Tuesday, March 24, 2026

CITY COUNCIL MEETING

CITY COUNCIL

MAYOR
CLAUDIA M. FROMETA

MAYOR PRO TEM
HORACIO ORTIZ

COUNCIL MEMBERS
DOROTHY PEMBERTON
HECTOR SOSA
MARIO TRUJILLO

Regular Meeting
5:30 p.m. - Closed Session
6:30 p.m. - Open Session

Council Chambers
11111 Brookshire Avenue
Downey, CA 90241

Notice regarding Public Comment: In order to ensure that limited English proficiency speakers receive the same opportunity to directly address the City Council, the City of Downey will continue to follow Government Code Section 54954.3(b)(2) and provide limited English proficiency speakers double the allotted time to make their public comments utilizing a translator during public meetings of the City Council. All other speakers will be given the allotted 3-minute speaking time for public hearing and closed session items, and one 3-minute speaking time for agenda, consent calendar and non-agenda items established by the Downey Municipal Code. To request oral language interpretation at a City Council meeting contact the City Clerk's Office at (562) 904-7280, 48-hours in advance of the meeting.

CALL TO ORDER THE REGULAR CITY COUNCIL MEETING – CLOSED SESSION - 5:30 P.M.

ROLL CALL

Council Members Pemberton, Sosa, Trujillo, Mayor Pro Tem Ortiz, Mayor Frometa

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

Persons wishing to address the City Council on any item on the Closed Session Agenda items may do so at this time. Please limit your comments to no more than three (3) minutes, unless otherwise limited by the Mayor for good cause including number of speakers, as permitted by the City's meeting rules.

RECESS TO A CLOSED SESSION OF THE CITY COUNCIL UNDER THE FOLLOWING AUTHORITIES:

1. Government Code Section 54957.6 - Conference with labor negotiator James McQueen, Director of Human Resources Re: Direction for labor negotiations with Downey City Employees' Association- Maintenance Unit, Downey City Employees' Association- Miscellaneous Unit and Downey Public Safety Auxiliary Association.

2. Government Code Section 54957(b)(1) – Public Employee Performance Evaluation – Title: City Attorney.

3. Government Code Section 54957.6(a) – Conference with Labor Negotiator Agency Designated Representative: James McQueen, Director of Human Resources. Unrepresented Employee: City Attorney.

RECONVENE AND ANNOUNCE CLOSED SESSION ACTION

CALL TO ORDER THE REGULAR CITY COUNCIL MEETING - OPEN SESSION - 6:30 P.M.

ROLL CALL

Council Members Pemberton, Sosa, Trujillo, Mayor Pro Tem Ortiz, Mayor Frometa

INVOCATION

Greg Welch, Chaplain Downey Police Department

FLAG SALUTE

Girl Scouts Troop 2485

PRESENTATIONS

1. Mayor's Legacy Award to Ronald " Ron" Kolar.

2. Certificate of Recognition to Candace Galvan, Artist.

3. Proclamation to Soroptimist International of Downey in honor of Women's History Month.

4. Proclamation declaring March as Bleeding Disorders Awareness Month.

5. Proclamation in Support of the American Red Cross.

PUBLIC HEARINGS

None.

PUBLIC COMMENT ON AGENDA, CONSENT CALENDAR, AND NON-AGENDA ITEMS

This portion provides an opportunity for the public to address the City Council on agenda, consent calendar and items not listed on the agenda within the jurisdiction of the City Council. It is requested, but not required, that you state your name, address and subject matter upon which you wish to speak. Please limit your comments to no more than three (3) minutes, unless otherwise limited by the Mayor for good cause including number of speakers, as permitted by the City’s meeting rules. The total public comment period is limited to 30 minutes. Pursuant to the Brown Act, no discussion or action, other than a brief response, referral to the City Manager/staff or schedule for a subsequent agenda, shall be taken by the City Council/Agency on any issue brought forth under this section.

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion unless a City Council Member requests an item be removed. Removed items will be considered following approval of the Consent Calendar.

1. APPROVAL OF COUNCIL MEETING MINUTES

Regular Meeting of May 13, 2025.

2. APPROVAL OF WARRANTS ISSUED

Warrant Nos. 397321-397741 (City) and 111-115 (CMSC); Payroll Wire Nos. 30004685-30004686;30004687-30004688; 30004674;30004679; 30004684; 30004687; EFT Nos. 15674-15746 (City) and 50008-50012 (CMSC); and Manual Wire Nos. 2805-2809; in the total amount of $5,018,714.30.

3. APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO SOLICIT FOR CONSTRUCTION BIDS FOR THE BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS, CAPITAL IMPROVEMENT PROJECT (CIP) NO. 18-10, AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15282(K)

That the City Council:

Approve the plans and specifications, and authorize the solicitation of construction bids for the Bellflower Boulevard Water System Improvements, CIP No. 18-10 and further finding that the project is exempt from the requirements contained in CEQA under Section 15282(k).

4. ACCEPTANCE OF WORK FOR THE PARAMOUNT BOULEVARD STORMWATER LIFT STATION IMPROVEMENT, MISCELLANEOUS PROJECT (MP) NO. 407

That the City Council:

1. Accept the work for the Paramount Boulevard Stormwater Lift Station Improvement, MP No. 407;

2. Approve the final construction contract amount of $235,995; and,

3. Authorize the Director of Public Works/City Engineer to file a Notice of Completion indicating the work is complete and has been accepted by the City.

5. ADOPTION OF RESOLUTION APPROVING THE UPDATES TO THE CITY'S RECORDS RETENTION SCHEDULE

That the City Council:

Adopt Resolution No. 26-8341, updating the City's Records Retention Schedule.

6. APPOINTMENT TO THE PUBLIC WORKS COMMITTEE FOR COUNCIL DISTRICT 4

That the City Council:

Adopt Resolution No. 26-8342, approving the appointment of Christian Gutierrez to the Public Works Committee for Council District 4.

7. MID-YEAR BUDGET REPORT

That the City Council:

1. Receive and file the Mid-Year Budget Performance Report for the 6-month period ending December 31, 2025, which represents the balances and activity for the first and second quarters of FY 2025-2026;

2. Approve a revenue increase of $3,058,944 to the General Fund FY 2025-2026 budget; and,

3. Approve an appropriation increase of $2,646,889 to the General Fund FY 2025-2026 budget.

ADMINISTRATIVE REPORTS

8. DISCUSSION REGARDING CITY COUNCIL COMPENSATION AND MONTHLY REIMBURSEMENT OF CITY COUNCIL BUSINESS RELATED EXPENSES

That the City Council:

Receive a report regarding City Council Compensation monthly Reimbursement of City Council business related expenses and provide staff with direction.

9. DISCUSSION REGARDING A STREETLIGHT MASTER PLAN FRAMEWORK AND AUTHORIZATION FOR STAFF TO PREPARE A CITYWIDE STREETLIGHT MASTER PLAN

That the City Council:

1. Discuss the proposed framework for preparation of a Citywide Streetlight Master Plan;

2. Direct staff to prepare a Citywide Streetlight Master Plan, including Citywide inventory mapping, deficiency analysis, prioritization scoring, conceptual improvement recommendations, and phased capital implementation strategies; and,

3. Direct staff to cease using a petition process as the primary basis for the installation of streetlights in areas of the City that do not have them.

CITY COUNCIL MEMBER ANNOUNCEMENTS; REQUESTS FOR FUTURE AGENDA ITEMS; CONFERENCE/MEETING REPORTS

CITY MANAGER/STAFF MEMBER COMMENTS

ADJOURNMENT

In memory of the 13 United States Service Members who have perished in the war with Iran: Chief Warrant Officer III, Robert M. Marzan, 54, of Sacramento, California; Major Jeffrey O'Brien, 45, of Waukee, Iowa; Sergeant Benjamin N. Pennington, 26 of Glendale, Kentucky; Captain Cody Khork, 35, of Winter Haven, Florida; Sergeant 1st Class Noah Tietjens, 42, of Bellevue, Nebraska; Sergeant 1st Class Nicole Amor, 39, of White Bear Lake, Minnesota; Sergeant Declan Coady, 20, of Des Moines, Iowa; Major John A. Klinner, 33 of Auburn, Alabama; Captain Ariana G. Savino, 31, of Covington, Washington; Technical Sergeant Ashley B. Pruitt, 34, of Bardstown, Kentucky; Captain Seth R. Koval, 38, of Mooresville, Indiana; Captain Curtis J. Angst, 30, of Wilmington, Ohio; Technical Sergeant Tyler H. Simmons, 28, of Columbus, Ohio; Senior Detective Armando Santa Anna, 52, 24-year veteran of the El Monte Police Department, who passed away due to complications during a preplanned surgery related to a work-related injury; and, Retired Fire Captain Bob Thomas, 28-year veteran of the Downey Fire Department, who retired in 1988.

FUTURE COUNCIL REQUESTED ITEMS

1. Options for limiting live music at residential properties – (D. Pemberton)
2. Study adding crosswalks at Castana Ave. near Golden Park – (H. Ortiz)
3. Review CUP fee structure for small businesses in Downey – (H. Sosa)
4. Traffic Study for crosswalks by Furman Park – (D. Pemberton)
5. Conduct a survey of traffic signs and stop signs along Brookshire Ave. – (H. Ortiz)
6. Research adding crosswalk on Florence Ave. between Arrington Ave. and Vultee St. – (C. Frometa)
7. Evaluate road conditions on Stewart & Gray Rd. from Garfield Ave. – (H. Sosa)
8. Evaluate a Hotel Users Tax – (M. Trujillo)

Supporting documents are available at: City Hall-City Clerk's Department, 11111 Brookshire Avenue, Monday – Friday, 7:30 a.m. – 5:30 p.m. Video streaming of the meeting is available on the City's website. In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in this meeting, complete the City's Title II ADA Reasonable Accommodation Form located on the City's website and at City Hall - City Clerk's Department, 11111 Brookshire Avenue, Monday – Friday, 7:30 a.m. – 5:30 p.m., and submit to the City Clerk's Department or contact **(562) 904-7280** or TTY 7-1-1, **48 business hours prior to the City Council meeting**.

The City of Downey prohibits discrimination on the basis of disability in any of its program and services. For questions, concerns, complaints, or for additional information regarding the ADA, contact the City's ADA/Section 504 Coordinator at ADACoordinator@downeyca.org: Phone: (562) 299-6619; or TTY at 7-1-1.

In compliance with Title VI of the Civil Rights Act, the City of Downey prohibits discrimination of any person in any of its program and services. If written language translation of City agendas or minutes, or for oral language interpretation at a City meeting is needed, contact the City Clerk's Office at (562) 904-7280, or (562) 299-6619, **48 business hours prior to the meeting.**

En cumplimiento con el Título VI de la Ley de Derechos Civiles, la Ciudad de Downey prohíbe la discriminación de cualquier persona en todos sus programas y servicios. En caso de necesitar una traducción escrita de las órdenes del día o las actas de las reuniones de la ciudad, o para solicitar un intérprete oral para una reunión de la ciudad, comuníquese a la oficina de la secretaria de la Ciudad al (562) 904-7280, o al (562) 299-6619, en el horario de atención comercial, **48 horas antes de la reunión.**

I, Maria Alicia Duarte, CMC, City Clerk, City of Downey, do hereby certify, under penalty of perjury under the laws of the State of California that the foregoing notice was posted pursuant to Government Code Section 54950 Et. Seq., at the following locations: Downey City Hall, Downey City Library, and Barbara J. Riley Community and Senior Center.

Maria Alicia Duarte, CMC, City Clerk

To view the livestream of the Regular Meeting at 6:30 p.m.:

Zoom Teleconference: (888) 788-0099 or (877) 853-5247

Meeting ID: 842 8892 3601

Link: https://us06web.zoom.us/j/84288923601

YouTube: https://www.youtube.com/c/DowneyCityCouncilMeetings

Members of the public wishing to submit written public comment can do so by sending an email to ccpubliccomment@downeyca.org or by submitting their written comments to the City Clerk's Office in person no later than 2:00 p.m. on the day of the meeting.

Note: All written public comments received shall become public record as defined under the California Public Records Act.

To view the recording of the City Council Meeting at a later time:
https://www.youtube.com/@cityofdowneycouncilmeetings/streams

Date Posted: March 19, 2026

MINUTES OF THE
CITY COUNCIL OF THE CITY OF DOWNEY
REGULAR MEETING
MAY 13, 2025

The City Council of the City of Downey held a Regular City Council Meeting – Open Session on May 13, 2025, at 5:33 p.m., in the Council Chambers of the Downey City Hall, 11111 Brookshire Avenue, Downey, California, Mayor Sosa presiding.

PRESENT: Council Members:

Hector Sosa	Mayor
Dorothy Pemberton	Mayor Pro Tem
Claudia M. Frometa	Council Member
Horacio Ortiz	Council Member
Mario Trujillo	Council Member

ALSO PRESENT: Roger Bradley, City Manager
Vaniah De Rojas, Assistant City Manager
John Funk, City Attorney
James McQueen, Human Resources Director
Agustin Estrada, Deputy City Clerk

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

Mayor Sosa asked Deputy City Clerk Estrada if any written public comments were received regarding Closed Session items. Deputy City Clerk Estrada confirmed no written public comments were received.

Mayor Sosa asked if there was anyone present who would like to comment on Closed Session items.

Having none, Mayor Sosa closed public comment.

RECESSED TO CLOSED SESSION

Mayor Sosa announced the City Council is recessing to Closed Session at 5:34 p.m. to discuss matters under the authority of the following sections of the Government Code:

1. Government Code Section 54956.95 - Liability Claim: David Holcombe v. City of Downey, Worker's Compensation Claim No.: 22-162561; Worker's Compensation Appeals Board NO.: ADJ15810880; Agency claimed against: City of Downey.

2. Government Code Section 54956.95 - Liability Claim: Michael Whitney v. City of Downey, Worker's Compensation Claim No.: 21-153993, 20-152614 and 21-154677; Worker's Compensation Appeals Board NO.: ADJ14287435, ADJ14287429 and ADJ14289453; Agency claimed against: City of Downey.

RECONVENED REGULAR CITY COUNCIL MEETING – CLOSED SESSION

Mayor Sosa reconvened the Regular City Council Meeting – Closed Session at 6:30 p.m.

City Attorney Funk reported the Closed Session report as follows: In regards to Item Nos. 1 and 2, no reportable action was taken.

The City Council of the City of Downey held a Regular City Council Meeting – Open Session on May 13, 2025 at 6:32 p.m., in the Council Chambers of the Downey City Hall, 11111 Brookshire Avenue, Downey, California, Mayor Sosa presiding.

PRESENT:	Council Members:	
	Hector Sosa	Mayor
	Dorothy Pemberton	Mayor Pro Tem
	Claudia M. Frometa	Council Member
	Horacio Ortiz	Council Member
	Mario Trujillo	Council Member

ALSO PRESENT: Roger Bradley, City Manager
Vaniah De Rojas, Assistant City Manager
John Funk, City Attorney
Scott Loughner, Police Chief
Anthony Hildebrand, Fire Chief
Matthew Baumgardner, Public Works Director
James McQueen, Human Resources Director
Irma Huitron, Community Development Director
Jason Chacon, Parks & Recreation Director
Austin Ramirez, Economic Development Director
M. Alicia Duarte, CMC, City Clerk

The Invocation was delivered by Pastor Glenn Kravig, Calvary Chapel Church. The Pledge of Allegiance was led by Boy Scout Troop 441.

CITY COUNCIL MEMBER ANNOUNCEMENTS; REQUESTS FOR FUTURE AGENDA ITEMS; CONFERENCE/MEETING REPORTS

Council Member Frometa welcomed the audience to the meeting and offered a belated Mother's Day greeting to all mothers and mother figures acknowledging their impact and sacrifices. Council Member Frometa reported attending the Southern California Association of Governments (SCAG) Annual Conference as Downey's voting delegate, Assembly Member Pacheco's Legislative Luncheon, and the Community Family Guidance Center Dinner. She highlighted the Center's local mental health services and tied her remarks to Mental Health Awareness Week, emphasizing that a strong community includes mental health wellness in addition to good infrastructure and public safety. Council Member Frometa attended the 31st Annual Downey Chamber of Commerce Street Faire, thanking participants and encouraging continued support for local small businesses. She reminded residents of upcoming high school graduations and warned families and young drivers to exercise caution during prom and graduation season, urging them to avoid speeding and impaired driving to prevent tragedies seen elsewhere. She reported participating in moderating a Latina Economic Mobility panel hosted by the National Association of Latino Elected and Appointed Officials (NALEO) and attending the Gateway Cities Council of Governments (COG) meeting, where she noted that Downey will soon receive direct funding from Los Angeles (L.A.) County to address homelessness. She reassured residents that the City continues working on homeless-related concerns. She reported updates from her attendance at the I-5 Joint Powers Authority meeting on freeway ramp maintenance, stating that multiple cities including

Commerce, Santa Fe Springs, and Norwalk are pressing Caltrans for ongoing cleanups along the I-5, I-605, and I-105 corridors. Council Member Frometa asked staff to explore the feasibility of adopting outdoor lighting standards limiting new installations to 3000K or less to reduce glare and protect residents' circadian rhythms, noting that other cities have already adopted such measures. The request was seconded by Council Member Ortiz. She requested Code Enforcement address ongoing violations involving flashing window lights at small businesses, which are prohibited by City code. She concluded by emphasizing the importance of continued speed enforcement and ensuring compliance with last-call regulations at Downtown Downey bars, citing concerns about late-night disturbances and property damage. Council Member Frometa announced upcoming community events including the Downey Coordinating Council Volunteer Awards Banquet and the Touch-A-Truck event at Independence Park.

Council Member Ortiz welcomed the audience to the meeting and stated he was unable to attend recent community events due to work commitments during the busy holiday season. He expressed appreciation to his colleagues for representing the Council at events and noted that he looks forward to rejoining upcoming activities.

Council Member Trujillo reported attending the Youth Academy Graduation at the Police Department and commended the outstanding participants, expressing hope that some will pursue careers in law enforcement. He attended the Downey Council PTA Excellence in Service Awards Dinner, noting the strong collaboration between City and Downey School District leadership, and the Kiwanis Scholarship Dinner, where the Kiwanis Foundation awarded approximately $130,000 in scholarships to graduating seniors. He further attended the National Association of Hispanic Realtors Installation event to congratulate the outgoing Board, and the Queens of Freestyle concert at the Downey Theatre, commending the venue for its quality programming and encouraging residents to attend future events. Council Member Trujillo noted that Congressmember Garcia visited Downey to provide an update on federal matters. He reminded the community about the upcoming Touch-A-Truck event at Independence Park, highlighting that it will feature a helicopter landing, and encouraged families to attend. He invited residents to visit the Downey Night Market held twice a month in Downtown Downey, noting it continues to grow and is a great family activity.

Mayor Pro Tem Pemberton welcomed the audience to the meeting and recognized several national observances in May, including Asian American and Pacific Islander Heritage Month, Jewish Heritage Month, and National Military Appreciation Month, noting the importance of honoring veterans on Memorial Day. She mentioned the annual Memorial Day ceremony at the Downey Cemetery and thanked the City of Downey Cemetery District Board of Trustees for their continued work. She reported attending the Gangs Out of Downey Scholarship Dinner, where six students received $1,000 scholarships in memory of fallen Officer Ricky Galvez, and the Vector Control District meeting, noting that the District decided not to pursue a fee increase ballot measure at this time. She added that seasonal employment opportunities are available through the District. Mayor Pro Tem Pemberton provided an update on the 33-unit townhome project currently under construction, highlighting that phase one is underway and that the homes will feature three and four bedrooms, with reservations opening soon. She shared positive news from the Southeast Area Animal Control Authority (SEAACA), announcing that a three-year labor agreement was reached with SEIU 721, providing cost-of-living adjustments and other benefits. She thanked Director Denise Woodside, staff, and union officials for their work. She encouraged patience from the public as SEAACA continues to address understaffing and called on residents interested in working with animals to apply at seaaca.org. Mayor Pro Tem Pemberton reported delivering 400 pet blankets to SEAACA and local rescues, successfully advocating for extensions on a few animal rescues, and promoting adoption and spay/neuter programs to reduce overcrowding. She noted SEAACA's current "Class of 2025" pet adoption campaign offering discounted adoption fees. She expressed interest in highlighting adoptable pets on social media, following a tradition started by former Mayor Rick Rodriguez. She thanked Public Works staff for the ongoing street paving projects, noting that 277 streets have been completed and additional residential areas are scheduled. She mentioned the upcoming

parking lot repaving at the Barbara J. Riley Community and Senior Center, Wilderness, Golden, and Treasure Island Parks, as well as two Downtown Downey lots near the post office, and the purchase of over 20 fire hydrants for replacement and upgrades. Mayor Pro Tem Pemberton commended the Parks and Recreation Department for its extensive summer programming and congratulated staff for their efforts and commented regarding the Wildchild performance at the Downey Theatre.

Council Member Frometa requested that the City provide guidance to residents on how to safely use legal "Safe and Sane" fireworks without damaging recently repaved streets. She noted that fireworks celebrations, whether for the Fourth of July or other occasions, often cause new pavement to crack and deteriorate, undermining the City's significant investment in street improvements. City Manager Bradley stated that staff would prepare public information materials to educate residents on the proper use of Safe and Sane fireworks and how to prevent street damage.

Mayor Sosa welcomed the audience to the meeting. He recognized Armenian Genocide Remembrance Day and emphasized the importance of remembrance to honor victims, learn from history, and celebrate the resilience of the Armenian people. He reported attending the League of California Cities conference in Sacramento, where Downey was represented on two discussion panels. The first panel, featuring City Manager Roger Bradley, Police Chief Scott Loughner, and community volunteer Darrell Jackson, focused on the success and community impact of Gangs Out of Downey. The second panel, titled "When Public Comment Goes Wrong," was presented by City Attorney John Funk, who received positive recognition for his presentation. Mayor Sosa attended several scholarship events and the Special Needs Awareness Fair at Apollo Park, where he commended Parks and Recreation Director Jason Chacon and his team for organizing a successful event that provided valuable resources for the special need's community. He announced upcoming community events, including the Veterans Appreciation Breakfast at the Columbia Memorial Space Center, featuring speakers, resources for local veterans, and a car show hosted by a veteran's group. He highlighted May as Mental Health Awareness Month and June as Men's Mental Health Awareness Month, announcing the City's first-ever Men's Wellness Resource Fair at Apollo Park. He encouraged participation to help reduce stigma and promote wellness, noting that the fair will include family activities and resources. Mayor Sosa requested a traffic survey on Lakewood Blvd. north of the freeway to evaluate the need for a left-turn signal at Vista Del Rosa St. Council Member Frometa confirmed the study had already been requested.

CITY MANAGER/STAFF MEMBER COMMENTS

City Manager Bradley announced there were no comments from staff.

PRESENTATIONS

1. Presentation of City Tile to retiring employee with 27 years of service, George De La Torre, Maintenance Lead Worker, Department of Public Works.

2. Proclamation in honor of National Police Week, May 11 – 17.

3. Proclamation in honor of Public Service Recognition Week, May 4 – 10.

4. Proclamation in honor of Public Works Week, May 18 – 24.

5. Proclamation in honor of Small Business Month.

PUBLIC HEARINGS

1. **AMENDMENT TO ARTICLE VIII ("BUILDING REGULATIONS") OF THE DOWNEY MUNICIPAL CODE TO REPEAL CHAPTER 7 ("ABANDONED AND VACANT PROPERTY REGISTRATION AND MAINTENANCE") AND REPLACE WITH A NEW CHAPTER 7 ("VACANT AND ABANDONED PROPERTY MAINTENANCE, SECURITY, REGISTRATION, AND MONITORING REQUIREMENTS") REGULATING THE MAINTENANCE AND SECURITY, OF VACANT PROPERTIES WITHIN THE CITY OF DOWNEY:** Community Development.

   INTRODUCED AN ORDINANCE TO REPEAL CHAPTER 7 ("ABANDONED AND VACANT PROPERTY REGISTRATION AND MAINTENANCE") AND REPLACE WITH A NEWLY ENTITLED CHAPTER 7 ("VACANT AND ABANDONED PROPERTY MAINTENANCE, SECURITY, REGISTRATION, AND MONITORING REQUIREMENTS") REGULATING THE MAINTENANCE, AND SECURITY OF VACANT PROPERTIES WITHIN THE CITY OF DOWNEY

   Mayor Sosa opened the Public Hearing at 7:35 p.m.

   Deputy City Clerk Estrada affirmed receipt of the Proof of Publication. It was moved by Council Member Frometa, seconded by Council Member Trujillo, and carried 5-0, to receive and file the publication.

   Community Development Director Irma Huitron introduced Item No 1, regarding standards for the maintenance and security of vacant lots, buildings, and properties. She noted that this was a follow-up to a previously discussed item and expressed appreciation for the collaboration between the Code Enforcement Division, Planning Division, and other City staff in preparing the Ordinance. Director Huitron then introduced Planning Consultant Lindsay Ortega, who would provide an overview of the Ordinance framework and outline the next steps for Council consideration.

   Ms. Ortega presented a proposed amendment to the Downey Municipal Code (DMC) to repeal and replace the City's existing regulations on vacant and abandoned properties. She explained that the new Ordinance would establish updated maintenance, security, registration, and monitoring requirements for all vacant and abandoned properties, expanding beyond the City's current ordinance, which primarily addresses foreclosed properties. She provided background noting that in response to a Council directive, staff evaluated options to better manage deteriorated and unsightly vacant lots and buildings. The proposed Ordinance aims to protect community health, safety, and welfare by ensuring that vacant sites are properly maintained and secured. Ms. Ortega reported that staff initially identified 49 vacant properties in February 2024, which has since increased to 64 sites across the City, including both registered and unregistered buildings and lots. She explained that the new framework introduces clear definitions for "vacant," "distressed," and "abandoned" properties and creates three registration categories: stable, at-risk, and hazardous, based on each property's condition, maintenance level, and owner responsiveness. The Ordinance outlines maintenance and security standards requiring properties to remain clean, secure, free of debris, graffiti, and overgrown vegetation, and to prevent unauthorized access. Additional measures are required as vacancy duration increases, including installing "No Trespassing" signage, submitting mitigation plans, conducting regular inspections, and maintaining pools and lighting for safety. For properties vacant over 365 days, stricter enforcement may include demolition or rehabilitation requirements. A registration program administered by the Community Development Department would require property owners to submit information, pay fees, and maintain compliance. Ms. Ortega reviewed proposed cost-recovery fees, including a $405 registration fee and annual monitoring fees that vary by category, approximately $945 for stable properties, $2,025 for at-risk properties, and $7,425 for hazardous properties. She noted that the Ordinance is exempt from the California Environmental Quality Act (CEQA) because it does not cause a direct physical environmental impact. She confirmed the required public notice was published in The Downey Patriot and mailed to identified property owners. Staff recommends that the Council introduce the Ordinance to repeal the

existing chapter and adopt the new Vacant and Abandoned Property Maintenance, Security, Registration, and Monitoring Requirements, which would provide a comprehensive framework for regulating and maintaining vacant properties in Downey.

Mayor Sosa asked how many of the identified properties were considered at risk or hazardous. Director Huitron responded that based on recent inspections conducted by Code Enforcement staff approximately five to ten properties are currently considered at risk. She noted that these properties fluctuate between stable and at risk due to ongoing Code Enforcement cases, and staff is actively working with property owners to implement maintenance plans and install “No Trespassing” signs to help maintain the properties in the stable category.

Council Member Frometa asked how many of the identified properties were considered hazardous in addition to those classified as at risk. Director Huitron explained that the City has dealt with several hazardous properties within the past year and a half, often in coordination with the Fire and Police Departments. She stated that those properties have since been stabilized through measures such as board ups, repairs, and the establishment of local liaisons. While properties can fluctuate between stable and at risk, typically due to trespassing, staff works closely with property owners to promptly address issues, add security measures, and return the sites to a stable condition.

Council Member Frometa asked for clarification, confirming that out of the 64 identified properties, only 5 to 10 are considered at risk. Director Huitron responded that the majority of the properties are currently in the stable category, with some fluctuating between stable and at risk. She explained that this stability is due to strong collaboration between the Code Enforcement team, Police Department, and Fire Department to ensure that safety measures, such as securing buildings, are properly implemented without compromising fire or alarm access. Based on staff’s assessment, most properties are being effectively maintained at the stable level.

Council Member Ortiz noted that some properties listed as vacant in District 1 report appear to be occupied and mentioned personally knowing residents at those locations. Director Huitron explained that the list was originally compiled some time ago for research purposes and has since changed as properties transitioned through various Code Enforcement stages. She confirmed that many properties previously registered as vacant are now occupied, estimating that about 25 or more of those originally identified have since become inhabited. She added that properties often fluctuate in status due to ownership changes, remodeling, or pending development plans.

Council Member Frometa asked how recent the data in the report was, noting that the process of identifying vacant properties can take considerable time. Director Huitron clarified that the data shown in the maps, which reflect 49 properties, dates back to February 2024. She added that the updated total of 64 properties was developed more recently after she authorized additional staff time for Code Enforcement to review and update the City’s inventory in preparation for the meeting.

Council Member Frometa questioned the 90-day timeframe in the proposed Ordinance for draining pools, jacuzzis, and spas at vacant properties, expressing concern that such a delay could lead to mosquito breeding, particularly during warmer months. She suggested shortening the period and asked when the City would determine that a property has reached the point requiring pool drainage. Ms. Ortega responded that the Ordinance allows for flexibility, enabling the Community Development Director to assess each property on a case-by-case basis. If a vacant or hazardous property poses a public health or safety concern, such as standing water, the Director has the authority to require earlier action or impose additional maintenance requirements.

Council Member Trujillo expressed concern that the 90-day clause for addressing vacant pools could create contradictions with existing City codes and potentially delay enforcement. He suggested

removing the 90-day timeframe and instead including language allowing the City to act immediately when a pool is deemed hazardous, noting the risk of property owners using the 90-day provision to avoid timely compliance. Director Huitron responded that the existing DMC already provides the City with authority under its public nuisance provisions to take enforcement action when a pool or property condition poses a health or safety issue, such as mosquito breeding. She stated that Code Enforcement can currently issue administrative citations under those provisions and that adjusting the proposed Ordinance to shorten the timeframe for draining or covering pools would further strengthen enforcement. She agreed that moving the requirement to an earlier period would assist staff and could be easily incorporated if directed by the Council.

Mayor Pro Tem Pemberton asked for clarification on the fee amounts listed in the staff report, noting the difference between the earlier figures and the higher current fees shown for fiscal year 2024–25. She asked whether the lower amounts represented the original fees established when the program began and if the higher figures reflected updated rates. Director Huitron confirmed that the original fees of $117 and $1,298 were established during the initial fee study when the program was first created. The higher amounts now listed for fiscal year 2024–25 reflect the updated fees adopted through the City's recent fee study. She added that the current fees still do not represent full cost recovery, as the City continues to subsidize approximately 65 percent of the program's cost.

Mayor Pro Tem Pemberton asked whether the fees outlined in the Ordinance would include an annual cost-of-living or CPI adjustment in future years. Assistant City Manager De Rojas confirmed that the City's user fee schedule automatically applies an annual CPI adjustment, which is reviewed and approved by the Council each year during the budget adoption process.

Mayor Pro Tem Pemberton commented that she was not previously aware that vacant homes were required to be registered and asked how the City identifies such properties, noting that most owners would not voluntarily report a vacancy. She inquired whether registration typically occurs after Code Enforcement receives a complaint or report of a vacant property. Ms. Ortega explained that under the current ordinance, the registration requirement applies only to foreclosed homes. Code Enforcement identifies these properties and contacts the owner, lienholder, or trustee to ensure registration and compliance. She added that there are currently 31 registered sites, a number that has remained unchanged since 2024.

Council Member Ortiz asked for clarification on how the new Ordinance would improve the City's current approach to managing vacant properties. He noted that the City previously identified 49 sites that improved through staff communication and questioned how the new measure would strengthen enforcement compared to current proactive outreach and inspections. Ms. Ortega explained that the existing Ordinance only applies to foreclosed properties, which limits the City's authority. The proposed Ordinance would expand enforcement to include all vacant properties, such as those held by developers, inherited by relatives, or left unoccupied for long periods. She stated that the new Ordinance would provide Code Enforcement with a structured process, clear definitions, and codified authority to regulate maintenance and registration of vacant sites. This framework would also establish formal applications, appeal procedures, and standardized enforcement tools to better support compliance and property upkeep.

Council Member Ortiz asked whether vacant lots that are already in the process of development or awaiting project approvals would be subject to the same registration fees or penalties as abandoned properties. He noted that some lots in District 1 are actively moving through the City's review process and asked for clarification on how they would be treated under the new Ordinance. Ms. Ortega responded that properties actively engaged in development, such as those going through plan check or working with City staff, would not be subject to the same enforcement actions. In such cases, staff would coordinate with property owners to address issues like trash, debris, or graffiti while recognizing the active

development status. However, if a property were to fall into disrepair or become hazardous, it could then be classified as at risk and subject to the Ordinance's maintenance and compliance requirements.

Council Member Frometa asked if an updated report on current vacant and unregistered properties could be prepared for the next reading to provide a more accurate picture of existing conditions in the City. City Manager Bradley explained that producing such a report would require significant staff time and resources, estimating that the previous effort cost between $10,000 and $15,000 to complete. He stated that creating an updated list would involve surveying the entire City and contacting numerous property owners, which is a time-intensive process. He noted that while it could be done if directed by the Council, it would require staff to prioritize the task over other responsibilities.

Mayor Pro Tem Pemberton expressed support for moving forward with the proposed Ordinance, stating that the current information is sufficient to proceed. She noted that the new regulations will strengthen enforcement and provide clearer authority to address vacant properties, which were originally regulated only under provisions created during the foreclosure crisis in 2009. She added that an updated report could be provided at a later time as the program develops.

Council Member Frometa stated that she did not believe additional funds should be spent on updating the property report and expressed support for moving forward with the Ordinance. City Manager Bradley clarified that the Ordinance is intended to ensure the City can recover the costs of monitoring and maintaining compliance for abandoned properties, rather than relying solely on basic code enforcement actions that yield only minimal fees.

Mayor Sosa acknowledged that reports on vacant properties take considerable time to prepare and that updates will naturally occur as conditions change. He noted that any new information could be incorporated when the topic is discussed again in the future.

Council Member Trujillo asked whether there is a process requiring property owners to notify the City once their registered properties are no longer vacant. He suggested that a periodic check-in system, such as an annual email confirmation, could help keep records current and ensure properties are removed from the vacant list when they become occupied. Ms. Ortega explained that under the proposed ordinance, communication between property owners and Code Enforcement would occur through regular monitoring, allowing owners to inform the City when a property becomes occupied. Code Enforcement could then inspect the site to verify occupancy and, if confirmed, deregister the property. She added that owners who disagree with a vacancy determination would also have the opportunity to appeal the designation and provide evidence that their property is not vacant.

Mayor Sosa asked Deputy City Clerk Estrada if any written public comments were received regarding the Public Hearing item. Deputy City Clerk Estrada confirmed no written public comments were received.

Mayor Sosa asked Deputy City Clerk Estrada if there was anyone present who would like to comment regarding the Public Hearing item.

B.C., resident, commented in regards to geoengineering on vacant properties.

It was moved by Council Member Frometa, seconded by Council Member Trujillo, and so ordered by Mayor Sosa, to close the Public Hearing at 8:19 p.m.

It was moved by Council Member Frometa, seconded by Council Member Ortiz, and carried 5-0, to introduce an Ordinance to repeal Chapter 7 ("Abandoned and Vacant Property Registration and Maintenance") and replace with a newly entitled Chapter 7 ("Vacant and Abandoned Property

Maintenance, Security, Registration, and Monitoring Requirements") regulating the maintenance, and security of vacant properties within the City of Downey with the modification to change the 90-day notice for emptying swimming pools, spas, and any other body of water at vacant properties to 30 days.

2. **ADOPTION OF A ZONE TEXT AMENDMENT TO ARTICLE IX OF THE DOWNEY MUNICIPAL CODE REGULATING THE LOCATION OF BARS, TAVERNS, PUBS, NIGHTCLUBS, AND RESTAURANTS WITH LIVE ENTERTAINMENT:** Community Development.

   INTRODUCED AN ORDINANCE APPROVING A ZONING TEXT AMENDMENT THEREBY AMENDING SECTION 9314.04 OF THE DOWNEY MUNICIPAL CODE TO REGULATE THE LOCATION OF BARS, TAVERNS, PUBS, NIGHTCLUBS, AND RESTAURANTS WITH LIVE ENTERTAINMENT, AND TO SECTION 9124 TO MODIFY THE DEFINITION OF BAR, AND TO SECTION 9146 TO MODIFY THE DEFINITION OF MICROBREWERIES AND BREWPUBS, AND SECTION 9148 TO ADD THE DEFINITION OF NIGHTCLUBS.

City staff announced that Public Hearing Item No. 2, would not be considered at tonight's Council meeting.

PUBLIC COMMENT ON AGENDA, CONSENT CALENDAR AND NON-AGENDA ITEMS

Mayor Sosa asked City Clerk Duarte if any written public comments were received regarding Agenda, Consent Calendar and Non-Agenda items. City Clerk Duarte confirmed three written public comments were received.

Hanna Kim, resident, commented in support of the Security Rebate Program and requested that homeowner associations and apartment buildings be classified as businesses for the rebate program.

Ronald Grama, resident, commented in support of the Security Rebate Program and requested that homeowner associations and apartment buildings be classified as businesses for the rebate program.

Marcela Aquilar, resident, commented in support of the Security Rebate Program and requested that homeowner associations and apartment buildings be classified as businesses for the rebate program.

Byron Martinez, asked the City to consider installing more Level 2 EV charging stations in the City.

Mayor Sosa asked City Clerk Duarte if there was anyone present who would like to comment regarding Agenda, Consent Calendar and Non-Agenda items.

Alan Halstensgaard, resident, commented in regards to the conflict in Gaza.

Manuel Hernandez, commented in regards to a police involved incident.

Jeannie Wood, resident, commented in regards to her volunteerism.

John Lacey, resident, commented in regards to his benefits as an American citizen.

B.C, resident, commented in opposition to Item No. 18.

Lee Squire, resident, commented regarding Holocaust Remembrance Day and Memorial Day.

It was moved by Council Member Frometa, seconded by Council Member Trujillo, and so ordered by Mayor Sosa to close public comment.

CONSENT CALENDAR

Council Member Trujillo abstained from Item No. 6, due to owning property in the Downtown Downey area.

It was moved by Council Member Frometa, seconded by Mayor Pro Tem Pemberton, and carried 5-0, to approve the remainder of the Consent Calendar.

3. **APPROVED MINUTES:** Regular Meetings of January 9, 2024 and March 26, 2024: City Clerk.

4. **WARRANTS ISSUED**: Warrant Nos. 387888-388520; Payroll Wire Nos. 30004571-30004574, and 30004577-30004579; EFT Nos. 14536-14610; and, Manual Wire Nos. 2666-2674, in the total amount of is $7,895,112.42: Finance.

5. **ACCEPTANCE OF WORK FOR THE RESIDENTIAL STREETS PAVEMENT REHABILITATION - AREAS 5 AND 7, CAPITAL IMPROVEMENT PROJECT (CIP) NO. 22-20 AND 22-21:** Public Works.

    1) **ACCEPTED THE WORK FOR THE RESIDENTIAL STREETS PAVEMENT REHABILITATION - AREA 5 AND 7 PROJECT, CAPITAL IMPROVEMENT PROJECT (CIP) NO. 22-20 AND 22-21;**

    2) **APPROVED ONYX PAVING COMPANY, INCORPORATED'S FINAL CONSTRUCTION CONTRACT AMOUNT OF $8,897,980; AND,**

    3) **AUTHORIZED THE DIRECTOR OF PUBLIC WORKS/CITY ENGINEER TO FILE A NOTICE OF COMPLETION FOR THE PROJECT, INDICATING THE WORK IS COMPLETE AND HAS BEEN ACCEPTED BY THE CITY**

6. **APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO SOLICIT CONSTRUCTION BIDS FOR THE BARBARA J. RILEY COMMUNITY CENTER PARKING LOT IMPROVEMENTS, CAPITAL IMPROVEMENT PROJECT (CIP) NO. 23-17, SOUTH ALLEY/PARKING LOT REHABILITATION AT WILDERNESS PARK, CIP NO. 24-10, AND CITY PARKING LOT IMPROVEMENTS, CIP NO. 25-10:** Public Works.

    APPROVED PLANS AND SPECIFICATIONS AND AUTHORIZED SOLICITATION FOR THE CONSTRUCTION BIDS FOR THE BARBARA J. RILEY COMMUNITY CENTER PARKING LOT IMPROVEMENTS, CIP NO. 23-17, THE SOUTH ALLEY/PARKING LOT REHABILITATION AT WILDERNESS PARK, CIP NO. 24-10, AND CITY PARKING LOT IMPROVEMENTS, CIP NO. 25-10

7. **AWARD OF CONSTRUCTION CONTRACT FOR THE FISCAL YEAR 2024-2025 ANNUAL MISCELLANEOUS CONCRETE REPAIRS (COUNCIL DISTRICT 2), AMERICANS WITH DISABILITIES ACT (ADA) AND MISCELLANEOUS IMPROVEMENTS (CITYWIDE) PROJECT, CAPITAL IMPROVEMENT PROJECT (CIP) NO. 25-01:** Public Works.

    1) **AWARDED A CONTRACT TO RUIZ CONCRETE AND PAVING, INC. IN THE AMOUNT OF $270,788 FOR THE CONSTRUCTION OF THE FISCAL YEAR 2024-25 ANNUAL MISCELLANEOUS CONCRETE REPAIRS (COUNCIL DISTRICT 2), AMERICANS WITH**

DISABILITIES ACT (ADA) AND MISCELLANEOUS IMPROVEMENTS (CITYWIDE) PROJECT, CIP NO. 25-01; AND,

2) **AUTHORIZED THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY CHANGE ORDERS OR ADDITIONAL SCOPE OF WORK FOR THIS PROJECT UP TO THE APPROVED PROJECT BUDGET OF $400,000**

8. **PURCHASE OF WATER MATERIALS FOR PUBLIC WORKS UTILITIES OPERATIONS:** Public Works.

   APPROVED A PURCHASE ORDER WITH S&J SUPPLY COMPANY, INC. FOR WATER MATERIALS FOR A TOTAL AMOUNT OF $136,208

9. **APPROVAL OF AMENDMENT NO. 1 TO AN AGREEMENT WITH THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES FOR REGIONAL TASK FORCE RESPONSE TRAINING AND EXERCISE:** Fire.

   AUTHORIZED THE CITY MANAGER, OR HIS DESIGNEE, TO EXECUTE AMENDMENT NO. 1 TO AGREEMENT A231012253 WITH THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES IN THE AMOUNT OF $247,200 INCLUDING ANY SUBRECIPIENT AGREEMENTS NECESSARY FOR THE EQUITABLE DISTRIBUTION OF THE FUNDS TO PARTICIPATING AGENCIES IN REGIONAL TASK FORCE-2 TRAINING AND OPERATIONS

10. **APPROVAL OF THE CITY'S UPDATED COMPREHENSIVE PAY SCHEDULE:** Human Resources.

    ADOPTED RESOLUTION NO. 25-8299, ADOPTING AN UPDATED COMPREHENSIVE PAY SCHEDULE IN COMPLIANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

11. **SECOND READING AND ADOPTION OF ORDINANCE AMENDING DOWNEY MUNICIPAL CODE SECTION 2103 REGARDING ELECTION BY FIVE DISTRICTS, DEFINING DISTRICT BOUNDARIES, AND SCHEDULING ELECTIONS WITHIN THE DISTRICTS, PURSUANT TO THE CALIFORNIA VOTING RIGHTS ACT:** City Attorney/City Clerk.

    ADOPTED ORDINANCE NO. 25-1525, AMENDING DOWNEY MUNICIPAL CODE SECTION 2103 REGARDING ELECTION BY FIVE DISTRICTS, DEFINING DISTRICT BOUNDARIES, AND SCHEDULING ELECTIONS WITHIN THE DISTRICTS, PURSUANT TO THE CALIFORNIA VOTING RIGHTS ACT

12. **SECOND READING AND ADOPTION OF AN ORDINANCE TO ESTABLISH PROCEDURES FOR THE PLACEMENT OF DELINQUENT SOLID WASTE CHARGES ON THE LOS ANGELES COUNTY TAX ROLL:** Public Works.

    ADOPTED ORDINANCE NO. 25-1526, TO ESTABLISH PROCEDURES FOR THE PLACEMENT OF DELINQUENT SOLID WASTE CHARGES ON THE LOS ANGELES COUNTY TAX ROLL

13. **FISCAL YEAR 2024-2025 THIRD QUARTER PROGRESS REPORT OF THE DOWNEY FORWARD - 2030 STRATEGIC PLAN:** Administration.

    RECEIVED AND FILED THE DOWNEY FORWARD, 2030 STRATEGIC PLAN THIRD QUARTER PROGRESS REPORT FOR FISCAL YEAR 2024-2025

14. AUTHORIZATION OF A STREET CLOSURE REQUEST – VETERANS PAINT AND CHROME SHOW EVENT: Administration.

AUTHORIZED STREET CLOSURES ON SATURDAY, MAY 24, 2025, FROM 6:00 A.M. TO 5:00 P.M. TO ACCOMMODATE THE "VETERANS PAINT AND CHROME SHOW" TAKING PLACE FROM 10:30 A.M. TO 4:00 P.M.: CONGRESSMAN STEVE HORN WAY AT COLUMBIA WAY, CARING WAY, AND AT THE ENTRANCE TO THE DOWNEY PROMENADE PARKING LOT

15. RECEIVED AND FILED THE CITY OF DOWNEY AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN ANNUAL REVIEW AND UPDATE: Public Works.

RECEIVED AND FILED THE CITY OF DOWNEY ADA TRANSITION PLAN ANNUAL REVIEW AND UPDATE

ADMINISTRATIVE REPORTS

16. DISCUSSION REGARDING SIGNAGE FOR ROLLING GREENS ESTATES: Administration.

DISCUSSED AND PROVIDED DIRECTION TO STAFF REGARDING SIGNAGE FOR ROLLING GREENS ESTATES

Senior Management Analyst Juddy Montenegro provided the staff report for Item No. 16, regarding the proposed neighborhood signage for Rolling Greens Estates. She explained that the neighborhood, located in the southwest part of the City within the Temple Park area, was developed in the 1960's and originally featured a sign reading "Rolling Greens Estates" at the corner of Pernell Ave. and Stewart and Gray Rd. Historical research confirmed that the neighborhood's name originated from the developer, Rolling Greens, as shown on a 1967 Tract Map. Ms. Montenegro noted that the original sign had been removed about 10 years ago by the homeowner at 11905 Stewart and Gray Rd. due to termite damage. City staff contacted a local sign company to explore design options for a replacement, proposing a 24-by-24-inch aluminum sign with a protective laminate coating and graffiti resistance, similar in style to the Orange Estates neighborhood sign at Rives Ave. and Florence Ave. The total estimated cost, including materials, post, and installation labor, is approximately $1,000. She explained that staff initially intended to reinstall the sign in its original location, but both the current property owner and a neighboring property owner across the street declined permission. As a result, staff recommends placing the new sign on City right-of-way near the corner of Stewart and Gray Rd. and Pernell Ave., ensuring it does not obstruct pedestrian access. If approved, staff would coordinate the installation and plan a small ribbon-cutting ceremony to celebrate the new signage. Ms. Montenegro concluded by presenting several design options for Council consideration and requested direction from the Council on how to proceed.

Mayor Sosa expressed support for the first design option for the Rolling Greens Estates sign, stating that he is very familiar with the neighborhood and the proposed placement at the corner of Stewart & Gray Rd. and Pernod Ave. He noted that there should be no parking conflicts in that area and emphasized the strong sense of pride among residents of the Temple Park neighborhood. He added that the new signage would help bring greater recognition to Southwest Downey, similar to the identity established in the Orange Estates area and described the project as an easy and worthwhile decision for the community.

Council Member Frometa expressed agreement with Mayor Sosa's comments, noting that the Rolling Greens neighborhood was originally developed in the 1960's and that restoring the sign helps preserve Downey's history and charm. She stated that she favors Design A with the curved layout and believes it will bring renewed attention and pride to Southwest Downey.

Mayor Pro Tem Pemberton agreed with the preferred design, noting that the green color and curved style are fitting for the Rolling Greens neighborhood. After viewing the map during the presentation, she remarked that the area is larger than she initially realized, encompassing a substantial number of homes, approximately 50 in total.

Council Member Trujillo asked why only one sign was being proposed for the Rolling Greens Estates neighborhood and suggested considering additional signs, noting that other neighborhoods such as Orange Estates have multiple entry signs. Ms. Montenegro responded that staff identified only one main entry point into the neighborhood, but the number of signs could be adjusted at the Council's direction. She explained that the current proposal reflects the original sign's location and serves as an example of what could be installed, though the final placement and quantity remain open for consideration.

Mayor Sosa suggested installing an additional Rolling Greens Estates sign near the Temple Park area, noting it is centrally located and would be meaningful for nearby residents. He observed the cost would be minimal and expressed support for adding more than one sign to enhance neighborhood identity.

It was moved by Council Member Frometa, seconded by Council Member Trujillo, and carried a 5-0, to approve Design A and to add a second sign by the Temple Park area.

17. DISCUSSION REGARDING A HOME AND BUSINESS SECURITY REBATE PROGRAM: Administration.

1) DISCUSSED AND CONSIDERED APPROVING A HOME AND BUSINESS SECURITY REBATE PROGRAM; AND,

2) APPROPRIATED $40,000 FROM MEASURE D MONIES TO IMPLEMENT THE PROGRAM

Senior Analyst Juddy Montenegro provided the staff report for Item No. 16. She presented a proposal for a new Home and Business Security Rebate Program intended to enhance public safety and help deter crime in Downey. The program would provide financial incentives for residents and business owners to install new security equipment on their properties. Ms. Montenegro explained that security systems play a key role in preventing crime and aiding law enforcement, citing research showing that most burglars avoid properties with visible alarms or cameras. Security systems also assist police investigations by providing critical video evidence and improving response times. She noted that the City, like the surrounding region, has experienced increases in burglaries and thefts, prompting this proactive initiative. Under the proposed program, residents could receive a one-time rebate of up to $250, while business owners could receive up to $1,500 for qualifying security upgrades such as cameras, alarms, motion sensors, floodlights with cameras, and doorbell cameras. The rebate would not cover tools, installation labor, or other non-equipment costs. Eligibility requirements include residency or business ownership in Downey, submission of a utility bill showing a Downey address, proof of purchase within 60 days, photos of installed equipment, and installation on the exterior of the property prior to applying. Applications would be available at City Hall and on the City's website and processed on a first-come, first-served basis until program funds are depleted. Ms. Montenegro emphasized that this would be a pilot program funded by Measure D, with $40,000 proposed for initial implementation. If approved, staff would begin public outreach and launch the program on July 1. She concluded by requesting Council discussion and direction to approve the rebate program and funding allocation.

Mayor Sosa asked how successful similar home and business security rebate programs have been in neighboring cities and how many residents have taken advantage of them. Ms. Montenegro responded that both Santa Fe Springs and Paramount reported strong participation, with their initial program funds being used quickly and additional funding later approved by their councils. She noted that those cities found the program particularly popular among business owners, and staff hopes to see similar success in Downey.

Council Member Frometa voiced strong support for the proposed Home and Business Security Rebate Program, stating that it is a great initiative that allows the City to assist residents and the business community in a meaningful way. She acknowledged that while the rebates may not be large, they still make a positive difference and noted that data consistently shows security cameras help deter criminal activity.

Council Member Ortiz expressed strong support for the Home and Business Security Rebate Program, stating it is a great idea that residents and business owners will appreciate given ongoing concerns about break-ins. He asked how long it would take for applicants to know if they are approved. Ms. Montenegro responded that staff would need about one to two weeks to review applications depending on the number received. She clarified that staff would not visit properties but would rely on submitted photos and receipts to verify installation.

Mayor Pro Tem Pemberton expressed support for the Home and Business Security Rebate Program, calling it a great idea that would encourage more residents and businesses to install security systems. She noted that since the program is a pilot launching July 1 and running until funds are depleted, the City could consider revisiting or expanding it later in the year. She estimated that the $40,000 budget could fund roughly 160 residential rebates at $250 each or 26 business rebates at $1,500 each and suggested the City be prepared to allocate more funding if participation is high. She asked whether homeowner associations (HOAs) would qualify under the business category, referencing correspondence received from interested HOAs. Ms. Montenegro responded that HOAs were not included in the proposed program. She stated that after consulting with neighboring cities that have similar programs, none classify HOAs as businesses. However, individual residents within HOA communities would still be eligible to apply under the residential rebate program.

Mayor Pro Tem Pemberton suggested that homeowner associations might qualify for the business rebate if they wished to install shared security cameras in common areas such as lobbies or mailrooms, while still allowing individual residents to apply separately for their own doorbell cameras. City Manager Bradley responded that the business rebate is generally intended for full commercial properties and that HOA common areas do not typically fit that category. He explained that residents living within the HOA would still qualify individually under the residential rebate program. Assistant City Manager De Rojas added that the program's structure was based on data from the Police Department showing that burglaries and thefts primarily target residential and commercial properties. She noted that the focus was therefore data driven, but staff could revisit the eligibility criteria in the future if community interest in including HOAs increases.

Council Member Trujillo asked whether standard Ring cameras, such as the battery-operated model priced around $100 or the version with a floodlight priced around $200, would qualify for the rebate program. Ms. Montenegro confirmed that those types of cameras would qualify, noting that the program provides up to $250 per property owner. Council Member Trujillo added that Ring cameras are valuable tools for police investigations and praised the program as a worthwhile investment.

Mayor Sosa asked to confirm whether residents or business owners who submit receipts totaling $300 would be reimbursed $250 if approved. Ms. Montenegro confirmed that the rebate amount would be capped at a maximum of $250.

Council Member Trujillo asked when residents and business owners could begin purchasing eligible security equipment to qualify for the rebate. Ms. Montenegro responded that purchases must be made within 60 days prior to submitting an application and only items purchased on or after the program's start date of July 1 will be eligible.

It was moved by Council Member Frometa, seconded by Mayor Pro Tem Pemberton, and carried 5-0, to approve a Home and Business Security Rebate Program; and, appropriate $40,000 from Measure D monies to implement the program.

18. UPDATE ON ELECTRIC VEHICLE CHARGING STATIONS AT CITY FACILITIES: Public Works.

RECEIVED AND FILED AN INFORMATIONAL UPDATE ON THE CITY'S ELECTRIC VEHICLE (EV) CHARGING STATIONS AT CITY FACILITIES

Public Works Director Matthew Baumgardner presented the staff report for Item No. 18. He provided an update on electric vehicle charging stations at City facilities. He reported that the City currently operates 16 Level 2 charging stations with 30 total ports across various municipal sites. These chargers were installed in two phases between 2016 and 2023 using approximately $600,000 in grant funding from the South Coast Air Quality Management District. The City charges $0.25 per kilowatt hour, consistent with nearby jurisdictions, and the units collectively provide about 24,000 charging hours annually. Director Baumgardner explained that Level 2 chargers add about 25 miles of range per hour, while commercial fast chargers available throughout the City, approximately 60 units, can add between 180 and 240 miles per hour. Because Level 2 chargers require about nine hours to reach 80% battery capacity compared to one hour for fast chargers, he recommended upgrading City-owned stations to faster units. Director Baumgardner proposed beginning a Phase 3 project to install fast chargers at the City Library, replacing the existing Level 2 units. He stated that the City Library is an ideal location because of its central position, high daily usage, 24-hour access, strong lighting, and proximity to the Police Department and security cameras. He estimated the total project cost at $1.1 million and noted that the City has already secured $960,000 in grant funding and is pursuing additional grants to cover the remaining $140,000, ensuring there will be no General Fund impact. The project is expected to take approximately 12 to 18 months to complete. Director Baumgardner concluded that six new fast chargers at the City Library could serve up to 144 vehicles daily, compared to the City's existing 30 Level 2 chargers, which currently accommodate about 90 vehicles per day.

Council Member Frometa asked Director Baumgardner to clarify what the purple and blue dots represented on the map shown in the presentation. Director Baumgardner explained that the orange dots indicate the City's Level 2 charging stations, while the blue and purple dots represent commercial fast-charging stations. He noted that the different colors likely correspond to varying kilowatt-hour ranges, distinguishing between chargers that operate at different power levels.

Council Member Frometa asked whether the new electric vehicle chargers proposed for the Downey City Library would be compatible with Tesla vehicles. Director Baumgardner confirmed that the chargers would be universal and available for all electric vehicle models, including Teslas, which typically come with adapters for standard charging connections.

Council Member Frometa asked how long it would take and how much it would cost to double the planned investment to add another six fast-charging units in the future. Director Baumgardner estimated that it would take about three years to secure the necessary grant funding and complete another installation phase, noting that it took roughly three to four years to assemble funding for the current project. He added that the City continues to pursue available State and regional grant opportunities to expand its charging infrastructure.

Mayor Pro Tem Pemberton asked whether the City is mandated to install a specific number of electric vehicle charging stations by 2035, given the State's goal to transition to electric vehicles, or if the City should begin planning to add more on its own. Director Baumgardner responded that no such mandate currently exists. He explained that the City is proactively expanding its charging infrastructure as opportunities and funding become available, though future State requirements could potentially include both city-owned and commercial properties.

Mayor Pro Tem Pemberton noted that the report indicated the revenue from the City's electric vehicle charging stations roughly offsets operational costs, meaning the program does not generate profit. Director Baumgardner confirmed that the intent is for the charging fees to cover maintenance and operational expenses, which they currently do. Mayor Pro Tem Pemberton added that with no additional cost to residents, faster charging speeds, and a convenient location, the project represents a win-win for the community.

It was moved by Council Member Frometa, seconded by Council Member Ortiz, and carried 5-0, to receive and file the report.

ADJOURNMENT

Mayor Sosa adjourned the Regular City Council Meeting – Open Session at 9:07 p.m. in memory of Captain Helio Armando Garcia III, 38, 6-year veteran of the Walton County Sheriff's Office, who passed away while responding to a disturbance; Deputy Sheriff Jesse Perez, 42, 8-month veteran of the Dawson County Sheriff's Office, who passed away while conducting a traffic stop; Deputy Sheriff Brandon Sikes, a 7-year veteran of the Columbia County Sheriff's Office, who passed away after being shot during an attempted traffic stop; and, Firefighter-paramedic Graham Hoffman, 29, 3-year veteran of the Kansas City Fire Department, who was stabbed by a patient he was transporting to a hospital.

MARIA ALICIA DUARTE, CMC
City Clerk

CLAUDIA M. FROMETA
Mayor

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2805	2/27/2026	114154	JP MORGAN CHASE BANK	FEBRUARY/26 - 2	2/27/2026	WIRE TRANSFER - SETTLEMENT	40,000.00	40,000.00
	Voucher:							
2806	3/2/2026	116599	U.S. BANK, PURCHASING CARD	0088/FEBRUARY2	3/2/2026	WIRE TRANSFER	131,240.98	131,240.98
	Voucher:							
2807	3/3/2026	131426	UKG KRONOS SYSTEMS INC.	110080018823RPI	8/28/2025	WIRE TRANSFER - PAYROLL SOI	19,758.68	19,758.68
	Voucher:							

Sub total for BANK OF THE WEST: 190,999.66

Bank : ebow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
15674	3/6/2026	124889	ALBELO, MICHAEL	303	12/31/2025	EFT - SPECIALIZED INFORMATIC	6,208.00	6,208.00
	Voucher:							
15675	3/6/2026	110278	BARDEN-PARSLEY, TIFFANY	33689	3/2/2026	EFT - INSTRUCTOR FEE	163.10	
	Voucher:			33694	3/2/2026	EFT - INSTRUCTOR FEE	541.10	
				33699	3/2/2026	EFT - INSTRUCTOR FEE	239.40	943.60
15676	3/6/2026	135511	BARTON INTEGRATION LLC	15349	3/1/2026	EFT - ACCESS CONTROL RMR M	140.00	
	Voucher:			15292	2/23/2026	EFT - SERVICE CALL 2/20/26 REL	300.00	440.00
15677	3/6/2026	140781	BE SOCIAL PRODUCTIONS	6/20/26 WC DEP	2/24/2026	EFT - PROFESSIONAL SERVICE ,	150,000.00	150,000.00
	Voucher:							
15678	3/6/2026	111817	CAUSLY, CARL	33634	3/2/2026	EFT - INSTRUCTOR FEE	4,300.80	4,300.80
	Voucher:							
15679	3/6/2026	121643	CIR, INC	BSPC2026013101	1/31/2026	EFT - JANUARY 1-31,2026 - PRO	75,466.54	75,466.54
	Voucher:							
15680	3/6/2026	101151	DATA TICKET INC	0126PRNTTS	2/16/2026	EFT - SAMSUNG GALAXY HAND	8,378.50	8,378.50
	Voucher:							
15681	3/6/2026	101151	DATA TICKET INC	JAN26TKSTK	2/25/2026	EFT - TICKET STOCK - ALPHA 3F	3,370.25	3,370.25
	Voucher:							
15682	3/6/2026	101151	DATA TICKET INC	189792	2/16/2026	EFT - JANUARY 2026 MONTHLY F	548.22	548.22
	Voucher:							
15683	3/6/2026	101151	DATA TICKET INC	JAN26TKSHP	2/25/2026	EFT - ADDITIONAL - SHIPPING C	173.16	173.16
	Voucher:							
15684	3/6/2026	101151	DATA TICKET INC	126SHP	2/25/2026	EFT - ADDITIONAL - SHIPPING CI	25.26	25.26
	Voucher:							
15685	3/6/2026	101356	DOWNEY CITY EMPL ASSOC (MA	Ben1768418	3/6/2026	EFT - IBEW DUES: PAYMENT	1,346.74	1,346.74
	Voucher:							
15686	3/6/2026	101355	DOWNEY CITY EMPLOYEES ASS	Ben1768416	3/6/2026	EFT - DCEA MISC DUES: PAYME	735.00	735.00
	Voucher:							
15687	3/6/2026	106150	DOWNEY FIRE MANAGEMENT AS	Ben1768420	3/6/2026	EFT - FIRE MGMT DUES: PAYME	750.00	750.00
	Voucher:							
15688	3/6/2026	101365	DOWNEY FIREMEN'S ASSN-IAFF	Ben1768402	3/6/2026	EFT - FIRE DUES: PAYMENT	5,812.18	5,812.18
	Voucher:							
15689	3/6/2026	101372	DOWNEY POLICE MANAGEMENT	Ben1768412	3/6/2026	EFT - POLICE MGMT DUES: PAY	1,000.00	1,000.00
	Voucher:							
15690	3/6/2026	101373	DOWNEY POLICE OFFICERS ASS	Ben1768404	3/6/2026	EFT - DPOA DUES (POLICE ASS	5,300.00	5,300.00
	Voucher:							

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
15691	3/6/2026	101374	DOWNEY POLICE-FIRE MEMORI/	Ben1768400	3/6/2026	EFT - FIRE/POLICE TRUST: PAYI	809.00	809.00
	Voucher:							
15692	3/6/2026	101375	DOWNEY PUB SAFETY EMP ASSI	Ben1768424	3/6/2026	EFT - SAFETY DUES: PAYMENT	1,080.00	1,080.00
	Voucher:							
15693	3/6/2026	124953	ICMA, 108479 & 108481	Ben1768432	3/6/2026	EFT - LOAN PAYMENTS: PAYMEI	1,732.38	1,732.38
	Voucher:							
15694	3/6/2026	124952	ICMA, PLAN 300820	Ben1768438	3/6/2026	EFT - DEF COMP (SEAACA DEF	3,210.85	3,210.85
	Voucher:							
15695	3/6/2026	139366	INFINITY TECHNOLOGIES	4966	2/9/2026	EFT - INFORMATION TECHNOLO	13,000.00	13,000.00
	Voucher:							

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
15698	3/6/2026	102078	INGRAM LIBRARY SERVICES LLC	94401046	2/10/2026	EFT - SUPPLIES	12.93	
	Voucher:			94401054	2/10/2026	EFT - SUPPLIES	38.79	
				94401060	2/10/2026	EFT - SUPPLIES	25.86	
				94401069	2/10/2026	EFT - SUPPLIES	60.33	
				94401074	2/10/2026	EFT - SUPPLIES	43.10	
				94401087	2/10/2026	EFT - SUPPLIES	99.12	
				94401098	2/10/2026	EFT - SUPPLIES	64.64	
				94401100	2/10/2026	EFT - SUPPLIES	4.31	
				94401106	2/10/2026	EFT - SUPPLIES	34.48	
				94629745	2/19/2026	EFT - SUPPLIES	25.86	
				94629759	2/19/2026	EFT - SUPPLIES	232.71	
				94570754	2/22/2026	EFT - SUPPLIES	21.55	
				94703487	2/23/2026	EFT - SUPPLIES	1.22	
				94703489	2/23/2026	EFT - SUPPLIES	38.79	
				94431595	2/11/2026	EFT - SUPPLIES	202.55	
				94629774	2/19/2026	EFT - SUPPLIES	305.97	
				94629776	2/19/2026	EFT - SUPPLIES	4.31	
				94431574	2/11/2026	EFT - SUPPLIES	9.12	
				94431576	2/11/2026	EFT - SUPPLIES	0.61	
				94431583	2/11/2026	EFT - SUPPLIES	34.48	
				9469762	2/19/2026	EFT - SUPPLIES	8.62	
				94431598	2/11/2026	EFT - SUPPLIES	21.55	
				944310603	2/11/2026	EFT - SUPPLIES	25.86	
				94489423	2/13/2026	EFT - SUPPLIES	25.86	
				94493071	2/13/2026	EFT - SUPPLIES	47.40	
				94597979	2/18/2026	EFT - SUPPLIES	3.04	
				94597981	2/18/2026	EFT - SUPPLIES	0.61	
				94703498	2/23/2026	EFT - SUPPLIES	99.12	
				94712036	2/23/2026	EFT - SUPPLIES	124.98	
				94712047	2/23/2026	EFT - SUPPLIES	73.26	
				94748008	2/24/2026	EFT - SUPPLIES	0.61	
				94748014	2/24/2026	EFT - SUPPLIES	38.79	
				94748020	2/24/2026	EFT - SUPPLIES	25.86	
				94741525	2/24/2026	EFT - SUPPLIES	4.31	
				94772279	2/25/2026	EFT - SUPPLIES	0.61	

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
				94778285	2/25/2026	EFT - SUPPLIES	0.61	1,761.82
15699	3/6/2026	102410	KAISER FOUNDATION HEALTH PI	Ben1768430	3/6/2026	EFT - CITY KAISER MAINT & AO:	13,132.80	13,132.80
	Voucher:							
15700	3/6/2026	133679	KANOPY, INC.	495208-PPU	2/28/2026	EFT - VIDEO STREAMING SERVI	484.00	484.00
	Voucher:							
15701	3/6/2026	136882	KIDZ TALENT ACADEMY LLC	33807	3/2/2026	EFT - INSTRUCTOR FEE	1,274.00	
	Voucher:			33810	3/2/2026	EFT - INSTRUCTOR FEE	1,240.40	2,514.40
15702	3/6/2026	119022	METLIFE SMALL BUSINESS CTR	Ben1768396	3/6/2026	EFT - METLIFE DENTAL: PAYMEI	3,301.65	3,301.65
	Voucher:							
15703	3/6/2026	140596	NATIONWIDE	Ben1768386	3/6/2026	EFT - PET INSURANCE NATIONV	3,656.02	3,656.02
	Voucher:							
15704	3/6/2026	136082	NAVARRO, MICHELLE	35060	3/3/2026	EFT - INSTRUCTOR FEE	344.40	344.40
	Voucher:							
15705	3/6/2026	126044	PARS - COUNCIL RETIREMENT, U	Ben1768428	3/6/2026	EFT - COUNCIL PARS RETIREME	418.76	418.76
	Voucher:							
15706	3/6/2026	116715	PARS - DOWNEY, U.S. BANK NA. I	Ben1768414	3/6/2026	EFT - DOWNEY P/T PARS RETIR	11,318.41	11,318.41
	Voucher:							
15707	3/6/2026	126043	PARS - SEAACA, U.S. BANK N.A. I	Ben1768436	3/6/2026	EFT - SEAACA P/T PARS RETIRE	1,533.27	1,533.27
	Voucher:							
15708	3/6/2026	139550	QUEEN JAMES ENTERTAINMENT	4RPLCK	2/2/2026	EFT - GIFT STORE ITEMS	600.00	600.00
	Voucher:							
15709	3/6/2026	133031	RBL PLUMBING	1368	1/3/2026	EFT - APOLLO PARK/GYM RESTF	555.00	
	Voucher:			1360	1/7/2026	EFT - RIO HONDO CTRY CLUB	717.00	
				1365	1/21/2026	EFT - RIO HONDO CTRY CLUB	717.00	
				1367	1/28/2026	EFT - RIO HONDO CTRY CLUB	717.00	
				1372	2/2/2026	EFT - FIRESTATION #2	274.25	
				1381	2/3/2026	EFT - DOWNEY LIBRARY	178.50	
				1373	2/4/2026	EFT - RIO HONDO CTRY CLUB	717.00	
				1374	2/5/2026	EFT - WILDERNESS PARK	725.50	
				1382	2/12/2026	EFT - WILDERNESS PARK	725.50	
				1379	2/19/2026	EFT - WILDERNESS PARK	725.50	
				1384	2/25/2026	EFT - RIO HONDO CTRY CLUB	717.00	6,769.25
15710	3/6/2026	116350	S&S LABARGE GOLF INC	FEB/2026	3/2/2026	EFT - GREEN FEES, CART RENT/	54,970.46	54,970.46
	Voucher:							

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
15711	3/6/2026	123451	SOUTHERN COUNTIES FUELS	IN-0000844018	2/18/2026	EFT - FUEL	30,647.59	
	Voucher:			IN-0000300269	2/19/2026	EFT - FUEL	12,186.79	42,834.38
15712	3/6/2026	137532	STAR-DUST TOURS INC., DBA TH	2-16-26-A2	2/17/2026	EFT - CHARTER BUS SERVICES	2,780.00	2,780.00
	Voucher:							
15713	3/6/2026	104500	STEWART, TONI	34648	3/2/2026	EFT - INSTRUCTOR FEE FOR CL	112.00	
	Voucher:			33819	3/2/2026	EFT - INSTRUCTOR FEE FOR CL	128.10	240.10
15714	3/6/2026	138229	TENNIS MAKER INC.	33875	3/2/2026	EFT - INSTRUCTOR FEE	168.00	
	Voucher:			33879	3/2/2026	EFT - INSTRUCTOR FEE	1,013.60	
				33883	3/2/2026	EFT - INSTRUCTOR FEE	680.40	
				34769	3/2/2026	EFT - INSTRUCTOR FEE	638.40	
				33855	3/2/2026	EFT - INSTRUCTOR FEE	1,410.15	
				34770	3/2/2026	EFT - INSTRUCTOR FEE	884.80	
				33860	3/2/2026	EFT - INSTRUCTOR FEE	1,391.60	
				34767	3/2/2026	EFT - INSTRUCTOR FEE	378.00	
				34768	3/2/2026	EFT - INSTRUCTOR FEE	1,526.00	
				33852	3/2/2026	EFT - INSTRUCTOR FEE	1,145.20	9,236.15
15715	3/6/2026	128404	THE SAUCE CREATIVE SERV CO	8022	2/19/2026	EFT- CMSC LABEL STICKERS	3,985.38	
	Voucher:			8027	2/19/2026	EFT- CMSC FLYERS	540.95	4,526.33
15716	3/6/2026	133029	VARSITY VOCALS	2/21/26	3/2/2026	EFT - SETTLEMENT FOR PERFO	11,139.86	11,139.86
	Voucher:							
15717	3/6/2026	120747	VENUETECH MANAGEMENT GR(	20184051	3/1/2026	EFT - DOWNEY THEATRE - LABC	47,227.45	
	Voucher:			20184044	3/1/2026	EFT - DOWNEY THEATRE - MAN/	24,078.60	
				20184055	3/2/2026	EFT - DOWNEY THEATRE - LABC	103.12	71,409.17
15718	3/6/2026	137833	VERDANT LANDSCAPING, INC.	18546	2/24/2026	EFT - WATER YARD CLEAN UP - :	260.00	260.00
	Voucher:							
15719	3/6/2026	100101	VOYA - DEFERRED COMP, NO.66	Ben1768408	3/6/2026	EFT - ROTH VOYA DEF COMP P(	73,157.82	73,157.82
	Voucher:							

Sub total for BANK OF THE WEST: 601,019.53

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397321	3/6/2026	116476	A & G FENCE & SUPPLY	47037	2/23/2026	REPAIR 6' CHAIN LINK FENCE * E	426.79	426.79
	Voucher:							
397322	3/6/2026	106753	AFLAC	Ben1768406	3/6/2026	AFLAC ACCIDENT INS PRE TAX:	5,643.14	5,643.14
	Voucher:							
397323	3/6/2026	134742	AKESO OCCUPATIONAL HEALTH	EM070241	2/19/2026	JANUARY 2026 PRE-EMPLOYME	65.00	
	Voucher:			EM70233	2/19/2026	DECEMBER 2025 PRE-EMPLOYM	25.00	90.00
397324	3/6/2026	116013	ALLSTAR FIRE EQUIPMENT, INC.	270734	2/25/2026	WILDLAND BOOTS	873.62	873.62
	Voucher:							
397325	3/6/2026	119262	ALPHA QUALITY CONCRETE, INC	262	2/21/2026	SIDEWALK ROOT DAMAGE - STE	4,100.00	
	Voucher:			263	2/14/2026	CURB & GUTTER - 8726 STEWAF	3,000.00	
				254	2/14/2026	SIDEWALK DAMAGED BY ROOTS	3,950.00	
				255	2/14/2026	MATERIALS CONCRETE CITY MI	600.00	11,650.00
397326	3/6/2026	123395	AMERICAN FIDELITY ASSURANC	Ben1768410	3/6/2026	ACCIDENT INSURANCE POST TA	2,171.20	2,171.20
	Voucher:							
397327	3/6/2026	111993	APPLE ONE EMPLOYMENT SERV	1-7249514	2/18/2026	TEMP - EXEC SECRETARY - PLA	1,958.00	
	Voucher:			1-7244700	2/11/2026	TEMP - ADMIN ASSISTANT - PLAI	266.40	
				1-7244699	2/11/2026	TEMP - EXEC SECRETARY - PLA	1,390.49	
				1-7249515	2/18/2026	TEMP - ADMIN ASSISTANT - PLAI	266.40	3,881.29
397328	3/6/2026	125759	AQUASANI WATER	HHH020008495	2/24/2026	WATER SERVICE - FINANCE	39.96	
	Voucher:			HHH020008500	2/24/2026	WATER SERVICE - SPACE CENTI	39.96	79.92
397329	3/6/2026	140782	ARAGON, CARLOS	Ref001768046	2/26/2026	UB Refund Cst #147129	1,802.88	1,802.88
	Voucher:							
397330	3/6/2026	140767	ARENCIBIA, ABRAHAM	26-07266	2/12/2026	REFUND SPAY/NEUTER DEPOSI	50.00	50.00
	Voucher:							
397331	3/6/2026	114463	AT&T	331 254-6138/FEE	2/7/2026	331 254-6138 388 3 - 02/07 - 03/0E	61.43	
	Voucher:			331 254-6135/FEE	2/7/2026	331 254-6135 909 9 - 02/07 - 03/0E	122.85	
				339 341-4477/FEE	2/7/2026	339 341-4477 066 7 - 02/07 - 03/0E	172.06	
				339 343-8465/FEE	2/7/2026	339 343-8465 635 2 - 02/07 - 03/0E	58.40	
				339 342-4920/FEE	2/7/2026	339 342-4920 729 2 - 02/07 - 03/0E	52.74	467.48
397332	3/6/2026	116999	ATKINSON, ANDELSON, LOYA, RU	777843	2/20/2026	GENERAL LABOR SERVICES - 0C	4,263.50	4,263.50
	Voucher:							
397333	3/6/2026	119491	AVENUE PRESS PRINTING CO.	12635	2/19/2026	22 X 28 PVC BOARD	349.11	349.11
	Voucher:							
397334	3/6/2026	130561	AVILA, ADAN	JANUARY/26	1/15/2026	FORD EXPLORER DRIVER SEAT	171.16	171.16
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397335	3/6/2026	136997	AXON ENTERPRISES, INC.	INUS427585	2/9/2026	PRO LICENSE AND EVIDENCE-S	83,249.70	83,249.70
	Voucher:							
397336	3/6/2026	139083	BAUER ENTERTAINMENT MARKE	24-1070B-USA-26	3/3/2026	MARKETING SERVICES	995.00	
	Voucher:			24-1070B-USA-26	1/14/2026	MARKETING SERVICES	2,285.00	
				24-1070B-USA-26	2/25/2026	MARKETING SERVICES	2,285.00	
				24-1070B-USA-26	1/14/2026	MARKETING SERVICES	3,585.00	
				24-1070B-USA-26	1/3/2026	MARKETING SERVICES	995.00	
				24-1070B-USA-26	1/14/2026	MARKETING SERVICES	2,285.00	12,430.00
397337	3/6/2026	100426	BAVCO BACKFLOW APPARATUS	378566	2/23/2026	PARTS	4,863.55	
	Voucher:			378565	2/23/2026	PARTS	4,310.38	9,173.93
397338	3/6/2026	129822	BEALS-RADAC, SHANNON	2/26/26	2/27/2026	CONTRACTED VET SERVICES	1,000.00	
	Voucher:			2/24/26	2/27/2026	CONTRACTED VET SERVICES	1,000.00	2,000.00
397339	3/6/2026	140764	BLAS, REYNA	26-05394	2/11/2026	REFUND SPAY/NEUTER DEPOSI	50.00	50.00
	Voucher:							
397340	3/6/2026	100555	BRADLEY'S PLASTIC BAG COMP	26-02120	2/23/2026	SUPPLIES - POLY BAG	42.76	42.76
	Voucher:							
397341	3/6/2026	138296	BRIGHTVIEW LANDSCAPE, SERV	9684899	3/1/2026	MONTHLY LANDSCAPE MANAGE	109,364.97	109,364.97
	Voucher:							
397342	3/6/2026	137630	BUMBLE ROOFING OF LA LLC	2-00771783	2/25/2026	REFUND C&D DEPOSIT BLD-25-(	2,500.00	2,500.00
	Voucher:							
397343	3/6/2026	100701	CALMAT/INDUSTRIAL ASPHALT	5640123	2/16/2026	PG64-10	260.77	
	Voucher:			5617620	2/11/2026	PG64-10	263.38	524.15
397344	3/6/2026	140786	CERVANTES, SOPHIA	26-07783	2/26/2026	REFUSED ADOPTION	64.00	64.00
	Voucher:							
397345	3/6/2026	116645	CHAMPION DODGE, LLC	7345617	2/13/2026	PANEL - CARRIER	619.91	619.91
	Voucher:							
397346	3/6/2026	140769	CHAVEZ, ASIA	26-05887	2/12/2026	REFUND SPAY/NEUTER DEPOSI	50.00	50.00
	Voucher:							
397347	3/6/2026	126128	CINTAS CORPORATION NO.3	4260095647	2/18/2026	SCRAPER, MAT, AIR SVC, TRASH	63.83	
	Voucher:			4260399384	2/20/2026	TOWELS	35.00	
				4260495799	2/23/2026	TOWELS,FENDER COVER, UNIF(	405.05	503.88

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397348	3/6/2026	128276	CINTAS FIRST AID & SAFETY	4260399572	2/20/2026	TOWELS	35.00	
	Voucher:			4260399278	2/20/2026	TOWELS	95.13	
				5297848809	10/16/2025	FIRST AID SUPPLIES	392.86	
				5292784502	9/18/2025	FIRST AID SUPPLIES	420.18	
				531284504	1/9/2026	FIRST AID SUPPLIES	381.68	
				5307224902	12/10/2025	FIRST AID SUPPLIES	402.49	
				5302102705	12/10/2025	FIRST AID SUPPLIES	434.75	2,162.09
397349	3/6/2026	122692	CLUB PROPHET SYSTEMS	INV3921585	3/1/2026	MARCH 2026 POS SUBSCRIPTIO	393.00	393.00
	Voucher:							
397350	3/6/2026	121935	COMMLINE INC.	528696-IN	2/27/2026	JPCC GENERAL TECHNICAL ANI	2,928.45	
	Voucher:			528697-IN	2/27/2026	TWO-WAY COMMUNICATIONS H/	1,251.60	4,180.05
397351	3/6/2026	127309	COMPLETE OFFICE	4283078-0	2/9/2026	OFFICE DESK AND CABINET SY	4,747.63	4,747.63
	Voucher:							
397352	3/6/2026	140775	CORONA, NELLY	26-07408	2/17/2026	REFUND SPAY/NEUTER DEPOSI	40.00	40.00
	Voucher:							
397353	3/6/2026	109555	COUNTY SANITATION DISTRICTS	DB2-6254021923-	2/11/2026	WASTEWATER SERVICES FY 20	6,402.50	6,402.50
	Voucher:							
397354	3/6/2026	113787	COVETRUS NORTH AMERICA	EV69266	2/17/2026	MEDICAL SUPPLIES	81.95	81.95
	Voucher:							
397355	3/6/2026	140793	CRISTOBAL, DAVID	1-00233197	2/25/2026	REFUND C&D DEPOSIT BLD-22-(	3,784.34	3,784.34
	Voucher:							
397356	3/6/2026	135711	DANNY'S JUMPERS	2/24/26	2/24/2026	CHAIRS RENTAL - NEW/2ND STR	110.00	110.00
	Voucher:							
397357	3/6/2026	133813	DINES, BRIAN	2-00773426	2/25/2026	REFUND C&D DEPOSIT BLD-26-(	2,000.00	2,000.00
	Voucher:							
397358	3/6/2026	118472	DIRECTV	44396087X260216	3/7/2026	44396087 - 02/15 - 03/14/26	119.99	119.99
	Voucher:							
397359	3/6/2026	128253	DISCOVERY CUBE ORANGE COL	1114184	2/23/2026	2/16/26 EVENT - OC GA GROUP F	457.00	457.00
	Voucher:							
397360	3/6/2026	122421	DLT TRUCK & AUTO ELECTRIC IN	14743	2/5/2026	FORD ALTERNATOR	358.31	358.31
	Voucher:							
397361	3/6/2026	139793	DOMINGUEZ, JENRRY PEREZ	2-00764367	2/25/2026	REFUND C&D DEPOSIT BLD-25-(	5,392.04	
	Voucher:			2-00764228	2/25/2026	REFUND C&D DEPOSIT BLD-25-(	5,392.04	10,784.08
397362	3/6/2026	125411	DOWNEY LAND LIMITED	17346	3/1/2026	LEASE AGREEMENT	4,000.00	4,000.00
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397363	3/6/2026	109820	DOWNEY PATRIOT, THE	111757	2/12/2026	NOTICE OF PUBLIC HEARING - II	288.00	288.00
	Voucher:							
397364	3/6/2026	106738	ELECTRIC CAR SALES & SERVIC	37181	2/20/2026	PARTS	329.29	
	Voucher:			37156	2/11/2026	PARTS	486.20	
				37159	2/12/2026	TIRE 18X8.5	353.60	
				37208	2/25/2026	PARTS	41.99	1,211.08
397365	3/6/2026	101588	EWING IRRIGATION PRODUCTS I	29180834	2/23/2026	SUPPLIES	135.67	135.67
	Voucher:							
397366	3/6/2026	140156	FAITHFUL DOOR SOLUTIONS, & I	1697	2/20/2026	NEW CABLES ON SECTIONAL D(	685.00	685.00
	Voucher:							
397367	3/6/2026	121673	FERGUSON WATERWORKS NO.1	70407-1	2/23/2026	SUPPLIES	275.15	275.15
	Voucher:							
397368	3/6/2026	106567	FIVESTAR RUBBER STAMP CO	78766	2/18/2026	DESK SIGN FOR SGT MILOSEVI(	25.18	25.18
	Voucher:							
397369	3/6/2026	124664	FM THOMAS AIR CONDITIONING	48998 - SEAACA	12/31/2025	SERVER ROOM WARM - SEAAC/	1,323.78	
	Voucher:			48933	1/9/2026	HVAC MAINTENANCE 07/01/2025	3,326.00	
				49117	1/31/2026	REPAIR MAKE UP FAN - RHGC	2,369.90	
				49126	1/31/2026	LABOR, TRIP CHARGE - CHILLEI	697.88	
				49127	1/31/2026	LABOR, TRIP CHARGE - BOILER	647.84	
				49153	1/31/2026	LABOR, TRIUP CHARGE - REPAII	1,205.28	
				48984	12/31/2025	REPLACE PULLEYS 1,2,3,5,6 - SE	1,417.60	
				48985	12/31/2025	SERVER REPAIR - SEAACA	1,956.33	
				48997	1/9/2026	JANUARY 2026 PM BILLING - SE/	2,828.00	15,772.61
397370	3/6/2026	101693	FRANCHISE TAX BOARD	Ben1768426	3/6/2026	FRANCHISE TAX BOARD: PAYME	385.34	385.34
	Voucher:							
397371	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-904-7265/FEE	2/13/2026	562-904-7265-121391-5 - 02/13 - C	1,321.62	1,321.62
	Voucher:							
397372	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-904-3139/FEE	2/16/2026	562-904-3139-032105-5 - 02/16 - C	640.47	640.47
	Voucher:							
397373	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-904-7230/JAN	1/28/2026	562-904-7230-121391-5 - 01/28 - C	321.80	321.80
	Voucher:							
397374	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-904-7165/FEE	2/13/2026	562-904-7165-102215-5 - 02/13 - C	239.07	239.07
	Voucher:							
397375	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-904-7196/FEE	2/4/2026	562-904-7196-031496-5 - 02/04 - C	150.88	150.88
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397376	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-869-7772/FEE	2/1/2026	562-869-7772-100517-5 - 02/01 - C	140.05	140.05
	Voucher:							
397377	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-862-2471/FEE	2/4/2026	562-862-2471-111390-5 - 02/04 - 0	106.36	106.36
	Voucher:							
397378	3/6/2026	128119	FRONTIER COMMUNICATIONS	209-151-3859/FEE	2/10/2026	209-151-3859-122178-5 - 02/10 - C	103.25	103.25
	Voucher:							
397379	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-197-0775/FEE	2/13/2026	562-197-0775-021219-5 - 02/13 - C	99.58	99.58
	Voucher:							
397380	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-197-0773/FEE	2/13/2026	562-197-0773-020819-5 - 02/13 - C	96.43	96.43
	Voucher:							
397381	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-197-0774/FEE	2/13/2026	562-197-0774-021219-5 - 02/13 - C	96.43	96.43
	Voucher:							
397382	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-197-0776/FEE	2/13/2026	562-197-0776-020819-5 - 02/13 - C	90.11	90.11
	Voucher:							
397383	3/6/2026	128119	FRONTIER COMMUNICATIONS	209-150-2683/FEE	2/13/2026	209-150-2683-050175-5 - 02/13 - C	86.98	86.98
	Voucher:							
397384	3/6/2026	128119	FRONTIER COMMUNICATIONS	562-806-0815/FEE	2/13/2026	562-806-0815-092910-5 - 02/13 - C	49.81	49.81
	Voucher:							
397385	3/6/2026	128119	FRONTIER COMMUNICATIONS	209-151-3861/FEE	2/13/2026	209-151-3861-092084-5 - 01/13 - C	43.49	43.49
	Voucher:							
397386	3/6/2026	128119	FRONTIER COMMUNICATIONS	209-043-2936/FEE	2/19/2026	209-043-2936-041813-5 - 02/19 - C	33.85	33.85
	Voucher:							
397387	3/6/2026	140787	FUENTES, ELIDA	26-07744	2/26/2026	REFUSED ADOPTION	64.00	64.00
	Voucher:							
397388	3/6/2026	127305	GATEWAY WATER MGMT AUTHOI	LAR-25-01	7/31/2025	FY25/26 ADMIN & COST SHARIN(	88,453.53	88,453.53
	Voucher:							
397389	3/6/2026	127305	GATEWAY WATER MGMT AUTHOI	LSGR-25-05	7/31/2025	FY25/26 ADMIN & COST SHARIN(	49,146.53	49,146.53
	Voucher:							
397390	3/6/2026	127305	GATEWAY WATER MGMT AUTHOI	LCC-25-03	7/31/2025	FY25/26 ADMIN & COST SHARIN(	20,894.57	20,894.57
	Voucher:							
397391	3/6/2026	127305	GATEWAY WATER MGMT AUTHOI	2026-10	7/31/2025	ANNUAL MEMBERSHIP DUES FY	15,000.00	15,000.00
	Voucher:							
397392	3/6/2026	127305	GATEWAY WATER MGMT AUTHOI	HTU-25-19	7/31/2025	ANNUAL MEMBERSHIP DUES, C(	1,990.10	1,990.10
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397393	3/6/2026	135068	GATHERINGS N' STUFF	3/2/206	3/2/2026	3/2/2026 - SENIOR MONDAY MEA	1,095.00	1,095.00
	Voucher:							
397394	3/6/2026	140750	GENERAL UNDERGROUND, FIRE	26435	1/31/2026	CIP NO.21-31 INSTALLATION OF	182,000.00	182,000.00
	Voucher:							
397395	3/6/2026	101863	GOLDEN WEST PIPE & SUPPLY	629588	2/10/2026	SUPPLIES	403.88	
	Voucher:			629810	2/19/2026	SLOAN VB REPAIR KIT	47.74	
				629780	2/18/2026	SUPPLIES	153.55	605.17
397396	3/6/2026	101882	GRAINGERS	9805057099	2/11/2026	SUPPLIES	101.09	
	Voucher:			9812904614	2/18/2026	SUPPLIES	480.15	
				9804958362	2/12/2026	SUPPLIES	1,050.30	
				9804958354	2/12/2026	SUPPLIES	2,205.63	3,837.17
397397	3/6/2026	131069	HALO BRANDED SOLUTIONS INC	8858764	3/3/2026	100 - 2" CHALLENGE COINS	1,403.42	1,403.42
	Voucher:							
397398	3/6/2026	127210	HDL SOFTWARE, LLC	SIN055271	10/15/2025	BUSINESS LICENSE SOFTWARE	10,725.15	10,725.15
	Voucher:							
397399	3/6/2026	135883	HENRY RADIO NETWORK	12372	3/1/2026	RADIO SERVICE - 50 RADIOS	700.00	700.00
	Voucher:							
397400	3/6/2026	136641	HI STANDARD AUTOMOTIVE, LLC	30595	2/11/2026	PARTS	8,699.45	8,699.45
	Voucher:							
397401	3/6/2026	113767	HILL'S PET NUTRITION SALES IN	256195886	2/13/2026	PET SUPPLIES	2,253.40	
	Voucher:			256115726	2/6/2026	PET SUPPLIES	234.15	
				256118823	2/6/2026	PET SUPPLIES	207.91	
				256118825	2/6/2026	PET SUPPLIES	1,954.80	4,650.26
397402	3/6/2026	101999	HOME DEPOT	8551819	1/18/2026	SUPPLIES	61.80	
	Voucher:			2626313	1/24/2026	SUPPLIES	78.07	
				283038	1/26/2026	SUPPLIES	117.85	
				7530673	1/29/2026	SUPPLIES	98.03	
				2013499	2/3/2026	SUPPLIES	391.51	
				543576	2/5/2026	SUPPLIES	278.50	
				6532121	2/9/2026	SUPPLIES	171.00	1,196.76
397403	3/6/2026	126110	HUNTINGTON BEACH FORD	5085228	2/5/2026	PARTS	240.39	
	Voucher:			5085274	2/6/2026	PARTS	44.36	
				5085191	2/3/2026	PARTS	249.46	534.21
397404	3/6/2026	126310	IDEXX LABORATORIES, INC.	3191966378	1/11/2026	SNAP PARVO TESTS	2,979.19	
	Voucher:			3191479231	1/5/2026	SNAP PARVO TESTS	551.95	3,531.14

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397405	3/6/2026	132330	IML SECURITY SUPPLY	4933456	2/24/2026	SUPPLIES - WATER YARD	1,963.15	1,963.15
	Voucher:							
397406	3/6/2026	111318	INTL CODE COUNCIL INC	1002223801	2/5/2026	2025 CALIFORNIA CODES TITLE	7,199.83	7,199.83
	Voucher:							
397407	3/6/2026	123659	J.G. ACOUSTICS INC.	40089	3/2/2026	CEILING TILE REPLACEMENT - F	9,725.00	9,725.00
	Voucher:							
397408	3/6/2026	123659	J.G. ACOUSTICS INC.	35 - FINAL	12/11/2025	CEILING TILE REPLACEMENT - F	9,725.00	9,725.00
	Voucher:							
397409	3/6/2026	140774	JIMENEZ, RAQUEL	26-02015	2/19/2026	REFUND SPAY/NEUTER DEPOSI	50.00	50.00
	Voucher:							
397410	3/6/2026	128896	JJ'S AUTO SERVICE, INC.	72206	2/20/2026	NEW TIRE, MOUNT AND BALANC	337.25	
	Voucher:			72207	2/20/2026	MOUNT AND BALANCE	259.00	
				71997	2/6/2026	NEW BATTERY, ROAD SERVICE -	375.90	
				71975	2/4/2026	REPAIR SHIFTER ASSEMBLY - '1	450.00	
				72094	2/13/2026	MOUNT AND BALANCE	185.00	
				72221	2/20/2026	NEW TIRES - 19 FORD	1,747.76	
				71999	2/6/2026	NEW BATTERY, ROAD SERVICE -	375.90	
				71998	2/6/2026	NEW BATTERY, ROAD SERVICE -	375.90	4,106.71
397411	3/6/2026	102318	JOHN L. HUNTER AND ASSOC., IN	DOW1MS412512	3/3/2026	NPDES MS4 PERMIT COMPLIAN	4,450.50	4,450.50
	Voucher:							
397412	3/6/2026	140776	JUAREZ, KATIE	26-06612	2/17/2026	REFUND SPAY/NEUTER DEPOSI	40.00	40.00
	Voucher:							
397413	3/6/2026	140790	KHALIL, CECELIA	2-00772551	2/26/2026	INSPECTION AND MATERIALS TE	1,268.83	1,268.83
	Voucher:							
397414	3/6/2026	140795	LA TOX MEDSPA	295011	2/27/2026	REFUND BUSINESS LICENSE AC	554.13	554.13
	Voucher:							
397415	3/6/2026	132027	LEXISNEXIS, A DIVISION OF REL	3096337653	2/28/2026	CONTENT FEATURE, COURTLINI	311.00	311.00
	Voucher:							
397416	3/6/2026	102636	LIBERTY FLAGS INC	120138	1/13/2026	CITY OF DOWNEY FLAGS	2,356.00	2,356.00
	Voucher:							
397417	3/6/2026	102645	LIFE-ASSIST INC	2071330	2/24/2026	MEDICAL SUPPLIES - FY 25/26	259.10	
	Voucher:			2073229	2/26/2026	MEDICAL SUPPLIES - FY 25/26	662.98	922.08
397418	3/6/2026	137995	LM INVESTIGATIONS LLC	2026-0003	2/21/2026	RECORDS FEE, MILEAGE	2,366.38	
	Voucher:			2026-0002	2/21/2026	RECORDS FEE, MILEAGE	4,014.54	6,380.92

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397419	3/6/2026	102516	LN CURTIS & SONS	INV1037265	2/9/2026	D. ORTEGA	117.58	
	Voucher:			INV1037655	2/10/2026	K. MONDRAGON	518.32	
				INV1037871	2/10/2026	D. BALTODANO	134.84	
				INV1038527	2/12/2026	G. GARCIA	114.60	885.34
397420	3/6/2026	102735	LOS ANGELES DODGERS	43488595 - 7/10/2(	2/19/2026	ANNUAL CITY DODGER NIGHT T	1,500.00	1,500.00
	Voucher:							
397421	3/6/2026	135341	LPA INC	ARIV019444	2/11/2026	CIP NO.21-18 - SPACE SHUTTLE	40,609.15	40,609.15
	Voucher:							
397422	3/6/2026	102823	MAJESTIC TROPHY & AWARDS	26569	2/23/2026	DESK WEDGES - DETECTIVES K	99.45	99.45
	Voucher:							
397423	3/6/2026	140059	MEDINA PRO ROOFING, INC.	1-00252646	2/25/2026	REFUND C&D BLD-26-00046 - 10(	2,500.00	2,500.00
	Voucher:							
397424	3/6/2026	140632	MELENDREZ, TATIANA	2/23 - 2/27/26	3/2/2026	PARKING - RECORDS CLERK CC	50.00	50.00
	Voucher:							
397425	3/6/2026	116215	MISSION LINEN SUPPLY	525448133	2/4/2026	LINEN MAINTENANCE	260.87	
	Voucher:			525489757	2/11/2026	LINEN MAINTENANCE	260.87	
				525538628	2/19/2026	LINEN MAINTENANCE	142.43	
				525530684	2/18/2026	LINEN MAINTENANCE	260.87	925.04
397426	3/6/2026	140778	MONTOYA, JUANA	26-06633	2/18/2026	REFUND SPAY/NEUTER DEPOSI	50.00	50.00
	Voucher:							
397427	3/6/2026	132710	MOON, PHILIP	2-00773347	2/25/2026	REFUND C&D DEPOSIT BLD-26-(	2,500.00	2,500.00
	Voucher:							
397428	3/6/2026	125127	MR. BILL'S, AUTO BODY & PAINT,	10711	2/12/2026	LABOR, PAINT SUPPLIES - 21 FC	731.06	
	Voucher:			10714	2/16/2026	LABOR, PAINT SUPPLIES - 21 FC	3,382.96	
				10715	2/16/2026	LABOR, PAINT SUPPLIES - 24 DC	4,364.41	
				10716	2/18/2026	BODY LABOR,PARTS - 25 FORD I	384.93	8,863.36
397429	3/6/2026	137215	MV CHENG & ASSOC. INC.	2/28/2026	3/2/2026	TEMPORARY PERSONNEL SERV	5,250.00	5,250.00
	Voucher:							
397430	3/6/2026	103221	NAPA AUTO PARTS	705883	2/10/2026	BATTERY	408.78	
	Voucher:			68355	2/18/2026	BATTERY	163.59	572.37
397431	3/6/2026	103221	NAPA AUTO PARTS	706146	2/11/2026	FUEL TANK REPAIR KIT	20.41	
	Voucher:			705894	2/10/2026	SUPPLIES	20.42	
				706860	2/18/2026	BATTERY	239.25	280.08
397432	3/6/2026	110438	NATIONWIDE ENVIRONMENTAL S	35405	1/31/2026	ANNUAL CATCH BASIN CLEANIN	18,128.80	18,128.80
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397433	3/6/2026	126090	NIEMELA PAPPAS & ASSOCIATES	7139	3/1/2026	GENERAL ADVOCACY SERVICES	3,960.00	3,960.00
	Voucher:							
397434	3/6/2026	126090	NIEMELA PAPPAS & ASSOCIATES	7138	2/1/2026	GENERAL ADVOCACY SERVICES	3,960.00	3,960.00
	Voucher:							
397435	3/6/2026	126120	NILSEN, ERIC	33652	3/2/2026	INSTRUCTOR FEE	677.60	677.60
	Voucher:							
397436	3/6/2026	113727	NINYO & MOORE	316562	2/19/2026	CIP NO.17-01 ENVIRONMENTAL I	22,858.09	22,858.09
	Voucher:							
397437	3/6/2026	103324	NORWALK-LA MIRADA PLUMBIN	348527	2/23/2026	RESTROOM PLUMBING REPAIR	1,071.57	
	Voucher:			348523MARIO	2/25/2026	EE RESTROOM PLUMBING REPA	1,357.00	2,428.57
397438	3/6/2026	140780	OCHOA, DANIKA	26-05560	2/12/2026	REFUND SPAY/NEUTER DEPOSI	50.00	50.00
	Voucher:							
397439	3/6/2026	103344	OCLC, INC.	1000479331	1/9/2026	CLOUDLIBRARY ANNUAL SUBSC	4,200.00	4,200.00
	Voucher:							
397440	3/6/2026	103344	OCLC, INC.	1000479306	1/7/2026	COMICS PLUS 1 YEAR SUBSCRI	3,514.88	
	Voucher:			1000482020	1/31/2026	CLOUD LIBRARY EAUDIOBOOK S	995.11	4,509.99
397441	3/6/2026	103346	OFFICE DEPOT INC	456613820001	2/9/2026	OFFICE SUPPLIES	92.80	
	Voucher:			4594057440001	2/13/2026	OFFICE SUPPLIES	66.92	159.72
397442	3/6/2026	139467	O'GORMAN, TRAVIS	2/23 - 2/27/26 - 2	3/2/2026	PARKING - CHEMICAL AGENT IN	90.02	90.02
	Voucher:							
397443	3/6/2026	126555	ON POINT GAME WEAR	1983	3/2/2026	JACKET WITH LOGO	4,690.73	4,690.73
	Voucher:							
397444	3/6/2026	140792	ORTEGA, GABRIEL	2-00760812	2/25/2026	REFUND C&D DEPOSIT BLD-23-(	3,154.65	3,154.65
	Voucher:							
397445	3/6/2026	135191	PACIFIC COMPLIANCE SERVICES	8456	2/5/2026	MONTHLY INSPECTIONS - CITY `	360.00	360.00
	Voucher:							
397446	3/6/2026	103453	PARKHOUSE TIRE INC	1011075528	2/23/2026	TIRES - TRK 673	829.64	
	Voucher:			1011073911	2/10/2026	TIRE REPLACEMENT	1,966.00	
				1011072929	2/4/2026	FLAT TIRE REPAIR	121.28	2,916.92
397447	3/6/2026	133984	PARTS AUTHORITY LLC	65-494743	2/10/2026	PARTS	173.38	
	Voucher:			110-916858	2/10/2026	PARTS	43.05	216.43
397448	3/6/2026	103400	PDQ RENTALS	918527	2/9/2026	PROPANE FILL	87.43	87.43
	Voucher:							
397449	3/6/2026	140766	PEREDO, ABIGAIL	26-07325	2/11/2026	REFUND SPAY/NEUTER DEPOSI	50.00	50.00
	Voucher:							

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397450	3/6/2026	140796	PEREZ, JESSE	201447.002	2/17/2026	REFUND SECURITY DEPOSIT PE	55.00	55.00
	Voucher:							
397451	3/6/2026	103580	PITNEY BOWES	3107471266	10/30/2025	MAIL MACHINE LEASE - 9/20/202	1,496.21	1,496.21
	Voucher:							
397452	3/6/2026	137164	PNC EQUIPMENT FINANCE, LLC	2474334	3/2/2026	EZ GO GOLF CART LEASE PAYM	12,346.72	12,346.72
	Voucher:							
397453	3/6/2026	140772	POTGIETER, ELANA	26-07425	2/14/2026	REFUND SPAY/NEUTER DEPOSI	50.00	50.00
	Voucher:							
397454	3/6/2026	140789	PRC MULTI FAMILY LLC	Ref001768229	3/3/2026	UB Refund Cst #122371 - Cust rec	4,525.02	4,525.02
	Voucher:							
397455	3/6/2026	120206	PREFERRED IMPRESSIONS INC.	28190	2/24/2026	LAMINATED LINK AND SIGNS	225.42	225.42
	Voucher:							
397456	3/6/2026	130620	PROFORMA APOLLO GROUP	BR54001903A	2/15/2026	#10 WINDOW ENVELOPE	273.00	273.00
	Voucher:							
397457	3/6/2026	103657	PYRO-COMM SYSTEMS INC	65531	2/10/2026	REPAIR FIRE CONTROL PANEL -	585.00	
	Voucher:			65986	2/19/2026	FIRE ALARM MONITORING - FIRE	225.00	
				65987	2/19/2026	QUARTERLY FIRE ALARM MONIT	225.00	
				65561	2/11/2026	REPAIR FIRE PANEL, REPLACE S	1,348.99	
				65544	2/10/2026	PARTS FSP-851 - APOLLO PARK	178.99	2,562.98
397458	3/6/2026	131869	RACHLIN PARTNERS	108152	2/19/2026	CIP NO.21-18 - SPACE SHUTTLE	2,400.00	2,400.00
	Voucher:							
397459	3/6/2026	135797	RAFTELIS FINANCIAL CONSULTA	44549	2/24/2026	DOWNEY EXECUTIVE TEAM RET	5,000.00	5,000.00
	Voucher:							
397460	3/6/2026	138501	RENEWELL FLEET SERVICE LLC	9895	2/20/2026	PARTS & FREIGHT	637.22	637.22
	Voucher:							
397461	3/6/2026	125567	ROYAL COUNTERTOPS, INC.	R40970	2/24/2026	SOLID SURFACE COUNTERTOPS	4,440.00	4,440.00
	Voucher:							
397462	3/6/2026	103935	RPW SERVICES INC	48808	1/28/2026	LANDSCAPE SERVICES - 1/28/26	2,400.00	
	Voucher:			48807	1/28/2026	PLANT HEALTH CARE PROGRAM	3,000.00	5,400.00
397463	3/6/2026	140674	RUELAS ALFA INC.	537	2/20/2026	SWINGING DOOR REMOVAL, INS	6,795.75	6,795.75
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397464	3/6/2026	103959	S&J SUPPLY COMPANY, INC	S100266023.001	2/18/2026	SUPPLIES	1,603.66	
	Voucher:			S100260802.002	2/18/2026	SUPPLIES	173.26	
				S100263588.001	1/15/2026	SUPPLIES	2,705.42	
				S100264094.001	1/15/2026	SUPPLIES	961.91	
				S100265283.001	2/18/2026	SUPPLIES	1,604.92	7,049.17
397465	3/6/2026	133348	SAKAIDA NURSERY, INC.	34562	2/5/2026	PLANTS	3,414.45	3,414.45
	Voucher:							
397466	3/6/2026	135629	SALAZAR, MARCO	JAN/26	3/4/2026	OUTREACH MILEAGE	5.65	5.65
	Voucher:							
397467	3/6/2026	110844	SALVATION ARMY	1	2/26/2026	PLHA SUBRECIPIENT AGREEME	5,280.00	5,280.00
	Voucher:							
397468	3/6/2026	140784	SANCHEZ, CHRISTINE	26-07798	2/26/2026	REFUSED ADOPTION	64.00	64.00
	Voucher:							
397469	3/6/2026	140324	SB CARPET CLEANING	1091	2/19/2026	DOWNEY THEATRE - 2/18/26	300.00	
	Voucher:			1094	2/26/2026	DOWNEY POLICE DEPT CARPET	360.00	660.00
397470	3/6/2026	123517	SEIU 721	Ben1768434	3/6/2026	SEAACA DUES: PAYMENT	813.82	813.82
	Voucher:							
397471	3/6/2026	139433	SHAW INTEGRATED, & TURF SOL	999194024	1/22/2026	CARPET REMOVAL AND INSTALL	13,604.40	13,604.40
	Voucher:							
397472	3/6/2026	107239	SHERWIN-WILLIAMS	0042171330226	2/26/2026	PAINT & SUPPLIES	81.92	
	Voucher:			99382171330226	2/25/2026	PAINT & SUPPLIES	124.62	206.54
397473	3/6/2026	118496	SHILPARK PAINT CORP.	968841	2/18/2026	PAINT & SUPPLIES	579.04	579.04
	Voucher:							
397474	3/6/2026	127198	SHRED-IT, C/O STERICYCLE, INC	8013385398	2/3/2026	SHREDDING SERVICE	74.56	74.56
	Voucher:							
397475	3/6/2026	110724	SO CAL PERMANENTE MED GRP	9001529908	12/12/2025	MAY - SEPTEMBER 2025 - PHYS	1,440.00	1,440.00
	Voucher:							
397476	3/6/2026	120077	SOTO, KENNY	FEB/26	2/10/2026	D4 RENEWAL FEE	105.00	105.00
	Voucher:							
397477	3/6/2026	104196	SOUTH COAST AIR QUAL MGMT I	SITE ID#44298	3/6/2026	ANNUAL PROGRAM ANALYSIS 2(	1,087.20	1,087.20
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397478	3/6/2026	104208	SOUTHERN CALIFORNIA EDISON	700652301604/FE	2/18/2026	700652301604 - 01/14 - 02/12/26	128.93	
	Voucher:			700454811422/FE	2/18/2026	700454811422 - 01/14 - 02/12/26	28.99	
				700652159639/FE	2/23/2026	700652159639 - 01/20 - 02/18/26	18.80	
				700652203287/FE	2/23/2026	700652203287 - 01/20 - 02/18/26	14.74	
				700976840867/FE	2/17/2026	700976840867 - 01/13 - 02/11/26	530.45	
				700348564995/FE	2/25/2026	700348564995 - 01/22 - 02/22/26	30.24	
				700604332171/FE	2/26/2026	700604332171 - 01/23 - 02/23/26	4,913.66	
				700266575242/FE	2/25/2026	700266575242 - 01/22 - 02/22/26	37.16	
				700583494147/FE	2/20/2026	700583494147 - 01/16 - 02/17/26	140.19	
				700271287220/FE	2/10/2026	700271287220 - 01/07 - 02/04/26	62.16	
				600001512301/FE	2/20/2026	600001512301 - 12/24/25 - 01/30/2	10,429.05	
				700976840766/JA	2/10/2026	700976840766 - 01/07 - 02/04/26	245.03	16,579.40
397479	3/6/2026	104210	SOUTHERN CALIFORNIA GAS CC	176 206 7900 5/JA	2/20/2026	176 206 7900 5 - 12/29/25 - 01/30/	1,067.13	
	Voucher:			176 206 7900 5/FE	2/20/2026	176 206 7900 5 - 01/30 - 02/27/26	1,917.25	2,984.38
397480	3/6/2026	104210	SOUTHERN CALIFORNIA GAS CC	081 506 8000 0/FE	2/26/2026	081 506 8000 0 - 01/23 - 02/24/26	53.53	53.53
	Voucher:							
397481	3/6/2026	136780	SSD ALARM SYSTEMS	R-00642020	3/1/2026	BURGLAR & FIRE ALARM SERVI(	1,030.26	
	Voucher:			R-00641504	3/1/2026	BURGLAR ALARM & VIDEO SYST	3,779.82	4,810.08
397483	3/6/2026	134449	ST. FRANCIS ELECTRIC, LLC	240510380	1/31/2026	PREVENTATIVE MAINTENANCE -	39,548.20	
	Voucher:			240510376	1/31/2026	PREVENTATIVE MAINTENANCE -	486.70	
				240510375	1/31/2026	PREVENTATIVE MAINTENANCE -	9,135.28	
				240510382	1/31/2026	PREVENTATIVE MAINTENANCE -	161.50	
				240510381	1/31/2026	PREVENTATIVE MAINTENANCE -	2,628.00	
				240510385	1/31/2026	PREVENTATIVE MAINTENANCE -	7,986.72	
				240510386	1/31/2026	PREVENTATIVE MAINTENANCE -	942.00	
				240510390	1/31/2026	PREVENTATIVE MAINTENANCE -	1,406.00	
				240510391	1/31/2026	PREVENTATIVE MAINTENANCE -	684.00	
				240510377	1/31/2026	PREVENTATIVE MAINTENANCE -	97.34	
				240510378	1/31/2026	PREVENTATIVE MAINTENANCE -	486.70	
				240510379	1/31/2026	PREVENTATIVE MAINTENANCE -	97.34	
				240510383	1/31/2026	PREVENTATIVE MAINTENANCE -	2,788.28	
				240510384	1/31/2026	PREVENTATIVE MAINTENANCE -	7,350.22	
				240510387	1/31/2026	PREVENTATIVE MAINTENANCE -	166.00	
				240510388	1/31/2026	PREVENTATIVE MAINTENANCE -	6,272.90	
				240510389	1/31/2026	PREVENTATIVE MAINTENANCE -	6,110.00	86,347.18

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397484	3/6/2026	112322	STANDARD INS CO - UNIT 22, PO	Ben1768398	3/6/2026	LTD INSURANCE CITY: PAYMENT	9,443.85	
	Voucher:			Ben1768394	3/6/2026	LIFE INS & AD&D: PAYMENT	8,488.29	17,932.14
397485	3/6/2026	130597	STANDARD INS CO-, POLICY 643	Ben1768392	3/6/2026	STANDARD ADL LIFE INS POST T	4,593.87	4,593.87
	Voucher:							
397486	3/6/2026	104256	STAPLES ADVANTAGE	6056554104	2/25/2026	OFFICE SUPPLIES	17.68	
	Voucher:			6056554102	2/25/2026	OFFICE SUPPLIES	29.57	
				6056554111	2/25/2026	OFFICE SUPPLIES	144.56	
				6056554095	2/25/2026	OFFICE SUPPLIES	96.97	
				6056554109	2/25/2026	OFFICE SUPPLIES	144.56	433.34
397487	3/6/2026	104283	STERLING SECURITY SYSTEMS	46466	1/1/2026	ALARM MONITORING SERVICES	1,055.00	1,055.00
	Voucher:							
397488	3/6/2026	112807	SUNBURST DECORATIVE ROCK I	165518	2/18/2026	COBBLE STONES	210.43	
	Voucher:			165520	2/20/2026	COBBLE STONES	1,052.13	1,262.56
397489	3/6/2026	104329	SUNSET PRINTER	49331	2/18/2026	ENVELOPES - FIRE DEPT	905.55	905.55
	Voucher:							
397490	3/6/2026	126610	SUTHERLAND CONSULTING GRC	2896	2/12/2026	E-RATE CONSULTING SERVICES	7,500.00	7,500.00
	Voucher:							
397491	3/6/2026	124421	TETRA TECH, INC.	52554483	2/26/2026	CIP NO.20-35 FIRESTONE BLVD.	22,862.75	22,862.75
	Voucher:							
397492	3/6/2026	130483	THE ADVANTAGE GROUP	Ben1768388	3/6/2026	TAG FLEX125 MEDICAL PRE TAX	19,645.68	19,645.68
	Voucher:							
397493	3/6/2026	138291	THE FERGUSON GROUP, LLC	INV5949	3/2/2026	PROFESSIONAL SERVICE AGRE	6,000.00	6,000.00
	Voucher:							
397494	3/6/2026	134950	THE LLOYD PEST CONTROL, INC	9158139	2/16/2026	MOSQUITO SERVICE PROGRAM	190.00	
	Voucher:			9155033	2/17/2026	4 MOSQUITO CANISTERS	165.00	355.00
397495	3/6/2026	116871	THE REGENTS OF THE UNIVERS	3013-1524	3/2/2026	SERVICE AGREEMENT FOR CON	6,809.59	6,809.59
	Voucher:							
397496	3/6/2026	103017	TIME WARNER CABLE	188361801021426	2/14/2026	188361801 - 02/20 - 03/19/26	1,227.00	1,227.00
	Voucher:							
397497	3/6/2026	124892	ULINE	204298358	2/17/2026	SUPPLIES	80.11	
	Voucher:			204316953	2/17/2026	SUPPLIES	244.76	324.87

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397498	3/6/2026	120080	UNIFORM DEPOT INC., DBA: MR.	9259	2/3/2026	JOHN DANIEL	1,071.57	
	Voucher:			9261	2/12/2026	BRENT WALRAVEN	33.15	
				9262	2/14/2026	DANE NELSON	364.54	
				9260	2/16/2026	LEVI ENRIQUEZ	47.46	
				9279	2/17/2026	KRIS KROESE	320.34	
				9280	2/18/2026	ANTHONY CANTERO	599.52	2,436.58
397499	3/6/2026	126723	UNITED PACIFIC SERVICES, INC.	26-0221-2	2/21/2026	TREE TRIMMING SERVICES 7/1/2	8,998.00	8,998.00
	Voucher:							
397500	3/6/2026	104595	UNITED PARCEL SERVICE	0000501YY1096	2/28/2026	DELIVERY SERVICE	25.50	25.50
	Voucher:							
397501	3/6/2026	104603	UNITED WAY OF GREATER L A	Ben1768422	3/6/2026	UNITED WAY: PAYMENT	2.50	2.50
	Voucher:							
397502	3/6/2026	120709	UVA, CARMELA M.	71733	3/4/2026	REFUND - BLD-26-00320 - 10232	536.87	536.87
	Voucher:							
397503	3/6/2026	117053	VALENZUELA, BLANCA	3/30 - 4/2/26	2/23/2026	POLICE MANAGEMENT COURSE	449.06	449.06
	Voucher:							
397504	3/6/2026	139059	VALINO, CRYSTAL	2/25/26	2/27/2026	CONTRACTED VET SERVICES	1,000.00	1,000.00
	Voucher:							
397505	3/6/2026	140785	VALLEJO, MARLENE	26-07614	2/26/2026	REFUSED ADOPTION	64.00	64.00
	Voucher:							
397506	3/6/2026	134359	VEOCI INC.	3817	2/24/2026	ANNUAL SOFTWARE SUBSCRIP	10,708.00	10,708.00
	Voucher:							
397507	3/6/2026	112607	VERIZON WIRELESS	6135643457	2/10/2026	242074529-00001 - 01/11 - 02/10/2	120.12	
	Voucher:			6135726627	2/10/2026	742033810-00001 - 01/11 - 02/10/2	692.82	812.94
397508	3/6/2026	130484	VISION SERVICE PLAN	Ben1768390	3/6/2026	VSP VISION PRE TAX: PAYMENT	5,682.71	5,682.71
	Voucher:							
397509	3/6/2026	110462	WECK LABORATORIES INC	71730-01	2/20/2026	YEAR 4 - FY 25-26	4,690.00	4,690.00
	Voucher:							
397510	3/6/2026	128429	WESTERN AUDIO VISUAL	23728	2/27/2026	CITY COUNCIL CHAMBER AUDIC	7,800.00	7,800.00
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397511	3/6/2026	104798	WHITTIER FERTILIZER CO	435582	2/17/2026	FINE COVER MULCH	767.98	
	Voucher:			435413	2/17/2026	FINE COVER MULCH	254.73	
				435416	2/17/2026	FINE COVER MULCH	356.62	
				435432	2/18/2026	FINE COVER MULCH	356.62	
				435435	2/18/2026	FINE COVER MULCH	382.09	
				435437	2/18/2026	FINE COVER MULCH	356.62	
				435612	2/19/2026	FINE COVER MULCH	767.98	
				435586	2/17/2026	FINE COVER MULCH	767.98	
				435454	2/20/2026	FINE COVER MULCH	356.62	
				435455	2/20/2026	FINE COVER MULCH	356.62	
				435652	2/20/2026	FINE COVER MULCH	767.98	
				434984	2/2/2026	FINE COVER MULCH	767.98	
				435399	2/11/2026	FINE COVER MULCH	767.98	7,027.80
397512	3/6/2026	104808	WILLDAN ASSOCIATES	00714826	2/24/2026	PROFESSIONAL STAFFING SER\	26,740.00	
	Voucher:			00423570	2/23/2026	MATERIAL TESTING OPERATION	852.32	27,592.32
397513	3/6/2026	140791	WILLIAM WALLACE ROOFING	001-00253551	2/25/2026	REFUND DEPOSIT - C&D BLD-26	2,000.00	2,000.00
	Voucher:							
397514	3/6/2026	126722	WILLIAMS PIPELINE CONTRACT(	2026845	2/24/2026	RECONSTRUCT CITY SEWER IN'	3,800.00	3,800.00
	Voucher:							
397515	3/6/2026	137160	YOUR MEMBERSHIP.COM, INC.	R75627602	12/15/2025	JOB FLASH PACKAGE & JOB PO:	299.00	299.00
	Voucher:							
397516	3/6/2026	138125	Z3 SAFETY	INV-10843	2/25/2026	CAL/OSHA 3400 FIRST AID CABI'	95.00	95.00
	Voucher:							
30004685	3/6/2026	102097	INTERNAL REVENUE SERVICE	Ben1768444	3/6/2026	FEDERAL TAX: PAYMENT	358,003.47	358,003.47
	Voucher:							
30004686	3/6/2026	101533	EMPLOYMENT DEVELOPMENT D	Ben1768446	3/6/2026	STATE TX: PAYMENT	117,132.67	117,132.67
	Voucher:							
30004688	3/6/2026	133773	SLS EXPERTPAY	Ben1768450	3/6/2026	CHILD SUPPORT: PAYMENT	2,236.13	2,236.13
	Voucher:							

Sub total for BANK OF THE WEST: 1,738,341.51

245 checks in this report.

Grand Total All Checks: 2,530,360.70

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
111	3/13/2026	139042	LOLLIPOP LABS	108129	3/3/2026	50% DEPOSIT CITY OF STEM EX	12,500.00	12,500.00
	Voucher:							
112	3/13/2026	140743	RAMOS, OFER	2026-1005	2/15/2026	2/15/26 FEE INSTRUCTION - LOV	1,000.00	1,000.00
	Voucher:							
113	3/13/2026	137273	THE CORBIN GROUP	29	3/2/2026	CONSULTING SERVICES - FEBRI	5,600.00	5,600.00
	Voucher:							
114	3/13/2026	132752	THE OFFICE OF EXPOSITION, PA	2526-1944	2/23/2026	PRELIM - 4/25-4/27/26 CITY OF S	16,358.33	16,358.33
	Voucher:							
115	3/13/2026	140758	VEGA, ALBERT	2026-1014	3/8/2026	3/8/26 FEE INSTRUCTION - LOWI	200.00	200.00
	Voucher:							

Sub total for BANK OF THE WEST: 35,658.33

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2808	3/10/2026	107444	CALIFORNIA PUBLIC EMPLOYEE	100000018228747	3/5/2026	WIRE TRANSFER - ADMIN FEE L	200.00	200.00
	Voucher:							
2809	3/4/2026	101533	EMPLOYMENT DEVELOPMENT D	944-0463-9/OCT-[	2/28/2026	WIRE TRANSFER - UNEMP INSU	5,750.00	5,750.00
	Voucher:							
						Sub total for BANK OF THE WEST:		5,950.00

Bank : ebow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
15720	3/13/2026	124889	ALBELO, MICHAEL	305	2/28/2026	EFT - SPECIALIZED INFORMATIC	6,080.00	
	Voucher:			304	1/31/2026	EFT - SPECIALIZED INFORMATIC	6,208.00	12,288.00
15721	3/13/2026	135358	ARTNET-IT CORP.	26-2-2-DS3	3/2/2026	EFT - SPECIALIZED INFORMATIC	3,011.50	
	Voucher:			26-2-2-DS5	3/2/2026	EFT - SPECIALIZED INFORMATIC	2,641.00	
				26-2-2-SSA	3/2/2026	EFT - SPECIALIZED INFORMATIC	3,960.00	
				26-2-2-DS2	3/2/2026	EFT - SPECIALIZED INFORMATIC	2,732.83	
				26-2-2	3/2/2026	EFT - SPECIALIZED INFORMATIC	5,340.00	17,685.33
15722	3/13/2026	100510	BLUE SHIELD OF CALIFORNIA	260420006185	2/11/2026	EFT - 03/1 - 03/31/26 INSURANCE	9,322.76	9,322.76
	Voucher:							
15723	3/13/2026	140839	BLUEBEAM INC.	2704372	2/2/2026	EFT -3/3/26 - 3/2/27 SUBSCRIPTI(	330.00	330.00
	Voucher:							
15724	3/13/2026	131928	BTI COMMUNICATIONS GROUP, I	82940	2/27/2026	EFT - RECEPTION CAMERA UPG	10,683.81	10,683.81
	Voucher:							
15725	3/13/2026	120626	GK & ASSOCIATES	2-00762858RPLCI	2/23/2026	EFT - SEWER INSPECTION FEE -	2,934.00	2,934.00
	Voucher:							
15726	3/13/2026	117355	HENAO, COURTNEY	33714	3/5/2026	EFT - INSTRUCTOR FEE	1,232.00	
	Voucher:			34785	3/5/2026	EFT - INSTRUCTOR FEE	716.80	
				33717	3/5/2026	EFT - INSTRUCTOR FEE	1,052.80	
				33720	3/5/2026	EFT - INSTRUCTOR FEE	1,030.40	4,032.00
15727	3/13/2026	102028	HUMAN SERVICES ASSOCIATION	10/21/25	10/21/2025	EFT - SENIOR DINNERS SERVEI	903.50	903.50
	Voucher:							

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
15739	3/13/2026	102078	INGRAM LIBRARY SERVICES LLC	94629771	2/19/2026	EFT - BOOKS	22.75	
	Voucher:			94629772	2/19/2026	EFT - BOOKS	15.14	
				94629773	2/19/2026	EFT - BOOKS	13.65	
				94629775	2/19/2026	EFT - BOOKS	21.92	
				94431573	2/11/2026	EFT - BOOKS	153.51	
				94431575	2/11/2026	EFT - BOOKS	21.91	
				94431577	2/11/2026	EFT - BOOKS	10.66	
				94431578	2/11/2026	EFT - BOOKS	25.35	
				94431579	2/11/2026	EFT - BOOKS	20.75	
				94431580	2/11/2026	EFT - BOOKS	42.33	
				94431581	2/11/2026	EFT - BOOKS	20.49	
				94431582	2/11/2026	EFT - BOOKS	14.81	
				94431584	2/11/2026	EFT - BOOKS	173.66	
				94431585	2/11/2026	EFT - BOOKS	57.84	
				94431586	2/11/2026	EFT - BOOKS	10.87	
				94431587	2/11/2026	EFT - BOOKS	9.38	
				94431588	2/11/2026	EFT - BOOKS	96.20	
				94431589	2/11/2026	EFT - BOOKS	104.47	
				94431590	2/11/2026	EFT - BOOKS	13.23	
				94431591	2/11/2026	EFT - BOOKS	11.86	
				94431592	2/11/2026	EFT - BOOKS	63.93	
				94431593	2/11/2026	EFT - BOOKS	24.67	
				94431594	2/11/2026	EFT - BOOKS	18.83	
				94431596	2/11/2026	EFT - BOOKS	13.93	
				94431597	2/11/2026	EFT - BOOKS	51.28	
				94431599	2/11/2026	EFT - BOOKS	11.02	
				94401043	2/10/2026	EFT - BOOKS	17.40	
				94401045	2/10/2026	EFT - BOOKS	22.80	
				94401047	2/10/2026	EFT - BOOKS	37.15	
				94401050	2/10/2026	EFT - BOOKS	17.18	
				94401051	2/10/2026	EFT - BOOKS	12.54	
				94401052	2/10/2026	EFT - BOOKS	13.89	
				94401053	2/10/2026	EFT - BOOKS	11.53	
				94401055	2/10/2026	EFT - BOOKS	26.87	
				94401056	2/10/2026	EFT - BOOKS	13.57	

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			94401057	2/10/2026	EFT - BOOKS	13.86	
			94401058	2/10/2026	EFT - BOOKS	20.19	
			94712030	2/23/2026	EFT - BOOKS	42.91	
			94712031	2/23/2026	EFT - BOOKS	392.00	
			94712032	2/23/2026	EFT - BOOKS	12.99	
			94712033	2/23/2026	EFT - BOOKS	19.49	
			94712034	2/23/2026	EFT - BOOKS	14.92	
			94712035	2/23/2026	EFT - BOOKS	18.22	
			94712037	2/23/2026	EFT - BOOKS	35.20	
			94712038	2/23/2026	EFT - BOOKS	10.48	
			94712039	2/23/2026	EFT - BOOKS	22.57	
			94712040	2/23/2026	EFT - BOOKS	21.01	
			94712041	2/23/2026	EFT - BOOKS	13.10	
			94712042	2/23/2026	EFT - BOOKS	32.93	
			94712043	2/23/2026	EFT - BOOKS	13.19	
			94712044	2/23/2026	EFT - BOOKS	16.44	
			94712045	2/23/2026	EFT - BOOKS	77.12	
			94712046	2/23/2026	EFT - BOOKS	19.57	
			94748007	2/24/2026	EFT - BOOKS	15.45	
			94748009	2/24/2026	EFT - BOOKS	39.80	
			94748010	2/24/2026	EFT - BOOKS	40.12	
			94748011	2/24/2026	EFT - BOOKS	11.31	
			94748012	2/24/2026	EFT - BOOKS	12.34	
			94748013	2/24/2026	EFT - BOOKS	59.35	
			94748015	2/24/2026	EFT - BOOKS	7.71	
			94748016	2/24/2026	EFT - BOOKS	17.17	
			94748017	2/24/2026	EFT - BOOKS	41.14	
			94748018	2/24/2026	EFT - BOOKS	13.66	
			94748019	2/24/2026	EFT - BOOKS	30.01	
			94401049	2/10/2026	EFT - BOOKS	36.82	
			94401059	2/10/2026	EFT - BOOKS	16.58	
			94401061	2/10/2026	EFT - BOOKS	15.11	
			94401062	2/10/2026	EFT - BOOKS	79.74	
			94401063	2/10/2026	EFT - BOOKS	27.59	
			94401064	2/10/2026	EFT - BOOKS	26.95	

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			94401065	2/10/2026	EFT - BOOKS	12.74	
			94629757	2/19/2026	EFT - BOOKS	22.41	
			94629758	2/19/2026	EFT - BOOKS	73.90	
			94629760	2/19/2026	EFT - BOOKS	21.54	
			94629761	2/19/2026	EFT - BOOKS	19.12	
			94629763	2/19/2026	EFT - BOOKS	15.14	
			94629764	2/19/2026	EFT - BOOKS	11.64	
			94629765	2/19/2026	EFT - BOOKS	21.13	
			94629766	2/19/2026	EFT - BOOKS	9.36	
			94629767	2/19/2026	EFT - BOOKS	54.83	
			94629768	2/19/2026	EFT - BOOKS	450.16	
			94629769	2/19/2026	EFT - BOOKS	71.44	
			94401066	2/10/2026	EFT - BOOKS	39.66	
			94401067	2/10/2026	EFT - BOOKS	39.72	
			94401068	2/10/2026	EFT - BOOKS	21.76	
			94401070	2/10/2026	EFT - BOOKS	143.63	
			94401071	2/10/2026	EFT - BOOKS	20.01	
			94401072	2/10/2026	EFT - BOOKS	20.26	
			94401073	2/10/2026	EFT - BOOKS	13.18	
			94401075	2/10/2026	EFT - BOOKS	11.24	
			94401076	2/10/2026	EFT - BOOKS	10.57	
			94401077	2/10/2026	EFT - BOOKS	15.20	
			94401078	2/10/2026	EFT - BOOKS	15.94	
			94401079	2/10/2026	EFT - BOOKS	14.33	
			94629770	2/19/2026	EFT - BOOKS	235.87	
			94629746	2/19/2026	EFT - BOOKS	37.01	
			94629747	2/19/2026	EFT - BOOKS	13.21	
			94629748	2/19/2026	EFT - BOOKS	86.58	
			94629749	2/19/2026	EFT - BOOKS	43.51	
			94629750	2/19/2026	EFT - BOOKS	237.10	
			94629751	2/19/2026	EFT - BOOKS	17.52	
			94629752	2/19/2026	EFT - BOOKS	49.03	
			94629753	2/19/2026	EFT - BOOKS	125.84	
			94629754	2/19/2026	EFT - BOOKS	22.42	
			94629755	2/19/2026	EFT - BOOKS	16.23	

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			94629756	2/19/2026	EFT - BOOKS	12.97	
			94741524	2/24/2026	EFT - BOOKS	34.85	
			94772278	2/25/2026	EFT - BOOKS	23.34	
			94778284	2/25/2026	EFT - BOOKS	15.45	
			94431600	2/11/2026	EFT - BOOKS	33.34	
			94431601	2/11/2026	EFT - BOOKS	24.47	
			94431602	2/11/2026	EFT - BOOKS	41.96	
			94489418	2/13/2026	EFT - BOOKS	30.77	
			94489419	2/13/2026	EFT - BOOKS	31.93	
			94489420	2/13/2026	EFT - BOOKS	22.25	
			94489421	2/13/2026	EFT - BOOKS	24.44	
			94489422	2/13/2026	EFT - BOOKS	20.49	
			94493068	2/13/2026	EFT - BOOKS	184.08	
			94493069	2/13/2026	EFT - BOOKS	19.37	
			94493070	2/13/2026	EFT - BOOKS	19.54	
			94597978	2/18/2026	EFT - BOOKS	48.44	
			94597980	2/18/2026	EFT - BOOKS	16.89	
			94670752	2/22/2026	EFT - BOOKS	87.31	
			94670753	2/22/2026	EFT - BOOKS	11.72	
			94703485	2/23/2026	EFT - BOOKS	26.99	
			94703486	2/23/2026	EFT - BOOKS	10.69	
			94703488	2/23/2026	EFT - BOOKS	155.17	
			94703490	2/23/2026	EFT - BOOKS	41.00	
			94703491	2/23/2026	EFT - BOOKS	12.63	
			94703492	2/23/2026	EFT - BOOKS	12.02	
			94703493	2/23/2026	EFT - BOOKS	21.95	
			94703494	2/23/2026	EFT - BOOKS	59.06	
			94703495	2/23/2026	EFT - BOOKS	19.74	
			94703496	2/23/2026	EFT - BOOKS	131.33	
			94703497	2/23/2026	EFT - BOOKS	11.92	
			94712029	2/23/2026	EFT - BOOKS	42.90	
			94401044	2/10/2026	EFT - BOOKS	20.48	
			94401089	2/10/2026	EFT - BOOKS	18.27	
			94401090	2/10/2026	EFT - BOOKS	20.31	
			94401091	2/10/2026	EFT - BOOKS	13.28	

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
				94401092	2/10/2026	EFT - BOOKS	10.89	
				94401093	2/10/2026	EFT - BOOKS	25.55	
				94401094	2/10/2026	EFT - BOOKS	24.12	
				94401095	2/10/2026	EFT - BOOKS	12.49	
				94401096	2/10/2026	EFT - BOOKS	57.65	
				94401097	2/10/2026	EFT - BOOKS	13.29	
				94401099	2/10/2026	EFT - BOOKS	18.33	
				94401101	2/10/2026	EFT - BOOKS	14.10	
				94401102	2/10/2026	EFT - BOOKS	12.16	
				94401103	2/10/2026	EFT - BOOKS	13.96	
				94401104	2/10/2026	EFT - BOOKS	13.26	
				94401105	2/10/2026	EFT - BOOKS	79.80	
				94629740	2/19/2026	EFT - BOOKS	15.42	
				94629741	2/19/2026	EFT - BOOKS	24.71	
				94629742	2/19/2026	EFT - BOOKS	20.56	
				94629743	2/19/2026	EFT - BOOKS	33.93	
				94629744	2/19/2026	EFT - BOOKS	31.53	
				94401083	2/10/2026	EFT - BOOKS	236.41	
				94401084	2/10/2026	EFT - BOOKS	19.56	
				94401085	2/10/2026	EFT - BOOKS	18.20	
				94401086	2/10/2026	EFT - BOOKS	13.05	
				94401088	2/10/2026	EFT - BOOKS	11.33	
				94401048	2/10/2026	EFT - BOOKS	13.93	
				94401080	2/10/2026	EFT - BOOKS	16.02	
				94401081	2/10/2026	EFT - BOOKS	12.40	
				94401082	2/10/2026	EFT - BOOKS	21.14	6,642.78
15740	3/13/2026	102410	KAISER FOUNDATION HEALTH PI	24-02817	3/10/2026	EFT - REFUND OVERPAYMENT F	3,391.02	3,391.02
	Voucher:							
15741	3/13/2026	120706	LANCE, SOLL & LUNGHARD, LLP	73629	2/28/2026	FINANCIAL AUDIT SERVICES - FY	5,778.00	
	Voucher:			73012	3/9/2026	EFT - BUDGET FORECASTING M	7,000.00	
				72631	12/31/2025	2025 GOVERNMENT AUDIT - FIEI	13,500.00	26,278.00
15742	3/13/2026	120706	LANCE, SOLL & LUNGHARD, LLP	73009	1/31/2026	EFT - GASB PROFESSIONAL SEF	816.75	816.75
	Voucher:							

Bank : ebow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
15743	3/13/2026	121161	MIRANDA, MARIO TONY	33750 - 1 of 2	3/10/2026	EFT - INSTRUCTOR FEE	802.90	
	Voucher:			33754 - 1 OF 2	3/10/2026	EFT - INSTRUCTOR FEE	441.70	
				33756 - 1 OF 3	3/10/2026	EFT - INSTRUCTOR FEE	309.05	
				33758	3/10/2026	EFT - INSTRUCTOR FEE	220.15	
				33760 - 1 of 2	3/10/2026	EFT - INSTRUCTOR FEE	134.05	
				33743 - 1 of 2	3/10/2026	EFT - INSTRUCTOR FEE	315.00	
				33744 - 1 of 2	3/10/2026	EFT - INSTRUCTOR FEE	513.80	2,736.65
15744	3/13/2026	126174	OCEAN BLUE ENVIRONMENTAL S	42522	2/23/2026	HAZARDOUS WASTE REMEDIAT	8,510.05	
	Voucher:			42555	2/20/2026	EFT - HAZARDOUS WASTE REMI	9,334.98	17,845.03
15745	3/13/2026	136965	SIMPLER SYSTEMS, INC.	3273	3/1/2026	EFT - CITYWIDE FINANCIAL DAT/	1,750.00	1,750.00
	Voucher:							
15746	3/13/2026	128404	THE SAUCE CREATIVE SERV CO	8050	3/4/2026	EFT - SOCIAL MEDIA FRIDAY NIG	75.00	75.00
	Voucher:							

Sub total for BANK OF THE WEST: 117,714.63

Bank : espace BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
50008	3/13/2026	136001	GONZALEZ, NADIA	22	2/26/2026	EFT - FEBRUARY 2026 PR/COMM	6,500.00	6,500.00
	Voucher:							
50009	3/13/2026	140760	HERNANDEZ, MICKEYLINDA	2026-1002	2/1/2026	EFT - 2/1-3/8/26 FEE INSTRUCTIC	540.00	540.00
	Voucher:							
50010	3/13/2026	120706	LANCE, SOLL & LUNGHARD, LLP	72601	12/31/2025	EFT - PREPARATION 2025 TAX R	4.00	4.00
	Voucher:							
50011	3/13/2026	140757	ORDAZ, JUAN	2026-1013	3/9/2026	EFT - 3/8/26 FEE INSTRUCTION -	400.00	400.00
	Voucher:							
50012	3/13/2026	140382	ROMERO, CHRISTINA	2026-001	3/9/2026	EFT - FEB 2026 CONSULTANT -	5,000.00	5,000.00
	Voucher:							

Sub total for BANK OF THE WEST: 12,444.00

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397517	3/13/2026	137521	ACCESSO SHOWARE	INV-80881	2/28/2026	PRINTER REPAIR SHIPPING FEE	25.75	
	Voucher:			INV-80727	2/28/2026	TICKET PROCESSING FEES - FY	1,529.00	1,554.75
397518	3/13/2026	100072	ADAMSON POLICE PRODUCTS	INV448419	3/3/2026	C50 FIRST RESPONDER KIT, LAF	5,746.00	5,746.00
	Voucher:							
397519	3/13/2026	124465	ADLERHORST INTERNATIONAL, I	124504	2/20/2026	2/11 - 2/17/26 DAILY BOARDING K	245.00	
	Voucher:			124391	1/27/2026	JANUARY 2026 ON-SITE TRAININ	726.00	
				123965	10/28/2025	OCTOBER 2025 ON-SITE TRAINII	726.00	
				124575	2/27/2026	SUPPLIES FOR K9 MACC	1,485.87	3,182.87
397520	3/13/2026	135303	ADVANCED ALARM & FIRE INC.	913054	2/27/2026	MONTHLY MONITORING SERVIC	195.00	195.00
	Voucher:							
397521	3/13/2026	140800	AIEAD, MARIAM	Ref001768699	3/5/2026	UB Refund Cst #156539	27.06	27.06
	Voucher:							
397522	3/13/2026	107157	AIR SOURCE INDUSTRIES	976533	2/23/2026	CYLINDER RENTAL COMPRESSE	335.18	
	Voucher:			976987	3/9/2026	CYLINDER RENTAL - FIRE DEPT	327.70	
				976951	2/28/2026	CYLINDER RENTAL	193.85	856.73
397523	3/13/2026	129865	ALBERTSONS / SAFEWAY	665873-012326-26	2/12/2026	SUPPLIES - BOOK CLUB - LIBRAI	29.50	
	Voucher:			439533-021726-01	2/17/2026	SUPPLIES - FAMILY NIGHT - LIBF	14.97	44.47
397524	3/13/2026	136854	ALL AMERICAN AIR COMPRESSO	276086	2/25/2026	ROTARY PARTS & LABOR, FILTEI	1,421.75	1,421.75
	Voucher:							
397525	3/13/2026	119262	ALPHA QUALITY CONCRETE, INC	261	2/21/2026	SIDEWALK DAMAGE - 11905 PAR	4,500.00	
	Voucher:			264	2/21/2026	MATERIALS - PARAMOUNT & STI	1,100.00	
				133	7/10/2025	ROOT DAMAGE - STEWART & GF	4,900.00	10,500.00
397526	3/13/2026	137195	ALTA LANGUAGE SERVICES INC.	IS833842	2/28/2026	LISTENING & SPEAKING TEST	72.00	72.00
	Voucher:							
397527	3/13/2026	140837	ALTA LOS ANGELES HOSPITALS I	25-253137	3/10/2026	REFUND OVERPAYMENT PATIEN	117.02	117.02
	Voucher:							
397528	3/13/2026	139368	ALTAMED HEALTH SERVICES, AT	23-217675	3/10/2026	REFUND OVERPAYMENT RUN #	124.97	124.97
	Voucher:							
397529	3/13/2026	140808	AMERICAN RAT CONTOL, INC.	6600	2/12/2026	RAT TRAPPING SERVICES - THE	2,895.00	
	Voucher:			6614	2/12/2026	RODENT PROOFING - INTERIOR	1,705.00	
				6615	2/12/2026	RODENT PROOFING - EXTERIOF	2,495.00	7,095.00
397530	3/13/2026	140745	ANGRY CHEF KITCHEN REPAIR	3/10/26	3/10/2026	DEPOSIT FOR DISHWASHER UN	11,900.00	11,900.00
	Voucher:							
397531	3/13/2026	127093	ANIMAL FRIENDS PET HOTEL	753501951	10/15/2025	BOARDING 10/1 - 10/15/25 - ARY/	1,055.00	1,055.00
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397532	3/13/2026	111993	APPLE ONE EMPLOYMENT SERV	1-7253646	2/25/2026	TEMP - EXEC SECRETARY - PLA	1,201.50	1,201.50
	Voucher:							
397533	3/13/2026	125759	AQUASANI WATER	HHH020008482	2/23/2026	WATER SERVICE - FIRE DEPT	69.93	
	Voucher:			HHH020008494	2/24/2026	WATER SERVICE - PLANNING	79.92	149.85
397534	3/13/2026	133964	ARAMSCO, INC.	S7559025.001	2/19/2026	SUPPLIES	2,218.40	
	Voucher:			S7542651.001	2/20/2026	SUPPLIES	1,969.67	
				S7542739.001	2/20/2026	SUPPLIES	1,181.80	
				S7534803.002	2/19/2026	SUPPLIES	72.68	
				S7547913.001	2/12/2026	SUPPLIES	1,179.32	
				S7547939.001	2/12/2026	SUPPLIES	820.31	
				S7559021.001	2/19/2026	SUPPLIES	269.97	7,712.15
397535	3/13/2026	133964	ARAMSCO, INC.	S7424496.001	11/26/2025	SUPPLIES	619.37	619.37
	Voucher:							
397536	3/13/2026	136032	ATHENS SERVICES	21294400	3/1/2026	DW0000696 - MARCH TRASH SEI	2,721.82	2,721.82
	Voucher:							
397537	3/13/2026	119491	AVENUE PRESS PRINTING CO.	12642	2/25/2026	DDLM POST CARDS	49.17	
	Voucher:			12654	3/4/2026	PVC BOARD - DEVOTIONAL SHC	165.69	
				12615	2/6/2026	COROPLAST SIGNS - PARKS & F	631.75	846.61
397538	3/13/2026	119603	BARAJAS, JOSE	3/19/26	2/16/2026	MEALS, TRAVEL - CRISI INTERVE	87.09	87.09
	Voucher:							
397539	3/13/2026	121792	BARBARA'S ANSWERING SERVIC	260200593101	3/1/2026	ANSWERING SERVICE	840.20	840.20
	Voucher:							
397540	3/13/2026	140802	BELTRAN, CANDICE	26-07723	2/26/2026	REFUSED ADOPTION	50.00	50.00
	Voucher:							
397541	3/13/2026	139905	BIG BEAR ELECTRIC, INC.	3/09/26	3/9/2026	MISCELLANEOUS PROJECT NO.	79,804.70	79,804.70
	Voucher:							
397542	3/13/2026	100510	BLUE SHIELD OF CALIFORNIA	23-217675	3/10/2026	REFUND OVERPAYMENT RUN #	270.15	270.15
	Voucher:							
397543	3/13/2026	100317	BLUE TRITON BRANDS, INC.	6B8710076184	3/3/2026	WATER SERVICE - PW MAINTEN.	163.91	
	Voucher:			36B4221320007	2/25/2026	WATER SERVICE - SEAACA	46.68	210.59
397544	3/13/2026	140799	BORG, JOSIAH	Ref001768698	3/5/2026	UB Refund Cst #154285	149.90	149.90
	Voucher:							
397545	3/13/2026	119046	CALIFORNIA BUILDING, STANDAI	10/1 - 12/31/25	3/5/2026	TOTAL FEES ASSESSED	2,808.00	2,808.00
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397546	3/13/2026	109012	CALIFORNIA FRAME & AXLE	84340	2/11/2026	PARTS AND LABOR - WHEEL ALI	1,026.19	1,026.19
	Voucher:							
397547	3/13/2026	100701	CALMAT/INDUSTRIAL ASPHALT	5704816	2/25/2026	PG64-10	526.74	526.74
	Voucher:							
397548	3/13/2026	140629	CANNON CORPORATION	94597	12/12/2025	CIP NO.25-20 STRUCTURAL ASS	12,093.25	
	Voucher:			95222	2/19/2026	CIP NO.25-20 STRUCTURAL ASS	130.00	12,223.25
397549	3/13/2026	140836	CARY, JAMISON	25-125259	3/10/2026	REFUND OVERPAYMENT PATIEN	128.13	128.13
	Voucher:							
397550	3/13/2026	140797	CASTELLANOS, NOELIA	3/02/26	3/2/2026	REFUND BOOK FEE PAID TWICE	5.00	5.00
	Voucher:							
397551	3/13/2026	131462	CEBALLOS, DVM, ROBIN	2/28/26	3/4/2026	CONTRACTED VET DUTIES	1,000.00	1,000.00
	Voucher:							
397552	3/13/2026	107282	CERRITOS COLLEGE	660	3/5/2026	LIVESCAN BILLING	25.00	25.00
	Voucher:							
397553	3/13/2026	139298	CHAE, JOHN	4/13 - 4/23/26	2/19/2026	MEALS,TRAVEL - DRUG RECOGI	877.77	877.77
	Voucher:							
397554	3/13/2026	126128	CINTAS CORPORATION NO.3	4260495375	2/23/2026	SCRAPER, MAT, UNIFORM	355.55	
	Voucher:			4261178162	2/27/2026	TOWELS	35.00	
				4260853890	2/25/2026	SCRAPER, MAT, AIR SVC, TRASH	63.83	
				4261267705	3/2/2026	SCRAPER, MAT, UNIFORM	321.93	
				4261267850	3/2/2026	SCRAPER, MAT, UNIFORM	55.97	
				4261288916	3/2/2026	TOWELS	35.00	
				4261569637	3/4/2026	SCRAPER, MAT, AIR SVC, TRASH	63.83	
				4262022350	3/9/2026	SCRAPER, MAT, UNIFORM	389.46	
				4261268236	3/2/2026	SCRAPER, FENDER COVER, UNI	441.35	1,761.92
397555	3/13/2026	128276	CINTAS FIRST AID & SAFETY	4261178308	2/27/2026	TOWEL	35.00	
	Voucher:			4261178038	2/27/2026	TOWEL	95.13	130.13
397556	3/13/2026	130622	CLARK, ALAINA	4/15/26	3/5/2026	MEALS,TRAVEL - DEMONSTRATI	60.56	60.56
	Voucher:							
397557	3/13/2026	121935	COMMLINE INC.	528695-IN	2/27/2026	SERVICE AGREEMENT - PORTAB	2,413.00	2,413.00
	Voucher:							
397558	3/13/2026	126608	COMMUNITY VETERINARY HOSP	780487737	1/5/2026	HOLTZ - MEDICAL APPOINTMEN	992.00	992.00
	Voucher:							
397559	3/13/2026	127309	COMPLETE OFFICE	4287604-0	2/20/2026	WORK STATION DESK AND CABI	5,119.47	5,119.47
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397560	3/13/2026	124923	CONSERVATION CORPS OF, LON	9002	2/24/2026	LITTER ABATEMENT SERVICES -	2,500.00	2,500.00
	Voucher:							
397561	3/13/2026	139119	CORONA, FRANCISCO	4/27 - 5/1/26	2/24/2026	MEALS,TRAVEL - TRAFFIC COLL	255.65	255.65
	Voucher:							
397562	3/13/2026	140811	CUARENTA, JESUS	2-00755166	3/3/2026	REFUND C&D DEPOSIT BLD-24-(	14,374.38	14,374.38
	Voucher:							
397563	3/13/2026	113290	DAPEER, ROSENBLIT & LITVAK, L	25434	1/31/2026	PROFESSIONAL SERVICES - MU	2,306.99	2,306.99
	Voucher:							
397564	3/13/2026	140164	DAVID HAASE MD PC	2026-02	3/4/2026	EMERGENCY MEDICAL DIRECTC	2,916.67	2,916.67
	Voucher:							
397565	3/13/2026	111464	DBA: TPX COMMUNICATIONS	189687639-0	2/28/2026	ACCT# 13747 - 03/01 - 03/31/26	2,544.77	2,544.77
	Voucher:							
397566	3/13/2026	140804	DE LA ROSA, THERESA	26-07141	2/20/2026	REFUSED ADOPTION	50.00	50.00
	Voucher:							
397567	3/13/2026	101258	DEPARTMENT OF JUSTICE, ACC	734670	5/3/2024	FINGERPRINT APPS	1,029.00	
	Voucher:			789167	1/6/2025	DEC 2024 - FINGERPRINT APPS	539.00	
				728055	4/4/2024	MARCH 2024 - FINGERPRINT API	1,519.00	
				809686	4/3/2025	APRIL 2025 - FINGERPRINT APPS	1,421.00	
				24382	2/5/2026	JANUARY 2026 - FINGERPRINT A	1,127.00	
				31287	3/4/2026	FEBRUARY 2026 - FINGERPRINT	1,470.00	7,105.00
397568	3/13/2026	135545	DEPT OF HEALTHCARE SERVICE	19-91304	3/10/2026	REFUND OVERPAYMENT RUN #	220.80	220.80
	Voucher:							
397569	3/13/2026	136434	DIGITAL PHOTO GRAPHICS	3017	3/6/2026	CHANGE ORDER #3, 6/10/25~	1,328.00	1,328.00
	Voucher:							
397570	3/13/2026	118472	DIRECTV	22266238X260223	2/23/2026	22266238 - 02/22 - 03/21/26	6.57	6.57
	Voucher:							
397571	3/13/2026	101318	DONNOE AND ASSOCIATES INC	8041	2/23/2026	TEST LEASE - ENTRY PEACE OF	3,830.00	3,830.00
	Voucher:							
397572	3/13/2026	101319	DOOLEY ENTERPRISES INC	71406	2/26/2026	AMMUNITION	2,055.87	
	Voucher:			71407	2/26/2026	AMMUNITION	2,055.87	
				71408	2/26/2026	AMMUNITION	2,491.45	
				71409	2/26/2026	AMMUNITION	1,975.06	8,578.25
397573	3/13/2026	109820	DOWNEY PATRIOT, THE	111756	2/12/2026	CITY CLERK SUMMARY OF ADOI	672.00	672.00
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397574	3/13/2026	101383	DOWNEY UNIFIED SCHOOL DIST	FEBRUARY/26	3/9/2026	SCHOOL DEVELOPMENT FEES	56,265.11	
	Voucher:			JANUARY/26	1/20/2026	SCHOOL DEVELOPMENT FEES	8,938.93	65,204.04
397575	3/13/2026	101534	EMSAR, ERLA, INC	SM-255431	2/28/2026	PARTS	144.00	144.00
	Voucher:							
397576	3/13/2026	101588	EWING IRRIGATION PRODUCTS I	29208154	2/25/2026	SUPPLIES	891.66	
	Voucher:			29224425	2/26/2026	SUPPLIES	169.77	1,061.43
397577	3/13/2026	132145	FCG CONSULTANTS, INC.	1141-1017	2/10/2026	ON-CALL PROJECT MANAGEMEI	84,512.39	84,512.39
	Voucher:							
397578	3/13/2026	140813	FLOREZ, PEDRO	1-00251803	3/3/2026	REFUND C&D DEPOSIT BLD-25-(	2,500.00	2,500.00
	Voucher:							
397579	3/13/2026	124664	FM THOMAS AIR CONDITIONING	49195	2/27/2026	ACTIVITY ROOM THERMOSTAT -	1,122.22	
	Voucher:			49192	2/27/2026	BLDG 3 WATER LEAK - FURMAN	360.00	1,482.22
397580	3/13/2026	113036	FORENSIC NURSE SPECIALISTS	6563	3/2/2026	SEXUAL ASSAULT EXAM MORAL	600.00	
	Voucher:			6532	3/1/2026	SEXUAL ASSAULT EXAM - LI, D; (	2,800.00	3,400.00
397581	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-188-3603/FEE	2/28/2026	209-188-3603-040391-5 - 2/28 - 3/	5,125.57	5,125.57
	Voucher:							
397582	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-197-2111/FEB	2/12/2026	562-197-2111-021225-5 - 2/12 - 3/1	2,270.41	2,270.41
	Voucher:							
397583	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-150-9696/FEE	2/25/2026	209-150-9696-103097-5 - 2/25 - 3/	1,022.64	1,022.64
	Voucher:							
397584	3/13/2026	128119	FRONTIER COMMUNICATIONS	213-011-9475/FEB	2/25/2026	213-011-9475-060606-5- 2/25 - 3/2	948.54	948.54
	Voucher:							
397585	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-622-5424/FEE	2/28/2026	562-622-5424-030719-5 - 02/28 - 0	408.98	408.98
	Voucher:							
397586	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-622-0936/FEE	2/16/2026	562-622-0936-101216-5- 2/16 - 3/1	377.34	377.34
	Voucher:							
397587	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-806-3857/FEE	2/19/2026	562-806-3857-070804-5 - 02/19 - 0	363.85	363.85
	Voucher:							
397588	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-904-7225/FEE	2/7/2026	562-904-7225-121391-5 - 02/07 - 0	331.91	331.91
	Voucher:							
397589	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-904-7148/FEE	2/28/2026	562-904-7148-111301-5 - 2/28 - 3/	321.57	321.57
	Voucher:							
397590	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-861-0772/FEE	2/28/2026	562-861-0772-111390-5 - 2/28 - 3/	314.86	314.86
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397591	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-904-4052/FEE	2/19/2026	562-904-4052-081009-5 - 2/28 - 3/	228.51	228.51
	Voucher:							
397592	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3878/MAI	3/1/2026	209-151-3878-072492-5 - 03/01 - 0	211.87	211.87
	Voucher:							
397593	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-923-3780/FEE	2/25/2026	562-923-3780-092606-5 - 2/25 - 3/	208.44	208.44
	Voucher:							
397594	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-041-3991/FEE	2/28/2026	209-041-3991-121213-5 - 2/28 - 3/	178.09	178.09
	Voucher:							
397595	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-070-7094/FEE	2/28/2026	209-070-7094-120513-5 - 2/28 - 3/	178.09	178.09
	Voucher:							
397596	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3854/MAI	3/1/2026	209-151-3854-122491-5 - 3/01 - 3/	171.97	171.97
	Voucher:							
397597	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-904-7226/FEE	2/16/2026	562-904-7226-102715-5 - 2/16/26 -	169.97	169.97
	Voucher:							
397598	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-862-8493/FEE	2/22/2026	562-862-8493-061307-5 - 2/22 - 3/	156.40	156.40
	Voucher:							
397599	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-904-7271/MAI	3/1/2026	562-904-7271-032495-5 - 3/01 - 3/	149.32	149.32
	Voucher:							
397600	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-069-8936/FEE	2/28/2026	209-069-8936-102307-5 - 2/28 - 3/	141.63	141.63
	Voucher:							
397601	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-904-1147/MAI	3/2/2026	562-904-1147-060917-5 - 3/2 - 4/1/	135.68	135.68
	Voucher:							
397602	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-622-0825/MAI	3/2/2026	562-622-0825-060917-5 - 3/2 - 4/1/	135.68	135.68
	Voucher:							
397603	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-861-2180/FEE	2/28/2026	562-861-2180-031897-5 - 02/28 - 0	131.92	131.92
	Voucher:							
397604	3/13/2026	128119	FRONTIER COMMUNICATIONS	213-034-3734/FEE	2/28/2026	213-034-3734-101807-5 - 2/28 - 3/	129.57	129.57
	Voucher:							
397605	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-869-2070/FEE	2/28/2026	562-869-2070-082517-5 - 2/28 - 3/	125.12	125.12
	Voucher:							
397606	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-862-3851/FEE	2/16/2026	562-862-3851-020498-5 - 02/16 - 0	124.49	124.49
	Voucher:							
397607	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-080-4906/FEE	2/19/2026	209-080-4906-101707-5 - 2/19 - 3/	122.58	122.58
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397608	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-862-7119/FEB	2/25/2026	562-862-7119-033078-5 - 2/25 - 3/	111.07	111.07
	Voucher:							
397609	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3856/FEE	2/22/2026	209-151-3856-040281-5 - 2/22 - 3/	108.72	108.72
	Voucher:							
397610	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-622-4731/FEE	2/28/2026	562-622-4731-112097-5 - 2/28 - 3/	99.87	99.87
	Voucher:							
397611	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3871/FEE	2/16/2026	209-151-3871-050892-5 - 2/16 - 3/	98.78	98.78
	Voucher:							
397612	3/13/2026	128119	FRONTIER COMMUNICATIONS	213-048-4050/FEE	2/25/2026	213-048-4050-100807-5 - 2/25 - 3/	98.78	98.78
	Voucher:							
397613	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-861-6950/MAI	3/2/2026	562-861-6950-060717-5 - 3/2 - 4/1	91.43	91.43
	Voucher:							
397614	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-056-3415/FEE	2/25/2026	209-056-3415-082109-5 - 2/25 - 3/	89.29	89.29
	Voucher:							
397615	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3868/MAI	3/1/2026	209-151-3868-050492-5 - 3/01 - 3/	88.59	88.59
	Voucher:							
397616	3/13/2026	128119	FRONTIER COMMUNICATIONS	213-034-3726/MAI	3/1/2026	213-034-3726-100907-5 - 3/1 - 3/3	84.53	84.53
	Voucher:							
397617	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3865/MAI	3/1/2026	209-151-3865-033088-5 - 3/1 - 3/3	84.53	84.53
	Voucher:							
397618	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3867/MAI	3/1/2026	209-151-3867-110593-5 - 3/1 - 3/3	82.95	82.95
	Voucher:							
397619	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3882/FEE	2/22/2026	209-151-3882-042793-5 - 2/22 - 3/	79.15	79.15
	Voucher:							
397620	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-151-3860/FEE	2/19/2026	209-151-3860-122278-5 - 2/19 - 3/	68.36	68.36
	Voucher:							
397621	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-150-2691/FEE	2/22/2026	209-150-2691-011894-5 - 2/22 - 3/	60.31	60.31
	Voucher:							
397622	3/13/2026	128119	FRONTIER COMMUNICATIONS	209-150-2669/FEE	2/22/2026	209-150-2669-042793-5 - 2/22 - 3/	60.31	60.31
	Voucher:							
397623	3/13/2026	128119	FRONTIER COMMUNICATIONS	562-869-5423/FEE	2/7/2026	562-869-5423-042699-5 - 2/7 - 3/6	59.99	59.99
	Voucher:							
397624	3/13/2026	101755	GANGS OUT OF DOWNEY	3/5/26	3/5/2026	G.O.O.D. ANNUAL LUNCHEON 12	900.00	900.00
	Voucher:							

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397625	3/13/2026	140807	GARCIA, ELIZABETH	26-07725	2/25/2026	REFUSED ADOPTION	50.00	50.00
	Voucher:							
397626	3/13/2026	140814	GARCIA, RICARDO	1-00251955	3/3/2026	REFUND C&D DEPOSIT BLD-25-(	1,500.00	1,500.00
	Voucher:							
397627	3/13/2026	136577	GOLDEN METERS SERVICE INC.	2271	3/4/2026	12/29/25 TEST BENCH TESTING	590.00	590.00
	Voucher:							
397628	3/13/2026	101863	GOLDEN WEST PIPE & SUPPLY	629899	2/24/2026	PARTS	175.73	175.73
	Voucher:							
397629	3/13/2026	140832	GONZALEZ, SOTERO	10-00003797	3/4/2026	RETURN OF CURRENCY BOOKE	89.00	89.00
	Voucher:							
397630	3/13/2026	140561	GPP ANALYTICS INC.	1209	2/28/2026	FEBRUARY 2026 - SEAACA PERF	21,108.75	21,108.75
	Voucher:							
397631	3/13/2026	101882	GRAINGERS	9821743581	2/25/2026	SUPPLIES	7.69	7.69
	Voucher:							
397632	3/13/2026	115585	GUERRA, MARIO	3/5/26	3/5/2026	CEMETERY DISTRICT MEETING	50.00	50.00
	Voucher:							
397633	3/13/2026	121839	H & H NURSERY INC.	17346	2/25/2026	PLANTS	443.97	
	Voucher:			17310	11/28/2025	PLANTS	2,185.47	2,629.44
397634	3/13/2026	105850	HERK EDWARDS INC	3857	3/4/2026	PARTS AND REPAIR SERVICE	1,425.00	1,425.00
	Voucher:							
397635	3/13/2026	119247	HEYMAN, BRIAN	3/5/26	3/5/2026	CEMETERY DISTRICT MEETING	50.00	50.00
	Voucher:							
397636	3/13/2026	113767	HILL'S PET NUTRITION SALES IN	256271262	2/20/2026	PET SUPPLIES	234.15	234.15
	Voucher:							
397637	3/13/2026	101983	HI-WAY SAFETY INC	182584	2/17/2026	STENCIL FOR DOWNEY WATER,	2,539.64	2,539.64
	Voucher:							
397638	3/13/2026	101999	HOME DEPOT	7013179	2/13/2026	SUPPLIES	179.30	179.30
	Voucher:							
397639	3/13/2026	101999	HOME DEPOT	530938	12/17/2025	SUPPLIES	142.36	
	Voucher:			8868158	12/19/2025	SUPPLIES	169.05	
				1511669	1/5/2026	SUPPLIES	132.46	443.87
397640	3/13/2026	108113	IDEAL LIGHTING SUPPLY INC	127031	2/16/2026	LED LIGHTS	232.05	
	Voucher:			127049	2/18/2026	LED LIGHTS	112.71	344.76
397641	3/13/2026	132358	IGAWA, COREY	4/8 - 4/10/26	2/16/2026	MEALS,TRAVEL - TACTICAL ARM	138.17	138.17
	Voucher:							

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397642	3/13/2026	125733	IMPERIAL PROFESSIONAL SERVI	350	2/19/2026	2/02 - 2/13/26 LIVE SCAN FINGEI	198.00	
	Voucher:			349	2/12/2026	1/16 - 1/30/26 LIVE SCAN FINGEI	198.00	396.00
397643	3/13/2026	112945	INSIGHT PUBLIC SECTOR INC.	1101356678	1/30/2026	ADOBE ACROBAT PRO FOR ENT	179.86	179.86
	Voucher:							
397644	3/13/2026	134309	JAS PACIFIC	PC8000	3/9/2026	PROFESSIONAL SERVICES AGR	19,406.25	19,406.25
	Voucher:							
397645	3/13/2026	140835	JONES-MOORE, CLIFFORD	25-220056	3/10/2026	REFUND OVERPAYMENT PATIEN	108.91	108.91
	Voucher:							
397646	3/13/2026	140838	KAISER PERMANENTE INSURAN	25-95747	3/10/2026	REFUND OVERPAYMENT RUN #	177.76	177.76
	Voucher:							
397647	3/13/2026	102478	KIMBALL MIDWEST	104209879	2/23/2026	SUPPLIES	441.61	
	Voucher:			104202015	2/19/2026	SUPPLIES	198.19	639.80
397648	3/13/2026	138421	KINGDOM CAUSES, INC, DBA CIT	2026-0100141	1/31/2026	JANUARY 2026 HOMELESS OUTI	42,677.62	42,677.62
	Voucher:							
397649	3/13/2026	120258	LA SIGNS & BANNERS	73882	2/27/2026	VINYL DECALS	88.40	88.40
	Voucher:							
397650	3/13/2026	137158	LEE-ISAIS, MARIO	3/19/26	2/16/2026	MEALS, TRAVEL - CRISI INTERVE	87.09	87.09
	Voucher:							
397651	3/13/2026	102641	LIEBERT CASSIDY WHITMORE	316246	1/31/2026	LEGAL SERVICES - MATTER DO(	6,268.00	
	Voucher:			316245	1/31/2026	LEGAL SERVICES - MATTER DO(	2,475.00	
				316243	1/31/2026	LEGAL SERVICES - MATTER DO(	1,407.00	
				316244	1/31/2026	LEGAL SERVICES - MATTER DO(	220.00	
				316242	1/31/2026	LEGAL SERVICES - MATTER DO(	163.00	10,533.00
397652	3/13/2026	102645	LIFE-ASSIST INC	2074955	3/3/2026	MEDICAL SUPPLIES - FY 25/26	455.76	455.76
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397654	3/13/2026	102516	LN CURTIS & SONS	INV1041191	2/23/2026	R. LYONS	310.49	
	Voucher:			INV1042598	2/26/2026	X. RODRIGUEZ	83.05	
				CM51848		CREDIT MEMO	-36.55	
				INV1039849	2/23/2026	R. LYONS	79.74	
				INV1039802	2/18/2026	X. RODRIGUEZ	199.33	
				INV1039799	2/18/2026	R. LYONS	431.15	
				INV1039391	2/17/2026	C. IGAWA	138.44	
				INV1039449	2/17/2026	G. GARCIA	430.19	
				INV1039730	2/18/2026	E. TORRES	380.94	
				INV1039890	2/18/2026	JUN PARKYUN	932.43	
				INV1040630	2/19/2026	I. LOPEZ	128.75	
				INV1040017	2/18/2026	K. MONDRAGON	179.40	
				OMV1040166	2/18/2026	L. ENRIQUEZ	38.75	
				INV1040644	2/19/2026	E. TORRES	112.13	
				INV1040622	2/19/2026	K. KROESE	285.39	
				INV1041027	2/20/2026	M. SALAZAR	389.80	4,083.43
397655	3/13/2026	134887	LONG BEACH BMW MOTORCYCL	55966	3/2/2026	BMW '19 - 24K SERVICE,DRIVE S	1,255.54	1,255.54
	Voucher:							
397656	3/13/2026	136037	MACIEL, RUBY	4/23 - 4/24/26	3/9/2026	MEALS,TRAVEL - ARIDE	196.80	196.80
	Voucher:							
397657	3/13/2026	102823	MAJESTIC TROPHY & AWARDS	26578	3/4/2026	PLAQUES QTY 25	2,375.75	
	Voucher:			26565	2/17/2026	MAGNETIC LABEL - PD	14.37	2,390.12
397658	3/13/2026	140801	MATRIX FITNESS	140801	2/20/2026	TREADMILL - BJR	3,647.86	3,647.86
	Voucher:							
397659	3/13/2026	117016	MAY TOOL, INC.	208603	10/15/2025	EQUIPMENT SERVICE	334.39	
	Voucher:			209923	2/9/2026	EQUIPMENT SERVICE TAG #477,	277.69	612.08
397660	3/13/2026	103010	MCMASTER-CARR SUPPLY COMI	60077862	2/18/2026	EXHIBIT SUPPLIES	4.98	4.98
	Voucher:							
397661	3/13/2026	129838	MEAR CONSTRUCTION, INC.	4004	12/15/2025	PAINTING - 2 COUNCIL OFFICES	1,450.00	1,450.00
	Voucher:							
397662	3/13/2026	120247	MILOSEVICH, MARKO	4/15/26	3/5/2026	MEALS,TRAVEL - DEMONSTRATI	60.56	60.56
	Voucher:							
397663	3/13/2026	114829	MINUTEMAN PRESS	28079	1/27/2026	CAGE CARDS, OFFICE COURTE:	302.22	302.22
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397664	3/13/2026	116215	MISSION LINEN SUPPLY	525619555	3/5/2026	LINEN MAINTENANCE	142.43	142.43
	Voucher:							
397665	3/13/2026	125127	MR. BILL'S, AUTO BODY & PAINT,	10722	3/2/2026	BODY LABOR,PARTS - 24 DODGI	3,497.85	3,497.85
	Voucher:							
397666	3/13/2026	126311	MVP PROMOTIONS	4992	1/27/2026	POLOS, JACKETS - SEAACA	370.18	370.18
	Voucher:							
397667	3/13/2026	103221	NAPA AUTO PARTS	68078	2/13/2026	PARTS	258.74	
	Voucher:			68080	2/13/2026	PARTS	979.49	
				68076	2/13/2026	BATTERY	1,708.88	
				707393	2/23/2026	OIL, CABIN FILTERS	272.01	
				707462	2/23/2026	PARTS	239.24	3,458.36
397668	3/13/2026	103221	NAPA AUTO PARTS	65523	1/6/2026	PARTS	363.51	
	Voucher:			64516	12/18/2025	PARTS	124.80	488.31
397669	3/13/2026	140834	NGUYEN, KEVIN	3/20/26	3/2/2026	HOME & BUSINESS SECURITY R	250.00	250.00
	Voucher:							
397670	3/13/2026	103344	OCLC, INC.	1000482724	2/18/2026	CLOUD LIBRARY NEWSTAND 1 Y	5,775.52	5,775.52
	Voucher:							
397671	3/13/2026	103346	OFFICE DEPOT INC	460231528001	2/26/2026	OFFICE SUPPLIES	227.41	227.41
	Voucher:							
397672	3/13/2026	135191	PACIFIC COMPLIANCE SERVICES	84900	3/2/2026	R/R BREAKAWAY DRIVE OFF, BR	700.00	700.00
	Voucher:							
397673	3/13/2026	133984	PARTS AUTHORITY LLC	101-903879	2/24/2026	PARTS	76.96	
	Voucher:			62-207995	2/24/2026	PARTS	46.18	123.14
397674	3/13/2026	132623	PELAYO, ERNESTO	4/7 - 4/10/26	3/5/2026	MEALS, TRAVEL - TYLER CONNE	728.25	728.25
	Voucher:							
397675	3/13/2026	134391	PIERCE, ERIC F.	3/5/26	3/5/2026	CEMETERY DISTRICT MEETING	50.00	50.00
	Voucher:							
397676	3/13/2026	130620	PROFORMA APOLLO GROUP	NFS20263027	2/19/2026	BUISNESS CARDS	104.39	104.39
	Voucher:							
397677	3/13/2026	125779	QUIROZ ELECTRICAL SERVICES	2329	2/20/2026	OUTDOOR LIGHTING - WATER Y/	1,750.00	
	Voucher:			2324	2/18/2026	TROUBLESHOOT ELECTRICAL C	4,900.00	6,650.00
397678	3/13/2026	117905	RCS INVESTIGATIONS &, CONSU	7290	3/1/2026	INTERNAL AFFAIRS INVESTIGAT	18,530.00	18,530.00
	Voucher:							
397679	3/13/2026	134779	REGIONAL TAP SERVICE CENTEI	6026866	2/28/2026	FEBRUARY 2026 TAP SALES	311.04	311.04
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397680	3/13/2026	138501	RENEWELL FLEET SERVICE LLC	9944	2/24/2026	PARTS & REPAIR ENGINE #62	8,479.13	
	Voucher:			10095	3/4/2026	PARTS & FREIGHT	555.28	9,034.41
397681	3/13/2026	103816	RIO HONDO COMMUNITY COLLE	S26-86-ZDWN	2/24/2026	ENROLLMENT & MATERIALS FEE	25.00	25.00
	Voucher:							
397682	3/13/2026	122187	RMI INTERNATIONAL	3/14/26	2/17/2026	3/14/26 3 HOURS, 1 SECURITY G	95.22	95.22
	Voucher:							
397683	3/13/2026	121638	ROSS, BRITTIN	2/27/26	2/27/2026	CONTRACTED VET DUTIES	1,000.00	1,000.00
	Voucher:							
397684	3/13/2026	103925	ROTARY CLUB OF DOWNEY	33830	2/1/2026	MONTHLY DUES - ACTIVE ORDI	145.00	145.00
	Voucher:							
397685	3/13/2026	132936	SAGECREST PLANNING & ENVIR	5665	2/28/2026	PROFESSIONAL PLANNING STAI	6,525.00	6,525.00
	Voucher:							
397686	3/13/2026	110844	SALVATION ARMY	3/01/26	3/1/2026	PLHA SUBRECIPIENT AGREEME	14,880.00	14,880.00
	Voucher:							
397687	3/13/2026	140812	SAMAUN, MINA	2-00768879	3/3/2026	REFUND C&D DEPOSIT BLD-25-(	2,578.58	2,578.58
	Voucher:							
397688	3/13/2026	140810	SANCHEZ, CAROLYN	1120666.002	3/3/2026	REFUND VOUCHER #2014509.00	55.00	55.00
	Voucher:							
397689	3/13/2026	140324	SB CARPET CLEANING	1097	3/3/2026	ELEVATOR CLEANING FEBRUAR	360.00	
	Voucher:			1099	3/7/2026	DOWNEY FIRE DEPT CARPET CI	500.00	
				1100	3/9/2026	DOWNEY FIRE STATION 1 CARP	2,740.00	
				1101	3/9/2026	DOWNEY FIRE STATION 2 CARP	1,555.00	5,155.00
397690	3/13/2026	140833	SCN SECURITY COMMUNICATIOI	71064	3/5/2026	REFUND INSPECTION EXCESS F	345.00	345.00
	Voucher:							
397691	3/13/2026	132364	SKOLL, PATRICK	4/22 - 4/24/26	2/16/2026	MEALS,TRAVEL - FTO UPDATE	307.38	307.38
	Voucher:							
397692	3/13/2026	110724	SO CAL PERMANENTE MED GRP	9002294655	2/13/2026	1/28/26 - PHYSICAL EXAM C. RE	115.00	115.00
	Voucher:							
397693	3/13/2026	139850	SOCAL HOODS	31294	3/5/2026	KITCHEN EXHAUST SVC	825.00	
	Voucher:			31295	3/5/2026	KITCHEN EXHAUST SVC	825.00	
				31300	3/6/2026	KITCHEN EXHAUST SVC	825.00	2,475.00

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397695	3/13/2026	104208	SOUTHERN CALIFORNIA EDISON	700291198488/FE	2/18/2026	700291198488 - 1/14 - 02/12/26	94.32	
	Voucher:			700173065626/FE	2/23/2026	700173065626 - 1/22 - 02/22/26	1,746.53	
				700489667057/FE	2/24/2026	700489667057 - 1/23- 02/23/26	1,443.77	
				700611695380/FE	2/25/2026	700611695380 - 1/22 - 02/22/26	282.39	
				700471598583/FE	2/26/2026	700471598583 - 1/23 - 02/23/26	129.76	
				700088035426/FE	2/25/2026	700088035426 - 12/23/25 - 01/22/2	15,839.19	
				700489638563/FE	2/26/2026	700489638563 - 1/23 - 02/23/26	5,676.13	
				700466444045/FE	2/27/2026	700466444045 - 1/26 - 02/24/26	60.08	
				700106759153/FE	3/2/2026	700106759153 - 2/29 - 03/01/26	374.30	
				700157726589/MA	3/2/2026	700157726589 - 02/01 - 02/28/26	267.75	
				700157818135/MA	3/2/2026	700157818135 - 02/01 - 02/28/26	1,458.54	
				700156507726/MA	3/2/2026	700156507726 - 02/01 - 02/28/26	635.89	
				700477570349/FE	3/2/2026	700477570349 - 1/26 - 2/24/26	3,253.91	
				700947752890/FE	2/26/2026	700947752890 - 1/23 - 02/23/2026	3,289.84	
				700478725659/FE	2/27/2026	700478725659 - 1/26 - 02/24/26	58.56	
				700241966241/FE	2/26/2026	700241966241 - 1/23 - 2/23/26	586.68	
				700722470491/FE	2/27/2026	700722470491 - 01/26 - 02/24/26	2,956.32	
				700121901863/FE	2/26/2026	700121901863 - 1/23- 02/23/26	523.51	
				700365003970/MA	3/2/2026	700365003970 - 1/7 - 2/4/26	2,443.66	
				700564703126/MA	3/2/2026	700564703126 - 02/01 - 02/28/26	261.64	
				700088035426/MA	2/26/2026	700088035426 - 1/23 - 2/23/26	6,338.31	
				700621619288/FE	3/2/2026	700621619288 - 1/27 - 02/25/26	5,716.97	53,438.05
397696	3/13/2026	104210	SOUTHERN CALIFORNIA GAS CC	144 506 6227 6/FE	2/26/2026	144 506 6227 6 - 1/23 - 02/24/26	163.81	
	Voucher:			157 306 5472 8/FE	2/27/2026	157 306 5472 8 - 1/26 - 02/25/26	233.68	
				090 106 8000 8/FE	3/2/2026	090 106 8000 8 - 1/27- 02/26/26	2,549.38	
				077 306 4283 7/FE	2/26/2026	077 306 4283 7 - 1/23 - 02/24/26	281.61	
				182 246 3333 1/FE	2/25/2026	182 246 3333 1 - 1/22 - 02/23/26	550.20	
				050 006 7900 0/FE	2/26/2026	050 006 7900 0 - 1/23 - 02/24/26	2,173.19	
				178 106 4317 5/FE	2/26/2026	178 106 4317 5 - 1/23 - 2/24/26	112.28	
				049 830 8427 0/FE	2/24/2026	049 830 8427 0 - 01/21 - 2/20/26	15.64	6,079.79
397697	3/13/2026	134449	ST. FRANCIS ELECTRIC, LLC	240510392	1/31/2026	PREVENTATIVE MAINTENANCE -	7,945.44	7,945.44
	Voucher:							
397698	3/13/2026	130597	STANDARD INS CO-, POLICY 643(	Ben1762755RPLC	12/12/2025	STANDARD ADL LIFE INS POST T	3,486.44	3,486.44
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397699	3/13/2026	104256	STAPLES ADVANTAGE	6056554096	2/25/2026	OFFICE SUPPLIES	117.69	
	Voucher:			6056554100	2/25/2026	OFFICE SUPPLIES	66.34	
				6056554097	2/25/2026	OFFICE SUPPLIES	25.07	
				6056554099	2/25/2026	OFFICE SUPPLIES	21.00	
				6056554090	2/25/2026	OFFICE SUPPLIES	28.39	
				6056554092	2/25/2026	OFFICE SUPPLIES	42.32	
				6056554110	2/25/2026	OFFICE SUPPLIES	164.27	
				6056554112	2/25/2026	OFFICE SUPPLIES	56.32	
				6056554105	2/25/2026	OFFICE SUPPLIES	87.27	608.67
397700	3/13/2026	110637	STATE WATER RESOURCES CON	SC-153613	2/25/2026	OVERSIGHT COSTS - 10/1 - 12/3	1,433.54	1,433.54
	Voucher:							
397701	3/13/2026	107309	SWARCO MCCAIN, INC.	INV0292458	2/27/2026	332L CABINET FOR THE SUVA S	16,850.20	16,850.20
	Voucher:							
397702	3/13/2026	125150	SY, ROGER	4/20 - 4/22/26	2/16/2026	MEALS,TRAVEL - FTO SAC COUI	155.13	155.13
	Voucher:							
397703	3/13/2026	125150	SY, ROGER	3/3/26 - 2	3/2/2026	PARKING, LODGING - I.A. INVES	57.97	57.97
	Voucher:							
397704	3/13/2026	137415	T & C'S	16561	3/6/2026	UNIFORM - CREWNECK, JACKET	602.23	602.23
	Voucher:							
397705	3/13/2026	133654	TELEFLEX LLC	9511265939	3/4/2026	EZ-IO 25MM NEEDLE (BOX OF 5)	4,897.50	4,897.50
	Voucher:							
397706	3/13/2026	137334	TEXTRON E-Z-GO LLC	94588778	3/5/2026	PARTS & LABOR	411.19	411.19
	Voucher:							
397707	3/13/2026	110751	THE COPY PLACE	10497	3/6/2026	571 GO 4, BINDERS, TABS,AMBU	1,106.16	1,106.16
	Voucher:							
397708	3/13/2026	134950	THE LLOYD PEST CONTROL, INC	9105852	12/31/2025	MOSQUITO CANISTERS - WTER	139.00	139.00
	Voucher:							
397709	3/13/2026	116871	THE REGENTS OF THE UNIVERS	12945525	3/5/2026	ONLAW PRO - REAL PROPERTY	184.00	184.00
	Voucher:							
397710	3/13/2026	117205	TIERRA WEST ADVISORS	DO-0126A	3/5/2026	FINANCIAL REAL ESTATE AND E	6,592.50	6,592.50
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397711	3/13/2026	103017	TIME WARNER CABLE	188354301030126	3/1/2026	188354301 - 03/01 - 03/31/26	126.73	
	Voucher:			188353901022126	2/21/2026	188353901 - 02/22 - 03/21/26	125.62	
				170258701022126	2/21/2026	170258701 - 02/21 - 03/20/26	479.01	
				188354601022126	2/21/2026	188354601 - 02/21 - 03/20/26	1,016.92	
				188354901022126	2/21/2026	188354901 - 02/21 - 03/20/26	154.17	
				188354801022126	2/21/2026	188354801 - 02/21 - 03/20/26	133.06	2,035.51
397712	3/13/2026	103017	TIME WARNER CABLE	188354401022126	2/21/2026	188354401 - 02/21 - 03/20/26	449.53	449.53
	Voucher:							
397713	3/13/2026	124672	T-MOBILE USA INC.	991776765/MAR2(	2/21/2026	562-441-2872 - 1/21 - 2/20/26	39.85	
	Voucher:			993029675/FEB26	2/21/2026	993029675 - 1/21 - 02/20/26	111.05	150.90
397714	3/13/2026	139509	TORRES, ENRIQUE	3/28 - 3/26/26	2/11/2026	MEALS, TRAVEL - ARIDE	89.21	89.21
	Voucher:							
397715	3/13/2026	123319	TORRES, RICHARD	2-00742540	3/3/2026	REFUND C&D DEPOSIT BLD-23-(	6,301.96	6,301.96
	Voucher:							
397716	3/13/2026	140798	TRACY, BARBARA	Ref001768697	3/5/2026	UB Refund Cst #110570	129.01	129.01
	Voucher:							
397717	3/13/2026	140806	TREJO, AMBER	26-07296	2/25/2026	REFUSED ADOPTION	50.00	50.00
	Voucher:							
397718	3/13/2026	123934	TYLER TECHNOLOGIES, INC.	45-554884	2/28/2026	NEW EDEN AP CHECK FORM - C	775.00	775.00
	Voucher:							
397719	3/13/2026	108324	U.S. ARMOR CORPORATION	2737		CREDIT MEMO	-55.38	
	Voucher:			51960	3/3/2026	A. AVILA	591.31	535.93
397720	3/13/2026	104574	UNDERGROUND SERVICE ALER	25-262811	3/1/2026	STATE FEE FOR REGULATORY C	91.53	91.53
	Voucher:							
397721	3/13/2026	120080	UNIFORM DEPOT INC., DBA: MR.	9293	2/21/2026	MICHELLE GARCIA	187.74	
	Voucher:			9294	2/23/2026	MARIA VILLEGAS	109.40	
				9295	2/23/2026	CHRIS KURTZ	8.84	
				9292	2/21/2026	MADELINE NAVOR-EXPLO	67.29	
				9291	2/19/2026	CALVIN MILLER	388.78	762.05
397722	3/13/2026	104595	UNITED PARCEL SERVICE	501YY1086 - 2026	2/21/2026	DELIVERY SERVICE	21.71	21.71
	Voucher:							
397723	3/13/2026	134422	VALDIVIA, JORGE	4/8 - 4/10/26	2/16/2026	MEALS,TRAVEL - TACTICAL ARM	138.17	138.17
	Voucher:							
397724	3/13/2026	117053	VALENZUELA, BLANCA	4/20 - 4/23/26	2/23/2026	PARKING,LODGING,MEALS - POI	449.06	449.06
	Voucher:							

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Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397725	3/13/2026	140803	VALENZUELA, CARLOS	26-07530	2/20/2026	REFUSED ADOPTION	50.00	50.00
	Voucher:							
397726	3/13/2026	139059	VALINO, CRYSTAL	3/4/26	3/6/2026	CONTRACTED VET SERVICES	1,000.00	1,000.00
	Voucher:							
397727	3/13/2026	140805	VALLADARES, JULIO	26-07389	2/20/2026	REFUSED ADOPTION	50.00	50.00
	Voucher:							
397728	3/13/2026	139286	VANE, MADISON ALEXANDRA	1 - 2	3/2/2026	JAN - FEB 2026 MEDITATION & C	120.00	120.00
	Voucher:							
397729	3/13/2026	139239	VELASQUEZ, KATIE	3/03/26	3/3/2026	PETTY CASH	491.96	491.96
	Voucher:							
397730	3/13/2026	127485	VERIZON BUSINESS SERVICES	73611869	2/20/2026	SV649537 - 1/1- 1/31/26 EVDO TC	1,528.55	1,528.55
	Voucher:							
397731	3/13/2026	132112	VERIZON CONNECT NWF, INC.	320000080212	3/2/2026	100000175537 - 02/01 - 02/28/26	271.15	
	Voucher:			605000078954	3/2/2026	100000188676 - 02/01 - 02/28/26	223.30	494.45
397732	3/13/2026	112607	VERIZON WIRELESS	6134650252	1/28/2026	270145074-00016 - 12/29/25 - 1/2	572.72	
	Voucher:			6137156506	2/28/2026	270145074-00002 - 1/29 - 2/28/26	2,089.34	
				6137156507	2/28/2026	270145074-00003 - 1/29 - 2/28/26	1,634.02	
				6137156522	2/28/2026	270145074-00025 - 1/29 - 2/28/26	30.02	
				6135726826	2/10/2026	742047419-00001 - 1/11 - 2/10/26	262.19	4,588.29
397733	3/13/2026	112607	VERIZON WIRELESS	9022427075	3/3/2026	CA151271 - 1/29 - 2/12/26	150.00	150.00
	Voucher:							
397734	3/13/2026	140597	VICTORY FUNDRAISING, AND EV	1003	3/2/2026	FUNDRAISING CONSULTING SEI	21,000.00	21,000.00
	Voucher:							
397735	3/13/2026	131151	VITAL MEDICAL SERVICES, LLC	4832	2/28/2026	EVIDENTIARY AND WARRANT BL	5,081.00	5,081.00
	Voucher:							
397736	3/13/2026	119054	WARINO, JIM	34630	3/5/2026	EFT - INSTRUCTOR FEE	77.00	
	Voucher:			34604	3/5/2026	EFT - INSTRUCTOR FEE	77.00	
				34639	3/5/2026	EFT - INSTRUCTOR FEE	77.00	
				34640	3/5/2026	EFT - INSTRUCTOR FEE	77.00	308.00
397737	3/13/2026	130444	WEBCO LB LLC	LB9021	2/28/2026	CLEANING PARKING LOT 2/28/26	300.00	
	Voucher:			LB9022	2/28/2026	PRESSURE WASHING - 2/27/26 -	1,200.00	1,500.00
397738	3/13/2026	123888	WEDGEWOOD PHARMACY	20867103	3/4/2026	VET MEDICAL SUPPLIES	2,387.92	2,387.92
	Voucher:							
397739	3/13/2026	128600	WHITE CAP, LP	50035578520	2/25/2026	SUPPLIES	543.67	543.67
	Voucher:							

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
397740	3/13/2026	124678	YOUNGBLOOD & ASSOCIATES	2760A	3/6/2026	POLYGRAPH EXAMINATION SER	400.00	400.00
	Voucher:							
397741	3/13/2026	137160	YOUR MEMBERSHIP.COM, INC.	R76210613	1/27/2026	45 DAY JOB POSTING + CONSTR	350.00	350.00
	Voucher:							
30004674	2/6/2026	107444	CALIFORNIA PUBLIC EMPLOYEE:	Ben1766455	2/6/2026	PERS EPMC: PAYMENT	512,193.21	512,193.21
	Voucher:							
30004679	2/20/2026	107444	CALIFORNIA PUBLIC EMPLOYEE:	Ben1767436	2/20/2026	PERS EPMC: PAYMENT	504,838.18	504,838.18
	Voucher:							
30004684	3/6/2026	107444	CALIFORNIA PUBLIC EMPLOYEE:	Ben1768442	3/6/2026	PERS EPMC: PAYMENT	524,883.97	524,883.97
	Voucher:							
30004687	3/6/2026	131237	VOYA/BPAS ANNUITY HRA019	Ben1768448	3/6/2026	CONTRIBUTIONS TO RHSP: PAYI	25,109.52	25,109.52
	Voucher:							

Sub total for BANK OF THE WEST: 2,316,586.64

255 checks in this report.

Grand Total All Checks: 2,488,353.60

Item No. 3.

TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**OFFICE OF THE CITY MANAGER**
BY:	**MATTHEW BAUMGARDNER, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**
DATE:	**MARCH 24, 2026**
SUBJECT:	**APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO SOLICIT FOR CONSTRUCTION BIDS FOR THE BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS, CAPITAL IMPROVEMENT PROJECT (CIP) NO. 18-10, AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15282(K)**

EXECUTIVE SUMMARY

The City Council will consider approving plans and specifications, and authorizing the solicitation of construction bids for the Bellflower Boulevard Water System Improvements, CIP No. 18-10. The proposed water improvements, which would occur on Bellflower Boulevard from Foster Road to Lakewood Boulevard and along Priscilla Street east of Bellflower Boulevard, are necessary to ensure reliable water service in the area and are recommended to be completed prior to upcoming pavement rehabilitation along this street.

RECOMMENDATION

That the City Council:

> Approve the plans and specifications, and authorize the solicitation of construction bids for the Bellflower Boulevard Water System Improvements, CIP No. 18-10 and further finding that the project is exempt from the requirements contained in CEQA under Section 15282(k).

BACKGROUND

The water system infrastructure along Bellflower Boulevard from Foster Road to Lakewood Boulevard and along Priscilla Street east of Bellflower Boulevard is in need of improvements to ensure reliable water service for domestic usage and fire protection purposes. The proposed water improvements are to be completed in advance of upcoming pavement rehabilitation in order to eliminate impacts to newly installed pavement in the future. The project limits are shown on the project location map included as Attachment A.

ANALYSIS

The plans (Attachment B) and specifications are complete and the project is now ready for solicitation of construction bids. A copy of the project specifications is available for review in the Public Works Department.

The proposed water improvements include: the installation of 1,836 feet of new 8-inch water main and 416 feet of new 12-inch water main along Bellflower Boulevard; installation of valves, fittings, and appurtenances; replacement of existing fire hydrants; installation of additional fire hydrants to enhance fire water protection in the area; installation of new copper water service lines; and replacement of old water meters with new remote-read advanced water meters along the entire project limits to help improve water meter reading efficiencies.

Staff recommends that the City Council approve the project plans and specifications and authorize solicitation for bids. Construction is tentatively scheduled to begin in May 2026 and be completed by November 2026.

This project is statutorily exempt from the provisions of CEQA under Section 15282(k).

CITY COUNCIL PRIORITIES

Quality of Life, Safety and Infrastructure

FISCAL IMPACT

Approval of the recommended actions will result in an expenditure of approximately $3,000,000, from budgeted Water Fund Capital Improvement Program (CIP) funds to cover the Total Estimated Project Cost (break down listed in table below). Depending on actual bids received, a detailed project cost summary will be provided at the time of award of the construction contract for this project.

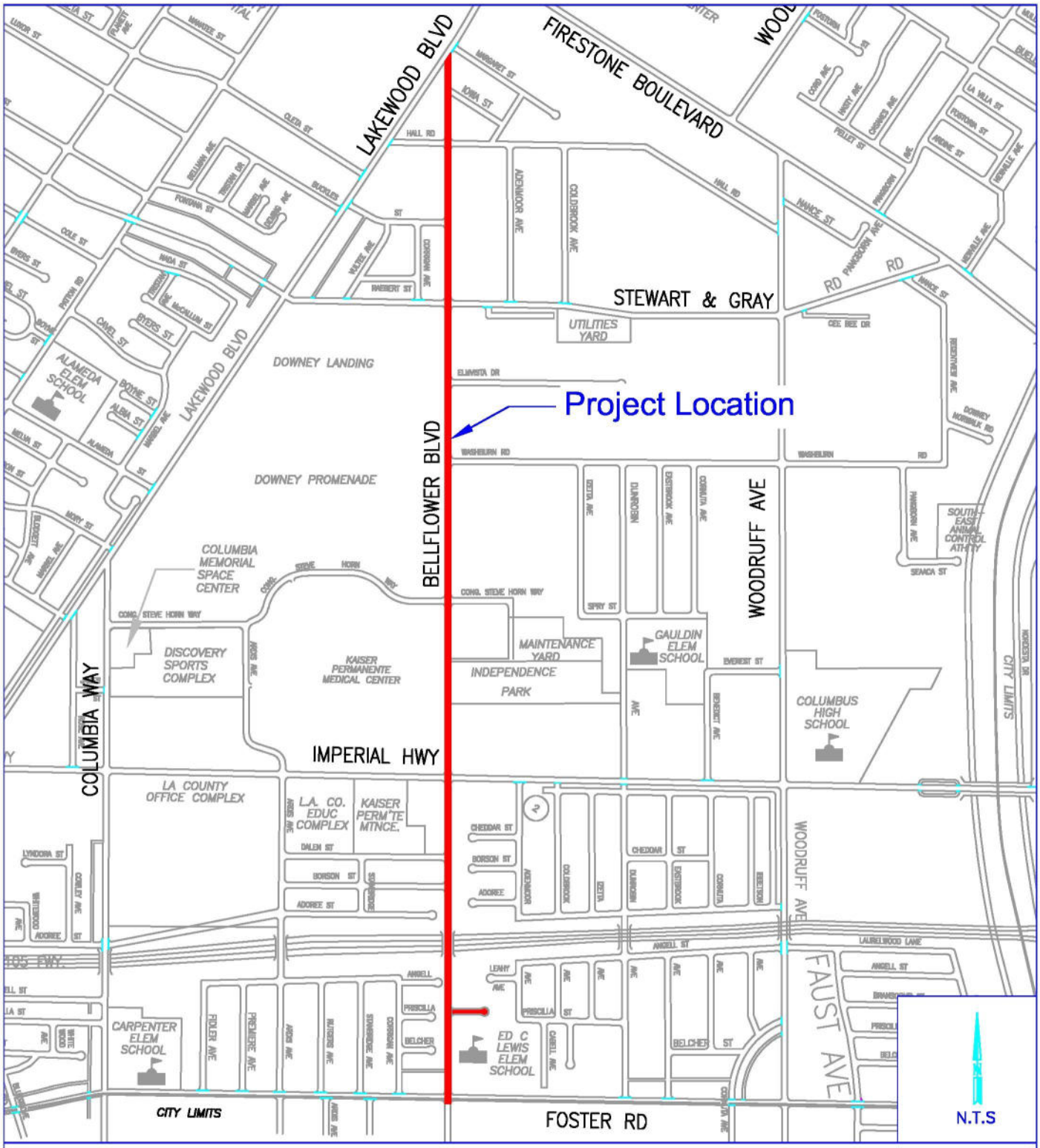
Description	Amount
Design	$163,849
Construction Contract and Contingencies	$2,776,151
City-Furnished Materials	$20,000
Materials Testing and Contract Administration	$40,000
Total Estimated Project Cost:	**$3,000,000**

There is sufficient fund balance for the recommended actions. The budgeted CIP funds for this project are Water Fund CIP Account No. 51-1-8680 as provided in the table below, including transfers of $500,000 and $250,000 from Water Fund CIP Account No. 51-1-8689, Destruction of Well Nos. 1, 13, 20, and 27A, and Account No. 51-1-8695, Florence Avenue Water System Improvements.

Account No.	Funding Source	Amount
51-1-8680	FY 2025-26 Bellflower Boulevard Water System Improvements CIP	$2,250,000
51-1-8680	Transfer from CIP Account No. 51-1-8689	$500,000
51-1-8680	Transfer from CIP Account No. 51-1-8695	$250,000
	Total Project Funding:	**$3,000,000**

Attachments

Attachment A: Bellflower Blvd Water System Improvements Project Location Map
Attachment B: Bellflower Blvd Water System Improvements Construction Plans



CITY OF DOWNEY

DEPARTMENT OF PUBLIC WORKS — UTILITIES DIVISION

PROJECT LOCATION MAP

PROJECT: BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS

UMITS: FOSTER ROAD TO LAKEWOOD BOULEVARD

ATTACHMENT A

CITY OF DOWNEY

PUBLIC WORKS DEPARTMENT

CONSTRUCTION PLANS FOR

CAPITAL IMPROVEMENT PROJECT NO. 18-10
BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS
(FOSTER ROAD TO LAKEWOOD BOULEVARD)

INDEX TO PROJECT DRAWINGS

SHEET NO.	DESCRIPTION
1	TITLE SHEET, VICINITY MAP, AND CONSTRUCTION NOTES
2	GENERAL NOTES AND MATERIAL SPECIFICATIONS
3-12	WATER SYSTEM PLAN & PROFILE
13-14	POTABLE WATER RECONNECTION DETAILS
15	FIRE SERVICE RECONNECTION DETAILS
16	WATER SYSTEM DETAILS
17	RECYCLED WATER SYSTEM DETAILS

BASIS OF BEARINGS

THE BASIS OF BEARINGS IS SHOWN LOCALLY HEREON BY THE LINE BETWEEN FOUND MONUMENTS DESIGNATED AS 2000 AND 2130 AND HAVING A BEARING OF NORTH 00° 04' 29" WEST.

DATUM STATEMENT

THE POSITIONS AND BEARINGS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (2011.0 EPOCH) ZONE 5, CALIFORNIA COORDINATE SYSTEM AS DERIVED FROM THE CALIFORNIA SPATIAL REFERENCE CENTER'S CONTINUOUS GPS (CGPS) GEODETIC CONTROL NETWORK STATIONS BGIS, BKMS, AND HOLP.

ALL DISTANCES SHOWN HEREON ARE GRID DISTANCES. TO CONVERT TO GROUND DISTANCES, MULTIPLY THE GRID DISTANCE BY THE PROJECT COMBINATION FACTOR OF 1.00002541.

BENCHMARK

LOS ANGELES COUNTY BENCH MARK NO. EY8693
ELEVATION = 95.993 FEET (NAVD88, QUAD YEAR 2005).

DESCRIBED BY THE COUNTY SURVEYOR'S OFFICE AS A FOUND RDBM TAG IN NORTHERLY CATCH BASIN 15FT E/O BCR AT NORTHEAST CORNER IMPERIAL HIGHWAY AND BELLFLOWER BOULEVARD.

SOURCE OF TOPO

THE COMPUTER PLOTTED MAP WAS GENERATED BY PHOTOGRAMMETRIC METHODS COMPILED ON DIGITAL STEREO WORKSTATIONS USING AERIAL PHOTOGRAPHY TAKEN ON PHOTO DATE DECEMBER 24, 2015. NOT TO SCALE

MAP COMPILED BY:
GEOSPATIAL PROFESSIONAL SOLUTIONS, INC.
3151 AIRWAY AVENUE, SUITE G2
COSTA MESA, CA 92626
(949) 459-3051

FIELD SURVEY PERFORMED BY STANTEC CONSULTING SERVICES, IN 2016 AND 2023.

UNDERGROUND STRUCTURES

ALL UNDERGROUND UTILITIES OR STRUCTURES REPORTED BY THE OWNER OR OTHERS AND THOSE SHOWN ON THE RECORDS EXAMINED ARE INDICATED WITH THEIR APPROXIMATE LOCATION AND EXTENT. THE OWNER BY ACCEPTING THESE PLANS OR PROCEEDING WITH IMPROVEMENTS PURSUANT THERETO AGREES TO ASSUME LIABILITY AND TO HOLD UNDERSIGNED HARMLESS FOR ANY DAMAGES RESULTING FROM THE EXISTENCE OF UNDERGROUND UTILITIES OR STRUCTURES NOT REPORTED TO THE UNDERSIGNED, NOT INDICATED ON THE PUBLIC RECORDS EXAMINED, LOCATED AT VARIANCE WITH THAT REPORTED OR SHOWN ON RECORDS EXAMINED. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES SHOWN AND ANY OTHER UTILITIES OR STRUCTURES FOUND AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF THE UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPT LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.

UNAUTHORIZED CHANGES & USES

CAUTION: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

NOTE TO CONTRACTOR

INSTALLATION OF NEW BUILDING SUPPLY LINES INCLUDE INSTALLATION OF NEW COPPER, OFFSET(S) INCLUDING ALL COMPRESSION FITTINGS, NEW BALL VALVE AT BUILDING, AND ALL ASSOCIATED MATERIALS NECESSARY TO CONNECT TO CLOSEST HOSE BIBB. RESTORATION OF SOD, LANDSCAPING, IRRIGATION, MISCELLANEOUS PCC, COLORED CONCRETE, AND OTHER EXISTING IMPROVEMENTS DISTURBED DURING CONSTRUCTION SHALL BE INCLUDED IN THE BID ITEM PRICE TO FURNISH AND INSTALL BUILDING SUPPLY LINES.

REMOVE AND SALVAGE ALL WATER METERS, VALVES, VALVE BOXES, AND FIRE HYDRANT HEADS TO CITY UTILITIES YARD.

INSTALLATION OF NEW WATER METERS INCLUDES PLACEMENT OF PEA GRAVEL PER DOWNEY DWG. NO. 1-W AND 2-W.

CONTRACTOR SHALL POTHOLE PRIVATELY OWNED SEWER LATERAL(S) PRIOR TO INSTALLATION OF PROPOSED MAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY PRIVATELY OWNED SEWER LATERALS DAMAGED DURING CONSTRUCTION.

CONTRACTOR SHALL FURNISH AND INSTALL FULL DIAMETER RISERS AT VARIOUS LOCATIONS FOR FLUSHING AND BACTERIOLOGICAL TESTING PURPOSES OF PROPOSED DIP. DUE TO THE LENGTH OF PROPOSED PIPE, BACTERIOLOGICAL TESTING SHALL BE DONE IN PHASES AS DETERMINED BY CITY.

ABBREVIATIONS

AC	ASPHALT CONCRETE	MW	MONITORING WELL
BOP	BOTTOM OF PIPE	(P), PROP	PROPOSED
CAB	CABINET	PP	POWER POLE
CATV	CABLE TV	PB	PULL BOX
℄, C/L	CENTERLINE	RCP	REINFORCED CONCRETE PIPE
C&G	CURB AND GUTTER	RR	RAILROAD
CI	CAST IRON	R/W	RIGHT OF WAY
CL	CLASS	SS	SANITARY SEWER
CLF	CHAIN LINK FENCE	SCO, ⓒ	SEWER CLEANOUT
CML	CEMENT MORTAR LINING	SSMH, Ⓢ	SEWER MANHOLE
DIP	DUCTILE IRON PIPE	SW	SIDEWALK
(E), EX, EXIST	EXISTING	SD	STORM DRAIN
E, ELEC	ELECTRICAL	SDMH, Ⓓ	STORM DRAIN MANHOLE
EMH, Ⓔ	ELECTRICAL MANHOLE	SL	STREET LIGHT
FO	FIBER OPTIC	STL	STEEL
FS	FINISH SURFACE	SVC	SERVICE
FH, ▽	FIRE HYDRANT	MON	SURVEY MONUMENT
FL	FLANGE	TC	TOP OF CURB
G	GAS	T, TELE	TELEPHONE
GM	GAS METER	TMH, Ⓣ	TELEPHONE MANHOLE
GV, ⊗	GAS VALVE	TOP	TOP OF PIPE
GYA	GUY ANCHOR	TS	TRAFFIC SIGNAL
INV	INVERT	VLT	VAULT
IRR	IRRIGATION	VIF	VERIFY IN FIELD
IM	IRRIGATION METER	W	WATER
ICV	IRRIGATION CONTROL VALVE	WM, EW	WATER METER
MED	MEDIAN	WV, ⊗	WATER VALVE
MJ	MECHANICAL JOINT		

SYMBOL/LEGEND

——— – ———	CENTERLINE
— — — — —	(E) R/W
——— – – ———	(E) PROPERTY LINE
- - - - - -	(E) CITY BOUNDARY
——W——	(P) WATER MAIN
———————	(P) WATER LATERAL
——— – – W ———	(E) WATER
⊬⊬⊬⊬⊬⊬	(E) WATER TO BE ABAND.
——— – – G ———	(E) GAS LINE
——— – – SS ———	(E) SANITARY SEWER
——— – – SD ———	(E) STORM DRAIN
——— – – T ———	(E) TELEPHONE
——— – – E ———	(E) ELECTRICAL
— — — — RW — — — —	(E) RECYCLED WATER
⊥⊥⊥⊥⊥⊥⊥⊥	CALTRANS ACCESS DENIAL



VICINITY MAP
NOT TO SCALE

UTILITY AND AGENCY INDEX

CITY OF DOWNEY	WATER & SEWER 562-904-7202
CITY OF DOWNEY	TRAFFIC ENGINEER 562-904-7110
COUNTY SANITATION DISTRICT OF LOS ANGELES	TOMMY SUNG 562-699-7411 X1205
LA COUNTY DEPARTMENT OF PUBLIC HEALTH (DPH)	DAN BACANI 626-430-5290
STATE WATER RESOURCES CONTROL BOARD	MATT MEGILL 818-551-2033
FRONTIER COMMUNICATION (VERIZON)	RAYMOND ROUNDTREE 562-903-7939
LA COUNTY DEPARTMENT OF PUBLIC WORKS	MICHAEL TJAN 626-458-1700
LA COUNTY DEPARTMENT OF PUBLIC WORKS	MANUEL ALARCON 626-458-7169
LA COUNTY FLOOD CONTROL DISTRICT	MARYAM ADHAMI 626-458-3129
METROPOLITAN TRANSPORTATION AUTHORITY	MATTIE JONES 213-922-5023
SOUTHERN CALIFORNIA EDISON	SAUL VALLE 562-903-3176
CENTRAL BASIN MUNICIPAL WATER DISTRICT	JEREMY MELENDEZ 323-201-5510
SOUTHERN CALIFORNIA GAS COMPANY	ERNIE GONZALES 714-634-3121
SPECTRUM (TIME WARNER CABLE)	ERNEST CHANG 562-259-2015
PARAMOUNT PIPELINES	STEVE PEYTON 562-531-2060 X2751
SBC	MARCELLA CORDOZA 310-515-4370
EXXON/MOBIL	MELODY SEBRING 310-212-4141
MWD	KEN CHUNG 213-217-7670
BP (ARCO) PIPELINES	ROB STREED 562-499-2216
LEVEL 3/WILTEL COMMUNICATIONS	ROGER WEATHERS 720-888-5688
ABOVENET COMMUNICATIONS	KEVIN SULLIVAN 714-236-8502
MCI WORLDCOM	DON BECKERMANN 626-666-3526
QWEST COMMUNICATIONS	PATT SLANEY 714-936-4898
SPRINT	JOE HEALEY 714-781-7048
CROWN CASTLE (NEXTG NETWORKS)	RON HERRERA 909-593-9700
CHARTER COMMUNICATIONS	STEVE FEAR 626-430-3338
UNDERGROUND SERVICE ALERT (USA)	---- 8-1-1

60 INSTALL NEW 8"x6" MJ TEE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE "L-SHAPED" LATERAL, 6" MJxFL HORIZONTAL BEND, 6" MJxFL GATE VALVE, AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

61 ISOLATE AND DEWATER EXISTING FIRE HYDRANT LATERAL: REMOVE EXISTING AND INSTALL NEW 6" FL CL 53 SPOOL PER DOWNEY DWG. NO. 10-W.

62 ISOLATE, CUT, AND DEWATER EXISTING 8" MAIN; INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

63 PAINT PRIVATE FIRE HYDRANT WITH ONE COAT OF STANDARD WHITE (WH-1) AMERON AMERLOCK 2 VOC HIGH SOLIDS EPOXY COATING AND TWO FINISH COATS OF SAFETY RED (RD-2) AMERON PSX 700 ENGINEERED SILOXANE COATING.

64 REMOVE EXISTING AND INSTALL NEW 2" POTABLE WATER COMBINATION AIR RELEASE AND VACUUM VALVE PER DOWNEY DWG. NO. 9-W.

65 REMOVE EXISTING AND INSTALL NEW RECYCLED WATER VALVE BOX PER DOWNEY DWG. NO. 5-RW.

66 REMOVE EXISTING AND INSTALL NEW 3" RECYCLED WATER METER PER DOWNEY DWG. NO. 3-RW.

67 REMOVE EXISTING AND INSTALL NEW 3" RECYCLED METER, BOX, AND 3" MJ C509 GATE VALVE PER DOWNEY DWG. NO. 3-RW.

68 REMOVE EXISTING AND INSTALL NEW 3" RECYCLED WATER METER BOX (REUSE EXISTING METER) PER DOWNEY DWG. NO. 3-RW.

69 REMOVE EXISTING AND INSTALL NEW 2" RECYCLED WATER COMBINATION AIR RELEASE AND VACUUM VALVE AND ENCLOSURE PER DOWNEY DWG. NO. 9-RW.

70 REMOVE AND REPLACE EXISTING CONCRETE.

71 ISOLATE, CUT, AND DEWATER EXISTING 8" MAIN; INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

72 INSTALL NEW SENSUS 5/8" IPERL BACKFLOW BY-PASS WATER METER, MxU TOUCHPAD, AND MxU MOUNTING BRACKET ON EXISTING FIRE SERVICE BACKFLOW.

73 ISOLATE, CUT, AND DEWATER EXISTING 8" MAIN; REMOVE EXISTING VALVE AND INSTALL NEW 8" MJ C509 GATE VALVE PER DOWNEY DWG. NO. 5-W.

74 ISOLATE, CUT, AND DEWATER EXISTING 12" MAIN; REMOVE EXISTING TEE AND VALVE BOX TO ABANDON VALVE IN PLACE.

75 REMOVE EXISTING AND INSTALL NEW 3" RECYCLED WATER METER AND BOX PER DOWNEY DWG. NO. 3-RW.

76 ISOLATE, CUT, AND DEWATER EXISTING 8" MAIN; REMOVE EXISTING FIRE HYDRANT ASSEMBLY FROM MAIN AND INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

77 INSTALL NEW 12"x6" MJXFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE (REUSE EXISTING FIRE HYDRANT HEAD) PER DOWNEY DWG. NO. 10-W.

78 ISOLATE, CUT, AND DEWATER EXISTING 4" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN PER DETAIL "A21" ON SHEET 14.

79 ISOLATE, CUT, AND DEWATER EXISTING MAINS; AND RECONNECT EXISTING 10" MAIN TO EXISTING 10" MAIN PER DETAIL "A22" ON SHEET 14.

80 ISOLATE, CUT, AND DEWATER EXISTING 4" DOMESTIC SERVICE LATERAL AND RECONNECT PER DETAIL "A25" ON SHEET 14.

81 INSTALL NEW 8" MJ 45° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.

82 PLACE 1-SACK CEMENT SLURRY BACKFILL (100-E-100).

83 INSTALL NEW 12" MJ 45° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.

84 INSTALL NEW 8" MJ 22.5° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.

CONSTRUCTION NOTES

A PROTECT IN PLACE.

1 REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 5/8" METER, AND BOX PER DOWNEY DWG. NO. 1-W.

2 REMOVE EXISTING AND INSTALL NEW CURB STOP, 5/8" POTABLE WATER METER, AND BOX PER DOWNEY DWG. NO. 1-W.

3 REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 1" METER, AND BOX PER DOWNEY DWG. NO. 1-W.

4 REMOVE EXISTING AND INSTALL NEW 1" CURB STOP, 1" POTABLE WATER METER, AND BOX PER DOWNEY DWG. NO. 1-W.

5 REMOVE EXISTING AND INSTALL NEW 1" POTABLE WATER METER AND BOX PER DOWNEY DWG. NO. 1-W.

6 REMOVE EXISTING AND INSTALL NEW 1" METER AND LID ONLY (REUSE EXISTING BOX) PER DOWNEY DWG. NO. 1-W.

7 REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 1.5" METER, AND BOX PER DOWNEY DWG. NO. 2-W.

8 REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 2" METER, AND BOX PER DOWNEY DWG. NO. 2-W.

9 REMOVE/ ABANDON EXISTING SERVICE, METER (IF ANY), AND BOX FROM MAIN.

10 REMOVE EXISTING AND INSTALL NEW 2" POTABLE WATER METER AND BOX PER DOWNEY DWG. NO. 2-W.

11 REMOVE EXISTING AND INSTALL NEW 2" CURB STOP, 2" POTABLE WATER METER, AND BOX PER DOWNEY DWG. NO. 2-W.

12 REMOVE EXISTING AND INSTALL NEW 4" POTABLE WATER SERVICE AND 3" METER PER DOWNEY DWG. NO. 3-W.

13 REMOVE EXISTING AND INSTALL NEW 4-INCH POTABLE WATER SERVICE, 3" METER, AND BOX PER DETAIL "B5" ON SHEET 15.

14 REMOVE EXISTING AND INSTALL NEW 3" POTABLE WATER METER, 3" METER BOX, AND 3" MJxFL C509 GATE VALVE PER DOWNEY DWG. NO. 3-W.

15 REMOVE EXISTING AND INSTALL NEW 4" POTABLE WATER METER AND BOX PER DOWNEY DWG. NO. 3-W.

16 INSTALL NEW 1" COPPER BUILDING SUPPLY LINE DOWNSTREAM OF NEW WATER METER UP TO CLOSEST HOSE BIBB AND REMOVE BACKYARD WATER SOURCE CONNECTION TO OLD METER TO BE REMOVED.

17 REMOVE EXISTING AND INSTALL NEW WATER VALVE BOX PER DOWNEY DWG. NO. 5-W.

18 REMOVE EXISTING VALVE BOX TO ABANDON VALVE IN PLACE.

19 INSTALL NEW 8" CL 52 DIP WITH POTABLE WATER ID TAPE PER DOWNEY DWG. NO. 12-W.

20 INSTALL NEW 12" CL 52 DIP WITH POTABLE WATER ID TAPE PER DOWNEY DWG. NO. 12-W.

21 INSTALL NEW 8" MJ 45° DIP HORIZONTAL BEND AND THRUST BLOCK PER DOWNEY DWG. NO. 7-W.

22 INSTALL NEW 12" MJ 90° DIP HORIZONTAL BEND AND THRUST BLOCK PER DOWNEY DWG. NO. 7-W.

23 ISOLATE, CUT, AND DEWATER EXISTING 6" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN PER DETAIL "A1" ON SHEET 13.

24 ISOLATE, CUT AND DEWATER EXISTING 6" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 6" MAIN PER DETAIL "A2" ON SHEET 13.

25 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A3" ON SHEET 13.

26 CONNECT NEW 8" MAINS PER DETAIL "A4" ON SHEET 13.

27 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A5" ON SHEET 13.

28 CONNECT NEW 8" MAINS PER DETAIL "A6" ON SHEET 13.

29 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN PER DETAIL "A7" ON SHEET 13.

30 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND RECONNECT EXISTING 8" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 8" MAIN PER DETAIL "A8" ON SHEET 13.

31 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT EXISTING 8" MAIN TO EXISTING 4" MAIN PER DETAIL "A9" ON SHEET 13.

32 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A10" ON SHEET 13.

33 ISOLATE, CUT AND DEWATER EXISTING 4" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A11" ON SHEET 13.

34 ISOLATE, CUT AND DEWATER EXISTING 12" MAIN; AND CONNECT NEW 12" MAIN TO EXISTING 12" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 12" MAIN PER DETAIL "A12" ON SHEET 13.

35 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND CONNECT NEW 12" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 8" MAIN PER DETAIL "A13" ON SHEET 13.

36 ISOLATE, CUT AND DEWATER EXISTING 12" MAIN; AND CONNECT NEW 12" MAIN TO EXISTING 12" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 12" MAIN PER DETAIL "A14" ON SHEET 13.

37 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN AND 6" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 6" MAIN PER DETAIL "A15" ON SHEET 13.

38 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 6" MAIN PER DETAIL "A16" ON SHEET 13.

39 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN PER DETAIL "A17" ON SHEET 13.

40 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN AND EXISTING 8" MAIN PER DETAIL "A18" ON SHEET 13.

41 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A19" ON SHEET 13.

42 ISOLATE, CUT AND DEWATER EXISTING 4" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A20" ON SHEET 13.

43 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN PER DETAIL "A23" ON SHEET 13.

44 INSTALL NEW 8"x4" MJ TEE, 4 MJ C509 GATE VALVE, AND ASSOCIATED MATERIALS PER DOWNEY DWG. NO. 5-W.

45 ISOLATE, CUT AND DEWATER EXISTING 4" DOMESTIC SERVICE LATERAL; AND INSTALL NEW 4" DOMESTIC SERVICE LATERAL; AND RECONNECT PER DETAIL "A24" ON SHEET 14.

46 ISOLATE, CUT AND DEWATER EXISTING 8" FIRE SERVICE LATERAL; AND RECONNECT PER DETAIL "B1" ON SHEET 15.

47 ISOLATE, CUT AND DEWATER EXISTING 8" FIRE SERVICE LATERAL; AND INSTALL NEW 8" FIRE SERVICE LATERAL; AND RECONNECT PER DETAIL "B2" ON SHEET 15.

48 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND RECONNECT 6" FIRE SERVICE PER DETAIL "B3" ON SHEET 15.

49 REMOVE EXISTING AND INSTALL NEW 5/8" SENSUS IPERL BACKFLOW BY-PASS WATER METER, MxU TOUCHPAD, AND MxU MOUNTING BRACKET.

50 REMOVE EXISTING HYDRANT RISER FROM AND INCLUDING 90° ELBOW TO FIRE HYDRANT HEAD, PLUG REMAINING PORTION OF FIRE HYDRANT LATERAL, AND REMOVE FIRE HYDRANT VALVE BOX.

51 HOT TAP EXISTING 8" MAIN WITH 8"x6" MJxFL TEE AND INSTALL NEW 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

52 INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

53 INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

54 INSTALL NEW 12"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

55 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; REMOVE EXISTING HYDRANT ASSEMBLY FROM MAIN; INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" MJxFL HORIZONTAL BEND, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE "L-SHAPED" LATERAL AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

56 ISOLATE, CUT AND DEWATER EXISTING 4" WATER SERVICE LATERAL; REMOVE EXISTING VALVE AND INSTALL NEW 4" MJ C509 GATE VALVE PER DOWNEY DWG. NO. 5-W.

57 ISOLATE, CUT AND DEWATER EXISTING 12" MAIN; REMOVE EXISTING HYDRANT ASSEMBLY FROM MAIN; AND INSTALL NEW 12"x6" MJ TEE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE "L-SHAPED" LATERAL, 6" MJxFL HORIZONTAL BEND, 6" FLxMJ GATE VALVE, AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

58 REMOVE EXISTING FIRE HYDRANT RISER FROM AND INCLUDING 90° ELBOW TO FIRE HYDRANT HEAD AND INSTALL NEW JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

59 REMOVE EXISTING FIRE HYDRANT RISER FROM AND INCLUDING 90° ELBOW TO FIRE HYDRANT HEAD AND INSTALL NEW JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

ATTACHMENT B

CALL BEFORE YOU DIG
Underground Service Alert
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REGISTERED PROFESSIONAL ENGINEER
DANIEL J. HAYES
No. 63132
CIVIL
STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX
UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 3/6/26
NAME & LICENSE NUMBER DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

APPROVED BY: _____ 64892 3/6/26
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER RCE DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
TITLE SHEET, VICINITY MAP, AND CONSTRUCTION NOTES

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 1 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 08:50:05 AM U:\2024\26773500\drawing\sheet_files\26773500-0001CV.dwg

GENERAL NOTES – POTABLE WATER

1. LOCATION OF EXISTING UTILITIES/UNDERGROUND FACILITIES KNOWN TO ENGINEER ARE SHOWN IN THEIR APPROX. LOCATIONS BASED ON BEST AVAILABLE INFORMATION AT TIME OF PREPARING PLANS. ACTUAL LOCATION, SIZE, TYPE, AND NUMBER OF UTILITIES/UNDERGROUND FACILITIES MAY DIFFER FROM THAT SHOWN AND SUCH UTILITIES/FACILITIES MAY BE PRESENT THAT ARE NOT SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO HAVE SITE INSPECTED THROUGH USA PRIOR TO COMMENCING WORK AND TO VERIFY LOCATIONS OF ALL UTILITIES WITH RESPECTIVE OWNERS PRIOR TO STARTING WORK AND THROUGHOUT CONTRACT.
2. POTHOLE/HAND DIG AT UTILITY CROSSINGS/OBSTRUCTIONS, AND AREAS WHERE LOCATION OF UTILITIES AND UNDERGROUND FACILITIES ARE IN QUESTION PRIOR TO STARTING WORK. ANY CHANGES TO PROPOSED WATER IMPROVEMENTS MUST BE APPROVED BY CITY.
3. COORDINATE WITH OWNER OF ANY UTILITY OR OBSTRUCTION PRIOR TO RELOCATING/ADJUSTING ANY SUCH ITEMS.
4. POTHOLE POCS WITH EXISTING MAINS TO DETERMINE EXISTING ELEVATIONS AND VERIFY MEANS OF CONNECTING PRIOR TO STARTING WORK.
5. WORK LIMITED TO THOSE HOURS AS STATED IN THE ENCROACHMENT AND OTHER CITY PERMITS.
6. CONTACT JORDAN GRANADOS AT 562-417-2764 OR 562-904-7202 (DOWNEY UTILITIES YARD) UTILITIES INSPECTOR MIN 72-HRS PRIOR TO STARTING WORK TO SCHEDULE INSPECTION.
7. MAINTAIN HORIZONTAL (MIN 10-FT) AND VERTICAL SEPARATION (MIN 1-FT ABOVE) FROM RECYCLED WATER AND SEWER LINES.
8. ADD FITTINGS TO MAINTAIN MIN. COVER OF 42-INCH AND TO AVOID EXISTING UTILITIES ENCOUNTERED. IF MINIMUM COVER CANNOT BE MET, PIPELINE SHALL BE ENCASED IN CONCRETE OR WITH STEEL CASING PIPE (WITH SPACERS AND END CAPS) IF NECESSARY AS DIRECTED BY THE CITY. AT NO TIME SHALL THERE BE LESS THAN 36-INCH COVER FROM TOP OF PIPE TO EXISTING GROUND DURING CONSTRUCTION. CHANGE IN PROFILE AND/OR NEED FOR ENCASEMENT SHALL BE APPROVED BY CITY OF DOWNEY.
9. CONTRACTOR SHALL RESTORE, AT ITS COST, ANY ITEMS OUTSIDE THE LIMITS OF THE TRENCH WHICH ARE DAMAGED AS THE RESULT OF CONTRACTOR OPERATIONS, OR THOSE ITEMS DAMAGED WITHIN THE LIMITS OF THE TRENCH WHICH WERE TO REMAIN IN PLACE. ANY ITEMS REQUIRED TO REMAIN IN PLACE, SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AND LOCATION THAT EXISTED PRIOR TO CONSTRUCTION.
10. LENGTH OF OPEN TRENCH LIMITED TO AMOUNT OF PIPE TO BE INSTALLED IN ONE DAY. PROTECT TRENCH FROM PEDESTRIAN/VEHICULAR TRAFFIC PER CITY REQUIREMENTS INCLUDING BARRIERS, BACKFILL, COMPACTION, TEMPORARY PAVEMENT, AND STEEL PLATES. NO OPEN TRENCH AREAS SHALL REMAIN OVERNIGHT.
11. NO STORAGE OF MATERIALS/EQUIPMENT IN PUBLIC RIGHT-OF-WAY. PROVIDE OFFSITE/ONSITE STAGING/STORAGE AREA.
12. TRAFFIC CONTROL PER THE CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), AND AS REQUIRED BY THE TRAFFIC ENGINEER.
13. PIPE BASE, PIPE ZONE, AND TRENCH ZONE BACKFILL – IMPORTED SAND OR NATIVE MATERIAL WITH MIN SE OF 30 OR COEFF. OF PERMEABILITY >1.4 IN/HR @ MIN 90% REL. COMPACTION. CERT. OF IMPORTED OR NATIVE MATERIAL REQUIRED.
14. PAVEMENT ZONE – FOR AREAS CURRENTLY PAVED, AC/PCC PAVEMENT AND AGGREGATE BASE SHALL BE REPLACED TO EXISTING THICKNESS PLUS ONE INCH UNLESS OTHERWISE CALLED OUT IN THE PLANS AND SPECS. MIN. 95% REL. COMPACTION. FOR AREAS THAT ARE NOT CURRENTLY PAVED, SEE STREET IMPROVEMENT PLANS FOR AC PAVEMENT/BASE REQUIREMENTS. MIN. 95% REL. COMPACTION.
15. OBTAIN AND PAY FOR THE SERVICES OF A CHLORINATION CONTRACTOR. NAME AND QUALIFICATIONS OF PROPOSED FIRM SHALL BE SUBMITTED FOR APPROVAL BY THE CITY.
16. COMPACTION, PRESSURE, DISINFECTION, AND BACTERIOLOGICAL TESTING PER CITY REQUIREMENTS. COMPACTION TESTS AT RANDOM DEPTHS AND INTERVALS AS DIRECTED BY CITY. PRESSURE TEST AT 200 PSI FOR 4-HR. NO PRESSURE TESTING AGAINST CLOSED VALVES – USE PRESSURE PLATES. COMPLETELY BACKFILL AND COMPACT PRIOR TO CONDUCTING TESTS.
17. PROVIDE TEMP OR PERMANENT MATERIALS/EQUIPMENT NECESSARY TO PERFORM ALL TESTING (I.E. COPPER SERVICES FOR INTRODUCING DISINFECTANT, BLOWOFFS FOR FLUSHING, AIR RELEASE/VACUUM VALVES FOR REMOVING/ADDING AIR DURING FILLING/FLUSHING OF PIPELINES, MJXFL ADAPTERS, PRESSURE PLATES, VALVES, PIGS, LAUNCHER, FITTINGS).
18. CONTRACTOR MUST UTILIZE FULL DIAMETER CITY MAIN LINE AND POTABLE WATER FROM DIRECTLY ADJACENT CITY DISTRIBUTION SYSTEM FOR FLUSHING ONLY. USE OF 2" AND 4" OUTLETS AND FIRE HYDRANT HOSES WILL NOT BE ALLOWED FOR FLUSHING PURPOSES.

    IF INITIAL FLUSHING AND CHLORINATION FAILS TO PRODUCE REQUIRED RESIDUALS AND BAC-T TEST RESULTS, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CITY COSTS ASSOCIATED WITH RE-FLUSHING, RE-DISINFECTION, AND RE-TESTING OF WATER FACILITIES INCLUDING BUT NOT LIMITED TO: CITY TIME, MATERIALS, EQUIPMENT, WATER, LABORATORY ANALYSIS, ETC.
19. CONTRACTOR SHALL RETURN ALL EXISTING METERS REMOVED IN ORDER FOR CITY INSPECTOR TO COMPLETE NEW METER FORMS FOR EACH OF THE NEW METERS INSTALLED AND THOSE REMOVED.
20. DCDAS SHALL BE CERTIFIED IN THE FIELD BY A LICENSED LA COUNTY DPH CERTIFIED TESTER PRIOR TO PLACING INTO SERVICE. CONTACT JORDAN GRANADOS (562)-417-2764 OR DOWNEY UTILITY YARD AT (562) 904-7202 TO SCHEDULE CITY INSPECTION OF TESTING. PROVIDE CERTIFICATION OF TESTING TO DOWNEY UTILITIES YARD REPRESENTATIVE.
21. SUBMIT CERTIFICATION OF PIPING AND ALL MATERIALS ASSOCIATED WITH CITY STANDARDS. ALL PIPING AND ASSOCIATED MATERIALS MUST BE IN-HAND PRIOR TO START OF CONSTRUCTION.
22. IN NO EVENT SHALL ANY VALVE BE INSTALLED WITHIN A CURB, GUTTER, OR OTHER CONCRETE DRAINAGE DEVICE.
23. CONTRACTOR SHALL FURNISH THE CITY OF DOWNEY WITH RED-LINED CONSTRUCTION PLANS NOTING ANY AND ALL CHANGES TO THE PLAN AND PROFILE OF THE POTABLE WATER IMPROVEMENTS INSTALLED.

GENERAL NOTES – RECYCLED WATER

1. ALL RECYCLED WATERLINE WORK TO BE PERFORMED PER "STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION" (STANDARD SPECIFICATIONS OR GREEN BOOK) LATEST EDITION, CBMWD'S DESIGN CRITERIA, SUPPLEMENTAL STANDARD SPECIFICATIONS, AND STANDARD DRAWINGS (STD. DWGS.) FOR RECLAIMED WATER FACILITIES, AND CITY OF DOWNEY REQUIREMENTS UNLESS OTHERWISE INDICATED.
2. GENERAL: CONSTRUCTION OF RECYCLED WATER FACILITIES SHALL MEET ALL APPLICABLE STATE AND LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH (DPH), AND CITY OF DOWNEY REQUIREMENTS.
3. LOCATION OF EXISTING UTILITIES/UNDERGROUND FACILITIES KNOWN TO THE ENGINEER ARE SHOWN IN THEIR APPROX. LOCATIONS BASED ON BEST AVAILABLE INFORMATION AT TIME OF PREPARING PLANS. ACTUAL LOCATION, SIZE, TYPE, AND NUMBER OF UTILITIES/UNDERGROUND FACILITIES MAY DIFFER FROM THAT SHOWN AND SUCH UTILITIES/FACILITIES MAY BE PRESENT THAT ARE NOT SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO HAVE SITE INSPECTED THROUGH USA PRIOR TO COMMENCING WORK AND TO VERIFY LOCATIONS OF ALL UTILITIES WITH RESPECTIVE OWNERS PRIOR TO STARTING WORK AND THROUGHOUT CONTRACT.
4. POTHOLE/HAND DIG AT UTILITY CROSSINGS/OBSTRUCTIONS, AND AREAS WHERE LOCATION OF UTILITIES AND UNDERGROUND FACILITIES ARE IN QUESTION PRIOR TO STARTING WORK. ANY CHANGES TO PROPOSED WATER IMPROVEMENTS MUST BE APPROVED BY THE CITY.
5. POTHOLE POCS WITH EXISTING MAINS TO DETERMINE EXISTING ELEVATIONS AND VERIFY MEANS OF CONNECTING PRIOR TO STARTING WORK.
6. COORDINATE WITH OWNER OF ANY UTILITY OR OBSTRUCTION PRIOR TO RELOCATING/ADJUSTING ANY SUCH ITEMS.
7. WORK LIMITED TO THOSE HOURS AS STATED IN THE ENCROACHMENT AND OTHER CITY PERMITS.
8. CONTACT JORDAN GRANADOS AT 562-417-2764 OR 562-904-7202 (DOWNEY UTILITIES YARD) AND CITY-DESIGNATED CONTRACT INSPECTOR MIN. 72-HRS PRIOR TO STARTING WORK TO SCHEDULE INSPECTION.
9. CONTACT DAN BACANI (LA COUNTY DPH) @ 626-430-5290 MIN. 1-WEEK PRIOR TO STARTING WORK TO SCHEDULE INSPECTION.
10. MAINTAIN HORIZONTAL (MIN 10-FT) AND VERTICAL SEPARATION (MIN 1-FT BELOW) (O.D TO O.D.) FROM POTABLE WATER LINES IN COMPLIANCE WITH REGULATIONS SET FORTH BY THE STATE AND COUNTY DEPARTMENT OF PUBLIC HEALTH.

GENERAL NOTES – RECYCLED WATER (CONTINUED)

11. ADD FITTINGS TO MAINTAIN MIN. COVER OF 42-IN (OR AS SHOWN ON PIPELINE PROFILE) AND TO AVOID EXISTING UTILITIES ENCOUNTERED. IF MIN. COVER CANNOT BE MET, THE PIPELINE SHALL BE ENCASED IN CONCRETE OR WITH STEEL CASING PIPE (WITH SPACERS AND END CAPS) IF NECESSARY AS DIRECTED BY THE CITY. AT NO TIME SHALL THERE BE LESS THAN 36 INCHES OF COVER FROM TOP OF PIPE TO EXISTING GROUND DURING CONSTRUCTION. CHANGE IN PROFILE AND/OR NEED FOR ENCASEMENT/CASING SHALL BE APPROVED BY CITY OF DOWNEY.
12. CONTRACTOR SHALL RESTORE, AT ITS COST, ANY ITEMS OUTSIDE THE LIMITS OF THE TRENCH WHICH ARE DAMAGED AS THE RESULT OF CONTRACTOR OPERATIONS, OR THOSE ITEMS DAMAGED WITHIN THE LIMITS OF THE TRENCH WHICH WERE TO REMAIN IN PLACE. ANY ITEMS REQUIRED TO REMAIN IN PLACE, SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AND LOCATION THAT EXISTED PRIOR TO CONSTRUCTION.
13. LENGTH OF OPEN TRENCH LIMITED TO AMOUNT OF PIPE TO BE INSTALLED IN ONE DAY. PROTECT TRENCH FROM PEDESTRIAN/VEHICULAR TRAFFIC PER CITY REQUIREMENTS INCLUDING BARRIERS, BACKFILL, COMPACTION, TEMPORARY PAVEMENT, AND STEEL PLATES. NO OPEN TRENCH AREAS SHALL REMAIN OVERNIGHT.
14. NO STORAGE OF MATERIALS/EQUIPMENT IN PUBLIC RIGHT-OF-WAY. PROVIDE OFFSITE/ONSITE STAGING/STORAGE AREA.
15. TRAFFIC CONTROL PER THE STATE OF CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND AS REQUIRED BY THE TRAFFIC ENGINEER.
16. PIPE BASE, PIPE ZONE, AND TRENCH ZONE BACKFILL – IMPORTED SAND OR NATIVE MATERIAL WITH MIN SE OF 30 OR COEFF. OF PERMEABILITY >1.4 IN/HR @ MIN 90% REL. COMPACTION (ALSO SEE STANDARD DRAWINGS). CERT. OF IMPORTED OR NATIVE MATERIAL REQUIRED.
17. PAVEMENT ZONE – FOR AREAS CURRENTLY PAVED, AC/PCC PAVEMENT AND BASE SHALL BE REPLACED TO EXISTING THICKNESS PLUS ONE INCH, MIN. 95% REL. COMPACTION. FOR AREAS THAT ARE NOT CURRENTLY PAVED, SEE STREET IMPROVEMENT PLANS FOR AC PAVEMENT/BASE REQUIREMENTS. MIN. 95% REL. COMPACTION.
18. COMPACTION TESTS SHALL BE TAKEN AT RANDOM DEPTHS AND INTERVALS, AS DIRECTED BY THE CITY. PRESSURE TEST IN ACCORDANCE WITH SEC. 306-8.9.2 OF THE STANDARD SPECIFICATIONS TO MIN. TEST PRESSURE OF 200 PSI FOR CLASS 200 PIPE FOR 4-HOURS. ALL TEST(S) TO BE PERFORMED IN PRESENCE OF A DOWNEY UTILITIES YARD REPRESENTATIVE. NO PRESSURE TESTING AGAINST CLOSED VALVES – USE PRESSURE PLATES. TEST SECTION SHALL BE COMPLETELY BACKFILLED AND COMPACTED PRIOR TO CONDUCTING TESTS.
19. PROVIDE TEMP OR PERMANENT MATERIALS/EQUIPMENT NECESSARY TO PERFORM ALL TESTING (I.E. BLOW-OFFS FOR FLUSHING, AIR RELEASE/VACUUM VALVES FOR REMOVING/ADDING AIR DURING FILLING/FLUSHING OF PIPELINES, MJXFL ADAPTERS, PRESSURE PLATES, VALVES, FITTINGS).
20. SUBMIT CERTIFICATION OF PIPING AND ALL MATERIALS ASSOCIATED WITH RECYCLED WATERLINE WORK FOR COMPLIANCE WITH CITY REQUIREMENTS. ALL PIPING AND ASSOCIATED MATERIALS MUST BE IN-HAND PRIOR TO EXCAVATION/COMMENCEMENT OF CONSTRUCTION.
21. PVC PIPE TO BE INSTALLED IN ACCORDANCE WITH AWWA MANUAL NO. M23, "PVC PIPE – DESIGN AND INSTALLATION" AND MANUFACTURER REQUIREMENTS.
22. MAX JOINT DEFLECTION SHALL NOT EXCEED 2 DEGREES OR 75% OF MANUFACTURER'S RECOMMENDATION.
23. IN NO EVENT SHALL ANY VALVE BE INSTALLED WITHIN A CURB, GUTTER, OR OTHER CONCRETE DRAINAGE DEVICE.
24. CONTRACTOR SHALL FURNISH THE CITY OF DOWNEY WITH RED-LINED CONSTRUCTION PLANS NOTING ANY AND ALL CHANGES TO THE PLAN AND PROFILE OF THE RECYCLED WATER IMPROVEMENTS INSTALLED.

MATERIAL SPECIFICATIONS – POTABLE WATER

1. PIPE SHALL BE CLASS 52 CEMENT-LINED DIP WITH INTEGRAL BELL AND SPIGOT (PUSH ON) JOINTS WITH ELASTOMERIC RUBBER GASKETS IN ACCORDANCE WITH AWWA C104, C111, AND C151, AND SHALL BE MADE IN THE USA.
2. FITTINGS SHALL BE CLASS 52 CEMENT LINED DUCTILE IRON MJ OR MJXFL (SEE PLANS) IN ACCORDANCE WITH AWWA C104, C110, C111, AND C153, AND SHALL BE MADE IN THE USA.
3. JOINT RESTRAINTS SHALL BE EBBA IRON MEGA LUGS OR PRE-APPROVED EQUAL AND SHALL BE MADE IN THE USA. RESTRAINTS SHALL HAVE POLYESTER-BASED COATING ON THE GLAND AND TWO COATS OF XYLAN COATING ON THE WEDGE ASSEMBLIES OR OTHER SIMILAR PRE-APPROVED COATING. ALL RESTRAINTS SHALL HAVE IDENTIFICATION NUMBER CONSISTING OF THE YEAR, DAY, PLANT AND SHIFT NUMBER CAST INTO EACH GLAND BODY. JOINT RESTRAINTS SHALL BE USED FOR ALL FITTINGS AND VALVES UNLESS OTHERWISE SHOWN ON PLANS AND APPROVED IN ADVANCE BY DOWNEY PERSONNEL.
4. THRUST/ANCHOR BLOCKS SHALL BE USED FOR ALL FITTINGS AND VALVES UNLESS OTHERWISE SHOWN ON THE PLANS AND APPROVED IN ADVANCE BY DOWNEY PERSONNEL.
5. GATE VALVES SHALL BE RESILIENT SEATED, CONFORMING TO AWWA C509, AND BE DESIGNED FOR 200 PSI WORKING PRESSURE, NON-RISING STEM, MECHANICAL JOINT OR MECHANICAL JOINT BY FLANGE ENDS, WITH DUCTILE IRON BODY, OPERATING NUT, BONNET, AND SEAL PLATE, DUCTILE IRON GATE AND 316 STAINLESS STEEL BONNET AND SEAL PLATE NUTS AND BOLTS. MUELLER 2360 SERIES, CLOW F-6100 SERIES, OR US PIPE METROSEAL 250. VALVES INSTALLED AT INTERSECTIONS SHALL BE MJXFL WITH FLANGE ABUTTING THE FITTING UNLESS OTHERWISE INDICATED.
6. TAPPING VALVES SHALL CONFORM TO THE REQUIREMENTS FOR GATE VALVES. VALVE ENDS SHALL BE FLANGED, AND SHALL FIT STANDARD TAPPING MACHINES. SEAT RINGS SHALL BE OVERSIZED TO PERMIT THE USE OF FULL-SIZE CUTTERS. MUELLER 2360 SERIES, CLOW F-6100 SERIES, OR US PIPE METROSEAL 250.
7. ALL BURIED VALVES SHALL BE PROVIDED WITH RISERS, SLIP-TYPE CAST IRON VALVE BOXES, AND COVERS PER CITY SPECIFICATIONS AND DWG. NO. 5-W. PROVIDE OPERATING EXTENSION STEMS (RISERS) TO BRING OPERATING NUT TO A POINT 18-INCHES TO 30-INCHES BELOW SURFACE OF GROUND AND/OR BOX COVER.
8. BURIED NUTS, BOLTS, AND WASHERS FOR FLANGED FITTINGS SHALL BE TYPE 304 OR 316 STAINLESS STEEL.
9. TAPPING SLEEVES SHALL BE DUCTILE IRON WITH BUNA-N RUBBER WITH A WIDE CROSS-SECTION, MECHANICAL JOINT BY FLANGE (CLOW, MUELLER, OR US PIPE). THE MECHANICAL JOINT PORTION OF THE TAPPING SLEEVES SHALL BE INSTALLED WITH CORTEN-STEEL T-BOLTS AND NUTS COATED WITH TRIPAC 2000 BLUE COAT SYSTEM.
10. ALL BURIED DUCTILE IRON PIPING, FITTINGS, VALVES, APPURTENANCES, AND COPPER PIPING SHALL BE CORROSION PROTECTED WITH TWO WRAPS OF MIN. 8-MIL POLYETHYLENE ENCASEMENT (FLAT SHEETS FOR FITTING, VALVES, AND APPURTENANCES AND TUBES FOR PIPING) PER AWWA C105, INSTALLATION METHOD A.
11. 1-INCH AND SMALLER POTABLE WATER METERS SHALL BE LOW LEAD; SENSUS SRII ENVIROBRASS II POSITIVE DISPLACEMENT WITH AMR/AMI REGISTER AND TOUCHPAD WITH MXU ASSEMBLY REGISTERING IN 1 CUBIC FOOT. TOUCHPAD/MXU ASSEMBLY TO BE MOUNTED TO THE STREET SIDE CORNER OF THE METER BOX LID.
12. 1-1/2-INCH AND 2-INCH POTABLE WATER METERS SHALL BE: SENSUS OMNI T2/ TURBINE WITH STRAINERS AND AMR/AMI REGISTER AND TOUCHPAD WITH MXU ASSEMBLY REGISTERING IN 1 CUBIC FOOT. TOUCHPAD/MXU ASSEMBLY TO BE MOUNTED TO THE STREET SIDE CORNER OF THE METER BOX LID.
13. 3-INCH THROUGH 8-INCH POTABLE WATER NON-IRRIGATION METERS SHALL BE SENSUS OMNI C2/ COMPOUND WITH SENSUS AWWA-TYPE STRAINERS WITH DRAIN PLUGS AND STAINLESS STEEL SCREENS AND AMR/AMI REGISTER AND TOUCHPAD WITH MXU ASSEMBLY AND 1 CUBIC FOOT REGISTRATION. TOUCHPAD/MXU ASSEMBLY TO BE MOUNTED TO THE MIDDLE CORNER ON ONE SIDE OF THE TWO-PIECE METER BOX LID.
14. 3-INCH THROUGH 6-INCH POTABLE WATER IRRIGATION METERS SHALL BE SENSUS OMNI T2/ TURBINE WITH SENSUS AWWA-TYPE STRAINERS WITH DRAIN PLUGS AND STAINLESS STEEL SCREENS, AND AMR/AMI REGISTERS AND TOUCHPAD WITH MXU ASSEMBLY AND 1 CUBIC FOOT REGISTRATION. TOUCHPAD/MXU ASSEMBLY TO BE MOUNTED TO THE MIDDLE CORNER ON ONE SIDE OF THE TWO-PIECE METER BOX LID.
15. 3-INCH AND LARGER METERS SHALL BE INSTALLED WITH A C509 RESILIENT WEDGE GATE VALVE, INSTALLED IMMEDIATELY DOWNSTREAM OF THE METER, ACCESSIBLE AND REMOVABLE THROUGH THE WATER METER BOX LID.
16. 1-INCH AND SMALLER (12"X20"X12") POTABLE WATER METER BOXES SHALL BE ARMORCAST ROTOCAST MODEL P6000485 WITH ONE-PIECE POLYMER CONCRETE (RPM) LID (MODEL A6000484-H7) MARKED "WATER" OR APPROVED EQUAL. USE ARMORCAST TRAFFIC-RATED (20,000 LBS) ONE-PIECE LID (MODEL A6000484T-H7) MARKED "WATER" FOR AREAS WHERE METER BOXES WILL BE SUBJECT TO TRAFFIC LOADS.

MATERIAL SPECIFICATIONS – POTABLE WATER (CONTINUED)

17. 1-1/2-INCH AND 2-INCH (17"X30"X12") POTABLE WATER METER BOXES SHALL BE ARMORCAST ROTOCAST MODEL P6001534X12 WITH TWO-PIECE POLYMER CONCRETE (RPM) LIDS (MODELS A6001643DZ-H7 & A6000482) MARKED "WATER", OR APPROVED EQUAL. USE ARMORCAST POLYMER CONCRETE (RPM) TRAFFIC-RATED (20,000 LBS) TWO-PIECE LIDS (MODELS A6000194?DZ-H7 & A6000482T) MARKED "WATER FOR AREAS WHERE METER BOXES WILL BE SUBJECT TO TRAFFIC LOADS.
18. 3-INCH (30"WX48"LX48"H MIN.) POTABLE WATER METER BOXES SHALL BE ARMORCAST POLYMER CONCRETE (RPM) MODEL A6001430PCX48 WITH THREE-PIECE LIDS (MODELS A6001470 & A6001470DZ-H7) MARKED "WATER" WITH DROP-IN READ LID (MODEL A6000482).
19. 4-INCH (36"WX60"LX48"H MIN.) AND LARGER POTABLE WATER METER BOXES SHALL BE ARMORCAST POLYMER CONCRETE (RPM) MODEL A6001436APCX48 (4-INCH) WITH THREE-PIECE LIDS (MODELS A6001457 & A6001457DZ-H7) MARKED "WATER" WITH DROP-IN READ LID (MODEL A6000482).
20. FIRE SERVICES SHALL BE INSTALLED WITH A DOUBLE CHECK DETECTOR ASSEMBLY PLACED ON PRIVATE PROPERTY OUTSIDE OF THE PUBLIC RIGHT-OF-WAY. DOUBLE CHECK DETECTOR ASSEMBLIES SHALL BE EQUIPPED WITH SENSUS IPERL RADIO-READ BY-PASS METERS REGISTERING IN 1 CUBIC FEET, TOUCHPAD MXU, AND AMR MOUNTING BRACKET. ASSEMBLIES SHALL BE WILKINS 450DA OR CITY APPROVED EQUAL. SEE LIST OF LA COUNTY DPH APPROVED BACKFLOW PREVENTION DEVICES. HTTPS://FCCCHR.USC.EDU/_DOWNLOADS/LIST/LIST.PDF
21. ALL ABOVE GROUND PORTIONS OF THE DCDA SHALL BE PAINTED WITH ONE PRIME COAT AND TWO FINISH COATS IN THE FIELD, AFTER THE DCDA HAS BEEN INSTALLED. THE SECOND FINISH COAT SHALL BE APPLIED JUST PRIOR TO THE FINAL INSPECTION. PRIMER SHALL BE STANDARD WHITE (WH-1) AMERON AMERLOCK 2 VOC HIGH-SOLIDS EPOXY COATING. FINISH COATS SHALL BE SAFETY RED (RD-2) AMERON PSX 700 ENGINEERED SILOXANE COATING.
22. FIRE HYDRANTS IN RESIDENTIAL AREAS SHALL BE JONES MODEL J-7300-R WITH FLUTED SPOOL, 3/4-INCH DIAMETER HOLES IN A SIX-HOLE PATTERN WITH A 9-3/8 INCH BOLT CIRCLE.
23. FIRE HYDRANTS IN COMMERCIAL AND INDUSTRIAL AREAS SHALL BE JONES MODEL J-3775-R WITH FLUTED SPOOL, 3/4-INCH DIAMETER HOLES IN A SIX-HOLE PATTERN WITH A 9-3/8 INCH BOLT CIRCLE.
24. FIRE HYDRANTS SHALL BE INSTALLED WITH AN MJXFL TEE WITH THRUST BLOCK (UNLESS OTHERWISE SHOWN ON PLANS AS A HOT TAP). 6-INCH C509 MJXFL RESILIENT WEDGE GATE VALVE AND BOX, MJXFL 90 DEGREE ELBOW, AND FLANGED CLASS 53 CEMENT-LINED DIP SPOOLS (NO HYDRANT BURIES) WITH LENGTH ORDERED PER FIELD CONDITIONS TO MEET 4-INCH REQUIREMENT NOTED BELOW. RISER FLANGES TO MATCH 90-DEGREE ELBOW FLANGE AND FLUTED SPOOL BOLT PATTERN. TYPE 316 STAINLESS STEEL BREAK-AWAY BOLTS AT BASE OF HYDRANT FILLED WITH SILICONE SEALANT. DISTANCE FROM FINISH GRADE TO BOTTOM OF FLANGE AT BASE OF FIRE HYDRANT SHALL BE 4-INCHES PER STANDARD DRAWING FOR INDUSTRIAL/COMMERCIAL FIRE HYDRANT.
25. BLUE REFLECTIVE PAVEMENT MARKERS
    ONE (1) TWO-WAY BLUE REFLECTIVE FIRE HYDRANT RAISED PAVEMENT MARKER SHALL BE INSTALLED ADJACENT TO EACH HYDRANT AND EXISTING BLUE REFLECTIVE PAVEMENT MARKER REMOVED (WHEN PRESENT). REFLECTIVE MARKERS, ADHESIVES, AND METHOD OF INSTALLATION SHALL CONFORM TO THE FOLLOWING CALTRANS STANDARD SPECIFICATION:

    SECTION 85-1.02C RETROREFLECTIVE PAVEMENT MARKERS
    SECTION 85-1.02B HOT MELT BITUMINOUS ADHESIVE
    SECTION 85-1.02E EPOXY ADHESIVE
    SECTION 85-1.03B HOT MELT BITUMINOUS ADHESIVE
    SECTION 85-1.03C EPOXY ADHESIVE

    LOCATION
    BLUE REFLECTIVE PAVEMENT MARKERS SHALL BE PLACED ON THE SIDE OF THE STREET NEAREST THE FIRE HYDRANT AS PROVIDED BELOW:

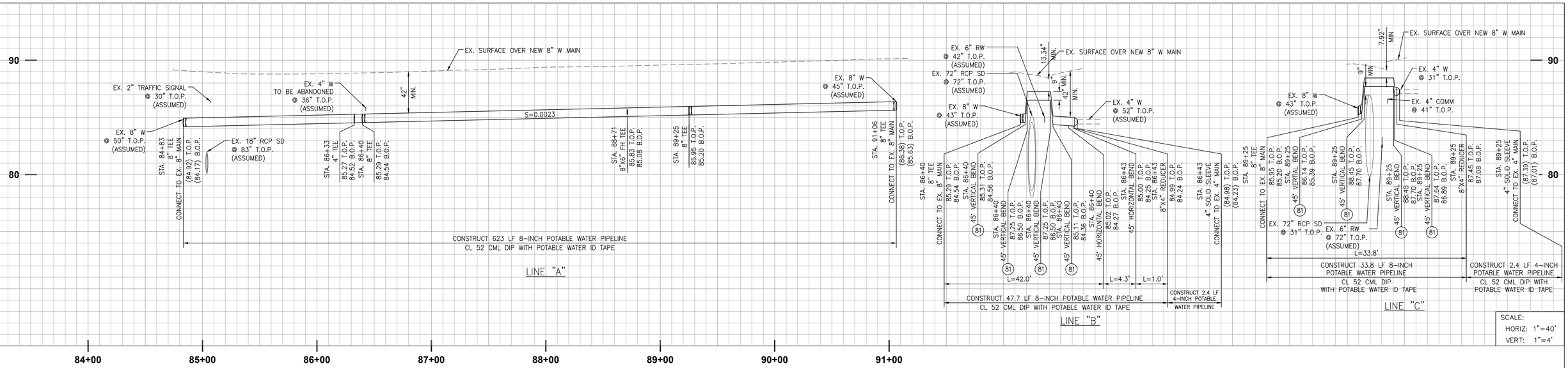
    1. TWO-WAY STREETS OR ROADS: PLACE MARKERS 12-INCHES FROM EDGE OF PAINTED CENTERLINE ON THE SIDE NEAREST THE FIRE HYDRANT. IF THE STREET HAS NO CENTERLINE, PLACE THE MARKER 12-INCHES FROM THE APPROXIMATE CENTER OF THE ROADWAY ON THE SIDE NEAREST THE HYDRANT.
    2. STREETS WITH LEFT TURN LANE AT INTERSECTION: PLACE MARKERS 12-INCHES FROM THE EDGE OF PAINTED WHITE CHANNELIZING LINE ON THE SIDE NEAREST THE HYDRANT.
    3. STREET WITH CONTINUOUS TWO-WAY LEFT TURN LANE: PLACE MARKERS 12-INCHES FROM THE EDGE OF THE PAINTED YELLOW BARRIER LINE ON THE SIDE NEAREST THE FIRE HYDRANT.
    4. STREETS WITH RAISED MEDIANS: PLACE MARKER 12-INCHES FROM EDGE OF GUTTER.
26. TRACEABLE POTABLE WATER IDENTIFICATION TAPE SHALL BE VIRGIN LOW-DENSITY POLYETHYLENE, MIN. THICKNESS OF 5 MILS, OVERALL WIDTH OF 6-IN (6-IN DIAMETER PIPE AND SMALLER). TAPE SHALL BE BLUE WITH MIN. 2-IN HIGH WHITE LETTERING SPECIFYING: "CAUTION: POTABLE WATER LINE BURIED BELOW". T. CHRISTY ENTERPRISES, TERRA TAPE (GRIFFOLYN CO. DIVISION OF REEF INDUSTRIES) OR APPROVED EQUAL. NOTE: FOR CITY-OWNED FIRE SERVICE LATERALS AND PRIVATELY OWNED FIRE WATER MAIN, THE LETTERING SHALL SPECIFY: "CAUTION: FIRE LINE BURIED BELOW".
27. SERVICE LINES SHALL BE TYPE K SOFT COPPER CONFORMING TO ASTM B88.
28. SERVICE SADDLES SHALL HAVE BRASS BODIES CONFORMING TO NSF 61 AND ASTM B-62 AND/OR ASTM B-584 WITH DOUBLE FLAT BRONZE STRAPS AND BUNA-N GASKETS. ONE-INCH TAPS WITH CC THREADS, FORD 202B SERIES, MUELLER BR2B SERIES, OR JONES J-979 SERIES. TWO-INCH TAPS WITH FEMALE IRON PIPE THREADS, FORD 202B SERIES, MUELLER BR2B SERIES, OR JONES J-979 SERIES.
29. CORPORATION STOPS SHALL BE BALL VALVE TYPE, BRASS CONFORMING TO AWWA STANDARD C800 (UNS NO. C89833) WHERE IN CONTACT WITH WATER AND AWWA STANDARD C800 (ASTM B-62 AND ASTM B-584, UNS NO. C83600) WHERE NOT IN CONTACT WITH WATER. ONE-INCH WITH CC THREAD INLET BY COMPRESSION OUTLET, FORD MODEL FB1000-4-Q-NL, MUELLER MODEL H15008N, OR JONES MODEL E1937SG. TWO-INCH WITH MALE IRON PIPE THREAD INLET BY COMPRESSION OUTLET, FORD MODEL FB1100-7-Q-NL, MUELLER MODEL B25028N, OR JONES MODEL E1935SG.
30. CURB STOPS SHALL BE BRASS CONFORMING TO AWWA STANDARD C800 (UNS NO. C89833) WHERE IN CONTACT WITH WATER AND AWWA STANDARD C800 (ASTM B-62 AND ASTM B-584, UNS NO. C83600) WHERE NOT IN CONTACT WITH WATER. ONE-INCH SHALL BE FULL-PORT STRAIGHT BALL VALVE WITH FEMALE IRON PIPE THREAD INLET AND FEMALE IRON PIPE OUTLET WITH A LOCKWING TEE HEAD, FORD MODEL B11-444WR-NL, MUELLER MODEL B20200N, OR JONES MODEL E1900W. TWO-INCH SHALL BE FULL PORT ANGLE BALL VALVES WITH COMPRESSION INLET BY METER FLANGE OUTLET WITH LOCKWING, FORD MODEL BFA43-777WR-Q-NL, MUELLER MODEL B24276N, OR JONES MODEL E1975WSG.
31. COMBINATION AIR RELEASE AND VACUUM VALVES SHALL BE OF THE SINGLE BODY, DOUBLE ORIFICE TYPE WITH CAST IRON BODY, COVER, AND LEVER FRAME CONFORMING TO ASTM A126 GR. B, STAINLESS STEEL FLOAT CONFORMING TO ASTM A240, BUNA-N NEEDLE AND SEAT, BRONZE PLUG CONFORMING TO ASTM B124, 316 STAINLESS STEEL TRIM, AND DELRIN/CAST IRON LEVER FRAME CONFORMING WITH ASTM D2133/ASTM A126 GR. B. ONE-INCH THROUGH FOUR-INCH WITH EQUAL SIZE INLET AND OUTLET FEMALE PIPE THREADS, 6-INCH AND 8-INCH WITH 125 LB. FLANGED INLET AND OUTLET.

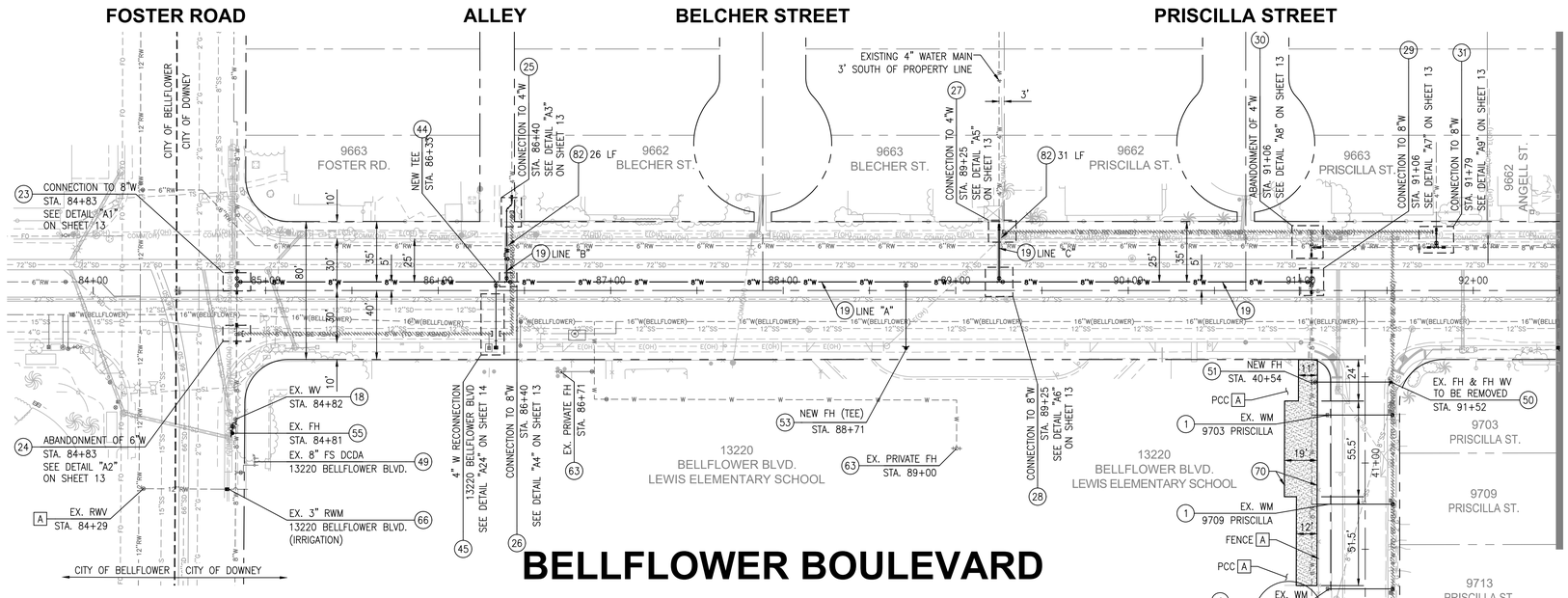
SIZE (INCHES)	APCO MODEL NUMBER	CRISPIN MODEL SERIES	VAL-MATIC MODEL NUMBER
2	145C	UL	202C.2
3	147C	UL	203C.2
4	149C	UL	204C.2
6	150C	UL	206C
8	151C	UL	208C

32. COMBINATION AIR RELEASE AND VACUUM VALVE COVERS SHALL BE LOW LINEAR DENSITY POLYETHYLENE WITH UV INHIBITORS, SANDSTONE COLOR, ARMORCAST MODEL P6002001 OR P6002002 SIZED TO FIT VALVE.
33. A MINIMUM OF 8-INCHES OF PEA GRAVEL SHALL BE INSTALLED AT THE BOTTOM OF ALL METER BOXES.
34. NOTE: ALL MATERIALS TO BE USED ON THE PROJECT SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
35. IN ADDITION TO THE REQUIRED USE OF POLYETHYLENE ENCASEMENT AS PROVIDED PREVIOUSLY, THE FOLLOWING CORROSION PROTECTION MEASURES SHALL BE USED AS PROVIDED HEREIN: USE OF DIELECTRIC COUPLINGS/GASKETS WHERE DISSIMILAR METALS JOIN, USE OF FULL CIRCLE BRASS SERVICE SADDLES TO ELIMINATE DIRECT CONNECTION OF COPPER TO DUCTILE IRON PIPE, AND USE OF STAINLESS STEEL HARDWARE.

MATERIAL SPECIFICATIONS – RECYCLED WATER

1. PIPE SHALL BE C900 DR 14 PRESSURE CLASS 305 PURPLE PVC RECYCLED WATER PIPE WITH COPPER TRACER WIRE AND WARNING TAPE/TAGS AND INTEGRAL BELL AND SPIGOT (PUSH ON) JOINTS WITH ASTM F477 ELASTOMERIC RUBBER GASKETS IN ACCORDANCE WITH AWWA C900, AND SHALL BE MADE IN THE USA.
2. FITTIN





BELLFLOWER BOULEVARD - EAST SIDE - Foster Road to Priscilla Street

ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
13220	BELLFLOWER BOULEVARD (IRRIGATION)	66	3"	73925691	---	3"			RECYCLED	
13220	BELLFLOWER BOULEVARD (8" FS DCDA)	49	5/8"	78174616	---	5/8"			FIRE	
13220	BELLFLOWER BOULEVARD	45	3"	1215469	4"	3"			POTABLE	CONNECT TO NEW 8" WATER MAIN
9703	PRISCILLA STREET	1	5/8"	29814327	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
9709	PRISCILLA STREET	1	5/8"	26907613	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
9713	PRISCILLA STREET	1	5/8"	1796956	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
9719	PRISCILLA STREET	1	5/8"	31115234	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
9725	PRISCILLA STREET	1	5/8"	84168219	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
9729	PRISCILLA STREET	1	5/8"	12580569	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
9733	PRISCILLA STREET	1	5/8"	26907959	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN

* NOTE:
ALL WATER METERS REMOVED SHALL BE SALVAGED TO CITY UTILITIES YARD. CONTRACTOR TO COORDINATE WITH CITY.
ALL WORK NOTED ABOVE INCLUDES ADJUSTMENT OF METERS AND BOXES TO PROPOSED FINISHED GRADE AS NECESSARY.

NEW METERS/BOXES SHALL NOT BE INSTALLED WITHIN DRIVEWAY OR CURB RAMP LIMITS.

CONSTRUCTION NOTES

- [A] PROTECT IN PLACE.
- (1) REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 5/8" METER, AND BOX PER DOWNEY DWG. NO. 1-W.
- (18) REMOVE EXISTING VALVE BOX TO ABANDON VALVE IN PLACE.
- (19) INSTALL NEW 8" CL 52 DIP WITH POTABLE WATER ID TAPE PER DOWNEY DWG. NO. 12-W.
- (23) ISOLATE, CUT, AND DEWATER EXISTING 6" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN PER DETAIL "A1" ON SHEET 13.
- (24) ISOLATE, CUT AND DEWATER EXISTING 6" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 6" MAIN PER DETAIL "A2" ON SHEET 13.
- (25) ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A3" ON SHEET 13.
- (26) CONNECT NEW 8" MAINS PER DETAIL "A4" ON SHEET 13.
- (27) ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A5" ON SHEET 13.
- (28) CONNECT NEW 8" MAINS PER DETAIL "A6" ON SHEET 13.
- (29) ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN PER DETAIL "A7" ON SHEET 13.
- (30) ISOLATE, CUT AND DEWATER EXISTING MAINS; AND RECONNECT EXISTING 8" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 8" MAIN PER DETAIL "A8" ON SHEET 13.
- (31) ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT EXISTING 8" MAIN TO EXISTING 4" MAIN PER DETAIL "A9" ON SHEET 13.
- (44) INSTALL NEW 8"x4" MJ TEE, 4 MJ C509 GATE VALVE, AND ASSOCIATED MATERIALS PER DOWNEY DWG. NO. 5-W.
- (45) ISOLATE, CUT AND DEWATER EXISTING 4" DOMESTIC SERVICE LATERAL; AND INSTALL NEW 4" DOMESTIC SERVICE LATERAL; AND RECONNECT PER DETAIL "A24" ON SHEET 14.
- (49) REMOVE EXISTING AND INSTALL NEW 5/8" SENSUS IPERL BACKFLOW BY-PASS WATER METER, MxU TOUCHPAD, AND MxU MOUNTING BRACKET.
- (50) REMOVE EXISTING HYDRANT RISER FROM AND INCLUDING 90° ELBOW TO FIRE HYDRANT HEAD, PLUG REMAINING PORTION OF FIRE HYDRANT LATERAL, AND REMOVE FIRE HYDRANT VALVE BOX.
- (51) HOT TAP EXISTING 8" MAIN WITH 8"x6" MJxFL TEE AND INSTALL NEW 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.
- (53) INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.
- (55) ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; REMOVE EXISTING HYDRANT ASSEMBLY FROM MAIN; INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" MJxFL HORIZONTAL BEND, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE "L-SHAPED" LATERAL AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.
- (63) PAINT PRIVATE FIRE HYDRANT WITH ONE COAT OF STANDARD WHITE (WH-1) AMERON AMERLOCK 2 VOC HIGH SOLIDS EPOXY COATING AND TWO FINISH COATS OF SAFETY RED (RD-2) AMERON PSX 700 ENGINEERED SILOXANE COATING.
- (66) REMOVE EXISTING AND INSTALL NEW 3" RECYCLED WATER METER PER DOWNEY DWG. NO. 3-RW.
- (70) REMOVE AND REPLACE EXISTING CONCRETE.
- (81) INSTALL NEW 8" MJ 45° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.
- (82) PLACE 1-SACK CEMENT SLURRY BACKFILL (100-E-100).

Underground Service Alert
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811
TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX
UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY: STANTEC 3/6/26
DRAWN BY: STANTEC 3/6/26
CHECKED BY: STANTEC 3/6/26
APPROVED BY: _____ 64892 3/6/26
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER — RCE — DATE

No	REVISION	DATE	BY	APP

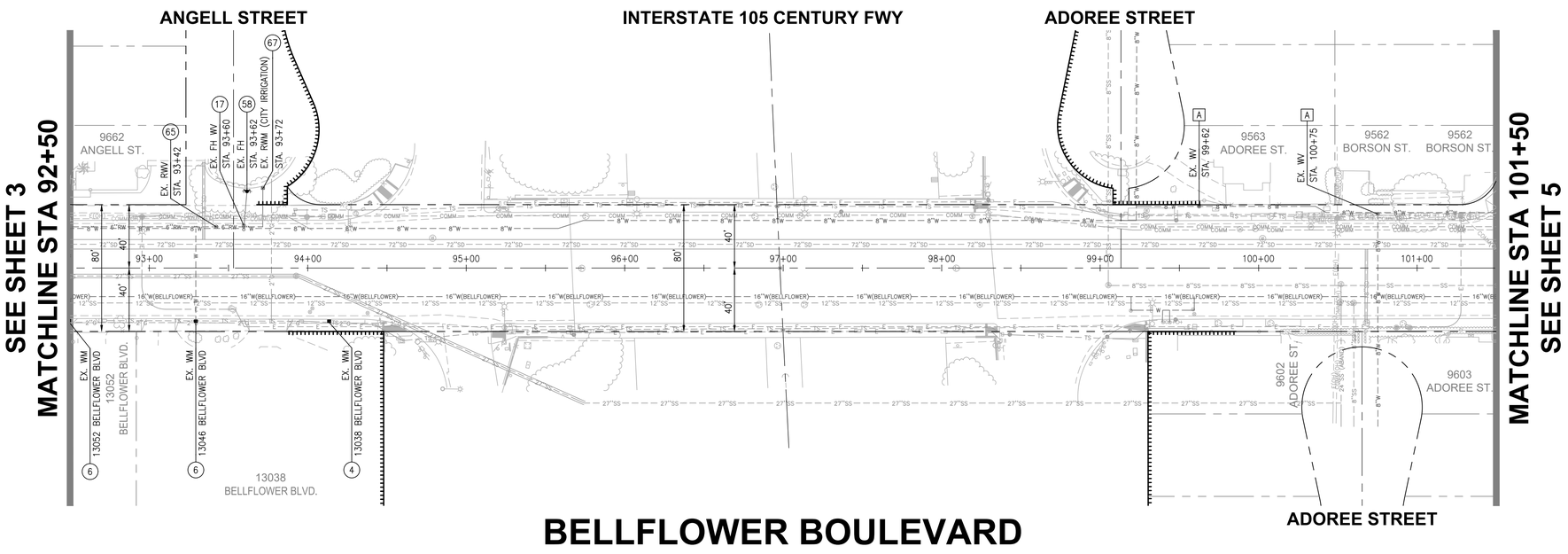
CITY OF DOWNEY
DEPT. OF PUBLIC WORKS — UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
FOSTER ROAD TO PRISCILLA STREET

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 3 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 08:52:46 AM U:\2042867300\drawing\sheet_files\667300C-2001W0.dwg

CONSTRUCTION NOTES

- [A] PROTECT IN PLACE.
- (4) REMOVE EXISTING AND INSTALL NEW 1" CURB STOP, 1" POTABLE WATER METER, AND BOX PER DOWNEY DWG. NO. 1–W.
- (6) REMOVE EXISTING AND INSTALL NEW 1" METER AND LID ONLY (REUSE EXISTING BOX) PER DOWNEY DWG. NO. 1–W.
- (17) REMOVE EXISTING AND INSTALL NEW WATER VALVE BOX PER DOWNEY DWG. NO. 5–W.
- (58) REMOVE EXISTING FIRE HYDRANT RISER FROM AND INCLUDING 90° ELBOW TO FIRE HYDRANT HEAD AND INSTALL NEW JAMES JONES 3700–R FIRE HYDRANT PER DOWNEY DWG. NO. 10–W.
- (65) REMOVE EXISTING AND INSTALL NEW RECYCLED WATER VALVE BOX PER DOWNEY DWG. NO. 5–RW.
- (67) REMOVE EXISTING AND INSTALL NEW 3" RECYCLED METER, BOX, AND 3" MJ C509 GATE VALVE PER DOWNEY DWG. NO. 3–RW.



BELLFLOWER BOULEVARD - WEST SIDE - Priscilla Street to Borson Street									
ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
	BELLFLOWER BOULEVARD (CITY IRRIGATION)	67	3"	1471760	---				RECYCLED	
BELLFLOWER BOULEVARD - EAST SIDE - Priscilla Street to Borson Street										
ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
13052	BELLFLOWER BOULEVARD	6	1"	56661694	---	1"			POTABLE	
13046	BELLFLOWER BOULEVARD	6	1"	56661691	---	1"			POTABLE	
13038	BELLFLOWER BOULEVARD	4	1"	2483847	---	1"			POTABLE	

* NOTE:
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ALL WORK NOTED ABOVE INCLUDES ADJUSTMENT OF METERS AND BOXES TO PROPOSED FINISHED GRADE AS NECESSARY.
NEW METERS/BOXES SHALL NOT BE INSTALLED WITHIN DRIVEWAY OR CURB RAMP LIMITS.

GRAPHIC SCALE
40 0 40 120
SCALE: 1" = 40'

CALL BEFORE YOU DIG
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811
TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
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UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 3/6/26
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DESIGNED BY:	STANTEC	3/6/26
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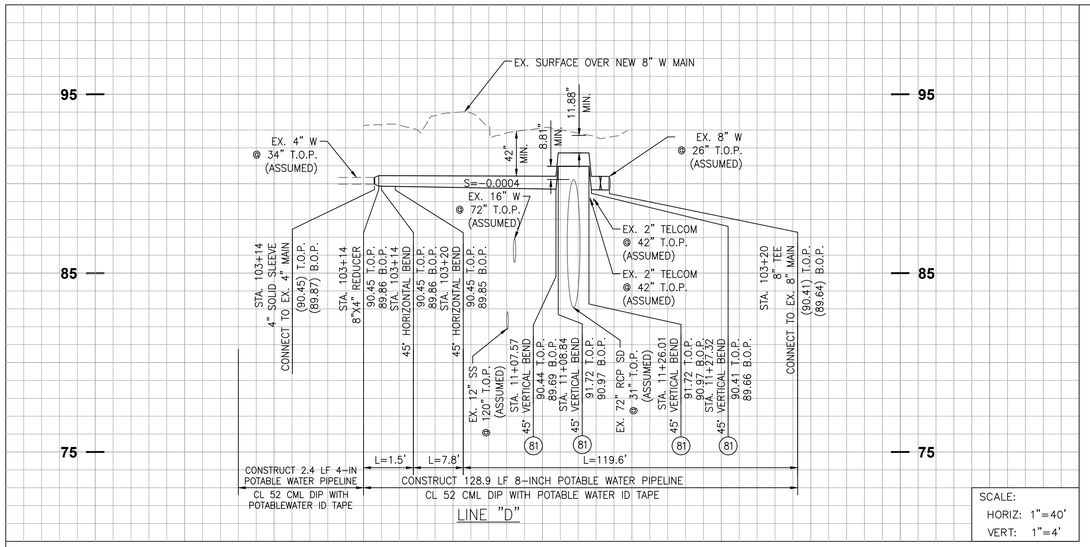
APPROVED BY: _____ 64892 3/6/26
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER RCE DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS UTILITIES DIVISION
CIP 18–10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
PRISCILLA STREET TO BORSON STREET

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 4 OF 17 SHEETS
DWG. NO. 3–49–37W

CIP 18–10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 08:53:45 AM U:\2042667350\drawing\sheet_files\667350C–2002WD.dwg



CONSTRUCTION NOTES

A PROTECT IN PLACE.

9 REMOVE/ ABANDON EXISTING SERVICE, METER (IF ANY), AND BOX FROM MAIN.

17 REMOVE EXISTING AND INSTALL NEW WATER VALVE BOX PER DOWNEY DWG. NO. 5-W.

19 INSTALL NEW 8" CL 52 DIP WITH POTABLE WATER ID TAPE PER DOWNEY DWG. NO. 12-W.

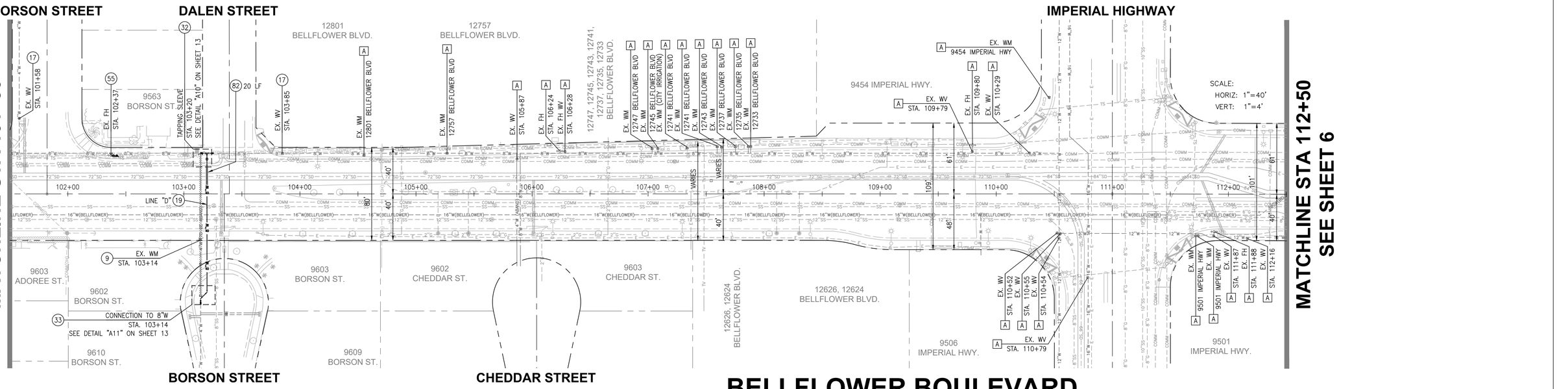
32 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A10" ON SHEET 13.

33 ISOLATE, CUT AND DEWATER EXISTING 4" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A11" ON SHEET 13.

55 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; REMOVE EXISTING HYDRANT ASSEMBLY FROM MAIN; INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" MJxFL HORIZONTAL BEND, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE "L-SHAPED" LATERAL AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.

81 INSTALL NEW 8" MJ 45° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.

82 PLACE 1-SACK CEMENT SLURRY BACKFILL (100-E-100).



BELLFLOWER BOULEVARD

BELLFLOWER BOULEVARD - WEST SIDE - Borson Street to Imperial Highway										
	ADDRESS	CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
12801	BELLFLOWER BOULEVARD	A	1"	82205605	---	---	---	85306664	POTABLE	PROTECT IN PLACE
12757	BELLFLOWER BOULEVARD	A	5/8"	81665598	---	---	---	85306692	POTABLE	PROTECT IN PLACE
12747	BELLFLOWER BOULEVARD	A	5/8"	81665589	---	---	---	85575380	POTABLE	PROTECT IN PLACE
12745	BELLFLOWER BOULEVARD	A	5/8"	81665591	---	---	---	85576460	POTABLE	PROTECT IN PLACE
12741	BELLFLOWER BOULEVARD (CITY IRRIGATION)	A	1"	82205604	---	---	---	85576034	POTABLE	PROTECT IN PLACE
12741	BELLFLOWER BOULEVARD	A	1-1/2"	82234419	---	---	---	85575926	POTABLE	PROTECT IN PLACE
12743	BELLFLOWER BOULEVARD	A	5/8"	81665587	---	---	---	85575984	POTABLE	PROTECT IN PLACE
12737	BELLFLOWER BOULEVARD	A	5/8"	81665588	---	---	---	85575954	POTABLE	PROTECT IN PLACE
12735	BELLFLOWER BOULEVARD	A	5/8"	81665590	---	---	---	85302114	POTABLE	PROTECT IN PLACE
12733	BELLFLOWER BOULEVARD	A	5/8"	81665592	---	---	---	85575848	POTABLE	PROTECT IN PLACE
9454	IMPERIAL HIGHWAY	A	2"	82234439	---	---	---	85576008	POTABLE	PROTECT IN PLACE
BELLFLOWER BOULEVARD - EAST SIDE - Borson Street to Imperial Highway										
	ADDRESS	CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
	BELLFLOWER BOULEVARD	9	2"	1161435		---	---	---	POTABLE	REMOVE/ABANDON
9501	IMPERIAL HIGHWAY (IRRIGATION)	A	2"	82234438	---	---	---	85576698	POTABLE	PROTECT IN PLACE
9501	IMPERIAL HIGHWAY	A	1-1/2"	82443478	---	---	---	85577390	POTABLE	PROTECT IN PLACE

* NOTE:
ALL WATER METERS REMOVED SHALL BE SALVAGED TO CITY UTILITIES YARD. CONTRACTOR TO COORDINATE WITH CITY.

ALL WORK NOTED ABOVE INCLUDES ADJUSTMENT OF METERS AND BOXES TO PROPOSED FINISHED GRADE AS NECESSARY.
NEW METERS/BOXES SHALL NOT BE INSTALLED WITHIN DRIVEWAY OR CURB RAMP LIMITS.

GRAPHIC SCALE
40 0 40 120
SCALE: 1" = 40'

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REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX

UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

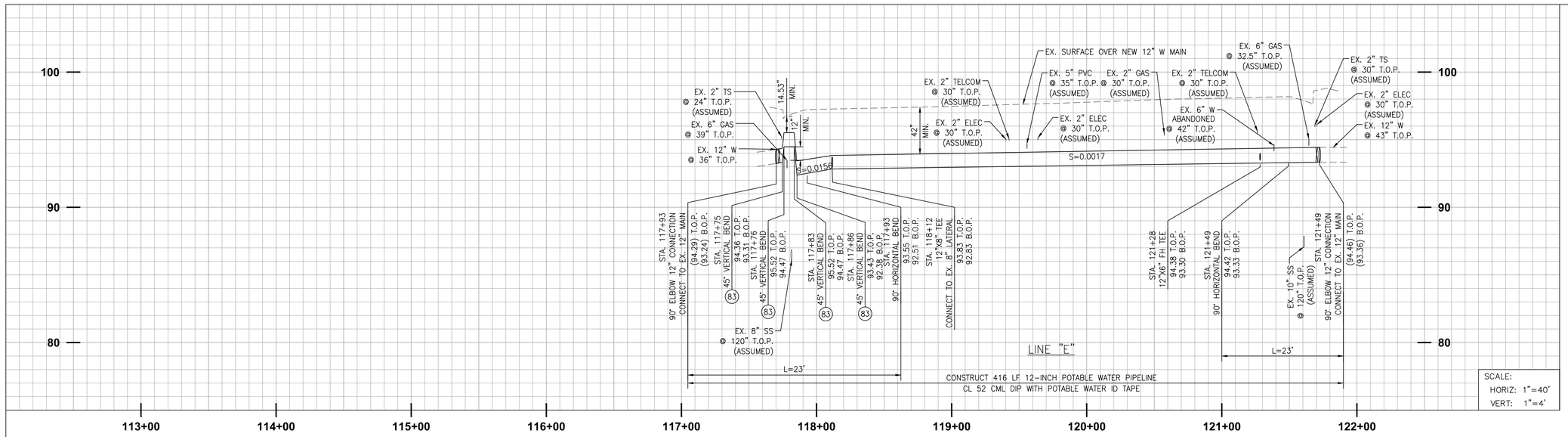
APPROVED BY: _____ DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER — 64892 RCE — 3/6/26 DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS — UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
BORSON STREET TO IMPERIAL HIGHWAY

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 5 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 08:54:29 AM U:\2024\267300\drawing\sheet_files\267300C-2003WD.dwg

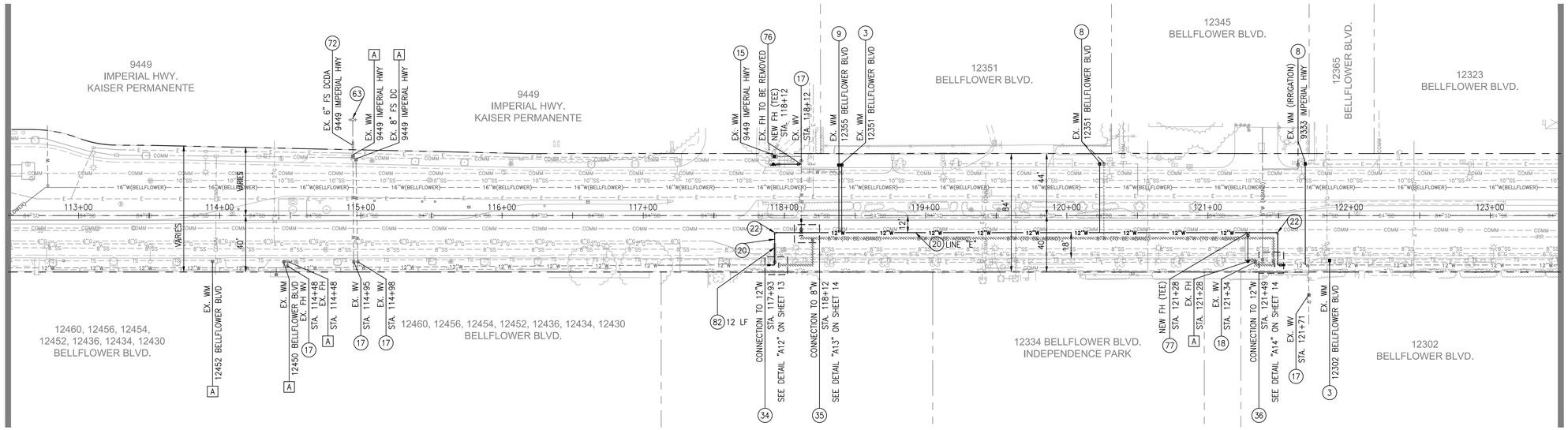


CONSTRUCTION NOTES

- A PROTECT IN PLACE.
- (3) REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 1" METER, AND BOX PER DOWNEY DWG. NO. 1-W.
- (8) REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 2" METER, AND BOX PER DOWNEY DWG. NO. 2-W.
- (9) REMOVE/ ABANDON EXISTING SERVICE, METER (IF ANY), AND BOX FROM MAIN.
- (15) REMOVE EXISTING AND INSTALL NEW 4" POTABLE WATER METER AND BOX PER DOWNEY DWG. NO. 3-W.
- (17) REMOVE EXISTING AND INSTALL NEW WATER VALVE BOX PER DOWNEY DWG. NO. 5-W.
- (18) REMOVE EXISTING VALVE BOX TO ABANDON VALVE IN PLACE.
- (20) INSTALL NEW 12" CL 52 DIP WITH POTABLE WATER ID TAPE PER DOWNEY DWG. NO. 12-W.
- (22) INSTALL NEW 12" MJ 90° DIP HORIZONTAL BEND AND THRUST BLOCK PER DOWNEY DWG. NO. 7-W.
- (34) ISOLATE, CUT AND DEWATER EXISTING 12" MAIN; AND CONNECT NEW 12" MAIN TO EXISTING 12" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 12" MAIN PER DETAIL "A12" ON SHEET 13.
- (35) ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND CONNECT NEW 12" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 8" MAIN PER DETAIL "A13" ON SHEET 13.
- (36) ISOLATE, CUT AND DEWATER EXISTING 12" MAIN; AND CONNECT NEW 12" MAIN TO EXISTING 12" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 12" MAIN PER DETAIL "A14" ON SHEET 13.
- (63) PAINT PRIVATE FIRE HYDRANT WITH ONE COAT OF STANDARD WHITE (WH-1) AMERON AMERLOCK 2 VOC HIGH SOLIDS EPOXY COATING AND TWO FINISH COATS OF SAFETY RED (RD-2) AMERON PSX 700 ENGINEERED SILOXANE COATING.
- (72) INSTALL NEW SENSUS 5/8" IPERL BACKFLOW BY-PASS WATER METER, MxU TOUCHPAD, AND MxU MOUNTING BRACKET ON EXISTING FIRE SERVICE BACKFLOW.
- (76) ISOLATE, CUT, AND DEWATER EXISTING 8" MAIN; REMOVE EXISTING FIRE HYDRANT ASSEMBLY FROM MAIN AND INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.
- (77) INSTALL NEW 12"x6" MJXFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE (REUSE EXISTING FIRE HYDRANT HEAD) PER DOWNEY DWG. NO. 10-W.
- (82) PLACE 1-SACK CEMENT SLURRY BACKFILL (100-E-100).
- (83) INSTALL NEW 12" MJ 45° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.

IMPERIAL HIGHWAY

SEE SHEET 5 MATCHLINE STA 112+50



SEE SHEET 7 MATCHLINE STA 123+50

BELLFLOWER BOULEVARD

BELLFLOWER BOULEVARD - WEST SIDE - Imperial Highway to Congressman Steve Horn Way									
ADDRESS	CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
9449 IMPERIAL HIGHWAY	A	6"	61424878	--	--	--	57261670	POTABLE	PROTECT IN PLACE
9449 IMPERIAL HIGHWAY (8" FS DC)	A	5/8"	81665596	--	--	--	85575734	FIRE	PROTECT IN PLACE
9449 IMPERIAL HIGHWAY	15	4"	70761463		4"		90058572	POTABLE	
12355 BELLFLOWER BOULEVARD	9	2"	1267218					POTABLE	REMOVE/ABANDON
12351 BELLFLOWER BOULEVARD	3	1"	26894836					POTABLE	CONNECT TO NEW 12" WATER MAIN
12351 BELLFLOWER BOULEVARD	8	2"	94166057					POTABLE	CONNECT TO NEW 12" WATER MAIN
9333 IMPERIAL HIGHWAY (IRRIGATION)	8	2"	2102071					POTABLE	CONNECT TO EXISTING 12" WATER MAIN
BELLFLOWER BOULEVARD - EAST SIDE - Imperial Highway to Congressman Steve Horn Way									
ADDRESS	CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
12452 BELLFLOWER BOULEVARD	A	1"	82205612	--	--	--	85573706	POTABLE	PROTECT IN PLACE
12450 BELLFLOWER BOULEVARD	A	2"	82271455	--	--	--	85576006	POTABLE	PROTECT IN PLACE
12302 BELLFLOWER BOULEVARD	3	1"	1885066	1"	1"			POTABLE	CONNECT TO EXISTING 12" WATER MAIN

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N

GRAPHIC SCALE
40 0 40 120
SCALE: 1" = 40'

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REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX

UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

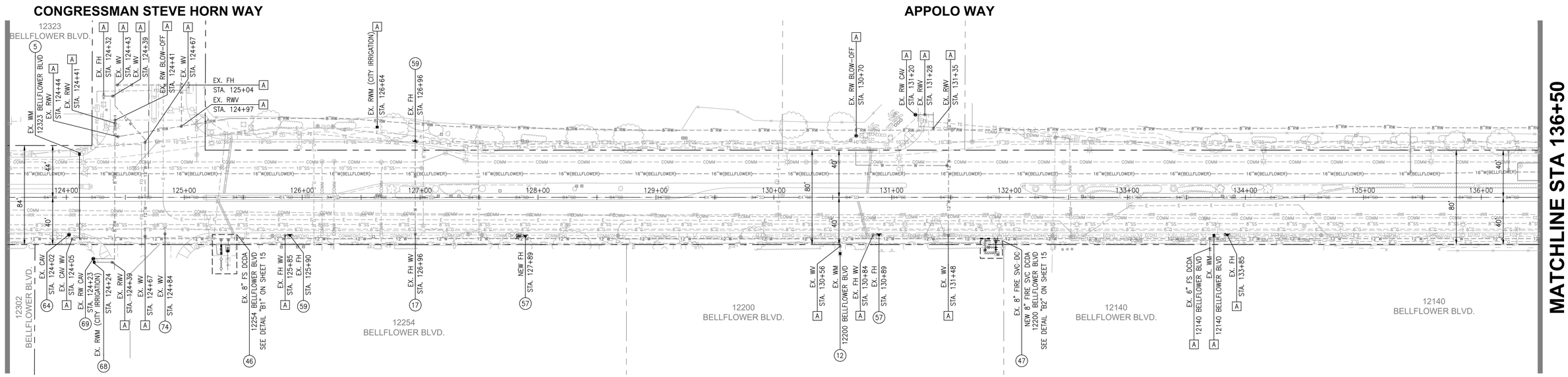
APPROVED BY: _____ DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER — 64892 RCE — 3/6/26 DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
IMPERIAL HIGHWAY TO CONGRESSMAN STEVE HORN WAY

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 6 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 11:28:17 AM U:\2024\6873000\drawing\sheet_files\6873000-2004WD.dwg



BELLFLOWER BOULEVARD

CONSTRUCTION NOTES

- (A) PROTECT IN PLACE.
- (5) REMOVE EXISTING AND INSTALL NEW 1" POTABLE WATER METER AND BOX PER DOWNEY DWG. NO. 1–W.
- (12) REMOVE EXISTING AND INSTALL NEW 4" POTABLE WATER SERVICE AND 3" METER PER DOWNEY DWG. NO. 3–W.
- (17) REMOVE EXISTING AND INSTALL NEW WATER VALVE BOX PER DOWNEY DWG. NO. 5–W.
- (46) ISOLATE, CUT AND DEWATER EXISTING 8" FIRE SERVICE LATERAL; AND RECONNECT PER DETAIL "B1" ON SHEET 15.
- (47) ISOLATE, CUT AND DEWATER EXISTING 8" FIRE SERVICE LATERAL; AND INSTALL NEW 8" FIRE SERVICE LATERAL; AND RECONNECT PER DETAIL "B2" ON SHEET 15.
- (57) ISOLATE, CUT AND DEWATER EXISTING 12" MAIN; REMOVE EXISTING HYDRANT ASSEMBLY FROM MAIN; AND INSTALL NEW 12"x6" MJ TEE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE "L–SHAPED" LATERAL, 6" MJxFL HORIZONTAL BEND, 6" FLxMJ GATE VALVE, AND JAMES JONES 3775–R FIRE HYDRANT PER DOWNEY DWG. NO. 10–W.
- (59) REMOVE EXISTING FIRE HYDRANT RISER FROM AND INCLUDING 90° ELBOW TO FIRE HYDRANT HEAD AND INSTALL NEW JAMES JONES 3775–R FIRE HYDRANT PER DOWNEY DWG. NO. 10–W.
- (64) REMOVE EXISTING AND INSTALL NEW 2" POTABLE WATER COMBINATION AIR RELEASE AND VACUUM VALVE PER DOWNEY DWG. NO. 9–W.
- (68) REMOVE EXISTING AND INSTALL NEW 3" RECYCLED WATER METER BOX (REUSE EXISTING METER) PER DOWNEY DWG. NO. 3–RW.
- (69) REMOVE EXISTING AND INSTALL NEW 2" RECYCLED WATER COMBINATION AIR RELEASE AND VACUUM VALVE AND ENCLOSURE PER DOWNEY DWG. NO. 9–RW.
- (74) ISOLATE, CUT, AND DEWATER EXISTING 12" MAIN; REMOVE EXISTING TEE AND VALVE BOX TO ABANDON VALVE IN PLACE.

BELLFLOWER BOULEVARD - WEST SIDE - Congressman Steve Horn Way to Washburn Road

ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
12323	BELLFLOWER BOULEVARD	5	1"	2506556	1"			POTABLE	
	BELLFLOWER BOULEVARD (CITY IRRIGATION)	A	2"	91654733	---	---	57910080	RECYCLED	PROTECT IN PLACE

BELLFLOWER BOULEVARD - EAST SIDE - Congressman Steve Horn Way to Washburn Road

ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
	BELLFLOWER BOULEVARD (CITY IRRIGATION)	68	3"	66096704	---	---	90056890	RECYCLED	
12254	BELLFLOWER BOULEVARD (8" FS DC)	46	5/8"	4188678	---	---	---	FIRE	REMOVE/ABANDON
12254	BELLFLOWER BOULEVARD (8" FS DCDA)	46	5/8"	78268516				FIRE	
12254	BELLFLOWER BOULEVARD	46	4"	73925722	---	---	131148172	POTABLE	PROTECT IN PLACE
12200	BELLFLOWER BOULEVARD	12	3"	1361732				POTABLE	
12200	BELLFLOWER BOULEVARD (8" FS DC)	47	5/8"	3393160				FIRE	
12140	BELLFLOWER BOULEVARD (6" FS DCDA)	A	5/8"	101341927			141741396	FIRE	BY OTHERS
12140	BELLFLOWER BOULEVARD	A	1"	82781878	---	---	58141412	POTABLE	PROTECT IN PLACE

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GRAPHIC SCALE
40 0 40 120
SCALE: 1" = 40'

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REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923–6000 TEL
(949) 923–6121 FAX
UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 3/6/26
NAME & LICENSE NUMBER DATE

DESIGNED BY: STANTEC 3/6/26
DRAWN BY: STANTEC 3/6/26
CHECKED BY: STANTEC 3/6/26
APPROVED BY: _____ 64892 3/6/26
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER RCE DATE

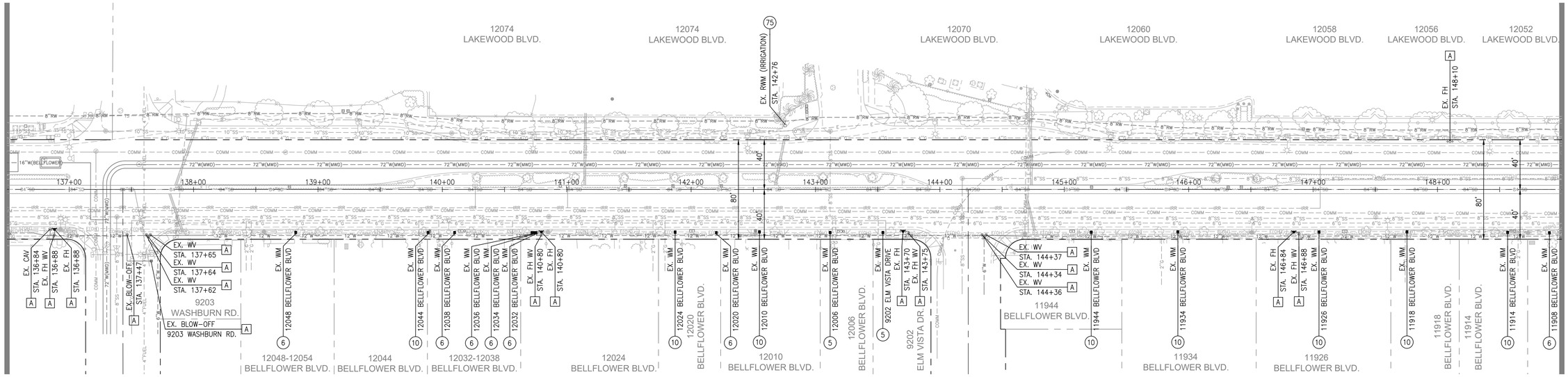
No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS UTILITIES DIVISION
CIP 18–10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
CONGRESSMAN STEVE HORN WAY TO WASHBURN ROAD

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 7 OF 17 SHEETS
DWG. NO. 3–49–37W

CIP 18–10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 08:56:01 AM U:\2024267350\drawing\sheet_files\67350C–2005WD.dwg

BELLFLOWER BOULEVARD



CONSTRUCTION NOTES

- (A) PROTECT IN PLACE.
- (5) REMOVE EXISTING AND INSTALL NEW 1" POTABLE WATER METER AND BOX PER DOWNEY DWG. NO. 1–W.
- (6) REMOVE EXISTING AND INSTALL NEW 1" METER AND LID ONLY (REUSE EXISTING BOX) PER DOWNEY DWG. NO. 1–W.
- (10) REMOVE EXISTING AND INSTALL NEW 2" POTABLE WATER METER AND BOX PER DOWNEY DWG. NO. 2–W.
- (75) REMOVE EXISTING AND INSTALL NEW 3" RECYCLED WATER METER AND BOX PER DOWNEY DWG. NO. 3–RW.

BELLFLOWER BOULEVARD - WEST SIDE - Washburn Road to Stewart and Gray Road									
ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
	BELLFLOWER BOULEVARD (IRRIGATION)	75	2"	95886385	---	2"			RECYCLED	

BELLFLOWER BOULEVARD - WEST SIDE - Washburn Road to Stewart and Gray Road									
ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	NEW MXU NO.	TYPE	COMMENTS
12048	BELLFLOWER BOULEVARD	6	1"	95390431	---	1"			POTABLE	
12044	BELLFLOWER BOULEVARD	10	2"	1109093	---	2"			POTABLE	
12038	BELLFLOWER BOULEVARD	6	1"	104963	---	1"			POTABLE	
12036	BELLFLOWER BOULEVARD	6	1"	104964	---	1"			POTABLE	
12034	BELLFLOWER BOULEVARD	6	1"	1109857	---	1"			POTABLE	
12032	BELLFLOWER BOULEVARD	6	1"	104965	---	1"			POTABLE	
12024	BELLFLOWER BOULEVARD	10	2"	1109095	---	2"			POTABLE	
12020	BELLFLOWER BOULEVARD	6	1"	104966	---	1"			POTABLE	
12010	BELLFLOWER BOULEVARD	10	2"	1109092	---	2"			POTABLE	
12006	BELLFLOWER BOULEVARD	5	1"	1109852	---	1"			POTABLE	
9202	ELM VISTA DRIVE	5	1"	1109854	---	1"			POTABLE	
11944	BELLFLOWER BOULEVARD	10	2"	1109094	---	2"			POTABLE	
11934	BELLFLOWER BOULEVARD	10	2"	1109091	---	2"			POTABLE	
11926	BELLFLOWER BOULEVARD	10	2"	1109096	---	2"			POTABLE	
11918	BELLFLOWER BOULEVARD	10	2"	1109090	---	2"			POTABLE	
11914	BELLFLOWER BOULEVARD	10	2"	1109089	---	2"			POTABLE	
11908	BELLFLOWER BOULEVARD	6	1"	1109853	---	1"			POTABLE	

* NOTE:
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40 0 40 120
SCALE: 1" = 40'

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UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

APPROVED BY: _____ 64892 RCE — 3/6/26 DATE
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER

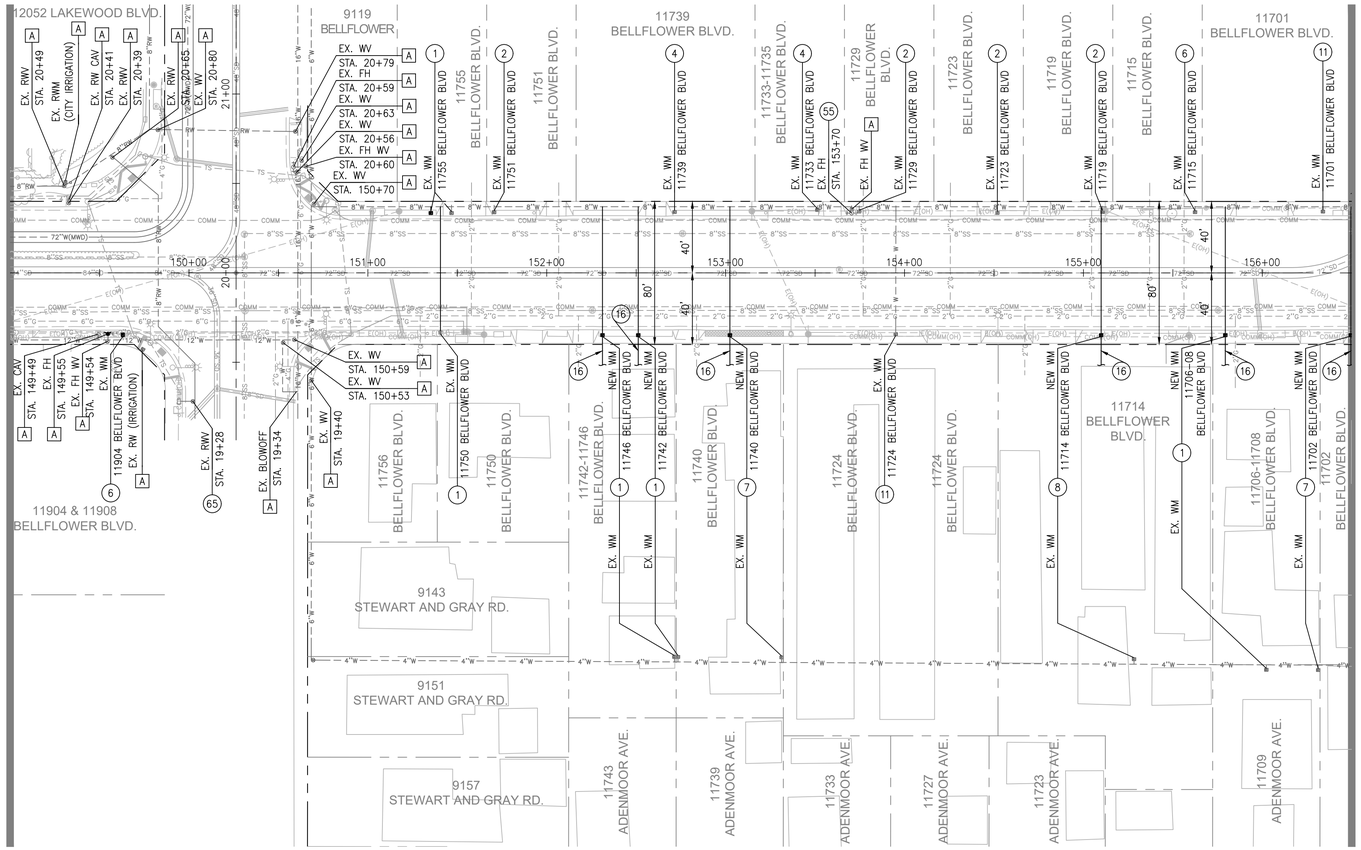
No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS — UTILITIES DIVISION
CIP 18–10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
WASHBURN ROAD TO STEWART AND GRAY ROAD

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 8 OF 17 SHEETS
DWG. NO. 3–49–37W

CIP 18–10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 08:56:43 AM U:\2024267350\drawing\sheet_files\267350C–2006WD.dwg

STEWART AND GRAY ROAD



SEE SHEET 8
MATCHLINE STA 149+00

MATCHLINE STA 156+50
SEE SHEET 10

BELLFLOWER BOULEVARD

CONSTRUCTION NOTES

- A PROTECT IN PLACE.
- 1 REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 5/8" METER, AND BOX PER DOWNEY DWG. NO. 1–W.
- 2 REMOVE EXISTING AND INSTALL NEW CURB STOP, 5/8" POTABLE WATER METER, AND BOX PER DOWNEY DWG. NO. 1–W.
- 4 REMOVE EXISTING AND INSTALL NEW 1" CURB STOP, 1" POTABLE WATER METER, AND BOX PER DOWNEY DWG. NO. 1–W.
- 6 REMOVE EXISTING AND INSTALL NEW 1" METER AND LID ONLY (REUSE EXISTING BOX) PER DOWNEY DWG. NO. 1–W.
- 7 REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 1.5" METER, AND BOX PER DOWNEY DWG. NO. 2–W.
- 8 REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 2" METER, AND BOX PER DOWNEY DWG. NO. 2–W.
- 11 REMOVE EXISTING AND INSTALL NEW 2" CURB STOP, 2" POTABLE WATER METER, AND BOX PER DOWNEY DWG. NO. 2–W.
- 16 INSTALL NEW 1" COPPER BUILDING SUPPLY LINE DOWNSTREAM OF NEW WATER METER UP TO CLOSEST HOSE BIBB AND REMOVE BACKYARD WATER SOURCE CONNECTION TO OLD METER TO BE REMOVED.
- 55 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; REMOVE EXISTING HYDRANT ASSEMBLY FROM MAIN; INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" MJxFL HORIZONTAL BEND, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE "L–SHAPED" LATERAL AND JAMES JONES 3700–R FIRE HYDRANT PER DOWNEY DWG. NO. 10–W.
- 65 REMOVE EXISTING AND INSTALL NEW RECYCLED WATER VALVE BOX PER DOWNEY DWG. NO. 5–RW.

BELLFLOWER BOULEVARD - WEST SIDE - Stewart and Gray Road to Buckles Street									
ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	NEW MXU NO.	TYPE	COMMENTS
	BELLFLOWER BOULEVARD (CITY IRRIGATION)	A	2"	1109195	---	---	---	---	RECYCLED	PROTECT IN PLACE
11755	BELLFLOWER BOULEVARD	1	5/8"	20831551	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11751	BELLFLOWER BOULEVARD	2	5/8"	28756825	---	5/8"			POTABLE	
11739	BELLFLOWER BOULEVARD	4	1"	27708199	---	1"			POTABLE	
11733-35	BELLFLOWER BOULEVARD	4	1"	942724652	---	1"			POTABLE	
11729	BELLFLOWER BOULEVARD	2	5/8"	2092473	---	5/8"			POTABLE	
11723	BELLFLOWER BOULEVARD	2	5/8"	2248657	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11719	BELLFLOWER BOULEVARD	2	5/8"	35474508	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11715	BELLFLOWER BOULEVARD	6	1"	70874305	---				POTABLE	
11701	BELLFLOWER BOULEVARD	11	2"	2784939	---				POTABLE	

BELLFLOWER BOULEVARD - EAST SIDE - Stewart and Gray Road to Buckles Street									
ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	NEW MXU NO.	TYPE	COMMENTS
11904	BELLFLOWER BOULEVARD	6	1"	1109851	---	1"	---	---	POTABLE	
	BELLFLOWER BOULEVARD (IRRIGATION)								RECYCLED	PROTECT IN PLACE
11750	BELLFLOWER BOULEVARD	1	5/8"	28756854	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11746	BELLFLOWER BOULEVARD	1	5/8"	90587671	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11742	BELLFLOWER BOULEVARD	1	5/8"	30343982	1"	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11740	BELLFLOWER BOULEVARD	7	1-1/2"	99325124		1.5"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11724	BELLFLOWER BOULEVARD	11	2"	1229791		2"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11714	BELLFLOWER BOULEVARD	8	2"	101141588		2"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11706-08	BELLFLOWER BOULEVARD	1	5/8"	93070963		5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11702	BELLFLOWER BOULEVARD	7	1.5"	93290477	2"	1.5"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN

* NOTE:
ALL WATER METERS REMOVED SHALL BE SALVAGED TO CITY UTILITIES YARD. CONTRACTOR TO COORDINATE WITH CITY.
ALL WORK NOTED ABOVE INCLUDES ADJUSTMENT OF METERS AND BOXES TO PROPOSED FINISHED GRADE AS NECESSARY.
NEW METERS/BOXES SHALL NOT BE INSTALLED WITHIN DRIVEWAY OR CURB RAMP LIMITS.

GRAPHIC SCALE
40 0 40 120
SCALE: 1" = 40'

Underground Service Alert
Call: TOLL FREE
811
TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923–6000 TEL
(949) 923–6121 FAX
UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 3/6/26
NAME & LICENSE NUMBER DATE

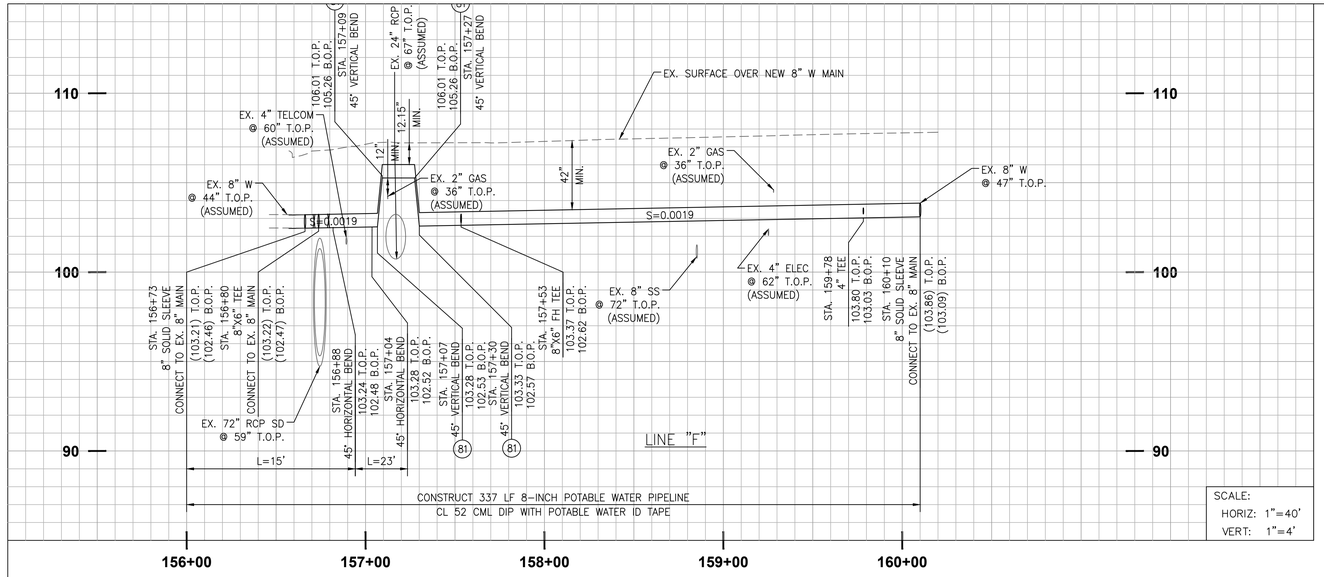
DESIGNED BY: STANTEC 3/6/26
DRAWN BY: STANTEC 3/6/26
CHECKED BY: STANTEC 3/6/26
APPROVED BY: _____ 64892 RCE 3/6/26
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS UTILITIES DIVISION
CIP 18–10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
STEWART AND GRAY ROAD TO BUCKLES STREET

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 9 OF 17 SHEETS
DWG. NO. 3–49–37W

CIP 18–10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
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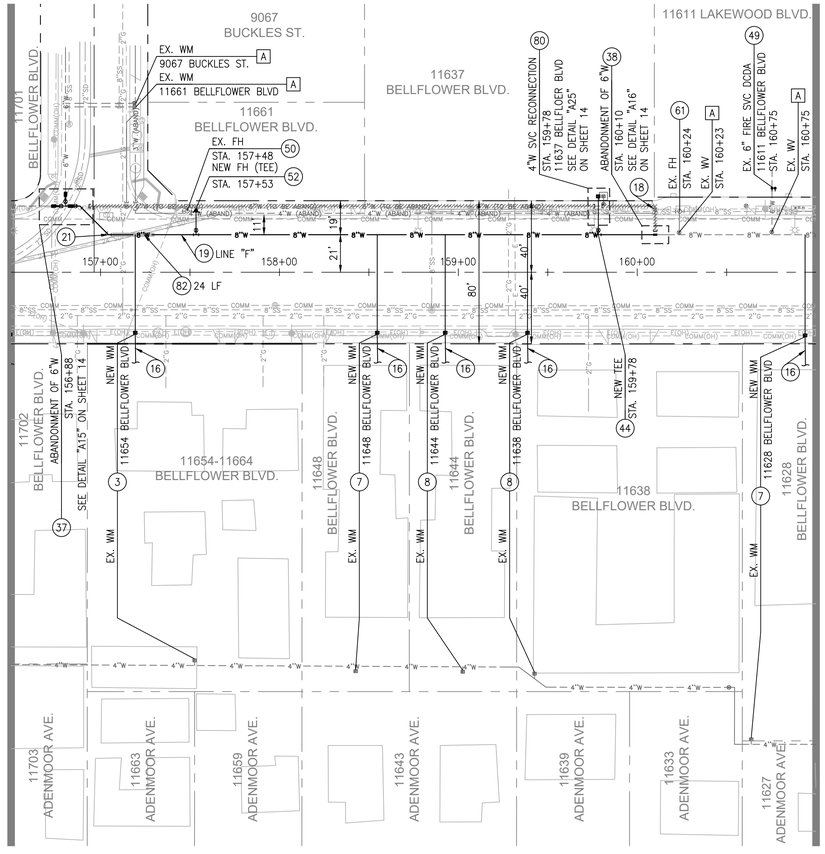


SCALE:
HORIZ: 1"=40'
VERT: 1"=4'

CONSTRUCTION NOTES

- [A] PROTECT IN PLACE.
- (3) REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 1" METER, AND BOX PER DOWNEY DWG. NO. 1-W.
- (7) REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 1.5" METER, AND BOX PER DOWNEY DWG. NO. 2-W.
- (8) REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 2" METER, AND BOX PER DOWNEY DWG. NO. 2-W.
- (16) INSTALL NEW 1" COPPER BUILDING SUPPLY LINE DOWNSTREAM OF NEW WATER METER UP TO CLOSEST HOSE BIBB AND REMOVE BACKYARD WATER SOURCE CONNECTION TO OLD METER TO BE REMOVED.
- (18) REMOVE EXISTING VALVE BOX TO ABANDON VALVE IN PLACE.
- (19) INSTALL NEW 8" CL 52 DIP WITH POTABLE WATER ID TAPE PER DOWNEY DWG. NO. 12-W.
- (21) INSTALL NEW 8" MJ 45° DIP HORIZONTAL BEND AND THRUST BLOCK PER DOWNEY DWG. NO. 7-W.
- (37) ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN AND 6" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 6" MAIN PER DETAIL "A15" ON SHEET 13.
- (38) ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 6" MAIN PER DETAIL "A16" ON SHEET 13.
- (44) INSTALL NEW 8"x4" MJ TEE, 4 MJ C509 GATE VALVE, AND ASSOCIATED MATERIALS PER DOWNEY DWG. NO. 5-W.
- (49) REMOVE EXISTING AND INSTALL NEW 5/8" SENSUS IPERL BACKFLOW BY-PASS WATER METER, MxU TOUCHPAD, AND MxU MOUNTING BRACKET.
- (50) REMOVE EXISTING HYDRANT RISER FROM AND INCLUDING 90° ELBOW TO FIRE HYDRANT HEAD, PLUG REMAINING PORTION OF FIRE HYDRANT LATERAL, AND REMOVE FIRE HYDRANT VALVE BOX.
- (52) INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.
- (61) ISOLATE AND DEWATER EXISTING FIRE HYDRANT LATERAL: REMOVE EXISTING AND INSTALL NEW 6" FL CL 53 SPOOL PER DOWNEY DWG. NO. 10-W.
- (80) ISOLATE, CUT, AND DEWATER EXISTING 4" DOMESTIC SERVICE LATERAL AND RECONNECT PER DETAIL "A25" ON SHEET 14.
- (81) INSTALL NEW 8" MJ 45° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.
- (82) PLACE 1-SACK CEMENT SLURRY BACKFILL (100-E-100).

BUCKLES STREET



SEE SHEET 9
MATCHLINE STA 156+50

MATCHLINE STA 161+00
SEE SHEET 12

BELLFLOWER BOULEVARD

BELLFLOWER BOULEVARD - WEST SIDE - Buckles Street to STA. 161+00

ADDRESS	CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
9067 BUCKLES ST.	A	5/8"	27926384	---	---	---	---	POTABLE	PROTECT IN PLACE
11661 BELLFLOWER BOULEVARD	A	5/8"	31822155	---	---	---	---	POTABLE	PROTECT IN PLACE
11637 BELLFLOWER BOULEVARD	80	3"	1191814	4"	3"			POTABLE	CONNECT TO NEW 8" WATER MAIN

BELLFLOWER BOULEVARD - EAST SIDE - Buckles Street to STA. 161+00

ADDRESS	CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
11654 BELLFLOWER BOULEVARD	3	1"	31965957	1"	1"			POTABLE	CONNECT TO NEW 8" WATER MAIN
11648 BELLFLOWER BOULEVARD	7	1.5"	73699563	2"	1.5"			POTABLE	CONNECT TO NEW 8" WATER MAIN
11644 BELLFLOWER BOULEVARD	8	2"	70507100	2"	2"			POTABLE	CONNECT TO NEW 8" WATER MAIN
11638 BELLFLOWER BOULEVARD	8	2"	1132178	2"	2"			POTABLE	CONNECT TO NEW 8" WATER MAIN
11628 BELLFLOWER BOULEVARD	7	1.5"	85725743	2"	1.5"			POTABLE	CONNECT TO NEW 8" WATER MAIN

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N

GRAPHIC SCALE
40 0 40 120
SCALE: 1" = 40'

Underground Service Alert
Call: TOLL FREE
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TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX
UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 3/6/26
NAME & LICENSE NUMBER DATE

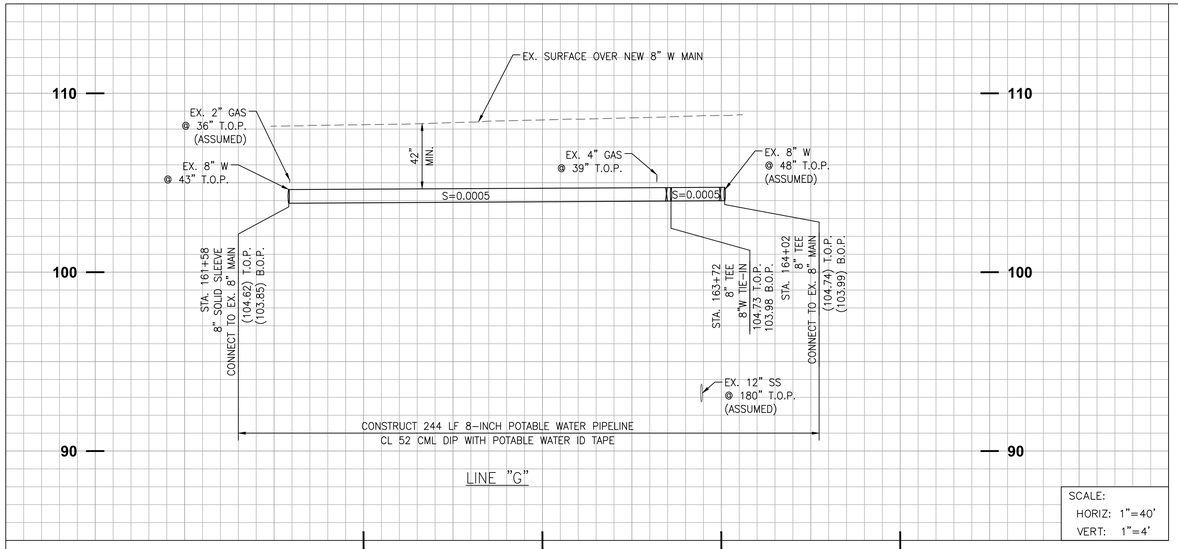
DESIGNED BY: STANTEC 3/6/26
DRAWN BY: STANTEC 3/6/26
CHECKED BY: STANTEC 3/6/26
APPROVED BY: _____ 64892 3/6/26
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER RCE DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
BUCKLES STREET TO STA 161+00

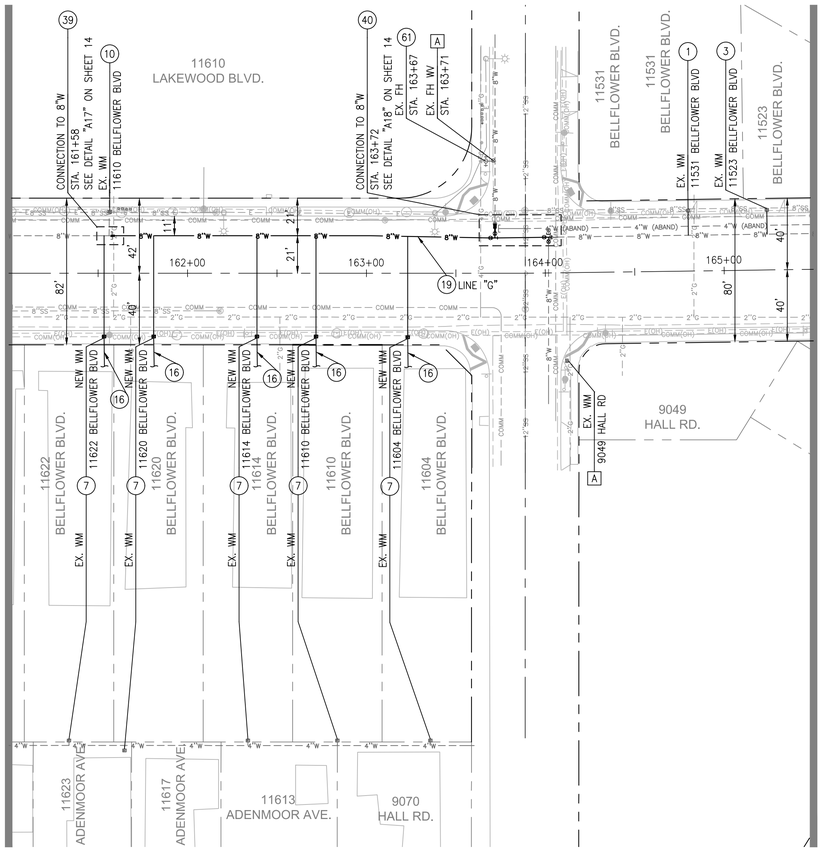
VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 10 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
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SCALE:
HORIZ: 1"=40'
VERT: 1"=4'

HALL ROAD



SEE SHEET 10
MATCHLINE STA 161+00

MATCHLINE STA 165+50
SEE SHEET 12

BELLFLOWER BOULEVARD

CONSTRUCTION NOTES

- A PROTECT IN PLACE.
- 1 REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 5/8" METER, AND BOX PER DOWNEY DWG. NO. 1-W.
- 3 REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 1" METER, AND BOX PER DOWNEY DWG. NO. 1-W.
- 7 REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 1.5" METER, AND BOX PER DOWNEY DWG. NO. 2-W.
- 10 REMOVE EXISTING AND INSTALL NEW 2" POTABLE WATER METER AND BOX PER DOWNEY DWG. NO. 2-W.
- 16 INSTALL NEW 1" COPPER BUILDING SUPPLY LINE DOWNSTREAM OF NEW WATER METER UP TO CLOSEST HOSE BIBB AND REMOVE BACKYARD WATER SOURCE CONNECTION TO OLD METER TO BE REMOVED.
- 19 INSTALL NEW 8" CL 52 DIP WITH POTABLE WATER ID TAPE PER DOWNEY DWG. NO. 12-W.
- 39 ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN PER DETAIL "A17" ON SHEET 13.
- 40 ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN AND EXISTING 8" MAIN PER DETAIL "A18" ON SHEET 13.
- 61 ISOLATE AND DEWATER EXISTING FIRE HYDRANT LATERAL: REMOVE EXISTING AND INSTALL NEW 6" FL CL 53 SPOOL PER DOWNEY DWG. NO. 10-W.
- 81 INSTALL NEW 8" MJ 45° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.
- 82 PLACE 1-SACK CEMENT SLURRY BACKFILL (100-E-100).

BELLFLOWER BOULEVARD - WEST SIDE - STA. 161+00 TO 165+50

ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	NEW METER NO.	MXU NO.	TYPE	COMMENTS
11610	BELLFLOWER BOULEVARD	10	2"	34799062	---	2"				POTABLE	
11531	BELLFLOWER BOULEVARD	1	5/8"	21867782	5/8"			---	---	POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11523	BELLFLOWER BOULEVARD	3	1"	42724650	1"	---		---	---	POTABLE	CONNECT TO EXISTING 8" WATER MAIN

BELLFLOWER BOULEVARD - EAST SIDE - STA. 161+00 TO 165+50

ADDRESS		CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW SERVICE SIZE	NEW METER SIZE	NEW METER NO.	NEW METER NO.	MXU NO.	TYPE	COMMENTS
11622	BELLFLOWER BOULEVARD	7	1.5"	85938695	2"	1.5"				POTABLE	CONNECT TO NEW 8" WATER MAIN
11620	BELLFLOWER BOULEVARD	7	1.5"	70863493	2"	1.5"				POTABLE	CONNECT TO NEW 8" WATER MAIN
11614	BELLFLOWER BOULEVARD	7	1.5"	85725742	2"	1.5"				POTABLE	CONNECT TO NEW 8" WATER MAIN
11610	BELLFLOWER BOULEVARD	7	1.5"	85938693	2"	1.5"				POTABLE	CONNECT TO NEW 8" WATER MAIN
11604	BELLFLOWER BOULEVARD	7	1.5"	85725741	2"	1.5"				POTABLE	CONNECT TO NEW 8" WATER MAIN
9049	HALL ROAD	A	5/8"	86673898	---	---	---	---	---	POTABLE	PROTECT IN PLACE

* NOTE:
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N

GRAPHIC SCALE
40 0 40 120
SCALE: 1" = 40'

Underground Service Alert
Call: TOLL FREE
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TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX
UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

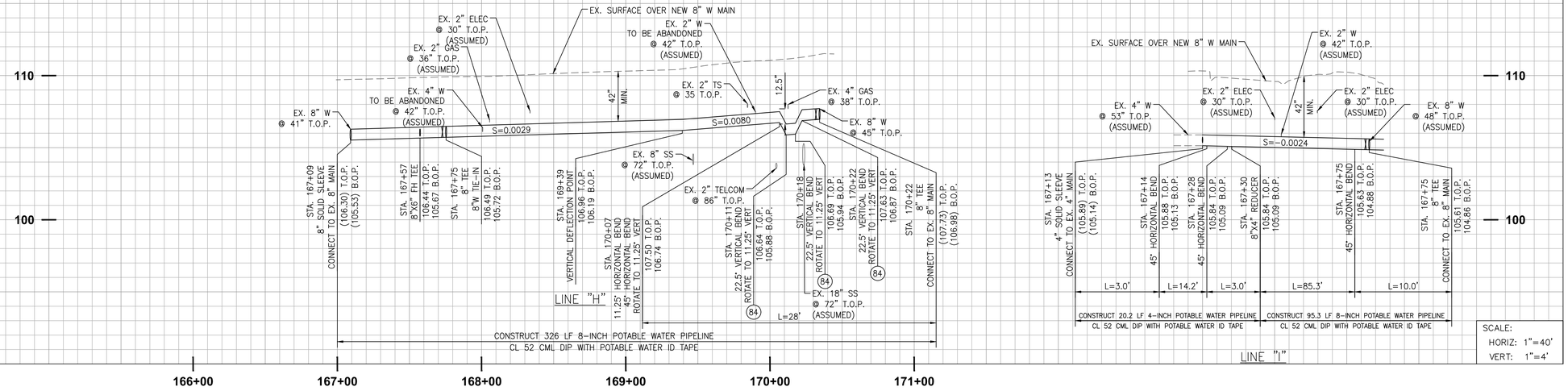
APPROVED BY: _____ DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER — 64892 RCE — 3/6/26 DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS — UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
STA 161+00 TO HALL ROAD

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 11 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
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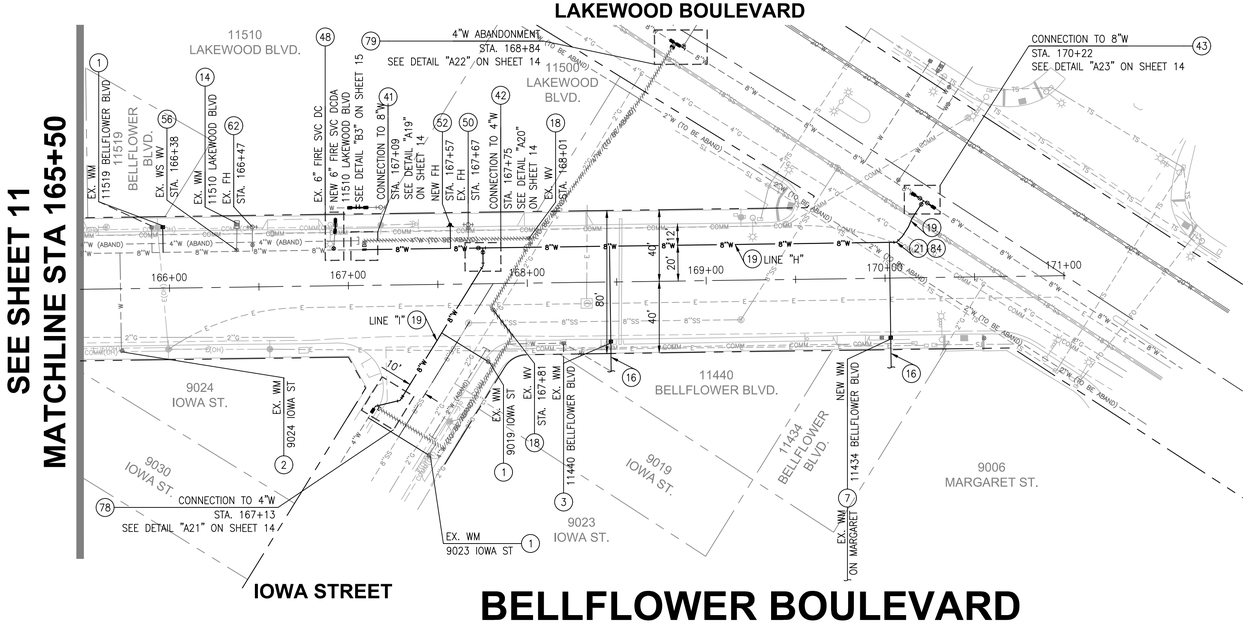


SCALE:
HORIZ: 1"=40'
VERT: 1"=4'

CONSTRUCTION NOTES

- [A] PROTECT IN PLACE.
- (1) REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 5/8" METER, AND BOX PER DOWNEY DWG. NO. 1-W.
- (2) REMOVE EXISTING AND INSTALL NEW CURB STOP, 5/8" POTABLE WATER METER, AND BOX PER DOWNEY DWG. NO. 1-W.
- (3) REMOVE/ABANDON EXISTING AND INSTALL NEW 1" POTABLE WATER SERVICE, 1" METER, AND BOX PER DOWNEY DWG. NO. 1-W.
- (7) REMOVE/ABANDON EXISTING AND INSTALL NEW 2" POTABLE WATER SERVICE, 1.5" METER, AND BOX PER DOWNEY DWG. NO. 2-W.
- (14) REMOVE EXISTING AND INSTALL NEW 3" POTABLE WATER METER, 3" METER BOX, AND 3" MJxFL C509 GATE VALVE PER DOWNEY DWG. NO. 3-W.
- (16) INSTALL NEW 1" COPPER BUILDING SUPPLY LINE DOWNSTREAM OF NEW WATER METER UP TO CLOSEST HOSE BIBB AND REMOVE BACKYARD WATER SOURCE CONNECTION TO OLD METER TO BE REMOVED.
- (18) REMOVE EXISTING VALVE BOX TO ABANDON VALVE IN PLACE.
- (19) INSTALL NEW 8" CL 52 DIP WITH POTABLE WATER ID TAPE PER DOWNEY DWG. NO. 12-W.
- (21) INSTALL NEW 8" MJ 45° DIP HORIZONTAL BEND AND THRUST BLOCK PER DOWNEY DWG. NO. 7-W.
- (41) ISOLATE, CUT AND DEWATER EXISTING MAINS; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A19" ON SHEET 13.
- (42) ISOLATE, CUT AND DEWATER EXISTING 4" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN; AND ABANDON/PLUG REMAINING PORTION OF EXISTING 4" MAIN PER DETAIL "A20" ON SHEET 13.
- (43) ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 8" MAIN PER DETAIL "A23" ON SHEET 13.
- (48) ISOLATE, CUT AND DEWATER EXISTING 8" MAIN; AND RECONNECT 6" FIRE SERVICE PER DETAIL "B3" ON SHEET 15.
- (50) REMOVE EXISTING HYDRANT RISER FROM AND INCLUDING 90° ELBOW TO FIRE HYDRANT HEAD, PLUG REMAINING PORTION OF FIRE HYDRANT LATERAL, AND REMOVE FIRE HYDRANT VALVE BOX.
- (52) INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE, AND JAMES JONES 3700-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.
- (56) ISOLATE, CUT AND DEWATER EXISTING 4" WATER SERVICE LATERAL; REMOVE EXISTING VALVE AND INSTALL NEW 4" MJ C509 GATE VALVE PER DOWNEY DWG. NO. 5-W.
- (62) ISOLATE, CUT, AND DEWATER EXISTING 8" MAIN; INSTALL NEW 8"x6" MJxFL TEE, 6" MJxFL C509 GATE VALVE, 6" CL 52 CML DIP WITH POTABLE WATER ID TAPE AND JAMES JONES 3775-R FIRE HYDRANT PER DOWNEY DWG. NO. 10-W.
- (78) ISOLATE, CUT, AND DEWATER EXISTING 4" MAIN; AND CONNECT NEW 8" MAIN TO EXISTING 4" MAIN PER DETAIL "A21" ON SHEET 14.
- (79) ISOLATE, CUT, AND DEWATER EXISTING MAINS; AND RECONNECT EXISTING 10" MAIN TO EXISTING 10" MAIN PER DETAIL "A22" ON SHEET 14.
- (81) INSTALL NEW 8" MJ 45° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.
- (82) PLACE 1-SACK CEMENT SLURRY BACKFILL (100-E-100).
- (84) INSTALL NEW 8" MJ 22.5° DIP VERTICAL BEND AND ANCHOR BLOCK PER DOWNEY DWG. NO. 7-W.

LAKEWOOD BOULEVARD



BELLFLOWER BOULEVARD - WEST SIDE - STA. 165+50 to Lakewood Boulevard

ADDRESS	CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
11519 BELLFLOWER BOULEVARD	1	5/8"	84000632	5/8"			POTABLE	CONNECT TO EXISTING 8" WATER MAIN
11510 LAKEWOOD BOULEVARD	14	3"	73259312	3"			POTABLE	
11510 LAKEWOOD BOULEVARD (6" FS DC)	48	5/8"	38479361	5/8"			FIRE	

BELLFLOWER BOULEVARD - EAST SIDE - STA. 165+50 to Lakewood Boulevard

ADDRESS	CONSTRUCTION NOTES	EX. METER SIZE	EX. METER NO.	NEW METER SIZE	NEW METER NO.	MXU NO.	TYPE	COMMENTS
9024 IOWA STREET	2	5/8"	13699456	5/8"			POTABLE	
9023 IOWA STREET	1	5/8"	24596609	5/8"			POTABLE	CONNECT TO EXISTING 4" WATER MAIN
9019 IOWA STREET	1	5/8"	24596643	5/8"			POTABLE	CONNECT TO NEW 8" WATER MAIN
11440 BELLFLOWER BOULEVARD	3	1"	13350939	1"			POTABLE	CONNECT TO NEW 8" WATER MAIN
11434 BELLFLOWER BOULEVARD	3	1"	32514080	1"			POTABLE	CONNECT TO NEW 8" WATER MAIN

* NOTE:
ALL WATER METERS REMOVED SHALL BE SALVAGED TO CITY UTILITIES YARD. CONTRACTOR TO COORDINATE WITH CITY.
ALL WORK NOTED ABOVE INCLUDES ADJUSTMENT OF METERS AND BOXES TO PROPOSED FINISHED GRADE AS NECESSARY.
NEW METERS/BOXES SHALL NOT BE INSTALLED WITHIN DRIVEWAY OR CURB RAMP LIMITS.

N

GRAPHIC SCALE
40 0 40 120
SCALE: 1" = 40'

Underground Service Alert
Call: TOLL FREE
811
TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX

UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

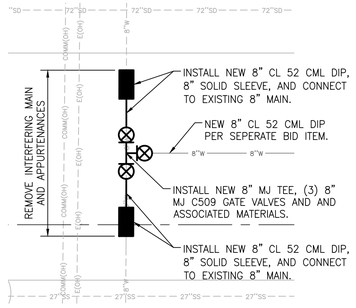
APPROVED BY: _____ DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER — 64892 RCE — 3/6/26 DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS — UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
HALL ROAD TO LAKEWOOD BOULEVARD

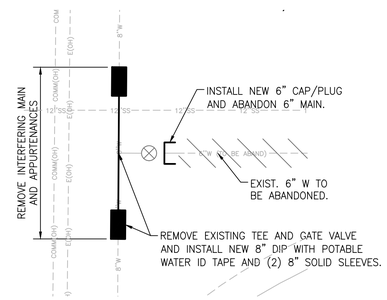
VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 12 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 10:25:52 AM U:\2024\6673\00\drawing\sheet_files\6673000-2009WD.dwg



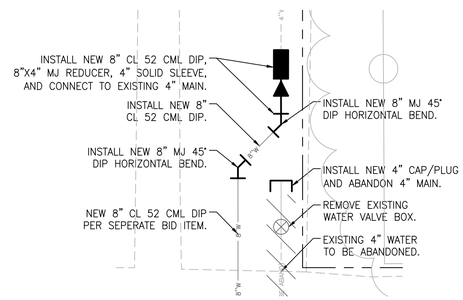
CONNECTION TO 8" W — A1

STA. 84+83
BELLFLOWER BOULEVARD AND FOSTER ROAD (WEST SIDE)
NOT TO SCALE



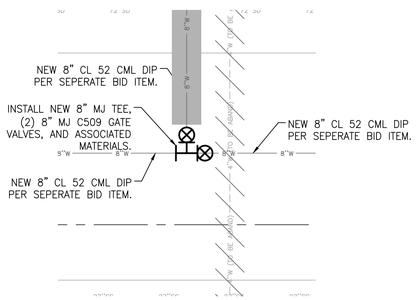
ABANDONMENT OF 6" W — A2

STA. 84+83
BELLFLOWER BOULEVARD AND FOSTER ROAD (EAST SIDE)
NOT TO SCALE



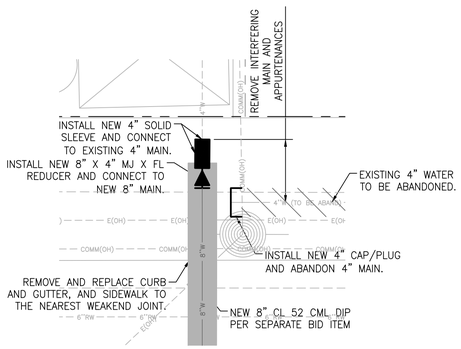
CONNECTION TO 4" W — A3

STA. 86+40
ALLEY BETWEEN FOSTER ROAD AND BELCHER STREET
NOT TO SCALE



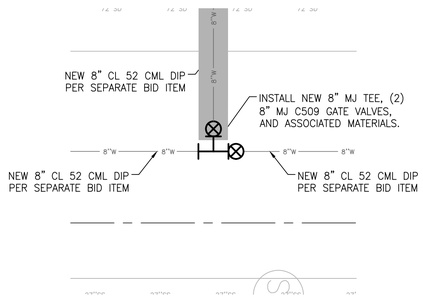
CONNECTION TO 8" W — A4

STA. 86+40
BETWEEN FOSTER ROAD AND BELCHER STREET
NOT TO SCALE



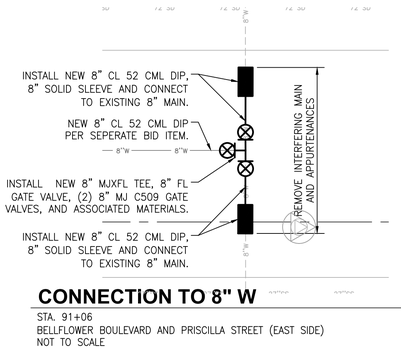
CONNECTION TO 4" W — A5

STA. 89+25
BETWEEN BLECHER STREET AND PRISCILLA STREET (WEST SIDE)
NOT TO SCALE



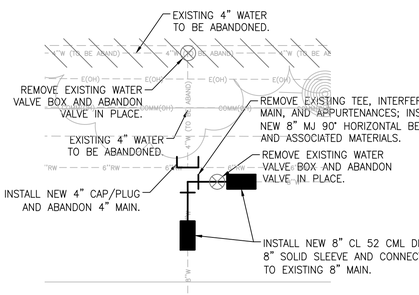
CONNECTION TO 8" W — A6

STA. 89+25
BETWEEN BLECHER STREET AND PRISCILLA SRTEET (EAST SIDE)
NOT TO SCALE



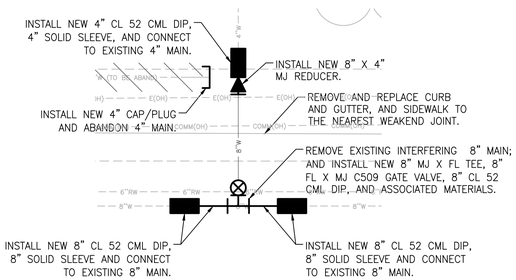
CONNECTION TO 8" W — A7

STA. 91+06
BELLFLOWER BOULEVARD AND PRISCILLA STREET (EAST SIDE)
NOT TO SCALE



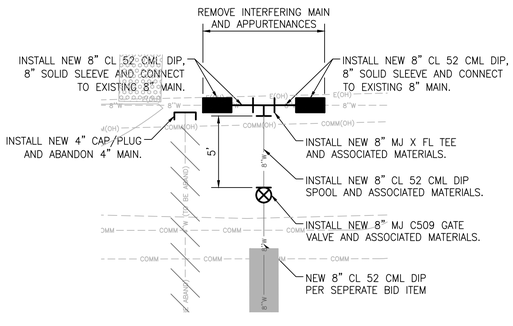
CONNECTION TO 8" W — A8

STA. 91+06
BELLFLOWER BOULEVARD AND PRISCILLA STREET (WEST SIDE)
NOT TO SCALE



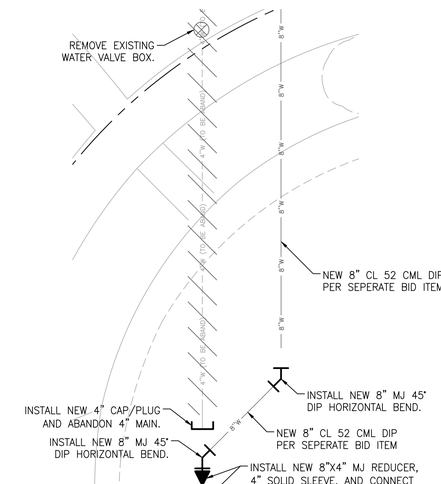
CONNECTION TO 8" W — A9

STA. 91+79
BELLFLOWER BOULEVARD AND PRISCILLA STREET (NORTH SIDE)
NOT TO SCALE



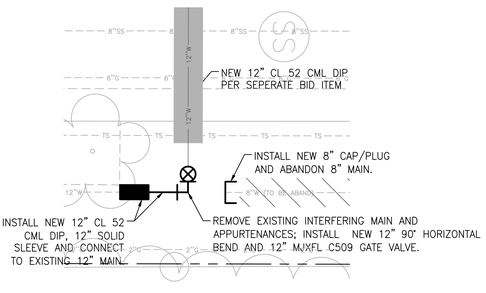
CONNECTION TO 8" W — A10

STA. 103+20
BELLFLOWER BOULEVARD AND DALEN STREET
NOT TO SCALE



CONNECTION TO 4" W — A11

STA. 103+14
BORSON STREET
NOT TO SCALE



CONNECTION TO 12" W — A12

STA. 117+93
BELLFLOWER BOULEVARD AT INDEPENDENCE PARK (SOUTH SIDE)
NOT TO SCALE

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TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER — DANIEL J. HAYES — No. 63132 — CIVIL — STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX

UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

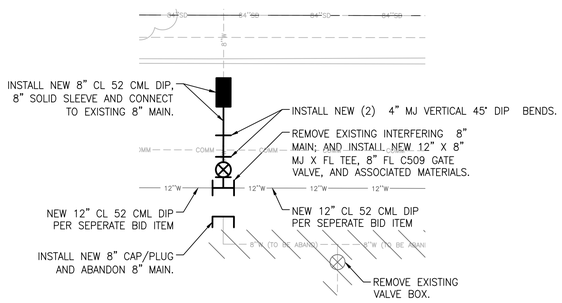
APPROVED BY: _____ (DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER) — 64892 RCE — 3/6/26 DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS — UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
POTABLE WATER RECONNECTION DETAILS

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 13 OF 17 SHEETS
DWG. NO. 3-49-37W

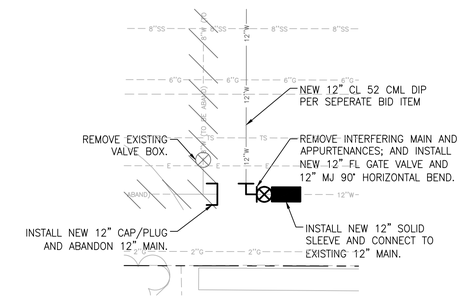
CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
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CONNECTION TO 8" W

A13

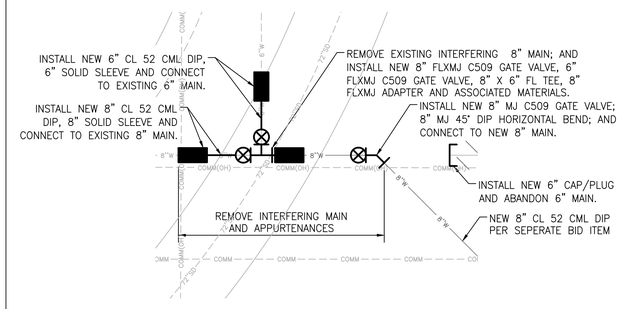
STA. 118+12
BELLFLOWER BOULEVARD AT INDEPENDENCE PARK (WEST SIDE)
NOT TO SCALE



CONNECTION TO 12" W

A14

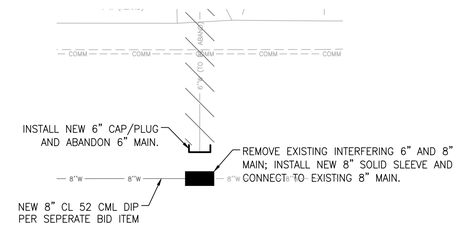
STA. 121+49
BELLFLOWER BOULEVARD AT INDEPENDENCE PARK (NORTH SIDE)
NOT TO SCALE



CONNECTION TO 8" W

A15

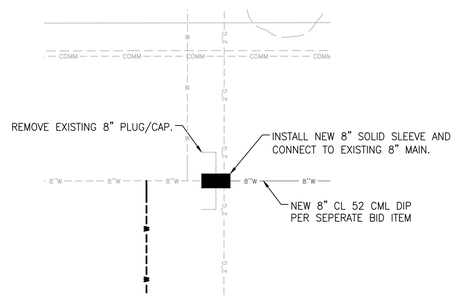
STA. 156+88
BELLFLOWER BOULEVARD AND BUCKLES STREET (SOUTH SIDE)
NOT TO SCALE



CONNECTION TO 6" W

A16

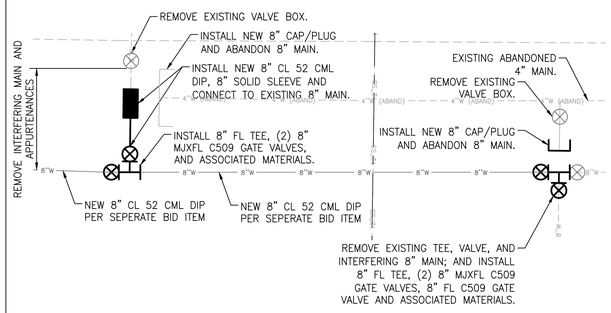
STA. 160+10
BELLFLOWER BOULEVARD AND BUCKLES STREET (NORTH SIDE)
NOT TO SCALE



CONNECTION TO 8" W

A17

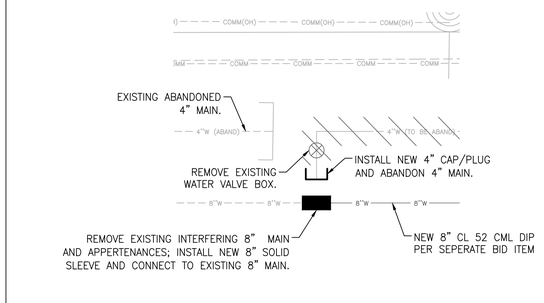
STA. 161+58
BELLFLOWER BOULEVARD AND HALL ROAD (SOUTH SIDE)
NOT TO SCALE



CONNECTION TO 8" W

A18

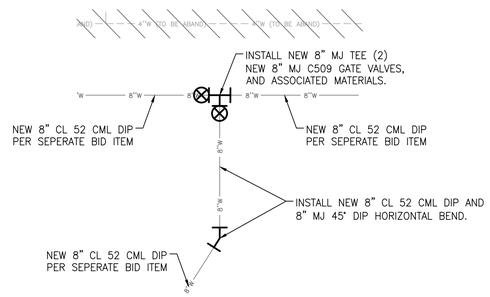
STA. 163+72
BELLFLOWER BOULEVARD AND HALL ROAD (NORTH SIDE)
NOT TO SCALE



CONNECTION TO 8" W

A19

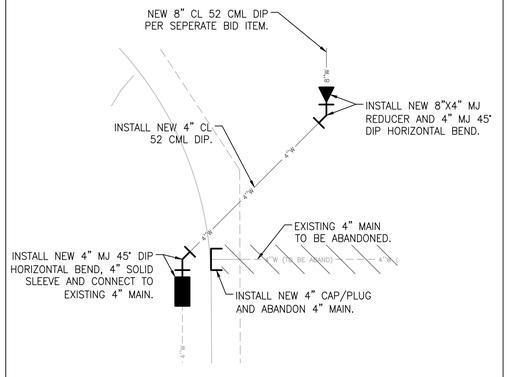
STA. 167+09
BELLFLOWER BOULEVARD AND IOWA STREET (SOUTH SIDE)
NOT TO SCALE



CONNECTION TO 4" W

A20

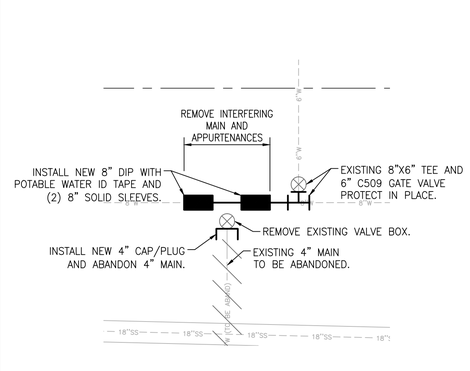
STA. 167+75
BELLFLOWER BOULEVARD AND IOWA STREET (NORTH SIDE)
NOT TO SCALE



CONNECTION TO 4" W

A21

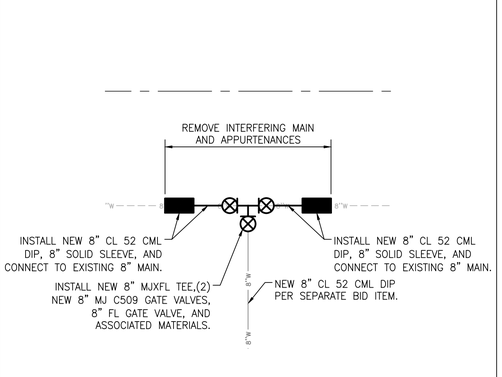
STA. 167+13
IOWA STREET
NOT TO SCALE



4" W ABANDONMENT

A22

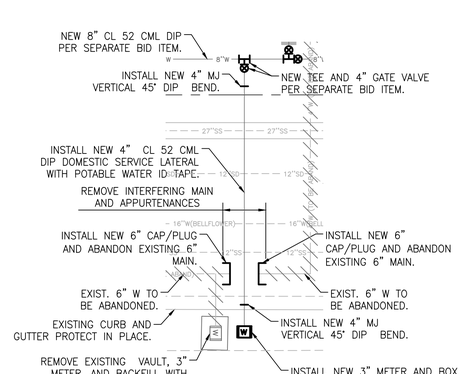
STA. 168+84
LAKEWOOD BOULEVARD
NOT TO SCALE



CONNECTION TO 8" W

A23

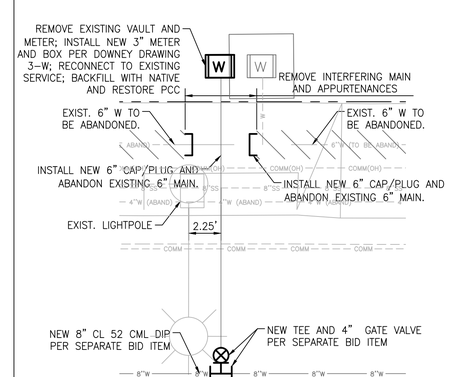
STA. 170+22
BELLFLOWER BOULEVARD AND LAKEWOOD BOULEVARD
NOT TO SCALE



4" W SERVICE RECONNECTION

A24

STA. 86+33
13220 BELLFLOWER BOULEVARD
NOT TO SCALE



4" W SERVICE RECONNECTION

A25

STA. 159+78
11637 BELLFLOWER BOULEVARD
NOT TO SCALE

Underground Service Alert
Call: TOLL FREE
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TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX

UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

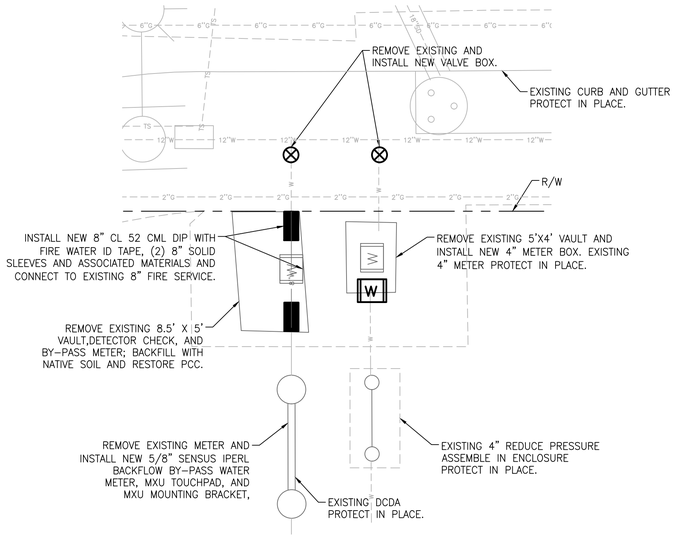
APPROVED BY: _____ 64892 RCE — 3/6/26 DATE
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS — UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
POTABLE WATER RECONNECTION DETAILS

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 14 OF 17 SHEETS
DWG. NO. 3-49-37W

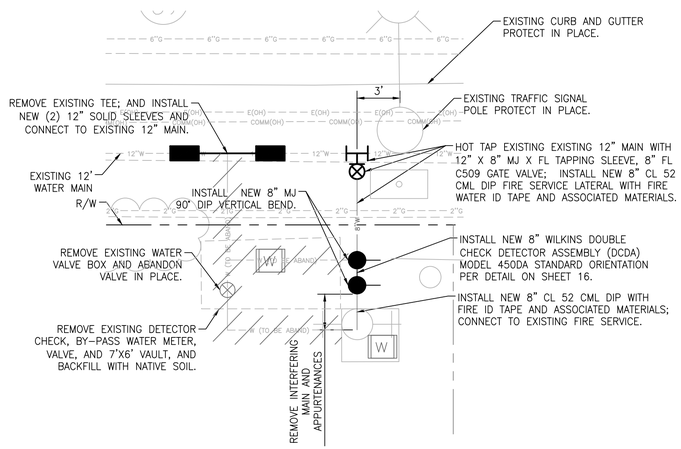
CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
05/13/26 09:01:28 AM U:\2042567350\drawing\sheet_files\66130DC-350301.dwg



FIRE SERVICE RECONNECTION
STA 125+31

12254 BELLFLOWER BOULEVARD
NOT TO SCALE

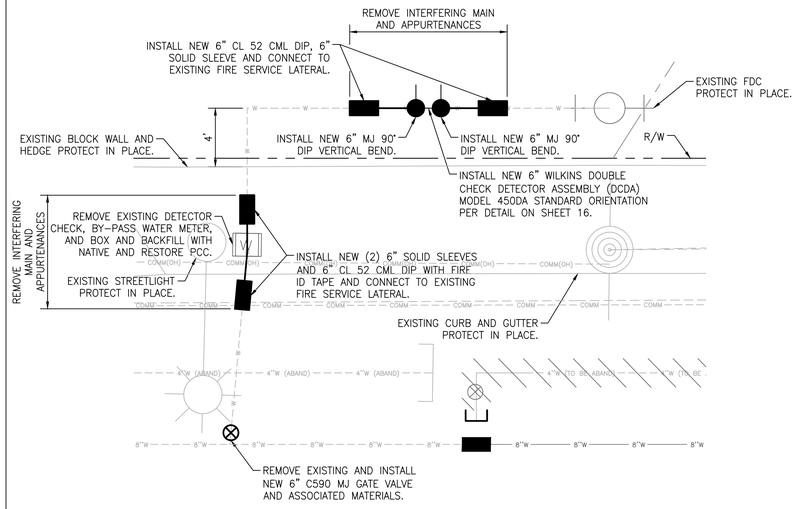
B1



FIRE SERVICE RECONNECTION
STA 131+88

12200 BELLFLOWER BOULEVARD
NOT TO SCALE

B2



FIRE SERVICE RECONNECTION
STA 166+92

11510 BELLFLOWER BOULEVARD
NOT TO SCALE

B3

Underground Service Alert
Call: TOLL FREE
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TWO WORKING DAYS BEFORE YOU DIG

REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX

UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 — 3/6/26
NAME & LICENSE NUMBER — DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

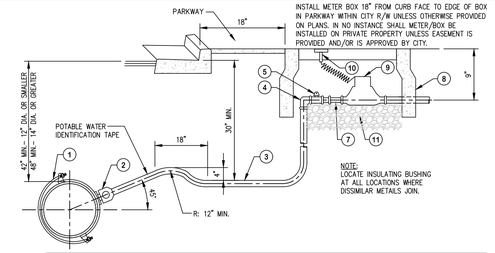
APPROVED BY: _____ DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER — 64892 RCE — 3/6/26 DATE

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS — UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
FIRE SERVICE RECONNECTION DETAILS

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 15 OF 17 SHEETS
DWG. NO. 3-49-37W

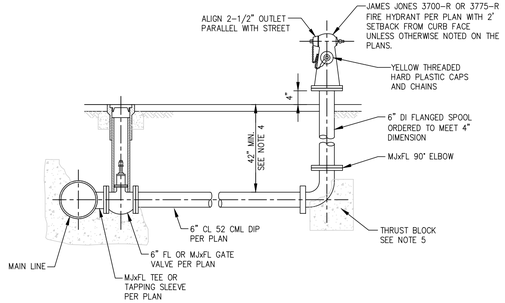
CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 09:02:34 AM U:\2024\2672300\Drawing\Sheet_Files\667300C-500407.dwg



CONSTRUCTION ITEMS / MATERIALS LIST				
ITEM NO.	SIZE AND DESCRIPTION	MANUFACTURER	MODEL NO.	REMARKS
1	DOUBLE STRAP SERVICE SADDLE COMPATIBLE WITH C900 POLYVINYL-CHLORIDE PIPE (PVC) AND DUCTILE IRON PIPE (D.I.P.)	FORD JONES MUELLER	202B J979 BR2B	AWWA/CC
2	1" BRONZE CORPORATION STOP	FORD JONES MUELLER	FB1000-4-Q-NL E19375G H15008N	AWWA/CC x COMP
3	1" COPPER TUBING	-----	TYPE "K" SOFT	CONTINUOUS - COIL
4	1" 90 DEGREE COUPLING	FORD JONES MUELLER	LB44-44-Q-NL E28195G H15531N	COMP x MIP
5	1" BRONZE CURB/METER STOP	FORD JONES MUELLER	B11-444WR-NL E19009 B22020N	FIP x FIP LOCKWING
6	1"x3/4" BUSHING (FOR 5/8" & 3/4" METERS)	FORD MUELLER	C19-344L 47165N	MIP x FIP
7	5/8", 3/4", & 1" METER COUPLING	FORD JONES MUELLER	C38-23-2-5-NL (5/8", 3/4") C38-44-2-625-NL (1") E130 (5/8", 3/4", 1") H10890N (5/8", 3/4", 1")	MIP x METER NUT
8	5/8", 3/4", & 1" POTABLE WATER METER BOX (12"x20"x12")	ARMORCAST (ROTOCAST BODY, RPM FRAME & LID)	BOX: P6000485; LID: A6000484-H7 & A6000484T-H7 (TR. LOADS)	LID MARKED "WATER"
9	5/8", 3/4", & 1" POTABLE WATER METER	SENSUS	SRII ENVIROBRASS II	AMR/AMI REGISTER - 1 CUBIC FOOT RESOLUTION
10	5/8", 3/4", & 1" POTABLE WATER METER TOUCH PAD WITH MXU ASSEMBLY	SENSUS	520M MXU - SINGLE PORT	MOUNT STREET SIDE CORNER OF LID
11	PEA GRAVEL	-----	-----	DEPTH = 8 INCH

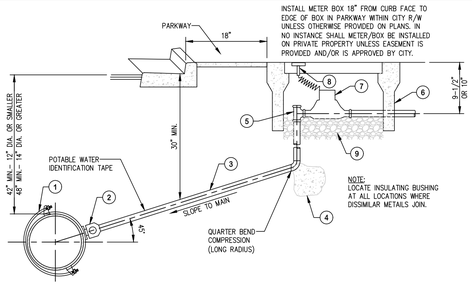
NOTES
1. DOUBLE STRAP SERVICE SADDLE FOR ALL MAINS.
2. INSTALL CORPORATION STOP WITH KEY SIDEWAYS, IN OPEN POSITION (FOR HOT TAP).
3. THE CORPORATION STOP TAP WILL BE MADE AS SPECIFIED BY THE PIPE MANUFACTURER. ALL DRY TAPS WILL BE MADE USING MACHINE GUIDE OR PILOT TAP.
4. THE WATER SERVICE SHALL EXTEND PERPENDICULAR TO THE CENTERLINE OF THE STREET FROM THE WATER MAIN TO THE METER STOP EXCEPT IN CUL-DE-SAC ENDS, WHERE NON-PERPENDICULAR INSTALLATION IS ALLOWED.
5. NO TAP TO MAIN SHALL BE WITHIN 24" OF VALVE, COUPLING, JOINT, FITTING, OR SERVICE.
6. NO SPLICES WILL BE PERMITTED BETWEEN CORPORATION STOP AND CURB/ANGLE METER STOP EXCEPT WHEN SERVICE RUN EXCEEDS 60 FEET OR 100 FEET DEPENDING ON LENGTH OF COIL MOST CLOSELY MATCHING SERVICE LINE RUN, IN WHICH CASE A COMPRESSION COUPLING SHALL BE USED WHEN OPEN TRENCHING AND A SILVER SOLDER COUPLING SHALL BE USED WHEN BORING.
7. SERVICE TERMINATION POINT SHALL NOT BE PLACED IN DRIVEWAYS.
8. TRENCH BACKFILL SHALL BE SAND BEDDING AND BACKFILL IN PIPE ZONE AND NATIVE IN TRENCH ZONE @ MIN. 90% RELATIVE COMPACTION PER DWG. NO. 12-W.
9. ALL MATERIALS INCLUDING METER BOX AND ASSEMBLY TO BE FURNISHED AND INSTALLED BY CONTRACTOR UNLESS OTHERWISE PROVIDED FOR IN PROJECT SPECIFICATIONS.
10. ALL SWEAT FITTINGS (ONLY WHEN BORING AND SERVICE LINE RUN EXCEEDS COIL LENGTH) SHALL BE ASSEMBLED WITH SILVER SOLDER.
11. FINAL LOCATION OF METER ASSEMBLY SHALL BE CONFIRMED WITH THE CITY PRIOR TO CONSTRUCTION.

CITY OF DOWNEY – DEPT. OF PUBLIC WORKS – UTILITIES DIVISION				
5/8, 3/4, AND 1-INCH POTABLE WATER SERVICE, METER, & BOX	DESIGNED BY: DM	11/18	VERT. SCALE	
	DRAWN BY: LP	11/18	HORIZ. SCALE	
	CHECKED BY: DM	11/18	SHEET 1 OF 1 SHEETS	
	APPROVED BY: UTILITIES DIVISION		DWG. NO. 1-W	



NOTES
1. PAINT: ALL ABOVE GROUND PORTIONS OF THE FIRE HYDRANT AND RISER SHALL BE PAINTED WITH JAMES JONES MANUFACTURER-APPLIED CITY OF DOWNEY Z-36 PAINT SCHEDULE. ALTERNATIVELY, IT MAY BE PAINTED WITH ONE PRIME COAT AND TWO FINISH COATS IN THE FIELD, AFTER THE FIRE HYDRANT HAS BEEN INSTALLED. THE SECOND FINISH COAT SHALL BE APPLIED JUST PRIOR TO THE FINAL INSPECTION. PRIMER SHALL BE STANDARD WHITE (WH-1) AMERON AMERLOCK 2 VOC HIGH-SOLIDS EPOXY COATING. FINISH COATS SHALL BE SAFETY YELLOW (YE-3) AMERON PSX 700 ENGINEERED SILOXANE COATING.
2. PROVIDE TYPE 316 STAINLESS STEEL "BREAK-AWAY" BOLTS AT HYDRANT FLANGE. FILL BOLTS WITH SILICONE SEALANT.
3. HYDRANT FLANGE GASKET SHALL BE "FULL FACE" AND OF "RUBBER COMPOSITION" THICKNESS.
4. SEE DWG. NO. 12-W FOR TRENCHING/BACKFILL.
5. THRUST BLOCK PER DWG. NO. 7-W.
6. ONE (1) TWO-WAY BLUE REFLECTIVE FIRE HYDRANT RAISED PAVEMENT MARKER SHALL BE INSTALLED ADJACENT TO EACH HYDRANT AND EXISTING BLUE REFLECTIVE PAVEMENT MARKER REMOVED (WHEN PRESENT). REFLECTIVE MARKERS, ADHESIVES, AND METHOD OF INSTALLATION SHALL CONFORM TO CALTRANS STANDARD SPECIFICATIONS. BLUE REFLECTIVE PAVEMENT MARKERS SHALL BE PLACED ON THE SIDE OF THE STREET NEAREST THE FIRE HYDRANT AS PROVIDED BELOW:
   a. TWO-WAY STREETS OR ROADS: PLACE MARKERS 12-INCHES FROM EDGE OF PAINTED CENTERLINE ON THE SIDE NEAREST THE FIRE HYDRANT. IF THE STREET HAS NO CENTERLINE, PLACE THE MARKER 12-INCHES FROM THE APPROXIMATE CENTER OF THE ROADWAY ON THE SIDE NEAREST THE HYDRANT.
   b. STREETS WITH LEFT TURN LANE AT INTERSECTION: PLACE MARKERS 12-INCHES FROM THE EDGE OF PAINTED WHITE CHANNELIZING LINE ON THE SIDE NEAREST THE HYDRANT.
   c. STREET WITH CONTINUOUS TWO-WAY LEFT TURN LANE: PLACE MARKERS 12-INCHES FROM THE EDGE OF THE PAINTED YELLOW BARRIER LINE ON THE SIDE NEAREST THE FIRE HYDRANT.
   d. STREETS WITH RAISED MEDIANS: PLACE MARKER 12-INCHES FROM EDGE OF GUTTER.

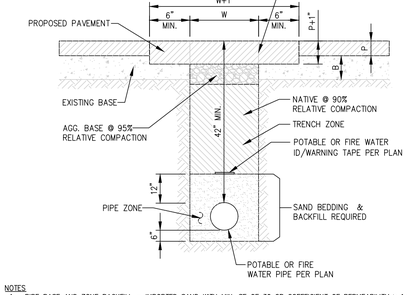
CITY OF DOWNEY – DEPT. OF PUBLIC WORKS – UTILITIES DIVISION				
6" FIRE HYDRANT ASSEMBLY	DESIGNED BY: DM	11/20	VERT. SCALE	
	DRAWN BY: LP	11/20	HORIZ. SCALE	
	CHECKED BY: DM	11/20	SHEET 1 OF 1 SHEETS	
	APPROVED BY: UTILITIES DIVISION		DWG. NO. 10-W	



CONSTRUCTION ITEMS / MATERIALS LIST				
ITEM NO.	SIZE AND DESCRIPTION	MANUFACTURER	MODEL NO.	REMARKS
1	DOUBLE STRAP SERVICE SADDLE COMPATIBLE WITH C900 POLYVINYL-CHLORIDE PIPE (PVC) AND DUCTILE IRON PIPE (D.I.P.)	FORD JONES MUELLER	202B J979 BR2B	FIP
2	2" BRONZE CORPORATION STOP	FORD JONES MUELLER	FB1100-7-Q-NL E19355G B25028N	MIP x COMP
3	2" COPPER TUBING	-----	TYPE "K" SOFT	CONTINUOUS - COIL (OPEN TRENCH) 20' LENGTHS (BORING)
4	THRUST BLOCK - 0.7 CU. FT.	-----	-----	-----
5	2" BRONZE REDUCING ANGLE CURB/METER STOP	FORD JONES MUELLER	BFA43-777WR-Q-NL E19759G B24276N	COMP x FL LOCKWING
6	1-1/2" AND 2" POTABLE WATER METER BOX (17"x30"x12")	ARMORCAST (ROTOCAST BODY, RPM FRAME & LIDS)	BOX: P6001534X12 LID(S): A6001643G2-H7 & A6000482	LID(S) MARKED "WATER"
7	1-1/2" AND 2" POTABLE WATER METERS	SENSUS	OMNI T² TURBINE (WITH STRAINER)	AMR/AMI REGISTER - 1 CUBIC FOOT RESOLUTION
8	1-1/2" AND 2" POTABLE WATER METER TOUCH PAD WITH MXU ASSEMBLY	SENSUS	520M MXU - SINGLE PORT	MOUNT STREET SIDE CORNER OF LID
9	PEA GRAVEL	-----	-----	DEPTH = 8 INCH

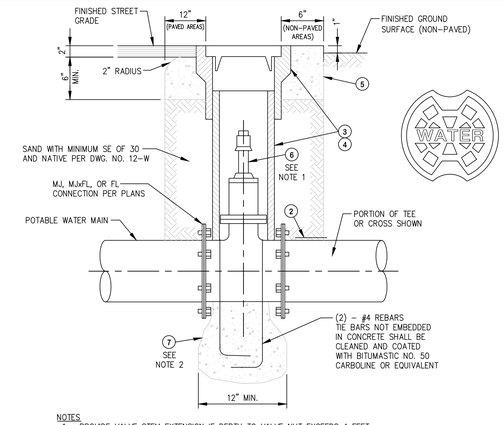
NOTES
1. DOUBLE STRAP SERVICE SADDLE FOR ALL MAINS.
2. INSTALL CORPORATION STOP WITH KEY SIDEWAYS, IN OPEN POSITION (FOR HOT TAP).
3. THE CORPORATION STOP TAP WILL BE MADE AS SPECIFIED BY THE PIPE MANUFACTURER. ALL DRY TAPS WILL BE MADE USING MACHINE GUIDE OR PILOT TAP.
4. THE WATER SERVICE SHALL EXTEND PERPENDICULAR TO THE CENTERLINE OF THE STREET FROM THE WATER MAIN TO THE ANGLE METER STOP EXCEPT IN CUL-DE-SAC ENDS, WHERE NON-PERPENDICULAR INSTALLATION IS ALLOWED.
5. NO TAP TO MAIN SHALL BE WITHIN 24" OF VALVE, COUPLING, JOINT, FITTING, OR SERVICE.
6. NO SPLICES WILL BE PERMITTED BETWEEN CORPORATION STOP AND ANGLE METER STOP EXCEPT WHEN SERVICE RUN EXCEEDS 60 FEET OR 100 FEET DEPENDING ON LENGTH OF COIL MOST CLOSELY MATCHING SERVICE LINE RUN, IN WHICH CASE A COMPRESSION COUPLING SHALL BE USED; OR EXCEPT WHEN BORING IN WHICH CASE A SILVER SOLDER COUPLING SHALL BE USED.
7. SERVICE TERMINATION POINT SHALL NOT BE PLACED IN DRIVEWAYS.
8. TRENCH BACKFILL SHALL BE SAND BEDDING AND BACKFILL IN PIPE ZONE AND NATIVE IN TRENCH ZONE @ MIN. 90% RELATIVE COMPACTION PER DWG. NO. 12-W.
9. ALL MATERIALS INCLUDING METER BOX AND ASSEMBLY TO BE FURNISHED AND INSTALLED BY CONTRACTOR UNLESS OTHERWISE PROVIDED FOR IN PROJECT SPECIFICATIONS.
10. ALL SWEAT FITTINGS (ONLY WHEN BORING) SHALL BE ASSEMBLED WITH SILVER SOLDER.
11. FINAL LOCATION OF METER ASSEMBLY SHALL BE CONFIRMED WITH THE CITY PRIOR TO CONSTRUCTION.

CITY OF DOWNEY – DEPT. OF PUBLIC WORKS – UTILITIES DIVISION				
1-1/2 AND 2-INCH POTABLE WATER SERVICE, METER, & BOX	DESIGNED BY: DM	11/18	VERT. SCALE	
	DRAWN BY: LP	11/18	HORIZ. SCALE	
	CHECKED BY: DM	11/18	SHEET 1 OF 1 SHEETS	
	APPROVED BY: UTILITIES DIVISION		DWG. NO. 2-W	



NOTES
1. PIPE BASE AND ZONE BACKFILL - IMPORTED SAND WITH MIN. SE OF 30 OR COEFFICIENT OF PERMEABILITY > 1.4 IN/HR @ MIN. 90% RELATIVE COMPACTION. CERTIFICATION OF IMPORTED MATERIAL REQUIRED.
2. TRENCH ZONE BACKFILL - NATIVE MATERIAL OR IMPORTED SAND WITH MIN. SE OF 30 OR COEFFICIENT OF PERMEABILITY > 1.4 IN/HR @ MIN. 90% RELATIVE COMPACTION. CERTIFICATION OF IMPORTED OR NATIVE MATERIAL REQUIRED.
3. FOR AREAS CURRENTLY PAVED, REPLACE AC/PCC PAVEMENT AND AGGREGATE BASE TO EXISTING CONDITIONS PLUS ONE INCH (P+1") AT MINIMUM 95% RELATIVE COMPACTION. NEW AC PAVEMENT SHALL NOT BE LESS THAN EIGHT INCHES (8"). FOR AREAS NOT CURRENTLY PAVED, SEE STREET IMPROVEMENT PLANS FOR PAVEMENT/BASE REQUIREMENTS. FOR OTHER PAVED AREAS, SEE NOTE 9.
4. FOR AREAS CURRENTLY PAVED, SURFACE COURSE SHALL BE C2-PG-64-10-R10 (1/2") WITH ASPHALT BINDER OF 5.5% TO 5.7% (MIN. THICKNESS = 2"). FOR AREAS NOT CURRENTLY PAVED, SEE STREET IMPROVEMENT PLANS.
5. FOR AREAS CURRENTLY PAVED, BASE COURSE SHALL BE B-PG-64-10-R10 (3/4") WITH ASPHALT BINDER OF 5.2% TO 5.4%. FOR AREAS NOT CURRENTLY PAVED, SEE STREET IMPROVEMENT PLANS.
6. FOR AREAS CURRENTLY PAVED WITH PCC PAVEMENT, PCC SHALL BE CONCRETE MIX DESIGN 520-A-2500 WITH DOWELS PER DOWNEY DWG. NO. 17-W.
7. PERMANENT PAVING SHALL BE COMPLETED WITHIN FIVE (5) DAYS AFTER EXCAVATION. TEMPORARY PAVING SHALL BE TWO-INCH (2") MINIMUM HOT MIX.
8. FINAL SAWCUTS SHALL BE A MIN. 6-INCHES OUTSIDE LIMITS OF TRENCH WITH EXCEPTIONS MADE FOR THE LOCATION OF JOINTS AND SCORE MARKS (SEE SPECIFICATIONS). CRACKED PAVEMENT ADJACENT TO TRENCH SHALL BE REMOVED AND REPLACED.
9. ALL EDGES OF EXISTING PAVEMENT BEING JOINED, SURFACE BEING OVERLAID, AND TRENCH PAVING CUT AREAS SHALL BE SEALED WITH SS 1-H ASPHALTIC EMULSION AT THE RATE OF 0.08 TO 0.10 GALLON PER SQUARE YARD, NOT SOONER THAN 24 HOURS AFTER PLACEMENT OF PAVEMENT.
10. WHERE PLANS SHOW PCC PAVEMENT SUBGRADE (IF ANY) WITH AC PAVEMENT OVERLAY, PCC SECTION SHALL BE REPLACED TO EXISTING CONDITIONS PLUS ONE INCH (P+1"), WITH DOWELS AND EPOXY, AND NEW AC PAVEMENT TO MATCH EXISTING.

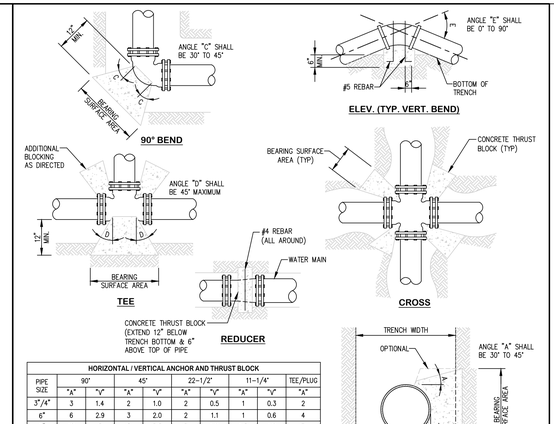
CITY OF DOWNEY – DEPT. OF PUBLIC WORKS – UTILITIES DIVISION				
POTABLE WATER TRENCH & PAVING	DESIGNED BY: DM	05/20	VERT. SCALE	
	DRAWN BY: LP	05/20	HORIZ. SCALE	
	CHECKED BY: DM	05/20	SHEET 1 OF 1 SHEETS	
	APPROVED BY: UTILITIES DIVISION		DWG. NO. 12-W	



NOTES
1. PROVIDE VALVE STEM EXTENSION IF DEPTH TO VALVE NUT EXCEEDS 4 FEET.
2. ANCHOR BLOCK REQUIRED AT ALL TIMES. ANCHOR BLOCK SHALL BE TRENCH WIDTH PLUS TWO PIPE DIAMETERS WIDE AND SHALL EXTEND VALVE SIZE PLUS SIX INCHES BELOW BOTTOM OF TRENCH.
3. CONTRACTOR PROVIDED BURIED BOLTS FOR FLANGES SHALL BE 304 OR 316 STAINLESS STEEL. CONTRACTOR TO PROVIDE NUTS ON ALL FLANGE BOLTS (304 OR 316 STAINLESS STEEL) WITH NON-GREASE LUBRICATION.

CONSTRUCTION ITEMS / MATERIALS LIST			
ITEM NO.	SIZE AND DESCRIPTION	MANUFACTURER	MODEL NO.
1	RESILIENT WEDGE GATE VALVE PER STANDARD SPECIFICATIONS	MUELLER CLOW US PIPE	2360 SERIES F-6100 SERIES METROSEAL 250
2	POTABLE OR FIRE WATER ID/WARNING TAPE	-----	-----
3 4	SLIP-TYPE CI VALVE BOX & COVER	TYLER UNION	6855 SERIES
5	CONCRETE RING, CLASS 560-C-3250	-----	-----
6	VALVE STEM EXTENSION PER DWG. NO. 6-W	-----	-----
7	ANCHOR BLOCK PER DWG. NO. 7-W	-----	-----

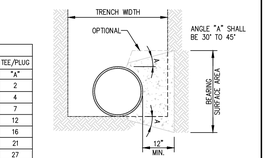
CITY OF DOWNEY – DEPT. OF PUBLIC WORKS – UTILITIES DIVISION				
POTABLE WATER GATE VALVE, VALVE BOX, AND COVER	DESIGNED BY: DM	11/18	VERT. SCALE	
	DRAWN BY: LP	11/18	HORIZ. SCALE	
	CHECKED BY: DM	11/18	SHEET 1 OF 1 SHEETS	
	APPROVED BY: UTILITIES DIVISION		DWG. NO. 5-W	

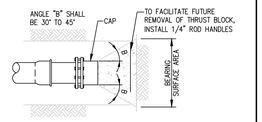


HORIZONTAL / VERTICAL ANCHOR AND THRUST BLOCK										
PIPE SIZE	90°		45°		22-1/2°		11-1/4°		TEE/PLUG	
	"A"	"V"	"A"	"V"	"A"	"V"	"A"	"V"	"A"	
3"/4"	3	1.4	2	1.0	2	0.5	1	0.3	2	
6"	6	2.9	3	2.0	2	1.1	1	0.6	4	
8"	10	5	5	3.5	3	1.9	1.5	1.0	7	
10"	16	7.5	8	5.3	5	2.9	2.5	1.5	12	
12"	21	10.6	12	7.5	6	4.0	3	2.1	16	
14"	30	14.2	16	10	8	5.4	4	2.8	21	
16"	38	18.3	21	13	10	7	5	3.6	27	

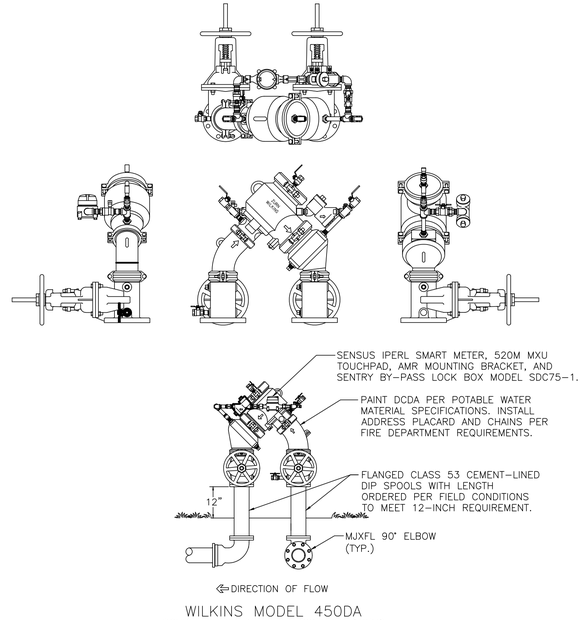
"A" DESIGNATES AREA IN SQ. FT. OF HORIZONTAL THRUST BLOCK.
"V" DESIGNATES VOLUME IN C.Y. OF VERTICAL ANCHOR BLOCK.

NOTES
1. BEARING AREAS ARE BASED ON A TEST OF 200 PSI AND SOIL BEARING CAPACITY OF 2000 PSF. THE RATIO OF WIDTH TO HEIGHT CANNOT EXCEED 1-1/2.
2. CITY'S FIELD REPRESENTATIVE MAY INCREASE THE SIZE OF THRUST BLOCK, IF IN CITY'S OPINION, THE SOIL BEARING VALUE IS LESS THAN THE ASSUMED VALUE.
3. SPECIFIED DIMENSIONS BASED ON NOMINAL DIAMETER OF PIPE AT GASKET.
4. SEE SPECIFICATIONS FOR DIMENSIONS AND TEST PRESSURE.
5. CHECK SIZE OF FITTING TO VERIFY AVAILABLE AREA FOR BEARING ON CONCRETE.
6. THRUST BLOCK WIDTH SHALL BE BETWEEN ONE AND TWO TIMES ITS HEIGHT.
7. CONCRETE SHALL BE POURED AGAINST UNDISTURBED SOIL.
8. CONCRETE SHALL HAVE A 3" MINIMUM CLEARANCE AROUND ALL PIPE JOINTS.
9. ALL CONCRETE FOR THRUST BLOCK TO BE CLASS 560-C-3250.
10. CONCRETE TO BE KEPT CLEAR OF ALL PIPE, NUTS, BOLTS, AND ENDS OF FITTINGS.
11. ALL BEARING AREAS TO BE AGAINST UNDISTURBED SOIL.
12. TIE BARS NOT EMBEDDED IN CONCRETE SHALL BE CLEANED AND COATED WITH BITUMASTIC NO. 50 OR EQUIVALENT.
13. THRUST BLOCK ON CROSSES SHALL ONLY BE USED WHEN THERE IS A STUB-OUT ON ONE OR MORE SIDES.
14. PROVIDE POLYETHYLENE ENCASEMENT (FLAT SHEETS-8 MIL MIN.) BETWEEN FITTINGS AND CONCRETE.





CITY OF DOWNEY – DEPT. OF PUBLIC WORKS – UTILITIES DIVISION				
POTABLE WATER THRUST/ANCHOR BLOCKS	DESIGNED BY: DM	11/18	VERT. SCALE	
	DRAWN BY: LP	11/18	HORIZ. SCALE	
	CHECKED BY: DM	11/18	SHEET 1 OF 1 SHEETS	
	APPROVED BY: UTILITIES DIVISION		DWG. NO. 7-W	



WILKINS MODEL 450DA
DOUBLE CHECK DETECTOR ASSEMBLY (DCDA)
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OS&Y GATES

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REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX
UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 3/6/26
NAME & LICENSE NUMBER DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

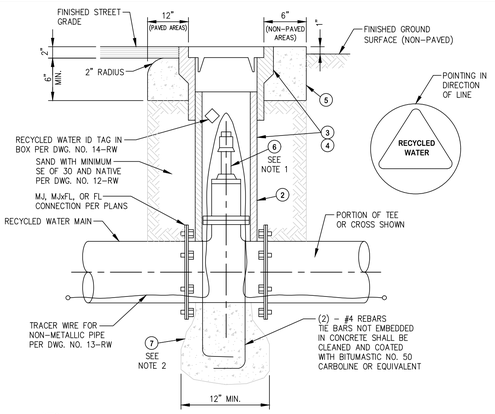
APPROVED BY: _____ 64892 RCE 3/6/26 DATE
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
WATER SYSTEM DETAILS

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 16 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 09:03:12 AM U:\2024\6730\drawing\sheet_files\6730DC-SD05DT.dwg



NOTES

1. PROVIDE VALVE STEM EXTENSION IF DEPTH TO VALVE NUT EXCEEDS 4 FEET.
2. ANCHOR BLOCK REQUIRED AT ALL TIMES. ANCHOR BLOCK SHALL BE TRENCH WIDTH PLUS TWO PIPE DIAMETERS WIDE AND SHALL EXTEND VALVE SIZE PLUS SIX INCHES BELOW BOTTOM OF TRENCH.
3. CONTRACTOR PROVIDED BURIED BOLTS FOR FLANGES SHALL BE 304 OR 316 STAINLESS STEEL. CONTRACTOR TO PROVIDE NUTS ON ALL FLANGE BOLTS (304 OR 316 STAINLESS STEEL) WITH NON-GREASE LUBRICATION.

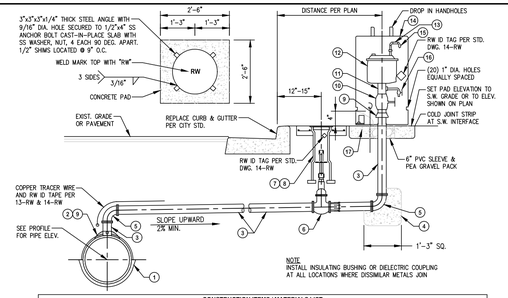
CONSTRUCTION ITEMS / MATERIALS LIST

ITEM NO.	SIZE AND DESCRIPTION	MANUFACTURER	MODEL NO.
1	RESILIENT WEDGE GATE VALVE PER STANDARD SPECIFICATIONS	MUELLER CLOW US PIPE	2360 SERIES F-6100 SERIES METROSEAL 250
2	8" C900 CLASS 305 DR 14 PURPLE PVC	PW/JM EAGLE VINYLTECH	C900 CLASS 305 DR 14
3 4	10 1/4" (ID) BODY AND COVER (BOX LID)	BROOKS/EISEL	4-TT
5	CONCRETE RING, CLASS 560-C-3250	-----	----
6	VALVE STEM EXTENSION PER DWG. NO. 6-RW	-----	----
7	ANCHOR BLOCK PER DWG. NO. 7-RW	-----	----

CITY OF DOWNEY – DEPT. OF PUBLIC WORKS – UTILITIES DIVISION

RECYCLED WATER VALVE, VALVE BOX, AND COVER

DESIGNED BY: DM	05/25	VERT. SCALE	
DRAWN BY: LP	05/25	HORIZ. SCALE	
CHECKED BY: DM	05/25	SHEET 1 OF 1 SHEETS	
APPROVED BY: UTILITIES DIVISION		DWG. NO. 5-RW	



NOTE
INSTALL INSULATING BUSHING OR DIELECTRIC COUPLING AT ALL LOCATIONS WHERE DISSIMILAR METALS JOIN

CONSTRUCTION ITEMS / MATERIALS LIST

ITEM NO.	SIZE AND DESCRIPTION	MANUFACTURER	MODEL NO.	REMARKS
1	DOUBLE STRAP SERVICE SADDLE COMPATIBLE WITH C900 POLYVINYL-CHLORIDE PIPE (PVC) AND DUCTILE IRON PIPE (D.I.P.)	FORD JONES MUELLER	202B J979 BR2B	FIP
2	2" BRONZE CORPORATION STOP, INSULATING BUSHING	FORD JONES MUELLER	FB1100-7-Q-NL E1935SC B25023BN	MIP x COMP
3	2" COPPER TUBING	-----	TYPE "K" SOFT	CONTINUOUS - COIL (OPEN TRENCH) 20' LENGTHS (BORING)
4	THRUST BLOCK - 0.7 CU. FT.	-----	-----	----
5	2" 90 DEGREE LONG RADIUS COMPRESSION ELBOW, TYP.	-----	-----	COMP x COMP
6	2" BRONZE BALL VALVE	FORD JONES MUELLER	B44-777-WR-Q-NL J1949WSU B25209-3N	NO LEAD; COMP x COMP
7	RW VALVE BOX AND COVER PER DWG. NO. 5-RW	-----	-----	----
8	VALVE STEM EXTENSION PER DWG. NO. 6-RW IF NECESSARY	-----	-----	----
9	2" BRONZE COUPLING	-----	-----	NO LEAD; COMP x MIP
10	2" BRONZE BALL VALVE	FORD JONES MUELLER	B11-777-NB-RTS-NL E1900MH B20283N/H10298-99001	NO LEAD; FIP x FIP
11	2" BRONZE/RED BRASS NIPPLE	-----	-----	NO LEAD; MIP x MIP
12	2" COMBINATION AIR RELEASE AND VACUUM VALVE (CAV)	APCO CRISPEN VALMATIC	145C VA.20 .200C.2	----
13	2" GALVANIZED DISCHARGE NIPPLE [(2) 90 DEGREE ELBOWS, (3) NIPPLES]	-----	-----	----
14	CAV ENCLOSURE (SEE NOTES 2 & 3)	-----	-----	DROP IN HANDLES SWING OPEN
15	STAINLESS STEEL SCREEN OVER INLET/OUTLET WITH S.S. BAND	-----	-----	----
16	SAMPLING PORT: 1/2" CI. 125 CAST BRONZE 90 DEGREE STREET ELBOW AND BRASS CLOSE NIPPLE, 1/2" BRONZE ANGLE VALVE (0-300 PSI) AND 3/4" MALE NATIONAL HOSE THREAD x 1/2" MALE IPT BRASS HOSE NIPPLE	-----	-----	----
17	CONCRETE PAD (560-C-3250)	-----	-----	----

NOTES

1. ALL BURIED BOLTS SHALL BE 304 OR 316 STAINLESS STEEL.
2. PAINT CAV ENCLOSURE WITH 2 PRIME COATS AND 2 FINISH COATS OF PAINT IN FIELD AFTER CAV HAS BEEN INSTALLED. SECOND FINISH COATS SHALL BE APPLIED JUST PRIOR TO FINAL INSPECTION. PRIMER SHALL BE SHERWIN WILLIAMS MACROPOXY 646-100 FAST CURE EPOXY. FINISH COATS SHALL BE PANTONE 512 SHERWIN WILLIAMS HI-SOLIDS POLYURETHANE 100.
3. 18" DIA. x 30" HIGH x 3/16" THICK GALVANIZED STEEL ENCLOSURE WITH DROP IN 1/4" LIFTING HANDHOLES. 3/4" THICK STEEL PLATE WELDED TO TOP OF STEEL TUBE ENCLOSURE.
4. DOUBLE DIP GALVANIZED AFTER FABRICATION. PROVIDE 6" MINIMUM CLEARANCE ABOVE DISCHARGE PIPING.
5. FOR PVC TRANSMISSION MAIN, CONNECT TRACER WIRES FROM MAIN AND A/V VALVE WITH A SILICONE FILLED DIRECT BURIAL WIRE NUT AT CORP STOP. FOR METALLIC TRANSMISSION MAIN, CONNECT A/V VALVE TRACER WIRE DIRECTLY TO PIPE WITH WELD. EXTEND TRACER WIRE TO VALVE BOX AND COVER.
6. NO SPLICES WILL BE PERMITTED BETWEEN CORPORATION STOP AND BALL VALVE EXCEPT WHEN SERVICE RUN EXCEEDS 60 FEET WHEN OPEN TRENCHING, IN WHICH CASE A COMPRESSION COUPLING SHALL BE USED; OR EXCEPT WHEN BORING IN WHICH CASE A SILVER SOLDER COUPLING SHALL BE USED.

CITY OF DOWNEY – DEPT. OF PUBLIC WORKS – UTILITIES DIVISION

2-INCH RECYCLED WATER COMBINATION AIR RELEASE AND VACUUM VALVE (CAV) ASSEMBLY

DESIGNED BY: DM	11/18	VERT. SCALE	
DRAWN BY: LP	11/18	HORIZ. SCALE	
CHECKED BY: DM	11/18	SHEET 1 OF 1 SHEETS	
APPROVED BY: UTILITIES DIVISION		DWG. NO. 9-RW	

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REGISTERED PROFESSIONAL ENGINEER DANIEL J. HAYES No. 63132 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Stantec
38 TECHNOLOGY DRIVE, STE #200
IRVINE, CA 92618
(949) 923-6000 TEL
(949) 923-6121 FAX

UNDER THE SUPERVISION OF:
DANIEL J. HAYES, RCE #63132 3/6/26
NAME & LICENSE NUMBER DATE

DESIGNED BY:	STANTEC	3/6/26
DRAWN BY:	STANTEC	3/6/26
CHECKED BY:	STANTEC	3/6/26

APPROVED BY: _____ 64892 RCE 3/6/26 DATE
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES MANAGER

No	REVISION	DATE	BY	APP

CITY OF DOWNEY
DEPT. OF PUBLIC WORKS UTILITIES DIVISION
CIP 18-10 BELLFLOWER BOULEVARD
WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
RECYCLED WATER SYSTEM DETAILS

VERT SCALE: "AS SHOWN"
HORIZ SCALE: "AS SHOWN"
SHEET 17 OF 17 SHEETS
DWG. NO. 3-49-37W

CIP 18-10 BELLFLOWER BOULEVARD WATER SYSTEM IMPROVEMENTS (FOSTER ROAD TO LAKEWOOD BOULEVARD)
03/13/26 09:03:43 AM U:\2042667350\drawing\sheet_files\667300C-50060T.dwg

CityofDowney

Item No. 4.

TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**OFFICE OF THE CITY MANAGER**
BY:	**MATTHEW BAUMGARDNER, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**
DATE:	**MARCH 24, 2026**
SUBJECT:	**ACCEPTANCE OF WORK FOR THE PARAMOUNT BOULEVARD STORMWATER LIFT STATION IMPROVEMENT, MISCELLANEOUS PROJECT (MP) NO. 407**

EXECUTIVE SUMMARY

The City Council will consider accepting the work for the Paramount Boulevard Stormwater Lift Station Improvement, MP No. 407; approving Big Bear Electric, Inc.'s final construction contract amount of $235,995; and authorizing the Public Works Director/City Engineer to file a Notice of Completion with the Los Angeles County Recorder's office. The Paramount Boulevard Stormwater Lift Station Improvement project has been completed in accordance with the approved plans and specifications, and staff recommends that the City Council accept the project as complete.

RECOMMENDATION

That the City Council:

1. Accept the work for the Paramount Boulevard Stormwater Lift Station Improvement, MP No. 407;
2. Approve the final construction contract amount of $235,995; and,
3. Authorize the Director of Public Works/City Engineer to file a Notice of Completion indicating the work is complete and has been accepted by the City.

BACKGROUND

On March 11, 2025, the City Council approved plans (Attachment A) and specifications for the Paramount Boulevard Stormwater Lift Station Improvement and granted authority to advertise for construction bids. On July 8, 2025, the City Council awarded a construction contract in the amount of $224,000 to Big Bear Electric, Inc. Work commenced on October 13, 2025, and was completed on February 12, 2026.

ANALYSIS

The project included the replacement of copper wiring, telemetry, electrical meter, lights, control panel, and emergency transfer switch; and installation of the lift station pumps.

During the project, four change orders, resulting in $12,795 of additional costs, were approved for added pump and level control panel work, installation of emergency generator receptacle, adjustment to the number of working days, and installation of a transformer and associated conduit, wiring, and fittings.

The Paramount Boulevard Stormwater Lift Station Improvement project has been completed in accordance with the approved plans and specifications, and staff recommends that the City Council accept the project as complete and authorize the Director of Public Works/City Engineer to file the Notice of Completion with the Los Angeles County Recorder's Office.

CITY COUNCIL PRIORITIES

Efficiency & Adaptability
Quality of Life, Safety and Infrastructure

FISCAL IMPACT

The final cost of the construction contract, including the original contract amount, net decrease in contract quantities, and four change orders, is $235,995. The total project cost is $325,762, broken down as follows:

Item	Amount
Construction Contract	$224,000
Net Decrease in Contract Quantities	<$800>
Change Orders	$12,795
Final Construction Cost:	$235,995
City-Furnished Materials and Contract Services	$33,099
Inspection and Contract Administration	$56,668
Total Final Project Cost:	**$325,762**

The following table shows that sufficient storm water CIP funds are available to cover the total project cost.

Account No.	Funding Source	Amount
50-1-3983	FY 2025-26 Pollution Discharge Elimination System Improvements CIP	$350,000
	Total Project Funding:	**$350,000**

Savings in the amount of $24,238 will be available for reprogramming within Storm Water Fund.

Attachments

Attachment A: Paramount Boulevard Storm Water Lift Station Construction Plans

CITY OF DOWNEY

PUBLIC WORKS DEPARTMENT

CONSTRUCTION PLANS
FOR

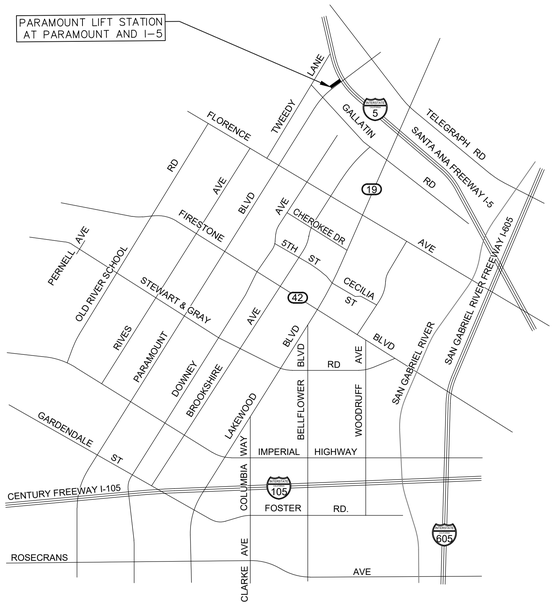
PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENT
MP-407

STREET IMPROVEMENT GENERAL NOTES:

1. ALL WORK CALLED FOR ON THE PLANS SHALL COMPLY WITH THE STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION (2021 EDITION), THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION "GREENBOOK" (2021 EDITION), AND THE SPECIAL CONDITIONS.
2. THE CONTRACTOR SHALL NOTIFY THE CITY OF DOWNEY INSPECTOR AT LEAST 48 HOURS PRIOR TO ANY CONSTRUCTION PHONE: 562-904-7110.
3. INSPECTION BY THE CITY OR ITS REPRESENTATIVE OF THE WORK CALLED FOR ON THE PLANS DOES NOT, IN ANYWAY, RELIEVE THE CONTRACTOR OF THEIR OBLIGATION TO PERFORM WORK IN COMPLIANCE WITH THE PLANS AND SPECIFICATIONS.
4. THE CONTRACTOR SHALL USE PROPER SAFETY SIGNING AND BARRICADING PER SPECIFICATIONS AND AS REQUIRED PER CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES 2014 CA MUTCD (REV 8).
5. REQUESTS FOR DEVIATIONS FROM THE APPROVED PLANS (EXCEPT MINOR ADJUSTMENTS IN THE FIELD TO MEET EXISTING CONDITIONS), SHALL BE MADE IN WRITING AND ARE NOT TO BE INITIATED UNLESS OR UNTIL THEY ARE APPROVED BY THE PUBLIC WORKS DIRECTOR OR A REPRESENTATIVE ACTING SPECIFICALLY UPON HIS INSTRUCTIONS.
6. QUANTITIES, AS SHOWN ON THE PLANS ARE ESTIMATED, AND THE CONTRACTOR IS ADVISED THAT FINAL QUANTITIES OF MATERIAL AND WORK IN PLACE MAY BE MORE OR LESS THAN THOSE INDICATED ON THE PLANS.
7. CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AND SHALL REPORT ALL DISCREPANCIES TO THE CITY ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.
8. WORK SHALL BE LIMITED BETWEEN 8:00 A.M. AND 5:00 P.M., UNLESS OTHERWISE APPROVED BY THE CITY.
9. NO STORAGE OF MATERIALS/EQUIPMENT WILL BE ALLOWED IN PUBLIC RIGHT-OF-WAY. PROVIDE OFFSITE/ONSITE STAGING/STORAGE AREA IF NECESSARY.
10. THE CONTRACTOR SHALL OPERATE IN A MANNER COMPLIANT WITH ALL APPLICABLE SECTIONS OF THE DOWNEY MUNICIPAL CODE AND COMPLIANT WITH ALL APPLICABLE CITY COUNCIL RESOLUTIONS.
11. CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF THE CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, CONTINUOUSLY INDEMNIFY AND HOLD THE CITY AND ITS EMPLOYEES HARMLESS FROM ANY AND ALL LIABILITY, REAL, OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF THE WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM SOLE NEGLIGENCE OF THE CITY OR ITS EMPLOYEES.
12. HARD HATS AND SAFETY VESTS SHALL BE WORN AT ALL TIMES WHEN WORKING ON THIS PROJECT.
13. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXISTENCE AND LOCATION OF ALL UNDERGROUND FACILITIES AND TO PROTECT THEM FROM DAMAGE. THE CONTRACTOR SHALL BEAR THE TOTAL EXPENSE OF REPAIR OR REPLACEMENT OF ANY UNDERGROUND FACILITIES DAMAGED DURING CONSTRUCTION.
14. OTHER THAN EXISTING IMPROVEMENTS, PLANT AND OTHER MATERIAL REQUIRING REMOVAL AS NECESSARY FOR THE CONSTRUCTION OF THE WORK AS SHOWN ON THESE PLANS, ALL EXISTING IMPROVEMENTS, PLANT AND OTHER MATERIAL WITHIN THE CONSTRUCTION AREA SHALL BE PROPERLY AND ADEQUATELY PROTECTED FROM DAMAGE DURING CONSTRUCTION. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RESTORE TO THE ORIGINAL CONDITION OR REPLACE IN KIND ANY OF THESE EXISTING ITEMS THAT ARE DAMAGED OR DISTURBED IN ANY WAY AT NO COST TO THE CITY.

SIGNING AND STRIPING GENERAL NOTES

1. TRAFFIC STRIPING, RAISED PAVEMENT MARKERS, REFLECTIVE MATERIALS, THE APPLICATION OF ALKYD-BASED THERMOPLASTIC STRIPING AND PAVEMENT MARKINGS, AND THE INSTALLATION OF RAISED PAVEMENT MARKERS SHALL CONFORM TO THE PROVISIONS IN THE CALTRANS STANDARD SPECIFICATIONS (2023 EDITION), SECTION 84, "MARKINGS" AND SECTION 81-3, "PAVEMENT MARKERS" CALTRANS STANDARD PLANS (2023 EDITION) AND THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CA MUTCD 2014 REV. 8).
2. ALL STRIPING AND PAVEMENT LEGENDS SHALL BE ALKYD-BASED THERMOPLASTIC WITH RAISED PAVEMENT MARKERS UNLESS OTHERWISE NOTED.
3. ALL NON-THERMOPLASTIC STRIPING OR PAVEMENT MARKINGS TO BE REMOVED SHALL BE DONE BY WET SANDBLASTING AND INCLUDES REMOVAL OF RAISED PAVEMENT MARKERS. ALL THERMOPLASTIC MARKINGS TO BE REMOVED SHALL BE DONE BY FULL GRINDING.
4. ALL ARROWS SHALL BE TYPE IV (LT AND RT) UNLESS OTHERWISE NOTED.
5. ALL LANE STRIPING AT INTERSECTION APPROACHES WITHOUT CROSSWALK OR LIMIT LINES SHALL EXTEND 10' FROM THE EXTENSION OF THE INTERSECTING CURB LINE UNLESS OTHERWISE NOTED.
6. ALL LANE LINES AT INTERSECTION APPROACHES SHALL BEGIN AND END WITH 50 FEET OF 6-INCH SOLID WHITE LINE UNLESS OTHERWISE NOTED.
7. ALL SIGNING SHOWN HEREON SHALL BE INSTALLED, RELOCATED OR REMOVED BY THE CONTRACTOR.
8. ALL STRIPING AND MARKINGS SHALL BE MEASURED BETWEEN THE CENTER LINES OF EACH ADJACENT SINGLE OR DOUBLE STRIPE OR TOP OF CURB OR EDGE OF PAVEMENT AS APPROPRIATE.
9. DETAILS AND DIMENSIONS FOR TRAFFIC SIGNS, INSTALLATION AND/OR REMOVAL SHALL CONFORM TO THE CALTRANS STANDARD SPECIFICATIONS SECTION 82, AND STANDARD PLANS. TRAFFIC WARNING AND REGULATORY SIGNS SHALL HAVE REFLECTORIZED HIGH INTENSITY DIAMOND GRADE (DG) SHEETING ON 0.080-INCH THICK 5062H38 ALUMINUM. MATERIAL SHALL BE CERTIFIED BY THE MANUFACTURER AS MEETING ALL APPLICABLE SPECIFICATIONS.
10. ALL TRAFFIC SIGN INSTALLATIONS SHALL CONFORM TO CITY STANDARD DWG NO. 22.
11. SIGN SHEETING MATERIAL SHALL BE 3M DIAMOND GRADE RETROREFLECTIVE SHEETING.
12. TRAFFIC SIGN POSTS SHALL NOT BE INSTALLED UNTIL LOCATIONS ARE SPOTTED BY THE CONTRACTOR AND APPROVED BY THE CITY INSPECTOR.
13. SIDEWALK DAMAGED DUE TO REMOVING SIGN POST SHALL BE REPAIRED TO THE SATISFACTION OF THE CITY INSPECTOR.
14. ALL PROPOSED LIMIT LINE STRIPING SHALL BE 8' FROM PROLONGATION OF CURB LINE.
15. ALL OPEN TRANSITIONS TO LEFT-TURN POCKETS SHALL BE 60' UNLESS OTHERWISE NOTED.



VICINITY MAP

NOT TO SCALE

PLAN INDEX:

SHEET NO.	DESCRIPTION
1	TITLE SHEET AND GENERAL NOTES
2	ELECTRICAL GENERAL NOTES
3	SINGLE LINE DIAGRAM LEGEND
4	PUMP CONTROL DIAGRAM
5	ELECTRICAL SITE UTILITIES PLAN
6	SECTION DETAILS
7	POWER CONDUIT SCHEDULE
8	ELECTRICAL DETAILS
9	ELECTRICAL DETAILS

UTILITY AND AGENCY INDEX

CITY OF DOWNEY	(562) 904-7110
UTILITIES DIVISION (WATER & SEWER)	(562) 904-7110
CITY OF DOWNEY - (TRAFFIC ENGINEER)	(562) 904-7202
CITY OF DOWNEY - (WATER DIVISION)	(562) 638-6822
COUNTY SANITATION DISTRICT OF LOS ANGELES - RICK PEARCE	(310) 515-2419
AT&T - TROY STANARD	(626) 458-3109
L.A. COUNTY DEPARTMENT OF PUBLIC WORKS - DARYL CHENOWETH	(626) 458-7169
L.A. COUNTY DEPARTMENT OF PUBLIC WORKS - MANUEL ALAPCON	(626) 458-7039
L.A. COUNTY FLOOD CONTROL DISTRICT - ED TERAN	(626) 458-1161
L.A. COUNTY MANHOLE ADJUSTMENT	(310) 638-1161
(2 WORKING DAYS PRIOR) L.A. COUNTY TRAFFIC & LIGHTING DIVISION STREET LIGHTING SECTION	(626) 300-4754
METROPOLITAN TRANSPORTATION AUTHORITY	(213) 626-4455
SOUTHERN CALIFORNIA EDISON - ERNESTO CHAVEZ	(562) 903-3183
SOUTHERN CALIFORNIA GAS COMPANY - RICH TYRIE	(714) 634-3039
UNDERGROUND SERVICE ALERT	811
METROPOLITAN WATER DISTRICT - DANIEL DIAZ	(323) 276-7623
FRONTIER - RAYMOND ROUNDTREE	(562) 903-7939
TIME WARNER - DAVE BELL	(310) 647-5167

UNDERGROUND STRUCTURES

ALL UNDERGROUND UTILITIES OR STRUCTURES REPORTED BY THE OWNER OR OTHERS AND THOSE SHOWN ON THE RECORDS EXAMINED ARE INDICATED WITH THEIR APPROXIMATE LOCATION AND EXTENT. THE OWNER BY ACCEPTING THESE PLANS OR PROCEEDING WITH IMPROVEMENTS PURSUANT THERETO AGREES TO ASSUME LIABILITY AND TO HOLD UNDERSIGNED HARMLESS FOR ANY DAMAGES RESULTING FROM THE EXISTENCE OF UNDERGROUND UTILITIES OR STRUCTURES NOT REPORTED TO THE UNDERSIGNED, NOT INDICATED ON THE PUBLIC RECORDS EXAMINED, LOCATED AT VARIANCE WITH THAT REPORTED OR SHOWN ON RECORDS EXAMINED. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES SHOWN AND ANY OTHER UTILITIES OF STRUCTURES FOUND AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF THE UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF DESIGN PROFESSIONAL.

ABBREVIATION LEGEND

AC	ASPHALT CONCRETE
ARHM-GG	ASPHALT RUBBER HOT MIX-GAP GRADED
CF	CURB FACE
EX	EXISTING
GV	GAS VALVE
MH	MANHOLE
MON	MONUMENT
NO	NUMBER
PCC	PORTLAND CEMENT CONCRETE
PP	PROTECT IN PLACE
R	REMOVE
REAS	RUBBERIZED EMULSIFIED AGGREGATE SLURRY
R/W	RIGHT OF WAY
SD	STORM DRAIN
SL	STREET LIGHT
SS	SANITARY SEWER
STA	STATION
STD	STANDARD
TEL	TELEPHONE
WM	WATER METER
WV	WATER VALVE
UPRR	UNION PACIFIC RAILROAD

ATTACHMENT A

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UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

BENCH MARK

REVISIONS

NO.	DESCRIPTION	DATE	APP.	BY

PLANS PREPARED BY

DESIGNED BY:
DRAWN BY:
CHECKED BY:

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS
EDWIN J. NORRIS RCE No. 50368 — DATE

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
MATT BAUMGARDNER RCE No. 71932 — DATE

SEAL:

CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

TITLE SHEET AND GENERAL NOTES

SHEET 1 OF 9 SHEETS

VERT. SCALE: AS SHOWN
HORIZ. SCALE:

DRAWING NO. MP-407

Last Revised: Mon Mar 10, 2025 - 3:35pm Last Plotted: Mon Mar 10, 2025 - 3:35pm Plotted By: tbirthisel Drawing: C:\Users\tbirthisel\Documents\Pumpstation Rehab\CAD\E1.dwg

ELECTRICAL GENERAL NOTES:

1. ELECTRICAL WORK SHALL COMPLY WITH THE NATIONAL ELECTRICAL CODE , FEDERAL, STATE, AND LOCAL JURISDICTION CODES INCLUDING THE LATEST CITY OF DOWNEY AND APPROVED L.A. COUNTY ELECTRICAL CODES.
2. ALL WORK SHALL BE DONE IN A NEAT, WORKMANLIKE, FINISHED AND SAFE MANNER, ACCORDING TO THE LATEST PUBLISHED NATIONAL ELECTRICAL CONTRACTOR'S ASSOCIATION STANDARDS OF INSTALLATION, UNDER COMPETENT SUPERVISION.
3. CONTRACTOR SHALL VISIT THE SITE PRIOR TO CONSTRUCTION TO BECOME FAMILIAR WITH EXISTING CONDITIONS AND ALL OTHER FACTORS WHICH MAY AFFECT THE EXECUTION OF THIS WORK.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO EXISTING WALKS, WALLS, DRIVEWAYS, CURBS, ETC. DAMAGES SHALL BE REPAIRED BY THE CONTRACTOR TO THE SATISFACTION OF THE CITY AT NO ADDITIONAL COST TO THE CITY.
5. CONTRACTOR SHALL PAY FOR LOCAL FEES, PERMITS AND INSPECTIONS AS MAY BE REQUIRED AND PROVIDE A CERTIFICATE OF INSPECTION TO THE CITY.
6. LEAVE THE SITE CLEAN, REMOVE ALL DEBRIS, EMPTY CARTONS, TOOLS, CONDUIT, WIRE SCRAPS AND ALL MISCELLANEOUS SPARE EQUIPMENT AND MATERIALS USED IN THE WORK DURING CONSTRUCTION.
7. IT IS THE OBLIGATION OF THE CONTRACTOR TO ORGANIZE HIS WORK SO THAT A COMPLETE ELECTRICAL, INSTRUMENTATION, AND/OR CONTROL SYSTEM FOR THE FACILITY WILL BE PROVIDED AND SUPPORTED BY ACCURATE SHOP AND RECORD DRAWINGS, AND ALL O&M MANUALS.
8. ALL CABLES SHALL BE NEW, COPPER, RATED FOR 600V AND LISTED FOR ITS LOCATION WITH A MINIMUM TEMPERATURE RATING OF 75 DEG C WET AND 90 DEG C DRY; POWER CABLES SHALL BE TYPE XHHW-2 FOR UNDERGROUND/ABOVE GROUND, UNLESS NOTED OTHERWISE.
9. MINIMUM SIZE CONDUIT SHALL BE 3/4" UNLESS NOTED OTHERWISE. ALL CONDUITS FOR POWER AND LIGHTING SHALL CONTAIN A GROUNDING CONDUCTOR.
10. MINIMUM SIZE POWER CONDUCTORS SHALL BE #12 AWG UNLESS NOTED OTHERWISE.
11. ALL TERMINAL RATINGS SHALL HAVE A MINIMUM TEMPERATURE RATING OF 75 DEG C. AS SUCH, WIRE AMPACITIES ARE CALCULATED AT 75 DEG C RATINGS. CABLES SHALL BE DE-RATED PER NEC 110.14 (C).
12. CONDUIT SIZE SHALL BE AS SPECIFIED IN THE PLANS OR DETAILS. UNDERGROUND CONDUIT SHALL BE SCH 40 PVC ENCASED IN CONCRETE WITH PVC COATED GALVANIZED RIGID STEEL BENDS, ELBOWS AND STUB-UPS. EXPOSED CONDUIT IN THE GENERATOR ENCLOSURE, PUMP VAULT, AND WET WELL SHALL BE PVC-COATED GALVANIZED RIGID STEEL.
13. EQUIPMENT AND WIRING METHODS SHALL BE RATED FOR CORROSIVE LOCATIONS. ENCLOSURES IN THE VALVE VAULT AND WET WELL SHALL BE NEMA 4X SS. EQUIPMENT IN THE GENERATOR ENCLOSURE SHALL BE NEMA 3R UNLESS NOTED OTHERWISE.
14. GROUND AND BOND ALL EQUIPMENT AND ENCLOSURES PER NEC ARTICLE 250 AND MANUFACTURER REQUIREMENTS.
15. CONTRACTOR SHALL PLAN AND INSTALL WORK IN SUCH A MANNER AS TO CONFORM TO THE STRUCTURE, AVOID OBSTRUCTIONS, PRESERVE HEADROOM AND KEEP OPENINGS AND PASSAGEWAYS CLEAR.
16. CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIAL, ETC. NECESSARY FOR A COMPLETE AND WORKABLE ELECTRICAL SYSTEM WHETHER OR NOT THESE ITEMS ARE SPECIFICALLY NOTED ON THESE DRAWINGS. INCIDENTAL ITEMS NOT INDICATED ON THE DRAWINGS, NOR MENTIONED IN SPECIFICATIONS THAT CAN BE LEGITIMATELY AND REASONABLY INFERRED TO BELONG TO THE WORK DESCRIBED OR BE NECESSARY IN GOOD PRACTICE TO PROVIDE A COMPLETE SYSTEM, SHALL BE FURNISHED AND INSTALLED AS THOUGH ITEMIZED HERE IN EVERY DETAIL.
17. ALL TRENCHING, CONDUITS, ETC. SHALL BE ROUTED AND INSTALLED IN SUCH A MANNER THAT WILL NOT DAMAGE EXISTING FACILITIES OR UNDERGROUND UTILITIES. SHOULD DAMAGE OCCUR, IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO REPAIR DAMAGE TO THE SATISFACTION OF THE CITY OR INSPECTOR.
18. ALL CONDUIT RUNS SHOWN ON THIS PLAN ARE SCHEMATIC IN NATURE. THE CONTRACTOR SHALL MAKE SURE THAT ALL CONDUIT MEETS LOCAL AND STATE CODES.
19. WHEN CROSSING PATHWAYS OR SIDEWALKS, CONTRACTOR SHALL BORE UNDER EXISTING CONCRETE WALKS AND SAWCUT ASPHALT WALKS. ASPHALT WALKS AND CONCRETE SIDEWALKS TO BE REPLACED IN KIND.
20. CONTRACTOR SHALL GUARANTEE WORK INSTALLED UNDER THE CONTRACT TO BE FREE FROM DEFECTIVE WORKMANSHIP AND MATERIALS, USUAL WEAR EXPECTED, AND SHOULD ANY SUCH DEFECTS DEVELOP WITHIN A PERIOD OF ONE YEAR ACCEPTANCE OF THE PROJECT BY THE CITY, THE CONTRACTOR SHALL REPAIR AND/OR REPLACE ANY DEFECTIVE ITEMS AND DAMAGE RESULTING FROM FAILURE OF THESE ITEMS, AT NO EXPENSE WHATSOEVER TO THE CITY.
21. ALL CIRCUITS SHALL BE LEGIBLY IDENTIFIED AT THE PANEL, JUNCTION BOXES AND AT ALL EQUIPMENT IN A PERMANENT MANNER (I.E. ETCHED PLATES, CONDUCTOR TAG, PERMANENT MARKER, ETC.). THE LABELING SHALL INCLUDE PANEL CIRCUIT NUMBER, "TO" AND "FROM" IDENTIFICATION, AND MARKED "SPARE" WHERE APPLICABLE.
22. CONTRACTOR SHALL TEST ELECTRICAL SYSTEM FOR SHORT CIRCUITS AND MEGGER TEST FEEDERS AND BRANCH CIRCUIT WIRING. ENSURE LOW IMPEDANCE GROUND PATH SYSTEM. PERFORM HIPOT TESTING WHEN REQUIRED BY LOCAL JURISDICTION.
23. CONTRACTOR SHALL COORDINATE ALL EQUIPMENT CONNECTIONS WITH EQUIPMENT SUPPLIER PRIOR TO ROUGH-IN. PROVIDE ADDITIONAL FUSED DISCONNECT SWITCHES AND CONTROLS IF OVERCURRENT PROTECTION OR CONTROLS ARE NOT INTEGRAL WITH UNITS.
24. FULL LOAD AMPS (FLA) SIZES, AS NOTED IN THESE DRAWINGS, ARE BASED ON SPECIFIED EQUIPMENT DATA. CONTRACTOR SHALL VERIFY NAMEPLATE FLA OF EQUIPMENT SUPPLIED AND COORDINATE ACCORDINGLY PER EQUIPMENT SUPPLIER'S RECOMMENDATIONS AND CODE REQUIREMENTS.
25. CONDUITS OR RACEWAYS INSTALLED IN AREAS WHERE ELEVATION CHANGES MAY CAUSE WATER OR MOISTURE TO ENTER THE ELECTRICAL EQUIPMENT THROUGH THE CONDUIT SHALL BE SEALED IN ACCORDANCE WITH NEC 300.5 (G).
26. MATERIALS SHALL BE NEW AND OF THE BEST QUALITY WITH MANUFACTURER'S NAME PRINTED THEREON. MATERIALS SHALL BE MANUFACTURED IN ACCORDANCE WITH NEMA, ANSI, UNDERWRITER'S LABORATORY OR OTHER APPLICABLE STANDARD (VFD RATED MTRS) AND RATED FOR HEAVY DUTY SERVICE.
27. SELECTION OF MATERIALS SHALL BE IN STRICT ACCORDANCE WITH THE DRAWINGS AND/OR SPECIFICATIONS.
28. THE SUBMITTALS SHALL BE NEATLY GROUPED AND ORGANIZED. PERTINENT INFORMATION SHALL BE HIGHLIGHTED, AND THE SPECIFIC PRODUCT SHALL BE IDENTIFIED. ALL SUBMITTALS SHALL BE COMPLETE, AND PRESENTED IN ONE PACKAGE. THE SUBMITTAL SHALL INCLUDE A COMPLETE LIST OF THE EQUIPMENT AND MATERIALS, INCLUDING THE MANUFACTURER'S NAME, PRODUCT SPECIFICATION, DESCRIPTIVE DATA, TECHNICAL LITERATURE, PERFORMANCE CHARTS, CATALOG CUTS, INSTALLATION INSTRUCTIONS, AND SPARE PART RECOMMENDATIONS FOR EACH DIFFERENT ITEM OF THE EQUIPMENT SPECIFIED.
29. VERIFY ALL CONDUIT FILL RATIOS, BOX FILLS, AND CONDUIT BENDS (MAX 360 DEGREES) ARE MET PER NEC REQUIREMENTS. INSTALL PULL BOXES AND DE-RATE CABLE AMPACITY AS NECESSARY.
30. CONTRACTOR TO READ ALL THE DRAWINGS IN THIS SET TO BECOME FAMILIARIZED WITH THE FULL ELECTRICAL SCOPE.
31. THESE DRAWINGS AND THE PROJECT SPECIFICATIONS ARE COMPLEMENTARY. WHERE THERE IS OVERLAP, THE MORE STRINGENT REQUIREMENT WILL TAKE PRECEDENCE.
32. CONTRACTOR SHALL VERIFY ALL CIRCUITS CONTAIN LESS THAN 5% VOLTAGE DROP.
33. CONTRACTOR SHALL COORDINATE AND PERFORM WORK TO THE STANDARDS OF ALL APPLICABLE UTILITY COMPANIES, INCLUDING BUT NOT LIMITED TO UNDERGROUND ELECTRICAL LINES, GAS LINES AND WATER LINES. WHEN AN ISSUE OR DISCREPANCY ARISES, NOTIFY THE CITY AND ENGINEER IMMEDIATELY.
34. CONTRACTOR TO PROVIDE REQUIREMENTS FOR NFPA 70E, AS REQUIRED.
35. CONTRACTOR SHALL NOTIFY THE ENGINEER WITH ANY DISCREPANCIES FOUND DURING INSTALLATION OR REVIEW.
36. ALL POWER AND LIGHTING CONDUITS SHALL HAVE A GROUND WIRE, BE AT LEAST #12 THHN, AND SIZED FOR PROPER AMPACITY DERATING AND CONDUIT FILL.
37. ALL 120V RECEPTACLES SHALL BE GFCI PROTECTED, EITHER WITH A GFCI RECEPTACLE OR THROUGH A GFCI CIRCUIT BREAKER.
38. EQUIPMENT AND WIRING METHODS IN THE WET WELL SHALL BE RATED FOR CLASS 1 / DIV 1 GROUP D. SEE HAZARDOUS AREA PLAN AND DETAIL INCLUDED HEREIN. ALL HAZARDOUS EQUIPMENT INSTALLATIONS SHALL BE PER NEC HAZARDOUS REQUIREMENTS. SEE SHEETS E2.2 & E2.3.
39. ELECTRICAL EQUIPMENT INCLUDING, BUT NOT LIMITED TO, ELECTRICAL SERVICE EQUIPMENT AND DISTRIBUTION PANELBOARDS SHALL BE SEISMIC-CERTIFIED AND ANCHORED ACCORDING TO EQUIPMENT MANUFACTURER'S INSTALLATION INSTRUCTIONS. SEISMIC FREE STANDING LABEL (IBC/CBC SESMIC QUALIFIED).

SCOPE OF WORK (SUMMERIZED VERSION):

1. PROVIDE ELECTRICAL WORK FOR THE UPGRADES TO THE EXISTING PUMP STATION AND NEW GENERATOR ENCLOSURE.
2. ELECTRICAL POWER EQUIPMENT SHALL CONSIST OF A SCE CO. METER AND MAIN C.B., AUTOMATIC TRANSFER SWITCH (ATS), MANUAL TRANSFER SWITCH WITH INTEGRAL CAMLOCK CONNECTIONS, DISTRIBUTION PANEL, VFD MOTOR CONTROL PANELS, SUBMERSIBLE WASTEWATER PUMPS W/ TEMP/SEAL PROTECTION, STEP-DOWN 120/240V XFMR AND PANELBOARD, AND VENTILATION FAN.
3. ELECTRICAL CONTROL EQUIPMENT SHALL CONSIST OF A CONTROL PANEL WITH PROGRAMMABLE LOGIC CONTROLLER (PLC) (PLC PURCHASED BY THE CITY AND INSTALLED BY THE CONTRACTOR) TO CITY SCADA SYSTEM (ALLEN BRADLEY), MANAGED FIBER/ETHERNET SWITCH, ROUTER, OPERATOR INTERFACE TERMINAL (OIT), EMERGENCY ALARM WITH AUTO-DIALING, DUPLEX FLOAT PUMP CONTROLLER, AND ALL APPURTENANT EQUIPMENT FOR NFPA 820 COMPLIANT DUAL LIGHT + ALARM WARNING SYSTEM.
4. INSTRUMENTATION SHALL CONSIST OF LEVEL FLOAT SWITCHES, ULTRASONIC LEVEL TRANSDUCER + TRANSMITTER, GAS SENSORS + TRANSMITTERS, PRESSURE TRANSMITTER, FLOWMETER AND INTRUSION SWITCHES.
5. COMMUNICATION UTILITY FRONTIER U.G. CONDUIT & CABLES SHALL BE PROTECTED IN PLACE FOR NEW LS-CP-PLC UNITS.

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REVISIONS

NO.	DESCRIPTION	DATE	APP.	BY

PLANS PREPARED BY

DESIGNED BY:
DRAWN BY:
CHECKED BY:

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS
EDWIN J. NORRIS RCE No. 50368 — DATE

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
MATT BAUMGARDNER RCE No. 71932 — DATE

SEAL:

CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

ELECTRICAL GENERAL NOTES

SHEET 2 OF 9 SHEETS
VERT. SCALE:
HORIZ. SCALE: AS SHOWN
DRAWING NO. MP-407

Last Revised: Wed May 21, 2025 - 1:26pm Last Plotted: Wed May 21, 2025 - 1:59pm Plotted By: eceallor Drawing: H:\Pubworks\CAPIMP\MP 407 Paramount Boulevard Stormwater Lift Station Improvements\PSMT\Plans\E1.dwg

PLAN LEGEND

- EXPOSED CONDUIT
- EXISTING EXPOSED CONDUIT
- CONDUIT WITHIN CEILING, FLOOR, WALLS, OR UNDERGROUND
- EXIST. CONDUIT WITHIN CEILING, FLOOR, WALLS, OR UNDERGROUND
- GROUNDING ELECTRODE CONDUCTOR
- EXISTING OVERHEAD ELECTRIC
- CONDUIT BEND UP
- CONDUIT BEND DOWN
- FENCE
- FLOOR MOUNTED ETHERNET (10/100) OUTLET (RJ-45)
- TELEPHONE OUTLET (RJ-11)
- ETHERNET (10/100) OUTLET (RJ-45)
- COMBINATION TELEPHONE/ETHERNET (10/100) OUTLET (RJ-11 & RJ-45)
- 240V SIMPLEX RECEPTACLE (NUMBER DENOTES CIRCUIT AMPS)
- 480V SIMPLEX RECEPTACLE (NUMBER DENOTES CIRCUIT AMPS)
- 120V, 20A SIMPLEX RECEPTACLE
- 120V, 20A DUPLEX RECEPTACLE
- 120V, 20A QUADRUPLEX RECEPTACLE
- 120V, 20A SPST SWITCH
- MANUAL MOTOR STARTER
- 120V, 20A 3-WAY SWITCH
- 120V, 20A 4-WAY SWITCH
- ANALYZER TRANSMITTER
- CONDUCTIVITY SWITCH
- FLOAT SWITCH
- ABOVE GROUND JUNCTION BOX
- LEVEL ELEMENT
- LEVEL PROBES
- LEVEL TRANSPONDER
- PHOTOCELL
- PRESSURE SWITCH
- TEMPERATURE SWITCH
- THERMOSTAT
- INTRUSION ALARM SWITCH
- UNDERGROUND JUNCTION BOX
- MANHOLE
- HANDHOLE
- DISCONNECT SWITCH
- FUSED DISCONNECT SWITCH
- ENCLOSED CIRCUIT BREAKER
- COMBINATION MOTOR STARTER
- MOTOR STARTER
- PUSHBUTTON CONTROL STATION
- CONDUIT SEAL-OFF FITTING
- SOLENOID VALVE (ENERGIZED TO CLOSE)
- SOLENOID VALVE (ENERGIZED TO OPEN)
- BUTTERFLY VALVE
- PLUG VALVE
- GATE VALVE
- ALARM BEACON
- HORN
- SPLICE CONNECTION

SINGLE LINE DIAGRAM AND SCHEMATIC LEGEND

- FIELD WIRING
- PANEL WIRING
- COMMUNICATIONS WIRING
- CABLE (MULTICONDUTOR SHIELDED)
- PILOT LIGHT (LETTER DENOTES COLOR)
- PUSH-TO-TEST PILOT LIGHT (LETTER DENOTES COLOR)
- CONTROL RELAY
- PRESSURE SWITCH (N.O.) CLOSES ON RISING LEVEL
- PRESSURE SWITCH (N.C.) OPENS ON RISING LEVEL
- TIMING RELAY, (N.O.T.C.) CONTACT TIME TO CLOSE (ON DELAY TIMER)
- TIMING RELAY, (N.C.T.O.) CONTACT TIME TO OPEN (ON DELAY TIMER)
- TIMING RELAY, (N.O.T.O.) CONTACT TIME TO OPEN (OFF DELAY TIMER)
- TIMING RELAY, (N.C.T.C.) CONTACT TIME TO CLOSE (OFF DELAY TIMER)
- FLOW SWITCH (N.O.) CLOSES ON RISING LEVEL
- FLOW SWITCH (N.C.) OPENS ON RISING LEVEL
- FLOAT SWITCH (N.C.) OPENS ON RISING LEVEL
- FLOAT SWITCH (N.O.) CLOSES ON RISING LEVEL
- LIMIT SWITCH (N.C.)
- LIMIT SWITCH (N.O.)
- LIMIT SWITCH (N.C.)
- LIMIT SWITCH (N.O.)
- TEMPERATURE SWITCH (N.C.) OPENS ON RISING LEVEL
- TEMPERATURE SWITCH (N.O.) CLOSES ON RISING LEVEL
- CIRCUIT BREAKER WITH DOOR OPERATED HANDLE, 3P, 480V, THERM MAG TRIP, UNO
- 3P, 480V MOLDED CASE CIRCUIT BREAKER WITH THERMAL MAG TRIP, UNO
- CONTACT (N.O.)
- CONTACT (N.C.)
- PUSHBUTTON (N.O.) MOMENTARY CLOSE
- PUSHBUTTON (N.C.) MOMENTARY OPEN
- 2-POSITION SELECTOR SWITCH
- 3-POSITION SELECTOR SWITCH (HAND-OFF-AUTO)
- LOCKOUT STOP PUSHBUTTON
- PUSH-PULL EMERGENCY STOP PUSHBUTTON
- DISCONNECT SWITCH (N.O.)
- DISCONNECT SWITCH (N.C.)
- EARTH GROUND CONNECTION
- GROUND ROD AND WELL
- OVERLOAD (ELECTRONIC TYPE)
- THERMAL OVERLOAD (BI-METALLIC)
- FUSE BLOCK
- FUSED DISCONNECT SWITCH
- NEUTRAL BUS
- GROUND BUS
- HORN
- BUZZER
- TERMINAL BLOCK
- FIELD TERMINATION
- MAIN LUG ONLY
- POWER DISTRIBUTION BLOCK
- COIL/INDUCTOR
- POWER TRANSFORMER
- HEATER
- MOTOR STARTER CONTACTOR COIL
- ELAPSED TIME METER
- METER & CURRENT TRANSFORMER
- WATT HOUR METER AND SOCKET
- PHASE FAILURE RELAY
- TIME DELAY RELAY
- LATCHING RELAY
- CONTROL RELAY
- INTRINSICALLY SAFE RELAY
- EDGE CONNECTORS
- INTERNAL CONTACT (N.O.)
- INTERNAL CONTACT (N.C.)
- BATTERY
- CAPACITOR
- SOLENOID
- RESISTOR
- DIODE
- METAL OXIDE VARISTOR
- INDICATING FUSE HOLDER AMPERE SIZE SHOWN
- LIGHTNING ARRESTER
- CONDUIT DESIGNATION C-CONTROL P-POWER
- EQUIPMENT TAG REFERENCE
- I/O POINT REFERENCE PLC, I/O RACK, OR ENUNCIATOR PANEL
- DRAWING REFERENCE
- LOCATION SYMBOL
- SHEET NOTE TAG
- EDGE CONNECTOR
- INSTRUMENTATION
- PHOTOCELL AND TIME CLOCK
- CONDUIT STUB-UP AND CAP
- ACTIVE HARMONIC FILTER
- EYS CONDUIT SEAL FILLED WITH EXPLOSION PROOF COMPOUND
- EYS CONDUIT SEAL FILLED WITH NON-EXPLOSION PROOF COMPOUND

ABBREVIATION LIST

A, AMP	AMPERES	RR	RUN RELAY
AM	AMMETER	RV	REDUCED VOLTAGE
AC	ALTERNATING CURRENT	RVAT	REDUCED VOLTAGE AUTO-TRANSFORMER
AIC	AMPS INTERRUPTING CAPACITY	SSS	SOLID-STATE STARTER
BAT	BATTERY BC BATTERY CHARGER	SR	SIMPLEX RECEPTACLE
C	COMMON	SS	SELECTOR SWITCH, SOFT STARTER
CB	CIRCUIT BREAKER	SP	SURGE PROTECTOR
CNTL	CONTROL	SPD	SURGE PROTECTOR DEVICE
CPT	CONTROL POWER TRANSFORMER	SV	SOLENOID VALVE
CP	CONTROL PANEL	SWBD	SWITCHBOARD
CR	CONTROL RELAY, CORROSION RESISTANT	TB	TERMINAL BLOCK
CT	CURRENT TRANSFORMER	TR	TIME DELAY RELAY
DC	DIRECT CURRENT	TC	TIMECLOCK
DR	DUPLEX RECEPTACLE	TM	THERMAL MAGNETIC
(E)	EXISTING	TS	TEMPERATURE SWITCH
EC	EDGE CONNECTOR	TSP	TWISTED SHIELDED PAIR
EF	EXHAUST FAN	TWP	TWISTED PAIR
ETM	ELAPSED TIME METER	TYP	TYPICAL
F	FUSE	UG	UNDERGROUND
FB	FUSE BLOCK	V	VOLTS, VOLTAGE
(F)	FUTURE	VM	VOLTMETER
FLTR	FILTER	VFD	VARIABLE FREQUENCY DRIVE
FS	FLOAT SWITCH	WP	WEATHERPROOF
FVNR	FULL VOLTAGE NON REVERSING	TR,XFMR	TRANSFORMER
FVR	FULL VOLTAGE REVERSING	XP	EXPLOSION PROOF
G, GND	GROUND		
GFCI	GROUND FAULT CIRCUIT INTERRUPTER		
HPS	HIGH PRESSURE SODIUM		
HS	HAND SWITCH		
ICP	INSTRUMENTATION CONTROL PANEL		
ISR	INTRINSICALLY SAFE RELAY		
I, IND	INDICATOR		
INST	INSTANTANEOUS		
KV	KILOVOLT		
KVA	KILOVOLT AMPERES		
KW	KILOWATT		
LED	LIGHT EMITTING DIODE		
LCD	LIQUID CRYSTAL DISPLAY		
LA	LIGHTNING ARRESTER		
LCP	LOCAL CONTROL PANEL		
LPU	LIGHTNING PROTECTION UNIT		
LOS	LOCK OUT STOP		
LR	LATCH RELAY		
LS	LOAD SPLITTER		
MA	MILLIAMPERES		
MB	MAIN BREAKER		
MCC	MOTOR CONTROL CENTER		
MCP	MOTOR CIRCUIT PROTECTOR		
MOT	MOTOR OVERTEMPERATURE		
MMS	MOTOR MOISTURE SENSOR		
MS	MOTOR STARTER		
N	NEUTRAL		
NA	NON AUTOMATIC		
(N)	NEW		
N.I.C.	NOT IN CONTRACT		
NP	NAMEPLATE		
OT	OVERTEMPERATURE		
O/L	OVERLOAD DEVICE		
PB	PUSHBUTTON		
PCB	PRINTED CIRCUIT BOARD		
PC	PROGRAMMABLE CONTROLLER		
PLC	PROGRAMMABLE LOGIC CONTROLLER		
PL-1	PILOT LIGHT 1		
PFR	PHASE/POWER FAIL RELAY		
PNL	PANEL		
POT	POTENTIOMETER		
PPM	POWER PHASE MONITOR		
PR	PAIR CABLE		
PS	PRESSURE SWITCH		
PT	POTENTIAL TRANSFORMER		
PTT	PUSH TO TEST		
PVC	POLYVINYL CHLORIDE		
PWR	POWER		

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NO.	DESCRIPTION	DATE	APP.	BY

PLANS PREPARED BY

DESIGNED BY:
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CHECKED BY:

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS
EDWIN J. NORRIS RCE No. 50368 — DATE

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
MATT BAUMGARDNER RCE No. 71932 — DATE

SEAL:

CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

SINGLE LINE DIAGRAM LEGEND

SHEET 3 OF 9 SHEETS
VERT. SCALE: AS SHOWN
HORIZ. SCALE:
DRAWING NO. MP-407

Last Revised: Mon Mar 10, 2025 - 3:35pm Last Plotted: Mon Mar 10, 2025 - 3:36pm Plotted By: tbirthisel Drawing: C:\Users\tbirthisel\Documents\Pumpstation Rehab\CAD\E1.dwg

GENERAL NOTES:

1. NOT ALL EQUIPMENT AND WIRING ARE SHOWN ON THIS DIAGRAM. REFERENCE DRAWINGS IN THE ELECTRICAL SET AND ENTIRE PROJECT TO COMPLETELY UNDERSTAND THE SCOPE OF ELECTRICAL WORK. (REFER TO PLANS & SPECIFICATIONS).

2. DRAWINGS ARE DIAGRAMMATIC AND DO NOT REFLECT ACTUAL ROUTING. CONTRACTOR SHALL INSTALL PULLPOINTS WHERE REQUIRED FOR PULLING TENSION AND MAINTAINING LESS THEN (4) 90 DEGREE BENDS. (REFER TO PLANS FOR ELECTRICAL EQUIPMENT LOCATION).

3. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS AND NOTIFY THE ENGINEER AND THE CITY OF ANY DISCREPANCIES FOUND.

4. ALL EQUIPMENT AND WIRING METHODS SHALL BE RATED FOR CORROSIVE LOCATIONS. EXPOSED CONDUIT SHALL BE PVC COATED RIGID GALVANIZED STEEL. EQUIPMENT IN THE VALVE VAULT/WET WELL SHALL BE NEMA 4X SS CORROSION RESISTANT U.N.O. EQUIPMENT IN THE GENERATOR ENCLOSURE SHALL BE NEMA 3R U.N.O.

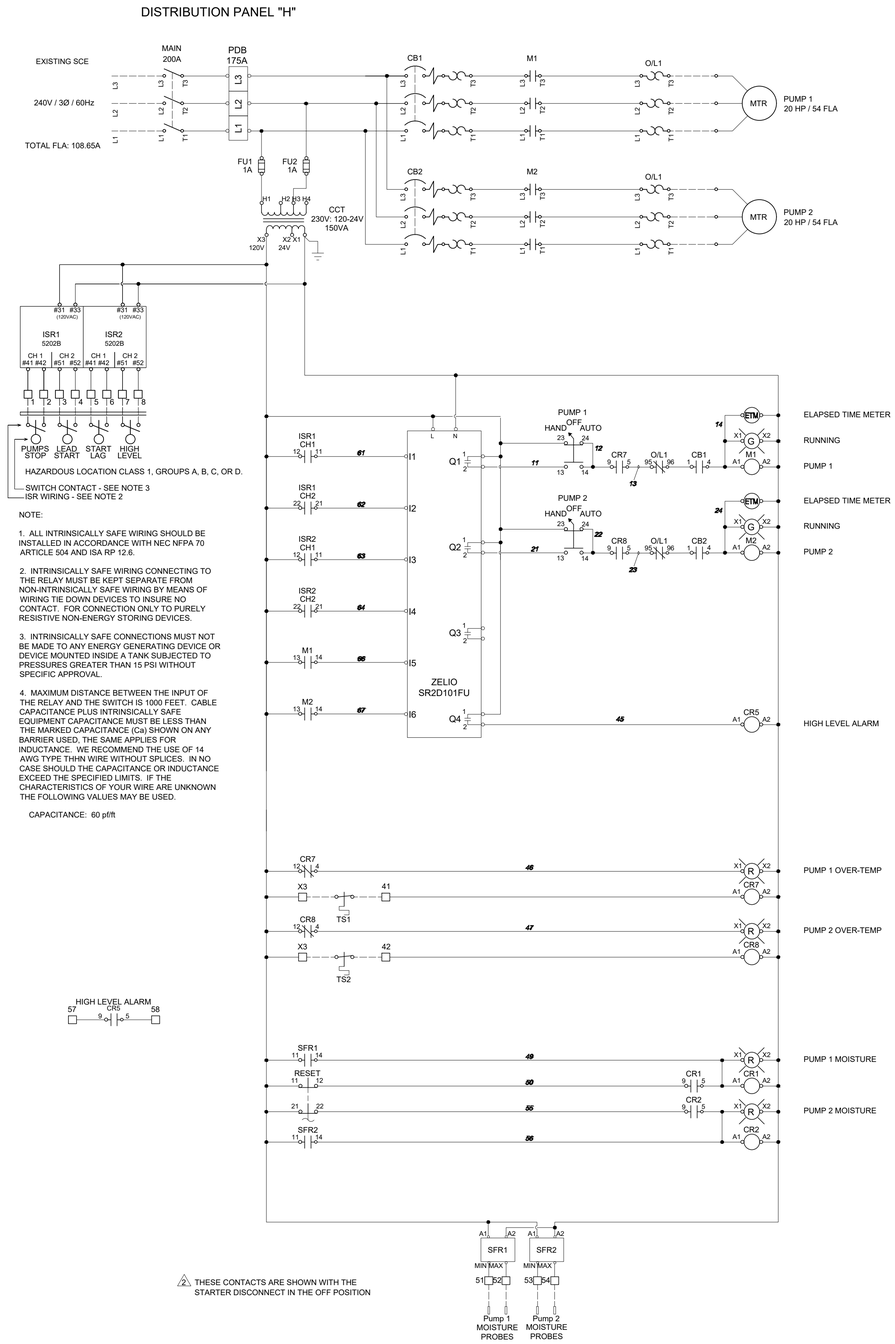
5. CONTRACTOR SHALL PERFORM SAFE WORK IN ACCORDANCE WITH CAL/OSHA AND NFPA 70E STANDARDS.

6. FIBER OPTIC WIRING METHODS SHALL BE IN ACCORDANCE WITH NEC 770. FIBER UTILITY COMPANY SHALL INSTALL EQUIPMENT IN VAULT FOR THE CITY FIBER/DSL MODEM STANDARDS.

7. WHEN REQUIRED CONTRACTOR SHALL PROVIDE STRUCTURAL DESIGN CALCULATIONS FOR MOUNTING AND ANCHORING OF FABRICATED ASSEMBLIES AND SUPPORT STRUCTURES, SIGNED AND SEALED BY A REGISTERED PROFESSIONAL ENGINEER (CIVIL/STRUCTURAL) CURRENTLY LICENSED IN THE SAME STATE AS THE FINAL INSTALLATION. CALCULATIONS SHALL INCLUDE SEISMIC CONSIDERATIONS FOR THE LOCATION OF INSTALLATION.

8. ALL ELECTRICAL EQUIPMENT SHALL HAVE ARC-FLASH HAZARD WARNING LABELS IN ACCORDANCE WITH NEC 110.16.

SINGLE LINE PUMP CONTROL DIAGRAM
PARTIAL SCHEMATIC



BENCH MARK	**REVISIONS**			
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	DRAWN BY:			
	CHECKED BY:			

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS — DATE
EDWIN J. NORRIS RCE No. 50368

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER — DATE
MATT BAUMGARDNER RCE No. 71932

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CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

PUMP CONTROL DIAGRAM

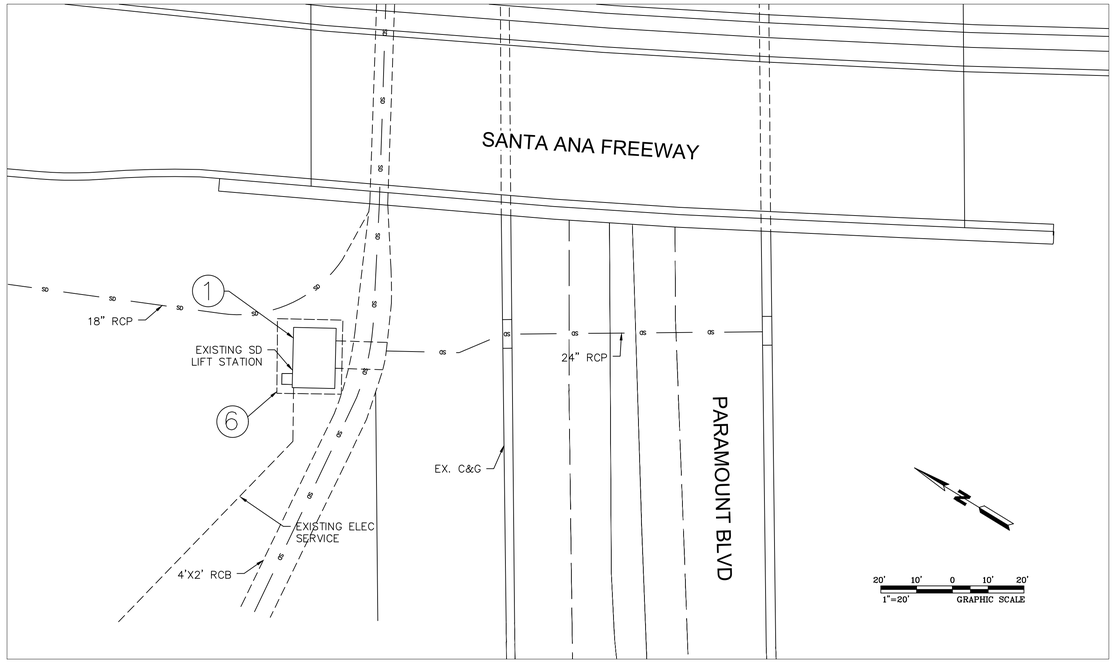
SHEET 4 OF 9 SHEETS
VERT. SCALE: AS SHOWN
HORIZ. SCALE:
DRAWING NO. MP-407

Last Revised: Mon Mar 10, 2025 - 3:41pm Last Plotted: Mon Mar 10, 2025 - 3:47pm Plotted By: tbirthisel Drawing: C:\Users\tbirthisel\Documents\Pumpstation Rehab\CAD\E1.dwg

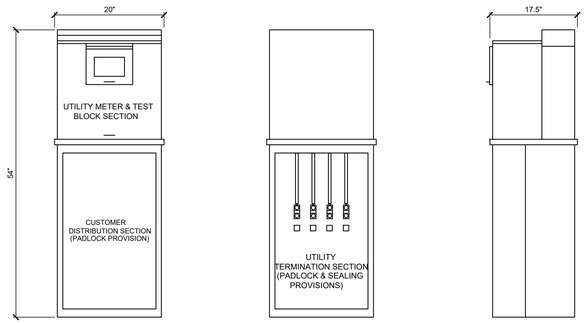
ELECTRICAL CONSTRUCTION NOTES:

NO.	DESCRIPTION
1	REMOVE AND REPLACE METER ENCLOSURE DOORS WITH 3/8" THICK STEEL REINFORCED DOORS AND INTERNAL HINGES. LOCK SYSTEM TO BE APPROVED BY CITY.
2	DISTRIBUTION PANEL "H", 240V, 200A MAIN BREAKER, 3PH-4W, 30 KAIC, NEMA 12, WALL-MOUNTED FROM EATON, SQUARE-D OR APPROVED EQUAL.
3	THE LIFT STATION CONTROL PANEL "LS-CP" PLC PANEL, U.L. 508A LISTED, STAINLESS STEEL, HEAVY DUTY, FREESTANDING, NEMA 4X. THE CONTRACTOR TO INSTALL THE PLC.
4	PANELBOARD "L", 120/240V, 1 PHASE, 3 WIRE, 22 KAIC, 24 CIRCUITS, 100 AMP FRAME, 80 AMP MAIN BREAKER, NEMA 12, WALL-MOUNTED. EATON, SQ-D OR APPROVED EQUAL WITH BTI SECURITY MODULE, SCADA MONITOR, MANUAL FLOAT TREE, AND HYDRO RANGER - LEVEL SENSOR AND INSTALL CITY FURNISHED MYDRO M850.
5	CONTRACTOR TO REMOVE ANY CONFLICTING DAMAGED CONDUIT AND WIRING AND INSTALL NEW CONDUIT AND WIRING AS SHOWN ON PLAN. SEE CONDUIT SCHEDULE, PLAN LAYOUTS, WIRE SCHEDULE FOR ADDITIONAL CIRCUITS NOT SHOWN ON THIS DIAGRAM .
6	GROUND AND BOND EQUIPMENT OR ENCLOSURE PER NEC
7	PULL BOX POWER "PB-P101", U.G. TAMPER PROOF HARDWARE - CONCRETE BOX. PROVIDE W/ CONDUIT SEALS & SEALING COMPOUND.
8	MANUAL TRANSFER SWITCH "MTS", HEAVY DUTY, 240V, 200A, 3PH-3W, 30 KAIC, W/ AUX. MONITORING CONTACTS, NEMA 3R, PAD MOUNTED, W/ INTEGRAL QUICK CONNECTS, TYPE ASCO 300 FRAME J OR APPROVED EQUAL.
9	CAMLOCK CONNECTION FITTINGS FOR PORTABLE POWER SOURCE (LOCKABLE). THE CONTRACTOR TO PROVIDE 50FT CAM LOCK EXTENSION CABLE PROTECTED INSIDE THE MTS CABINET.
10	INSTALL SURGE PROTECTIVE DEVICE AND SIZE SPD FEEDER PER MANUFACTURER SPECIFICATION, MINIMUM 200 KA PER PHASE.
11	REMOVE AND REPLACE EXISTING (2) 10" FLANGED 90° DIP ELBOWS, 10 LF OF 10" SCHEDULE 80 PVC, AND (2) 10" FL X MJ ADAPTERS.

ELECTRICAL SITE UTILITIES
1"=20'



SES / METER ELEVATION
NTS



NOTES:

1. SES/METER TYPE EATON CMP4411MCH-1 OR APPROVED EQUAL.
2. PROVIDE CONCRETE EQUIPMENT PAD SEISMIC FREE STANDING LABEL (IBC/CBC SEISMIC QUALIFIED) PER SCE UTILITY STANDARD REFER TO SHEET E0.0 NOTE 40.

SITE ADDRESS:
PARAMOUNT -A

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BENCH MARK

REVISIONS

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PLANS PREPARED BY

DESIGNED BY:
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CHECKED BY:

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS
EDWIN J. NORRIS RCE No. 50368 — DATE

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
MATT BAUMGARDNER RCE No. 71932 — DATE

SEAL:

CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

ELECTRICAL SITE UTILITIES PLAN

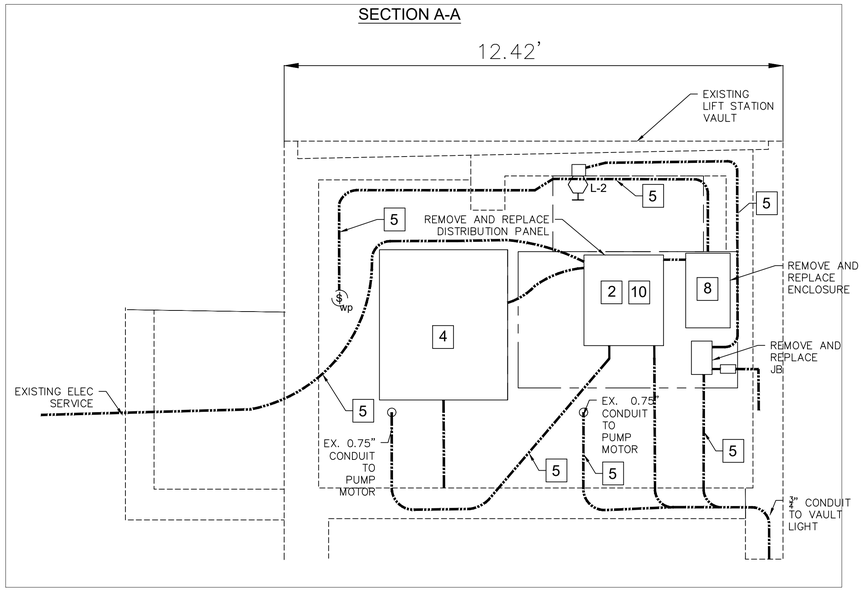
SHEET 5 OF 9 SHEETS

VERT. SCALE: N/A
HORIZ. SCALE:

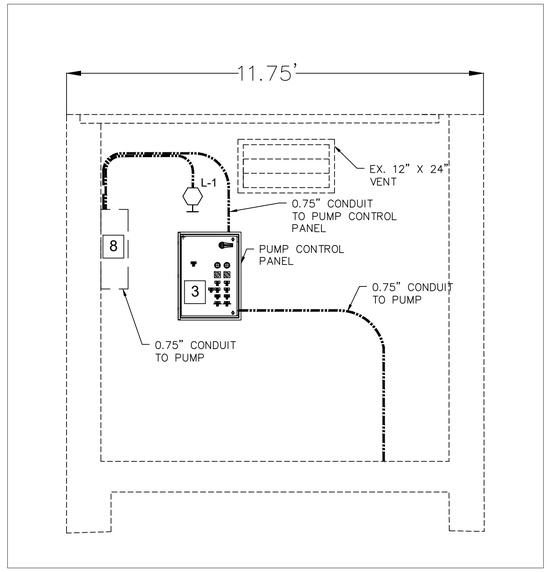
DRAWING NO. MP-407

Last Revised: Thu May 22, 2025 - 4:51pm Last Plotted: Thu May 22, 2025 - 4:53pm Plotted By: eceeller Drawing: H:\Pubworks\CAPIMP\MP 407 Paramount Boulevard Stormwater Lift Station Improvements\PS&E\Plans\E1.dwg

SECTION A-A



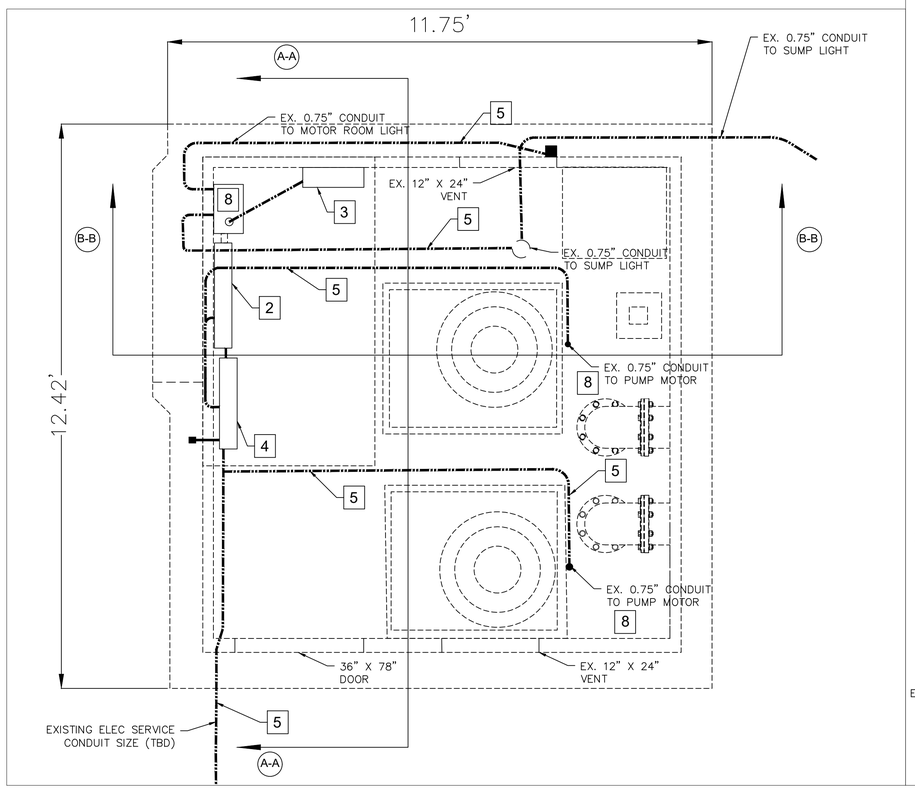
SECTION B-B



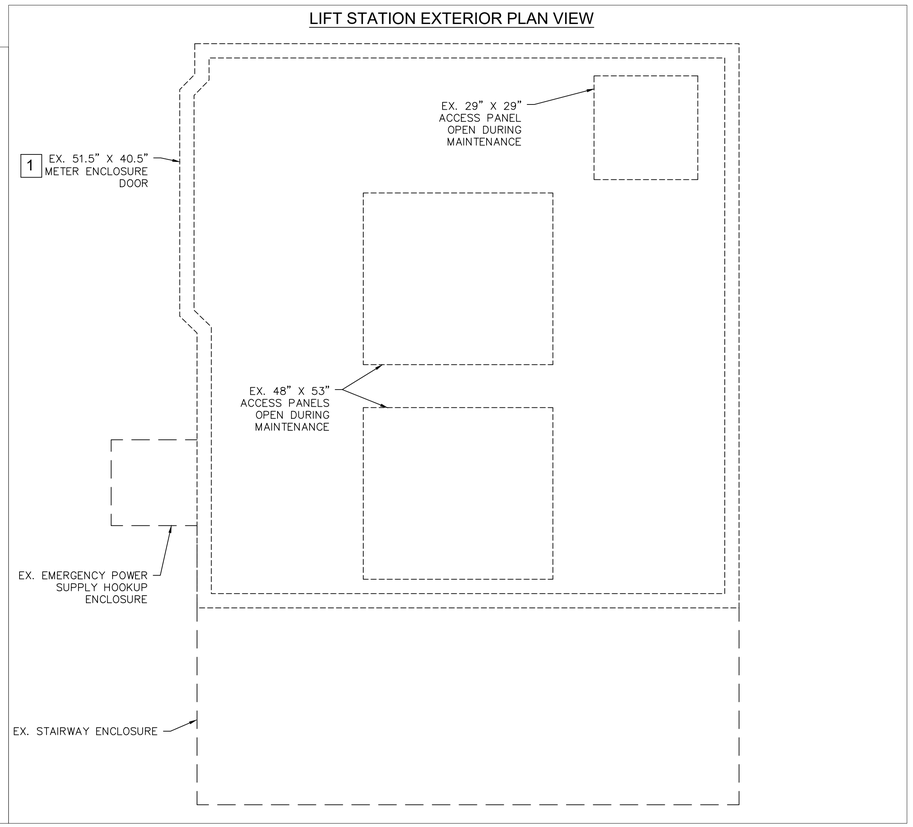
ELECTRICAL CONSTRUCTION NOTES:

NO.	DESCRIPTION
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2	DISTRIBUTION PANEL "H", 240V, 200A MAIN BREAKER, 3PH-4W, 30 KAIC, NEMA 12, WALL-MOUNTED FROM EATON, SQUARE-D OR APPROVED EQUAL.
3	THE LIFT STATION CONTROL PANEL "LS-CP" PLC PANEL, U.L. 508A LISTED, STAINLESS STEEL, HEAVY DUTY, FREESTANDING, NEMA 4X. THE CONTRACTOR TO INSTALL THE PLC.
4	PANELBOARD "L", 120/240V, 1 PHASE, 3 WIRE, 22 KAIC, 24 CIRCUITS, 100 AMP FRAME, 80 AMP MAIN BREAKER, NEMA 12, WALL-MOUNTED. EATON, SQ-D OR APPROVED EQUAL WITH BTI SECURITY MODULE, SCADA MONITOR, MANUAL FLOAT TREE, AND HYDRO RANGER - LEVEL SENSOR AND INSTALL CITY FURNISHED MYDRO M850.
5	CONTRACTOR TO REMOVE ANY CONFLICTING DAMAGED CONDUIT AND WIRING AND INSTALL NEW CONDUIT AND WIRING AS SHOWN ON PLAN. SEE CONDUIT SCHEDULE, PLAN LAYOUTS, WIRE SCHEDULE FOR ADDITIONAL CIRCUITS NOT SHOWN ON THIS DIAGRAM .
6	GROUND AND BOND EQUIPMENT OR ENCLOSURE PER NEC
7	PULL BOX POWER "PB-P101", U.G. TAMPER PROOF HARDWARE - CONCRETE BOX. PROVIDE W/ CONDUIT SEALS & SEALING COMPOUND.
8	MANUAL TRANSFER SWITCH "MTS", HEAVY DUTY, 240V, 200A, 3PH-3W, 30 KAIC, W/ AUX. MONITORING CONTACTS, NEMA 3R, PAD MOUNTED, W/ INTEGRAL QUICK CONNECTS, TYPE ASCO 300 FRAME J OR APPROVED EQUAL.
9	CAMLOCK CONNECTION FITTINGS FOR PORTABLE POWER SOURCE (LOCKABLE). THE CONTRACTOR TO PROVIDE 50FT CAM LOCK EXTENSION CABLE PROTECTED INSIDE THE MTS CABINET.
10	INSTALL SURGE PROTECTIVE DEVICE AND SIZE SPD FEEDER PER MANUFACTURER SPECIFICATION, MINIMUM 200 KA PER PHASE.
11	REMOVE AND REPLACE EXISTING (2) 10" FLANGED 90° DIP ELBOWS, 10 LF OF 10" SCHEDULE 80 PVC, AND (2) 10" FL X MJ ADAPTERS.

LIFT STATION PLAN VIEW



LIFT STATION EXTERIOR PLAN VIEW



LEGEND:

- L-# — INDICATES CIRCUIT NUMBER
- L-# — STANDBY LIGHT, 1.1W, MFR: LARSON ELECTRONIC, PN EXP-1L-LE6-1XRH, (OR APPROVED EQUAL). POWER FROM AHEAD OF LOCAL LIGHT SWITCH POWER CIRCUIT. WALL MOUNTED NEAR CEILING OF VAULT. APPROVED FOR CLASS I/DIV. II. LIGHTS MUST BE EQUIPPED WITH OCCUPANCY SENSOR.
- L-# — WALL-MOUNTED LIGHT FIXTURE, LED LAMP 16W-A21-27 GE12349, WHITE, CLASS I/DIV II RATED AND EQUIPPED WITH OCCUPANCY SENSOR. MFR: LARSON ELECTRONICS, PN HAL-CRNM-NLA. APPROVED FOR CLASS I/DIV.II.
- wp — 120V, 20A GFCI DUPLEX TAMPER-WEATHER RESISTANT RECEPTACLE WITH METALLIC WEATHERPROOF WHILE IN USE COVER, EXTRA DUTY. APPROVED FOR CLASS I/DIV.II.
- wp — 120V, 20A GFCI QUAD TAMPER-WEATHER RESISTANT RECEPTACLE. NEMA 4X COVER, APPROVED FOR AREA CLASS. APPROVED FOR CLASS I/DIV. II.
- ((— HASH MARKS INDICATING NUMBER OF #12 CURRENT CARRYING CONDUCTORS. GROUND CONDUCTOR(S) NOT SHOWN FOR CLARITY, ALL CONDUITS SHALL HAVE A MINIMUM #12 GROUND AND SIZED PER CODE REQUIREMENTS. APPROVED FOR CLASS I/DIV. II.
- $ — 120 VAC WALL-MOUNTED LIGHT SWITCH @ 42" AFF. APPROVED FOR CLASS I/DIV. II.
- $ wp — 120 VAC WALL-MOUNTED LIGHT SWITCH @ 42" AFF, WEATHERPROOF. APPROVED FOR CLASS I/DIV. II.
- PROPOSED CONDUIT AND WIRE PER POWER CONDUIT WIRE SCHEDULE ON SHEET 7.

NOTES:

1. CONDUITS ARE SHOWN SCHEMATICALLY. CONTRACTOR SHALL ROUTE ALL CONDUIT ALONG CONCRETE WALLS, CONTRACTOR SHALL VERIFY IN FIELD.
2. CONTRACTOR SHALL VERIFY ELECTRICAL U.G. CONDUIT ROUTING AND DEPTH, PRIOR TO INSTALLATION.
3. MOUNT AND WIRE ALL EQUIPMENT PER MANUFACTURER REQUIREMENTS.
4. LABEL CONDUITS PER DETAIL 'D' ON SHEET 8.
5. REFER TO SPECS FOR AREA CLASSIFICATION.
6. CONDUCTORS FOR HOME RUN CIRCUITS FOR LIGHTING AND RECEPTACLES SHALL BE #10 AWG MINIMUM SIZE, UNLESS NOTED OTHERWISE.
7. RECEPTACLE OUTLETS SHALL BE CLEARLY LABELED WITH THE CIRCUIT PROVIDING POWER. LABEL SHALL BE SUITED FOR ENVIRONMENT RECEPTACLE IS LOCATED IN.
8. LIGHTING AND RECEPTACLE WIRING SHALL BE WITHIN CONDUITS (PVC COATED RGS FOR OUTDOOR & EXPOSED CONDUIT).
9. ALL CONDUITS SHALL CONTAIN A PROPERLY SIZED GROUND CONDUCTOR. DE-RATE CONDUCTORS PER NEC 310.15(C)(1).

DIGALERT — DIAL TOLL FREE 1-800-227-2600 AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

BENCH MARK

REVISIONS

NO.	DESCRIPTION	DATE	APP.	BY

PLANS PREPARED BY

DESIGNED BY:
DRAWN BY:
CHECKED BY:

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS — DATE
EDWIN J. NORRIS RCE No. 50368

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER — DATE
MATT BAUMGARDNER RCE No. 71932

SEAL:

CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

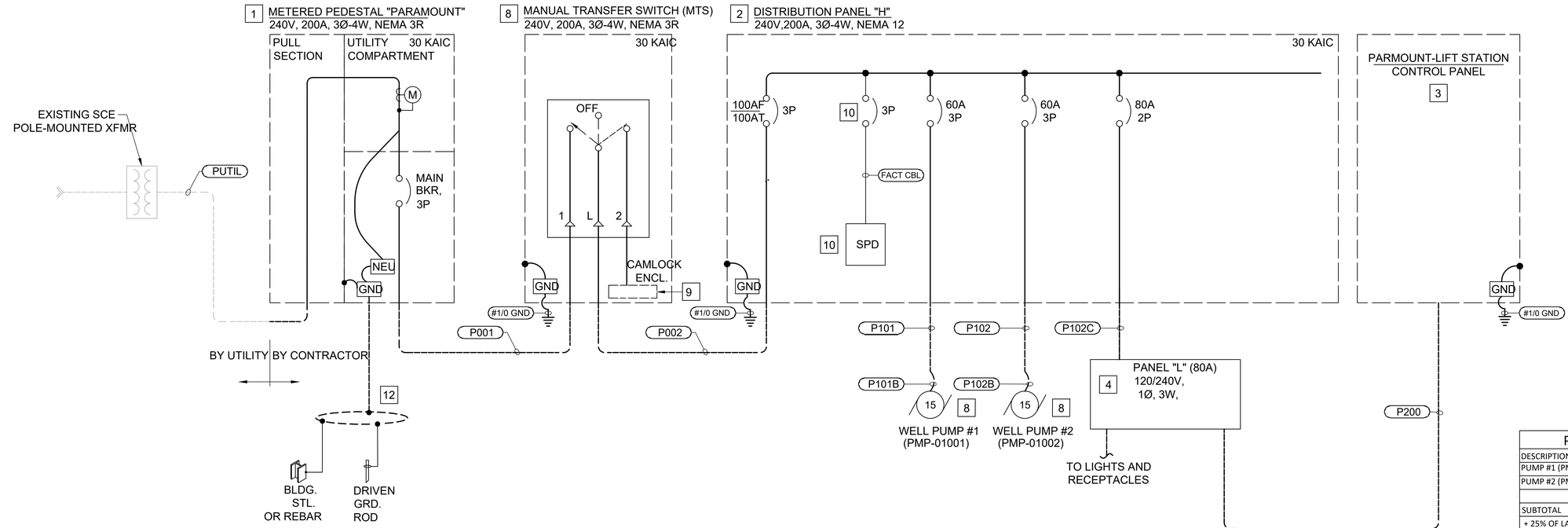
SECTION DETAILS

SHEET 6 OF 9 SHEETS
VERT. SCALE: N/A
HORIZ. SCALE:
DRAWING NO. MP-407

Last Revised: Thu May 22, 2025 - 4:51pm Last Plotted: Thu May 22, 2025 - 4:53pm Plotted By: eceller Drawing: H:\Puborks\CAPMP\MP 407 Paramount Boulevard Stormwater Lift Station Improvements\PSMT\Plans\E1.dwg

POWER CONDUIT WIRE SCHEDULE						
CONDUIT		WIRE*		FROM	TO	REMARKS
NO.	SIZE	POWER	GROUND			
PUTIL	TBD	TBD	TBD	UTILITY POLE TRANSFORMERS	SES/METER MAIN C.B.	PER UTILITY COMPANY
P001	2.0"	3 - 3/0	1 - 1/0	SES/METER MAIN C.B.	MTS	(MTS WITH CAMLOCKS)
P002	2.0"	3 - 3/0	1 - 1/0	MTS	DISTRIBUTION PANEL "H" (200A)	
P101	1.0"	3 - #4	1 - #4	DISTRIBUTION PANEL "H" (200A)	MCP - WELL PUMP #1 (PMP-01001)	
P101B	1.0"	FACT. CBL.		MCP - WELL PUMP #1 (54A)	WELL PUMP #1 (PMP-01001)	
P102	1.0"	3 - #4	1 - #4	DISTRIBUTION PANEL "H" (200A)	MCP - WELL PUMP #2 (PMP-01002)	
P102B	1.0"	FACT. CBL.		MCP - WELL PUMP #2 (54A)	WELL PUMP #2 (PMP-01002)	
P102C	1.25"	2 - #2	1 - #2	DISTRIBUTION PANEL "H" (80A)	PANEL 'L'	
P200	1.0"	2 - #10	1 - #10	PANEL 'L'	MCP PANEL	
P203	0.75"	2 - #10	1 - #10	PANEL 'L'	SITE WP RECEPTACLE (1)	
P203A	0.75"	2 - #10	1 - #10	PANEL 'L'	SITE WP RECEPTACLE (2)	
P203B	0.75"	2 - #10	1 - #10	PANEL 'L'	VALVE VAULT LIGHT SWITCH	
P205	0.75"	2 - #10	1 - #10	PANEL 'L'	BLOWER/EXHAUST FAN (FUTURE)	
P206	0.75"	2 - #10	1 - #10	PANEL 'L'	(FUTURE STUB-OUT & CAPPED)	
P207	0.75"	FACT. CBL.		PANEL 'L'	BTI SECURITY MODULE	
P208	0.75"	FACT. CBL.		PANEL 'L'	SCADA MONITOR	
P209	0.75"	FACT. CBL.		PANEL 'L'	HYDRO RANGER - LEVEL SENSOR	
P210	0.75"	FACT. CBL.		PANEL 'L'	MANUAL FLOAT TREE	

SINGLE LINE DIAGRAM



PANEL "H" LOAD SUMMARY		
DESCRIPTION	HP	ACTIVE (A) @ 240V
PUMP #1 (PMP-01001)	15	54
PUMP #2 (PMP-01002)	15	54
	-	
SUBTOTAL		108
+ 25% OF LARGEST MOTOR		14
GRAND TOTAL		122
PERCENT CAPACITY		61.0

DIAL TOLL FREE 1-800-227-2600
AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

BENCH MARK

REVISIONS

NO.	DESCRIPTION	DATE	APP.	BY

PLANS PREPARED BY

DESIGNED BY:
DRAWN BY:
CHECKED BY:

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS
EDWIN J. NORRIS RCE No. 50368 — DATE

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
MATT BAUMGARDNER RCE No. 71932 — DATE

SEAL:

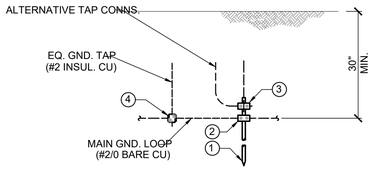
CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

POWER CONDUIT SCHEDULE & SINGLE LINE DIAGRAM

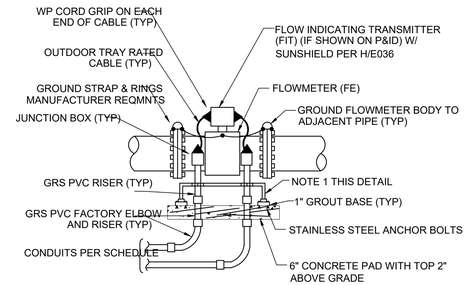
SHEET 7 OF 9 SHEETS
VERT. SCALE: N/A
HORIZ. SCALE:
DRAWING NO. MP-407

Last Revised: Wed May 21, 2025 - 2:05pm Last Plotted: Wed May 21, 2025 - 2:06pm Plotted By: ecuellar Drawing: H:\Pubworks\CAPMP\MP 407 Paramount Boulevard Stormwater Lift Station Improvements\PS&E\Plans\E1.dwg



BILL OF MATERIALS		
NO.	DESCRIPTION	QTY
1	GROUND ROD, 3/4" DIA. x 10', COPPER-CLAD STEEL	1
2	GROUND ROD CONNECTOR (5/8"-3/4", 2/0 SOL-250) BURNDY #GAR6429 OR EQUAL.	1
3	GROUND ROD CONNECTOR (5/8"-3/4", #4 SOL-2/0) BURNDY #GAR6426 OR EQUAL.	1
4	GROUND CABLE CONNECTOR (#2/0-250 TO #4-#2/0) BURNDY #GX2926 OR EQUAL.	1

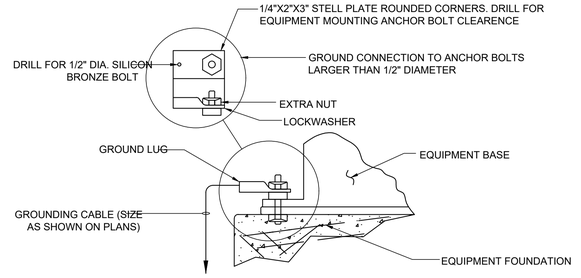
GROUND ROD INSTALLATION DETAIL — NTS — A



NOTE:

1. STAINLESS STEEL SUPPORT WITH TWO HOLE BASE ON EACH SIDE AND HEIGHT OF HORIZONTAL UNISTRUT SUPPORT SHALL BE 12" MINIMUM.

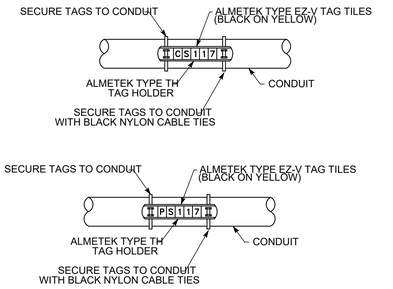
FLOW METER GROUNDING DETAIL — NTS — B



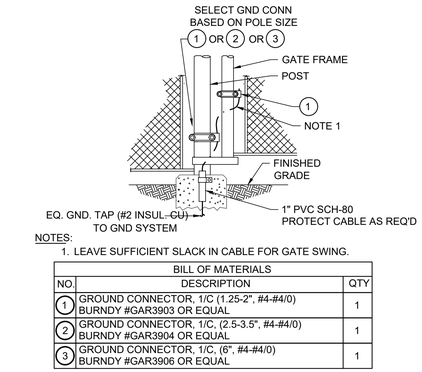
NOTE:

GROUND LUG SHALL BE BOLTED TO THE ANCHOR WITH A SECOND NUT AND LOCKWASHER. WHEN THE ANCHOR BOLT IS TOO LARGE FOR THE GROUND LUG A STEEL PLATE SHALL BE PROVIDED. DRILLED FOR ANCHOR BOLT CLEARANCE AND INSTALLED AS SHOWN WITH GROUND CONNECTOR BOLTED TO THE STEEL PLATE WITH 1/2" SILICONE BRONZE BOLT NUT AND FLAT WASHER.

EQUIPMENT GROUNDING DETAIL — NTS — C



CONDUIT LABELING DETAIL — NTS — D

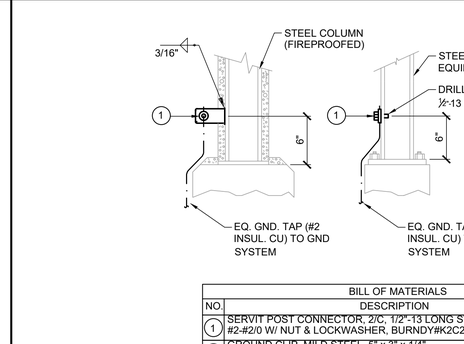


NOTES:

1. LEAVE SUFFICIENT SLACK IN CABLE FOR GATE SWING.

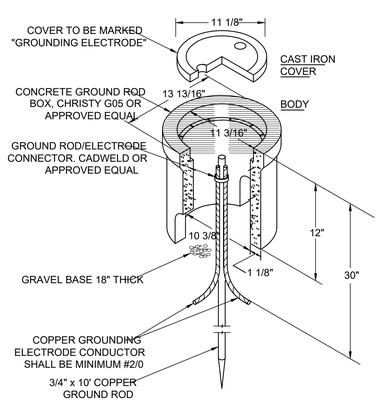
BILL OF MATERIALS		
NO.	DESCRIPTION	QTY
1	GROUND CONNECTOR, 1/C (1.25-2", #4-#4/0) BURNDY #GAR3903 OR EQUAL	1
2	GROUND CONNECTOR, 1/C, (2.5-3.5", #4-#4/0) BURNDY #GAR3904 OR EQUAL	1
3	GROUND CONNECTOR, 1/C, (6", #4-#4/0) BURNDY #GAR3906 OR EQUAL	1

GROUND TO FENCE DETAIL — NTS — E

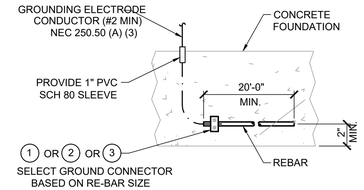


BILL OF MATERIALS		
NO.	DESCRIPTION	QTY
1	SERVIT POST CONNECTOR, 2/C, 1/2"-13 LONG STUD, #2-#2/0 W/ NUT & LOCKWASHER, BURNDY#K2C25B1	1
2	GROUND CLIP, MILD STEEL, 5" x 3" x 1/4" FIELD FABRICATE - SEE DET-A	1

GROUNDING CONNECTION - EQUIP/STEEL COLUMN DETAIL — NTS — F



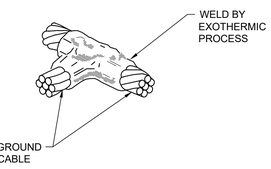
CONCRETE GROUND ROD INSPECTION DETAIL — NTS — G



BILL OF MATERIALS		
NO.	DESCRIPTION	QTY
1	#4 RE-BAR, 1/2" DIA. - USE GND. CONN. BURNDY #GAR1126 OR EQUAL	1
2	#5 OR #6 RE-BAR, 5/8" or 3/4" DIA. - USE GND. CONN. BURNDY #GAR6426 OR EQUAL	1
3	#7 OR #8 RE-BAR, 7/8" or 1" DIA. - USE GND. CONN. BURNDY #GAR1426 OR EQUAL	1

GROUND BOND TO REBAR DETAIL — NTS — H

SUPPLEMENTAL NOTES:



GROUND RING CONNECTION DETAIL — NTS — J

DIGALERT — DIAL TOLL FREE 1-800-227-2600 AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

BENCH MARK

REVISIONS

NO.	DESCRIPTION	DATE	APP.	BY

PLANS PREPARED BY

DESIGNED BY:
DRAWN BY:
CHECKED BY:

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS — DATE
EDWIN J. NORRIS RCE No. 50368

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER — DATE
MATT BAUMGARDNER RCE No. 71932

SEAL:

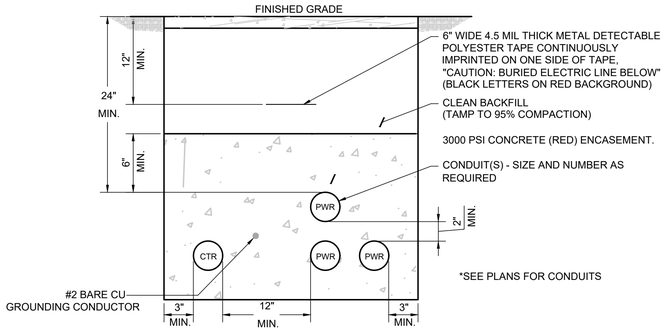
CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

ELECTRICAL DETAILS

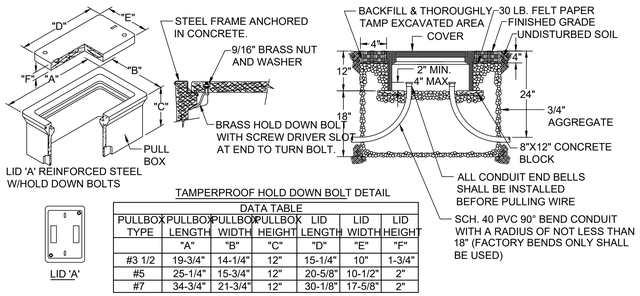
SHEET 8 OF 9 SHEETS
VERT. SCALE: N/A
HORIZ. SCALE:
DRAWING NO. MP-407

Last Revised: Mon Mar 10, 2025 - 3:41pm Last Plotted: Mon Mar 10, 2025 - 3:43pm Plotted By: Birthbel Drawing: C:\Users\Birthbel\Documents\Pumpstation Rehab\CAD\E1.dwg



NOTES:
1. ALL DIMENSIONS ARE MINIMUM. SEE PLANS AND CONDUIT SCHED.
2. MAINTAIN 24" MINIMUM CLEARANCE FROM POWER CONDUITS AND GAS/SEWER LINES.
3. MAINTAIN 12" MINIMUM CLEARANCE FROM POWER CONDUITS AND WATER/CONTROL LINES.
4. MAINTAIN 2" MINIMUM FROM OTHER CONDUITS.
5. INSTALL CONDUIT SUPPORT EVERY 5 FEET MINIMUM.
6. REPLACE SOIL/CONCRETE WITH IN KIND MATERIAL AFTER COMPLETION

TYPICAL CONDUIT TRENCH DETAIL — NTS — A



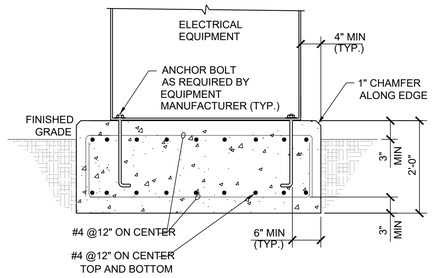
TAMPERPROOF HOLD DOWN BOLT DETAIL

DATA TABLE						
PULLBOX TYPE	PULLBOX LENGTH "A"	PULLBOX WIDTH "B"	PULLBOX HEIGHT "C"	LID LENGTH "D"	LID WIDTH "E"	LID HEIGHT "F"
#3 1/2	19-3/4"	14-1/4"	12"	15-1/4"	10"	1-3/4"
#5	25-1/4"	15-3/4"	12"	20-5/8"	10-1/2"	2"
#7	34-3/4"	21-3/4"	12"	30-1/8"	17-5/8"	2"

NOTES:
1. THE PULL BOX SHALL BE MADE OF A HIGH DENSITY REINFORCED CONCRETE MATERIAL WITH END AND SIDE KNOCKOUTS, AND NONSETTLING SHOULDERS TO MAINTAIN GRADE, MANUFACTURED WITH APPROXIMATE DIMENSIONS AS SHOWN.
2. STEEL REINFORCEMENT SHALL BE AS REGULARLY USED IN STANDARD PRODUCTS OF THE RESPECTIVE MANUFACTURER.
3. COVER LETTERING SHALL BE 1" LETTERS CAST IN STANDARD MARKINGS: "ELECTRIC"
4. ALL CABLE AND CONDUCTOR SPLICES SHALL BE CONNECTED WITH COPPER COMPRESSION H-TAP CONNECTOR OR APPROVED EQUAL AND INSULATED WITH A SPLICE KIT.
5. PULL BOX SHALL BE TRAFFIC RATED FOR LARGE VEHICLES AS REQUIRED.

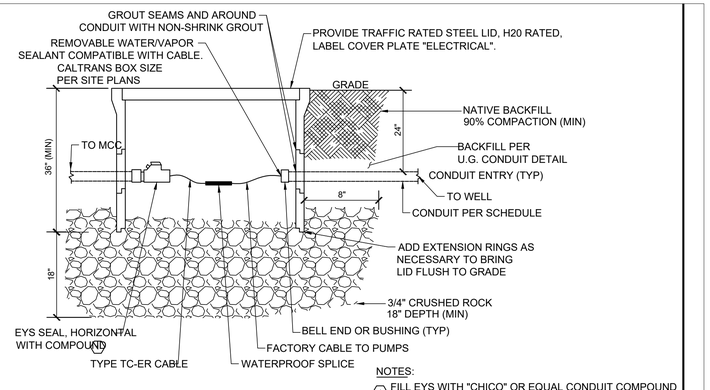
UNDERGROUND PULL BOX INSTALLATION DETAIL — NTS — D

NOTES:
1. EQUIPMENT BASE TOP SHALL BE LEVEL.
2. PRIOR TO EQUIPMENT BASE INSTALLATION, COMPACT SOIL UNDER AND 6" BEYOND THE BASE TO 95% RELATIVE COMPACTION.



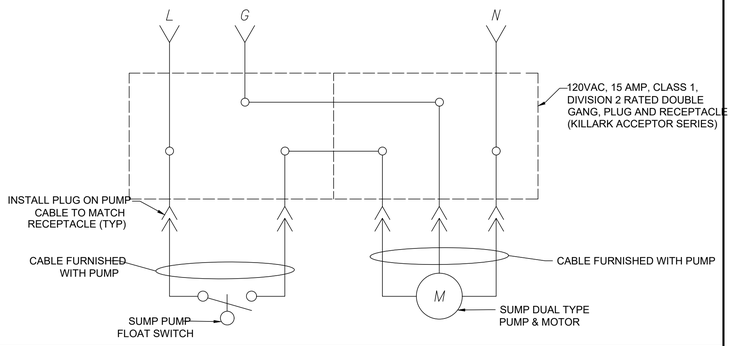
SECTION THROUGH EQUIPMENT DEPTH

TYPICAL EQUIPMENT PAD DETAIL — NTS — B

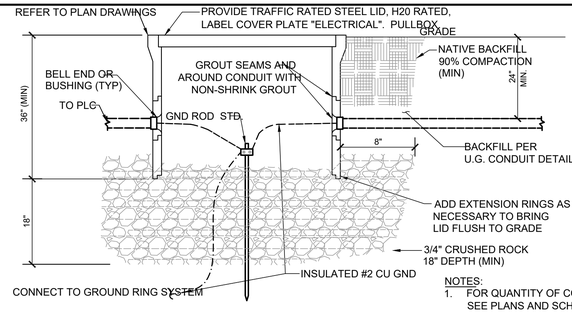


NOTES:
(1) FILL EYS WITH "CHICO" OR EQUAL CONDUIT COMPOUND AFTER INSPECTION AND TESTING IS COMPLETED

PULL BOX DETAIL — NTS — C

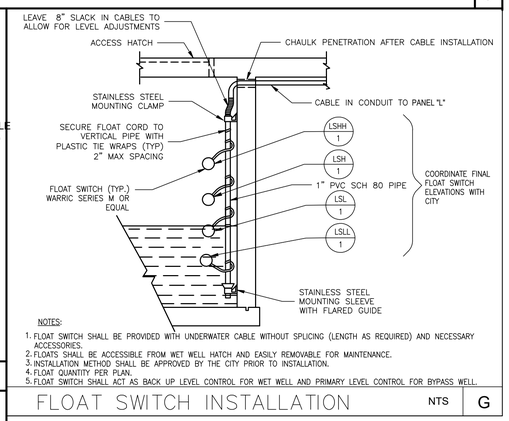


SUMP PUMP WIRING DIAGRAM — NTS — E



NOTES:
1. FOR QUANTITY OF CONDUITS SEE PLANS AND SCHEDULES.

TYPICAL PULLBOX & GROUND (POWER OR CONTROL) DETAIL — NTS — F



NOTES:
1. FLOAT SWITCH SHALL BE PROVIDED WITH UNDERWATER CABLE WITHOUT SPLICING (LENGTH AS REQUIRED) AND NECESSARY ACCESSORIES.
2. FLOATS SHALL BE ACCESSIBLE FROM WET WELL HATCH AND EASILY REMOVABLE FOR MAINTENANCE.
3. INSTALLATION METHOD SHALL BE APPROVED BY THE CITY PRIOR TO INSTALLATION.
4. FLOAT QUANTITY PER PLAN.
5. FLOAT SWITCH SHALL ACT AS BACK UP LEVEL CONTROL FOR WET WELL AND PRIMARY LEVEL CONTROL FOR BYPASS WELL.

FLOAT SWITCH INSTALLATION — NTS — G

DIGALERT — DIAL TOLL FREE 1-800-227-2600 AT LEAST TWO DAYS BEFORE YOU DIG — UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

BENCH MARK

REVISIONS

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PLANS PREPARED BY

DESIGNED BY:
DRAWN BY:
CHECKED BY:

APPROVED BY:

DEPUTY DIRECTOR OF PUBLIC WORKS — DATE
EDWIN J. NORRIS RCE No. 50368

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER — DATE
MATT BAUMGARDNER RCE No. 71932

SEAL:

CITY OF DOWNEY

PARAMOUNT BOULEVARD LIFT STATION IMPROVEMENTS

ELECTRICAL DETAILS

SHEET 9 OF 9 SHEETS
VERT. SCALE:
HORIZ. SCALE: N/A
DRAWING NO. MP-407

Last Revised: Wed May 21, 2025 – 2:05pm Last Plotted: Wed May 21, 2025 – 2:05pm Plotted By: eceller Drawing: H:\Pubworks\CAPIMP\MP 407 Paramount Boulevard Stormwater Lift Station Improvements\PS&E\Plans\E1.dwg

Item No. 5.

TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**OFFICE OF THE CITY CLERK**
BY:	**ALICIA DUARTE, CITY CLERK**
DATE:	**MARCH 24, 2026**
SUBJECT:	**ADOPTION OF RESOLUTION APPROVING THE UPDATES TO THE CITY'S RECORDS RETENTION SCHEDULE**

EXECUTIVE SUMMARY

The City Council will consider adopting a Resolution approving the updates to the City's Records Retention Schedule. Maintaining an updated Retention Schedule will result in increased efficiencies for the City and compliance with State law.

RECOMMENDATION

That the City Council:

Adopt Resolution No. 26-8341, updating the City's Records Retention Schedule.

BACKGROUND

The City's Records Retention Schedule ("Schedule") was last approved by the City Council in 2022; with changes in law an update is now due. Maintaining an updated Records Retention Schedule will result in increased efficiencies, reduce current and future storage costs, and eliminate duplication of staff efforts. The recommended updates to the "Schedule" are in compliance with all laws and are standard practice for California cities.

The proposed updates to the "Schedule" were reviewed and written interactively with City staff from each department including Department Heads. The City Attorney has performed a review and approved each department schedule. The schedules provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of the City's records.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the City Attorney and City Clerk.

ANALYSIS

Resolution No. 22-8816, authorizes only minor updates to the "Schedule" with the consent of the City Clerk and City Attorney; therefore, changes to the total Retention Schedule and/or adding new records series must be presented to the City Council for approval prior to taking effect.

Updating the City's Records Retention Schedule will ensure that the City continues to certify the life, care, and disposition of all City records.

Note: Deletions are noted in red and additions are noted in blue in the attached Records Retention Schedule.

CITY COUNCIL PRIORITIES

Fiscal Responsibility
Efficiency & Adaptability

FISCAL IMPACT

There is no fiscal impact.

Attachments

Attachment A - Resolution No. 26-8341 - Updating Records Retention Schedule.pdf

RESOLUTION NO. 26-8341

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DOWNEY UPDATING THE CITY'S RECORDS RETENTION SCHEDULE

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

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

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

WHEREAS, the City last amended its Records Retention Schedule in 2022 and now desires to update and further amend the Records Retention Schedule in accordance with best practices.

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

SECTION 1. The records of the City of Downey, as set forth in the Records Retention Schedule (Exhibit A), attached hereto and incorporated herein by this reference, are hereby authorized to be disposed of as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Director and with the consent in writing of the City Attorney and City Clerk, with further approval action by the City Council of the City of Downey.

SECTION 2. With the consent of the City Attorney and City Clerk, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council. Minor updates include without limitation changes in formatting, Department or Division names, improvements in descriptions, changes in comments, and deleting records series that are no longer applicable.

SECTION 3. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers, as defined by the California Public Records Act.

SECTION 4. The Records Retention Schedule attached as Exhibit A shall fully supersede the prior Records Retention Schedule approved by Resolution No. 22-8116.

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

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

APPROVED AND ADOPTED this 24th day of March, 2026.

_____

CLAUDIA M. FROMETA, Mayor

ATTEST:

MARIA ALICIA DUARTE, CMC
City Clerk

APPROVED AS TO FORM:

JOHN M. FUNK
City Attorney

I HEREBY CERTIFY that the foregoing Resolution was adopted by the City Council of the City of Downey at Regular meeting held on the 24th day of March, 2026 by the following vote, to wit:

AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:

MARIA ALICIA DUARTE, CMC
City Clerk

HOW TO USE RETENTION SCHEDULES

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

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

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

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

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

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

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

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

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

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

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

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

Copies, drafts, notes and non-records (or originals that do NOT have SUBSTANTIVE CONTENT) do **NOT require authorization,** and can be destroyed "**When No Longer Required**."

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

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

RECORDS RETENTION SCHEDULE LEGEND

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

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

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

Retention/Disposition:
Active *(guideline)*: How long the file remains in the immediate office area
Inactive *(guideline)*: How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated and certain data may require minimum retention.
Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) **terms used in State law**:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper, Mylar, Linen, "Hard Copy"
OD = Optical Disk or other **Unalterable Media which does not allow changes**

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

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**.
Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY WIDE (Used by ALL Departments)								
Finance / Risk Management	CW-001	Accident, Incident, Injury reports: **PUBLIC / EMPLOYEES**, with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies retained for reference; GC §34090.7
Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Travel Reimbursement, Warrant Requests, etc. ALL backup is forwarded to Finance	Copies - When No Longer Required	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	GC §34090.7
City Clerk	CW-005	Agreements / Contracts **FORMAL**	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~Upon Completion~~	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept. (Managing the Agreement / Contract)	CW-006	Agreements / Contracts **INFORMAL**	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~Upon Completion~~	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; ~~Statewide guidelines propose termination + 5 years;~~ CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-007	Agreements / Contracts: **ADMINISTRATIVE FILES (with Grant Funding)** (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~Upon Completion~~	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), ~~29 CFR 97.42~~; OMB Circular A-110 & A-133; GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-008	Agreements / Contracts: **ADMINISTRATIVE FILES** (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~Upon Completion~~	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; ~~Statewide guidelines propose termination + 5 years;~~ CCP §337 et. seq., GC §34090

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept. (Managing the Agreement / Contract)	CW-009	Agreements / Contracts: **UNSUCCESSFUL BIDS / UNSUCCESSFUL PROPOSALS / RESPONSES to RFPs** (Request for Proposals) / **RFQs** (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Finance	CW-010	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
	CW-011	Bids: See Agreements / Contracts						
Staffing Dept.	CW-012	Boards, Commissions, / Committees: **City Council Subcommittees** (Composed solely of less than a quorum of the City Council)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All recommendations are presented to the City Council; GC §34090 et seq.
	CW-013	Boards, Commissions, / Committees: **External Organizations** (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Staffing Dept.	CW-014	Boards, Commissions, / Committees: Residents Advisory Bodies Formed by CITY COUNCIL **AGENDAS, AGENDA PACKETS.**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-015	Boards, Commissions, / Committees: Residents Advisory Bodies Formed by CITY COUNCIL Recordings - **AUDIO RECORDINGS** of Meetings / Audio Tapes	2 years		Mag, OD			Department policy ~~preference~~; State law only requires for 30 days; GC §54953.5(b)

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Staffing Dept.	CW-016	Boards, Commissions, / Committees: Residents Advisory Bodies Formed by CITY COUNCIL **MINUTES / BYLAWS**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department policy ~~preference~~; GC §34090 et seq.
Finance	CW-017	Budgets - Finals	Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~5 years~~	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-018	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Finance / Risk Management	CW-019	Claims	Copies - When No Longer Required **(Upon Settlement)**	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~Settlement~~	GC §§34090.7, 34090.6
Lead **(Responding)** Dept.	CW-020	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP § 340 et seq., 342, GC §§911.2, 34090
Human Resources	CW-021	Complaints Against Employees	Send to Human Resources		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
	CW-022	Contracts: See Agreements						
Lead Dept.	CW-023	Copies / duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Dept. that **Authors** Document or Receives the City's Original Document	CW-024	Correspondence - **ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business)** (e.g. e-mail / email with SUBSTANTIVE content, Letters, Memorandums, Administrative Files, ~~Chronological,~~ General Files, ~~Reading File, Working Files,~~ etc.) SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential ~~IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business~~	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 GC §34090;

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Dept. that **Authors** Document or Receives the City's Original Document	CW-025	Correspondence - **TRANSITORY / PRELIMINARY DRAFTS, I**nteragency / Intraagency Memoranda not retained in the ordinary course of business **Content NOT Substantive** / NOT made retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail / email, / social media posting, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, Microsoft Teams searches / messages / meeting invites / staff videoconference / chats ~~staff Teams videoconference chats, notes / recordings~~, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, AI prompts / searches, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained **based upon their CONTENT** E-mails, electronic records, or social media postings where either **the CONTENT relates in a SUBSTANTIVE** way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference **are SAVED by printing them out and placing them in a file folder, or saving them electronically.** If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
City Clerk	CW-026	Deeds, Easements, Final Orders of Condemnations, Liens, Recorded Documents, Rights of Ways (All)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7
Lead Dept.	CW-027	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-029	DMV Pull Notices	When Superseded or Separated		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Lead Dept.	CW-028	Drafts / Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, ~~6252, 6254(a)~~ 7927.500
Lead Dept.	CW-030	Generator Operation Logs / Inspections - Fixed / Stationary Generators	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; GC §34090
Lead Dept.	CW-031	Generator Operation Logs / Inspections - Portable / Emergency Generators	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400–E–13a instructions; GC §34090
Lead Dept.	CW-032	GIS Database / Data / Layers (both City-wide / Specialized)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept. (Managing the Grant)	CW-033	Grants (**UNSUCCESSFUL** Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept. (Managing the Grant)	CW-034	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES Claims (**SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), GC §34090; GC §8546.7
Human Resources	CW-035	Grievances / Informal Complaints (Employees)	Copies - When No Longer Required	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090.7
City Attorney	CW-036	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required **(Upon Settlement)**	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~Settlement~~	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-037	Leave Slips / Time Off Requests	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the Regular Course of Business GC §34090

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-038	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form / records of the chemical / substance / agent, where / when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; **MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years**; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
City Clerk	CW-039	Minutes - City Council	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-040	Municipal Code (these are copies)	Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-041	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-042	Notices: Public Hearing Notices / Proofs of Publications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CW-043	Ordinances - City Council	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-044	OSHA Inspections / Citations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Human Resources	CW-045	Personnel Files (**Department-level Files**) Except for Fire / Police Department Send all originals to Human Resources	Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-046	Personnel Files (**Supervisor's Notes**)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-047	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §34090
Lead Dept.	CW-048	Public Relations / Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-049	Real Estate Appraisal Reports: Property **NOT** purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; ~~Statewide Guidelines show 2 years~~; GC §§34090, ~~6254(h)~~ 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-050	Real Estate Appraisal Reports: **Purchased** Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~inactive~~	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); ~~29 CFR 97.42~~, GC §34090

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-063	Recordings - **Video Recordings - Public Activity (Doors, Hallways, Parks, Public Areas, etc.)** See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag			Does not record regular ongoing operations of the City nor Building Security; GC §34090.6(a)
Lead Dept.	CW-063.5	Recordings - **Video Recordings - Regular, Ongoing Operations of the City or Building Security** See City Clerk's schedule for City Council Video Recordings	1 year		Mag			Records regular ongoing operations of the City or Building Security; GC §34090.6(a)
City Clerk	CW-051	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
	CW-055	Reference / Working Files: See Correspondence						
	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule), Newsletters, etc.: Produced by **OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-053	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule), Newsletters, etc.: Produced by **YOUR Department**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ~~Statewide guidelines propose superseded + 2 or 5 years;~~ GC §34090
Lead Dept.	CW-054	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule), Newsletters, etc.: Produced by **OTHER Departments**	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-056	Reports, Studies (**Historically significant** - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~10 years~~	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-057	Reports, Studies (**other than Historically significant** ~~reports~~ - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; ~~statewide guidelines propose 2 years;~~ If historically significant, retain permanently; GC §34090
City Clerk	CW-058	Resolutions - City Council	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept. ~~City Manager / City Council~~	CW-058.5 ~~CM-008~~	Social Media Postings	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-059	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-060	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft / transitory record, / can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-061	Time Cards Contains the employee's signature	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Lead Dept.	CW-062.5	Training **EMPLOYEE RECORDS (**If Records are Created - filed by Employee Name) Required Information by Employee for all Employee Training for Separation + 5 years: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualification Documents	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §§1198.5, 6401.9(f), 6429(c); 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b)

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept. (Providing the Training)	CW-062	Training Presented by Staff - **COURSE RECORDS** (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial, Harassment, Workplace Violence, Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~(after inactive)~~	Department preference; Meets OSHA requirements; Ethics, Fiscal & Financial, Harassment & Workplace Violence Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2-3~~ years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b), LC §6401.9(f)

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RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY ATTORNEY								
City Attorney	CA-001	Advice Files / Department Files	~~When No Longer Required –~~ Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
City Attorney	CA-002	City Attorney Opinions / Opinion Index	~~When No Longer Required –~~ Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy Preference; ~~Statewide guidelines propose superseded + 2 years~~; GC §34090
City Attorney	CA-003	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-004	Settlement Agreements / Final Court Settlements	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; ~~Statewide guidelines propose superseded + 2 years~~; GC §34090

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RECORDS RETENTION SCHEDULE: CITY CLERK
(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY CLERK								
City Clerk	CC-001	Administrative Regulations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department policy ~~preference~~; GC §34090 et seq.
City Clerk	CC-002	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
City Clerk	CC-003	Agenda Packets: City Council, Community Development Commission, Successor Agency, Oversight Board, Public Finance Authority, Water Authority, Downey Water Facilities Corporation / Public Facilities Financing Corporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	CC-004	Agreements / Contracts - **FORMAL (INFRASTRUCTURE, / IF IMAGED, JPAs, MOUs)** *Agreement / Contract includes all contractual obligations (e.g. Specifications / Successful Proposal / Scope of Work) / Insurance Certificates / Notice of Completion* Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property / property restrictions, redevelopment, reservoirs, sewers, sidewalks, street / alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~Upon Completion~~	Department policy ~~Preference~~; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	CC-005	Agreements / Contracts - **FORMAL (NON-INFRASTRUCTURE,** Professional Services Agreements - **NOT IMAGED**) *Agreement / Contract includes all contractual obligations (e.g. Specifications / Successful Proposal / Scope of Work) / Insurance Certificates / Notice of Completion* Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, Vehicles, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-005.1	Articles of Incorporation: City Downey Water Facilities Corporation / Public Facilities Financing Corporation	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-007	Board / Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	CC-008	Bonds (Revenue) Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for ~~bonds, mortgages, trust deeds, notes or debentures is 6 years;~~ Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "…material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): 26 CFR § 1.148-5(d)(6)(iii)(E); GC §43900 et seq.
City Clerk	CC-009	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~90 days~~	Department policy ~~preference~~; GC §34090 et seq.
City Clerk	CC-010	City Council, Board / Commission Historical List of Members	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department policy ~~preference~~; GC §34090 et seq.
Finance / Risk Manage.	CC-011	Claim Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	GC §34090
City Clerk	CC-012	Deeds, Easements, Final Orders of Condemnations, Liens, Recorded Documents, Rights of Ways (All)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department policy ~~preference~~; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-049	Statement of Economic Interest / Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **ELECTRONICALLY FILED**	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
City Clerk	CC-013	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC ~~2 years~~	City maintains original statements; GC §81009(d)(e)(f)&(g)

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RECORDS RETENTION SCHEDULE: CITY CLERK
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	CC-014	Economic Interest Filings (FPPC Form 635 / 602) - Lobbyist Authorization / Reporting	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	2 CCR 18615(f), GC §81009(e)&(g)
City Clerk	CC-015	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-016	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-017	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009e
City Clerk	CC-018	FPPC Form 804 (Agency Report of New Positions)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC ~~2 years~~	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-019	FPPC Form 805 (Agency Report of Consultants)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC ~~2 years~~	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
CITY CLERK / ELECTIONS ~~- CONSOLIDATED~~								
City Clerk / Elections	CC-022.1	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): **UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH / WITHOUT Committees**	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
City Clerk / Elections	CC-022	Campaign Filings (FPPC 400 Series Forms / Form 501): **UNSUCCESSFUL CANDIDATES** Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC ~~2 years~~	Candidates without committees are not required to file their statements, reports or copies online or electronically; ~~Paper must be retained for at least 2 years~~; GC §81009(b)&(g); ~~GC §84615~~

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RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk / Elections	CC-021	Campaign Filings (FPPC 400 Series Forms / Form 501): **SUCCESSFUL CANDIDATES** (Elected Officials) All, whether filed electronically / not	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC ~~2 years~~	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk / Elections	CC-023	Campaign Filings (FPPC 400 Series Forms): **THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)**	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	~~Paper must be retained for at least 2 years~~; GC §81009(f)&(g)
City Clerk / Elections	CC-024	Campaign Filings (FPPC 400 Series Forms): **OTHER COMMITTEES (PACS - not candidate-controlled)**	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	~~Paper must be retained for at least 2 years~~; GC §81009(c)&(g)
City Clerk / Elections	CC-025	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - **SUCCESSFUL CANDIDATES**	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	~~Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful;~~ CA law states term of office and 4 years after the expiration of term for Nomination Papers ~~and does not delineate between the two~~; EC §17100
City Clerk / Elections	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - **UNSUCCESSFUL CANDIDATES**	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; ~~Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful;~~ CA law states term of office and 4 years after the expiration of term for Nomination Papers ~~and does not delineate between the two~~; EC §17100

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(Elections)

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk / Elections	CC-027	Elections - **GENERAL, WORKING / ADMINISTRATION** Files (Correspondence, Applications for vacancies on the Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations / Precinct Board Members, Notices, Postings, etc.)	2 years		Mag, Ppr			GC §34090
City Clerk / Elections	CC-028	Elections - **HISTORICAL** (Sample ballot, copies of resolutions, final results; Certificate of Election, Oath of Office)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
~~City Clerk~~	~~CC-029~~	~~Elections - Petitions (Initiative, Recall / Referendum)~~	~~Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient~~		~~Ppr~~			~~Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400~~
City Clerk / Elections	CC-029.1	Elections - Petitions (Initiative, Recall / Referendum) - **IF INSUFFICIENT - IF Examined by Proponents**	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

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RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk / Elections	CC-029.1.5	Elections - Petitions (Initiative, Recall / Referendum) - **IF INSUFFICIENT - NOT Examined by Proponents**	Determination of Insufficiency		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-029.2	Elections - Petitions (Initiative, Recall / Referendum) - **IF SUFFICIENT**	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-029.5	Prop. 218 proceedings / Assessment District Ballots / Property-based fee increases - , Ballots / Protest Letters, Tabulation	2 years		Ppr			GC §53753(e)(2), 53755(d)
(End of Elections Section)								
City Clerk	CC-048	Enterprise System Catalogue (posted on line)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-030	Ethics Training Certificates	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §1198.5, GC §53235.2(b)
City Clerk	CC-031	Historical Records, Photographs, / Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-032	Index to Records / Kardex Indexes	Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department policy ~~preference~~; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	CC-033	Minutes: City Council, Community Development Commission, Successor Agency, Oversight Board, Public Finance Authority, Water Authority, Downey Water Facilities Corporation / Public Facilities Financing Corporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090
City Clerk	CC-034	Municipal Code Administration, Distribution, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-035	Municipal Code History / Supplements	When No Longer Required ~~P~~		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	The Municipal Code is a compilation of Ordinances, and changes constantly; ~~Department preference (retain one of each supplement);~~ GC §34090
City Clerk	CC-036	Oath of Office: City Council, Boards / Commission Members	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department policy ~~preference~~; GC §34090 et seq.
City Clerk	CC-037	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090
City Clerk	CC-037.1	Patents, Copyrights / Trademarks owned by the City	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department policy ~~preference~~; GC §34090 et seq.
City Clerk	CC-038	Project Files / Cash Contracts (CIPs) Agreement, Bid Sheet, Insurance Certificate, Notice of Completion, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
City Clerk	CC-039	Project Files / Cash Contracts (CIPs) Preliminary Notices, Stop Work Notices	Upon Filing of Notice of Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the Regular Course of Business GC §34090
City Clerk	CC-040	Public Records Requests / Request for Records / Subpoenas (Records / Duces Tecum) / Summons (Except for Police)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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RECORDS RETENTION SCHEDULE: CITY CLERK
(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	CC-041	Recordings - **AUDIO RECORDINGS** of Meetings - City Council, Community Development Commission, Successor Agency, Oversight Board, Public Finance Authority, Water Authority / Audio Tapes	2 years		Mag, OD			~~Department~~ policy preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-042	Recordings - **VIDEO RECORDINGS** of Meetings - City Council, Community Development Commission, Successor Agency, Oversight Board, Public Finance Authority, Water Authority / Video Tapes	10 years		Mag, OD			Department policy ~~Preference~~; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-043	Records Destruction Authorization Forms	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department policy ~~preference~~; GC §34090 et seq.
City Clerk	CC-044	Records Retention Schedules / Amendments to Records Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090 et. seq.
City Clerk	CC-044.1	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EC §21160(i) ~~21608(g)~~; GC §34090
City Clerk	CC-045	Resolutions: City Council, Community Development Commission, Successor Agency, Oversight Board, Public Finance Authority, Water Authority, Downey Water Facilities Corporation / Public Facilities Financing Corporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090
City Clerk	CC-050	Secretary of State Statement of Facts / Registry of Public Agencies	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-046	Subpoenas (Personal Appearance - Except for Police)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / General Accounting	CC-047	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal		Mag, Mfr, OD, Ppr	S / I		Department policy ~~preference~~; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: CITY MANAGER / CITY COUNCIL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY MANAGER / CITY COUNCIL								
City Manager / City Council	CM-007	ADA Public Coordinator **- Physical / Language Accommodations** (requests for accommodation, complaints / correspondence)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
~~City Manager / City Council~~	~~CM-008~~	~~Archive Social (Social Media Postings~~	~~2 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~GC §34090~~
City Manager / City Council	CM-001	City Council Correspondence	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
City Manager / City Council	CM-002	Farmer's Market (includes Financial Transactions / Insurance)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
City Manager / City Council	CM-009	Press Releases (except for Police)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager / City Council	CM-003	Proclamations / Commendations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager / City Council	CM-004	Projects, Programs, Subject / Issues / Economic Development / (Issues / projects will vary over time)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: CITY MANAGER / CITY COUNCIL

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Manager / City Council	CM-005	Speech Notes / PowerPoint Presentations	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes, drafts, or preliminary documents; GC §34090 et seq.
Finance	CM-006	Travel / Conferences	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Invoices are maintained by Finance; GC §34090.7

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RECORDS RETENTION SCHEDULE: COLUMBIA MEMORIAL SPACE CENTER

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
COLUMBIA MEMORIAL SPACE CENTER								
Columbia Memorial Space Center	CMSC-001	Columbia Memorial Space Science Learning Center Foundation: Recordings - **AUDIO RECORDINGS** of Meetings / Audio Tapes	2 years		Mag, ~~OD~~			Department policy ~~preference~~; State law only requires for 30 days; GC §54953.5(b)
Columbia Memorial Space Center	CMSC-002	Columbia Memorial Space Science Learning Center Foundation **AGENDAS, AGENDA PACKETS**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §§34090, 54960.1(c)(1)
Columbia Memorial Space Center	CMSC-003	Columbia Memorial Space Science Learning Center Foundation **MINUTES / RESOLUTIONS / BYLAWS**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department policy ~~preference~~; GC §34090 et seq.
Columbia Memorial Space Center	CMSC-004	Programming	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Columbia Memorial Space Center	CMSC-005	Records **NOT of Significant Historical Value**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Columbia Memorial Space Center	CMSC-006	Records **of Significant Historical Value**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department policy ~~preference~~; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Code Enforcement, Planning)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
COMMUNITY DEVELOPMENT / BUILDING DIVISION								
Community Develop. / Building	CD-001	Address Assignments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Building	CD-002	Address Files / Building Permits	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§~~104.6~~ 104.7 and 107.5; GC §34090
Community Develop. / Building	CD-003	Building Permit Database	Indefinite - Permanent	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building	CD-004	Building Plans - Cancelled / Withdrawn	Upon Expiration, Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building	CD-005	Building Plans - Finalled - **INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building	CD-006	Building Plans - Finalled - **SINGLE FAMILY RESIDENTIAL - SFR / APPURTENANCES**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building	CD-007	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Building	CD-008	Certificate of Occupancy (CofO) - **TEMPORARY**	Expiration + 2 years	Yes (until expired)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Code Enforcement, Planning)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Develop. / Building	CD-009	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The finalled permit is the final / official record; Preliminary Drafts; GC §34090
Community Develop. / Building	CD-010	Reports: Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (the database is the original); GC §34090
Community Develop. / Building	CD-011	Requests / Permissions to Receive Copies of Plans (to / from Architects)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Building	CD-012	Uniform Building Codes / California Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
COMMUNITY DEVELOPMENT / CODE ENFORCEMENT DIVISION								
Community Develop. / Code Enforcement Division	CD-013	Administrative Citation Hearings / Hardship Waivers	Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Code Enforcement Division	CD-014	Code Enforcement/Abatement Case Files/Administrative Citations/ Vehicle Abatement (includes appeals, Code Enforcement complaint ~~letters and complaint forms.)~~ ~~Code Enforcement / Abatement Case Files / Administrative Citations / Vehicle Abatement (Includes appeals / Code Enforcement Complaint Letters)~~ Excludes Liens (Referred to Data Ticket)	Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Code Enforcement, Planning)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Develop. / Code Enforcement Division	CD-015	Code Enforcement Database	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Code Enforcement, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
COMMUNITY DEVELOPMENT / ECONOMIC DEVELOPMENT DIVISION								
Community Develop. / Economic Develop.	CD-016	Business Recruitment / Retention Projects, Programs, Subject / Issues / Economic Development (Issues / projects will vary over time - e.g. Hotels, Developments, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy preference; GC §34090 et seq.
Community Develop. / Economic Develop.	CD-017	Façade Improvement Grants (**SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**	–	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a); 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Community Develop. / Economic Develop.	CD-018	Redevelopment Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy preference; GC §34090 et seq.
Community Develop. / Economic Develop.	CD-019	Redevelopment Projects	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy preference; GC §34090 et seq.
Community Develop. / Economic Develop.	CD-019.1	Redevelopment Projects / Project Areas **(Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, / City Clerk has all Real Property records for Permanent retention)**	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; GC §34090

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(Building, Code Enforcement, Planning)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
~~Public Works / Engineering~~	~~CD-019.2~~	~~Redevelopment Projects / Project Areas~~ **~~CIP Projects built by Redevelopment Agency, if any~~**	~~Send to Engineering~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~Department policy; GC §34090~~
~~Community Development / Planning~~	~~CD-019.3~~	~~Redevelopment Projects / Project Areas~~ **~~Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc.~~**	~~Send to Planning~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~Department policy; GC §34090~~
~~City Clerk~~	~~CD-019.4~~	~~Redevelopment Projects / Project Areas~~ **~~Real Property: Deeds, Easements, Rights of Way~~**	~~Send to City Clerk~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~Department policy; GC §34090~~

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
COMMUNITY DEVELOPMENT / HOUSING DIVISION								
Community Develop. / Housing	CD--020	Administrative Citation Review	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy Preference (meets municipal government auditing standards); GC §34090
Community Develop. / Housing	CD--021	Foreclosure Notices / Notices of Defaults (NOD)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Develop. / Housing	CD--022	Housing Programs: Affordable Housing Projects, Lead-Based Paint, Rehabilitation, CDBG-funded Housing Projects, etc. **WITH a Recapture / Resale Restriction** Deeds are sent to City Clerk	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	–	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Community Develop. / Housing	CD--023	Housing Programs: Affordable Housing Projects, Lead-Based Paint, Rehabilitation, CDBG-funded Housing Projects, etc. **WITHOUT a Recapture / Resale Restriction** Deeds / Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Community Develop. / Housing	CD--024	Loan Applications Denied, Cancelled / Withdrawn (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Code Enforcement, Planning)

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
~~Community Develop. / Housing~~	~~CD--024.5~~	~~Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing / Community Development~~	~~5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.~~
COMMUNITY DEVELOPMENT / PLANNING DIVISION								
Community Develop. / Planning	CD-025	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records)
Community Develop. / Planning	CD-026	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Community Develop. / Planning	CD-027	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Community Develop. / Planning	CD-028.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA / NEPA **Correspondence / staff notes** that provide insight into the project / the agency's CEQA compliance with respect to the project ~~**submitted to, / transferred from the agency, / all internal agency communications, including staff notes related to a non-exempt CEQA action**~~	Project Approval or Denial + 2 years ~~180 days~~		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090

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Community Develop. / Planning	CD-028	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Inside City boundaries**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Develop. / Planning	CD-029	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Outside City boundaries**	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Community Develop. / Planning	CD-030	General Plan, Elements / Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Community Develop. / Planning	CD-031	Historic Preservation Survey, Evaluations / Designations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Planning	CD-032	Master Plans, Specific Plans, Land Use Plans, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Planning	CD-033	Materials Boards Image/paper duplicate to be filed with main project folder / follow those retention procedures	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Develop. / Planning	CD-034	Parade / Street Closure Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Develop. / Planning	CD-035	Planning Commission **AGENDAS / AGENDA PACKETS**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Original Staff Reports are filed in the project file; GC §34090

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Community Develop. / Planning	CD-036	Planning Commission **MINUTES / BYLAWS / RESOLUTIONS**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090
Community Develop. / Planning	CD-037	Planning Commission Recordings - **VIDEO RECORDINGS** of Meetings / Video Tapes	10 years		Mag ~~OD~~			Department policy ~~Preference~~; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Community Develop. / Planning	CD-038	Planning Project Log of Applications, Database	Indefinite - Permanent	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090, H&S §19850
Community Develop. / Planning	CD-039	Planning Project Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans / Maps) Examples: Conditional Use Permits (CUPs), Correspondence, Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Community Develop. / Planning	CD-039.5	Planning Project Files - Cancelled / Expired / Withdrawn	Minimum Cancellation, Expiration or Withdrawal	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; Preliminary drafts not retained in the ordinary course of business; GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Planning)

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Community Develop. / Planning	CD-039.5	Planning Projects - **Cancelled / Expired / Withdrawn**	Minimum Cancellation, Expiration or withdrawal + 2 years	_	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (project was not pursued by applicant); GC §34090
Community Development / Planning	CD-039.7 ~~CD-019.3~~	Redevelopment Projects / Project Areas **Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc.**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; GC §34090
Community Develop. / Planning	CD-040	Special Studies - **NOT Historically Significant**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Planning	CD-040.1	Special Studies - **Historically Significant**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; GC §34090 et seq.
Community Develop. / Planning	CD-041	Temporary Entitlements / Temporary Permits (Approved / Unapproved): Christmas Tree Lots, Pumpkin Lots, Banner Permits, etc.	Minimum 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Planning	CD-042	Zoning Code Major Updates (Historical Copy)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Planning	CD-043	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department policy ~~preference~~; GC §34090 et seq.
Community Develop. / Planning	CD-044	Zoning Ordinance Amendments, Reclassifications / Zone Change	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	Department policy ~~preference~~; GC §34090.7

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ECONOMIC DEVELOPMENT & HOUSING / ECONOMIC DEVELOPMENT DIVISION								
~~Community Develop. /~~ Economic Develop. & Housing / Economic Develop.	ED-001 ~~CD-016~~	Business Recruitment / Retention Projects, Programs, Subject / Issues / Economic Development (Issues / projects will vary over time - e.g. Hotels, Developments, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
~~Community Develop. /~~ Economic Develop. & Housing / Economic Develop.	ED-002 ~~CD-017~~	Façade Improvement Grants (**SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; ~~statewide guidelines propose 4 years;~~ 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a); ~~29 CFR 97.42; OMB Circular A-110 & A-133;~~ GC §34090; GC §8546.7
~~Community Develop. /~~ Economic Develop. & Housing / Economic Develop.	ED-003 ~~CD-018~~	Redevelopment Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
~~Community Develop. /~~ Economic Develop. & Housing / Economic Develop.	ED-004 ~~CD-019~~	Redevelopment Projects	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Economic Develop. & Housing / Economic Develop.	ED-005 ~~CD-019.1~~	Redevelopment Projects / Project Areas **(Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, / City Clerk has all Real Property records for Permanent retention)**	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; GC §34090
Economic Develop. & Housing / Economic Develop.	ED-006 ~~CD-019.2~~	Redevelopment Projects / Project Areas **CIP Projects built by Redevelopment Agency, if any**	Send to Engineering		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; GC §34090
Economic Develop. & Housing / Economic Develop.	ED-007 ~~CD-019.3~~	Redevelopment Projects / Project Areas **Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc.**	Send to Planning		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; GC §34090
Economic Develop. & Housing / Economic Develop.	ED-008 ~~CD-019.4~~	Redevelopment Projects / Project Areas **Real Property: Deeds, Easements, Rights of Way**	Send to City Clerk		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; GC §34090

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ECONOMIC DEVELOPMENT & HOUSING / HOUSING DIVISION								
~~Community Develop. /~~ Economic Develop. & Housing / Housing	ED-009 ~~CD-020~~	Administrative Citation Review	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
~~Community Develop. /~~ Economic Develop. & Housing / Housing	ED-010 ~~CD-021~~	Foreclosure Notices / Notices of Defaults (NOD)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Economic Develop. & Housing / Housing	ED-011	Homelessness Programs: Interim shelter beds, rental assistance and arrears, outreach and case management, etc.	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), GC §34090; GC §8546.7
Economic Develop. & Housing / Housing	ED-012	Housing Plans -: Consolidated Annual Performance and Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) / Consolidated Action Plan / Analysis of Impediments to Fair Housing Choices / Citizen Participation Plan / Action Plans, etc.	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requirement; 24 CFR 91.105(h); 24 CFR 92.508(a); GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
~~Community Develop. /~ Economic Develop. & Housing / Housing	ED-013 ~~CD-022~~	Housing Programs: Affordable Housing Projects, Lead-Based Paint, Rehabilitation, CDBG-funded Housing Projects, etc. **WITH a Recapture / Resale Restriction** Deeds are sent to City Clerk	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~When Inactive~~	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; ~~statewide guidelines propose 4 years;~~ 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; ~~29 CFR 97.42~~, GC §34090
~~Community Develop. /~ Economic Develop. & Housing / Housing	ED-014 ~~CD-023~~	Housing Programs: Affordable Housing Projects, Lead-Based Paint, Rehabilitation, CDBG-funded Housing Projects, etc. **WITHOUT a Recapture / Resale Restriction** Deeds / Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; ~~29 CFR 97.42~~, GC §34090
~~Community Develop. /~ Economic Develop. & Housing / Housing	ED-015 ~~CD-024~~	Loan Applications Denied, Cancelled / Withdrawn (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Economic Develop. & Housing / Housing	ED-016 ~~CD-024.5~~	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing / Community Development	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.

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RECORDS RETENTION SCHEDULE: FINANCE

(Admin., Business License / Utility Billing And Revenue, Acct., Payroll, Purchasing, Risk Mgmt.)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FINANCE / ADMINISTRATION								
Finance / Admin.	FIN-001	Audit Reports / Annual Comprehensive Financial Report (ACFR) / related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; City Clerk maintains originals; GC §34090.7
Finance / Admin.	FIN-002	Audit Work Papers	5 years		Mag, Ppr			Department policy ~~Preference~~ (meets municipal government auditing standards); ~~Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years;~~ GC §34090
City Clerk	FIN-003	Budgets - Adopted / Final	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; City Clerk maintains originals; GC §34090.7
Finance / Admin.	FIN-004	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / Admin.	FIN-005	Transportation Audits / **PERS** Audit, etc.	7 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
FINANCE / BUSINESS LICENSE / UTILITY BILLING AND REVENUE								
Finance / Business License, Utility Billing & Revenue	FIN-007	Alarm Permits	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / Business License, Utility Billing & Revenue	FIN-008	Bus Pass Sales	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Business License, Utility Billing & Revenue	FIN-009	Business License / Permit Database (HdL)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Finance / Business License, Utility Billing & Revenue	FIN-010	Business License Applications / Renewals - **CURRENT** (Regulatory / Revenue Licenses) Includes Dance, Massage, Taxi / all other Business Licenses	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / Business License, Utility Billing & Revenue	FIN-011	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / Business License, Utility Billing & Revenue	FIN-012	Emergency Medical Transportation / Paramedic Subscriptions	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / Business License, Utility Billing & Revenue	FIN-013	Home Occupation Permits	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards (not used for Zoning Clearances); GC §34090

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Finance / Business License, Utility Billing & Revenue	FIN-014	Returned Checks / NSF Checks	7 years		Mag, Ppr			Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / Business License, Utility Billing & Revenue	FIN-050	Water Billing: Appeals - Payment Delinquency / Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License, Utility Billing & Revenue	FIN-051	Water Billing: Non-payment Notices / Notice of Payment Delinquency / Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License, Utility Billing & Revenue	FIN-052	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License, Utility Billing & Revenue	FIN-053	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Business License, Utility Billing & Revenue	FIN-054	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Business License, Utility Billing & Revenue	FIN-055	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090

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FINANCE / GENERAL ACCOUNTING								
Finance / General Accounting	FIN-015	1099's / 1096's / DE542 (California Report of Independent Contractors)	5 years		Mag, Ppr			Department policy ~~Preference~~; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FIN-016	Accounts Payable / Invoices / Backup / Copy of Check ("Non-negotiable") - **GRANTS** (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	Close / Last Expenditure Report + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ for Grant Auditing purposes; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a),- ~~29 CFR 97.42~~; OMB Circular A-110 & A-133; GC §8546.7
Finance / General Accounting	FIN-017	Accounts Payable / Invoices / Backup / Copy of Check ("Non-negotiable") (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-018	Accounts Receivable - Miscellaneous - Damage to Public Property, Invoices to Outside Entities, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-019	Accounts Receivable - Water Billing, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-020	Bank Statements / Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	5 years		Mag, Ppr			Department policy ~~Preference~~; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / Lead Division	FIN-021	Bankruptcies - NOT pursued	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Lead Division	FIN-022	Bankruptcies - Where a claim is filed	10 years		Mag, Ppr			Department policy ~~Preference~~ (negative information remains on credit ratings for 7 years); GC §34090
Finance / General Accounting	FIN-023	Checks / Warrants (Cashed / Paid)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FIN-049	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not City records; per bank agreement.
Finance / General Accounting	FIN-024	Collections / Collection Agency Case Files / Statements / Delinquent Accounts	7 years		Mag, Ppr			Department policy ~~preference~~; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / General Accounting	FIN-025	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department policy ~~preference~~; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FIN-026	FEMA Reimbursement / OES Reimbursements	10 years		Mag, Ppr			Department policy ~~preference~~; GC §34090 et seq.
Finance / General Accounting	FIN-027	Financial Services Database	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Finance / General Accounting	FIN-028	Fixed Assets	5 years		Mag, Ppr			Department policy ~~Preference~~ (bond auditing purposes; IRS regulations state, "…material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090

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Finance / General Accounting	FIN-029	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Paid	Mag, Ppr			Department policy ~~Preference~~; Meets auditing standards; ~~Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent~~; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Accounting	FIN-030	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department policy ~~Preference~~; meets municipal government auditing standards; Statute of Limitations is 4 years; ~~statewide guidelines propose Audit + 5 years;~~ GC §34090, CCP § 337
Finance / General Accounting	FIN-031	Reports / Finance Reports created from Database: Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue / Expenditure Reports, etc. (MONTHLY / PERIODIC)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~ (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / General Accounting	FIN-032	Reports: Annual State / Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, Housing Successor Agency Housing Assets Fund Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-033	Treasurer's Reports / Backup	5 years		Mag, Ppr			Department policy ~~preference~~; GC §34090 et seq.
Finance / General Accounting	FIN-034	W-9s	Minimum 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); ~~Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years;~~ GC §34090
FINANCE / PAYROLL								
Finance / Payroll	FIN-035	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, Ppr			Department policy ~~preference~~; GC §34090 et seq.

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Finance / Payroll	FIN-036	DE-6, DE-7, DE-9, DE-43, W-3, / DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Ppr			Department policy ~~Preference~~; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; ~~Articles show 7 years;~~ 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-037	Deferred Compensation (457) Reports, Registers	5 years		Mag, Ppr			Department policy ~~preference~~; GC §34090 et seq.
Finance / Payroll	FIN-038	Employment Verifications	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090
Finance / Payroll	FIN-039	Payroll Benefit Files / Administration Forms (W-4s, Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	Separation + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; IRS Regulation for W-4s is four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1; GC §34090
Finance / Payroll	FIN-040	Payroll Journals	5 years		Mag, Ppr			Department policy ~~preference~~; GC §34090 et seq.
Finance / Payroll	FIN-041	Time Cards / Time Sheets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	FIN-042	W-2's	5 years ~~P~~		Mag, Ppr			Department policy ~~Preference for CalPERS buy-back purposes;~~ IRS: 4 years after tax is due or paid; meets municipal government auditing standards; Ca. FTB: 3 years; ~~Articles show 7 years;~~ IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

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FINANCE / PURCHASING								
Finance / Purchasing	FIN-043	Purchase Orders / Requisitions	5 years		Mag, Ppr			Department policy ~~preference~~; GC §34090 et seq.
FINANCE / RISK MANAGEMENT								
Finance / Risk Manag.	FIN-044	Accident / Incident / Injury Reports (Potential Claims - medical / non-medical that do not result in a claim.)	2 years		Mag, Ppr			Department policy ~~preference~~; CCP §340.5, GC §34090
Finance / Risk Manag.	FIN-045	Claims	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Finance / Risk Manag.	FIN-046	Insurance Polices (City-owned policies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Finance / Risk Manag.	FIN-047	JPA / JPIA Reports / General Liability Claim Runs	5 years		Ppr			Department policy ~~preference~~; GC §34090 et seq.
Finance / Risk Manag.	FIN-048	OSHA Logs - 200, 300, 301, 301A	5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

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RECORDS RETENTION SCHEDULE: FIRE

(Admin., EMS, Dispatch, Fire Marshal / Community Risk Reduction, Ops / Suppression)

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FIRE / ADMINISTRATION								
Fire / Admin.	FR-001	Background File / Recruitment File - Fire Employees / Fire Volunteers **(SUCCESSFUL)**	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113
Fire / Admin.	FR-002	Background File / Recruitment File - Fire Employees / Fire Volunteers **(UNSUCCESSFUL)**	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090
Fire / Admin.	FR-003	DMV Pull Notices (Fire Personnel)	When Superseded, or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Admin.	FR-004	Emergency Operations Plan (includes Office of Emergency Management / Homeland Security)	Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~No~~	GC §34090
Fire / Admin.	FR-005	Employee Medical File - Fire Only Includes Respirator Fit Tests, Medical Questionnaires, etc.	Send to Human Resources Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; 8 CCR 5144; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Fire / Admin.	FR-006	Employee Training File (by employee) Individual Training Certificates, Continuing Education for Paramedics Required Information by Employee for all Employee Training for Separation + 5 years: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualification Documents	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	~~Department policy preference;~~ EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1)(ii), LC §6429(c); GC §§12946, 12960, 34090; LC §1198.5,

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RECORDS RETENTION SCHEDULE: FIRE

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Fire / Admin. & Police / Admin.	FR-007	EOC Activations / Drills (Funded by OES / FEMA)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Admin. & Police / Admin.	FR-041	EOC Activations / Drills (NOT Funded by OES / FEMA)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-008	Film Permits	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Admin.	FR-009	Fire Incident RMS Database (Emergency Reporting)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; (Arson is Permanent; other Incident Reports are 5 years) GC §34090 et seq.
Fire / Admin.	FR-010	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (rated every 10 years); GC §34090
Fire / Admin.	FR-011	Monthly Statistical Reports / Run Statistics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-012	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-013	Oath of Disaster Workers	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §3105
Fire / Admin.	FR-014	Programs / Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: FIRE

(Admin., EMS, Dispatch, Fire Marshal / Community Risk Reduction, Ops / Suppression)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	FR-015	Requests for Fire Incident Reports / Fire Investigation Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Fire / Admin.	FR-016	Ride-A-Long Waivers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-017	Strike Team Reimbursement (OES / FEMA)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Admin.	FR-018	Subpoenas (Personal Appearance - Fire Personnel)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-019	Training Database / Log (Target Solutions / Vector Solutions)	Indefinite - Minimum Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; LC §1198.5, GC §34090 et seq.

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FIRE / EMERGENCY MEDICAL SERVICES								
Fire / EMS	FR-019.5	Ambulance Bill Hardship Waivers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy to match accounts payable retention (meets municipal government auditing standards); GC §34090,
Fire / EMS	FR-020	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Policy ~~Preference~~ - required for 3 ~~2~~ years ~~after inventory or transaction~~; 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233; FA §32003(e), B&P 4081; GC §34090
Fire / EMS	FR-021	Emergency Medical Database	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Minors until 1 year after age 18, but not less than 7 years; 10 years (see Patient Care Reports) GC §34090
Fire / EMS	FR-022	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, GC §34090, 60201 et seq.
Fire / EMS	FR-023	HIPAA Policies / Procedures (Health Insurance Portability / Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	~~24~~ 45 CFR 164.530(j)
Fire / EMS	FR-024	Paramedic Continuing Education Rosters / Certificates	Separation + 5 ~~4~~ years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~When Inactive~~	Department policy ~~preference~~; Paramedic Continuing Education is required for 4 years by DPH; 8 CCR §3204(d)(1) et seq., 8 CCR §3204(d)(1) et seq., 8 CCR §3203 et seq., 22 CCR 100395. 29 CFR 1627.3(b)(1)(ii), LC §6429(c); GC §§12946, 12960, 34090; LC §1198.5,

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RECORDS RETENTION SCHEDULE: FIRE

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Fire / EMS	FR-025	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: ADULTS / JUVENILES - Includes e-PCR Database / Electronic Patient Care Report Database	~~20 years~~ 10 Years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	Department Preference; adults required for 10 years for Medi-Cal patients, 7 years for non-Medi-Cal adults; minors until 1 year after age of majority, but not less than 10 years for Medi-Cal patients, 7 years for non-Medi-Cal minors; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, H&S §§1797.98e 123145; 42 CFR 482.24(b); ~~9 CCR 9444~~, 22 CCR 97530.9(c)(3), 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §30490

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RECORDS RETENTION SCHEDULE: FIRE

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FIRE / DISPATCH								
Fire / Dispatch	FR-026	Recordings - **Audio Recordings** / Tapes - (CAD/RMS) Recordings of Telephone / Radio Communications Dispatch Tapes (CAD)	3 years		Mag			Ambulance Service Record of Calls Records are required for 3 years;13 CCR 1100.7, GC §34090
Police / Records	FR-042	Recordings: Mobile Audio Video (MAV) Recordings - that are NOT evidence	1 year		Mag			Department policy ~~preference~~ (consistent with Lexipol Section 446.10.1); Those segments of videos that are determined to be evidence are retained as evidence; GC §34090.6 et seq.
FIRE / FIRE MARSHAL / COMMUNITY RISK REDUCTION								
~~Fire / Fire Marshal & Community Risk Reduction~~	~~FR-043~~	~~Citations / Notice of Violations~~	~~Minimum 2 years~~	~~Yes: Before Event~~	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~Department policy preference; GC §34090 et seq.~~
Fire / Fire Marshal & Community Risk Reduction	FR-046	Fire Approved Plans / Fire Sprinkler Plans	Life of the Structure or Activity		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §§ 1.8.4.3.1, CBC 104.7 & 107.5, H&S§19850, GC §34090
Fire / Fire Marshal & Community Risk Reduction	FR-027	Fire Code Permits / Special Event Permits / Miscellaneous Permits / Inspections / Explosives Permits (Christmas Tree Lot, Pumpkin Patch, Fireworks, Circus, Carnival, Tents, Air Supported Structures, etc.)	Minimum 5 ~~2~~ years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §~~104.6~~ 104.7.1–104.7.6; GC §34090
Fire / Fire Marshal & Community Risk Reduction	FR-028	Fire Inspections / Business Inspection Files / Occupancy Inspections, Citations / Notice of Violations (Fire Sprinkler System, Fire Alarm System, Fire Extinguishing System, Tank System, Compressed Gas System, Hoods, Suppression System, etc.)	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Required for the Life of the Structure or Activity, or Minimum 5 years, whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials CFC §§ 1.8.4.3.1, 104.7 – 104.7.4 ~~104.6 – 104.6.4~~; CBC §107.5

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RECORDS RETENTION SCHEDULE: FIRE

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Fire / Fire Marshal & Community Risk Reduction	FR-029	Fire Investigations - Arson / Capital Crimes Only	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~ (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Community Risk Reduction	FR-030	Fire Investigations - OTHER Than Arson / Capital Crimes	~~When No Longer Required –~~ Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Fire Marshal & Community Risk Reduction	FR-032	Hazardous Materials Business Plans (HMBP)	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Fire Marshal & Community Risk Reduction	FR-044	Miscellaneous Permits (High-Pile Storage, Gates / Doors / Fire Access, Hot Work / Welding, Battery System, Emergency Radio Coverage, Fire Flow Test, Fire Watch / Stand-by Service, High-Rise Inspection)	Minimum 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §~~104.6~~ 104.7; GC §34090
Fire / Fire Marshal & Community Risk Reduction	FR-033	Public Information / Education (when produced internally)	~~When No Longer Required –~~ Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Fire Marshal & Community Risk Reduction	FR-034	Weed Abatement / Vegetation Abatement	~~When No Longer Required –~~ Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
FIRE / OPERATIONS / SUPPRESSION								

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RECORDS RETENTION SCHEDULE: FIRE

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Fire / Ops	FR-035	Apparatus, Equipment / Vehicle Records / Testing	Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
Fire / Ops	FR-036	Daily Journals ("Red Books")	~~When No Longer Required –~~ Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Ops	FR-037	Fire Sprinkler Flow / Pressure Tests	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Ops	FR-038	Fire Training Center - Waivers of Liability	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Ops	FR-039	Pre-plan Sheets	When Superseded	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090 et seq.
Lead Dept.	FR-040	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	~~When No Longer Required –~~ Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(c); GC §34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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HUMAN RESOURCES								
Human Resources	HR-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer / Coverage / Transmittal Form)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 2 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; 29 CFR 1627.3(b)(1)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications / department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-003	Compensation Surveys / Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-017	Contracts for Employee Investigations	Completion + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
~~Human Resources~~	~~HR-017.5~~	~~COVID-19 Notifications to Employees~~	~~3 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~LC §6409.6(k), GC §34090~~
Human Resources	HR-004	California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH / EEOC) Claims / Harassment Claims	Final Disposition + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090

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Human Resources	HR-009	DMV Pull Notices (DOT Required)	When Superseded, or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Human Resources	HR-005	Drug / Alcohol Test Results (All - Positives / Negatives)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-018	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference;~~ statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 -3~~ years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113; LC §1198.5
Human Resources	HR-019	Employee Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Human Resources	HR-007	I-9s	Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090

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Human Resources	HR-008	Job Descriptions / Classification Specifications	Minimum Superseded + 4 ~~3~~ years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	Department policy ~~Preference~~; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 3~~ years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090
Human Resources	HR-009	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Human Resources	HR-011	Personnel Files - Employee File Includes Application, Background Files, Evaluations, Policies, Oaths of Office, PSRs (Personnel Status Reports), Harassment Prevention Training Certificates, training certificates, etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference;~~ statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090, 53237.2(b); 29 USC 1113; LC §1198.5
Human Resources	HR-011	Personnel Files - **Grievance Files / Investigation Files**	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference;~~ statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 3~~ years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090, 53237.2(b); 29 USC 1113; LC §1198.5

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Human Resources	HR-012	Personnel Files - **Medical File** (all employees) Pre-employment Medical Clearances, ADA Accommodations, Respirator Fit Tests, etc.	Separation + 30 years or Termination of Benefits, Whichever is Longer, or Death of Employee	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~Separation + 1 year~~	Department policy ~~preference;~~ Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144; 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; LC §1198.5
Human Resources	HR-013	Recruitment / Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis / statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Hiring Decision + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14;. 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-020	Recruitment Database (NeoGov)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy preference; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-014	Studies / Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	HR-014.5	Verifications of Employment, Child Support, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-015	Workers Compensation Claim Runs / Monthly Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090

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Human Resources	HR-016	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, / Injury Reports from Employees)	Separation + 30 years or Termination of Benefits, Whichever is Longer, or Death of Employee	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~Separation + 1 year~~	Department policy ~~preference~~; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR 5144, 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-016.5	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

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RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

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INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups / Computer Backups (ALL Disaster Recovery Computer Backups, including Microsoft 365) ~~DAILY (Monday - Sunday)~~	1 year ~~When No Longer Required~~	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
~~Information Technology~~	~~IT-002~~	~~Backups - WEEKLY~~	~~When No Longer Required~~	~~Yes~~	~~Mag.~~			~~Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.~~
Information Technology	IT-003	Network Configuration Maps / Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	**UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup) /** WORM / ~~DVD-r / CD-r / Blue Ray-R~~ / other unalterable media that does not permit additions, deletions, / changes **FULL BACKUPS, PERFORMED MONTHLY**	~~2 years~~ Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record);); must be stored in a "safe and separate location"; GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..

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LIBRARY								
Library	LIB-001	Complaints / Compliments	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Library	LIB-002	Emergency Contact List (Employees)	When Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
Library	LIB-003	Flyers for Library Programs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
Library	LIB-004	Grants: **CLLS** (California Library Literacy Services); **LSCA** (Library Services / Construction), **LSTA** (Library Services / Technology), **SLRC** (State Literacy Resource Centers), **CLSA** (California Library Services Act) / **PLF** (Public Library Foundation) **ONLY**. For all others, follow City-wide Schedule. (**SUCCESSFUL** Reports, / Financial Information) Send copy of application / award to Finance	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	LIB-005	Library Advisory Board **AGENDA PACKETS / AGENDAS**	~~When No Longer Required –~~ Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Library	LIB-006	Library Advisory Board **MINUTES**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090

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Library	LIB-007	Library Card Applications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~When Inactive~~	Department policy ~~preference~~ (the database is the original record); GC §34090
Library	LIB-008	Library Systems: ILS Database	Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Library	LIB-009	Library Volunteer Log of Hours / Unpaid Intern Log of Hours	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts not retained in the ordinary course of business; GC §4090
Library	LIB-010	Library Volunteers / Tutors / Unpaid Intern Applications / Agreements - Successful	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~ (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090
Library	LIB-011	Library Volunteer / Tutors / Unpaid Intern Applications / Agreements - Unsuccessful / Waiting	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts not retained in the ordinary course of business; GC §4090
Library	LIB-012	Problem Patron File / Incident Reports	~~When No Longer Required -~~ Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: PARKS AND RECREATION

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
PARKS AND RECREATION								
Parks & Recreation	P&R-001	Registration Database (Active Net)	Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; data is interrelated; GC §34090
Parks & Recreation	P&R-002	Activity / Special Programs / Special Event / Trips Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	~~When No Longer Required -~~ Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-030	After School Program / ASPIRE Student Records	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Education Code 8482.3(g)(1)(F) and (2)
Parks & Recreation	P&R-003	Cemetery District / Cemetery Board **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-004	Cemetery District / Cemetery Board **MINUTES / BYLAWS**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090
Parks & Recreation	P&R-005	Cemetery Internment Administration Records (Administration, death certificates, event scheduling, etc.)	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD ~~Upon Completion of Project~~	Complies with City Standards; ~~Published Audit Standards=4-7 years;~~ Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; ~~Statewide guidelines propose~~ termination + 5 years; Errors and Omissions does not apply; CCP §§337. 337.1(a), 337.15, GC §34090
Parks & Recreation	P&R-006	Cemetery Internment Records (Plot location, date of receipt / internment, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	No specific time period mentioned in law; HS §§8330, 8331

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Parks & Recreation	P&R-007	Cemetery Plot Ownership Records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	No specific time period mentioned in law; HS §§8330, 8331
Parks & Recreation	P&R-008	Cemetery Plots, Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	No specific time period mentioned in law; HS §§8330, 8331
Parks & Recreation	P&R-031	Class Instructors, Performers, Coaches, Entertainer Agreements / Contracts	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-009	Evaluations/Surveys (Program Evaluations)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Parks & Recreation	P&R-010	Facility Use Permits / Field Use Permits	Expiration + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-011	First Aid Reports / Minor Incident Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-012	Golf Course Concessionaires Contract Management	Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~ (covers Statute of Limitations); CCP §337 et. seq., GC §34090
Parks & Recreation	P&R-013	Golf Course Reimbursements for Broken Windshields, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Parks & Recreation	P&R-014	Lifeguard Certifications	Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113

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Transport.	P&R-015	Master Plans: Parks Master Plans, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-016	Park History Files	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-032	Participant Files: Licensed Day Care (Kid Smart)	End of Participation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets State Licensing requirements; May have grant funding; GC §34090
Parks & Recreation	P&R-017	Recreation / Community Services Commission **AGENDAS, AGENDA PACKETS.**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-018	Recreation / Community Services Commission **MINUTES / BYLAWS**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090
Parks & Recreation	P&R-019	Registration Forms / Reservation Forms / Classes / Application Forms / Fee / Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, Photo Releases, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-020	Season Brochures / Recreation Brochures	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-020.1	Transit ADA Complaints	5 years		Mag, Ppr	S / I	Yes: After QC & OD	Per Federal Transit Administration and LA Metro subrecipient agreement. Section 12.7.3 – Record Keeping; GC § 34090
Transport.	P&R-021	Transportation Applications for Service (Dial-a-Ride, etc.)	Inactive + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090

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Transport.	P&R-022	Transportation Dispatch System / Dial-a-Ride Database	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Transport.	P&R-023	Transportation Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-024	Volunteer / Unpaid Intern Applications / Agreements - Unsuccessful / Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~ (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090
Parks & Recreation	P&R-025	Volunteer / Unpaid Intern Applications / Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	Department policy ~~preference~~ (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090
Parks & Recreation	P&R-026	Waivers of Liability	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-027	Youth Commission Applications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-028	Youth Commission **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Parks & Recreation	P&R-029	Youth Commission **MINUTES / BYLAWS**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	GC §34090

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RECORDS RETENTION SCHEDULE: POLICE

(Chief / Admin., Comms., Detectives, Jail, Patrol, PSU, Property And Evidence, Records, Training)

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POLICE / CHIEF / ADMINISTRATION								
Police / Chief / Admin.	PD-001	Carry Concealed Weapon Permits (CCW Permits) - **APPROVED**	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / Chief / Admin.	PD-002	Carry Concealed Weapon Permits (CCW Permits) - **DENIED**	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Admin. & Police / Admin.	PD-003	DMV Pull Notices (Police Personnel)	When Superseded, or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Fire / Admin. & Police / Admin.	PD-004	EOC Activations / Drills	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / Chief / Admin.	PD-005	False Alarm Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Chief / Admin.	PD-006	Neighborhood Watch	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Chief / Admin.	PD-081	Officer-Involved Traffic Collisions	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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(Chief / Admin., Comms., Detectives, Jail, Patrol, PSU, Property And Evidence, Records, Training)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Chief / Admin.	PD-082	Payroll Time Sheets, Payroll Reports, Overtime Slips / Billing - Police Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Police / Chief / Admin.	PD-083	Personnel Files - Police Department Employees / Performance Evaluations	Send to Human Resources Upon Separation	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113
Police / Chief / Admin.	PD-084	POST Training	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference;~~ 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090
Police / Chief / Admin.	PD-085	Press Releases (Police)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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POLICE / CAD / DISPATCH								
Police / Commun.	PD-007	Recordings - **Audio Recordings** / Tapes - (CAD/RMS) Recordings of Telephone / Radio Communications Dispatch Tapes (CAD)	Minimum 180 days		Mag			Department policy ~~Preference~~ (consortium standard); ~~Statewide guidelines propose 180 days~~ (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
POLICE / DETECTIVE BUREAU								
Police / Detectives	PD-007.5	Automated License Plate Reader Data / ALPR Recordings	When No Longer Required		Mag			Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §34090.6 et seq;
Police / Detectives	PD-007.7	Drone (Unmanned Aerial Vehicle) Recordings	When No Longer Required		Mag			Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §34090.6 et seq;
Police / Detectives	PD-008	Informant Files	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090
Police / Detectives	PD-009	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090

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Police / Detectives	PD-010	Investigation Files / Arrest Files	Transfer to Records		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Detectives	PD-011	Narcotics Buy Fund Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Detectives	PD-012	Pawn Slips	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Detectives	PD-013	Registrants: Arson - Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD ~~5 years~~	Department policy ~~preference~~; Pursuant to PC §457.1 et seq.; required to register for life; If released from DOJJ ~~CYA,~~ records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Detectives	PD-014	Arson Registrations: **Juveniles** released from Division of Juvenile Justice ~~California Youth Authority~~	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from DOJJ ~~CYA,~~ records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Detectives	PD-014.5	Registrants: Gang **Adults**	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy (registration pursuant to PC 186.3(a)); GC §34090
Police / Detectives	PD-014.6	Registrants: Gang **Juveniles**	Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy; (registration pursuant to PC 186.3(a)); Records are destroyed pursuant to W&I §781;GC §34090
Police	PD-039.5	Registrants: Gang **Adults- Shared Gang Databases / CalGang** / Written Attestations	5 years After Last Reset		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Policy (registration pursuant to PC 186.30(a));11 CCR 773.8; GC §34090
Police	PD-039.6	Registrants: Gang **Juveniles- Shared Gang Databases / CalGang** / Written Attestations	3 years After Last Reset		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Policy (registration pursuant to PC 186.30(a)); Records are destroyed pursuant to W&I §781; 11 CCR 774; PC §186.30; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: POLICE

(Chief / Admin., Comms., Detectives, Jail, Patrol, PSU, Property And Evidence, Records, Training)

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~~Police / Detectives~~	~~PD-015~~	~~Registrants: Narcotic~~	~~5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~Department policy Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)~~
Police / Detectives	PD-016	Registrants: Sex Offenders - Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department policy ~~Preference~~; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Detectives	PD-017	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department policy ~~Preference~~; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offense; Pursuant to PC §290 et seq.; W&I §781(d)
Police / Detectives	PD-018	Regulatory Permits / Backgrounds (Solicitors, Massage, Taxi, etc.	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / Detectives	PD-019	Subpoenas (Personal Appearance - Police Personnel)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
POLICE / JAIL								
Police / Jail	PD-020	Jail In-Custody Rosters	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Jail	PD-021	Recordings - Jail Video Recordings (Jail surveillance, security)	1 year		Mag			GC §34090.6(a)
Police / Jail	PD-022	Logs / Inspections: Activity, Custody Logs / Lists, Daily Counts, Daily Food Services, Freezer Temperature Forms, Goof Inspection, Kitchen Utensil Inventory, Handcuff Log, Tool Log, Jail incident Lob, Drain Flush Log, Jail Key Log, Shift Change Checklist, Duress Alarm Log, Safety / Sobering Cell Logs, Secure Juvenile Logs, Security Checks, Visitor Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Police / Jail	PD-023	Medical Screen Forms, Sheets	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Jail	PD-024	Monthly Counts, Official Counts	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Jail	PD-025	Outside Agencies Pre-booking Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Jail	PD-026	PREA (Prison Rape Elimination Act) Report	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Jail	PD-027	Property Sheets	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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POLICE / PATROL								
Police / Patrol	PD-028	Canine (Police Service Dogs) Program Files / Training Files: Animal Files	Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-029	Canine (Police Service Dogs) Program Files: Action Reports, Monthly Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / Records	PD-030	Citations - Parking / Moving	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Patrol	PD-031	Officer Daily Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-032	PAS Device Calibration Logs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / Patrol	PD-033	Ride-A-Long Waivers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / Patrol	PD-034	Special Events / Ops Plan	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §~~6252~~ 7920.530; 64 Ops. Cal. Atty. Gen. 317 (1981))
Police / Patrol	PD-035	Traffic Control: Radar Calibration Records	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Patrol	PD-036	Vacation House Checks / Extra Patrol requests	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-037	Watch Commander Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
POLICE / PROFESSIONAL STANDARDS UNIT								
Police / PSU	PD-038	Department Policies / Procedures / Operation Directives / General Orders / Lexipol (Department Policies / Procedures)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~Superseded~~	Department policy ~~preference~~; GC §34090 et seq.

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Police / PSU	PD-039	Internal Affairs Investigations - Individual Officers / Complaints Against Officers - **WITHOUT Sustained Finding of Misconduct as defined in PC §832.7** (May include criminal acts, moral turpitude, complaints generated from a civilian)	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years for civilian's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 after the discovery of the offense for misconduct in office; PC 801.5, 803(c), 832.5, EVC § 1045(b)(1), GC §§12946, 12960, 34090; VC §2547
Police / PSU	PD-039.1	Internal Affairs Investigations - Individual Officers / Complaints Against Officers - **WITH Sustained Finding of Misconduct as defined in PC §832.7**	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §832.7; GC §34090
Police / PSU	PD-040	Internal Pursuit Critiques	Incident + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / PSU	PD-041	Pitchess Motions Notifications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / PSU	PD-042	Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / PSU	PD-043	Range Qualifications	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / PSU	PD-044	Use of Force Review - WITHOUT Sustained Finding of Misconduct	Incident + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §§12946, 12960, 34090
POLICE / PROPERTY AND EVIDENCE								
Police / Property & Evidence	PD-045	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	Department policy ~~preference~~; GC §34090 et seq.
Police / Property & Evidence	PD-046	Forfeiture Notification	5 ~~2~~ years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090

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Police / Property & Evidence	PD-047	Gun / Narcotics Destruction Log (Documents related to)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Police / Property & Evidence	PD-048	Lost / Found Property (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Property & Evidence	PD-049	Property Auctions	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
POLICE / RECORDS								
Police / Records	PD-050	Citations - Marijuana / Cannabis / Parking	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-087	Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~ (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090
Police / Records	PD-051	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Filed on line with the State; GC §34090
Police / Records	PD-052	Due Diligence Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-053	Field Investigation Cards (FI's) / Juvenile Contact Cards - After Entry into RMS	After Entry into RMS		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC§ 34090 et seq.
Police / Records	PD-054	Logs: Arrest Packet, JDIC	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Records	PD-055	NCIC Validation	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-056	Officer Recordings: Body-Worn Cameras – **LOGS** of Access / Deletion of Data	P		Mag			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.

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Police / Records	PD-057	Officer Recordings: Body-Worn Cameras - that **ARE** evidence, Officer Involved Shootings / Detention / Arrest / Complaints	Follows the Retention of the Evidence, **Minimum 2 years**		Mag			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Records	PD-058	Officer Recordings: Body-Worn Cameras - that are **NOT** evidence	2 years		Mag			Department policy ~~preference~~; PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Records	PD-058.5	Officer Recordings: Body-Worn Cameras – **Accidental Recordings Reviewed and Approved for Deletion** (Non-evidentiary)	After Approval		Mag			Department policy; consistent with Lexipol policies (review, supervisory authorization, and documentation required); PC§ 832.18 et seq. GC §34090.6 et seq.
Police / Records	PD-059	Officer Recordings: Mobile Audio Video (MAV) Recordings - that are NOT evidence	2 years		Mag			Department policy ~~preference~~ (consistent with Lexipol Section 421); Those segments of videos that are determined to be evidence are retained as evidence; GC §34090.6 et seq.
Police / Records	PD-060	POLICE REPORTS / INCIDENT REPORTS: **ALL FELONIES / MISDEMEANORS, Except Those Specifically Mentioned in the Schedule** e.g., 5150, Detention Reports, etc.	5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Domestic Violence incident reports are required or a minimum of 5 years; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq, FC 6228(d)

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Police / Records	PD-061	POLICE REPORTS / INCIDENT REPORTS: **Factually Innocent Petition Accepted** Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, / lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-062	POLICE REPORTS / INCIDENT REPORTS: **Firearms entered into CLETS** (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC§ 11108.2(b); GC§ 34090
Police / Records	PD-063	POLICE REPORTS / INCIDENT REPORTS: **IF IMAGED, Capital Crimes / Homicides / Major Crimes /** Serious Felonies / Sex Crimes / Child Abuse / Fatals / Felony DNA (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h)	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department policy ~~Preference~~; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-064	POLICE REPORTS / INCIDENT REPORTS: **Juvenile Child Abuse / Severe Neglect**	Date of Incident + 10 years, If No Subsequent Reports	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(i); 11170(a); GC §34090
Police / Records	PD-065	POLICE REPORTS / INCIDENT REPORTS: **Misdemeanor / Infraction - Adult Marijuana / Cannabis** - HS §11357(b)(c)(d)(e) / HS §11360(b) (with procedure in HS §11361.5) - Except those with outstanding stolen property, including firearms, / lost firearms, serious felonies, / synthetic cannabis	2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); GC §§68152(c)(8), 34090; H&S §11361.5

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Police / Records	PD-066	POLICE REPORTS / INCIDENT REPORTS: **Misdemeanor / Infraction - Juvenile Marijuana / Cannabis** - HS §11357 - Except those with outstanding stolen property, including firearms, / lost firearms, serious felonies, / synthetic cannabis	Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-067	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor / Infraction Marijuana / Cannabis §11357(d) - **Juvenile on School Grounds during School Hours** (with procedure in HS §11361.5)	Offender is 18 Years Old	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(d)
Police / Records	PD-068	POLICE REPORTS / INCIDENT REPORTS: **Missing Persons (Returned)**	Until CLETS Entry No Longer Exists - **Minimum 2 years**	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records	PD-069	POLICE REPORTS / INCIDENT REPORTS: **Sealed Adult, Juvenile / Ward Cases** - Except those with Childhood Sexual Assault, Child Abuse / Severe Neglect, (Substantiated), outstanding stolen property, including firearms, / lost firearms	Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-069.1	DR Reports / Crime Reports **Sealed Juvenile / Ward Cases** - Childhood Sexual Assault - **After January 1, 2024**	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Records	PD-069.2	DR Reports / Crime Reports **Sealed Juvenile / Ward Cases** - Childhood Sexual Assault - **Before January 1, 2024**	Age of Majority + 22 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy to accommodate statute of limitations for victims; CCP §§340.1, GC §34090

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Police / Records	PD-069.5	POLICE REPORTS / INCIDENT REPORTS: **Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)**	Court Order + 1 year		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records	PD-070	Police RMS Database	Indefinite - Follows Retention of the Crime Report	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Police / Records	PD-071	Public Information Requests	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-071.1	Report to the State Commission on Peace Officer Standards / Training (POST Commission) of peace officer employment, compliant, finding, disposition, / judgement pursuant to §PC 13510.9	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-072	Repossession Notices	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Police / Records	PD-072.1	STOP Source Data, Audit Log / Racial / Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §§12525.5, 34090
Police / Records	PD-073	Subpoenas (Records)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-074	Recordings - **Video Recordings** - Parking Lots, Public Areas	When No Longer Required		Mag			Does not record "regular and ongoing operations"; GC §34090.6
Police / Records	PD-075	Recordings - **Video Recordings** - Police Operations	1 year		Mag			Records "regular and ongoing operations"; GC §34090.6
Police / Records	PD-076	Warrants (Recalled / Served)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
POLICE / TRAINING								

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Police / Training	PD-077	Background File / **Recruitment** File - Police Employees / Police Volunteers **(SUCCESSFUL)**	Separation + 4 ~~3~~ years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years after the date of the employment action taken; ~~City preference;~~ 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113; ~~8 CCR §11040.7(7)(C)~~
Police / Training	PD-078	Background File / **Recruitment** File - Police Employees / Police Volunteers **(UNSUCCESSFUL)**	4 ~~3~~ years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years after the date of the employment action taken; ~~Department preference;~~ 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090
Police / Training	PD-088	Personnel Files - Police Department Employees / **FTO (Field Training Officer) File** (Daily Ratings, Field Training Program Forms, etc.) Excludes Training Certificates and other records required to be retained by LC §1198.5	4 ~~3~~ years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113
Human Resources	PD-079	Personnel Files - Police Department Employees / **POST Training Files** (By Employee) Required Information by Employee for all Employee Training for Separation + 5 years: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualification Documents	Send to Human Resources Upon Separation	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC §1198.5
Police / Training	PD-080	Personnel Training Evaluations	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.

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PUBLIC WORKS / ENGINEERING								
Public Works / Engineering	PW-001	Aerial Maps	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-002	Benchmarks / Centerline Ties	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-003	Bonds (Performance Bonds, Subdivision Bonds, Letters of Credit)	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP) - INFRASTRUCTURE: **Permanent File / Scanned Records** Specifications / Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies / Reports, Operations / Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department policy ~~preference~~; retained for disaster preparedness purposes; ~~Statewide guidelines propose Permanent for Infrastructure plans;~~ GC §34090

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Public Works / Engineering	PW-005	Capital Improvement Projects (CIP) INFRASTRUCTURE: **Administration File / NOT Scanned** Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; ~~Statewide guidelines propose termination + 5 years;~~ CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-007	Construction Inspection	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-008	Correspondence - Regulatory Agencies Not Related to a CIP (State / Federal Agencies, EPA, Health Department, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Engineering	PW-009	Design / Construction Standards - Authored by the City	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-010	Drawings, Maps, Plans / Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built", Final Tract Maps, Final Parcel Maps, Lot Line Adjustments	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

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Public Works / Engineering	PW-011	Encroachment Permits / Excavation Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.) Includes Insurance Certificates	Final / Completion + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering	PW-012	Encroachments - Permanent (Permanent structures in the City's Right of Way)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-013	Engineering Permits Database	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; Some Encroachment permits are Permanent; GC §34090
Public Works / Engineering	PW-014	Engineering Preliminary Studies	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-015	Engineering Studies / Surveys / Project Assessments	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-016	Geotechnical / Soil Reports; Hydrology Reports (Authored on behalf of the City)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-017	Grading Plans (Prior to Building being the Office of Record for them)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Public Works / Engineering	PW-018	Lighting / Landscape Districts / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Public Works / Engineering	PW-019	Master Plans: Bikeway, Park, Pavement, Sewer, Traffic, Transportation, Water Master Plan, etc.	When Superseded - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Drafts should be destroyed; GC §34090

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Public Works / Engineering	PW-020	Private Land Development Projects / Job Files: **Administration File** Construction Inspections, Correspondence, Photos, Private Lab Verifications, Testing Lab Final Reports, etc. *Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts,. TPMs, TSMs*	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-021	Private Land Development Projects / Job Files: **Permanent Files** Covenants/Agreements, Drainage, Driveway, Grading Plans (prior to Building being the Office of Record), Rights of Way, Soil Reports, Stormwater, etc. Dedications, Easements, Abandonments (City Clerk is OFR) *Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs*	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Public Works / Engineering	PW-022	Public Works Committee **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

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Public Works / Engineering	PW-023	Public Works Committee **AUDIO RECORDINGS** of Meetings / Audio Tapes	2 years		Mag ~~OD~~			Department preference; State law only requires for 30 days; GC §54953.5(b)
Public Works / Engineering	PW-024	Public Works Committee **MINUTES / BYLAWS**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~No~~	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-025	Site Clearance / Soil Remediation / Mitigation	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-026	Solid Waste Reduction / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection / Recycling) / Tonnage Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference;~~ SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC §34090
Public Works / Engineering	PW-027	Traffic Counts	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-091	Traffic Signal Timing Sheets	Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Engineering	PW-028	Traffic Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~ (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	PW-029	Underground Service Alerts (USA's) / Dig Alert	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090

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PUBLIC WORKS / MAINTENANCE								
Public Works / Maint.	PW-030	Aboveground CNG Storage Tanks (Agency Owned) Spill Prevention Control / Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	~~20 years~~ Life of the Tank;		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Maint.	PW-031	AQMD Permits (Generators, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Maint.	PW-032	Daily Journals / Work logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Maint.	PW-033	Fleet Database	Indefinite - Minimum Life of the Vehicle	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Public Works / Maint.	PW-034	Generator Operation Logs (for fixed / stationary generators) / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; AQMD Rule 1470; Form 400–E–13a instructions, GC §34090
Public Works / Maint.	PW-035	Hazardous Waste Manifests / Certificates of Disposal	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (City has "cradle to grave" liability); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Public Works / Maint.	PW-036	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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Public Works / Maint.	PW-037	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090
Public Works / Maint.	PW-038	Tree Maintenance Database	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Public Works / Maint.	PW-039	Transportation Audits: DMV / CHP	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
Public Works / Maint.	PW-040	Underground Service Alerts (USA's) / Dig Alert	3 years		Mag, Mfr, OD, Ppr	S/i	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Maint.	PW-041	Underground Storage Tank (City Owned) UST Monitoring, Inspections / Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Public Works / Maint.	PW-042	Underground Storage Tanks - USTs (City Owned) Repairs, Lining, Upgrades	Life of the Tank		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	23 CCR 2712(b), H&S §25284.2(i)
Public Works / Maint.	PW-043	Underground Storage Tanks (City-Owned) Location, Soil Remediation, Monitoring Well Records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~1 year~~	Department policy ~~Preference~~ (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.

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Public Works / Maint.	PW-044	Used Oil Disposal	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Maint.	PW-045	Vehicle / Equipment History Files, AQMD Certifications, Maintenance, Registrations, Safety Certifications, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Public Works / Maint.	PW-046	Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Public Works / Maint.	PW-047	Work Orders / Service Requests - **All Information Entered in CMMS Database** (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Public Works / Maint.	PW-048	Work Orders / Service Requests - N**OT entered in CMMS Database (/ partial information entered into CMMS Database**) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
PUBLIC WORKS / UTILITIES - RECYCLED WATER								
Public Works / Utilities / Recycled Water	PW-049	Cross Connection Testing, Inspections, Leak Repairs, Valve Turning, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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Public Works / Utilities / Recycled Water	PW-050	Recycled Water Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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PUBLIC WORKS / UTILITIES - STORMWATER / NPDES								
Public Works / Utilities / Stormwater	PW-051	Stormwater Illicit Discharges	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~(after 2 years)~~	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Utilities / Stormwater	PW-052	Stormwater Monitoring / NPDES Monitoring / Inspection	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Utilities / Stormwater	PW-053	Stormwater: Business Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Utilities / Stormwater	PW-054	Stormwater: NPDES Annual Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department policy ~~preference~~; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Public Works / Utilities / Stormwater	PW-055	Stormwater: NPDES Permits	Expiration + 3 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Utilities / Stormwater	PW-056	Stormwater: Operation / Maintenance (Catch Basins, Field, General Cleaning, Open Channels, Slots, Stormwater Treatment Measures / Trash Cleaning)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Utilities / Stormwater	PW-057	Stormwater: TMDL Plan (Total Maximum Daily Load) Plan	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090

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RECORDS RETENTION SCHEDULE: PUBLIC WORKS
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
PUBLIC WORKS / UTILITIES - SEWER								
Public Works / Utilities / Sewer	PW-058	FOG (Fats, Oil / Grease) / Source Control / Pretreatment Annual / Semi-Annual Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
Public Works / Utilities / Sewer	PW-059	Sanitary Spills / Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2022-0103-DWQ; ~~2002-0103-DWQ & 2006-03~~; 40 CFR 122.41(j)(2); GC §34090
Public Works / Utilities / Sewer	PW-060	SCADA Database (Supervisory Control / Data Acquisition)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §§34090, 12168.7
Public Works / Utilities / Sewer	PW-061	Sewer System Management Plans (SSMP) / Sanitary Spills Overflow Prevention Plan (SSOPP) / Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; SSMPs are required to be retained 5 years and updated every 6 ~~5~~ years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order ~~2006-03; &~~ 2022-0103-DWQ; GC §34090
Public Works / Utilities / Sewer	PW-062	Underground Service Alerts (USA's) / Dig Alert	3 years		Mag, Mfr, OD, Ppr	S/i	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Utilities / Sewer	PW-063	Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Utilities / Sewer	PW-064	Work Orders / Service Requests - **All Information Entered in CMMS Database** (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Public Works / Utilities / Sewer	PW-065	Work Orders / Service Requests - **NOT entered in CMMS Database (/ partial information entered into CMMS Database)** (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090

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PUBLIC WORKS / UTILITIES - WATER								
Public Works / Utilities / Water	PW-066	AQMD Permits (Generators, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Utilities / Water	PW-066.1	Backflow Testing / Cross Connection Testing	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years; ~~17 CCR 7605(f);~~ GC §34090
Public Works / Utilities / Water	PW-067	Confined Space Entries	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Utilities / Water	PW-068	Conservation Program Grants / Rebates (Toilets, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~ (meets municipal government auditing standards); GC §34090
Public Works / Utilities / Water	PW-069	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints about Potable Water	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Public Works / Utilities / Water	PW-070	Fire Hydrant Flow / Pressure Tests (Development / Maintenance)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Utilities / Water	PW-072	Generator Operation Logs / Inspections - Portable / Emergency Generators)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400–E–13a instructions, GC §34090
Public Works / Utilities / Water	PW-071	Generator Operation Logs (for Fixed / Stationary Generators) / Inspections	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; GC §34090
Public Works / Utilities / Water	PW-073	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Utilities / Water	PW-073.5	Public Notices - Potable Water (Tier 1, 2, / 3)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Public Works / Utilities / Water	PW-074	Regulatory Agency Compliance - Correspondence, Supporting Documentation (DPH, EPA, etc.)	~~When No Longer Required -~~ Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Utilities / Water	PW-074.3	Reservoirs: **Dive Videos**	10 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department policy (covers 2 mandated cycles); GC §34090
Public Works / Utilities / Water	PW-074.4	Reservoirs: **Flushing, Disinfection / Cleaning**	Minimum 3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090
Public Works / Utilities / Water	PW-074.5	Reservoirs: **Inspection Reports, Maintenance Records**	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department policy; GC §34090
Public Works / Utilities / Water	PW-075	SCADA Database	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §34090
Public Works / Utilities / Water	PW-076	Surveys of Water System	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; 40 CFR 141.33©
Public Works / Utilities / Water	PW-077	Underground Service Alerts (USA's) / Dig Alert	3 years		Mag, Mfr, OD, Ppr	S/i	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Utilities / Water	PW-078	Variances / Exemptions	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; (5 years is required); 22 CCR §64470; GC §34090
Public Works / Utilities / Water	PW-079	Violations / Corrections	Correction + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; 40 CFR 141.33(b)(3)
Public Works / Utilities / Water	PW-092	Vulnerability Assessment / Emergency Response Plan / Risk / Resiliency Assessment / Hazard Mitigation Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	~~Department Preference~~ Confidential; 42 USC 300i-2(c); GC §34090
Public Works / Utilities / Water	PW-080	Water Main Break Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Utilities / Water	PW-081	Water Production Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Utilities / Water	PW-082	Water Quality - Lab Reports / Chains of Custody: **Bacteriological / Organics**	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	40 CFR 141.33(a); and (b)(1); 22 CCR §64470
Public Works / Utilities / Water	PW-083	Water Quality - Lab Reports / Chains of Custody: **Chemical** (Includes Chlorine Residuals Disinfectant Residuals, Disinfection Byproducts, / Disinfection Byproduct Precursors))	10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	40 CFR 141.33(a); 22 CCR §§64470, 64537, 64692
Public Works / Utilities / Water	PW-084	Water Quality - Lab Reports / Chains of Custody: **Lead / Copper**	12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Utilities / Water	PW-085	Water Quality Reports / Annual Consumer Confidence Reports	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~preference~~; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91; GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Water & City Clerk	PW-086	Water Rights (Send final contracts / agreements to City Clerk)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~10 years~~	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Utilities / Water	PW-087	Wells: History / Operations (Includes Abandoned / Destroyed Wells)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD ~~10 years~~	Department policy ~~preference~~; GC §34090 et seq.
Public Works / Utilities / Water	PW-088	Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Public Works / Utilities / Water	PW-089	Work Orders / Service Requests - **All Information Entered in CMMS Database** (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Public Works / Utilities / Water	PW-090	Work Orders / Service Requests - **NOT entered in CMMS Database (/ partial information entered into CMMS Database)** (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department policy ~~Preference~~; May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090

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Item No. 6.

TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**OFFICE OF THE CITY COUNCIL**
BY:	**CLAUDIA FROMETA, MAYOR**
DATE:	**MARCH 24, 2026**
SUBJECT:	**APPOINTMENT TO THE PUBLIC WORKS COMMITTEE FOR COUNCIL DISTRICT 4**

EXECUTIVE SUMMARY

The City Council will consider adopting a resolution to appoint Mr. Christian Gutierrez to the Public Works Committee for Council District 4.

RECOMMENDATION

That the City Council:

Adopt Resolution No. 26-8342, approving the appointment of Christian Gutierrez to the Public Works Committee for Council District 4.

BACKGROUND

Pursuant to Downey City Charter Section 902, Mayor Claudia Frometa recommends approval of the appointment of Christian Gutierrez to the Public Works Committee for Council District 4.

CITY COUNCIL PRIORITIES

Quality of Life, Neighborhood & Infrastructure
Public Engagement

FISCAL IMPACT

There is no fiscal impact.

Attachments

Attachment A: Resolution No. 26-8342

RESOLUTION NO. 26-8342

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DOWNEY APPROVING THE APPOINTMENT OF CHRISTIAN GUTIERREZ TO THE PUBLIC WORKS COMMITTEE FOR COUNCIL DISTRICT 4

THE CITY COUNCIL OF THE CITY OF DOWNEY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Christian Gutierrez is hereby appointed to the Public Works Committee for Council District 4 for the term expiring December 2026.

SECTION 2. The City Clerk shall certify to the adoption of this Resolution and transmit a copy thereof to the appointee.

APPROVED AND ADOPTED this 24th day of March, 2026.

CLAUDIA M. FROMETA, Mayor

ATTEST:

MARIA ALICIA DUARTE, CMC
City Clerk

APPROVED AS TO FORM:

JOHN M. FUNK
City Attorney

I HEREBY CERTIFY that the foregoing Resolution was adopted by the City Council of the City of Downey at a Regular meeting held on the 24th day of March, 2026, by the following vote, to wit:

AYES: Council Members:
NOES: Council Member:
ABSENT: Council Member:
ABSTAIN: Council Member:

MARIA ALICIA DUARTE, CMC
City Clerk

Item No. 7.

TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**OFFICE OF THE CITY MANAGER**
BY:	**MARLON RAMIREZ, INTERIM ASSISTANT FINANCE DIRECTOR**
DATE:	**MARCH 24, 2026**
SUBJECT:	**MID-YEAR BUDGET REPORT**

EXECUTIVE SUMMARY

The City Council will receive and file the Mid-Year Budget Performance Report ending December 31, 2025, which represents the balances and activity for the first and second quarters (July through December) of the 2025-2026 Fiscal Year (FY) Operating Budget.

RECOMMENDATION

That the City Council:

1. Receive and file the Mid-Year Budget Performance Report for the 6-month period ending December 31, 2025, which represents the balances and activity for the first and second quarters of FY 2025-2026;
2. Approve a revenue increase of $3,058,944 to the General Fund FY 2025-2026 budget; and,
3. Approve an appropriation increase of $2,646,889 to the General Fund FY 2025-2026 budget.

BACKGROUND

The City Council adopted a structurally balanced Fiscal Year (FY) 2025-2026 Annual Budget on June 25, 2025, that was developed with modest revenue growth consistent with the economic conditions at the time of budget development.

The Fiscal Year 2025-2026 Mid-Year Budget Performance Report is an important gauge of the City's economic vitality as it provides an in-depth assessment of the City's revenues and expenditures during the first half of the fiscal year and provides projections of the fiscal year end results. These projections serve as the starting point for the refinement of next year's budget.

This report summarizes the City of Downey's (City) overall financial position for the current fiscal year allowing the City to proactively respond to unanticipated changes and emerging trends. It also provides transparency and public reporting to the Community with an emphasis on the General Fund. By December 31st, the expectation is that most budget categories will be at or below 50%, although this may fluctuate based on timing of certain receipts and expenditures/projects. After the end of the third-quarter (March 31st), staff will again conduct another review of revenues and expenditures and provide updates.

ANALYSIS

General Fund

The following is an analysis of the General Fund.

Revenues

	FY 2025		FY 2026						
					Year over Year Variance (July - Dec.)			Adjusted Budget & Projected Year End Variance	
	Adjusted Budget	July - Dec Actual	Adjusted Budget	July - Dec Actual	($)	(%)	Projected Year End - June 30	($)	(%)
PROPERTY TAXES	37,470,000	8,690,941	38,849,510	8,980,099	289,158	3%	38,902,502	52,993	0.1%
SALES AND USE TAXES	27,905,000	8,916,578	29,009,796	9,624,919	708,341	8%	29,178,329	168,534	1%
HOTEL TAXES	2,360,000	934,844	2,500,840	904,410	(30,434)	-3%	2,387,458	(113,382)	-5%
UTILITY USERS TAX	8,602,000	4,085,433	8,750,000	3,988,374	(97,059)	-2%	8,727,417	(22,583)	0%
BUSINESS TAXES	1,889,500	730,156	2,165,000	598,157	(131,999)	-18%	2,449,697	284,697	13%
FRANCHISE TAXES	3,714,000	558,798	3,819,369	572,483	13,685	2%	3,979,074	159,705	4%
OTHER TAXES	295,000	119,848	290,000	66,601	(53,247)	-44%	300,130	10,130	3%
Total Taxes	**$82,235,500**	**$24,036,599**	**$85,384,514**	**$24,735,044**	**$698,445**	**2.9%**	**85,924,606**	**540,093**	**0.6%**
LICENSES, PERMTS & FEES	12,405,400	5,010,931	12,634,100	6,253,641	1,242,710	25%	16,698,110	4,064,010	32%
REV FROM OTHER AGENCIES	2,349,000	919,422	2,512,500	1,110,544	191,122	21%	2,838,919	326,419	13%
CHARGES FOR SERVICES	968,050	452,254	959,613	82,591	(369,663)	-82%	167,873	(791,740)	-83%

FINES AND FORFEITURES	1,490,900	606,260	1,631,500	571,797	(34,463)	-6%	1,311,085	(320,415)	-20%
USE OF MONEY & PROPERTY	3,532,465	2,074,056	3,744,250	1,203,854	(870,201)	-42%	3,489,496	(254,754)	-7%
OTHER REVENUE	1,566,250	800,852	2,299,926	337,678	(463,174)	-58%	1,558,529	(741,397)	-32%
INTERFUND REVENUE	2,832,000	1,403,490	3,364,686	1,692,536	289,045	21%	3,386,091	21,405	1%
OPERATING TRANSFERS	4,849,000	2,424,500	3,699,000	1,849,500	(575,000)	-24%	3,914,322	215,322	6%
Total Revenue	**112,228,565**	**37,728,363**	**116,230,088**	**37,837,185**	**108,822**	**0.3%**	**119,289,032**	**3,058,944**	**2.6%**

Total General Fund Revenues are on course to exceed the Fiscal Year 2025-2026 Adjusted Budget projection of $116,230,088 by approximately $3.05 Million. This positive year-end projection is primarily due to an increase in development fees and ambulance fees that the City is projected to receive. The projection also includes both positive and negative trends in the economy, which will be described further in the below paragraphs.

Sales and Use Taxes are expected to align with the adopted budgets with a minimal increase of $168,534 or 1%. Inflation has as shown continued, although uneven, progress in cooling down from its 2022 peak but remains above the Federal Reserve's 2% target, and overall consumer confidence has declined, impacting revenue funds for cities. However, Downey is in a unique position to have actually experienced some growth when other jurisdictions have not. This is attributed to the City's auto industry, which has outperformed other categories despite broader slowdowns in consumer confidence. Lower fuel prices and softer statewide demand created minor negative offsets, but they were not enough to outweigh the gains in auto sales.

Property Taxes

Property Taxes are projected to exceed budget projections by $52,993. Overall, property tax revenues reflect a modest 0.1% increase over the prior fiscal year, with year-end estimates totaling approximately $38.9 million. This slight growth is supported in part by an increase in the City's Educational Revenue Augmentation Fund (ERAF) allocation, which is administered through the County property tax distribution process; based on updated assessed valuations and allocation adjustments, ERAF revenues are estimated to increase by approximately $470,000 compared to the prior year. As of the latest available data, the median sales price for a single-family home in Downey is approximately $900,000, reflecting a modest increase from $873,000 in the prior year (source: Realtor.com, March 2026). While home values have increased slightly, the overall housing market continues to show signs of cooling, with slower growth in assessed values and steady consumer sentiment. The supply of homes for sale remains limited, and the rate of new listings has not significantly changed, suggesting that homeowner willingness to sell remains largely unchanged.

Hotel Taxes are projected to fall short of the adopted budget projections by $113,382 or 5%. This slight decrease reflects a modest decline in hotel taxes.

Business License Tax are projected to increase by $284,697. This is primarily due to a growing upward trend in license activity. Year-over-year results show new net businesses rising and closed accounts declining

Licenses, Permits, and Fees are projected to exceed the adopted budget projections by $4,064,010 or 32%. Overall Plan Check Fees and Building Permit Fees are anticipated to grow by $327,000 and $267,000, respectively, above adopted budget as a result in a increase in development activity. This was complimented by a significant increase in the City's reimbursement of Paramedic Transportation costs. These fees are projected to realize nearly $2.05 million in additional revenues. A large portion of this is related to the City's participation in the California-Department of Health Care Services Public Provider Ground Emergency Medical Transport (PP-GEMT) Program, which the City joined in June 2023. PP-GEMT is a supplemental reimbursement program that applies to Medi-Cal patients who are transported by Public Providers, such as the Downey Fire Department. This program allows participating Public Providers, who transport Medi-Cal patients by ambulance, to recover additional costs associated with those patient transports.

Use of Money and Property is projected to fall below the adopted budget projections by $254,754 or 7%. This decrease is primarily driven by the effect of decreased interest rates on both the Local Agency Investment Fund (LAIF) pool and the City's overall investments portfolio.

Other Revenue is projected to fall below budgetary estimates by $741,397 or 32%. One of the major drivers to the decrease, or a year-over-year decline, is that last year's revenues were elevated by approximately $600,000 in wildfire-related reimbursements that are not expected to recur this fiscal year, but rather the following year. However, it should be noted that these monies offset the cost of staff/expenditures, and will ultimately result in a net $0 outcome in the long-term. Other revenues are contributing to the overall decline include lower MERF Tipping revenue, along with decreases in several other fee-based categories, including medical ambulance transportation reimbursements under the old program, reduced storage fees, and lower miscellaneous reimbursements.

Revenue from Other Agencies is projected to exceed budgetary estimates by $326,419 or 13%. One of the major contributors is approximately $105,000 increase in the State Mandate reimbursement costs related to Police Department activities. These revenues are difficult to predict as not all submitted reimbursement requests are accepted by the State and the timing of receiving payment may not always fall in the same fiscal year that the expenditure was incurred. Nevertheless, it is contributing to a positive increase in the current year.

Fines and Forfeitures is projected to end the year $320,000 below budgetary estimates. The shortfall is primarily the result of a decrease in the assessment of less parking and vehicle code related citations.

Expenditures

General Fund expenditures are projected to exceed the 2025-2026 budget projection by $2,646,889. While the City strives to remain within its budget authority, some departments are experiencing higher-than-anticipated costs, while others are realizing savings. These projected overages are anticipated to be offset primarily by increased General Fund revenues and lower-than-expected expenditures in other departments.

The table below details General Fund expenditures by department for the first six months of the fiscal year and projections for the end of the fiscal year:

	FY 2025			FY 2026						
						Year over Year Variance (July - Dec.)			Adjusted Budget & Projected Year End Variance	
Department	Adjusted Budget	July - Dec Actual	Actual	Adjusted Budget	July - Dec Actual	($)	(%)	Projected Year End - June 30	($)	(%)

City Attorney	367,941	92,833	229,380	229,487	87,844	-4,988	-5%	234,096	4,609	2.0%
City Clerk	1,197,600	297,203	939,409	590,009	233,796	-63,407	-21%	561,550	(28,459)	-4.8%
City Council	348,326	131,273	329,281	436,319	232,323	101,050	77%	438,473	2,154	0.5%
City Manager	3,301,802	1,374,679	3,220,121	3,947,325	1,883,635	508,956	37%	3,817,191	(130,134)	-3.3%
Community Development	7,573,169	2,735,126	6,627,916	7,099,416	2,805,856	70,730	3%	7,421,542	322,126	4.5%
Finance	5,277,348	2,855,383	4,902,934	3,936,855	2,722,446	-132,936	-5%	4,524,731	587,876	14.9%
Fire	29,300,585	14,782,797	32,039,419	27,610,727	14,428,576	-354,221	-2%	28,916,632	1,305,905	4.7%
Human Resources	1,771,064	796,151	1,581,359	1,719,373	684,847	-111,304	-14%	1,637,426	(81,947)	-4.8%
Library	2,650,794	1,365,297	2,707,473	3,143,667	1,553,160	187,863	14%	3,151,634	7,967	0.3%
Non-departmental	1,545,583	847,533	1,577,216	11,578,563	5,789,282	4,941,749	583%	10,793,400	785,163)	-6.8%
Parks and Recreation	8,825,735	4,024,754	8,540,938	6,583,869	3,302,871	-721,882	-18%	6,230,581	(353,288)	-5.4%
Police	41,367,005	20,308,467	44,083,732	39,185,872	19,460,332	-848,135	-4%	41,329,595	2,143,723	5.5%
Public Works	8,733,418	4,681,323	10,214,791	10,142,041	4,698,986	17,663	0%	9,793,562	(348,479)	-3.4%
Total Expenditures	**112,260,370**	**54,292,818**	**116,993,969**	**116,203,523**	**57,883,954**	**3,278,090**	**7%**	**118,850,412**	**2,646,889**	**2.3%**

As the chart shows, Police, Fire, and Community Development are trending to be over budget for the fiscal year.

For the *Police and Fire Departments*, the primary driver for the $2,143,723 and $1,205,905 projected variances are overtime costs, minimum manning (Fire) and accumulated paid time to retirees and separated employees. Overtime budgeting for public safety continues to be a challenge for Downey as well as many other cities. There are a number of contributing factors to overtime costs including vacancies and training time for new officers. Another significant contributing factor for both departments is the increased cost of materials, supplies, and services as a result of the inflation experienced over the last couple of years. Additionally, Fire plan check has increased in the department due to the increase in plan check activity and request for additional funding for plan check consultant service was requested, which is partially offset by the additional plan check fees collected.

For the *Community Development Department*, the overall increase of $322,126 is primarily driven by increases in Temporary Personnel in Building and Safety and Planning, with some cost offset by salary savings from vacancies. Additionally, there is an increase in professional services for plan check services due to increase development activity which are partially offset by a projected increase in plan check and building permit fees.

For the *Finance Department,* end of year projection reflects an increase of $587,876, largely due to anticipated citywide salary savings that did not materialize. It is important to note that the *Finance Department's* budget also includes several citywide costs that are not part of the Department's operational expenditures. When isolating true departmental operations, the Finance Department itself is projected to be under budget by approximately $77,000, primarily due to salary savings.

The *Library*, *City Attorney*, and *City Council* departments are each expected to exceed their budgets by $7,967, $4,609, and $2,154, respectively. All three departments will self-adjust their operations to cover these shortfalls and ensure expenditures remain within budget.

While staff is monitoring these expenses and working to bring these areas back in line with the annual spending plan, there will be a need to increase appropriations by $2,646,889,403.

Measure S Fund

Revenues

Revenues are projected to come in lower than projected at an expected final value of $13,071,700, which is 1% less than budgeted. While overall Sales Tax saw an increase, Measure S is a Transactions and Use Tax and does not always mirror the same changes as the City's Sales Tax revenues. An example of this in action is with the Auto and Transportation industry. The City is currently seeing an increase in overall auto purchases, which is contributing to the City's overall sales tax revenues increase. Unfortunately, those purchases were not from Downey residents, and since a Transactions and Use Tax, such as Measure S, only goes to where the vehicles are registered, the City will not see a similar increase in Measure S revenues.

Expenditures

Expenditures are coming in less than anticipated primarily due to staffing vacancies and associated salary savings. Additionally, there is $484,000 in unspent minimum manning funds and $1 million of unspent funds allocated for a heavy duty fire rescue truck, which is now expected to be delivered next year and will be reappropriated .

	FY 2025			FY 2026						
						Year over Year Variance (July - Dec.)			Adjusted Budget & Projected Year End Variance	
	Adjusted Budget	July - Dec Actual	Actual	Adjusted Budget	July - Dec Actual	($)	(%)	Projected Year End - June 30	($)	(%)
Revenues	13,356,000	4,411,641	13,524,844	13,230,135	4,368,728	-42,913	-1%	$ 13,071,700	$ (158,435)	-1%
Expenditures	13,750,145	6,726,149	13,042,276	15,863,188	7,318,585	592,435	9%	$ 13,485,702	$ (2,377,486)	-15%

Measure D Fund

Revenues

For the Measure D Fund, revenues for the period are closely aligned with the adjusted budget, coming in at just $18,920 above expectations.

Expenditures

Expenditures were notably lower than projected, primarily due to staffing vacancies during the fiscal year. It is anticipated that these vacancies will be addressed, with more positions expected to be filled in the coming months, which may lead to expenditures returning to budgeted levels as staffing continues to increase.

	FY 2025			FY 2026						
						Year over Year Variance (July - Dec.)			Adjusted Budget & Projected Year End Variance	
	Adjusted Budget	July - Dec Actual	Actual	Adjusted Budget	July - Dec Actual	($)	(%)	Projected Year End - June 30	($)	(%)
Revenues	0	0	1,532,843	6,448,087	2,135,117	2,135,117	0%	6,467,007.00	$ 18,920	0%
Expenditures	114,575	154,664	169,265	5,320,796	1,107,718	953,055	616%	2,383,649.00	$ (2,937,147)	-55%

Water Fund

Revenues

Revenues are projected to come in at $1.39 million or 6.9%, higher than adopted. This is primarily due to the water rate increases that took effect on January 13, 2026.

Expenditures

Projected spending is $15.5 million, which is 46% less than budgeted because several water improvement projects have been defferred to next year. Many projects are still in the design phase and will start construction in the next fiscal year once the new rates are established.

	FY 2025			FY 2026						
						Year over Year Variance (July - Dec.)			Adjusted Budget & Projected Year End Variance	
	Adjusted Budget	July - Dec Actual	Actual	Adjusted Budget	July - Dec Actual	($)	(%)	Projected Year End - June 30	($)	(%)

	Adjusted Budget	July - Dec Actual	Actual	Adjusted Budget	July - Dec Actual	($)	(%)	Projected Year End - June 30	($)	(%)
Revenues	17,712,000	7,864,821	25,188,481	20,077,219	9,070,493	1,205,671	0%	21,471,814.00	$ 1,394,595	6.9%
Expenditures	31,515,137	9,578,686		33,578,144	7,837,490	-1,741,196	-18%	18,040,673.00	$ (15,537,471)	-46%

Sewer Fund

Revenues

Revenues are projected to be slightly above adjusted budget at $45,506, or 2.15%, higher than adjusted.

Expenditures

Expenditures have decreased by $1,576,443, reflecting a 44% reduction relative to the original budget. This decrease is mainly attributable to sewer repair costs being lower than anticipated. The majority of related charges and projects were finalized during the previous fiscal year.

	FY 2025			FY 2026		Year over Year Variance (July - Dec.)			Adjusted Budget & Projected Year End Variance	
	Adjusted Budget	July - Dec Actual	Actual	Adjusted Budget	July - Dec Actual	($)	(%)	Projected Year End - June 30	($)	(%)
Revenues	1,745,000	804,383	2,016,326	1,805,000	741,907	-62,475	0%	$1,849,506	$ 44,506	2.5%
Expenditures	3,462,379	638,040	2,966,773	3,583,546	1,010,078	372,038	58%	$2,007,103	$ (1,576,443)	-44%

Golf Fund

Revenues

Revenues are projected to be above the adjusted budget at $1,072067 or 23.9%, higher than adjusted. This is attributed to an increase in usage green ($467,038) and cart ($304,672) fees, due to an increase in activity. Additionally, the fund saw an increase in investment returns ($138,976). This increase is primarily driven by the effect of increased interest rates on both the Local Agency Investment Fund (LAIF) pool and the City's overall investments portfolio.

Expenditures

Expenditures are expected to aligned with adjusted budget, with anticipated expenses coming in $36,840, or 1% below budgeted.

	FY 2025			FY 2026						
						Year over Year Variance (July - Dec.)			Adjusted Budget & Projected Year End Variance	
	Adjusted Budget	July - Dec Actual	Actual	Adjusted Budget	July - Dec Actual	($)	(%)	Projected Year End - June 30	($)	(%)
Revenues	5,080,000	2,676,154	5,660,714	4,477,222	2,617,450	-58,704	0%	$5,549,289	$ 1,072,067	23.9%
Expenditures	4,413,586	1,814,111	3,859,765	4,929,419	2,731,550	917,438	51%	$4,892,579	$ (36,840)	-1%

CITY COUNCIL PRIORITIES

Fiscal Responsibility

Public Engagement

BOARD/COMMISSION/SUBCOMMITTEE ACTION

The Mid-Year Budget Report was presented to the City Council Budget Subcommittee on March 13,2026.

FISCAL IMPACT

Approval of the recommended action will result in an increase in General Fund revenue of $3,058,944 in the General Fund FY 2025-2026 Budget. Additionally, the recommended action will result in an appropriation of $2,646,889 to the FY 2025-2026 Expenditure Budget in the following General Fund accounts:

Department	Appropriation	Account No.
Community Development	195,574.43	10-4-5210

Fire	792,862.11	10-2-2620, 10-4-2650
Police	1,301,531.84	10-4-2110, 10-4-2130, 10-4-2120
Finance	356,920.81	10-4-1355
Total	**2,646,889.19**	

Item No. 8.

TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**OFFICE OF THE CITY MANAGER**
BY:	**JUDDY MONTENEGRO, INTERIM ASSISTANT TO THE CITY MANAGER**
DATE:	**MARCH 24, 2026**
SUBJECT:	**DISCUSSION REGARDING CITY COUNCIL COMPENSATION AND MONTHLY REIMBURSEMENT OF CITY COUNCIL BUSINESS RELATED EXPENSES**

EXECUTIVE SUMMARY

The City Council will receive a report regarding City Council Compensation and monthly Reimbursement of City Council business related expenses, and provide staff direction.

RECOMMENDATION

That the City Council:

> Receive a report regarding City Council Compensation monthly Reimbursement of City Council business related expenses and provide staff with direction.

BACKGROUND

In 1987, Ordinance No. 858 (Authorizing the Reimbursement of Certain Minimum Expenses Incurred by Each Member of the City Council) established a monthly reimbursement amount of certain expenses for City Councilmembers at the following amounts: $430 (Mayor), $365 (Councilmember), and stated these amounts were to automatically adjust each year according to the percentage change in the Los Angeles-Long Beach-Anaheim, All Urban Consumers, Consumer Price Index (CPI). These expenses may include gas mileage from operating a personal automobile, telephone calls, stationery, additional meals away from home, minor entertainment expenses and other similar expenses incurred in connection with the duties as a member of the City Council. In addition, each member of the City Council is to be reimbursed for any other costly expenses incurred by him or her in connection with his or her duty as a member of the City Council upon presentation to the City of an itemized statement.

In 1996, the City Charter was approved by the voters, and included section 502. Compensation, which states "The members of the City Council 1. shall receive no compensation for their services as such, 2. but shall receive reimbursement on order of the City Council for council authorized traveling and other expenses when on official duty. 3. In addition, members shall receive such reasonable and adequate amounts as may be established by ordinance, which amount shall be deemed to be reimbursement to them of other out-of-pocket expenditures and costs imposed upon them by virtue of their serving on the City Council." While Ordinance No. 858 addressed out-of-pock expenditures, the City had yet to adopt a Travel Expense Policy for City Officials.

In response to AB 1234, the City Council adopted Resolution No. 06-6901, Travel, Conference, and Meeting Expense Policy, in February 2006. This Policy established guidelines for travel, attendance at conferences, training, meetings and other City business for City employees and City Councilmembers. Following the adoption of the Travel, Conference, and Meeting Expense Policy, the City adopted Ordinance No. 06-1186 that increased the monthly reimbursement amounts to $743.96 (Mayor), $631.40 (Councilmember) per Month, and maintained the automatic CPI adjustment per year thereafter.

In April 2025, The Travel, Conference and Meeting Expense Policy was updated to modernize language and update eligible expenses, such as the use of ride-share apps. Through the Travel policy, Councilmembers are reimbursed for all businesses related-expenses in relation to travel, conference, and meeting attendance. This can include hotel accommodation, meals, event registration, transportation (mileage, airfare, taxi, ride-share app services), etc.

ANALYSIS

At the January 14, 2025 City Council meeting, Councilmember Trujillo requested staff research City Council compensation in other cities, including phone allowance and vehicle mileage. Staff gathered the following information based on data received from other surrounding cities.

City	Monthly Stipend/Salary	Monthly Reimbursement	Monthly Auto Allowance	Monthly Cell Phone/ Technology Allowance	Total Monthly Compensation or Reimbursement	Separate Travel Policy that reimburses for Travel out side of Monthly Reimbursements/ Allowances/Stipend
Bellflower (Charter)	$1,729.61	No	No	No	$1,729.61	Yes (Citywide)
Bell Gardens (General Law)	$739.63	No	$650	$250	$1,639.63	Yes
Cerritos (Charter)	$2,010.03	Unknown	No	No	$2,010.03	Unknown
Commerce (General Law)	$2,008.22	$150 (Successor Agency Meeting)	$500	$1,000	$3,658.22	Unknown
La Mirada (General Law)	$1,000.53	No	No	No	$1,000.53	No
Lakewood (General Law)	$1,686	No	$635	No	$2,321	Yes

Lynwood (General Law)	$975	No	$250	$250	$1475	Yes (Citywide)
Maywood (General Law)	$997.50	No	No	$40	$1,037.50	Yes (Citywide)
Norwalk (General Law)	$950.91	No	$500	City provides cell phone	$1,450.91	No
Paramount (General Law)	$1,061.33	No	$185	No	$1,246.33	Yes
Pico Rivera (General Law)	$1,685.38	No	$250	$100	$2,035.38	Yes
Santa Fe Springs (General Law)	$1,019.37	Unknown	$500	$150	$1,669.37	Unknown
South Gate (General Law)	$1,900	No	$500	$100	$2,500	Yes (Citywide)
Vernon (Charter)	$2,720	No	No	No	$2,720	Unknown
Whittier (Charter)	$0	$676.80	No	No	$676.80	Unknown
Average	**$1,365.57**		**$264.67**	**$126**	**$1,811.35**	
Downey (Charter)	$0	Mayor - $1,270.44 Council - $1,078.22	No	No	Mayor - $1,270.44 Council - $1,078.22	Yes

In recent years, there has been conversation throughout the State regarding city council compensation. Senate Bill (SB) 329 was signed in June 2023, and it increased maximum monthly compensation for city council members in California's general law cities (Downey is a Charter City), effective January 1, 2024. It adjusted pay scales that had been stagnant since 1984, setting new maximums based on city population (from $950 to $3,200 per month). Salaries can also increase annually based on the California CPI or 5% per year, whichever is greater, but the increase is capped at 10% per year.

As mentioned above, the City Council's reimbursement amount has not received formal adjustment by the City Council since 2006. Since that time, the reimbursement amount has been adjusted annually by the CPI for the area. While the Council does not receive compensation under the Charter, a reimbursement process provides a mechanism to ensure that using personal income is not necessary to serve on the Council. As there is no formal evaluation of the general or out-of-pocket reimbursement amount, it is really left to the Council's determination on whether the reimbursement amount, which is used to capture hard to evaluate and track expenses, is adequately providing reimbursement to the Council. As a result, it is left to the Council to discuss among itself whether this category should be adjusted outside of the regular annual increases. The amount of the change and any implementation schedules are under the discretion of the City Council.

Following the City Council's discussion regarding the survey and other pertinent information, staff is seeking City Council's direction on any desired next steps. It should be noted that a request related to changing/increasing any salary, stipend, or other such compensatory allowances would need to go before voters as it requires a change to the City Charter. A request to amend the current monthly reimbursement amount would require an adoption by Ordinance at a future meeting.

CITY COUNCIL PRIORITIES

Fiscal Responsibility

FISCAL IMPACT

There is no fiscal impact associated with this report; however, depending on City Council direction, there could be an impact to City expenditures.

Attachments

Attachment A: Ordinance No. 06-1186 Reimbursement of City Council Expenses
Attachment B: Resolution No. 06-6901 Travel, Conference and Meeting Expense Policy
Attachment C: No. 322 Employee Travel Policy (4-10-25)
Attachment D: Ordinance No. 858 - Reimbursement of City Council Expenses (Repeal Ord N.

ORDINANCE NO. 06-1186

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DOWNEY AUTHORIZING THE REIMBURSEMENT OF CERTAIN MINIMUM EXPENSES INCURRED BY EACH MEMBER OF THE CITY COUNCIL AND SUPERSEDING ORDINANCE NO. 858.

WHEREAS, the Section 502 of the Charter of the City of Downey states: "The members of the City Council shall receive no compensation for their services as such, but shall receive reimbursement on order of the City Council for Council authorized traveling and other expenses when on official duty. In addition, members shall receive such reasonable and adequate amounts as may be established by Ordinance, which amount shall be deemed to be reimbursement to them of other out-of-pocket expenditures and costs imposed upon them by virtue of their serving on the City Council."; and

WHEREAS, the City Council has adopted a Travel, Conference and Meeting Expense Policy to comply with the applicable provisions of Assembly Bill No. 1234 and is intended to cover the reimbursement for authorized traveling and other expenses when on official duty; and

WHEREAS, as authorized by the second sentence of Section 502 of the Charter of the City of Downey, the City Council adopted Ordinance No. 858 which established a monthly amount to be paid to each Council Member and the Mayor and pursuant to Ordinance No. 858 each Council Member now receives $631.40 per month and the Mayor receives $743.96 per month for reimbursement of minimum expenses incurred in connection with the duties as a member of the City Council; and

WHEREAS, it is the desire of the City Council to comply with the provisions of Assembly Bill No. 1234 and bring about consistency with Section 502 of the Downey City Charter.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DOWNEY DOES ORDAIN AS FOLLOWS:

SECTION 1. Consistent with the second sentence of Section 502 of the Charter of the City of Downey, Ordinance No. 858 and Section 2102 of the Downey Municipal Code, each member of the City Council shall continue to receive $631.40 per month and the Mayor shall continue to receive $743.96 per month for reimbursement to them of other out-of-pocket expenditures and costs imposed upon them by virtue of their serving on the City Council. This amount shall continue to be adjusted in accordance with Section 2102 of the Downey Municipal Code.

SECTION 2. Except as otherwise set forth in this Ordinance, Ordinance No. 858 and Section 2102 of the Downey Municipal Code shall continue to be in effect.

SECTION 3. This Ordinance shall take effect thirty (30) days after the date of its adoption, and prior to the expiration of fifteen (15) days from the passage thereof, the Ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

SECTION 4. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published in the manner prescribed by law.

APPROVED AND ADOPTED this 28th day of February, 2006.

MEREDITH H. PERKINS
MEREDITH H. PERKINS, Mayor

ATTEST:

KATHLEEN L. MIDSTOKKE
KATHLEEN L. MIDSTOKKE, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss:
CITY OF DOWNEY)

I HEREBY CERTIFY that the foregoing Ordinance No. 06-1186 was introduced at a regular meeting of the City Council of the City of Downey held on the 14th day of February, 2006, and adopted at a regular meeting of the City Council of the City of Downey held on the 28th day of February, 2006, by the following vote, to wit:

AYES:	5	Council Members:	Bayer, Cartozian, Gafin, Trejo, Mayor Perkins
NOES:	0	Council Member:	None
ABSENT:	0	Council Member:	None
ABSTAIN:	0	Council Member:	None

I FURTHER CERTIFY that a Summary of the foregoing Ordinance No. 06-1186 was published in the Press-Telegram, a newspaper of general circulation in the City of Downey, on February 18, 2006 (after introduction), and on March 3, 2006 (after adoption, including the vote thereon). It was also posted in the regular posting places in the City of Downey on the same dates.

KATHLEEN L. MIDSTOKKE
KATHLEEN L. MIDSTOKKE, City Clerk

RESOLUTION NO. 06-6901

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DOWNEY ESTABLISHING A WRITTEN POLICY FOR THE REIMBURSEMENT OF CERTAIN EXPENSES OF CITY COUNCIL MEMBERS AND CITY COUNCIL APPOINTED COMMISSIONERS.

WHEREAS, recently adopted Assembly Bill 1234 imposes new restrictions on the reimbursement of expenses for members of local legislative bodies; and

WHEREAS, it is appropriate for elected and appointed officials of the city to incur expenses when there is a substantial benefit to the City of Downey which may include, but are not limited to: (1) the opportunity to discuss the community's concerns with state and federal officials; (2) participating in regional state and national organizations whose activities affect the City of Downey; (3) Attending educational seminars designed to improve officials' skill and information levels; and (4) Promoting public service and morale by recognizing such service; and

WHEREAS, it is the intent of the attached policy to provide guidance to elected and appointed officials on the use and expenditure of City of Downey resources, as well as the standards against which those expenditures will be measured; and

WHEREAS, this policy would satisfy the requirements of Government Code sections 53232.2 and 53233.2 in the event such requirements could be constitutionally applied to charter cities; and

WHEREAS, this policy supplements the definition of "authorized traveling and other expenses when on official duty" as that phrase is used in the City Charter; and

WHEREAS, this policy also supplements the definition of actual and necessary expenses for purposes of federal and state income tax laws; and

WHEREAS, additional reasonable and adequate reimbursement of "other out-of-pocket expenditures and costs imposed upon them by virtue of their serving on the City Council" shall be established by ordinance pursuant to the terms of the City Charter.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DOWNEY DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds and determines that the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City set forth below.

SECTION 2. The City Council hereby approves the attached "Travel, Conference and Meeting Expense Policy" attached hereto as Exhibit "A".

SECTION 3. Council Members and Commissioners shall provide an oral or written report on meetings attended at the expense of the City at the next regular meeting of the legislative body. If multiple officials attend a joint report may be made.

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

APPROVED AND ADOPTED this 14th day of February, 2006.

MEREDITH H. PERKINS, Mayor

ATTEST:

KATHLEEN L. MIDSTOKKE, City Clerk

I HEREBY CERTIFY that the foregoing Resolution No. 06-6901 was adopted at a regular meeting of the City Council of the City of Downey held on the 14th day of February, 2006, by the following vote, to wit:

AYES:	5	Council Members:	Bayer, Cartozian, Gafin, Trejo, Mayor Perkins
NOES:	0	Council Member:	None
ABSENT:	0	Council Member:	None
ABSTAIN:	0	Council Member:	None

KATHLEEN L. MIDSTOKKE, City Clerk

TRAVEL POLICY

TRAVEL, CONFERENCE AND MEETING EXPENSE POLICY

1. PURPOSE. The purpose of this policy is to establish guidelines for travel, attendance at conferences, training, meetings and other City business for which the City derives benefit by the attendance of City Council Members and designated Commissioners.

2. AUTHORITY. Approved by City Council Resolution No. 06-6901 dated February 14, 2006.

3. POLICY. The City of Downey recognizes the value of professional conferences, training sessions, meetings and other city business for City Council Members and designated Commissioners. These events assist in keeping attendees up-to-date with new laws and practices, and enhance the City's ability to improve existing services and implement new services for the benefit of the community. It shall, therefore, be the policy of the City of Downey to reimburse or make direct payment of actual and necessary expenses of City Council Members and designated Commissioners which have been incurred while on City business.

4. PROCEDURES.

4.1. To the fullest extent possible, direct payments will be made for the following expenditures subject to the limitations set forth. Reimbursements of expenses incurred in the performance of official duties may also be made; however, it is highly recommended that direct payments be utilized. Travel expenditures for a family member are not eligible for reimbursement. The City may make arrangements which include family members as long as those arrangements do not pose an undue burden on the City.

4.1.1. **Registration fees**

4.1.1.1. Registration should be made well in advance to take advantage is reduced rates.

4.1.2. **Transportation**

4.1.2.1. When air travel is utilized, the amount shall not be more than the standard "coach" fare. To save costs, round trip tickets should be purchased unless other means of transportation of benefit to the City are available. Purchases should be made well in advance to take advantage of reduced rates. Typically this time period is 21 days before departure but may vary from courier to courier.

4.1.2.1.1. The cost of airport parking will be reimbursed.

4.1.2.1.2. The cost of taxi, airport pick-up services and transit tokens or passes will be reimbursed.

4.1.2.2. When the use of a personal vehicle is utilized, mileage for travel outside a 20 mile radius from City Hall will be reimbursed at the Internal Revenue Service (IRS) established rate of reimbursement. This rate may change from year-to-year. Reimbursement of mileage shall not exceed the cost of standard "coach" airfare unless air services are not available or it poses an undue burden on the traveler.

4.1.2.2.1. Related parking fees are allowable travel expenditures.

4.1.2.3. Use of a rental vehicle will be provided only when there is no other transportation available or when transportation is required while at the destination site and no other reasonable means are available.

4.1.2.3.1. The rate of a rental vehicle will be the cost of a mid-size sedan.

4.1.3. **Hotel accommodations**

4.1.3.1. Whenever possible, the City's credit card should be utilized for lodging. Reservation deposits should be requested well in advance of travel as appropriate.

4.1.3.2. If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2 of the Government Code, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234 of the Government Code), lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of the legislative body shall use comparable lodging that is consistent with the requirements of subdivisions (c) and (e).

4.1.3.3. Personal charges are the responsibility of the traveler except as provided below.

4.1.3.3.1. No more than two personal phone calls at a combined charge of $25 may be charged per day.

4.1.3.2.2. Internet access charges are allowed for City business.

4.1.3. **Meals**

4.1.4.1. Whenever possible, meals which are hosted or otherwise provided as part of the conference package should be utilized to save costs.

4.1.4.2. Reasonable meal expenditures may be incurred. Since the cost of meals can vary significantly destination to destination, the traveler must exercise due diligence when incurring meal costs.

4.1.4.3. A general guideline of a maximum reimbursable amount of $65 dollars per day may be used. $12 for breakfast, $18 dollars for lunch and $35 for dinner. This does not establish a per-diem reimbursement rate, only a maximum reimbursable amount.

4.1.4.4. Alcoholic beverages are <u>not</u> an allowable expenditure.

4.1.5. **Incidental** expenditures shall be reimbursed provided there is a direct City business relationship.

4.2. A travel advance may be requested at least two weeks prior to the date of travel. The check will be made payable to the traveler and will be available the Friday immediately proceeding the date of departure.

4.3. Upon return, a TRAVEL, CONFERENCE AND MEETING EXPENSE SUMMARY FORM must be completed and submitted to the Director of Finance for approval within 60 calendar days after returning from the business trip.

4.3.1. The SUMMARY FORM shall reflect <u>all</u> expenditures incurred regardless of method of payment. For credit card usage, receipts need not be attached to the SUMMARY FORM and should be attached to the credit card transaction log. All other expenditures shall be accompanied by a receipt.

OFFICE OF THE CITY MANAGER

Issued: January 1, 2006
Revised: February 3, 2025
Revised: April 10, 2025

Number: **322**
Sections: 1-5
Effective Date: April 10, 2025

SUBJECT: **TRAVEL, CONFERENCE AND MEETING EXPENSE**

1. PURPOSE. The purpose of this Administrative Regulation is to establish a policy and related guidelines for travel, attendance at conferences, training, meetings and other City business for which the City derives benefit by the attendance of any and all City Representatives travelling in an official capacity on behalf of the City.

2. AUTHORITY. Section 604 (h) of the City Charter.

3. APPLICATION. This Administrative Regulation applies to any and all City representatives (City Representatives), including employees, members of the City Council, and other individuals as designated by the City.

4. POLICY. The City of Downey recognizes the value of attendance by City Representatives at professional conferences, seminars, trainings, and other meetings that enhance the City's ability to serve the public and advance the City's mission, vision, and values for the benefit of the community. Therefore, City Representatives will receive reimbursement, or have direct payments made on their behalf, of appropriate expenditures incurred while on approved and authorized City business.

   The establishment of procedures for reimbursement and compensable expenses for City representatives with reasonable limits assures a prudent and responsible use of public funds. This policy does not address every issue or contingency that may arise during City travel. Accordingly, the basic standard should prevail is to exercise good judgment in the use and stewardship of public funds.

5. PROCEDURES.

   5.1 To the fullest extent possible, direct payments will be made for the following expenditures subject to the limitations set forth.

   5.1.1 **Registration fees**

   5.1.1.1 Registration should be made well in advance to take advantage is reduced rates.

5.1.2 **Transportation**

5.1.2.1 When air travel is authorized, the amount shall not be more than the standard "coach" fare. To save costs, round trip tickets should normally be purchased unless it is to the benefit of the City that other means of return are available. Additionally, purchases should be made well in advance to take advantage of reduced rates.

5.1.2.2 Travel to and from the airport, hotel, and other City related activities will be reimbursed when travel is via personal vehicle (subject to the City's Mileage Policy), taxi, ride sharing, or airport pick-up services. The cost of airport parking will also be reimbursed.

5.1.2.3 When the use of a personal vehicle is authorized, mileage will be reimbursed at the Internal Revenue Service (IRS) established rate of reimbursement. This rate may change from year-to-year. Reimbursement of mileage shall not exceed the cost of standard "coach" airfare, together with applicable travel costs to and from the airport and destination, unless air services are not available or it poses an undue burden on the traveler.

5.1.2.4 Related parking fees are allowable travel expenditures, provided a receipt for such expense is rendered

5.1.2.5 Monthly auto allowance is provided to various individuals.

5.1.2.6 Individuals not receiving auto allowance and travel beyond a 20-mile radius of City Hall, will be reimbursed at the established IRS rate of mileage reimbursement.

5.1.2.7 Travel in City vehicles may be authorized for City employees except for those receiving an auto allowance. When applicable, all fuel, oil, repairs and other necessary costs incurred in route must be documented, retained and submitted for reimbursement. If possible, the City's credit card should be utilized for these costs.

5.1.2.8 Use of a rental vehicle will be provided only when there is no other transportation available or when transportation is required while at the destination site and no other reasonable means are available. The rate of a rental vehicle will be the cost of a mid-size sedan.

5.1.3 **Hotel accommodations**

5.1.3.1 Overnight travel shall be authorized for business activities greater than 30 miles from Downey City Hall.

5.1.3.2 Overnight travel shall be coordinated and arranged through each Departments designated representatives. For the City Council, the City Manager's Office shall coordinate and arranged travel plans to ensure consistency and streamlining of the process.

5.1.3.3 The City's credit card should be utilized for lodging when in connection with City business. Reservation deposits should be requested well in advance of travel as appropriate.

5.1.3.4 If lodging is in connection with a conference or other organized activity, lodging costs shall not exceed the maximum group rates published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If lodging is not available in connection with a conference or other organized activity, the City will pay the rate of lowest average season price for hotel stays in the area.

5.1.3.5 The City will pay the cost of lodging at the single occupancy rate. Any additional cost for family members in accompaniment shall not be paid by the City. In situations where the hotel does not differentiate between single and double occupancy, the full accommodation will be paid in the event of a single family member accompanying the traveler.

5.1.3.6 Personal charges are the responsibility of the traveler. This includes the cost of in-room service snacks, commonly referred to as an "honor's bar", and in-room movies.

5.1.3.7 When an additional charge is imposed for City business-related internet/broadband access, the charge may be reimbursed.

5.1.4 **Employee Meals – Per Diem Allowance**

5.1.4.1 Whenever possible, meals which are hosted or otherwise provided as part of the conference package should be utilized.

5.1.4.2 All City Representatives traveling out-of-town that require overnight stays are deemed to be on a "per diem" plan in accordance with the U.S. General Services Administration (GSA).

5.1.4.3 Receipts are not required for meals and incidental expenses (M&IE) reimbursed as part of the per diem allowance.

5.1.4.4 At the time of this Policy update, the current per diem amount is $86 dollars per day ($22 for breakfast, $23 for lunch, $36 for dinner, and $5 for incidental expenses). The per diem amount is subject to change annually per the GSA Per Diem Rate Schedule.

5.1.4.5 Meals for guests in attendance are the responsibility of the individual.

5.1.4.6 Business Meetings Meals must follow the GSA Per Diem Rate schedule as outlined above. Documentation supporting the purposes of the business meeting meal must be provided.

5.1.4.7 To obtain the Per Diem Rate Allowance, a TRAVEL, CONFERENCE AND MEETING EXPENSE SUMMARY form must be completed and submitted for approval within 15 working days after returning from the business trip. An employee may request to have the Per Diem Rate Allowance in advance of the business trip, but a completed TRAVEL, CONFERENCE AND MEETING EXPENSE SUMMARY form must be submitted to the Finance Department at minimum of 15 working days before the business trip to allow enough time for processing.

5.1.5 **International and Out of State Travel for Business Purposes**

5.1.5.1 Out of State Travel for City employees must be approved by the Department Director.

5.1.5.2 Out of State Travel for Department Heads must be approved by the City Manager.

5.1.5.3 International Travel for City employees must be approved by the City Manager.

5.1.5.4 International for City Council members must be approved by the City Council at a City Council meeting. Out of State Travel for City related purposes is pre-authorized for City Council members.

5.2 **Non-Reimbursable Expenses**

5.2.1 Personal entertainment and sightseeing

5.2.2 Political lobbying groups, organizations, educations trips, fundraising dinners or parties

5.2.3 Non-mileage automobile expenses, including traffic citations

5.2.4 Guest expenses

5.2.5 Personal losses or items of theft incurred while on City business

5.2.6 Any other purely personal expenditures

5.2.7 Alcoholic Beverages

5.3 **Travel Advance**

A travel advance may be requested at least three weeks prior to the date of travel. The check will be made payable to the traveler and will be available the Friday immediately proceeding the date of departure.

5.3.1 No advance will be authorized in an amount less than one hundred dollars ($100).

5.3.2 Any unused advance must be returned within 15 business days of the traveler's return.

5.4 **Expense Reports**

Upon return, a TRAVEL, CONFERENCE AND MEETING EXPENSE SUMMARY form must be completed and submitted for approval within 15 working days after returning from the business trip.

5.4.1 In order to qualify for reimbursement, expense summaries must be accompanied by documentary evidence, such as a receipt, invoice, credit card statement, or bill. If traveler cannot produce documentary evidence, they will not be reimbursed. The exception are meals expenses which must comply with the section 5.1.4 Employee Meals – Per Diem Allowance.

5.4.2 Employees shall submit the SUMMARY FORM to the Department Head or City Manager, as applicable, for approval. City Council members shall submit their SUMMARY FORM to the Executive Secretary for processing.

5.4.3 The Executive Secretary, Department Head or City Manager, or his or her designee shall submit the form to the Director of Finance for approval.

5.4.4 The Director of Finance, or his or her designee, shall review all forms and documentary evidence and compliance with this policy. Any disputed costs will be reviewed by the City Manager, his or her designee, who shall make final determination as to whether reimbursement will be made.

5.4.5 All documents related to reimbursable City expenditures are subject to disclosure under the California Public Records Act.

5.5 This Administrative Regulation will be superseded when grant or other special funds designated specifically for travel, conferences, training and meeting conflict with this policy. Examples include, but are not limited to, Peace Officer Standards & Training (POST) and Independent Cities Risk Management Authority (ICRMA).

5.6 This policy shall be used in conjunction with the following Administrative Regulations:

5.6.1 Administrative Regulation No. 303-Mileage

5.6.2 Administrative Regulation No. 312-Personal Expense Advance and Request for Reimbursement

5.6.3 Administrative Regulation No. 317-City Credit Card Usage

5.7 Unauthorized or inappropriate use of this policy by City employees may result in the suspension of travel privileges and may also result in disciplinary action up to and including termination.

Roger Bradley
City Manager

April 10, 2025
Date

ORDINANCE NO. 858

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DOWNEY AUTHORIZING THE REIMBURSEMENT OF CERTAIN MINIMUM EXPENSES INCURRED BY EACH MEMBER OF THE CITY COUNCIL AND REPEALING ORDINANCE NO. 774

THE CITY COUNCIL OF THE CITY OF DOWNEY DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council does hereby find, determine, and declare that each member of the City Council of the City of Downey of necessity incurs certain minimum expenses which are difficult to itemize and report, such as gasoline, depreciation, and other expenses of operating a personal automobile, telephone calls, stamps and stationery, additional meals away from home, minor entertainment expenses and other similar expenses incurred in connection with the duties as a member of the City Council; that it is impractical, if not impossible, to account for these expenses each month; that the minimum amount of such expenses incurred by any member of the City Council on a monthly average is a sum of $365 per month.

SECTION 2. The City Council does further find and determine that the Mayor of necessity does incur additional expenses of the kind described in Section 1 hereof and that the minimum amount of such additional expenses incurred on a monthly average is the sum of $65 per month.

SECTION 3. That each member of the City Council be reimbursed for the expenses mentioned in Section 1 of this Ordinance in the sum of $365 per month and that the Mayor be reimbursed $430 per month at the close of each calendar month, and that in addition, each member of the City Council be reimbursed for any other and extraordinary expenses incurred by him in connection with his duty as a member of the City Council upon presentation to the City Council of an itemized statement therefor.

SECTION 4. The City Council does further declare and ordain that the reimbursement of certain minimum expenses incurred by the Mayor and each Council Member shall be automatically adjusted on August 1st of each year, equivalent to the percentage change in the Los Angeles-Long Beach-Anaheim, All Urban Consumers, Consumer Price Index for the prior twelve (12) month period ending on May 30th.

SECTION 5. Ordinance No. 774 is repealed.

SECTION 2. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published in the manner required by law.

APPROVED AND ADOPTED this 25th day of August 1987.

Diane P. Boggs

Diane P. Boggs, Mayor

ATTEST:

Jenny Young, City Clerk

I HEREBY CERTIFY that the foregoing Ordinance No. 858 was introduced at the Regular Meeting of the City Council of the City of Downey held on the 11th day of August, 1987, and adopted at a regular meeting of the City Council of the City of Downey held on the 25th day of August 1987, by the following vote, to wit:

AYES: 5 COUNCIL MEMBERS: Barb, Cormack, Santangelo, Paul, Boggs
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

Jenny Young, City Clerk

Item No. 9.

TO:	**HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
FROM:	**OFFICE OF THE CITY MANAGER**
BY:	**MATTHEW BAUMGARDNER, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**
DATE:	**MARCH 24, 2026**
SUBJECT:	**DISCUSSION REGARDING A STREETLIGHT MASTER PLAN FRAMEWORK AND AUTHORIZATION FOR STAFF TO PREPARE A CITYWIDE STREETLIGHT MASTER PLAN**

EXECUTIVE SUMMARY

The City Council will discuss a framework for the preparation of a Citywide Streetlight Master Plan and consider authorizing staff to proceed with the development of the plan. The proposed Streetlight Master Plan will establish a data driven, Citywide methodology for evaluating existing street lighting conditions, identifying lighting deficiencies, prioritizing future streetlight improvements, and guiding capital investments over multiple fiscal years. The ultimate goal of the Master Plan is to provide the City with a comprehensive policy and implementation document that addresses streetlight inventory, roadway classifications, pedestrian activity, safety considerations, design standards, operations and maintenance needs, and capital improvement priorities.

The proposed framework recommends that streetlight needs be evaluated using objective scoring criteria, including but not limited to: proximity to schools, parks, transit stops, and community serving facilities; absence of sidewalks; collision history; roadway classification; pedestrian activity; block length between existing lights; intersection conditions; and documented community requests. Streetlight spacing referenced in the framework was determined via photometric studies performed on select residential streets, which provide for an average spacing of approximately 235 feet. The Streetlight Master Plan will allow the City to move from a reactive, request based process, to a consistent and transparent prioritization program for future residential and collector streetlight projects.

RECOMMENDATION

That the City Council:

1. Discuss the proposed framework for preparation of a Citywide Streetlight Master Plan;
2. Direct staff to prepare a Citywide Streetlight Master Plan, including Citywide inventory mapping, deficiency analysis, prioritization scoring, conceptual improvement recommendations, and phased capital implementation strategies; and,
3. Direct staff to cease using a petition process as the primary basis for the installation of streetlights in areas of the City that do not have them.

BACKGROUND

The City of Downey maintains a large and varied streetlight system that serves residential neighborhoods, major corridors, intersections, parks, schools, and other public serving areas. While the City has recently initiated residential streetlight installations at selected locations in response to community requests, lighting needs continue to exist throughout the City in areas with limited or no illumination, inconsistent lighting spacing, lower level intersection lighting, deteriorated infrastructure, or changing pedestrian activity patterns.

Historically, streetlight improvements have often been advanced through individual resident requests, localized petitions, corridor specific projects, or maintenance driven replacements. While this approach has allowed the City to respond to immediate concerns, it does not provide a comprehensive Citywide framework for determining where future investments would achieve the greatest public benefit. As community expectations evolve and the City continues to invest in public safety, neighborhood quality of life, sustainability, and infrastructure resilience, a more formal long-range planning document for the installation of streetlights is warranted. Currently, there are several neighborhoods within the City that do not have streetlights. Over the years, the City has been asked about having lights installed on these streets. However, for that to occur, more than 67% of the residents on those streets must respond favorably to a petition before the installation can proceed. This threshold has proven difficult for residents to exceed, and very few lights have been installed as a result.

A Streetlight Master Plan will provide the City with a structured planning and implementation tool to guide future lighting installation decisions throughout the City. The proposed Master Plan will inventory existing streetlight assets, identify lighting gaps, establish prioritization criteria, and recommend a phased implementation strategy for future CIP programming. The Master Plan will also help support grant applications, provide a basis for future budget requests, and improve transparency in how streetlight projects are selected. It s important to note that the proposed Master Plan will remove the petition requirements for streetlight installation and will determine that streetlight installation may occur within all areas on the community based on the conditions of the Master Plan.

ANALYSIS

The proposed Streetlight Master Plan will be developed in six primary phases:

- Phase 1 - staff will prepare a citywide existing conditions inventory. This effort will document the location, ownership, pole type, fixture type, power source, age, general condition, and spacing of existing streetlights. The inventory will also identify whether electrical services are overhead or underground.
- Phase 2 - staff will classify streets and lighting contexts. The plan will use street classifications such as arterial, collector, and local streets, and will also distinguish pedestrian activity areas based on existing land use, pedestrian demand, and community context. It will further distinguish between continuous lighting on major roadways and partial lighting on local streets, with emphasis on intersections. The Proposed Streetlight Master Plan will use a framework adapted to local roadway classifications, land use context, and multimodal activity.
- Phase 3 - staff will finalize the existing deficiency and gap analysis. This analysis will identify corridors and intersections with inadequate lighting coverage, long distances between lights, limited visibility at pedestrian crossings, lack of sidewalk connectivity, lighting intensity near schools and parks, and blocks with repeated service requests or observed nighttime safety concerns. It will also identify areas where existing infrastructure is deteriorated, obsolete, or inconsistent with current City standards.
- Phase 4 - staff will apply a Citywide prioritization scoring system. A weighted score will allow the City to compare candidate street segments and intersections consistently. A recommended initial scoring framework is provided in Attachment B.
- Phase 5 - staff will develop planning and design guidance for future improvements. The plan will use roadway type, pedestrian activity level, and intersection condition to determine lighting approach and identify different standards for arterial, collector, local, and intersection settings. It will also establish that lighting levels will follow applicable roadway lighting design criteria and that intersections will receive special attention because lighting needs there differ from midblock conditions. A Downey Streetlight Master Plan will likewise establish

standard planning assumptions for residential streets, collectors, intersections, alley environments where applicable, and special areas such as parks, school frontages, and corridors without sidewalks

- Phase 6 - staff will prepare an implementation program and capital strategy. The implementation program will identify short, medium, and long term projects and include conceptual costs, potential funding sources, grant readiness, and opportunities to combine lighting work with sidewalk, ADA, pavement, traffic calming, utility undergrounding, or corridor improvement projects. It will also consider broader system goals such as improving reliability, replacing outdated fixtures, improving aesthetics, reducing energy costs, and evaluating smart lighting technology where appropriate.

Based on recently approved Streetlight Master Plans in local cities, proposed Streetlight Prioritization Scoring Framework will evaluate potential corridors and locations using a 100-point system designed to identify areas with the greatest public safety and community benefit based on the following scoring criteria:

Category	Points	Criteria
1. School Proximity	20	Proximity to school frontage, walking routes, or access corridors; prioritize areas serving school children and family pedestrian activities.
2. Lack of Sidewalks	15	Corridors with no sidewalk on one or both sides; considers pedestrians forced to walk closer to travel lanes.
3. Safety History	15	Collision history, documented safety incidents, or nighttime visibility concerns; prioritizes demonstrated safety needs.
4. Civic and Commercial Destinations	10	Proximity to parks, libraries, senior facilities, or neighborhood commercial/institutional uses.
5. Transit Access	10	Bus Stops or future Metro Stations
6. Overparked Streets	10	Overparked Streets. Considers pedestrians forced to walk closer to travel lanes.
7. Lighting Deficiency	10	Existing long gaps between streetlights. Deficient intersection lighting, or absence of nearby streetlights.
8. Equity and Distribution	5	Geographic distribution; ensures fair allocation of City CIP funds.
9. Public Demand	5	Documented resident requests, or recurring service requests.
Total	100	

This scoring system is intended as a starting point and can be refined by staff and the City Council. In practice, candidate locations can be grouped into priority tiers, such as Tier 1 Immediate, Tier 2 Near Term, and Tier 3 Long Term. The intent of the plan is to eliminate the current process of having property owners collect signatures as part of a petition in order to move forward with adding streetlights. Instead, the recommendation is to put together the master plan as a long-range CIP program over a 20-year period based on the prioritization methodology - similar to how annual street paving is based on PCI (Pavement Condition Index) scoring. The 20-year period is driven by a suggested budget of $500,000 each year in local return funds, so as not to impact the General Fund. The total cost to build out the streetlight network within the City is estimated to be in excess of $10 million.

The proposed Streetlight Master Plan will be structured as a comprehensive long-term planning document that includes the City's goals and policy objectives, an inventory of the existing streetlight system and ownership responsibilities, and classifications for street and pedestrian contexts. It will also establish design and planning criteria for residential streets, collectors, intersections, and other special conditions, along with operations and maintenance considerations. In addition, the plan will include the prioritization methodology and scoring system used to identify needs, Citywide deficiency maps (Attachment A) and candidate improvement lists, a five year and long-range capital implementation program, and a funding strategy that supports future grant applications.

CITY COUNCIL PRIORITIES

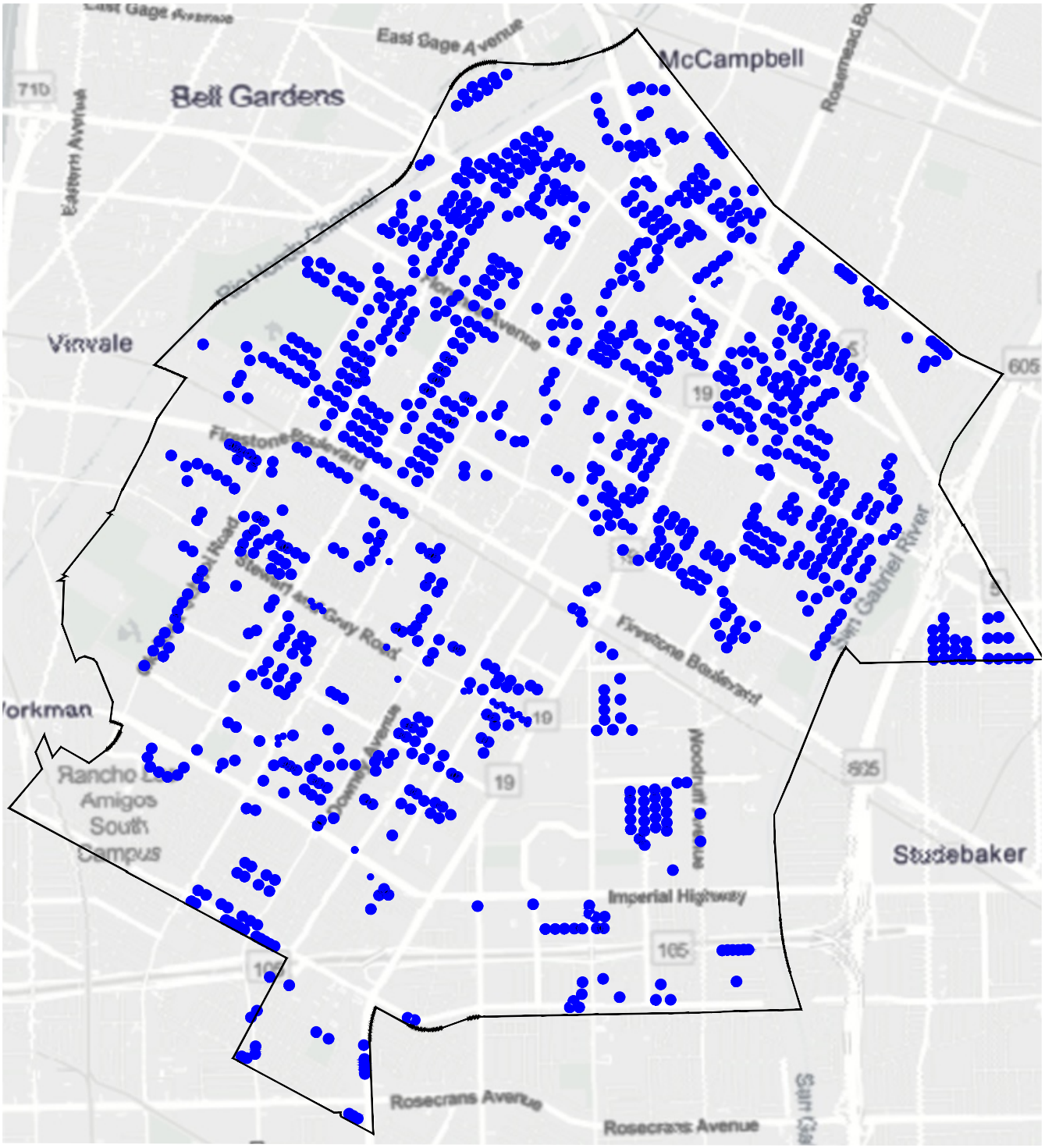
Quality of Life, Safety & Infrastructure

FISCAL IMPACT

Approval of the recommended actions will authorize staff to proceed with preparation of a Citywide Streetlight Master Plan completed by in-house staff. The long-term fiscal benefit of the Master Plan is that it will allow the City to better prioritize limited capital funds, align lighting projects with safety needs, support external grant applications, and coordinate streetlight improvements with other infrastructure projects.

Attachments

Attachment A: Location Map
Attachment B: Proposed Prioritization Matrix
Attachment C: Proposed Streetlight Segment List



LEGEND:

- PROPOSED STREET LIGHTS/GAPS

NO.	REVISION	DATE	BY.	APP.

B.M. #

CITY OF DOWNEY

DEPARTMENT OF PUBLIC WORKS — ENGINEERING DIVISION

PROJECT: STREETLIGHT MASTER PLAN GAP ANALYSIS

LOCATION: CITYWIDE

	DATE	VERT. SCALE
DESIGNED BY		HORIZ. SCALE
DRAWN BY D. GUTIERREZ	12/01	SHEET ____ OF ____ SHEETS
CHECKED BY L. SHARP	12/01	
APPROVED BY		DWG. NO. ____

ATTACHMENT B

PROPOSED STREETLIGHT PRIORITIZATION MATRIX

The proposed scoring matrix is intended to provide staff with a simple and efficient screening tool to evaluate and rank candidate streetlight locations based on safety need, pedestrian activity, roadway context, and community benefit. Each location may be scored out of a maximum of 100 points.

Evaluation Category	**Scoring Criteria**	**Maximum Points**
School Proximity	Proximity to school frontage, walking routes, or access corridors; prioritizes areas serving school children and family pedestrian activities.	20
Lack of Sidewalks	Corridors with no sidewalk on one or both sides; considers pedestrians forced to walk closer to travel lanes.	15
Safety History	Collision history, documented safety incidents, or nighttime visibility concerns; prioritizes demonstrated safety needs.	15
Civic and Commercial Destinations	Proximity to parks, libraries, senior facilities, or neighborhood commercial/institutional uses.	10
Transit Access	Bus stops or future Metro stations.	10
Overparked Streets	Overparked streets; considers pedestrians forced to walk closer to travel lanes.	10
Lighting Deficiency	Existing long gaps between streetlights, deficient intersection lighting, or absence of nearby streetlights.	10
Equity and Distribution	Geographic distribution; ensures fair allocation of City CIP funds.	5
Public Demand	Documented resident requests or recurring service requests.	5
	Total Possible Score	**100**

	Main Road	From	To	Distance (ft)
1.	Century Boulevard	Rosecrans Avenue	Lakewood Boulevard	804.86
2.	Lakewood Boulevard	Pepperwood Avenue	Rosecrans Avenue	1,444.48
3.	Golden Avenue	Castana Avenue	Barlin Avenue	821.82
4.	Downey Avenue	Dempster Avenue	Prichard Street	683.23
5.	Century Boulevard	Bixler Avenue	Downey Avenue	355.77
6.	Klondike Avenue	Downey Avenue	Golden Avenue	445.47
7.	South Somerset Ranch Road	South Somerset Ranch	South Somerset Ranch Road	155.1
8.	Gardendale Street	Gardendale Street	Hanwell Avenue	519.97
9.	Gardendale Street	Dolan Avenue	Paramount Boulevard	2,530.99
10.	Priscilla Avenue	Paramount Boulevard	Downey Avenue	1,833.96
11.	Devenir Avenue	Brock Avenue	Downey Avenue	1,210.91
12.	Comolette Street	Brock Avenue	Downey Avenue	1,215.62
13.	Barlin Avenue	Rupp Road	Imperial Highway	681.24
14.	Lyndora Street	Barlin Avenue	Lyndora Street	386.03
15.	Erickson Avenue	Imperial Highway	Amigos Avenue	596.19
16.	Amigos Avenue	Erickson Avenue	Rives Avenue	841.89
17.	Rives Avenue	Amigos Avenue	Imperial Highway	622.52
18.	Stanbridge Avenue	Corrigan Avenue	Stanbridge Avenue	310.56
19.	Belcher Street	Corrigan Avenue	Belcher Street	337.65
20.	Priscilla Street	Corrigan Avenue	Priscilla Street	346.72
21.	Priscilla Street	Bellflower Boulevard	Priscilla Street	280.56
22.	Cabel Avenue	Foster Road	Priscilla Street	682.44
23.	Eastbrook Avenue	Belcher Street	Angell Street	850.39
24.	Foster Road	Dunrobin Avenue	Eastbrook Avenue	318.67
25.	Foster Road	Eastbrook Avenue	Cornuta Avenue	463.2
26.	Priscilla Street	Faust Avenue	Carfax Avenue	1,008.74
27.	Dalen Street	Ardis Avenue	Bellflower Boulevard	1,309.02
28.	Cheddar Street	Adenmoor Avenue	Bellflower Boulevard	504.3
29.	Borson Street	Borson Street	Bellflower Boulevard	513.71
30.	Bellflower Boulevard	Imperial Highway	Cheddar Street	511.2
31.	Woodruff Avenue	Washburn Road	Woodruff Avenue	1,559.64
32.	Washburn Road	Woodruff Avenue	Cornuta Avenue	789.23
33.	Cornuta Avenue	Washburn Road	Spry Street	1,312.82
34.	Eastbrook Avenue	Washburn Road	Spry Street	1,322.46
35.	Dunrobin Avenue	Washburn Road	Spry Street	1,310.22
36.	Izetta Avenue	Washburn Road	Spry Street	1,312.78
37.	Rives Avenue	Everest Street	Old River School Road	277.96
38.	Smallwood Avenue	Imperial Highway	Leeds Street	509.56
39.	Quill Drive	Rives Avenue	Morning Avenue	918.73
40.	Quill Drive	Morning Avenue	Samoline Avenue	430.97
41.	Leeds Street	Paramount Boulevard	Leeds Street	931.1
42.	Lankin Street	Orizaba Avenue	Downey Avenue	918.63
43.	Quoit Street	Orizaba Avenue	Downey Avenue	907.32
44.	Quoit Street	Parrot Avenue	Orizaba Avenue	700.33
45.	Parrot Avenue	Quoit Street	Parrot Avenue	441.38
46.	Orizaba Avenue	Quoit Street	Orizaba Avenue	621.7
47.	Hondo Street	Gneiss Avenue	Downey Avenue	516.41
48.	Donovan Street	Gneiss Avenue	Downey Avenue	531.15
49.	Glynn Avenue	Orange Street	Glynn Avenue	507.41
50.	Orange Street	Glynn Avenue	Dolan Avenue	281.64
51.	Dolan Avenue	Alameda Street	Orange Street	789.81

52.	Gneiss Avenue	Orange Street	Gneiss Avenue	349.31
53.	Conrad Street	Paramount Boulevard	Montgomery Street	416.27
54.	Orange Street	Orizaba Avenue	Montgomery Street	581.18
55.	Alameda Street	Dolan Avenue	Blodgett Avenue	1,803.05
56.	Albia Street	Patton Road	Albia Street	1,580.46
57.	Boyne Street	Brookshire Avenue	Boyne Street	866.68
58.	Cavel Street	Brookshire Avenue	Cavel Street	732.25
59.	Byers Street	Marbel Avenue	Byers Street	411.1
60.	Cavel Street	Marbel Avenue	Patton Road	818.35
61.	Mory Street	Birchdale Avenue	Blodgett Avenue	591.26
62.	Orange Street	Brookshire Avenue	Birchdale Avenue	702.78
63.	Donovan Street	Brookshire Avenue	Birchdale Avenue	699.14
64.	Springer Street	Birchdale Avenue	Blodgett Avenue	706.33
65.	Blodgett Avenue	Mory Street	Donovan Street	605.96
66.	Eucalyptus Street	Brookshire Avenue	Glynn Avenue	801.8
67.	Everest Street	Bellder Drive	Birchdale Avenue	495.83
68.	Leeds Street	Downey Avenue	Leeds Street	304.71
69.	Downey Avenue	Imperial Highway	Leeds Street	483.36
70.	Old River School Road	Quill Drive	Stewart and Gray Road	3,495.03
71.	Rundell Street	Old River School Road	Pomering Road	430.68
72.	Norlain Avenue	Hondo Street	Norlain Avenue	725.03
73.	Nada Street	Old River School Road	Susan Avenue	867.31
74.	Susan Avenue	Nada Street	Stewart and Gray Road	429.55
75.	Luxor Street	Ryerson Avenue	Old River School Road	1,333.26
76.	Benares Street	Norlain Avenue	Julius Avenue	609.9
77.	Norlain Avenue	Benares Street	Luxor Street	300.25
78.	Pomering Road	Stewart and Gray Road	Pomering Road	553.19
79.	Julius Avenue	Stewart and Gray Road	Luxor Street	749.01
80.	De Palma Street	Horton Avenue	Horley Avenue	751.94
81.	Fontana Street	Horton Avenue	Horley Avenue	740.52
82.	Horley Avenue	Fontana Street	De Palma Street	285.27
83.	Cole Street	Rives Avenue	Smallwood Avenue	403.41
84.	Smallwood Avenue	Cole Street	Melva Street	1,629.82
85.	Morning Avenue	Cole Street	Albia Street	984.46
86.	Samoline Lane	Cole Street	Samoline Lane	527.04
87.	Smallwood Avenue	Albia Street	Melva Street	646.31
88.	Melva Street	Rives Avenue	Samoline Avenue	1,255.40
89.	Morning Avenue	Melva Street	Cole Street	1,622.31
90.	Samoline Avenue	Melva Street	Albia Street	646.74
91.	Albia Street	Albia Street	Albia Street	609.06
92.	Horley Avenue	Yankey Street	Horley Avenue	300.78
93.	Horley Avenue	Brunache Street	Nada Street	434.55
94.	Stewart and Gray Road	Lakewood Boulevard	Patton Road	1,285.53
95.	Nada Street	Patton Road	Marbel Avenue	955.23
96.	Bellman Avenue	Fontana Street	Buckles Street	486.93
97.	Tristan Drive	Fontana Street	Buckles Street	450.15
98.	Buckles Street	Lakewood Boulevard	Tristan Drive	779.22
99.	Patton Road	Fontana Street	Luxor Street	458.81
100.	Luxor Street	Patton Road	Brookshire Avenue	690.53
101.	Fontana Street	Patton Road	Brookshire Avenue	688.06
102.	Gurley Avenue	De Palma Street	Arnett Street	1,660.32
103.	De Palma Street	Downey Avenue	Gurley Avenue	503.54

104.	Benares Street	Mitla Avenue	Ryerson Avenue	1,016.88
105.	Ryerson Avenue	Luxor Street	Benares Street	436.31
106.	Ryerson Avenue	Benares Street	Adwen Street	463.7
107.	Salford Avenue	Benares Street	Salford Avenue	210.82
108.	Susan Avenue	Benares Street	Susan Avenue	211.08
109.	Haro Avenue	Benares Street	Haro Avenue	258.14
110.	Adco Avenue	Benares Street	Adco Avenue	269.11
111.	Neo Street	Old River School Road	Haro Avenue	753.46
112.	Adco Avenue	Neo Street	Adco Avenue	260.97
113.	Haro Avenue	Neo Street	Haro Avenue	224.31
114.	Arnett Street	Old River School Road	Norlain Avenue	273.63
115.	Norlain Avenue	Arnett Street	Neo Street	429.15
116.	Burns Avenue	Firestone Boulevard	Paramount Boulevard	3,606.57
117.	Samoline Avenue	Brookmill Road	Samoline Avenue	972.08
118.	Pruess Avenue	Adwen Street	Phlox Street	816.69
119.	Brookmill Road	Rives Avenue	Morning Avenue	721.52
120.	Luxor Street	Downey Avenue	Brookshire Avenue	1,121.49
121.	Phlox Street	Pivot Street	Koopman Avenue	668.21
122.	Mac Govern Avenue	Manatee Street	Arnett Street	725.32
123.	Mc Cahill Street	Nash Avenue	Mc Cahill Street	329.03
124.	Margaret Street	Lakewood Boulevard	Adenmoor Avenue	627.17
125.	Coldbrook Avenue	Hall Road	Stewart and Gray Road	1,375.44
126.	Adenmoor Avenue	Stewart and Gray Road	Hall Road	1,364.25
127.	Stewart and Gray Road	Bellflower Boulevard	Coldbrook Avenue	809.18
128.	Cecilia Street	Benfield Avenue	Orr and Day Road	2,253.74
129.	Benfield Avenue	Cecilia Street	Studebaker Road	873.6
130.	Crossdale Avenue	Dollison Drive	Cecilia Street	1,166.47
131.	Dalwood Avenue	Cecilia Street	Dalwood Avenue	644.44
132.	Elmcroft Avenue	Elmcroft Avenue	Cecilia Street	677.75
133.	Muller Street	Fairford Avenue	Muller Street	834.59
134.	Offley Avenue	Quinn Street	Offley Avenue	341.37
135.	Longworth Avenue	Quinn Street	Longworth Avenue	251.86
136.	Pico Vista Road	Cecilia Street	Gaybrook Avenue	1,358.07
137.	Pico Vista Road	Gaybrook Avenue	Via Amorita	584.86
138.	Pico Vista Road	Via Amorita	Pico Vista Road	1,082.62
139.	Lesterford Avenue	Via Amorita	Florence Avenue	1,300.98
140.	Newville Avenue	Via Amorita	Florence Avenue	1,294.25
141.	Mattock Avenue	Florence Avenue	Farm Street	1,702.41
142.	Pangborn Avenue	Farm Street	Florence Avenue	1,641.82
143.	Casanes Avenue	Gotham Street	Florence Avenue	1,844.42
144.	Farm Street	Hasty Avenue	Woodruff Avenue	958.51
145.	Bigby Street	Hasty Avenue	Woodruff Avenue	973.16
146.	Woodruff Avenue	Farm Street	Via Amorita	638.79
147.	Gotham Street	Hasty Avenue	Woodruff Avenue	995.57
148.	Cord Avenue	Via Amorita	Florence Avenue	904.87
149.	Irwingrove Drive	Hasty Avenue	Irwingrove Drive	167.9
150.	Baysinger Street	Hasty Avenue	Baysinger Street	189.47
151.	Hasty Avenue	Pellet Street	Cecilia Street	1,150.92
152.	Cord Avenue	Pellet Street	Cord Avenue	418.61
153.	Casanes Avenue	Cecilia Street	Casanes Avenue	385.62
154.	Cord Avenue	Cecilia Street	Fostoria Street	539.67
155.	Fostoria Street	Woodruff Avenue	Cord Avenue	402.79

156.	Cecilia Street	Cord Avenue	Woodruff Avenue	375.54
157.	Woodruff Avenue	Cecilia Street	Buell Street	366.02
158.	Buell Street	Cecilia Street	Chaney Avenue	893.04
159.	Cecilia Street	Buell Street	Chaney Avenue	774.63
160.	Chaney Avenue	Cecilia Street	Buell Street	433.49
161.	Haledon Avenue	Cecilia Street	Muller Street	730.33
162.	Haledon Avenue	Gotham Street	Cecilia Street	1,513.62
163.	Clancey Avenue	Gotham Street	Cecilia Street	1,502.55
164.	Shellyfield Road	Gotham Street	Cecilia Street	1,506.69
165.	Arrington Avenue	Muller Street	Arrington Avenue	428.59
166.	Lemoran Avenue	Muller Street	Lemoran Avenue	344.85
167.	Brierbush Avenue	Muller Street	Brierbush Avenue	319.11
168.	Garnish Drive	Muller Street	Garnish Drive	427.93
169.	6th Street	Brookshire Avenue	Lakewood Boulevard	1,789.46
170.	Tristan Drive	6th Street	5th Street	398.19
171.	Birchdale Avenue	5th Street	6th Street	345.98
172.	5th Street	Birchdale Avenue	Tristan Drive	423.58
173.	5th Street	Lakewood Boulevard	Marbel Avenue	310.69
174.	Muller Street	Tristan Drive	Birchdale Avenue	746.64
175.	7th Street	Marbel Avenue	Birchdale Avenue	994.15
176.	Marbel Avenue	7th Street	Marbel Avenue	350.6
177.	Quinn Street	Bellman Avenue	Quinn Street	293.95
178.	Quinn Street	Birchdale Avenue	Quinn Street	373.45
179.	Planett Avenue	7th Street	Planett Avenue	193.07
180.	Dolan Avenue	7th Street	Dolan Avenue	192.63
181.	2nd Street	Paramount Boulevard	Wiley Burke Avenue	2,607.98
182.	3rd Street	Paramount Boulevard	Wiley Burke Avenue	2,643.56
183.	4th Place	Paramount Boulevard	Wiley Burke Avenue	2,628.67
184.	4th Street	Paramount Boulevard	Wiley Burke Avenue	2,624.13
185.	5th Street	Paramount Boulevard	Rives Avenue	1,474.93
186.	3rd Street	Wiley Burke Avenue	Old River School Road	1,106.42
187.	4th Place	Old River School Road	Wiley Burke Avenue	1,096.05
188.	Fostoria Street	Wiley Burke Avenue	Norlain Avenue	800.71
189.	2nd Street	Wiley Burke Avenue	Pomering Road	541.44
190.	Cecilia Street	Wiley Burke Avenue	Norlain Avenue	811.37
191.	Buell Street	Wiley Burke Avenue	Norlain Avenue	800.94
192.	Wiley Burke Avenue	Buell Street	Cecilia Street	303
193.	Muller Street	Wiley Burke Avenue	Old River School Road	1,092.55
194.	Quinn Street	Old River School Road	Wiley Burke Avenue	1,139.60
195.	Cherokee Drive	Pomering Road	Cherokee Drive	501.16
196.	Julius Avenue	Quinn Street	Irwingrove Drive	1,425.90
197.	Wiley Burke Avenue	Cherokee Drive	Irwingrove Drive	937.42
198.	Ryerson Avenue	Dinwiddie Street	Rio Flora Place	1,013.20
199.	Rio Flora Place	Old River School Road	Ryerson Avenue	1,478.57
200.	Rio Flora Place	Old River School Road	Rio Flora Place	1,742.70
201.	Country Club Drive	Old River School Road	Old River School Road	901.8
202.	Via Rio Nido	Old River School Road	Sherry Avenue	1,602.80
203.	Sherry Avenue	Via Rio Nido	Via Amorita	398.2
204.	Via Amorita	Sherry Avenue	Old River School Road	1,431.00
205.	Rives Avenue	5th Street	6th Street	345.81
206.	6th Street	Rives Avenue	Smallwood Avenue	548.66
207.	7th Street	Rives Avenue	Smallwood Avenue	553.82

208.	7th Street	Smallwood Avenue	Paramount Boulevard	951.19
209.	6th Street	Smallwood Avenue	Paramount Boulevard	976.07
210.	Harper Avenue	Rives Avenue	Paramount Boulevard	1,492.51
211.	8th Street	Rives Avenue	Smallwood Avenue	545.75
212.	Farm Street	Rives Avenue	Smallwood Avenue	589.91
213.	Via Amorita	Rives Avenue	Morning Avenue	741.76
214.	Irwingrove Drive	Rives Avenue	Morning Avenue	737.13
215.	Baysinger Street	Rives Avenue	Paramount Boulevard	1,473.81
216.	Rives Avenue	Via Amorita	Irwingrove Drive	306.5
217.	Hopeland Avenue	Irwingrove Drive	Florence Avenue	606.3
218.	Irwingrove Drive	Hopeland Avenue	Horley Avenue	328.42
219.	Horley Avenue	Irwingrove Drive	Florence Avenue	575.41
220.	Via Rio Nido	Pomering Road	Via Rio Nido	502.51
221.	Via Amorita	Pomering Road	Via Amorita	502.51
222.	Pomering Road	Via Amorita	Via Rio Nido	364.69
223.	Irwingrove Drive	Pomering Road	Old River School Road	579.37
224.	Julius Avenue	Irwingrove Drive	Florence Avenue	577.25
225.	4th Street	Paramount Boulevard	Myrtle Street	494.02
226.	Myrtle Street	4th Street	3rd Street	520.01
227.	Western Avenue	7th Street	6th Street	467.9
228.	La Reina Avenue	7th Street	6th Street	470.98
229.	7th Street	La Reina Avenue	7th Street	209.01
230.	Myrtle Street	7th Street	Myrtle Street	523.92
231.	7th Street	Paramount Boulevard	Myrtle Street	423.54
232.	Mattock Avenue	Muller Street	Quinn Street	715.34
233.	Newville Avenue	Muller Street	Quinn Street	688.65
234.	Quinn Street	Newville Avenue	Lesterford Avenue	338.52
235.	Farm Street	Newville Avenue	Lesterford Avenue	355.8
236.	Lesterford Avenue	Via Amorita	Farm Street	420.59
237.	Pico Vista Road	Lesterford Avenue	Otto Street	444.42
238.	Newville Avenue	Florence Avenue	Dacosta Street	759.89
239.	Mattock Avenue	Florence Avenue	Dacosta Street	745.81
240.	Gainford Street	Mattock Avenue	Lesterford Avenue	628.85
241.	Lesterford Avenue	Gainford Street	Otto Street	588.59
242.	Lubec Street	Mattock Avenue	Newville Avenue	423.77
243.	Mattock Avenue	Lubec Street	Raviller Drive	533.25
244.	Casanes Avenue	Dacosta Street	Florence Avenue	731.99
245.	Sideview Drive	Dacosta Street	Florence Avenue	786.04
246.	Downey & Sanford Bridge Roa	Dinsdale Street	Otto Street	374.74
247.	Otto Street	Downey & Sanford Bric	Dinsdale Street	1,111.33
248.	Florence Avenue	Woodruff Avenue	Chaney Avenue	629.32
249.	Otto Street	Garnish Drive	Chaney Avenue	467
250.	Dinsdale Street	Otto Street	Chaney Avenue	495.81
251.	Gainford Street	Downey & Sanford Bric	Haledon Avenue	1,967.98
252.	Lubec Street	Cord Avenue	Haledon Avenue	1,871.73
253.	Garnish Drive	Lubec Street	Gallatin Road	995.76
254.	Savage Avenue	Lubec Street	Savage Avenue	373.4
255.	Tristan Drive	Cherokee Drive	Baysinger Street	1,210.41
256.	Bellman Avenue	Baysinger Street	Cherokee Drive	1,242.34
257.	Via Amorita	Birchdale Avenue	Bellder Drive	407.21
258.	Birchdale Avenue	Via Amorita	Bigby Street	286.58
259.	Bigby Street	Bellder Drive	Birchdale Avenue	399.44

260.	Farm Street	Birchdale Avenue	Bellder Drive	409.4
261.	Brookshire Avenue	Cherokee Drive	10th Street	1,242.69
262.	10th Street	Brookshire Avenue	Birchdale Avenue	607.04
263.	11th Street	Brookshire Avenue	Birchdale Avenue	874.65
264.	Dolan Avenue	Bigby Avenue	Dolan Avenue	439.39
265.	Downey Avenue	Cherokee Drive	Downey Avenue	654.28
266.	La Reina Avenue	Florence Avenue	Otto Street	697.46
267.	Orizaba Avenue	Florence Avenue	Dinsdale Street	389.26
268.	Primrose Lane	Downey Avenue	Primrose Lane	329.73
269.	Old River School Road	Florence Avenue	Irwingrove Drive	621.95
270.	Pomering Road	Florence Avenue	Dinsdale Street	352.28
271.	Florence Avenue	Pomering Road	Wiley Burke Avenue	498.38
272.	Wiley Burke Avenue	Florence Avenue	Lubec Street	1,345.36
273.	Horley Avenue	Lubec Street	Dinsdale Street	955.27
274.	Pomering Road	Otto Street	Lubec Street	666.71
275.	Gainford Street	Pomering Road	Gainford Street	273.72
276.	Norlain Avenue	Lubec Street	Dinsdale Street	861.85
277.	Tecum Road	Dinsdale Street	Gainford Street	550.09
278.	Dinsdale Street	Norlain Avenue	Guatemala Avenue	913.79
279.	Gainford Street	Guatemala Avenue	Tecum Road	438.55
280.	Otto Street	Guatemala Avenue	Otto Street	266.02
281.	Guatemala Avenue	Gainford Street	Tecum Road	695.61
282.	Dinsdale Street	Tweedy Lane	Dinsdale Street	788.68
283.	Florence Avenue	Tweedy Lane	Rives Avenue	912.88
284.	Otto Street	Smallwood Avenue	Rives Avenue	692.17
285.	Dacosta Street	Rives Avenue	Tweedy Lane	1,068.68
286.	Gainford Street	Rives Avenue	Tweedy Lane	1,074.49
287.	Dinsdale Street	Rives Avenue	Horley Avenue	312.53
288.	Parrot Avenue	Lubec Street	Dinsdale Street	985.75
289.	Otto Street	Parrot Avenue	Otto Street	200.6
290.	Dacosta Street	Parrot Avenue	Dacosta Street	202.18
291.	Dinsdale Street	Downey Avenue	Dolan Avenue	734.23
292.	Otto Street	Downey Avenue	Dolan Avenue	731.76
293.	Dacosta Street	Downey Avenue	Dolan Avenue	747.95
294.	Gainford Street	Downey Avenue	Brookshire Avenue	1,328.35
295.	Gainford Street	Brookshire Avenue	Bellder Drive	601.73
296.	Bellder Drive	Dacosta Street	Gainford Street	321.01
297.	Dacosta Street	Brookshire Avenue	Bellder Drive	577.41
298.	Otto Street	Bellder Drive	Otto Street	493.94
299.	Otto Street	Brookshire Avenue	Otto Street	438.73
300.	Bellder Drive	Otto Street	Florence Avenue	445.45
301.	Lubec Street	Birchdale Avenue	Tristan Drive	483.42
302.	Bellder Drive	Suva Street	Bellder Drive	347.28
303.	Suva Street	Brookshire Avenue	Suva Street	565.47
304.	Manzanar Avenue	Charloma Drive	Suva Street	343.61
305.	Raviller Drive	Brookshire Avenue	Lubec Street	1241.76
306.	Lubec Street	Manzanar Avenue	Stamps Avenue	711.23
307.	Dolan Avenue	Lubec Street	Gainford Street	264.86
308.	La Reina Avenue	Noren Street	La Reina Avenue	672.01
309.	Noren Street	Downey Avenue	La Reina Avenue	312.8
310.	Downey Avenue	Noren Street	Noren Street	115.76
311.	Stamps Avenue	Gallatin Road	Downey Avenue	695.56

312.	Otto Street	Haledon Avenue	Arrington Avenue	882.92
313.	Gainford Street	Haledon Avenue	Arrington Avenue	892.4
314.	Haledon Avenue	Gainford Street	Lubec Street	344.26
315.	Lubec Street	Haledon Avenue	Arrington Avenue	882.99
316.	Arrington Avenue	Florence Avenue	Charloma Drive	1622.27
317.	Lubec Street	Arrington Avenue	Lakewood Boulevard	559.83
318.	Charloma Drive	Lakewood Boulevard	Shellyfield Road	831.98
319.	Shellyfield Road	Lubec Street	Charloma Drive	490.72
320.	Suva Street	Shellyfield Road	Lakewood Boulevard	883.71
321.	Arrington Avenue	Suva Street	Gallatin Road	654
322.	Raviller Drive	Arrington Avenue	Raviller Drive	1320.1
323.	Raviller Drive	Raviller Drive	Lemoran Avenue	478.14
324.	Haledon Avenue	Lemoran Avenue	Raviller Drive	649.74
325.	Clancey Avenue	Raviller Drive	Charloma Drive	701.34
326.	Lemoran Avenue	Gallatin Road	Lubec Street	1188.39
327.	Gallatin Road	Eglise Avenue	Clancey Avenue	1919.06
328.	Cord Avenue	Gallatin Road	Cord Avenue	810.58
329.	Eglise Avenue	Appleby Street	Vista del Rio Drive	671.6
330.	Buhman Avenue	Appleby Street	Vista del Rio Drive	739.38
331.	Garnish Drive	Appleby Street	Vista del Rio Drive	787.26
332.	Lemoran Avenue	Appleby Street	Vista del Rio Drive	821.16
333.	Appleby Street	Lemoran Avenue	Garnish Drive	291.04
334.	Appleby Street	Lemoran Avenue	Chaney Avenue	353.33
335.	Chaney Avenue	Appleby Street	Vista del Rio Drive	835.19
336.	Haledon Avenue	Appleby Street	Vista del Rio Drive	844.08
337.	Sheridell Avenue	Clancey Avenue	Vista del Rio Drive	615.51
338.	Clancey Avenue	Clancey Avenue	Vista del Rio Drive	651.69
339.	Clancey Avenue	Sheridell Avenue	Appleby Street	360.68
340.	Clancey Avenue	Appleby Street	Gallatin Road	325.36
341.	Manzanar Avenue	Gallatin Road	Vista del Rio Avenue	1187.13
342.	Vista del Rio Avenue	Stoakes Avenue	Santa Gertrudes Road	780.17
343.	Downey Avenue	Santa Gertrudes Road	Gallatin Road	789.68
344.	Gallatin Road	La Reina Avenue	Stamps Avenue	598.43
345.	La Reina Avenue	Santa Gertrudes Road	Gallatin Road	800.03
346.	Stamps Avenue	Vista del Rio Avenue	Stamps Avenue	733.93
347.	Orizaba Avenue	Gallatin Road	Santa Gertrudes Road	826.67
348.	Brock Avenue	Gallatin Road	Allengrove Street	739.99
349.	Parrot Avenue	Pomering Road	Lubec Street	344.24
350.	Pomering Road	Lubec Street	Ciro Street	797.56
351.	Julius Avenue	Lubec Street	Noren Street	1059.15
352.	Wiley Burke Avenue	Lubec Street	Noren Street	1064.55
353.	Richeon Avenue	Lubec Street	Noren Street	1048.38
354.	Noren Street	Guatemala Avenue	Julius Avenue	610.89
355.	Suva Street	Guatemala Avenue	Wiley Burke Avenue	744.44
356.	Suva Street	Wiley Burke Avenue	Horley Avenue	721.49
357.	Calmcrest Drive	Guatemala Avenue	Horley Avenue	1269.57
358.	Guatemala Avenue	Suva Street	Calmcrest Drive	303.92
359.	Glencliff Drive	Guatemala Avenue	Horley Avenue	1103.66
360.	Cleargrove Drive	Guatemala Avenue	Horley Avenue	963.61
361.	Finevale Drive	Guatemala Avenue	Horley Avenue	885.44
362.	Shady Oak Drive	Guatemala Avenue	Horley Avenue	852.38
363.	Coolgrove Drive	Guatemala Avenue	Horley Avenue	641.47

364.	Rives Avenue	Coolgrove Drive	Finevale Drive	616.82
365.	Gaymont Avenue	Coolgrove Drive	Finevale Drive	643.05
366.	Smallwood Avenue	Coolgrove Drive	Smallwood Avenue	212.99
367.	Finevale Drive	Horley Avenue	Rives Avenue	313.25
368.	Rives Avenue	Suva Street	Rives Avenue	834.37
369.	Raviller Drive	Tweedy Lane	Gaymont Avenue	523.22
370.	Smallwood Avenue	Raviller Drive	Smallwood Avenue	233.96
371.	Samoline Avenue	Suva Street	Gallatin Road	1188.5
372.	Suva Street	Rives Avenue	Tweedy Lane	805.44
373.	Rives Avenue	Suva Street	Ciro Street	452.46
374.	Ciro Street	Rives Avenue	Horley Avenue	432.68
375.	Samoline Avenue	Suva Street	Samoline Avenue	334.16
376.	Tweedy Lane	Suva Street	Tweedy Lane	619.74
377.	Bluff Road	Suva Street	Bluff Road	499.44
378.	Cleargrove Drive	Dos Rios Road	Cleargrove Drive	293.87
379.	Finevale Drive	Dos Rios Road	Finevale Drive	403.13
380.	Shady Oak Drive	Dos Rios Road	Shady Oak Drive	420.58
381.	Hannon Street	Dos Rios Road	Hannon Street	408.75
382.	Coolgrove Drive	Dos Rios Road	Coolgrove Drive	349.04
383.	Bairnsdale Street	Dos Rios Road	Bairnsdale Street	325.07
384.	Telegraph Road	True Avenue	Klinedale Avenue	622.08
385.	Cedartree Road	True Avenue	Klinedale Avenue	424.78
386.	Klinedale Avenue	Cedartree Road	Klinedale Avenue	443
387.	Passons Boulevard	Cedartree Road	Telegraph Road	367.61
388.	Telegraph Road	Chaney Avenue	Passons Boulevard	812.74
389.	Arrington Avenue	Telegraph Road	Arrington Avenue	1001.67
390.	Manzanar Avenue	Vista Del Rosa Street	Manzanar Avenue	379.27
391.	Mel Dar Avenue	Vista Del Rosa Street	Mel Dar Avenue	475.51
392.	Stoakes Avenue	Cedartree Road	Brookpark Road	905.64
393.	Birchleaf Avenue	Cedartree Road	Brookpark Road	965.97
394.	Stamps Road	Cedartree Road	Brookpark Road	1012.74
395.	Vista Del Rosa Street	Elston Avenue	Elmont Avenue	873.25
396.	Brookgreen Road	Elmont Avenue	Elston Avenue	863.32
397.	Blandwood Road	Elmont Avenue	Elston Avenue	818.39
398.	Parrot Avenue	Gallatin Road	Allengrove Street	739.37
399.	Pageant Street	Brock Avenue	Pageant Street	373.34
400.	Telegraph Road	Birchbark Avenue	Paramount Boulevard	1038.48
401.	Paramount Boulevard	Birchcrest Road	Vista Del Rosa Street	334.08
402.	Vista Del Rosa Street	Samoline Avenue	Paramount Boulevard	493.27
403.	Blandwood Road	Samoline Avenue	Blandwood Road	406.53
404.	Brookpark Road	Samoline Avenue	Brookpark Road	448.59
405.	Crider Avenue	Brookpark Road	Crider Avenue	407.97
406.	Smallwood Avenue	Birchcrest Road	Brookpark Road	616.67
407.	Birchcrest Road	Smallwood Avenue	Tweedy Lane	334.04
408.	Tweedy Lane	Birchcrest Road	Telegraph Road	439.03
409.	Alderdale Street	Guatemala Avenue	Botany Street	730.84
410.	Botany Street	Guatemala Avenue	Smallwood Avenue	870.25
411.	Smallwood Avenue	Botany Street	Danvers Street	265.89
412.	Lowman Avenue	Allengrove Street	Danvers Street	501.36
413.	Danvers Street	Lowman Avenue	Allengrove Street	715.28
414.	Brookpark Road	Elston Avenue	Elmont Avenue	797.88