90805
(562) 728-4610 • Fax (562) 422-3408
http://animalcare.lacounty.gov

COUNTY OF LOS ANGELES ANIMAL CARE AND CONTROL

July 19, 2017

Animal Care Center (ACC) Locations

Agoura ACC
29525 Agoura Rd.
Agoura, CA 91301
(818) 991-0071

Baldwin Park ACC
4275 N. Elton St.
Baldwin Park, CA 91706
(626) 962-3577

Carson/Gardena ACC
216 W. Victoria St.
Gardena, CA 90248
(310) 523-9566

Castaic ACC
31044 N. Charlie Cyn. Road
Castaic, CA 91384
(661) 257-3191

Downey ACC
11258 S. Garfield Ave.
Downey, CA 90242
(562) 940-6898

Lancaster ACC
5210 W. Avenue I
Lancaster, CA 93536
(661) 940-4191

Palmdale ACC
38550 Sierra Highway
Palmdale, CA 93536
(661) 575-2888

Mr. Edgar Cisneros
City Manager
City of Huntington Park
6550 Miles Avenue Room 205
Huntington Park, CA 90255

Dear Mr. Cisneros:

SERVICE LEVEL REQUEST & UPDATES FOR CITIES

Thank you for your ongoing partnership in protecting the people and animals in the City of Huntington Park (City) and the County of Los Angeles (County). In the interest of maintaining current and accurate communication between the City and the County Department of Animal Care and Control (Department), we are providing the following information.

The purpose of this is fivefold: to notify you of the billing rates for Fiscal Year (FY) 2017-18, to provide you with the annual Services Level Request for the City's services selection options, to inform you of ways you can lower the City's sheltering cost by contributing to the Spay and Neuter Trust Fund, to provide you with information on the Department's upcoming Master Plan for facilities, and to provide an update on the status of the fee methodology study.

Billing Rates

As discussed in prior letters, the Department is providing you with the service rates for FY 2017-18. The Department, in conjunction with the County Auditor-Controller, has revised the contract city billing rates for FY 2017-18. The new rates are summarized on the first page of the FY 2017-18 Service Level Request (Attachment A). These rates were set forth by the Auditor-Controller and will take effect starting July 1, 2017.

Service Level Request

To ensure requested services implementation within your jurisdiction without interruption, we are seeking your cooperation in completing the enclosed Service Level Request (SLR) and submitting it **no later than August 9, 2017**. The completed form should be submitted to:

County of Los Angeles
Department of Animal Care and Control
Attention: Contract Management Division
5898 Cherry Avenue
Long Beach, CA 90805

We request that your city submit the SLR form by the deadline to ensure newly selected services will take effect on the first day of September. If the new fiscal year SLR form is not received to amend services, we will continue to provide service as indicated on the most current SLR form on file.

The completion of this annual SLR is consistent with the terms of the Services Agreement, providing the Department with an acknowledgement of planned services and allowing for operational planning and deployment of resources. During the fiscal year, you may also submit an amended request as needed. Any additions or deletions to services will be scheduled for implementation upon agreement by both parties.

Also enclosed is a breakdown and description of Kennel Days and Field Services (Attachment B) and FY 2017-18 Cost Estimates (Attachment C) for your reference.

Spay/Neuter Trust Fund

To minimize fiscal impact to your city, we encourage you to select the Spay/Neuter Trust Fund from the SLR. The Trust Fund is an option to lower the City's future animal intakes and thereby potentially lessen the field service hours and kenneling cost. By selecting this program, your city will contribute $5.00 per dog license fee collected to the Spay/Neuter Trust Fund. This allows the Department to offer a low cost and/or free spay/neuter program to your city's residents. In addition to the current participating veterinary clinics, the Department has contracted with a mobile veterinary clinic, Spay4LA, to provide low cost and/or free spay and neuter services in cities who contribute to this program. The program benefits city residents and aims to lower overall animal service needs by limiting unwanted litters. While it is a not requirement to adopt the Mandatory Spay and Neuter clause of the Title 10 ordinance to participate, the program does aid residents in complying with the requirement in cities that have adopted this ordinance.

Department's Master Plan

On April 19, 2017, a workshop was held to discuss the collaboration between the Department, the County's Chief Executive Office Asset Management Branch, and the Department of Public Works in developing a long-range facilities master plan. The Department invited full-service cities with higher levels of use of animal care services as well as the California Contract Cities Association to participate. Participants learned about trends in animal sheltering, calculating animal capacity requirements, public safety, animal care and placement, veterinary services, special programs provided by the Department, and the status of current Los Angeles County-operated animal care centers. Participants also provided input to help guide the development of the Master Plan. The County has retained Animal Arts Design, an architectural firm that specializes in animal facility design, to lead this effort. On May 15, 2017, a letter and copies of materials from the workshop were sent to you.

Contract City Billing Rate Study

The Department is finalizing the FY 2018-19 billing rate methodology that was developed by our consultant, MGT of America, Inc. (MGT). The Department will be meeting with the County's Board of Supervisors to provide information on MGT's billing rate study, cost recovery, and recommendations.

We will be reaching out to contract cities in the coming months to invite you to one of several meetings set at locations throughout the County to provide information about the revised billing methodology and any additional changes that may be implemented, including how these changes may impact your city.

If you have any questions, please contact Ms. Whitney Duong, Contract Management Division Liaison, at (562) 256-2412 or wduong@animalcare.lacounty.gov.

Sincerely,

MARCIA MAYEDA
Director

MM:BW:AMJ:WD:mr

Attachments

ATTACHMENT A

CITY-COUNTY MUNICIPAL SERVICES AGREEMENT

COUNTY OF LOS ANGELES
DEPARTMENT OF ANIMAL CARE AND CONTROL

AND

THE CITY OF

HUNTINGTON PARK

FISCAL YEAR 2017-18 SERVICE LEVEL REQUEST

Part One: Billing Rates for the period July 1, 2017, through June 30, 2018

Kennel Services*	
Dog and Cat per day	$32.79
Other animals per day	$13.49
Dog license processing per license	$ 3.25
Dead animal disposal per animal	$15.69
Field Services per hour	$98.62
Animal License Field Enforcement per hour	$69.03
Liability Trust Fund (applied to **Field Services** and **Animal License Field Enforcement** hourly amounts **only**)	4%

Part Two: Annual/Amended Service Request Approval

Authorized Representative (Printed Name)	Authorized Signature (Signature)	Date
Title	Telephone Number	

Part Three: Annual Service Level

Standard Shelter Services:

☐ **Full Service** - All animals acquired in the field, within the boundaries of the City or determined to have originated within the boundaries of the City, may be impounded at a County animal care center. Impounded animals will be vaccinated and provided medical care, food, and shelter. The animal's picture will generally be posted on the Department's website to assist residents in reclaiming a lost or missing pet. Residents may also visit the associated animal care center to find their lost or missing pet. The hours of operation of each animal care center are scheduled at the discretion of the Department. **See Part One for the associated shelter services billing rates. Primary animal care center**: Downey Animal Care Center**

☐ **Sheltering for Transfer** - Full Service, as described above, except a designated city or agency staff member with a vehicle deemed humane for transportation of animals will acquire the animals from the County's Animal Care Center and transport the animals to the shelter of the city's choice. The city will be responsible for the costs of the temporary County care and housing, as well as the subsequent costs of care and housing at the shelter of the city's choice.

City's Animal Care and Control (Sheltering Services) contact information:
Department Name: _____
Telephone: _____
Address: _____
_____

☐ No Sheltering Services

**The Department shall take reasonable action to shelter all animals at this location. There may be circumstances in which the Department must shelter animals at an alternate location.

Contract cities are charged for the first five days of care for most animals impounded within the city's jurisdiction (see Chart 1). If an animal leaves our care earlier for any reason, cities will be charged based upon the actual number of days (1-4). If an animal is redeemed, the redemption fees collected from owners will be credited to the city up to the maximum number of days that would otherwise be billed. The County assumes liability and disposition of these animals after five days with the exception of animals held as a result of a seizure or criminal case, abandoned animals, observation animals (quarantine), potentially dangerous or vicious dogs, and return to owner animals.

Below are the kennel services maximum number of days billed and the description:

CHART 1

*Kennel Services Description	Maximum Number of Days Billed
Kennel Services: Stray or relinquished animals.	5 days
Private Veterinarian: If the owner is unable to be located and the injury or condition is life threatening and the scene of the incident is not in the vicinity of a County animal care center, or if the medical staff at the animal care center are not available, the animal will be taken to the nearest private contract veterinarian. Cities will be charged for the private contracted veterinarian visit.	5 days
Observation Animals: Animal bite that causes any penetration of the skin by teeth which requires a bite report be taken and the animal quarantined. The animal will be placed in quarantine/confinement and observed for ten (10) days minimum from the date of the bite at the discretion of the Department of Veterinary Public Health.	10 days
Return to Owner Animal: The owner or person entitled to the custody of any animal impounded can redeem such animal by paying impound and boarding fees accruing up to the time of such redemption.	10 days
Abandoned Animals: Hold at least fifteen (15) calendar days, determine whether the owner had an agreement with someone to care for the animal in their absence, post a Form 58 (Notice of Impoundment) at the premises for the owner if they return, and mail a registered or certified letter to the last address.	15 days
Special Intake: Animals that are Confiscated, Court Case, Police Request, Owner Arrested, Potentially Dangerous or Vicious Dog.	Unlimited days

Field Services:

The County will provide the services set forth below in accordance with the provisions of the Los Angeles County Code, Title 10 - Animals, and all amendments, except as otherwise agreed to by the parties in this Service Level Request.

- ☐ Standard Service Plan - Includes answering calls for service (24 hours per day, daily); dispatching or assigning field staff; and performance of duties in the field based on priority, location, and availability of staff.

- ☐ Limited Standard Service Plan (please check all boxes that apply):

    - o Daily between the hours of ____ (a.m./p.m.) and ____ (a.m./p.m.)
    - o Weekend days and holidays
    - o Emergency Services (specific to natural or manmade disaster) - As needed
    - o Humane Investigations and Prosecution - As needed

    City's Animal Care and Control (Field Services) contact information:
    Department Name: _____
    Telephone: _____
    Address: _____
    _____

- ☐ No Field Services

Outreach and Enforcement Services:

County will enforce the fees set forth in Los Angeles County Code Section 10.90.010 et seq. unless the City provides to the County an alternate fee schedule approved by the City.

Animal License Field Enforcement

License Enforcement Services - Provides for dedicated staff to perform license enforcement activities (issuing new licenses, license renewals, collecting delinquency charges and other fees) in the field.

- ☐ Authorized Animal License Enforcement Services
    - County and City shall subsequently agree to the time and scope of this service.
        - Note: All license enforcement revenue collected will be contributed toward offsetting the cost of services.

- ☐ No Animal License Enforcement Services

Animal Facility Licensing

Animal Facility Licensing Services – SB 945 mandates inspection and investigation at all applicable pet boarding facilities. The County Animal Facility Licensing program provides for dedicated staff to perform animal facility inspection and licensing to any lot, building, structure, enclosure, or premises for any animal related business or organization which is required to be licensed. The animal facility licensing staff inspects animal related facilities annually to ensure the health and safety of the public and animals. Businesses are provided a letter grade based on the results of the inspection. Animal facility licenses are generally valid for one year from the date of issue. The Department will inspect animal facilities and any revenues collected will offset services. Annual inspections and investigations of commercial pet boarding facilities are part of the animal facility licensing program and investigations in response to complaints about boarding activities at private residences will be handled by our animal care center-based field officers.

- ☐ Animal Facility Licensing (Licensing and Inspection/Grading Services)

- ☐ No Animal Facility Licensing (City will conduct their own Animal Facility Inspections)

City's Animal Facility Licensing contact information:
Department Name: _____
Telephone: _____
Address: _____
_____

Clinic(s)

In addition to the vaccination and licensing services provided in all County animal care centers, the city may request the following additional services in its jurisdiction by checking the applicable box:

- ☐ Request County to provide or arrange for vaccination clinic(s) in its jurisdiction and County will provide personnel to license animals during the vaccination clinic;

- ☐ No Vaccination or Licensing Clinics Services

Part Four: License Information (required if the Department manages City licensing)

Standard Licensing Services:

License renewal notices are mailed or transmitted to the animal owner of record, the renewal and payment is received and processed annually on a fee-per-license basis. Licenses will be required before an animal will be released to a resident of a City participating in the Standard Licensing Services program. Fees from licenses collected will be credited to the City monthly in arrears.

☐ City has adopted the license fees outlined in Title 10 of the Los Angeles County Code

Altered Dog	$ 20.00	Altered Cat	$ 5.00
Unaltered Dog	$ 60.00	Unaltered Cat	$ 10.00
Senior-owned* Altered Dog	$ 7.50		

*Senior age is defined as 60 years.

Military Veteran w/ Disability Altered Dog $ 7.50

Delinquency Charge $ Equal to Amount of License

Delinquency Charge applies after: 30 days

Field Enforcement Fee** $ 40.00

**Licensing initiated in the field by employees of the County of Los Angeles Department of Animal Care and Control.

☐ City has adopted the following license fees:

Altered Dog	$_____	Altered Cat	$_____
Unaltered Dog	$_____	Unaltered Cat	$_____
Senior-owned* Altered Dog	$_____		

*Senior age is defined as ____ years.

Military Veteran w/ Disability Altered Dog $_____

Delinquency Charge $_____

Delinquency Charge applies after: ____ days

Field Enforcement Fee** $_____

**Licensing initiated in the field by employees of the County of Los Angeles Department of Animal Care and Control.

Current license fees adopted by the City on _____, 20_____.

☐ No Animal Licensing Services

Spay/Neuter Trust Fund:

The City may elect to contribute $5.00 per altered and unaltered dog licenses to the Spay/Neuter Trust Fund. The Spay/Neuter Trust Fund will allow the Department to offer a low cost and/or free spay/neuter program for the City's residents who wish to have their pets spayed or neutered. Once residents are qualified, Department staff will work with animal care center veterinary clinics and mobile veterinary clinics to assist qualified residents in obtaining spay/neuter services in an area near them. Indicate preference by checking one of the following boxes:

- ☐ Participate in the Spay/Neuter Trust Fund
- ☐ No participation in the Spay/Neuter Trust Fund

Part Five: Animal Regulations/Enforcement (required for ALL services provided by the Department)

The City hereby agrees to the enforcement of Los Angeles County Code Title 10 as indicated below. The County will notify the City if it is agreed to enforce exception(s). Check one of the following boxes regarding Title 10 Enforcement:

- ☐ City agrees to the enforcement of Title 10 with no exceptions
- ☐ The County will provide services in accordance with the provisions of Title 10, Animals of the Los Angeles County Code, and all amendments thereto, City agrees to the enforcement of Title 10 with the following exception(s): (please mark all that apply)
    - ☐ Mandatory spay and neutering of
        - o dogs
        - o cats
    - ☐ Mandatory Microchipping of
        - o dogs
        - o cats
    - ☐ Animal license fee (**Part 4: Standard Licensing Services**)
    - ☐ Numbers of dogs ____ and cats _____ allowed per household
    - ☐ Cat License voluntary
    - ☐ Facility Animal License
    - ☐ Excessive Animal Noise Complaints

☐ Other (Please list below or on attachment)

The County will notify the City if exceptions are agreed upon and enforceable.

City's Requested Exceptions To Title 10	COUNTY Approved	Not Approved

Record

Upon reasonable notice, the Department shall make available to authorized representatives of the City of Huntington Park, for examination, audit, excerpt, copy, or transcription, any pertinent transaction, activity, or other record relating to this Agreement. The City of Huntington Park shall ensure such records are handled in a manner consistent with all applicable privacy laws and all related to public records, including, but not limited to the Public Records Act (Government Code § 6250 et. seq.).

Part Six: Contact Information

Primary Contact

Name: _____

Title: _____

Address: _____

_____

Telephone: (____)_____

E-mail: _____

Alternate Contact

Name: _____

Title: _____

Address: _____

_____

Telephone: (____)_____

E-mail: _____

Attachment B

Los Angeles County
Department of Animal Care and Control
Description of Services Provided

Field Services

Resources dedicated to providing quality animal care services in the field. Activities involve field officers performing a variety of tasks utilizing appropriate equipment. These tasks include:

- Immediate response to vicious/dangerous animals that pose a public safety threat;
- Capture and impoundment of stray domestic animals;
- Impoundment of animals surrendered by their owners;
- Removal of dead land animals (limited to a maximum of 150 pounds) from public and private property;
- Enforcement of all animal related ordinances and State laws including leash laws, animal cruelty laws, dangerous/vicious dog enforcement, and the keeping of wild or exotic animals;
- Investigate Potentially Dangerous and Vicious Dog cases; prepare appropriate petitions; and conduct administrative hearings, consistent with state and county laws;
- Rescue of ill, injured or abused animals;
- Enforcement of animal nuisance complaints such as barking dogs and leash law violators;
- Assist local law enforcement with their cases when animals are involved, such as the service of search warrants and impounding animals belonging to persons taken into custody;
- Emergency response to fires, earthquakes, floods and other natural or manmade disasters to rescue animals from harm;
- Maintain 24 hour dispatch and call center to receive calls for service and dispatch them to officers for field response; and

Shelter Services

Represents services dedicated to providing a comfortable and safe environment to shelter animals. Shelter services include:

- Providing food, water, shelter medical care for impounded animals;
- Holding stray animals and attempting to reunite them with their owners;
- Finding new adoptive homes for domestic animals;
- Working with wildlife rehabilitators to rescue sick and injured wildlife;
- Providing emergency sheltering to animals displaced by wildfires or other disasters;
- Spay and neuter services for all dogs and cats pursuant to State law
- Performing surgeries to make animals more adoptable
- Euthanizing sick, injured, dangerous, feral or un-adopted animals;
- Quarantine and observation of animals for rabies;
- File annual reports to the State of California as required by law;
- Disposal of dead animals;
- Maintain website of lost and surrendered animals so owners may locate their lost animals and potential adopters may find a new pet; and
- Maintain regular hours of operation for the public.

Licensing

Represents resources for providing the issuance and processing of licenses. This function includes:

- Issuance of animal licenses to animals that have been vaccinated against rabies;
- Processing license applications, payments, and information changes;
- Issuing license renewal notices;
- Assessing and collecting fees, penalties and other financial remittances; and
- Maintenance of animal licensing database

Animal Licensing Field Enforcement

Represents services dedicated to providing field enforcement for animal license compliance. This program includes:

- Neighborhood field enforcement of animal licensing and other State and local laws and ordinances;
- Issuing citations to violators of animal licensing ordinances; and
- Collecting license revenue

Animal Facility Licensing

Represents the process to issue and enforce licenses provided to private businesses involved in regulated activities related to animals. This program includes:

- Annually inspect and license animal facilities such as pet shops, breeders, animal menageries, grooming parlors and all other places where animals are maintained for profit or business activities; and
- Issue grades to facilities, similar to the Los Angeles County Public Health Department's Restaurant Grading System

Vaccination and Microchip Clinics

Represents resources to provide vaccines and microchips, including:

- Provide low cost vaccinations and microchips;
- Staff with medical personnel and necessary support staff;
- Assist jurisdictions in promoting community based clinics; and
- Provide regular clinics at each Los Angeles County Animal Shelter

COUNTY OF LOS ANGELES
DEPARTMENT OF ANIMAL CARE AND CONTROL
SERVICE LEVELS SCHEDULE

COUNTY OF LOS ANGELES ANIMAL CARE AND CONTROL

CITY OF HUNTINGTON PARK

City / Service Description	# Animals	Estimated Actual FY 2016-17 Rate	Unit Type	# Units	* Cost	Estimated FY 2017-18 (Assuming same units of service) ** Rate	Unit Type	# Units	* Cost
Shelter Services									
Kennel Housing - Dog & Cat	1,025	$ 28.79	Days	3,925	$ 113,001	$ 32.79	Days	3,925	$ 128,701
Kennel Housing - Other Animals	39	$ 12.98	Days	148	$ 1,921	$ 13.49	Days	148	$ 1,997
Special Care - Housing	20	$ 28.79	Days	77	$ 2,217	$ 32.79	Days	77	$ 2,525
Disposal of Dead Animals	44	$ 14.69	Each	44	$ 646	$ 15.69	Each	44	$ 690
Private Vet		Varies	Each	17	$ 1,495	Varies	Each	17	$ 1,495
					$ 119,280				$ 135,407
Field Services									
Calls For Service		$ 94.73	Hours	-	$ -	$ 98.62	Hours	-	$ -
Animal License Enforcement Services		$ 64.22	Hours	-	$ -	$ 69.03	Hours	-	$ -
					$ -				$ -
Other									
Liability Insurance (4% of total Field and Animal License Enforcement Services)				$ -	$ -			$ -	$ -
License Processing Fee		$ 2.58	Each	-	$ -	$ 3.25	Each	-	$ -
					$ -				$ -
Revenue:									
Fees Collected From Residents					$ (7,850)				$ (7,850)
License/Penalty Fees					$ -				$ -
					$ (7,850)				$ (7,850)
Total City Net Cost					**$ 111,430**				**$ 127,557**

* Service Levels Schedule is an estimate only (based on the current fiscal year 9 months actual) and is for your reference. City is liable for actual cost.

** FY 2017-18 Billing rate approved by Los Angeles County Auditor-Controller to be effective on July 1, 2017.

Prepared by CMD 6/14/17

CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF ACCEPTANCE OF WORK COMPLETED FOR THE SALT LAKE PARK SPLASH PAD PROJECT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve acceptance of work performed by Micon Construction, Inc. for the construction of the Salt Lake Park Splash Pad Project with a total final amount of $727,632; including the $8,192 staff authorized in additional work to improve future operational efficiency and reduce maintenance costs;

2. Authorize Director of Public Works to sign the “Notice of Completion” (NOC);

3. Direct City Clerk to file the NOC with the Los Angeles County Recorder’s Office; and

4. Release the 5% retention being withheld from the payment to Contractor after 35 days of the effective date of the recordation of the Notice of Completion, if no Stop Notices are filed within the 35-day period.

BACKGROUND

The City Council adopted a resolution approving the City’s application for a federal grant to construct a splash pad at Salt Lake Park under the Land and Water Conservation Fund (LWCF). Community Development Block Grant (CDBG) funds were also allocated for the construction of this important community amenity which replaced the defunct, dilapidated, and obsolete wading pool at Salt Lake Park.

City Council awarded the construction contract to Micon Construction, Inc. on February 7, 2017 in the amount of $719,440. During construction, Parks and Rec staff added three

(3) additional items to the project to improve future operational efficiency and reduce maintenance costs. These items were:

- Extending conduits to place pool chemical tank for future enclosure area to be built by City maintenance staff.
- Adding mow curb along fence grass area.
- Adding pence panic hardware and screen.

Total negotiated costs for these additional work items was $8,192, and represents approximately 1% of the cost.

City Council authorized construction management, construction inspection, and labor compliance services to Transtech on May 2, 2017, in the amount of $65,360. City had received another proposal for these services from Wallace and Associates Consulting, Inc. in the amount of $111,640. Transtech performed the requested services within the City Council authorized amount of $65,360 without additional cost.

The construction of the project started on May 15, 2017. The project was completed on October 11, 2017, including all project punch list items.

FISCAL IMPACT/FINANCING

The project used funding from the Community Development Block Grant (CDBG) Program, Land and Water Conservation Fund (LWCF) Grant-in-Aid Program, Parks CIP Budget, and Measure L funds.

Per the contract, 5% or $36,381.60 retention of the total contract amount of $727,632 was held back. The retention can be released for payment to the contractor thirty-five (35) days after the Notice of Completion is recorded.

Below is the final cost breakdown for the project:

Contracts	Amount
Micon	$719,440
Micon - Change Orders	$ 8,192
Transtech CMCI	$ 65,360
Total Project Expenditures	$792,992

Upon Council approval, staff will issue and release the 5% retention amount of $36,381.60 to the contractor (Micon), thirty-five (35) days after the Notice of Completion is recorded by the County Recorder's Office. Funding for the 5% Retention was approved

ATTACHMENT “A”

in the City's FY 17-18 Adopted Budget for $171,250 in account number 239-6010-451.73-10. No additional budget appropriation is required.

LEGAL AND PROGRAM REQUIREMENTS

This project meets the Community Development Block Grant (CDBG), the Land and Water Conservation Fund (LWCF), and the Federal and State HUD funding requirements.

It is recommended that the Mayor and Members of the City Council accept the project as satisfactory and complete. Upon acceptance of the project, staff will file the "Notice of Completion" with the County Recorder's Office for the project.

Thirty-five (35) days after the recordation of the Notice of Completion by the County Recorder's Office, the City will release the Labor and Materials Bond to the bonding company, and make final payment of the 5% retention being withheld from the payment to Contractor, if no Stop Notices are filed within the 35-day period.

CONCLUSION

Upon City Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager



DANIEL HERNANDEZ
Director of Public Works

ATTACHMENT(S)

A. Notice of Completion (NOC)
B. Project photos
C. Contract Change Orders (CCOs)
D. Final invoice

(NO FEE PURSUANT TO GOVT. CODE SECT. 6103)

RECORDING REQUESTED BY:

CITY OF HUNTINGTON PARK

AND WHEN RECORDED MAIL TO:

City Clerk's Office
Attn: City Clerk
(Name)

6550 MILES AVE.
(Street Address)

HUNTINGTON PARK, CA 90255-4393
(City, State, and Zip)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is **City of Huntington Park**
3. The full address of the owner is: **6550 Miles Avenue, Huntington Park, CA 90255-4393**
4. The nature of the interest or estate is:

(If Other Than Fee, Strike, "In Fee" And Insert, For Example, "Purchaser Under Contract of Purchase" Or Lessee")

5. The full names and full addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:

NAMES ADDRESSES

6. A work of improvement on the property hereinafter described was completed on **10/11/17**
(Date)

The work done was: **Construction of the Salt Lake Park Splash Pad**

7. The name of the contractor, if any, for such work of improvement is:

Micon Construction Inc. **2/7/17**
(If no Contractor for work of improvement, insert "none") (Date of Contract)

8. The street address of said property is: **3401 E Florence Ave, Huntington Park, CA 90255**

9. The property on which said work of improvement was completed is in the city of **Huntington Park** County of **Los Angeles**, State of California, and is described as follows:

VERIFICATION

I, the undersigned, say:
I am **Daniel Hernandez, Director Public Works**
("President," "Owner," "Partner," "Manager," etc.)
of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.
I declare under penalty of perjury that the foregoing is true and correct.
Executed on **11/7/17**, at **Huntington Park**, California.
(Date of Signature) (City Where Signed)

(Personal Signature of the Individual who is swearing that the contents of the Notice of Completion are true)

Attachment A

ATTACHMENT “B”



























STAY CLEAR
3 FT.













Bobcat





























































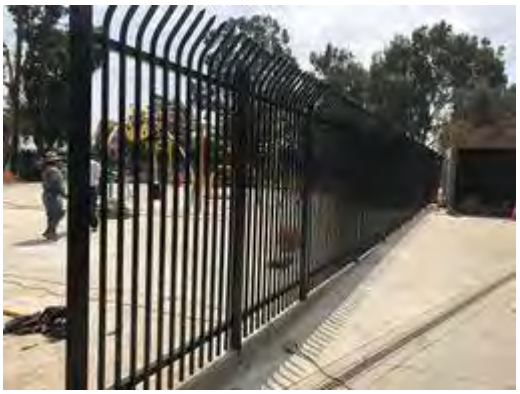














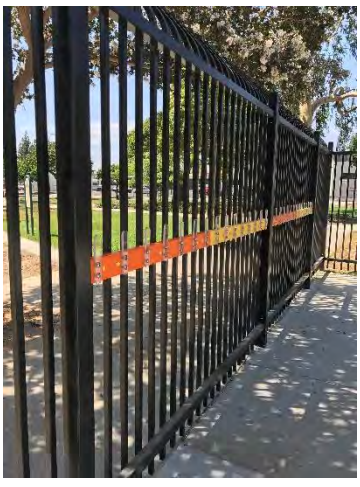











ATTACHMENT “C”

Attachment C

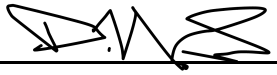
CITY CONTRACT CHANGE ORDER AUTHORIZATION		
PROJECT: Salt Lake Park Splash Pad	**CITY PROJECT ID NO.: -**	
	REF CCO REQUEST NO.:	**CITY REQUEST**
CONTRACTOR: Micon Construction, Inc.	**APPROVED CCO NO.:**	**1**

AUTHORIZATION TO PROCEED WITH THE FOLLOWING CHANGE ORDER:

Description	Quantity	Unit	Unit Price	Total
CCO 01 - Remove & dispose sidewalk between mechanical room and Rose Garden.Install and connect chemical conduit.Backfill trench and patch concrete.	1.00	LS	$1,193.00	$1,193.00

Base Contract Amount	$719,440.00
Previously Authorized Contract Change Orders:	$0.00
Authorized Amount For This Contract Change Order	$1,193.00
Total Authorized Contract Amount To Date (Sum of The Above):	**$720,633.00**
Total Contract Days (Working) Per Contract :	60
Additional/Deductive Days (Working) Per Previously Authorized Contract Change Orders (NA):	0
Additional/Deductive Days (Working) For This Contract Change Order	0
Total Authorized Contract Days (Working) To Date (FOR CHANGE ORDERS):	0
Original Completion Date:	8/21/2017
Revised Completion Date Including This Contract Change Order	8/21/2017

APPROVAL BY CITY

Recommended by:		Approved by:	
Name:	Neville Pereira	Name:	Daniel Hernandez
Signature:		Signature:	
Title:	Transtech Project Manager	Title:	Director of Public Works
Date:	8/10/2017	Date:	

ACCEPTANCE BY CONTRACTOR

I agree to perform the work described in this change order, and that the total cost approved for the change order includes any and all costs associated with this change order, and that I shall not make any other claims (including but not limited to, additional change order costs, delay costs, loss of profit, loss of productivity, overhead, insurance, bonding, administrative, etc.) against the City for this change order.

Name:	Kim Racette
Signature:	Kimberly Racette
Title:	Project Manager - Micon Construction
Date:	

Attachment C

CITY CONTRACT CHANGE ORDER AUTHORIZATION		
PROJECT: **Salt Lake Park Splash Pad**	**CITY PROJECT ID NO.: -**	
	REF CCO REQUEST NO.:	**CITY REQUEST**
CONTRACTOR: Micon Construction, Inc.	**APPROVED CCO NO.:**	**2**

AUTHORIZATION TO PROCEED WITH THE FOLLOWING CHANGE ORDER:

Description	Quantity	Unit	Unit Price	Total
CCO 02 - Excavate, remove. & dispose of dirt for new mow curb. Construct 152 feet of mow curb 8" wide x 4" deep-with no reinforcement.	1.00	LS	$2,736.00	$2,736.00

Base Contract Amount	$719,440.00
Previously Authorized Contract Change Orders:	$1,193.00
Authorized Amount For This Contract Change Order	$2,736.00
Total Authorized Contract Amount To Date (Sum of The Above):	**$723,369.00**
Total Contract Days (Working) Per Contract :	60
Additional/Deductive Days (Working) Per Previously Authorized Contract Change Orders (NA):	0
Additional/Deductive Days (Working) For This Contract Change Order	0
Total Authorized Contract Days (Working) To Date (FOR CHANGE ORDERS):	0
Original Completion Date:	8/21/2017
Revised Completion Date Including This Contract Change Order	8/21/2017

APPROVAL BY CITY

Recommended by:		Approved by:	
Name:	Neville Pereira, P.E.	Name:	Daniel Hernandez
Signature:		Signature:	
Title:	Projet Manager - Transtech	Title:	Public Works Director
Date:	9/30/2017	Date:	

ACCEPTANCE BY CONTRACTOR

I agree to perform the work described in this change order, and that the total cost approved for the change order includes any and all costs associated with this change order, and that I shall not make any other claims (including but not limited to, additional change order costs, delay costs, loss of profit, loss of productivity, overhead, insurance, bonding, administrative, etc.) against the City for this change order.

Name:	Kime Racette
Signature:	Kimberly Racette
Title:	Project Manager - Micon Construction
Date:	

Attachment C

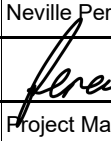
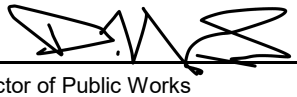
CITY CONTRACT CHANGE ORDER AUTHORIZATION		
PROJECT: Salt Lake Park Splash Pad	**CITY PROJECT ID NO.: -**	
	REF CCO REQUEST NO.:	**CITY REQUEST**
CONTRACTOR: Micon Construction, Inc.	**APPROVED CCO NO.:**	**3**

AUTHORIZATION TO PROCEED WITH THE FOLLOWING CHANGE ORDER:

Description	Quantity	Unit	Unit Price	Total
CCO 03 - Add addit ional panic hardware on 2 gates. Add additional screening on both gates and side panels adjacent to gates to reduce unauthorized access.	1.00	LS	$4,263.00	$4,263.00

Base Contract Amount	$719,440.00
Previously Authorized Contract Change Orders:	$3,929.00
Authorized Amount For This Contract Change Order	$4,263.00
Total Authorized Contract Amount To Date (Sum of The Above):	**$727,632.00**
Total Contract Days (Working) Per Contract :	60
Additional/Deductive Days (Working) Per Previously Authorized Contract Change Orders (NA):	0
Additional/Deductive Days (Working) For This Contract Change Order	0
Total Authorized Contract Days (Working) To Date (FOR CHANGE ORDERS):	0
Original Completion Date:	8/21/2017
Revised Completion Date Including This Contract Change Order	8/21/2017

APPROVAL BY CITY

Recommended by:		Approved by:	
Name:	Neville Pereira, P.E.	Name:	Daniel Hernandez
Signature:		Signature:	
Title:	Project Manager - Transtech	Title:	Director of Public Works
Date:	9/30/2017	Date:	

ACCEPTANCE BY CONTRACTOR

I agree to perform the work described in this change order, and that the total cost approved for the change order includes any and all costs associated with this change order, and that I shall not make any other claims (including but not limited to, additional change order costs, delay costs, loss of profit, loss of productivity, overhead, insurance, bonding, administrative, etc.) against the City for this change order.

Name:	Kim Racette
Signature:	Kimberly Racette
Title:	Project Manager - Micon Construction
Date:	

ATTACHMENT “D”

CONTRACTOR'S PAY REQUEST	Invoice Date:	08/24/17	Invoice No.:	4		Net Pay Amount:	$ 148,470.37
	Invoice Period:	08/01/17	to	08/31/17			
Project:	SALT LAKE PARK SPLASH PAD					City Project/Account ID No.:	-
Contractor:	Micon Construction, Inc.	Address:	1616 Sierra Madre Circle, Placentia, CA 92870			Contractor Project ID No.:	7837

Base Contract Amount						$	719,440.00
Change Orders to Date						$	8,192.00
Total Contract Amount to Date						$	727,632.00
Amount Invoiced to Date						$	727,632.00
Amount Invoiced Previously						$	572,315.38
Current Invoice Amount						$	155,316.62
Less Retention					5.00%	$	7,765.83
Net Amount to be Paid for this Invoice Period before any adjustments for Stop Notices and Penalties (see below)						$	147,550.79
MINUS amount to be withheld for Stop Notices filed for this period (1.25% x stop notice amounts - Stop Notices Attached)	No.	Date of Notice	Reason for Withholding	Amount	Tot Withhold w/1.25%	$	-
				$ -	$ -		
				$ -	$ -		
PLUS amount to be released from previous Stop Notices for which monies were withheld but cleared by Contractor (Cleared Stop Notices attached)	No.	Date of Release	Reason for Release	Amount	Tot Released	$	-
				$ -	$ -		
				$ -	$ -		
MINUS amount to be withheld for other reasons or any penalties withheld by City (Labor compliance violations, LD, etc.)	No.	Date Withheld	Reason for Withholding	Amount	Tot Withheld	$	919.58
	Invoice#2	06/30/17	Labor Complience	$ -	$ 919.58		
				$ -	$ -		
PLUS amount to be released which was withheld but now cleared for other reasons or any penalties withheld by City (Labor compliance violations, LD, etc.)	No.	Date of Release	Reason for Release	Amount	Tot Released	$	-
				$ -	$ -		
				$ -	$ -		
NET PAY AMOUNT TO BE ISSUED TO CONTRACTOR FOR THIS PAY PERIOD						$	148,470.37

Quantities and Amounts agreed an accepted by Contractor

The Contractor certifies that the work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Name: Gene F Holle
Signature: Gene F Holle
Date: 8/24/2017

	Resident Engineer	City Approval
		City Staff
Name:	Neville Pereira, PE, BCE	Jamie Pichardo
Signature:	Pereira	Jamie Pichardo
Date:		9-6-17

Federal/Labor Compliance Officer		Construction Manager		City Approval Department Director	
Name:	Tara Tignino	Name:	Al Pagani	Name:	DANIEL HERNANDEZ
Signature:		Signature:	A.J. Pagani	Signature:	
Date:	9/1/17	Date:	9/1/2017	Date:	9/6/17

INFO TO BE ENTERED BY CITY, RE, CM, CI, PM	INFO TO BE ENTERED BY CONTRACTOR	COMMON PROJECT INFO					

CONTRACTOR'S PAY REQUEST WORK SHEET	Project:	SALT LAKE PARK SPLASH PAD	City Project/Account ID No.: -	Invoice No.: 4	Invoice Date: 08/24/17	Invoice Period: 8/1/2017 to 08/31/17
			Contractor: Micon Construction, Inc.		Address: 1616 Sierra Madre Circle, Placentia, CA 92870	
			Contractor Project ID No.: 7837	Contractor Proj. Manager: Kim Racette Maria (Billing)	E-mail: kim@miconconstruction.com maria@miconconstruction.com	Tel: 800-949-0203

	Bid/Pay Item Description	Bid Quantities and Amounts				Total Invoiced to Date			Previous Invoices			Current Invoice			Balance Remaining		
		Quantity	Unit Bid	Total Bid	%	Quantity	Amount	%	Quantity	Amount	%	Quantity	Amount	%	Quantity	Amount	
1	TEMPORARY CONSTRUCTION FENCING.	1.00 LS	$ 11,285.00	$ 11,285.00	100.00%	1.00 LS	$ 11,285.00	100.00%	1.00 LS	$ 11,285.00	0.00%	0.00 LS	$ -	0.00%	0.00 LS	$ -
2	DEMOLITION, INCLUDING BUT NOT LIMITED TO REMOVAL AND DISPOSAL OF EXISTING TRELLIS; CONC WALKS, CONC POOL, AND EXISTING FACILITIES. REMOVE, PATCH, RELOCATE & REPAIR TURF & IRRIGATION SYSTEMS.	1.00 LS	$ 47,291.00	$ 47,291.00	100.00%	1.00 LS	$ 47,291.00	100.00%	1.00 LS	$ 47,291.00	0.00%	0.00 LS	$ -	0.00%	0.00 LS	$ -
3	IMPORT, INSTALL & COMPACT CLASS 2 BASE AT POOL AREA; PROCESS & COMPACT SUBGRADE TO 90% DENSITY. FINE GRADE; EXPORT & DISPOSE OF EXCESS SOIL.	1.00 LS	$ 40,472.00	$ 40,472.00	100.00%	1.00 LS	$ 40,472.00	100.00%	1.00 LS	$ 40,472.00	0.00%	0.00 LS	$ -	0.00%	0.00 LS	$ -
4	INSTALL 8" SEWER LINE 8' TO 10' DEEP; INSTALL SEWER MANHOLE; SAWCUT TUNNEL UNDER EX. CONC SIDEWALK; REPAIR EX. SPRINKLER SYS, INCLUDING TIE IN TO SAN. DIST. SEWER LINE; COUNTY PERMITTING, PROCESSING AND FEES ARE INCLUDED IN THIS ITEM.	1.00 LS	$ 41,906.00	$ 41,906.00	100.00%	1.00 LS	$ 41,906.00	100.00%	1.00 LS	$ 41,906.00	0.00%	0.00 LS	$ -	0.00%	0.00 LS	$ -
5	FURNISH & INSTALL INFILTRATION SYSTEM SIZED TO ACCOMMODATE SPLASH PAD INSTALLATION.	1.00 LS	$ 22,869.00	$ 22,869.00	100.00%	1.00 LS	$ 22,869.00	82.00%	0.82 LS	$ 18,752.58	18.00%	0.18 LS	$ 4,116.42	0.00%	0.00 LS	$ -
6	DESIGN, FURNISH & INSTALL COMPLETE TURN-KEY LAKE THEMED MULTI-TOUCH SPLASH PAD SYSTEM WITH RAIN DECK OR EQUAL WATER FEATURES (SEE TYPICAL ITEMS LIST) AND APPURTENANT FACILITIES, INCLUDING REQUIRED UTILITY OR EQUAL. ZONE MULTI-TOUCH WATER FEATURES BY AGE GROUP AND MULTI-TOUCH POINTS ZONE ACTIVATION TIME IS 3.5 MINUTES MAXIMUM. PROVIDE MOCK-UPS OF BROOM FINISH MEDIUM, ROUGH AND LITE CONCRETE. LAKE SHALL BE BLUE COLORED PCC. PCC SURROUNDING LAKE SHALL BE COLORED PCC (COLOR TBD).	1.00 LS	$ 206,917.00	$ 206,917.00	100.00%	1.00 LS	$ 206,917.00	90.00%	0.90 LS	$ 186,225.30	10.00%	0.10 LS	$ 20,691.70	0.00%	0.00 LS	$ -
7	FURNITURE AND SHADE STRUCTURES (FIXED COST).	1.00 LS	$ 30,000.00	$ 30,000.00	100.00%	1.00 LS	$ 30,000.00	15.00%	0.15 LS	$ 4,500.00	85.00%	0.85 LS	$ 25,500.00	0.00%	0.00 LS	$ -
8	PROVIDE & INSTALL 8' HIGH, TUBULAR STEEL (WROUGHT IRON TYPE) VANDAL RESISTANT SECURITY FENCE WITH CURVED POINTED ENDS.	350.00 LF	$ 101.00	$ 35,350.00	100.00%	350.00 LF	$ 35,350.00	10.00%	35.00 LF	$ 3,535.00	90.00%	315.00 LF	$ 31,815.00	0.00%	0.00 LF	$ -
9	PROVIDE & INSTALL 8' HIGH, TUBULAR STEEL (WROUGHT IRON TYPE) VANDAL RESISTANT SECURITY PEDESTRIAN FENCE WITH CURVED POINTED ENDS.	1.00 EA	$ 6,380.00	$ 6,380.00	100.00%	1.00 EA	$ 6,380.00	10.00%	0.10 EA	$ 638.00	90.00%	0.90 EA	$ 5,742.00	0.00%	0.00 EA	$ -
10	PROVIDE & INSTALL 8' HIGH, TUBULAR STEEL (WROUGHT IRON TYPE) VANDAL RESISTANT SECURITY VEHICULAR FENCE WITH CURVED POINTED ENDS.	1.00 EA	$ 7,412.00	$ 7,412.00	100.00%	1.00 EA	$ 7,412.00	10.00%	0.10 EA	$ 741.20	90.00%	0.90 EA	$ 6,670.80	0.00%	0.00 EA	$ -
11	REMOVE DEBRIS; PREPARE SURFACE FOR LANDSCAPING. INSTALL IRRIGATION & SOD AREA AROUND SPLASH PAO AREA. PLANT SHRUBS AGAINST WROUGHT IRON FENCING.	1.00 LS	$ 14,300.00	$ 14,300.00	100.00%	1.00 LS	$ 14,300.00	0.00%	0.00 LS	$ -	100.00%	1.00 LS	$ 14,300.00	0.00%	0.00 LS	$ -
TOTAL 1				$ 464,182.00			$ 464,182.00			$ 355,346.08			$ 108,835.92			$ -
ADD ALT 1	DELETE ITEM 5 AND FURNISH & INSTALL RECIRCULATION SYSTEM (SEE TYPICAL ITEMS LIST).	1.00 LS	$ 255,258.00	$ 255,258.00	100.00%	1.00 LS	$ 255,258.00	85.00%	0.85 LS	$ 216,969.30	15.00%	0.15 LS	$ 38,288.70	0.00%	0.00 LS	$ -

CONTRACTOR'S PAY REQUEST WORK SHEET	Project:	SALT LAKE PARK SPLASH PAD	City Project/Account ID No.: -	Invoice No.: 4	Invoice Date: 08/24/17	Invoice Period: 8/1/2017 to 08/31/17
			Contractor: Micon Construction, Inc.		Address: 1616 Sierra Madre Circle, Placentia, CA 92870	
			Contractor Project ID No.: 7837	Contractor Proj. Manager: Kim Racette / Maria (Billing)	E-mail: kim@miconconstruction.com / maria@miconconstruction.com	Tel: 800-949-0203

Bid/Pay Item Description		Bid Quantities and Amounts			Total Invoiced to Date			Previous Invoices			Current Invoice			Balance Remaining		
		Quantity	Unit Bid	Total Bid	%	Quantity	Amount	%	Quantity	Amount	%	Quantity	Amount	%	Quantity	Amount
TOTAL 2				$ 255,258.00			$ 255,258.00			$ 216,969.30			$ 38,288.70			$ -
TOTAL BASE CONTRACT				$ 719,440.00			$ 719,440.00			$ 572,315.38			$ 147,124.62			$ -
CCO #1	Construct chemical conduits	1.00 LS	$ 1,193.00	$ 1,193.00	100.00%	1.00 LS	$ 1,193.00	0.00%	0.00 LS	$ -	100.00%	1.00 LS	$ 1,193.00	0.00%	0.00 LS	$ -
CCO #2	Mow Curb along fence area in grass	1.00 LS	$ 2,736.00	$ 2,736.00	100.00%	1.00 LS	$ 2,736.00	0.00%	0.00 LS	$ -	100.00%	1.00 LS	$ 2,736.00	0.00%	0.00 LS	$ -
CCO #3	Fence panic hardware, screen etc.	1.00 LS	$ 4,263.00	$ 4,263.00	100.00%	1.00 LS	$ 4,263.00	0.00%	0.00 LS	$ -	100.00%	1.00 LS	$ 4,263.00	0.00%	0.00 LS	$ -
CCO ___	XXX	0.00 -	$ -	$ -	#DIV/0!	0.00 -	$ -	#DIV/0!	0.00 -	$ -	#DIV/0!	0.00 -	$ -	#DIV/0!	0.00 -	$ -
CCO ___	XXX	0.00 -	$ -	$ -	#DIV/0!	0.00 -	$ -	#DIV/0!	0.00 -	$ -	#DIV/0!	0.00 -	$ -	#DIV/0!	0.00 -	$ -
TOTAL CHANGE ORDERS				$ 8,192.00			$ 8,192.00			$ -			$ 8,192.00			$ -
TOTAL CONTRACT AMOUNT (BASE CONTRACT + CHANGE ORDERS)				$ 727,632.00			$ 727,632.00			$ 572,315.38			$ 155,316.62			$ -

INFO TO BE ENTERED BY CITY, RE, CM, CI, PM | INFO TO BE ENTERED BY CONTRACTOR | COMMON PROJECT INFO

CITY OF HUNTINGTON PARK

Parks and Recreation Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL FOR ADDITIONAL BUDGET APPROPRIATION FOR THE INSTALLATION, STORAGE, AND REMOVAL OF HOLIDAY DECORATIONS ON PACIFIC BOULEVARD AND HOLIDAY TREE DECORATIONS AT CITY HALL

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve authorization of Dekra-Lite as a sole source for the purchase of additional holiday decoration lights;

2. Approve reallocation of funds for $16,806 into account number 111-6020-451.56-41; and

3. Authorize Finance Director to make necessary adjustments to City Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Every year during the holiday season, the Parks and Recreation Department has the wonderful task of preparing the City for the holidays. This includes securing a vendor to set up and tear down all of the holiday decorations on Pacific Boulevard as well as installing and removing the decorations for the annual Tree Lighting ceremony held at City Hall.

The original amount budgeted for replacement of lights by the vendor Sierra was unable to cover the total costs as it was later learned that the original vendor could not deliver the purchase of additional lights in time for the holidays. Therefore, due to time constraints it was necessary to go with Dekra-Lite as a sole source for the additional lights as they were able to meet our needs and provide the City with the decoration lights in time for the holidays as well as install them at the cost of $41, 421.53. This led to the additional amount of $16,806 incurred from the original estimate.

FISCAL IMPACT/FINANCING

Funding for the purchase, installation, storage, and removal of holiday decorations on Pacific Boulevard and holiday tree decoration at City Hall was approved in the City's FY 2017-2018 Adopted Budget under account number 232-6010-419.56-41 for $52,700. Total cost for these services are $69,506. With Council approval, staff will reallocate 16,806 from account number 111-6020-451.61-35 to account number 111-6020-451.56-41. No additional budget appropriation is required at this time.

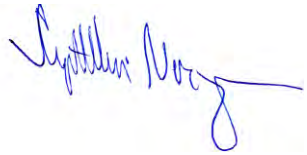
CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager

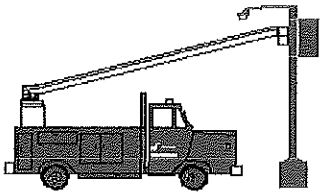


CYNTHIA NORZAGARAY
Director of Parks and Recreation

ATTACHMENT(S)

A. Sierra Installations, Inc. (Sales Order # 2013-008)
B. Dekra-Lite (Sales Order # QT077767)

ATTACHMENT “A”



SIERRA INSTALLATIONS, INC.
P.O. BOX 9871
FRESNO, CA 93794
(559) 834 - 1122 OFFICE
(559) 834 - 1132 FAX
sierrainstall@yahoo.com

Sales Order

DATE	S.O. NO.
4/18/17	2013-008

BILL TO

Sierra Display Inc.
4689 W Jennifer Ave.
Fresno, CA. 93722

Date Completed	Terms	Customer P.O.
2017 Holiday Season		

DESCRIPTION	QUANTITY	PRICE	AMOUNT
Installation, Removal, And Storage Of Holiday Decorations For The City Of Huntington Park, CA.			
Pick Up Of Existing Cross Street And Pole Mounted Decorations From Dekra-Lite In Anahiem,CA.	1	1,000.00	1,000.00
Installation, Removal, And Storage Of Existing 40' Skylines (Sierra Display)	24	475.00	11,400.00
Installation, Removal, And Storage Of Existing 40' Skylines (Dekra-Lite)	17	475.00	8,075.00
Installation, Removal, And Storage Of Pole Mounted Candy Canes With Pole Wrap(Dekra-Lite)	18	145.00	2,610.00
	Total		**$23,085.00**

ATTACHMENT “B”

Dekra-Lite
Decoration Innovation

Dekra-Lite
3102 W. Alton Ave.
Santa Ana, CA, 92704
Phone: (714) 436-0705
Web: www.dekra-lite.com

Quote

Sales Order No.:	QT077767
Order Date:	10/13/2017
Ship Date:	11/22/2017
Customer ID:	HUN022
Currency:	USD

BILL TO:	SHIP TO:
City of Huntington Park 3401 E. Florence Huntington Park CA 90255 United States Attn: Lizet Nunez 323-584-6218	City of Huntington Park 3401 E. Florence Huntington Park CA 90255 United States Attn: Lizet Nunez 323-584-6218

CUSTOMER P.O. NO.	TERMS	SALES REP
	Net 30	George Livermore
SALES TAX CODE	**SHIPPING TERMS**	**SHIP VIA**
City of Huntington Park		

NO.	ITEM	DESCRIPTION	QTY	UOM	PRICE	EXTENDED PRICE
1	GMHLSSGLED-OH	Overhead - 5'9" x 40' Season's Greetings Sign LED	1	EA	7,235.00	7,235.00
2	STEMSHOOT21	Skyline - 21.5' Shooting Star, LED	8	EA	1,795.00	14,360.00
3	LABORINST	Labor Installation	9	EA	1,975.00	17,775.00
	of (1) Season's Greetings Sign & (8) Skyline Shooting Star					

Signature: Date:

Please sign and email or fax to (714) 436-0612
Install Date: Nov. 20-26, 2017 (City has a parade on the 27th)
Removal Date: N/A

50% for preferred installation dates
50% due Net 15 at time of install

Sub Total:	39,370.00
Freight & Misc.:	0.00
Tax Total:	2,051.53
Total (USD):	41,421.53

Created By: Gonzalez, Frank

CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

November 7, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF A RESOLUTION UPHOLDING THE PLANNING COMMISSION'S DETERMINATION REVOKING CONDITIONAL USE PERMIT CASE NO. 1459 IN CONNECTION WITH REAL PROPERTY LOCATED AT 3256 GAGE AVENUE, HUNTINGTON PARK, CALIFORNIA

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Conduct a public hearing;

2. Take public testimony; and

3. Adopt Resolution No. 2017-39, Upholding the Planning Commission's Determination to Revoke Conditional Use Permit (CUP) Case No, 1459 in connection with Real Property Located at 3256 Gage Avenue, Huntington Park, California.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 21, 2017 the Planning Commission considered a business license transfer request for the subject site located at 3256 Gage Avenue. At the conclusion of the meeting, the Planning Commission requested that the item be brought back to the Planning Commission as a public hearing item to either modify existing Conditional Use Permit (CUP) or to revoke it. On August 9, 2017, the Planning Commission adopted Resolution No. 1459-R, revoking Conditional Use Permit Case No. 1459 which allowed for a cocktail lounge on property located at 3256 Gage Avenue. During the Planning Commission meeting several issues of concern were discussed, including noncompliance with conditions of approval, public safety, and Alcohol Beverage Control (ABC) violations.

Conditional Use Permit

On June 21, 2017 and on August 9, 2017, the Planning Commission identified that the current operator is out of compliance with the conditions of approval No. 2, No. 10, and No. 11 of CUP under Resolution No. 1459.

Condition No.2 states, "That the applicant shall comply with all applicable codes, laws, rules and regulations, including Health and Safety, Building, Fire, Sign, Zoning, and Business License Codes of the City of Huntington Park." The current operator is hosting dance and live entertainment events without a City permit. In addition, dancing and live entertainment is prohibited within the conditions of approval of ABC. In addition, the current operator cooks and serves prepared food without a City permit and Los Angeles County Department of Public Health approval. Additionally, the current operator purchased alcohol from a supermarket (non-distributor). ABC regulations require the establishment purchase alcohol only from distributors. The Huntington Park Police Department found hard liquor inside of the establishment. ABC regulations prohibit keeping hard liquor or spirits within the establishment.

Condition No.10 states, "That inventory or merchandise shall only be permitted to be stored or displayed within the enclosed building. The current operator advertises and displays "happy hour" and beverage discounts outside of the establishment. Such advertisements are also prohibited within the conditions of approval of ABC.

Condition No.11 states, "That the permit may be subject to additional conditions after its original issuance. Such conditions shall be imposed by the Planning Commission as deemed appropriate to address problems of land use compatibility, security, and crime control."

Land use compatibility, security, and crime control problems have been identified with subject property and use. Therefore, the CUP may be subject to additional conditions and/or modification of existing conditions as deemed appropriate by the Planning Commission.

PUBLIC SAFETY

Police Department expressed concerns for the surrounding neighborhood as the establishment continues to cause problems associated with weapons, drugs, public intoxication, sexual offenses, human trafficking, noise, traffic, and peace disturbance. Police Staff have identified the following:

The business has produced a total of 74 calls for service between January 2015 and June 2017. The calls for service report indicates that the establishment is the generator of problems associated with weapons, drugs, public intoxication, sexual offenses, human trafficking, noise, traffic, and peace disturbance.

The business operates beyond 12:00am and allows the consumption of alcohol after midnight on operating days. The management of the business has not improved and continues to violate ABC and City regulations.

The business hosts dancing and live entertainment events, causing traffic and noise problems, which are a nuisance to the neighborhood.

The calls for service tie up police resources that can be utilized in other areas. On January 22, 2017, Police responded to a call from a resident complaint. Police arrived to the scene and a gentleman by the name of Mr. Francisco Rivas identified himself as the owner of the business. However, the registered business owner is Mr. Javier Gonzalez.

Police have interviewed staff from the establishment on different occasions and yielded Mr. Rivas as the owner of the business. However, Mr. Javier Gonzalez is documented as the business owner because Mr. Rivas is permanently banned by ABC from owning or operating any alcohol establishments due to previous offenses.

On January 26, 2017, Police issued a warning to the operator for posting advertisements outside of the establishment, which is a violation of ABC conditions of approval.

On February 9, 2017, the business operator was caught buying alcohol from a supermarket (non-distributor), which is a violation of ABC requirements. Police also found hard liquor stored inside the business, which is another violation of ABC regulations.

Concerns from residents and police have become a detriment. The neighborhood does not feel safe when walking near the establishment. Residents have expressed their consideration of moving out due to the problems caused by the establishment.

ALCOHOL BEVERAGE CONTROL (ABC)

The Planning Commission identified that the current operator is out of compliance with ABC regulations and conditions of approval No. 1, No. 5, No.6, No.10, and No.12.

Condition No.1 states, "Sales, service and consumption of alcoholic beverages shall be permitted only between the hours of 10am to 12midnight, each day of the week."

Police have responded to calls for service and found the establishment to be serving alcohol beyond 12 midnight.

Condition No.5 states, "No 'happy hour' type or reduced price alcoholic beverage promotion shall be allowed."

The business advertises "happy hour" and beverage discounts through social media sites. The Police Department has issued a warning to the operator for posting advertisements outside of the establishment.

Condition No.6 states, "There shall be no dancing allowed on the premises."

During a site inspection, a dance floor was noted inside the business. The establishment is continuously hosting dancing events. Due to ABC requirements, the City cannot allow dancing at the establishment.

Condition No.10 states, "There shall be no live entertainment of any type, including but not limited to live music, disc jockey, topless entertainment, male or female performers or fashion shows. Karaoke is not deemed a violation of this condition."

The business continues to promote live bands through social media websites. Police has responded to a call for service due to traffic because the establishment was hosting an event with live music. Due to ABC requirements, the City cannot allow dancing or entertainment at the establishment.

Condition No.12 states, "There shall be no exterior advertising or sign of any kind or type, including advertising directed to the exterior from within, promoting or indicating the availability of alcoholic beverages. Interior displays of alcoholic beverages or signs which are clearly visible to the exterior shall constitute a violation of this condition."

ABC regulations require the business to purchase alcohol from distributors only. An employee of the establishment was caught purchasing alcohol from a non-distributor. The employee stated that the owner gave them direction to buy alcohol knowing that it is unlawful. The department of ABC has an active case against the operator due to this matter. Based on the evidence presented, it is reasonable to assume that the business will continue operating in the same manner.

Based on the issues of concern, the existing cocktail lounge has created several problems for the surrounding area. The site has operated in violation of existing conditions of approval as well as in violation with other agency's conditions.

FISCAL IMPACT/FINANCING

This action does not have a direct fiscal impact on the General Fund. Annual revenues estimated for this business is approximately $400 in sales tax, based on the business owner projected annual sales of $30,000 and a business license fee of approximately $90.

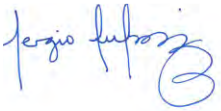
CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES
Acting City Manager



SERGIO INFANZON
Director of Community Development

ATTACHMENT(S)

A. Adopt Resolution No. 2017-39, Upholding the Planning Commission's Determination to Revoke Conditional Use Permit (CUP) Case No, 1459 in connection with Real Property Located at 3256 Gage Avenue, Huntington Park, California.

B. Planning Commission Staff Report from Planning Commission Meeting of August 9, 2017 (PC Resolution included).

ATTACHMENT “A”

RESOLUTION NO. 2017-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, STATE OF CALIFORNIA, UPHOLDING THE PLANNING COMMISSION'S DETERMINATION TO REVOKE CONDITIONAL USE PERMIT CASE NO. 1459 IN CONNECTION WITH REAL PROPERTY LOCATED AT 3256 GAGE AVENUE, HUNTINGTON PARK, CALIFORNIA

WHEREAS, On March 4, 1992, the Planning Commission approved Resolution No. 1459 granting Mr. Manuel Arellano a Conditional Use Permit for on-sale of beer and wine in conjunction with a cocktail lounge located at 3256 Gage Avenue, in the Commercial General (CG) Zone on the following described property:

Assessor's Parcel No. 6323-001-037; City of Huntington Park, County of Los Angeles; and

WHEREAS, On August 9, 2017, The Planning Commission held a public hearing and considered all evidence and public testimony regarding Conditional Use Permit Case No. 1459 and revoked the CUP due to violations of local and state laws; and

WHEREAS, Condition No. 2 of Resolution No. 1459 states, "That the applicant shall comply with all applicable codes, laws, rules and regulations, including Health and Safety, Building, Fire, Sign, Zoning, and Business License Codes of the City of Huntington Park."; and

WHEREAS, Condition No. 10 of Resolution No. 1459 states, "That inventory or merchandise shall only be permitted to be stored or displayed within the enclosed building."; and

WHEREAS, Condition No. 11 states, "That the permit may be subject to additional conditions after its original issuance. Such conditions shall be imposed by the Planning Commission as deemed appropriate to address problems of land use compatibility, security, and crime control."; and

WHEREAS, the property owner was duly noticed of the Planning Commission hearing on August 9, 2017, to consider the revocation of Conditional Use Permit No. 1459; and

WHEREAS, the City Council is required to announce its findings and recommendations.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES FIND, DETERMINE, RECOMMEND AND RESOLVES AS FOLLOWS:

SECTION 1: The revocation of Conditional Use Permit No. 1459 has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is found to be exempt from CEQA under Section of 15321 for Enforcement Actions by Regulatory Agencies.

SECTION 2: The City Council finds that in accordance with Section 9-2.1112 of the Huntington Park Municipal Code, a Conditional Use Permit may be revoked or modified by the Commission if any one of the following findings can be made:

1. That circumstances been changed by the applicant to a degree that one or more of the findings contained in the original permit can no longer be made in a positive manner and the public health, safety and welfare require the revocation;
2. That the Conditional Use Permit was issued, in whole or in part, on the basis of a misrepresentation or omission of a material statement in the application, or in the applicant's testimony presented during the public hearing, for the entitlement or permit;
3. That the use for which the Conditional Use Permit was granted had ceased or was suspended for six (6) or more months;
4. That one or more of the conditions of the Conditional Use Permit have not been met;
5. That the use is in violation of any statute, ordinance, law or regulation; or
6. That the use permitted by the Conditional Use Permit is detrimental to the public health, safety or welfare or constitutes a nuisance.

SECTION 3: The City Council finds that pursuant to Section 9-2.1112(4) of the Huntington Park Municipal Code, "one or more of the conditions of the Conditional Use Permit have not been met."

The Planning Commission finds that pursuant to Section 9-2.1112(5) of the Huntington Park Municipal Code, "the use is in violation of any statute, ordinance, law or regulation."

The Planning Commission finds that pursuant to Section 9-2.1112(6) of the Huntington Park Municipal Code, "the use permitted by the Conditional Use Permit is detrimental to the public health, safety or welfare or constitutes a nuisance."

SECTION 4: Based on the evidence in the record and the findings contained herein, the City Council hereby revokes Conditional Use Permit No. 1459.

SECTION 5: The City Clerk shall certify to the adoption of this resolution, which shall be effective upon its adoption and a copy thereof shall be filed with the City Clerk.

PASSED, APPROVED, AND ADOPTED this 7th day of November 2017

_____
Marilyn Sanabria, Mayor

ATTEST:

_____
Donna G. Schwartz, CMC
City Clerk

ATTACHMENT “B”

RESOLUTION NO. 1459-R

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HUNTINGTON PARK, STATE OF CALIFORNIA, REVOKING A CONDITIONAL USE PERMIT IN CONNECTION WITH REAL PROPERTY LOCATED AT 3256 GAGE AVENUE, HUNTINGTON PARK, CALIFORNIA

WHEREAS, On March 4, 1992, the Planning Commission approved Resolution No. 1459 granting Mr. Manuel Arellano a Conditional Use Permit for on-sale of beer and wine in conjunction with a cocktail lounge located at 3256 Gage Avenue, in the Commercial General (CG) Zone on the following described property:

Assessor's Parcel No. 6323-001-037; City of Huntington Park, County of Los Angeles; and

WHEREAS, Condition No. 2 of Resolution No. 1459 states, "That the applicant shall comply with all applicable codes, laws, rules and regulations, including Health and Safety, Building, Fire, Sign, Zoning, and Business License Codes of the City of Huntington Park."; and

WHEREAS, Condition No. 10 of Resolution No. 1459 states, "That inventory or merchandise shall only be permitted to be stored or displayed within the enclosed building."; and

WHEREAS, Condition No. 11 states, "That the permit may be subject to additional conditions after its original issuance. Such conditions shall be imposed by the Planning Commission as deemed appropriate to address problems of land use compatibility, security, and crime control."; and

WHEREAS, the property owner was duly noticed of the Planning Commission hearing on August 9, 2017, to consider the revocation of Conditional Use Permit No. 1459; and

WHEREAS, the Planning Commission is required to announce its findings and recommendations.

//

//

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF HUNTINGTON PARK DOES FIND, DETERMINE, RECOMMEND AND RESOLVES AS FOLLOWS:

SECTION 1: The revocation of Conditional Use Permit No. 1459 has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is found to be exempt from CEQA under Section of 15321 for Enforcement Actions by Regulatory Agencies.

SECTION 2: The Planning Commission finds that in accordance with Section 9-2.1112 of the Huntington Park Municipal Code, a Conditional Use Permit may be revoked or modified by the Commission if any one of the following findings can be made:

1. That circumstances been changed by the applicant to a degree that one or more of the findings contained in the original permit can no longer be made in a positive manner and the public health, safety and welfare require the revocation;
2. That the Conditional Use Permit was issued, in whole or in part, on the basis of a misrepresentation or omission of a material statement in the application, or in the applicant's testimony presented during the public hearing, for the entitlement or permit;
3. That the use for which the Conditional Use Permit was granted had ceased or was suspended for six (6) or more months;
4. That one or more of the conditions of the Conditional Use Permit have not been met;
5. That the use is in violation of any statute, ordinance, law or regulation; or
6. That the use permitted by the Conditional Use Permit is detrimental to the public health, safety or welfare or constitutes a nuisance.

SECTION 3: The Planning Commission finds that pursuant to Section 9-2.1112(4) of the Huntington Park Municipal Code, "one or more of the conditions of the Conditional Use Permit have not been met."

The Planning Commission finds that pursuant to Section 9-2.1112(5) of the Huntington Park Municipal Code, “the use is in violation of any statute, ordinance, law or regulation.”

The Planning Commission finds that pursuant to Section 9-2.1112(6) of the Huntington Park Municipal Code, “the use permitted by the Conditional Use Permit is detrimental to the public health, safety or welfare or constitutes a nuisance.”

SECTION 4: Based on the evidence in the record and the findings contained herein, the Planning Commission hereby revokes Conditional Use Permit No. 1459.

SECTION 5: This resolution shall not become effective until 15 days after the date of decision rendered by the Planning Commission, unless within that period of time it is appealed to the City Council. The decision of the Planning Commission shall be stayed until final determination of the appeal has been effected by the City Council.

SECTION 6: The Secretary of the Planning Commission shall certify to the adoption of this resolution and a copy thereof shall be filed with the City Clerk.

//

//

//

//

//

//

//

//

//

//

//

//

//

PASSED, APPROVED, AND ADOPTED this 9th day of August, 2017 by the following vote:

AYES: Pacheco, Montes, Gomez, Chair Martinez

NOES:

ABSTAIN:

ABSENT: Carvajal

HUNTINGTON PARK PLANNING COMMISSION

_____

Chairperson

ATTEST:

_____

Secretary

//

//

//

//

//

//

//

//

//

CITY OF HUNTINGTON PARK

PLANNING COMMISSION AGENDA REPORT

DATE: AUGUST 9, 2017

TO: CHAIRPERSON AND MEMBERS OF THE PLANNING COMMISSION

ATTENTION: SERGIO INFANZON, DIRECTOR OF COMMUNITY DEVELOPMENT

FROM: RODRIGO PELAYO, ASSISTANT PLANNER

SUBJECT: **PLANNING COMMISSION CASE NO. 1459 CUP (CONDITIONAL USE PERMIT)**

REQUEST: **A request to consider the modification of Conditional Use Permit Case No.1459 allowing the operation of a cocktail lounge to continue; or revoke Conditional Use Permit No. 1459 in connection with property located at 3256 Gage Avenue, within the Commercial General (CG) Zone.**

APPLICANT: City of Huntington Park

BACKGROUND:

- ***Current Business Operator (Javier Gonzalez)***

On December 20, 2016, the Planning Division received a business license application from Javier Gonzalez requesting approval for a change in ownership of an existing cocktail lounge located at 3256 Gage Avenue. As part of the application review process, Planning Staff verified if there was an existing Conditional Use Permit (CUP) in connection with the subject property and use. City records identified CUP No. 1459 to be in connection with the subject property and use. Therefore, the application process also required the transfer of the existing CUP to the new business operator. As a result, the Planning Division scheduled a site inspection in order to verify compliance with the conditions of approval within Planning Commission Resolution No. 1459.

On January 4, 2017, the City conducted an inspection of the subject property and determined that it was in violation of Condition Nos. 2, 4, 16, and 17 of PC Resolution 1459 (see Exhibit A). The business license application and

transfer of Conditional Use Permit was processed by the Planning Division and the applicant was given 30 days from the date of the approval to correct all violations. On January 17, 2017, the Building & Safety Division conducted an inspection and approved a certificate of occupancy the same day, allowing the business to begin operating. The applicant continued to work with Staff and acquired City approval to make site improvements and correct violations.

- ***New Business License Applicant (Melissa Martinez)***

On April 26, 2017, a business license application was submitted to the Planning Division by Melissa Martinez requesting approval for a change in ownership of the business. At the time of the application submittal, Planning Staff explained to Ms. Martinez that the application process also required the transfer of the conditional use permit in connection with the property, therefore a site inspection would need to be conducted. However, Staff had been previously informed by the Huntington Park Police Department that the business was causing disturbance in the surrounding neighborhood. Before scheduling a site inspection, Planning Staff met with the Police Department to discuss the issues caused by the current operator.

- ***Police Department Findings***

On May 2, 2017, the Police Department and Business License Enforcement Division met with Planning Staff and informed that the current operator has been conducting events with live music and entertainment and as result, causing nuisances in the surrounding properties. The Police Department also noted that 154 calls for service have been reported between January, 2015 and June, 2017 (see Exhibit B). In addition, the establishment has been in violation with requirements of the California Department of Alcoholic Beverage Control (see Exhibit C).

Following the meeting with Police Department, the Planning Division determined that the business license application (Exhibit D) and Conditional Use Permit 1459 (Exhibit E) should be further reviewed by the Planning Commission.

- ***Planning Commission meeting of June 21, 2017***

  o *Conditional Use Permit*

On June 21, 2017, a Planning Commission meeting was held and the business license application submitted by Ms. Martinez was presented as an item of consideration. During the meeting, the Planning Commission identified that the current operator is out of compliance with the conditions of approval No. 2, No. 10, and No. 11 of CUP No. 1459.

- Condition No.2 states, "That the applicant shall comply with all applicable codes, laws, rules and regulations, including Health and Safety, Building, Fire, Sign, Zoning, and Business License Codes of the City of Huntington Park."

- Condition No.10 states, "That inventory or merchandise shall only be permitted to be stored or displayed within the enclosed building."

- Condition No.11 states, "That the permit may be subject to additional conditions after its original issuance. Such conditions shall be imposed by the Planning Commission as deemed appropriate to address problems of land use compatibility, security, and crime control."

o *Police Department Comments*

Police Department staff explained that the business was established over 30 years ago and historically has caused problems associated with weapons, drugs, public intoxication, sexual offenses, human trafficking, noise, traffic, and peace disturbance. Police staff also stated the following:

- The business is in violation of the conditions of approval imposed by the California Department of Alcoholic Beverage Control (ABC).

- The business has produced a total of 74 calls for service between January 2015 and June 2017.

- The business operates beyond 12:00am and allows the consumption of alcohol after midnight on operating days.

- The business hosts dancing and live entertainment events, causing traffic and noise problems.

- The calls for service tie up police resources that can be utilized in other areas.

- On July 1, 2015, a person was sexually assaulted at the establishment.

- On January 22, 2017, Police responded to a call from a resident complaint of traffic in the street block generated by the business. Police arrived to the scene and a gentleman by the name of Mr. Francisco Rivas identified himself as the owner of the business. However, the registered business owner is Mr. Javier Gonzalez whom was not present.

- On January 26, 2017, Police issued a warning to the operator for posting advertisements outside of the establishment, which is a violation of ABC conditions of approval.

- On February 9, 2017, the business operator was caught buying alcohol from a supermarket (non-distributor), which is a violation of ABC requirements. Police also found hard liquor stored inside the business, which is another violation of ABC regulations.

Police staff concluded by expressing their concern for the public welfare and stating that residents continue to be intimidated by individuals associated to the business.

o *Department of Alcoholic Beverage Control Violations*

The Planning Commission identified that the current operator is out of compliance with ABC regulations and conditions of approval No. 1, No. 5, No.6, No.10, and No.12.

- Condition No.1 states, “Sales, service and consumption of alcoholic beverages shall be permitted

only between the hours of 10am to 12midnight, each day of the week."

- Condition No.5 states, "No 'happy hour' type or reduced price alcoholic beverage promotion shall be allowed."

- Condition No.6 states, "There shall be no dancing allowed on the premises."

- Condition No.10 states, "There shall be no live entertainment of any type, including but not limited to live music, disc jockey, topless entertainment, male or female performers or fashion shows. Karaoke is not deemed a violation of this condition."

- Condition No.12 states, "There shall be no exterior advertising or sign of any kind or type, including advertising directed to the exterior from within, promoting or indicating the availability of alcoholic beverages. Interior displays of alcoholic beverages or signs which are clearly visible to the exterior shall constitute a violation of this condition."

At the conclusion of the meeting, it was direction of the Planning Commission to prepare this item for consideration of modification or the revocation of Conditional Use Permit No. 1459.

DISCUSSION:

- ***Business License***

Business license applications are reviewed and processed administratively in most cases. When an application is submitted, staff searches records for any entitlements in connection with the subject property/use. When there are no responsive records, the application clears Planning review and continues to get processed by the remaining departments.

When records yield active entitlements, staff then proceeds to review the conditions of approval. After reviewing the conditions of approval, a site inspection is conducted in order to verify compliance with the conditions of approval.

When a property/use is determined to be in compliance

with conditions of approval, the application clears Planning review, continues to get processed by the remaining departments, and the entitlement in connection with the property is transferred to the new applicant.

When a property/use is determined to be out of compliance with conditions of approval due to lack of maintenance of the site, the application still clears Planning review, continues to get processed by the remaining departments, and the entitlement in connection with the property is transferred to the new applicant. However, the applicant is given a time period (usually 30 days) to correct all violations and be in compliance with all conditions of approval.

- ***Conditional Use Permit (CUP)***

Following a hearing, the Planning Commission shall record its decision in writing and shall recite the findings upon which the decision is based. The Commission may approve and/or modify a CUP application in whole or in part, with or without conditions, only if all of the following findings are made:

1. The proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of this Code;

2. The proposed use is consistent with the General Plan;

3. The approval of the CUP for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines;

4. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;

5. The subject site is physically suitable for the type and density/intensity of use being proposed; and

6. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

The Commission may hold a hearing to revoke or modify a Conditional Use Permit granted in compliance with the provisions of HPMC Section 9-2.11. A Conditional Use Permit may be revoked or modified by the Commission if any one of the following findings can be made:

1. That circumstances been changed by the applicant to a degree that one or more of the findings contained in the original permit can no longer be made in a positive manner and the public health, safety and welfare require the revocation;

2. That the Conditional Use Permit was issued, in whole or in part, on the basis of a misrepresentation or omission of a material statement in the application, or in the applicant's testimony presented during the public hearing, for the entitlement or permit;

3. That the use for which the Conditional Use Permit was granted had ceased or was suspended for six (6) or more months;

4. That one or more of the conditions of the Conditional Use Permit have not been met;

5. That the use is in violation of any statute, ordinance, law or regulation; or

6. That the use permitted by the Conditional Use Permit is detrimental to the public health, safety or welfare or constitutes a nuisance.

ANALYSIS:

- ***Business License***

On April 26, 2017, a business license application was submitted to the Planning Division by Melissa Martinez requesting approval for a change in ownership of the

business. During the application review, records yielded a CUP in connection with the property. Therefore, the CUP needs to be transferred to Ms. Martinez in order to continue processing the business license application for the change in ownership.

After review of the CUP, it was determined that the property/use is out compliance with the conditions of approval. The property/use must be in compliance with all conditions of approval in order to complete the transfer of the CUP to the new operator and the business license application process.

- ***Conditional Use Permit (CUP)***

The Planning Commission identified that the current operator is out of compliance with the conditions of approval No. 2, No. 10, and No. 11 of CUP No. 1459.

- Condition No.2 states, "That the applicant shall comply with all applicable codes, laws, rules and regulations, including Health and Safety, Building, Fire, Sign, Zoning, and Business License Codes of the City of Huntington Park."

  The current operator is hosting dance and live entertainment events without a City permit. In addition, dancing and live entertainment is prohibited within the conditions of approval of ABC.

  In addition, the current operator cooks and serves prepared food without a City permit and Los Angeles County Department of Public Health approval.

  The current operator purchased alcohol from a supermarket (non-distributor). ABC regulations require the establishment purchase alcohol only from distributors.

  The Huntington Park Police Department found hard liquor inside of the establishment. ABC regulations prohibit keeping hard liquor or spirits within the establishment.

- Condition No.10 states, "That inventory or merchandise shall only be permitted to be stored or displayed within the enclosed building."

  The current operator advertises and displays "happy hour" and beverage discounts outside of the establishment. Such advertisements are also prohibited within the conditions of approval of ABC.

- Condition No.11 states, "That the permit may be subject to additional conditions after its original issuance. Such conditions shall be imposed by the Planning Commission as deemed appropriate to address problems of land use compatibility, security, and crime control."

  Land use compatibility, security, and crime control problems have been identified with subject property and use. Therefore, the CUP may be subject to additional conditions and/or modification of existing conditions as deemed appropriate by the Planning Commission.

In order to address problems of land use compatibility, security, and crime control, the Planning Commission may add conditions, including but not limited to:

- That cooking of food shall be prohibited within the premises.

- That no prepackaged or prepared food be served in the premises.

- That the CUP be reviewed on a quarterly basis for compliance.

- That the establishment shall comply with all California Department of Alcoholic Beverage Control (ABC) regulations and conditions of approval.

- That the establishment shall not conduct any type of dance and entertainment, including but not limited to, disc jockeys and karaoke.

- That security staff patrol inside and outside the establishment during the business hours of operation.

- That patrons shall be restricted access to and from the alley located at the rear of the establishment.

- That the facades of the building be modified to incorporate openings to allow visibility to the inside.

- ***Police Department Comments***

Police Department expressed concerns for the surrounding neighborhood as the establishment continues to cause problems associated with weapons, drugs, public intoxication, sexual offenses, human trafficking, noise, traffic, and peace disturbance. Police Staff have identified the following:

- The business has produced a total of 74 calls for service between January 2015 and June 2017.

  The calls for service report indicates that the establishment is the generator of problems associated with weapons, drugs, public intoxication, sexual offenses, human trafficking, noise, traffic, and peace disturbance.

- The business operates beyond 12:00am and allows the consumption of alcohol after midnight on operating days.

  The management of the business has not improved and continues to violate ABC and City regulations.

- The business hosts dancing and live entertainment events, causing traffic and noise problems.

  The dancing and live entertainment events cause traffic and noise problem and are a nuisance to the neighborhood.

- The calls for service tie up police resources that can be utilized in other areas.

- On January 22, 2017, Police responded to a call from a resident complaint. Police arrived to the scene and a gentleman by the name of Mr. Francisco Rivas identified himself as the owner of the business. However, the registered business owner is Mr. Javier Gonzalez.

Police have interviewed staff from the establishment on different occasions and yielded Mr. Rivas as the owner of the business. However, Mr. Javier Gonzalez is documented as the business owner because Mr. Rivas is permanently banned by ABC from owning or operating any alcohol establishments due to previous offenses.

- On January 26, 2017, Police issued a warning to the operator for posting advertisements outside of the establishment, which is a violation of ABC conditions of approval.

- On February 9, 2017, the business operator was caught buying alcohol from a supermarket (non-distributor), which is a violation of ABC requirements. Police also found hard liquor stored inside the business, which is another violation of ABC regulations.

Concerns from residents and police have become a detriment. The neighborhood does not feel safe when walking near the establishment. Residents have expressed their consideration of moving out because due to the problems caused by the establishment.

Based on the input provided by the Police Department, it is reasonable to assume that without conditions of approval and monitoring, the establishment will continue to operate in the same fashion.

- ***Department of Alcoholic Beverage Control***

The Planning Commission identified that the current operator is out of compliance with ABC regulations and conditions of approval No. 1, No. 5, No.6, No.10, and No.12.

- Condition No.1 states, “Sales, service and consumption of alcoholic beverages shall be permitted only between the hours of 10am to 12midnight, each day of the week.”

  Police have responded to calls for service and found the establishment to be serving alcohol beyond 12 midnight.

- Condition No.5 states, “No ‘happy hour’ type or reduced price alcoholic beverage promotion shall be allowed.”

  The business advertises “happy hour” and beverage discounts through social media sites. The Police Department has issued a warning to the operator for posting advertisements outside of the establishment.

- Condition No.6 states, “There shall be no dancing allowed on the premises.”

  During a site inspection, a dance floor was noted inside the business. The establishment is continuously hosting dancing events. Due to ABC requirements, the City cannot allow dancing at the establishment.

- Condition No.10 states, “There shall be no live entertainment of any type, including but not limited to live music, disc jockey, topless entertainment, male or female performers or fashion shows. Karaoke is not deemed a violation of this condition.”

  The business continues to promote live bands through social media websites. Police has responded to a call for service due to traffic because the establishment was hosting an event with live music. Due to ABC requirements, the City cannot allow dancing or entertainment at the establishment.

- Condition No.12 states, “There shall be no exterior advertising or sign of any kind or type, including advertising directed to the exterior from within, promoting or indicating the availability of alcoholic beverages. Interior displays of alcoholic beverages or signs which are clearly visible to the exterior shall constitute a violation of this condition.”

ABC regulations require the business to purchase alcohol from distributors only. An employee of the establishment was caught purchasing alcohol from a non-distributor. The employee stated that the owner gave them direction to buy alcohol knowing that it is unlawful. The department of ABC has an active case against the operator due to this matter. Based on the evidence presented, it is reasonable to assume that the business will continue operating in the same manner.

- ***CUP Modification/Revocation Findings***

The Commission may hold a hearing to modify or revoke the Conditional Use Permit granted in compliance with the provisions of HPMC Section 9-2.11. A Conditional Use Permit may be revoked or modified by the Commission if any one of the following findings can be made:

1. That circumstances have been changed by the applicant to a degree that one or more of the findings contained in the original permit can no longer be made in a positive manner and the public health, safety and welfare require the revocation;

2. That the Conditional Use Permit was issued, in whole or in part, on the basis of a misrepresentation or omission of a material statement in the application, or in the applicant's testimony presented during the public hearing, for the entitlement or permit;

3. That the use for which the Conditional Use Permit was granted had ceased or was suspended for six (6) or more months;

4. That one or more of the conditions of the Conditional Use Permit have not been met;

5. That the use is in violation of any statute, ordinance, law or regulation; or

6. That the use permitted by the Conditional Use Permit is detrimental to the public health, safety or welfare or constitutes a nuisance.

Based on the evidence presented, Planning Staff has determined that the required findings can be made in support of a modification or revocation of the Conditional Use Permit.

The Planning Commission may make the findings to modify the CUP. If the Planning Commission decides to make modifications to the CUP, Staff proposes adding the following conditions of approval:

- That cooking of food shall be prohibited within the premises.

- That no prepackaged or prepared food be served in the premises.
- That the CUP be reviewed on a quarterly basis for compliance.
- That the establishment shall comply with all California Department of Alcoholic Beverage Control (ABC) regulations and conditions of approval.
- That the establishment shall not conduct any type of dance and entertainment, including but not limited to, disc jockeys and karaoke.
- That security staff patrol inside and outside the establishment during the business hours of operation.
- That patrons shall be restricted access to and from the alley located at the rear of the establishment.
- That the facades of the building be modified to incorporate openings to allow visibility to the inside.

Findings in support of the CUP modification will need to be brought back to the Planning Commission at the next available meeting.

Alternatively, the Planning Commission may make the findings to revoke the CUP. If the Planning Commission decides to revoke the CUP, the findings in support of the CUP revocation will need to be brought back to the Planning Commission at the next available meeting.

ENVIRONMENTAL REVIEW:

The modification of conditions of approval or revocation of an entitlement, such as a Conditional Use Permit, is exempt from the provisions of the California Environmental Quality Act (CEQA).

CONCLUSION:

After conducting a public hearing and receiving public testimony, the Planning Commission has the following options:

1. Approve modifications to CUP Case No.1459;
2. Approve the revocation of CUP Case No.1459;
3. Continue the item and request additional information.

EXHIBITS:

Exhibit A: Planning Commission Meeting Staff Report (June 21, 2017)
Exhibit B: Police Department Calls for Service (January 2015 to Present)
Exhibit C: ABC Conditions of Approval
Exhibit D: Business Promotions and Advertisements
Exhibit E: Business License Application
Exhibit F: PC Resolution No.1459
Exhibit G: CUP Transfer Letter
Exhibit H: Written Notice to Modify/Revoke CUP No. 1459

PLANNING COMMISSION MEETING
STAFF REPORT (JUNE 21, 2017)

EXHIBIT A

CITY OF HUNTINGTON PARK

PLANNING COMMISSION AGENDA REPORT

DATE: JUNE 21, 2017

TO: CHAIRPERSON AND MEMBERS OF THE PLANNING COMMISSION

ATTENTION: CARLOS LUIS, SENIOR PLANNER

FROM: RODRIGO PELAYO, ASSISTANT PLANNER

SUBJECT: **ITEM OF CONSIDERATION**

REQUEST: **A request to transfer Conditional Use Permit (CUP) No.1459 and the approval of a business license application for a change in ownership of a cocktail lounge located at 3256 Gage Avenue.**

APPLICANT: Melissa Martinez
596 E. Devon Drive
Gilbert, AZ 85296

BACKGROUND:

- ***Current Business Operator (Javier Gonzalez)***

On December 20, 2016, the Planning Division received a business license application from Javier Gonzalez requesting approval for a change in ownership of an existing cocktail lounge located at 3256 Gage Avenue. As part of the application review process, Planning Staff verified if there was an existing Conditional Use Permit (CUP) in connection with the subject property and use. City records identified CUP No. 1459 to be in connection with the subject property and use. Therefore, the application process also required the transfer of the existing CUP to the new business operator. As a result, the Planning Division scheduled a site inspection in order to verify compliance with the conditions of approval within Planning Commission Resolution No. 1459.

On January 4, 2017, the City conducted an inspection of the subject property and determined that it was in violation of Condition Nos. 2, 4, 16, and 17 of PC Resolution 1459 (see Exhibit A). The business license application and

transfer of Conditional Use Permit was processed by the Planning Division and the applicant was given 30 days from the date of the approval to correct all violations. On January 17, 2017, the Building & Safety Division conducted an inspection and approved a certificate of occupancy the same day, allowing the business to begin operating. The applicant continued to work with Staff and acquired City approval to make site improvements and correct violations.

- ***New Business License Applicant (Melissa Martinez)***

On April 26, 2017, a business license application was submitted to the Planning Division by Melissa Martinez requesting approval for a change in ownership of the business. At the time of the application submittal, Planning Staff explained to Ms. Martinez that the application process also required the transfer of the conditional use permit in connection with the property, therefore a site inspection would need to be conducted. However, Staff had been previously informed by the Huntington Park Police Department that the business was causing disturbance in the surrounding neighborhood. Before scheduling a site inspection, Planning Staff met with the Police Department to discuss the issues caused by the current operator.

- ***Police Department Findings***

On May 2, 2017, the Police Department and Business License Enforcement Division met with Planning Staff and informed that the current operator has been conducting events with live music and entertainment and as result, causing nuisances in the surrounding properties. The Police Department also noted that 154 calls for service have been reported between January, 2015 and June, 2017 (see Exhibit B). In addition, the establishment has been in violation with requirements of the California Department of Alcoholic Beverage Control (see Exhibit C).

Following the meeting with Police Department, the Planning Division determined that the business license application (Exhibit D) and Conditional Use Permit 1459 (Exhibit E) should be further reviewed by the Planning Commission.

DISCUSSION:

- ***Conditional Use Permit***

A Conditional Use Permit granted in compliance HPMC Section 9-2.11 shall continue to be valid upon a change of ownership of the site, business, service, use or structure which was the subject of the permit. In order to transfer a Conditional Use Permit, the City requires a site inspection in order to verify compliance with the conditions of approval. In addition, the new owner/operator is required to agree to all applicable conditions and operating standards prior to reuse/reopening under the new ownership.

Planning Commission Resolution No. 1459 was approved subject to compliance with 19 conditions of approval. In accordance with Condition No. 2 of PC Resolution 1459, the applicant shall comply with all applicable codes, laws, rules and regulations, including Health and Safety, Building, Fire, Sign, Zoning, and Business License Codes of the City of Huntington Park.

The current business operator has failed to comply with Condition No. 2 by hosting dance and live entertainment events without a permit, as required by the Huntington Park Municipal Code Sections 3-1.12 and 3-1.13. In addition, the establishment has active violations with the California Department of Alcoholic Beverage Control (ABC).

ANALYSIS:

Based on the evidence presented and the noncompliance with Conditions of Approval Nos. 2, the Planning Commission may review the CUP to modify and/or add conditions of approval. The Planning Commission may also review the CUP to consider revocation. Pursuant to HPMC Section 9-2.11, should the Planning Commission consider the modification or revocation of this CUP, a public hearing shall be held at a later date in compliance with all noticing requirements. Lastly, the Planning Commission may request additional information for further discussion at another scheduled meeting.

RECOMMENDATION:

1. Direct staff to prepare a notice of public hearing to consider modifications to CUP Case No.1459;

2. Direct staff to prepare a notice of public hearing to consider the devolution of CUP Case No.1459;

3. Continue the item and request additional information.

EXHIBITS:

Exhibit A: CUP Transfer Letter dated January 5, 2017
Exhibit B: Calls for Service (January 2015 to Present)
Exhibit C: ABC Conditions of Approval
Exhibit D: Business License Application
Exhibit E: PC Resolution No.1459

CALLS FOR SERVICE
JANUARY 2015 TO PRESENT

EXHIBIT B

Huntington Park Police Department
Number Of Calls Report by Complaint

Jurisdiction: **HPPD** ***First Date:*** **01/03/2015**

Last Date: **06/11/2017**

Complaint		*Number*
166	COURT ORDER VIOLATION	2
211R	ROBBERY REPORT	2
242R	BATTERY REPORT	2
261R	RAPE REPORT	1
415C	CUSTOMER	2
415	DISTURBANCE	3
415F	FIGHT	1
415M	MUSIC	3
415S	SUBJECT	10
417GUN	PERSON WITH A GUN	2
417KNIFE	PERSON WITH A KNIFE	1
422R	TERRORIST THREATS REPORT	1
459VR	BURGLARY VEHICLE REPORT	1
647F	DRUNK	1
ADVISAL	ADVISAL	2
BAR CK	BAR CHECK	1
CE	CODE ENFORCEMENT	1
CODE5	STAKEOUT	2
CSU	CSU	2
FU	FOLLOW UP	13
HS	NARCO	2
OO	EXTRA PATROL	2
PED	PED STOP	4
PKG	PARKING	2
REPO	REPOSSESSION	1
SUBP	SUBPOENA	1
TC 20002R	MISD HIT&RUN REPORT	2
TC FATAL	FATAL TRAFFIC COLLISION	1
TC NON-INJ	NON INJURY	1
TRANSIENT	TRANSIENT LOITERING/SLEEPING	1
VEH CK	VEHICLE CHECK	3
WALKTHRU	WALK THRU	1

Report Total: **74**

Huntington Park Police Department
Number Of Calls Report by Complaint

Jurisdiction: **HPPD** ***First Date:*** **01/10/2015**

Last Date: **05/16/2017**

Complaint		*Number*
170	ANIMAL CALLS	2
211	ROBBERY	1
211R	ROBBERY REPORT	1
242	BATTERY IN-PROGRESS	1
242R	BATTERY REPORT	2
243.4R	SEXUAL BATTERY REPORT	1
245	ASSAULT WITH DEADLY WEAPON	1
245R	ASSAULT WITH DEADLY WEAPON	1
415D	DOMESTIC	2
415M	MUSIC	1
415S	SUBJECT	4
415T	TRANSIENT	1
417KNIFE	PERSON WITH A KNIFE	1
459VR	BURGLARY VEHICLE REPORT	1
459V	VEHICLE	1
594	VANDALISM	1
ADVISAL	ADVISAL	1
ASST PUB	ASSIST PUBLIC	1
CW	CHECK WELFARE	1
DWN	PERSON DOWN	1
GTAR	VEH THEFT REPORT	2
LOST PROP	LOST PROPERTY	1
MEDICAL AID	MEDICAL ASSISTANCE	1
PED	PED STOP	7
PKG	PARKING	3
PRCS	PAROLE CHECKS	1
TC 20002R	MISD HIT&RUN REPORT	1
TC INJURY	INJURY TRAFFIC COLLISION	1
TC NON-INJ	NON INJURY	1
Traffic Stop	TRAFFIC STOP	6

Report Total: **50**

Huntington Park Police Department
Number Of Calls Report by Complaint

Jurisdiction: **HPPD** ***First Date:*** **01/21/2015**

Last Date: **05/09/2017**

Complaint		*Number*
242R	BATTERY REPORT	1
415F	FIGHT	1
415S	SUBJECT	3
415T	TRANSIENT	1
459VR	BURGLARY VEHICLE REPORT	1
CW	CHECK WELFARE	1
FLAG	FLAG DWN	1
HS	NARCO	1
PED	PED STOP	7
REC	RECOVERY	1
SEC CK	SECURITY CHECK	1
SUSP SUBJ	SUSPICIOUS SUBJ	1
TC 20002	MISD HIT&RUN JUST OCCURRED	1
TC 20002R	MISD HIT&RUN REPORT	1
TC NON-INJ	NON INJURY	5
Traffic Stop	TRAFFIC STOP	3

Report Total: **30**

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150103-0029														
	ADV	.	01/03/2015	10:11:06		TORRES FREDDY								
			TRANSIENT			3256 E GAGE AV, HTG PK								
				HP	LOPEZ,D		*24		10:12:33					10:27:38
				HP	LARIOS,M		21		10:13:09	10:15:37				10:27:37
				HP	NIJLAND,P		23		10:12:35	10:15:41				10:27:37
150107-0074														
	ADV	.	01/07/2015	18:52:06		FREDDIE - SECURITY								
			HS			3256 E GAGE AV, HTG PK								
				HP	RODRIGUEZ,CAR		*32	19:09:15	19:09:17	19:11:15				19:22:20
				HP	LOZANO,HUMBEF		34		19:09:35					19:22:20
150110-0007														
	ADV	.	01/10/2015	02:16:13		TORRES FREDDY								
			415			3256 E GAGE AV, HTG PK								
				HP	MARES,J		*12		02:34:10	02:35:41				02:39:51
				HP	GUIZAR,A		13		02:34:12	02:35:42				02:39:51
150123-0117														
	NRD	13 .	01/23/2015	23:44:32		OFELIA SOTELO								
			242R			3256 E GAGE AV, HTG PK								
				HP	GUIZAR,A		*13		23:48:45	23:51:41				00:30:07
				HP	LOPEZ,D		11		23:48:50	23:57:35				00:30:07
				HP	MARES,J		12		23:48:57	23:52:55			00:04:23	
				HP	WASIK,C		15		23:48:15	23:51:25			00:25:25	
150207-0008														
	SOW	14 .	02/07/2015	00:58:12										
			PED			3256 E GAGE AV, HTG PK								
				HP	MENDOZA,M		*14			00:58:12				01:00:20
				HP	LOPEZ,D		11		00:58:38					01:00:20
150207-0009														

Department	*OCA Number*	*RMS Juris*
HP	15-00436	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received* / *Complaint*	*Dep*	*Officer*	*Unit*	*Unit Time: Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150207-0009													
	OK	14 ·	02/07/2015 01:03:02										
			WALKTHRU		3256 E GAGE AV, HTG PK								
				HP	MENDOZA,M	*14			01:03:02				01:07:20
				HP	LOPEZ,D	11			01:03:13				01:07:20
150219-0135													
	CITE	14 ·	02/19/2015 22:48:14		FREDDIE - SECURITY GUARD								
	RPT	14	TC 20002R		3256 E GAGE AV, HTG PK								
				HP	GONZALEZ,A	*1T		22:54:36	22:57:30				00:24:21
				HP	LOPEZ,D	11		22:54:23	23:02:17			22:54:31	00:24:20
				HP	MARES,J	12		23:09:06	23:12:51				00:24:20
				HP	MENDOZA,M	14			22:57:25			23:32:07	00:24:20
				HP	WASIK,C	15		23:06:53	23:29:02			23:21:34	00:24:21
				HP	NAVARRETTE,JO	1S		22:59:19	23:04:20				00:24:21
				HP	PALACIOS,E	31		22:54:23	23:02:15			23:28:28	
				HP	RODRIGUEZ,CAR	32		22:59:02	23:02:53			23:31:48	
				HP	WELP,D	33			22:54:59			23:24:57	
				HP	HERNANDEZ,ROE	X1	22:52:20		22:55:06			00:24:03	

Department	*OCA Number*	*RMS Juris*
HP	15-00981	CA0193100

150221-0063													
	ADV	24 ·	02/21/2015 16:23:20		RANJID								
			415S		3256 E GAGE AV, HTG PK								
				HP	LEE,H	*33	16:26:22	16:26:43	16:31:24				16:56:37
				HP	MARQUEZ,A	24	16:26:24	16:26:43	16:29:47				16:56:38
150301-0021													
	ADV	14 ·	03/01/2015 02:49:26		FREDDY								
	NRD	14	TC NON-INJ		3256 E GAGE AV, HTG PK								
				HP	FUENTES,M	*14	02:49:54		02:53:29				03:23:41
				HP	FARMER,G	11		02:51:48					03:23:40
				HP	DURAN,S	12		02:51:46	02:55:01			03:14:17	
				HP	LEE,H	33			02:59:00				03:23:41
150319-0107													

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*		*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150319-0107														
	FI	.	03/19/2015	21:19:16										
	SOW		PED			3256 E GAGE AV, HTG PK								
				HP	GUERRERO,E		*3G			21:19:16				21:32:34
				HP	STAAL,G		4G			21:19:19				21:32:34
150325-0072														
	ADV	.	03/25/2015	17:56:16										
			PED			3256 E GAGE AV, HTG PK								
				HP	GUTIERREZ,J		*2G			17:56:18				18:00:47
150326-0094														
	ADV	32 .	03/26/2015	19:25:25		VICTOR SUAREZ								
			TC 20002R			3256 E GAGE AV, HTG PK								
				HP	RODRIGUEZ,CAR		*32		19:31:06	19:33:17				19:43:36
150506-0089														
	RPT	.	05/06/2015	20:41:14		CHRISTIAN - EMPLOYEE								
			417KNIFE			3256 E GAGE AV, HTG PK								
				HP	CARLOS,E		*14		20:44:33	20:43:59			21:41:30	
				HP	GUIZAR,A		13			20:49:19			21:40:17	
				HP	PRADO,G		1G			20:46:18			21:32:49	
				HP	GONZALEZ,A		1T		20:43:51	20:44:53			21:32:53	
				HP	PALACIOS,E		31		20:42:25	20:45:57			21:03:56	
				HP	RODRIGUEZ,CAR		32		20:42:23	20:45:44				22:00:46
				HP	GUERRERO,E		3G		20:44:36	20:46:11			21:32:45	
				HP	CHACON,C		3S			20:49:08			21:32:43	
				HP	STAAL,G		4G			20:46:16			21:32:47	

Department	*OCA Number*	*RMS Juris*
HP	15-02464	CA0193100

150511-0087														
	ARR	.	05/11/2015	20:34:14		FREDDIE TORRES								
			415S			3256 E GAGE AV, HTG PK								
				HP	FARMER,G		*11		20:37:10	20:38:39			21:01:02	
				HP	FUENTES,M		14		20:37:13	20:37:51	20:47:09	21:56:32		22:04:09

Department	*OCA Number*	*RMS Juris*
HP	15-02559	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received* / *Complaint*	*Caller* / *Address*	*Dep*	*Officer*	*Unit*	*Unit Time* *Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150528-0073														
	ARR 33	.	05/28/2015 16:18:33											
	RPT 33		415S	3256 E GAGE AV, HTG PK										
								Department	***OCA Number***	***RMS Juris***				
								HP	15-02877	CA0193100				
					HP	LOZANO,J	*W8			16:18:34			16:33:54	
					HP	GONZALEZ,A	1T		16:18:57	16:21:36			16:32:46	
					HP	MARQUEZ,A	31		16:18:41	16:21:33			16:33:57	
					HP	RODRIGUEZ,CAR	32			16:24:32			16:34:00	
					HP	WELP,D	33		16:18:41	16:20:45				16:55:21
150611-0088														
	ADV	.	06/11/2015 22:25:57	SUZENNA										
			415	3256 E GAGE AV, HTG PK										
					HP	LOZANO,HUMBEF	*34		22:28:56	22:31:20				22:33:54
					HP	MARQUEZ,A	31		22:28:57	22:32:25				22:33:53
150701-0101														
	RPT		07/01/2015 23:08:47	JESSICA RENGIFO										
			261R	3256 E GAGE AV, HTG PK										
								Department	***OCA Number***	***RMS Juris***				
								HP	15-03521	CA0193100				
					HP	CARLOS,E	*14		23:24:38	23:30:16				02:07:50
					HP	CHACON,C	1S			23:11:55			00:03:15	
150710-0001														
	CITE	.	07/10/2015 00:01:58											
			PED	3256 E GAGE AV, HTG PK										
					HP	CARLOS,E	*14			00:01:58				00:25:41
					HP	GUIZAR,A	13		00:02:04					00:25:41
150711-0002														
	ADV	.	07/11/2015 00:06:45	TORRES FREDDY										
			415S	3256 E GAGE AV, HTG PK										
					HP	GUIZAR,A	*13		00:10:17	00:10:39				00:15:28
					HP	CARLOS,E	14		00:10:18	00:11:05				00:15:28
					HP	GUTIERREZ,J	2G		00:10:32					00:15:29
					HP	STAAL,G	4G		00:10:34					00:15:29

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*		*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150722-0105														
	COMP 13	.	07/22/2015	22:01:44										
			FU			3256 E GAGE AV, HTG PK								
				HP	VALLE,F		*13			22:01:44				22:04:50
150724-0055														
	ARR	.	07/24/2015	17:08:26		FREDDIE								
	RPT		FU			3256 E GAGE AV, HTG PK								
				HP	NAVIA,M		*3S		17:10:12	17:11:20			17:34:39	
				HP	PRADO,G		1G			17:23:05			17:34:35	
				HP	FUENTES,M		31		17:10:36	17:11:46			19:15:26	
				HP	RODRIGUEZ,SAU		33		17:10:17	17:13:40			17:34:42	
				HP	LOZANO,HUMBEF		34		17:10:34	17:15:22				19:59:39
				HP	GUERRERO,E		3G			17:23:08			17:34:37	
150724-0066														
	LOG	.	07/24/2015	18:48:05										
			FU			3256 E GAGE AV, HTG PK								
				HP	PRADO,G		*1G			18:48:05				19:01:02
150805-0001														
	COMP 12	.	08/05/2015	00:19:09										
			SUBP			3256 E GAGE AV, HTG PK								
				HP	MARQUEZ,A		*12	00:20:36	00:38:51	00:40:29				00:50:26
150821-0005														
	ARR	.	08/21/2015	01:38:54										
	RPT		FU			3256 E GAGE AV, HTG PK								
				HP	MARQUEZ,A		*12			01:38:54				03:32:02
				HP	BARILLAS,R		11	01:55:07	01:56:33	03:11:53			02:32:07	03:32:02
				HP	CURIEL,RICK		13			01:39:20			03:24:10	
				HP	LOPEZ,D		14		01:56:35				02:34:51	
				HP	CHACON,C		1S			01:39:11			03:24:07	
150821-0010														

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*	*Caller*	*Dep*	*Officer*	*Unit*	*Unit Time* *Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150821-0010														
	RPT	.	08/21/2015 02:32:00											
			459VR	3256 E GAGE AV, HTG PK										
											Department	*OCA Number*	*RMS Juris*	
											HP	15-04466	CA0193100	
					HP	BARILLAS,R	*11			02:32:07				03:11:50
					HP	CURIEL,RICK	13		03:06:47				03:06:52	
150823-0086														
	ARR	33	.	08/23/2015 18:05:43		JOSEFINA MARTINEZ								
	RPT			FU		3256 E GAGE AV, HTG PK								
					HP	MENDOZA,M	*24		18:07:52	18:13:04			19:00:42	
					HP	RODRIGUEZ,CAR	22		18:07:53	18:13:06			19:15:24	
					HP	GUIZAR,A	33		18:14:16	18:34:07				20:26:36
150909-0126														
	ADV	12	.	09/09/2015 21:52:25		SOTELO CELIA								
				415S		3256 E GAGE AV, HTG PK								
					HP	MARQUEZ,A	*12	21:56:04		22:02:06				22:19:56
					HP	RENDON,A	11		21:56:31	21:59:33				22:19:55
150927-0058														
	RPT	32	.	09/27/2015 15:12:12		TORRES FREDDY								
				211R		3256 E GAGE AV, HTG PK								
											Department	*OCA Number*	*RMS Juris*	
											HP	15-05180	CA0193100	
					HP	RODRIGUEZ,SAU	*32		15:14:08	15:20:07				15:37:51
					HP	RODRIGUEZ,CAR	22		15:15:14	15:20:01			15:33:28	
					HP	GARCIA,C	23		15:14:54	15:20:09			15:34:15	
150927-0071														
	ADV		.	09/27/2015 19:06:33		TORRED FREDDY								
				FU		3256 E GAGE AV, HTG PK								
					HP	RODRIGUEZ,SAU	*32		19:20:36	20:22:57				20:23:13
150927-0081														
	ADV		.	09/27/2015 21:02:05		ALFREDO GARCIA								
				415S		3256 E GAGE AV, HTG PK								
					HP	DIAZ,MARIO	*14		21:05:52	21:12:54				21:21:09

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*	*Caller*			*Unit Time*						
			Complaint	*Address*									
				Dep	*Officer*	*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150927-0081													
	ADV	.	09/27/2015	21:02:05	ALFREDO GARCIA								
			415S		3256 E GAGE AV, HTG PK								
				HP	MAGALLANES,M	31		21:07:08	21:10:23				21:21:09
				HP	GUIZAR,A	33		21:05:56				21:10:33	
151003-0005													
	RPT 14	.	10/03/2015	01:27:09	TORRES FREDDY								
			422R		3256 E GAGE AV, HTG PK								
				HP	LOPEZ,D	*14	01:29:15		01:34:35				01:52:05
151003-0033													
	ASST 21	.	10/03/2015	10:00:54	FREDDIE TORRES								
			ADVISAL		3256 E GAGE AV, HTG PK								
				HP	BOJORQUEZ,M	*24		11:16:07					11:31:16
				HP	PALACIOS,E	21		11:18:08	11:20:48				11:31:16
151005-0101													
	UTL 14	.	10/05/2015	22:08:51	TORRES FREDDIE								
	ADV		FU		3256 E GAGE AV, HTG PK								
				HP	DIAZ,MARIO	*14		22:12:02	22:16:07				22:22:23
				HP	SPINDOLA,C	11		22:12:35	22:16:51				22:22:23
				HP	RODRIGUEZ,SAU	32	22:12:44	22:12:46	22:14:05				22:22:23
151009-0057													
	ADV	.	10/09/2015	19:29:36	MARIA SALAZAR								
	SOW		415S		3256 E GAGE AV, HTG PK								
				HP	FUENTES,M	*31		19:35:10	19:40:52				19:50:56
				HP	PARRA,C	22		19:35:22	19:37:29				19:50:56
				HP	LOZANO,HUMBEF	34		19:35:12	19:38:37				19:50:56
151010-0074													
	ADV 32	.	10/10/2015	16:54:47	FREDDY TORRES								
	GOA 32		415S		3256 E GAGE AV, HTG PK								
				HP	GARCIA,C	*23		16:58:09					17:04:41

Department	*OCA Number*	*RMS Juris*
HP	15-05281	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
151010-0074														
	ADV	32	10/10/2015	16:54:47		FREDDY TORRES								
	GOA	32	415S			3256 E GAGE AV, HTG PK								
				HP	RODRIGUEZ,SAU		32		16:58:09	17:02:25				17:04:42
151012-0095														
	ADV		10/12/2015	21:43:17		TORRES FREDDY								
			FU			3256 E GAGE AV, HTG PK								
				HP	DIAZ,MARIO		*14		21:47:11	21:49:34				21:53:01
				HP	DURAN,S		31		21:47:13	21:50:43				21:53:01
151015-0103														
	ADV	12	10/15/2015	22:36:36		ALFREDO GARCIA								
	ADV		415C			3256 E GAGE AV, HTG PK								
	SOW													
				HP	LOPEZ,D		*14	22:38:39	22:39:14					23:22:27
				HP	RENDON,A		11		22:39:30					22:45:57
				HP	MARQUEZ,A		12		22:53:55	22:40:25				23:22:26
151016-0091														
	ADV		10/16/2015	22:38:27		FREDDY TORRES								
	SOW		415C			3256 E GAGE AV, HTG PK								
				HP	LOPEZ,D		*14	22:42:53		22:47:21				23:07:52
				HP	RENDON,A		11		22:43:19				22:44:45	
				HP	MARQUEZ,A		12			22:49:16				23:07:52
				HP	PARSA,M		13A		22:47:35	22:50:55				23:07:52
				HP	FUENTES,M		31		22:47:44	22:47:53				23:07:53
				HP	LOZANO,HUMBEF		34		22:47:51	22:50:53				23:07:53
151020-0098														
	COMP		10/20/2015	22:21:47										
			FU			3256 E GAGE AV, HTG PK								
				HP	LISNER		*GS			22:21:50				22:30:22
				HP	GUERRERO,E		3G			22:22:12				22:30:21
				HP	ARREDONDO		5G			22:22:14				22:30:22

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received* / *Complaint*	*Caller* / *Address*	*Dep*	*Officer*	*Unit*	*Unit Time: Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
151021-0059														
	ARR	.	10/21/2015	14:04:08										
	RPT		CSU	3256 E GAGE AV, HTG PK										
										Department	***OCA Number***	***RMS Juris***		
										HP	15-05675	CA0193100		
					HP	BOJORQUEZ,M	*24			14:05:19				14:30:42
					HP	CURIEL,RICK	E1			14:51:51				21:25:58
					HP	MARETTI,R	ES			14:13:09				14:30:43
151224-0002														
	UTL	15	.	12/24/2015	00:28:37	MARTHA MESA								
				166		3256 E GAGE AV, HTG PK								
					HP	VALLE,F	*15		00:32:09	00:34:40				00:44:58
					HP	MARQUEZ,A	12		00:32:57	00:36:07				00:44:57
					HP	PARSA,M	13		00:32:09	00:34:18				00:44:57
151227-0003														
	RPT	14	.	12/27/2015	00:20:51	MEZA MARTHA								
				166		3256 E GAGE AV, HTG PK								
										Department	***OCA Number***	***RMS Juris***		
										HP	15-07018	CA0193100		
					HP	LEE,H	*13		00:26:03	00:31:19				01:06:12
					HP	DIAZ,MARIO	14		00:26:28	00:33:15				01:06:13
					HP	MARES,J	15		00:35:22	00:36:15				01:06:13
160103-0046														
	ADV	22	.	01/03/2016	15:24:53	FREDDY								
	SOW	22		415S		3256 E GAGE AV, HTG PK								
					HP	MENDOZA,M	*24	15:29:37	15:29:57				15:31:23	
					HP	RODRIGUEZ,CAR	22		15:30:37	15:31:54				15:40:11
					HP	WASIK,C	25	15:29:38	15:29:57				15:31:23	
					HP	GUIZAR,A	33		15:30:37	15:32:59				15:40:12
160117-0076														
	GOA		.	01/17/2016	17:40:35	SECURITY - MALE								
				HS		3256 E GAGE AV, HTG PK								

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*		*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
160122-0097														
	LOG	.	01/22/2016	22:34:17		TONY - THUMBLE RECOVERY								
	REPO					3256 E GAGE AV, HTG PK								
160206-0002														
	SOW	.	02/06/2016	00:18:42		FREDDY								
	647F					3256 E GAGE AV, HTG PK								
				HP	SPINDOLA,C		*14		00:24:26	00:26:32				00:37:48
				HP	PARSA,M		13		00:24:06	00:26:32				00:37:47
160218-0086														
	DET	.	02/18/2016	18:32:11										
	CODE5					3256 E GAGE AV, HTG PK								
				HP	PORRAS,J		*E2	18:49:40		18:49:47				21:52:35
160220-0035														
	ADV	.	02/20/2016	10:17:28		GONZALEZ JAVIER								
	ADVISAL					3256 E GAGE AV, HTG PK								
				HP	NAVIA,M		*25		10:22:46	10:30:55				10:31:03
160305-0101														
	OK	13 .	03/05/2016	22:37:27		JOSE								
	415F					3256 E GAGE AV, HTG PK								
				HP	LEE,H		*13		22:39:02	22:42:16				22:46:04
				HP	MACIAS,J		31		22:39:43					22:46:04
				HP	INOUYE,D		32		22:39:03					22:46:05
160311-0063														
	CITE	.	03/11/2016	18:03:59										
	IMP		CODE5			3256 E GAGE AV, HTG PK								
				HP	STAAL,G		*4G			18:43:52			18:44:46	
				HP	GUIZAR,A		13			21:16:11			21:53:20	
				HP	CERVANTES,O		D2			21:16:07				22:07:20

Department	*OCA Number*	*RMS Juris*
HP	16-01353	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
160311-0086														
	RPT	.	03/11/2016	22:29:37										
	BAR CK				3256 E GAGE AV, HTG PK									
								Department	***OCA Number***			***RMS Juris***		
								HP	16-01355			CA0193100		
160327-0053														
	UTL	.	03/27/2016	15:57:50		GUILLERMO								
	415S					3256 E GAGE AV, HTG PK S/A HONE								
				HP	WASIK,C		*24		16:11:20	16:11:43				17:06:40
				HP	GARCIA,C		23		16:11:23					17:06:40
160327-0089														
	ADV	.	03/27/2016	23:40:31		ERIBERTO LOPEZ								
	415M					3256 E GAGE AV, HTG PK								
				HP	PARSA,M		*11			00:38:44				00:40:39
				HP	DURAN,S		12			00:38:45				00:40:39
160417-0101														
	RPT	.	04/17/2016	20:40:12		MALE CALLER								
	TC FATAL					3256 E GAGE AV, HTG PK								
								Department	***OCA Number***			***RMS Juris***		
								HP	16-01982			CA0193100		
				HP	DURAN,S		*12		20:41:22	20:43:15			21:30:06	04:48:11
				HP	LEE,H		13			20:44:49			22:00:18	
				HP	SOBERANIS,E		14A			20:54:53			21:59:17	
				HP	ABRAHAM,S		15			21:34:50	21:34:57		00:35:41	
				HP	THORESON,S		1S		20:44:55	20:46:41			01:20:02	
				HP	RODRIGUEZ,SAU		32		20:49:28	20:53:21			22:05:49	
				HP	CASTELLI,NEIL		3S		20:44:55	20:46:39			01:20:05	
				HP	MENDOZA,M		3T			22:28:42				04:48:11
160423-0103														
	ADV	12	.	04/23/2016	23:26:24									
	OK	12		415			3256 E GAGE AV, HTG PK							
					HP	DURAN,S		*12		23:27:58	23:28:53			23:39:58
					HP	LEE,H		13		23:28:01	23:29:50			23:39:58
					HP	SOBERANIS,E		14A		23:28:20	23:32:01			23:39:58

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*	*Caller*	*Dep*	*Officer*	*Unit*	*Unit Time* *Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
160423-0103														
	ADV	12	04/23/2016	23:26:24										
	OK	12	415	3256 E GAGE AV, HTG PK										
					HP	ABRAHAM,S	15			23:29:56				23:39:59
					HP	RODRIGUEZ,SAU	32		23:31:09	23:31:21				23:39:59
					HP	MENDOZA,M	X2			23:33:02				23:39:59
160603-0080														
	ADV	14	06/03/2016	20:42:50										
			CE	3256 E GAGE AV, HTG PK										
					HP	SPINDOLA,C	*14			20:42:50				20:46:22
160709-0092														
	ARR		07/09/2016	22:27:24		ANDREW								
	RPT		417GUN	3256 E GAGE AV, HTG PK										
					HP	FUENTES,M	*14		22:28:31	22:30:36	23:06:37	23:10:34		23:47:19
					HP	NIJLAND,P	12A			22:38:37			22:45:33	
					HP	ANDRADE,H	13A		22:30:31	22:31:55				23:47:19
					HP	CHACON,C	1S		22:29:40	22:34:24				23:47:19
					HP	MACIAS,J	31		22:29:05	22:29:54				23:47:20
160710-0087														
	LOG	13A	07/10/2016	22:48:25										
			FU	3256 E GAGE AV, HTG PK										
					HP	ANDRADE,H	*13A			22:48:25				22:52:43
160711-0095														
	LOG		07/11/2016	21:17:02										
			FU	3256 E GAGE AV, HTG PK										
					HP	ANDRADE,H	*13A			21:17:04				21:33:56
160730-0103														
	ADV	14A	07/30/2016	23:40:34		RICHARD								
			415M	3256 E GAGE AV, HTG PK										
					HP	DURAN,S	*14A	00:01:33	00:01:38	00:02:12				00:06:17

Department HP ***OCA Number*** 16-03426 ***RMS Juris*** CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*	*Caller*	*Dep*	*Officer*	*Unit*	*Unit Time* *Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
161016-0011														
	RPT	13	10/16/2016 02:14:44	JUAN CARLOS RAMIREZ										
			211R	3256 E GAGE AV, HTG PK										
								Department	***OCA Number***	***RMS Juris***				
								HP	16-05353	CA0193100				
					HP	ANDRADE,H	*14			02:30:45				03:01:30
					HP	CARLOS,E	12			02:31:52			02:53:26	
					HP	DURAN,S	13		02:28:43	02:29:41				03:01:29
161016-0067														
	LOG	14	10/16/2016 18:30:04											
			FU	3256 E GAGE AV, HTG PK										
					HP	ANDRADE,H	*14			18:30:04				18:37:19
161016-0085														
	OK		10/16/2016 21:33:23											
			FU	3256 E GAGE AV, HTG PK										
					HP	ANDRADE,H	*14			21:33:23				21:55:37
161126-0087														
	ADV	13	11/26/2016 23:44:22	JORGE										
			415M	3256 E GAGE AV, HTG PK										
					HP	CORONEL,M	*11	23:45:39	23:45:50					23:50:46
					HP	CARLOS,E	13	23:45:39	23:45:51	23:49:02				23:50:46
170121-0114														
	ADV	1S	01/21/2017 23:41:56											
			OO	3256 E GAGE AV, HTG PK										
					HP	CURIEL,RICK	*1S			23:41:56				00:12:55
					HP	DURAN,S	12		23:48:45	23:59:05				00:12:55
170129-0001														
	OK		01/29/2017 00:04:19											
			OO	3256 E GAGE AV, HTG PK										
					HP	SOBERANIS,E	*14			00:04:19				00:05:09
170209-0077														

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
					Dep	*Officer*	*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
170209-0077														
	RPT	.	02/09/2017	16:32:45										
	CSU					3256 E GAGE AV, HTG PK								
					HP	MARETTI,R	*ES			16:32:47				17:03:04
170304-0117														
	CITE	12 .	03/04/2017	23:07:10										
	VEH CK					3256 E GAGE AV, HTG PK								
					HP	DURAN,S	*12			23:07:10				23:13:08
170304-0118														
	CITE	12 .	03/04/2017	23:13:34										
	PKG					3256 E GAGE AV, HTG PK								
					HP	DURAN,S	*12			23:13:34				23:19:17
170305-0084														
	CITE	11 .	03/05/2017	22:20:33										
	VEH CK					3256 E GAGE AV, HTG PK								
					HP	CORONEL,M	*11			22:20:33				22:27:13
170415-0092														
	UTL	.	04/15/2017	23:01:45		REFUSED								
	417GUN					3256 E GAGE AV, HTG PK								
					HP	SCHWARTZMAN,I	*13		23:07:48	23:11:34				23:18:14
					HP	PEREZ,T	14		23:07:49	23:11:43				23:18:15
					HP	NIJLAND,P	15		23:08:09	23:11:05				23:18:15
					HP	CURIEL,RICK	1S			23:11:31				23:18:15
170522-0001														
	CITE	.	05/22/2017	00:03:08										
	PKG					3256 E GAGE AV, HTG PK								
					HP	CORONEL,M	*11			00:03:08				00:08:17
170610-0011														

Department	*OCA Number*	*RMS Juris*
HP	17-00781	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/03/2015**

Jurisdiction: **HPPD** ***Last Date:*** **06/11/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
170610-0011														
	NRD	.	06/10/2017	00:28:03	VERNON PD									
			242R		3256 E GAGE AV, HTG PK									
				HP	ANDRADE,H	*11			00:32:57	00:35:40				01:00:40
				HP	NICHOLS,N	13			00:32:59	00:38:03				01:00:41
170611-0083														
	CITE	.	06/11/2017	23:51:18										
			VEH CK		3256 E GAGE AV, HTG PK									
				HP	CORONEL,M	*11				23:51:18				23:58:02
				HP	DURAN,S	12				23:51:30				23:58:02

* Denotes Primary Unit

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150110-0009														
	RPT	.	01/10/2015	02:49:02		VILLALOBOS MARICELA								
			211R			E GAGE AV // NEWELL ST, HTG PK					*Department*	*OCA Number*	*RMS Juris*	
											HP	15-00170	CA0193100	
				HP	MARES,J		*12		03:25:36	03:32:09				04:05:46
150129-0037														
	ADV	24 .	01/29/2015	10:20:45		LOPEZ CESAR								
			GTAR			E GAGE AV // NEWELL ST, HTG PK								
				HP	BOJORQUEZ,M		*24	10:25:13		10:26:58				11:04:48
150130-0012														
	RPT	24 .	01/30/2015	07:49:05										
			GTAR			E GAGE AV // NEWELL ST, HTG PK					*Department*	*OCA Number*	*RMS Juris*	
											HP	15-00566	CA0193100	
				HP	BOJORQUEZ,M		*24			07:51:00				08:34:26
150206-0097														
	OK	6G .	02/06/2015	23:09:05										
	SOW	6G	PED			E GAGE AV // NEWELL ST, HTG PK								
				HP	LEE,H		*6G			23:09:05				23:20:26
				HP	PRADO,G		1G			23:09:43				23:20:25
				HP	GUTIERREZ,J		2G			23:09:44				23:20:25
				HP	GUERRERO,E		3G		23:09:48					23:20:26
				HP	STAAL,G		4G		23:09:48					23:20:26
150207-0029														
	ADV	.	02/07/2015	06:47:03										
			ADVISAL			E GAGE AV // NEWELL ST, HTG PK								
				HP	GUIZAR,A		*13			06:47:03				06:50:12
				HP	NIJLAND,P		22			06:47:06				06:50:12
				HP	MARQUEZ,A		24		06:47:39					06:50:12
150214-0094														
	ASST	14 .	02/14/2015	22:30:48		MCDONALD`S RESTAURANTS								
			242			E GAGE AV // NEWELL ST, HTG PK								
				HP	FUENTES,M		*14		22:32:53	22:42:46				23:14:39

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*		*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150214-0094														
	ASST	14	02/14/2015	22:30:48		MCDONALD`S RESTAURANTS								
			242			E GAGE AV // NEWELL ST, HTG PK								
				HP	LEE,H		33		22:32:54				22:58:47	
150220-0072														
	RPT	33	02/20/2015	15:25:26										
			242R			E GAGE AV // NEWELL ST, HTG PK								
				HP	WELP,D		*33			15:25:28				15:39:08
150223-0045														
	ARR		02/23/2015	13:47:54										
	RPT		PED			E GAGE AV // NEWELL ST, HTG PK								
				HP	MARQUEZ,A		*24			13:47:54				14:17:43
				HP	GARCIA,C		23		13:48:04					14:17:42
150326-0066														
	ADV	32	03/26/2015	14:54:48										
			Traffic Stop			E GAGE AV // NEWELL ST, HTG PK								
				HP	RODRIGUEZ,CAR		*32			14:54:48				14:59:55
				HP	GONZALEZ,A		1T			14:55:06			14:55:47	
150503-0011														
	ADV		05/03/2015	01:43:19										
			Traffic Stop			E GAGE AV // NEWELL ST, HTG PK								
				HP	DURAN,S		*12			01:43:19				01:46:30
				HP	SPINDOLA,C		13		01:43:22					01:46:31
150512-0069														
	ADV		05/12/2015	17:34:53		JOSE RUIZ								
			211			E GAGE AV // NEWELL ST, HTG PK								
				HP	RODRIGUEZ,CAR		*32		17:38:03	17:43:16				17:54:39
				HP	WELP,D		33		17:38:06	17:40:49				17:54:40
150527-0038														

Department	*OCA Number*	*RMS Juris*
HP	15-00999	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*	*Caller*				*Unit Time*						
			Complaint	*Address*										
				Dep	*Officer*	*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150527-0038														
	RPT	CC	05/27/2015	10:34:36	KAREN TIRADO									
			LOST PROP		E GAGE AV // NEWELL ST, HTG PK									
				HP	DISPATCH3	*CC			10:40:38				10:40:51
150601-0094														
	GOA		06/01/2015	21:40:47	ANON									
			CW		E GAGE AV // NEWELL ST, HTG PK									
				HP	DURAN,S	*12		21:44:36				21:45:09	
				HP	FUENTES,M	14		21:45:15				21:50:36	
				HP	VALLE,F	15		21:45:07	21:50:33				21:50:50
150623-0034														
	Comp		06/23/2015	09:54:54										
			170		E GAGE AV // NEWELL ST, HTG PK									
				HP	LOZANO,J	*W8			09:54:55				11:31:34
150721-0102														
	RPT	11	07/21/2015	23:20:39	TORRES FREDDY									
			245		E GAGE AV // NEWELL ST, HTG PK									
				HP	RENDON,A	*11	23:21:33	23:22:24	23:24:08				23:47:11
				HP	MARQUEZ,A	12		23:22:02	23:24:15				23:47:11
				HP	LOPEZ,D	14		23:34:51					23:47:11
				HP	CHACON,C	1S			23:26:09				23:47:11
				HP	NAVIA,M	3S		23:23:06	23:23:52			23:37:19	

Department	*OCA Number*	*RMS Juris*
HP	15-03892	CA0193100

150724-0029														
	RPT		07/24/2015	10:57:11	ERNESTO									
			242R		E GAGE AV // NEWELL ST, HTG PK									
				HP	MARES,J	*24		11:10:10	11:15:51				11:48:16
				HP	PARRA,C	22		11:10:13	11:14:56				11:48:17

Department	*OCA Number*	*RMS Juris*
HP	15-03937	CA0193100

150903-0060														
	ADV		09/03/2015	13:53:12										
			Traffic Stop		E GAGE AV // NEWELL ST, HTG PK									

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*		*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150903-0060														
	ADV	.	09/03/2015	13:53:12										
			Traffic Stop			E GAGE AV // NEWELL ST, HTG PK								
				HP	PRADO,G		*1G			13:53:15				14:28:03
150918-0094														
	ADV	.	09/18/2015	23:26:26										
	SOW		PED			E GAGE AV // NEWELL ST, HTG PK								
				HP	GUTIERREZ,J		*2G			23:26:26				23:34:15
				HP	GUERRERO,E		3G			23:26:40				23:34:15
151009-0010														
	RPT	21 .	10/09/2015	08:25:49	ADRIANA VIDAL									
			459VR			E GAGE AV // NEWELL ST, HTG PK								
								Department	***OCA Number***	***RMS Juris***				
								HP	15-05411	CA0193100				
				HP	CARLOS,E		*21		08:27:54	08:33:45			08:41:48	09:10:37
151009-0013														
	ASST	21 .	10/09/2015	08:41:46										
			MEDICAL AID			E GAGE AV // NEWELL ST, HTG PK								
								Department	***OCA Number***	***RMS Juris***				
								HP	15-05413	CA0193100				
				HP	CARLOS,E		*21			08:41:50				08:51:03
				HP	CASTRO,S		25		08:45:58					08:51:03
151017-0045														
	ADV	.	10/17/2015	14:09:14	BRENDA PEREZ									
			415S			E GAGE AV // NEWELL ST, HTG PK								
				HP	RODRIGUEZ,CAR		*22		14:11:34	14:13:22				15:08:08
				HP	GARCIA,C		23		14:11:36					15:08:08
151023-0064														
	FI	.	10/23/2015	20:14:23										
			PRCS			E GAGE AV // NEWELL ST, HTG PK								
				HP	PRADO,G		*1G			20:14:25				20:27:06
				HP	LISNER		GS			20:16:28				20:27:07
151113-0059														

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
151113-0059														
	UTL	22	11/13/2015	14:37:57										
			415D		E GAGE AV // NEWELL ST, HTG PK									
				HP	PARRA,C	*22			14:39:40	14:39:42				14:47:52
				HP	CARLOS,E	21			14:41:04					14:47:51
151219-0071														
	ASST	4P	12/19/2015	16:17:45	MR GARCIA									
	COMP	4P	ASST PUB		E GAGE AV // NEWELL ST, HTG PK									
				HP	GONZALEZ,R	*4P		16:20:18	16:26:30	16:33:04				16:44:46
160116-0084														
	ADV	4G	01/16/2016	17:49:37										
			Traffic Stop		E GAGE AV // NEWELL ST, HTG PK									
				HP	STAAL,G	*4G				17:49:37				17:50:48
160120-0056														
	ADV		01/20/2016	17:20:15										
	SOW		415S		E GAGE AV // NEWELL ST, HTG PK									
				HP	PRADO,G	*1G				17:20:15				17:39:29
				HP	LOZANO,HUMBEF	34			17:20:24					17:39:29
				HP	GUERRERO,E	3G			17:20:18					17:39:29
160206-0003														
	ADV	13	02/06/2016	00:37:18										
	OK	13	459V		E GAGE AV // NEWELL ST, HTG PK									
	UNF	13												
				HP	PARSA,M	*13				00:37:20				00:41:51
				HP	SPINDOLA,C	14				00:38:08				00:41:51
				HP	GUIZAR,A	15A			00:37:23	00:39:13				00:41:52
160210-0053														
	RPT		02/10/2016	14:39:59	NATALY									
			243.4R		E GAGE AV // NEWELL ST, HTG PK									

Department	*OCA Number*	*RMS Juris*
HP	16-00830	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*	*Caller*	*Dep*	*Officer*	*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
									Unit Time					
160210-0053														
	RPT	.	02/10/2016 14:39:59	NATALY										
			243.4R	E GAGE AV // NEWELL ST, HTG PK										
											Department	*OCA Number*	*RMS Juris*	
											HP	16-00830	CA0193100	
					HP	GUERRERO,E	*3G	14:42:18					14:42:37	
					HP	WELP,D	23		14:45:16	14:51:12			16:03:57	
					HP	CASTRO,S	24	14:42:47		14:48:09				16:04:49
					HP	LISNER	GS		14:43:30				14:45:09	
160330-0067														
	UTL	5p .	03/30/2016 18:26:54	MARIA										
			PKG	E GAGE AV // NEWELL ST, HTG PK										
					HP	LECATO,ELIZABE	*5p		18:52:30	18:56:47				19:05:05
160402-0037														
	RPT	.	04/02/2016 14:10:41	LASO										
	IMP		TC 20002R	E GAGE AV // NEWELL ST, HTG PK										
											Department	*OCA Number*	*RMS Juris*	
											HP	16-01715	CA0193100	
					HP	NAVIA,M	*25		14:39:58	14:47:33				15:18:23
					HP	PALACIOS,E	21		14:50:57	14:56:51				15:18:22
160415-0038														
	CITE	2T .	04/15/2016 12:21:10											
			PED	E GAGE AV // NEWELL ST, HTG PK										
					HP	FARMER,G	*2T			12:21:11				12:34:33
160503-0062														
	ADV	12 .	05/03/2016 22:08:58											
	SOW	12	PED	E GAGE AV // NEWELL ST, HTG PK										
					HP	CARLOS,E	*12			22:08:58				22:18:51
					HP	GUIZAR,A	13		22:09:02					22:18:51
160506-0063														
	RPT	31 .	05/06/2016 19:29:08	WENDY REYES										
			417KNIFE	E GAGE AV // NEWELL ST, HTG PK										
											Department	*OCA Number*	*RMS Juris*	
											HP	16-02281	CA0193100	
					HP	BOJORQUEZ,M	*31	19:32:29		19:35:37				20:11:23

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
160506-0063														
	RPT	31 .	05/06/2016	19:29:08	WENDY REYES									
			417KNIFE		E GAGE AV // NEWELL ST, HTG PK									
				HP	PARSA,M	33				19:36:24			19:45:21	
				HP	VERDIELL,J	3S			19:34:56					20:11:24
				HP	LISNER	GS		19:32:29		19:36:55			19:44:16	
160614-0064														
	CITE	.	06/14/2016	15:49:52										
			Traffic Stop		E GAGE AV // NEWELL ST, HTG PK									
				HP	MENDOZA,M	*3T				15:49:54				15:55:55
160730-0067														
	ADV	.	07/30/2016	17:19:12										
			415M		E GAGE AV // NEWELL ST, HTG PK									
				HP	WASIK,C	*21		17:22:57		17:32:04				17:43:34
160820-0072														
		.	08/20/2016	18:19:01										
			Traffic Stop		E GAGE AV // NEWELL ST, HTG PK									
				HP	DURAN,S	*13				18:19:02				18:22:56
160920-0050														
	ADV	.	09/20/2016	12:43:18	RAMONA CITY YARDS									
	SOW		415T		E GAGE AV // NEWELL ST, HTG PK									
				HP	CASTRO,S	*25			12:57:12	13:04:55				13:09:41
160923-0098														
	RPT	.	09/23/2016	20:14:29										
			TC NON-INJ		E GAGE AV // NEWELL ST, HTG PK									
				HP	MACIAS,J	*14				20:14:34				20:26:33
				HP	HENRIQUEZ,R	12				20:17:49				20:26:32
				HP	CHAVEZ,G	32A			20:25:38					20:26:33
161002-0006														

Department	*OCA Number*	*RMS Juris*
HP	16-02281	CA0193100

Department	*OCA Number*	*RMS Juris*
HP	16-04850	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*	*Caller*	*Dep*	*Officer*	*Unit*	*Unit Time* *Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
			Complaint	*Address*										
161002-0006														
	ADV 14	.	10/02/2016	00:55:10		JESSICA								
	SOW 14		415D			E GAGE AV // NEWELL ST, HTG PK								
	VERB 14													
					HP	ANDRADE,H	*14		00:57:28	00:59:45				01:06:53
					HP	CARLOS,E	12		00:57:29				00:58:04	
					HP	RODRIGUEZ,SAU	32		00:58:13	01:00:54				01:06:53
161105-0080														
	RPT 12	.	11/05/2016	19:39:59		FEMALE ANON								
			TC INJURY			E GAGE AV // NEWELL ST, HTG PK								
					HP	NIJLAND,P	*12		19:40:34	19:41:02				20:14:15
					HP	CARLOS,E	13		19:40:34					20:14:15
					HP	RODRIGUEZ,SAU	32		19:40:35	19:41:19				20:14:15
161122-0069														
	OK	.	11/22/2016	20:55:44										
	SOW		PED			E GAGE AV // NEWELL ST, HTG PK								
					HP	THORESON,S	*3S			20:56:06				21:09:13
					HP	SPINDOLA,C	31			20:58:07				21:09:12
					HP	SOBERANIS,E	33			20:58:29				21:09:13
161206-0004														
	ADV 11	.	12/06/2016	00:47:19										
	SOW 11		PED			E GAGE AV // NEWELL ST, HTG PK								
					HP	CORONEL,M	*11			00:47:19				00:53:36
					HP	CARLOS,E	13		00:47:37	00:52:48				00:53:36
161207-0067														
	LOG	.	12/07/2016	14:52:03		DAVE								
			170			E GAGE AV // NEWELL ST, HTG PK								
161207-0083														

Department	*OCA Number*	*RMS Juris*
HP	16-05810	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*	*Dep*	*Officer*	*Unit*	*Unit Time* *Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
161207-0083															
	ARR	·	12/07/2016	17:40:57	DAVE RIVERA										
	RPT		415S		E GAGE AV // NEWELL ST, HTG PK										
						HP	SOBERANIS,E	*33		17:42:00				17:47:42	
						HP	SCHWARTZMAN,I	32A			17:52:13				18:37:14
						HP	FUENTES,M	34		17:42:03	17:50:31			18:08:05	
						HP	VALLE,A	3S			17:43:19			18:25:20	
161210-0075															
	ADV	12	·	12/10/2016	20:48:55	FEMALE CALLER									
	OK	12		594		E GAGE AV // NEWELL ST, HTG PK									
						HP	ANDRADE,H	*14	20:52:25					20:52:53	
						HP	NIJLAND,P	12	20:52:25	20:53:24	20:56:21				21:07:56
						HP	RODRIGUEZ,SAU	24	20:53:07	20:53:25					21:07:57
161218-0048															
	ADV	14	·	12/18/2016	19:17:02	ANGEL									
	PKG					E GAGE AV // NEWELL ST, HTG PK									
						HP	ANDRADE,H	*14		19:19:40	19:22:34				19:25:59
170121-0009															
	RPT	12	·	01/21/2017	02:19:47	JOSH									
				245R		E GAGE AV // NEWELL ST, HTG PK									
						HP	BOJORQUEZ,M	*12	02:22:58		02:27:53				02:56:49
170121-0097															
	CITE	1P	·	01/21/2017	21:16:09	SUSANA RODRIGUEZ									
	PKG					E GAGE AV // NEWELL ST, HTG PK									
						HP	MIRANDA,H	*1P	21:17:35	21:17:58	21:22:30				21:33:10
170514-0108															
	OK	12A	·	05/14/2017	23:20:03	MANUEL									
	UTL	12A		DWN		E GAGE AV // NEWELL ST, HTG PK									
						HP	SCHWARTZMAN,I	*13		23:21:04	23:24:41			23:32:49	
						HP	GARCIA,R	12A		23:21:32	23:23:37				23:34:33

Department	*OCA Number*	*RMS Juris*
HP	16-06440	CA0193100

Department	*OCA Number*	*RMS Juris*
HP	17-00393	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/10/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/16/2017**

Call Number	*Disp*	*Ten Code*	*Received*	*Caller*				*Unit Time*						
			Complaint	*Address*										
				Dep	*Officer*	*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
170514-0108														
	OK	12A	05/14/2017	23:20:03		MANUEL							
	UTL	12A	DWN			E GAGE AV // NEWELL ST, HTG PK							
				HP	PEREZ,T	31A			23:23:42				23:34:33
170516-0084														
	FI		05/16/2017	22:36:30		ANGEL ARANDIA							
			415S			E GAGE AV // NEWELL ST, HTG PK							
				HP	CARLOS,E	*12		22:39:13	22:41:48				23:00:45
				HP	NICHOLS,N	13		22:39:15	22:43:30				23:00:45

* Denotes Primary Unit

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/21/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/09/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150121-0078														
	ADV	.	01/21/2015	16:57:12		CARLOS								
	SOW		415T			NEWELL ST // GAGE AV, HTG PK								
				HP	WELP,D		*33		17:20:35	17:24:54				17:29:19
				HP	PALACIOS,E		31		17:20:36					17:29:19
150125-0049														
	RPT	.	01/25/2015	14:01:01		VARGAS ANEL								
			TC NON-INJ			NEWELL ST // GAGE AV, HTG PK								
				HP	RODRIGUEZ,SAU		*32		14:03:34	14:11:53				14:31:15
150213-0067														
	ASST 23	.	02/13/2015	16:01:19		SOCORRO HERRERA								
			TC NON-INJ			NEWELL ST // GAGE AV, HTG PK S/A TB 675 B								
				HP	DIAZ,MARIO		*23	16:07:28	16:07:58	16:16:08				16:28:47
150310-0071														
	UTL	.	03/10/2015	16:33:48		DENISE RAMIREZ								
			415F			NEWELL ST // GAGE AV, HTG PK								
				HP	RODRIGUEZ,CAR		*32		16:38:32	16:40:39				16:42:47
				HP	PALACIOS,E		31		16:40:56					16:42:46
				HP	WELP,D		33		16:39:14				16:41:01	
150329-0083														
	ASST 32	.	03/29/2015	21:55:38		MOISES								
	INFX 32		TC NON-INJ			NEWELL ST // GAGE AV, HTG PK								
				HP	SPINDOLA,C		*13		21:57:16	22:01:29				22:42:34
				HP	RODRIGUEZ,SAU		32		21:57:17	21:59:54				22:42:34
150329-0085														
	UTL 14	.	03/29/2015	22:20:10		JUAN								
	UTL		SUSP SUBJ			NEWELL ST // GAGE AV, HTG PK								
				HP	FUENTES,M		*14		22:22:32	22:30:15				22:32:34
				HP	FARMER,G		11		22:22:32	22:27:23				22:38:36

Department	*OCA Number*	*RMS Juris*
HP	15-00471	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/21/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/09/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150429-0081														
	ADV	32	04/29/2015	17:02:56										
	PED				NEWELL ST // GAGE AV, HTG PK									
				HP	RODRIGUEZ,CAR	*32				17:02:56				17:08:02
150601-0027														
	CITE		06/01/2015	09:59:57										
	PED				NEWELL ST // GAGE AV, HTG PK									
				HP	NAVIA,M	*25				09:59:57				10:12:27
				HP	MENDOZA,M	22			10:00:35					10:12:27
150715-0028														
	FI	24	07/15/2015	08:58:45										
	SOW	24	PED		NEWELL ST // GAGE AV, HTG PK									
				HP	BOJORQUEZ,M	*24				08:58:46				09:20:00
				HP	PARRA,C	22			08:58:52					09:19:59
				HP	PORRAS,J	26				09:03:40				09:20:00
				HP	ALPIZAR,GABRIE	D5			09:00:33					09:20:01
150718-0097														
	ADV	33	07/18/2015	21:40:14										
	FLAG				NEWELL ST // GAGE AV, HTG PK									
				HP	PARSA,M	*33				21:40:14				21:45:40
150719-0062														
	ADV	33	07/19/2015	16:02:54										
	PED				NEWELL ST // GAGE AV, HTG PK									
				HP	PARSA,M	*33				16:02:54				16:15:55
				HP	RODRIGUEZ,SAU	32			16:02:56					16:15:54
150726-0063														
	ADV		07/26/2015	14:02:46	PEREZ IRMA									
	SOW	24	HS		NEWELL ST // GAGE AV, HTG PK									
				HP	MENDOZA,M	*24			14:20:39				14:22:08	
				HP	WASIK,C	25			14:20:42				14:22:12	

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/21/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/09/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*						
			Complaint		*Address*									
				Dep	*Officer*	*Unit*		*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
150726-0063														
	ADV	.	07/26/2015	14:02:46		PEREZ IRMA								
	SOW 24		HS			NEWELL ST // GAGE AV, HTG PK								
				HP	RODRIGUEZ,SAU		32		14:22:06					14:43:32
				HP	GUIZAR,A		33		14:22:04	14:36:11				14:43:32
150729-0061														
	ADV	.	07/29/2015	18:58:23		ARRANDIA ANGEL								
	SOW		415S			NEWELL ST // GAGE AV, HTG PK								
				HP	LOZANO,HUMBEF		*34		19:01:23	19:04:10				19:05:48
				HP	DURAN,S		32		19:01:26					19:05:48
150831-0067														
	ARR 33	.	08/31/2015	14:44:42										
	RPT 33		PED			NEWELL ST // GAGE AV, HTG PK								
				HP	GUIZAR,A		*33			14:44:42	15:02:27			15:14:04
				HP	MAGALLANES,M		31			14:53:35			15:02:33	
150902-0046														
	REC	.	09/02/2015	13:37:50										
			REC			NEWELL ST // GAGE AV, HTG PK								
				HP	RODRIGUEZ,DA		*7P			13:37:50				14:09:30
150929-0036														
	RPT	.	09/29/2015	10:48:30		OSCAR EFRAIN DE LEON ARANGO								
			459VR			NEWELL ST // GAGE AV, HTG PK								
160215-0047														
	RPT	.	02/15/2016	17:52:45		SGT. THORESON								
			TC NON-INJ			NEWELL ST // GAGE AV, HTG PK								
				HP	MENDOZA,M		*3T		18:02:54	18:11:08				18:35:49
160305-0057														

Department	*OCA Number*	*RMS Juris*
HP	15-04674	CA0193100

Department	*OCA Number*	*RMS Juris*
HP	15-04708	CA0193100

Department	*OCA Number*	*RMS Juris*
HP	15-05218	CA0193100

Department	*OCA Number*	*RMS Juris*
HP	16-00924	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/21/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/09/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*			*Unit Time*					
			Complaint		*Address*								
				Dep	*Officer*	*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
160305-0057													
	ASST	.	03/05/2016	15:11:19									
	INFX		TC NON-INJ		NEWELL ST // GAGE AV, HTG PK								
				HP	WASIK,C	*24		15:12:18	15:16:44				15:40:49
160312-0012													
	ADV	.	03/12/2016	02:19:57	JUANITA								
	SOW		CW		NEWELL ST // GAGE AV, HTG PK								
	VERB												
				HP	SPINDOLA,C	*14		02:24:28	02:26:32				02:46:43
				HP	GUIZAR,A	13		02:24:29	02:25:50				02:46:43
160320-0016													
	ARR	13	03/20/2016	01:49:23									
	RPT		Traffic Stop		NEWELL ST // GAGE AV, HTG PK								
				HP	THORESON,S	*1S			01:49:24			02:15:23	
				HP	CARLOS,E	12			02:11:52			02:30:55	
				HP	FARMER,G	13		01:49:33	01:52:32				03:06:32
160331-0001													
	ADV	12	03/31/2016	00:06:55									
			PED		NEWELL ST // GAGE AV, HTG PK								
				HP	CARLOS,E	*12			00:06:59				00:12:18
160425-0026													
	UTL	.	04/25/2016	09:27:56									
			SEC CK		NEWELL ST // GAGE AV, HTG PK								
				HP	RODRIGUEZ,CAR	*22		09:38:07	09:45:03				09:49:21
				HP	NAVIA,M	25		09:38:45	09:45:05				09:49:21
160521-0007													
	REC	12	05/21/2016	01:05:08	MARIO CHACON								
	IMP	12	TC 20002		NEWELL ST // GAGE AV, HTG PK								
	RPT	12											

Department	*OCA Number*	*RMS Juris*
HP	16-01491	CA0193100

Department	*OCA Number*	*RMS Juris*
HP	16-02514	CA0193100

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/21/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/09/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*								
			Complaint		*Address*			*Unit Time*					
				Dep	*Officer*	*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
160521-0007													
	REC	12	05/21/2016	01:05:08	MARIO CHACON								
	IMP	12	TC 20002		NEWELL ST // GAGE AV, HTG PK								
	RPT	12											
										Department	***OCA Number***	***RMS Juris***	
										HP	16-02514	CA0193100	
				HP	MARES,J	*12		01:06:42	01:11:54				02:42:31
				HP	PARSA,M	11		01:08:55	01:11:54				02:00:13
				HP	LEE,H	13		01:07:13	01:11:58				02:00:14
				HP	SPINDOLA,C	14		01:11:09	01:15:32				02:00:14
160621-0078													
	ARR		06/21/2016	15:15:37									
	RPT		415S		NEWELL ST // GAGE AV, HTG PK								
										Department	***OCA Number***	***RMS Juris***	
										HP	16-03111	CA0193100	
				HP	Coronel,M	*33A			15:15:37				17:13:30
				HP	PRADO,G	1G			15:17:51			15:22:54	
				HP	LISNER	3S			15:17:36			16:24:04	
				HP	STAAL,G	4G			15:17:46			16:24:02	
160717-0084													
	NRD	14	07/17/2016	23:20:32	RAMON R.N								
			242R		NEWELL ST // GAGE AV, HTG PK								
				HP	FUENTES,M	*14		23:25:27	23:33:09				23:40:17
161015-0067													
	LOG		10/15/2016	16:44:49	MARAVILLA FRANK								
			TC 20002R		NEWELL ST // GAGE AV, HTG PK								
161103-0075													
	CITE	E2	11/03/2016	20:35:21									
	SOW		PED		NEWELL ST // GAGE AV, HTG PK								
				HP	PORRAS,J	*E2			20:35:21				20:41:47
				HP	CURIEL,RICK	E1			20:35:26				20:41:47
				HP	MARETTI,R	ES			20:35:26				20:41:48
170225-0088													

Huntington Park Police Department
Call Log Report Type All Unit Times and Location with OCA's

First Date: **01/21/2015**

Jurisdiction: **HPPD** ***Last Date:*** **05/09/2017**

Call Number	*Disp*	*Ten Code*	*Received*		*Caller*								
			Complaint		*Address*			*Unit Time*					
				Dep	*Officer*	*Unit*	*Dispatch*	*Enroute*	*OnScene*	*Depart*	*Arrive*	*Remove*	*Comp*
170225-0088													
	ARR	.	02/25/2017	19:34:41	MAYRA								
	RPT		415S		NEWELL ST // GAGE AV, HTG PK								
										Department	***OCA Number***	***RMS Juris***	
										HP	17-01104	CA0193100	
				HP	SOBERANIS,E	*14	19:38:07	19:38:56	19:43:13			19:47:57	
				HP	ANDRADE,H	13	19:38:08	19:38:55	19:41:57				20:23:53
				HP	INOUYE,D	X1			19:42:36			19:47:59	
170408-0089													
	CITE	.	04/08/2017	22:14:13									
			Traffic Stop		NEWELL ST // GAGE AV, HTG PK								
				HP	DURAN,S	*12			22:14:14				22:23:29
170509-0101													
	CITE	12 .	05/09/2017	23:47:06									
	IMP		Traffic Stop		NEWELL ST // GAGE AV, HTG PK					***Department***	***OCA Number***	***RMS Juris***	
										HP	17-02618	CA0193100	
				HP	CARLOS,E	*12			23:47:06				00:31:36
				HP	HENRIQUEZ,R	14		23:47:57	23:51:05			00:20:15	

* Denotes Primary Unit

ALCOHOLIC BEVERAGE CONTROL CONDITIONS OF APPROVAL

EXHIBIT C

BEFORE THE
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
OF THE STATE OF CALIFORNIA

IN THE MATTER OF THE APPLICATION OF

JAVIER SANCHEZ GONZALEZ
CLUB 21
3256 E GAGE AVE
HUNTINGTON PARK, CA 90255-5442

} FILE 42-571381
}
} REG.
}

} **PETITION FOR CONDITIONAL LICENSE**
}

For Issuance of an On-Sale Beer And Wine - Public Premises - License

Under the Alcoholic Beverage Control Act

WHEREAS, petitioner(s) has/have filed an application for the issuance of the above-referred-to license(s) for the above-mentioned premises; and,

WHEREAS, the proposed premises and/or parking lot, operated in conjunction therewith, are located within 100 feet of residences(s); and,

WHEREAS, issuance of the applied-for license without the below-described conditions would interfere with the quiet enjoyment of the property by nearby residents and constitute grounds for the denial of the application under the provisions of Rule 61.4, of Chapter 1, Title 4, of the California Code of Regulations; and,

WHEREAS, the premises to be licensed is located in an area in which there is a significant law enforcement problem: and,

WHEREAS, the issuance of an unrestricted license would be contrary to public welfare or morals;

NOW, THEREFORE, the undersigned petitioner(s) do/does hereby petition for a conditional license as follows, to-wit:

1 Sales, service and consumption of alcoholic beverages shall be permitted only between the hours of 10am to 12midnight, each day of the week.

2 No alcoholic beverages shall be consumed on any property adjacent to the licensed premises under the control of the licensee(s) as depicted on the ABC-257 and ABC-253 dated 6/30/2016.

3 The petitioner(s) shall be responsible for maintaining free of litter the area adjacent to the premises over which they have control, as depicted on the ABC-257 and ABC-253 dated 6/30/2016.

4 Any graffiti painted or marked upon the premises or on any adjacent area under the control of the licensee(s) shall be removed or painted over within 72 hours of being applied.

5 No "happy hour" type or reduced price alcoholic beverage promotion shall be allowed.

JSG
Initials

RECEIVED
21

6 There shall be no dancing allowed on the premises.

7 There shall be no amusement machines or video game devices in the premises at any time.

8 The rear/side doors of the premises shall be equipped on the inside with an automatic locking device and shall be closed at all times, and shall not be used as a means of access by patrons to and from the licensed premises. Temporary use of these doors for delivery of supplies does not constitute a violation.

9 Entertainment provided shall not be audible beyond the area under the control of the licensee(s) as defined on the ABC-257 and ABC-253 dated 6/30/2016.

10 There shall be no live entertainment of any type, including but not limited to live music, disc jockey, topless entertainment, male or female performers or fashion shows. Karaoke is not deemed a violation of this condition.

11 The parking lot of the premises shall be equipped with lighting of sufficient power to illuminate and make easily discernible the appearance and conduct of all persons on or about the parking lot. Additionally, the position of such lighting shall not disturb the normal privacy and use of any neighboring residences.

12 There shall be no exterior advertising or sign of any kind or type, including advertising directed to the exterior from within, promoting or indicating the availability of alcoholic beverages. Interior displays of alcoholic beverages or signs which are clearly visible to the exterior shall constitute a violation of this condition.

13 Loitering is prohibited on or around these premises or this area under the control of the licensee(s) as depicted on the ABC-257 and ABC-253 dated 6/30/2016.

14 No employee or agent shall be permitted to accept money or any other thing of value from a customer for the purpose of sitting or otherwise spending time with customers while in the premises, nor shall the licensee(s) provide or permit, or make available either gratuitous or for compensation, male or female persons who act as escorts, companions, or guests of and for the customers.

15 No employee or agent shall solicit or accept any alcoholic or non-alcoholic beverage from any customer while in the premises.

This petition for conditional license is made pursuant to the provisions of Sections 23800 through 23805 of the Business and Professions Code and will be carried forward in any transfer at the applicant-premises.

Petitioner(s) agree(s) to retain a copy of this petition on the premises at all times and will be prepared to produce it immediately upon the request of any peace officer.

The petitioner(s) understand(s) that any violation of the foregoing condition(s) shall be grounds for the suspension or revocation of the license(s).

DATED THIS 20 DAY OF October, 20 16.

Applicant/Petitioner

Applicant/Petitioner

Department of Alcoholic Beverage Control

LICENSED PREMISES DIAGRAM (RETAIL)

State of California
Edmund G. Brown Jr., Governor

1. APPLICANT NAME (If individual - Last, first, middle)
Gonzalez Javier Sanchez

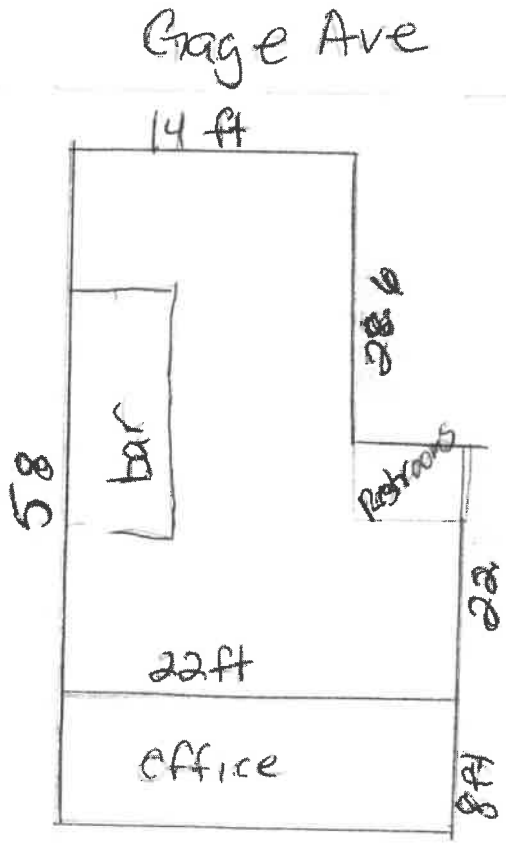
2. LICENSE TYPE
42

3. PREMISES ADDRESS (Street number and name, city, zip code)
3256 E Gage Ave Huntington Park CA 90255

4. NEAREST CROSS STREET
Newell St

The diagram below is a true and correct description of the entrances, exits, interior walls and exterior boundaries of the premises to be licensed, *including dimensions and identification of each room (i.e., "storeroom", "office", etc.).*

DIAGRAM



It is hereby declared that the above-described boundaries, entrances and planned operation as indicated on the reverse side, will not be changed without first notifying and securing prior written approval of the Department of Alcoholic Beverage Control. I declare under penalty of perjury that the foregoing is true and correct.

APPLICANT SIGNATURE (Only one signature required)
X [signature]

DATE SIGNED
6/30/16

CERTIFIED CORRECT (Signature)
[signature]

PRINTED NAME
ANGIE RIVERA

FOR ABC USE ONLY

INSPECTION DATE
Compared/Received

ABC-257 (10/05)

Department of Alcoholic Beverage Control

LICENSED PREMISES DIAGRAM (RETAIL)

State of California
Edmund G. Brown Jr., Governor

1. APPLICANT NAME (If individual: Last, first, middle)
Gonzalez Javier Sanchez

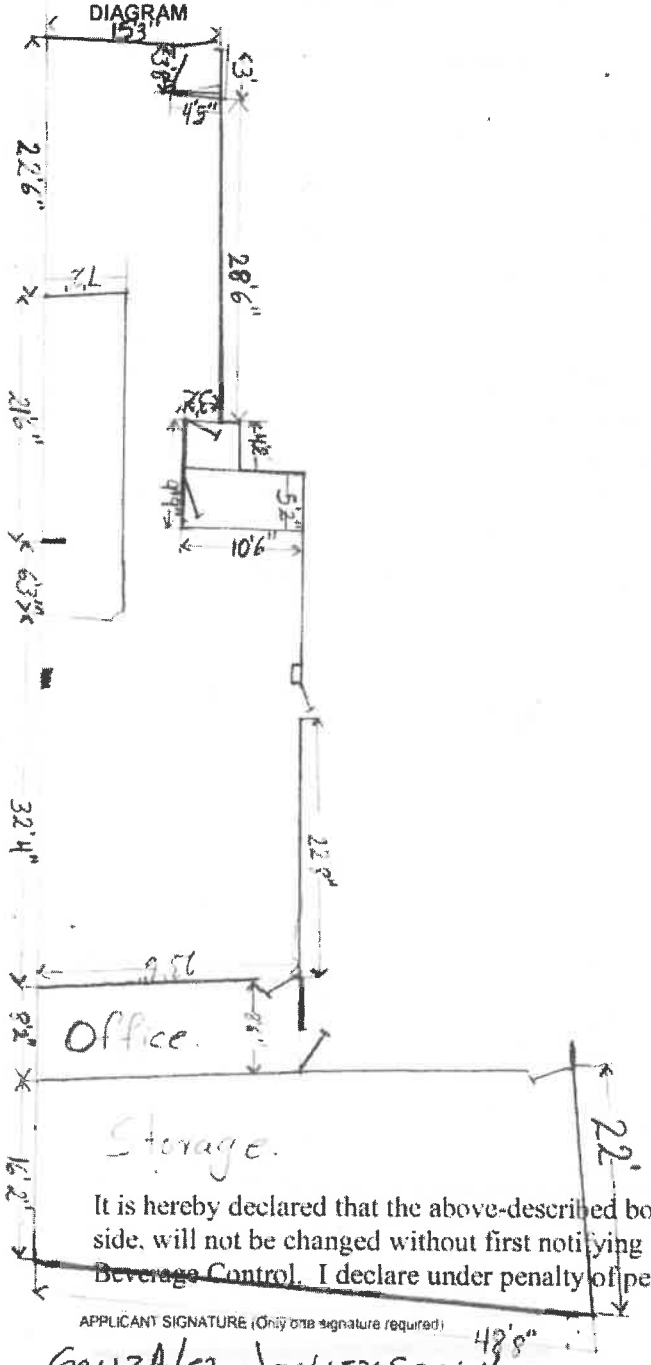
2. LICENSE TYPE
42

3. PREMISES ADDRESS (Street number and name, city, zip code)
3256 E Gage Ave Huntington Park CA 90255

4. NEAREST CROSS STREET
Newell St.

The diagram below is a true and correct description of the entrances, exits, interior walls and exterior boundaries of the premises to be licensed, *including dimensions and identification of each room (i.e., "storeroom", "office", etc.).*

DIAGRAM



It is hereby declared that the above-described boundaries, entrances and planned operation as indicated on the reverse side, will not be changed without first notifying and securing prior written approval of the Department of Alcoholic Beverage Control. I declare under penalty of perjury that the foregoing is true and correct.

APPLICANT SIGNATURE (Only one signature required)
Gonzalez Javier Sanchez

DATE SIGNED
6-30-10

FOR ABC USE ONLY

CERTIFIED CORRECT (Signature)

PRINTED NAME

INSPECTION DATE

ABC-257 (10/05)

1 of 2

Department of Alcoholic Beverage Control

State of California
Edmund G. Brown Jr., Governor

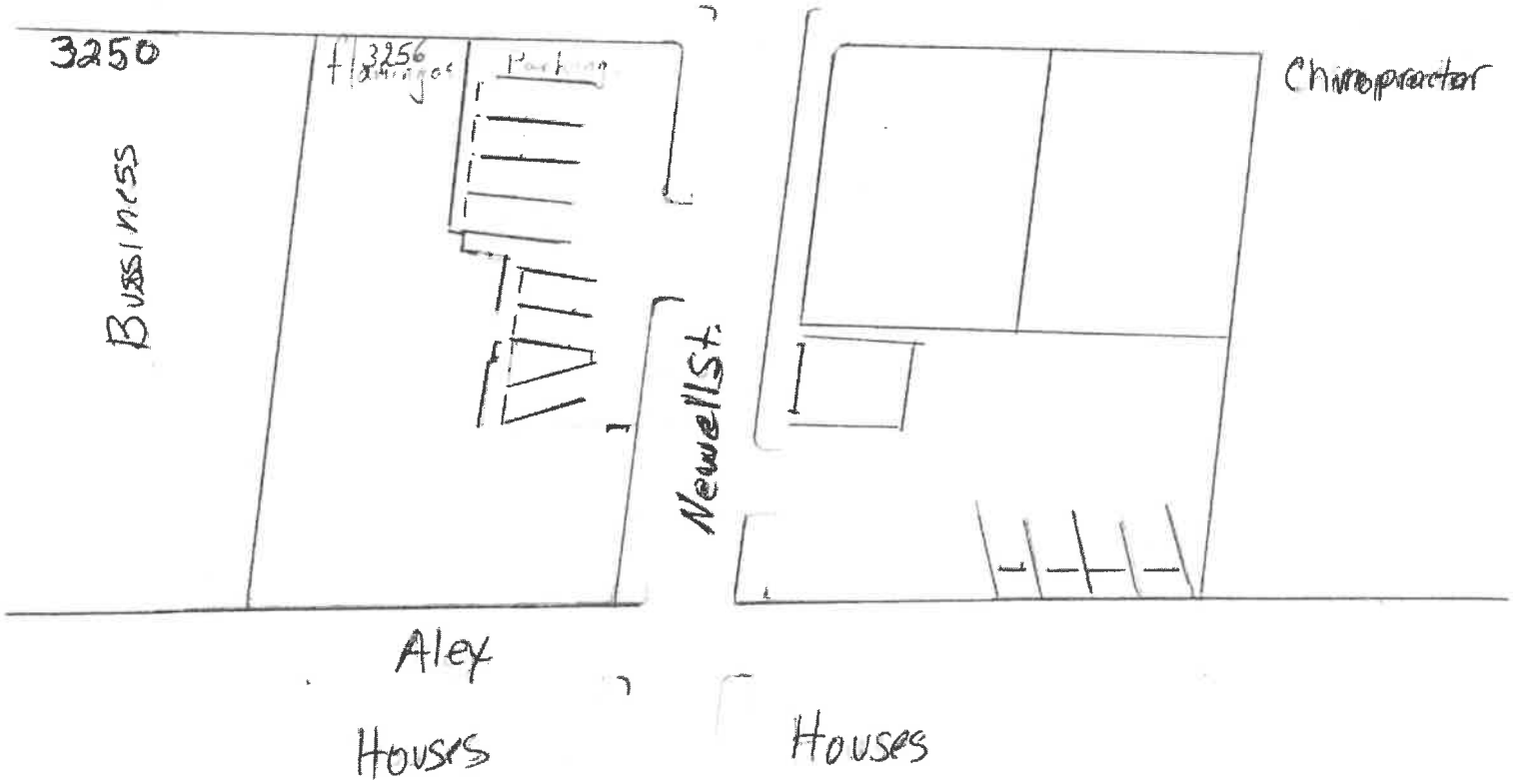
SUPPLEMENTAL DIAGRAM

Instructions to Applicant:

Draw a sketch of the area on which the licensed premises is or will be located. Show adjacent structures and nearest cross streets. *If this is an event for a daily license, catering authorization or miscellaneous use, show the area where sales and consumption of alcoholic beverages will occur. Post a copy of this diagram with Daily License, Catering Authorization or Event Authorization where the event is held. Sales and consumption of alcoholic beverages must be confined to the area designated in the diagram and supervised to prevent violations of the Alcoholic Beverage Control Act.*

1. APPLICANT NAME (Last, first, middle)	2. LICENSE TYPE
Gonzalez Javier Sanchez	42
3. PREMISES ADDRESS (Street number and name, city, zip code)	**4. NEAREST CROSS STREET**
3256 E Gage Ave Huntington Park CA 90255	Newell St.

DIAGRAM



I have read the above instructions and I declare under penalty of perjury that the above diagram is true and correct.

APPLICANT SIGNATURE	DATE SIGNED
GONZALEZ, JAVIER SANCHEZ	6-30-16
CERTIFIED CORRECT (Signature)	**PRINTED NAME** FOR ABC USE ONLY ANGIE RIVERA	**INSPECTION DATE** Compared/waived

ABC-253 (rev 01-11)

JV

BUSINESS PROMOTIONS AND ADVERTISEMENTS

EXHIBIT D

Club 21 Bar
June 17 at 7:19pm ·

BANDA REBELDE DE 9PM A 2AM FIERRO

Rebel band from 9 PM TO 2 AM FIERRO
Translated

Venga acelebrar el dia del padre con una rica CARNE ASADA!!! gratis de 5pm a 9pm y despues le tenemos una gran sorpresa a esos papa's.🎉🎉🎉🎉🎉🎉🎉🎈🎈🎈🎈🎈🎈🎈
3256 E. Gage ave Huntington park, ca 90255



Club 21 Bar
June 17 at 5:51pm ·

Celebrando el dia del padre carne asada gratis todo los Domingos de 5pm a 9pm con La BANDA REBELDE
3256 E. Gage ave Huntington park, ca 90255



Avierto los 7 dias de 2pm a 2am

Club 21 Bar empieza con su tardiada de CARNE ASADA GRATIS todo los DOMINGOS!!




Club 21
3256
MGM
CANELO CHAVEZ JR
SATURDAY MAY 6 2017
LIVE PAY-PER-VIEW
WATCH IT HERE
#CANELOCHAVEZJR
GOLDEN BOY
HBO PPV
OPEN
CANELO CHAVEZ
ESTE SABADO

Hoy carne Asada GRATIS de 5pm a 9pm y el Juego en pantalla GRANDE tenemos una SORPRESA despues de el Jugo
3256 E. Gage ave Huntington park, ca 90255
El juego es 5:30pm



CLUB 21 BAR PRESENTA

Noche De Banda

TODOS LOS DOMINGOS







DJ AY PAPEL

3256 E Gage Ave Huntington Park CA 90255

PANCHO RIVAS DEL DURANGO'S BAR

LOS INVITA A SU NUEVO LUGAR

A PARTIR DE ESTE ENERO 1ro. 2017

CLUB 21

ANTES EL FLAMINGO'S BAR

3257 E GAGE AVE. ENTRE STATE ST. Y CALIFORNIA AVE, HUNTINGTON, PARK.

!!! GRAN INAUGURACION SABADO 21 ENERO !!!

CON LA PRESENTACION DE

LOS INCOMPARABLES DE TIJUANA



ADEMAS!!!

LA SONORA DINAMITA

TODOS LOS MIERCOLES Y DOMINGOS
BANDA SINALOENSE

TE ESPERAMOS TODOS LOS JUEVES
MUSICA NORTEÑA

DE MIERCOLES A DOMINGO
LA MEJOR MUSICA REGIONAL MEXICANA

BETO DJ

AY PAPEL!!!
Y SU SISTEMA DE VIDEO MUSICALES

VIERNES MUSICA DE
ACORDEON Y TUBA

TENEMOS LAS MEJORES CERVEZAS IMPORTADASY NACIONALES!!!





Club 21 Bar
Like This Page · May 1 · Edited ·

Happy Hour !! de 6 a 8 p.m. todos los Dias

Cerveza 2x5 ...Sabrosas Micheladas Musica y Diversion Atendidos por Barbie

154 Views

Saldana Loca, Alice Oz, El Daza Daza and 2 others like this.

4 shares









BUSINESS LICENSE APPLICATION

EXHIBIT E

CITY OF HUNTINGTON PARK
Finance Department | License Division
6550 Miles Avenue, #127 Huntington Park, CA 90255
Tel: (323) 584-6232 | Fax: (323) 588-2657
license@hpca.gov

RECEIVED
APR 26 2017
BY:

BUSINESS LICENSE APPLICATION

Account No. _____ ___ _____

The Huntington Park Municipal Code requires that all businesses operating in the City obtain a license. It is the responsibility of the applicant to maintain an active business license by renewing each year.

Type of Application:	☐ New Business	☒ Change of Ownership
☐ Change of Address	☐ Change of Business Name	☐ Change of Business Description
Type of License:	☐ Commercial/Industrial	☐ Non-Profit Organization
☐ Contractor	☐ Home Occupation	☐ Property Rental
Type of Ownership:	☒ Sole	☐ Partnership
☐ LLC	☐ Corporation	☐ Trust

Business Information

Business Name / DBA: Club 21

Business Address: 3256 E. Gage Ave City, State, Zip: Huntington Park CA 90255

Mailing Address: [redacted] City, State, Zip: Gilbert AZ 85296

Business Phone: [redacted] Email: cleantheplanet12@yahoo.com

Federal ID No. _____ State Tax No. _____

State Class & License No. _____ Board of Equalization No. _____

Estimated Gross Receipts for First Year of Business

Owners Information

Owner's Name/ Corporate Officer: melissa martinez Date of Birth: 10/5/90

Owner's Address: [redacted] City, State, Zip: Gilbert AZ 85296

Owner's Phone: [redacted] Email: cleantheplanet12@yahoo.com

Driver's License No. [redacted] SSN [redacted]

2nd Owner's Name _____ Date of Birth _____

Owner's Address _____ City, State, Zip _____

Owner's Phone _____ Email _____

Driver's License No. _____ SSN _____

Business Description

Business operation statement. Include products/services offered or produced as well as any parts of the business that are incidental to the primary use.

Bar, beer and wine sale

Number of Employees 3 Hours of Operation 7pm to 2a m Gross Floor Area _____

Making Tenant Improvements ☐ Yes ☒ No Any existing business signs ☒ Yes ☐ No

Sharing Tenant Space ☐ Yes ☒ No If yes, business name Club 21.

Status of Business ☐ Vacant ☐ Occupied ☒ Current Business

Supplemental

Will the business include any of the following? (Check all that apply)

Adult-oriented items or activities	Yes ☐ No ☒	Cyber cafe	Yes ☐ No ☒	Pawn brokering	Yes ☐ No ☒
		Dance	Yes ☐ No ☒	Precious metals purchase	Yes ☐ No ☒
Alcohol sales	Yes ☒ No ☐	Entertainment	Yes ☐ No ☒	Restaurant with seating	Yes ☐ No ☒
Alcohol/drug counseling	Yes ☐ No ☒	Firearm/weapons sales	Yes ☐ No ☒	Short-term/payday loans	Yes ☐ No ☒
Auto title loans	Yes ☐ No ☒	Fortune telling	Yes ☐ No ☒	Tobacco sales	Yes ☐ No ☒
Banquet facility	Yes ☐ No ☒	Gaming	Yes ☐ No ☒	Used merchandise	Yes ☐ No ☒
Check cashing	Yes ☐ No ☒	Medical marijuana	Yes ☐ No ☒	Vending machines	Yes ☐ No ☒
Currency exchange	Yes ☐ No ☒	Money transfer	Yes ☐ No ☒	Video machines	Yes ☐ No ☒

Affidavit

I hereby certify under penalty of perjury that the information provided herein is to the best of my knowledge and belief, a true and complete statement. I understand that this application is not a license and that no business activity may commence until a business license is issued.

Signature [redacted] Date 4/26/17

Printed Name and Title Melissa Martinez 4/26/17 Owner

If processing by mail please include the following:

- ✓ Completed Application Form
- ✓ All applicable schedules
- ✓ Check payable to City of Huntington Park
- ✓ Mail to the attention of:

City of Huntington Park – Business License Division
6550 Miles Avenue, #127
Huntington Park, CA 90255

PLANNING (OFFICE USE ONLY)

General Plan:_____ Zone:_____ SIC Code:_____

Previous Use/Business:_____

Note:_____

☐ Permitted ☐ Permitted with Entitlement (CUP/DP#_____) ☐ Pending ☐ Prohibited

Planning Approval:_____ Date:_____

BUILDING / FIRE (OFFICE USE ONLY)

Building Approval:	Date:	Fire Approval:	Date:

FINANCE (OFFICE USE ONLY)

Business License Fee:	Occupancy Fee:	Misc. Fee:	Application Fee:	Change of Location Fee:	Penalty Fee:	Total:
$	$	$	$	$	$	$ 0

PC RESOLUTION NO.1459

EXHIBIT F

RESOLUTION NO. 1459

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HUNTINGTON PARK, STATE OF CALIFORNIA, GRANTING A CONDITIONAL USE PERMIT IN CONNECTION WITH REAL PROPERTY LOCATED AT 3256 GAGE AVENUE, HUNTINGTON PARK, CALIFORNIA

WHEREAS, a public hearing was held in the City Hall, 6550 Miles Avenue, Huntington Park, California, on Wednesday, March 4, 1992 at 7:30 p.m., pursuant to the notice published and posted as required by law in accordance with the provisions of the Huntington Park Municipal Code, upon the application from Manuel Arellano, requesting a conditional use permit for on-sale of beer and wine in conjunction with a cocktail lounge located in the Commercial General (C-G) Zone on the following described property:

Assessor's Parcel Number 6323-001-037,
commonly known as 3256 Gage Avenue,
Huntington Park, California, and

WHEREAS, all persons appearing for or against the granting of the conditional use permit were given the opportunity to be heard in connection with said matter; and

WHEREAS, the Planning Commission has considered the environmental impact information relative to the proposed entitlement; and

WHEREAS, the Planning Commission is required to announce its findings and recommendations.

NOW, THEREFORE, THE PLANNING COMMISSION DOES FIND, DETERMINE, RECOMMEND AND RESOLVES AS FOLLOWS:

SECTION 1: The Planning Commission determines that the proposed conditional use permit would not have a significant effect on the environment and hereby adopts a Environmental Categorical Exemption.

//

//

SECTION 2: The Planning Commission hereby makes the following findings in connections with Conditional Use Permit No. 1459:

(A) That the conditional use permit applied for is authorized by the provisions of the Huntington Park Municipal Code;

(B) That the granting of such conditional use permit will not adversely affect the established character of the surrounding neighborhood or be injurious to the property or improvements in such vicinity and zone in which the property is located;

(C) That the granting of such conditional use permit will not adversely affect the Master or General Plan of this City;

(D) That the establishment, maintenance or conducting of the use for which a conditional use permit is sought will not, under the particular case, be detrimental to the health, safety, morals, comfort, convenience or welfare of persons residing or working in the neighborhood of such use; and will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to the property or improvements in the neighborhood.

SECTION 3: The Planning Commission hereby grants Conditional Use Permit No. 1459 subject to the execution and fulfillment of the following conditions:

1. That subject to department corrections and conditions, the property shall be developed substantially in accordance with the plot plan submitted and marked Exhibit "C".

2. That the applicant shall comply with all applicable codes, laws, rules and regulations, including Health and Safety, Building, Fire, Sign, Zoning, and Business License Codes of the City of Huntington Park.

3. That the pole sign at the northeast corner of the site be removed and that the applicant comply with all regulations

pertaining to signage as listed in the H.P.M.C Sec. 9, Article 26.

4. That the premises be kept in a neat and orderly manner at all times and comply with the property maintenance standards as set forth in H.P.M.C. Sec. 8-9.02.1.

5. That this permit shall expire in the event the entitlement is not exercised within the (1) year from the date of approval or if there is a cessation of the use or uses authorized by this permit for a continuous period of six (6) months or more.

6. That the violation of the conditions of this conditional use may result in a citation or revocation of the conditional use permit.

7. That should, at any time, the Alcoholic Beverage License issued to the applicant by the State of California be surrendered pursuant to Rule 65 thereof, this conditional use permit shall automatically become null and void.

8. That should the operation of this establishment be granted, deeded, conveyed, transferred, or should a change in management or proprietorship occur at any time, this conditional use permit shall automatically become null and void.

9. That the applicant shall be required to apply for a new conditional use permit if any alteration, modification, or expansion which would increase the existing floor area of the premises.

10. That inventory or merchandise shall only be permitted to be stored or displayed within the enclosed building.

11. That the permit may be subject to additional conditions after its original issuance. Such conditions shall be imposed by the City Planning Commission as deemed appropriate to address problems of land use compatibility, security, and crime control.

12. The applicant construct a masonry wall around the parking area of not less than five (5) fee nor more than six (6) feet on the lot line abutting any residential zone or residential dwelling.

13. That interior lighting shall be provided so as to produce a minimum uniform intensity of three (3) footcandle power at a height thirty-six (36") inches above the floor.

14. That all existing lighting be operable and maintained at all times.

15. All mechanical equipment and appurtenances of any type whatsoever, whether located on the roof top, ground level or anywhere on the building structure shall be completely enclosed so as not to be visible from any public street and/or adjacent property. Such enclosed of facilities

shall be of compatible design and material related to the building structure for which such facilities are intended to secure.

16. That the parking lot be resurfaced and that a parking plan be submitted to the Planning Department for review and approval.

17. That a trash enclosure be constructed and located per the City's requirements.

18. That the permit shall be subject to review for compliance with conditions of issuance at such intervals as the City Planning Commissions shall deem appropriate, but that the first such review shall be within but not more than six (6) months after the issuance of the permit.

19. That the applicant and/or owner agree in writing to the above conditions.

SECTION 4: This resolution shall not become effective until fifteen (15) days after the date of decision rendered by the Planning Commission, unless within that period of time it is appealed to the City Council. The decision of the Planning Commission shall be stayed until final determination of the appeal has been effected by the City Council.

//

//

//

//

//

//

//

//

//

//

//

//

//

SECTION 5: The Secretary of the Planning Commission shall certify to the adoption of this resolution and a copy thereof shall be filed with the City Clerk.

PASSED, APPROVED, AND ADOPTED this 4th day of March, 1992, by the following vote:

AYES: Commissioners Coover, Thompson, Wanke

NOES: Commissioners Watson, Mears

ABSENT: None

HUNTINGTON PARK PLANNING COMMISSION

Lucille Mears
Chairman

ATTEST:

Eric C. Watson
Secretary

//

//

//

//

//

//

//

//

//

//

//

//

qa3.res1459c

CUP TRANSFER LETTER
DATED JANUARY 5, 2017

EXHIBIT G

January 5, 2017

Club 21
Attention: Mr. Javier Gonzalez
2130 Cameron Street
Long Beach, CA 90810

Re: Transfer of Conditional Use Permit for the on-sale of beer and wine at an existing cocktail lounge located at 3256 Gage Avenue, within the Commercial General (CG) Zone.

Dear Mr. Gonzalez:

This is to advise you that the Planning Commission of the City of Huntington Park adopted Resolution No. 1459 approving a request for a Conditional Use Permit (CUP) in connection with real property located at 3256 Gage Avenue, subject to the conditions contained therein.

The City requires that you accept the conditions of approval for the transfer of ownership of the use, and that you maintain the property in compliance with the conditions. The City conducted an inspection of the subject property on January 4, 2017 and the following violations must be corrected:

Violations of Resolution No. 1459

- **Condition No. 2** – That the applicant shall comply with all applicable codes, laws, rules and regulations, including Health and Safety, Building, Fire, Sign, Zoning, and Business License Codes of the City of Huntington Park.

  Corrective Action Required: Remove dance floor and any other live entertainment equipment (d.j. equipment, lighting and speakers) inside the southerly area of the cocktail lounge. You may apply for a Dance & Entertainment Permit if you intend to have live entertainment or dancing activities inside the establishment.

- **Condition No. 4** – That the premises be kept in a neat and orderly manner at all times and comply with the property maintenance standards as set forth in H.P.M.C. Sec. 8-9.02.1.

  Corrective Action Required: Remove all trash and debris around the parking area and building. Remove all chipped paint on southerly façade of the building and repaint the façade to match existing building color.

- **Condition No. 16** – That the parking lot be resurfaced and that a parking plan be submitted to the Planning Department for review and approval.

  Corrective Action Required: Resurface, slurry seal, and re-stripe the parking lot area in accordance with the City's parking development standards.

- **Condition No. 17** – That a trash enclosure be constructed and located per the City's requirements.

  Corrective Action Required: Repair the existing trash enclosure in accordance with the requirements of H.P.M.C. Sec. 9-3.103. The trash storage area shall be appropriately screened from view on at least three (3) sides by a solid wall six (6) feet in height and on the fourth side by a solid, reinforced gate not less than five (5) feet in height. A decorative 2-foot high wood trellis shall be installed on top of the enclosure. The design of the wall and gate shall be architecturally compatible with the surrounding structure and subject to approval of the Director.

The above items need to be completed within thirty (30) days to restore the subject property to legal compliance. If you fail to bring the property into compliance by February 4, 2017, the above violations will be referred to the City of Huntington Park Code Enforcement Division and may result in fines. Please note, the Building & Safety Division will conduct a site inspection as part of the application process. Please allow access to all portions of the building, including the areas that you did not have access to during the site inspection conducted by the Planning Division.

Should you have any questions or wish to provide evidence of violation compliance and/or to schedule a follow-up inspection, please contact me at (323) 584-6282.

In the meantime, you may continue to process your business license application. In order to complete the transfer you are required to acknowledge that you received a copy of the enclosed resolution. Please sign the RESOLUTION ACKNOWLEDGEMENT and return a copy of this letter to the Planning Division.

Sincerely,

Rodrigo Pelayo
Assistant Planner

Attachments: Resolution No. 1459

RESOLUTION ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF RESOLUTION NO. 1459 AND AGREE TO COMPLY WITH ALL CONDITIONS THEREIN.

SIGNATURE: Javier Gonzalez DATE: 01-5-17

PRINTED NAME AND TITLE: JAVIER GONZALEZ

WRITTEN NOTICE TO MODIFY/REVOKE CUP NO. 1459

EXHIBIT H

CITY OF HUNTINGTON PARK

NOTICE OF PUBLIC HEARING

The Planning Commission of the City of Huntington Park will conduct a Public Hearing, which you may attend.

PLACE: Huntington Park Civic Center
City Council Chambers on 2nd Floor
6550 Miles Avenue
Huntington Park, CA 90255

DATE & TIME: **Wednesday, July 19, 2017 at 6:30 p.m.**

APPLICANT: City of Huntington Park

REQUEST: **CASE NO. 1459 CUP – CONDITIONAL USE PERMIT – A REQUEST TO CONSIDER THE MODIFICATION OF CONDITIONAL USE PERMIT CASE NO.1459 ALLOWING THE OPERATION OF A COCKTAIL LOUNGE TO CONTINUE; OR REVOKE CONDITIONAL USE PERMIT NO. 1459 IN CONNECTION WITH PROPERTY LOCATED AT 3256 GAGE AVENUE, WITHIN THE COMMERCIAL GENERAL (CG) ZONE.**

PROPERTY INVOLVED: **3256 Gage Avenue, Huntington Park, CA 90255**

REVIEW OF THE FILE: Anyone having any concerns, questions, or wishing to review or comment on the foregoing items is welcome to contact the City's Planning Division at (323) 584-6210 or visit the office located at 6550 Miles Avenue, during the hours of 7:00 a.m. to 1:30 p.m., Monday through Thursday.

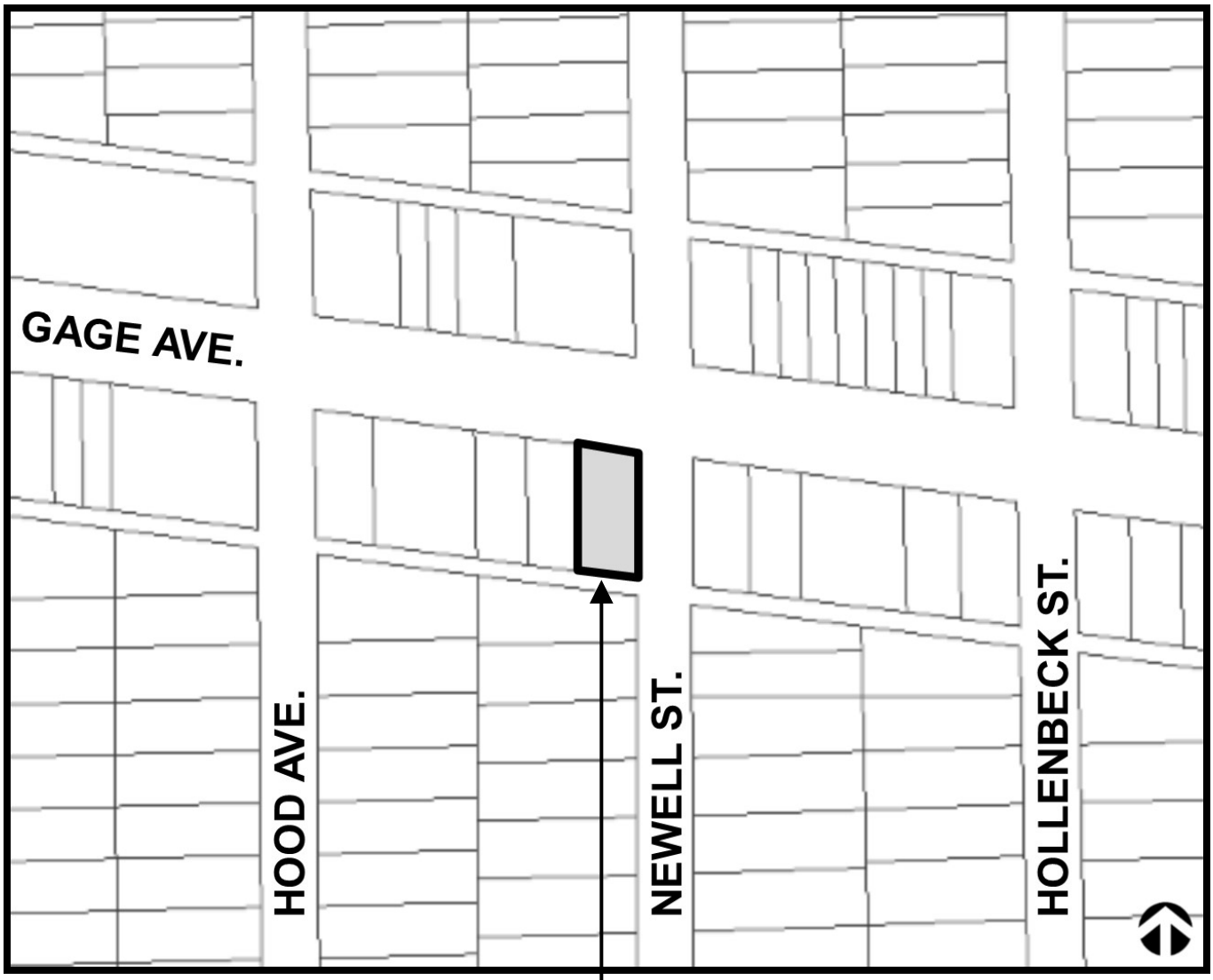
If you challenge any of the foregoing actions in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing for final action described in this notice, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing.

The hearing may be continued or adjourned or cancelled and rescheduled to a stated time and place without further notice of a Public Hearing.

ESPAÑOL: Si desea obtener información acerca de esta junta en español, favor de llamar al (323) 584-6210.

HUNTINGTON PARK PLANNING COMMISSION
Carlos Luis, Secretary

VICINITY MAP



3256 Gage Avenue
Huntington Park, CA 90255