

CITY OF LOS ALAMITOS

Via videoconference

Participation via Phone: (301) 715-8592

Meeting ID: 823 6820 3706

CITY COUNCIL AGENDA REGULAR MEETING

Tuesday, January 18, 2022 – 6:00 p.m.

SAFETY ALERT – NOTICE REGARDING COVID-19

Due to COVID-19, the above meeting of the City of Los Alamitos City Council will be conducted by videoconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20. The public may access the meeting electronically or telephonically.

Pursuant to Executive Orders and given the current health concerns, members of the public may not attend the meeting in person. Members of the public can access the meeting by phone by dialing **+1 (301) 715-8592** and enter the **Meeting ID: 823 6820 3706**. Your microphone will be disabled upon entry for the duration of the meeting.

The public can submit comments to cityclerk@cityoflosalamitos.org with the subject line "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM." Comments **received by 3:00 p.m.** will be compiled, provided to the City Council, and made available to the public before the start of the meeting. Staff will not read email comments at the meeting but the official record will include all email comments received until the close of the meeting.

Members of the public wishing to verbally deliver comments via the telephone conference can submit their requests to cityclerk@cityoflosalamitos.org **until the start of Oral Communications**. The City Clerk will compile a list of speakers who have indicated a desire to speak. Before the close of the meeting, the City Clerk will announce each speaker, enable the speaker's microphone, and begin the three minute timer. The speaker's microphone will automatically be disabled at the end of three minutes.

NOTICE TO THE PUBLIC – This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Each matter on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "for information" or "for discussion" may also be the subject of an "action" taken by the City Council at the same meeting.

Any written materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection online at www.cityoflosalamitos.org.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made.

1. CALL TO ORDER

2. ROLL CALL

Mayor Hasselbrink
Mayor Pro Tem Doby
Council Member Bates
Council Member Chirco
Council Member Nefulda

3. PLEDGE OF ALLEGIANCE

Council Member Nefulda will lead the Pledge of Allegiance.

4. INVOCATION

Council Member Chirco will give the Invocation.

5. ORAL COMMUNICATIONS

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the City Council. Remarks are to be limited to not more than five minutes per speaker.

6. COUNCIL ANNOUNCEMENTS

At this time, Council Members may also report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide Staff direction to report back or to place the item on a future Agenda.

7. ITEMS FROM THE CITY MANAGER

8. WARRANTS

Ratify the Warrants for the period from December 6, 2021 to January 3, 2022 in the amount of \$842,443.09.

ROLL CALL

Mayor Hasselbrink
Mayor Pro Tem Doby
Council Member Bates
Council Member Chirco
Council Member Nefulda

9. CONSENT CALENDAR

All Consent Calendar items may be acted upon by one motion unless a Council Member requests separate action on a specific item.

ROLL CALL

Mayor Hasselbrink
Mayor Pro Tem Doby
Council Member Bates

Council Member Chirco
Council Member Nefulda

- A. **Approval of Minutes** (City Clerk)
Approve the City Council Adjourned Regular Minutes of December 13, 2021.

- B. **Adoption of the Legislative Action Plan** (City Clerk)
The Legislative Action Plan develops a framework and reference guide for legislative positions and objectives that provide advocacy and engagement guidelines for City Council and Staff to effectively participate in the legislative process.

Recommendation: Adopt Resolution 2022-02, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE LEGISLATIVE ACTION PLAN."

- C. **Annual Update of the Records Management Program** (City Clerk)
In October 2015, the City Council adopted the City-wide Records Management Program. Part of this Program included a day dedicated to records management and annual updates to the retention schedule. This item recommends changes to the policy to ensure continued success of the program.

Recommendation: Adopt Resolution 2022-01, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING A RECORDS MANAGEMENT PROGRAM AND REPEALING RESOLUTION NO. 2021-02 IN ITS ENTIRETY".

- D. **2022 Budget Calendar** (Finance)
This report proposes a tentative schedule for the 2022 budget calendar.

Recommendation: Receive and file.

- E. **Community Development Block Grant (CDBG) Project Application** (Development Services)
This report seeks City Council approval for the Fiscal Year 2022-2023 Community Development Block Grant (CDBG) project application to the County of Orange. The application was submitted on January 5, 2022 and a resolution of approval is due prior to the grant award.

Recommendation:

1. Adopt Resolution No. 2022-03, entitled, "A RESOLUTION OF THE

CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA
APPROVING THE CITY'S PARTICIPATION IN THE FISCAL YEAR
2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM WITH THE COUNTY OF ORANGE"; and,

2. Authorize the City Manager to execute all CDBG program documents for Fiscal Year 2022/2023 and appropriate amendments, if any, as they become available.

F. Award of Bid for the Purchase of One (1) Mobile Performance Stage (RFP 2021-10) (Development Services)

This report recommends awarding a bid for purchase of One (1) Mobile Performance Stage.

Recommendation:

1. Authorize the one time purchase of one (1) Mobile Performance Stage to Astra Stage, LLC, in the amount of \$51,395, and;
2. Allocate funds from the American Rescue Plan Act (ARPA) funding for the purchase of a mobile performance stage in the amount of \$51,395.00.

G. Memorandum of Understanding with Los Alamitos Police Officers' Association (Administration)

This Resolution adopts a three-year Memorandum of Understanding (MOU) with the Los Alamitos Police Officers Association (POA), effective July 1, 2021 through June 30, 2024.

Recommendation: Adopt Resolution No. 2022-04, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE LOS ALAMITOS POLICE OFFICERS' ASSOCIATION THROUGH JUNE 30, 2024".

10. DISCUSSION ITEM

A. Approval of Employment Agreement for Police Chief (Administration)

This report seeks approval of a new Employment Agreement for the position of Police Chief with Mr. Michael Claborn.

Recommendation: Authorize the City Manager to execute the new Employment Agreement between the City of Los Alamitos and Michael Claborn for Police Chief services.

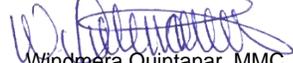
ROLL CALL

Mayor Hasselbrink
Mayor Pro Tem Doby
Council Member Bates
Council Member Chirco
Council Member Nefulda

11. ADJOURNMENT

The City Council will adjourn to Monday, February 28, 2022.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the Los Alamitos City Hall, 3191 Katella Ave. and online at www.cityoflosalamitos.org not less than 72 hours prior to the meeting.



Windyera Quintanar, MMC, City Clerk
Dated: January 12, 2022

CITY OF LOS ALAMITOS

Item No. 8

A/P Warrants

JANUARY 18, 2022

To Ratify

Pages:				
1	\$	62,400.00	Advanced Warrant	12/06/2021
2-12	\$	183,677.93	Warrant	12/15/2021
13	\$	9,807.39	January Retirees	01/03/2022
14	\$	175,411.42	Payroll	12/10/2021
15	\$	91,778.13	Benefits & Withholdings	12/10/2021
16	\$	161,829.96	Payroll	12/23/2021
17	\$	157,538.26	Benefits & Withholdings	12/23/2021
Grand Total	\$	842,443.09		

The attached Warrant Register containing checks and electronic funds transfers for the period from December 06, 2021 to January 3, 2022, is being presented for ratification by the City Council. The expenditures noted within this Warrant Register conform to the budget approved by the City Council. The Director of Finance certifies to the accuracy of the attached register and to the availability of monies for payment thereof.

Statement:

I hereby certify that the claims or demands covered by the forgoing listed warrants have been audited as to accuracy and availability of funds for payment thereof.

Certified by Craig Koehler, Finance Director



this 5th day of January, 2022

WARRANT 12/06/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CASA YOUTH SHELTER	NON-PROFIT FOOD GRANT DIST	GENERAL FUND	NON-DEPARTMENTAL	<u>7,800.00</u>
			TOTAL:	7,800.00
FOOD FINDERS, INC.	NON-PROFIT FOOD GRANT DIST	GENERAL FUND	NON-DEPARTMENTAL	<u>7,800.00</u>
			TOTAL:	7,800.00
GRATEFUL HEARTS STOREHOUSE, INC.	NON-PROFIT FOOD GRANT DIST	GENERAL FUND	NON-DEPARTMENTAL	<u>7,800.00</u>
			TOTAL:	7,800.00
ST. JEANNE DE LESTONNAC FREE CLINIC	NON-PROFIT FOOD GRANT DIST	GENERAL FUND	NON-DEPARTMENTAL	<u>7,800.00</u>
			TOTAL:	7,800.00
SUMMER HARVEST - FOOD FOR KIDS, INC.	NON-PROFIT FOOD GRANT DIST	GENERAL FUND	NON-DEPARTMENTAL	<u>7,800.00</u>
			TOTAL:	7,800.00
TRANSITIONS IN MOTHERHOOD	NON-PROFIT FOOD GRANT DIST	GENERAL FUND	NON-DEPARTMENTAL	<u>7,800.00</u>
			TOTAL:	7,800.00
WE CARE OF LOS ALAMITOS, INC.	NON-PROFIT FOOD GRANT DIST	GENERAL FUND	NON-DEPARTMENTAL	<u>7,800.00</u>
			TOTAL:	7,800.00
THE YOUTH CENTER	NON-PROFIT FOOD GRANT DIST	GENERAL FUND	NON-DEPARTMENTAL	<u>7,800.00</u>
			TOTAL:	7,800.00

===== FUND TOTALS =====	
10	GENERAL FUND 62,400.00

	GRAND TOTAL: 62,400.00

WARRANT 12/15/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
24/7 EVENT SERVICES, INC.	SECURITY AT OAK FIELD	GENERAL FUND	SPORTS	875.00
			TOTAL:	875.00
A LA WAFFLE, INC.	REIMBURSEMENT - LOS AL BUC	AMERICAN RESCUE PL	INVALID DEPARTMENT	300.00
			TOTAL:	300.00
SHIDZH RAIS ROHANI	REIMBURSEMENT- LOS AL BUCKS	AMERICAN RESCUE PL	INVALID DEPARTMENT	1,110.00
			TOTAL:	1,110.00
ALL AMERICAN SIGN COMPANY	REFLECTIVE DIGITAL PARKING	GENERAL FUND	POLICE ADMINISTRATION	65.50
			TOTAL:	65.50
ALLIANT INSURANCE SERVICES, INC.	LIABILITY INSURANCE 2021	GENERAL FUND	COMMUNITY SERVICES	194.00
			TOTAL:	194.00
ANIMAL PEST MANAGEMENT SERVICES	GOPHER CONTROL PARKS- 11/2	GENERAL FUND	PARK MAINTENANCE	450.00
			TOTAL:	450.00
SEA SALTY INC.	REIMBURSEMENT- LOS AL BUCKS	AMERICAN RESCUE PL	INVALID DEPARTMENT	300.00
			TOTAL:	300.00
BARBARA BANNERMAN	YOGA WITH BARBARA 10/26	GENERAL FUND	SPECIAL CLASSES	9.75
	YOGA WITH BARBARA 11/02	GENERAL FUND	SPECIAL CLASSES	9.75
	YOGA WITH BARBARA 11/09	GENERAL FUND	SPECIAL CLASSES	9.75
	YOGA WITH BARBARA	GENERAL FUND	SPECIAL CLASSES	395.85
			TOTAL:	425.10
LCRR MEDICAL CORPORATION	REIMBURSEMENT- LOS AL BUCKS	AMERICAN RESCUE PL	INVALID DEPARTMENT	50.00
			TOTAL:	50.00
BIG TOP RENTALS	WINTER WONDERLAND STAGE/CA	GENERAL FUND	SPECIAL EVENTS	5,509.41
			TOTAL:	5,509.41
BORDIN SEMMER, LLP	NY HEARINE VS. LOS AL #10	SELF INSURANCE TRU	INSURANCE	1,921.34
	KEENAN & ASSOC. ASO LAUSD	SELF INSURANCE TRU	INSURANCE	1,640.00
			TOTAL:	3,561.34
CALIFORNIA FORENSIC PHLEBOTOMY, INC.	5- BLOOD DRAWS	GENERAL FUND	PATROL	647.70
			TOTAL:	647.70
CALIFORNIA PARK & REC SOCIETY	MEMBERSHIP- EMELINE NODA	GENERAL FUND	RECREATION ADMINISTRAT	570.00
			TOTAL:	570.00
CANON FINANCIAL SERVICES, INC.	COPIER USAGE AND CONTRACT	GENERAL FUND	RECREATION ADMINISTRAT	414.02
			TOTAL:	414.02
JHM SUPPLY, INC.	WEED ABATEMENT FOR MEDIAN	GENERAL FUND	STREET MAINTENANCE	117.84
	IRRIGATION SOLAR SOLENIODS	GENERAL FUND	PARK MAINTENANCE	246.04
			TOTAL:	363.88
CHARLES ABBOTT ASSOCIATES, INC.	WQMP REVIEW SVCS.10/2021	GENERAL FUND	NON-DEPARTMENTAL	942.50
	FAIRFIELD FOR RAE BEIMER	GENERAL FUND	NON-DEPARTMENTAL	290.00
	NPDES INSPEC. SVCS.. 10/202	GENERAL FUND	NPDES	552.00
			TOTAL:	1,784.50
COUNTY OF ORANGE TREASURER-TAX	OCATS- 11/2021	GENERAL FUND	COMMUNICATIONS TECHNOL	1,273.33

WARRANT 12/15/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	OC ARIS- 12/2021	GENERAL FUND	COMMUNICATIONS TECHNOL	453.00
	NPDES WATER QUALITY ORD.	GENERAL FUND	NPDES	207.10
	TOTAL:			1,933.43
	CROSSTOWN ELECTRICAL & DATA, INC.	GENERAL FUND	STREET MAINTENANCE	1,470.00
	PREVENTATIVE MAINT. 11/202	GENERAL FUND	STREET MAINTENANCE	1,470.00
	TOTAL:			1,470.00
	DANIELS TIRE SERVICE	GARAGE FUND	GARAGE	1,091.48
	STOCK FOR PD TIRES	GARAGE FUND	GARAGE	1,091.48
	TOTAL:			1,091.48
	DELL MARKETING L.P.	GENERAL FUND	PLANNING	562.17
	DELL 32" MONITOR	GENERAL FUND	PLANNING	562.17
	TOTAL:			562.17
	JANICE CASIDY	GENERAL FUND	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	590.00
	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	GENERAL FUND	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	590.00
	TOTAL:			590.00
	DOOLEY ENTERPRISES, INC.	GENERAL FUND	PATROL	3,419.95
	INSPECTION - OAK FIELD LIG	GENERAL FUND	PATROL	3,419.95
	TOTAL:			3,419.95
	EFFICIENT LIGHTING & ELECTRIC	GENERAL FUND	SPORTS	448.00
	INSPECTION - OAK FIELD LIG	GENERAL FUND	SPORTS	448.00
	TOTAL:			448.00
	MONTTOOTH CORP.	GENERAL FUND	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	1,060.00
	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	GENERAL FUND	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	1,060.00
	TOTAL:			1,060.00
	FOR PURPOSE LAW GROUP	GENERAL FUND	CITY COUNCIL	1,500.00
	FOUNDATION FORMATION -1ST	GENERAL FUND	CITY COUNCIL	1,500.00
	TOTAL:			1,500.00
	CARRI FOX	GENERAL FUND	SPECIAL CLASSES	12.00
	LINE DANCE WITH FOX 10/06	GENERAL FUND	SPECIAL CLASSES	12.00
	LINE DANCE WITH FOX 10/27	GENERAL FUND	SPECIAL CLASSES	44.00
	LINE DANCE WITH FOX 11/03	GENERAL FUND	SPECIAL CLASSES	28.00
	LINE DANCE WITH FOX 11/10	GENERAL FUND	SPECIAL CLASSES	24.00
	LINE DANCE WITH FOX 11/17	GENERAL FUND	SPECIAL CLASSES	32.00
	LINE DANCE WITH FOX 11/24	GENERAL FUND	SPECIAL CLASSES	8.00
	TOTAL:			148.00
	SOHAIL SALEHZADEH	GENERAL FUND	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	840.00
	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	GENERAL FUND	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT	840.00
	TOTAL:			840.00
	FRONTIER COMMUNICATIONS	GENERAL FUND	COMMUNICATIONS TECHNOL	239.68
	PHONE LINES- JAIL ALARM/ P	GENERAL FUND	COMMUNICATIONS TECHNOL	239.68
	TOTAL:			239.68
	FUSCOE ENGINEERING	GENERAL FUND	NPDES	12,324.25
	PROF. SVCS. PEA REPORT 10/	GENERAL FUND	NPDES	12,324.25
	TOTAL:			12,324.25
	KAIN GALLAUGHER	GENERAL FUND	POLICE ADMINISTRATION	80.07
	RECORDS SUPERVISOR TRAININ	GENERAL FUND	POLICE ADMINISTRATION	80.07
	TOTAL:			80.07
	GALLS / QUARTERMASTER	GENERAL FUND	RECORDS	213.54
	BELT, PANTS, AND BOOTS - S	GENERAL FUND	RECORDS	213.54
	S/S SHIRT FOR AGUIRE	GENERAL FUND	COMMUNITY OUTREACH	59.88
	PANTS FOR AGUIRE	GENERAL FUND	COMMUNITY OUTREACH	93.71
	S/S CLASS A SHIRT	GENERAL FUND	TRAFFIC	61.69
	TOTAL:			428.82
	GANAHL LUMBER COMPANY	GENERAL FUND	SUPPLIES- KITCHEN SINK IEA GENERAL FUND	50.56
	PAINT SUPPLIES- FRONT OFFI	GENERAL FUND	PAINT SUPPLIES- FRONT OFFI GENERAL FUND	54.88
	TOTAL:			54.88

VENDOR SORT KEY

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PRIMARY & MULTI-SPECIALTY CLINICS	SUPPLIES- NEW OFFICE	GENERAL FUND	BUILDING MAINTENANCE	42.77
	DOOR THRESHOLD - COMM CENT	GENERAL FUND	BUILDING MAINTENANCE	27.30
	JANITORIAL SUPPLIES	GENERAL FUND	BUILDING MAINTENANCE	48.33
	DOOR STEP	GENERAL FUND	BUILDING MAINTENANCE	7.64
	SUPPLIES- GLUE	GENERAL FUND	BUILDING MAINTENANCE	5.00
	MAINT. SUPPLIES CITY HALL	GENERAL FUND	BUILDING MAINTENANCE	8.37
	MAINT. SUPPLIES- CITY HALL	GENERAL FUND	BUILDING MAINTENANCE	12.41
	GOOF OFF- REMOVER	GARAGE FUND	GARAGE	6.00
	TOTAL:			263.26
	TOTAL:			120.00
GEORGE HILLS COMPANY, INC.	PRE-EMPLOYMENT PHYSICALS	GENERAL FUND	NON-DEPARTMENTAL	120.00
	ADMIN & CLAIM FEES- NOV. 2	GENERAL FUND	NON-DEPARTMENTAL	983.33
TOTAL:			1,103.33	
GMT	CAT 6 NETWORK	GENERAL FUND	PLANNING	1,525.00
	TOTAL:			1,525.00
GOLDEN STATE WATER COMPANY	GOLDEN STATE WATER COMPANY	GENERAL FUND	STREET MAINTENANCE	2,276.65
	GOLDEN STATE WATER COMPANY	GENERAL FUND	STREET MAINTENANCE	8,569.02
	GOLDEN STATE WATER COMPANY	GENERAL FUND	PARK MAINTENANCE	4,044.56
	TOTAL:			14,890.63
HINDERLITER, DE LAMAS & ASSOCIATES	2 QTR 2021 SERVICES	GENERAL FUND	FINANCE	1,084.12
	TRANSACTION TAX (OCT-DEC)	GENERAL FUND	FINANCE	600.00
TOTAL:			1,684.12	
HIRSCH & ASSOCIATES, INC.	GENERAL FUND	GENERAL FUND	COMMUNITY DEVEL ADMIN	4,600.00
	GENERAL FUND	GENERAL FUND	COMMUNITY DEVEL ADMIN	2,925.00
TOTAL:			7,525.00	
JARED S. LLOYD	HCE DROP-IN 11/02	GENERAL FUND	SPORTS	16.00
	HCE DROP-IN 10/03	GENERAL FUND	SPORTS	88.00
	HCE DROP-IN 11/09	GENERAL FUND	SPORTS	16.00
	HCE DROP-IN 11/14	GENERAL FUND	SPORTS	48.00
	HCE DROP-IN 11/16	GENERAL FUND	SPORTS	80.00
	HCE DROP-IN 11/21	GENERAL FUND	SPORTS	32.00
	HCE DROP-IN 11/28	GENERAL FUND	SPORTS	48.00
	HCE DROP-IN 11/23	GENERAL FUND	SPORTS	16.00
	TOTAL:			344.00
	INDEPENDENT CAR SPECIALISTS, INC.	REIMBURSEMENT- LOS AL BUICK AMERICAN RESCUE PL	GENERAL FUND	INVALID DEPARTMENT
REIMBURSEMENT- LOS AL BUICK AMERICAN RESCUE PL		GENERAL FUND	INVALID DEPARTMENT	50.00
TOTAL:			250.00	
PACIFIC SECURED EQUITIES, INC.	WC TPA SVCS- DEC. 2021	SELF INSURANCE TRU	INSURANCE	1,125.00
	TOTAL:			1,125.00
JAN BARKIN	FIT FOR YOU 11/01	GENERAL FUND	SPECIAL CLASSES	19.50
	SILVER SENIOR FITNESS 11/0	GENERAL FUND	SPECIAL CLASSES	26.00
	STRETCH AND RELAX 11/01	GENERAL FUND	SPECIAL CLASSES	13.00
	FIT FOR YOU 11/02	GENERAL FUND	SPECIAL CLASSES	6.50
	FIT FOR YOU 11/03	GENERAL FUND	SPECIAL CLASSES	13.00
	STRETCH AND RELAX 11/03	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/0	GENERAL FUND	SPECIAL CLASSES	13.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KONIGA MINOLTA PREMIER	SILVER SENIOR FITNESS 11/0	GENERAL FUND	SPECIAL CLASSES	6.50
	FIT FOR YOU 11/04	GENERAL FUND	SPECIAL CLASSES	13.00
	SILVER SENIOR FITNESS 11/0	GENERAL FUND	SPECIAL CLASSES	6.50
	STRETCH AND RELAX ZEN 11/0	GENERAL FUND	SPECIAL CLASSES	6.50
	FIT FOR YOU 11/08	GENERAL FUND	SPECIAL CLASSES	6.50
	FIT FOR YOU 11/09	GENERAL FUND	SPECIAL CLASSES	6.50
	FIT FOR YOU 11/10	GENERAL FUND	SPECIAL CLASSES	19.50
	STRETCH AND RELAX 11/10	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/1	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/1	GENERAL FUND	SPECIAL CLASSES	13.00
	FIT FOR YOU 11/10	GENERAL FUND	SPECIAL CLASSES	6.50
	STRECH AND RELAX 11/15	GENERAL FUND	SPECIAL CLASSES	13.00
	SILVER SENIOR FITNESS 11/1	GENERAL FUND	SPECIAL CLASSES	19.50
	FIR FOR YOU 11/15	GENERAL FUND	SPECIAL CLASSES	6.50
	FIT FOR YOU 11/16	GENERAL FUND	SPECIAL CLASSES	6.50
KONIGA MINOLTA BUSINESS SOLUTIONS	FIT FOR YOU 11/17	GENERAL FUND	SPECIAL CLASSES	13.00
	STRETCH AND RELAX 11/17	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/1	GENERAL FUND	SPECIAL CLASSES	19.50
	FIT FOR YOU 11/18	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/2	GENERAL FUND	SPECIAL CLASSES	6.50
	STRETCH AND RELAX 11/22	GENERAL FUND	SPECIAL CLASSES	13.00
	FIT FOR YOU 11/23	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/2	GENERAL FUND	SPECIAL CLASSES	6.50
	FIT FOR YOU 11/25	GENERAL FUND	SPECIAL CLASSES	6.50
	STRETCH AND RELAX 11/25	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/2	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/2	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/2	GENERAL FUND	SPECIAL CLASSES	6.50
	SILVER SENIOR FITNESS 11/2	GENERAL FUND	SPECIAL CLASSES	6.50
	FIT FOR YOU M/W PM SESSION	GENERAL FUND	SPECIAL CLASSES	181.35
FIT FOR YOU M/W AM SESSION	GENERAL FUND	SPECIAL CLASSES	294.45	
FIT FOR YOU M-TH SESSION 2	GENERAL FUND	SPECIAL CLASSES	661.70	
STRETCH AND RELAX M/W	GENERAL FUND	SPECIAL CLASSES	133.90	
TOTAL:			2,214.55	
ADMIN FRONT OFFICE-COPIER	ADMIN FRONT OFFICE-COPIER	GENERAL FUND	FINANCE	503.09
	FINANCE-COPIER	GENERAL FUND	FINANCE	545.37
	TOTAL:			1,048.46
PD COPIER LEASE- 12/2021	PD COPIER LEASE- 12/2021	GENERAL FUND	POLICE ADMINISTRATION	189.74
	TOTAL:			189.74
	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT			40.00
TOTAL:			40.00	
LIBBERTI CASSIDY WHITMORE	COUNCIL- TEASSTER NEGOTIAT	GENERAL FUND	NON-DEPARTMENTAL	3,230.00
	COUNSEL-TEAMSTER NEGOTIATI	GENERAL FUND	NON-DEPARTMENTAL	1,634.00
	TOTAL:			4,864.00
YING LIU	PORTRAIT WORKSHOP 11/20	GENERAL FUND	SPECIAL CLASSES	97.50
	TOTAL:			97.50
	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT			170.00
TOTAL:			170.00	
MIKE CHAO	MAD SCIENCE IN MOTION	GENERAL FUND	NON-DEPARTMENTAL	410.15
	MAD SCIENCE- CRAZY CHEMOR	GENERAL FUND	SPECIAL CLASSES	2,012.40
	TOTAL:			2,422.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	TOTAL:			2,422.55
HANHAITAN STITCHING COMPANY, INC.	STAFF HATS	GENERAL FUND	SPORTS	312.48
	TOTAL:			312.48
ROY SABATOR JR	REIMBURSEMENT- MAX MUSCLE	AMERICAN RESCUE PL	INVALIDID DEPARTMENT	430.00
	TOTAL:			430.00
MARK HERNANDEZ	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL	AMERICAN RESCUE PL	INVALIDID DEPARTMENT	310.00
	REIMBURSEMENT- LOS AL BUCKS AMERICAN RESCUE PL	AMERICAN RESCUE PL	INVALIDID DEPARTMENT	130.00
	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL	AMERICAN RESCUE PL	INVALIDID DEPARTMENT	60.00
	TOTAL:			500.00
MISC. VENDOR	BERENICE MALAKLOU:REFUND	GENERAL FUND	NON-DEPARTMENTAL	92.00
	JOSEPH LOZANO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	95.00
	JOSEPH LOZANO:REFUND	GENERAL FUND	NON-DEPARTMENTAL	150.00
	MARCIA JACKSON:REFUND	GENERAL FUND	NON-DEPARTMENTAL	150.00
	NATALIE GREEN:REFUND	GENERAL FUND	NON-DEPARTMENTAL	50.20
	TERRI DOLL:REFUND	GENERAL FUND	NON-DEPARTMENTAL	150.00
	TERRANCE CUMBY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	230.00
	TERRANCE CUMBY:REFUND	GENERAL FUND	NON-DEPARTMENTAL	150.00
	CONF-MEMBER DINNER	GENERAL FUND	ADMINISTRATION	75.00
	LOS ALAMITOS LACROSSE	GENERAL FUND	SPECIAL EVENTS	500.00
	TOTAL:			1,642.20
MIRALL CORPORATION	AMMO- HORN 308 WIN 16GR	GENERAL FUND	PATROL	1,395.63
	TOTAL:			1,395.63
NEPHEW EXTERMINATING	PEST TREATMENT	GENERAL FUND	BUILDING MAINTENANCE	175.00
	BAIT STATION REFILL	GENERAL FUND	BUILDING MAINTENANCE	60.00
	TOTAL:			235.00
COMMUNITY MEDIA CORP.	COMMUNITY MEDIA CORP.	GENERAL FUND	PLANNING	1,320.00
	112568 CIP 21/22-03 STREET GENERAL FUND	GENERAL FUND	CAPITAL PROJECTS	540.00
	112568 CIP 21/22-03 STREET MEASURE X	GENERAL FUND	CAPITAL PROJECTS	540.00
	TOTAL:			2,400.00
NORM'S AUTOMOTIVE CENTER, INC.	SERVICE FOR PD UNIT 48-6	GARAGE FUND	GARAGE	579.31
	SMOG INSPECTION- FOR F350	GARAGE FUND	GARAGE	49.50
	SMOG INSPECTION- FOR F250	GARAGE FUND	GARAGE	49.50
	SERVICE ON PD UNIT 48-5	GARAGE FUND	GARAGE	857.74
	SMOG INSPECTION- FOR F550	GARAGE FUND	GARAGE	49.50
	SMOG INSPECTION- DODGE CHA	GARAGE FUND	GARAGE	49.50
	SMOG INSPECTION- CHEVY 150	GARAGE FUND	GARAGE	49.50
	TOTAL:			1,684.55
OC DISTRICT ATTORNEY'S OFFICE	ASSET FORFEITURE	ASSET SEIZURE	NON-DEPARTMENTAL	5,528.00
	TOTAL:			5,528.00
OUR LOS AL	MANAGEMENT SVCS- 12/2021	GENERAL FUND	CITY COUNCIL	416.67
	MANAGEMENT SVCS- 12/2021	GENERAL FUND	LOS ALAMITOS TV	833.33
	MANAGEMENT SVCS- 12/2021	LOS ALAMITOS TV	LOS ALAMITOS TV	833.33
	WINTER WONDERLAND	LOS ALAMITOS TV	LOS ALAMITOS TV	700.00
	COUNCIL MEETINGS	LOS ALAMITOS TV	LOS ALAMITOS TV	2,150.00
	TOTAL:			4,543.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	PACIFIC TELEMANAGEMENT SERVICES	GENERAL FUND	COMMUNICATIONS TECHNOL	43.00
	POLICE PAY PHONE	GENERAL FUND	COMMUNICATIONS TECHNOL	43.00
	TOTAL:			86.00
	PAK WEST PAPER & PACKAGING	GENERAL FUND	BUILDING MAINTENANCE	1,418.36
	JANITORIAL SUPPLIES	GENERAL FUND	BUILDING MAINTENANCE	1,418.36
	TOTAL:			2,836.72
	PAPER RECYCLING SPECIALISTS	GENERAL FUND	FINANCE	82.00
	SHREDDING SVCS. 12/02/2021	GENERAL FUND	FINANCE	82.00
	TOTAL:			164.00
	NIKOLAV ENTERPRISES, INC.	LOS AL BUCK AMERICAN RESCUE PL	INVALID DEPARTMENT	2,660.00
	REIMBURSEMENT-	LOS AL BUCK AMERICAN RESCUE PL	INVALID DEPARTMENT	2,660.00
	TOTAL:			5,320.00
	PRECIOUS LIFE SHELTER, INC.	LOS AL BUCK AMERICAN RESCUE PL	INVALID DEPARTMENT	290.00
	REIMBURSEMENT-	LOS AL BUCK AMERICAN RESCUE PL	INVALID DEPARTMENT	290.00
	TOTAL:			580.00
	PRINTMASTERS	GENERAL FUND	FINANCE	136.56
	(5) CAPR BOOKLETS	GENERAL FUND	FINANCE	136.56
	TOTAL:			273.12
	QUADIENT LEASING USA, INC	GENERAL FUND	FINANCE	425.88
	POSTAGE MACHINE INK	GENERAL FUND	FINANCE	425.88
	TOTAL:			851.76
	REDFLEX TRAFFIC SYSTEMS, INC.	LOS AL 11/2	GENERAL FUND	9,686.16
	COMM. KATELLA/	LOS AL 11/2	GENERAL FUND	9,686.16
	TOTAL:			19,372.32
	SUZANNE ROADY-ROSS	INTER GENERAL FUND	SPECIAL CLASSES	168.35
	T'AI CHI CHIH (BEG./INT)	INTER GENERAL FUND	SPECIAL CLASSES	168.35
	TOTAL:			336.70
	SAFEGUARD BUSINESS SYSTEMS INC.	GENERAL FUND	FINANCE	605.04
	CHECK STOCK	GENERAL FUND	FINANCE	605.04
	TOTAL:			1,273.40
	CHERYL J. SCHNITZER	GENERAL FUND	SPECIAL CLASSES	33.80
	LINE DANCE (BEG/INT)	09/27	GENERAL FUND	33.80
	LINE DANCE (BEG/INT)	11/08	GENERAL FUND	42.25
	LINE DANCE (BEG/INT)	11/15	GENERAL FUND	42.25
	LINE DANCE (BEG/INT)	11/22	GENERAL FUND	42.25
	TOTAL:			162.55
	SCIENTIA CONSULTING GROUP, INC.	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	326.43
	SENTINEL ONE CONTROL 11/20	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	326.43
	BACKUP SERVER 11/2021	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	178.75
	CLOUD BACKUP 11/2021	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	38.50
	BACKUP STORAGE 11/2021	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	900.00
	EXTRA HOURS 11/2021	TECHNOLOGY REPLACE	ADMINISTRATIVE SERVICE	2,113.75
	TOTAL:			3,557.43
	CAMILA WRIGHT	LOS AL BUCK AMERICAN RESCUE PL	INVALID DEPARTMENT	230.00
	REIMBURSEMENT-	LOS AL BUCK AMERICAN RESCUE PL	INVALID DEPARTMENT	230.00
	TOTAL:			460.00
	SIR SPEEDY	GENERAL FUND	POLICE ADMINISTRATION	370.58
	MAILING ENVELOPES	GENERAL FUND	POLICE ADMINISTRATION	370.58
	CASE FILING JACKETS	GENERAL FUND	RECORDS	512.38
	TOTAL:			1,255.54
	SITONE LANDSCAPE SUPPLY HOLDING, LLC	GENERAL FUND	STREET MAINTENANCE	32.45
	SOIL FOR PLANTER	GENERAL FUND	STREET MAINTENANCE	32.45
	SOIL FOR RUTS	GENERAL FUND	PARK MAINTENANCE	44.89
	TOTAL:			120.79
	SPECTRUM SECURITY GROUP, LLC	GENERAL FUND	BUILDING MAINTENANCE	766.11
	REPLACE ENTRY KEY PAD/GATE	GENERAL FUND	BUILDING MAINTENANCE	766.11
	TOTAL:			1,532.22

WARRANT 12/15/2021

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STOVER SEED COMPANY	SEED FOR COTTONWOOD PARK	GENERAL FUND	PARK MAINTENANCE	2,626.41
	TOTAL:			2,626.41
IACO SURF CANTINA INC	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL	GENERAL FUND	INVALID DEPARTMENT	960.00
	TOTAL:			960.00
TRAILVISION ENTERPRISES, LLC	REIMBURSEMENT - LOS AL BUC AMERICAN RESCUE PL	GENERAL FUND	INVALID DEPARTMENT	2,040.00
	TOTAL:			2,040.00
COPPER BELLE INC.	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL	GENERAL FUND	INVALID DEPARTMENT	3,010.00
	TOTAL:			3,010.00
NANCY K. BOHL INCORPORATED	CONTRACT SVCS- 11/2021	GENERAL FUND	POLICE ADMINISTRATION	750.00
	TOTAL:			750.00
MONTGOUTH CORP	REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL	GENERAL FUND	INVALID DEPARTMENT	620.00
	TOTAL:			620.00
THE SHAMROCK COMPANIES	CONCRETE CUTTING BLADE	GENERAL FUND	STREET MAINTENANCE	126.07
	TOTAL:			126.07
WEST PUBLISHING CORPORATION	DETECTIVES 11/2021	GENERAL FUND	INVESTIGATION	292.78
	TOTAL:			292.78
TIME WARNER CABLE	FIBER INTERNET	GENERAL FUND	ADMINISTRATION	1,734.00
	PHONE SERVICE	GENERAL FUND	ADMINISTRATION	39.99
	CITY HALL PHONE	GENERAL FUND	COMMUNICATIONS TECHNOL	485.18
	TOTAL:			2,259.17
Traffic and Parking Control Co., Inc.		GENERAL FUND	STREET MAINTENANCE	16,250.50
	TOTAL:			16,250.50
U.S. BANK	DINE & DOUGH- AMECL'S	GENERAL FUND	NON-DEPARTMENTAL	148.86
	DINE & DOUGH- COSTCO	GENERAL FUND	NON-DEPARTMENTAL	19.98
	DINE & DOUGH- EL POLLO LOC	GENERAL FUND	NON-DEPARTMENTAL	147.48
	DINE& DOUGH- IN N OUT	GENERAL FUND	NON-DEPARTMENTAL	143.55
	SERVSARE FOOD CERT- Z. DIX	GENERAL FUND	NON-DEPARTMENTAL	10.20
	SERVSARE FOOD CERT- G. CEJA	GENERAL FUND	NON-DEPARTMENTAL	10.20
	DINE & DOUGH- IN N OUT	GENERAL FUND	NON-DEPARTMENTAL	10.39
	DINE & DOUGH- PAUL'S PLACE	GENERAL FUND	NON-DEPARTMENTAL	80.96
	DINE & DOUGH- VONS	GENERAL FUND	NON-DEPARTMENTAL	27.07
	DINE & DOUGH- COSTCO	GENERAL FUND	NON-DEPARTMENTAL	26.36
	DINE & DOUGH- NICK'S DELI	GENERAL FUND	NON-DEPARTMENTAL	109.03
	DINE & DOUGH- COSTCO	GENERAL FUND	NON-DEPARTMENTAL	150.19
	DINE & DOUGH- COSTCO	GENERAL FUND	NON-DEPARTMENTAL	32.16
	DINE & DOUGH- COSTCO	GENERAL FUND	NON-DEPARTMENTAL	131.95
	DINE & DOUGH- VONS	GENERAL FUND	NON-DEPARTMENTAL	22.50
	CLEANERS- TABLE CLOTHS	GENERAL FUND	CITY COUNCIL	50.00
	STATE OF DISTRICT-(HASSSEL/	GENERAL FUND	CITY COUNCIL	25.66
	KITCHEN SUPPLIES	GENERAL FUND	CITY COUNCIL	8.80
	COUNCIL SNACKS	GENERAL FUND	CITY COUNCIL	119.65
	COUNCIL SNACKS/ COFFEE RES	GENERAL FUND	CITY COUNCIL	72.65
	COUNCIL DINNER	GENERAL FUND	CITY COUNCIL	50.53
	COUNCIL DINNER	GENERAL FUND	CITY COUNCIL	191.17
	BATHROOM STORAGE	GENERAL FUND	CITY COUNCIL	13.10
	COUNCIL DINNER	GENERAL FUND	CITY COUNCIL	14.26
	AGENDA TABS	GENERAL FUND	CITY COUNCIL	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	AGENDA TABS	GENERAL FUND	CITY COUNCIL	15.76
	IOS AL STICKERS	GENERAL FUND	ADMINISTRATION	317.92
	SUBSCRIPTION- ILLUSTRATOR	GENERAL FUND	ADMINISTRATION	50.98
	SUBSCRIPTION- OC REGISTER	GENERAL FUND	ADMINISTRATION	10.00
	MAMA'S CATERING- CHIEF INT	GENERAL FUND	ADMINISTRATION	104.56
	STATE OF DISTRICT- SIMMONS	GENERAL FUND	ADMINISTRATION	50.00
	ANNUAL CONFERENCE- SIMMONS	GENERAL FUND	ADMINISTRATION	155.25
	AMAZON CREDIT	GENERAL FUND	ADMINISTRATION	41.04-
	CLEANING SUPPLIES	GENERAL FUND	ADMINISTRATION	51.75
	PROSHARD- COMMUNITY EVENT	GENERAL FUND	ADMINISTRATION	750.00
	OFFICE SUPPLIES	GENERAL FUND	ADMINISTRATION	56.32
	OFFICE SUPPLIES	GENERAL FUND	ADMINISTRATION	8.91
	OFFICE SUPPLIES	GENERAL FUND	ADMINISTRATION	21.76
	SUBSCRIPTION- ADOBE (2 STA	GENERAL FUND	FINANCE	14.99
	OFFICE SUPPLIES	GENERAL FUND	FINANCE	97.02
	CSMPO- ANNUAL MEMBERSHIP	GENERAL FUND	FINANCE	110.00
	SUBSCRIPTION- ADOBE (2 STA	GENERAL FUND	FINANCE	14.99
	SITZ GROUND HOSTING	GENERAL FUND	FINANCE	100.00
	COFFEE - ALL HANDS MEETING	GENERAL FUND	POLICE ADMINISTRATION	35.90
	SAFETY PINS - UNIFORMS	GENERAL FUND	POLICE ADMINISTRATION	13.41
	SUBSCRIPTION- ADOBE	GENERAL FUND	POLICE ADMINISTRATION	14.99
	WATER/ COFFEE CREAMER- MEE	GENERAL FUND	POLICE ADMINISTRATION	13.18
	LODGING- EXECUTIVE ASSIST	GENERAL FUND	POLICE ADMINISTRATION	857.32
	BREAKFAST- ALL HANDS MEETI	GENERAL FUND	POLICE ADMINISTRATION	259.85
	SUPPLIES- FILE FOLDERS	GENERAL FUND	POLICE ADMINISTRATION	81.92
	OFFICE SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	37.68
	SUPPLIES-FILE FOLDERS	GENERAL FUND	POLICE ADMINISTRATION	83.18
	KITCHEN SUPPLIES	GENERAL FUND	POLICE ADMINISTRATION	38.63
	CLASS	GENERAL FUND	POLICE ADMINISTRATION	250.00
	KROR- TRAINING ACCOMODATIO	GENERAL FUND	POLICE ADMINISTRATION	775.34
	PLAQUE MEDICI	GENERAL FUND	POLICE ADMINISTRATION	95.82
	KEYBOARD/ MOUSE -WATCH COM	GENERAL FUND	PATROL	38.23
	STOP WATCH - AGILITY	GENERAL FUND	PATROL	22.48
	OFFICE SUPPLIES- CALENDARS	GENERAL FUND	PATROL	81.47
	OFFICE SUPPLIES	GENERAL FUND	PATROL	37.08
	NITRILE GLOVES	GENERAL FUND	PATROL	303.83
	TONER- REPORT WRITING COPT	GENERAL FUND	PATROL	348.60
	TRUNCK OR TREAT	GENERAL FUND	COMMUNITY OUTREACH	15.99
	CLASS	GENERAL FUND	COMMUNITY OUTREACH	255.00
	HOTEL ACCOMEDATIONS-TRAINI	GENERAL FUND	COMMUNITY OUTREACH	416.45
	TRAINING- OFFICER	GENERAL FUND	COMMUNITY OUTREACH	249.00
	AMAZON SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	8.11
	AMAZON SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	29.46
	SHIPPING	GENERAL FUND	COMMUNITY DEVEL ADMIN	27.10
	AMAZON SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	63.33
	LUNCHEON SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	8.82
	HOLIDAY SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	49.13
	STAPLES SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	32.86
	AMAZON SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	32.17
	AMAZON SUPPLIES	GENERAL FUND	COMMUNITY DEVEL ADMIN	30.59
	EXIT LUNCH- JUAN MORENO	GENERAL FUND	COMMUNITY DEVEL ADMIN	39.16
	UNIFORM ATTIRE	GENERAL FUND	STREET MAINTENANCE	376.84
	RESTOCK WORK GLOVES	GENERAL FUND	STREET MAINTENANCE	65.56
	CHRISTMAS DECORATIONS- ISL	GENERAL FUND	STREET MAINTENANCE	364.44
	CHRISTMAS DECORATIONS- ISL	GENERAL FUND	STREET MAINTENANCE	44.01
	CHRISTMAS DECORATIONS- ISL	GENERAL FUND	STREET MAINTENANCE	176.36

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	-R2 FUND	GENERAL FUND	STREET MAINTENANCE	176.36-
	R2 STOCK WORK GLOVES	GENERAL FUND	STREET MAINTENANCE	180.25
	CHRISTMAS DECORATIONS- ISL	GENERAL FUND	STREET MAINTENANCE	172.36
	CHRISTMAS DECORATIONS- ISL	GENERAL FUND	STREET MAINTENANCE	86.18
	WINTER WEAR FOR PW CREW	GENERAL FUND	STREET MAINTENANCE	764.64
	HOLIDAY DECORATIONS	GENERAL FUND	STREET MAINTENANCE	176.96
	EMMIS RED STORY	GENERAL FUND	STREET MAINTENANCE	1,565.75
	SUPPLIES- BACK FLOW CAGES	GENERAL FUND	STREET MAINTENANCE	333.28
	UNIFORM ATTIRE	GENERAL FUND	BUILDING MAINTENANCE	260.00
	DECORATIONS FOR TRUNK OR T	GENERAL FUND	BUILDING MAINTENANCE	80.43
	DAY CAMP SUPPLIES	GENERAL FUND	BUILDING MAINTENANCE	15.38
	MEMBERSHIP- CPRS CONFERENC	GENERAL FUND	RECREATION ADMINISTRAT	90.00
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	10.06
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	27.29
	SUBSCRIPTION- ADOBE	GENERAL FUND	RECREATION ADMINISTRAT	14.59
	SUNSCRIPTION-ZOOM	GENERAL FUND	RECREATION ADMINISTRAT	15.74
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	89.76
	OFFICE SUPPLIES-CREDIT	GENERAL FUND	RECREATION ADMINISTRAT	272.36-
	DIRECT TV EOC	GENERAL FUND	RECREATION ADMINISTRAT	61.34
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	439.15
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	24.01
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	17.47
	SUBSCRIPTION- CPRS / TRINI	GENERAL FUND	RECREATION ADMINISTRAT	150.00
	DUES-HOOTSUITE	GENERAL FUND	RECREATION ADMINISTRAT	348.00
	SUBSCRIPTION- AMAZON PRIME	GENERAL FUND	RECREATION ADMINISTRAT	14.19
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	48.04
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	44.75
	HOMEBASE SUBSCRIPTION	GENERAL FUND	RECREATION ADMINISTRAT	288.00
	SUBSCRIPTIONS- CHAMBERS BRB	GENERAL FUND	RECREATION ADMINISTRAT	10.00
	SUBSCRIPTION-ADOBE	GENERAL FUND	RECREATION ADMINISTRAT	14.99
	OFFICE SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	65.54
	SUBSCRIPTION-APPLE STORAGE	GENERAL FUND	RECREATION ADMINISTRAT	5.99
	SUBSCRIPTION-MATCHIMP	GENERAL FUND	RECREATION ADMINISTRAT	280.00
	SUBSCRIPTION-ALECAN	GENERAL FUND	RECREATION ADMINISTRAT	29.99
	DAY CAMP SUPPLIES	GENERAL FUND	RECREATION ADMINISTRAT	5.87
	DAY CAMP SUPPLIES	GENERAL FUND	DAY CAMP	61.97
	YOUTH SPORTS- SNACKS	GENERAL FUND	SPORTS	16.54
	YOUTH SPORTS- GIVEAWAYS	GENERAL FUND	SPORTS	23.06
	ADULT SPORTS SUPPLIES	GENERAL FUND	SPORTS	9.81
	FIELD SUPPLIES-FIELD LIGHT	GENERAL FUND	SPORTS	11.76
	FIELD SUPPLIES-FIELD LIGHT	GENERAL FUND	SPORTS	20.15
	FIELD SUPPLIES-FIELD LIGHT	GENERAL FUND	SPORTS	5.70
	FIELD SUPPLIES-FIELD LIGHT	GENERAL FUND	SPORTS	3.54
	FIELD SUPPLIES-FIELD LIGHT	GENERAL FUND	SPORTS	3.06-
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	33.17
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	52.19
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	35.91
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	60.87
	BAKING CLASS SUPPLIES	GENERAL FUND	SPECIAL CLASSES	34.92
	BAKING CLASS SUPPLIES	GENERAL FUND	SPECIAL CLASSES	57.44
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	7.95
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	95.69
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	21.82
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	32.76
	KIDS BAKING SUPPLIES	GENERAL FUND	SPECIAL CLASSES	13.08
	PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	54.91

VENDOR SORT KEY

DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KIDS BAKING SUPPLIES	GENERAL FUND	SPECIAL CLASSES	27.05
VOLUNTEERS- LUNCH	GENERAL FUND	SPECIAL CLASSES	26.19
PRESCHOOL SUPPLIES	GENERAL FUND	SPECIAL CLASSES	14.30
TRUNK OR TREAT- SUPPLIES	GENERAL FUND	SPECIAL EVENTS	84.05
TRUNK OR TREAT- SUPPLIES-C	GENERAL FUND	SPECIAL EVENTS	14.13-
TRUNK OR TREAT- SUPPLIES-C	GENERAL FUND	SPECIAL EVENTS	19.65-
TRUNK OR TREAT- SUPPLIES-C	GENERAL FUND	SPECIAL EVENTS	21.80-
TRUNK OR TREAT- SUPPLIES-C	GENERAL FUND	SPECIAL EVENTS	17.47-
TRUNK OR TREAT- SUPPLIES-C	GENERAL FUND	SPECIAL EVENTS	14.19-
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	109.21
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	87.31
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	303.85
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	43.65
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	5.45
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	18.56
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	41.50
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	22.88
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	150.00
TRUNK OR TREAT SUPPLIES	GENERAL FUND	SPECIAL EVENTS	119.06
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	140.40
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	314.67
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	28.83
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	24.88
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	19.65
HALLOWEEN DECORATING SUPPL	GENERAL FUND	SPECIAL EVENTS	57.86
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	250.05
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	82.64
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	15.28
TRUNK OR TREAT SUPPLIES	GENERAL FUND	SPECIAL EVENTS	50.68
TRUNK OR TREAT SUPPLIES	GENERAL FUND	SPECIAL EVENTS	553.40
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	62.72
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	14.15
WINTER WONDERLAND SUPPLIES	GENERAL FUND	SPECIAL EVENTS	10.85
USPS-BACKGROUNDS	GENERAL FUND	NON-DEPARTMENTAL	9.80
REPAIR - REC TRACTOR	GARAGE FUND	GARAGE	42.68
SHOP WORK GLOVES	GARAGE FUND	GARAGE	31.10
PM TRUCK TOLL BAG/ HAMMER	GARAGE FUND	GARAGE	44.03
T-SHIRTS PM	GARAGE FUND	GARAGE	107.15
REAR HATCH LIFTGATE-PD	GARAGE FUND	GARAGE	38.23
SHOP TOOLS- DRAIN PIPES	GARAGE FUND	GARAGE	89.44
VEHICLE SUPPLIES	GARAGE FUND	GARAGE	43.68
IT SUPPLIES- BATTERIES	TECHNOLOGY	ADMINISTRATIVE SERVICE	327.74
GODADBY- ANNUAL CHARGE	TECHNOLOGY	ADMINISTRATIVE SERVICE	249.95
IT SUPPLIES- INTERNAL STOR	TECHNOLOGY	ADMINISTRATIVE SERVICE	195.75
IT SUPPLIES- INTERNAL STOR	TECHNOLOGY	ADMINISTRATIVE SERVICE	210.33
4IMPRINT	AMERICAN RESCUE PL	INVALID DEPARTMENT	697.92
PAINTS	AMERICAN RESCUE PL	INVALID DEPARTMENT	122.50
DEC HOOKS	AMERICAN RESCUE PL	INVALID DEPARTMENT	12.39
COMMAND STRIPS	AMERICAN RESCUE PL	INVALID DEPARTMENT	30.55
COMMAND STRIPS	AMERICAN RESCUE PL	INVALID DEPARTMENT	23.92-
TOTAL:			20,425.03
STATE FEES - BILLABLE TICK	GENERAL FUND	STREET MAINTENANCE	15.68
TOTAL:			15.68

UNDERGROUND SERVICE ALERT OF SO CAL

VERIZON WIRELESS

VERIZON WIRELESS

GENERAL FUND

EMERGENCY PREPAREDNESS

162.25

VENDOR SORT KEY

DESCRIPTION

FUND

DEPARTMENT

AMOUNT

VERIZON WIRELESS GENERAL FUND COMMUNITY DEVEL ADMIN 50.35
 VERIZON WIRELESS GENERAL FUND NEIGHBORHOOD PRESERVA 30.02
 VERIZON WIRELESS GENERAL FUND STREET MAINTENANCE 246.04
 TOTAL: 488.70

VOYAGER FLEET SYSTEMS, INC.

FUEL GARAGE FUND GARAGE 6,608.84
 TAX ADJUSTMENT GARAGE FUND GARAGE 253.15-
 TOTAL: 6,355.65

MICHELE H. WILKOSZ

ADV. GUITAR 11/21 GENERAL FUND SPECIAL CLASSES 27.30
 ADV. GUITAR 11/22 GENERAL FUND SPECIAL CLASSES 21.45
 TOTAL: 48.75

WORLD TRADE PRINTING COMPANY

HOLIDAY DECORATION SIGNS GENERAL FUND PARK MAINTENANCE 680.78
 TOTAL: 680.78

THE YOUTH CENTER

REIMBURSEMENT - LOS AL BUC AMERICAN RESCUE PL INVALID DEPARTMENT 2,510.00
 REIMBURSEMENT- LOS AL BUCK AMERICAN RESCUE PL INVALID DEPARTMENT 1,380.00
 TOTAL: 3,890.00

FUND TOTALS

10	GENERAL FUND	134,944.59
26	MEASURE N	540.00
27	ASSET SEIZURE	5,528.00
28	LOS ALAMITOS TV	3,693.33
50	GARAGE FUND	9,533.95
53	TECHNOLOGY REPLACEMENT	4,541.24
54	SELF INSURANCE TRUST	4,686.34
56	AMERICAN RESCUE PLAN ACT	20,210.44
GRAND TOTAL:		183,677.53

Retirees Medical Reimbursement

Date: January 03, 2022

Number of Transactions: 17

Total Batch: \$9,807.39

		-----DEPARTMENT RECAP-----									
DEPT NO#		GROSS	REGULAR	OVERTIME	LEAVE	OTHER	DEDUCTIONS	TAXES	NET		
10-510	City Council	\$923.20	\$923.20	\$0.00	\$0.00	\$0.00	\$56.98	\$13.40	\$852.82		
10-511	City Manager/ City Clerk	\$19,701.53	\$9,450.36	\$0.00	\$4,328.36	\$5,922.81	\$2,504.71	\$3,646.56	\$13,550.26		
10-512	Finance	\$11,607.92	\$5,712.88	\$0.00	\$2,664.04	\$3,231.00	\$1,034.95	\$1,318.00	\$9,255.07		
10-521	Police Administration	\$20,661.28	\$13,072.13	\$0.00	\$3,594.09	\$3,995.06	\$3,584.52	\$2,969.95	\$14,106.81		
10-522	Police- Patrol	\$77,662.11	\$39,321.34	\$16,357.18	\$18,624.30	\$3,359.29	\$10,530.82	\$14,297.60	\$52,833.69		
10-523	Police- Investigation	\$19,076.23	\$9,950.37	\$2,884.82	\$6,091.78	\$1,149.26	\$3,776.97	\$3,594.59	\$11,704.67		
10-524	Police- Records	\$7,870.87	\$2,567.30	\$407.12	\$1,299.77	\$3,596.68	\$425.90	\$1,198.34	\$6,246.63		
10-526	Police- Community Outreach	\$2,201.80	\$0.00	\$0.00	\$1,632.60	\$589.20	\$168.81	\$362.79	\$1,670.20		
10-528	Police- Traffic	\$1,493.45	\$0.00	\$0.00	\$0.00	\$1,493.45	\$76.00	\$32.55	\$1,384.90		
10-529	Police- Emergency Preparedness	\$2,110.00	\$0.00	\$0.00	\$0.00	\$2,110.00	\$0.00	\$28.74	\$1,581.26		
10-531	Development Services- Administration	\$16,851.29	\$9,622.06	\$42.09	\$2,407.14	\$4,580.00	\$1,712.27	\$3,725.86	\$11,413.16		
10-532	Development Services- Planning	\$6,743.07	\$1,618.80	\$258.00	\$1,522.89	\$3,343.38	\$648.84	\$1,001.48	\$5,092.75		
10-533	Development Services- Neighborhood Preservation	\$3,806.45	\$0.00	\$0.00	\$0.00	\$3,806.45	\$142.75	\$358.18	\$3,305.52		
10-542	Development Services- Street Maintenance	\$11,872.76	\$5,138.00	\$159.12	\$3,289.32	\$3,306.32	\$1,843.56	\$1,311.56	\$8,717.64		
10-543	Development Services- Park Maintenance	\$4,225.60	\$1,894.80	\$189.48	\$757.92	\$1,383.40	\$567.61	\$398.04	\$3,259.95		
10-544	Development Services- Facility Maintenance	\$1,996.20	\$1,576.96	\$0.00	\$0.00	\$419.24	\$133.99	\$33.58	\$1,828.63		
10-551	Recreation Administration	\$21,282.22	\$11,866.70	\$0.00	\$3,092.63	\$6,322.89	\$3,674.74	\$3,058.70	\$14,548.78		
10-556	Recreation- Sports	\$15,469.39	\$0.00	\$0.00	\$59.06	\$15,410.33	\$580.11	\$830.60	\$14,058.68		
TOTALS		\$245,555.37	\$111,914.90	\$20,297.81	\$49,343.90	\$63,998.76	\$31,463.43	\$38,680.52	\$175,411.42		

REGULAR INPUT: 98 MANUAL INPUT: 0 CHECK STUB COUNT: 3 DIRECT DEPOSIT STUB COUNT: 96

BENEFITS & WITHHOLDINGS

DESC	AMOUNT	CD	ABBY	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
Fed Taxes						Employee			
State Taxes						Employee			
ICMA						Employee			
Losal Police Reserves						Employee			
PD Association						Employee			
Losal Employees Assoc						Employee			
Nationwide - Full Time						Employee			
Nationwide - PT						Employee			
PERS Deferred Comp						Employee			
PERS						Employee			
AFLAC						Employee			
PERS Medical						Employee			
Delta Dental PRO						Employee			
Delta Dental HMO						Employee			
VSP Vision						Employee			
Standard Self Admin						Employee			
Standard Life Optional						Employee			
TOTALS									

DEDUCTION GRAND TOTALS

DESC	AMOUNT	CD	ABBY	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
REG	2,802.82		I-125	\$558.87		FED W/H	\$216,436.77	\$25,458.07	
PTMG	1,444.75		I-129	\$398.47		ST WH CA	\$216,496.77	\$9,737.34	
PHEO	42.67		AFR	\$45.91		MEDI	\$235,035.15	\$3,485.11	\$3,408.08
HOL	574.00		CMP	\$200.56					
ABST	10.00		DCI	\$3,542.60	\$234.45				
OT	22.75		DCN	\$1,854.32	\$222.65				
CTOT	210.99		DCP	\$1,225.76	\$534.32				
MOT	0.00		DD1		\$8.11				
CAR	0.00		DD2		\$29.24				
CEL1	0.00		DD3		\$108.15				
CELL	0.00		DD4						
CERT	0.00		DD5						
PERC	0.00		DD6	\$15.74					
MEDR	0.00		DIS	\$148.45					
SEAS	0.00		DLI	\$80.22					
SESK	0.00		DLP	\$20.00					
OCMD	0.00		LAR	\$340.00					
OCMS	0.00		LEA	\$179.24					
UNIF	0.00		LIF	\$102.37					
UNIT	0.00		LIT	\$16,676.19					
UNIT2	0.00		A LTD	\$461.97					
ADML	63.00		MED	\$14.01					
COMP	21.67		PBB	\$2,550.07	\$2,853.41				
ENU	60.00		PC2		\$4,182.82				
EAA	12.00		PEN1		\$4,141.38				
COVA	54.00		PEN2		\$1,318.25				
ELHO	90.92		PN3		\$1,693.35				
SICK	106.08		PN4		\$6,632.68				
VAC	240.25		POS		\$10,440.54				
POST4	0.00		PRO						
POST5	0.00		PR2						
POST6	0.00		PR4						
POST7	0.00		PR5						
POST8	0.00		PR6						
POST9	0.00		PR7						
POST	456.08		ER7						
			ER8						
			RTP						
			SUR						
			VS1						
			VS2						
			VS3						

		DEPARTMENT RECAP									
DEPT NO#		GROSS	REGULAR	OVERTIME	LEAVE	OTHER	DEDUCTIONS	TAXES	NET		
10-510	City Council	\$923.20	\$923.20	\$0.00	\$0.00	\$0.00	\$56.98	\$13.40	\$852.82		
10-511	City Manager/ City Clerk	\$17,969.42	\$15,507.96	\$0.00	\$540.60	\$1,920.86	\$2,506.86	\$3,076.15	\$12,384.41		
10-512	Finance	\$11,064.00	\$10,134.14	\$0.00	\$429.86	\$500.00	\$1,034.85	\$1,151.53	\$8,877.62		
10-521	Police Administration	\$26,353.00	\$17,973.65	\$0.00	\$8,029.35	\$350.00	\$8,844.92	\$3,202.65	\$14,305.43		
10-522	Police- Patrol	\$64,538.98	\$43,787.44	\$0.00	\$4,662.97	\$2,918.41	\$10,511.38	\$10,614.76	\$43,412.84		
10-523	Police- Investigation	\$15,942.80	\$10,607.34	\$2,755.14	\$1,431.06	\$1,149.26	\$3,776.93	\$2,761.15	\$9,404.72		
10-524	Police- Records	\$10,010.12	\$4,357.60	\$932.13	\$0.00	\$5,320.39	\$533.64	\$1,544.41	\$7,932.07		
10-526	Police- Community Outreach	\$1,930.52	\$0.00	\$0.00	\$1,905.52	\$25.00	\$150.50	\$284.47	\$1,495.55		
10-528	Police- Traffic	\$2,117.50	\$0.00	\$0.00	\$0.00	\$2,117.50	\$99.41	\$85.73	\$1,932.36		
10-529	Police- Emergency Preparedness	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00	\$0.00	\$756.52	\$2,043.48		
10-531	Development Services- Administration	\$15,525.75	\$13,821.68	\$115.75	\$738.32	\$890.00	\$1,754.91	\$3,250.51	\$10,520.33		
10-532	Development Services- Planning	\$6,313.30	\$3,237.60	\$0.00	\$0.00	\$3,075.70	\$670.28	\$712.74	\$4,930.28		
10-533	Development Services- Neighborhood Preservation	\$3,736.83	\$0.00	\$0.00	\$114.15	\$3,622.68	\$140.14	\$351.95	\$3,244.74		
10-542	Development Services- Street Maintenance	\$9,716.52	\$7,985.30	\$0.00	\$1,148.30	\$582.92	\$1,843.56	\$885.24	\$6,987.72		
10-543	Development Services- Park Maintenance	\$3,877.68	\$2,526.40	\$189.48	\$181.70	\$980.10	\$567.61	\$330.85	\$2,979.22		
10-544	Development Services- Facility Maintenance	\$1,996.20	\$1,971.20	\$0.00	\$0.00	\$25.00	\$133.99	\$33.58	\$1,828.63		
10-551	Recreation Administration	\$19,906.30	\$17,905.47	\$0.00	\$405.74	\$1,595.09	\$3,674.68	\$2,588.54	\$13,643.08		
10-556	Recreation- Sports	\$16,736.36	\$0.00	\$0.00	\$313.39	\$16,422.97	\$627.64	\$1,054.06	\$15,034.66		
TOTALS		\$231,458.48	\$150,738.98	\$16,562.66	\$19,900.96	\$44,255.88	\$36,928.28	\$32,700.24	\$161,829.96		

REGULAR INPUT: 98 MANUAL INPUT: 0 CHECK STUB COUNT: 3 DIRECT DEPOSIT STUB COUNT: 96

BENEFITS & WITHHOLDINGS

DESC	AMOUNT	CD	ABBY	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
Fed Tax				Employee/ Employer (Medicare)				Employee	Employer
State Taxes				Employee					
ICMA				Employee					
Local Police Reserves				Employee					
FD Association				Employee					
Local Employees Assoc				Employee					
Nationwide - Full Time				Employee					
Nationwide - PT				Employee/ Employer					
PERS Deferred Comp				Employee					
PERS				Employee/ Employer					
AFLAC				Employee					
PERS Medical				Employee/ Employer					
Delta Dental PCO				Employer					
Delta Dental HMO				Employer					
VSP Vision				Employer					
Standard Self Admin				Employee/ Employer					
Standard Life Optional				Employee					
TOTALS									

DEDUCTION GRAND TOTALS

DESC	AMOUNT	CD	ABBY	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
REG	3,659.51		I-125	\$558.25	\$234.45	FED W/H	\$196,935.11	\$21,376.25	
PTSG	1,603.75		I-129	\$398.25	\$222.65	ST WH CA	\$196,935.11	\$8,038.78	
PHBO	60.50		AEFPT	\$45.91	\$534.32	MEDI	\$220,706.38	\$3,285.21	\$3,200.21
OT	14.50		CIOAN	\$200.64	\$8.11				
OTS	180.82		DCICM	\$3,542.60	\$108.15				
CTOT	4.00		DCNM	\$7,115.00					
STBY	20.00		DCPRS	\$1,225.76					
CAR	0.00		DPPO1		\$234.45				
CERT	0.00		DPPO2		\$222.65				
PPHC	0.00		DPPO3		\$534.32				
MEDR	0.00		DDMO1		\$8.11				
SEAS	0.00		DDMO2		\$29.24				
SESK	0.00		DDMO3	\$15.74					
CCMD	0.00		DISAF	\$148.45					
CCWE	0.00		DCHIC	\$80.22					
UNIF	0.00		DCLPE	\$20.00					
UNIF	0.00		LAR	\$340.00					
RTR	4.00		LARAD	\$20.00					
ADML	0.00		LIF	\$179.24					
ADML	0.00		LIF	\$102.37					
COMP	1.50		A LTD	\$14.01					
EAV	24.00		MDINS	\$5,418.94	\$16,676.19				
EAV	42.00		MDINS	\$481.97					
EAA	4.50		PRCZR	\$14.01					
COMA	4.50		PRCZR	\$14.01					
ELHO	15.67		PERME	\$2,531.76					
SICK	129.59		PERME	\$2,531.76	\$2,832.82				
VAC	147.51		PERMR	\$4,121.94					
POST4	0.00		PEPSE	\$4,163.19					
POST4	0.00		POAS	\$1,318.25					
POST7	0.00		PR98	\$1,693.35					
POST8	0.00		PR98	\$6,707.78					
POCO	100.00		PR98R	\$10,440.54					

Totals 6,011.85 \$ 231,458.48

\$36,928.28 \$43,424.74 \$ 32,700.24 \$3,200.21

**MINUTES OF THE CITY COUNCIL
OF THE CITY OF LOS ALAMITOS**

ADJOURNED REGULAR MEETING – December 13, 2021

1. CALL TO ORDER

The City Council met in Adjourned Regular Session at 5:35 p.m., Monday, December 13, 2021, in the Council Chamber located at 3191 Katella Ave., Los Alamitos, CA 90720, Mayor Chirco presiding.

2. ROLL CALL

Present: Council Members: Bates, Doby, Nefulda,
Mayor Pro Tem Hasselbrink, Mayor Chirco

Absent: Council Members: None

Present: Staff: Chet Simmons, City Manager
Wayne Byerley, Police Captain
Michael Daudt, City Attorney
Craig Koehler, Finance Director
Emeline Noda, Recreation and Community Services Director
Ron Noda, Acting Deputy City Manager
Eric R. Nunez, Police Chief
Windmera Quintanar, MMC, City Clerk
Ron Roberts, Orange County Fire Authority Battalion Chief
Chelsi Wilson, Executive Coordinator

3. CLOSED SESSION

A. PUBLIC EMPLOYEE APPOINTMENT

Title: Chief of Police

Authority: Government Code Section 54957

City Attorney Daudt read the item aloud.

RECESS

The City Council recessed into Closed Session at 5:36 p.m.

RECONVENE

The City Council reconvened in Adjourned Regular session at

City Attorney Daudt stated there was no reportable action.

4. PLEDGE OF ALLEGIANCE

Council Member Doby led the Pledge of Allegiance.

5. INVOCATION

Council Member Bates gave the Invocation.

6. PRESENTATIONS

A. Presentations to Mayor Mark A. Chirco from Outside Agencies for his Service as Mayor in 2021

Mayor Chirco received certificates from the following agencies:

- Senator Tom Umberg's Office
- Assembly Member Janet Nguyen's Office
- Los Alamitos Unified School District
- Chamber of Commerce
- Joint Forces Training Base

B. Presentations of Certificates of Recognition to My City My Los Al Partnership Program Sponsors

Mayor Chirco recognized the following partners:

- Long Beach Medical Center and Miller Children's & Women's Hospital (Title Sponsor)
- Financial Partners Credit Union (Star Sponsor)
- Los Alamitos Senior Club (Supporter Sponsor)

12. SPECIAL ORDERS OF THE DAY

B. Presentations to Mayor Chirco from the City for his Tenure as Mayor

Mayor Pro Tem Hasslebrink and the City Council spoke briefly regarding Mayor Chirco's service and presented him with a plaque for his service.

7. ORAL COMMUNICATIONS

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the City Council. Remarks are to be limited to not more than five minutes per speaker.

None.

8. COUNCIL ANNOUNCEMENTS

At this time, Council Members may also report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide Staff direction to report back or to place the item on a future Agenda.

Council Member Nefulda spoke regarding attendance at Winter Wonderland.

Council Member Bates spoke regarding Los Al Bucks program, Chamber Holiday Breakfast, and correspondence from the Orange County Sherriff's Office outlining current issues.

Council Member Doby spoke regarding attendance at the Orange County Council of Governments General Assembly, State of the District, open house for Marina Skin Care, Human Relations Committee, Orange County Mosquito and Vector Control District Board meeting, ribbon cutting for Garage Palates, open house for Casa Youth Shelter, and the Chamber Holiday Breakfast. She gave recommendations for Gourmet Pie company and Dr. Barrow orthodontics and stated support for the holiday median decorations.

Mayor Pro Tem Hasselbrink spoke regarding attendance at the State of the District, Winter Wonderland, Gypsum Canyon Veteran Cemetery Flag Raising event. She congratulated Council Member Doby for being named Hero of the Heart for Rossmoor Elementary. She spoke in favor of the grant funding distributed to local nonprofits by the City to combat food insecurities during the pandemic. She requested the meeting be adjourned in honor of Gene Petrini.

Mayor Mark Chirco spoke regarding attendance at the Orange County Sanitation District Administration Committee meeting and Board of Directors meeting, Winter Wonderland, and Brew Kitchen Ale House with his Los Al Bucks. He spoke of the upcoming waste hauler change to Universal Waste.

9. ITEMS FROM THE CITY MANAGER

City Manager Simmons spoke regarding Mayor Chirco's leadership the past year.

10. WARRANTS

Council Member Bates received clarification on the following items:

- Page 2, District Attorney's Office – Prosecution of a Code Enforcement case
- Page 15, Department of Housing – Passthrough fee for mobile home parks

Motion/Second: Hasselbrink/Doby

Unanimously Carried: The City Council ratified the Warrants for the period from November 12, 2021 to December 1, 2021, in the amount of \$1,106,682.61

ROLL CALL

Mayor Chirco	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Bates	Aye
Council Member Doby	Aye
Council Member Nefulda	Aye

11. CONSENT CALENDAR

All Consent Calendar items may be acted upon by one motion unless a Council Member requests separate action on a specific item.

Council Member Bates asked questions on items 11B, D, and F.

Motion/Second: Doby/Bates

Unanimously Carried: The City Council approved the following Consent Calendar Items:

A. Approval of Minutes (City Clerk)
Approved the City Council Regular Minutes of November 15, 2021 and Special Minutes of December 6, 2021.

B. Ordinance No. 2021-07 – State Video Franchise Holders (City Attorney)
The enactment of the Digital Infrastructure and Video Competition Act of 2006 (“DIVCA”) effectively replaced locally issued franchise agreements with statewide franchises issued by the California Public Utilities Commission. Proposed Ordinance 2021-07 amends and restates Chapter 5.20 of Title 5 of the Los Alamitos Municipal Code to implement the Digital Infrastructure and Video Competition Act of 2006 pertaining to State Video Franchise Holders. It replaces the Cable Television Franchise regulations, which have become obsolete, by operation of State law preemption.

City Council introduced for first reading, read by title only, and waived further reading of Ordinance No. 2021-07 at its November 15, 2021 Regular meeting.

Council Member Bates asked how the City would know if there was an issue. City Manager Simmons advised the City had access to provider data to monitor the service level.

The City Council adopted Ordinance No. 2021-07, entitled, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING AND RESTATING CHAPTER 5.20 (CABLE TELEVISION FRANCHISES) OF TITLE 5 (BUSINESS LICENSES AND REGULATIONS) OF THE LOS ALAMITOS MUNICIPAL CODE PERTAINING TO STATE VIDEO FRANCHISE HOLDERS.”

C. Ordinance No. 2021-05 – City Clerk/Communications Director (Administration)
On November 15, 2021 the City Council approved personnel changes and new job description for City Clerk/Director of Communications. Part of that action included the introduction for first reading, read by title only, and waive further reading of Ordinance No. 2021-05.

The City Council adopted Ordinance No. 2021-05, entitled: “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING SECTIONS 2.12.020 AND 2.12.030 OF THE LOS ALAMITOS MUNICIPAL CODE RELATING TO THE OFFICE OF THE

CITY CLERK”.

D. Ordinance No. 2021-06 – Amended and Restated Chapter 8.12 (Integrated Waste Management) of the Los Alamitos Municipal Code to Implement State Organics Recycling Mandates (City Attorney)

Senate Bill 1383 (SB 1383) was signed into law on September 19, 2016 and established methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants in various sectors of California's economy. As it pertains to solid waste, SB 1383 seeks to reduce the amount of organic waste in landfills as methane is a byproduct of the decomposition of organic material. SB 1383 places a variety of mandates on local jurisdictions including the provision of organics and recycling collection programs to all properties within Los Alamitos and updating the Los Alamitos Municipal Code to require that each property subscribe to and fully participate in these programs.

Staff took this opportunity to review and update the entire Integrated Waste Management Chapter of the Los Alamitos Code, which was first enacted in 1996 and most recently amended in 2008.

City Council introduced for first reading, read by title only, and waived further reading of Ordinance No. 2021-06 at its November 15, 2021 Regular meeting.

Council Member Bates spoke in opposition to unfunded State mandates.

The City Council adopted Ordinance No. 2021-06, entitled, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, AMENDING AND RESTATING CHAPTER 8.12 (INTEGRATED WASTE MANAGEMENT) OF TITLE 8 (HEALTH AND SAFETY) OF THE LOS ALAMITOS MUNICIPAL CODE, IMPLEMENTING SB 1383 ORGANIC RECYCLING REGULATIONS.”

E. Resolution No. 2021-26– Adopting the June 30, 2021 Measure M2 Expenditure Report (Development Services)

Each agency that receives Measure M2 funds is required by the Orange County Transportation Authority (OCTA) to adopt via resolution an annual Expenditure Report to account for the use of Measure M2 funds.

The City Council adopted Resolution No. 2021-36, entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, CONCERNING THE MEASURE M2 EXPENDITURE REPORT FOR THE CITY OF LOS ALAMITOS FOR THE FISCAL YEAR ENDING JUNE 30, 2021”.

- F. Comprehensive Annual Financial Report for June 30, 2021 (Finance)**
For City Council consideration is the receipt of the fiscal year 2020-2021 audit reports.

Council Member Bates stated a preference for constructive recommendations.

The City Council received and filed the annual audit reports for fiscal year 2020-2021, including the Comprehensive Annual Financial Report (CAFR), Audit Communication Letter, and the Report on Internal Control.

- G. Resolution No. 2021-38 – Amendment to the City’s Conflict of Interest Code (City Clerk)**

To comply with the requirements of State law, the attached Resolution proposes to amend the City’s Conflict of Interest Code by updating the list of designated employees that have significant involvement in the City’s decision-making process.

The City Council adopted Resolution No. 2021-38, entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA ADOPTING THE CONFLICT OF INTEREST CODE FOR THE CITY AND REPEALING RESOLUTION 2018-03.”

- H. Waiver and Release of Liability for Police Recruits to Participate in a Pre-Academy Training Program (Police)**

The Garden Grove Police Department is hosting a two-week Pre-Academy program for recruits from several local police agencies. The Garden Grove Police Department has offered to let two Los Alamitos Police Recruits attend their Pre-Academy program January 3 – 14, 2022. In order to attend the Pre-Academy program, the City of Garden Grove requires the sponsoring agency to sign a Waiver and Release of Liability.

The City Council authorized the City Manager to sign the Pre-Academy Training Program Waiver and future program waivers so that Los Alamitos Police Recruits are able to participate in this program.

- I. Approval of Resolution Approving Participation in National Opioid Settlement Agreement (City Attorney)**

The City will receive an estimated allocation of \$106,553.00 in settlement funds if the City Council approves participation in the proposed national opioid settlement.

The City Council adopted Resolution No. 2021-39, entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING PARTICIPATION IN THE NATIONAL OPIOID SETTLEMENT AGREEMENTS AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS.”

12. SPECIAL ORDERS OF THE DAY

- A. Comments by Outgoing Mayor Mark Chirco**
Mayor Chirco spoke regarding his service as Mayor.

13. DISCUSSION ITEMS

- A. City Council Reorganization (City Clerk)**

This report provides relevant information for the City Council's annual reorganization, by the election of Mayor and Mayor Pro Tem. The City's Charter requires roll call votes be taken for the election of these two Officers.

Mayor Chirco turned the meeting over to City Clerk Quintanar.

City Clerk Quintanar opened the floor for nominations for the Office of Mayor.

Council Member Chirco nominated Council Member Hasselbrink for the Office of Mayor.

There being no further nominations, City Clerk Quintanar closed the floor for nominations.

Unanimously Carried: The City Council elected Shelley Hasselbrink for the position of Mayor.

ROLL CALL

Council Member Bates	Aye
Council Member Chirco	Aye
Council Member Doby	Aye
Council Member Hasselbrink	Aye
Council Member Nefulda	Aye

City Clerk Quintanar turned the meeting over to Mayor Hasselbrink.

Mayor Hasselbrink opened the floor for nominations for the Office of Mayor Pro Tem.

Council Member Bates nominated Council Member Doby for the Office of Mayor Pro Tem.

There being no further nominations, Mayor Hasselbrink closed the floor for nominations.

Unanimously Carried: The City Council elected Tanya Doby for the position of Mayor Pro Tem.

ROLL CALL

Council Member Bates	Aye
Council Member Chirco	Aye
Council Member Doby	Aye
Mayor Hasselbrink	Aye
Council Member Nefulda	Aye

**B. City Council Member Appointments and Reappointments as Representatives to other Agencies and City Committees for 2022
(City Clerk)**

This report provides relevant information for the City Council's annual appointments/reappointments of Council Members as representatives to other Agencies.

City Clerk Quintanar summarized the Staff report.

Motion/Second: Chirco/Bates
Unanimously Carried: The City Council:

1. Made the following appointments to Representatives to Other Agencies:

Orange County Fire Authority
Delegate: Hasselbrink

Orange County Sanitation District
Delegate: Bates

League of California Cities-State Division
Delegate: Hasselbrink
Alternate: Doby

City Selection Meeting
Delegate: Hasselbrink
Alternate: Doby

Orange County Library Advisory Board
Delegate: Bates
Alternate: Nefulda

Orange County Mosquito and Vector Control Board
Delegate: Doby for a two-year term

West Cities Communications Center JPA Board
Delegate: Nefulda
Alternate: Chirco

Budget Standing Committee
Delegates: Chirco and Hasselbrink

2. Adopted Resolution No. 2021-36, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DESIGNATING AND APPOINTING ITS REPRESENTATIVE TO THE ORANGE COUNTY FIRE AUTHORITY'S BOARD OF DIRECTORS"; and,
3. Authorized the City Clerk to complete California Form 806, Agency Report of: Public Official Appointments and post on the City's website.

14. ADJOURNMENT

The City Council adjourned at 7:09 in honor of Gene Petrini.

Shelley Hasselbrink, Mayor

Attest:

Windmera Quintanar, MMC, City Clerk

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: January 18, 2022

ITEM NUMBER: 9B

To: Mayor Shelley Hasselbrink & Members of the City Council

Presented By: Windmera Quintanar, MMC, City Clerk

Subject: Adoption of the Legislative Action Plan

SUMMARY

The Legislative Action Plan develops a framework and reference guide for legislative positions and objectives that provide advocacy and engagement guidelines for City Council and Staff to effectively participate in the legislative process.

RECOMMENDATION

Adopt Resolution 2022-02, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE LEGISLATIVE ACTION PLAN."

BACKGROUND

Legislative advocacy provides a useful service in the success of the City's goals and objectives. The Legislative Action Plan consists of Program Procedures and the Legislative Platform.

The Legislative Action Plan identifies the need for the City Council to adopt legislative positions. These objectives are used by Staff each year to engage in the legislative session at the County/Regional, State, and Federal level.

DISCUSSION

The City of Los Alamitos recognizes the importance of protecting the City's interests in the local, state and federal legislative system. In order to efficiently participate in the legislative process, on behalf of the citizens of Los Alamitos, the City has established a Legislative Action Plan.

The general philosophy of the Legislative Platform is to protect local control; actively oppose legislation and ballot initiatives that threaten the public's safety; oppose unfunded mandates; promote economic development and partnerships; and, to protect, stabilize and increase the City's revenue sources.

Specifically, the Legislative Platform identifies legislative priorities in the areas of Administration, Economic Development; Community and Housing; Environmental Quality; Parks and Open Space; Partnership with the Joint Forces Training Base; Public Employment; Public Safety and Homeland Security; Revenue and Taxation; and, Transportation and Infrastructure.

When responding to legislation, the City Staff will review the Legislative Action Plan and consider guidance from the League of California Cities (LOCC). The LOCC provides guidance to cities during the legislative process. Its Policy and Guidelines are updated biennially. The 2020 edition was developed with the assistance of the seven standing policy committees and the board of directors.

This item is being brought forward for City Council approval. Historically this item was brought to Council annually without any changes. Staff recommends Council adopt this open-ended Legislative Action Plan. The following guiding principles have been added to the Legislative Acton Plan: preserve local control, promote fiscal sustainability, and support funding opportunities.

The City Manager and Department Directors will continue monitor legislation and respond as appropriate. Council and Staff may request the Legislative Action Plan be discussed at a Council meeting for review and updates at any time.

FISCAL IMPACT

There are minimal, indirect costs associated with adopting this resolution, mainly the staff time required to monitor and track legislation and implement the plan.

Submitted by: Windmera Quintanar, MMC, City Clerk/Director of Communications
Approved by: Chet Simmons, City Manager

Attachment: 1. Resolution 2022-02

RESOLUTION NO. 2021-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE LEGISLATIVE ACTION PLAN

WHEREAS, the City of Los Alamitos recognizes the importance of protecting the City's interest in the local, state, and federal legislative system; and,

WHEREAS, in order to efficiently participate in the legislative process, on behalf of the citizens of Los Alamitos, the City has established the Legislative Action Plan; and,

WHEREAS, the Legislative Action Plan consists of Legislative Program Procedures and the Legislative Platform; and,

WHEREAS, the Legislative Program Procedures develop a framework and reference guide for legislative positions and objectives that provides advocacy and engagement guidelines for the City Council and Staff; and,

WHEREAS, the general philosophy of the Legislative Platform is to protect local control; actively oppose legislation and ballot initiatives that threaten the public's safety; oppose unfunded mandates; promote economic development and partnerships; and, to protect, stabilize and increase the City's revenue sources.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City Council hereby approves the attached Legislative Action Plan (Exhibit A).

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

PASSED, APPROVED, AND ADOPTED this 18th day of January, 2022.

Shelley Hasselbrink, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk of the City of Los Alamitos, California, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council held on the 18th day of January, 2022, by the following vote to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

CITY OF LOS ALAMITOS LEGISLATIVE ACTION PLAN



Adopted by City Council on January 18, 2022
City Council Resolution 2022-02, Exhibit A

LEGISLATIVE PROGRAM PROCEDURES

PROGRAM OVERVIEW

Adopted by the City Council, the City's Legislative Action Plan consists of a framework and reference guide for legislative positions and objectives that provide direction for the City Council and Staff. The issues identified have potential to directly or indirectly impact the City. These guidelines actively pursue pending legislation through monitoring and Communications activities. This Plan allows City staff to address legislative and regulatory issues in a timely manner during the legislative session.

I. CITY COUNCIL

Council Direction

The primary role of the City Council is to set legislative and fiscal policy for the City. As the elected legislative body the City Council is given charge to make policy decisions for the City of Los Alamitos.

Responsibilities in the Legislative Process

The City Council sets the City's legislative priorities and is responsible for building coalitions of support/opposition; setting legislative policy; participating in meeting with legislators, local officials and Staff; and preparing and presenting testimony on behalf of the City before the state and federal government.

II. CITY MANAGER/LEGISLATIVE AFFAIRS

Overview

The City Manager serves as an independent legislative analyst to the City Council. The City Manager advises the City Council as to how best represent the City's interest in Sacramento and Washington DC. Staff serves under the policy direction of the City Council but reports to the City Manager. The City Manager has the authority to send legislative letters and to take other appropriate legislative action on issues that are consistent with the City Council's adopted platform.

Development of Recommendations on Non-Adopted Issues

In the event that a legislative issue should arise that has not been addressed by the City Council, the City Manager will conduct preliminary analysis and provide legislative action recommendations for the City Council.

Legislative Tracking

The City Manager is responsible for identifying and tracking legislation that has the potential to impact the City and works to impact the legislative process by administering the City's legislative affairs program in collaboration with the various City departments.

Throughout the legislative session, the City Manager with input from the City

Council, the League of California Cities, and Staff will identify significant legislation and will continually monitor the status and language of each bill.

Legislative Advocacy

The City Manager will assist Council Members to prepare for providing advocacy and to ensure that information provided by City Departments is accurate.

A member of the City Council, the City Manager or designee, City Legislative Advocates, and Council authorized Staff are the only individuals authorized to testify on legislative issues. Such testimony will be aligned with the City Council's position on a specific bill and Council priority guidelines.

Written correspondence by individual Council Members on legislative items not adopted by the City Council may be transmitted if the correspondence identifies that it is a position of an individual citizen as opposed to an official position of the City of Los Alamitos. All adopted legislative positions are either included in this policy document or in the official City Council minutes for special legislative efforts.

Updates, Services & Reports

The City Manager will coordinate the development of the Legislative Tracking Report and will provide a legislative summary at the end of each legislative session. The Legislative Tracking Report will identify the status of each of these bills as well as the bill number, a brief bill summary, the location of the bill, bill author, and any action that the City has taken on the bill. In addition, analysis and special reports will be prepared by request on major legislative subject areas.

III. LEGISLATIVE ADVOCATES

The City Council understands that legislative advocacy provides a useful service in the success of the City's goals and objectives. Therefore, the dedication of budget dollars for Legislative Advocates will be considered by the City Council either annually during the budget process; at mid-year budget review of each year; or, on a case-by-case basis for specific legislative needs.

IV. CITY ATTORNEY

The City Attorney advises the City Council, City Manager, and City Departments on the legal aspects of legislative matters impacting the City. The City Attorney advises the City Council, City Manager, and City Departments on procedural matters pertaining to the Brown Act and reviews proposed legislation submitted by the City.

V. CITY DEPARTMENTS

The City Manager oversees legislative communication between the City Council and City Departments. As part of the City's legislative process, the Executive

Management Team works to assist in identifying legislative priorities to be included in the City's Legislative Platform.

Written Legislative Correspondence Policy for City Departments

City Departments shall make the City Council aware of all legislative actions they intend to take through communication with the City Manager. City Departments may only send legislative correspondence on issues that are consistent with City Council's policy and legislative platform. Written legislative correspondence shall be approved by the City Manager.

City Departments will alert the City Manager of critical legislation introduced in Sacramento or Washington DC that will impact their department.

Written legislative correspondence on behalf of the City to elected officials at the federal, state or local level shall be routed through the City Manager for review prior to obtaining the signature of the Mayor or appropriate City Council Member.

Seeking City Sponsored Legislation

If a City Department would like the City to sponsor a legislative proposal, the City Department will contact the City Manager and ask that their proposal be considered by the City Council.

Seeking City Action on a Bill

If a City Department would like the City Council to consider action on a legislative issue, they will contact the City Manager.

LEGISLATIVE PLATFORM

The City of Los Alamitos recognizes the importance of protecting the City's interest in the local, state and federal legislative system. In order to efficiently participate in the legislative process, on behalf of the citizens of Los Alamitos, the City has established the Legislative Platform. The Legislative Platform is structured to assist the City of Los Alamitos to achieve the goals identified in the City of Los Alamitos' General Plan and Strategic Plan.

GUIDING PRINCIPLES

1. Preserve Local Control

Preserve and protect the City's powers, duties, and prerogatives to enact local legislation and policy direction concerning local affairs and oppose legislation that preempts local authority. Local agencies should preserve authority and accountability for revenues raised and services provided.

2. Promote Fiscal Sustainability

Support measures that promote fiscal stability, predictability, financial independence, and preserve the City's revenue base and maximum local control over local government budgeting. Oppose measures that shift local funds to the County, State, or Federal Governments and/or make cities more dependent on the County, State or Federal Governments for financial stability, such as unfunded mandates or mandated costs with no guarantee of local reimbursement of offsetting benefits.

3. Support Funding Opportunities

Support funding opportunities that allow the City to compete for its fair share of regional, state, and federal funding.

POLICY STATEMENTS

Administration

1. Support and pursue funding for projects and services that improve the quality of life in Los Alamitos.
2. Support efforts to require the State Legislature, public commissions, boards, councils and other public agencies of the state to conduct deliberations and meetings in strict accordance with the Brown Act.
3. Support legislation to increase legal voter turnout.
4. Oppose efforts to decrease, restrict, eliminate, divert, supplant or otherwise restrict local autonomy of local revenues.

5. Oppose legislation that does not recognize California's diversity and the need for local government's autonomy in addressing the problems and services of our residents.
6. Support any legislation that helps the Los Alamitos Unified School District, when aligned with the City's interest.
7. Support local control over the administration of local programs.

Economic Development, Community, and Housing

1. Support economic development policies that provide for planned economic growth in the City.
2. Support and pursue funds from economic development programs.
3. Support legislation that provides incentives or grant opportunities for community improvements.
4. Oppose affordable housing production mandates without necessary funding to support said housing mandate.
5. Oppose legislation deemed by the City to be "anti-business" and/or a "job killer."
6. Oppose legislation that further limits the City's authority and control of maintaining and administering its General Plan and/or Zoning Code.
7. Support increased funding for the Community Development Block Grant (CDBG) program, which is critical in assisting urban and rural cities throughout California with creating jobs, providing affordable housing, eliminating blight and generating economic investment.

Environmental Quality

1. Support measures that maintain and enhance local decision-making authority in the development and implementation of air quality attainment strategies.
2. Support reasonable air quality efforts that emphasize the use of advance technologies for the use of alternative fuels and for the development of alternative fuel site infrastructure.
3. Oppose Regional Water Quality Control Board mandates unless sufficient State and/or other funding is provided.

4. Support streamlined environmental processing for federal regulatory permits issued by the California Department of Transportation and various other state and federal agencies for the purpose of expediting public infrastructure developments.
5. Support cooperation between the state and local jurisdictions on source reduction and recycling in order to meet solid waste reduction goals.
6. Support a statewide action plan for addressing water-related issues including availability, quality and reclamation.
7. Oppose State Water Quality Control Board mandates unless they provide for State funding.
8. Oppose the expansion of the State listing of endangered or threatened species without economic impact analyses and valid scientific data.
9. Support legislation and funding that supports the implementation, construction and use of reclaimed water as an alternative water supply for irrigation, landscape and industrial purposes.
10. Support revisions to the California Environmental Quality Act that modernize, simplify and streamline the Act.
11. Support streamlined environmental processing for federal regulatory permits issued by the US Army Corp of Engineers, US Fish & Wildlife Service, Federal Highway Administration and various other state and federal agencies for the purpose of expediting public infrastructure projects.
12. Support measures that provide for uniform water quality standards and prohibit individual states from imposing draconian standards upon cities without providing funding to pay for them.

Parks and Open Space

1. Support legislation and funding opportunities that help cities build better, stronger communities by providing funding to improve air, water, parks, opens space, natural resources, historic preservation, the arts and cultural resources.
2. Support measures that provide funding opportunities for rehabilitation, development and capital improvements for parks and open space.
3. Promote local agency control over polices that recognize the benefits of parks and recreation facilities.

Partnership with the Los Alamitos Joint Forces Training Base

1. Support funding measures that maintain an equitable future for the City at the Joint Forces Training Base.
2. Support and pursue funding and legislation that provides for shared use of services with the Joint Forces Training Base.

Public Employment

1. Support measures that would lessen the impact of CalPERS investment losses on employer rates.
2. Continue to influence any efforts that may impact local government's ability to achieve and/or maintain sustainable pensions.
3. Support measures that put reasonable parameters over public pension plans to reduce future pension costs.
4. Oppose measures that would mandate upon local governments any additional and costly program for employee benefits without local control.
5. Support healthcare policy implementation efforts that do not have an adverse financial impact to the City.
6. Support bills providing training and information on sexual harassment prevention.

Public Safety and Homeland Security

1. Support and pursue funding to increase public safety service levels in the City.
2. Support increased funding for disaster preparedness, prevention, recovery and response for all hazard threats.
3. Support local control over the administration of local programs and police personnel.
4. Support efforts to increase penalties for Driving Under the Influence and resources for programs, which will assist in Driving Under the Influence prevention efforts.
5. Support increased funding that would change current laws to provide public safety and police accountability.
6. Oppose the change of current laws or the addition of new laws that would further undermine local law enforcement efforts

7. Support statewide efforts to coordinate disaster preparedness programs in local jurisdictions and support guidelines to identify the strengths and weaknesses of local preparedness efforts.
8. Support and promote programs that enhance the benefits of mutual aid agreements between local governments.
9. Support adequate financing of jails and criminal justice facilities. Address the need to devote equal time and energy to develop effective alternatives to incarceration, including early intervention of at-risk youth and counseling/rehabilitation programs.
10. Oppose legislation that reduces local control over the administration of local programs.
11. Support increased funding for disaster preparedness, prevention, recovery and responses for all hazard threats.

Revenue and Taxation

1. Support legislation providing cities with the authority to annex land located within their sphere of influence as long as predetermined criteria or conditions are met.
2. Support measures to achieve fair representation on county-wide and regional boards.
3. Oppose measures that create or grant powers to sub-regional or regional bodies, which would result in an infringement on clearly local concerns.
4. Support full cost reimbursement to the City for all federal, state and county-mandated programs.
5. Support legislation that would reform the State's Worker's Compensation System in order to draw a balance between reasonable claimant benefits versus the increasing costs/corruption that has plagued the system to date.
6. Oppose legislation that seeks to lessen the City's ability to enforce contractual language agreed to and contained within existing franchise documents.
7. Oppose any legislation that diminishes or does not assure local franchise fees for all utility uses of City right-of-way.
8. Oppose the state borrowing from local governments to finance budgetary deficits. For example, borrowing from the Public Employees' Retirement System (PERS).

9. Oppose new or continuing unfunded mandates to the City.
10. Oppose legislation that reduces local revenues.
11. Support legislation that protects public employers against claims made under state law associated with the collection of “fair share fees” from public employees in the wake of the Supreme Court’s *Janus* decision.
12. Support direct federal funding to cities, without matching requirements, to use in drug prevention, intervention and enforcement efforts.
13. Support remitting state and local sales taxes, including tax revenue generated from purchases made on the Internet, by mail order and by catalog, to the state in which the purchaser is residing.
14. Oppose any effort to eliminate, or cap, the tax-exempt status of municipal bonds, one of the few tools left for local governments to finance large capital projects.

Transportation and Infrastructure

1. Support local City input on all regional land use and planning issues.
2. Support increased transportation funds allocated to local jurisdictions for discretionary projects.
3. Oppose toll lanes on Orange County freeways funded with Measure M or Measure M2 Funds and any freeway that impacts the City of Los Alamitos.
4. Support and pursue funding that specifically benefits the City of Los Alamitos’ transportation and public works projects.
5. Support legislation that preserves municipal authority over the public right-of-way including fair and reasonable compensation for use of the right-of-way.
6. Support legislation that promotes access to joint use of schools; parks and open space; development of streets and trails.
7. Support funding that specifically benefits the City of Los Alamitos’ transportation and public works projects.
8. Support legislation that promotes access to joint use of schools; parks and open space; development of streets and trails that encourage physical activity.
9. Support efforts to ensure fair and equitable allocation of bond funds to all communities pursuant to either block grant formulas (per capita) or through existing

competitive grant programs based on the greatest identified need or deficiencies in park land and programming.

10. Support inclusive eligibility and participation of bond fund allocations to the maximum number of communities pursuant to either block grant formulas (per capita), through existing competitive grant programs or similar allocations mechanisms.
11. Oppose efforts that erode funding for vital community services that impact Californian's access to parks; open space; after school programming; senior services; special use facilities that promote physical activity; protect natural resources; and strengthen safety and security.

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: January 18, 2022

ITEM NUMBER: 9C

To: Mayor Shelley Hasselbrink & Members of the City Council

Presented By: Windmera Quintanar, MMC, City Clerk

Subject: Annual Update of the Records Management Program

SUMMARY

In October 2015, the City Council adopted the City-wide Records Management Program. Part of this Program included a day dedicated to records management and annual updates to the retention schedule. This item recommends changes to the policy to ensure continued success of the program.

RECOMMENDATION

Adopt Resolution 2022-01, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING A RECORDS MANAGEMENT PROGRAM AND REPEALING RESOLUTION NO. 2021-02 IN ITS ENTIRETY".

BACKGROUND

Records management is the systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all recorded information required by the City to effectively conduct its business. It involves assembling and managing the correct information. The primary concern is the efficient, effective, and economical management of information. Records management is more than just retention schedules and destruction. It is the proper management of records through the entirety of their life cycles.

Part of the Records Management Policy states the City Clerk shall submit proposals for any scheduled amendments annually to the City Attorney and City Council for approval via a Council resolution.

DISCUSSION

Staff has actively been identifying records and purging obsolete records since adoption of the program in 2015. Staff held its Annual Records Management day on October 11, 2020. On Records Management Day, City Hall is closed to the public so staff

is able to solely focus on records. This is a labor-intensive task and the ability to fully focus on records management uninterrupted for one day has been well received.

This year we held our second Free Community Paper Shredding event for the public. The public was given the opportunity to bring up to three bankers boxes of records to be shredded on site. The event ran for three hours and we received a steady flow of traffic for the duration of the event. Staff received positive feedback from the residents that participated.

This year one Request for Amendments was received from the Development Services Department. The City Clerk's Office made minor changes for formatting throughout the policy and revised retention schedules to be in compliance with current requirements. The City Clerk's Office and City Attorney have reviewed the changes and required retention of all records and have found them to be within legal statutes.

The annual review and adoption of the Records Management Policy ensures the continued use of an effective program that helps to increase Staff efficiency, properly allocate scarce resources, and ensures compliance with legal, administrative, and fiscal retention requirements.

FISCAL IMPACT

There is no cost to implement this policy.

Submitted by: Windmera Quintanar, MMC, City Clerk
Approved by: Chet Simmons, City Manager

Attachment:

- 1. Resolution No. 2022-01*
- 2. Exhibit A - Records Management Program*
- 3. Request for Amendment*

RESOLUTION NO. 2022-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING A RECORDS MANAGEMENT PROGRAM AND REPEALING RESOLUTION NO. 2021-02 IN ITS ENTIRETY

WHEREAS, the City wishes to establish policies and procedures under a Records Management Program to control the orderly creation, utilization, maintenance, retention, preservation, and disposition of City records, based on State and Federal statutes governing public records; and,

WHEREAS, the City wishes to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public; and,

WHEREAS, the objectives of the Records Management Program include:

- Efficient information retrieval
- Transfer of inactive records from high-cost office space to low-cost storage or an electronic media imaging system, thus reducing filing equipment and increasing valuable office space
- Orderly destruction of records no longer required by statute to be retained, and which are no longer needed for administrative, operational, legal, fiscal, or historical purposes, in accordance with the Records Retention Schedule
- Preservation of records with long-term or permanent value
- Protection of records vital to the City in the event of a disaster
- Elimination of duplicate records

WHEREAS, Section 34090 of the Government Code of the State of California requires permanent retention of certain records and authorizes destruction of others after stated periods of time on established terms and conditions; and,

WHEREAS, on October 19, 2015, the City Council adopted Resolution 2015-30, which established the Records Management Program; and,

WHEREAS, the City Council finds it desirable to update the City's Records Management Program annually; and,

WHEREAS, the Records Management Program was last updated on February 16, 2021 with the adoption of Resolution No. 2021-02.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. Columbus Day is hereby recognized as Records Management Day. City facilities will be closed to the public to allow Staff to work on Records Management.

SECTION 3. Adopts the Records Management Program, attached hereto as Exhibit A, which shall supersede and replace any and all records management programs adopted by prior resolution of the City Council.

SECTION 4. The City Council does hereby repeal Resolution No. 2021-02.

SECTION 5. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 18th day of January, 2022.

Shelley Hasselbrink, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 18th day of January, 2022, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk



CITY OF
Los Alamitos
California

RECORDS MANAGEMENT PROGRAM

Policy and Procedures

Administered by the City Clerk's Office
Approved by the City Council on January 18, 2022
Resolution 2022-01 – Exhibit A

CITY OF LOS ALAMITOS

RECORDS MANAGEMENT POLICY & PROCEDURES

California Public Records Act: In enacting Chapter 6250 et seq. of the Government Code, “the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this State.”

1. PURPOSE

To establish policies and procedures under a Records Management Program to control the orderly creation, utilization, maintenance, retention, preservation, and disposition of City records, based on State and Federal statutes governing public records.

To ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public.

2. REFERENCES

Including, but not limited to: California Government Code Sections 6250 et seq. (Public Records Act), 12236, 34090, 34090.5, 34090.6, and 34090.7 (See Records Retention Schedule – Legal Citation Reference List). “Govt. Code” shall hereinafter refer to the California Government Code.

3. POLICY STATEMENT

Policies and procedures, under the supervision and administration of the City Clerk’s Office, are hereby established for the coordination, administration and implementation of the Records Management Program, under which City records are retained for administrative, operational, legal, fiscal, historical or research purposes.

The City Clerk’s Office will distribute the Records Management Policy and Procedures document to all Department Directors and each Department records coordination. Each Department Director is responsible for ensuring that the records under his/her control are maintained and destroyed in accordance with the Policy. The Policy shall be revised as necessary to meet legal and administrative requirements.

4. OBJECTIVES

The Objectives of the Records Management Policy are:

- 4.1 Meet legal standards for public examination, protection, storage and retrieval of records.
- 4.2 Efficient information retrieval.

- 4.3 Transfer of inactive records from high-cost office space to low-cost storage or an electronic media imaging system, thus reducing filing equipment and increasing valuable office space.
- 4.4 Orderly destruction of records no longer required by statute to be retained, and which are no longer needed for administrative, operational, legal, fiscal, or historical purposes, in accordance with the Records Retention Schedule.
- 4.5 Preservation of records with long-term or permanent value.
- 4.6 Protection of records vital to the City in the event of a disaster.
- 4.7 Elimination of duplicate records.

5. APPLICABILITY

Records policies apply to all records, whether that are maintained in hard (paper) copy, electronically, or in some other fashion. Each department shall develop, implement, maintain, and adhere to a records management plan appropriate for the particular records it maintains, in cooperation with the office of the City Clerk.

The City is subject to a range of statutes and rules regarding record retention and disclosure.

6. RESPONSIBILITIES

6.1 City Clerk

The City Clerk is responsible for developing, coordinating and administering policies and procedures for the implementation of the Records Management Program, and to provide assistance to Department Records Coordinators.

To perform this function, the City Clerk and/or his/her designee shall, on an on-going and periodic basis:

- Create, maintain and distribute the necessary forms to implement the Records Management Program.
- Develop and maintain a retention and disposition schedule for all City records, including the preparation of any amendments as dictated by statute or administrative policy. Submit proposals for any scheduled amendments to the City Attorney and City Council for approval via a Council Resolution.
- Maintain a current inventory and index of records transferred to the Records Center for storage. Coordinate the transfer of records from department office areas to the Records Center.
- Establish guidelines and coordinate periodic reviews of City records to

determine which records are eligible for destruction in accordance with the Records Retention Schedule and subject to the approval of the Department Director, City Clerk, and City Attorney.

- Coordinate with all City Departments, on a routine basis, the timely destruction of obsolete records according to the procedures herein. Certify and document that records have been destroyed. Certificates of Destruction shall be permanently kept on file with the office of the City Clerk.
- Oversee the special handling of confidential, historical, and essential records, and ensure the safety of Vital Records in the event of a disaster.
- Maintain accurate and timely electronic databases and a uniform filing system of all legislative actions affecting the creation, utilization, maintenance, retention, preservation and disposition of City records, in order to efficiently track and retrieve City records.
- Respond to records requests by City staff in an efficient and timely manner.
- Respond to public records requests and subpoenas for public records in accordance with law.

6.2 City Departments

- Each Department Director is responsible for designating a qualified Department Records Coordinator, who shall serve on the Records Management Committee.
- Each Department Director or his/her designee is responsible for maintaining a reliable and accurate filing system to ensure the efficient maintenance, retrieval and disposition of the records under his/her control.
- Each Department Director or his/her designee is responsible for ensuring that obsolete records under his/her control are destroyed in a timely manner, and authorizing the destruction, in accordance with the policies and procedures stated herein.
- Each Department Director or designee is responsible for submitting a request for any suggested revisions to its Records Retention Schedule, to the City Clerk who will review the request and submit a recommendation to the City Attorney and City Council.
- Each Department Records Coordinator is responsible for maintaining and controlling the disposition of records.

7. IDENTIFYING RECORDS

The simplest way to identify if material is a record is to consult the City's Retention Schedule. If the material in question is identified on the schedule, records coordinators are obligated to maintain the record in accordance with the schedule. One of the most challenging aspects of records management can be determining if a document or media is a record when it is not identified on the schedule. If it is unclear if the material is a record or if it is clear that the material is a record, but is not included on the schedule the coordinator should contact the City's Record Manager for additional assistance.

7.1 What is a Record?

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and enduring preservation. Examples of permanent records include meeting minutes from Brown Act governed bodies; resolutions, and ordinances. Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching the end of the retention period, be destroyed.

Records are any writing or recording that contains information related to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristics. "Regardless of physical form" means that video, audio files and data in a computer system used to conduct business are also records.

7.2 Non-Records

Even though records include a broad spectrum of recorded information, not all information held by the City is a record. Transitory Communications (routine correspondence not integrally related to City business) such as texts, instant messaging, and voice mail messages that are temporary or of a brief duration are not records. Additional guidelines for emails and use of personnel devices are covered in Administrative Regulation 7.1, Telecommunications Policy.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Staff should take care not to file non-records with records.

Examples of non-records include the following materials:

- Identical copies of documents maintained in the same file
- Blank forms
- Extra copies of printed or processed materials
- Superseded manuals and other directives (maintained outside the office of record)

- Routine messages not integral to City business of a brief duration such as texts, instant messaging, and voicemails
- Materials received from other agencies, people, or businesses that require no action
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record

8. STORAGE OF RECORDS

The City of Los Alamitos is committed to effective records management and appropriate utilization of City resources. Proper storage of records in all states of a record's lifecycle, regardless of format, aids in the allocation of space and reduces liability and cost to the organization. City records should only be stored on approved devices and in appropriate storage locations.

8.1 Electronically

State laws generally preclude the destruction of a public record less than two years old unless the record has been reproduced in some manner, properly stored, and is available for public disclosure to the same extent as the original. Accordingly, the Electronic Media Imaging System (EMIS) shall be the official repository used to retain and store electronic copies of City records. Use of any other system or device to store electronic copies in lieu of an original, must be approved by the City clerk prior to destruction of the original record. No page of any record shall be destroyed if the page cannot be reproduced electronically with full legibility. Every irreproducible page shall be preserved in a manner that shall afford easy reference for the retention period set forth in the retention schedule. Every reproduction made pursuant to this section shall be deemed an original record.

8.1.1 EMIS Storage Medium

The City recognizes the EMIS as the official electronic repository of the City. This system complies with requirements regarding electronic record storage as set forth in section 34090.5 of the California State Government Code. Records stored or transferred to the EMIS are eligible for destruction 30 days after entry in the EMIS with no further approval required provided the following criteria is met.

1. Department Records Coordinator identifies records that are imaged and stored in a medium other than the EMIS and are also stored in the EMIS.
2. The Department Records Coordinator confirms that quality control process is completed as outlined in the City's Imaging Policy and Guidelines for City Records (administered by the City Clerk's Office and adopted by Administrative Regulation) on designated records and that 30 days has elapsed from entry in the EMIS.

3. The Department Records Coordinator destroys the records as outlined in the City's record retention schedule.

8.2 Offsite

The City will make every effort to avoid storing records in offsite storage facilities. Whenever possible, records will be held in the department responsible for the document (Office of Record) in their original form in the EMIS.

8.3 Duplicate Records

When a duplicate of an official record exists, it may be destroyed as the discretion of the department director when the original record is on file electronically in the EMIS or in original format in the Office of Record, without further authorization from the City Clerk or City Attorney.

8.4 Records Disposition

Record disposition applies to all records, regardless of the physical form or location of the record. At the conclusion of a records retention period, the record shall be disposed of in accordance with this policy.

9. REQUIRED FORMS

The following forms are to be utilized by all City Department Directors or their designees in order to efficiently and accurately identify, inventory, transfer to storage, retrieve, and destroy records under his/her control: (Each form, including instructions, is attached hereto.)

9.1 Records Retention Schedule (Exhibit B)

This form governs the mandatory disposition of City records by indicating the minimum length of time records shall be maintained in the office and in storage, and the time period after which they may be destroyed.

The Retention Schedules are created by the Office of the City Clerk based on a detailed examination of the Records Inventory & Identification Forms, and interviews with each department to determine the legal, vital, administrative, or historical value of the records. Applicable codes and statutes are referenced to determine the required retention period. Retention schedules and amendments thereto are approved by the City Attorney, City Clerk and Department Head, and authorized by City Council resolution.

9.2 Records Inventory & Identification Form (Exhibit C)

This form is used to collect the inventory and appraisal information needed to develop retention periods for public records under the control of each City Department. The records inventory is a detailed review of the quantity, type, function, and organization of records by category or record "series". This information is used by the Office of the City Clerk to research and apply the retention periods to each record "series" per legal and/or administrative requirements. When more than one legal citation applies to a particular

record, the longest retention period shall apply. Once completed, the inventory forms are retained by the Office of the City Clerk.

9.3 Request for Amendment to Records Retention Schedule Form (Exhibit D)

This form is used when any change is needed in the Records Retention Schedule. It is completed by the requesting department and reviewed by the City Clerk or his/her designee. Each “Request for Amendment to Records Retention Schedule” form is then submitted to the City Attorney and City Clerk for approval and must be authorized by City Council resolution. The City Clerk or his/her designee will initiate and coordinate a periodic review of all department Retention Schedules to ensure compliance with legal requirements.

9.4 Authority to Destroy Obsolete Records Form (Exhibit E)

This form is prepared by the department wishing to destroy records. The City Clerk or his/her designee reviews the form and forwards it to the City Attorney for approval. Once approved by the City Attorney, the records are destroyed. The form is then signed by the department verifying destruction and returned to the Office of the City Clerk for permanent retention.

10. DISPOSITION OF RECORDS

As provided by Govt. Code Section 34090, upon the request of the Department Head and with the written consent of the City Attorney and the City Clerk, the records identified in the Records Retention Schedule are authorized to be destroyed on an on-going basis in accordance with the retention periods described therein without the necessity of a specific resolution of the City Council.

10.1 Procedure

The Office of the City Clerk shall be responsible for scheduling and coordinating with all City Departments the destruction of records on an annual basis. The appropriate forms will be distributed to all City Departments in order to document the records to be destroyed.

It shall be required that the Department Head, City Attorney, City Clerk and Records Management Coordinator authorize and sign each “Authority to Destroy Obsolete Record” form prior to the records being destroyed.

NOTE: It is imperative that the requests for Authority to Destroy Obsolete Records be reviewed carefully by all signatory staff in order to determine whether records listed are involved in litigation, or if there is an administrative and/or operational requirement which may require a temporary extension of the retention period.

Records deemed to be confidential in nature shall be shredded. All other records shall be removed from their locations for secure destruction.

The Department Director in control of the records and City Clerk or his/her designee shall certify each and every destruction of records. The City Clerk or his/her designee shall maintain a permanent record of all destroyed records and destruction certifications.

10.2 Exceptions

In accordance with Government Code Section 34090, the City is not authorized to destroy the following City records:

- Records affecting the title of real property or liens thereon.
- Court records (unless the originals are maintained by a court of law).
- Records required to be kept by statute.
- Records less than two years old.
- The minutes, resolutions, or ordinances of the City Council or the City's Boards or Commissions.

11. VITAL RECORDS PROTECTION

Vital Records contain information necessary for the City to resume operations after a disaster. Each Department Director is responsible for identifying the Vital Records under his/her control and ensuring that the Vital Records are maintained according to the following procedures:

- All Vital Records shall be stored in a secure, safe and controlled environment, to protect the records from theft or damage (i.e. vault or Records Center).
- Vital Records that are in use but are required to be kept in a secured area, should be returned to the secured area at the end of each workday. Vital Records should not be allowed to accumulate on desks or in unprotected areas.
- The Information Technology Division shall back up the City's Servers, and imaged records each business day in accordance with procedures established with the Administrative Services Director. The backup copy will be stored at an off-site location to be used for recovery if necessary. The address of the off-site location is on file with the City Clerk's office.

12. DEFINITIONS

Agency

State Agency: Means every state office, officer, department, division bureau, board and commission, or other state body or agency, except courts and the Legislature.

Local Agency: Includes a county, city, school district, or any board, commission or agency thereof, other local public agency, or entity that is a legislative body of a local agency pursuant to subdivision (c) and (d) of Govt. Code Section 54952.

Duplicate Records

Copies or reproductions of original records, whether or not the same physical form as the original, which are retained for personal reference or for operational requirements. (Note: a copy is considered an “original” if the original cannot be located.)

Electronic Media Imaging System (EMIS)

In accordance with Govt. Code Section 34090.5, any process or system where City records are photographed, micro graphed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data-processing system, recorded on optical disk, reproduced on film, optical disk, or any other medium that is a “trusted system” and that does not permit additions, deletions, or changes to the original document.

“**Trusted System**”: Per Govt. Code Section 12168.7, a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored.

Inactive Records

Records more than two years old, which are accessed infrequently but may continue to have administrative, operational, legal, fiscal, or historical value in carrying out City business. Inactive Records may be stored off-site, and shall be destroyed in accordance with the City Records Retention Schedule.

Permanent Records

Original records required to be maintained permanently according to law, regardless of whether the record is converted to an electronic media (i.e. magnetic surface, optical disk, etc.). Permanent Records may include, but are not limited to, records affecting the title of real property or liens thereon; court records; records required to be kept by statute; records less than two years old; and minutes, resolutions, or ordinances of the City Council or of its Boards and Commissions.

Person

Includes any natural person, corporation, partnership, limited liability company, firm, or association.

Public Record

Any writing containing information relating to the conduct of the City’s business, prepared, owned, used or retained by the City, regardless of physical form or characteristics (Govt. Code Section 6252(e)).

Records Management Committee

An administrative committee consisting of designated representatives from each City department (Department Records Coordinators) and the Records Management Staff; created for the purpose of administering and coordinating the Records Management Program. Department Records Coordinators are designated by department directors to maintain and control the disposition of records in the respective departments.

Records Management Program

A system for the creation, utilization, maintenance, retention, preservation, and disposition of City records.

Records Management Staff

All City Employees and City Attorney.

Record's Manager

The City Clerk or his/her designee.

Records Retention Schedule (Exhibit B)

A schedule identifying the records maintained by each City department by class or "series", and specifying, in accordance with statutory and administrative requirements, the period of time records must be retained before they may be destroyed.

Subpoena duces tecum

(also called a subpoena for production of business records if documents are sought before trial) requires the person or entity that is served to gather and produce certain records or documents identified in the subpoena. A subpoena may call for both personal attendance at trial/deposition and the production of records. Failure to obey a subpoena is a contempt of court and can result in sanctions imposed by the court, including a fine.

Transitory Communications

Routine correspondence or other documents having short-term value and which are (1) not an integral part of administrative or operational records, (2) not required to sustain administrative or operational functions, (3) not regularly filed under a standard records classification system, (4) not required to meet statutory obligations, and (5) recorded only for the time required for completion of actions or ongoing records associated with them.

Vital Records

Records containing information essential for the City to resume operation after a disaster; records containing information regarding claims to present or future income; records necessary to protect the City against fraud or overpayment; and records furnishing data on current assets, equipment, securities and real estate. Vital Records may include, but are not limited to, current financial statements, ledgers, property deeds, leases, contracts, permits, licenses, original plans and specifications for City streets and facilities, ordinances, resolutions, and minutes of the City Council, Commission and Committee meetings.

Writing

Means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created regardless of the manner in which the record has been stored.

EXHIBITS

Exhibit B – Records Retention Schedule

Exhibit C – Records Inventory & Identification Form

Exhibit D – Request for Amendment to Records Retention Schedule Form

Exhibit E – Authority to Destroy Obsolete Records Form

City of Los Alamitos Records Retention Schedule
GENERAL RECORDS

Schedule A

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Agreements	Agency/Dept. Head-approved	Contracts entered into by the City relating to goods, services, legal settlements, and programs	Expiration date	4 years	Code of Civil Procedures Sec. 337.2; GC 34090 et seq.	City Clerk
Budget	Budget Backup Documentation	Budget forms and other support documents	Adoption date	2 years	GC 34090 et seq.	Originating Dept.
	Fees Documentation	Budget forms used to justify setting or increasing City Fees				
City Boards and Commissions	Agenda	Meeting Agendas	Meeting date	2 years	GC 34090 (d); 34090.5	Originating Dept.
	Minutes	Meeting Minutes		Permanent	GC 34090 (e)	City Clerk
Correspondence	Council Request	Forms used by the Council to request information and/or certain Staff actions	Request date	2 years	GC 34090 et seq.	Originating Dept.
	Incoming General Correspondences	"Loose" correspondences that cannot be legitimately attached to some major record series such as Agreement or Project	Receipt date	2 years	GC 34090 et seq.	Originating Dept.
	Outgoing General Correspondences		Transaction date			
Complaint Files	Personnel	Complaints about customer services, employees, employee actions or employee conduct	Resolution of Complaint	5 Years	EVC 1045, GC 12946, PC 801.5,	Personnel
	Operations	Complaints about customer service, maintenance, repairs, or materials	Resolution of Complaint	3 years	CCP 338, 342, GC 945.6	Receiving Department
Emails	City emails saved on server	All email communication saved on server	Receipt date	90 days	GC 34090 et seq.	IT
General	Records not specifically listed <i>*requires review by the City Clerk and City Attorney</i>	Any writing or recording that contains information related to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristics	Date of record	2 years	GC 34090 et seq.	Originating Dept.
Payroll	Exception Sheets	Forms to change labor expenditures to applicable Fund and Activity other than home account	Date prepared	3 years	GC 34090 et seq.	Payroll
	Leave of Absence (Except Medical Leaves; see Personnel Services Schedule)		Pay Period date	2 years		Payroll
Projects	General Project Files	Project files including correspondence, reports, and relevant back-up documentation	Folder year date	3 years	GC 34090 et seq.	Originating Dept.
Logs	General Logs Books or Files	Detailed log of documents	Folder year date	3 years	GC 34090 et seq.	Originating Dept.
Memos	Memo	City Manager's Weekly Memo, etc.	Distribution date	2 years	GC 34090 et seq.	Originating Dept.
Policies	Administrative Rules and Regulations	Policies, procedural directives and manuals developed by the City to govern internal management functions	Creation date	Until Superseded	GC 34090 et seq.	City Clerk
	Procedure Manuals	Position specific manuals, etc.	Creation date	Until Superseded	GC 34090 et seq.	Personnel
Press Releases	Press Release	City wide Press-releases, Facebook posts, and website updates	Post date	2 years	GC 34090 et seq.	Originating Dept.
Publications	Publications produced by the City and made available to the public.	May include newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records.	Publication date	2 years	GC 34090 et seq.	Originating Dept.

City of Los Alamitos Records Retention Schedule
GENERAL RECORDS

Schedule A

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Recordings of telephone and Radio Communications	Audio Recordings	Routine daily taping and recording of telephone communications and all radio communications relating to the operations of the Departments	Recording date	6 months	GC 34090.6 (a)	Originating Dept.
Reports	Travel Request Reports, Payroll, Accounts Payable	Original Copies in Finance; Duplicate copies in respective Departments	Date prepared	2 years	GC 34090 et seq.	Finance
Routine Video Recordings	Video Recordings	Video or electronic imaging system designed to record the regular and ongoing operations of the Departments, including in-car video systems, jail observation and monitoring systems, and building security taping systems	Recording date	1 year	GC 34090.6 (a)	Originating Dept.
Surveys and Questionnaires	City issued surveys and questionnaires.	Records related to data collection. May include notes or papers used to develop survey tools, data collection tools, results or analysis or collected data and reports.	Date completed	2 years	GC 34090	Originating Dept.
Transitory Communications	Temporary files used solely for the purpose of transmitting and routing conversation and/or communicative information.	May include but is not limited to email, email subscriptions, spam, instant messaging, text messaging, and voicemail.	Date received	Not to exceed 60 days		Originating Dept.

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Abatements	Abatement of various undesirable conditions	Files on dangerous buildings garbage, trash and weed abatement, public nuisances and other related Council actions including correspondences and request for action	Folder year date	Hardcopy - 2 years, Laserfiche imaging - Permanent	GC 34090 et seq.; 34090.5; see Agenda	City Clerk
Administration	City Identification	Articles of Incorporation, City Emblem, City Seal, City Flag, City Logo, and other related items	Implementation date	Permanent	GC34090 et seq.	City Clerk
	Misc. Correspondences	Includes both ingoing and outgoing general correspondence, including letters and e-mail along with citizen feedback; various files, not related to specific cases and not otherwise specifically covered by the retention schedule.	Folder year date	2 years	GC 34090 et seq.	
	Records Destruction Authorization Form	Original with signatures	Destruction Date	5 years	GC 34090 et seq.	
Agreements	City Council Approved	Original contracts and agreements and back-up materials, includes leases, equipment, services, licenses or supplies services/maintenance, medical, dental and long-term disability contracts; may contain attachments such as deeds, insurance certificates	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.	City Clerk
	Collective Bargaining Agreements	Includes amendments, side letters, and Memorandum of Understandings (MOU)	Agreement date	T + 4 years	29 CFR 516.5	
	Development Agreements	Infrastructure contracts, franchise, maintained for seven years.	Agreement date	Permanent	CCP 337, 337.1, 337.15; GC 34090 et seq.; 48 CFR	
	Employment Agreements - At-Will Employees; Temporary Employees	Original agreements/contracts for at-will employees or temporary employees	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.	
	Insurance, Joint Powers Agreement	Accreditation, MOU, agreements and agendas	Agreement date	T + 4 years	GC 34090 et seq.	
	City Manager Approved	Up to \$10,000 - Original contracts and agreements and back-up materials, includes leases, equipment, services, licenses or supplies services/maintenance, medical, dental and long-term disability contracts; may contain attachments such as deeds, insurance certificates	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.	
	Real Property	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property	Agreement date	T + 4 years	CCP 337.15	
	Capital Improvement Projects (CIP)	Winning bids (originals) for Council-approved contracts for construction, improvement, maintenance, rehabilitations of public facilities including change orders, contingency increases, bid bond/bond for faithful performance, insurance certificates	Project approval date	T + 4 years	CCP Sec. 337	

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Appeals and Calls for Review	Appeals and Calls for Review - Los Alamitos Municipal Code (LAMC) Chapter 17.68	Hearing Officer Reports, correspondence, memorandums and other documents relating to Appeals	Appeal application date	C + 2 years	GC 34090 et seq.; LAMC Chapter 17.68	City Clerk
Boards and Commissions	Applications for Boards and Commissions - Not selected	Applications for B&C received during a filing period and not appointed by Council	Folder year date	2 years	GC 34090 et seq.	City Clerk
	Applications for Boards and Commissions - Selected	Applications for appointed Commissioners	Appointment date	T + 5 years	GC 34090 et seq.	
	Local Appointments List (Maddy Act)	List of all regular and ongoing Boards, Commissions, and Committees appointed by the City Council - pursuant to the Maddy Local Appointive List Act	GC 54970, GC 34090 et seq.	Until superseded (new list prepared each Dec. 31st)	GC 54970, GC 34090 et seq.	
	By-laws	Rules and procedures	Adoption	Permanent		
Code Books	By Subject	Los Alamitos Municipal Code, Uniform Fire Codes, Uniform Building Codes, National and State Electrical Codes, Mechanical Codes, Uniform Solar Energy Codes, Uniform Spa and Hot Tub Codes, Uniform Plumbing Codes, etc. adopted by ordinance and/or by reference.	Adoption	Permanent- Until superseded	GC 34090 et seq.	Adopted by Council and/used as reference, stored in Building Dept.
Deeds	By Street	Documents showing ownership of real property including grant deeds, quit claim deeds, easement deeds, abandonment of streets or alleys	Recording	Permanent	GC 34090 (a)	City Clerk
Elections	Assessment District/Ballots, Prop. 218	Property related fees (assessment ballot proceedings and competed ballots); Ballots - Property related fees (Assessment Ballot Proceeding). Ballots are disclosable public records during and after tabulation.	Recording	Permanent	GC 34090 (a)	City Clerk
	General Election/Historical Data	Statistics on population voter registration, election turnout, election results, sample ballots, copies of election results, proof of publication, certificate of election, and oaths of office	Election date	Permanent		
	Petitions - Initiative/Recall/Referendums	Not a public record - documents resulting in an election - retention is from election certification. Charter amendments, initiatives, recalls, and referenda; includes intent to circulate petition, text of petitions, City Attorney approved petition titles, proof of publications, and all related documents	Certification of Election Results OR Clerk's final exam of petition	8 months	EC 17200, 17400, GC 6253.5; EC 17400; GC 34458-60; EC 17200 requires petition documents to be kept 9 months after Council adoption of election results or after Clerk's final exam of petition if no election	
	Charter Amendments	Documents related to election on Charter amendments	Origination date	Permanent	GC 34458-60; GC 34090	

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Elections (continued)	Nomination Documents - Successful	All nomination documents and signatures in lieu of filing petitions	Election date	T + 4 years	EC 17100	City Clerk
	Nomination Documents - Unsuccessful	All nomination documents and signatures in lieu of filing petitions	Election date	Election + 5 years	GC 81009 (b)	
Financial Documents	Bond Exhibits - By Bond Issue	Bond document references in enabling resolutions or ordinances approved by City Council; Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements	Meeting date	Cancellation, reduction or maturity + 10 years	CCP 336a, 337.5	Finance
	Bond Transcripts - By Bond Issue	Backup documents of bond issues e.g., legal options of bond counsel	Maturity date	2 years	GC 34090 et seq.	Finance
	Comprehensive Annual Financial Report (CAFR)	Annual Financial statements on City assets, liability, revenues and expenditures prepared by City staff and subjected to an independent audit	Year date	2 years	GC 34090 et seq.	Original in Administrative Services, copy maintained in Clerk's Office for public review
Fair Political Practices Commission (FPPC)	Campaign Statements - City Council, elected (originals)	Original statements of elected candidates and committees supporting elected candidates of City Council	Election date	Permanent (Can image after 2 years)	GC 81009 (b); GC 81009 (g)	City Clerk
	Campaign Statements - City Council, not elected (originals)	Original statements of candidates and supporting committees for candidates not elected to City Council	Election date	5 years	GC 81009 (b); GC 81009 (g)	
	Campaign Statements for other than City Council (originals)	Original statements of all other persons and committees	Election date	7 years	GC 81009 (c); GC 81009 (e); GC 81009 (g)	
	Campaign Statements (copies)	Copies of reports/statements	Election date	4 years	GC 81009 (f); GC 81009 (g)	
	Conflict of Interest Code	Required under Political Reform Act; positions must be reviewed by July 1st of every even-numbered year and amended if necessary	Adoption Date	Permanent - Adopted by Resolution	GC 87300	
	Ethics Training Records (AB 1234)	Records required to be kept under Gov. Code section 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training. Applies to Boards, Commissions, Elected Officials, and Form 700 filers	Filing year	Hard Copy - 5 years after receipt of training	GC 53235.2	
	Statements of Economic Interest - Form 700 (copies) (elected officials)	Copies of original statements of elected officials forwarded to FPPC	Termination	4 years	GC 81009 (f), (g)	
	Statements of Economic Interest - Form 700 (originals) (non-elected)	Originals of statements of designated employees	Termination	7 years	GC 81009 (f), (g)	
	Gift to Agency Receipt - Form 801 (elected officials)	As required by FPPC	Filing year	4 years	GC 81009 (f), (g)	
Agency Report of Ceremonial Role Events and Ticket/Pass Distribution - Form 805 (elected officials)						

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Fair Political Practices Commission (FPPC) (continued)	Behested Payment Report - Form 803	As required by FPPC	Filing year	4 years	GC 81009 (f), (g)	City Clerk
	Agency Report of New Positions - Form 804					
	Agency Report of Consultants - Form 805					
	Pubic Official Appointments - Form 806					
Insurance (INS)	Contractors/Service Providers	Certificates of Insurance or surety bonds required for individuals and companies on contract with the City.	Date of Agreement/Project	T of agreement + 4 years	GC 34090 et seq.	City Clerk - Original certificate with appropriate agreement of project
	Insurance Certificates, City	Liability, performance bonds, employee bonds, property; insurance certificates filed separately from contracts	Expiration date	Until Superseded	GC 34090 et seq.; also under bonds	
	Insurance, Liability/Property	May include liability, property, Certificates of Participation, deferred, use of facilities	Expiration date	Until Superseded	GC 34090 et seq.	
Land Use	Land Annexation/Reorganizations	California Secretary of State Certification, City Certificate with Affidavit of Completion of annexation, and Annexation Map; Notices, Resolutions, Certificates of Completion	Secretary of State Filing Acceptance	Permanent	GC 34090 et seq.	City Clerk
Legislative Bodies	Agendas	Copies of complete agenda packets (Original agenda reports filed with appropriate project/subject files)	Meeting date	Hardcopy - 2 years, Laserfiche imaging - Permanent	GC 50115; GC 34090 et seq..5	City Clerk
	Agenda Notices	Notices - Public Meetings including Special Meetings	Folder year date	2 years		
	Agenda Publications	Affidavits of Publication/Posting - Proof of publication or posting of legal notices. Examples: Notice of Public Hearing, Notice Lien, etc.	Folder year date	2 years		
	Audio and Video Recordings	Recordings of Council Meetings	Meeting date	Permanent	GC 54953.5 (b)	
	Records - audio (for preparation of meeting minutes)	Includes Council/Commission and Boards	Meeting date	Until no longer needed for preparation of minutes (after minutes are approved)	GC 34090 et seq., 64 Ops. Atty. Gen 317	
Logs	City Clerk Logs	Logs of documents received by the Clerk	Folder year date	3 years	GC 34090 et seq.	City Clerk
Public Records Request	Public Records Requests	Requests from the public for documents retained by the City and supporting documentation	Receipt date	C + 2 years	GC 34090 et seq.	City Clerk
Special Agencies	By-laws	Records retained by the Clerk acting as Secretary for Special Agencies. As of March 2015, includes Public Facilities Corporation.	Approval date	Permanent	GC 34090 et seq.	City Clerk
	Minutes					
	Resolutions					

City of Los Alamitos Records Retention Schedule
City Clerk's Office

Schedule B

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Special Districts	Assessment District - By Number	Established by the City to provide certain services financed by assessments levied on district properties enacted by resolution, ordinance	Approval date	Permanent	GC 34090 et seq.	City Clerk
	Underground Utility District (UUD) - By Number	Documents on Council actions to install new or move existing utility lines underground as enacted by resolution	Meeting date	Permanent	GC 34090 et seq.	
Vital Records	City Charter	Establishing the City of Los Alamitos as a municipal corporation and chartered City.	Date of Voter Approval	Permanent	GC 34090 (e)	City Clerk
	Minutes	Official record of actions taken during Council meetings	Meeting date			
	Council Committee Minutes	Standing Committees. As of March 2015, Budget Standing Committee and Los Alamitos Unified School District/City Working Group	Meeting date			
	Ordinances	Laws or orders adopted by the City Council	Adoption date			
	Resolutions	Legislative actions	Adoption date			

City of Los Alamitos Records Retention Schedule
City Attorney's Office

Schedule C

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Federal Court Cases	By Case	Case file for Federal Court Cases	Closing Date	5 years	Code of Civil Procedures Sec. 337; GC 34090 et seq.	City Attorney
Criminal Cases	By Case	Case file for Criminal Court Cases	Closing date	5 years		
Judgment and Settlements	By Case	Concluding Case documents	Closing date	10 years		
Personnel Board of Appeals	By Appellant	Personnel	Closing date	5 years		
Superior Court Cases	By Case	Case File for Superior Court Case	Closing date	5 years		
Eminent Domain Cases	By Property	Case File for Eminent Domain Case	Closing date	5 years		
General Files	By Subject	Subject matter files	Closing date	2 years		

City of Los Alamitos Records Retention Schedule

Development Services

Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Abandonment	Alley/Street	City agrees to relinquish all rights and real title to underlying property	Approval date	Permanent	GC 34090 (a)	City Clerk
Address Change	Street Name	Any change to description of the street name	Approval date	Permanent	GC 34090 (a)	Community Development
	Street Number	Change in numerical identification due to expansion or decrease in numbers				
Administrative Services	Agreements	Contracts entered into by the City relation to goods, services, legal settlements and program responsibilities; includes Joint Powers Agreements.	Expiration date	4 years	CCP 337; GC 34090 et seq.	City Clerk
	Community Development Block Grant (CDBG)	Grant documents and all supporting documents; applications, reports, contracts, project files, proposals, statements, sub-recipient docket, environmental review, inventory, consolidated plans, CAPERS, etc.	End of grant year	End FY +4 years		Community Development
	Community Development Block Grant (CDBG)	Application, agreement, backups to payment requests, correspondences, etc.	Project completion date	End FY + 4 years		City Clerk
	Community Development Block Grant (CDBG)	City project files paid with CDBG funds	Project completion date	End FY + 4 years		Community Development
	Action Items	Staff reports to commissions and other legal bodies (excluding City Council)	Date of action	2 years		
	Bids & Proposals (Successful)	As required by the City's Purchasing Ordinance	Date of award	AU + 5 years		
	Bids & Proposals (Unsuccessful)	As required by the City's Purchasing Ordinance	Date of award	2 years		
	Bonds	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements	Cancellation, redemption, or maturity	10 years		
	Grants - Unsuccessful	Applications not entitled	Date of action	2 years		
Procedure Manual	Administrative	Until superseded	S + 2 years			
Agreements	Development	Contract between City and developer in which the City agrees to guarantee specific entitlement in exchange for conditions or approval	Expiration date	Permanent	CCP 337, 337.1(a), 3.37.15; GC 34090 et seq.; 48 CFR 4.703	City Clerk
Applications	Alternate Methods and Materials of Construction	Concepts and materials not covered by current building code	Approval date	Permanent	GC 34090 et seq.	Planning
	Appeals	Appealing decisions or requirements of Planning Commission or Community Development Director made by interested party, individual or group	Approval date	Permanent	GC 34090 et seq.	
	Appeals to Code	Appealing to Uniform Code Appeals Board to resolve code disputes	Approval date	Permanent	GC 34090 et seq.	
	Appeals Board	To appeal a decision or interpretation of the Building Official to Planning Commission	Approval date	Permanent	GC 34090 et seq.	
	Conditional Use Permit (CUP)	Specific use of land or buildings in a land use district wherein such use may be so conditionally	Approval date	Permanent	CG 34090 (a); H&S 19850; 4003; 4004	

City of Los Alamitos Records Retention Schedule

Development Services

Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Applications (continued)	Development Review	Members of a Committee representing all City agencies to coordinate site plan review comments	Approval date	3 years	GC 34090 et seq.	Planning
	Documentation of Unreasonable Hardship	Exception from the requirement of the Title 24 Energy Standards	Approval date	Permanent	GC 34090 et seq.	
	Extension	Request for additional time to implement conditions of approval for discretionary applications	Approval date	3 years	GC 34090 et seq.	
	Permit Extension	Request for additional time to complete repairs and/or corrections	Permit issuance	2 years	GC 34090 et seq.	
	Floodplain Variance	Request showing sufficient cause to deviate from the Floodplain Management regulation	Permit issuance	Permanent	GC 34090 et seq.	
	General Plan Amendment	Alteration or re-designation of land use or policy contained in the General Plan	Adopted date	Until superseded + 2 years	GC 34090 et seq.	
	Legal Nonconforming	Legalizing unpermitted additions or conversions to structures	Adopted date	Life of structure + 2 years	GC 34090 et seq.	
	Lot Line Adjustments	Minor modifications of existing lot lines	Recorded date	Permanent	GC 34090 et seq.	
	Minor Exceptions	Waiver of modification of those zoning provisions which pertain to minimum requirements	Approval date	2 years	GC 34090 et seq.	
	Pushcart License	Permit to operate a pushcart	Permit issuance	2 years	GC 34090 et seq.	
	Residential Relocation	Any relocation of a residential structure from one parcel to another	Permit issuance	2 years	GC 34090 et seq.	
	Planned Sign Program (PSP)	Mechanism to insure the coordination of signage within a development site	Approval date	Permanent	GC 34090 et seq.	
	Planning Commission Site Plan Review	Project plans requiring approval of Planning Commission	Until superseded or building is demolished	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Specific Development	used to create project or area specific standards of property through an amendment application	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Specific Plan	Used to create special zoning districts through an amendment application	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Subdivision Parcel Map (or Parcel Map)	Consolidation or division of four or fewer parcels	Recorded date	Permanent	GC 34090	
	Tract Map	Division of five or more parcels	Recorded date	Permanent	CG 34090 (a)	
	Variance	Request for variation from Zoning Code	Approval date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
	Amendment Application	Amendment, supplement or change of district boundaries	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004	
Zoning Ordinance Amendment (ZOA)	Change to the Zoning Ordinance	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004		

City of Los Alamitos Records Retention Schedule

Development Services

Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Certificates	Compliance	Ensures compliance with the current code	Approval date	Life of structure + 2 years		Planning
Certificates (continued)	Land Use - Temporary	Type of permitted use for minor uses such as temporary activities	Approval date	Current + 2 years	CG 34090 (a); H&S 19850; 4003; 4004	Planning
	Land Use - Permanent	Public documentation of legal exterior pay telephones	Approval date	Permanent	CG 34090 (a); H&S 19850; 4003; 4004	
		Satellite Dishes		Approval date	Life of structure	
	Temporary Certificate of Occupancy	Allows occupancy before final permits is issued	Permit issuance	Permanent	GC 34090 et seq.	Building
California Environmental Quality Act (CEQA)	Categorical Exemption	Brief statement that a project is exempt from CEQA	Approval date	Permanent	GC 34090 (a); CEQA Guidelines	Planning
	Environmental Impact Report (EIR)	Document disclosing impacts of project development; may include detailed technical studies		Completion + 2 years		
	Environmental Review	Correspondence, consultants, issues, conservation				
	Mitigation Monitoring Program	Prepared for all projects in which mitigation measures have been incorporated in the environmental document				
	Negative Declaration	Included Environmental checklist to discuss areas of potential project impact; mitigation measures may be included				
	Notice of Completion	Informs agencies and general public that a lead agency has prepared a Draft EIR for public review				
	Notice of Determination	Prepared by lead agency after an EIR has been certified or Negative Declaration has been approved; beings a 30-day statue of limits to challenge project		Permanent		
	Responses to Comments (Final EIR)	After lead agency receives public comments on the Draft EIR, each comment raised is given response				
	Statement of Overriding Consideration	When an EIR is prepared for a project that has unavoidable adverse impacts, this document is prepared to provide decision makers with an explanation of why the project benefits outweigh any adverse environmental effects				
	Facts and Findings	Findings are made for each significant effect identified in the EIR				
Code Enforcement	Liens and Releases	Utilities, abatement, licenses	Inspection date	2 years; permanent if document is recorded	GC 34090 et seq.	Code Enforcement

City of Los Alamitos Records Retention Schedule
Development Services

Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Code Enforcement (continued)	Reports, Federal and State	Statistics, may contain records affecting title to real property or liens	Inspection date	2 years; permanent if records affect title or lien	GC 34090 et seq.	Code Enforcement
	Citations and Case Files	Notice of Violation, Infractions. For vehicle only in front yard parking vehicle for sale	Issuance date			
Complaint	Criminal	Referral to City Attorney for action	Issuance date	2 years	GC 34090 et seq.	Code Enforcement
Covenants and Agreements	Access and Parking	Common access/parking between two or more properties	Approval date	T + 10 years	CCP 337.15	Community Development
	Covenants and termination of Covenants	Legal description of parcel land				
Determination of Nonconforming Status	By Property	A legal determination of a use or building on a site which does not conform to current standards	Approval date	Permanent		Planning
Development	Photographs	Aerial photographs	Approval date	Permanent	GC 34090 et seq.	Community Development
	Projects not completed or approved	Building, engineering, planning	Approval date	2 years	GC 34090 et seq.	
	Reports	Periodic activity	issuance date	2 years	GC 34090 et seq.	
Finding of Fact	Planning Commission/Zoning Administrator	Written finding which shall specify all facts relied upon by City Council, Planning Commission, or Zoning Administrator in rendering its decision and in attaching conditions and safeguards	Approval date	Permanent	GC 34090 (e)	Planning
General	Correspondence	General, including citizen feedback, letters, email; various files not related to specific cases and otherwise specifically covered by the retention schedule	Received date	2 years	GC 34090 et seq.	Community Development
	Project Files	Project files including correspondences, reports, and relevant back-up documentation	Completion Date	3 years	CCP 337; GC 34090 et seq.	
	Planning/Engineering	Materials board, renderings, boards and photographs	Approval date	Permanent	GC 34090 et seq.	
General Plan	General Plan Document	Image on completion, 1 paper copy in Clerk's Office until superseded	Council Approval Date	Permanent	GC 34090 et seq.	Planning
Inspection	Business License Certificate of Occupancy	Inspection for finance and planning divisions	Issuance date	Permanent	GC 34090 et seq.	Building
	Notice of Violation	Corrections and/or violation to be resolved prior to final approval		2 years		
	Reinsertion	For additional inspections above the normal requirement				
	Report: fire damage	Examination of the extent of the damage				
Investigation Notice	Special investigation and/or complaint	Request by Fire Department	Issuance date	2 years	GC 34090 et seq.	Building
	Notice and order of substandard	Repairs or demolitions to buildings or structures	Closure date	Settled date + 2 years		
	Violations	Noncompliance with City Codes	Closure date	Settled date + 2 years		
	Special investigations	Pre-inspection for code compliance	Inspection date	2 years		

City of Los Alamitos Records Retention Schedule

Development Services

Schedule D

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Permits	By property	Building, Electrical, Grading, Mechanical, Plumbing, and Solar permits to allow for code compliance	Issuance date	Permanent	GC 34090 (a); H&S 19850; 4003; 4004	Building
	Film Permit	Granted for the purpose of photographing or filming	Expiration date	2 years	GC 34090 et. seq	Planning
	Home Occupancy	Business use which does not alter the residence	Approval Date	Permanent		
	Special Event	Parades, athletic events and public assemblies as established in LAMC Chapter 12.44	Event date	T + 2 years		
	Temporary Sign Permits	System to control size, location, type and number of off premise signs located on private property	Approval date	Permanent		
	Temporary Sign Permits, Home Occupation	Building signs (temporary)	Approval date	2 years		
Temporary Use Permit	Temporary uses conducted on privately owned property outside of a private structure (e.g., carnivals, car washes, outside displays/sales, etc.) LAMC 17.46	Expiration date	2 years			
Receipts	Application	Fees for various divisions permits, applications, etc.	Validation date	AU + 5 years	26 CFR 31.6001-1(e)(2)	Community Development
Report	Asbestos	Verification of reports accuracy	Issuance date	Permanent	GC 34090 et seq.	Community Development
	Federal/State	Statistics to various government agencies				
	Soils Report					
Plans	By Property	Engineered plans pertinent to commercial structures	Approval date	Permanent		Building
Vital Records	Register of Historic Properties	Applications, photographs or property designated by Council action as historic property as enacted by resolution	Approval date	Permanent	GC 34090 (a)	City Clerk

City of Los Alamitos Records Retention Schedule

Administrative Services and Finance (ASF)

Schedule E

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Accounting and Budget	Projects	Contains project documents for grants, agreements, billing reimbursement	Date completed	7 years	GC 34090 et seq.	ASF
Accounts Payable	Year-end Accrual	End of year accounts payable accruals, annual emission fee report	Date prepared	4 years	GC 34090 et seq. IRS Reg 31.6001-1(e)(2)	ASF
	Disbursement Edit Listing	List of paid invoices by fund and activity	Run date	7 years		
	Vendor payment documents for grants or capital projects	Supporting documentation for disbursements for City expenditures for grants or capital projects	Beginning grant period date	10 years		
	Vendor Claim Check Register	Lists payments to vendor	Date prepared	7 years		
Accounts Receivable	Unpaid billing	Lists unpaid billings	Date prepared	4 years	GC 34090 et seq.	ASF
	Transaction History Report	Accounts receivable historical data	Run date	5 years	GC 34090 et seq.	
Americans with Disabilities Act (ADA) Title II	ADA Transition Plan	Tracking of structural changes required to bring organization into compliance with Title II of the ADA	2015	Permanent	ADA Title II; Section 504, Rehabilitation Act	ASF
Appropriation/Adjustments		Changes to City budgets as approved by Council and/or City Manager	Date prepared	3 years	GC 34090 et seq.	ASF
Audit	Working Papers	Audit documents; year-end financial work papers	Date prepared	3 years	GC 34090 et seq.	ASF
Banks	Daily Bank Balance Report	Reports of daily banking activity	Date prepared	CU +3	GC 34090 et seq. GC 34090 et seq.; GC53607 GC 34090 et seq.; GC53607	Treasury
	Deposit Slips	Treasury's copy of all City deposit slips set to bank	Date prepared	Audit + 4		
	Return Checks	Copies of customers checks returned by bank, letters sent to customers, etc.	Received	Audit + 5		
	Statements	Statements relating to investment banking	Received	CU + 3		
	Transfer Activity Records	Documents pertaining to the wiring of funds to/from bank accounts	Date prepared	Audit + 2		
Business License Tax	Monthly Register Reports	Miscellaneous Business License Account summary information reports	Date prepared	CU + 3	GC 34090 et seq.	ASF
	Deletion Records	Deleted and/or canceled accounts	Date canceled	T + 3		
	Gross Receipts and Variable Assessments statements	Business License Tax statements filed by business operators	Date received	CU + 3		
	Miscellaneous Receipts	receipts for miscellaneous payments	Date prepared	CU + 3		
	Original applications	Original business license tax applications	Application date	7 years		
	Payment records	Statements Relating to calculation and payment of business license tax	Date received	CU + 3		
	Renewal registration records	Statements relating to business owner information	Date received	CU + 3		
	Payments/Daily Cash Receipts	Business License Tax payments received and process via treasure cashiers	Date received	Audit +4		
Statements and Account Reconciliation	List all bank-cleared City checks; filed by name and by fiscal year	Date prepared	Audit +5			
Bonds	Bond Documents and Schedules	Revenue, refunding and financing of City Projects		Audit + 4	GC 34090 et seq.	ASF
Checks	Voided/Canceled Checks and Related Reports	Checks voided/canceled; issued by the City; includes Workers Compensation, Payroll and vendor; includes checks voided as a result of printer misalignment	Date issued	Audit +5	GC 34090 et seq.; CCP 337	Treasury
Community Development Block Grant (CDBG)	CDBG Report	List CDBG project expenditures, encumbrances, and available balances	Date prepared	Terminate+ 4 years	GC 34090 et seq.	ASF

City of Los Alamitos Records Retention Schedule

Administrative Services and Finance (ASF)

Schedule E

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Comprehensive Annual	Audited	General Purpose Financial Statements	Publication date	15 years	GC 34090 et seq.	ASF
General Ledger	Expenditure and Revenue Reports	Monthly and Fiscal year Expenditure and Revenue Reports	Period end	Audit + 2 years	GC 34090 et seq.	ASF
Internal Revenue Service (IRS)	Form 1099	Self-explanatory; filed by calendar year	Date prepared	5 years	GC 34090 et seq.	ASF
Journal Entry	General Ledger	Documents used to manually post entries to general ledger/cost ledger	Date prepared	8 years	GC 34090 et seq.	ASF
Labor	PGIS Internal Service Fund	List labor charged for PWA Project Management employees by account number	Run date	10 years	GC 34090 et seq.	ASF
	PGIS Labor Distribution Report	List labor charges	Run date	10 years	GC 34090 et seq.	ASF
	Posting Errors	List labor charges "Unable to post"	Completion date	1 year	GC 34090 et seq.	ASF
Overhead Distribution	Indirect Cost	List indirect costs and overhead charges	Date prepared	8 years	GC 34090 et seq.	ASF
Payroll Documentation	Accrual Reports	Reports to indicated year to date balances, prior year, owning, current year, entitlements, time taken, etc.	Date prepared	3 years	GC 34090 et seq. IRS Reg 31.6001-1(e)(2), 26 CFR 1.6001-1, RTC 19530	Payroll
	Attendance Reports	Daily attendance postings		10 years		
	Retirement Reports	Employee reportable earnings/contribution reports		10 years		
	Employee Earnings W-2	YTD W2 earnings (ER copies of W2)		Audit + 4		
	Earnings Check Registers	Pay period employee earnings		10 years		
	State Quarterly Reports	Quarter employee earnings		10 years		
	Leave of Absence (except Med. Leave, see Personnel)	Authorizing absences forms		2 years		
Time Exception Sheets	Labor Expenditure charges to applicable fund/activity other than home account.	3 years	Generating Department			
Purchasing Documentation	Bids/Proposals	Original bid, bids received, bid list, advertising record	Completion date	3 years	GC 34090 et seq.	Purchasing
	Travel Request and Expense Reports	Self-explanatory	Travel date	Current Year + 2 years		
Revenue Records	Liens		Date prepared	Permanent	GC 34090	Payroll
	Collection Agency Records			7 years		
	Parking Ticket Processing			3 years		
	Payment Stubs			2 years		
	All other revenue records	May include, but is not limited to: Account adjustment sheets; business tax files (applications, renewal forms); return check processing; cash receipts; credit; debit; purchase card receipts; authorization forms; business, transfer; and utility users tax records; transient occupancy tax; utility user tax rebate; deposit slips; business tax correspondence and affidavits; payment reports		5 years		
Checks	Voided/Canceled Checks and Related Reports	Checks voided/canceled; issued by the City; includes Workers Compensation, Payroll and vendor; includes checks voided as a result of printer misalignment	Date issued	AU + 5	GC 34090 et seq.; CCP 337	Treasury

City of Los Alamitos Records Retention Schedule

Administrative Services and Finance (ASF)

Schedule E

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Checks (continued)	Paid Checks	Paid checks issued by the City; includes Workers Compensation, payroll, and Vendor Checks	Date issued	AU + 5	GC 34090 et seq.; CCP 337	Treasury
	Transmission of all checks issued by City to Bank	List of all City check issued to allow bank to clear check through account for positive pay		CU + 2	GC 34090.7	
Transient Occupancy Tax (TOT)	Filing Records	Original registration	Registration date	T + 3	GC34090 et seq.	Treasury
	Payment Records	Monthly Filings and remittances	Date received	CU + 3	GC 34090 et seq.	Treasury
Parking Citations	Collections	Itemization of citation payments collected by contract services agency	Date received	CU + 3	GC 34090 et seq.	Treasury
	Register	Parking citation payments processed by Treasury Staff	Date received			
	Amounts Written-off report	List of parking citations wrote-off by DMV	Date received			
	Citations Referred to DMV	Itemization of citations referred to DMV for collection	Date prepared			
	DMV Collections	DMV parking citation collections	Date prepared			
Refund Requests	Business Tax office; Utility Users Tax and Misc. Refunds	Refund requests including supporting documentation	Date processed	CU +3	GC 34090 et seq.	Treasury
Treasury	Daily Treasurer's Reports	Report of daily revenues received with detail payment information and related working papers	Date prepared	CU + 3	GC 34090 et seq.	Treasury
	Treasury Investment Activity Records	All documents pertaining to investment activity	Date prepared	CU + 3	GC 34090.6	Treasury
Utility Users Tax (UUT)	Exemption Applications	Homeowners low income exemption application	Decision date	CU + 3	GC 34090 et seq.	Treasury
	Filing Records	Original registration	Date received	T + 3		
	Maximum Tax filings	Annual registration and maximum tax payment records	Date received	CU + 3		
	Payment Records	Monthly filings and remittance	Date received	CU + 3		

City of Los Alamitos Records Retention Schedule

Personnel

Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Billings	Medical/Dental/Vision/Life/LTD/Flexible Spending Account and any other Insurance Carrier	Billings from insurance carriers	Date received	5 years	Department Defined	Personnel
	Unemployment Insurance	UI quarterly bills from State of California Employment Development Department and summaries of payments made by the City				
Candidate Files (Unsolicited and Unsuccessful)	Records used during the hiring process.	May include, but is not limited to: applications, rating sheets, reference checks, interview questions, psychological examination, medical examination, correspondence.	Date received	3 years	GC 34090 and 12946, 29 CFR 1602.31 & 1627.3(b)(ii), GC 12946	Personnel
Contract Files	Complaints/Requests for Accommodations	Dental insurance contract files	Expiration Date	Permanent	Department Defined	City Clerk
	Life	Life Insurance contract files				
	Long Term Disability (LTD) Insurance	Long-term Disability (LTD) contract files				
	Medical/Dental/Vision/Life/LTD/Flexible Spending Account and any other Insurance Carrier	Medical Insurance contract files				
	Flexible Spending Account	Flexible Spending Account contract files				
	Employee Assistance Program (EAP)	Employee Assistance Program contract files				
	Retiree Health Savings Plan	Supplementary Retirement Plan contract files				
Department of Transportation (DOT)	Random DOT Drug and Alcohol Testing	Records of positive alcohol test results (0.02 or greater) and positive drug test results	Record Date	5 years	Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Part 40, Section 40.333	Personnel
		Documentation of refusals to take required alcohol and/or drug tests; documentation of follow-up tests and test schedules		5 years		
		Information obtained from previous employers re: drug and alcohol test results of employees		3 years	Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Part 40, Section 40.333 and 40.25	
		Records pertaining to the inspection maintenance and calibration of EBTs		2 years		
		Records of negative and canceled drug tests results and alcohol test results w/ concentration of less than 0.02		1 year		

City of Los Alamitos Records Retention Schedule

Personnel

Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Employment Eligibility Verification (Form I-9)	Full/Part-Time Employees	U.S. Dept of Justice Immigration and Naturalization forms completed and signed by EE and reviewed and verified (with necessary documentation) by employer representative	Date of Employment	3 years after the date of employment or 1 year after employment is terminated whichever is later.	Immigration Reform and Control Act of 1986, Pub. L. 99-603 (* USC 1324a) & WCL, Section 3212	Personnel
Employment Forms (Official)	Dental Insurance	Enrollment Forms	EE Separation/ Termination Date	6 years	29 CFR 1620.30-.32 & WCL, Section 3212	Personnel
	Flexible Spending, Section 125					
	Life Insurance					
	Long-Term Disability Insurance					
	Retire Health Savings Plan					
	COBRA					
	Medical Insurance					
Equal Employment Opportunity Commission (EEOC)	Employment and Personnel records	Personnel and employment records, including application forms, records pertaining to promotions, layoffs, terminations, salaries and training	Record Date	2 years	EEOC 29 CFR Sect. 1602.31	Personnel
	Involuntary Termination	Personnel records of terminated employees	Termination Date			
	State and Local Government Information Report (EEO-4)	Copy of EEO-4 Report	Report completion date	3 years	EEOC, 29 CFR, Sect. 1602.32	
	State and Local Government Information Report (EEO-4)	Employment records regarding race, color, national origin or sex			EEOC, 29 CFR, Sect. 1602.30	
Equal Employment Opportunity Commission (EEOC); Title VII - Civil Rights Act	Charge of Discrimination	Personnel and/or employment records relating to the charge, including application forms, records pertaining to promotions, layoffs, terminations, salaries and training	Date of record or personnel action	Until final disposition of complaint + 2 years	EEOC, 29 CFR, Sect. 1602.14 and Section 1602.31	Personnel
Fair Employment and Housing Act (FEHA)	Complaints	Personnel and employment records, memorandums, letters or other records of complaints or requests received and responses/action taken	Date of record or documentation received by Personnel	2 years after the date of employment or other action taken	FEHA, title II, DIV 3, Part 2.5; Sect. 12956; EEOC, 29 CFR Sec 1602.14	Personnel
Historical Records	Discipline History	Forms completed by personnel analysts as a record of disciplinary actions taken on employees in their assigned department(s)	Date of record	3 years	Department Defined	Personnel
	Fitness for Duty	Copies of letters sent to employees regarding need for fitness for duty exam. Psychiatrist's evaluations/results of fitness for duty exams.	Letter date			
	Layoffs	Notes/background documentation of layoff actions	Layoff date			
Job Specifications	Classification/Compensation Study records	Basis for salary rates, job descriptions	Date study completed	10 years	Department Defined	Personnel
	Full-time Positions	Background material and final job descriptions for all full-time positions	Date approved by Council	Permanent until superseded		

City of Los Alamitos Records Retention Schedule

Personnel

Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Job Specifications (continued)	Part-time/Temporary Positions	Background material and final job descriptions for all part-time and seasonal positions	Date approved by Council	Permanent until superseded	Department Defined	Personnel
Loss Control	Hearing Tests	Audio logical test results	Employee separation/ termination date	30 years	CAL OSHA Title 8	Personnel
Official Personnel Files	Certification/Reassignment Forms	Request for Certification and/or reassignment forms which document and authorize hiring, reassignment, or other employee actions	Separation/ termination date	5 years	29 CFR 1602.30-.32 & WCLC Section 3212	Personnel
	Certificates of Training	Certificates issued to employee which show completion date of training class(es)				
	Commendation Letters	Letters of commendation and/or other congratulatory documents received by and/or issued to employee				
	Disciplinary Actions	Memorandums, letters, or other records of proposed and/or implemented disciplinary action (s)	Separation/ termination date	30 years	US OSHA 29 CFR 1910.20; CAL Oshawa Title 8	Personnel
	Employee Medical and Exposure Records	Notes/medical release forms, etc., submitted regarding employee's medical condition				
	Drug Screen Test	Pre-placement and drug screening authorization and acknowledgement form(s) and results of drug screening	30 years	US OSHA 29 CFR 1910.20		
	Family Medical Leave (FML)	Basic employee data (name, address, class title, pay rate, hours worked per pay period; additions to or deductions from wages) dates (or hours) FML reinstated/take; FML notices given to employer by employee; documents from employer describing FML Policies; records of premium payments or employee benefits; records of any disputed confidential files; records/documents relation to medical certifications	Date FML requested/ granted	3 years	Federal Family and Medical leave Act of 1993; 29 CFR 825.500; GC 12946	Personnel
	Grievances (Closed)	Files containing employee's, group of employees', or the Union's timely completion as defined in the MOU	Separation/ termination date	5 years	29 CFR 1602.30-.32 & WCLC Section 3212	
	ID Form	Form completed by new employees providing identifying information used to process records check		5 years		
Job Application	Applications for employment and resumes (if any) for hired employees	5 years				
Medical Leave of Absence	Leave of Absence forms used in documentation of medical leave (including pregnancy leave and family and medical leave)	3 years		29 CFR 825.500		

City of Los Alamitos Records Retention Schedule

Personnel

Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN	
Official Personnel Files (continued)	Miscellaneous Documents	Documents not specifically mentioned but kept in official personnel file	Separation/ termination date	If medical-related, 30 years; non-medical, 5 years	Medical related - US OSHA 29 CFR 1910.20; non-medical related - 29 CFR 1602.30-.32 & SCLC, Section 3212	Personnel	
	Notice of Separation	Form completed by employee and/or department indicating effective date of separation, last day on the job, reason for separation, etc.		5 years	29 CFR 1602.30-.32 & WCLC Section 3212	City Clerk	
	Oath of Office	Form Completed and signed by employee affirming allegiance to the Constitution of the United States and the Constitution of the State of California		5 years			
	Outside Employment	Form submitted by employee for approval for employee to be engaged in outside employment		5 years	29 CFR 1602.30-.32 & WCLC Section 3212	Personnel	
	Performance Evaluations	Employee performance evaluation forms completed by supervisory personnel re employees' accomplishments of their assigned duties and responsibilities, etc.		5 years			
	Pre-Employment Medical	Forms completed by employee and medical clinic to assess physical capability of employee prior to hiring		30 years	US OSHA; 29 CFR 1910.20		
	Security Check Form	Form completed by Personnel to request Police Department to conduct security check on employee prior to hiring		5 years	29 CPR 1602.30-.32 & WCLC Section 3212		
	Special Licenses	Special licenses issued to employees from DMV, accredited schools, etc., verifying employee meets certain job-related requirements		5 years	29 CPR 1602.30-.32 & WCLC Section 3212		
	Tuition Reimbursement Requests	Copies of applications for training and educational assistance which show employee request, department head approval, and final disposition of request		5 years			
	W-4 Form	Employee's withholding allowance certificate completed by employee authorizing employer to withhold Federal income tax from employees pay and/or for indicating exemption		5 years			
Payroll	Salary Schedules	Adopted by Resolution of the City Council	Adoption date	Permanent			Original Resolution with the City Clerk
Personnel Appeals Commission	Personnel Appeals Board Hearing Files	Employee Personnel Board of Hearing Files	Separation/termination date	5 years	29 CFR 1602.30-.32 & WCLC Section 3212		Personnel
Recruitments	Background Materials	Materials used in the preparation/implementation of recruitments	Date recruitment is initiated	2 years	Department Defined		Personnel

City of Los Alamitos Records Retention Schedule

Personnel

Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN	
Recruitments (continued)	Bilingual Certification Forms	Forms certifying bilingual capabilities for employees receiving bilingual pay and applicants for recruitments which require bilingual capability	Employees - Separation/termination date; Applicants - eligibility list expiration date	Employee - 5 years; Applicants - 3 years	Department Defined	Personnel	
	Examination Answer Sheets	Examination answer sheets completed by applicants during testing process and other testing materials	Earlier of date eligible list established or date recruitment canceled	3 years	29 CFR 1620.30-.32		
	Examination Files	Recruitment examination file folders					
	Official Eligible Lists	Eligible lists signed by City Manager. Lists of individuals placed on an eligible list for hiring purposes.	Date signed	3 years	Department Defined		
	Testing Materials	Contains historical data, used for testing candidates	Date eligible list established				
Risk Management/Loss Control	Accident/Damage to City Property Report	Police reports and Departmental accident reports				Personnel	
	Actuarial Studies and Audits	Actuarial Audit					
	Insurance Policies	City's Liability Coverage		Permanent	Permanent, until superseded	Department Defined	City Clerk
		City's Property Coverage		Expiration date	2 years		
		Workers Compensation Insurance Policies		Issue date	25 years		
	Liability Claims Against the City	Non-litigated tort claims filed against the City for damages to persons or personal property. Filed with third part administrator		Final resolution date	2 years; minors 18th birthday + 1 year	Department Defined	Personnel
	Special Events Insurance	A "Special Events" coverage, insures third parties for use of City property providing liability coverage for the City		Issue date	5 years	Department Defined	
	State of California Annual Report	State report of workers' compensation liabilities		State filing date	2 years	Department Defined	
	DMV Drivers' Records Reports	DMV Pull Notice Program		Employment date	5 years	GC 34090 et seq.; GC 6254 (c) VC 1808.0(c)	
	Inspection Reports	Loss Control inspection reports which show date, time and location of safety inspections, also identifies hazards		Date inspection conducted	5 years	CAL OSHA	
OSHA	OSHA Log, Supplementary Record and Annual Summary (Federal & State Cal/OSHA)		Incident date	5 years	LC 6410; 8 CCR 14300.33; 29 CFR 1904.2-1904.6		

City of Los Alamitos Records Retention Schedule

Personnel

Schedule F

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Risk Management/Loss Control (continued)	Accident/Illness Reports	For Employee medical records and employee exposure records regarding exposure to toxic substances or harmful physical agents. Includes Safety Data Sheets (SDS). Does NOT include; health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination.	Incident date	5 years	CAL OSHA	Personnel
Training	AB 1825 Sexual Harassment Prevention	Sign in sheets and associated training materials	Class date	5 years	Department Defined	Personnel
	Attendance Sign-In Sheets	Management and Leadership training programs forms	Sign in date	2 years		
	Class Training records	Training records of all classes	Class date	2 years		
Workers' Compensation	First Aid/Report Only Incident	Notices that an injury happened - no medical records	Final Action date on Claim	5 years	LC 5405; 8 CCR 14311	Personnel
	Indemnity Claims Files	Open/active and closed/inactive temporary and permanent disability claims files involving exposure to lost time. Permanent disability to be compensated. Contains medical files and payment history.	Final Action date on Claim	5 years except lifetime medical award cases destroyed upon death of individual	8 CCR 15400.2	
	"Medical Only" Claims Files	Open/active and closed/inactive claims files. Contain claim forms, billings medical records, check copies, etc. Employee injury - no loss of work greater than 3 days	Final action date on Claim	5 years	8 CCR 15400.2	
	PERS (Sworn) Industrial Disability Retirement Files (Official)	Claims filed by employees (sworn) for PERS disability retirement	Application date	5 years	GC 21101	

City of Los Alamitos Records Retention Schedule
Police Department

Schedule G

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
ABC Files	Name of Premises	History of ABC locations. Applications for ABC licenses to sell and/or serve alcoholic beverages.	Application date	Permanent	GC 34090 et seq.	Department Secretary
Administrative Investigations (Internal Affairs Incidents by Type)	Employee Accidents	Investigations of accidents involving on-duty Departmental Personnel	Date investigations completed	5 years	GC 34090 et seq.	Police Chief's Office
	In-Custody Death Reports	Investigations of in-custody deaths				
	In-Custody Injury/Use of Force	Investigations of in-custody injuries and use of force				
	K-9 Reports	Investigations of K-9 bite incidents				
	Officer Involved Shootings	Investigations of officer involved shootings				
Applicant Files	By Name	Record of applicants not selected	Creation date	3 years	GC 34090 et seq.	Department Secretary
Application Permits	Food/Ice Cream Vendors	Application forms, letters of approval or denial and miscellaneous correspondences	Acceptance or denial date	2 years	GC 34090 et seq.	Department Secretary
	Permit Parking					
	Push Cart Vendors					
	Taxi Cab					
	Tow Truck					
Citations	By Citation Number	Parking/Traffic Citations	Issuance date	2 years	GC 34090 et seq.	Records Division
Citizen Complaints	By Employee Name	Investigations of alleged Employee misconduct	Complaint completed date	5 years	PC 832.5; 801.5; 803c EVC 1045, GC 12946; GC 34090 et seq.	Internal Affairs (IA)
Dispositions (Search and Seizures)	By Name	Search and seizure documents received from Court without case numbers	Date probation ends	2 years	GC 34090 et seq.	Police Chief's Office
Employee Records	Background File	Record of background investigation	Termination	5 years	GC 34090 et seq.	Personnel Division
	Medical File	Medical information for each Employee		30 years	US OSHA 29 CFR 191020	
	Personnel File	Employment records., i.e. evaluations, pay changes, commendations, etc.		5 years	GC 34090 et seq.	
Field Interview Cards	By Name	Documentation of a filed contact by an Officer	Date Written	2 years	GC 34090 et seq.	Records Division
Finance	Petty Cash Receipts - by Fiscal Year	Expense vouchers and reimbursement requests	Reimbursement date	2 years	GC 34090 et seq.	Special Investigations
Financial Disclosure Form	By Name	Confidential financial disclosure form completed by Employees working designated assignments	Separation date from designated assignment	2 years	GC 34090 et seq.	Personnel Division
Graffiti Task Force		Correspondence, records or interdepartmental actions concerning Task Force issues	Incident date	3 years	GC 34090 et seq.	District Investigations
Personnel	By Name	City employment requests for record checks of new Employees and supporting documents	Request date	2 years	GC 34090 et seq.	Records Division
	By Name	Explorer Post applications and performance records of explorers	Termination	2 years	GC 34090 et seq.	Department Secretary
Petitions	Petition and Orders under PC 1034 (no case numbers)	Court orders requiring the sealing of records	Order date	2 years	GC 34090 et seq.	Records Division
Police Reports	Child Abuse Reports	Self explanatory	Report date	Close + 10	GC 34090 et seq.	

City of Los Alamitos Records Retention Schedule
Police Department

Schedule G

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Police Reports (continued)	Cities in which a case number is also issued		Report date	Until DR Purge	GC 34090 et seq.	Records Division
	Domestic Violence Reports	Self explanatory	Report date	Close + 5	GC 34090 et seq.	
	Fatal Traffic Accidents			Permanent	GC 34090 et seq.	
	Felony Reports			Close +4	GC 34090 et seq.	
	Felony Capital Crimes			Permanent	GC 34090 et seq.	
	Homicide			Permanent	PC 799	
	Marijuana (under 1 oz.)			2 years	H&S Code 113615	
	Non-Criminal Occurrences			Current year +2	GC 34090 et seq.	
	Officer Involved Shootings			Close +25	GC 34090 et seq.	
Traffic and Parking Citations	Current year +2			GC 34090 et seq.		
Polygraph Files	By Calendar Year	Pre-employment polygraph examinations	Creation date	3 years	GC 34090 et seq.	Police Chief's Office
Psychological Files	By Calendar Year	Pre-employment psychological examinations results	Creation date	5 years	GC 34090 et seq.	Personnel Division
Roll Call Briefing Files		Information disseminated at roll call briefings	Briefing date	2 years	GC 34090 et seq.	Field Operations
Sexual Harassment Investigations	By Calendar Year	Investigations of sexual harassment complaints	Investigation completion date	5 years	GC 34090 et seq.	Department Secretary
Statistical Reports	Uniform Crime Report (UCR)	State reports of statics on crimes and supporting documentation	Date of report	10 years	GC 34090 et seq.	Operation Captain's Office
Supervisor Logs	By Supervisor's Name	Daily logs written by supervisors documenting shift actives	Date Written	2 years	GC 34090 et seq.	Department Secretary
Training Records	Departmental Orders	Self explanatory	Permanent	Permanent	GC 34090 et seq.	Training Division
	Employee Training Records by Employee Name	Schools and classes attended by police employees	Termination Date	5 tears	GC 34090 et seq.	Training Division
	Jail Training Records by Employee Name	Jail Employee training records	Termination Date	5 years	GC 34090 et seq.	Jail Facility
	K-9 Training Records	Training records of K-9 Officers	Termination Date	5 Years	GC 34090 et seq.	K-9 Unit
	Law Summary	Summaries issued by City Attorney and legal advisor	Date of Issue	5 years	GC 34090 et seq.	Training Division
	Range Records	Employees' scores and documentation	Date Created	5 years	GC 34090 et seq.	Training Division
	Standards and Training for Corrections (STC)	Mandated quarter and annual report submitted to STC	Date of Report	2 years	GC 34090 et seq.	Jail Facility
Training Bulletins	Self explanatory	Permanent	Permanent	GC 34090 et seq.	Training Division	
Trespass Forms		Permission form signed by property owner	Date of Initial Report	2 years	GC 34090 et seq.	Filed Operations

City of Los Alamitos Records Retention Schedule

Police Department

Schedule G

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Vehicles	Repossession Logs	Record of reposes vehicles reported to the Department	Date of Incident	2 years	GC 34090 et seq.	Records Division
Warrants	Active Local Warrants	Active warrants, teletypes and related documents	Date of Service	2 years	GC 34090 et seq.	Records Division
	Served Local Warrants	Served warrants, teletypes and related documents				
	Worksheets	Served warrant working papers with no case number				

City of Los Alamitos Records Retention Schedule
Public Works Department

Schedule H

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Administrative Services	Correspondences	Misc. correspondences not related to projects	Creation date	2 years	GC 30490 et seq.	Public Works
	Permits	Bus shelters, news racks	Approval date	Expiration + 2 years		
Construction/Engineering	Post Construction Critiques	Project/Contractor reviews	Completion date	T + 4 years	GC 34090 et seq.	Engineering
	Project Files	Construction project related files	Completion date			
	Bench Marks	Vertical survey data	Survey date			
	Centerline Ties	Horizontal survey data	Survey date			
	Project Data	Project survey data	Survey date			
	Structures	Demolitions	Completion date			
Design Engineering	Soil Reports	Detailed soil analysis/construction recommendations	Report date	Permanent	GC 34090 et seq.	Engineering
	Material Specifications	Specifications of materials used in construction projects	Date approved	Permanent		Engineering
	Acquisition File	Agent's diary, offer letter and other correspondence, escrow documents	Close of escrow	10 years		Engineering
	Relocation File	Informational documents, claim forms, verification of payment, etc.	Receipt of final relocation payment	10 years		Engineering
	Appraisals	Assesses value of property	Close of escrow	2 years		Engineering
	Residential Real Estate	Included deeds, parcel maps, tract maps, right of way maps.	Creation date	Permanent		Engineering
	Right-of-Way	Property Acquisition	Completion date	10 years		Engineering
Development Engineering	Industrial Discharge Permits	National Pollution Eliminations System	Expiration date	Permanent	GC 34090 et seq.	Engineering
	Street Work and Utility Permits	Encroachment Permits	Completion date	5 years		Engineering
	Transportation/Wide Load Permits	Oversized Vehicles	Completion date	3 years		Engineering
	Studies	Runoff/Drainage	Approval date	5 years		Engineering
	NPDES	Correspondences and related documents	Date issued	5 years		Engineering
	Water Quality Management Plan	WQMP	Approval date	Until super seceded		Development Services
	Industrial Commercial Inspection Records	Records required by permit	Inspection date	5 years		Engineering
	City Program Effectiveness Assessment	Annual NPDES Report	Submittal date	permanent		Development Services
	Storm Water Pollution Prevention Plan	SWPPP	Certificate of Occupancy	1 year		Development Services
	Miscellanies Cash Transaction	Contains specific notes	Date issued	3 years		Engineering
	Certificate of Insurance	Proof of Liability insurance and endorsement	Date received	Completion +10 years		Engineering
	Development Project Folder	Public Works requirements of approval for private development projects and site plans. Includes copy of bond release letter	Completion of project or expiration of development agreement, whichever is later	5 years		Engineering
	Development Conditions	Public Works conditions of approval for private development projects	Date issued	Permanent		Engineering
	Special Studies	Joint powers authorities, etc.	Date completed	Permanent		Engineering

City of Los Alamitos Records Retention Schedule
Public Works Department

Schedule H

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Development Engineering (continued)	Certificates of Compliances	City Engineer approval of existing subdivision	Date recorded	Permanent	GC 34090 et seq.	Engineering
	Transportation Reports	Alignment and environmental studies	Project date	Permanent		
	Over the Counter	Measure M, Congestion Management Plan, Arterial Highway Program	Report date	10 years		
	Conditions of Approval - Private Development	Public Works requirements of approval for over the counter Projects; site plans	Final sign-off of permit	2 years		
		Correspondences regarding Conditions of Approval	Date created and signed	Permanent		
Drawings	Drawings	Plans/Drawings including channelization, signal and interconnect plans, City-owned buildings, structures, wells, reservoirs, widening, overpasses, traffic management studies, counts, phasing, city yard construction drawings, civic center facilities, park structures, streets, alleys, medians, curbs and gutters, sidewalks, transportation center, sewer and water mains, booster stations, lift stations, pump stations, MWD connections	Date signed	Permanent	GC 34090 et seq.	Engineering
	Drawings	Traffic control plans	Date signed			
	Drawings	Bike lane and bike trails	Completion date			
	Drawings	Park improvements	Completion date			
Inventory	Chemical and Hazardous Material	Documents chemicals and hazardous materials owned, used, in the possession in the course of City Business. Material safety data sheets, disposal, use and storage records	Last Use	30 years	8 CCR 3204	Public Works
Maintenance	Service Requests	Requests for maintenance services	Request date	2 years	GC 34090 et seq.	Public Works
	Street Work Reports	Monthly street work summary	Report date	2 years		Public Works
	Weed Abatement Violations	Notices issued and action taken	Notice date	Completion + 5 years		Code Enforcement
	Maintenances	Street maintenance, slurry seal, resurface, weed, rubbish, graffiti	Completion date	5 years		Public Works
	Trees	Planting, removal, trimming	Completion date	5 years		Public Works
	Driver Equipment Certification	Motor carrier safety requirements	Date issued	10 years		Public Works
	Field Work Records	Supervisor's Crew work records	Date of work	2 years		Public Works
	Graffiti Removal	Locations/sq. ft. of graffiti removed	Date of work	2 years		Public Works
Traffic	Traffic Signals	Traffic control computer, maintenance	Completion date	Until Super seceded	GC 34090 et seq.	Engineering
	Accident Data/Collision Diagrams	Location/accident/type/collision diagrams	Diagram/Collision date	10 years		
	Average Daily Traffic/Turning Counts	Count data	Collection date	10 years		
	Traffic Orders	Various parking and traffic controls	Install date	Permanent		
	School Crossing Study	Study to justify crossing guard	Completion date	10 years		
	Signal Cabinet Prints	Signal wiring diagram	Install date	Until Super seceded		
	Signal/LT Phase Warrant	Studies to justify left turn installation	Install date	10 years		
	Signal Maintenance	Operation maintenances	Maintenance date	5 years		

City of Los Alamitos Records Retention Schedule
Public Works Department

Schedule H

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Traffic (continued)	Signal Timing	Operation timing	Maintenance date	5 years	GC 34090 et seq.	Engineering
	Speed Limit Study	Restudied every 5 years	Approval date	10 years		
	Traffic Control Devices Inventory	Installation and maintenance data	Work date	Life of Structure + 5 years		
	Traffic/Parking Studies	Neighborhoods, schools, parks, special	Study date	10 years		
	Requests for Service	Citizen-requests, studies	Request date	10 years		
Preventative Maintenance	Repairs, Inspection and Preventative Maintenance	Repairs, inspection and preventative; heating ventilation and air conditions chiller repair, air condition system refrigerant	Service Date	Life of Asset +2	State of CA, US EPA, SCAQMD	Public Works
	Inspection Reports	Annual Fire Inspection, 5 year systems inspection, annual fire extinguishers			State of CA	
	Underground Storage Monthly Test and 3 year inspections	Maintenance of diesel, gasoline tanks on City property			State of CA, US EPA, SCAQMD	
	Emergency Generators, Internal Combustion Pressure Pups Emission and Maintenance	Reports related to emergency power sources and building fire pump operations			State of CA, SCAQMD	
Light and Heavy Vehicles, Equipment	Fleet Maintenance	Work order, requisitions, accident reports, logs	Generation date	Active + 5 years	GC 34090 et seq.	Public Works
	CHP BIT Records Program	Driver Inspections		Active + 3 months		
		Driver Time Sheets		Active + 6 months		
		Driver Proficiency		Life + 1 year		
		BIT EQU Inspections		1 year		
City Yard	Operating Permits	AQMD UST Permits, hazardous Waste Permits	Generation date	Active	GC 34090 et seq.	Public Works
		AQMD UST Annual Renewal		1 year		
	Inspection and Reports	AQMD UST Monthly Inspection, KPEDS Monthly Inspection, Haz-mat Generator Fee report		1 year		

City of Los Alamitos Records Retention Schedule

Recreation and Community Services (RCS)

Schedule I

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Administration	Applications		Application date	2 years	GC 34090 et seq.	RCS
	Correspondences	Misc. correspondences	Date created	2 years	GC 34090 et seq.	RCS
	Permits		Permit date	2 years	GC 34090 et seq.	RCS
Events	City Sponsored Events	Records the planning and history of events sponsored by the City. May include, but is not limited to mailing lists, invitations, photographs, media releases, correspondence, and event diagrams.	Event date	5 years	GC 34090 et seq.	RCS
Projects	General Project Files	Project files including correspondence, reports, and relevant back-up documentation	Folder year date	3 years	GC 34090 et seq.	Originating Dept.
Registration	Participant Registration and Attendance Records	Documents the registration and attendance of participants in sponsored events, activities, and classes. Records may include registration forms or cards, class or activity rosters, consent/waiver forms and related documents.	Last date of participation	2 years	GC 34090 et seq.	RCS
Reservations	Reservation Form	Facility reservations	Event date	2 years	GC 34090 et seq.	RCS

City of Los Alamitos
Records Management Program
Request for Amendment to Records Retention Schedule

Department:

Requested By:

Series Title and Description	Add, Change, or Delete	Reason for Requested Amendment	Authority/ Legal Retention	Current Retention	Proposed Retention
<i>example:</i> Council Meetings	Change	Add record series for meeting preparation	GC 34090/2 Years	2 years	2 years

Approved

Department Head: _____ Signature: _____ Date: _____

City Clerk/Records Manager: _____ Signature: _____ Date: _____

City Attorney: _____ Signature: _____ Date: _____

Request for Amendment to Records Retention Schedule

Department:

Requested By:

Series Title and Description	Add, Change or Delete	Reason for Requested Amendment	Authority/ Legal Retention	Current Retention	Proposed Retention
NPDES - Annual NPDES Report	Change	Update on permit contract		Permanent	5 years

Approved

Department Head: R. Noda - RON NODA Signature: R. Noda Date: 11/22/2021

City Clerk/Records Manager: _____ Signature: _____ Date: _____

City Attorney: _____ Signature: _____ Date: _____

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: January 18, 2022

ITEM NUMBER: 9D

To: Mayor Shelley Hasselbrink & Members of the City Council

Presented By: Craig Koehler, Finance Director

Subject: 2022 Budget Calendar

SUMMARY

This report proposes a tentative schedule for the 2022 budget calendar.

RECOMMENDATION

Receive and file.

BACKGROUND

In accordance with the City's Charter Section 1202 and 1203, the proposed budget shall be prepared and submitted to City Council "at least thirty-five (35) days prior to the beginning of each fiscal year." After reviewing the budget and making revisions as it may deem advisable, "the City Council shall hold a public hearing on the proposed budget, at which interested persons desiring to be heard shall be given such opportunity."

DISCUSSION

In order to provide ample time for review, analysis and revision of the fiscal year 2022-23 proposed budget, staff has prepared the following schedule for Budget Standing Committee (BSC) and City Council. This schedule is fluid and subject to change to meet the needs of the City.

March 7th	BSC – Mid-year review of FY 21/22 budget
March 21st	Regular City Council Meeting – Mid-year review of FY 21/22 budget
April 18th	BSC – Review #1 of FY 22/23 draft budget
May 9th	BSC – Review #2 of FY 22/23 draft budget
May 16th	Regular City Council Meeting – Presentation of draft budget FY 22/23
June 6th	BSC – Review #3 of FY 22/23 draft budget (if needed)
June 20th	Regular City Council Meeting – Budget adoption (Public Hearing)

FISCAL IMPACT

None.

Submitted by: Craig Koehler, Finance Director

Approved by: Chet Simmons, City Manager

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: January 18, 2022

ITEM NUMBER: 9E

To: Mayor Shelley Hasselbrink & Members of the City Council

Presented By: Ron Noda, Development Services Director

Subject: Community Development Block Grant (CDBG) Project Application

SUMMARY

This report seeks City Council approval for the Fiscal Year 2022-2023 Community Development Block Grant (CDBG) project application to the County of Orange. The application was submitted on January 5, 2022 and a resolution of approval is due prior to the grant award.

RECOMMENDATION

1. Adopt Resolution No. 2022-03, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA APPROVING THE CITY'S PARTICIPATION IN THE FISCAL YEAR 2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM WITH THE COUNTY OF ORANGE"; and,
2. Authorize the City Manager to execute all CDBG program documents for Fiscal Year 2022/2023 and appropriate amendments, if any, as they become available.

BACKGROUND

The Orange County Housing and Community Development & Homeless Prevention department administers and disperses Federal Community Development Block Grant (CDBG) monies that are received from the Department of Housing and Urban Development (HUD) for cities with a population under 50,000 throughout Orange County. The CDBG Program provides federal funds to for programs towards community development. The CDBG program ranks projects that meet the criteria in the table below, and often only prefers those at the high priority needs level:

Community Need Type	Priority Needs Level
Community Development Need	
01 Acquisition of Real Property 570.201(a)	High
02 Disposition 570.201(b)	Medium*
Public Facilities and Improvements Needs 570.201(c)	
03 Public Facilities and Improvements (General)	Medium
03A Senior Centers	High
03B Handicapped Center	Medium
03C Homeless Facilities	High
03D Youth Centers	Medium
03E Neighborhood Facilities/Libraries	High
03F Parks and/or Recreational Facilities	Medium
03G Parking Facilities	Medium
03H Solid Waste Disposal Improvements	Medium
03I Flood Drain Improvements	High
03J Water/Sewer Improvements	High
03K Street Improvements	High
03L Sidewalks	High
03M Child Care Centers	Medium
03N Tree Planting	Medium
03O Fire Stations/Equipment	Medium
03P Health Facilities	Medium
03Q Abused and Neglected Children Facilities	Medium
03R Asbestos Removal	Low*
03S Facilities for AIDS Patients (not operating costs)	Medium

The County reviews received applications through a competitive grant process. Once grants are awarded, the County assists cities in managing the projects and preparing required reports to HUD. Whether or not the City seeks funding, the County oversees the program.

To assure citizen participation in the design and implementation of the City's allocation of CDBG funds, the Planning Commission held a newspaper-advertised, community meeting concerning these funds at its December 8, 2021 meeting. The two projects brought forth for discussion were a street improvement project on Reagan Street and Howard Avenue and a park ADA renovation project at Sterns Park. The consensus of the public and Planning Commissioners at this meeting was to apply for the Sterns Park ADA project.

DISCUSSION

The City of Los Alamitos has used such grants for years, often being awarded CDBG funds to improve Public Facilities within the City. During Fiscal Year 2021-2022, CDBG funds will be used for a road repair project that will remove and replace sections of asphalt concrete and grind and overlay for all of Howard Avenue from Noel Street to Lexington Drive, and Bloomfield Street, from Katella Avenue to Farquhar Avenue. The City recently completed road repair of Howard Avenue from Reagan Street to Maple Street, with funds from the prior fiscal year.

Below is the submitted project for this CDBG cycle:

Recommended Project	Approximate Cost
<p>Park renovation – Removal and replacement of play equipment at Sterns Park (3871 Farquhar Ave) with an all-inclusive play structure. ADA repairs will also be done to the remainder of the park to meet ADA requirement.</p> <p>By renovating Sterns Park, the City will have an all-inclusive playground for disabled youth citywide and in the surrounding community.</p>	<p>Park renovation - \$350,000</p> <p>Includes 10% City match</p>

FISCAL IMPACT

Should the County approve the City’s application, future expenditures of 10% matching funds (cost depending on the projects selected above) will be reflected in next year’s annual Capital Improvement Plan budget. The matching funds are anticipated to be drawn from the City’s General Fund, which was historically drawn from Gas Tax.

Submitted by: Ron Noda, Development Services Director
Fiscal Impact Reviewed by: Craig Koehler, Finance Director
Reviewed by: Chet Simmons, City Manager

Attachment: 1. *Resolution 2022-03*
 2. *Conceptual Park Plan*

RESOLUTION NO. 2022-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA APPROVING THE CITY'S PARTICIPATION IN THE FISCAL YEAR 2022/2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM WITH THE COUNTY OF ORANGE.

WHEREAS, it is the intent of the City of Los Alamitos to participate in the timely filing of an application with the County of Orange for a grant authorized under the Housing and Community Development Act of 1974; and,

WHEREAS, the Housing and Community Development Act of 1974, as amended, authorizes cities under 50,000 in population to enter into cooperation agreements with the County in which they are located for the purpose of undertaking essential community development activities; and,

WHEREAS, the City of Los Alamitos has submitted an application under FY 2022-23 for PUBLIC FACILITIES & IMPROVEMENTS REQUEST FOR PROPOSAL BID NO. 012-212301-NC; and,

WHEREAS, should the County approve the City's application, the City of Los Alamitos desires to accept the award of CDBG funds and authorizes the execution of the necessary agreements, contracts and amendments and other corresponding documentation to accept the CDBG funds.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City of Los Alamitos hereby accepts the award of CDBG funds through the County's Urban Counties Program, which will be used to support the City of Los Alamitos' Public Facilities & Improvements Sterns Park ADA Project under Bid No. 012-212301-NC.

SECTION 3. The City Council does hereby approve and adopt the selection of the following project funding requests and directs that an application reflecting this project, be submitted to the County of Orange:

Recommended Project	Approximate Cost
<u>Park renovation</u> – Removal and replacement of play equipment at Sterns Park (3871 Farquhar Avenue) with an all-inclusive play structure. ADA repairs will also be done to the remainder of the park to meet ADA requirement. By renovating Sterns Park, the City will have an all-	Park renovation - \$350,000 Includes 10% City match

inclusive playground for disabled youth citywide and in the surrounding community.	
--	--

SECTION 4. The City of Los Alamitos authorizes the City Manager or his/her designee to execute, for and on behalf of the City of Los Alamitos, the necessary agreements(s) and/or any other documents or instruments required by the County and/or the United States Department of Housing and Urban Development for participation in the Urban Counties Program and/or for acceptance of the CDBG funds under Bid No. 012-212301-NC.

SECTION 5. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 18th day of January, 2022.

Shelley Hasselbrink, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 18th day of January 2022, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

STEARNS PARK PARK IMPROVEMENTS CITY OF LOS ALAMITOS DECEMBER 2, 2021



- KEY NOTES
- 1 EXISTING TREE, PROTECT IN PLACE
 - 2 EXISTING ELECTRICAL METER, PROTECT IN PLACE
 - 3 EXISTING SIDEWALK, PROTECT IN PLACE
 - 4 EXISTING POWER POLE, PROTECT IN PLACE
 - 5 EXISTING CONCRETE CURB, PROTECT IN PLACE
 - 6 EXISTING MASONRY WALL, PROTECT IN PLACE
 - 7 NEW 42" CHAIN LINK FENCE WITH CONCRETE MOW CURB
 - 8 NEW 6' ACCESSIBLE PICNIC TABLE
 - 9 NEW 16' x 24' SHADE STRUCTURE WITH (4) PICNIC TABLES
 - 10 NEW PLAY GROUND EQUIPMENT WITH RUBBERIZED SURFACING
 - 11 NEW 6' SITTING BENCH
 - 12 NEW SOLAR AREA LIGHT
 - 13 LANDSCAPE AREA
 - 14 NEW 30" SITTING WALL
 - 15 RELOCATED EXISTING MONUMENT PLAQUE
 - 16 NEW 4" THICK REINFORCED CONCRETE FLATWORK
 - 17 NEW EXERCISE EQUIPMENT WITH ACCESSIBLE STATIONS AND RUBBERIZED SAFETY ZONE
 - 18 RELOCATED EXISTING BOULDERS
 - 19 NEW TREE
 - 20 NEW 6" x 24" CONCRETE RETAINING CURB
 - 21 NEW DRINKING FOUNTAIN/HYDRATION STATION
 - 22 NEW TRASH RECEPTACLE



NORTH
SCALE 1" = 10'-0"

HIRSCH & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE & PLANNING

2221 EAST WINSTON ROAD, SUITE A
ANAHEIM, CALIFORNIA 92806
PHONE: 714.764.3340 FAX: 714.776.4395
WWW.HANDARCH.COM LAH17170

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: January 18, 2022

ITEM NUMBER: 9F

To: Mayor Shelley Hasselbrink & Members of the City Council

Presented By: Ron Noda, Development Services Director

Subject: Award of Bid for the Purchase of One (1) Mobile Performance Stage (RFP 2021-10)

SUMMARY

This report recommends awarding a bid for purchase of One (1) Mobile Performance Stage.

RECOMMENDATION

1. Authorize the one time purchase of one (1) Mobile Performance Stage to Astra Stage, LLC, in the amount of \$51,395, and;
2. Allocate funds from the American Rescue Plan Act (ARPA) funding for the purchase of a mobile performance stage in the amount of \$51,395.00.

BACKGROUND

The small stage that is currently utilized for City events is over five years old and has deficiencies that include insufficient space for performers, poor visibility due to its low height, and having to be setup on a flat, level surface limiting where the stage can be utilized. In addition, this stage is challenging to transport, assemble, does not have stairs or railing, and does not provide any covering for those on stage.

DISCUSSION

Request for Proposals (RFP) 2021-10 was released with the intent to solicit bids for the purchase of a mobile stage that is 20' x 16', standing at a height of six feet, provides railing, and stairs and a cover for stage performers. Securing a stage of this type offers the opportunities for large bands and performers. The mobile aspect of the stage will not only cut the set-up time significantly, but will also provide greater convenience when transporting.

As the City prepares to ramp up its Economic Development efforts in putting together more events that invoke community connectivity, the purchase represents an investment in the City's long range capabilities moving forward.

Bid Results

Bids for the purchase of one (1) mobile performance stage were publically opened on November 16, 2021. A total of two (2) bids were received with the lowest bid at \$51,395. The bid results were the following:

Company Name	Bid Amount
Astra Stage, LLC	\$51,395
Stageline Mobile Stage	\$80,000

FISCAL IMPACT

The purchase of one (1) mobile performance stage is estimated at approximately \$51,395. Funding for this item is available from the American Rescue Plan Act (ARPA).

Submitted By: Ron Noda, Development Services Director
Fiscal Impact Reviewed by: Craig Koehler, Finance Director
Approved by: Chet Simmons, City Manager

Attachments: 1. Bid from Astra Stage LLC
 2. Notice Inviting Bids Proposal for One (1) Mobile Performance Stage

CITY OF LOS ALAMITOS



**Request for Proposal (RFP) 2021-10
ASTRA LP2016 MOBILE PERFORMANCE STAGE
OR COMPARABLE MODEL**

FOR

Development Services Department

Attn: Ron Noda
Acting Deputy City Manager
3191 Katella Avenue
Los Alamitos, California 90720
(562) 431-3538, Extension 500
(562) 493-1255 Fax
Email: rnoda@cityoflosalamitos.org

DATED: October 18, 2021

Deadline/Bid Opening Date:
Must be received by 11:00am
Tuesday, November 16, 2021

RFP Available at <http://www.cityoflosalamitos.org>



Astra Stages, LLC
3303 Airport Circle
Pittsburg, KS 66762

November 10, 2021

Ron Noda
Acting Deputy City Manager
City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720

Bid Proposal #2021-10

Dear Mr. Noda,

We are responding to your request for proposal for one of our Astra LP2016 mobile concert stages, or comparable. We are the manufacturer of the stage that has been specified. We propose to provide you an Astra LP2016 mobile stage unit and any necessary accessories. We expect to have a stage unit available for in December, barring any material shortages. Listed below is the scope of our proposal.

Scope of Proposal

The cost of (1) Astra LP2016 is \$39,995, plus the cost stairs. Each set of stairs is \$1,200. At least (1) set of stairs will be needed, (2) is usual. Also, for safety reasons, use of an anemometer to track wind speeds is required. *We currently sell them for \$510, but you do not have to purchase one from us.*

As to product delivery, this mobile stage can be picked up at our location. Alternatively, you can arrange for transport to your location, or we can arrange the delivery for you for a separate fee. Because of the fluctuations in fuel and logistic prices, we cannot quote you a transport price until closer to the time of pickup. Based on history, we expect this expense to be in the \$5,000-\$6,000 range. As we mentioned previously, we expect to have a unit ready for delivery in December.

Training on how to use the mobile unit is free of charge here at the factory. We can also send someone to your location to train your crew for a separate fee. The cost of sending training personnel is variable depending on travel expenses and time required. A budgetary number for that service would be \$3,000. We are currently putting together a training video, but that project is not complete. However, we might be able to arrange some training by video conference.

Company Profile

Astra Stages, LLC is brand new company established to provide affordable mobile stage equipment to smaller organizations. We have been in business for less than a year and the Astra LP2016 is a brand-new product. We are owned by Rallison LP, who is also the owner of Progressive Products, Inc., the maker of the APEX Stages line of mobile stages. While we are a new company, our people have decades of experience in manufacturing, and 15+ years in the mobile staging industry. Moreover, our designs are PE stamped by the engineering company of Schaefer out of Cincinnati, OH.

Astra Stages is a limited liability corporation (LLC) based in the state of Kansas. Its Tax ID# is 87-1279121. It has no similar outstanding proposals and no contract failures or refusals. It has no financial interests in any other line of business and has no known conflicts of interest.

Location of Offices

Our offices are located at:

Astra Stages, LLC
3303 Airport Circle
Pittsburg, KS 66762
Ph: 620-704-9986
Fax: 620-235-1772
Email: sales@astrastages.com

Our offices are open 8:00am to 5:00pm CST.

Description of Personnel

We will not have anyone working in the City of Los Alamitos unless on-site training is requested. Todd Allison of Astra Stages will provide any needed telephone support; he has been in the mobile staging industry for 16 years, and manufacturing for 25 years. Any on-site training requested will be contracted to Progressive Products, who has been doing mobile stage training and service support for 16 years.

References

Being a brand-new company, it is hard to produce product references. However, we can produce references for Todd Allison and the experience of sister company Progressive Products, Inc. (APEX Stages). Mr. Allison is still also operationally involved in APEX Stages.

Here are a few APEX client references:

Jay Waller
STAGEPRO INC.
3196 HIGHWAY K68
OTTAWA, KS 66067
Ph: 785 550 8352
jay@stagepro.com

Stage Pro owns at least (4) APEX Stages, and currently has one on order.

Thomas Mitchell
REFLECTIONS PRODUCTIONS, INC.
10765 WESTWOOD LAKE DRIVE
MIAMI, FL 33165
Ph: 786-255-4949
tom@reflectionsproductions.com

Reflections Productions owns every size of APEX Stage, and currently has two stages on order.

Paul Kocel
SUMMIT GROUP EVENT SERVICES
919 LOSAK ROAD
ROBINSON, TX 76706
Ph: 440-503-3631
paul@summitgroupeventservices.com

Summit owns (2) APEX Stages. The last was purchased a couple years ago.

Thank you,

A handwritten signature in black ink, appearing to read "T. Allison". The signature is fluid and cursive, with a long horizontal stroke at the end.

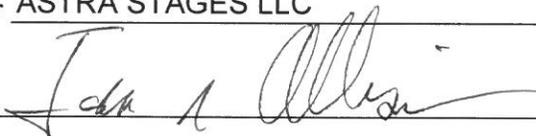
Todd Allison
General Manager
Astra Stages, LLC
3303 Airport Circle
Pittsburg, KS 66762
P:620-704-9986

NON-COLLUSION AFFIDAVIT

I, Todd Allison, being first duly sworn, deposes and says that he or she is General Manager of ASTRA STAGES LLC the party making the attached Proposal; that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name of Proposer ASTRA STAGES LLC

Signature 

Name Todd Allison

Title General Manager

Dated 11/11/2021

**NOTICE INVITING PROPOSALS
CITY OF LOS ALAMITOS
Development Services Department**



NOTICE OF REQUEST FOR PROPOSALS 2021-10

Sealed proposals will be received at the office of the City Clerk of the City of Los Alamitos, 3191 Katella Avenue, Los Alamitos, California 90720 until 11:00 AM on November 16, 2021, as follows:

ASTRA LP2016 MOBILE PERFORMANCE STAGE OR COMPARABLE MODEL

Proposals must be submitted on the City's Request for Proposal Forms and submitted in sealed envelopes marked on the outside, **"SEALED PROPOSAL FOR THE ACQUISITION OF AN ASTRA LP2016 MOBILE PERFORMANCE STAGE OR COMPARABLE MODEL. DO NOT OPEN WITH REGULAR MAIL."**

The contract will consist of: the acquisition of one (1) Astra LP2016 Mobile Performance Stage or Comparable Model.

Withdrawal of proposals shall not be permitted for a period of sixty (60) days after the date set for the opening thereof. The City reserves the right to reject any and all proposals.

City of Los Alamitos
Ron Noda
Acting Deputy City Manager
3191 Katella Avenue
Los Alamitos, CA 90720

City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: January 18, 2022

ITEM NUMBER: 9G

To: Mayor Shelley Hasselbrink & Members of the City Council

Presented By: Chelsi A. Wilson, Administrative Services Manager

Subject: Memorandum of Understanding with Los Alamitos Police Officers' Association

SUMMARY

This Resolution adopts a three year Memorandum of Understanding (MOU) with the Los Alamitos Police Officers Association (POA), effective July 1, 2021 through June 30, 2024.

RECOMMENDATION

Adopt Resolution No. 2022-04, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE LOS ALAMITOS POLICE OFFICERS' ASSOCIATION THROUGH JUNE 30, 2024".

BACKGROUND

With the expiration of their previous contract, member of the City of Los Alamitos Police Officers' Association and the City's Labor negotiations team meet in order to discuss the parameters of a new labor agreement. The two negotiating teams met on multiple occasions and have succeeded in negotiating a three year MOU.

DISCUSSION

The City has completed negotiations with the Los Alamitos Police Officers' Associations. A review of the proposed terms include:

Term:

The agreement's duration is three years, from July 1, 2021 through June 30, 2024.

Salary:

The three year agreement calls for net salary increases over the three years totaling 7.5%.

First full pay period upon approval and adoption of Agreement (January 30, 2022), 2.5% base salary increase.

Effective the first full pay period following July 1, 2022, 2.5% base salary increase.

Effective the first full pay period following July 1, 2023, 2.5% base salary increase.

Lump Sum:

The City has agreed to two lump sum payments to each POA member totaling \$5,000 from American Rescue Plan Act of 2021 (ARPA), HR.1319 dollars. The payments will be distributed in two installments; one at the adoption of the Agreement and the second in the first full pay period following July 1, 2022.

January 2022	\$2,500
July 2022	\$2,500

Monthly Medical Insurance City Contributions:

All represented members shall receive the following medical contribution increase during the term of the agreement. The City previously contributed \$1294 for each member. We have now agreed on a tiered system for Employee, Employee +1, and Family. The Employee contribution will increase \$25 January 2024, Employee +1 will increase \$125 starting February 2022, and Family will increase \$175 February 2022.

	Employee	Employee +1	Family
February 1, 2022	\$1294	\$1294 (+\$125)	\$1294 (+\$175)
January 1, 2023	\$1294	\$1419	\$1469
January 1, 2024	\$1294 (+\$25)	\$1419	\$1469

Overtime, Training Time:

An employee who attends Department approved training which is scheduled to last for 8 or more hours will have been deemed to have worked their full work day.

Special Assignment Pay:

Add SWAT assignment pay – 5% while assigned to SWAT team (including CNT). Change SWAT time requirement to match other special assignment of 3 years.

Pay for Working in Higher Classification:

Effective after 30 consecutive calendar days (however many consecutive regularly scheduled shifts worked over 30 calendar days).

Field Training Officer Pay:

\$1.75 per hour (up from \$10/day to \$21/day)

Retention Performance Bonus:

Upon completion of 10 years of sworn law enforcement service, including at least 5 years of service at Los Alamitos, an employee will be eligible to receive a \$5,000 retention-

performance bonus for each evaluation thereafter where he/she earns at least a meets expectations rating on his/her performance evaluation (or equivalent rating). Parties agree this benefit is not pensionable.

New Article - Bilingual Pay:

Upon written designation by the City Manager, and based on the needs of each Department, bargaining unit employees shall receive additional monthly compensation after providing the City with evidence deemed appropriate by the City of ability to provide competent oral and/or written translation services for a second language.

An employee demonstrating both oral and written bilingual competency through means of City examination in a language approved by the City as a business necessity shall receive \$50 per month. An employee who demonstrates bilingual competency in more than one language shall only receive \$50 per month.

Bilingual compensation shall be available to those employees whose duties include enforcement, public counter or reception responsibilities, or as otherwise determined by the City to be a business necessity. Requests for bilingual compensation shall be considered and approved at the discretion of the City Manager. Approvals shall be commensurate with the needs of the respective City Department. If more than one employee is eligible for bilingual compensation beyond the needs of the City and/or Department, the employee with the highest score on the examination shall receive the bilingual pay.

Any employee receiving this bilingual compensation shall perform those bilingual related translation duties as required by any City supervisor. Should an employee receiving this bilingual compensation fail to perform those bilingual related translation duties as required by any City supervisor, then the employee is subject not only to disciplinary action, but said employee shall also be subject to elimination of his/her bilingual compensation pay.

FISCAL IMPACT

The cost of the MOU with the Police Officers Association over the three-year period of the agreement is \$199,427. This includes the salary and associated benefit adjustments. The lump sum payments are from ARPA that totals \$80,000. The cost for Fiscal Year 2021-22 is \$115,337. Sufficient funds exist in the salary and benefit accounts of the adopted Fiscal Year 2021-22 budget to cover the cost of the first year of the agreement.

Submitted by: Chelsi A. Wilson, Administrative Services Manager
Fiscal Impact Reviewed by: Craig Koehler, Finance Director
Approved by: Chet Simmons, City Manager

- Attachment:
1. Resolution 2021-24
 2. Exhibit A - Police Officers Association Memorandum of Understanding
 3. Exhibit B - Police Officers Association Salary Schedule

RESOLUTION NO. 2022-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LOS ALAMITOS AND THE POLICE OFFICERS ASSOCIATION EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2024

WHEREAS, the most recent agreement between the City of Los Alamitos and the Police Officers Association expired on June 30, 2021; and,

WHEREAS, the City and the Police Officers Association (POA) have been engaged in negotiations for a successor Memorandum of Understanding (MOU); and,

WHEREAS, the resulting MOU reflects a three-year package that will enable the City to provide reasonable workforce stability.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City Council approves and authorizes the Mayor to execute the Memorandum of Understanding between the City of Los Alamitos and the Police Officers Association (POA) effective July 1, 2021 through June 30, 2024, incorporated herein by reference and attached as "Exhibit A."

SECTION 3. The salary steps and ranges of all classifications governed by this Resolution shall be as specified in "Exhibit B" and attached hereto and incorporated by reference.

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

PASSED, APPROVED, AND ADOPTED this 18th day of January 2022.

Shelley Hasselbrink, Mayor

ATTEST:

Windmera Quintanar, MMC, City Clerk

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 15th day of November, 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

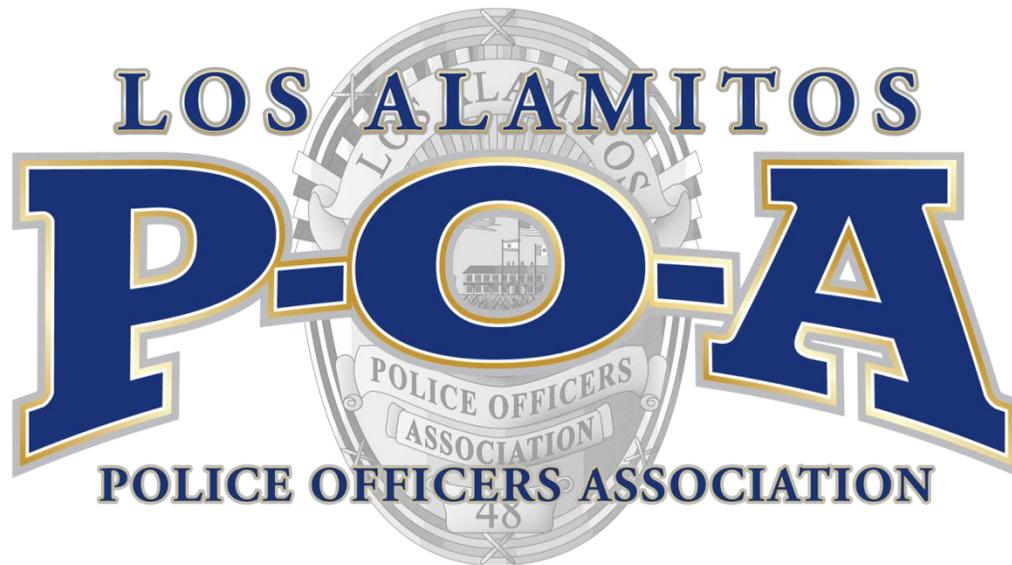
NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Windmera Quintanar, MMC, City Clerk

**City Council Resolution 2022-04
Exhibit A**



**ADOPTED: JANUARY 18, 2022
EFFECTIVE: JULY 1, 2021
EXPIRES: JUNE 30, 2024**

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Memorandum of Understanding between the City of Los Alamitos and the Police Officers Association

This Memorandum of Understanding has been prepared pursuant to Government Code Sections 3500, et seq., as amended, which is generally referred to as the “Meyers-Milias-Brown Act.” This agreement has been developed as a result of good faith meet and confer efforts by the Los Alamitos Police Officers Association (“Association”) and the City of Los Alamitos (“City”). The items in this agreement are subject to the approval of the Los Alamitos City Council and will be effective upon the adoption of necessary ordinances and resolutions.

Term

The parties agree that the provisions contained herein shall be subject to all applicable laws and shall be effective when formally approved by the Los Alamitos City Council and shall be effective July 1, 2021 through June 30, 2024.

Recognition

The City hereby recognizes the Association as the majority representative of the employee representation unit consisting of the following classifications:

- **Sergeant**
- **Corporal**
- **Officer**

The City and the Association agree that the provisions of this MOU will apply equally to all employees covered herein without favor or discrimination because of race, religion, color, creed, national origin, sex, sexual orientation, gender identification, marital status, age, mental or physical disability, and/or any other category protected by federal or state law. Nothing contained herein shall be construed to deny those employees who do not belong to the Association from representing themselves.

1. Access to Work Locations

Access to employee locations shall be granted to officers of the Association and its official representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Access shall be limited to one hour per day and twenty-four hours per year. Such officers or representatives of the Association shall not enter any locations without first requesting the written consent of the City or its authorized representative(s). Access shall be restricted so as to not interfere with the normal operations of any Department or with established safety or security requirements.

2. City Rights

The rights of the City include authority under state law, but are not limited to the exclusive right to determine the mission of its constituent departments, commissions and board; set standards and levels of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; determine style and/or types of City-issued wearing apparel equipment or technology used, establish and enforce dress and grooming standards; assign work to and schedule employees in accordance with requirements as determined by the City and establish and change work schedules and assignments upon reasonable notice; and determine organization structure, size and composition of the work force; take all necessary actions to carry out its mission in emergencies; and exercise complete discretion over its organization and the technology of performing its work.

In exercising the above rights, the City shall comply with all applicable provisions of this Agreement.

In exercising the above rights, the City shall not in any way, directly or indirectly, be subject to the grievance procedure herein, provided the City has complied with all applicable provisions of this Agreement and all applicable State laws.

3. Salary Schedule Adjustment

A. Salary Increases

The City will increase the salaries of all represented classifications as follows and shown in Exhibit A:

1. Effective the first full pay period following City Council adoption of the MOU, the salary schedule will be increased by 2.5%.
2. Effective the first full pay period commencing on or after July 1, 2022, the salary schedule will be increased by 2.5%.
3. Effective the first full pay period commencing on or after July 1, 2023, the salary schedule will be increased by 2.5%.

B. One-Time Lump Sum Payments

1. The City will provide a one-time lump sum payment of \$2,500 to all full-time employees with the first full pay period following City Council adoption of the MOU.

2. The City will provide a one-time lump sum payment of \$2,500 to all full-time employees with the first full pay period following July 1, 2022.

4. Vacation

A. Purpose

The purpose of annual vacation is to enable each eligible employee annually to return to work refreshed.

B. Basis of Accrual

New employees shall begin accrual of vacation leave effective their first day of employment. New employees shall not be allowed to take vacation leave until they have completed six months of continuous full-time service. Vacation leave shall accrue to employees on bi-weekly basis at a pro-rated amount equivalent to the annual amounts specified below. No employee may accumulate more than 300 hours of vacation leave. When an employee's accumulated vacation leave balance reaches 300 hours, that employee shall not accrue any further vacation leave until such time as the employee's accumulated vacation leave balance is reduced below 300 hours.

Vacation leave for employees shall be accrued as follows:

Years of Service	Hours per Year
0-2	80
3	88
4	96
5	104
6	112
7	120
8	128
9	136
10	144
11	152
12	160
13	168
14 or >	176

C. Compensation for City Work During Vacation Prohibited

No employee shall be permitted to work for compensation for the City in any capacity while he/she is on vacation leave from City service. This clause shall not limit the City's right to recall an employee from vacation and back to work in the event of an emergency and place him/her on regular pay status.

D. Scheduling Vacations

An employee must request and obtain approval from the Chief of Police prior to taking vacation leave, which shall be determined with due regard for the wishes of the employee and particular regard for the needs of service. If the requirements of the service are such that an employee must defer all or part of his/her annual vacation in a particular calendar year, the Chief of Police and the City Manager may permit the employee to take such deferred vacation during the following calendar year. Vacation leave may be used only as it is earned. Requests for vacation leave exceeding the amount of accrued vacation leave hours will require the prior approval of the City Manager.

E. Annual Vacation Payoff

Employees may receive pay for up to 32 hours of vacation time during the calendar year provided they have used a minimum of 80 vacation hours during the previous calendar year. Employees not using a minimum of 80 hours of vacation during the previous calendar year may receive vacation payoff if such payoff is recommended by the Police Chief and approved by the City Manager.

F. Vacation Payoff Upon Termination

Employees who terminate employment shall be paid in a lump sum for all accumulated vacation leave time at their current rate of pay in effect upon termination.

When separation is caused by the death of an employee, payment shall be made to the estate of the employee, or as otherwise required by applicable law.

5. Sick Leave

A. Accrual and Use of Sick Leave

Sick leave with pay shall be accrued at the rate of eight (8) hours for each full calendar month of service. Accumulation shall be unlimited.

Employees may use accrued paid sick leave in a 12-month period for the following reasons: (1) the employee's own diagnosis, care, treatment or preventative care of an existing health condition or disability; (2) the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including the employee's spouse, registered domestic partner, child, parent, parent-in-law, grandparent, grandchild or sibling; (3) to obtain relief as a victim of domestic violence pursuant applicable law; (4) a prescheduled doctor, dental or optometry appointment which has been approved by the Police Chief.

No employee shall use more than a total of 48 hours of sick leave in a 12-month period for the purposes of (2) and (3) annually.

B. Proof of Illness

Employees absent from duty due to illness for more than three (3) work days (not including statutory protected leave) may be required to furnish a certificate and/or statement from their physician verifying the need for such absence and the estimated time necessary for recovery. Proof of violation of sick leave privileges may result in disciplinary action and/or loss of pay when in the opinion of the Chief of Police the employee has abused such privileges.

Prior to resuming their duties, employees may be required to submit a certificate and/or statement from their physician certifying their apparent fitness for duty.

C. Notification

An employee's need for absence from duty due to personal or family illness shall be reported to his/her immediate supervisor or on duty watch commander as soon as practical after the employee is aware that he/she cannot report to duty and is able to give such notice, generally, no later than two hours prior to the beginning of the employee's assigned shift. Extenuating circumstances may prevent an employee from meeting the two hour minimum notification. Employees may be asked to verify extenuating circumstances consistent with the provisions of this agreement.

D. Annual Sick Leave Payoff

An employee shall be allowed to accumulate sick leave from year to year. In December, upon the written request of the employee, the City shall compensate the employee for either: (1) up to 25% of his/her current year's unused sick leave, or (2) up to 24 hours of accumulated sick leave provided that a minimum of 480 hours remains in the employee's account.

E. Regular Service Retirement Sick Leave Options

Upon a regular service retirement as defined by the California Public Employees Retirement System, an employee may receive compensation for accumulated sick leave under either of the following two options:

(1) a lump sum payment of 25% of the first 720 hours of accumulated sick leave and 50% of the hours between 720 and 1,040. There will be no compensation for any hours in excess of 1,040 under this option. Said sum shall be based on the salary rate being paid at the time of the employee's service retirement.

(2) an exchange of all accumulated sick leave for service credit time in the Public Employees Retirement System

An employee must choose option 1 or 2. An employee will not be allowed to do both.

F. Disability Retirement Sick Leave

Upon disability retirement, whether industrial or non-industrial, an employee shall not be entitled to receive any compensation for accumulated sick leave pursuant to Government Code section 21163. Sick leave may be used prior to the effective date of a non-industrial retirement.

G. Other Separation

Upon separation not due to retirement, compensation for accumulated sick leave shall be paid only if and to the extent provided for in the City's applicable Personnel Rules. An employee that is rehired within one year of separation from the City shall have previously accrued, unused and available paid sick leave reinstated, subject to the use and accrual limitations set forth in this MOU.

6. Bereavement Leave

Whenever an employee is compelled to be absent from duty by reason of death or critical illness (where death appears imminent) of members of the employee's immediate family (father, mother, brother, sister, spouse, registered domestic partner, children, mother-in-law, father-in-law, grandmother, grandfather, or grandchildren) he/she shall be entitled to a leave of absence with pay for a period not to exceed 48 working hours per calendar year. Where such death or critical illness has occurred, the employee shall furnish satisfactory evidence of such death or illness to the Chief of Police. Such leave of absence shall not be allowed in any case where in the preceding 6 calendar months, a leave on the grounds of critical illness of that same relative has been granted.

Bereavement leave shall not be charged against sick leave.

7. Temporary Disability Leave (Non-industrial)

Upon submission of a certificate from a licensed physician indicating that an employee shall be placed on temporary disability leave, the employee shall be entitled to such leave. The employee utilizing temporary disability leave may utilize accumulated sick leave, vacation leave, and compensatory time off to provide for full salary maintenance. When all accumulated sick leave, vacation leave and compensatory time off are exhausted, the remainder of the absence will be on the basis of leave without pay. If leave without pay is utilized, no accruals of sick leave, vacation leave, or other benefits will be credited to the employee during that absence; provided, however, an employee on leave pursuant to the Family Medical Leave Act or the California Family Rights Act shall be entitled to continue to receive health insurance premium payments required by the FMLA or CFRA.

City shall provide employee pregnancy leaves for eligible employees as required by state and federal law.

8. Labor Code Section 4850 Pay

If an employee is injured on the job to such an extent that disability leave is necessary, the employee's salary shall be continued in accordance with the provisions of California Labor Code Section 4850.

9. Parental Leave

City shall provide employee parental leaves for eligible employees as required by state and federal law.

The City Manager shall grant an employee's request for a leave of absence without pay for the purposes of pregnancy, childbirth, or the recovery therefrom, for a period not to exceed seven months, or as required by law. When the employee has notified the City Manager as to the period of the leave of absence required, the employee must receive City Manager approval prior to extending parental leave.

The City Manager shall grant the request of an employee for a leave of absence without pay for a period not to exceed six months to care for his/her newborn child. When the employee has notified the City Manager as to the period of the leave of absence required, the employee must receive City Manager approval prior to extending parental leave.

The City Manager may grant an employee's request for a leave of absence without pay to care for a newly adopted child for a period not to exceed 6 months. The employee shall provide documentation to support the request for adoption leave. When the employee has notified the City Manager as to the period of the leave of absence required, any change in the length of the period of leave shall not be effective unless approved by the City Manager.

An employee shall not accrue sick leave, vacation leave, or other benefits while he/she is on a leave of absence without pay pursuant to this sub-section; provided, however, an employee on leave pursuant to the Family Medical Leave Act, California Family Rights Act or Pregnancy Disability Leave law shall continue to receive health insurance premium payments required by the FMLA CFRA or Pregnancy Disability Leave law. The employee shall not forfeit any of the benefits or seniority accrued prior to the commencement of the Parental Leave.

10. Military Leave

Military leave with pay shall be granted in accordance with provisions of the Uniformed Services Employment and Re-employment Rights Act (USERRA) and the Military and Veterans Code of the State. An employee entitled to military leave shall give the Chief of Police an opportunity within the limits of the applicable regulations to determine when such leave shall be taken. Prior to taking military leave, an employee shall present a copy of his/her military orders to the Chief of Police. The Chief of Police shall advise the

Personnel Officer of such military orders immediately. Sick leave and vacation leave will accrue to the employee during the period he/she is on military leave.

11. Jury Duty

When called to jury duty, an employee, having provided at least five working days written notice, shall be entitled to his/her regular compensation provided that said employee deposits his/her compensation fees for jury service with the Finance Officer. Employees released early from jury duty shall report to their supervisor for the duration of their shift. Employees shall be entitled to keep mileage reimbursement pay while on jury duty. Salary continuance shall be limited to 40 working hours. Jury duty in excess of 40 hours will not be compensated by the City.

12. Leave of Absence Without Pay

Upon the recommendation of the Chief of Police, any employee may be granted a leave of absence without pay of less than 90 days with the approval of the City Manager. A request for an extension exceeding 90 days must be approved by the City Manager.

A. Authorization Procedure

Requests for leave of absence without pay shall be made upon forms prescribed by the City Manager. The employee shall state the reason for the request, the date when the absence is to begin, and the probable date of return. Upon written recommendation of the Chief of Police that it be granted, modified or denied, the request shall be transmitted to the City Manager for Approval.

B. Length of Leave and Extension

A leave of absence without pay may be made for a period not to exceed 6 months. Conditions for granting an extension of up to 6 months shall be the same as that in granting the original leave, provided that the extension request is made at least 14 calendar days prior to the expiration of the original leave.

C. Return from Leave

When an employee intends to return from an authorized leave of absence without pay, he/she shall contact the Chief of Police at least 14 calendar days prior to the day he/she plans to return. The Chief of Police shall promptly notify the City Manager of the employee's intention.

D. Leave Without Pay - Insurance Payments

An employee on leave without pay may continue his/her City insurance benefits (medical, vision, dental and life) by reimbursing the City for the cost of insurance on a monthly basis during the period of the leave. Failure to reimburse the City for such benefits during the

term of the leave of absence will result in the employee's coverage terminating on the first day of the following month in which the last payment was received.

E. Leave Without Pay - Other Benefits

An employee shall not accrue sick leave, vacation leave, or other benefits, including seniority, while he/she is on a leave of absence without pay pursuant to this sub-section. The employee shall not forfeit any of the benefits or seniority accrued prior to the commencement of the leave without pay.

13. Holidays

A. Authorized Holidays

Employees shall be entitled to the following holidays with pay each calendar year as well as other such days as may be designated by action of the City Council:

- *January 1 (New Years Day)*
- *The third Monday in January (Martin Luther King Jr. Day)*
- *The third Monday in February (President's Day)*
- *The last Monday in May (Memorial Day)*
- *July 4 (Independence Day)*
- *The first Monday in September (Labor Day)*
- *November 11 (Veterans Day)*
- *The fourth Thursday in November (Thanksgiving Day)*
- *The fourth Friday in November (day after Thanksgiving Day)*
- *December 24 (day before Christmas)*
- *December 25 (Christmas)*
- *20 hours of floating holiday time to be used by the employee with Chief of Police approval during the calendar year (January 1 – December 31).*

Any floating holiday hours not used during the calendar year will be lost with no compensation. Employees shall annually receive 20 floating holiday hours at the beginning of the payroll year intended for (but not restricted solely for) the use of "backfilling" hours to complete a full shift on required training days of less than the employee's full shift (typically an 8-hour training day).

All regular holidays for the fiscal year shall be paid at eight (8) hours straight time in one lump sum with the first pay period in June each year. Employees who have not worked the entire fiscal year will have this payment pro-rated.

B. Floating Holidays for New Employees

Employees hired during a calendar year shall receive the following credit for floating holidays:

Date of Hire	Credit (Hours)
January 1 – March 31	20
April 1 – June 30	15
July 1 – September 30	10
After September 30	0

Any floating holiday hours not used during the calendar year will be lost with no compensation.

14. Hours of Work

A. Employees shall have a work schedule with specific hours to be worked as prescribed by the Chief of Police with the approval of the City Manager.

B. The City Manager may change an employee's work schedule, or hours at any time to meet the requirements of the City.

C. Time Change

- During Daylight Savings Time change (Spring Forward) employees shall be paid for the actual number of hours worked, regardless of the hour indicated on the clock. It shall be the employee's discretion to extend his/her shift or use accumulated time off to make up for the missing hour.
- During Pacific Standard Time change (Fall back) employees shall be paid for the actual number of hours worked, regardless of the hour indicated on the clock. When applicable, employees shall receive paid overtime or compensatory time off.

15. Attendance

Employees shall be in attendance at their work station in accordance with the rules regarding hours of work, holidays, and leaves. All departments shall keep daily attendance records of employees, which shall be reported to the Director of Administrative Services on a City-approved form and on the dates specified.

Failure on the part of an employee, who is absent without authorization or permission, to return to duty within 24 hours after a due notice to return to duty has been issued through a registered letter, shall constitute resignation from City service by the employee.

16. Overtime

It is the policy of the City of Los Alamitos to avoid the necessity for overtime work whenever possible. In cases of emergency or whenever public interest or necessity requires, any employee may be directed by proper authority to perform overtime work. Employees must obtain approval from their supervisors prior to working any overtime; an employee's failure to do so may subject him or her to disciplinary action, up to and including termination from employment.

A. Work Period

Employees shall be paid at the rate of one and a half times their hourly rate for all hours worked in excess of 160 during the normal 28-day work period.

B. Compensatory Time

At the discretion of the employee, any overtime may be either compensated through payment or accumulation of compensatory time off. The maximum accumulation of compensatory time shall be 200 hours. Should an employee desire to take compensatory time off, he/she shall file a written request with the Chief of Police, who shall grant the request off unless it interferes with normal operational staffing of the Department. Compensatory time accrual shall be limited to a maximum of 8 hours per 28-day work period. All overtime in excess of 8 hours per 28-day work period shall be automatically paid to the employee.

Upon termination of the employee, all compensatory time shall be paid off at the salary rate in effect.

C. Training Time

Attendance at training schools/facilities which improves the performance of regular tasks and/or prepares the employee for job advancement is not compensable for hours in excess of regularly scheduled department approved training time. Any time spent in excess of regularly scheduled department approved training time will not be counted as working time and is not compensable in any manner whatsoever. Time spent in studying and other personal pursuits are not compensable hours of work even though the employee may be confined to campus or barracks 24 hours a day.

Travel time to and from a training facility outside the employee's normal work shift is not compensable hours of work. Mandatory training as required by the Department is compensable for actual time spent in training.

All employees who attend training may return to their regular work location and work the remainder of their shift upon supervisor approval. Alternatively, the employee may choose to use available floating holiday, vacation or compensatory time hours for the remainder of the work shift with prior written request to the Chief of Police. An employee who attends

Department approved training which is scheduled to last for eight (8) or more hours will be deemed to have worked their full work day.

D. City Vehicle Use

Employees who are provided with a City vehicle to travel to and from work shall not be compensated in any manner whatsoever for such travel time.

This provision also applies to those situations where the radio must be left on and monitored.

17. On Call Court Pay

If an employee is required to remain on-call for a court case on any day when he/she is not on duty, he/she shall be compensated for two hours at the overtime rate (one and a half times) per session (morning and afternoon). At the discretion of the employee, this compensation may be taken as payment or accumulated as compensatory time off. Employees are not eligible for this compensation if they are taken off on-call status and notified before 12:00 p.m. the day before they are scheduled to appear in court.

An employee called into court while on-call, as described above, shall receive a minimum of 4 hours pay, compensated at the overtime rate, in lieu of any on-call pay described in the above paragraph. At the discretion of the employee, this compensation may be taken as payment or accumulated as compensatory time off.

If an employee goes to court in the afternoon prior to the start of his/her shift, he/she shall receive four hours of court time as described in the above paragraph. If an employee is required to go to court after his/her shift, that will be considered an extension of the shift and the officer will be paid the overtime rate for the amount of time spent in court and returning to the station, if applicable.

The procedure for administering the on-call program shall be determined by the Chief of Police.

18. Call Back Pay

Call back duty occurs when an employee is unexpectedly ordered by the Department to return to duty following the termination of his/her normal work shift because of unanticipated work requirements. Call back does not occur when an employee is held over from his/her prior shift or is working prior to his/her regularly scheduled shift. An employee called back to duty shall be paid a minimum of 4 hours compensation at the overtime rate commencing when he/she reports for duty. Any hours worked in excess of 4 hours shall be compensated at the overtime rate.

19. Special Assignment Pay

A. Motor Officer, Detective, SRO, and SWAT

The City will pay Motor Officers special assignment pay equal to five percent (5%) above their individual base pay. The City will pay Motor Officers, Detectives, School Resource Officers, and Officers assigned to SWAT (including CNT) a special assignment pay equal to five percent (5%) above their individual base salary, as shown in Exhibit A.

B. Temporary Fill-in Patrol Assignments

Employees who are assigned to special assignments, working a 4-10 schedule, and who are temporarily assigned to fill patrol requirements in lieu of their regular work assignments will have the option of overtime compensated through payment or accumulation of compensatory time off, for any hours worked over their regular 10-hour day during the temporary fill-in patrol assignment, if both of the following conditions are met:

1. The temporary fill-in patrol assignment results in a scheduled work assignment that is less than 40 hours in the workweek; and
2. The temporary fill-in patrol assignment does not last long enough for the employee to work the regularly assigned extra day shift for that 28-day work period; and

School Resource Officers (SRO) are not eligible for the overtime provided for temporary fill-in assignments when they are assigned to work patrol while school is on break.

C. Special Skills

The City will pay special skills pay in the amount of 2.5% of base salary to each employee who completes three years in a special assignment or as a SWAT member. Notwithstanding the foregoing, if, in order to accommodate the needs of the Department (e.g., such as departmental scheduling requirements), an employee is removed from special assignment duty after completing at least 2.5 years, then the employee will nonetheless receive such special skills pay. If an employee voluntarily leaves a special assignment prior to completing three years, then such employee will not be eligible to receive special skills pay.

20. Pay for Work in a Higher Classification

Corporals temporarily assigned to fill vacant sergeant positions shall be paid at the applicable pay step within the sergeant salary range that is at least 5% higher than the corporal's current rate of pay. This pay for work in a higher classification shall not become effective until after the corporal has worked in the sergeant classification for 30 consecutive calendar days.

21. Monthly Insurance Contribution

The City shall contribute up to \$1294 per month toward the payment of premiums for eligible employees and dependents under the existing health, dental, and optical insurance programs. Any contribution necessary to maintain benefits under any insurance program in excess of the City's monthly contribution shall be borne entirely by the employee.

Effective February 1, 2022, the City shall contribute a monthly allowance toward the payment of premiums as follows:

	Employee Only	Employee +1	Family
February 1, 2022	\$1294	\$1419	\$1469
January 1, 2023	\$1294	\$1419	\$1469
January 1, 2024	\$1319	\$1419	\$1469

A. Medical opt-out

Any employee who can certify that he/she is insured under another health plan, which has equal or better coverage than the City's plan, may elect to receive \$500.00 per month in lieu of participation in the City's health program. Any employee who can certify that he/she is also insured under other dental and vision plans having equal or better coverage than the City's plans, may elect to receive an additional \$200.00 per month in lieu of participation in the City's dental and vision programs, for a total of \$700.00 per month of compensation in lieu of health, dental and vision insurance plan participation.

22. Optical Plan

The City agrees to make available an optical plan to employees and dependents. Participation in this plan shall be at the option of the employee. Employees electing to participate in this plan may apply excess funds from the City's medical insurance contribution towards the premium payment of the optical plan. Any additional cost in excess of the City's medical contribution shall be borne by the employee.

23. Term Life Insurance

After an employee has worked for 60 days on the City's payroll, the City will provide that employee with term life insurance and accidental life and dismemberment policies. The amount of coverage will be based on one and one-half times the annual salary up to a maximum of \$75,000 of coverage.

24. Physical Examination

The City agrees to pay a licensed physician/clinic selected by the City a fee not to exceed \$370 for a physical examination. The City will pay for this physical examination according to the following schedule:

Age	Frequency
Up to 30	Once every 4 years
30-39	Once every 3 years
40-49	Once every 2 years
50 and >	Once per year

Prior to undergoing a physical examination, the employee must make a written request to the City Manager for approval of payment.

25. Retirees' Medical Insurance

The City shall contribute to the premium cost for each employee and his/her spouse (or registered domestic partner) upon a regular service retirement as defined by Public Employees Retirement System law.

For employees hired before January 1, 1995, the insurance received for 10 years of service with the City, with a regular service retirement, shall be equal to and subject to the same conditions and plans provided to the active bargaining unit employees. City paid employee or spousal coverage shall continue while either the employee or spouse (or registered domestic partner) is alive, but shall terminate when the employee or spouse (or registered domestic partner) becomes eligible for Medicare, MediCal, or other public supported health insurance; or when coverage has been for a period equal to the number of years of the employee's service to the City.

For employees hired on or after January 1, 1995, the following schedule shall apply for those employees retiring with a regular service retirement:

Years of service with the City of Los Alamitos	% of active employee benefit
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or >	100

The City paid employee or spousal coverage shall continue while either the employee or spouse (or registered domestic partner) is alive, but shall terminate when the employee or spouse (or registered domestic partner) becomes eligible for Medicare, MediCal, or other public supported health insurance; or when coverage has been for a period equal to the number of years of the employee's service to the City.

Employees retiring under a regular service retirement shall be allowed to participate in the City's dental and life insurance policies at their expense. Failure to reimburse the City within 30 days will result in the termination of this coverage.

Employees retiring under a disability retirement, whether industrial or non-industrial, shall:

A. Not be allowed to participate in the City's dental and life insurance policies; but shall be entitled to

B. The amount the City is contractually obligated by the Public Employees' Retirement System to pay to retirees.

26. Deferred Compensation

Members may take loans, including mortgage loans, against their deferred compensation balances to the extent allowed by law. It shall be the sole responsibility of the individual member to understand the potential tax ramifications associated with such a loan. The City will execute paperwork with the Deferred Compensation carriers to ensure that it will no longer be a requirement to obtain prior approval from the City before obtaining such a loan.

27. Education Reimbursement

All bargaining unit employees are eligible for reimbursement by the City for textbooks, tuition and fees in connection with educational endeavors. Tuition reimbursement shall not exceed four thousand dollars (\$4,000.00) per fiscal year for undergraduate college studies, or three thousand dollars (\$3,000.00) for post-graduate studies per fiscal year. Only those courses which have a bearing on the employee's position with the City will be considered by the City Manager for reimbursement. The City shall reimburse the employee for 100% of the rental cost of the textbook if the employee rents the textbook; or 25% of the purchase price of the textbook if the employee purchases the textbook.

In order to be reimbursed, an employee must submit a request for reimbursement to the City Manager via the Chief of Police, for final approval. The request must be in writing and include the name of the school, the course title and the costs of enrollment and textbooks, and the reasons why the course is beneficial to the employee and City. The request will then be forwarded to the City Manager for final approval.

The employee will pay for all costs for the approved course. In order to be reimbursed, an employee must submit proof of successful completion of the course. In graded

courses, a letter grade of C or better is required; in a pass/fail course, a pass is required; and in a credit/no credit course, a credit is required.

An employee must also submit receipts for tuition and textbook expenses. These will then be processed through the Finance Department.

Each employee shall be limited to no more than four (4) reimbursements per fiscal year.

Employees who utilize the City's Tuition/Education/Textbooks Reimbursement program understand if they leave the City within 5 years of a reimbursement, they will be required to repay the tuition costs based on the following schedule: 100% within the first year of receiving that reimbursement;; 80% within the second year; 60% within the third year; 40% within the fourth year; 20% within the fifth year. This schedule shall apply to those reimbursements received after this MOU has been ratified by both parties. If an employee separates from employment due to injury (industrial or non-industrial) or retirement, he/she will be exempt from repayment.

28. Educational Incentive

Employees can earn educational incentive bonus pay at the following rate:

POST Intermediate Certificate	\$110.00 per month
POST Advanced Certificate	\$200.00 per month
A.A. Degree	\$150.00 per month
B.A./B.S. Degree	5% per month
Masters Degree	7% per month

An employee may not earn educational incentive pay for both a degree and a POST certificate, but shall be entitled to the greater of the two. For example, an employee with a B.A./B.S. Degree and an Advanced POST CERTIFICATE would receive a total Educational Incentive payment of 5% of their base pay per month.

29. Retention-Performance Bonus

Upon completion of ten (10) years of sworn law enforcement service, including at least five (5) years of service at Los Alamitos Police Department, an employee will be eligible to receive a \$5,000 retention-performance bonus for each evaluation thereafter where he/she earns at least a meets expectations (or equivalent) rating on his/her performance evaluation. The parties understand that this retention-performance bonus is not PERSable and will not be reported as pensionable compensation.

30. Uniform Allowance

A. Description

Effective January 1, 2019, every member of the Association who has completed 12 months of service to the Department will receive one thousand dollars (\$1,000.00) annually for the purchase or maintenance of uniforms and patrol duty gear approved by the Department. New members of the Association will receive one thousand dollars (\$1,000.00) upon hire for purchase of uniforms and patrol duty gear approved by the Department and will be eligible for the annual disbursement every January, following 12 months of service. Employees completing their 12 months of service after January 1st shall have their uniform allowance pro-rated to the first whole month of work. (ex. 12 month completed Feb 5th, officer receives pro-rated payment of 10 months) Payment of this annual allowance shall be made through the City's payroll register the first full pay period of January each calendar year.

1. It is the mutual intent of the parties that this allowance shall be utilized solely for the purpose of purchasing, replacing, repairing, and maintaining patrol duty gear, uniforms, and clothing worn in the line of duty. The City will continue to replace or repair patrol duty gear, uniforms, and clothing damaged in the line of duty including safety equipment required by state law, City resolution or ordinance, or by order of the Chief of Police.

(a) All replaced uniforms and patrol duty gear must be turned in to the Operations Captain or designee upon receipt of the replacement uniform or patrol duty gear.

3. PERS Reporting of Uniform Allowance - The City shall report to the California Public Employees' Retirement System (CalPERS) the uniform allowance for each sworn officer as special compensation in accordance with Title 2, California Code of Regulation, Section 571(a)(5). Notwithstanding the previous sentence, for "new members" as defined by the Public Employees' Pension Reform Act of 2013, the uniform allowance will not be reported as compensation earnable to CalPERS.

B. Equipment

The Department will continue to provide ballistic vests for each officer, and equipment approved by the Department for Special Assignments.

1. Motorcycle Assignment

Motorcycle officers shall receive one pair of protective riding pants and one protective riding jacket at the time of assignment. After initial issue, replacement riding pants and jacket may be issued on the recommendation of the Operations Captain with approval of the Chief of Police.

All Motorcycle Assignment protective uniforms and equipment must be turned in upon completion of the assignment or when the replacements are received.

2. SWAT Assignment

SWAT officers shall receive (1) Uniform Shirt and (1) Uniform Pants at the time of assignment. After initial issue, replacement SWAT shirt and pants may be issued on the recommendation of the Operations Captain with approval of the Chief of Police.

All SWAT uniforms and equipment must be turned in upon completion of the assignment or when the replacements are received.

31. Field Training Officer Pay

Employees assigned to serve as Field Training Officers by the Chief of Police shall receive additional compensation of \$1.75 per hour while they are performing said assignment.

32. Bilingual Pay

Upon written designation by the City Manager, and based on the needs of each Department, bargaining unit employees shall receive additional monthly compensation after providing the City with evidence deemed appropriate by the City of ability to provide competent oral and/or written translation services for a second language.

An employee demonstrating both oral and written bilingual competency through means of City examination in a language approved by the City as a business necessity shall receive \$50 per month. An employee who demonstrates bilingual competency in more than one language shall only receive \$50 per month.

Bilingual compensation shall be available to those employees whose duties include enforcement, public counter or reception responsibilities, or as otherwise determined by the City to be a business necessity. Requests for bilingual compensation shall be considered and approved at the discretion of the City Manager. Approvals shall be commensurate with the needs of the respective City Department. If more than one employee is eligible for bilingual compensation beyond the needs of the City and/or Department, the employee with the highest score on the examination shall receive the bilingual pay.

Any employee receiving this bilingual compensation shall perform those bilingual related translation duties as required by any City supervisor. Should an employee receiving this bilingual compensation fail to perform those bilingual related translation duties as required by any City supervisor, then the employee is subject not only to disciplinary action, but said employee shall also be subject to elimination of his/her bilingual compensation pay.

33. Retirement

Retirement benefits are provided for Safety personnel under the 3% at 50 Plan of the Public Employees Retirement System and the Level 4 of the 1959 Survivor Benefit. The City shall pay the employer share of the CalPERS retirement contribution as actuarially determined by CalPERS for each fiscal year covered by the Agreement for the 3% at 50 retirement benefit level.

“New” members of PERS shall be placed in the 2.7@57 retirement tier. They shall pay the statutorily required contribution rate as defined in California Government Code Section 7522.30 (PEPRA) and determined by PERS. This rate shall be one half (1/2) of the normal cost of the benefit. “New” members are defined in California Government Code Section 7522.04 (PEPRA). “Legacy” members shall be those members not deemed to be “new” members.

“Legacy” members pay 100% of the mandated CalPERS member contribution, which is 9% of compensation.

At no time during this agreement will the employee be responsible for any part of the City’s contribution to the Public Employees Retirement System. Commencing January 1, 2018 for “legacy” members, and January 1, 2013 for “new” members, at no time will the employer be responsible for paying any part of the employee contribution to the Public Employees Retirement System.

Employees qualify for minimum retirement benefits after five years of service and 50 years of age. Retirement benefits for legacy members of PERS will be based on the highest twelve months of pensionable compensation as well as employee’s age and length of service. Retirement benefits for “new” members of PERS will be based on the highest 36 consecutive month’s pensionable compensation as well as the employee’s age and length of service.

34. Industrial Disability Retirement

Upon an Industrial disability retirement, resulting directly from a physical injury suffered while on duty, a sworn employee shall receive a monthly payment directly from the City in accordance with the following provisions:

- A.** The amount of the monthly payment will be determined based upon the employee’s age on the *effective* date of the industrial disability retirement.
- B.** The monthly payments shall cease upon the occurrence of the earliest of the following events: (1) cancellation of the retiree’s industrial disability retirements; (2) the retiree becoming 65 years old; or (3) the death of the retiree.
- C.** The City shall provide a cost-of-living increase in the monthly payments on January 1 of each year, beginning with January 1 2002, equal to the annual

percentage increase in the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, Subgroup “all items”, 1982-84=100 for All Urban Consumers (CPI-U) Los Angeles-Riverside-Orange County California during the year if the annual percentage increase is less than or equal to 5%. If the annual percentage increase is greater than 5%, the cost-of-living increase in the monthly payments shall be 5%. The annual percentage increase shall be calculated using the October to October indexes.

D. Effective January 1, 2001, the monthly payments shall be as follows:

Under 30 years of age	\$ 100
30-39 years of age	\$ 150
40-49 years of age	\$ 200
50-54 years of age	\$ 250
55 years of age and over	\$ 300

E. The monthly payments shall only be made for industrial disability retirements which are granted after December 31, 2000.

35. Mileage Reimbursement

Those employees utilizing their own vehicle for City business shall not be reimbursed.

36. Grievance Procedure

The purpose of this grievance procedure is to provide employees covered by the agreement the broadest possible opportunity to resolve work related problems through an effective administrative procedure. The Association and the City recognize a mutual obligation to faithfully uphold the spirit and purpose of the grievance procedure.

A. Policy

1. Employees have the right to use this grievance procedure without fear of reprisal. No negative employment action will be taken against any employee as a result of the use of this grievance procedure.
2. Employees may represent themselves or select whomever they wish to represent them at any or all steps in the grievance procedure.
 - a. The employee may utilize the assistance of a P.O.A. representative in the investigation, preparation, and presentation of a written grievance.
 - b. Employees may have no more than one City employee and one non-City employee as representatives for grievance hearings.

- c. Notwithstanding any other provision of this agreement, an employee may not select a supervisor in the direct chain of command, as a representative, except that a supervisor may select another supervisor as a representative.
3. Grievances may be initiated by the employee, or by a formally recognized employee organization, on the employee's behalf or by the recognized employee organization for this unit on its own behalf.
4. The grievant's first contact regarding job and working conditions is with the immediate supervisor and supervisors shall attempt to settle grievances informally at this level.
5. A grievance will normally be presented and processed on City time, and a grievant attending a grievance meeting in his/her own behalf on City time will not lose pay. In scheduling the time, place and duration of any grievance meeting, the grievant and Management will give due consideration to all the participant's responsibilities in the essential operations of the department. Management has the unequivocal right to schedule hearings as convenient. Hearings may or may not be held during an employee's normal shift. No overtime pay will be given to the grievant, if the meeting is held during their normal work hours. Representatives, witnesses, or other participants will receive compensation, including overtime pay where applicable, if ordered to be present by the appointing authority, during normal hours off.
6. Waivers and Time Limits.
 - a. Failure by Management to reply to the grievance within the time limits specified automatically processes the grievance to the next level.
 - b. Any level of review, or any time limits established in this procedure, may be waived or extended for good cause and only by mutual agreement confirmed in writing.
 - c. If grievant fails to appeal from one level to the next level, within the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.
 - d. By mutual agreement, the grievance may revert to a prior level for reconsideration.
 - e. If a grievant fails to appear for a scheduled grievance meeting, such failure without excuse approved by the appointing authority shall entitle Management to decide on the grievance without the presence of the grievant, or the schedule of another meeting at the level (in which case the time requirements for hearing and decision are automatically waived). Failure to appear at two meetings on the same grievance without an approved excuse automatically terminates that grievance and it is deemed denied. The grievance shall then not be subject to further appeal or reconsideration.

- f. When a grievant is on approved leave, the time limits established in this procedure shall be suspended for the period of the leave.
 - g. No grievance shall be finally dismissed for an unexcused failure to appear at a scheduled hearing unless the grievant had been given 24 hours notice of the hearing.
7. The grievant shall pursue all claims of violation of this MOU through the grievance procedure. The grievant will not resort to other remedies until all steps of the grievance procedure have been exhausted. If the grievant reasonably feels that an employee has suffered immediate and irreparable harm, the grievant may directly contact the City Manager's Office to seek a resolution prior to pursuing remedies outside of the City. Such contact will be considered to have exhausted the grievance procedure in these cases.

B. Definitions

- 1. A grievance is a claim or charge of misunderstanding, or difference in interpretation of the Personnel Manual, this Memorandum of Understanding, or management policy or regulations including but not limited to Administrative and Departmental Regulations, which affect wages, hours or other terms and conditions of employment.
- 2. Actions which are not grievable shall not preclude employees or their representatives from consulting with Management about the practical consequences such actions may have on wages, hours, and other terms and conditions of employment. In addition, actions covered by another appeals process as described in the Personnel Manual, or this Memorandum are not grievable and shall not be processed through this grievance procedure.
- 3. If the grievance system is abused by an unreasonable number of submittals by one individual or group obviously designed to thwart orderly processing or if the grievances are patently irrelevant, or incomprehensible, they shall be rejected as "non-grievable" and returned to the grievant.

C. Procedures

1. General

- a. Management of the department has the responsibility to inform the grievant of any limitation of a given level of Management's authority to fully resolve the grievance. In this regard, Management shall:
 - i. Supply the grievant with the necessary information to process the grievance to the proper agency or authority.
 - ii. Advise the grievant when any matter under submission is determined by Management as not grievable according to the definitions in Section B above. The "grievance" paperwork submitted by the grievant shall be returned to the grievant along with a memorandum explaining why the matter is not grievable and what alternative

procedures, if any, the grievant may follow to process his/her complaint.

- b. When a group of identical grievances develop, only one grievance form shall be submitted. The grievants may select not more than two (2) spokespersons who thereafter will be their representative "grievants." The acceptance of the decision by the spokespersons at any step (or final decision if the grievance moves to the fifth step) will be binding on all parties.
- c. A grievance shall be recognized if it is brought to the attention of the immediate supervisor either formally or informally within twenty one (21) calendar days of the incident's occurrence.
- d. If the grievance is between the employee and the immediate supervisor, or where an upper level supervisor has made a decision on the subject of the dispute, the initial step may be to the level above the level making the decision. The upper level supervisor shall have the discretion to remand the grievance to a lower level supervisor as the initial grievance step. Such remand shall be in writing.
- e. To be recognized, a grievance must state the nature of the problem and remedy sought by the grievant. In the event that the grievance is rejected for failure to clearly identify the problem or remedy, it may be amended by the grievant or P.O.A.

2. Steps

Step 1: At the grievant's sole option, grievances may be presented to the supervisor either orally or in writing. If the complaint is presented orally, the procedure is informal and may be settled by an oral answer given within fourteen (14) calendar days. If the grievance is presented in writing, the procedure is formal and the answer must be given in writing within fourteen (14) calendar days after submission. The written grievance must be clearly and precisely detailed including the specific grounds for the grievance, a listing of MOU articles or other City procedures that were allegedly violated, and the remedies sought. Grievances that fail to meet these requirements shall not be disqualified, but shall be returned to the grievant for compliance with the foregoing requirements. In such cases, the written answer must be given within fourteen (14) calendar days after resubmission of the grievance.

Step 2: If the problem cannot be solved at Step 1, the grievant may present the complaint in writing to the second level supervisor (if not done at Step 1) within fourteen (14) calendar days. Within twenty-one (21) calendar days of the receipt of the grievance, a hearing shall be held and the Management representative shall give a written decision to the grievant.

Step 3: If the problem cannot be solved in Step 2, the grievant may present the grievance to the Chief of Police within fourteen (14) calendar

days. Within twenty-one (21) calendar days of the receipt of the grievance, a hearing shall be held and Chief of Police shall give a written decision to the grievant.

Step 4: *Final resolution of Grievance:* If the grievance is still in dispute after Step 4, the grievant may request a further hearing, which at the discretion of the Management team will take place before the City Manager or his designee, by submitting the grievance within fourteen (14) calendar days. Within forty-five (45) calendar days of receipt of the appeal from Step 3, a hearing shall be held and the City Manager shall give a written decision to the grievant. If the City Manager's office does not render a decision within forty-five (45) calendar days of receipt of the appeal from Step 3, and if there is no waiver of the time limits, the grievance will be decided in favor of the grievant. The grievant may only request a hearing before the Personnel Appeals Commission in matters solely involving the Personnel Manual.

Step 5: The grievant may formally request to continue the grievance, not later than ten (10) days following receipt of the answer at the final step of the grievance procedure (provided it was heard by the City Manager), by serving written notice upon the Management Team. The Management Team will refer the grievance to the City Council for hearing and decision.

35. Peaceful Performance

Apart from, and in addition to, existing legal restrictions on work stoppages, the Association hereby agrees that neither it, nor its officers, agents or representatives shall incite, encourage, or participate in any strike, sympathy strike, walkout, slowdown, speedup, sick-out, or other work stoppage during the life of this Agreement for any cause or dispute whatsoever. In the event of work stoppage or disruption as enumerated above, the Association, its officers, agents, and representatives shall do everything in their power to end or avert the same. Violation hereof will subject the violator to legal and equitable judicial relief.

Any employee engaging in or assisting any work stoppage or disruption as enumerated above, or refusing to perform duly assigned work shall be subject to discipline up to and including termination. The City reserves the right to selectively discipline employees hereunder.

It is understood that violation of this article by the Association will warrant the withdrawal of any rights, privileges or services provided in this Agreement and/or legal action by the City for redress and/or damages.

The inclusion of this article in this contract shall in no way be deemed to stop the City from seeking any form of legal, equitable, or administrative relief to which it may be entitled during the term of this contract.

36. Construction

Nothing contained in this Memorandum of Understanding, or any attachment thereto, is intended to, in any way, modify, interpret, construe, or change existing or future law which may cover the topic. For purposes of the reference, law shall include the Federal and California Constitutions and all relevant Federal and California statutes, and all final appellate court decisions of competent jurisdiction on the issue. References contained herein to matters covered by law are included simply for the purpose of drawing the attention of the parties to legal requirements related to City employees and the government of the City.

37. Full Understanding, Modification, Waiver

It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

Except as specifically provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required to negotiate with respect to any subject or matter covered herein during the term of this Agreement.

Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties, hereto, and if required, approved and implemented by the City Council.

The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

38. Savings Clause

This Memorandum of Understanding is subject to all applicable Federal, State, and City laws, ordinances, resolutions, and any lawful rules and regulations enacted by the City Council. If any part or provision of the Memorandum of Understanding is in conflict or inconsistent with such applicable provisions of Federal, State, or City laws, ordinances, resolutions, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdictions, such part or provision shall be suspended and superseded by such applicable law or regulations, and the remainder of this Memorandum of Understanding shall not be affected thereby.

Warren Kusomoto, Mayor
City of Los Alamitos

Shaun Krogman, President
Los Alamitos Police Officers Association

Approved as to Form:

Attest:

Michael S. Daudt, City Attorney

Windmera Quintanar, CMC, City Clerk

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Los Alamitos POA MOU 2021-2023

MONTHLY SALARY RANGES

**Effective the first full pay period following City Council adoption of the MOU
after January 18, 2022**

2.50% Increase

Classification	Step A	Step B	Step C	Step D	Step E
Officer	6,985	7,332	7,697	8,086	8,488
Corporal	7,520	7,897	8,292	8,707	9,142
Sergeant	8,677	9,110	9,566	10,043	10,546

Effective the first full pay period commencing on or after July 1, 2022

2.50% Increase

Classification	Step A	Step B	Step C	Step D	Step E
Officer	7,160	7,516	7,890	8,289	8,700
Corporal	7,708	8,095	8,500	8,925	9,370
Sergeant	8,894	9,337	9,805	10,294	10,809

Effective the first full pay period commencing on or after July 1, 2023

2.50% Increase

Classification	Step A	Step B	Step C	Step D	Step E
Officer	7,339	7,703	8,088	8,497	8,916
Corporal	7,901	8,297	8,713	9,149	9,604
Sergeant	9,116	9,571	10,050	10,551	11,079

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City of Los Alamitos

CITY COUNCIL AGENDA REPORT

MEETING DATE: January 18, 2022

ITEM NUMBER: 10A

To: Mayor Shelley Hasselbrink & Members of the City Council

Presented By: Chet Simmons, City Manager

Subject: Approval of Employment Agreement for Police Chief

SUMMARY

This report seeks approval of a new Employment Agreement for the position of Police Chief with Mr. Michael Claborn.

RECOMMENDATION

Authorize the City Manager to execute the new Employment Agreement between the City of Los Alamitos and Michael Claborn for Police Chief services.

BACKGROUND

Following the announcement from Chief Nunez of his retirement last June, a comprehensive recruitment process for his replacement was initiated. In order to attract qualified candidates with a competitive salary, the City hired Teri Black & Company, LLC to conduct a premier comprehensive executive recruitment search. At the conclusion of the process, which included numerous applications and interviews with panels composed of Los Alamitos community leaders as well as executive managers from other municipalities, Mr. Michael Claborn emerged as the number one candidate.

Mr. Claborn's career began with the Los Angeles Police Department, after which he transferred to the Santa Ana Police Department, where he has been for the past twenty-one years serving the residents of each community with professionalism and integrity. As a leader in his current organization, some of his accomplishments include implementing the first full-time Therapeutic K-9 in Orange County; authoring an article on Officer Wellness that was published on the cover of the California Police Chief's Magazine; and graduating from POST Command College, having conducted graduate-level research on Officer Wellness.

DISCUSSION

According to Los Alamitos Municipal Code Section 2.28.070, the Police Chief shall be appointed by the City Manager with approval by the City Council. Continuing the trend of transparency pertaining to the compensation of high-ranking local officials following the City of Bell scandal, on August 22, 2016, Governor Brown signed Senate Bill 1436 (“SB 1436”), which mandates that local agencies report out certain information before changing the compensation or benefits of their “executives.” SB 1436, which took effect on January 1, 2017, requires the governing bodies of local agencies to “orally report a summary of a recommendation” for changes in salaries or benefits before voting on the changes. Voting on such changes must then take place in the open session portion of the same regular meeting.

SB 1436 requires a city council to orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is taken.

Pending City Council approval, the new employment agreement for Mr. Michael Claborn will be effective January 18, 2022. Mr. Claborn will receive a monthly salary of \$13,249.60 which is equal to Step E / Tier 1 of the Salary and Benefits Resolution for Non-Represented Employees. Mr. Claborn’s vacation bank will start with 40 hours and accrue at a rate of 21 years of service. He will also receive all benefits associated from the Non-Represented Agreement 2021-25.

FISCAL IMPACT

The estimated costs associated with this employment agreement have been included within the budget for the current fiscal year.

Submitted by: Chelsi A. Wilson, Administrative Services Manager
Fiscal Impact Reviewed by: Craig Koehler, Finance Director
Approved by: Chet Simmons, City Manager

Attachment: 1. Employment Agreement for Non-Represented Employee (Police Chief)

CITY OF LOS ALAMITOS
EMPLOYMENT AGREEMENT
FOR
NON-REPRESENTED EMPLOYEE
(EXECUTIVE MANAGEMENT)

1. PARTIES AND DATE.

This Agreement (hereinafter referred to as the "Agreement") is made and entered into this 18th day of January, 2022 by and between the CITY OF LOS ALAMITOS, a municipal corporation (hereinafter referred to as "City") and Michael Claborn (hereinafter referred to as "Employee"), in order to provide in writing the terms and conditions of employment for Police Chief services. City and Employee are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 City.

City desires to employ the services of Employee as Police Chief for the City of Los Alamitos, and Employee desires to accept employment as Police Chief. It is the desire of the Parties through this Agreement to provide for certain benefits, establish conditions of employment, and to set working conditions for Employee.

3. TERMS.

3.1 Duties.

3.1.1 Designated Duties. City hereby agrees to employ Employee as Police Chief of City to perform the functions and duties in accordance with applicable state law, the City's Charter and Municipal Code, as well as the approved City job description for the position. Employee shall also perform other legally permissible and proper duties and functions as the City Manager shall from time-to-time assign.

3.1.2 Control and Supervision. Employee shall serve at the will and pleasure of the City and will be under the day-to-day supervision and direction of the City Manager.

3.1.3 City Council Meetings. Employee shall attend all City Council meetings, unless excused or directed otherwise.

3.1.4 Moonlighting. Employee will focus his/her professional time, ability, and attention on City business during the term of this Agreement. To the extent consistent with applicable law, Employee shall not engage in any other business duties or pursuits whatsoever or, directly or indirectly, render any services of a business, commercial, or professional nature to any

other person or organization, whether for compensation or otherwise, without the prior consent of the City Council, except that:

(1) The expenditure of reasonable amounts of time not in conflict with the City's needs and interests, for educational, charitable, community, and professional activities, shall not be deemed a breach of this Agreement and shall not require prior consent.

(2) This Agreement shall not be interpreted to prohibit Employee from making passive personal investments or conducting private business affairs if those activities do not materially interfere with the services required under this Agreement or create conflicts of interest.

3.1.5 City Documents. All data, studies, reports and other documents prepared by Employee while performing his/her duties during the term of this Agreement shall be furnished to and become the property of the City, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee. Such materials shall not, without the prior written consent of the City Manager, be used by Employee for any purposes other than the performance of his/her duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law. The obligations of the City and Employee under this section shall survive the termination of this Agreement.

3.2 Term; Termination; Severance Pay.

3.2.1 Term. This Agreement shall become effective on January 18, 2022, ("Effective Date"), and shall continue until terminated by either Party.

3.2.2 Termination. The Parties understand and agree that the employment relationship created by this Agreement is "at-will" and that the Employee shall serve at the will and pleasure of the City Manager, and may be terminated at any time, without notice and with or without cause, but subject to the terms of this Agreement. Nothing in this Agreement, any statute, ordinance, or rule, shall prevent, limit or otherwise interfere with the right of the City Manager to terminate, without cause or right of appeal or grievance, except for those rights set forth in Section 3.2.6 below, the services of the Employee at any time during the Term of this Agreement. Employee agrees that this Agreement sets forth the only terms and conditions applicable to the termination of his/her employment.

3.2.3 Automatic Termination. This Agreement, and Employee's employment, shall automatically terminate and Employee shall not be entitled to any severance payment, except for compensation for accrued and unused vacation leave, upon the happening of any of the following events:

(1) Upon mutual agreement in writing by both Parties to terminate this Agreement.

(2) Upon resignation by Employee.

(3) Upon the death of Employee.

(4) When Employee has been unable to perform all or substantially all of the essential functions of his/her position, with or without reasonable accommodation, due to illness or other disability for a period of three (3) months, provided, however, whenever required by applicable law, Employee shall be entitled to use accrued but unused sick leave before this three (3) month period begins to run.

3.2.4 Termination Without Cause; Severance. This Agreement, and Employee's employment, may be terminated without prior notice at any time, with or without cause, by the City Manager. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Manager to terminate this Agreement at any time, with or without cause, subject to the Termination provisions of this Agreement. In the event Employee is terminated without cause at such time as Employee is willing and able to perform his/her duties under this Agreement, other than under an Automatic Termination instance as provided for in Section 3.2.3, the City agrees to pay Employee a severance payment equal to three (3) months' base salary (as described in Section 3.3 below) ("Severance Payment"). The Severance Payment is expressly contingent on Employee executing a valid waiver and release of all claims against the City, City Manager, and City Council members individually and collectively ("Separation Agreement and General Release"). Should Employee fail to execute the Separation Agreement and General Release, Employee will forego any right to the Severance Payment. Recovery and enforcement of the Severance Payment shall be Employee's sole remedy for a termination without cause. The Severance Payment shall be paid in one lump sum on the effective date of termination. Upon termination, with or without cause, Employee shall also be entitled to compensation for accrued and unused vacation leave pursuant to City policy.

3.2.5 Notice for Resignation. In the event Employee voluntarily resigns his/her position with City, then Employee shall give City three (3) weeks notice in advance, unless the Parties otherwise agree. Upon voluntary resignation, Employee shall be entitled to accrued vacation leave benefits, but not to the Severance Payment described in Section 3.2.4 above.

3.2.6 Termination for Cause; Procedure. Except as provided in Subsection (6) below, in the event Employee is terminated for cause, City shall have no obligation to pay the Severance Payment described in Section 3.2.4 above. The following procedures shall apply to any termination for cause:

(1) At least thirty (30) calendar days before the effective date of any termination for cause, the City shall deliver to Employee a written specification of the charges or other reasons upon which "cause" is alleged, as well as the specific effective date of termination. After furnishing Employee with written notice of his/her intended termination for cause and without the need to wait for the thirty (30) day appeal/hearing period discussed below to expire, the City Manager may suspend him/her from duty, but his/her base salary shall continue for thirty (30) days from the effective date of suspension, regardless of the effective date of termination.

(2) Employee shall then have seven (7) calendar days from notice of termination to challenge such termination for cause by delivery of a written response to such specifications. Within such seven (7) day period, Employee may also demand a hearing upon the specifications. Failure to submit a written response or demand a hearing within the seven (7) calendar day period shall constitute a waiver of such right, and the City Manager's determination shall be final.

(3) If a hearing is demanded, such hearing shall be held before the City Manager, unless the Parties agree to an alternative procedure or alternative hearing body or officer. No hearing shall be held in public unless requested by Employee. Regardless of the date issued, the decision of the City Manager or other hearing body or officer shall be binding, final as of the effective date of termination provided for in the notice under Subsection (1) above, and without right of further appeal.

(4) The issues to be determined in the hearing shall be whether the specification(s) alleged constitute "cause" pursuant to this Agreement and whether the specifications are supported by a preponderance of the evidence.

(5) The Parties acknowledge that a requested hearing for cause shall be held at the earliest possible date, and to that extent, they shall cooperate in selecting a date for the hearing which shall be no later than sixty (60) days following the City's notice of termination for cause.

(6) In the event the City Manager or other hearing body or officer concludes in favor of Employee that no cause exists, Employee shall be entitled only to the appropriate amount of severance pay and benefits as he/she would have received if terminated without cause pursuant to Section 3.2.4 above. Employee shall not have any reinstatement rights.

(7) If a written response is submitted, but no hearing is demanded, the City Manager shall review his/her decision based upon Employee's written response. However, any determination by the City Manager after reviewing such written response (where no hearing has been demanded) shall be final and without right of appeal.

3.2.7 Government Code Provisions. In accordance with Government Code sections 53243 through 53243.4, if Employee is paid any leave salary pending investigation, if City provides funds for the legal defense of Employee, or if Employee receives any cash settlement related to the termination of this Agreement, including the Severance Payment specified above, and Employee is subsequently convicted of a crime involving the abuse of his or her office as defined by Government Code section 53243.4, Employee shall fully reimburse City for such monies paid. These provisions shall survive termination of this Agreement.

3.3 Salary.

City shall compensate Employee at an annual base salary equal to Step E, \$194,230.40 of the Resolution 2021-25 Regarding Salary and Benefits for Non-Represented Employees ("Salary

and Benefits Resolution”). The salary shall be payable bi-weekly at the same time as other employees of City are paid, and may be modified from time-to-time by the City Manager pursuant to the Salary and Benefits Resolution.

3.4 Fringe Benefits.

Except as otherwise set forth herein, Employee shall be entitled to those benefits, including holidays, bereavement, temporary disability, jury duty, vacation, sick leave, disability, health and life insurance, and retirement, provided for Executive Management employees in the Salary and Benefit Resolution.

3.5 Notices.

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage pre-paid, addressed as follows:

CITY: City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720
ATTN: City Manager

EMPLOYEE:

[mailing address on file with City Clerk]

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

3.7 General Provisions.

3.7.1 Entire Agreement. The text herein shall constitute the entire agreement between the Parties.

3.7.2 Severability. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

3.7.3 Salary and Benefit Resolution for Non-Represented Employees. The terms and provisions of the Salary and Benefits Resolution, as it now exists on the Effective Date of this Agreement, shall be applicable to Employee only to the extent not inconsistent with this Agreement, and this Agreement therefore shall take precedence over the Salary and Benefits Resolution with respect to any inconsistencies in its interpretation or enforcement.

3.7.4 Bonding. If applicable, the City shall bear the full cost of any fidelity or other bonds required of Employee in the performance of his/her duties as Police Chief.

3.7.5 Modification. Any modification of this Agreement will be effective only if it is in writing and signed by both Parties.

3.7.6 Effect of Waiver. The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

3.7.7 Assignment. Neither this Agreement, nor any right, privilege or obligation of Employee hereunder shall be assigned or transferred by him/her without the prior written consent of the City Manager. Any attempt at assignment or transfer in violation of this provision shall, at the option of the City Manager, be null and void and may be considered a material breach of this Agreement.

3.7.8 Law Governing Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue shall be in Orange County, California.

3.7.9 No Presumption of Drafter. The Parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the Parties, and this Agreement reflects their mutual agreement regarding the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any Party to be the drafter of this Agreement and, therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

3.7.10 Assistance of Counsel. Each Party to this Agreement warrants to the other Party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain such assistance.

[SIGNATURES ON NEXT PAGE]

CITY OF LOS ALAMITOS

By: _____
Chester C. Simmons, City Manager

Attest: _____
Windmera Quintanar, MMC, City Clerk

EMPLOYEE

By: _____
Michael Claborn

APPROVED AS TO FORM:

Michael S. Daudt, City Attorney